



भा. कृ.अनु. प.- केन्द्रीय पटसन एवंसमवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषिअनुसंधान परिषद्)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिमबंगाल

NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL Ph.: (033) 2535-8052 Fax: (033) 2535-0415, <http://www.crijaf.org.in/>



F. No.13 (2)/2018-19

Dated:-08/06/2021

CIRCULAR

Kindly find enclosed herewith the proceedings of the 70th IJSC meeting held on 07/06/2021 at 11:30AM via online mode.

Sd/-

(Swapan Kumar Bala)

Link Officer of Assistant Administrative Officer (Admn.I)

Distribution:-

(A) Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist , ICAR-CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
5. Sri Subrata Kumar Pal, I/c F&AO, ICAR-CRIJAF, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

(B) Staff Side

7. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
8. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
9. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
10. Sri Tridib Ghosh, Assistant, Member, IJSC
11. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
12. Sri Anup Das , SSS, Member, IJSC
13. Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR-CRIJAF
14. Incharge – Sisal Research Station, Bamra, Odisha
15. Incharge – CSRSJAF, BudBud, Burdwan
16. Incharge – ShRS, Pratapgarh, UP
17. Incharge – Ramie Research Station, Sorbhog, Assam
18. Head, KVK, BudBud, Burdwan
19. Head, KVK, North 24 Parganas
20. PS to Director, ICAR-CRIJAF for information.
21. PA to CAO, ICAR-CRIJAF for information.

The following officials were present in the 70th IJSC, ICAR-CRIJAF meeting held on 07.06.2021 via online mode.

Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist , ICAR-CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR- CRIJAF, Member, IJSC.
5. Sri S K Pal, Incharge- Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side), IJSC

Staff Side

7. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
8. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
9. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
10. Sri Tridib Ghosh, Assistant, Member, IJSC
11. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
12. Sri Anup Das , SSS, Member, IJSC

Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR-CRIJAF also attended the meeting as Special Invitee.

At the outset of the meeting, Director, ICAR-CRIJAF was welcomed as Chairman, IJSC, ICAR-CRIJAF.

The Proceedings of the 69th IJSC Meeting held on 06.03.2021 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 69th IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 05.06.2021.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

731158/2021/ADMIN-I-CRIJAF

The following items / matters and the present status thereof were discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Arrangement for Oxygen concentrators, Pulse Oximeter	Comments of the Part Time Medical Officer, ICAR-CRIJAF, Barrackpore may also be taken for oxygen concentrator provisioning . Two Oxymeters are being procured which would be used only under the personal supervision of the Part time Medical Officer, ICAR- CRIJAF Barrackpore since multiple use thereof without proper sanitising them needs to be avoided.
2.	Providing supporting staffs/contractual staffs for messengerial work in the Division /Sections	This is being done on indent and need basis.
3.	Extension of existing Medical Card validity period	Circular has been issued in this regard.
4.	Status of Gents Washroom on the first floor adjacent to Auditorium	Work order has been issued.
5.	Present status of issuing Modified CRIJAF Staff Identity card	The presently used Identity Card would be continued.
6.	Renovation of JARI Cooperative Room	A reminder has been sent to CPWD.

Sri Dilip Kumar Barua, Secretary (Staff Side), IJSC, ICAR-CRIJAF briefed the different achievements that had been taken action on during the course of the present IJSC which is ending its tenure on 15/7/2021.

In his closing remarks, the Director, ICAR-CRIJAF expressed his desire for a cohesive and amiable working at the Institute for the larger benefit.

The next meeting will be held in the month of September, 2021 at ICAR-CRIJAF, Barrackpore.

The meeting ended with a vote of thanks.



भा. कृ.अनु. प.- केन्द्रीय पटसन एवंसमवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषिअनुसंधान परिषद)

(Indian Council of Agricultural Research)

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NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL Ph.: (033) 2535-8052 Fax: (033)

2535-0415, <http://www.crijaf.org.in/>



F. No.13 (2)/2018-19

Dated:- 12.03.2021

CIRCULAR

Kindly find enclosed herewith the proceedings of the 69th IJSC meeting held on 06.03.2021 at ICAR-CRIJAF, Barrackpore.

[Signature]
12/03/21

(Swapan Kumar Bala)

Link Officer of Assistant Administrative Officer (Admn.I)

Distribution:-

(A)

Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist , ICAR-CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
5. Sri S K Pal, Incharge-Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

(B)

Staff Side

7. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
8. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
9. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
10. Sri Tridib Ghosh, Assistant, Member, IJSC
11. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
12. Sri Anup Das , SSS, Member, IJSC
13. Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR-CRIJAF
14. Incharge – Sisal Research Station, Bamra, Odisha
15. Incharge – CSRSJAF, BudBud, Burdwan
16. Incharge – ShRS, Pratapgarh, UP
17. Incharge – Ramie Research Station, Sorbhog, Assam
18. Head, KVK, BudBud, Burdwan
19. Head, KVK, North 24 Parganas
20. PS to Director, ICAR-CRIJAF for information.
21. PA to CAO, ICAR-CRIJAF for information.

Proceedings of the 69th IJSC meeting held on 06.03.2021 at ICAR-CRIJAF,
Barrackpore

The following officials were present in the 69th IJSC meeting held on 06.03.2021 at ICAR-CRIJAF , Barrackpore.

Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. V. Ramesh Babu, Scientist, ICAR- CRIJAF, Member, IJSC.
3. Sri S K Pal, Incharge- Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
4. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side), IJSC

Staff Side

7. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
8. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
9. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
10. Sri Tridib Ghosh, Assistant, Member, IJSC
11. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
12. Sri Anup Das , SSS, Member, IJSC

Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR-CRIJAF also attended the meeting as Special Invitee.

At the outset of the meeting, Director, ICAR-CRIJAF was welcomed as Chairman, IJSC, ICAR-CRIJAF.

The Proceedings of the 68th IJSC Meeting held on 08.12.2020 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 68th IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 22.02.2021.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items / matters and the present status thereof were discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Permission for reopening of office canteen	Tender is in process by Stores, ICAR-CRIJAF.
2.	Circulation of vacancy of Technical Posts	Already in administrative processing.
3.	Modification of ICAR-CRIJAF Staff Identity Card	In administrative processing.
4.	Arrangement for cooler cum water purifier	The present water cooler cum purifier is working properly.
5.	Adequate street light behind main building	Necessary action has been taken.
6.	Annual Sports of ICAR-CRIJAF	Will be done after normalization for a COVID 19 pandemic is reached.
7.	Installation of Aquaguard in the ground floor near Auditorium, ICAR-CRIJAF.	Will be done after indent gets received from Secretary (Staff Side) , IJSC, ICAR-CRIJAF to be purchased from the Institute Welfare Fund.

In his closing remarks, the Director, ICAR-CRIJAF expressed his desire for a cohesive and amiable working at the Institute for the larger benefit. He also opined that all technical personnel should also attend the monthly scientific seminar held at the Institute to inculcate scientific temper.

The next meeting will be held in the month of June, 2021 at ICAR-CRIJAF, Barrackpore.

The meeting ended with a vote of thanks.



F.No.: 13(2)/2020-21/

Dated:10.12.2020

CIRCULAR

Kindly find enclosed herewith the proceedings of the 68th IJSC Meeting held at ICAR-CRIJAF, Barrackpore on 08.12.2020.

Pankaj Das
10/12/2020
Assistant Administrative Officer (Admn.I)

Distribution:-

1. Dr. Gouranaga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Pr. Scientist, Member, IJSC
3. Dr. C. S. Kar, Pr. Scientist Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, Member, IJSC
5. Sri R. R. Debnath, In-charge, F&AO, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC.
7. Dr. M. S. Behera, Welfare Officer, ICAR-CRIJAF.
8. In-charge, Sisal Research Station, Bamra, Odisha.
9. In-charge, CSRSJAF, BudBud, Burdwan.
10. In-charge, ShRS, Pratapgarh, UP.
11. In-charge, Ramie Research Station, Sorbhog, Assam.
12. The Head, KVK, BudBud, Burdwan.
13. The Head, KVK, North 24 Pgs.
14. Sri Dilip Kr. Barua, Assistant, Secretary (Staff Side), IJSC.
15. Sri Shahid Mukhtar, Technical Officer, Member (CJSC), IJSC.
16. Dr. Saurindra Krishore Bhattacharyya, Technical Officer, Member, IJSC.
17. Sri Tridib Ghosh, Assistant, Member, IJSC.
18. Sri Ratna Bahadur Thapa, SSS, Member, IJSC.
19. Sri Anup Das, SSS, Member, IJSC.
20. PS to Director, ICAR-CRIJAF.
21. PA to CAO, ICAR-CRIJAF.

