

***Suo Motu* disclosure under Section 4 of Right to Information**

Annexure – 1.1.(i)

Name and address of the Organization:

ICAR – Indian Institute of Spices Research, Marikunnu Post, Kozhikode, Kerala – 673 012

Telephone No.: 0495- 2731410 / 2731753 / 2731345 / 2730550

Fax: 0495-2731187

E-mail: mail@spices.res.in

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Annexure 1.1.(ii)

Head of the Organization:

Dr. K Nirmal Babu, Director

Annexure – 1.1.(iii)

Vision, Mission and Key Objectives:

Vision: “Spicing up the Nations progress”

Mission: To serve the spice growers by conducting goal-directed, peer-reviewed research and educating future generation to be science literate. Our Institute seamlessly integrates research, education and global networking into programs, products and services.

Key Objectives:

The mandate of the institute was revised with effect from 16 May 2016 during the 87th Annual General Meeting of the ICAR Society held on 04 February 2016 ((DARE vide Letter F. No. 13(102)/2015-Cdn.Tech. dated 20 May 2016)

- Basic, applied and strategic research on genetic resource management, crop improvement, crop production and protection technologies for enhanced production of safe spices.
- Transfer of technology, capacity building and impact assessment of technologies.
- Coordinate research and validation of technologies under AICRP on Spices

Annexure 1.1(iv)

Function and duties:

The Indian Institute of Spices Research (IISR), Kozhikode (Calicut) a constituent body of Indian Council of Agricultural Research (ICAR) is a major Institute devoted to research on spices. In 1976, it started as a Regional Station of the Central Plantation Crops Research Institute (CPCRI), Kasaragod engaged in research on spices.

A National Research Centre for Spices was established in 1986 with its headquarters at Kozhikode, Kerala by merging the erstwhile Regional Station of CPCRI at Kozhikode and Cardamom Research Centre at Appangala, Karnataka. Realising the importance of Spices Research in India this Research Centre was upgraded to Indian Institute of Spices Research on 1st July, 1995.

The laboratories and administrative offices of the institute are located at Chelavoor (50m above MSL), 11 km from Kozhikode, Kozhikode District, Kerala on the Kozhikode - Wayanad road (NH 212) in an area of 14.3 ha.

DIVISION OF CROP IMPROVEMENT AND BIOTECHNOLOGY

Project I: Conservation, characterization and sustainable utilization of genetic resources of spices
[Project leader: Dr. K.V. Saji]

1. Gen. XXVIII (813): Conservation and characterization of *Piper* germplasm (2008-2020) [Dr. K.V. Saji, Dr. B. Sasikumar, Dr. T.E. Sheeja, Dr. Sharon Aravind, Ms. H.J. Akshitha and Dr. M.S. Shivakumar]
2. Gen. XIX (813): Conservation, characterisation, evaluation and improvement of *Zingiber* and *Curcuma* sp. (2007-2020) [Dr. D. Prasath, Dr. B. Sasikumar, Dr. K.V. Saji, Ms. Aarthi S. & Ms. H.J. Akshitha]
3. Gen. XXXIII (813): Identification of core collection, characterization and maintenance of cardamom germplasm (2012-2020) [Ms. Akshitha, H. J., Dr. Ankegowda, S. J., Dr. Mohammed Faisal Peeran and Dr. Sharon Aravind]

Project II: Development of trait specific and improved varieties of spices through conventional breeding and biotechnological approaches
[Project Leader: Dr. B. Sasikumar]

1. Gen. XXXI (813): Breeding black pepper for high yield, quality and resistance to stresses (2012-2022) [Dr B. Sasikumar, Dr. M.S. Shivakumar, Dr. Johnson K. George, Dr. K. V. Saji, Dr T.K. Jacob, Dr. T.E. Sheeja, Dr. T. John Zachariah, Dr. R. Suseela Bhai, Dr. K.S. Krishnamurthy & Ms. S. Aarthi]
2. Gen. X (813): Breeding cardamom for high yield and disease resistance (2007-2018) [Dr. Akshitha H J, Dr. Mohammed Faisal Peeran, Dr. Balaji Rajkumar M and Mr. Narendra Chaudhary]

3. Gen. XXVI (813): Evolving high yielding and high quality nutmeg clones by selection (2007-2021) [Dr. J. Rema, Dr. K.V. Saji, Dr. B. Sasikumar, Ms. S. Aarthi & Mr. V.A. Muhammed Nissar]
4. Gen. XXXIV (813): Induction of variability in ginger through induced mutation for yield and disease resistance (2012-2020) [Dr. D. Prasath, Dr. R. Ramakrishnan Nair, Dr. R. Suseela Bhai & Dr K. Anees]
5. Gen. XXXV (813): Genetic improvement in turmeric through seedling selection and hybridization (2013-2020) [Dr. R. Ramakrishnan Nair & Ms. S. Aarthi]
6. ICAR-CIB 1. Mining and validation of candidate gene markers and screening of antimicrobial peptides of black pepper and small cardamom (2015-17) [Dr. Johnson K. George, Ms. P. Umadevi, Dr. K.V. Saji, Dr. Sharon Aravind, Dr. Dinesh Kumar, Dr. Sarika, Dr. M.A. Iquebal & Dr. U.B. Angadi (IASRI)]
7. Biotech. XIII (813): Development and deployment of antimicrobial peptides against *Phytophthora capsici* from tree spices (2016-2018) [Ms. P. Umadevi, Dr. Johnson K. George, Dr. R. Suseela Bhai & Dr. C. Sarathambal]

DIVISION OF CROP PRODUCTION and POST HARVEST TECHNOLOGY

Project III: Development of resource conservation and management technologies for improving productivity of spices [Project leader: Dr. K. Kandiannan]

1. Phy. X (813): Evaluation of black pepper and cardamom elite lines for yield and quality under moisture stress (2010–2020) [Dr. S.J. Ankegowda, Dr. K.S. Krishnamurthy, Dr. M. Alagupalamuthirsolai & Dr M.S. Shivakumar]
2. Phy. XI (813): Source sink relationship, endogenous hormone levels and their relationship with rhizome development in ginger and turmeric (2011-2018) [Dr. K.S. Krishnamurthy, Dr. K. Kandiannan, Dr. V. Srinivasan & Dr. C.K. Thankamani]
3. SSC VI (813): Nutrient cycling and soil C sequestering potential of spice crops under different management systems (2011-2019) [Dr. V. Srinivasan, Dr. R. Dinesh, Dr. S.J. Ankegowda, Dr. A. Ishwara Bhat, Dr. C.N. Biju, Dr. K.S. Krishnamurthy, Dr. M. Alagupalamuthirsolai & Dr. S. Hamza]

4. ICAR Mega Seed Project (Agr. XXXVII(813)): Production of nucleus planting materials of improved varieties of spice crops (2006-2022) [Dr. K. Kandiannan, Dr. S.J. Ankegowda, Dr. J. Rema, Dr. K.V. Saji, Dr. D. Prasath, Dr. Narendra Chaudhary, Dr. P. Rajeev, Dr. R. Suseela Bhai, Dr. Sharon Aravind & Dr. Ljio Thomas]
5. ICAR-CPPHT-4: Network project on Micronutrient management in horticultural crops for enhancing yield and quality (2014-2020) [Dr. R. Dinesh, Dr. V. Srinivasan, Dr. S.J. Ankegowda, Dr. C. Sarathambal & Dr. S. Hamza]
6. AGR. XXXI (813). Development of fertigation schedule for better productivity in black pepper (2015-2018) [Dr. C.K. Thankamani, Dr. R. Dinesh, Dr. K. Kandiannan and Dr. M. Alagupalamuthirsolai]
7. Phy. XII (813): Physiological interventions for yield improvement in small cardamom (*Elettaria cardamomum* Maton) under weather extremities (2016-2021) [Dr. M. Alagupalamuthirsolai, Dr. S.J. Ankegowda and Dr. Sharon Aravind]
8. ICAR-CPPHT 5: Delineation of spices zone beyond boundaries using climate analogue tools in changing climate (2016-19) [Dr. K. Kandiannan, Dr. M. Alagupalamuthirsolai and Mr. K. Jayarajan]

Project IV: Development, refinement and demonstration of integrated cropping system for improved total factor productivity in spices
[Project Leader: Dr. V. Srinivasan]

1. Hort. VII (813): Evaluation of nutmeg for its suitability for high density planting (2011-2021) [Dr. J. Rema, Dr. Sharon Aravind & Dr. C.K. Thankamani]

Project V: Development, refinement and demonstration of organic production technology of spices for improved productivity, quality and soil health
[Project leader: Dr. C.K. Thankamani]

1. ICAR-CPPHT-1: Network project on organic farming (2007-2020) [Dr. C.K. Thankamani, Dr. V. Srinivasan, Dr. T. John Zachariah, Dr. R. Praveena & Dr. S. Shanmughavel]

2. ICAR-CPPHT-2: Network on Organic Farming in Horticulture Crops (2014-20) (Dr. J. Rema, Dr. V. Srinivasan, Dr. K. Kandiannan, Dr. R. Dinesh, Dr. S.J. Ankegowda, Dr. C.N. Biju, Dr. C.M. Senthil Kumar & Mr. Narendra Chaudhary)

Project VI: Development and refinement of post harvest handling, processing and value addition technologies for minimization of post harvest losses and diversified use of spices

[Project leader: Dr. N.K. Leela]

1. PHT VII (813): Developing energy efficient processing technologies for spices (2013-2020) [Dr. E. Jayashree and Dr. N.K. Leela]
2. Org. Chem. IV (813): Chemoprofiling of *Myristica* species for nutraceutical and medicinal properties (2013-2018) [Dr. N.K. Leela & Dr. T. John Zachariah]
3. ICAR-CPPHT-3: Network project on high value compounds and phyto-chemicals (2014-2020) (Dr. T. John Zachariah, Dr. N.K. Leela, Dr. Santhosh J. Eapen, Ms. R. Sivaranjani & Dr. K. Anees)
4. KERALA State Project 'Establishing a value chain incubation facility for processing of spices (ginger and nutmeg) through value addition for entrepreneurship development at Indian Institute of Spices Research, Kozhikode'(2017 - 2019) (Dr. E. Jayashree and Dr. T. John Zachariah]

New Projects

1. Evaluation of chemo-diversity and microencapsulation of selected spices (2018-2023) [Ms. R. Sivaranjani, Dr, N.K. Leela & Dr. Anees K.]
2. Study on spike abscission: Developing chemically induced method for harvesting black pepper (*Piper nigrum* L.)(2018-2022) [Dr. Anees K., Dr. K.S. Krishnamurthy & Dr. Biju C.N.]

3. DIVISION OF CROP PROTECTION

Project VII: Bio-intensive management of pests in spices

[Project Leader: Dr. T.K. Jacob]

1. Ent. XIV (813): Survey and documentation of naturally occurring entomopathogens in spice cropping systems (2012-2019) [Dr. C.M. Senthil Kumar, Dr. T.K. Jacob and Dr. M. Balaji Rajkumar]
2. ICAR-ORP 3: Outreach Programme on Management of sucking pests in Horticultural Crops: (2009-2019) [Dr. T.K. Jacob, Dr. M. Balaji Rajkumar & Dr. C.M. Senthil Kumar]
3. ICAR-CP 1. ICAR-Consortium research project on borers in network mode (2014-2019) [Dr. C.M. Senthil Kumar, Dr. T.K. Jacob & Dr. M. Balaji Rajkumar]

Project VIII: Integrated management of fungal and bacterial diseases of spices

[Project leader: Dr. R. Suseela Bhai]

1. Crop. Prot. 1.5 (813): Integrated management of *Phytophthora* foot rot and slow decline diseases of black pepper (2008-2018) [Dr. R. Suseela Bhai, Dr. Santhosh J. Eapen, Dr. C. Sellaperumal, Dr. Biju C.N. & Dr. T.P. Ahammed Shabeer, NRCC, Pune]
2. Path. XXIV (813): Surveillance, documentation and development of decision support system for pests and diseases of major spice crops (2016-2020) [Dr. CN Biju, Dr. Santhosh J. Eapen, Dr. Santhosh J. Eapen, Dr. T. K. Jacob, Dr. R. Suseela Bhai, Dr. A. Ishwara Bhat, Dr. C. M. Senthil Kumar, Dr. R. Praveena, Dr. Mohammed Faisal Peeran, Dr. C. Sarathambal, Dr. M. Balaji Rajkumar, Dr. Lijo Thomas, C. Sellaperumal, Dr. A. Jeevalatha & Mr. K. Jayarajan]
5. Path. XXV (813): Spatiotemporal dynamics in relation to ecology and epidemiology of fungal foliar diseases in ginger and turmeric and management (2016-2020) [Dr. R. Praveena, Dr. R. Suseela Bhai, Dr. A. Ishwara Bhat, Dr. K. S. Krishnamurthy, Dr. A. Jeevalatha & Dr. C. Sarathambal]

6. Path. XXVI (813): Revisiting wilt diseases of vanilla and exploitation of associated microbiome for its management (2016-2019) [Dr. Mohammed Faisal Peeran, Dr. C. Sarathambal, Dr. M. Alagupalamuthirsolai & Ms. Aarthi, S.]

Project IX: Development of diagnostic kits and integrated management of viral diseases of spices
[Project Leader: Dr. A. Ishwara Bhat]

1. DST CP-I: Identification, characterisation and development of diagnostics for unknown viruses associated with cardamom and ginger (2016-2019) [Dr. A. Ishwara Bhat & Dr. C. N. Biju]

DIVISION OF SOCIAL SCIENCES

Project X: Improving knowledge and skill of stakeholders for increasing production of spices
[Project Leader: Dr. P. Rajeev]

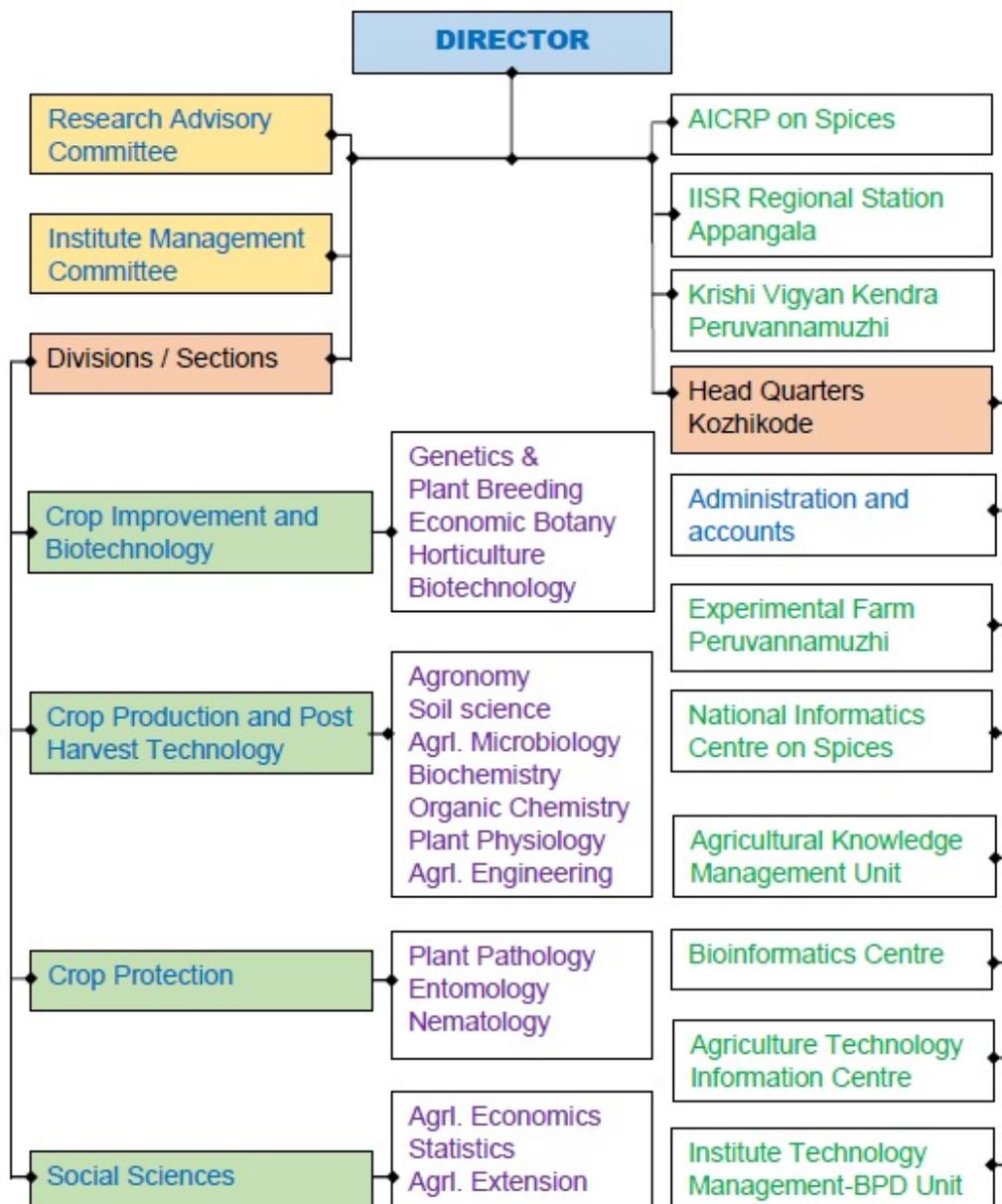
1. DBT-SS1: Distributed Information Sub-Centre (2000-2019) [Dr. Santhosh J. Eapen]
2. Ext. VI (813). Capacity building and front-line intervention programmes for (spice sector development in NE states and tribal empowerment (2014-19) (Dr. P. Rajeev & Dr. Lijo Thomas)
3. Eco. III (813): Economic analysis of technology, market dynamics and policy scenario in major spice crops (2014-19) (Dr. Lijo Thomas & Dr. P. Rajeev)
4. Kerala State – CPPHT-4: Enhancing the economic viability of coconut based land use systems for land use planning in Kerala state. (2014-2019) [Dr. V. Srinivasan, Dr. R. Dinesh, Dr. R. Praveena, Dr. Lijo Thomas, Dr. S. Hamza, Ms. Mariya Dainy, Dr. K.M. Prakash, Dr. P.S. Manoj, Dr. P. Ratha Krishnan & KVK, Ernakulam]

5. Kerala State -CP-1. Area wide integrated pest management for wilt diseases in black pepper (2014-2018) [Dr. R. Suseela Bhai, Dr. Santhosh J. Eapen & Dr. K.K. Aiswariya]

6. DBT-SS2: Empowerment of rural women and youth in Kozhikode district through ornamental fish culture applying biotechnologies (2015-17) (Dr. B. Pradeep & Dr. P.S. Manoj)

Annexure 1.1 (V)

Organization chart



Annexure 1.1 (vi)

Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

- Considering the importance of spices in the economy of the country, the ICAR has established Indian Institute of Spices Research, Kozhikode, Kerala, and All India Coordinated Research Project on Spices to address the various issues in production and productivity of spice crops.
- The spices research in the country was given an independent status in 1975, when a Regional Station of Central Plantation Crops Research Institute was established at Kozhikode, exclusively to conduct and co-ordinate need based research on all aspects of spices. This station was later elevated to National Research Centre for Spices in 1986 and as Indian Institute of Spices Research (IISR) in July 1995. The headquarters of 'All India Coordinated Research Project on Spices' and Krishi Vigyan Kendra, Peruvannamuzhi are also constituent units of the Institute.
- The Institute has the mandate to serve as the centre of excellence for conducting and coordinating research on all aspects of Spices Improvement, Production, Protection and Post Harvest Technology in the country.
- The Institute has succeeded in enhancement of genetic resources and utilization, development of new high yielding cultivars, production and protection technologies and post harvest management of large number of spices with focus on black pepper, small cardamom, ginger, turmeric, nutmeg and cinnamon. The institute also had developed biotechnological tools for enhanced efficiency in improvement programme.
- However, in process of development various issues have emerged namely, bio safety, plant and seed health, production system management, increasing use efficacy of nutrients and water, emergence of new pests and diseases, mechanization in secondary agriculture, food safety issues etc. In addition flag ship research areas on mechanization in turmeric cultivation and breaking the yield barriers in cardamom, ginger and turmeric through technology dissemination are also proposed for increasing the productivity of major spices.

Annexure - 1.2 (i)

Powers and duties of officers (administrative, financial and judicial)

Headquarters, ICAR-IISR, Kozhikode

ICAR - IISR is headed by the Director, who looks after the management of research and administration of the Institute. One Administrative Officer and two Assistant Administrative Officers {Assistant Administrative Officers (Estt.) and Assistant Administrative Officer (Stores/Works)} assist him at the Headquarters. They are assisted by administrative staff belonging to different categories such as Assistants, Personal Assistant, Upper Division Clerks, Lower Division Clerks.

The administrative wing is organized into Establishment-I, Establishment-II, Bills, and Cash and Despatch Section each headed by AAO (Estt.). Major/Minor purchased under Stores, Major/Minor Works and Stock Entry Section is headed by Asst. Administrative Officer (Stores/Works). Adequate administrative powers have been delegated to the Assistant Administrative Officers. The Assistant Administrative Officer (Estt.) is declared as Drawing & Disbursing Officer to ensure prompt and efficient settlement of personal claims.

The 'Financial' control is concerned, Director is assisted by a Finance & Accounts Officer, with one Asst. Finance & Accounts Officer and other staff members. The Finance & Accounts Officer also deals with financial matters of Experimental Farm, Krishi Vigyan Kendra and Regional Station in respect of the Institute.

ICAR - IISR Regional Station, Appangala

The Head of the Regional Station located in Hervanad village of Madikeri Taluk, Kodagu, Karnataka on the Madikeri- Bhagamandala Road, 8 km away from Madikeri, in an area of 17.4 ha. situated at Madikeri, Karnataka, is delegated with the required powers for smooth functioning of the Station. He is assisted by one Assistant Administrative Officer, and one Lower Division Clerk. So far as the Research Centre is concerned, it is headed by Scientist Incharge who has been declared as the Head of Office and Asst. Administrative Officer will act as Drawing & Disbursing Officer.

