

IGNOU

MINUTES OF THE THIRTY-SECOND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON SEPTEMBER 25, 2002 AT 3.00 P.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. Shri D.C. Pant, Pro Vice-Chancellor
3. Prof. S.C. Garg, Pro Vice-Chancellor
4. Prof. B.B. Khanna
5. Shri Vikram Chandra , - Member-Secretary
Finance Officer/Registrar

Prof. N.K. Ambasht could not attend the Meeting.

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

At the outset the Chairman welcomed the new members, namely, Shri D.C. Pant, Pro Vice-Chancellor (as a member of the Board of Management), Prof. S.C. Garg, Pro Vice-Chancellor and Prof. B.B. Khanna, Director, School of Management Studies to the Establishment Committee.

Thereafter the agenda items were taken up for discussion.

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 31ST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 29, 2002

EC 32.1.1 Shri D.C. Pant, Pro Vice-Chancellor made a brief presentation of the recommendations of the 31st Meeting of the Establishment Committee held on May 29, 2002. The Committee was informed that no comments were received on these minutes. The Committee also noted the Action Taken Report on the decisions of the 31st Meeting of the Establishment Committee circulated to the members. The Committee suggested that a brief on the Minutes of the Establishment Committee should also accompany the action taken report for information of the Committee.

EC 32.1.2 With these suggestions, the Minutes of the 31st Meeting of the Establishment Committee held on May 29, 2002 were confirmed by the Establishment Committee.

ITEM NO. 2 TO CONSIDER THE LEAVE CASE OF SHRI ARJUN CHAWLA, CHIEF PROJECT OFFICER

EC 32.2.1 The Item was taken up for discussion with a brief presentation by Shri D.C. Pant, Pro Vice-Chancellor. He informed the Committee that Shri Arjun Chawla, Chief Project Officer had joined the University initially on deputation on 22nd November, 1988 and was absorbed in the services of IGNOU with effect from 11th June, 1992 vide Office Order dated 17th December, 1996. He further informed the Committee that Shri Chawla was sanctioned leave: Earned Leave for 99 days and Commuted Leave, 114 days from 12-3-1994 to 3-7-1994, during the period between the date of the absorption and the date of issuance of the Office Order in this regard. He further informed the Committee that while recasting his leave account after the absorption, it was revealed that he has availed a total of 130 days of Earned Leave in excess of his entitlement, and that Shri Chawla has requested that this period may be regularized by grant of Leave Not Due to be adjusted against future earnings.

EC 32.2.2 The Committee did not accede to the request of Shri Chawla and decided that he may reimburse the amount of Leave Salary drawn for period of earned leave availed during the period 11-6-1992 to 16-12-1996.

ITEM NO. 3 TO CONSIDER THE EFFECTIVE DATE OF IMPLEMENTATION OF THE UPWARD MOVEMENT SCHEME

EC 32.3.1 At the outset, Shri D.C. Pant, Pro Vice-Chancellor presented a brief of the proposal. He explained that a Scheme of Upward Movement was notified by the University which was effective from 31st December, 1999. The Scheme was based on the recommendations of the Administrative Reforms Committee which were approved

by the Board of Management at its 65th Meeting held on 31st December, 1999. According to this Scheme, the employees in the service groups B,C, D and also Group A posts, which were not covered under the UGC Guidelines, became eligible for placement in the next scale, if they had completed eight years of service for 1st Upward Movement and for 2nd Upward Movement, if they had completed 16 years of the Service, provided they did not get any promotion in the next post. The Committee was further informed that the Scheme was based on the Assured Career Progression Scheme of the Government of India.

EC 32.3.2

The Committee noted that the Scheme of Upward Movement as approved by the Board of Management in its 65th Meeting was reviewed by the Board of Management in the 72nd Meeting held on July 01, 2002. The Board of Management decided that the upward movement shall be restricted to two in entire career of the employee irrespective of the number of promotions he got earlier and will be with effect from the date of completion of 8 years in the grade / cadre. The Committee was further informed that an exercise to list out the employees who had completed eight years of service on or before 31-12-1999, some having completed 8 years as early as in July, 1996 but were allowed the benefit of one-time upward movement scheme from 27-9-1997 or from 31-12-1999 under the scheme of upward movement in operation, was also made.

