



फा.सं./No.F.6-1/2021-सम/Cdn.

दिनांक/ Date: 02.08.2022

पृष्ठांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के समिति कक्ष में **29.06.2022** को 02.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के समीक्षा समिति की 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 **06.08.2022** को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of **Review Committee of the Institute Joint Staff Council** of CIFT, Cochin held on **29.06.2022** at 02.00 p.m. in the Committee Room of CIFT, Cochin. The proceedings of the meeting of the Review Committee of 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 **06.08.2022** 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/-

सहा. प्रशा. अधि.(सम.)/Asst. Administrative Officer(Cdn.)

वितरण/Distribution:

- | | | |
|---|---|------------------|
| 1. Dr. George Ninan, Pr. Scientist HoDi/c, Engg. Division | - | Chairman |
| 2. Shri Anilkumar P P, Senor Finance & Accounts Officer | - | Member |
| 3. Shri R.N. Subramanian, Administrative Officer | - | Member |
| 4. Shri P.S. Nobi, Technical Officer | - | Member |
| 5. Smt. Raji V K, Asst. Administrative Officer (Cdn.) | - | Member Secretary |

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 1/AO 2/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.
8. Notice Board/Guard File.

सहा. प्रशा. अधि.(सम.)/Asst. Administrative Officer(Cdn.)

Proceedings of the meeting of Review Committee of IJSC held on 29.06.2022 at 02.00 PM in the Committee Room of ICAR-CIFT, Cochin to Review the Action Taken on the Decisions taken in the 110th IJSC Meeting

The meeting of the Review Committee of the IJSC was held on 29.06.2022 at 02.00 PM in the Committee Room of ICAR-CIFT, Cochin to review the action on the decisions taken in the 110th meeting of the Institute Joint Staff Council held at Cochin on 17.05.2022. The following members were present in the meeting:

1. Dr. George Ninan, Pr. Scientist & HoDi/c, Engg. Division : Chairman
2. Shri Anilkumar P P, Sr. Finance & Accounts Officer : Member
3. Shri R N Subramanian, Administrative Officer : Member
4. Shri P S Nobi, Technical Officer : Member
5. Asst. Admn. Officer (Cdn.) : Member Secretary

At the outset, the Chairman of the Review Committee welcomed all the members of the Committee. Then, the Chairman requested the Member Secretary to present the Action Taken Report for the Review by the Committee. The Member Secretary presented the Action Taken Report on the decisions taken in the 110th meeting of the Institute Joint Staff Council held at ICAR-CIFT, Cochin on 17.05.2022.

Action Taken Report of 110th Meeting of IJSC

Agenda Item Number	Item description	Recommendation/ Decision of Review Committee Meeting
105.03	<p>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.</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>	<p>Action already taken as proposed. Action: AAO, Estt.</p>
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>As and when the office compound wall work is completed by Cochin Shipyard, the dismantled grills will be shifted and used for the wall work at Residential Complex, Thevara after completing necessary office procedure. Based on</p>

		our request, Cochin Port Trust has instructed Cochin Shipyard for completing the work on priority basis. Action: AAO, CDN
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:</p> <p>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>The reminder has been sent to the Council vide F.No.6-1/2022-Bills dated 24.06.2022, dispatched vide e-Office no. I/78224/2022.</p> <p>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>M/s. Cochin Fire Tech India Ltd., Kochi inspected our office for doing fire audit. After getting their suggestion/ quotation we will finalize the matter.</p> <p>Action: AAO, CDN</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>As the Technical Cadre Review is yet to be finalized, proposal kept pending.</p> <p>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>Action already completed.</p> <p>Action: AAO, CDN/ Caretaker</p>
109.04	<p>Any other matters with the permission of the Chair</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>Tender process initiated for the proposed work.</p> <p style="text-align: right;">Action: AAO, CDN</p>
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>	<p>Letter to Council for additional fund under Staff Welfare Fund will be sent shortly.</p> <p style="text-align: right;">Action: SF&AO/ AAO, CDN</p>
110.04	<p>Any Other Matter with the permission of Chair</p> <p>1. Staff side proposed to reconstitute the Review Committee of IJSC.</p> <p>2. Even after the assurance of the DG, ICAR and Director, the names of Technical staff are not included in publications.</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>Action already completed.</p> <p style="text-align: right;">Action: AAO, CDN</p> <p>The matter has been discussed.</p> <p>Earlier occasion we have sent a letter to CPT requesting to allot the same space. But they did not reply. We may again try the same. File under process.</p> <p style="text-align: right;">Action: AAO, CDN.</p>


Member Secretary,
IJSC Review Committee