

मि. स. 38/08/2024-रा.अ.आ.

भारत सरकार
राष्ट्रीय अल्पसंख्यक आयोग

पहला तल ,ब्लॉक-14,सी.जी.ओ, कॉम्प्लेक्स,

नई दिल्ली- 110003

दिनांक- 19.09.2024

कार्यालय ज्ञापन

विषय: राष्ट्रीय अल्पसंख्यक आयोग में दिनांक 11.09.2024 को आयोजित की गई बैठक के रिकॉर्ड नोट

राष्ट्रीय अल्पसंख्यक आयोग के सम्मेलन कक्ष में दिनांक 11.09.2024 को आयोजित की गई बैठक के अनुमोदित रिकॉर्ड नोट अग्रेषित किये जा रहे हैं।

एस० नजीब अहमद
(एस० नजीब अहमद)
अनुसंधान अधिकारी

प्रति:-

1. अध्यक्ष
2. उपाध्यक्ष
3. सदस्या (एस.एस)
4. सदस्या (आर.एल.)
5. सदस्य (डी.जे.जी)
6. सचिव

प्रतिलिपि:-

7. संयुक्त सचिव
8. उप-सचिव
9. अवर सचिव (G & R)
10. प्रशासनिक अधिकारी
11. अनुभाग अधिकारी
12. विधिक परामर्शक
13. सभी अनुसंधान सहायक-
14. एनआईसी प्रोग्रामर - वेबसाइट पर अपलोड करने के लिए।

**Record Note of the 6th Meeting of the National Commission for
Minorities held on 11th September, 2024**

1. Sixth Meeting of the National Commission for Minorities was held at 11:30 A.M on 11th September, 2024 in the Chamber of Hon'ble Chairman in the presence of the following:-
 - i. Shri Iqbal Singh Lalpura, Chairman
 - ii. Shri Kersi K. Deboo, Vice Chairman
 - iii. Ms. Syed Shahezadi, Member
 - iv. Ms. Rinchen Lhamo, Member
 - v. Shri Dhanyakumar Jinappa Gunde, Member
2. Ms. Neelam Shami Rao, Secretary assisted the Commission and in attendance were Shri Daniel E. Richards, Joint Secretary; Shri Manoj Kumar Singh, Deputy Secretary and Shri Miraj A Khan, Legal Consultant.
3. **Agenda Item No.1: Confirmation of the record notes of the Meeting of the Commission held on 14.08.2024**

The record notes of the meeting were approved.

4. **Agenda Item No.2: Action Taken Report.**

The action taken report was approved with the direction that matter may be taken up with the State on assessing the feasibility of introduction of Punjabi as a language and medium of instruction to the students who wish to avail it. The petitioners may be informed of the same.

5. **Agenda Item No.3: Internship in NCM – Revision of Guidelines.**

The proposed guidelines were approved with modifications as given in Annexure-I. The Chairperson will constitute an official committee for selection. It was also directed that selection process will be made transparent and objective. On the conclusion of each internship, a presentation will be made by the intern. No person will be allowed to intern twice.

6. **Agenda Item No.4: Introduction of Retired Govt. officials.**

The Commission approved hiring of Retired Government officials on vacant position with modifications as given in Annexure-II. It also adopted the DoPT guidelines for such recruitments.

7. Agenda Item No.5: Introduction of Young Professionals.

The proposed guidelines were approved with modifications as given in Annexure-III.

8. Agenda Item No.6: Draft of Annual Report-2023-24.

The Commission appreciated the efforts made for compiling various information in the Report. The Annual Report 2023-24 was considered and approved with modifications. It was decided to print the report and send it to MoMA for further action.

9. Agenda Item No.7: Swachhhta Hi Sewa Campaign 2024 with theme "Swabhav Swachhatta- Sanskaar Swachhatta" from 14.09.2024 to 01.10.2024.

The Commission was informed and it took note of the campaign. It also advised that under the campaign to have a meeting and understand difficulties as well as commend efforts for cleanliness by Safai and MTS Staff. The meeting will be followed by the lunch. The letter of the Govt. will also be shared with all the members.

10. Agenda Item No.8: Standard Operating Procedure dealing with petitions in NCM.

It was decided to digitize the current complaint Hearing system for timely disposal of the grievances. Further, petitions received from Commission, the final action taken will also be informed to them before final disposal.

