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MINUTES OF THE 48th MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 17, 2007 AT 9.30 A.M IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. V.N. Rajasekharan Pillai - Chairman
Vice-Chancellor
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

At the outset, the Chairman welcomed the members to the 48th Meeting of the Establishment Committee. The Chairman then requested the Member-Secretary to present the items on the agenda:

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 47TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FEBRUARY 14, 2007 AND TO NOTE THE ACTION TAKEN THEREON

EC 48.1.1 The Member-Secretary informed the Committee that the Minutes of the 47th Meeting of the Establishment Committee held on February 14, 2007 were circulated to the members and no comments have been received. However, certain corrections have been proposed by the Academic Coordination Division in respect of the dates of the lifting of probation and confirmation in the academic posts under Resolution No.EC 47.7.1.

EC 48.1.2 He further informed that the Minutes were placed before the Board of Management at its 89th Meeting held on

February 26, 2007 and were approved by the Board. He, therefore, proposed that the Minutes of the 47th Meeting of the Establishment Committee be deemed as confirmed.

EC 48.1.3 The Committee noted that the Minutes of its 47th 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 47th Meeting and confirmed the Minutes.

As regards the corrections desired by the Academic Coordination Division in the Minutes of the previous meeting vide their Note dated 26-04-2007, the Committee noted that the dates of confirmation indicated in the last column of the table contained in their note need to be rechecked as the confirmation in all the cases falling in the afternoon should be from the following date. The Committee, therefore, approved the confirmation of the employees subject to the above.

ITEM NO. 2 TO CONSIDER THE COUNTING OF PERIOD OF PAST SERVICE RENDERED BY PROF. PANDAV NAYAK, PROFESSOR OF POLITICAL SCIENCE FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 48.2.1 The item was taken up for consideration. The Member-Secretary informed the Committee that Prof. Pandav Nayak, Professor of Political Science joined the University on 8-5-1989. Before joining IGNOU, Prof. Nayak had worked in the North-Eastern Hill University (NEHU), Shillong from 1-6-1985 to 7-5-1989. Prof. Nayak has applied for counting of the past service rendered by him in the previous organization for the pensionary benefits in this University. The transfer of service rendered by the official in NEHU is permissible under the provisions of Clause 6(i) of Statute 23 of IGNOU Act. The pensionary liability in respect of the period of service rendered by Prof. Nayak has been remitted by NEHU to this University, as Rs.14,500/- towards Service Gratuity and Rs.9000/- towards Retirement Gratuity.

Prof. Nayak has also remitted the withheld amount of Rs.3,500/- by NEHU with interest.

EC 48.2.2 The Committee considered and approved the proposal for counting of service rendered by Prof. Pandav Nayak in NEHU from 1-6-1985 to 7-5-1989 for the purpose of pensionary benefits in the University.

ITEM NO. 3 TO CONSIDER THE REGULARIZATION OF TEMPORARY PROMOTION OF DEPUTY REGISTRARS AS JOINT REGISTRARS AND ASSISTANT REGISTRARS AS DEPUTY REGISTRARS

EC 48.3.1 The Item was taken up for consideration. The Member-Secretary informed that the Board of Management at its 83rd meeting held on 23-07-2005 considered the recommendations of the Departmental Promotion Committee and approved the promotion of certain Group 'A' Officers as Joint Registrar and Deputy Registrars. These promotions were purely on temporary basis. He further explained that a Deputy Registrar who has completed five years of service in the post is eligible for promotion as Joint Registrar as per the provisions of the R&P Rules. Similarly, an Assistant Registrar who has completed 13 years of service i.e., 08 years in the scale of Rs.8000-13500 and 05 years in the senior scale of pay of Rs.10000-15200 is eligible for promotion as Deputy Registrar. Shri R.K. Arora, Joint Registrar completed 05 years service in the cadre of Deputy Registrar on 28-02-2007 and Shri D.V.S. Shastri will be completing 13 years of service in the cadre of Assistant Registrar on 30-05-2007. The two officers have, thus, become eligible for promotion as Joint Registrar and Deputy Registrar on officiating basis with effect from 1-3-2007 and 31-5-2007, respectively. The Member-Secretary further apprised the Committee of the ACR gradings of Shri R.K. Arora and Shri D.V.S. Shastri clarifying that no vigilance or disciplinary cases are pending or contemplating against the two officers.

