

IGNOU

MINUTES OF THE FORTY-SECOND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 11, 2005 AT 11.00 A.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. C.L. Anand | - Member |
| 4. | Prof. B.S. Saraswat, | - Member |
| 5. | Prof. Pardeep Sahni, | - Member |
| 6. | Prof.(Mrs.) Madhulika Kaushik | - Member |
| 7. | 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 42nd Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman specially welcomed the new members, Prof. Pardeep Sahni, Director SOSS and Prof.(Mrs.) Madhulika Kaushik, Director(I/C), EMPC who were attending the meeting of the Establishment Committee as new members. On behalf of the Committee, the Chairman also placed on record, his appreciation for the contributions made by the outgoing members, Dr. C.K.Ghosh Director, RSD and Prof. S.S.Hasan, Director, SOS. The Chairman then requested Prof. S.C. Garg, Pro Vice-Chancellor to present the items.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 41st
MEETING OF THE ESTABLISHMENT
COMMITTEE HELD ON 16th MARCH, 2005
AND TO NOTE THE ACTION TAKEN
THEREON**

EC 42.1.1 Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 41st Meeting of the Establishment Committee held on 16-03-2005 were circulated to the members and, no comments have been received. He further informed that the Minutes were also placed before the Board of Management at its 82nd Meeting held on March 24, 2005 and were approved. He therefore, proposed that the Minutes of the 41st meeting be deemed as confirmed.

EC 42.1.2 The Committee noted that the Minutes of its 41st Meeting have been confirmed by the Board. The Committee also noted the action taken on the various recommendations made by it and confirmed the Minutes of the 41st meeting.

**ITEM NO. 2 TO CONSIDER AND APPROVE THE
RECOMMENDATIONS OF THE
DEPARTMENTAL PROMOTION COMMITTEE
MEETING HELD ON APRIL 18, 2005**

EC 42.2.1 Prof. S.C.Garg, Pro Vice Chancellor informed the Committee that the Board of Management at its 82nd meeting considered the matter of filling up of the vacant positions of Deputy Registrars and Joint Registrars in the University on purely temporary basis and accordingly the Departmental Promotion Committee (DPC) meeting was convened on 18.04.2005. The Board had further desired that the recommendations of the Departmental Promotion Committee be placed before the Establishment Committee.

EC 42.2.2

The Establishment Committee noted that the Departmental Promotion Committee meeting was convened as per the directions of the Board of Management. However, it felt that since the proposals related to Senior Group 'A' positions in the University, it would be more appropriate if the Minutes of the Departmental Promotion Committee are considered by the Board of Management, particularly because its meeting has been scheduled for July 23, 2005 and is only a fortnight away. Therefore, the item was withdrawn.

ITEM NO. 3

TO CONSIDER CLAUSES REGARDING LOCAL RECRUITMENT IN THE R&P RULES 1991 APPLICABLE TO GROUP 'B', 'C' AND 'D' EMPLOYEES OF THE UNIVERSITY

EC 42.3.1

The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the Board of Management at its 37th meeting had approved the proposal of local recruitment for filling of the vacant positions in the Group 'C' & 'D' cadres belonging to SC/ST categories. The policy was further extended to fill up the vacancies at Regional Centres like Guwahati, Shimla, Jammu and Srinagar as decided by the Board at its 63rd Meeting. He further explained that the University was facing similar difficulties in filling these positions at Regional Centres in the North-East including Sikkim and accordingly the Board at its 81st meeting decided that local recruitment in the Group C & D categories be resorted to at Regional Centres in the North-East, Srinagar and Raipur with the provision of liability of transfers within the Region. As the extant R&P Rules of the University provide for 100 per cent promotion in these categories, but for entry grade position where there is prescribed quota for promotion and Direct Recruitment, the proposal necessitated a formal amendment to the R&P Rules. Accordingly, it has been proposed to add a Sub-Clause 11.6 below,

Clause 11, of the R&P Rules 1991, providing for local recruitment as a matter of policy in all the Regional Centres located in the North-East including Sikkim, and the State of Jammu and Kashmir thereby implying that the earlier decisions of the Board of Management shall be modified to the extent that recruitment for Raipur and Shimla will now not be made locally. It has also been proposed to provide for guidelines in this regard so as to eliminate any ambiguity in its implementation.

