

WEST BENGAL HUMAN RIGHTS COMMISSION,  
Purta Bhavan, DF-Block, Sector-1  
Salt Lake, Kolkata-700 091.

Dated, 30<sup>th</sup> December, 2020

In exercise of power under section 12 (i) and (j) read with Section 29 of the Protection of Human Rights Act 1993, for the purpose of promotion of human rights as also with the object of encouraging the efforts of non-governmental organisations working in the field of human rights, the West Bengal Human Rights Commission shall issue letters of appreciation.

Any individual or organisation registered under the Societies Registration Act or otherwise, engaged continuously in the service of mankind, protection of human rights, environment, living beings or in any manner whatsoever engaged in any conspicuous good work, over a period of time, habitually or as a matter of hobby or as a matter of duty laid down in article 51A of the Constitution of India, shall be eligible for recognition by issuance of a letter of appreciation by the West Bengal Human Rights Commission.

Letter of appreciation in the form of a demi-official letter or otherwise as may be decided from time to time shall be issued, on the Universal Declaration Of Human Rights Day i.e. 10<sup>th</sup> December every year or any other day in case due to any unavoidable reason celebration on 10<sup>th</sup> December of any year has to be deferred, by the West Bengal Human Rights Commission for all or any of the aforesaid conspicuous good works over a period of time, not less than three years continuously, on the basis of the following guidelines which may however be amended unanimously by the commission as may from time to time be considered necessary.

- (A). proposal for issuance of letter of appreciation may be made by any citizen of India or any authority or may be initiated suo motu by the commission;
- (B). upon receipt of the proposal or otherwise the Commission may ask the candidate/organisation to furnish the following particulars.
  - (a) name of the candidate/organisation;
  - (b) father's name (if applicable);
  - (c) date of birth/establishment;
  - (d) occupation of the candidate or the office bearers of the organisation together with brief particulars about them;

- (e) a recent photograph of the candidate/photographs of the office bearers of the organisation;
- (f) particulars of the conspicuous good works including date time and place during the period of last three years. The relevant records in support thereof should be enclosed serially.
- (g) criminal antecedents, if any of the candidate or the members of the organisation or any of them;
- (h) pending criminal case, if any against the candidate or the members of the organization or any of them;
- (i) conviction if any of the of the candidate or the members of the organisation or any of them.
- (j) previous letter of appreciation or rejection of proposal, if any by the WBHRC or any other similar organization statutory or otherwise;
- (k) willingness to accept the letter of appreciation.
- (l) Verification in the following format by the candidate or the Secretary/President of the organization.

The aforesaid information are all true and correct to the best of my knowledge and belief and no part of it is untrue nor have I/we suppressed any information which may affect the views of the authority as regards my/our eligibility for a letter of appreciation. I understand that suppression of any material fact in ignorance of which a letter of appreciation may be issued to me/us is liable to be revoked upon discovery of the fact.

Date.

Place.

- (C). The papers so received shall be examined by the investigation wing of the Commission. Queries may thereafter be made if required. Upon receipt of reply further queries, if necessary, be made. The Investigation Wing within 45 days from the date of receipt, or the extended period if any, shall form its opinion and submit to the Chairperson for consideration. The Chairperson shall obtain views of at least one of the members and shall consider the matter. In case he agrees with the affirmative views of the member the matter shall be proceeded with accordingly and a letter of appreciation shall be issued. In case he disagrees with the negative view he may refer the same to any appropriate authority including the Investigation Wing for further enquiry to be completed within 45 days or the

extended period if any. He may in the alternative refer the matter to a selection committee to be constituted.

- (D). The selection committee (hereinafter referred to as the committee) shall consist of a reputed non-political physician, a professor or an assistant professor or an associate professor or a lecturer preferably from the minority community not actively connected with any political party and another person of repute as may be nominated by the Chairperson.

The tenure of the Committee including the members shall be a period of one year from the date of appointment which may be extended from time to time by the Chairperson.

The expenses to be incurred by them shall be reimbursed on actual basis.

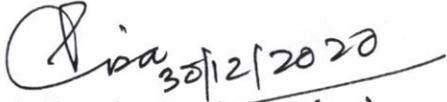
- (E). All the papers shall thereafter be made over to the committee to be constituted in the manner aforesaid. The committee may make such enquiry as it may deem necessary and after examining the matter, shall give their views either unanimously or by majority within a reasonable period not exceeding 45 days which may be extended by the Chairperson in his absolute discretion. In case the committee is of the negative opinion they shall record their reasons briefly. The views of the committee shall generally be accepted by the Chairperson, after consulting at least one of the Members, except for special reasons to be recorded by him.

- (F). The letter of appreciation issued together with photograph/photographs of the recipient/ office bearers of the recipient shall be uploaded in the website of the Commission for a period of three years. After three years from the date of issue the validity of the letter of appreciation shall expire. Process for reissuance may thereafter be commenced again in the same manner prescribed above.

- (G). The commission reserves the right to, unanimously or by majority, reject any proposal or any recommendation or any views of the selection committee at any stage without assigning any reasons.

- (H). The Commission may, after giving an opportunity of being heard, suspend for limited period or recall any letter of appreciation altogether, should it be found that the recipient or any of the office bearers of any recipient has in any manner misused the recognition, by a letter of appreciation, or indulged in any act which may defeat the human rights including fundamental rights or the fundamental duties laid down in the article 51A of the

Constitution of India or the letter of appreciation was obtained by suppression of material facts.

 30/12/2020

(Suresh Chandra Hira), WBCS (Exe),  
Joint Secretary & Addl. Charge  
Of Secretary & Chief Executive Officer  
West Bengal Human Rights Commission