



फा.सं./No.F.6-1/2021-सम/Cdn.

दिनांक/ Date: 21.03.2022

### पुष्टांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 22.02.2022 को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 109 वीं बैठक की संलग्न कार्यवाही को पाए। सं. सं. क. प. बैठक की कार्यवाही कृपया उनकी जानकारी एवं अवलोकन के लिए अपने प्रभाग / अनुभाग / अनुसंधान केन्द्र के सभी कर्मचारी सदस्यों के बीच वितरित किया जा सकता है। इसलिए, आपसे अनुरोध कर रहे हैं कि अपने अनुभाग / डिवीजन / केन्द्र से संबंधित बैठक में लिए गए निर्णयों के कार्यान्वयन के लिए सख्ती से उचित कार्रवाई करें। कार्रवाई रिपोर्ट 16.04.2022 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 109<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 22.02.2022 at 11.00 a.m. in the Conference Hall of CIFT, Cochin. The proceedings of the meeting of the IJSC may kindly be circulated among all the staff members of your Division/Section/Research Centre for their information, perusal and necessary action. You are, therefore, requested to take appropriate action for the implementation of the decisions taken in the meeting pertaining to your Section/Division/Centre strictly. The action taken report may please be submitted to the undersigned by 16.04.2022 positively.

यह निदेशक, के.मा.प्रा.सं., कोचीन के अनुमोदन से जारी किया जाता है। This is issued with the approval of the Director, CIFT, Cochin.

Sd/-

मु. प्रशा. अधि.(प्र.)/Chief Administrative Officer(i/c) &  
सचिव/Secretary (Official Side), IJSC

#### वितरण/Distribution:

1. The Director, CIFT, Cochin-29	-	Chairperson
2. Dr. Zynudheen A A, HOD, QAM Division	-	Member (Official Side)
3. Dr. Toms C Joseph, HoDi/c, MFB Division	-	Member (Official Side)
4. Dr. Amulya Kumar Mohanty, HoD, EIS Division	-	Member (Official Side)
5. Shri Prashant Kumar, Chief Fin. & Accounts Officer	-	Member (Official Side)
6. Shri Mahesh B. Khubdikar, Chief Administrative Officer-	-	Secretary, IJSC(Official Side)
7. Shri R.N. Subramanian, Administrative Officer	-	Member (Official Side)
8. Shri P.S. Nobi, Technical Officer	-	Secretary, IJSC(Staff Side)
9. Shri K.B. Sabukuttan, Assistant Administrative Officer -	-	Member (Staff Side)
10. Shri Das. K, Assistant	-	Member (Staff Side)
11. Shri Vipin Kumar V, Sr. Tech. Asst.	-	Member (Staff Side)
12. Shri P. Raghavan, Skilled Support Staff	-	Member (Staff Side)
13. Shri Vinod A, Skilled Support Staff	-	Member (Staff Side)

#### प्रतिलिपि सेवा में /Copy to:-

1. HOD, FP, FT, B&N, EIS, MFB, QAM, Engg.,
2. SIC, Research Centre of CIFT, Veraval/Visakhapatnam/Mumbai
3. CAO/CFAO/DD(OL)/AO (Purchase)/AAO(A)/AAO(B)/AAO(C)/ AAO(E)/PS to Director.
4. OIC, Lib./AKMU/PME Cell /CO(Vehicles)/ATIC
5. Chairman, Deptl. Canteen/Quarters Allotment Committee
6. Liaison Officer, CIFT Residential Complex, Thevara.
7. Secretary, IJSC Staff Side/Official Side/Caretaker, CIFT, Cochin - 29.
8. Notice Board/Guard File.

मु. प्रशा. अधि.(प्र.)/Chief Administrative Officer(i/c) &  
सचिव/Secretary (Official Side), IJSC

**ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
**(Indian Council of Agricultural Research)**  
**Willingdon Island, Matsyapuri PO.,**  
**COCHIN 682 029.**

**Proceedings of the 109<sup>th</sup> meeting of IJSC held at 11 00 hrs on 22.02.2022 in the**  
**Conference Hall of ICAR-CIFT, Cochin**

The following members were present in the 109<sup>th</sup> meeting of IJSC.

