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NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH  
SECTOR-26, CHANDIGARH-160 019

AGENDA FOR THE FIFTH MEETING  
OF THE BOARD OF GOVERNORS'  
TO BE HELD ON 21.7.2006 AT 12.30 P.M.  
AT IIT, HAUZ KHAS, NEW DELHI

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**ITEM NO.B.5.1 TO CONFIRM THE MINUTES OF THE 4th MEETING OF THE BOARD OF GOVERNORS OF NITTTR CHANDIGARH HELD ON 27.01.2006 AND TO REPORT ACTION TAKEN THEREON.**

(a) The minutes of the 4th meeting of the Board of Governors of NITTTR, Chandigarh held on 27.01.2006 were circulated amongst all of its members vide institute letter No. NITTTR/Board/4th-minutes/53848-51 dated 7.2.06 & 53872-80 dated 8.2.06 for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I at page No. 13-24** for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.

(b) The following items have been noted:

- |                   |                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item No. B.4.1(A) | Confirmation of minutes of 3 <sup>rd</sup> meeting of BOGs                                                                                            |
| Item No. B.4.2    | Items from B.4.2.1 to 4.2.7 for report to BOGs.                                                                                                       |
| Item No. B.4.3    | Items from B.4.3.1 to 4.3.11 ratified by the BOGs.                                                                                                    |
| Item No. B.4.4.2  | Minutes of 4 <sup>th</sup> meeting of Finance Committee                                                                                               |
| Item No. B.4.4.3  | Minutes of 2 <sup>nd</sup> meeting of Academic Council                                                                                                |
| Item No. B.4.4.4  | Implementation of Right to Information Act, 2005                                                                                                      |
| Item No. B.4.4.5  | Appointment of Faculty                                                                                                                                |
| Item No. B.4.4.6  | Compensatory holidays to faculty and staff                                                                                                            |
| Item No. B.4.4.7  | Confirmation of faculty and Senior Technical Non Teaching staff                                                                                       |
| Item No. B.4.4.8  | Delegation of Powers                                                                                                                                  |
| Item No. B.4.4.9  | Delegation of Powers to Sr. Administrative Officer                                                                                                    |
| Item No. B.4.4.10 | Reconstitution of Selection Committees for Group A&B level posts                                                                                      |
| Item No. B.4.4.11 | Downgrading of one post of Assistant Professor, Applied Science                                                                                       |
| Item No. B.4.4.12 | Unauthorised absence of duty of Mrs. Amrit Kaur, Jr. System Programmer                                                                                |
| Item No. B.4.4.13 | To consider Recognition of Fortis Multi Speciality Hospital, Mohali for providing medical facilities to the employees and pensioner of the institute. |

(c) The latest position in respect of other items is indicated as under :

**AGAINST**

**ITEM NO. B.4.1. TO CONSIDER AUDIT AND INSPECTION REPORT ON THE ANNUAL ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2003-04 ---PUDA COURT CASE.**

**B- PUDA CASE**

The case is still pending with the Court. Last hearing was done on May 16, 2006 when PUDA had produced six witnesses in support of their case. Next hearing is fixed for 22<sup>nd</sup> July, 2006. The institute counsel is now preparing for cross examination of the witnesses on the next hearing.

**AGAINST  
ITEM NO. B.2.2 TO APPROVE THE ACTION INITIATED BY THE  
INSTITUTE REGARDING THE POST GRADUATE  
PROGRAMME - DEEMED UNIVERSITY STATUS.**

The institute has been making efforts for obtaining Deemed University Status/Status of a Central Institute. In the Vision Document of the institute prepared and submitted to the Ministry, this requirement of Deemed University Status/Status of central institute has been spelt out as an enabling strategy so that institute is able to offer a variety of programmes from certificate level to post-graduate level and even fellowship programmes in the relevant areas.

**AGAINST  
ITEM NO. B.4.4.1 TO CONSIDER AND APPROVE THE ANNUAL  
REPORT OF THE INSTITUTE FOR THE YEAR 2004-05**

The Annual Report of the Institute for the year 2004-05 was sent to MHRD vide letter No. NITTTR/Board/AR-2004-05/54328 dated 14/16.2.2006.

