



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद
(Indian Council of Agricultural Research)
सिफ्ट 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.6-1/2021-सम/Cdn.

दिनांक/ Date: 18.04.2023

पुष्टांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के एटिक हॉल में 17.03.2023 को 05.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के समिति कक्ष की 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 27.04.2023 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of **Review Committee of the Institute Joint Staff Council** of CIFT, Cochin held on 17.03.2023 at 05.00 p.m. in the Committee Room of CIFT, Cochin. 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, 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 27.04.2023 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.

सहा. प्रशा. अधि.(सम.)(प्र.)/Asst. Administrative Officer(Cdn.) i/c

वितरण/Distribution:

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

प्रतिलिपि सेवा में /Copy to:-

1. HOD, FP, FT, B&N, EIS, MFB, QAM
2. SIC, Research Centre of CIFT, Veraval/Visakhapatnam/Mumbai
3. CAO/SFAO/AO1/AO2/FAO/AAO(B)/AAO(C)/ AAO(E/AAO(S&P)/PS to Director.
4. OIC, Lib./AKMU/PME Cell /OL Section/Engg./ATIC/CO(Vehicles)
5. Liaison Officer, CIFT Residential Complex, Thevara.
6. Secretary, IJSC Staff Side/Official Side/Caretaker, CIFT, Cochin
7. Notice Board/Guard File.

Proceedings of the meeting of Review Committee of IJSC held on 17.03.2023 at 05.00 PM in the Committee Room of ICAR-CIFT, Cochin to Review the Action Taken on the Decisions taken in the 113th IJSC Meeting

The meeting of the Review Committee of the IJSC was held on 17.03.2023 at 05.00 PM in the Committee Room of ICAR-CIFT, Cochin to review the action on the decisions taken in the 113th meeting of the Institute Joint Staff Council held at Cochin on 08.02.2023. The following members were present in the meeting:

1. Dr. Toms C. Joseph, Pr. Scientist & HoDi/c, MFB Division : Chairman
2. Shri Anilkumar P P, Sr. Finance & Accounts Officer : Member
3. Shri R N Subramanian, Administrative Officer : Member
4. Shri P S Nobi, Technical Officer : Member
5. 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 113th meeting of the Institute Joint Staff Council held at ICAR-CIFT, Cochin on 08.02.2023.

Action Taken Report of 113th Meeting of IJSC

Agenda Item Number	Item description	Recommendation/ Decision of Review Committee Meeting
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 endorsement from ICAR is being awaited. Action: AAO, Bills
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	A letter to Fire & Rescue Department has been sent for conducting Fire Audit of our Institute and will pursue the matter directly. Reply from Fire & Rescue Department is awaited. Action: AAO, CDN/Chairman, Review Committee
110.01	Non-utilization of source of fund to ICAR Staff Welfare Fund-reg.	

	<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 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>A detailed letter clarifying the points sought by the Council will be sent in due course.</p> <p>Action: SF&AO/ AAO, CDN</p>
110.04	<p>Any Other Matter with the permission of Chair</p> <p>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.</p>	<p>A letter to the Secretary, Cochin Port Trust has been sent in this regard. Reply awaited.</p> <p>Action: Dr. Toms C Joseph, Nodal Officer</p>
111.01	<p>Points pertaining to Visakhapatnam research Centre of CIFT</p> <p>a. Non-implementation of IJSC decision-reg; It was decided and implemented in CIFT, that a facility of computer to all lower staff to be provided at all divisions/sections to facilitate the activities required to be done with internet facilities. In the recent visit of IJSC staff side at Visakhapatnam R/C of CIFT, it was noticed that the staff at Centre is not provided with computer. Hence it is requested that necessary action may please be taken to provide one computer at each section/division for this purpose.</p> <p>b. Maintenance of Residential campus at Visakhapatnam R/ Centre of CIFT-reg: It was observed by the staff side during the visit that, the entire building is required urgent civil repair work. In many flats, the sit out roof plastering is broken condition and it can be fallen at any moment. Even, the newly constructed Type-III roof are found leaking. Hence urgent attention is invited to this issue.</p>	<p>The funds allotted under the head: 'Information Technology' for the current Financial Year is fully committed/ booked. The additional fund received was under the head: GIA-General not under Capital.</p> <p>Action: AAO, S&P</p> <p>Intimation regarding payment of advance to CPWD has been sent to SIC, Vizag on 11.04.2023.</p> <p>Action: SIC, Visakhapatnam Centre</p>