EC 32.3.3

The matter before the Committee is regarding the effective date of the upward movement scheme, **i.e., from the date of approval of the scheme by the Board of Management (31-12-1999) or from the date the scheme was introduced by the Government of India (9-8-1999) or the date of introduction of the one-time upward movement scheme of the University (27-9-1997) or the date on which the employee completed 8 years of service**, in which case the scheme shall become effective from January, 1996.

EC 32.3.4

The item was discussed in detail. The Committee recommended that the matter may be placed before the Board of Management with the suggestion that it be examined by the Sub-Committee already constituted by the Board of Management for the purpose of taking a

decision on the effective date of implementation of this scheme.

ITEM NO. 4 **TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN APPOINTING PERSONNEL ON DEPUTATION AT THE IGNOU REGIONAL CENTRES IN KOHIMA AND RAIPUR**

EC 32.4.1 The Item was taken up for discussion. The members noted and ratified the action taken by the Vice-Chancellor in appointing Dr. T. Iralu as the Regional Director, Regional Centre, Kohima and Mrs. Jayashree Menon Kurup as Assistant Regional Director, Regional Centre, Raipur, on deputation, for a period of one and three years respectively.

ITEM NO. 5 **TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY PROF. B.S. SARASWAT, PROFESSOR OF CHEMISTRY FOR PENSIONARY BENEFITS IN THE UNIVERSITY**

EC 32.5.1 The Item was taken up for discussion with a brief presentation by Shri D.C. Pant, Pro Vice-Chancellor.

EC 32.5.2 The Committee was informed that Prof. B.S. Saraswat, Professor of Chemistry had joined the services in IGNOU on 10-08-1987 as a Reader in Chemistry. Before joining IGNOU, Prof. Saraswat had worked at Malaviya Regional Engineering College (MREC), Jaipur from 17-08-1978 to 9-08-1987. Prof. Saraswat has now requested that the period of service rendered by him at MREC, Jaipur be counted in the University for the purpose of pensionary benefits.

EC 32.5.3 The Committee noted that the Statutes of the IGNOU provided for counting of past service subject to the fulfillment of certain conditions. The Committee further noted that these conditions were satisfied in the case of Prof. Saraswat including the condition of release of accumulations in the CPF account of the official and the liability towards the gratuity.

EC 32.5.4 The Committee decided to recommend the proposal of counting of the past service rendered by Prof. B.S. Saraswat in his parent organization viz. Malaviya

Regional Engineering College, Jaipur to the Board of Management subject to the condition that Prof. Saraswat shall remit the amount of CPF and Gratuity already received by him from the organization with up to date interest as per the rules.

EC 32.5.5

The Committee further recommended that in the case of staff / faculty joining the University in future, the benefit of counting of the past service shall be extended only in the cases of staff working in a University established by the Centre/State Governments, the Deemed Universities and Colleges / Institutes of repute, recognized and affiliated to the Universities established by the Centre/State Government.

ITEM NO. 6

TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN CONSTITUTING A COMMITTEE TO CONSIDER PROPOSALS FOR ENGAGEMENT OF CONSULTANTS BEYOND THE AGE OF 65 YEARS

EC 32.6.1

The Item was taken up for discussion. Shri D.C. Pant, Pro Vice-Chancellor explained that the University since its inception had been following the policy of employing a small core faculty which was assisted by senior academics as Course Writers as full-time / part-time Consultants at different levels. However, as a matter of policy, the Consultants are not ordinarily engaged beyond the age of 65 years. He further explained that with a view to streamline the procedure, it was considered necessary that the University have a Standing Committee for assessing the proposals received from Schools for engaging faculty beyond age of 65 years as Consultant. The Vice-Chancellor has constituted the following Committee:

- (i) Pro Vice-Chancellor in charge of the - Chairman
School
- (ii) Two members of the BOM to be - Member
nominated by the VC
- (iii) A subject expert not in the service - Member
of the University to be nominated
by the Vice-Chancellor.
- (iv) Director of the School concerned - Member

EC 32.6.2 The Committee ratified the action taken by the Vice-Chancellor in constituting a Committee to assess the proposals for engagement of faculty after 65 years of age in exceptional cases and for meeting special requirements.

