

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

Proceedings of the 94<sup>th</sup> meeting of IJSC of CIFT held at 11.00 AM. on 30.10.2017 in the  
Conference hall of CIFT, Cochin.

The 94<sup>th</sup> meeting of the IJSC of CIFT was held at 11.00 a.m. on 30.10.2017 in the Conference Hall of CIFT, Cochin. The following were present:

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| 1. Dr. C.N.Ravishankar, Director                      | - Chairman                      |
| 2. Dr. M. M. Prasad, Principal Scientist & HOD, MFB   | - Member (Official Side)        |
| 3. Dr. George Ninan, Principal Scientist, FP division | - Member (Official Side)        |
| 4. Smt. Christina Joseph, Administrative Officer      | - Member (Official Side)        |
| 5. Shri K.S.Sreekumaran, FAO                          | - Member (Official Side)        |
| 6. Shri P.S. Nobi, Technical Officer                  | - <b>Secretary (Staff Side)</b> |
| 7. Shri K.B. Sabukuttan, AAO                          | - Member (Staff Side)           |
| 8. Shri P.K Somasekharan Nair, Assistant              | - Member (Staff Side)           |
| 9. Shri Vinod.G, Sr. Technician                       | - Member (Staff Side)           |
| 10. Shri Rajasaravanan.K.R, SSS                       | - Member (Staff Side)           |
| 11. Shri Ajith.K.S, SSS                               | - Member (Staff Side)           |

Dr. ReghuPrakash, Principal Scientist, R/C, Visakhapatnam and Shri P.J.Davis, Sr. Administrative Officer (Secretary Official Side) could not attend the meeting.

At the outset, Chairman welcomed all the members to the meeting. He invited Smt.Christina Joseph, Administrative Officer to present the agenda in the absence of Official side Secretary. He has conveyed his satisfaction on the smooth functioning of the Institute IJSC. He expects the support of both official and staff side for the smooth conduct of the meetings as given earlier.

Then Smt.Christina Joseph, Administrative Officer welcomed all members to the meeting. In his welcome address, Secretary Staff side placed his regard on the co-operation given by the official side and office for settling the issues of employees in the past. He stressed his concern about the delay in dealing the IJSC matters. He told that the absence of the Official Side Secretary in the meeting is not a healthy practice as it is the key position of the meeting and all implementation part are vested with it. Chairman replied that, it may not be possible to convene the meeting with 100% attendance also informed that the Secretary Official Side is on leave because of his sickness. He assured the meeting that there are no purposeful delay in dealing the IJSC issues.

Then Chairman asked to take up the agenda items and the Secretary Official Side presented the agenda items one by one.

**Item No. 2: Confirmation of the Proceedings of 93<sup>rd</sup> meeting of IJSC held on 03.08.2017.**

- The proceedings of the 93rd meeting of IJSC held on 03.08.2017 is confirmed.

**Item No. 3: Confirmation of the proceedings of the meeting of Review Committee of 93<sup>rd</sup> IJSC held on 18.09.2017.**

Staff side pointed out that the decisions, "action taking on IJSC" is to be communicated to Secretary (SS) also may be incorporated. The Chairman agreed for the same. **Accordingly the proceeding of the meeting of Review Committee of 93rd IJSC held on 18.09.2017 is confirmed.**


**Item No. 4:**

Action Taken Report on the proceedings of 93<sup>rd</sup> meeting of IJSC held on 03.08.2017 at CIFT, Kochi



