

INDIAN INSTITUTE OF SPICES RESEARCH

Chelavoor

Proceedings of FAC16.1.2019

The FAC meeting for the month December, 2018 was held at SJ hall of IISR, Kozhikode. The meeting was presided by Director Dr. K. Nirmal Babu. The action taken report of the previous FAC meeting was presented and approved by the house. General decisions taken during the meeting are:

1. FAC will have to be conducted during the last week of every month with three days advanced intimation.
2. All scientists, Administrative, Accounts officers (including AAO and AFAO) and technical officers will have to attend the meeting without fail. No leave will be granted on that day unless there is an emergency reason.
3. An asset register should be maintained.
4. Any encroachment noticed to institute property may be reported immediately to the office and to be intimated to council.
5. A back up of electronic data stored should be preserved safely. A committee headed by Dr. Santhosh. J. Eapen will verify this periodically.
6. Installation of solar panel through KSEB may be explored (Action: Dr. Hamza, AO, AFAO and Estate officer)

New agenda was presented, discussed and following decisions were taken during the meeting.

S.N	Item	Decision	Person identified
1	Harvesting of Ginger, Turmeric & Black pepper	Approved	SIC and Estate officer
2	Auction of coconuts	Approved.	EO & AAO, stores
3	Insertion of wash cubicle inside the proposed sale counter at main gate.	Not approved	

Kozhikode
16-1-2019.

K.V.Saji
SIC, Chelavoor Farm, IISR