11. Agenda Item No.9: Creation of Digital Platform for NCM.

The Commission noted that there is a lack of awareness of Government Schemes and need to upgrade NCM website, Grievance Redressal System and social media outreach, for which a good digital platform and system is necessary. The Commission was briefed about better complaint handling mechanism such as CPGRAMS, CM Helpline which are integrated and can reduce lot of paperwork. The grievances can be directly and digitally routed to the Chief Secretaries and various subordinate levels for reporting purposes. The digital trail would provide for better monitoring and timeliness.

The Commission considered the agenda and decided that such a system is a need of hour and towards it a Committee would be formed to finalise the Scope of the work and RFP. A representative of the Government Agency under MEITY may also be approached.

12. Agenda Item No.10: Tour report of Shri Kersi K Deboo, Vice Chairman to Union Territory of Ladakh from 29th July, 2024, to 2nd August, 2024.

The common tour report of VC, Member (RL), Member (SS), and M(DJG) was considered and recommendations were approved.

13. Agenda Item No.11: Tour report of Shri Dhanyakumar Jinappa Gunde to Districts Belgaum, Chikodi, Dharwad (Karnataka) Districts Kolhapur, Pune, Nandani Matth, Pune (Maharashtra) from 9th August, 2024 to 21st August, 2024.

Recommendation No.1 was approved. The Commission also advised that mapping of various State Governments requirement for minority certificate may be done. Also, the Chairman emphasized on the need for requirement of self-attestation on minority status and to check feasibility of doing away with the minority certification.

Recommendation No. 2, 3, 5 and 6 were approved

Recommendation No. 4. & 7 were merged and stated as 'The State Government of Maharashtra may be advised to setup an office for Minorities to further strengthen implementation of the schemes for the welfare of Minority people and also consider expansion of scope of current schemes'.

14. Agenda Item No.12: Tour Report of Ms. Syed Shahezadi, Member to Hyderabad, Telangana from 18th August, 2024 to 29th August, 2024.

Recommendation No. 1 was modified as 'TMREIS girls minority residential school to be shifted to new building because of poor and dilapidated condition of the existing building'. It was decided to write to the State Government of Telangana.

Recommendation No. 2 on Muslim graveyard issue in Wanaparthy was approved with an observation that, the matter may be taken up with the State Government of Telangana

15. Agenda Item No.13: Tour report of Ms. Rinchen Lhamo to Kochi, Ernakulam and Thiruvananthapuram (Kerala) from 21st August, 2024 to 23rd August, 2024.

Recommendation No. 1 and 2 were approved. It was decided that a letter may be sent to the State Government

Recommendation No. 3 was modified only to take up issue of held up post-matric scholarship to the notice of MoMA.

16. Agenda Item No.14: Tour report of Shri Dhanyakumar Jinappa Gunde to Port Blair, Havelock and Shaheed Dweep (Andaman & Nicobar) from 2nd September, 2024 to 5th September, 2024).

Recommendation No. 1 & 2 were approved.

Recommendation No. 3 was approved with observation. The Administration of Andaman & Nicobar may be advised to look into the demands of minority religions for additional financial help required for education and employment.

17. Agenda Item No.15: Pendency Status on CMS portal from 06.08.2024 to 04.09.2024.

Pendency Status on CMS portal from 06.08.2024 to 04.09.2024 was placed before the Commission. NMC office should conduct a meeting with the States having pendency of more than 50 petitions pending for over 3 months for progress.

18. Agenda Item No.16: Status of CPGRAM Grievances till 04.09.2024.

Status of CPGRAM Grievances till 04.09.2024 was placed before the Commission and was found to be satisfactory by the Commission. It was observed to keep the pendency to the minimum.

19. Four Supplementary Agenda were also tabled after the permission of the Chair.

20. Supplementary Agenda Item No.1: Tour Report of Ms. Rinchen Lhamo to Bhubaneswar, Puri (Odisha) from 28th August, 2024 to 31st August, 2024.

Recommendation No. 1, 2, and 3 were approved.

Recommendation No. 4 was modified to be taken up with MoMA only with regard to held up post matric scholarship cases. Rest to be dropped.

Recommendation No. 5 was observed that as the problem regarding issuance of Minority certificate was a PAN India issue it is necessary to examine the issue in general by the NCM office and thereafter write to the State Governments regarding self-certification provision of MoMA with regard to its Schemes.

Recommendation No. 6 was approved. The Chairman directed to write to the State Authorities regarding provisions of NCM Act, 1992 notifying Jain community as Minority under it.

Recommendation No. 7 was dropped.

Recommendation No. 8 a report to be sought from the State Government.

