

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

**Minutes of the 281<sup>st</sup> meeting of the Executive Council held on  
March 29, 2011 at 3.00 p.m. in the Conference Hall of the Institute**

**PRESENT**

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 1.  | <b>Shri T.N. Chaturvedi</b>              | - | <b>Chairman</b>             |
| 2.  | Prof. N.P. Singh                         |   |                             |
| 3.  | Dr. K.N. Srivastava                      |   |                             |
| 4.  | Prof (Mrs.) Aruna Sivakami               |   |                             |
| 5.  | Prof. S.L. Goel                          |   |                             |
| 6.  | Prof. R.V. Dhanapalan                    |   |                             |
| 7.  | Shri B.V. Krishna Kumar                  |   |                             |
| 8.  | Dr. K. Malaisamy                         |   |                             |
| 9.  | Prof. S.N. Mishra                        |   |                             |
| 10. | Prof. (Mrs) N. Rajalakshmi               |   |                             |
| 11. | Shri S. Ramanathan                       |   |                             |
| 12. | Prof. V. Shanmugasundaram                |   |                             |
| 13. | Prof. Sunita Singh                       |   |                             |
| 14. | Dr. Har Swarup                           |   |                             |
| 15. | Prof. S.P. Verma                         |   |                             |
| 16. | Shri T.N. Dhar                           |   |                             |
| 17. | Dr. V.V. Rama Subba Rao                  |   |                             |
| 18. | Shri Johny Joseph                        |   |                             |
| 19. | Shri S.C. Hota                           |   |                             |
| 20. | Shri N.K. Das (Assam Regional Branch)    |   |                             |
| 21. | Dr. Navnit Sinha (Bihar Regional Branch) |   |                             |
| 22. | Prof. P.K. Chaubey                       | } | Faculty Representatives     |
| 23. | Mrs. Charru Malhotra                     | } |                             |
| 24. | Dr. Rakesh Hooja                         | - | Director & Member-Secretary |

Shri J.S. Chadha, Asstt. Financial Adviser, on behalf of the Secretary, Expenditure also attended the meeting.

Dr. Naresh Kumar, Registrar, Dr. C. Giri, Dy. Registrar (Admn.), Dr. B.D. Singh, Dy. Registrar (Estt.) and Shri Jitendra Kumar Tripathi, Dy. Registrar (Finance) were also present to assist in the meeting.

The agenda notes were perused along with minutes of Standing Committee meeting held on March 28, 2011 which were circulated at the beginning of the meeting.

At the outset the Chairman welcomed the new nominated members to the Council from the category of Chairmen of Regional Branches, Faculty Representatives and eminent persons.

**Item No.281.1 Grant of leave of absence to Members.**

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

1. Dr. R. Balasubramanian
2. Shri N.S. Periyaswamy
3. Dr. A. Eswara Reddi
4. Prof. (Mrs.) S. Saroja
5. Shri P.R. Shampath
6. Prof. Brij Mohan Sharma
7. Prof. R.C. Sobti
8. Dr. A.K. Bhan
9. Prof. B.J. Deb
10. Mrs. Alka Sirohi
11. Mrs. Sudha Pillai
12. Prof. Vinod K. Sharma

**Item No.281.2(a) Confirmation of the Minutes of last meetings of the Executive Council:**

- (i) Minutes of the 279<sup>th</sup> meeting of the Executive Council held on October 28, 2010.
- (ii) Minutes of the 280<sup>th</sup> meeting of the Executive Council held on October 29, 2010.

The minutes as circulated, were confirmed with the following observations:

Item No.279.2 (i)

A member asked about the decision regarding extension in the present term of 3 years of the appointment of the incumbent Director making it effective till he attains the age of 63 years in November, 2013 extendable by mutual consent till he reaches the age of 65 years referring to the authorization in the 278<sup>th</sup> E.C. meeting. The Chairman mentioned that the necessary decision was taken by him as per the authorization based on the fact that the present Director sought voluntary retirement on our request to join the Institute. In this regard he read out the minutes of the earlier meeting held on September 10, 2010 and his noting on the file. Chairman, Standing Committee pointed out that the EC had authorized Chairman IIPA to take a decision which he had done and suggested that it should be accepted accordingly. Chairman IIPA clarified that he put it on record so that the needful is facilitated when the present tenure of three years expires & next two years usual extension is finalized. He should not suffer as he sought voluntary retirement at our suggestion, since incumbent had continued beyond 65 years age. This was agreed to.

