

IGNOU

MINUTES OF THE THIRTY-SEVENTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON DECEMBER 24, 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. Prof. S.C. Garg, Pro Vice-Chancellor
3. Prof. P.K. Mehta
4. Prof. S.S. Hasan
5. Prof. B.S. Saraswat
6. Prof. A.S. Narang, Registrar - Member-Secretary

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 37th Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman especially welcomed Prof. B.S. Saraswat, Director, and member, Board of Management, to the Establishment Committee meeting as its new member. The Chairman then requested Prof. A.S. Narang, Member Secretary to present the items for discussion.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 36TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON SEPTEMBER 30, 2003.

EC 37.1.1 Prof. A.S. Narang, informed the committee that the Minutes of the 36th Meeting of the Establishment Committee were circulated to the members. No comments have been received on the minutes. The minutes of the 36th Meeting were also placed before the 77th Meeting of the Board of Management held on October 6, 2003, and were approved by the Board. A report on the Action Taken on the Minutes of the 36th Meeting has been appended with the present Agenda for information of the Committee.

EC 37.1.2

The Committee noted the action taken on the various recommendations of the 36th Meeting. With regard to Resolution No.EC 36.1.4 on approval of the previous meeting of the Minutes of the 36th Meeting of the Establishment Committee, it was pointed out that it has been wrongly typed as '36th Meeting' instead of '35th Meeting'. The minutes of the 36th meeting need to be corrected to that extent. The Committee resolved to confirm the minutes of the 36th Meeting with the following correction:

“EC 36.1.4 : Read '35th Meeting' of the Establishment Committee instead of '36th Meeting'.

ITEM NO 2

TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF SHRI T.R. MANOJ, SECTION OFFICER (PUBLICATION) FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU.

EC 37.2.1

The item was taken up for consideration. Prof. A.S. Narang, explained that Sh. T.R. Manoj, Section Officer (Publication) had joined the University initially as Production Assistant-cum-Proof Reader on 1.3.95 and that, before joining the IGNOU the official had worked as a JSA-1 in the Defence Scientific Information and Documentation Centre (DESIDOC), Ministry of Defence, Govt. of India from 24.9.86 to 28.2.95. Sh. Manoj has requested the University to count the period of service rendered by him in the Govt. of India, prior to joining IGNOU, for the purpose of combined pensionary benefits in the University. Prof. Narang, further informed that the pro-rata retirement dues in the case have already been remitted by the Defence Scientific Information and Documentation Centre (DESIDOC), Ministry of Defence, Govt. of India and the amount has been credited to the IGNOU accounts. In view of the fact that the conditions prescribed under the rules for counting of past services have been fulfilled in the case and also the pro-rata dues have been received from the previous department it was proposed to count the period of service rendered by the official in the Govt. of India in the University for the purpose of pensionary benefits.

EC 37.2.2 The proposal was approved.

ITEM NO 3 **TO CONSIDER THE REQUEST OF SHRI RAJESH BHARDWAJ, ASSISTANT REGISTRAR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU.**

EC 37.3.1 The item was taken-up for consideration. Prof. A.S. Narang, explained that Sh. Rajesh Bhardwaj had joined the University on 3.5.88 as Sr. Assistant. Before joining IGNOU Sh. Rajesh Bhardwaj had worked in Central Warehousing Corporation, New Delhi during 10.12.1976 to 2.5.88. Sh. Bhardwaj had already received the pro-rata retirement dues in respect of period of service rendered by him in the that organization. Sh. Bhardwaj has now requested that the period of service rendered by him in the Central Warehousing Corporation, New Delhi be allowed to be counted in the University for the purpose of combined pensionary benefits. For this purpose Sh. Bhardwaj has offered to deposit the amount so received by him from the Warehousing Corporation, with upto date interest.

EC 37.3.2 The proposal was discussed in detail. The Committee noted that the official did not apply for counting of past services within the prescribed time limit. Also, the official had already received the pro-rata retirement dues from the previous organization and had utilized the amount. The Committee, therefore, resolved that the request of the official, in this case, could not be acceded to.

