



## QUALITY COUNCIL OF INDIA

### MINUTES OF THE 67<sup>th</sup> GOVERNING BODY MEETING OF QCI HELD ON JULY 04, 2022

The 67<sup>th</sup> meeting of the Governing Body was held on July 04, 2022, in a hybrid mode with few members joining virtually and few members present in person at QCI office at 1500 Hrs.

The list of members who attended the meeting is annexed at Annexure –A (Page No. 14)

#### **Welcome Note**

The Chairperson welcomed all the members present In-person & virtually and confirmed the quorum for the meeting. He appreciated the members for being consistent in joining the Governing Body Meetings and expressed gratitude to the members for constantly being a large contributing part of the QCI growth journey. The Chairperson also expressed his joy on seeing the QCI office buzzing with energy and creativity once again after the pandemic.

The Chairperson informed the members that as we are coming out of Covid, we are excited to expand our activities and there is a wide array of activities that QCI is being involved in, on the request of various ministries/departments. He further informed the members that QCI is working on many important initiatives that the Hon'ble Prime Minister has laid out and expressed gratitude towards the Hon'ble Commerce & Industry Minister, Sh. Piyush Goyal, for showing immense support towards QCI in contributing its bit towards the achievement of this vision. One of these initiatives is the "Open Network for Digital Commerce (ONDC)" which was incubated by Sh. Anil Agrawal, Additional Secretary, DPIIT and QCI was asked to get involved. Chairperson, QCI further mentioned that we are very excited to be part of such impactful and important initiatives. This has given QCI the required confidence for performing activities of such large scale and impact and we will continue doing that.

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

The members were shown a glimpse of the various activities undertaken by QCI boards and divisions during the reporting period through a short video.



**a. Adoption of Agenda**

The agenda was adopted with the permission of the Chair. It was informed that 67.2.2 was withdrawn and decided to be placed in the next Governing Body meeting.

**b. Confirmation of the Proceedings of the 66<sup>th</sup> Governing Body Meeting**

The proceedings of the 66<sup>th</sup> Governing Body meeting held on March 28, 2022 were confirmed and approved by the Governing Body members, since no comments were received from any member.

**c. Action taken on the Proceedings of the 66<sup>th</sup> Governing Body Meeting**

The 'Action Taken Report' on the proceedings of the 66<sup>th</sup> Governing Body meeting circulated to all members was noted by the Governing Body. It was informed that all actions, wherever required were duly taken.

**I. Items for consideration and approval of the Governing Body:**

**Item No. 67.1.1 : To consider and approve appointment of Internal Auditors for the Financial Year 2022-2023**

The Secretary General informed the members that in accordance with the provisions of Service & Finance Manual, the process for appointment of Internal Auditors for the Financial Year 2022-23 has been initiated by the Finance team upon completion of 3-year term of the current Internal Auditor M/s TR Chaddha & Co. LLP. The process followed along with the 3 shortlisted proposals received from Audit firms were presented to the QCI Finance Committee in its meeting held on July 02, 2022.

The Secretary General, QCI invited Shri. Vinod Sharma nominated Member of Electronic Industries Association of India (ELCINA) and a member of the Finance Committee to brief the Governing Body on the observations and recommendations of the Finance Committee in the absence of the Chairperson, Finance Committee.

Shri. Vinod Sharma informed the Governing Body that on recommendations of the QCI Finance, the Finance Committee has consented on the three (3) applicant firms and has recommended that their credentials be further evaluated through a round of presentation through the QCI Purchase Committee and final recommendation on selection be put up to the Chairperson, QCI for approval on appointment of Internal Auditors for the FY 2022-2023 on behalf of the GB.

The Secretary General, QCI further informed the members that for finalizing the firm, QCI shall assess on the basis of the competence and not on the basis of the lowest cost proposed and the recommendations thereon shall be put up to Finance Committee before approval of



Chairperson, GB.

The Governing Body approved the recommendations of the Finance Committee and authorized Chairperson, QCI to approve the appointment. The decision thereon shall be put up for information of GB in its next meeting.

**Item No. 67.1.2 : To consider and approve revision of pay bands of QCI employees**

The Secretary General apprised the members that as reported in the 64<sup>th</sup> GB Meeting vide Item No. 64.3.8 and further in the 66<sup>th</sup> GB Meeting vide Item No. 66.1.3, QCI had initiated the process of review and revision of compensation of QCI staff employed on regular posts, as this has been done at an interval of 4-5 years in the past also.

