

## IGNOU

### MINUTES OF THE 46<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 17, 2006 AT 4.00 P.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. C.L. Anand                  | - Chairman         |
| 2. Prof. Pardeep Sahni               | - Member           |
| 3. Shri V.K. Arora                   | - Member           |
| 5. Shri Dalip Kumar Tetri, Registrar | - Member-Secretary |

Prof. V.N. Rajasekharan Pillai, Vice-Chancellor and Chairman could not attend being out of station. Prof. J.M. Parakh, Director, School of Humanities could not attend the Meeting.

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

Before commencement of the proceedings, the Member-Secretary informed the Committee that owing to certain very important engagement, the Vice-Chancellor has to continue at the outstation and as such is not in a position to chair the meeting. The Vice-Chancellor has sent a written message in this regard and has authorized one of the members of the Committee to chair the meeting. A copy of the fax message received from the Vice-Chancellor (**Appendix**) was also read in the meeting. In this regard, the Member-Secretary informed the Committee of the decision of the Board of Management taken at its 18<sup>th</sup> Meeting held on October 05, 1989 wherein the Board had decided, inter alia, that the Chairman of the Committee, may be the Vice-Chancellor and in his absence one of the members of the Board of Management present at the meeting, *shall chair the meeting*. He, therefore, proposed to the Committee that Prof. C.L. Anand, ex-Pro Vice-Chancellor, IGNOU and a Member of the Board of Management of the University may be requested to chair the meeting of the Establishment Committee. The members, unanimously, requested Prof. C.L. Anand to chair the meeting. Thus, the 46<sup>th</sup> Meeting of the Establishment Committee was

held under the Chairmanship of Prof. C.L. Anand, a Member of the Board of Management.

The Chairman then requested the Member-Secretary to present the items on the agenda.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 45<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON 25<sup>TH</sup> MARCH, 2006 AND TO NOTE THE ACTION TAKEN THEREON**

**EC 46.1.1** The Member-Secretary informed the Committee that the Minutes of the 45<sup>th</sup> Meeting of the Establishment Committee held on March 25, 2006 were circulated to the members and no comments have been received. He further informed that the Minutes were placed before the Board of Management at its 86<sup>th</sup> Meeting held on April 01, 2006 and were approved by the Board. He, therefore, proposed that the Minutes of the 45<sup>th</sup> Meeting of the Establishment Committee be deemed as confirmed.

**EC 46.1.2** The Committee noted that the Minutes of its 45<sup>th</sup> Meeting were already approved by the Board of Management. The Committee further noted the action taken on the various recommendations of the Committee made at its 45<sup>th</sup> Meeting and confirmed the Minutes.

**ITEM NO. 2 TO CONSIDER THE REQUEST OF SHRI V.K. ARORA, DIRECTOR, EMPC FOR FIXING HIS PAY AT A HIGHER STAGE IN THE SCALE OF PAY OF RS.16400-22400**

**EC 46.2.1** Before the item was taken up for consideration, Shri Arora withdrew from the meeting.

**EC 46.2.2**

The item was discussed at length. The Committee deliberated in the light of the powers and functions delegated to the Establishment Committee by the Board of Management at its 18<sup>th</sup> Meeting held on 5-10-1989, which read as follows:

“Powers delegated

- (i) Creation of posts. However, posts to which appointments are to be made by the Board should be created only with the specific approval of the Board.
- (ii) Recruitment procedures.
- (iii) Approval of all appointments other than those for which the appointing authority is the Board (All cases in which there is a disagreement with the recommendations of the Selection Committees would require consideration by the Board).
- (iv) All matters relating to terms & conditions of service of employees such as, Probation, Confirmation, Staff Development, Leave, Seniority, Promotion, Retirement, etc.
- (v) Matters relating to code of conduct, discipline, etc. of employees.”

**EC 46.2.3**

In the light of the above, the Committee noted that the power to grant advance increments is not in its jurisdiction. The Committee, therefore, proposed that the matter may be placed before the Board of Management for consideration, especially when it involves policy decision.

