

IGNOU

MINUTES OF THE 69TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 11, 2013 AT 11.300 P.M. IN THE CONFERENCE ROOM, NEW VCO BLOCK, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068.

The following were present:

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| 1. Prof. Gopinath Pradhan, Vice-Chancellor | - Chairman |
| 2. Er. R.K. Gupta | - Member |
| 3. Prof. E. Vayunandan | - Member |
| 4. Prof. C.G. Naidu | - Member |
| 5. Dr. Arun Banik | - Member |
| 6. Shri U.S. Tolia, Registrar (Admn) | - Member-Secretary |

Shri Mohan Veer Gautam, Assistant Registrar (Governance) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the Members to the 69th Meeting of the Establishment Committee. The following items on the Agenda were taken up for consideration seriatim, thereafter:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 68TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON 29TH DECEMBER, 2012 AND TO NOTE THE ACTION TAKEN ON THE MINUTES OF 67TH ESTABLISHMENT COMMITTEE

EC 69.1.1 The Member-Secretary informed the Committee that the Minutes of the 68th Meeting of the Establishment Committee were circulated to the Members. No comments have been received on the Minutes and, therefore, he proposed that the Minutes may be confirmed. He further informed that the Action Taken Report on the Minutes of 67th Establishment Committee was not placed before the 68th Meeting of the EC, as the extracts of the same could not be circulated to the concerned units, in view of the directions of the 116th BOM, which provides that the Minutes of the Establishment Committee must first be confirmed by EC itself in its subsequent meeting, before placing the same before the Board for confirmation. Accordingly, the ATR on the 67th Establishment Committee minutes was placed before the Establishment Committee.

EC 69.1.2 The Establishment Committee confirmed the Minutes of its 68th

Meeting held on 29.12.2012 and also noted the Action Taken Report on the Minutes of 67th Establishment Committee.

ITEM NO. 2 TO CONSIDER THE CASE OF LIFTING OF PROBATION AND CONFIRMATION OF GROUP-A OFFICERS

EC 69.2.1 The Committee recommended the proposal for lifting of probation and confirmation of the Group-A (non-academic) officers as per the details given in **Appendix-1**.

Since the Board of Management is Appointing Authority in respect of Group-A (non-academic) Officers, the recommendations of the Establishment Committee are to be placed before the BOM.

ITEM NO. 3 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS/ACADEMICS STAFF OF THE UNIVERSITY

EC 69.3.1 The item was taken up for consideration. It was clarified that in respect of these cases of Teachers & Academics, the Assessment Reports of the concerned Directors of Schools/Divisions have been obtained and found satisfactory. The Committee recommended the proposal for lifting of probation and confirmation of the teachers / academics, as per details given in the **Appendix-2**.

Since the Board of Management is empowered to confirm the teachers/academic staff of the University, in terms of Statute 17 (7), the recommendations of the Establishment Committee are to be placed before the BOM.

ITEM NO. 4 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED BY THE VICE CHANCELLOR TO EXAMINE THE ISSUES RELATING TO MACP BENEFITS TO DRIVERS AND FOR ADOPTING THE PAY STRUCTURES OF DRIVERS NOTIFIED BY THE MINISTRY OF FINANCE

EC 69.4.1 The Item was taken up for consideration. It was informed that a Committee was constituted by the Vice Chancellor to examine the issues related to MACP benefits to Drivers and for adopting the pay structure of Drivers as notified by the Ministry of Finance,

which has also been adopted by the Delhi University.

It was also informed that there is a discrepancy in the pay drawn by Drivers of the University owing to the application of ACP up to 31.08.2008 and adoption of MACP w.e.f. 01.09.2008.

As regards the promotional scheme for Drivers, it was informed that the cadre of Staff Car Drivers in the University is an isolated cadre without any promotional avenues. Further, the University of Delhi to overcome such problems has adopted the Govt. of India's Four-Tier Promotion Scheme for Staff Car Drivers. Thus the adoption of the promotional scheme of GOI would provide certain relief to this isolated cadre. It was also informed the case of Xerox Operators of the University is similar to that of the Staff Car Drivers & by applying this scheme, the pending issue of Xerox Operators can also be resolved, which is also an isolated cadre without any promotional avenues.

EC 69.4.2 After detailed deliberations, the Establishment Committee approved the recommendations made by the aforesaid Committee. A copy of the recommendations of the Committee is placed as **Appendix-3**. The Committee specifically approved the proposal for adopting the promotion scheme of the Govt. of India for Staff Car Drivers as notified by the Ministry of Finance vide Gazette Notification No.34 dt. 27.1.2012.

