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भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
कासरगोड - 671 124, केरल, भारत

ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA
(An ISO 9001:2008 Certified Institute)



No.2(2)/2011-Estt.I/

Date: December 15, 2014

ENDORSEMENT

I am directed to forward herewith the proceedings of the 1st meeting of the XIIIth IJSC of CPCRI held at CPCRI, Kasaragod on 15.10.2014 at 02.30 PM to all the members of the IJSC, Head of Divisions/in-charge of the various sections of the Institute and Heads/SICs, CPCRI Regional Stations/Research Centres for their information and further necessary action. All are requested to circulate the proceedings among all the staff members working in their division/section/office, take necessary action on the decisions taken in the meeting pertaining to their Division/Section and submit the action taken report to the undersigned by 15.01.2015, positively.

Encl: As above

(SURESH KUMAR)
Chief Administrative Officer &
Secretary (Official Side), I.J.S.C.

Copy to the following members of the IJSC

Official side members of IJSC

- | | |
|---|---------------------------|
| 01 Dr. P. Chowdappa, Director, CPCRI, Kasaragod | Chairman |
| 02 Dr.V. Krishnakumar, Head, CPCRI RS, Kayamkulam | Member |
| 03 Dr.Ravi Bhat, HD, Crop Production Division, CPCRI, Kasaragod | Member |
| 04 Dr. K. Muralidharan, AHD, SS Div., CPCRI, Kasaragod | Member |
| 05 Dr. C.T. Jose, Principal Scientist, CPCRI RS. Vittal | Member |
| 06 Sh. TDS Prakash, Fin. & Accounts Officer, CPCRI, Kasaragod | Member |
| 07 Shri B. Sathish, Admn. Officer, CPCRI, Kasaragod | Special Invitee |
| 08 Shri Jayarama Naik, K.M., Admn. Officer, CPCRI, Kasaragod | Special Invitee |
| 09 Sh. Suresh Kumar, Chief Administrative Officer, CPCRI, Kasaragod | Secretary (Official Side) |

Staff side members of IJSC

- | | |
|---|------------------------|
| 10. Shri C. Ramesh Babu, P.A., CPCRI RS, Kayamkulam | Member |
| 11. Shri M.V. Sreedharan, Tech. Assistant (F/Field), CPCRI, Kasaragod | Member |
| 12. Shri K.J. Sebastian, Tech. Asstt., CPCRI, Kasaragod | Member |
| 13. Shri O.Ramachandran, SSS, CPCRI, Kasaragod | Member |
| 14. Shri B. Ramachandran, SSS, CPCRI, Kasaragod | Member |
| 15. Shri V. Jathappa Gowda, SSS, CPCRI RC, Kidu | Member |
| 16. Shri M. Ravindran, Assistant, CPCRI, Kasaragod | Secretary (Staff side) |

Distribution:

1. The Project Coordinator (Palms)/All Heads of Divisions, CPCRI, Kasaragod
2. The Head, CPCRI Regional Station, Kayamkulam/Vittal
3. The SIC, CPCRI Research Centre, Kidu/Kahikuchi/Mohitnagar/Minicoy
4. The CAO/AO/FAO/AAOs(E.I/E.II/Bills/Stores/Estate), CPCRI, Kasaragod
5. The Programme Coordinator, KVK, Kasaragod/Kayamkulam
6. SIC, PME/RTI & APAR Cell/Library/OIC, Vehicles/Notice Board
7. Shri M.P. Ramesh Kumar, CTO, Library, CPCRI, Kasaragod for uploading the proceedings in the CPCRI Website

PROCEEDINGS OF THE 1st MEETING OF XIII INSTITUTE JOINT STAFF COUNCIL OF CENTRAL PLANTATION CROPS RESEARCH INSTITUTE HELD AT CPCRI, KASARAGOD, ON 15.10.2014.

The 1st meeting of the XIII IJSC of CPCRI was held on 15.10.2014 at CPCRI, Kasaragod at 2.30 PM under the Chairmanship of Dr. P. Chowdappa, Director, CPCRI.

