INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
INDRAPRASTHA ESTATE, RING ROAD, NEW DELHI

Minutes of the 269th meeting of the Executive Council held on August 21, 2008 at 4.00 p.m. in the Conference Hall of the Institute

PRESENT

1. **Shri T.N. Chaturvedi** - **Chairman**
2. Dr. Yogendra Narain
3. Prof. N.P. Singh
4. Shri B.V. Krishna Kumar
5. Prof. R.V. Dhanapalan
6. Dr. B.P. Mathur
7. Dr. R. Balasubramanian
8. Prof. (Mrs.) Noorjahan Bava
9. Shri E. Dasaradhan
10. Dr. R.R. Dhanapall
11. Dr. S.L. Goel
12. Shri M.C. Gupta
13. Dr. K. Malaisamy
14. Shri Suryya Ray
15. Dr. Agarala Eswara Reddi
16. Dr. N. Sethuraman
17. Dr. V. Shanmugasundaram
18. Dr. K.N. Srivastava
19. Dr. Har Swarup
20. Prof. S.P. Verma
21. Shri B.C. Mathur
22. Shri S. Ramanathan
23. Dr. V.V. Rama Subba Rao
24. Shri Jugal Misra (Orissa Regional Branch)
25. Dr. Navnit Sinha (Bihar Regional Branch)
26. Prof. Anil C. Ittyerah }
27. Dr. V.N. Alok } Faculty Representatives
28. Shri B.S. Baswan - Director & Member-Secretary

Shri Vineet Pandey, Director (Training), DoPT and Dr.(Ms.) Prafulla Kerketta, Director (Fin. & Personnel), Dept. of Expenditure also attended the meeting as representatives of the Secretary (Personnel) and Secretary (Expenditure), respectively.

The Executive Council also noted that Prof. S.S. Singh, Member of the Council had joined the National Law Institute University, Bhopal as its Director and hence ceased to be a member of the E.C.

Dr. Naresh Kumar, Registrar, Dr. C. Giri, Dy. Registrar (AS), Dr. B.D. Singh, Dy. Registrar (Admn.), Shri Suresh Chandra, Dy. Registrar (Fin) and Shri R.K. Yadav, Asstt. Registrar were also present.

Item No.269.1 Grant of leave of absence to Members.

The following members could not attend the meeting and were granted leave of absence:

1. Prof. (Mrs.) S. Saroja
2. Dr. S.S. Bloeria
3. Shri Jatin Hazarika
4. Prof. B.J. Deb
5. Prof. R.C. Sobti
6. Dr. Subas Pani

Item No.269.2 (i) Confirmation of the Minutes of the 268th meeting of the Executive Council held on 28 March, 2008.

Before confirmation of the minutes, a member mentioned that two points raised by him in the last E.C. meeting have not been recorded in the minutes i.e. one relating to the assessment of the performance of the administrative staff appointed on tenure basis before extension of the tenure and another relating to the enhancement in the age of the retirement of the faculty upto 65 years as per UGC guidelines. The Chairman mentioned that the points raised by the member at the fag end of the last meeting were responded to by him but they did not find place in the minutes. The Chairman mentioned that all the cases of extension of the tenure or contract period of the administrative staff the same are approved on the basis of the performance assessed by the Director and even in some cases queries are also made by him before approval of such extensions. As regards the enhancement in the age of retirement of the faculty, the matter was under consideration.

With these observations the minutes, as circulated, were confirmed.

(b) Action taken on the minutes referred to above.

The action taken reports on the minutes referred to above were confirmed with the following observations:

Item No.268.2 (b) (ii) Draft Strategic Plan.

The Director briefly apprised the Council about the SFC proposal submitted to the DoPT. The Director (Training) informed the Council that the proposal received from the IIPA has been duly processed by them. There were, however, certain observations from the internal finance wing of the Ministry of Home Affairs which will be responded to shortly. The meeting of the SFC may not be required for sanction of the necessary funds and these could be released in the normal course.

Item No.268.16 (ii) Appointment of a new Caterer and modernization of the Mess, Kitchen and the Canteen.

A detailed discussion took place about improving the quality of the catering services and the delay in completion of the civil works undertaken by the Institute for the same. A member also mentioned that, to overcome the problems of delay in completion of all the civil works by the contractors, we should have a strong legal framework.

The Director informed the Council that, in the interim period the catering services are being provided by a sub-contractor recommended by the IRCTC but without their direct supervision. He added that there was a mixed response about the food. The IRCTC will take over the charge for providing the catering services *directly after* completion of the civil works advised by them. Some members mentioned that the progress of the civil works is also not upto the mark and these works should be got expedited in a fixed time frame. The Director mentioned that an inspection of the civil works will be made by him along with the representatives of IRCTC and others concerned to ensure that all the bottlenecks are removed and efforts would be made to see that the services by the IRCTC are established by 15 September, 2008 i.e. well before the AGM. The Chairman suggested that the contract to the IRCTC may be awarded initially for one year only. He added that this matter be speedily and satisfactorily settled in the light of the views expressed by the members.

