

# IGNOU

## **MINUTES OF THE 55<sup>TH</sup> MEETING OF THE “ESTABLISHMENT COMMITTEE” HELD ON MARCH 30, 2009 AT 05.15 P.M. IN THE CONFERENCE 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. B.S. Hansra - Member
4. Prof. Manohar Lal - Member
5. Prof. Shatrughna Kumar - Member
6. Shri U.S. Tolia, Registrar - Member-Secretary

Shri Sudhir Kumar Arora, Librarian could not attend the meeting due to illness. Shri D. Deb, Jt. Registrar and Shri S. Srinivasan, Dy. Registrar (Establishment) were present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 55<sup>th</sup> Meeting of the Establishment Committee. He also welcomed Prof. Manohar Lal, Director, SOCIS who was nominated as a new Member on the Establishment Committee.

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

### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 54<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JANUARY 10, 2009 AND TO NOTE THE ACTION TAKEN THEREON**

**EC 55.1.1** Registrar informed that the minutes of the 54<sup>th</sup> meeting of the Establishment Committee were circulated to the members.

**EC 55.1.2** The Committee noted the comment received from Director, ACD on the Minutes of 54<sup>th</sup> Establishment Committee meeting in respect of Item No.7 (Res. No. EC 54.7.3). Registrar (Admn) clarified that points (i) and (ii) in the said resolution were included in order to take abundant precaution in all such cases falling under CAS Scheme. The Committee, however, keeping in view the clarifications provided by the Director

(ACD) in the instant case, agreed to delete the words '*subject to the following*' and also the points (i) & (ii) under the said Resolution.

**EC 55.1.3** The Committee also noted the action taken report and confirmed the Minutes with the amendment to Resolution No.EC 54.7.3.

**ITEM NO. 2 TO COUNT THE PERIOD OF PAST SERVICE (22.8.1986 TO 24.9.2000) RENDERED BY DR. ABDUL GANI, REGIONAL DIRECTOR, SRINAGAR PRIOR TO JOINING IGNOU, FOR PENSIONARY BENEFITS IN IGNOU**

**EC 55.2.1** The Committee considered the above proposal and noted that pro rata retirement gratuity and the commuted value of Pension amounting to Rs.1,41,925/- and Rs.6,02,112/- have been remitted by the University of Kashmir for the period of service rendered by him with the University of Kashmir & that the case has been examined as per Rules. The Committee approved the case for counting of his past services in IGNOU, for pensionary benefits, for the approval of the Board of Management

**ITEM NO. 3 TO COUNT THE PERIOD OF PAST SERVICE (14.9.1998 TO 24.6.2006) RENDERED BY DR. SHAILENDRA KUMAR YADAV, READER IN IINRG PRIOR TO JOINING IGNOU FOR PENSIONARY BENEFITS IN THE UNIVERSITY**

**EC 55.3.1** The Committee considered the proposal and noted that pro rata retirement gratuity and service gratuity amounting to Rs.81,656/- and Rs.1,63,312/- have been remitted by the Indian Institute of Natural Resins and Gums (IINRG) for the period of service rendered by him with the IINRG & that the case has been examined as per Rules. The Committee approved the case for counting of his past services in IGNOU, for pensionary benefits, for the approval of the Board of Management.

**ITEM NO. 4 TO CONSIDER REVAMPING / STRENGTHENING OF LEGAL CELL**

**EC 55.4.1**

The item was taken up for consideration. The Registrar informed that the Legal Cell, under one Asst. Registrar (Legal), with skeletal support staff, has been entrusted with diverse nature of legal matters/court cases and of late, has been flooded with a large number of such cases primarily on account of judicial activism/RTI Act related references etc., concerning various Divisions/Schools of Hqs. as well as Regional Centres located across the length and breadth of the country. Also, the legal matters/court cases related to the Distance Education Council (DEC) (which does not have its own Legal Cell), is also looked after by this Legal Cell. Given the current manpower strength deployed in the Legal Cell vis-à-vis specialized/onerous task being handled by the Legal Cell, strengthening/revamping of this Cell was essentially required. Also, it was emphasized that the University should have its Standing Counsels in the select Hon'ble High Court/Apex Court to safeguard the interest of the University, as per the policy/practice being followed by the Ministries/Central Govt. Organisations and on the same terms & conditions (retainer-ship/case to case basis) in this regard. To sum up, the Registrar requested the Committee to consider the proposal for:

