

IGNOU

MINUTES OF THE THIRTY - EIGHTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON APRIL 12, 2004 AT 3.30 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, Director, SRE - Member
4. Prof. S.S. Hasan, Director, SOS - Member
5. Prof. B.S. Saraswat, Director, Acad.Cd - Member
6. Prof. A.S. Narang, Registrar - Member-Secretary

Shri D.V.S. Shastri, Assistant Registrar (E-II) and 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 38th Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman then requested Prof. A.S. Narang, Member Secretary to present the items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 37TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON DECEMBER 24, 2003

EC 38.1.1 Prof. A.S. Narang, Registrar, Member-Secretary informed the Committee that the Minutes of the 37th Meeting of the Establishment Committee were circulated to the members. No comments have been received on the comments. The Minutes were also placed before the Board of Management at its 78th Meeting held on 29th December, 2003 and were approved by the Board. The Establishment Committee confirmed the Minutes of its 37th Meeting. The Committee also noted the action taken on the recommendations made at its 37th Meeting.

ITEM NO. 2 TO CONSIDER THE PROPOSAL FOR REDESIGNATION OF THE POST OF TECHNICAL ASSISTANT AT REGIONAL CENTRES TO ASSISTANT PROGRAMMER/PROGRAMMER

EC 38.2.1 Presenting the item the Registrar, Member-Secretary informed the Committee that initially one post of Console Operator was sanctioned at each Regional Centre. Subsequently, a Norms Committee was set up by the Board of Management to recommend the staffing pattern in the University, including the posts at the Regional Centres observed that since the software for computers was being developed by the Computer Division centrally, the position of Console Operators at Regional Centres needed to be reviewed. He further informed that the Board of Management at its 43rd meeting held on 16th October, 1995 reviewed the position and, as part of the partial reorganization of the Regional Services Division, approved creation of one post each, of Tech. Assistant at all Regional Centres of the University by redesignating the post of Console Operators.

It was further explained that the position was further reviewed by the Establishment Committee at its 35th meeting held on 16.7.2003. The Committee considered and approved the proposal for redesignation of the post of Technical Assistant to Assistant Programmer subject to certain conditions. While confirming the Minutes of its 35th meeting, the Establishment Committee at its 36th meeting held on 30.9.2003, recommended that the said decision may be reviewed in the light of emerging needs of the University. Moreover, it should be ensured that there was no additional financial liability on the University.

The Registrar informed the Committee that before the above decision could be implemented, representations were also received from different staff associations. IGNOUNASA demanded that the post of **Technical Assistants** at the Regional Centres be converted into **Programmers**, a Group 'B' post, in the scale of Rs.6500-10500, instead of Assistant Programmers, to provide promotional avenues to the computer personnel. The IGNOUSA and the SC/ST Employees Welfare Association demanded that the post of Technical Assistants available at Regional Centres be converted into Sr. Assistants/PA-II; both the post being in the same scale of pay, the financial implication would be zero.

EC 38.2.2

The matter was discussed in detail. The Committee noted that during the intervening period the Regional Centres have undergone tremendous structural changes, more particularly with effect from 1.4.1996, when the Financial, Administrative and Registration/Admission activities were decentralized by the University and were added to the Regional Centres. As a result, in addition to their usual responsibility of coordination with the Study Centres/Programmes Centres/Work Centres etc. in their respective regions, the Regional Centres are now performing the responsibilities relating to admissions, collection of fees, the administrative functions besides the functions of a full fledged Drawing and Disbursing Office, with huge amount placed at their disposal. Very recently, the work relating to handling/evaluation of project reports of computer programmes has also been decentralized to the Regional Centres. The Committee further noted the demands raised by different staff associations for conversion of the post of Technical Assistants into Programmers and/or Sr. Assistants. The Establishment Committee was therefore, of the view that the matter may have to be examined in detail, covering all the aspects including the work load at the Regional Centres, vis-à-vis, the staffing pattern and decided to entrust the work to a Committee consisting of the following members:

1. Dr. Ved Prakash, Secretary UGC, - Chairperson
2. Prof. N.K.Ambasht, (former Chairman, NIOS) - Member
3. Shri V.K.Bhussary, (Member, Finance Committee) - Member
4. Prof. A.S.Narang, Registrar - Convener

EC 38.2.3

The Establishment Committee further desired that the Committee may be requested to deliberate on the issue expeditiously, and submit its recommendations at the earliest.

