



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY  
भारतीय कृषि अनुसंधान परिषद  
(Indian Council of Agricultural Research)  
सिफ्ट जंक्शन, मत्स्यपुरी पी.ओ., कोच्चिन-682 029  
CIFT Junction, Matsyapuri P.O., Cochin - 682 029  
(ISO/IEC 17025:2017 Accredited & ISO 9001:2015 Certified)



फा.सं./No.F.6-1/2021-सम/Cdn.

दिनांक/ Date: 01.03.2023

**पुष्टांकन/ENDORSEMENT**

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 08.02.2023 को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 113 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 06.03.2023 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 113<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 08.02.2023 at 11.00 hrs 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 06.03.2023 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.

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

**वितरण/Distribution:**

1. The Director, CIFT, Cochin	-	Chairman
2. Dr. Zynudheen A A, HO Di/c, QAM Division	-	Member (Official Side)
3. Dr. Toms C. Joseph, Ho Di/c, MFB Division	-	Member (Official Side)
4. Head of Accounts	-	Member (Official Side)
5. Head of Administration	-	Secretary, IJSC (Official Side)
6. Shri P.S. Nobi, Technical Officer	-	Secretary, IJSC (Staff Side)
7. Shri Das.K, Assistant Administrative Officer	-	Member (Staff Side)
8. Shri P. Mani, Assistant	-	Member (Staff Side)
9. Shri Vipin Kumar V, Sr. Tech. Asst.	-	Member (Staff Side)
10. Shri P. Raghavan, Skilled Support Staff	-	Member (Staff Side)
11. Shri Vinod A, Skilled Support Staff	-	Member (Staff Side)

**प्रतिलिपि सेवा में /Copy to:-**

1. HOD, FP, FT, B&N, EIS, MFB, QAM
2. SIC, Research Centre of CIFT, Veraval/Visakhapatnam/Mumbai
3. CAO/SFAO/AO1/AO(S&P)/AAO(Audit)/AAO(E)/AAO(B)/AAO(C) /PS to Director.
4. OIC, Lib./OL Section/Engg./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.

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

Proceedings of the 113<sup>th</sup> meeting of IJSC held at 11 00 hrs on 08.02.2023 in the Conference Hall of ICAR-CIFT, Kochi.

The following members were present in the 113<sup>th</sup> meeting of IJSC.

- |                                       |                           |
|---------------------------------------|---------------------------|
| 1. Dr.George Ninan, Director          | : Chairman                |
| 2. Dr. Zynudheen.A.A, PS. FP Division | : Member Official side    |
| 3. Sri Mahesh B Khubdikar, CAO        | : Secretary Official side |
| 4. Sri R.N. Subramanian, AO           | :                         |
| 5. Sri P.S. Nobi, Technical Officer   | : Secretary, Staff side   |
| 6. Sri K. Das, AAO                    | : Staff side Member       |
| 7. Sri Mani.P                         | : Staff side Member       |
| 8. Sri.Vipin Kumar. V                 | : Staff side Member       |
| 9. Sri A. Vinod, SSS                  | : Staff side Member       |

Dr. Leela Edwin, HOD FT and Dr. Toms C Joseph, HOD i/c MFB Division did not attend the meeting due to pre occupation/leave.

The meeting started with the welcome address and opening remarks of the Chairman. He welcomed all members to the meeting. He reminded the importance of role of IJSC for resolving the staff welfare matters. He greeted all members of the present IJSC for the enormous support provided through the entire tenure. He appreciated the staff side members for the successful commitment for the IJSC. He congratulate Shri Nobi.P.S, Secretary, Staff Side for the successful completion of 20 years in CIFT IJSC. He reminded the contribution of Shri Nobi.P.S to IJSC and the organisation in the capacity of Secretary, Staff Side. After the formal welcome address of Secretary, Official Side, Secretary Staff Side welcomed Dr. George Ninan, the Director and Chairman of IJSC. He welcomed all official side members and staff side members to the last meeting of this tenure. He informed the meeting that this meeting will be his last meeting in IJSC. He thanked all the Directors chaired during the last 58 IJSC meetings. He expressed his sincere gratitude to all official side members and the entire office mechanism for the sincere support provided to handle the agenda items raised from the staff side. He requested the Chairman that Shri Vipin Kumar V may be allowed to present the agenda in this meeting and the chair agreed the same. Then with the permission of the chair, Secretary Official side has preceded with agenda items.

