

IGNOU

MINUTES OF THE 52ND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 22, 2008 AT 2.00 P.M. IN THE BOARD ROOM, BLOCK NO.8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor - Chairman
2. Prof. Parvin Sinclair, PVC - Member
3. Prof. N.V. Narasimham - Member
4. Prof. S.B. Arora - Member
5. Prof. Shatrughna Kumar - Member
6. Sh. S.K. Arora - Member
7. Shri K. Laxman, Registrar - Member-Secretary

Prof. Omprakash Mishra, Pro-Vice-Chancellor attended the meeting as Special Invitee.

At the outset, the Chairman welcomed the members to the 52nd Meeting of the Establishment Committee. He also welcomed Prof. Shatrughna Kumar, a Member of the Board of Management as the new Member on the Committee.

The following items on the agenda were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 51ST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 26, 2008 AND TO NOTE THE ACTION TAKEN THEREON

- EC 52.1.1 (i)** Registrar informed the Committee that the Minutes of the 51st Meeting of the Establishment Committee held on 26.3.2008 were circulated to the members and no comments have been received on the Minutes. The Minutes may be confirmed.
- (ii)** While considering the minutes of 51st Meeting of the Establishment Committee for confirmation it was informed that the recommendations of Prof. Parvin Sinclair Committee were not recorded in the minutes in toto. The Establishment Committee therefore, recommended that the Board may re-

consider the matter for rectification of the omission in the minutes of the 93rd Meeting of the Board of Management.

EC 52.1.2 With the above recommendations, the Establishment Committee confirmed the minutes of the 51st Meeting.

ITEM NO. 2 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY PROF. S.V.S. CHAUDHARY, PROFESSOR OF EDUCATION FOR PENSIONARY BENEFITS IN IGNOU

EC 52.2.1 The Committee considered and approved the counting of past service rendered by Prof. S.V.S. Chaudhary as Lecturer in Education with Doordarshan, Jaipur from 1.10.1981 to 1.3.1987 under Clause 6(i) of Statute 23 of the IGNOU Act with his service in IGNOU for pensionary benefit

ITEM NO. 3 TO CONSIDER THE CONFIRMATION OF SH. S.K. ARORA, LIBRARIAN & INFORMATION OFFICER.

EC 52.3.1 The Committee considered the case of Sh. S.K. Arora appointed as Librarian and Information Officer in the University. It was informed that the University acceded to the request of Shri S.K. Arora for allowing him to join the University on the terms of deputation in preference to the terms of appointment as direct recruitment on the recommendation of a duly constituted Selection Committee through open advertisement and selection. It was also informed that his deputation period has been extended with the concurrence of the lending organisation from time to time.

EC 52.3.2 The Committee noted the status of appointment of Sh. S.K. Arora and recommended that the services of Sh. Arora be confirmed in the University from the date of approval of the Board.

ITEM NO. 4 TO CONSIDER THE REQUEST OF DR. B.N. SABHAPANDIT, EX-REGIONAL DIRECTOR FOR COUNTING OF HIS PAST SERVICE RENDERED IN GAUHATI UNIVERSITY, GUWAHATI FOR THE PURPOSE OF PENSIONARY BENEFIT IN IGNOU

EC 52.4.1 The Committee noted that the pro rata retirement benefits in respect of Dr. Sabhapandit have since been received from

Gauhati University. The Committee approved the counting of past service rendered in Gauhati University by Dr. B.N. Sabhapandit, Ex Regional Director from 03.09.1971 to 28.11.1997 for the purpose of pensionary benefits in IGNOU.

ITEM NO. 5 TO CONSIDER THE CASE OF SHRI DALJEET SACHDEVA, PRODUCER (SR. SCALE)

EC 52.5.1 The Committee considered the case of Sh. Daljeet Sachdeva, Producer (Sr. Scale). It was informed that Establishment Committee at its 51st meeting held on 26.3.2008 sought the following information:

- (i) Whether adhoc appointment in the case of Sh. Daljeet Sachdeva as Producer was through a proper selection procedure and as per the recommendations of a Selection Committee constituted for the purpose.
- (ii) Whether adhoc promotion itself in the case should count for placement in the senior scale.
- (iii) Whether there are any similar cases settled in the past in the University

