

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

Proceedings of the 96<sup>th</sup> meeting of IJSC of CIFT held at 11.00 AM. on 08.05.2018 in the  
Conference hall of CIFT, Cochin.

The 96<sup>th</sup> meeting of the IJSC of CIFT was held at 11.00 a.m. on 08.05.2018 in the Conference Hall of CIFT, Cochin. The following were present:

- |   |                                 |
|---|---------------------------------|
| 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)           |

Shri P.J.Davis, Sr. Administrative Officer could not attend the meeting as he was on leave.

At the outset, Chairman welcomed all the members to the meeting. He informed the meeting that, as Shri P.J.Davis, Sr. Administrative Officer is on leave, Smt. Christina Joseph, Administrative Officer will carry over the duties of Official Side Secretary. He emphasized his concern about the undue delay in conducting the Review Meeting. He informed the forum that, the corrective measure has already been initiated to streamline the function of IJSC in future. Then Secretary, Official Side and staff side welcomed the Chairman and all members for the meeting.

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 95<sup>th</sup> meeting of IJSC held on 02.02.2018.**

- The proceeding of the 95<sup>th</sup> meeting of IJSC held on 02.02.2018 is confirmed.

**Item No. 3: Confirmation of the proceedings of the meeting of Review Committee of 95<sup>th</sup> IJSC held on 25.04.2018.**

- The proceeding of the meeting of Review Committee of 95<sup>th</sup> IJSC held on 25.04.2018 is confirmed.

**Item No. 4: Action Taken Report on the proceedings of 95<sup>th</sup> meeting of IJSC held on 02.02.2018 at CIFT, Kochi.**

## ACTION TAKEN REPORT

Agenda Item No.	Item	Recommendation/ Decision of the Review Committee	Decision of IJSC
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>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 be dismantled at the earliest.</li> <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>For repair and maintenance of the Bio-gas plant re tender already uploaded in the website and last date was 19.03.2018. Since the work will be awarded through e-tender, quotations collecting manually is not possible.</p> <p>Only two bids are received and since the quoted bid is very higher than our Estimate, e-tender being invited afresh.</p>	<p>After discussion, it was decided to collect addresses of locally available firms in the field of maintenance of Bio-gas plant and collect quotations from them for more feasibility.</p> <p>Action: AAO, CDN/ Care Taker</p>
92.05	<p><b>Amendment of CIFT Quarters Allotment Rule- action reg:</b></p> <p>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</p>	<p>The report of the committee constituted for the purpose still awaited.</p>	<p>In the discussion, it was informed by the Secretary SS that the draft was submitted on 30.03.2018, but so far meeting is not convened. Secretary Official side informed that the meeting is fixed on 10.05.02018. Chairman asked the Member Secretary to do the needful immediately.</p> <p>Action: AAO (Cdn)</p>



93.01	<p>committee may be re constitute and formulate the CIFT Quarters Allotment Rule in a well-disciplined manner.</p> <p><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><b>Renovation of Net fabrication hall - regarding.</b></p> <p>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. <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>When the Proposal is received it will be considered</b></p>	<p>The issue was discussed in the meeting in detail. It was decided by the Chairman that a reminder may be submitted by the HOD, FT along with the proposal so that the work can be undertaken when the additional fund received from Council.</p> <p><b>Action: HOD, FT/ AAO Cdn.</b></p>

93.04	<p><b>Request for subscribing daily Hindi newspaper-reg:</b> By considering the request of staff members, a Hindi Daily may be subscribed and provide to staff for reading. It was decided by the Chairman that one Hindi daily is to be subscribed in the office with immediate effect.</p>	<p>Action is taken by EIS division to subscribe the Hindi Newspaper.  Recommended to drop the item.</p>	<p><b>Item dropped</b></p>
93.06	<p><b>Residential Campus related issues:</b> <b>a. Timely action on the complaints of Department Residential flats occupants-reg:</b> 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><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> <b>b. Provision of drainage in front of Type II new block at Residential Complex, Thevara-reg:</b> The inmates of the Type II new block are</p>	<p>a) Liaison Committee is yet to give the proposal b) The proposal was already submitted for providing interlock bricks in front of Type II quarters new block. Tender inviting quotations already uploaded in Clift website and last date is 30.03.2018. The e-tender are under process. c) Will be carried out once the proposal is received, subjected to availability of funds.</p>	<p><b>It was decided by the Chairman to follow-up all issues related to Residential Complex by the Liaison Officer.</b>  <b>Action: Liaison Officer</b></p>