In order to perform a market review and benchmarking of the current compensation and introduce appropriate pay & benefits to allow attraction and retention of talent, an Independent Third-Party consulting firm i.e., M/s Cerebrus Consultants Private Limited was engaged. Further, the report submitted by the third-party consultants was presented before the Finance Committee of QCI in the meeting held on June 23, 2022. The Secretary General invited Dr. A. Raj, Senior Director, ZED to brief the Governing Body on the recommendations the Third-party report as well as those of the Finance Committee.

Dr. Raj briefed the members on the background, objectives, process followed and the key observations of the exercise. He further presented the below given recommendations of the report and recommendations of Finance Committee for approval of the GB.

1. The finance committee has decided that revision of pay, and compensation be implemented in a graded manner to make the middle management cadre more attractive for young professionals to join QCI, followed by support staff at junior level. The compensation revision at senior management was kept the least since the aggregated revision would be as per Industry standards. The following revision in pay bands were approved by the GB accordingly:

S. No.	Designation (technical & non-technical)	Increase in CTC (%)
1	Secretary General Chief Executive Officer Senior Director Director	25
2	Joint Director Deputy Director Assistance Director	35



3	Accreditation Officer Administrative Officer Executive Officer Executive Officer (Trainee) Executive Assistant Office Assistant	30
---	--	----

2. The pay revision of Senior professionals (Deputy advisors, Advisors, Senior Advisors, Assistant Advisors etc.) in QCI will also be aligned with the above recommendations, as per the mapping of their respective designation with the regular employees. However, these will be on case-to-case basis based on the recommendations of their respective reporting officer and the current performance of the incumbent in his/her assigned roles.
3. Wage Code implementation in compensation structure should be done simultaneously with this exercise.
4. The pay revision exercise must be undertaken every 5 years from here on. This being an exceptional situation due to Covid, the current recommendation may be implemented w.e.f. April 01, 2022, and the next revision be made effective from April 01, 2026, then April 01, 2031 etc. (i.e. every five years thereon).
5. Finance Committee recommends that Service & Finance Manual be updated to record that Pay revision exercise be undertaken every 5 years after 2026. In order to bring this recommendation to effect, the following was proposed and placed for approval of the GB:

In pursuance to the power given under Rule 10 (a) (iv) of the Rules & Regulations of QCI, the Governing Body may allow inclusion of the below clause as Clause 3.10 under Rule 3 dealing with "Service Conditions" in the Service & Finance Manual of QCI to bring effect to the recommendations of the Finance Committee:

Clause 3.10: Review & Revision of Pay & Service Conditions at Intervals

*"The Pay & service conditions offered to all categories of QCI staff shall be reviewed against market conditions and revised at an interval of every five years."*

On request of Sh. Anil Agrawal, AS, DPIIT, Shri. Vinod Sharma clarified that the next revision is being recommended for the year 2026 along with revision of S&F Manual to ensure that this activity is undertaken timely in the years to come, and employees are not penalised for a late revision in the long run. Shri. Sunil Mathur, Chairperson, NBQP mentioned that efforts should also be made to ensure due motivation for employees and such measures be included in the HR Manual accordingly.



The Governing Body approved the above given recommendations.

**Item No. 67.1.3 : To consider and approve establishment of NICPP as a division under QCI**

The Secretary General, QCI apprised the members that Niti Aayog had drafted the framework of one of its flagship schemes i.e. National Institute for Chartered Project/Program Management Professional (NICPP) [part of the National Project Management Policy Framework (NPMPF)] and requested QCI to formalize its structure under QCI. It has been decided that NICPP may be set up as a division and once the activities have taken shape, it may be formed as a separate entity under QCI.

