



(S. RIYAN)
Registrar of Societies
Govt. of Tripura.

MEMORANDUM OF ASSOCIATION (MoA)
OF
STATE CHILD PROTECTION SOCIETY, TRIPURA
OF
INTEGRATED CHILD PROTECTION SCHEME (ICPS)
AND
RULES AND REGULATIONS OF THE
STATE CHILD PROTECTION SOCIETY (SCPS)
TRIPURA

(Framed under Societies Registration Act, XXI 1860)



NODAL DEPARTMENT
EDUCATION (SOCIAL WELFARE & SOCIAL EDUCATION) DEPARTMENT
GOVERNMENT OF TRIPURA



State Child Protection Society (SCPS)

The SCPS will be registered society to implement the Integrated Child Protection Scheme (ICPS) and all other child protection related schemes. Department of Social Welfare & Social Education, Govt. of Tripura will take a lead role in forming the State Society. Registration of SCPS will be under Societies Registration Act XXI, 1860 as applicable in the state of Tripura.

Composition of State Child Protection Society

Chairperson : Minister-in-Charge, Department of Social Welfare & Social Education, Govt. of Tripura

Executive Chairperson: Principal Secretary, Department of Social Welfare & Social Education, Govt. of Tripura

Member Secretary: Director of Social Welfare, Govt. of Tripura

Sl. No	Name/Designation	Status in Governing Body.
1.	Hon'ble Minister In-Charge (MIC), Social Welfare & Social Education Department.	Chairperson.
2.	Principal Secretary/Commissioner/Secretary, Social Welfare & Social Education Department	Executive Chairperson.
3.	Principal Secretary/ Commissioner/Secretary/Special Secretary, Home Department or his/her representative not below the rank of Joint Secretary.	Member
4.	Principal Secretary/ Commissioner/ Secretary/Special Secretary, Finance Department or his/ her representative not below the rank of Joint Secretary.	Member.
5.	Principal Secretary/Commissioner/ Secretary/Special Secretary, Health & Family Welfare Department or his/her representative not below the rank of Joint Secretary.	Member
6.	Principal Secretary/ Commissioner/Secretary, Panchayet & Rural Development Department or his/her representative not below the rank of Joint Secretary.	Member.
7.	Principal Secretary/ Commissioner/Secretary, Urban Development Department or his/her representative not below the rank of Joint Secretary	Member
8.	Principal Secretary/ Commissioner/Secretary, Judicial Department or his/her representative not below the rank of Joint Secretary.	Member
9.	Principal Secretary/Commissioner/Secretary, School Education Department or his/her representative not below the rank of Joint Secretary.	Member
10	Principal Secretary/Commissioner/Secretary, Labour Department or his/her representative not below the rank of Joint Secretary	Member
11	Principal Secretary/ Commissioner/Secretary, Information & Cultural Affairs Department or his/her representative not below the rank of Joint Secretary.	Member
12	Principal Secretary/Commissioner/ Secretary, Religious Minorities Welfare Department or his/her representative not below the rank of Joint Secretary	Member



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	Principal Secretary/Commissioner/Secretary, Scheduled Class and OBC Welfare Department or his/her representative not below the rank of Joint Secretary	
14	Joint Secretaries, Social Welfare & Social Welfare Department	Member
15	Director of Social Welfare, Govt. of Tripura.	Member-Secretary
16	Commissioner of Disability, Govt. of Tripura.	Member
17	Addl. Director of Social Welfare, Govt. of Tripura	Member
18	Joint Director, Directorate of Social Welfare & Social Education	Member
19	One representative each from three NGOs working in the field of child protection to be nominated by the Chairperson	Member
20	Two Experts to be nominated by the Chairperson	Member

Memorandum of Association Rules and Regulations and Bye-laws are appended.

Appendices to facilitate creation and functioning of Tripura State Society

1. Memorandum of Association (Appendix-I)
2. Rules and Regulations (Appendix-II)



MEMORANDUM OF ASSOCIATION OF STATE CHILD PROTECTION SOCIETY - TRIPURA

Guiding Principles

Child protection, a primary responsibility of family, supported by community, government and civil society: It is important that respective roles are articulated clearly and understood by all parties in the effort to protect children. Government, both Central and State, has an obligation to ensure a range and a continuum of services at all levels.

Loving and caring family, the best place for the child: Children are best cared for in their own families and have a right to family care and parenting by both parents.

Privacy and Confidentiality: Children's right to privacy and confidentiality should be protected through all the stages of service delivery.

Non-stigmatization and non-discrimination: Each child irrespective of circumstances, as well as socio-economic, cultural, religious and ethnic background should be treated equally and in a dignified manner.

Prevention and reduction of vulnerabilities, central to child protection outcomes: A major thrust of the ICPS will be to strengthen the family capabilities to care for and protect the child.

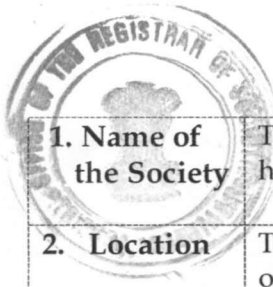
Institutionalization of children, the last resort: There is a need to shift the focus of interventions from an over reliance on institutionalization of children and move towards more family and community-based alternatives for care. Institutionalization should be used as a measure of last resort after all other options have been explored.

Child centered planning and implementation: Planning and implementation of child protection policies and service delivery should be child centered at all levels, so as to ensure that the best interest of the child is protected.

Technical excellence, code of conduct: Services for children at all levels and by all providers should be provided by skilled and professional staff, including a cadre of social workers, psychologists, care givers, members of statutory bodies and lawyers, adhering to an ethical and professional code of conduct.

Flexible programming, responding to local sensitization needs: Customized service delivery approach is required to respond to local needs.

Good governance, accountability and responsibility: An efficient and effective child protection system requires transparent management and decision making, accountable and responsible individuals and institutions, performance reports at all service levels and all service providers made public, including for children themselves, through child-friendly reports.



1. Name of the Society	The Name of the Society shall be "State Child Protection Society, Tripura, hereinafter referred to as the "Society".
2. Location	The Society shall have its Registered office presently at the office of the Directorate of Social Welfare, Government of Tripura, Ujan Abhoynagar, Agartala, Tripura in the State of Tripura or such other place as the Society may decide from time to time with liberty for it to establish one or more subordinate offices to be termed as District Child Protection Society (DCPS) in the State, as required.
3. Area of Operation	The area of operation of the Society shall be whole of the State of Tripura and it will function through District Child Protection Society (DCPS) at the district level.
4. Objectives	<p>The Society shall facilitate and operate in an additional managerial and technical capacity to the Department of Social Welfare & Social Education, Government of Tripura for the implementation of Integrated Child Protection Scheme (ICPS) in the State.</p> <ol style="list-style-type: none">1. Set up State Adoption Resource Agency (SARA) at the State level;2. Set up DCPS in all the districts;3. Contribute to improvements in the well being of children particularly those in difficult circumstances including but not limited to children without any home or settled place or abode and without any ostensible means of subsistence, children with special needs, children suffering from terminal diseases or incurable diseases, children whose parent or guardian are incapacitated to care for or supervise the child, orphan child, abandoned and missing children, victim of sexual abuse or illegal acts; drug addicts or survivors of trafficking, children victim of any armed conflict, civil commotion or natural calamity, as well as to the reduction of vulnerabilities to situations and actions that lead to discrimination, neglect, abuse, exploitation of children and to abandonment and separation of children.4. Synergize the efforts of various government departments/organizations, NGOs, civil societies and international development agencies for effective implementation of the programmes and services which are aimed at protection of children;5. Establish and strengthen a continuum of services for emergency outreach, institutional care, family and community based care, counselling and support services;6. Put in place, activate and strengthen necessary structures and mechanisms for effective implementation of the scheme at the state and district levels;7. Define and set standards of all services including the functioning of statutory bodies.8. Build capacities of all functionaries including, administrators and service providers, at all levels working under the ICPS by establishing partnerships with relevant State and National and Private Agencies;9. Ensure that members of allied systems including, local bodies, police, judiciary and other concerned departments of State Governments are sensitised and trained to undertake responsibilities under the ICPS.10. Prepare child protection plans at district and state levels; the plan