- |  |                            |
|--|----------------------------|
| 1. Dr. Leela Edwin, Director                   | : Chairperson              |
| 2. Dr. Zynudheen A A, HODi/c, QAM Division     | : Official side Member     |
| 3. Dr. Amulya Kumar Mohanty, HOD, EIS Division | : Official side Member     |
| 4. Shri Prashant Kumar, CF&AO                  | : Official side Member     |
| 5. Shri Mahesh B. Khubdikar, CAO               | : Secretary, Official side |
| 6. Sri R.N. Subramanian, AO                    | : Official side Member     |
| 7. Sri P.S. Nobi, Technical Officer            | : Secretary, Staff side    |
| 8. Sri K.B. Sabukuttan, AAO                    | : Staff side Member        |
| 9. Sri K. Das, Assistant                       | : Staff side Member        |
| 10. Sri P. Raghavan, SSS                       | : Staff side Member        |
| 11. Sri A. Vinod, SSS                          | : Staff side Member        |

Due to pre-occupation/leave, Shri V. Vipin Kumar, Sr. Tech. Asst. did not attend the meeting.

The meeting started with opening remarks of Chairperson. She expressed the feeling and sorrow of untimely demise of Dr. Ashok Kumar, member of the forum. As a token of homage to Dr. Ashok Kumar, HoD i/c, FP Division & member of IJSC, one-minute silence was observed. Then Chairperson remembered the contribution of Dr. Ashok Kumar to the nation. She welcomed all members to the meeting. Then expressed her satisfaction in the function of institute IJSC in a well-defined manner. She emphasized that even in the COVID-19 pandemic situation the IJSC meetings are being conducted on regular intervals and it is appreciated. With the permission of the Chairperson, Secretary Official Side has preceded with agenda items.

**Item No.2: Confirmation of proceedings of 108<sup>th</sup> IJSC meeting held on 09.11.2021.**

**The proceedings of 108<sup>th</sup> IJSC meeting held on 09.11.2021 are confirmed.**

**Item No.3: Confirmation of proceedings of ATR of 108<sup>th</sup> IJSC meeting.**

**The proceedings of the ATR of 108<sup>th</sup> IJSC meeting are confirmed.**

**Item No.4: Action taken report on the proceedings of 108<sup>th</sup> IJSC meeting held on 09.11.2021**

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
95.02, 97.01, 99.02	Transfer of Welfare Fund from consultancy projects/share from analytical & training services	It was decided by the Chairman that the file may be put up to Chief Finance & Accounts Officer for comments. <b>Action: AAO, CDN/CF&amp;AO</b>	The file has been forwarded to CF&AO for suggestion. Meanwhile, a reminder letter was also sent to Director (Finance) on 30.12.2021 as the final decision comes from the Council. <b>Action: AAO, CDN</b>	It was assured by the CF& AO that sufficient fund for the next 6 months will be credited to welfare fund account instantly. Already the action is initiated for settling the issue. Accordingly, it was <b>decided by the Chairperson that sufficient time be given to CF&amp;AO for settling the issue.</b>  <b>Action: CF&amp;AO</b>
105.03	<b>Lack of orientation training to newly recruited employees, especially LDCs recently promoted from SSS grade-reg:</b> Recently 3 supporting staff was promoted to LDC. Till their joining to the present position, they were performed the duties as per the direction of superiors. But, in the new capacity, they have to initiate many actions their own. So, they need training in the corresponding field. That was not happened in their case and	It was informed by the office that the training programme will commence shortly. <b>Action: AO</b>	Training is proposed to be conducted after financial year closing.  <b>Action: AO</b>	The inhouse training will be commenced after financial year 2021-22.  <b>Action: AAO, Estt.</b>

	<p>is struggling with different types of issues in their allotted area of work, which are very new to them.</p> <p>Hence, it is proposed that a well-planned training programme may be provided to them at the earliest. This will improve their efficiency and increase positive attitude to the work.</p>			
105.05	<p><b>Residential Complex Thevara-Compound wall fencing-reg:</b></p> <p>For the last many years, there is no fencing on the front compound wall of Residential Complex, Thevara which will lead un safe to the property/human life in the campus. The fencing may be fixed at the earliest.</p>	<p>After discussion, it was decided by the Chairman that the possibility for fixing the grills dismantled from the fencing wall of office compound will be explored.</p> <p><b>Action: AAO, CDN</b></p>	<p>After the completion of the compound wall work at CIFT HQ by Cochin Shipyard, the dismantled grills will be shifted and fixed in the compound wall of CIFT Residential Complex, Thevara.</p> <p><b>Action: AAO, CDN</b></p>	<p>After discussion, <b>it was decided by the Chairperson that explore the possibility for fixing the grills dismantled from the fencing of office compound wall without further delay.</b></p> <p><b>Action1: AAO, CDN</b></p>
105.07	<p>Any other items with the permission of the Chair</p> <ol style="list-style-type: none"> <li>1. Bio gas plant pipe line is damaged during recent renovation and needs immediate repair</li> </ol>	<ol style="list-style-type: none"> <li>1. After discussion it was decided by the Chairman that the gas produced in the biogas plant will be utilised in the animal house and plant will be made functional with immediate effect. It is strictly instructed to dispose the bio waste of</li> </ol>	<ol style="list-style-type: none"> <li>1. Action to replace the existing damaged pipeline with a new H.D. Pipe Black has been initiated.</li> </ol> <p><b>Action: AAO, CDN/ Chairman Dept. Canteen</b></p>	<ol style="list-style-type: none"> <li>1. After discussion it was <b>decided by the chairperson that the gas produced in the biogas plant will be utilised in the canteen and plant will be made functional with immediate effect. It is strictly instructed to</b></li> </ol>