**Item No.2. Confirmation of proceedings of 112<sup>th</sup> IJSC meeting held on 05.12.2022.**

**proceedings of 112<sup>th</sup> IJSC meeting held on 05.12.2022 are confirmed.**

**Item No.3: Confirmation of proceedings of ATR of 112<sup>th</sup> IJSC meeting.**

**proceedings of the ATR of 112<sup>th</sup> IJSC meeting are confirmed.**

**Item No.4: Action taken on the proceedings of 112<sup>th</sup> IJSC meeting.**

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
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>Chairman informed the meeting that an approval for expenditure by anticipating fund from Council has already been completed.</p> <p><b>It was decided by the Chairman that necessary preparatory work should be completed prior to the receipt of the fund and action may be taken immediately after receiving the fund.</b></p> <p><b>Action: AAO, CDN</b></p>	<p>Work order issued.</p> <p><b>Action: AAO, CDN</b></p>	<p>As the work started, it was decided to drop the item.</p> <p><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></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</p>	<p>After discussion, <b>it was decided by the Chairman to wait for the reply from the Council.</b></p> <p><b>Action: AAO, Bills</b></p>	<p>The endorsement from ICAR is being awaited.</p> <p><b>Action: AAO, Bills</b></p>	<p>After discussion, <b>it was decided by the Chairman to wait for the replay from council. Member CJSC may be taken up the matter at CJSC level also.</b></p> <p><b>Action: AAO,Bills/Member CJSC</b></p>

	complying old procedure. Hence the matter may be discussed in the meeting and settled at the earliest.			
107.07	<p><b>Any other matters with the permission of the Chair</b></p> <p>Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at wing No. 1</p>	<p>Chairman informed the meeting that an approval for expenditure by anticipating fund from Council has already been completed.</p> <p><b>It was decided by the Chairman that necessary preparatory work should be completed prior to the receipt of the fund and action may be taken immediately after receiving the fund.</b></p> <p><b>Action: AAO, CDN</b></p>	<p>The Committee suggested to depute one suitable officer to contact Kerala Fire &amp; Rescue Department alongwith a letter. The Chairman, Review Committee himself agreed to take up the matter with Fire &amp; Rescue Department.</p> <p><b>Action: AAO, CDN</b></p>	<p>After discussion, it was <b>decided by the chairman that, Dr. Toms C Joseph, Chairman Works committee will pursue the matter further</b></p> <p><b>Action: Dr. Toms C Joseph, Chairman Works committee</b></p>
110.01	<p><b>Non-utilization of source of fund to ICAR Staff Welfare Fund-reg.</b></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</p>	<p>It was pointed out by the staff side that the letter sent to Council is not fully justified the reasons for additional fund. The sources of fund are not detailed in the letter.</p> <p>After discussion, it was <b>decided by the Chairman that a detailed letter may be send to council without further delay.</b></p> <p><b>Action: SF&amp;AO/AAO, CDN</b></p>	<p>Detailed letter had already been sent to Council vide F.No.30-2/2018-Cdn. Dated 30.12.2022.</p> <p><b>Action: AAO, CDN</b></p>	<p>After discussion, it was <b>decided by the Chairman that a reminder may be send to council on due course.</b></p> <p><b>Action: SF&amp;AO/AAO, CDN</b></p>

	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.			
110.04	<p><b>Any Other Matter with the permission of Chair</b></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>4 After discussion, <b>it was decided by the Chairman that the matter may be perused with CISF CPT unit authority by producing the CPT letter in this regard urgently. The nodal officer may look into the matter with the latest information.</b></p> <p><b>Action: AAO, CDN</b></p>	<p>Demand from CPT for Bank Guarantee for renewing lease has not yet been finalized/ paid due to lack of fund. Request letter to ICAR for additional fund has already been sent. After settling this issue, we will write letter to CPT for additional space.</p> <p>Based on our request dated 11.11.2022, CPT had sent a letter to CISF to ban unauthorized parking. In continuation to the above, this office had sent a letter in this regard to CISF. The Committee suggested to put Tar Barrel up to ATIC to prevent unauthorized parking.</p>	<p>After discussion, <b>it was decided by the chairman that, the Nodal Officer may take up the matter and write a letter to the concerned authority and mention that we may keep barricade in that area .</b></p> <p><b>Action: Dr. Toms C Joseph, Nodal Officer</b></p>

