

1.1.1 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: director.spices@icar.gov.in
Website: www.spices.res.in

1.1.2 Head of the Organization:

Dr. R. Dinesh, Director

1.1.3 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. Out 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

1.1.4 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 -Wyanad road (NH 212) in an area of 14.3 ha.

LIST OF PROJECTS

Mega Project I: Characterizing genetic resources to identify core collections and their long-term conservation

Project Leader: Dr M S Shivakumar

1. Gen. XXVIII (813): Conservation and characterization of *Piper* germplasm
Principal Investigator: - Dr. Muhammed Azharudheen T.P
Co-Investigators: -Dr. M.S. Shivakumar, Dr. Honnappa Asangi, Dr. R. Gobu & Dr. Maneesha S.R
2. Gen. XIX (813): Conservation, characterization, evaluation and improvement of *Zingiber* and *Curcuma* sp.
Principal Investigator: - Dr. S. Aarthi,
Co-Investigators: -Dr. R. Gobu, Dr. H. J. Akshitha, Dr. D. Prasath & Dr. N. K. Leela
3. Gen. XXXIII (813): Identification of core collection, characterization and maintenance of cardamom germplasm
Principal Investigator: - Dr. Honnappa Asangi
Co-Investigators: -Dr. S. J. Ankegowda, Dr. H. J. Akshitha, Dr. Mohammed Faisal Peeran, Dr. M. Balaji Rajkumar & Ms Sivaranjani R
4. Gen. XXXVI (813): Genetic resources management in tree spices
Principal Investigator: - Mr. V. A. Muhammed Nissar
Co-Investigators: - Dr. Sharon Aravind, Dr. Honnappa Asangi & Dr. Maneesha S R
5. Gen. XXXVII (813): Conservation of *Vanilla* spp. and their utilization in crop improvement
Principal Investigator: - Dr. S. Aarthi
Co-Investigators: -Dr. Sharon Aravind, Mr. V. A. Muhammed Nissar & Ms. R. Sivaranjani

Mega Project II: Genomics assisted breeding for trait specific varieties in spices

Project Leader: Dr. T. E. Sheeja

1. Gen. XXXI (813): Breeding black pepper for high yield, quality and resistance to stresses.
Principal Investigator: -Dr. M.S. Shiva Kuma
Co-Investigators: - Dr. K.S. Krishnamurthy, Dr. Muhammed Azharudheen T.P. & Mr Mukesh Sankar S

2. Gen. XXXVI (813): Evolving high yielding, biotic and abiotic stress resistant cardamom lines through selection and hybridization.
Principal Investigator: - Dr. H. J. Akshitha
Co-Investigators: - Dr. S. J. Ankegowda, Dr. M. Balaji Rajkumar & Dr. M. S. Shivakumar, Dr. Mohammed Faisal Peeran & Dr. Honappa Asangi
3. Biotech. XIV (813): DNA fingerprinting and barcoding in spices .
Principal Investigator: - Dr. T.E. Sheeja
Co-Investigators: - Mr. Mukesh Sankar S
4. Biotech. XV (813): Identification & characterization of gene editing targets for *Ralstonia* resistance in ginger.
Principal Investigator: - Dr. P. S. Divya
Co-Investigators: - Dr. C.N. Biju
5. ICAR-CIB-III: Genomics-assisted identification of trait-specific markers for major biotic and abiotic stresses and development of core collections of black pepper.
Principal Investigator: - Dr. T. E. Sheeja
Co-Investigators: - Dr. K.S. Krishnamurthy, Dr. A. Jeevalatha, Dr. M.S. Shivakumar, Ms. Sona Charles, Dr. Muhammed Azharudheen T.P, Dr. U.B. Angadi & Dr. Sunil Kumar
6. DUS project
Principal Investigator: - Dr. Sharon Aravind
Co-Investigators: - Dr. R.Gobu, Dr. S. Aarthi, Dr.H. J. Akshitha, Dr. Maneesha S.R. & Dr. Muhammed Azharudheen T.P
7. Biotech. XVI (813): Development of data-driven pipelines and tools for multiple high throughput sequencing data from spices.
Principal Investigator: - Ms Sona Charles
Co-Investigators: - Dr. T. E. Sheeja
8. Gen. XXXVII (813): Rootstock breeding in nutmeg and black pepper for enhanced yield, tolerance to biotic and abiotic stresses.
Principal Investigator: - Dr. Sharon Aravind
Co-Investigators: - Dr. Maneesha S R, Dr. K S Krishnamurthy & Dr. C N Biju
9. Gen. XXXVIII (813): Screening and evaluation of black pepper (*Piper nigrum* L.) genotypes for nutrient use efficiency.
Principal Investigator: - Dr. Maneesha S.R
Co-Investigators: - Dr. M S Shivakumar, Dr. V Srinivasan, Dr. T E Sheeja & Dr. K S Krishnamurthy

Mega Project III: Enhancing input-use efficiency and productivity in spices through smart farming

Project Leader: Dr. V. Srinivasan

1. Phy. X (813): Evaluation of black pepper and cardamom elite lines for yield and quality under moisture stress.
Principal Investigator: - Dr. S.J. Ankegowda
Co-Investigators: - Dr. K.S. Krishnamurthy
2. ICAR-NASF-1: Risk assessment of nanoparticle accumulation in soils: Effects of metal oxide nanoparticles on soil bacterial communities, soil microbial processes and evaluation of phytotoxicity using genomic approaches.
Principal Investigator: - Dr. T. E. Sheeja
Co-Investigators: - Dr. V. Srinivasan & Dr. C. Sarathambal
3. ICAR Mega Seed Project (Agr. XXXVII (813): Production of nucleus planting materials of improved varieties of spice crops.
Principal Investigator: - Dr. K. Kandiannan
Co-Investigators: - Dr. V. Srinivasan, Dr. P. Rajeev, Dr. Sharon Aravind, Dr. Ljio Thomas, Dr. Honnappa Asangi & Dr. H. J. Akshitha
4. AGR. XXXI (813). Development of fertigation schedule for better productivity in black pepper. Principal Investigator: - Dr. C.K. Thankamani
Co-Investigators: - Dr. K. Kandiannan
5. Biochem. X (813): Study on spike abscission: Developing chemically induced method for harvesting black pepper (*Piper nigrum* L.).
Principal Investigator: - Dr. Anees, K
Co-Investigators: - Dr. K.S. Krishnamurthy & Dr. C. N. Biju
6. ICAR-CPPHT-1: Network project on organic farming.
Principal Investigator: - Dr. C.K. Thankamani
Co-Investigators: - Dr. V. Srinivasan, Dr. R. Praveena, Dr. C. Sarathambal, Dr C Sellaperumal , Dr. S. Shanmughavel & Dr. B. Pradeep
7. NICRA-CPPHT 1: NICRA Strategic Component Project: Climate change impact, mitigation and climate resilience studies in black pepper, ginger and turmeric.
Principal Investigator: - Dr K.S. Krishnamurthy
Co-Investigators: - Dr U. Surendran, Dr V. Srinivasan, Dr N.K. Leela, Dr. S.J. Ankegowda and Dr.K Kandiannan

Mega Project IV: Value addition in spices through post-harvest interventions and product diversification

Project leader: Dr. Jayashree E

1. CPPHT X (813) Investigation on bioactive phytochemicals from spices.
Principal Investigator: - Dr. N. K. Leela
Co-Investigators: - Ms. R. Sivaranjani & Ms. Sona Charles
2. Biochem. IX (813): Evaluation of chemo-diversity and microencapsulation of selected spices.
Principal Investigator: - Ms. R. Sivaranjani
Co-Investigators: - Dr. C. N. Biju
3. CPPHT IX (813): Functional product development of spices through value addition and by-product utilization.
Principal Investigator: - Dr. E. Jayashree
Co-Investigators: - Dr. Anees, K, Dr. Alfiya P.V & Dr. B. Dayakar Rao
4. CPPHT X (813) Non-conventional approaches for spice processing, preservation and packaging.
Principal Investigator: - Dr. Alfiya P V
Co-Investigators: - Dr. E Jayasree & Dr. Anees K

Mega Project V: Ensuring food safety in spices through value chain management

Project leader: Dr. Anees K

1. CPPHT VIII (813): Pesticide residue monitoring of major spices.
Principal Investigator: - Dr. Anees K
Co-Investigators: - Dr. N. K. Leela, Dr. C. M. Senthil Kumar , Dr. M. Balaji Rajkumar & Ms. R. Sivaranjani
2. DST-CPPHT-1: Aflatoxin management in spices: Development of novel preventive methods.
Principal Investigator: - Dr. Anees K
Co-Investigators: - Dr. E Jayashree, Dr. C. Sarathambal & Dr. Muhammed Fahim Ansari

Mega Project VI: Bio-intensive management of pests and diseases in spices

Project Leader: Dr. A Ishwara Bhat

1. ICAR-CP 1. ICAR-Consortium research project on borers in network mode.
Principal Investigator: - Dr. C.M. Senthil Kumar
Co-Investigators: - Dr. M. Balaji Rajkumar
2. Integrated management of mealy bug (Pseudococcidae: Hemiptera) infesting black pepper.
Principal Investigator: - Dr. M. Balaji Rajkumar
Co-Investigators: - Dr. C.M. Senthil Kumar
3. KSCSTE-CP-1: Development of a *Metarhizium* sp. based bio-pesticide formulation for the control of shoot borer, *Conogethes punctiferalis* infesting cardamom, ginger and turmeric.
Principal Investigator: - Dr. C. M. Senthil Kumar
Co-Investigators: - Dr. M. Balaji Rajkumar & Dr. R. Praveena
4. Nema. VII (813): Prevalence of lesion nematodes in turmeric growing tracts of India and their economic significance.
Principal Investigator: - Dr. C. Sellaperumal
Co-Investigators: - Dr. B. Manimaran
5. Path. XXVII (813): Development of microbial biostimulants for growth promotion and disease resistance in major spices.
Principal Investigator: - Dr. C. Sarathambal
Co-Investigators: - Dr. A. Jeevalatha & Ms. R. Sivaranjani
6. Path. XXVIII (813): Novel strategies for managing bacterial wilt and soft rot diseases of ginger.
Principal Investigator: - Dr. C. N. Biju
Co-Investigators: - Dr. Mohammed Faizal Peeran & Dr. Divya P. S
7. Path. XXIX (813): Strategic approaches for management of black pepper diseases.
Principal Investigator: - Dr. C. N. Biju
Co-Investigators: - Dr. A. Ishwara Bhat, Dr. A. Jeevalatha, Dr. Mohammed Faisal Peeran, Dr. C. Sellaperumal & Dr. R. Praveena
8. Path. XXX (813): Development and formulation of Plant Beneficial Rhizosphere Microorganisms (PBRMs) for disease antagonism, soil nutrient solubilization and plant growth promotion.
Principal Investigator: - Dr. R. Praveena
Co-Investigators: - Dr. C. Sarathambal