Item No.279.5

On being pointed out about the case of Dr. C. Giri, Dy. Registrar in calling for his explanation, the Director mentioned that so far no disciplinary action has been taken against him and he was asked to submit his explanation why not disciplinary action be initiated against him as per decision of the E.C. The delay in making a decision has been merely due to the fact that Dr. Giri himself had sought extensions for submission of his explanation owing to his leg injury and such time extensions were liberally granted. And Dr. Giri has submitted his explanation in early March, 2011 which has been submitted for consideration. The Chairman mentioned that the file has come to him through Chairman, Standing Committee recently and he will apply his mind and will take appropriate decision. He also reiterated that it was not a policy and not correct for individual cases to be referred to in E.C. meetings.

It was again asserted that such individual cases should not be raised in EC Meetings.

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

The action taken report was approved with the following observations:

- (i) In future the action taken report may be submitted in following two parts:
  - (1) Action taken on the minutes of the just immediate previous meeting.
  - (2) Action taken on important pending items, if any, of earlier meetings.
- (ii) Wherever required instead of mentioning "noted" appropriate remarks may be given for compliance with feasible time frame.
- (iii) Some members referred some cases for non admission of some applications for membership recommended by them. The Chairman mentioned that such cases may be referred to the Director tomorrow who will get these re-examined. He observed that such individual cases be put up to Chairman of Committee through Director or to me personally for consideration & decision.

**Item No.281.3 (i) Subjects for (a) Annual Essay Prize Competition 2011, (b) Members' Annual Conference 2011, (c) Special Issue of IJPA (July-September, 2011) and (d) Special Issue of Lok Prashasan (July-December, 2011).**

The Executive Council noted and approved the recommendations of the Standing Committee that the Chairman IIPA, the Chairman, Standing Committee and Director may decide the subjects.

(ii) **Appointment of Judges for the Annual Essay Competition, 2011.**

The Executive Council decided that as was done in previous years the names of Judges may be finalised by the Director in consultation with the Chairman, Standing Committee. However it was advised that separate committee of judges be formed for evaluating the Hindi and English essays.

At this point of time it was pointed out by the Chairman, Resource & Economy Committee that there are a large number of members on various Committees which will increase the expenditure on their travel, boarding, lodging etc. The Chairman mentioned that he had constituted these committees for giving more representativeness and for having good suggestions. However now he is also thinking to do away with some committees and/or merge some committees which may be having similar subject or to review membership of committees and frequency of meetings need to be reduced. The Council authorized the Chairman to take such action where Chairman deemed it to be necessary.

A member also mentioned that in future meetings of all the committees may not be held simultaneously along with the E.C. meetings and these may be held with different intervals and if, as and when required.

**Item No.281.4      Dates for the Annual General Body Meeting and Members' Annual Conference.**

The Executive Council approved the recommendation of the Standing Committee, that the Annual General Body Meeting and the Members' Annual Conference may be convened either on October 14 and 15, 2011 or on October 21 and 22, 2011, subject to the convenience of the President of the Institute.

**Item No.281.5      Draft Agenda for the Annual General Body Meeting.**

The Executive Council approved the Draft Agenda of the Annual General Body Meeting in accordance with Rule 19 of the Memorandum of Association & Rules of IIPA.

**Item No.281.6      Enhancement of Annual Financial Assistance to the Regional and Local Branches for organizing Seminar/Conference/Prelude Seminar etc.**

The Executive Council while agreeing with the proposal for enhancement in the financial assistance to the Regional & Local Branches, on the request of some members approved that the assistance may be raised to Rs.20,000/- and Rs.10,000/- p.a. to the Regional

& Local Branch respectively w.e.f. 1.4.2011. However various conditions regarding timely submission of audited accounts, utilization certificates, annual reports of activities conducted, and timely elections, would continue to be applicable.

