

Tele: 011-2301 0732

Integrated Headquarters of MoD (Navy)
Directorate of Civilian Personnel Services
D-II Wing, Sena Bhawan,
New Delhi-110011

CPT (JCM)/3543/XII/14-MM

28 Nov 13

**MINUTES OF THE 14TH MAIN MEETING OF THE NHQ JCM COUNCIL
(LEVEL-III) (XIITH TERM) HELD ON 21 Oct 13 AT IHQ MoD(N)**

1. The following were present:-

VAdm P Murugesan, AVSM, VSM
Chief of Personnel

Chairman, NHQ JCM Council

Official Side

RAdm S S Mathur
RAdm Pradeep Rana, VSM
RAdm Pradeep Joshi
Cmde Gautam S Negi
Cmde Joginder Chandna, PDCP
Smt RA Sehgal, PDCPS
Rajeev Ranjan, Dir CPS (JCM)

CSO (P&A), HQ WNC
CSO (P&A), HQ ENC
ACOP (AC)
CSO (P&A), HQ SNC
(Member)
(Member)
(Secretary JCM Council)

Special Invitee

RAdm AK Saxena, VSM
RAdm DM Deshpande, VSM

ASD (V)
ASD (MBI)

Staff Side

Shri K Balakrishnan, NAD, Alwaye, AIDEF
Shri N Kumar, ND (MBI), INDWF
Shri P B Panigrahi, ND (MBI), AIDEF
Shri GSJ Atchuta Rao, ND (V), AIDEF
Shri Jossy K Chirappuram, NSRY, Kochi, AIDEF
Shri K Vijaykumar, Naval Base, Kochi, INDWF
Shri PTN Shajeevan, MO, Kochi, CDRA
Shri BB Mohanty, WOT (MBI), CDRA
Shri DRS Satyanarayana, ND (V), BPMS
Shri SK Mishra, ND(V), AIDEF

(Leader Staff Side)
(Secretary Staff Side)

Co-opted Member

Capt Anil Marya

The Secretary
BPMS

1

File
संकेत प्रतिलिपि - 45
सचिव (मुख्यालय).....
सहायक सचिव (व्यक्तिगत).....
सं. 123 दिनांक 20/12/2013
DCI.....
NHQ m(4/3)/m)
Email

OPENING ADDRESS BY COP

2. The Chairman welcomed all members especially the new ones and the special invitees to the 14th Main Meeting of NHQ JCM Council.

3. The Chairman mentioned “during last 10 months, there were, five JCM meetings (including 14th Main Meeting) which demonstrate organisational resolve to address common grievances to boost the morale, motivation and productivity of civilian colleagues. Such regular interactions also contribute towards maintaining harmonious relation, within the Naval fraternity. JCM, is an important forum devised by Govt. of India to arrive at rational and prompt decisions to resolve emerging issues in a time bound manner. This forum also provides platform to agree upon the way ahead towards valid concerns of staff side representatives, if remain unresolved. However, it would be presumptuous to believe that all issues will get resolved merely by discussions at JCM level. This is only a stage to come to a common ground. Based on the discussions at JCM, we at times need to take the views of Commands, before a case is taken up with the Ministry, who in turn have to refer it to nodal agencies like DoP&T, Min of Finance (MoF) and Min of Labour and Employment (MoLE) etc. to arrive at a considered decision. Once the matter has been discussed at the JCM Council Meeting and a decision has been given, the issue would be taken to its logical conclusion in a time bound manner.

4. Navy has a large civilian workforce with sanctioned strength of more than 45,000 personnel. Currently there is a shortage of about 22 %, which has arisen due to various factors including restrictions imposed by the Government on recruitment during the period 2001 to 2009 and also due to ongoing expansion of Navy by way of sanctions for new Units/Bases & augmentation of infrastructure and manpower of existing Units. Efforts are being made to speed up the recruitment process to mitigate these deficiencies. Creation of a dedicated Directorate to look into recruitment issues of Naval Civilian Manpower in a centralised manner in the form of **Directorate of Civilian Manpower Planning and Recruitment (DCMPR)** is a step in this direction and the same is in the advanced stage of approval. In addition, recruitment processes for filling up more than 3100 Gp ‘C’ posts are at various stages of implementation at Commands. In addition, NACs for 581 posts have been issued in the last three months, & recruitment for these posts should commence shortly. All recruiting authorities need to ensure that the target of filling up of this 3600 posts is achieved by Jun 2014.

5. In accordance with CNS Guidance / Course to Steer 2013-15, there is a proposal to create a **Naval Civilian Pay & Pension Office (NCPPO)** for defence civilians of the Navy, in line with the existing Naval Pay Office (NPO) for service personnel. The formation of NCPPO is proposed to be implemented by HQWNC in two or three phases. In the first phase all units located in Mumbai will be brought under NCPPO.

6. Government instructions stipulate grant of **appointment on compassionate grounds** to the next of kin of deceased/medically boarded out government employees upto 5% of total direct recruitment vacancies occurring in the vacancy year for Group 'C' posts. In the Navy, a Board of Officers is constituted to scrutinize these compassionate appointment cases at the Command Headquarters. 63 families have been provided assistance by way of appointment on compassionate grounds in the past three years. As slight variance in procedures being followed at different Commands was observed, a policy letter has been issued to streamline this process.

7. Govt of India has issued **National Training Policy 2012 (NTP)** giving a big impetus to training to Civilian Staff. NTP is a set of operational guidelines for development of Human Resources of the Government and has enhanced budgetary support for training from 1.5 % to 2.5% of the salary budget. This amounts to almost ₹ 35 Cr towards training of Naval Civilians. In comparison, our outlay for last year had reached only about ₹ 3 Cr. Thus, we have a huge gap that needs to be bridged. NTP envisages various aspects like development of Cadre Training Plans, formulations of Annual Training Plans, creation of 'Training Cells' and appointment of 'Training Managers'. As a first step, re-examination and formulation of new **Cadre Training Plans** in respect of all cadres is in progress. The Staff Side is accordingly urged to take active interest in this activity and give their valuable feedback to the Cadre Controllers and Professional Directorates.

