

**AGENDA FOR THE THREE HUNDRED
AND FIRST MEETING
OF
THE EXECUTIVE COUNCIL**



**APRIL 11, 2016
(4.00 P.M.)**

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI**

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

The Three Hundred and First Meeting of the Executive Council of the Indian Institute of Public Administration will be held on **April 11, 2016 at 4.00 p.m.** in the Conference Hall of the Institute. The Agenda for the Meeting will be as follows:

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Item No.301.1	Grant of leave of absence to Members.	1
Item No.301.2	(a) Confirmation of the Minutes of last meetings of the Executive Council: (i) Minutes of the 299 th meeting of the Executive Council held on October 15, 2015. (ii) Minutes of Special Meeting of the E.C. held on October 15, 2015 after 299 th E.C. meeting. (iii) Minutes of the 300 th meeting of the Executive Council held on October 16, 2015. (b) Action taken on the minutes referred to above.	2-10 11-20
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Item No.301.11	Items to Report: (i) Nomination of new Chairman of Maharashtra Regional Branch. (ii) Extension of term of Dr. T. Chatterjee, Director, IIPA. (iii) Faculty/Staff re-employed. (iv) Retirement of Faculty/Staff.	62-64

	(v) Promotion of Staff. (vi) Foreign visits of Faculty. (vii) Adoption of recruitment rules for Stenographers as per O.M. of DoPT. (viii) Change in designation of Library Attendant to Library Clerk without any financial implications. (ix) Restoration of the post of Assistant Registrar. (x) Revision regarding Leave Travel Concession (LTC), Encashment of Half Pay Leave (HPL) and admissibility of Child Care Leave (CCL) as per 6 th CPC.	
Item No.301.12	Any other business with permission of the Chairman.	

**T. CHATTERJEE
DIRECTOR &
MEMBER-SECRETARY**

MEMBERS, EXECUTIVE COUNCIL

Item No.301.1 Grant of leave of absence to Members.

Item No.301.2(a) Confirmation of the Minutes of last meetings of the Executive Council:

- (i) Minutes of the 299th meeting of the Executive Council held on October 15, 2015.**
- (ii) Minutes of Special Meeting of the E.C. held on October 15, 2015 after 299th E.C. meeting.**
- (iii) Minutes of the 300th meeting of the Executive Council held on October 16, 2015.**

Item No.301.2 (b) Action taken on the minutes:

- (i) Minutes of the 299th meeting of the Executive Council held on October 15, 2015.
- (ii) Minutes of Special Meeting of the E.C. held on October 15, 2015 after 299th E.C. meeting.
- (iii) Minutes of the 300th meeting of the Executive Council held on October 16, 2015.

Minutes of the 299th Meeting of the Executive Council	Action Taken
<p>Item No.299.2 (a) (i) Confirmation of the Minutes of the 298th meeting of the Executive Council held on August 28, 2015.</p> <p>(ii) Confirmation of the Minutes of Special Meeting of the E.C. held on August 28, 2015 after 298th E.C. meeting.</p> <p>The minutes as circulated, were confirmed.</p> <p>(b) Action taken on the minutes referred to above.</p> <p>Director reported that the Special Meeting of the Executive Council held on 28th August, 2015 had taken a decision to do further enquiry before arriving at any conclusion about the removal of the two life members from the membership of the Institute. He further informed that after thorough enquiry and going through the evidence on record, as also their explanations, it was found that there is no new evidence to negate the charges. So, the Institute has taken the decision to remove the two members from the Life membership of the IIPA under Rule 34 of the Memorandum of Association, and also along with it withdraw all the privileges that are available to Life members. This matter has now come up not only for reporting but also for seeking ratification of the Executive Council.</p> <p>The Executive Council confirmed the minutes and action taken on the minutes as above and also ratified the decision as reported above.</p>	<p>Noted and the decision complied with.</p>

Item No.299.3 Revised Budget Estimates for 2015-2016 and Budget Estimates for 2016-2017.

Director informed that the Budget Committee which among other members was attended by the Additional Financial Adviser of the DoPT had approved the Revised Budget Estimates for 2015-16 and Budget Estimates for 2016-17 with minor suggestions which have been incorporated and circulated to the members. He also clarified that these estimates are dependent upon the budgetary position in the DoPT. He also highlighted that the revised budget for 2015-16 shows a shortfall of only Rs.1.12 crore, which is expected to be made up in the year 2016-17 with a small deficit of only Rs.26 lakh which is really a major achievement, presuming that the grant from the DoPT for the next two years, that is, up to the end of the Twelfth Five Year Plan comes through as per the original decision. The Chairman and the Executive Council appreciated the balancing of resources and better performance, and also hoped that this will continue. It was also mentioned that the Institute's redevelopment plan would not only ensure sustenance, but also result in increase of resources because we would have extra space to rent out. Chairman suggested to carefully plan the phases of the building programme so that the academic activities of the Institute do not suffer and also the essential ambience and character of the IIPA should not be lost.