Proceedings of the 68th IJSC meeting held on 08.12.2020 at ICAR-CRIJAF,
Barrackpore

The following officials were present in the 68th IJSC meeting held on 08.12.2020 at ICAR-CRIJAF , Barrackpore.

Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
4. Sri R. R. Debnath, Incharge- Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side), IJSC

Staff Side

6. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
7. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
8. Sri Tridib Ghosh, Assistant, Member, IJSC
9. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
10. Sri Anup Das , SSS, Member, IJSC

At the outset of the meeting, Director, ICAR-CRIJAF was welcomed as Chairman, IJSC. ICAR-CRIJAF.

The Proceedings of the 67th IJSC Meeting held on 08.09.2020 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 67th IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 03.12.2020.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC. CRIJAF were taken- up .

Pto

The following items / matters and the present status thereof were discussed during the meeting.

Item No.	Agenda	Decision Taken	Action taken / to be taken by
1.	Issuance of certificates for programme on different competitions.	Necessary instructions have been issued in this regard.	
2.	Issue of brief case / ladies hand bag	Since this matter pertains to an already discussed in the earlier IJSC meetings, this has already been discussed in the IJSC Follow – up Action Committee meeting held on 03.12.2020.	
3.	Status of washroom on the 1 st floor adjacent to auditorium	Since this matter pertains to an already discussed in the earlier IJSC meetings, this has already been discussed in the IJSC Follow – up Action Committee meeting held on 03.12.2020.	
4.	Construction of garage	Since this matter pertains to an already discussed in the earlier IJSC meetings, this has already been discussed in the IJSC Follow – up Action Committee meeting held on 03.12.2020.	
5.	Repairing / renovation of Cooperative Room	Since this matter pertains to an already discussed in the earlier IJSC meetings, this has already been discussed in the IJSC Follow – up Action Committee meeting held on 03.12.2020.	

In his closing remarks, the Director, ICAR-CRIJAF expressed his desire for a cohesive and amiable working at the Institute for the larger benefit.

The next meeting will be held in the month of March, 2021 at ICAR-CRIJAF, Barrackpore.

The meeting ended with a vote of thanks.



भा. कृ. अनु. प.- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान ICAR-CENTRAL
RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद)
(Indian Council of Agricultural Research)
नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल
NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL
(An ISO 9001:2015 Certified Institute)



F.No.: 13(2)/2020-21/

Dated:14.09.2020

CIRCULAR

Kindly find enclosed herewith the proceedings of the 67th IJSC Meeting held at ICAR-CRIJAF, Barrackpore on 08/09/2020.

Sd/-
Assistant Administrative Officer (Admn.I)

Distribution:-

1. Dr. Gouranaga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Pr. Scientist, Member, IJSC
3. Dr. C. S. Kar, Pr. Scientist Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, Member, IJSC
5. Sri Gauranga Ghosh, F&AO, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side), IJSC
7. Dr. M. S. Behera, Welfare Officer, ICAR-CRIJAF
8. In-charge, Sisal Research Station, Bamra, Odisha
9. In-charge, CSRSJAF, BudBud, Burdwan
10. In-charge, ShRS, Pratapgarh, UP
11. In-charge, Ramie Research Station, Sorbhog, Assam
12. Head, KVK, BudBud, Burdwan
13. Head, KVK, North 24 Pgs
14. Sri Dilip Kr. Barua, Assistant, Secretary (Staff Side), IJSC
15. Sri Shahid Mukhtar, Technical Officer, Member (CJSC), IJSC
16. Dr. Saurindra Krishore Bhattacharyya, Technical Officer, Member, IJSC
17. Sri Tridib Ghosh, Assistant, Member, IJSC
18. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
19. Sri Anup Das, SSS, Member, IJSC
20. PS to Director, ICAR-CRIJAF
21. PA to CAO, ICAR-CRIJAF.

Proceedings of the 67th IJSC meeting held on 08.09.2020 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 67th IJSC meeting held on 08.09.2020 at ICAR-CRIJAF, Barrackpore.

Official Side

1. Dr. Gouranga Kar, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF, Member, IJSC
3. Dr. C. S. Kar, Principal Scientist, ICAR- CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR- CRIJAF, Member, IJSC.
5. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
6. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side), IJSC

Staff Side

7. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side), IJSC
8. Sri Shahid Mukhtar, TO, Member (CJSC), IJSC
9. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
10. Sri Tridib Ghosh, Assistant, Member, IJSC
11. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
12. Sri Anup Das, SSS, Member, IJSC

At the outset of the meeting, Director, ICAR-CRIJAF was welcomed as Chairman, IJSC, ICAR-CRIJAF.

The Proceedings of the 66th IJSC Meeting held on 09.07.2020 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 66th IJSC meeting was presented. It was also appraised that this had also been discussed during the Follow-up action committee meeting held on 08.09.2020.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken-up.

The following items / matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken	Action taken / to be taken by
1.	Present status of filling up posts under Compassionate Appointment	This is an administrative action and is being taken in accordance with the Extant rules and guidelines.	Administration I Section

2.	Reintroduction of centralized docketing of all receipts	<p>1) In a bid to eliminate physical handling of dak, a dedicated e-receipt dak system has been introduced which helps in tracking and faster action.</p> <p>2) All personal claims, bills are being received in the Bill Section for which a system has been introduced. The system are quite satisfactory and have been done for streamlining conventional system as a business re-engineering process.</p>	Administration I Section
3.	Circulation of Vacancy of Technical posts	This is being done by the Administration I Section.	Administration I Section
4.	Issuing of Pensioner Identity Card and Medical I-Card on the date of superannuation	Instructions have been given to the Administration II Section for processing the same in this regard. However, it is also a fact that persons who provide their details have received the Medical Identity Card on the next date from the date of superannuation.	Administration II Section
5.	Endorsement of all office circular / order in the IJSC mail ID	It will be done accordingly.	Administration I Section

In his closing remarks, the Director, ICAR-CRIJAF expressed his desire for a cohesive and amiable working at the Institute for the larger benefit.

The meeting ended with a vote of thanks to Chairman.

Proceedings of the 66th IJSC meeting held on 09.07.2020 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 66th IJSC meeting held on 09.07.2020 at ICAR-CRIJAF, Barrackpore

1. Official Side

1. Dr. Gouranga Kar, Director, ICAR- CRIJAF, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
4. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Sri P K Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

2. Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
4. Sri Anup Das , SSS, Member, IJSC

At the outset of the meeting, Director, ICAR-CRIJAF was welcomed as Chairman, IJSC, ICAR-CRIJAF.

The proceedings of the 65th IJSC meeting held on 04.02.2020 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 65th IJSC meeting was presented. It was also appraised that this had also been discussed during the Follow- up action committee meeting held on 09.07.2020.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken	Action taken / to be taken by
1.	Rectification of date of birth/ age, name and surname of the employee and his/her spouse in the Aadhar card/ Pancard/voter I card as per record in the service book of the concerned employee.	Necessary instructions have been given to the concerned dealing Section. However, it is also the responsibility of the personnel concerned to ensure that these are correctly provided to avoid later complications.	Adm 2, CRIJAF, Barrackpore
2.	Service Book Verification of staff	Circular has been issued in this regard and like the previous	Adm 2, CRIJAF, Barrackpore

	members:	years, it will be got done by the Adm 2, CRIJAF , Barrackpore .	
3.	Adequate arrangements of Hand sanitizer:	This is proactively being done by the Stores, CRIJAF, Barrackpore on receipt of indents.	Stores, CRIJAF, Barrackpore
4.	Repairing of Automatic Hand Sanitizer Dispensers:	The i/c Electrical, CRIJAF has been detailed to check its working on a daily basis to avoid any breakdown. However, as a backup arrangement, the security personnel at the entrance of the Main Building has been arranged to ensure such availability and this is working fine.	I/c Electrical, CRIJAF, Barrackpore
5.	Misc if any with the kind permission of Chairman	-----	-----

In his closing remarks, the Director, ICAR-CRIJAF expressed his desire for a cohesive and amiable working at the Institute for the larger benefit.