EC 32.6.3 The Committee further considered and ratified the decision of the Vice-Chancellor that three members of the Committee shall form the quorum. The recommendations of the Committee shall be placed before the Establishment Committee for a decision.

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

EC 32.7.1 The Item was considered. The Committee recommended the lifting of probation and confirmation of Ms. Kumud Verma, Assistant Regional Director, Regional Centre Delhi II and Dr. B.P.R. Narasimha Rao, Regional Director, Bangalore from the dates, 18-09-2001 and 21-01-2002 respectively, in their respective posts.

EC 32.7.2 The Committee, however, desired that a complete list of the faculty who have cleared the PGDDE programme may be furnished to the Committee for information.

ITEM NO. 8 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN CONSTITUTING A COMMITTEE TO CONSIDER PROPOSALS FOR ENGAGEMENT OF SENIOR CONSULTANTS, CONSULTANTS, ETC. BEYOND THE AGE OF SUPERANNUATION

EC 32.8.1 The Item was taken up for discussion with a brief presentation by Shri D.C. Pant, Pro Vice-Chancellor. He explained that in the established universities, senior level persons were always available to take care of situations as a second line of defence when the Head of the Division / Unit resigned or retired. In the IGNOU,

however, this second line of experienced officers in similar circumstances was generally missing in almost all the Divisions. To enable the University to continue the desired output in different services, it has been utilizing the services of Officers beyond the age of superannuation, re-employing them as Senior Consultants, Junior Consultants, etc. in very exceptional and need based situations. It is felt that in future also the University may have to engage the services of the Officers after their retirement, particularly, on advising the University on the matters relating to administration, finance, examinations, material distribution, student support services, etc.

EC 32.8.2

To streamline the procedure in this regard the Vice-Chancellor has constituted a Committee to examine and assess the proposals. The Committee shall consist of the following:

- (i) Pro Vice-Chancellor to be nominated- Chairman by the Vice-Chancellor
- (ii) Two members of the BOM to be - Member nominated by the VC
- (iii) A Vice Chancellor of an Open - Member University to be nominated by the Vice-Chancellor.
- (iv) An eminent educational - Member Administrator to be nominated by the VC

Three members including the member at S.No. (iii) above shall form the quorum. The recommendations of the Committee shall be placed before the Establishment Committee for a decision.

EC 32.8.3

The Committee ratified the action taken by the Vice-Chancellor, in constituting a Committee as in Sub-Para 32.8.2. The Committee decided that the re-course to engagement of officers beyond the age of superannuation shall be resorted to in very exceptional cases for meeting special requirements.

ITEM NO. 9 TO CONSIDER THE ISSUE OF IMPLEMENTATION OF PART-B SCALES AS RECOMMENDED BY THE PAY COMMISSION, 1996 IN RESPECT OF COMPUTER OPERATORS, JUNIOR ENGINEERS

EC 32.9.1 The Item was taken up for discussion with a brief presentation by Shri D.C. Pant, Pro Vice-Chancellor. He informed the Committee that the Computer Operators in the University have been pressing, time and again, for implementation of the recommendations of the 5th Central Pay Commission as contained in Part B. He further informed the Committee that some organizations have already adopted these recommendations though, these are yet to be implemented by the Government of India for their staff.

EC 32.9.2 After detailed discussion, the Committee decided that the financial implication of the proposal for revision of pay scales of Computer Operators/Assistant Programmers and Junior Engineers under Part B as under may be worked out and the matter together with detailed financial estimates be placed before the Finance Committee for its consideration:

The details of scales of pay :-

Sl. No.	Cadre Name	Present pay scale	Proposed pay scale
1.	Computer Operator – II	Rs. 3050-4590	Rs. 4000-6000
2.	Computer Operator – I	Rs.4500-7000	Rs. 5000-8000
3.	Asstt. Programmer	Rs. 5000-8000	Rs. 5500-9000
4.	Jr. Engineer	Rs. 4500-7000	Rs. 5000-8000

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

**REGISTRAR
MEMBER SECRETARY**