- would be gradually extended to block and community levels of Tripura.
11. Strengthen service delivery mechanisms and programmes including preventive, statutory, care and rehabilitation services;
 12. Promote and strengthen non-institutional family based care options for children deprived of parental care, including sponsorship to vulnerable families, kinship-care, in-country adoption, foster care and inter-country adoption, in order of preference;
 13. Create mechanisms for a child protection data management system including MIS Resource Directory and child tracking system at the district and State level for effective implementation and monitoring of child protection services in the State;
 14. Undertake research and documentation in the area of child protection.
 15. Build capacities of families and community at the district levels for effective implementation and monitoring of child protection services in the State;
 16. Create and promote preventive measures to protect children from situations of vulnerability, risk and abuse through DCPS.
 17. Identification of vulnerable children and resource mapping for proper implementation of ICPS through DCPS.
 18. Coordinate and network with all allied systems i.e. Government departments and Non-Government agencies providing support and services for children and effective convergence required for proper implementation of the scheme.
 19. Educate public on child rights and protection and harmful traditional practices;
 20. Raise public awareness at all levels on situation and vulnerabilities of children and families
 21. Facilitate, access and utilization by all stakeholders and public at large of available child protection services, schemes and structures at all levels
 22. Accept grants of money, equipment, land, buildings, donations, gifts, subscriptions and other assistance from the State/ Central Government or from any other source and to conform to the conditions on which such grants, other payments and assistance may be received, provided that no benefaction shall be accepted by the Society, which in its opinion involves conditions or obligations contrary to the objectives of the Society;
 23. Establish, promote, co-operate with, become a member of, act as, or appoint trustees, agents or delegate to control, manage, superintend or otherwise assist any associations and institutions and other bodies engaged in any of the fields for which this Society is established.
 24. Monitor the outputs of effective intervention strategies and pursue regular evaluation of the programmes and structures for course correction



25. Appoint / co-opt officers, programmers and other persons required on contractual basis, on such terms & conditions as are necessary, for achieving the objectives of the Society; and

26. Do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives.

5. Scope of functions

To achieve the above objectives, the Society shall deploy and direct its resources for performance of the following key tasks:

1. Formulate the State Child Protection Policy and State Plan of Action in consultation with State Project Support Unit (SPSU), other Departments, Academic Institutions / Universities, Civil Society Institutions, International Agencies and NGOs.
2. Initiate and ensure compulsory licensing of all voluntary / charitable organizations housing children / juveniles in the State under the Juvenile Justice Act 2000 and its Amendment Act 2006.
3. Receive, manage (including disbursement to implementing agencies e.g. Directorate, District Child Protection Societies (DCPS), NGOs etc.) and account for the funds received from the Ministry of Women & Child Development, Government of India.
4. Strengthen the technical / management function of the State Directorate as well as of the District Child Protection Societies (DCPS) by various means including through recruitment or commissioning individual / institutional experts from the open market.
5. Programme implementation and fund utilization; Set up, support and monitor performance of District Child Protection Societies and ensure proper flow and utilization of funds to the districts through ICPS and other grant-in-aid schemes;
6. Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
7. Ensure effective implementation of other legislations and policies for child protection in the State viz. Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; Child Marriage Prohibition Act 2006, and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994 etc. and other existing child related Acts and any other Act that comes into force for protecting child rights;
8. Network and coordinate with all government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Finance, School Education, Panchayat & Rural Development, Urban Development, Information & Culture, Religious Minorities Welfare, Scheduled Caste & OBC Welfare Dept, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;
9. Network and coordinate with voluntary and civil organizations working in the field of child rights and protection;
10. Carry out need-based research and documentation activities at state-level for assessing the number of children in difficult circumstances and creating



State-specific databases to monitor trends and patterns;

11. Training and capacity building of all personnel (Government and Non-government) working under child protection system;
12. Submit Quarterly Progress report to the Ministry of Women and Child Development, Government of India
13. Liaisoning with the Ministry of Women and Child Development, Government of India and State Child Protection Societies of other States/Uts;
14. Provide secretarial support to the State Child Protection Committee (SCPC), Project Sanctioning Committee and Sponsorship and Foster Care Approval Committee and any other committee formed by the SCPS;
15. Maintain a state level database of all children in institutional care and family based non-institutional care and update it on a quarterly basis.
16. Mobilize financial / non-financial resources for complementing/supplementing the SCPS activities in the State.
17. Organize training, meetings, conferences, policy review studies / surveys, workshops and inter-State exchange visits etc. for deriving inputs for improving the implementation of ICPS in the State.
18. Undertake such other activities for strengthening ICPS in the State as may be identified from time to time, including mechanisms for intra and inter-sectoral convergence of inputs and structures.
19. Prepare, print, publish issue, acquire and circulate books, reports, studies, papers, periodicals, exhibits, films, slides, video, tapes, circulars, and engage in other literary activities connected with or having a bearing on the objectives of the Society.
20. Assist, guide or collaborate with other organization or institutions in India or any part of the world having objectives wholly or partly similar to those of the Society, in such manner as may be conducive to the attainment of the objectives of the Society.
21. Solicit the participation of various non-government bodies in the activities of the Society, on such terms and conditions as the General Body may deem fit, for attaining the objectives of the Society

For performing the above tasks, the Society shall:

1. Establish and carry out the administration and management of the Society's Secretariat and set up State Adoption Resource Agency (SARA) at the state level and District Child Protection Societies (DCPS), which will serve as the implementation arm of the Society at the district level.
2. Create administrative, technical and other posts in the Secretariat of the Society as deemed necessary.
3. Employ, retain or dismiss personnel as specified in the Scheme.
4. Establish its own procurement procedures and employ the same for procurement of goods and services.
5. Make rules and bye-laws for the conduct of the activities of the Society and its Secretariat and add, rescind or vary them from time to time, as deemed



necessary.

