



फा.सं./No.F.6-1/2021-सम/Cdn.

दिनांक/ Date: 20.05.2022

पुष्टांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 17.05.2022 को 11.30 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 110 वीं बैठक की संलग्न कार्यवाही को पाएँ। 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 15.06.2022 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 110th meeting of the Institute Joint Staff Council of CIFT, Cochin held on 17.05.2022 at 11.30 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 15.06.2022 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 Anil Kumar K K, Senior 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/SFAO/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.

(Handwritten Signature)

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 110th meeting of IJSC held at 11 30 hrs on 17.05.2022 in the
Conference Hall of ICAR-CIFT, Cochin

The following members were present in the 110th meeting of IJSC.

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|---|-------------------------|
| 1. Dr. Leela Edwin, Director | : Chairperson |
| 2. Dr. Zynudheen A A, HODi/c, QAM Division | : Official side Member |
| 3. Dr. Toms C. Joseph, HODi/c, MFB Division | : Official side Member |
| 4. Dr. Amulya Kumar Mohanty, HODi/c, EIS Division | : Official side Member |
| 5. Shri P.P. Anil Kumar, SF&AO | : Official side Member |
| 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 V. Vipin Kumar, Sr. Tech. Asst. | : Staff side Member |
| 11. Sri P. Raghavan, SSS | : Staff side Member |
| 12. Sri A. Vinod, SSS | : Staff side Member |

Due to pre-occupation/leave, Shri Mahesh B. Khubdikar did not attend the meeting.

The meeting started with opening remarks of Chairperson. She expressed her satisfaction in the function of institute IJSC in a well-defined manner. After the formal welcome address of Secretary, Official Side and Staff Side, with the permission of the chair, Secretary Official Side has preceded with agenda items.

Item No.2: Confirmation of proceedings of 109th IJSC meeting held on 22.02.2022.

The proceedings of 109th IJSC meeting held on 22.02.2022 are confirmed.

Item No.3: Confirmation of proceedings of ATR of 109th IJSC meeting.

The proceedings of the ATR of 109th IJSC meeting are confirmed.

Item No.4: Action taken report on the proceedings of 109th IJSC meeting held on 22.02.2022

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 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 decided by the Chairperson that sufficient time be given to CF&AO for settling the issue. Action: CF&AO	The matter will be discussed in detail with the Senior Finance & Accounts Officer shortly. Action: SF&AO/AAO,CDN	The matter was discussed in the meeting. SF&AO pointed out that as per the new guidelines of ICAR Professional Service Functions 2014, there is no provision for taking share from analytical test charges collected from public. Accordingly, it was decided to drop the item. Item dropped.
105.03	Lack of orientation training to newly recruited employees, especially LDCs recently promoted from SSS grade-reg: 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 is struggling with different types of issues in their allotted area of work, which are very new to them. Hence, it is proposed that a well-planned training programme may be provided to them at the earliest. This will improve their	The inhouse training will be commenced after financial year 2021-22. Action: AAO,Estt.	The in-service training will be given in the month of May, 2022. Action: AAO, Estt.	After discussion, it was decided by the Chairperson that the incumbents together will be allowed to get trained in all sections in the afternoon without further delay and a schedule may be prepared for the same. Action: AAO, Estt.

