

# The Orissa Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

NO. 99 CUTTACK, MONDAY, JANUARY 15, 2007/ PAUSA 25, 1928

## WOMEN & CHILD DEVELOPMENT DEPARTMENT

### NOTIFICATION

The 26th December 2006

No. 26133—IV-WP(SCW)-3/2006-WCD.— In exercise of the powers conferred by Section 17 of the Orissa State Commission for Women Act, 1993 (Orissa Act 19 of 1994), the State Government do hereby make the following rules regulating the salaries, allowances, other terms and conditions of services of the Chairperson and Members of the Orissa State Commission for Women and other matters, namely :—

### SHORT TITLE AND COMMENCEMENT

- (1) These rules may be called The Orissa State Commission for Women Rules, 2006
- (2) They shall come into force from the date of their publication in the *Orissa Gazette*

### DEFINITIONS

2. (1) In these rules, unless the context otherwise requires,—

- "Act" means The Orissa State Commission for Women Act, 1993 ;
- "Chairperson" means the Chairperson of the Commission nominated under clause (a) of sub-section (2) of Section 3 of the Act ;
- "Financial year" means the year begins from the 1st April to the 31st March of the succeeding calendar year;
- "Form" means form appended to these rules ;
- "Government" means Government of Orissa ;
- "Secretary" means Convenor-Secretary of State Commission for Women appointed under sub-section (3) of Section 3 of the Act ;
- "Section" means Section of the Act.

(2) Words and expressions used in these rules but not defined, unless the context otherwise requires, shall have the same meanings as respectively assigned to them in the Act.

### HEADQUARTERS OF THE COMMISSION

3. The Headquarters of the Commission shall be located at Bhubaneswar.

## TERMS OF OFFICE

4. (1) The Chairperson or Member shall hold office as such for a period of three years from the date of issue of notification under sub-section (1) of Section 4 until she/he attains the age of sixty-five years or reconstitution of the Commission whichever is earlier.
- (2) A person who held the office of the Chairperson or Member shall be eligible for re-nomination.
- (3) If a vacancy occurs in the office of the Chairperson by reason of removal, death or resignation or otherwise, the official Member shall act as the Chairperson until the vacancy is filled up by fresh nomination by the Government and shall exercise all the powers and perform all the functions of the Chairperson.

## DUTIES OF THE MEMBERS

5. The Members shall act under the overall direction of the Chairperson in the administrative side and shall attend to the following duties, namely :—
  - (i) they shall attend the meeting of the Commission as and when called for by the Commission;
  - (ii) they shall head such committees as may be formed by the Chairperson ;
  - (iii) they shall conduct spot inspection in important cases as and when required by the Chairperson ;
  - (iv) they shall take up hearing of all important cases, which are entrusted to them by the Chairperson ;
  - (v) they shall participate in the awareness camps organised in different districts ;
  - (vi) they shall inspect the jails, women institutions or other places of custody, where women are kept as prisoners or otherwise as and when required to do so by the Chairperson ; and
  - (vii) they shall carry out such other functions as assigned to them from time to time by the Chairperson.

## SALARIES AND ALLOWANCES

6. The Chairperson shall get the following monthly entitlements :—
  - (i) If the Chairperson is a Government servant on deputation he will get his grade pay.
  - (ii) If the Chairperson is a retired Government servant, he will be entitled to get last pay minus pension and pension equivalent.
  - (iii) If the Chairperson and others happen to be non-officials, their monthly honorarium will be determined by Government from time to time.
7. The Chairperson and other Members shall be entitled to leave as under,—
  - (a) If the Chairperson and Members are Government servant on deputation they shall be entitled to leave as admissible to their Government counterparts.
  - (b) Others—Only casual leave as admissible to their Government counterparts

8.(1) The Members shall undertake tour on the written permission of the Chairperson. They shall be entitled to draw travelling allowances and daily allowances as admissible to Grade-II Officers of the Government.

(2) As and when Chairperson and Members are required to go outside the State on tour for the work of the Commission with prior approval of Government, they shall be entitled for Government accommodation on payment of usual rent. In case, Government accommodation is not available the Chairperson and Members shall be entitled to accommodation elsewhere and conveyance hiring charges as admissible to First and Second Grade Government servant respectively.

### **RESIDENTIAL ACCOMMODATION**

9. (i) The Chairperson and Member shall reside at the Headquarters of the Commission and shall be entitled to Government accommodation on payment of usual rent.

(ii) If the Chairperson and Members are not provided with or do not avail of the Government accommodation, they shall be paid house rent allowance at the rate admissible in the State Headquarters.

### **FACILITIES FOR MEDICAL TREATMENT**

10. The Chairperson and Members shall be entitled to reimbursement of the cost of medicine as admissible to Government servants.