8. Physical and emotional health of Civilian employees has a direct impact on the efficiency and effectiveness of the Navy. **Annual Medical Examination** scheme for Naval Civilian employees above the age of 40 years on contributory basis has been in vogue since 2005. AME scheme has been identified as one of the 'thrust areas' by the Chief of the Naval Staff to achieve 100% participation by civilian employees. Command Headquarters have been requested to educate civilian employees about the benefits of AME. However, the response so far has not been that encouraging in light of the fact that 120 civilian deaths have already taken place in the current year with still two months to go before year end. Only less than 40% of civilian personnel above 40 years of age have undergone AME in the first six months. The Staff Side is urged to play an active and catalytic role to bring their members onboard and encourage them to undergo AME which is for their own benefit and for larger good of their families.

9. The **Human Capital Strategy** document for the Navy has already been promulgated. Though the document contains certain aspects of civilian manpower projections for future, it essentially encompasses aspects unique to service personnel. A dedicated document on Human Capital Strategy for Civilian Manpower in the Navy is under preparation. It would be a Vision/Mission document laying down policies for growth and management of Naval Civilian Human Capital with a focussed approach to induction, career management, cadre restructuring, Training and Welfare in keeping with the functional needs of the service owing to the significant growth that is likely to take place over the next fifteen years.

10. The Ministry of Health & Family Welfare has recently given clarification for reimbursement of medical expenses under CS (MA) Rules at revised rates for employees in Kochi. This was a long outstanding demand. Similarly, based on a case taken up by IHQ MoD (Navy), they have further clarified that employees covered under CGHS and CS (MA) Rules respectively in Mumbai would be treated at par, as regards reimbursement of medical expenses and treatment in CGHS empanelled hospitals.

11. Apart from above, it is reemphasized that the organisation is always geared to look after the welfare of its employees. Besides Pay & Allowances issues, various welfare measures are regularly implemented in the normal course of administration".

12. The Chairman congratulated the winners of Trophies for **CNS Best HRD Practices** for the years 2011-12 {Major Unit – ND(V); Minor Unit – NSRY (PB)} and 2012-13 {Major Unit – ND(V); Minor Unit – NAI (Hyd)}. He pointed out that this is the first time the trophies would simultaneously be given to winners of two consecutive years. This course correction was done to ensure that the personnel, who have worked for it, get the deserved recognition without delay.

13. In summary, the Chairman emphasized following guiding principles:-

- (a) Deal with every grievance in a fair, objective and just manner and issue reasoned speaking order for every grievance rejected.
- (b) Analyze grievances to help identification of problem areas in which modification of policies and procedures could be undertaken.
- (c) Fix time limit for disposal of grievances.
- (d) Strengthen joint consultation process through JCM Council meetings to identify and then effectively redress common grievances relating to service matters etc.
- (e) Regularly conduct Works Committee/Civilian Welfare Committee meetings to understand the grievances or factors that impede job productivity and take corrective measures.

RESPONSE FROM SHRI K BALAKRISHNAN, LEADER STAFF SIDE

14. The Leader Staff Side welcomed the Chairman and official and Staff Side member in the 14th Main Meeting of NHQ JCM Council. He thanked the Chairman for his valuable speech and extended full cooperation of the Staff Side for resolving the grievances. After that, he submitted following points for consideration:-

- (a) JCM Meetings be conducted periodically to resolve the problems of the civilian employees.

- (b) He thanked the Chairman for implementing CGHS rates to the Naval Civilian employees at Kochi & Mumbai. He emphasized the need for providing better medical facility and cashless medical treatment to Naval Civilian employees.
- (c) Before finalizing RR and Cadre reviews, the Staff Side should be consulted and their views be incorporated.
- (d) Amendment to RR in respect of AM-II has not yet been finalized and published. This should be done without any further delay.
- (e) HS-II and HS-I be allowed to attend DQE for CM as the existing RR has not been amended. The reckonable qualifying service for CM from HS is only 08 years, whereas the Commands are insisting for 08 years from HS-I, which is not correct.
- (f) Since there is now no time limit to compassionate appointment, Commands be directed for reopening cases which were earlier rejected.
- (g) HQ SNC has been reducing number of personnel for training as compared to last year. This aspect need to be looked into.
- (h) He requested fixed time limit for disposal of grievances as emphasized by COP.
- (j) He emphasized the requirement of 2nd copy of the Service Document.
- (k) He explained the difficulties of dependents like unmarried/ widowed daughter for getting family pension for want of documents.

Lastly, the Leader Staff Side congratulated the winners of CNS Trophy for Best HRD practice.

RESPONSE FROM SECRETARY STAFF SIDE

15. Secretary Staff Side welcomed all the Official and Staff Side Members who are attending the meeting first time and also thanked them for the contribution made to this forum by the previous members. He thanked the Chairman for his valuable opening address and further added that this is the highest forum of Navy where issues related to employees as well as organization can be resolved. He requested that JCM meetings should be conducted periodically. He emphasized for early completion of Cadre Review proposals as VII CPC has been formed. The cadre review work should be completed at the earliest and in a time bound manner. The same may be adopted for completion of Recruitment Rules amendment also. He appreciated the concern and attention of Chairman regarding health of the employees through AME but at the same time he requested for enhancement in medical facilities for better treatment and medical

facilities. He also brought to notice the abnormal delay in disposal of medical reimbursement claims. He requested the Chairman for his kind attention towards medical facilities. He requested for opening a fully fledged INCS canteen at NCHC Powai. The CSO (P&A) HQ WNC added that this case has been looked into. He also demanded for enhancement in Credit Limit of Smart Card from ₹ 3500/- to ₹ 5000/-.

16. The Secretary Staff Side informed about delay in implementation of Court Judgments in favour of employees, specially the judgment of Hon'ble Supreme Court. He also highlighted that the administration was challenging all the court judgments given in favour of employees. He requested that the Staff Side be called a day before the meeting for better preparation and understanding among the staff side on Agenda. The same was agreed to by the Chairman. He once again thanked all present.

