

IGNOU

MINUTES OF THE 47th MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FEBRUARY 14, 2007 AT 11.00 A.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

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| 1. | Prof. V.N. Rajasekharan Pillai
Vice-Chancellor | - | Chairman |
| 2. | Prof. C.L. Anand | - | Member |
| 3. | Prof. Pardeep Sahni | - | Member |
| 4. | Prof. J.M. Parakh | - | Member |
| 5. | Dr.V.K. Arora | - | Member |
| 6. | Shri Dalip Kumar Tetri, Registrar | - | Member-Secretary |

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

The proceedings of the Committee started under the guidance of Prof. Anand as per the directives of the Chairman, who was in another Meeting and joined the deliberations later. Prof. Anand welcomed the members to the meeting and requested the Member-Secretary to present the agenda items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 46TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 17, 2006 AND TO NOTE THE ACTION TAKEN THEREON

EC 47.1.1 The Member-Secretary informed the Committee that the Minutes of the 46th Meeting of the Establishment Committee held on November 17, 2006 were circulated to the members and no comments have been received. He further informed that the Minutes were placed before the Board of Management at its 88th Meeting held on November 27, 2006 and were approved by the Board. He, therefore, proposed that the Minutes of the 46th Meeting of the Establishment Committee be deemed as confirmed.

EC 47.1.2 The Committee noted that the Minutes of its 46th Meeting were already approved by the Board of Management. The Committee further noted the action taken on the various recommendations of the Committee made at its 46th Meeting and confirmed the Minutes.

EC 47.1.3 As regards the Item No. 8 of the Minutes of the 46th Meeting of the Establishment Committee, the Committee noted that there was an error in the date of joining of Shri A. Varadarajan, ARD, as mentioned in the 4th line in Resolution No.EC 46.8.1 and directed that the correct date i.e. 20-12-1996 be substituted in the Minutes.

ITEM NO. 2 TO CONSIDER THE APPEAL SUBMITTED BY SHRI K.V.D.S. PRAKASH RAO, ASSISTANT REGISTRAR AGAINST THE DECISION OF THE DISCIPLINARY AUTHORITY

EC 47.2.1 At the outset, the Member-Secretary informed that the official has submitted an appeal to the Appellate Authority against the decision of penalty imposed on him. Since the Appellate Authority for Group 'A' positions is the Board of Management, it has been decided to place the appeal before the Board of Management at its forthcoming meeting. He, therefore, proposed to withdraw the agenda item which the Committee agreed.

ITEM NO. 3 TO CONSIDER THE CASES OF LIFTING OF PROBATION AND CONFIRMATION OF A GROUP-A OFFICER

EC 47.3.1 The Item was taken up for consideration. The Establishment Committee approved the lifting of probation and confirmation of Shri Sanjay Kumar Bansal, Assistant Engineer (C) with effect from 28-03-2006 (FN).

ITEM NO. 4 TO CONSIDER THE PAY SCALE UNDER THE UPWARD MOVEMENT SCHEME TO BE GRANTED FOR THE POST OF DRAFTSMAN (CIVIL)

EC 47.4.1

The Item was taken up for consideration. The Member-Secretary informed the Committee that there is one post of Draftsman (Civil) in CMD in the University in the pay scale of Rs.4000-100-6000 and Shri Subhash Chander was appointed against the post on 10-01-1991. Further, on completion of 8 years of service, the official was placed in the scale of Rs.5000-150-8000 with effect from 9-8-1999 under the Upward Movement Scheme applicable to the Non-Academic staff. The Pay Commission vide paras 50.34 to 50.37 in its report recommended the scale of Rs.5000-150-8000 with effect from 1-1-1996 for the Draftsman Grade II having Matriculation or 10+2 qualification with a Diploma in Engineering or its equivalent. The Member-Secretary further informed that Shri Subhash Chander has passed 10+2 with two year trade Certificate in Draftsmanship from ITI. He further explained that the R&P Rules of the University for Non-Academic Staff have been amended and the post of Draftsman (Civil) which was earlier an isolated post, has been made a feeder cadre for promotion to the post of Assistant Engineer in the pay scale of Rs.6500-10500 and the official is eligible for placement in this scale on completion of 8 years of service, and further in the scale of Rs.8000-13500 under the 1st and 2nd Upward Movement Schemes in the University, with effect from 10-1-1999 and 10-1-2007 respectively.