The Committee further emphasized that since the date of exercise of the option for the purpose of counting of previous services, if any, was an important determinant in such cases, the date of options should invariably be given in all such proposals in future.

ITEM NO 4 **TO REPORT THE ACTION TAKEN BY THE VICE-CHANCELLOR IN LIFTING THE PROBATION OF SHRI I.M. DHIWAN, ASSISTANT REGISTRAR, RC DEHRADUN.**

EC 37.4.1 Prof. A.S. Narang, informed the committee that the proposal related to lifting of probation in respect of Sh. I.M. Dhiwan, Assistant Registrar, RC Dehradun with the approval of the Vice-Chancellor. The official on his promotion to the post of Assistant Registrar had been placed on probation for a period of one year with effect from 1.7.2002 and had completed the period of probation satisfactorily on 30.6.2003.

EC 37.4.2 The Establishment Committee noted the action taken by the Vice-Chancellor in lifting the probation in respect of Sh. I.M. Dhiwan, AR, RC, Dehradun with effect from 30.6.2003 (AN).

EC 37.4.3 It was further resolved that in future all cases of lifting probation for Class I officer be placed before the Establishment Committee only.

ITEM NO 5 **TO CONSIDER THE CASE OF SHRI ASHOK KUMAR SHARMA, ASSISTANT REGISTRAR, REGIONAL CENTRE KHANNA FOR LIFTING HIS PROBATION.**

EC 37.5.1 The item was taken-up for consideration. It was explained that Sh. Ashok Kumar Sharma, Assistant Registrar, RC, Khanna on his promotion as Assistant Registrar on regular basis with effect from 1.7.2002 was placed on probation for a period of one year with effect from 1.7.2002 to 30.6.2003. The performance of the official during the period of probation has been found to be satisfactory. As such it was proposed to lift the probation in respect of Sh. Ashok Kumar Sharma in the post.

EC 37.5.2 The Establishment Committee approved the proposal.

ITEM NO 6

TO CONSIDER THE REQUEST OF SHRI VED PRAKASH, SECTION OFFICER FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU.

EC. 37.6.1

The item was considered alongwith item No. 3. The committee noted that the official had failed to exercise the option for counting of the past service in this case, within the prescribed period and further the official had already received the pro-rata retirement benefits from his previous employer, and had also utilized the amount. The request of the official therefore could not be acceded to.

ITEM NO 7

TO REPORT THE MATTER REGARDING THE CHANGE OF DISCIPLINE OF MS. NEERA SINGH, LECTURER FROM ENGLISH (EDITORIAL CELL) TO ENGLISH.

EC. 37.7.1

The item was taken-up for consideration. Prof. S.C. Garg, Pro-Vice-Chancellor informed that Ms. Neera Singh had applied for post of Lecturer in English in 1991 and was also interviewed for the same. However, since there was no person in the editorial unit, Ms. Neera Singh was offered the post of Lecturer in English, editorial cell, where she worked till December 1996. Subsequently on her request and also on the recommendations of the Director, SOH her placement in the English faculty was approved with effect from January 1997 by the then Vice-Chancellor. Ms. Neera Singh has now requested that her placement as Lecturer in English faculty be regularized against the existing vacancy.

EC. 37.7.2

The proposal was considered. The Establishment Committee noted that the official had applied for the post of Lecturer in English, and the diversion then and the present adjustment was only internal. The Establishment Committee decided that the decision may be taken as approved by the Board of Management and Ms. Neera Singh be placed as Lecturer in English.

ITEM NO 8

TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR FOR COUNTING THE PAST SERVICE RENDERED BY DR. SANJEEV PANDEY, REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LUCKNOW.

