

**Minutes of the meeting held on 21.12.2021 at 2:30 PM in Committee Room, Office of the Dean (Academic), AIIMS, New Delhi to discuss the proposals submitted by stakeholders/Associations/Union for Cadre Review of various cadres by Internal Cadre Review Committee under the chairpersonship of Dean (Academic) at AIIMS, New Delhi.**

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Meetings of Internal Cadre Review Committee were held on 21.12.2021, 23.12.2021 and 28.12.2021 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<br>Dean (Academic)                        | : | Chairperson      |
| 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. Sanjay Kumar Arya<br>Prof. In-Charge, Recruitment Cell | : | Member           |
| 6. | Sh. Deo Nath Sah<br>Chief Administrative Officer           | : | Member           |
| 7. | Sh. B.S. Gill<br>Sr. Administrative Officer                | : | Member Secretary |

All the above attended the meeting.

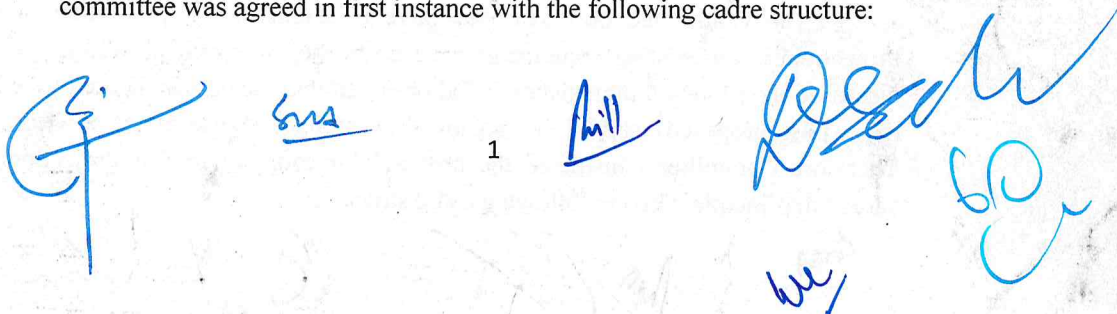
The proposals for Cadre Review of the following cadres were discussed during the meeting held on 21.12.2021:-

1. Cadre of Artist
2. Cadre of Projectionist
3. Cadre of Photographer

After detailed discussion and deliberation, the following are the decisions on the issue:-

**Cadre of Artist:-**

- The Committee observed that only 1 incumbent i.e. Chief Artist is working in the cadre of Artist. The Committee noted the job profile and functional requirement of the Cadre and was in opinion that the qualification for the post of Artist (Entry Level) should be upgraded to Bachelors Degree in Fine Arts/applied Arts/Sculpture from a recognized University in addition to extant qualification under the mode of Direct Recruitment. The committee was agreed in first instance with the following cadre structure:



S. No	Name of Posts	Mode of Recruitment	Pay Levels as per 7 <sup>th</sup> CPC	Existing Strength
1	Artist	100% by Direct	Level-6	3
2	Sr. Artist	100% by Promotion	Level-7	2
3	Chief Artist	100% by Promotion	Level-10	1
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- However, it was decided by the Committee to seek comments from the cadre controlling authority on the proposal especially in respect of the roles/responsibilities for all posts, proposed no. of posts, overall utility of the cadre for the dept./Unit/Section and functional requirement. Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations in respect of the Artist Cadre.

#### **Cadre of Photography:-**

- The Committee observed that there is stagnation in promotion in the cadre of photography and existing incumbents have no further promotional avenue. The Committee discussed the proposed upgradation of the essential qualification by including the Bachelor Degree in addition to the extant essential qualification and was in opinion that only Bachelor Degree in any discipline will not add any value/upgradation in the job/working profile of this cadre. Therefore Committee considered the proposal for cadre review of Photography Cadre and agreed in principle with the following cadre structure:-

S.No	Name of Posts	Mode of Recruitment	Pay Scales 6 <sup>th</sup> / 7 <sup>th</sup>	Existing Strength
1	Technical Assistant (AV)	100% by Direct	Level-5	8
2	Technical Officer (AV)	100% by Promotion	Level-6	4
3	Sr. Technical Officer (AV)	100% by Promotion	Level-7	2
4	Chief Technical Officer (AV) (New post proposed)	100% by Promotion	Level-11	1
	<b>Total</b>			<b>15</b>

However, it was decided by the Committee to seek comments from the concerned cadre controlling authority viz. CMET, Dr. RPC Centre, Anatomy etc. on the proposal especially in respect of the roles/responsibilities for all posts, proposed no. of posts, overall utility of the cadre for the dept./Unit/Section and functional requirement. Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations in respect of the Photography Cadre.

#### **Cadre of Projectionist:-**

The Committee observed that there is stagnation in promotion in the cadre of Projectionist and existing incumbents have no further promotional avenue. The Committee discussed the proposed nomenclature and observed that the nomenclature of the top most post (new post proposed) should be Senior Projectionist instead of Supervisor Projectionist. Therefore Committee considered the proposal for cadre review of Projectionist Cadre and agreed in principle with the following cadre structure:-

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S. No	Name of Posts	Mode of Recruitment	Pay Scales 6 <sup>th</sup> / 7 <sup>th</sup>	Proposed Strength
1	Projectionist	100% by Direct	Level-5	2
2	Projectionist Gd.I	100% by Promotion	Level-6	1
3	Senior Projectionist (New post proposed)	100% by Promotion	Level-8	1
	<b>Total</b>			<b>4</b>

- However, it was decided by the Committee to seek comments on the proposal especially in respect of the roles/responsibilities for all posts, proposed no. of posts, overall utility of the cadre for the dept./Unit/Section, functional requirement and justification & support documents for new post proposed for creation from the concerned cadre controlling authority. Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations in respect of the Photography Cadre.