The following members were present in the meeting:

Official Side Members

01	Dr. P.Chowdappa, Director, CPCRI, Kasaragod	Chairman
02	Dr. V. Krishnakumar, Head, CPCRI Regional Station, Kayamkulam	Member
03	Dr. Ravi Bhat, HD (Crop Production) CPCRI, Kasaragod	Member
04	Sh. B. Sathish, Fin. & Accounts Officer i/c, CPCRI, Kasaragod	Member
05	Sh. KM Jayarama Naik, Admn. Officer, CPCRI, Kasaragod	Special invitee
06	Sh. Suresh Kumar, Chief Admn. Officer, CPCRI, Kasaragod	Secretary(Official Side)

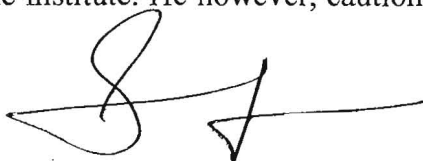
Staff Side Members

01	Sh. C. Ramesh Babu, PA, CPCRI Regional Station, Kayamkulam	Member(CJSC)
02	Sh. MV Sreedharan, Tech. Asst., CPCRI, Kasaragod	Member
03	Sh. KJ Sebastian, Technician, CPCRI, Kasaragod	Member
04	Sh. O Ramachandran, SSS, CPCRI, Kasaragod	Member
05	Sh. V. Jathappa Gowda, SSS, CPCRI, Kidu	Member
06	Sh. B.Ramachandran, SSS, CPCRI, Kasaragod	Member
07	Sh. M. Ravindran, Assistant, CPCRI, Kasaragod	Secretary(Staff Side)

Dr. K. Muralidharan, AHD, Social Science Division, CPCRI, Kasaragod and Dr. C.T.Jose, Principal Scientist, CPCRI, RS, Vittal could not attend the meeting due to their preoccupation.

Shri Suresh Kumar, Chief Administrative Officer and Secretary (Official Side) welcomed the Chairman and all the Members of both the Official side and Staff Side separately, who were present in the meeting. The Secretary extended a warm welcome to Dr. Chowdappa, the new Director of CPCRI and Chairman of the IJSC. The Secretary (official side) requested all the Members to introduce themselves.

Dr. P. Chowdappa, Director & Chairman in his opening remarks expressed his happiness over chairing the 1st IJSC meeting of CPCRI at Kasaragod and extended a warm welcome to all the members. The Chairman explained the need for conducting the IJSC meetings in a cordial manner and requested cooperation of all the members. He opined that there shall be no difference between official side and staff side, the members should be together for the overall development of the Institute and also for the welfare of all the employees. The Chairman requested the members to treat him as one among them and invited all to meet him personally for any work related to the institute/welfare of the staff members. He suggested that more interactions, discussions can solve many problems, and welfare of the staff of the Institute will be his top priority and without the cooperation of the staff members, no progress can be made for any institution. He emphasized the need for more concerted efforts on the overall development and up-holding reputation of the Institute. He however, cautioned that name of the

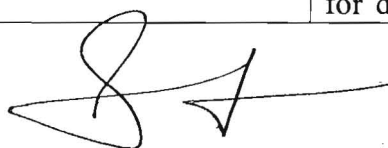


Institute should not be damaged in any manner and urged all for the overall development of the Institute.


The Chairman requested the Secretary (Official Side), IJSC to start the proceedings of the meeting of the IJSC. The action taken on the recommendations of the previous meeting of the IJSC held at CPCRI, RS, Kahikuchi on 05.09.2013 were reviewed as under:

**Review of action taken on the recommendation of the 6th meeting of XII IJSC held at
CPCRI Research Centre, Kahikuchi on 05.09.2014**

