



फा.सं./No.F.6-1/2020-सम/Cdn.

दिनांक/ Date: 11.06.2021

पृष्ठांकन/ENDORSEMENT

के.मा.प्रा.सं., कोचीन के सम्मेलन कक्ष में 09.04.2021 को 12.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के 106 वीं बैठक की संलग्न कार्यवाही को पाएँ 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 10.07.2021 को सकारात्मक से अधोहस्ताक्षरी को प्रस्तुत किया जाए।

Please find enclosed herewith the proceedings of the meeting of 106<sup>th</sup> meeting of the Institute Joint Staff Council of CIFT, Cochin held on 09.04.2021 at 12.00 p.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 10.07.2021 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 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 &  
सचिव/Secretary (Official Side), IJSC

**ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
**(Indian Council of Agricultural Research)**  
**Willington Island, Matsyapuri PO.,**  
**COCHIN 682 029.**

**Proceedings of the 106<sup>th</sup> meeting of IJSC of ICAR-CIFT held at 12.00 hrs**  
**on 09.04.2021 in the Conference Hall of CIFT, Cochin.**

The following members were present in the 106<sup>th</sup> meeting of IJSC of CIFT held at 12.00 hrs on 09.04.2021 in the Conference Hall of CIFT, Cochin.

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|--|-----------------------------|
| 1. Dr. Ravishankar C N, Director               | : Chairman                  |
| 2. Dr. Asok 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. Sri K.S. Sreekumaran, FAO                   | : Member (Official Side)    |
| 6. Sri R.N.Subramanian, AO                     | : Member (Official Side)    |
| 7. Sri W. Sreenivasa Bhat, SAO                 | : Secretary (Official Side) |
| 8. Sri P.S. Nobi, Technical Officer            | : Secretary (Staff Side)    |
| 9. Sri K.B. Sabukuttan, AAO                    | : Member (Staff Side)       |
| 10. Sri K. Das, Assistant                      | : Member (Staff Side)       |
| 11. Sri V. Vipin Kumar, Sr. Tech. Asst.        | : Member (Staff Side)       |
| 12. Sri P. Raghavan, SSS                       | : Member (Staff Side)       |

Sri A. Vinod, SSS, Member (Staff side) has not attended the meeting as he was on leave.

The meeting started with opening remarks of Chairman of IJSC. He welcomed all the members of the IJSC meeting. He emphasized the COVID-19 pandemic situation. Chairman also stressed about the individual responsibility for keeping oneself 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 proceeded with agenda items one by one.

**Item No.2: Confirmation of proceedings of 105<sup>th</sup> IJSC meeting held on 15.12.2020.**

The proceedings of 105<sup>th</sup> IJSC meeting held on 15.12.2020 were confirmed.

**Item No.3: Action taken report on the proceedings of 105<sup>th</sup> JISC meeting held on 15.12.2020.**

Agenda Item Number	Item description	Recommendation	Action taken	Review Decision
95.02, 97.01, 99.02	Transfer of Welfare Fund from consultancy projects/share from analytical & training services	Staff side seek attention and action on ICAR OM F.No.22(7)/2018-Estt.III dated 28.10.2020 & letter even No. dated 29.10.2020. After discussions, Director has assured that retiring employees will be respected as per revised OM. The ICAR letter will be answered immediately; a meeting with related officers will be convened immediately after the JISC. With regard to analytical test, asked office to seek clarification immediately from Council and settle the long pending issue	A letter seeking clarification is issued to director(finance)	It was decided to mark a copy of the letter addressed to any higher authority on the basis of JISC decision is to be marked to the Secretary, SS, JISC also. Accordingly the letter addressed to Director (Finance) be marked to the Secretary, SS, JISC Action: AO
99.05	a. Provision of interlocking tiles in residential area	Awaiting the approval of SFC Action: AAO, CDN	Estimate obtained from CPWD for tile work for the area from Type-II to Type-I. Remaining area will be tarred. Action: AAO, CDN	Awaiting SFC approval.

