

Information about MPHRC according to Clause 4(1)(b) of the RTI Act,2005

1. PARTICULARS OF MPHRC'S ORGANIZATION, FUNCTIONS AND DUTIES

The Madhya Pradesh Human Rights Commission was set up in the year 1995 under the Protection of Human Rights Act, 1993. The MPHRC has the following constituent Divisions:-

a. Law Division

Though the Law Division is headed by Registrar. The Law Division is responsible for maintaining files and records of the various cases that are adjudicated by the Commission.

Whenever an order is issued by the Commission, the Law Division communicates the same to the authority concerned. All action-taken reports are also received by the Law Division and forwarded to the Chairperson and Members of the Commission.

b. Investigation Division:

Investigation Division is headed by an officer not below the rank of Inspector General of Police.

Inspector General of Police and such other officers and staff as may be necessary for the efficient performance of the function of the state commission.

c. Administration Division:

It deals with the overall management of General Administration, Establishment , stores/purchase and Accounts Sections.

d. Information & Public Relations Division:

The important function of the I & PR Division is to create human rights awareness through print/electronic media, website and printing of various publications, advocacy materials etc.

2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Commission functions as per the powers given to it under the Protection of Human Rights Act, 1993.

3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The cases are, generally, processed at the Section/Desk level and the files are submitted to Deputy Supdt. of Police/ Supdt. of Police/Deputy Secretary/Registrar (Law) and thereafter to Members of the Commission /Chairperson, as per the requirement of each case. Some cases are entrusted by the Commission to the Head of Investigation Division and he in turn allocates the same to his subordinate Police officers of the Investigation Division. The Head of Investigation Division submits his report with his opinion to the Commission.

4. NORMS SET BY MPHRC FOR THE DISCHARGE OF ITS FUNCTIONS:

The complaints are prioritize and efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY NHRC OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF ITS FUNCTIONS:

The Commission discharges its functions in accordance with the Acts, rules, regulations, instructions, manuals etc. issued by the Commission and the Govt. of Madhya Pradesh from time to time.. They are the following:

- (a) Protection of Human Rights Act, 1993.
- (b) Madhya Pradesh Human Rights Commission (Procedure) Regulations, 1996
- (c) The Madhya Pradesh Human Rights Commission Chairman and Members (Salaries, Allowances and other Conditions of Service) Rules, 1995
- (d) Madhya Pradesh Manv Adhikar Ayog Adhikari tatha Karamchari(Bharti tatha Sewa Ki Shartein)Niyam, 2011
- (e) Administrative functions are guided by Government Rules

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY MPHRC OR UNDER ITS CONTROL:

Details of all the publications of the Commission are available on the web site. The documents held by the Commission include relevant files on subjects dealt with in the Commission and service documents of its officials.

7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF NHRC'S POLICY OR IMPLEMENTATION THEREOF;

The Commission holds public consultation with NGOs on important issues. Similarly, it also holds public hearings on important Human Rights issues.

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS MPHRC'S PART OR FOR THE PURPOSE OF ITS ADVICE:

The Commission holds public consultation with NGOs on important issues. Similarly, it also holds public hearings on important Human Rights issues. Members of the public have free access to the commission for ventilating their grievances for any human right issue under the PHRA, 1993.