The above points were looked into. It is seen that Sh. Daljeet Sachdeva was appointed on adhoc basis against a leave vacancy. Further no orders were issued extending the period of Sh. Sachdeva from 14.9.1996 to 10.11.1996 but the salary was paid to him. It was explained that:

- (i) procedure in vogue was followed in promoting Sh. Sachdeva on adhoc basis.
- (ii) as far as counting of the period of adhoc service for placement in Sr. Scale is concerned, it qualifies under the provision of the Ordinance on Career Advancement Scheme, provided the appointment was not adhoc or in a leave vacancy of less than one year duration.
- (iii) the Committee was informed that there were precedents settled in the past viz. the cases of Dr. Madhu Tyagi and Ms. Poonam Bhushan.

EC 52.5.2 In the light of the clarifications offered above, the Committee recommended the following:

- i) To count the continuous period of adhoc appointment to the post of Producer from 14.9.1996 to 10.11.1996 for which

no order was issued; but salary was paid to him;

- ii) To count the adhoc service rendered in the post of Producer from 14.9.1995 to 10.11.1996 as qualifying service for placement in the Senior Scale of Rs.10000-325-15200 and consequently advance the date of his placement in Senior Scale of Rs. 10000-325-15200 from 11.11.2002 to 14.9.2001 (on completion of six years of service as Producer); and
- iii) To count the adhoc service rendered in the post of Producer from 14.9.1995 to 10.11.1996 as qualifying service for placement in the Selection Grade of Rs.12000-420-18300 and consequently advance the date of his placement in the Selection Grade of Rs.12000-420-18300 from 11.11.2007 to 14.9.2006 (on completion of 11 years of service as Producer / Producer (Sr. Scale) i.e. six years as Producer plus five years as Producer (Sr. Scale).

ITEM NO. 6 TO CONSIDER THE CONFIRMATION OF SH. R. SEVUKAN, LECTURER IN LIBRARY AND INFORMATION SCIENCE, SOSS TO COUNT HIS PAST SERVICES FOR THE PURPOSE OF CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU

EC 52.6.1 The Committee considered and approved the recommendation for counting of the past services rendered by Sh. R. Sevukan, Lecturer in Library and Information Science in Hindustan College of Engineering & Technology, Coimbatore as a Librarian from 10.8.2000 to 22.8.2001 and service rendered by him from 23.8.2001 to 16.7.2003 in the Arasu Engineering College, Kumbakonam as a Librarian in the pay scale of Rs.8000-275-13500 for the purpose of placement in the Senior Scale/Selection Grade/Promotion under the provisions of the Career Advancement Scheme (CAS) of the University.

ITEM NO. 7 TO CONSIDER THE REQUEST OF DR. KAMALIKA BANERJEE (KAR), LECTURER IN CHEMISTRY, SCHOOL OF SCIENCE TO COUNT HER PAST SERVICES FOR THE PURPOSE OF CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU.

EC 52.7.1 The Committee considered and approved the counting of past service rendered by Dr. Kamalika Banerjee, Lecturer in Mahishadal Raj College (Govt. sponsored), Purva Madinipur from 18.10.2001 to 28.3.2007 for placement in the Senior Scale/Selection Grade/Promotion under the provisions of Career Advancement Scheme (CAS) of the University.

ITEM NO. 8 TO CONSIDER THE CASE OF SH. I.S. KAPASIA, MANAGER, GUEST HOUSE FOR REGULARIZATION OF HIS SERVICES IN THE UNIVERSITY

EC 52.8.1 The item was taken up for consideration. It was explained that Sh. I.S. Kapasia was appointed initially as Manager, Guest House on adhoc basis for a period of 3 months w.e.f. 12.4.1988 on a consolidated pay of Rs. 1500/- per month because R&P Rules/Service Rules were not framed/adopted. It was further informed that the services of Sh. Kapasia as Manager, IGNOU Guest House were extended from time to time upto 29.11.1989 with breaks. This was followed by an offer to appoint him first as a Caretaker on adhoc basis in the pre-revised scale of Rs.1200-2040 which he declined. Subsequently, he was appointed as Supervisor (Guest House) w.e.f. 1.12.1989 purely on adhoc basis, which was extended till 30.4.1990 with breaks in service. He approached the High Court of Delhi praying for regularization of his appointment as Manager, Guest House and not to terminate his services. The Court passed the orders on 23.4.1990 to the effect that the petitioner's services will not be terminated till the next date. As a sequel to the above, the appointment of Sh. Kapasia as Supervisor, Guest House was continued from 3.5.1990 to 11.5.1994 in different spells with breaks in service. Thus his services were continued and extended from time to time in compliance of the Hon'ble Court's order. He has been continuing on adhoc basis without break since April 1994. Subsequently, the post of Supervisor, Guest House was merged with the post of Assistant in the pre-revised scale of Rs. 1200-2040 as per the decision of the Board of Management taken at its 31st meeting held on 1.12.1993.