101.04	Renovation of dress changing room of SSS	Action is to be initiated immediately by office for completing the work. <b>Action: AAO, CDN</b>	Requested estimate from Civil Engineer to carry out during 2021-22. <b>Action: AAO, CDN</b>	<b>Chairman instructed AO to take necessary steps for speedy implementation.</b> <b>Action: AO</b>
101.11	1. Maintenance of residential campus	Action is to be initiated immediately by office for completing the work. <b>Action: AAO, CDN</b>	Periodical grass cutting, removal of garbage waste etc. are carried out satisfactorily through Liaison Committee. <b>Action: AAO, CDN</b>	As mentioned, action is over and as such recommended to drop the item. Accordingly <b>Item dropped</b>
103.03	Repair of scooter shed at office and residential complex	As the damaged roof sheets are only to be changed to repair these scooter sheds, immediate action may be initiated to complete these works <b>Action: AAO, Cdn</b>	Requested estimate from Civil Engineer to carry out during 2021-22. <b>Action: AAO, CDN</b>	<b>Decision same as 101.04</b>
104.04	Repair of scooter shed in office premises			
104.05	<b>Painting of ICAR-CIFT Residential Quarters at Thevara:</b> 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.	<b>Awaiting approval of SFC.</b>  <b>Action: AAO, CDN</b>	Estimate obtained from CPWD to carry out during FY 2021-22. <b>Action: AAO, CDN</b>	Awaiting SFC approval.

105.01	<p><b>Proposal for approving hospitals for the treatment of staff and their family members: reg:</b> 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.</p>	<p>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. <b>Action: AAO, C&amp;B</b></p>	<p>The proposal has been placed before IMC held on 09.03.2021 and the recommendations sent to Council for approval. <b>Action: AAO, C&amp;B</b></p>	<p>Awaiting approval from IMC.</p>
105.02	<p><b>Covid-19 pandemic control guidelines issued by ICAR and non-co-operation of few Section officers of the Institute: reg:</b> 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</p>	<p>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. <b>Individual grievances, if any, may be brought to the notice of the Director for consideration.</b></p>	<p>Weekly roster has been withdrawn but staggering of time is continuing &amp; it is strictly monitored.</p>	<p>Recommended to drop the item. Accordingly <b>Item dropped</b></p>
105.03	<p><b>Lack of orientation training to newly recruited employees, especially LDCs recently promoted from SSS grade-reg:</b> Recently 3 supporting staff was</p>	<p>After discussion, it was decided by the Chairman that necessary training to</p>	<p>Arrangements have already been made to give the training. The training will be</p>	<p>Due to COVID-19, the training is postponed. It will be conducted as soon as possible. <b>Action: AAO, Estt.</b></p>

	<p>promoted to LDC. Till their joining to the present position, they were performed the duties as per the direction of superiors. But, in the new capacity, they have to initiate many actions their own. So, they need training in the corresponding field. That was not happened in their case and is struggling with different types of issues in their allotted area of work, which are very new to them.</p> <p>Hence, it is proposed that a well-planned training programme may be provided to them at the earliest. This will improve their efficiency and increase positive attitude to the work.</p>	<p><b>the LDCs who have been newly promoted from SSS Grade will be given at the earliest.</b>  <b>Action: AAO, Estt.</b></p>	<p>started in the month of April, 2021.  The Competent Authority has nominated these 3 LDCs for the ISTM online training programme on "Noting and Drafting".  <b>Action: AAO, Estt.</b></p>	
105.04	<p><b>LTC Relaxation may be allowed to the aggrieved employees-reg:</b></p> <p>A group of CFTT employees and their family members were availed LTC during 25.02.2012 to 02.03.2012 to visit NER. The entire group was booked ticket through a private agency and submitted the ticket to the office for LTC advance and had sanctioned 90% of the ticket amount as advance. Later office had insisted for ticket from Air India and the entire group has forced to submit the same for settlement of the claim. Due to this action of the office all employees</p>	<p>After discussion on the issue, the Chairman has agreed to examine the issue and assured to implement the contents of ICAR endorsement dated 18.06.2020 on receipt of requests from individuals concerned.  <b>Action: AAO, Bills</b></p>	<p>Claims will be processed on receipt of the same.  <b>Action: AAO, B</b></p>	<p>Claims will be processed as and when it is received.  <b>Action: AAO, B</b></p>

	<p>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&amp;K and NER during the period of January 2010-June 2014 and booked the ticket through travel agents other than M/s. Balmer Lawrie &amp; Company, M/s Ashok Travels &amp; 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.</p>			
105.05	<p><b>Residential Complex Thevara-Compound wall fencing-reg:</b>  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</p>	<p>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.  <b>Action: AAO, CDN</b></p>	<p>Requested estimate from Civil Engineer to carry out during 2021-22.  <b>Action: AAO, CDN</b></p>	<p>Awaiting estimate from Civil Engineer.  <b>Action: AAO, CDN</b></p>

