

Minutes of the first meeting of Recruitment Rules (RR) Committee held on
30th January 2014

A Committee was constituted wide Note No. JIP /DDA/2013-14, dated 23.01.2014, for framing, amendment and notification of all the recruitment rules of JIPMER. The first meeting of the Committee was held on 30.01.2014, at 2.15 P.M. under the Chairmanship of Dr. Ajit Sahai, Professor & Head, Dept. of Medical Biometrics & Informatics. A full house meeting has taken place in presence of all the Committee members namely; Dr. S. Kandasamy Scientist Gr. IV Mr. J. Sankar. DDA, Mr. R. Sathyanarayanan, SAO, Mr. C.B. Unnikrishnan, A.O. and Mr. Malla Krishna Rao, L.O and after detailed deliberations the consensus was arrived to following guiding points;

1. There is an urgent need to strengthened RR Cell by posting at least one competent Data Entry Operator supported by an intermediate staff well knowledgeable of CCS rules to take charge of entire activity of RR framing / amendments. The need for inducting some legal Consultant on regular basis and its operational modalities as suggested by Mr. M Krishna Rao, are supposed to ^{be} under active consideration by institute administration – *Desired actions by A.O., L.O., D.D.A. and S.A.O.*
2. Currently the RR Cell is being supervised by Admin – I Section's Office Superintendents, one each in charge of Recruitments as well Promotions. The responsible Officers may be asked to prepare and provide at the earliest a comprehensive statement showing all the post sanctioned till date for the Institution, cadre-wise along with the columns; 'posts sanctioned', 'incumbency position', 'vacancies status' and most importantly, 'RR status i.e. 'RR already framed', 'notified', or 'being/yet to be processed' – *Desired actions by A.O., L.O., D.D.A. and S.A.O.*
3. **Mr. C.B. Unnikrishnan, Administrative Officer**, who is already involved as a key Officer to supervise RR Cell **shall coordinate all the meetings and act as Member - Secretary for the Committee with immediate effect.**

4. The existing system, as per the orders of the institute of fulfilling requirements and overseeing administrative formalities for the approval of RRs by higher authorities such as the Director as well as the President; including GB & IB endorsements and its notifications under the guidance and supervision of **Mr. R. Sathyanarayanan, Senior Administrative Officer shall continue** with adequate support from RR Cell through Mr. C.B. Unnikrishnan, A.O. and the Member- Secretary of RR Committee..
5. The Committee in its next meeting would review the status of RRs already notified or have already been approved at Institute level to know the status of pending RRs either waiting for the approvals or yet to be framed in consultations. On the basis of the information received on the format referred at point 2 above, the priority for framing / amending RRs for various cadres would be decided by the Committee.
6. It was the consensus decision of the Committee that wherever needed the representatives of the concerned staff cadres should be invited to discuss and record their points of views. Similarly, the concerned Heads of the Departments or Units / Sections should also be invited to have their recommendations. Preferably, such discussions should happen taking together each concern group along with their work superiors, as referred above.



(Ajit Sahai) 30/Jan/2014
Chairman, RR Committee

To:
The Members of the RR Committee.

Copy for Information to,
DIRECTOR, JIPMER, Puducherry.


18/1/2014
D.O.


18/1/2014


18/1/2014


18/1/2014


R. Sathyanarayanan

**Minutes of the Second meeting of Recruitment Rules (RR) Committee held
on 3rd February 2014**

The Second meeting of RR Committee was held in the Board Room at 4.00 pm on 03.02.2014 in presence of all the members. After getting approval of the members on the minutes of the first meeting it was decided to hold meetings on regular basis at least once in a week, every Tuesday at 3.30pm., preferably in Board Room. Also, it was agreed that communication regarding meetings as well the minutes of the meetings may be circulated through E-mails and Sms, apart from hard copies for office records.

The decision points at serial no.1 & 2 of the minutes of first meeting were discussed at length to explore the possibilities of strengthening the RR Cell at the earliest and furthermore to have the desired consolidated statements on the baseline information on various posts and their respective RR status (already Notified, under-process and yet to be worked out / Framed). Observations were made to account undue delays experienced earlier in achieving the basic information especially in view of the poor status of RRs Cell.

