

**Minutes of the 67<sup>th</sup> Administrative Committee Meeting of the Council held on 27 April 2015 at 11:00 A.M. in the Conference Room of ICHR at 35, Ferozeshah Road, New Delhi - 110 001**

**Members Present:**

- |  |  |
|--|--|
| 1. Professor Y. Sudershan Rao          | Chairperson, ICHR                          |
| 2. Dr. Saradindu Mukherji              | Member                                     |
| 3. Professor M.D. Srinivas             | Member                                     |
| 4. Professor Ishwar Sharan Vishwakarma | Member                                     |
| 5. Professor K. Ratnam                 | Member                                     |
| 6. Professor Baidyanath Labh           | Member                                     |
| 7. Shri Fazal Mahmood                  | Deputy Secretary, nominee of JS & FA, MHRD |
| 8. Professor Gopinath Ravindran        | Member Secretary                           |

**Shri Anil Sainger, Dy. Director (Accounts) & Officiating Dy. Director (Administration) also attended the meeting.**

Professor Y. Sudershan Rao, Chairperson ICHR welcomed the members present and chaired the meeting.

The Agenda Items discussed were as follows:

**Item 1 To confirm the minutes of the 66<sup>th</sup> Meeting of the Administrative Committee held on 13<sup>th</sup> October, 2014.**

Noted & approved.

**Item 2 To report action taken on the minutes of 66<sup>th</sup> Meeting of the Administrative Committee held on 13<sup>th</sup> October 2014.**

Noted & approved.

Regarding Item No. 6, it was decided to study the medical facilities available in Indian Council of Philosophical Research (ICPR) & Indian Institute of Advanced Studies (IIAS), Shimla. The Chairman was authorised to constitute a sub-committee to evolve a policy relating to medical facilities. This committee will submit its report to the next Administrative Committee. The representative of the Financial Adviser, Mr. Fazal Mahmood, stated that the Council may inquire into the status of health insurance for pensioners in similar autonomous research institutions.



**Item 3**      **To consider the merger of the vacant post of Dy. Director (Publication) with the post of Dy. Director (Library) and to re-designate the latter as Dy. Director (Library & Publication).**

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of the main Agenda.

**Item 4**      **To report the adoption of the amended Guidelines pertaining to prevention of Sexual Harassment at Workplace under CCS (Conduct) rules 1964, CCS (CCA) rules 1965.**

Noted & approved.

**Item 5**      **To consider the reimbursement of T.A. on local journeys to the officers of the Council.**

Approved, as per Government of India Rules, as amended from time to time.

**Item 6**      **To consider filling up the various posts of Directors, Deputy Directors and Assistant Directors through due process of advertisements.**

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of main Agenda.

**Item 7**      **To consider opening of another Bank Account in any Nationalised Bank in addition to SBI and UCO Bank.**

Approved. The main account will be operated with the UCO Bank. All the grants will be received in UCO Bank Account. The online transactions to outside agencies/persons may be operated through the new Bank Account that may be opened in any convenient nationalized bank.

**Item 8**      **To consider the establishment of an Internal Audit Section for the smooth functioning of internal audit mechanism of the Council as per recommendations of CAG Audit.**

Approved in principle. The following line in the agenda:

“He/She will be the head of the unit and may report to the Deputy Director (Accounts)”

may be read as

“He/She will be the head of the unit and may report to the Member Secretary”

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of main Agenda.



**Item 9** To consider the merger of erstwhile Group D posts, as Multi-tasking Staff(MTS) in Pay Band-1 Grade Pay Rs.1800 and to make all future recruitment to Group-D as MTS.

Noted & approved.

**Item 10** To consider the digitization of relevant administration records including service books, etc.

Approved in principle. It is further decided to approach National Informatics Centre (NIC) and submit the report to next Administrative Committee.

**Item 11** Procurement of e-office package for ICHR from National Informatics Centre, Government of India.

Approved.

**Item 12** To consider hiring a guest house temporarily.

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of main Agenda.

**Item 13** To consider constituting a Committee to review the Memorandum of Association, Research Funding Rules and Service Regulations of the Council.

The Chairperson was authorized to constitute a committee to:

1. review/revise the Memorandum of Association
2. review/revise the Research Funding Rules
3. review/revise the Service Regulations
4. review/revise the Medical Rules
5. Study the Administrative and financial feasibility of hiring a guest house for the Council.
6. Administrative matters referred to in Agenda Item 3, 6, 8, 16 and Supplementary Item No. 1.

Report of the Committee will be placed before the next Administrative Committee.



**Item 14** To consider the request of Dr. Anup Taneja former Deputy Director (Journal) for release of arrears amounting out of unconditional grant of 3<sup>rd</sup> MACP in the PB-3 GP Rs.7600.

The Committee decided to write to the Ministry of HRD once again for expediting the case.

### **Items with the permission of the Chair**

**Item 15** To consider the request from Shri Michel Danino to travel by airlines other than Air India from Coimbatore to Delhi.

The committee has decided to write a reminder letter to the Ministry of HRD for expediting the matter.

**Item 16** To consider the representation of Accounts Clerk for upgradation of their posts to Accounts Assistants on completion of three years in the cadre.

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of main Agenda.

### **Supplementary Items**

**Item 1** To consider the re-advertisement to fill up the post of Deputy Director (Administration) with amendments in essential qualifications, as one time measure.

The Committee decided that the matter be referred to the Committee to be constituted under item 13 of main Agenda.

**Item 2** To consider the Annual Performance Assessment Report (APAR), in case of the absence of Reviewing Officer, for the service records of an employee.

Approved. The Member Secretary will counter sign the APARs in the absence of the Reviewing Authority for the period of the Report.

The Committee further resolved that the last sentence of 1<sup>st</sup> paragraph and the 2<sup>nd</sup> paragraph of the agenda item may be treated as deleted.

The meeting came to an end with a vote of thanks to the Chair.

\*\*\*

