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केन्द्रीय मात्स्यिकी 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 17025:2005 Accredited & ISO 9001:2008 Certified)



फा.सं./No.F.6-1/2018-सम/Cdn.

दिनांक/ Date: 06.08.2018

**पृष्ठांकन/ENDORSEMENT**

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 27.07.2018 को 11.00 बजे आयोजित के मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 97वीं बैठक की सलग्न कार्यवाही को पाए। स.स.क.प. बैठक की कार्यवाही कृपया उनकी जानकारी अवलोकन और आवश्यक कार्रवाई के लिए अपने प्रभाग / अनुभाग / अनुसंधान केन्द्र के सभी कर्मचारियों के सदस्यों के बीच वितरित किया जाता 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 **20.08.2018** को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the 97<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 27.07.2018 at 11.00 a.m. 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 **20.08.2018** positively.

यह निर्देशक के मा.प्रा.सं. कोचीन के अनुमोदन से जारी किया जाता है। This is issued with the approval of the Director, CIFT Cochin.

(पी.जे. डेविस/P.J. Davis)

व.प्रशा.अधिकारी/ Sr. Administrative Officer &  
सचिव/Secretary (Official Side), IJSC

वितरण/Distribution:

- |   |                             |
|---|-----------------------------|
| 1. The Director, CIFT, Cochin-29                          | : Chairman                  |
| 2. Dr. M.M. Prasad, HOD, MFB                              | : Member (Official Side)    |
| 3. Dr. Manoj Samuel, P.S. & HOD, Engg. Division           | : Member (Official Side)    |
| 4. Dr. George Ninan, Principal Scientist, FP Division     | : Member (Official Side)    |
| 5. Shri P.J. Davis, Sr. Administrative Officer            | : Secretary (Official Side) |
| 6. Shri K.S. Sreekumaran, Fin. & Accounts Officer         | : Member (Official Side)    |
| 7. Shri P.S. Nobi, Technical Officer                      | : Secretary (Staff Side)    |
| 8. Shri K.B. Sabukuttan, Assistant Administrative Officer | : Member (Staff Side)       |
| 9. Shri P.K. Somasekharan Nair, Assistant                 | : Member (Staff Side)       |
| 10. Shri Vinod G., Sr. Technician                         | : Member (Staff Side)       |
| 11. Shri K.R. Rajasaravanan, Skilled Support Staff        | : Member (Staff Side)       |
| 12. Shri K.S. Ajith, Skilled Support Staff                | : Member (Staff Side)       |

प्रतिपि लि प्रेषित/Copy to:

1. HOD, FP FT, B&N, EIS, MFB, QAM, Engg., CIFT, Cochin-29.
2. SAO/ AO/FAO/ AAO(E)/ AAO(B)/ AAO(C)/ AAO, Stores (Purchase) & Issue) & PA to Director
3. SIC, Research Centre of CIFT, Veraval/Visakhapatnam & Mumbai
4. OIC, Lib./PME Cell /CO(Vehicles)/ATC/ARIS Cell.
5. Chairman, Deptl. Canteen/Quarters Allotment Committee/ Liaison Officer, CIFT Residential Complex, Thevara
6. Secretary, IJSC Staff Side/ Official Side/ Caretaker, CIFT, Cochin - 29.
7. Chairman, Staff Welfare Fund committee/ Controlling Officer (Vehicles), CIFT, Cochin.
8. Dr. Joshy C.G., Scientist & In-Charge, ARIS Cell, CIFT, Cochin - It is requested that these proceedings may be uploaded on CIFT Website [www.cift.res.in](http://www.cift.res.in).
9. Notice Board/ Guard File

(पी.जे. डेविस/P.J. Davis)

व.प्रशा.अधिकारी/ Sr. Administrative Officer &

सचिव/Secretary (Official Side), IJSC

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

Proceedings of the 97<sup>th</sup> meeting of IJSC of CIFT held at 11.00 AM. on 27.07.2018 in the  
Conference hall of CIFT, Cochin.

The 97<sup>th</sup> meeting of the IJSC of CIFT was held at 11.00 a.m. on 27.07.2018 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. Dr. Manoj Samuel, Principal Scientist & HOD. Engg  | - Member (Official Side)          |
| 5. Shri P.J.Davis, Sr.Administrative Officer          | - <b>Secretary(Official Side)</b> |
| 6. Shri K.S. Sreekumaran, FAO                         | - Member (Official Side)          |
| 7. Shri P.S. Nobi, Technical Officer                  | - <b>Secretary (Staff Side)</b>   |
| 8. Shri K.B. Sabukuttan, AAO                          | - Member (Staff Side)             |
| 9. Shri P.K Somasekharan Nair, Assistant              | - Member (Staff Side)             |
| 10. Shri Vinod. G, Sr.Technician                      | - Member (Staff Side)             |
| 11. Shri Ajith.K.S, SSS                               | - Member (Staff Side)             |

Shri Rajasaravanan.K.R, member (Staff Side) has not attended the meeting as he is on leave.