**ITEM NO. 3 TO CONSIDER THE REQUEST OF SHRI AJAY KUMAR GUPTA, EX ASSISTANT PRODUCTION OFFICER, IGNOU FOR COUNTING OF HIS PAST SERVICE RENDERED AT NIEPA FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 46.3.1** The item was taken up for consideration. The Member-Secretary informed the Committee that Shri Ajay Kumar Gupta, presently working in ICSSR had joined IGNOU as Assistant Production Officer on 7-6-1995. Prior to joining IGNOU, Shri Gupta had worked in National Institute of Planning and Administration (NIEPA) from 10-12-1990 to 6-6-1996. Shri Gupta vide his letter dated 22-3-2005, has requested the University to count his past service in the University and transfer the pro-rata retirement benefits to ICSSR, his present employer. The Member-Secretary informed the Committee that counting of past service for retirement benefits was permissible under Clause (6), Statute 23 of the Statutes of the University subject to fulfillment of certain conditions laid down under the Rules which inter alia include the discharge of the pensionary liabilities in lump sum of the pro rata pension/service gratuity/terminal gratuity/ retirement gratuity as due for the service rendered by the official in the previous department. In the case of Shri Gupta, the previous organization, viz. NIEPA has already transferred the retirement gratuity and service gratuity amounting to Rs.44,963/- to this University. The correctness of the amount due has been verified by the Finance Division. It is, therefore, proposed to count the service rendered by Shri Ajay Kumar Gupta from 10-12-1990 to 6-6-1996 at NIEPA for the purpose of pensionary benefits in the University.

**EC 46.3.2** The Committee considered and approved the proposal.

**ITEM NO. 4 TO CONSIDER THE REQUEST OF MS. K. DORA HYNNIEWTA FOR COUNTING OF HER PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 46.4.1** The item was taken up for consideration. The Member-Secretary informed the Committee that Ms. K. Dora Hynniewta joined the University as Senior Assistant on 29-4-1991. Before joining the University, Ms. Hynniewta had worked with Controller of Defense Accounts from 16-12-1980 to 26-4-1991. Ms. Hynniewta has requested for counting of the service rendered by her with the Controller of Defense Accounts for the purpose of pension in IGNOU. The Member-Secretary further explained that the Statutes of the University (Clause 6, Statute 23) provide for counting of the past services in the University subject to the fulfillment of the conditions prescribed under these Rules. One of the conditions in the case is that the previous department shall discharge its pensionary liability paying in lump-sum as one-time payment, the pro-rata pension/ service gratuity/terminal gratuity and the retirement gratuity as due for the period of service in that department. He further informed the Committee that the conditions prescribed under the Rules have been fulfilled in this case. The Controller of Defence Accounts has already transferred the retirement gratuity and lump-sum pension of Rs.82,598/- which has already been accounted for in the University. The proposal has also been concurred in by the Finance Division. It is proposed to count the service rendered by the official from 16-12-1980 to 26-04-1991 with Controller of Defence Account for the purpose of pensionary benefits in the University.

**EC 46.4.2** The Committee considered and approved the proposal.

**ITEM NO. 5 TO CONSIDER THE CASES OF LIFTING OF PROBATION AND CONFIRMATION OF A GROUP-A OFFICERS**

**EC 46.5.1** The item was taken up for consideration along with Item Nos. 7 and 9 (Tabled) of the agenda, regarding lifting of probation and confirmation of teachers/academics/Group 'A' Officers in the University. The Committee approved the lifting of probation and confirmation of the following teachers/academics/Group 'A' Officers as per details below:

**1. Teachers/Academics**

<b>S.N.</b>	<b>Name and Designation</b>	<b>Date of Joining</b>	<b>Date of completion of probation</b>	<b>Date of confirmation</b>
1.	Prof. Ram Bux Jat, Professor of Hindi	9.11.2005	8.11.2006	9.11.2006
2.	Prof.(Mrs) Anu Aneja, Professor of Women's Education	1.12.2005	30.11.2006	1.12.2006
3.	Prof.(Mrs) Gayatri Kansal, Professor of Mechanical Engineering	22.10.2005	21.10.2006	22.10.2006
4.	Prof. Debal K. Singharoy, Professor of Sociology	28.12.2005	27.12.2006	28.12.2006
5.	Dr. Nandini Sahu, Reader in English (Editorial Unit)	3.1.2006	2.1.2007	3.1.2007
6.	Dr. Jyotsna Dikshit, Dy. Director, NCIDE.	28.12.2005	27.12.2006	28.12.2006

