

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD-671 124.

No.F.4(218)A/20 14-Estt

dated 02.08.2023

PROCEEDINGS OF THE ANNUAL ADMINISTRATIVE MEETING OF THE INSTITUTE HELD ON 14.07.2023 AT CPCRI, KASARAGOD.

The Annual Administrative Meeting in connection with the 51st Institute Research Committee Meeting was held at 3.00 PM on 14.07.2023 in the PJ hall, CPCRI, Kasaragod under the Chairmanship of Dr. K. Balachandra Hebbar, Director, ICAR-CPCRI, Kasaragod. The following members were present in the meeting.

01. Dr B. Augustine Jerard, PC(Palms),CPCRI,Kasaragod
02. Dr Ravi Bhat, AHD (Crop Production), CPCRI,Kasaragod
03. Dr Vinayaka Hegde(Crop Protection), CPCRI,Kasaragod
04. Dr K. Muralidharan, AHD(Social Science) , CPCRI,Kasaragod
05. Dr V. Niral, AHD Crop Improvement) , CPCRI,Kasaragod
06. Dr MR Manikandan, AHD(PB&PHT) , CPCRI,Kasaragod
07. Dr C. Thamban, Pr. Scientist, CPCRI,Kasaragod
08. Dr K. Samsudeen, Pr. Scientist, CPCRI,Kasaragod
09. Dr K.P.Chandran, Pr.Scientist CPCRI,Kasaragod
10. Dr. TS Manojkumar, Head,KVK, Kasaragod.
11. Dr P. Anitha Kumari, Acting Head, CPCRI, RS, Kayamkulam
12. Dr. P. Muralidharan, Head,KVK,Alappuzha
13. Dr. S. Elain Apshara Acting Head, CPCRI, RS, Vittal
14. Dr.MK Rajesh, Principal Scientist, CPCRI,Vittal
15. Dr. Arun Kumar Sit, SIC, CPCRI (RC), Mohitnagar,
16. Dr Alpana Das, SIC, CPCRI (RC), Kahikuchi
17. Dr Diwakar Y, SIC, CPCRI (RC), Kidu
18. Shri Ram Avtar Parashar,CF &AO and CAO/c,CPCRI, Kasaragod
19. Shri P. Krishnakumar, Administrative Officer,CPCRI,Kasaragod
20. Shri M. Ravindran, Asst. Administrative Officer,CPCRI,Kasaragod
21. Shri A Neil Vincer, Asst. Administrative Officer,CPCRI,Kasaragod

Shri. P. Krishna Kumar, Administrative Officer welcomed the Director and all the Heads of Regional Station/Division, Head of Krishi Vigyan Kendra of Kasaragod and Alappuzha, Scientist in-charge of Research Centres and all the Officers of Administration and Finance present in the meeting.

Dr. K. Balachandra Hebbar, Director at the outset warmly congratulated Dr. Vinayaka Hegde, Dr. P. Subramanian, Dr. Murali Gopal, Dr. (Mrs.) V. Niral and Dr. MK Rajesh for being appointed as the Head of Division (Crop Protection, Crop Production, PB & PHT, Crop Improvement and Head of Station, CPCRI Regional Station, Vittal, respectively. He observed that Annual Administrative meeting was not being held for past few years owing to COVID pandemic and emphasized the significance of holding such meeting for the overall development of the Institute.