EC 37.8.1

The item was taken-up for consideration. Prof. S.C. Garg, Pro-Vice-Chancellor informed the Committee that Dr. Sanjeev Pandey, Regional Director, RC, Lucknow had joined the University on 20.10.2000. Prior to this Dr. Pandey had worked in the Indian Council of Social Sciences Research (ICSSR), New Delhi during 1.3.88 to 19.10.2000. The Indian Council of Social Sciences Research, New Delhi has already remitted the pro-rata pensionary/retirement dues in respect of the period of service rendered by Dr. Pandey. Beside, the conditions prescribed under the relevant Statutes of the University have been fulfilled in the case. The University has, therefore, allowed the period of service rendered by Dr. Sanjeev Pandey, in the ICSSR, New Delhi to be counted for the purpose of pensionary benefits in the IGNOU with the approval of the Vice-Chancellor.

EC 37.8.2

The committee noted that the conditions laid down under the rules/statutes for counting of the previous service in the University including the discharge of the pensionary/retirement benefits by the previous employer have been fulfilled in this case, and ratified the action of the Vice-Chancellor in permitting the period of service rendered by Dr. Sanjeev Pandey in the ICSSR, New Delhi to be counted for the purpose of pensionary benefits in the IGNOU.

ITEM NO 9

TO CONSIDER THE ISSUE OF PAY SCALE TO BE GIVEN TO DRIVERS UNDER SECOND UPWARD MOVEMENT SCHEME.

EC.37.9.1

The item was taken-up for consideration. Prof. S.C. Garg, Pro-Vice-Chancellor informed the Committee that the matter of the pay scales demanded by the Drivers on their 2nd upward movement was considered by the Establishment Committee in its 35th meeting. The Committee considered the grant of the scale of Rs. 5500-9000 provisionally, on their 2nd upward movement. However, the committee had directed that the position obtaining in other Central Universities may also be ascertained before a final decision. He further informed that the replies received from some Universities suggested that the provisions under DOPT OM No. 22036/1/92 of 30.11.1993 are being followed by these Universities, generally.

EC.37.9.2

Prof. S.C. Garg, further explained that as per the provision of the R & P Rules, the Drivers in the University on their initial appointment are placed in the Scale of Rs. 3050-4590 and in the scale of Rs. 4000-6000 on their 1st upward movement and further in the scale of Rs. 5000-8000 on their 2nd upward movement. Drawing an analogy with the cadre of JATs who are similarly placed in the scale of Rs. 3050-4590 on their initial appointment and in the scale of Rs. 4000-6000 on their 1st upward movement but are placed in the scale of Rs. 5500-9000 on their 2nd upward movement, the claim of drivers for the scale of Rs. 5500-9000 on their 2nd upward movement was reasonable and could be considered.

EC.37.9.3

The matter was discussed in detail. The Establishment Committee noted that while rest of the cadres had channels for further promotions, the cadre of Staff Car Drivers, did not have any cadre for promotions, and the Scale of Rs.5500-9000 on Second Upward Movement was the only benefit that could be extended to them. The committee resolved to recommend the scale of Rs. 5500-9000 to the staff car drivers on their 2nd upward movement, subject to the completion of the period of residency for each

stage of upward movement.

ITEM NO 10 TO CONSIDER THE REQUEST OF DR. S.A. CHARY FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU.

EC 37.10.1 The item was taken-up for consideration. The committee was informed that Dr. S.A. Chary, Joint Registrar, had joined the University, initially, as Dy. Registrar and before joining the University, had worked in the Govt. Jr. College Aliya Hyderabad as Jr. Lecturer during 12.4.72 to 17.10.86. Dr. Chary vide his letter dt. 17.8.90 had requested the University to count the period of service rendered by him in the Govt. Jr. College Aliya for the purpose of pensionary benefits in the University. The Govt. Jr. College Aliya has already remitted the pro-rata retirement benefits in respect of the period of service rendered by Dr. Chary in the College and the amount has already been credited to the IGNOU account. In view of the above it was proposed to count the period of service rendered by Dr. Chary at Government Junior College Aliya, Hyderabad in the University for the purpose of pensionary benefits.

EC 37.10.2 The Establishment Committee approved the proposal.

