

  
**MANIPUR GAZETTE**  
सत्यमेव जयते

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No. 266

Imphal, Friday, February 23, 2024

(Phalguna 4, 1945)

**GOVERNMENT OF MANIPUR  
SECRETARIAT : SOCIAL WELFARE DEPARTMENT**

**NOTIFICATION**

Imphal, the 23<sup>rd</sup> February, 2024

**No. AB-201/1/2022-SW-SW:** - In exercise of the powers conferred by section 15 of the Manipur State Commission for Women Act, 2006(Manipur Act No. 13 of 2006), the State Government hereby makes the following rules, namely: -

**The Manipur State Commission for Women Rules, 2024**

**1. Short title and commencement. -**

- (1) These rules may be called the Manipur State Commission for Women Rule 2024.
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions. -**

In these rules, unless the context otherwise requires: -

- (i) "Act" means the Manipur State Commission for Women Act, 2006(Manipur Act No. 13 of 2006);
- (ii) "Commission" means the Manipur State Commission for Women constituted under section 3 of the Act;
- (iii) "Chairperson" means the Chairperson of the Commission;
- (iv) "Member" means the member of the Commission;
- (v) "Member Secretary" means Member Secretary of the Commission;
- (vi) "Officer" means the officers performing Supervisory and Administrative duties;
- (vii) "Section" means a section of the Act;
- (viii) "State Government" means the State Government of Manipur;
- (ix) Words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Eligibility for appointment as Chairperson and other Members. -**

(1) Essential Qualification:

- (i) Should be 40-65 years.
- (ii) With public experience in the field of Women Welfare and related sector.

(2) No person having any past record of violation of human rights or women rights shall be eligible for appointment.

(3) 3 (three) Members who has not attained the age of sixty-five years and from amongst eminent persons having experience in social works, administration, law, or the cause of women, of whom at least one shall be from amongst the Scheduled Tribes or Scheduled Castes.

**4. Member Secretary. -**

The Member Secretary shall be appointed by the State Government under Section 3 (2)(c) of the Act by deputation of an official from MCS cadre failing which by deputation of an official from Social Welfare Directorate not below the rank of Joint Director.

**5. Powers and duties of the Member Secretary. –**

**The Member Secretary shall –**

(i) have powers to execute all decisions taken by the Commission in order to carry out the powers and functions of the Commission as provided in Sections 10 and 15;

(ii) exercise and discharge such powers and perform such duties as are required for proper administration of the affairs of the Commission and of day-to-day management;

(iii) convene the meetings of the Commission in consultation with Chairperson and serve notices of the meetings to all concerned;

(iv) take steps to ensure the quorum required for convening a meeting of the Commission is secured;

(v) prepare in consultation with the Chairperson, the agenda for each meeting of the Commission and such note shall, as far as possible, be self-contained;

(vi) make available specific files covering the agenda items to the Commission reference;

(vii) ensure that the agenda papers are circulated to the Members at least two days working days in advance of the meeting except in cases when urgent attention required;

(viii) prepare the minutes of the meetings of the Commission and shall execute the decisions of the Commission taken in the meeting and shall also ensure placing of the Action Taken Note of the decisions of the Commission in its subsequent meetings before the Commission;

(ix) ensure that the procedure of the Commission is followed by it in transaction of its business;

(x) take up all such matters with the State Government for release of grants, posts creation, revision of scales, procurement of vehicles, appointment of staffs, laying annual and audit report in the Legislative Assembly, permitting an Officer of the Commission for deputation abroad and any other matter requiring the approval of the State Government;

(xi) exercise such financial powers as are delegated to him/her by the Chairperson on behalf of the Commission;

Provided that no expenditure on an item exceeding twenty thousand rupees shall be incurred without the sanction of the Chairperson subject to a maximum of five lakh rupees in a financial year.

(xii) Be the appointing and disciplinary authority in respect of Officers and other employees of the Commission.

**6. Salaries and allowances of Chairperson, Members, Officer and staff. -**

(i)The Chairperson and Members shall draw such pay and allowances as may be determined by the State Government from time to time.

(ii)The salary and allowances payable to, and the other terms and conditions of service of the Member Secretary and the other Officers and other employees, appointed for the purpose of the Commission shall be such as may be determined by the State Government from time to time.

(iii)If the Chairperson or a Member is in service of the State Government, her salary shall be regulated in accordance with the rules applicable to her.

**7. Status. -**

The Chairperson and the Members shall have the status as prescribed by the State Government from time to time.

**8. Leave. -**The Chairperson and every Member shall be entitled to leave as follows:

(i) Earned Leave, half pay leave and commuted leave as admissible to State Government Servants in accordance with the Manipur Civil Services (Leave) Rules, 1979 as amended from time to time.