<b>S.N.</b>	<b>Name and Designation</b>	<b>Date of Joining</b>	<b>Date of completion of probation</b>	<b>Date of confirmation</b>
7.	Dr. Moumita Das, Assistant Director, NCIDE	2.1.2006	1.1.2007	2.1.2007
8.	Ms. Suneet Kashyap, Lecturer in Law	17.11.2005	16.11.2006	17.11.2006
9	Shri Gurupada Saren, Lecturer in Rural Development.	20.1.2006(AN)	20.1.2007 (AN)	21.1.2007
10.	Ms. Gurmeet Kaur Bedi, Lecturer in Law	7.11.2005	6.11.2006	7.11.2006
11.	Dr. V.K. Jagajeevan, Deputy Librarian	24.1.2006	23.1.2007	24.1.2007
12.	Dr. B.S. Prakash, Reader in Economics	4.1.2006	3.1.2007	4.1.2007
13.	Mrs. Malathy .A., Lecturer in English (Editing)	28.12.2005	27.12.2006	28.12.2006
14.	Dr. Subhalakshmi Lamba, Lecturer in Physics.	18.1.2006	17.1.2007	18.1.2007
15.	Dr. R.K. Ranjit Singh, Regional Director, IGNOU RC, Imphal	27.1.2006	26.1.2007	27.1.2007
16.	Dr. S.R. Zonunthara, Regional Director, IGNOU RC, Aizawl	9.1.2006	8.1.2007	9.1.2007

<b>S.N.</b>	<b>Name and Designation</b>	<b>Date of Joining</b>	<b>Date of completion of probation</b>	<b>Date of confirmation</b>
17.	Dr. Rashmi Bansal, Lecturer in Commerce	29.12.2005	28.12.2006	29.12.2006
18.	Dr. Madhulika, Lecturer in Commerce	6.1.2006	5.1.2007	6.1.2007
19.	Shri Zuchamo Yanthan, Lecturer in Library and Information Sciences	10.1.2006	9.1.2007	10.1.2007
20.	Dr. Vandana Singh, Lecturer in Education	25.1.2006	24.1.2007	25.1.2007
21.	Ms. Rose Nembiakkim, Lecturer in Distance Education	27.12.2005	26.12.2006	27.12.2006
22.	Shri Tata Ramakrishna, Lecturer in Distance Education	27.12.2005	26.12.2006	27.12.2006

## 2. Group 'A' Officers

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Period of probation</b>		<b>Dates of confirmation</b>
		<b>From</b>	<b>To</b>	
1.	Shri R K Arora Joint Registrar	25.07.2005	24.07.2006	25.07.2006
2.	Sh Cherian Thomas Joint Registrar	25.07.2005	24.07.2006	25.07.2006
3.	Sh T K Kaul Deputy Registrar	25.07.2005	24.07.2006	25.07.2006



4.	Sh Jagdish Ram Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
5.	Sh R Thyagarajan Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
6.	Sh K Ramesh Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
7.	Sh S K Sharma Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
8.	Sh DVS Shastri Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
9.	Sh K L Juneja Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
10.	Sh S Srinivasan Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
11.	Sh Arun Kumar Deputy Registrar	25.07.2005	24.07.2006	25.07.2006
12.	Sh T Kemmei Deputy Registrar	26.07.2005	25.07.2006	26.07.2006
13.	Sh P T Ravindran, Assistant Registrar	28.03.2005	27.03.2006	28.03.2006
14.	Sh Aseem Kumar, Assistant Registrar	28.03.2005	27.03.2006	28.03.2006
15.	Ms Rajni A Jeet, Assistant Registrar	28.03.2005	27.03.2006	28.03.2006
16.	Ms K D Hynnictwa, Assistant Registrar	04.04.2005	03.04.2006	04.04.2006

17.	Sh R Sudheer Reddy Executive Engineer	28.03.2005	27.03.2006	28.03.2006
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**ITEM NO. 6 TO CONSIDER THE REQUEST OF DR. MADHU PARHAR, READER IN DISTANCE EDUCATION FOR COUNTING OF PAST SERVICE RENDERED BY HER IN JAMIA MILLIA ISLAMIA FOR PENSIONARY BENEFITS IN THE UNIVERSITY**

