



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत

ICAR-Central Plantation Crops Research Institute
Kasaragod 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



Phone (Off): 04994 - 232333
Fax: 04994 - 232322
(EPABX) : 04994 - 232893-95
04994 - 232090
04994 - 232996

Email: director.cpcr@icar.gov.in
directorcpcr@gmail.com
Website: https://cpcr.icar.gov.in

FNo. 2(2)/2022/XV-IJSC Election

Dated.30.08.2023

CIRCULAR

In continuation of the circular of even number dated 11.08.2023 for conduct of Election to the XVth Institute Joint Staff Council, whereby two members each from Technical, Administrative and Skilled Support Staff categories are to be elected, the final voters list, schedule of election, general terms and conditions governing the election, specimen nomination form (Form A) with undertaking, specimen authorization form (Form B) and Annexure-I (instructions) are enclosed. The Head /SIC of concerned Station/Research Centre are nominated as the Assistant Returning Officer(s) (ARO) to the concerned Station/ Centres by the Competent Authority and are requested to conduct IJSC election at their respective Station/Centre. All duly filed nomination papers are to be forwarded to the undersigned in accordance with the election schedule. Kind cooperation for conducting smooth and fair election of the XVth IJSC is solicited.

Further, the circular may kindly be given wide publicity.

(Alka Gupta)
Principal Scientist & Returning Officer (RO)
XV IJSC

Encl: Final voters list, schedule of election, general terms and conditions governing the election, specimen nomination form (Form A) with undertaking, specimen authorization form (Form B) and Annexure-I (instructions), Joint Council Scheme of ICAR.

Copy to:-

- PS to Director, CPCRI, Kasaragod
- The Project Coordinator (Palms)/All Heads of Divisions/ Acting HoD, ICAR-CPCRI, Kasaragod.
- The. ICAR-CPCRI, Regional station, Vittal
- The Acting Head. ICAR-CPCRI, Regional station, Kayamkulam
- The Head, ICAR-KVK, Kasaragod/Alappuzha.
- SIC, ICAR-CPCRI, Research Centre, Kidu/Kahikuchi/Mohitnagar
- CFAO/AO, ICAR-CPCRI, Kasaragod
- Asst. Admn. Officer (Estt/Estate/Bills/Audit &Accounts/Stores). ICAR-CPCRI. Kasaragod
- In-charge, Library/Farm Section/ RTI & APAR Cell/ SIC PME, CPCRI Kasaragod
- Notice board Farm/Office/Admin., CPCRI Kasaragod
- Secretary IJSC (XIVth), CPCRI, Kasaragod
- Administrators to pl. put on website/e-office notice board

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI KASARAGOD

ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Smt.Arathi A R	Stenographer Gr. 3
2	Shri.Aswin Regunath	UDC
3	Shri.Gangadharan T K	UDC
4	Shri.Pradeep Kumar Vasu	AAO
5	Shri.Ibrahim K P	LDC
6	Shri.Jayarajan V V	LDC
7	Shri.Neil Vincer A	AAO
8	Shri. M. Ravindran	AAO
9	Smt.Sulochana Nair	Private Secretary
1 10	Shri.Thomas P M	Assistant
11	Shri.Narayana Naik P	Assistant
12	Smt.Rupa Manikandan	Assistant
13	Smt.Sheenakumari K T K	Assistant
14	Shri.Paulson Sam George	Assistant
15	Smt.Preethi K	Assistant
16	Shri.Pramod Kumar P K	UDC
17	Smt.Mary A J	UDC
18	Shri.Satya Brata Moharana (On Deputation)	LDC
19	Shri.Udayakumar N	UDC
20	Shri.Ratan Singh (On Deputation)	LDC
21	Shri.Dinesh (On Deputation)	LDC

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI KASARAGOD

TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri. Ajith Kumar K	T-5 – Technical Officer
2	Shri.Anoop Kumar P P	T-3 – Technical Assistant (F/F)
3	Shri.Ajith Kumar R	T-1 – Technician
4	Shri.Arunji G	T-3 – Technical Assistant (LIB)
5	Smt.Ashamol E P	T-1 – Technician
6	Shri.Bhavani Shankar K	T-3 – Technical Assistant
7	Shri.Chandrasah B	T-1 – Technician
8	Smt.Chithraleaka Kodoth	T-1 – Technician
9	Shri.Devaraj K	T-5 – Technical Officer (Jr. Eng.)
10	Shri.Dinesh Kumar N	T-2 – Sr. Technician
11	Shri.Gopalakrishnan V K	T-5 – Technical Officer
12	Shri.Krishnan Nair K	T-5 – Technical Officer
13	Shri.Krishnan Majal	T-1 – Technician
14	Shri.Manohara S	T-5 – Technical Officer
15	Dr.Muralikrishna K S	T-4 – Sr. Technical Assistant
16	Shri.Panduranga K	T-3 – Technical Assistant
17	Shri.Satheeshkumar A V	T-4 – Sr. Technical Assistant (Vehicle)
18	Shri.Santhosh Kumar P	T-4 – Sr. Technical Assistant (F/F)
19	Shri.Sundara B	T-1 – Technician
20	Shri.Sunil S	T-3 – Technical Assistant
21	Shri.Suvith P S	T-1 – Technician
22	Shri.Sukumaran K	T-1 – Technician