EC 69.4.3 The Establishment Committee also considered and approved the suggestions made by the aforesaid Committee to extend the same promotional scheme in respect of Xerox Operators also. However, the proposals will also be placed before the Finance Committee for financial concurrence.

ITEM NO. 5 TO UPGRADE THE POST OF JUNIOR ENGINEER (AUTOMOBILE) TO THAT OF ASSISTANT ENGINEER (AUTOMOBILE) IN THE PAY BAND-II OF RS.9300-34800 (GP-RS.4800/-)

EC 69.5.1 It was informed that the post of Junior Engineer (Automobile) is an isolated post without promotional avenues. The nature of duties performed by the Jr. Engineer (Automobile) is supervisory in nature. Therefore, there is a need for upgradation of the post to the level of Asstt. Engineer (Automobile) as the next post in hierarchy in other engineering cadres of the University is Assistant Engineer.

While deliberating the proposal, one of the Members observed that such proposals should first be vetted administratively along with concurrence of the Finance Division to assess the financial implications involved. Dy. Registrar, (Estt.) clarified that the proposal was sent to F&A Division for placing the proposal before the Finance Committee. However, the F&A Division desired that the proposal may first be placed before the Establishment Committee for justifying the need for upgradation of the post. Accordingly, the proposal for upgradation has been brought before the Establishment Committee.

EC 69.5.2 The Committee recommended the proposal on merits for upgradation of the post of Junior Engineer (Automobile) to that of an Assistant Engineer (Automobile) in the pay band-III of Rs. Rs.9300/-34800/- (GP Rs.4800/-) in view of the above clarifications. However, the proposals will also be placed before the Finance Committee for financial concurrence.

ITEM NO. 6 TO UPGRADE THE POST OF JUNIOR ENGINEER (CIVIL) TO THAT OF ASSISTANT ENGINEER (CIVIL) IN THE PAY BAND-II OF RS.9300-34800 (GP-RS.4800/-)

EC 69.6.1 The item was taken up for consideration. It was informed that out of the eight sanctioned posts of Junior Engineer, six posts remained vacant and were also not being utilized for a long time. It was also informed that there are four posts earmarked for promotion to the post of Assistant Executive Engineer (two each for Civil and Electrical) whereas the feeder cadre of Assistant Engineer has a total strength of three. Thus, the cadre structure is not pyramidal with greater number of posts at the level of Assistant Executive Engineer earmarked for promotion than the sanctioned strength in the feeder cadre of Assistant Engineer. Therefore, it would be desirable to upgrade one of these vacant posts of Junior Engineer (Civil) to that of Assistant Engineer (Civil) in order to utilise this upgraded post for the purpose of granting temporary promotions to the eligible officials.

One of the Members pointed out that pyramidal structure in the engineering cadre of CMD does exist, but probably not in the right proportion. Even if there is stagnation at some level, the University is implementing the ACP/MACP scheme to avoid such stagnation. Moreover, proposals for such upgradation must be generic in nature and not based on the specific case of

individuals. The financial implications involved in this proposal should also be determined.

It was informed to the Committee that the University has, on the directions of the BOM already initiated steps for cadre review at all levels in the University. Pending such a review, such cases are considered on merits by the Competent Authority. He also informed that the matter will also be referred to the Finance Committee to consider the financial implication in this regard.

EC 69.6.2 The Committee recommended the proposal for upgradation of one post of Junior Engineer (Civil) to that of an Assistant Engineer (Civil) in the pay band-II of Rs.9300/-34800/- (GP Rs.4800/-) in view the above clarifications. However, the proposals will also be placed before the Finance Committee for financial concurrence.

ITEM NO. 7 TO CONSIDER THE REQUEST OF DR. K.S. ARUL M.M. SELVAN, READER IN SOJNMS FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF BENEFITS UNDER THE CAREER ADVANCEMENT SCHEME

EC 69.7.1 The Committee considered the proposal. It was noted that the Establishment Committee in its 68th Meeting vide Res. No.EC 68.1.8 had, in a similar case, decided that the matter regarding counting of past service for the purpose of Career Advancement will be decided administratively with the approval of the Vice Chancellor as per statutory provision.

It was informed that since the Minutes of 68th Establishment Committee are yet to be approved by the Board, the aforesaid proposal has been brought before the present Establishment Committee for consideration.

EC 69.7.2 In view of the decision of the Establishment Committee vide aforesaid resolution, the Committee further reiterated that such proposals shall be decided administratively with the approval of the Vice Chancellor and need not be placed before the EC/BOM in future.