AGENDA ITEMS FOR THE ADMINISTRATIVE MEETING TO BE HELD ON 14.07.2023 AT 02.30 PM AT ICAR-CPCRI, KASRAGOD

Sl. No.	Agenda	Decision taken
I	CPCRI Headquarters	
01	<u>Remodeling and providing centralized AC in Administrative wing</u> The remodeling and providing centralized AC to the administrative wing was being contemplated for past few years but was not materialized for want funds. It is requested that the work may please be executed this year.	Initially all the unused ACs available in various sections/Divisions shall be identified and re- issued to Administration. Subsequently, new ACs can be purchased based on the actual requirement. Action: AAO (Stores & AAO (Estate)
II	CPCRI Regional Station, Kayamkulam	
01	<u>Repairs of Guest House</u> The Guest House of this RS is as old as the Regional Station. The major repair & maintenance work done to this Guest House was almost 10 to years back. Many issues including leakage etc are coming up. Hence additional allocation may be made to RS Kayamkulam to take up this work.	Some more funds are expected from Council. We may wait until then. In case the same is not received, we shall take it up in the Revised Estimate stage. Action: CF &AO/AAO.CPCRI,RS, Kayamkulam
02	<u>Repairs of quarters</u> The sewage system of many residential quarters are in a very bad shape, making the surroundings very unhygienic This needs to be taken up on priority as health of the children of staff residing in these quarters are badly affected	The present allocation of Rs.4.00 lakhs made for Kayamkulam under R & M – Office Building, Residential Building and Petty works shall be revised and re-allocated exclusively for R & M-Residential Building. Action: CF &AO/AAO.CPCRI,RS, Kayamkulam

Sl. No.	Agenda	Decision taken
03	<p>Repair & Maint of Office Building at Kayamkulam</p> <p>The asbestos sheet available in the rooftop was placed perhaps more than two decades back. Now, the sheets have developed cracks and during rainy season water seeps into the rooms and drenches the walls through the power supply wires are provided. Replacing the asbestos sheets of rooftop of Main Building of CPCRI Kayamkulam</p>	<p>Some more funds are expected from Council. We may wait until then. In case the same is not received, we shall take it up in the Revised Estimate stage.</p> <p>Action: CF &AO/AAO.CPCRI,RS, Kayamkulam</p>
04	<p><u>Incurring expenditure on Security</u></p> <p>The expenditure of security charges is individually managed by CPCRI, RS, Kayamkulam. It is requested that security charges of one security guard per year, may be approved to be incurred from KVK, Alappuzha.</p>	<p>It was decided to explore the possibility of meeting the expenditure on one or two security guards from RFS.</p> <p>Action: Acting Head/AAO.CPCRI,RS, Kayamkulam</p>
05	<p><u>Transferring back of Agrostology to CPCRI Regional Station Kayamkulam.</u></p> <p>The entire Agrostology unit with land, animals, utensils, equipments etc was transferred to KVK, Alappuzha as per orders of the SOC meeting of Hqrs. Subsequently KVK sold the animals and the Agrostology activities are not being done. Hence, it is requested that the Agrostology unit may be handed over back to the RS, Kayamkulam for taking op demonstration including fodder crop museum.</p>	<p>The proposal was approved. The handing over may be done duly observing the codal formalities.</p> <p>Action: Actg Head, CPCRI RS,Kayamkulam/Head, KVK, Alappuzha</p>
06	<p><u>Specific area allotment for KVK</u></p> <p>Demarcation of separate area for KVK, Alappuzha inside the premises of CPCRI Regional Station, Kayamkulam</p>	<p>The issue was discussed and agreed upon that separate area need not be demarcated.</p>
III	KVK Alappuzha	
1	Opening of separate bank account for schemes/projects from Min of A &FW	<p>Shall be opened at CPCRI,Kasaragod</p> <p>Action: CF &AO/AAO (A/cs), Kayamkulam</p>
2	Filling up of Technical and Administrative vacancies in KVK	<p>The Council has been notified the vacancies as and when required and also whenever the vacancy details are called for by the Council. Necessary action to circulate the vacancies (Technical/Admn) shall be made in consultation with the Council/ATARI.</p> <p>Action: AAO (Estt)</p>