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI KASARAGOD

SKILLED SUPPORT STAFF

Sl.No	Full Name	Present Post
1	Shri.Aneesh E M	Skilled Supporting Staff
2	Shri.Ashok Kumar R	Skilled Supporting Staff
3	Shri.Bhaskaran N	Skilled Supporting Staff
4	Shri.Jayaprakash K	Skilled Supporting Staff
5	Smt.Kamala G	Skilled Supporting Staff
6	Shri.Kripesh Kumar	Skilled Supporting Staff
7	Shri.Krishnankutty V	Skilled Supporting Staff
8	Smt.Lalitha Bai K	Skilled Supporting Staff
9	Shri.Laxmana Naik	Skilled Supporting Staff
10	Shri.Madhavan K A	Skilled Supporting Staff
11	Shri.Madhu A	Skilled Supporting Staff
12	Shri.Pakkeeran V S	Skilled Supporting Staff
13	Shri.Prabhakaran P P	Skilled Supporting Staff
14	Shri.Praveen Raj PR	Skilled Supporting Staff
15	Shri.Ramachandra B	Skilled Supporting Staff
16	Smt.Rohini N	Skilled Supporting Staff
17	Shri.Sanjeeva Patali B	Skilled Supporting Staff
18	Shri.Sarath Kumar S	Skilled Supporting Staff
19	Smt.Sasikala N V	Skilled Supporting Staff
20	Shri.Suresh Babu K G	Skilled Supporting Staff
21	Shri.Sureshan K	Skilled Supporting Staff
22	Smt.Thambayi V	Skilled Supporting Staff
23	Smt.Vanamalini K	Skilled Supporting Staff
24	Shri.Velayudhan M	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI RS KAYAMKULAM
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Shri.K. Haridasan	Assistant
2	Shri.K. Venugopal	Assistant
3	Smt.Sreelatha K	Assistant
4	Smt.Prasanna Sarngan	Personal Assisant
5	Smt.Deepa T	UDC
6	Shri.Arun NK Raj	LDC

ICAR-CPCRI RS KAYAMKULAM
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Smt.Asha K Chandran	T-3 – Technical Assistant (F/F)
2	Shri.Joy V P	T-4 – Sr.Technical Assistant (F/F)
3	Dr.Maya Lekshmi	T-5 –Technical Officer(F/F)
4	Shri.Premjith Antony	T-1 – Technician
5	Smt. Poonam Khatri	T-3 – Technical Assistant (F/F)
6	Shri.Sunny Thomas	T-5 – Technical Officer (F/F)

ICAR-CPCRI RS KAYAMKULAM
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Shri.ME Sivan	Skilled Supporting Staff
2	Shri.K Soman	Skilled Supporting Staff
3	Shri.K Omanakuttan	Skilled Supporting Staff
4	Shri.VT Unnikrishnan	Skilled Supporting Staff
5	Shri.K Ravi	Skilled Supporting Staff
6	Shri.C Sukumaran	Skilled Supporting Staff
7	Smt.K Valsala	Skilled Supporting Staff
8	Shri.C Sundaran	Skilled Supporting Staff
9	Smt.N Suma	Skilled Supporting Staff
10	Shri.AT Harikuttan	Skilled Supporting Staff
11	Smt.L Leena	Skilled Supporting Staff
12	Smt.Aswathy AS	Skilled Supporting Staff
13	Shri.S Rajesh	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI RS VITTAL
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Shri.Mohammed Haneefa	UDC
2	Shri.Vivek Singh	Stenographer Gr. 3
3	Shri.Chandu Naik	LDC
4	Shri.Laxmi Narayana	LDC
5	Shri.Sajeev KN	LDC
6	Shri.Choma	LDC

ICAR-CPCRI RS VITTAL
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Bisun Bhaskar	T-3 – Technical Assistant (Lab)
2	Shri.Isubu D	T-1 – Technician
3	Shri.Nirmal Kumar B J	T-3 – Technical Assistant (F/F)
4	Shri.Purandhara C	T-5 – Technical Officer
5	Shri.Tharanath B Naik	T-3 – Senior Technical Assistant (Vehicle)
6	Shri. Mohana	T-1 – Technician
7	Shri Dharmapala	T-1 – Technician