6. To do all such other things as may be deemed incidental or conducive to the attainment of the foregoing objects

The specific roles and responsibilities of State Project Support Unit (SPSU) shall:

1. Develop a Plan of Action for initiating the implementation of ICPS in the State/UT;
2. Facilitate setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPS, SARA, DCPS, ACA, SAA, SCPC, DCPC, etc.;
3. Collect, compile and regularly update the State level information on the status of child protection institutions and key elements of their functioning in the districts;
4. Facilitating setting up and management of a state level child tracking system and a missing children website with the help of DCPSs;
5. Carry out baseline survey in selected districts and follow up to assess the impact of the ICPS for the purpose of course correction, where necessary;
6. Carry out training and sensitization of the concerned officials of the line departments of the State Government/UT;
7. Ensure technical capacity built at □ensit and in selected states for initial implementation of ICPS;
8. Develop and disseminate awareness raising materials on the ICPS;
9. Document and disseminate best practices;
10. Monitor and evaluate implementation of ICPS throughout the State/UT.

The specific roles and responsibilities of State Adoption Resource Agency (SARA) shall:

1. Function as the State level Resource Centre to coordinate, monitor and develop the adoption programme in the State;
2. Facilitate the setting up of ACAs, if required, where they do not exist and recommend to CARA for recognition;
3. Facilitate the setting up of SAAs, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
4. Ensure that all adoptions/permanent placements of children are done in accordance with the Laws & Guidelines of the Supreme Court of India and Government of India;
5. Promote in-country and regulate inter-country adoptions in coordination with CARA;
6. Maintain a centralized (state-specific) web-based database of adoptable children with the help of District Child Protection Societies and ACAs as a part of the child tracking system;
7. Maintain a centralized (state-specific) web-based database of prospective adoptive parents with the help of District Child Protection Societies and ACAs;
8. Supervise the work of ACAs and SAAs and ensure coordination between them within State;



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9. Ensure that all PAPs are registered at DCPS/ SAA/ ACA/ SARA;
10. Provide comprehensive adoption data to CARA on monthly basis;
11. Ensure sensitisation of all agencies and allied systems;
12. Enhance capacity of those working in the adoption system;
13. Take necessary punitive action when malpractices occur in the adoption programme whether by licensed /recognized adoption agencies or by unlicensed individuals or organizations;
14. Advocacy and awareness for promoting adoptions in the State;
15. Develop and disseminate IEC materials.

The specific functions of the District Child Protection Society (DCPS) shall include:

1. Contribute to effective implementation of child protection legislations, schemes and achievement of child protection goals laid out in the National Plan of Action for Children 2005. In doing so, the DCPS will follow national and state priorities, rules and guidelines.
2. Ensure that for each child in need of care there is an individual care plan and that the plan is regularly reviewed. Monitor the implementation of the plan.
3. Identify families at risk and children in need of care and protection through effective networking and linkages with the ICDS functionaries, Specialized Adoption Agencies (SAA), NGOs dealing with child protection issues and local bodies, viz. PRIs and Urban Local Bodies, etc.;
4. Assess the number of children in difficult circumstances and create district-specific databases to monitor trends and patterns of children in difficult circumstances;
5. Map all child related service providers and services at district for creating a resource directory;
6. Identify and support credible voluntary organizations to implement programme components of the ICPS;
7. Support implementation of family based non-institutional services including sponsorship, foster care, adoption and after care;
8. Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006 at district/city levels by supporting creation of adequate infrastructure, viz. setting up JJBs, CWCs, SJPU in each districts and homes in a cluster of districts as required;
9. Ensure setting up of District, Block and Village level Child Protection Committees for effective implementation of programmes, as well as discharge of its functions;
10. Facilitate transfer of children at all levels for either restoration to their families or placing the child in long or short-term rehabilitation through sponsorship, kinship care, in country adoption, foster care, inter-country adoption and placement in institutions;
11. Facilitate effective implementation of other legislations for child protection in the district, viz. Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; Child Marriage Prohibition Act 2006 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, etc. and any other Act that comes into force for protecting child rights;
12. Network and coordinate with all government departments to build inter-



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sectoral linkages on child protection issues, including Departments of Health, Finance, School Education, Panchayat & Rural Development, Urban Development, Information & Culture, Religious Minorities Welfare, Scheduled Caste & OBC Welfare Dept, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;

13. Network and coordinate with voluntary and civil society organizations working in the field of child rights and protection;
14. Develop parameters and tools for effective monitoring and supervision of ICPS in the district;
15. Supervise and monitor all institutions/agencies providing residential facilities to children in district;
16. Train and build capacity of all personnel (Government and Non-government) working under child protection system to provide effective services to children;
17. Encourage voluntary youth participation in child protection programmes at district, block and community levels;
18. Organize quarterly meeting with all stakeholders at district level including CHILDLINE, SAA, superintendents of homes, NGOs and members of public to review the progress and achievement of child protection activities;
19. Liaison with the SCPS, SARAs and DCPS of other districts;
20. Provide secretarial support to the DCPC;
21. Maintain a database of all children in institutional care and non-institutional care at the district level. This Data Management System will ultimately develop into a comprehensive, integrated, live database for children in care and in need of care in the country.

6. First Members of the Governing Body

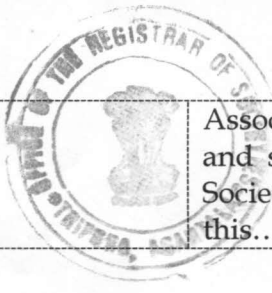
The names, addresses, occupations and designations of the First Members of the Governing Body of the Society to whom by the rules and regulations of the Society, the management of the affairs of the Society is entrusted as required under the Societies Registration Act XXI, 1860 are as follows:

Sl. No.	Name / Designation	Status in Governing Body
1.	MIC, Department of Social Welfare & Social Education, Govt. of Tripura	Chairperson
2	Principal Secretary/Commissioner/ Secretary Department of Social Welfare & Social Education, Govt. of Tripura	Executive Chairperson
3	Joint Secretary, Department of Social Welfare & Social Education, Govt. of Tripura	Member
4	Director of Social Welfare, Department of Social Welfare & Social Education, Govt. of Tripura	Member-Secretary
5	Commissioner of Disability, Govt. of Tripura.	Member
6	Addl. Director of Social Welfare, Govt. of Tripura	Member
7	Joint Director, Directorate of Social Welfare, Govt. of Tripura	Member

A copy of the rules of the Society certified to be a correct copy by three members of the Governing Body is filed along with this Memorandum of Association.

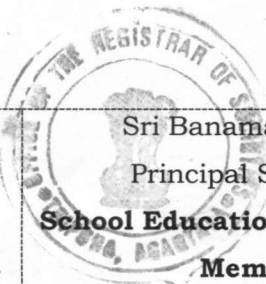
7. Declaration

We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of



Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the under the Societies Registration Act XXI, 1860: this.....day of 2010 at Agartala.

