

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)



फा.सं./No.F.6-1/2020-सम/Cdn.

दिनांक/ Date: 02.09.2021

### पृष्ठांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 10.08.2021 को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 107 वीं बैठक की संलग्न कार्यवाही को पाएं। सं. सं. क. प. बैठक की 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 05.10.2021 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 107th meeting of the Institute Joint Staff Council of CIFT, Cochin held on 10.08.2021 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 05.10.2021 positively.

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

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

#### वितरण/Distribution:

1.	The Director, CIFT, Cochin-29	-	Chairman
2.	Dr. Ashok Kumar K, HoD, FP Division	-	Member (Official Side)
3.	Dr. Leela Edwin, HoD, FT Division	-	Member (Official Side)
4.	Dr. Amulya Kumar Mohanty, HoD, EIS Division		Member (Official Side)
5.	Shri W. Sreenivasa Bhat, Sr. Administrative Officer		Secretary, IJSC(Official Side)
6.	Shri K.S. Sreekumaran, Fin. & Accounts Officer	-	Member (Official Side)
7.	Shri R.N. Subramanian, Administrative Officer	-	Member (Official Side)
8.	Shri P.S. Nobi, Technical Officer	-	Secretary, IJSC(Staff Side)
9.	Shri K.B. Sabukuttan, Assistant Administrative Office	er -	Member (Staff Side)
	Shri Das. K, Assistant	THE PARTY	Member (Staff Side)
11.	Shri Vipin Kumar V, Sr. Tech. Asst.	- Water	Member (Staff Side)
12.	Shri P. Raghavan, Skilled Support Staff	-	Member (Staff Side)
13.	Shri Vinod A, Skilled Support Staff	-	Member (Staff Side)

### प्रतिलिपि सेवा में /Copy to:-

- 1. HOD, FP, FT, B&N, EIS, MFB, QAM, Engg.,
- 2. SIC, Research Centre of CIFT, Veraval/Visakhapatnam/Mumbai
- 3. SAO/DD(OL)/FAO/AO (Purchase)/AF&AO/AAO(E)/AAO(B)/AAO(C)/Smt. V.K.Raji, AAO/PS to Director.
- 4. OIC, Lib./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, Cochin 29.
- 8. Notice Board/Guard File.

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

#### **ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**

# (Indian Council of Agricultural Research) Willingdon Island, Matsyapuri PO., COCHIN 682 029.

## Proceedings of the 107<sup>th</sup> meeting of IJSC held at 11 00 hrs on 10.08.2021 in the Conference Hall of CIFT, Cochin.

The following members were present in the  $107^{\text{th}}$  meeting of IJSC.

1. Dr. Ravishankar C N, Director : Chairman

2. Dr. Asok Kumar K, HOD, FP Division : Official side Member 3. Dr. Leela Edwin, HOD, FT Division : Official side Member 4. Dr. Amulya Kumar Mohanty, HOD, EIS Division : Official side Member 5. Sri K.S. Sreekumaran, FAO : Official side Member 6. Sri R.N.Subramanian, AO : Official side Member : Official side Secretary 7. Sri W. Sreenivasa Bhat, SAO 8. Sri P.S. Nobi, Technical Officer : Staff side Secretary 9. Sri K.B. Sabukuttan, AAO : Staff side Member 10. Sri K. Das, Assistant : Staff side Member 11. Sri V. Vipin Kumar, Sr. Tech. Asst. : Staff side Member 12. Sri P. Raghavan, SSS : Staff side Member 13. Sri A. Vinod, SSS : Staff side Member

The meeting started with opening remarks of IJSC Chairman. He welcomed all the members of the IJSC to the meeting. He emphasized that even in the Covid19 pandemic situation, the IJSC meetings are being conducted on regular intervals and it is appreciated.

Chairman also stressed the responsibility of individuals to keep themselves free from Covid-19. Secretaries from official and staff side also welcomed all the members of IJSC to the meeting. With the permission of the Chairman, Secretary Official side has proceeded with agenda items.

Item No.2: Confirmation of proceedings of  $106^{th}$  IJSC meeting held on 09.04.2021.

The proceedings of 106th IJSC meeting held on 09.04.2021 are confirmed.