Experimental Farm, Peruvannamuzhi

The research farm is located 51 km north east of Kozhikode in an area of 94.08ha at Peruvannamuzhi. The IISR Experimental Farm at Peruvannamuzhi was established of leased out land from the Govt. of Kerala during 1976. Various crops are grown here consisting of both experiments and bulk plantings. A total of 38.0 ha area is covered with permanent crops and 15 ha are under forest for future needs. The remaining area is being developed for various plantings, roads, buildings etc. in a phased manner. The farm consists of 250 acres of forest land.

The area was clear felled and experimental planting of black pepper, ginger, turmeric; tree spices, vanilla and paprika are taken up. The average annual rainfall varies from 4300 to 5300 mm. The temperature ranges from 23-40°C and the sunshine hours received per month varies from 45 to 260 numbers of hours of bright sunshine. The soil is lateritic but shallow with a pH of 6 to 6.5.

Objectives

The farm was started to provide necessary infrastructure for conducting research both basic and applied to tackle the burning problems of the spice industry. Besides, it also serves as demonstrations, provide training material and essential planting materials to the public.

Activities

The activities of the farm consist of maintenance of all field experiments of germplasm breeding agronomic and plant protection disciplines pertaining to black pepper, ginger, turmeric, tree spices, vanilla and paprika. Maintenance of non-mandatory crops such as coconut, areca nut, miscellaneous fruits and trees and other infrastructure of the farm, taking up new plantings, soil conservation work etc. are important activities. Planting material production is done in large numbers under the Integrated Programme for Development of Spices and Revolving Fund of KVK for all spices and other horticultural plants. Research programmes of Adhoc Schemes, NATP, Pepper Technology Mission, ATIC are also executed in the farm. The watch and ward is carried out through separate security arrangements. Large number of farmers visits the farm and they are also taken around and shown the various trials on a routine basis besides advisory service to these people. The farm focuses on intensive production of nucleus planting materials. The in situ conservation of spice genetic resources is done at this location.

Krishi Vigyan Kendra, Peruvannamuzhi

Krishi Vigyan Kendra was established at the Experimental Farm, Peruvannamuzhi during 1992 for effective transfer of technology to the farming community. The KVK organizes training programmes and field demonstrations on proven technologies in farmers' field, exhibitions and kisanmelas on agriculture, animal husbandry, fisheries and home science for the benefit of farmers, unemployed women, youth and development workers. The KVK has a farmers training cum administrative building and a farmers hostel. The KVK

also has 20 ha of land with spices, coconut,arecanut and cashew plantations and an orchard comprising of miscellaneous fruit plants.A small area is maintained as forest for ecological stability.

Services

- Farm Advisory Services
- Production and supply of *Trichoderma*
- Supply of improved breeds of chicks
- Plant and Animal Health Centre

Annexure 1.2(ii)**Power and duties of other employees****Delegation of powers to Heads of Divisions**

Sl. No	Nature of Power	Extent of powers delegated	Remark
1	2	3	4
1	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2	Power to require a medical certificate of fitness before return from leave (FR71)	Full, if he is empowered to grant Leave	
3	Power to Extend Leave (FR 73)	Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his Administrative control.	
4	Sanction of Casual Leave	Full , excluding for himself	
5	Power to restrict the frequency and duration of journeys (SR63)	Full powers	
6	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty (SR213)	Full powers	
7	Power to grant maternity / paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8	Power to grant hospital leave (SR 269)	Full Powers	
9	Sanction of tour programme and countersignature of TA bills	Full powers for all staff working under him excluding self	

10	Power to sanction reimbursement of cancellation charges on unused railway / flight tickets	Full powers for all working under him excluding self	
11	Purchase of working stores, chemicals, glasswares, tools, plant & equipments, insecticides, including consumables for research work /office	Rs. 1,00,000/- in each case subject to availability of funds.	
12	a) Local purchase of stationery stores	Up to Rs. 15,000/- in each case subject to availability of funds.	
13	Printing and binding	Up to Rs.20,000/- in each case subject to availability of funds	
14	Maintenance of Computer and the computer laboratory	Up to Rs.15,000/- in each case including cost of stores and other material required for maintenance , <i>subject to availability of funds.</i>	
15	Local purchase of rubber stamps & Office seals	Full	
16	Sanction of Contingent expenditure through imprest Account	Full (upto Rs.2,000 in each case) Except the expenditure for engagement of labourers / Contract workers , photography and the expenditure which are not admissible / justifiable under imprest account rules / procedures.	

NB:1. Rules/Procedures under GFR/FR & SR etc. and instructions of Council /Govt. of India issued from time to time are to be strictly followed while exercising the powers.

Delegation of powers to Administrative Officer / Head of Office, IISR, Kozhikode

Sl. No	Nature of Power	Extent of powers delegated	Remark
1	2	3	4
1	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2	Power to require a medical certificate of fitness before return from leave (FR71)	Full, if he is empowered to grant Leave	
3	Power to extend leave (FR 73)	Full powers, in respect of personnel working under his Administrative control	
4	Sanction of Casual Leave	Full, excluding for himself	
5	Power to restrict the frequency and duration of journeys (SR63)	Full Powers	
6	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty (SR 213)	Full Powers	
7	Power to grant maternity / Paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8	Power to grant hospital leave (SR 269)	Full powers	
9	Sanction of tour programme and counter signature of TA bills	Full powers for all staff working under him excluding self	
10	Power to sanction of CEA/Tuition fee claims	Full	
11	Power to sanction reimbursement of cancellation charges on unused railway/flight tickets	Full powers for all working under him excluding self	
12	Purchase of working stores, chemicals, glasswares, tools , plant & equipments , insecticides , including consumables for	Rs. 1,00,000/- in each case provided specific allotment of funds is made during the financial year	

	research work/ office		
13	a) Local purchase of stationery stores	Up to Rs.15,000/- in each case <u>provided specific allotment of funds made during the financial year.</u>	
14	Printing and binding	Up to RS. 20,000 /- in each case <u>subject to specific allotment of funds for the Division during the financial year.</u>	
15	Maintenance of Computer and the computer laboratory	Up to Rs.15,000/- in each case for maintenance, <u>provided specific allotment of funds for made during the financial year.</u>	
16	Sanction of Contingent expenditure through Imprest Account	Full (upto Rs.2,000/- in each case) Except the expenditure for engagement of labourers / Contract workers , photography and the expenditure which are not admissible / justifiable under imprest account rules/procedures.	
17	Sanction of GPF advances and part-final withdrawals	Full for all categories of Staff except for himself	
18	Sanction of TA/LTC advance and claims	Full except for himself provided the programme / report is approved by the Director	
19	Sanction of Expenditure under Recurring & Non-recurring contingencies, including works (petty, original & maintenance)	Rs.20,000/- in each case, In respect of expenditure exceeding 20,000 but less than Rs.50,000/- in each case sanction may be recorded provided the proposal/item/work is approved by the Director.	
20	Counter signature of Medical Bills	Full Powers for all categories of staff	
21	Approval of Vehicle indents and Sanction of hiring charges	Full subject to restrictions by the govt. from time to time	
22	Reimbursement of cost of brief case	Full ,as per Rules / ICAR norms	
23	Power to sanction expenditure on insurance/Road Tax of Motor vehicles including Tractor/Power Tiller including advances	Full	
24	Reimbursement of cost of newspaper	Full	

25	Electricity, Gas and Water charges	Full	
26	Maintenance , upkeep and repair of motor vehicle including POL	Full	
27	Municipal/Cantonment rates and taxes	Full	
28	Grant of advance in lieu of leave salary (GFR 259-261)	Full	
29	Sanction / Counter signature of Medical Bills	:Full powers for all categories of staff except emergency treatment	Issued vide F.No.1-9/97-Estt. dated 06-09-2016

NB : 1. Rules/Procedures under GFR/FR & SR etc. and instructions of Council / Govt. of India issued from time to time are to be strictly followed

Delegation of powers to Asst. Administrative Officer / DDO, IISR, Kozhikode

Sl.No	Nature of Power	Extent of powers delegated	Remark
1	2	3	4
1	Local purchase of rubber stamps and office seals	Full	
2	Posts and telegraph charges including commission of Money orders etc.	Full	
3	Telephone charges	Full except reimbursement	
4	Grant of LTC	Full in respect of Group C	
5	Grant of advance in connection with festival	Full in respect of Group C	
6	Grant of Temporary Advance, part final withdrawals including special advance from provident fund	Full in respect of Group C	
7	Repair of Office Cycle	Full	
8	Sanction of contingent expenditure through Imprest	Rs.500/- in each case	

	account		
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NB: 1. Rules/Procedures under GFR/FR & SR etc. and instructions of Council/ Govt.of India issued from time to time are to be strictly followed while exercising the powers.

Delegation of powers to Programme Coordinator (KVK)

Sl.No	Nature of Work	Extent of powers delegated	Remark
1	2	3	4
1	Sanction of Earned Leave & HPL (SR 206 & 208)	Full , in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2	Power to require a medical certificate of fitness before return from leave (FR71)	Full, if he is empowered to grant Leave	
3	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control.	
4	Sanction of Casual Leave	Full, excluding for himself	
5	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
6	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazette status to return to duty (SR 213)	Full powers	
7	Power to grant maternity /paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8	Power to grant hospital leave (SR 269)	Full powers	
9	Sanction of tour programme and countersignature of TA bills	Full powers for all staff working under him excluding self	
10	Power to sanction reimbursement of cancellation charges on unused railway/flight	Full powers for all working under him excluding self	

	tickets		
11	Purchase of working stores, chemicals, glasswares , tools, plant & equipments , insecticides, including consumables for research work/office	Rs.1,00,000/-in each case subject to availability of funds.	
12	a)Local purchase of stationery stores	Up to Rs.15,000/- in each case subject to availability of funds.	
13	Printing & binding	Up to Rs.20,000/- in each case subject to availability of funds.	
14	Maintenance of Computer and the computer laboratory	Up to Rs.15,000/- in each case including cost of stores and other material required for maintenance , <i>subject to availability of funds.</i>	
15	Local purchase of rubber stamps & Office seals	Full	
16	Sanction of Contingent expenditure through Imprest Account	Full (upto Rs.2,000 in each use) except expenditure on engagement of labourers / contract workers , photography and the expenditure which are not admissible/justifiable under imprest account rules / procedures.	

NB : 1. Rules/Procedures under GFR/FR & SR etc. and instructions of Council/ Govt.of India issued from time to time are to be strictly followed while exercising the powers.

Delegation of powers to Finance & Accounts officer, IISR, Kozhikode

Sl.No	Nature of Work	Extent of powers delegated	Remark
1	2	3	4
1	Sanction of Earned Leave & HPL (SR 206 & 208)	Full , in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2	Power to require a medical certificate of fitness before return from leave (FR71)	Full, if he is empowered to grant Leave	
3	Power to extend leave (FR 73)	Full powers , in respect of personnel working under his Administrative control	
4	Sanction of Casual Leave	Full, excluding for himself	
5	Power to accept a	Full powers , in respect of personnel	

	certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazette status to return to duty (SR 213)	working under his Administrative control	
6	Power to grant maternity / paternity leave (SR 267)	Full powers , in respect of personnel working under his Administrative control	
7	Power to grant hospital leave (SR 269)	Full powers , in respect of personnel working under his Administrative control	

NB : 1. Rules/Procedures under GFR/FR & SR etc. and instructions of Council/ Govt.of India issued from time to time are to be strictly followed while exercising the powers.

Sl. No.	Name & Designation	Duties
1.	Shri. K Nataraj, Administrative Officer	<ol style="list-style-type: none"> 1. He will perform the duties of the overall In charge of the Establishment-I & II Sections and Stores / Works Section of the Institute. 2. He will perform the duties of the Head of Office of ICAR - IISR, Kozhikode. 3. He will act as Nodal Officer for monitoring the E-tendering activities and PFMS with the assistance of Mr. V V Sayed Mohammed.
2.	Mr. P Sundaran, Aast. Administrative Officer (Estt.)	<ol style="list-style-type: none"> 1. He will perform the duties of the AAO in the Establishment - I and II Section of the Institute. 2. He will perform the duties of the DDO and sign the cheques. 3. Supervision of work in Establishment Section and Bills Section and functioning as DDO. 4. He will perform the duties of the Record Officer of the Institute. 5. Any other work as and when assigned by the Controlling Officer.
3.	Mr. R N Subramanian, Asst. Administrative Officer (Stores / Works)	<ol style="list-style-type: none"> 1. Supervision of work in Stores and Works Section. 2. Any other work as and when assigned by the Controlling Officer
4.	Mr. V C Sunil, Assistant	<ol style="list-style-type: none"> 1. Purchase of all major and minor equipments under Plan and Non Plan. 2. Procurement of all minor and major equipments under

		<p>funded schemes.</p> <ol style="list-style-type: none"> 3. Opening of Letter of Credit for import of equipment and chemicals 4. Maintenance / compilation of Asset Register of the Institute as well as funded projects and to carry out the work of Asset Register under the guidance of concerned officers. 5. Purchase of Chemicals / glassware, labware etc on rate contract and procurement of furniture and stationery items for institute and funded projects. 6. Repair and maintenance and AMC of all equipments / computers etc. and other related works. 7. Procurement of liveries / reference book related to administration 8. Printing and publications related files 9. Condemnation and disposal of obsolete, unserviceable stores and other related works. 10. Any other work as and when assigned by the Controlling Officer.
5.	Mr. Sayed Mohammed V V, Assistant	<ol style="list-style-type: none"> 1. Recruitment of Technical and ministerial staff. 2. Assessment of all Scientific and Technical Staff 3. Posting and Transfer of Technical, Ministerial 4. Dealing files regarding Court Cases 5. Maintaining and updating of different modules of Office Automation Software (HRM, Accounts, Stores, Works, Despatch etc.) and e-procurement solution. 6. Maintaining ARISOFT Database. 7. Duties as caretaker and Guest house in charge. 8. Supervising Security system of the Institute. 9. Coordinator of Aadhar Based Attendance System of the Institute and Regional Station. 10. Nodal Officer for ICAR ERP MIS FMS. 11. Assisting to develop the barcode system in inventory management.
6.	Ms. Beena C K, Personal Assistant	<ol style="list-style-type: none"> 1. Maintenance of Service Book and Personal files in respect of Scientific / Technical / Administrative / Skilled Support Staff including IISR Experimental Farm, KVK, Peruvannamuzhi. 2. Pay fixation in respect of Scientific / Technical / Administrative / Skilled Support Staff including IISR Experimental Farm, KVK, Peruvannamuzhi. 3. Work related to all meetings / seminar / exhibition / deputation / training. 4. Work related to GSLIS Scheme / New Contribution Pension Scheme and issue of identity cards. 5. Assistance to ARISOFT work. 6. Allotment of quarters.

		<ul style="list-style-type: none"> 7. Work related to RTI Act and filing quarterly / annual return. Designated as DPIO of the Institute. 8. Any other work as and when assigned by the Controlling Officer
7.	Ms. Seema M, UDC	<ul style="list-style-type: none"> 1. Preparation of pay bills in respect of Scientific, Technical, Administrative and Skilled Support Staff and maintenance of pay bill registers. 2. Processing Medical Bills in respect of Scientific, Technical, Administrative and Skilled Support Staff on roll and retired officials. 3. Processing TA / LTC bills of Scientific, Technical, Administrative and Skilled Support Staff of Experimental Farm and KVK, Peruvannamuzhi including JRF/SRF of Schemes. 4. Processing GPF claim in respect of all the staff. 5. Income tax calculation and filing of returns. 6. Processing CEA / Newspaper reimbursement claim of all staff and maintenance of its registers. 7. Processing Pension cases of all Scientific, Technical, Administrative and Skilled Support Staff. 8. P. Loans and advances
8.	Mr. P Rajeev, UDC	<ul style="list-style-type: none"> 1. Working as Cashier - Maintenance of Cash book, imprest register and recoupment of imprest bills. 2. With the help of Assistant, monitoring all outward and inward dispatch work. 3. Maintenance of Central Registry and issue of all dak to concerned Section / Division . 4. Processing GPF claim and Contingent advance in respect of Regional Station. 5. Any other work assigned by the Controlling Officer.
9.	Mr. P T Jayaprakash, LDC	<ul style="list-style-type: none"> 1. Working as dealing hand in PME Section of the Institute.
10.	Ms. Rebeena N, LDC	<ul style="list-style-type: none"> 1. Pre-auditing of personal bills 2. Posting of vouchers (Receipt and Expenditure), 3. Preparation of monthly accounts of Institute & KVK & Scheme 4. Preparation of progressive abstract 5. Maintenance of Schemes registers & files 6. Preparation of AUC & SOE of various schemes 7. Arisoft entry on receipt vouchers. 8. GST Returns filing
11.	Mr. P K Rahul, LDC	<ul style="list-style-type: none"> 1. Pre-auditing of contingent bills 2. Cheque writing and arranging to send to Bank, 3. PFMS entry, maintenance of Cash book and receipt book 4. Monthly bank reconciliation

12.	Mr. A Z Anas, LDC	<ol style="list-style-type: none"> 1. All major and minor and petty farm works including funded project. 2. Maintenance of land records and files. 3. Wages / Works related to daily wages workers 4. Outsourcing the work related to Security / Housekeeping / Misc. Farm works and other contractual job works. 5. Remittance of Income Tax / EPF / Service Tax regarding Contractual and other related works and filing of its timely returns to concerned departments. 6. Processing request for contingent advances and its settlement. 7. Processing bill for Internet connectivity and price fixation of farm produce. 8. Processing bill for maintenance and repair of vehicles including hiring of vehicles. 9. Any other work and when assigned by the Controlling Officer.
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Powers delegated to Directors

Annexure 1.3.(i) to (v)

Procedure followed in decision making process

(A reference to secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)

The Director is assisted by Heads of Division to monitor the research progress in Institute Research Committee meetings every six months. The Research Advisory Committee refines and recommends research activities. Institute is also monitored by Institute Management Committee and Quinquennial Review Team which is constituted by the ICAR, New Delhi. Besides, there are Study Circle meetings every month. Institute budget is presented and sanction obtained from the five-year plans of Govt. of India. Institute Joint Staff Council takes care of the staff problems.

Annexure – 1.4(i) to (v)

ICAR – IISR has put in place well – defined internal rules and guidelines for various activities in the form of policy documents, instructions, manuals, circulars etc. As per ICAR's instructions and guidelines (<http://www.icar.org.in>)

Annexure - 1.5 (i) to (iv)

Rules, regulations, instructions manual and records for discharging functions

Establishment & Administration Manual.

Name/title of the document	Establishment & Administration Manual
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Manual
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Instructions regarding Establishment & Administration Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Fundamental Rules & Supplementary Rules (General Rules)

Name/title of the document	FR & SR Part I(General rules)
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Rules framed by the GOI to deal administrative matters(Including GOI decisions) and its amendment Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Fundamental Rules & Supplementary Rules (Traveling Allowance Rules)

Name/title of the document	FR & SR Part II(Traveling Allowance) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Government Instructions issued from time to time. Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Fundamental Rules & Supplementary Rules (Leave Rules)

Name/title of the document	FR & SR Part III-CCS (Leave) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Government Instructions issued from time to time. Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Fundamental Rules & Supplementary Rules(Dearness Allowances, DR and HRA)

Name/title of the document	FR & SR Part IV (Dearness Allowances, DR and HRA)
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules

Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Delegation of Financial Powers Rules

Name/title of the document	Delegation of Financial Powers Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

General Financial Rules, 2005 Including Compendium on Advances

Name/title of the document	GFR (2005) Incorporating Compendium of rules on Advances
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Pension Rules

Name/title of the document	CCS (Pension) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Rules regarding Pension Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Seniority & Promotion Rules

Name/title of the document	Seniority & Promotion Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Government Instructions issued from time to time. Address: M/s. Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Manual of Office Procedure

Name/title of the document	Manual of Office Procedure
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Manual

Brief Write-up on the Document	Instructions regarding Office procedure
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers (P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Conduct Rules

Name/title of the document	CCS (Conduct) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers (P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

House Building Rules

Name/title of the document	HBA Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers (P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA
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CCS (CCA) Rules

Name/title of the document	CCS (CCA) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Government Instructions issued from time to time. Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

CCS (Temporary Service) Rules

Name/title of the document	CCS (Temporary Service) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Government Instructions issued from time to time. Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Brochure on Verification of Character & Antecedents

Name/title of the document	Brochure on Verification of Character & Antecedents
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Instructions
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai- 600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.

Name/title of the document	Instructions ,guidelines
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Instructions
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Address: Institute of secretariat management and training, New Delhi.
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Medical Attendance Rules

Name/title of the document	Medical Attendance Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time. Address:M/s.Swamy Publishers(P) Ltd., R. K.