9. Path. XXX1 (813) Development of off and on site detection techniques for major pathogens of spice crops.
Principal Investigator: - Dr. A Jeevalatha
Co-Investigators: - Dr. A. Ishwara Bhat, Dr. C. N. Biju & Dr. Mohammed Faisal Peeran
10. Path XXXII (813): *Bacillus spp.* based formulation for the management of rhizome rot disease in small cardamom.
Principal Investigator: - Dr. Mohammed Faisal Peeran
Co-Investigators: - Dr. C. Sarathambal
11. SERB-CP1: Development of on-site detection kits for viruses and oomycetes infecting black pepper (*Piper nigrum*).
Principal Investigator: - Dr. Mohammed Faisal Peeran
Co-Investigators: - Dr. C. Sarathambal
12. Path XXXII (813): Diversity analysis, survival studies and management of *Pythium spp.* infecting ginger.
Principal Investigator: - Dr. R. Praveena
Co-Investigators: - Dr. C.N.Biju & Dr. A.Jeevalatha
13. Nema. VIII (813): Multimodal approach to manage nematode pests infesting Ginger (*Zingiber officinale* Rosc.)
Principal Investigator: - Dr. Manimaran, B
Co-Investigators: - Dr. C. Sellaperumal & Dr. Gobu

Mega Project VII: Empowering spice stakeholders through skilling, entrepreneurship management and policy inputs.

Project Leader: Dr. P. Rajeev

1. Ext. VI (813). Capacity building and front-line intervention programmes for (spice sector development in NE states and tribal empowerment).
Principal Investigator: - Dr. P. Rajeev
Co-Investigators: - Dr. Lijo Thomas
2. Eco. IV (813): Developing models for enhancing technology and policy impact in spices sector.
Principal Investigator: - Dr. Lijo Thomas
Co-Investigators: - Dr. P. Rajeev & Mr. K Jayarajan
3. TATA Ext I (813): Pan India action research project on the improvement of spice value chains

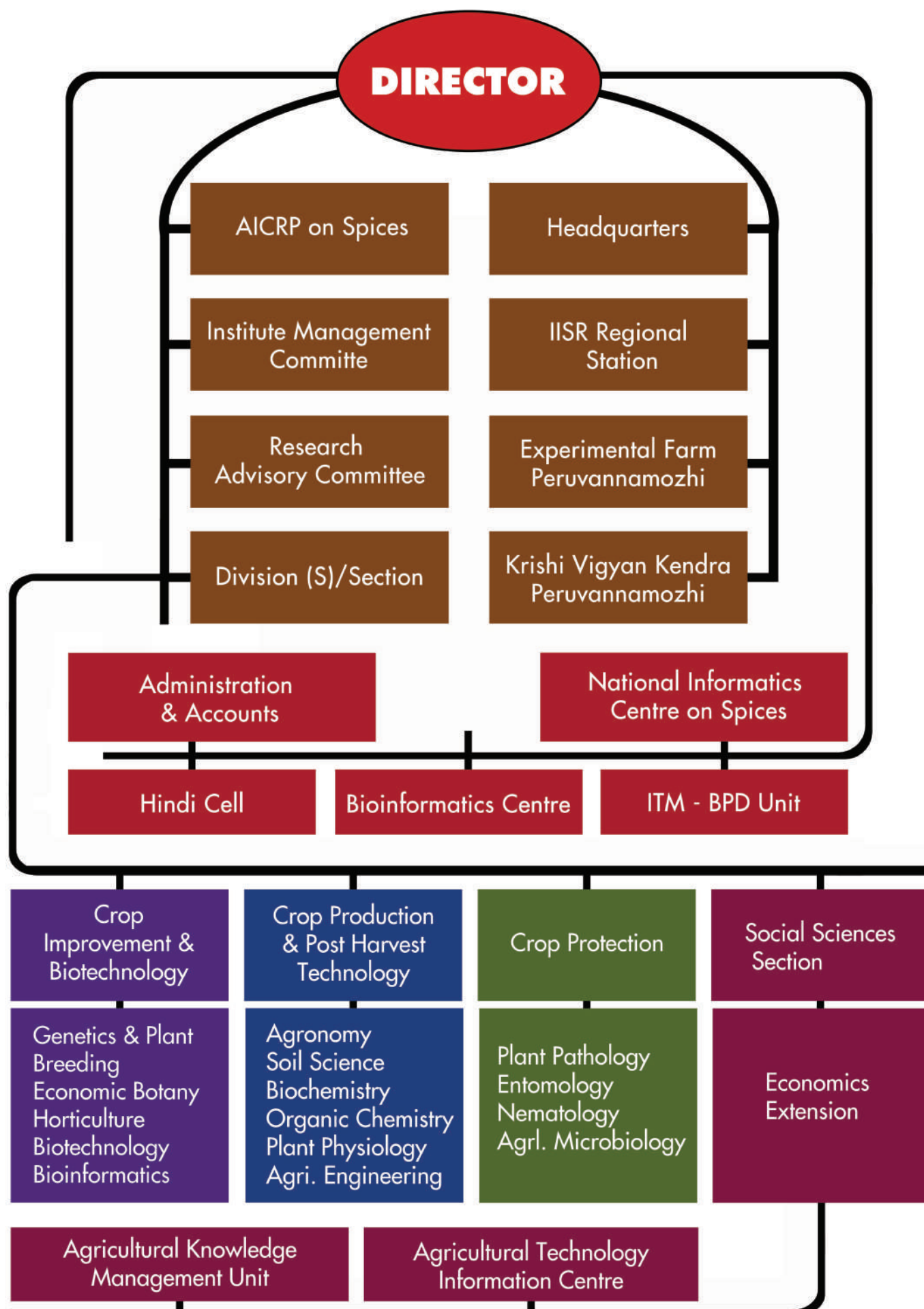
Principal Investigator: - Dr. R Dinesh

Co-Investigators: - Dr Lijo Thomas, Dr. D Prasath, Dr. P Rajeev ,Dr. Sharon Aravind, Dr. Maneesha S R, Mr Muhammed Nissar V A, Dr. Shivakumar M S, Dr. Gobu R, Dr. C K Thankamani, Dr. K Kandiannan, Dr. V Srinivasan, Dr. Anees K, Ms Sivaranjani R, Dr. Biju C N, Dr. C Sellaperumal & Dr. M Balaji Rajkumar

Other Externally Funded Projects

- Institute Technology Management –Business Planning and Development Unit
Principal Investigator: - Dr.T. E. Sheeja
- RKVY-CP-2: An advanced centre for mass production of beneficial microflora for sustainable agriculture
Principal Investigator: - Dr. Praveena R.
Co-Investigators: - Dr.C M Senthilkumar & Dr. C. Sarathambal

ORGANIZATIONAL CHART



1.2 Power and duties of its officers and employees

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 administrative staff for administrative related matters. So far as the Research Centre is concerned, it is headed by Scientist In-charge who has been declared as the Head of Office.

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 Kisan melas 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

1.10 Name, designation and other particulars of public information officers

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@icar.gov.in; Website: www.spices.res.in

Transparency Officer

Dr. A.I Bhat
Principal Scientist, Head, Crop Protection and Transparency Officer,
Indian Institute of Spices Research,
Kozhikode - 673 012, Ph: 0495 1410,
IshwaraBhat.A@icar.gov.in

CPIO (Name, designation and address)

Mrs. Beena C K
Private Secretary
Indian Institute of Spices Research,
Marikunnu P.O.,
Kozhikode – 673012, Ph: 0495 1410,
Beena.CK@@icar.gov.in

RTI Nodal officer (Name, designation and address)

Dr. C. Sarathambal
Senior Scientist,
Indian Institute of Spices Research,
Kozhikode - 673 012, Ph: 0495 1410,
C.Sarathambal@icar.gov.in

1.11. No. of employees against whom disciplinary action has been proposed/action
Nil

Schedule II

Delegation of Powers to the Directors of Research Institute/National Research Centers (NRCs) /Project Directorates (PDs) /Agricultural Technology Application Research Institutes (ATARIs) declared as Heads of Departments

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/Assistant appointed to perform the duties of Cashier.	Full powers, including allowing special pay for above.	-
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service In individual cases (FR10)	Full in the case of employees for whom Director is the appointing authority.	-
3.	Condoning of unauthorized absence for purpose of pension	Full	-
4.	Power to transfer a lien (FR 14-B)	Full	Provided that the Director is authorized to make appointments to both the posts concerned.
5. (i)	Power to transfer a Scientist/Technical from one post to another within the institute (FR-15)	Full	-
(ii)	Power to transfer an Administrative staff for whom Director is the appointing authority, from one post to another within the institute.	Full	-
6.	Power to fix the pay and allowances and grant personal pay of a Council's servant treated as on duty (FR-20)	Full	Office Order no.: 6-2/90-CDN (A&A), dated: 04 th February 1993. 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, Gol/ ICAR instructions issued from time to time.
7.	Power to sanction annual increment. (FR-24)	Full	To sanction normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.
8.	Power to issue declaration for the purpose of grant of promotion under	Full	In respect of posts for which the Director is appointing authority.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	next below rule. (FR-22 [ii])		
9.	Power to reduce the pay of an officiating employee. (FR-35)	Full	If he is empowered to make an officiating appointment to the post concerned.
10.	Power to sanction transfer to foreign service in India. (FR-110[c])	Full	In case of employees for whom Director is the appointing authority.
11.	Power to fix pay in foreign Service. (FR 114)	Full	-
12.	Power to decide date of reversion of employee returning after leave from foreign service.	Full	-
13.	Power to allow an employee to count extraordinary leave for increments. (FR 26)	Full	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January, 1987. In cases where Director is the competent authority to sanction extraordinary leave.
14.	Grant of NPA to the eligible officers of the Institute.	Full	Office Order No.: 6(2)/90-CDN (A&A) Pt I dated: 23 rd February, 1996 and in accordance with the instructions issued by the Council from time to time.
15.	Power to sanction undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium. (FR 46[b])	Up to a maximum of Rs 2,500 in each case. (Excluding self)	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. Subject to other conditions prescribed by GoI/Council from time to time.
16.	To sanction grant and permit acceptance of honorarium at the rates prescribed under "ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)."	Full, except for self.	As per revised "ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)" approved by Governing Body (25 th June .2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
17.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee. (SR 11)	Full	In the case of recurring fees this limit applies to the total of recurring payments made to an