### **PENSION**

11. No pension shall be payable to the Chairperson or Members for holding the posts as such except the Government servant on deputation. Provided that a retired Government employee if nominated as Chairperson or Member his/her term of office shall be treated as re-employment and regulated by provisions laid down in 89 of O.C.S. (Pension) Rules, 1992.

12. (i) The State Government may sanction such post as deemed necessary by following an yardstick and those posts will be filled up either by deputation from Central/State Government or by open market recruitment.

(ii) The officers and staff who come on deputation to the Commission shall enjoy the same benefits, which they were enjoying in the parent Department prior to their deputation. They shall exercise such powers as may be assigned by the Commission under the provision of the Act.

13. The Secretary of the Commission shall function as Head of the Office under overall supervision and direction of the Chairperson and he will exercise the financial powers as per Delegation of Financial Power Rules of the Government.

14. (i) Every co-opted Member of the Committee if she/he is in service of State Government or in an institution funded by the State Government shall be entitled to an allowance of Rs. 100 for attendance of each day of the meeting.

- (ii) The out station co-opted Member if he/she is a Government servant or an institution funded by the State Government shall get Rs. 100 as sitting allowance for attendance of each day of the meeting in addition to normal T.A. and D. A. as admissible to his Grade.
- (iii) Other out station Members will receive Rs. 100 as sitting allowance for attendance of each day of the meeting in addition to T.A./D.A. as admissible to Second Grade Officers.

#### **ACCOUNTS OF THE COMMISSION**

- 15.(1) The annual statement of accounts of the Commission for every financial year shall be prepared by the Secretary in Form-A.
- (2) The annual statement of accounts duly approved by the Commission shall be submitted by the Secretary to the State Government in Women & Child Development Department by the 30th June of the following year to which the accounts relate.
- (3) The Commission shall forward the State Government first quarterly review of the progress of expenditure incurred and expenditure likely to be incurred in the remaining quarters of the financial year as and when called for by the State Government.
- (4) The Secretary to Commission shall be responsible for the maintenance of the accounts of the Commission, the composition of the financial statement and returns and shall ensure that all accounts, books, connected vouchers and other documents and papers of the Commission required by the Audit Officer for the purpose of auditing the accounts of the Commission are placed at the disposal of that officer.
- (5) The annual statement of the accounts shall be signed and authenticated by the Secretary and the Chairperson.
- (6) The account of the Commission shall be subject to audit by the Accountant-General (A. & E.), Orissa . The Commission shall appoint a registered Chartered Accountant on contract basis to audit the accounts of the Commission on or before the 30th June following the year to which the accounts relate.
- (7) The Commission shall, within ninety days of the receipt of the audit report of the Chartered Accountant, remedy the defect or irregularity, if any, pointed out therein and report the same to the State Government.

#### **ANNUAL REPORT OF THE COMMISSION**

- 16.(1) The Secretary shall prepare the annual report referred to in Section 13 in Form-B on or before the 31st July following the financial year to which the report relates.
- (2) The annual report referred to sub-rule (1) after approval of the Commission shall be authenticated by the Secretary.
- (3) Copies of authenticated report shall be submitted by the Secretary to the State Government by the end of August following the year to which the report relates to enable the State Government to take action under Section 14.

**FORM - A**

[ See Rule 15 (1) ]

**ACCOUNTS OF THE COMMISSION**

RECEIPT AND PAYMENT ACCOUNT OF THE STATE COMMISSION FOR WOMEN FOR THE YEAR ENDING 31st MARCH .....

Receipts	Plan	Non-Plan	Total Amount	Payments	Plan	Non-Plan	Total Amount
1. Opening Balance (i) Cash in Hand (ii) Cash at Bank							
2. Grant-in-aid from the W. & C.D. Department Recurring Non-Recurring				Recurring Expenditure <b>(a) Establishment Charges</b>			
3. Revenue received by the Commission				1. Salaries (Chairperson/Members of the Commission, including Honorarium Allowances to co-opted Members.			
Plan-Recurring (a) <i>Investments</i>				2. Salaries (Officers and Establishment)			
1. Face value of investments encashed				3. Wages			
2. Interest on Investments				4. Payment for professional and specialists.			
3. Interest on Bank Account and short term Deposits.				5. Travel Expenses			
TOTAL							