From where one can get a copy of rules, regulations, instructions, manual and records?	Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

List of Medicines (admissible and inadmissible)

Name/title of the document	List of Medicines(admissible and inadmissible)
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	admissible and inadmissible list of medicines List
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

General Provident Fund Rules

Name/title of the document	General Provident Fund Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Leave Travel Concession Rules

Name/title of the document	Leave Travel Concession Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Government Instructions issued from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Children Educational Assistance

Name/title of the document	Children Educational Assistance
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Suspension and Reinstatement

Name/title of the document	Suspension and Reinstatement
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules

Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

New Pension Scheme

Name/title of the document	New Pension Scheme
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Contributory Provident Fund Rules

Name/title of the document	Contributory Provident Fund Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Central Government Account (Receipts and Payments) Rules

Name/title of the document	Central Government Account Receipts and Payments) Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers (P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Reservations and Concessions for SC, ST, OBC

Name/title of the document	Reservations and Concessions for SC, ST, OBC
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document	Rules and regulations regarding Reservations and Concessions for SC, ST, OBC
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: M/s. Swamy Publishers (P) Ltd., R. K. Mutt Road, R. A. Puram, Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Confidential Reports

Name/title of the document	Confidential Reports
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules

Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Uniforms for Groups C and D employees

Name/title of the document	Uniforms for Groups C and D employees
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Instructions
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Re-employment of Pensioners Civilians and Ex-servicemen

Name/title of the document	Re-employment of Pensioners Civilians and Ex-servicemen
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	Address:M/s.Swamy Publishers(P) Ltd., R. K. Mutt Road, R. A. Puram,Chennai-600028
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Orders on Seventh Pay Commission

Name/title of the document	Orders on Seventh Pay Commission
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules and Regulation
Brief Write-up on the Document	Rules and Regulations on Seventh Pay Commission
From where one can get a copy of rules, regulations, instructions, manual and records?	Address: Open Market
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Rules and Bye-laws of the ICAR Society

Name/title of the document	Rules and Bye-laws of the ICAR Society
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Details of the Rules and Bye-laws of the ICAR Society
From where one can get a copy of rules, regulations, instructions, manual and records?	Rules and Bye-laws of the ICAR Society
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Delegation of Powers

Name/title of the document	Delegation of Powers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules

Brief Write-up on the Document	Delegation of Powers
From where one can get a copy of rules, regulations, instructions, manual and records?	Delegation of Powers
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

ARS Rules

Name/title of the document	ARS Rules
Type of the document	ARS Rules
[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	
From where one can get a copy of rules, regulations, instructions, manual and records?	ARS Rules
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Handbook on Technical Service Rules

Name/title of the document	Technical Service Rules
Type of the document	
[Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document	Technical Service Rules
From where one can get a copy of rules, regulations, instructions, manual and records?	Technical Service Rules
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Recruitment Rules framed for different posts in ICAR

Name/title of the document	Recruitment Rules
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Rules of Recruitment for different categories in the Institutes under ICAR Address: Recruitment Rules
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	NA

Rules and Regulations and Guidelines for the Students Applying for Research Work Leading to M.Sc./ M.Phil/ Ph.D.(with effect from 01-01-2011)

Name/title of the document	Rules and Regulations and Guidelines for the Research Students
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Rules and Regulations
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Rules and regulations for students categories in the Institute Applying for Research Work Leading to M.Sc./ M.Phil./ Ph.D Rules and Regulations and Guidelines for the Students
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Seniority Lists in respect of various cadres / posts

Name/title of the document	Seniority Lists in respect of various cadres / posts
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	List
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Seniority Lists in respect of various cadres / posts Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

ACRs / Assessment Reports of employees

Name/title of the document	ACRs / Assessment Reports of employees
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Reports
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

OM

Name/title of the document	OM
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Manual
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Instructions regarding different types of administrative matters. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Records

Name/title of the document	Records
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Files
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Files on different subjects Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Registers

Name/title of the document	Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	File movement registers.
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records for file movement from one section to other sections. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Diary Registers

Name/title of the document	Diary Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding incoming receipts. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Despatch Registers

Name/title of the document	Despatch Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding outgoing letters. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Reservation Rosters

Name/title of the document	Reservation Rosters
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding reservations for SC/ST/OBC categories. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules
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Pay Bill Registers

Name/title of the document	PBR
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Pay Bill registers of staff. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Stock Register

Name/title of the document	Stock Register
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records for the stores. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

any)	
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Cash Book

Name/title of the document	Cash Book
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records on payments and receipts of the Institute Address: Adm. Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Attendance Register

Name/title of the document	Attendance Register
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records of the attendance of the employees. Address: Adm. Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules
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Annexure 1.6 (i) to (ii)

Categories of documents held by the authority under its control

Name/title of the document	Seniority Lists in respect of various cadres / posts
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	List
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Seniority Lists in respect of various cadres / posts Address: Adm. Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

ACRs / Assessment Reports of employees

Name/title of the document	ACRs / Assessment Reports of employees
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Reports
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Address: Adm. Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules
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OM

Name/title of the document	OM
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Manual
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Instructions regarding different types of administrative matters. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Records

Name/title of the document	Records
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Files
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Files on different subjects Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules
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Registers

Name/title of the document	Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	File movement registers.
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records for file movement from one section to other sections. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Diary Registers

Name/title of the document	Diary Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding incoming receipts. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187

	E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Despatch Registers

Name/title of the document	Despatch Registers
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding outgoing letters. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Reservation Rosters

Name/title of the document	Reservation Rosters
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records regarding reservations for SC/ST/OBC categories. Address: Administrative Officer

	Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Pay Bill Registers

Name/title of the document	PBR
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Pay Bill registers of staff. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Stock Register

Name/title of the document	Stock Register
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records for the stores. Address: Administrative Officer Telephone No. : 0495/ 2731410 / 2731753

	/ 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Cash Book

Name/title of the document	Cash Book
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions, manual and records?	Records on payments and receipts of the Institute Address: Adm. Officer Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Attendance Register

Name/title of the document	Attendance Register
Type of the document [Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)]	Records
Brief Write-up on the Document From where one can get a copy of rules, regulations, instructions,	Records of the attendance of the employees. Address: Adm. Officer

manual and records?	Telephone No. : 0495/ 2731410 / 2731753 / 2731345 / 2730550 Fax: 0495-2731187 E-mail: mail@spices.res.in Website: www.spices.res.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules

Annexure 1.7 (i) to (v)

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

LIST OF COMMITTEES / NODAL OFFICERS

I	INSTITUTE MANAGEMENT COMMITTEE	
01	Director	Chairman
02	Director, Directorate of Agriculture, Thiruvananthapuram	Member
03	Director (Horticulture), Directorate of Horticulture, Chennai	Member
04	Associate Director, RARS (KAU), Pattambi	Member
05	Sri. T P Suresh, Srigoindam, Kunnamangalam	Non-official Member
06	Sri. K K Rajeevan, Karuvangadiyil, Villiapalli, Kozhikode	Non-official Member
07	Dr. R. Viswanathan, Head, Crop Protection, ICAR-SBI, Coimbatore	Member
08	Dr. V. Niral, Principal Scientist, ICAR-CPCRI, Kasaragod	Member
09	Dr. K. Kandiannan, Principal Scientist, ICAR-IISR, Kozhikode	Member
10	Dr. P. K. Asokan, Principal Scientist, ICAR-CMFRI Research Centre, Kozhikode	Member
11	Asst. Director General (H-II), ICAR, KAB-II, Pusa, New Delhi	Member
12	Ms. R. Saribai, Finance & Accounts Officer, ICAR-CTCRI, Thiruvananthapuram	Member
13	Mr. K. V. Pillai, Administrative Officer, ICAR-IISR, Kozhikode	Member Secretary
Functions : As per ICAR guidelines		
II	RESEARCH ADVISORY COMMITTEE	
01	Prof. M C Varshneya, Former VC, Kamdhenu University, APAU	Chairman
02	Dr. R N Pal, Former ADG (PC), ICAR	Member
03	Dr. V S Korikanthimath, Former Director, ICAR-CCARI, Goa	Member
04	Dr. Srikant Kulkarni, Former Prof. & Head, UAS, Dharwad	Member
05	Dr. Suresh Walia, Former Proferssor, IARI, New Delhi	Member
06	Shri. T P Suresh, Srigoindam, Kunnamangalam	Member
07	Sri. K K Rajeevan, Karuvangadiyil, Villiapalli, Kozhikode	IMC Nominee
08	Dr. T Janakiram, ADG(HS-II), ICAR, New Delhi	IMC Nominee
09	Director, ICAR-IISR, Kozhikode	Ex-Officio Member
10	Dr. J Rema, Principal Scientist, ICAR-IISR, Kozhikode	Member Secretary
Functions : As per ICAR guidelines		
III	POLICY COMMITTEE	
01	Director	Chairman

02	Project Coordinator (Spices)	Member
03	All Heads of Divisions	Member
04	Head, Regional Station, Appangala	Member
05	Finance & Accounts Officer	Member
06	Administrative Officer	Member Secretary
Functions : To advise on matters pertaining to policy matters of the institute		
IV	INSTITUTE JOINT STAFF COUNCIL	
	Official Side	
01	Director	Chairman
02	Dr. C. K. Thankamani, Principal Scientist	Member
03	Dr. Muhammed Faisal Peeran, Scientist	Member
04	Mr. E. S. Sujeesh, Senior Technical Officer	Member
05	Mr. K. V. Pillai, Administrative Officer	Member
06	Mr. K. G. Jegadeesan, FAO in Charge	Member
07	Dr. Lijo Thomas, Scientist	Member Secretary
	Staff Side	
01	Mr. R. N. Subramanian, Asst. Administrative Officer	Member, CJSC
02	Mr. H. C. Rathish, Senior Technical Assistant	Member
03	Mr. C. K. Jayakumar, Programme Assistant	Member
04	Mr. C. V. Ravindran, Skilled Support Staff	Member
05	Mr. B. K. Poovappa, Skilled Support Staff	Member
06	Mr. V. V. Sayed Mohammed, Assistant	Secretary, Staff Side
Functions: As per ICAR guidelines		
V	PRIORITIZATION, MONITORING AND EVALUATION COMMITTEE	
01	Director	Chairman
02	Project Coordinator (Spices)	Member
03	Head, Crop Improvement & Biotechnology	Member
04	Head, Crop Production & PHT	Member
05	Head, Crop Protection	Member
06	Officer in Charge, PME Cell	Member Secretary
Functions: To prioritize, monitor and evaluate research projects		
VI	PRIORITIZATION, MONITORING AND EVALUATION CELL	
01	Dr. A. Ishwara Bhat, Principal Scientist	Officer in charge
02	Dr. S. Devasahayam, Principal Scientist	Member
03	Nodal Officer, RFD	Member
04	Secretary, Institute Research Council	Member
05	Secretary, HRD & IDC	Member
06	Scientist (Economics)	Member
07	Nodal Officer, PERMISNET	Member
Functions: To assist in prioritization, monitoring and evaluation of research projects. To co-ordinate technical matters of the institute.		
VII		

	RESULTS FRAMEWORK DOCUMENT COMMITTEE	
01	Director	Chairman
02	Administrative Officer	Member
03	Dr. V. Srinivasan, Principal Scientist	Nodal Officer
04	Dr. D. Prasath, Principal Scientist	Co-Nodal officer
Functions: To prepare RFD of the institute		
VIII	INSTITUTE RESEARCH COUNCIL	
01	Director	Chairman
02	All Scientists	Members
03	Dr. D. Prasath / Dr. K S Krishnamurthy, Principal Scientist	Member Secretary
Functions : To approve new project proposals and review the progress of work in research projects		
IX	HUMAN RESOURCES DEVELOPMENT & INSTITUTE DEPUTATION COMMITTEE	
01	Director	Chairman
02	Dr. Santhosh J. Eapen, Head, Crop Protection	Vice Chairman
03	Dr. T John Zachariah, Principal Scientist, Crop Production & PHT	Member
04	Dr. R Suseela Bhai, Principal Scientist	Member
05	Administrative Officer	Member
06	Finance & Accounts Officer in charge	Member
07	Dr. E. Jayashree, Principal Scientist	Member Secretary
Functions: To consider and recommend deputation of staff for symposia / training being organized within India / abroad, study leave for Ph.D., candidature for Ph.D. and project work of M.Sc. / M. Phil students		
X	INSTITUTE TECHNOLOGY MANAGEMENT COMMITTEE	
01	Director	Chairman
02	Dr. Santhosh J. Eapen, Head, Crop Protection	Member
03	Dr. T. John Zachariah, Principal Scientist, Crop Production & PHT	Member
04	Secretary, IRC	Member
05	Dr. George Ninan, ZTMU, ICAR-CIFT IPR Expert	Member
06	Dr. V. Srinivasan, Principal Scientist	Member

07	Dr. E. Jayashree, Principal Scientist	Member
08	Dr. C. M. Senthil Kumar, Senior Scientist	Member
09	Dr. T. E. Sheeja, Principal Scientist	Member Secretary
Functions: To commercialize institute technologies, dealing IPR issues and consultancy of scientists		
XI	AGRICULTURAL TECHNOLOGY FORESIGHT COMMITTEE	
01	Director	Chairman
02	Dr. B Sasikumar, Head, Crop Improvement & BT	Member
03	Dr. John Zachariah, Principal Scientist, Crop Production & PHT	Member
04	Member Secretary, ITMU / BPD	Member
05	Nodal Officer, RFD	Member
06	Dr. E. Jayashree, Principal Scientist	Member
07	Dr. C.M. Senthil Kumar, Senior Scientist	Member Secretary
Functions: To plan for technology development for future needs of all stakeholders.		
XII	OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE	
01	Director	Chairman
02	Dr. Lijo Thomas, Scientist	Vice-Chairman
03	Dr. R. Dinesh, Principal Scientist	Member
04	Administrative Officer	Member
05	Finance & Accounts Officer	Member
06	Mr. V. C. Sunil, Assistant	Member
07	Ms. N. Prasannakumari, Senior Technical Officer	Member Secretary
Functions : To monitor implementation of official language and popularize use of Hindi in the institute		
XIII	LIBRARY ADVISORY COMMITTEE	
01	Director	Chairman

02	Dr. R Ramakrishnan Nair, Principal Scientist	Member
03	Dr. K. Kandiannan, Principal Scientist	Member
04	Dr. Lijo Thomas, Scientist	Member
05	Dr. C N Biju, Scientist	Member
06	Finance & Accounts Officer	Member
07	Administrative Officer	Member
08	Mr. M. P. Ramesh Kumar, Chief Technical Officer	Member Secretary

Functions : To support the functioning of the library and to facilitate the development plans by advocating the library development activities with the management and to aid in the establishment of a bridge between the Library and the academic fraternity and the Institute Management.

XIV	PUBLICATION COMMITTEE	
01	Dr. R. Dinesh, Principal Scientist	Chairman
02	Dr. P. Rajeev, Principal Scientist	Member
03	Dr. Rashid Pervez, Principal Scientist	Member
04	Dr. C. N. Biju, Scientist	Member
05	Ms. H. J. Akshitha, Scientist	Member
06	Mr. A. Sudhakaran, Technical Officer	Member
07	Dr. C. M. Senthil Kumar, Senior Scientist	Member Secretary

Functions: To advise on institute publications, and review and recommend popular articles and radio talks. Dr. C. M. Senthil Kumar, Dr. C. N. Biju, Ms. H. J. Akshitha and Mr. M. P. Ramesh Kumar would edit 'Spices News'. Separate editorial committees will be formed for other publications. For Research Highlights and Annual Report, the IRC Secretary will be ex-officio member.

XV	INSTITUTE BIOSAFETY COMMITTEE	
01	Director	Chairman
02	Dr. T. Makesh Kumar, Principal Scientist, ICAR-CTCRI, Thiruvananthapuram	DBT Nominee
03	Dr. M. K. Rajesh, Principal Scientist, ICAR-CPCRI, Kasaragod	Outside Expert
04	Dr. J Beena Philomina, Professor & Head, Dept. of Microbiology, Govt. Medical College, Kozhikode	Biosafety Officer
05	Dr. Santhosh J. Eapen, Head, Crop Protection	Member
06	Dr. A. Ishwara Bhat, Principal Scientist	Member
07	Dr. D. Prasath, Principal Scientist	Member
08	Dr. Johnson K. George, Principal Scientist	Member Secretary

Functions: To monitor recombinant DNA experiments being undertaken at the institute, to conduct mandatory meetings, maintenance of records and sending periodic reports.

XVI	STUDY CIRCLE	
01	Director	Chairman
02	All Scientists, Technical Officers and Research Scholars	Members
03	Ms. R. Sivaranjani, Scientist / Mr. V. A. Muhammed Nissar, Scientist	Member Secretary
Functions : To approve research articles for publication and deliberate on research issues pertaining to the institute		
XVII	FARM ADVISORY COMMITTEE, CHELAVOOR & PERUVANNAMUZHI	
01	Director	Chairman
02	All Heads of Divisions	Members
03	Programme Coordinator, KVK	Member
04	Scientist-in-Charge, Chelavoor Farm	Member
05	Scientist-in-Charge, Peruvannamuzhi Farm	Member
06	All Scientists	Members
07	Administrative Officer	Member
08	Finance & Accounts Officer	Member
09	Asst. Administrative Officer (Stores / Works)	Member
10	Technical Officer (Farm), Chelavoor Farm / Peruvannamuzhi Farm	Member Secretary
Functions: To advise on matters related to Chelavoor / Peruvannamuzhi Farm		
XVIII	FARM DEVELOPMENT COMMITTEE, CHELAVOOR & PERUVANNAMUZHI	
01	Director	Chairman
02	Dr. T. K. Jacob, Principal Scientist	Co-Chairman
03	Dr. J Rema, Principal Scientist	Member
04	Dr. R Suseela Bhai, Principal Scientist	Member
05	Dr. M. S. Shivakumar, Scientist	Member
06	Dr. P. S. Manoj, SMS, KVK	Member
07	Technical Officer (Farm), Chelavoor Farm / Peruvannamuzhi Farm	Member Secretary
Functions : To plan and develop Chelavoor and Peruvannamuzhi Farm		
XIX	ATIC ADVISORY COMMITTEE	
01	Director	Chairman
02	All Heads of Divisions	Member
03	Manager, ATIC	Member Secretary
Functions: To advise on matters related to ATIC		
XX	WORKS COMMITTEE	

01	Dr. T. K. Jacob, Principal Scientist	Chairman
02	Scientist-in-Charge, Chelavoor Farm	Member
03	Dr. E. Jayashree, Principal Scientist	Member
04	Administrative Officer	Member
05	Finance & Accounts Officer	Member
06	Dr. Hamza Srambikkal, Chief Technical Officer	Member
07	Asst. Administrative Officer (Stores / Works)	Member Secretary
Functions: To open (any three members of committee) and scrutinize quotations related to works, prepare budget estimates and follow up of implementation of works		
XXI	CONTRACT SERVICE COMMITTEE	
01	Dr. C. K. Thankamani, Principal Scientist	Chairperson
02	Scientist-in-Charge, Chelavoor Farm	Member
03	Finance & Accounts Officer	Member
04	Administrative Officer	Member
05	Asst. Administrative Officer (Stores / Works)	Member Secretary
Functions: To scrutinize engagement of manpower through outsourcing		
XXII	PURCHASE ADVISORY COMMITTEE	
01	Director	Chairman
02	Heads of Divisions	Member
03	Administrative Officer	Member
04	Finance & Accounts Officer	Member Secretary
Functions: To monitor all the purchases / works costing Rs.10.00 lakhs and above.		
XXIII	PURCHASE COMMITTEE	
01	Dr. K. S. Krishnamurthy, Principal Scientist	Chairman
02	Dr. N K Leela, Principal Scientist	Vice Chairman
03	Mr. K. Jayarajan, Asst. Chief Technical Officer	Member
04	Asst. Finance & Accounts Officer	Member
05	Asst. Administrative Officer (Stores / Works)	Member Secretary
Functions: To open and scrutinize quotations and recommend purchase of equipments, furniture, computers, softwares, chemicals, glasswares, etc.		
XXIV	LOCAL PURCHASE COMMITTEE	

01	Mr. M.P. Ramesh Kumar, Chief Technical Officer	Chairman
02	Indentor	Member
03	Asst. Finance & Accounts Officer	Member
04	Asst. Administrative Officer (Stores / Works)	Member Secretary
Functions: To undertake minor purchase of urgent nature		
XXV	INSTRUMENT MONITORING COMMITTEE	
01	Dr. K Johnson George, Principal Scientist	Chairperson
02	Dr. N K Leela, Principal Scientist	Member
03	Dr. C Sarathambal, Scientist	Member
04	Ms. P. Umadevi, Scientist	Member Secretary
Functions: To monitor the functioning, repair and maintenance of equipments		
XXVI	SEED / PLANTING MATERIAL COMMITTEE	
01	Director	Chairman
02	<i>Head, Crop Production & PHT</i>	Member
03	Head, Crop Improvement & Biotechnology	Member
04	<i>Head, Crop Protection</i>	Member
05	Dr. K. Kandiannan, Principal Scientist	Member Secretary
Functions: To monitor targets, production and certification of planting material		
XXVII	COMMITTEE FOR MONITORING CROP-WEATHER SITUATION	
01	Director	Chairman
02	Dr. Santhosh J. Eapen, Head, Crop Protection	Vice-Chairman
03	Dr. K. S. Krishnamurthy, Principal Scientist	Member
04	Dr. C. N. Biju, Scientist	Member
05	Dr. K. Kandiannan, Principal Scientist	Member Secretary
Functions : To report crop-weather situation including occurrence of pests and diseases at fortnightly intervals		
XXVIII	GRIEVANCE CELL	

01	Director	Chairman
02	Dr. T. John Zachariah, Principal Scientist, Crop Production & PHT	Vice Chairman
03	Administrative Officer	Member
04	Finance & Accounts Officer	Member
05	Ms. P. V. Sali, PS to Director	Member
06	Ms. C M Kamalam, Skilled Support Staff	Member
07	Asst. Administrative Officer (Estt.)	Member Secretary
Functions: To redress grievances of staff		
XXIX	WOMEN'S COMPLAINT COMMITTEE	
01	Dr. J. Rema, Principal Scientist	Chairperson
02	Dr. Femina, Deputy Director, DASD, Kozhikode	External Member
03	Dr. T K Jacob, Principal Scientist	Member
04	Ms. A. Deepthi, SMS, KVK	Member
05	Mr. P. Muraleedharan, Asst. Administrative Officer	Member
06	Ms. Shyna Deepesh, Stenographer, Gr. III	Member
Functions: To examine charges of sexual harassment of women in workplace.		
XXX	WOMEN'S CELL	
01	Director	Chairman
02	Dr. R. Suseela Bhai, Principal Scientist	Vice Chairperson
03	Dr. C. Sarathambal, Scientist	Member
04	Ms. S. Aarthi, Scientist	Member
05	Ms. M. Seema, UDC	Member
06	Ms. N. Karthika, Technician	Member
07	Research Scholar-Representative	Member
08	Ms. R. Sivaranjini, Scientist	Member Secretary
Functions : To cater to the welfare of women staff		
XXXI	COMMITTEE FOR SC/ST	
01	Dr. C. K. Thankamani, Principal Scientist	Chairperson
02	Dr. S. Shanmugavel, SMS	Member
03	Ms. P. K. Chandravally, Technical Officer	Member
04	Mr. P. Sundaran, Asst Administrative Officer (Estt.)	Member Secretary
Functions: To address issues specific to SC and ST members of staff		
XXXII	COMMITTEE FOR OBC	
01	Dr. K. V. Saji, Principal Scientist	Chairman