The meeting ended with a vote of thanks to Chairman.



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
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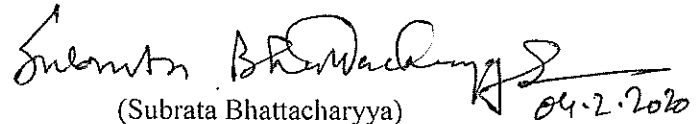


F. No. 13(2)/2019-20/10011

Dated:- 04.02.2020

CIRCULAR

Kindly find enclosed herewith the proceedings of the 65th IJSC meeting held at ICAR-CRIJAF, Barrackpore on 04.02.2020.


(Subrata Bhattacharyya) 04.2.2020

Assistant Administrative Officer (Admn.I)

Distribution:-

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
4. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC
6. Dr M S Behera, Welfare Officer, ICAR-CRIJAF
7. Sri Prahlad Singh, Administrative Officer, ICAR-CRIJAF
8. Incharge – Sisal Research Station, Bamra, Odisha
9. Incharge – CSRSJAF, BudBud, Burdwan
10. Incharge – ShRS, Pratapgarh, UP
11. Incharge – Ramie Research Station, Sorbhog, Assam
12. Head, KVK, BudBud, Burdwan
13. Head, KVK, North 24 Parganas
14. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
15. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
15. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
16. Sri Tridib Ghosh, Assistant, Member, IJSC
17. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
18. Sri Anup Das , SSS, Member, IJSC
19. PS to Director, ICAR-CRIJAF
20. PA to CAO, ICAR-CRIJAF

Proceedings of the 65th IJSC meeting held on 04.02.2020 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 65th IJSC meeting held on 04.02.2020 at ICAR-CRIJAF, Barrackpore

1. Official Side

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist, ICAR-CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
5. Sri P K Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) . IJSC

2. Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
4. Sri Tridib Ghosh, Assistant, Member, IJSC
5. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
6. Sri Anup Das , SSS, Member, IJSC

Dr. M. S. Behera, Principal Scientist and Welfare Officer , Sri Prahlad Singh, Administrative Officer. and Sri R. R. Debnath, Junior Account Officer , ICAR-CRIJAF also attended the meeting.

The proceedings of the 64th IJSC meeting held on 14.11.2019 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 64th IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 22.01.2020.

Subsequently, the following agenda items of the 65th IJSC meeting as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Arrangements for training on e-office	Necessary action is being taken by the Nodal Officer, e-office, ICAR-CRIJAF in this regard.
2.	Calendar of yearly different events/ activities of our institute	Necessary action is being taken by the Adm I section , CRIJAF in this regard.
3.	Updating the CRIJAF Staff Telephone Directory	Necessary action is being taken by the Adm – I Section, CRIJAF.

4.	Briefcase / handbags provision for Assistant / PA/AAO/PS	<p>This item has already been discussed in the IJSC held on 26.02.2019 as Agenda Item No. 1. Several communications has been sent to the Council for clarifications about applicability of the Office Order No. 2-4/2012-Genl. Admn. Pt. dated 10.04.2013 but response from them is awaited.</p> <p>This matter could be taken-up in the CJSC by the Member, CJSC, ICAR-CRIJAF .</p>
5.	Present status of different pending agenda	<p>Action on the original Works items can only be taken upon the EFC (2020-25) approved items .</p> <p>For repairing of wash room in the 1st floor of auditorium and repairing of JARI Cooperative Room , the PE from the CPWD for which it has been requested for is still awaited. Decision has been taken to get this work accomplished as also other similar minor works executed through CPWD upon receipt of RE budget.</p>
6.	Training for Technical staff for improving their skill	<p>Nominations for Training is being done in accordance with the approved Annual Training Programme (ATP) for the Institute, in consultation with the Nodal Officer, HRD, CRIJAF .</p>

The next meeting would be held in May, 2020 at ICAR-CRIJAF, Barrackpore for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.

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ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA – 700 120, WEST BENGAL

Ph. : (033) 2535-6122 Fax : (033) 2535-0415, E-Mail : crijaf-wb@nic.in

ICAR



F. No. 13(2)/2019-20

Dated:- 15.11.2019

CIRCULAR

Kindly find enclosed herewith the proceedings of the 64th IJSC meeting held at ICAR-CRIJAF, Barrackpore on 14.11.2019.

Swapan Kumar Bala
15/11/19

(Swapan Kumar Bala)

Assistant Administrative Officer (Admn.I)

Link officer

Distribution:-

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
4. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC
6. Dr M S Behera, Welfare Officer, ICAR-CRIJAF
7. Sri Prahlad Singh, Administrative Officer, ICAR-CRIJAF
8. Incharge – Sisal Research Station, Bamra, Odisha
9. Incharge – CSRSJAF, BudBud, Burdwan
10. Incharge – ShRS, Pratapgarh, UP
11. Incharge – Ramie Research Station, Sorbhog, Assam
12. Head, KVK, BudBud, Burdwan
13. Head, KVK, North 24 Parganas
14. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
15. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
15. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
16. Sri Tridib Ghosh, Assistant, Member, IJSC
17. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
18. Sri Anup Das , SSS, Member, IJSC
19. PŞ to Director, ICAR-CRIJAF
20. PA to CAO, ICAR-CRIJAF

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Proceedings of the 64th IJSC meeting held on 14.11.2019 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 64th IJSC meeting held on 14.11.2019 at ICAR-CRIJAF, Barrackpore.

1. Official Side

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
4. Sri P K Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

2. Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
4. Sri Tridib Ghosh, Assistant, Member, IJSC
5. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
6. Sri Anup Das , SSS, Member, IJSC

The proceedings of the 63rd IJSC meeting held on 30.08.2019 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 63rd IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 06.11.2019.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Delegation of Power to Sports Committee related to Sports activities	Selection for the sports contingent is the prerogative of the Selection Committee and their wisdom and integrity cannot be questioned in this form. In case of any bias, the issue can be referred to. Else, selections in any sphere will not be possible including jobs, academics, sports and the like .The Sports Committee at the Institute is mandated for looking into matters of sports events organization, sports facilities development and maintenance, etc.
2.	Finalization of Seniority List of Administrative Staff	It has been issued.

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3.	Annual General Meeting of Staff Recreation Club	The Secretary, CRIJAF Staff Recreation Club has been informed for necessary action at the Club's end accordingly. He has also informed that the meeting of the Staff Recreation Club will be held very soon.
4.	Improvement of Office Sports Ground	The Chairman, EMC and Farm Management Committee, CRIJAF have been requested to take necessary action in this regard.
5.	Repairing of the Institute Campus Barrackpore Road	<p>The matter has been vigorously been pursued with the concerned CPWD office, which had repaired it some years ago, but none of the concerted efforts have not been able to yield the desired response/ action from the CPWD's end.</p> <p>The matter has been escalated to the Director, Works , ICAR to take it up at the highest levels in the CPWD , who has kindly agreed to get it included in the discussion agenda in their forthcoming meeting with the ADG, CPWD , who is the Nodal Officer from the CPWD's side for ICAR's works. The matter is being closely followed-up by the Institute</p>
6.	Zebra crossing and bumper / hump on the Barasat-Barrackpore Road at the Saheb bagan Bus Stop.	It has been repainted.
7.	Any other agenda with the permission of the Chair	
7.a)	Private Hospitals empanelment for ICAR-CRIJAF employees / pensioners	The empanelment is being done on the basis of their proposals to the Institute.
7.b)	Inclusion of IJSC, JARI Cooperative activities in the Institute Annual Report	Would be considered upon receipt from the respective Secretaries.
7.c)	Filling up of administrative posts on promotion.	These are being done in accordance with extant rules.