ICAR-CPCRI RS VITTAL
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Shri.Ibrahim	Skilled Supporting Staff
2	Shri.Somappa K	Skilled Supporting Staff
3	Shri.M Ananda	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI RC KAHIKUCHI
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Shri.Deepak Meena (On Deputation)	LDC
2	Shri.Umesh Kumar (On Deputation)	LDC
3	Shri.T.J.Saji	UDC

ICAR-CPCRI RC KAHIKUCHI
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Gopinath Malakar	T-5 – Technical Officer (Vehicle)

ICAR-CPCRI RC KAHIKUCHI
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Shri.Sathish Baishya	Skilled Supporting Staff
2	Shri.Pankaj Das	Skilled Supporting Staff
3	Shri.Thanka Bahadur Thapa	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI RC MOHITNAGAR
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Shri.Subhash Paul	Assistant

ICAR-CPCRI RC MOHITNAGAR
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Jagadish Roy	T-5 – Technical Officer (Vehicle)
2	Shri.Pratap Kumar Sarkar	T-5 –Technical Officer Farm/Field
3	Shri.Prakash Burman	T-2 – Sr. Technician Field/Farm
4	Kartick Chandra Biswas	T-1 – Technician

ICAR-CPCRI RC MOHITNAGAR
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Sailen Seal	Skilled Supporting Staff
2	Krishna Kumar Mandal	Skilled Supporting Staff
3	Nripendra Chandra Roy	Skilled Supporting Staff
4	Sushanta Burman	Skilled Supporting Staff
5	Mahadev Misra	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

ICAR-CPCRI RC KIDU
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Shri. M.Durghesha	LDC

ICAR-CPCRI RC KIDU
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Gopalakrishna A S	T-5 – Technical Officer
2	Shri.Kamal Kumar V	T-3 – Technical Assistant
3	Shri.Narayana M Naik	T-5 – Technical Officer
4	Shri.V Chennappa	T-1 – Technician
5	Shri. S Chennappa	T-1 – Technician
6	Shri. V Jathappa Gowda	T-1 – Technician

ICAR-CPCRI RC KIDU
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Shri. Padmayya Gowda	Skilled Supporting Staff
2	Smt. N Bhavani	Skilled Supporting Staff
3	Smt. S Rukmini	Skilled Supporting Staff
4	Shri. S Bhojappa	Skilled Supporting Staff
5	Smt. Komalangi	Skilled Supporting Staff
6	Shri. S Neelappa	Skilled Supporting Staff
7	Shri. S Regappa	Skilled Supporting Staff
8	Smt. S Chandravathi	Skilled Supporting Staff
9	Smt. Meenakshi B	Skilled Supporting Staff

LIST OF VOTERS FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

KRISHI VIGYAN KENDRA – KVK KASARAGOD
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Smt.Jayashree K	Assistant

KRISHI VIGYAN KENDRA – KVK KASARAGOD
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Lagesh K P	T-1 – Technician (Vehicle)

KRISHI VIGYAN KENDRA – KVK KASARAGOD
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Shri.PA Chaniya Naik	Skilled Supporting Staff

KRISHI VIGYAN KENDRA – KVK ALAPPUZHA
ADMINISTRATIVE STAFF

Sl.No	Full Name	Present Post
1	Smt.Rajitha.KR	Personal Assistant

KRISHI VIGYAN KENDRA – KVK ALAPPUZHA
TECHNICAL STAFF

Sl.No	Full Name	Present Post
1	Shri.Dayanandan Unnithan	T-5 – Technical Officer (Vehicle)
2	Shri.Sajin B J	T-1 – Technician

KRISHI VIGYAN KENDRA – KVK ALAPPUZHA
SKILLED SUPPORTING STAFF

Sl.No	Full Name	Present Post
1	Smt.Arathi R Pillai	Skilled Supporting Staff
2	Shri.R Rajesh	Skilled Supporting Staff

SCHEDULE OF XV INSTITUTE JOINT STAFF COUNCIL ELECTION – 2023

1.	Publication of final voters' list	30.08.2023
2.	Filing of nomination papers (including at all stations/ centres) ‡	31.08.2023 (9:00 AM) to 15.09.2023 (5:30 PM)
3.	Last date for receipt of nomination papers from Stations/Centres etc. (by the Returning Officer) δ	22.09.2023
4.	Date of scrutiny of nominations †	25.09.2023
5.	Last date for receipt of applications for withdrawal of nominations by the RO	29.09.2023 (1:00 PM)
6.	Date of declaration of valid nominations received for election	29.09.2023(5:30 PM) / 03.10.2023
7.	Issue and Dispatch of Ballot papers	09.10.2023 --12.10.2023
8.	Date of polling (Time : 10.30 AM to 4.30 PM)	26.10.2023
9.	Date of dispatch of sealed covers containing votes from different Stations/Centres to the Returning Officer	26.10.2023 – 27.10.2023
10.	Last date for receipt of ballot papers after polling	07.11.2023
11.	Counting of votes and declaration of results †	08.11.2023

* The above mentioned dates are subject to change due to any unforeseen situation or at the discretion of RO. Unless changed, the schedule mentioned above is to be strictly followed. No documents will be entertained beyond the specified cut-off date (and time).

