

IGNOU

MINUTES OF THE THIRTY-FOURTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 22, 2003 AT 4.00 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. N.K. Ambasht
5. Dr. P.K. Mehta
6. Prof. A.S. Narang, Registrar - Member-Secretary

Prof. B.B. Khanna could not attend the Meeting.

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

At the outset, the Vice-Chancellor welcomed the members to the 34th Meeting of the Establishment Committee, a Standing Committee of the Board of Management. The Chairman also welcomed Dr. P.K. Mehta, Finance Officer and Prof. A.S. Narang, Registrar as new members to the Establishment Committee, whereafter the agenda items were taken up and following decisions were arrived at:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 33RD MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FEBRUARY 27, 2003.

EC 34.1.1 The Minutes of the 33rd Meeting of the Establishment Committee were taken up for confirmation. The Committee noted that no comments on the Minutes were received from the members. However, in respect of Item No. 7, certain typographical errors crept in which were corrected as under:

Resolution No.EC 33.7.2:

- (i) In the 6th line from bottom the words “Chief Engineer” should be read as “Executive Engineer”.

- (ii) Qualification for the post of Chief Project Officer may be read as under:

Essential – Degree in Civil/Electrical Engineering

Desirable - Knowledge of Computer Aided Design

EC 34.1.2

The Committee further noted that the Minutes of 33rd Meeting of the Establishment Committee were placed before the Board of Management in its 74th Meeting held on 28th February, 2003 and were approved. With these observations, the Minutes of the 33rd Meeting of the Establishment Committee were confirmed.

The action taken on the resolutions/decisions taken in the 33rd Meeting of the Establishment Committee were noted by the Committee.

ITEM NO. 2

TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF SHRI RAM KISHAN, TRANSLATION OFFICER FOR THE PURPOSE OF RETIREMENT BENEFITS IN IGNOU

EC 34.2.1

The item was taken up for discussion with a brief presentation by Shri D.C. Pant, Pro Vice-Chancellor. It was explained that Shri Ram Kishan, Translation Officer had joined the University on 1-9-1989 from NIEPA where he had worked from 16-3-1963 to 31-8-1989. Shri Ram Kishan has, now, requested the University to count the past services rendered by him in the previous department for the purpose of retirement benefits.

EC 34.2.2

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 NIEPA have been remitted by NIEPA and the amount has been credited in the University accounts.

EC 34.2.3 The Committee approved the proposal to count the services rendered by Shri Ram Kishan with NIEPA for the purpose of pensionary benefits in the IGNOU.

ITEM NO. 3 **TO CONSIDER THE REQUEST OF DR. D.D. KAUSHIK, REGIONAL DIRECTOR (Rs.16400-22400), IGNOU RC, BHOPAL FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

EC 34.3.1 The Committee was informed that the matter was earlier considered by it vide Resolution No. EC 31.5.1 and 2 of its 31st Meeting held on 29-5-2002 and approved by the Board of Management in its 72nd Meeting subject to the Barkatullah University transferring the capitalised value of the services rendered by Dr. Kaushik in that University. Barkatullah University, however, regretted its inability to do so as its rules did not provide for payment of pension and gratuity at the time of relief of Dr. Kaushik from that University.

EC 34.3.2 The matter was, therefore, examined further in consultation with Finance and Accounts Division. It was appreciated that the question of payment of capitalised value was not relevant in the case of those covered under CPF Rules and the employer's share of CPF accretions only was required to be remitted in such cases. Dr. Kaushik has remitted the employer's share of CPF accretions received by him from the parent organization. Further, the appointment of Dr. Kaushik in this University was in public interest and thus, the conditions prescribed under Clause 6(ii) of Statute 23 stand satisfied in this case.

EC 34.3.3 The Committee approved the proposal for counting of the services rendered by Dr. D.D. Kaushik at Barkatullah University, Bhopal for the purpose of retirement benefits in the IGNOU.

ITEM NO. 4 TO CONSIDER AND APPROVE THE TERMS AND CONDITIONS FOR EMPLOYMENT OF CASUAL LABOUR

EC 34.4.1

The item was taken up for discussion with a presentation by the Registrar. It was explained that the work load in the University has increased manifold over the years and owing to a ban on recruitment of staff other than the teaching and a few other posts, the University has not been able to make regular appointments. The University has been utilising the services of Attendants, Computer Operators and others on payment of daily wages, as prescribed by the Government from time to time. Some of the daily wagers have been working in the University for more than a year with suitable breaks without being regularized. It was further mentioned that the Government of India guidelines provide for relaxation in the age to the extent a casual worker has been in the service continuously, hence the proposal to relax the age in respect of such persons while considering them for regular appointment alongwith others sponsored by Employment Exchange.

EC 34.4.2

The Committee resolved to appoint a Sub-Committee with the following members to look into the entire gamut of engagement of attendants on daily wage basis and the issues involved and desired that a sound proposal should be put up before the Establishment Committee for consideration at its next meeting:

- (i) Shri D.C. Pant, Pro Vice-Chancellor-Chairman
- (ii) Prof. S.C. Garg, Pro Vice-Chancellor
- (iii) Prof. N.K. Ambasht
- (iv) Prof. A.S. Narang, Registrar

ITEM NO. 5 TO CONSIDER AND APPROVE RATIONALISATION OF CADRES IN TRANSLATION AND HINDI CELLS

EC 34.5.1

The Committee was informed that there are two Units in the University dealing with work relating to Hindi, (i) dealing with translation work relating to course units attached to School of Humanities and the other (ii) for implementation of the official languages Act. As per a decision of the Board of Management, the cadres of Translation Officers in the Scale of Pay of Rs.6500-10500 are required to be filled up, 100% by promotion of Senior Translators in the scale of Rs.5500-9000. There is no further promotion for this cadre as the post of Hindi Officer and Assistant Director (in the scale of Rs.8000-13500) are required to be filled in by direct recruitment. It was also clarified that the duties / functions of the translation cadres in the University are comparable to those in the Central Translation Bureau, Government of India, but the qualifications and experience are relatively higher.