The next meeting would be held in February, 2020 at ICAR-CRIJAF, Barrackpore for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.

[Signature]
15/1/20
CAO, CRIJAF

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भारतीय
ICAR

F. No. 13(2)/2018-19

12440

Dated:- 31.08.2019

31/8/19

CIRCULAR

Kindly find enclosed herewith the proceedings of the 63rd IJSC meeting held at ICAR-CRIJAF, Barrackpore on 30.08.2019.

(Subrata Bhattacharyya)

AAO(Admn.I)
AAO(Admn.II)
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AAO(Admn.XV)
AAO(Admn.XVI)
AAO(Admn.XVII)
AAO(Admn.XVIII)
AAO(Admn.XIX)
AAO(Admn.XXX)

Distribution:-

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
3. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
4. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC
5. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
6. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
7. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
8. Sri Tridib Ghosh, Assistant, Member, IJSC
9. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
10. Sri Anup Das , SSS, Member, IJSC
11. PS to Director, ICAR-CRIJAF
12. PA to CAO, ICAR-CRIJAF

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Proceedings of the 63rd IJSC meeting held on 30.08.2019 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 63rd IJSC meeting held on 30.08.2019 at ICAR-CRIJAF, Barrackpore

1. Official Side

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
3. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
4. Sri P K Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

2. Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CIJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
4. Sri Tridib Ghosh, Assistant, Member, IJSC
5. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
6. Sri Anup Das , SSS, Member, IJSC

Dr. M. S. Behera, Welfare Officer, ICAR-CRIJAF also attended the meeting.

The proceedings of the 62nd IJSC meeting held on 29.05.2019 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 62nd IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 29.08.2019.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

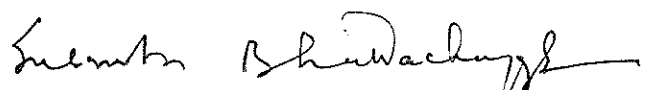
Item No.	Agenda	Decision Taken
1.	Training / seminar for applying online indent form	The Nodal Officer , ERP. ICAR-CRIJAF will conduct training programmes for this .
2.	Biometric Attendance device not functioning properly	The Nodal officer , AEBAS , ICAR-CRIJAF is already aware of the issues and immediately takes necessary action to set things right in case if such eventualities . However. there are occasions when the Remote Server hosting the AEBAS or the Internet connectivity develops some problems which are beyond the control of ICAR-CRIJAF .
3.	Gents washroom on the first floor near Auditorium	A committee has been constituted to get the work executed .

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4.	Provision of water purifier	Already provided by relocation.
5.	Proposal of prescribing medicines for 30 days at a stretch by the Doctor of ICAR-CRIJAF, Barrackpore for chronic patients of B.P. and Blood Sugar etc.	Medicines for 30 days- As has already been discussed during the earlier meeting of the IJSC, ICAR-CRIJAF, prescribing medicines depends on the discretion of the Physician and cannot be interfered with. The period for which medicines are to be prescribed are to be strictly in accordance with extant rules . Action of one Institute cannot be followed as such by ICAR-CRIJAF as it doesn't seem to be in accordance with extant rules on the subject.
6.	Fixation of convex traffic safety mirror at the curved point of road inside ICAR-CRIJAF campus	Agreed.
7.	Repairing of room no. 1 in the main office building allotted to JARI Cooperative Society	Although this matter has been apprised earlier as well, the PE from the CPWD is awaited. However, this is strictly not covered under the purview of the IJSC as it has already been taken cognizance of by the Institute.
8.	Quarterly meeting for Administrative Staff and Technical staff	This is an administrative matter and will be addressed accordingly. However, any issue needs to be addressed according to the available hierarchy of the personnel concerned.
9.	Issue of Cello water bottles	Action has been taken by the Stores, ICAR- CRIJAF .

The next meeting would be held in November, 2019 at ICAR-CRIJAF, Barrackpore for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.



03.09.19
A. P. ...
Centre for ... Allied Fibres
(H. P. ... Barrackpore-700 120
(I.C.A.R.), Barrackpore, Kolkata-700 120

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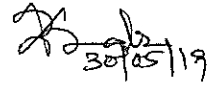


F. No. 13(2)/2019-20/697

Dated:- 30.05.2019

CIRCULAR

Kindly find enclosed herewith the proceedings of the 62nd IJSC meeting held at ICAR-CRIJAF, Barrackpore on 29.05.2019.


for Assistant Administrative Officer (Admn.I)

Distribution:-

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
4. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC
6. Dr M S Behera, Welfare Officer, ICAR-CRIJAF
7. Incharge – Sisal Research Station, Bamra, Odisha
8. Incharge – CSRSJAF, BudBud, Burdwan
9. Incharge – ShRS, Pratapgarh, UP
10. Incharge – Ramie Research Station, Sorbhog, Assam
11. Head, KVK, BudBud, Burdwan
12. Head, KVK, North 24 Parganas
13. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
14. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
14. Sri Tridib Ghosh, Assistant, Member, IJSC
15. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
16. Sri Anup Das , SSS, Member, IJSC
17. PS to Director, ICAR-CRIJAF
18. PA to CAO, ICAR-CRIJAF

Proceedings of the 62nd IJSC meeting held on 29.05.2019 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 62nd IJSC meeting held on 29.05.2019 at ICAR-CRIJAF, Barrackpore

1. Official Side

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
4. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Sri P K Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

1. Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
3. Sri Tridib Ghosh, Assistant, Member, IJSC
4. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
5. Sri Anup Das , SSS, Member, IJSC

Dr. M. S. Behera, Welfare Officer, ICAR-CRIJAF also attended the meeting.

The proceedings of the 61st IJSC meeting held on 26.02.2019 was confirmed.

Thereafter, the Action Taken Report on the items discussed in the 61st IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 26.04.2019.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Empanelment of few Private Hospitals	Several hospitals covering all possible medical treatments have been empanelled by CRIJAF, the facilities whereof have been availed by CRIJAF serving personnel and ICAR/ CRIJAF retired personnel . Several of the requested for hospitals have earlier either regretted or did not respond to CRIJAF ' s request for providing medical treatment/ facilities on CGHS approved rates . However, we may write to all the requested for Hospitals.
2.	Empanelment of Dental Private Hospitals	Hospitals empanelled by CRIJAF presently cover all possible medical facilities / treatment. However, we may

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		write to all the requested for Hospitals.
3.	Empanelment of Apollo Clinic, Jessore Road and Belle Vue Clinic, Kolkata - 17	Presently empanelled hospitals are sufficient on number with reference to the number of CRIJAF personnel . While Apollo Clinic is not covered under CGHS or West Bengal Government Empanelment , Bellevue Clinic had earlier regretted our request for providing medical facilities/ treatment on CGHS approved rates. However, we may write to all the requested for Hospitals.
4.	Allowing medicines strip of 15 tablets / capsules in each consultation	Medicines are prescribed by the Medical Doctor at his discretion . Also, the extant rules restrict such prescription/ treatment to ten days ' only by AMA and the reference to which is being used to the Part- time Medical Officer engaged by CRIJAF.
5.	Biometric Attendance device not functioning properly	This is an administrative issue and is being attended to by the Nodal Officer, AEBAS, CRIJAF as per requirement.
6.	Fire Alarm System	This work has already been awarded to the CPWD for the CRIJAF, main building , Barrackpore, Kolkata .
7.	Reimbursement of pending medical bills	The present system in general is quite effectively delivering services . However, any specific case (s) may be brought to the notice of the DDO , CRIJAF or other senior Officer(s) of the Institute.
8.	Renewal of Medical Identity Card for at least 3 years	This is an administrative decision . However, the purpose of providing seamless continuity is being fulfilled.
9.	Display board showing staff members going to be superannuated during the year	The list is already displayed on the Notice Board adjacent to the Cashier's room , CRIJAF, Main Building, Barrackpore, Kolkata
10.	IJSC Meeting Proceedings issuance	The proceedings are issued post approval of the Director and Chairman, IJSC, CRIJAF and also follow up committee meetings are held . Confirmation of the last meeting's proceedings are also got done in the subsequent meeting. However, any issue enumerated not in conformity with the decision taken in the meeting may be brought to the notice of the Director and Chairman, IJSC, CRIJAF . The Secretary (Staff Side), IJSC will also be taken into confidence while gets the proceedings issued.

