

**AGENDA FOR THE  
SIXTEENTH MEETING OF BOARD OF GOVERNORS  
TO BE HELD ON 13.04.2010  
AT 2.30 p.m.  
IN THE BOARD ROOM OF THE INSTITUTE**

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**ITEM No.B.16.1 TO CONFIRM THE MINUTES OF THE 15<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 11.10.2009 AND TO REPORT ACTION TAKEN THEREON.**

(a) The minutes of the 15<sup>th</sup> meeting of the Board of Governors of the institute held on 11.10.2009 were circulated amongst all of its members vide institute letter No. NITTTTR/Board/15<sup>th</sup> /Minutes/23637-49 dated 23.10.2009, for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** at Page Nos. 25 to 35. Since no comments have been received from any of the members, the same may be confirmed as recorded.

**(b) FOLLOW UP  
ACTION REPORT ON MINUTES OF PREVIOUS MEETINGS OF BOARD OF GOVERNORS**

Against

**ITEM No.B.15.1 TO CONFIRM THE MINUTES OF THE 14<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 26.06.2009 AND TO REPORT ACTION TAKEN THEREON.**

Minutes of the last meeting	Follow up
Since no comments were received from the members, the minutes were confirmed as recorded.	Noted
The Board of Governors suggested that since a special BOG meeting took place on 25 <sup>th</sup> July, 2009, the number of this meeting may be termed as 16 <sup>th</sup> meeting. Accordingly, the Member-Secretary shall report the corrected number to the Board in the next meeting.	As the agenda/minutes of the 15 <sup>th</sup> meeting have already been issued. Therefore the Special meeting held on 25.07.2009 is numbered 14-A.

Against

Item B.14.3.3 : To consider amendment of House Allotment Rules of the institute regarding eligibility criteria due to revision of pay structure on the recommendations of Sixth Central Pay Commission.

-Noted-

Against

Item B.14.3.4 : Placement of status report on various issues relating to the institute.

-Noted-

Against

Item B.14.3.5 : To consider extension of deputation terms for 3<sup>rd</sup> year of Dr B.S. Pabla, Professor (In situ) Mechanical Engineering Department presently on deputation with Chandigarh Administration.

While noting this item, the Board members suggested that an amendment may be made as follows; "However Dr Pabla will continue to share the academic load of the Mechanical Engineering Department of the institute during his extended term of deputation' may be amended as:

Office Order No. 244 dated 26.11.2009 is issued regarding deputation term of Professor (Dr) BS Pabla extended for a further period of one year i.e. upto 12.08.2010, on the existing terms and conditions of the deputation.

- Noted -

'Dr BS Pabla voluntarily agreed to share some of the academic load of the Mechanical Engineering Department of the institute during his extended term of deputation' "

Against  
ITEM NO.B.15.2.2 TO REPORT REGARDING STATUS OF  
CONSTRUCTION OF NEW HOSTEL BLOCK AND  
LECTURE HALL COMPLEX AT NITTTR, SECTOR 26,  
CHANDIGARH.

This was noted after queries posed to  
the Member-Secretary were  
satisfactorily answered

The latest status report is <sup>to be</sup> reported  
vide fresh agenda item No.  
B.16.4,10 which may be perused  
there.

Against  
ITEM NO.B.15.3.1 TO RATIFY THE ADOPTION OF SCHEME OF  
REVISION OF PAY SCALES OF TEACHERS AND  
EQUIVALENT CADRES OF NITTTR CHANDIGARH.

This was duly ratified by the Board.

The scheme of revision of pay  
scales has been implemented.

-Noted-

Against  
ITEM NO.B.15.3.2 TO RATIFY THE CONFIRMATION OF INSTITUTE  
FACULTY WHO HAVE SUCCESSFULLY COMPLETED  
THEIR PROBATION .

While approving this item, the  
Chairman advised that from now on  
as soon as any faculty member  
completes his/her probation, approval  
may be sought from the Chairman  
through a UO Note for confirmation.  
After approval from the Chairman,  
Director may issue confirmation  
orders and this may be reported in  
the next meeting of the Board of  
Governors for ratification.

Noted.



Against

ITEM NO.B.15.3.3 TO RATIFY PROMOTIONS OF INSTITUTE FACULTY ON 'IN-SITU BASIS' UNDER THE CAREER ADVANCEMENT SCHEME OF ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

The Board ratified the item.

Noted

Against

ITEM NO.B.15.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE 15<sup>TH</sup> MEETING OF FINANCE COMMITTEE TO BE HELD ON 11.10.2009.