**EC 46.6.1** The item was taken up for consideration. The Member-Secretary informed that Dr. Madhu Prahar, Reader in Distance Education joined the University on 29-7-1998. Dr. Parhar had applied for counting of past services rendered by her in Jamia Millia Islamia from 12-12-1994 to 28-07-1998 for pensionary benefits in this University. He informed that the Statute 23 (Clause 6(i)) of the University provides for such a proposition subject to the fulfillment of certain conditions laid down under the Rules; one of the conditions being the discharge of the pensionary liability in lump sum by the previous employer. In the present case the Jamia Millia Islamia have released the service gratuity of Rs.36,509/- and the retirement gratuity of Rs.18,254/- for the period of service rendered by her in that University and the case is eligible for consideration. It is, therefore, proposed to count the period of service from 12-12-1994 to 28-07-1998 rendered by her in Jamia Millia Islamia for the purpose of pensionary benefits in the University.

**EC 46.6.2** The Committee considered and approved the proposal.

**ITEM NO. 7 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS OF THE UNIVERSITY**

**EC 46.7** The item was considered along with Item No. 5.

## **Tabled Items**

**ITEM NO. 8 TO CONSIDER AND APPROVE THE PROPOSAL FOR COUNTING OF PAST SERVICE RENDERED BY SHRI A. VARADARAJAN, ASSISTANT REGIONAL DIRECTOR**

**EC 46.8.1** The item was taken up for consideration. The Member-Secretary informed the Committee that Shri A.Varadarajan, Assistant Regional Director joined the University on 20-12-1996. Prior to this, Shri Varadarajan had worked as Research Assistant, in the National Institute of Family & Health Welfare (NIHFW) from 27-08-1990 to 20-12-1996. The Member-Secretary further informed that Shri Varadarajan has requested for counting of his past service rendered with the NIHFW, for pensionary benefits. The request of Shri Varadarajan has been examined and the case is found eligible being as per the Statute 23(Clause 6(i)(c ) of the Statute of the University. He further informed the Committee that the previous organization, viz. National Institute of Family & Health Welfare has discharged the pro-rata pensionary liability for the service rendered by Shri Varadarajan w.e.f. 27-08-1990 to 20-12-1996. It is, therefore, proposed to count the services rendered by Shri A. Varadarajan with NIHFW, for the purpose of pensionary benefits in this University.

**EC 46.8.2** The Committee considered and approved the proposal.

**ITEM NO. 9 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS OF THE UNIVERSITY**

**EC 46.9.1** The item was considered alongwith Item No. 5.

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

**(Dalip Kumar Tetri)**  
**Member-Secretary**

## IGNOU

### **46<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 17, 2006.**

The main recommendations of the Committee are:

- (i) The Committee discussed at length the request of Shri V.K. Arora, Director, EMPC for fixation of pay at higher stage. The Committee however, noted that the power to grant advance increments/higher start was not in the jurisdiction of the Committee. The Committee therefore, recommended that the request of Sh. V.K. Arora may be placed before the Board of Management for a decision. (*Item No.2*)
- (ii) The Committee approved the proposal for counting of past service rendered by Shri Ajay Kumar Gupta, Ex Asstt. Production Officer in NIEPA from 10.12.1990 to 06.6.1996 for the purpose of pensionary benefits in this University (*Item No.3*).
- (iii) The Committee approved the proposal of counting of past service rendered by Ms. K. Dora Hynniewta with the Controller of Defense Accounts from 16.12.1980 to 26.4.1991 for the purpose of pensionary benefits in this University.
- (iv) The Committee approved the proposal for lifting of probation and confirmation of certain teachers, academic and Group 'A' Officers in this University from the dates of eligibility. (*Item Nos. 5, 7 & 9*)
- (v) The Committee approved the proposal for counting of past service rendered by Dr. Nidhi Parhar, Reader in the Jamia Millia Islamia from 12.12.1994 to 28.7.1998 in this University for the purpose of pensionary benefits in this University. (*Item No.6*).
- (vi) The Committee approved the proposal for counting of past service

