



फा.सं./No.F.6-1/2020-सम/Cdn.

दिनांक/ Date: 11.09.2020

पृष्ठांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 26.08.2020 को 12.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 104 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 25.09.2020 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 104<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 26.08.2020 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 25.09.2020 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. Dr. Manoj P. Samuel, HoD, Engg. Division               | - | Member (Official Side)         |
| 6. Shri W. Sreenivasa Bhat, Sr. Administrative Officer    | - | Secretary, IJSC(Official Side) |
| 7. Shri K.S. Sreekumaran, Fin. & Accounts Officer         | - | Member (Official Side)         |
| 8. Shri P.S. Nobi, Technical Officer                      | - | Secretary, IJSC(Staff Side)    |
| 9. Shri K.B. Sabukuttan, Assistant Administrative Officer | - | Member (Staff Side)            |
| 10. Shri Das. K, Assistant                                | - | Member (Staff Side)            |
| 11. Shri Vipin Kumar V, Sr. Tech. Asst.                   | - | 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/AF&AO/AAO(E)/AAO(B)/AAO(C)/AAO Store (Purchase) (Issue)/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 &



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

Proceedings of the 104<sup>th</sup> meeting of IJSC of CIFT held at 1200 Hrs. on 26.08.2020 in the  
Conference Hall of CIFT, Cochin.

The 104<sup>th</sup> meeting of the IJSC of CIFT was held at 12 00 Hrs on 26.08.2020 in the Conference Hall of CIFT, Cochin. The following members were present:

1. Dr. Ravishankar C N, Director	-	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. Dr. Manoj P. Samuel, HoD, Engg. Division	-	Member (Official Side)
6. Shri W. Sreenivasa Bhat, Sr. Administrative Officer	-	Secretary, IJSC(Official Side)
7. Shri P.S. Nobi, Technical Officer	-	Secretary, IJSC(Staff Side)
8. Shri K.B. Sabukuttan, Assistant Administrative Officer	-	Member (Staff Side)
9. Shri Das. K, Assistant	-	Member (Staff Side)
10. Shri Vipin Kumar V, Sr. Tech. Asst.	-	Member (Staff Side)
11. Shri P. Raghavan, Skilled Support Staff	-	Member (Staff Side)
12. Shri Vinod A, Skilled Support Staff	-	Member (Staff Side)

Shri K.S. Sreekumaran, Finance & Accounts Officer, Member (Official Side) has not attended the meeting as he was on leave.

The meeting started with the formal welcome address by the Chairman. He welcomed all the members of the IJSC to the meeting, especially the new members of the IJSC as it is the first meeting with the new Committee. He expressed his satisfaction on the functioning of IJSC. The Chairman has intimated that 104<sup>th</sup> meeting was scheduled on 16.04.2020, but due to all India Lockdown and pandemic condition of COVID-19, the meeting has been postponed and delayed by four months. Secretary official side and staff side also welcomed the members to the meeting. In his welcome address, the Secretary staff side expressed the gratitude on behalf of staff to the Director for granting work from home facility on Saturdays in the present pandemic situation of COVID-19. Then Chairman asked the Secretary official side to proceed further with the agenda items and he presented the agenda items one by one.

**Item No. 2:** Confirmation of the Proceedings of 103<sup>rd</sup> meeting of IJSC held on 18.01.2020.

- The proceeding of the 103<sup>rd</sup> meeting of IJSC held on 18.01.2020 is **confirmed**.  
The Secretary staff side has expressed his dissatisfaction for not publishing the follow-up Action Report of 103<sup>rd</sup> IJSC meeting and also requested to restart the Follow-up Action Committee meetings. The Chairman has agreed the delay and instructed the official side Secretary to publish the proceedings of the follow-up action report immediately after two months from the previous meeting on trial basis.

**Item No. 3:** Action Taken Report on the proceedings of 103<sup>rd</sup> meeting of IJSC held on 18.01.2020 at CIFT, Kochi.