02	Dr. P. S. Manoj, SMS	Member
03	Dr. E. Radha, Asst. Chief Technical Officer	Member
04	Mr. V. C. Sunil, Assistant	Member Secretary
Functions: To address issues specific to OBC members of staff		
XXXIII	PRICE FIXATION COMMITTEE	
01	Dr. J. Rema, Principal Scientist	Chairperson
02	Scientist-in-Charge, Chelavoor Farm	Member
03	Scientist-in-Charge, Peruvannamuzhi	Member
04	Manager, ATIC	Member
05	Office in charge, BPD / ITMU	Member
06	Asst. Finance & Accounts Officer	Member
07	Secretary, Staff Side, IJSC	Member
08	Administrative Officer	Member Secretary
Functions: To recommend prices of farm produce		
XXXIV	INNOVATION CELL	
01	Director	Chairman
02	Dr. D. Prasath, Principal Scientist	Member
03	Dr. C. N. Biju, Scientist	Member
04	Dr. B Pradeep, SMS, KVK	Member
05	Ms. H J Akshitha, Scientist	Member
06	Dr. M S Shivakumar, Scientist	Member Secretary
Functions: To motivate, educate, evaluate and implement new ideas aimed at delivering institute's mandate with better output, at lesser cost and with greater transparency. They should meet quarterly.		
XXXV	INSTITUTE WEBSITE AND LAN COMMITTEE	
01	Dr. R Dinesh, Principal Scientist	Chairman
02	Dr. Lijo Thomas, Scientist	Member
03	Mr. V A Muhammed Nissar, Scientist	Member
04	Mr. C K Jayakumar, Programme Assistant, KVK	Member
05	Mr. V. V. Sayed Mohammed, Assistant	Member
06	Mr. K. Jayarajan, Asst. Chief Technical Officer	Member Secretary
Functions: To update the institute website and LAN on regular basis		
XXXVI	ISO 9001 COMMITTEE	

01	Director	Chairman
02	Dr. V Srinivasan, Principal Scientist	Vice Chairman
03	Dr. Lijo Thomas, Scientist	Member
04	Ms. Aarthi, Scientist	Member
05	Dr. M S Shivakumar, Scientist	Member
06	Mr. K Krishnadas, Sr. Technical Officer	Member
07	Estate Officer, Chelavoor	Member
08	Finance & Accounts Officer in charge	Member
09	Administrative Officer	Member Secretary
Functions: Maintenance of ISO 9001 of the institute		
XXXVII	COMMITTEE FOR IMPLEMENTATION OF MIS & FMS	
01	Administrative Officer	Nodal Officer
02	Mr. K. G. Jegadeesan, FAO	Member
03	Drawing & Disbursing Officer	Member
04	Mr. K. Jayarajan, Asst. Chief Technical Officer	Member
05	Ms. P V Sali, Private Secretary	Member
06	Asst. Administrative Officer (Estt.)	Member
07	Mr. C K Jayakumar, Programme Assistant, KVK	Member
08	Mr. V. V. Sayed Mohammed, Assistant	Member
Functions: To implement Management Information System and Financial Management System in the institute		
XXXVIII	INSTITUTE STAFF WELFARE FUND COMMITTEE	
01	Director	Chairman
02	Dr. T. John Zachariah, Principal Scientist, Crop Production & PHT	Member
03	Dr. C. K. Thankamani, Principal Scientist	Member
04	Dr. Johnson K. George, Principal Scientist	Member
05	Administrative Officer	Member
06	Finance & Accounts Officer in charge	Member
07	Caretaker	Member
08	Asst. Administrative Officer (Estt.)	Member Secretary
Functions: To develop canteen and recreation facilities; promotion of sports and cultural activities; assisting ailing members of staff and their families and providing succor to families of staff who die in harness.		

XXXIX	SPORTS PROMOTION COMMITTEE	
01	Dr. D. Prasath, Principal Scientist	Chairman
02	Dr. Lijo Thomas, Scientist	Member
03	Ms. P. K. Chandravally, Technical Officer	Member
04	Mr. P Sundaran, Asst. Admin. Officer (Estt.)	Member
05	Mr. V. V. Sayed Mohammed, Assistant	Member Secretary
Functions: To encourage sports activities and making arrangements for taking part in sports competitions		
XL	CANTEEN (CHELAVOOR) - EXECUTIVE COMMITTEE	
01	Dr. E Radha, Asst. Chief Technical Officer	Chairman
02	Dr. R Praveena, Scientist	Member
03	Mr. V S Binoy, Technician	Member
04	Ms. C M Kamalam, Skilled Support Staff	Member
05	Representative-Research Scholar	Member
06	Mr. A Z Anas, LDC	Convenor
Functions : To manage the canteen at Chelavoor		
XLI	CANTEEN (PERUVANNAMUZHI) - EXECUTIVE COMMITTEE	
01	Mr. E S Sujeesh, Sr. Technical Officer	Chairman
02	Ms. A. Deepthi, SMS, KVK	Member
03	Mr. T. R. Sadasivan, Technical Assistant	Member
04	Ms. P. N. Kausalya, SSS	Member
05	Mr. B. T. Hareesh, Technician	Member Secretary
Functions: To manage the canteen at Peruvannamuzhi		
XLII	RECREATION CLUB, CHELAVOOR (EXECUTIVE COMMITTEE)	
01	Director	President
02	Dr. Santhosh J. Eapen, Head, Crop Protection	Vice President
03	Dr. Lijo Thomas, Scientist	Joint Secretary
04	Mr. P. K. Rahul, Lower Division Clerk	Treasurer
05	Dr. R. Praveena, Scientist	Member
06	Mr. V.V. Sayed Mohammed, Assistant	Member
07	Mr. V. S. Binoy, Technician	Member
08	Ms. C. M. Kamalam, SSS	Member
09	Ms. A. Lijina, Research Scholar	Member
10	Ms. P. V. Sali, Private Secretary	Secretary

Functions : To organize recreation activities for staff at Chelavoor campus		
XLIII	RECREATION CLUB, PERUVANNAMUZHI (EXECUTIVE COMMITTEE)	
01	Scientist in Charge, Peruvannamuzhi Farm	President
02	Dr. P. Rathakrishnan, Programme Coordinator, KVK	Vice President
03	Ms. Aiswariya K K, SMS, KVK	Treasurer
04	Mr. B. T. Hareesh, Technician	Member
05	Mr. Rasmish A R, Technician	Member
06	Mr. K. Faisal, Personal Assistant	Member
07	Mr. C. V. Ravindran, Skilled Support Staff	Member
08	Ms. Rejina P. Govind, Technician	Joint Secretary
09	Mr. T. R. Sadasivan, Technical Assistant	Secretary
Functions : To organize recreation activities for staff at Peruvannamuzhi campus		
XLIV	QUARTERS ALLOTMENT COMMITTEE	
01	Mr. K G Jegadeesan, FAO	Member
02	Mr. E S Sujeesh, Farm Superintendent	Member
03	Member, CJSC	Member
04	Administrative Officer	Member Secretary
XLV	PROPRIETARY COMMITTEE	
01	Dr. R Ramakrishnan Nair, Principal Scientist	Chairman
02	Dr. A Ishwara Bhat, Principal Scientist	Member
03	Dr. V Srinivasan, Principal Scientist	Member
Functions: A certificate to the effect the proposed item to be procured may be issued		

NODAL OFFICERS

I	VIGILANCE OFFICER Dr. J. Rema, Principal Scientist
II	NODAL OFFICERS FOR PUBLIC INFORMATION Dr. R. Dinesh, Principal Scientist - Public Information Officer Ms. P. V. Sali, PS to Director - Asst. Public Information Officer
III	TRANSPARENCY OFFICER Mr. K. V. Pillai, Administrative Officer
IV	PUBLICITY OFFICERS Dr. Santhosh J Eapen Head, Crop Protection Dr. Lijo Thomas, Scientist

V	SCIENTIST-IN-CHARGE, CHELAVOOR FARM Dr. K. V. Saji, Principal Scientist
VI	SCIENTIST-IN-CHARGE, PERUVANNAMUZHI FARM Dr. B. Sasikumar, Head Crop Improvement & Biotechnology
VII	CONTACT OFFICER, ICAR-IISR REGIONAL STATION, APPANGALA Dr. C N Biju, Scientist
VIII	MANAGER, AGRICULTURE TECHNOLOGY INFORMATION CENTRE Dr. P Rajeev, Principal Scientist
IX	NODAL OFFICER TO MONITOR COURT CASES Dr. R Dinesh, Principal Scientist
XI	NODAL OFFICER FOR HYPM Dr. V. Srinivasan, Principal Scientist
XII	NODAL OFFICER FOR RESEARCH DATA MANAGEMENT Dr. Santhosh J. Eapen, Head, Crop Protection
XIII	NODAL OFFICER FOR PERMISNET Mr. K. Jayarajan, Asst. Chief Technical Officer
XIV	COORDINATOR, BIOINFORMATICS Dr. Santhosh J. Eapen, Head, Crop Protection
XV	NODAL OFFICER, DISC / AKMU Mr. K. Jayarajan, Assistant Chief Technical Officer
XVI	NODAL OFFICER FOR SCIENTISTS MEETING Ms. S. Aarthi, Scientist / Dr. M. S. Shivakumar, Scientist
XVII	NODAL OFFICER FOR EXPERIMENTS WITH ANIMALS Dr. A. Ishwara Bhat, Principal Scientist
XVIII	NODAL OFFICER FOR 'MERA GAON MERA GAURAV' Dr. P. Rajeev, Principal Scientist
XIX	NODAL OFFICER FOR MAPPING OF NATURAL RESOURCES Dr. K. Kandiannan, Principal Scientist
XX	NODAL OFFICER FOR TRIBAL SUB-PLAN Dr. P. Rajeev, Principal Scientist
XXI	NODAL OFFICER FOR IMPLEMENTATION OF AADHAR ENABLED BIOMETRIC ATTENDANCE SYSTEM Mr. P Sundaran, Asst. Administrative Officer (Estt.) (with the assistance of Mr. V V Sayed

	Mohammed and Mr. C K Jayakumar, Prog. Assistant).
XXII	NODAL OFFICER – NKN, KRISHI PORTAL Dr. Santhosh J Eapen, Principal Scientist
XXIII	NODAL OFFICER FOR ERP Mr. V. V. Sayed Mohammed, Assistant / Mr. C K Jayakumar, Programme Assistant
XXIV	NODAL OFFICERS FOR REPORTING STATUS OF PESTS Dr. C.N. Biju, Scientist / Dr. Rashid Pervez, Principal Scientist / Dr. C. M. Senthil Kumar, Senior Scientist
XXV	NODAL OFFICERS FOR E-GOVERNANCE / E-PROCUREMENT Dr. Santhosh J Eapen, Head, Division of Crop Protection Mr. R N Subramanian, Asst. Administrative Officer (Stores / Works)
XXVI	NODAL OFFICER FOR E-PAYMENT Mr. K. G. Jegadeesan, Finance & Accounts Officer in Charge
XXVII	NODAL OFFICER FOR IMPLEMENTATION OF IPV6 Mr. K. Jayarajan, Assistant Chief Technical Officer
XXVIII	NODAL OFFICER FOR IMPLEMENTING OFFICIAL LANGUAGE Dr. Rashid Pervez, Principal Scientist
XXIX	OFFICER-IN-CHARGE, SILVER JUBILEE HALL Ms. R. Sivaranjani, Scientist / Mr. V A Muhammed Nissar, Scientist
XXX	OFFICER-IN-CHARGE, VEHICLES Mr. R N Subramanian, AAO (Stores / Works) / Mr. M P Ramesh Kumar, CTO
XXXI	ESTATE OFFICER Dr. E. Radha, Asst. Chief Technical Officer
XXXII	OFFICER-IN-CHARGE, GUEST HOUSE Mr. V. V. Sayed Mohammed, Assistant. He will perform the responsibilities under the supervision of Administrative Officer.
XXXIII	CARETAKER, CHELAVOOR CAMPUS Mr. V. V. Sayed Mohammed, Assistant

All the Committees shall meet as per the time schedule wherever prescribed and others on quarterly basis and record the proceedings. The new Committees / Nodal Officers etc. shall take up the assignment with effect from 02-01-2017.

Annexure 1.8 (i) to (ii)

Directory of officers and employees

Annexure 1.9 (1) to (ii)

Monthly Remuneration received by officers & employees including system of compensation

Annexure 1.10

Name, designation and other particulars of public information officers

The reception counter of our institute will serve as a single window facility for facilitating receipt of applications and fees under the RTI act.

First Appellate Authority:

The Director
ICAR-Indian Institute of Spices Research
Marikunnu P.O, Kozhikode - 673 012, Kerala
Phone: 0495 2730294 / 2731410 / 2731753 / 2731345
Email: director@spices.res.in; Website: www.spices.res.in

Transparency Officer

Sri. K Nataraj
Administrative Officer and Transparency Officer
Indian Institute of Spices Research
Kozhikode - 673 012, Ph : 0495 2730550

CPIO (Name, designation and address): (For Issues Related to RTI)

Dr. R.Dinesh, Principal Scientist,
Indian Institute of Spices Research,
Marikunnu P.O.,
Kozhikode - 673012
rdinesh@spices.res.in

APIO (Name, designation and address): (For Issues Related to RTI)

Mrs. P V Sali
Private Secretary
Indian Institute of Spices Research,
Marikunnu P.O., Kozhikode - 673012
sali@spices.res.in

Deemed PIO:

Ms. C K Beena
Personal Assistant
Indian Institute of Spices Research
Marikunnu P.O.Kozhikode - 673012
beena@spices.res.in

Annexure 1.11

No. Of employees against whom Disciplinary action has been proposed/ taken

- (i)** Pending for Minor penalty or major penalty proceedings : Nil
- (ii)** Finalised for Minor penalty or major penalty proceedings: Nil

Annexure 2.1

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

)

Annexure 2.2 (i) to (ii)

Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department

Information in respect of Dr. K.Nirmal Babu, Director, ICAR-Indian Institute of Spices Research, Kozhikode (Financial Year : 2017-18)

(a)Places visited	(b)Period of visit	(c) Number of members in the official delegation	(d)Expenditure on the visit Rs.
Mangalore	04-04-2017	1	1,803.00
Kasaragod	07-04-2017	1	1,450.00
Delhi	12-04-2017 to 14-04-2017	1	28,444.00
Mangalore	16-04-2017 to 17-04-2017	1	1,500.00
Kochi	29-04-2017	1	10,808.00
Delhi & Hisar	11-05-2017 to 13-05-2017	1	28,252.00
Delhi	25-05-2017	1	98,209.00
Junagadh/Rajkot	28-05-2017 to 29-05-2017		
Imphal/Manipur	30-05-2017 to 31-05-2017		
Delhi	08-06-2017	1	28,062.00
Madikeri	03-07-2017 to 05-07-2017	1	5,800.00
Delhi	16-07-2017	1	22,017.00
Hyderabad	06-09-2017 to 08-09-2017	1	21,493.00

Delhi	17-09-2017 to 20-09-2017	1	34,966.00
Guntur	06-10-2017 to 14-10-2018	1	17,002.00
Delhi	16-10-2017	1	25,816.00
Trivandrum	28-10-2017	1	3,650.00
Kochi	21-11-2017	1	871.00
Kochi	05-01-2018	1	609.00
Ambalavayal	11-01-2018		
Kochi	15-01-2018		
Jobner & Jaipur	02-02-2018 to 08-02-2018	1	33,369.00
Delhi	08-03-2018 to 09-03-2018	1	50,073.00
Nagaland	13-03-2018 to 19-03-2018		
April 2018 to till date			
Coimbatore	17-04-2018	1	500.00
Kasaragod	21-04-2018	1	250.00
Trivndrum	26-04-2018	1	3,693.00
Idukki	23-05-2018	1	3,600.00
Hyderabad	05-06-2018 to 06-06-2018	1	21,161.00
Chintapalli	07-06-2018 to 08-06-2018		
Delhi	15-07-2018 to 18-07-2018	1	33,615.00

2.2 (iii) Information related to procurements

Annexure 2.5 (i)

Particulars of recipients of concessions, permits of authorizations granted by the public authority

Annexure 3.3

Annexure 3.4

Annexure 3.5

Annexure 4.7

Replies to questions asked in the parliament

Parliament question

Shri. Sanjay Kant, Director (HS), ICAR, regarding provisionally admitted Rajya Sabha question (Diary No. S2649),

Reply:

No compassionate appointment occurred at ICAR-IISR, Kozhikode during the last five years.

Parliament question

LIST OF POINTS IN CONNECTION WITH THE EXAMINATION OF DEMANDS FOR GRANTS (2018-19) OF THE MINISTRY OF AGRICULTURE AND FARMERS WELFARE (DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION)

HORTICULTURE SCIENCE DIVISION

It is observed that under the head of Horticulture Science, there has been a increase in allocation for 2018-19 at BE stage which is around 30% of allocations made at BE Stage during the year 2017-18. The details of status of allocation and utilization of funds are as follows:-

(Rs. in crore)

YEAR	BE	RE	Actual Expenditure
2015-16	225.00	180.00	175.54
2016-17	200.00	160.00	158.81
2017-18*	154.90	154.90	91.14
2018-19	200.00.		

***Actual Expenditure Upto 31.12.2017**

- (i). **During 2018-19, the allocations at BE stage has been increased around 30% as compared to BE during 2017-18? What are the plans of the Department to utilize the enhanced funds under Horticulture Science division?**

Eventhough BE (Rs. 776.48 lakh other than salary & pension) was communicated, ICAR IISRs EFC got cleared by the Council only by September 2017 and hence only restricted spending was made till that period. As the EFC is approved now, we will be able to spend on identified Capital and Recurring heads of the budget allocation during this quarter.

- (ii). **In what ways enhanced allocations at BE stage during 2018-19 would help in the implementations of schemes and Research activity by the institutes under division of Horticulture Science?**

The major items identified under works, equipments, furniture, IT and vehicle and the contingencies are proposed during 2018-19 for taking up several identified research programmes of the institute like molecular profiling of spices, precision farming, pest risk analysis, biocontrol development and production, pesticide residue, nutraceutical identification, nucleus planting material production and technology transfer etc.

- (iii). **Despite no increase in allocation at RE Stage during 2017-18, the Department has been able to utilise only about 58% percent of funds. How the under utilisation of funds has affected the research work in particular and institutes in general under Horticulture Science Division? Please provide details of actual expenditure till date.**

ICAR-IISR was able to spend 72% of the allocated funds as per RE 2017-18 (Rs. 576.00 lakhs excluding Salary and Pension). This lesser expenditure is because of late approval of EFC. As the works, equipments and other infrastructures that are essential for research are provided under Capital head, expenditure can be made only after the approval of EFC. Research activities that needed more infrastructures would be taken up during current quarter.

- (iv). **How the Department would justify the demand for increase in funds in view of the less utilisation of funds?**

The increase in the demand (34%) for 2018-19 is due to the increase in the requirement of Capital heads (including works, equipments, furniture, IT and vehicle and recurring contingencies that are essential for taking up several identified research programmes of the institute).

(v). How much funds were proposed by the Department for fiscal year 2018-19 for Horticulture Science Division?

The BE proposed for ICAR-IISR during 2018-19 is Rs. 776.48 lakhs (Capital Head – Rs. 194.00 lakhs; General Head – Rs. 573.00 lakhs; NEH – Rs. 3.00 lakhs; TSP – 6.48 lakhs)

Horticulture Science Division coordinate and monitors the research programs in the country with the network of 12 Research Institutes, 06 National Research Centres, 05 Project Directorates, 10 All India Coordinated Research Projects and 02 Network Research Projects for technological development in enhancing the horticulture crop productivity through science led growth in the sector. The division has focused research pertaining to development of trait specific varieties and root stocks, molecular markers linked to biotic and abiotic stresses, monitoring and preparedness for invasive and emerging pests and pathogens, enhancing input use efficiency and safe production, exploitation of male sterility systems, transmission of important viruses by vector pests, development of diagnostic kits for identification of pests and diseases, production of quality seed and elite planting material and post- harvest management strategies for production of value added products.

(i). Please furnish Institute-wise details of plant varieties and hybrids developed and released by the Horticulture Division during the last five years.

IISR Keralashree – a Nutmeg Variety

IISR Pragati – a turmeric variety

Appangala -2 – a cardamom hybrid

(ii). Please furnish Institute-wise details of training of trainers, farmers and other stakeholders by the Institutes under Horticulture Division during the last five years.

Year	No. of Trainings	No. of Participants	Topics covered
2012-2013	3	33	<ul style="list-style-type: none">• Spices production technology• Nursery management in spices• Spices crop management including pest and disease• Post harvest technology and value addition covering all major spices
2013-2014	2	25	
2014-2015	29	810	
2015-2016	17	261	
2016-2017	22	454	

(iii). What efforts have been made by the institutes under Horticulture Division for reduction in post harvest losses of horticultural produce during last three years? Whether the technology developed for post harvest management were adopted by the farmers?

- Optimum drying and modified atmosphere storage using CO₂ developed to avoid aflatoxin contamination in stored spices.
- Solar boiler – for cooking turmeric using solar energy
- Mechanical unit for white pepper making
- Nutmeg fruit rind utilization by preparing value added products like jam and candy for additional income generation
- Kokum (*Garcinia indica*) Ready to Serve (RTS) juice with cumin and Ginger lime squash were developed

All these technologies are popularized among the farmers and traders through extensive trainings in collaboration with spices board.

(iv). What steps have been undertaken to encourage organic farming of fruits and vegetables in the country during last five years? Please furnish a detailed note in this regard.

Developed organic farming packages for major spices black pepper, ginger and turmeric and demonstrated and popularized among the farmers.

(v). What efforts have been made by ICAR Institutes for cultivation of highly specialized medicinal and aromatic plants during the last five years?

NA

(vi). What efforts have been made by ICAR to develop new crop varieties and hybrids for Onions, potatoes and tomatoes having increased shelf life in order to minimize wastages?

NA

The Finance Minister in its Budget Speech has announced as under:-

"Cultivation of horticulture crops in clusters brings advantages of scales of operations and can spur establishment of entire chain from production to marketing, besides giving recognition to the districts for specific crops."

(i). Whether any study has been conducted by the ICAR for recognition of State-wise/District-wise specific horticulture crops in the Country? Please provide details thereof.

MOU has been signed with the Govt of Andhra Pradesh for development of Value added products and value chain management for turmeric.

(ii). What role of ICAR has been envisaged by the Government for cultivation of cluster based horticulture crops?