- (i) Creation of additional posts at Group-A, B & C level in the Legal Cell.
- (ii) To engage Standing Counsel in the Hon'ble High Court/Apex Court, on the terms & conditions (retainer-ship/case to case basis) as are in vogue in the Central Govt./Ministries/Autonomous bodies & so on.

**EC 55.4.2**

The Committee noted that the post of Asst. Registrar (Legal) is an isolated post (Ex-cadre) without any future growth or career progression. The Committee also considered the rationale of strengthening the Legal Cell and thereby creation of certain posts. Accordingly, the Committee approved the following:

1. Deputy Registrar (Legal)-01/Asst. Registrar (Legal)-01/Section Officer-01/PA or Stenographer-01 (total: 04 additional posts)
2. Exploring the possibilities to engage the Standing Counsels, proposed above.

**EC 55.4.3** The Committee agreed that suitable/requisite qualification and experience (if not already provided in the existing rules), be prescribed for all the posts whenever needed, in order to have an efficient Legal Cell and cope up/respond & meet all the legal requirement of the University in a very efficient as well as effective manner.

**ITEM NO. 5 REVIEW OF R & P RULES FOR NON-ACADEMIC EMPLOYEES OF THE UNIVERSITY**

**EC 55.5.1** The Committee considered the item and decided that an Expert Committee be constituted to review the R&P Rules prescribed further Non-academic employees of the University consisting of the following:

- (i) An outside expert (preferably a retired Sr. level Govt. officer) having vast experience & expertise in the matters of Establishment, Recruitment & Promotion in the Central Universities/Central Govt. Organizations/Central Autonomous Bodies.
- (ii) One internal expert in the R&P rules (Sr. Level)
- (iii) Finance Officer as Ex-officio member
- (iv) Registrar (Administration) as Ex-officio member
- (v) Jt. Registrar (Recruitment) as Convenor

The said Expert Committee would take into account the issues/promotional avenues as are in vogue in the Central Govt./Autonomous Bodies which follow Central Govt. Rules/Pay Scales and as provided in the MHRD OMs No.F.23-30/2008-TS.III dt. 03.10.2008 and No.1-32/2006.U.II/ U.I(ii) dt. 31.12.2008 relating to the VIth Central Pay Commission & which have direct bearing on our R&P Rules and thereby requiring appropriate/corresponding change(s) in the same & at the same time, also keeping in mind the specific/customized profile of employees including promotional avenues as may be required for the Open & Distance Learning (ODL) system & particularly in a Mega University like IGNOU having its unique requirement as compared to a conventional university system or a Governmental Organization.

**EC 55.5.2** In this context, the Establishment Committee inter-alia discussed the issue regarding appointment of Multi-Skilled

Personnel. It was informed that the University has initiated steps to engage Multi-Skilled Personnel (Group-C) on specific terms & conditions in order to supplement/meet shortage of the existing strength of clerical cadres etc. in the Schools/Divisions/RCs. The Committee felt that the need for Multi-Skilled Personnel in the University is necessary, keeping in view the large number of vacant posts in RCs (particularly in North-East/J&K etc.) as well as the 'varied nature' of work involved specially in the Schools and RCs in the distance education scenario. Therefore, steps should be taken to proceed for the appointment of Multi-Skilled Personnel, at the earliest & the matter be reported to the Board.

