



No.F.6-1/2026-Cdn.

Date: 11.03.2026

ENDORSEMENT

Please find enclosed herewith the Review committee proceedings of the **116th meeting of the Institute Joint Staff Council of ICAR-CIFT, Kochi** held on 09.03.2026 at 03.00 p.m. in the Committee room of ICAR-CIFT, Kochi. The Review committee proceedings of the meeting of the IJSC may kindly be circulated among all the staff members of the Divisions/Sections/Research Centres for information, perusal and necessary action. It is, therefore, requested to take appropriate action for the implementation of the decisions taken in the meeting pertaining to the Sections/Divisions/Centres strictly. The action taken report may please be submitted to the undersigned by **25.03.2026** positively.

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


Sr. Administrative Officer.

Distribution:

- | | |
|--|-----------------------------|
| 1. Dr. Bindu. J., HOD., FP Division | : Member (Official Side) |
| 2. Dr. Remesan. M.P, HoD, FT Division | : Member (Official Side) |
| 3. Dr. Nikita Gopal, HoD, EIS Division | : Member (Official Side) |
| 4. Dr. R. Anandan, HoD, B&N Division. | : Member (Official Side) |
| 5. Head of Accounts. | : Member (Official Side) |
| 6. Head of Administration. | : Secretary (Official Side) |
| 7. Shri. Vinod. G, Sr. Technical Assistant. | : Secretary (Staff Side) |
| 8. Shri. Vipin Kumar V, Technical Officer | : Member (Staff Side) |
| 9. Shri. P Mani, Assistant. | : Member (Staff Side) |
| 10. Shri. P.N. Nikhil Das, LDC. | : Member (Staff Side) |
| 11. Shri. Raghavan P, MTS | : Member (Staff Side) |
| 12. Shri. Kedar Mehar, MTS. Viz. R.C of ICAR-CIF | : Member (Staff Side) |

Copy to:

1. HoD, FP/ FT/ MFB/ B&N/ QAM/ EIS, ICAR-CIFT, Kochi.
2. SIC, Research Centre of CIFT, Veraval/ Visakhapatnam/ Mumbai.
3. SAO/SFAO/FAO/AAO(B)/AAO(C)/AAO(E)//AAO(P)/AAO(S)
/PS to Director, ICAR-CIFT, Kochi.
4. OIC, Lib./ ATIC/ AKMU/PME Cell/Engg & CO(Vehicles)
5. Vigilance Officer, Security Officer, Chairman, Dept. Canteen, ICAR-CIFT, Kochi.
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 09.03.2026 03.00 PM IN ICAR-CIFT, KOCHI TO REVIEW THE ACTION
TAKEN ON THE DECISIONS TAKEN IN THE 116TH MEETING OF THE
INSTITUTE JOINT STAFF COUNCIL HELD AT CONFERENCE HALL OF ICAR-
CIFT, KOCHI ON 19.08.2025.**

The meeting of the Review Committee of the IJSC was held on 09.03.2025 at 03.00 pm in ICAR-CIFT, Kochi to review the action on the decisions taken in the 116th meeting of the Institute Joint Staff Council held at ICAR-CIFT, Kochi on 19.08.2025. 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 (Absent)
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 116th meeting of the Institute Joint Staff Council held at ICAR-CIFT, Kochi on 19.08.2025.

ACTION TAKEN REPORT OF 116TH 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>As instructed by ICAR, the matter has been examined by the office through a committee constituted by the Director.</p> <p>The Committee examined the matter and decided not to implement the said OM until it is endorsed by ICAR.</p> <p style="text-align: center;">Agenda dropped.</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.</p> <p style="text-align: center;">Agenda dropped.</p>