**Item No.281.7      A brief report on the important activities of the Institute during November, 2010 – March, 2011 relating to:**

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

While noting the above item the Council advised the Director to arrange for presentation from the faculty members in the next E.C. meeting: one presentation each for a research project & a consultancy assignment that have been recently completed.

**Item No.281.8      Admission of New Members as per Screening Committee meeting of 26 March, 2011.**

The Executive Council approved the recommendations made by the Screening Committee for the admission of new members.

**Item No.281.9      Items to Report:**

- (i) **Counting of past service in respect of Prof. K.K. Pandey.**

Noted.

- (ii) **Joining of Faculty & Sr. Administrative Staff.**

Noted.

- (iii) **Foreign Visits of Director/Faculty Members.**

Noted.

- (iv) **Extension of IRCTC Contract for IIPA Mess & Canteen.**

Noted.

**Item No.281.10      Any other business with permission of the Chairman.**

- (i) **Inactive Regional/Local Branches of the Institute.**

The Executive Council approved the recommendations made by the Standing Committee that while the matter may be pursued with the Uttarakhand Regional Branch to

conduct the elections of its office bearers within two months and initiate its activities, the six inactive Local Branches may be advised in writing to conduct elections and/or otherwise activate themselves within six months, failing which such Branches may be closed down.

A few members mentioned about the non-applicability for regional and local branches of Income Tax exemption available to the IIPA HQ and pointed to the need for merging of the accounts of the branches with the Headquarters accounts for getting necessary exemption. Such merging of accounts would mean that the accounts of the branches would also have to be reflected in the balance sheet of IIPA HQ and audited accordingly – which may prove to be problematic. The Chairman mentioned that as this involves legal and tax as well as auditing issues it will be got re-examined vis-à-vis the issue whether each Branch may have separate registration for seeking necessary exemption from the respective Income Tax authorities. It may be useful if suggestions in writing are also sent by members to help in proper and speedy action.

A few members referred to the language used and allegations levelled in the letter dated 10<sup>th</sup> March, 2011 from the Secretary, Personnel & Administrative Reforms Department, Govt. of West Bengal regarding the present affairs of the West Bengal Regional Branch. The Director informed the Council that this issue was discussed in the Standing Committee meeting yesterday and that we will pursue with the Branch to obtain the necessary pending utilization certificates and audited statements. The Chairman mentioned that he is aware about the issue. This is as a result of the confrontation between the State government and the present office bearers of the Regional Branch. To sort out the issue the matter had been taken up in the past at various levels. However efforts could continue to be made to try and sort out the pending issues.

**(ii) Suggestions for Improving the Format of Annual Report of IIPA.**

The Executive Council approved the suggestion for improving the format of Annual Report of IIPA by incorporating the following information:

1. An annexure giving membership profile.
2. An annexure giving the total payments received from IIPA by each of the Executive Council Members and members of other committees during the financial year as total amount received, T.A., D.A. and misc.

3. An annexure giving details of total payments receipt by each faculty member including Director during the financial year as salary, consultancy, TA & DA and misc. or other honorariums.

(iii) **Minutes of the Editorial Board Meeting held on 25.3.2011.**

The Executive Council noted the recommendations of the Standing Committee that whenever any publication based upon old articles from IJPA etc. is taken up by IIPA in future, then Editor, IJPA may also be kept informed.

(iv) **Minutes of the Lok Prashashan Editorial Board meeting held on 26.3.2011.**

On being pointed out by the Editor of the Lok Prashashan Editorial Board that the Chairman, Standing Committee had recommended that two issues of the Journal may be brought out each year, one at the time of Founder's Day (as a Special Issue) and one at the time of A.G.M. (normal issue), the E.C. endorsed the same. Anand  
Nov 11

(v) **MoU with the Department of Economic Affairs, Ministry of Finance, Govt. of India (National PPP Capacity Building Programme, NPCBP A Tripartite MoU for one year).**

This is an MoU to conduct training courses over a period of one year. The Council approved the recommendations of the Standing Committee that the draft be got examined by IIPA office and Chairman may be authorized to approve final version of the MoU before it is signed. None of MoU with foreign countries is in operation. Chairman has requested Director to take necessary action to activate the same.