Sl. No.	Name	Address	Occupation	Full Signature
1	Smt. Bijita Nath, Hon'ble Minister, SW & SE Deptt. Chairperson	Secretariat Building	Cabinet Minister of State Govt.	
2	Sri Banamali Sinha, Principal Secretary, SW & SE Deptt. Executive Chairperson	Secretariat Building	Govt. Service	
3	Sri M.L. Dey, Director, SW & SE Deptt. Member Secretary	Directorate of SW & SE, Abhoynagar	Govt. Service	
4	Sri Manish Kumar, Secretary, Home Department, Member	Secretariat Building	Govt. Service	
5	Sri S. K. Roy, Principal Secretary, Finance Department, Member	Secretariat Building	Govt. Service	
6	Sri Yaspal Pal Singh Principal Secretary, Health & Family Welfare Department, Member	Secretariat Building	Govt. Service	
7	Sri Kumar Alok, Commissioner & Secretary, Panchayet & Rural Development Department, Member	Secretariat Building	Govt. Service	
8	Sri S. K. Roy, Principal Secretary, Urban Development Department, Member	Secretariat Building	Govt. Service	
9	Sri Samiran Das, Secretary, Law Department, Member	Secretariat Building	Govt. Service	



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10	Sri Banamali Sinha, Principal Secretary School Education Department, Member	Secretariat Building	Govt. Service	
11	Sri Bijoy Kanti Roy, Commissioner, Labour Department, Member	Secretariat Building	Govt. Service	
12	Sri Santanu Das, Special Secretary, Information & Cultural Affairs Department, Member	Secretariat Building	Govt. Service	
13	Sri N. C. Sinha, Principal Secretary, Religious Minorities Welfare Department, Member	Secretariat Building	Govt. Service	
14	Sri Santanu Das, Special Secretary, Scheduled Class and OBC Welfare Department, Member	Secretariat Building	Govt. Service	
15	Sri Banamali Sinha, Principal Secretary Commissioner of Disability, Govt. of Tripura Member	Secretariat Building	Govt. Service	

Dated: _____

Witness

1. **Dipak Chakraborty**
Deputy Director
Directorate of Social Welfare
& Social Education Dept.

2.

3. **P. K. GANGULI**
Head of Office & D.D.O.
Directorate of Social Welfare & Social Education,
Govt. of Tripura,
D.D.O. Code No. - 007.

TRIKA ACHARYJEE
Chief Supt. Hd. J. Jilla
Social Welfare Office, Agartala.



THE RULES AND REGULATIONS

STATE CHILD PROTECTION SOCIETY - TRIPURA

1. SHORT TITLE

1.1 These Rules and Regulations shall be called "The Rules and Regulations of the State Child Protection Society, Tripura, 2010".

1.2 These Rules shall come into force with effect from the date of registration of the Society by the Registrar of Societies.

2. DEFINITIONS

2.1 In the interpretation of these Rules and Regulations, the following expressions shall have the following meaning unless inconsistent with subject or context:

"Act" means the Societies Registration Act XXI, 1860.

"SCPS (abbreviation of State Society)" means the State Child Protection Society, (Tripura). The physical set up of the office of SCPS may also be called as State Child Protection Unit

"SARA" means State Adoption Resource Agency an arm of the Society

"DCPS" means District Child Protection Society an arm of the Society. The physical set up of the office of DCPS may also be called as District Child Protection Unit.

"Central Government" means the Government of India.

"Governing Body" means the Governing Body of the Society.

"Executive Committee" means the Executive Committee of the Society.

"Chairperson" means the Chairperson of the Governing Body of the Society.

"Executive Chairperson" means the Executive Chairperson of the Society.

"Member Secretary" means the Member Secretary of the Society.

"Member" means the Member of the Society.

"Rules" means these Rules and Regulations registered along with the memorandum of Association & as may be amended by the Governing Body of the Society from time to time.

"Secretariat" means the Secretariat of the Society and may also be called as unit.

"State Government" means the Government of Tripura

"Year" means the financial year of the State Government of Tripura

3 OFFICE

3.1 Registered office of the Society shall be presently situated in the premises of the office of the Directorate of Social Welfare, Government of Tripura, Ujanabhoy Nagar, Agartala, Tripura in the State of Tripura and the office may be transferred to any other convenient location for better functioning of the Society as approved by the Governing Body of the Society.



3.2 The Society shall set up District Child Protection Society (DCPS) in every district in the State for implementation of the ICPS at the district level.

4 MEMBERSHIP

4.1 The following shall be the members of the Society:

1. First members of the Governing Body.
2. Additional ex-officio members of the Governing Body nominated from time to time e.g.
 - a) Representative(s) of the Government India
 - b) Representatives of NGOs and/or association of NGOs as may be determined by the Chairperson or the Executive Chairperson from time to time.
 - c) Representatives of statutory bodies (e.g. SCPCR, SHRC, State AIDS Control Society, SCRB etc) as may be determined by the Chairperson and or the Executive Chairperson from time to time.
 - d) Representatives of other organizations as may be determined by the Chairperson or the Executive Chairperson from time to time.
 - e) Individuals e.g. as may be nominated by the Chairperson or the Executive Chairperson from time to time.

4.2 The membership of an ex-officio member of the Society and of the Governing Body shall terminate when he/she ceases to hold the office by virtue of which he/she was member and his/her successor to the office shall become such member.

4.3 Non-official members of the Society will be nominated by the Chairperson on recommendation of the Executive Chairperson. Nominated members shall hold office for a period of three years from the date of their nomination. Such members will be eligible for re-nomination for another period of 3 years.

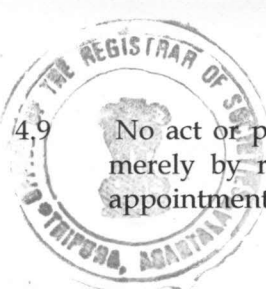
4.4 The Society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless he/she has signed the roll as aforesaid.

4.5 All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which s/he was holding the membership.

4.6 Resignation of membership shall be tendered to the Governing Body in person to its Member Secretary and shall not take effect until it has been accepted by the Chairperson on recommendation of Governing Body.

4.7 If a member of the Society changes his/her address he/she shall notify his/her new address to the Member Secretary who shall thereupon enter his/her new address in the roll of member. But if a member fails to notify his/her new address the address in the roll of members shall be deemed to be his/her address.

4.8 Any vacancy in the Society or in the Governing Body shall be filled by the authority entitled to make such appointment as per *Para 5.4.1* of the Rules and Regulations.



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4.9 No act or proceedings of the Society or of the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.

5 AUTHORITIES OF THE STATE CHILD PROTECTION SOCIETY

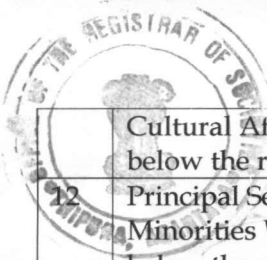
5.1 The following shall be the bodies and authorities of the Society:

- a) Governing Body
- b) Executive Committee
- c) State Adoption Resource Agency (SARA)
- d) State Project Support Unit (SPSU)
- e) Project Sanctioning Committee and such other bodies as may be decided by the Governing Body.
- f) Sponsorship and Foster Care Approval Committee
- g) Child Tracking System (CTS) at the State level
- h) DCPS at the district level

