

**Proceedings of the third meeting of XI Institute Joint Staff Council**

The third meeting of the XI Institute Joint Staff Council was held on 20 June, 2020 at 2:30 PM, through video conferencing mode at ICAR-Indian Institute of Spices Research, Kozhikode under the Chairmanship of Dr Santhosh J Eapen, Director, ICAR-IISR.

The following members were present:

	Official side		Staff side
1.	Dr C Sarathambal, Secretary	1.	Mr. CK Jayakumar (CJSC member)
2.	Dr. CK Thankamani	2.	Mr. VV Sayed Mohammed
3.	Dr. R Balaji Rajkumar		
4.	Mr. Sujeesh E S		
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
1	Communicating the reasons for not forwarding the representations to the higher authority/ agency to the concerned individual and giving reply to the representations/ requests given to the office indicating the reasons for not processing it.	The details of representations forwarded through office may be communicated to the individual. If not forwarded the reason for the same also to be informed officially.
2	Providing a vehicle parking facility for KVK staff. Since existing vehicle sheds are used for parking the office vehicles including tractors and tillers, an additional facility is required.	Proposal with estimate for the vehicle shed may be submitted to the office. This may be considered once the fund is available.
<b>Other agenda items discussed with approval of the Chairman, IJSC</b>		
3	Drinking water facility at KVK	Proposal for the repair/purchase of water purifying facility may be submitted to the office. The proposal for making a well at KVK for drinking water may be considered once the fund is available.

The meeting came to an end with vote of thanks by Mr. VV Sayed Mohammed (Staff side).

This is issued with the approval of the Director.

-Sd-  
(C. Sarathambal)  
Secretary-official side