

## IGNOU

### **MINUTES OF THE THIRTY-SIXTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON SEPTEMBER 30, 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. Prof. S.C. Garg, Pro Vice-Chancellor
3. Prof. P.K. Mehta
4. Prof. S.S. Hasan
5. Prof. A.S. Narang, Registrar - Member-Secretary

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

At the outset, the Chairman welcomed the members to the 36<sup>th</sup> Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman on behalf of the members of the Establishment Committee placed on record the contributions made by the outgoing members Shri D.C. Pant (former-Pro Vice-Chancellor) and Prof. N.K. Ambasht. He then requested the Member Secretary to present the Agenda items for discussion.

**ITEM NO. 1**                    **TO CONFIRM THE MINUTES OF THE 35<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 16, 2003**

**EC 36.1.1**                    The Committee noted the action taken report tabled before the Committee. Prof. A.S. Narang informed the members that comments received from the Ministry of HRD have since been clarified vide our letter dated 2<sup>nd</sup> July, 2003. (**Appendix**)

**EC 36.1.2**                    The Committee was informed that comments were received from the members of faculty with regard to the proposed restructuring of the cadres in the Translation Cell. These suggestions were taken into account while framing the proposal of re-structuring of the cadre of Translators. The proposals were considered by the Establishment Committee in its 35<sup>th</sup> Meeting.

**EC 36.1.3**                    With regard to the Resolution No.EC 35.3.1 and EC 35.3.2 of the Minutes of the 35<sup>th</sup> Meeting of the Establishment Committee, the Committee recommended that the decision may be reviewed for cadre structure of computer operators in the light of emerging needs of the University. Moreover, it should be seen that there are no additional financial liabilities on the University.

**EC.36.1.4**                    With above clarification, the Committee approved the Minutes of the 36<sup>th</sup> Establishment Committee.

**ITEM NO. 2**                    **TO CONSIDER AN AMENDMENT TO THE AVAILABLE GUIDELINES UNDER THE SCHEME OF TRAVEL GRANT TO TEACHERS, OTHER ACADEMIC STAFF AND GROUP 'A' OFFICERS (NON-ACADEMIC) OF THE UNIVERSITY FOR PARTICIPATION IN CONFERENCES/SEMINARS/SYMPOSIA, ETC. WITHIN THE COUNTRY AND ABORAD**

**EC 36.2.1**                    The item was taken up for consideration. It was explained that a scheme of providing financial assistance in the form of travel grants to the teachers / academics and non-academic Group A officers of the University to encourage their participation in the

conferences/ workshops/seminars/symposia, etc. within the country and outside, was operative in the University. The guidelines in this regard are elaborate giving the eligibility criteria and the pattern of assistance, etc. The Committee was further informed that University received request from a teacher who has put in just 20 days of service in the University, for grant of travel assistance. Since the implication, in financial terms, on recurring basis could be enormous, it was felt that there was a need to regulate the process by defining some minimum length of service as essential condition for the eligibility of the travel grants in the University. The matter was, therefore, examined and it has been proposed that the financial assistance in the form of travel grants should be admissible only to the permanent teachers, academics and group A non-academic positions. As regards the restriction to perform the journey by national airlines, it has been proposed that the extant guidelines in the matter issued by the UGC and CSIR be followed.

**EC 36.2.2**

The matter was discussed in detail. The Establishment Committee approved the proposal to the effect that the travel grant shall be admissible to the confirmed staff in the category of teachers, academics and the non-academic Group A posts of the University. As regards the appointments on posts of tenurial nature such as those of Directors of certain Divisions, the travel assistance may be admissible after completion of one year's service in the University. The Committee further directed that the guidelines issued by the UGC / CSIR, with regard to travel by the National Carriers be followed by the University.

**ITEM NO. 3**

**TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF SHRI D.C. SHARMA, ASSISTANT REGISTRAR FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 36.3.1**

The item was taken up for consideration. It was explained that a representation has been received from Shri Dinesh Sharma, Assistant Registrar regarding counting of the past service rendered by him during 1<sup>st</sup> October, 1980 to 26-06-1987 in the Indian Air Force

for the purpose of pensionary benefits in the IGNOU. Shri Dinesh Sharma has further requested that the period of service rendered by him, subsequently, with the departments, namely, Medical Stores department and the Bureau of Economics and Statistics between 12-10-1987 to 13-4-1989 and 5-5-1989 to 29-5-1989 respectively be ignored and treated as interruption of service, for the purpose.