Receipts	Plan	Non-Plan	Total Amount	Payments	Plan	Non-Plan	Total Amount
B/F				B/F			
(b) Revenue Receipts				<b>(b) Others Establishment Charges</b>			
1. Miscellaneous Receipts				1. Office Expenses			
2. Fees if any, charged by the Commission				2. Rent, Rates & Taxes			
3. Sales of publications				3. Publications			
4. Interest Receipts for Advances to Employees.				4. Advertisement and Publicity			
(c) Debt/ Deposit Receipts				5. Hospitality Expenses			
( i ) Recovery of contingent				6. Repairs/maintenance			
Advance to State Public Works Department				7. Furniture and Fixtures			
Advance to Director, General Supply and Disposal.				8. Machinery and equipment			
Advance to Suppliers				9. Motor Vehicles			
Other Advances				10. Maintenance of Vehicles			
				11. Petrol, Oil and Lubricants			
				12. Conference and Seminars			
				13. Telephone Charges			
				14. Other Charges			
				15. Litigation			
				16. Audit Fee			
TOTAL							

Receipts	Plan	Non-Plan	Total Amount	Payments	Plan	Non-Plan	Total Amount
B/F				B/F			
(i) Other Deposits				<b>(c) Other Contributions</b>			
Security Deposit, Earnest Money Deposit.				1. Deposit-linked Insurance Scheme			
(d) <i>Remittance Receipts</i>				<b>(d) Assistance to other organisations</b>			
Licence Fee				1. Special Studies			
Income Tax				2. Promotional and Educational Research			
State Government Health Scheme				<b>(e) Investment</b>			
Postal Life Insurance				1. Investments			
State Government Employees Group Insurance Scheme.				<b>(f) Contingent Advance</b>			
Non-recurring				1. Advance to State Public Works Department			
				2. Advance to Director, General Supply and Disposal			
				3. Advance to Suppliers			
				4. Other Advances			
<b>TOTAL</b>							

Receipts	Plan	Non-Plan	Total Amount	Payments	Plan	Non-Plan	Total Amount
<p style="text-align: center;">B/F</p>				<p style="text-align: center;">B/F</p> <p><b>(g) Other Adjustments</b> (Remittances)</p> <ol style="list-style-type: none"> <li>1. Licence Fee</li> <li>2. Income Tax</li> <li>3. State Government Health Scheme</li> <li>4. Postal Life Insurance</li> <li>5. State Government Employment Insurance Scheme.</li> </ol> <p><b>ii. Non-Recurring</b></p> <p><b>(a) Other Establishment Charges</b></p> <ol style="list-style-type: none"> <li>1. Land</li> <li>2. Buildings</li> <li>3. Furniture and Fixtures</li> <li>4. Machinery and equipment</li> <li>5. Motor Vehicles</li> <li>6. Publication</li> </ol>			
<b>TOTAL</b>							



Receipts	Plan	Non-Plan	Total Amount	Payments	Plan	Non-Plan	Total Amount
<p style="text-align: center;">B/F</p>				<p style="text-align: center;">B/F</p> <p><b>(b) Deposits</b></p> <ol style="list-style-type: none"> <li>1. Security Deposit</li> <li>2. Earnest Money Deposit</li> </ol> <p><b>(c) Closing Cash Balance</b></p> <p>Cash in Hand</p> <p>Cash at Bank</p>			
<p style="text-align: center;">TOTAL</p>							

Signature of Secretary to Commission  
(Seal)

**FORM B**  
[ See Rule 16 (1) ]

Annual Report for the financial year April 20-----20-----

1. Introduction
2. Constitution of Commission including charges therein
3. Meetings of the Commission
4. Appointment of Committees
5. Meetings of the Committees
6. Brief report on,—
  - (a) the investigation and examination of the safeguards provided for women under the Constitution and other laws and the recommendations thereon ;
  - (b) the review of the existing provisions of the Constitution and other laws effecting women and recommendations as to amendments thereto and suggest legislative measures ;
  - (c) violation of provisions of the Constitution, other laws, deprivation of women's rights/ non-compliance of policy decisions, guidelines, instructions, etc. taken up with the appropriate authorities ;
  - (d) special studies or investigations into specific problems or situations arising out of discrimination and atrocities against women and recommendations as to the strategy for their removal;
  - (e) promotional and education research undertaken by the Commission for ensuring representation of women in all spheres;
  - (f) inspection of jails; remand homes, women institutions or other similar places of custody for women and remedial action taken thereon;
  - (g) funding of litigation involving issues effecting a large body of women ;
  - (h) participation in and advice tendered on the planning process of socio-economic development of women ;
  - (i) evaluation on the progress of development on women in the State ;
  - (j) evaluation of steps taken in the State on progressive economic independence for women ;
  - (k) evaluation of steps taken in the State for increasing general awareness and need for attitudinal changes towards women and female children ;
  - (l) periodical reports to Government on any matter pertaining to women and in particular various difficulties under which the women toil ;
  - (m) a report on other matters referred to the Commission by the State Government.

By order of the Governor

DR. MONA SHARMA

Commissioner-cum-Secretary to Government