

25.11.2014

INDIAN INSTITUTE OF SPICES RESEARCH

Experimental Farm, Peruvannamuzhi

Proceedings of FAC 31.10.2014

The FAC meeting was held in SJ hall at 10.30.AM on 21.11.2014. The meeting was chaired by Dr. M. Anandaraj, Director. Head of Divisions, Scientists, Administrative & Accounts Officers and Technical Officers of IISR, Peruvannamuzhi and KVK have attended the meeting.

SN	ITEM	DECISIONS	PERSONS IDENTIFIED
1.	Construction of toilet in Farm.	The work order may be issued.	FS/AAO/AO
2.	Extension and repair of ginger germplasm "Pandal"	Work may be completed immediately.	Dr.Prasath./FS/STO
3.	Basement concreting of lean structure.	Work order may be issued.	TO/STO/FS/AO
4.	Hiring weed cutter from Agro clinic.	Weeding may be started by the first week of December.	TO/FS
5.	Harvesting ginger and turmeric in tubs.	Work order may be issued.	FS/Dr. Prasath.
6.	Roofing for newly installed boiler of BPD unit	Local quotation may be collected .	Dr. E Jayasree/FS
7.	Extending water supply line to the boiler of BPD unit.	Details may be prepared.	Dr. E Jayasree/FS
8.	Plastering border of upper Wall of BPD building	Work may be expedited.	Dr. E Jayasree/FS
9.	Shade regulation	The equipments for pruning may be purchased and the work may be done at the appropriate time.	FS/ACTO/STO
10	Giving deadline to finish the work orders.	While submitting proposals the time limit to finish the work may be mentioned and the deadline may be defined in the work order.	STO/FS/AAO (Works)

Farm Superintendent
Secretary, FAC