EC 47.4.2

The Item was discussed in detail. It was noted that the qualification recommended by the V Pay Commission for the Draftsman Gd II is Matriculation/10+2 and Diploma in Engineering or equivalent. In the present case, however, the official has a two-year Certificate in the trade. The moot point was, therefore, whether the Certificate in the trade of draftsmanship from an ITI was equivalent to the Diploma in the trade. The Committee, therefore, desired that this may be examined further in consultation with the Directorate of Technical Education,

Government of Union Territory of Delhi/Government of Haryana and the case decided in the light of the clarifications, so received.

ITEM NO. 5 TO COUNT THE PAST SERVICE RENDERED BY DR. V. VASUDEVAN, REGIONAL DIRECTOR, IGNOU RC, COCHIN FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 47.5.1 The item was taken up for consideration. The Member-Secretary explained that Dr. V. Vasudevan, Regional Director, IGNOU RC Cochin joined the University on 17-7-1989. Before joining IGNOU, Dr. Vasudevan had worked with the Government of Kerala and Cochin University of Science & Technology for a total period of 12 years and 01 month. Dr. Vasudevan had requested for counting of his service in the above organizations for the purpose of pensionary benefits in this University. He further informed that the matter has been examined and the case is eligible as per the provisions under Statute 23 of the IGNOU Act. He further apprised the Committee that the Cochin University of Science & Technology has already discharged the pro-rata pensionary liability amounting to Rs.1,17,343/- out of the total liability of Rs.1,26,134/-. The balance amount of Rs.8791/- has also been received from Cochin University.

EC 47.5.2 The Committee approved the proposal for counting of the previous service rendered by Dr. V. Vasudevan, Regional Director, with the Government of Kerala from 6-10-1970 to 14-9-1972 and further from 15-9-1972 to 15-03-1976 and from 22-11-1982 to 13-7-1989 with Cochin University .

ITEM NO. 6 TO CONSIDER THE MATTER RELATING TO GRANT OF ADDITIONAL INCREMENTS ON COMPLETION OF PH.D DEGREE TO THE NON-ACADEMIC EMPLOYEES AS IS BEING ALLOWED TO TEACHERS AND ACADEMIC STAFF OF THE UNIVERSITY

EC 47.6.1 The item was taken up for consideration. The Member-Secretary apprised the Committee of the scheme of grant of two additional increments to the teachers of the University as per the guidelines of the University Grants Commission, on completion of Ph.D degree. The Scheme was later extended to the Academic staff of the University with the approval of the Board of Management. In the Non-Academic category also, a few employees have obtained the Ph.D degree to enhance their qualifications and caliber and have been persistently demanding the extension of the scheme of grant of two additional increments to them at par with the academics in the University.

EC 47.6.2 The matter was discussed in detail. The Committee appreciated the efforts made by the Non-Academic staff to obtain a Ph.D degree, which no doubt enhances the qualifications, caliber, and job performance competencies. The Committee, therefore, was of the firm view that there should be some incentive in the matter to encourage the staff to enhance their qualifications which ultimately benefit the University. The Committee, therefore, recommended that the matter be placed before the Board of Management for a decision.

ITEM NO. 7 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS/ACADEMIC STAFF OF THE UNIVERSITY

EC 47.7.1 The item was taken up for consideration. The Establishment Committee approved lifting of the probation and confirmation of following teachers/academic staff with effect from the dates indicated against each:

S.N.	Name and Designation	Date of Joining	Date of completion of probation	Date of confirmation
1.	Prof. (Mrs) Manjulika Srivastava, Distance Education Council	3.4.2006	2.4.2007	3.4.2007
2.	Prof. M.K. Salooja, Professor of Agriculture	1.4.2006	31.3.2007	1.4.2007
3.	Dr. Srikant Mohapatra, Regional Director (Rs.16400-22400) Presently Registrar, SRED	1.4.2006	31.3.2007	1.4.2007
4.	Dr. Ram Chandra, Regional Director (Rs.16400-22400), IGNOU RC, Patna	3.4.2006	2.4.2007	3.4.2007
5.	Dr. V. Venugopal Reddy, Regional Director (Rs.16400-22400), IGNOU RC, Delhi-I	1.4.2006	31.3.2007	1.4.2007
6.	Dr. Masood Parveez, Joint Director, RSD.	1.4.2006	31.3.2007	1.4.2007
7.	Shri Parveen Babbar, Assistant Librarian	23.2.2006	22.2.2007	23.2.2007
8.	Dr.(Ms) Manorama Tripathi, Documentation Officer.	4.4.2006	3.4.2007	4.4.2007