At the outset, Chairman welcomed all the members to the meeting. He gave a special welcome to Dr. Manoj Samuel, HOD, engineering to the IJSC platform. He informed the meeting that, the CIFT-IJSC is functioning systematically and regularly. He appreciated the sincere support extended by the official side and staff side members in its deliberations. Then Secretary, Official Side and staff side welcomed the Chairman and all members for the meeting. Secretary staff side extended a special welcome to the new member Dr. Manoj Samuel, HOD, Engg. to the IJSC meeting. He requested the Chairman to mention the present status of the issue along with the review committee decision and Chairman agreed the same.

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

**Item No. 2: Confirmation of the Proceedings of 96<sup>th</sup> meeting of IJSC held on  
08.05.2018.**

- The proceeding of the 96<sup>th</sup> meeting of IJSC held on 08.05.2018 is **confirmed**.

**Item No. 3: Confirmation of the proceedings of the meeting of Review Committee of  
96<sup>th</sup> IJSC held on 25.06.2018.**

- The proceeding of the meeting of Review Committee of 96<sup>th</sup> IJSC held on 25.06.2018 is **confirmed**.

**Item No. 4: Action Taken Report on the proceedings of 96<sup>th</sup> meeting of IJSC held on  
08.05.2017 at CIFT, Kochi.**



## ACTION TAKEN REPORT

Agenda Item No.	Item	Decision of the Review Committee/Present status	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><b>There should be separate proposal with detailed specification</b></p>	<p>It was informed by the office that the work order for Bio-Gas plant installation is issued.</p> <p>After discussion, it was decided by the Chairman that the detailed proposal for incinerator should be obtained within a week from the officer concerned. It is also decided that the same firm will be asked to extend the bio gas line to the canteen after the installation of Bio-Gas plant.</p> <p><b>Action: AAO, CDN</b></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</p>	<p><b>The recommendation send to Director for consideration</b></p>	<p>After discussion, it was decided by the chairman that the draft recommendation may be kept before the committee once again if necessary and finalize at the earliest.</p> <p><b>Action: AAO, CDN</b></p>

	<p>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.</p> <p><b>It was decided by the Chairman that the member secretary of the Committee will submit the proceedings to the Director at the earliest.</b></p>		
93.01	<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 HOD, FT may submit a reminder along with the proposal so that the work can be undertaken when the additional fund received from Council.</b></p>	The revised proposal is under process	<p><b>It was informed by the office that e-tender is invited for the work and due date is 18.08.2018</b></p> <p><b>Action AAO, CDN</b></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> 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 to follow-up all issues related to Residential Complex by the Liaison Officer</b></p> <p>b. Provision of drainage in front of Type II new block at Residential Complex, Thevara-reg: 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>a) Action liaison Officer</p> <p>b) E-tender work is in progress</p> <p>c) <b>The proposal was approved by the works committee and invited e-tender with due date 09.08.2018</b></p> <p>d) Will be carried out once the proposal is received, subjected to availability of funds.</p>	<p>a) Dropped</p> <p>b) Tile laying work is completed.</p> <p>c) Waiting for tender.</p> <p>d) It was decided by the Chairman that necessary proposal is to be submitted by the Liaison Officer at the earliest.</p> <p><b>Action: Liaison Officer, Residential Campus</b></p>
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**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.**

**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.**

93.08	<p><b>External painting of Residential campus building-incompletion- reg:</b></p> <p>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>	Report of the committee is not received.	<p>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..</p> <p><b>Action: AAO(Cdn) / Hod, Engg.</b></p>
94.03	<p><b>Any other matters with the permission of the Chair.</b></p> <p>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.</p> <p>After detailed discussion</p> <p><b>It was decided by the Chairman that</b></p>	3) Reply from CPWD still awaited	<p>3) After discussion, it was decided by the Chairman that a reminder in this regard is to be send to CPWD immediately.</p> <p><b>Action: AAO(Cdn)</b></p>

	the possibility will be explored. A proposal in this regard may be send to CPWD for their advice at the earliest.		
95.02	b) Transfer of Welfare Fund share from different consultancy projects-reg: <b>It was decided by the Chairman that the ITMU will work on it and take decision to transfer the fund immediately.</b>	Work is under process	<b>The In Charge ITMU is informed that staff is working on it and will finalize soon.</b> <b>Action: OIC, ITMU</b>
96.01	<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 & 96 <sup>th</sup> IJSC meeting are fixed 1 <sup>st</sup> week of March & 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. <b>Due to some important meeting like IRC, etc: the review committee could not be conducted. May be taken care in future.</b>	<b>Action will be taken to avoid the delay.</b>	<b>It was decided to drop the item.</b> <b>Item dropped</b>