It was explained that provisions exist under the CCS (Pension) Rules, 1972 that such period of service in respect of which the pro-rata dues are settled by the previous department could be counted for the purpose, ignoring the period for which the pro rata dues are not received by the University, treating it as interruption. It was, further, explained that in terms of provisions contained under rule 28-A of the Rules *ibid*, such interruptions between two spells of service rendered by a Government Servant are automatically treated as condoned. To reaffirm the position, the matter was also referred to the Department of Pension and the MHRD for their opinion. The Department of Pension and Pension Welfare, Government of India, have reiterated that when an order allowing the previous military service as qualifying for Civil Pension is passed, the order shall be deemed to include the condonation of interruption in service, if any, in the Military Services and between the Military and Civil Services.

#### **EC 36.3.2**

The matter was discussed in detail. The Committee noted that the Government Rules / Statutes of the University provided for counting of past services provided the pro rata dues from the previous organizations are realized by the University. The Committee further noted that the portion of service for which the dues were not realized could be ignored treating the same as interruption in services, which period is deemed to be condoned automatically as per the extant Rules. The Committee considered the following specific points relevant to the case –

- (i) That Statute 23 provides for counting of past service in the University, subject to realization of pro-rata dues from the previous employer/employers.

- (ii) That Government Rules provide for counting of past service rendered by a Government Servant, subject to realization of pro-rata dues, with the further provision that the past service rendered in any department for which the dues are not realized, could be treated as interruption in service, and
- (iii) Where an order is passed allowing the previous military service as qualifying for civil pension, the order shall be deemed to include the condonation of interruption in service, if any, in the military service and between the military and the civil service.

**EC 36.3.3**

The Committee, however, noted that Shri Dinesh Sharma has worked in two civil departments after resigning from the Indian Air Force and the pro-rata dues from these departments were also not forthcoming. The clarification received from Ministry of Pensions and Pensionary Benefits is not specific to the points raised. The Committee, therefore, recommended that the matter may be referred for legal opinion, giving the full facts of the case, the position as per Central Government Rules and the provisions under the Statutes of the University.

**ITEM NO. 4**

**TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF SMT. SHANTI RAMACHANDRAN, SENIOR PERSONAL ASSISTANT FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 36.4.1**

The item was taken up for consideration. The Committee was informed that provisions existed under Clause 6(ii) of the Statute 23 of the Statutes of the University and also the Government Rules for counting of the past service rendered by the staff in their parent departments / organizations before joining services in IGNOU. This was, however, subject to fulfillment of certain conditions laid down in the Rules/Statutes *ibid*. The request received from Smt.

Shanti Ramachandran, SPA for counting of the past service rendered by her in departments, viz. the Department of Handlooms & Textiles, Govt. of Tamil Nadu and the GAIL, have been examined in the light of the extant Rules / Statutory provisions.

**EC 36.4.2**

The Establishment Committee noted that Smt. Ramachandran, SPA had requested the GAIL in 1988, for payment of pro rata dues in respect of the services rendered by her with the authority and was also paid the pro rata dues in respect of the service. However, Smt. Ramachandran had not deposited the amount so received by her in the University for the purpose of combined benefits in the IGNOU then. The Committee, therefore, directed that the matter be referred to the legal counsel for an opinion in the matter.

**ITEM NO. 5**

**TO CONSIDER THE PROPOSAL FOR COUNTING OF PAST SERVICE OF DR. S. GANESAN, ARD, BHOPAL FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 36.5.1**

The Item was considered. Prof. S.C. Garg, Pro Vice-Chancellor explained that a request has been received from Dr. S. Ganesan, ARD for counting of the past services rendered by him with Prasar Bharati, Doordarshan Maintenance Centre, Vellore between 18-3-1989 to 31-3-1998. The department have already remitted the pro rata dues amounting to Rs.1,23,714/- in respect of the service rendered by Dr. Ganeshan and the amount has been credited to IGNOU account. The case was, therefore, covered under the rules.

