

IGNOU

MINUTES OF THE FORTIETH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 18, 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 - Member
3. Prof. S.S. Hasan, Director, SOS - Member
4. Prof. B.S. Saraswat, Director, Acad.Cordn. - Member
5. Prof. A.S. Narang, Registrar - Member-Secretary

Dr. D.K. Choudhry, Director, RSD, Member could not attend the meeting.

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 40th 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 39TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JUNE 30, 2004 AND TO NOTE THE ACTION TAKEN THEREON

EC 40.1.1 Prof. A.S. Narang, Registrar, Member-Secretary informed the Committee that the Minutes of the 39th Meeting of the Establishment Committee were circulated to the members. No comments have been received. He further informed that the Minutes were also placed before the Board of Management at its 80th Meeting held on July 09, 2004 and were approved. The Establishment Committee confirmed the Minutes of its 39th Meeting. The Committee also noted the action taken on the recommendations made at the 39th Meeting.

ITEM NO. 2 TO CONSIDER THE REPORT OF THE COMMITTEE APPOINTED BY THE VICE-CHANCELLOR TO LOOK INTO THE MATTER RELATING TO THE POSITION OF SENIOR TECHNICAL ASSISTANTS IN VARIOUS LABORATORIES

EC 40.2.1 The Item was taken up for consideration. Prof. A.S. Narang, informed that the Committee had desired that qualifications, pay and other avenues, available in other universities may be ascertained. The information collected from some organizations was duly examined by the Committee which favoured the pattern of qualifications, pay scales, etc. adopted in Delhi University and has accordingly, recommended slightly modified proposal to the effect that the Lab Assistants may be required to obtain a Certificate in Laboratory Techniques of minimum six months duration. The Committee has also recommended the mode of recruitment and a set of qualifications for this cadre.

EC 40.2.2

The Establishment Committee deliberated in detail and approved the recommendations of the Committee with certain modifications as follows:

S.No.	Cadre / Scale of Pay	Mode of Recruitment	Qualifications
1.	Lab Attendant Rs.3050-4590	100% by Direct Recruitment	<u>Essential</u> 10+2 with Science subjects <u>Desirable</u> Some Lab experience
2.	Lab Assistant Rs.4000-6000	100% by Promotion	5 years experience as Lab Attendant
3.	Technical Assistant Rs.4500-7000	50% by Promotion 50% by Direct Recruitment	6 years experience in the cadre of Laboratory Assistant with a Diploma in Lab Techniques from a recognized Institution. B.Sc. Degree with two years experience in the concerned discipline laboratory.
4.	Senior Technical Assistant Rs.5500-9000	100% by Promotion	B.Sc. Degree with 5 years experience in the cadre of Technical Assistants.

ITEM NO. 3 TO CONSIDER THE REQUEST OF SMT. SHANTI RAMACHANDRAN, SPA FOR COUNTING OF HER PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 40.3.1 The item was taken up for consideration. It was explained that the proposal relating to the counting of past services rendered by Smt. Shanti Ramachandran, SPA in certain Government departments prior to her joining IGNOU was considered by the Establishment Committee at its earlier meetings. As desired by the Committee, the opinion of the Legal Adviser was also obtained. It was further examined to see whether there were any similar cases settled by the University earlier or pending decisions and whether the decisions taken in those cases could be relied.

EC 40.3.2 While deliberating on the matter, the Committee decided that all such cases be processed together in the light of the Government of India rules.

ITEM NO. 4 TO CONSIDER THE MATTER OF COUNTING OF PAST SERVICE RENDERED BY SHRI K.S. DIVAKARAN NAIR, ARD (SR. SCALE), FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 40.4.1 The proposal was taken up for consideration. The Committee noted that the conditions laid down under the Rules for counting of past services rendered in other departments, before joining the University, were fulfilled in the case. The pro-rata retirement dues, in respect of the past services rendered by Shri K.S. Divakaran Nair, ARD, in Kendriya Vidyalaya Sangathan, where he had worked before joining IGNOU, have been discharged by that Department and an amount of Rs.6,07,989/- received from the

Kendriya Vidyalaya Sangathan has been credited to the IGNOU accounts. The proposal has also been concurred in by the Finance & Accounts Division.

