

**PROCEEDINGS OF THE FOURTH MEETING OF THE 12<sup>th</sup> IJSC OF CMFRI HELD  
AT CMFRI HEAD QUARTERS, COCHIN ON 16.11.2013**

The meeting started at 02.30 P.M. Dr. A. Gopalakrishnan, Director, CMFRI & Chairman, IJSC chaired the meeting.

The following Members attended the meeting:-

**From Official Side:-**

1. Dr. (Smt.) V. Kripa, Principal Scientist & 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, Assistant Chief Technical Officer (Library), CMFRI, Cochin.
5. Shri V. Mohanan, 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, Technical Officer, Madras Research Centre of CMFRI, Chennai.
3. Shri P.R. Abhilash, Senior Technician (Exhibition Assistant), CMFRI, Cochin.
4. Shri P. Jaiganesh, Technical Assistant, Madras Research Centre of CMFRI, Chennai.
5. Shri K.M. Venugopalan, Technical Officer, CMFRI, Cochin.
6. Shri Joseph Mathew, Upper Division Clerk, CMFRI, Cochin.
7. Shri T.P. Renil Kumar, Skilled Support Staff, Calicut Research Centre of CMFRI, Calicut.
8. Shri K.G. Jayaprasad, Skilled Support Staff, CMFRI, Cochin.

Smt. Christina Joseph, AAO, Shri P.V. Devassy, AAO, Smt. C.M. Jenny, AAO, Smt. V.K. Sobha, AAO, Smt. Ponnamma Radhakrishnan, AAO, Shri P. Krishnakumaran, AFAO and Shri Thomas Joy, AFAO also attended the meeting as co-opted members.

Shri V. Mohanan, 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 stated that this is the first IJSC meeting he is attending and he appreciated the IJSC members for their active participation and co-operation in all the activities of the Institute. The Chairman wished the IJSC members a fruitful and effective tenure.

**Item III: Shri V. Mohanan, Administrative Officer & Secretary (Official Side) presented the action taken report on the Agenda Items of the Third meeting of the 12<sup>th</sup> IJSC held at Vizhinjam Research Centre of CMFRI, Vizhinjam on 09.07.2013 as indicated below:-**

Sl. No.	Subject	Present Position/Action taken
1.	Sufficient place may be provided for parking two wheelers and four wheelers of staff at headquarters.	Providing space for parking of two/four wheelers will be considered after completion of the construction of 7 <sup>th</sup> floor of CMFRI Hqrs. building.  (Action :Coordination Section/ Engineer-in-charge, CMFRI)
2.	Follow up action may be taken to allot a bus stop near to CMFRI headquarters.	Follow up action is being taken up with KSRTC to allot a bus stop near to CMFRI building.  (Action- Coordination Section)
3.	Arrangement at CMFRI Departmental Canteen may be made to provide breakfast before 9.30 am and also provide facility to arrange lunch on special occasion on demand by staff. The rate may be fixed by the Price Fixation Committee of the Institute.	Discussed with members of the Canteen Committee and found that it is not feasible at present. Hence the matter dropped.
4.	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 the last few ICAR sports meets.	The proposal for providing badminton court will be considered after completion of construction of 7 <sup>th</sup> floor of CMFRI Hqrs. building.  (Action :Coordination Section/Engineer-in-charge, CMFRI)
5.	Re-constitution of Welfare committee and Beautification Committee at CMFRI Residential Complex.	A committee for the welfare of the staff residing at the CMFRI Residential Complex, Thevara and for the maintenance and upkeep of the CMFRI Residential Complex has already been constituted vide this office order No. 12(1)/2012-Estt. dated 27.08.2013.  Shri P.R. Abhilash, Senior Technician (Exhibition Assistant) & Member, IJSC has pointed out that in the last IJSC meeting held at Vizhinjam RC of CMFRI, the former Chairman mentioned his name to be nominated as a Member of the Committee for the welfare of the staff residing at the CMFRI Residential Complex, Thevara and for the maintenance and upkeep of the CMFRI Residential Complex and this point has not been included in the proceedings of the last meeting of the IJSC. Since one IJSC member has already been included in the committee constituted afresh, the matter dropped.

6.	Seniority list of Skilled Support Staff may be circulated to all Centres.	The revised seniority list of Administrative/Skilled Support Staff are under preparation and the same will be uploaded in the intranet as and when it is ready for circulation. (Action: Establishment Section)
7.	Additional AMA for Vizhinjam Research Centre of CMFRI.	No proposal has yet been received from the SIC, Vizhinjam RC of CMFRI.
8.	Returning of reimbursement bill of Chappal/shoes in respect of Supporting Staff of Vizhinjam RC of CMFRI.	The bill received from the Vizhinjam Research Centre in r/o one Skilled Supporting Staff was returned to the Centre with the audit observation that the provision for shoe purchased and claimed by the staff and duly passed by the Centre may be supported with relevant orders from the Council. As per the Liveries Rules, the supporting staff is eligible for chappal only. The claims which are not covered by rules and regulations are normally returned to Drawing Disbursing Officer for getting clarification. The claim returned by the Audit Section has not been received back from the Centre. After receipt of the claim it may be considered as per the guidelines/rules on the subject.
9.	Shortage of survey staff in FRAD.	Necessary action on the proposal received from the Head-in-charge, FRAD will be taken immediately. (Action: Establishment Section)

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

**Item IV: New Agenda Items proposed in the Fourth meeting of the 12<sup>th</sup> IJSC:-**

Sl. No.	Subjects	Replies
1.	Issue of Briefcase/Hand bags to Assistant/PA, as per ICAR order No. 2(4)/2012-Genl.Admn(Pt.). On the basis of this order staff members received the benefit irrespective of retirement time	No Council order is available permitting the Institute to provide brief case/hand bags to the Assistants/PAs at the Institute.  However, the Chairman desired to enquire about this in other ICAR Institutes also. (Action: Purchase Section)
2.	Grade pay of Assistants and AAO in the ICAR headquarters and ICAR Institutes are not equal, action may be taken to get equality among same grade.	The ICAR has communicated that the pay scales of ICAR Hqrs. are patterned on the lines of Central Secretariat Service (CSS), whereas those at the Institutes are akin to subordinate offices.

