

03.08.2015

INDIAN INSTITUTE OF SPICES RESEARCH

Experimental Farm, Peruvannamuzhi

Proceedings of FAC 31.07.2015

The FAC meeting was held at ATIC hall at 10.30AM on 31.07.2015. 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.	Extension of Electric Fence	The work may be completed immediately.	TO (F)/STO/FS
2.	Disposal of old computers / Stock verification	May be done immediately including stock verification for the year 2015-16.	AAO (stores)/ACTO/FS/STO
3.	Making storage facility for farm produce	Detailed plan and estimate may be prepared by a qualified civil engineer and submitted.	TO/STO/FS
4.	Fixing sign boards and labels	Work may be completed immediately.	AO/TO/STO/FS
5.	Floor tiling of SPU.	Quotations may be invited based on realistic estimate and clear specifications.	Dr. E. Jayasree/STO/FS
6.	Planting pepper on Columns in Block A	Additional supply orders for 5000 perforated bricks for the columns at Farm may be issued based on the existing rates.	TO/STO/FS
7.	Animal Scaring devices	The firm may be contacted to conduct a demonstration	STO/ ACTO/ FS
8.	Assistance on clerical works	Approved. Proposal may be submitted to recruit an apprentice for clerical works at IISR Farm.	STO/ ACTO/ FS

Submitted to the Director for Kind approval

Farm Superintendent