



केन्द्रीय मत्स्यकी 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./F.No.6-1/2023-सम/Cdn.

दिनांक/ Date: 11.07.2023

प्रमाणन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में **17.05.2023** को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 114 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 **21.07.2023** को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of **114th meeting of the Institute Joint Staff Council** of CIFT, Cochin held on **17.05.2023** 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 **21.07.2023** 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.

प्रशा. अधि.(प्र.)/Head of Administration (i/c) &
सचिव/Secretary (Official Side), IJSC

वितरण/Distribution:

- | | |
|---|-----------------------------|
| 1. Director, CIFT, Cochin | : Chairman |
| 2. Dr. Bindu. J, HoDi/c, FP Division | : Member (Official Side) |
| 3. Dr. Remesan. M.P, HoDi/c, FT Division | : Member (Official Side) |
| 4. Dr. Nikita Gopal, HoDi/c, EIS Division | : Member (Official Side) |
| 5. Dr. R. Anandan, HoDi/c, B&N Division | : Member (Official Side) |
| 6. Head of Accounts | : Member (Official Side) |
| 7. Head of Administration | : Secretary (Official Side) |
| 8. Shri. Vipin Kumar V, Sr. Tech. Asst. | : Secretary (Staff Side) |
| 9. Shri. Vinod. G, Tech. Asst. | : Member (Staff Side) |
| 10. Shri. P. Mani, Assistant | : Member (Staff Side) |
| 11. Shri. P.N. Nikhil Das, LDC | : Member (Staff Side) |
| 12. Shri. Deepak Vin. V, SSS | : Member (Staff Side) |
| 13. Shri. K.R. Rajasaravanan, SSS | : 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 114th meeting of IJSC held at 15.00 hrs on 17.05.2023 in the Conference Hall of ICAR-CIFT, Kochi.

The following members were present in the 114th meeting of IJSC.

- | | |
|---|---------------------------|
| 1. Dr.George Ninan, Director | : Chairman |
| 2. Dr. Bindu.J, HOD i/c FP Division | : Member Official side |
| 3. Dr. Remesan.M.P. HOD i/c FT Division | : Member Official side |
| 4. Dr. Nikita Gopal, HOD i/c, EIS Division | : Member Official side |
| 5. Dr. R.Anandan, HOD i/c, B&N Division | : Member Official side |
| 6. Shri. P.P. Anil Kumar, Head of Accounts | : Member Official side |
| 7. Shri. R.N. Subramanian, Head of Administration | : Secretary Official side |
| 8. Shri. Vipin Kumar.V, Sr.Technical Assistant | : Secretary, Staff side |
| 9. Shri. Vinod.G, Technical Assistant | : Member Staff side |
| 10. Shri. Mani. P, Assistant | : Member Staff side |
| 11. Shri. Deepak Vin, SSS | : Member Staff side |
| 12. Shri. K.R.Rajasaravanan, SSS | : Member Staff side |

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

The meeting started with the opening remarks of Chairman. He welcomed all newly elected IJSC members to the meeting. He reminded the importance of role for resolving the staff welfare matters through IJSC. He invites co-operation for amicable settlement of issues taken up in the IJSC within the purview of IJSC and as per rules and regulations of the concerned. After the formal welcome address of Secretary official side, Secretary staff side welcomed all members to the meeting. He assured full support and co-operation to the new Director for fulfilling his vision. Then with the permission of the chair, Secretary Official side has preceded with agenda items.

Item No.2. Confirmation of proceedings of 113th IJSC meeting held on 08.02.2023

Proceedings of 113th IJSC meeting held on 08.02.2023 are confirmed.

Item No.3: Confirmation of proceedings of ATR of 113th IJSC meeting.

Proceedings of the ATR of 113th IJSC meeting are confirmed with suggested corrections.

Item No.4: Action taken on the proceedings of 113th IJSC meeting.