9. STATEMENT OF THE COMMITTEE ETC.

NIL

10. DIRECTORY OF MPHRC 'S OFFICERS AND EMPLOYEES:

NO.	<u>NAME & DESIGNATION</u>	<u>ADDRESS</u>	<u>TELEPHONE (NOS)</u>
1.	SHRI VINOD KUMAR SECRETARY	D-4/17 CHAR IMLI, BHOPAL.	2551963 (O)
2.	SHRI A.K. JAIN ADDITIONAL DIRECTOR GENERAL OF POLICE (ADGP)	D-2/22 CHAR IMLI, BHOPAL.	2675391 (O)
3.	SHRI H.K. DUBEY REGISTRAR LAW	135, D.K. COTTAGE, NEAR DANA PANI RESTORENT BHOPAL	2550887 (O)
4.	SHRI KULDEEP JAIN, DEPUTY SECRETARY(DS)	D-37, CHAR IMLI, BHOPAL	2574636(O)
5.	SHRI ROHIT MEHTA JOINT DIRECTOR (PR)	E-8/18. CHAR IMLI, BHOPAL	2571982 (O)
6.	SMT. ANITA MALVIYA SUPERINTENDENT OF POLICE (SP)	C-165/2, PROFESSOR COLONY, BHOPAL.	2577284 (O)
7.	SHRI S. S. LALLY DEPUTY SUPERINTENDENT OF POLICE (DSP)	MIG-27 'A' SECTOR, SONAGIRI, BHOPAL	2673750 (O)
8.	SHRI M.L. KUMAWAT ACCOUNT OFFICER(A.O.)	261/7 GANGA COLONY DHAR ROAD, INDORE	2572034(O)
9.	SHRI SANJAY VISHWKARMA RESURCH OFFICER(RO)		2572034(O)

In addition, the number of other officials in the Madhya Pradesh Human Rights Commission are as given below:-

Name of the Post	No of Present Posted
Inspector, Personal Assistant, & equivalent post	5
Section Officer, Private Secretary & equivalent post	2
Stenographer (for Secretary)	1
Stenographer, Assistant Grade-1, Assistant Programmer, Assistant Librarian & equivalent post	3
Accountant, Assistant Grade-2 & equivalent post	3
Assistant Grade-3, Receptionist, Constable, Steno typist, Driver & equivalent post	37
Daftari, Jamadar & equivalent post	5
Peon, Chowkidar, Farrash & equivalent post	17
Driver, Peon Book/lifter & equivalent post(on Collector rate)	1

11. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The officers and the employees in MPHRC are being paid monthly remuneration in their respective scale of pay and the allowances as applicable.

S. No.	Name of posts included in service	Number of posts	Classification	Pay-band
(1)	(2)	(3)	(4)	(5)
1.	Chairperson	1		Equivalent to the salary of Chief Justice of High Court
2.	Member	2		Equivalent to the salary of Hon'ble Judge of High Court
3.	Secretary	1	I.A.S. Super time Pay Scale	37400-67000+10000 (Grade Pay)
4.	Additional Director General of Police	1	I.P.S.	67000-79000 (3 % increment)
5.	Deputy Secretary	1	Judicial Service	15600-39100+7600 (Grade Pay)
6.	Superintendent of Police/Additional Superintendent of Police.	1	Police Service	37400-67000+8700 (Grade Pay)
7.	Joint Director, Public Relation	1	Posted from Public Relations Department	15600-39100+7600 (Grade Pay)
8.	Registrar, Law	1	Judicial Service	18750-400-19150-450-21850-500-22850
9.	Accounts Officer	1	Finance and Accounts Service	15600-39100+5400 (Grade Pay)
10.	Deputy Superintendent of Police	3	Police Service	15600-39100+5400 (Grade Pay)
11.	Research officer	1	State Service	15600-39100 + 5400 (Grade Pay)
12.	Section Officer	1	State Service	9300-34800 + 4200 (Grade Pay)
13.	Private Secretary	5	State Service	9300-34800 + 4200 (Grade Pay)
14.	Inspector	6	Police Service	9300-34800 + 3600 (Grade Pay)
15.	Personal Assistant	2	State Service	9300-34800 + 3600 (Grade Pay)

