

**ICAR-Indian Institute of Spices Research
Kozhikode-673012, Kerala**

Proceedings of the first meeting of XI Institute Joint Staff Council™

The first meeting of the XI Institute Joint Staff Council was held on 19 October, 2019 at 2:30 PM, at ICAR-Indian Institute of Spices Research, Kozhikode under the Chairmanship of Dr K Nirmal Babu, Director, ICAR-IISR.

The following members were present:

Official side		Staff side	
1.	Dr C.Sarathambal, Secretary	1.	Mr. P Rajeev (Secretary)
2.	Dr.C K Thankamani	2.	Mr. C K Jayakumar (CJSC member)
3.	Dr.M Balaji Rajkumar	3.	Mr. V V Sayed Mohammed
4.	Mr. Sujeesh E S	4.	Mr. OG Sivadas
5.	Mr T D S Prakash		
6.	Mr. R N Subramanian		

Secretary (Official side) welcomed the Chairman and all members of the XI IJSC. The Chairman reviewed the action taken report on the previous proceedings. The following items were discussed:

S. No	Agenda Item	Decisions taken
1.	Administrative staff meeting to be conducted periodically to improve the working atmosphere in IISR administration	Administrative meetings are being conducted periodically and this will continue with better coordination.
2	IJSC meeting to be intimated before one month for preparing the agenda items from all the centres and to conduct pre meetings	Secretary (official side) may fix the date of IJSC in consultation with Director.
3	Small vehicle/hired vehicles have to be provided for bank related duties at Calicut town. Parking of heavy vehicles/buses in the town seems to be very difficult due to heavy traffic	Vehicle will be provided, on the basis of eligibility, purpose and availability.
4	Service books should be provided for verification to all the staff of headquarter and other centres July 1 st ever year	It is being done. However making it available from July 1 st -10 th for verification. (Action: Administrative officer)
5	Initiating compassionate appointments for helping the families of expired employees	Compassionate appointments will be done at ICAR level.
6	Processing of inpatient and outpatient bills of employees. As this was discussed, enquired and recommended by the committee formed in the previous IJSC, bill may be processed as soon as possible	It will be strictly processed as per the ICAR rules.

7	Delay in DA arrears payment even after ICAR endorsement. Payment DA arrears for the last time has taken more than one month hence it is requested to speed the payment	The delay in payment of last year arrears is due to preparation of IT related statements. However the payment of present DA arrears will be done at the earliest.
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The meeting came to an end with vote of thanks by Mr. P Rajeev, Secretary (Staff side)

This is issued with the approval of the Director.


(C. Sarathambal)
 Secretary-official side