

**ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

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F.No. 2(1)(IJSC)/2022-23/Adm.I

Date : 29.09.2022

Sub : Forwarding Proceedings of the 2nd Meeting of 15th ICAR-CTRI IJSC – Reg.

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A copy of the proceedings of the 2nd Meeting of 15th ICAR-CTRI-IJSC held at ICAR-CTRI, Rajahmundry on 26.07.2022 at 3:00 P.M. is forwarded herewith for information and necessary action. Action taken on the proceedings of the meeting may be intimated to the undersigned for taking further necessary action.

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29.09.2022
(V. BHAGYA LAKSHMI)
ADMINISTRATIVE OFFICER &
SECRETARY (O.S.)
Regy 29/9/22

Encl. : As above.

Distribution to :**STAFF SIDE MEMBERS :**

| | | |
|----|---|------------------------------------|
| 1. | Sri K. Shravan Kumar, Technical Assistant | Member & Secretary (Staff Side) |
| 2. | Sri T. Ramesh, Technician | Member |
| 3. | Sri A. Prabhu, Assistant | Member |
| 4. | Sri P. Satish, LDC | Member |
| 5. | Sri Y.S.V. Subba Rao | Member |
| 6. | Sri K. Nageswara Rao | Member |

OFFICIAL SIDE MEMBERS :

| | | |
|----|---|------------------------------|
| 1. | Dr.S. Kasturi Krishna, Pr. Scientist & Head I/c | Member |
| 2. | Dr. J. Poorna Bindu, Scientist, Scientist | Member |
| 3. | Sri M.N.P. Kumar, ACTO, AKM Unit | Member |
| 4. | Sri K.T.R. Singh, Private Secretary | Member |
| 5. | Dr. Y.Subbaiah, Fin. & Accounts Officer I/c | Member |
| 6. | Smt. V. Bhagya Lakshmi, Administrative Officer | Secretary (Official Side) |

Copy to AAO (B&C) / AAO (E) / Sr.FACO / AAO(P&S) for information and necessary follow-up action under intimation to the undersigned.

Copy to PS to Director / PS to AO, ICAR-CTRI, Rajahmundry for information.

Copy to Nodal Officer, PME Cell, ICAR-CTRI, Rajahmundry.

Copy to Notice Board.

**ICAR – CENTRAL TOBACCO RESEARCH INSTITUTE
RAJAHMUNDRY**

PROCEEDINGS OF THE 2nd MEETING OF 15th INSTITUTE JOINT STAFF COUNCIL OF ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE, RAJAHMUNDRY HELD AT ICAR-CTRI, RAJAHMUNDRY ON 26.07.2022 AT 03:00 PM.

The 2nd meeting of the 15th Institute Joint Staff Council was held on 26th July, 2022 under the Chairmanship of Dr. D. Damodar Reddy, Director, ICAR-CTRI, Rajahmundry.

The following Chairman & members are participated in the meeting.

Dr. D. Damodar Reddy, Director, ICAR-CTRI **Chairman**

OFFICIAL SIDE MEMBERS:

- | | |
|---|----------------|
| 1. Dr. J. Poorna Bindu, Scientist | Member |
| 2. Shri. M.N.P. Kumar, ACTO | Member |
| 3. Shri. K.T.R. Singh, Private Secretary | Member |
| 4. Shri. Y. Subbaiah, SFAO I/c | Member |
| 5. Smt. V. Bhagya Lakshmi, Administrative Officer | Secretary (OS) |

STAFF SIDE MEMBERS:

- | | |
|---|----------------|
| 1. Shri. K. Shravan Kumar, Technical Assistant | Secretary (SS) |
| 2. Shri. T. Ramesh, Technician | Member |
| 3. Shri. A. Prabhu, Assistant | Member |
| 4. Shri. P. Satish, Lower Division Clerk | Member |
| 5. Shri. K. Nageswara Rao, Skilled Supporting Staff | Member |

At the outset Dr. D. Damodar Reddy, Director, ICAR-CTRI and Chairman of the Institute Joint Staff Council (IJSC) welcomed all the members of Staff Side and Official Side for the 2nd meeting of the 15th IJSC. The action taken report of the 1st meeting is discussed thoroughly. Thereafter, he requested the Secretary (Official Side) to deliberate the agenda items on the following points emerged in the meeting.

Item No.15.02.01: Prepare panel hospitals of ICAR-CTRI and its Research Stations for cashless treatment:

The Secretary (SS) represented the problems faced by the staff to meet the cost of medical treatment at ICAR-CTRI and its Research Stations. Further, he requested to

provide cashless treatment to the employees whose GP is upto Rs. 4,600/- in continuation to the cashless treatment as already approved for the employees whose GP is upto 2,400/- and requested the house to prepare panel hospitals of ICAR-CTRI and its Research Stations for cashless treatment /credit basis and make MoU for the same.

The proposal has been examined and now in order to streamline the process for providing advance in genuine cases, it is decided to grant the advance case by case as per the opinion of the IJSC and CGHS/CS(MA) Rules. Every effort needs to be made to avoid the mis-use of this provision.

Action: AO/AAO(B&C)/IJSC

Item No. 15.02.02: Empanelment of different hospitals at CTRI, Rajahmundry & RS, Kandukur.

The Secretary (SS) requested the Chairman to empanel the different hospitals located in Rajahmundry for specialized ailments in each category to the Staff and their dependent family members. Further, he informed that the process for MoU may be initiated for two approved panel hospitals (i.e., Suraksha Hospital, Kandukur and Sangamithra Hospital, Ongole) with CTRI RS, Kandukur, which was approved in the 55th Meeting of the IMC held on 20.12.2021.

