



केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

पोस्ट बॉक्स सं 1603, एरणाकुलम उत्तर डा.घ., कोचिन - 682 018

CENTRAL MARINE FISHERIES RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Post Box No.1603, Ernakulam North P.O.

Cochin - 682 018, Kerala State, India.

Phone:(Off) : 2394867/.....Ext.
2391407
Fax : 0091-0484- 2394909/2396685
Website : www.cmfri.org.in
E-mail : mdcmfri@md2.vsnl.net.in



F. No. 6-3/2012-Estt.

Dated: 05.08.2013

To

The Members (Official & Staff Side),
Institute Joint Staff Council of CMFRI.

Sub: Proceedings of the Third meeting of the 12th IJSC of CMFRI –reg.

Sir,

The proceedings of the Third meeting of the 12th Institute Joint Staff Council of CMFRI held on 09.07.2013 at Vizhinjam Research Centre of CMFRI, Vizhinjam has been uploaded in the CMFRI Intranet for information and guidance.

Yours faithfully,

(CHRISTINA JOSEPH)

ASSISTANT ADMINISTRATIVE OFFICER &
SECRETARY (OFFICIAL SIDE), IJSC

Copy to: -

1. All HODs/SICs, CMFRI, Kochi.
2. All SICs, Regional/Research Centres/KVK of CMFRI.
3. All Sections, CMFRI, Kochi. - Necessary action taken report on the matters discussed in the meeting may please be furnished at the earliest.
4. PS to Director, CMFRI, Kochi.
5. The SIC, AKMU, CMFRI, Kochi – for uploading in the Intranet.

**PROCEEDINGS OF THE THIRD MEETING OF THE 12th IJSC OF CMFRI HELD
AT VIZHINJAM RESEARCH CENTRE OF CMFRI ON 09.07.2013**

The meeting started at 1230hrs. 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.
3. Shri A.V. Joseph, Chief Finance & Accounts Officer, CMFRI.
4. Shri V. Edwin Joseph, T-7-8 (TO-Library), CMFRI, Cochin.
5. Smt. Christina Joseph, Assistant Administrative Officer & Secretary (Official Side), CMFRI, Cochin.

From Staff Side:-

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

Dr. (Smt.) Rani Mary George, Principal Scientist & Scientist-in-Charge, Vizhinjam RC of CMFRI, AAOs/AFAO from CMFRI Hqrs., AAOs, Visakhapatnam RC/ Veraval RC of CMFRI also attended the meeting as co-opted members.

Smt. Christina Joseph, Assistant 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 appreciated the IJSC members for their active participation and co-operation in all the activities of the Institute. The Chairman mentioned that collective effort of all staff members from top to bottom is required for the growth of the Institute. This beautiful building at Vizhinjam is an example for the collective effort of all staff members. The atmosphere of the Institute should be a relaxed one. Staff side members of IJSC should act as bridge between office and the staff members. All should project the good things, not the bad things. All should work with one mind for the benefit of the Institute and it will increase the productivity in all spheres. Some staff members are bent upon misusing the RTI Act and this should be avoided. Some small group of staff members are trying hard to tarnish the image of the Institute and such members should be cornered. The IJSC staff side should try to counsel with those staff members who are creating unnecessary problems. We have been receiving the highest fund allocation and it should be properly utilized for the research activities of the Institute. All should strive hard to maintain peaceful atmosphere in the workplace which will strengthen the Institute.

Item III: Smt. Christina Joseph, Assistant Administrative Officer & Secretary (Official Side) presented the action taken report on the Agenda Items of the Second meeting of the 12th IJSC held at Mangalore Research Centre of CMFRI, Mangalore on 29.01.2013 as indicated below:-

Sl. No.	Subject	Action taken
1.	About 32 families are staying in CMFRI Residential complex. But our staff members and their children have no facility to play and improve their body fitness. Few days before they have lost their volleyball court. At the time of KVK work, the shuttle court was damaged is not fully repaired. There is no proper committee to report their problems and grievances.	These problems have already been intimated to the Engineer-in-charge, CMFRI. Re-plastering work of the badminton court has been done by the CPWD Contractor, but marking of the lines of the court is yet to made. These pending works have been taken seriously by the Engineer-in-charge and will be carried out one by one, at the earliest.
2.	For research purpose our technical staff are visiting harbour twice in a week in the early morning. The technical staff who are residing at far away places, are suffering to reach in the early morning. Some times while they are going to Kollam and Neendakara they reach office only after 10.00 P.M. In this regard, a permanent room may be provided to the technical staff for staying in the Institute as provided to the Drivers.	This facility can be provided at the extension part of Farmers' Rest Rooms. (Action: Engineer-in-charge)
3.	The technical staff going in the field for survey is provided with Gumboot, Umbrella & Rain coat, but other technical staff who are going in the field for technical work have not been provided the same. All technical staff who are entrusted with field duty may please be provided raincoat, umbrella, gumboot etc. to protect themselves in the bad climate.	Keeping in view the nature of duties being performed by each functionary, Liveries have been issued to the eligible employees of Group C&D.
4.	In Mandapam Camp office there is no facility for taking lunch & tea in office and nearby areas. Therefore, action may please be taken to start a departmental canteen in the office premises so that the difficulties of staff can be solved. The staff at Karwar and Vizhinjam are also suffering from the same problem.	<u>Mandapam RC of CMFRI</u> - As there is no demand from the staff for starting a canteen, action was not taken. If necessity arises, action will be taken on the same on receipt of proposal from the SIC, Mandapam RC of CMFRI. <u>Karwar RC and Vizhinjam RC</u> - No request has been received.