Spices are being promoted as one of the component crops under plantation crops such as Tea, Coffee, Coconut and Arecanut. Development of short duration varieties of ginger and turmeric has enabled cultivation of these spices as one of the component in cropping systems. Also Farmers clusters (with 100 farm families) have been identified in Kerala and Orissa (tribal farmers) for growing high quality turmeric varieties, further processing and value addition. They have been promoted to form Farmers Producer Companies (FPO).

Parliament question

Rajya Sabha Question bearing Diary No.U1395 asked by hon'ble MP, Shri. Partap Singh Bajwa

Reply

Question	Answer
(a) Whether a number of scientists working in the Research institutes of Indian Council of Agricultural Research (ICAR) have been deployed for other un-scientific works	No
(b) If so, the details thereof and the reasons therefore; and	Not Applicable
(c) The time by which such scientists are likely to be re-deployed for research work?	Not Applicable

Parliament question

Rajya Sabha Admitted Unstarred Question Dy. No. 3423 due for answer on 29.12.2017 regarding " Websites/Portals in the Ministry" asked by Dr Vinay P. Sahasrabuddhe, Hon'ble MPs(RS)

Reply

Table:-I

Name of Websites or portals	URL details of Websites or portals	No. of visitors since 2014	Complaints received since 2014 till 31 st November 2017	Responses since 2014 till 31 st November 2017
spices.res.in	http://www.spices.res.in	34,138	Nil	1643
kvkcalicut.gov.in	http://www.kvkcalicut.gov.in	2,83,056	Nil	1344
aicrps.res.in	http://www.aicrps.res.in/	38700	Nil	1671

Table-II

No. of Twitter handles maintained since 2014	No. of users since 2014	Performance mechanism	No. of face book pages maintained since 2014	No. of users since 2014	Performance mechanism
NIL	NIL	NIL	1 (www.facebook.com/IISR Calicut) (page started in 2016)	1011	Average 320 reach per post

			1 (www.facebook.com/kvkc alicut)	4309	<ul style="list-style-type: none"> • Average of 12 new page likes and followers per week • Average of 386 reaches per post
Youtube Channel					
Name of Youtube Channel			No. of users since 2014		Performance mechanism
ICAR-Indian Institute of Spices Research Kozhikode			5505		Average of 5.8 k to 259 k views per video posted
Krishi Vigyan Kendra Calicut - Official Channel			62 (Channel started on October 2017)		Average of 250 views per video posted

Parliament question

Lok Sabha Unstarred Question No. 480

Reply

Deputation in Foreign Countries:

(a) The number of officers who are presently on deputation in foreign countries	One
(b) The number of such officers who stayed beyond the stipulated period in foreign countries in the last three years and the action taken by the Government in this regard	Nil
(c) The main reasons for extending the tenure of deputations	NA

Parliament question No. 2559-information on varieties of fruits and vegetables

Reply:

- ICAR-IISR, Kozhikode has not developed varieties of fruits and vegetables

Lok Sabha Parliament Question

Dy. No. 5954 for 31.7.2018 regarding New Farm Technologies

Question	Answer
Will the Minister of Agriculture and Farmers Welfare (a) The important initiative taken by the Government for developing new farm technologies in agriculture sector of the country	The ICAR-IISR, Kozhikode is working on spice crops and develops new varieties, horticulture, nursery/ plant multiplication technologies, crop production and plant health management, post harvest and value addition technologies in major spice crops and popularize the same through demonstrations and training programmes.
(b) Whether the Government has taken any adequate measures to promote Tissue Culture and Soil Testing in the country and if so, the details thereof	Institute has developed tissue culture protocol for all major spice crops and also transferred the technology of black pepper and ginger to other agencies for commercial production. The soil testing lab of the institute and its KVK caters to the need of District as well as the State and issues about 1250 soil health cards per year on regular basis.
(c) The number of Soil Testing and Tissue Culture Labs in the country, state-wise	Institute has one each of tissue culture and soil testing lab, and the KVK also has one soil testing lab.
(d) Whether the Government is aware that there is shortage of skilled/trained manpower for the soil testing/tissue culture labs in various agriculture research institutes in various state of the country	Institute's tissue culture and soil testing facilities have trained manpower.
(e) If so the details through and the corrective measures taken by the Government	NA
(f) Whether the Government has received proposals for setting up of new Soil Testing/Tissue Culture labs in the country and if so, the details thereof?	NA

Schedule III

Powers* delegated to the Directors of Research Institutes/Laboratories and other field officers declared as Heads of Departments *vide* ICAR letter No. F. II(4)/75-Cdn (A&A) dt. 1.4.1977 (Appendix I) and modified *vide* Order No. 6-2/90-Cdn (A&A), dt. 4.2.1993, 28.5.1993 and 29.3.1994, OO No.6-3/92-Cdn &A) dt. 28.7.1992]

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
I Powers under Fundamental Rules and Supplementary Rules:			
1.	Grant of special pay to LDC/UDC/Astt.. Appointed to perform the duties of Cashier	Full powers including allowing special pay for a period of 30 days and above subject to the provisions in FR & SR and other conditions laid down by the Govt. of India, Ministry of Finance, and rates prescribed for the purpose from time to time	
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service in individual cases (FR 10)	Full powers in the case of employees for whom Director is the appointing authority	
3.	Power to suspend a lien (FR 14)	Full powers, provided the Director is authorized to make appointment to the post on which the lien is held	
4.	Condonation of unauthorized absence for purpose of pension	Full powers subject to GOI/ICAR instructions from time to time	
5.	Power to transfer a lien (FR 14-B)	Full powers, - provided that he is authorized to make appointments to both the posts concerned	

1	2	3	4
6	Power to transfer an employee/scientist from one post to another within the institute (FR-15)	Full	
7.	Power to fix the pay and allowances and grant personal pay of a Council's servant treated as on duty (FR-9 & FR-20)	Full powers for all employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make substantive appointment to the post or not subject to following FR'S, GOI/ICAR instructions issued from time to time	
8.	Powers to grant advance increments on initial appointments	NIL	(Clarified vide o/o No-22 (15) 96-Cdn (A&A) dt. 9.7.96
9.	Power to appoint an employee to officiate in a vacant post (FR-9 (19)	Full power in cases where Director is competent to make a substantive appointment to the post	
10.	Power to transfer an employee form one post to another (FR-15)	Full powers	
11.	Power to with- hold increments (FR-24)	As per CCS (CCA) Rules	
12.	Power to issue declaration for the purpose of grant of promotion under 'next below rule' (FR-22 (ii))	Full power in r/o posts for which Director is competent appointment authority	
13.	Power to reduce the pay of an officiating employee (FR-35)	Any authority, which has power to make an officiating appointment to, the post concerned.	
14.	Power to sanction transfer to foreign service in India and Power to fix pay in foreign Service (FR-110(c) and FR-114)	Full power; provided that the pay and TA will be sanctioned as per GOI/Council's instruction.	
15.	Power to decide the date of reversion of employee returning after leave from foreign service	Full powers	
16.	Power to sanction annual increments (FR 24)	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.	
17.	Power to allow an employee to draw increment	The increment next above the EB will also be released	

1 next above the Efficiency Bar (FR 25)

2 after the sanction of the competent authority

18. Power to allow an employee to count extraordinary leave for increments (FR 26)

3 Full in cases where Director is the competent authority to sanction extraordinary leave (order dt 30.1.87)

19. Power to grant premature increment on a time scale of pay (FR 27)

4 Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, provided appointment is to the post created under own powers

20. Grant of NPA to the eligible officers of the Institute

Full in accordance with the instructions issued by the council from time to time. In case of difficulty or doubt in settling any specific case of NPA the same may be referred to the personnel Division of ICAR for clarification/concurrence

0/0 6 (2)/90-Cdn (A&A) part-1 dt. 23.2.96 ✓

21. Power to reduce the pay of an officiating employee (FR-35)

Full powers if he is empowered to make an officiating appointment in the post concerned.

22. Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 46(b))

Full power up to a maximum of Rs 2,500 in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. This limit cannot be exceeded in any case by treating different items of work or same item of work performed at different times of the year as separate for the purpose of calculating of the honorarium subject to other conditions prescribed by GOI/Council from time to time

23. To sanction grant and permit acceptance of honorarium at the rates prescribed under Johl Committee

Full, As per Johl Committee guidelines except for Director himself

0/0 dt. 9.3.04

24. Power to sanction the undertaking of work for

Full power subject to ICAR general guidelines upto a

1	2	3	4
which a fee is offered and the acceptance of a fee (SR-11)		maximum of Rs. 3000/- in each case. In the case of recurring fees, this limit applies to the total of the recurring payments made to an individual in a year	
25. Power to allot residence/to suspend the allotment of a residence and power to direct that an officer on leave shall be considered to be in occupation of a residence (SR-312, 313)	power to permit an officer to store furniture etc. in a residence during temporary absence (SR-316)	Full power subject to the provisions of the Allotment Rules.	
26. Power to estimate probable cost of maintenance and repairs of leased residences (SR-321&330) and of Council's residences (SR-322& 331)	27. Power to determine rent for certain Services & the estimated capital cost (SR-325& 334)	Full power subject to guidelines issued from time to time on the subject	Full power subject to ICAR guidelines
28. Power to determine charges for electric energy and water & meters & to fix charges for the electric energy and water where no meters are provided (SR-325&334)	29. Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters (SR-325& 334)	-do-	-do-
30. Power to appoint a Council's employee to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn (FR 49)		Full powers provided he is empowered to appoint a Council's servant permanently to each of the posts concerned	
31. Power of Re-deployment of a post within the Institute	32. Power to retain a Council's employee other	Full	0/0 No-6-1/2004-Cdn (A&A) dated 31.3.05
		Full powers in the case of employees of non-Gazetted	Full, if he is empowered to grant leave The powers delegated against items 14, 15 & 16

1
2
than ministerial servants, in service after the age of 60 years (FR 56(a))

3
status provided the extensions are limited to the period of one year at a time. This is subject to orders issued by Ministry of Home Affairs from time to time

4
will be exercised subject to observance of the procedure and restrictions contained in Govt. of India, Min. of Home Affairs O.M.No. 26/11/68-Esst. (B) dated 17.6.69 and such other restrictions as are imposed from time to time

33. Power to forward the applications of officers of combined cadres of Admn & Finance & Accounts officer

Full

Subject to the condition that the application be forwarded for direct recruitment posts on permanent absorption basis only for the outside organizations. The intimation will be sent to council (ICAR No.33 (9)/2004-Esst-1 dt. 3.3.05

34. Power to require a medical certificate of fitness before return from leave

Full, if he is empowered to grant leave

35. Power to sanction casual leave

Full, including for himself

36. Power to sanction Earned Leave, Half pay leave commuted leave, Leave not due, Extraordinary leave, Maternity leave, Hospital leave, Seamen's, Sick leave, Special Disability leave.

Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts, which the Director is not competent to fill up. (This includes sanctioning of study leave and extra ordinary leave for pursuing higher studies. The exercise of this power will be subject to observance of FR, SR (Leave Rules) and all relevant rules of Govt. of India/ Council in this regard) (Order dt. 4.2.93). If the Govt servant is in foreign service the authority which sanctioned the transfer to foreign service

37. Power to extend leave

Full powers, provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.

38. Power to sanction transfer to foreign service in India (FR110(c))

Full powers in the case of employees for whom Director is the appointing authority

39. Power to fix pay in foreign service

Full powers subject to observance of rules and orders issued by Ministry of

1
Also see
SR No. 111
2

40. Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee (SR 11)

3

Finance/Home Affairs
Up to a maximum of Rs 3000-00 in each case except in their own cases for which Council's approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year
Full powers in consultation with FAO

4

Subject to the conditions laid down (SR11&12)

41. Power to declare the grade in which a part time or fee paid employee shall rank

42. Power to decide the shortest of two or more routes (SR 30(b))

43. Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 31)

Full powers for journeys within their jurisdiction

Full powers for journeys within their jurisdiction, provided that the selection of such route is in the interest of the Council

TA by longer route is not admissible in cases where the journey cannot be performed by the shortest route due to non-availability of reserved accommodation of the entitled class by that route

44. Power to decide in cases of doubt or hardship, the class of steamer accommodation to which a Council's employee is entitled (SR 42)

Full

45. Power to sanction travel by air to Non-entitled officials (SR 48(b) (ii))

The Directors of IARI, IVRI and NDRI and deemed universities will have full power. The Director of other Institutes will have power in respect of tour journeys on the routes for which general permission is granted by orders issued by Govt. from time to time. This power may be exercised in respect of the officers of the grade for whom the general permission is given Order dt. 4.2.93 No. 6-2/90 Cdn (A&A) As per 0/0 No. 6-1/204-Cdn (A&A) dated 15.06.5 Directors of all Institutes located in N.E. and to the Director CARI and also Director of Institutes in relation to the staff working at the Regional station at Lakhsadweep have been

ICAR 0/0 No-6-1/2004-Cdn(A&A) dated 9.3.2004

- 1 2 3 4
46. Power to sanction air travel in r/o Non-official members by economy class
- delegated powers to grant Air Travel to non-entitled officers on emergency/ health ground
Directors can sanction air travel in r/o Non-official members who are attending sub- committee meetings/ panels etc subject to fulfillment of rules & orders issued from time to time by economy class and subject to the conditions laid down in ICAR circular No. 10-4/89-Cdn (A&A) dt. 26.6.90
- (0/0 No-6-3/98-Cdn (A&A) pt dt. 14.2.2002
47. Power to sanction of refund of cancellation charges on air (including himself)
- Full, subject to the conditions mentioned in Govt. of India/Min. ticket ' of Finance OM No. 19028/5/76 EIV-(B) dt. 21.1.77.ICAR ' order dt. 30.1.87
48. Power to prescribe Headquarters of the. Institutes employees (SR 59)
- Full powers
49. Power to define the limits of Institutes employees' sphere of duty (SR 60)
- Full powers
50. Power to decide whether a particular absence is absence on duty (SR 62)
- Full powers
51. Power to restrict the frequency and duration of journeys (SR 63)
- Full powers
52. Power to permit the recovery of the actual cost of conveying camp equipment, etc. and to limit the number or weight (SR 81(a) & (b))
- Full powers
53. Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only (SR81(c))
- Full powers
54. Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters (SR91)
- Full powers
55. Power to allow free-
- Full powers in case of the

1 passage to a person joining a post by sea (SR 108)

2 persons appointed by the Director

56. Power to extend the time limits of six months and one month within which the members of the family of Council's employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116(b)(iii))

3 Full powers

57. Power to prescribe the scale of tents to be carried at Council's expense on transfer (SR116(c))

4 Full powers

58. Power to disallow TA for journey to attend an obligatory examination if the Director considers that the candidate has culpably neglected the duty of preparing for it (Proviso 2(i) to SR 130)

Full powers

59. Power to permit recovery of TA for a journey to attend an examination other than those mentioned in SR130 &131 (SR 132)

Full power in the case of departmental examination

60. Power to sanction TA as for a journey on tour to a Govt. servant who is required while on leave in India to perform any Council's/public duty at a place other than one where he is spending his leave (SR 135)

Full powers, provided TA may not be granted for a journey while proceeding on leave or while returning from leave

61. Power to sanction TA as on tour to an employee who proceeds on regular leave from a tour station and resumes duty at another tour station or who proceeds on regular leave from HQ and resumes duty at a tour station after the expiry of regular leave (SR-135)

Full power

Provided that T.A. is granted from the place where E.L. is spent to the place of tour limited to that admissible between HQ/tour station and the other tour station.

62. Power to sanction T.A. as on tour to an employee who proceeds on regular leave while on tour and returning direct to HQ on the expiry of leave (SR-135)

Full powers

Provided leave is taken due to reasons beyond the control of the employee such as his own illness/or serious illness/ death in family and the period of leave is kept to minimum called for in such situations. The T.A. admissible will be that from the place

where leave is spent, or the tour station from where he proceeds on leave, to HQ whichever is less.

63. Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension (SR 160(b))

Full powers

~~64.~~ To organize training programs and fix fee and sanction honorarium

To Directors of Deemed Universities & National Institutes

Not for private sector. The honorarium may be regulated as per Johl committee guidelines issued by council 0/0 6-1/2004 Cdn (A&A) dt. 9.3.2004

65. (a) Power to sponsor candidate for short term training course and count the period spent on training as duty

Full, subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt.III/60 dated 2.12.60 as modified from time to time

b) Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training (SR 164)

Full to the extent and subject to the conditions prescribed by Govt. of India/ ICAR from time to time

In the case of Directors themselves, the power will be exercised by DG, ICAR

66. Power to fix amount of hire charges when a Council's employee is provided with means of locomotion at the expense of Central/ State/Public Sector Undertaking, etc. but pay all cost of its use or propulsion (SR 183)

Full Power

~~67.~~ Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in council's service attending commissions of enquiries etc or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong for purposes of grant of T.A (SR-190 (a)& (b))

Full powers

~~68.~~ Power to delegate the power conferred upon them under SR-190 (a) & (b) to the person presiding over the commission etc. (SR-190 (c))

Full power

69. Power to declare who

Full powers, provided that

78. Powers to abolish a post	Full in respect of posts for which Director has power for creation	
79. Power to make appointments	Full in respect of Group C and D posts. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose. The Directors of National Institutes are appointing authority upto T-9 in Tech. Category	The power is subject to the Recruitment Rules and the Byelaws of the ICAR and also subject to the availability of such posts 0/0 No-6-1/2004 Cdn (A&A) dt 9-3-2004
80. Approval of Tech. Assessment Committee proceedings.	Director of National Institutes upto T-9 & others upto T-5	0/0 No. 6-1/2004 Cdn (A&A) dt 9.3.2004
81. Tech. Assessment Committees DPC'S nomination of chairman & Members	-do-	-do-
82. Power to make officiating appointment to a vacant post (including those in continuous chain of vacancies) each of one month or more	Full. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the Council/ MOF/DOPT from time to time	
83. Power to make ad-hoc appointments	Up to one year	Council vide letter No. 10-38/79 Per. IV dt. 28.1.80 has issued further instructions that no appointments on ad-hoc basis should be made by the Director of the Institute. Ad-hoc appointment <u>can</u> be made only with prior approval of the Council. (vide O/O No. 6-2/90-Cdn (A&A) dt. 28,5.93) 0/0 6-1/2004-Cdn (A&A) dt 9.3.04
84. Powers to declare the completion of probation period	Full powers in r/o posts for which the Director is the appointing authority under intimation to council	
85. Disciplinary powers	According to Classification Control and Appeal Rules 1965 as applicable to ICAR	
II Power under Delegation of Financial Powers Rules 1978 & General Financial Rules as amended from time to time		
86. Re-appropriation of funds	Full powers within the heads specified in the Budget Book subject to: i) General restrictions and Rule 8 of Delegation of Financial Power Rules 1978 ii) No re-appropriation shall be made to augment the provision under such heads	Subject to Bye-Laws of the ICAR

of accounts where a maximum limit of power has been prescribed

iii) Re-appropriation of funds from one head of account to another head of account as mentioned in the Budget Book would require the approval of Institute Management Committee

iv) Power for re-appropriation of funds from Plan to Non-Plan and vice versa would require the approval of DG/ Secretary, DARE

Note 1: Re-appropriation of funds to augment the provisions of TA is not permitted.

Note 2: Re-appropriation of funds from the head Salary to any other head of account is not permitted w.e.f.

1.4.1995

[OM F. 1(ii) EII (A)/94 dt. 24.2.1995 of MOF (DOE)].

Note 3: Funds shall not be re-appropriated to meet expenditure, which has not been sanctioned by an authority competent to sanction it. Funds shall not be re-appropriated to meet expenditure on-a-new service, not contemplated in the budget of the Institute. The power will further be subject to observance of the other instructions issued by the Govt. of India/ Council from time to time on the subject

(O.O. dated 30.1.87 and No. 6-5/86-Cdn (A&A) dt.

