



फा.सं./No.F.6-1/2020-सम/Cdn.

दिनांक/ Date: 08.01.2021

**पृष्ठांकन/ENDORSEMENT**

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 15.12.2020 को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 105 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 10.02.2021 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 105<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 15.12.2020 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 10.02.2021 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/-

**व. प्रशा. अधि./Sr..Administrative Officer & सचिव/Secretary (Official Side), IJSC**

**वितरण/Distribution:**

1. The Director, CIFT, Cochin-29	-	Chairman
2. Dr. Ashok Kumar K, HOD, FP Division	-	Member (Official Side)
3. Dr. Leela Edwin, HOD, FT Division	-	Member (Official Side)
4. Dr. Amulya Kumar Mohanty, HoD, EIS Division	-	Member (Official Side)
5. Dr. Manoj P. Samuel, HoD, Engg. Division	-	Member (Official Side)
6. Shri W. Sreenivasa Bhat, Sr. Administrative Officer	-	Secretary, IJSC(Official Side)
7. Shri K.S. Sreekumaran, Fin. & Accounts 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. SAO/DD(OL)/FAO/AO/AF&AO/AAO(E)/AAO(B)/AAO(C)/AAO Store (Purchase) (Issue)/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.

**व. प्रशा. अधि./Sr..Administrative Officer & सचिव/Secretary (Official Side), IJSC**

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

Proceedings of the 105<sup>th</sup> meeting of IJSC of CIFT held at 1100 Hrs. on 15.12.2020 in the  
Conference Hall of CIFT, Cochin.

The 105<sup>th</sup> meeting of the IJSC of CIFT was held at 11 00 Hrs on 15.12.2020 in the Conference Hall of CIFT, Cochin. The following members were present:

- |   |   |                                |
|---|---|--------------------------------|
| 1. Dr. Ravishankar C N, Director                          | - | Chairman                       |
| 2. Dr. Ashok Kumar K, HoD, FP Division                    | - | Member (Official Side)         |
| 3. Dr. Leela Edwin, HoD, FT Division                      | - | Member (Official Side)         |
| 4. Dr. Amulya Kumar Mohanty, HoD, EIS Division            | - | Member (Official Side)         |
| 5. Dr. Manoj P. Samuel, HoD, Engg. Division               | - | Member (Official Side)         |
| 6. Shri W. Sreenivasa Bhat, Sr. Administrative Officer    | - | Secretary, IJSC(Official Side) |
| 7. Shri K S Sreekumaran, Fin. & Accounts 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 Vinod A, Skilled Support Staff                   | - | Member (Staff Side)            |

Shri P. Raghavan, SSS, Member (Staff Side) has not attended the meeting as he was on weekly roster. Shri R.N. Subramanian, Administrative Officer attended the meeting as a special invitee.

The meeting started with the formal welcome address by the Chairman. He welcomed all the members of the IJSC to the meeting, especially the new members of the IJSC as it is the first meeting with the new Committee. He expressed his satisfaction on the smooth functioning of office even during the COVID-19 pandemic situation. The Chairman also stressed the need of observing the weekly work roster strictly by all Divisions/ Sections in true spirit to keep the office environment corona-free. Secretaries from official and staff side also welcomed all the members of IJSC to the meeting. With the permission of the Chairman, Secretary (Official Side) has preceded with agenda items one by one.

**Item No. 2:** Confirmation of the Proceedings of 104<sup>th</sup> meeting of IJSC held on 26.08.2020.

- The proceedings of the 104<sup>th</sup> meeting of IJSC held on 26.08.2020 are **confirmed**.

**Item No. 3:** Action Taken Report on the proceedings of 104<sup>th</sup> meeting of IJSC held on 26.08.2020 at CIFT, Kochi.

