

**PROCEEDINGS OF THE FIRST MEETING OF THE 13<sup>th</sup> IJSC OF CMFRI HELD  
AT CMFRI HORS., COCHIN ON 21.09.2015**

The meeting started at 11.00 A.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-in-charge, FEMD, CMFRI, Cochin.
2. Shri C. Muralidharan, Chief Administrative Officer, CMFRI, Cochin.
3. Shri A.V. Joseph, Chief Finance & Accounts Officer, CMFRI, Cochin.
4. Dr. M.P. Paulton, Senior Technical Officer (Training), CMFRI, Cochin.
5. Shri V. Mohanan, Administrative Officer & Secretary (Official Side), CMFRI, Cochin.

**From Staff Side:-**

1. Shri P.R. Abhilash, Senior Technician (Exhibition Assistant) & Secretary (Staff Side), CMFRI, Cochin.
2. Shri Joseph Mathew, Upper Division Clerk, CMFRI, Cochin & Member, CJSC.
3. Shri P. Jaiganesh, Senior Technical Assistant, Madras Research Centre of CMFRI, Chennai.
4. Shri A. Padmanabha, Technical Officer, CMFRI, Cochin.
5. Shri M.T. Vijayan, Technician, CMFRI, Cochin.
6. Shri Rishikesh Aandi, Assistant, CMFRI, Cochin.
7. Shri T.P. Renil Kumar, Skilled Support Staff, Karwar Research Centre of CMFRI, Karwar.

The SIC, Mandapam RC of CMFRI and Assistant Administrative Officer, Estt. Section were 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.

**Shri V. Mohanan, Administrative Officer & Secretary (Official Side) presented the action taken report on the Agenda items of the Seventh meeting of the 12<sup>th</sup> IJSC held at CMFRI, Kochi on 13.02.2015 as indicated below:-**

<b>Sl. No.</b>	<b>Subject</b>	<b>Reply</b>
1.	Co-authorship for technical staff in the scientific paper may be given.	The Chairman informed that many of the Technical personnel in other ICAR Institutes are not getting this facility. But CMFRI is giving co-authorship to those technical personnel whose contribution in the scientific paper is significant, as observed by the PIs. The Staff Side informed that name of the technical staff posted in some Centres are not being included in the scientific papers. The Chairman informed that this matter will be considered and necessary instructions will be issued to all concerned at Hqrs. as well as Centres.  <b>(Action : PME Cell)</b>
2.	Expenditure sanction may be issued to Mandapam Regional Centre of CMFRI for procurement of Tea/Coffee Vending Machine.	The SIC, Mandapam RC of CMFRI, who attended the IJSC meeting as a co-opted member, informed that necessary proposal will be sent shortly.  <b>(Action : SIC, Mandapam RC of CMFRI)</b>
3.	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.	The SIC, Mandapam RC of CMFRI, who attended the IJSC meeting as a co-opted member, informed that all the old residential quarters at Mandapam Regional Centre are in dilapidated condition. It was also informed that necessary proposal for renovation of quarters will be sent immediately.  <b>(Action : SIC, Mandapam RC of CMFRI)</b>
4.	Revision of amounts allotted for purchase of Bags, Umbrella, Boots etc. Eligible amount may be informed to Centres/orders may be sent to all Centres.	The CAO informed that necessary Circular has already been issued. No further action is required to be taken.
5.	Providing of automatic napkin destroyer machine.	It was decided to install a common incinerator, after taking into consideration the fund position. The Chairman suggested to obtain necessary estimate from reputed firms.  <b>(Action : Caretaker, CMFRI, Kochi)</b>

6.	CMFRI memento to the retirees.	<p>The Chairman ensured that the design will be finalized soon. It was suggested that the memento may be given to all those who retire both from Hqrs. and outstations and for those who retire from outstations, the memento may be sent well in advance so that the same can be given to the concerned official on the day of retirement. Shri P.R. Abhilash, Senior Technician (Exhibition Assistant) &amp; Member, IJSC was directed to show a model of the modified memento, for finalization of the item, without further delay.</p> <p><b>(Action: Shri P.R. Abhilash, Senior Technician (Exhibition Assistant))</b></p>
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The Staff Side Members expressed their satisfaction on the action taken on the above Agenda items.

