

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 07.11.2022 under the Chairmanship of Dean (Academic) at Dean's Committee Room, Academic Section, AIIMS, New Delhi.

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The meeting of Internal Cadre Review Committee was held on 07.11.2022 at 02:00 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:-

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|----|--|---|------------------|
| 1. | Prof. Subrata Sinha<br>Dean (Academic)                   | : | Chairman         |
| 2. | Dr. D.K. Sharma<br>Medical Superintendent                | : | Member           |
| 3. | Sh. Neeraj Kumar Sharma<br>Sr. Financial Advisor         | : | Member           |
| 4. | Dr. R. Gopinath<br>Deputy Secretary                      | : | Member           |
| 5. | Dr. Praveen Vashist<br>Prof. In-Charge, Recruitment Cell | : | Member           |
| 6. | Sh. Deo Nath Sah<br>Chief Administrative Officer         | : | Member           |
| 7. | Sh. Rajender Singh<br>Administrative Officer (Rectt.)    | : | Member Secretary |

The proposals for Cadre Review in respect of the following cadres were discussed at length during the meeting:-

- i. Cadre of Public Relations
- ii. Cadre of Cafeteria
- iii. Dietetics Support Services Cadre (Masalchi Bearer, Cook and Steward)
- iv. Cadre of Sanitary Attendants
- v. Cadre of PHN
- vi. Cadre of Veterinary Officers

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

#### 1. CADRE OF PUBLIC RELATIONS

At the outset, the Committee was apprised that earlier the cadre review proposal of the Cadre of Public Relations was considered / discussed by the Committee in its meeting held on 08.11.2021. The committee perused the recommendations/minutes of the previous Committee meetings in respect of Public Relations Cadre in depth.

In view of the aforementioned facts/records and upon detailed deliberation, having considered view of the inputs/facts having relevance to this cadre and guiding rules in this regard, the Internal Committee for Cadre Review unanimously agreed to recommend the cadre of Public Relations as under:-

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Existing Cadre of Public Relations					Recommendations of the Cadre of Internal Committee for Cadre Review in respect of Public Relation Cadre			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1	Receptionist	100% by Direct	Level-5	20	Public Relations Executive	100% by Direct	13	Level-7
2	Junior Reception Officer	100% Promotion	Level-6	7	Assistant Public Relation Officer	100% Promotion	6	Level-8
3	Asst. Public Relation Officer	100% Promotion	Level-7	3	Deputy Public Relations Officer	100% Promotion	3	Level-10
4	Public Relation Officer	100% Deputation	Level-11	1	Chief Public Relations Officer	100% Deputation	1	Level-11
			<b>Total</b>	<b>31</b>			<b>23</b>	

In addition, 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 extant DoPT guidelines in this regard.

The recruitment rules for the proposed entry level post of Public Relations Executive shall be as hereunder:-

1. Masters Degree in Mass Communication & Journalism from a recognized University/Institution.

The Committee was apprised that the extant recruitment rules attached to the all non-faculty posts are silent about the duties and responsibilities at the AIIMS, New Delhi. To this effect, the Committee has taken cognizance view of this issue and its meeting held on 14.03.2022, it was decided to frame and incorporate the duties and responsibilities in the recruitment rules attached to the various non-faculty posts after following the due process by obtaining comments/suggestion on the draft duties and responsibilities draft report devised by M/s Deloitte from the concerned controlling authorities.

The Committee deliberated with the stakeholders and noted that the incumbents of the Public Relations Cadre are persistently demanding for framing of duties and responsibilities and allocation of work accordingly. The Committee considered the proposal on duties & responsibilities of the incumbents of the Public Relations Cadre and also reviewed the responsibilities mentioned in the draft report of M/s Deloitte.

After detailed discussion, the Committee in its meeting held on 07.11.22 suggested the duties and responsibilities with respect to the Cadre of Public Relations as under:-

