

National Institute of Science Communication and Information Resources
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No. ACC/FM/2010/5-min

21.5.2010

The fifth meeting of the Apex Coordination Committee (ACC) was held at 10.20 hrs in the Committee Room, Pusa Campus on Friday, 14.5.2010 and discussed the following issues: (i) Progress in recruitment process, (ii) Wealth of India, (iii) Innovative ideas, (iv) Attendance monitoring weekly reports, (v) Job outsourcing, (vi) In-house projects from LRF, and (vii) Issuing pen drives to staff. Decisions taken at the meeting are given below for information and implementation wherever required.

Recruitment of Group IV

Short advertisement published in Times of India, Hindustan Times and Navbharat Times (Hindi) on 12 May 2010, and the Employment News dated 15 May 2010 will carry the main advt. Also, the same was uploaded on (NISCAIR website) 13 May 2010 and online submission will be accepted during 15 May to 08 June 2010.

Wealth of India

Staff identified in the last ACC for the project may have to contribute to this project (The Wealth of India) as desired by the ACC. For this, and any such decisions of ACC, the committee is of the opinion that necessary OMs should be issued by the Administration to make it more official and binding, and helps in implementation.

Innovative ideas

Of the twelve ideas received, only two viz., (i) Science Tourism, and (ii) Setting up of web portal clubbed with VP/SR distribution through MPs involving media were short-listed by the committee chaired by the D/NISCAIR that met on 20 Apr 2010. Respective idea providers have been advised to submit proposal in the required format in two months time.

Attendance monitoring

Three model proformas of weekly report will be studied, and the appropriate one will be recommended with the approval of the competent authority. Simultaneously, efforts will be made to introduce Biometric System ASAP. With the weekly reports received, the Committee felt that it is necessary to have random physical check to make it more effective. In some sections, even sectional heads leave early and that is not reflected in the weekly report. For administration, there can be single attendance which may be maintained at COA office, likewise Stores and Purchase.

Apart from this, the ACC was of the view that the existing stenos and other administrative staff may be put on rotation, so as to enhance their efficiency and preparedness. Persons looking after one seat over decades make them rigid, and restrict their exposure to other jobs which is otherwise necessary. COA to submit a proposal within a period of two weeks from the date of issuing this minutes.

Job outsourcing:

Employees profile is being collected which will be helpful in redeployment. An OM to this effect may be issued by admin to make it binding on the employees to provide required details. It was also decided that the recent directive of Delhi Govt. on daily wages should be discussed with the existing agency.

A list of staff on outsourcing needs to be made ready. COA to do the needful.

In-house projects from LRF. Additional Inputs

PME will bring out a circular inviting proposals mentioning the scope of funding, and deadlines. PME Head Sh Rajiv Mathur suggested that a screening committee (headed by a Sci-G, PME Head, one more Sci-G, project leader, and any one member at middle level) may be nominated by the competent authority. Modalities for processing such proposals, for example, approval of RC/MC? Whether money given from LRF needs to be repaid? It has to be discussed with the Finance and Accounts officer .

Issuing pen drives (PD) to staff

A cap of 8 GB has been proposed by the D/NISCAIR. Group IV and other staff who deals with art/graphic files may be issued pen drives of capacity not exceeding 8 GB. It could be one PD of 8 GB or two 4 GB or in multiples of 2 and 4 GB. For others, depending on the nature of job they do, one pen drive of 2 GB may be issued. Stores need to maintain a register and it may be issued as a non-consumable item against indent. Stores shall certify on the indent request the status of earlier PD issued already to the intender.

Any other matter*Reconstitution of Disposal Committee*

All such committees are to be reconstituted. Adv-HR to initiate the process.

OMs to carry both the addresses.

As of now, the Office Memorandum issued by Admn/Accounts, etc. carry only Dr. K.S. Krishnan Marg address. Henceforth, all notifications/circular will carry both addresses (Pusa and SVM). COA/FAO/SPO may note for adherence.

Items on last year prioritization to be segregated and processed early:

It will be processed as one, and to be procured by end of June/July once the DGS & D rate contract is on board.

Persons retaining more items (PCs) with self, and those who need do not get:

The process has to be centralized. Persons who apply for new items should return the old ones to the stores. One person one PC (in PIR). It is also brought to the attention of the committee that stores do not receive old PCs unless otherwise they are certified that they are 'no more usable'. ACC is of the view that a Committee (with staff from stores and purchase and IT) may check available GOI guidelines and come up with appropriate suggestions for disposal. Inventory of items (usable/non-usable) has to be prepared by the stores and share it with Chairperson, Prioritization Committee, Head, Infrastructure (both the campuses), and Head, IT (of computers and accessories) for optimal use and allocation.

Monthly report (subscription) of Journals from Sales & Marketing needs to be given to sectional/divisional heads. Earlier, the copy of MIS report on subscription used to be given to the respective editors. Head, Sales & Marketing may renew the service or mail a copy by e-mail.

This is issued with the approval of the Director

Copy to:

1. COA, F&AO & SPO (for information)
2. All notice boards