

**MINUTES OF THE 54TH MEETING OF THE ESTABLISHMENT COMMITTEE
HELD ON 10.01.2009 AT 11.00 A.M. IN THE BOARD ROOM, BLOCK NO. 08,
IGNOU, MAIDAN GARHI, NEW DELHI – 110068.**

The following were present:

1. Prof. Parvin Sinclair, Pro-Vice-Chancellor - Member
2. Prof. Shatrughana Kumar, Professor, SOH - Member
3. Prof. B. S. Hansra, Director, SOA - Member
4. Sh. Sudhir Kumar Arora, Librarian, L & DD - Member
5. Sh. U. S. Tolia, Registrar (Admn.) - Member Secretary

Prof. V. N. Rajasekharan Pillai, Vice-Chancellor and the Chairman of the Establishment Committee could not attend the meeting due to preoccupation. Prof. Shatrughana Kumar, being a Member, BOM and in accordance with the composition of the EC meeting, chaired the meeting.

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

**ITEM NO.1 TO CONFIRM THE MINUTES OF THE 53RD MEETING OF THE
ESTABLISHMENT COMMITTEE HELD ON 17TH NOVEMBER,
2008 AND TO NOTE THE ACTION TAKEN THEREON**

EC 54.1.1 The Member Secretary informed that the minutes of the 53rd meeting of the Establishment Committee were circulated to the Members and no comments have been received on these minutes. He further informed that the minutes of the 53rd meeting, after confirmation, would be placed before the 98th meeting of the BOM, scheduled for 14.01.2009.

EC 54.1.2 The committee noted that no comments were received in respect of the minutes of the 53rd meeting of the Establishment Committee, and hence they were confirmed.

EC 54.1.3(1) With regard to the action taken on the minutes of the 53rd meeting of the Establishment Committee, the committee noted the observations of Sh. N. K. Sinha, Joint Secretary, MHRD that only those items related to the staff for which the Board is the appointing authority need to be brought before the BOM. Establishment Committee and Grievance Redressal Committee items shall be disposed off by the Appropriate Authority in the University. The Board of Management had accordingly authorized the Vice-Chancellor to take appropriate action on the grievance Redressal Committee recommendations.

(2) The Member Secretary informed that based on the recommendations of the GRC, the matters regarding the grievance of Sr. PAs and Sh. Govind Pandey, Section Officer have been submitted to the Vice-Chancellor. However, in this context the Member Secretary pointed out that under the relevant provisions in Statute 16 (1) GRC being a standing committee of the BOM, its recommendations need to be placed before the BOM for its consideration.

ITEM NO.2 TO CONSIDER THE GRANT OF LUMPSUM INCENTIVE FOR ACQUIRING FRESH HIGHER QUALIFICATION WHICH ARE USEFUL IN IGNOU OPERATION/DISCHARGE OF HIGHER OFFICIAL WORK

EC 54.2.1(i) The Member Secretary informed that the scheme of granting lump sum incentive for acquiring higher qualifications already exists in the Govt. of India, the details of which were given in Annexure-A. He also informed that the IGNOU is at present giving one incentive increment for non-academic staff who complete degree/diploma in Management or Computer or Distance Education.

(ii) 50% fee concession to all non-academic staff who enroll for any IGNOU programme, and

(iii) a contingency grant of Rs. 5,000/- to all non-academic staff on completion of the Ph.D.

EC 54.2.2 The committee noted that based on the recommendations of the Establishment Committee, the Vice-Chancellor had constituted a committee, consisting of Prof. N. V. Narasimham, Prof. S.B. Arora and Dr. C.G. Naidu. The said committee had submitted its recommendations which were placed before the EC for consideration. The EC, while considering the recommendations, noted that apart from the lump sum incentive, recommendations have been made by the committee above for extending the fee concession of 50% to the dependent children/spouse of employee of non-academic staff belonging to Group-B, C and D for enrolling in IGNOU Programmes. In the event of the death of an employee, this benefit of fee concession is to be increased to 100%.

EC 54.2.3 The Members desired to know why recommendations have been made for fee concession, while the committee has been constituted for looking into the matter of identifying course/ programmes which are relevant to IGNOU operations for consideration of a lumpsum incentive on completion of a course/programme. In this connection the Committee also desired to have information regarding the incentive schemes prevailing in other Universities. Pending details/clarification on the above, this item was deferred.