This was approved in principle with a direction from the Chairman that his signature would be obtained only after the corrections he incorporated are made and put up to him immediately after.

Needful was got done.

-Noted-

Against

ITEM NO.B.15.4.2 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2008-09.

This was approved by the Board duly.

As the formal meeting of the NITTTR Chandigarh Society could not be held, therefore the Annual Report of the Institute, after incorporating the Audit Certificate, Audit Report and Audited Accounts by the Principal AG (Punjab & UT) Audit, Chandigarh has been sent to the Ministry of Human Resource Development for placing in the Parliament vide letter no. NITTTR / Board / AR-2008-2009 / 30162 dated 30.12.2009.

Against

ITEM NO B.15.4.3 TO CONSIDER FILLING UP OF VARIOUS VACANT  
NON FACULTY POSTS

Sr. No.	Name of the Post	No. of vacant posts	Pay structure Rs.	Date from which fallen vacant
1.	Chief Librarian	01	12000-420-18300 (Pre-revised)	30.09.2008
2.	Senior Production Assistant	02	PB-2 9300-34800 +GP 4200	06.12.1999 24.09.2001
3.	Estate Assistant	01	PB-1 5200-20200 +GP 2800	21.09.2005
4.	Technicians	07	PB-1 5200-20200 +GP 2800	31.08.2002 31.05.2005 27.07.2007 31.10.2007 17.01.2008 31.07.2009 31.07.2009
5.	Driver Ordinary Grade	02	PB-1 5200-20200 +GP 1900	31.01.2007 10.04.2008
6.	Laboratory Attendant	02	PB-1 5200-20200 +GP 1900	31.10.2003 30.06.2009
7.	Assistant (Legal)	01	PB-1 5200-20200 +GP 2800	30.04.2009
	<b>Total Posts</b>	16		

The proposal has been sent to MHRD vide letter No.NITTTTR / Admn / D-58 / RA /27893 dated 03.12.2009. Approval is awaited.

While approving this item, the Board suggested that the proposal may now be sent to the Ministry for its concurrence before initiating the process of recruitment.

Against

ITEM No. B.15.4.4 TO CONSIDER FILLING UP OF VACANT FACULTY  
POSTS ON CONTRACT BASIS

While negating this item, the Board recommended that these posts may be advertised openly by

Noted.



following due process and be filled up on regular basis only.

The process to fill up the vacar faculty posts will be re-starte after receiving new guidelines regarding recruitment of faculty from the AICTE, which are still awaited and due to which the process is held up for the time being.

Against

ITEM NO.B.15.4.5 TO CONSIDER THE REQUEST OF DR. PARIJAT DE, DIRECTOR, FOR PERMISSION TO STAY IN THE INSTITUTE GUEST HOUSE UNTIL HE SHIFTS TO THE DIRECTOR'S LODGE.

After discussing this item, the Board suggested that this case may be sent to the Ministry for approval since MHRD is the appointing authority of the Director.

The case was referred to MHRD vide institute letter No. NITTTR / D / PF / 23674 dated 13.10.2009. The MHRD, vide their letter no. 7-25 / 2009-TS.IV dated 11.11.2009 (copy enclosed **Annexure - II** at page no.36), has conveyed that BoGs may take an appropriate decision in the matter.

Against

ITEM NO.B.15.4.6 TO CONSIDER AND CONFIRM INSTITUTE FACULTY WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATION.

Sr. No.	Name	Post on which to be confirmed	Date of joining	Date of completion of probation period
1.	Dr.SS Pattnaik	Professor (ETV)	26.04.2004	25.04.2006
2.	Dr.S.S. Dhami	Assistant Professor (Mechanical Engineering)	03.08.2004	02.08.2006

Confirmation order have been issued vide Office Order No.240 dated 19.11.2009.

Noted

3.	Dr (Mrs) Maitreyee Dutta	Assistant Professor (Computer Science)	21.02.2006	20.02.2008
4.	Shri P. Sudhakar Rao	Lecturer (Mechanical Engineering)	07.10.2004	06.10.2006

While approving the item, the Board suggested that this case may be dealt with on similar lines as mentioned in the item under 15.3.2.

Against

ITEM NO. B.15.4.7 TO CONSIDER AMENDMENT OF THE CONSTITUTION OF STANDING COMMITTEE FOR SPONSORSHIP OF INSTITUTE FACULTY TO INTERNATIONAL CONFERENCES AND TO DELEGATE POWERS TO THE DIRECTOR OF THE INSTITUTE TO CONSTITUTE THE STANDING COMMITTEE AND FOR FINAL APPROVAL.

