

### **Proceedings of the eight meeting of XI Institute Joint Staff Council**

The eight meeting of the XI Institute Joint Staff Council was held on 16 March, 2022 at 2:30 pm, through video conferencing mode at ICAR-Indian Institute of Spices Research, Kozhikode under the Chairmanship of Dr J Rema, Director, ICAR-IISR.

The following members were present:

	<b>Official side</b>		<b>Staff side</b>
1.	Dr.CK Thankamani	1.	Mr. CK Jayakumar (CJSC member)
2.	Dr. R Balaji Rajkumar	2.	Mr. OG Sivadas
3.	Mr.ES Sujeesh	3.	Mr. VV Sayed Mohammed
4.	Mr. TE Janardhanan SAO	4.	Mr. VC Sunil, Secretary
5.	Dr. V Srinivasan SFAO i/c		
6.	Dr C Sarathambal, Secretary		

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 item was discussed:

<b>Sl. No.</b>	<b>Agenda</b>	<b>Decision</b>
01	Using a single software / online system for leave applications	<ul style="list-style-type: none"><li>• Bio-metric attendance system is essential for monitoring attendance of the staff.</li><li>• ICAR-ERP and ARISOFT are mandatory for leave application.</li><li>• Leave records in ICAR-ERP may be updated by April 2022.</li></ul> Action: SAO/ AAO, Est.
02	Clearing anomalies/ ambiguity in the assessment promotion of technical staff.	<p>For the assessment promotion from one category to the other, Degrees/PGs relevant to agriculture as per Technical Service Rules (TSR) are required. IISR cannot promote the technical staff who do not possess a degree relevant to agriculture. So, all staff are directed to enquire and understand the qualifications compatible for their assessment promotion and acquire the relevant Degrees/ PGs needed.</p> <p>In a recent case raised in the institute, the person who seeks promotion to Cat-II (T3) possess BSc in Medical Lab Technology which is not relevant to agriculture. So, the person cannot be considered for assessment promotion even if he/she is working in lab under the functional group laboratory technician.</p> Action: SAO/ AAO, Est.
<b>Other items discussed with the approval of chairman</b>		

03	Adding more features to the online billing system.	Options for item wise search may be added to the billing software. Action: AAO (Stores).
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The meeting came to an end with vote of thanks by VC Sunil, Secretary (Staff side).

This is issued with the approval of the Director.

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