



PROCEEDINGS OF THE 58th GOVERNING BODY MEETING

The 58th Governing Body meeting was held on March 18, 2020 at 11 00 hrs in 'Board Room-QCI, GF, Indian Council for Child Welfare (ICCW) Building, 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, New Delhi.

Due to the Corona Virus pandemic declared by WHO and advisory issued by the Government for avoiding large gatherings, the participation of members was called for through Video Conferencing (VC). The list of members who attended the meeting through VC and in person is at Annexure – A (page no. 7). Leave of absence was granted to the members who could not attend the meeting.

WELCOME

Chairperson-QCI on joining through VC welcomed the Secretary DPIIT (through VC) for joining the meeting and also welcomed all the members and expressed that the global situation right now is unsettling and unpredictable. It will also reflect on QCI budget which is proposed to be discussed today. Chairman was of the view that a re-look into same may be required in next few months at the RBE stage. Chairman also informed the members about the various initiatives QCI and its Boards, specially NABL has taken by writing to ICMR regarding private labs that are accredited and can be used for COVID testing. Board appreciated QCIs efforts. The matter is being vigorously pursued with various government organizations like ICMR/ MoHFW etc.

He, thereafter asked the Secretary General-QCI to take the agenda forward.

Secretary General, welcomed all the members and shared the glimpse of QCI activities through a short video. He further apprised the members about the measures taken by QCI for its employees to avoid as well as dealing with any untoward situation if an employee gets affected by COVID 19. He laid out the major points of the Business Continuity Plan that QCI has put into action:–

- i. Travel to foreign countries being completely stopped as well as National travel was also restrained unless extremely urgent.;
- ii. If symptoms arise, the employee will require to self-quarantine and the cost of any test will be borne by QCI. Further, the employee will only report after getting a fitness certificate from the registered Medical practitioner.
- iii. A QRT will monitor the **Business Continuity Plan (BCP)** under emergency situation.
- iv. Work from Home is being allowed in all Boards and Divisions and a general guideline for social distancing has been circulated.

The Chairperson-QCI and GB members showed their satisfaction on the above, and complemented QCI for moving quickly.

Adoption of Agenda

The agenda was adopted with permission from the members.

Confirmation of the Proceedings of the 57th Governing Body Meeting.

The proceedings of the 57th Governing Body meeting held on December 20, 2019 were confirmed by the GB members.

Action taken on the Proceedings of the 57th Governing Body meeting.

The actions taken as per the 'Action Taken Report' on the proceedings of the 57th Governing Body were apprised and noted by Governing Body.

I Items for Approval of Governing Body:

Item No. 58.1.1 : To consider and approve Budget proposal for FY 2020-21.

Members noted the budget proposal for FY 20-21 of QCI wherein projected budgeted income is ₹ 290 cr and budgeted expenditure ₹ 217 cr with a caveat that owing to the uncertainty due to Covid-19, the finance committee will review the budget in September (RBE) and revise, if required.

Members considered and approved the Budget proposal of QCI for FY 2020-21.

Item No. 58.1.2 : To approve inclusion / exclusion of authorised signatory as Trustee for LIC superannuation fund.

GB approved the following as authorised signatory for the Trustee for LIC Superannuation fund –

1. Dr. Ravi Prakash Singh - Secretary General
2. Dr Aradhna Chopra- Jt. Director (Admn I/c)
3. Mr. Yogesh Kumar Srivastava – Jt. Director (F&A)

Item No. 58.1.3 : To consider re-appointment of M/s WALKER CHANDIOK &Co LLP as Statutory Auditors for FY 2019-20.

Governing Body members noted that the statutory audit was done satisfactorily during the FY 2018-19 and concurred to the recommendations of the Finance Committee for re-appointment of M/s. WALKER CHANDIOK &Co LLP as Statutory Auditors for FY 2019-20 to be placed for approval before the Governing Council.

Item No. 58.1.4 : To consider grant of Stagnation increment to employees who have reached maximum of grade.

GB considered the recommendations of the committee for incorporation of provision regarding grant of Stagnation Increment to the employee who reach maximum of their grade. It was informed to the GB that there are currently 5 staff members who fall in this category and in the future also there could be a few who would fall in this category. However, the financial effect of this would be minimal.

