

PROCEEDINGS OF THE FIRST EXECUTIVE COMMITTEE MEETING OF THE JHARKHAND SPACE APPLICATIONS CENTRE HELD AT DEVELOPMENT COMMISSIONER'S CHAMBER, NEPAL HOUSE, RANCHI ON 28.08.03 AT 11.30 AM.

1. Shri R.S. Sharma, Commissioner-Secretary, IT, Govt. of Jharkhand and Executive Vice-Chairman of EC/JSAC briefed the Committee about the manpower requirement for the Jharkhand Space Application Center. Dr. Subudhi, Director, JSAC also explained the rational of manpower requirement for the Center. Total manpower will be recruited in two phases. Phase-I will form the basic core group and phase-II will be recruited based on project-to-project basis as & when necessary. JSAC would also introduce junior research fellowship schemes on project basis having fixed remuneration. Later on, these candidates can be employed on contract basis subject to requirement in the Center. The Committee further decided that all the recruitments of the Center would be on deputation or contract basis for five years duration and this can be renewed after satisfactory performance of the staff. The Committee unanimously approved to recruit following staff with scale of pay for the Center.

Sl.No.	Designation of the post	No. of posts	Scale of Pay
1.	Director	1 no.	18400-22400
2.	Senior Scientists	2 nos.	12000-16400
3.	Scientists/junior scientists (Agriculture/Soil, Geology/Geophysics, Land use, Forestry/Ecology, Water Resources, Urban Planning, Photogrammetry/ land survey)	5 nos.	10000-15200/ 8000-13500
4.	Computer Scientists / System Analyst (Image processing and GIS)	2 nos.	10000-15200
5.	Satellite Communication Specialist (Scientist)	1 no.	10000-15200
6.	Technical / Scientific assistants (above disciplines)	5 nos.	5000-8000
7.	Computer assistants (hardware & software)	2 nos.	5000-8000
8.	Cartographer	1 no.	5000-8000
9.	Library / documentation Officer	1 no.	5000-8000
10.	Administrative Officer / Financial & Accounts Officer	2 nos.	6500-10500
11.	Administration staff (Establishment, accounts, stores, typist/computer operator)	4 nos.	4000-6000
12.	Other staff (Watchman and Attendants and Sweeper)	5 nos.	2550-3200
13.	Drivers	2 nos.	3050-4590
14.	P. A. to Director	1 no.	5500-9000
15.	Laboratory Maintenance staff (computer & general)	1 no.	3050-4590
16.	Junior Research Fellows on project basis (fixed fellowship)	10 nos.	8000 (fixed)

The Committee further decided that the Center should take necessary State Govt. approval particularly Finance Department before recruitment on above posts. This is mandatory in order to receive grant-in-aid from the state Govt. Conditions of the contract of the staff will be formulated at later date. A sub-committee would be constituted for the said purpose.

The Executive Committee decided to delegate the following functions & responsibilities to the Director, JSAC, Executive Chairman, EC/JSAC, and Executive Vice-Chairman, EC/JSAC for day-to-day functioning and management of the Center.

2. Shri Sharma explained the financial budget of the Center including the initial expenditures towards establishment of the Center. The Committee decided to keep Rs. 50 lakhs separately towards salary and other day-to-day maintenance activities of the Center for current financial year i.e. 2003-04 and Rs. 150 lakhs would be spent towards equipments of the Center out of Rupees two crores (ISRO's grant-in-aid of Rs.1 crore and State Govt.'s matching share of Rs. 1 crore). The Committee further suggested for preparing a detailed financial budget of the Center for next financial year 2004-05, which will be required to be submitted to the Govt. during December 2003. Accordingly, detailed financial budget of the Center for 2003-04 is formulated and presented below:

Financial Budget Proposal for the Year 2003-04

Sl. No.	Equipment/Item	Cost (lakh Rs.)
1	Computer – High end, Windows NT Work Station – 4 nos. with server	14.00
2	Computer furniture and computer consumables	4.00
3	GIS software – ArcGIS NT version (ver 8.3 or latest) with analysis modules – 2 licenses	20.00
4	Image Analysis Software – ERDAS Imagine latest version with Ortho – 2 licenses	20.00
5	Autocad , Arcview software, IDRISI, MS OFFICE, other software	4.00
6	Plotter – A0 size, Colour printer – 1 no.	10.00
7	Multimedia systems/audio-visual equipment	3.00
8	Salary for staff / TA&DA / house rent / telephone-fax charges / maintenance of vehicle & fuel / postage / printing & stationeries / electricity & water charges / workshops & seminars / other miscellaneous expenditures during current financial year 2003-04	50.00
9	Field equipment including laptop PC.	3.00
10	Scanner/Digitiser – A0 size – 1 no.	8.00
11	Computers for Director's office, establishment section with printers	2.00
12	Furniture and office equipment including conference hall	5.00
13	FAX machine, photo copier, telephone / intercom equipment	3.00
14	Heavy duty laser printer 1 nos.	2.00
15	Library/Documentation section cabinets/ furniture	3.00
16	Purchase of books and ready reference materials	3.00
17	Vehicles for ground truth collection 2 nos.	10.00
18	Minimal Visual Image Interpretation Equipment	3.00
19	Facility readiness (partitioning, flooring, air-conditioning, UPS, Generator, electrification, networking, etc)	25.00
20	Cost of Remote sensing data products	5.00
21	Miscellaneous expenditure for initial establishment	3.00
	Total	200.00

3. The Executive committee decided to delegate the following financial & administrative powers to the Director, JSAC; Executive Chairman, EC / JSAC and Executive Vice Chairman, EC/ JSAC for day-to-day functioning and management of the Center.

Delegation of Administrative and Financial Powers of Center

Sl. No	Nature of Powers	Director, JSAC	Ex. Chairman or Ex. Vice-Chairman
1.	For appointing scientific and administrative staffs on Deputation / contract from other Govt. Departments including autonomous centers and corporations (State/Central)	On recommendations of Selection Committee & approval of Executive Committee	
2.	For taking projects from both State and Central Government and private companies	Authorized & 15% towards service charges to be included in the project cost for State & Central Govt. projects	Project Sub-Committee approve the projects of private companies
3.	Financial powers for sanction and to incur expenditure on any of the items / service at each time required by the Center	Upto Rs. 2 lakhs as per provisions in budget	Above Rs. 2 lakhs & upto Rs. 30 lakhs.
4.	Sanction of funds for R&D projects to Universities, Educational Institutions and other professional and academic organizations.	Upto Rs. 2 lakhs	Above Rs. 2 lakhs & upto Rs. 30 lakhs.
5.	Sanction of TA/DA for Staff, Project Scientists, Specialist and Consultants	Authorized to approve as per State Govt. Rules	
6.	AMC for office hardware / software / computer peripherals and office equipments	upto Rs.5 lakhs	Above Rs. 5 lakhs & upto Rs. 30 lakhs
7.	In house refreshments and extending hospitality to guests and visitors / for staff or project scientists of the Center working beyond office hours.	Authorized as per availability of funds	
8.	Sanction of honorarium to visiting scientists / experts and in house scientists during workshops, seminars and training programs. Sanction of honorarium to the staff, project scientists and project supporting staff in recognition of their extra work beyond the office hours at the rate of Rs.500 or Rs.1000 per day as per eligibility.	Authorized (based on the availability of funds in the project) at the rate not exceeding Rs.1000 per day as per eligibility. -do-	
9.	Keeping term deposits of surplus and unused funds	In Nationalized banks	
10.	Purchase of aerial photographs / satellite imageries / Digital data from NRSA and toposheets from SOI or any other places	As per Govt. norms	
11.	To sanction for conducting workshop / seminars / conference and trainings both within and outside the Center depending upon the provision in the projects.	Authorized	

12.	<p>Approval for deputation nomination of staff, project scientists, consultants, specialist and project staff working under consultants.</p> <ul style="list-style-type: none"> For study tour / training / meetings / workshops / seminars / conventions and other related programmes for shorter duration (about a month) including the Director within India. For study tours / training / workshops / seminars / conventions and other related programmes for shorter duration (about a month) outside the country including the Director. For study tour/training/and other related programmers for duration exceeding a month within India. (Allowed only if it is inbuilt in the proposal). For study tour/training and other related programmes for duration exceeding a month (including the Director) outside India. 	<p>Authorized</p> <p>-----</p> <p>Up to 6 months</p> <p>-----</p>	<p>Authorized</p> <p>-----</p> <p>Upto 1 year. Beyond one year to be placed in EC</p> <p>Upto 6-months. Above 6 months to be placed in EC</p>
-----	--	---	---

Project Sub-Committee

1.	Ex. Vice-Chairman, EC/JSAC & Commissioner-Secretary, IT, Govt. of Jharkhand	Chairman
2.	Deputy Director & ISRO-Jharkhand Coordinator ISRO Hq. New BEL Road, Bangalore	Member
3.	Joint Secretary, IT, Govt. of Jharkhand / Director, IT Assistant Director, IT	Member
4.		Member

Note: The items, which are not covered in the delegation of finance and administrative powers, as listed above can be referred to Ex. Chairman, EC of the Center for necessary approvals. However, the items, which are not covered in the delegation of financial power, could be listed and placed before the Executive Committee for necessary action.