<p>110.01</p>	<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 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>After discussion, it was decided by the Chairman that the matter may be considered case to case wise and it may be justified and transferred to concerned works/activities.</p> <p>Agenda dropped.</p>
<p>110.04</p>	<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 and for getting the under-utilized space behind the Wood Preservative Lab for making visibility to Institute.</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.</p> <p>Agenda dropped.</p>
<p>111.05</p>	<p>Any Other Matter with the permission of Chair Recreation club related matters.</p> <p>Farewell to the employee who transferred from CIFT HQ to other institutes/ centres permanently after serving long period.</p>	<p>After discussion, it was decided by the Chairman that the matter is reviewed in Next Club General Body meeting and the time period is fixed to 5 years</p> <p>Agenda dropped.</p>
<p>112.04</p>	<p>Any Other Matter with the permission of Chair</p> <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>After discussion, it was decided by the Chairman that it will be submitted in the next IMC meeting.</p> <p>It will be implemented at the time of next contract renewal.</p> <p>Agenda dropped.</p>
<p>113.03</p>	<p>Any other matters with the permission of Chair 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</p>	<p>At present there is no pending issues of Recruitment /Promotion as Institute is concerned. The vacancies are reported at the time for recruitment to be done by ICAR.</p> <p>Agenda dropped.</p>

	urgently to avoid any time delay in the promotion of administrative staff which are vacancy based.	
114.03	Disposal Machine for Sanitary Napkins to be installed in Toilets of all floors	Chairman instructed to expedite the process, through women cell and it will be implemented at the earliest. Agenda dropped.
114.05	Facilities for Two-wheeler Parking in Residential Quarters.	Proposal received from Liaison Officer. It will be implemented based on the availability of fund. Agenda dropped.
114.06	Any other matter with the permission of the chair A water cooler to be provided in the ground floor Seniority List of Admin & SSS Staff to be published	It was decided to make necessary arrangements for the procurement of water cooler. Hence it is recommended to drop the item. Copy is circulated and available in Establishment Section. Agenda dropped.
115.03	Any other Matter with the Permission of the Chair 1. Ensure sufficient Permanent hands in key positions/sections. Best Employee Award	Alternate arrangements have been made to ensure continuity of works during the absence of permanent staffs in key position. Hence it is recommended to drop the item. Based on the committee's recommendation it will not be implemented practically. Agenda dropped.
116.01	TA allowance for Local Tour It is submitted that staff members are required to undertake local tours/duties within the station limits in connection with official work. In this regard, it is requested that approval may kindly be accorded for granting Travelling Allowance (TA) for such local tours, as per the admissible rules. All claims shall be regulated in accordance with the admissible provisions.	A separate staff car rule is applicable for drivers for claiming local TA. They are eligible for TA only when travelling beyond the Kochi Urban Agglomeration limits. For other employees however, may claim local TA as per the applicable rules. Recommended to drop the item.
116.02	Drinking water facility at Plant/ Engineering Workshop area reg:	

	Necessary arrangements may please be made for getting drinking water Plant/ Engineering Workshop area of CIFT HQ.	No indent or proposal in this regard has been received from the concerned Divisions.
116.03	<p>Arrangements for Transferring Items from Store</p> <p>Necessary assistance/manpower for transportation may be provided for shifting heavy items from the Stores/Purchase Section to the respective Divisions/Sections. The concerned staff shall carry out the work under the supervision of the respective Section In-charge.</p>	<p>Due to shortage of fund, posting of contractual staff can't be possible. We may engage one male MTS for the purpose and deliver the equipment to concerned divisions/sections.</p> <p>Recommended to drop the item.</p>
116.04	<p>Age Restriction for Contractual staff</p> <p>It has been observed that the age of certain contract staff presently engaged has exceeded 65 years. In order to maintain uniformity and in line with the prevailing rules, it is hereby proposed that the maximum permissible age limit for engagement/renewal of contract staff be fixed at 60 years. Accordingly, with effect from the next renewal, no further extension/renewal shall be granted to any staff member who has attained the age of 60 years or above</p>	Informed to all existing contractors and to be implemented on 31.03.2026
116.05	<p>Lab Cleaning staff for Respective labs.</p> <p>It is requested that cleaning staff may kindly be allotted/engaged for the concerned laboratories to ensure proper cleanliness, hygiene, and maintenance.</p>	<p>After discussion it was decided that posting of additional contract cleaning staff in the divisions/ sections is presently not feasible due to shortage of funds. A substantial amount has already been spent on the remuneration of existing contractual employees. It is also discussed that some field staff can be appointed through projects funds and engaged for such works.</p> <p>No reply has been received from the Divisions.</p>
116.06	<p>Electrical Vehicle Charging station</p> <p>It is submitted that provision of an electrical charging station within the office premises is required to facilitate the charging of official and staff vehicles. Approval may kindly be accorded for its installation at a suitable location within the premises.</p>	<p>Institute has no electric vehicle at present and the number of vehicles requiring such facility is very limited.</p> <p>Recommended to drop the item.</p>
116.07	<p>Parking facility at office/ Quarter area reg:</p> <p>The present parking facility is not sufficient for two-wheelers at the office and for four-wheelers at the Residential Complex. It is proposed</p>	At the Residential Quarters, additional parking facilities have been provided near the Water Overhead Tank and in front of the Type III Quarters by laying