	<p>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>It was decided by the Chairman that the maintenance cell may be instructed through the HOD, Engineering to look in to the matter.</p> <p>c. Replacement of Mosquito nets in the residential flats-reg: 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. 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.</p> <p>d. Car Shed at Residential Campus-reg: Staff side request to construct one more car shed in the residential campus by considering the increase of cars. 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.</p>	
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93.08	<b>External painting of Residential campus building-incompletion-reg:</b>  Complaints are received from the occupants that the recently held external painting of building. (a) The Liaison officer was not informed the details of work before execution. (b) The painting work was very poor. (c) Door & other ventilation frames are not painted. (d) Patch works are not properly painted.  <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>	The works committee may examine/verify and give a report, in consultation with Liaison Committee.	After discussion, it was decided by the Chairman that the report of the Works Committee may be obtained before next review committee meeting. HOD, Engg./Chairman Works Committee be reminded for the report.. <b>Action: AAO(Cdn) / HOD, Engg.</b>
94.03	<b>Any other matters with the permission of the Chair</b>  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. 2) Seniority list of Administrative and SSS are not circulated. 3) Staff side proposes to convert the Type-I quarters in to Type- I V as there are no	3) Reply from CPWD still awaited	3) After discussion, it was decided by the Chairman that a reminder in this regard is to be sent to CPWD immediately. <b>Action: AAO(Cdn)</b>

	<p>eligible staff for Type-I and shortage of Type-IV.</p> <p>After detailed discussion</p> <p><b>It was decided by the Chairman that item No.1 &amp; 2 will be sorted out urgently to complete the action at the earliest. Regarding item No.3, the possibility will be explored. A proposal in this regard may be send to CPWD for their advice at the earliest.</b></p>		
95.01	<p><b>Consideration of IJSC agenda as proposal for implementation after its decision-reg:</b></p> <p>Recently it is noticed that the IJSC decisions are not implemented stating non availability of proposals. The matters are submitting before the meeting as per clause No. 4 of the scheme and decisions are taken on proposals as per Rule No.25 (ii) of the scheme. Hence IJSC agenda items are to be considered as proposals for its implementation as mentioned in Rule No.25 (ii), ICAR letter No.4-27/82-Per.IV dated 28.11.1984 &amp; No.4-1/89-Gen.Admn.II dated 14.02.1990.</p> <p><b>It was decided by the Chairman that, in the proceedings itself the name of</b></p>	<p>Will be taken care.</p>	<p>After detailed discussion, it was decided by the Chairman that wherever a specific request with estimate is required for its execution, specific proposal is to be made by the concerned. In other cases, follow up action shall be taken or to be monitored based on the proceedings of the IJSC.</p> <p><b>Action: AAO(Cdn)</b></p>

	the section/person who will take action is mentioned. Necessary monitoring may be done by the concerned.		
95.02	<p><b>Non-compliance/violation of previous IJSC agreements/decisions- reg:</b></p> <p>a) Rotation of Administrative staff – violation of agreement-reg:</p> <p>b) Transfer of welfare fund share from contract service( analytical tests)- non-compliance of agreement-reg:</p> <p>c) Inclusion of names of Technical hands in the research publications- non-compliance of agreement-reg:</p> <p>d) Rotation of contractual staff- non-compliance of agreement-reg:</p> <p><b>It was decided by the chairman that</b></p> <p>a) The Secretary, SS may provide the guidelines to the Chairman before next meeting.</p> <p>b) The welfare Fund Committee is requested to consult with ITMU and take necessary decision to transfer the fund</p>	<p>Welfare fund meeting is Scheduled on 5<sup>th</sup> May 2018.</p> <p>In-charge PME Cell has already put up the matter regarding inclusion of Technical personnel in research publications under</p> <p>“Any other matter in the PME meeting held in 28.02.2018. PMC has decided to give authorship to technical personnel in research publications on the basis of substantial contribution from them in design or analysis and interpretation of data and/or drafting the article or revising it critically from important intellectual content’ in the</p>	<p>a) It was informed by the Secretary Staff Side that the transfer policy was discussed in the last CJSC and ICAR is under fabrication of transfer policy. <b>The Chairman informed that necessary action will be taken as and when the order is received.</b></p> <p>b) It was informed that the meeting of welfare fund committee is <b>fixed on 08.05.2018.</b></p> <p>c) It was informed by the Chairman that the matter was informed to all Scientists of the institutes in the last IRC meeting and instructed to <b>implement in future.</b></p> <p>d) Staff side pointed out that the continuance of contractual staff from one spell to other will increase the influence and attachment of higher officials with them. There is such staff working at this institute for more than 10 years which may lead further complications in future. Hence</p>



