



## QUALITY COUNCIL OF INDIA

### MINUTES OF THE 60<sup>th</sup> GOVERNING BODY MEETING OF QCI HELD ON SEPTEMBER 23, 2020

The meeting of the 60<sup>th</sup> Governing Body was held on September 23, 2020 through Video Conferencing mode at 1100 hrs.

The list of members who attended the meeting is annexed at *Annexure –A* (page no. 7)

#### **Welcome Note**

The Chairperson welcomed all the members present through the virtual mode and confirmed the quorum for the meeting.

The meeting began with opening remarks from the Chairperson, where he mentioned that the situation of the spread of pandemic is quite tense and the last 6 months have been difficult for the country and across organisations. However, QCI has been able to conduct and restart most of the activities that were being done prior to the pandemic period by switching to digital modes and creating new approaches wherever required. During this period accreditation activities for laboratories and hospitals including assessments are being carried out virtually. The Chairperson informed that ICMR has also requested QCI to ramp up accreditation activities for laboratories being used for COVID-19 testing and thus the number of such laboratories has been increased rapidly. He mentioned that as a testament of the quality of work delivered by QCI and its employees, lot of activities that were being conducted prior to the pandemic period for various Ministries and other organisations are now coming back to its normal pace. The Chairperson also informed the members that QCI offices have been reopened with limited strength and all necessary protocols have been put in place to ensure health & safety of the employees. He also mentioned that the clarion call for “Atmanirbhar Bharat” brings with it huge potential for quality in general & QCI in particular.

The Chairperson requested the Secretary General to take up the formal discussion on the agenda.

#### **a. Adoption of Agenda**

The agenda was adopted with the permission of the Chair.

#### **b. Confirmation of the Proceedings of the 59<sup>th</sup> Governing Body Meeting**

The proceedings of the 59<sup>th</sup> Governing Body meeting held on July 03, 2020 were confirmed and approved by the Governing Body members.



**c. Action taken on the Proceedings of the 59<sup>th</sup> Governing Body meeting**

The 'Action Taken Report' on the proceedings of the 59<sup>th</sup> Governing Body meeting circulated to all Governing Body members was noted by the Governing Body.

**I. Items for Consideration and Approval of Governing Body:**

**Item No. 60.1.1 : To consider Annual Report & Audited Annual Accounts along with Statutory Auditor's Report for the period April 1, 2019 to March 31, 2020**

The Chairperson, Finance Committee apprised the members that the statutory audit process has been completed by M/s Walker Chandiook & Co. LLP for the Financial Year 2019-20 and the audited accounts have been circulated to all the members for their comments.

Representatives from M/s Walker Chandiook & Co. LLP were invited to deliver a short presentation on the audited financial results of QCI and their observations on the same. The only observation from the auditors was that there is unreconciled amount to the tune of Rs. 8.49 Cr in the QCI accounts, where QCI has received payment but has been unable to match against specific invoices. These amounts started accumulating in 2013. The Chairperson, QCI mentioned that QCI will diligently work to address this issue fully by March 31, 2021. QCI will also begin the process of revamping the financial systems across the Boards so that they are standardised and modernised.

The Governing Body took note of the observations of the Statutory Auditors and approved the Audited Annual Accounts along with the Annual Report for placing it before the Governing Council.

**Item No. 60.1.2 : To consider Re-appointment of M/s Walker Chandiook & Co. LLP as Statutory Auditors for the Financial Year 2020-2021**

The Secretary General, QCI and Chairperson, Finance Committee informed the members that M/s Walker Chandiook & Co. LLP have been performing the statutory audit for two years and have performed reasonably well and therefore they may be re-appointed as Statutory Auditors of QCI for the Financial Year 2020-2021 at an annual fee of Rs. 7,70,000 plus taxes including out of



pocket expense but excluding the fee for preparation and filling of Form 10B under Income Tax Act.

The Governing Body concurred with the recommendations of the Finance Committee and recommended it for placing before the Governing Council.

**Item No. 60.1.3 : To consider Re-appointment of M/s T.R Chadha & Co LLP as Internal Auditors for the Financial Year 2020-2021**

The Governing Body concurred with the recommendations of the Finance Committee and approved the Re-appointment of M/s T.R Chadha & Co LLP as Internal Auditors of QCI for the Financial Year 2020-2021 at a reduced fee of Rs. 1,62,500/- per quarter.

