No. F. 15-19/97-Y.8.V

Dated the 29th June, 1999

To

The Director,
Rajiv Gandhi National Instt. of Youth Development,
16, Kamaraj Avenue, II Street,
Adyar, Chennai-600 020

Sub: Minutes of XIII Executive Council Meeting.

Sir,

I am directed to refer to your letter No.RG/XIII EC/99/700 dt. 26.5.1999 and to forward a copy of the draft minutes as approved by the Chairperson of the Executive Council.

Yours faithfully,

(R.N. SHARMA)
UNDER SECRETARY

Action to be taken on all points. Extract to be given to concerned division.

[Signature]

30/6/99
Minutes of the XIII Executive Council Meeting of RGNIYD held on 14th May 1999 at Nehru Yuva Kendra Sangathan, New Delhi

Members Present:

1. Ms. Uma Bharathi, Hon'ble Miniter of State for Youth Affairs and Sports - President

2. Mr. D.K. Manavalan
   Secretary, Dept. of Youth Affairs & Sports - Vice President

3. Mr. Munir Hoda
   Director, RGNIYD

4. Mrs. Amarjeet Kaur
   Director & Programme Adviser, NSS

5. Mr. A.K. Varma,
   Asst. Financial Adviser,
   Dept. of Youth Affairs & Sports

6. Mr. Dulichand Jain

7. Mr. Sankaranarayan

8. Mr. Ranjit Mukerjee

9. Mr. B. Jacob
   Faculty Head & Registrar in-charge, RGNIYD - Member Secretary

Special Invitees:

1. Mr. Manickam, SE, CPWD & Technical Committee Member

2. Mr. Parimal Rai
   PS to Miniter of State

Members Absent:

1. Mrs. Girija Seshadri

2. Mr. Muralidar Rao
   After introduction, the agenda points were taken up for deliberation.

Agenda Item No. I:

i. Confirmation of the XII Executive Council Minutes.

ii. The action taken on the Minutes of XII Executive Council Meeting
The minutes of the last meeting were confirmed. The Director, RGNIYD apprised the members on the action taken on the minutes of the last Executive Council Meeting. The Members took note of the same.

**Agenda Item No. II:**

**Administrative Matters:**

**Formulation of Service/Finance Byelaws:**

The Executive Council was apprised that as per the Govt. of India rules and at par with other national level institutes, the draft service/finance byelaws were prepared and placed before the First Finance Committee Meeting held on 13th April 1999. It was informed that as per the advice of the Finance Committee, a subcommittee had been constituted to scrutinise the byelaws for placing the same before the Executive Council for approval. The Secretary, Youth Affairs and Sports enquired as to how much time it would take for the subcommittee to give its report. In reply to this, Director, RGNIYD informed that the Institute had requested the Government to nominate their representative for the committee and as soon as the Institute received the names, the committee would meet and scrutinise the byelaws and probably it would take one or two months for the committee to submit its report.

**Agenda Item No. III:**

**Accounts, Audit and Annual Report:**

**III(i) Annual Report and Audited Statement of Accounts for the years 1996-97 and 1997-98:**

The Executive Council was informed that the renewal of registration of the Institute could not be done for want of approved Annual Reports and Audited Statement of Accounts by the Executive Council. It was further apprised that as per the decision of the last Executive Council meeting the Annual Reports and Audited Statement of Accounts were placed before the Finance Committee. The Council observed that the expenditure incurred on TA/DA, Telephone etc had been on the higher side and recommended a detailed scrutiny by a Chartered Accountant. The observation of the audit would be placed before
the Finance Committee. Thereafter the Annual Reports and the Audited Statement of Accounts for the years 1996-97 and 1997-98 were approved.

**III(iii) The Budget Estimate for the year 1999-2000**

Deliberating on the budget for the year 1999-2000, the Secretary, Youth Affairs and Sports suggested that while preparing the budget estimate funds have to be earmarked specifically for each head viz. salaries, TA/DA etc.

**III(iv) & (v) Audit and CTE, CVC report:**

The Executive Council was apprised about the observations of the AG on the accounts of RGNIYD, and about the observations of Chief Technical Examiner, CVC on the construction of RGNIYD Campus. Preparation of replies to the points raised by both the agencies are under progress in consultation with the Architect.

**Agenda Item No. IV**

**Payment of H.R.A. at the Metropolitan rate:**

The Executive Council was apprised regarding the need for giving HRA/CCA at Metropolitan rates to the Officials of RGNIYD. The Executive Council approved the payment of HRA/CCA at Metropolitan rates for the Officials of RGNIYD residing at Chennai and attending the office at Sriperumbudur Campus.

