

**PROCEEDINGS OF THE 5<sup>TH</sup> EXECUTIVE COMMITTEE (EC) MEETING OF  
JHARKHAND SPACE APPLICATIONS CENTER (JSAC) HELD IN THE  
OFFICE OF DEVELOPMENT COMMISSIONER, NEPAL HOUSE ON  
15<sup>TH</sup> SEPTEMBER, 2005 AT 15.00 HRS.**

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A meeting of the Executive Committee members of Jharkhand Space Applications Center (JSAC) was held in the office of Development Commissioner, Nepal House on 15<sup>th</sup> September, 2005 at 15.00 Hrs.

The following committee members attended the meeting :

1. Shri M.K.Mandal, Development Commissioner, Govt. of Jharkhand and Chairman EC/JSAC.
  2. Shri R.S.Sharma, Principal Secretary, IT, Govt. of Jharkhand and Vice-Chairman, EC/JSAC.
  3. Dr. S.K.Subramanian, Jharkhand-NRSA Co-ordinator, Balanagar, Hyderabad Director, NRSA representative
  4. Dr. Ajai, Group Director, Space Applications Center as Director, Space Applications Center representative.
  5. Dr. A. Jeyram, Head, Regional Remote Sensing Service Center (RRSSC), IIT Campus, Kharagpur as Director, Earth Observation System, ISRO, HQs representative
  6. Dr. A.P.Subudhi, Director, Jharkhand Space Applications Center and Member-Secretary, EC/JSAC
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1. Shri M.K.Mandal, Development Commissioner, Govt. of Jharkhand and Chairman, EC/JSAC welcomed the members of the Executive Committee and initiated the proceedings. Shri R.S.Sharma, Principal Secretary, IT, Govt. of Jharkhand and Executive Vice-Chairman, EC/JSAC briefed the Committee about the activities and issues of Jharkhand Space Applications Center.
  2. Dr. A.P.Subudhi, Member-Secretary, EC/JSAC and Director, Jharkhand Space Applications Center briefed the Executive Committee regarding action taken report of the 4<sup>th</sup> EC meeting. Executive Committee confirmed and approved the proceedings of the action taken report of the previous EC meeting. Further, the Executive Committee noted the following actions to be taken at the earliest.
    - EC felt the need of Accounts Officer and Administrative Officers for JSAC at the earliest. The Committee advised Director, JSAC for the recruitment of above 2 posts.
    - EC suggested that Governing Body meeting should be called at the earliest by taking permission from the Chief Secretary, Govt. of Jharkhand.

- EC advised that all the rules and regulations with delegation of powers should be prepared by JSAC within 2 month by taking references from ISRO, NRSA and other State Government Departments which are functioning as autonomous institutions.
3. Financial audited accounts of JSAC for the year 2004-05 was discussed and approved by the Executive Committee.
  4. Work Plan Proposal for JSAC for the current financial year 2005-06 was discussed. EC thoroughly discussed each individual proposal. EC advised that Physical and Financial Work Plan of each Project Proposal should be made. Further, EC approved all the Project Proposal to be implemented during the current financial year. Further, EC advised that Vision Document should be prepared and project should be undertaken and executed under the Vision Document. Further, EC suggested that JSAC Visions along with project activities should be provided in the Web Portal in the JSAC Web Site. Further, EC suggested that feed back should be obtained regarding usefulness of completed projects from user departments. Shri R.S.Sharma, Principal Secretary, IT and Executive Vice-Chairman, EC/JSAC suggested that Articles and Project activities of JSAC should be published in National and International Journals for publicity among masses. Lastly, EC advised that cost of projects with details should be presented in the Work Plan Proposal.
  5. Dr. Subudhi, Director, JSAC presented the Annual Budget Proposal of JSAC for year 2005-06. EC approved the Financial Budget Proposal.
  6. Dr. Subudhi discussed the issue of Payment of Gratuity, EPF and Insurance facility for JSAC employees. EC approved the payment of gratuity to JSAC staff and advised Director, JSAC to interact with LIC for working out the modalities for making gratuity payment for the staff. EC advised Director, JSAC to enquire about introducing EPF facility from EPF office. EC did not approve the insurance facility of JSAC staff and equipments.
  7. EC approved to fill up the existing vacant posts at the earliest and advised Director, JSAC to make necessary selection process for recruitment of vacant posts. EC also approved to recruit 2 more Scientists in the scale of Rs. 10,000 – 15,200 in lieu of Senior Scientist posts.

EC did not approve the revision of scale of pay from Rs. 5,000 – 8,000 to Rs. 6,500 – 8,000 for the Scientific and Technical Assistants/ Computer Assistant/ Cartographer/ Librarian and Documentation Officer etc. On the other hand EC suggested that instead of revising the existing pay scale new posts should be introduced with different designations in lieu of existing posts under this category.

EC did not approve the selection of 10 Junior Research Fellows. However, EC agreed that Junior Research Fellows can be recruited on project basis as per the duration of the project.

8. The staff of JSAC had already completed 1 year of their services. EC decided to extend the contract period for 3 years subject to their satisfactory performance. EC advised new agreement should be signed with the JSAC staff.

9. Dr. Subudhi briefed about the implementation of various projects of JSAC and delegation of powers. EC advised that service conditions, financial powers and other rules and regulations should be prepared in detail and should be discussed in the next EC meeting. EC suggested that different administrative and financial rules of JSAC should be formulated within 2 months and may be put before the next EC meeting for discussion and approval.
10. EC approved the participation of JSAC in the next 25<sup>th</sup> ISRS Annual Convention and National Symposium being held at BIT, Mesra. EC decided that Dept. of IT, Govt. of Jharkhand would sponsor this programme and provide some financial assistance for conducting this national workshop on behalf of JSAC and Jharkhand Govt.
11. EC approved the Leave Travel Concession (LTC) for Dr. A.P.Subudhi, Director, JSAC.
12. Dr. Subudhi, Director, JSAC briefed the requirement of independent office complex for day-to-day functioning of JSAC. He informed the Executive Committee that Jharkhand State Housing Board has some vacant land available in Harmu and Morabadi area. JSAC can buy this land from Jharkhand Housing Board and construct its own complex. Shri R.S.Sharma, Principal Secretary, IT instructed Dr. Subudhi to inquire about the availability of land and discuss with Jharkhand State Housing Board for purchase of land. Shri Sharma, Principal Secretary, IT suggested that JSAC and JAP-IT functioning under Dept. of IT can be established within one complex for better liaisoning. So, EC advised Director, JSAC to look out for availability of Govt. land also at other places in Ranchi.

The meeting was ended with the thanks to the Chair.


Prepared by

  
(A.P. Subudhi) 9-2005

Member-Secretary, EC/JSAC  
& Director, JSAC

and

Approved by

  
(R.S. Sharma)  
Vice-Chairman, EC/JSAC  
& Principal Secretary, IT  
Govt. of Jharkhand

  
(M.K. Mandal)  
Chairman, EC/JSAC  
& Development Commissioner  
Govt. of Jharkhand