CONFIRMATION OF MINUTES OF THE 13TH MAIN MEETING

17. Minutes of the 13th Main Meeting of NHQ JCM Council held on 26 Feb 2013 were confirmed by the Staff Side.

PROGRESS POINTS

18. Subsequently, progress points were taken up for discussion and decisions thereupon are placed at Appendix 'A'.

AGENDA POINTS

19. Agenda points and decision thereupon are placed at Appendix 'B'.


20. Mention points discussion/ decisions thereon are placed at Appendix 'C'.

CLOSING REMARKS BY COP

21. The Chairman thanked all members for their contribution to the points discussed in the forum. He expressed satisfaction over the deliberations and road map formulated especially with regard to Cadre Review, timely conduct of DPCs/ ACP/ MACP and RRs during the discussions. The Chairman thanked all for demonstrating a high level of cooperation, understanding and maturity in deliberation. He asserted that such approach would continue to remain the bedrock of functioning of this council. He emphasized that though mutual consultations, all matters can be brought to a satisfactory conclusion.

VOTE OF THANKS

22. The Meeting was concluded with the vote of thanks to the Chair by the Leader Staff Side, JCM.
23. All concerned are requested to forward progress of action taken on the points at Appendix 'A', 'B' & 'C' by 20 Dec 2013. A monthly progress report is also required to be forwarded thereafter.
24. These minutes are issued with the approval of the Chairman.


(Rajeev Ranjan)
Dir CPS(JCM)
Secretary JCM Council

Distribution

SO/COP, Chairman, NHQ JCM Council
SO/ACOP(AC)
MoD/D(JCM)
HQ ENC, HQ WNC, HQSNC, HQ ANC, ND(MB), ND(V)
Army Headquarters (AG/MP-4(Civ/JCM))
Air Headquarters(PC-4/JCM)
The general Secretaries-INDWF,AIDEF,BPMS,CDRA
All Official & Staff Side Members
IRFC

Internal

PDCCP, PDLS, PDONA, PDNAM, PDEE, DND, PDNAI, DOA (Civ), PDFM

Appendix 'A'

(Refer to IHQ MoD(N) letter No.

CPT(JCM)/3543/XII/14-M

Dated

**UPDATED STATUS OF PROGRESS POINTS DISCUSSED DURING
THE 13TH MAIN MEETING OF NHQ JCM COUNCIL
HELD ON 26TH FEB 2013**

Sh. BS Reddy, INDWF (Point No. 6(4-M))

1. **Regularization of USLs.** Regularization of balance USLs granted temporary status including nine in whose case orders were held in abeyance by HQ ENC.

Comments. The issue of regularization of Ty status and Casual labourers has been raised at various forums on regular basis. This is also coming up for discussions at JCM meetings regularly. The FOC-in-C, ENC, Chairman of JCM IVth level Council during the main meeting held on 25th May 2012 had directed constitution of a Board of Officers to examine the entire regularization issue 'De-novo'. Accordingly, a Board comprising a member from Naval Dockyard, ALWC from MO(V) and a legal member from HQ ENC, was constituted. The Board carried out an in-depth study into the feasibility of regularization of Ty Status and Casual Labourers deliberating upon legal perspective involved and inputs received from JCM representatives and through discussions/interactions with them. The Board proceedings have been forwarded to this HQ on 12 Feb 13. An advance copy of the BPs was earlier forwarded to IHQ MoD (Navy). The same was studied at IHQ MoD (Navy) and certain observations have been made. The said observations alongwith the comments offered by this HQ were discussed through a presentation made to ACOP(AC) during the Flag Officer's visit to Visakhapatnam on 22nd Jan 13. The case will be pursued with the Ministry of Defence for one time regularization of the Temporary status and Casual Labourers.

Status. The Board proceedings have been submitted to MoD/D (N-II) on 17 Apr 13 for decision. Case was not approved by MoD. However, after receipt of VIP reference addressed to the RRM, the case file has been called back by MoD. The same has been resubmitted to MoD/D (N-II).

Decision. The case for regularisation of Ty. Status and Casual Labourers will be pursued with MoD.

Action: DCP/Commands**Sh. SM Veerapan, AIDEF (Point No. 1(7-M))**

2. **Recruitment Rules Amendments.** Recruitment Rules amendments after 6th CPC recommendations be done expeditiously after consultation with the Staff Side.

Comments. Proposal for the revision of RRs for 41 cadres has been initiated. Draft RRs for 38 cadres are under process with MOD/DoP&T/UPSC/MoL. Draft RRs for the balance cadres and for six (6) isolated posts are also under process, in consultation with Command /Staff Side members. Three RRs namely, SRO 43/2012, 44/2012 & 80/2012 have been notified and promulgated.

Status. The latest status of revision of RRs is tabulated below:-

S. No.	Description of RRs	Nos
a	RRs approved and SRO notified	07
b	Draft RRs approved by MoD/DoP&T and forwarded to MoL.	01
c	Draft RRs forwarded to MoD for vetting.	16
d	Draft RRs forwarded to DoP&T for vetting.	04
e	RRs received back with observation in DCP.	02
f	Draft RRs forwarded to Official language Wing of MoL.	03
g	Draft yet to be forwarded to MoD.	08

Decision. Balance RRs will be expeditiously progressed and notified in an early time frame preferably before the 7th CPC award. The methodology for absorption of Ex-Naval Apprentice will be examined separately and if found feasible, corrigendum to SRO will be mooted to concerned Ministry / Department. It will be ensured that views of Federations / Confederations will be taken into account as hitherto.

Action: DCP/Commands

Shri Narendra Kumar, INDWF [Point No 2 (10-M)]

4. **Cadre Review of Civilian Cadres of Navy.** This point was discussed in the 5th Steering Committee Meeting of NHQ JCM Council (XII) Term. The Cadre Review cases are required to be processed on priority since the VI CPC report is silent on this issue. As far as the Navy is concerned not a single cadre review proposal has been completed even once during last 40 years despite continuous discussion on this point in this forum. It is necessary to clarify that better ratio and higher pay scale given to some cadre like CMD, Technical Supervisors and Telephone Operator etc., cannot be included in the feedback given to the MoD as done in the past.