### ATR of 93<sup>rd</sup> Meeting of IJSC

| Agenda Item No. | Item   | Recommendation/ Decision of the Review Committee   | Decision of IJSC   |
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| 88.06           | <p><b>Individual water meter for all residents of Residential complex-reg:</b><br/>Years back, the issue was discussed in the IJSC and decided to fix individual meters to all occupants. But no action has taken so far to fix meter to individual flats. The matter may be discussed in the meeting and decide suitably.</p> <p><b>It was decided by the Chairman that the individual water meter will be fitted to all residential flats at the earliest depending up on the availability of fund.</b></p>  | <p>It was recommended to issue a note to the Civil Engineer to complete the work in time bound manner.</p> <p><b>Accordingly a note issued through HOD, Engineering.</b></p>   | <p>It was decided by the Chairman that the Civil engineer has to submit a detailed report in this regard within a week through the HOD, Engineering. Co-ordination section has to pursue the matter.</p> <p>Action: AAO CDN/Civil Engineer.</p>  |
| 91.05.02        | <p><b>Repair of toilets-reg:</b><br/>Staff side pointed out that all toilets in the main building are in worst condition. No tower bolts for doors, malfunction of flushing system is regular. Hence urgent action may be taken to rectify the complaints.</p>   | <p>Fund is already deposited to CPWD. Awaiting for the execution of work</p> <p><b>Recommended to drop the item</b></p>  | <p>Item dropped</p>  |
| 92.01           | <p>1. Immediate action may be taken to procure a new bio--incinerator / incinerator at office at the earliest.</p> <p>2. The canteen committee will be asked the possibility to utilize the bio-gas of the plant at office and measures for not to dump the kitchen waste at the back water.</p> <p>It was decided</p> <ul style="list-style-type: none"> <li>• <b>It was decided by the Chairman that immediate action may be taken to procure a new bio--incinerator / incinerator at office at the earliest. The existing damaged funnel is to</b></li> </ul> | <p>1. Waiting for EFC approval for new incinerator. The existing damaged funnel of the incinerator is to be dismantled immediately. A note may be issued to Caretaker urgently</p> <p><b>Action: AAO CDN/ Care Taker</b></p> <p>2. It was decided by the Chairman that Caretaker</p> | <p>It was decided by the Chairman that the proposal/ indent for new incinerator is to reach office within 15 days. Both works (dismantling of damaged funnel and Bio-Gas line to Canteen Kitchen) are to be completed within 15 days. Coordination section will issue necessary note to the Caretaker.</p> |

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|       | <p>be dismantled at the earliest.</p> <ul style="list-style-type: none"> <li>• The canteen committee will be asked the possibility to utilize the bio-gas of the plant at office and measures for not to dump the kitchen waste at the back water.</li> </ul>  | <p>may be asked to connect the Bio-Gas line to Canteen Kitchen urgently. A note may be issued to Caretaker urgently</p> <p><b>Action: AAO, CDN/ Care Taker</b></p> | <p>Action: HOD FP/ Care Taker</p>  |
| 92.02 | <p><b>Stenographic assistance to the Secretary Staff Side, IJSC –reg:</b></p> <p>The issue was lastly discussed in the 91<sup>st</sup> meeting of IJSC under item No.91.02 and was decided to provide the support after ascertaining the quantum of work. But the official side was not agreed to project the decision in the proceedings as the agenda was not meant for that. The details of the work were discussed number of times in the earlier meetings and agreed to provide the support. But due to the negative attitude of the administration, the work was unable to complete so far. Hence it is requested that the stenographic support (computer oriented) may be provided to the Secretary Staff Side IJSC till the completion of the work without any break.</p> <p><b>It was decided by the Chairman that the Secretary Staff side may meet Director along with AKMU personal (Shyla. N.C) for settling the issue (Works so far completed / to be completed may be shown/ provided to Director).</b></p> | <p><b>The matter is being settled by the Director</b></p>  | <p>It was decided by the Chairman that a Data Entry Operator can be appointed on contract basis only for 3 months.</p> <p>Action-AAO (Cdn)</p>  |




