

IGNOU

MINUTES OF THE TWENTY - EIGHTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 26, 1999 AT 3.00 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI - 110 068.

The following were present:

1. Prof. Abdul W. Khan, Vice-Chancellor - Chairman
2. Prof. K.N. Tripathi
3. Prof. A.K. Agarwal
4. Prof. Shobita Jain
5. Shri Vikram Chandra
6. Prof. Habibur Rahman
7. Shri K.J.S. Prasada Rao, Registrar - Member Secretary

Shri D. Deb, Assistant Registrar (Governance), was present to assist the Establishment Committee.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 27TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON AUGUST 11, 1999.

EC 28.1.1 The Committee considered the Item and confirmed the Minutes of the 27th Meeting of the Establishment Committee and noted the action taken thereon.

ITEM NO. 2 TO CONSIDER THE REPORT OF THE ADMINISTRATIVE REFORMS COMMITTEE (ARC).

EC 28.2.1 The Vice-Chancellor in his opening remarks expressed his sincere thanks to Prof. Habibur Rahman, Chairman, Administrative Reforms Committee (ARC), for the commendable work done by him and his team members. He requested Prof. Rahman to initiate deliberations on the ARC Report by giving a short summary of the Report.

Prof. Habibur Rahman expressed his satisfaction that the ARC Report has been completed within the extended time inspite of the various operational constraints and lack of time. He observed that the ARC has covered a large number of areas relating to administration and related matters. He, however, cautioned that there may be certain lacune/deficiencies in the Report but it is to be perceived as a right beginning in the right direction which paving the way for more reforms in the coming years. He stated that opportunity was given to intending employees to meet him personally and also received representations from different employees in writing. He informed that the agenda under the consideration of Establishment Committee is a speaking agenda covering broadly the summary of recommendations. With these words, he requested the members to deliberate on the matter.

The Vice-Chancellor then called upon Shri K.J.S. Prasada Rao, Registrar and Member-Secretary of ARC to make brief presentation on the Report.

Registrar in his brief presentation said that there are primarily three parts relating to these recommendations made by the ARC. These are --

- Recommendations having financial implications requiring the consideration (given in a Statement at **Appendix - 1**) of the Finance Committee.
- Recommendations which can be taken to the Board of Management straightway (given in Statement at **Appendix - 2**).
- Recommendations which deviate from the rules being followed by other Central Universities and Government Bodies (given in Statement at **Appendix - 2**).

He requested the members to consider the Agenda which narrates the summary of recommendations of the Administrative Reforms Committee.

With these words, the Registrar requested the members to consider the Report.

EC 28.2.2

The Committee considered the agenda item. Salient points are as under:

Staffing Norms and Staffing Pattern

The recommendations of the ARC covered the following aspects:

- (i) Induction of multi-skilled workers
- (ii) Three new Ministerial cadres
- (iii) Phasing out some of the existing cadres
- (iv) Promotion channels in the reorganised set up
- (v) Revised norms for sanction of secretarial staff in Schools of Studies
- (vi) Revised staffing pattern for secretarial assistance to various officers (VC, PVC, Directors of Schools, Heads of Divisions).
- (vii) Revised norms for Regional Centres
- (viii) Procedures for meeting seasonal requirements of Schools of Studies, Operational Divisions.

EC 28.2.3

The Chairman informed the members that the recommendations in this matter primarily contain two major aspects:

- Induction of Multi-Skilled Workers into the system.
- Work/need based norms by outsourcing methods.

He also stressed on the unique and special structure required for the Distance Education System in which the Indira Gandhi National Open University has been established. Every system demands its own approach. This staffing norms and pattern reflect some deviations from the staffing pattern and norm of the conventional system and other central organisations and government bodies. The Administrative Reforms Committee had recommended these in terms of the reasons stated above.

EC 28.2.4

The Committee accepted the recommendations.

