

**Krishi Vigyan Kendra  
(Indian Institute of Spices Research)  
Peruvannamuzhi P O, Kozhikode – 673 528, Kerala**

KVK/IISR/51(4)10

Dt.27.12.12

**Proceedings of KVK review meeting held on 26.12.12 at ATIC Hall, IISR, Kozhikode**

The KVK Review meeting was held on 26.12.2012 at IISR, Kozhikode and was chaired by Dr. M. Anandaraj, Director, IISR, Kozhikode. The chairman reviewed the actions taken on the decisions of last KVK Review meeting. The programmes undertaken during December 2012 and proposed to be undertaken during January 2013 were also presented and discussed.

The following items were discussed and decisions taken:

<b>Sl.No.</b>	<b>Decisions</b>	<b>Persons identified</b>
1.	Imprest of KVK – Programme coordinator will continue to be the imprest holder. Mr. K Faisal, Stenographer will manage the imprest account on behalf of the programme coordinator.	Programme Coordinator, Dr. K.K. Aiswariya, SMS, Faisal, Administrative officer IISR, Finance officer IISR.
2.	Proposal approved for opening a separate bank account for KVK at SBI Perambra.	Programme Coordinator
3.	Repair of KVK vehicle: A proposal may be submitted to zonal project director for allocating additional funds required for repair of the vehicle.	Programme Coordinator

This is issued with the approval of the director.

(Programme Coordinator)