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			individual in a year.
18.	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	-
19.	Power to estimate probable cost of maintenance and repairs of leased residences (SR-321 &330) and of Council's residences. (SR- 322&331)	Full	-
20.	Power to determine rent for certain Services & the estimated capital cost. (SR325&334)	Full	-
21.	Power to determine charges for electric energy and water & meters & to fix charges for the electric energy and water where no meters are provided. (SR325& 334)	Full	-
22.	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters. (SR-325& 334)	Full	Office Order No.: GAC-13/15/2019-E&M, dated: 06 th September 2019 and other guidelines/ instructions issued from time to time.
23.	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	Provided he is empowered to appoint a Council's servant permanently to each of the posts concerned.
24.	Power to require a medical certificate of fitness before return from leave.	Full, if the Director is empowered to grant leave.	-
25.	Power to sanction Casual Leave.	Full powers, excepting self.	In case of Director of institute, the concerned DDG. (Office Order No.: 13 (1)/2010-Estt.I, dated: 22 nd March 2011)
26.	Power to sanction Earned Leave, Half pay Leave, Commuted Leave, leave not due, Extraordinary Leave, Maternity Leave, Paternity Leave, Work Related Illness & Injury Leave (WRIL), Child Care Leave, Child Adoption Leave (including staff of the PCU-AICRP)	Full powers, excepting self.	Office Order no.: 6-2/90-CDN (A&A), dated: 04 th February 1993. 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

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			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)
27.	Power to extend leave.	Full	Provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.
28.	Power to decide the shortest of two or more routes (SR 30[b])	Full	-
29.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 31)	Full, for journeys within their jurisdiction.	-
30.	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	-
31.	Power to sanction travel by air to Non-entitled officials. (SR 48[b] [ii]) (i) National Institutes	Full	-
	(ii) Other ICAR Institutes	Full in respect to- (i) Directors of all ICAR institutes located in North-East India; (ii) Director of CIARI, Port Blair; (iii) Director, CPCRI, Kasaragod for the staff working at the Regional Station at Lakshadweep.	Office Order No.: 6-1/2004-CDN (A&A), dated: 15 th June 2005, subject to the condition that grant of air-travel to non-entitled officers is accorded on emergency/health grounds. (As per approval of the Governing Body in its meeting held on 25 th May 2005)
32.	Power to sanction air travel in respect to Non-official members.	Full	
33.	Power to sanction of refund of cancellation charges on air tickets (including self)	Full	
34.	Power to prescribe Headquarters of the Institutes employees. (SR 59)	Full	
35.	Power to define the limits of Institutes employees' sphere of duty. (SR 60)	Full	
36.	Power to decide whether a particular	Full.	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	absence is absence on duty. (SR 62)		
37.	Power to restrict the frequency and duration of journeys. (SR 63)	Full.	
38.	Power to permit Council's employee to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them and/or to limit the number or weight. (SR 81[a]&[b])	Full.	
39.	Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only. (SR81[c])	Full	Subject to the condition that this should not exceed the scheduled rates, if any.
40.	Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters. (SR 91)	Full.	This is subject to the condition as laid down under (a), (b), (c) under SR 91 and provisions of SR 90.
41.	Power to allow free passage to a person joining a post by sea. (SR 108)	Full.	
42.	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])	Full.	In case of the staff appointed by the Director
43.	Power to prescribe the scale of tents to be carried at Council's expense on transfer [SR 116(c)]	Full	-
44.	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	-
45.	Power to permit recovery of TA for a journey to attend an examination other than those mentioned in SR 130 & 131. (SR 132)	Full	In the case of departmental examination.
46.	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	Full	Provided TA may not be granted for a journey while proceeding on leave or while returning from leave.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	duty at a place other than one where he is spending his leave. (SR 135)		
47.	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	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.
48.	Power to sanction TA 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	-
49.	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	-
50.	(a) Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full	-
	(b) Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training. (SR 164)	Full. In the case of Directors themselves, the power will be exercised by Director General, ICAR.	-
51.	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	-
52.	Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in Council's service attending Commission of Inquiry 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. (SR190 [a]&[b])	Full	-
53.	Power to delegate the power conferred upon them under SR-190	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(a) & (b) to the person presiding over the commission etc. (SR-190 (c))		
54.	Power to declare who should be Controlling Officers. (SR 191)	Full	Provided that the Director may not declare a Council's employee to be his own Controlling Officer except as permitted under TA Rules.
55.	Power to make rules for the guidance of Controlling Officers. (SR 195)	Full	-
56.	Power to accept a certificate signed by Competent Medical Authority mentioned in Rules as evidence of the fitness of an employee of non-gazetted status to return to duty. (Rule 19 of CCS [Leave] Rules)	Full	-
57.	Power to grant leave to a Council's employee in respect of whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit (i.e. to return to duty. (Rule 20 of CCS [Leave] Rules)	Full, where the Directors are empowered to grant leave.	The enhanced powers will be exercised by the Directors with the concurrence of the Board of Management (BoM)/ Institute Management Committee (IMC).
58.	Power to sanction study leave to the officers of the combined cadre of Administration and Finance working at their Institute.	Full (upto 30 days)	In respect of officers of combined cadre of Administration and Finance, proposal for pursuing any course(s) in India requiring study leave upto 30 days only may be examined at the Institute level as per Rules and the Director will be competent to take final decision on the same. Proposals of study leave of more than 30 days duration may be sent to the Council.
59.	Power to extend joining time on certain conditions within a maximum of 30 days (Rule-4 [5] of CCS [Joining Time] Rules).	Full	-
60.	To sanction tour program and countersignature of TA bills.	Full	As per the instructions contained in Office Order F. No.: FIN/6/1/2007-CDN (A&A) dated 5 th March 2021 may be complied with.
61.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
62.	Authorizing the Institute employee to proceed on duty to any part of India.	Full	-
63.	Power to make appointments. (a) Administrative	Full up to the grade to which the Director is Appointing Authority. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose.	The power is subject to the Recruitment Rules and the Bye-laws of the ICAR and also subject to the availability of such posts.
	(b) SSS/MTS	Full, up to the grade to which the Director is Appointing Authority.	-
	(c) Technical	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.
64.	Powers delegated in respect to Technical Cadre employees: (i) Approval of Technical Assessment Committee proceedings.	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.
	(ii) Technical Assessment Committees DPC'S nomination of Chair- man & Members.	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.
	(iii) Appointment/ pre-appointment formalities	Full powers to the Directors of the institutes for carrying out the formalities. Offer Memorandum and appointment letter to be issued with the approval of the Appointing Authority.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 15 th April 2019.
	(iv) Completion of probation and confirmation	Full powers to the Directors of the institutes for convening the meeting for probation clearance and confirmation. The proceedings are to be sent to the Council for approval	-do-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		of the Appointing Authority.	
	(v) Constitution of Assessment Committees for promotion under TSR	Full powers to the Directors of the institutes. Rule 6.10 and 6.11 of Technical Services Rules (TSR) to be followed.	-do-
	(vi) Convening of meetings of the Assessment Committees for promotion	Full powers to the Directors of the institutes. Recommendations to be forwarded to the Council for the approval of the Appointing Authority.	-do-
	(vii) Training	Full powers to the Directors of the institutes.	-do-
	(viii) Sanctioning of LTC advances/grant of leave encashment	Full powers to the appropriate officer/head of Office at the institutes, as nominated by the Directors of the institutes.	-do-
	(ix) Intra-institutional transfer	Full powers to the Directors of the institutes, within the Council's intra-institutional transfer guidelines.	Office Order No.: 19(11)/2016-Estt.IV dated 06 th September 2016.
	(x) Sanctioning of all types of leaves including leaves for going abroad (personal ground) and study leave	Full powers to the Directors of the institutes. Vigilance clearance for ex-India leave to be obtained from the Council.	
	(xi) Forwardal of applications for deputation/Direct Recruitment on selection basis, within/outside the country and any further extension	Full Powers to the Directors of the institutes. Relieving upon selection through the Technical Services Division with the approval of the Appointing Authority. For any period of stay outside the country or employment in any foreign institution, necessary clearances are to be obtained from DARE/SMD/Vigilance Division of the Council.	Regulated as per Office Order No.: TS-19(4)/2019-Estt.IV, 31 st October, 2019
	(xii) Issuing of 'NOC' for applying for Fresh passport/renewal of passport	Full powers to the Directors of the institutes. Vigilance clearance to be obtained from ICAR	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		Headquarters. Specific approval from Director of the institute is required while undertaking any journey abroad on personal ground.	
	(xiii) Pay fixation on account of promotion/granting annual increment.	Full powers to the Directors of the institutes.	
	(xiv) Consideration of cases under Rule FR 56(j) and rule 48 of CCS (Pension Rules), 1972.	Full powers to the Directors of the institutes for convening the meeting of the prescribed committee. The recommendations of the committee are to be sent to the Council for the approval of the Appointing Authority.	
65.	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.
66.	Alteration of date of birth in respect of staff equivalent to non-gazetted staff (FR 56, Note 6 & GIO [1]).	Full, in case of a bonafide clerical error.	
67.	Powers to declare the completion of probation period.	Full in respect to posts for which the Director is appointing authority under intimation to council.	
68.	Disciplinary powers.	Full	-
69.	Filling of the vacant posts.	Full in respect to posts for which the Director is appointing authority.	-
II Power under Delegation of Financial Powers Rules & General Financial Rules as amended from time to time			
70.	Re-appropriation of funds.	Full, to the extent as per the orders and instructions issued by Ministry of Finance/ ICAR from time to time.	As per the latest Budget Circular issued by Council every year.
71.	Power to incur contingent		Powers under item 71 are to be