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
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>After discussion, it was decided by the chairperson to wait for the reply from council. A reminder is to be send in this regard.</p> <p>Action: AAO, Bills/ CJSC Member</p>	<p>The reminder has been sent to Council vide F.No.6-1/2022-Bills dated 24.06.2022. Copy of the letter marked to Secretary SS, IJSC</p> <p>Action: AAO, Bills</p>	<p>After discussion, it was decided by the Chairman to send a reminder to Council and mark a copy to Secretary.</p> <p>Action: AAO, Bills</p>
107.07	<p>Any other matters with the permission of the Chair</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>It was decided by the Chairman that the possibility will be explored</p> <p>Action: AAO, CDN</p>	<p>M/s. Cochin Fire Tech India Ltd., Kochi inspected our office for doing fire audit. And proposal was given. It was decided to get few more proposals.</p> <p>Action: AAO, CDN</p>	<p>It was decided by the Chairman to contact Cochin Port to explore the possibility to get the fire audit done by them.</p> <p>Action: AAO, CDN/ Chairman, Works Committee</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>After discussion, it was decided by the C After discussion, it was decided by the chairperson to send detailed letter to Council without further delay.</p> <p>Action: SF&AO/AAO, CDN</p>	<p>Copy of the letter marked to Secretary staff side</p> <p>Action: AAO, CDN</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. After discussion, it was decided by the Chairman that a detailed letter may be send to Council without further delay and a copy to be marked to Secretary SS.</p> <p>Action: SF&AO/AAO, CDN</p>
110.04	<p>Any Other Matter with the permission of Chair</p> <p>Staff side propose to approach Cochin Port Trust for getting maintenance of road in front of the office.</p>	<p>4 After discussion, it was decided by the chairperson that a letter be send to CPT Chairman by the Director without further delay</p> <p>Action: AAO, CDN</p>	<p>A letter vide F.No.1-3/2018-Cdn dated 01.11.2022 has been sent to CPT. The reply state that CISF has been instructed to restrict unauthorized parking of vehicles infront of ICAR-CIFT.</p> <p>Action: AAO, CDN</p>	<p>After discussion, 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 be looked into the matter with the latest information.</p>

				Action: AAO, CDN
111.01	<p>Points pertaining to Visakhapatnam Research Centre of CIFT</p> <p>a.Non-implementation of IJSC decision-reg; 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.Maintenance of Residential campus at Visakhapatnam R/ Centre of CIFT-reg: 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 constructed Type-III roof are found leaking. Hence urgent attention is invited to this issue.</p>	<p>a) After discussion it was decided by the chair person that the SiC Vizag should initiate the action for providing computer facility with internet to the lower staff of the centre. Action: SiC, Visakhapatnam R/C of CIFT</p> <p>b) Staff side stressed the urgency of the civil repair works at Office & residential Buildings. While discussing the matter AAO Visakhapatnam R/C informed that new SiC has already contacted Executive engineer (Civil) CPWD in person for this purpose. After detailed discussion on</p>	<p>a)Request received vide letter F.No.3-28/CIFT (VSP)/2021-22 dated 30.08.2022from SIC Visakhapatnam for 3 computers. Action will be initiated in due course after the receipt of additional fund from Council Action: AAO CDN</p> <p>b)Estimate received from CPWD, Visakhapatnam for Rs.46,96,000/- for quarters and Rs.38,13,000/- for office. The estimate s vetted by the Civil Engineer. It is kept pending due to shortage of fund with the approval of the Director.</p>	<p>Chairman ensured that the requests will be fullfilled in this finacial year.</p> <p>Action :AAO,S&P</p> <p>The Intimation regarding the Advance payment to CPWD for the work has been sent to SiC, Vizag.</p> <p>Hence Item is Dropped.</p>

	<p>the subject, chairperson insisted to provide all communications related to civil repair works of Visakhapatnam R/C to the Director at the earliest. However, chairperson asked the SiC to initiate action for the civil repair works without delay.</p> <p>Action: SiC, Visakhapatnam R/C of CIFT</p> <p>c) In the Discussion, AAO of the Centre informed the meeting that new SiC has already contacted Water Authority for this purpose and expecting favourable action in this regard. After discussion it was decided by the chairperson that the occupants of the residential quarters are to be provided with drinking water from any source.</p>		
	<p>c. Drinking water facility at Residential campus at Visakhapatnam R/ Centre of CIFT-reg:</p> <p>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>c) Request has been sent to the Commissioner, GVMC, Visakhapatnam for water connection for the office of ICAR-CMFRI & CIFT vide letter F.No.22-1/2020 dated 29.08.2022.</p> <p>Action: SiC, Visakhapatnam R/C of CIFT</p>	<p>c) ICAR CIFT Share Has been handed over to ICAR CMFRI to pursue the matter with GVMC. Status update awaiting from CMFRI</p> <p>Action: Sic, Visakhapatnam R/C of CIFT</p>