EC 42.3.2

The matter was discussed in detail. The Committee recommended that the following Sub-Clause 11.6 be added below Clause 11 of the R&P Rules :

“11.6 Notwithstanding the provisions contained in these rules as amended from time to time, the Board of management may decide whether local recruitment is required in respect of Regional Centres located in difficult areas like North-East including Sikkim and the State of Jammu and Kashmir.”

EC 42.3.3

The Committee further considered and approved the following broad guidelines to be followed in this regard:

- (i) In the case of local recruitment, the guidelines issued by the Government of India as amended from time to time shall be followed. The Roster shall be maintained Regional Centre-wise as the reservation shall be in accordance with the Reservation Policy for the State.
- (ii) The incumbents so recruited shall be part of the total strength of the University and they shall be governed by the Rules of the University.
- (iii) The liability of transfer of the staff shall be within the region. However, in case an

official wants transfer outside the region, the option will remain open.

- (iv) The centralized reservation roster shall not apply to the recruitment so made in view of (i) above. Similarly, the positions shall not come under the quota/ratio of promotion.
- (v) The University shall maintain a centralized gradation list for all employees for *inter se* seniority including the employees recruited through local recruitment vis-à-vis the employees appointed through centralized direct recruitment/promotion in the University, as per the Government of India Rules.
- (vi) The policy of local recruitment may be reviewed from time to time, depending on the needs for such recruitment.

EC 42.3.4

The Committee also considered the matter of several positions of Semi Professional Assistants lying vacant at Regional Centres. The Committee noted that the post was promotional and to be filled in by 100% promotion from the feeder cadre of Library Attendant with 5 years of experience. Since none of the Library Attendants fulfilled the above criteria, it was proposed to fill up the positions through direct recruitment, keeping aside three positions of Semi Professional Assistants vacant for promotion to the Library Attendants in position as and when they complete the prescribed qualifying service. The Committee recommended that it may be taken up separately.

EC 42.3.5

The Establishment Committee was further informed that incumbents in Group 'B' positions are not willing to be posted in difficult areas with the result that Regional Centres in North-East, including Sikkim and the State of Jammu & Kashmir do not have any Section Officer and is likely to affect learner support

services.

EC 42.3.6 The Committee appreciated the difficulty of the University as well as the employees and recommended that the Group 'B' positions at the Regional Centres in the North-East, Sikkim, Jammu and Srinagar be also filled locally.

ITEM NO. 4 TO CONSIDER THE MATTER REGARDING SANCTION OF TWO ADVANCE INCREMENTS IN RESPECT OF DR. NITA MATHUR, READER IN SOCIOLOGY

EC 42.4.1 The Committee considered and recommended the proposal of grant of two advance increments to Dr. (Ms.) Anita Mathur, Reader in Sociology from the date of her appointment to the post in this University being as per Rules.

ITEM NO. 5 TO CONSIDER THE R&P RULES IN RESPECT OF LABORATORY PERSONNEL

EC 42.5.1 The Item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the R & P Rules for Laboratory Personnel was placed before the 40th Meeting of the Establishment Committee. The recommendations of the Committee in this regard were placed before the Board of Management at its 81st Meeting. It was reported that while recording the Minutes, the reference to Delhi University was inadvertently made and it is proposed to drop this reference.

EC 42.5.2 The matter was discussed in detail. The Committee recommended that references by Delhi University be omitted to avoid anomalies and decided to recommend as under:

- (i) The pay scale of Lab Attendant shall be

Rs.3050-4590. As far qualifications, for the post, the Committee reiterated its earlier recommendation and decided that the qualification may be 10+2 with some experience in laboratory duty.

- (ii) For promotion to the post of Lab Assistants, the qualifications may include Certificate/Diploma in Lab Techniques or Instrumentation.

