

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 15.06.2022 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 15.06.2022 at 11:00 AM 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:-

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| 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. Praveen Vashist
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 except Dr. R. Gopinath, Deputy Secretary.

The proposals for Cadre Review in respect of the following cadres were discussed at length during the meeting held on 15-06-2022:-

- i. Cadre of Administration
- ii. Cadre of Health Workers
- iii. Cadre of Secretarial
- iv. Cadre of Medical Record Technician
- v. Cadre of Radiotherapy

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

1. CADRE OF ADMINISTRATION

At the outset, the Committee noted that earlier the cadre review proposal of the Cadre of Administration was considered twice by the Committee in its meeting held on 03.11.2021 and 07.02.2022 and the minutes of the previous meetings with respect to this cadre were perused by the Committee in detail. The committee recalled that in its meeting held on 07.02.2022 it was desired to work out a detailed justification regarding deployment of the increased strength from the level of AAO to CAO and incorporate the same in the proposal. In this regard, the reply dated 14.05.2022 from the Officers Association of AIIMS with respect to the justification of increased strength was perused by the Committee.

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Further, the Committee was briefed about the number of staff hired on outsource basis and the deployment of proposed increased strength in the Administrative Cadre. The Committee was satisfied with the proposed increased in sanctioned strength at different levels and such increase was agreeable to the Committee.

Also, the committee observed that there are no explicit guiding instructions/guidelines available with regard to setting up a particular cadre. After considered view and due deliberation, the Committee unanimously suggested / agreed to the following with regard to this cadre:-

- i. Leave/Training reserve to the tune of 25% at the level of Assistant Administrative Officer
- ii. The post of Assistant Administrative Officer to be placed in the Level-8 plus after completion of four (4) years of regular services in the grade, NFSG shall granted in Level-10.
- iii. The committee suggested enhancing the educational qualification for the proposed entry level post from existing 12th pass to graduation for all three modes of recruitment to the post.
- iv. The committee recommended that there is need to have provision of mandatory mid career training course from ISTM, New Delhi in the prescribed recruitment rules for promotion at every level.

Accordingly, the Committee having considered view of all the relevant factors to this Cadre has recommended the Cadre of Administration as hereunder:-

Existing Administrative Cadre				Recommendation of the Internal Cadre Review Committee in r/o the Administrative 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	Mode of Recruitment
1.	Junior Administrative Assistant Level-2	65% by Direct Recruitment 20% by Group 'C' Employees 15% by Promotion from Office Attendants	231	Senior Administrative Assistant	740	Level-6	100% by Direct Recruitment
2.	Senior Administrative Assistant Level-4 [Plus NFSG in Level-6 on completion of 5 years of regular service in the grade]	75% by Promotion 25% by LDCE					
3.	Junior Administrative Officer Level-6	100% by Promotion	130	Junior Administrative Officer Level-6	236	Level-7	100% by Promotion
4.	Assistant Administrative Officer Level-7	100% by Promotion	56	Assistant Administrative Officer Level-7	78	Level-8 [Plus NFSG in Level-10 on completion of four (04) years of regular service in the grade]	100% by Promotion
5.	Administrative Officer Level-10	100% by Promotion	16	Administrative Officer Level-10	22	Level-11	100% by Promotion
6.	Senior Administrative Officer Level-11	100% by Promotion	04	Senior Administrative Officer Level-11	06	Level-12	100% by Promotion
7.	Chief Administrative Officer Level-12	100% by Promotion	01	Chief Administrative Officer Level-12	02	Level-13	100% by Promotion
		Total	625		1084		

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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. The recruitment rules for the proposed entry level post of Senior Administrative Assistant shall be as hereunder:-

- i. Graduation from a recognized University.
- ii. A typing speed of 35 w.e.f. in English or 30 w.p.m. in Hindi (only on computer)

Besides, the Committee observed that the Accounts Cadre and Stores Cadres are sharing the common feeder manpower and opined that parallelly these cadres may also be considered in the line of Administrative Cadre.

2. CADRE OF HEALTH WORKERS

The committee had a detailed discussion on the proposal of cadre review of Health Workers along with the stakeholders. The Committee had considered the comments/opinion received from the Controlling Authorities. By taking into consideration all the aspects relevant to this cadre, the Committee unanimously agreed to the cadre of Health Workers and recommended four tier cadre structure as hereunder:-

Existing Cadre of Health Workers				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Health Workers			
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.	Multipurpose Worker Level-4	100% by direct	33	Multipurpose Health Worker	100% by Direct Recruitment	33	Level-5
2.	Health Assistant Level-5	100% promotion	13	Health Assistant	100% by Promotion	15	Level-6
3.	Health Educator Level-6	100% promotion	07	Health Educator	100% by Promotion	07	Level-7
4.	----			Senior Health Educator	100% by Promotion	03	Level-10
		Total	53			58	

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. The recruitment rules for the proposed entry level post of Multipurpose Health Worker shall be as hereunder:-

- i) 12th Science
- ii) Certificate of Auxiliary Nurse & Midwife (ANM) from a recognized Board as per syllabus prescribed by the Central Board of Secondary Education or its equivalent and Indian Nursing Council. Must be registered as Auxiliary Nurse Midwife with recognized State Nursing Council.