**ITEM NO.B.5.2 ITEMS FOR REPORT**

**ITEM NO. B.5.2.1 RE-CONSTITUTION OF ACADEMIC COUNCIL  
OF THE INSTITUTE**

Consequent upon retirements and transfers of members, the Academic Council of the institute has been reconstituted in terms of Rule 13 of the Rules and Regulations of NITTTR, Chandigarh Society.vide Office Order No. NITTTR/48 dated 30.5.06, a copy of which is attached as **Annexure-II at Page No. 25.**

**ITEM NO B.5.2.2 PERMANENT IMPREST:**

Permanent imprest of Rs. 500/- to meet the day to day expenses for service tax on speed post letters and Rs. 1000/- to meet the day to day requirement for the Electronics & Communication Engg. Department have been sanctioned by the Director in favour of Shri Raj Paul, Despatch Clerk & Shri R.S. Verma, Senior Technical Assistant respectively.

**ITEM NO. B.5.2.3 TO REPORT REGARDING RETIREMENTS/DEATHS OCCURRED DURING THE PERIOD 01.12.05 TO 26.06.06**

The following retirements/deaths occurred during the period 01.12.05 to 26.06.06.

Sr.No.	Name & Designation S/Shri/Ms/Mrs.	Date of event	Remarks
1.	Dr. S.K. Bhattacharya, Professor	31.1.2006 (A.N.)	Voluntary Retirement
2.	Jagdish Singh, Jr. Eltx. Engineer	31.3.2006 (A.N.)	Superannuation
3.	Bidhi Chand, Daftri	31.3.2006	Superannuation
4.	A.K. Sharma, Accountant	26.03.2006	Death

**ITEM NO. B.5.2.4 TO REPORT REGARDING RESIGNATION TENDERED AND ACCEPTED DURING THE PERIOD 01.12.2005 TO 26.06.2006**

The following employees of the institute have resigned from the institute during the period 01.12.2005 to 26.06.2006:

Sr.No.	Name & Designation S/Shri/Ms/Mrs.	Date of Resignation
1.	Yashraj Singh Pal, Assistant	28.02.06
2.	Varsha Verma Shekhar, Lecturer	17.04.06

**ITEM NO. B.5.2.5 ALLOWING INSTITUTE EMPLOYEES TO CONTINUE IN SERVICE UNTIL SUPERANNUATION.**

On the recommendations of the Screening Committee, Dr. D.D. Sharma, Professor has been allowed to continue in service until superannuation subject to review in future in public interest under FR 56(j) read with Rule 48 pf CCS (Pension) Rules, 1972, vide U.O. No. NITTTR/Admn/06 dated June 29, 2006.

**ITEM NO. B.5.2.6 INITIATION OF DISCIPLINARY PROCEEDINGS AGAINST PROFESSOR R SUBRAMANIAN, FORMERLY PROFESSOR & HEAD, CIVIL ENGINEERING DEPARTMENT.**

Prof. R. Subramanian who superannuated on 30.6.04 has been served with a chargesheet under Rule 14 of CCS (CCA) Rules read with Rule-9 of CCS (Pension) Rules, with the approval of the Chairperson accorded by U.O. No. NITTTR/Admn/Disc/48 dated 23.11.2005.

The following is the charge against Prof. R. Subramanian:

#### **Article of Charge**

That the said Professor R. Subramanian while working as Professor & Head Civil Engineering Department in the National Institute of Technical Teachers' Training and Research, Chandigarh retired on attaining the age of superannuating of 30.06.2004. He willfully and deliberately did not handover the complete charge viz. architectural drawings and structural design calculation/design data of consultancy project namely Engineering and structural design of PUDA buildings at Malout (Pb) to his successor despite instructions and orders from the competent authority. He had also not provided the structural design/calculations/data to PUDA earlier which ultimately resulted into the court case. Professor R. Subramanian failed to obey lawful orders of the competent authority and also to maintain devotion to duty and acted in a manner which is unbecoming of an institute employee thereby violated provisions contained in Rule 3(1) (i and ii) of CCS (Conduct) Rules read with Staff Service Regulations of the Institute.