ITEM NO. 3

TO CONSIDER THE PROPOSAL ON COUNTING OF PAST SERVICE OF SHRI D.C. SHARMA, ASSISTANT REGISTRAR FOR THE PURPOSE OF RETIREMENT BENEFITS IN IGNOU

EC 38.3.1

The item was taken up for consideration. Prof. Narang explained the matter related to the counting of past services rendered by Shri Dinesh Chander Sharma, Assistant Registrar in the Indian Air-Force and the Government Medical Store Depot and Bureau of Economics and Statistics prior to joining this University, for

the purpose of combined pensionary benefits in IGNOU. He further informed that the matter was examined earlier in consultation with Ministry of Pension and Pensionary Benefits, Govt. of India. Further, as directed by the Establishment Committee at its 36th Meeting, the legal opinion in the matter was also taken and the proposal is resubmitted in the light of the legal opinion. The legal opinion was not favourable.

EC 38.3.2 The matter was discussed in detail. The committee felt that the legal opinion be communicated to Shri D.C. Sharma. In case Shri Sharma has some new information, he may submit that for consideration.

ITEM NO. 4 TO CONSIDER THE REQUEST OF SMT. SHANTI RAMACHANDRAN FOR COUNTING OF HER PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 38.4.1 The item was taken up for consideration. Prof. A.S. Narang informed the Committee that the case of counting of past service rendered by Smt. Shanti Ramachandran was earlier considered by the Establishment Committee. As directed by the Establishment Committee, the matter was also referred to the Legal Adviser for his opinion and the matter is again put-up for a decision in the light of the legal opinion.

EC 38.4.2 The matter was discussed in detail. The Committee noted the legal opinion and felt that the case may be examined in the light of the decision taken by the University in such other cases in the past.

ITEM NO. 5 TO CONSIDER THE PROPOSAL FOR EXTENDING THE ONE TIME UPWARD MOVEMENT SCHEME TILL 09-08-1999

EC 38.5.1 The item was taken up for consideration. Prof. A.S. Narang explained that a Scheme of One Time Upward Movement in respect of Group B and C staff was approved by the Board of Management, effective from 27-09-1997. According to this Scheme, employees in the Group B and C category, with eight years of continuous service in the grade, were eligible for one upward movement as personal to them without higher designation. The Scheme, however, could not be implemented

owing to objections received from the Ministry. Subsequently, the matter was reviewed by a Sub-Committee appointed by the Establishment Committee in November, 1998. The report of the Sub-Committee was approved by the Establishment Committee at its 26th Meeting held on 4-2-1999 and the same were also placed before the Board of Management at its 62nd Meeting held on 5-2-1999. The Board approved the Scheme operative till 26-2-1998, i.e., the date on which the recommendations of 5th Central Pay Commission were adopted by the University.

Prof. Narang further informed that certain employees had become eligible for upward movement under the old scheme during the intervening period, 26-2-1998 and 8-8-1999 but were not given that. They have been representing for extension of the old scheme till 8-8-1999 as they have been put to a disadvantageous position.

EC 38.5.2 The matter was discussed in detail. The Committee felt that similar situation might have been encountered in other universities as well. The Committee, therefore, desired that the matter may be further examined after ascertaining the position from other Central Universities / institutions.

ITEM NO. 6 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN GRANTING EXTRA ORDINARY LEAVE TO SHRI PANKAJ KHARE, DEPUTY DIRECTOR (P & D)

EC 38.6.1 The Establishment Committee ratified the action taken by the Vice-Chancellor in granting Extra Ordinary Leave for a period of two years and eight months with effect from 1-11-2003 to 30-6-2006 to Shri Pankaj Khare, Deputy Director (P & D) to take up the assignment with CEMCA, as Programmer Officer.