The Secretary General, QCI invited Dr. Manish Jindal, CEO NABET, In charge head of NICPP to inform the members on implementation and institutionalization of NICPP as a division of QCI. Dr. Manish Jindal, informed the members of the vision and mission of NICPP, as set up by the task force. The brief note detailing the background and progress in this regard was presented to the Governing Body along with the proposed division structure and funds requirement. The following was placed for approval of the Governing Body:

1. Creation of NICPP as a division under QCI
2. Creation of the following posts under the Division, so created:

Position	Division Head	Wing Head	Technical Consultants	Admin Support	Analysts
Strength	1	4	3	1	8

3. Funding Support:
  - a. Capital cost to be incurred (incubation): **INR 2 crores**
  - b. Recurring cost (annual): **INR 2.10 crores**

Sh. P.R Mehta, Chairperson, NABET mentioned that it shall be ensured that a proper knowledge base and expertise on project management is instilled into the team to ensure the initiative is successful.

Sh. M. Balaji, JS, DoC sought clarity on the nature of employment of the employees proposed to be hired in the division (internal transfers/new hiring). Secretary General, QCI clarified that to maintain continuity in the division and eventually in the organization to be formed, these employees shall be hired on regular posts who would become the skeletal employees of the NICPP whenever it is shifted out of QCI in order to have continuity and memory of the organization.

The Governing Body considered and approved the above.



**Item No. 67.1.4 : To consider sanction of posts in QCI Boards and Divisions**

The Secretary General, QCI informed the members that internal re-organization was resorted to whenever need was felt to supplement staff in a Board by considering surplus staff available in any other Board with similar competency as required before going for fresh recruitment. In the process, few of the inter-Board transferred employees have consistently performed and their performance is reviewed through Cadre Review Committee. It is now felt that those who have consistently performed in their new role may now vacate their substantive position and get absorbed against vacancy in their new assignment. In order to allow such absorption of the employees transferred and serving internally in a different Board/Division for a considerable time and to allow addition of staff strength at the required places, it was proposed that the below mentioned posts be created in QCI. He further informed that the organization has grown tremendously in the past 5-6 years, and it is appropriate time to add few positions for smooth operations.

Board/ Division	Positions	No. of Posts	Rationale
NABCB	Accreditation Officer/ Executive Officer	05	Absorption of 2 AO's transferred from NABET, requirement of 3 additional AO/EO
PPID	Director/ Sr. Director	03	Absorption of 1 Director, 1 JD, 2 AD & 1 AO transferred from Boards and presently working in Divisions as well as requirement of additional staff in view of the expanding activities as approved by the PPID Steering Committee in its meeting held on May 17, 2022
	Assistant Director/ Deputy Director/ Joint Director	10	
	Accreditation Officer/ Executive Officer/ Executive Officer Trainee	05	
ZED	Accreditation Officer Executive Officer/ Executive Officer Trainee	01	Absorption of 1 AO transferred from NABET
PADD	Executive Officer Trainee/	01	Absorption of 1 AO transferred from NABET



	Executive Officer/ Accreditation Officer		
QCI Admin	Assistant Director	03	Promotion channel for existing 16 AO's

The additional posts shall be filled through open selection process after affecting the absorption of transferred employees (at the Board/Division they are working in) and the competence profile, qualification, experience, and CTC for the post shall be as per the guidelines mentioned in Service & Finance Manual.

The Governing Body considered and approved the same.

**Item No. 67.1.5 : To consider and approve investment into the equity share capital of Unnati Employment Network**

The Secretary General, QCI informed the members that as reported in the 63<sup>rd</sup> Governing Body Meeting of QCI held on June 30, 2021, vide Item No. 63.1.5 Unnati Employment Network (UEN) was established as a Sec 8 Company under the Companies Act, 2013 with 99.99% investment of Rs. 1,00,000 into the equity shares of the Company by QCI.

QCI with funding support from the Bill & Melinda Gates Foundation has been working on development of the Technology Platform of UNNATI (a livelihood access platform for blue and grey collared workers developed by QCI) which is now ready to go live for onboarding of the respective stakeholders.

He further informed the members that UEN has never been envisioned as a profit-oriented project and thus, QCI intends to continue it on a pro-bono model. With the funds (worth USD 1 million) received from the Bill and Melinda Gates Foundation almost being spent, the project would need additional capital to keep current operations running, as well as to launch the platform on a limited scale. The team is also in touch with various agencies of the Government to collaborate and house UEN for taking the initiative further ahead. The members of the Finance Committee, QCI have conveyed their acceptance to the proposed infusion after due evaluation.