	<p>d. Proper seating facility for staff members-reg: The lower 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 debris/disposed equipment's. Urgent attention is solicited in this matter.</p>	<p>Action: SiC, Visakhapatnam R/C of CIFT</p> <p>d) After discussion it was decided by the chairperson that this matter is to be addressed by the SiC, Visakhapatnam R/C of CIFT once the condemnation process is completed.</p> <p>Action SiC, Visakhapatnam R/C of CIFT</p>	<p>d) Condemnation process initiated</p> <p>Action SiC, Visakhapatnam R/C of CIFT</p>	<p>Chairman informed that the condemnation process is in progress, proper seating facilities will be arranged once it is completed.</p> <p>Hence the Item is dropped.</p>
111.04	<p>Two-wheeler parking facility at office proposal reg: The present parking facility is not sufficient for two wheeler at office. Many two wheelers are parking in the car parking area and on corridors entrances. It is proposes to make new parking place for Two wheelers.</p>	<p>After discussion it was decided by the chairperson that, OiC Estate and Maintenance Cell is entrusted to propose the suitable area for two-wheeler parking at office campus with in a period of two weeks from circulation of the proceedings.</p> <p>Action: AAO, CDN/ OiC E&M Cell</p>	<p>Two-wheeler parking facility has been arranged in the area between FT Division and seminar Hall</p> <p>Action: AAO, CDN/ OiC E&M Cell</p>	<p>Chairman advised that the security personnel should ensure the utilisation of allotted parking space.</p> <p>OiC E&M Cell yet to submit the proposal</p> <p>Action: AAO, CDN/ OiC, E&M Cell</p>

111.05	<p>Any Other Matter with the permission of Chair Recreation club related matters. a. Farewell to the employee who transferred from CIFT HQ to other institutes/ centres permanently after serving long period. b. Recreation club units at centers.</p>	<p>it was decided by the Chairperson that the entire matters will be discussed and finalized in the next General Body meeting of the Club.</p> <p>Action: Chairman CIFT R/C</p>	<p>The matters will be discussed in the Recreation Club GB meeting proposed on 20th December 2022.</p> <p>Action: Chairman CIFT R/C</p>	<p>The minutes of the Annual General Body meeting to be circulated for information.</p> <p>Action: Chairman CIFT R/C</p>
112.01	<p>Intersection transfer of administrative/ SSS Reg:</p> <p>Intersection transfer of the administrative/SSS staff has been happening at CIFT in 5 years as decided by IJSC. By showing practical difficulties these decisions is not being implemented in time or lagging it. So the very purpose of the decision is getting diluted. Hence staff side requested to implement the decision promptly.</p>	<p>After discussion it was decided by the chairman that necessary action will be taken in the month of April 2023</p> <p>Action: AAO. Estt.</p>	<p>Due to Shortage of staff, this matter is kept pending. After March, 2023 this will be processed.</p> <p>Action: AAO, Estt.</p>	<p>Chairman assured that the necessary restructuring will be done sooner. However, due to administrative reasons the process will be done in consultation with the section heads for smooth functioning of the concerned sections.</p> <p>Action: AAO, Estt.</p>
112.03	<p>Compassionate appointment - implementation of DoPT guidelines-reg:</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/</p>	<p>After discussion, it was decided by the Chairman that necessary action will be taken in the month of March 2023 .</p> <p>Action: AAO, Estt.</p>	<p>File Under Process</p> <p>Action: AAO, Estt.</p>	<p>Appointment was done.</p> <p>Hence the item is dropped</p>

	2022-Estt.D dated 02.08.2022, DoPT issued new guidelines in this regard. Hence staff side proposed to take urgent necessary action to complete the Compassionate appointment at the earliest.			
112.04	<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>After Discussion it was decided by the chairman that the same will get approved in the next IMC</p> <p>Action: AAO, Bills</p> <p>After Discussion it was decided by the chairman that the matter will be considered on merit basis while awarding fresh contract.</p> <p>Action: AAO, CDN</p> <p>The matter will be considered after ascertaining all related aspects in this regard without hurting any benefit of the employee concerned.</p>	<p>File Under Process.</p> <p>Action: AAO, Bills</p> <p>Will Be considered</p> <p>Action: AAO, CDN</p> <p>After Discussion it was decided by the Chairman that matter will be considered without hurting any benefit of the employee concerned.</p>	<p>The List of Hospitals will be forwarded before next IMC</p> <p>Action: AAO, Bills</p> <p>It was decided that from Next year onwards replace contractual staff who completed ten years.</p> <p>Action: AAO, CDN</p> <p>After discussion it was decided to drop the item.</p>

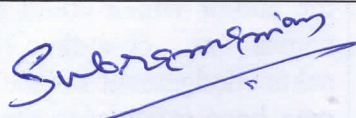
		Action:Sic R/C,AAO, Estt.	Action: Sic R/C,AAO, Estt.	
113.02	<p>Reimbursement of registration fee with regard to mortgage and re conveyance of property- reg:</p> <p>It is noticed by staff side that, one of the employees is asked to refund the reimbursement of registration fee on re-conveyance of property 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, 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.</p> <p>Action: AAO, Bills</p>	<p>The Matter is under process.</p> <p>Action: AAO, Bills</p>	<p>Forward the letter to concerned Dept. and mark a copy to Secretary IJSC.</p> <p>Action: AAO, Bills</p>
113.03	<p>Any other matters with the permission of Chair</p> <p>1.Disposal of representation/request of staff on time bound manner-reg:</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</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>Action: CAO, Head of office</p>	<p>The requests/ representations are processing in time bound manner only. However, the delay occurred in some cases are due to non-availability of the concerned committee members.</p> <p>Action: CAO, Head of office</p>	The item is dropped.