## Action Taken Report / Decisions of 104<sup>th</sup> IJSC Meeting held on 26.08.2020

Agenda Item No.	Item	Recommendation	Actions Taken	Decisions
95.02, 97.01, 99.02	Transfer of Welfare Fund from consultancy projects/share from analytical & training services.	In the discussion, it was informed that the routine Analytical services will be undertaken without entering into any agreement. Hence, the share to Staff Welfare Fund may be explored. It is recommended to go through the guidelines on the issue and write to ADG concerned for clarification. <b>Action: AAO, CDN</b>	A letter was prepared but kept pending since Director has discussed the matter with the Director, Finance.	After a detailed discussion the Chairman has decided that a meeting with OIC, ITMU & FAO will be held shortly in this regard and seek clarifications from the Council by writing a letter quoting the conditions. <b>Action: AAO, CDN</b>
97.09	Filling up of vacancies by compassionate appointment	The issue was discussed in the meeting in detail. As per new RR, there are no vacancies to fill up under compassionate grounds as on date. Required data from applicants already applied may be collected as suggested by the Welfare Officer. It was Recommended to complete the process at an early date. <b>Action: AAO, Esstt.</b>	Action has been initiated for collecting the updated information from the applicant for finalizing the case, as suggested by the Welfare Officer of ICAR-CIFT.	As the Recruitment Rules of LDC post and T-1/T-2 are yet to be finalized by ICAR, it is recommended to drop the item for the present. <b>Item Dropped</b>
99.05	a. Provision of interlocking tiles in residential area	After discussion it was decided that a. Included in the next SFC. <b>Action: AAO, CDN</b>	Waiting for SFC approval.	It was decided by the Chairman that the work will be carried out on priority basis on receipt of fund from the Council. <b>Action: AAO, CDN</b>



99.07	Bio gas plant at residential campus	The issue was discussed in the meeting in detail. Since the repair of the existing Bio gas plant is not economical, it is recommended to condemn the same.  <b>Action: Liaison Officer</b>	<b>Tender opened on 20.07.2020 and under process.</b>	After a detailed discussion it was decided by the Chairman that the proposal for Bio gas Plant may be kept in abeyance.  <b>Action: AAO, CDN</b>
101.04	Renovation of dress changing room of SSS	After discussion it was decided that the <b>partition work will complete when fund received from ICAR.</b>  <b>Action: AAO, CDN</b>	<b>Presently the room is allotted for storing electrical items as part of ongoing re-wiring &amp; electrical works.</b>	After discussion it was decided by the Chairman that the possibility will be explored to carry out the work under minor repairs.  <b>Action: AAO, CDN</b>
101.05	Renovation of Recreation Club	In the discussion it was informed that the office is awaiting for fund  <b>Action: AAO, CDN</b>	<b>Work order issued. Electrical re-wiring and civil work completed.</b>	Work completed, hence it is decided to drop the item.  <b>Item Dropped.</b>
101.11	1. Maintenance of residential campus 2. Allotment of quarters to outsiders	1. Included in SFC 2. As the response from Staff members is very poor for allotment of two Type I quarters to each, it is recommended to monitor the moments of outside occupants of CIFT Quarters by the Caretaker. On the report of Caretaker, necessary action will be taken by office to get such trouble creating occupants vacated.  <b>Action: AAO, CDN</b>	1. Waiting for SFC approval. 2. Liaison Committee and Caretaker will look into the matter.	1. Included in the SFC. Balance amount if any may be used for undertaking necessary urgent works. <b>Action: Liaison Committee Qrts/ AAO, CDN</b>  2. Outside occupants are following the rules and regulations at residential quarters at present. No



				new allotment will be made in future. Hence it is decided to drop the item. <b>Item Dropped.</b>
103.01	<b>Review of Technical cadre strength of ICAR-CIFT:</b>  Kindly refer the letter F.No.TS-19(5)/2017/Estt-IV dated 06.01.2020, in this context; it is to be informed that the staff side has requested many times to upgrade the research centres to regional stations. But due to the shortage of staff the same has not been considered. Another one factor is that, all JLA posts have been abolished by the council in 2012. In CIFT, majority of the existing technical staff are appointed as JLA. Hence the following points may be considered and necessary justification be given while submitting the proposal to Council.  a) Staff pattern for two regional stations viz, Visakhapatnam/ Veralval may be prepared separately.	The issue was discussed in the meeting in detail  It is recommended to examine the ICAR letter dated 06.01.2020 thoroughly and do the needful on priority basis, as the last date to send the report to ICAR is 25.01.2020.  <b>Action: AAO, Estt.</b>	The revised proposal has already been sent to Council for approval on 20.01.2020. Council has now forwarded final draft of Technical Staff Cadre Review Statement of CIFT with a deadline to confirm the posts by 28.08.2020.	All the JLA posts in ICAR-CIFT has already been changed and intimated to the Council for approval. Waiting for the final cadre strength from the Council.  <b>Action: AAO, Estt.</b>