‡ The nomination forms may be submitted to Shri G.S. Hareesh, Sr.Technical Officer or directly to the RO for CPCRI HQ. For Stations/Centres/KVK etc., nomination papers can be submitted to AROs or their nominated POs. They will record time and date of receipt along with their initials on the margins. Nominations will only be accepted on CPCRI working days.

δ The nomination papers for the election or sealed ballot papers after the election can be sent through a special messenger at the discretion of concerned ARO/PO.

† The scrutiny of nomination papers will be done by Shri G.S. Hareesh, Sr.Technical Officer with the assistance of Shri V.V. Jayaraj at CPCRI HQ.

† The counting of ballots received will take place in the Committee Hall of ICAR-CPCRI, Kasaragod. The contesting candidates may be present at the time of counting, if they desire.


RO

The general terms and conditions governing the election are as under:

- An employee of not less than 21 years of age and with a continuous service (ICAR) of not less than six months as on the date of polling at the concerned Institute (CPCRI) is eligible to vote for a candidate of his/her category.
- All such voters are also eligible to contest election or to nominate a candidate for contesting election or to attest the nomination papers of a candidate for election in their respective categories.
- The election will be from among the eligible staff members of ICAR-CPCRI HQ, its Regional Stations/ Research Centres/ KVKs.
- Only one nomination form duly filled in all respect shall be submitted by the contesting candidate.
- The eligibility of the nomination is from the cadre if he/ she does not hold a post equivalent to class A or in the pay scale of Level 10 (VII CPC) or above.
- Incomplete or illegible nomination papers will be summarily rejected.
- The candidate who is eligible to cast vote can propose or second only one nominee at one time.
- In case he/she proposes/seconds more than one nomination, all the nominations proposed/seconded by him/her will stand cancelled. In other words, a member who has the right to cast vote can sign only one nomination as proposer or seconder. In no case, he/she will be allowed to sign more than one nomination form as proposer or seconder.
- Covid protocol/guidelines issued by Govt. of India from time to time and enforced at ICAR, if any during the election process, are to be followed by all concerned.

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD 671 124, KERALA

FORM- A

FORM OF NOMINATION PAPER FOR XV INSTITUTE JOINT STAFF COUNCIL ELECTION-2023

Name of the Institute : -----

- (1) I nominate the following employee of the Institute as a candidate for election to the IJSC.
- (2) He/She is eligible as a voter in the Constituency for which he/she is nominated.
- (3) He/She is also eligible for election to the IJSC as a representative of employees of the concerned constituency.

Name of the person nominated : Shri/Smt/Km.
Designation :
Section/Department :
Constituency to which he/she belongs : Technical/Administrative/ Skilled Support Staff

Date: -----

Signature of the Proposer :

Name of the Proposer :

Designation :

Section/Department :

Constituency : Technical/Administrative/Skilled Support Staff

I agree to the proposed nomination

Date -----

Signature of the candidate-----

Attested by :-

(1) Signature of a voter belonging to the Electoral Constituency

Shri/Smt/Km.
Designation
Section/Department
Constituency to which he/she belongs Technical/Administrative/Skilled Support Staff

Attested by :-

(2) Signature of a voter belonging to the Electoral Constituency

Shri/Smt/Km.
Designation
Section/Department
Constituency to which he/she belongs Technical/Administrative/Skilled Support Staff

- Note:-**
- (1) Please strike off the words/Portions not applicable
 - (2) The Proposer must be a voter belonging to the concerned Electoral Constituency
 - (3) Attestation is to be made by two voters belonging to the concerned Electoral Constituency
 - (4) The same person shall not be a Proposer as well as Attestor
 - (5) A voter can propose/attest only one candidate

UNDERTAKING SUBMITTED FOR NOMINATION CONCERNING ELECTION TO
XVth IJSC, ICAR – CPCRI

I hereby confirm that I am a staff member under Technical/ Administrative/ Skilled SS Category as on 31/08/2023.

I further declare that I have read the rules governing the constitution of IJSC and I affirm to abide by these rules. I am aware that the decision of the Director, ICAR-CPCRI, Kasaragod would be binding on me in case of any dispute.

I also understand that in the event of my nomination to the IJSC Member being found invalid, my nomination shall be liable to be cancelled.