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| 92.03 | <p><b>Uncleanliness of drainage in front of IJSC room –reg:</b><br/>This is a long pending issue. The issue was discussed many times with the caretaker. He claimed his innocence that he proposed the matter to the higher up, but not responded by them. The institute was renovated the Departmental Canteen. But no proper drainage was provided. All waste particles are stored in the drainage in front of the IJSC room and got decayed there itself. Hence urgent action is requested in this matter.<br/><b>It was decided by the Chairman that necessary action will be taken to rectify the drainage</b></p>   | <p>The work may be taken up at the earliest on priority basis.<br/>Tender will be opened on 30.10.2017<br/><b>Action: AAO CDN/ Civil Engineer/ HOD, Engg.</b></p>        | <p>It was decided by the Chairman that the work will be executed on priority basis without further delay. Civil engineer may asked to pursue the matter.<br/><br/>Action: AAO CDN/ Civil Engineer.</p>  |
| 92.04 | <p><b>Poor workmanship in the renovation of the Departmental Canteen- action reg:</b><br/>The examples of poor workmanship can be seen each and every sector of the work in the Canteen. Plastering work is below the average. No finishing in the work. Air conditioners are not fitted as per the company installation conditions and will lose the guaranty of the equipment. The doors of the mess hall are not air tight. Necessary action may be taken to rectify all shortfalls urgently.</p>  | <p>Reminder letter to CPWD to be send.<br/>Reminder letter send on 20.09.2017.<br/><b>Action: AAO CDN</b></p>  | <p>It was informed by the Chairman that the matter was personally discussed with the CPWD Civil Engineer and they assured to attend the matter urgently.</p>  |
| 92.05 | <p><b>Amendment of CIFT Quarters Allotment Rule- action reg:</b><br/>With reference to the ICAR letter, CIFT has formulated a Quarters Allotment Rule. By considering some practical difficulties, few amendments were made by the competent authority. To further streamline the rules, a committee was constituted by the competent authority under the Chairmanship of Dr. P. Pravin, then Chairman, QAC. But the action was not completed. Hence it is requested that the committee may be re constitute and formulate the CIFT Quarters Allotment Rule in a well-disciplined manner.<br/><b>It was decided by the Chairman that the Committee will be reconstituted. Chairman instructed the concerned section to put up the file to the Director.</b></p> | <p>The duly constituted committee has not met so far. The meeting of the Committee may be convened and submit the report at the earliest.<br/><b>Action: AAO CDN</b></p> | <p>It was decided by the Chairman that the meeting of the committee is to be convened before 3<sup>rd</sup> November 2017. Coordination section will issue necessary instruction to the Chairman/Member Secretary of the Committee in this regard.<br/><br/>Action: AAO CDN</p> |
| 92.07 | <p><b>Any other matters with the permission of the Chair</b></p>  | <p>Staff side requested the copy of</p>  | <p>Office informed that their pension is</p>  |

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|       | <p>1. Anomaly in the fixation of pension-reg:<br/>Pension was fixed as per 6<sup>th</sup> CPC pay scale to two of CIFT staff retired in the month of March 2017. It is against the fixation provision of existing Pension rule. As the 7<sup>th</sup> CPC pay scale was implemented in ICAR w.e.f. February 2017, the pension is to be fixed as per 7<sup>th</sup> CPC pay scales.</p> <p><b>It was decided by the Chairman that a letter to implement the revised pension to CIFT pensioners be send to CMFRI quoting the ICAR order F.No. FIN/10/5/2012(Pt-II) Pension dated 05.06.2017 with a copy to N.K. Arora, Sr. Finance &amp; Account Officer (Pension), ICAR, New Delhi.</b></p>  | <p>the letter send to CMFRI/ICAR in this regard. <b>It was recommended to send a reminder in this regard with a copy to Secretary Staff Side</b><br/><b>Action: AAO(Estt)</b></p> | <p>already revised. But the individuals informed that the pension is not revised so far. After discussion it was decided by the Chairman that the issue may be taken up by FAO for urgent necessary action.</p> <p><b>Action: FAO</b></p>  |
| 93.01 | <p><b>Renovation of Net fabrication hall - regarding.</b><br/>Every year lakhs of rupees are spending for replacing the damaged asbestos roofing sheets&amp; glasses, cleaning the channels and for applying leak proof paints, but every monsoon, the hall is flooding. There is lot of electrical power lines inside the hall and the rain water leakage causes severe short circuits in the wiring cables. The recently constructed rooms floor are laid with plywood and roof are covered with ceramic sheets are fully flooded with water and it can be fall down at any time. Numbers of proposals were made for renovating the roof. No action has been taken so far. Hence staff side requests to take necessary steps to carried out the work urgently.<br/><b>After discussion it was decided by the Chairman that the concerned division may submit necessary proposal in this regard at the earliest.</b></p> | <p><b>Proposal still awaited</b></p>  | <p>Staff side pointed out that the proposal had submitted to the office on 28.09.2017. As instructed by Coordination section, the proposal was handed over to Maintenance Cell. After discussion it was decided by the Chairman that the current position of the proposal is to be ascertained urgently.</p> <p><b>Action: AAO CDN</b></p> |