Shri Shekhar Dutt suggested to consider the feasibility of advertisements in the Journals of IIPA. Director informed that it was tried out but we have not been able to generate much advertisement interest. For one year we tried. We got only about Rs.9 lakh. Shri Shekhar Dutt further suggested to having some partnership with, publishers like Oxford Book Depot Paul group. It was clarified that SAGE Publications has offered that they will take care of most of our publications on a royalty basis. The proposal is being examined by them and IIPA will be

Revised Budget Estimates for 2015-2016 and Budget Estimates for 2016-2017 as approved, have since been submitted to the Department of Personnel & Training (DoPT).

The details of MoU with Sage Publication have been finalized. The partnership of IIPA and SAGE is beneficial for IIPA in the long run as it would provide an international platform for IIPA with global publicity network of SAGE, an international Editorial Board and a robust flow of resource. It would be helpful in improving the quality of IIPA at par with international standards. In turn, it would help in internationalising the image of IIPA also.

<p>informed. With these observations, the Executive council approved Revised Budget Estimates for 2015-16 and Budget Estimates for 2016-17.</p>	
<p>Item No.299.4 Audit Fee for 2015-2016 to be paid to the Auditors to be appointed at the Annual General Body Meeting to be held on October 16, 2015.</p> <p>The Executive Council approved for the payment of audit fees of Rs.70,000/- (for all accounts of the Institute) plus service tax as applicable to the Auditors for the year 2015-2016 to be appointed at the Annual General Body Meeting to be held on October 16, 2015 and that existing auditor be continued for 2015-2016 with the approval of the General Body.</p>	<p>This item was inadvertently not taken up in the AGM. However, the existing arrangement for auditing the accounts of the Institute has been continued and will be ratified in the next AGM.</p>
<p>Item No.299.5 Resolutions received from members for consideration at the Annual General Body Meeting.</p> <p>Director informed the Executive Council that we have received resolutions from four Life members to be brought up at the AGM on 16th October, 2015 which have been circulated with the office remarks for consideration of the E.C. The Chairman was of the view that in any case, members are going to discuss these resolutions as they are received on time. He remarked that the AGM is an open house and members will come with all sorts of views.</p>	<p>No action called for.</p>
<p>Item No.299.6 Report of the Committee of Judges for the Award of Prizes in the Annual Essay Prize Competition, 2015.</p> <p>The Executive Council approved the report of Judges for award of prizes in the Annual Essay Prize Competition 2015 as under:</p> <p><u>For English Essays</u></p> <p>First Prize of Rs.5,000/- to: Ms. Vani Lakshmi R., Puducherry for her essay on “Making in India: Rhetoric or</p>	<p>The prizes were awarded to the winners in the Annual General Body Meeting held on October 16, 2015.</p>

<p>Reality”</p> <p>Second Prize of Rs.3,000/- to: Mrs. Hena Bose, Bhopal for her essay on “Clean India (<i>Swachh Bharat</i>)”</p> <p>Third Prize of Rs.2,000/- to: Ms. Anbu Arumugam, Chennai for her essay on “Millennium Development Goals”</p> <p><u>For Hindi Essays</u></p> <p>First Prize of Rs.5,000/- to: Shri Pawan Kumar Sharma, Chandigarh for his essay on LoPN Hkkjr</p> <p>Second Prize of Rs.3,000/- to: Mrs. Sujata Meena, Jodhpur for her essay on LoPN Hkkjr</p> <p>Third Prize of Rs.2,000/- to: Ms. Kavita Bhadoria, Ujjain for her essay on LoPN Hkkjr</p>	
<p>Item No.299.7 Report of the Experts on Case Studies for Award of Prizes in the Annual Case Study Award Competition, 2015.</p> <p>The Executive Council approved the report of the Panel of Experts that no entry was found suitable for the Case Study Award Competition 2015.</p> <p>It was also considered whether the prize money for essays should be increased to add value to the effort that goes in. The Chairman remarked that the attraction to the people for participation is not the prize money, but the fact that they have got a prize. It is meant actually for the young, emerging kind of a talent. He however felt that the Executive Council may take a decision if it can be increased. The Executive Council decided to increase the first prize to Rs.10,000, second to Rs.7,000 and the third to Rs.5,000.</p> <p>Regarding Case Studies, the Chairman, suggested to do some thinking because so many things that are happening in</p>	<p>Noted for compliance.</p> <p>IIPA has initiated action in this regard. IIPA is developing case studies under the public sector joint venture scheme and case</p>