EC 48.3.2 The Committee approved the proposal of regularization of promotion of Shri D.V.S. Shastri as Deputy Registrar with effect from 31-5-2007. As regards, the regularization of Shri Arora, as Joint Registrar, some members raised the issue of creation of the post of Joint Registrar and the reference stated to have been made to MHRD/UGC on the issue. After detailed discussions, it was decided that the concerned file may be put up for the perusal of the Chairman, before his regularisation is considered by the committee.

EC 48.3.3 The file was placed before the Chairman. It was noted that the MHRD, in consultation with Department of Legal Affairs and Ministry of Finance, had communicated under their letter No.F.5-39/97-(U)(A) dated 18.6.1997 that the University is fully empowered to create posts. It was also noted that the UGC had communicated under their letter No.F.1-11/96(PS) dated 31-12-2002 that the post of Joint Registrar is not prescribed in the UGC guidelines.

EC 48.3.4 In view of the position explained above, the Chairman approved the regularization of appointment of Shri R.K. Arora as Joint Registrar with effect from 1-3-2007.

ITEM NO. 4 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF SHRI K. LAXMAN IN THE POST OF JOINT REGISTRAR

EC 48.4.1 The Item was taken up for consideration. The Member-Secretary informed that Shri K. Laxman on promotion assumed the charge of the post of Joint Registrar on 20-01-1998. Shri Laxman was placed under probation for a period of one year to adjudge his suitability for continuation in the post of Joint Registrar. However, before completion of the probation period, disciplinary proceedings were initiated against him and a penalty of reduction to a lower stage in the time scale was imposed on him for a period of 03 years 06 months without cumulative effect. He informed that the currency of the period of penalty expired on 29-06-2006. Since a penalty was imposed against Shri Laxman before

completion of the probation period, his probation in the post of Joint Registrar could not be lifted. In view of the above, it was proposed to lift the probation and confirm the services of Shri Laxman in the post of Joint Registrar with effect from 30-06-2006.

EC 48.4.2 The Establishment Committee considered and approved the lifting of probation and confirmation of Shri K. Laxman, Joint Registrar with effect 30-6-2006.

ITEM NO. 5 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP - A OFFICER

EC 48.5.1 The item was taken up for consideration. The Member-Secretary informed the Committee that Shri Rattan Singh was promoted as Assistant Engineer (E) on 22-11-2004 and was placed under probation for one year as per the University rules. Shri Rattan Singh completed the period of probation on 21-11-2005 and thus, became eligible for lifting of probation and confirmation in the post with effect from 22-11-2005. It is, therefore, proposed to lift the period of probation of Shri Singh and confirm him in the post of Assistant Engineer (E) with effect from 22-11-2005.

EC 48.5.2 The Establishment Committee considered and approved the lifting of probation and confirmation of Shri Rattan Singh, Assistant Engineer (E) with effect 22-11-2005. The Committee, however, noted the inordinate delay in processing the matter of lifting of probation and confirmation in this case and desired that the delay may be looked into and reported to the next meeting of the Establishment Committee.

ITEM NO. 6 TO CONSIDER THE REQUEST OF MS. MADHAVI SHARMA, SOFTWARE ENGINEER FOR PROMOTION TO THE POST OF SENIOR SOFTWARE ENGINEER IN THE PAY SCALE OF RS.12000-18300

EC 48.6.1 The item was taken up for consideration. The Member-Secretary informed the Committee that a post of Senior Software Engineer in the pay scale of Rs.12000-18300 has fallen vacant on 31-03-2007 on the retirement of Shri A.J. Rao. Ms. Madhvi Sharma who is senior most Software Engineer has requested for promotion to the post of Senior Software Engineer in relaxation of the period of service of 02 years and 01 month against the required period of service of 13 years, i.e., 08 years of service in the scale of pay of Rs.8000-13500 and 05 years of service in the scale of Rs.10000-15200. The Member-Secretary informed the Committee that with the approval of the Board of Management some Assistant Registrars and Deputy Registrars were promoted to the next post of Deputy Registrar and Joint Registrar granting relaxation in the length of service ranging from 02 years 06 months to 02 years and 08 months. Ms. Sharma has requested that her case may be considered for promotion to the next cadre of Senior Software Engineer on the same lines.

EC 48.6.2 The matter was discussed. The Committee felt that since the case related to grant of relaxation in the prescribed minimum period of service required for promotion to the higher post, the matter may be placed before the Board as an item for consideration of the Board of Management.