It was felt that for each individual group of posts like, Nursing Staff, Ministerial posts, Technical posts, Administrative & Accounts Staff, Faculty positions, Other Miscellaneous Group-C posts, the work force should be identified to prepare basic information after a streamlining the concerned files. It may be essential to scrutinize and verify the historical details in support of each and every existing RRs apart from consulting Mr.Vineet Chawdhry's report (2012) as well DOPT guidelines.

In the absence of baseline information to have a comprehensive picture of posts sanctioned and their respective RRs status for the purpose of prioritization of Cadres to be considered for finalization of RRs, as a temporary measure members have identified a few categories as listed hereunder ;

Sl.No	Cadre	Sl.No	Cadre
1	All Administrative / Accounts Posts	6	Chief Dietician Post
2	Newly Sanctioned Computer Posts	7	Canteen Posts
3	OT Technician Posts	8	Group – D (other than MTS)
4	Library Posts	9	Pharmacy Posts
5	C.N.O (GP – Rs.7600)	10	Newly Sanctioned Ministerial Posts

Note: Downloading of DOPT's guidelines for the above posts.



10/28/2014
(Ajit Sahai)


Chairman, RR Committee

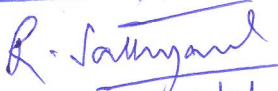
To:

The Members of the RR Committee.

Minutes Approved.


10/2/14


11/09/2014


11/2/2014

SA


10/2/14

Minutes of the Third meeting of Recruitment Rules (RR) Committee held on 11th February 2014

The Third meeting of RR Committee was held in Dept. of MB&I, Room No 401 at 03.45 pm on 11.02.2014 in presence of the members except DDA and the Admin Officer who have expressed their inability to attend the meeting due to preoccupied schedule. The minutes of the Second meeting, that were already circulated through e-mail's attachment and further during the meeting hard-copies also shared, got unanimously approved by the Committee.

In his opening remarks the Chairman has expressed serious concerns with regard to very slow progress of the efforts to strengthen RR cell for the purpose of organizing the baseline information without which no progress can be achieved. He once again requested altogether efforts by senior members of the Administration to expedite the setting of the 'house-in-order' to trace all the RR files; identify sufficient workspace/place for RR cell and also the workforce to be deployed for the purpose. As an immediate measure chairman has offered forenoon services of Mr. A. Tamizharasan, the only DEO in the Dept. of MB & I, to help Mr. K. Brabagaran, DEO, RR Cell (Admin - I) by working together everyday 9.00 am to 1.00 pm in the office of the Dept. of MB & I, till further arrangements are made.

However, without waiting for the preparation of the comprehensive baseline information repeatedly asked for, an adhoc-approach was adopted as advised in consultation with the members to consider the status of RR for the following Cadres on priority basis;

1. All Administrative Posts including newly sanctioned by MOH&FW.
2. Senior OT Technician (1), OT Technician (33) and Theatre Assistants (48), linking with progression avenues for MTS Cadre (600 - including 267 new recruits).
3. Regularization / Re-designation of remain-pending 274 posts of Group-"D" staffs.
4. Out of a total of 46 positions of Medical Record Clerk (MRC) cadre (35+11 new posts), it was observed that some 29 (21+8) posts are lying vacant and Union people have demanded RR to be framed considering 100% intake from MTS cadre.

It was decided to work-out the modalities to frame RRs for the above cadres by taking appropriate decisions during the next full-house meeting on 18.02.2014, along with all concerned files to be made available for consultations by all the members available. Also, if desired larger consultations may be arranged subsequently involving Medical Superintendent; concerned HOD's and representatives of the Unions / Associations to arrive at a firm and long lasting policy decision.




12/Feb/2014



(Ajit Sahai)


Chairman, RR Committee

To:

The Members of the RR Committee.


18/2/14
D.O.

