

IGNOU

MINUTES OF THE 51st MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 26, 2008 AT 3.00 P.M. IN THE CHAMBER OF THE VICE CHANCELLOR, BLOCK NO.8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor - Chairman
2. Prof. Parvin Sinclair, PVC - Member
3. Prof. N.V. Narasimham - Member
4. Shri K. Laxman, Registrar - Member-Secretary

Prof. S.B.Arora and Shri Sudhir Kumar Arora, members could not attend the meeting.

At the outset, the Chairman welcomed the members to the 51st Meeting of the Establishment Committee. The Chairman on behalf of the Committee placed on record the valuable contributions made by the outgoing member, Prof. C.L. Anand whose term as member on the Establishment Committee expired on 16.2.2008.

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

The following items on the agenda were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 50TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 13, 2007 AND TO NOTE THE ACTION TAKEN THEREON

EC 51.1.1 (1) The Member-Secretary informed the Committee that the Minutes of the 50th Meeting of the Establishment Committee held on 13th November, 2007 were circulated to the members and no comments have been received on these minutes. The Minutes were also placed before the Board of Management at its 93rd Meeting held on 7th January, 2008 and were approved by the Board.

- (2) With regards to the amendments to the Ordinance on Career Advancement of Teachers (vide Resolution No. EC 50.2.2), the Committee observed that its recommendations relating to the clauses V(6)(a) and V(9) in the Ordinance as per the recommendations of Prof. Parvin Sinclair Committee, were approved by the Board. However, this position has not been correctly reflected in the Minutes of the 93rd meeting of the Board which says that the Board approved the amendments to Clause V(9) only. The Committee therefore, desired that the matter may be re-looked into in consultation with the Academic Coordination Division and correct position be placed before the next meeting of the Board for approval.

EC 51.1.2 The Committee noted the action taken on the various recommendations made at its 50th meeting and confirmed the minutes of the 50th meeting subject to the above direction.

ITEM NO. 2 TO CONSIDER THE REQUEST OF DR. P. THIAGARAJAN FOR REMITTING THE PRO-RATA RETIREMENT BENEFITS TO TNOU.

EC 51.2.1 (1) The Member-Secretary presented the proposal in respect of Dr. P. Thiagarajan and informed regarding the date of joining i.e. 01.10.1992 in IGNOU, his selection as Reader in Tamil Nadu Open University (TNOU) and acceptance of his resignation from the post of Deputy Director in IGNOU vide his letter dated 01.3.2004 on 12.3.2004.

- (2) The issue of remitting the pro rata retirement benefits to IGNOU for counting his services for pensionary benefits in TNOU was considered in the light of the given facts that Dr. Thiagarajan had already drawn the pro rata retirement dues from IGNOU on his resignation and has also been drawing pension w.e.f. 13.3.2004. The Committee further noted that the pro rata dues were paid to Dr. Thiagarajan on his resignation from IGNOU as there was no scheme of pension in Tamil Nadu Open University then. It further noted that the pension being paid to Dr. Thiagarajan has been stopped since November, 2007, but no orders for stoppage of pension from the pension sanctioning authority, were available in his personal file.

- (3) The Member-Secretary further informed that the Tamil Nadu Open University subsequently implemented pension scheme. Dr. Thiagarajan has now represented to the University (vide his letter dt. 26.11.2007) stating his services rendered in IGNOU from 01.10.1992 to 12.3.2004 shall be counted for the purpose of pensionary benefits in the Tamil Nadu Open University provided IGNOU remits the pro rata pensionary benefits received by him from IGNOU in respect of the above period to Tamil Nadu Open University for which he will refund the amount of pro rata dues received by him from IGNOU, including the pensions, with interest.

EC 51.2.2 The Committee having considered the above facts directed that the aspect of pension and its subsequent stoppage be re-examined and thereafter the same may be brought before the Establishment Committee again for a decision.

ITEM NO. 3 TO CONSIDER ADOPTION OF CCS (RECOGNITION OF SERVICE ASSOCIATIONS) RULES 1993 FOR NON-ACADEMIC EMPLOYEES OF THE IGNOU.

EC 51.3.1 The Item was discussed in detail. The Establishment Committee considered the recommendations made by Prof. A.S. Narang Committee and recommended that the Govt. of India Rules, namely, the Central Civil Services (Recognition of Service Associations) Rules, 1993 as amended from time to time will be adopted by the University.