4. The Executive Committee approved the following Selection Committee for recruitment of various scientific & administrative staff for the Center. The Committee also suggested that Personnel Department, Govt. of Jharkhand may be requested to provide suitable SC/ST representative for the Selection Committee.

Selection Committee for Recruitment of Scientific and Administrative Staff

1. Shri R.S. Sharma, Chairman
Commissioner-cum-Secretary
Department of Information Technology, Govt. of Jharkhand.
2. Dr. V.S. Hegde, Member
Deputy Director and ISRO - Jharkhand Coordinator,
ISRO Headquarters, Dept. of Space,
Govt. of India, New Bel Road, Bangalore.
3. Dr. A. R. Dasgupta, Member
Deputy Director and Mission Director (NRIS)
Space Applications Center, SAC Post Office, Ahmedabad.
4. Dr. P.S. Roy, Member
Dean, Indian Institute of Remote Sensing,
4 Kali das Road, Dehradun, Uttranchal
5. SC/ST Representative recommended by Member
Personnel Department, Govt. of Jharkhand
6. Dr.A.P.Subudhi Member Secretary
Director, Jharkhand Space Applications Center
5. The Executive Committee formally approved the selection of Dr. A.P. Subudhi as Director, Jharkhand Space Applications Center along with terms and conditions provided by IIRS/NRSA, Dept. of Space, Govt. of India and also suggested for issue of formal order by Chairman, Governing Body, JSAC & Chief Secretary, Govt. of Jharkhand.
6. The Executive Committee authorized Director, Jharkhand Space Applications Center to open an account in any nationalized Bank in the name of Jharkhand Space Applications Center. The Committee further authorized to the Director, JSAC to issue cheques upto Rs. 2 lakhs only & beyond Rs. 2 lakhs, Executive Vice-Chairman, EC/JSAC is authorized to sign the cheque. The Committee also decided to transfer ISRO's share of Rs.one crore as well as States's matching share of Rs.one crore to the Center immediately. The Committee advised Commissioner-Secretary, IT to initiate necessary action.
7. Dr. Subudhi informed to the Committee that as per terms & conditions of his deputation, the Govt. should provide official accommodation for the Director. He requested to the Committee that JSAC should sponsor the expenditure towards residential accommodation of the Director. However, the Committee decided to request Secretary, Building Construction Department, Govt. of Jharkhand to provide accommodation for the Director on priority basis.

8. The Committee decided to follow State Govt. rules regarding TA & DA for official visits.
9. Dr. Subudhi informed to the Committee about availability of some private building space in few locations for starting Center's establishment. He mentioned two sites on Harmu by-pass road, one building in Morhabadi residential area and two buildings in Mecon Township, Shamli area. The monthly rent for two sites on the Harmu by-pass road will cost around Rs. 8 per Sq.ft, the building at Morhabadhi will cost Rs. 35,000/- lumpsum, and the two buildings sites of Mecon will cost around Rs. 15 per sq.ft. So he suggested that one of the sites on the Harmu by-pass road might be selected for office. However, the Committee decided to request Secretary, Building Construction Department, Govt. of Jharkhand to provide the building space in the Engineering Hostel, HEC, Dhurwa identified earlier. The Committee requested the Development Commissioner to discuss with Secretary, Building Construction Department to handover the said premises to the Center. Failing that, the Center can look for suitable accommodation on rental basis.
10. Lastly, the Development Commissioner suggested that most of the State Govt. Departments have budgetary provision for GIS activities. Proposal should be initiated immediately by the Center to get those projects. The Committee advised that GIS related project proposals should be prepared and presented to various State departments for getting projects.

The meeting ended with vote of thanks to the Chair.