Therefore, it is proposed that an investment of Rs. 2,50,00,000 (Rupees two crores and fifty lakhs) into 25,00,000 equity shares of UEN be made by QCI by subscribing to shares issued on private placement basis at a per share value of Rs. 10 each (as determined by the report submitted by a registered valuer).

The Governing Body approved the above and authorized Dr. Ravi P. Singh,



Secretary General, QCI to sign and execute documents, give any information, clarifications, explanations and to do all such acts and deeds as may be necessary, required or deemed expedient on behalf of Quality Council of India to bring the above to effect.

**Item No. 67.1.6 : To consider and approve regularization of QCI employees hired on higher post through advertised vacancies**

The Secretary General, QCI informed the members that QCI has been recruiting through open selection, people on contract for an initial period of 2 years, in order to assess their competence as well as their suitability in the Division/Board before regularizing them in regular positions. In such recruitments internal candidates also apply and compete against these open positions while they hold regular positions within QCI. If selected, such officials retain their lien to the substantive post within the same organization and serve the contractual period. Lately, due to expansion of activity in each Board, since the post where lien is retained is not considered vacant and therefore no selection/promotions can be made on them for two years at least, which creates difficulties for the Boards since the existing person is not available and no recruitment can take place. Also, such regular officers who have been occupying regular positions within the organization, represent that their terms of appointment have changed after they are appointed on higher post, which is unfair to them. Therefore, it was proposed that such internal candidates who are already occupying regular posts within QCI, may join higher posts through open selection as a regular candidate with a probation of one year (on a case-to-case basis) so that the organization can plan filling such vacancies after a year or allow people to get promoted against such vacancies after a year.

Shri. Balaji required certain clarifications on the agenda which was explained. It was also explained by Dr. Mahesh Verma, Chairperson NABH and VC, IP University as well as Shri P R Mehta, Chairperson, NABET and past President Council of Architecture that such a practice is quite routine in autonomous organizations.

While approving the above agenda, the GB desired that QCI team may meet Shri Balaji, JS, DoC and explain to him the QCI rules as contained in the S&F manual. The team met the JS and explained him the intent of the exercise. He desired that his questions as posed, and its explanations as given may be circulated to all members. The same is attached as Annexure-B.

After due deliberations, the Governing Body approved the above for implementation.





## II. Items for ratification of the Governing Body

### Item No. 67.2.1 : To ratify the restructuring of Project Planning and Implementation Division (PPID)

The Secretary General, QCI and Shri. Anil Relia, Head, PPID informed the members on the need, process, observations, and recommendations of the PPID Restructuring exercise undertaken through an external HR consulting Firm. It was informed that after a lot of deliberations, the recommendations submitted by the HR Consulting Firm have been approved by QCI Finance Committee & the PPID Steering Committee (brought into effect from Feb 01, 2022).

Shri. Sunil Mathur, Chairperson, NBQP and Shri. P.R Mehta, Chairperson, NABET, appreciated the effort made in this regard and made the following suggestions:

1. A longer tenure to ensure due motivation and job security
2. A clear path for career progression and above average compensation as per market rate shall be offered to attract new talent.

The Secretary General, QCI informed the members that the above suggestions are part of the detailed recommendations made in the report submitted by the consultants and are being implemented in a phased manner.

The Governing Body ratified the recommendations of the consultants as per the approval of the Finance Committee & PPID Steering Committee.

### Item No. 67.2.2 : To ratify the estimated budget allocation for various initiatives proposed to be introduced by QCI Boards and Divisions in the 25<sup>th</sup> year

*Item Withdrawn; To be presented in the next Governing Body Meeting*

## III. Items for information of the Governing Body

### Item No. 67.3.1 : To note the financial performance of QCI and its Boards from April 01, 2022 to June 15, 2022 and April 01, 2021, to March 31, 2022

The Secretary General, QCI apprised the Governing Body of the following:

- a. **April 01, 2022 to June 15, 2022:** The Boards and QCI, have earned total Income of ₹5,254 Lakhs against the budgeted Income of ₹6,635 Lakhs (being 79% of the budgeted income) and the total Expenditure has been ₹3,876 Lakhs against the budgeted Expenditure of ₹4,617 Lakhs (being 84% of the budgeted expenditure) for the period April 01, 2022 to June 15, 2022.
- b. **April 01, 2021, to March 25, 2022:** During the Financial Year 2021-2022 i.e. April 01, 2021 to March 25, 2022, the Boards and QCI, have



earned total Income of ₹32,316 Lakhs against the budgeted Income of ₹31,083 Lakhs (being 104% of the budgeted income) and the total Expenditure has been ₹19,047 Lakhs against the budgeted Expenditure of ₹21,779 Lakhs (being 87% of the budgeted expenditure) for the period April 01, 2021 to March 31, 2022.