	<p>2. Employees are not in a position to know the status of request/ document uploaded as receipt in e-office. Office may explore the possibility of getting the status of documents uploaded by staff as receipt in e-office platform.</p>	<p>dept. canteen in the biogas plant.  <b>Action: AAO, CDN/ Chairman Dept. Canteen</b></p> <p>2. After discussion, it was decided by the Chairman that the issue may be take up with IASRI, New Delhi by the OIC, AKMU.  <b>Action: OIC, AKMU</b></p>	<p>2. The facility provided by the NIC in e-office to know the status of the receipt is upto the stage put up in the file. Once the receipt is put in the file, the sender cannot track the receipt. But the movement of receipt till that point can be tracked by the sender. Once the receipt is put up in file, it may be assumed that the necessary action is taken on the matter in the receipt. The system was developed by NIC, not IASRI. IASRI is just managing it.  <b>Action: OIC, AKMU</b></p>	<p><b>dispose the bio waste of dept. canteen in the biogas plant.</b> As the action is completed, it was decided to drop the item.  <b>Item dropped</b></p> <p>2. After discussion <b>it was decided to drop the item.</b>  <b>Item Dropped.</b></p>
--	---	---	--	--

107.02	<p><b>Medical reimbursement under CS-MA Rules-Implementation of Ministry of Family Welfare OM.No.H.11022/01/2014-MS dated 15.07.2021 -reg:</b> Vide OM cited above, government has relaxed the procedure of reimbursement claim under CS MA rules. It is understood that the office is not allowing the claim as per the OM cited above and returned the claims to the individuals for complying old procedure. Hence the matter may be discussed in the meeting and settled at the earliest.</p>	<p>After discussion, it was decided by the Chairman that the file may be put up for consideration without further delay. <b>Action: AAO, Bills</b></p>	<p>The Council has so far not endorsed the said O.M. Therefore, a request letter vide F.No.6-4/2018-Bills dated 08.12.2021 has been sent to the Council for clarification. Reply awaited from the Council. <b>Action: AAO, Bills</b></p>	<p>After discussion, it was decided by the chairperson that <b>the action on this matter will be initiated after council's endorsement.</b> <b>Action: AAO, Bills</b></p>
107.05	<p><b>Non-payment of calendar purchased by office from recreation Club-reg:</b> Kindly refer the decision of Agenda No.5 of 77<sup>th</sup> IJSC in this regard and the rejection is totally against the decision. Printing of calendar by the Govt. office was banned at the time of IJSC decision. It was decided to purchase the calendar from recreation club instead of open market. But suddenly the order simply</p>	<p>While discussing the issue in the meeting, staff side pointed out the provision for getting calendar from BOC and proposed to take necessary action for procuring the calendar for the year 2022 from BOC through the procedures mentioned in the letter. After discussion, it was decided by the Chairman that necessary action will be taken by the office to</p>	<p>As per the mail dated 23.12.2021 received from the BOC, DAVP, Soochana Bhavan, New Delhi has informed that, the GoI has decided that there will be no further activities towards printing of wall calendars, desktop calendars, diaries, festival greetings cards and similar materials by all</p>	<p>After discussion, it was decided to drop the item. <b>Item dropped</b></p>

	<p>saying that the existing govt. orders banned purchase/printing of calendars, etc.:. The order number or ICAR endorsement details are not mentioned in the rejection letter. If the purchase of calendar is banned, kindly made available the order to the Staff Side. The matter may be discussed and settled in the meeting.</p>	<p>procure required calendars from BOC for the year 2022. <b>Action: AO, Stores</b></p>	<p>Ministries/Departments/ Autonomous Bodies and other organs of the Government and all such activities shall be done digitally online. <b>Action: AO, Stores</b></p>	
107.07	<p><b>Any other matters with the permission of the Chair</b> <b>1. Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at wing No. 1</b></p>	<p>1. Waiting for estimate. <b>Action: AAO, CDN</b></p>	<p>Awaiting estimate from Engineering Division. <b>Action: AAO, CDN</b></p>	<p>Awaiting estimate from Engineering Division. <b>Action: AAO, CDN</b></p>
108.03	<p><b>Uploading of ATRs in the website/Provision of ATRs to Members of IJSC reg.</b></p> <p>It was decided in the 104<sup>th</sup> meeting to continue the uploading of proceedings in the institute website. It is seen that the ATRs of the IJSC are not uploaded in the website after the decision. It is also observed that the ATRs are not provided to the</p>	<p>It is decided by the Chairman that the decision is already taken in the 104<sup>th</sup> IJSC, the same will be applicable for ATR also. It was also decided that the copy of ATR is to be marked to all members of IJSC on time. <b>Action: AAO, CDN</b></p>	<p>ATR uploaded in CIFT website and the same was circulated to all members of IJSC on time. <b>Action: AAO, CDN</b></p>	<p>As the action is completed, it was decided to drop the item. <b>Item dropped</b></p>