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
	expenditure in general.			exercised subject to the provisions of Schedule V of Rule 13 of the DFP Rules as modified from time to time and is subject to observance of procedure and other directions contained in Central Govt. Compilation GFR 2017 and other existing rules and orders or those issued from time to time.
	(i)	Bicycle	Full.	The supplies shall be obtained through GeM.
	(ii)	Conveyance hire	Full.	To the extent mentioned in DFPR.
	(iii)	Electricity, gas and water charges.	Full.	-
	(iv)	Fixtures and Furniture purchase and repairs.	Full.	
	(v)	(a) Freight charges.	Full.	This is subject to GoI/ICAR instructions issued from time to time. 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.
		(b) Demurrage/ wharf-age charges.	Full powers (each case exceeding Rs. 1000 should be reported to the Council)	
	(vi)	Hire of office furniture, Full electric fans, heaters, table fans, coolers, clocks and call-bells.	Full	
	(vii)	Legal charges for law suits to which Council is a party.	Full	Where fees are to be paid in excess of the rates notified by Council from time to time, prior approval of Council shall be obtained by institute.
		Fees to Barristers, Pleaders, Arbitrators and umpires.	Full	
		Other legal charges for law suit or prosecution cases as well as for arbitration case	Full	
	(viii)	Maintenance, up-keep and repairs of motor vehicles.	Full	-
	(ix)	Municipal or/cantonment rates	Full	The expenditure shall be

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		and taxes.		incurred keeping in view the principles laid down in the rules for the payment of municipal rates and taxes given in Appendix to DFPR.
	(x)	Petty repair works and maintenance of buildings & fixtures as defined in Rule 130 of GFR, 2017, including maintenance and ordinary repairs of office building and staff quarters, etc.	Rs. 25.00 lakh in each case for carrying out original works/special repair/minor works (under capital head either departmentally or through any outside agency. Rs 50.00 lakh in each case for carrying out repair and maintenance works (other than capital grants) either departmentally or through any outside agency.	Office Order No.: 3(14)/2007-EC dated: 01 st June 2020 read with original orders dated 26 th June 2018 and 05 th December 2011. These powers are subject to availability of funds, approval of Plans and Estimates from in-house engineering expert and concurrence of the institute finance at Institute level without sending the proposal to Director (Works) for technical vetting. In case where in-house engineering expertise is not available with the institute the services of the qualified engineer in relevant field not below the level of T-5 available in adjoining ICAR institutes could be availed. However, if the estimates have been obtained from CPWD / Public Works Organisations defined as per GFR Rules 133 (1) and 133 (2), no vetting of the estimates of Director (Works), ICAR would be required. All civil works in ICAR shall be executed as per the "Manual on Policies and Procedures for Procurement of Works" issued by the MoF, GoI and GFR 2017.
	(xi)	Repairs and alterations to hired and requisitioned buildings.	<u>Non-recurring</u> Rs. 30,000/- in each case Rs. 50,000/- per annum <u>Recurring</u> Rs. 6,000/- per annum	Office Order No.: 6(6)/2010-CDN (A&A) dated: 13 th January 2011. 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

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				added to the building.
	(xii)	Posts and Telegraphs charges including commission on Money Orders, etc.	Full	-
	(xiii)	Printing and binding.	Full	-
	(xiv)	Purchase of books, periodicals and official publications.	Full	-
	(xv)	Rent for hiring of ordinary office accommodation.	Rs. 5,000/- per month subject to existing terms and conditions.	<p>This is subject to the following conditions:</p> <p>(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.</p> <p>(ii) Private accommodation should normally be hired for office/laboratory purposes only.</p> <p>(iii) Out houses, if any; which form the part of accommodation-hired should be utilized for storage of stationery, forms, and old records or for any other appropriate purpose. Where this is not possible these should be let out to SSS/MTS staff and rent recovered from them under the rules in force.</p> <p>(iv) Accommodation should not be hired for a period exceeding 5 years at a time.</p> <p>(v) Lease deeds should be got executed in respect of hired building.</p>
	(xvi)	Payment of lease rent in accordance with the terms of the lease agreement.	Full	-
	(xvii)	Repairs to plant and machinery equipment, tractors, pumping set, sea/ river crafts etc.	Full	-
	(xviii)	Staff paid from contingencies.	Full	-
	(xix)	(a) Local purchase of stationery stores.	Full	-

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		(b) Local purchase of rubber stamps and office seals.	Full	-
	(xx)	(a) Purchase of working stores, chemicals, tools, plants and scientific equipment (including imported equipment), office equipment), Laptops, insecticides, fertilizers etc.	Full	-
		(b) Maintenance contracts for computer/ laboratory equipment.	Full	-
		(c) Stores required for works.	Full	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 instant purchases can be made and ex-post-facto sanction may be obtained.
	(xxi)	Telephone charges	Full	-
	(xxii)	Typewriters, Calculating Machines	Full	-
	(xxiii)	Indents, contracts and purchase (DFP Rules)	Full	-
	(xxiv)	Sanctioning expenditure on Security job	Full	-
	(xxv)	Advertisement charges	Full	-
	(xxvi)	(a) Writing off losses	Up to Rs 1.00 lakh for losses of stores not due to theft, fraud or negligence. Rs 20,000/- in other cases. (For losses exceeding Rs. 1.00 lakh, the details may be sent to ICAR for placing before Governing Body).	-
		(b) Deficiency and depreciation in the value of stores.	Full for which they are competent to sanction purchase.	-
		(c) Declaration and disposal of obsolete, surplus and unserviceable stores.	Full for which they are competent to sanction purchase.	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(xxvii) Storing of seed material.	Full.	-
	(xxviii) Consultancy by nomination	Full.	-
	(xxix) Outsourcing of Services.	Full.	-
72.	Power to declare a Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rules in GoI.	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.
73.	Expenditure on refreshment/entertainment.		
	National Institutes	5 lacs per annum	
	Other ICAR Institutes		
	(A) Institute where staff strength is greater than or equal to 300.	Up to Rs. 3.50 lakh p.a.	-
	(B) Institutes where staff strength is greater than or equal to 200 but less than 300.	Up to Rs. 2.50 lakh p.a.	-
	(C) Institutes where staff strength is less than 200.	Up to Rs. 2.00 lakh p.a.	-
74.	Gift to High dignitaries.		-
	(i) National Institutes	Up to Rs. 5,000/- in each case.	
	(ii) Other ICAR Institutes	Rs. 2500/- in each case	-
75.	To sanction miscellaneous expenditure of unusual character.		-
	(i) National Institutes	Up to Rs. 5,000/- in each case.	
	(ii) Other ICAR Institutes	Rs. 1,500/- in each case with the approval of IMC.	-
76.	Investigation of arrear claims.	Full	-
77.	Grant of permanent advances/cash Imprest.	Full	-
78.	To execute Contracts, Deeds, and other instruments for and on behalf of the ICAR.	Full	-
79.	Furnishing of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Full	-
80.	Grants-in-aid to Staff Clubs etc.	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
81.	Power to accord administrative approval of Civil Works. (i) National Institutes	Full	-
	(ii) Directors of other ICAR Institutes	a) Up to Rs 100.00 lakh without approval of the IMC. b) Works above Rs 100.00 lakhs up to Rs. 200.00 lakh with the approval of IMC c) Works above Rs. 200.00 lakh up to Rs. 1000.00 lakh with the approval of the Secretary, ICAR after financial concurrence from FA, DARE / ICAR. d) Works above Rs. 1000.00 lakh approval of the Director General, ICAR through Secretary, ICAR after financial concurrence from FA, DARE/ICAR.	-
82.	Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in respect of /HBA.	Full	Office Order No. 9-12/90-CDN (A&A) dated: 06 th February 2001.ICAR employees are equated with Central Government employees for exemption or otherwise.
83.	Grant of Advance of Travelling Allowance on transfer.	Full	-
84.	Grant of advances in connection with tours.	Full	-
85.	Grant of advance in connection with LTC.	Full	-
86.	Grant of Advance to the family of Government servant equivalent to non gazetted status left in indigent circumstances upon the death of an employee	Full	-
87.	Grant of TA Advance to the family of Government servant.	Full	-
88.	Grant of House Building Advance. (HBA)	Full	-
89.	Grant of Computer Advance.	Full	-
90.	Advance payment where necessary to (i) Firms with whom annual contracts	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	for servicing of air conditioners, water coolers, type writers etc. are entered into. (ii) Firms including Central/ State Govt/ Govt run organizations for supply of stores.		
91.	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 Dept. in respect of officers/staff under his administrative control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees.	-
92.	Reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR Institutes.	Full.	-
93.	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 thereof in respect of the ICAR Institutes where CGHS facilities are available.	Full.	-
94.	Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Government Hospitals/ Officers authorized by the Institute.	Full	Treatment in these hospitals will be taken with the prior permission of CGHS dispensaries / Govt. Hospitals.
95.	Reimbursement of medical claim in respect of serving employees of ICAR Institutes where CGHS facilities are available and where prior permission of CGHS dispensary/Govt Hospital has been taken.	Full	This is subject to the fulfillment of the conditions contained in MOHFW letter No.: D-12015/21/96-CGHS (P) dated 08 th November 1996
96.	Medical reimbursement cases of the Directors of ICAR Institutes.	Full powers provided the claim is covered by CS	Office Order No.: 3(1)/2001-Per- IV, dated: 12 th July 2001