Recruitment and Career Advancement

EC 28.2.5

The recommendations covered the following aspects:

- (i) Revised quota for promotion and direct recruitment in Services Group A,B and C.
- (ii) New stipulation about securing minimum ACR grading "Good" in three preceding years for promotion against 100% promotion quota.
- (iii) Revised minimum qualifying service for promotion to the post of Deputy Registrar.
- (iv) Revised qualifying service for the purpose of placement in senior scale of Assistant Registrar.
- (v) Abolition of the ceiling of 50% of the sanctioned cadre strength for placement of Assistant Registrars in the senior scale.
- (vi) Guideline for adhoc promotion and giving additional charge of vacant posts.
- (vii) Revised minimum educational qualifications and length of experience for in-house candidates who apply for appointment as direct recruits to the post of Assistant Registrar.
- (viii) Two upward movement for all persons in Group B,C, and D as personal to each employee adopting the stagnation norms for eight years.
- (ix) Applicability of the upward movement to holders of isolated post.
- (x) Enhanced upper age limit for direct recruitment for all cadres to the same extent as revised for Central Government employees in recent orders and upto 30 years in respect of Drivers.
- (xi) New stipulation about completion of prescribed training for purpose of promotion in all cadres.

- (xii) Pay Scales for the new staff cadres of multi-skilled workers (Jr. Executive Assistant, Executive Assistant and Sr. Executive Assistant).
- (xiii) Merger of Jr. Translator with Sr. Translator's post and creation of cadre of Translation Officer which would be in the promotion channel for Sr. Translator.
- (xiv) Suggestion for further action through separate Committees regarding specified individual cadres.

EC 28.2.6 With regard to recommendations relating to promotion from one Group to another Group/from one cadre to another cadre, the members agreed that the employee should secure at least one "Very Good" and two "Good" in the annual confidential reports for three consecutive years across all cadres.

EC 28.2.7 The members also agreed to the recommendations that a person who secures "Outstanding" grading should be enabled to supersede person who secures the lower grading of "Very Good" and the same applies as between two persons who secure "Very Good" grading and "Good" grading.

EC 28.2.8 The Committee accepted the recommendations of the Administrative Reforms Committee.

Training

EC 28.2.9 The Committee considered and accepted the recommendations of the Administrative Reforms Committee.

Performance Assessment

EC 28.2.10 The Committee considered and accepted the recommendations of the Administrative Reforms Committee.

Rewarding of Merit

EC 28.2.11 (a) While considering this item, the Vice-Chancellor expressed his strong desire that there should be proper rewarding of best workers and innovative workers for each group in the University. This will be applicable

only to non-academic staff. He also stated that such felicitations may be made at the time of Convocation of the University.

- (b) The Members felt that there should be a Screening Committee which should screen the recommendations of rewarding the best worker and innovative worker. This Committee will also interview the persons and the supervising officers proposing these recommendations.
- (c) The Screening Committee will comprise of members drawn from outside the University.
- (d) The criteria for innovativeness will be the parameters as recommended by the Administrative Reforms Committee.
- (e) The Vice-Chancellor requested the members to consider a sum of Rs.25,000/- for each person under the above categories as cash rewards to be made annually.
- (f) The Vice-Chancellor also desired that the recommendations should include the concept of "Worker of the Month" for the quarterly period of the year with a cash reward of Rs.10,000/-
- (g) The Committee suggested that a Circular containing the above information be circulated to all the Directors/Heads of Divisions to make recommendations for one person for each group under the categories of best worker and innovative worker. The detailed procedures for recommending norms have to be worked out accordingly.

EC 28.2.12

With the above observations, the Committee accepted the recommendations of the Administrative Reforms Committee.

Incentives for Staff attached to Officers

EC 28.2.13

The Committee considered and accepted the recommendations made.

EC 28.2.14 The Vice-Chancellor said that the recommendations on monetary incentive should be made by the concerned Director/Head of Division to be approved by the Pro Vice-Chancellor concerned and in respect of the staff attached to Pro Vice-Chancellors, the Vice-Chancellor will approve the recommendation. The quantum will be decided after obtaining information from other Central Universities/Government of India Departments. While making the recommendations, the Director/Head should make rigorous assessment based on just and tenable parameters.

