

IGNOU

MINUTES OF THE FORTY-FIRST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON 16th MARCH, 2005 AT 11.00 A.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

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| 1. Prof. H.P. Dikshit, Vice-Chancellor | - Chairman |
| 2. Prof. S.C. Garg, Pro Vice-Chancellor | - Member |
| 3. Prof. C.L. Anand | - Member |
| 4. Prof. B.S. Saraswat, | - Member |
| 5. Prof. S.S. Hasan, | - Member |
| 6. Dr. C.K. Ghosh | - Member |
| 7. 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 41st Meeting of the Establishment Committee, a Standing Committee of the Board of Management of the University. The Chairman specially welcomed Prof. C.L. Anand and Dr. C.K. Ghosh, Director, RSD who were attending the meeting for the first time. On behalf of the Committee, the Chairman also placed on record, his appreciation for the contributions made by the outgoing member, Dr. D.K. Choudhry, Former Director, RSD. The Chairman then requested Prof. S.C. Garg, Pro Vice-Chancellor to present the items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 40TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 18, 2004 AND TO NOTE THE ACTION TAKEN THEREON

EC 41.1.1 Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 40th Meeting of the Establishment Committee held on 18-10-2004 were circulated to the members. He further informed that the Minutes were also placed before the Board of Management at its 80th Meeting held on July 09, 2004 and were approved. Prof. Garg, Pro-Vice-Chancellor, further informed that comments have been received from Prof. S.S. Hasan, Member. The Pro Vice-Chancellor explained that the comments were basically, for modifications in the qualifications, mode of recruitment, scales of pay of the Lab Assistants, etc. as recommended by the Establishment Committee at its 40th Meeting and approved by the Board vide Resolution No.BM 81.9.2 (i) and not on the decisions.

EC 41.1.2 Prof. S.S. Hasan, Member accepted the facts as explained by the Pro Vice-Chancellor and did not pursue the matter further. The Establishment Committee also considered the Action Taken Report and confirmed the Minutes of its 40th Meeting.

ITEM NO. 2 TO CONSIDER THE REPORT OF THE COMMITTEE CONSTITUTED TO EXAMINE THE ISSUE OF PROMOTIONAL AVENUES/UPWARD MOVEMENT IN CASE OF ISOLATED POSITIONS IN GROUP-A CADRES

EC 41.2.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that there are

certain isolated positions in Group 'A' cadres in the University which are not covered under the normal R & P Rules for promotion of Group A posts with the result the incumbents in the position were stagnating. The matter was reviewed by a Committee appointed by the Vice-Chancellor. The recommendations of the Committee were examined by another Committee consisting of external members in the light of provisions of the ACP Scheme of the Government of India, the R & P Rules of the University, vis-à-vis the position obtaining in the organizations, like, UGC, Delhi University, etc. which recommended inter-alia, that Group 'A' isolated positions in the pay scale of Rs.8000-13500 be granted two upward movements – first in the scale of Rs.10000-15200 after 8 years of service, and second, in the scale of Rs.12000-18300 after 20 years of service, including 8 years of residency in the first upward movement. The Committee further recommended that these positions may be re-designated as Assistant Registrar (Legal) (Senior Scale), Hindi Officer (Senior Scale) and Security Officer (Senior Scale), etc. on their first upward movement and on the second upward movement these positions may be designated as Selection Grade posts, without changing the nomenclature. The Committee further recommended that in the event of an incumbent belonging to a regular Group 'A' cadre not getting promotion in the channel of promotion due to non-availability of posts even on completion of 8 years of service in the grade pay of Rs.8000-13500 and further 12 years in the Scale of Rs.10000-15200, and in the event of the recommendations relating to isolated Group 'A' cadres getting implemented in the University, such cases of incumbents in the regular cadres be dealt with on case to case basis, on the merit of each case. Prof. S.C. Garg further explained that the Committee has also recommended that these isolated positions could alternatively be redesignated as Assistant Registrar (Legal), Assistant Registrar (Hindi) and

Assistant Registrar (Security) and make these feeder cadres for promotion to the post of Deputy Registrar basing on the combined seniority of Assistant Registrar's cadre in the University, and further once the present incumbents of the isolated positions are promoted, the University could examine the need for filling in of the resultant vacancies.

EC 41.2.2

The matter was discussed in detail. The Establishment Committee made the recommendations as under:

- (i) On 1st Upward Movement, the positions in the isolated cadres be designated as Assistant Registrar (Legal)(Senior Scale), Hindi Officer (Senior Scale), Security Officer (Senior Scale), etc.
- (ii) On their 2nd Upward Movement, the positions in the isolated cadres may be designated as Assistant Registrar (Legal)(Selection Grade), Hindi Officer (Selection Grade), Security Officer (Selection Grade), etc.
- (iii) Cases of incumbents in regular cadre, who fail to get promotion in their channel of promotion due to non-availability of posts even after completing the number of years applicable to isolated positions, shall be examined on case to case basis.
- (iv) These recommendations shall be subject to review as and when the Career Advancement Scheme for Assistant Registrars and Deputy Registrars is notified by University Grants Commission and Ministry of Human Resource Development.

