

MINUTES OF THE 83rd MEETING OF THE FINANCE COMMITTEE HELD ON 9th APRIL, 2014 AT 2:30 P.M. IN THE BOARD ROOM, NEW VCO BLOCK, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI

The following were present:

1.	Prof. M. Aslam	Vice-Chancellor	Chairman
2.	Prof. Nageshwar Rao	Pro-Vice-Chancellor	Member
3.	Prof. T.K. Jena	Director, SOHS	Member
4.	Shri M.P. Gupta	Addl. Secy. (Retd.)	Member
5.	Shri L.M. Pandey	Finance Officer	Secretary

The Members Er. R.K. Gupta, (Board Member), Shri Praveen Prakash {JS (TEL), MHRD} and Shri Yogendra Tripathi, {JS&FA, MHRD} could not attend the meeting due to their pre-occupation.

Prof. Sushma Yadav, Pro-Vice-Chancellor and Prof. S. V. S. Chaudhary, Registrar (Admn.) attended the meeting as Special Invitees.

Mr. Aseem Kumar, Asstt. Registrar and Ms. Vidya Sonal, Deputy Registrar were present to assist the Committee.

The Secretary welcomed Prof. M. Aslam, Vice-Chancellor to the meeting of the Finance Committee. He also welcomed other members of the Committee. The Chairman thanked the Secretary and also welcomed the members of the Finance Committee to its 83rd meeting with a special welcome to Prof. Nageshwar Rao who was attending the meeting for the first time and thanked Shri M.P. Gupta for giving his immense contribution for the matters related to finance from time to time. The Chairman then requested the Secretary to present the agenda items. The following agenda items were presented, and deliberated upon :

FC 83.1 To confirm the minutes of the 82nd meeting of the Finance Committee held on 6th November, 2013.

83.1.1 The Secretary informed that no comments have been received on the minutes of the 82nd meeting of the Finance Committee, hence the minutes of the 82nd meeting of the Finance Committee be confirmed.

83.1.2 The minutes of the 82nd meeting of the Finance Committee held on 6th November, 2013 were confirmed.

FC 83.2 Action Taken Report in respect remaining items of the 78th, 80th Meeting of the Finance Committee held on 18th July, 2012 and 29th April, 2013 respectively and in respect of Items of 82nd Meeting of Finance Committee

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held on 6th November, 2013. The minutes of 78th, 80th Finance Committee Meetings and the Minutes of 82nd Finance Committee Meeting were confirmed by the Board in its 118th and 119th Meeting held on 15th June, and 30th November, 2013 respectively.

83.2.1 The Secretary informed that the Action Taken Report has been given against each item in the agenda note.

83.2.2 While deliberating on all the items stated in the ATR the members were of the opinion that the action on anyone of the decisions is to be taken as early as possible. However, if the action is still under consideration at any level, it may not be reported repeatedly in the subsequent Finance Committee meetings instead it could be placed as an independent agenda as soon as action is taken. Further, it was resolved that henceforth, the ATR of the preceding meeting only be placed for perusal and approval of the Finance Committee.

82.2.3 Finance Committee noted the Action Taken Report after going through each of the items mentioned in it.

FC 83.3 To consider and approve the proposal regarding grant of Grade Pay of Rs. 4600/- in Pay Band-2 (RS. 9300-34800) to the Senior Assistants/Personal Assistants Grade-II Cadre of the University.

83.3.1 The Secretary informed the Committee that the Board of Management in its 119th meeting held on 30.11.2013, considered the recommendations of the committee constituted for the purpose of grant of Grade Pay of Rs. 4600/- in PB-2 (Rs. 9300-34800) to Senior Assistant/Personal Assistant of the University, and approved the proposal in principle. However, the Board advised that the matter be placed before the Finance Committee before implementation as per the provisions under Para-VIII of Chapter-III of the Financial Code of the University.

83.3.2 The Secretary further informed that the direction of the Board has already been taken care of in the past and recorded in the 66th Establishment Committee Meeting held on 17.07.2012.

83.3.3 The Finance Committee after brief deliberations, recommended for approval by the Board of Management for extending Grade Pay of Rs.4600/- to the Senior Assistants and Personal Assistants Grade-II of the University with effect from 01.01.2006 as per Ministry of Finance Office Memorandum dated 16th November, 2009.

FC 83.4 To consider the closure of inactive Sponsored Projects in IGNOU

83.4.1 The Secretary informed the Committee that the operations / activities of many projects have been stopped long back and do not have their financial operations

for the past three years. However, they have not been declared as formally closed as per the University norms.

- 83.4.2 The item was discussed at length with regard to the strict observance of the guidelines and conduct of internal audit. Such procedure has been considered to be necessary to maintain the financial prudence of the system and to create the high credentials of the University.

The Chairman emphasized the need for conduct of Internal Audit / submission of a quarterly progress reports. In addition, Shri M.P. Gupta briefed about the procedure to be followed for submitting the accounts and utilization certification to the sponsoring agency.

