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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद
(Indian Council of Agricultural Research)



सिफ्ट जंक्शन, मत्स्यपुरी पी.ओ., कोच्चि
ICAR-CIFT Junction, Willingdon Island Matsyapuri P.O., Kochi - 682029
(ISO/IEC 17025:2017 Accredited & ISO 9001:2015 Certified)

F.No. 6-1/2023-Cdn.

Date: 08.08.2025

ENDORSEMENT

Please find enclosed herewith the proceedings of the meeting of Review Committee of the Institute Joint Staff Council of CIFT, Kochi held on 10.06.2025 at 02.30 a.m. at this Institute. The proceedings of the meeting of the Review Committee of IJSC may kindly be circulated among all the staff members of your Division/Section/Research Centre for their information and perusal. You are, therefore, requested to please take necessary action for the implementation of the decisions pertaining to your Section/Division/Centre strictly. The action taken report may please be submitted to the undersigned by 13.08.2025 positively.

This issues with the approval of the Director, ICAR-CIFT, Kochi.

Vinod
8/8/25
Head of Office(i/c)

Encl: As above.

To

- | | |
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| 1. Dr. Nikita Gopal, Pr. Scientist & HoD, EIS Division | : Chairman |
| 2. Head of Administration | : Member |
| 3. Head of Accounts | : Member |
| 4. Shri Vinod G., Technical Assistant | : Member |
| 5. Shri. Vipin Kumar V., Sr. Tech Asst. | : Member |
| 6. Asst. Admn. Officer (Cdn.) | : Member Secretary |

Copy to:-

1. HOD, FP, FT, B&N, EIS, MFB, QAM
2. SIC, Research Centre of CIFT, Veraval/Visakhapatnam/Mumbai
3. SFAO/SAO/FAO/AAO(B)/AAO(E)/AAO(S)/AAO(E&M)/AAO(P)/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, CIFT, Kochi.
8. Notice Board/Guard File.

**PROCEEDINGS OF THE MEETING OF REVIEW COMMITTEE OF IJSC
HELD ON 10.06.2025 AT 02:30 PM IN CIFT, KOCHI TO REVIEW THE ACTION
TAKEN ON THE DECISIONS TAKEN IN THE 115TH MEETING OF THE
INSTITUTE JOINT STAFF COUNCIL HELD AT CONFERENCE HALL OF CIFT
ON 07.09.2023**

The meeting of the Review Committee of the IJSC was held on 10.06.2025 at 02:30 pm in CIFT, Kochi to review the action on the decisions taken in the 115th meeting of the Institute Joint Staff Council held at Kochi on 07.09.2023. The following members were present in the meeting:

1. Dr. Nikita Gopal, Pr. Scientist & HoD, EIS Division : Chairperson
2. Head of Administration : Member
3. Head of Accounts : Member
4. Shri. Vinod G., Technical Assistant : Member
5. Shri. Vipin Kumar V., Sr. Tech Asst. : Member
6. Asst. Admn. Officer(Cdn.) : Member Secretary


At the outset, the Chairman of the Review Committee welcomed all the members of the Committee. Then, the Chairman requested the Member Secretary to present the Action Taken Report for the Review by the Committee. The Member Secretary presented the Action Taken Report on the decisions taken in the 115th meeting of the Institute Joint Staff Council held at Kochi on 07.09.2023.

ACTION TAKEN REPORT OF 115TH MEETING

Agenda Item No.	Item	Recommendation/Decision of the Review Committee Meeting
107.02	<p>Medical reimbursement under CS-MA Rules-Implementation of Ministry of Family Welfare OM.No.H11022/01/2014-MS dated 15.07.2021-reg.</p> <p>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>Letter sent to ICAR Headquarters and awaiting reply. Copy could not be traced in the concerned Section.</p> <p style="text-align: right;">Action: AAO(Bills)</p>
107.07	<p>Any other matters with the permission of the Chair</p> <p>Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at Wing No.1</p>	<p>Emergency door fixed in the Administration wing and Seminar Hall. Based on our request Officials from Fire Safety Department visited CIFT and handed over the building plans to them. File is under process.</p> <p style="text-align: right;">Action: AAO(Cdn.)</p>
110.01	<p>Non-utilization of source of fund to ICAR Staff Welfare Fund-reg.</p> <p>As per the guide lines of "ICAR Staff Welfare Fund. it has many sources of fund. But it is not channelized properly and therefore, sufficient fund will not be available to meet the activities of the welfare fund every</p>	<p>It may be finalized and prioritized in the next Welfare Committee meeting.</p>