EC 28.2.15 With the above modifications, the Establishment Committee accepted the recommendations of the Administrative Reforms Committee.

Transfer Policy

EC 28.2.16 The Committee considered and accepted the recommendations of the Administrative Reforms Committee.

House Allotment Rules

EC 28.2.17 The Committee considered the recommendations and decided that where permission had already been granted for sharing accommodation, such sharing would lapse on expiry of four months reckoned from the date of Notification of the amendment to the House Allotment Rules.

EC 28.2.18 With the above modifications, the Committee accepted the recommendations of the Administrative Reforms Committee on House Allotment rules including the recommendations on amendments.

Grievance Redressal Mechanism

EC 28.2.19 The Committee considered and accepted the recommendations of the Administrative Reforms Committee in respect of the Grievance Redressal Mechanism.

Women Cell/SC/ST Cell

EC 28.2.20 The Committee considered and accepted the recommendations

of the Administrative Reforms Committee in respect of Women Cell and SC/ST Cell.

Human Resource Development Cell

- EC 28.2.21** With regard to recommendations on Human Resource Development Cell, the Committee decided that the University need not create a separate post for heading the Cell. One of the Officers of the University could be designated as Coordinator of the Cell to perform the functions relating to Human Resource Development.
- EC 28.2.22** With the above modification, the Committee accepted the recommendations relating to Human Resource Development.

Age of Retirement

- EC 28.2.23** The Committee considered the recommendations of the Administrative Reforms Committee in respect of age of retirement. Some members pointed out that there exists divergent decisions taken by certain Central Universities. This has created an anomalous situation. So far as the IGNOU is concerned, there already exists two categories of employees relating to age of retirement. Already this has caused a lot of heartburn and given rise to grievance. In order that the issue is not further complicated, the Committee decided that the matter as recommended by the Administrative Reforms Committee be accepted and its implementation be made effective in consultation with the Ministry of Human Resource Development.

Outsourcing of Services

- EC 28.2.24** The Committee considered and accepted the recommendations of the Administrative Reforms Committee.

Welfare Measures

- EC 28.2.25** While considering the medical facilities, a suggestion was made that the scheme be made applicable to persons appointed on tenure basis including its extension after their retirement. The Establishment Committee accepted the suggestion.

EC 28.2.26 While considering the recommendations with regard to Transport, the Committee felt that the number of buses should be increased to four so as to increase the frequency. This facility should be extended for the residents of the IGNOU main campus during the week days and also on Saturdays and Sundays in order that existing transport deficiency could be smoothened.

EC 28.2.27 In this context, the Vice-Chancellor observed that the University should explore the possibility of erecting/constructing a Bus Stand in its own name at some point at Saket which may require permission by Municipal Corporation. This will help a wider publicity of the University as also help the visitors coming to the University.

EC 28.2.28 With the above observations the Committee accepted the recommendations of the Administrative Reforms Committee with regard to Welfare Measures.

Information Technology based mechanism

EC 28.2.29 The Committee considered and accepted the recommendations of the Administrative Reforms Committee.

ITEM NO. 3 TO CONSIDER THE CREATION OF CERTAIN POSTS.

EC 28.3.1 The Committee considered the Item and decided that in view of the recommendations of the Administrative Reforms Committee in respect of creation of certain new cadres and related issues, this Item may be deferred.

ITEM NO. 4 TO CONSIDER AND APPROVE THE CONFIRMATION OF EMPLOYEES.

EC 28.4.1 The Establishment Committee ratified the action taken in the confirmation of employees.

**ITEM NO. 5 TO CONSIDER AND APPROVE ONE UPWARD
MOVEMENT TO CERTAIN LEFT OUT EMPLOYEES.**

EC 28.5.1 The item was deferred.

The Meeting ended with a vote of thanks to the Chair.

**(ABDUL W. KHAN)
Vice-Chancellor**