5.	In Mandapam Centre there is no proper distillation unit at different areas, such as New hatchery, Old hatchery ADM, Library, Power House, School, etc. Moreover, RO (Reverse Osmosis) water is not good. They are not maintaining the cartridge.	AMC has already been awarded.
----	--	-------------------------------

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

Item IV: New Agenda Items proposed in the Third meeting of the 12th IJSC:-

Sl. No.	Subject	Reply
1.	Sufficient place may be provided for parking Two wheelers and four wheelers of staff at headquarters.	Instruction may be given to the CPWD for construction of additional parking area after the completion of the construction work of the 7 th floor. (Action: Co-ordination Section)
2.	Water purifying system is not properly working at CMFRI Canteen. Please take immediate action to provide good drinking water facilities to staff members and also ensure to fix drinking water facilities to all floor of CMFRI.	Water purifying system has already been provided in Canteen and it is working properly. Action will be initiated to install water purifying system in all the floors. (Action: Stores Section)
3.	Recruitment action may be taken to fill the administrative and supporting categories of staff members consequent on retirement of staff members and section transfer etc.	Recruitment action has been /is being initiated by the Establishment Section as soon as a vacancy arise. However as per the latest guidelines issued by the ICAR, more times is required to complete the recruitment process. (Action: Establishment Section)
4.	Follow up action may be taken to allot a bus stop near to CMFRI headquarters.	A letter has already been sent to the concerned Officer of the KSRTC for providing bus stop near to CMFRI Headquarters building. Follow up action may be made in this regard. (Action: Co-ordination Section)
5.	Standing instruction may be given to the concerned officials to get the facility for announcement of the meetings etc. of IJSC.	Standing instruction cannot be given. The Chairman instructed to use the Intranet/e-mail facility for giving circulars to the staff members at Hqrs. as well as Centres.
6.	Action may please be taken to provide a reading room at CMFRI Residential quarters, Thevara premises.	Discussed and dropped.

7.	Arrangement at CMFRI Departmental Canteen may be made to provide breakfast before 9.30 and also provide facility to arrange lunch in special occasion on demand by staff. The rate may be fixed for this by price fixation committee.	The Chairman mentioned that there should be sufficient number of Staff members to take breakfast. The Chairman instructed to conduct a survey to find out the approximate number of staff members who desires to take breakfast from the CMFRI Departmental Canteen. (Action: Chairperson, CMFRI Departmental Canteen Committee)
8.	A club room may be provided to CMFRI staff members for reading and playing chess, carroms etc.	At present the club room is functioning in the first floor of the ATIC building, this can be utilized by the staff members for their recreation activities. The Engineer-in-charge may initiate action for providing windows and doors in the closed hall. (Action: Engineer-in-charge)
9.	A Badminton court and table tennis playing facilities may be provided for CMFRI staff members at headquarters and sports facilities may be provided to staff members at all outstations, as CMFRI is the regular runner up holder in last few ICAR sports meets.	A Table Tennis board is already available at ATIC building with all lighting facilities. Badminton court can be provided after the completion of the construction work of the 7 th floor. (Action: Engineer-in-charge/ Co-ordination Section)

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

Sl. No.	Subject	Reply
1.	Re-constitution of Welfare committee and Beautification Committee at CMFRI Residential Complex.	Revised office orders may be issued immediately. (Action: Establishment Section)
2.	Seniority list of Skilled Support Staff may be circulated to all Centres.	The seniority list of Administrative/ Supporting Staff Members have already been circulated. The Chairman directed to upload copy of the same in the Intranet. (Action: Establishment Section/AKMU)
3.	Shortage of Supporting Staff in Administrative and Audit Sections at Hqrs.	If necessary personnel may be deployed through service providers, till regular posts are filled up.

4.	Additional AMA for Vizhinjam Research Centre of CMFRI.	Necessary proposal in this regard may be sent by the SIC, Vizhinjam RC of CMFRI and the same will be considered favorably. (Action: SIC, Vizhinjam RC)
5.	Returning of reimbursement bill of Chappal/shoes in respect of Supporting Staff of Vizhinjam RC of CMFRI.	This matter will be examined and appropriate action will be taken. (Action: Audit Section)
6.	Shortage of survey staff in FRAD.	New proposal in this regard may be submitted by the Head in-charge, FRAD. (Action: Head in-charge, FRAD)

After discussion of the agenda items, the Chief Finance & Accounts Officer congratulated the Director, CMFRI for the great achievements made by the Institute during the last five years. The Chief Finance and Accounts Officer mentioned that under the dynamic leadership of the present Director, the Institute could achieve many things. New buildings could be constructed at Mangalore/Vizhinjam Research Centres and thereby a lot of money could be saved on payment of rent. New International Guest House and Administrative block are built at Mandapam Regional Centre. CIFE, Mumbai has allotted more space for CMFRI in the 2nd floor of the main academic building. 28 nos. of residential quarters have also been allotted by Directorate of Estate, Govt. of India at Malwani, Malad for Mumbai Research Centre due to the constant effort of the Director. As directed by the Chief Finance & Accounts Officer, all members gave a standing ovation to the Chairman.

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 1400 hrs.

Dr. Rani Mary George, Pr. Scientist & SIC, Vizhinjam RC thanked the Chairman for convening the IJSC meeting at Vizhinjam Research Centre. She also thanked the IJSC Members for their visit to the newly constructed Office cum Lab building at Vizhinjam.

(CHRISTINA JOSEPH)

ASSISTANT ADMINISTRATIVE OFFICER &
SECRETARY (OFFICIAL SIDE), IJSC