

## IGNOU

### MINUTES OF THE THIRTY-FIFTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 16, 2003 AT 4.00 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068.

The following were present:

1. Prof. H.P. Dikshit, Vice-Chancellor - Chairman
2. Shri D.C. Pant, Pro Vice-Chancellor
3. Prof. S.C. Garg, Pro Vice-Chancellor
4. Prof. P.K. Mehta
5. Prof. N.K. Ambasht
6. Prof. S.S. Hasan
7. Prof. A.S. Narang - Member-Secretary  
Registrar

Smt. Meenakshi Mishra, Finance Officer attended the meeting as a Special Invitee.

Shri R.P.D. Singh, Assistant Registrar (Governance) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 35<sup>th</sup> Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman also introduced Smt. Meenakshi Mishra, IA&AS who had just joined the University as Finance Officer and was attending the meeting of the Establishment Committee for the first time, whereafter the agenda items were taken up for discussion and following decisions were arrived at:

**ITEM NO. 1**                    **TO CONFIRM THE MINUTES OF THE 34<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 22, 2003**

**EC 35.1.1**                    The Minutes of the 34<sup>th</sup> Meeting of the Establishment Committee were taken up for confirmation. The Committee noted the action taken report tabled before the Committee and also the comments received from Prof. V.R. Jagannathan and Prof. J.M. Parakh regarding Item No. 5 – Restructuring of the cadre of Translators. The Committee also noted that these minutes were already placed before the Board of Management in its 76<sup>th</sup> Meeting held on 24<sup>th</sup> May, 2003 and were approved by the Board.

**EC 35.1.2**                    The Minutes of the 34<sup>th</sup> Meeting of the Establishment Committee were confirmed. The Committee, however, suggested that the comments received from the members of the staff may be looked into further and the disposal / action taken be reported at the next meeting of the Establishment Committee.

**ITEM NO. 2**                    **TO CONSIDER THE PROPOSAL FOR RE-DESIGNATION OF THE POST OF DEPUTY DIRECTOR (MARKETING) AS DEPUTY REGISTRAR (PUBLICATION) IN MPDD**

**EC 35.2.1**                    It was explained to the Committee that the Board of Management in its 42<sup>nd</sup> meeting held on 18-7-1997 had approved creation of a Marketing Cell in MPDD to market the IGNOU Course Material and to popularize it among the students, institutions. For this purpose, the post of Deputy Production Officer in the Division was converted as Deputy Director (Marketing), IGNOU Publications. The post was, however, never filled in. It was further explained that in view of the experience gained over the period, it has now been proposed to re-designate the post as Deputy Registrar (Publication), in consonance with University's decision to re-designate the post of Director in MPDD to Registrar. This has become necessary particularly due to the steady increase in the demand for the print material: an increase from 16.35 lakhs print material in the year 1989-90 to over 88.64 lakhs in the year 2002-2003. The post shall be filled

in by promotion from the feeder cadre of Assistant Registrar (Publication). Since the post of Deputy Registrar (Publication) pertained to the separate publication cadre, no question of inter-se seniority with rest of the Deputy Registrars shall arise.

**EC 35.2.2** The item was discussed in detail. The Committee approved the proposal for re-designating the post of Deputy Director (Marketing) to Deputy Registrar (Publication).

**ITEM NO. 3 TO CONSIDER THE PROPOSAL FOR REDESIGNATION OF THE POST OF TECHNICAL ASSISTANT AT REGIONAL CENTRES TO ASSISTANT PROGRAMMER**

**EC 35.3.1** The Committee was informed that one post of Technical Assistant was created by the Board of Management in 1995 for each Regional Centre. This was done by converting the post of Console Operators then operating. It was further explained that with the establishment of Tele Learning Centres (TLCs) and University's emphasis to attach these TLCs with the Regional Centres of the University, progressively, it was felt essential to provide suitable manpower to guide these TLCs, preferably at the level of Assistant Programmers at these Regional Centres. With this in view, the positions of computer personnel in the University were reviewed and it was decided to convert the existing posts of Technical Assistants as Assistant Programmers and provide one at each Regional Centre where the Computer Lab / TLC was functional.

**EC 35.3.2** The Establishment Committee resolved to approve the proposal subject to the following :

- (i) An Assistant Programmer shall be provided at each Regional Centres with existing TLCs and thereafter as and when a TLC is established.
- (ii) The posting of such Assistant Programmer shall be restricted to Regional Centres and the promotion order shall carry the orders for

place of posting as well.

- (iii) The qualifications for the post of Assistant Programmers shall be as accepted and prescribed for grant of Part 'B' Scale.

**ITEM NO. 4                    TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF DR. D.N. VERMA, ASSISTANT REGISTRAR FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 35.4.1**                    The item was taken up for consideration along with Item Nos. 5 and 9 of the Agenda. The Committee was informed that provisions existed under Clause 6(ii) of the Statute 23 of the Statutes of the University and also the Government Rules for counting of the past service rendered by the staff in their parent departments / organizations before joining services in IGNOU. This was, however, subject to fulfillment of certain conditions laid down in the Rules/Statutes *ibid*. The requests received from Dr. D.N. Verma, Assistant Registrar, Shri N.P. Singh, Assistant Registrar and Prof. Devesh Kishore, Professor in EMPC for counting of the past service rendered by them in their parent departments have been examined in the light of the extant rules / statutory provisions and the cases have been found to be eligible.

