

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA

**PROCEEDINGS OF THE MEETING OF THE HEADS OF DIVISION CPCRI, KASARAGOD HELD ON 14.08.2018
AT 10.00 AM IN THE DIRECTOR'S CHAMBER, CPCRI, KASARAGOD.**

The meeting of the Heads of Division was held on 14.08.2018 at 10.00 am in the Director's Chamber under the chairmanship of Dr. P. Chowdappa, Director, CPCRI, Kasaragod. The following were present in the meeting:

01	Dr Ravi Bhat	Head of Division (Crop Production)
02	Dr V Hegde	Head of Division (Crop Protection)
03	Dr KB Hebbar	Acting Head of Division (PB & PHT)
04	Dr Anitha Karun	Acting Head of Division (Crop Improvement)
05	Dr HP Maheswarappa	Acting PC (Palms)
06	Dr K Muralidharan	Acting Head of Division (Social Science)
07	Sri Ram Avatar Parashar	Sr. Fin. & Accts. Officer
08	Sri TE Janardhanan	Administrative Officer

Director welcomed all the members. The following items were discussed and decisions taken as detailed below:

As per Council's Lr. No. Fin. 6(123)/2018-Budget dated 06.08.2018, every Institute is required to utilize 50% of their budget as on 30th September, 2018 failing which automatic cut in the budget will be made by the Council at the RE stage. Accordingly, the budget utilization as on date of this Institute has been reviewed and it is observed that budget utilization as on date is only 19% as against the target of 50%. Accordingly, the following decisions were taken.

01 Requisition of funds if any received from Kendriya Vidyalaya may be processed and amount released.

(Action: AAO (Estt. I))

02 The expenditure under Research Contingencies are very less, and only a few proposals for procurement of chemicals and glasswares are pending at Stores Section. The rate contract for chemicals and glass wares has already been finalized. Heads of Division shall convene a division meeting immediately, and consolidate the requirement of chemicals and glasswares of each division, and ensure that purchase proposals for procurement of chemicals and glasswares are submitted to office on or before 16.08.2018(AN). The stores section will process it immediately, and ensure that bills are received and expenditure booked before 30th September, 2018.

(Action: All HDs/AAO (Stores))

03 The expenditure booked under Repair and Maintenance of office building and residential building is very less. As per Council's Lr. No. F. 3(14)2007/EC dated 26.06.2018 the directors of Institute are empowered to carry out the repair and maintenance work either departmentally or through any outside agency costing upto Rs. 30.00 lakhs without sending the proposals for technical vetting from Director (Works) ICAR, in case in-house engineering expertise is available

with the institute. We have already sent some of the proposals under R&M to the SMD for administrative approval and expenditure sanction, after vetting by the Director (Works), and AA & ES is yet to be received from the SMD. However, in the light of the directions contained in the letter dated 26.06.2018, it is decided that the proposals already sent to Council, wherein the estimated cost of the works is less than Rs. 30.00 lakhs, the same may be processed at Institute level with the concurrence of Internal finance and the position intimated to Council. In some cases, where the Council has sought certain clarifications, such proposals need not be processed at Institute level, and Council's sanction may be awaited.

(Action: AAO (Estate))

04 The estimate for re-carpeting the road with concrete at Chandragiri Guest House may be explored and estimate from the CPWD obtained and submitted to Office for processing. The possibility of re-carpeting the road with concrete from Hill Block main gate to Kendriya Vidyalaya may be explored.

(Action: Dr Ravi Bhat, Head of Division (Crop Production)/TO (CEA)/AAO (Estate))

05 The Officer incharge (farm) and Officer i/c (Maintenance) shall ensure that all bills pertaining to farm operations and R& M of office and residential buildings for the period upto August, 2018 shall be preferred by the concerned contractors, and AAO (Estate) shall ensure that expenditure is booked on or before 30th September, 2017.

(Action: Dr Ravi Bhat, HD(Crop Production)/AAO (Estate))

06 Dr K Muralidharan, Acting Head of Division(Social Science) shall submit proposals for printing of extension folders, exhibition posters of different languages and proposals for making of videos to the office immediately.

(Action: Dr K Muralidharan, AHD (Social Science)/AAO (Stores))

The meeting came to a close at 11.30 AM.

Approved
16.08.2018

DIRECTOR

Bhat
Administrative Officer

ICAR-CPCRI, Kasaragod

Endt. No. 4(218)2013-Estt. Dated 16.08.2017

Copy forwarded for information and further necessary action:-

- 01 The Acting Head of Station, CPCRI, RS, Vittal/Kayangulam
- 02 The Scientist incharge, CPCRI, RC, Kahikuchi/Kidu/Mohitnagar
- 03 All HD/AHDs CPCRI, Kasaragod
- 04 The Acting PC (Palms) CPCRI, Kasaragod
- 05 The Officer in-charge (Lib), CPCRI, Kasaragod
- 06 The Scientist in-charge (Farm) CPCRI, Kasaragod
- 07 The Sr. Fin. & Accts. Officer, CPCRI, Kasaragod
- 08 The Asst. Admn. Officer, (Estt. I & II/Bills/Estate/Stores), CPCRI, Kasaragod

Bhat
Administrative Officer