

**INDIAN INSTITUTE OF SPICES RESEARCH
MARIKUNNU P.O., CALICUT – 673 012, KERALA**

No. PME/IISR/30(09)04

2nd August 2010

CIRCULAR

All Heads of Divisions are requested to kindly note the following regarding the responsibility of PI/Co-PIs of externally funded schemes/projects for necessary action:

1. PIs/COPIs are fully responsible for operating the project as per the objectives. They should not find scape goats for their failures and lapses.
2. Financial management is their responsibility. Utilization Certificates and progress reports are to be sent regularly to the funding agency by them. All correspondence should be made by them through PME. They should visit Accounts section periodically to check whether the expenditure and receipts are properly booked. While sending requests, they should clearly give instructions to Administration with clear reference and title of project for booking expenditure.
3. Heads of Divisions should forward only typed submissions of PIs/Co-PIs.
4. Submissions should be rechecked meticulously before submission. All submissions must carry reference number, dates and title of projects.
5. Utilization certificate should carry all columns filled. Submission should also indicate explanations for the delay, lapses etc if any without finding scapegoats.
6. PI/Co-PIs should own up for the failures failing which the Heads should not forward projects from such scientist. Heads should review in the divisional meeting the progress of Externally Funded projects.
7. Heads of divisions are requested to bring the above points for compliance by all scientists.

This is issued with the approval of Director.

(B. Krishnamoorthy)
**Acting Head, Crop Improvement &
Scientist-in-Charge, PME**

Copy to:

Project Coordinator (Spices), IISR, Calicut
All Heads of Divisions, IISR, Calicut
Head, IISR CRC, Appangala
Head, IISR Experimental Farm, Peruvannamuzhi
Dr. Santhosh J. Eapen (with a request to display in LAN)
AAO, IISR, Calicut
AFACO, IISR, Calicut
PS to Director