Item No.3: Action taken report on the proceedings of  $106^{th}$  IJSC meeting held on 09.04.2021

Agenda	Item description	Recommendation	Action taken	Review Decision
Item				
Number				
95.02,	Transfer of Welfare Fund from consultancy	Staff side seek attention	A letter seeking	A reminder may be issued to
97.01,	projects/share from analytical & training	and action on ICAR OM		Council by the office.
99.02	services	F.No.22(7)/2018-Estt.III	director(finance).A	
		dated 28.10.2020 & letter	copy of letter	
		even No. dated 29.10.2020.		
		After discussions, Director	(Finance) has been handed over to	
		has assured that retiring employees will be	handed over to Secretary (SS), IJSC.	
		respected as per revised	Secretary (33), 133C.	
		OM. The ICAR letter will be	Action: AO	
		answered immediately; a	Action: Ao	
		meeting with related		
		officers will be convened		
		immediately after the IJSC.		
		With regard to analytical		
		test, asked office to seek		
		clarification immediately		
		from Council and settle the		
		long pending issue		
		Action: AAO, Cdn		
99.05	a. Provision of interlocking tiles in	Awaiting the approval	Amount deposited to	Current status is to be updated.
	residential area	of SFC	CPWD for tarring/	
		Action: AAO, CDN	paving of tiles and	
		·	tender process has	
			been initiated by	
			CPWD.	
			Action AAO CDN	
			Action: AAO, CDN	

101.04	Renovation of dress changing room of SSS	Action is to be initiated immediately by office for completing the work.  Action: AAO, CDN	Partitions are provided in the room  Action: AAO, CDN	Chairman instructed AO to take necessary steps for white washing, providing furniture etc. in the room on priority.
101.11	1. Maintenance of residential campus	Action is to be initiated immediately by office for completing the work.  Action: AAO, CDN	Periodical grass cutting, removal of garbage waste etc. are carried out satisfactorily through Liaison Committee.  Action: AAO, CDN	Action: AO  As mentioned, action is over and as such recommended to drop the item, accordingly  Item dropped
103.03	Repair of scooter shed at office and residential complex Repair of scooter shed in office premises	As the damaged roof sheets are only to be changed to repair these scooter sheds, immediate action may be initiated to complete these works Action: AAO, Cdn	Estimate received. Waiting for fund Allocation. Action: AAO, CDN	
104.05	Painting of ICAR-CIFT Residential Quarters at Thevara: Internal painting work at Residential quarters was done long back. After the laying floor tiles, the whole quarters is look shabby/fade. Therefore, Staff Side requests to carry out painting work at CIFT Residential Quarters at the earliest.	Estimate obtained from CPWD to carry out during	Approved in SFC. Amount has been already deposited to CPWD for painting works at Type I & II Blocks of CIFT Residential Quarters, Thevara.  Action: AAO, CDN	

105.01	Proposal for approving hospitals for the treatment of staff and their family members: reg: As per ICAR letter No.38(9)/2019-Per.IV dated 28.09.2020, necessary action may be initiated to approve the hospitals in specialised areas like Eye, Dental, Ayurveda etc. where no approved hospitals are existing in Ernakulam. Staff side proposes to constitute a committee for this purpose.	Issue was discussed in detail and it was decided by the Chairman that the office to initiate action on those lines. Proposal may be submitted to constitute a Committee to examine the issue.  Action: AAO, C&B	been approved by the	
105.02	Covid-19 pandemic control guidelines issued by ICAR and non-co-operation of few Section officers of the Institutereg: It is very unfortunate that due to improper implementation and negligence, the entire office has been closed for sanitation and entire staffs of few sections have been forced for quarantine. Staff side proposes to take urgent necessary step to streamline and strict step to control the pandemic Covid-19 at office	After discussion, Chairman has emphasized the need of observing weekly work roster to control the pandemic covid-19 in true spirit and asked all HODs/SICs to follow the weekly work roster strictly. Individual grievances, if any, may be brought to the notice of the Director for consideration.	Weekly roster has been withdrawn but staggering of time is continuing & it is strictly monitored.	Recommended to drop the item, accordingly  Item dropped
105.03	Lack of orientation training to newly recruited employees, especially LDCs recently promoted from SSS grade-reg:	After discussion, it was decided by the Chairman that	already been made to	