The Board authorized the Director of the institute to constitute a committee to frame guidelines and the same may be put up to the Board in its next meeting for approval. Till then, the existing rules may be followed.

A committee consisting of three faculty members was constituted by the Director to frame guidelines on the subject. The committee has given its recommendations which are placed as **Annexure - III** at page Nos.37 to 40. The Board of Governors may consider the recommendations of the committee and approve.

Against

ITEM NO. B.15.4.8 TO CONSIDER THE REVIEW OF EFFECTIVE DATE OF IMPLEMENTATION OF CAREER ADVANCEMENT SCHEME OF AICTE FOR PROMOTIONS OF INSTITUTE FACULTY ON IN-SITU BASIS.

While discussing this item, the Board constituted a three member

Committee met on 05.12.2009 and minutes of the meeting are

committee consisting of Director of the institute, Dr SC Laroia and Prof. N.P.Singh to delve into the matter in details. They may gather information from other sister organizations also and then put up their recommendation to the Board for its final approval.

attached as **Annexure - IV** at page no.41 to 43 for consideration of BOGs.

Against

ITEM NO.B.15.4.9 TO CONSIDER THE REVIEW OF GRANT OF INCREMENTS TO ASSISTANT PROFESSORS OF THE INSTITUTE ON ACQUIRING Ph.D. DEGREE.

The Board suggested that the three member committee constituted above will also look into this case and place its recommendation for consideration of the Board in its next meeting.

Committee met on 05.12.2009 and minutes of the meeting are attached as **Annexure - IV** at page no.41 to 43 for consideration of BOGs.

Against

ITEM NO.B.15.4.10 TO CONSIDER ADOPTION / EXTENSION OF MODIFIED ASSURED CAREER PROGRESSION SCHEME TO THE ELIGIBLE EMPLOYEES OF THE INSTITUTE

The Board advised that this case may be sent to the Ministry for its approval.

The case was referred to the Ministry vide Institute letter No. NITTTR / Admn / E-1 / 27870 dated 03.12.2009. It is still under correspondence with the Ministry.



Against

ITEM No. B.15.4.11 TO CONSIDER AND APPROVE THE DESIGNATION OF MULTI SKILLED ATTENDANTS TO MULTI SKILLED EMPLOYEES

While discussing this item, the Board observed that since this case was earlier dealt with by the previous Director of the institute and was not approved by the Board, the present Director too may take necessary action on this as per the existing guidelines.

The new designation of Multi Skilled Attendant was approved by the BOGs and the same holds good.

Item No.B.16.4,5 may please be perused in this context.

Against

ITEM No. B.15.4.12 TO CONSIDER AND APPROVE APPOINTMENT OF TWO DEANS (ACADEMIC AND ADMINISTRATION).

After detailed discussions, the Board suggested that some criteria and guidelines like duties of deans, qualifications, duration, expected additional remuneration, if any, should be evolved and delineated by the Director. Information may be sought from sister organizations and then the same may be put up to the Finance Committee and Board of Governors in their next meetings for their approval.

Information sought from different organizations. The detailed information placed at Annexure-V at page Nos. 44 to 45 for consideration of Board of Governors.

Against

ITEM No. B.15.4.13 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.

The Board suggested that this item may be put up in the next meeting.

New status report. The status report is submitted against agenda item No. B.16.4.9 which may be perused there.

ITEM NO B.15.4.14 TO CONSIDER AND APPROVE THE MINUTES  
OF THE NINTH MEETING OF ACADEMIC  
COUNCIL

The Board approved the minutes of  
the Ninth Meeting of the Academic  
Council held on 1<sup>st</sup> October, 2009.

Noted.

IN THE END IT IS MENTIONED :

The Chairman desired that the  
meeting of the Society of National  
Institute of Technical Teachers'  
Training and Research be deferred till  
a suitable date to be given by him. He  
also desired to meet all the faculty  
and staff of the institute separately for  
which the Director will seek a date  
from the Chairman in the near future

The meeting of NITTTR Society  
fixed for 13.04.2010.  
The Chairman BOGs met the  
faculty and staff of the institute on  
01.01.2010 at the institute  
auditorium.

#### ITEM NO.B.16.2 : ITEMS FOR REPORT

The following items are reported for information :

ITEM NO.B.16.2.1 TO REPORT SPONSORING OF Dr. Y.K ANAND  
PROFESSOR, TO PRESENT A PAPER  
INTERNATIONAL CONFERENCE AT MANILA  
PHILIPPINES.

