

PROCEEDINGS OF THE FOURTH MEETING OF THE 13TH IJSC OF CMFRI HELD AT CMFRI HQRS., KOCHI
ON 29.06.2017

The meeting started at 11.30 AM. Dr. A. Gopalakrishnan, Director, CMFRI & Chairman, IJSC chaired the meeting. The following Members were present:-

From Official Side:-

1. Dr. (Smt.) V. Kripa, Principal Scientist & Head I/c, FEMD
2. Shri C. Muralidharan, Chief Administrative Officer, CMFRI
3. Shri A.V. Joseph, Chief Finance & Accounts Officer, CMFRI
4. Dr. M.P. Paulton, Senior Technical Officer(Training)
5. Smt. Meera. K.N., Assistant Administrative Officer & Secretary (Official Side)

From Staff Side:-

1. Shi P. R. Abhilash, Senior Technician (Exhibition Assistant) & Secretary (Staff Side), CMFRI, Kochi
2. Shri P. Jaiganesh, Senior Technical Assistant, Madras Research Centre of CMFRI, Chennai.
3. Shri A. Padmanabha, Technical Officer (Electrical), CMFRI, Kochi
4. Shri M. T. Vijayan, Technician, CMFRI, Kochi
5. Shri Joseph Mathew, UDC, CMFRI, Kochi
6. Shri K.G. Jayaprasad, Skilled Support Staff, CMFRI, Kochi.

Smt. Meera. K.N., AAO & Secretary (Official Side) welcomed the Chairman and Official/Staff Side members to the meeting.

In his introductory remarks, the Chairman expressed that there are no major issues at CMFRI. The Chairman requested that cordial relationship among the staff members may be continued in future also. As directed by the Chairman, Shri Joseph Mathew, UDC & CJSC Member presented a brief of the major points discussed in the recent CJSC meeting.

The Secretary (Official Side) presented the action taken report on the Agenda items of the previous IJSC meetings as indicated below:-

Sl. No.	Item	Reply
1.	Expenditure sanction may be issued to Mandapam RC of CMFRI for procurement of Tea/ Coffee Vending Machine.	Necessary proposal is yet to be received from the SIC, Mandapam R.C. of CMFRI. The Chairman suggested that necessary proposal may be submitted by the SIC, Mandapam RC of CMFRI. (Action: SIC, Mandapam RC of CMFRI)
2.	The Type I quarters at Mandapam RC of CMFRI has no privacy. There is no proper door and window. This may be rectified. The other quarters are in dilapidated condition. Action may be taken for the renovation of the same.	Letter has already been sent to the Scientist-in-charge, Mandapam RC of CMFRI for getting detailed proposal and estimate. Till the date no proposal has been received from the SIC, Mandapam RC in this matter. The Chairman suggested that the SIC, Mandapam RC of CMFRI may submit proposal at the earliest. (Action: SIC, Mandapam RC of CMFRI)
3.	Providing of automatic napkin destroyer machine.	Automatic Napkin Vending machine and incinerator have already been installed in the ladies toilet in 3 rd floor of CMFRI. This item is dropped.