	efficiency and increase positive attitude to the work.			
105.05	<p>Residential Complex Thevara-Compound wall fencing-reg: 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 Chairperson that explore the possibility for fixing the grills dismantled from the fencing of office compound wall without further delay.</p> <p style="text-align: center;">Action: AAO, CDN</p>	<p>Cochin Shipyard has not yet completed their works. Once their work is over, the dismantled grills can be shifted which is required in full for completing the compound wall work at CIFT Residential Complex, Thevara.</p> <p style="text-align: center;">Action: AAO, CDN</p>	<p>After discussion, it was decided by the Chairperson that explore the possibility for fixing the grills dismantled from the fencing of office compound wall once Cochin Shipyard completes the work.</p> <p style="text-align: center;">Action: AAO, CDN</p>
107.02	<p>Medical reimbursement under CS-MA Rules-Implementation of Ministry of Family Welfare OM.No.H.11022/01/2014-MS dated 15.07.2021 -reg: 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 Chairperson that the action on this matter will be initiated after Council's endorsement.</p> <p style="text-align: center;">Action: AAO, Bills</p>	<p>No correspondence regarding the matter has been received from the Council till date.</p> <p style="text-align: center;">Action: AAO, Bills</p>	<p>After discussion, it was decided by the Chairperson that a reminder may be forwarded to Council in this regard and the CJSC member may take up the matter in CJSC level also.</p> <p style="text-align: center;">Action: AAO, Bills/ CJSC Member</p>
107.07	<p>Any other matters with the permission of the Chair</p> <p>1. Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at wing No. 1</p>	<p>Awaiting estimate from Engineering Division.</p> <p style="text-align: center;">Action: AAO, CDN</p>	<p>The Works Committee recommended to include B&N and MFB wing also for Emergency Exit in consultation with the experts in relevant field.</p> <p style="text-align: center;">Action: AAO, CDN</p>	<p>After detailed discussion, it was decided by the Chairperson that the Works Committee may peruse the matter in consultation with the experts in this field and</p>

				<p>submit the report at the earliest.</p> <p>Action: AAO, CDN</p>
109.01	<p>Restriction of contractual staff for a specific period-reg:</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. 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 decided by the Chairperson that if necessary, the matter may be taken up on case-to-case basis.</p> <p>Action: AAO, CDN</p>	<p>The matter will be taken up on case-to-case basis, if required.</p> <p>Action: AAO, CDN</p>	<p>After discussion, it was decided to drop the item.</p> <p>Item dropped.</p>

109.02	<p>Posting of SSS in Engineering Workshop or FT lab-reg.</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 & Engineering Workshop with experience of 5 years.</p> <p>After discussion it was decided by the Chairperson that necessary action will be taken at the earliest as per rule.</p> <p style="text-align: right;">Action: AAO,Estt.</p>	<p>The matter will be examined in consultation with the Heads of Divisions/ SICs.</p> <p style="text-align: center;">Action: AAO,Estt.</p>	<p>While discussing the item, Secretary, Staff Side informed the meeting that, as per the latest information from Council, all functional groups are provided with T-1 posts. Accordingly, it was decided by the Chairperson that the item may be kept in abeyance till the Technical Cadre Review gets finalized.</p> <p style="text-align: right;">Action: AAO, Estt.</p>
109.03	<p>Occupation of Car shed with store items-reg.</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 authority and hence the same may please be made available for car parking.</p>	<p>After discussion on the matter, it was 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.</p> <p style="text-align: center;">Action: AAO, CDN/ Caretaker</p>	<p>The condemned items stored in the car shed is being cleared by the contract firm. The removal of temporary shed in the car shed will be done shortly.</p> <p style="text-align: center;">Action: AAO, CDN/ Caretaker</p>	<p>While discussing the item, Secretary, Staff Side pointed out that, by clearing only the condemned items, the purpose will not be served and all store items are to be cleared urgently from car shed. After discussion, it was decided by the Chairperson that, all possible measures will be followed to make the car shed free before monsoon.</p> <p style="text-align: right;">Action: AAO, CDN/ Caretaker</p>
109.04	<p>Any other matters with the permission of the Chair</p> <p>1. Staff side proposed to nominate a suitable officer to the Central Government Employees Welfare Co-ordination Committee, Kochi, as no</p>	<p>Chairperson agreed the proposal.</p>	<p>1. Already nominated one officer to the CGEWCC, Kochi</p> <p style="text-align: center;">Action: AAO, CDN</p>	<p>1. Action completed. Recommended to drop the item.</p> <p style="text-align: right;">Item dropped.</p>