Signature _____

Name of the Member _____

Designation _____

Place _____ Date _____

(to be printed on the backside of the nomination form)

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA

FORM- B

**FORM OF AUTHORISATION FOR REPRESENTATION IN SCRUTINY OF NOMINATION
PAPERS IN XV IJSC ELECTION -2023**

Name of the Institute : -----

1. I, hereby authorize the following employee of the Institute to represent me for the purpose of scrutiny of nomination papers in the election to the IJSC as I shall be unable to be present.
2. I am a Candidate /Attestor of nomination paper of a candidate in the said election as mentioned below :

Name of the candidate for election : Shri/Smt/Km-----

Constituency of the candidate: Technical/Administrative/Skilled Support Staff

Name of the person authorized : Shri/Smt/Km-----

Designation : -----

Section/Department : -----

Date----- Signature of Candidate/Attestor of nomination paper authorising -----

Name of the Candidate/Attestor of nomination paper authorizing:

Shri/Smt/Km. : -----

Designation : -----

Section/Department : -----

I agree to represent the candidate /Attestor of nomination paper as authorized above.

Date----- Signature of the person authorized -----

Name -----

The above signature of the person authorized is attested by me.

Date----- Signature of Candidate/Attestor of nomination paper authorizing -----

Note:- Please strike off the words/portions not applicable

CPCRI Institute Joint Staff Council Election 2023 (XV IJSC)

INSTRUCTIONS:

Nomination of Candidate for Election

1. Every nomination shall be made on a nomination paper in **Form A** prescribed.
2. Each nomination paper shall be signed by the proposer, by the candidate and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. A voter can propose/attest only one candidate. The same person shall not be eligible to be a proposer as well as an attester.

Scrutiny of Nomination Papers

1. The nomination papers shall be scrutinised by the officer nominated for the purpose in the presence of the candidates and the attesting persons. Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a nominee for the purpose who is an employee of the concerned Station/Centre duly authorized in the **Form B** prescribed.
2. Those nomination papers which are not valid shall be rejected.

Withdrawal of candidates validly nominated

Any candidate whose nomination for election has been accepted may withdraw his candidature within the last day meant for that purpose.

Voting in Election

1. If there is only **one** candidate validly nominated in a particular electoral constituency, the candidate shall be forthwith **declared duly elected**.
2. If in any constituency, the number of candidates is **more than one**, **voting** shall take place on the day fixed for election.
3. Every employee is entitled to vote in his/her electoral constituency only. The voting shall be by secret ballot.

JOINT COUNCIL SCHEME OF THE ICAR

INDEX

Rule No.	SUBJECT
1.	I Objectives
	II Scope
2.	Staff Covered
3.	Scheme to Supplement Existing Facilities Matters Covered under the Scope of the Scheme
	III Central Joint Council
5.	Formation
6.	Functions
7.	Composition
8.	Membership
	(i) Eligibility
	(ii) Term
	(iii) Effect of Transfer of a Member
	(iv) Effect of Death, Retirement etc.
9.	Meetings
	(i) Frequency
	(ii) Quorum
	(iii) Notice for Meeting
	(iv) Items for Agenda
	(v) Preparation of Agenda
	(vi) Recording and Circulation of Minutes
	IV Institute Joint Council
10.	Formation
11.	Functions
12.	Composition
13.	Chairman
14.	Secretary of Official and Staff Sides
15.	Membership
	(i) Eligibility
	(ii) Term
	(iii) Effect of Transfer of a Member
	(iv) Effect of Death, Retirement, etc.
16.	Meetings
	(i) Frequency
	(ii) Notice for the Meeting.
	(iii) Items for the Meeting
	(iv) Preparation of Agenda
	(v) Quorum
	(vi) Recording and Circulation of Minutes

- V. Headquarters Joint Council**
- 17. Formation
 - 18. Functions
 - 19. Composition
 - 20. Chairman
 - 21. Secretary of Official and Staff Sides
 - 22. Membership
 - (i) Eligibility
 - (ii) Term
 - (iii) Effect of Transfer of a Member
 - (iv) Effect of Death, Retirement etc.
 - 23. Meetings
 - (i) Frequency
 - (ii) Notice for Meeting
 - (iii) Items for Agenda
 - (iv) Preparation of Agenda
 - (v) Quorum
 - (vi) Recording and Circulation of Minutes
- VI. Miscellaneous**
- 24. Framing of Rules
 - 25.
 - (i) Decision of Agenda Items in Same or Next Meeting
 - (ii) Decisions not to apply where MO/GB's approval required.
 - 26. Power to Appoint Committees
 - 27. Disagreements in Institutes/Headquarters Joint Councils
 - 28. Arbitration in matters of disagreement in Central Joint Council

JOINT COUNCIL SCHEME OF THE ICAR

I. OBJECTIVE

1. With the object of promoting harmonious relations and securing the greatest measure of co-operation in matters of common concern and with further object of increasing the efficiency of the service between the Indian Council of Agricultural Research (hereinafter referred to as the "ICAR") in its capacity as 'Employer' and the General Body of its 'Employees', the ICAR have decided to establish a Joint Council Scheme in the Indian Council of Agricultural Research.