**Item No 60.1.4 : To approve nomination of Chairperson, NABL**

The Secretary General, QCI informed the Governing Body that as per the nominations received from Industry Associations, Governing Body and Governing Council members and after following due process, Chairperson, QCI has nominated Prof. R.K. Kotnala, Raja Ramanna Fellow, Department of Atomic Energy (DAE); Govt. of India (2018 -continued), as Chairperson, NABL.

The Governing Body approved the appointment of Prof. R.K. Kotnala as Chairperson, NABL for a term of two years (w.e.f Sep 23, 2020 or the date of his acceptance of the position).

The Chairperson, QCI appreciated the efforts and contribution of Dr. D.K Aswal as Incharge-Chairperson, NABL and thanked him for the guidance and help especially during these testing times.

**Item No. 60.1.5 : To approve Prof S K Joshi Lab Excellence Award to be executed by NBQP**

The Secretary General, QCI informed the Governing Body that in memory of Prof. S.K Joshi, QCI has envisaged a Prof. Joshi Lab Excellence Award for recognizing the quality work done by laboratories across the country. He also presented the framework prepared by NBQP, QCI for institutionalising the award process.

The Governing Body took note of the guidelines applicable for Prof. S K Joshi Lab Excellence Award Scheme and it suggested that, to encourage maximum participation of all laboratories across the country, QCI may not charge any fee from the laboratories submitting application in this regard.



Accordingly, The Governing Body In-principal approved the institution of Prof. S.K Joshi Lab excellence awards without an application fee component and derived that a committee may decide the framework, incentives (financial or otherwise) and implement the award in 2021.

**Item No. 60.1.6 : To write-off bad debts relating to NABCB**

The Governing Body took note of the details of the bad-debts proposed to be written-off by the NABCB Board and approved the same as per the recommendations of the Finance Committee.

## **II. Items for Ratification of Governing Body**

**Item No. 60.2.1 : To ratify Extension of term of Chairperson, NBQP**

The Governing Body took note of the contributions of Mr. Sunil Mathur, Managing Director & Chief Executive Officer, Siemens Limited as Chairperson, NBQP for past two years and approved the continuation of Mr. Sunil Mathur as Chairperson, NBQP for a second term of two years w.e.f 17.09.2020.

## **III. Items for Information of the Governing Body**

**Item No. 60.3.1 : To note the Financial Performance of QCI and its Boards from July 01, 2020 to August 31, 2020**

The Secretary General, QCI briefed the Board on the financial performance of QCI and its respective Boards and Divisions during the 2<sup>nd</sup> quarter (from July 01, 2020 to August 31, 2020).

The Boards and QCI, have earned total Income of ₹3,331 Lakhs against the budgeted Income of ₹4,938 Lakhs (being 67% of the estimated income) and the total Expenditure has been ₹2,679 Lakhs against the budgeted Expenditure of ₹3,748 Lakhs (being 71% of budgeted expenditure) for the period July 01, 2020 to August 31, 2020.

The Governing Body took note of the same.

**Item No. 60.3.2 : To receive note on the promotions against the sanctioned posts during the period of report**

The Governing Body received the information.



- Item No. 60.3.3 : To receive note on the regularization against the sanctioned post**  
The Governing Body received the information.
- Item No. 60.3.4 : To receive note on the new joining (against the sanctioned posts) in QCI during the period of report**  
The Governing Body received the update on new joining against regular post.
- Item No. 60.3.5 : To receive note of the employees (appointed against the sanctioned posts) relieved from their services.**  
The Governing Body received the information.
- Item No. 60.3.6 : To receive note on engagement of Lion Manpower Solutions for providing Manpower services to QCI**  
The Governing Body received the information.
- Item No. 60.3.7 : To note receipt of Income Tax Refund from Income Tax Department**  
The Governing Body received the information.
- Item No. 60.3.8 : To present an update on activities of QCI Boards, Divisions & Cells during the reporting period**  
The Board CEOs and Divisional Heads presented the brief on the activities of their respective domains and the forthcoming plans to the Governing Body.  
The Governing Body took note of the exemplary work and appreciated QCI on the contributions in various fields.
- Item No. 60.3.9 : To receive note on recruitment for the post of Secretary General, QCI (Placed on Table)**  
The Chairperson, QCI briefed the Governing Body on the process followed for selection of Secretary General, QCI during 2020. He informed that pursuant to the approval of the Hon'ble Commerce & Industry Minister as per the communication received from the Department for Promotion of Industry and Internal Trade (DPIIT) vide letter no. 12013/14/2020/NPC-QCI dated 17.09.2020, Dr.



