MINUTES OF THE XV EXECUTIVE COUNCIL MEETING OF RGNIYD HELD ON 2\textsuperscript{nd} DECEMBER 2002 AT 1.30 p.m. AT THE CONFERENCE HALL OF MINISTRY OF YOUTH AFFAIRS & SPORTS, SHASTRI BHAWAN, NEW DELHI – 110001.

Members Present

1. Shri Pon Radhakrishnan  
   Hon’ble Minister of State for Youth Affairs & Sports  
   President

2. Shri LM Mehta  
   Secretary, Ministry of Youth Affairs & Sports  
   Vice President

3. Shri RK Mishra  
   Joint Secretary, Ministry of Youth Affairs & Sports

4. Shri R. Sellamuthu  
   Director, RGNIYD

5. Shri Hari Singh  
   Deputy Secretary – Finance,  
   Ministry of Youth Affairs & Sports representing FA

6. Shri Prabhakar Parakala

7. Dr. K. Subrahmanyam

8. Smt. Girija Seshadri

9. Prof. KN George

10. Shri Dulichand Jain

11. Shri SV Roopchander.

Members Absent:

1. Shri HS Kingra  
   Director & Programme Adviser, NSS

2. Prof. SV Seshagiri Rao (Retd)
Also Present

1. Shri Kalyanasundaram
   PS to Hon’ble Minister of State for Youth Affairs & Sports

2. Shri SC Sharma
   Deputy Secretary (YA), Ministry of Youth Affairs & Sports

The Director (RGNIYD) welcomed the Members of the Executive Council, whereafter, the agenda items were taken up for detailed discussions and decisions taken as per the following:-

Item No. 1: Confirmation of the Minutes of the XIV Executive Council Meeting.

The Minutes of the XIV meeting were confirmed.

Item No. 2: Action taken on the minutes of the XIV Executive council meeting.

a) Formulation of draft service bye-laws and financial bye-laws

The draft financial bye-laws and service bye-laws, framed by the Committee, constituted by the Ministry were approved and it was decided that these two bye-laws should be brought into force after obtaining the formal concurrence of the IFD in the Ministry.

As far as the provision relating to pension was concerned, the EC noted that the issue will have to be, taken up with the Deptt. of Pensions & Pensioners’ Welfare and the Ministry of Finance and a final view taken, in due course.

b) Ratification of the posts created and creation of new posts

The EC took note of the immediate need to create the additional posts for the Institute and to take action to fill up the posts as per the minutes on the item No. 5 of this agenda.
c) **Review of the construction of RGNIYD**

The Executive Council reviewed the construction works in the RGNIYD campus, which have been abandoned in completed by the contractor, namely, M/s Saravana Constructions. The Director explained, in detail, the present stage of construction and brought into focus the stoppage of work, the non-resumption of the work for more than 3 years and the failure of the contractor to rectify the defects and deficiencies, brought to his notice. He also apprised the EC of the pending technical audit paras of the CTE of the Central Vigilance Commission and put forth that a decision needed be taken on the contractor's request, seeking extension of time with cost escalation; and that the Contractor’s move for appointment as Arbitator made on 5.1.02 should be, appropriately, dealt with on immediate basis.

The Secretary (YA&S) referred to the courses of action that could be pursued in the light of the provisions of the Agreement and the procedural formalities to be complied with, taking into account the facts and circumstances of the case, in the best interest of the Institute.

After detailed deliberations, the EC noted that the contractor had failed to complete the work as per the stipulated time limit and that he had not initiated any noticeable action to rectify the defects and deficiencies in the works.

It was, therefore, resolved to adopt the following courses of action:

i) As the contractor had failed to rectify the defects and deficiencies in the works, action should be taken under clause 14 of the general conditions of the contract. This should be done after the defects and deficiencies are duly identified by technically competent personnel.
ii) As the contractor had not resumed the work for more than 3 years abandoned by him, action should be taken under clause 3 of the general conditions of the contract, so that a satisfactory solution to complete the work could be arrived at.

These two above noted steps (i) and (ii) may be pursued, simultaneously.

iii) As the contractor had requested for extension of time the same should be examined by the Director and a reasoned decision conveyed to the contractor. After a decision on the request of the contractor for extension of time is taken, action should be taken under clause 2 of the general conditions of the contract in regard to the compensation for delay on the part of the contractor.

The EC directed that the above action should be completed without further delay.

d) Purchase of generator, class-room furniture and dining tables.
e) Purchase of computers for computer training.
f) Constitution of Curriculum Development Committee
g) Publication of Newsletter.