II. SCOPE

- | | |
|--|---|
| Staff Covered | 2. The Scheme will cover all persons except those classified as equivalent to Class-A employees of the Central Government or those working in the scale of pay of Rs 700-1300 or above. |
| Scheme to Supplement Existing Facilities | 3. The Scheme will supplement and not supplant the facilities provided to the employee to make individual representation or representations to associations of employees on matters concerning their respective constituent services, grades, etc. |
| Matters Covered under the Scope of the Scheme | 4. The scope of the Council will include all matters relating to conditions of service and work, welfare of the employees and improvement of efficiency in standard of the work in regard to recruitment, promotion and discipline. Consultations will be limited to matters of general principles. Cases relating to individuals will not be considered by these Councils. |

III. CENTRAL JOINT COUNCIL

5. There will be a Council at the ICAR level, called the Formation "Central Joint Council".
6. The Central Joint Council will generally deal with matters affecting ICAR employees mentioned in Rule 2 above. It will not deal with matters of interest exclusively to the employees of a single institute or a unit. Amongst others, it will deal with the following matter:
 - (i) The conditions under which the members of staff are required to work
 - (ii) General principles regulating conditions of service
 - (iii) The welfare of the members of staff
 - (iv) Improvement of efficiency and standard of work
 - (v) Any other similar matter of common service interest

Composition

7.
 - (i) The Central Joint Council will consist of "Official Side" and "Staff Side".
 - (ii) The "Official Side" will have 15 members/including the Secretary, Indian Council of Agricultural Research, Directors of Indian Agricultural Research Institute, Indian Veterinary Research Institute

and National Dairy Research Institute, all Deputy Directors-General. The Director (Finance), The Director (Personnel) and The Legal Adviser, ICAR. The other members of the "Official Side" will be nominated by the Director-General, ICAR. In exceptional cases where it is not possible for a Director of the Institute himself to attend a meeting, he may nominate one of his Joint Directors to represent him only in that meeting.

- (iii) The "Staff Side" will comprise elected members of the staff side of the Institutes and Headquarters Joint Council on the basis of one member from each council, except IARI, IVRI and NDRI, in which cases membership will be three each.
- (iv) The Director-General will be chairman of the Central Joint Council.
- (v) The "Official Side" shall have a Secretary nominated by the Director-General, ICAR. Likewise the staff side shall have its own secretary elected by the staff side.

Membership

Eligibility

8. (i) No person shall be eligible to be a member of a Council unless he is in the service of the Council.
- (ii) The term of membership of a person elected on the staff side of the Central Joint Council from persons covered under Rule 2 above, shall be three years. There shall, however, be no bar to re-nomination of the a member after expiry of his term. The term of three years is subject to the condition that their membership of the Institute Joint Council does not come to an end earlier, in which case they shall cease to be staff representatives on the Central Joint Council from the date they are no longer staff side member of the Institute Joint Councils.

Effect of a Transfer of a Member

- (iii) If a member is transferred from the ICAR or has otherwise become ineligible to continue or to become a member on the staff side of the Institute Joint Council, he will cease to be a member of the Central Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.
- (iv) If a member dies, retires, resigns or is dismissed or removed or promoted or appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, resignation, dismissal, removal or such promotion or appointment. Resultant vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

MEETINGS

Frequency

9. (i) The Central Joint Council shall meet at least once in a year.

Quorum	(ii) One-third of the members of the 'Staff Side' shall form the quorum of the meeting.
Notice for Meeting	(iii) The notice of the meeting from the Central Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the chairman at least 30 days prior to the date of the meeting of the Central Joint Council.
	(iv) In case any member has any particular item to be included in the agenda for the Central Joint Council meeting, he will inform the Secretary of the 'Official Side' in writing at least 15 days in advance of the proposed meeting.
Preparation of Agenda	(v) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will also take into account the items proposed by the members and submit the draft to the Chairman for his approval. After approval, the Secretary, will circulate the agenda among the members at least 7 days in advance of the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of 7 days of the holding of the meeting. The latter will place the same before the chairman for his approval and after obtaining the same, he shall circulate it to the members of the Central Joint Council. Further action necessary in connection therewith shall be taken by the Secretary of the Official Side. He shall also report the progress made regarding the implementation of the decision taken by the Central Joint Council at its next meeting.