	members of IJSC on time. It is proposed to stick to the decision taken.			
--	---	--	--	--

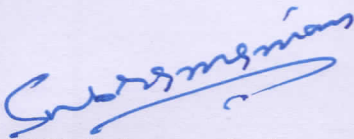


**NEW AGENDA POINTS TO BE DISCUSSED IN THE 109<sup>TH</sup> IJSC MEETING**

<p>109.01</p>	<p><b>Restriction of contractual staff for a specific period-reg:</b></p> <p>It was a regular proposal of staff side to regulate the time period to be fixed for the contractual employees. Sometimes back all the contractors were asked to change all employees who has completed 10 years or more. Accordingly, all contractual employees with 10 years or more were changed from their work. Unfortunately, few of them are again deployed due to the influence of some CIFT officials.</p> <p>Now many grievances are receiving from the contractual employees with the recommendations of our own officers that the matters may be taken care on humanitarian consideration. Further it is experienced that theses employees are approaching for regularization. At this situation, it is strongly proposed that all the contractors may be asked to replace all contractual staff with 5 or more years at CIFT. The matter may be discussed in the meeting and decide suitably.</p>	<p>The agenda was discussed in the meeting in detail. It was the general opinion that the experienced workers may allow to continue if they are good in all sense. Accordingly, it was <b>decided by the Chairperson that if necessary, the matter may be taken up on case-to-case basis</b></p> <p align="right"><b>Action: AAO,CDN</b></p>
<p>109.02</p>	<p><b>Posting of SSS in Engineering Workshop or FT lab-reg.</b></p> <p>As per the new guidelines of ICAR, the SSS is allowed on promotion to T-1 only. For that, 5 years practical experience at the relevant area is prescribed. Hence all qualified SSS may be posted at either in Engineering Workshop or FT lab without further delay. As T-1 post is allowed only in Engineering Workshop or Fishing Vessel Crew, the action may be taken in this regard.</p>	<p>The matter was discussed in the meeting in detail. Secretary staff side explained that as per the latest provision, the promotion of SSS under 33 1/3 % quota is restricted to two functional group viz: Fishing Vessel Crew &amp; Engineering Workshop with experience of 5 years.</p> <p>After discussion it was <b>decided by the Chairperson that necessary action will be taken at the earliest as per rule.</b></p> <p align="right"><b>Action: AAO, Estt.</b></p>
<p>109.03</p>	<p><b>Occupation of Car shed with store items-reg.</b></p> <p>For the last one year, one car shed available in the office premises is occupied with new/old items. The shed is not available for car parking for the last one year or more. The shed was constructed after many representations and very long deliberations with the</p>	<p>After discussion on the matter, it was <b>decided by the Chairperson that the concerned section may be taken necessary action to vacate the car shed at the earliest. Caretaker may be perusing the matter with the concerned for quick action.</b></p> <p align="right"><b>Action: AAO, CDN/Caretaker</b></p>

	authority and hence the same may please be made available for car parking.	
109.04	<b>Fixing of date for the 110<sup>th</sup> meeting of IJSC</b>	The date of 110 <sup>th</sup> meeting is tentatively fixed on 10 <sup>th</sup> May 2022.
109.05	<b>Any other matters with the permission of the Chair</b> 1. Staff side proposed to nominate a suitable officer to the Central Government Employees Welfare Co-ordination Committee, Kochi, as no nominee from CIFT at present. 2. Staff side proposed to change the old name board fitted in front of the main gate of CIFT Residential Complex, Thevara.	<b>Chairperson agreed the proposal.</b>  <b>Chairperson agreed the proposal.</b>

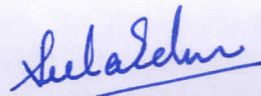
The meeting has concluded with vote of thanks by the Chairperson and Secretaries of Official side & Staff side.



(R.N. Subramanian)  
Secretary Official side



(P. S. Nobi)  
Secretary Staff side



Director

1  
15/5/22