

## IGNOU

### **MINUTES OF THE THIRTY-THIRD MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FEBRUARY 27, 2003 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, Chairman, National Institute of Open Schooling could not attend the Meeting.

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

The following items were taken up for discussion:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 32<sup>ND</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON SEPTEMBER 25, 2002**

**EC 33.1.1** The item was taken up for discussion. Shri D.C. Pant Pro Vice-Chancellor informed the Committee that the Minutes of the 33<sup>rd</sup> Meeting of the Establishment Committee were circulated to the Members. No comments have been received on the Minutes.

**EC 33.1.2** The Minutes of the 33<sup>rd</sup> Meeting of the Establishment Committee were confirmed. The action taken on the resolutions/decisions taken in the 33<sup>rd</sup> Meeting of the Establishment Committee were noted by the Committee.

**ITEM NO. 2                    TO CONSIDER THE PROPOSAL ON  
COUNTING OF PAST SERVICE OF MS.  
SHANTA LAXMI, SECTION OFFICER FOR  
THE PURPOSE OF RETIREMENT BENEFITS  
IN IGNOU**

**EC 33.2.1**                    The Item was taken up for discussion. It was explained that Ms. Shanta Laxmi, Section Officer had joined the service in the University as Sr. Assistant on 6-1-1994. Before joining the IGNOU, Ms. Laxmi worked in the Ministry of Industry/Ministry of Textile Govt. of India. Ms. Laxmi has, now, requested the University to count the past services rendered by her in the previous department for the purpose of retirement benefits.

**EC 33.2.2**                    The Committee noted that the conditions laid down under the Statutes of the University were satisfied in this case. The Committee further noted that the pro-rata dues in respect of the services rendered by the official with the Ministry have been remitted by the Ministry authorities and the amount has been credited in the University accounts. The Committee also noted that the official had opted for GPF Scheme in the University.

**EC 33.2.3**                    The Committee approved the proposal to count the services rendered by Ms. Laxmi with the Government of India, Ministry of Industry/Ministry of Textile for the purpose of pensionary benefits in the IGNOU.

**ITEM NO. 3                    TO CONSIDER THE REQUEST OF SHRI O.P.  
BANGIA FOR COUNTING OF HIS PAST  
SERVICE FOR THE PURPOSE OF  
PENSIONARY BENEFITS IN IGNOU**

**EC 33.3.1**                    The Item was discussed. It was explained that Shri O.P. Bangia, Assistant Registrar had joined the University on 26<sup>th</sup> February, 1987, retaining lien in his parent Department, viz., Delhi Administration. Shri Bangia has, now, requested the University to count the services rendered by him in his parent organisation for the purpose of pensionary benefits, condoning the delay in exercise of the option in the matter. The

Committee further noted that Shri Bangia also received pro-rata pensionary benefits from the parent office in 1992-93, which he has offered to deposit in the University, together with interest. The Committee also noted that the official has opted for GPF Scheme in the University.

**EC 33.3.2**

The Committee noted that the conditions laid down under the Statutes of the University in this regard, were fulfilled in this case, and approved the proposal of counting of past service rendered by Shri Bangia with Delhi Administration from 26-07-1969 to 25-02-1987 condoning the delays in exercise of the options for the purpose of pensionary benefits in the University, accepting the pro-rata benefits received by Shri Bangia from Delhi Administration together with the interest as may be due as per rules.

**ITEM NO. 4**

**TO CONSIDER THE PROPOSAL ON COUNTING OF PAST SERVICE OF SHRI ARJUN CHAWLA, CHIEF PROJECT OFFICER FOR THE PURPOSE OF RETIREMENT BENEFITS IN IGNOU**

**EC 33.4.1**

The item was taken up for discussion. It was explained that Shri Arjun Chawla Chief Project Officer joined IGNOU initially on deputation from the Government of NCT, Delhi, and was absorbed with effect from 11.6.1992. He has, now, requested the University to count the services rendered by him in his parent organization for the purpose of pensionary benefits.

**EC 33.4.2**

The Committee noted that the conditions laid down under the Statutes of the University in this regard have been fulfilled. The pro-rata benefits in respect of the services rendered by Shri Chawla have been remitted by his parent organization and the amount has been credited in the University accounts. The Committee also noted that the official has opted for GPF Scheme in the University.

