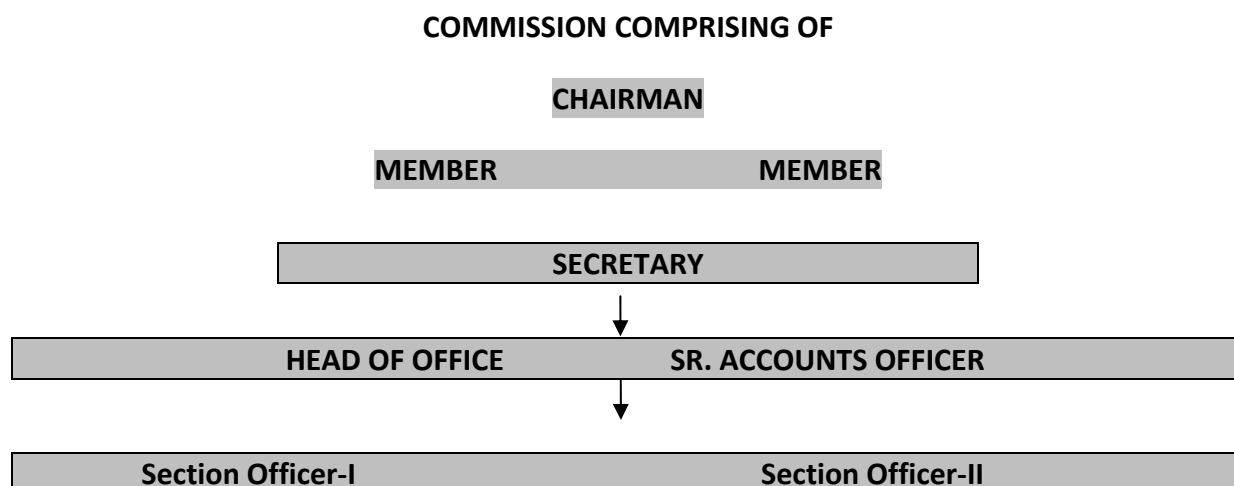


Section-4 (1)(b)

MANUAL-I

The particulars of its Organization, Functions and Duties.

Delhi Minorities Commission is headed by a Commission comprising of Chairman and 02 Members. The Commission is assisted by Secretary (DMC), Accounts functionary, Head of Office and Section Officers who are presently working on diverted capacity besides other supporting staff. The present organization chart is as under:-



FUNCTIONS AND DUTIES OF COMMISSION

The Delhi Minorities Commission is responsible to safeguard the rights and interests of the Minority communities in the National Capital Territory of Delhi and for matters connected therewith or incidental there to: -

(1) The Commission shall perform all or any of the following functions:-

(a) Examine the working of various safeguards provided in the Constitution of India or laws enacted by Parliament and the laws passed by the Legislative Assembly of Delhi for the protection of the Minority Communities, and to make recommendations to ensure their effective implementation;

(b) Monitor the implementation of the policies and schemes of the government for the welfare of Minority communities;

(c) Conduct studies, research and analysis in order to make recommendations to promote the socioeconomic upliftment of the Minority Communities and facilitate their optimum participation nation building;

(d) Cause studies to be undertaken into problems arising out of any discrimination against Minority Communities and recommend measures for their solutions;

(e) Hold seminars, debates and discussions on problems affecting the Minority

Communities of Delhi to raise public awareness;

(f) Assess the representation of Minority Communities in the services of the government, semi Government bodies and govt. Undertakings, Municipal Corporation of Delhi, Delhi Development Authority, New Delhi Municipal Council, other local authorities and in case of inadequate representation, to recommended remedial measures;

(g) Make recommendations for ensuring, maintaining and promoting communal harmony in Delhi;

(h) Look into specific complaints regarding the deprivation of the rights and safeguards of the Minority communities and to take up such matters with the appropriate authorities for necessary action;

(i) serve as a Clearing House for information in respect of the Minority Communities in Delhi;

(j) Deal with any other matter pertaining to the welfare of the Minority communities which may be referred to it by the Government.

(2) **Annual Report:** The Commission shall prepare every year an Annual Report giving a true and full account of its activities during the year, along with its recommendations, and copies thereof shall be forwarded to the Government. The government shall without delay cause the same to be laid before the House of the Legislative Assembly of Delhi along with a report setting out the action taken, or proposed to be taken, on the recommendations and the reasons for non-acceptance, of such recommendations.

(3) **Special Report:** The Commission may submit to the Government special report on any matter or public importance pertaining to the interest of the Minority Communities.

(4) **Right to be heard:** In case of non-acceptance of any recommendation, the Commission shall have the right to be heard by the Minister-in-charge.

(5) **Quasi-judicial powers:** The Commission shall have, in carrying out its functions, the powers of a Civil Court trying a suit and, in particular, in respect of the following matters, namely:-

1. Summoning and enforcing the attendance of any person and examining him on oath;
2. Requiring the discovery and production of any document;
3. Receiving evidence on affidavits;
4. Requisitioning any public or institutional record, or copy thereof, from any office or Institution of the government.

(6) **Power to utilize services of agencies:** The Commission may, for the purposes of conducting any examination under this Act, utilize the services of any agency of the government with the prior approval of the government.

(7) **Protection for statement made to the Commission:** No statement made by a person to the Commission in the course of giving evidence shall be used against him in any court proceeding except for perjury.