- 83.4.3 After having the detailed deliberations on the subject, it was recommended that the projects of the University may first be subject to the internal audit and then their closure be initiated as per the guidelines approved by the Board in its 107th Meeting held on 11.04.2011. All the active projects would be subjected to the submission of quarterly progress report.

FC 83.5 To consider the creation of Post of Joint Registrar in the University.

- 83.5.1 The Secretary informed that a proposal for revival / creation of the posts of Joint Registrars was put up to the BOM at its 113th meeting. The Board agreeing with the proposal in principal authorized the Vice Chancellor to refer the case to a Committee for appropriate recommendations. The matter was placed again before the Board at its 118th meeting. The Board directed that the matter be reviewed comprehensively. Some members of the Board were of the view that IGNOU may create more posts of Registrars. This proposition would not, however, have helped as the University needed middle level senior supervisory officers under the existing Registrars to guide the staff on one hand and to assist the Registrar on critical/important matters on the other.

- 83.5.2 The Chairman also impressed upon the members about the problem being faced by the University due to non availability of experienced administrative personnel. He further informed that many officers at the middle level management have already retired and few others have opted to move out of the University mainly due to non availability of promotional prospects in the University. Moreover, some of the positions of Registrars like in Material Production and Distribution Division are highly technical and in these divisions it becomes difficult to maintain continuity once the concerned Registrar is on leave or has moved out. Hence, there is a dire need to induct experienced persons and also retain them in the best interest of IGNOU.

- 83.5.3 Keeping in view the meager additional financial implication in the case of revival of the post, the Finance Committee, after detailed deliberations recommended for approval by the Board of Management for revival of four posts of Joint Registrars initially, one each for four main operational Divisions of the University viz., the

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Administration, Finance & Accounts, MPDD and Students Evaluation Division in the Pay Scale of PB-IV with GP of Rs 8900/- as recommended vide 72.9.2 in the 72nd meeting of the Establishment Committee held on 07.04.2014.

FC 83.6 To consider the creation of Post of Financial Advisor in the University.

83.6.1 The Chairman informed that currently a Finance Officer is working in the University on deputation looking after all the financial operations of the University. Since it is a deputation assignment, at times, the continuity in financial operations suffers.

He further informed that after due deliberations in the 72nd Meeting of the Establishment Committee held on 07.04.2014, the conclusion has been arrived at that the post of Finance Officer may be treated at par with the heads of divisions to be filled up in the same manner as prescribed in Statutes. In addition to the regular post of Finance Officer, University shall have a position of a Financial Advisor.

83.6.2 The members deliberated over the mode of recruitment, the hierarchy to be followed and the pay-scale to be drawn by the proposed Financial Advisor.

Shri M.P. Gupta explained the necessity of invoking the provisions in the Statutes for recruiting the proposed officer which was responded that only after following the due procedure, the proposed post would be filled up.

83.6.3 After having detailed deliberations on the item, the members recommended for creation of this post subject to the following:

- i) The Statutes of the University are suitably amended.
- ii) The functioning of F&AD is bifurcated into the routine financial operations and the advisory role on the high policy matters.
- iii) The position of the Finance Officer will be filled as per the IGNOU statutes.
- iv) The incumbent for Financial Advisor would be drawn from amongst the members of Civil Services having at least 15 years of experience (holding analogous grade equivalent to PB-IV G.P. 10,000/- or above) on standard deputation terms of DoPT and by calling for nominations from the concerned Government Department.

FC 83.7 To Consider revision of rates of remuneration of the Academic & Non-Academic, Associates/Consultants engaged in the University.

83.7.1 The Committee appreciated the need for appointment of consultants in the University in the exigencies of work due to various reasons including a situation when a good number of posts are vacant as emphasized by the Establishment

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Committee. The engagement of Consultants, however, in no way blocks the appointments to the regular posts in the University.

The Committee also noted the observations of the Establishment Committee that there is a need to have a look at the classification of the Consultants being recruited by the University from time to time. There may be a need for Sr. Consultants and Consultants at the Project or Administrative level who need not be necessarily qualified as named as Consultants. The internal examination of this issue has revealed that it is high time we have three classification in Academic and Non-Academic. The Academic Coordination will engage Sr. Consultants, Consultants and Academic Associates/ Project Associates. Similarly, in Non-academic, there could be Sr. Consultants, Consultants and Administrative Associates.

The Secretary informed that the rates of remuneration paid to the consultants in the University were decided as back as in 2008-2009. The University experiences that it is extremely difficult to hire the services of Sr. Consultants with the present rates as they do not attract the experienced and technically qualified persons. As a result, the University operations suffer. Further, due to the overall increase in the cost of living and inflation, the revision of rates of honorarium get justified.

