केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद
(Indian Council of Agricultural Research)
सिफट जंक्शन, मत्स्यपुरी पी.ओ., कोच्चिन-682 029
CIFT Junction, Matsyapuri P.O., Cochin – 682 029
(ISO/IEC 17025:2017 Accredited & ISO 9001:2015 Certified)

F.No.6-1/2023-Cdn. Date: 18.11.2025

पृष्ठांकन/ENDORSEMENT

के.मा.प्रौ.सं,. कोची के सम्मेलन कक्ष में **19.08.2025** को 11.00 बजे आयोजित के.मा.प्रौ.सं,. कोची के संस्थान संयुक्त कर्मचारी परिषद के सं.सं.क.प की 116 वीं बैठक की संलग्न 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 **27.11.2025** को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of **116th meeting of the Institute Joint Staff Council** of ICAR-CIFT, Kochi held on **19.08.2025** at 11.00 hrs in the Conference Hall of ICAR-CIFT, Kochi. 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 **27.11.2025** positively.

यह निदेशक, के.मा.प्रौ.सं,. कोची के अनुमोदन से जारी किया जाता है। This is issued with the approval of the Director, ICAR-CIFT, Kochi.

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

वितरण/Distribution:

1.	The Director, ICAR-CIFT, Kochi	: 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. Shri. Vinod..G, Sr.Tech. Asst.	: Secretary (Staff Side)
9.	Shri Vipin Kumar V, Technical Officer	: Member (Staff Side)
10.	Shri. P. Mani, Assistant	: Member (Staff Side)
11.	Shri. P.N. Nikhil Das, LDC	: Member (Staff Side)
12.	Shri Raghavan P., MTS	: Member (Staff Side)
13.	Shri Kedar Mehar, MTS. Viz. R.C.of ICAR-CIFT	: 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. SAO/SFAO/FAO/AAO(E)/AAO(B)/AAO(C)/AAO(S)/AAO(P)/AAO(E&M)/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, ICAR-CIFT, Kochi
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 116th meeting of IJSC held at 11.00 hrs on 19.08.2025 in the Conference Hall of ICAR-CIFT, Kochi.

The following members of ICAR-CIFT, Kochi were present in the 116th meeting of IJSC.

1.	Dr. George Ninan, Director	: **Chairperson**
2.	Dr. Bindu J HOD, FP Division	: Member Official side
3.	Dr. Anandan P HOD B& N Division	: Member Official side
4.	Smt. Jenny C. M,, SAO	: **Secretary (Official side)**
5.	Sri Vinod G, Technical Assistant	: **Secretary, (Staff side)**
6.	Sri Vipin Kumar V, Technical Officer	: Staff side Member
7.	Sri. Mani. P, Assistant	: Staff side Member
8.	Sri. Nikhil Das PN, LDC	: Staff side Member
9.	Sri. Raghavan P, MTS	: Staff side Member

Dr. Ramesan MP, HOD FT, Dr. Nikita Gopal, HOD EIS, and Sri P. Kedar Mehar, SSS did not attend the meeting due to pre occupation/leave.

The meeting started with the opening remarks of Chairman. He welcomed all 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 the purview of IJSC and as per rules and regulations. After the formal welcome address of Secretary official side, Secretary staff side welcomed both official side and staff side members to the meeting. Then with the permission of the Chair, Secretary Official side has proceeded with agenda items.

Item No.2. Confirmation of proceedings of 115th IJSC meeting held on 07.09.2023.

- **Proceedings of 115th IJSC meeting held on 07.09.2023 are confirmed.**

Item No.3: Confirmation of proceedings of ATR of 115th IJSC meeting.

- **Proceedings of the ATR of 115th IJSC meeting are confirmed with suggested corrections.**

Item No.4: Action Taken Report of the proceedings of of 115th IJSC meeting held on 07.09.2023 at Conference Hall of CIFT.

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Item No.4: Action Taken Report/ 115th IJSC meeting decisions on the proceedings of IJSC Meeting held on 19.08.2025.

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
107.02	**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.	**After discussion, it was decided by the chairperson to wait for the reply from the Council. A reminder is to be send in this regard.** **Action: AAO, Bills/ CJSC Member**	The reminder has been sent to Council vide F.No.6-1/2022-Bills dated 24.06.2022. Copy of the letter marked to Secretary SS, IJSC.	As Instructed by ICAR, the matter has been examined by the office through a committee constituted by the Director. The Committee examined the matter and decided not to implement the said OM until it is endorsed by ICAR **Hence the agenda may be dropped.**
107.07	**Any other matters with the permission of the Chair** Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at Wing No. 1	**It is decided by the Chairman that the possibility will be explored** **Action: AAO, CDN**	M/s. Cochin Fire Tech India Ltd., Kochi inspected our office for doing fire audit. And proposal was given. It was decided to get few more proposals.	Emergency door fixed in the Administration wing and Seminar Hall. **Hence the agenda may be dropped.**
110.01	**Non-utilization of source of fund to ICAR Staff Welfare Fund-reg.** As per the guide lines of "ICAR Staff Welfare Fund, it has many sources of	**After discussion, it was decided by the Chairperson to send detailed letter to Council without further delay.**	**Copy of the letter marked to Secretary staff side** **Action: AAO, CDN**	After discussion, it was decided by the Chairman that the matter may be Considered case to case wise