Comments. The status of Cadre Review proposals as on 20 Feb 13:-

S. No.	Cadre	Status
a	Administrative Officer	Proposal resubmitted to MoD/D(N-II) on 02 Jan 13
b	Clerical Staff	Proposal has been discussed with JS(N) and ACOP(AC) on 14 Jan 13. JS(N) has sought the relevant details of clerical cadre in Army/ Air Force. The same are compiled and being put up.
c	Telephone Operators	Proposal has been discussed with JS(N) by ACOP(AC) on 14 Jan 13. Proposal is being re-submitted with required clarification.

d	NSO Cadre [Now proposed as Indian Naval Material Management Service (INMMS)]	Proposal was re-submitted to MoD/D(N-II) on 27 Jun 12 and now the case file is with Deptt. of Expenditure, as informed by DoP&T.
e	Stenographers	Post-wise details of Rear Admiral and Vice Admiral post AVSC recommendations have been received from DMPR on 23 Jan 13. Proposal is being prepared after incorporating the same.
f	Fire Fighting Staff	Under preparation in DCP
g	Translation Officer (R/E)	Proposals has been received on 07 Feb 13 and under examination at DCP
h	Library Staff	After perusal, the proposal has been returned to PDNE to clarify some of the issues and resubmit the proposal.
i	Canteen Departmental Staff	Under preparation in DCP
j	Civilian Education Instructors	Proposal was returned to DNE with some observations and the same is awaited
k	Drawing Office Staff	Proposals from DNA, DME, DEE & DGNAI were discussed by DCP with the reps of all the three Associations and DNA. It was decided that all the reps of Associations will have discussion with the DNA so as to reach consensus on the issues and finalize a comprehensive cadre review proposal. The fresh proposal is awaited.

Status. Following 8 Cadre Review Proposals are under consideration of MoD:

- (a) Administrative Officer
- (b) Telephone Operators
- (c) NSO Cadre (INMMS)
- (d) Clerical Staff
- (e) Stenographer
- (f) Store House Staff
- (g) Translation Officer (R/E)
- (h) Canteen Staff

Following 04 Cadre Review Proposals are under consideration in DCP:

- (a) Fire Fighting Staff
- (b) NAI Cadre
- (c) INAS Cadre
- (d) Hospital Staff

Decision. Remaining Cadre Review proposals will be expedited. Views of Federations/Confederations will be factored in while finalising the proposal.

Action: DCP

Shri Narender Kumar, INDWF (Point No. (11-M)

5. **Restructuring of NAD Staff, i.e. ARL and FAR and Grant of MCM Grade.**

The restructuring of Artisan Staff implemented in all Defence establishments vide order dated 20 May 2003 and same was followed by Naval Armament organization also. At that time (ARL and FAR) were clubbed together and restructured Ammunition Mechanic-II and Ammunition Mechanic –I respectively with scale of ₹ 3050-4600 and ₹ 4000-6000 and granted Grade of Skilled and Highly Skilled. It is unfortunate that the grade of Master Craftsman was not granted to this cadre at that time. It is requested that the Grade of Master Craftsman may be granted and all revisions in Artisan Cadre thereafter, if any, may similarly be extended to this cadre also.

Comments. The draft proposal formulated in consultation with Staff Side for restructuring of Ammunition Mechanics into 04 grades on the lines of Artisan Staff is under consideration at MoD (Finance).

Status. The proposal for restructuring of Ammunition Mechanics of Navy into 04 grades on the lines of DB Workers of OFB/Artisan Staff re-submitted to MoD on 25 Sep 13. MoD/D (N-II) in-turn forwarded the proposal to DoP&T on 30 Sep 13 for approval. Reply from DoP&T is awaited.

Decision. The proposal for restructuring of Ammunition Mechanics into 4 grades will be pursued with MoD / DOP&T for early finalisation. Observations of MoD / DOP&T to be communicated to the Staff Side/Federations for necessary follow up / action.

Action: DCP

Shri SM Veerappan, Leader Staff Side & Sh KK Balachandran,
AIDEF|Point No1(11-M)|

6. Restructuring of Cadre of Artisan Staff in Defence Establishments and Placements of MCM. The Ordnance Factory Board has already issued Order vide No 01/CR/A/I/1658 dated 31 Dec 10 that the eligible Highly Skilled Gr-I employees will constitute feeder line of promotion to MCM in the Artisan Cadre or Chargeman in the Supervisory Cadre and accordingly, they will be asked to exercise option for promotion either to MCM or to Chargeman before consideration for promotion and the existing MCM will be allowed to give option to be issued by the IHQ MoD(Navy) also.

Comments. The proposal was circulated to commands for scrutiny and comments. Commands have recommended not to disturb the present structure promulgated vide MoD letter No 11(5)/2009-D(Civ-I) dated 14 Jun 2010. As per this, MCM is a hierarchical post and Tradesman HS-I on qualifying Departmental Qualifying Exam are to be promoted as MCM, which is a feeder post for Chargeman. Chargeman and MCM, though in the same Grade pay, enjoy different status. The proposal of DGONA, Service Association and ND (V) has been examined and proposal forwarded to MoD for consideration.

Status. Clarification on GP ₹ 4200/- in respect of Chargeman and MCM has been sought from MoD/D (Civ-I). MoD has informed that the matter has been taken up with DoP&T and the same is pending with them. Reminder issued to MoD/D (Civ-I) on 22 May 13. Response awaited.

Decision. The issue has already been raised in the MoD Departmental Council Meeting. The proposal of Federations in this regard submitted to Departmental Council is in order. The decision of MoD may be awaited.

Action: DCP

**AGENDA POINTS FOR THE 13TH MAIN MEETING OF
THE NHQ JCM COUNCIL(LEVEL-III) XIITH TERM
HELD ON 26 FEB 2013 AT IHQ MoD(N)**

Shri K Balakrishnan, AIDEF

1. **Multi Tasking Staff (Industrial).** Under MoD all organizations except Navy have re-designated erstwhile SSL/USL/Mate as Technician (Semiskilled)/Mate etc. The Federation also suggested the same. The VIth CPC also has not recommended to re-designate erstwhile USL/SSL as Multi Tasking Staff(Industrial). Hence, it is requested that erstwhile SSL/USL may please be re-designated as Technician (Semiskilled) or Mate.