9.	Shri Anand Gupta, Lecturer in Law	12.4.2006	11.4.2007	12.4.2007
10	Shri Mukesh Kumar, Lecturer in Agriculture	18.4.2006	17.4.2007	18.4.2007
11	Dr. Mita Sinhamahapatra, Lecturer in Agriculture	27.4.2006	26.4.2007	27.4.2007
12	Dr. Praveen Kumar Jain, Lecturer in Agriculture	10.4.2006	9.4.2007	10.4.2007
13	Dr. P. Vijaykumar, Lecturer in Agriculture	17.4.2006	16.4.2007	17.4.2007
14.	Dr. Amiteshwar Ratra, Research Officer, NCDA	4.4.2006	3.4.2007	4.4.2007
15.	Dr. Neeti Agrawal, Reader in Management	1.4.2006	31.3.2007	1.4.2007
16.	Shri Mokbul Ali Laskar, ARD, RC Kohima	27.4.2006	26.4.2007	27.4.2007

EC 47.7.2

The Committee, however, desired to ensure that no inquiries or vigilance investigations were pending or contemplated against any of them. The Committee further desired that the Director, Academic Coordination Division shall ensure that no case of teachers/academics pertaining to the above period is pending for confirmation except for those where the above clearance is pending.

ITEM NO. 8 TO CONSIDER THE HIGHER PAY SCALE TO SHRI R.P. MEENA, ASSISTANT ENGINEER (CIVIL) FROM THE DATE OF COMPLETION OF 8 YEARS AS JUNIOR ENGINEER

EC 47.8.1 The Item was taken up for consideration. The Member-Secretary informed the Committee that the University has introduced one-time Upward Movement Scheme for Group B, C and D employees for grant of next higher scale on completion of 8 years of service in a scale. On the recommendations of the ARC and with the approval of the Board of Management, the Upward Movement Scheme was implemented with effect from 31-12-1999. The Scheme was later preponed and made effective from 9-8-1999 with the stipulation of residency of 8/16 years irrespective of promotions. The Member-Secretary further informed that the R & P Rules for the CMD staff initially framed in 1991 were modified and notified on 29-12-2003. These were further reviewed and the revised R & P Rules approved by the Board in its meeting held on 24-3-2005 were notified on 3-5-2005. In the present case of Shri R.P. Meena, the official was appointed Junior Engineer (Civil) on 8th May, 1996 in the pay scale of Rs.4500-7000. The official was promoted as Junior Engineer II, on 29-12-2003 and placed in the scale of Rs.6500-10500.

EC 47.8.2 The Member-Secretary informed that had the R&P Rules not been modified on 29-12-2003, which were notified on 26-2-2004, the official would have been placed in the pay scale of Rs.8000-13500 under the Upward Movement Scheme. Thus, Shri R.P. Meena stood deprived of the pay scale of Rs.8000-13500 under the Upward Movement Scheme by a thin margin of 2 months and 10 days from the date of notification, i.e., 26-2-2004. It was also explained that all his other colleagues of 1996 batch have already got the benefit and he is the only candidate left from the batch and the further recruitment in CMD took place in 1999 only.

EC 47.8.3 The matter was discussed in detail. The Committee approved the proposal for grant of the scale of Rs.8000-13500 under the Upward Movement Scheme to

Shri R.P. Meena with effect from 07-05-2004, i.e. the date of completion of 8 years as Junior Engineer as a one time measure and as a special case.

ITEM NO. 9 TO CONSIDER THE PROPOSAL FOR FILLING UP THE VACANT POSTS OF STENOGRAPHERS UNDER PROMOTION QUOTA BY DIRECT RECRUITMENT

EC 47.9.1 The item was taken up for consideration. The Member-Secretary apprised the Committee that the R & P Rules of the University provide for filling up of the posts of Stenographer in the ratio of 50% by direct recruitment and 50% by promotion from amongst JATs who have completed 5 years of continuous service in the grade subject to qualifying the stenography test. As regards the promotion quota, he explained that a large number of vacancies have remained unfilled due to less number of eligible JATs applying for the post and even lesser number qualifying the required test since 1995 onwards. As on date there are 28 vacant posts of Stenographer under this quota. As a result, the University has been facing acute shortage in the cadre which is detrimental to the smooth functioning of various Divisions, Schools and Centres. It was, therefore, proposed that the vacancies remaining unfulfilled under the promotion quota in a recruitment year may also be filled up by direct recruitment. Alternatively, as a one time measure 90% unfilled vacancies in the promotion quota may be filled in by direct recruitment and the remaining 10% vacancies to be filled in by promotion from amongst the JATs who apply for the post and qualify the stenography test.

