

PROCEEDINGS OF THE SECOND MEETING OF THE 13<sup>TH</sup> IJSC OF CMFRI HELD AT CMFRI HQRS., KOCHI ON 29.01.2016

The meeting started at 11.30 A.M. 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
3. Shri A.V. Joseph, Chief Finance & Accounts Officer

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 T. P. Renilkumar, Skilled Support Staff, Karwar Research Centre of CMFRI, Karwar
7. Shri K.G. Jayaprasad, Skilled Support Staff, CMFRI, Kochi.

Smt. Meera K.N., Assistant Administrative Officer, (Estt.) also attended the meeting as special invitee.

In the absence of Shri V. Mohanan, Administrative Officer & Secretary (Official Side), IJSC of CMFRI, Shri C. Muralidharan, Chief Administrative Officer welcomed the Chairman and members of Official Side as well as Staff side and special invitee to the meeting.

Shri C. Muralidharan, Chief Administrative Officer presented the action taken report on the Agenda items of the first meeting of the 13<sup>th</sup> IJSC held at CMFRI, Kochi on 21.09.2015 as indicated below:-

Sl. No.	Item	Reply
1.	Co-authorship for technical staff in the scientific paper may be given.	This item was discussed and dropped as the Chairman informed that Co-authorship is being given to those Technical Staff, who contribute significantly to the Scientific publications.
2.	Expenditure sanction may be issued to Mandapam Regional Centre of CMFRI for procurement of Tea/ Coffee Vending Machine.	The SIC Mandapam RC may send a detailed proposal for consideration.  (Action: SIC, Mandapam RC)

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.	Renovation work of the old quarters will be taken up during the financial year 2016-17.  (Action: AAO (Cdn.))
4.	Providing of automatic napkin destroyer machine.	Estimate has been received from the Govt. of Kerala. The Chairman informed that the item will be provided during the current financial year itself on priority basis.  (Action: AAO (Cdn.)/Caretaker)
5.	CMFRI memento to the retirees.	Memento costing Rs.2,000/- is being given to the retirees from December, 2015. Personnel Section may take action to draw the amount during each month for making payment to the firm.  (Action: AAO (Per.))
6.	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.	Estimate from the CPWD is still awaited. The Chairman suggested to send a reminder.  (Action: AAO (Cdn.))
7.	The parking facility at CMFRI Headquarters is also not sufficient. Provide additional parking area at Headquarters.	The Chairman suggested that the Architect may be directed to participate in the next Works Committee meeting. Existing Scooter parking area may be shifted as Car parking area and sufficient parking area for Scooter can be provided in the front side.  (Action: AAO (Cdn.))
8.	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 Driver.	Room will be provided after completion of renovation of Farmers' Rest Room. The renovation is in progress.  (Action: AAO (Cdn.)/Caretaker)
9.	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.	4 Air Conditioners have been provided. Approval for expenditure sanction for procurement of the remaining 4 Air Conditioners will be granted during the next financial year 2016-17.  (Action: AAO (Pur.))

10.	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 may be given to all those who have not been provided the same at Headquarters/Outstations. The copying work at Hqrs. can be completed by engaging a contractual staff. (Action: AAO (Per./SICs of all Centres))
11.	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.	Discussed and dropped
12.	Separate fund under the Head TA may be allocated for FRAD Survey staff.	Discussed and dropped. The survey staff may ensure submission of TA bills in time so as to avoid last minute rush.
13.	Separate Assistant/UDC may be posted for dealing matters related to New Pension Scheme	Discussed and dropped.
14.	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.	Posting of additional dealing hands will be considered in due course.
15.	Providing first aid facility at all floors at Headquarters.	The Chairman suggested to identify 2-3 persons in each floor for giving training for using the CPR Machine. (Action: AAO, (Cdn.)/ Caretaker)
16.	Office Circulars are not being circulated in time at Regional/ Research Centres.	In each Centre an administrative staff may be identified for taking print out/ensuring circulation of the same among the staff members of the concerned Centre. (Action: AAO (Est.))
17.	Revamping of Recreation Club at Hqrs.	Recreation club has already been reconstituted. The Chairman ensured that room for the Recreation Club will be provided at the earliest. (Action: Caretaker/AAO (Cdn.))
18.	Visit of IJSC members to all Centres	The Chairman informed that some restrictions are made due to TA constraints. The Chairman suggested to utilize the Video Conferencing facility available at the Institute. Separate teams consisting of 2-3 members can visit all Centres. Item dropped.