**EC 33.4.3**

The Committee approved the proposal.

**ITEM NO. 5**

**TO CONSIDER THE CASES OF GROUP “D” OFFICIALS, WHO WERE GIVEN SELECTION GRADE AFTER COMPLETION OF 8 YERS OF SERVICE IN THE YEAR 1995 FOR SECOND UPWARD MOVEMENT**

**EC 33.5.1**

The Item was taken up for discussion. Shri D.C. Pant, Pro Vice-Chancellor informed the Committee that as per a decision taken in 1994 with the approval of the Board of Management, a scheme of selection grade for the attendants was operated in the University with the designation of Attendants (Selection Grade) and some attendants were placed in the grade in the Pay Scale of Rs.950-1500. The scheme was followed, till the date of adoption of the Scheme of Upward Movement, with effect from 9-8-1999. He further explained that the scheme of upward movement for non-academic staff was based on the Assured Career Promotion (ACP) Scheme of the Government of India which is conditional to the fact that an employee while accepting the said benefits under ACP Scheme shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of regular vacancy. It further says that if a person has got one financial upgradation, and refuses regular promotion in the event of the occurrence of a vacancy, and is debarred for one year, and promoted subsequently to the higher post, on regular basis, he shall be eligible for second upgradation only after completion of the essential residency period, plus one year. Thus, the regular promotion which occurs after first financial upgradation, is not a bar to second upward movement, since the regular promotion is in the same scale of first financial upgradation. The above scheme of ACP, besides these conditions, is also subject to fulfillment of normal promotion norms.

**EC 33.5.2**

The Committee approved the proposal of grant of second upward movement in respect of the officials who were placed in the next scale under the scheme approved in 1994, subject to completion of 16 years of service irrespective of the fact that they got the first upward movement which is in the same scale of pay subject further to fulfillment of other conditions and norms.

**EC 33.5.3**

The Item was discussed. The Committee agreed that the conditions of upward movement which came into existence since 9<sup>th</sup> August, 1999 can not be made applicable to the officials who were given higher scales in the past and they cannot be denied the second upward movement since the present scheme of upward movement prescribed certain conditions which could not be made applicable retrospectively.

**ITEM NO. 6**

**TO CONSIDER THE PROPOSAL FOR RE-DEPLOYMENT OF DRIVERS**

**EC 33.6.1**

The Item was taken up for discussion. It was explained that the University has decided to reduce the fleet of the staff cars. As many as fire vehicles have already been condemned and four more are under condemnation. The proposal was to utilize the services of these staff car Drivers, who would become surplus extenually, deploying them to equivalent cadres, after calling for options. It was further explained that the scales applicable to the Drivers, are same as for the JATs, Xerox Operators, Library Attendants, etc. The Drivers who possess the essential qualifications for the post of JAT, i.e., matriculate or equivalent will be redeployed as JATs with the condition that they shall pass the typing test within a period of one years.

**EC 33.6.2**

The Committee decided to approve the proposal subject to the following conditions:

- (i) The Drivers with higher secondary/ equivalent qualifications shall be taken as JAT, initially.
- (ii) The seniority of the drivers in the JATs cadre, will be counted from the date of their switch over to the said cadre.
- (iii) They will carry the scale of pay granted to them, under the upward movement scheme which will be personal to them.
- (iv) They will become eligible for promotion as Assistants only according to their seniority in

the cadre of JAT, fixed under Clauses (i) above and only on fulfilling the prescribed eligibility conditions for such promotion.

**ITEM NO. 7 TO REPORT THE RECRUITMENT AND PROMOTION RULES FOR ENGINEERING STAFF OF CONSTRUCTION AND MAINTENANCE DIVISION**

**EC 33.7.1** The Item was taken up for discussion. It was explained that the existing Recruitment & Promotion Rules for non-academic staff do not contain any provisions in respect of certain cadres pertaining to the engineering staff of CMD. A Committee was constituted by the Vice-Chancellor for the purpose of framing the R & P Rules for these cadres under the chairmanship of a Pro Vice-Chancellor. The Committee submitted its recommendations, which included besides the above positions also the positions of Assistant Engineer (Civil)/(Electrical), JE (Civil)/(Electrical) and the Draftsman. These recommendations were approved by the Vice-Chancellor.