			Committee also suggested Nodal Officer to take up the matter with CPT/CISF. <b>Action: AAO, CDN</b>	
<b>111.01</b>	<p><b>Points pertaining to Visakhapatnam Research Centre of CIFT</b></p> <p><b>a.Non-implementation of IJSC decision-reg;</b> It was decided and implemented in CIFT that a facility of computer to all staff to be provided at all divisions/sections to facilitate the activities required to be done with internet facilities. In the recent visit of IJSC staff side at Visakhapatnam R/C of CIFT, it was noticed that the staff at Centre is not provided with computer. Hence it is requested that necessary action may please be taken to provide one computer at each section/division for this purpose.</p> <p><b>b. Maintenance of Residential campus at Visakhapatnam R/ Centre of CIFT-reg:</b> It was observed by the staff side during the visit that, the entire building is required urgent civil repair work. In many flats, the sit out roof plastering is broken condition and it can be fallen at any moment. Even, the newly</p>	<p>Chairman informed the meeting that an approval for expenditure by anticipating fund from Council has already been completed. <b>It was decided by the Chairman that necessary preparatory work should be completed prior to the receipt of the fund and action may be taken immediately after receiving the fund.</b> <b>Action: SiC, Visakhapatnam R/C of CIFT</b></p> <p>b. Chairman informed the meeting that an approval for expenditure by anticipating fund from Council has already been completed. <b>It was decided by the Chairman that necessary preparatory work should be</b></p>	<p>Indent for 3 computers have been sent to CIFT Purchase section. <b>Action: SiC, Visakhapatnam R/C of CIFT</b></p> <p>Sanction order issued for advance remittance of first instalment to CPWD, Visakhapatnam for taking up the work and is under Process. <b>Action: AAO, CDN</b></p>	<p>After discussion, it was <b>decided by the chairman that the required fund will be made available once the second instalment of additional fund received from Council</b> <b>Action: AAO, Store(P)</b></p> <p>After discussion, it was <b>decided by the Chairman that, further action may be taken by the SIC, Visakhapatnam Centre to execute the work at the earliest.</b> <b>Action: SIC, Visakhapatnam Centre</b></p>