Item No	Points raised / Decision recommended	Action Taken
X-9-9	Providing Sink / wash and wash basin facilities to the New Type 2 Quarters at HQ:	The house was informed that the work is completed. The item was discussed and dropped.
XI-8-4	<p>Anomaly in pay fixation of Supporting staff promoted to the post of T-1(JTA) and LDC at HQ.</p> <p>Staff side explained that the cases may be taken up with the ANOMALY Committee(6th CPC) of the ICAR and action in that direction needs to be taken instead of considering case under MACP. The house was informed by the official side that there is no provision for stepping up. The matter has already been referred to Council for clarification. After the discussion it was decided to take up the matter in the ensuing CJSC meeting. Simultaneously, the decision of the last IJSC meeting that to refer the cases to Sr. Fin. & Accounts Officer of the Institute may be carried out.</p> <p>It was decided to examine the cases further in detail to settle the above anomalies in the Institute level and otherwise refer the cases to the Council with full details.</p> <p>A proposal for stepping up of pay was disposed vide office order dated 12.3.2014.</p> <p>In another case, the proposal was not acceded to by the CA and the decision thereto was communicated to the employee vide memo dated 22.3.2014.</p>	<p>After a lengthy discussion on the issue, it was decided to refer the case to the Council for taking further action on the case. The CJSC Member informed the house that the issue has been taken up by him in the last CJSC Meeting and the proceedings of the meeting is awaited.</p> <p>Action: Estt.I</p>
XI-8-6	<p>To provide two wheeler facility to technical staff at Kidu.</p> <p>After the detailed discussion on the matter, it was decided to include the item in the EFC under 'Farm Implements'. The proposal from Regional Station, Kayamkulam to purchase two wheeler (on replacement of scooters purchased under adhoc scheme) will also be considered to be included in the EFC. ICAR vide letter No.F.6-5/2-13-IA-V dated 25-7-2013 requested Para wise clarification for the purchase of 2 wheelers at RS Kayangulam and RC Kidu which have been forwarded to respective Station/Centre vide this Office letter No. 31(2)Cond/Disp/2005-Estate dt. 17-8-2013.</p> <p>The item was discussed and the house was informed that certain clarification as sought for by the Council is yet to receive from the Kayamkulam Station. Further it was stated that the above proposals have been included in the XIIth Plan EFC and approval for the same is expected.</p>	<p>The house was appraised that the approval of the 12th Plan EFC is expected from the Council shortly. To avoid further delay, action may be initiated by the Heads of the Regional Stations to complete all other formalities to purchase the two wheelers immediately on receipt of the approved EFC Memo.</p> <p>Action: Head, Vittal/ Kayamkulam & Si/c, Kidu.</p>
XII-1-4	Digging new well for providing pure drinking water to the residents of staff quarters of Block- V.	The position with regard to the improved facilities provided for drinking water to residents



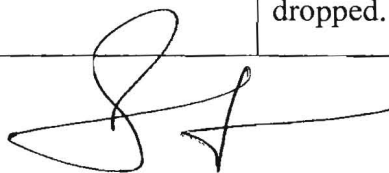
Item No	Points raised / Decision recommended	Action Taken
		<p>of staff quarters at Kayamkulam was explained to the house by the Head. The house expressed its satisfaction over the action taken on the matter.</p> <p>The item was discussed and dropped.</p>
XII-2-2	Appointment on compassionate grounds.	<p>The house was informed that the action in the matter is over and the vacancies filled up under compassionate quota.</p> <p>Item was discussed and dropped.</p>
XII-2-5	<p>Payment of honorarium for attending scheme works to the staff at Kayangulam</p> <p>It was informed by the official side that the honorarium to the staff can be paid only if provision is available in the budget of the research scheme/project. However, in future a provision may be made as Secretarial Assistance, etc., while preparing / submitting project proposals.</p> <p>The staff side members explained the quantum of works under various Schemes and the difficulties in completing all the works in time due to the shortage of staff in administration. The Staff side remained on their request that to consider payment of honorarium from the 'institutional charges' available under the schemes. In this context, the practice adopted in paying the honorarium under NAIP funded schemes was brought to.</p>	<p>After a lengthy discussion, the Chairman assured the house that necessary instructions will be given to all the concerned to incorporate the provision for payment of honorarium for the administrative/technical assistance while submitting the proposals for new externally funded projects. No Project proposal will be forwarded without provision for honorarium for Administrative/Technical assistance. However, payment of honorarium on the analogy in which the honorarium paid under NAIP schemes will be examined.</p> <p>Action: F&AO / PME Cell</p>
XII-IV-4	<p>Issue of Uniform without any payment from the staff:</p> <p>The revised rate received from Hqrs. Vide letter No. 4(14)/IJC-2013 dated 18.1.2014 is being implemented.</p>	<p>The action taken on the issue was explained to the House.</p> <p>Item was discussed and dropped.</p>
XII-IV-8	<p>To reconstruct the drainage system to the residential quarters at Kasaragod.</p> <p>Drainage channels constructed for most of the residential quarters, especially type-I to III in the hill block campus are in a dilapidated condition as a result of which, the waste water from kitchen, wash basin and bath room are stagnating in sub-manholes itself. The given circumstances give way to mosquito burgeoning as well as entering of worms/insects into kitchen sink are being experienced by the residents in the downstairs. It is requested to take up the reconstruction of drainage channels in the hill block campus on priority.</p>	<p>The official side informed that the item has been included in the EFC to undertake the work under the head "15% Repair Works". The staff side informed the house that the quality of the work of the CPWD is very bad and nobody</p>