**New Agenda Items discussed in the First meeting of the 13<sup>th</sup> IJSC:-**

Sl. No.	Item	Reply
1.	The parking facility for two & four wheel vehicles of CMFRI residential quarters is not sufficient at present condition. Provide additional parking facility at Residential Quarters.	<p>It was suggested to identify suitable location for parking area at first. The staff side suggested that the front portion of Type III quarters will be suitable for this purpose. The Chairman suggested to obtain estimate for the same.</p> <p><b>(Action : ACTO (Civil)/Co-ordination Section/Works Committee)</b></p>
2.	The parking facility at CMFRI Headquarters is also not sufficient. Provide additional parking area at Headquarters.	<p>A detailed discussion was held in this regard. The chairman suggested that a design may be arranged to be prepared by an Architect. After getting the design, this matter can be discussed/examined in the Works Committee.</p> <p><b>(Action : ACTO (Civil)/Co-ordination Section/Works Committee)</b></p>
3.	For research purpose our technical staff are visiting harbour twice in a week at early morning. The Technical staff who are residing far away places, are suffering to reach at early morning. Some times while they are going to Kollam and Neendakara they can reach office only after 10 PM. In this regard, a permanent room to technical staff may be provided for staying in the Institute, as provided to Drivers.	<p>The Chairman informed that the room can be provided in Farmers' Rest Room, if vacant rooms are available. It was also suggested that a room can be earmarked for this purpose, after renovation of the Farmers' Rest Room. However, in order to avoid misuse, request to this facility will be considered only on production of approved tour programme</p> <p><b>(Action: Caretaker, CMFRI, Kochi)</b></p>

4.	As discussed in the 5 <sup>th</sup> meeting of the 12 <sup>th</sup> IJSC, the present status of providing 8 nos of Air Conditioners to Madras Research Centre of CMFRI, Chennai, may be intimated.	A proposal has been received and the same will be considered at the earliest. The Chairman observed that there is no significant output from Madras Research Centre. The staff side informed that there is nobody to guide/monitor the activities at the Centre. The Chairman suggested to wait some more time as new Scientist-in-Charge has taken over charge. It was also informed that the administration will be strengthened soon.  <b>(Action : Purchase Section/Estt. Section)</b>
5.	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 book to almost all the staff at Hqrs. has been issued. Copy of Service Book to the remaining staff Members will be issued shortly. It was observed that all staff members at Hqrs. are allowed to verify their Service Book once in every year. The Chairman agreed to issue a Circular in this regard to all Centres.  <b>(Action: Personnel Section)</b>
6.	Framing of Uniform Transfer policy for inter-seat change for Assistants/AAOs. This would help every Assistant/AAO in getting thorough working knowledge in each seat which will be useful for the betterment of CMFRI in future.	The Chairman agreed to this and informed that inter Section/Division transfer orders including technical staff will be issued at the earliest. The Chairman also informed that no request for withdrawal of such orders will be entertained.  <b>(Action: Estt. Section)</b>
7.	Staff side want to know as to whether any specific guidelines have been issued from Hqrs. to the Scientist-in-charge, TRC of CMFRI, Tuticorin for signing of new membership/personal loan for Central Government Staff Co-operative Thrift & Credit Society, Chennai.	It was informed that no special instructions have been issued to the Scientist-in-Charge, Tuticorin Research Centre of CMFRI. It was also informed that as per guidelines, undertaking regarding recovery of amount from the salary of employees cannot be issued by the office.
8.	Separate fund under the Head TA may be allocated for FRAD Survey staff.	The Chairman agreed to consider this matter.  <b>(Action : Audit &amp; Accounts Section)</b>
9.	Separate Assistant/UDC may be posted dealing matters related to New Pension Scheme.	It was observed that this item is not coming with the purview of IJSC. It was directed to see the website <a href="http://www.cra.nsdl.com">www.cra.nsdl.com</a> / <a href="http://npscra.nsdl.co.in">http://npscra.nsdl.co.in</a> for any clarifications/more details. The Chairman agreed to give training to 1 or 2 persons in each Centre, in this regard.  <b>(Action: Audit &amp; Accounts Section/HRD Cell)</b>

10.	Several cases are pending and the bills like GPF/ Medical/ TA etc. are not processing timely due to shortage of ministerial staff at Madras RC of CMFRI.	The Chairman observed that the situation will be improved as one AAO has been temporarily posted at the Centre. One or two administrative staff can also be posted on transfer from other Centres.  <b>(Action : Estt. Section)</b>
11.	Providing first aid facility to all floors at Headquarters.	The Chairman agreed to this proposal. The Chairman also suggested to install Cardio Pulmonary Resuscitation (CPR) Machine in all the floors.  <b>(Action : Purchase Section)</b>
12.	Office Circulars are not being circulated in time at Regional/ Research Centres.	All Circulars from ICAR are available in the website of ICAR. The Chairman suggested to identify one person each in all Centres to download the Circulars and the concerned SIC may ensure circulation of the same among all the staff members. All Circulars issued from CMFRI Hqrs. may also be uploaded in the website of the Institute.  <b>(Action: All SICs/All Sections at Hqrs.)</b>

### **ADDITIONAL ITEMS**

#### **1. Revamping of Recreation Club At Hqrs.:**

The Chairman suggested to convene General Body meeting of the Recreation Club at the earliest. The Chairman agreed to give a room/space for the Club at the earliest most probably within a month.