ITEM NO. 3 TO CONSIDER THE PROPOSAL ON COUNTING OF PAST SERVICE OF SHRI D.C. SHARMA, ASSISTANT REGISTRAR FOR THE PURPOSE OF RETIREMENT BENEFITS IN IGNOU

EC 41.3.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that Shri D.C. Sharma, Assistant Registrar joined this University on 30-08-1989. Before joining IGNOU, Shri Sharma had worked in the Indian Air Force from 1-10-1980 to 26-06-1987 and further from 12-10-1987 to 13-04-1989 in the Government Medical Stores Depot and again from 5-5-1989 to 29-05-1989 with Bureau of Economics and Statistics. Shri Dinesh Sharma requested for counting of the past services rendered by him for pensionary benefits in IGNOU and the case has been under consideration in the University for over four years now. He further explained that the matter was referred to the Department of Pension, etc., Government of India. Legal opinion was also obtained. The Department of Pension, etc., Government of India clarified that if all the conditions laid down in the Rule 19 of CCS Pension Rules were satisfied, the interruption in service will be deemed to have been condoned. On a further reference, the Ministry clarified that when an order is passed under this Rule, allowing the previous military service to count as part of the service qualifying for civil pensions, the order shall be deemed to include the condonation of interruption in the military service and between military and civil services.

EC 41.3.2 The matter was discussed in detail. The Committee noted the above Rule position in the Pension Rules of the Government of India. The Committee noted that the period of interruption could be deemed as condoned and the situations discussed in Rule 19, Central Civil Services Pension Rules were relevant to

the case and further the matter has been examined in the Finance & Accounts Division of the University and has been concurred in. The Committee recommended the proposal of counting of the past services rendered by Shri Dinesh Sharma condoning the interruption in his service between the previous departments subject to Shri Dinesh Sharma remitting the amount of pro rata retirement dues in respect of the services proposed to be counted in the University together with the interest thereon.

ITEM NO. 4 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION IN RESPECT OF THE ACADEMIC STAFF

EC 41.4.1 The item was considered. The Committee recommended the proposal for lifting of probation and confirmation in the posts in respect of the following teachers as per details below:

S. No.	Name & Designation	Date of Joining	Date of completion of probation	Date of confirmation
1.	Shri Mangla Prasad Mishra, Lecturer in Computer Science	01-01-2004	31-12-2004 (AN)	01-01-2005
2.	Dr. Deepika Lecturer in Mathamatics	15-01-2004	14-01-2005 (AN)	15-01-2005
3.	Dr. Sanjay Gupta, Lecturer in Physics	04-02-2004	03-02-2005 (AN)	04-02-2005

ITEM NO. 5 TO CONSIDER THE LIFTING OF PROBATION IN RESPECT OF CERTAIN GROUP ‘A’ OFFICERS

EC 41.5.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the Establishment Committee at its 40th meeting

considered the issue of lifting of probation of certain Group 'A' officers promoted on temporary basis with the suggestion that in the matter of confirmation and continuation in the posts, the guidelines prescribed by the Government of India shall be followed. These recommendations of the Establishment Committee were approved by the Board at its 81st Meeting. In the light of the above decision, it is now proposed to lift the probation of officials who were promoted on temporary basis and were placed on probation.

EC 41.5.2

The Establishment Committee recommended the proposal of lifting of probation in respect of the following officials subject to the conditions prescribed under the Rules:

S. No	Name & Designation	Period of Probation		Date of completion of probation period
		From	To	
1.	Shri C.K. Papreja Assistant Registrar	29-05-2003	28-05-2004	28-05-2004 (AN)
2	Shri R.K. Rath Assistant Registrar	12-09-2003	11-09-2004	11-09-2004 (AN)
3	Shri Jitender Sethi Assistant Registrar(P)	31-12-2003	30-12-2004	30-12-2004 (AN)
4	Shri S. Burman Assistant Registrar(P)	31-12-2003	30-12-2004	30-12-2004 (AN)

EC 41.5.3

The Committee also considered the case of Shri B. Natarajan promoted as Deputy Registrar (P) on 30-12-2003 and approved the lifting of probation with effect from 29-12-2004 (AN.)