<p>the country, have happened during the last 10-15 years and no new case studies have really come up. Universities should be more interested in preparing case studies because this also will be a good material for them for their students. The Panjab University, NITI Aayog and IIPA together, can jointly work for development of case studies databases as also formats and have workshops like earlier and the new generation of teachers and others can be introduced to this. In the 1960s and 1970s, a number of case studies were there and these can be accessed in the library.</p>	<p>studies of APPPA participants pertaining to urban sector. The process of editing the case studies received as entries and which were awarded prizes in case study competition from 2012-15 is in progress. Letters will be sent to NITI Aayog & Punjab University to propose collaboration for developing good case studies.</p>
<p>Item No.299.8 A brief report on the important activities of the Institute during September – October, 2015 relating to:</p> <ul style="list-style-type: none"> (a) Training Programmes (b) Status of Research Projects (c) Seminars/Conferences/Lectures (d) Visitors to the Institute <p>Noted.</p>	
<p>Item No.299.9 Proposal of IIPA Alumni Association regarding institution of “IIPA Award for Excellence in Public Service”.</p> <p>Director invited the attention of the members to the proposal of the IIPA Alumni Association which has suggested an award in its name and the award will be for organizations/individuals, of Rs. One Lakh plus a citation which has to be partially supported by IIPA to the extent of Rs.50,000 every year as half of the Prize money. The Chairman suggested that the award shall be bestowed on an individual, a team or an organization, including civil society, whose contribution is of a level that merits national recognition. Those who have carried out any exemplary service while in government service will not be considered for this Award. It may be thereafter. The other is that even for civil society, there are other awards but there cannot be too many. The selection panel should not be by names but it should be the category that this kind of a membership should be there. For example,</p>	<p>The decision of the E.C. has been forwarded to the IIPA Alumni Association for further necessary action.</p>

<p>the proposed panel mentions the following persons:</p> <ul style="list-style-type: none"> (a) Shri T.N. Chaturvedi, Chairman, IIPA (b) Dr. Yogendra Narain, Chairman, IIPA Alumni Association (c) Dr. T. Chatterjee, Director, IIPA (d) Dr. K. Kasturirangan, Eminent Space Scientist, Academic and Administrator (e) Shri Kailash Satyarthi, Eminent member of the Civil Society and Nobel Prize winner. <p>Instead, the panel membership should specify the designations and calling and not the names. With these observations, the proposal was approved by the Executive Council. The Council did not approve any further financial involvement of IIPA in this regard.</p>	
<p>Item No.299.10 Items to Report:</p> <p>(i) Reporting on the deferred item of the Special Meeting of the E.C. held on 28th August, 2015 regarding removal of two Life Members under Rule 34 of MoA.</p> <p>The Executive Council noted and ratified the decision.</p> <p>(ii) The recommendation of the Committee for Shri T.N. Chaturvedi Award for best article in the IJPA.</p> <p>The Executive Council approved the recommendation of the committee that Shri T.N. Chaturvedi Award for the best Article in the IJPA for the year 2014 to Prof. Anup Sahu for his Article on “Evaluation and Growth of Private Policing in India” published in IJPA Volume No.4.</p> <p>(iii) Admission of Shri Yashwant Sinha, former Union Minister as Life Member of IIPA.</p> <p>The Executive Council noted and ratified the decision.</p>	<p>The prize has been awarded in the AGM of 2015.</p> <p>Noted for compliance.</p>

<p>(iv) Faculty relieved from the services of the Institute.</p> <p>Noted.</p> <p>(v) Foreign visit of Faculty.</p> <p>Noted.</p> <p>(vi) Promotion/retirement of staff members.</p> <p>Noted.</p> <p>(vii) Approval of probation of Dr. C. Giri, Registrar.</p> <p>Noted.</p>	
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Minutes of the Special Meeting of the Executive Council	Action Taken
<p>The Executive Council noted that Dr. Navanit Sinha had sent a detailed response to our notice and the matter was examined by the office and the Executive Council was convinced that there is no merit in the reply given by Dr. Navanit Sinha.</p> <p>He also appeared in person and accepted his fault of having committed a financial fraud and appealed to condone the charges.</p> <p>Shri Shekhar Dutt mentioned that this type of tendency must be discouraged. In fact the Institute has shown leniency as it has not filed criminal case against him.</p> <p>Shri N. Raja, Director, DoPT mentioned that we should not set bad precedence by condoning such act of embezzlement.</p> <p>The Executive Council was of the view that such matters of financial embezzlement cannot be overlooked. The fact that Dr. Sinha has returned the money falsely claimed cannot exonerate him from the crime of misappropriation. Therefore, the Executive Council decided to remove Dr. Navanit Sinha from the membership of IIPA with immediate effect. It was also decided that all the benefits associated with membership of IIPA would be withdrawn.</p>	<p>Dr. Navanit Sinha has been conveyed about the decision regarding termination of his membership and his name has been removed from the life membership records.</p>

Minutes of the 300 th Meeting of the Executive Council	Action Taken
<p>Item No.300.2 Election of the Chairman of the Institute under Rule 9 of the Rules of the Institute.</p> <p>The Director explained that the two year term of the present Chairman Shri T.N. Chaturvedi has come to an end on 16th October, the date of the Annual General Body Meeting of 2015. As such the Executive Council has to elect the Chairman under Rule 9. He added that the Chairman will continue according to Rules in any case till his successor is in place.</p> <p>Shri T.N. Chaturvedi explained to the members that there was no moral pressure on the members to elect him or anybody else for the post of the Chairman. As such the members are free to elect the Chairman as per their conscience.</p> <p>At this point of time, Shri Shekhar Dutt mentioned that we had been through a very tumultuous session of the AGM and the way Shri T.N. Chaturvedi handled the AGM, is a lesson for all of us. He emphasized that Shri Chaturvedi has been a life member for over forty years, has held offices of importance in the Institute for decades and would be the most appropriate with his experience behind him to lead the Executive Council in this time of transition.</p> <p>Shri Shekhar Dutt proposed the name of Shri T.N. Chaturvedi for Chairmanship. Prof. B.S. Ghuman, Prof. N. Lokendra Singh and Prof. K.K. Pandey seconded the name of Shri T.N. Chaturvedi for Chairmanship. The Director asked for any other name for Chairmanship but there was no other name for the Chairmanship. As such the Executive Council unanimously elected Shri T.N. Chaturvedi as Chairman for the two year term i.e. upto the date of AGM of 2017.</p> <p>Shri Chaturvedi thanked all the</p>	<p>Noted.</p>