GB approved inclusion of the following in the Byelaws appropriately:

“to motivate such employees, they may be given some nominal increase in their basic pay by giving them ‘Stagnation Increment’ @50% of base increment granted to other regular employees. However, the first increment shall be given after one year of reaching the maximum of the scale. Further, a maximum of three Stagnation Increments shall be given to an employee, provided he/she secures overall performance rating of ‘Good’ or above in the preceding year after the grant of last increment and provided that no vigilance case is pending against the employee”.

Item No. 58.1.5 : To approve decision to lease a Building for QCI to be constructed by Institution of Engineers of India (IEI)

Chairperson apprised the members that the item is not for approval but right now placed for guidance of the Board in the light of latest development w.r.t building of QCI wherein, Institution of Engineers of India (IEI) have agreed to lease a building for QCI and construct the same provided QCI can fund the construction.

Secretary DPIIT noted that presently the plan is for lease of the constructed building for the remainder of the period (35 years) of principal lease (IEI). It was explained that the IEI has agreed that the lease to QCI will also extend when their principal lease is extended for another 99 years. Secretary, DPIIT desired that provisions for extension of lease deed till the lease of IEI is applicable must be clearly mentioned in the legally binding agreement. He also mentioned that once a building is made, all the four locations can shift in the same building which would also take care of the CAG observation in the present audit report of 2014 / 15-1018-19.

It was informed that the finance committee is still considering options to make sure that any investment of QCI must be secured and various options are being discussed. Once the same is finalized by the Finance Committee, the matter would be brought before GB in totality.

Members showed their satisfaction to the proposal considering all Boards / staff in rented buildings of QCI can come under one roof and QCI can do away with its rent obligation, better coordination amongst various Boards and divisions besides the prime location of the building and utilising the surplus amount available with QCI for such a building. It was informed the finance committee is looking into all these considerations.

Board asked that the finalised proposal when ready should be brought to the GB for approval.

II Items for Ratification of Governing Body:

Item No. 58.2.1 : To ratify nomination of Consultants Consortium of Chennai as Board Member of NACCB.

Matter was ratified.

Item No. 58.2.2 : To ratify the recommendations of the committee regarding Service & Finance Manual [constituted as per the decision taken by GB in its 50th meeting]

The comments and observations as per letter from DPIIT dated March 13, 2020 were placed before the members. SG apprised the members that all the comments offered by DPIIT have been looked at and should be included in the manual.

GB ratified the amended byelaws with the comments of DPIIT incorporated. The revised byelaws shall be sent to DPIIT and other members for records. The same shall be notified as the revised Byelaws 2020 effective from the date of this GB meeting.

III Items for Information of Governing Body:

Item No. 58.3.1 : To receive the report of CAG on audit of QCI for period 2014-15 to 2018-19.

Members were apprised the audit was conducted on a very meaningful and positive note and no audit para for the year 2018-19 have been reported under the head of Serious irregularities and all old audit para which were outstanding since the last CAG audit done in 2015 were closed during this audit. In Part IV (Best Practices) CAG team has made some very encouraging remarks about the growth and best practices in QCI during the past five years. Governing Body received the information and congratulated Chairman and other members of QCI for their exemplary work.

Item No. 58.3.2 : To note the financial Performance for 3rd Qtr [Oct 1 to December 30, 2019] and upto February 29, 2020 of QCI and its Boards for the FY 2019-20.

During the period April 1, 2019 to March 15, 2020 the Boards and QCI, have earned Income of **₹20177 Lakhs** and Expenditure has been **₹13614 Lakhs** against budgeted income of ₹26,928 Lakhs and budgeting expenditure of ₹20,658 for the FY 2019-20. It was anticipated by the end of FY 2019-20 it may close down to 87% of the budgeted income.

The Governing Body received the information.

Item No. 58.3.3 : To receive note on the promotions against the sanctioned posts in QCI during the period of report.

The Governing Body received the information.

Item No. 58.3.4 : To receive note on the regularization against the sanctioned post.

The Governing Body received the information.

Item No. 58.3.5 : To note new joining (against the sanctioned posts) in QCI-NABH during the period of Report.

The Governing Body received the information.

Item No. 58.3.6 : To inform about QCI & its activities (through a presentation by SG & CEOs)-

Secretary General presented how QCI was created and activities of each Board through a presentation.