16.	Stenographer (for Secretary)	1	State Service	9300-34800 + 3200 (Grade Pay)
17.	Stenographer	1	State Service	5200-20200+2800 (Grade Pay)
18.	Assistant Grade I	1	State Service	5200-20200+2800 (Grade Pay)
19.	Assistant Programmer	1	State Service	5200-20200+2800 (Grade Pay)
20.	Assistant Librarian	1	State Service	5200-20200+2800 (Grade Pay)
21.	Accountant	1	State Service	5200-20200+2400 (Grade Pay)
22.	Assistant Grade II	3	State Service	5200-20200+2400 (Grade Pay)
23.	Assistant Grade III	12	State Service	5200-20200+1900 (Grade Pay)
24.	Receptionist	1	State Service	5200-20200+1900 (Grade Pay)
25.	Constable	12	Police Service	5200-20200+1900 (Grade Pay)
26	Steno Typist	4	State Service	5200-20200+1900 (Grade Pay)
27.	Driver	9+1	State Service	5200-20200+1900 (Grade Pay) one post on Collector rate.
28.	Daftari	1	State Service	4440-7440 + 1400 (Grade Pay)
29.	Jamadar	5	State Service	4440-7440 +1400 (Grade Pay)
30.	Peon	12	State Service	4440-7440 + 1300 (Grade Pay)
31.	Peon Book lifter	1	State Service	On Collector Rate
32.	Watchman	5	State Service	4440-7440 + 1300 (Grade Pay)
33.	Farrash	1	State Service	4440-7440 + 1300 (Grade Pay)

12. THE BUDGET ALLOCATION & EXPENDITURE OF MPHRC

YEAR	BUDGET ESTIMAT		REVISED ESTIMAT		EXPENDITURE	
	NON PLAN	PLAN	NON PLAN	PLAN	NON PLAN	PLAN
1998-99	26.05	-----	-----	-----	08.44	-----
1999-00	147.75	-----	-----	-----	144.78	-----
2000-01	153.90	-----	-----	-----	153.90	-----
2001-02	112.35	-----	-----	-----	112.35	-----
2002-03	153.93	-----	-----	-----	138.77	-----
2003-04	189.30	-----	-----	-----	182.10	-----
2004-05	218.70	-----	-----	-----	134.77	-----
2005-06	158.625	-----	-----	-----	167.23	-----
2006-07	168.75	-----	-----	-----	174.29	-----
2007-08	229.50	-----	-----	-----	227.23	-----
2008-09	243.00	-----	-----	-----	243.00	-----
2009-10	300.00	-----	-----	-----	313.66	-----
2010-11	360.00	-----	-----	-----	338.70	-----
2011-12	375.00	-----	-----	-----	371.44	-----
2012-13	472.15	-----	-----	-----	366.62	-----

13. THE BUDGET EXPENDITURE OF MPHRC FOR THE YEAR 2013

Head	Amount in Lakhs
01 Salary & Allowances	267.75
009 Medical reimbursement	3.87
010 Leave Travel Concession	2.55
013 Honorarium (Physician's consultation fee)	2.67
03- Traveling Allowance	2.90
04 Office Expenditure	
001 Post & telegraph Exp	2.81
002 Telephone Expenses	3.35
003 Furniture and Office Equpt.	8.61
004 Books & Periodicals	4.00
005 Electricity & Water	5.51
006 Uniform	0.77
007 Stationary & Printing of Forms	7.67
008 Other contingencies	2.44
04 POL	7.64
07 Rent & Lease rent	11.92
17 Seminars & Meetings	5.32
24 Repair & Maintenance (including vehicle repair)	5.87
27 PC& R	-----
Core Group/ Complaint cell	7.85
23&Expenditure on Chairman's residence	0.00
23&Chairmans bungalow office Expenses	0.00
Advetisement	5.93
Vehicle Purchase	7.19
Grand Total	366.62

14. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

There are no subsidy programmes being implemented by the Commission

15. PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT :

None

16. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY MPHRC, REDUCED IN AN ELECTRONIC FORM:

All information pertaining to the Commission is available on the MPHRC's website : mphrc.nic.in

17. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Facilitation Centre has been set up by the Madhya Pradesh Human Rights Commission. A library with reading room is also available in the premises of MPHRC.

18. How to get information concerning MPHRC under Right to Information Act, 2005.

a) The Application for information can be submitted accompanied with **IPO/DD/Cash for Rs.10/- drawn in favour of Madhya Pradesh Human Rights Commission, Bhopal.**

b) The application should be addressed to

The PIO,

Madhya Pradesh Human Rights Commission,

Paryavas Bhawan,

Arera Hills, Bhopal- 462011

c) **The Appellate Authority**

Secretary

Madhya Pradesh Human Rights Commission,

Paryavas Bhawan,

Arera Hills, Bhopal- 462011