	<p>constructed Type-III roof are found leaking. Hence urgent attention is invited to this issue.</p> <p><b>c. Drinking water facility at Residential campus at Visakhapatnam R/ Centre of CIFT-reg:</b> It was a long pending anomaly of the occupants of Residential Campus at Visakhapatnam centre. The occupants are not getting drinking water at their flat. Earlier the ground water was purified with an RO plant and provided to them, but now that is also not working. Necessary arrangements may please be made for getting drinking water at their flats.</p> <p><b>d. Proper seating facility for staff members-reg:</b> The staff are not provided with seating facility at Office at Visakhapatnam R/ Centre of CIFT. Even the Technical officers are seen sitting the middle of</p>	<p>completed prior to the receipt of the fund and action may be taken immediately after receiving the fund.</p> <p><b>Action: AAO, CDN</b></p> <p>c) While discussing the matter, AAO, Visakhapatnam Centre informed that GVMC has send a notice to pay service charge due on Central Govt property an amount of <b>Rs.1,91,576 at the earliest, so that Centre can peruse the matter further.</b></p> <p><b>After discussion, it was decided by the Chairman that necessary action on the file may be taken on priority basis.</b></p> <p><b>Action:AAO, CDN</b></p> <p><b>Condemnation process is in progress and yet to be completed.</b> <b>Action SiC, Visakhapatnam R/C of CIFT</b></p>	<p>Sanction order issued in this regard.</p> <p><b>Action: AAO, CDN</b></p> <p>Condemnation process is in progress.</p> <p><b>Action SiC, Visakhapatnam R/C of CIFT</b></p>	<p>After discussion, it was <b>decided by the chairman that</b>, necessary action is to be taken up by SIC Visakahapatnam for further action after receipt of fund.</p> <p><b>Action: SIC, Visakhapatnam Centre</b></p> <p>After discussion, it was <b>decided by the chairman that necessary action is to be taken up by the SIC to complete the condemnation process at the earliest.</b></p>
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	debris/disposed equipment's. Urgent attention is solicited in this matter.			<b>Action SiC, Visakhapatnam R/C of CIFT</b>
111.04	<p><b>Two-wheeler parking facility at CIFT office proposal reg:</b></p> <p>The present parking facility is not sufficient for two wheelers at office. Many two wheelers are parking in the car parking area and on corridors entrances. It is proposing to make new parking place for Two wheelers</p>	<p><b>OiC E&amp;M Cell yet to submit the proposal.</b></p> <p><b>Action: AAO, CDN/ OiC E&amp;M Cell</b></p>	<p>Civil Engineer suggested to utilize the area in between FT Division and Seminar Hall for two-wheeler parking.</p> <p><b>Action: AAO,</b></p>	<p>After discussion, <b>it was decided by the chairman that necessary action is to be taken by the OiC E&amp;M Cell to make the parking area functional at the earliest.</b></p> <p><b>Action: OiC E&amp;M Cell/Civil Engineer</b></p>
111.05	<p><b>Any Other Matter with the permission of Chair Recreation club related matters.</b></p> <p>a. Farewell to the employee who transferred from CIFT HQ to other institutes/ centres permanently after serving long period.</p> <p>b. Recreation club units at centers.</p>	<p><b>The matters will be discussed in the Recreation Club GB meeting proposed on 20<sup>th</sup> December 2022.</b></p> <p><b>Action: Chairperson CIFT R/C</b></p>	<p>The Committee recommended to review both matters in the next Annual General Body Meeting of ICAR-CIFT Recreation Club.</p> <p><b>Action: Chairperson CIFT R/C</b></p>	<p>After discussion, <b>it was decided by the chairman that to review both matters in the next Annual General Body Meeting of ICAR-CIFT Recreation Club.</b></p> <p><b>Action: Chairperson CIFT R/C</b></p>
112.01	<p><b>Inter section transfer of Administrative/ SSS-reg:</b></p> <p>Inter section transfer of the administrative/SSS staff has been happening at CIFT after 5 years for the past many years as per the decision of IJSC. By showing practical issues, this decision is not being implemented on</p>	<p>After discussion <b>it was instructed by the Chairman to submit the matter on file with full particulars to the Director for consideration.</b></p> <p><b>Action: AAO, Estt</b></p>	<p>Due to the shortage of staff, this matter is kept pending. After March, 2023 this will be processed.</p> <p><b>Action AAO Estt.</b></p>	<p>After discussion, <b>it was decided by the Chairman that necessary action will be taken in the month of April 2023.</b></p> <p><b>Action AAO Estt.</b></p>

	time or lagging it. So, the very purpose of the decision is seen diluted or forfeited. Hence staff side requested to implement the decision promptly.			
112.02	<p><b>Filling up of existing vacancies through LDCE as per recruitment rules-reg:</b></p> <p>As per existing RR of Assistant, promotion, LDCE and DR quota are to be filled @ 50%, 25% and 25% respectively. At present there are 2 vacancies are existing under LDCE quota which are to be filled as there are eligible staff are waiting for the same. Necessary action may please be taken to fill up the vacancies.</p>	<p>After discussion, it was decided by the Chairman that necessary action may be taken to conduct the LDCE at the earliest.</p> <p><b>Action: AAO, Estt.</b></p>	<p>Process has been initiated.</p> <p><b>Action: AAO, Estt.</b></p>	<p><b>As the action is in progress, it was decided to drop the item.</b></p> <p><b>Item dropped</b></p>
112.03	<p><b>Compassionate appointment - implementation of DoPT guidelines-reg:</b></p> <p>Due to one or other reasons, the compassionate appointment of many deserving cases are pending for the last 5 years at this institute. The staff side proposals in this regard were turn down number of times stating the lack of RR in this regard. Now vide OM F.No.14014/1/2022-Estt.D dated 02.08.2022, DoPT issued new guidelines in this regard. Hence staff side proposed</p>	<p>After discussion, it was decided by the Chairman that necessary action may be taken to convene the concerned committee after ascertaining the vacancy position as per the guidelines to complete the action for compassionate appointment.</p> <p><b>Action: AAO, Estt.</b></p>	<p>Process has been initiated</p> <p><b>Action: AAO, Estt.</b></p>	<p>After discussion, it was decided by the Chairman that necessary action will be taken in the month of March 2023.</p> <p><b>Action: AAO, Estt.</b></p>