18/2/2014


R. Sankar
18/2/14

Minutes of the Fourth meeting of Recruitment Rules (RR) Committee held on 18th February 2014

The Fourth meeting of RR Committee was held in the Dept. of MB&I, Room No 401 at 03.45 pm on 18.02.2014 in presence of all the members. The minutes of the Third meeting along with the 'Format' evolved for the baseline information preparation - already circulated through e-mail attachments and further during the meeting hard-copies also shared, got unanimously approved by the Committee for immediate follow-ups.

In his opening remarks the Chairman has once again expressed serious concerns with regard to very slow progress of the efforts to strengthen RR cell for the purpose of organizing the baseline information. He once again requested altogether efforts by senior members of the Administration (*SAO, DDA, AO & LO*) to expedite the setting of the 'house-in-order' on priority basis and to trace all the RR files; identify sufficient workspace/place for RR cell and also the workforce to be deployed for the purpose. The need for an 'intermediate Officer' along with at least two Assistants was felt essential to help the Administrative Officer in clearing the huge backlog of work accumulated for years in RR Cell.

He introduced Mrs. S.Grace Anbumani, who has been deputed on 17th February 2014 by DDA, to the Office of the Chairman as 'Consultant' for all RR matters. The issue of the extent of involvement of the 'Consultant' in sensitive and confidential matters including RR Committee meetings was raised by the Chairman for the opinion of the house. It was unanimously recommended by the members to involve her in each and every activity of RR Committee and related matters as she is supposed to play a key role and coordinate the entire activity of shaping RR's for JIPMER.

In view of the above it was decided to post one more DEO, (Mr.Anand) as a temporary measure to help the lone staff posted in RR Cell that is Mr. K. Brabagan, DEO. Also, the Chairman informed that a portion of faculty-room in the Dept. of MB&I, has already been earmarked and allocated for confidential work of RR Cell. However, sufficient space for establishing an independent RR Cell must be allocated at the earliest either on Second or Third Floor of the Administrative Block. Furthermore, immediate availability of three steel Almirahs and at least two computers apart from the regular use of AIS Computer Facility (including internet, printers and photocopying) was to be ensured by Administrative Officer (Member-Secretary, RR Committee).

Deputy Director Administration with assistance of Administrative Officer was requested to identify two or three staff members from each wing of activity to ensure completion of the Information on the prescribed Format for each category of staff position sanctioned; i.e. (1) Faculty Posts; (2) Administrative Posts; (3) Technical Posts; (4) Nursing Posts; and (5) Miscellaneous Posts. It was also agreed to get work done within the stipulated period even at the cost of paying the desired honoraria or OTA to the staff involved in completing the task.

A comprehensive 'Flow-Chart' prepared by the Chairman for the Administrative Posts existing in Academic, Financial, Hospital, Estate and General Administration streams of the institution was shared with all the members. It was observed that all the vacant Administrative Posts with Grade Pay Rs.5400/- or above should be filled immediately without any further delays considering the fact that RR's are readily available for these posts and have already been approved by the Ministry while issuing the sanction orders. The posts identified were DDA (Newly sanctioned with GP Rs.8700); Sr. Financial Advisor (GP Rs.8700); Registrar (Newly sanctioned with GP Rs.7600); Controller of Examinations (GP Rs.7600); two newly sanctioned posts of Administrative Officers (GP Rs.5400); and two newly sanctioned posts of Accounts Officers (GP Rs.5400). After detailed deliberations the responsibility of doing the team work before these posts are advertised with reconfirmed RR's; was assigned to SAO, DDA and LO, with request to finalise the matter within a week's time and to further discuss its advertisement draft during the next meeting scheduled on 25th February 2014.

In continuity of the above decisions it was also recorded that due to lack of clarity in existing RR's as well the delays in undertaking some revisiting and reshaping exercises especially in view of the recommendations of the 'Coordination Committee', DOPT latest Guidelines and CCS Rules; the promotions and recruitments have been long pending for all the Administrative/Ministerial positions with Grade Pay Rs.4800/- or below. The responsibility for an urgent exercise to look into the issues and to bring out a clear picture of the status was assigned to the Administrative Officer (Member Secretary) with support of the Law Officer and in close coordination by the RR Consultant (Mrs. Grace), with request to finalise the matter within a week's time and to further discuss its Advertisement/DPC arrangements during the next meeting scheduled on 25th February 2014.