ITEM NO. 6 TO CONSIDER THE MATTER REGARDING CONDONATION OF BREAK IN SERVICE IN RESPECT OF MS. RAKHI SHARMA, LECTURER IN ELECTRICAL ENGINEERING FOR THE PURPOSE OF APPLYING FOR BENEFITS UNDER CAREER ADVANCEMENT SCHEME

EC 41.6.1 The item was taken up for consideration. It was explained that Ms. Rekha Sharma joined IGNOU on 25-06-2003 as Lecturer in Electrical Engineering. Before joining this University, Ms. Sharma had worked as Lecturer with the Oriental Institute of Science & Technology, Bhopal from 10-08-1998 to 9-6-2003. Ms. Sharma has requested for counting of past service in the Institute for the purpose of her promotion to the senior scale in this University. Her case has been examined as per the provisions in the University Ordinance and she is found eligible. There is also a provision to condone the break in service, if any, which in this case works out to little over 15 days only. The Committee recommended the proposal, subject to the condition that the approval shall count for the purpose of benefits under Career Advancement Scheme and shall have no bearing on other matters such as pay fixation and seniority.

ITEM NO. 7 TO CONSIDER THE REVISION OF SCALE OF PAY OF POST OF DRAFTSMAN (CIVIL)

EC 41.7.1 The item was taken up for consideration. It was explained that there was only one post of Draftsman in this University and the present incumbent to the post was appointed on 10-01-1991 in the scale of Rs.1320-2040 (revised as Rs.4000-6000/- by the Pay Commission). The official has been representing that the corresponding scale of Draftsman in the Ministry of Surface Transport, the CPWD, etc. has been revised as Rs.5000-8000 and has claimed that he may also be

placed in the scale. The matter has been examined taking also into consideration the level of qualification and experience as obtaining in Government Departments cited above. The matter was also examined by a Committee appointed by the Vice-Chancellor consisting of the experts drawn from DDA, Delhi College of Engineering and CPWD, which recommended that the pay of the Draftsman may be kept at par with the Grade II Draftsman in CPWD. It was further explained that the University has implemented the recommendations of the Pay Commission under Part 'B' for Computer Personnel and Jr. Engineers.

EC 41.7.2

The matter was discussed in detail. The Committee noted that the qualifications recommended under Part 'B' of recommendations of the Pay Commission were applicable only for the direct recruits, and need not be insisted upon in the case of promotions. As far as the duties and responsibilities are concerned, the same were comparable to those in the CPWD and elsewhere.

EC 41.7.3

The Committee recommended the proposal for grant of the scale of Rs.5000-8000 to the Draftsman in the University, with effect from 1-1-1996, the date from which the scales under Part 'B' of the recommendations of the Pay Commission have been given effect to, in this University.

ITEM NO. 8

TO CONSIDER LIFTING OF PROBATION IN RESPECT OF CERTAIN STAFF AT EMPC

EC 41.8.1

The item was taken up for consideration. The Committee recommended the proposal for lifting of probation of EMPC staff as per details below:

S. No	Name	Designation	Period of Probation		Date of completion of probation period
			From	To	
1.	Shri Vinod Mago	Engineer-in-Charge	11-08-2003	10-08-2004	10-08-2004
2	Shri S.V.S. Prashant	Engineer-in-Charge	04-07-2003	03-07-2004	03-07-2004
3	Shri Rakesh Kumar Sharma	Engineer-in-Charge	04-07-2003	03-07-2004	03-07-2004
4	Smt. Saroj Jain	Assistant Engineer	06-10-2003	05-10-2004	05-10-2004
5	Shri S.B. Saxena	Assistant Engineer	06-10-2003	05-10-2004	05-10-2004
6.	Shri Deepanka Das Gupta	Assistant Engineer	06-10-2003	05-10-2004	05-10-2004
7	Shri Jagbir Singh	Assistant Engineer	06-10-2003	05-10-2004	05-10-2004

ITEM NO. 9 TO CONSIDER THE MATTER REGARDING COUNTING OF PAST SERVICE RENDERED BY DR. SHAILENDRA KUMAR, EX-LECTURER IN LIBRARY SCIENCES FOR PENSIONARY BENEFITS IN IGNOU

EC 41.9.1

The item was taken up for consideration. The Committee noted that the official had worked in this University from 20-07-1993 to 19-02-1998 and before this he had worked in the INSDOC for the total period of 11 years, 2 months and 8 days in that organization. The official had requested on 3rd September, 1997 for transfer of his service rendered in INSDOC for the purpose of pensionary benefits which department finally remitted an amount of Rs.86,240/- (Rupees eighty-six thousand, two hundred forty only). towards pro-rata

DCRG and commutation of pension. The amount was credited to the University account. The Committee further noted that the official tendered technical resignation from 19-02-1998 (AN) to join Delhi University rendering a total service of 4 years and 7 months in this University.

