

No.A-45011/56/2011-Ad.I  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhavan,  
Dr. Rajendra Prasad Road,  
New Delhi, Dated 14<sup>th</sup> September, 2012

**OFFICE MEMORANDUM**

Sub: - Minutes of the meeting of the Office Council held on 23/08/2012 at 4:30 P.M. in the Conference Room -reg.

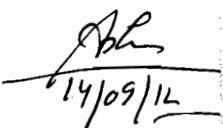
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The undersigned is directed to forward herewith a Copy of Minutes of the meeting of the Office Council held on 23/08/2012 at 4:30 P.M. under the chairmanship of Shri Avinash Kumar Srivastava, Additional Secretary, MCA, for information and necessary action.

  
(Ashutosh Anand)  
Section Officer

To

1. Director (KG).
2. Deputy Secretary (BKM).
3. Under Secretary (JSG).
4. Under Secretary (LKT) and Welfare Officer.
5. Smt. Sulochana Raju, Assistant, AD.II
6. Shri R.S.Bisht, UDC, Cash Section.
7. Shri Arun Kumar, UDC,.
8. Section Officer ( General)/ SO (Vig)
9. PS to AS,MCA
10. E-governance Cell, MCA.
11. Guard file

*(MCA) - for uploading under Miscell. Cell.*  
  
14/09/12

**Minutes of Meeting of Office Council held on 23.08.2012 at 4:30 P.M. in the  
Conference Room**

S.No	Issues	Decision
1.	<b>Making Available food items at cheaper rates in the IRCTC Canteen</b>	This issue was discussed at length and it was decided that all the employees may be served tea twice on working days once in the morning and once in the evening at subsidised rates and as regards making available meal at cheaper rate, it was decided that a Committee headed by DS (BKM) and assisted by US (LKT) (Welfare Officer) and US (GPS) will find out the modalities after discussing the issue with IRCTC. This is to be taken up on priority basis and the Committee will first discuss with the representatives of the IRCTC and then alongwith the representatives of IRCTC, this will be finalised with JS (A).
2.	<b>Rotational Transfer Policy</b>	It was intimated that transfer orders have been issued after reviewing the cases of employees who were due for transfer. The representatives of the Union, however, raised the following points:-  (i) That instead of criteria of 5 years tenure in a post for transfer, 3 years tenure in a sensitive post be applied;  (ii) After transfer orders are issued, they are not implemented in toto;

		<p>(iii) There should be match of capability of an employee with that of the post against which he is posted;</p> <p>(iv) Employees being posted in cash and administration sections should be imparted training on HRMS module and other job requirements.</p> <p>JS (A) informed that process to identify sensitive posts has already been initiated and this will be finalised at the earliest and then the cases of employees posted on these posts will be considered for transfer. As regards the match of capability of an employee with the post against which he is posted, it was assured that this will be taken into consideration at the time of deciding posting of employees. As regards training of employees, it was decided that one person from TCS will be available once in a week to start with to assist and guide the employees posted in cash and administration sections or wherever there is requirement for such assistance.</p>
3.	<b>Filling up of vacant posts</b>	<p>It was informed that necessary action is being taken to fill up the vacancies and the issue for providing man power is being taken up at the highest level with DOP&amp;T and other cadre controlling authorities. The representatives of the Union brought out the following points:</p>

		<p>(i) Appointment of a regular MTS employee for the job of Gestetner operator and Caretaker;</p> <p>(ii) The vacancies in the Library to be filled up.</p> <p>As regards appointment of regular MTS on the post of Gestetner operator and Caretaker, it was decided that these posts will be circulated and willing employees will be considered for these posts.</p> <p>As regards the vacancies in the Library, the posts will be filled up as per Recruitment Rules.</p>
4.	<b>Constitution of Benevolent Fund</b>	<p>It was decided to set up a Benevolent Fund. It was informed that the contribution towards the Benevolent Fund per employee member is Rs. 20 per year and Government contribution is Rs. 1 per sanctioned post per year. It was decided that though the contribution is too small however, the fund may be set up and necessary increase in the contribution may be considered later on keeping in view the practices prevailing in other Ministries / Departments.</p>
5.	<b>Appointment on compassionate ground</b>	<p>It was brought to notice that the cases of compassionate appointments are being considered as per DOP&amp;T's guidelines. However, the matter will be taken up with other Ministries/Departments where such</p>

		appointments have been made and modalities will be found out so that such appointments can also be effected in the Ministry.
6.	<b>CGHS facility in office premises</b>	A strong need for CGHS dispensary in Shastri Bhavan was felt and JS (A) informed that he is taking up the matter with Additional Secretary & DG, CGHS, Ministry of Health.
7.	<b>Timely filling up of ACR/APAR of employees</b>	Director (KG) informed that they have reviewed the position of ACR/APAR of all the employees in the Ministry and where the ACRs are missing / not traceable, such employees will be asked to submit their self appraisal to the reporting/reviewing officers. In case no reports are received then the NRC will be added in their ACR/APAR dossiers. Vigilance Section will issue circulars to all the employees asking them to submit a copy of their self appraisal to the Vigilance Section while submitting it to their reporting officers. Vigilance Section will monitor and pursue with the reporting/reviewing officers for timely writing of ACR/APAR of employees.
8.	<b>Preparation of Seniority List of staff</b>	It was informed that seniority lists of staff have been prepared and circulated.
9.	<b>Stopping of pay against rules by an Under Secretary</b>	It was decided that this matter has already been discussed number of times and no further deliberations on this issue are required as staff council need not deliberate on individual cases. This may be dropped.

10.	<b>Space for Office Council</b>	DS (BKM) was asked to look into this matter and take up the matter with CPWD for additional allotment of space so that some space could be made available to the Office Council.
11.	<b>Revival of Recreation Club</b>	It was decided to review the Recreation Club. In this regard, Shri Charanjeet Singh Bindra, an ex- employee of the Ministry who was looking after the work relating to Recreation Club was approached for tracing the old records. Shri Bindra is likely to come to office in a couple of days and thereafter the matter will be processed further.
12.	<b>Holding of meeting of Office Council on regular basis</b>	JS (A) directed that the meeting of the Office Council will be conducted on regular basis i.e. on quarterly basis.
13.	<b>Issue of Office Bag/Towel to the employees up to the level of UDC</b>	It was decided that bags and towels will be provided to the employees up to the level of UDC.
14.	<b>Creation of Welfare Section</b>	It was decided that functioning of Welfare Section in other Ministries will be studied and on their pattern, a proposal for creation of posts for Welfare Section will be moved.