

# INDIAN INSTITUTE OF SPICES RESEARCH

Experimental Farm, Peruvannamuzhi

Proceedings of FAC 29.05.2015

The FAC meeting was held at KVK Conference hall at 11.30AM on 29.05.2015. 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.

S. No.	ITEM	DECISIONS	PERSONS IDENTIFIED
1.	Extending water supply line to the boiler of BPD unit.	Work may be completed at the earliest and report may be given.	Dr. E Jayasree/ AO/Works.
2.	Extension of Electric Fence	Required advances may be taken and work may be started soon.	TO (F)/STO/FS
3.	Purchase of cow dung	Remaining quantity may be purchased immediately.	FS/AO/Purchase committee.
4.	Taking beds for Ginger and Turmeric and planting	Turmeric planting may be completed on time.	FS/STO/TO
5.	Planting black pepper(terraces opposite to the IPDS nursery)	The remaining pepper planting may be completed at the earliest with healthy planting materials.	FS/STO/ Dr. C.K. Thankamani/ Dr. K.Kandiannan
6.	Planting trees along the Avenues	Planting may be started immediately with the available saplings.	Dr. K. V. Saji /TO/STO/FS.
7.	Planting pepper on Columns in Block A	The supply order may be issued and work may be started immediately.	To/STO/FS
8.	Disposal of E wastes	Proposal may be send for disposal of Unserviceable electronic items after collecting the stock entry details from HQ and entering into Unserviceable Article Register	AAO (stores)/ACTO/FS/STO
9.	Engagement of additional security personnel for hatchery unit	Approved. Additional one person for two shifts may be engaged after sending the proposal and getting orders.	STO/FS/AO
10.	Making storage facility for farm produce	Possibility of making storage facility over the top of new office building may be explored. Proposal may be submitted with estimate.	To/STO/FS
11.	Handing over farm charges to newly joined technicians	The newly appointed technicians may be trained for handling the farm charges including stores, book keeping, stock entry and sales.	To/STO/FS
12.	Fixing sign boards and labels	New sign boards may be fixed at three junctions viz, Kadiyangad, Peruvannamuzhi and Muthukad . This matter may be taken up through PWD.Vadagara .The sign boards need to be trilingual.	AO/To/STO/FS
13.	Auctioning of old semi-permanent nursery sheds	Correct count of the dilapidated nursery sheds may be taken and action initiated to auction off them.	FS/STO

Submitted to the Director for Kind approval

**Farm Superintendent  
Secretary, FAC**