96.04	<p><b>Delay of renovation work of toilet-reg:</b>  As usual, the renovation works of toiles 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.</p> <p><b>It was decided by the Chairman that a letter in this regard may be send to CPWD urgently.</b></p>	<p>The letter will be issued to CPWD.</p>	<p>After discussion it was decided to drop the item</p> <p><b>Item dropped</b></p>
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## NEW AGENDA TO BE DISCUSSED I THE 97<sup>TH</sup> MEETING OF IJSC

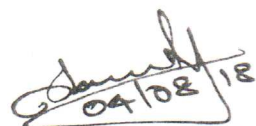
97.01	<p><b>ICAR Welfare Fund- non Availability of Fund – reg:</b> On IJSC agenda 71.01, the 85<sup>th</sup> meeting of IJSC held on 29.07.2015 has taken a decision to enhance the fee of analytical charges including the welfare fund component at institute level. Accordingly the rate has been revised w.e.f. 01.11.2015 and it was informed by the office in the 86<sup>th</sup> meeting held on 03.11.2015 that the welfare fund share will be transferred at the end of the financial year. Accordingly the item dropped in the 87<sup>th</sup> meeting. But till date no money is credited to welfare fund from contract service. Action is solicited for crediting the welfare fund share from the enhanced amount collected from public.</p>	<p>After discussion it was decided by the Chairman that the file will be put up in this regard by the CDN section and the enhanced share of the welfare fund will be transferred at the earliest. <b>Action: AAO, CDN/FAO</b></p>
97.02	<p><b>Dress Allowance - implementation- anomaly-reg:</b> Vide CIFT sanction order F.No.19-5/2017-Purchase dated 06.07.2018, a group of eligible employees is allowed with Dress allowance along with the pay for the month of July 2018. Vide DoPT OM referred in the order saying that the Dress Allowance is allowed the eligible employees w.e.f 1<sup>st</sup> July 2017. The order is hiding the period for which the allowance is allowed. Further it is mentioned in the order that the dress allowance will be recovered from the defaulters. Kindly clarify the order.</p>	<p>Staff side pointed out that, without paying the allowance, accounts asking dress wearing certificate. FAO informed that the issue is resolved and the dress allowance will be paid along with the salary of July 2018 and it is confirmed by the FAO that the allowance is allowed for the period 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018. However it was decided by the Chairman that the future allowance will be paid only to the regular dress wearing employees. <b>Item dropped</b></p>
97.03	<p><b>Safety at main gate at opening and closing hours of office-reg:</b> Very big load carriers of work contractors of Cochin Shipyard are frequently passing at CIFT main gate without any control. This causes casualties to our staff members riding with small vehicles in many occasions. Some arrangement is to be made for the safe movement of our staff at opening and closing hours of office.</p>	<p>It was informed that, already the issue has been taken up with the authorities of Cochin Port Trust and Cochin Ship Yard. However it was decided to follow up. <b>Action: Chairman, Works Committee</b></p>
97.04	<p><b>Short notice tour of lower staff of centres --reg:</b> The lower grade staffs are asking to go for tour without paying TA advance is a regular phenomenon at sub centres. According to them, a fax/mail intimation is received by the SIC from the HQ HOD, EIS, before one or two days of the programme and the same is marked to the staff members by the SIC. With respect to the office order, all are rushed for the duties without availing the TA advance. But their advance request is pending with HQ due to various reasons. The issue may be addressed properly to settle the matter.</p>	<p>After discussion, it was decided that in an emergent situations, Director will approve the bill as a special case <b>Action: FAO</b></p>
97.05	<p><b>Request for peaceful atmosphere in the residential campus-reg:</b> Complaints from the occupants of quarters at</p>	<p>After discussion, it was decided by the Chairman that a letter in this regard will be send to the</p>