The EC noted the action taken in respect of above items viz. d), e), f) and g).
Item No. 3: The Annual Report along with the audited statement of accounts for the year 2001-02 are placed for consideration and approval.

The Annual Report along with Audited statement for the year 2001-02 was approved. It was observed that the Interest, paid by banks on the deposits made by RGNIIYD, should be taken into account, while preparing the budget.

Item No.4: Details of the programmes conducted by the Institute since June 2001 and their continuance of such programmes.

The EC approved that both residential and non-residential training programmes, must continue to be organized by the Director. Honorarium to the resource persons, who would come to deliver lectures and conduct discussions may be paid after obtaining approval of the Finance Committee for the rates of the honoraria to be paid, while organizing the programmes/activities.

Item No. 5: Sanction of additional post

(i) The EC approved that the following 4 divisions may be organized with a Faculty Head and supporting staff:

(1) Training & Orientation  
(2) Research & Evaluation  
(3) Documentation and  
(4) Extension  

(ii) The EC recommended that the Ministry may consider to ratify the creation of posts, noted under the category ‘Posts created by the EC’ (Annexure-A). It was decided that the Director should furnish all details with full justification for the creation of these posts-division wise and post-wise.
(iii) The EC approved the proposal for creation of posts given in the Annexure – B without the posts of Mali (Gardner). The Director (RGNIYD) was advised to furnish clear justification including the job content, lines of control and other details regarding each post to the Ministry of Youth Affairs & Sports. The revised proposal for creation of posts should be prepared for a division, as a whole. The posts of divisional heads, should be in the identical pay scales and the remaining posts, in each division, should be reflected, vertically, in each division, giving full justification for each additional post, as mentioned above.

Item No. 6: Construction of Auditorium

The EC approved that an auditorium, with a seating capacity of 500 persons with the related facilities should be constructed. It was decided that CPWD should be requested to prepare Estimates for the auditorium and further action thereon taken as per procedure.

Formulation of draft service bye-laws and financial bye-laws

The draft financial bye-laws and service bye-laws framed by the Committee constituted by the Ministry, were approved and it was decided that these two bye-laws should be brought into force after obtaining formal concurrence of the IFD in the Ministry.

As regards the provision relating to pension, the EC noted that the issue will have to be, taken up with the Deptt. of Pensions & Pensioners' Welfare and the Ministry of Finance and a final view taken in due course.
Item No. 8: Creation of the Posts of:

a) Post of Executive Engineer:

As it will be very difficult to create a new post of EE, it was decided that the services of the Engineers and other technical staff of SAI should be utilized by RGNIYD and the Ministry would be requested to issue suitable instructions to the DG, SAI in this regard.

b) Post of Section Officer (Administration).

The Post of Section Officer (Administration) is included as one of the posts in Annexure-B under Item No. 5.

As there was no other item for consideration, the meeting ended with a vote of thanks to the Chair.
### ANNEXURE-A

**Posts created by the Executive Council of RGNIYD**

**Post created by Executive Council**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Post</th>
<th>Pay Scale (Rs.)</th>
<th>No. of Posts</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accounts Officer</td>
<td>6500-10,500</td>
<td>1</td>
<td>Vacant since Sept. 2001. Recruitment of full time person is essentially required. At present effective action is being taken.</td>
</tr>
<tr>
<td>2.</td>
<td>System Analyst</td>
<td>6,500-10,500</td>
<td>1</td>
<td>Approved by the XI Executive council. At present vacant. As many training programmes are being conducted, the post of system analyst is essentially required.</td>
</tr>
<tr>
<td>3.</td>
<td>Driver</td>
<td>3,050-4,590</td>
<td>2</td>
<td>Filled for two vehicles</td>
</tr>
<tr>
<td>4.</td>
<td>Chowkidars</td>
<td>2,550-3,200</td>
<td>5</td>
<td>Filled</td>
</tr>
<tr>
<td>5.</td>
<td>ITI Trained Work Assistant</td>
<td>2,750-4,400</td>
<td>1</td>
<td>Created in the XII EC Meeting. This post is essentially required for attending electrical maintenance of the building.</td>
</tr>
<tr>
<td>6.</td>
<td>Care Taker</td>
<td>2,750-4,400</td>
<td>1</td>
<td>Created in the XII EC Meeting. This post is now vacant. It is essentially required in order to take care of the Institute building.</td>
</tr>
<tr>
<td>7.</td>
<td>Driver</td>
<td>3,050-4,590</td>
<td>1</td>
<td>Vacant for mini bus driver. At present action is being taken for recruitment. A daily waged driver is engaged.</td>
</tr>
</tbody>
</table>