(vi) **Increase in the annual subscription payable by Corporate Members of IIPA.**

The Council approved the recommendations of the Standing Committee for necessary amendment in the Memorandum of Association & Rules (through Special General Body Meeting) for enhancement in the annual subscription payable by Corporate Members of IIPA in the Category (iii) 'Others (Research Institutions, Government Departments, Colleges, University Departments devoted to the study of public administration)' from existing Rs.2,000/- to Rs.5,000/- since Rs.2000/- was too low an amount in present scenario.

**(vii) Enhancement in the age of retirement of faculty members from 62 to 65 years.**

The Council approved the recommendations of the Committee constituted for the purpose regarding enhancement in the age of retirement of following two faculty members from 62 to 65 years:

1. Prof. Sujata Singh (from the existing date of retirement 31.3.2011)
2. Dr. (Mrs.) Lipi Mukhopadhyay (from the existing date of retirement 30.11.2011)

and Council noted the Committee deferring the case of Prof. S.S. Singh for consideration subsequently, who is on deputation/lien with N.I.L.U. Bhopal as its Director for a period of 3 years i.e. upto 30.6.2011 (his normal date of retirement) requesting him to confirm whether he will be joining back with the Institute after completion of his three years deputation period in case IIPA decided to consider enhancing his age of retirement. The Committee would consider the case thereafter. Any decision should be fair to the person concerned and also serve Institute's interest.

**(viii) Promotion under Career Advancement Scheme.**

The Executive Council approved the recommendations of the Selection Committee for promotion of following two Associate Professors as Professors w.e.f. 1.1.2009 under Career Advancement Scheme of IIPA:

1. Dr. S.K. Bhattacharya  
Associate Professor in Foreign Trade & Commerce
2. Dr. (Mrs.) Lipi Mukhopadhyay  
Associate Professor in Behavioural Science

The two would be on probation for one year from today's date of approval of their promotion by the E.C.

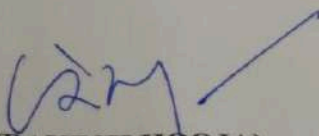
The Chairman also mentioned that in future all such promotions as per UGC guidelines as suitably modified according to our requirements and adopted by IIPA will be strictly examined and it is expected that the faculty should generate more revenue for the Institute and should ensure both the quality and quantity of its outputs. It is also expected that faculty observes punctuality in coming to office and help in creation of proper atmosphere for work, ethical behaviour and discipline in the Institute.

(ix) Prof. P.K. Chaubey referred to his note circulated to the members containing various issues. The Chairman mentioned that as regards the issue of creation of any additional post of Jt. Director/Dy. Director, no question arises as no more management layer is required. And the issues relating to UGC's new regulations being adopted and modified to suit the needs of IIPA are being looked into by a Committee under the Chairmanship of Chairman, Standing Committee. And that Chairman himself will also look into this and some other matters indicated in Prof. Chaubey's note.

However as regards the question of withdrawal of circulars regarding changing of nomenclature of Centre Heads and intimating the office for attending the office after office hours in the evening or on holidays, the Chairman mentioned that on a proposal by the Director on representation of some faculty members he has re-examined the matter and the nomenclature of Programme Director and Programme Co-Director APPPA is being restored, however the nomenclature of other Centre Heads will be continue to be as Centre Coordinators to avoid ambiguity or confusion and other nomenclatures stand as per the recently issued circular. Chairman further indicated that the faculty or officers and staff attending office after office hours or on Saturdays and other holidays should inform the office for security etc. reasons and the recently issued circulars in this regard would remain in force and there is no inconvenience is intended to any one who wants to work late hours but office hours as regards punctuality be observed.

Prof. V. Shanmugasundaram mentioned that we should consider the proposal for getting IIPA declared as an Institute of National Importance and should get the support in this regard from our MoS(PP) who had visited the Institute recently. The Chairman mentioned that the Institute is seized of the matter and will be looked into by suitably approaching the VIPs mentioned by him as they will be likely of considerable help in our proposal

The meeting ended with a vote of thanks to the Chair. The Chairman thanked the members for their cooperation.

  
(RAKESH HOOJA)  
DIRECTOR &  
MEMBER-SECRETARY

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