#### **Meeting Held on 23.12.2021:**

All were present in the meeting except Prof. Sanjay Kumar Arya being on the vacation on 23.12.2021.

The proposals for Cadre Review of the following Cadres were discussed in the above mentioned meeting:-

1. Physical Training Instructor
2. Educational Media Generalist
3. Educationalist

After detailed discussion and deliberation, the following are the decisions on the issue:-

#### **Physical Training Instructor:-**

- The Committee observed that only 1 incumbent is working on the post of Physical Training Instructor. The Committee made comments that sports is the most pivotal activity for every faculty/employee/Student. Sports activity augments the physical as well as moral strength.
- The committee was in opinion that a revised comprehensive proposal should be prepared after due deliberation with academic section, AIIMS, New Delhi especially in respect of the efficacy in the academic activities. The proposal should be on the basis of New Education policy and NCERT curriculum.
- Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations.

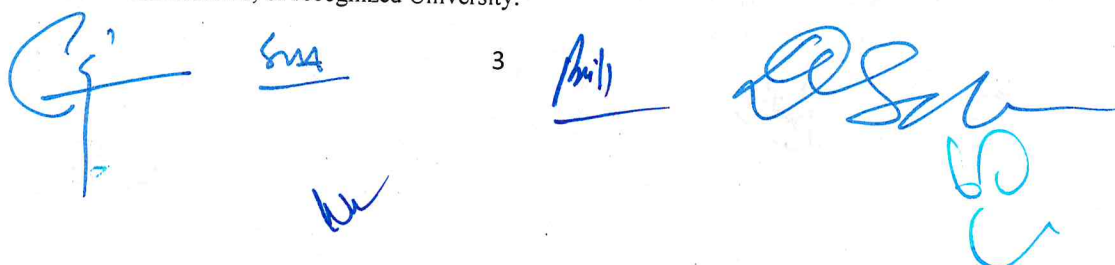
#### **Educational Media Generalist and Educationalist:**

- The Committee was apprised that these posts are isolated posts at the institute under the mode of Direct Recruitment. The committee observed the recruitment rules for the post of Educationalist which is reproduced as under :

#### **Essential –**

Post Graduate degree in Medical Sciences/Life Sciences / Psychology/ Behavioral Sciences/Education, of recognized University.

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**Desirable :**

Doctorate Degree (Ph. D.) of a recognized University.

**Experience :**

10 years experience in higher education preferably in Medical allied health sciences education. Experience in any branch of communication/health & extension education/behavioral sciences.

**Age :** 30 years (relaxable for exceptionally qualified candidates)

- The committee was in opinion that it is very difficult for candidate to get 10 year experience in higher education preferably in Medical allied health sciences education after Post Graduate Degree till the age of 30 years. So, it is the need of the hours to change the recruitment rules for this post.
- The committee discussed the proposal for cadre review of the above mentioned posts. The Committee desired unanimously that comprehensive comments in respect of roles/responsibilities for all posts, proposed no. of posts, overall utility of the cadre for the dept./Unit/Section, functional requirement and justification & support documents from the HoD, CMET may be obtained on the proposals of all cadres under the ambit of CMET i.e. Photography, Artist, HRD Manager Educational Media Generalist and Educationalist.
- Thereafter, these proposals will be placed before the Cadre Review Committee for final recommendations.

**Meeting held on 28.12.2021:-**

All were present in the meeting except Prof. Sanjay Kumar Arya, Dr. D.K. Sharma and Sh. Neeraj Kumar Sharma being on the leave/vacation on 28.12.2021.

The proposals for Cadre Review of the following cadres were discussed in the above mentioned meeting:-

1. Data Entry Operator
2. Warden

The committee was apprised that the proposals for cadre review of the above mentioned cadre already discussed by the Cadre Review Committee and it was suggested to submit the revised proposal as per the recommendations/observations of the Committee. The revised proposals submitted by the Stakeholders were placed before the Cadre Review Committee. After detailed discussion and deliberation, the following are the decisions on the issue:-

**Cadre of Data Entry Operator:-**

- The Committee was in opinion that the nomenclature of the Data Entry Operator Cadre will be as per the proposal of change in nomenclature is under consideration of Ministry of Health & Family Welfare.
- The Committee desired that the comments may be obtained from the concerned Cadre Controlling Authority on the proposal in respect of the roles/responsibilities for all posts, proposed no. of posts, overall utility of the cadre for the dept./Unit/Section, functional requirement and justification & support documents for new post proposed for creation.
- Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations.

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Shail

Sanjay

Dr. D.K. Sharma


Sh. Neeraj


Sh. Neeraj


**Warden:**


- The Committee was in opinion that a comparison is also to be worked out with Warden Cadre of other Institutes of National Importance
- The Committee discussed the revised proposal for cadre review of the Warden Cadre. It has been desired by the Committee to seek comments on the proposal from Prof. In Charge, Hostel.
- Thereafter, the proposal will be placed before the Cadre Review Committee for final recommendations.


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


  
(Neeraj Kumar Sharma)  
Sr. Financial Advisor


  
(Dr. D.K. Sharma)  
Medical Superintendent

  
( Dr. R. Gopinath)  
Deputy Secretary

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

  
(D.N. Sah)  
Chief Admn. Officer

  
(B.S. Gill)  
Sr. Admn. Officer

  
(Dr. Neena Khanna)  
Dean (Academic)

