

Minutes of the Meeting of the Internal Committee for Cadre Review to discuss the proposals submitted by Stakeholders/Associations/Union for Cadre Review of various cadres held on 01.04.2022 under the Chairpersonship of Dean (Academic) at Dean's Committee Room, Academic Section, AIIMS, New Delhi.

The meeting of Internal Cadre Review Committee was held on 01.4.2022 at 03:00 PM in the Dean's Committee Room to discuss the proposals submitted by Stakeholders/Associations/Union for Cadre Review of various cadres at AIIMS, New Delhi. The composition of the committee is as under:-

- | | | | |
|----|--|---|------------------|
| 1. | Dr. Neena Khanna Dean (Academic) | : | Chairperson |
| 2. | Dr. D.K. Sharma Medical Superintendent | : | Member |
| 3. | Sh. Neeraj Kumar Sharma Sr. Financial Advisor | : | Member |
| 4. | Dr. R. Gopinath Deputy Secretary | : | Member |
| 5. | Dr. Sanjay Kumar Arya Prof. In-Charge, Recruitment Cell | : | Member |
| 6. | Sh. Deo Nath Sah Chief Administrative Officer | : | Member |
| 7. | Sh. B.S. Gill Sr. Administrative Officer | : | Member Secretary |

All the above were present in the meeting.

The proposals for Cadre Review of the following cadres were discussed at length keeping in view the aforementioned facts during the meeting held on 01-04-2022:-

- i. Cadre of Radiology
- ii. Cadre of Pharmacist
- iii. Cadre of Laundry
- iv. Cadre of Cafeteria
- v. Cadre of Morgue Attendant
- vi. Cadre of Hospital Attendants

At the outset, the committee recalled that in the meeting of the Internal Committee for Cadre Review held on 14.02.2022, the need to bring uniformity in the pay scales, recruitment rules and nomenclatures of all technical cadres was felt and it was suggested to carry out comparative analysis, so that uniformity could be adhered to while making recommendations in respect of all such technical cadres in existence. To this effect, an exercise was carried out and the same was placed in the meeting of the Committee held on 28.02.2022 and prima facie thirteen (13) cadres were identified as technical cadres. A detailed deliberation on the issue was held on that date wherein it was unanimously agreed to adopt uniform cadre structure for such technical cadres. Broadly, it was suggested by the Committee that the ideal cadre structure would consists of key parameters as depicted hereunder:-

- i. Each such cadre to have four tier structures
- ii. Nomenclature starting with entry level post of Junior Technical Officer, Technical Officer, Senior Technical Officer and Chief Technical Officer.
- iii. The specialty to be mentioned in brackets e.g. optometry, radiology so on.
- iv. Pay Level in the pay matrix to be start from Level-6 for entry level post, Level-7, Level-8 and for top level post Level-10.

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In addition to above, the Committee meeting held on 01.04.2022 suggested that:

- a. The four layer cadre pyramid to be in the proportion of 8:4:2:1.
- b. The five layer cadre pyramid to be in the proportion of 16:8:4:2:1.
- c. The six layer cadre pyramid to be in the proportion of 32:16:8:4:2:1.

After detailed discussion and deliberation along with the stakeholder(s), the following are the decisions on the issue:-

1. CADRE OF RADIOLOGY

The Committee noted that earlier the proposal of Radiology Cadre was considered by the Committee in its meeting held on 23.11.2021 and in compliance to Committee's directives, the specific comments/opinion of the cadre controlling authorities on the substantial change in strength, pay scale and nomenclature of the cadre posts etc. were obtained. Also, the Officers Association of AIIMS, New Delhi was asked to offer their comments. Hence, the comments/opinion so received from the all these controlling authorities / officers association were considered and deliberated in depth by the Committee but the Committee observed that the same are at variance.

The committee observed that (i) there is a pay anomaly in the existing cadre of Radiology at the level of Technical Officer (Radiology) and Senior Technical Officer (Radiology) as both posts are carrying the identical pay Level-7 and (ii) the substantial increase in the sanctioned strength, change in nomenclature, induction of new entry level post and enhancement in pay levels has been proposed.

