

## IGNOU

### **MINUTES OF THE 62<sup>ND</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 02, 2010 AT 11.00 A.M. IN THE BOARD ROOM, BLOCK-8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068**

The following were present:

- |  |                    |
|--|--------------------|
| 1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor | - Chairman         |
| 2. Dr. D.K. Choudhry, Pro-Vice Chancellor          | - Member           |
| 3. Prof. Darvesh Gopal                             | - Member           |
| 4. Prof. M.K. Salooja                              | - Member           |
| 5. Prof. B.K. Pattanaik                            | - Member           |
| 6. Dr. V. Venugopal Reddy                          | - Member           |
| 7. Shri U.S. Tolia, Registrar (Admn)               | - Member-Secretary |

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

At the outset, the Chairman welcomed the members to the 62<sup>nd</sup> Meeting of the Establishment Committee. The Chairman also welcomed Prof. B.K. Pattanaik as the new member of the Committee. The Chairman, on behalf of the members of the Establishment Committee and on his own behalf placed on record his appreciation for the valuable contributions made by Prof. Manohar Lal whose term as member on the Establishment Committee expired on 09.9.2010. Thereafter, the items on the Agenda were taken up for consideration, ad seriatim:

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 61<sup>ST</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JUNE 18, 2010 AND TO NOTE THE ACTION TAKEN THEREON**

**EC 62.1.1** Registrar informed the Committee that the Minutes of the 61<sup>st</sup> Meeting of the Establishment Committee were placed before the Board of Management at the 105<sup>th</sup> meeting held on 28.7.2010 and were approved by the Board.

He informed that further action as per the recommendations of the Establishment Committee and approval of the Board has been taken by the Academic Cordin. Division and the Establishment Section. Also the Action Taken Report on the various recommendations of the Establishment Committee is

placed before the Committee.

**EC 62.1.2** Dr.V. Venugopal Reddy pointed out that the Minutes of the 61<sup>st</sup> meeting of the Establishment Committee were not circulated to the members. Responding to the observation, the Registrar clarified that the Establishment Committee is a Standing Committee of the Board; the recommendations of which need to be first considered & approved by the Board. Accordingly, the extract of the various recommendations/decisions of the Establishment Committee & the Board were circulated for further action to the concerned Units viz. the ACD and Estt. Section, after approval of the Minutes of the 105<sup>th</sup> meeting of the Board by the Chairman. However, the point raised by the Member was well taken and the Minutes of the present meeting as well as future meetings shall be duly circulated to the members with the approval of the Chairman.

**EC 62.1.3** As regards the Item No.5 of the Minutes of the 61<sup>st</sup> meeting of the Establishment Committee (Res. No.61.5.1), Dr. Reddy pointed out that the Establishment Committee at its previous meeting had decided that a one page Brief or Performance Appraisal Report in respect of the Teachers/Academics including the non-academics shall accompany every proposal for lifting of probation in future. It was noted that the decision as recorded under Resolution No.61.5.2 (last line) omits the Non-Academics. Registrar explained that the Minutes correctly reflected the decision of the Establishment Committee, as it covers the officials in all the three categories and the omission of word 'Non-Academic' in the last line not intentional. This will be taken care of, while circulating the Minutes of the 62<sup>nd</sup> meeting of the Establishment Committee.

**EC 62.1.4** The Establishment Committee confirmed the Minutes of its 61<sup>st</sup> meeting, with the above observations.

**ITEM NO. 2 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS OF THE UNIVERSITY**

**EC 62.2.1** The Establishment Committee noted that the present proposal for lifting of probation/confirmation of teachers/academics was also not supported with the brief Performance Appraisal Reports, as decided in 61<sup>st</sup> meeting of the Establishment Committee. It was emphasized that the brief of the

Performance Appraisal Report should not be a mere numerical data sheet, it should be a thoroughly analyzed and evaluated document by the cadre controlling divisions, to assess the performance and suitability for confirmation of the teachers/academics/non-academic Group-A officers and have the same approved by the Vice-Chancellor. The proposal was deferred.

**EC 62.2.2** It was decided that the proposal with due compliance shall be resubmitted in the next Establishment Committee.

**ITEM NO. 3 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY PROF. MANOHAR LAL, PROFESSOR OF COMPUTER SCIENCE FOR PENSIONARY BENEFITS IN THE UNIVERSITY**

**EC 62.3.1** The Committee noted that the proposal was in order being as per the extant Rules followed by the University which has also been vetted by the Finance & Accounts Div. The Committee approved the proposal.