21. **Supplementary Agenda Item No.2: Tour report of Shri Kersi K Deboo, Vice Chairman to Bhubaneswar, Puri (Odisha) from 29th August, 2024 to 1st September,2024.**

All 4 recommendations were Approved.

22. **Supplementary Agenda Item No.3: Formation of Core Groups in NCM.**

The proposal was approved, with direction of the Chairman for paying TA/DA to core group meeting attendees in line with NHRC practice. A core group on Increasing Awareness be also immediately started as a first.

23. **Supplementary Agenda Item No.4: Engagement of Tier 1 Consultancy for NCM for Event Planning and Management of Events.**

The agenda was approved with direction that when engaged, initially not more than two persons would need to be deployed in NCM with enhancement depending on scope of work later.

24. **Any other items with the permission of the Chairman:**

- i. Annual Report for the year of 2021-22, 2022-23 and 2023-24 may be sent to MoMA in printed form without waiting for vetting.
- ii. Preparation for Guru Nanak Birthday falling on 15th November, 2024 may be started.
- iii. PMO and MoMA may be informed about Sarv Dharam Samvad meetings being held in NCM every month.
- iv. Interfaith book may be got printed with material furnished by Hon'ble Chairman and Members so far.

25. The meeting ended with Vote of Thanks to the Chair.

Annexure-I

Proposal for revision of Guidelines regarding the internship in NCM to make it more streamlined and user friendly. In this regard an exercise for comparison of the internship scheme guidelines of NITI Aayog, NHRC, National Commission for Scheduled Tribe was carried out and approved as below.

Revised guidelines for internship at NCM

S. No.	Particulars	Old guidelines of NCM	Revised Guidelines of NCM as per 6 th NCM Meeting
1	Availability of Internship	Internship shall be available throughout the year based on the requirements of the Commission.	Internship shall be available throughout the year based on the requirements of the Commission.
2	Eligibility	Internship available to post graduate and research students in the disciplines of Social Science and Law who are interested to have an exposure to and understanding of minority related issues. The internship will be offered to only those research scholars who have already completed M.A. The internship will also be offered to the scholars having Ph.D qualification.	Internship available to Under Graduate having completed Two years , post graduate and research students in the disciplines of Social Science and Law who are interested to have an exposure to and understanding of minority related issues. The internship will be offered to also those research scholars who have already completed M.A. The internship will also be offered to the scholars having Ph.D qualification.

3	Period/Duration	Maximum duration of the internship will be of three months.	At least one month and max 3 months
4	Experience certificate	Certificates will be issued on completion of the internship.	No change
5	Conditions for Applicant	An application for internship should be submitted to Secretary, NCM at least a month before the internship is proposed to be started. The application should be accompanied with a recommendation from the Head of the educational institution, University or a Government body and a photograph of the candidate attested by the recommending organisation.	The candidate would need to furnish recommendation from Head of Education Institution/ University, Government body along with attested photograph by the recommending organization at the time of completion of internship. NCM will also inform to the Institution.
6	Conditions for Applicant	The selection of the interns will be done once a year. With 4 interns per quarter, a total number of 16 interns could be accommodated in a year. A few reserve candidates will also be short-listed.	The selection of the interns will be done once a year. With 6 interns per quarter, a total number of 24 interns could be accommodated in a year. A few reserve candidates will also be short-listed.
7	Documents required	The candidates will be required to produce a permission letter from the Chairman of the Department or their	Documents in support of Educational Qualifications may be submitted.

		Supervisor in case they are interested to pursue the internship during term time in the Universities.	
8	Attendance	No mention of attendance.	Minimum 75% Minimum 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued.
9.	Maximum number of interns	Max Four interns per quarter , a total number of 16 interns could be accommodated in a year.	Max Six interns per quarter , a total number of 24 interns could be accommodated in a year
10	Logistics & Support	Internet facility, library facility and computer facility would not be charged.	No Change
11	TA/DA	For NCM assigned work the interns will be reimbursed TA/DA as admissible to the level 6 officials of the regular staff of NCM. No TA/DA advance will be sanctioned for the purpose.	No Change
12	Brief Report	The interns will be required to submit a brief report/paper at the end of their internship.	No Change
13	Research Report	Programme as per given below schedule :-	Report may be furnished before end of internship period.