	to take urgent necessary action to complete the Compassionate appointment at the earliest.			
112.04	<p><b>Any other matters with the permission of Chair</b></p> <p>1. Error in the constitution of institute IJSC may be rectified As per the constitution of the IJSC, Chairman, Head of Administration and Head of Accounts are not by name. Hence it is proposed that the constitution may please be amended as per provision, so that without absence of the concerned, the meeting can be convened.</p> <p>2.Appointment of AMA at Veraval: The list of AMAs at Veraval Centre of CIFT is to be renewed urgently.</p> <p>3.Re-imburement of Ayurveda medicine prescribed in the case of life-threatening diseases</p>	<p>1.Chairman asked the official side secretary to looked in to and instruct to do needful. <b>Action: Secretary Official side</b></p> <p>2.<b>Chairman informed the Head of office to take necessary action without further delay</b> <b>Action: AAO Bills</b></p> <p>3. <b>Chairman instructed the office to consider the life-threatening cases on liberalized way with humanitarian consideration. The pending cases may be</b></p>	<p>1. Office order issued <b>Action: Secretary Official side</b></p> <p>The action for the case has been taken from office. <b>Action: AAO Bills</b></p> <p>No such cases are pending in Audit section. Claims can be admitted as per existing rules only.</p>	<p><b>Item dropped</b></p> <p><b>Item dropped</b></p> <p><b>Item dropped</b></p>

	<p>4.Only Kochi centre of Sreedhareeyam Ayurveda Multi speciality Hospital, Koothattukulam name is included in the list. Sreedhareeyam Ayurveda Multi speciality Hospital, Koothattukulam may also be incorporated in the list.</p> <p>5.All contract staff with a specific service span are to be replaced with fresh hands</p> <p>6.Posting order of SSS attached to the sections at centers</p>	<p>settled accordingly without further delay. <b>Action: Sr.AF &amp; AO</b></p> <p><b>4.Chairman agreed to the proposal</b> <b>Action: AAO, Bills</b></p> <p><b>5.Chairman informed that while recasting the existing tenure the same will be considered.</b> <b>Action: AAO, CDN</b></p> <p><b>6.The matter will be considered after ascertaining all related aspects in this regard without hurting any benefit of the employee concerned.</b></p>	<p><b>Action: Sr.AF &amp; AO</b></p> <p>Action will be taken for seeking approval from the Director for the matter to be proposed to the next IMC. <b>Action: AAO, Bills</b></p> <p>Will be considered while awarding fresh contract <b>Action: AAO, CDN</b></p>	<p>After discussion, it was <b>decided by the Chairman that the same will get approved in the next IMC</b> <b>Action: AAO Bills</b></p> <p>After discussion, it was <b>decided by the Chairman that the matter will be considered on merit basis while awarding fresh contract.</b> <b>Action: AAO, CDN</b></p> <p>After discussion, it was <b>decided by the Chairman that the matter will be considered without hurting any benefit of the employee concerned.</b></p>
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	7.Malfunction of CIFT board at rooftop-reg	<b>7.The Chairman asked the Head of office to looked into</b> <b>Action: AAO, CDN</b>	The defect was rectified and the board is functioning smoothly at present <b>Action: AAO, CDN</b>	<b>Item dropped</b>
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**New Agenda Points to be discussed in the 113<sup>th</sup> meeting of IJSC**