Comments. After finalization of draft RRs of Tradesmen, reps of all the Unions/Associations were informed vide IHQ/DCP letter No CP(NG)/2852/RRs/Tradesmen dated 09 Mar 11 about the amendments incorporated in the RRs, which was being taken up with MoD for approval. Thereafter, no further representations on the issue were received from Staff Associations/Federations.

Status. MoD vide letter F. No 410/2009-D(Civ-I) dated 27 Feb 13 has re-designated Tradesman Mate, Labourer/Mazdoor as Tradesman Mate in Defence Organisations. These orders have been forwarded to Command HQs on 15 Mar 13 for implementation.

Point may be closed.

Decision. MoD order needs to be implemented by Commands. HQ Commands to forward feedback on implementation of the Govt orders to IHQ-MoD(N). DCP will examine why MoD orders were not implemented and case study will be presented in the next Main Meeting.

Action : DCP/ Commands

Shri K Vijayakumar, INDWF

2. **Re-structuring of Multi Tasking Staff.** Directorate General (Pers), E-in-C Branch of IHQ, MoD (Army) has proposed restructuring of the post of Multi Tasking Staff. Army Directorate has asked for comments/ suggestions from the Federations. A draft proposal for the Multi Tasking Staff is as follows:

Revised Designation	Revised Scale
Multi Tasking Staff	PB-1, (Rs. 5200-20200) Grade Pay Rs. 1800/-
Multi Tasking Staff (Ordinary Grade)	PB-1, (Rs. 5200-20200) Grade Pay Rs. 1900/-
Multi Tasking Staff (Grade III)	PB-1, (Rs. 5200-20200) Grade Pay Rs. 2400/-
Multi Tasking Staff (Grade I)	PB-1, (Rs. 5200-20200) Grade Pay Rs. 2800/-
Multi Tasking Staff (Special Grade)	PB-1, (Rs. 5200-20200) Grade Pay Rs. 4200/-

It is submitted that necessary action may be intimated so as to re-structure the Multi Tasking Staff in the Navy in line with IHQ MoD (Army).

Comments. As per recommendations of VI CPC, only erstwhile Group 'D' employees have been re-named as MTS. In the above proposal even Grade Pay of Rs.4200/- has been included in PB-1 whereas, it is not clear as to which category of employees are to be included in this. After the proposal by E-in-C's Branch is approved by the Govt, feasibility of restructuring can be examined by IHQ MoD (N).

Status. Cadre review proposals in respect of Multi Tasking Staff were sought from Command HQs vide IHQ/DCP letter dated 12 Oct 12. Proposal for Cadre Review of MTS (Min) has been received from HQ WNC in end Sep 13. Comments on the proposal are being sought from other commands.

Decision. HQ ENC & SNC to forward comments on the proposal at the earliest. Thereafter the proposal will be examined for its feasibility, taking views of Staff Side /Federations / Confederation into account.

Action : DCP / Commands

Appendix-'A'
(Contd...)

**MENTION POINTS DISCUSSED DURING THE 13TH MAIN MEETING OF
NHQ JCM COUNCIL (XIITH TERM) HELD ON 26TH FEB 2013**

Shri K Vijay Kumar, INDWF

1. Shri K Vijay Kumar mentioned about difficulty in getting authorized benefits/entitlements from DCMAF. Various benefits available under DCMAF are not being provided in time or are being denied. These issues need to be looked into by IHQ in order to ensure that various benefits under DCMAF are provided without any difficulty and expeditiously.

Status. Since Dir CPS was one of the members of the Sub-Committee to look into the functioning of DCMAF, the issue of delay in extension of benefits/entitlements was raised and has been suitably addressed.

Decision. The request for Grant-in-Aid by Navy to DCMAF for augmenting its financial resources will be examined.

Action : DCPS

Shri PB Panigrahi, AIDEF

2. Shri Panigrahi thanked ASD (MB) and AGM (P&A) for clearing the pending medical claims of large number of employees and for strict monitoring and finalization of casual service cases with a view to extend benefits of ACP/MACP. This may also be expedited in other units of WNC. Shri Panigrahi mentioned that Industrial Employees of Naval establishments in Mumbai are not covered under CGHS scheme, though the scheme is applicable to Ministerial/Non-Industrial employees. This is causing great deal of stress and inconvenience to Industrial employees and their families. He mentioned that in the NHQ JCM Council, and then Chairman had directed that all effort be made to sign MOUs (at par with Vishakhapatnam) with the hospitals for treatment at CGHS rates. This has not yet been done. It is requested that necessary direction to be given to HQ WNC for signing MOUs with hospitals in Mumbai.

Status. Presently, Industrial Employees are covered under CS(MA), Rules, whereas Non-Industrial employees are covered under CGHS. MoH&FW have recently clarified vide their letter dated 21st Aug 13, that those who are covered under CS(MA) Rules are to be treated on par with CGHS beneficiaries in terms of medical reimbursement in CGHS empanelled Hospitals. This has resolved long standing demand of Industrial Employees of Mumbai to be treated on par with CGHS beneficiaries. As regards, empanelment of additional hospitals under CS (MA) Rules, the guidelines issued by MoH&FW have been forwarded to WNC in Sep 2013.

Decision. The issue of inordinate delay in settlement of medical claims be taken up with PCDA(N). Advance upto 80% to be given in case of medical emergencies and proposal for cashless medical facility will also be taken up with PCDA(N).

Action : DCPS

Shri PT Shajeevan, CDRA

3. Shri Shajeevan requested that cadre review proposal be implemented at the earliest. He mentioned that a large number of OS posts have not been filled up due to non availability of personnel with required experience. He requested that exemption may kindly be given at par with AFHQ Clerical Cadre so that these posts can be filled. He also mentioned about grant of NFSG to LDC & UDC by granting GP Rs 4200/- to 30% UDC after completion of 5 yrs and GP Rs 2400/- to 30% LDC on completion of 8 years qualifying services.