5.2 GOVERNING BODY

5.2.1 The following persons and office bearers shall be members of the Governing Body:

Sl. No	Name /Designation	Status in Governing Body
1.	Hon'ble Minister In-Charge, Social Welfare & Social Education Department.	Chairperson.
2.	Principal Secretary/Commissioner/Secretary, Social Welfare & Social Education Department	Executive Chairperson.
3.	Principal Secretary/ Commissioner/Secretary/Special Secretary, Home Department or his/her representative not below the rank of Joint Secretary.	Member
4.	Principal Secretary/ Commissioner/ Secretary/Special Secretary, Finance Department or his/ her representative not below the rank of Joint Secretary.	Member.
5.	Principal Secretary/Commissioner/ Secretary/Special Secretary, Health & Family Welfare Department or his/her representative not below the rank of Joint Secretary.	Member
6.	Principal Secretary/ Commissioner/Secretary, Panchayet & Rural Development Department or his/her representative not below the rank of Joint Secretary.	Member.
7.	Principal Secretary/ Commissioner/Secretary, Urban Development Department or his/her representative not below the rank of Joint Secretary	Member
8.	Principal Secretary/ Commissioner/Secretary, Judicial Department or his/her representative not below the rank of Joint Secretary.	Member
9.	Principal Secretary/Commissioner/Secretary, School Education Department or his/her representative not below the rank of Joint Secretary.	Member
10	Principal Secretary/Commissioner/Secretary, Labour Department or his/her representative not below the rank of Joint Secretary	Member
11	Principal Secretary/ Commissioner/Secretary, Information &	Member



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	Cultural Affairs Department or his/her representative not below the rank of Joint Secretary.	
12	Principal Secretary/Commissioner/ Secretary, Religious Minorities Welfare Department or his/her representative not below the rank of Joint Secretary	Member
13	Principal Secretary/Commissioner/Secretary, Scheduled Class and OBC Welfare Department or his/her representative not below the rank of Joint Secretary	Member
14	Joint Secretaries, Social Welfare & Social Welfare Department	Member
15	Director of Social Welfare, Govt. of Tripura.	Member- Secretary
16	Commissioner of Disability, Govt. of Tripura.	Member
17	Addl. Director of Social Welfare, Govt. of Tripura	Member
18	Joint Director, Directorate of Social Welfare & Social Education	Member
19	One representative each from three NGOs working in the field of child protection to be nominated by the Chairperson	Member
20	Two Experts to be nominated by the Chairperson	Member

5.2.2 The first members of the Governing Body of the Society shall be those mentioned in Clause 6 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these Rules.

5.2.3 The management of the affairs of the Society shall be entrusted to Governing Body and the property of the Society shall be vested in the Governing Body.

5.2.4 The Society may sue or be sued in the name of the Member Secretary of the Society or of such other members as shall, in reference to the matter concerned, be appointed by the Governing Body for the occasion.

5.3 PROCEEDINGS OF THE GOVERNING BODY

Meeting

5.3.1 The Society shall hold an ordinary general meeting as and when necessary. At least 14 days' notice specifying the time, place, day and hour shall be given to every member of the society provided that accidental lapse on the part of the Society to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any very urgent business, emergency meeting may be called on 24 hours' notice. If the Chairperson or the Executive Chairperson receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chairperson or the Executive Chairperson shall call such a meeting as soon as may be reasonably possible and at such place as s/he may deem fit.

Annual General Meeting

5.3.2 The Society shall hold an Annual General Meeting every year and not more than 15 months shall elapse between two successive Annual General Meetings. At least 14 days' notice specifying the time, place, day and hour shall be given to every member of the society. At the Annual General Meeting of the Governing Body the following business shall be brought forward and disposed of:

- a) Income and expenditure account and the balance sheet for the past year.
- b) Annual Report of the Society.
- c) Budget for the next year.



- d) Appointment of Auditors
- e) Annual Action Plan and research work for the next year.
- f) Appointments for the Executive Committee and the various Committees.
- g) Other business with the permission of the Chairperson.

5.3.3 The Chairperson shall take the Chair at the meetings of the Governing Body. In his/her absence, the Executive Chairperson will chair the meeting, failing which the Governing Body shall elect one from among the members present as Chairperson of the meeting.

5.3.4 One third of the members of the Governing Body, including the substitutes nominated under Rule 5.3.6 present in person, shall form a quorum at every meeting of the Governing Body.

5.3.5 All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of a tie, any equality of votes, the Chairperson shall have a casting vote.

5.3.6 ACS/ Principal Secretary/ Secretary may depute his/her nominated representative not below rank of Jt. Secretary to attend Governing Body Meeting, in the event that she or he cannot attend due to more urgent preoccupation.

5.3.7 Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member Secretary of not less than ten clear days before the day of such meetings.

5.3.8 Any business which it may become necessary for the Governing Body to perform except such as may be placed before its Annual Meeting may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their consent of such resolution.

5.3.9 In the event of any urgent business, the Chairperson or the Executive Chairperson of the Society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

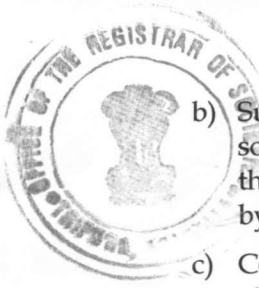
5.3.10 A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members as soon as possible after completion of the meeting.

5.4 POWERS OF THE GOVERNING BODY

5.4.1 The Governing Body will have full control of the affairs of the Society and will have authority to exercise and perform all the powers, acts and deeds of the Society consistent with the aims and objects of the Society.

5.4.2 In particular and without prejudice to the generality of foregoing provision, the Governing Body may:

- a) Make, amend, or repeal any bye-laws relating to administration and management of the affairs of the Society subject to the observance of the provisions contained in the Act.



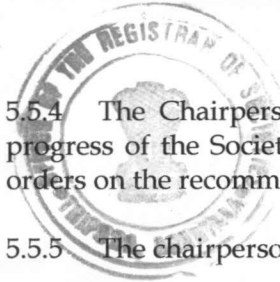
- b) Summon the annual meeting of the society; Keep proper accounts of the society and to open Bank account in the name of society in one or more of the nationalized banks, maintain accounts, which will be audited annually by a qualified auditor or auditors.
- c) Consider the annual budget and the annual action plan, its subsequent alterations placed before it by the Member Secretary from time to time and to pass it with such modifications as the Governing Body may think fit.
- d) Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
- e) Accept donations and endowments or give grants upon such terms as it thinks fit.
- f) Delegate its powers, to the Chairperson, Executive Chairperson, Member Secretary or other authorities of the Society as it may deem fit.
- g) Appoint committees, sub-committees and boards etc. for such purpose and on such terms as it may deem fit, and to dissolve / remove any of them.
- h) Develop and adopt its own rules and regulations for recruitment and appointment of experts and administrative / technical staff and set its own compensation package for such experts / staff to be recruited from the open market and/or deputation basis.
- i) Develop and adopt its own procurement procedures for procurement of materials and supplies as per existing rules.
- j) Authorise the Member Secretary to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the Society.
- k) Do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the Society or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the Society.
- l) Approve the recommendations of the Executive Committee regarding terms and conditions of service, qualifications and experience, method of appointments and termination thereto of employees under the scheme on deputation/contract.

5.5 POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE GOVERNING BODY

5.5.1 The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body.

5.5.2 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Member Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Member Secretary shall forthwith call such a meeting.

