



केन्द्रीय मात्स्यिकी 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 17025:2005 Accredited & ISO 9001:2008 Certified)



फा.सं./No.F.6-2/2017-सम/Cdn.

दिनांक/ Date: 11.01.2018

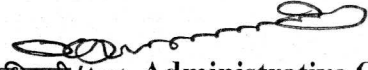
पृष्ठांकन/ENDORSEMENT

संस्थान में 27.12.2017 को 11.00 बजे आयोजित के.मा.प्रा.सं., कोचीन के संस्थान संयुक्त कर्मचारी परिषद के समीक्षा समिति की बैठक की कार्यवाही को पाएँ। सं.सं.क.प. के समीक्षा समिति 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 कार्यवाई करें। कार्यवाई रिपोर्ट 22.01.2018 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 27.12.2017 at 11.00 a.m. at this Institute. 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 and perusal. You are, therefore, requested to please take necessary action for the implementation of the decisions pertaining to your Section/Division/Centre strictly. The action taken report may please be submitted to the undersigned by 22.01.2018 positively.

यह निदेशक, के.मा.प्रा.सं., कोचीन के अनुमोदन से जारी किया जाता है।/This issues with the approval of the Director, CIFT, Cochin.

Encl: As above.

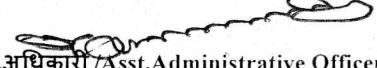

सहा.प्रशा.अधिकारी /Asst. Administrative Officer

सेवा में/To

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| 1. Dr. George Ninan, Principal Scientist | : Chairman |
| 2. Shri P.J. Davis, Sr. Administrative Officer | : Member |
| 3. Smt. Christina Joseph, Administrative Officer | : Member |
| 4. Shri K.S. Sreekumaran, Finance & Accts. Officer | : Member |
| 5. Shri P.S. Nobi, Technical Officer | : Member |
| 6. Shri K. B. Sabukuttan, Asst. Administrative Officer | : Member |
| 7. Shri P. Krishnakumar, Asst. Admn. Officer (Cdn.) | : Member Secretary |

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. OIC, Lib./Tech. /CO(Vehicles)/ATIC
4. Chairman, Deptl. Canteen/Quarters Allotment Committee
5. Liaison Officer, CIFT Residential Complex, Thevara.
6. SAO/ AO/ FAO/AAO(E)/AAO(B)/AAO(C)/AAO Store (Purchase) (Issue)/OIC(OL)/PA to Director.
7. Secretary, IJSC Staff Side/Official Side/Caretaker, CIFT, Cochin - 29.
8. ✓ Dr. C.G. Joshy, Scientist & In-Charge, AKMU, CIFT, Cochin - It is requested that these proceedings may be uploaded on CIFT Website www.cift.res.in.
9. Notice Board/Guard File.


सहा.प्रशा.अधिकारी /Asst. Administrative Officer (Cdn.)

PROCEEDINGS OF THE MEETING OF REVIEW COMMITTEE OF IJSC HELD ON 27.12.2017 AT 11.00 A.M. IN THE COMMITTEE ROOM OF CIFT, COHIN TO REVIEW THE ACTION TAKEN ON THE DECISIONS TAKEN IN THE 94TH MEETING OF THE INSTITUTE JOINT STAFF COUNCIL HELD AT CONFERENCE HALL OF CIFT ON 30.10.2017

The meeting of the Review Committee of the IJSC was held on 27.12.2017 at 11.00 a.m. in the Committee Room of CIFT, Cochin to review the action on the decisions taken in the 94th meeting of the Institute Joint Staff Council held at Cochin on 30.10.2017. The following members were present in the meeting:

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| 1. Dr. George Ninan, Principal Scientist | : | Chairman |
| 2. Shri. P.J. Davis, Sr. Administrative Officer | : | Member |
| 3. Smt. Christina Joseph, Administrative Officer | : | Member |
| 4. Shri. P.P.Anil Kumar, Asst. Finance & Accts. Officer | : | Member |
| 5. Shri. P.S. Nobi, Technical Officer | : | Member |
| 6. Shri. K.B.Sabukuttan, Asst. Administrative Officer | : | Member |
| 7. Assistant Administrative 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 94th meeting of the Institute Joint Staff Council held at Cochin on 30.10.2017.