ITEM NO. 4 TO CONSIDER THE REQUEST OF CERTAIN TEACHERS TO COUNT THEIR PAST SERVICES FOR THE PURPOSE OF CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU

EC 51.4.1 Based on the representations received from Dr. Prabhakar Singh, Lecturer in Physics, Dr. Sunil Kumar, Lecturer in Commerce and Dr. Kamal Vagrecha, Lecturer in Management for counting of the service rendered by them in their previous organizations for the purpose of Career Advancement Scheme in this University, Prof. Narasimham informed that provisions exist under the Ordinance on Career Advancement Scheme of Teachers for counting of past services subject to relevant

conditions prescribed in the Ordinance. The University has been following this policy in respect of the teachers since its inception.

EC 51.4.2 (1) After detailed discussion the Committee accepted the proposal for counting of past service in respect of the cases referred to in the resolution EC 51.4.1 subject to the completion/fulfillment of the following conditions:

- (i) It should be confirmed from their respective organizations that they were eligible for placement in higher scales under the Scheme of Career Advancement or any similar schemes.
- (ii) The matter is to be reported to the next meeting of the Establishment Committee.
- (iii) The Committee further recommended that the above mentioned procedure will be followed in all cases of counting of previous service for the purpose of CAS in this University, in future.

ITEM NO. 5 TO CONSIDER THE CASE OF SH. DALJEET SACHDEVA, PRODUCER (SR. SCALE)

EC 51.5.1 The Item was taken up for consideration. The Committee sought for the following information:

- (i) whether ad hoc appointment in the case of Sh. Daljeet Sachdeva as Producer was through a proper selection procedure and as per the recommendations of a Selection Committee constituted for the purpose.
- (ii) whether ad hoc promotion itself in the case should count for placement in the senior scale.
- (iii) Whether there are any similar cases settled in the past in the University.

EC 51.5.2 The Committee directed that the matter may be re-examined before final decision is taken.

ITEM NO. 6 TO CONSIDER THE REQUEST OF DR. S.S. KHANKA FOR COUNTING HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU.

EC 51.6.1 (1) The item was taken for consideration. It was informed that Dr. S.S. Khanka worked as Reader in Commerce in IGNOU from 01.8.1991 to 20.10.1994. Before joining this University on 01.8.1991, Dr. Khanka had worked in Kumaun University from 16.2.1979 to 31.7.1991. Dr. Khanka resigned from the post of Reader in the University on 20.10.1994 to join the Assam University. The IGNOU has already remitted an amount of Rs. 12,225/- to the Assam University representing the proportionate gratuity in respect of the service rendered by Dr. Khanka in this University. It was further informed that Kumaun University has since remitted an amount of Rs.1,29,212/- towards commuted value of pension in respect of the period of service rendered by Dr. Khanka in that University. As regards the pro rata gratuity, Kumaun University had informed that Dr. Khanka was not entitled to gratuity as per the UP Govt. Rules. Therefore, the matter to consider counting of the period of service rendered by Dr. Khanka in Kumaun University for the purpose of pensionary benefits first in IGNOU and then remit the combined pro rata retirement benefits, both on account of gratuity and pension to Assam University, have been brought, in light of the fact that Dr. Khanka was not entitled for a gratuity in Kumaun University.

(2) The Committee has taken into consideration that had Dr. Khanka continued in IGNOU he would have been entitled for the full amount of gratuity as well as pension as per the rules of this University. The Committee noted that there are similar other cases where the University had already decided to count the past services rendered by some teachers where pro rata gratuity was not received by this University for the same reasons.

EC 51.6.2 The Committee approved the proposal for counting of the services rendered by Dr. Khanka in Kumaun University w.e.f. 16.2.1979 to 31.7.1991 and 01.8.1991 to 20.10.1994 in IGNOU for the purpose of pensionary benefits in this University and the transfer of combined pro rata dues to the Assam University.

ITEM NO. 7 TO CONSIDER THE REQUEST OF SH DALIP KUMAR BHAT, SECTION OFFICER (ON DEPUTATION) FOR HIS PERMANENT ABSORPTION IN IGNOU.