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		(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 Headquarters by concerned SMD in consultation with Internal Finance Division of the Council.	and dated: 08 th July 2002.
97.	Grant of Medical Advance to the employees of the ICAR Institutes.	Full powers including himself, in accordance with Section 2 under CS (MA) Rules subject to fulfillment of other terms and conditions for sanction of advances.	Office Order No.: 3(1)/2001-Per- IV, dated: 08 th July 2002.
98.	Permission for indoor treatment of serving employees and dependents, reimbursement of medical claims in approved hospitals.	Full	-
99.	Sale and transfer of motor vehicles purchased with the advance from the Council.	Full	
100.	Control of staff cars and vehicles etc. of the Institute.	Full	
101.	Grant of Leave Travel Concession (LTC) and sanction of Leave Encashment during LTC. (i) National Institutes	Full including self.	Office Order No.: 6-1/2004-CDN (A&A), dated: 09 th March 2004. As per the orders/instructions issued by MoF, GoI/ICAR from time to time.
	(ii) Other ICAR Institutes	Full excluding self	Director will exercise full powers of Head of Department /Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except self .
102.	Sanction of Advances/ Part/ Final withdrawal from GPF.	Full, including self.	
103.	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	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	agricultural matters.		
110.	Training to staff including newly recruited staff. (i) National Institutes	Full.	-
	(ii) Other ICAR Institutes	Full.	-
111.	Power to send samples of products or of culture or of organism free of charge to other Institute	Full.	-
112.	Grant of Overtime Allowance.	Full.	Subject to the provisions of the OTA Rules and order issued by the GOI/ICAR issued from time to time.
113.	Power to sanction expenditure on insurance. (i) Power to get insured during transit such of the equipment 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 equipment any risk or responsibility for losses due to breakage in transit.	Full	-
	(ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever applicable.	Full	-
114.	Power to sanction expenditure on part-time lectures in foreign languages to Ph.D students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM Only . Full	-
115.	To sanction study and educational tours of PG students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM Only Full	-
116.	Sanction of Fellowships to M.Sc. and Ph. D students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM Only Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
117.	Assigning additional responsibility of the University for Warden, Prefects, Hostel staff, Mess staff, etc.,	Directors of <u>IVRI, NDRI, IARI, IASRI, CIFE & NAARM Only</u> Full in respect of Trainee's Hostel Only.	-
118.	Sanction of IASRI, Fellowship to the trainees of various courses at ICAR-IASRI.	Full for Director, IASRI only.	-
119.	Permission for availing of facilities for the use of the computer Centre at IASRI.	Full for Director, ICAR-IASRI.	-
120.	Maintenance of Electronic Computer and the Computer Laboratory.	Full	-
121.	Powers for sanctioning cost of repairs of fishing vessels and dry-docking hire charges.		-
	(i) National Institutes	Full.	
	(ii) Other Fisheries Institutes	Up to Rs. 10.00 lakh per annum in each case of fishing vessel of 15 meters OAL (Over-all length) and above. Rs. 5.00 lakh per annum in each vessel of below 15 meters OAL (Over-all length).	This is 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.
122.	Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, except Self.	-
123.	Extension of joining time in the case of employees of CIARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Kolkata/Chennai on delayed sailing of the ship.	Full to the Director, CIARI, Port Blair.	-
124.	To sanction air-travel between Port Blair and Kolkata or between Port Blair and Chennai to Group A, B, & C officers of CIARI, Port Blair, while availing LTC/Free Sea Passage.	Full to the Director, CIARI, Port Blair.	-
125.	Grant of leave ex-India to Officers/Scientists.	Full	-
126.	Purchase of vehicle in replacement of	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	the condemned vehicle.		
127.	Premature condemnation and disposal of damaged vehicle	Full	-
128.	To file patent applications at the respective patent office in whose jurisdiction the Institute is located.	Full	-
129.	Powers with regard to filing applications for all forms of Intellectual Property Rights as per ICAR guidelines.	Full	-
130.	a) Powers to approve Schemes for imparting training within the country for Indian clientele in India.	Full	Revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 th June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
	b) Consultancy projects with national agencies.		
	(i) National Institutes	Up to Rs. 250.00 lakh.	
	(ii) Other ICAR Institutes	Up to Rs. 50.00 lakh	
	c) Contract Research projects with national agencies.		
	(i) National Institutes.	Up to Rs. 250.00 lakh.	
	(ii) Other ICAR Institutes.	Up to Rs. 50.00 lakh	
	(d) Contract services and charges thereto for Indian clientele.	Full	
131.	To sanction fees/honorarium to the staff of the Institute or other ICAR Institutes or any other officer from outside the ICAR system associated with the consultancy/ training or contract research service.	Full except self.	Revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 th June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
132.	To fix rates for hiring, usage of equipment, farm, machinery, and computer or for rendering other services including contract service.	Full	-

Schedule VI

Powers to the Head of Office

- The senior most available administrative officer in or above level 7 at the institute shall act as the Head of Office of the institute.
- He/she will be responsible for and act as I/C Admin, DDO, Guest house, Security, Estate and maintenance, vehicle, utilities and housekeeping, purchase and stores etc of the institute. However, where other administrative personnel in the rank of level 7 and above are available in the Institute, the aforesaid duties may be further assigned to such administrative personnel.
- Any deviation of assigning above administrative duties and responsibilities to non-administrative personnel at the institute can be made with the prior approval of Secretary, ICAR.
- Above powers may be exercised subject to the fulfilment of provisions of various rules and other instructions issued by the Government of India/ICAR from time to time.

Sl. No.	Nature of Power	Extent of Power	Remarks
1.	Sanction of Advance for - (v) T.A. in connection with Transfer (vi) Advance in connection with Tour (vii) LTC Advance (viii)GPF Advance cases only	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 th CPC.	Subject to observance of GFR provisions.
2.	Settlement permission case and post facto approval to medical reimbursement in relaxation of Rules in emergent cases under CGHS/CS (MA) Rules.	Up to Rs. 2,000 for each treatment in OPD and up to Rs 10,000 for treatment of IPD	Reimbursement limited to prescribed rate as per the CS (MA) Rules, 1944.
3.	Countersignature of TA/TTA/LTC/Medical Bills	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 th CPC.	Subject to observance of TA/LTC Rules.
4.	Sanction of Casual Leave/Earned Leave /Medical Leave/Half Pay Leave/Compensatory Leave/ paternity / maternity/CCL / WRRIL to staff.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 th CPC.	Subject to the CCS (Leave) Rules, 1972.
5.	Power to draw annual increment to staff.	Full.	Powers as per instructions contained in FRSR.
6.	Sanction / grant of Children Education Allowance to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 th CPC.	Subject to MoF/ICAR instructions.

7.	Dress Allowance	Full	
8.	Entertainment/Refreshment	Rs 12,000 per annum	
9.	Sanction of reimbursement of Newspaper expenditure to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 th CPC.	Subject to MoF/ICAR instructions.
10.	Sanction of Electricity Bills / Telephone Bills / Municipal charges of the Establishment	Full.	In case of delayed payment, the matter will be put up to Director for approval.
11.	Maintenance, upkeep and repair of vehicles	Rs 10,000 on each case	Subject to Staff Car Rules and ARC having been approved by the Director of the institute and the repairs are of routine nature not involving major overhauling.
12.	Repairs and maintenance of - (i) Computer and its peripherals, printers, UPS, laptops, IT items, etc required for the working of an establishments (ii) Intercom equipment, Photocopiers, fax machine etc (iii) Air conditioner, refrigerator, hot cases, room heaters, Water coolers/purifiers etc.	Full.	Against AMC approved by the Director of the institute, finalized after following codal formalities as required under GFR.
13.	Procurement of items from Office Contingency.	Recurring: Up to Rs. 25,000 in each case.	Subject to procurement is made through GeM and as per GFR instructions.
14.	Procurement of reference book for office use.	Up to Rs. 12,000 per annum	
15.	Expenditure on freight & forwarding charges /clearing and warehousing charges / customs / airport to the institute	Full	
16.	Payment of charges on postage, fax, telephone bills internet use, cell phone etc.	Full	Subject to the availability of funds and the adherence to rules and procedures.

Schedule VII

Delegation of Powers to Principal Investigators of Externally Funded Projects funded by

- (i) National and International Agencies**
- (ii) Projects funded by the Private Sector**
- (iii) ICAR projects such as Revolving Fund Scheme& NICRA**
- (iv) Consultancy projects (Training, Consultancy and Contract Research etc.)**

S. No.	Nature of Power	Extent of Powers	Remarks
1.	Engagement of approved staff approved under the project	Full powers	--
2.	Procurement of goods/equipment approved under the project	Full Powers	--
3.	Management of Consultancies, approved under the Project	Full Powers	--
4.	Management of project staff including their TA/DA and Leave (including self).	PIs may sanction the TA advance after approval of the tour by the Director, and counter sign the TA bill while passing of TA claims by the Audit.	Approval of Director may be obtained for the tours by PIs, Co-PIs and other permanent staff members.
5.	Hiring of Vehicle	Full.	Hiring of vehicle can be done as per rate contract of Institute or after following codal formalities, subject to availability of funds.
6.	Recruitment of SRF/RA under the Project	Recruitment of SRF/RA etcto be done after following all codal formalities with PI of the project in general act as the Chairman of the Selection Committee.	Approval to the recruitment of SRF/RA should be obtained by the P.I. of the Project from the Director of Institute.

Note:

- 1. The PIs would follow all the codal formalities and procedures at the ICAR Institutes and process all proposals through administration and finance & audit wings of the Institute.*
- 2. Directors of the Institute to monitor physical and financial progress/achievement of the projects during the Annual IRC Meetings and any other times felt necessary.*
- 3. These powers can be exercised only subject to availability of budget in the concerned project.*
- 4. For any item other than those listed above, approval of the Directors may be obtained.*

1.2.4 Exercised

Sl. No.	Name & Designation	Duties
1.	Shri. Janardhanan T E, Senior Administrative Officer	<ol style="list-style-type: none"> 1. He will function as the overall In charge of the Establishment Section, Stores, Bills and 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 GeM, E-tendering activities and PFMS with the assistance of Mr. V V Sayed Mohammed.
2.	Mr. P Sundaran, Administrative Officer	<ol style="list-style-type: none"> 1. He will perform the duties of the DDO and sign the cheques. 2. Supervision of Works and Bills Section. 3. Supervising Security system of the Institute. 4. Functioning as AAO I/C at ICAR-IISR Regional Station, Appangala. 5. Function as DDO KVK. 6. Maintenance of Land Records. 7. Any other work as and when assigned by the Controlling Officer.
3.	Ms. Beena C K Private Secretary	<ol style="list-style-type: none"> 1. Functioning as PS to Director 2. Working as dealing hand in PME Section of the Institute.
4.	Mr. V C Sunil, Assistant Administrative Officer	<ol style="list-style-type: none"> 1. He will perform the duties of the AAO in the Establishment & Administration Section of the Institute. 2. He will perform the duties of the Record Officer of the Institute. 3. Maintenance of Service Book and Personal files in respect of Scientific / Technical / Administrative / Skilled Support Staff including IISR Experimental Farm, KVK, Peruvannamuzhi. 4. Pay fixation in respect of Scientific / Technical / Administrative / Skilled Support Staff including IISR Experimental Farm, KVK, Peruvannamuzhi. 5. Work related to all meetings / seminar / exhibition / deputation / training. 6. Work related to GSLIS Scheme / New Contribution Pension Scheme and issue of Identity Cards. 7. Allotment of quarters. 8. Work related to RTI Act and filing quarterly / annual return. 9. Recruitment of Technical, Ministerial, & Skilled Support staff. 10. Assessment of all Scientific and Technical Staff 11. Posting and Transfer of Scientific, Technical, Ministerial, & SSS. 12. Dealing files regarding Court Cases. 13. Roster Maintenance. 14. APAR and AIPR Maintenance. 15. Maintenance of Vigilance Matters. 16. Work related to the issue of Passport.