#### **The statement of imputations of misconduct is as under:**

Professor R Subramanian formerly Professor & Head, Civil Engineering Department had undertaken a consultancy project namely Engineering and Structural Design of PUDA buildings at Malout (Punjab) from PUDA in the year 1997-98 on behalf of institute. Professor R Subramanian was the Chief Project Consultant from the Institute side to provide agreed consultancy to PUDA. However, during the course of constructin of buildings whose engineering and structural design were prepared and provided to PUDA by Professor R Subramanian on behalf of the institute under the consultancy project, PUDA alleged that due to defective design, the buildings constructed by them had developed certain cracks resulting to huge financial loss to PUDA. Professor R. Subramanian could not provide the structural design calculations/date to PUDA as committed by him with them vide his letter TTI/Civil/2318 dated 08.05.2000. Consequently PUDA filed a Civil suit for recovery of damages amounting to Rs. 84,20,546/- from the Institute, in the court of Sub-Judge,(Jr Division) Chandigarh in January 2002. The case is still pending in the court. In the mean time, Professor R Subramanian superannuated on 30.06.2004. He willfully and deliberately failed to handover all the necessary and relevant documents, viz architectural drawings and structural design calculations/design data to his successor, despite orders of the competent authority well knowing that he being Chief Project Consulntant is in possessin of all these documents which are necessary for defending the case. Even after retirement Professor R Subramanian time and again was requested to hand over all these documents to his successor but despite that and his own commitments to fulfil the requirements, Professor R Subramanian could not do the needful and did not hand over complete charge of the said Consultancy Project to his successor.

Shri Baljit Kapoor, Director of Chandigarh College of Engineering & Technology, Chandigarh has been appointed as Enquiry Officer. The enquiry is still under process.

It is also reported that the retirement dues (DCRG/Leave Encashment) of Prof. R.Subramanian have been withheld due to these proceedings. However, Prof. R.Subramanian had challenged the decision of the institute in the Hon'ble High Court of Punjab and Haryana at Chandigarh through CWP but later on, on the advice of his own Counsel, he withdrew the CWP from the High Court. The CWP was disposed by the High Court accordingly.

### **ITEM NO.B.5.3 ITEMS FOR RATIFICATION.**

#### **ITEM NO.B.5.3.1 TO RATIFY THE ACTION TAKEN BY THE CHAIRPERSON, BOARD OF GOVERNORS REGARDING TERMINATION OF SERVICES OF MRS AMRIT KAUR, JUNIOR SYSTEM PROGRAMMER IN A DISCIPLINARY CASE AGAINST HER.**

Mrs Amrit Kaur, Junior System Programmer who had joined the institute on 28.01.1993, had committed a misconduct of willful and deliberate absence from duty from 22.09.2004. When she did not resume duty despite several letters informing her about her unauthorized absence from duty due to non sanction of without pay leave applied for by her, a charge-sheet was issued against her on 13.05.2005 for major penalty proceedings under Rule 14 of CCS(CCA) Rules read with Staff Service Regulations of NITTTR Chandigarh. The following charges were leveled against her:

#### **ARTICLE-I**

Mrs Amrit Kaur while working as Junior System Programmer in National Institute of Technical Teachers' Training and Research, Sector 26, Chandigarh since 28.01.1993, willfully and deliberately absented herself from duty and deserted her post wef 22.09.2004 to till date without grant of leave by the competent authority. Mrs Amrit Kaur, Junior System Programmer thus, failed to maintain devotion to duty and acted in a manner which is unbecoming of an institute employee and thereby violated provisions contained in Rule 3(1) (ii) and (iii) of CCS (Conduct) Rules read with Staff Service Regulations.

#### **ARTICLE -II**

Mrs Amrit Kaur working as Junior System Programmer in National Institute of Technical Teachers' Training & Research, Sector 26, Chandigarh since 28.01.1993 willfully disobeyed the instructions of competent authority by leaving the institute without getting leave sanctioned and thus acted in a manner which amounts to grave misconduct and acted in a manner unbecoming of an institute employee and thereby violated the provisions contained in Rules 3(1) (ii) and (iii) of the CCS (Conduct) Rules.

#### **ARTICLE-III**

Mrs Amrit Kaur working as Junior System Programmer in National Institute of Technical Teachers' Training and Research, Sector 26, Chandigarh since 28.01.1993 left abroad without taking proper permission from the competent authority as required in terms of Government of India, Department of

Personnel & Training OM No.11013/7/94-ESTT(A) dated 18.05.1994 and thus acted in a manner unbecoming of an institute employee and thereby violated the provisions contained in Rule 3(1) (iii) of CCS (Conduct) Rules.