**EC 36.5.2**

The Committee noted that the pro rata dues in this case have already been realized by the University. Further, the conditions stipulated under the Statute 23 have also been satisfied in this case. The proposal was recommended for approval of Board of Management.

**ITEM NO. 6 TO CONSIDER THE REPORT OF THE COMMITTEE APPOINTED BY THE VICE-CHANCELLOR TO LOOK INTO THE MATTER RELATING TO THE POSITIONS OF THE SENIOR TECHNICAL ASSISTANTS IN VARIOUS LABORATORIES**

**EC 36.6.1** The item was taken up for discussion. Prof. S.C. Garg, Pro Vice-Chancellor explained the genesis of the case. He further explained that the matter was referred to a Committee constituted by the Vice-Chancellor. The Committee after detailed deliberations has recommended creation of post of Technical Assistant in between the Lab Assistants and the Senior Technical Assistants with the provision that the post shall be filled in 50% by promotion and 50% by direct recruitment.

**EC 36.6.2** The proposal was discussed. The Committee recommended that similar positions may be available in other universities / sister organizations. The position and cadre structures obtaining in these organizations should also be ascertained, and the matters like the qualifications, scale of Pay, avenues for further promotions, the work load, etc. be examined further.

**ITEM NO. 7 TO CONSIDER THE PROPOSAL ON COUNTING OF PAST SERVICE OF SHRI TILAK RAJ, SECTION OFFICER (P) FOR THE PURPOSE OF RETIREMENT BENEFITS IN IGNOU**

**EC 36.7.1** The Item was considered. The Committee noted that the official had joined the services in the University in March, 1995. The official failed to formally opt for the counting of his previous services in the IGNOU within the stipulated period of one year. The reasons for the default given by the official are also unsatisfactory. The Committee recommended that the past services in this case could not be counted for retirement benefits.

**ITEM NO. 8**                    **TO REPORT ON THE ACTION TAKEN BY THE VICE-CHANCELLOR IN RECONSTITUTING THE COMMITTEE TO EXAMINE THE MATTER REGARDING COMPLETION OF PGDDE PROGRAMME/REFRESHER COURSE BY TEACHERS/ACADEMICS**

**EC 36.8.1**                    Prof. S.C. Garg, Pro Vice-Chancellor explained that the Establishment Committee in its 34<sup>th</sup> Meeting held on 24-5-2003 had constituted a Sub-Committee for examining the matter relating to the completion of PGDDE Programme/refresher courses by the Teachers / Academics for the purpose of confirmations / increments / promotions, etc. He further explained that since the Pro Vice-Chancellor (P) demitted the office on 14-8-2003 and also Prof. N.K. Ambasht ceased to be a member on the University's Board of Management, owing to his superannuation, the Vice-Chancellor was pleased to reconstitute the Committee with the following as members:

- (i) Pro Vice-Chancellor (G)
- (ii) Prof. C.L. Anand, Member, Board of Management
- (iii) Director, Academic Coordination

**EC 36.8.2**                    The Committee noted the re-constitution of the Committee, and ratified the action taken by the Vice-Chancellor in the matter.

**ITEM NO. 9**                    **TO CONSIDER THE RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED FOR THE PURPOSE OF ENGAGEMENT OF THE SERVICES OF DAILY WAGERS**

**EC 36.9.1**                    The Registrar, Member-Secretary with the permission of the Chair informed that the Establishment Committee in its 34<sup>th</sup> meeting, had constituted a Committee to look into the matters related to



engagement of daily wagers. The Committee consisted of the following:

- (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

**EC 36.9.2**

Since Shri D.C. Pant, Pro Vice-Chancellor has demitted office on 14-8-2003 and Prof. N.K. Ambasht has ceased to be a member of Establishment Committee, it was necessary to reconstitute the Committee. The Establishment Committee decided that the following will constitute the Committee:

- (i) Prof. S.C. Garg, Pro Vice-Chancellor, Chairman
- (ii) Prof. C.L. Anand, Member, Board of Management
- (iii) Dr. P.K. Mehta, Director, SRE
- (iv) Prof. A.S. Narang, Registrar

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

**REGISTRAR  
MEMBER SECRETARY**