Dr.Y.K. Anand, Professor & Head of Media & Continuing Education Centre  
this institute, was sponsored, as a special case, to present a joint paper  
behalf of the institute on "National Qualifications Framework in TVET for In-  
- Issues and Challenges" in the International Conference on "Harness

Regional Qualifications Framework to Integrate Quality Assurance in TVET" organized by CPSC, Manila, Philippines, during December 01-02, 2009. Only TA was borne by the institute.

IT IS FOR INFORMATION

**ITEM NO.B.16.2.2 TO REPORT CONTINUATION OF SERVICE OF DR.SUNIL DUTT, ASSOCIATE PROFESSOR (EARLIER KNOWN AS ASSISTANT PROFESSOR) ON ATTAINING THE AGE 50 YEAR.**

The Chairman, Board of Governors, vide UO No.21 dated 12.10.2009 (attached as **Annexure - VI** at page Nos. 46 to 49) has approved the recommendations of Screening Committee held on 11.10.2009 for screening the case of Dr.Sunil Dutt, Associate Professor (earlier known as Assistant Professor) wherein it is recommended that Dr.Dutt may be allowed to continue in service on completion of 50 years of age till normal age of his superannuation, subject to review in future by the appointing authority, under the rules in public interest.

IT IS FOR INFORMATION

**ITEM NO.B.16.2.3 TO REPORT REGARDING MEMORANDUM OF UNDERSTANDING BETWEEN IIT ROORKEE AND NITTTR CHANDIGARH**

It is pleasure to inform the members of Board of Governors that this institute has signed a Memorandum of Understanding (MoU) between the Indian Institute of Technology Roorkee on February 13, 2010, copy attached as **Annexure – VII** at page No.50 to 51, for perusal please.

IT IS FOR INFORMATION



**ITEM NO.B.16.2.4 TO REPORT APPOINTMENT OF SHRI KL SINGLA  
SENIOR ADMN. OFFICER, AT NIPER ON  
DEPUTATION BASIS DURING LEAVE.**

Shri Kashmiri Lal Singla, Senior Administrative Officer, who was granted long leave from 25.02.2010 to 30.11.2011 vide Office Order No.335 dated 08.03.2010, was offered appointment as Deputy Registrar at NIPER, Mohali on deputation basis. Mr. Singla was relieved from his duties vide Office order No.348 dated 16.03.2010 to enable him to join at NIPER on deputation initially for a period of one year. He has joined NIPER, Mohali on 17.03.2010. His leave ceases from the date of joining at NIPER. Leave and relieving papers are attached as **Annexure-VIII** from page No.52 to 57-a.

Mr. Singla is due to retire on attaining the age of superannuation in December 2011. There is a need to make suitable lasting arrangements considering his deputation and immediately thereafter his retirement. The Board of Governors may advise steps to be taken by the institute against the above backdrop.

LEAVE AND RELIEVING OF SHRI KASHMIRI LAL SINGLA, SENIOR ADMINISTRATIVE OFFICER IS FOR INFORMATION OF BOARD OF GOVERNORS. ALSO TO CONSIDER ARRANGEMENTS AS TO HOW THE FUNCTIONS / RESPONSIBILITIES WHICH ARE ASSIGNED TO THE POST OF SENIOR ADMINISTRATIVE OFFICER ARE TO BE CARRIED OUT.

### **ITEM NO. B.16.3    ITEM FOR RATIFICATION**

#### **ITEM NO.B.16.3.1    TO RATIFY THE REQUEST OF MRS.POONAM LIKHI, ASSOCIATE PROFESSOR, CDC, FOR VOLUNTARY RETIREMENT**

The Chairman, Board of Governors, vide U.O. No.NITTTR / Admn./01 dated 08.01.2010, copy attached as **Annexure - IX** at page Nos.58, has allowed the voluntary retirement plea of Mrs.Poonam Likhi w.e.f. 01.03.2010.

THE BOARD OF GOVERNORS MAY RATIFY THE DECISION  
OF THE CHAIRMAN, BOARD OF GOVERNORS

### **ITEM NO. B.16.4    ITEMS FOR CONSIDERATION**

#### **ITEM NO.B.16.4.1    TO CONSIDER AND APPROVE THE MINUTES OF THE 16<sup>TH</sup> MEETING OF FINANCE COMMITTEE TO BE HELD ON 13.04.2010.**

The 16<sup>th</sup> meeting of Finance Committee is scheduled to be held on 13.04.2010. Agenda papers for this meeting are attached as **Annexure – X** in a separate booklet. The minutes of the meeting of Finance Committee will be placed before the Board of Governors for consideration and approval.