ITEM NO. 6 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION IN RESPECT OF ACADEMICS AND TEACHERS

EC 42.6.1 The Item was considered. The Committee approved the proposal for lifting of probation and confirmation of the following Academics/Teachers from the dates of completion of the period of probation in each case as detailed below:

S. No.	Name & Designation	Date of Joining	Date of completion of probation	Date of confirmation
1.	Dr. K.S. Tiwari, Regional Director, RC Bhopal	21-06-2004	20-06-2005 (AN)	21-06-2005
2.	Dr. Amit Chaturvedi, Regional Director, RC, Lucknow	10-05-2004	09-05-2005 (AN)	10-05-2005
3.	Dr. Biplab Jamatia, Lecturer in Health Sciences, SOHS	11-05-2004	10-05-2005 (AN)	11-05-2005
4.	Dr. Subodh Kesharwani, Lecturer in Commerce, SOMS	20-05-2004	19-05-2005 (AN)	20-05-2005

ITEM NO. 7 TO CONSIDER THE PROPOSAL FOR CREATION OF THE POSITIONS OF WIREMAN

EC 42.7.1

To consider the proposal of lifting of probation of Group-A Officers

The Item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the Establishment Committee at its 41st Meeting approved the modified R & P Rules for the CMD staff. These Rules were further approved by the Board of Management at its 82nd Meeting. He further explained that these Rules provided for position of Wireman in the scale of pay of Rs.3200-4900 as a feeder cadre to the post of Electrician in the scale of Rs.4500-7000. To operate the post of Wireman, it is proposed to create 02 positions of wireman. This will provide a promotional channel to the Helpers in the scale of Rs.2650-3500 and shall maintain uniformity across different cadres in the University.

The Committee approved the proposal for creation of 02 posts of Wireman in the scale of Rs.3200-4900.

EC 42.7.2

ITEM NO. 8

TO CONSIDER THE R&P RULES IN RESPECT OF STAFF MEANT FOR HORTICULTURE CELL

EC 42.8.1

The Item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that a proposal for creation of posts of Horticulture Cell was placed before the 41st Meeting of the Establishment Committee. The Committee recommended creation of 01 position of Horticulturist, 01 position of Horticulture Assistant, 06 posts of Head Mali and 16 posts of Mali. The above recommendations of the Establishment Committee were placed before the Board of Management at its 82nd Meeting and were approved. As regards the matter of qualifications, scales of pay and mode of recruitment, the Vice-Chancellor appointed a Committee to examine and make recommendations in the matter taking into account the similar positions in other sister organizations, like, Delhi University, Jamia

Millia Islamia, etc. The Committee after thorough study has recommended R & P Rules for posts in the Horticulture Cell as in the **Appendix**.

EC 42.8.2

The Committee considered the R & P Rules recommended by the Committee and approved the same for adoption with the approval of the Board of Management.

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

**REGISTRAR
MEMBER-SECRETARY**

IGNOU

EXTRACT OF THE MINUTES OF THE 42ND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 11, 2005

ITEM NO. 8 TO CONSIDER THE R&P RULES IN RESPECT OF STAFF MEANT FOR HORTICULTURE CELL

EC 42.8.1 The Item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that a proposal for creation of posts of Horticulture Cell was placed before the 41st Meeting of the Establishment Committee. The Committee recommended creation of 01 position of Horticulturist, 01 position of Horticulture Assistant, 06 posts of Head Mali and 16 posts of Mali. The above recommendations of the Establishment Committee were placed before the Board of Management at its 82nd Meeting and were approved. As regards the matter of qualifications, scales of pay and mode of recruitment, the Vice-Chancellor appointed a Committee to examine and make recommendations in the matter taking into account the similar positions in other sister organizations, like, Delhi University, Jamia Millia Islamia, etc. The Committee after thorough study has recommended R & P Rules for posts in the Horticulture Cell as in the **Appendix**.

EC 42.8.2 The Committee considered the R & P Rules recommended by the Committee and approved the same for adoption with the approval of the Board of Management.