As the charge sheet could not be served upon her by ordinary means on the addresses given by her, therefore, a public notice was issued through press which was published in 'The Tribune' on 7.9.2005. Dr SK Bhattacharya Prof & Head Electrical Engineering Department was appointed as Enquiry Officer in this case. As Mrs Amrit Kaur could not attend the enquiry proceedings therefore an ex-parte enquiry was conducted and the Enquiry Officer submitted its report on 8.11.2005 by concluding as under :

"From the available evidence and the statement of Presenting Officer and records available, it is established that Mrs Amrit Kaur, Jr System Programme willfully and deliberately absented herself from duty w.e.f. 22.09.2004 to till date, disobeyed the instructions to the superior authority and left abroad without getting permission/leave sanctioned. It is also established that Mrs Amrit Kaur has been deliberately avoiding to attend the enquiry hearing against the charges framed against her and showed non co-operative attitude by not presenting herself before the enquiry officer. The all charges framed against her stands prove."

The enquiry report was forwarded to the Chairperson, Board of Governors vide UO No. NITTTTR/Admn./Discipline/47 dated 23.11.2005 and the Chairperson after going through the Enquiry Report agreed with the findings of the Enquiry Officer and after careful consideration vide UO No.NITTTTR/Admn./Discipline/03 dated 17.02.2006 inflicted the penalty against Mrs Amrit Kaur on behalf of Board of Governors as under :

"She may be removed from the service".

Accordingly the orders of the Chairperson were conveyed to Mrs Amrit Kaur through Registered Air Mail vide office order No. NITTTTR/282/55685-86 dated 01.03.2006 and she was given an opportunity to file an appeal under Rule 7.25 of CCS(CCA) Rules 1965 read with Staff Service Regulations of the Institute to the Appellate Authority which is the Board of Governors in her case within a period of 45 days. However no appeal has been received from Mrs Amrit Kaur. The Board of Governors may, therefore, ratify the action taken by the Chairperson, Board of Governors regarding removal of Mrs Amrit Kaur from the service of the institute with effect from 01.03.2006 on account of her willful and deliberate absence from duty, disobedience and going abroad without permission. Complete case/enquiry report will also be placed before the Board at the time of the meeting.

**THE BOARD OF GOVERNORS MAY RATIFY.**



**ITEM NO.B.5.3.2 APPOINTMENTS MADE DURING THE PERIOD  
01.12.2005 TO 26.06.2006**

The following appointments were made in the institute during the period  
01.12.2005 to 26.06.2005

Sr.No.	Name & Designation S/Shri/Ms/Mrs.	Pay Scale	Date of appointment
1.	Dr. Hemant Sood, Assistant Professor	12000-420-18300	21.02.2006
2.	Dr. Sunil Dutt, Assistant Professor	12000-420-18300	21.2.2006
3.	Dr. Rakesh Kumar Wats, Assistant Professor	12000-420-18300	21.2.2006
4.	Mrs. Maitreyee Dutta, Assistant Professor	12000-420-18300	21.2.2006
5.	Mrs. Varsha Verma Shekhar, Lecturer	8000-275-13500	3.3.2006
6.	Ms. Ritula Thakur, Lecturer, Electrical Engg. Deptt.	8000-275-13500	31.5.2006
7.	Mr. Amit Goyal, Lecturer, Rural Development	8000-275-13500	05.6.2006

**THE BOARD OF GOVERNORS MAY RATIFY.**

**ITEM NO.B.5.3.3 COMPLETION OF PROBATION PERIOD OF  
DR. S.S. PATTNAIK.**

Chairperson, Board of Governors vide U.O. No. NITTTTR/04 dated June 27, 2006 has approved the successful completion of 2 years probation period of Dr. S.S. Pattnaik, Professor & Head, ETV & Electronics & Communication Engg. Department due to his satisfactory work and conduct. It is put up for ratification.

**ITEM NO. B.5.4 ITEMS FOR CONSIDERATION.**

**ITEM NO.B.5.4.1 TO APPROVE THE MINUTES OF THE FIFTH MEETING  
OF FINANCE COMMITTEE HELD ON 21.7.2006**

The 5<sup>th</sup> meeting of Finance Committee is scheduled to be held on 21.7.06. Agenda papers for this meeting are attached as **Annexure-III**. The minutes of the meeting will be circulated at the time of meeting for consideration and approval of the Board.