EC 41.9.2

The Committee recommended the proposal of counting of the past services rendered by Dr. Shailendra Kumar, Ex. Lecturer in the INSDOC in this University and transfer of combined pro-rata benefits on account of DCRG and commutation of pension including the period of service rendered by Dr. Kumar in this University to his present employer, i.e., the Delhi University. The Committee further directed that the University should decide on a cut of date say upto 30-06-2005 by which the staff, aspiring for counting of previous service, if any, in this University, should be required to apply, and for this, a circular order may be issued, emphasizing that this was being done as one-time measure.

ITEM NO. 10 TO CONSIDER AND APPROVE THE MODIFIED R & P RULES FOR CMD STAFF

EC 41.10.1

The item was taken up for consideration. Prof. A.S. Narang, Registrar explained that the modified R & P Rules relating to CMD staff as approved by the Board of Management were notified and implemented in this University earlier. With a view to bring in uniformity across various equivalent cadres, the Vice-Chancellor constituted another Committee to review these Rules. The Committee has suggested certain modifications in the existing rules. It was proposed to adopt the recommendations.

EC 41.10.2

The matter was discussed in detail. The Committee recommended the proposal to modify the R & P Rules of the CMD staff as per **Appendix**.

ITEM NO. 11 TO CONSIDER A PROPOSAL FOR CREATION OF POSITIONS FOR THE HORTICULTURE CELL

EC 41.11.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the University was housed in a huge campus of 160 acres of very uneven terrain of which the green belt cover is about 120 acres. He further explained that till 1998, the horticulture was part of the CMD whereafter the work was outsourced till 2001. In July, 2001, a Plantation Committee was constituted by the Vice-Chancellor to focus on the till then tardy development of the horticulture in the campus area. For a period of about 4 years as of now, the horticulture work is being looked after by the Horticulture Committee (renamed as Horticulture Cell). During this period, the University has been able to transform the dry and uneven terrain into a very green campus full of flora and fauna creating a very beautiful environment, which has been appreciated widely, including His Excellency, the President of India, who has observed -

“I am happy to visit IGNOU. The Campus is full of trees and flowers blossoming. My Greetings and Best Wishes”.

The hard work done by the Horticulture Cell in the University is evident from the areas covered under Gyan Vatika, Sanchar Vatika, the new Academic Complex, the Residential Complex, green forest area, the Convention Centre and the lawns opposite Vice-Chancellor’s office. Special mention of the excellent work done by the Horticulture Cell during this short spell of four years has been made by the Vice-Chancellor in his Convocation address and the Board of Management meetings.

EC 41.11.2

With a view to sustain what has been done so far and continue the development further, it has become necessary to create certain regular positions in the Cell which was being done so far largely with the help of daily wagger staff.

EC 41.11.3

The Committee considered the proposal and appreciated the work done by the Horticulture Cell and recommended creation of the following positions for the Horticulture Cell of the University:

- (i) Horticulturist - 01 Post - In the Scale of pay of Rs.6500-10500
- (ii) Horticulture Assistant - 01 Posts - In the Scale of pay of Rs.4500-7000
- (iii) Head Mali - 06 Posts - In the Scale of pay of Rs.3050-4900
- (iv) Mali - 16 Posts - In the Scale of pay of Rs.2550-2900

ITEM NO. 12

TO CONSIDER THE RECOMMENDATION OF THE COMMITTEE CONSTITUTED TO LOOK INTO THE PROMOTIONAL AVENUES OF JUNIOR ASSISTANT-CUM-TYPISTS (JATS) WITH REFERENCE TO THE POSTS OF DATA ENTRY OPERATOR GD 'C'

EC 41.12.1

The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that a Committee was constituted by the Vice-Chancellor to look into promotional avenues of Jr. Assistant-cum-Typists in the University with reference to the Data Entry Operators Gr 'C'. The Committee held several

meetings and examined the matter with reference to the position obtaining in other sister organizations, namely, Delhi University, Jamia Millia, JNU, etc. The Committee recommended that any employee of the University working in a scale lower than the scale of the post of Data Entry Operator Gr 'C' and fulfills the qualifications prescribed for that post would certainly get motivation, if an opportunity for vertical movement is available. The Committee, therefore, recommended that Group 'C' employees working in different scales of pay lower than the scale of Rs.5000-8000 and who fulfill the prescribed qualifications for the post of Data Entry Operator Gr 'C' be considered for promotion to extent of 25% of the vacant posts of Data Entry Operator Gr 'C' through a departmental test, skill test and interview.

EC 41.12.2

The Establishment Committee considered the recommendations of the Committee and decided that Group C employees (JATs and Stenographers, etc.) working in the scale lower than Rs.5000-8000 and who fulfill the prescribed qualifications for the post of Data Entry Operator Gr. 'C' be given an opportunity to the extent of 25% of vacant posts of Data Entry Operator Gr. 'C' through departmental test, skill test and interviews.

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

**REGISTRAR
MEMBER-SECRETARY**