ITEM NO. 8 AMENDMENT TO ORDINANCE REGULATING LEAVE TO THE EMPLOYEES OF THE UNIVERSITY

EC 69.8.1 The Item was taken up for consideration. Prof. M.S.S. Raju, Director, ACD was invited to brief the proposal. He informed

that as per the decision taken by the Board of Management at its 117th Meeting held on 5.1.2013 for making of the enabling provisions under the Leave Ordinance, Clause 8(v) based on the MHRD letter No.8-9/2008/T.S-I dt.28.12.2011, the proposal has been placed for consideration by the Establishment Committee. The Committee deliberated on the existing provisions of Clause 8(v) and proposed amendment therein, in view of the MHRD letter dt.28.12.2013 quoted by the Director, ACD in this regard.

EC 69.8.2 After detailed deliberations, the Committee decided that this matter be reviewed again and fresh proposal be put up by Academic Cordn. Div. in the next Meeting.

ITEM NO. 9 TO CONSIDER THE CASE OF DR. ASHOK K. GABA, ASSOCIATE PROFESSOR OF VOCATIONAL EDUCATION & TRAINING (SOVET)

EC 69.9.1 Director, ACD was invited to brief the proposal. He informed the Committee about a similar request of Dr. Shubhangi Vaidya, Lecturer, SOITS as approved by the Establishment Committee at its 67th Meeting held on 15.11.2012 to count her past services as Asst. Director in IGNOU for the purpose of career advancement under CAS. The Establishment Committee at its 68th Meeting held on 29.12.2012 while confirming the Minutes of 67th EC, opined that such matters are to be looked into/examined on case to case basis.

EC 69.9.2 The Committee after detailed deliberations recommended the case of Dr. Ashok K. Gaba to the Board of Management for counting of the service rendered by him as Dy. Director in IGNOU for the purpose of career advancement in the University.

ITEM NO. 10 TO CONSIDER THE REQUEST OF DR. K. ANIL KUMAR, LECTURER IN ANTHROPOLOGY, SOSS FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF BENEFITS UNDER THE CAREER ADVANCEMENT SCHEME

EC 69.10.1 The proposal was considered along with Item No.7 above. It was noted that the Establishment Committee in its 68th Meeting vide Res. No.EC 68.1.8 had, in a similar case, decided that the matter regarding counting of past service for the purpose of Career Advancement will be decided administratively with the approval of the Vice Chancellor as per statutory provision.

EC 69.10.2 The Establishment Committee accordingly, recommended that this case be dealt administratively with the approval of the Vice Chancellor.

ITEM NO.11 TO CONSIDER THE REQUEST OF SHRI LALIT KUMAR, EX. DATA ENTRY OPERATOR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 69.11.1 The Committee recommended the request of Sh. Lalit Kumar, Ex. Data Entry Operator for counting of past service rendered by him in NDMC for the period from 9.6.2003 to 16.5.2008 for the purpose of pensionary benefit in IGNOU.

Since Sh. Lalit Kumar had rendered his past services in a State Institution i.e. NDMC, the matter is required to be placed BOM in terms of Statute 23(6)(ii).

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

(U.S. Tolia)
Member-Secretary

List of Group-A Officers for lifting of probation & confirmation

S. No.	Name & Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of lifting of probation	Date of Confirmation
		From	To			
1	2	3	4	5	6	7
1.	Sh. Alope Kumar Das, Assistant Registrar	05.10.11	04.10.12	YES	04.10.12 (A/N)	_____
2.	Sh. Anirudha Singh, Assistant Registrar	05.10.11	04.10.12	YES	04.10.12 (A/N)	_____
3.	Sh. A.S. Chatwal, Dy. Registrar (P)	05.10.11	04.10.12	YES	04.10.12 (A/N)	_____
4.	Ms. R. Shanthalaxmi Assistant Registrar	05.10.11	04.10.12	YES	04.10.12 (A/N)	_____