**ITEM NO. 4 TO CONSIDER AND APPROVE THE REQUIREMENT OF SUPPORT STAFF IN THE SCHOOL OF SOCIAL SCIENCES**

**EC 62.4.1** The proposal was discussed in detail. The Chairman observed that mere creation of discipline and faculty positions should not be the justification for demand of additional support staff. Any proposal for support staff should be adjudged by the actual work-load measured in terms of the academic programmes offered/proposed to be offered and the level of utilization of the existing support staff.

The Establishment Committee agreed to the directions of the Chairman and decided that this shall be followed as a matter of Policy.

**EC 62.4.2** Registrar informed the Committee that a few more proposals have been received from some other Schools/Divisions viz., SOCE, ID, SOS, SRD. He, therefore, proposed that a Committee may be constituted consisting of the Registrar (Admn), Director, ACD, Finance Officer and the Director of the concerned School/Division to look into the proposals initially and make appropriate recommendations for

consideration of the Competent Authority/Finance Committee/Board, in the light of the policy discussed above, across the schools/divisions/ centres/units.

The Establishment Committee approved the constitution of the Committee, as proposed above.

**ITEM NO. 5 TO CONSIDER THE REQUEST OF SHRI C.V. ANAND, ASSISTANT REGISTRAR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 62.5.1** The Committee noted that the proposal was in order being as per the extant Rules followed by the University and approved the proposal for counting of past service rendered by Sh. C.V. Anand in the previous Organisation, for pensionary benefits in the University. The Committee also approved the similar proposals at Item No.5,6 & 10 of the agenda papers.

**ITEM NO. 6 TO CONSIDER THE REQUEST OF MS. RAJNI A. JEET, ASSISTANT REGISTRAR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU**

**EC 62.6.1** The Item was considered and approved alongwith Item No.5 & 10.

**ITEM NO. 7 TO CONSIDER THE PROPOSAL FOR FIXING THE AMOUNT OF HONORARIUM TO BE PAID TO THE INQUIRY OFFICERS**

**EC 62.7.1** The Item was presented by Sh. R.Thyagarajan, Dy. Registrar (Estt.). He explained in detail that the rates of the Honorarium presently being paid to the Inquiry Officers were approved by the Board at its 85<sup>th</sup> meeting held on 24.12.2005 and there was need/urgent justification for its revision, considering the overall inflationary trend in the market.

**EC 62.7.2** The Establishment Committee considered the proposal and approved the following rates of honorarium payable to the Inquiry Officers and others:

- (i) The honorarium payable to Inquiry Officers shall be between Rs. 15,000/- to Rs. 40,000/- to be decided by the

Vice-Chancellor, depending on the volume of work involved and the time spent by the Inquiry Officer.

- (ii) In the combined proceedings, an amount of Rs. 4000/- may be paid in addition for every additional charged officer.
- (iii) An amount of Rs. 5000/- may be paid to the Inquiry Officer towards clerical and stenographic assistance for every departmental inquiry report or the University may arrange the necessary clerical/stenographic assistance. If the University provides clerical/stenographic assistance the honorarium not exceeding Rs. 5,000/- may be paid to the person who assisted, as it is outside the purview of the work assigned to him and an additional work.
- (iv) The presenting officer shall be paid an amount in the range of Rs. 4,000/- to Rs. 7,500/- to be decided by the VC depending on the volume of work involved and time spent by the Presenting Officer.

**ITEM NO.8      TO CONSIDER GRANTING THE GRADE PAY OF RS. 6600/- TO GROUP-‘A’ OFFICERS VIZ. ASSISTANT REGISTRARS & EQUIVALENT CADRES OF IGNOU**

**EC 62.8.1**      The Item was taken up for consideration. The Finance Officer who was invited to present the item, explained that there was an age old parity in the pay scales of Asstt. Registrars with the Lecturers as per the U.G.C. norms. However, the UGC in their notification of the pay scales of Teachers as per the VI Central Pay Commission Reports, did not consider the Pay Packages for Non-Academic positions such as Asstt. Registrars etc. The present demand of Asstt. Registrars was for grant of the Grade Pay (GP) of Rs.6600/- admissible to the Under Secretary in the Ministry which was also a promotional post from the Section Officers cadre. He mentioned that the UGC has however, allowed the Grade Pay of Rs.6000/- to the Lecturers.

Prof. Darvesh Gopal observed that the Agenda Note in the matter has been received from the Finance Officer. There is a case of an age old parity of pay scales of the Asstt. Registrars with the Lecturers of the Universities, which is also a vital issue.