ATR of 94rd Meeting of IJSC

Agenda Item No.	Item	Recommendation/ Decision of the Review Committee Meeting
88.06	<p>Individual water meter for all residents of Residential complex-reg: Years back, the issue was discussed in the IJSC and decided to fix individual meters to all occupants. But no action has taken so far to fix meter to individual flats. The matter may be discussed in the meeting and decide suitably.</p> <p>It was decided by the Chairman that the individual water meter will be fitted to all residential flats at the earliest depending up on the availability of fund.</p> <p>As discussed by the HOD Engg.</p>	<ul style="list-style-type: none"> Detailed report has already submitted to Cdn on 01.11.2017 indicating the merits and demerits on the implementation of individual water meters. HoD, Engineering suggested to install individual water meters in Type – 2 block in experimental basis to study feasibility subject to fund availability. <p>Based on the report of HOD, Engg the Review Committee has recommended to drop the item.</p>

92.01	<p>1. Immediate action may be taken to procure a new bio--incinerator / incinerator at office at the earliest.</p> <p>2. The canteen committee will be asked the possibility to utilize the bio-gas of the plant at office and measures for not to dump the kitchen waste at the back water.</p> <p>It was decided</p> <ul style="list-style-type: none"> • It was decided by the Chairman that immediate action may be taken to procure a new bio--incinerator incinerator at office at the earliest. The existing damaged funnel is to be dismantled at the earliest. • The canteen committee will be asked the possibility to utilize the bio-gas of the plant at office and measures for not to dump the kitchen waste at the back water. 	<p>1 Already invited tender. The date of opening of tender is on 20.01.2018.</p> <p>2 Calling for quotation is under process.</p>
92.03	<p>Uncleanliness of drainage in front of IJSC room –reg:</p> <p>This is a long pending issue. The issue was discussed many times with the caretaker. He intended that he proposed the matter to the higher up, but not responded by them. The institute has renovated the Departmental Canteen. But no proper drainage was provided. All waste particles are stored in the drainage in front of the IJSC room and got decayed there itself. Hence urgent action is requested in this matter.</p> <p>It was decided by the Chairman that necessary action will be taken to rectify the drainage</p>	<ul style="list-style-type: none"> • Work completed and Review committee recommended to drop the item.
92.04	<p>Poor workmanship in the renovation of the Departmental Canteen- action reg:</p> <p>The examples of poor workmanship can be seen in many areas in the Canteen. Plastering work is below the average. No finishing in the work. Air conditioners are not fitted as per the company installation conditions and will lose the guaranty of the equipment. The doors of the mess hall are not air tight. Necessary action may be taken to rectify all shortfalls urgently.</p>	<p>A Committee constituted for the purpose. Based on the report of the Committee, the CPWD has undertaken necessary action against the renovation work at CIFT departmental Canteen. The Committee has since given final report to the effect that the work have been carried out satisfactory. Based on the same, the Review committee recommended to drop the item.</p>
92.05	<p><u>Amendment of CIFT Quarters Allotment Rule- action reg:</u></p> <p>With reference to the ICAR letter, CIFT has formulated a Quarters Allotment Rule. By considering some practical difficulties, few amendments were made by the competent authority. To further streamline the rules, a committee was constituted by the competent authority under the Chairmanship of Dr. P. Pravin, then Chairman, QAC. But the action was not completed. Hence it is requested that the</p>	<p>The report of the committee constituted for the purpose still awaited.</p>

	<p>committee may be re constitute and formulate the CIFT Quarters Allotment Rule in a well-disciplined manner.</p> <p>It was decided by the Chairman that the Committee will be reconstituted. Chairman instructed the concerned section to put up the file to the Director.</p>	
92.07	<p>Any other matters with the permission of the Chair</p> <p>1. Anomaly in the fixation of pension-reg: Pension was fixed as per 6th CPC pay scale to two of CIFT staff retired in the month of March 2017. It is against the fixation provision of existing Pension rule. As the 7th CPC pay scale was implemented in ICAR w.e.f. February 2017, the pension is to be fixed as per 7th CPC pay scales.</p> <p>It was decided by the Chairman that a letter to implement the revised pension to CIFT pensioners be send to CMFRI quoting the ICAR order F.No. FIN/10/5/2012(Pt-II) Pension dated 05.06.2017 with a copy to N.K. Arora, Sr. Finance & Account Officer (Pension), ICAR, New Delhi</p>	<p>FAO pursued the matter with CMFRI, but it is still pending at CMFRI.</p>
93.01	<p>Renovation of Net fabrication hall - regarding.</p> <p>Every year lakhs of rupees are spending for replacing the damaged asbestos roofing sheets& glasses, cleaning the channels and for applying leak proof paints, but every monsoon, the hall is flooding. There is lot of electrical power lines inside the hall and the rain water leakage causes severe short circuits in the wiring cables. The recently constructed rooms floor are laid with plywood and roof are covered with ceramic sheets are fully flooded with water and it can be fall down at any time. Numbers of proposals were made for renovating the roof. No action has been taken so far. Hence staff side requests to take necessary steps to carried out the work urgently. After discussion it was decided by the Chairman that the concerned division may submit necessary proposal in this regard at the earliest.</p>	<ul style="list-style-type: none"> As per the instruction of the Director awaited for additional funds.
93.04	<p>Request for subscribing daily Hindi newspaper-reg:</p> <p>By considering the request of staff members, a Hindi Daily may be</p>	<p>Action has been taken to subscribe the Hindi daily which will be effective from 01.01.2018 onwards.</p> <p><i>Recommended to drop the item.</i></p>