Approved by

Sunita Singh
(Smt. S. Singh) 1/9/03
Executive Chairperson, EC/JSAC
& Development Commissioner, Govt. of Jharkhand

JHARKAHND SPACE APPLICATIONS CENTER (JSAC)
DEPT. OF IT, GOVT. OF JHARKHAND, RANCHI

The Executive committee decided to delegate the following financial & administrative powers to the Director, JSAC; Executive Chairperson, EC / JSAC and Executive Vice-Chairman, EC/ JSAC for day-to-day functioning and management of the Center.

Delegation of Administrative and Financial Powers of Center

Sl. No	Nature of Powers	Director, JSAC	Ex. Chairman or Ex. Vice- Chairman
1.	For appointing scientific and administrative staffs on Deputation / contract from other Govt. Departments including autonomous centers and corporations (State/Central)	On recommendations of Selection Committee & approval of Executive Committee	
2.	For taking projects from both State and Central Government and private companies	Authorized & 15% towards service charges to be included in the project cost for State & Central Govt. projects	Project Sub-Committee approve the projects of private companies
3.	Financial powers for sanction and to incur expenditure on any of the items / service at each time required by the Center	Upto Rs. 2 lakhs as per provisions in budget	Above Rs. 2 lakhs & upto Rs. 30 lakhs.
4.	Sanction of funds for R&D projects to Universities, Educational Institutions and other professional and academic organizations.	Upto Rs. 2 lakhs	Above Rs. 2 lakhs & upto Rs. 30 lakhs.
5.	Sanction of TA/DA for Staff, Project Scientists, Specialist and Consultants	Authorized to approve as per State Govt. Rules	
6.	AMC for office hardware / software / computer peripherals and office equipments	upto Rs.5 lakhs	Above Rs. 5 lakhs & upto Rs. 30 lakhs
7.	In house refreshments and extending hospitality to guests and visitors / for staff or project scientists of the Center working beyond office hours.	Authorized as per availability of funds	
8.	Sanction of honorarium to visiting scientists / experts and in house scientists during workshops, seminars and training programs.	Authorized (based on the availability of funds in the project) at the rate not exceeding Rs.1000 per day as per eligibility.	

	Sanction of honorarium to the staff, project scientists and project supporting staff in recognition of their extra work beyond the office hours at the rate of Rs.500 or Rs.1000 per day as per eligibility.	-do-	Chairman
9.	Keeping term deposits of surplus and unused funds	In Nationalized banks	
10.	Purchase of aerial photographs / satellite imageries / Digital data from NRSA and toposheets from SOI or any other places	As per Govt. norms	
11.	To sanction for conducting workshop / seminars / conference and trainings both within and outside the Center depending upon the provision in the projects.	Authorized	
12.	<p>Approval for deputation nomination of staff, project scientists, consultants, specialist and project staff working under consultants.</p> <ul style="list-style-type: none"> For study tour / training / meetings / workshops / seminars / conventions and other related programmes for shorter duration (about a month) including the Director within India. For study tours / training / workshops / seminars / conventions and other related programmes for shorter duration (about a month) outside the country including the Director. For study tour/training/and other related programmers for duration exceeding a month within India. (Allowed only if it is inbuilt in the proposal). For study tour/training and other related programmes for duration exceeding a month (including the Director) outside India. 	<p>Authorized</p> <p>Up to 6 months</p>	<p>Authorized</p> <p>Upto 1 year. Beyond one year to be placed in EC</p> <p>Upto 6 months. Above 6 months to be placed in EC</p>

JHARKHAND STATE PROJECT SUB-COMMITTEE (JSAC)

1.	Ex. Vice-Chairman, EC/JSAC & Commissioner-Secretary, IT, Govt. of Jharkhand	Chairman
2.	Deputy Director & ISRO-Jharkhand Coordinator ISRO Hq. New BEL Road, Bangalore	Member
3.	Joint Secretary, IT, Govt. of Jharkhand	Member
4.	Assistant Director, IT	Member

Note: The items, which are not covered in the delegation of finance and administrative powers, as listed above can be referred to Ex. Chairperson, EC of the Center for necessary approvals. However, the items, which are not covered in the delegation of financial power, could be listed and placed before the Executive Committee for necessary action.

(A.P.SUBUDHI)
(A.P.SUBUDHI)
Director,JSAC

(R.S.SHARMA)
(R.S.SHARMA)
Ex. Vice-Chairman
Executive Committee (JSAC)

(S.Singh)
(S.Singh)
Ex. Chairperson
Executive Committee (JSAC)

Surjana Singh
16/10/03