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

EC 48.7.1 The item was taken up for consideration. The Establishment Committee approved lifting of the probation and confirmation

of teachers/ academic staff at **S.Nos. 1, 3 to 7 and 9 to 22** with effect from the dates indicated against each, in the table below:

| S. No | Name and Designation | Date of joining | Date of completion of probation | Date of confirmation |
|--------------|---|------------------------|--|-----------------------------|
| 1 | Dr. Moti Ram ARD, Ranchi | 17.4.2006 | 16.04.2007(AN) | 17.4.2007 |
| 2 | Sh. Santosh Kumar Panigrahi ARD, Bhubaneswar | 19.4.2006 (AN) | 19.04.2007(AN) | 20.4.2007 |
| 3 | Sh. P. Namboothiripad ARD, Bangalore | 24.4.2006 | 23.04.2007(AN) | 24.4.2007 |
| 4 | Sh. Bhanu Partap ARD, Raipur | 26.4.2006 | 25.4.2007 (AN) | 26.4.2007 |
| 5 | Dr. Vardhini Bhattacharjee Regional Director, Guwahati | 1.5.2006 | 30.04.2007(AN) | 1.5.2007 |
| 6 | Sh. Mirza Nehal Ahmad Baig ARD, Srinagar | 1.5.2006 | 30.04.2007(AN) | 1.5.2007 |
| 7 | Sh. Dharma Rao Gonipati ARD, Koraput | 1.5.2006 | 30.04.2007(AN) | 1.5.2007 |
| 8 | Sh. Bir Abhimanyu Kumar ARD, Aizawl | 2.5.2006 (AN) | 2.5.2007 (AN) | 3.5.2007 |
| 9 | Sh. Mohan Sharma ARD, Karnal | 2.5.2006 | 1.5.2007 (AN) | 2.5.2007 |
| 10 | Ms. Moni Sahay ARD, Patna | 3.5.2006 | 2.5.2007 (AN) | 3.5.2007 |

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|----|---|-----------|----------------|------------|
| 11 | Sh. T. Ranjith Lecturer in Communication | 3.5.2006 | 02.05.2007(AN) | 03.05.2007 |
| 12 | Sh. Bimal Chandra Nanda ARD, Koraput | 4.5.2006 | 3.5.2007(AN) | 4.5.2007 |
| 13 | Sh. Pramesh Chandra ARD, Khanna | 8.5.2006 | 7.5.2007(AN) | 8.5.2007 |
| 14 | Sh. Manoj Tirkey ARD, Itanagar | 8.5.2006 | 7.5.2007(AN) | 8.5.2007 |
| 15 | Dr. A S Guha Jt. Director, RSD | 11.5.2006 | 10.05.2007(AN) | 11.5.2007 |
| 16 | Dr. B S Hansra Professor of Agriculture, SOA | 15.5.2006 | 14.5.2007(AN) | 15.5.2007 |
| 17 | Sh. Praveen Kumar ARD, Bhopal | 19.5.2006 | 18.5.2007(AN) | 19.5.2007 |
| 18 | Dr. Shailendra Kumar Yadav Reader in Agriculture | 26.6.2006 | 25.06.2007(AN) | 26.06.2007 |
| 19 | Dr. Prabhakar Singh Lecturer in Physics | 28.6.2006 | 27.06.2007(AN) | 28.06.2007 |
| 20 | Dr. Daniel Joseph Kuba ARD, Imphal | 30.6.2006 | 29.06.2007(AN) | 30.06.2007 |
| 21 | Ms. P. M. Sowjanya ARD, Bangalore | 10.7.2006 | 09.07.2007(AN) | 10.07.2007 |
| 22 | Dr. Silima Nanda Dy. Director, International Division | 14.7.2006 | 13.7.2007 (AN) | 14.7.2007 |

EC 48.7.2 However, in the case of persons appearing at **S.Nos. 2 and 8**, the Committee noted that in the case of the official joining in the afternoon, the date of confirmation should be from the day following the date on which the official completes the period of probation and approved the confirmation of Shri Santosh Kumar Panigarhi (S.No. 2) and Shri Bir Abhimanyu Kumar (S.No. 8) with effect from 20-04-2007 and 3-5-2007 instead of 19.4.2007 A.N. and 2.5.2007 A.N. respectively, as proposed by the Academic Coordination Division.