OR

- i) 12th Science
- ii) Multipurpose Health Worker Course from a recognized Institute/School/Board.

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3) CADRE OF SECRETARIAL

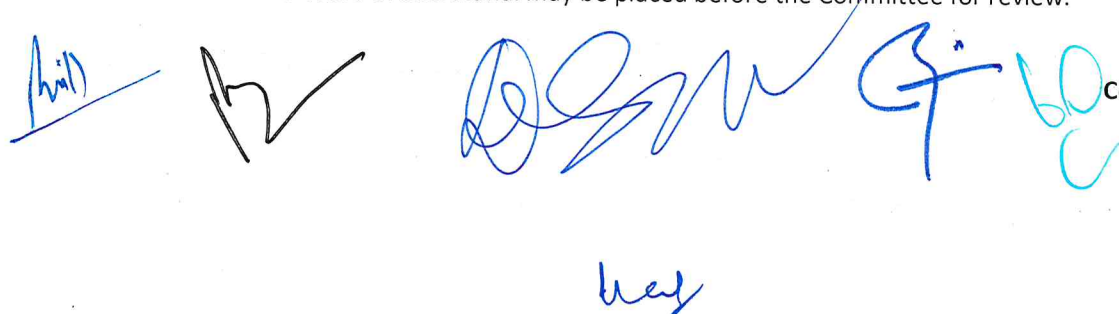
At the start, the Committee recalled that this cadre was discussed earlier in its meeting held on 01.11.2021 and 07.02.2022. The Committee in its meeting held on 07.02.2022 observed that proposed increase in the number of posts at each level appears to be very high and as per mandate of the Committee stakeholders were asked to resubmit a revised proposal with justification for projection of increased number of posts in accordance with the norms laid down for secretarial assistance at the Institute. It was also suggested by the Committee that FAIIMS and Officers Association of AIIMS may be approached to provide for actual requirement for regular secretarial staff in view of the technological changes over the period of time. Accordingly, the FAIIMS and Officers Association of AIIMS as well as stakeholders were approached in this regard.

The comments/opinion received from the FAIIMS dated 31.03.2022 and Officers Association of AIIMS dated 09.05.2022 were brought to the notice of the Committee. The Committee was also apprised of the revised proposal of cadre review submitted by the stakeholders/Officers Association of AIIMS which is depicted as hereunder:-

Existing Secretarial Cadre				Proposed Secretarial Cadre by Stakeholders				
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Mode of Recruitment	Earlier Proposed Strength	Revised Proposed Strength	Level of Pay	Mode of Recruitment
1.	Stenographer Level-4 [Plus NFSG in Level-6 on completion of 5 years of regular service in the grade]	66.6% by Direct Recruitment 33.33. LDCE	89 44	No Change	600	150	As Existing	95% by Direct Recruitment 5% by LDCE failing which by Direct Recruitment
2.	Personal Assistant Level-7	50% by Promotion 50% by LDCE	38 37	No Change	300	100	As Existing	75% by promotion 25% by LDCE
3.	Private Secretary Level-8 [Plus NFSG in Level-10 on completion of 5 years of regular service in the grade]	50% by Promotion 50% by LDCE	24 24	No Change	285	80	As Existing	66.6% by promotion 33.33 by LDCE
4.	Principal Private Secretary Level-11	100% by Promotion	08	No Change	60	30	As Existing	100% by Promotion
5.	----			Senior Principle Private Secretary	12	6	Level-12	100% by Promotion
6.				Principal Staff Officer	2	2	Level-13	100% by Promotion
		Total	264		1259	368		

It was observed that the aforementioned proposal was agreeable to both the FAIIMS and Officers Association of AIIMS.

In view of the position depicted above, the Committee unanimously decided to re-examine the revised cadre review proposal of the Secretarial in terms of the norms available at the Institute and since pay parity has been conferred to this cadre thus recruitment rules shall be in accordance with the CSSS. After examination the cadre of Secretarial may be placed before the Committee for review.