After due deliberation along with stakeholder (s) and keeping in view the policy devised in respect of the technical cadres, the Committee unanimously agreed and recommended the proposal in respect of the Radiology Cadre as hereunder:-

| Existing Cadre of Radiology | | | | Recommendation of the Internal Cadre Review Committee in r/o Cadre of Radiology | | |
|---|--|---------------------|-------------------|---|-------------------|--------------|
| Sl. No. | Existing Name of posts and Pay Level | Mode of Recruitment | Existing Strength | Proposed Nomenclature | Proposed Strength | Level of Pay |
| 1. | Technician Radiology Level-6 | 100% by direct | 135 | Junior Technical Officer (Radiology) | 163 | Level-6 |
| 2. | Technical Officer (Radiology) Level-7 | 100% promotion | 50 | Technical Officer (Radiology) | 81 | Level-7 |
| 3. | Senior Technical Officer (Radiology) Level-7 | 100% promotion | 24 | Senior Technical Officer (Radiology) | 41 | Level-8 |
| 4. | Chief Technical Officer (Radiology) Level-10 | 100% promotion | 13 | Chief Technical Officer (Radiology) | 20 | Level-10 |
| | | Total | 222 | | 305 | |
| Note: Proposed sanctioned strength scattered in the proportion/ratio as devised by Internal Committee for Cadre Review viz. 8:4:2:1 being 4 tier cadre. | | | | | | |

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. However, the recruitment rules for the proposed entry level post of Junior Technical Officer (Radiology) would continue to be the same.

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2. CADRE OF PHARMACY

The Committee noted that the proposal of Pharmacy Cadre was earlier discussed and considered in its meeting held on 25.11.2021. In that meeting it was decided to obtain analytical opinion/comments of the Controlling Authority with respect to increase/decrease of posts and cadre structure of Pharmacy. Accordingly, the comments/opinion of the controlling authority was obtained and a revised proposal with incorporation/suggestion of the Medical Superintendent (i.e. controlling authority) was again placed before the Committee in its meeting held on 01.04.2022 for consideration.


After considering all aspects relating to the cadre and comments/opinion received from the Medical Superintendent and due deliberation along with stakeholder(s), the Committee in its meeting held on 01.04.2022 unanimously agreed to the change of nomenclature, amendment in recruitment rules, upgradation of pay levels at different level and increase in overall sanctioned strength of the Pharmacy Cadre. The recommendations of the Committee were as under:-

| Existing Cadre of Pharmacy | | | | Recommendation of the Internal Cadre Review Committee in r/o Cadre of Pharmacy | | | |
|---|---|---|-------------------|--|---|-------------------|--------------|
| Sl. No. | Existing Name of posts and Pay Level | Mode of Recruitment | Existing Strength | Proposed Nomenclature | Mode of Recruitment | Proposed Strength | Level of Pay |
| 1. | Pharmacist Grade-II Level-5 (NFSG on completion of 2 years of regular service in Level-6) | 100% by direct | 33 | Junior Pharmacy Officer | 100% by direct | 33 | Level-6 |
| 2. | Pharmacist Grade-I Level-6 | 100% promotion, failing which by direct recruitment | 12 | Pharmacy Officer | 100% promotion, failing which by direct recruitment | 17 | Level-7 |
| 3. | Senior Pharmacist / Manufacturing Pharmacist Level-6 | 100% promotion, failing which by direct recruitment | 03 | Senior Pharmacy Officer | 100% promotion, failing which by direct recruitment | 8 | Level-8 |
| 4. | Chief Pharmacist Level-7 | 100% promotion | 02 | Chief Pharmacist | 100% promotion | 4 | Level-10 |
| | | Total | 50 | | | 62 | |
| Note: Proposed sanctioned strength scattered in the proportion/ratio as devised by Internal Committee for Cadre Review viz. 8:4:2:1 being 4 tier cadre. | | | | | | | |

The Committee also agreed to the revision of essential educational qualification for the proposed entry level post of Junior Pharmacy Officer in pay level as Bachelor of Pharmacy with 2 years of experience in dispensing.

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard.