	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.	**Action: SF&AO/AAO, CDN**		and it may be justified and transferred to concerned works/ activities. **Hence the agenda may be dropped.**
110.04	**Any Other Matter with the permission of Chair** 4.Staff side propose to approach Cochin Port Trust for getting maintenance of road in front of the office and for getting the under-utilized space behind the Wood Preservative Lab for making visibility to Institute.	4. **After discussion, it was decided by the chairperson that a letter be send to CPT Chairman by the Director without further delay** **Action: AAO, CDN**	A letter vide. F.No.1-3/2018-Cdn dated 01.11.2022 has been sent to Cochin Port Trust. The reply state that CISF has been instructed to restrict unauthorized parking of vehicles in front of ICAR-CIFT.	The Chairman Works Committee and his team approached Cochin Port Trust Authority in this regard. They informed that once the works is finished CPT will do the renovation works of the road. **Hence the agenda may be dropped.**
111.05	**Any Other Matter with the permission of Chair** **Recreation club related matters.**	**It was decided by the Chairperson that the entire matters will be discussed and**	The Recreation Club GB meeting proposed in November 2022 is	After discussion, it was decided by the Chairman that the matter is reviewed in

	a. Farewell to the employee who transferred from CIFT HQ to other institutes/ centres permanently after serving long period.	**finalised in the next General Body meeting of the Club.** **Action: President, CIFT R/C**	postponed to December due to GAF & ICAR Sports meet.	next Club General Body meeting and the time period is fixed to 5 years **Hence the agenda may be dropped.**
112.04	**Any other matters with the permission of Chair** 4.Only Kochi Centre of Sreedhareeyam Ayurvada Multi speciality Hospital, Koothattukulam name is included in the list. Sreedhareeyam Ayurvada Multi Speciality Hospital, Koothattukulam may also be incorporated in the list. 5.All contract staff with a specific service span are to be replaced with fresh hand.	**4.Chairman agreed to the proposal** **Action: AAO, Bills** **5.Chairman informed that while re casting the existing tenure the same will be considered.** **Action: AAO, CDN**		After discussion, it was decided by the Chairman that it will be submitted in the next IMC meeting It will be implemented at the time of next contract renewal. **Hence the agenda may be dropped.**
113.03	**Any other matters with the permission of Chair** **2.Recruitment/promotion with regard to maintenance of roaster reg:** 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	The roster copy will be forwarde d to Secretary (SS), IJSC **Action: CAO, Head of office**	The roster copy will be issued after updating the same in a due course of time.	At present there is no pending issues of Recruitment/Promotion as institute is concerned. The vacancies are reported at the time for recruitment to be done by ICAR. **Hence the agenda may be dropped.**

	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.			
114.03	Disposal Machine for Sanitary Napkins to be installed in Toilets of all floors	Chairman and the committee members agreed to the proposal unanimously. **Action: AAO CDN**	Action will be initiated immediately for installing Disposal Machine for Sanitary Napkins in each floor.	**Chairman instructed to expedite the process, through women cell and it will be implemented at the earliest.** **Hence the agenda may be dropped.**
114.05	**Facilities for Two-wheeler Parking**	It was decided to provide sufficient parking space in Residential Quarters. **Action: AAO CDN/ Liaison Committee**	Matter will be considered in consultation with Liaison Officer. Committee suggested to process the case based on the fund availability.	**Proposal received from Liaison Officer. It will be implemented based on the availability of fund.** **Hence the agenda may be dropped.**
114.06	**Any other matter with the permission of the chair** **A Water cooler to be provided in the ground floor**	It was decided to provide a water cooler in the ground floor **Action: AAO, CDN**	**Water Cooler fixed in front of Fishing Technology Division**	**It was decided to make necessary arrangements for the procurement of water cooler.**

	Seniority List of Admin & SSS Staff to be published	AO informed the committee that the List was published. It was decided to ensure proper communication will be done in advance. **Action: AAO, Estt.**	**The list will be revised and circulated based on the inter section transfer**	**Copy is circulated and available in Establishment section. A copy is handed over to Secretary SS.** **Hence this item is dropped.**
115.03	Any other Matter with the Permission of the Chair **1. Ensure sufficient Permanent hands in key positions/ sections.** **Best Employee Award**	 **Necessary working arrangeme nts are made to ensure sufficie nt permanent hands at key pos itions / section.** **After discussion, it was decided by the chairperson to constitute a committee in this regard.**	 Posting orders are issued and implemented. Committee has been constituted and reviewed the case and it is not practicable to implement because different discipline and categories are there.	 **Alternative arrangements have been made to ensure continuity of works during the absence of permanent staffs in in key positions** **Hence this item is dropped.** **Based on the committee's recommendation it will not be implemented practically** **Hence this item is dropped.**