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| 93.02 | <p><b>Construction of Indoor stadium cum auditorium-Proposal-reg</b></p> <p>As per the directives of ICAR, CIFT is one of the host institute of ICAR Zonal Sports Meet. Already we have hosted twice by hiring the grounds. The RSC indoor stadium which we used to hire is recently renovated and fitted with A/c and they have hiked the rates also. The then respected Director General was offered in the closing ceremony of ICAR Inter Zonal Sports Meet 2007 held at IARI, New Delhi that, if individual institute find sufficient space and submit a detailed proposal, Council will sanction necessary approval and fund for developing Infra Structure facilities for sports activities. Next event is due to CIFT in the year 2019. Hence staff side wishes to submit this point for discussion and for further action.</p> <p>After discussion, <b>it was decided by the Chairman that a multipurpose hall may be constructed after completing all cordial formalities of the office. HOD, Engineering be instructed to execute a proposal in this regard.</b></p> | No proposal has been received  | It was informed by the Chairman that the financial position doesn't allow undertaking such a work at present. Moreover, the item is not included in the EFC also. Hence it was decided by the Chairman that the agenda may be kept in abeyance and dropped at present. |
| 93.03 | <p><b>Working of ATM-action reg:</b></p> <p>The ATM provided by the State Bank of India at CIFT gate was installed for the benefit of CIFT staff. But it is not working for the last 3 months. The matter may be taken up with the SBI authorities. After detailed discussion, <b>it was decided by the Chairman that the matter will be pursued with SBI authorities</b></p>  | <p><b>It was recommended to send a reminder to SBI in this regard.</b></p> <p><b>Action: AAO CDN</b></p> | It was informed by the office that new ATM machine is already installed and the server connected issues are sorting out. SBI assured the functioning without further delay. Accordingly it was decided to drop the item  |

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| 93.04 | <p><b>Request for subscribing daily Hindi newspaper-reg:</b></p> <p>By considering the request of staff members, a Hindi Daily may be subscribed and provide to staff for reading. <b>It was decided by the Chairman that one Hindi daily is to be subscribed in the office with immediate effect.</b></p>  | <p>Office informed that no proposal received.<br/><b>Recommended to collect proposal from DD (OL) in this regard.</b></p>   | <p>It was informed by the office that there are some difficulties to get Hindi Daily. After discussion, it was decided by the Chairman that the HOD EIS may be asked to subscribe one Hindi daily along with other dailies. Necessary instruction to the HOD, EIS be given by the Coordination section.</p> <p>Action: AAO CDN/ HOD, EIS</p>  |
| 93.05 | <p><b>Block of drainage behind the FT lab-reg:</b></p> <p>Drainage was constructed in between FT lab and wood preservation hall. But the same was not open to outside to drain out the water from the drainage. Hence necessary action may be taken to drain out the water at the earliest. <b>It was decided by the Chairman that the necessary instruction may be given to the Engineer through the HOD, Engineering to look in to the matter.</b></p>  | <p>It was informed by the office that the work is completed. Accordingly <b>it was recommended to drop the item</b></p>   | <p>Item dropped.</p>   |
| 93.06 | <p><b>Residential Campus related issues:</b></p> <p>a. <b>Timely action on the complaints of Department Residential flats occupants-reg:</b></p> <p>It is come to notice of the staff side that complaints of the occupants are not attending timely and the requests are not encouraging by the maintenance cell. When the department is insisting the quarters and the occupants are paying their HRA and license fee without any interruption, it is the moral responsibility of the department to ensure all the facilities provided and are properly maintained in the residential flats as per norms.</p> | <p>It was informed by the office that the general complaints entered in the complaint register have been attended regularly except mosquito net. No proposals received at office for action. It was recommended to get proposal from Liaison Officer.</p> <p><b>Action: liaison officer</b></p> | <p>Staff side pointed out that the complaint regarding water logging in front of Type II (new Block) and damage of Mosquito were written in the complaint register. These are general complaints and received from the staff meeting. Hence staff side requested the chairman to consider the agenda item as proposal in this regard. But it was decided by the Chairman that the</p> |