THE BOARD MAY CONSIDER AND APPROVE THE MINUTES

**ITEM NO.B.16.4.2 TO CONSIDER AND APPROVE THE MINUTES OF THE 10<sup>TH</sup> MEETING OF ACADEMIC COUNCIL HELD ON 23.02.2010.**

The tenth meeting of the Academic Council of the institute was held on 23.02.2010. Agenda papers & minutes for this meeting are attached as **Annexure – XI** in a separate booklet.

THE BOARD MAY CONSIDER AND APPROVE THE MINUTES

**ITEM NO.B.16.4.3 TO REVIEW DELEGATION OF POWERS OF DIRECTOR OF NITTTR**

The Memorandum of Association of NITTTR Chandigarh, at Sr. No.2 provides Society's Objects. Further, Sr.No.2 (xxii) (c) further mentions :

"to delegate all or any of its power to the Board of Governors of the institute. The Board may in turn delegate some of its powers to any of the committees constituted by it, or to any officer of the Society."

Rule 15 of Rules and Regulations of NITTTR Chandigarh Society refers 'Director'. Further Rule 15(E) provides that 'Director shall have such other powers and perform such other duties as may be delegated or assigned to him by the Board'.

The Board of Governors in its 94<sup>th</sup> meeting held on 06.03.2003 vide item No.B.94.18 reviewed the delegation of powers. It has been felt that the powers of the Director may be reviewed as the Institute status has been upgraded to the level of National institute from the year 2003. Moreover, the prices of store articles / goods have enhanced manifold since the last delegation was approved.



Therefore, the powers of the Director have been reviewed and a proposal for revision of delegation of powers is placed at **Annexure – XII** at page Nos.59 to 74 for perusal and approval of the Board of Governors.

THE BOARD OF GOVERNORS MAY CONSIDER AND APPROVE

**ITEM NO.B. 16.4.4 TO CONSIDER AMENDMENT IN HOUSE ALLOTMENT RULES REGARDING ELIGIBILITY CRITERIA FOR ALLOTMENT**

The Central Civil Services (Revised Pay) Rules, 2008, notified by the Government of India, Ministry of Finance, Department of Expenditure vide No.GSR-622(E) dated 29.08.2008, have been implemented for the institute employees with the approval of the Board of Governors/Ministry of Human Resource Development.

The existing eligibility criteria for the house allotment was notified on the basis of pay range before 1.1.2006. Consequent upon the revision of pay scales of faculty and staff, there is a need to refix the eligibility criteria for allotment of various types of Institute houses. The existing and proposed criteria for the allotment of these houses are as under :

Type of Houses	Existing eligibility criteria	Proposed eligibility criteria
I	Less than Rs.3050	Drawing Grade Pay of Rs.1300 to Rs.1800
II	Less than Rs.5500, but not less than Rs.3050	Drawing Grade Pay of Rs.1900 to Rs.2800
III	Less than 8500, but not less than Rs.5500.	Drawing Grade Pay of Rs.4200 to Rs.4800
III(A)	Lecturer (Now Assistant Professor) and other academic staff drawing salary in grade of Rs.8000-13500	Drawing Grade Pay of Rs.5400, Rs.6000 and Rs.6600

IV(A)	Assistant Professor and other academic staff drawing salary in the grade with minimum starting salary as that of Assistant Professor (Now Associate Professor)	Drawing Grade Pay of Rs.7600, Rs.8000, Rs.8700, Rs.8900 and Rs.9000
V(A)	Professor and other academic staff drawing salary in grades with minimum starting salary as that of Professor	Drawing Grade Pay Rs.10,000/- and above

BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE THE PROPOSED ELIGIBILITY CRITERIA FOR HOUSE ALLOTMENT

**ITEM NO.B.16.4.5 TO CONSIDER AND APPROVE CHANGE IN DESIGNATION OF MULTI SKILLED ATTENDANT TO SKILLED WORK ASSISTANT.**

The Board of Governors in its 13<sup>th</sup> meeting held on 13.02.2009 vide item No.B.13.4.1, on the recommendations of Finance Committee, had approved the new designation of Daftri / Head Peon / Peons / Wardboys / Guest Room Attendant / Head Malis / Malis / Mazdoor / Head Sweeper / Sweepers / Head Chowkidar / Chowkidars and Library Attendant as Multi Skilled Attendant because of revision of their pay structure as per recommendations of 6<sup>th</sup> Central Pay Commission.