	<p>immediately.</p> <p>c) The PME cell will be asked to take necessary action for its implementation immediately.</p> <p>d) The Director will look into.</p>	<p>publications under ICAR consideration, as per ICAR guidelines regarding authorship in research papers. In each case, the decisions can be taken up at the Division/Research Centre level. This is included in the PMC minutes also.</p>	<p>requested to replace these staff frequently. <b>Chairman informed that necessary action will be taken on its merit.</b></p>
95.06	<p><b>Implementation of ICAR endorsement on Dress allowance-delay-reg:</b></p> <p>ICAR has endorsed the DoPT order on Dress Allowances to the eligible staff as per 7 CPC recommendations. Many ICAR institutes are already disbursed this allowance to their employees. But so far CIFT has not allowed this allowance to its employees for which the reason is not known. These employees are due for their uniforms w.e.f. April 2017. Hence staff side proposes to provide this allowance to them at the earliest</p> <p><b>It was decided to wait for the reply from ICAR for the letter already send to ICAR</b></p>		<p>It was decided to send a reminder to Council and pay the allowance in the month of July 2018.</p> <p><b>Action AAO, Store Purchase</b></p>
95.08	<p><b>ICAR Sports and related issues-reg:</b></p> <p>In the recent past there were issues for settling the sports related accounts and tour bills of CIFT contingents. By exposing very minute unknowing mistakes, punishment of</p>	<p>Recommended to drop</p>	<p>Staff side pointed out that the Circular from ICAR for the year 2018 has been already received in the office. But the same is also not marked to Secretary Staff side.</p> <p><b>It was decided by the Chairman that</b></p>

	<p>the lower graded participants is not justifiable. Last incident is CIFT office memorandum F.No.28-1/2016-Cdn.Vol.II dated 22.01.2018. The issue may be discussed in the meeting and find a solution for the smooth movement of future sports meets. Secretary staff side also not been informed about the Inter Zonal Sports meet. It was decided to endorse a copy of circulars in this regard to Secretary Staff Side</p>		<p>Standing Sports Committee Chairperson may be reminded to complete the selection process well in advance without waiting for the circular from the host institute. Action: AAO,CDN/Chairperson, Standing Sports Committee</p>
95.10	<p>Any other matters with the permission of the Chair. Controlling authority of Caretaker and advance Sanction – regarding It was decided that, as the Caretaker duty is purely administrative, but the post is holding by an Engineer, he will be under the control of HOD, Engineering.</p>	<p>Since caretaker is functioning under HOD, Engg. his request to be routed through proper channel (Through E&amp;M Cell/ HoD Engg.)</p>	<p>Item dropped</p>