Item No.268.16 (iii) Non-handing over of the charge to the new office bearers of the West Bengal Regional Branch.

Shri Suryya Ray (also Chairman of the West Bengal Regional Branch) raised the issue of non handing over of the charge by the previous office bearers to the elected body. The Director briefly apprised the house about the observations of the Standing Committee on the issue. The Chairman advised Shri Ray to open a new account with a Bank and mentioned that the IIPA could provide the necessary admissible financial assistance to the Branch in that account, to undertake necessary activities. Shri Ray was also advised to send the necessary documents if not sent already and ensure that whatever legal or administrative action is required, is taken by the Headquarters. The Chairman further advised the Director to write firmly to the former Chairman of the West Bengal Regional Branch to hand over the charge to the new office bearers of the Branch and to remit all the necessary funds relating to the Branch to the IIPA Headquarters without any further delay, which they are holding unauthorizedly. He further mentioned no member need be sent from our side to make any visit to the Branch in this regard.

Item No.268.16 (ix) Minutes of the Deemed University Status Committee meeting held on 27.3.2008.

The Chairperson of that Committee, Prof. (Mrs.) Noorjahan Bava suggested insertion of the word `unanimously' in the minutes so as to read as "the recommendations of the Committee were unanimously approved by the Executive Council". The Executive Council, which accepted this, also thanked the Committee for their valuable recommendations.

She further mentioned that, in the action taken report, the composition of the committee appointed by the Director may also be indicated. The Director informed the Council that the committee comprised Prof. S.S. Singh (Chairman), Prof. Pranab Banerji, Prof. V.K. Sharma, Prof. Nand Dhameja, Prof. P.K. Chaubey and Prof. Bharati Sharma besides Registrar, D.R. (AS) and the D.R. (Admn.). The Committee examined various aspects including the conversion of the Indian Law Institute, an autonomous body like us, into a Deemed University. The Chairman advised that this issue may be examined further and finalized speedily. The Director mentioned that a meeting of this committee will be arranged shortly.

Item No.269.3 Draft Annual Report for 2007-2008.

The Director apprised the Council about the recommendations of the Editing Committee appointed by the Chairman, Standing Committee about the two versions of the Annual Report; the shorter one is the Annual Report which is to be sent to the members and the detailed one under the caption "Report on the Activities of the Institute" is to be put up on the IIPA's website after due editing by him.

It was mentioned that we should follow some guidelines so that all relevant information is made available to the members. The Chairman mentioned that, in earlier meetings of the Council, it has already been suggested that a shorter version of the Annual Report be prepared to affect economy as well as making it easy to read. Any correction proposed by members in the longer version may be sent to the Director urgently.

Some members mentioned that, in future, the copies of the Annual Report as well as the Balance Sheet and Audited Statement of Accounts, along with other agenda items should be sent *at least fifteen days in advance,* so that they may go through it and make necessary suggestions.

The Chairman, Standing Committee requested the Director (Training), DoPT to look into the feasibility of providing a grant for implementation of the Sixth Pay Commission Report by the IIPA, for its employees to avoid strain on the limited resources of the IIPA.

With these observations, the Executive Council recommended adoption of the Annual Report 2007-08 by the General Body, as recommended by the Standing Committee.

Item No.269.4 **Balance-sheet and Audited Statement of Accounts for 2007-2008 together with the Report of the Chartered Accountants.**

The Hony. Treasurer apprised the Council about the financial position of the Institute mentioning that it has improved as compared to previous years due to an increase in the income from the academic activities viz, training, research & consultancy. During the current year there is a surplus of Rs.58 lakh as per income and expenditure account. However, an amount of Rs.64.5 lakh has been utilized *separately* from the Infrastructure Development Fund for some developmental activities. The cumulative deficit upto previous year was Rs.1.11 crore which has come down to Rs.52.48 lakh. He further mentioned that earlier, DoPT had given us a plan grant of Rs.1 crore. And now, in the 11th Plan, a provision of Rs.10 crore has been made. We can raise our resources further from research, consultancy and training programmes. He also requested the Director (Training) to re-consider enhancement in the maintenance grant to the Institute.

The Director (Training) briefly apprised the house that the proposal received from the IIPA for seeking a plan grant of Rs.10 crore under the 11th Plan has been processed by them and sent to the internal finance wing of the Ministry of Home Affairs. As regards the maintenance grant, he mentioned that the cut had been applied over a period of five years. The performance of the IIPA as well as the internal resource generation by it during these years had been quite positive, based on which it has been possible to get the necessary provision of the plan grant in the 11th Plan.

