

IGNOU

MINUTES OF THE 58TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 05, 2009 AT 12.00 NOON IN THE BOARD ROOM, BLOCK-8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068

The following were present:

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| 1. | Prof. V.N. Rajasekharan Pillai, Vice-Chancellor | - Chairman |
| 2. | Dr. D.K. Choudhry, PVC | - Member |
| 3. | Prof. Manohar Lal, Director, SOCIS | - Member |
| 4. | Dr. V. Venugopal Reddy, Director Research Unit | - Member |
| 5. | Shri U.S. Tolia, Registrar (Admn) | - Member-Secretary |

Prof. Shatrughna Kumar and Prof. M.K. Salooja, Members could not attend the meeting.

Shri R. Thyagarajan, Dy. Registrar (Establishment) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 58th Meeting of the Establishment Committee. The Chairman specially welcomed Dr. D.K. Choudhry, Pro-Vice Chancellor and Dr. V.Venugopal Reddy who were attending the meeting of the Establishment Committee as new members. On behalf of the Committee, the Chairman also placed on record the contributions made by Prof. Parvin Sinclair and Shri Sudhir Kumar Arora whose term as members on the Establishment Committee has expired. Thereafter, the items on the Agenda were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 57TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JULY 23, 2009 AND TO NOTE THE ACTION TAKEN THEREON

EC 58.1.1 Registrar (Admn) informed that the Minutes of the 57th Meeting of the Establishment Committee were circulated to the members. The comments have been received from the Establishment Section (Administration) on the Minutes of the 57th Meeting of the Establishment Committee in respect of merger of posts carrying the pay scale i.e. Rs.5000-8000 and Rs.5500-9000 (Pre-revised pay structure). It was explained that the Anomaly Committee had recommended that the employees who are in the

pre-revised pay scales of Rs.5000-8000 and Rs.5500-9000 respectively may be merged and granted Grade Pay of Rs.4200/- in Pay Band-2, recommended by the VIth Central Pay Commission from the date of implementation of the Pay Commissions Reports i.e. 1.1.2006. It was further clarified that on such merger the officials who were earlier drawing the pay scale of Rs.5000-8000 shall be placed, en block, below the officials who were earlier drawing the pay scale of Rs.5500-9000. However, this shall not be treated as promotion. The Member-Secretary explained that in the Govt. of India when such mergers take place, the above procedure is adopted. The Member-Secretary informed that the above recommendations of the Committee which were agreed by the Establishment Committee at its previous meeting were left to be included in the minutes.

EC 58.1.2 The Committee, keeping in view the above clarification, agreed to insert the following Sub-Resolution below the Resolution No. EC 57.2.1 (iv) of the Minutes of the 57th meeting of the Establishment Committee:

“(v) The Establishment Committee also considered the case of merger of the posts carrying the pay scale i.e. Rs.5000-8000 and Rs.5500-9000 irrespective of the posts. The Committee agreed that on such merger the officials who were earlier drawing the pay scale of Rs.5000-8000 shall en block be placed below the officials who were earlier drawing the pay scale of Rs.5500-9000. However, this shall not be treated as promotion.”

EC 58.1.3 As regards the grant of Grade Pay of Rs.4800/- to the cadres, namely, Section Officer & Sr. PA and equivalent cadre in the University which formed the supervisory cadres, as recommended by the Anomaly Committee, it was informed that the proposal was agreed to in principle by the Establishment Committee. However, since the same involved modifications in the R&P Rules in respect of these cadres, the matter has been referred to the R&P Rules Review Committee for making suitable modifications in the R&P Rules. The recommendations of the R&P Rules Review Committee are under finalization.

EC 58.1.4 As regards the notification of the Expert Committee constituted for looking into the demands of Computer Operators as decided by the Establishment Committee at its 56th meeting (EC Res.

No.56.6.2), the Member-Secretary informed the Committee that the Expert Committee is being notified with a Member also from National Informatics Centre (NIC).

EC 58.1.5 The Establishment Committee noted the action taken report on the Minutes of the previous meeting and confirmed the Minutes of 57th meeting of the Establishment Committee.

ITEM NO. 2 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY DR. (MRS.) NEELAM FARUQUI, FORMER LECTURER IN HINDI FOR PENSIONARY BENEFIT IN THE UNIVERSITY

EC 58.2.1 The Committee noted that pro rata retirement dues in respect of past service rendered by Dr. (Mrs.) Neelam Faruqui from 08.12.1975 to 04.3.1989 have been remitted by the previous employer i.e. All India Radio, Gwalior to the University. Further, the other conditions under Statute 23 for counting of past service in IGNOU have been fulfilled. The Committee noted that the proposal was in order and approved the proposal for counting of past services rendered by Dr. Neelam Faruqui from 08.12.1975 to 04.3.1989 for pensionary benefits in the University.

