

Proceedings of the meeting held in Platinum Jubilee hall at 12.00 hrs on 03.06.2020 under the Chairmanship of the Acting Director to discuss various activities under the Institute

The meeting began at 12.00 noon and the following were present:

01	Dr. K. Muralidharan, HD(SS)	02	Dr. AC Mathew, Principal Scientist
03	Dr. V. Niral, Principal Scientist	04	Dr. KP Chandran, Principal Scientist
05	Dr. S. Jayasekhar, Senior Scientist	06	Dr. Neema, Scientist
07	Smt. K. Shobha, CTO	08	Shri Hareesh Nair, CAO
09	Shri TE Janardhanan, AO	10	Shri Neil Vincer, AAO
11	Shri GS Hareesh, Technical Officer	12	Shri Arunji, Technical Assistant
13	Shri Suvith PS, Technical Trainee	14	Shri Pradeepkumar Vasu, AAO

The Acting Director welcomed the gathering and informed the need for immediate decisions on following issues:

01 Implementation of e-Office at this Institute

The Acting Director informed that e-Office is being implemented at this Institute from 1st August 2020 and before the due date the templates like Employee Master Details, Organization Unit, Designation Master and the Post Master are to be completed and forwarded to IASRI, New Delhi. It was decided that the templates shall be completed by Saturday and forwarded to IASRI my e-mail by 8th June 2020. It was also decided that Shri Hareesh Nair, CAO shall monitor the work.

Action:CAO

02 Identifying Master Trainers for the e-Office at Hqrs, RSs and RCs

The following were identified as the Master Trainers of e-Office and they shall train the staff in e-office at respective stations.

Hqrs. -Dr. Jayasekhar, Sr Scientist, Dr. Neema, Scientist, Shri TE Janardhanan, AO and Shri Arunji G, Tech. Asst.

RS, KYM- Dr. KM Anes, Scientist and Shri KM Ansary, Technical Officer

RS, VTL - Shri KK Sasi, AFAO and Shri Nirmal Kumar, Technical Assistant

RC, Kahikuchi – Shri Umesh kumar, LDC

RC, Mohitnagar – Dr. Sandip Shil, Scientist

RC, Kidu – Dr.KN Ganesh, Scientist and Shri M Ravindran, AAO

Action: AAO (Estt)

03 Up-gradation of the CPCRI website

The Acting Director enquired the status of up-gradation of the CPCRI website. Smt. Shobha informed that one more week is required to format the website in accordance with the Govt. of India guidelines. The Acting Director observed that the website can be hosted at IASRI and for which certain formalities are to be completed. She further instructed that the upgradation work is to be completed within this month.

Action: Smt. K Shobha, CTO

04 **ITMU**

The Head of Division (Social Science) informed that there are many instruments which are being asked by various companies for their use on outsourcing basis. It was decided that the rates for outsourcing various instruments/equipments shall be finalized.

Action: HD (SS)

05 **Outsourcing of Canteen**

The CAO pointed out that there is an acute fund constraint under Contingencies in the Current Financial Year and due to this we need to terminate many contracts. Moreover, Shri Keshava who was preparing food in the Canteen has also retired on 31.5.2020. The contract work in Departmental Canteen is one of the area where the funds are being drained out and which needs to be checked. He suggested exploring the possibility of engaging an Govt/semi Govt. agency like Kudumbashree. Hence to explore the possibility and to finalize the terms and conditions for outsourcing the Canteen, a committee in the following composition was constituted


Dr. KP Chandran	- Chairman
Shri Ram Avtar Parashar	- Member
Shri P. Ravindran	- Member
Shri Neil Vincer	- Member
Shri V. Balakrishna	- Member
Shri TE Janardhanan	- Member Secretary

The recommendations of the said Committee would be placed before the Canteen Management Committee for its deliberation.

It was decided that the quotations for outsourcing of Canteen should be finalized by June 30, 2020 and that no further extension shall be given for the current contract.

Action: AAO(Estt)/AAO(Estate)

The meeting ended by 13.00 hrs

Approved

17/6/2020