EC 34.5.2

After deliberating the proposal in detail, the Committee recommended as under:

- (i) The post of Assistant Director (Translation) and Deputy Director (Translation) be redesignated as Lecturer (Translation) and Reader (Translation) respectively and be filled by direct recruitment subject to UGC guidelines as in case of teachers. The incumbents will be eligible for CAS and such other benefits as are available to teachers in corresponding scales.
- (ii) The pay scales of Senior Translators be revised to Rs.6500-10500 as against the scale of Rs.5500-9000.

The post of Translation Officer be redesignated as Assistant Registrar (Translation) in the scale of Rs.8000-13500. The Senior Translator shall be eligible for

promotion to the post of Assistant Registrar (Translation) in the pay scale of Rs.8000-13500 after completion of five years of service in the scale of Rs.6500-10500.

- (iii) The pay scales of the post of Assistant Registrar (Translation) may be filled, 66.75% by promotion of Senior Translators with 5 years of service in the grade of Rs.6500-10500 and, 33.25% by direct recruitment.
- (iv) The Assistant Registrar (Translation) will be entitled to the senior scale of Rs.10000-15200 on completion of 8 years of service in the grade of Rs.8000-13500. Further promotion to the post of Deputy Registrar (Translation) may be governed by the provisions of R & P Rules of IGNOU on the basis of common seniority list of Assistant Registrars.
- (v) The Hindi Officer may be put in the cadre of Assistant Registrars for the purpose of grant of senior scale or selection grade on the same terms and conditions as are applicable to the Assistant Registrar's Cadre.

EC 34.5.3

This is subject to the following conditions:

- (i) That an exercise may be done to compare the pre-revised / revised scales of the post of Senior Translator with other equivalent scale/posts in the University.
- (ii) That they will continue to do the translation work in the University as hitherto irrespective of their designation.

**ITEM NO. 6 TO CONSIDER AND APPROVE LIFTING OF
PROBATION AND CONFIRMATION OF THE
ACADEMIC STAFF**

EC 34.6.1 The Committee noted that Ms. Manjula Saxena, Assistant Regional Director has completed the period of probation and has also enrolled for PGDDE programme of the University. The Committee approved the proposal for confirmation of Ms. Manjula Saxena, ARD on completion of her period of probation on 3-8-2002.

EC 34.6.2 The Committee further desired that an addendum to the Action Taken Report be made providing the list of teachers/academics who have registered and qualified or not yet qualified the PGDDE programme and whether the objectives have been met. Further,

- a condition be imposed for completing the programme within a specific time limit to be eligible for increment.
- that there may be a refresher course(s) in Distance Education for the teachers engaged in Open and Distance Education system Universities and it should be a condition that they would be considered for further promotions, etc., only on completion of such a course.
- The refresher course be made available to the teachers of other open universities and teachers of National Institute of Open Learning also besides the teachers of IGNOU.

EC 34.6.3 The Committee further decided that a Sub-Committee consisting of the Pro Vice-Chancellor (P), Pro Vice-Chancellor (G), Director (Academic Coordination) and Prof. N.K. Ambasht, may examine the matter further and forward its recommendations in due course.

ITEM NO. 7 TO CONSIDER AND APPROVE THE REVISION IN THE R&P RULES FOR THE ENGINEERING STAFF OF CMD

EC 34.7.1 The Committee was informed that the R&P Rules for the Engineering Staff were considered by the Establishment Committee in its 23rd meeting held on February 27, 2003. These Rules were subsequently approved by the Board of Management in its 74th Meeting. However, while implementing the Rules certain anomalies were observed, which required a review.

EC 34.7.2 After a detailed discussion, the Committee recommended that no revisions were called for as far as the posts at S.Nos. 1 to 3 of the Appendix were concerned. The Committee, therefore, directed that these may be withdrawn from the Agenda. As regards the posts at S.Nos. 4 and 5, the Committee approved the revised qualifications, etc. for these posts, as proposed –

- With regard to the posts at S.Nos. 6 to 12, the Committee approved the revised proposals for recruitment and promotion. Where the incumbents for promotion do not fulfill the essential qualifications they be promoted only after they attain the prescribed eligibility. They may, however, be promoted with effect from the date they complete the number of years of service prescribed in the rules.
- The Committee further recommended that for the purpose of essential qualifications for the post of Draftman, Works Assistant and other trades, the Diplomas/Certificates issued by the National Institute of Open Schooling, ITIs, and other regular Institutes may be accepted.

EC 34.7.3 The Committee also recommended that the post at S.No. 1, namely, Senior Project Manager which has remained unfilled for past more than three years and has been kept in abeyance be abolished keeping in view the economy measures and the overall policy of

the Government of India. The Committee suggested that in case a need for such a position was felt in future, the same could be outsourced by engaging the services of consultancy firms, on short term basis.

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

REGISTRAR
MEMBER SECRETARY