4.	The parking facility for two & four wheel vehicles of CMFRI residential quarters is not sufficient at present. Provide additional parking facility at Residential Quarters.	Estimates have been received. Due to paucity of fund this work could not be undertaken. The chairman informed that this will be considered during the FY 2017-18. (Action : Cdn. Section)
5.	The parking facility at CMFRI Headquarters is not sufficient. Provide additional parking area at Headquarters.	Pending due to technical and administrative reasons. The chairman informed that this will be considered during the FY 2017-18. (Action : Cdn. Section)
6.	As discussed in the 5 th meeting of the 12 th IJSC, the present status of providing 8 nos. of Air Conditioners to Madras Research Centre of CMFRI, Chennai, may be intimated.	4 Air conditioners have already been provided to Madras Research Centre of CMFRI. The remaining will be considered during the year 2017-18 subject to availability of funds. (Action : Purchase Section)
7.	As per ICAR guidelines, copy of Service Book with entry of all kinds of leave should be provided to all the staff. In the recent past Headquarters and many Centres are not following this. Necessary instruction in this regard may be issued to all the Centres.	Copy of Service Books has already been issued to the staff members at Calicut RC of CMFRI. The Chairman directed that a reminder may again be issued to all the Centres indicating the provisions in the GFR for strict compliance (Action: Personnel Section)
8.	Providing first aid facility at all floors at Headquarters.	First aid box has since been installed at Hqrs. This item is dropped.
9.	Implementation of Aadhar Enabled Bio-metric Attendance System (AEBAS) at Centres	AEBAS has already been installed in the Centres except Karwar RC and Puri FC. The Chairman suggested that action may be taken to install AEBAS at the above Centres also. (Action: SIC, Karwar RC/Puri FC)
10.	Provide State-wise Compendium of commonly found and commercially important fishes.	The Chairman ensured that this will be provided very soon.
11.	Constitute a committee for review of action pending on the items considered in the IJSC meetings.	Committee met once and reviewed the action pending. The Secretary (Staff Side) requested to nominate another officer in place of Shri V. Mohanan, AO (retd.) and the Chairman agreed to nominate the Chief Administrative Officer, CMFRI as Chairman of the committee for review of actions pending on the items considered in the IJSC meetings. Necessary orders in this regard may be issued (Action : Vigilance Cell)
12.	There is no facility for stocking and pumping drinking water for the usage of the residents at quarters at Calicut Research Centre. In this regard kindly take necessary action for solving this issue.	Letter has been given to CPWD for providing estimate of 100 tone capacity fresh water sump at residential quarters at Calicut RC of CMFRI and waiting for estimate. The Chairman suggested to send reminder to the CPWD (Action: Cdn. Section/SIC, Calicut RC of CMFRI)

13.	Some Technical staff who have been promoted from Supporting Staff cadre and designated as Technician (Group-I Field/Farm Technician) are working in 'Workshop' Group. Since the future promotion of these staff will be affected due to their educational qualification, the Staff Side requests to re-designate them according to their working field.	No proposal has been received from the SICs except Tuticorin RC. Proposal, if any, may be sent to Hqrs. for consideration. (Action : SICs, Regional/Research Centres of CMFRI)
14.	Utilization of the prize money of "Best Institute Award"	A committee has already been constituted in this regard. This item is dropped.
15.	Timely conduct of Department Competitive Examination for Administrative Staff to LDC, Assistant and AAO. Last exam to the post of Assistant was conducted during 2014 and to the post of AAO during 2013. After the respective exams, the Institute appointed 5 AAOs on promotion from Assistant cadre through DPC and 8 Assistants through DPC against the existing procedure. In this regard we requested to look into the matter and may take appropriate action to conduct exam.	No vacancy of AAO/Assistant in LDCE quota is available at present. Vacancy of UDC under LDCE quota has been filled recently. The Chairman directed to look into this matter on priority basis. (Action: Establishment Section)
16.	In Mangalore Research Centre, many of our staff are presently residing in other Govt. Department quarters. There is a chance to get a suitable land area very near to Mangalore RC from Lakshadweep Government. In this connection we request to take up action for getting the land area for residential quarters.	Discussions are in progress. The Chairman informed that in the present scenario there is no scope for getting permission for acquisition of new land for construction of quarters.
17.	The amount allotted to the field staff for purchasing Bag, Umbrella, Raincoat, Gum Boot, Water Bottle etc. may be increased to a sufficient amount.	The Chairman suggested that this matter may be taken up in the CJSC. It was also suggested to explore the possibility to meet the expenditure from the funded projects. (Action: CJSC member/Pis of Projects)
18.	As per the ICAR order F.No.11 (20)/2001-Estt.IV dated 12 th April, 2012 the five yearly assessment of the Technical Staff may be considered two times in a year. But CMFRI conducted only one DPC during the last two years. In this regard we request to conduct DPC at least once in year.	Assessment of eligible Technical Staff for the period ending August 2016 is already completed. Assessment Form up to 31.03.2017 has already been issued. This item is dropped.