	The fishing vessel crew may be separated from the main stream strength as they are mandatory fishing vessel oriented posts.			
103.02	<p><b>Respiratory issues to staff members due to spreading of dust from the road in front of CIFT:</b></p> <p>The issue was discussed in the 97<sup>th</sup> IJSC meeting as agenda no.3 and was informed by the Chairman that the issue was already taken with Cochin Shipyard and Cochin Port Trust for necessary solution, Later the matter was discussed with the Shipyard officials in the chamber of CIFT Director. In the meeting they have agreed to spray water and clean the road at frequent intervals from 8.30 in the morning every day.</p> <p>Practically they are not regular in cleaning the road and spraying water. The dust flying while moving the loaded vehicles are heavily troubling the entire staff particularly at the opening and closing time of CIFT. In many occasions, the concerned officials</p>	<p>The issue was discussed in the meeting in detail and <b>decided to write to Cochin Port Trust authorities to remove the dust accumulated on road completely once in a week</b> so that after drying the sprinkled water, dust will not fly.</p> <p>It is also decided to write to Cochin Port Trust authorities to monitor the unauthorised parking vehicles on road in front of CIFT. Simultaneously a letter to concerned Traffic Police authorities for the unauthorised parking of vehicles in front of our office.</p> <p><b>Action: AAO, CDN</b></p>	<p>Letters to Cochin Port Trust and Harbour Police Station has already been issued. Based on our letter, Cochin Port Trust has instructed Cochin Shipyard to stop unauthorized parking of heavy vehicles in front of CIFT.</p>	<p>After a detailed discussion, Chairman instructed the HoD, Engg. to discuss the matter with the authorities of Cochin Shipyard and to follow up the action.</p> <p><b>Action: HOD, ENGG.</b></p>



	<p>of Shipyard were reminded the matter, but no result.</p> <p>The continuous flow of dust throughout a day for the last one year made many employees ill health.</p> <p>Hence urgent action may please be taken to control the dust.</p>			
103.03	<p><b>Repair of scooter shed at Office and Residential Complex:</b></p> <p>The roof of the scooter shed at office and behind Type-III quarters in the residential complex are in damaged condition. The same may be replaced with new one at the earliest.</p>	<p>After discussion, it was decided that, <b>Liaison Officer may submit indent in office immediately. It is decided to carry out necessary repairs immediately. Work of replacing the existing roofs will be undertaken in next EFC period.</b></p> <p><b>Action: Liaison Officer/AAO, CDN</b></p>	<p>On receipt of fund and indent, work can be started.</p>	<p>After a detailed discussion it was decided by the Chairman to replace the damaged roofing sheets of Scooter shed as petty work on priority basis.</p> <p><b>Action: AAO, CDN</b></p>
103.04	<p><b>Election to new JISC:</b></p> <p>Tenure of the existing JISC is expiring on 17.03.2020. Hence necessary action may be taken to conduct the election for the new members to the next tenure of JISC to be w.e.f.18.03.2020.</p>	<p>It was decided by the Chairman that the file may be moved immediately to nominate Returning Officer for taking further action to conduct JISC election.</p> <p><b>Action: AAO, CDN</b></p>	<p>Elected new members unopposed and office order issued.</p>	<p>Action over. Hence, it is decided to drop the item.</p> <p><b>Item Dropped.</b></p>
103.05	<p><b>Fixing of date for the next (104<sup>th</sup>) meeting of JISC</b></p>	<p>It was decided to convene the 104<sup>th</sup> JISC meeting on 16.04.2020 tentatively.</p>	<p>Due to COVID-19 pandemic, the meeting was postponed to 24.07.2020 and further to 26.08.2020.</p>	<p>Action over. Hence, it is decided to drop the item.</p> <p><b>Item Dropped.</b></p>