ITEM NO. 3 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY DR. V.K. JAGAJEEVAN, DEPUTY LIBRARIAN FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 58.3.1 The Committee noted that pro rata retirement dues in respect of past service rendered by Dr. V.K. Jagajeevan, Deputy Librarian from 15.04.1997 to 23.01.2007 have been remitted by the previous employer i.e. Indian Institute of Tehnology, Kharagpur to the University. Further, the other conditions under Statute 23 for counting of past service in IGNOU have been fulfilled. The Committee noted that the proposal was in order and approved the proposal for counting of past services rendered by Dr. V.K. Jagajeevan from 15.04.1997 to 23.01.2007 with Indian Institute of Technology, Kharagpur for pensionary benefits in the University.

ITEM NO. 4 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY DR. MANJULA SAXENA, ASSISTANT DIRECTOR (SR. SCALE), REGIONAL SERVICES DIVISION FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 58.4.1 The Committee noted that pro rata retirement dues in respect of past service rendered by Dr. Manjula Saxena, Assistant Director (Sr. Scale), Regional Services Division from 07.9.1987 to 02.8.2002 have been remitted by the previous employer to the University. Further, the other conditions under Statute 23 for counting of past service in IGNOU have been fulfilled. The Committee noted that the proposal was in order and approved the proposal for counting past services rendered by Dr. Manjula Saxena from 07.9.1987 to 02.8.2002 with Regional Institute of Education, NCERT, Mysore for pensionary benefits in the University.

ITEM NO. 5 TO CONSIDER RE-STRUCTURING OF HINDI TRANSLATION CADRE AS TRANSLATION CELL & OFFICIAL LANGUAGE CELL

EC 58.5.1 The item was taken up for consideration. Sh. R. Thgyagarajan, Dy. Registrar (Estt) explained that the matter relating to rationalization of the cadre of Hindi Translation was earlier referred to Prof. Parakh Committee. The recommendations of Prof. Parakh Committee were considered by Establishment Committee at its 51st meeting held on 26.3.2008. The Establishment Committee while approving the cadre structure as recommended by Prof. Parakh Committee had resolved that the job profile for each position in the Translation Cadre including the scheme of Upward Movement for the respective cadres, may also be evolved with the approval of the Board of Management. Accordingly, as per the approval of the Board of Management, the Vice Chancellor constituted a Committee consisting of the **following members** for framing of the R&P Rules evolving of specific job profile and the scheme of Upward Movement for the Translation Cadre.

1. Prof. Omprakash Mishra, PVC - Chairman
2. Director, SOH, Member
3. Dr. N.Ojha, Retd. Director, Official Language, GOI
4. Registrar, Administration – Member-cum-Convener.

The salient recommendations of the Committee included the following:

- (a) Bifurcation of Translation cadre into Translation Cell and Official Language Cell
- (b) Redressal of the grievances of employees of both the units i.e. Translation Cell and Official Language Cell.

A copy of the recommendations of the Committee is placed at **Annexure.**

EC 58.5.2

The item was discussed in detail. The Establishment Committee approved the recommendations of the Committee. Further, the members suggested that specific job responsibilities for the various cadres in the Translation Cell need to be identified and fixed so as to ensure their optimum utilization on the job. The Establishment Committee agreed to the suggestion and noted the job profile and the qualifications recommended by the Committee.

ITEM NO. 6 TO CONSIDER THE CASES OF GROUP-A OFFICERS FOR GRANT OF RELAXATION IN RESIDENCY PERIOD FOR PROMOTION TO DEPUTY REGISTRAR POSITIONS PURELY ON TEMPORARY BASIS

EC 58.6.1 The Item was deferred.

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

EC 58.7.1 The Committee approved the proposal for lifting of probation and confirmation of the two Group-A officers, as under:

S. No.	Name & Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of lifting of probation	Effective date of confirmation
		From	To			
1.	Sh. G.R. Chaudhary Asst. Registrar	21.01.2008	20.01.2009	Yes	30.8.2008 (A/N)	Already confirmed
2.	Sh. Arif Hasan Naqvi, Graphic Artist	25.04.2008	24.04.2009	Yes	27.9.2008 (A/N)	25.04.2009

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

(U.S. TOLIA)
Member-Secretary