<p>members for expressing faith in him and mentioned that he only wants the smooth transition to new setup, whatever that be.</p>	
<p>Item No.300.3 Election of Vice-Presidents of the Institute under Rule 10 of the Rules of the Institute.</p> <p>The Director explained that some elected Vice Presidents have gone to the Court and the matter is sub judice. As such it may not be appropriate to hold the election of Vice Presidents.</p> <p>The Chairman explained that Vice Presidents used to be very distinguished persons earlier. But in course of time, some E.C. members insisted that Vice Presidents should also be from E.C. and as such the practice of election of Vice Presidents started.</p>	<p>Noted.</p>
<p>Item No.300.4 Election of the Chairman, Standing Committee under Rule 10A of the Rules of the Institute.</p> <p>The Director explained that the earlier Chairman, Standing Committee was an elected person and the matter of election of the E.C. members is sub-judice. As such it would be appropriate to postpone the matter though there is no stay order as such. Chairman also felt that it is only proper that we carry on the functions of the Institute with the minimum of executive structure till the new pattern of organizational structure emerges or the next elections are held according to the present regulations. That is why he requested the AGM that all views expressed in the AGM and various reports about different aspects of organizational structure, like qualifications of members, voting etc. be sent to Government which is the principal funding agency for their consideration.</p>	<p>Noted.</p>

Item No.301.3 Election of the twenty members of the Executive Council.

As per Rule 14 of the Memorandum of Association & Rules of IIPA, the election of the twenty members of the Executive Council for the term 2016-2020 is to be conducted before the AGM of 2016. The General Body in its Special Meeting held on 16th January, 2015 approved to modify the rules of IIPA regarding holding of elections as per recommendations made by the three-member committee. In view of the decision of the General Body, the rule 14 of the MoA has to be modified to meet the needs of the Committee recommendation regarding electronic voting without the use of postal ballot papers. The amendments are suggested as below:

Existing Rule	Proposed Rule
<p>Rule 14 – Election and Co-option of Members referred to in Rule 13(1) (vi)</p> <p>(1) Members of the Institute shall elect from amongst themselves twenty members of the Executive Council once in a period of four years, who shall co-opt the remaining eight members of the Executive Council provided that no member who has contested election and lost shall be co-opted to the Executive Council for that term. The co-option and constitution of the Committees of the Executive Council shall take place at the Meeting referred to in Rule 9(a) or at a subsequent Meeting of the Executive Council to be convened as soon thereafter as possible.</p> <p>(2) Of the twenty-eight members of the Executive Council referred to in Rule 13 (1) (vi), and elected or co-opted as provided in clause 1 of this Rule, three shall be from among the members of the Academic Staff of the Institute (two from among Professors and one from Readers/Lecturers) to be elected from among themselves. The academic staff so co-opted shall have put in at least five years of service in the Institute. Of the remaining five co-opted members of the Executive Council, three shall be Secretaries to the Government of India.</p>	<p>Rule 14 – Election and Co-option of Members referred to in Rule 13(1) (vi)</p> <p>No change.</p> <p>No change.</p>

<p>(3) No member shall be eligible for election as a member of the Executive Council unless he is nominated by at least two members and unless such nominations are received by the Director on or before the prescribed date and in the prescribed manner.</p>	<p>No change.</p>
<p>(i) While the Institute employees as members of IIPA Society shall have other rights, they shall not be entitled to contest elections to the Executive Council or act as election agent for any candidate, or canvass for any candidate in any manner. However, they may cast their vote in the elections to the Executive Council.</p>	<p>No change.</p>
<p>(4) The election shall be by postal ballot. No vote shall be accepted when delivered otherwise.</p>	<p>The election shall be held through electronic voting.</p>
<p>(5) Elected members of the Executive Council shall hold office until the Fourth Annual General Meeting of the General Body and the co-opted members shall hold office until the Second Annual General Meeting of the General Body.</p>	<p>No change.</p>
<p>(6) Every candidate seeking election to the Executive Council shall make a refundable deposit of Rs.500/- which will be refunded to him if he polls one-tenth of the total votes cast.</p>	<p>Every candidate seeking election to the Executive Council shall make a refundable deposit of Rs.1,000/- which will be refunded to him if he polls one-tenth or more of the total votes cast.</p>
<p>(7) Nil</p>	<p>(7) Consequential amendments and detailed procedural methods for the electronic voting system will be carried out and described in the Election Bye-laws by the Executive Council.</p>

It is proposed to convene a Special Meeting of the General Body to make the above amendments in the MoA. The appropriate amendments in the Election Byelaws will be carried out with the approval of the Executive Council.