The next meeting would be held in August, 2019 at ICAR-CRIJAF, Barrackpore for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.

Subanta Bhattacharya
 29.5.19
 सहायक प्रशासनिक अधिकारी (प्रशा.)
 Asstt. Administrative Officer (Adm.-I)
 केन्द्रीय पटसन एवं समावेशी रेशा अनुसंधान संस्थान
 Central Research Institute for Jute & Allied Fibres
 (भा.कृ.अनु.प.), बैरकपुर, कोलकाता-700 120
 (I.C.A.R.), Barrackpore, Kolkata-700 120

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ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

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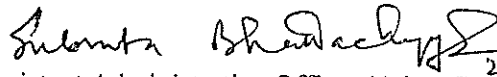


F. No. 13(2)/2018-19 13414

Dated:- 26/02/2019

CIRCULAR

Kindly find enclosed herewith the proceedings of the 61st IJSC meeting held at ICAR-CRIJAF, Barrackpore on 26.02.2019.


Assistant Administrative Officer (Admn.I) 26-2-19

9/c

Distribution:-

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist , ICAR-CRIJAF, Member, IJSC
4. Dr. Mukesh Kumar, Scientist, ICAR-CRIJAF, Member, IJSC
5. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
6. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
7. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC
8. Dr M S Behera, Welfare Officer, ICAR-CRIJAF
9. Incharge – Sisal Research Station, Bamra, Odisha
10. Incharge – CSRSJAF, BudBud, Burdwan
11. Incharge – ShRS, Pratapgarh, UP
12. Head, KVK, BudBud, Burdwan
13. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
14. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
14. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
15. Sri Tridib Ghosi, Assistant, Member, IJSC
16. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
17. Sri Anup Das , SSS, Member, IJSC
18. PS to Director, ICAR-CRIJAF
19. PA to CAO, ICAR-CRIJAF

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Proceedings of the 61st IJSC meeting held on 26.02.2019 at ICAR-CRIJAF, Barrackpore

The following officials were present in the 61st IJSC meeting held on 26.02.2019 at ICAR-CRIJAF, Barrackpore

1. Official Side

1. Dr. Jiban Mitra, Director, ICAR- CRIJAF Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. Mukesh Kumar, Scientist, ICAR-CRIJAF, Member, IJSC
4. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
5. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
6. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

Staff Side

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
2. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, TO, Member, IJSC
4. Sri Tridib Ghosh, Assistant, Member, IJSC
5. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
6. Sri Anup Das , SSS, Member, IJSC

The Proceedings of the 60th IJSC meeting held on 30.10.2018 was confirmed.

Thereafter, the Action taken report on the items discussed in the 60th IJSC meeting was presented. It was also apprised that this had also been discussed during the Follow- up action committee meeting held on 08.02.2019.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

The following items/matters and the present status thereof was discussed during the meeting.

Item No.	Agenda	Decision Taken
1.	Briefcase/handbags provision for Assistant/PA/AAO/PS	This matter was discussed earlier also and was apprised that it is to be regulated as per extant provisions of the Council only.
2.	Calendar for all staff members	It would be considered as and when the Institute published it's activity calendar.
3.	Provision for water purifier for JARI Cooperative Society Ltd..	This may be considered to be provided from JARI Co- operative Society Ltd. Funds.
4.	IJSC link in the Office website	There is already such a link in the CRIJAF homepage. The communication relating to the present IJSC constitution has been made available on the

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26/2/19

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		Circulars- IJSC link of the Institute website .
5.	Arrangement of zebra crossing and speed breaker on the Barasat-Barrackpore road at Saheb-Bagan Bus Stop	A request in this regard has been sent by the Institute to the Commissioner of Police, Barrackpore and the Executive Engineer, PWD, Barrackpore .
6.	Fixation of Convex Traffic Safety Mirror at the curved point of road inside ICAR-CRIJAF, Barrackpore campus	Will be provided soon. Action: AAO(P)
7.	Provision of cooler cum water purifier at Sisal Research Station, Bamra and Sunhemp Research Station, Pratapgarh, UP.	Can be considered for being provided upon receipt of Requisition from Concerned Incharge. Action:- Incharge- SRS, Bamra, Incharge-ShRS, Pratapgarh, AAO(P).
8.	Development of Volleyball / badminton at residential campus of SRS, Bamra	Can be considered upon receipt of proposal from the RS . Action:- Incharge- SRS, Bamra
9.	Indoor game and outdoor game facilities at SRS, Bamra	Can be considered upon receipt of proposal from the RS . Action:- Incharge- SRS, Bamra.
10.	Temporary car shed for two wheelers and four wheelers at residential campus of SRS, Bamra	Can be considered upon receipt of proposal from RS and possibility of being undertaken in consultation with EMC and Finance, ICAR-CRIJAF. Action:- I/c SRS, Bamra.
11.	Provision of dustbin/garbage container inside the residential campus of Sisal Research Station, Bamra.	Can be considered upon receipt of proposal from Incharge- SRS, Bamra. Action:- Incharge- SRS, Bamra

The next meeting would be held in May, 2019 at CRIJAF, Barrackpore, Kolkata for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.


[Handwritten signature]
26/11/18

F. No.13 (2)/2018-19 / 10296

Dated:-31.10.18

CIRCULAR

Kindly find enclosed herewith the proceedings of the 60th IJSC meeting held on 30.10.2018 at BudBud, Burdwan


(P. K. Jain)
CAO

Distribution:-

(A) Official Side

1. Director, Chairman
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. C. S. Kar, Principal Scientist , ICAR-CRIJAF, Member, IJSC
4. Dr. Mukesh Kumar, Scientist, ICAR-CRIJAF, Member, IJSC
5. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
6. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
7. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

(B) Staff Side

8. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
9. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
10. Dr. Saurindra Kishore Bhattacharyya, STA, Member, IJSC
11. Sri Tridib Ghosh, Assistant, Member, IJSC
12. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
13. Sri Anup Das , SSS, Member, IJSC
14. Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR-CRIJAF
15. Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan
16. Incharge – Krishi Vigyan Kendra, BudBud, Burdwan
17. AAO(Admn.I)
18. PS to Director, ICAR-CRIJAF for information.

o/c.

Proceedings of the 60th IJSC meeting held on 30.10.2018 at Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan

The following officials were present in the 60th IJSC meeting held on 30.10.2018 at CRIJAF , Burdwan .

Official Side

1. Dr. Jiban Mitra, Director, Chairman, IJSC
2. Dr. B. Majumdar, Principal Scientist, ICAR- CRIJAF , Member, IJSC
3. Dr. M. S. Behera, Principal Scientist and Welfare Officer, ICAR- CRIJAF.
4. Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
5. Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

Staff Side

6. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side) , IJSC
7. Sri Shahid Mukhtar, TO, Member (CJSC) , IJSC
8. Dr. Saurindra Kishore Bhattacharyya, STA, Member, IJSC
9. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
10. Sri Anup Das , SSS, Member, IJSC

At the outset, the welcome address and appreciation to the in charges of KVK, Burdwan and CSRSJAF for hosting the meeting was made by the Chairman.

Thereafter, the Action taken report on the items discussed in the 59th IJSC meeting was presented. It was also appraised that this had also been discussed during the Follow- up action committee meeting held on 18/9/2018.

Subsequently, the following agenda items as submitted by the Secretary (Staff side), IJSC, CRIJAF were taken- up .

Item No.	Agenda	Decision Taken
1.	Reimbursement of Newspaper Bill	This is being regulated in terms of extant norms of the ICAR. Hence, no action needs to be taken on this. In case, it's to be got extended to the AAO s/ Technical Officer grades of officials at the Institutes, this may be considered for being taken up through the CJSC.
2.	Children Park	The Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan has been advised to get the Children's Park development done with minimum facilities to start with. Action: In charge, CSRSJAF.

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21/11/18

P.T.O.