	cently 3 supporting staff was promoted	necessary training to	training will be	Arrangements may be made to
to	LDC. Till their joining to the present	the LDCs who have been	started in the month	conduct in-house training to
pos	sition, they were performed the duties	newly promoted from	of April. 2021.	these LDCs on priority.
as ]	per the direction of superiors. But, in	SSS Grade will be given	The Competent	A A O
the	new capacity, they have to initiate	at the earliest.	Authority has	Action: AO
ma	ny actions their own. So, they need	Action: AAO, Estt.	nominated these 3	
trai	ining in the corresponding field. That		LDCs for the ISTM	
was	s not happened in their case and is		online training	
strı	uggling with different types of issues in		programme on	
the	eir allotted area of work, which are very		"Noting and	
nev	w to them.		Drafting".	
Her	nce, it is proposed that a well-planned		Action: AAO, Estt.	
	ining programme may be provided to			
	em at the earliest. This will improve			
the	eir efficiency and increase positive			
atti	itude to the work.			
105.04 <b>LT</b> (	C Relaxation may be allowed to the	After discussion on the	Claims will be	Claims received in office are
	grieved employees-reg:	issue, <b>the Chairman has</b>	processed on receipt	processed and forwarded to
		agreed to examine the	of the same.	Audit section for payment.
A g	group of CIFT employees and their	issue and assured to	Action: AAO, B	
fan	nily members were availed LTC during	implement the contents		Action: A & A section
25.	02.2012 to 02.03.2012 to visit NER.	of ICAR endorsement		
The	e entire group was booked ticket	dated 18.06.2020 on		
thr	ough a private agency and submitted	receipt of requests from		
the	ticket to the office for LTC advance and	individuals concerned.		
had	d sanctioned 90% of the ticket amount	Action: AAO, Bills		
as	advance. Later office had insisted for			
tick	ket from Air India and the entire group			
	s forced to submit the same for			
set	tlement of the claim. Due to this action			
of t	the office all employees were forced to			

	refund a major portion of LTC advance to the office.  Vide ICAR endorsement F.No.GAC-21-20/2020-CDN dated 18.06.2020 and DoPT OM No.43020/2/2016-Estt(A.IV) dated 19.02.2020, "one time relaxation is granted to such employees who had availed LTC by air to visit J&K and NER during the period of January 2010-June 2014 and booked the ticket through travel agents other than M/s. Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC due to the lack of awareness of rules".  Hence it is proposed that the settlement bill of the entire group may be considered favourably and passed in full as per the ticket submitted for claiming advance o avail LTC.			
105.05	Residential Complex Thevara-Compound wall fencing-reg: 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.	Issue has been discussed in detail. Staff side suggests to change the existing name board also. After discussion, it was decided by the Chairman that the work will be done on priority basis after receiving fund from ICAR.  Action: AAO, CDN	from Civil Engineer to carry out during	Estimate received from CPWD and proposal may be resubmitted to Works Committee for approval.  Action: AAO, Cdn

105.07	<ul> <li>Any other items with the permission of the Chair</li> <li>1. Bio gas plant pipe line is damaged during recent renovation and needs immediate repair</li> <li>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.</li> <li>3. Agenda items of future IJSC meetings may be circulated to all</li> </ul>	Chairman has agreed and instructed the Maintenance Cell to take up the required repairs immediately.  Action: SIC, Maintenance Cell  While discussing the issue, chairman has also agreed to the remarks of staff side. After discussion, it was decided by the Chairman that office will examine the issue in consultation with SIC AKMU for remedy.	The pipe line has been checked and the leakage could not be traced under the tarred area. Remaining area will be digged soon.  Action: OIC, E&M Cell At present, no facility is available in e-office for the user to know the status of a receipt once it is put up in the file. The dealing hand or AAO can place a remark in the remark column that it is	Decision 101.04	same	as	in
	IJSC Members at least seven days before to the proposed meeting	Action: SIC, AKMU Chairman has asked to	being processed.  Action: SIC, AKMU				
106.01	date.	adhere to the prescribed schedule in circulating the agenda items to all IJSC members.  Action: AAO, CDN	Agenda items for the forthcoming IJSC meetings will be circulated well in advance to the IJSC members.  Action: AAO, CDN				
106.01	Threatening of regular employees by the contractors- Protection for life-reg.	The issue was discussed in the meeting in detail.	The issue has been settled between the				
	It is very unfortunate to listen that one	While discussion, staff	complainer and the				
	(manpower) contractor is threatening a	side was very much	complainee in the				

regular staff through contractual staff. Earlier there were instances that contractual staff was commanding/interfering the routine activities of regular employees.