To update the membership records and for preparation of electoral roll, we may send letter (by Registered post with AD) to all members of IIPA to update their contact details along with E-mail IDs and Mobile number. The members may also be informed in the letter

that their names will not be included in electoral roll in the absence of email ID and Mobile number as required for electronic voting. We may also send list of the members to the Regional and Local Branches for verification of members. On the basis of the required information received from the individual members as well as from the Branches, we will update the members' records and electoral roll.

The election schedule of the election held in 2012 and proposed schedule in 2016 is as under:

Election Schedule of 2012	Proposed Tentative Election Schedule of 2016
<ol style="list-style-type: none"> 1. May 2012 issue of IIPA Newsletter – Release of Election Notification 2. 2 July, 2012 – Starting Date for receipt of Nomination Papers 3. 20 July, 2012 – Last date for receipt of Nomination Papers and opening of the nominations papers and notifying nominations received 4. 25 July, 2012 – Last date for withdrawal of nomination papers 5. 26 July, 2012 – Scrutiny of nomination papers 6. 6-9 August, 2012 - Dispatch of Ballot Papers 7. 17 September, 2012 – Last date for receipt of Ballot Papers 8. 20 September, 2012 – Counting of votes and declaration of result 	<ol style="list-style-type: none"> 1. April 2016 – Issue of letter to all the members of IIPA for address verification/email and mobile no. updation 2. April 2016 – List of the members to be sent to Regional and Local Branches 3. May 2016 – Election Notification 4. July 2016 – Filing of nomination papers, their scrutiny and notification of the list of the candidates on IIPA's website 5. August, 2016 – Voting through electronic means, counting of votes and declaration of results

Item No.301.4 (i) Subjects for (a) Annual Essay Prize Competition, 2016 (b) Members' Annual Conference 2016, (c) Special Issue of IJPA (July-Sept. 2016) and (d) Special Issue of Lok Prashashan (July-Dec. 2016).

Members of the Executive Council, Chairmen & Honorary Secretaries of Regional & Local Branches and the IIPA Faculty were requested to suggest topics for (a) Annual Essay Prize Competition 2016, (b) Members' Annual Conference 2016, (c) Special Issue of IJPA (July-September, 2016) and (d) Special Issue of Lok Prashashan (July-Dec. 2016). The suggestions received are annexed at **Annexure-A**.

The subjects of the previous Annual Essay Prize Competition, Members' Annual Conference and of the Special Issue of IJPA are annexed at **Annexure-B**.

The Executive Council may therefore finalise the topics for (a) Annual Essay Prize Competition 2016, (b) Members' Annual Conference 2016, (c) Special Issue of IJPA (July-September, 2016) and (d) Special Issue of Lok Prashashan (July-Dec. 2016).

(ii) Appointment of Judges for the Annual Essay Prize Competition, 2016.

As usual, three judges are to be nominated to evaluate the essay entries for Annual Essay Prize Competition. As per the past practice, the Executive Council may authorise the Director to finalise the names of the Judges in consultation with the Chairman, IIPA.

Also according to an earlier decision of the Executive Council taken on 14th August, 1989, Essays in Hindi are also to be accepted for the Annual Essay Prize Competition. The Council, however, felt that there should be only one Committee of judges to evaluate both English and Hindi essays, and while the subjects for the competition would remain the same, there would be separate prizes for English and Hindi essays.

Item No.301.5 Dates for the Annual Meeting of the General Body and Members' Annual Conference.

Under Rule 19 of the Rules of the Institute, the Annual Meeting of the General Body is to be convened in the month of September or October every year.

Rule 19 of the Rules of the Institute provides as under:

“The Annual General Meeting of the General Body shall be called by the Chairman of the Institute with the consent of the President of the Institute in the month of September or October every year after giving at least twenty one days’ notice of the date, time, place and the general nature of business to be discussed at such meeting....”

As is the convention, the Annual Meeting of the General Body is convened in the second or third week of October to be followed by the Annual Conference next day.

This year Dussehra happens to be on October 11 and Diwali falls on October 30. It is proposed that the Annual General Body Meeting may be convened on **14 or on 21 October, 2016**, subject to the convenience of the President and the Chairman of the Institute. The Members’ Annual Conference will be fixed accordingly on the following day i.e. either on 15 or on 22 October, 2016.

Item No.301.6 Draft Agenda for the Annual Meeting of the General Body.

NOTICE of the Annual Meeting of the General Body of the Indian Institute of Public Administration

Notice is hereby given that the Sixty-second Annual General Body Meeting of the Indian Institute of Public Administration will be held on at in the Auditorium of the Institute.