IV. INSTITUTE JOINT COUNCIL

Formation	10. There shall be a Joint Council in each Institute of the ICAR called the "Institute Joint Council."
Functions	11. The Institute Joint Council will deal with matters of interest exclusively to the employees of a single Institute or its units. The Institute Joint Council will, amongst others, deal with the matters specified in Rule 6 above.

Composition 12 COMPOSITION

- (i) The Institute Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have 6 numbers including the Officer-in-Charge of Administration and the Officer-in-Charge of Accounts. The other members of the Official Side shall be nominated by the Director of the Institute from amongst the officers of the Institute.
- (iii) The members of the Staff Side will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of members on the 'Staff Side' representing different categories of staff on the

Institute Joint Council shall be determined as 1.1.1979 and thereafter every three years, if considered necessary by the Director-General, ICAR.

Chairman

13. The Director of the Institute will be the chairman of the Institute Joint Council.

Secretary of Official and staff sides.

14. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Director of the Institute. The Director shall, as and when necessary, nominate any other 'Official Side'. Likewise, the Staff Side members shall have a Secretary, elected by them but he will continue as Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the Staff Side of the Institute Joint Council, in which case the members on the 'Staff side' shall elect another person as Secretary on the 'Staff Side'.

Membership

Term

15. (i) No person shall be eligible to be a member of any Institute Joint Council unless he is in the service of the Institute and does not hold a post equivalent to class A or in the scale of pay of Rs 700-1300 or above.

Effect of Transfer of a Member

- (ii) The term of the membership of a person elected as such on the 'Staff Side' of a Institute Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term.
- (iii) If a member is transferred from the Institute, he shall cease to be a member of the concerned Institute Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

Effect of Death, Retirement etc.

- (iv) If a member dies, retires, resigns or is dismissed or removed or is promoted or is appointed to a post equivalent to Class A or in the scale of pay of Rs 700-1300 or above, he shall cease to be a member on the 'Staff Side' from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time.

Meeting

Frequency

16. (i) Each Institute Joint Council shall meet at least once in three months provided that on a requisition duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month.

Notice for Meeting

- (ii) The Notice of the meeting for the Institute Joint Council shall be given by the Secretary of the 'Official Side' in consultation with the Chairman at least 15 days prior to the date of the meeting of the

Items for Agenda	(iii) Institute Joint Council. In case any member has any particular item to be included in the agenda for the Institute Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Institute Joint Council.
Preparation of Agenda	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman, for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Institute Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form the quorum for the meeting. (vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval and after his approval, circulate it to the members of the Institute Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Institute Joint Council in its next meeting.

V. HEADQUARTERS JOINT COUNCIL

Formation	17. There shall be a Joint Council at the Headquarters of the ICAR, called the "Headquarters Joint Council". 18. The Headquarters Joint Council will deal with matters of interest exclusively to the employees of the Headquarters of the ICAR. The Headquarters Joint Council will, amongst others, deal with the matters specified in items (i) to (v) of Rule 6 above, in so far as it relates to the staff at the Headquarters mentioned in Rule 2 above.
------------------	---

Composition

19. (i) The Head Quarters Joint Council will consist of an 'Official Side' and a 'Staff Side'.
- (ii) The 'Official Side' shall have six members including Additional Secretary (Admn.) Director (F), Legal Advisor, and Director (Personnel). The other members of the Official Side will be nominated by the Secretary, ICAR, from among officers of the ICAR Headquarters.
- (iii) The members of the 'Staff Side' will be elected directly on the principle of proportional representation by employees of the category which the member represents. The number of the members of the Staff Side representing different categories of staff of the Headquarters Joint Council shall be determined as on 1.1.1979 and

thereafter every three years, if considered necessary by the Director-General, ICAR.

Chairman

20. The Secretary will be the Chairman of the Headquarters Joint Council.
21. The 'Official Side' shall have a Secretary out of the 'Official Side' members nominated by the Secretary, ICAR. The Secretary shall as and when necessary nominate any other 'Official Side' member to function as Secretary 'Official Side'. Likewise, the 'Staff Side' members shall have a Secretary, elected by them, but he will continue as a Secretary of the Staff Side so long as he does not cease to be eligible to become a member of the 'Staff Side' of the Headquarters Joint Council, in which case the members on the 'Staff Side' shall elect another person as Secretary of the 'Staff Side'.