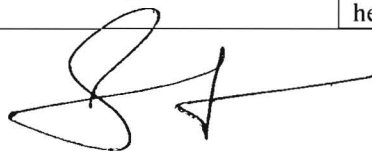
Item No	Points raised / Decision recommended	Action Taken
		<p>from the Institute is supervising the work or taking any action before its handing over. The poor quality of the work is the major problem for all the works. The stand of the Engineers of our Institute is that they cannot interfere in the works which are undertaken through CPWD. The staff side informed the Chairman that as CPCRI is spending the money, our interest should be protected at any cost. The Chairman informed the house that he will invite the Engineers of the CPWD to our station for a detailed discussion on the matter. The concern of the members will be informed to them and in future, our Engineers will also be engaged in supervising the works which will be undertaken by CPWD or any other agency to protect our interest. The Works Committee will also be asked to verify the works in their level before its taking over. The staff side Members informed the Chairman that the drainage system of almost all the quarters are in a very bad condition and requested to give priority to this work as without its repairs, cleanliness of the residential campus cannot be maintained. It is more important to keep the residential campus neat and tidy in view of the instructions of the Government of India. The Chairman assured the house that all necessary efforts will be made to see that the work is completed at the earliest.</p> <p>Action: AO/AAO(Estate)</p>
XII-V-2	<p>Black topping of Approach Road of Type-II & Type-III quarters (5th block) Kayamkulam</p> <p>The approach road from the main road towards the Type-II and III Quarters in 5th Block could not be asphalted till today. It is a long pending demand from the staff residing in the above quarters. This genuine demand may be taken up on priority basis. If asphaltion of the road thorough CPWD is not possible, the work may be executed with cement plastering departmentally.</p> <p>Proposal was sent to Hqrs. (vide letter No. 9(207)/XII-Plan/2012 dated 28.02.2013) for inclusion of the work under EFC for XIIth Plan.</p>	<p>Proposals are included in the EFC and approval of the Council is awaited. The work will be undertaken under the head "15% Repair Works" once we receive the approval of the EFC Memo.</p> <p>Action: Head, Kayamkulam.</p>