**(Action: Secretary, Recreation Club /Caretaker, CMFRI, Kochi)**

#### **2. Visit of IJSC members to all Centres:**

The Secretary (Staff Side) expressed his dissent for not giving approval for the visit of IJSC members to various Centres. The Chairman informed that the tour could not be approved due to paucity of funds under the head "TA". The Chairman suggested to use the facility of Video-conference as non-utilization of the same will invite objections from Audit. The Staff Side explained that some issues cannot be said openly through video conferencing. The chairman ensured that there will be no restriction for the visit of separate teams comprising of one or two members to different Centres, instead of visit of all members to all Centres.

3. **The Staff Side expressed their displeasure as no recognition was given to the CMFRI Sports Team who secured overall championship in the ICAR South Zone Sports meet held at Kochi during 25-29, May, 2015.**

The Chairman recollected that he had personally congratulated all the team members. It was informed that a meeting of all staff members could not be arranged in time due to the tour of the Director and also tour/leave of the Chairperson, Sports Committee and some of the participants. It was decided to congratulate the team members in the Annual General Body meeting of the Recreation Club, but that also could not be materialized. The Chairman suggested to convene the General Body meeting of the Recreation Club at the earliest wherein necessary recognition can be given to the Sports Team.

**(Action: Secretary, Recreation Club/Chairperson, Sports Committee)**

4. **Implementation of Aadhaar Enabled Biometric Attendance System:**

The Staff Side informed that the staff members are not aware as to how the late coming/early going of the employees will be treated, in view of implementation of Aadhaar Enabled Biometric Attendance System at Hqrs. It was requested to circulate the guidelines in this regard issued by ICAR/Govt. of India. The Chairman informed that self-discipline is the best method to be adopted by one and all and ensured that the existing guidelines in this regard will be circulated without further delay.

**(Action : Estt. Section)**

5. **Procurement of Computer for Tuticorin Research Centre of CMFRI:**

The Chairman informed that he is planning to visit Tuticorin during the second week of October, 2015 and all pending matters will be finalized after the visit.

6. **Deputation of 2 administrative staff from Tuticorin RC to Mandapam RC of CMFRI for 5 days in a month:**

The Chairman informed that in view of the recruitment of new LDCs/Skilled Supporting Staff, the deputation of both the Administrative staff will be discontinued with immediate effect.

**(Action : Estt. Section)**

7. **Authorization of pension to Shri L.K. Suvarna, Retd. Skilled Support Staff, Mangalore RC of CMFRI:**

It was informed by the Chief Finance & Accounts Officer that the matter will be examined and necessary action will be taken immediately.

**(Action: Audit & Accounts Section)**

8. **Up-dation of information in the intranet regarding balance amount in the GPF Account after incorporating the interest for the year 2014-15:**

It was informed that this information will be updated as soon as the approval for annual account for the year 2014-15 is received from the Council.

(Action: Audit & Accounts Section)

9. **Provide State-wise Compendium of commonly found and commercially important fishes:**

As suggested by the Staff Side, the Chairman agreed to provide State-wise Compendium of commonly found and commercially important fishes to all Technical personnel who are engaged in survey work.

(Action: Head, FRAD)

10. **Officers other than Scientists may be nominated as Vehicle-in-Charge/Guest House-in-Charge at Centres:**

The Chairman agreed to this proposal and ensured to issue necessary instruction in this regard.

(Action : Estt. Section)

11. **Distribution of copy of APARs:**

As requested by the Staff Side, the Chairman agreed for timely distribution of copy of APARs to all Officers/staff members.

(Action: Personnel Section)

12. **Distribution of Assessment Forms and conduct of Assessment Committee meeting:**

The Chairman observed that the file has already been moved in this regard and agreed to conduct the Assessment Committee meeting for promotion of eligible Technical personnel at the earliest.

(Action : Estt. Section)

13. **Constitute a committee for review of action pending on the items considered in the IJSC meetings:**

The Staff Side suggested to constitute a Committee for review of action pending on the items considered in the IJSC meetings. The Chairman agreed to constitute a Committee consisting of Shri V. Mohanan, AO & Secretary (OS), Shri P.R. Abhilash, Senior Technician (Exhibition Assistant) & Secretary (SS) and Shri Joseph Mathew, UDC & Member, CJSC for this purpose.

(Action : Estt. Section)

**14. Posting of new Technical personnel in FRAD for survey work:**

It was informed that as already suggested by the Staff Side, inter Divisional transfers will be made applicable to all Technical personnel.

**(Action: Estt. Section)**

**15. Providing Facilities in IJSC Room:**

It was informed that all facilities except computer have been provided to the IJSC room. The Chairman ensured that computer will be provided at the earliest.

**(Action: Purchase Section)**

The Secretary (SS) expressed his sincere gratitude towards the Chairman for extending co-operation for settling the issues. He also expressed his gratitude to all the Official/Staff Side members. The meeting ended at 1.00 PM.

  
(V. MOHANAN)

ADMINISTRATIVE OFFICER &  
SECRETARY (OFFICIAL SIDE), IJSC