	<p>subscribed and provide to staff for reading. It was decided by the Chairman that one Hindi daily is to be subscribed in the office with immediate effect.</p>	Recommended to drop the item.
93.06	<p>Residential Campus related issues:</p> <p>a. Timely action on the complaints of Department Residential flats occupants-reg:</p> <p>It is come to notice of the staff side that complaints of the occupants are not attending timely and the requests are not encouraging by the maintenance cell. When the department is insisting the quarters and the occupants are paying their HRA and license fee without any interruption, it is the moral responsibility of the department to ensure all the facilities provided and are properly maintained in the residential flats as per norms.</p> <p>It was decided by the Chairman that the maintenance cell may be instructed through the HOD, Engineering to look in to the matter.</p> <p>b. Provision of drainage in front of Type II new block at Residential Complex, Thevara-reg:</p> <p>The inmates of the Type II new block are struggling in the water logging on every rain. A complaint on this issue has not been attended by the office so far. Immediate action may be taken to solve the matter.</p> <p>It was decided by the Chairman that the maintenance cell may be instructed through the HOD, Engineering to look in to the matter.</p> <p>c. Replacement of Mosquito nets in the residential flats-reg:</p> <p>It is came to understand that the mosquito nets provided in the ventilations/doors in the residential flats are getting damaged and replaced by the individuals and got it reimbursed. It is a common facility provided to all occupants in the residential campus after many hurdles and ascertaining the serious complications of mosquito related diseases in Kochi. Hence it is requested that the replacement of mosquito nets may be made by the office to all flats</p>	Proposal so far not received.

	<p>after ascertaining the condition to reduce the expenditure and keeping the uniformity. It was decided by the Chairman that necessary proposal in this regard may be send by the Liaison officer to the office for execution of the work.</p> <p>d. Car Shed at Residential Campus-reg:</p> <p>Staff side request to construct one more car shed in the residential campus by considering the increase of cars.</p> <p>It was decided by the Chairman that necessary proposal in this regard may be send by the Liaison officer to the office for execution of the work.</p>	<p>Proposal so far not received.</p>
93.08	<p>Any other matters with the permission of the Chair</p> <p>1. External painting of Residential campus building-incompletion- reg:</p> <p>Complaints are received from the occupants that the recently held external painting of building.</p> <p>(a) The Liaison officer was not informed the details of work before execution.</p> <p>(b) The painting work was very poor.</p> <p>(c) Door & other ventilation frames are not painted.</p> <p>(d) Patch works are not properly painted.</p> <p>It was decided by the Chairman that the Institute Works Committee may be asked to submit a report in this regard to the office for taking further action in this matter with CPWD.</p>	<p>Action has to be taken by the Liaison Officer</p>

<p>94.01</p>	<p>Any other matters with the permission of the Chair</p> <ol style="list-style-type: none"> 1) Normally APAR remakes are to be provided to individuals in the month of July. But this time the APAR remarks are not given to individuals till October. 2) Seniority list of Administrative and SSS are not circulated. 3) Staff side proposes to convert the Type-I quarters in to Type- I V as there are no eligible staff for Type-I and shortage of Type-IV. <p>2 type -1 quarters together to make one Type-IV. The existing stair case may be closed and provided a metallic stair case from outside. So that 12 type-IV quarters can be made available.</p>	<p>After detailed discussion it was decided by the Chairman that item No.1 & 2 will be sorted out urgently to complete the action at the earliest.</p> <p>Action: AAO, ESTT</p> <p>Regarding item No.3, it was decided by the Chairman that the possibility will be explored. A proposal in this regard may be send to CPWD for their advice at the earliest.</p> <p>Action: Action: AAO CDN</p>	<p>All are issued except those with the Director.</p> <p>Now Received from the Director and copies ^{will} may be issued within a short time.</p> <p>To be issued during January 2018.</p> <p>Letter to CPWD to be sent seeking feasibility and cost estimate.</p>
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Chairman, IJSC Review Committee