ITEM NO 11 **TO CONSIDER THE CASE OF LIFTING OF PROBATION IN RESPECT OF GROUP ‘A’ OFFICERS.**

EC 37.11.1 The item was taken-up for consideration. The Committee noted that the performance of the officials in the list, during the period, has been found to be satisfactory and the probation in their cases could be lifted from the dates of completion of period of probation. The proposal was approved. The Committee also desired that in future, all the cases for lifting of probation be put-up to the Establishment Committee for consideration.

ITEM NO 12 **TO CONSIDER AND APPROVE THE TERMS AND CONDITIONS FOR EMPLOYMENT OF CASUAL LABOUR.**

EC 37.12.1 The item was taken-up for consideration. Prof. S.C. Garg, Pro-Vice-Chancellor explained that the matter of streamlining the process of engagement of casual labour in the University was placed before the Establishment Committee in its 34th and 36th Meetings. The Establishment Committee had directed that the whole gamut of issues involved in the matter be looked into by a Sub-Committee.

EC 37.12.2 The Sub-Committee has recommended that the Govt. of India rules in the matter may be followed in respect of engagement of casual labour ensuring that no daily wager is engaged for more than 89 days at a stretch and beyond 200 days in the year. The Sub-committee has further recommended that the process of outsourcing the casual labour for seasonal work in the University may be expedited

EC 37.12.3 The matter was discussed in detail. The Establishment Committee considered the recommendations of the Sub-Committee and approved the following :

- (i) The Rules and Regulations of Government of India on the subject be followed strictly.

- (ii) No daily wager should be engaged for more than 89 days at a stretch and should be allowed to continue beyond 200 days during a year.
- (iii) The task of engaging daily wagers be outsourced.

The committee further noted that the need for a limited contingent of daily wager staff in certain Division in the University was of recurring nature and the proposal to outsource the staff could be an ideal one, considering the attendant liabilities on having additional regular staff. However, the members felt that the rules / agreements should be framed with utmost care in consultation with legal experts taking also into account the provisions under the labour laws.

ITEM NO 13

TO CONSIDER THE MODIFIED R&P RULES FOR THE TECHNICAL STAFF WORKING IN CMD

EC 37.13.1

The item was taken up for consideration. Prof. S C Garg, Pro-Vice-Chancellor, explained that the R&P Rules in respect of the technical staff working in CMD as approved by the Board of Management in its 74th meeting held on 28.2.2003 were notified on 19.6.2003. After the notification, certain anomalies had been pointed out by the staff association, particularly in the case of cadre of Pump Operators and Jr. Engineers. The matter was examined by the Task Group for Administration, taking in to account the rules in relation to these posts in the organizations like CPWD, DU, AIIMS etc. Based on the recommendations of the Task Group, it has been proposed to amend the R&P Rules for Technical Staff in CMD right from the post of the Pump Operators and the Asstt. Engineers.

Elaborating on the details further, Prof. S C Garg informed that the Pump Operators have been proposed to be placed in the scale of Rs. 3200-4900, on par with Carpenters, Masons and Plumbers. Further, it was proposed to have two grades in the cadre of Jr. Engineers (Civil/Electrical) with the proposal that J.E. Grade-I & J.E. Grade-II shall be in the scale of pay of Rs. 5000-8000 and Rs. 6500-10500 respectively. It is further proposed that the J.E. Grade-I shall be eligible for promotion to the post J.E. Grade-II after completion of 5 years of service in the Grade. Similarly, Jr. Engineer Grade-II shall be eligible for promotion to the post of Asstt. Engineer after completion of 5 years of service in the Grade. This will ensure parity across all cadres in the University.

EC 37.13.2

The proposal was discussed in the detail. The Committee approved the proposed R&P Rules for the technical staff in the CMD, as per the Annexure, subject to the condition that the period of residency shall be 5 years in the particular grade, uniformly in all the cadres, irrespective of the qualifications.

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

**REGISTRAR
MEMBER-SECRETARY**