ITEM NO.3 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP-A OFFICERS.

EC 54.3.1 The Member Secretary informed that the probation in respect of ten Group-A officers mentioned in the Agenda note are proposed to be lifted from the dates mentioned against each. It was clarified that since the said officers are in Group-A category, this matter has been placed before the Establishment Committee.

EC 54.3.2 The Committee approved the lifting of probation of Group-A Officers as per the details given in Annexure-I enclosed.

ITEM NO.4 TO CONSIDER THE REQUEST OF RE-DESIGNATED COMPUTER OPERATOR GRADE-I (DEO-C) FOR GRANT OF PAY SCALE OF RS. 5000-8000/- FROM THE DATE OF THEIR JOINING INSTEAD OF 15.07.1999.

EC 54.4.1 The Member Secretary explained that the appointments were made through open recruitment for Computer Operator Grade-II in the scale of Rs. 1150-1500/- in the years 1995, 1997 and 1998, and the qualifications prescribed for the post was 12th standard. However, some of the Computer Operators thus recruited had acquired higher qualifications of Graduation also. Consequent upon the implementation of Part-B scales of the 5th Central Pay Commission vide Notification of Ministry of Finance dated 11.09.1989, the University had constituted a committee under Prof. A. K. Agarwal to look into this matter among other things.

Prof. Agarwal Committee's recommendations were approved by the BOM in the 66th meeting held on 07.08.2000, and accordingly all graduate CO-IIs were re-designated as Computer Operator Grade-I and given the pay scale of Rs. 1350-2200/- w.e.f. 15.07.1999, i.e., the date of the constitution of the Committee.

EC 54.4.2 The Committee noted that the request of re-designated Computer Operator Grade-I for granting of the pay scale of Rs. 1350-2200/- w.e.f. the date of appointment (instead of 15.07.1999) was examined by Prof. Saraswat Committee subsequently and the same was not recommended by the said committee. Subsequently, based on the recommendations of the BOM held on 07.01.2008, an agenda note was also submitted to the Finance Division for placing the item before the Finance Committee in August, 2008. However, the Finance Division had returned this item for placing the same before the Establishment Committee. Hence, this proposal was being placed here.

EC 54.4.3 The Committee desired to know the reasons behind Kochar committee's decision, implications, pay anomalies, if any. In addition Registrar

(Admn)'s recommendations are also to be presented by the Establishment Section. In view of the above the item was deferred by the Establishment Committee.

ITEM NO.5 TO CONSIDER THE CASE OF SH. M. K. MURUGESAN, EX. DY. REGISTRAR, IGNOU FOR CONSIDERING HIS PROMOTION TO THE POST OF DY. REGISTRAR ON ADHOC BASIS W.E.F. 01.12.1988.

EC 54.5.1 The Member Secretary brought to the notice of the Members the details given in Annexure-B with regard to Sh. M. K. Murugesan and Sh. D. K. Tetri in respect of initial appointment, mode of appointment, scale of pay date of confirmation, date of absorption and details of promotion. The Committee also noted that though Sh. Tetri was absorbed in the University on 01.07.1990 seniority was given to him w.e.f. 22.07.1986 (i.e.) the date of promotion as AFO/AR in IGNOU consequent on his promotion as AO in his parent office). On the other hand, Sh. M. K. Murugesan joined the University on 20.04.1987 as Assistant Registrar as a direct recruitee.

The Committee was also informed that Sh. M.K. Murugesan retired from the services of the University on 30.06.1997 on superannuation. He has been approaching the MHRD and the National Commission for SC/ST for grant of ad-hoc promotion to the post of Deputy Registrar, w.e.f. 01.12.1988, at par with the ad-hoc promotion given to Sh. D. K. Tetri, Ex. Deputy Registrar, on the ground that Sh. D. K. Tetri, who was junior to him, was promoted to the post of Deputy Registrar on adhoc basis. The matter was also examined by the University Administration and referred to the MHRD for directions.

EC 54.5.2 The Committee noted that this matter has been brought before the Establishment Committee in view of the communication dated 26.08.2008 of MHRD to Sh. M. K. Murugesan, Ex. Deputy Registrar, informing him that he may contact IGNOU in regard to his case as IGNOU is an autonomous body having its own decision making mechanism.