Membership

- | | | |
|---------------------------------------|---------|---|
| Eligibility | 22. (i) | No person shall be eligible to be a member of the Headquarters Joint Council unless he is in the service of the ICAR Headquarters. |
| Term | (ii) | The term of the membership of a person elected as such on the 'Staff Side' of the Headquarters Joint Council shall be three years. There shall, however, be no bar to renomination of a member after the expiry of his term. |
| Effect of Transfer of a Member | (iii) | If a member is transferred from the Headquarters, he shall cease to be a member of the Headquarters Joint Council. The resultant vacancy shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was filled at that time. |
| Effect of Death Retirement | (iv) | If a member dies, retires, resigns or is dismissed or removed or is promoted outside the category in which he was working at the time of election or appointed to a post equivalent to Class A or in the pay scale of Rs 700-1300 or above, he shall cease to be a member on the Staff Side from the date of his death, retirement, dismissal, resignation, removal or on such promotion or appointment. Vacancies in such cases shall be filled for the unexpired period of the term in the same manner as the position vacated by the member was originally filled. |

Meetings

- | | | |
|---------------------------|---------|---|
| Frequency | 23. (i) | The Headquarters Joint Council shall meet at least once in three months provided that on a requisition, duly signed by at least one-third of the members representing 'Staff Side', the Chairman may call a special meeting of the Council. Such special meeting may not be called more frequently than once a month. |
| Notice for Meeting | (ii) | The notice of the meeting for the Headquarters 'Joint Council' shall be given by the Secretary of the 'Official Side' in consultation with |

	the Chairman at least 15 days prior to the date of the meeting of the Headquarters Joint Council.
Items for Agenda	(iii) In case any member has any particular item to be included in the agenda for the Headquarters Joint Council, he shall inform the Secretary of the 'Official Side' in writing at least 10 days in advance of the proposed meeting of the Headquarters Joint Council.
Preparation	(iv) The agenda for the meeting shall be prepared by the Secretary of the 'Official Side' who will submit the draft agenda to the Chairman for his approval. After approval, the Secretary shall circulate the agenda among the members at least five days in advance of the meeting of the Headquarters Joint Council.
Quorum	(v) One-third of the members of the 'Staff Side' is required to form quorum for the meeting.
Recording and Circulation of Minutes	(vi) The minutes of the meeting shall be recorded by the Secretary of the 'Staff Side' and sent to the Secretary of the 'Official Side' within a period of seven days of the holding of the meeting. The latter will place the same before the Chairman for his approval, and after his approval, circulate it to the members of the Headquarters Joint Council. All further action necessary in connection therewith shall be taken by the Secretary of the 'Official Side'. He shall also report the progress made regarding the implementation of the decisions taken by the Headquarters Joint Council in its next meeting.

VI. MISCELLANEOUS

Framing of Rules	24. The Institute/Headquarters Joint Council, including Central Joint Council may frame rules or develop conventions for the conduct of its business.
Decisions on Agenda Items in Same or Next Meeting	25. (i) The Official Side shall, as far as possible, decide all matters brought for consideration of the meeting of the Joint Council and shall not defer them for more than one occasion for decision at a later date provided that the above stipulation shall cover only such matters the decision of which is within this competence of the concerned Chairman.
Decisions not to Apply where MC/GB Approval Required	(ii) Nothing shall be regarded as decision of any Joint Council unless it is agreed to both by the 'Official Side' and 'Staff Side'. Proposals which have been agreed to by both the sides and which require the approval of Management Committee/Governing Body, will not be considered as decisions till such time the Management Committee/Governing Body has approved of the same.
Power to Appoint Committees	26. All Joint Councils shall have power to appoint Committees to study and report on any matter falling within their jurisdiction and take appropriate decisions thereon.
Disagreement in Institutes/ Headquarters Joint Councils	27. In the event of disagreement between the Official Side and the Staff Side of the Institute Joint Council or the Headquarters Joint Council, the matter may be referred to the Director-General, ICAR for decision. In arriving at a decision, the Director-General shall consider the facts represented by both sides, the prevailing practices, conventions and rules in the Govt

**Arbitration in
Matter of
Disagreement in
CJSC**

of India as well as in other similar organizations and any other relevant matters necessary for the purpose. In case, the 'Staff Side' is not satisfied with the decision of the Director-General, the matter can be considered in the Central Joint Council meeting.

28. All matters relating to pay and allowances, weekly hours of work, leave and service conditions as a class or grade of employees may be referable to arbitration of a Board of Arbitration, consisting of three persons, one each representing 'Staff Side' and 'Official' Side and the third an independent persons as Chairman, if there is disagreement between 'Official' Side of the Central Joint Council and that a request to this effect has been made in writing to the Chairman of the Central Joint Council. Both the Official Side and the Staff Side shall submit a list of five names each of their side to function as arbitrators to the President, Indian Council of Agricultural Research who shall besides nominating a Chairman, will also nominate one person from each panel to function as an arbitrator on the Board of Arbitrations. The award of the Board of Arbitration shall be final and binding on the parties and shall become enforceable on the expiry of 30 days from the date of its pronouncement provided that the award, if referred to the Standing Finance Committee/ Governing Body for their concurrence within 30 days for making the award shall not become enforceable till the expiry of 90 days of making the award.