NEW AGENDA POINTS TO BE DISCUSSED IN THE 116TH MEETING OF IJSC

SL No	Agenda	Official view	Decision
116.01	**TA allowance for Local Tour** It is submitted that staff members are required to undertake local tours/duties within the station limits in connection with official work. In this regard, it is requested that approval may kindly be accorded for granting Travelling Allowance (TA) for such local tours, as per the admissible rules. All claims shall be regulated in accordance with the admissible provisions	**It will discuss & consider as per rule.**	The issue was discussed in the meeting in detail. For drivers a separate Staff car rule is applies for claiming Local TA. They are eligible for TA only when travelling beyond the Kochi Urban Agglomeration limits. For other employees however, may claim local TA as per the applicable rules. **Action: AAO, Bills/ OIC Vehicles**
116.02	**Drinking water facility at Plant/ Engineering Workshop area reg:** Necessary arrangements may please be made for providing drinking water to the Plant/Engineering Workshop area of CIFT HQ.	**Will be discussed**	After discussion the Chairman has agreed to install Water Coolers in front of the Engineering Workshop and the Pilot Plant. **Action: AAO(Purchase)**
116.03	**Arrangements for Transferring Items from Store** Necessary assistance/manpower for transportation may be provided for shifting heavy items from the Stores/Purchase Section to the respective Divisions/Sections. The concerned staff shall carry out the work under the supervision of the respective Section In-charge.	**Will be discussed**	The issue was discussed in the meeting in detail. After discussion Chairman agreed to buy a multifunctional trolley for the Store Section to facilitate the transportation of items from Store/Issue section to concerned divisions/ section. A male Skilled staff be posted in store section during the next contract renewal, in place of current skilled female staff, to better handle physical requirements. **Action: AAO, Stores/AAO Cdn.**

11..04	**Age Restriction for Contractual Staff** It has been observed that the age of certain contract staff presently engaged has exceeded 65 years. In order to maintain uniformity and in line with the prevailing rules, it is hereby proposed that the maximum permissible age limit for engagement/renewal of contract staff be fixed at 60 years. Accordingly, with effect from the next renewal, no further extension/renewal shall be granted to any staff member who has attained the age of 60 years or above.	**It will be considered at the time of next contract renewal**	After discussion, it was decided remove all the contractual staffs who are above 60 years of age, in accordance with state Labour Law. It was also decided to mandate a compulsory one-year break to all the contractual employees who have completed 5 years of service. This will be implemented at the time of next contract renewal or by 31st March 2026, whichever is earlier. Action: **Action: SAO. / AAO, Cdn.**
116.05	**Lab Cleaning staff for Respective labs.** It is requested that cleaning staff may kindly be allotted/engaged for the concerned laboratories to ensure proper cleanliness, hygiene, and maintenance.	**Will be discussed**	After discussion it was decided that posting of additional contract cleaning staff in the divisions/ sections is presently not feasible due to shortage of funds. A substantial amount has already been spent on the remuneration of existing contractual employees. It is also discussed that some field staff can be appointed through projects funds and engaged for such works. Action: **HOD Concerned Divisions**
116.06	**Electrical Vehicle Charging Station** It is submitted that provision of an electrical charging station within the office premises is required to facilitate the charging of official and staff vehicles. Approval may kindly be accorded for its installation at a suitable location within the premises.	**Will be discussed**	The matter was discussed in the meeting in detail. Installing Electrical Charging point is presently not viable. The initial investment cost is very high. The electricity tariff charged by CPT also high, and the maintenance of charging station also incur significant expenses. Moreover, the number of vehicles requiring such facility is very limited. For the time being the proposal will be kept under consideration. Action: **Action: SAO.**

1..07	**Parking Facility at Office/ Quarter Area reg:** The present parking facility is not sufficient for two-wheelers at the office and for four-wheelers at the Residential Complex. It is proposed to create additional parking space to meet the requirement.	**Will be discussed**	The issue was discussed in detail during the 114th IJSC meeting (Agenda No. 114.05) and is also included in EFC 2026-27. Action: **Action: AAO(E&M)**
116.08	**Any Other Matter with the Permission of the Chair** **1. Identity Cards for Skilled Support Staff** As per order no F. No1-4/2023-Estt. dated 16.12.2024, the designation of Skilled Support Staff has been changed to Multi-Tasking Staff (MTS) however, the office ID card still shows the Old Designation. Kind approval requested to update the ID cards with revised designation at the earliest. **2. Identity for Project students/ PhD Students/ Interns/ Young Professionals etc.** It is noticed that some Project Students, PhD scholars, and Young Professionals who have been relieved from CIFT are still in position of their ID Cards. It is requested that the ID cards od such Individual be collected at the time of their relieving, upon the completion of their tenure.	**Will be discussed**	After discussion, it has been decided to issue new ID cards to all existing Skilled Support staff. The concerned employees are requested to contact the Establishment section for issuance of updated ID cards. **Action: AAO, Estt.** After discussion, it has been decided that all the Project Students, PhD scholars, and Young Professionals relieved from their duties must hand over their ID cards to PhD cell. Only after the ID card is returned will any relieving certificates or necessary documents be issued. **Action: OIC PhD Cell/ Security Officer**

Secretary Official side **Director** **Secretary Staff side**