**Action Taken Report / Decisions of 105<sup>th</sup> IJSC Meeting held on 15.12.2020**

Agenda Item No.	Item	Recommendation	Actions Taken	Decisions
95.02, 97.01, 99.02	Transfer of Welfare Fund from consultancy projects/share from analytical & training services.	It is recommended to go through the relevant guidelines and write to the concerned ADG for clarification. <b>Action: AAO, CDN</b>	A letter was prepared but kept pending since Director has discussed the matter with the Director, Finance.	Staff side seek attention and action on ICAR OM F.No.22(7)/2018-Estt.III dated 28.10.2020 & letter even No. dated 29.10.2020. After discussions, Director has assured that retiring employees will be respected as per revised OM. The ICAR letter will be answered immediately; a meeting with related officers will be convened immediately after the IJSC. With regard to analytical test, asked office to seek clarification immediately from Council and settle the long pending issue
99.05	a. Provision of interlocking tiles in residential area	All work-related items have been included in the new SFC. <b>Action: AAO, CDN</b>	Waiting for SFC approval.	<b>Awaiting the approval of SFC</b>
99.07	Bio gas plant at residential campus	The issue was discussed in the meeting in detail. Since the repair of the existing Bio gas plant is not economical, it is recommended to condemn the same.	Condemned and auctioned.	<b>Item Dropped.</b>

101.04	Renovation of dress changing room of SSS	<b>Action: Liaison Officer</b> Since the expenditure involved is less, immediate steps should be taken to renovate the room. <b>Action: AAO, CDN</b>	Presently the room is allotted for storing electrical items as part of ongoing re-wiring & electrical works.	Action is to be initiated immediately by office for completing the work. <b>Action: AAO, Cdn.</b>
101.11	I. Maintenance of residential campus	1. Included in SFC <b>Action: AAO, CDN</b>	Waiting for SFC approval.	<b>Awaiting the approval of SFC</b>
103.01	<b>Review of Technical cadre strength of ICAR-CIFT:</b> Kindly refer the letter F.No.TS-19(5)/2017/Estt-IV dated 06.01.2020, in this context; it is to be informed that the staff side has requested many times to upgrade the research centres to regional stations. But due to the shortage of staff the same has not been considered. Another one factor is that, all JLA posts have been abolished by the council in 2012. In CIFT, majority of the existing technical staff are appointed as JLA. Hence the following points may be considered and necessary justification be given while submitting the proposal to Council.	The issue was discussed in the meeting in detail It is recommended to examine the ICAR letter dated 06.01.2020 thoroughly and do the needful on priority basis, as the last date to send the report to ICAR is 25.01.2020. <b>Action: AAO, Estt.</b>	The revised proposal has already been sent to Council for approval on 20.01.2020. Council has now forwarded final draft of Technical Staff Cadre Review Statement of CIFT with a deadline to confirm the posts by 28.08.2020.  Final draft has been sent to Council on 25.08.2020 after vetting.	<b>Item Dropped.</b>

	<p>a) Staff pattern for two regional stations viz, Visakhapatnam/ Veraval may be prepared separately.</p> <p>The fishing vessel crew may be separated from the main stream strength as they are mandatory fishing vessel oriented posts.</p>			
103.02	<p><b>Respiratory issues to staff members due to spreading of dust from the road in front of CIFT:</b></p> <p>The issue was discussed in the 97<sup>th</sup> JISC meeting as agenda no.3 and was informed by the Chairman that the issue was already taken with Cochin Shipyard and Cochin Port Trust for necessary solution. Later the matter was discussed with the Shipyard officials in the chamber of CIFT Director. In the meeting they have agreed to spray water and clean the road at frequent intervals from 8.30 in the morning every day.</p> <p>Practically they are not regular in cleaning the road and spraying water. The dust flying while moving the loaded vehicles are</p>	<p>The issue was discussed in the meeting in detail and decided to write to Cochin Port Trust authorities to remove the dust accumulated on road completely once in a week so that after drying the sprinkled water, dust will not fly.</p> <p>It is also decided to write to Cochin Port Trust authorities to monitor the unauthorised parking vehicles on road in front of CIFT. Simultaneously a letter to concerned Traffic Police authorities for the unauthorised parking of vehicles in front of our office.</p> <p><b>Action: AAO. CDN</b></p>	<p>Letters to Cochin Port Trust and Harbour Police Station has already been issued. Based on our letter, Cochin Port Trust has instructed Cochin Shipyard to stop unauthorised parking of heavy vehicles in front of CIFT.</p>	<p><b>Item Dropped.</b></p>