However the Director (Training) was requested to consider the IIPA as a service organization and not a business, with limited potential to generate sufficient revenue to meet its growing expenditure as its deficit is rising. The Chairman, Standing Committee mentioned that the GoI has been stressing the need to raise resources but with the financial cuts imposed we are not able to recruit additional faculty members required. Against the sanctioned strength of 60 faculty members, there are only about 25. He requested that the DoPT should consider grants to IIPA in the nature of an *investment* so that the IIPA is able to generate more revenue and serve the purposes which the Government wants it do. He highlighted the fact that the IIPA has fulfilled the obligation of increasing internal resources.

It was further mentioned that the recovery of income on account of overhead charges from Projects etc. is going down and we should price them at a realistic and cost plus basis.

A member emphasized the appointment of learned faculty, a system of peer evaluation, quality publications and improvement of the facilities in the Library.

In response to a request by a member, the Chairman directed that the copies of the DPR submitted to the DoPT may also be circulated to all the members of the Executive Council.

With these observations, the Executive Council recommended the Balance-sheet and Audited Statement of Accounts for 2007-2008 together with the Report of the Chartered Accountants for adoption by the General Body.

Item No.269.5 Removal of members in arrears for more than two years (2006 & 2007) from the roll of membership of the Institute under Rule 35(1).

The Executive Council approved the recommendation of the Standing Committee for removal of names of 46 Annual Members and 7 Corporate (Annual) Members from the roll of membership under Rule 35(1) of the Rules of the Institute.

Item No.269.6 Signing of MoU with the National Academy of Public Administration (NAPA), Vietnam and IDLC, Afghanistan.

The Director briefly apprised the Council about signing of the two MoUs. The Chairman advised the Director that, in future, whenever any distinguished speaker visits the Institute, the E.C. members/other outside eminent person(s) may also be informed about such visits and they can attend such meetings, if they wish, at their own cost. It was also advised that we should also examine the legal/political/technical aspects before entering into MoUs.

The Director stated that in future details of proposed visits of eminent speakers and the organization of seminars, workshops etc. would be put on our website.

A member further mentioned that, recently, some of our faculty members have visited the University of Kabul for imparting training in Public Administration. The Director mentioned that Prof. J. Guha Roy and Prof. Suresh Misra, along with some other faculty members, had been visiting the University of Kabul. The Chairman advised the Director to put up the file to him for his perusal, and apprise him about MoUs, wherever this has not *already* been done.

With these observations, the Executive Council approved the above two MoUs.

Item No.269.7 **Draft office remarks on suggestions/observations made by members in the AGM held on 27 October, 2007.**

The Executive Council approved the office remarks on the suggestions/observations made by the members in the AGM held on October 27, 2007 duly vetted by the Editing Group, and recommended by the Standing Committee.

Item No.269.8 **A brief report on the important activities of the Institute during April – August, 2008 relating to:**

(a) Training Programmes,
(b) Status of Research & Consultancy Projects,
(c) Conferences/Seminars,
(d) Visitors to the Institute

The Chairman, Standing Committee apprised the Executive Council about the recommendation of the Standing Committee advising the Director to work out the modalities for academic review of the activities of the Institute and the desire of the Standing Committee to discuss the activities undertaken by IIPA in detail in future. IIPA could also explore conducting more programmes for IAS officers and run a pilot programme for judicial officials being considered for appointment as High Court Judges.

While noting these proposals, it was advised that as regards the recommendation for working of the modalities for academic review of the academic activities of the Institute and proposed review by the Standing Committee, it could be left to the Academic Committee which can submit a report to the Standing Committee.

Item No.269.9 **Writing off of damaged books costing Rs.1,83,707/- approx.**

While taking up this item, some members emphasized that the facilities in the Library should be improved and upgraded considerably as these are not upto the mark as compared to the facilities available in other reputed Libraries. For this purpose sufficient funds should be allocated. A member highlighted the rare collection the Library has, and the need to preserve it. Funds could be raised through the PPP mechanism, and the Government approached for support at the highest level. Another member mentioned that the CUS section in the Library may be renovated from the CUS funds allocated for the purpose. The Chairman mentioned that he has been emphasizing this from time to time and urged IIPA to fill up the vacancies and acquire new books for the Library; these recommendations have not been acted upon. Now, since the new Librarian has joined, the Director should discuss matters, with her and the faculty, for improving the facilities. In view of long discussion and complaints by members about the deteriorating conditions of the Library, the Chairman stressed early attention. As regards the suggestion that a committee headed by the Chairman himself to look into Library affairs, the Chairman said that he would give thought about the committee and take a decision.