Ravi Prakash Singh has been re-appointed as the Secretary General, QCI for a tenure of three (3) years w.e.f. 29.09.2020.

The Governing Body took note of the same and congratulated Dr. Ravi Prakash Singh on his re-appointment.

Item No. 60.4

: **Any other item with the permission of the Chair**

The Chairperson, QCI informed the Governing Body that Mr. Shyam Bang has requested to be relieved from the Honorary position of Chairperson, NABCB w.e.f. Sep 30, 2020. He informed the members of the exemplary contributions of Mr. Shyam Bang as Chairperson, NABCB and Member, Finance Committee. He appreciated the valuable contribution by Mr. Bang towards the finalisation of the Service & Finance Manual 2018. He also appreciated the leadership and guidance of Mr. Bang w.r.t the transitioning of the NABCB Board over the past 4 years.

The Governing Body members appreciated and thanked Mr. Shyam Bang for his significant contributions and impact made towards the growth of the organisation.

The Chairperson, QCI invited all members to give their suggestions, if any. w.r.t further strengthening of activities of QCI:

1. Mr. Bejon Mishra suggested that QCI must focus on ways to improve quality of goods & services in the country under the Aatmanirbhar Bharat Initiative.

There being no other remarks, the meeting ended with a Vote of Thanks to the Chair

(Dr. Ravi. P. Singh)  
Secretary General

(Adil Zainulbhai)  
Chairperson

Place :- New Delhi

Date:- 13<sup>th</sup> October 2020



## Annexure- A

### Attendance for 60<sup>th</sup> Governing Body Meeting of QCI held on 23.09.2020

#### List of Members Present:

- |     |                        |  |
|-----|------------------------|--|
| 1.  | Sh. Adil Zainulbhai    | Chairperson, QCI   |
| 2.  | Sh. Puru Gupta         | Deputy Secretary, DoC  |
| 3.  | Prof. Goverdhan Mehta  | Chairperson, NABET   |
| 4.  | Dr. B.K. Rao           | Chairperson, NABH  |
| 5.  | Sh. Shyam Bang         | Chairperson, NABCB   |
| 6.  | Dr. D.K. Aswal         | Interim Chairperson, NABL &<br>Representative, CSIR            |
| 7.  | Ms. Tanushree Banerjee | Chairperson, Finance Committee                                 |
| 8.  | Sh. Deepak Sood        | ASSOCHAM   |
| 9.  | Sh. Mritunjay          | FICCI  |
| 10. | Sh. Anupam Kaul        | Confederation of Indian Industry                               |
| 11. | Sh. A.K. Sharma        | STQC (MeitY)   |
| 12. | Sh. Bejon Mishra       | Founder, Consumer Online Foundation                            |
| 13. | Sh. Pankaj Kumar       | Indian Industries Association                                  |
| 14. | Ms. Jyotsna            |  |
| 15. | Sh. Aditya Natraj      | Founder and Director of Kaivalya Education<br>Foundation (KEF) |
| 16. | Dr. R.P. Singh         | Secretary General  |

#### Invitee:

- |    |                     |                    |
|----|---------------------|--------------------|
| 1. | Mr. David Jones     |                    |
| 2. | Mr. Raghuram        | Statutory Auditors |
| 3. | Mr. Siddharth Malik |                    |

#### QCI Secretariat:

- |     |                             |   |
|-----|-----------------------------|---|
| 1.  | Sh. N Venkateswaran         | CEO, NABL                                 |
| 2.  | Dr. Atul Mohan Kochhar      | CEO, NABH                                 |
| 3.  | Sh. Rajesh Maheshwari       | CEO, NABCB                                |
| 4.  | Dr. Manish Kumar Jindal     | CEO, NABET                                |
| 5.  | Sh. C.K. Biswas             | CEO, NBQP                                 |
| 6.  | Sh. Akash Aggarwal          | Project Manager, PPID                     |
| 7.  | Dr. A. Raj                  | Sr. Director, ZED                         |
| 8.  | Dr. Manish Pande            | Head, PADD                                |
| 9.  | Sh. Alok Jain               | Head, Training and Capacity Building Cell |
| 10. | Sh. Rudraneel Chattopadhyay | Policy Unit                               |



**Leave Granted:**

- 1- Secretary, DPIIT
- 2- Secretary, Department of Science and Technology
- 3- Chairperson, NBQP
- 4- Chairman, Railway Board
- 5- National President, National Institution for Quality & Reliability (NIQR)