EC 52.8.2 The Establishment Committee also noted that he is contributing to the GPF and he has been given the benefit of EL, LTC, Medical Reimbursement etc. which is generally extended to regular employees. He has been getting the annual increment. The Committee was informed that the High Court disposed the writ petition CM No.152/92 in CW 1207/90 vide their Orders

dated 21.3.1994 to the effect that the petitioner be placed in the running grade of Rs.1200-2040 (pre-revised) for the time being and subject to the final result of the writ petition, with the benefits of all the increments which would have been admissible to a regular employee in the grade and further the action taken by the University to place Sh. Kapasia in the running scale of Rs.1200-2040 on adhoc basis w.e.f. 12.4.1988 to 1.4.1994 with all the increments, arrears of pay and allowances as a result thereof, except the designation as Assistant. The Committee was apprised that the issue of regularization of adhoc employees has been considered in several other court judgments in the past; the significant aspect being that regularization of an employee shall be made following the R&P Rules of the organization and such regularization shall have only prospective effect.

EC 52.8.3

The Committee noted that the case of Sh. Kapasia was unique; he has been working in the University on adhoc basis since 12.4.1988, and many of the IGNOU employees, appointed on adhoc basis in the University during the period have already been adjusted in regular posts through selection process, whereas the case of Sh. Kapasia could not be taken up earlier due to the pending Court case. The Committee therefore, recommended that the services of Sh. Kapasia be regularized in the post of Assistant w.e.f. 12.4.1988, as personal to him. Consequent upon his regularization from the above date, his pay and the benefits under the Upward Movement Scheme of the University as applicable, will be fixed notionally, and the services rendered by him will also be counted for pensionary benefits.

ITEM NO. 9

TO CONSIDER THE REQUEST OF TECHNICIANS OF EMPC FOR GRANTING THE PAY SCALE OF RS. 4500-125-7000 FROM THE DATE OF THEIR JOINING/APPOINTMENT

EC 52.9.1

The Committee considered the proposal. After detailed deliberations, the Committee recommended the grant of scale of pay of Rs. 4500-125-7000 notionally w.e.f. the date of their joining in the post of Technicians. However, the financial benefits shall accrue to the concerned staff from the date of approval of the recommendation by the Board of Management.

ITEM NO. 10 TO CONSIDER GRANTING THE NEXT HIGHER SCALE TO GROUP-D EMPLOYEES UNDER THE UPWARD MOVEMENT SCHEME OF THE UNIVERSITY.

EC 52.10.1 The Committee was informed that the Group-D employees who have completed 8/16 years of service have requested for granting the next higher scale (scale of JAT and Assistant) under the Upward Movement Scheme (UMS) of the University in spite of not being eligible for placement under the UMS, since they do not possess the minimum qualification of Matriculation/Xth Standard, which is one of the essential conditions for grant of next higher scale under the UMS. The Committee also noted that about 98 Group-D employees had been given the benefit of UMS, although they did not possess the required qualification. Therefore, the matter was reviewed by the University in the year 2006 and a OM No. 376 dated 15.09.2006 was issued by the University wherein three years grace time was given by the University to acquire the requisite qualification. The Committee was also informed that there are more than 50 vacancies of JATs available for promotion, which the University is unable to fill up since the Group-D staff who are to be promoted as JATs do not possess the minimum qualification of Matriculation/Xth Standard as per the R&P Rules.

EC 52.10.2 The Committee therefore, deferred the consideration of this Item and directed the Administration Division to submit a detailed note in this regard.

