

IGNOU

MINUTES OF THE THIRTY-NINTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JUNE 30, 2004 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. Prof. S.S. Hasan, Director, SOS - Member
3. Prof. B.S. Saraswat, Director, Acad.Cordn. - Member
4. Dr. D.K. Choudhry, Director, RSD - Member
5. Prof. A.S. Narang, Registrar - Member-Secretary

Prof. S.C. Garg, Pro Vice-Chancellor, Member, Establishment Committee 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 members to the 39th Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman also welcomed Dr. D.K. Choudhry, Director, RSD as a new member of the Establishment Committee. The Establishment Committee, placed on record the valuable contributions made by Dr. P.K. Mehta, Director, SR&E (retired) during his tenure as member of the Establishment Committee. The Chairman then requested Prof. A.S. Narang, Member Secretary to present the items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 38TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON APRIL 12, 2004 AND TO NOTE THE ACTION TAKEN THEREON

EC 39.1.1 Prof. A.S. Narang, Registrar, Member-Secretary informed the Committee that the Minutes of the 38th Meeting of the Establishment Committee were circulated to the members. No comments have been received on the Minutes. The Minutes were also placed before the 79th Meeting of the Board of Management held on 30th April, 2004 and were approved. The Establishment Committee confirmed the Minutes of its 38th Meeting.

EC 39.1.2 The Committee also noted the action taken on the recommendations made at its 38th Meeting. Prof. Narang informed the Committee that the decision of the Establishment Committee vide Resolution No. EC 38.3.2 in the matter of counting of his past services in the University, was communicated to Shri Dinesh Chander Sharma, Assistant Registrar. Shri Sharma has accordingly, submitted a fresh representation in the matter which is being examined. Similarly, as directed by the Establishment Committee (Resolution No. EC 38.4.2), the information was solicited from Academic Coordination Division to further examine the case of Smt. Shanti Ramachandran, SPA. The case is being further examined in the light of decisions taken in similar cases in the past by the Academic Coordination Division. The two cases will be placed before a subsequent meeting of the Establishment Committee.

ITEM NO. 2 TO CONSIDER AND APPROVE THE RECOMMENDATIONS MADE BY THE SUB-COMMITTEE TO EXAMINE THE MATTER REGARDING COMPLETION OF PGDDE PROGRAMME/ REFRESHER COURSE BY TEACHERS/ACADEMICS

EC 39.2.1 The item was taken up for consideration. Director, Academic Coordination explained that the Board of Management at its 32nd Meeting held on 22nd March, 1993 had initially, approved certain guidelines in the matter of acquisition of the PG Diploma in Distance Education and for grant of one additional increment to the teachers/ other academics. However, Prof. Saraswat further informed, in the case of Professors / Readers / Lecturers who had joined the University before June, 1992, the condition of obtaining the Diploma was optional, with the provision that on their obtaining the Diploma they would be eligible for grant of one additional increment as one-time measure. As for future, the acquisition of Diploma was made one of the conditions for appointment in the position of Reader and Lecturer. The Board of Management at its 43rd Meeting held on 16th October, 1995 extended the benefit of one additional increment on completion of the Diploma also to those teachers, academics who were appointed after 1992.

EC 39.2.2 Director, Academic Coordination further explained that though the acquisition of the Diploma within a specified period of three years was made a condition for appointments to the positions of teachers and academics (Readers, Lecturers and equivalent), it has not been possible for the University to enforce the same, strictly, and the teachers and academics recruited after 1993 have been confirmed in the University subject to their completion of the programme within three years of their recruitment, which too has, however, not been done. The matter was, therefore, examined by a Sub-Committee appointed by the Establishment Committee at 34th Meeting held on 24.5.2003, for suitable recommendations in the matter.

EC 39.2.3 The matter was discussed in detail. The Committee noted the recommendations of the Sub-Committee made at its meeting held on 26th April, 2004. The Committee, further noted that the requirement of completion of PG Diploma in Distance Education in this University for appointment /

confirmation, etc. was only an additional requirement; and does not figure in the qualifications prescribed by UGC for appointment to and promotion under Career Advancement Scheme implemented in the University. As such it has not been possible to implement this requirement in the University, comprehensively. The Establishment Committee, therefore, decided that –

- (i) Acquisition of PGDDE within a period of three years may be made optional for Readers, Lecturers and equivalent and de-linked from confirmation of such teachers/academics.
- (ii) the grant of additional increment be linked to completion of PGDDE within the prescribed period of three years from the date of appointment,
- (iii) such Readers / Lecturers / Academics who have completed PGDDE shall continue to be exempted from participation in the two Refresher Programmes for promotion under Career Advancement Scheme as approved by the UGC.
- (iv) The Committee further noted that there is no provision of any examination in the refresher courses being organized by Academic Staff Colleges. The Committee therefore, decided to recommend for consideration of the Board that those who take admission in PGDDE and successfully complete the assignments of the programme, may be exempted from attending the two refresher courses for promotion under Career Advancement Scheme.

ITEM NO. 3 TO CONSIDER THE REQUEST OF DR. R.C. SHARMA, REGIONAL DIRECTOR, RC KARNAL FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 39.3.1 The item was taken up for discussion along with Item No. 4 of the Agenda items; the two cases being identical. Prof. B.S. Saraswat explained that the cases related to requests for counting of past services rendered by Dr. R.C. Sharma, Regional Director, RC Karnal and Dr. Ram Chandra, Joint

Director, RSD in their respective parent organizations, namely, C R College of Education, Rohtak and Centre for Energy Studies and Research, Indore.

EC 39.3.2

The matter was discussed in detail. The Committee noted that in the case of Dr. R.C. Sharma, RD, the parent organization, viz., C R College of Education, Rohtak has released an amount of Rs.86,547/- towards Provident Fund Contributions and interest thereon to the University. However, the College has declined to transfer the amount towards pro-rata gratuity for the period of service rendered by the official in that College. Similarly, in the case of Dr. Ram Chandra, Joint Director, RSD, the parent organization has stated that the official had left the organization before completing the required minimum service of five years in that organization and hence, no pro-rata gratuity was due in this case. In the light of the above, the Committee noted that the two cases would require condonation of the short-fall in the period of service to be rendered for entitlement of full amount of DCRG in the University, and also the University will be required to forego the revenue on account of the pro-rata gratuity which would have otherwise accrued to the University, in these cases. The Committee, therefore, directed that the cases may be further examined in the light of above observations and similar cases, if any, settled in the past and desired that the principles of equity and uniformity may be followed, ensuring that no precedence is made. Also, proper guidelines/procedures may be evolved to deal with such cases, uniformly, in future.

ITEM NO. 4

TO CONSIDER THE REQUEST OF DR. RAM CHANDRA, JOINT DIRECTOR, RSD FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

The item was considered along with Item No. 3 of the Agenda.

**ITEM NO. 5 TO REPORT THE MATTER OF EXTENSION OF
PERIOD OF DEPUTATION IN RESPECT OF MS.
MEENAKSHI MISHRA, FINANCE OFFICER**

EC 39.5.1 The item was taken up for consideration. The Establishment Committee noted the extension of period of deputation of one year from 16-07-2004 granted to Ms. Meenakshi Mishra, IA&AS, Finance Officer, with the concurrence of her parent department, viz., the Comptroller and Auditor General of India.

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

**REGISTRAR
MEMBER-SECRETARY**