# NEW AGENDA TO BE DISCUSSED IN THE 96<sup>TH</sup> MEETING OF IJSC :

96.01	<p><b>Delay/non implementation of IJSC decisions-reg:</b> Every meeting Chairman assures that the delay will not happen in future. But the same delay/non implementation of decisions are regular phenomenon at this institute. Latest examples: (Under 95.11, date of review committee &amp; 96<sup>th</sup> IJSC meeting are fixed 1<sup>st</sup> week of March &amp; last week of April respectively). But the review committee was held in the last week of April. Hence staff side propose to keep away such personalities from the respective seats and make the system functional and systematic as functioned earlier.</p>	<p>Due to some other important meetings like IRC etc. the Review Committee could not be conducted. May be taken care in future.</p> <p>Action: AAO(CDN)</p>
96.02	<p><b>Maintenance of punctuality-Officer circular No. F.No. 14-2/2014- Estt. Dt. 25.04.2018- authenticity-reg:</b> It is acceptable and appreciable that, utmost care is taken to maintain the punctuality in the office premises. The competent authority of Govt. of India (DoPT) has already issued specific rules and guidelines in this regard and the same was followed by the ICAR in this regard. MOP also illustrated the management of attendance system very clearly. The latest order in this regard is ICAR letter F.No.Admin/8/3/2014-WS dated 26.11.2014. But the present circular seems violated the existing conditions in this regard. Hence staff side propose to review the circular referred above in accordance with the provisions contained and issue afresh if necessary.</p>	Discussed and dropped
96.03	<p><b>Regulation of Child Care Leave- restriction-reg:</b> The lady staff members are of the opinion in the staff meeting that,</p> <ul style="list-style-type: none"> <li>• In CIFT CCL is not allowing more than 15 days in a spell. There are many examples that individuals were asked to revise their request to restrict in 15 days.</li> <li>• When the child is admitted in a hospital for a specific period and later exceeded the period of hospitalisation, there is no scope for getting prior approval of CCL from the competent authority. In such occasion, the employee is not allowed to apply for CCL.</li> </ul> <p>It is observed by the staff side that the issues raised by the members are genuine in nature and is to be addressed properly. In the 1<sup>st</sup> case, it seems the restriction imposed by the authority without any support of rules in this regard. In the 2<sup>nd</sup> issue is seems linked with CS (MA) provisions as it is on medical ground.</p> <p>While dealing with a Civil Appeal No. 4506 of 2014 (arising out of SLP (C) No. 33244 of 2012) a Supreme Court Bench of Justices S J Mukhopadhyaya and V GopalaGowda held that a</p>	Discussed and dropped



woman employee of the central government can get uninterrupted leave for two years for childcare, which also includes needs like examination and sickness.

The Supreme Court after perusal of circulars and Rule 43-C stated that it was clear that CCL could be availed by a woman government employee having minor children below 18 years for maximum period of 730 days i.e. during the entire service period for taking care of up to two children. The Bench was of the view that care of children was not for nurturing the smaller child but also to look after their needs like examination, sickness etc. From plain reading of Sub Rules (3) and (4) of Rule 43-C it was clear that CCL even beyond 730 days can be granted by combining other leave if due. The Apex Court opined that the finding of the High Court was based neither on Rule 43-C nor on guidelines issued by the Central Government and the Tribunal was correct in directing the Respondents to act strictly in accordance with the guidelines

issued by the Government of India and Rule 43-C. On the basis of the facts mentioned above, it is proposed by the staff side that the present practice be reviewed.

96.04

Delay of renovation work of toilet-reg:  
As usual, the renovation works of toilets also lagged by the CPWD. Even 5 toilet's work they couldn't complete even after 4 months. Till it is in half way. Necessary action may be taken to complete the work in a time bound manner.

After discussion, it was decided by the chairman that a letter in this regard may be send to CPWD urgently.

Action: AAO, CDN

96.05

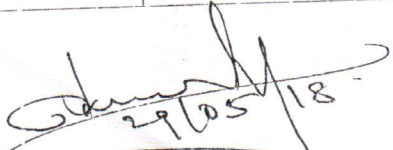
Fixation of 97<sup>th</sup> meeting of IJSC & review meeting of 96<sup>th</sup> IJSC

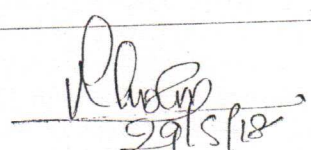
The date of Next Review committee meeting/ IJSC meeting are tentatively fixed in the second week of June and last week of July(27 or 28).

96.06

Any other matters with the permission of Chair.

Nil

  
29/05/18  
Secretary Staff Side

  
29/5/18  
Secretary Official Side

  
Director