		<ul style="list-style-type: none"> 17. Entire work related to Funded Project such as Recruitment, Issue of offer and appointment of SRF/RA/YP, FA, Project Fellow etc., and their relieving. 18. Processing Pension cases of all Scientific, Technical, Administrative and Skilled Support Staff. 19. With the help of Assistant, monitoring all outward and inward dispatch work. 20. Monitoring of Central Registry and issue of all dak to concerned Section / Division . 21. Any other work as and when assigned by the Controlling Officer
5.	Mr. Sayed Mohammed V V, Assistant Administrative Officer	<ul style="list-style-type: none"> 1. Maintaining and updating of different modules of Office Automation Software (HRM, Accounts, Stores, Works, Despatch etc.) and e-procurement solution. 2. Maintaining ARISOFT Database. 3. Duties as caretaker and Guest house in charge. 4. Coordinator of Aadhar Based Attendance System of the Institute and Regional Station. 5. Nodal Officer for ICAR ERP MIS FMS. 6. Assisting to develop the barcode system in inventory management. 7. Purchase of all major and minor equipments under Plan and Non Plan. 8. Procurement of all minor and major equipments under funded schemes. 9. Opening of Letter of Credit for import of equipment and chemicals 10. 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. 11. Purchase of Chemicals / glassware, labware etc on rate contract and procurement of furniture and stationery items for institute and funded projects. 12. Repair and maintenance and AMC of all equipments / computers etc. and other related works. 13. Procurement of liveries / reference book related to administration 14. Printing and publications related files 15. Condemnation and disposal of obsolete, unserviceable stores and other related works. 16. Any other work as and when assigned by the Controlling Officer.

6.	Ms. Rebeena N, UDC	<ol 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. P. Loans and advances 8. Working as Cashier – Maintenance of Cash book, imprest register and recoupment of imprest bills. 9. All major and minor and petty farm works including funded project. 10. Preparing bills of Wages / Works related to daily wages workers 11. Outsourcing the work related to Security / Housekeeping / Misc. Farm works and other contractual job works. 12. Remittance of Income Tax / EPF / Service Tax regarding Contractual and other related works and filing of its timely returns to concerned departments. 13. Processing request for contingent advances and its settlement. 14. Processing bill for Internet connectivity 15. Processing bill for maintenance and repair of vehicles including hiring of vehicles. 16. Any other work as and when assigned by the Controlling Officer.
7.	Mr. P T Jayaprakash, UDC	<ol style="list-style-type: none"> 1. Working as dealing hand in Cardamom Research Centre of ICAR-IISR Regional Station, Appangala, Madikkeri, Karnataka.
8.	Ms. Seema M, UDC	<ol 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
9.	Mr. P K Rahul, UDC	<ol 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

10.	Mr. Krishnakumar P C, LDC	<ol style="list-style-type: none"> 1. Purchase of Chemical and Glassware 2. Purchase of Stationery 3. Repair and maintenance 4. All the Reimbursement bills 5. All the contingent advance and settlement 6. AMC of Equipments 7. Maintenance of stock of stationery 8. Local purchase
-----	------------------------------	---



भाकअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,

Kozhikode-673 012, Phone: Office 0495-2731410



F. No. 1-9(95)2023-Estt.

Dated 20-06-2023.

OFFICE ORDER

Competent Authority has been pleased to order the following sectional transfers among the Administrative Staff with immediate effect and until further orders.

Sl. No.	Name of Official	Section in which presently working	Section to which transferred
01.	Smt. Seema M, Upper Division Clerk	Works, Bills & Cash	Accounts
02.	Smt. Rebeena N, Upper Division Clerk	Accounts	Works, Bills & Cash

Proper handing over/taking over may be completed by the concerned before moving on to the new place of positions.


Senior Administrative Officer

Distribution to:

01. Individuals concerned (Through Proper Channel)
02. Project Coordinator (AICRP on Spices)
03. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
04. The Drawing & Disbursing Officer, ICAR-IISR, Kozhikode
05. All Heads of Division
06. The Head I/C, Regional Station, Appangala
07. The Principal Scientist & Head, KVK
08. The SIC. Chelavoor/Peruvannamuzhi
09. AAO(Estt., Works, Stores)
10. PS to Director



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,

Kozhikode-673 012, Phone: Office 0495-2731410



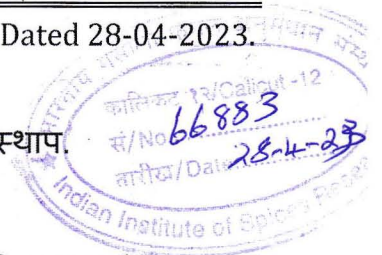
फा. सं. FNo. 1-9(95)2020-स्थाप. Estt.

दिनांक Dated 28-04-2023.

कार्यालय आदेश OFFICE ORDER

संदर्भ: दिनांक 4.1.2023 का कार्यालय आदेश फा. सं. 1-9 995) 2020-स्थाप.

Ref: Office Order F. No. 1-9(95)2020-Estt. Dated 04-01-2023.



सक्षम प्राधिकारी द्वारा तत्काल प्रभाव से अगले आदेश तक निम्न लिखित कार्य व्यवस्थाओं का आदेश दिया जाता है।

The Competent Authority is pleased to order the following working arrangements with immediate effect and until further orders.

श्री. के. फैसल, निजी सहायक सभी कार्य दिवस में पूर्वाह्न आईसीएआर-आईआईएसआर प्रायोगिक प्रक्षेत्र, पेरुवण्णामुषि में तथा अपराह्न आईआईएसआर-कृषि विज्ञान केंद्र, पेरुवण्णामुषि में कार्य करेंगे।

Mr. K Faisal, Personal Assistant shall work at ICAR-IISR Experimental Farm, Peruvannamuzhi in the forenoon and at IISR-KVK, Peruvannamuzhi in the afternoon on all working days.

वरिष्ठ प्रशासनिक अधिकारी Senior Administrative Officer

सेवा में To

श्री. के. फैसल, Mr. Faisal K,

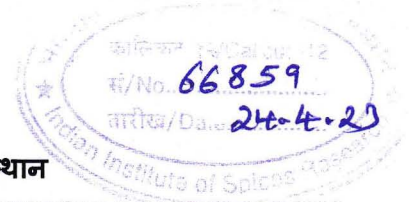
निजी सहायक Personal Assistant

आईसीएआर-आईआईएसआर प्रायोगिक प्रक्षेत्र, पेरुवण्णामुषि

ICAR-IISR Experimental Farm, Peruvannamuzhi

वितरण Distribution:

1. कार्यक्रम समन्वयक, कृषि विज्ञान केंद्र The Programme Coordinator, KVK
2. प्रभारी वैज्ञानिक (फार्म) चेलवूर/ पेरुवण्णामुषि The SIC (Farm) Peruvannamuzhi/ Chelavoor
3. परियोजना समन्वयक (मसाले) Project Coordinator(Spices)
4. सभी प्रभागाध्यक्ष All Heads of Division
5. प्रभारी अध्यक्ष, क्षेत्रीय स्टेशन, अप्पंगला The Head I/C RS, Appangala
6. वरिष्ठ वित्त एवं लेखा अधिकारी, आईसीएआर-आईआईएसआर, कोषिककोड
The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
7. आहरण एवं संवितरण अधिकारी, आईसीएआर-आईआईएसआर, कोषिककोड
The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
8. सहायक प्रशासनिक अधिकारी (स्थापना, वर्क्स, स्टोर्स) AAO (Estt., Works, Stores)
9. निदेशक का व्यक्तिगत सचिव PS to Director
10. सेवा अभिलेख / निजी फाइल/ एरिसोफ्ट/इनट्रानेट
Service Records/Personal File/Arisoft/Intranet



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,
Kozhikode-673 012, Phone: Office 0495-2731410



फा सं. F.No. 1-9(95)2021-स्थाप. Estt. खंड Vol. IX

दिनांक Dated: 19-04-2023

कार्यालय आदेशक OFFICE ORDER

सक्षम प्राधिकारी द्वारा तत्काल प्रभाव से एवं अगले आदेश तक निम्न लिखित कार्य व्यवस्थाओं का आदेश दिया जाता है।

The following working arrangements are ordered by the Competent Authority with immediate effect and until further orders.

1. श्री. आर. भरतन, मुख्य तकनीकी अधिकारी को पीसी सेल में कार्य करने के लिए तैनात किया जाता है।
Mr. R Bharathan, Chief Technical Officer is posted to work at PC (Spices) Cell.
2. श्री. जयराजन के., मुख्य तकनीकी अधिकारी अपने नियत कार्य के अलावा पुस्तकालय अनुभाग के कार्यों में भी भाग लेंगे।
Mr. Jayarajan K, Chief Technical Officer shall also attend the duties in Library Section, in addition to his own assigned duties.