Item No	Points raised / Decision recommended	Action Taken
XII-V-3	<p>Priority for undertaking minor works in the residential quarters (Kayamkulam)</p> <p>The house was informed that light roofing of 6 type-II and 4 Type-I residential quarters to prevent leaking during rainy period was completed during March 2013 through outsourcing the work with M/s. Nirmithi Kendra, Mavelikara at a cost of Rs. 8.71 lakhs. Details of other works to be undertaken for 2013-14 were finalized and are being taken up on priority basis.</p>	<p>The house was informed that the Head of the Station is closely monitoring the various maintenance works of the residential quarters. The staff side Member from the Station has also agreed that maintenance works are being undertaken on priority basis.</p> <p>This item was discussed and dropped.</p>
XII-V-4 & XII-6-1	<p>Recasting of the PBRR in respect of the Technical (Category-I) under promotion quota(33.33%).</p> <p>Filling up the vacant posts of T-1 Technical by promoting persons in supporting services.</p> <p>The recasting of roster with effect from 01.11.2011 in respect of all the cadres/posts had been finalized and completed at this Institute on 30.01.2012 except the roster for Technical Category-I (under promotion mode). On certain observation made by the Staff Side (IJSC) on the draft roster, the document is understood to be sent to Sri. Ashish Roy, Nodal Officer(SC &ST), CRIDA Hyderabad and pending with him. In this context, the vacancies that has arisen during the year 2012 onwards are lying unfilled whereas the SSS eligible for promotion to T-1 (JTA) are waiting for a long awaited promotion. The issue may please be settled at the earliest.</p> <p>The issues was pursued further. Accordingly, the committee constituted for finalizing the PBRR of the Institute under the chairmanship of Shri Ashish Roy, CAO, CRIDA, Hyderabad & ICAR Nodal Officer for SC/ST, Sothern Regional in its meeting held on 20.05.2013 has recommended to initiate necessary action to fill up the available 2 vacancies under UR quota under promotion mode (33.33 %) subject to the outcome of the decision of Hon'ble CAT, Ernakulam Bench in the OA No.178/2012. The recommendation was approved by the Director.</p> <p>Accordingly the file was move for holding the DPC on 3.8.2013. However, in view of a letter dated 01.07.2013 submitted by Shri Sanjeeva against the recruitment action, no clearance was accorded by the competent authority and hence the office could not move further in this regard.</p>	<p>After the discussion at length on the matter, the Chairman instructed that the case will be referred to the legal expert for his opinion on the issue. The case will be reviewed and every effort will be made to see that the interest of the affected employees are protected.</p> <p>Action: AO/AAO(Estt.I)</p>
XII-V-6	<p>Request for providing fan in the dining hall of the Type-II quarters (18 Nos.) at Regional Station, Vittal.</p> <p>The item was discussed. The house was informed that the facilities as per the CPWD norms shall be provided to the Type II quarters at Regional Station, Vittal. Accordingly, actions are on and the work can be carried out on receipt of revised budget allocation under respective Head of Account.</p>	<p>The Chairman informed that necessary instructions have been issued to Regional Station, Vittal to provide fans in dining hall.</p> <p>Action: Head, Vittal</p>
XII-V-7	<p>Inadequacy of Cattle Shed:</p> <p>The house was wholeheartedly welcomed the suggestion. After the deliberations, it was assured that the work will be taken up on preparation of estimate by Nirmithi Kendra who was requested to send estimates for ongoing works during the current year.</p>	<p>Chairman has observed that the item should not have come to the IJSC as it is research related one.</p> <p>The item was discussed and dropped.</p>



Item No	Points raised / Decision recommended	Action Taken
XII-6-2	<p>Functioning of the Institute Grievance Committee</p> <p>Procedure for redressal of grievances has not been followed by the Institute meticulously, now a day. Instance has been brought to the IJSC (Staff Side) by a Staff member, on this account.</p> <p>The Staff Side had invited the attention of the house to the non-functioning of the Grievance redressal forum of the Institute which is the lone platform to discuss the individual grievances. It is not appropriate on the part of the responsible Member Secretary /Section concerned to blame any other functionary or section for evading his failure. Staff Side had requested to implement the scheme in its letter and spirit. After the discussion, the Chairman informed the house that necessary action for constituting the IGC will be initiated soon.</p>	<p>The house was informed that the Institute Grievance committee has since been constituted. The Chairman desired that Meeting of the Institute Grievance Committee may be convened regularly and as per the provision of the scheme.</p> <p>Action: CAO/Member Secretary, IGC.</p>
XII-6-3	<p>Posting of a regular staff in the recruitment seat at hqrs.</p> <p>Normally, when a dealing assistant superannuates from the service, all the official records and files are to be taken over from him/her by the authorized officer or the Dealing Assistant posted substitute to the retiree. Here, the files & records and many other important records dealt by the Assistant who retired from ICAR service on 28.02.2013 have not been taken over from him by the office even after five months after his superannuation, which may be seen with due seriousness. Further, the recruitment seat, being the Institute's main and important dealing seat according to the Administrative staff are concerned, the senior most Assistants are expected to be posted in the seat as per the capability and competence and as per the usual practice. However, it is understand that no action in this direction is initiated so far, which resulted into a unhappy situation among the senior administrative staff. Paying no heed to seniority and capability of such staff may affect their morale negatively.</p> <p>Requested to take necessary action to post a regular incumbent in the seat, without any further delay.</p>	<p>The house was informed that the work of recruitment seat was entrusted to a regular assistant with effect from 1.3.2014.</p> <p>The item was discussed and dropped.</p>
XII-6-4	<p>Internal shuffle (Sectional transfer) of technical personnel.</p> <p>At headquarters as well as Stations/Centres many technical personnel are continuing in the same Section/seat quite for many years, without any change or sectional transfer. This situation not only cause them in monotonous in work but denying them variety of learning/expertise in the sphere Institute activities. Moreover, permitting the personnel in certain sensitive seats continuously for a long time may show the way to unhealthy circumstances, particularly in the light of certain incidents experienced in the past.</p> <p>The staff side pointed out that keeping officials in certain positions where large quantum of financial transaction are involved regularly and handled the transaction in cash by the person individually, shall not be healthy practice and hence shift them from there regularly so as to avoid chances of financial irregularities / malpractices. Staff Side illustrated the matter with certain specific positions/cases.</p> <p>The house had accepted the suggestion with due seriousness and the Chairman assured that the issue shall be taken up in the forthcoming HDs' meeting for appropriate decision. Internal shuffling of technical personnel was also assured to be discussed in the HDs' meeting. Agenda was placed in HD's meeting and according to the decision taken, internal change of two technical personnel was ordered. Orders already issued.</p>	<p>The Chairman informed the house that it is very difficult to rotate all the technical staff, since a person trained for a particular work for a particular section cannot be engaged in other works in another section. His expertise cannot be utilized if he is shifted to other sections. It is also very difficult to train all the technical personnel for all the works. However, close monitoring will be made in sensitive areas and remedial measures will be taken to stop any activity which is against the interest of the Institute.</p> <p>However, rotation can be effected at sensitive places</p> <p>Action: Institute Vig. Officer/ F&AO</p>
XII-6-5	<p>Deputation of technical officers to Regional Station, Minicoy (on transfer for period of one year).</p>	<p>Item was discussed and dropped.</p>
XII-6-6	<p>Limitation of Lunch Break for half an hour at Kasaragod.</p>	<p>The request was not agreed to and hence will maintain status quo.</p>