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4. CADRE OF MEDICAL RECORD TECHNICIAN

The Committee was apprised that this cadre was discussed earlier in its meetings held on 12.11.2021 wherein it was opined by the Committee that method of recruitment for the post of Medical Record Technician to be 50% by direct recruitment and 50% by promotion from HA & SA working in Medical Record Section. It was administratively pointed out that restricting 50% promotion to certain group of HA & SA working in Medical Record Section would happen to be unjustified to those HA & SA working in other areas of the hospital. Besides, in the meanwhile, representations were received from some incumbents of the cadre proposing Medical Record Cadre which was at variance to that of proposal of cadre review considered by the Committee. To this effect, the Competent Authority of this Institute decided to place these issued relevant to this cadre before Committee for its consideration and review.

The Committee had discussion on several aspects relevant to the cadre at length and after due deliberation along with the stakeholders as well as keeping in view different proposal received from some incumbents, the Committee unanimously recommended five tier cadre structure for Medical Records as hereunder:-

Existing Cadre of Medical Records				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Medical Records			
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature	Proposed Strength	Level of Pay	Mode of Recruitment
1.	Medical Record Attendant Grade-II Level- 1	100% by Promotion/Transfer	1	The services of these posts have already been outsourced and being dying posts, the same shall stand abolished upon vacation of the same by the existing incumbents.			
2.	Medical Record Attendant Grade-I Level-2	100% promotion	13				
3.	Medical Record Technician Level-4	100% promotion/Transfer	65	Medical Record Technician	64	Level-5	75% by Direct Recruitment 25% by Promotion failing which by Direct Recruitment
4.	Junior Medical Record Officer Level-5	100% by Promotion	12	Junior Medical Record Officer	30	Level-6	100% by Promotion
5.	Medical Records Officer Level-6	100% by Promotion	7	Medical Record Officer	10	Level-7	100% by Promotion
6.	Senior Medical Record Officer Level-7	100% by Promotion	3	Senior Medical Record Officer	4	Level-8	100% by Promotion
7.	Chief Medical Record Officer Level-8	100% by Promotion	2	Chief Medical Record Officer	2	Level-10	100% by Promotion
		Total	103		110		

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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. The recruitment rules for the proposed entry level post of Medical Records Technician shall be as hereunder:-

For 75% by Direct Recruitment

- (i) 12th Science and
- (ii) Diploma in Medical Record Techniques from a recognized Institute / Board.

For 25% by Promotion (failing which by Direct Recruitment)

Sanitary Attendant (SA)/Hospital Attendant (HA), irrespective of grade, with 10 years working experience in the Medical Record Section.

5. CADRE OF RADIOTHERAPY

The Committee was apprised that this cadre was discussed earlier in its meetings held on 23.11.2021 wherein it was opined by the Committee to obtain specific comments/opinion of the cadre controlling authorities' (viz. Head of the respective departments) on the all aspects having relevance with reference to impact of the proposal submitted by Officers' Association of AIIMS on the substantial change in strength at different levels, recruitment rules for promotion in next level post in cadre hierarchy, pay scale and nomenclature of the cadre posts. As well as duties and responsibilities performed by the incumbents at different level of posts. Further, it was opined to obtain detailed justification from the Officers' Association of AIIMS with reference to significant change in strength at different levels, pay scale and change in nomenclature etc. Accordingly, all concerned were approached in this regard and on receipt of inputs from the concerned, proposal of cadre review in respect of the cadre of Radiotherapy was placed before the Committee on 15.06.2022 for its review, as per its mandate.

The Committee considered all the inputs so received and had deliberated on several aspects relevant to the cadre at length along with the stakeholders. Further, it was apprised to the Committee that a proposal regarding amendment and elimination of anomalies in pay structure of the cadre of Radiotherapy is under active consideration of the Ministry of Health & Family Welfare, Government of India vide this office letter No.F.12-32/2020-Estt.(RCT) dated 14.02.2022 (Annexure-I) and response from the Ministry is awaited.

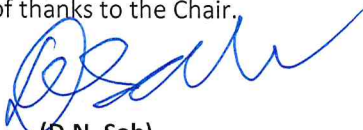
In the light of the above, the Committee decided to examine the Cadre of Radiotherapy in accordance with the proposal under consideration with the Ministry and in term of the policy devised by the Internal Committee for Cadre Review with regard to structure of cadre, level of pay etc. Accordingly, the same could be placed before the Committee in the ensuing meeting for review.

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



(B.S. Gill)

Senior Administrative Officer



(D.N. Sah)

Chief Administrative Officer

(Dr. Praveen Vashist)

Professor-Incharge, Rectt. Cell



(Neeraj Kumar Sharma)

Senior Financial Advisor



(Dr. D.K. Sharma)

Medical Superintendent



(Dr. Neena Khanna)

Dean (Academic)