वरिष्ठ प्रशासनिक अधिकारी Senior Administrative Officer

वितरण Distribution :

1. श्री. आर. भरतन, मुख्य तकनीकी अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड (उचित माध्यम से)।
Mr. R Bharathan, Chief Technical Officer, ICAR-IISR, Kozhikode (Through Proper Channel)
2. श्री. जयराजन के., मुख्य तकनीकी अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड (उचित माध्यम से)।
Mr. Jayarajan K, Chief Technical Officer, ICAR-IISR, Kozhikode (Through Proper Channel)
3. परियोजना समन्वयक (मसाले) Project Coordinator (Spices)
4. सभी प्रभागाध्यक्ष All Heads of Division
5. प्रभारी अधिकारी, पुस्तकालय The Officer In Charge, Library
6. प्रभारी अध्यक्ष, क्षेत्रीय स्टेशन, अप्पंगला The Head I/C RS, Appangala
7. कार्यक्रम समन्वयक, कृ. वि. के., पेरुवण्णामुषि The Programme Coordinator, KVK, Peruvannamuzhi
8. प्रभारी वैज्ञानिक (फार्म) चेलवूर/ पेरुवण्णामुषि The SIC (Farm) Chelavoor/Peruvannamuzhi
9. वरिष्ठ वित्त एवं लेखा अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड
The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
10. आहरण एवं संवितरण अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड
The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
11. सहायक प्रशासनिक अधिकारी (स्थापना, वर्क्स, स्टोर्स) AAO (Estt., Works, Stores)
12. निदेशक का व्यक्तिगत सचिव PS to Director
13. सेवा अभिलेख / निजी फाइल/ एरिसोफ्ट/इन्ट्रानेट Service Records/Personal File/Arisoft/Intranet



भाकअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,

Kozhikode-673 012, Phone: Office 0495-2731410



F NO 1-9(95)2020-Estt. 165751

Dated 04-01-2023

OFFICE ORDER

Ref: 1. Office Order F. No. 8[239]/95/Estt. Vol. II Dated 07-02-2022.

2. Office Order F. No. 1-9(95)2020-Estt. Dated: 12-09-2022

In supersession of Office Orders cited under reference, the following working arrangements are ordered by the Competent Authority with immediate effect and until further orders.

01. Mr. P Sundaran, Administrative Officer, ICAR-IISR, Kozhikode shall also function as Drawing and Disbursing Officer in respect of KVK of this Institute in place of Dr. S Shanmugavel, Chief Technical Officer, KVK, Peruvannamuzhi, in addition to his own duties.

02. Mr. K Faisal, Personal Assistant shall work at ICAR-IISR (Headquarters), Kozhikode for two days in a week, for carrying out all works related to KVK.

F. N. Inset.
A. N. KVK

To

Senior Administrative Officer

Mr. P Sundaran,
Administrative Officer, ICAR-IISR, Kozhikode

Mr. Faisal K,
Personal Assistant, ICAR-IISR Experimental Farm, Peruvannamuzhi

Distribution:

1. The Programme Coordinator, KVK
2. Dr. S. Shanmugavel, Chief Technical Officer, ICAR-IISR, KVK, Peruvannamuzhi
3. Dr. P.S Manoj, Chief Technical Officer, ICAR-IISR, KVK, Peruvannamuzhi
4. The SIC (Farm) Peruvannamuzhi/ Chelavoor
5. Project Coordinator(Spices)
6. All Heads of Division
7. The Head I/C RS, Appangala
8. The Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
9. The Drawing and Disbursing Officer, ICAR-IISR, Kozhikode
10. AAO (Estt., Works, Stores)
11. PS to Director
12. Service Records/Personal File/Arisoft/Intranet

9/1/23

ok



भारतअनुप भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)
पीसंख्या: बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No. 1-9(95)2020-Estt.

Dated 1st April, 2022

OFFICE ORDER

Pursuant to the decision taken in the Policy Committee meeting held on 25.03.2022, the following working arrangements are ordered by the Competent Authority, with effect from 01.05.2022 and until further orders.

- i) Dr. C.N Biju, Senior Scientist shall function as Scientist I/C (Farm), Headquarters, Chelavoor in place of Dr. K.V Saji, Principal Scientist. During the absence of Dr. C.N Biju on leave or tour etc. Dr. Lijo Thomas, Senior Scientist shall function as Scientist I/C (Farm).
- ii) Dr. K. Kandiannan, Principal Scientist shall function as the Scientist in Charge, Experimental Farm, Peruvannamuzhi in place of Dr. D. Prasath, Principal Scientist. During the absence of Dr. Kandiannan, Principal Scientist, on leave or tour etc. Mr. Gobu R, Scientist shall function as SIC (Farm).


Senior Administrative Officer

To

Dr. K.V Saji, Principal Scientist, ICAR-IISR, Kozhikode
Dr. K Kandiannan, Principal Scientist, ICAR-IISR, Kozhikode
Dr. D Prasath, Principal Scientist, ICAR-IISR, Kozhikode
Dr. C.N. Biju, Sr. Scientist, ICAR-IISR, Kozhikode
Dr. Lijo Thomas, Sr. Scientist, ICAR-IISR, Kozhikode
Mr. Gobu R, Scientist, ICAR-IISR Experimental Farm, Peruvannamuzhi

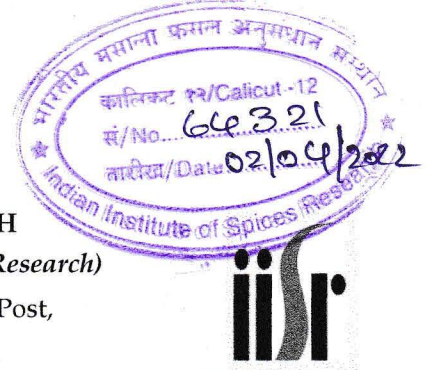
Copy to:-

- 01 All Head i/c of Divisions
- 02 The PC (Spices) I/C
- 03 The Head i/c, IISR, RS, Appangala
- 04 Programme Coordinator, IISR - KVK, Peruvannamuzhy
- 05 The Scientist i/c (Farm), IISR, Kozhikode
- 06 The Scientist i/c, Experimental Farm, Peruvannamuzhy
- 07 The Sr. Fin. & Accts. Officer i/c IISR, Kozhikode
- 08 The PS to Director/Personal file/Intranet
- 09 The Asst. Admn. Officer (Estt/Works/Sores)
- 10 The Drawing and Disbursing Officer, IISR, Kozhikode/KVK, Peruvannamuzhy

014



भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद् Indian Council of Agricultural Research)
प्रीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India




F.No. 1-9(95)2020-Estt.

Dated 1st April, 2022

OFFICE ORDER

Pursuant to the decision taken in the Policy Committee meeting held on 25.03.2022, the following working arrangements are ordered by the Competent Authority, in respect of the following Technical personnel at IISR headquarters and Experimental Farm, Peruvannamuzhi with immediate effect and until further orders.


- i) Mr. V S Binoy, Senior Technician will continue to look after the experiments in germplasm of black pepper and tree spices besides the regular farm duties assigned to him.
- ii) Mr. Hareesh B T, Senior Technician shall attend the duties of ginger and turmeric germplasm maintenance, related to field trials. In addition, he shall also attend the duties related to MIDH seeds production of ginger and turmeric varieties. He will continue to attend to the ongoing fertilization experiments in black pepper at Peruvannamuzhi for one more year as the experiment is nearing completion.
- iii) Mr. Rashmish A.R, Senior Technician shall attend the duties of Division of Crop Production (Soil Science, Agronomy and Crop Physiology) field trials. In addition, he shall also attend the duty of maintenance and recording of meteorology.


Senior Administrative Officer

To

Mr. V.S Binoy, Senior Technician, ICAR-IISR, Kozhikode... through SIC, Farm
Mr. Hareesh B.T, Sr. Technician, IISR, Experimental Farm, Peruvannamuzhy .. thru SIC
Mr. Rashmish A.R, Sr. Technician, IISR, Experimental Farm, Peruvannamuzhy.. thru SIC

Copy to:-

- 01 All Head i/c of Divisions
- 02 The PC (Spices) I/C 
- 03 The Head i/c, IISR, RS, Appangala
- 04 Programme Coordinator, IISR – KVK, Peruvannamuzhy
- 05 The Scientist i/c (Farm), IISR, Kozhikode
- 06 The Scientist i/c, Experimental Farm, Peruvannamuzhy
- 07 The Sr. Fin. & Accts. Officer i/c IISR, Kozhikode
- 08 The PS to Director/Personal file/Intranet
- 09 The Asst. Admn. Officer (Estt/Works/Sores)
- 10 The Drawing and Disbursing Officer, IISR, Kozhikode/KVK, Peruvannamuzhy

014



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
 (भारतीय कृषि अनुसंधान परिषद् Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,

कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No. 1-9(95)/2021-Estt. 163761

Dated 1st January 2022.

OFFICE ORDER

Consequent on the transfer of Mr. P. Muraleedharan, Assistant Administrative Officer, the Competent Authority has been pleased to make the following working arrangements with immediate effect and until further orders.

Sri P Sundaran, AAO	AAO (Works) AAO (Appangala) DDO (Headquarters)
Sri Sunil V.C, AAO	AAO (Establishment) Record Officer
Sri V.V. Sayed Muhammed, AAO	AAO (Stores & Purchase)
Sri TE Janardhanan, SAO	Public Information Officer

During the absence of Sri P Sundaran, AAO, Sri Sunil V.C, AAO shall attend the duties of Sri Sundaran.

During the absence of Sri Sunil V.C, AAO, Sri P Sundaran, AAO shall attend the duties of Sri Sunil V.C.

During the absence of Sri V.V. Sayed Muhammed, AAO, Sri P Sundaran, AAO shall attend the duties of Sri V.V Sayed Muhammed, AAO.

During the absence of Sri T E Janardhanan, Senior Administrative Officer, Sri P Sundaran, AAO shall function as the Public Information Officer.

SENIOR ADMINISTRATIVE OFFICER

DISTRIBUTION

1. All Heads of Divisions
2. Senior Administrative Officer
3. Sr. Fin. & Accounts Officer
4. PS to Director
5. Head, Regional Station, Appangala RL 5777365201N
6. SIC, Chelavoor/Peruvannamuzhi
7. Programme Coordinator, KVK
8. Intranet

elc

3/1/22

3/1/22



भाकृअनुप भारतीय मसाला फसल अनुसंधान संस्थान

ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पी.बी.संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu PO, Kohikode-673 012, Kerala
(ISO 9001 : 2015 Certified Institute)



फा. सं.F. No. 8 (392)/2021-स्थाप. Estt.