EC 51.7.1 The item was discussed. It was noted that the University has already initiated the process for filling up of the posts at Regional Centres in the North-East, Sikkim, Jammu & Kashmir. Keeping in view the process of recruitment, the Committee directed that the official may apply for regular appointment against the vacancy at the Regional Centre, Jammu and till then, he may continue as Section Officer on the existing deputation terms.

The Committee however directed that appropriate guidelines and procedures to deal with cases of absorption in the University consistent with the Govt. of India Policy may also be evolved by the University.

ITEM NO. 8 TO CONSIDER THE RATIONALIZATION OF TRANSLATION STAFF OF THE UNIVERSITY.

EC 51.8.1 (1) The item was taken up for consideration. The Establishment Committee considered the recommendations made by Prof. Parakh Committee appointed by the Vice-Chancellor to examine the issue of rationalization of the cadre of translation staff.

(2) The Committee accepted the structure of the cadre, as recommended by the Committee with modifications that the structure will start from the cadre of the 'Translator' instead of 'Senior Translator', as under:

- i) Translator
- ii) Translation Officer
- iii) Assistant Registrar (Translation)
- iv) Dy. Registrar (Translation)

EC 51.8.2 (1) The Committee resolved that after re-structuring, it will be essential to evolve and specify the job profiles for each post as well as the Scheme of Upward Movement for the cadre.

(2) The R&P Rules relating to the cadre should also be suitably modified with the approval of the Board.

ITEM NO. 9 TO CONSIDER THE PROPOSAL FOR AMENDMENT IN R&P RULES FOR THE POST OF ASSISTANT REGISTRAR

EC 51.9.1 (1) The item was taken up for consideration. The Member-Secretary informed that the R&P Rules of the University for non-academic Group 'A' employees provides for filling up of the post of Assistant Registrars by Direct Recruitment and Promotion in the ratio of 1:2. The R&P Rules further provides certain essential qualification for the selection to the post of Assistant Registrar which were modified by Board of Management (72nd Meeting) in 2002.

- (2) Keeping in view the changes in the responsibilities attached to the post of Assistant Registrars in relation to financial and administrative matters, it was imperative to make provision for experience of three years in the administration and finance in the scale of Rs.6500-10500 as essential qualification.

EC 51.9.2 (1) The Committee approved the introduction of 3 (three) years experience interalia in the administrative and finance in the scale of 6500-10500 as essential eligibility for the recruitment to the post of Assistant Registrar under Direct Recruitment.

- (2) The Committee decided that candidates applying for the post of Assistant Registrars will be short-listed through written test, to be conducted by the University, appropriate to the job requirement of the post and directed that the advertisement for the post should specify the above requirement.

- (3) A Post Graduate Degree from a recognized University with at least 55% marks or its equivalent grade at PG level shall be essential both for external as well as internal candidates for the post.

(TABLED ITEMS):

ITEM NO. 10 TO CONSIDER THE PROPSOAL TO OPERATE THE VACANT POSITIONS OF GROUP 'A' AFTER CONDONING/RELAXING THE SHORT FALL IN RESIDENCY PERIOD

EC 51.10.1 The proposal was considered. The Committee noted that the proposal was considered at the 50th Meeting of the Establishment Committee and it was decided that there shall be no condonation in the short-fall of the residency period. This was also approved by the Board of Management at its 93rd meeting. The Committee further noted that the vacancies now being highlighted at the level of Deputy Registrars are the outcome of the recommendations of the Norms Committee and felt that there should be provision in the R&P Rules for filling in these posts through the direct recruitment instead of by promotion as has been followed in certain cases. However, in view of the fact that there are 10 vacancies as on date and there is no possibility of promotion to any of these vacancies during the next 8 months (minimum), the Establishment Committee authorized the Chairman to have dialogue with the representatives of the Officers Association, to evolve a workable solution to the demand of the Association to meet the requirement and also the challenges posed by the situation.

ITEM NO. 11 TO CONSIDER THE REQUEST OF SECTION OFFICERS (PUBLICATION) FOR GRANT OF TWO INCREAMENTS WHILE FIXING THE PAY IN THE SCALE OF RS. 6500-200-10500/-

EC 51.11.1 The Establishment Committee after detailed deliberations approved the proposal for grant of two advance increments to the Section Officers (Publication) while fixing their pay in the pay scale of Rs.6500-200-10500/-.

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

(K. LAXMAN)
Member-Secretary