	<p>heavily troubling the entire staff particularly at the opening and closing time of CIFT. In many occasions, the concerned officials of Shipyard were reminded the matter, but no result.</p> <p>The continuous flow of dust throughout a day for the last one year made many employees ill health.</p> <p>Hence urgent action may please be taken to control the dust.</p>			
103.03	<p><b>Repair of scooter shed at Office and Residential Complex:</b></p> <p>The roof of the scooter shed at office and behind Type-III quarters in the residential complex are in damaged condition. The same may be replaced with new one at the earliest.</p>	<p>As the damaged roof sheets are only to be changed to repair the scooter shed, immediate action may be initiated to complete the work.</p> <p><b>Action: Liaison Officer/AAO, CDN</b></p>	<p>On receipt of fund and indent, work can be started.</p>	<p>Immediate action may be initiated to complete the work.</p> <p><b>Action: AAO, Cdn.</b></p>
104.01	<p><b>Violation of Intra-institutional transfer guidelines of the Council at ICAR-CIFT:</b></p> <p>Recently ICAR-CIFT has issued some promotion and transfer orders in respect of Administrative Staff of ICAR-CIFT. Transfer of these persons to Research Centre</p>	<p>At the outset of the discussion, the Chairman intimated that the matter is under consideration of the Council and hence it cannot be discussed in the IJSC meeting. He said that the directions received from the Council in this regard will be implemented. Secretary (SS) has explained the circumstances to represent the matter to the Council.</p>		

	<p>is the violation of clause A(v) of the intra-institutional transfer guidelines issued by the Council vide F.No.TS.19(11)/2016-Estt.IV dated 06.09.2016. Therefore, Staff Side strongly propose to review the orders issued by ICAR-CIFT vide OM No.F-2-1/2020-Estt. Dated 16.03.2020, dated 24.03.2020 &amp; dated 16.04.2020 and post them at HQ itself to comply the ICAR Intra-Institutional Transfer Guidelines and proved the natural justice to the aggrieved employees who are superannuating within two years. Staff Side also recommends the Institute to adhere the policy guidelines for fulfilling the administrative requirements.</p>	<p>Waiting for the decision of the Council.</p>	<p>Council's reply awaited.</p>	<p><b>Item Dropped.</b></p>
<p>104.02</p>	<p><b>Sanctioning of P-Loans and Advances:</b>  As per Office Circular F.No.2-6/P-Loans-Budget/2019-Bills dated 19.03.2020 office has initiated that an amount of Rs.5,50,000/- is available with office and the staff who are in need</p>	<p>In the absence of FAO the matter has been explained by the Secretary, official side. But the Chairman agreed that some</p>	<p>As and when the funds are received from the Council, all the pending applications will be</p>	

were requested to submit the application for Computer advance/p-loans. Accordingly, 16 staff members were applied for Computer advances. Out of 16 applications only 11 Nos. were admitted by restricting to Rs.5,50,000/- Vide Office order No.F.2-1/2019-Bills dated 23.03.2020, sanction orders were also issued for the same. But the sanctioned amount has **not been disbursed till date**. It is learnt that the allocated fund of Rs.75,00,000/- under P-loans and Advances, only Rs.52,00,000/- were utilized and balance of Rs.23,00,000/- available with the office. But vide circular dated 19.03.2020 it was only Rs.5,50,000/-. The later amount also not disbursed to the applicants.

Therefore, Staff Side may know the following:

1. The reason for non-disbursement of the computer advances sanctioned to 11 applicants.

**lapse has been happened in the matter and assured that as and when the funds are received from the Council, all the pending applications will be considered for payment on priority basis.**

considered for payment on priority basis.

**Item Dropped.**



	<p>2. The reason for showing the lesser amount in the cited circular dated 19.03.2020. It is also proposed to take urgent necessary action to settle the issue at the earliest.</p>			
104.03	<p><b>Payment of Dress allowance to the Skilled Support Staff who have retired before the month of July:</b></p> <p>Vide ICAR Endt. F.No. GAC-21-35/2017-CDN dated 23.10.2017 and DoPT OM: F.No.14/4/2015-JCA2 dated 31-08-2017 Dress Allowance was allowed to the eligible categories of Group C/D employees by subsumed uniform allowance/washing allowance/stitching charges/shoe allowance etc. The order was implemented w.e.f. 01.07.2017. Unfortunately, ICAR-CIFT has not paid the allowance in 2017, i.e. immediately after issue of the order saying that the allowance shall be credited to the salary of the employees once in a year in the month of July. In our Institute it was implemented in the succeeding year of the order as in</p>	<p>The Secretary official side informed that all the eligible retired employees were paid with dress allowance recently except one employee, retired between 01.07.2017 and 01.07.2018. The Chairman assured that the pending case will also be considered favorably and necessary sanction order will be issued shortly.</p> <p><b>Action: AAO, Stores &amp; Purchase</b></p>	<p>Sanction order for the pending cases has been issued.</p>	<p><b>Item Dropped.</b></p>