The Employees Union of the institute has, however, been requesting to change the designation from 'Multi Skilled Attendant' to 'Skilled Work Assistant' as proposed by the 6<sup>th</sup> Central Pay Commission under para 3.7.9(v) which reads as under :

"Appropriate designation can be devised by individual departments for the erstwhile Group D posts placed in PB-1. Alternatively, a common designation of Skilled Work Assistant can be extended to this category."

On the request of the Union, a committee was constituted to look into the matter. The committee recommended that the 'Multi Skilled Attendants' be re-designated as 'Skilled Work Assistants' as proposed by the Sixth Central



Pay Commission. Accordingly the designation of 'Multi Skilled Attendants' is changed as 'Skilled Work Assistants.'

BOARD OF GOVERNORS MAY APPROVE

**ITEM No. B.16.4.6 TO CONSIDER & APPROVE CONTINUATION OF PRESENT MESS/CANTEEN CONTRACTOR TILL FINALIZATION OF NEW CONTRACT PROCESS IS COMPLETED**

The Contract for the Mess and Canteen Services extended in September 2008 was to expire in September 2009. The press note for expression of interest was invited in September 2009. Only two parties responded out of which one was the existing contractor and one from Panchkula. A committee comprising of Prof. JS Saini, Prof. Ajay K Duggal and Sh. RK Malik visited the work premises where the 2<sup>nd</sup> party namely "The kitchen" has indicated their place of current working. However, it was found that the party has ceased to provide catering services. Therefore, the committee recommended to retender the case.

Expression of interest was published again on 25.10.2009. Two parties expressed their willingness to work; one was the existing contractor and the other party was M/S Millennium catering services. The tender documents were issued to both the parties. Both the parties submitted their financial bids and the case were processed in accounts section. The department recommended the award of the contract to one party which was found to be overall lowest. The case was marked to purchase committee for the finalization of the tender. Purchase committee again recommended for fresh tender at National level with wider publicity giving more specific details.

Thus the award of new tender could not be finalized despite repeated efforts. Since catering services are essential requirement, the extension to the



present contractor was made twice. Further extension was given up to January 15<sup>th</sup>, 2010 on prevailing contract rates and second extension has been made till the finalization of new contract on revised rates w.e.f. February 10, 2010.

Press tender was issued again and "Expression of interest" invited. Two parties have participated and the case is under progress.

BOARD MAY ALLOW EXTENSION TO PRESENT CONTRACTOR TO CONTINUE AT ENHANCED REVISED RATES TILL FINALIZATION OF PROCESS OF CONTRACT COMPLETED

**ITEM No. B.16.4.7 TO CONSIDER IMPLEMENTATION OF GOI ORDER DATED 07.10.2009 ON THE SUBJECT MODEL RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK.**

The Government of India, Department of Personnel and Training vide O.M. No. AB-14017/32/2009-Estt (RR), dated 07-10-2009 issued Model Recruitment Rules for the post of Lower Division Clerk, a copy of said letter is attached as **Annexure-XIII** at page no.75 to 77. The Board of Governors of this institute in its first meeting vide Item No. B.1.15 held on 02.05.1967 had approved qualifications and experience etc. for the post of Lower Division Clerk at the institute. A comparative chart of existing and proposed rules are attached as **Annexure-XIV**, at page Nos.78 to 81, for kind perusal of the Board of Governors.

BOARD OF GOVERNORS MAY ALLOW TO IMPLEMENT LATEST MODEL RECRUITMENT RULES AS ENVISAGED BY GOVERNMENT OF INDIA IN LETTER DATED 07.10.2009.

**ITEM NO.B.16.4.8 TO CONSIDER SERIOUS VIOLATIONS IN IMPLEMENTING VARIABLE HIGHER RATE OF INCREMENT TO THE OFFICERS OF PB-3 (RS.15600-39100)**

The Central Civil Service(Revised Pay) Rules, 2008 notified vide Ministry of Finance, Department of Expenditure No.GSR 622(E) dated 29.08.2008 have been implemented for the institute employees with the approval of the Board of Governors. Rule 9 of CCS(Revised Pay) provides that the variable increment i.e 3% to 4%(1% above the normal rate) will be granted to not more than 20% of the strength of officers in PB-3.