Item No	Points raised / Decision recommended	Action Taken
XII-6-7	<p>Inordinate delay in clarifying issues related to the service matters, etc. from the HQ</p> <p>The Heads of the Regional Stations/ Research Centers may require clarification for some of the cases and seek clarification from the Head quarters where Chief Administrative Officer/Senior Finance & Accounts Officer are stationed and in position. Instead of clearing the doubts or interpreting the rule position, the HQ office is keeping the matters pending for a long period which is creating problem at the Regional Stations/Research Centers in quick disposal of the cases. The practice of keeping cases pending for a long period at the Head quarter particularly in the Accounts Section may be avoided in the larger interest of the Institute.</p>	<p>Both the official side and staff members were of the opinion that keeping files for a long period should not be allowed at any cost. The Chairman informed that he has already instructed all the concerned officials to clear all the pending files immediately and report the position to him. After a lengthy discussion on the matter, the Chairman assured the house that he will issue further instructions to clear the files as soon as possible (maximum 15 days).</p> <p>Action: CAO/AO(Estt.I)</p>
	<p>Any other items, with the permission of the Chairman.</p> <ol style="list-style-type: none"> 1. The Staff side members expressed their apprehension over referring the cases related to Administration including transfer of administrative staff to the Head of Divisions' meeting. The Chairman assured the members that he will look in to the matter. 2. The Members informed the Chairman about the present condition of the Guest Houses, particularly the SAGAR Guest House. This Guest House is located far away from the main campus and nobody will be there during night time. Water pipes are leaking and the bathroom pipes are blocked. The rooms are allotted without proper cleaning and no system for serving tea in the morning. The Chairman assured that action will be taken to engage separate caretaker for all Guest Houses and they will be responsible for maintaining the Guest houses in a proper way. 3. The Members reported about the non-occupation of the vacant rooms in some of the buildings since its construction. The Chairman informed that he will be visiting the places for an on the spot verification and to take action deemed necessary. <p>Action: CAO /AO(Estt.) / AAO(Estate)</p>	

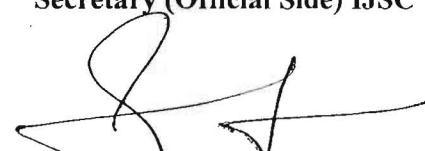
It was decided to conduct the 2nd meeting of the XIII IJSC at CPCRI, Research Centre, Mohitnagar during the last week of January, 2015.

The Secretary (Staff Side) of the IJSC proposed vote of thanks and the meeting ended at 4.30 PM.

(Suresh Kumar)
Chief Administrative Officer &
Secretary (Official Side) IJSC

F.No. 2(2)/2011-Estt.I dated 11.12.2014

The proceedings has been approved for issue by the Director.


Chief Administrative Officer