The Governing Body received the information.

**Item No. 67.3.2 : To receive note on extension of term of CEO, NABL**

The Governing Body received the information.

**Item No. 67.3.3 : To note the initiation of process for appointment of Chairperson, NBQP**

The Governing Body received the information.

The Secretary General, QCI placed on record appreciation for Shri. Sunil Mathur, Chairperson, NBQP for his contribution to QCI over the past 4 years, it was also explained that the Advisory Boards created in each Board has the provision for outgoing Chairperson to be a part of it so that continuation of some strategic interventions is achieved over a period of time. SG requested him to continue to be part of the QCI family through the Advisory Committee.

The Chairperson, QCI expressed his gratitude towards Shri. Mathur for his contribution to not just one Board but QCI as a whole. He thanked him for being a great guide, counsellor and contributing to thought leadership within the organization. He informed the members that Shri. Mathur has pushed us hard to think about how manufacturing will involve in Industry 4.0, digital trainings, and a lot of other activities that QCI is working on. He further mentioned that during his tenure, QCI has grown at a very fast pace and QCI will keep looking forward to getting his guidance going forward.

The Governing Body appreciated the very notable contribution of Shri. Mathur during his tenure as the Chairperson of NBQP, QCI.

**Item No. 67.3.4 : To note the initiation of process for appointment of Chairperson, Finance Committee**

The Governing Body received the information.

**Item No. 66.3.5 : To note the new joining (against the sanctioned posts) during the period of report**

The Governing Body received the information.



- Item No. 67.3.6** : **To note the promotions against the sanctioned posts**
- The Governing Body received the information.
- Item No. 67.3.7** : **To note the employees (appointed against sanctioned posts) relieved from their services during the period of report**
- The Governing Body received the information.
- Item No. 67.3.8** : **To note update on**
- a. QCI's Income Tax Appeal before Commissioner- Appeal, Income Tax Department and before Income Tax Appellate Tribunal**
- The Governing Body received the information.
- b. QCI Service Tax cases**
- The Governing Body received the information.
- Item No. 67.3.9** : **To note the MoU's signed by QCI with various organizations during the period of report**
- The Governing Body received the information.
- Item No. 66.3.10** : **a. To place on record information about the update on activities of Boards, Divisions & Cells during the reporting period**
- The status update on activities of the Boards, Divisions and Cells during the reporting period as circulated along with the agenda was considered as read.
- b. To present and discuss few key projects**
- Update presented on the "SVANidhi se Samridhi" project was noted by the members. Sh. Anil Agrawal, Additional Secretary, DPIIT, appreciated the efforts of QCI in establishing and operationalizing ONDC i.e., Open Network for Digital Commerce.
- c. To present and discuss challenges being faced**
- The challenges being faced by the PPID Division were also presented to the members and their comments have been invited on how can QCI address/approach them in a more long-term manner.
- The Governing Body noted the same.
- Item No. 67.4** : **Any other item with the permission of the Chair**
1. Sh. Anil Agrawal, Additional Secretary, DPIIT mentioned that all



accreditation processes at QCI must be objective in nature and are known to be such. He further requested that the KPI's of all Boards may be shared with DPIIT through a dashboard/report periodically, if possible.

Chairperson, QCI mentioned that a regular update on the activities of all Boards is shared as part of the GB presentation/agenda, and we can together find a common mechanism to share the same with DPIIT also. Chairperson, QCI further informed the members that after discussion with Hon'ble CIM, QCI has put in places additional measures such as setting up of an independent call center for collecting customer feedback for NABL & NABH after the end of every assessment. QCI is also in the process of introducing trainings for its assessors on how to deal with clients during an on-going assessment and such related matters.

2. Sh. Vinod Sharma mentioned that it would be helpful to streamline the HR systems if a HR Committee like the Finance Committee is put in place and is given the responsibility of ensuring transparent HR systems and resolving HR related matters for further submission to the GB. He further mentioned that if QCI can do an on-ground assessment of MSME's that do not fall under the purview of the ZED and devise mechanisms to help them, it would really contribute to the industry growth.