The Agenda of the Meeting will be as follows:

1. Condolence Resolution to mourn the demise of Members who expired since last AGM.
2. Welcome Address by the Director of the Institute.
3. Opening Remarks by the Chairman of the Institute.
4. Release of some publications of IIPA.
5. Award of Paul H. Appleby prizes.
6. (a) Award of Prizes to the Winners in the Annual Essay Competition.
(b) Award of Prizes to the Winners in the Case Study Competition.
7. Address by the President of the Institute.
8. Vote of Thanks to the President.
9. Confirmation of the report of proceedings of the Annual General Body Meeting held on October 16, 2015.
10. Consideration of the Annual Report for 2015-2016.
11. Consideration of the Balance Sheet and the Audited Accounts for 2015-2016.
12. *Post facto approval for appointment of Auditors for 2015-2016 and fixing their remuneration.
13. Appointment of Auditors for 2016-2017 and fixing their remuneration.
14. **Such other business as may be brought forward with the permission of the presiding officer as provided in Rule 24 of the Rules of the Institute.
15. Vote of thanks.

* *The item for appointment of Auditors and fixing their remuneration for 2015-2016 was inadvertently not taken up during the AGM of 2015. However, in view of the requirement of auditor, the earlier auditor namely M/s GSA & Associates has been requested to continue to audit the accounts of 2015-2016 at the same remuneration as fixed in 2014-2015 and they have accepted to carry out the audit for 2015-2016 at the existing terms and remuneration. The General Body may be requested to ratify the appointment of auditors for 2015-2016.*

** *Rule 24: No business other than the business included in the notice convening the meeting or business of which notice has been given to the Director at least seven days before the date of the meeting, shall be discussed in the meeting except with the permission of the presiding officer.*

Item No.301.7 Proposal to have moratorium on granting of Life/Annual membership of IIPA.

Consequent upon the annulment of the Executive Council elections held in 2012, the Screening Committee for scrutiny of the membership applications has ceased to exist. However, IIPA has been receiving application forms for membership which is piling up.

It may also be noted that the election procedure is also likely to undergo change in view of the resolutions passed in the Special Meeting of the General Body held on 16.1.2015. As such, it has become necessary to have moratorium on granting Annual/Life membership till a review is taken for consolidation of the existing life membership records. Accordingly, the sale and receipt of new application forms for membership will be stopped.

The matter is submitted for consideration and approval of the Executive Council.

Item No.301.8 Consideration of proposal submitted by members for roll back in the Hostel tariff for members and other issues raised by them in the petition to the President of IIPA.

A requisition has been submitted by 61 members for consideration of the following items:

- (i) To consider and direct the management of IIPA to roll back the increase in Hostel Tariff to members effective from 1.11.2014 and cancel the notification issued and published in Newsletter of IIPA.
- (ii) To consider holding of Elections of E.C. members as per amended Rule 14(4) and 14(3) passed on 16.1.2015 in Special Meeting of General Body.
- (iii) To direct management to prepare detailed Annual Report giving complete picture of affairs of IIPA in a financial year and reply to the questions raised in AGM.

The requisition has been examined by the office and the observations thereon are given below for consideration and facilitating decision on the request.

(i) As far as the item at Sr. No.(i) is concerned, the revision of Hostel-tariff is a purely administrative matter which is done taking into account all the relevant facts like cost of maintaining the Hostel facilities, especially civil and electricity and manpower cost, returns from the Hostel, grants from the Government, financial position of IIPA etc. In the instant case, the rates have been revised on recommendation of a duly constituted Committee of Executive Council and with due consultation with the Regional/Local Branches, which was approved by the Executive Council in its meeting held on 28th August, 2014. While approving, the Executive Council made the observations as under:

“The minutes of the Hostel Rules and Rates Committee meeting held on 26 August, 2014 were circulated to the members. The recommendations of the Committee were approved, as recommended by the Standing Committee.

Some members were of the opinion that the increase in room rent for Life members was on the higher side but the Chairman responded that we have to bite the bullet. The last increase was made long back. The Chairman explained to the members in detail about the present financial condition of IIPA as well as income and expenditure related to the Hostel. He explained that there is a deficit of about Rs.28 lakhs per annum from the Hostel alone and this has to be balanced. We cannot expect the Government to compensate us for this. He was of the opinion that IIPA needed to increase the rent in order to raise financial resources so that better facilities can be continuously provided in the Hostel. Otherwise, we will face very likely deterioration in the hostel facilities and services.”

It is also pertinent to note that the rates have been revised after a gap of more than 5 years in respect of Members. It is also to be noted here that the Members who are availing the hostel facilities are happily paying the present rate and so far no objection has been received. The members are also entitled for free accommodation for four days during the AGM and Members' Annual Conference. Incidentally, while checking the records it is noticed that out of the 61 signatories only three of them have availed the Hostel facilities only once or twice since 1.1.2015. Hence, in the overall interest of the organization, the decision has been well received by the members. Nevertheless, keeping in mind the sentiments of the members, the Institute proposes that the benefits may be given to the members only as under:

- (a) The concession on tariff applicable to members may be granted to the extent as the EC decides for the first five days of stay in a calendar month.
- (b) The members over the age of 70 years may be allowed one attendant to accompany him/her at the rates as applicable for accompanying spouse provided that
 - (i) the member is not accompanied by the spouse;
 - (ii) the attendant is of the same gender as that of the member; and
 - (iii) the member is willing to adjust the attendant in his/her own room.
 - (iv) This facility will be only for the first five days of the stay.
- (c) In case separate room is demanded for the attendant, the member has to pay the applicable rent for the attendant meaning thereby that if the attendant is a member, rate applicable will be as for member and if the attendant is non member, the member shall pay non member rate.