5.5.3 The Chairperson shall enjoy such powers as may be delegated to him by the Governing Body.



5.5.4 The Chairperson shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass orders on the recommendations of the reviewing or inquiry Committee.

5.5.5 The chairperson will constitute and chair the SCPC

5.5.6 Nothing in these Rules shall prevent the Chairperson from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the Society. However, the action taken by the Chairperson on such occasions shall be reported to the Governing Body subsequently for ratification within a period of one month or earlier.

5.6 POWERS AND FUNCTIONS OF THE EXECUTIVE CHAIRPERSON OF THE GOVERNING BODY

5.6.1. The State Child Protection Society shall be functioning under the overall administrative control and supervision of the Executive Chairperson. He/she shall spearhead the effective implementation of ICPS in the State and would ensure inter-sectoral convergence with allied departments in the State.

5.6.2 The Executive Chairperson is empowered to take all administrative decisions pertaining to the implementation of the ICPS.

5.6.3 Report to the Chairperson General Body on all matters pertaining to functioning of SCPS.

5.6.4 Consider and approve programs of the Society within the scope of the objectives of the Society and within the scope of budget as approved by General Body ;draw up development plans of the Society, as approved by the General Body.

5.6.5 Cooperate and collaborate with other State level, national and / or foreign institutions / international organizations and ensure inter departmental Coordination in the pursuit of its objectives;

5.6.6 The Executive Chairperson shall exercise all financial power regarding purchase of articles and procurement of goods and disbursement of funds and place all financial transactions before the EC for ratification

5.6.7 Negotiate, enter into and make contracts and deeds on behalf of the Society with prior approval of Executive Committee.

5.6.8 Solicit and receive grants, gifts, donations or other contributions from the Central / State Government or from any other source, provided that no benefaction shall be accepted by the Society which involves conditions or obligations contrary to the objectives of the Society;

5.6.9 Appoint Committees or sub-committees, by whatever name called, of members of the SCPS to manage such activities as he/she may deem fit and / or otherwise authorize any member of the Society to appoint such Committees;

5.6.10 Function as the appointing and disciplinary authority in respect of staffs appointed in SCPS, SARA and SPSU; will also function as appellate authority in respect of staffs of DCPS

5.6.11 The Executive Chairperson shall enjoy such powers as may be delegated to him/her by the Chairperson.

5.6.12 Exercise such other powers as may be assigned to her/him by these Bye-laws framed there under.

5.7 EXECUTIVE COMMITTEE (EC)

5.7.1 The Executive Committee will be formed for acting on and doing all deeds on behalf of the Governing Body and for taking all decisions and exercising all the powers, vested in the Governing Body except those, which the Governing Body may specifically indicate to be excluded from its jurisdiction by the Executive Committee.

5.7.2 The composition of the Executive Committee shall be as follows:

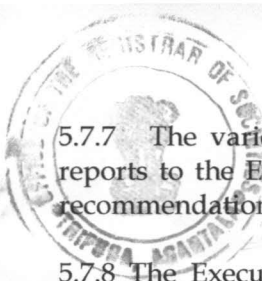
Sl. No.	Name/Designation	Status in the Committee
1	Principal Secretary/ Commissioner/Secretary, Department of Social Welfare & Social Education Govt. of Tripura.	Chairperson
2	Special Secretary/ Joint Secretary, Department of Social Welfare & Social Education, Govt. of Tripura.	Vice-Chairperson.
3.	Special Secretary/ Joint Secretary, Department of Finance, Government of Tripura.	Member
4.	Special Secretary/ Joint Secretary, Department of Home, Govt. of Tripura.	Member
5.	Director of Social Welfare & Social Education, Govt. of Tripura.	Member- Secretary
6.	Additional Director of Social Welfare & Social Education, Govt. of Tripura	Member
7.	Joint Director, Directorate of Social Welfare & Social Education, Government of Tripura.	Member
8.	Representative from one NGO working in the field of child protection to be nominated by the Chairperson	Member
9.	Representative from CHILDLINE	Member
10.	Experts to be nominated by the Chairperson	Member

5.7.3 The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time as special invitees.

5.7.4 Meetings of the Executive Committee shall be convened by the Convener on the direction of the Chairperson by giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting.

5.7.5 Meetings of the Executive Committee shall be held at least once a month or as may be necessary for normal functioning of the Committee.

5.7.6 The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.



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5.7.7 The various Committees constituted by the Governing Body shall submit their reports to the Executive Committee who shall be empowered to take decisions on their recommendations.

5.7.8 The Executive Committee will consider, approve and authorize operation of the funds of the Society.

5.7.9 The Executive Committee will consider, and pass resolutions on the Annual Report and Annual Accounts of the Society and forward them to the Government;

5.7.10 The Executive Committee will prepare the budget estimates of the Society;

5.7.11 The Executive Committee will constitute special Executive Board/ Advisory Board comprising of officials/NGOs experts/ as required for a specific duration / assignments / purposes

5.7.12 The Executive Committee will set up the administrative and financial guidelines for operation of DCPS and monitor the activities of the Society at District and at institutional level

5.7.13 The Executive Committee will approve the eligibility conditions, duration and the selection criteria/process for engaging experts, NGO's, private sector partners, individuals to be co-opted at Institutional level and District Societies and other bodies for achieving the objectives of the society.

5.7.14 The Executive Committee will approve standards and monitor the implementation of protocols for all Homes/ Institutions

5.7.15 The Executive Committee will lay down terms and conditions of service of deputation/contract employees under the scheme, qualification and experience, method of appointments and tenure thereto which shall be approved/ratified by the general Body;

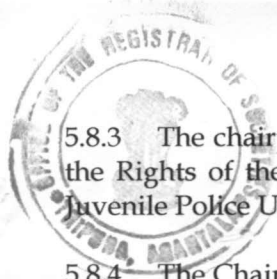
5.7.16 The Committee will deal with any property belonging to or vested in the Society so as to suit its best interest;

5.7.17 The Committee will delegate such of its powers to the Programme Managers and through them or directly to other members of staff of the Society or any Committee or sub-Committees appointed by it, as it may consider necessary or desirable; All such approvals shall have to be approved / ratified by the Governing Body.

5.8 POWERS & FUNCTIONS OF THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE

5.8.1 The EC of the State Child Protection Society shall be functioning under the overall administrative control and supervision of the Chairperson currently dealing with child welfare/development programmes, in the State Government.

5.8.2 The chairperson shall spearhead the effective implementation of ICPS and all other child protection policies and programmes at the State by facilitating formulation of the State Child Protection Policy and State Plan of Action for Children.



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5.8.3 The chairperson shall also ensure setting up of State Commission for Protection of the Rights of the Child, Child Welfare Committees, Juvenile Justice Boards and Special Juvenile Police Units in every district.

5.8.4 The Chairperson shall also ensure compulsory licensing of all voluntary/charitable organizations housing children under the Juvenile Justice Act, 2000.

5.8.5 The chairperson shall facilitate inter-sectoral convergence with allied departments like Departments of Health, Finance, School Education, Panchayat & Rural Development, Urban Development, Information & Culture, Religious Minorities Welfare, Scheduled Caste & OBC Welfare Dept, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;

5.8.6 The chairperson is empowered to take all administrative decisions pertaining to the implementation of the ICPS and shall have all financial power regarding purchase of articles and procurement of goods and disbursement of funds.