		<p>Literature review (15 Days)</p> <p>Studying trends of Minority across world (15 Days)</p> <p>Identification of research topic and collection of data related to the research topic(30 Days)</p> <p>Field visits (05 Days Max.)</p> <p>Report writing & presentation(15 Days)</p> <p>Final Submission of the report (05 Days)</p>	<p>Internal Monitoring mechanism to ensure attendance, daily work etc. will be there in NCM.</p>
14	Relaxation	No criteria of relaxation.	Chairman would have powers to relax any condition.
15	Library facility	In case the permission is accorded, the applicant will be issued temporary membership of NCM Library for a maximum period of 3 months.	Library Facilities would be for internship period only.
16	Internet facility	Internet facility, library facility and computer facility would not be charged.	No change
17	Undertaking	The applicant is required to give an undertaking in the application form that he/she agrees to abide by the terms and conditions as applicable from time to time.	No change
18	Attachments	The interns will be attached with any of the	No change

		Members/officials of NCM, if necessary	
19	Boarding/ Lodging	The interns will be required to make their own arrangements for boarding and lodging during the internship period.	No change
20	Scrutiny and Selection	The NCM will scrutinize the applications and the actual offer will be sent to candidates subject to availability of slots.	No change
21	Stipend	--	During the period of internship a stipend of Rs.10,000/- per month will be payable.
22	Domain Area	--	<ol style="list-style-type: none"> 1. Minority issues including Religious issues 2. Land related issues of the Minorities 3. Financial Inclusion of Minorities 4. Education 5. Public Health 6. Social Sciences & Gender Aspects among minorities. 7. Legal and constitutional matters 8. Health Challenges, 9. Livelihood/ employment 10. Access to Awareness & information, dissemination and mass communication.

Annexure-II

Proposal for Engagement of Personnel retired from Government Services in NCM was approved as below (In case of variance the current Government guidelines would prevail)

Guidelines for engagement of Consultant (Retired from Government Services) in NCM

1.	Name of the Position	Consultant
2.	Number of Vacancies	Eligibility
	<p>i. 09* (Level-6) (Pay Scale- 35400-112400)</p> <p>ii 02* (Level-4)</p>	<p>i. Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of Research Assistant/Assistant (Level 6 of pay matrix) and equivalent or UDC or equivalent having 10 years' services in level 04 of pay matrix. 5 Posts- Possessing experience of Noting and Drafting, handling legal matters/ complaints & grievances etc. Candidates shall also have adequate knowledge of working on computer. 1 Post – Having experience of working as Librarian. 1 Post- Having experience of Urdu Translation. 1 Post- Having experience work as Accountant. 1 Post- Having experience of Noting Drafting, Establishment and Administrative matters.</p> <p>ii Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of UDC/Steno Gr. 'D' and equivalent or LDC and equivalent with 10 years services in level 02 of pay matrix, and having experience of work of Stenographer.</p>

	(Pay Scale- 25500-81100) iii 01* (Level-2) (Pay Scale 19900-63200)	iii Retired employees of Central/State Governments, Central/State Governments Statutory body/ Autonomous Organization of the rank of LDC and equivalent in level 02 of pay matrix.
3.	Mode of Engagement	Purely on Contract Basis. The contractual engagement shall not bestow any right for regular/permanent engagement/ appointment in the Commission. Also, engagement as Consultant will not be treated as a case of re- employment in any manner.
4.	Place of Posting	New Delhi
5.	Period of Contract	Initially for a period of one year (The contract may be further extended on yearly basis depending upon the vacancies, performance report and willingness of the Consultant)
6.	Remuneration (Subject to Department of Expenditure guidelines)	<ul style="list-style-type: none"> i. A fixed monthly amount as consultancy fees shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. ii. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the consultant. iii. Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement. However, retired employees engaged as

		<p>Consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>iv. No Dearness allowance, HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Central Government officer.</p>
7.	Expertise	<p>i. Must be well acquainted with the functioning of Government/Ministries Departments.</p> <p>ii. Should be well aware of various rules/regulations of Government of India, capable to handle policy matters, administrative matters, framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matter etc.</p> <p>iii. The Consultant shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, GEM/PFMS(For Accountant) related works etc.</p> <p>iv. Must have very good working knowledge of computer (MS Office/E-Office/ Internet/E- mail).</p>

*Subject to variation and other conditions of engagement as applicable.

NOTE: Guidelines vide Office Memorandum No.3-25/2020-E.III.A dated 9.12.2020 of Department of Expenditure shall be adopted.