(ii) As far as the item at Sr. No.(ii) is concerned, as per the decision of the General Body in its Special Meeting held on 16th January 2015, action has already been taken by annulling the EC elections held in 2012. Also, a Committee was constituted for Election Reforms. The report has been uploaded on the website but we have received comments from two members only which will be taken into account before we reach any conclusion. The Institute has also approached NIC for devising an IT based voting system as recommended by the three member committee for enquiring into the malpractices of election of 2012 and endorsed by the General body of IIPA in its Special meeting held on 16 January, 2015. Hopefully, the Institute will be able to finalize soon the new Election process as per the decision taken in the meeting of 16th January 2015. This matter is under active consideration of the Institute.

(iii) As far as item at Sr. No.(iii) is concerned, the Annual Report of IIPA is prepared and published in a thoroughly detailed manner as per established norms giving complete details of its affairs like Research/Training activities, EC details, Staff details and detailed Financial Statements etc. as can be seen in the Annual Report which are presented in the AGM. The replies to the queries are also provided in writing to the members after ascertaining facts from the record. In fact, Annual Report of IIPA goes to the Government and also placed on the table of the Parliament but no suggestion/objection has been received from the Government to modify the Annual Report so far.

The matter is submitted for consideration and decision of the Executive Council.

Item No.301.9 Resignation of the Chairman, IIPA Bihar Regional Branch.

Shri Anand Vardhan Sinha, IAS, Chairman-cum-Member, Board of Revenue, Bihar was elected as Chairman of IIPA Bihar Regional Branch and his term of office is upto October, 2016. However, Shri Sinha vide his letter dated 11.1.2016 sent his resignation from the Chairmanship of the Branch.

In this regard, it is submitted that Dr. Navanit Sinha who has been removed from the Life membership of the Institute was the Hony. Secretary of the IIPA Bihar Regional Branch. After the removal of membership of Dr. Sinha by the Executive Council, we have intimated the Chairman & Vice Chairman of the Bihar Regional Branch to take over the charge of office records of the Branch from Dr. Navanit Sinha and also convene a General Body meeting of the Branch to elect its new Hony. Secretary.

Consequent upon resignation of Shri Anand Vardhan Sinha as Chairman of the Branch, the Executive Committee of the Branch elected one of the Vice Chairman Shri Jugal Kishore Singh as new Chairman of the Branch which is not as per the provisions of the Bye-Laws of the Regional/Local Branches where the rule is to elect the Chairman in the General Body meeting.

In the meantime, we have requested Shri Anand Vardhan Sinha to continue as the Chairman of the Branch till a decision is taken by the Executive Council of IIPA.

The matter is submitted for consideration and decision of the Executive Council.

Item No.301.10 A brief report on the important activities of the Institute during October, 2015 – March, 2016 relating to:

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

Item No.301.11 Items to Report:

(i) Nomination of new Chairman of Maharashtra Regional Branch.

The IIPA Maharashtra Regional Branch in its AGM held on 25.1.2016 elected Shri S.S. Kshatriya, Chief Secretary, Govt. of Maharashtra as new Chairman of the Branch in place of Shri Johny Joseph whose terms expire. The Chairman, IIPA Maharashtra Regional Branch is a Member of the Executive Council for the term 2014-2016.

(ii) Extension of term of Dr. T. Chatterjee, Director IIPA.

On mutual consent, the term of Dr. T. Chatterjee, Director stands extended till 30th November 2017 i.e upto his attaining the age of 65 years, as enumerated in his original offer of appointment.

(iii) Faculty/Staff re-employed.

The screening committee constituted to examine the case of Dr. Girish Kumar in its meeting held on 14th December 2015, has recommended re-employment to Dr. Girish Kumar for a period of two years after his superannuation on 31st December 2015 on normal re-employment terms. Dr. Girish Kumar joined IIPA on re-employment basis on 04.01.2016 as Consultant (Public Administration).

(iv) Retirement of Faculty/Staff.

Dr. Girish Kumar, Associate Professor retired on 31.12.2015.

Mrs. Ranjeet Kaur, Superintendent (Accounts) retired on 31.12.2015.

Sh. A. S. Verma, Sr. P.S. to Director retired on 31.12.2015.

Prof. Anil. C. Ittyerah, Professor of Economics retired on 29.02.2016.

Dr. C. Giri, Registrar retired on 31.3.2016.

(v) Promotion of staff.

Shri M.S. Bisht, Assistant was promoted as Supdt. w.e.f. 19.10.2015.

(vi) Foreign visits of Faculty.

(a) Prof. Vinod Kumar Sharma, Consultant visited Malaysia during 16-17 October, 2015 to attend a workshop on “Climate Change and Disaster Resilience”. Expenses were borne by Asian Network on Climate Science and technology, Malaysia.