	<p>nominee from CIFT at present.</p> <p>2. Staff side proposed to change the old name board fitted in front of the main gate of CIFT Residential Complex, Thevara.</p>	<p>Chairperson agreed the proposal.</p>	<p>2. Awaiting estimate from Engineering Division. Action: AAO, CDN</p>	<p>2. Awaiting estimate from Engineering Division. Action: AAO, CDN</p>
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NEW AGENDA POINTS TO BE DISCUSSED IN THE 109TH IJSC MEETING

110.01	<p>Non-utilization of source of fund to ICAR Staff Welfare Fund-reg.</p> <p>As per the guide lines of “ICAR Staff Welfare Fund, it has many sources of fund. But it is not channelized properly and therefore, sufficient fund will not be available to meet the activities of the welfare fund every year. To overcome this situation, Office has to request fund from the head: - Sardar Patel Award fund. Secretary, Staff Side have been emphasizing the need of corrective measures to ensure the smooth channelizing of fund from its sources to “ICAR Staff Welfare Fund in every meeting, the same has not been materialized so far. This is not a healthy practice and hence staff side proposed to discontinue this practice and proposed to utilize the sources of fund properly.</p>	Will be discussed.	<p>The matter was discussed in the meeting. Secretary, SS stressed to utilize the sources of fund to staff welfare fund properly instead of approaching the Sardar Patel Award share every time. After discussion, it was decided by the Chairperson that, in future, all sources will be explored and fund will be transferred to ICAR Staff Welfare Fund in time. If sufficient fund is not available with Staff Welfare Fund, the Council will be approached for additional fund with full justifications as per the guidelines of ICAR Staff Welfare Fund.</p> <p style="text-align: right;">Action: SF&AO/ AAO, CDN</p>
110.02	<p>Safety of personnel data of staff members-reg.</p> <p>The staff members have pointed out that many of them are receiving calls from outsiders/ unknown people; including fraudster calls. The CIFT website has the personnel details of our staff such as mobile number and email address. It is requested to ensure the security of personnel data from our website.</p>	Will be discussed.	<p>After discussion, it was decided by the Chairperson that digital directory cannot be withdrawn, as the whole world is running with modern technologies, the Institute cannot step back and recommended to drop the item.</p> <p style="text-align: right;">Item dropped.</p>
110.03	<p>Fixing of Date for the 111th Meeting of IJSC</p>		<p>Tentative date fixed for the 111th Meeting of IJSC on 11th August 2022.</p>
110.04	<p>Any Other Matter with the permission of Chair</p> <ol style="list-style-type: none"> 1. Staff side proposed to reconstitute the Review Committee of IJSC. 2. Even after the assurance of the DG, ICAR and Director, the names of Technical staff are not included in publications. 		<ol style="list-style-type: none"> 1. The Chairperson agreed to reconstitute the Review Committee of IJSC. Action: AAO, CDN 2. The Chairperson agreed and informed that the matter will be discussed in the next HOD’s meeting.

	<p>3. Institute should go with 5-day week proposal of ICAR.</p> <p>4. Staff side propose to approach Cochin Port Trust for getting maintenance of road in front of the office and for getting the under-utilized space behind the Wood Preservative Lab for making visibility to Institute.</p>		<p>3. Institute has already replied to Council to support 5-day week proposal.</p> <p>4. Chairperson informed that the Port Trust has been already approached for maintenance of road, the possibility will be explored for getting the un-utilized land from CPT. A suitable officer will be nominated as liaison officer for the purpose.</p> <p>Action: AAO, CDN</p>
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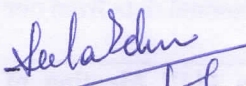
The meeting has concluded with vote of thanks by the Chairperson and Secretaries of Official side & Staff side.





(R.N. Subramanian)
Secretary Official side



(P. S. Nobi)
Secretary Staff side


Director 20/5/22


20/5/22

20/5/22