

IGNOU

MINUTES OF THE FORTY-THIRD MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 17, 2005 AT 3.30 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 - Member
3. Prof. C.L. Anand - Member
4. Prof. Pardeep Sahni, - Member
5. Prof.(Mrs.) Madhulika Kaushik - Member
6. Prof. J.M. Parakh - Member
7. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Shri R.P.D. Singh, Assistant Registrar (Governance) and Mrs. Suman Taneja, Section Officer (Governance) were present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the Meeting. The Chairman specially welcomed Prof. J.M. Parakh and Shri Dalip Kumar Tetri, Registrar who were attending the meeting of the Establishment Committee as new members. On behalf of the Committee, the Chairman also placed on record the contribution made by the outgoing members, Prof. B.S. Saraswat and Prof. A.S. Narang. 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 42nd MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 11, 2005 AND TO NOTE THE ACTION TAKEN THEREON

EC 43.1.1 Prof. Garg informed the Committee that the Minutes of the 42nd Meeting of the Establishment

Committee held on 11th July, 2005 were circulated to the members and no comments have been received. He further informed that these Minutes were placed before the Board of Management at its 83rd Meeting held on July 23, 2005 and were approved. He, therefore, proposed that the Minutes may be confirmed.

EC 43.1.2 The Committee noted that the Minutes have been approved by the Board. The Committee further noted the action taken on the various recommendations made by it and confirmed the Minutes.

EC 43.1.3 While noting the action taken in respect of Item No. 5 of the Minutes of the 42nd Meeting, the Committee noted a typographical error in Resolution No. EC 42.5.2(ii), and approved that the correct version as '**Technical Assistant**' be adopted in place of '**Lab Assistant**'.

EC 43.1.4 The Committee further desired that action to fill in the various new positions be expedited.

ITEM NO. 2 TO CONSIDER THE GRANT OF LUMP SUM INCENTIVE FOR ACQUIRING FRESH HIGHER QUALIFICATIONS USEFUL IN THE DISCHARGE OF HIGHER OFFICIAL WORK

EC 43.2.1 The item was taken up for discussion. Prof. Garg explained that the Department of Personnel and Training, Government of India have issued guidelines for grant of lump sum incentives to the Government Servants on acquiring fresh higher qualifications which are useful in the discharge of higher responsibilities in the official work. The guidelines include the amount of one-time incentive payable, conditions and the qualifications for which

the incentive is available. He further explained that the University already has a scheme of grant of incentive increment for successful completion of degrees/diplomas in the area of Management/Computers/Distance Education to the staff of the University. In case it is decided to implement the above incentive scheme, the employees will be given the option to choose either the lump sum incentive or the scheme of grant of one increment already in vogue as per the admissibility.

EC 43.2.2

The item was discussed in detail. The Committee decided that –

- (i) the University may write to other universities and ascertain the position obtaining in those universities.
- (ii) The University may identify the courses / programmes relevant to IGNOU operations for which lump sum incentive may be extended.

EC 43.2.3

The Committee desired that the matter may be examined in depth indicating the programmes relevant to the operations of the University for which incentive is to be recommended and the proposal put up to the next meeting of the Establishment Committee.

ITEM NO. 3

TO CONSIDER THE REQUEST OF MRS. MANJULA VERMA, DEPUTY REGISTRAR FOR COUNTING OF HER PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 43.3.1

The item was taken up for consideration. Prof. Garg informed that Mrs. Manjula Verma,

Deputy Registrar joined the University on 1-12-1988 as Assistant Registrar through open selection. She opted for counting of her past services rendered by her from 30-01-1985 to 30-11-1988 with the Institute of Hotel Management, Catering and Nutrition, New Delhi. The matter has been examined as per the extant rules, the Statutes of the University and she has been found eligible for counting of her past services in the University for pensionary benefits. The previous employer has already remitted the pro-rata retirement benefits together with interest. The proposal has been concurred in by the Finance Division.

EC 43.3.2 The Establishment Committee after consideration approved the proposal.

ITEM NO. 4 TO CONSIDER AND APPROVE THE R&P RULES FOR THE CADRE OF SECURITY SUPERVISORS

EC 43.4.1 The item was taken up for consideration. Prof. Garg informed that a Committee was appointed by the Vice-Chancellor for framing the R & P Rules applicable to the cadre of Security Supervisors in the University. The Committee examined the various aspects and recommended the R&P Rules for the post of Security Supervisors in the scale of Rs.5500-9000 in the Group 'C' cadre. The Committee inter alia recommended that selection to the post shall be through direct recruitment and name shall be obtained from the Employment Bureau at Director General Resettlement, Ministry of Defence, Government of India Or/And Regimental Centres of Para-Military Units, BSF/ITBP and CISF.

EC 43.4.2 The Committee approved the proposed R&P Rules as per the **Appendix – 1**.

ITEM NO. 5 TO CONSIDER AND APPROVE THE R&P RULES IN RESPECT OF STAFF FOR HORTICULTURE CELL

EC 43.5.1 The item was taken up for consideration. Prof. Garg informed that the Establishment Committee at its 42nd Meeting held on 11th July, 2005 approved the R & P Rules for staff in the Horticulture Cell. However, certain typographical errors crept in the pay scales for the post of Mali and Head Mali. It is, therefore, proposed to rectify the error. Further, the mode of recruitment to the post of Head Mali as approved by the Establishment Committee was mentioned as by Promotion instead of 50% by “Promotion” and 50% by “Direct Recruitment”.