As regards writing off the damaged books costing Rs.1,83,707/-, the Chairman mentioned that the necessary recommendations have been made by a committee after due examination. And after getting the necessary explanations, this write off has been recommended. These really are IIPA's old publications not Library books.

With these observations, the Executive Council approved the writing off of the damaged books costing Rs.1,83,707/-.

Item No.269.10 Implementation of the interim recommendations made by the NIFM with regard to:

(i) Issue of expenditure sanction and
(ii) Delegation of Financial Powers for signing of cheques.

The Chairman stated that since the financial system of the Institute was not upto the mark, the NIFM had been requested to review the system. They had now submitted a report which was discussed by him in a meeting with the Director, Hony. Treasurer and Shri B.C. Mathur, former Hony. Treasurer on 20.8.2008, on how to operationalize it. The Executive Council authorized the Chairman to suitably implement the same.

Item No.269.11 Items to Report:

(i) Joining of New Faculty and Librarian.

Noted.

(ii) Foreign visits of Faculty/Director.

Noted.

(iii) Regularization of five daily wage employees.

Noted.

(iv) Accepting the technical resignation of Dr. P. Bapaiah, Dy. Registrar (Finance) w.e.f. 1-4-2008.

Noted.

(v) Relieving of Prof. S.S. Singh, Professor of Justice and Administration to join the National Law Institute University, Bhopal as Director on deputation basis.

Noted.

(vi) Write off of books issued to Dr. P.L. Sanjeev Reddy, former Director, IIPA.

Noted.

(vii) Write off of books (after imposing of 20% token penalty) issued to Shri M.K. Gaur, former Joint Editor, IIPA.

Noted.

Item No.269.12 Any other business with the permission of the Chairman.

(i) Resolution of Shri Jai Ram Tiwari, Life Member for consideration in the AGM.

The Chairman mentioned that the resolution under reference is almost similar to that of Shri Veerabadran on which we had taken necessary legal advice from the Legal Counsel besides from Prof. S.S. Singh and Prof. R.V. Dhanapalan. It had been opined that the elections for the position under reference conducted so far are in accordance with the Memorandum of Association & Rules of the Institute. As regards the present resolution, necessary legal advice has also been taken and since it has come within the stipulated time, we may place it in the next AGM of the General Body scheduled to be held on 26 September, 2008 for consideration as recommended by the Standing Committee.

(ii) Re-examination of suitable promotional avenues for the cadre of LDCs and UDCs.

The Executive Council approved the recommendations of the Standing Committee that, since there were no opportunities for promotion for those in isolated posts, the present policy to promote such officials in keeping with their seniority in the *combined* list, as per the decision of the Executive Council dated 14.9.2004 for their encadrement with the cadres of UDC & Assistant respectively, may continue.

The Chairman further advised that we should also inform the Registrar of the Delhi High Court about the review/decision by the Executive Council and that the affected parties may by informed that their promotion prospects have not been unfairly affected.

(iii) Appointment of Auditors.

The Executive Council approved the recommendation of the Standing Committee to request the CAG to recommend as per practice a panel of at least three Chartered

Accountants for consideration for appointment as the auditors of the Institute. The Chairman, Executive Council was authorized to finalize the name of the auditor to be appointed with the approval of the General Body in the ensuing AGM.

(iv) Appointment of new Faculty.

The Executive Council was apprised about the following recommendations of the Selection Committee meeting dated 19.8.2008 regarding selection/regularization of faculty as approved by the Chairman:

(1) Selection of Dr. Lokendra Malik as Assistant Professor in Laws in Urban Governance (on a regular basis).

(2) Selection of Dr. (Ms.) Shalu Nigam as Assistant Professor in Consumer Studies on contract basis for a period of one year.

(3) Regularization of Ms. Sapna Chadah (working on contract basis in the Institute) as Assistant Professor in Constitutional & Administrative Law.

(v) Dr.(Ms.) Prafulla Kerketta, Director (Fin. & Personnel), Dept. of Expenditure mentioned that the suitable response relating to Significant Accounting Policies and Notes forming part of the Accounts (Schedule 13) may be furnished to them, which was agreed to.

(vi) Since there were some errors in the CV of Shri S. Ramanathan and Shri Suryya Ray, the Chairman advised that a corrigendum be circulated to the voters. As regards circulation of the CV of Dr. K.N. Srivastava, it was advised that he may circulate the same at his own cost (on the analogy of the case of Shri K.C. Kaushik, as per the direction of the Hon'ble High Court) since the CV was submitted after the time limit had expired.

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

T.N. Chaturvedi
(T.N. CHATURVEDI)
CHAIRMAN

B.S. Baswan
(B.S. BASWAN) 28/8/08
DIRECTOR &
MEMBER-SECRETARY