

**PROCEEDINGS OF THE FIRST MEETING OF THE TWELTH IJSC OF CMFRI HELD AT CMFRI
HEADQUARTERS, KOCHI ON 02.08.2012**

The meeting started at 1100 hrs. Dr. G. Syda Rao, Director, CMFRI & Chairman, IJSC chaired the meeting.

The following Members attended the meeting:-

From Official Side:-

1. Dr. (Smt.) V. Kripa, PS & Head, FEMD, CMFRI, Cochin.
2. Shri Rakesh Kumar, Chief Administrative Officer, CMFRI, Cochin.
3. Shri A.V. Joseph, Senior Finance & Accounts Officer, CMFRI, Cochin.
4. Shri V. Edwin Joseph, T-7-8 (TO- Library), CMFRI, Cochin.
5. Smt. D. Geetha, Administrative Officer & Secretary (Official Side), CMFRI, Cochin.

From Staff Side:-

1. Shri K. P. John, UDC & Secretary (Staff Side), CMFRI, Cochin.
2. Shri C.J. Josekutty, T-5 (Technical Officer), Mumbai Research Centre of CMFRI, Mumbai.
3. Shri N. Rudhramurthy, T-5 (Technical Officer), Madras Research Centre of CMFRI, Chennai.
4. Shri P.R. Abhilash, T-1 (Exhibition Assistant), CMFRI, Cochin.
5. Shri Joseph Mathew, Upper Division Clerk, CMFRI, Cochin.
6. Shri T.P. Renilkumar, Skilled Support Staff, Calicut Research Centre of CMFRI, Calicut.
7. Shri K.G. Jayaprasad, Skilled Support Staff, CMFRI, Cochin.

Smt. Christina Joseph, AAO, Smt. Meera K.N, AAO, Smt. V.K. Sobha, AAO, and Shri Thomas Joy, AFAO also attended the meeting as co-opted members from Headquarters.

Smt. D. Geetha, Administrative Officer & Secretary (Official Side), IJSC of CMFRI welcomed the Chairman and members of Official Side as well as the Staff Side and the co-opted members.

In his introductory remarks, the Chairman first congratulated the newly elected IJSC Secretary (Staff Side) and Members of the 12th IJSC of CMFRI and welcomed the members of the official side and staff side of the IJSC. He explained about the achievements made by the Institute during the recent past. He said that the IJSC members should know about the activities of the Institute. Being the representatives of the staff members, IJSC members should act as liaison officers between the administration and the staff members. He said that IJSC is a part of the development of the Institute and it should facilitate the work of the Institute and try to improve the atmosphere of the Institute in all aspects. He said that at present the things are going very smoothly and all staff are responding with responsibilities, which is a good symptom.

Item III : Review of the action taken on the outstanding items of the proceedings of the sixth meeting of the 11th IJSC held at Veraval Regional Centre of CMFRI, Veraval on 08.08.2011.

Sl. No.	Subject	Action taken/Present position
1.	Administrative training to be provided to all Administrative Staff.	Action for providing administrative training will be initiated after joining of all the direct recruited Assistants.
2.	Computer Training to be provided to Ministerial staff of CMFRI Hqrs.	Computer training has been provided to the staff members during 14-24, November 2011. The request of staff will be considered as and when required.
3.	Sanctioned strength of Technical Staff (T-1) and vacancy position of T-1 category	Eligible Skilled Support Staff have already been promoted to T-1 grade.
4.	VPN phone facility to be provided to the CJSC member	Discussed and dropped
5.	Computer loan to all Skilled Support Staff.	Discussed and dropped
6.	One more AMA to be provided for Veraval RC.	No such proposal from the SIC, Veraval RC has been received till date.
7.	Name of all staff members included in the Annual Report.	The name of the staff members will be included in the Annual Report to be published during the year 2012.
8.	Proceedings of IJSC may be published within one month after the completion of IJSC meeting.	The proceedings of the IJSC meeting held on 08.08.2011 was published on 01.09.2011, i.e. within one month of the conduct of the meeting
9.	At present the honorarium from funded/consultancy project are being paid to the ministerial staff based on the percentage fixed years back for each section without considering the strength of staff in the section. Due to this, there are considerable variations in paying the honorarium to each staff. Hence, it is requested that necessary arrangements may kindly be made to sanction honorarium to each ministerial staff in uniform manner.	At present the honorarium is being distributed uniformly among the administrative staff. Discussed and dropped Discussed and dropped No such proposal from the SIC, Veraval RC has been received till date The name of the staff members will be included in the Annual Report to be published during the year 2012.

10.	Electricity charge levied from the inmates of quarters at Mandapam Camp is very high in the case of Skilled Support staff.	No such proposal from the SIC, Mandapam RC has been received till date
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The Staff Side Members expressed their satisfaction on the action taken on the outstanding items of the previous meeting.