EC 43.5.2 The Committee considered the proposal and approved the following modified version of the R&P Rules :

Sl. No.	Cadre/Scale of Pay	Mode of appointment	Qualification
1	Mali (Rs.2550-3200)	Direct Recruitment	Elementary knowledge in gardening with agricultural background. Must be conversant with gardening operations.
2	Head Mali (Rs.3050-4590)	By Promotion (50%) By Direct Recruitment (50%)	Elementary knowledge of Hindi and at least 5 years experience as Mali/ Gardening.
3	Horticulture Assistant (Rs.4500-7000)	Direct Recruitment	B.Sc. in Agriculture/ Horticulture/Botany with atleast 2 years practical experience in Agriculture or Horticulture

4	Horticulturist (Rs.6500-10500)	Direct Recruitment	M.Sc. in Agriculture/ Horticulture/Botany with at least 5 years experience as Garden Supervisor or equivalent post. Or B.Sc. Agriculture with atleast 8 years experience as Horticulture Assistant.
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ITEM NO. 6 TO CONSIDER THE PROPOSAL FOR TRIFURCATION OF GROUP 'D' CADRE

EC 43.6.1

The item was taken up for consideration. Prof. Garg informed the Committee that presently the Group D cadre covered the positions of Attendant, Helper, Mali, Cook, Helper-cum-Cleaner. With a view to streamline these groups, and for providing proper avenues for promotion, based on their work experience and area of work, it has become necessary to reorganise the cadres. He further explained that in general the Attendants are eligible for promotion to the post of Junior Assistant-cum-Typist (JAT). As long as the Group 'D' cadre is considered a single unit, Attendants are eligible for promotion to the post of JAT whereas the Helpers and Malis are eligible for promotion to the post of JATs and also as Carpenters and Head Malis, etc. In the restructured trifurcation of the Group 'D' cadre now proposed, the Group 'D' positions will be regrouped into 3 distinct cadres as (i) Attendants (including Cook and Helper-cum-Cleaner), (ii) Helper (Group 'D' working in CMD), and (iii) Mali (Group 'D' working in CMD/Horticulture Cell performing the duties of Mali).

EC 43.6.2

Prof. Garg further explained that in the proposed scheme, Attendants will be eligible for promotion

to the post of JAT, Helpers to the post of Plumber, Carpenter, Pump-Operator, the positions available in CMD and Malis as Head Mali in the Horticulture Cell/CMD/CDU. These promotions will, however, be to the extent of positions available under promotion quota under the re-structured cadres.

EC 43.6.3 The Committee appreciated the proposal and approved the scheme of re-structured Group ‘D’ cadres as per the detailed scheme in the **Appendix – 2.**

ITEM NO. 7 TO CONSIDER THE CASES OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP A OFFICERS

EC 43.7.1 The item was taken up for consideration. The Committee approved the lifting of probation and confirmation of Group ‘A’ officers from the dates and details as follow:

S. No.	Name & Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of confirmation
		From	To		
1.	Sh. Tejinderpal Singh, Assistant Registrar	02.08.2004	01.08.2005	Yes	02.08.2005
2.	Sh. Ved Ambrish Kr. H Assistant Registrar	05.08.2004	04.08.2005	Yes	05.08.2005
3.	Sh. Banmali Singh, Assistant Registrar	27.07.2004	26.07.2005	Yes	27.07.2005
4.	Sh. Ravinder Kr. Soni, Assistant Registrar	12.08.2004	11.08.2005	Yes	12.08.2005

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

**REGISTRAR
MEMBER-SECRETARY**

Appendix – 1
(To Item No. 4)

R& P Rules for the Cadre of Security Supervisors in the University

Sl. No.	Name of the Post/Scale of Pay	Mode of Rectt.	Qualifications	Age	Remarks
1	Security Supervisor Rs.5500-9000 Group-C	Direct	<p><u>Essential:</u></p> <p>1) Retired personnel from Military (Navy, Army, Air Force) and Para Military Services from the rank of JCO or equivalent.</p> <p>2) Graduate</p> <p>3) Security Course from DGR for J.C.O.s</p> <p><u>Desirable:</u></p> <p>1) Knowledge of local Police Act.</p> <p>2) Experience of handling/supervising private/similar security jobs.</p> <p>3) Valid driving license for LMV</p>	Minimum 40 years Maximum 50 years	<p>1) The names of eligible candidates in the ratio of 1:20 i.e. 20 candidates for one post shall be obtained from the Employment Bureau at:</p> <p>(i) The Director General, Resettlement, Ministry of Defence, Govt. of India.</p> <p>(ii) Regimental Centres of Para Military Units, BSF, ITBP and CISF.</p> <p>2) A Written test shall be conducted for the sponsored candidates.</p> <p>3) The sponsored candidates who qualify in the written test shall be interviewed by a Selection Committee prescribed for Group 'C' positions.</p>

Modified R & P Rules for Staff of Horticulture Cell

Sl. No.	Cadre/Scale of Pay	Mode of appointment	Qualification
1	Mali (Rs.2550-3200)	Direct Recruitment	Elementary knowledge in gardening with agricultural background. Must be conversant with gardening operations.
2	Head Mali (Rs.3050-4590)	By Promotion (50%) By Direct Recruitment (50%)	Elementary knowledge of Hindi and at least 5 years experience as Mali/ Gardening.
3	Horticulture Assistant (Rs.4500-7000)	Direct Recruitment	B.Sc. in Agriculture/ Horticulture/Botany with atleast 2 years practical experience in Agriculture or Horticulture
4	Horticulturist (Rs.6500-10500)	Direct Recruitment	M.Sc. in Agriculture/ Horticulture/Botany with at least 5 years experience as Garden Supervisor or equivalent post. Or B.Sc. Agriculture with atleast 8 years experience as Horticulture Assistant.

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