3.	<p>Recognitions of hospital for reimbursement for ICAR employees and pensioners, following 2 hospitals may be approved:-</p> <ol style="list-style-type: none"> <li>1. Holy Cross Multi Specialty Hospital, Kottiyam.</li> <li>2. Benziger Hospital, Kollam.</li> </ol>	<p>There are certain procedures to be followed before sending proposals to the Council. This proposal can be considered only after examining the genuineness with proper justification.</p> <p>However, the Chairman said to enquire whether these Hospitals have been recognized for CPCRI Regional Station, Kayamkulam.</p> <p style="text-align: right;">(Action: Coordination Section)</p>
4.	<p>Arrangements may be made for sufficient lights in the stair cases.</p>	<p>The Chairman suggested Electricity Consumption by providing LED bulbs.</p> <p style="text-align: right;">(Action: Engineer-in-charge, E &amp; M Cell)</p>
5.	<p>The auto sensor provided in the toilets are not functioning properly, arrangements may be made to repair the same.</p>	<p>A strong letter may be sent to CPWD for rectifying the defects. This point may be raised in the next CPWD meeting also.</p> <p style="text-align: right;">(Action: Coordination Section/ Engineer-in-charge, CMFRI)</p>
6.	<p>Water purifier may be provided in the hatchery and ground floor entrance. The damaged water purifier may be removed from all floors.</p>	<p>New water purifier may be provided wherever required.</p> <p style="text-align: right;">(Action: Caretaker/Purchase Section)</p>
7.	<p>As per ICAR order F. No. 19(20)/2011-Estt.-VI dated 22.07.2013, Office provided new designation to technical categories except T-1-3. Action may be taken to re-designate the existing T-1-3 posts in CMFRI.</p>	<p>In the said Council order, there is no mention about the re-designation of T-I-3 and T-II-3, hence it cannot be considered by this Institute.</p> <p>As desired by the IJSC, this matter may be taken up in the next CJSC Meeting.</p> <p style="text-align: right;">(Action: Member, CJSC)</p>
8.	<p>As per ICAR circular No. F. No. 11(20)2001-Estt. dated 25.10.2011, assessment processing is to be conducted twice in a year, but in CMFRI the assessment for technical categories are conducting once in a year. Action may be taken to conduct assessment committee meetings as per the guidelines of ICAR.</p>	<p>It is not practically feasible to adhere to the time schedule prescribed as per Council's letter dated 25.10.2011 due to non-availability of APAR's in the particular year.</p> <p>The assessment Committee meetings are conducted as per the guidelines of the ICAR without any delay.</p>
9.	<p>Action may be taken to issue a copy of yearly assessment reports to concerned technical staff as has been done in CIFT and other ICAR Institutes after the assessment committee proceedings are over.</p>	<p>May be considered in due course.</p> <p style="text-align: right;">(Action; Establishment Section)</p>

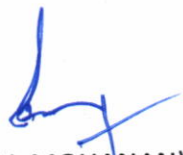
10.	A health club is to be provided in the headquarters at CMFRI Kochi and one at Residential quarters, Thevara.	It is not possible to provide health club through Institute. However, this can be done by the Recreation Club to enhance their facilities for which necessary proposal has to be given to the Secretary, Staff Recreation Club. The Chairman directed to enquire the steps to be taken, including finance, from other ICAR Institutes. (Action: Secretary, Staff Recreation Club)
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**Item V: The Secretary (Staff Side), IJSC raised the following points with the permission of the Chairman:-**

Sl. No.	Subject	Reply
1.	Issue of Salary Certificate for standing surety for KSFE Chitties.	Salary certificate can be issued only in the CMFRI format without indicating the clause of financial liability on the part of CMFRI. (Action: Personnel Section)
2.	Regarding Home Town LTC.	Discussed & dropped.
3.	Intercom facility at Mandapam Regional Centre of CMFRI.	May be considered. (Action: SIC, Mandapam RC of CMFRI & Purchase Section, CMFRI Hqrs.)
4.	Reconstitution of Sports Committee of CMFRI.	Revised Office Order may be issued immediately. (Action: Establishment Section.)
5.	Change of Caretaker of CMFRI Hqrs.	Discussed & Dropped.
6.	Issue of bag to new IJSC Member.	May be considered. (Action: Purchase Section)

At the end of the meeting, the Secretary (Staff Side) thanked the Chairman for his valuable advices/suggestions and proposed vote of thanks to the Members of the IJSC as well as the members attended the meeting.

The meeting ended at 04.30 P.M.

  
 (V. MOHANAN)  
 ADMINISTRATIVE OFFICER &  
 SECRETARY (OFFICIAL SIDE), IJSC