EC 47.9.2 The matter was discussed in detail. A view emerged that with the changing times the most of the work is now required to be done on computers and the stenographic assistance was not very relevant for the activities of some Units and Schools for which persons with data entry skills was the need of the hour. The Committee, therefore, recommended that the Vice-Chancellor may consider appointing a Committee to look into and make

recommendations. The Committee may inter alia identify certain positions/areas with specific needs and recommend suitable positions to man the operations of those Units.

The Chairman nominated the Committee consisting of the following members:

- (i) Prof. Pardeep Sahni, Member
- (ii) Prof. J.M. Parakh, Member
- (iii) Shri T.K. Kaul, DR(Estt.), Convener

IEM NO. 10 TO CONSIDER THE PROPOSAL FOR RE-DEPLOYMENT OF SURPLUS DRIVERS AT HEADQUARTERS/REGIONAL CENTRES

EC 47.10.1

The item was taken up for consideration. The Member-Secretary informed the Committee that there are 23 Staff Car Drivers against 18 vehicles at the headquarters. Of these, 2 Drivers are being utilized for the vehicle allotted to the Security Unit and for the water tanker to meet the requirements round the clock. Thus, out of the 23 Drivers, 20 Drivers are being utilized effectively. As regards Regional Centres, he informed that there are 16 Drivers allotted to the Regional Centres out of which 03 Regional Centres, namely, Shillong, Pune and Chennai have no vehicles for the present, and thus these 03 Drivers are surplus.

As per the Government of India guidelines, a decision has been taken to outsource the transport arrangements both for the Regional Centres and the Headquarters and as such, no new vehicles are likely to be purchased in future. More vehicles will be grounded in future once their period of road worthiness is over and cease to be of economical use, rendering more drivers as surplus. Keeping the above position in view, it was decided with the approval of the Board of Management at its 74th meeting held on 28-2-2003 that the Staff Car Drivers having Matriculation or equivalent qualification may be re-deployed as Jr. Assistant-cum-Typists (JATs) and accordingly, 05 drivers were re-deployed as JATs. The

Member-Secretary further informed that the Staff Car Drivers at Regional Centres, Pune and Chennai do not fulfill the qualifications for re-deployment as JATs and have requested to accommodate them against the vacant posts of Attendants in these centres.

It is proposed to re-deploy the Staff Car Drivers at the Headquarters and the Regional Centres as JATs and Attendants in event of their becoming surplus, depending upon their eligibility and subject to the following conditions:

- i) The Drivers opting for redeployment as JATs and Attendants, may be adjusted accordingly subject to their fulfilling the qualifications for the posts.
- ii) Their existing pay & pay scale shall be protected and the pay scale will become personal to them irrespective of the post in which they are redeployed.
- iii) Their seniority in the new cadre will be counted from the date of joining the new cadre.
- iv) Efforts may be made to adjust surplus Drivers at the same station, if possible or at the place of choice failing which at the nearby station.
- v) If the above option do not result into adjustment of the excess Drivers, at Headquarters/RCs, such Drivers may be adjusted by seeking options for transfer to those Regional Centres where operational vehicles are available but no Driver has been provided. If no option is received, the junior most Drivers may be redeployed for suitable operational duties such as Despatch etc in MPDD or SR & ED or by transfer to the needy RCs.

EC 47.10.2

The matter was discussed in detail. The Establishment Committee approved the proposal for re-deployment of Staff Car Drivers as JATs and Attendants on their becoming surplus subject to the conditions enumerated above.

**(ITEM CONSIDERED WITH THE PERMISSION
OF THE CHAIR)**

**ITEM NO. 11 CREATION OF A POST OF LIAISON OFFICER IN
THE SCALE OF RS.12000-420-18300 OF THE
LEVEL OF A DEPUTY REGISTRAR IN THE
UNIVERSITY**

EC 47.11.1 The Chairman informed the Committee that several universities and the Ministries/Departments of the Government of India/State Governments have a position of a Liaison Officer to take care of the public dealings and protocol arrangements for visitors/dignitaries visiting the University. Given its national character and also international presence there is urgent need for such a position in this University.

EC 47.11.2 The Committee appreciated the proposal and agreed that the person should be of the rank of a Deputy Registrar having experience and qualifications in Public Relations and Journalism. The Committee after detailed deliberations recommended that the proposal for creation of the post of Liaison Officer in the University be put up to the Finance Committee and the Board for consideration.

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

(Dalip Kumar Tetri)
Member-Secretary

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EXTRACT OF THE MINUTES OF THE 47th MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FEBRUARY 14, 2007

(ITEM CONSIDERED WITH THE PERMISSION OF THE CHAIR)

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