5.8.7 The Chairperson shall have the powers to call for and preside over all meetings of the EC.

5.8.8 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Member Secretary to call, a meeting of the EC at any time and on the receipt of such requisition, the Member Secretary shall forthwith call such a meeting.

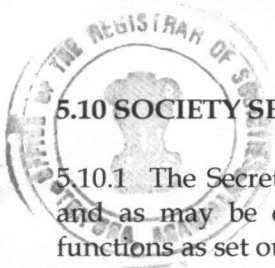
5.8.9 The Chairperson shall enjoy such powers as may be delegated to him by the EC

5.8.10 The Chairperson shall have the authority to review periodically the work and progress of the Committee and to order inquiries into the affairs of the Committee and to pass orders on the recommendations of the reviewing or inquiry Committee.

5.8.11 *Project Sanctioning Committee:* The chairperson of EC shall head the Project Sanctioning Committee to be set up by the EC for examining and clearing proposals/projects submitted by the voluntary organizations under the different programme components of the ICPS. The recommendations of the committee will be placed before the EC for decision. The financial powers will be vested in the Chairperson of EC and he/she shall be the final authority at State level to authorize funds disbursement under ICPS.

5.9 STATE ADOPTION RESOURCE AGENCY (SARA):

In order to support CARA in promoting in-country adoption and regulating inter-country adoption, ICPS shall support setting up of a State Adoption Resource Agency in every State. Such SARA, set up as a unit under the State Child Protection Society, will coordinate, monitor and develop the work of adoption and render secretarial and administrative assistance to the State Adoption Advisory Committee. SARA shall constitute a *Sponsorship and Foster Care Approval Committee* and also liaison with DCPS at District levels and provide technical support to the Child Welfare Committees in carrying out the process of rehabilitation and social reintegration of all children through sponsorship, foster-care, in-country and inter-country adoption. The State Secretary will be the Chairperson of SARA and shall over see the function.



5.10 SOCIETY SECRETARIAT or UNIT

5.10.1 The Secretariat shall consist of all such technical/management units put together and as may be determined by the Governing Body with due regard to the scope of functions as set out in Article 5 of the Memorandum of Association.

5.11 POWERS AND FUNCTIONS OF THE SECRETARIAT

5.11.1 The Secretariat of the Society shall consist of the Society Director and Staff of the Society, including experts and consultants.

5.11.2 As the implementation arm of the Society, the Secretariat will be responsible for day-to-day management of the Society's activities. In particular, it will be responsible for performing all functions of the Society as set out in Article 5 of the MoA. All the staff members of the Secretariat will be appointed on deputation/contractual basis. The Member Secretary will act as the controlling and appointing officer.

5.11.3 As a support structure for assisting Department of Social welfare & Social Education of the State Government, the Secretariat shall:

- a) Cause its experts and staff to be subjected to such operational arrangements with the Directorate (including seating and reporting arrangements) as to generate synergies,
- b) Host external experts within its premises, and
- c) Provide such logistic support to the officers and staff of the Directorate and Department of Social welfare & Social Education which is the Nodal Department dealing with Juvenile Justice/Child Protection of the State Government as may be determined by the Governing Body.

5.12 POWERS AND FUNCTIONS OF THE MEMBER SECRETARY

5.12.1 He/she shall be responsible for the day to day functioning of the Society and will report to the Executive Chairperson regarding all matters and developments about the implementation of the Society.

5.12.2 He/She shall be responsible for management, supervision and monitoring of the overall functioning of the Society as well as the implementation of the ICPS. He/she shall supervise the work of the State Child Protection Society, the State Adoption Resource Agency (SARA) and all the District Child Protection Societies (DCPSs) of the State.

5.12.3 The Member Secretary shall be responsible for ensuring effective implementation of ICPS and other child protection policies and programmes at the State, district and local levels with the assistance of all personnel of the SCPS.

5.12.4 The Member Secretary shall ensure timely release of funds to concerned agencies/organizations implementing ICPS and other child protection programmes at state and district levels. He/she shall also supervise and monitor utilization of funds allocated under ICPS.

5.12.5 The Member Secretary shall maintain all the records and proceedings of the SCPS and EC and place all necessary and relevant records, papers, and documents at the meeting of the SCPS and EC.

5.12.6 He/She shall be responsible for communicating the decisions of the SCPS and EC to appropriate persons and authorities. He/She shall perform all such duties and carry out all such directions as may be given to him by the Chairperson or the Executive Chairperson of the Society.

6. DISTRICT CHILD PROTECTION SOCIETY (DCPS) IN EACH DISTRICT

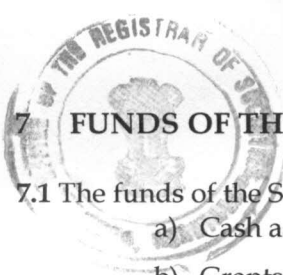
A District Child Protection Society in each district will be formed as a fundamental unit for the implementation of the scheme. These Societies will be formed as branch centres of SCPS and would function under the overall supervision and control of the State Government. District Society shall be constituted for every district with the following members or as may be notified by the Government/State Society from time to time: -

SL. NO.	Name/ Designation	Status in Governing Body of DCPS.
1	District Magistrate	Chairperson
2	Additional District Magistrate (In-Charge of Social Welfare)	Vice -Chairperson
3	Superintendent of Police	Member
4	District Panchayet Officer	Member
5	District Welfare Officer	Member
6	Chief Medical Officer of Health	Member
7	Project Officer, DRDA	Member
8	Chairperson, CWC	Member
9	Principal Magistrate, JJB or his/her nominee who is a member of JJB	Member
10	District Labour Officer, Labour Department.	Member
11	Secretary, District Legal Services Authority	Member
12	Representative from one SAA in the concerned district to be nominated by the Chairperson	Member
13	District Inspector of Schools.	Member
14	Representative from one NGO to be nominated by the Chairperson	Member
15	One Expert to be nominated by the Chairperson	Member
16	District Child Protection Officer/District Inspector of Social Education, West/North/South and Dhalai.	Member-Secretary and Convener
17	Representative of CHILDLINE	Member (If Exists)
NOTE: All SDMs in a District would be permanent invitees to the DCPS		

6.1 District Society shall constitute Monitoring & Guidance Committee or as may be prescribed by the State Level Society to monitor institutions for women & children.

6.2 The district society, shall take such measures as required to realize the objectives of the society provided the guidelines/conditions etc, prescribed by the State Society shall be adhered to.

6.3 The District Magistrate will form the DCPC and will be its chairperson and shall be responsible for overall coordination for the effective implementation of ICPS and all other child protection policies and programmes at the district level.



7 FUNDS OF THE SOCIETY

7.1 The funds of the Society shall consist of the following:

- a) Cash assistance received from the Government of India.
- b) Grants-in-Aid from the State Government.
- c) Grants and donations from trade, industry, institutions and individuals.
- d) Receipts from disposal of assets.