Sl.No.	Name of Posts	Duties & Responsibilities
1	Public Relation Officer	<ul style="list-style-type: none"> <li>* To liaison between the media and AIIMS and facilitate media interactions with faculty / scientists / researchers;</li> <li>* To coordinate with appropriate media agents / agencies for the purchase of advertising space;</li> <li>* To undertake production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.</li> <li>* To have knowledge about the internal workings of the Institute and must be aware of its strategic objectives and maintain desired image of the Institute.</li> <li>* To prepare and disseminate press releases and holding press conferences in relation to academic activities and research activities etc.</li> </ul>
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		<ul style="list-style-type: none"><li>* To field questions about new services, exciting developments and advances in treatment options, expansion efforts, cutting-edge equipment, specialties and high-profile medical trials and undertakings.</li><li>* To give media coverage of academic activities through newspapers, Door Darshan, All India Radio and various TV channels and web portals.</li><li>* To supervise the functioning of the subordinate staff and ensure team work in a way for the attainment of goals set by the Institute.</li><li>* To address public grievances through the complaint/suggestion boxes and Institute website.</li><li>* To present grievances to the committee and process these through various departments as Convenor of Public Grievances Redressal Committee every year.</li><li>* Any other duties &amp; responsibilities as assigned by the higher/competent authorities from time to time.</li></ul>
2	Asst. Public Relation Officer	<ul style="list-style-type: none"><li>* To liaison between the media and AIIMS and facilitate media interactions with faculty / scientists / researchers; coordinate with appropriate media agents / agencies for the purchase of advertising space; undertake production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.</li><li>* To have knowledge about the internal workings of the Institute and must be aware of its strategic objectives and maintain desired image of the Institute.</li><li>* Any other duties &amp; responsibilities as assigned by the higher/competent authorities from time to time.</li></ul>
3	Junior Reception Officer	<ul style="list-style-type: none"><li>* To scrutinize all national and local editions of important newspapers and periodicals and web portals &amp; channels and keep authorities informed on news concerning the Institute and different health issues through constant monitoring and collection of feedback.</li><li>* To ensure that newspapers, media clippings are scanned regularly for any news of importance or that represents the hospital in negative light for purposes of display or to bring to the notice of Hospital administration</li><li>* To assume responsibility of product, deliver and distribute in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.</li><li>* To have knowledge about the internal workings of the Institute and must be aware of its strategic objectives and maintain desired image of the Institute.</li><li>* Any other duties &amp; responsibilities as assigned by the higher/competent authorities from time to time.</li></ul>

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4	Receptionist	<ul style="list-style-type: none"><li>* To ensure scrutiny of newspapers, media clippings are scanned regularly for any news of importance or that represents the hospital in negative light for purposes of display or to bring to the notice of Hospital administration.</li><li>* To welcome patients and visitors in person or on telephone and answer or refer inquiries.</li><li>* To assist with production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.</li><li>* To coordinate/communicate with OPD (out patient department)/ IPD (in patient department) patients and outreach activities.</li><li>* To guide patient about hospital services/facilities available to patients and government.</li><li>* To educate patient &amp; attendants in OPD / IPD /Outreach about health care services</li><li>* To guide other volunteers in patient care areas</li><li>* Social Media management, as per direction/approval of higher authorities</li><li>* To help out in teleconsultation facility to the public/patient</li><li>* To help patient &amp; attendants in OPD/IPD/OT &amp; Outreach areas</li><li>* Any other duties &amp; responsibilities as assigned by the higher/competent authorities from time to time.</li></ul>
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**2. CADRE OF CAFETERIA**

At the outset, the Committee was apprised that earlier the cadre review proposal of the Cadre of Cafeteria was considered / discussed by the Committee in its meeting held on 01.04.2022. The committee perused the observation of the previous Committee meeting in respect of Cafeteria in depth. The Committee in its meeting held on 01.04.2022 expressed the need for change of educational qualifications in the line of specialty and upgradation of pay level of to these posts.

After having a detailed deliberation and by considering all the relevant facts into account, the committee unanimously agreed to the enhancement of educational qualification, upgradation of pay levels and recommended as under:-

Existing Cadre of Cafeteria					Recommendations of the Cadre of Internal Committee for Cadre Review in respect of Cafeteria Cadre			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1	Dy. General Manager	100% by direct	Level - 5	03	Dy. General Manager	100% by direct	03	Level - 6
2	General Manager	100% by promotion failing which by direct recruitment	Level - 6	01	General Manager	100% by promotion failing which by direct recruitment	01	Level - 7
			<b>Total</b>	<b>4</b>		<b>Total</b>	<b>4</b>	

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In addition, 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 extant DoPT guidelines in this regard. The recruitment rules for the proposed entry level post of Deputy General Manager shall be as hereunder:-

- i. Bachelor's Degree in Hotel Management / Hotel Management & Catering Technology / Hospitality and Hotel Administration from a recognized University.