Item No. 58.3.7 : To inform about the updates on the various activities of QCI constituent Boards & Divisions (write up enclosed) during the reporting period -

A. Divisions - PPID, ZED, PADD

B. Boards - NABL, NABH, NABCB, NABET & NBQP

Activities of Boards and Divisions since last GB were reported as a write-up in the Agenda.

Item No. 58.4 : Any other item with the permission of the Chair

Other Discussions that emerged during the meeting-

1. Secretary DPIIT desired that SG, QCI may plan a meeting with DoC and JS, DPIIT and any other partners to work on gap analysis of various products where technical regulations are required. The meeting may be done quickly within the next 2 weeks.
2. Secy, DPIIT desired that for partnering towards preparedness to fight COVID 19 NABL and NABH must come forward and discuss with ICMR / Union health ministry and work together on cost effective modalities and NABH can ask accredited hospitals in the pvt sector what capacity they have to chip in for control measures as well as preparedness if the number grows of affected people in the county. He requested that DPIIT be kept apprised.
3. Chairperson-QCI responded QCI will examine labs costing etc., and anything else that comes up and plan a reporting mechanism. He added QCI was fortunate to have Chairman, NABL and NABH who are well connected to Govt. of India as well as ICMR and would help for anything that the government desires from QCI and its Boards.

4. Shri Bejon Misra apprised about a portal (<https://idsp.nic.in/>) Integrated Disease Surveillance Programme which may also be referred and data if any may also be uploaded there.
5. Mr Darpan Jain, JS, Ministry of Commerce & Industry said that three proposals which QCI has submitted are under active consideration by DoC in discussions with DPIIT and proper action shall be taken soon.

The meeting ended with a Vote of Thanks to the Chair, Chairperson and Board observed that the VC format worked well and it was a very efficient Board meeting.



(Dr Ravi. P. Singh)
Secretary General



(Adil Zainulbhai)
Chairperson

Place – New Delhi
Date - 07.04.2020

**List of Members attended
58th Governing Body Meeting held on 18.03.20**

Sl.No.	Name	Designation / Organization
1	Mr Adil Zainulbhai	Chairperson – QCI [<i>through video conferencing</i>]
2	Sh Guruprasad Mohapatra	Secretary, DPIIT [<i>through video conferencing</i>]
3	Mr Darpan Jain	Jt. Secy, DoC [<i>through video conferencing</i>]
4	Mr Shyam Bang	Chairperson, NABCB
5	Dr B.K. Rao	Chairperson, NABH
6	Sh Sunil Mathur	Chairperson, NBQP [<i>through video conferencing</i>]
7	Mr S. K. Sarkar	Chairperson, Finance Committee-QCI
8	Dr. D. K. Aswal	Chairperson, NABL (interim) Director, NPL / CSIR [<i>through video conferencing</i>]
9	Sh Anupam Kaul	CII [<i>through video conferencing</i>]
10	Sh Bejon Kumar Misra	Founder, Consumer Online Foundation
11	Sh Jitendra	IIA [<i>through video conferencing</i>]
12	Dr R.P. Singh	Secretary General

Secretariat:-

1	<i>Mr. Manish Jindal</i>	CEO-NABET
2	<i>Mr. N. Venkateswaran</i>	CEO-NABL
3	<i>Mr. Rajesh Maheshwari</i>	CEO-NABCB
4	<i>Dr. Atul M Kochhar</i>	CEO-NABH
5	<i>Dr. A Raj</i>	Sr Director-ZED
6	<i>Dr. Manish Pande</i>	Director-PADD
7	<i>Sh. Anil Relia</i>	Principal Adviser-PPID
8	<i>Sh H B Chawla</i>	Principal Adviser, Finance
9	<i>Sh Kuldeep Kaul</i>	Principal Adviser, F&A
10	<i>Ms Sunita Agarwal</i>	Asst. Director, PADD

Leave Granted-

- 1-Chairperson, NABET
- 2-Chairperson, NBQP
- 3-President, FICCI
- 4-President, ASSOCHAM
- 5-National President, NIQR
- 6-Chairman, Railway Board
- 7-Secretary, DST
- 8-Director General, STQC
- 9-CEO, Piramal foundation for Education