8 ACCOUNTS AND AUDIT

8.1 The Society shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Society.

8.2 The Executive Committee may cause separate Bank Accounts in respect of each scheme or separate ledgers for each scheme under one account. In such an event, the Governing Body shall prescribe written instructions relating to sub Society of Statement of Expenditure (SoE) for each scheme. The separate Accounts of different Programmes could be audited by different auditors, and submitted to the Programme Unit separately.

8.3 The accounts of the Society shall be audited annually by a Chartered Accountant firm included in the panel of Comptroller and Auditor General of India or any qualified person appointed by the SCPS and any expenditure incurred in connection with such audit shall be payable by the Society to the Auditors. The Office of the Accountant General of State may also, at its discretion, audit the accounts of the society.

8.4 The Chartered Accountant or any qualified person appointed by the SCPS in connection with the audit of the accounts of the Society shall have the same rights, privileges and authority in connection with such audit as the Auditor General of the State has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.

8.5 The report of such audit shall be communicated by the auditor to the Society, which shall submit a copy of the Audit Report along with its observation to the State Government.

8.6 The Auditor shall also forward a copy of the report to the Chairperson and Executive chairperson of the Society.

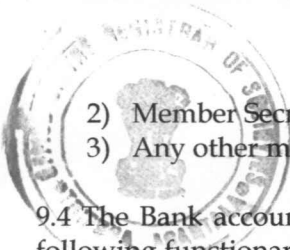
9. BANK ACCOUNT

9.1 The account of the Society shall be opened in a nationalised bank approved by the Executive Committee or in a scheduled commercial/nationalized bank. All funds shall be paid into the Society's account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instruments or through electronic banking (e-banking) procedures signed/electronically authorised by the Executive Committee.

9.2 The Society shall switch over to e-banking procedures as and when the MWCD, Government of India directs the Society to do so as the principal donor to the Society.

9.3 The Bank account of SCPS shall be operated jointly, at any time, by any two of the following functionaries:

- 1) Executive Chairperson



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- 2) Member Secretary
- 3) Any other member authorized by the Governing Body of SCPS

9.4 The Bank account of DCPS shall be operated jointly, at any time, by any two of the following functionaries:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Any other member authorized by the Governing Body of DCPS

10. ANNUAL REPORT

9.1 A draft annual report and the yearly accounts of the Society shall be placed before the Governing Body at next meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months of the closure of a financial year to the Chairperson and Executive Chairperson of the Governing Body and Government of India representatives on the Governing Body.

11. SUITS AND PROCEEDINGS

11.1 The Society may sue or be sued in the name of Society through its Member Secretary.

11.2 No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the office of the Chairperson or Member Secretary or any office bearer authorised in this behalf.

11.3 Every decree or order against the Society in any suit or proceedings shall be executable against the property of the Society and not against the person or the property of the Chairperson, Member Secretary or any office bearer of the Society.

11.4 Nothing in sub-rule 11.3 above shall exempt the Chairperson, Member Secretary or office bearer of the Society from any criminal liability or entitle him/her to claim any contribution from the property of the Society in respect of any fine to be paid by him/her on conviction by a criminal court.

12. AMENDMENTS

Amendments and alternations of Memorandum and/or regulations will be carried out in accordance with procedures under the WB Societies Registration Act. The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the members in General Body Meeting called for the purpose and voted by three fourth majority of the members present in such meeting.

13. DISSOLUTION

13.1 The Governing Body may resolve to dissolve the Society by bringing a proposal to that effect in a special meeting to be convened for the purpose.

13.2 Upon the dissolution of the Society, all assets of the Society, after the settlement of all its debts and liabilities, shall stand reverted to the State Government of Tripura for such purposes as it may deem fit.

13.3 The Society shall not be dissolved unless 3/5th of its members express a wish for such dissolution by their votes delivered in person or by proxy at the Meeting of the Society convened for the purpose.

14. ROLL OF MEMBERS

The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same

15. ADDRESS OF A MEMBER

If a member of the Society changes her/his address, s/he may notify to the Administrative officer her/his new address, but if s/he fails to notify such address, her/his address as recorded on the roll of the members shall be deemed to be her/his address.

16. CESSATION OF MEMBERSHIP

16.1 A member of the Society shall cease to be such a member if s/he (i) resigns her/his membership, or (ii) becomes of unsound mind, or (iii) becomes insolvent, or (iv) is convicted of a criminal offence involving moral turpitude, or (v) is removed by the Executive Committee for disorderly behavior or misconduct whereby the prestige and honour of the Society may be lowered, or (vi) in case of violation of the objectives of the Society

16.2 Any non-official member who is absent for three consecutive meetings with valid reasons shall cease to continue as a member and a new member shall be nominated immediately.

17. PLANNING, PROGRAM MONITORING & EVALUATION AND STATE PROJECT SUPPORT UNIT:

The State Society shall be supported by SPSU in planning, monitoring and evaluation of the programmes and shall:

- i) Co-ordinate /liase between the CPSU, Ministry of Women Development & Child Welfare GOI and State Child Protection Unit (SPSU) headed by the Secretary, Department of Social Welfare & Social Education, Govt. Tripura on the implementation of the Integrated Child Protection Scheme (ICPS).
- ii) Co-ordinate and liase with Executive Committees/Sub Committees of experts /NGOs etc., as may be constituted, on issues relating to Planning, Program Monitoring & Evaluation of the programmes for child protection. It will provide the required programme quality support as may be needed.

18. MISCLELLANEOUS

18.1 CONTRACTS

18.1.1 All contracts and other instruments for and on behalf of the Society shall be subject to the provisions of the Act, be expressed to be made in the name of the Society and shall be executed by the persons authorised by the Governing Body.

18.1.2 No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the Society with any member of the Society or his/her relative



S. Riyan
(S. RIYAN)
Registrar of Societies
Govt. of Tripura.

or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

19. COMMON SEAL

The Society shall have a common seal of such make and design as the Governing Body may approve.

20. GOVERNMENT POWER TO REVIEW

Notwithstanding anything to the contrary contained in these Rules, the Ministry of Women & Child Development, Government of India, as the principal donor to the State Society, may appoint one or more persons to review the work and progress of the State Society and hold enquiries into the affairs thereof and report thereon, get the accounts of the State Society audited by the internal audit parties of the Chief controller of Accounts, MWCD, GoI, and issue directions, as deemed appropriate, to the State Society.

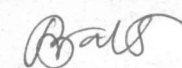
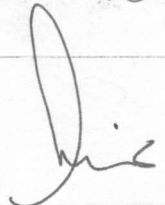

20.1 The Chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.

20.2 The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

21. COMPLIANCE OF STATUTORY REQUIREMENTS

The Society shall register itself with relevant government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff, consultants and experts employed by it and/or consultancies/contracts awarded by it in the course of performance of its tasks.

We, the undersigned being three of the members of the first Governing Body of the State Child Protection Society, Tripura certify that the above is a correct copy of the Rules and Regulations of the said Society.

Sl. No.	Name and address	Signature
1	Smt. Bijita Nath, Hon;ble Minister, SW & SE Department Chairperson	
2	Sri Banamali Sinha, Principal Secretary, SW & SE Department Executive Chairperson	
3	Sri M. L. Dey Director, SW & SE Department Member Secretary	

Dated:.....