Chairperson, QCI appreciated the idea and informed the members that we will devise ways on how we can have a more strategic approach and discussion on HR matters rather than a tactical discussion.

3. Secretary General, QCI apprised the members that with the help of a startup known as Proxy, QCI has recently completed a few pilot assessments of Hospitals through a device (visor and arm sleeve enabled with camera and recording mechanism) that allows the assessors to capture the entire assessment and allows the team at backend to review the entire live process of assessment.

He mentioned that with the use of such technology, QCI can make the assessment procedures more technologically advanced. He further mentioned that after few modifications/customizations into the technology, QCI can procure these devices and introduce them in all on-ground assessment activities.

The Governing Body appreciated the idea.

4. Sh. Anurag Jain, Hon'ble Secretary, DPIIT, joined the meeting and regretted that he couldn't attend the meeting in person. He mentioned that QCI should devise performance indicators for all its Boards. He mentioned that as pointed out in meetings and on-site visits by the Hon'ble CIM, QCI must devise a mechanism to ensure that the quality of institutions that are granted accreditation by QCI Boards have and continue to maintain the requisite quality infrastructure.

He further mentioned that QCI must also ensure that all disputes/complaints received by any of the QCI Boards are timely



addressed and there is also a time-bound disposal of accreditation applications by these Boards. He requested that in addition to above two suggestions, there should be a mechanism to report the above to the Board members.

Chairperson, QCI informed the members that the dashboards in place capturing the above-mentioned requisite details will be made available to the Board members. He further informed that QCI is taking a hard look at the processes and new initiatives are being introduced in the form of introduction of feedback mechanism, live monitoring of assessments, training schedules etc.

Sh. Anurag Jain, Hon'ble Secretary, DPIIT appreciated the effort and requested that strict actions are taken against the responsible persons in case any discrepancy is found in the systems or during surprise assessments and appropriate response/report is submitted to the DPIIT on the cases referred to QCI by DPIIT.

The meeting ended with a Vote of Thanks.

A handwritten signature in black ink, appearing to read 'Ravi P. Singh', written over a horizontal line.

**Dr. Ravi P. Singh**  
**Secretary General**  
**Quality Council of India**

A handwritten signature in black ink, appearing to read 'Adil Zainulbhai', written in a cursive style.

**Adil Zainulbhai**  
**Chairperson**  
**Quality Council of India**

Place: - New Delhi  
Date: - 19/07/2022



## Annexure-A

### Attendance for 67<sup>th</sup> Governing Body Meeting of QCI held on July 04, 2022

#### List of Members Present:

##### In-person:

1.	Sh. Adil Zainulbhai	Chairperson, QCI
2.	Sh. Anil Agrawal	Additional Secretary, DPIIT
3.	Sh. Vinod Sharma	Electronic Industries Association of India (ELCINA)
4.	Sh. P.R. Mehta	Chairperson, NABET
5.	Dr. R.P. Singh	Secretary General, QCI

##### Through VC:

1.	Sh. Anurag Jain	Secretary, DPIIT
2.	Sh. Uday Singh Meena	Director, DPIIT
3.	Sh. M. Balaji	Joint Secretary, DoC
4.	Dr. Ekta Kapoor	Representative, DST
5.	Dr. Akhilesh Mishra	
6.	Prof. R.K Kotnala	Chairperson, NABL
7.	Sh. Sunil Mathur	Chairperson, NBQP
8.	Prof. (Dr.) Mahesh Verma	Chairperson, NABH
9.	Sh. Neeraj Singhal	Indian Industries Association (IIA)
10.	Ms. Anita Aggarwal	
11.	Sh. Dinesh Goyal	
12.	Sh. Aditya Natraj	Kaivalya Education Foundation (KEF)
13.	Sh. Dharam Singh	-