19.	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.	This matter was discussed and dropped.
20.	Implementation of Aadhaar Enabled Biometric Attendance System	Aadhaar Enabled Biometric Attendance System has already been installed at Madras RC. AEBAS will be installed at other Centres also without delay. Members expressed concern as the device is not working on many days. It was suggested to explore the possibility of installing other bio-metric devices in place of AEBAS. (Action: AAO (Estt.))
21.	Procurement of Computer for Tuticorin Research Centre of CMFRI:	3 computers can be provided during this year. (Action: AAO (Pur.))
22.	Deputation of 2 administrative staff from Tuticorin RC to Mandapam RC of CMFRI for 5 days in a month:	Discussed and dropped, as the deputation has been discontinued.
23.	Authorization of pension to Shri L.K. Suvarna, Retd. Skilled Support Staff, Mangalore RC of CMFRI:	Discussed and dropped.
24.	Up-dation of information in the intranet regarding balance amount in the GPF Account after incorporating the interest for the year 2014-15	Discussed and dropped.
25.	Provide State-wise Compendium of commonly found and commercially important fishes	Compendium of commonly found and commercially important fishes in Tamil Nadu State will be prepared and issued shortly. (Action: Head, FRAD)
26.	Officers other than Scientists may be nominated as Vehicle-in-Charge/Guest House-in-Charge at Centres	Discussed and dropped.
27.	Distribution of copy of APARs	APARs are already distributed to many of the staff members. APARs will be issued to the remaining persons also shortly. (Action: AAO (Per.))
28.	Distribution of Assessment Forms and conduct Assessment Committee meeting	Assessment Forms have already been distributed. Reminder may be sent to the Centres from where the duly filled forms are still awaited. (Action: AAO (Estt.))

29.	Constitute a committee for review of action pending on the items considered in the IJSC meetings	The Committee has already been constituted. The Secretary (SS) informed Committee did not meet till date. The Chairman suggested to convene the meeting during the last week of February, 2016.  (Action: Secretary (SS), IJSC)
30.	Posting of new Technical personnel in FRAD for survey work	Discussed and dropped.
31.	Providing facilities in IJSC Room	The Secretary (SS) requested to provide computer in the IJSC Room. The Chairman ensured that Computer will be provided during 2016-17 in the month of April itself.

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

New Agenda Items discussed in the Second Meeting of the 13<sup>th</sup> IJSC:-

Sl. No.	Item	Reply
1.	There is an issue related with promotion of the Technical Staff, regarding the relevance of their Graduation/Post Graduation for promotion. Many Technical personnel are facing this issue at the time of their promotion. As per the ICAR Rules, the concerned Institute has the power to decide the relevancy of a particular staff. But still it is not being decided by an authorized committee. In this regard the staff side suggests to kindly take action for making a permanent solution for solving this issue.	The Chairman informed that individual cases will be referred to the Council.
2.	As per the proceedings of the 6 <sup>th</sup> meeting of the 12 <sup>th</sup> IJSC conducted at Calicut RC, a committee was constituted for examining the issues related to the promotion of Canteen Staff. In this regard the staff side would like to know the action taken report on the recommendations of the said committee.	This matter was discussed in detail. The Chairman ensured that the matter will again be considered by him personally. It was also informed by the Chairman that a proposal for upgradation of the Departmental Canteen at CMFRI Hqrs. will be sent to the Council.  (Action: AAO (Estt.))
3.	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.	The chairman suggested that the SIC, Calicut RC may send a proposal for considering the matter.  (Action: SIC , Calicut RC)