#### 4. NEW AGENDA TO BE DISCUSSED IN THE 104<sup>th</sup> IJSC MEETING


104.01	<p><b>Violation of Intra-institutional transfer guidelines of the Council at ICAR-CIFT:</b></p> <p>Recently ICAR-CIFT has issued some promotion and transfer orders in respect of Administrative Staff of ICAR-CIFT. Transfer of these persons to Research Centre is the violation of clause A(v) of the intra-institutional transfer guidelines issued by the Council vide F.No.TS.19(11)/2016-Estt.IV dated 06.09.2016. Therefore, Staff Side strongly propose to review the orders issued by ICAR-CIFT vide OM No.F.2-1/2020-Estt. Dated 16.03.2020, dated 24.03.2020 &amp; dated 16.04.2020 and post them at HQ itself to comply the ICAR Intra-Institutional Transfer Guidelines and proved the natural justice to the aggrieved employees who are superannuating within two years. Staff Side also recommends the Institute to adhere the policy guidelines for fulfilling the administrative requirements.</p>	<p>At the outset of the discussion, the Chairman intimated that the matter is under consideration of the Council and hence it cannot be discussed in the IJSC meeting. He said that the directions received from the Council in this regard will be implemented. Secretary (SS) has explained the circumstances to represent the matter to the Council.</p> <p>Waiting for the decision of the Council.</p>
104.02	<p><b>Sanctioning of P-Loans and Advances:</b></p> <p>As per Office Circular F.No.2-6/P-Loans-Budget/2019-Bills dated 19.03.2020 office has initiated that an amount of Rs.5,50,000/- is available with office and the staff who are in need were requested to submit the application for Computer advance/ p-loans. Accordingly, 16 staff members were applied for Computer advances. Out of 16 applications only 11 Nos. were admitted by restricting to Rs.5,50,000/-. Vide Office order No.F.2-1/2019-Bills dated <b>23.03.2020</b>, sanction orders were also issued for the same. But the sanctioned amount has <b>not been disbursed till date</b>. It is learnt that the allocated fund of Rs.75,00,000/- under P-loans and Advances, only Rs.52,00,000/- were utilized and balance of Rs.23,00,000/- available with the office. But vide circular dated 19.03.2020 it was only Rs.5,50,000/-. The later amount also not disbursed to the applicants.</p> <p>Therefore, Staff Side may know the following:</p> <ol style="list-style-type: none"> <li>1. The reason for non-disbursement of the computer advances sanctioned to 11 applicants.</li> <li>2. The reason for showing the lesser amount in the cited circular dated 19.03.2020.</li> </ol> <p>It is also proposed to take urgent necessary action to settle the issue at the earliest.</p>	<p>In the absence of FAO the matter has been explained by the Secretary, official side. But the Chairman agreed that some lapse has been happened in the matter and assured that as and when the funds are received from the Council, all the pending applications will be considered for payment on priority basis.</p>

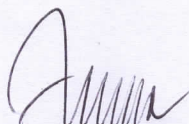



104.03	<p><b>Payment of Dress allowance to the Skilled Support Staff who have retired before the month of July:</b></p> <p>Vide ICAR Endt. F.No.GAC-21-35/2017-CDN dated 23.10.2017 and DoPT OM: F.No.14/4/2015-JCA2 dated 31-08-2017 Dress Allowance was allowed to the eligible categories of Group C/D employees by subsumed uniform allowance/washing allowance/stitching charges/shoe allowance etc. The order was implemented w.e.f. 01.07.2017. Unfortunately, ICAR-CIFT has not paid the allowance in 2017, i.e. immediately after issue of the order saying that the allowance shall be credited to the salary of the employees once in a year in the month of July. In our Institute it was implemented in the succeeding year of the order as in the form of reimbursement in the salary for the month of July 2018. Therefore, staff members retired in between August and June was not allowed this allowance. Hence, Staff Side strongly recommends to give the Dress Allowance to the eligible staff members who were retired between August and June after implementation of this allowance at ICAR-CIFT and continue this practice in future also.</p>	<p>The Secretary official side informed that all the eligible retired employees were paid with dress allowance recently except one employee, retired between 01.07.2017 and 01.07.2018. The Chairman assured that the pending case will also be considered favorably and necessary sanction order will be issued shortly.</p> <p><b>Action: AAO, Stores &amp; Purchase</b></p>
104.04	<p><b>Repair of Scooter shed in the office premises:</b></p> <p>It is noticed that Scooter shed (for staff) in the office premises is leaking heavily and it may cause damages/corrosion to the vehicles. Therefore, Staff Side requests to take urgent necessary action to repair/replace the scooter shed roof urgently.</p>	<p>Same as Agenda Item No.103.03.</p>
104.05	<p><b>Painting of ICAR-CIFT Residential Quarters at Thevara:</b></p> <p>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.</p>	<p>After the discussion, the Chairman agreed that after completing the urgent repair works at ICAR-CIFT Residential Quarters the painting work will be carried out on availability of funds.</p> <p><b>Action: AAO, CDN</b></p>
104.06	<p><b>Fixing of date for the 105<sup>th</sup> meeting of IJSC</b></p>	<p>It is decided to convene 105<sup>th</sup> IJSC meeting tentatively during the last week of October, 2020.</p>
104.07	<p><b>Any other matters with the permission of the Chair</b></p> <ol style="list-style-type: none"> <li>1. Digital Signature for IJSC Secretary (SS)</li> <li>2. Uploading proceedings of IJSC in ICAR-CIFT website.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary instruction will be issued to take DSC in the name of IJSC Secretary (SS).</li> <li>2. Proceedings will be uploaded in CIFT website.</li> </ol> <p><b>Action: AAO, Stores &amp; Purchase</b></p> <p><b>Action: Sr.AO/ OIC, AKMU</b></p>



	<p>3. Enhancement of CCL duration spell of 15 days in COVID-19 pandemic situation.</p>	<p>3.. Application for CCL for more than 15 days duly justified by the concerned HoD will be considered on case to case basis on merit.  <b>Action: AAO, Estt.</b></p>
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**Secretary (Staff side)**

  
**Director**

  
**Secretary (Official side)**  
 10/09/2020