**EC 62.8.2**      The Establishment Committee, after considering the demand vis-à-vis the prevailing Pay Structure resolved that in the first instance, the position in this regard may be ascertained from

other Central universities like JNU, Delhi University etc. and the matter examined further.

**ITEM NO. 9 TO CONSIDER THE CASE OF PROF. SUNIL KUMAR, DIRECTOR & PROFESSOR IN THE SCHOOL OF PERFORMING AND VISUAL ARTS, FOR HIS ADMISSION TO G.P.F. SCHEME**

**EC 62.9.1** The Committee noted that prior to joining IGNOU as Professor in the School of Performing and Visual Arts, Prof. Sunil Kumar was working in the National Council of Educational Research and Training (NCERT), New Delhi. He was a member of the Pension Scheme governed by CCS(Pension) Rules, 1972. The Committee noted that the request of Prof. Sunil Kumar for admission to GPF is as per the Rules on the subject.

**EC 62.9.2** The Committee approved the proposal.

**ITEM NO. 10 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY SH. ASHOK KUMAR NISHESH, PRODUCER (SELECTION GRADE), EMPC FOR PENSIONARY BENEFITS IN THE UNIVERSITY**

**EC 62.10.1** The Item was taken up for consideration. The Establishment Committee observed that the case relate to a very old period and hence the reasons for belated proposal be examined.

**ITEM NO. 11 TO CONSIDER THE REPORT OF THE EXPERT COMMITTEE CONSTITUTED FOR RECOMMENDING A HIERARCHICAL CADRE STRUCTURE FOR PROVIDING CAREER ADVANCEMENT TO PRODUCTION ASSISTANT IN EMPC**

**EC 62.11.1** The Item was taken up for consideration. Sh. R. Thyagarajan, Dy. Registrar (Estt.) explained that there was no consistent Career Advancement Scheme for the cadre of Production Assistants in the EMPC. Earlier, the post was a feeder cadre for the then non-academic post of Producer. Under the then existing R&P Rules, the Production Asstt. was eligible for promotion as Producer, on completion of 5 years, subject to availability of posts. He further explained that subsequently, the post of Producer was declared as 'Other Academic' and some of the Production Asstts. were also promoted to the post on completion of requisite service, as one-time measure, but

those who had not completed the minimum required service as the Production Asstt. were subsequently placed in the position of Sr. Production Asstt. (Group-B), and have stagnated in the same post for about 15 years without promotion, as ‘Producer’ or any other Group-A position. He also mentioned that in another Unit, ‘Graphics’ in the EMPC, a clear and structured cadre viz. Junior Graphic Artist, Asst. Graphic Artist, Graphic Artist and Dy. Director (Graphics) exists providing avenues for career growth. This anomaly has been the major cause of discontent and frustration in the cadre of Production Asstt. Sh. Thyagarajan informed that a Committee was constituted by the Vice Chancellor to look into the grievances of Production Asstts. and recommend appropriate upward movement structure. The Committee has recommended the following structure:

- | (I)  | <u>Post</u>                              | <u>Scheme of Upward Movement</u>   |
|------|--|--|
| (i)  | Production Assistants                    | Pay Band-II + Grade Pay 4200/- and on completion of 08 years of service and with a Master’s Degree they will be eligible to move to Group ‘A’ positions – Media Officer / Electronic Media Officer following an interview and based on service records and ACRs for preceding 08 years of regular service. |
| (ii) | Media Officer / Electronic Media Officer | Pay Band-III + Grade Pay Rs. 5400/-  |
- (II) Further, the committee has recommended that the current posts of Senior Production Assistants to be upgraded to Group ‘A’ positions with suitable re-designation such as Media Officer / Electronic Media Officer etc. carrying the pay band PB-III with a Grade Pay of Rs. 5400/-. This will have no financial implication as these incumbents were already granted pay scale of Rs. 8000-13500/- pre-revised.