**ITEM NO.B.5.4.2 TO CONSIDER FILLING UP OF VARIOUS VACANT SENIOR TECHNICAL NON-TEACHING GROUP 'A' POSTS IN THE INSTITUTE.**

The following Senior Technical Non-Teaching Group 'A' posts have fallen vacant due to superannuation/resignation etc. of the incumbents:

Sr. No.	Name of Post	Pay Scale	Remarks
1.	System Programmer	10000-325-15200	Single Cadre Post
2.	System Engineer	10000-325-15200	Single Cadre Post
3.	Junior System Programmer	8000-275-13500	Only two posts in the Cadre
4.	Producer	8000-275-13500	Single Cadre Post
5.	Electronics Engineer	8000-275-13500	Only two posts in the Cadre
6.	Estate Officer	8000-275-13500	Single Cadre Post

These posts could not be filled up due to imposition of ban imposed by the Govt. of India on recruitment of non faculty posts until the ratio between the academic and non academic staff comes to 1:1.5 to 2 as recommended by the Expenditure Reforms Commission. However, these posts being either single cadre posts or two posts in the cadre as stated above cannot be kept vacant for longer time keeping in view the interest of the institute. Moreover, where the post is a single cadre post, it is not possible to manage the work of the post by any existing staff. Brief justification for filling up of each of the above posts is as under:

**Justification for the post of Junior System Programmer and System Programmer:**

The Computer Science Department conducts a lot of short term courses in current topics besides the long term programmes (both regular and modular). Also, the department is involved in software development, computerization of various departments, student training and other short-term courses in various software. Since the department have at present five faculty members who are extremely busy in teaching ME students, preparing instructional material and presentation of topics to be taught, the department needs the technical staffs (as Junior System Programmer and System Programmer) who can help in developing various software now and then required, for computerization, for training purposes and for conducting short term courses in various software. Also we can involve these programmers to take the projects from outside so that the department can generate IRG for the institute.

### **Justification for the post of System Engineer:**

The post of System Engineer is very necessary for the Computer Science Department because the department is looking after the maintenance and repair of hardware equipments of computer for the whole institute. Besides the department is looking after the LAN and internetworking maintenance. At present only one Junior System Engineer is available who is looking after all these activities, which becomes very hectic schedule for him. Also the work of developing video embedded instructional material and EDUSAT project requires a lot of input from the Computer Science Deptt. So, the vacant post of System Engineering is necessary to be filled up.

### **Justification for the post of Producer (ETV):**

The department is looking after the following activities:

1. Training of faculty and staff;
2. Curriculum bases video films;
3. Making corporate films, Education cum awareness;
4. Video film for technical and vocational education;
5. Short term courses in script writing and video film production Editing & animation, Servicing & Maintenance of Audio/Video equipments;
6. Student training in Servicing & Maintenance of Audio & Video Equipment;
7. Student training in Script Writing, Editing, Animation and Graphics and video film production;
8. Technical capsule to Gyan Darshan Tech Ed Vision;
9. Edusat Transmission;
10. Digital content generation for EDUSAT (Time bound);
11. Provide technical support in video signal analysis of Forensic Department;
12. Video film production as per operation plans.

### **Proposed Activities**

1. Country wide class room like ME modular or ME through Edusat Channel
2. Post Graduate programme in digital filming and multimedia
3. Credit based ME
4. Research in video techniques and analysis
5. Simultaneous transmission form both the studios (which is not possible with single Senior Producer.

In order to accomplish the above said work of the Department, it is necessary that the vacant post of Producer be filled up.

### Justification for the post of Electronics Engineer:

The activities of ETV Centre have increased many folds in recent past. The number of trainees in Electronics Service Centre have increased with addition of new and needy areas. ME & Ph.D. activities have increased pressure in the department. The department is looking after the following jobs:

1. Equipment Servicing, maintenance & operation of studio equipments of ETV
2. Laboratory Servicing maintenance and technical support in Electronics & Comm. Engg. Department
3. Conducting training programme in Electronics Service Centre.

In order to accomplish the above said work it is necessary that the vacant post of Electronics Engineer is filled up.

### Justification for Recruitment for the Post of Estate Officer

The Estate Officer is required to perform several activities of administrative and technical nature like construction and maintenance of Institute infrastructure, administrative control of Group 'D' employees, Institute security, landscaping and arrangement of Institute functions. The person next in the hierarchy is Estate Assistant in the pay scale of Rs. 4500-125-7000 who cannot be assigned duties of estate Officer. Moreover, an official at such a lower level cannot handle the administrative work of the Estate Office. Keeping in view the duties and responsibilities of the post of Estate Officer, it is necessary, in the Institute interest, to fill up this post, which is a single cadre post.