Status. The Cadre Review proposal in respect of Clerical Staff has been resubmitted to MoD on 27 Feb 13. Initially, the issue regarding grant of NFSG to LDC and UDC as suggested by Shri PT Shajeevan was taken up with MoD. However, JS (N) pointed out that extending benefit of NFSG can be considered only in case the individual is not promoted on completion of requisite period of service, which is 10 years in case of promotion from UDC to OS. Accordingly, grant of NFSG to UDC and LDC has been proposed by granting GP of Rs. 4200/- to 30% UDCs after completion of 10 years and GP of Rs 2400/- to 30% LDCs after completion of 8 Years qualifying services. 1:1 ratio of LDC and UDC has also been included in the proposal. The proposal is being re-submitted to MoD with documents/details sought by Dir (N-I).

Decision. The cadre review proposal needs to be expedited.

Action : DCP

Appendix-'B'

(Refer to IHQ MoD(N) letter
No. CPT (JCM)/3543/XII/14-M
Dated

**AGENDA POINTS FOR THE 14TH MAIN MEETING OF
NHQ JCM COUNCIL (XIIth TERM)**

Shri K Balakrishnan, Leader Staff Side, AIDEF,

1. **Departmental Canteen- INA Ezhimala.** No Departmental Canteen is functioning at INA Ezhimala even though the Govt has given approval for the same in Sep 2012. Now more than 450 Civilian Employees are working there, and they are not in a position to get their tea and meals. It is therefore, requested that necessary action may please be taken at the earliest for getting meals and tea to the civilian employees.

Comments. Sanction was accorded by IHQ MoD (N) in consultation with MoD for setting up of Canteen (Type 'C') at INA, Ezhimala vide our letter No. CPT (IR)/1422/Canteen Type(C) dated 10 Sep 12, with following facilities:

- a) Construction of permanent Canteen building as proposed by HQ SNC.
- b) Procurement of Cooking equipment, Crockery etc.
- c) Provisioning of Manpower through outsourcing.

HQ SNC has intimated that financial sanction for construction of permanent Canteen building has been sanctioned and EDC is approx. 52 weeks from now. Procurement of Cooking equipment/Crockery/Manpower has been finalized. As an interim measure, facility has been created for Tea/Snacks/Meals for Civilian employees.

Decision. Construction of permanent Canteen building (Type 'C') should be completed within the proposed time frame. As an interim measure, Temporary Canteen with proper infrastructure be made operational by 30 Nov 13.

Action : HQ SNC/ DCPS

2. **Ad-hoc Welfare Committee.** Ad-hoc Welfare Committees in the Non-Industrial Establishments of the Southern Naval Command are not functioning as per the directives of the IHQ MoD (N). For example in INA Ezhimala, the Chairman of the Welfare Committee is a Training Commander. As per the directives, the Head of the Establishment should be the Chairman of the Welfare Committees. It is, therefore requested that necessary action be taken to function the Welfare Committees as per the directives of the MoD(Navy).

Comments. Instructions have been issued vide IHQ MoD(N) letter No. CPT(IR)/1422/Wel.C dated 05 Aug 13 for constitution of separate Welfare Committees at INA Ezhimala, INS Zamorin and INHS Navijivani in accordance with the policy Guidelines on the subject. HQ SNC has intimated that Welfare Committees at the respective Units/Establishments are functioning effectively.

Decision. The issue of Chairmanship of the Welfare Committee of INA Ezhimala may be examined by HQ SNC.

Action : HQ SNC/ DCPS

3. **Undue Delay in Pension Benefits.** Undue delay is occurring for getting pension benefits to the pensioners. Even pension is getting after the superannuation of four or five months. So the retired employees are facing difficulties. It is, therefore, requested that necessary action may please be taken at the earliest for getting pension and other Pensionary benefits in time.

Comments. Necessary directives for processing the Pension papers in time have been issued to Command HQs, vide IHQ/DCP letter No CP(P)/7837/103/JCM dated 03 Oct 13. A case for formation of Naval Civilian Pay & Pension Office (NCPPO) is under finalization. Phase 1 of NCPPO likely to come up for Units at Mumbai.

Decision. MoD Navy will take up a case with PCDA (N) for timely fixation of Pay and allied issues so that pension papers are prepared well in time. CGDA will be requested to relocate IRLA section from PCDA (Pension) in the proposed NCPPO.

Action : DCP

Shri Narender Kumar, Secretary Staff Side, INDWF

4. **Formation of Centralized Pay Office for Civilian Employees.** A Centralized Pay Office may be established at Western Naval Command for preparation and disbursement of pay and allowances of civilian employees of all cadres on the line of Naval Pay Office.

Comments. As given in Para 3 above.

Decision. Phase 1 of NCPPO will cover all units located in Mumbai and is expected to commence next year.

Action : HQ WNC / DCP

5. **Common Base Roster for the Industrial Employees of Naval Base, Karwar.** The Naval Base, Karwar, is a new and growing Base and the employees appointed are distributed in various Units as per the requirements/vacancy. If unitwise roster will be maintained, the employees will lose their promotional avenue. There are already common base roster maintained at Naval Base Goa, Naval Base Valsura, Jamnagar Units.

Comments of WNC. Command Roster for Industrial Staff (Artisan & MTS Staff- Gp. C & erstwhile Gp. D) could not function as there was opposition from Dockyard workers to be transferred outside the yard and therefore the Command had to revert back to maintaining unit roster for Industrial Workers. All Industrial personnel (Artisan & MTS Staff) are required to serve on Unit roster till receipt of Hon'ble Bombay High Court Judgement/ Order in the WP 3025/2002 which was filed by this Headquarters against CAT (MBI) Order in OA 3025/2002 which was filed by MO(MBI) employees.

"The Material Staff Association" (not recognised) had filed OA 824/1998 for constituting a Common Command Roster and consider the case of the applicants for promotion to the Semi Skilled and the same was partly allowed by the Hon'ble CAT(MBI) vide order dated 28 Jun 02. Being aggrieved of the Hon'ble Tribunal's judgement/order, this Headquarters had filed Writ Petition 3025/2002 challenging the Hon'ble Tribunal's order dated 28 Jun 02. The Writ Petition 3025/2002 was dismissed for default by Hon'ble Bombay High Court vide order dated 23 Nov 10. The Notice of Motion 700/2010 was filed in the Hon'ble Bombay High Court for restoration of the WP 3025/2002 and the same has been allowed and WP 3025/2002 has been restored vide order dated 21 Sep 11. WP 3025/2001 is presently pending for hearing. This issue was raised earlier in the 12th Steering Committee Meeting of NHQ JCM Council held on 20 Dec 12 in Karwar.