4.2.92

87. Power to incur contingent expenditure in general

Powers under item 65 and sub items (I) to (XXV) there under are to be exercised subject to the provisions of sub-rule (5) of Rule 10 of the DFP Rules 1978 as modified from time to time and subject also to the (i)

1	2	3	4
			availability of funds by valid appropriation or re-appropriation within sanctioned budget, (ii) observance of procedure and other directions contained in Central Govt. Compilation GFR (1963) and other existing rules and orders or those issued from time to time (Order dt. 4.2.93) (Also see Annexure 9 to this Schedule).
i) Bicycle		Full	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provision exists for the purchase
ii) Conveyance hire		To the extent mentioned in Column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of Annexure to Schedule V of DFP Rules 1978)	
iii) Electricity, gas and water charges		Full	
iv) Fixtures and furniture purchase and repairs		Full	Subject to provision of funds and observance of the required rules and procedures
v) (a) Freight charges (b) Demurrage/ warfare charges		Full	Expenditure on airlifting of stores should be resorted to only in rare cases of extreme urgency. In order to see that this condition is not violated reasons for air-lifting of stores should specifically be recorded and periodical return sent to the Council every six months in September and March (ICAR O.M.No. 4(2)/69 Rcorgn (F&A)/Cdn (A&A) dated 29.5.70)
vi) Hire of office furniture, electric fans, heaters, table fans, coolers, clocks and call-bells		Full	
vii) Legal charges for law suits to which Council is a party		(a) Full powers subject to previous consent of the Council where fee is to be paid in excess of the Schedule of fee laid down in column 4 against item 11 of Annexure to Schedule V of DFP Rules 1978 as revised from time to time	Legal advice may be obtained in advance
a) Fees to barristers, pleaders, arbitrators and umpires b) Other legal charges for law suit or prosecution cases as well as for arbitration cases		(b) Full powers subject to previous consent of the Council	

viii) Maintenance, upkeep and repairs of motor vehicles	Full	
ix) Municipal or/ cantonment rates and taxes	Full	The expenditure shall be incurred keeping in view the principles laid down in the Rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978
x) Petty works and repairs	Rs 3 lakhs in each case	0/0 No 2(6) 90-Cdn (A&A) dt 9.2.95
a) Execution of petty works and special repairs to buildings owned by Council/ Institute including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations		The Director will have power to execute original works and special repairs from any agency of their choice even in places where CPWD has its own formations but subject to the conditions and guidelines prescribed by the GOI/Council from time to time. The petty original works shall also be treated as assets (ICAR circular dt 26.11.02 refers)
b) Maintenance and ordinary repairs of office buildings and staff quarters, etc.	Full	Subject to the condition and guidelines issue from time to time by ICAR (circular dt 26.11.02 refers) that the cost of such repairs should be limited to the percentage fixed by CPWD from time to time
c) Repairs and alterations to hired and requisitioned buildings	(i) Rs. 30,000-00 in each case (ii) Rs 50,000 per annum non-recurring and Rs 6000-00 per annum recurring	Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released the Council/ Institute should have the right to remove any installation or material added to the building
xi) Posts and Telegraphs charges including commission on Money Orders, etc.	Full	
xii) Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications	
xiii) Purchase of books, periodicals and official publications	Full	Subject to any limitations prescribed by the Council
xiv) Rent for ordinary office accommodation	Rs 30,000 p.a. at Bombay, Calcutta and Madras. Rs24,000p.a. at other places (<i>vide</i> order dt. 12.9.83)	(i) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonableness of rent obtained before fixing rate (ii) Private accommodation should normally be hired for office/laboratory purposes only (iii) Out houses, if any; which form the part of accommodation-hired should be utilized for storage of stationery, forms, old records

or for any other appropriate purpose. Where this is not possible these should be let out to Class IV staff and rent recovered from them under the rules in force

(iv) Accommodation should not be hired for a period exceeding 5 years at a time

(v) Lease deeds should be got executed in respect of hired building
0/0 No. 6-3/98 Cdn (A&A) Pt dated 19.12.02

xv) Payment of lease rent in accordance with the terms of the lease agreement	Full	
xvi) Repairs to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Full	
xvii) Staff paid from contingencies	Full	Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf Subject to availability of funds for this purpose.
xviii) a) Local purchase of stationery stores	Full Powers subject to availability of funds and also, observance of the prescribed procedure	
b) Local purchase of rubber stamps and office seals	Full	To avoid the possibility of counter feiting of stamps and seals by a dealer purchases shall be made with caution and from firms of repute only.
xvix) a) Purchase of working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.	Full	Subject to availability of budget provision and approval of equipments in the EFC etc.
(b) Maintenance contracts for computer/laboratory equipments	Full	Subject to rules & instructions issued from time to time & Budgetary provision (0/0-6(3) Cdn (A&A) dt 13.5.98
c) Stores required for works	The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work	
d) Emergency nature of purchase (contingent in nature)	Full, if items are already approved or are of contingent nature. In special emergency instances purchases can be made and ex-post-facto sanction may be obtained	

0/0 6-1/2004-Cdn (A&A) dt 9.3.2004

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2
xx) Supply of uniforms, badges and other articles of clothing etc. and washing allowance

3
Full

4
109
The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and Orders issued by Ministry of Home Affairs/Fin./ICAR from time to time

xxi) Telephone charges

Full powers, subject to observance of restrictions in col. 3 of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and such other orders as are issued from time to time. The powers do not include installation of new telephones (*vide* O.O. dt. 30.1.87)

xxii) Typewriters, calculating machines

Full

Subject to general or special orders issued by the Council from time to time

xxiii) Indents, contracts and purchase (Rule 13 of DFP Rules, 1978)

Full powers to place indents on the Chief Controller of Printing and Stationery, DGS&D and other Central/State Govt./ Autonomous organizations as pre-deposit parties for procurement of working stores, equipment tools, plants, insecticides, fertilizers, chemicals etc. and to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc. subject to the procedures and guideline issued by Govt. of India/ICAR from time to time

xxiv) Sanctioning expenditure on security job.

Full to the Directors of National Institutes and upto 12.50 lakh PA to other (*vide* 0/0 No.6-3/98 Cdn (A&A) pt dt 30.11.06) Institutes (upto Rs. 10.00 lakh to other upto 29.11.06) subject to observance of instructions issued by GOI/ICAR from time to time and budgetary provisions & availability of funds and if needed the agreements may be got vetted by Legal Advisor. The Institutes having

0/0 6(3) 98-Cdn (A&A) dt 17.7.2001 & 0/0 dt 3.3.2000 (upto Rs. 20.00 lakh p.a. to National Institutes & Rs. 1.50 p.a. to other *vide* 0/0 dt 13.12.96)

	sanctioned strength of watch & ward staff/ Group 'D' staff and also having labourers of temporary status for the job are, however, required to obtain prior approval of the council with detailed justification & subject to the recommendations of Institutes Management Committee		i) 0/06/3/98-Cdn dt 13.5.98 ii) 6-3/98-Cdn (A&A) 3.3.2000 and dt 17.7.2001 iii) 6-3/98-Cdn (A&A) Pt dt 30.11.06
xxv) Advertisement charges	Up to the limit of budget provision		
xxvi) a) Writing off losses	Up to Rs 1,00,000.00 for losses of stores not due to theft, fraud or negligence. Rs 20,000 in other cases (For losses exceeding Rs. 1,00,000 the details may be sent to ICAR for placing before GB.		0/0 2-1/2000-Cdn (A&A) dt 25.7.01 Powers may be exercised subject to the conditions laid down in GFR and procedure laid down by/Govt. of India and other orders issued by Govt. of India/ICAR on the subject from time to time
b) Deficiency and depreciation in the value of stores	Full for which they are competent to sanction purchase.		0/0 6-3/98-Cdn (A&A) pt dated 17.4.01
c) Declaration and disposal of obsolete, surplus and unserviceable stores	Full for which they are competent to sanction purchase. By public auction, subject to the provisions of GFR, DFP Rules, 1978 and orders issued by Min. of Finance/ICAR from time to time in general or for particular class of stores		Enhanced from Rs 5,000 (<i>vide</i> O.O.dt. 4.8.83) 0/0 No. 6-3/98-Cdn (A&A) pt dated 17.4.2001
xxvii) Storing of potato seed material	Full		To Director, CPRI only (<i>vide</i> ICAR letter No. 24-58/77-E.E Vdt. 6.10.77)
xxviii) Consultancy by nomination (GFR-176)	Full		Subject to GOI/ICAR instructions & budget provision & the procedure (GFR-176) in consultation with F.A.
xxix) Outsourcing of Services (GFR-178 & 184)	Full		Subject to the instructions and procedure prescribed by GOI/Council & subject to budget provision in consultation with F.A.
88. Power to declare any Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer <i>vide</i> Rule 10-A of DFP Rule, 1978	Full		It is not permissible to declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another
89. Expenditure on entertainment and light refreshment	Up to Rs 2.00 lakh (Rs 50,000 from 17.7.01) per		Subject to restrictions/ norms/ceilings laid down by the Min./Council from time to

	annum in respect of the National Institutes & Rs. 1.00 lakh in others	time are followed & budget exist. 0/0 dt 9.3.04
90. Gift to high dignitaries	Upto Rs. 5000-00 in each case subject to GOI/ICAR instructions/norms	0/0 6-1/2004-cdn (A&A) dt 9.3.04
91. To sanction Misc expenditure of unusual character	Upto Rs. 5000-00 in each case subject to Govt of India/ICAR instruction on this regard and subject to budget provision for the purpose exists.	
92. Alteration of date of birth in respect of staff equivalent to non-gazetted staff (Rule 79 <i>ibid</i>)	Full, in case of a bonafide clerical error	
93. Power to relax the age limit for initial appointment to posts for which Director is the appointing authority (Section I-Appendix 3 of FR and SR Vol. II)	Full, subject to orders issued by Ministry of Home Affairs	See items 1 in Schedule VI also.
94. Investigation of arrear claims	Up to six years of its becoming due	Powers may be exercised subject to provisions of the GFR and orders issued by the Govt. of India/Council from time to time
95. Grant of permanent advances/cash Imprest (Rules 291 of GFR)	Full, subject to the procedure for regulating cash imprest circulated <i>vide</i> Council's letter No. 1(11)/68-A/cs. II dated 5468 as amended/supplemented from time to time	
96. To execute contracts, Deeds, and other instruments for and on behalf of the ICAR	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
97. Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
98. Grants-in-aid to Staff Clubs etc.	Full	The rate of grants-in-aid will be in accordance with the orders/instructions of the Govt. of India issued from time to time (<i>vide</i> O.O. dt. 4.2.93)
99. Power to accord administrative approval of works	Up to Rs 25.00 lakhs Subject to the conditions that: i) Specific Provision exists	(Upto Rs. 20.00 lakh <i>vide</i> 0/0 dt 9.2.95 & with approval of Management Committee upto 50.00 lakh)

100. Grant of advances for purchase of conveyance (Rules 15-30 of GFRs part-II)	Full powers to grant advances excepting himself and subject to the conditions laid down in the GFRs and availability of funds	
101. Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in r/o Motor car/Scooter Advance	ICAR employees are equated with central Govt employees.	0/0 9-12/90-Cdn (A&A) dt 24.5.04
102. Extension of number of installments up to 25 for repayment of cycle advances (Proviso (ii) to GFR-15)	Full	
103. Grant of Advances on first appointment and in connection with Deputation and leave Ex-India (GFR-44-45)	Full	Subject to the provision of GFR
104. Grant of advances for Purchases of warm clothing and table fan (GFR 33.)	Full	Subject to the provisions of GFRs
105. Grant of advance of pay and TA on transfer (GFR-39)	Full	Subject to the provisions of the GFRs
106. Grant of advances in connection with tours (GFRs 48)	Full	Subject to the provisions of GFR
107. Grant of advance in connection with leave travel concession	Full	Subject to the provisions of GFR -52
108. Grant of advances in connection with festivals (GFR-53-62)	Full	Subject to GFR provision
109. Grant of advances in connection with natural calamities (GFR-64)	Full	Subject to the provisions of GFRs
110. Advances in connection with law suits to which Council is a party (GFR-72)	Full	Subject to the provisions of GFR and Legal Advice being obtained in advance
111. Advances to employees for various deptt. Purposes (GFR-75)	To the extent the Director is competent to sanction expenditure for the purpose	Subject to the provision of GFR
112. Grant of temporary advances including special advances from Provident Fund	Full powers including self.	As admissible under GPF Rules/ CPF Rules 0/0 6-3/98-Cdn (A&A) pl dt 6.9.2003
113. Advance payment where necessary to: (i) Firms with	A) In respect of Govt. Departments. Govt-run	Subject to GFR provisions and instructions issued by GOI/ICAR from time to time.

whom annual contracts for servicing of air conditioners, water coolers, type writers etc. are entered into.
(ii) Firms including Central/State Govts. Govt.-run organization for supply of stores (GFR-159)

organizations-upto 40% of the contract value
B) In case of others- subject to the fulfillment of conditions laid down in M.O. Fin. Memo. No.F. 11(11)-E. II (A)/68dated 20.12.68.as amended from time to time 30% of the contract value. For maintenance contract-upto amount payable for six smonths

114. Grant of advance in lieu of leave salary (GFR-76-77)

Full

Subject to provisions of GFR'S

115. Grant of House Building Advances

Full, subject to availability of fund and fulfillment of all the conditions prescribed under the HBA Rules (*vide* O.O. dt 30.1.1987)

Vetting of documents to be done at the institute and in case of doubt loan document ought to be verified by the legal cell of ICAR HQ.

~~116.~~ Exemption for payment of stamp duty and reimbursement of registration fee levied on documents relating to execution of mortgage deeds in r/o HBA

Full subject of the condition that the ICAR employees will be treated at par with central Govt employees. Where stamp duty is charged from central Govt/employees for deeds under HBA scheme the ICAR employees are not entitled for reimbursement of cost. Where central Govt employees are exempted & ICAR employees have been charged they would get the reimbursement on production of proper proof etc.

0/0 No. 9-12/90-Cdn (A&A) dt 6-2-01

117. Grant of advances to the family of an employee left in indigent circumstances upon the death of the employees (GFR-79)

Full powers after following Govt. of India instructions issued from time to time

Subject to the provision in GFR's

~~118.~~ TA to the family of deceased employee (GFR-82)

Full

-do-

119. Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944 including counter signature of medical bills

Full, Directors will exercise the powers of Controlling Officer/ Head of Deptt. in respect of officers/staff under his administrative control for the purpose of Central Services (Medical

Director can countersign his own medical bills provided the claim is covered by Rules and Orders on the subject. As regards reimbursement of medical expenses in relaxation of Medical Attendance Rules, he may not exercise the power in his own case

	Attendance) Rules, 1944 as applicable to the Council's employees	
120. Reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR Institutes	Full powers to the Directors of the ICAR Institutes	ICAR circular No. 3(1)/2001-per-IV dt 12.7.01
121. Permission for indoor hospitalization treatment to CGHS beneficiaries when the CGHS specialist/specialist of a Govt Hospital refers them for such a treatment and reimbursement of the medical claims there of in r/o the ICAR Institutes where CGHS facilities are available.	-do-	-do-
122. Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Govt Hospitals/Officers authorized by the Institute	-do-	-do-
123. Reimbursement of medical claim in r/o serving employees of ICAR Institutes where CGHS facilities are available and where prior permission of CGHS dispensary/Govt Hospital has been taken	-do-	-do-
124. Medical reimbursement cases of the Directors of ICAR Institutes.	Full powers provided the claim is covered by CS (MA) Rules. In cases where any relaxation in CS (MA) rules involving their medical reimbursement is required the matter will continue to be settled at ICAR HQ by concerned SMD in consultation with Internal finance. Division of the Council	-do- & ICAR circular of even No. dt 8.7.02
125. Grant of Medical Advance to the employees of the ICAR Institutes	Full powers including him self in accordance with section 2 under CS(MA) Rules subject to fulfillment	ICAR No 3(1)/2001-per-IV dt 8.7.2002

	of other terms and conditions for sanction of advances.	
126. Grant of concession to persons proceeding to Pasteur Institute for Antirabic treatment	Full, as admissible under Rules	
127. Sale and transfer of motor vehicles purchased with the advance from the Council	Full, subject to the provisions of GFRs	
128. Control of staff cars and Vehicles etc. of the Institute	Full	Subject to Staff Car Rules, and Rules and Orders issued for control, maintenance and operation of motor vehicles etc. (For the purpose of Staff Car Rules, Director will exercise the powers of a Head of Deptt.) ICAR No-12-4/98-Cdn(A&A) dt 10.11.2000 and dated 17.6.03
129. Use of official vehicle for outstation tours	Upto 500 kms one way	
130. Grant of leave travel concession	Director will exercise full powers of Head of Deptt./ Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except Director himself	
131. Sanction of advance/part/Final withdrawal <u>including</u> from Provident Fund	Full, including self subject to GPF/CPF Rules and Orders issued from time to time	0/0 No 6-3/98-Cdn(A&A) pt dated 16.9.2003
132. Sanction of pension to Council's employees provisionally	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except for himself provided Govt. of India instructions issued from time to time are followed	vide O.O. dl. 4.2.93
133. Participation in exhibitions and demonstrations of research activity	Upto Rs. 1,00,000-00 (lakh) in each case and full to the Directors of National Institutes. These powers will continue to be governed by procedural, codal and other instructions issued from time to time by GOI/ICAR including general economy instructions etc (6-3/98-Cdn(A&A) pt dated 3.3.03	Subject to budgetary provision and availability of funds. For organizing exhibitions the M & I unit at ICAR HQ will provide necessary support to the Institutes to develop concepts exhibits, samples etc. The M & I unit at HQ will create own empanelment of Reputed and Talented film makers in order to ensure production of high quality films through out sourcing and has to undertake the task of production of video footages & for production of inhouse

	& (6-1/2004-Cdn (A&A) dt 9.3.2004)	video film and also for media mediated information dissemination (ICAR No. 2(2)/2005-W.S. dt 7-9-2005
134. Sale of produce	Full by tender and/or auction as may be considered convenient and to the best advantage of the Council subject to: i) Disposal by single tender or negotiation upto a ceiling limit of Rs 5,000 in each case ii) Report to DC at the end of season of quantities produced/ disposed of and prices obtained. Subject also to the conditions that sale will be regulated as per General or Special Orders issued by the Council	Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F&A) Cdn (A&A) dated 15.10.1975 (Annexed)
135 Fixation and revision of rates for service rendered by Institute to outside Institutes and parties of bullock carts, threshers etc.	Full	
136. Power to fix rates of seeds, plants and other products of the institute	Full, the fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous years rates, market rates etc. and general or special Orders, if any, issued by the Govt. of India/ICAR	
137. Power to fix the rent for auditorium and community centres etc.	Full	
138. Power to declare specific Scientific and Technical posts as outside the Purview of the Reservation Orders	Subject to Council's Office Order No. 2-40/66-Rcorgn (Admn) dated 11.2.70 and orders/instructions issued by Govt. of India/ICAR on the subject from time to time	
139. De-reservation of temporary posts on the ground of non-availability of candidates of reserved community	-do	
140. Permission to officers to attend conferences connected	Full	Subject to ICAR instructions

with agricultural matter		
141. Newly recruited admn staff	Full	0/0 6-1/2004-Cdn (A&A) dt 9.3.2004
142. Power to send samples of products or of culture or of organism free of charge to other Institute	Full	
143. Grant of overtime allowance	Full, subject to conditions laid down by the Govt. of India/ICAR from time to time and subject to budgetary limits	The ceiling of Basic pay of Rs. 2200/- (Pre-revision) for eligibility of OTA shall equally apply to the Drivers/staff car Drivers.
144. Power to sanction expenditure on insurance	Full	Subject to instruction in Council letter No. 5(9)/68-Reorgn (F&A) dated 11.10.1968 modified from time to time
i) Power to get as are very costly and are of fragile and delicate nature and where the Railways do not accept insured during rail transit such of the equipments any risk or responsibility for losses due to breakage in transit		
ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever livable	Full	Subject to the provisions contained in Council's letter No. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time
145. Power to sanction expenditure on part-time lectures	In case of IARI, IVRI, NDRI, IASRI, CIFE and NAARM only Full in respect of lectures in foreign languages to Ph.D. students (order dt. 4.2.93)	Order dt. 4.2.93
146. To sanction study and educational tours of PG students	Full for Directors, IARI, IVRI, NDRI IASRI CIFE and NAARM only	Order dt. 4.2.93
147. Sanction of IARI Fellowships to M.Sc. and Ph.D students	Full for Director, IARI	
148. Creation of special posts for the University side such as Warden, Prefects, Hostel staff, Mess staff, etc.	Full for Directors IARI, IVRI, NDRI, CIFE and NAARM, IASRI in respect of Trainees' Hostel only subject to Compliance with instructions on Creating post issued by Govt. of India/ICAR from time to time (order dl 4.2.93)	
149. Sanction of IASRI	Full for Director, IASRI	Subject to the budget provision and usual

Training
15

Fellowship to the trainees of various courses at IASRI	only	conditions
150. Permission for availing of facilities for the use of the computer centre	Full for Director, IASRI only	
151. Maintenance of Electronic Computer and the Computer Laboratory	Full	Subject to availability of funds in the sanctioned budget and following the procedure for such maintenance etc.
152. Powers for sanctioning cost of repairs of fishing vessels and dry locking hire charges	Full (Upto Rs. 3.00 lakh p.a from 11.10.99 vide order dt 11.10.99)	Subject to the condition that essentiality of repairs and its satisfactory completion by a recognized workshop is certified by the Mercantile Marine Departments and that all rules and instructions on this account are followed and budget provision exists for this purpose 0/0 6-1/2004-Cdn (A&A) dt 9.3.04
153. Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, ^{2204/03} accepting himself after obtaining vigilance clearance subject to the observations of the conditions laid down in letter No.7-10/82-ICI dt. 16.7.82	
154. Extension of joining time in the case of employees of CARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Calcutta/Madras on delayed sailing of the ship	Full to the Director, CARI, Port Blair	
155. To sanction air-travel between Port Blair and Calcutta or between Port Blair and Madras to Group A,B, & officers of CARI, Port Blair, while availing LTC/Free Sea Passage	Full to the Director, CARI, Port Blair	
156. Grant of leave ex-India to Officers/ Scientists	Full, subject to the conditions laid down in the Min. of Finance O.M. No. 19036/7/75-E.IV(B) dt. 5.8.76	
157. Purchase of vehicle in replacement of the condemned vehicle	As per O.O. No. 6(3)/92 Cdn (A&A) dt. 28.7.92 (attached as an annexure)	
158. Premature condemnation & disposal of damaged vehicle	Full	Subject to the existing rules & procedure 0/0 dt 9.3.04
159. Norms of expenditure to be followed on holding of Workshops, Symposia,	POL Rs 40 per delegate, stationery Rs 40 per head including honorarium to the	This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of

Conference etc.	typist	the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in O.O No. 20-9/81 Cdn. (A&A) dt. 27.5.82 will continue to be followed except that expenditure on refreshment would be at the rate of Rs 3.50 per head per session, (<i>vide</i> O.O No. 6-2/90 Cdn (A&A) dt. 29.3.94)
160. Forwardal of Applications of the employees	Full for Directors of National Institutes except for Director himself.	0/0 6-1/2004-Cdn(A&A) dt 9.3.2004
161. To file patent Applications at the respective Patent office in whose jurisdiction the Institute is located	Full	0/0 No. 6(2) 2001-Cdn (A&A) dated 1.12.05
162. Powers in regard to all forms of Intellectual property as per ICAR guidelines operative wef. 2.10.2006	Full	0/0 6-2/2001-Cdn (A&A) dt 9.10.06
163. Powers of grant of Advance for purchase of computer in relaxation of rules	Full	Sanction of computer Advance to the employee in relaxation of minimum basic pay subject to observance of condition laid down in council's letters No-PA/US(cash) 2002 dt 27.6.02 & 8.7.2002 (0/0 No PA/US (cash/2002 dt 11.1.2002) (i) (0/0 No-1(1)/95-Plng (pt iv)dt 25.2.97) (ii) (0/0 No. 1(1)/95-plng (v) dt 17.3.98
164. Powers to approve schemes for imparting training within the country for various clients in India and abroad, rendering individual and institutional consultancy both national and international as well as contract service and for undertaking contract research with outside organizations-		
(i) For consultancy projects with national agencies upto Rs. 25.00 lakh & Rs. 50.00 lakh with the approval of M.C.	→	
(ii) To approve contract research & contract service projects upto Rs. 10 lakhs and Rs. 25.00 lakh with the approval of Management Committee.	→	
(iii) To sanction fees/honorarium to the staff of the Institute or other ICAR Institute (S) or any other	Full	

officer (S) from outside the ICAR system associated with the consultancy/training or contract research or service
 (iv) To fix rates for hiring usage of equipment farm machinery, computer or for rendering other services including contract service

Full

All the above powers at S(i) to (iv) are subject to rules and guidelines on the subject issued by the council

165. Condemnation of motor vehicles and motor cycles

Full subject to the following---

(a) The lives of various types of vehicles in terms of distance run (in kilometers) and length of use (in years) whichever is reached later have been fixed as under--

<u>Type of vehicles</u>	<u>Kilometers</u>	<u>Years</u>
(i) Heavy commercial motor vehicles	4,00,000	10
(ii) Motor vehicles fitted with engines upto 20hp (RAC)	1,50,000	6 ½
(iii) Motor cycles fitted with engines of 3.5 hp (RAC) or above	1,20,000	7
(iv) Motor cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6

(b) The life of a tractor shall be taken as 10,000 hours or 10 years whichever is reached later

(c) A vehicle should be condemned only after a certificate has been obtained from one of the following authorities, to the effect that the vehicle is not fit for any further economical use--

- (i) An electrical & Mechanical workshop of the National Airports Authority
- (ii) The workshop of a state Road Transport corporation
- (iii) At locations where workshops mentioned at (i) & (ii) are not available.

