



फा.सं./F.No.6-1/2023-सम/Cdn.

दिनांक/ Date: 01.08.2024

### पुष्टांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 07.09.2023 को 09.30 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 15 वीं बैठक की संलग्न कार्यवाही को पाएं 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 12.08.2024 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 115<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 07.09.2023 at 09.30 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 12.08.2024 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.

*Ponnammie G*

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

#### वितरण/Distribution:

- |  |                             |
|--|-----------------------------|
| 1. Director, CIFT, Cochin                | : Chairman                  |
| 2. Dr. Bindu. J, HoD, FP Division        | : Member (Official Side)    |
| 3. Dr. Remesan. M.P, HoD, FT Division    | : Member (Official Side)    |
| 4. Dr. Nikita Gopal, HoD, EIS Division   | : Member (Official Side)    |
| 5. Dr. R. Anandan, HoD, 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, Technician      | : Member (Staff Side)       |
| 13. Shri. K.R. Rajasaravanan, Technician | : 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. SFAO/AO/FAO/AAO(E)/AAO(B)/AAO(C)/AAO(S&P)/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 115<sup>th</sup> meeting of IJSC held at 09.30 hrs on 07.09.2023 in the Conference Hall of ICAR-CIFT, Kochi.

The following members were present in the 114<sup>th</sup> meeting of IJSC.

- |  |                           |   |
|--|---------------------------|---|
| 1. Dr.George Ninan, Director                 | : Chairperson             |   |
| 2. Dr. Bindhu.J, HOD i/c FP Division         | : Member Official side    |   |
| 3. Dr.Remesan.M.P. HOD i/c TP Division       | : Member Official side    |   |
| 4. Dr. Nikita Gopal, HOD i/c, EIS Division   | : Member Official side    |   |
| 5. Dr. R.Anandan, HOD, B&N Division          | : Member Official side    |   |
| 6. Sri R.N. Subramanian, AO                  | : Secretary Official side |   |
| 7. Sri. Sreedevi.M.R, Head of Accounts(i/c)  | : Member Official side    | : |
| 8. Sri Vipin Kumar.V, Sr.Technical Assistant | : Secretary, Staff side   |   |
| 9. Sri Vinod.G, Technical Assistant          | : Member Staff side       |   |
| 10. Sri Mani.P, Assistant                    | : Member Staff side       |   |
| 11. Sri Nikhil Das.PN, LDC                   | :Member Staff side        |   |

Sri Mahesh B Khubdikar, CAO,Sri.Deepak Vin and Sri.K.R.Rajasaravanan (Member Staff side) did not attend the meeting due to pre occupation/leave.

The meeting started with the opening remarks of Chairman. He welcomed all the members to the meeting. He reminded the importance of role for resolving the staff welfare matters through IJSC and invited co-operation for amicable settlement of issues taken up in the IJSC within its purview and as per rules and regulations. 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. Then with the permission of the chair, Secretary Official side has preceded with agenda items.

**Item No.2. Confirmation of proceedings of 114<sup>th</sup> IJSC meeting held on 17.05.2023**

**proceedings of 114<sup>th</sup> IJSC meeting held on 17.05.2023 are confirmed.**

**Item No.3: Confirmation of proceedings of ATR of 114<sup>th</sup> IJSC meeting.**

**proceedings of the ATR of 114<sup>th</sup> IJSC meeting are confirmed with suggested corrections.**

**Item No.4: Action taken on the proceedings of 114<sup>th</sup> IJSC meeting.**

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
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 complying old procedure. Hence the matter may be discussed in the meeting and settled at the earliest.</p>	<p>After discussion, <b>it was decided by the Chairman to send a reminder to Council and mark a copy to Secretary.</b></p> <p><b>Action: AAO, Bills</b></p>	<p>A copy of the letter addressed to the Council in this matter may be marked to the Secretary, IJSC, Staff Side.</p> <p><b>Action: AAO, Bills</b></p>	<p>No copies have been received even after frequent intimations. After discussion, <b>it was decided by the Chairman to mark the copy to Secretary (SS) without further delay.</b></p> <p><b>Action: AAO, Bills</b></p>
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><b>It was decided by the Chairman to contact Cochin Port to explore the possibility to get the fire audit done by them.</b></p> <p><b>Action: AAO, CDN/ Chairman, Works Committee</b></p>	<p>Based on our request, the Officers from Fire &amp; Rescue Station visited our office on 22.05.2023 and based on their request, we have forwarded our building plan of our Office for further action. We will follow up the matter with Fire &amp; Rescue Authorities with utmost importance.</p>	<p><b>It was decided by the chairman to make the actions time bound and Contact Cochin Port to explore the possibility along with staff side representative to get the fire audit done by them since the matter is in process since the fire incident happened in Gear Fabrication hall.</b></p> <p><b>Action: AAO, CDN/ Chairman works committee</b></p>