**3. DIETETICS SUPPORT SERVICES CADRES**

Initially, the Committee was apprised that a proposal for rationalization of existing sanctioned strength and amendment in recruitment rules of Dietetics Support Services Cadres at the AIIMS, New Delhi is under consideration of the Ministry of Health & Family Welfare. The same was referred to the Ministry vide Institute letter No.F.8-3/2019-Estt.(RCT) dated 04.03.2022.

Further, the Committee observed that there is stagnation in promotion for the following Dietetics Supporting Services Cadres and the incumbents are stagnating for years. Apart from this, before getting any promotions they got financial upgradation under MACP and not having much financial upgradation/promotional avenues. Therefore, the Committee unanimously agreed to the upgradation of pay levels in line of proposal under consideration with the Ministry of Health & Family Welfare and recommended the following for the Cadres of Dietetics Support Services:-

<b><u>Cadre of Masalchi Bearer</u></b>								
Existing Cadre					Recommendations of the Cadre of Internal Committee for Cadre Review			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1.	Masalchi Bearer Gd.II	100% by direct	Level - 1	109	Masalchi Bearer Gd.II	100% by direct	65	Level - 1
2.	Masalchi Bearer Gd.I	100% by promotion	Level - 2	41	Masalchi Bearer Gd.I	100% by promotion	45	Level - 3
3.	Head Bearer	100% by promotion	Level - 2	09	Head Bearer	100% by promotion	23	Level - 4
			Total	159		Total	133	

<b><u>CADRE OF COOK</u></b>								
Existing Cadre					Recommendations of the Cadre of Internal Committee for Cadre Review			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1.	Cook Gd.II	100% by direct	Level - 1	34	Cook Gd.II	27	100% by direct	Level - 1
2.	Cook Gd.I	100% by promotion	Level - 2	29	Cook Gd.I	20	100% by promotion	Level - 3
3.	Head Cook	100% by promotion	Level - 2	09	Head Cook	15	100% by promotion	Level - 4
			Total	72	Total	62		

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CADRE OF STEWARD								
S. No.	Existing Cadre				Recommendations of the Cadre of Internal Committee for Cadre Review			
	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1.	Steward	100% by Promotion (from Head Bearers and Head Cooks)	Level-4	6	Steward	100% by Promotion (from Head Bearers and Head Cooks)	11	Level-5
2.	Senior Steward	100 % by promotion	Level-5	2	Senior Steward	100 % by promotion	5	Level-6
			<b>Total</b>	<b>8</b>		<b>Total</b>	<b>16</b>	

The Committee noted that the services of the Dietetics Support Services Cadres [in r/o Masalchi Bearer and Cook] have already been outsourced and no fresh recruitment is taking place for a long, hence, no change in the extant recruitment rules for entry level posts was suggested.

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

#### 4. CADRE OF PUBLIC HEALTH NURSE

In the beginning, the Committee had gone through the existing cadre structure of the Public Health Nurse and discussed about utility of this cadre in the functioning of the Institute. The committee perused the comments/suggestions so received from the controlling authorities in relation to the cadre which were in demand of no change in the existing cadre structure.

In furtherance, the Committee had a detailed deliberation having considered view of the inputs/facts having relevance to this cadre and guiding rules in this regard, the Internal Committee for Cadre Review unanimously agreed to recommend the Cadre of Public Health Nurse as under:-

Existing Cadre of Public Health Nurse					Recommendations of the Cadre of Internal Committee for Cadre Review in respect of Public Health Nurse			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1.	Public Health Nurse	100% by Direct	Level - 8	4	Public Health Nurse	100% by Direct	4	Level - 8
2.	Public Health Nurse (supervisor)	By promotion / Transfer on deputations	Level - 10	3	Public Health Nurse (supervisor)	By promotion / Transfer on deputations	3	Level - 10
			<b>Total</b>	<b>7</b>		<b>Total</b>	<b>7</b>	

In addition, 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 extant DoPT guidelines in this regard.

The recruitment rules for the proposed entry level post of Public Health Nurse shall be as hereunder:-

M.Sc. in Nursing from a recognized Institution / University

OR

B.Sc. Nursing from a recognized Institution/University, with two years of experience in the line.

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**5. CADRE OF VETERINARY OFFICERS**

At the outset, the Committee perused the cadre review proposal in respect of the Veterinary Officers Cadre alongwith existing cadre structure/post.

The Committee was apprised that a proposal for applicability of Dynamic Assured Career Progression (DACP) Scheme to Senior Veterinary Officer and thereupon merger of this post into Veterinary Officer in Level-10 once the post of Senior Veterinary Officer become available on retirement of the present incumbent, has been considered to be placed in the ensuing meeting of the Standing Finance Committee.

