

Action Taken Report/ Decisions on the basis of 108th IJSC meeting held on 09.11.2021

Agenda Item Number	Item description	Decisions	Action Taken
95.02, 97.01, 99.02	Transfer of Welfare Fund from consultancy projects/share from analytical & training services	It was decided by the Chairman that the file may be put up to Chief Finance & Accounts Officer for comments. Action: AAO, CDN/CF&AO	The file has been forwarded to CF&AO for suggestion. Meanwhile, a reminder letter was also sent to Director (Finance) on 30.12.2021 as the final decision comes from the Council. Action: AAO, CDN
105.03	Lack of orientation training to newly recruited employees, especially LDCs recently promoted from SSS grade-reg: Recently 3 supporting staff was promoted to LDC. Till their joining to the present position, they were performed the duties as per the direction of superiors. But, in the new capacity, they have to initiate many actions their own. So, they need training in the corresponding field. That was not happened in their case and is struggling with different types of issues in their allotted area of work, which are very new to them.	It was informed by the office that the training programme will commence shortly. Action: AO	Training is proposed to be conducted during January, 2022. Action: AO

	Hence, it is proposed that a well-planned training programme may be provided to them at the earliest. This will improve their efficiency and increase positive attitude to the work.		
105.05	<p>Residential Complex Thevara-Compound wall fencing-reg:</p> <p>For the last many years, there is no fencing on the front compound wall of Residential Complex, Thevara which will lead un safe to the property/ human life in the campus. The fencing may be fixed at the earliest.</p>	<p>After discussion, it was decided by the Chairman that the possibility for fixing the grills dismantled from the fencing wall of office compound will be explored.</p> <p style="text-align: right;">Action: AAO, CDN</p>	<p>After the completion of the compound wall work at CIFT HQ by Cochin Shipyard, the dismantled grills will be shifted and fixed in the compound wall of CIFT Residential Complex, Thevara.</p> <p style="text-align: right;">Action: AAO, CDN</p>
105.07	<p>Any other items with the permission of the Chair</p> <ol style="list-style-type: none"> 1. Bio gas plant pipe line is damaged during recent renovation and needs immediate repair 	<ol style="list-style-type: none"> 1. After discussion it was decided by the Chairman that the gas produced in the biogas plant will be utilised in the animal house and plant will be made functional with immediate effect. It is strictly instructed to dispose the bio waste of dept. canteen in the biogas plant. <p style="text-align: right;">Action: AAO, CDN/ Chairman Dept. Canteen</p>	<ol style="list-style-type: none"> 1. It is felt that the usage of biogas is comparatively more in Departmental Canteen than that of Animal House. Hence action is to be initiated to pave a new H.D. Pipe Black instead of existing PVC Pipe overhead, rather than underground, to facilitate easy and smooth flow of gas to Canteen without hindrances. <p style="text-align: right;">Action: AAO, CDN/ Chairman Dept. Canteen</p>

	<p>2. Employees are not in a position to know the status of request/document uploaded as receipt in e-office. Office may explore the possibility of getting the status of documents uploaded by staff as receipt in e-office platform.</p>	<p>2. After discussion, it was decided by the Chairman that the issue may be take up with IASRI, New Delhi by the OIC, AKMU. Action: OIC, AKMU</p>	<p>2. The facility provided by the NIC in e-office to know the status of the receipt is upto the stage put up in the file. Once the receipt is put in the file, the sender cannot track the receipt. But the movement of receipt till that point can be tracked by the sender. Once the receipt is put up in file, it may be assumed that the necessary action is taken on the matter in the receipt. The system was developed by NIC, not IASRI. IASRI is just managing it. Action: OIC, AKMU</p>
107.02	<p>Medical reimbursement under CS-MA Rules-Implementation of Ministry of Family Welfare OM.No.H.11022/01/2014-MS dated 15.07.2021 -reg: Vide OM cited above, government has relaxed the procedure of reimbursement claim under CS MA rules. It is understood that the office is not allowing the claim as per the OM cited above and returned the claims to the individuals for complying old procedure. Hence the matter may be discussed in the meeting and settled at the earliest.</p>	<p>After discussion, it was decided by the Chairman that the file may be put up for consideration without further delay. Action: AAO, Bills</p>	<p>The Council has so far not endorsed the said O.M. Therefore, a request letter vide F.No.6-4/2018-Bills dated 08.12.2021 has been sent to the Council for clarification. Action: AAO, Bills</p>

107.05	<p>Non-payment of calendar purchased by office from recreation Club-reg:</p> <p>Kindly refer the decision of Agenda No.5 of 77th IJSC in this regard and the rejection is totally against the decision. Printing of calendar by the Govt. office was banned at the time of IJSC decision. It was decided to purchase the calendar from recreation club instead of open market. But suddenly the order simply saying that the existing govt. orders banned purchase/printing of calendars, etc.: The order number or ICAR endorsement details are not mentioned in the rejection letter. If the purchase of calendar is banned, kindly made available the order to the Staff Side. The matter may be discussed and settled in the meeting.</p>	<p>While discussing the issue in the meeting, staff side pointed out the provision for getting calendar from BOC and proposed to take necessary action for procuring the calendar for the year 2022 from BOC through the procedures mentioned in the letter. After discussion, it was decided by the Chairman that necessary action will be taken by the office to procure required calendars from BOC for the year 2022.</p> <p style="text-align: right;">Action: AO, Stores</p>	<p>As per the mail dated 23.12.2021 received from the BOC, Soochana Bhavan, New Delhi has informed that, the GoI has decided that there will be no further activities towards printing of wall calendars, desktop calendars, diaries, festival greetings cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government and all such activities shall be done digitally online.</p> <p style="text-align: right;">Action: AO, Stores</p>
107.07	<p>Any other matters with the permission of the Chair</p> <p>1. Staff side proposed to provide an emergency door from administrative wing as</p>	<p>2. Waiting for estimate.</p> <p style="text-align: right;">Action: AAO, CDN</p>	<p>Awaiting estimate from Engineering Division.</p> <p style="text-align: right;">Action: AAO, CDN</p>

	more number of staff are working at wing No. 1		
108.03	<p>Uploading of ATRs in the website/Provision of ATRs to Members of IJSC reg.</p> <p>It was decided in the 104th meeting to continue the uploading of proceedings in the institute website. It is seen that the ATRs of the IJSC are not uploaded in the website after the decision. It is also observed that the ATRs are not provided to the members of IJSC on time. It is proposed to stick to the decision taken.</p>	<p>It is decided by the Chairman that the decision is already taken in the 104th IJSC, the same will be applicable for ATR also. It was also decided that the copy of ATR is to be marked to all members of IJSC on time.</p> <p style="text-align: right;">Action: AAO, CDN</p>	<p>ATR will be uploaded in CIFT website and the same will be circulated to all members of IJSC on time.</p> <p style="text-align: right;">Action: AAO, CDN</p>
108.04	Fixing of date for the 109th meeting of IJSC	The date of 109 th meeting of IJSC is tentatively fixed on 11 th February, 2022.	Date of 109 th meeting of IJSC is fixed for 11 th February, 2022.
108.05	Any other matters with the permission of the Chair	Nil	Nil.

Subramanyam
Secretary (Official Side)