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3.	Provision of cooler- cum - water purifier	Purchase Order has been placed for procurement of cooler -cum -water purifier for Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan and delivery is expected soon. Hence, no action to be taken on this.
4.	Provision of AC for office room	This can be considered for procurement upon receipt of indent from the concerned Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan during the Financial Year 2019-20 as funds under this budget head for the current financial year is exhausted. For the KVK, it may be taken up from their Revolving Fund if no provision for assets purchase exists in their approved budget. Action: In charges, CSRSJAF/ KVK, Burdwan.
5.	Deep tube well facility	This can be considered for being processed upon receipt of indent from the concerned Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan. Action: In charge, CSRSJAF.
6.	Temporary toilets for field staff of CSRSJAF	This can be considered for being processed upon receipt of indent from the concerned Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan. Action: In charge, CSRSJAF.
7.	Detail list of fund released / transferred through PFMS to the personal A/c of individual staff	DDO, ICAR-CRIJAF is being advised to get this done. However, there is an existing facility of displaying all such personal claims payment outside the Cashier's room. Also, provision for such information in the PFMS for display in the payee's bank transaction exisus which is being used by the DDO. Action: DDO, CRIJAF.
8.	Provision of almirah / chair / computer/ file cabinet for KVK office	This can be done upon commensurate funds availability for the purpose of the KVK, Burdwan. The In charge KVK, Burdwan has been advised to work on this from their Revolving Fund . Action: In charge, KVK, Burdwan.
9.	Temporary field shed	The Incharge - Central Seed Research Station for Jute and Allied Fibres (CSRSJAF), BudBud, Burdwan for taking appropriate action. Action: In charge, CSRSJAF.

The next meeting would be held in the third week of February, 2019 for which the date would be communicated in due course.

The meeting ended with a vote of thanks to Chairman.

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31/10/18
LAD

भा.कृ.अ.प.-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

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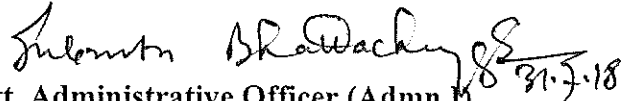
F. No.13(2)/2017-18/

6478

Dated 31.07.2018

CIRCULAR

Proceedings of the 59th meeting of IJSC held on 31.07.2018 is being provided herewith for information and necessary action.


Asstt. Administrative Officer (Admn.I) 31.7.18

Distribution for necessary action :-

1. All HODs/Sections/Units.
2. F&AO, ICAR-CRIJAF.
3. DDO, ICAR-CRIJAF.
4. AAO, Admn.I, ICAR-CRIJAF.
5. AAO, Purchase, ICAR-CRIJAF.
6. AAO, Stores, ICAR-CRIJAF.
7. The Member, CJSC, ICAR-CRIJAF.
8. The Secretary, IJSC, ICR-CRIJAF.
9. PS to Director, ICAR-CRIJAF.
10. PA to CAO, ICAR-CRIJAF.

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Proceedings of the Meeting of the 59th IJSC, ICAR- CRIJAF held on 31.7.2018 in the Committee Room, ICAR- CRIJAF, Barrackpore, Kolkata

The Meeting of the IJSC-CRIJAF ,Barrackpore, Kolkata was held on 31.7.2018 in the Committee Room, ICAR-CRIJAF, Kolkata under the chairmanship of Dr S. Satpathy, Director, ICAR- CRIJAF with the following members in attendance

(A) Official Side :

1. Dr. Mukesh Kumar, Scientist, ICAR-CRIJAF, Member, IJSC
2. Dr. V. Ramesh Babu, Scientist, ICAR-CRIJAF, Member, IJSC
3. Sri Gauranga Ghosh, Finance and Accounts Officer, ICAR-CRIJAF, Member, IJSC
4. Sri P. K. Jain, Chief Administrative Officer, ICAR-CRIJAF, Secretary (Official Side) , IJSC

(B) Staff Side:

1. Sri Dilip Kumar Barua, Assistant, Secretary (Staff Side), IJSC.
2. Sri Shahid Mukhtar, STA, Member (CJSC) , IJSC
3. Dr. Saurindra Kishore Bhattacharyya, STA, Member, IJSC
4. Sri Tridib Ghosh, Assistant, Member, IJSC
5. Sri Ratna Bahadur Thapa, SSS, Member, IJSC
6. Sri Anup Das , SSS, Member, IJSC

At the outset, the Chairman welcomed and congratulated all the newly nominated and elected members of the IJSC, ICAR-CRIJAF and expressed that the Joint Staff Council would work in tandem with the Institute Management towards staff welfare and for enabling it fulfil its objectives and mandate.

Sri D K Barua, Secretary (SS), also thanked the Chairman and the Secretary (Official Side) for their approach towards staff welfare .

The Proceedings of the 58th IJSC Meeting dated 10.5.2018 were confirmed.

Thereafter, the Action Taken Report was presented , which had already been discussed during the Meeting of the Follow up Action Committee, IJSC, CRIJAF on 25.7.2018

Thereafter, the Agenda Points as submitted by the Secretary (SS), IJSC were discussed as follows.

Agenda No	Item discussed	Decision Taken
1.	Medical facility circular with procedure therefor	already issued in the form of detailed circular both enumerating the procedure and the names, addresses, contact details of all Empaneled hospitals/ diagnostic centres;
2.	New Hospitals empanelment	These Hospitals have also been approached for their offers to CRIJAF. ICH has already expressed their intent, formal communication is awaited.

Pp. 2/-

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3.	CRIJAF Telephone Directory -	being worked out by the Adm I;	Action : Adm-I
4.	DPC convening on time -	being done to ensure timely promotions and avoid delays therein ;	
5.	Vehicle shed- ;	being explored by the EMC (civil and Estate): But, since it will amount to a new construction , it may not be possible to do so presently. However, the vehicle shed available near the Office Garages (near the Nursery) can be used for the parking of personal vehicles .	
6.	Gents washroom on the First floor of the main building near the auditorium	Being made operational by the EMC;	Action : EMC
7.	IJSC Secretary(staff side) to be included in all Committees on staff welfare -	already being done in accordance with Council's guidelines issued	
8.	Furniture to IJSC office -	as decided in earlier meetings, requisitions to the stores subject to a availability is being provided (as there's no provision in the current EFC of the Institute for procurement of furniture (no approved budget under this head during the current EFC period) , hence this process is being adopted , however these could be got repaired to make them look presentable and functional , the stores office could be consulted for this ;	
9.	PET Water bottles	This is being procured to be provided on indent basis by the Stores.	Action : Stores
10.	Canteen outsourcing-	With such a less clientele, it seems improbable for a response from caterers for taking the Institute Canteen on outsourced basis. However, necessary control on it's working in the present firm will be strengthened ;	
11.	Providing stores Inventory on the CRIJAF website	- this is entirely an administrative decision , not coming within the ambit of the JCM ; for this, provision of inventory management softwares are used being available through credentials on intranet which could be taken - up in due course by the AKMU ; However, presently, the prevailing system may continue.	
12.	IJSC meetings to be held at RS also on rotational basis-	this had been agreed to earlier as well ;	

Covers... 3/-

13.	Best Worker award-	This has already been instituted to be started from the award ceremony to be held on the Institute' s Foundation Day on 9 th February every year;	
14.	Sportspersons felicitation-	This is already in vogue at the Institute ; However, it may be got done on the occasion of the Institute Foundation Day programme.	
15.	Field shed -	formal requisition with location, size, type , etc., needs to be sent by the concerned sectional in- charge for any initiation in this regard ;	
16.	Gumboots/ raincoats to field staff -	this has already been discussed and decided to be issued on the basis of requisitions being given by the concerned sections ;	
17	Any other matter with the permission of the Chair: A . Provisioning of Potable water in the Residential Quarters Area	The existing Water Filter may be ensured to be kept in operational condition: The EMC will ensure this to be got done.	Action : EMC

Dr S K Bhattacharyya, Member (Staff Side) expressed thanks and satisfaction on the working of the system and expressed the desire on behalf of the Staff Side to continue working for the overall staff welfare.