4.	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.	Necessary proposal in this regard may be sent by the concerned SIC, for consideration.  (Action: SICs of Regional/Research Centres)
5.	Staff Side requests to publish the list of authorized private hospitals of all Research Centres including Headquarters of CMFRI.	The chairman agreed to circulate the list of ICAR approved hospitals. (Action: AAO (Cdn.))
6.	Staff Side requests to add the new Multi-Specialty Hospital at Ramanathapuram in the list of eligible authorized Hospitals for Medical treatment.	The Chairman suggested to place the item in the next IMC meeting for further necessary action. Detailed proposal may be sent to Hqrs. (Action: SIC, Mandapam RC)
7.	Due to the non-availability of Department canteen, a Tea/Coffee vending machine may be provided at Mandapam Regional Centre of CMFRI.	Already discussed. Necessary proposal in this regard may be sent by the SIC, Mandapam RC.  (Action: SIC, Mandapam RC)

#### Additional Agenda Items

1. Recognition of Medical Trust Hospital Annexe at Kuzhuppilly instead of St. Vincent De-Paul Hospital, Kuzhuppilly for the medical treatment of staff members of CMFRI and their family members.

The Chairman suggested to obtain a letter from the hospital authorities for further necessary action.

(Action: Secretary (SS), IJSC/AAO (Cdn.))

2. Utilization of the prize money of "Best Institute Award".

The Staff Side, IJSC suggested to utilize the amount by providing a Basketball Court at CMFRI Residential Complex. The Chairman suggested to obtain the guidelines regarding the criteria for utilization of the fund from the Council before utilizing the fund.

(Action: AAO (Cdn.))

3. Promotion to the post of Assistant

This matter was discussed and dropped as promotion are given as per the existing guidelines/rules.

4. Procurement of furniture for KVK of CMFRI, Narakkal.

The Chairman informed that the furniture at present at KKV are in a very shabby/dilapidated condition. The Chairman agreed to provide the furniture to CMFRI staff posted in KVK campus as per the availability of fund.

(Action: AAO (Pur.))

5. Training to all new Technical staff members

The Chairman agreed to provide necessary training programme to the new staff members as per the availability of funds under HRD.

(Action: SIC, HRD Cell)

6. Guidelines regarding payment of Over Time Allowance may be made available to all Centres

The Chairman suggested to refer the OTA Rule Book for guidance.

7. Distribution of all Office Orders/Circulars etc. to those who posted at CMFRI Hatchery, Narakkal.

The Chairman suggested to mark copy of Office Orders/Circulars of general nature to the staff members who are posted at CMFRI Hatchery, Narakkal.

(Action: All Divisions/Sections)

8. Conversion of CMFRI Students' hostel as Men's Hostel.

The Chairman suggested to place proposal in this regard in the next meeting of Institute Management Committee

(Action: AAO (Cdn.))

9. Promotion to the post of Assistant in various quotas as per Recruitment Rules.

The variation in the number of persons in various quotas was occurred due to revision in the Recruitment Rules and this will be adjusted/rectified in future vacancies.

(Action: AAO (Estt.))

10. Change of date of ICAR Inter Zonal Sports meet.

The staff side informed that the ICAR Inter Zonal Sports meet is always conducted during February - March and hence many staff are not able to participate in the same due to the huge workload during the particular month. It is requested to send a letter to the Council for changing the date of ICAR Inter Zonal Sports meet.

The Chairman suggested to send a letter to ICAR for doing the needful in the matter.

(Action: AAO (Cdn.))

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 Official Side & Staff Side members of the IJSC. The meeting ended at 2.00 PM.

  
(C. MURALIDHARAN)  
CHIEF ADMINISTRATIVE OFFICER