			<b>Action: HOO/AAO, CDN/Chairman, Works Committee</b>	
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 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>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, <b>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.</b></p> <p><b>Action: SF&amp;AO/AAO, CDN</b></p>	<p>In reply to our letter, Council has intimated to review / re-examine the case at Institute level. During the visit of Shri. G.P. Sharma, Joint Secretary (Finance), ICAR, he said that the share from the consultancy/ contract research/ technology transfer are the major sources to generate fund for the staff welfare fund. Since the fund from these sources is meagre, we are usually taking fund from the Interest of Sardar Patel Award Fund/ World Wildlife Fund for the Staff Welfare purposes. The matter</p>	<p>In reply to our letter, Council has intimated to review / re-examine the case at Institute level. During the visit of Shri. G.P. Sharma, Joint Secretary (Finance), ICAR said that the share from the consultancy/ contract research/ technology transfer are the major sources to generate fund for the staff welfare fund. Since the fund from these sources is meagre, we are usually taking fund from the Interest of Sardar Patel Award Fund/ World Wildlife Fund for the Staff Welfare purposes. The matter was to be discussed in the welfare committee meeting</p> <p><b>Action: SF&amp;AO/AAO, CDN</b></p>

			<p>was discussed in the Welfare Committee meeting also.</p> <p><b>Action: SF&amp;AO/ AAO, CDN</b></p>	
110.04	<p><b>Any Other Matter with the permission of Chair</b></p> <p>Staff side propose to approach Cochin Port Trust for getting maintenance of road in front of the office.</p>	<p>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 be looked into the matter with the latest information.</b></p> <p><b>Action: AAO, CDN</b></p>	<p>Based on our request dated 10.11.2022, CPT had directed Dy. Commandant, CISF, W/Island for banning unauthorized parking in front of our office and repair of the road. Based on this letter, we had also sent a letter to CISF. We will again take up the matter with the CPT &amp; CISF at the earliest. On the matter regarding the under-utilized space behind the Wood Preservative Lab, it was informed by CPT that the land has already been allotted to the H1</p>	<p>CIFT Officials will approach CPT &amp; CISF directly at the earliest.</p> <p><b>Action: AAO, CDN</b></p>

			<p>bidder through tender process.</p> <p>We may again send a letter to CPT and other responsible agencies involved in the subject.</p> <p><b>Action: AAO, CDN</b></p>	
111.01	<p><b>Points pertaining to Visakhapatnam Research Centre of CIFT</b></p> <p><b>a.Non-implementation of IJSC decision-reg;</b></p> <p>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.</p> <p>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>c. Drinking water facility at Residential campus at Visakhapatnam R/ Centre of CIFT-reg;</b></p>	<p><b>Chairman ensured that the requests will be fulfilled in this financial year.</b></p> <p><b>Action :AAO,S&amp;P</b></p> <p><b>ICAR CIFT Share Has been handed over to ICAR CMFRI to pursue the matter with GVMC. Status</b></p>	<p>Approval of the Competent Authority has been conveyed to SIC, Visakhapatnam for the purchase of 3 computers.</p> <p><b>Action: AAO, S&amp;P</b></p> <p>CIFT &amp; CMFRI is pursuing the matter with GVMC and requested CPWD to</p>	<p><b>Chairman ensured that the requests will be fulfilled in this financial year. Hence the Item is dropped.</b></p> <p><b>Action :AAO,S&amp;P</b></p> <p>CIFT &amp; CMFRI is pursuing the matter with GVMC and</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><b>update awaiting from CMFRI</b></p> <p><b>Action: Sic, Visakhapatnam R/C of CIFT</b></p>	<p>furnish estimate for making sump.</p> <p><b>Action: SIC, Visakhapatnam Centre</b></p>	<p>requested CPWD to furnish estimate for making sump.</p> <p><b>Hence the Item is Dropped.</b></p>
111.04	<p><b>Two-wheeler parking facility at office proposal reg:</b> 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><b>Chairman advised that the security personnel should ensure the utilization of allotted parking space.</b></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>Arrangements has been made for utilizing the allotted parking space. No Parking Board may be displayed when the parking is full in the allotted two-wheeler parking area. Instructions had already been given to Security Personnel to redirect the two-wheelers towards the new parking space behind Seminar Hall.</p> <p><b>Action: AAO, CDNI</b></p>	<p><b>The roofing for this area may be done as and when connected roofing work next NRL is done based on fund availability. Hence the item is dropped</b></p>

