

Minutes of the IRDC meeting held on 7th January 2010 at 4 PM in FB-212

Members Present: Drs. K. Muralidhar (Chairman), N. Verma (Convener), A. Kushari (co-convener) B. Basu, S. Qureshi, B.V. Phani, Utpal Das, Avinash K. Agarwal, Mr. K.V. Satya Murty, Mr. Arvind Kumar (special invitee)

1. Convener welcomed all IRDC members to the meeting.
2. The minutes of the IRDC meeting held on October 28, 2009 was confirmed.
3. The slim version of the R&D manual was presented and approved.
4. The list of the contents for the full version was briefly discussed. The members were informed that the full version is currently under review at the R&D office and will be sent to all IRDC members in the next couple of weeks. Once available, the members were requested to circulate the same amongst the departmental faculty and send their feedback to the Convenor – IRDC within a month. Any specific concern and comment may be discussed in the following IRDC meeting.
5. *Employment through work-assignment:* The convener presented the topic for discussion. The members were informed that in the last few years, the number of research and consultancy projects has considerably increased. So have the project grants and the number of project employees. It was pointed out that those who are employed on minimum wages or a consolidated salary with less than 6500/- per month need to be paid EPF and ESI as a statutory requirement.

Currently there is a large number of persons (skilled or semi-skilled) employed on various projects in the Institute through the work-assignment. As per the GOI norms, the persons employed in such category, either part or full time, are entitled for benefits under EPF and ESI. The DR-Audit categorically informed the members that this rule has to be followed in both spirit and letter to avoid any legal or humanitarian consequences that may ensue. The members agreed with the principle.

To this end, the AR (R&D) informed the members that R&D office has worked out on a plan to implement the aforesaid rule. The plan, shortly to be in place (before March 2010), will allow the PIs to hire person or persons (skilled or semi-skilled) on a project, through the route of Cooperative man power supply agencies. While the payment of the statutory amounts towards EPF and ESI will be made from the respective projects, the modus operandi as envisaged in the proposed plan, will fully guarantee the interest of the person(s) on hire through the manpower agencies recognized through empanelment. In essence, the R&D

office will be the nodal agency working between the PI and the empanelled agency ensuring that the EPF and ESI amounts are deposited. The payment of the wages will be made to the employees on work assignment by handing over the salary cheque by the agency drawn in the name of the employee on work assignment, through the PI, who in turn will endorse it for payment by the bank. However, a maximum of 5% commission will be offered to the agency on the salary component towards service charges.

The members discussed several aspects of the proposed plan, in particular, the empanelment versus the apprehension of the exploitation of the employees by the contractor, and expressed satisfaction over the proposed plan. The details are currently under preparation and will be brought to IRDC latest by 31st March 2010. Till that time, the current procedure of taking an advance and making payments against a receipt will continue.

When the new procedure of hiring staff through empanelment is implemented, an independent method of direct payment for specific (and occasional) tasks will be introduced. Examples of such tasks include overhauling compressors, washing curtains, and repairing furniture.

The committee thanked DR (audit) for sparing his valuable time for discussions.

6. *Any other matter:* The poor attendance of the IRDC members was noted. All members were requested to impress upon their faculty colleagues the importance of discussions and deliberation in the IRDC meeting for the smooth and successful implementation of research projects at the Institute.

Prepared by



Nishith Verma
Convener-IRDC

Forwarded by



K. Muralidhar
Dean: R&D