

INDIAN INSTITUTE OF SPICES RESEARCH
Chelavoor

Proceedings of FAC 03.10.2016

The FAC meeting was held at ATIC hall at 11.00 AM on 3.10.16. The meeting was chaired by Director, Dr. K. Nirmal Babu, The action taken report of the previous FAC meeting was presented and approved by the house. New agenda was presented, discussed and following decisions were taken during the meeting

S.N	Item	Decision	Person identified
1	Installation of 1.5 hp, submersible water pumps with accessories.	Work may be completed at the earliest	AAO Stores, AFO & TO Farm
2	Strengthening the side wall of the newly constructed water harvesting structure at B block	A committee constituted by Director consisting of all Heads of Divisions to study the feasibility of storage capacity of water harvesting pond	AO/AFACO/AAO stores, Head of Divisions, TO Farm
3	Covered space for fuel storage	Kept pending. Work will be started after completing the construction work of directors Director's office .	AAO works, EM, TO Farm, Dr.Hamza
4	Construction of retaining wall in the vulnerable area (20m) 5m height	Estimate may be obtained from CPWD	AO, AAO stores, SIC, EM
5	Coconut harvest at Chelavoor farm	Work order issued	AAO Stores, EM
6	The leak proofing of Main Laboratory building area where no tress work	Re quotation may be invited	AAOWorks, SIC,EM, Dr.Hamza.

7	Plastering and flooring work of ginger & turmeric storage shed	Quotation may be invited	AAO Stores, Dr. Kandiannan & EM
8	Exploring the feasibility of digging bore well inside the existing well (25M) in C block through Ground water Department	Office may sent a letter to Ground water department for inspecting the site	AAO stores, SIC, EM
9	Farm development Activities - Black topping with bitumen work total area 5250M ²	Work will be carried out after the availability of funds	AAO Stores, SIC Dr.Hamza ,EM
10	Repair of Drainage channel	Approved. Work will be carried out by farm workers	SIC, AAO Stores, EM.
11	Pooling the workers in every Saturdays	Approved	SIC,EM
12	Purchase of waste tubs	Approved	AAO stores, SIC,EM

Kozhikode
7.10.16

K.V.Saji
SIC, Chelavoor Farm