The 60th Meeting of the IJSC , ICAR- CRIJAF was agreed to be held in the last week of October at CSRSJAF, Bud Bud , based on the request of the Staff Side of the IJSC during the meeting.

Submita Bhattacharya 24.7.18

सहायक महाप्रबन्धि व अधिकारी (परामर्श-1)
केन्द्राय 400000
Central Research Institute for Jute & Allied Fibres
(भा.कृ.अनु.प.), बैरकपुर, कोलकाता-700 120
(I.C.A.R.), Barrackpore, Kolkata-700 120

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भा.कृ.अ.प.-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद्)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल
NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

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F. No.13(2)/2017-18/ 1582

Dated 10.05.2018

CIRCULAR

10/5/18

Proceedings of the 58th meeting of IJSC held on 10.05.2018 is being provided herewith for information and necessary action.


Asstt. Administrative Officer (Admn.I) 10.5.18

Distribution for necessary action :-

1. All HODs/Sections/Units.
2. F&AO, ICAR-CRIJAF.
3. DDO, ICAR-CRIJAF.
4. AAO, Admn.I, ICAR-CRIJAF. /AAO, Adm-II, ICAR-CRIJAF
5. AAO, Purchase, ICAR-CRIJAF.
6. AAO, Stores, ICAR-CRIJAF.
7. The Member, CJSC, ICAR-CRIJAF.
8. The Secretary, IJSC, ICR-CRIJAF.
9. PS to Director, ICAR-CRIJAF.
10. PA to CAO, ICAR-CRIJAF.

10

Confirmation of the proceeding of 58th IJSC meeting held on 14.02.2018 at ICAR-CRIJAF

The following officials were present in the 58th IJSC meeting held on 10.05.2018.

1. Dr. Jiban Mitra, Chairman & Director
2. Dr. Kunal Mandal, Pr. Scientist & Member (Official Side)
3. Dr. Subhojit Dutta, Pr. Scientist & Member (Official Side)
4. Mr. Gauranga Ghosh, FAO & Member (Official Side)
5. Mr. P. K. Jain, CAO & Member Secretary (Official Side)
6. Mr. Subrata Bhattacharyya, AAO, Adm.I (Invitee)
7. Mr. Subrata Kumar Pal, AAO & Member (Staff Side)
8. Mr. Chandan Kr. Verma, Assistant & Member, CJSC (Staff Side)
9. Mr. Vinay Kr. Singh, T- 2 & Secretary, IJSC (Staff Side)
10. Mr. R.B. Thapa, SSS & Member (Staff Side)
11. Mr. Dulal Dey, SSS & Member (Staff Side)

Decision Taken

1. The proceedings of 57th IJSC meeting held on 14.02.2018 were discussed and approved.
2. The action taken report as discussed during the follow-up action committee meeting held on 07.05.2018 were discussed and approved. However, the Adm.I section needs to take appropriate action on agenda item 56.2 "Immediate release of HRA to the officials not staying in Quarters".
3. Thereafter the following agenda items were discussed.

Item No.	Agenda	Decision Taken
58.1	Providing Furniture etc. to IJSC Room The Institute has not provided working computers and furniture like Almirah etc. to the IJSC Room yet. The computer which was provided to IJSC is out of orders. Staff side request to the chair for providing two working Computers and one Almirah for records.	The matter was already been discussed in item no 57.2 in the action taken report during the follow-up action committee meeting held on 07.05.2018.
58.2	To Pay caretaker allowances for caretaking the Guest House of Institute The staff side requests the Chair to elect the caretaker of guest house and accordingly as per Rules, the Caretaker allowances to the officer may be paid.	It is once again informed that the Institute Guest House is very small one with limited occupancy hence a caretaker per se is not feasible to be appointed therefor. Only an internal arrangement amongst the Institute personnel for functional requirement is identified. Hence, the matter was dropped.
58.3	Re-Issue of Inter-se-seniority list of administrative staff The present seniority list issued by the institute is incorrect as it as not been issued after taking into consideration of	The matter was already been mentioned and discussed in item no. 57.3 in the action taken

Subrata Bhattacharyya
10.5.18

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	the facts and existing guidelines/norms as per OM dated 07.02.1986/03.07.1986. Hence, the Staff Side requests the chair to take appropriate action for re-issuing the Seniority list after incorporating the same.	report during the follow up action committee meeting held on 07.05.2018.
58.6	Filling up of vacant posts immediately The vacant post at substations may be circulated and the same may be filled up by Permanent Transfer/deputation basis by the Office to fill up the posts at Substations only.	The matter was discussed in the follow up action committee meeting held on 07.05.2018 in item no. 57.1
58.9	Constitution of Institute Grievance Committee The necessary action may be taken for constitution of institute Grievance Committee at Institute	Action already taken. The agenda were dropped.
58.10	To provide semiskilled/skilled man power administrative work at substation of Institute Since the rate of retirement in administrative staff is higher, the work load on existing staff has been increased. Hence, the Staff side request for taking necessary action for providing skilled manpower at substation as well as HQs at required places.	The matter would be considered administratively by the Competent Authority
58.11	Creation of ICAR Welfare Fund Scheme for Institute Under compassionate fund scheme of ICAR, our Institute may also create the ICAR Staff Welfare Fund Scheme	The matter will be taken up appropriately by the Competent Authority.
58.12	Creation of Legal Section/Recruitment Section at ICAR-CRIJAF The Court cases of the Institute is being dealt at Admn.II Section where the other matters related to Pension, works, TRI, CPGRAMS, Maintenance of Service Books, Maint, of Leave records, different types of staff advances (Computer advance, HBS etc.) Maint. Of APAR, Recruitment of RA/SRF, LTC & EL encashment of staff, maint. Of KVK Files related to their advances etc. are being maintained. Keeping in view of work at Admn.II Section, the space provided in the section is insufficient for maintenance of Legal/Court cases files which are time bound and sensitive in nature. The staff sides feel that a section for Legal Matters may be created with two staff members for smooth running the case records.	The matter was discussed and informed. Hence, necessary action as deemed fit is being taken up by the Competent Authority. The matter, therefore, is dropped.
58.13	Shifting the administrative staff working more than 3 years on the same seat. It has been instances that some of the staff are seating on the same seats right from their appointment or from years which has resulted the paucity in the work and also this has blocked the learning of the work by other staff. It also results the dictatorshipness by the staff which creates scope of corruption on the seat. The periodical shifting of the staff has to be maintained as per DoPT guidelines to avoid the scope of corruption. Hence, the staff side request the Chair for shifting of the Admn staff who is working for	This will be considered keeping in view administrative and operational feasibility/requirement.

Subanta Bhattacharya 10.5.18

	more than three (30 years on the sensitive seats and the other administrative staff may be shifted after completion of 5 years on same seat.	
58.14	Any other agenda with the permission of Chair. Provision of umbrella, gumboot to Skilled Support Staffs working in the field.	This may be considered on a pool basis upon receipt of indent from the concerned Divisions/Sections.

The meeting ended with the vote of thanks to Chairman.

Sulomita B. Shadchys
10.5.18

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

মহাত্মা গান্ধী
ICAR



F. No. 13(2)/2017-18

14009

Dated:- 15.02.2018

20/2/18

CIRCULAR

Proceedings of the 57th meeting of IJSC held on 14.02.2018 is being provided herewith for information and necessary action.

Subanta Bhattacharya
AAO(Admn.I) 15.2.18

Distribution for necessary action:-

1. All HODs/Sections/Units
2. All officials named in the Column "Action to be taken by".
3. F&AO
4. PS to Director
5. PA to CAO

6. The Incharge, AKMU, ICAR-CRIJAF, with a request to upload in CRIJAF website.

Proceedings of the 57th IJSC meeting held on 14.02.2018 at ICAR-CRIJAF

The following officials were present in the 57th IJSC meeting held on 14.02.2018.