111.05	<p><b>Recreation club related matters.</b></p> <p>a. Farewell to the employee who transferred from CIFT HQ to other institutes/ centers permanently after serving long period.</p> <p>b. Recreation club units at centers.</p>	<p><b>The minutes of the Annual General Body meeting to be circulated for information.</b></p> <p><b>Action: Chairman CIFT R/</b></p>	<p>Annual General Body is yet to convene. Last General Body Meeting minutes may be provided to the Secretary, Staff Side.</p> <p><b>Action: Chairperson, CIFT R/C</b></p>	<p><b>The minutes of the Annual General body meeting is yet to be circulated for information.</b></p> <p><b>Action: Chairman CIFT R/C</b></p>
112.01	<p><b>Intersection transfer of administrative/SSS Reg:</b></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 decision 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><b>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.</b></p> <p><b>Action: AAO, Estt</b></p>	<p>Inter-sectional transfer has already been implemented.</p> <p><b>Action: AAO, Estt.</b></p>	<p><b>Process completed. Hence the item is dropped.</b></p>
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><b>The List of Hospitals will be forwarded before next IMC</b></p> <p><b>Action: AAO, Billss</b></p>	<p>Committee constituted to examine the matter has not recommended to put up the proposal to the IMC for approval in the light that the branch of hospital at Ernakulam is already approved.</p>	<p><b>Since a committee(where Secretary SS is also a member) exists, for recommending Hospitals for approval in IMC, there was no need of a sub committee.</b></p>



	<p>5.All contract staff with a specific service span are to be replaced with fresh hands</p>	<p><b>It was decided that from Next year onwards replace contractual staff who completed ten years.</b></p> <p><b>Action: AAO, CDN</b></p>	<p>Hence, the agenda may be dropped.</p> <p><b>Action: AAO, Bills</b></p> <p>Will be considered.</p> <p><b>Action: AAO, CDN</b></p>	<p><b>The proposal has to be put before IMC in its forthcoming session.</b></p> <p><b>Action: AAO, Bills</b></p> <p><b>Advised to stick on to the decision</b></p> <p><b>Action: AAO, CDN</b></p>
<p><b>113.02</b></p>	<p><b>Reimbursement of registration fee with regard to mortgage and re conveyance of property- reg:</b> 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>Forward the letter to concerned Dept. and mark a copy to Secretary IJSC.</p> <p><b>Action: AAO, Bills</b></p>	<p>Letter has been sent to the Department of Registration, Government of Kerala for clarification. A copy of the said letter may be marked to the Secretary, Staff Side.</p> <p><b>Action: AAO, Bill</b></p>	<p><b>AO informed that a letter received from concerned Dept. States that refund option is not Applicable for us. Item will be dropped, on receipt of the copy of the letter.</b></p> <p><b>Action: AAO, Bills/ Secretary Official Side</b></p>

<p><b>113.03</b></p>	<p><b>Any other matters with the permission of Chair</b>  <b>2.Recruitment/promotion with regard to maintenance of roaster reg:</b>  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. 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>The roster copy will be forwarded to Secretary (SS), IJS C</p> <p><b>Action: CAO, Head of office</b></p>	<p>The roster copy will be issued after updating the same in a due course of time.</p> <p><b>Action: CAO, Head of office</b></p>	<p>Copy will be forwarded on completion of transfer</p> <p><b>Action: CAO, Head of office</b></p>
<p><b>114.01</b></p>	<p><b>Including the Names of the Technical Staff in the Publication Reg.</b></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>	<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>As such no grievances/ complaints have been received from anyone in ICAR-CIFT on this issue. Any concern received will be sorted out through discussion with the concerned person and the division involved and with the approval of the Director.</p>	<p><b>The staff side has pointed that a circular was issued by former DG, a copy was given to the chair. Even requested to include it as a check point in proforma provided by PME. The proforma is issued by ICAR hence the matter may be taken up at CJSC level to include the contribution of technical staff in publications through modification of proforma.</b></p>