#### QCI Secretariat:

##### In person:

1.	Sh. N Venkateswaran	CEO, NABL
2.	Dr. Manish Kumar Jindal	CEO, NABET
3.	Dr. Atul Mohan Kochhar	CEO, NABH
4.	Dr. A. Raj	Senior Director, ZED
5.	Sh. Anil Relia	Head, PPID
6.	Dr. Manish Pande	Head, PADD
7.	Sh. Kuldeep Kaul	Head, Finance and Accounts
8.	Ms. Kanika Sethi	AD, QCI
9.	Sh. Aditya Lakshman	PPID
10.	Sh. Rudraneel Chattopadhyay	PPID
11.	Sh. Vijay Kohli	PPID

##### Through VC:

1.	Sh. C.K. Biswas	CEO, NBQP
----	-----------------	-----------



2.	Sh. Rajesh Maheshwari	CEO, NABCB
3.	Sh. Aaditya Thirani	Deputy Director, QCI

**Leave Granted:**

1.	Railway Board, Ministry of Railways
2.	Council of Scientific and Industrial Research (CSIR)
3.	Confederation of Indian Industry (CII)
4.	Federation of Indian Chambers of Commerce and Industry (FICCI)
5.	The Associated Chambers of Commerce and Industry of India (ASSOCHAM)
6.	Standardisation Testing and Quality Certification (STQC), Ministry of Electronics & Information Technology
7.	Chairperson, Finance Committee
8.	Consumer Guidance Society of India (CGSI)



**Annexure-B**

In furtherance to a meeting held with Sh. M. Balaji, Joint Secretary, Department of Commerce with QCI officials on July 07, 2022, given below are the responses to the queries submitted by Sh. Balaji. These are being submitted against Item No. 67.1.6 placed for approval of the Governing Body on July 04, 2022. Any comments in this regard may please be submitted on email to QCI.

1.	What is the process of promotion and the structure/process in place to ensure promotional aspects at every level?	<p>Clause 3.6 of the Service &amp; Finance Manual defines eligibility criteria, guidelines, process, etc. related to promotion of regular employees.</p> <p>As per 3.6.3.1, the evaluation and eligibility for promotion will be a two-stage process detailed below:</p> <ul style="list-style-type: none"> <li>• Stage-1 will only be a qualifying criterion to appear before the Cadre Review Committee (i.e. completion of minimum residency period and having average perf. Level 'Very Good' or above during the required residency period). The Evaluation marks at the qualifying Stage-1 are not counted in Stage-2.</li> <li>• Stage-2, interaction with the Cadre Review Committee (CRC). The recommendation of CRC is based on score given on set parameters (for promotion more than 75% marks are required).</li> <li>• All employees are eligible for promotion after meeting the criteria of prescribed residency period and subject to qualifying Stage-1</li> </ul> <p>There is a band structure in QCI for the posts, promotions within the same band are allowed against the no. of post sanctioned in that band by the CRC. Promotions from one band into another are based on vacancies and only the best out of the lower band can get promoted through the CRC after following due process.</p>
2.	In case of external/advertised recruitment, what is the policy in place to allocate positions between internal and external candidates?	All the appointments against the advertised (sanctioned) posts are based on the recommendations of Selection Committee and there is no policy regarding allocation of posts among external and internal candidates. No preference is given to internal candidates. All candidates are treated at par and given an opportunity to compete.
3.	In the past, how many instances have there been where employees jumped from level A to level C leaving level B in between? And because of this how did the promotional aspects of	Since 2014 there has been no such instance.





	existing level B employees get affected?	
4.	Which policy/organization/structure was mirrored at the time of framing the HR Rules?	<p>As per the available records, the process of framing of Administrative &amp; Financial rules of QCI was initiated in 2001 in the 3<sup>rd</sup> GB (which decided that QCI should have its own rules/policies comparable with Industry in general). Thereafter, based on approval of GB, various administrative and financial policies were framed. However, a comprehensive manual of Administrative &amp; Financials rules was framed in 2009 in consultation with the Department of Industry &amp; Internal Trade (then DIPP) (approved in 28<sup>th</sup> GB Meeting dated 25.5.2009 and ratified in 11th Governing Council Meeting). At that time the position of Chairperson, QCI was held by Secretary, DPIIT.</p> <p>This manual was later amended from time to time in the form of Service &amp; Finance Manual (S&amp;F) - 2013 (approved in 38<sup>th</sup> GB Meeting), S&amp;F manual - 2015 (approved in 42<sup>nd</sup> GB Meeting) and the current version, S&amp;F manual - 2018 effective from 1.1.2018.</p>