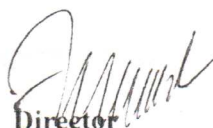
	<p>Visakhapatnam Research centre was consumed major part of the staff meeting held at that Centre. CMFRI shows their monopoly in all areas and least bothering about CIFT requests.</p> <p>Even though CIFT is sharing 50% of the maintenance cost of the Campus, it was witnessed that many of the CIFT quarters building are in very bad shape. Majority of the metal portions are seen rotten, very old GI pipes reduced the flow of water in taps, very old overhead tanks at each quarter, No parking space for CIFT staff. Etc. are few examples. Major complaint of the staff was the functioning of Fish hatchery of CMFRI in the campus. Many motors are running round the clock in the hatchery is disturbing the residents by means of sound pollution&amp; disturbing smooth sleep in the night. The Hatchery tanks are threat to the kids of the campus due to the lack of safety measures. Without any respect to the requests, CMFRI is continuing more and more hatchery constructions. By running these hatcheries, 50% of an exaggerated electric bill is being shared by CIFT every month is also a big loss to the institute. Hence the issue is to be considered on to priority and do needful.</p>	<p><b>Director, CMFRI on the basis of the detailed report submitted by the SIC Visakhapatnam research Centre of CIFT.</b></p> <p><b>Action: SIC, R/C of CIFT, Visakhapatnam/ AAO, CDN</b></p>
97.06	<p><b>Shortage of staff at Research Centres-reg:</b></p> <p>One of the major requests from the staff members of all the 3 centres are the shortage of staff in administrative and technical category. Staff side also feel that the requests are genuine and are to be considered on priority basis. Hence it is submitted for necessary action.</p>	<p>It was informed by the Chairman that <b>all possible measures are taken by the office to overcome the shortage of staff at centers.</b></p> <p><b>Item dropped.</b></p>
97.07	<p><b>Invalid circular -with drawl of request- reg:</b></p> <p>Vide IJSC Letter No.F.1-2 CIFT/IJSC(S)/2016 dated 27.10.2016,</p> <p>06.12.2016, Secretary Staff side was submitted requests to withdraw the erroneous office circular (No.F.1-4/97 -Estt. dated 19.10.2016) issued to deny the constitutional right of an employee. The order is issued immediately after the judgement (29.09.2017) of Hon'ble High Court of Kerala. Instead of withdrawing the circular office has issued a memorandum to the secretary staff side. The Final judgement declared on the matter by the Hon'ble High Court of kerala on 01.12.2017.</p> <p>Court declared that "Article 19(1)(c) of the constitution of India confers on every citizen of this country the freedom to form themselves into associations or unions(the same was represented by the secretary staff side in his letter dated 27.10.2016) . Further court declared that there can be no action against any of the members of Associations or Federation on the ground solely that they have formed themselves into unions or are members of a Service Association. Exhibit P-5 (office circular (No.F.1-4/97 -Estt. dated 19.10.2016) 9 and P-7 (memorandum issued to</p>	<p>The issue was discussed in the meeting in detail. It was informed by the office that the circular was issued as per the advice of legal counsel. On the basis of legal opinion on final judgement, the issue was taken up with the ICAR for moving appeal. On clarification, institute opinioned for not to proceed further with court. No final communication received from ICAR. <b>It was decided by the Chairman that a reminder in this regard is to be send to ICAR for final decision.</b></p> <p><b>Action: AAO. Estt.</b></p>



	<p><i>Secretary Staff side) are there for not sustainable and the same are set aside.)"</i></p> <p>On the basis of the final judgement, again Secretary Staff side has submitted a representation vide letter No.F.1-2/CIFT/IJSC(S)/2016 dated 27.12.2017 and a reminder letter vide F.1-2/CIFT/IJSC(S)/2018 dated 01.05.2018. Till date, neither any rely nor is any action seen taken in this regard. Hence the issue is to be addressed properly.</p>	
97.08	<p><b>Fixing of dates for the follow-up action meeting and 98<sup>th</sup> IJSC meeting.</b></p>	<p>The dates of Follow-up action and 98<sup>th</sup> IJSC are tentatively fixed on 28<sup>th</sup> August and 23<sup>rd</sup> October respectively:</p>
97.09	<p><b>Any other matter with the permission of Chair.</b></p> <ul style="list-style-type: none"> <li>a) Complaint against the poor workmanship of CPWD in the referral lab at Veraval Research Centre of CIFT</li> <li>b) Complaint on the sinking of walls at labs of Mumbai Research Centre of CIFT.</li> <li>c) Complaint against the low quality workmanship in the toilet repair (1<sup>st</sup> batch).</li> <li>d) Request for ascertain the vacancy position of Technician post under 33.1/3% promotion quota for SSS.</li> <li>e) Request for filling up the existing vacancy of LDC by compassionate appointment.</li> <li>f) Request for replacement of contractual staff after completion of a specific spell.</li> </ul>	<p>a&amp;b) It was informed by the Chairman that the action is already initiated. It was decided by the chairman that</p> <p>c) The Chairman works committee will look into it.</p> <p>d &amp; e) Necessary action may be taken by the Establishment section.</p> <p>f) It was informed by the Chairman that the matter will be looked into.</p>

  
04/08/18  
Secretary Staff Side

  
Secretary Official Side

  
Director