The approval of the Ministry is awaited for filling up the vacant posts noted above.
### ANNEXURE – B

Additional Posts proposed to be created

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Post</th>
<th>Pay Scale (Rs.)</th>
<th>No. of Posts</th>
<th>Justification for Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Extension Division Coordinator (Extn)</td>
<td>12,000-18,000</td>
<td>1</td>
<td>RGNIYD extension work in the field of youth work, development modules which can be implemented on a large scale.</td>
</tr>
<tr>
<td>2.</td>
<td>Extension Assistant</td>
<td>5,000-8,000</td>
<td>1</td>
<td>For field work</td>
</tr>
<tr>
<td>3.</td>
<td>Audit Visual Asstt.</td>
<td>5,000-8,000</td>
<td>1</td>
<td>For field work</td>
</tr>
<tr>
<td></td>
<td>Documentation Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Library Information Officer</td>
<td>10,000-15,200</td>
<td>1</td>
<td>Being a national institute, it is proposed to establish a modern library for information and for research in the field of youth development with internet, E-mail, website, micro fische etc.</td>
</tr>
<tr>
<td>5.</td>
<td>Data Entry Operator</td>
<td>3,050-4590</td>
<td>1</td>
<td>To attend to the data entry works in the library.</td>
</tr>
<tr>
<td>6.</td>
<td>Research &amp; Evaluation Faculty Head</td>
<td>14,300-22,400</td>
<td>1</td>
<td>For the Faculty of Research and Evaluation. This Division will undertake Research and Evaluation of Youth Work in India, and will make comparative studies in SAARC Region and in</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Salary</td>
<td>Quantity</td>
<td>Role Details</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7.</td>
<td>Evaluation Associate</td>
<td>6,500-10,500</td>
<td>1</td>
<td>To assist in the Evaluation and Research Division</td>
</tr>
<tr>
<td>8.</td>
<td>Stenographer Gr. II</td>
<td>5,000-8,000</td>
<td>1</td>
<td>For the Faculty Head (Research Evaluation)</td>
</tr>
<tr>
<td>9.</td>
<td>LDC/Typist</td>
<td>3,050-4,590</td>
<td>1</td>
<td>To attend to the clerical work of this section</td>
</tr>
<tr>
<td>10.</td>
<td>Training Assistant</td>
<td>5,500-9,000</td>
<td>1</td>
<td>To assist in the Training Division</td>
</tr>
<tr>
<td>11.</td>
<td>LDC/Typist</td>
<td>3,050-4,590</td>
<td>1</td>
<td>To attend to clerical work at the Division</td>
</tr>
<tr>
<td>12.</td>
<td>Sr. Administration Officer</td>
<td>10,000-15,200</td>
<td>1</td>
<td>To look after the administration of the Institute</td>
</tr>
<tr>
<td>13.</td>
<td>Section Officer</td>
<td>6,500-10,500</td>
<td>1</td>
<td>To look after the Establishment and Administrative matters of the Institute</td>
</tr>
<tr>
<td>14.</td>
<td>UDC</td>
<td>4,000-6,000</td>
<td>1</td>
<td>To assist the clerical work in the administrative division.</td>
</tr>
<tr>
<td>15.</td>
<td>LDC/Typist</td>
<td>3,050-4,590</td>
<td>1</td>
<td>-do-</td>
</tr>
<tr>
<td>16.</td>
<td>Receptionist/Telephone</td>
<td>3,050-4,590</td>
<td>1</td>
<td>To attend to the telephone calls.</td>
</tr>
<tr>
<td>17.</td>
<td>Warden Hostel</td>
<td>3,050-4,590</td>
<td>1</td>
<td>For Hostel</td>
</tr>
<tr>
<td>18.</td>
<td>Stenographer Gr. III</td>
<td>5,000-8,000</td>
<td>2</td>
<td>One for Admn. Officer and one for Library</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Salary Range</td>
<td>Quantity</td>
<td>Department</td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>---------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>19</td>
<td>Mali (Gardener)</td>
<td>2,550-3,200</td>
<td>2</td>
<td>Information Officer.</td>
</tr>
</tbody>
</table>

To look after the gardening work at the Institute.