	<p>c. Drinking water facility at Residential campus at Visakhapatnam R/ Centre of CIFT-reg:</p> <p>It was a long pending anomaly of the occupants of Residential Campus at Visakhapatnam centre. The occupants are not getting drinking water at their flat. Earlier the ground water was purified with an RO plant and provided to them, but now that is also not working. Necessary arrangements may please be made for getting drinking water at their flats.</p> <p>d. Proper seating facility for staff members-reg:</p> <p>The lower staff are not provided with seating facility at Office at Visakhapatnam R/ Centre of CIFT. Even the Technical officers are seen sitting the middle of debris/disposed equipment's. Urgent attention is solicited in this matter.</p>	<p>ICAR-CIFT share has been handed over to ICAR-CMFRI and pursuing the matter with GVMC.</p> <p>Action: SIC, Visakhapatnam Centre</p> <p>Condemnation process is in progress and yet to be completed.</p> <p>Action: SiC, Visakhapatnam R/C of CIFT</p>
111.04	<p>Two-wheeler parking facility at office proposal reg:</p> <p>The present parking facility is not sufficient for two wheelers at office. Many two wheelers are parking in the car parking area and on corridors entrances. It is proposes to make new parking place for Two wheelers.</p>	<p>Two-wheeler parking facility has been arranged in the area between FT Division and Seminar Hall.</p> <p>Action: OiC E&M Cell/ Civil Engineer</p>
111.05	<p>Any Other Matter with the permission of Chair 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 centers.</p>	<p>Both points will be discussed in the Annual General Body Meeting of CIFT Recreation Club proposed to be held in the month of April, 2023.</p> <p>Action: Chairperson, CIFT R/C</p>
112.01	<p>Inter section transfer of Administrative/SSS-reg:</p> <p>Inter section transfer of the administrative/SSS staff has been happening at CIFT after 5 years for the past many years as per the decision of IJSC. By showing practical issues, this decision is not being implemented on time or lagging it. So, the very purpose of the decision is seen diluted or forfeited. Hence staff side requested to implement the decision promptly.</p>	<p>Due to the shortage of staff, this mater is kept pending. After March, 2023 this will be processed.</p> <p>Action: AAO, Estt.</p>
112.03	<p>Compassionate appointment -implementation of DoPT guidelines-reg:</p>	

	<p>Due to one or other reasons, the compassionate appointment of many deserving cases are pending for the last 5 years at this institute. The staff side proposals in this regard were turn down number of times stating the lack of RR in this regard. Now vide OM F.No.14014/1/ 2022-Estt.D dated 02.08.2022, DoPT issued new guidelines in this regard. Hence staff side proposed to take urgent necessary action to complete the Compassionate appointment at the earliest.</p>	<p>File under process.</p> <p>Action: AAO, Estt.</p>
112.04	<p>Any other matters with the permission of Chair</p> <p>4.Only Kochi centre 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>6.Posting order of SSS attached to the sections at centers</p>	<p>File under process. The proposal will be placed in the next IMC meeting.</p> <p>Action: AAO, Bills</p> <p>Will be considered.</p> <p>Action: AAO, CDN</p>
113.02	<p>Reimbursement of registration fee with regard to mortgage and re conveyance of property- reg:</p> <p>It is noticed by staff side that, one of the employees is asked to refund the reimbursement of registration fee on re-conveyance of property in connection with his house building loan. The order issued is order is vague in nature and states that the payment is not as per rules. If that was the reason, why the payment made while submitted the bill. As it is a general concern, the same may please be reviewed urgently.</p>	<p>The matter is under process.</p> <p>Action: AAO, Bills</p>
113.03	<p>Any other matters with the permission of Chair</p> <p>1.Disposal of representation/request of staff on time bound manner-reg:</p> <p>As per DoPT guidelines, an individual representation/requests are to be disposed of /replied within a period of one months' time. ([Para 2 of OM No. 118/52-Ests dated 30.04.1952] [Para 2 of OM No. 11013/08/2013-Estt.A-III dated 31.08.2015]) But staff side noticed that this is not maintained in many cases at this office. It is requested to communicate the reply to the individual within the specified period.</p> <p>2.Recruitment/promotion with regard to maintenance of roster-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 roster has been changed without prior approval of concerned authority and the same was adversely affected the timely promotion of staff also. This sudden change will be applicable to</p>	<p>The requests/ representations are processing in a time bound manner only. However, the delay occurred in some cases are due to non-availability of the concerned committee members.</p> <p>Action: CAO, Head of office</p> <p>The promotions were done as per roster and recruitment rule only. Delay if any, happened is only because of corrective administrative measures.</p> <p>Action: CAO, Head of office</p>

<p>future promotions/ recruitment 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>3. Sitting space for the staff working at different laboratories-reg: It is noticed by the staff side that, due to the enhancement of students in different projects, the laboratories are packed and the regular staff are struggling for sitting space. Suitable remedy may be found to resolve the issue.</p> <p>4.The Quarters allotments happened in violation to the CIFT Quarters Allotment Rules and without routing through the Quarters Allotment Committee. It is noticed by the staff side that; an allotment is made by the office in violation to the CIFT Quarters Allotment Rule 2019- clause 9(d). Further, an allotment made to an outsider without the knowledge of Quarters Allotment Committee. As per guidelines, if any special circumstances exists, the file should have been submitted to QAC. In both cases, the same was not happened.</p>	<p>Will pursue the matter with the recommendation of the Space Allotment Committee.</p> <p>Action: AAO, CDN/ Chairman, Space allotment committee</p> <p>In future all such cases will be considered only with the recommendation of the Quarters Allotment Committee.</p> <p>Action: AAO, CDN</p>
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Member Secretary,
IJSC Review Committee