(b) Dr. Nupur Tiwari visited Dubai on 11-13 December, 2015 to attend India-Pakistan Legislators and public officials dialogue on sharing of Experiences on Governance and Democracy. Expenses were borne by Centre for study of developing society.

(c) Prof. K. K. Pandey visited Dhaka during 11-13 January, 2016 to attend Sixth South Asian Conference on sanitation, to present an abstract on Financing Sanitation in South Asia. Expenses were borne by UNICEF.

(d) Dr. V.N. Alok visited Munich, Germany from 29th February to 3rd March 2016 to participate in the “1st International Munich Federalism Days 2016”.

(e) Prof. Vinod Kumar Sharma visited Kyoto, Japan during 7-8 March, 2016 to present a paper in the “APRU Multi-Hazards Symposium” at Kyoto University, Japan. Expenses were borne by Kyoto University.

(f) Prof. K. K. Pandey visited Brazil and Netherlands during 12-23 March, 2016 along with 41st APPPA participants on APPPA foreign Study tour.

(g) Dr. Sachin Chowdhry visited South Africa and Sweden during 11-23 March, 2016 along with 41st APPPA participants on APPPA foreign Study tour.

(vii) Adoption of recruitment rules for Stenographers as per O.M. of DoPT.

IIPA Service Byelaws is silent on the number of years of experience required for promotion in Stenographer’s Cadre. DoPT’s O.M. dated 24.1.2011 for model RR for Stenographers posts in non-secretarial organization may be adopted.

(viii) Change in designation of Library Attendant to Library Clerk without any financial implications.

As there are no promotional avenues at the level of Library Attendant, the designation may be changed to Library Clerk in line with some other Govt. departments which may help in motivating these employees. The Pay Band and Grade Pay shall remain the same and there shall be no additional financial implication for IIPA. The other Service conditions and terms associated with the position shall remain the same as earlier.

(ix) Restoration of the post of Assistant Registrar.

There were three sanctioned posts of Assistant Registrar and two posts of Deputy Registrar. In 1994, the post of Asstt. Registrar was upgraded and the incumbent was designated as Dy. Registrar, the post being personal to him with a clear recommendation to fill the post at the level of Asst. Registrar in future. In 2005 Asst. Registrar (F&A) retired the post of Asst. Registrar (F&A) was downgraded Supdt. (Accounts).

Since we have not filled up the post of third Deputy Registrar for a long time the same may be restored back to the original post of Assistant Registrar and may be filled through promotion on seniority cum fitness basis from among the eligible Superintendents.

(x) The provisions regarding Leave Travel Concession (LTC), Encashment of Half Pay Leave (HPL) and admissibility of Child Care Leave (CCL) stand revised with immediate effect as under:-

S.No.	Existing	Revised
1.	L.T.C. facility as per 5 th CPC.	LTC facility as per the recommendation of the 6 th CPC excluding 10 days EL encashment with immediate effect.
2.	HPL is not en-cashable on retirement even if EL balance is less than 300 days	Cash equivalent of leave salary admissible for the Number of day of EL & HPL at the credit of the employee on the last date of service to overall limit of 300 days to all the employees on retirement on superannuation w.e.f. 01.09.2008.
3.	CCL sanctioned to only one female employee at one point of time for not more than 15 days in a calendar year	CCL will be granted to one female employee of each section at one point of time for not more than 15 days in a calendar year with immediate effect.

Item No.301.12 Any other business with permission of the Chairman.

(i) Registrar (In-charge).

Consequent upon the retirement of Dr. C. Giri on 31st March, 2016, the charge of Registrar has been handed over to Shri Amitabh Ranjan, Dy. Registrar (F&A) with immediate effect in the capacity of Registrar (In-charge). He will handle all the duties and functions of the Registrar. The matter is reported to the Executive Council.

(ii) Loss of Sony digital camera.

The cost of a Sony digital camera reported lost by Prof. Anil C. Ittyerah on his retirement, amounting to Rs.6,648/- (after accounting for depreciation) is put for approval of the Executive Council for writing off.

(iii) Consideration of two applications received for Life and Corporate Membership.

We have received membership application from Shri Sanjay S. Bahekar, Director, Dr. Panjabrao Deshmukh Vidarbha Administrative & Development Training Academy, Amravati for Life membership of IIPA.

We have also received another application from Director, Dr. Panjabrao Deshmukh Vidarbha Administrative & Development Training Academy, Amravati for Corporate membership of IIPA for their organisation.

The above applications are submitted for consideration and decision of the Executive Council.

Item No.301.4 Subjects for (a) Annual Essay Prize Competition 2016, (b) Members' Annual Conference 2016, (c) Special Issue of IJPA (July-September, 2016) and (d) Special Issue of Lok Prashashan (July-December, 2016)

Prof. B.S. Ghuman, Hony Secretary, IIPA Punjab and Chandigarh Regional Branch

The suggested themes/subjects for kind consideration are as under:

1. Proposed Subject for the Annual Essay Prize Competition:

Policy Paralysis

2. Proposed Theme of the 2016 Members' Annual Conference:

Climate Change and Public Policy

3. Proposed Theme of the Special Issue of the Indian Journal of Public Administration:

Independent Regulatory Commissions