Transport workshops under
the central or state Govt
Departments

Note-it should be ensured
that both condemned and
prematurely condemned
vehicles are disposed of as
per the procedure within a
period of three months from
the date of placing of an
order with the manufacturer
for replacement of vehicles.

Footnote bellow Schedule-III

Any action/decision taken by the Director exceeding the powers delegated to him or deviating from the normal procedure and rules will be viewed seriously. (Office Order No.F. 22(15)-96-Cdn (A&A) dt 9-7-96)

Annexure 1 to Schedule III**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F.No. 6(3)AJ2-Cdn (A&A)

Dated the 28th July 1992

OFFICE ORDER

The question of delegation of powers to the Directors of Research Institutes for the purchase of vehicle in replacement of the condemned vehicle had been under consideration at Headquarters for some time past. The Director-General, Indian Council of Agricultural Research, is now pleased to delegate the powers for the purchase of vehicles in replacement of the condemned vehicle to the Directors of ICAR Research Institutes/Project Directorates/National Research Centres subject to the following conditions apart from Government of India's instructions issued from time to time.

1. Approval of the condemnation of the vehicle by the Institute Management Committee be obtained in each case;
2. The vehicle to be purchased is to replace a condemned vehicle which would have been acquired initially after obtaining due sanctions;
3. The type of vehicle to be purchased is to be the same as the one which has been condemned;
4. There should be a specific provision in the Budget for the purchase of vehicles replacement;
5. The fund should be available during the financial year.

Sd/-**Director (Finance)**

Annexure 2 to Schedule III**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F. No. 18-7/83-Cdn. (A&A)

Dated the 4th August 1983

To

The Directors of all Research Institutes

Subject:- Enhancement of delegation of powers to Directors of the Research Institutes

Sir,

I am to say that with a view to speeding up procurement of stores required at the Research Institutes, the Council has been considering enhancement of powers of the Director of the Research Institutes for some time past. It has now been decided to delegate enhanced powers to the Directors of Research Institutes as indicated below:

1. Local purchase of stationery stores

Up to Rs.50,000 per annum in cases of delay or/and non-supply of stationery stores by Chief Controller of Printing and Stationery, Govt. of India, subject to availability of funds and that requirement of stationery is assessed by the Institute as per the yardsticks laid down by Chief Controller of Printing and Stationery from time to time

This is applicable in case of Institutes other than IARI, IVRI and NDRI

Direct cash purchase of spare parts without inviting quotations in emergency cases, breakdown of equipment machinery vehicles (other than staff car), Research Vessels where in the absence of immediate replacement of spare parts, the result of research experiment will be lost or production will be lost or the vehicles will be stranded

Up to Rs 2,000 on each occasion subject to the conditions that the purchase is made from the local market through Purchase Committee in which the Accounts Officer should essentially be one of the members.

Declaration and disposal of obsolete surplus and unserviceable stores

By public auction up to Rs 25,000 in each case subject to the provision of General Financial Rules, Govt. of India, Delegation of Powers Rules 1978 and

orders issued by Min. of Fin./ ICAR from time to time in general of the Particular class of stores

2. The following clarifications/instructions on the stores purchase procedure are also issued

i) Purchase by inviting tender from a single firm

Single tender system would arise only in cases of articles which are specifically of a proprietary nature, i.e. produced by only one firm. In each such case prior written approval of Director should be obtained besides ensuring that exact definition of proprietary nature of item is adopted as per the practice prevalent in the DGS&D

ii) Purchase through negotiations

Only incases where open tenders have been invited negotiations, if found necessary, should be held in the presence of the Members of the Purchase Committee with all the tenderers who should be asked to bring down the rates to the desired level. Such negotiations should be conducted in such a manner that reduced rates quoted by a tenderer are kept evidential from other tenderers

iii) Purchase by visiting the market

The purchase of stores by a Committee by visiting the market is not permissible under the rules. However in exceptional cases like: (i) emergent purchases mentioned in paras 1,2above, and (ii)purchase of livestock or any other item of similar nature where it is certified that purchase through quotation/tenders is not possible, the purchase may be made by deputing the Purchase Committee. Such a certificate should be given by an officer at a senior level who will be held responsible for the correctness of the same. For conducting such purchases the said Committee will invariably associate one officer representing the Suite Govt. or Agricultural University of the State where the purchase is made or a

Sister Institute other than the one for which purchase is intended

iv) Cash payment where the purchase is made by Purchase Committee by visiting *major*

The payment through Purchase Committee in case of direct purchases should be made through cheques or bank draft as far as possible. However, where cash payment is unavoidable receipt should be obtained from the party concerned and counter signed by all the Members of the Purchase Committee including representative of State Government/Agricultural University, etc.

v) Maintenance of a list of registered suppliers

Each Institute shall maintain a list of registered supplies which should be updated periodically. Only those suppliers should be enrolled who have a Registered Sales Tax Number

3. These orders will take effect from the date of issue

4. Receipt of this letter may be acknowledged

Yours faithfully,

**Sd/-
Director (Finance)**

Annexure 3 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110 001

F. No. 6(2)/90-Cdn (A&A)/Part

Dated the 19th December 1994

OFFICE ORDER

The following decisions have been taken in the 163rd SFC/GB meeting held on 5th & 6th October 1993.

1. Hospitality expenses for foreign delegation on lunch/dinner.

Hosting of working lunch/dinner has to be carefully assessed and should be approved at the level of Dy. Director-General with proper need-based decision. Where such exigencies exist and approval of Dy. Director-General concerned is obtained and expenditure may be incurred up to Rs.50 per head for such hospitalities connected with the official transaction of business. The existing norms of Rs.25 per head for refreshment at meetings will however continue as per present orders.

2. Temporary advance out of cash imprest.

Looking into the urgent requirement of scientists for temporary advance for carrying out their experiments, the ceiling of Rs 500 has been raised to Rs 2,000 with the condition that the imprest account shall be submitted by the Officer concerned within 10 days lest it be recovered from the salary at the end of the month.

The exercise of all these enhancement/amended powers will continue to be governed by the procedural and other instructions issued by the Government of India/Council from time to time, like general economy instructions etc.

Sd/-
Dy. Director (Finance)

Annexure 4 to Schedule III
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 6-2/90-Cdn (A&A)/Part

Dated the 29th March 1994

OFFICE ORDER

On the basis of the discussions/decisions taken in the Directors Meeting held on 5th & 6th October 1993, it has been decided with the approval of the Director-General, ICAR to delegate the following powers to the Directors of all ICAR Research Institutes/Project Directorates/National Research Centres:-

S.No.	Nature of power	Enhancement/amendment of the Delegation of Powers to the Directors of ICAR Research Institutes
1	Local purchase of stationery (Schedule III-item No.71 (XVII)a)	Full powers on the lines delegated to the Stores National Instts. and deemed Universities for purchase on account of delay or/and non-Supply of stationery stores by chief Controller of Printing and Stationery, Govt. of India subject to availability of funds and observance of th Prescribed procedure
2	Norms of expenditure to be followed on holding of symposia, Conferences etc	POL: Rs 40 per delegate (enhanced from Rs. 20 at present) Stationery: Rs 40 per head Workshops, (Including honorarium to the typist enhanced from Rs 20 at present). This will be the maximum limit and also subject to availability of sanctioned Budget provision and the economy instructions of the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in office order no. 20-9/81-Cdn (A&A) dt. 27. 5.82 will continue to be followed except that exp. on refreshment would be at the rate of Rs 3-50 per head per session.
3.	Expenditure on entertainment& light refreshment (Schedule II-Item 73)	Upto Rs 5,000 per annum in respect of all Institutes subject to Rs 3-50 per head for one meeting and the instructions/restrictions one meeting and the instructions/restrictions of the Govt. of India/Council issued from time to time

These orders will take effect from the date of issue.

4. The exercise of all these enhancement /amendment of powers will continue to be governed by the procedural and other instructions issued by the Govt. of India/Council from time to time, like general economy instructions etc.

Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)

Annexure 5 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 10-38/79-Per.IV**Dated the 28th January 1980**

To

The Directors/Project Directors of all the Research Institutes

Subject: Ad-hoc appointments—Need for avoiding the same

Sir,

The copy of the Department of Personnel and Administrative Reforms O.M. No. 39021/35/78-py p Estt. (B), dated the 15th November 1979 on the subject cited above is enclosed for your information and guidance. In view of the spirit of this circular, it has been decided that no appointment on ad hoc basis should be made by the Directors of the Institutes. In cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

Yours faithfully,

Sd/-
(P.V. HARIHARASANKARAN)
Secretary

Annexure 6 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 6-2/90-Cdn (A&A)/Part I.**Dated the 28th May 1993**

To

The Directors of all ICAR Research Institutes/Project Directorates/National Research Centres.

Subject: Delegation of powers to the Directors of Research Institutes etc.—Enhancement thereon.

Sir,

In continuation of the Council's letter of even number dated 4th February 1993, I am directed to refer to item No. 68 of Schedule III of Delegation of Powers in ICAR regarding ad-hoc appointments by Directors up to one year and to state that the Council vide letter No. 10-38/79-Per. IV dated the 28th January 1980 (copy enclosed) has issued further instructions stating that no appointment on ad-hoc basis should be made by the Directors of the Institutes. However, in cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

In view of the position stated above, the delegation of powers on the said item may please be treated to have been amended to this extent.

Sd/-
(B.L. JANGIRA)
Deputy Director (F)

Annexure 7 to Schedule III

Powers for Disposal of Farm Produce at the Institutes/Centres under the Council and the Procedure Therefor

ICAR letter No. 8C9V69-Reorgn (F&A) Cdn (A&A1 dated October 15.1975

In continuation of Council's letter of even No. dated the 2nd July 1971 on the subject noted above, I am directed to say that the question regarding disposal of essential commodities saccharine, wheat, milk products, potato etc. which would be required by the Institute-staff has been reviewed. It has been decided in consultation with the Financial Adviser and with the approval of the GB that the following procedure may be followed for disposal of these essential commodities at the Institutes/ Centres under the Council:

- (a) In Institutes carrying on educational activities and having a Hostel/Co-operative messes/ Canteens attached with the Institutes, requirements of these shall be met before the produce is distributed to other members of the staff. Similarly the requirement of Guest House/Scientists' Home (like the Visiting Scientists' Hostel at the Institute) shall also be given preference.
- (b) If possible the produce shall be sold to the staff according to their requirements. However, if the quantity available is not sufficient to meet full demand of all, the Director shall ensure that the produce is distributed equitably among the staff so that all categories of staff get reasonable share.
- (c) The price of the commodity shall be decided by the Price Fixation Committee taking into consideration the prevailing rates as certified by the Civil Supplies Department. The price so fixed shall be reviewed quarterly in consultation with the Civil Supplies Department of the State concerned.
- (d) If any surplus produce is left over, after meeting the demand of the staff, the balance shall be disposed of through public auction.
- (e) In respect of commodities under statutory rationing the Director shall ensure that the rules of the Civil Supplies Department are adhered to strictly.

Annexure 8 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

No.F. 11(4)/75-Cdn (A&A)

Dated the 1st April 1977

To

1. The Directors of all ICAR Research Institutes
2. The Project Director
ICAR Research Complex for NEH Region
Amrit Bhavan, Shillong
3. The Project Director
All-India Co-ordinated Research Project for Dryland
Agriculture, Ambrpct, Hydcrabad-13
4. The Project Director
All-India Co-ordinated Rice Improvement Project
Rasjendranagar. Hyderabad-30
5. The Officer on Special Duty
Central Staff College for Agriculture
Central Staff College for Agriculture
A.P. Agricultural University Campus
Rajendranagar, Hydcrabad-30

Subject: Delegation of Powers to the Directors of Research Institutes etc.

Sir,

In suppression of all previous orders regarding delegation of financial and administrative powers, the Directors of all Research Institutes, Project Directors of All-India Co-ordinated Research Projects on Dryland Agriculture and Rice, ICAR Research Complex for North-Eastern Region and the Officer-on-Special Duty, Central Staff College for Agriculture, will exercise the powers as indicated in the statement enclosed (with 5 spare copies), with immediate effect. It will be seen from the said statement that certain powers like (i) sanction of the undertaking of work for which a fee is offered and the acceptance of a fee, (ii) incurring contingent expenditure, viz. Demurrage, wharfage charges, repairs and alterations to hired and requisitioned buildings, rent for ordinary office accommodation, writing-off losses and sanction of local purchase of stationery etc. have been considerably enhanced.

2. Directors of the Research Institutes etc. may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day working of the Institute/Project subject to the observance of the Rules and Orders issued by the Govt. of India/Council regarding re-delegation of powers to subordinate authorities and also subject to

the condition that overall responsibility will rest with them. For example, powers regarding creation of posts, appointments, disciplinary powers, power to suspend and transfer lien, power to grant higher initial pay, power to sanction advances from PF to the officers and staff on notional foreign service, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental & Supplementary Rules, Bye-laws and Rules of the Council and other Rules and Regulations may not be re-delegated to subordinate authorities.

The exercise of all these powers will continue to be governed by the procedural and other instructions issued by the Govt. of India/Council from time to time, like general economy instructions, ban on creation of posts, ban on filling up of vacancies etc.

The receipt of this letter may please be acknowledged.

Yours faithfully,

**Sd/-
(BALDEV RAI)
Director (Finance)**

Annexure 9 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

No.FI 8(2)/85-Cdn (A&A)

Dated the 14th June 1989

To

The Directors of All Research Institutes/Directorates/National Research Centres etc.

Subject: Review of existing system of Store Purchase and Inventory Control at ICAR Headquarters and its Research Institutes.

Sir,

On the recommendations of the Scientific Advisory Committee to the Cabinet, the government of India in their Department of Science and Technology O.M.No. DST/17/3/1/83 dated 28.12.1983 conveyed enhanced delegation of powers to the Scientific Departments and have exempted them from the purview of DGS&D subject to the condition that the organ rations concerned would evolve suitable procedures for the exercise of enhanced powers in the matter of purchase and disposal of stores directly.

2. In this background and with a view to evolve suitable revised store purchase procedure, a Committee had been constituted under the chairmanship of Dr A.M. Michael, Director, Indian Agricultural Research Institute to look into the existing purchase procedure, to identify and specify bottlenecks, if any, in terms of delays and cost over-runs under the present system of procurement of store through DGS&D and to suggest alternative methods of store purchase and inventory control including drafting of stores and purchase manual so that it may be followed by the Council and its Institutes. The said Committee has since submitted its report and the same has been discussed and approved by the Governing Body of the Council in its meeting held during March 1989.

3. The major recommendations of the Committee as approved by the Governing Body of the Council are attached as Annexure for information, guidance and compliance by the Council and its research Institutes subject to the following conditions:

- (a) Principles laid down in General Financial Rules are followed.
- (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/equipments etc. at the time of calling tenders.
- (c) Complete measures are taken for carrying out inspection of stores.

4. The detailed procedure for procurement and custody of stores based on the approval of the Governing Body will be laid down in the Stores and Purchase Manual.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(G.C. Srivastava)
Secretary

1. The Institutes will continue operating DGS&D rate contract for procurement of their supplies relating to typewriters, duplicating machines, air conditioners and furniture. For other items of stores the Institute will be free to procure on DGS&D rate running contracts directly from the contractual firms at their discretion without going for the observance of codal purchase procedure provided this is considered advisable in the larger interest of economy subject to the following conditions:-

- i) The supplies are procured on the same rates, terms and conditions as are prescribed by the DGS&D for its Direct Demanding Officers except that with regard to the requirement of pre-delivery inspections, the Institute concerned will make necessary arrangements and assume full responsibilities to ensure supplies according to the prescribed specifications. For ensuring this inspection they may utilize the services of their staff holding the requisite expertise or may obtain assistance from outside sources (other Institutes, State Government Departments, Universities or other Government Undertakings etc.) as may be locally available.
- ii) The supplying agency undertake to make the supply on our order form on the same dates, terms and conditions as applicable to DGS&D and proper contract is entered into by the concerned Institute with the supplying agency to ensure full safeguard.
- iii) The payment is made on receipt of material or on proof of despatch or otherwise in accordance with normal financial rules.
- iv) The expenditure so incurred on the purchase does not exceed the amount which would have been incurred in case the purchase would have been effected through DGS&D.

2. The Institute should conclude rate/running contracts with the leading suppliers/manufacturers themselves for items of common nature. The period of currency of such rate/running contracts should normally be for one year which can be extended for another one year by mutual agreement, provided it is considered in the interest of the Council. Adequate safeguard should also be taken while finalizing rate contracts to ensure timely supplies, quality material, pre-delivery inspection and also post-purchase maintenance wherever required.

3. Single tender system may be adopted in the case of articles which are specifically certified as of proprietary nature by the indenting authorities or when it is to the knowledge of the procuring agency that only a particular firm is the manufacturer of the stores demanded. Purchase by Brand Name cannot be termed as items of proprietary nature.

4. The system of *ab-initio* negotiations should be adopted in exceptional circumstances only, e.g.

- i) Where there is no competition.
- ii) Where the tendered rates are apparently higher as compared to the known market price.
- iii) Where it is apprehended that the suppliers have formed a pool before quoting the rates and the negotiations are likely to bring down the prices.

Negotiations should not be made with one or two firms but should be made with all the firms who have tendered their rates.

5. Purchase of stationery items may be effected either from the Central Government Employees Co-operative stores or from Super Bazaars or otherwise after following the normal purchase procedures if it is considered economical in the interest of the Council.

6. All stores and equipments before acceptance should be arranged to be inspected on receipt by an appropriate officer designated for the purpose, normally within 24 hours of the receipt of the stores. Stores such as electrical goods, mechanical instruments, refrigeration material should be inspected/functionally tested by persons of technical competence. Inspection/functional tests of sophisticated instruments should be carried out by the indenter himself with the assistance of the experts concerned. The stores of general use and repetitive nature such as vim, dusters, glasswares and stationery items should be inspected by the Stores Officer with the assistance of the officers having expertise in the field. The officers charged with the responsibility of inspection of goods should invariably record and certify all inspections and inspection reports should be countersigned by the Head of Division/Project concerned after making random checks.

7. Detailed specifications of the items required to be procured should clearly be indicated at the time of calling tenders/quotations and the lowest quote should be accepted according to those specifications only.

8. The functions of the stores relating to (i) Purchase and (ii) Custody, accounting and distribution should be dealt with by separate units/officers except in cases where it is not possible due to limited manpower.

9. The above procedure is subject to the following conditions:-

- (a) Principles laid down in General Financial Rules are followed.
- (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/Equipments etc. at the time of calling tenders.
- (c) Complete measures are taken for carrying out inspection of stores.



ICAR-IISR DIRECTORY



2017

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH
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Mobile: 9895719925

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Present Address

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IISR Experimental Farm, Calicut-673528, Kerala

Permanent Address

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Karattukonam, Trivandrum-695571, Kerala

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Technical Assistant

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Present Address

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Permanent Address

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Subject Matter Specialist (Horticulture)

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Present Address

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Permanent Address

Same as above

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Present Address

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Permanent Address

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Ernakulam-683594, Kerala

Dr. Pradeep B.

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Present Address

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Mr. Prakash K.M.

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Phone: 0496 2613241

Present Address

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Mr. Prasad T.C.

Driver /Mechanic

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Phone: 0495-2730419

Present Address

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Perambra-Via, Kozhikode-673528, Kerala

Permanent Address

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Near Aardhanamadom, Ammoth, Calicut-673012, Kerala

Dr. Shanmugavel S.

Subject Matter Specialist (Veterinary)

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Mobile: 9446890889

Phone: 0496-2615018

Present Address

Karthikeyam House, P.O. Koothali

2/6 Koothali, Perambra(via), Kozhikode 673525, Kerala

Permanent Address

Same as above

Mr. Faisal. K

Stenographer Gr. III

E-mail: faisal@spices.res.in,

Mobile: 8903218148

Present Address

Kalacherey House, P.O. Iyyancode

Kozhikode-673504, Kerala

Permanent Address

Same as above

Mr. Ravindran C.V.

Skilled Support Staff

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Present Address

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Permanent Address

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Mr. Ravindran C.