Comments of DCPS. This point was raised in the last (i.e., 13th Steering Committee Meeting) and WNC was advised to adhere to Common Base Roster for the Industrial Employees at Karwar as it facilitates better promotional avenues. This issue pertains to JCM IVth Level. Matter is also subjudice in CAT(MBI).

Decision. HQ WNC will examine the feasibility of Common Base Roster for the Industrial Employees at Karwar at par with other Naval Bases viz Goa, Valsura etc and promulgate necessary orders. The point is closed.

Action : HQ WNC

6. **Merger of C of Y Department with NSRY at Naval Base Karwar.** This is a long pending issue and employees are facing lot of difficulties due to non-registration under the Factories Act 1948 of Yard Craft Department of Naval Base Karwar. If the same is merged with NSRY it will be covered automatically and employees will get the coverage of the Factories Act 1948 and Industrial Disputes Act 1947.

Comments of WNC. 1219 civilian personnel have been sanctioned for NSRY (Karwar) whilst 448 Boat Crew have been sanctioned for the C of Y in Karwar. The Commodore/Captain/Commander of the Yard functions as a part of Naval Dockyards and NSRYs in the Navy. A revised SOC has been forwarded to IHQ, MoD(N) on 17 Jan 2013 requesting that Government sanction be clubbed/merged with NSRY(Karwar) so that Boat Crew personnel serving in C of Y (Karwar) are eligible for various benefits under the Factories Act as in case of other Ship Repair Yards of the Navy. In this regard, this Headquarters letter No. CS(II)/2577/Karwar sanction dated 12 Aug 13 is relevant, which was in response to IHQ, MoD(N) letter CP(P&P)/4519/SB dated 03 Jun 13. This issue was raised in JCM IV level meeting based on which the matter was referred to IHQ MoD(N) in response to letter quoted above.

Comments of DCP. The proposal is under examination.

Decision. The proposal is to be pursued with MoD.

Action : DCP/HQ WNC

7. Posting/Filing of Chargeman (Miscellaneous) at NT Pool from the Eligible Candidates from the Unit NT Pool only. Previously the post of Chargeman (Miscellaneous) at NT Pool was filled from the eligible person of NT Pool only, but unfortunately the same was brought in common roster. Requested previous practice may please be restored.

Comments of WNC. There are number of constraints in promoting NT Pool Artisan to the common trades by this Headquarters as an Industrial worker of the common trades cannot be promoted by this Headquarters to hold the post of Chargeman (Misc) as Tradesmen qualify for the next higher grade of Chargeman by ND (MBI) which promotes them as per their turn in the roster and transfer them to various units where posts of Technical Supervisors exist. The post of Chargeman (Misc) does not have a separate SRO, therefore it can be held by an Artisan either from the common trades or Auto trades. Accordingly, trade/discipline was sought from NT Pool so that a tradesman serving in ND (MBI) roster can be promoted and transferred against billet of Chargeman (Misc) in NT Pool. This issue was also deliberated and argued in CAT (MBI) as a NT Pool employee had filed OA 342 of 2005. The Hon'ble Tribunal had issued directives that a speaking order be issued to the applicant and thereafter the matter has been treated as closed. The point has not been raised in the JCM IV Level. However, the INEU has been regularly raising this issue for the past few years with this Headquarters.

Comments of DCP. This issue pertains to JCM IV Level.

Decision. HQ WNC will examine the proposal with regard to its feasibility for implementation. The point is closed.

Action : HQ WNC

Shri PB Panigrahi, AIDEF

8. Non-adherence to Time Frame in Holding of DPCs of Industrial Employees of Naval Dockyard, Mumbai. Time and again the DPCs of the Industrial Employees are being delayed for last 3 years despite clear vacancies. Delay in holding DPCs not only impedes the career progression of the employees it affects the manpower planning of the establishment also. Administrative delay in holding of DPCs as per the prescribed Model Calendar is viewed seriously and hence there is a lot of discontent and unrest amongst the Industrial Employees. It is therefore, requested to promulgate necessary instruction for holding of DPCs at the earliest.

Comments of WNC. ND (MBI) has stated that DPCs of Industrial staff for the year 2012-13 had been conducted in time. However, DPC for the current year 2013-14 was delayed as majority of discrepancies in seniority had to be rectified. The DPC has since been conducted and promotion orders issued on 18 Sep 13. This issue was raised in the JCM IV Level and directives have been issued to ND (MBI) to ensure that Model Calendar promulgated by the DoP&T vide OM 22011/9/98-Estt(D) dated 08 Sep 98 is followed.

Comments of DCP. Revised guidelines for conduct of timely DPCs has been issued vide IHQ letter CP(NG)/2825/ADP dated 11 Jan 13 to all concerned. The issue pertains to JCM IVth Level.

Decision. All Commands to follow Model DPC calendar promulgated by DOP&T. PCDA(N) will be requested to ensure timely finalisation of Pay Fixation etc so that DPC / ACP / MACP are held in time. DCP will closely monitor DPCs. The forecast of vacancies for select panel alongwith current seniority list for DPC year 2014-15 will be given to DCP by Commands by 30 Oct 2013.

Action : Commands / DCP

Shri K Vijaykumar, INDWF

9. **Issues Relating to Sukhani/Syrang of Lascar.** Kindly refer to Government of India, Ministry of Defence letter No. CP(P)/8416/VI CPC/Yardcraft/US(MP) / D(N-II)/2010 dated 2nd May 2011 regarding merger of posts/scales in respect of Yardcraft. As per the letter quoted *ibid*, the post Sukhani and Syrang of Lascar is merged and re-designated as Syrang of Lascar. Presently, the post of Sukhani is the promotional post from Tindal of Lascar and the eligibility for the said promotion is to pass the qualifying exam conducted by the Navy. Whereas, the post of Syrang of Lascar is filled after obtaining the MMD certificate. As per the above quoted Govt. of India, MoD letter, an employee appointed to the post of Lascar can get only one promotion to the post of Tindal of Lascar. Hence, we request your good office to kindly take necessary steps to keep Sukhani as a separate post or the examination for the Syrang of Lascar may be conducted by the Navy itself as it was for the Sukhani earlier.