Item IV: New Agenda Items proposed in the First meeting of the XII IJSC

	Subject	Action to be taken/Present position
1.	The name of Skilled Support Staff who are trained, their names may be included in the future training programme conducted by the Institute.	Training can be given to all those who desires to undergo training. As and when application is received, the same will be considered favorably. (Action: HRD Cell)
2.	All quarters at Regional/Research centres also be repaired and maintained as done at Hqrs. Cochin.	Residential Quarters at Manadapam and Visakhapatnam Regional Centres have already been repaired. IJSC Member from Calicut Research Centre may take initiative to send proposal to Hqrs. for repair of the residential quarters. (Action: SIC, Calicut RC/CDN)
3.	Computer training may be given to FRAD staff working in outstations also; it is very useful to reduce their work load and easy data transformation	FRAD staff working at outstations have already undergone training. Those who desire to undergo training may give request and training will be conducted accordingly. (Action: HRD Cell)
4.	Each technical staff has to be provided a copy of the RPF-1, previously all staff were receiving the same, this will be very useful to all technical staff during their assessment time.	Necessary action to upload the RPF in the Intranet of CMFRI is in progress. The Technical Staff members can download the same. (Action: SIC, PME Cell/AKMU)

5.	Modification of headquarter Departmental Canteen facilities and increase the quality of food	The Departmental Canteen at CMFRI Hqrs. is a model canteen and it is far better than any other canteen in the ICAR system. The newly constituted Canteen Management Committee has already taken initiated action to modernize the canteen. (Action: Chairperson, Canteen Management Committee)
6.	There is no proper foot path and bus stop from High Court junction to CMFRI, our staff are facing a lot of difficulties on their way to office, proper decision may be taken to give a request to Cochin Corporation	GIDA, Cochin has already agreed to do the needful in this regard. Necessary follow up action may be taken by the Caretaker. (Action; CDN/Caretaker)
7.	TA claims submitted by all election duty members at Head quarters who have gone for the duty during elections conducted during April 2011 are pending for payment for the last one year. The present position may be informed and urgent action may be taken.	There is no clearcut guidelines regarding the payment of TA by the concerned department for officials deputing for election duty. A representation in this regard received from Dr. P. Vijayagopal, Sr. Scientist has been forwarded to the Chief Election Commissioner of India and reply on the same is awaited.
8.	Representation for filling the vacant post of Personal Assistant arised by the promotion to additionally sanctioned post of Private Secretary.	There is no provision as per the existing guidelines. Therefore the request cannot be acceded to.
9.	Copy of all circulars/orders may be given to the IJSC Secretary at the time of releasing from office	Circulars issued in connection with policy decision will be marked to the Secretary (Staff Side), in future. (Action: All AAOs)

Item V: The Secretary (Staff Side), IJSC raised the following points with the permission of the Chairman:-

1. Revised Recruitment Rule for the post of Assistant effective from the recruitment year 2011-12:-

Recruitment Rules are framed by the ICAR and the Institute cannot do anything in this regard without specific approval of the Council. Therefore, this matter may be taken up in the next CJSC Meeting. (Action: CJSC Member)

2. Increasing the Uniform Allowances to Skilled Support Staff:-

Very few Skilled Support Staff are wearing uniform. IJSC members should convince the SSS to wear the uniform otherwise payment of uniform allowance will not be made. Enhancement of the amount can be made only after the receipt of revised guidelines in this regard from the Govt. of India.

3. Appointment of AMA at Chennai:-

Necessary proposal in this regard may be sent by the SIC, Madras RC of CMFRI and the same will be considered favorably.

4. Facilities of CMFRI Employees Co-operative Society may be extended to the staff members at Calicut RC & Vizhinjam RC:-

Institute cannot do anything in this regard. Necessary approval in this regard may be obtained from the Registrar, Co-operative Society. (Action: President, CMFRI Employees Co-operative Society)

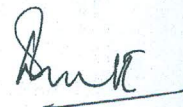
5. More space for Mumbai Research Centre of CMFRI:-

This matter is under consideration.

6. Permission to visit all Regional/Research Centres of CMFRI by IJSC Members:-

Secretary (Staff Side) IJSC may obtain prior permission from the Director, CMFRI to visit the Regional/Research Centres of CMFRI as and when required on genuine cases..

At the end of the meeting, the Secretary (Staff Side) thanked the Chairman for his valuable advices and proposed vote of thanks to the Members of the IJSC. The meeting ended at 12.30 PM with a request to the Chairman to hold the next meeting of the IJSC during the month of December 2012 at Mangalore Research Centre of CMFRI..



(D. GEETHA)

Administrative Officer &
Secretary (Official Side), CMFRI