* * * * *

Annexure-III

Proposal to engage Young Professionals to discharge the duties attached with the post which are lying vacant which would considerably augment the Research and Data Analysis functions of the Commission which are very crucial was considered and approved as below:

Guidelines for Hiring Young Professionals in NCM

S. No	Particulars	NCM
1.	Name of Position	Young Professionals

2.	Number of Positions	Four(4)
3.	Location	NCM Office, New Delhi
4.	Method of Recruitment	On Contract basis through Open Market.
5.	Age Limit	Should be below 35 years
6.	Period of Contract	Period of engagement initially for a period of 2 years extendable based on performance, fitness and organization requirement.
7.	Remuneration (Per Month)	Rs.60,000/- P.M.
8.	Purpose of Assignment	To provide services as per work undertaken by the Commission under its mandate. Administrative and financial/ accounts work would not be envisaged for services.
9.	Tasks Related to Assignment & Other tasks incidental thereon	Preparation of research papers, study notes on issues indicated by the Commission. Preparation of Reports based on analysis of reports, data received/generated by the Commission. Any other work assigned related to the Commission's mandate.
10.	Educational Qualifications	Essential: Master's degree of a recognized university or institution preferably in Social Work or Sociology or Social Anthropology, Law, Political Science, Comparative Religion Desirable: Persons with M.Phil, Ph.D, research experience published papers and post qualification experience in the relevant field.
11.	Work Experience	Post qualification experience of at least one year in the area(s) mentioned at column 12 below.

12.	Areas of required specialization	<ol style="list-style-type: none"> 1. Data Analytics 2. Mass Communication 3. Law background 4. Generic writing, report writing.
13.	Selection process	<p>a).The application received shall be placed before a Screening Committee to be constituted by the Commission.</p> <p>b).The Screening Committee shall shortlist the applications as per the eligibility criteria stated in the Advt.</p> <p>c)The selection would be on the basis of personal interview and Statement of Purpose(SoP) of the eligible short-listed candidates by a Selection Committee to be constituted by the Commission.</p>
14.	Termination	<p>The termination of the contract on either side is by one month's notice or in lieu thereof, one month's remuneration to be paid or surrendered, which is to be calculated based on average of 3 months last drawn remuneration.</p>
15.	Leave	<p>With prior approval of their Reporting Officer, YPs can avail leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leave cannot be carried forward to the next year. Further, leave up-to one month may be considered without remuneration with the approval of the competent authority. Female YPs will be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017.</p>
16.	Insurance	<p>The individual Consultant shall be responsible for taking out and for maintaining adequate</p>

		insurance required to meet any of their obligations under the consultancy Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the individual Consultant as they may consider appropriate to cover the period during which they are engaged.
17.	Tax Deduction	The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the Commission may issue a TDS Certificate.
18.	Audit	-----
19.	Police Verification	-----
20.	Settlement of disputes	NCM and the YPs shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the contract or the breach, termination or invalidity thereof. Grievances, if any, should be processed as per the redressal mechanism followed in the NCM.
22.	Mode of Journey	During official tours, journey will be allowed by Air in Economy class or by Rail in AC Two Tier as admissible to level-7 officers of Central Govt.
23.	Boarding, Lodging and local transport	Reimbursement for hotel accommodation/ guest house of up to Rs.750 per day, Reimbursement of non-AC taxi charges of up to Rs.225/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 800/- per day as admissible to level-7 officers of Central Govt.

25.	Use of name, emblem or official seal of the Organisation	Individual YPs shall not advertise or otherwise made public for purposes of commercial advantage that a contractual relationship exists with the NCM, nor shall the Individual YPs, in any manner whatsoever, use the name, emblem or official seal of NCM, or any abbreviation of the name of NCM, in connection with any business or otherwise without the written permission of NCM. Undertaking to be taken.
26.	Travel, medical clearance and misc. issued	NCM may require the individual YPs to submit a 'statement of good health' from a registered physician prior to commencement of work in NCM. In the event of the death, injury or illness of any Individual YPs, which is attributable to the performance of engagement on behalf of NCM under the terms of the consultancy contract while the individual consultant is travelling at the expense of NCM or is performing any responsibilities under the consultancy contract in any offices or premises of NCM or Govt. of India or to any state/ UT, the individual YPs or the his/ her dependents, as appropriate, shall not be entitled to any compensation.
28.	Relaxation clause	Chairman would have power to relax any of the condition mentioned above in respect of any deserving Candidates.

Submission of Applications: Eligible candidates may apply online on the link provided on the website of NCM within 30 days from the date of publication of the advertisement in the Newspaper. Applications are to be submitted online only. Direct inquiries with NCM

shall not be entertained during the application period. Only shortlisted applicants shall be communicated for the next steps in the selection process.

* * * * *