It is pertinent to point out that the Joint Secretary(T), MHRD in Review Meeting of TTTIs held on 24<sup>th</sup> November, 2003 had stated that in future only senior level non faculty staff posts would be allowed to be filled up that too based on its need as conveyed by the MHRD vide letter No. F.1-7/2000-TS.IV dated 30<sup>th</sup> December, 2003.

Under the circumstances, it is proposed that the above said posts be filled up at the earliest. The Board of Governors may recommend to the Govt. of India for giving relaxation to fill up the above said posts as per recruitment rules of the institute.

In view of the necessity to fill up the above said vacant posts, in the best interest of the academic work of the institute, the Board of Governors may recommend to the MHRD for granting permission to fill up these posts.

**THE BOARD OF GOVERNORS MAY CONSIDER**

**ITEM NO.B.5.4.3 AMENDMENT IN THE RECRUITMENT RULES REGARDING PROMOTIONS TO THE POSTS OF UDC, ASSISTANT, SUPERINTENDENT AND SECTION OFFICER.**

The Board of Governors in their 84th meeting held on 22.02.2000 (vide Item No. B 84.12) against item No.F. 52.7 of the 52<sup>nd</sup> meeting of Finance & Personnel Committee held on 21.2.2000, had approved the following mode of appointment interalia for the posts of UDC,Assistant, Superintendent and Section Officer:

Sr.No.	Post	Pay scale	Mode of appointment
1.	Upper Division Clerk	4000-100-6000	i) 67% by promotion amongst Lower Division Clerk on the basis of seniority –cum-fitness  ii) 33% by selection amongst internal candidates
2.	Assistant	4500-125-7000	i) 67% by promotion amongst UDC subject to seniority-cum-fitness.  ii) 33% by direct recruitment (minimum qualifications Graduation)
3.	Superintendent	5500-175-9000	i)67% by promotion amongst Assistants/Sr.Storekeepers on seniority-cum-fitness(Minimum qualification graduate or equivalent as per criteria established at the Instt. with the approval of Chairman(BOG)  ii) 33% by open selection amongst internal candidates failing which on deputation(minimum qualification graduation)
4.	Section Officer	6500-200-10500	By promotion on the basis of seniority-cum-fitness from amongst Superintendents.

For considering fitness of internal candidates for promotion, the following aspects are to be seen:

- (a) Annual Confidential reports
- (b) Special report of the Head of Department
- (c) Clearance of qualifying examination based on specified syllabus subject to fulfilling qualifications/experience etc. required for promotion
- (d) DPC recommendations
- (e) Qualifying service for promotion from the feedere grades will be as per Govt. of India, Deptt./ of Per & Trg OM No. AB 14017/2/97-Estt(PR) dated 25.5.98
- (f) LDCs with 7 years continuous service as such will be considered by DPC for promotion as UDC without any examination.

Since then all promotions for various posts in the Institute are made by adopting the laid down criteria as stated above.

The minimum service provided for promotion from one post to another and the actual period being taken is indicated below :

Promotions		Minimum experience prescribed for promotion	Actual time taken for promotion in the institute
From	To		
Lower Division Clerk	Upper Division Clerk	8 years	About 20-21 years
Upper Division Clerk	Assistant	5 years	About 19-20 years
Assistant	Superintendent	6 years	About 15-16 years
Superintendent	Section Officer	3 years	About 09 to 10 years

The institute employees, who are normally stagnating on various posts for more than 15 years have requested that the condition of clearance of qualifying examination based on specified syllabus may be waived off in their cases due to the following reasons :

- (1) Their stagnating period is usually very long i.e. more than 15 years.
- (2) They have become too aged to appear in the test

An extract of seniority list in respect of each cadre containing the qualifications and length of service is also enclosed for perusal as **Annexure-IV** at **Page No. 26-32.**

**THE BOARD OF GOVERNORS MAY CONSIDER THE REQUEST OF INSTITUTE EMPLOYEES FOR WAIVING OFF THE QUALIFYING EXAMINATION FOR PROMOTION TO VARIOUS POSTS BY MAKING AMENDMENTS IN THE RECRUITMENT RULES.**