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|  | <p><b>It was decided by the Chairman that the maintenance cell may be instructed through the HOD, Engineering to look in to the matter.</b></p> <p>b. Provision of drainage in front of Type II new block at Residential Complex, Thevara-reg:<br/>The inmates of the Type II new block are struggling in the water logging on every rain. A complaint on this issue has not been attended by the office so far. Immediate action may be taken to solve the matter.</p> <p><b>It was decided by the Chairman that the maintenance cell may be instructed through the HOD, Engineering to look in to the matter.</b></p> <p>c. Replacement of Mosquito nets in the residential flats-reg:<br/>It is came to understand that the mosquito nets provided in the ventilations/doors in the residential flats are getting damaged and replaced by the individuals and got it reimbursed. It is a common facility provided to all occupants in the residential campus after many hurdles and ascertaining the serious complications of mosquito related diseases in Kochi. Hence it is requested that the replacement of mosquito nets may be made by the office to all flats after ascertaining the condition to reduce the expenditure and keeping the uniformity. <b>It was decided by the Chairman that necessary proposal in this regard may be send by the Liaison officer to the office for execution of the work.</b></p> <p>d. Car Shed at Residential Campus-reg:<br/>Staff side request to construct one more car shed in the residential campus by considering the increase of cars.</p> |  | <p>liaison officer may be asked to submit a proposal to the office in this regard. Without any proposal in writing office cannot take any action. Also Chairman has asked Shri. Saravanan, to look into the matter.</p> <p>Action: LO/Shri.Saravanan</p> |
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|       | <p><b>It was decided by the Chairman that necessary proposal in this regard may be send by the Liaison officer to the office for execution of the work.</b></p>   |  |   |
| 93.08 | <p><b>Any other matters with the permission of the Chair</b></p> <p>1. External painting of Residential campus building-incompletion- reg:<br/>Complaints are received from the occupants that the recently held external painting of building.</p> <p>(a) The Liaison officer was not informed the details of work before execution.</p> <p>(b) The painting work was very poor.</p> <p>(c) Door &amp; other ventilation frames are not painted.</p> <p>(d) Patch works are not properly painted.</p> <p><b>It was decided by the Chairman that the Institute Works Committee may be asked to submit a report in this regard to the office for taking further action in this matter with CPWD.</b></p> | <p>With the assistance from Liaison Committee, Works Committee may assess/ ascertain the work done by the CPWD and submit the report</p> | <p>The Chairman informed the meeting that he will discuss the matter with the Liaison Officer immediately after the meeting for further action.</p> |




## NEW AGENDA TO BE DISCUSSED IN THE 94<sup>th</sup> MEETING OF IJSC

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| 94.01 | <p><b>Implementation of 93rd IJSC decisions. Timely action-reg:</b></p> <p>It is seen that the action on the 93rd IJSC meeting (03.08.2017) is lagged and the proceedings are circulated at the last moment (31.08.2017). The issues discussed in the meetings are in general nature which is normally not represented by individuals. Even after decisions on these issues, no action is seen taken, saying no proposals. As agenda item itself is a proposal, further query for proposal is baseless and only to avoid action on these issues.</p> <p>As the recommendations of the review committee of 93<sup>rd</sup> IJSC held on 18.09.2017 is not highlighted in the proceedings and delayed the circulation till 09.10.2017 which is handed over to Secretary SS on 19.10.2017 after requested for it. It is seen that all the recommendations which are mutually agreed in the meeting are not projected in the proceedings. So it is not acceptable to the staff side as it is unilateral decisions</p> <p>The circular for the 94th meeting is issued to Secretary SS on 19.10.2017 and asked agenda on 20.10.2017 which restricted the SS from the interaction with staff members also shows the negative attitude towards the IJSC.</p> <p>Hence SS wishes to discuss only the issues mentioned above in the upcoming meeting and find solutions to streamline the IJSC actions.</p> | <p>The Chairman informed that the points are already discussed under different heads and hence no need to discuss further. He assured to take possible measures to avoid delay in dealing IJSC related matters.</p> |
| 94.02 | <p><b>Fixation of dates for Review Committee meeting and 95<sup>th</sup> IJSC meeting.</b></p>  | <p>It was decided by the chairman that the review committee meeting and next IJSC meeting are tentatively fixed on 04.12.2017 and 30.01.2018 respectively.</p>  |

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| 94.03 | <p><b>Any other matters with the permission of the Chair</b></p> <ol style="list-style-type: none"> <li>1) Normally APAR remakes are to be provided to individuals in the month of July. But this time the APAR remarks are not given to individuals till October.</li> <li>2) Seniority list of Administrative and SSS are not circulated.</li> <li>3) Staff side proposes to convert the Type-I quarters in to Type- I V as there are no eligible staff for Type-I and shortage of Type-IV.<br/>2 type -1 quarters together to make one Type-IV. The existing stair case may be closed and provided a metallic stair case from outside. So that 12 type-IV quarters can be made available.</li> </ol> | <p>After detailed discussion it was <b>decided by the Chairman that item No.1 &amp; 2 will be sorted out urgently to complete the action at the earliest.</b></p> <p><b>Action: AAO, ESTT</b></p> <p>Regarding item No.3, it was <b>decided by the Chairman that the possibility will be explored. A proposal in this regard may be sent to CPWD for their advice at the earliest.</b></p> <p><b>Action: Action: AAO CDN</b></p> |
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Secretary official Side

  
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Director