	<p>the form of reimbursement in the salary for the month of July 2018. Therefore, staff members retired in between August and June was not allowed this allowance. Hence, Staff Side strongly recommends to give the Dress Allowance to the eligible staff members who were retired between August and June after implementation of this allowance at ICAR-CIFT and continue this practice in future also.</p>			
104.04	<p><b>Repair of Scooter shed in the office premises:</b></p> <p>It is noticed that Scooter shed (for staff) in the office premises is leaking heavily and it may cause damages/corrosion to the vehicles. Therefore, Staff Side requests to take urgent necessary action to repair/replace the scooter shed roof urgently.</p>	<p>As the damaged roof sheets are only to be changed to repair the scooter shed, immediate action may be initiated to complete the work.</p> <p style="text-align: center;"><b>Action: AAO, CDN</b></p>	<p>Due to shortage of fund, the proposal is yet to process.</p>	<p>Immediate action may be initiated to complete the work.</p> <p style="text-align: center;"><b>Action: AAO, Cdn.</b></p>
104.05	<p><b>Painting of ICAR-CIFT Residential Quarters at Thevara:</b></p> <p>Internal painting work at Residential quarters was done long back. After the laying floor tiles, the whole quarters is look</p>	<p>After the discussion, the Chairman agreed that after completing the urgent repair works at ICAR-CIFT Residential Quarters the painting work will be carried out on availability of funds.</p> <p style="text-align: center;"><b>Action: AAO, CDN</b></p>	<p>Awaiting fund from the Council.</p>	<p style="text-align: center;"><b>Awaiting approval of SFC.</b></p>

	shabby/fade. Therefore, Staff Side requests to carry our painting work at CIFT Residential Quarters at the earliest.			
104.06	<b>Fixing of date for the 105<sup>th</sup> meeting of JISC</b>	It is decided to convene 105 <sup>th</sup> JISC meeting tentatively during the last week of October, 2020.	It was initially decided to convene in 08 <sup>th</sup> Dec, 2020. Due to home quarantine of regular Director it was postponed to 15 <sup>th</sup> Dec 2020.	<b>Item Dropped.</b>
104.07	<b>Any other matters with the permission of the Chair</b> 1. Digital Signature for JISC Secretary (SS)  2. Uploading proceedings of JISC in ICAR-CIFT website.  Enhancement of CCL duration spell of 15 days in COVID-19 pandemic situation.	1. Necessary instruction will be issued to take DSC in the name of JISC Secretary (SS), <b>Action: AAO, Stores &amp; Purchase</b> 2. Proceedings will be uploaded in CIFT website. <b>Action: Sr.AO/ OIC, AKMTU</b> 3.. Application for CCL for more than 15 days duly justified by the concerned HoD will be considered on case to case basis on merit. <b>Action: AAO, Estt.</b>	1. DSC has already been issued to Secretary (SS). 2. Proceedings of 104 <sup>th</sup> JISC already uploaded. 3. On receipt of CCL Applications, it will be considered.	<b>Item Dropped.</b>