**Agenda Item No. V:**

**Existing Staff Position:**

The Executive Council was apprised that out of the posts allocated and to be filled only 12 posts were created and sanctioned by the Dept. of Youth Affairs & Sports in the year 1993-94. 10 essential posts have been created by the Executive Council, out of which some posts have been filled up and others are vacant. Intervening in the deliberations, Mr. A.K. Varma, AFA said the 10 posts created by Executive Council be approved by the Finance Ministry and accordingly Executive Council had directed the Institute to send the proposal to Government for ratification.
Agenda Item No. VI:

Creation of Essential Posts for RGNIYD

The Executive Council was apprised regarding the present staff position and the need to create an effective organisation to implement programmes as per the objectives of the Institute. It was decided to send a revised staff proposal to Government immediately for sanction. As the Institute had already been sanctioned a mini bus and a jeep without sanction of drivers' post, the Executive Council was requested to accord sanction for filling up the post of drivers urgently in anticipation of Government orders through the local employment exchange or by promoting suitable qualified personnel if available, with the Institute. The Executive Council had approved the above proposal.

Agenda Item No. VII:

Security Arrangements:

The Executive Council was informed that a private security agency has been deployed from April 1999 for taking care of the security needs of the Institute. The Executive Council has approved the action of the Director.

Agenda Item No. VIII:

Review of Construction of RGNIYD Campus:

The Hon'ble Minister of State for Youth Affairs & Sports and all members of Executive Council were apprised in detail about the award of contract, works executed, delay in execution of the work by the contractor, lapses on the part of the contractor and Architect, reasons for delay in execution etc. It was further explained that after posting a full time Director, the civil works had been expedited, and tenders for various items are being finalised.

Mr. Dulichand Jain commented the quality of construction and suggested to expedite the pending works and to create and fill up enough posts so that the Institute could take up many programmes.

The Executive Council approved the proposal of entrusting all pending civil works to CPWD.
Agenda Item No. IX:

Payments made to the Architect:

The Executive Council was apprised about the demands of the architect viz. reimbursement of actual expenses beyond 18 months, Comprehensive Architectural Services fee for additional works etc. The Executive Council was further apprised about the observations of audit and Chief Technical Examiner on the works of the Architect. It was decided that a committee consisting of Director, RGNIYD, Mr. Manickam, SE, CPWD and a nominee from Dept. of Youth Affairs & Sports would negotiate with the Architect on all pending issues and submit their proposal for orders of the Government.

Agenda Item No. XIII:

Formulation of Office Procedure Manual

It was decided that there was no need to draft any manual of office procedure separately. The one being followed in Central Govt. should be adopted.

The Executive Council approved the Office Procedure Manual.

Agenda Item No. XV:

Selection of Logo for RGNIYD

The Executive Council decided that some more designs be prepared and submitted to Executive Council for approval.

Agenda Item No. XVI:

Programmes conducted and proposed to be conducted

The Executive Council was apprised that due to lack of infrastructural facilities and staff, limited programmes had been conducted during the past nine months. The Minister of State for Youth Affairs and Sports has suggested that RGNIYD, being a national level institute, it should identify and conduct more programmes. The Minister of State for Youth Affairs & Sports added that action should be initiated for the conduct of a World Youth Meet in collaboration with Nehru Yuva Kendra. Secretary, Youth
Affairs & Sports suggested that the assistance of NGOs could also be sought for conduct of programmes. The above proposal was approved by the Executive Council.

**Preparation of CD ROM:**

The Executive Council was apprised that CD ROM on Youth Profile in India is being prepared with the funds provided by UNESCO. However, the funds provided by UNESCO might not be sufficient for the preparation of CD ROM. Therefore, the funds of RGNIYD have to be utilised for the same. The Executive Council approved the proposal.

Further, it was apprised that RGNIYD being a unique national level must have accessibility to Global Information network and must have website. The Executive Council approved the proposal of the Institute, and for establishment of an Info Youth Network at RGNIYD.

The proposal of starting an in house Journal by the Institute was approved by the Executive Council.

The Executive Council was further apprised that NRIs are interested in giving their children the knowledge of Indian culture, heritage etc. The Director informed that RGNIYD could provide the information through internet. The Executive Council welcomed the suggestion and approved the same.

**Agenda Item No. XVII:**

**Continuance of City Centre for Guest House.**

The continuance of the City Centre and the Guest House was discussed and the Executive Council decided to close city centre at Adyar, Chennai. It was decided that in future when the activity of the Institute increases, a proposal for having a guest house at Chennai could be placed before the Executive Council for decision.

**Agenda Item No. XVIII:**

**Appointment of Consultants and Auditors for RGNIYD**

The Executive Council was informed that Mr. Rangaswamy, a retired Asst. Engineer
PWD had been working as Consultant for the scrutiny of construction works/bills etc. and his services would be required till the completion of Phase I and II works. This was approved.

The panel of auditors was placed before the committee for selection of statutory auditors for the Institute. The Secretary, YS suggested that the panel of auditors could be obtained from CAG for placing it before the Finance Committee for selection of auditors for the Institute.

The meeting ended with thanks to the chair.