1. Dr. Jiban Mitra, Chairman & Director
2. Dr. Subhojit Dutta, Member
3. Dr. Kunal Mandal, Member
4. Sri Gauranga Ghosh, FAO, Member
5. Shri P. K. Jain, CAO, Member Secretary
6. Sri Subrata Bhattacharyya, AAO(Admn.I), ICAR-CRIJAF
7. Sri Samar Kumar Ghosh, DDO, ICAR-CRIJAF
8. Sri Saurav Biswas, TO(Electrical), ICAR-CRIJAF
9. Sri Avijit Dutta, STA(Civil), ICAR-CRIJAF
10. Sri Vinay Kumar Singh, Secretary, IJSC
11. Sri Chandan Kumar Verma, Member, CJSC
12. Sri Dilip Kumar Patra, Member
13. Sri S. K. Pal, Member
14. Sri Dulal Chandra Dey, Member

After the welcome address, the following agenda items were taken up.

Item No.	Agenda	Action taken	Action to be taken by
55.1	Change of Electrical meter Box of residential quarter	Action is being taken with in this regard.	
a.			
b.	Empanelment of Hospitals for treatment	Action is being taken with in this regard.	
f.	Providing copies of office orders/circulars/notice related to staff of Institute to Secretary, IJSC (SS)	Action is being taken with in this regard.	
55.3	Filling up of vacant posts at ICAR-CRIJAF Due to the imposition of ban, the new appointments were kept in abeyance during the past few years. It decreases the chances of promotions of existing staff. It seems that the post ban is removed. If it is so, the Staff Side proposes that an urgent action may be taken to filling up the vacant posts.	Action is being taken with in this regard.	
55.4	Intimation of payment remittance to the individual accounts. At present payments to the individuals are remitted directly to their back accounts by the office. But the remittance is not properly intimated to the individuals. Hence, the Staff Side requests to make necessary arrangements for intimating the details of remittance to the individuals properly.	Action is being taken with in this regard.	
55.7	AMA List with complete address may be circulated among the staff of Institute and on Institute's Website with a copy to Secretary, IJSC (SS). AMA List with complete Address may be circulated among the staff of Institute and on Institute's Website with a copy to Secretary, IJSC (SS) for the benefit of the staff.	Action is being taken with in this regard.	

55.10	Setting up of Children's Library and Creche in the Residential Campus. Servicing of Games Instruments of children park. A children's Library and Creche in the Residential Campus may be provided. Servicing of Games Instruments of children park are required on periodical basis. Staff Sides request to the Hon'ble chairman for providing these.	Action is being taken with in this regard.	
55.16	Latest Seniority List of all Technical/administrative/supporting staff should be circulated with a copy to Secretary, IJSC, SS. The latest Seniority List of all technical/administrative/supporting staff of this Institute may be circulated and uploaded on the Institute's Website. Sanction Strength of staff of each substations may be revealed on the Website.	Action is being taken with in this regard.	
56.1	Action for issuing timely proceedings & meeting of IJSC meeting.	Action is being taken with in this regard.	
56.2	Immediate Release of HRA to the officials not staying in Quarters.	The Chairman desired that necessary action may be taken in compliance with the extant provision.	AAO(Admn.I)
56.3	Providing Intercom to all Residential Building	Action is being taken with in this regard.	
56.3	Visiting of ICAR Institute by IJSC Members.	Action is being taken with in this regard.	
56.3	Installation of CCTV Camera at Institute 2	Action is being taken with in this regard. 2	
56.4	Honorarium and Best worker awards to Institute's employees may be restored.	Action is being taken with in this regard.	
56.5	Providing Notice Board for Office main Building	Action is being taken with in this regard.	
56.6	Agricultural Contract workers and maintenance worker may be separated while awarding contract	Action is being taken with in this regard.	
56.7	Installation of CCTV Camera at Institute	Action is being taken with in this regard.	
56.8	Constitution of Follow Up Action Committee for IJSC.	Action is being taken with in this regard.	
56.9	Providing towels & glasses to staff	Action is being taken with in this regard.	
56.10	Gym room repairing and Instrument Repairing	Action is being taken with in this regard.	

Thereafter the new agenda points were discussed.

Item No.	Agenda	Decision taken	Action to be taken by																
57.1	<p><u>Filling up of vacant posts immediately</u></p> <p>The following vacancies were arisen till January, 2017. But no vacancy were filled up:</p> <table border="1"> <thead> <tr> <th>Posts</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Technical</td> <td>05</td> <td>02</td> <td>02+04</td> </tr> <tr> <td>Support</td> <td>06</td> <td>06</td> <td>01+03</td> </tr> <tr> <td>Admn.</td> <td>-</td> <td>-</td> <td>01</td> </tr> </tbody> </table> <p>Staff Side request to the chair for taking immediate action for filling up the above posts so that the burden on existing staff could be reduced. It is also noticeable that these posts can be died/lapsed if it is not filled up on time.</p>	Posts	2016	2017	2018	Technical	05	02	02+04	Support	06	06	01+03	Admn.	-	-	01	It was informed that necessary action is being taken by the Office.	
Posts	2016	2017	2018																
Technical	05	02	02+04																
Support	06	06	01+03																
Admn.	-	-	01																
57.2	<p><u>Providing Furniture etc. to IJSC Room</u></p> <p>The Institute has not provided working computers & furnitures like Almira etc. to the IJSC Room yet. The Computer which was provided to IJSC is out of orders. Staff Side request to the chair for providing two working Computers and one Almira for records.</p>	It was informed that necessary action is being taken by the Office on the requisition being submitted by the Secretary (Staff Side), IJSC.	Secretary (Staff Side), IJSC /AAO(Stores)																
57.3	<p><u>Issue of Inter-se-seniority list of administrative staff</u></p> <p>Inter se-seniority list of the administrative staff has not been issued by the Institute as per OM No. 20011/1/2012-EsU. (D) dated 4th March, 2014 even after endorsed by ICAR vide F. No. 21-9/2017-CDN Dated the 28th Feb. 2017.</p> <p>The Staff Side proposes for immediate action on this matter.</p>	Necessary action is to be taken by office including disposing of representations.	AAO(Admn .I)																
57.4	<p><u>Issue of orders for Children Education Allowances</u></p> <p>ICAR-CRIJAF has not issued any direction for submission of claims for CEA as per 7th CPC which was endorsed by ICAR.</p> <p>The Staff Side request to the chair for issuing detailed direction/clarification for claim of CEA as per 7th CPC for the staff.</p>	It was informed that it has already been circulated.																	

7.5	<p><u>Providing Water Purifier at CRIJAF Campus & AMC with Kent Purifiers</u></p> <p>The water at the CRIJAF Campus is hazardous to health as it contains several impurities & harmful minerals. It has been found that most of the dwellers have installed the Kent Water Purifiers at their quarters for purifying the water. Since, the water at campus is not suitable to the health & office is unable to provide the pure water to its dwellers.</p> <p>The Staff Council request to the chair for providing AMC to all the kent purifiers installed at CRIJAF Staff Quarters. And, also a water purifiers may be installed at CRIJAF Campus for use.</p>	<p>It was informed that periodical and regular maintenance of the water purifier providing water to the residential colony is being done by EMC. It was also desired by Chairman that a complete proposal for Installation of "iron guard" for water filtration in the residential quarters may be worked out. Also a plan for providing a centralized RO Plant to supply potable water to residents with dedicated water supply may also be worked out.</p>	I/c-EMC
57.6	<p><u>Preparation of Citizen Charters for CRIJAF</u></p> <p>The staff side request the Chairman for preparation of citizen charter for the Institute so that the grievances could be settled on time without prejudiced.</p>	<p>It was informed that action on the constitution of Institute Grievance Committee as per ICAR rules is being taken. It was also informed that objection slip may be used to prompt the information of the claim of personal claims about deficiency in the claim. Also timely passing of personal claims, bills may be ensured.</p>	DDO

It was informed |

57.7	<p><u>Providing information to the staff for reimbursement (TA, Medical etc.)</u></p> <p>Some employees of the Institute have expressed their grievances as their medical claims,TA Bills etc, are not cleared/paid and the reasons are also not conveyed to them.</p> <p>The staff side request to the Chairman for directing the concerned section for providing the information to the claimer if the same is not passed/processed/rejected.</p>	<p>It was informed that this mechanism has been put into please.</p>	
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The meeting ended with a vote of thanks to Chairman.