**EC 35.4.2**                    The Establishment Committee considered the requests made by the officials, namely, Dr. D.N. Verma, Assistant Registrar (Item No.4), Shri N.P. Singh, Assistant Registrar (Item No.5) and Prof. Devesh Kishore (Item No.9) and approved the proposals.

**ITEM NO. 5                    TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF SHRI N.P. SINGH, ASSISTANT REGISTRAR FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 35.5.1**                    The Item was considered along with Item No. 4 and decision recorded thereunder.

**ITEM NO. 6 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN LIFTING THE PROBATION OF ASSISTANT REGISTRARS**

**EC 35.6.1** The Establishment Committee ratified the action taken by the Vice-Chancellor in lifting the probation of the following Assistant Registrars :

<b>S.No.</b>	<b>Name of the Official</b>	<b>Date of promotion to the post of Assistant Registrar</b>	<b>Period of Probation</b>
1	Ms. Chunni Kaul	01.07.2002	01.07.2002 to 30.06.2003
2	Shri A. K. Sirohi	01.07.2002	01.07.2002 to 30.06.2003
3	Shri N. R. Kurmi	01.07.2002	01.07.2002 to 30.06.2003
4	Shri G. P. Singh	01.07.2002	01.07.2002 to 30.06.2003
5	Shri R.P.D.Singh	01.07.2002	01.07.2002 to 30.06.2003
6	Shri Jagdish Kumar	01.07.2002	01.07.2002 to 30.06.2003
7	Mrs. Meera Dey	01.07.2002	01.07.2002 to 30.06.2003
8	Shri P. V. Chaddha	01.07.2002	01.07.2002 to 30.06.2003

**ITEM NO. 7 TO CONSIDER AND APPROVE THE SCHEME FOR UPWARD MOVEMENT FOR NON-ACADEMIC STAFF**

**EC 35.7.1** It was explained that a scheme of Upward Movement for non-academic staff was approved by the Board of Management in its 65<sup>th</sup> Meeting held on 31-12-1999 and was in operation. The Scheme was further reviewed by the Board in its 72<sup>nd</sup> meeting held on 1-7-2002, wherein the Board decided that the Upward Movement shall be limited to two in the entire service of an official irrespective of the number of promotions one got and subject to completion of eight years from the date of first such upward movement. This Scheme generally conformed to the ACP Scheme of the Government of India. It was further explained that on actual implementation, however, it was seen that in case of certain employees who have been granted upward movement upon completion of eight years of service in the post followed by a promotion soon thereafter as per the R & P Rules of the University, no financial benefits accrued to the employees on their promotion to the higher post. The

employees have, therefore, represented that they may be permitted to exercise options for the date from which they may opt for upward movement to entitle them to get the benefit of pay fixation under FR 22 (1)(a)(1) twice in the entire service.

**EC 35.7.2**

The proposal was discussed in detail. The Committee did not approve the proposal for giving opportunity of option for availing the benefits of upward movement on completion of eight years of service in that grade as it is not available in the ACP Scheme of Government of India.

**ITEM NO. 8**

**TO CONSIDER AND APPROVE THE PROPOSAL FOR GRANT OF THE SCALE OF PAY OF RS.5500-9000 (PROVISIONAL) TO DRIVERS ON THEIR SECOND UPWARD MOVEMENT**

**EC 35.8.1**

The Committee was informed that a scheme of Upward Movement for non-academic staff including the isolated posts was in operation in the University which entitled the eligible staff for placement in the higher grades after completion of eight years of service and further in the next grade after total service of 16 years. Relating this to the case of the Drivers of the University, it was mentioned that the post carried the scale of Rs.3050-4590 available to the JATs. On completion of eight years they become eligible for the next scale of Rs.4000-6000 available to Assistants and further, on completion of 16 years of service to the scale of Rs.5000-8000 under the scheme of second upward movement. Some of the Drivers were already placed in this scale. The Committee was informed that the staff car drivers have been demanding the next higher scale of Rs.5500-9000, on their being eligible for second upward movement, the scale which has been extended provisionally to the Senior Assistants/Personal Assistants Gd II in the University.

**EC 35.8.2**

The item was discussed in detail. The Committee desired that the matter be examined further ascertaining the position obtaining in other Central Universities like, Jawaharlal Nehru University, Delhi

University, etc. It may also be examined as to how many more cadres will be affected by acceding to this request. The Committee desired that a comprehensive proposal may be put-up for consideration in the next meeting.

**ITEM NO. 9                    TO CONSIDER AND APPROVE THE  
PROPOSAL FOR COUNTING THE PAST  
SERVICE RENDERED BY PROF. DEVESH  
KISHORE,                    PROFESSOR                    OF  
COMMUNICATION           FOR PENSIONARY  
BENEFITS IN THE UNIVERSITY**

**EC 35.9.1**                    The item was considered along with the Item No. 4  
and decision recorded thereunder.

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

**REGISTRAR  
MEMBER SECRETARY**