The Committee taken in to account the above facts and had a detailed deliberation exclusively on the issues like utility and future needs of such services.

At the end, the Committee expressed that a detailed dimension based assessment needs to be carried out to establish continuance and future requirement of these services taking into consideration requirement of these services in the master plan of the Institute. To this effect, the Professor-In-Charge (CAF) may also be requested to offer comments/suggestions/opinion so that proper assessment can be made. Further, the Committee desired that the Deputy Secretary who is one of the members of the Committee may examine the proposal of this cadre by taking into account provisions available with the BBSC & IGMA etc. organizations and submit consolidated proposal in respect of Cadre of Veterinary Officers and Cadre of Animal House Attendants after comprehensive examination. This was agreed to by the Deputy Secretary.

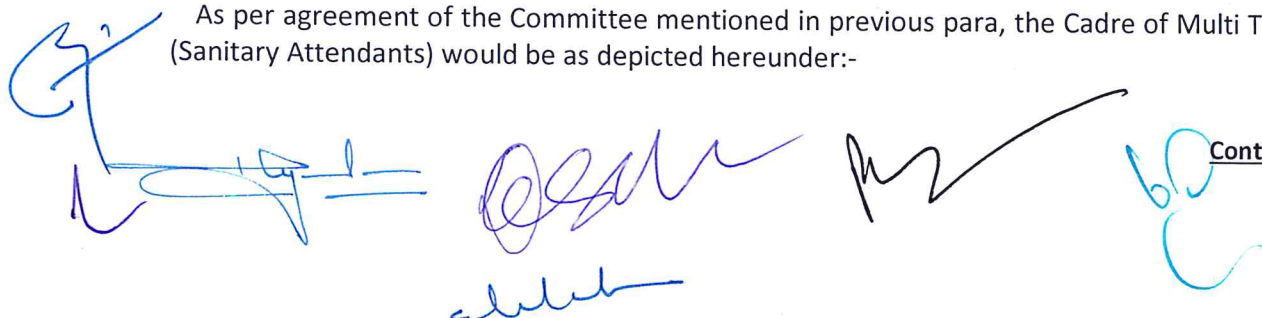
**6. CADRE OF MULTI TASKING (SANITARY ATTENDANTS)**

The Committee had considered the proposal of cadre review in respect of Multi Tasking (Sanitary Attendants) and opinion/suggestion of the controlling authorities were taken into consideration and deliberated in depth.

It was observed by the Committee that the services of Multi Tasking (Sanitary Attendants) have already been outsourced and no fresh / new recruitment is taking place for a long.

The Committee unanimously agreed to recommend the cadre of Multi Tasking (Sanitary Attendants) in the line of the recommendations made by the Committee in its meeting held on 01.04.2022 in respect of the cadre of Hospital Attendants.

As per agreement of the Committee mentioned in previous para, the Cadre of Multi Tasking (Sanitary Attendants) would be as depicted hereunder:-



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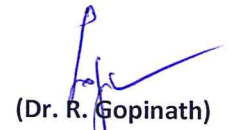
Existing Cadre of Multi Tasking (Sanitary Attendants)					Recommendations of the Cadre of Internal Committee for Cadre Review in respect of Multi Tasking (Sanitary Attendants)			
S. No.	Name of Posts	Mode of Recruitment	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Existing Strength	Proposed Nomenclature	Proposed mode of Recruitment	Proposed Strength	Level of Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)
1.	Multi-Tasking Staff (Sanitation) Grade III	100% by Direct	Level – 1	434	Multi-Tasking Staff (Sanitation) Grade III	100% by Direct	386	Level – 1
2.	Multi-Tasking Staff (Sanitation) Grade II	100% promotion	Level – 1	170	Multi-Tasking Staff (Sanitation) Grade II	100% promotion	179	Level – 3
3.	Multi-Tasking Staff (Sanitation) Grade I	100% promotion	Level – 2	45	Multi-Tasking Staff (Sanitation) Grade I	100% promotion	71	Level – 4
			Total	649		Total	636	


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

  
(Rajender Singh)  
Member-Secretary


  
(D.N. Sah)  
Member

  
(Dr. Praveen Vashist)  
Member

  
(Dr. R. Gopinath)  
Deputy Secretary

  
(Neeraj Kumar Sharma)  
Member

  
(Dr. D.K. Sharma)  
Member

  
(Dr. Subrata Sinha)  
Chairman  
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