105.07	<p>Any other items with the permission of the Chair</p> <ol style="list-style-type: none"> <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 IJSC Members at least seven days before to the proposed meeting date.</li> </ol>	<p>Chairman has agreed and instructed the Maintenance Cell to take up the required repairs immediately.</p> <p><b>Action: SIC, Maintenance Cell</b></p> <p>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.</p> <p><b>Action: SIC, AKMU</b></p> <p>Chairman has asked to adhere to the prescribed schedule in circulating the agenda items to all IJSC members.</p> <p><b>Action: AAO, CDN</b></p>	<p>The pipe line has been checked and the leakage could not be traced under the tarred area. Remaining area will be digged soon.</p> <p><b>Action: OIC, E&amp;M Cell</b></p> <p>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 being processed.</p> <p><b>Action: SIC, AKMU</b></p> <p>Agenda items for the forthcoming IJSC meetings will be circulated well in advance to the IJSC members.</p> <p><b>Action: AAO, CDN</b></p>	<p><b>Decision same as 101.04</b></p>
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## Item No.4: New Agenda items for discussion in the 106<sup>th</sup> IJSC Meeting

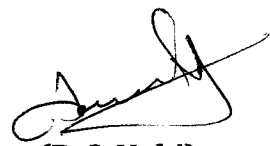
Agenda Item Number	Item description	Office view	Decision
106.01	<p><b>Threatening of regular employees by the contractors- Protection for life-reg.</b></p> <p>It is very unfortunate to listen that one (manpower) contractor is threatening a regular staff through contractual staff. Earlier there were instances that contractual staff was commanding/ interfering the routine activities of regular employees.</p> <p>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.</p> <p>Hence staff side once again proposed to review the matter seriously and make necessary arrangements to control the contractual</p>	<b>Will be discussed.</b>	<p>The issue was discussed in the meeting in detail. While discussion, staff side was very much 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.</p> <p>After discussion, it was <b>decided by the Chairman that on written complaint with evidence, definitely necessary action will be taken against the agency.</b></p> <p style="text-align: right;"><b>Action:AAO-CDN</b></p>

	hands from their endless service and remove the contractors who are threat to the lives of regular employees of the Institute.		
106.02	<p><b>Entitlement of Taxi Fare paid from Guest House to Airport at Metropolitan cities-reg.</b></p> <p>Recently, it was experienced by the Secretary, Staff Side that the taxi charges claimed from NASC Guest House to Airport on tour is allowed only @ Rs.14/- per Km. On enquiry, it is understood that the same practice is continuing at this office from long back. Kindly refer the SR 46(5), it clearly said "entitlement for journeys on tour from residence/ office to airport/railway station &amp; back in Metropolitan Cities- actual taxi charges is to be paid on the basis of self-certificate of the touring official concerned." Further, it 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.</p>	Will be discussed.	<p>The issue was discussed in the meeting in detail. While discussion, staff side showed the Swamys reference guide shows the Delhi Transport Commissioner's order, for taxi mileage rate is Rs.20/-, but office paying only Rs.14/-. After discussion, it was decided by the Chairman that necessary action will be taken to settle the issue.</p> <p><b>Action:AAO Bills</b></p>
106.03	<p><b>Proposal for "Best Worker" recognition in each category for their achievements in service-reg.</b></p> <p>In many ICAR institutes, the employees are respected for their performance in each cadre viz: Scientific/ Technical/ Administrative/ SSS. The best one is respected in the Foundation Day Celebration of the</p>	Will be discussed.	<p>After discussion, it was decided by the Chairman that a Committee will be constituted to study the best way of approach to find out the "Best worker".</p> <p><b>Action: AAO, Estt.</b></p>

	Institutes.  Staff side proposes to start the same in CIFT also.		
106.04	<p><b>Non-implementation of IJSC decisions in the recent past-reg.</b></p> <ol style="list-style-type: none"> <li>1. Partition/ renovation of dressing room for SSS</li> <li>2. Replacement of damaged Asbestos sheets of Scooter shed at Office building.</li> <li>3. Proper use of Bio Gas plant at Office premises.</li> </ol> <p>Every meeting, Chairman assuring that the work will be done immediately. But in every action taken report, it is seen that due to shortage of fund it is not possible. Hence suitable corrective measures may please be taken to implement the decisions in time.</p>	<p><b>Due to lack of fund, it could not be carried out during last FY since there was a 20 percent cut. But later the cut was withdrawn but sufficient time was not available to include the said works. Hence, this will be carried out during FY 2021-22.</b></p>	<p><b>1,2 Decision same as 101.04.</b></p> <p><b>3.AO may be looked into for speedy action</b></p>
106.05	<b>Fixing of date for the 107<sup>th</sup> meeting of IJSC</b>		<b>Date of 107<sup>th</sup> IJSC meeting is tentatively fixed on 13.07.2021</b>
106.06	<b>Any other matters with the permission of the Chair</b>		

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

  
**(W. Sreenivasa Bhat)**  
**Secretary Official side**

  
**(P. S. Nobi)**  
**Secretary Staff side**

  
**Director**