

Proceedings of the second meeting of XI Institute Joint Staff Council

The second meeting of the XI Institute Joint Staff Council was held on 13 February, 2020 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. CK Jayakumar (CJSC member)
3.	Mr. Sujeesh E S	3.	Mr. VV Sayed Mohammed
4.	Mr TDS Prakash	4.	Mr. OG Sivadas
5.	Mr. RN Subramanian		

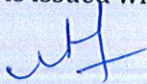
Secretary (Official side) welcomed the Chairman and all members of the XI IJSC. The Chairman reviewed the action taken report on the previous proceedings. The following items were discussed:

Sl. No.	Agenda items	Decision taken/action
1	Revising the office order insisting all leaves including medical leave to be applied 15 days in advance.	Revised order may be issued immediately. Action: AAO (Establishment)
2	Group insurance for the employees joined after 2014	As per the new IRDA regulations new enrolments are not allowed in group insurance scheme after 2014. Accordingly, the item dropped.
3	Conducting an awareness class for the NPS subscribers	Approved. Resource person for conducting the awareness class may be identified and organized at the earliest. Action: AAO (Establishment) Secretary, Staff Side, IJSC
4	Using a single channel/software for leaves, submissions etc. Awareness and clarity may be given to all employees regarding the use of the existing office automation software	All three available channels/software must be used for leaves and submissions. <ul style="list-style-type: none"> To reduce the errors and problems in using the BAS/ ICAR-ERP, the proposal for FTTH connection to IISR farm and KVK for better internet connectivity may be processed at the earliest. Non Wi-Fi biometric devices to IISR farm and KVK may be purchased. Action: Programme Coordinator, KVK Farm Superintendent, IISR farm, AAO (Stores) Mr. Sayed Mohammed, Assistant, IISR
5	Pay fixation of employees who were promoted 4 months back.	Pay fixation must be completed within a week time. Action: AAO (Establishment)
6	Fencing of the residential quarter area at Peruvannamuzhi for protection from elephant and other wild animals menace.	Approved. Proposal for the same may be submitted and work may be carried out once the fund is available. Action: Farm superintendent, IISR farm AAO (Stores)
7	Follow the procedures while preparing the proceedings of IJSC meetings	This will be followed. Action: Secretary Official Side, IJSC Secretary Staff Side, IJSC
Other agenda items discussed with approval of the Chairman, IJSC		
8	Purchase of bio-incinerator for residential quarters at IISR farm.	Approved. Proposal may be submitted for the same. Action: Farm superintendent, IISR farm AAO (Stores)
9	Processing of inpatient and outpatient bills from state approved hospitals. As this was discussed, enquired and recommended the committee formed	All long-pending bills shall be processed at the earliest. Rules in this regard may be discussed and clarified by involving the IJSC members if needed. Action: AAO (Establishment), FAO

	in the previous IJSC, the bills may be processed at the earliest.	Secretary, Official Side, IJSC Secretary, Staff Side IJSC/ Members
10	Service book should be provided for verification to all staff every year without fail.	Since the service book was not made available to the staff for the past two years, it should be ready by 29 th of February 2020. It will be provided for verification to all the staff of headquarter and other centres on July 1 st -7 th ever year Action: AAO (Establishment)

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