In view of the 9 of CCS(Revised Pay) Rules, 2008, Mr. KL Singla, Senior Administrative Officer of the institute proposed various parameters to the then Director, Prof SC Laroia, based on the evaluations of Annual Confidential Report of the Officers in PB-3 for the grant of higher rate of increment i.e 4% (1% above the normal rate of increment). This proposal was approved by the then Director and shown to the then Chairman, Board of Governors.

On the basis of the above proposal, higher rate of increments i.e 4% was sanctioned to 25%(2 out of 8) officers of PB-3 for the years 2005-06 (beginning from July 1,2006 for the period January – June, 2006), 2006-07 and 2007-08 on 31.10.2008. The Senior Administrative Officer himself was one of the beneficiaries in each year.

The higher rate of increment for the year 2008-09 was also sanctioned to two officers on 26.6.2009, one of them was again Senior Administrative Officer, just five days before joining of the present Director.



It was later on brought to the notice of the present Director that Department of Personnel & Training, Government of India vide its OM No.1/1/20 Estt.Pay I dated 03.07.2009, has invited suggestions from various Ministries/Departments for formulating/finalisation guidelines for grant higher rate of increments to the officers of PB-3. This, in other words, means the institute should have waited for the guidelines to come from the ministry and should not have gone for such hasty implementation of this variable increment issue.

In the light of the above, a Committee was constituted to examine the cases of higher rate of increments sanctioned from the year 2005-06 to 2008-09 for higher performance to the officers of PB-3. The Committee opined that since the Government of India is in the process of formulating guidelines in this regard, the institute may await the same. Further, where the higher rate of increment has already been granted, such cases may be reconsidered for re-fixation of their pay in the revised scales at the normal rate of increment i.e. 3%.

Taking stock of the whole case, it is found that the following irregularities are made:

1. The proposal was not initiated by the office but by the Senior Administrative Officer who himself was a beneficiary in all four years.
2. The higher rate of increment was granted in tearing hurry as the proposal was made on 30.10.2008, approved by the Director on 31.10.2008, shown to the Chairman and office orders were issued on the same day.
3. The Chairman, Board of Governors, has been delegated the powers of the Board which are to be exercised only in emergent cases. The emergency in the instant case has not been specified.



4. As per delegation of powers by Board of Governors, a decision taken by the Chairman has to be reported and ratified by the Board in the next meeting of the Board of Governors which had not been done even though two meetings of the Board were held before the joining of the present Director.
5. The higher rate of increment has been granted to 25% of PB-3 officers(two out of eight) when it is specifically provided that higher rate of increments are to be granted to not more than 20% of officers of PB-3.
6. The revised pay scales have been implemented from 01.01.2006 whereas, in the instant case, higher rate of increment for the year 2005-06 (Increment from 01.07.2006) too was granted taking into account the performance during the period from 1 April, 2005 to 31 December, 2005 when revised pay scales were not applicable at all.
7. Later on, the Senior Administrative Officer, in his own signature, wrote a letter to the Secretary, Government of India, Ministry of Personnel, Public Grievances & Pensions(Department of Personnel & Training) New Delhi with a copy to Deputy Secretary, Government of India, Ministry of Personnel, Public Grievances & Pensions(Department of Personnel & Training) without the approval of the present Director requesting him not to re-open the cases of the institute.

The higher rate of increment, i.e. 1% over and above the normal rate of 3%, drawn by the Senior Administrative Officer alongwith other officers for four years i.e. from the year 2005-06 to 2008-09 resulted in increase in the basic pay of these officers besides other allowances such as DA, etc. This is a recurring benefit which would accrue to them every month during the entire period of service and would also lead to higher amount of pension, gratuity, leave encashment, etc at the time of retirement and even after retirement, by way of enhanced pension. Needless to say, public money running in lakhs of rupees would have been drawn from the Government exchequer, had this gross violation not been detected and necessary actions not been taken.

In view of the above, the following decisions have been taken :

1. To withdraw the higher rate of increments sanctioned to the officers PB-3 for higher performance for the year 2005-06(beginning J 1,2006 for the period January-June, 2006) to 2008-09.
2. To re-fix their pay by allowing normal rate of increment i.e 3%.
3. To make recovery of excess payment made on account of grant higher rate of increment i.e 4%.
4. To call for explanation from the Senior Administrative Officer and then Director-in-Charge, Dr SC Laroija.
5. To report the matter to the Ministry of Human Resource Development

BOARD OF GOVERNORS MAY CONSIDER AND APPROVE THE ACTION TAKEN AT THE INSTITUTE LEVEL

**ITEM No.B.16.4.9 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.**

As per directions received from the Ministry of Human Resource Development vide their letter No. 4-6/2006-TS.IV(Part) dated 6 December 2006, status report on the following issues is required to be reported to the Board of Governors in its every meeting:

1. Filling up of backlog vacancies of SC/STs and OBCs.
2. Annual Report and Audited Accounts.
3. Comments in respect of outstanding audit paras.