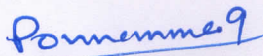
		<b>Action: PME Cell</b>	<b>Action: OIC, PME Cel</b>	<b>Action: OIC, PME Cell/ Member CJSC</b>
<b>114.03</b>	Disposal Machine for Sanitary Napkins to be installed in Toilets of all floors	Chairman and the committee members agreed to the proposal unanimously.  <b>Action: AAO CDN</b>	Action will be initiated immediately for installing Disposal Machine for Sanitary Napkins in each floor.  <b>Action: AAO CDN/ Caretaker</b>	<b>Chairman instructed to expedite the process, through women cell if needed.</b>  <b>Action: AAO CDN</b>
<b>114.04</b>	<b>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.</b>	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.  Canteen will be following separate timing for Permanent staff and students in consultation with canteen committee.  <b>Action: Chairman Canteen Committe</b>	The canteen committee has discussed the matter and suggested to follow the existing time schedule for the staff and students which has already been approved by the competent authority. The timing is as follows: Morning Tea: 10:30-10:45 AM for Staff, Trainees, Contractual staff and SRFs -do- : 10:40-10:50 AM for Students  Lunch : 12:45-01:30 PM for Staff,	<b>The Item May be dropped</b>

			<p>Trainees, Contractual staff and SRFs -do- : 01:10- 01:30 PM for Students</p> <p>Evening Tea: 03:30- 03:45 PM for Staff, Trainees, Contractual staff and SRFs -do- : 03:40-03:50 PM for Students</p> <p><b>Action: Chairman Canteen Committee</b></p>	
<b>114.05</b>	<b>Facilities for Two-wheeler Parking</b>	<p>It was decided to provide sufficient parking space in residential Quarters.</p> <p><b>Action: AAO CDN/ Liason Committee</b></p>	<p>Matter will be considered in consultation with Liaison Officer. Committee suggested to process the case based on the fund availability.</p> <p><b>Action: AAO CDN/ Liaison Committee</b></p>	<p><b>Awaiting Proposal &amp; estimate</b></p> <p><b>Action: AAO CDN/ Liaison Committee</b></p>
<b>114.06</b>	<p><b>Any other matter with the permission of the chair</b></p> <p><b>A Water cooler to be provided in the ground floor</b></p>	<p>It was decided to provide a water cooler in the ground floor</p>	<p>Matter will be considered based on the availability of fund.</p>	<p><b>It was decided to make necessary arrangements for</b></p>

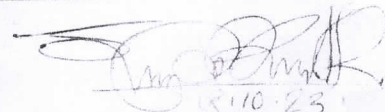
	<p><b>Seniority List of Admin &amp; SSS Staff to be published</b></p>	<p><b>Action: AAO CDN</b></p> <p><b>AO informed the committee that the List was published. It was decided to ensure proper communication will be done in advance.</b></p>	<p><b>Action: AAO CDN</b></p> <p><b>The list will be revised and circulated based on the inter section transfer</b></p>	<p><b>the procurement of water cooler.</b></p> <p><b>Action: AAO CDN</b></p> <p><b>Hence this item is dropped.</b></p>
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New Agenda Points discussed in the 115<sup>th</sup> meeting of IJSC

SL No	Agenda	Decision
115.01	Ensure the inclusion of IJSC Secretary (SS) in the committee constituted to look after the welfare issues.	It was ensured by the chair that the issue will be addressed. The Committee for Recommending hospitals for IMC will remain intact and SS secretary is a part of that.
115.02	Ensure timely settlement of Medical reimbursement of staff.	Since there was an audit query, the medical reimbursement were regulated to CGHS rate. However in view of the existing court orders, it was further decided to request a clarification in this regard from council. For the time being the existing re reimbursement method will be followed.
115.03	Any other Matter with the Permission of the Chair  1. Ensure sufficient Permanent hands in key positions/ sections.  2. Best Employee Award	1. Necessary working arrangements are made to ensure sufficient permanent hands at key positions / section.  2. Director has suggested to take necessary steps to initiate process to make it happen by 2024 on foundation day.
115.04	Fixing if Review committee meeting and 116 <sup>th</sup> IJSC Meeting	Review committee meeting 26 <sup>th</sup> October 116 <sup>th</sup> IJSC Meeting December 14 <sup>th</sup>

  
Secretary Official side

  
Director

  
15/10/23  
Secretary Staff side  