Sl. No.	Agenda	Decision taken
IV	KVK, Kasaragod	
1	Opening of separate bank account for KVK	No separate bank account is permissible
2	Sorting out the difference in KVK account with ATARI Accounts and need to settle the accounts as the UC for KVK Kasaragod for the year 2022-23 is kept pending at ATARI.	This shall be done on mission mode. For this, the service of a contractual staff to Accounts Section shall be provided by the Head, KVK, Kasaragod Action: CF &AO
3	<u>Filling up of vacant Technical posts</u> The vacant posts of Computer programmer, Driver (Tractor), Stenographer, and SSS in KVK Kasaragod may be circulated for inter institutional transfer and thereafter for open recruitment in consultation with ATARI Bengaluru.	The Council has been notified the vacancies as and when required and also whenever the vacancy details are called for by the Council. Necessary action to circulate the vacancies (Technical/Admn) shall be made in consultation with the Council/ATARI. Action: AAO (Estt)
	Labour for housekeeping and farm maintenance to be provided from CPCRI	These services may be availed by utilizing the funds from the RFS Contingency of KVK. Action: Head, KVK
V	CPCRI Research Centre, Mohitnagar	
1	<u>Enhancing the limit of purchase of medicines</u> Presently the limit of purchasing medicine is Rs.5000/- . However, with the price hike, this amount is not sufficient to purchase regular medicines. Hence, it is proposed to enhance the limit to Rs.10000 per month	Procurement of medicine for Rs.5,000/- per month will be revised to Rs,5,000/- in each case. Action: AAO(Estt)
2	Purchase of a new computer for the use at CPCRI Research Centre, Mohitnagar	May be procured utilizing the funds allocated under NEH under Capital for the 2023-24. The Scientist in-charge, CPCRI Research Centre Mohitnagar may give a proposal giving justification for the same to the Scientist in-charge, Research Centre, Kahikuchi. Action: SIC, Mohitnagar
	CPCRI Research Centre, Kidu	
a	Requirement of CCTV at CPCRI Research Centre, Kidu	May be purchased under RFS duly observing codal formalities Action: SIC, Kidu
b	In view of paucity of funds under Research Expenses at CPCRI Research Centre, Kidu Climbing and Harvesting of coconut needs to be done at CPCRI, Kidu	It was decided that the climbing and harvesting charges of coconut shall be met out of the RFS. Action: SIC, Kidu

Sl. No.	Agenda	Decision taken														
VI	CPCRI Research Centre, Kahikuchi															
1	<p><u>Purchase of equipments as per EFC.</u> A total of Rs.1.00 Cr has been allocated under NEH- Capital for the current financial year. The proposals are yet to be received for processing.</p>	<p>The following arrangement was ordered. The specification for the below items shall be given by the Officials as indicated against each</p> <table border="1"> <thead> <tr> <th colspan="2">EQUIPMENTS</th> </tr> </thead> <tbody> <tr> <td>Microscope with image capturing & other accessories</td> <td>Dr. Vinayaka Hegde</td> </tr> <tr> <td>Laminar air flow chamber</td> <td>Dr. Vinayaka Hegde</td> </tr> <tr> <td>Refrigerated centrifuge</td> <td>Dr. SV Ramesh</td> </tr> <tr> <td>UV Visible spectro photometer</td> <td>Dr. SV Ramesh</td> </tr> <tr> <td>Millipore Water Purification system</td> <td>Dr. MK Rajesh</td> </tr> <tr> <td>Atomic Absorption Spectrophotometer</td> <td>Dr Selvamani</td> </tr> </tbody> </table> <p style="text-align: right;">Action: A AO I/c, CPCRI, Kahikuchi</p>	EQUIPMENTS		Microscope with image capturing & other accessories	Dr. Vinayaka Hegde	Laminar air flow chamber	Dr. Vinayaka Hegde	Refrigerated centrifuge	Dr. SV Ramesh	UV Visible spectro photometer	Dr. SV Ramesh	Millipore Water Purification system	Dr. MK Rajesh	Atomic Absorption Spectrophotometer	Dr Selvamani
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2	<p><u>Extension of farm outsourcing contract</u> The existing contract was extended upto May 2023. Thereafter these works are proposed to be taken up under GFR 155 as the the quotation for farm contract has been uploaded in GeM and may take some time to be finalized.</p>	<p>It was decided by the Director, CPCRI with the concurrence of the CF & AO that the same contract which was available upto May 2023 may be extended for a further period (i.e. upto August 2023)</p> <p style="text-align: right;">Action: AAO I/c, CPCRI, Kahikuchi</p>														
	<u>Any other item with the approval of the Director</u>															
	01. PC (Palms) has requested for administrative staff and SSS till the AGM of the AICRP (Palms)	<p>Mrs. K. Narayani, PPS shall work full time in PC (Palms) till the completion of AGM. HoD (Crops Protection) shall spare the services of Shri KG Sueshababu, SSS (half-time or as and when required) till the AGM is over.</p> <p style="text-align: right;">Action: Sic (PME)/HD (Crop Protection)</p>														
	02. Replacement required for Dr. Murali Gopal, who has been promoted as the HoD (PB & PHT)	<p>Dr. Ravi Bhat has been nominated as the Scientist in-charge (PME)</p> <p style="text-align: right;">Action: AAO(Estt)</p>														