4. Progress of Plan and Non Plan expenditure.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.

Accordingly, the status report in respect of the above said issues is as under:

**1. Filling up of backlog vacancies of SC/STs and OBCs**

There is no backlog vacancy belonging to SC/ST category. However, there is only one backlog vacancy of Lecturer for OBC category. The vacancy will be filled up in due course of time.

**2. Annual Report and Audited Accounts**

Annual accounts of the institute for the year 2008-09 were audited by the Principal Accountant General (Audit), Punjab & U.T. Chandigarh from 18.5.2009 to 22.5.2009. The Audit & Inspection Report was issued by the Audit Office vide their letter No.OAD/Civil/Audit/CHD/NITTR/ 2008-09/119-20dated 12.06.2009. An agenda item in this regard is submitted to the Finance Committee vide Item No. F.16.1(b) (Against item No.F.5.4) which may be perused there.

**3. Comments in respect of outstanding Audit Paras**

The status may be perused under agenda item No.F.16.1(b) (against item No.F.15.4) of the 16<sup>th</sup> meeting of Finance Committee.



4. Progress of Plan and Non Plan expenditure during the period September 2009 to December, 2009

The status may be perused under agenda item No.F.16.1(b) (Agenda item No.F.15.5) of the 16<sup>th</sup> meeting of Finance Committee.

5. Pending vigilance matters and enquiry report thereto

There is no pending vigilance case in the institute.

6. Redressal of public grievances

There is no pending matter of public grievances in the institute.

ITEM NO.B.16.4.10 MISCELLANEOUS ITEMS TO BE DISCUSSED WITH PERMISSION OF CHAIR

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**ITEM B.16.4.10 MISCELLANEOUS ITEMS TO BE DISCUSSED WITH PERMISSION OF THE CHAIR AS UNDER:-**

B.16.4.10(1) TO REPORT THREE NEWLY ESTABLISHED CENTRES IN THE INSTITUTE

(ITEM NO.A.10.6 OF ACADEMIC COUNCIL MEETING IS REFERRED)

- i) Centre for Research in the Technical and Vocational Education
- ii) Centre for Development of Technical Competencies (CDTC) (Earlier this centre was named as "Centre of Engineering for Non-Engineers")
- iii) Centre for Human Values and Creativity.

B.16.4.10(2) TO REPORT REGARDING CHANGE OF LOGO

B.16.4.10(4) TO CONSIDER THE REQUEST OF DR. SC LAROIYA  
PROFESSOR & HEAD, MECHANICAL ENGINEERING  
FOR VOLUNTARY RETIREMENT

Dr. SC Laroia, Professor & Head, Mechanical Engineering Department of this institute, vide his letter dated 25.03.2010 (copy enclosed), has sought voluntary retirement wef 1st April, 2010.

In terms of Rule 48A of CCS (Pension) Rules, an employee can seek voluntary retirement on completion of 20 years of qualifying service, by giving notice of not less than three months in writing to the Appointing Authority.

As laid down in rule 48-A sub rule(1) ibid, the notice of voluntary retirement shall require acceptance by the Appointing Authority:

"Provided that where the Appointing Authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period."

Further, a Government servant may make a request in writing under above referred sub rule(1) to the Appointing Authority to accept notice of less than three months for voluntary retirement giving reasons thereof.

The Appointing Authority may consider such request for the curtailment of the period of notice of three months on merits if satisfied that the curtailment of the period of notice will not cause any administrative inconvenience on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

Dr. SC Laroia joined this institute on 12.01.1972 and is a permanent employee. He has completed 38 years of service. He has not given three months notice as required under the rules. However, he has not stated reasons for not giving the required notice. He has simply requested to waive off the notice period of 3 months for this purpose. However, it can be said in his favour that in the last six years of service rendered by him he has not availed himself of any Earned Leave, in the light of this, his prayer for waiving off the customary notice period of three months may be considered favourably.

Chairman Board of Governors has desired that the case be put up in Board of Governors meeting on 13.04.2010.

BOARD OF GOVERNORS MAY CONSIDER PLEASE

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