List of Teachers/Academics for lifting of probation & confirmation

S. No.	Name and Designation	Date of joining	Date of completion of probation	Date of confirmation
1.	Vikram Singh, Asst. Regional Director	11.05.2011	10.05.2012	11.05.2012
2.	Dr. Sandeep Gupta, Asst. Regional Director	16.05.2011	15.05.2012	16.05.2012
3.	Dr. Dhruv Bhagat Negi, Regional Director	18.05.2011	17.05.2012	18.05.2012
4.	Dr. Kasturi S. Pesala, ARD & RD I/C	30.05.2011	29.05.2012	30.05.2012
5.	Dr. Nurul Hasan, ARD & RD I/C	30.05.2011	29.05.2012	30.05.2012
6.	Dr. Pravin Pralayankar, Asst. Regional Director	30.05.2011	29.05.2012	30.05.2012
7.	Dr. Anshu Miglani, Asst. Director, IUC	17.06.2011	16.06.2012	17.06.2012
8.	Shri Sunil Kumar Das, Dy. Director, EMPC	22.06.2011	21.06.2012	22.06.2012
9. *	* Prof. Malati Mathur, Professor of English, SOH	22.06.2011 (AN)	22.06.2012 (AN)	23.06.2012
10.	Ms. Reena Boro, Producer, EMPC	01.07.2011	30.06.2012	01.07.2012
11.	Mohd. Kausar, Programme Officer, EMPC	02.07.2011	01.07.2012	02.07.2012
12.	Mr. Santosh Kumar P., Producer, EMPC	02.07.2011	01.07.2012	02.07.2012
13.	Mr. Manoj Bhatnagar, Producer, EMPC	02.07.2011	01.07.2012	02.07.2012
14.	Ms. Jatinder Jit Kaur, Producer, EMPC	02.07.2011	01.07.2012	02.07.2012
15.	Sh. Manoj Kumar Singh, Producer, EMPC	02.07.2011	01.07.2012	02.07.2012
16.	Mr. Mukesh Yadav, Producer, EMPC	27.07.2011	26.07.2012	27.07.2012
17.	Ms. Ashuni Pou, Producer, EMPC	01.08.2011	31.07.2012	01.08.2012
18.	Dr. Amitosh Dubey, Producer, EMPC	15.09.2011	14.09.2012	15.09.2012
19.	Dr. Shushmitha Baskar, Assistant Professor, SOA	11.10.2011	10.10.2012	11.10.2012
20.	Dr. Bharati Dogra, Reader, SOE	17.10.2011	16.10.2012	17.10.2012
21.	Dr. Y. S. C. Khuman, Assistant Professor, SOA	21.10.2011	20.10.2012	21.10.2012

22.	Dr. V. Venkata Ramanan, Assistant Professor, SOA	24.10.2011 (AN)	24.10.2012 (AN)	25.10.2012
23.	Dr. Vandana Singh, Reader, SOE	27.10.2011	26.10.2012	27.10.2012
24.	Dr. Boyina Rupini, Reader, SOA	28.10.2011	27.10.2012	28.10.2012
25.	Dr. Niradhar Dey, Lecturer, SOE	04.11.2011	3.11.2012	4.11.2012
26.	Dr. K. Gauthaman, Dy. Director, IUC	08.11.2011	07.11.2012	08.11.2012
27.	Dr. Gaurav Singh, Asst. Professor, SOE	08.11.2011	07.11.2012	08.11.2012
28.	Dr. Naveen Kumar, Reader, SOCIS	14.11.2011	13.11.2012	14.11.2012
29.	Dr. Shachi Shah, Reader, SOA	16.11.2011	15.11.2012	16.11.2012
30.	Ms. Elizabeth Kuruvilla, Lecturer, SOE	18.11.2011	17.11.2012	18.11.2012
31.	Dr. Deeksha Dave, Assistant Professor, SOA	18.11.2011	17.11.2012	18.11.2012
32.	Dr. Heena K. Bijli, Reader, SOCE	22.11.2011	21.11.2012	22.11.2012
33.	Dr. Nirmala Y., Reader, SOE	24.11.2011	23.11.2012	24.11.2012
34.	Dr. Subhakanta Mohapatra, Reader in Geography, SOS	23.12.2011	22.12.2012	23.12.2012
35.	Dr. S. K. Pulist, Deputy Director, VCO	30.12.2011 (AN)	30.12.2012 (AN)	31.12.2012
36.	Dr. Satish, Asst. Director, DEC & CCU	06.01.2012	05.01.2013	06.01.2013
37.	Dr. Sanjay Agrawal, Reader, SOET	21.12.2011	20.12.2012	21.12.2013
38.	Mr. Shashank Srivastava, Asst. Professor, SOET	16.1.2012	15.1.2012	16.1.2013
39.	Mr. Anuj Kumar Purwar, Asst. Professor, SOET	11.1.2012	10.1.2012	11.1.2013
40.	Mrs. Shweta Tripathi, Asst. Professor, SOET	22.12.2011	21.12.2012	22.12.2013
41.	Dr. G. Mahesh, Asst. Professor, SOW	24.8.2009	23.8.2010	24.8.2010
42.	Dr. Siddhant Kamal Mishra, Dy. Director, DEC	1.5.2012	30.4.2012	1.5.2013

Extract of the Minutes of 69th Meeting of the Establishment Committee held on 11.3.2013

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