(ii) Extraordinary leave as admissible to the temporary State Government servants in accordance with the Manipur Civil Services (Leave) Rules, 1979 as amended from time to time.

**9. Leave sanctioning authority. -**

(i) The State Government shall be the competent authority to sanction leave to the Chairperson.

(ii) The Chairperson shall be the authority to sanction leave to every Member including the Member Secretary. However, for Earned Leave in respect of Member Secretary, it shall be referred to the State Government.

(iii) The Member Secretary shall be the authority to sanction leave to any Officer or other employee of the Commission.

**10. Travelling allowance. -**

(i) The Chairperson and Members shall be entitled to draw travelling allowance and daily allowance for journey performed by her in discharge of the functions of the Commission at the rates as applicable to Principal Secretaries to the State Government.

(ii) The Chairperson and the Members shall be her own controlling Officer for sanction of journey in connection with responsibilities and function under the Commission.

**11. Facility for conveyance. -**

The Chairperson and the Members shall be entitled the facilities of staff cars for journey for official purpose.

**12. Recruitment Rules and Promotion. -**For promotion to post of Officers and staff of Manipur State Commission for Women, a separate Recruitment Rule/Notification prescribing the eligibility criteria for promotion to different posts, composition of DPC/Selection Committee, etc. will be framed by the Government.

**13. Selection Committee for appointment to posts in the Commission. -**The appointment for vacant posts in the Commission shall be made by the Selection Committee constituted under Section 9(1) and (2) of the Act and the suitable terms and conditions of the posts made by the Commission for time to time.

**14. Tenure of office. -**

(1) The Chairperson and every Member shall, unless removed from office under sub-section 4(3) of the Act, hold office for a period not exceeding three years, or till the age of sixty-five years, whichever is earlier.

(2) Notwithstanding anything contained in sub-rule above,-

(i) A person who has held the office of Chairperson shall not be eligible for re-nomination, and

(ii) A Member shall be eligible for re-nomination as a Member or nomination as a Chairperson for another term of 3 years only.

(3) If the Chairperson is unable to discharge her functions owing to illness or other incapacity, the State Government shall nominate any other Member to act as Chairperson and the Member so nominated shall hold office of Chairperson until the Chairperson resumes office.

(4) If a vacancy occurs in the office of the Chairperson by reason of her death or resignation, the State Government shall nominate any other Member to act as Chairperson and the Member so nominated shall hold the office of the Chairperson until the vacancy is filled by a fresh nomination under sub-section (4) of section 4 of the Act.

**15. Procedure for transaction of business. -**

(a) The Commission shall ordinarily hold its meeting in its Office but may, in its discretion, hold its meeting at any other place in Manipur, if it considers it necessary or expedient to do so.

(b) The Member Secretary, along with such other Officers as the Chairperson may direct, shall attend the meetings of the Commission.

(c) 3(three) Members including the Chairperson shall form the quorum at every meeting of the Commission.

**16. Minutes of the Meeting.-**

(1) The proceedings of each meeting of the Commission shall be recorded in the form of minutes by the Member Secretary or in his absence by any officer/staff duly authorized by the Member Secretary in this behalf and placed before the Chairperson or the Member, who presided over such meeting, for her approval. The minutes of the meeting having been duly so approved shall be placed before the Commission at the subsequently meeting for confirmation.

(2) All matters placed before the Commission at a meeting shall be decided by consensus:

Provided that in case of difference of opinion amongst the members of the Commission on a particular issue, the decision acceptable by majority of the members will be treated as the decision of the Commission:

Provided further that in case of equality of votes the person presiding shall have a casting vote:

Provided also that the members holding divergent opinions shall be entitled to record their notes of dissent and such notes of dissent shall be incorporated in the proceedings of the meeting.

(3) A master copy of the minutes of the meeting of the Commission shall be maintained duly authenticated by the Member Secretary or in his absence by the Office Assistant for further reference and further actions.

**17. Report of action Taken.-**

Report of follow-up action in respect of each decision of the Commission in a meeting shall be

submitted to the Commission at every subsequent meeting indicating there in the present status of action taken on each item on which the Commission had taken any decision in any of its earlier meetings, excepting the items on which no further action is called for.

**18. Annual report.-**

(1) The State Commission shall prepare an annual report for a financial year before the 31<sup>st</sup> March of the ensuing financial year for submission to the State Government.

(2) The State Commission shall also prepare special reports on specific issue as and when necessary, under the direction of the Chairperson.

(3) The State Government shall cause the annual report and the special reports of the Commission to be laid before the State Legislature.