ITEM NO. 7 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN ACCEPTING THE RESIGNATION OF DR. MANOJ DIXIT, READER IN PUBLIC ADMINISTRATION BY WAIVING OFF THE SHORTFALL OF NOTICE PERIOD OF 23 DAYS

EC 38.7.1 The Establishment Committee ratified the action taken by the Vice-Chancellor in accepting the resignation tendered by Dr. Manoj Dixit, from the post of Reader in Public

Administration with effect from 12-2-2004 (AN), by waiving off the shortfall of notice period of 23 days.

ITEM NO. 8 TO CONSIDER THE CASE OF LIFTING OF PROBATION IN RESPECT OF GROUP 'A' OFFICERS

EC 38.8.1 The Committee considered and approved the lifting of probation of the following Group 'A' officers with effect from the dates indicated therein:

Sl. No.	Name	Designation	Period of Probation		Date of completion of probation period
			From	To	
1.	Sh. M.S. Negi	Jt. Registrar	28-02-2003	27-02-2004	27-02-2004 (AN)
2.	Shri N. Sundaram (Presently on deputation with TNOU w.e.f. 9-7-2003)	Jt. Registrar	28-02-2003	27-02-2004	27-02-2004 (AN)
3.	Sh. Ashok Kumar	Jt. Registrar	28-02-2003	27-02-2004	27-02-2004 (AN)
4.	Sh. D.K. Tetri (on lien from 30-6-2003)	Jt. Registrar	28-02-2003	27-02-2004	27-02-2004 (AN)
5.	Shri D. Deb	Dy. Registrar	25-10-2002	24-10-2003	24-10-2003 (AN)
6.	Ms. Manjula Verma	Dy. Registrar	25-10-2002	24-10-2003	24-10-2003 (AN)
7.	Sh. Roshan Lal	Dy. Registrar	25-10-2002	24-10-2003	24-10-2003 (AN)
8.	Ms. Weidamon Kharnaor	Assistant Registrar	01-11-2002	31-10-2003	31-10-2003 (AN)

ITEM NO. 9 TO CONSIDER THE CASE OF CONFIRMATION OF MS. ANJNA VERMA, DEPUTY DIRECTOR, COMPUTER DIVISION

EC 38.9.1 The item was taken up for consideration. Prof. A.S. Narang informed the Committee that Ms. Anjna Verma, Deputy Director, Computer Division was appointed in the University on

10-8-1999. The proposal was placed before the Board of Management at its 69th Meeting held on 6-8-2001 for lifting of the probation in her case and to confirm her services in the University. The Office Order lifting her probation with effect from 10-8-2001 was also issued. However, the order for confirmation was not issued as the medical examination and police verification reports were still awaited from her parent office. The medical report was finally received from her parent office vide their Letter dated 11-2-2002 which inter alia indicated that the lien in her case was terminated in her office from 7-2-2002. In view of the above, the matter has been reviewed and it has been proposed to confirm her services from 7-2-2002, i.e., the date of termination of the lien in her parent office instead of 10-8-2001 as approved earlier.

EC 38.9.2 The Committee approved the proposal to confirm the services of Ms. Anjna Verma, Deputy Director in the University from 7-2-2002 instead of 10-8-2001, decided earlier.

ITEM NO. 10 TO CONSIDER THE ISSUE OF RATIONALISATION OF CADRES IN TRANSLATION AND HINDI CELLS

EC 38.10.1 The item was taken up for consideration. Prof. A.S. Narang explained that the proposal for rationalization of cadres in the Translation and Hindi Cells in the University was considered by the Establishment Committee at its 34th Meeting held on 22-5-2003. The Committee had recommended a comprehensive structure for the cadre. The recommendations were, however, subject to (i) a comparison being made of the pre-revised / revised scales of the post of Senior Translators and other equivalent cadres, and (ii) they shall continue to do the translation work as hither-to-fore irrespective of the change in the designation. He further informed that these recommendations were placed before the Board of Management at the 75th Meeting. The Board of Management at its 76th Meeting, while confirming the Minutes of the 75th Meeting, noted that the implementation of revised pay scales for the Senior Translators was put on hold in the University as directed by the Ministry which has observed that the same was not as per Government of India guidelines. Prof. Narang informed that the matter was clarified to the Ministry suitably vide IG/Admn(G)/BM-75/2003/4907 dated 2.7.03 as it was in accordance with guidelines on the subject. The revised scales have not been implemented as yet.