19.	The street light available in the residential campus of Calicut RC are not sufficient and during the power failure the entire campus goes fully dark. In this regard we request to provide at least 10 solar street lights to the residential campus so that the problem can be solved.	Received an estimate from T.O (Electrical), E&M Cell, CMFRI, Kochi. This will be placed before the works committee for consideration. (Action : Cdn. Section)
20.	Requesting for new computers for the IJSC members who are working in outstations to perform their official duties for the staff welfare and for the Institute.	Till date no proposal has been received. Requests, if any, will be considered in this financial year. (Action : Purchase Section)
21.	Seniority list of Skilled Support Staff and Ministerial staff	Draft provisional list of Administrative Staff members of CMFRI has already been put up to the Director for approval. Final Seniority list of Skilled Support Staff will be issued after the finalisation of Audit Para with respect to recruitment of Skilled Support Staff at CMFRI. (Action : Establishment Section)
22.	Inclusion of GOI emblem in the CMFRI Identity Card:	A letter dated 23.05.2017 has already been sent to the Council for getting approval for using the Government of India emblem in the employees ID cards. Action can be taken on receipt of reply from the Council (Action : Cdn. Section)
23.	Re-constitution of a Campus Beautification Committee for CMFRI Residential Campus, Kasturba Nagar:	A residential campus maintenance committee already exists. The Director has suggested that there is no need for a beautification committee. This item is dropped.
24.	Implementation of salary software (COMPO-DDO PACKAGE of NIC) which is presently using at CMFRI Headquarters:	Most of the ICAR Institutes adopted MIS-FMS ERP Solution developed by IASRI, New Delhi. Slowly we have to shift to the same. DDO Combo costs more than 1.5 lakhs and it is not advisable to the Centres where only 30-50 personnel are working. This item is dropped.
25.	TA Bills pending for payment in respect of Technical Personnel who have performed duties under Marine Fisheries Census	The Chairman informed that genuine discrepancies are noticed in some TA bills. Payment will be made after regulating the claim as per rules.

The Staff Side Members expressed their satisfaction on the action taken on the above Agenda items.

New Agenda Items discussed in the Fourth Meeting of the 13thIJSC:-

Sl. No.	Item	Reply
1.	The residents of CMFRI Residential Quarters at Thevara, are suffering from shortage of water. Comparing the past years, the availability of corporation water to the quarters is getting very low. For sufficient water, they are depending on other private sources and for that they have to pay a huge amount of money every month. For the last 9 months, they have paid an amount of Rs. 1500/- per family per month. Kindly discuss this matter for solving the issue permanently.	The chairman suggested that a separate meeting may be convened to settle this problem. Necessary arrangements may be made to clear the water lines. (Action : Cdn. Section)
2.	Action may be taken to solve the problems of mosquito menace at all CMFRI Residential Campus.	The Chairman suggested that a separate meeting will be convened to discuss/settle this problem. (Action : Cdn. Section)
3.	The solid waste management system is not proper at CMFRI Residential Campus, Thevara. So, communicable diseases are spreading among inmates especially children. Kindly discuss the issue.	The Chairman suggested that a separate meeting will be convened to discuss/settle this problem. (Action : Cdn. Section)
4.	In connection with Marine Fisheries Census sponsored by DAHDF, Ministry of Agriculture, Govt. of India, the TA bills of the pre census survey and craft & gear survey for the period from November 2015 to September 2016, are yet to be settled. The financial years 2015-16 & 2016-17 already gone. Official side may kindly clarify the issue.	The Chairman informed that some objections raised by the Audit are genuine and payment can be made only as per rules. The CFAO informed that no bills are pending in Audit. The bills may be retransmitted to Audit after rectifying the objections for early payment. (Action : Cdn. Section)
5.	As a practice, the survey staff reimbursed the local TA bills as per old TA rules without producing bus tickets as per 5 th pay commission. Recently, Audit section has rejected the TA bills citing non-submission of bus tickets for local TA claims. As per 5 th CPC, there is no need for producing copies of bus tickets for local TA claims. Official side may clarify the issue.	The CFAO clarified that bus tickets are not necessary if the amount claimed is minimum. If it is on higher side, tickets are to be produced so as to regulate as per entitlement.

