

**INDIAN INSTITUTE OF SPICES RESEARCH**  
Experimental Farm, Peruvannamuzhi

**IIISR/PMY/FAC**

**Dated: 28.03.2014**

**Proceedings of FAC 27.03.14**

The FAC meeting was held in ATIC hall at 11AM on 27.03.14. The meeting was chaired by Dr. M. Anandaraj, Director. Heads of Divisions, scientists, Administrative & Accounts Officers and Technical Officers of IISR ,Peruvannamuzhi and KVK have attended the meeting.

NO	ITEM	DECISIONS	PERSONS IDENTIFIED
1	Erecting solar drier and repairing physically damaged area of yard	Work may completed at the earliest.	To/FS/Dr.Sheeja
2	BPD Works – Renovation of old lab building	Fresh building number may be obtained from the concerned village office for small scale industries unit. Then the incubation centre at IISR farm Peruvannamuzhi may be registered with DIC under Medium, small and Micro enterprises (MSME). Application for electric connection may be sent by AAO, for special tariff on SSI registration.	FS/Dr.Sheeja/TO
3	De topping of Ailanthus in Germplasm plot ( Plot C)	Permission to cut and remove the branches may be awarded to the recommended party based on the quotations finalized. Plot wise recorded of number of Ailanthus trees may be maintained.	AAO/AO
4	Purchase of Hume pipes	Supply order has been issued. The party may be contacted and asked to supply the material immediately.	FS/TO/AO
5	Construction of toilet in Farm.	Work may be completed at the earliest.	TO/ACTO/FS
6	Planting of Ginger &Turmeric germplasm in tubs 2014-15	Quotations may be finalised and work order issued.	AAO/AO

7	Deepening of trench	Approved. Proposal may be sent.	TO/ACTO/FS
8	Making Vehicle shed	Approved proposal may be sent.	TO/ACTO/FS
9	Regulating engagement of Casual workers	In view of the decreased requirement of workers the engagement may be regularised by engaging the workers in two batches of 15. A clear order may be issued in this regard to Farm Superintendent.	AAO/AO
10	Storage of pesticides	The pesticides stored near the old canteen may be shifted to one of the rooms near solarization yard and kept under lock and key	<b>To/FS</b>

This is with the approval of Director

**Farm Superintendent**

Forwarded to disc for display on 01.04.2014