Apart from the Administrative Cadre as mentioned above; it was decided that a comprehensive review should be undertaken for the entire Faculty Cadre by DDA; for Nursing Cadre and Technical Posts by Administrative Officer; and for Miscellaneous Cadre of Posts in coordination with Dr. Kandasamy, on the basis of the latest baseline information to be worked out on priority.

The members were informed that enough homework has already been done by SAO for RR's related to OT - Technicians' Cadre in consultation with Medical Superintendent, Joint M.S-SSB and HOD Anesthesiology and hence a meeting with all stakeholders should be convened immediately. In view of the facts presented by SAO, it was decided to call a meeting of all concern on 20th February 2014 at a time convenient to the members and the invitees, along with the updated set of RR Files of the OT Cadre.


(Ajit Sahai) 12/2/2014


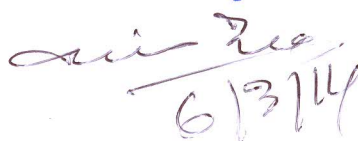
Chairman, RR Committee

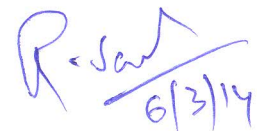
To

The Members of the RR Committee.


6/3/14


8/3/14


6/3/14

6/3/14


6/3/14

Minutes of the Fifth meeting of RR Committee held on 25th February 2014

The Fifth meeting of RR Committee was held in the Dept. of MB&I, Room No 401 at 04.30 pm on 25.02.2014 in presence of all the members. The minutes of the Fourth meeting - already circulated through e-mail attachment and further hard-copies shared during the meeting got unanimously approved with reports of some follow-up actions already initiated.

To overcome the chronic delays in moving forward to make sincere efforts in providing '**baseline information**' repeatedly highlighted in all the previous meetings, the members were requested to revisit regularly; Para-II & III of all the previous meetings till the actions are taken to accomplish the responsibilities assigned to each group of senior officers.

As per the decisions taken during the fourth meeting that all the vacant Administrative Posts with Grade Pay Rs.5400/- or above should be filled immediately without any further delays and furthermore, in view of the responsibility assigned to SAO, DDA and LO, with request to finalize the matter within a week's time and to discuss during the next meeting, the outcome of the team efforts was considered on priority. The fact that RRs are readily available for these posts and have already been approved by the Ministry, while issuing the sanction orders was re-stressed by the above team of members. The Law Officer has further confirmed that apart from the Ministry's approval, the Governing Body of the Institute had also approved the same in its Second or Third Meeting.

In view of the reconfirmation of the fact that approved RRs are readily available for some 10 posts in Administrative, Financial and Academic Wings and also 5 Posts in Engineering Division and another 5 Posts in Computer/IT Division, it was decided to put forward the proposal on 'fast-track' for Advertising / Re-advertising these posts immediately before the code of conduct for General Elections- 2014, is imposed. The members have further confirmed that the above **20 posts (Annexure-I)** have no conflict of interest and are to be filled either on Deputation basis or as Direct Recruitment Mode.

(Immediate Action by SAO, DDA, AO and LO)

However, the issue of retaining existing posts of Joint Director (Administration) with Grade Pay Rs.7600/-; DD (Admin) with Grade Pay Rs.6600/- and Registrar with Grade Pay Rs.5400/- was once again discussed in greater details. The consensus was to change the nomenclature/designations of the above posts along with the existing RRs as simultaneously as Chief Administrative Officer, Sr. Administrative Officer and Deputy Registrar, respectively. The Chairman suggested that the team of Senior Officers should consult earlier efforts of the Institute in this regard and immediately prepare a suitable proposal with all justifications for the approval of the Director, President and GB & IB.