It was brought to the notice of the Committee that a Committee constituted under the Chairmanship of member BOM has recommended the revision of the rates of honorarium payable to the Consultants which were considered by the Establishment Committee in its 72nd meeting held on 07.04.2014 and recommended for (i) revision of rates of honorarium paid to the various categories of Consultants both for Academic and non Academic work as per details given below and (ii) the enhancement in the age for engagement of Consultants from the present 65 to 70 years:

Designation		Rates of Remuneration		Minimum experience in the relevant field
Academic	Non-Academic	Part-time	Full-time	
Sr. Consultant	Sr. Consultant	Rs. 25000-35000	50000-70000	10 years
Consultant	Consultant	Rs. 20000-30000	40000-60000	5 - 7 years
Academic Associate/ Project Associate	Administrative Associate	Rs. 15000-25000	30000-50000	—

83.7.2 The Committee had gone through the rates recommended by the Establishment Committee and noted that the rates are less than the rates being prescribed by the UGC.

83.7.3 Keeping in view the above facts, the Committee endorsed the recommendations of Establishment Committee in respect of the revision of rates as mentioned in the above table and enhancement in the age for engagement of Consultants from the present 65 to 70 years.

FC 83.8 To review the Security set up of the University and Creation of the Office of the Proctor in the University

83.8.1 The Secretary informed that the University has recorded spectacular growth in terms of student enrolments, the infrastructure facilities, a large network of 67 Regional Centres and 2667 Study Centres. The University has a very large campus at the Head Quarters, equipped with advanced level office equipments and more than 340 residential quarters.

The present setup of the University Security System, with a Security Officer and Supervisors based at Hqrs. is unable to handle the diverse Security concerns of the University as being reflected in the recent past.

83.8.2 The Finance Committee echoed the concerns of the Establishment Committee and after detailed deliberations endorsed the recommendation for creation of post of a Chief Security Officer who may be drawn on deputation basis from amongst officers not below the rank of DIG of the State Police establishments or equivalent level officers including retired officers/ Ex-serviceman from Army, Para Military forces like BSF, CISF, CRPF, etc.

The Committee further recommended that the possibility of entrusting the entire security of the University to CISF or otherwise may also be thoroughly examined and a viable proposal be placed before the appropriate authority for its consideration and approval.

FC 83.9 Restructuring of Construction and Maintenance Division (CMD) of the University and to operate the Post of Chief Engineer

83.9.1 The Secretary apprised the Committee of the present setup of the CMD in the University and the existing position of Chief Project Officer. He further informed about the horizontal increase of permanent structure at the Headquarters. In addition, vast construction activities being planned at the Regional Centre level in the forthcoming years, necessitating a review of the present structure of CMD. Such restructuring is essential for an efficient management and supervisory control over the construction and maintenance activities.

83.9.2 The Committee was also informed that, the post of the Chief Engineer already exists in the University but was not operated since long. Now, when it has become extremely important to review the situation both in terms of its structure and availability of proper technical manpower, the present proposal has been initiated.

83.9.3 After the deliberations at length, the Committee Members endorsed the recommendations of the Establishment Committee as follows:

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- i) The present Construction & Maintenance Division be divided into two distinct units viz. the Construction Unit, and the Repair & Maintenance Unit.
 - ii) The Repair and Maintenance Unit may be headed by Chief Project Officer and the Construction Unit may be headed by an Executive Engineer.
 - iii) Both these units will be under the overall supervision and control of the Chief Engineer.

The Committee also recommended for the modus operandi proposed by Establishment Committee for drawing the officer on deputation terms from the eligible officers in CPWD or other equivalent position of the Public Sector Undertakings/ State Government.

FC 83.10 To Consider the Proposal for Creation of the Office of the Estate Officer in the University

83.10.1 The Secretary informed the Members of the Committee about the provisions entailed in the Financial Code about the duties and responsibilities of the Estate Officer of the University.

Further the Committee was also informed that the present workload of the University has necessitated to have a person of this stature in order to manage the University estate which includes land, building and other assets at the headquarters and the regional centres and to maintain the proper records of the assets so created.

83.10.2 After having deliberations at length, the Committee endorsed both the recommendations of the Establishment Committee i.e.

- i) For creation of the post of an Estate Officer with pay scale of PB-IV (Rs.37400 – Rs.67000 with Grade Pay Rs.8900) initially to be filled on deputation basis for a fixed term.
- ii) And the arrangement that till such time the post is filled-in, through deputation, the responsibility of the post could be assigned to a Professor in the University, if necessary.

FC 83.11 To Consider the Proposal for Revision the rate of Honorarium to be paid to the Inquiry/ Presenting Officer - Adopting of DOPT instructions and rates of Honorarium

83.11.1 The Committee noted that the proposed rates are the rationalized version of the revised rates notified by DoPT, Government of India.

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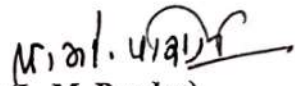
	unable to provide the Transport, the rates as per DoPT will hold good.	
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- * To be decided in each case, depending on the complexity of the case, number of sitting and time taken in completion of the inquiry with the approval of the Vice Chancellor.

FC 83.12 To consider the Payment Norms for Learner Support activities pertaining to Programmes/ Courses on offer by every Schools of Studies/ RSD (General)/ Online Counselling

83.12.1 The item was deferred.

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


(L. M. Pandey)
Finance Officer & Secretary, FC