<b>SL No</b>	<b>Agenda</b>	<b>Official view</b>	<b>Decision</b>
<b>113.01</b>	<p><b>Election of IJSC for new tenure-reg:</b></p> <p>The tenure of the present IJSC is expiring on 18.03.2023. Necessary action may be taken to conduct the election for new members for the new tenure before expiring the existing tenure.</p>	<b>Notification issued</b>	<p>After discussion <b>it was decided to drop the item.</b></p> <p align="right"><b>Item dropped.</b></p>
<b>113.02</b>	<p><b>Reimbursement of registration fee with regard to mortgage and re conveyance of property- reg:</b></p> <p>It is noticed by staff side that, one of the employees is asked to refund the reimbursement of registration fee on re-conveyance of property in connection with his house building loan. The order issued is order is vague in nature and states that the payment is not as per rules. If that was the reason, why the payment made while submitted the bill. As it is a general concern, the same may please be reviewed urgently.</p>		<p>After discussion, <b>it was decided by the Chairman that a letter is to be written to get a clarification from the concerned department, Government of Kerala in this regard.</b></p> <p align="right"><b>Action: AAO, Bills</b></p>
<b>113.03</b>	<p><b>Any other matters with the permission of Chair</b></p> <p><b>1.Disposal of representation/request of staff on time bound manner-reg:</b></p> <p>As per DoPT guidelines, an individual representation/requests are to be disposed of /replied within a period of one months' time. ( [Para 2 of OM No. 118/52-Ests dated 30.04.1952] [Para 2 of OM No. 11013/08/2013-Estt.A-III dated 31.08.2015]) But staff side noticed that this is not maintained in many cases at this office. It is requested to communicate the reply to the individual within the specified period.</p> <p><b>2.Recruitment/promotion with regard to maintenance of roaster-reg:</b></p> <p>It is understood from the discussions with the officers that the duly approved practice which was following this institute to maintain the roaster has</p>		<p>After discussion, it was decided by the Chairman that necessary action will be taken in this regard to ensure that the individual requests/representations will be replied within the specified time.</p> <p align="right"><b>Action: CAO, Head of office</b></p> <p>After long discussion on this matter, <b>it was decided by the chairman that the matter will be addressed without further delay</b></p> <p align="right"><b>Action: CAO, Head of office</b></p>

	<p>been changed without prior approval of concerned authority and the same was adversely affected the timely promotion of staff also. This sudden change will be applicable to future promotions/ recruitment also. It is humble request to the chair, that this matter may be reviewed urgently to avoid any time delay in the promotion of administrative staff which are vacancy based.</p> <p><b>3. Sitting space for the staff working at different laboratories-reg:</b> It is noticed by the staff side that, due to the enhancement of students in different projects, the laboratories are packed and the regular staff are struggling for sitting space. Suitable remedy may be found to resolve the issue.</p> <p><b>4. The Quarters allotments happened in violation to the CIFT Quarters Allotment Rules and without routing through the Quarters Allotment Committee.</b> It is noticed by the staff side that; an allotment is made by the office in violation to the CIFT Quarters Allotment Rule 2019- clause 9(d). Further, an allotment made to an outsider without the knowledge of Quarters Allotment Committee. As per guidelines, if any special circumstances exists, the file should have been submitted to QAC. In both cases, the same was not happened.</p>	<p>that the matter will be addressed without further delay <b>Action: CAO, Head of office</b></p> <p>While discussion, the chairman informed the meeting that this issue was already in his notice and to settle down the matter, it was <b>decided by the chairman that the resent space allotment will be reviewed suitably at the earliest.</b></p> <p><b>Action: AAO, CDN/ Chairman, Space allotment committee</b></p> <p>It was informed by the Chairman that, in a special circumstances, it was decided by the Director to allot one Type I quarters to one NIA official. First incident also will be looked into. If any anomaly found will be rectified. As QAC is looking after the allotment of quarters, it should have been routed through QAC. <b>After discussion, it was decided by the chairman that, in future, any out of turn allotment of quarters will be made only with the recommendation of QAC.</b> <b>Action: AAO, CDN</b></p>
113.04	Fixing of the date for review committee meeting and next IJSC meeting	<ul style="list-style-type: none"> <li>• The date of the review committee meeting of 113<sup>th</sup> IJSC meeting is fixed on 8<sup>th</sup> March 2023.</li> <li>• The date of the 114<sup>th</sup> IJSC meeting is tentatively fixed on 10<sup>th</sup> May 2023</li> </ul>

*Subramanyam*  
Secretary Official side

*[Signature]*  
Director

*[Signature]*  
21/02/23  
Secretary Staff side