EC 38.10.2 The matter was discussed in detail. The Committee felt that the proposed action taken be reported to Board of Management for further decision.

ITEM NO. 11 TO CONSIDER A PROPOSAL TO BRING THE IGNOU WITHIN THE PURVIEW OF THE PROVISIONS OF CENTRAL ADMINISTRATIVE TRIBUNALS ACT, 1985

EC 38.11.1 Presenting the item, the Registrar informed the Committee that a demand has been raised by the staff to bring the University within the purview of the Central Administrative Tribunal (CAT). He further informed that the Associations have cited several Corporations, Societies, Autonomous Bodies, NCERT and UGC which are already under the purview of the CAT. The matter was examined in consultation with the Vigilance Cell in the University and the Legal Adviser with differing views. He further explained that for redressal of the grievances of the staff adequate provisions / mechanism have already been provided in the IGNOU Act. Besides, the Board of Management has also constituted a Grievance Redressal Committee as a Standing Committee of the Board. Further, in the opinion of the Legal Adviser, extension of the jurisdiction of the CAT to the University was not a sound proposition.

EC 38.11.2 The Committee discussed the proposal from various angles and directed that the position obtaining in other Central Universities may be ascertained. Opinion of the University Grants Commission in the matter may also be obtained before arriving at any final decision.

ITEM NO. 12 TO CONSIDER THE PROPOSAL FOR UTILISATION OF THE POST OF JOINT DIRECTOR (RESEARCH) AS JOINT DIRECTOR (GRAPHICS) IN EMPC

EC 38.12.1 The item was taken up for consideration. The Committee noted that while the different Units in the EMPC had supervisory positions at the Joint Director level, no such position was provided for the Graphics Unit. The Committee, however, felt that the matter needed closer scrutiny. A decision in the matter was deferred.

ITEM NO. 13 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF THE TEACHERS

EC 38.13.1 The Establishment Committee considered and approved the lifting of probation and confirmation of the following teachers with effect from the dates shown against each :

S. No.	Name & Designation	Date of joining	Date of Completion of probation	Date of confirmation	PGDDE Enrolment number
1.	Ms. Kanika Singh Lecturer in Electrical Engineering, SOET	28.05.2003 (FN)	27.05.2004 (AN)	28.05.2004	042075576
2.	Ms. Rakhi Sharma Lecturer in Electrical Engineering, SOET	25.06.2003 (FN)	24.06.2004 (AN)	25.06.2004	042075386
3.	Dr. Nayantara Padhi, Lecturer in Management, SOMS	20.06.2003 (FN)	19.06.2004 (AN)	20.6.2004	042075379
4.	Dr. Neeti Agarwal Lecturer in Management, SOMS	9.6.2003 (FN)	8.6.2004 (AN)	9.6.2004	042075440
5.	Dr. Kamal Vaghrecha, Lecturer in Management, SOMS	18.6.2003 (FN)	17.6.2004 (AN)	18.6.2004	042075480
6.	Ms. Sutapa Bose, Lecturer in Education, SOE	4.6.2003 (FN)	3.6.2004 (AN)	4.6.2004	042075354
7.	Dr. Anurag Saxena, Reader in Management, SOMS.	27.5.2003 (FN)	26.5.2004 (AN)	27.5.2004	Already completed in 1996.

EC 38.13.2 The Committee further directed that a Circular should be issued to the Directors of the Schools / Heads of Divisions, emphasizing that the requests for lifting of probations should be processed, on priority, in future.

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

**REGISTRAR
MEMBER-SECRETARY**