EC 40.4.2 The Committee approved the proposal for counting of past services rendered by Shri K.S. Divakaran Nair, ARD for the purpose of combined pensionary benefits in this University.

ITEM NO. 5 TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE RENDERED BY PROF. S.B. GHOSH, FORMER PROFESSOR OF LIBRARY SCIENCE, FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 40.5.1 The proposal was discussed. The Committee noted that in this case the pro-rata retirement dues have already been received from the previous departments, namely, the Geological Survey of India (GSI) and the National Institute of Science, Communication and Information Resources (NISCAIR). The dues amounting to Rs.11,73,817/- received on this account towards commuted value of pension and the gratuity have been credited to IGNOU accounts. The proposal has also been concurred in by the Finance & Accounts Division.

EC 40.5.2 The Committee approved the proposal for counting of the past services rendered by Prof. Ghosh from 15-10-1963 to 8-1-1998 in the two departments before joining IGNOU for the purpose of combined pensionary benefits in this University.

ITEM NO. 6 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION IN RESPECT OF THE ACADEMIC STAFF

EC 40.6.1 The item was taken up for consideration. The Committee approved the proposal for lifting of probation and confirmation of the following academic staff from the dates indicated herein:

Sl. No.	Name & Designation	Date of Joining	Date of completion of probation	Date of confirmation	PGDDE Enrolment Number
1.	Prof. Sunaina Kumar, Professor of English (Editing), SOH	06-10-2003	05-10-2004 (A/N)	06-10-2004	890409904
2.	Dr. Jaideep Sharma, Reader in Library & Information Sciences, SOSS.	26-09-2003	25-09-2004 (A/N)	26-09-2004	043105790
3.	Dr. R.P. Singh, Reader in Rural Development, SOCE	06-10-2003	05-10-2004 (A/N)	06-10-2004	Applied for admission to PGDDE
4.	Dr. Nita Mathur, Reader in Sociology, SOSS.	22-10-2003	21-10-2004 (A/N)	22-10-2004	043105847
5.	Shri R. Sevukan, Lecturer in Library & Information Science	27-07-2003	26-07-2004 (A/N)	27-07-2004	042075544
6.	Dr. R. Vashum, Lecturer in Sociology, SOSS	13-10-2003	12-10-2004 (A/N)	13-10-2004	042075655
7.	Shri Naveen Kumar Lecturer in Computer Science, SOCIS	17-10-2003	16-10-2004 (A/N)	17-10-2004	043105830
8.	Dr. Jitendra Kumar Srivastava, Lecturer in Hindi, SOH	21-10-2003	20-10-2004 (A/N)	21-10-2004	042075662

ITEM NO. 7 TO CONSIDER THE LIFTING OF PROBATION IN RESPECT OF GROUP 'A' OFFICERS

EC 40.7.1

The item was taken up for consideration. Prof. A.S. Narang, Registrar, Member-Secretary explained that the following Assistant Registrars were promoted to the post on temporary basis against the vacant posts of Deputy Registrars, and were placed under probation for a period of one year to adjudge their suitability for continuation in the post, and subject to continued availability of these vacancies. The officials have completed the period of probation satisfactorily and it is, now, proposed to lift the probation in their cases from the due dates. However, their continuation in the post of Assistant Registrar shall be subject to the availability of the vacancies and mere lifting of probation would not confer any right to these officers to hold the post on substantive basis.