**EC 62.11.2**

The Establishment Committee approved the recommendation of the Expert Committee in the matter. A copy of the recommendations of the Expert Committee is placed as **Appendix-1.**

**ITEM NO.12 TO CONSIDER AND APPROVE THE REVISED RECRUITMENT AND PROMOTION RULES, 2010 IN RESPECT OF GROUP-A, B & C EMPLOYEES OF NON-ACADEMIC STAFF OF IGNOU**

**EC 62.12.1** Shri R. Thygarajan, Dy. Registrar (Estt.) explained that the Recruitment & Promotion (R&P) Rules for Non-Academic staff of the University were notified in 1991. Since then, there have been numerous changes in the R&P rules, eligibility criteria for various posts and other service conditions in keeping with the recommendations of the Pay Commissions and Govt. of India policies. In view of these changes, the Board of Management at its 99<sup>th</sup> meeting held on 15.4.2009 constituted the R&P Rules Review Committee, applicable to the non-academic staff of the University. The Committee after extensive deliberations and also taking into consideration the views of various Employee Associations has finalized its recommendations. He also explained the main highlights of the recommendations of the R&P Rules Review Committee. An extract of the main recommendations of the Committee is placed as **Appendix-2**. A copy of the draft Recruitment & Promotion Rules, 2010 (Non-Academic, Group-A,B & C employees) is enclosed as **Appendix-3**.

**EC 62.12.2** The Committee considered the various provisions in the draft R&P Rules 2010 and accorded, in principle approval to the draft R&P Rules. The members, however, felt that it was necessary to study the provisions under the Revised R&P Rules in detail. It was decided that the draft R&P Rules may be gone through by the members and the comments/observations, if any, may be communicated to the Registrar (Admn) in 3 days for needful incorporation, if need be, and placed before the Board accordingly.

In this regard, observations were received from Dr. V. Venugopal Reddy, Member, Estt. Committee. The observations were discussed on 8.11.2010 in the presence of other members and the position in respect of each point was clarified. A copy of the observations of Dr. Reddy is enclosed at **Appendix-4**.



**ITEM NO.13 TO CONSIDER THE CREATION OF NON-ACADEMIC POSITIONS FOR EXPANSION OF INTERNATIONAL DIVISION**

**EC 62.13.1** The Establishment Committee decided that the proposal for creation of the additional positions (non-academic) for International Division may also be placed before the Committee constituted as per decision vide Item No.4 (Res. No.EC 62.4.1).

**ITEM NO.14 TO CONSIDER THE RE-DESIGNATION OF GROUP-D ATTENDANT POSITIONS AS MULTI-TASKING-STAFF AND RECRUITMENT THEREOF IN TUNE WITH THE GOVT. OF INDIA ORDERS**

**EC 62.14.1** The Item was presented by Sh. Thyagarajan, Dy. Registrar (Estt.). He explained that with the implementation of the recommendations of the VI Central Pay Commission, the cadre of Group-D stood abolished in the Central Govt. and all the employees belonging to the Group-D cadre, with the qualifications of High School or 10<sup>th</sup> Standard, got merged with the Group-C cadres with the provision that those Group-D employees not fulfilling the above criteria, shall be given appropriate training to upgrade them for inclusion in Group-C category. Further, the Govt. of India has issued orders that the Group-D employees so merged/included to Group-C cadre may also be re-designated as Multi-Tasking staff, with the minimum qualification as 10<sup>th</sup> Standard. Sh. Thyagarajan gave a brief account of the number of vacancies available to be filled up under different categories at the Hqs. and at the Regional Centres (to be filled in locally) covered under the category of 'Multi-Tasking staff'. He also explained that Advertisements have already been issued by some of the Organisations/Depts. of the Govt. of India (Indian Audit & Accounts Deptt.), Chennai & Kolkata, in line with the above policy of the Govt. of India.

**EC 62.14.2** The Committee appreciated the policy of the upgradation of the Group-D staff as Group-C with the re-designation as Multi-Tasking staff and recommended that the proposal for transit mode from Group-D to Group-C and local recruitment be implemented.

The Daily Wagers who were directly engaged at the Hqs. & Regional Centres and whose services were utilized for the period ranging from 5 to 10 years will be considered after giving due relaxation in respect of age i.e. to the extent they have served the University.

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

**(U.S. TOLIA)**  
**Member-Secretary**

**Extract of the Minutes of 62<sup>nd</sup> meeting of the Establishment Committee held on November 01, 2010**

**ITEM NO. 4 TO CONSIDER AND APPROVE THE REQUIREMENT OF SUPPORT STAFF IN THE SCHOOL OF SOCIAL SCIENCES**

**EC 62.4.1** The proposal was discussed in detail. The Chairman observed that mere creation of discipline and faculty positions should not be the justification for demand of additional support staff. Any proposal for support staff should be adjudged by the actual work-load measured in terms of the academic programmes offered/proposed to be offered and the level of utilization of the existing support staff.

The Establishment Committee agreed to the directions of the Chairman and decided that this shall be followed as a matter of Policy.

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The Establishment Committee approved the constitution of the Committee, as proposed above.