ITEM NO. 8 TO CONSIDER THE RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED FOR DEFINING ADEQUATE TECHNICAL QUALIFICATION IN RESPECT OF COMPUTER PERSONNEL

EC 48.8.1 The item was taken up for consideration. The Member-Secretary informed the Committee that the Departmental Promotion Committee (DPC) for computer personnel in its meeting held on 15-01-1998 while considering the cases for promotion to the post of Software Engineers had noted that the computer personnel should be encouraged to acquire additional qualification in the field of Computer Software by undergoing Diploma or Certificate Courses. The DPC meeting which took place on 16.3.2006 did not recommend the placement of Shri Bhupesh Khatri, Software Engineer in the senior scale of Rs.10000-15200 as the official did not possess adequate technical qualifications. The Member-Secretary further apprised the Committee that the R&P Rules provide that a Programmer who has completed 05 years of service and possesses adequate technical qualifications shall be considered for promotion to the post of Software Engineer. The Rules, however, do not define the term 'adequate technical qualifications'. He further informed that on the representation of Shri Khatri, whose case was not considered for placement in the senior scale on completion of 08 years of regular service, a Committee under the Chairmanship of Prof. Karmeshu was constituted for defining the 'adequate technical qualifications' for the post.

The Committee recommended that for promotion of a Programmer to Software Engineer, the MCA should be considered as the 'adequate technical qualification'. However, in respect of the present 05 incumbent Software Engineers, which includes Shri Khatri, the Committee recommended that the minimum qualification as PGDCA should be accepted.

EC 48.8.2 The matter was discussed in detail. The Committee noted the provisions under the existing R&P Rules of the University vis-à-vis, the recommendations of the Karmeshu Committee. The Committee approved that in respect of the 05 incumbent Programmers, PGDCA shall be essential for promotion to the next post. However, for future the Masters Degree in Computer Application (MCA) shall be the minimum essential qualification for placement/promotion of Programmers to Software Engineer. The revised qualification suggested by the committee is placed as **Annexure**.

ITEM NO. 9 TO REPORT THE MATTER OF COUNTING OF PAST SERVICE RENDERED BY PROF H P DIKSHIT, FORMER VICE-CHANCELLOR, IGNOU IN THE RANI DURGAVATI UNIVERSITY, JABALPUR FOR RETIREMENT BENEFITS

EC 48.9.1 The item was taken up for consideration. The Member-Secretary informed the Committee that Prof. H.P. Dikshit joined IGNOU as the Vice-Chancellor on 24-06-2001. Before joining IGNOU Prof. Dikshit held the post of Vice-Chancellor, MP Bhoj Open University, Bhopal from 1996 to 2001. He further informed the Committee that the Board of Management at its 73rd Meeting held on 25-10-2002 considered the matter relating to terms and conditions of service of the Vice-Chancellor and approved the extension of benefit of GPF Scheme of the University to Prof. Dikshit subject to transfer of service rendered by him at Rani Durgavati University, Jabalpur for the purpose of pensionary in this University and subject to discharge of the pensionary liability in respect of Prof. Dikshit by the R.D. University, Jabalpur. The Board further decided that the matter be

referred to the Visitor for approval in terms of the provisions of Statute 1(5)(iii). The Member-Secretary informed the Committee that the matter was referred to the MHRD for consideration of the Visitor and the approval of the Visitor was conveyed by the Ministry vide their letter dated 15-09-2006. He further informed the Committee that the Department of Higher Education, Government of M.P. vide their letter dated 16-01-2007 also conveyed the approval and also transferred the service benefits of Prof. Dikshit rendered by him in R.D. University, Jabalpur with a proviso that –

- (i) the pro rata amount representing the gratuity and commuted value of pension amounting to Rs.8,85,428/- shall be remitted by the R.D. University, Jabalpur.
- (ii) Prof. Dikshit will not be entitled for payment of pension/gratuity from R.D. University, Jabalpur, and,
- (iii) The liability to pay entire retirement benefits such as pension/gratuity to Prof. Dikshit shall lie with the IGNOU. Accordingly, an amount of Rs.8,85,428/- was remitted by the Government of MP vide their letter dated 20-2-2007 towards the capitalized value of retirement benefits for the service rendered by Prof.Dikshit in R.D. University, Jabalpur from 1-8-1969 to 31-12-2003 (i.e. 34 years 05 months). The amount has been deposited in the accounts of the University.

EC 48.9.2 The committee considered and approved the proposal.

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

(Dalip Kumar Tetri)
Member-Secretary