Kindly refer the earlier proceedings of IJSC meetings in which staff side were very keen to stress the situation going to be created in future due to an unconditional appointments and extension of the same personals without break to continue in their service in CIFT. Every time Chairman assured that very soon all long service outsourced hands will be expelled. But nothing is seen happened. Once in a while if a staff is removed, very soon the same personal is inducted in the office in some other place. Many of CIFT higher officers are also supporting/ forcing the authority for these activities. Now the regular employees are in a critical situation that to request the authority to create fearless working atmosphere to attend their routine duty.

Hence staff side once again proposed to review the matter seriously and make necessary arrangements to control the contractual hands from their endless service and remove the contractors who are threat to the lives of regular employees of the Institute.

worried and requested for their life protection. Instances shows with proof that the office machinery is passing all official conversations to contractors and the contractors are threatening the employees. As instructed by the chair, staff side explained the instances with examples.

After discussion, it was decided by the Chairman that on written complaint with evidence, definitely necessary action will be taken against the agency.

Action: AAO-CDN

presence of Secretary (Official Side) and Secretary (Staff Side).

Action: AAO, CDN

As the matter has been settled, the committee recommended to drop the item.

Item dropped

106.02	Entitlement of Taxi Fare paid from	The issue was discussed	Under process	As the sanction order has
100.02	Guest House to Airport at Metropolitan	in the meeting in detail.	onder process	been placed to settle the
	cities-reg.	While discussion, staff	Action:AAO-CDN	matter, the committee
	Recently, it was experienced by the		11001011111110 0211	recommended to drop the
	Secretary, Staff Side that the taxi charges	reference guide shows		item.
	claimed from NASC Guest House to	the Delhi Transport		
	Airport on tour is allowed only @ Rs.14/-	Commissioner's order,		Item dropped.
	per Km. On enquiry, it is understood that	•		11
	the same practice is continuing at this	Rs.20/-, but office paying		
	office from long back. Kindly refer the SR	, ,		
	46(5), it clearly said "entitlement for			
	journeys on tour from residence/ office to	decided by the		
	airport/railway station & back in	Chairman that		
	Metropolitan Cities- actual taxi charges is	necessary action will be		
	to be paid on the basis of self-certificate of	taken to settle the issue.		
	the touring official concerned." Further, it	Action:AAO Bills		
	is seen that the mileage charges @ Rs.14/-			
	is paid in the place of Rs.20/0. All touring			
	officials are facing this unknown			
	deduction from their TA bills. Hence the			
	same may be discussed in the meeting and			
	settled suitably.			
106.03	Proposal for "Best Worker" recognition			As the action is progressing,
	in each category for their achievements	decided by the		the committee
	in service-reg.	Chairman that a		recommended to drop the
	7018 1 11 1	Committee will be	,	item at present.
	In many ICAR institutes, the employees	constituted to study the		
	are respected for their performance in	7 7 7	_	Item dropped.
	each cadre viz: Scientific/ Technical/	find out the "Best	O	
	Administrative/ SSS. The best one is	worker".	considering the staff	
		Action: AAO, CDN	members for this	

	respected in the Foundation Day		award. The first	
	Celebration of the Institutes.		meeting of the	
			Committee was held	
	Staff side proposes to start the same in		on 28.07.2021.	
	CIFT also.		Action: AAO, Estt.	
106.04	Non-implementation of IJSC decisions	Same decision as	Action has been	After discussion, it was
	in the recent past-reg.	101.04,104.04 & 105.07	already initiated	decided by the chairman
				that all possible measures
				will be taken to complete the
				works at the earliest
				Action: AO

#### Item No.4: New Agenda items for discussion

### 107.01 Amendment of Quarters Allotment Rules 2019-reg:

Kindly refer the ICAR letter No. 1-4/88-Per.IV dated02.01.1991 & 18.06.1992, Preparation of Uniform Rule for Allotment of Residential Accommodation at various units, the clause ii under Rule.(1) shall be amended to the effect that "These rules shall apply to the allotment of staff quarters of the ICAR-CIFT headquarters at Kochi and it's all centres. These rules shall also apply to those quarters already allotted."

The matter was discussed in the meeting in detail. After discussion, it was decided by the Chairman that <u>CIFT Quarters Allotment Rule-2019</u>, clause (ii) under Rule (1) will be modified to the effect that "These rules shall apply to the allotment of staff quarters of ICAR-CIFT head quarters and Centres".