	<p>this office. It is requested to communicate the reply to the individual within the specified period.</p>			
	<p>2.Recruitment/promotion with regard to maintenance of roaster-reg: It is understood from the discussions with the officers that the duly approved practice which was following this institute to maintain the roaster has been changed without prior approval of concerned authority and the same was adversely affected the timely promotion of the staff as-well. This sudden change will be applicable to future promotions/recruitment as also</p>	<p>After long discussion on this matter, it was decided by the chairman that the matter will be addressed without further delay Action: CAO, Head of office</p>	<p>The promotions were done as per roaster and recruitment rule only. Delay if any, happened is only because of the corrective administrative measures Action: CAO, Head of office</p>	<p>The roaster copy will be forwarded to Secretary (SS), IJSC</p> <p>Action: CAO, Head of office</p>
	<p>3. Sitting space for the staff working at different laboratories Reg: It is noticed by the staff side due to the enhancement of students in different projects, laboratories are packed and regular staff are struggling for sitting space. Suitable remedy may be found to resolve the issue.</p>	<p>While discussion, the chairman informed the meeting that this issue was already in his notice and recent space allotment will be reviewed suitably at the earliest. Action:AAO, CDN/Chairman, Space Allotment committee</p>	<p>Will Pursue the matter with the recommendation of the space allotment committee. Action:AAO, CDN/Chairman, Space Allotment committee</p>	<p>Space has been allotted Item dropped</p>

New Agenda Points discussed in the 114th meeting of IJSC

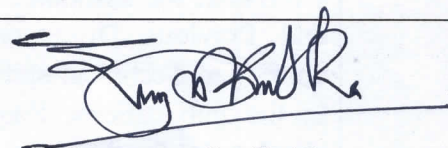
SL No	Agenda	Official view	Decision
114.01	<p>Including the Names of the Technical Staff in the Publication Reg.</p> <p>Even after the assurance of the DG, ICAR and Previous Directors, the names of concerned Technical staff are not included in the publications. Suggest to ensure a check point for the same in PME cell /by a dedicated officer.</p>	Will be discussed	<p>After discussion it was observed by the Chairman that there is no such office orders to include the names of the Technical staff in the publications. It is up to the sole discretion of the author which could be either adding the names as co-author or even as an acknowledgement for the contribution. Those who have grievances can approach the PME cell through their respective Heads.</p> <p align="right">Action: PME Cell.</p>
114.02	<p>Weightage should be given to those who serve as Members in various committees nominated by Director while assessing APAR</p>	Will be discussed	<p>After discussion, it was decided by the Chairman that there is no provision in the APAR to give specific Weightage in this regard. However, the reporting/reviewing authority should keep this in mind while reviewing the APAR. Whoever has specific grievances may exercise their right through the mechanism provided in sparrow.</p> <p align="right">Hence the Item is dropped.</p>
114.03	<p>Disposal Machine for Sanitary Napkins to be installed in Toilets of all floors.</p>	Will be discussed	<p>Chairman and the committee members agreed to the proposal unanimously.</p> <p align="right">Action: AAO CDN</p>
114.04	<p>Facilitation such as Canteen arrangements, Hostel, Class room to be made for Students and means to manage the extra workload to administrative and technical staff.</p>	Will be discussed	<p>Chairman informed that the MFSc/ PhD Courses will start in next academic year only. The intake for small projects and other activities will be regulated then. However, the Trainee hostel will be having a separate committee to look after under a warden.</p> <p>Canteen will be following separate timing for Permanent staff and students in consultation with canteen committee.</p> <p align="right">Action: Chairman Canteen Committee</p>
114.05	<p>Facilities for Two-wheeler Parking</p>	Will be discussed	<p>It was decided to provide sufficient parking space in residential Quarters.</p> <p align="right">Action: AAO CDN/ Liason Committee</p>
114.06	<p>Any other matter with the permission of the chair</p> <p>A Water cooler to be provided in the ground floor</p>	Will be discussed	<p>It was decided to provide a water cooler in the ground floor</p> <p align="right">Action: Action: AAO CDN</p>

	Seniority List of Admin & SSS Staff to be published		AO informed the committee that the List was published .
	Proper communication of meeting to be provided in advance		It was decided to ensure proper communication will be done in advance.
114.07	Fixing of 115 th IJSC Meeting and Review committee meeting		115 th Meeting will be on 9 th August and the Review Committee Meeting will be on 29 th June.



Secretary Official side


Director



Secretary Staff side