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3. CADRE OF LAUNDRY

The committee had discussion on several aspects relevant to the cadre at length along with the stakeholder(s) by taking into consideration existing as well as proposed proposal of Laundry submitted by the Medical Superintendent, the recommendations of the Committee were as under:-

| Existing Cadre of Laundry | | | | Recommendation of the Internal Cadre Review Committee in r/o Laundry Cadre | | | |
|---|--------------------------------------|---|-------------------|---|--|-------------------|--------------|
| Sl. No. | Existing Name of posts and Pay Level | Mode of Recruitment | Existing Strength | Proposed Nomenclature | Mode of Recruitment | Proposed Strength | Level of Pay |
| 1. | Laundry Attendant Level-1 | 100% by direct recruitment | 12 | The laundry services have already been outsourced for over a decade ago and the services of regular incumbents are being utilized in other areas of the Institute. No fresh recruitment is taking place for a long. Hence, these posts were identified as dying posts by the Committee. However, the existing incumbents to be adjusted or given promotion in the next cadre hierarchy as per existing recruitment rules till they vacate the post by way of retirement/resignation or other reason etc. | | | |
| 2. | Laundry Operator Grade-III Level-1 | 25% by promotion 75% by direct recruitment | 4 12 | | | | |
| 3. | Laundry Operator Grade-II Level-2 | 100% by promotion | 8 | | | | |
| 4. | Laundry Operator Grade-I Level-2 | 100% by promotion | 3 | | | | |
| 5. | Assistant Laundry Supervisor Level-4 | 100% by promotion | 6 | Assistant Laundry Supervisor | 100% by direct recruitment | 6 | Level-4 |
| 6. | Laundry Supervisor Level-5 | 100% by promotion | 2 | Laundry Supervisor | 100% by promotion, failing which by direct recruitment or deputation | 3 | Level-5 |
| 7. | Laundry Manager Level-6 | 100% by promotion | 3 | Laundry Manager | 100% by promotion, failing which by direct recruitment or deputation | 1 | Level-6 |
| 8. | ---- | -- | -- | Chief Laundry Manager | 100% by promotion, failing which by direct recruitment or deputation | 1 | Level-7 |
| | | | | | Total | 1 1 | |
| Note: Proposed sanctioned strength scattered in the proportion/ratio as devised by Internal Committee for Cadre Review viz. 8:4:2:1 being 4 tier cadre. | | | | | | | |

Further, the Committee suggested the essential qualification for the post of Assistant Laundry Supervisor and Chief Laundry Manager as under:-

1. Assistant Laundry Supervisor : In case of Promotion

Ten (10) years of combined regular service in the grade of Laundry Operator Grade-II and Laundry Operator Grade-I.

In case of Direct Recruitment /Deputation

Diploma of Mechanical Engineering or Diploma in Dry Cleaning / Laundry Technology with at least one (1) year of working experience in a laundry processing over 500 kgs. of linen / day or experience of working as a laundry operator with at least three (3) years of regular service in the grade.

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2. Chief Laundry Manager

: In case of Promotion

Laundry Manager with five years of regular service in the grade.

In case of Direct Recruitment / Deputation

Degree of Mechanical Engineering

OR

Diploma in Dry Cleaning / Laundry Technology with ten (10) years of working experience in a laundry processing over 500 kgs of linen / day OR working experience as a Laundry Manager with at least 8 years of regular service in the grade.

4. CADRE OF CAFETERIA

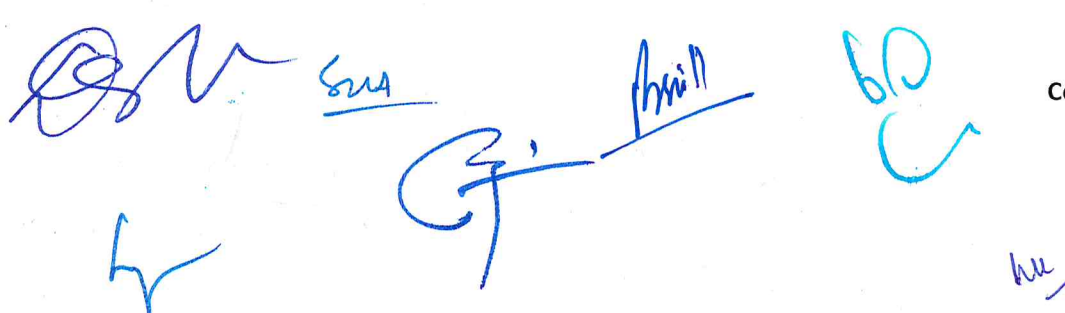
The committee had discussion on several aspects relevant to the cadre at length and the key observations/recommendations of the Committee were as hereunder:-

- i. The Committee felt the need for revision of the essential educational qualification for the post of Deputy General Manager (Cafeteria) in the line of specialty.
- ii. The Committee observed that the educational qualification for the post of Deputy General Manager (Cafeteria) is under consideration of the administration separately and on the finality of the same the recruitment rules may be finalized to this post.
- iii. The Committee suggested upgradation of the pay level in r/o the post of General Manager (Cafeteria) and the mode of recruitment shall be 100% by promotion failing which by deputation.