Sl. No.	Name	Designation	Period of probation		Date of completion of probation period	Whether the controlling officer has recommended for lifting of probation
			From	To		
1	Shri Kamal Dev	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
2	Shri Vinod Kumar	Asstt. Registrar	05.06.2003	04.06.2004	04.06.2004 (A/N)	Yes
3	Shri Jojy S Pattathil	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
4	Shri S K Pulist	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
5	Shri S C Batra	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
6	Shri Rajesh Bhardwaj	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
7	Shri K K Mohan	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes
8.	Sh. N.D. Sharma	Asstt. Registrar	26.05.2003	25.05.2004	25.05.2004 (A/N)	Yes

EC 40.7.2 The matter was discussed in detail. While recommending lifting of the probation in respect of the above mentioned officials as per the proposal, the Committee directed that the guidelines prescribed by the Government of India in the matter of confirmation / continuation in the post may be followed scrupulously.

EC 40.7.3 As regards the case of Shri Ravi Mendiratta, Sr. Software Engineer, the Committee noted that on promotion to the post of Sr. Software Engineer, the official was placed under probation for a period of one year. The official has completed the period of probation satisfactorily. The Committee approved the proposal to lift the probation in the case of Shri Ravi Mendiratta, Sr. Software Engineer with effect from 28-2-2004 (AN).

ITEM NO. 8 TO CONSIDER THE PROPOSAL REGARDING STIPULATION OF A MAXIMUM PERIOD OF FIVE YEARS TO ACQUIRE MASTER'S DEGREE IN RESPECT OF THREE PRODUCERS IN EMPC

EC 40.8.1 The item was taken up for consideration. It was explained that the Board of Management at its 42nd Meeting held on 18th July, 1995 had declared certain Group 'A' positions, in the Production, Graphics and Set Design Units, etc. in the EMPC and some other Divisions as 'other academic'. While doing so, the Board inter alia also decided that minimum qualification for recruitment to these positions should be a Master degree in any subject with proven ability and professional competence. Similarly, for upward movement, it was decided that a Master degree shall be essential qualification and those not fulfilling the requirement shall be required to obtain the Master's

degree for becoming eligible for promotion/ placement in the senior scale / selection grade, failing which they shall be permitted to continue in the scale of Rs.2200-4000 (pre-revised) (or Rs,8000-13500 revised) only. It was further explained that in contravention to the above decision of the Board of Management, three Producers, namely, Shri K. Venkataraman, Shri D.B. Rana and Shri Vinod Prasad Gupta in the EMPC were placed in the senior scale of Rs.10,000-15,200/- even though they did not possess the Master degree. To overcome the above anomaly, it is now proposed that these officials may be advised to acquire a Master degree within a maximum period of five years, and in case they fail to do so, the benefit of senior scale given to them may be withdrawn and the further benefits under the CAS would not be allowed in their cases. A copy of the decision may be placed in their Personal Files for record and reference.

EC 40.8.2 The Committee approved the proposal.

ITEM NO. 9 TO CONSIDER THE MATTER REGARDING COUNTING OF PAST SERVICE RENDERED BY SMT. RITA SARKAR, LECTURER IN NURSING FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 40.9.1 The item was taken up for consideration. The Committee noted that Smt. Rita Sarkar, Lecturer in Nursing had worked as a Sister Tutor in the Department of Health and Family Welfare, Government of Tripura from 18-10-1977 to 8-10-1993 before joining IGNOU. The official applied on 21-8-1995 for transfer of her past services to IGNOU for the purpose of combined pensionary benefit in the University. The case was examined in consultation with the Finance & Accounts Division.

The Government of Tripura has already remitted the pro-rata retirement dues in respect of the period of service rendered by her before joining IGNOU and the amount of Rs.1,39,039/- received from the Government of Tripura in this behalf has already been credited to IGNOU account.

EC 40.9.2 The Committee approved the proposal of counting of the period of service rendered by Smt. Rita Sarkar with Government of Tripura from 18-10-1977 to 8-10-1993 for the purpose of combined pensionary benefits in the University.

