

Dated: 30.07.2012

INDIAN INSTITUTE OF SPICES RESEARCH
Experimental Farm, Peruvannamuzhi

Proceedings of FAC 30.07.12

The FAC meeting was held at ATIC hall, at 11.00 AM. The meeting was chaired by Dr. M. Anandaraj, Director. The meeting was attended by scientists, Administrative & Accounts officers and KVK staffs. The action taken report of previous FAC and new agenda were presented. Following decisions were taken.

SL. NO.	ITEM	DECISIONS	PERSONS IDENTIFIED
1.	Lease deed of farm	Efforts to obtain permanent lease deed may be followed up.	FS / Dr.B. Sasikumar
2.	Development of old CSP plot	A plan may be prepared in graph sheet and IISR varieties may be planted	FS/Mr. Kannan/ KM Prakash/CTO
3.	Fencing for ginger and turmeric-2012	Temporary fencing using fish net may be carried out.	FS/Kumaran/SIC
4.	Harvesting coconut	Work order may be issued with available quotations.	FS/Kumaran/SIC/AAO
5.	Weeding ginger and turmeric	Work may be continued with casual workers in accordance with the date of planting.	TO (Farm)/FS/SIC
6.	Pepper plot management (Soil science)	Base cleaning, manuring, mulching, spraying for pepper etc. may be taken up through casual workers. Shade regulation may be done through outsourcing .Shade regulation of all the other plots may also be taken up simultaneously.	TO(Farm) /FS/ Dr.Sreenivasan
7.	Repair of sterilization unit	Equipment Monitoring Committee may review the possibility of repairing and using the unit more efficiently. Regular usage may be ascertained and farm section may supervise the sterilization work.	FS/AAO/FAO
8.	Rejuvenation of old cashew trees	Quotations may be obtained for pruning the cashew trees as required by Scientist/ Farm Superintendent and removing the pruned portions of the tree. The work will be given to the highest bidder. Necessary permission has to be obtained from forest department to take away the pruned branches to be used as firewood.	TO (Farm)/Mr.Kannan/ Dr. Manoj/ Mr.P.A.Mathew.
9.	Maintenance of office buildings	CPWD may be contacted and requested to take up the work at the earliest. Changing drinking water pipe lines of residential quarters may also be included in the work.	FS/Dr. S.Hamza
10.	Facility for vehicle parking for residential quarters.	Explore the possibility of providing the lean structures wherever possible.	TO (Farm)/FS/SIC
11.	Circulation of work order copies.	Since Farm superintendent is supervising all the works at Farm, copies of work orders and supply orders may be marked to FS also along with the intender of work/purchase.	AAO /AO

Issued with the approval of Director

(Farm Superintendent)