	<p>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.</p>	<p>Action:Chairman WC/SFAO/Secretary IJSC (SS)</p>
110.04	<p>Any Other Matter with the permission of Chair</p> <p>Staff side propose to approach Cochin Port Trust for getting maintenance of road in front of the office.</p>	<p>Chairman Works Committee and his team approached Cochin Port Trust in this regard. They informed that that once the work is finished CPT will do the renovation works of the road. Hence, it is recommended to drop the item.</p>
111.05	<p>Recreation club related matters.</p> <p>a. Farewell to the employee who transferred from CIFT HQ to other institutes/ centres permanently after serving long period.</p> <p>b. Recreation club units at centre.</p>	<p>Recommended to give farewell to all permanent employees transferred after completing three years of service from CIFT HQ.</p> <p>Action: President, CIFT R/C</p>
112.04	<p>4. Only Kochi center of Sreedhareeyam Ayurveda Multi speciality Hospital, Koothattukulam name is included in the list. Sreedhareeyam Ayurveda Multi speciality Hospital, Koothattukulam may also be incorporated in the list.</p> <p>5. All contract staff with a specific service span are to be replaced with fresh hands.</p>	<p>Since a Committee (where Secretary SS is also member) exists, for recommending Hospitals for approval in IMC, there was no need of a subcommittee. The proposal has to be put before IMC in its forthcoming session.</p> <p>Action: AAO(Bills)</p> <p>Recommended to replace all the contract staff above the age of 60.</p> <p>Action: AAO(Cdn.)</p>
113.03	<p>Any other matters with the permission of Chair</p> <p>2.Recruitment/promotion with regard to maintenance of roaster reg:</p> <p>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 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.</p>	<p>Once the roaster is finalized Secretary(SS) can verify in the Establishment Section.</p> <p>Action: Head of Office</p>
114.03	<p>Disposal Machine for Sanitary Napkins to be installed in Toilets of all floors</p>	<p>Proposal received, it is under process.</p> <p>Action: AAO(E&M)/Caretaker/AAO(purchase)</p>
114.05	<p>Facilities for Two-wheeler Parking in Residential Quarters.</p>	<p>Proposal received from Liaison Officer Residential Complex. It will be implemented based on the availability of fund.</p> <p>Action: AAO(E&M)</p>

114.06	<p>Any other matter with the permission of the chair</p> <p>A water cooler to be provided in the ground floor</p> <p>Seniority List of Admin & SSS Staff to be published</p>	<p>Water cooler fixed in front of Fishing Technology Division. Recommended to drop the item.</p> <p>Copy is circulated and available in Establishment Section. Hence it is recommended to drop the item.</p>
115.01	<p>Ensure the inclusion of IJSC Secretary (SS) in the committee constituted to look after the welfare issues.</p>	<p>Recommended to drop the item.</p>
115.02	<p>Ensure timely settlement of medical reimbursement of staff.</p>	<p>Now there is no pending cases.</p>
115.03	<p>Any other Matter with the Permission of the Chair</p> <p>1. Ensure sufficient Permanent hands in key positions/sections.</p> <p>2. Best Employee Award</p>	<p>Posting orders are issued and implemented. Hence, it is recommended to drop the item.</p> <p>Based on the Best worker award committee's recommendation it will not be implemented practically because of different divisions and nature of work at institute level. Recommended to drop the item.</p>
115.04	<p>Fixing if Review committee meeting and 116th IJSC Meeting.</p>	<p>Next IJSC meeting may be fixed on 1st week of July, 2025.</p>


**Asst. Admn. Officer (Cdn.)
& Member Secretary**