6.	Identity cards of staff members are yet to be renewed (after promotion/expiry from 2016). It is very difficult for our staff members to prove their ID in other places. Official side may kindly clarify the issue.	The Chairman assured to look into this matter and new Identity cards will be issued to all the applicants at the earliest. (Action : Cdn. Section)
7.	Compassionate appointment status	Offers have already been issued to the eligible dependants. This item is dropped.
8.	Officially Kovalam field centre has been closed and it has been attached to Madras RC of CMFRI, Chennai as a field laboratory of Madras RC. But nowadays circulars, IJSC vote slips, assessment forms etc. are going directly to Kovalam Field Lab with the name of Officer-in-charge, Kovalam Field Centre, without the consent of Scientist-in-charge, Chennai RC. Official side may kindly clarify the point.	The Chairman instructed that the Circulars/Office Orders/other communications may be sent to the SIC, Madras RC of CMFRI for circulation among the staff at Kovalam Field Lab. of CMFRI. (Action : All Sections, CMFRI, Kochi)
9.	In view of the discussions held with the staff of Visakhapatnam Regional centre of CMFRI, they made a request/appeal for availing CGHS facility for medical purpose, as the expenses for medical purpose is alarmingly increasing in Visakhapatnam due to development of the city in becoming metro city. Official side may please be look after into this matter.	The Chairman suggested that the possibility for getting CGHS facility to the employees at Visakhapatnam RC of CMFRI may be explored and necessary proposal in this regard may be sent to Hqrs. for further necessary action. (Action : Secretary (SS), IJSC/ SIC, Visakhapatnam RC of CMFRI)
10.	In continuation with the above said, the staff of MRC of CMFRI, Chennai also want to avail the CGHS facility as the availability of approved hospitals is very less in comparing with other metro cities and even comparing with HQRS.	The Chairman suggested that the possibility for getting CGHS facility to the employees at Madras RC of CMFRI may be explored and necessary proposal in this regard may be sent to Hqrs. for further necessary action. (Action : Secretary (SS), IJSC/ SIC, Madras RC of CMFRI)
11.	Request for new furniture & computers for staff at Kovalam Field Lab. for performing their official duties.	The Chairman informed that this can be considered after considering the fund position during 2017-18.

12.	Sea allowance & insurance coverage may be applicable to the staff of CMFRI who is going for cruise in vessels.	The Chairman informed that the ICAR has formed a Committee and the SIC, VMC, CMFRI is a member in the same. The matters regarding sea allowance and insurance coverage to the vessel staff of CMFRI may be brought to the notice of Dr. P.U. Zacharia, Principal Scientist & SIC, VMC for taking up in the above committee. (Action : Secretary (SS), IJSC)
13.	The senior Skilled Support Staffs were not considered for the last ICAR-UG Exam duty. Kindly give opportunities to senior staff also.	The Chairman assured that this will be considered in the coming years. (Action : Estt. Section)
14.	As per the office order F.No.6-4/2017-Per. (Pt.) the office side has circulated the pay fixation details to the staff members. Centralised pay fixation statement of all staff members in category wise may be issued by the office so as to enable the staff members to represent if any complaint arises.	Necessary instructions may be given to the SICs of all Centres to give copy of the pay fixation order to all the staff members. (Action : Personnel Section)
15.	Regarding the counting of the service of CMFRI Canteen Staff at Kochi, the years they worked in CMFRI before joining as ICAR staff may be considered	The Chairman suggested that the concerned staff members may give representation and the same will be examined as per rules. (Action: Estt. Section)

Additional Agenda Items

1.	Timely conduct of the IJSC meeting.	The Chairman assured timely conduct of the IJSC meetings in future (Action: Vigilance Cell)
2.	Providing Suit case to the IJSC members	Requests from the IJSC members will be examined as per the existing guidelines. (Action: Purchase Section)
3.	Appointment of Caretaker at Visakhapatnam Regional Centre of CMFRI	Necessary proposal may be sent by the SIC, Visakhapatnam RC of CMFRI and the same will be examined as per guidelines in the matter. (Action: SIC, Visakhapatnam RC of CMFRI)

The Secretary (SS) expressed his sincere gratitude towards the Chairman for extending co-operation for settling the issues. He expressed concern that the meetings of IJSC are not conducted as per the frequency prescribed by the Council. He expressed his gratitude to all Official Side & Staff Side members of the IJSC. The meeting ended at 01.15 PM.

Meera K.N.

(MEERA. K.N.)

ASSISTANT ADMINISTRATIVE OFFICER &
SECRETARY (OFFICIAL SIDE)