

**Indian Institute of Spices Research,
Marikunnu.P.O, Calicut – 673 012, Kerala**

No. PME/IISR/08(01)04

14th July 2011

Proceedings of PME Committee Meeting held on 11th July 2011

The PME meeting was conducted on 11th July 2011 at 2.30 pm. Dr. M Anandaraj, Director chaired the meeting and following members were present:

Mr. B. Krishnamoorthy
Dr. Utpala Parthasarathy

Decisions taken:

- RPF I & RPF III should be submitted within six months of starting or completion of the project. Particular time period has been fixed for receiving the RPFs.
 - RPF I:
 - In the case of the projects sanctioned (including externally funded projects) in the first half (Jan-June) of the year, RPF-I should be submitted in the first week of Jan (1-7 Jan) in the following year.
 - In the case of the projects sanctioned (including externally funded projects) in the second half (July-Dec) of the year, RPF-I should be submitted in the first week of July (1-7 July) in the following year.
 - RPF III:
 - In the case of the projects completed (including externally funded projects) in the first half (Jan-June) of the year, RPF-III should be submitted in the first week of Jan (1-7 Jan) in the following year.
 - In the case of the projects completed (including externally funded projects) in the second half (July-Dec) of the year, RPF-III should be submitted in the first week of July (1-7 July) in the following year.

This is issued with the approval of Director.

(Utpala Parthasarathy)
Convenor

**Cc: All Heads of Divisions
All Members
LAN**