Item No.4: New Agenda items for discussion in the 105<sup>th</sup> IJSC meeting

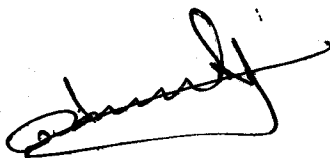
Agenda Item Number	Description of the Item	Decision taken
105.01	<p><b>Proposal for approving hospitals for the treatment of staff and their family members: reg:</b> As per ICAR letter No.38(9)/2019-Per.IV dated 28.09.2020, necessary action may be initiated to approve the hospitals in specialised areas like Eye, Dental, Ayurveda etc. where no approved hospitals are existing in Ernakulam. Staff side proposes to constitute a committee for this purpose.</p>	<p>Issue was discussed in detail and it was decided by the Chairman that the office to initiate action on those lines. Proposal may be submitted to constitute a Committee to examine the issue. <b>Action: AAO,C&amp;B</b></p>
105.02	<p><b>Covid-19 pandemic control guidelines issued by ICAR and non-co-operation of few Section officers of the Institute- reg:</b> It is very unfortunate that due to improper implementation and negligence, the entire office has been closed for sanitation and entire staffs of few sections have been forced for quarantine. Staff side proposes to take urgent necessary step to streamline and strict step to control the pandemic Covid-19 at office</p>	<p>After discussion, Chairman has emphasized the need of observing weekly work roster to control the pandemic covid-19 in true spirit and asked all HODs/SICs to follow the weekly work roster strictly. Individual grievances, if any, may be brought to the notice of the Director for consideration.</p>
105.03	<p><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 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 efficiency and increase positive attitude to the work.</p>	<p>After discussion, it was decided by the Chairman that necessary training to the LDCs who have been newly promoted from SSS Grade will be given at the earliest. <b>Action: AAO, Estt.</b></p>
105.04	<p><b>LTC Relaxation may be allowed to the aggrieved employees-reg:</b></p>	<p>After discussion on the issue, the Chairman has agreed to examine</p>

	<p>A group of CIFT employees and their family members were availed LTC during 25.02.2012 to 02.03.2012 to visit NER. The entire group was booked ticket through a private agency and submitted the ticket to the office for LTC advance and had sanctioned 90% of the ticket amount as advance. Later office had insisted for ticket from Air India and the entire group has forced to submit the same for settlement of the claim. Due to this action of the office all employees were forced to refund a major portion of LTC advance to the office.</p> <p>Vide ICAR endorsement F.No.GAC-21-20/2020-CDN dated 18.06.2020 and DoPT OM No.43020/2/2016-Estt(A.IV) dated 19.02.2020, "one time relaxation is granted to such employees who had availed LTC by air to visit J&amp;K and NER during the period of January 2010-June 2014 and booked the ticket through travel agents other than M/s. Balmer Lawrie &amp; Company, M/s Ashok Travels &amp; Tours and IRCTC due to the lack of awareness of rules".</p> <p>Hence it is proposed that the settlement bill of the entire group may be considered favourably and passed in full as per the ticket submitted for claiming advance o avail LTC.</p>	<p>the issue and assured to implement the contents of ICAR endorsement dated 18.06.2020 on receipt of requests from individuals concerned.</p> <p>Action: AAO, Bills</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>Issue has been discussed in detail. Staff side suggests to change the existing name board also. After discussion, <b>it was decided by the Chairman that the work will be done on priority basis after receiving fund from ICAR.</b></p> <p>Action: AAO,CDN</p>
105.06	Fixing of 106 <sup>th</sup> IJSC Meeting date	Chairman has tentatively fixed the 106 <sup>th</sup> IJSC meeting date on 09.03.2021
105.07	Any other items with the permission of the Chair	

<ol style="list-style-type: none"> <li>1. Bio gas plant pipe line is damaged during recent renovation and needs immediate repair</li>   <li>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.</li>   <li>3. Agenda items of future IJSC meetings may be circulated to all IJSC Members at least seven days before to the proposed meeting date.</li> </ol>	<p>Chairman has agreed and instructed the Maintenance Cell to take up the required repairs immediately.</p> <p><b>Action: SIC, Maintenance Cell</b></p> <p>While discussing the issue, chairman has also agreed to the remarks of staff side. After discussion, <b>it was decided by the Chairman that office will examine the issue in consultation with SIC AKMU for remedy.</b></p> <p><b>Action: SIC, AKMU</b></p> <p><b>Chairman has asked to adhere to the prescribed schedule in circulating the agenda items to all IJSC members.</b></p> <p><b>Action: AAO, CDN</b></p>
---	--

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

  
(W. Sreenivasa Bhat)  
Secretary Official side

  
(P. S. Nobi)  
Secretary Staff side

  
Director