Comments of DCP. As per extant rules, posts which are in hierarchy and carrying same pay scales are to be merged and re-designated. As a result, MoD has notified merger and re-designation of these posts vide letter dated 02 May 2011. Point may be closed since no deviation of these orders can be followed. However, if any specific amendments in RRs are proposed, the same can be taken up with MoD after taking views of Commands.

Decision. MMD certification is a statutory requirement and cannot be dispensed with. Issue will be taken up with M/o Shipping & Transportation/ DG Shipping for timely conduct of MMD exams.

Action : DCP

10. **Rationalisation of Trade Structure.** On implementation of Rationalisation of Trade Structure vide IHQ MoD (N) letter No. FM/1228 dated 04 Aug 2006, the trades of Moulder and Pattern maker are merged and designated as Pattern Maker merged at Chargeman II level and designated as CM (Foundary). During the drafting time, it was submitted by our Federation that the nature of work of Moulder and Pattern Maker are totally different and hence cannot be clubbed together. Hence, it is logically incorrect to club these two trades. We submit that Moulder may be clubbed with the Foundary and that the Foundary and that the Pattern Maker trade may be kept separately.

Comments of DFM. Rationalisation of Trade Structure (RTS) was extensively discussed during 6th, 9th, 10th & 11th JCM III Level Meetings (11th Term). RTS was finalized by an Apex Committee (at IHQ MoD(N)) and promulgated in Aug 2006 duly incorporating comments of JCM Council Members/Federations/Unions.

Comments of DCP. Comments from HQ Commands have been sought. Thereafter, the proposal will be examined by DCP in consultation with DFM.

Decision. HQ Commands will forward their comments. Thereafter, the proposal will be examined in consultation with DFM.

Action : DCP/DFM/Commands

11. **Extension of Children Education Allowance.** Govt of India, vide letter of Dept. of Per. & Trg., O.M. No. 12011/07/2011-Estt(AL), dated 31.05.2012 had clarified that Children Education Allowance/ Hostel Subsidy for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College can be claimed, if the child pursues the course after 10th standard and the Govt. Servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards. As per our understanding, CEA/Hostel subsidy can be claimed for a child pursuing Diploma/Certificate course for the initial two years, if the same has not been claimed for the particular child for studies in 11th and 12th standards. It has been brought to our knowledge that the same is not being entertained by the audit authorities. It is requested that necessary direction may be issued to the audit authorities in this regard.

Comments. As per DoP&T OM No 12011/07/2011-Estt(AL) dated 31 May 2012, Children Education Allowance/Hostel Subsidy for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College will be allowed subject to meeting the following conditions:-

(a) If the child pursues the course after passing 10th standard, and

(b) The government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standard.

PCDA(N) will be requested to admit such claims. Once they concur, the policy guidelines will be promulgated to Commands.

Decision. PCDA (N) will be requested to entertain such claims as per Govt orders on the subject.

Action : DCP/Commands

Appendix 'C'

Refer to IHQ-MoD(N) Letter
No. CPT(JCM)/3543/XII/14-M
Dated

MENTION POINTS DISCUSSED DURING THE 14TH MAIN MEETING OF
NHQ JCM COUNCIL (XIITH TERM) HELD ON 21 OCT 2013

Shri BB Mohanty, CDRA

1 Shri BB Mohanty mentioned about the (i) Revision of OTA as per Sec 59 of the Factories Act, 1948 and lumpsum payment to be given at the earliest to TSS against their arrears (ii) Victimization of Office bearers of AINTSSA and review (iii) Review DPC of TSS and the DTM (A 94/2013 of WNC) be withdrawn.

Shri PTN Shajeevan, CDRA

2 Shri Shajeevan pointed out that the inordinate delay in finalization of Cadre Review proposal of Clerical Cadre is demoralizing clerical community. He mentioned that the Cadre Review of clerical staff of Army Record offices under MoD has been approved by MoD vide MoD Letter No. A/21036/MP-8 (I or R)(c)(PC-2)/261/D(Civ-1)/2013 dated 05 Apr 2013. The discrimination and disparity in implementing Cadre Review within the same Ministry is unjustified and therefore need to be expedited. He also mentioned about according sanction to AINCA bye-laws for accommodating Office Superintendent as its members.

Sh. K Vijayakumar, INDWF

3. Sh. K Vijaykumar, INDWF mentioned that since the financial condition of DCMAF is poor, Navy may examine the feasibility of extending Grant-in-Aid to DCMAF which is subscribed by almost 96% of the Naval Civilian employees. He also pointed out that non-publication of seniority list in time is one of the major hurdles in timely conduct of DPCs. He further highlighted that many requests for transfer of storehouse staff are pending with DLS. He requested that a favorable action be taken and if need be, the existing policy on transfer of storehouse staff be reviewed.

Sh. N Kumar, Secretary, Staff Side

4. Sh. N Kumar mentioned about transfer of handicapped employees of Storehouse staff as per existing Govt guidelines., which are pending at DLS.

Sh. GSJ Atchuta Rao, AIDEF

5. Sh. Atchuta Rao mentioned that ND(V) is not implementing CAT (Hyd) judgment with regard to overtime payment including HRA in respect of non-petitioners. He requested the Chairman to consider the cases of non-petitioners also.

Sh. Jossy K Chirrapuram, AIDEF

6. Sh. Jossy K Chirrapuram mentioned that HSK should be allowed to appear in DQE for Chargeman.

Sh. PB Panigrahi, AIDEF

7. Sh. Panigrahi mentioned about supply of 2nd copy of service book to employees in accordance with Govt guidelines. He also mentioned about delay in pay fixation for purpose of promotion/ MACP and many of the affected employees are due to retire in near future.

Sh. DRS Satyanarayana, BPMS

8. Sh. Satyanarayana mentioned about the implementation of court orders to non-petitioners and with regard to issues relating to recognition of INCMS.