Skilled Support Staff

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Mobile: 9447871022

Present Address

Nadualappil meethal, P.O. Velloor, Kodakkallu
Atholi(via), Kozhikode, Kerala

Permanent Address

Same as above

IMPORTANT TELEPHONE NUMBERS IN KOZHIKODE

Institutes	
CMFRI CENTRE	2382033
CWRDM	2351800
DASD	2765501
NIELIT	2287266
IIM	2809100
Post Office/Couriers/Telephone	
Head Post Office	2720164
Post Office, Marrikunnu	2731408
Blue Dart	2368437
DTDC	4025595
Professiona Courier	2703662
Telephone complaint	198
Telephone Engquiry	197
Travels	
Balmer & Lawrie	0471-231980, 2314981
Calicut Air port	0483-2719491, 2719000
Indian Air Lines	7766669
KSRTC Enquirey	2723796
Railway Station Enquery	2701234
Taxi (Vennimadukunnu)	2730724
Banks	
Central Bank, Chelavoor	2731375
SBI, Calicut	2721049
General	
Civil Station	237051, 2383500
Farm Information Bureau	2370368
KSEB Vellimadukunnu	273 0286

Blood Group

ICAR-IISR HQ Kozhikode

Binoy V.S.	A +ve
Rema J.	A +ve
Senthil Kumar C.M.	A +ve
Dinesh R.	A +ve
Subramanian R.N.	A +ve
Srinivasan V.	A +ve
Karthika	A +ve
John Zachariah T.	A +ve
Sudhakaran A.	A +ve
Jegadeesan K.G.	A +ve
Rajeev P.	A+ve
Ramakrishnan Nair.R	A -ve
Leela N.K.	B +ve
Suseela Bhai R.	B +ve
Rashid Pervez	B +ve
Jacob T.K.	B +ve
Chandravally P.K.	B +ve
Jayashree E.	B +ve
Purushu M.K.	B +ve
Madavan N. A.	B +ve
Sayed Mohammed V.V.	B +ve
Aarthi S.	B +ve
Sivaranjani R.	B +ve
M.S. Shivakumar	B +ve
Sasikumar B.	B +ve
Saji K.V.	B +ve
Sheeja T.E.	B -ve
Anas A. Z.	B -ve
Sundaran P.	AB+ve
Uma Devi P.	AB+ve
Rahul P. K.	AB -ve

Seema M.	0 +ve
Ishwara Bhat A.	0 +ve
K. V. Pillai	0 +ve
Akshitha H. J.	0 +ve
Jayaprakash P.T.	0 +ve
Beena C.K.	0 +ve
Rajeev P.	0 +ve
O. G. Sivadas	0 +ve
Rasmish A.R.	0 +ve
Ramesh Kumar M.P.	0 +ve
Krishnadas K.	0 +ve
Kandiannan K.	0 +ve
Jayarajan K.	0 +ve
Hamza Srambikkal	0 +ve
Johnson K George	0 +ve
Krishnamurthy. K.S.	0 +ve
Santhosh J. Eapen	0 +ve
Muhammed Nissar V.A.	0 +ve
Prasath D.	0 +ve
Prasanna Kumar K.B.	0 +ve
Sali P.V.	0 +ve
Biju C.N.	0 +ve
Shyna Deepesh	0 +ve
Raveendran M.K.	0 +ve
Kamalam C.M.	0 +ve
Sunil V.C.	0 +ve
Radha E.	0 +ve
Rebeena N.	0+ve
Thankamani C.K.	0+ve
Prasanna Kumari. N	0+ve
Praveena R.	0+ve
Prakash.P	0 +ve
Lijo Thomas	0 -ve
Nirmal Babu K.	0-ve

ICAR IISR Exptl. FARM, Peruvannamuzhi

Girija N.K.	A +ve
Sarada V.P.	A +ve
Hareesh B.T.	B +ve
Rejina P. Govind	AB +ve
Sadasivan T.R.	AB +ve
Kausalya P.N.	AB -ve
Sujeesh E.S.	O +ve

ICAR-IISR KVK, Peruvannamuzhi

Faisal.K	A +ve
Aiswariya K.K.	B +ve
Shanmugavel S.	B +ve
Prasad T.C.	B +ve
Jayakumar C.K.	B +ve
P. Ratha krishnan	B +ve
Manoj P.S.	O +ve
Ravindran C.	O +ve
Maria Dainy M	O +ve
Pradeep B.	O +ve
Prakash K.M.	O +ve
Premachandran K.P.	O +ve
Ravindran C.V.	O +ve
Deepthi A.	O +ve

ICAR -IISR RS Appangala

Chethan	A +ve
Cholurappa N.	A +ve
Ankegowda S. J.	A +ve
Chennamma B.L.	A +ve
Alagupalamuthirsolai M.	A +ve
Sharon Aravind	A +ve
Sheshappa B.M.	B +ve
Thimmaiah K. K.	B +ve
Poovappa B.K.	B +ve
Laxmi H.B.	B +ve
Lalitha B.M.	B +ve
Narendra Chaudhary	B +ve
Marigowda K.V.	O +ve
Rathish H.C.	O +ve
Muraleedharan P.	O +ve
Praveena H.D.	O +ve
Mohammed Faisal Peeran	O +ve
Puttasiddamma K.M.	O +ve

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Peruvannamuzhi P.O

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Madikeri-571201, Karnataka

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Fax: 08272-245441

Annexure - 1.9(i)

IISR HEAD QUARTERS**Chelavoor Calicut Kerala Pin: 673 012 Date: 25-07-2018 Time: 1:6 PM.****JUNE-2018****Salary Scheduled Report - ALLOWANCE-ALL**Branch : IISR HEAD
QUARTERS

Scheme : ALL

Paymode : ALL

Type : ALL

SL NO	STAFF	BP	DA	HRA	TA	AA	PP	AI	NPA	HCA	RLA	DP	CCA	CVA	HRAS	SA	WA	TOTAL
1	AARTHI S	66800	4676	5156	7648	0	0	0	0	0	0	0	0	0	0	0	0	84280
2	ANAS AZ	21700	1519	3472	1445	0	0	0	0	0	0	0	0	0	0	0	0	28136
3	ANEES K	77500	5425	6518	7648	0	0	0	0	0	0	0	0	0	0	0	0	97091
4	ASHA K CHANDRAN	29200	2044	4672	3852	0	0	0	0	0	0	0	0	0	0	0	0	39768
5	BEENA C K	58600	4102	9376	3852	0	0	0	0	0	0	0	0	0	0	0	0	75930
6	BIJU CN	98200	6874	7104	7648	0	0	0	0	0	0	0	0	0	0	0	0	119826
7	BINOY V S	32000	2240	5120	3852	0	0	0	0	0	0	0	0	0	0	0	0	43212
8	CHANDRAVALLY PK	56900	3983	9104	3852	0	0	0	0	0	0	0	0	0	0	0	0	73839
9	DINESH R	182700	12789	13904	7648	0	0	0	0	0	0	0	0	0	0	0	0	217041
10	HAMZA SRAMBIKKAL	105900	7413	16944	7704	0	0	0	0	0	0	0	0	0	0	0	0	137961
11	ISHWARA BHAT A	182700	12789	13904	7648	0	0	0	0	0	0	0	0	0	0	0	0	217041
12	JACOB T K	193800	13566	14946	7648	0	0	0	0	0	0	0	0	0	0	0	0	229960
13	JAYAPRAKASH PT	24500	1715	3920	1445	0	0	0	0	0	0	0	0	0	0	0	0	31580
14	JAYARAJAN K	76200	5334	12192	7704	0	0	0	0	0	0	0	0	0	0	0	0	101430
15	JAYASHREE E	153000	10710	11640	7648	0	0	0	0	0	0	0	0	0	0	0	0	182998

SL NO	STAFF	BP	DA	HRA	TA	AA	PP	AI	NPA	HCA	RLA	DP	CCA	CVA	HRAS	SA	WA	TOTAL
																		107777
16	JEEVALATHA ARJUNAN	87300	6111	6718	7648	0	0	0	0	0	0	0	0	0	0	0	0	85032
17	JEGADEESAN K G	66000	4620	10560	3852	0	0	0	0	0	0	0	0	0	0	0	0	223612
18	JOHN ZACHARIAH T	188200	13174	14590	7648	0	0	0	0	0	0	0	0	0	0	0	0	229938
19	JOHNSON GEORGE K	193800	13566	14924	7648	0	0	0	0	0	0	0	0	0	0	0	0	43212
20	KAMALAM CM	32000	2240	5120	3852	0	0	0	0	0	0	0	0	0	0	0	0	223258
21	KANDIANNAN K	188200	13174	14236	7648	0	0	0	0	0	0	0	0	0	0	0	0	39153
22	KARTHIKA N	28700	2009	4592	3852	0	0	0	0	0	0	0	0	0	0	0	0	73839
23	KRISHNADAS K	56900	3983	9104	3852	0	0	0	0	0	0	0	0	0	0	0	0	217041
24	KRISHNAMURTHY K S	182700	12789	13904	7648	0	0	0	0	0	0	0	0	0	0	0	0	229938
25	LEELA N K	193800	13566	14924	7648	0	0	0	0	0	0	0	0	0	0	0	0	113864
26	LIJO THOMAS	92600	6482	7134	7648	0	0	0	0	0	0	0	0	0	0	0	0	73132
27	MUHAMMED NISSAR VA	61200	4284	0	7648	0	0	0	0	0	0	0	0	0	0	0	0	89952
28	NATARAJ K	70000	4900	11200	3852	0	0	0	0	0	0	0	0	0	0	0	0	243040
29	NIRMAL BABU K	205600	14392	15400	7648	0	0	0	0	0	0	0	0	0	0	0	0	49362
30	PRAKASH P	37000	2590	5920	3852	0	0	0	0	0	0	0	0	0	0	0	0	64122
31	PRASANNA KUMAR KB	49000	3430	7840	3852	0	0	0	0	0	0	0	0	0	0	0	0	82410
32	PRASANNAKUMARI N	67000	4690	10720	0	0	0	0	0	0	0	0	0	0	0	0	0	182998
33	PRASATH D	153000	10710	11640	7648	0	0	0	0	0	0	0	0	0	0	0	0	107777
34	PRAVEENA R	87300	6111	6718	7648	0	0	0	0	0	0	0	0	0	0	0	0	48624
35	PURUSHU MK	36400	2548	5824	3852	0	0	0	0	0	0	0	0	0	0	0	0	117867
36	RADHA E	83300	5831	13328	15408	0	0	0	0	0	0	0	0	0	0	0	0	28136
37	RAHUL P K	21700	1519	3472	1445	0	0	0	0	0	0	0	0	0	0	0	0	223668
38	RAJEEV P	188200	13174	14646	7648	0	0	0	0	0	0	0	0	0	0	0	0	44811
39	RAJEEV P	33300	2331	5328	3852	0	0	0	0	0	0	0	0	0	0	0	0	223594
40	RAMAKRISHNAN NAIR R	188200	13174	14572	7648	0	0	0	0	0	0	0	0	0	0	0	0	134148
41	RAMESH KUMAR MUNDAPPURATHE	102800	7196	16448	7704	0	0	0	0	0	0	0	0	0	0	0	0	64122
42	RAVEENDRAN MK	49000	3430	7840	3852	0	0	0	0	0	0	0	0	0	0	0	0	31580
43	REBEENA N	24500	1715	3920	1445	0	0	0	0	0	0	0	0	0	0	0	0	229960
44	REMA J	193800	13566	14946	7648	0	0	0	0	0	0	0	0	0	0	0	0	

SL NO	STAFF	BP	DA	HRA	TA	AA	PP	AI	NPA	HCA	RLA	DP	CCA	CVA	HRAS	SA	WA	TOTAL
45	SAJI K V	172200	12054	13104	7648	0	0	0	0	0	0	0	0	0	0	0	0	205006
46	SALI P V	74300	5201	11888	3852	0	0	0	0	0	0	0	0	0	0	0	0	95241
47	SANTHOSH J EAPEN	193800	13566	14924	7648	0	0	0	0	0	0	0	0	0	0	0	0	229938
48	SARATHAMBAL C	82200	5754	6336	7648	0	0	0	0	0	0	0	0	0	0	0	0	101938
49	SAYED MOHAMMED VV	44900	3143	7184	3852	0	0	0	0	0	0	0	0	0	0	0	0	59079
50	SEEMA M	31400	2198	5024	3852	0	0	0	0	0	0	0	0	0	0	0	0	42474
51	SELLAPERUMAL C	82300	5761	5792	7648	0	0	0	0	0	0	0	0	0	0	0	0	101501
52	SENTHIL KUMAR C M	139400	9758	9848	0	0	0	0	0	0	0	0	0	0	0	0	0	159006
53	SHARON ARAVIND	73000	5110	5598	7648	0	0	0	0	0	0	0	0	0	0	0	0	91356
54	SHEEJA T E	153000	10710	11640	7648	0	0	0	0	0	0	0	0	0	0	0	0	182998
55	SHIVAKUMAR M S	61200	4284	5274	7648	0	0	0	0	0	0	0	0	0	0	0	0	78406
56	SIVADAS O G	33000	2310	5280	3852	0	0	0	0	0	0	0	0	0	0	0	0	44442
57	SIVARANJANI R	63000	4410	4860	7648	0	0	0	0	0	0	0	0	0	0	0	0	79918
58	SRINIVASAN V	162300	11361	12350	7648	0	0	0	0	0	0	0	0	0	0	0	0	193659
59	SUBRAMANIAN R N	60400	4228	9664	3852	0	0	0	0	0	0	0	0	0	0	0	0	78144
60	SUDHAKARAN A	60400	4228	9664	3852	0	0	0	0	0	0	0	0	0	0	0	0	78144
61	SUNDARAN P	49000	3430	7840	3852	0	0	0	0	0	0	0	0	0	0	0	0	64122
62	SUNIL V C	49000	3430	7840	3852	0	0	0	0	0	0	0	0	0	0	0	0	64122
63	SUSEELA BHAI R	182700	12789	13904	7648	0	0	0	0	0	0	0	0	0	0	0	0	217041
64	THANKAMANI C K	188200	13174	14236	7648	0	0	0	0	0	0	0	0	0	0	0	0	223258
65	TOPALLE DURGA SURYA PRAKASH	73200	5124	11712	7704	0	0	0	0	0	0	0	0	0	0	0	0	97740
66	UMA DEVI P	66800	4676	5162	7648	0	0	0	0	0	0	0	0	0	0	0	0	84286
67	VIJESH KUMAR I P	29200	2044	4672	3852	0	0	0	0	0	0	0	0	0	0	0	0	39768
	TOTAL	6446100	451227	627336	392984	0	7917647											

.....End Of Report.....

SL NO	STAFF	BP	DA	HRA	TA	AA	PP	AI	NPA	HCA	RLA	DP	CCA	CVA	HRAS	SA	WA	TOTAL
18	REJINA P GOVIND	25200	1764	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26964
19	SADASIVAN T R	42800	2996	3424	1926	0	0	0	0	0	0	0	0	0	0	0	0	51146
20	SHANMUGAVEL S	138300	9681	11064	3852	0	0	0	27660	0	0	0	0	0	0	0	0	190557
21	SUJEESH E S	59500	4165	0	3852	0	0	0	0	0	0	0	0	0	0	0	0	67517
	TOTAL	1297100	90797	73725	48122	0	0	468	27660	0	1537872							

.....End Of Report.....

SL NO	STAFF	BP	DA	HRA	TA	AA	PP	AI	NPA	HCA	RLA	DP	CCA	CVA	HRAS	SA	WA	TOTAL
18	SHESHAPPA B.M	39800	2786	3184	1926	0	0	0	0	0	0	0	0	0	0	0	0	47696
	TOTAL	994100	69587	20809	46056	0	0	0	0	5400	0	1135952						

.....End Of Report.....

Template for providing Sub-head wise BE 2018-19 (Unified Budget)

Name of the Institute: ICAR-IISR KOZHIKODE

Name of the Division : Horticulture

(Rs. In lakhs)

S. No.	Head	Other than NEH & TSP	NEH	TSP	Grand Total
Grants for creation of Capital Assets (CAPITAL)					
1	Works				
	A. Land				0.00
	B. Building				
	i. Office building	55.00			55.00
	ii. Residential building				0.00
	iii. Minor Works				0.00
2	Equipments	115.00			115.00
3	Information Technology	2.00			2.00
4	Library Books and Journals	10.00			10.00
5	Vehicles & Vessels	7.00			7.00
6	Livestock				0.00
7	Furniture & fixtures	5.00			5.00
8	Others				0.00
	Total – CAPITAL (Grants for creation of Capital Assets)	194.00	0.00	0.00	194.00
Grants in Aid - Salaries (REVENUE)					
1	Establishment Expenses				
	Salaries				
	i. Establishment Charges	1208.00			1208.00
	ii. Wages				0.00
	iii. Overtime Allowance				0.00
	Total – Establishment Expenses (Grant in Aid - Salaries)	1208.00	0.00	0.00	1208.00
Grants in Aid - General (REVENUE)					
1	Pension & Other Retirement Benefits	132.00			132.00
2	Traveling Allowance				
	A. Domestic TA / Transfer TA	30.00			30.00
	B. Foreign TA				0.00
	Total – Traveling Allowance	30.00	0.00	0.00	30.00
3	Research & Operational Expenses				
	A. Research Expenses	125.00			125.00
	B. Operational Expenses	230.00	3.00	6.48	239.48
	Total - Research & Operational Expenses	355.00	3.00	6.48	364.48
4	Administrative Expenses				
	A. Infrastructure	60.00			60.00
	B. Communication	10.00			10.00
	C. Repairs & Maintenance				
	i. Equipments, Vehicles & Others	10.00			10.00
	ii. Office building	20.00			20.00
	iii. Residential building	5.00			5.00
	iv. Minor Works	20.00			20.00
	D. Others (excluding TA)	7.00			7.00
	Total - Administrative Expenses	132.00	0.00	0.00	132.00
5	Miscellaneous Expenses				
	A. HRD	2.00			2.00

Name of the Institute: ICAR-IISR KOZHIKODE

Name of the Division : Horticulture

(Rs. In lakhs)

S. No.	Head	Other than NEH & TSP	NEH	TSP	Grand Total
	B. Other Items (Fellowships, Scholarships etc.)				0.00
	C. Publicity & Exhibitions	2.00			2.00
	D. Guest House – Maintenance	2.00			2.00
	E. Other Miscellaneous	50.00			50.00
	Total - Miscellaneous Expenses	56.00	0.00	0.00	56.00
	Total Grants in Aid - General	705.00	3.00	6.48	714.48
	Total Revenue (Grants in Aid - Salaries + Grants in Aid - General)	1913.00	3.00	6.48	1922.48
	Grand Total (Capital + Revenue)	2107.00	3.00	6.48	2116.48

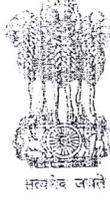
Release made to centres till 23.07.2018				
REGULAR	SALARY	RC	COOPTING	RC
Pampadumpara (KAU)	700000	50000	Ambalavayal (KAU)-Other than NEH	50000
Panniyur (KAU)	1200000	150000	Pechiparai (TNAU)Other than NEH	50000
Mudigere (UAHS)	1200000	50000	Gangtok (ICRI)-NEH	80000
Sirsi (UHS)	1900000	100000	Sakleshpur (ICRI) Other than NEH	80000
Yercaud (TNAU)	1000000	50000	Myladumpara (ICRI) Other than NEH	80000
Coimbatore (TNAU)	1300000	375000	ICAR R C NEHR, Barapani-NEH	325829
Chintapalli (Dr YSRHU)-TSP	500000	50000	ICAR R C NEHR, Mizoram-NEH	50000
Kamarpally (SKLTSHU)-1 vacant	800000	50000	ICAR R C NEHR, Gangtok-NEH	450000
Guntur (Dr YSRHU)	1500000	300000	Nagaland (Nagaland AU)	90000
Solan (YSPUHF)	550000	181191	Kahikuchi (AAU)	50000
Pottangi (OUAT)*-TSP	600000	517000	Pasighat (CAU)-NEH	99689
Jobner (SKNAU)	4967000	150000	Total	1405518
Jagudan (SDAU)	1800000	100000	VOLUNTARY	
Hisar (HAU)	1900000	100000	Pantnagar (GBPUAT)	80000
Dholi (RAU)	0	400000	Kanke (BIRSAAU)	50000
Kumarganj (NDUAT)	1700000	300000	Kalyani (BCKVV)	250455
Pundibari (UBKVV)	1100000	295642	Kota	197923
Dapoli (KKV)	1600000	100000	Navasari (NAU)	80000
Raigarh (IGKVV)-TSP	1700000	512793	Jabalpur (JNKV)	50000
Total	26017000	3831626	Mandor	80000
			Sanand	200000
			Total	988378
			PROJECT MODE & WORKSHOP	
			Thrissur-KAU	199478
			UHSB Bengaluru	
			Total	199478

Grant Total	32442000
Salary	26017000
RC	6425000



सूचना
का अधिकार

TELEGRAMS : DSIR/DELHI
स्थान/TELE : 2656229 26567373
(EPBAX) : 26565894 26562133
26565887 26562144
26562134 26562122
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सत्यमेव जयते

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110 016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road,
New Delhi - 110 016



No. TU/V/RG-CDE(338)/2016

Dated : 27th September, 2016

To

The Director
ICAR-Indian Institute of Spices Research
P-B-No- 1701; Marikunnu P-O
Kozhikode - 673 012
Kerala

Subject: Renewal of Registration of Public Funded Research Institutions or a University or an Indian Institute of Technology or Indian Institute of Science, Bangalore or a Regional Engg. College, other than a Hospital*, for the purposes of availing Customs/Central Excise duty exemption in terms of Govt. Notification No. 51/96-Customs dated 23.07.1996 and Central Excise Duty Exemption in terms of Govt. Notification No. 10/97-Central Excise dated 01.03.1997 as amended from time to time.

With Reference: Your application dated 3rd August, 2016 on the above subject, this is the certificate of registration

CERTIFICATE OF REGISTRATION

This is to certify that ICAR-Indian Institute of Spices Research, Kozhikode is registered with the Department of Scientific and Industrial Research (DSIR) for purposes of availing customs duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 and Central Excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997 as amended from time to time. The Registration is subject to terms and conditions mentioned overleaf.

This Registration is valid upto 31.08.2021 .

Please acknowledge the receipt.

TRUE COPY

सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer
भारतीय मसाला फसल अनुसंधान संस्थान
Indian Institute of Spices Research
मेरिकुनु पी. ओ. Marikunnu P.O.
पिनकोड Kozhikode, पिन PIN - 673 012
केरल Kerala, भारत India

Yours faithfully,

Kamini Mishra
(K. Mishra)
Scientist - 'F' / Director

* Certificate of registration is not valid for activities falling within the definition of "hospital" as per notification no. 51/96 - Customs dated 23-07-1996 and No. 10/97 - Central Excise dated 01-03-1997 issued by the Department of Revenue. The institutions are cautioned to go through the notifications before availing duty exemptions under these