The amendment will be incorporated and circulated at the earliest.

Action: AAO, CDN

#### 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.

The matter has been discussed in the meeting in detail. Staff side requested to simplify the procedures as done in the case of CEA and news paper allowance. After discussion, it was decided by the Chairman that the proposal may be put up in file for consideration.

**Action: AAO, Bills** 

#### 107.03 Career advancement of Admn. Categoryprocedural delay-reg:

As per the guidelines of the ICAR, the DPC of admn. posts are to be carried out well in advance and rank lists are to be keeping ready for appointing the eligible employee, next day after the post vacant. It is noticed by the staff side that last two occasions, the promotions of assistant to AAO were delayed due to procedural delay. It adversely affects the promotee and subsequent lower posts and their future increment / career advancements.

It is noticed that the competent authority had ambiguity in the existing procedure of the office and hence unnecessary delay in finalising the decision. These sorts of actions are creating unwanted criticism among staff. It is creating pressure on staff representatives also.

Hence staff side propose to avoid the delay in finalising the rank list of eligible employees by conducting the DPC well in advance as per The matter was discussed in the meeting. After discussion, it was decided by the Chairman that the action for rectifying the demerits are already initiated and will be streamlined at the earliest.

Action: AAO, Estt.

guidelines. It is also requested that, if any differences of opinion in the procedure, the same may be clarified well in advance and at any cost before the vacancy become due to avoid the delay of promotion.

### 107.04 TA to the employees deputed for election duty-reg:

As per the Election Commission's item No.37(Order No. 218/4/96/PLN-IV dated 09.02.1996), the employees deputed for election duty shall be paid full TA within 30 days of completion of election. Further it is clarified under item No.142(Order No. 458/4/96/PS-IV/Vol-1 dated 20.05.1996), the staff attending training classes may also be paid as may be admissible under TA rules applicable to them.

This matter was discussed as item No.11(4) in the 84<sup>th</sup> meeting of IJSC and was settled amicably. Later, again this was an issue and the employees were denied with TA due to one or other reasons. Recently, a large number of employees were deputed for duty for the LSA election held on 06.04.2021 and submitted the TA claim at office. The matter was again presented by the staff side in the last meeting of IJSC and was assured that the claims will be settled as per the TA entitlement of staff. But the TA claims submitted by the employees are not settled even after 3 months from election. Hence the matter may be discussed and settled in the meeting.

The matter was discussed in the meeting in detail. Staff side requested to settle the matter as per the TA entitlement individuals as per TA rules as instructed by Election Commission of India. After discussion, it was decided by the Chairman that the matter will be settled as per rule at the earliest.

**Action: AAO, Bills** 

# 107.05 Non-payment of calendar purchased by office from recreation Club-reg:

Kindly refer the decision of Agenda No.5 of 77<sup>th</sup> 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

The matter was discussed in the detail. While meeting in discussion, official side members informed that calendar printing and purchase are banned by the government and orders were also placed. Staff side requested to provide copy of the order to this effect as it was not circulated. After discussion, it was decided by the Chairman that no expenditure can be spent for calendar in future as per order. Copy of the order is

	Staff Side. The matter may be discussed and settled in the meeting.	to be marked to Secretary, Staff side for information.  Action: AAO, Bills
107.06	Fixing of date for the 108th meeting of IJSC	Date of 108 <sup>th</sup> meeting of IJSC is tentatively fixed for 12 <sup>th</sup> November 2021.
107.07	Any other matters with the permission of the Chair  1. Staff side proposed to provide an emergency door from administrative wing as more number of staff are working at wing No. 1	1. It was decided by the Chairman that the possibility will be explored  Action: AAO, CDN
	2. The dress changing room of ladies staff (SSS) are occupied by security and not allowing ladies to their room.	2. Chairman instructed to check the position and settle the matter.  Action: AAO, CDN
JA.	3. Possibility for deploying DEOs by utilising SCSP fund may be explored to reduce the work load of Admn. staff	3. Chairman informed that the matter will be considered on its merit.

The meeting has concluded with vote of thanks by the Chairman and Secretaries of Official side & Staff side.

Director

(W. Sreenivasa Bhat)

Secretary, Official side

(P. S. Nobi)

Secretary, Staff side