ITEM NO. 10 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE SUB-COMMITTEE CONSTITUTED BY THE ESTABLISHMENT COMMITTEE TO CONSIDER THE MATTER REGARDING COMPLETION OF PGDDE PROGRAMME/ REFRESHER COURSE BY TEACHERS/ ACADEMICS FOR THE PURPOSE OF CONFIRMATION/INCREMENT/PROMOTION

EC 40.10.1 The item was taken up for discussion. It was explained that the matter regarding completion of PGDDE Programme / Refresher Courses by the teachers / academics, was examined by a Sub-Committee appointed for the purpose. The recommendations of the Sub-Committee were considered by the Establishment Committee at its 39th Meeting held on June 30, 2004 and the Board of Management at its 80th Meeting. The Board of Management directed that the issue be examined in further details. The matter was, therefore, re-examined by the Sub-Committee at its meeting held on October 12, 2004.

EC 40.10.2 The Establishment Committee considered the recommendations of the Sub-Committee and

approved the proposal as follows:

- (i) Acquisition of PGDDE within a period of three years be made optional for Readers and Lecturers and also de-linked from their confirmation in the post.
- (ii) Teachers/other Academic Staff may continue to get the benefit of one additional increment from the date they complete the PGDDE Programme, as before.
- (iii) The exemption from participation in two refresher/orientation programmes at the time of placement in Lecturer (Sr. Scale) or promotion to the post of Reader/placement in Selection Grade shall continue for those who complete the PGDDE programme.

ITEM NO. 11 TO CONSIDER THE PROPOSAL FOR EXTENDING ONE-TIME UPWARD MOVEMENT SCHEME TILL 08-08-1999 IN RESPECT OF CERTAIN EMPLOYEES IN GROUP B AND C CATEGORIES

EC 40.11.1 The item was taken up for discussion. Prof. A.S. Narang, Registrar, Member-Secretary explained that a scheme of one-time Upward Movement in respect of staff in Group B and C categories was approved by the Board of Management at its 52nd Meeting held on 27-09-1997. The Scheme provided for placement of employees in these two categories in the next higher scale as one-time upward movement without any higher designation after completion of eight years of continuous service in the scale as on 27-09-1997. This Scheme could not be continued

further due to certain objections from the Ministry and was operational till 26-02-1998 with the approval of the Board of Management, whereafter, the Scheme recommended by the 5th Central Pay Commission was implemented with effect from 09-08-1999. It was explained that about 80 employees who had become eligible for placement in the next scale during the intervening period, i.e., 26-02-1998 to 08-08-1999 were deprived of the benefit of the one-time upward movement scheme due to its closure with effect from 26-02-1998.

EC 40.11.2

Prof. Narang explained that if the Scheme is extended till 08-08-1999, the employees so left out would benefit from the Scheme. Also, since there could be only two opportunities of upward movement in the career of an employee, this extension of benefit would not alter any provisions, under the Scheme of upward movements, substantially. Prof. Narang further explained that the matter was placed before the Establishment Committee at its 38th Meeting held on 12-04-2004.

Prof. A.S. Narang explained that the matter has been examined taking into account all the factors, and it is proposed to extend the erstwhile scheme of One-time Upward Movement till 8-8-1999, instead of 25-2-1998; the financial implication may be minimal, to the tune of Rs.4.5 to Rs.5 Lakh only.

EC 40.11.3

The matter was discussed in detail. It was felt that the situation would have not arisen ab initio had the Scheme of One-time Upward Movement approved by the Board, at its 52nd Meeting been continued till the date the Scheme recommended by the Vth Pay Commission was implemented; i.e., 08-08-1999 instead of 25-02-1998 (i.e., the date the recommendations of the Pay Commission were only formally adopted). The Committee, therefore,

resolved to recommend to the Board of Management the extension of the one-time upward movement till 08-08-1999 for such of the Group 'B' and 'C' employees of the University who had completed 8 years service during the period 26-02-1998 to 08-08-1999 and were eligible for one-time upward movement by virtue of their having completed the requisite number of years in the grade.

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

REGISTRAR
MEMBER-SECRETARY