EC 52.10.3 The requirement of typing should be made compulsory for promotion to the post of JAT and it should be at par with the criteria fixed for JATs recruited directly. The Administration Division shall submit a detailed note in this regard for further necessary action.

ITEM NO. 11 TO CONSIDER THE RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED FOR FRAMING THE R&P RULES OF PRINTING STAFF OF THE UNIVERSITY.

EC 52.11.1 The Establishment Committee considered the recommendations of the Committee constituted for framing of the R & P Rules of printing staff in the University. The Establishment Committee appreciated the recommendations for restructuring the cadre of the printing staff into (i) Editing stream and (ii) Print Production stream with two different entry points which, in turn, shall get merged at the level of Dy. Registrar (P).

EC 52.11.2 The Establishment Committee therefore, recommended that the essential qualification for appointment to the post of Assistant Editor may include a Diploma in Editing/Printing Technology both for promotion and direct recruitment.

ITEM NO. 12 TO CONSIDER R&P RULES FOR THE POST OF ASSISTANT REGISTRAR - MODIFICATION IN THE MINUTES OF ITEM NO.51.9.2(1)

EC 52.12.1 The Committee considered the amendments to the Resolution No.51.9.2. (1) of the previous meeting of the Establishment Committee and approved the modifications in the resolution, as under:

“The Committee approved the introduction of 3 (three) years experience interalia in the administration and/or finance in the scale of Rs. 6500-10500 as essential eligibility for the recruitment to the post of Assistant Registrar under Direct Recruitment”.(Res. No.EC 51.9.2(1))”

ITEM NO. 13 TO CONSIDER THE PROPOSAL FOR CREATION OF ONE POST OF DY. REGISTRAR AND ONE POST OF JOINT DIRECTOR BY REDUCING THE TWO POSTS AT ENTRY FEEDER LEVEL

EC 52.13.1 The Committee considered and noted that the recommendations of the Norms Committee were approved by the Board and the MHRD, and the anomaly has crept in as a result of error in calculations of the posts and there was no need for bringing up the agenda item before the Establishment Committee in this regard. The Committee therefore, directed that the anomaly be

rectified administratively and the action taken reported to the Board.

ITEM NO. 14 TO CONSIDER THE REQUEST OF DR. P. THIAGARAJAN FOR REMITTING THE PRO RATA RETIREMENT BENEFITS TO TNOU.

EC 52.14.1 The Committee approved the request of Dr. P. Thiagarajan for refunding the amount of pro rata dues and pension etc. drawn by him from IGNOU with interest at the current rates and to remit the pro rata retirement benefits to Tamil Nadu Open University for counting of his service rendered in this University for the purpose of pensionary benefits in Tamil Nadu Open University, subject to Dr. Thiagarajan

ITEM NO. 15 TO CONSIDER THE PROPOSAL FOR LIFTING OF PROBATION AND CONFIRMATION OF THE FOLLOWING TEACHER

EC 52.15.1 The Committee considered and approved the following proposals for lifting of probation and confirmation alongwith Items Nos. 16 and 17, as under:

Teacher:

S. No.	Name and Designation	Date of Joining	Date of completion of probation	Date of confirmation
1	Prof. Srikrishna Deva Rao, Professor of Law (School of Law)	30.4.2007	29.3.2008	30.4.2008

Non-Academics:

S. No.	Name and Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of lifting of probation
		From	To		
1.	Sh. Murali Mojeshwara Rao, Joint Director (Compute Div.)	20.3.2007	19.3.2008	Yes	19.3.2008 (A/N)
2.	Sh. G.Vijayaraju, Dy. Registrar	27.2.2007	26.2.2008	Yes	26.2.2008 (A/N)
3.	Ms. Saswati Bhattacharya, Asst. Registrar	27.2.2007	26.2.2008	Yes	26.2.2008 (A/N)

ITEM NO. 16 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP –A OFFICERS

EC 52.16.1 The Item was approved alongwith Item No.15

ITEM NO. 17 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP – A OFFICERS

EC 52.17.1 The Item was approved alongwith Item No.15

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

(K. LAXMAN)
Member-Secretary

ITEM NO. 10 TO CONSIDER GRANTING THE NEXT HIGHER SCALE TO GROUP-D EMPLOYEES UNDER THE UPWARD MOVEMENT SCHEME OF THE UNIVERSITY.

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