(4) The special reports may be issued separately, if there is a time lag for the preparation of the annual report.

(5) The annual report shall include information on administrative and financial matters, complaint investigated/inquired into; action taken on cases; details of research, review, education and promotion efforts; consultations; details and specific recommendations of the Commission on any matter, besides any other matter that the Commission may consider warranting inclusion in the report. The prescribed form is attached as **Form-A**.

**19. Annual Statement of Accounts.-**

The Commission shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in the prescribed **Form-B**.

NINGTHOUJAM GEOFFREY,  
Commissioner-cum-Secretary (SW),  
Government of Manipur.

**Form-A**

[See rule 18(5)]

**ANNUAL REPORT OF MANIPUR STATE COMMISSION FOR WOMEN**

Annual Report for the Financial Year

April .....20 .....

1. Introduced by
2. Complaints and Investigation (C&I)
3. Marriage related issues
4. Suo Motu cognizance of incidents/ cases
5. Policy, Monitoring and Research, Review, education and promotion efforts; consultations
6. Details and specific recommendations of the Commission
7. Initiatives Undertaken
8. Women Welfare & Capacity Building
9. Law Review and Legal Awareness
10. Inspection of Jails, Custodial Homes and Psychiatric Institutions
11. Right to Information
12. Mechanism for Handling Complaints of Sexual Harassment
13. Media & Outreach Programmes
14. Use of Information and Communication Technology
15. Annual Accounts for the year .....
16. Audit Report

**ANNEXURES TO BE ENCLOSED:**

- I. Composition of the Commission
- II. Organizational Chart of the Commission
- III. Major Decisions/ matters considered by the Commission During the year .....
- IV. Details of Webinars funded during the Financial Year: .....
- V. Details of Research Studies funded during Financial Year: .....

**PHOTO ARCHIVES**

**Form-B**

**ACCOUNTS OF THE COMMISSION**

Receipt and Payment Account of the Manipur State Commission for Women for the year ending 31<sup>st</sup> March .....

Rs. in Thousand

Receipts				Payment			
Item	Plan	Non Plan	Total Amt.	Item	Plan	Non Plan	Total Amt.
1	2	3	4	5	6	7	8

1. Opening Balance

Cash in hand

Cash in bank

2. Grants-in-aid

From Dept. of SW

Recurring

Non-recurring

3. Revenue received

by the Commission

1. Miscellaneous

Receipts

2. Fees if any,

Charged by the

Commission

A Establishment Charge

1. Salaries

2. Professional

Services

3. Domestic Travel

Expenses

B Other Establishment

Charge

1. Wages

2. Office Expenses

3. Rent, Rates & Taxes

4. Publications

5. Advertisement and

Publicity

6. Hospitality Expenses

7. Repairs and maintenance

8. Furniture & Fixtures

9. Machinery &

Equipment

3. Others

10. Motor Vehicles

11. Maintenance of Vehicles

12. Petrol, Oil and  
Lubricants

13. Conference/ Awareness/ Workshop  
& Seminar

14. Telephone Charges

15. Other charges

16. Litigation

17. Audit Fee

Closing Cash Balance

1. Cash in hand

2. Cash at Bank



**MANIPUR STATE COMMISSION FOR WOMEN  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR  
ENDING 31<sup>ST</sup> MARCH, 20.....**

Payment	Plan	Non Plan	Total Amt.	Receipt	Plan	Non Plan	Total Amt
1	2	3	4	5	6	7	8

**A. Establishment Charges**

1. Salaries

2. Professional Services

3. Domestic Travel Expenses

**B. Other Establishment charges**

1. Wages

2. Office Expenses

3. Rent, Rates and Taxes

4. Advertisement and Publicity

5. Hospitality Expenses

6. Publications

7. Repairs & maintenance

8. Repair of Furniture &  
Fixtures

9. Repair of Machinery and  
Equipment Total

10. Motor vehicles

11. Maintenance  
of Vehicles

12. Petrol, Oil and Lubricants

13. Conference, Awareness  
& Seminars

14. Telephone charges

15. Other charges

16. Legal Charges

17. Audit Fee

Total

**Receipts**

A By Grants-in aid from Dept.  
of Social Welfare Deptt.

**B Other Receipts**

(i) Miscellaneous Receipts

(ii) Fees, if any, charged by  
The Commission

(iv) others

Excess of Expenditure over income

MANIPUR STATE COMMISSION FOR WOMEN  
EXCESS OF INCOME OVER EXPENDITURE

No.	Description Amount
1.	Balance as per last Balance Sheet.
2.	Excess of Income over Expenditure
3.	Others
Total	

Member Secretary