5. CADRE OF MORGUE ATTENDANT

The Committee had considered the proposal of Morgue Attendant submitted by the Faculty-in-Charge (Mortuary) and after detailed deliberation, the committee observed that:-

- i. The services related to this cadre have already been outsourced and no fresh recruitment is taking place for a long.
- ii. The post of Morgue Attendant Grade-II had been recommended for merger with the post of Morgue Attendant Grade-I.

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- iii. The Committee had discussed on the several issues related to the cadre including job profile of these personnel and conditions under they work.
- iv. The Committee observed that these personnel are not having much financial upgradation/promotional avenues.

Therefore, the Committee had considered view on the proposal and recommended the Cadre of Morgue Attendants as hereunder:-

| Existing Cadre of Morgue Attendants | | | | Recommendation of the Internal Cadre Review Committee in r/o Cadre of Morgue Attendants | | | |
|-------------------------------------|--------------------------------------|---------------------|-------------------|---|---------------------|-------------------|--------------|
| Sl. No. | Existing Name of posts and Pay Level | Mode of Recruitment | Existing Strength | Proposed Nomenclature | Mode of Recruitment | Proposed Strength | Level of Pay |
| 1. | Postmortem Attendant Level-1 | 100% by direct | 7 | Morgue Attendant Grade-I | 100% by Promotion | 8 | Level-3 |
| 2. | Morgue Attendant Grade-II Level-2 | 100% promotion | 5 | Morgue Assistant | 100% promotion | 5 | Level-5 |
| 3. | Morgue Attendant Grade-I Level-3 | 100% promotion | 3 | Morgue Supervisor | 100% promotion | 2 | Level-6 |
| | | Total | 15 | | Total | 15 | |

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard.

6. CADRE OF HOSPITAL ATTENDANTS

The Committee had considered the proposal of Hospital Attendant suggested by the Medical Superintendent as well as the demands/apprehensions of the Karamachari Union with regard to this cadre were taken into consideration and deliberated in depth.

It was observed by the Committee that the services of Hospital Attendants have already been outsourced and no fresh / new recruitment is taking place for a long period.

The Committee unanimously agreed to recommend the cadre of Hospital Attendant in the line of the Committee with respect to the cadre of Office Attendants which was considered and recommended in its meeting held on 20.10.2021.

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In view of the above, the recommendations of the Internal Committee for Cadre Review would reflect as under:-

| Existing Cadre of Hospital Attendant | | | | Recommendation of the Internal Cadre Review Committee in r/o Cadre of Hospital Attendants | | |
|--|------------------------------|--------------|--------------|---|--------------|--------------|
| Sl. No. | Existing Name of posts | Level of Pay | No. of Posts | Proposed Nomenclature | No. of Posts | Level of Pay |
| 1. | Hospital Attendant Grade-III | Level-1 | 493 | Hospital Attendant Grade-III | 439 | Level-1 |
| 2. | Hospital Attendant Grade-II | Level-1 | 194 | Hospital Attendant Grade-II | 204 | Level-3 |
| 3. | Hospital Attendant Grade-I | Level-2 | 52 | Hospital Attendant Grade-I | 82 | Level-4 |
| | | | 739 | | 725 | |
| Note: Proposed strength has been increased / decreased at different levels in the hierarchy is on the line of such change in the cadre of Office Attendant proposed by Cadre Review Committee in its meeting held on 20.10.2021. | | | | | | |

The meeting ended with a vote of thanks to the Chair.



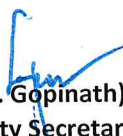
(B.S. Gill)
Senior Administrative Officer



(D.N. Sah)
Chief Administrative Officer



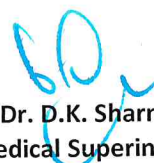
(Dr. Sanjay Kumar Arya)
Professor-Incharge, Rectt. Cell



(Dr. R. Gopinath)
Deputy Secretary



(Neeraj Kumar Sharma)
Senior Financial Advisor



(Dr. D.K. Sharma)
Medical Superintendent



(Dr. Neena Khanna)
Dean (Academic)