After discussion of all the agenda items, the Chief Finance & Accounts Officer informed the house that CPCRI has been submitting consolidated Annual Accounts from 2010-11 onwards. The Council also instructed that though the Annual Account of the Institute is required to be consolidated, the GPF accounts should not be consolidated and are required to be submitted individually and got finalized and validated. Since then, this Institute has been facing considerable difficulties in consolidating and finalizing the Annual Accounts as we are

maintaining separate accounts for Hqrs and two Regional Stations and consolidating it at the year end. Separately maintaining accounts viz various, registers of accounts, broadsheets, ledgers, outstanding advances, u-remittances, outstanding advances, asset registers, scheme registers and related documents identifying the previous year figures of each accounting units etc have made the finalization of accounts at the year-end all the more cumbersome. Further the non availability of Administrative Officers and Accounts Officer at our Regional Stations is also causing issues for proper maintenance of accounts at Regional Stations. Considering the manpower and other favourable aspects relating Single Accounting, it is felt that the existing practice needs to be replaced with maintenance of Single Accounts.

Subsequently, he informed the house that with the approval of the Director, CPCRI the unification of accounts of CPCRI, Kasaragod shall be made operational with effect from 1st August 2023. He further informed that all the payments (Institute, KVK and ad-hoc schemes shall henceforth be made from CPCRI, Kasaragod only. Detailed instructions and modalities shall be issued in this regard shortly by him.

The meeting ended at 05.30 PM with Vote of Thanks by AAO (Accounts)

Approved for issue by the Director



Chief Administrative Officer I/c

Distribution to:

1. The PC (Palms)/ All HDs, CPCRI, Kasaragod.
2. The Head, CPCRI, Regional Station, Vittal
3. The Acting Head, CPCRI, Regional Station, Kayamkulam
4. The Head, KVK, Kasaragod/ Alappuzha
5. The Scientist-in-charge, Research Centre, Mohitnagar/Kahikuchi/Kidu
6. The Scientist-in-charge, PME, CPCRI, Kasaragod
7. The Chief Finance and Accounts Officer, CPCRI, Kasaragod.
8. The Administrative Officer, CPCRI, Kasaragod
9. The Drawing & Disbursing Officer, CPCRI, Kasaragod
10. The AAO (Estt. /E &M/P&M/Accounts), CPCRI, Kasaragod.
11. PS to Director, CPCRI, Kasaragod.
12. RTI&APAR Cell/Hindi Cell/ AKMU/Library
13. Shri.G.S.Hareesh, Administrator (e-office), CPCRI, Kasaragod for information.