	<p>to create additional parking space to meet the requirement.</p>	<p>tiles. At present, no additional parking space is available for two wheelers in the office premises. A proposal for creating additional parking space in the office premises will be placed before the next works committee for consideration in the next financial year.</p>
<p>116.08</p>	<p>Any other matters with the permission of Chair</p> <p>1.Identity Cards for Skilled Support Staff.</p> <p>As per order no. F. No.1-4/2023-Estt dated 16.12.2024, the designation of Skilled Support Staff has been changed to Multi-Tasking Staff (MTS). However, the office ID card still shows the Old Designation. Kind approval requested to update the ID cards with revised designation at the earliest.</p> <p>2.Identity for Project students/ PhD Students/Interns/ Young Professionals etc.</p> <p>It is noticed that some Project Students, PhD scholars, and Young Professionals who have been relieved from CIFT are still in position of their ID Cards. It is requested that the ID cards of such Individual be collected at the time of their relieving, upon the completion of their tenure.</p>	<p>Action is being taken for issue of new ID cards changing the designation shortly.</p> <p>After obtaining dues certificate, Project students and PhD scholars will be relieved from their duties.</p> <p>The committee also recommended to issue ID Cards to YP's, Students, Trainees etc. with variant colors and issue printed pass to the visitors with the help of Library.</p>

Rumbar
11/3/24

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

11/3/24



भाकृअनुप - केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
ICAR - CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
सिफ्ट जंक्शन, विल्लिडन आईलैंड, मत्स्यपुरी पी.ओ., कोचिन, - 682 029, केरल, भारत।
CIFT Junction, Willingdon Island, Matsyapuri P.O., Cochin, - 682 029, Kerala, India.
(ISO/IEC 17025: 2005 Accredited & ISO 9001: 2008 Certified)



F. No. 6-1/2026-Cdn.

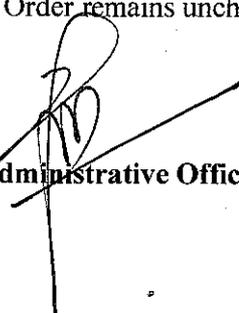
Date: 18.03.2026

CORRIGENDUM

The following changes may be noted in the Office Order No. F. No. 6-1/2026 dated 16.03.2026 regarding Election of Members to Institute Joint Staff Council (IJSC).

Sl. No	IN PLACE OF	Sl. No	READ AS
1.	Dr. Pe. Jeyya Jeyanthi, Senior Scientist, EIS Division, ICAR-CIFT, Kochi.	1.	Dr. Pe. Jeyya Jeyanthi, Principal Scientist, EIS Division, ICAR-CIFT, Kochi.

All the other details of the above mentioned Office Order remains unchanged.


Sr. Administrative Officer

To

Dr. Pe. Jeyya Jeyanthi, Principal Scientist, EIS Division
(Thru: The HoD, EIS Division)

Copy to:

1. HoD, FP/ FT/ MFB/ B&N/ QAM/ EIS, ICAR-CIFT, Kochi.
2. SIC, Research Centre of CIFT, Veraval/ Visakhapatnam/ Mumbai.
3. SAO/SFAO/FAO/AAO(B)/AAO(C)/AAO(E)/AAO(E&M)/AAO(P)/AAO(S)/PS to Director, ICAR-CIFT, Kochi.
4. OIC, Lib./ ATIC/ AKMU/PME Cell/Engg & CO(Vehicles)
5. Vigilance Officer, Security Officer, Chairman, Dept. Canteen, ICAR-CIFT, Kochi.
6. Liaison Officer, CIFT Residential Complex, Thevara.
7. Secretary, IJSC Staff Side/Official Side/ Caretaker, CIFT, Kochi.
8. Notice Board/ Guard File.