**ITEM NO. 6 INTRODUCTION OF NON-FUNCTIONAL SCALE TO SECTION OFFICERS / SPA**

**EC 55.6.1** The Committee considered the item. Sh. S. Srinivasan, Dy. Registrar (Establishment) gave a brief background of the issues to the members, in reference to existing R&P Rules vis-à-vis provision of non-functional scale or the Govt. of India and the issue arising out of revision of pay scales and allowances under the VIth Pay Commission having a direct bearing in terms of comparative financial loss to certain cadres (SO & SPA), thus creating frustration amongst them.

The Committee observed that the issue was discussed by the Board at its meeting held on 14.1.2009. The Committee decided that the matter should be relooked & referred to the R&P Rules Review Committee, to be constituted, as proposed for Item No.5, for taking a holistic view.

**ITEM NO. 7 TO CONSIDER THE GRANT OF LUMP SUM INCENTIVE FOR ACQUIRING FRESH HIGHER QUALIFICATIONS WHICH ARE USEFUL IN IGNOU OPERATIONS/ DISCHARGE OF HIGHER OFFICIAL WORK**

**EC 55.7.1** The item was taken up for consideration. The Committee noted that there already exists certain incentive for the employees of the University. The Committee recommended that the existing scheme should continue to be followed by the University for the following:

- a) One incentive increment for all non-academic staff who have completed Degree/Diploma in Management, Computer or Distance Education.
- b) 50% of the fee concession to all the non-academic staff of the University.
- c) A contingency grant of Rs. 5000/- to all non-academic staff on submission of theses for Ph. D programme as applicable to teachers.

The Committee considered the proposal and recommended that

- (i) the contingency grant of Rs.5000/- may be enhanced to Rs.7500/-.
- (ii) Fee concession of 50% of the programme (presently applicable to the Non-academic staff) may be extended to those dependant children/spouse of the lowest range/Group-C category only.

**ITEM NO. 8 TO CONSIDER THE PROPOSAL FOR CONDUCT OF WRITTEN EXAMINATION FOR RECRUITMENT TO THE POSTS OF JAT, STENOGRAPHER, DEO (Gr.C), SEMI-PROFESSIONAL ASST. AND ASST. REGISTRAR FOR IGNOU**

**EC 55.8.1** The item in this regard was tabled and the same was deliberated upon. The Registrar informed that due to large number of vacancies existing in various categories, administrative/operational difficulties were being faced for smooth running of various divisions/schools including new schools/Centres and Regional Centres for want of filling up of these posts and also particularly from the point of view that the University has not been able to fill up these posts under direct recruitment mode for the past several years due to one reason or the other. Further, pursuant to the constitution of the Committee consisting of the two Pro Vice-Chancellors, Finance Officers, Registrar (SED), Registrar (Admn), Head, Computer Div. and Jt. Registrar (Admn) and subsequent PowerPoint presentation given by M/s EdCil, a Govt. of India Enterprise under the Ministry of HRD, in regard to conduct the entire recruitment exercise (on turnkey basis), it was proposed to award the job to M/s EdCil.

**EC 55.8.2** The Committee considered the entire proposal and also noted that nearly 400 posts were lying vacant at various levels i.e. JAT to Asst. Registrar at Hqs and Regional Centres which were required to be filled up due to office exigencies. Accordingly, the Committee appreciated the initiatives in the matter and agreed that the aforesaid proposal be submitted to the Board for its consideration and approval.

At the end, due to paucity of time, the Committee decided to convene the extended meeting of the Establishment Committee in the month of April to take up the following issues/cases pending for want of details including financial implications etc.

- (i) Lifting of probation of Group-A Officers
- (ii) Grant of pay scale of Rs. 5000-8000 to Computer Operator Gr.-II (re-designated as CO-I) from the date of joining.
- (iii) Grant of pay scale of Rs.5500-9000 to Sr. Translators w.e.f. 1.1.96
- (iv) Report of the Committee constituted for framing the R&P Rules for Translation Cadre.

The Chairman also agreed to convene the extended meeting before 15.4.2009, so that the matter(s), requiring attention of the Board, could be placed accordingly.

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

**(U.S. TOLIA)**  
**Member-Secretary**