**EC 33.7.2** The Establishment Committee considered the recommendations of the Committee contained in the **Annexure – 1, 2 and 3** with regard to the recruitment and promotion for the engineering positions of the Construction and Maintenance Division of the University and also in respect of other cadres of the Division, viz., Assistant Engineer (Civil)/(Electrical), J.E. (Civil)/(Electrical) and the Draftsman, and others as contained in the Annexure – 1, 2 & 3, in partial amendment to the existing R & P Rules of in so far as the provisions exist in the said Rules. The Committee resolved that in respect of post at Sl.No. 2 and 3 of Annexure – 1, i.e., the post of Chief Project Officer and Chief Engineer (Civil)/ (Electrical), the method of recruitment shall also be by promotion / deputation and in respect of the post of Assistant Engineer (Civil)/(Electrical), (Sl.No. 1, Annexure – 2) the method of recruitment shall be 2:1, i.e., two by promotion and one by direct selection.

**EC 33.7.3** The Establishment Committee further noted that as per the extant policy of the University, positions in Group

'C' grades are filled in by cent percent promotion only which shall apply mutatis mutandis in respect of these cadres. The Committee further recommended that there shall be another cadre in between the cadres of Junior Engineer and Assistant Engineer in the scale of pay of Rs.6500-10000.

**ITEM NO. 8**

**TO CONSIDER THE SCHEME FOR UPWARD MOVEMENT FOR NON-ACADEMIC STAFF OF EMPC**

**EC 33.8.1**

The Item was taken up for discussion. It was explained that a Scheme of Upward Movement for non-academic staff as appointed by the Board of Management in its 72<sup>nd</sup> Meeting was already in operation in the University. The proposal was to extend the decisions of the Board of Management, to the non-teaching staff, working in the Electronic Media Production Centre, at par with the other staff working in other Divisions of the University as under:

- (1) The employees belonging to Group 'A' including isolated cadres in Group 'A' be granted senior scale on completion of 8 years of service in the lower grade and be considered eligible to be granted promotion to the next higher post on completion of 13 years of service in the grade. These employees will, however, not be eligible for benefit of upward movement recommended for the employees of Group B, C and D.
- (2) The ratio of promotion and direct recruitment to the cadre of Group 'A' officers in the scale of pay of Rs.8000-13500 will be in the ratio of 2:1.
- (3) Promotion to the Group 'A' positions in the scale of pay of Rs.12000-18300 will be 100% from amongst the Group 'A' Officers with 5 years of eligible service in the senior scale of Rs.10000-15200 (a total of 13 years of service as Group 'A' Officer).

- (4) No promotion or recruitment on ad-hoc basis be made against these positions hereafter.
- (5) Rest of the conditions governing the recruitment/promotion including the qualifications will remain as prescribed by the University.

**EC 33.8.2** The Committee decided to approve the proposal of extension of the Scheme of upward movement to the non-teaching staff in the Electronic Media Production Centre at par with their counterparts in other Divisions of the University in partial modification of the R & P Rules of the non-teaching staff of Electronic Media Production Centre.

**EC 33.8.3** The Committee resolved to implement the scheme only in the case of Group 'A' officers in the scale of pay of Rs.8000-13500 who are eligible for placement in the senior scale of Rs.10000-15200 and for promotion to the next post in the grade of Rs.12000-18300 after completion of five years in the senior scale.

**ITEM NO. 9** **TO CONSIDER THE REQUEST OF MS. CHUNNI KAUL FOR COUNTING OF HER PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 33.9.1** The Item was considered. The Committee approved the proposal of counting of past services rendered by Mrs. Chuni Kaul in her parent office in the Ministry, condoning the delay in exercise of the option in this regard, for the purpose of pensionary benefits, subject to the condition that Mrs. Kaul shall deposit the pro-rata pensionary benefits received by her from her parent office, together with interest as may be due as per Rules.

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

**REGISTRAR  
MEMBER-SECRETARY**