After thorough discussion, it was decided that a Committee will be constituted for the purpose and accordingly the empanelment of different hospitals will be identified at Rajahmundry, as per the recommendations of the Committee.

As regards the panel hospitals at CTRI RS, Kandukur, the action has already been initiated and the relevant MoUs between the Hospitals and Management will be completed shortly.

Action: AO/AAO (B&C)

Item No. 15.02.03: Settlement of Medical bills immediately after receiving the bills:

The staff side represented the hardship faced by the staff for settlement medical bills on priority basis.

After thorough discussion was done regarding the subject and decided by the House that henceforth all the medical bills are to be settled once in every two months by consolidating bills of all the categories.

Action: AO/AAO (B&C)

Item No. 15.02.04: IJSC meeting is not conducting as per the schedule:

The Secretary (SS) highlighted the issue of not conducting the IJSC meeting as per the schedule and a thorough discussion was done regarding the subject.

After a thorough discussion, it is decided to conduct IJSC meeting as per the schedule on priority.

Action: AO/AAO (E)

Item No. 15.02.05: Changing of IJSC room & providing computer, Printer and Internet connection to IJSC room:

The request has been considered and it is decided to identify the suitable room for the said purpose in consultation with the MSU. The action may be completed this quarter only.

Action: AO/AAO (P&S)/MSU

Item No. 15.02.06: Washroom & Water problems in CTRI Katheru Farm:

After thorough discussion on the subject, it was informed that the matter will be looked into by the Maintenance Services Unit on need basis.

Action: OIC, MSU

Item No. 15.02.07: Providing NOC & Forwarding of applications for other employment under the Government of India:

The staff side represented the hardship faced by the employees for getting NOC for applying for higher posts advertised by Government of India.

It was agreed by the House for providing NOC to all the eligible employees for their career advancement as per prevailing rules on case to case basis.

Action: AO/AAO (E)

Item No. 15.02.08: Honorarium under RF Scheme of ICAR-CTRI to all eligible employees:

The staff side represented the staff contribution in Tobacco roughing, Seed capsules collection, Seed processing, Seed packing, chemical analysis and seed sale after the office hours also and the thorough discussion was done regarding the subject.

After thorough discussion, Chairman informed that Committee has already been constituted for the purpose and the details are awaiting and it will be settled at the earliest. No proposal for honorarium was received so far.

Action: SPU/SFAO

Item No. 15.02.09: Timely and advance action in convening Department Promotion Committee meetings in terms of Model Calendar:

It is informed that the DPC Meetings are being conducted as per the ICAR guidelines/GoI instructions scrupulously and so far **Field/Farm (Cat.I, Cat.II & Cat.III= 13 Nos.) Workshop (Cat.I, Cat.II & Cat.III = 8 Nos.) and Laboratory (Cat.III- 2 Nos.)** were completed. However, the process has been initiated to conduct the remaining assessment promotions in the functional group Laboratory (Cat.I & Cat.II).

Action: AO/AAO (E)

Item No. 15.02.10: Regularization of Casual workers as skilled support staff for one time measure:

It was informed that the regularization of Casual Workers as Skilled Support Staff is a policy matter under the purview of the ICAR. As and when the directions are received from the Council, the matter will be settled.

Action: AO/AAO (E)

Item No. 15.02.11: Quarters Renovation:

It was informed that the issue will be taken up by the MSU.

Action: OIC, MSU

Item No. 15.02.12: Renovation of Canteen in Katheru Farm:

This issue pertains to the BSR Farm, Katheru and the OIC, BSR Farm is requested to look into the matter and take the necessary action

Action: OIC, BSR Farm, Katheru

Item No. 15.02.13: Functional group for the newly recruited technical staff:

After thorough discussion, the House agreed for assigning the functional group to all the newly recruited technical staff of ICAR-CTRI and its Res. Stations according to the ICAR guidelines, at the earliest possible.

Action: A.O./AAO (E)

Any other items with the permission of the chair:

Item No. 15.02.14: Providing Convex Mirrors to out gates of CTRI main Office and Residential Quarters, Rajahmundry:

It was informed that the OIC, MSU will explore the possibilities for installation of convex mirrors at the out gates of CTRI Main office for the present, to safeguard the vehicles from accident prone area and submit the proposal to the Administration for taking further necessary action.

Action: OIC, MSU

Item No. 15.02.15: Issue Health cards to all employees:

After a thorough discussion, the House agreed to issue Health cards to all the employees and instructed the concerned to give circular in this regard and process all the requests of the employees.

Action: AO/AAO (B&C)/(P&S)

Item No. 15.02.16: Recreation facilities at Staff Quarters:

It was decided that a proposal may be submitted by the OIC, MSU for creating walking track at the available vacant land near Phyto-Chemical Lab/Guest House.

Action: OIC, MSU

Item No. 15.02.17: Meritorious awards to the Children of staff:

Since to observe preventive measure of the pandemic situation of COVID-19 in the recent years, the facility was delayed, pending cases will be cleared immediately to all the eligible wards as per the rules and regulations of ICAR, at the earliest. Henceforth, the process will be continued regularly.

Action: AO/AAO (E)

Item No. 15.02.18: Parking shed for two wheelers in Staff quarters:

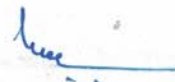
After thorough discussion, it was decided that the QWC may be submitted a proposal for construction of Two Wheeler Parking Shed for staff quarters.

Action: Chairman, QWC/OIC, MSU

The meeting ended with a vote of thanks to the Chair and other members proposed by the Member, CJSC.



**SECRETARY (SS)
ICAR-CTRI, RAJAHMUNDRI**



**SECRETARY(OS)
ICAR-CTRI, RAJAHMUNDRI**