EC 54.5.3 The Committee considered the matter and approved the matter of adhoc promotion to Sh. M. K. Murugesan w.e.f. 01.12.1988 to the post of Deputy Registrar at par with Sh. D. K. Tetri. The financial benefit w.e.f. 01.12.1988 on account of pay and allowances would be on functional basis. The details are to be worked out by the Establishment Section and placed before the Vice-Chancellor for approval.

ITEM NO.6 INTRODUCTION OF NON-FUNCTIONAL SCALE TO SECTION OFFICERS/SR.PAS.

EC 54.6.1 This item was deferred.

ITEM NO.7 TO CONSIDER THE CASES OF TEACHERS FOR COUNTING THEIR PAST SERVICE FOR THE PURPOSE OF CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU.

EC 54.7.1 The Committee considered the matter. The Director, AC Division stated that the EC at its 51st meeting held on 26.03.2008 considered the cases of Dr. Sunil Kumar and Dr. Kamal Vagrecha, Lecturers in SOMS and accepted the proposal for counting of past service subject to the completion/fulfillment of the following conditions:

1. 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.
2. The matter is to be reported to the next meeting of the Establishment Committee.
3. 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.

EC 54.7.2 As per the above decision, Academic Coordination Division sought the clarification on the point 1 above from the respective institutions where

Dr. Sunil Kumar and Dr. Kamal Vagrecha worked prior to joining IGNOU. Their parent institutions communicated that there is no scheme of CAS at par with UGC guidelines in their institutions. The Director, AC Division clarified that but for this condition, the past service of Dr. Sunil Kumar and Dr. Kamal Vagrecha qualifies to be counted for the purpose of CAS in IGNOU as per the provisions of our Ordinance as well as UGC guidelines on the subject. He further clarified that the condition prescribed by the EC at point 1 above is not in accordance with the UGC guidelines on career advancement for Teachers or the provisions of the Ordinance of the University. Similar type of experience was considered for the purpose of CAS in the past by the University.

EC 54.7.3 The EC took note of the clarifications given by the Director, AC Division. The committee approved the counting of past service for the purpose of CAS in respect of Dr. Sunil Kumar and Dr. Kamal Vagrecha, subject to the following:

- i) The appointment of Dr. Sunil Kumar, in Maharaja Surajmal Institute as temporary but on regular basis is in accordance with the Ordinance/conditions prescribed for this purpose.
- ii) That the Modi Institute of Technology & Science were following the UGC Selection procedure.

ITEM NO.8 TO CONSIDER THE RECOMMENDATIONS OF THE PROF. PARAKH COMMITTEE FOR EXTENDING THE BENEFIT OF REVISION/MERGER OF PAY SCALE IN RESPECT OF SENIOR TRNASLATORS W.E.F. 01.01.1996.

EC 54.8.1 With the permission of the Chair, a copy of the agenda on this item was tabled and copy provided to the Members of the Committee. The

Committee noted that the Vice-Chancellor had constituted a Committee for rationalization of the Translation Staff under the Chairmanship of Prof. Parakh to examine the issue of extending the benefit of revision / merger of pay scales of Junior Translators with Senior Translators. Accordingly, Prof. Parakh Committee had submitted its report. The report of the Prof. Parakh Committee was placed before the EC in the 51st meeting held on 26.03.2008. The EC approved the cadre structure as recommended by the Committee, in principle, but directed that the relevant R & P Rules are to be framed and the job profile specified. However, with regard to extending the benefit of merger of the pay scales of Junior Translators with Senior Translators w.e.f. 01.01.1996, there was no mention in the minutes of the EC, and hence the item has been placed again before the EC.

EC.54.8.2 The EC noted the notification dated 25.02.2002 with regard to the revision in the pay scales of Junior Translators and Senior Translators w.e.f. 01.01.1996. The EC also noted that the post of Junior Translator was upgraded to the post of Senior Translator w.e.f. 31.12.1999, and accordingly, the pay scale of Senior Translator, i.e., Rs. 5500-9000, has been given w.e.f. 31.12.1999. However, the Prof. Parakh Committee has recommended that this merger benefit of pay be extended from 01.01.1996, or from the date of appointment, whichever is earlier.

EC.54.8.3 After discussion in the matter the Committee desired to have more information regarding the implications of this merger benefit w.e.f. 01.01.1996 and the recommendations of Registrar (Admn.). This item was therefore deferred.

Meeting ended with a vote of thanks to the Chair.

(U. S. Tolia)
Member Secretary