दिनांक Dated: 28.10.2021

कार्यालय आदेश OFFICE ORDER

परिषद के कार्यालय आदेश फा. सं. प्रशासन.3-2/2021-स्थाप.-I दिनांक 13 अक्टूबर 2021 के अनुसरण में श्री. टी. ई. जनार्दनन ने दिनांक **25.10.2021** को पूर्वाह्न इस संस्थान के वरिष्ठ प्रशासनिक अधिकारी का पदभार ग्रहण कर लिया है।

In pursuance of the Council's Office Order F. No. Admn.3-2/2021-Estt-I dated 13th October 2021, Sri T. E. Janardhanan has taken over the charge of Senior Administrative Officer of this Institute with effect from the forenoon of **25.10.2021**.

(जे. रमा J. Rema)

निदेशक (कार्यकारी) Director (A)

भाकृ अनुप-भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - Indian Institute of Spices Research
पी.ओ. मेरिकुन्नु, P.O. Marikunnu
कोषिकोड 673012, Kozhikode-673012

वितरण Distribution:

1. उप सचिव (बागवानी विज्ञान प्रभाग), भारतीय कृषि अनुसंधान परिषद, नई दिल्ली
The Deputy Secretary (Horticulture Science Division), ICAR, Krishi Bhavan, New Delhi- 110 001
2. अवर सचिव (प्रशासन), भारतीय कृषि अनुसंधान परिषद, नई दिल्ली - 110 001
The Under Secretary (admn.), ICAR, Krishi Bhavan, New Delhi- 110 001
3. निदेशक, भाकृअनुप-केंद्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड
The Director, ICAR-CPCRI, Kasaragod
4. सभी प्रभागाध्यक्ष All Heads of Divisions
5. प्रभारी वैज्ञानिक, चेलवूर/पेरुवण्णामुषि The SIC, Chelavoor/Peruvannamuzhi
6. कार्यक्रम समन्वयक, कृषि विज्ञान केंद्र, पेरुवण्णामुषि
Programme Coordinator, KVK, Peruvannamuzhi
7. प्रभारी अध्यक्ष, क्षेत्रीय स्टेशन, अप्पंगला
The Head I/C Regional Station, Appangala
8. वरिष्ठ वित्त व लेखा अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड
The Sr. Finance & Accounts Officer, ICAR-IISR, Kozhikode
9. आहरण एवं संवितरण अधिकारी, आईसीएआर-आईआईएसआर, कोषिकोड
Drawing & Disbursing Officer, ICAR-IISR, Kozhikode
10. बिल्स Bills
11. व्यक्तिगत फाइल/सेवा अभिलेख Personal File/Service Records
12. इंट्रानेट Intranet

..... Take the spice route to keep Covid at bay

Director's Office : 0495-2730294

Project Coordinator : 0495-2731794

PABX : 0495-2731410/2731753/2731345

IISR Experimental Farm, Peruvannamuzhi : 0496-2249371

ATIC : 0495-2730704, Fax : 0091-495-2731187

Krishi Vigyan Kendra, Peruvannamuzhi : 0496-2662372

Email: director.spices@icar.gov.in

1.3 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 are 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.

1.4 Norms for discharge of functions

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>)

1.5 Rules, regulations, instructions manual and records for discharging functions

Please provide list of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

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, 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, 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
---	----

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 From where one can get a copy of rules, regulations, instructions, manual and records?	Rules and Regulations on Seventh Pay Commission 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 From where one can get a copy of rules, regulations, instructions, manual and records?	Details of the Rules and Bye-laws of the ICAR Society 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
---	-------------------------

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, 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

1.6 Categories of documents held by the authority under its control

Categories etc 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: 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

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
---	-------------------------

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, 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

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पी.बी. संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,

कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India

Email: mail@spices.res.in, Ph:0495-2731410



F. No. 1-9(95)/2023-Estt.

Dated: 25-10-2023

OFFICE ORDER

Sub: Constitution of various committees at ICAR-IISR, Kozhikode – reg.

In supersession of all earlier orders on the subject, Director, ICAR-IISR, Kozhikode has been pleased to reconstitute the following Committees, as detailed below with immediate effect and until further orders:-

I	POLICY COMMITTEE	
01	Director	Chairman
02	Project Coordinator (AICRP on Spices)	Member
03	Senior Administrative Officer	Member
04	All Head of Divisions	Member
05	Dr. E Jayashree, Principal Scientist	Member
06	Head i/c, Regional Station, Appangala	Member
07	Scientist-In-Charge, Chelavoor Farm	Member
08	Scientist-In-Charge, Peruvannamuzhi Farm	Member
09	Senior Finance & Accounts Officer	Member
10	Principal Scientist & Head, KVK, Peruvannamuzhi	Member
11	Administrative Officer	Member Secretary
Functions : To advise on matters pertaining to policy matters of the Institute		

II	TRANSFER COMMITTEE	
01	Director	Chairman
02	Head, Division of Crop Production & PHT	Member
03	Head, Division of Crop Improvement & BT	Member
04	Head, Division of Crop Protection	Member
05	Senior Administrative Officer	Member
06	Senior Finance & Accounts Officer	Member
07	Asst. Administrative Officer (Estt.)	Member Secretary

Functions: As per ICAR guidelines in respect of Technical, Administration and Skilled Support Staff

III	PRIORITIZATION, MONITORING AND EVALUATION COMMITTEE	
01	Director	Chairman
02	Project Coordinator (AICRP on Spices)	Member
03	Head, Crop Production & PHT	Member
04	Head, Crop Improvement & Biotechnology	Member
05	Head, Crop Protection	Member
06	Head i/c, Regional Station, Appangala	Member
07	Nodal Officer RFD	Member
08	Officer In Charge, PME Cell	Member Secretary

Functions: To prioritize, monitor and to evaluate the initial project proposals – RPP-I

IV	PRIORITIZATION, MONITORING AND EVALUATION CELL (PME Cell)	
01	Dr. V. Srinivasan, Head, Crop Production & PHT	Officer in charge
02	Nodal Officer RFD	Member
03	Secretary, Institute Research Council	Member
04	Secretary, HRD & IDC	Member
05	Ms. Beena C K, Private Secretary	Member
06	Dr. Lijo Thomas, Senior Scientist (Agricultural Economics)	Member Secretary
Functions: To assist in prioritization, monitoring and evaluation of research projects. To co- ordinate technical matters of the institute.		

V	RESULTS FRAME WORK DOCUMENT COMMITTEE	
01	Director	Chairman
02	Dr. A Ishwara Bhat , Head, Crop Protection	Member
03	Senior Administrative Officer	Member
04	Dr. C.M. Senthil Kumar, Principal Scientist	Nodal Officer
05	Dr. C. N. Biju, Principal Scientist	Co-Nodal Officer

Functions: To prepare RFD of the institute

VI	INSTITUTE RESEARCH COUNCIL	
01	Director	Chairman
02	All Scientists	Members
03	Dr. R Praveena, Senior Scientist	Member Secretary

Functions : To approve new project proposals and review the progress of work in research projects

VII	HUMAN RESOURCES DEVELOPMENT & INSTITUTE DEPUTATION COMMITTEE (HRD & IDC)	
01	Director	Chairman
02	Dr. K Kandianan, Principal Scientist	Vice Chairman
03	Head, Crop Production & PHT	Member
04	Head, Crop Improvement & Biotechnology	Member
05	Head , Crop Protection	Member
06	Dr. C Sarathambal, Senior Scientist	Member
07	Senior Administrative Officer	Member
08	Senior Finance & Accounts Officer	Member
09	Mrs. Beena C.K, Private Secretary	Member
10	Dr. B Manimaran, 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.

VIII	INSTITUTE TECHNOLOGY MANAGEMENT UNIT & AGRIBUSINESS INCUBATOR MANAGEMENT COMMITTEE	
01	Director	Chairman
02	Head, Division of Crop Production & PHT	Member
03	Head, Division of Crop Improvement & BT	Member
04	Head , Division of Crop Protection	Member
05	Principal Investigator (NAIF)	Member
06	Dr. Sajesh V.K, Co-PI (NAIF)	Member
07	Member Secretary, IRC	Member
08	Member Secretary, PME	Member
09	Senior Administrative Officer	Member
10	Senior Finance & Accounts Officer	Member
11	Dr. K. Muraleedharan, ICAR-CPCRI , Kasaragod, IPR Expert	Member
12	Dr. Sharon Aravind, Scientist	Member Secretary

Functions: Patenting / Commercialization of Institute Technologies, consultancy related issues, copyright of research and technical publications and all other IP related issues.

IX	OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE	
01	Director	Chairman
02	Dr. N. K. Leela, Principal Scientist	Vice-Chairperson
03	Head, Crop Production & PHT	Member
04	Head, Crop Improvement & BT	Member
05	Head, Crop Protection	Member
06	Dr. Maneesha S.R, Scientist	Member
07	Senior Administrative Officer	Member
08	Senior Finance & Accounts Officer	Member
09	Mr. Sunil V.C, Assistant Administrative Officer (Estt.)	Member
10	Ms. N. Prasannakumari, Assistant Chief Technical Officer	Member Secretary
Functions : To monitor implementation of official language and popularize use of Hindi in the institute		
X	LIBRARY ADVISORY COMMITTEE	
01	Director	Chairman
02	Dr. P. Rajeev, Principal Scientist	Vice-Chairman
03	Dr. C Sarathambal, Senior Scientist	Member
04	Dr. Aarthi S, Scientist	Member
05	Ms. Sona Charles, Scientist	Member
06	Senior Finance & Accounts Officer	Member
07	Senior Administrative Officer	Member
08	Dr. Vijesh Kumar I.P, Technical Assistant	Member
09	Mr. K. Jayarajan, 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.		
XI	MEDIA, PUBLICITY & PUBLICATION COMMITTEE	
01	Dr. Lijo Thomas, Senior Scientist	Chairman
02	Dr. R. Praveena, Senior Scientist	Member
03	Dr. Maneesha S.R, Scientist	Member
04	Mr. A Sudhakaran, Senior Technical Officer	Member
05	Ms. Sona Charles, Scientist	Member Secretary
Functions: <ol style="list-style-type: none"> Liaisoning with press and media. Convening and producing of multimedia programs. Publishing Spice News letter Scrutiny and management of the contents of Institute websites, portals, mobile apps, social media sites, institute publications etc.		
XII	FARM ADVISORY COMMITTEE, CHELAVOOR & PERUVANNAMUZHI	
01	Director	Chairman
02	All Head of Divisions	Members
03	Principal Scientist & Head, KVK	Member
04	Technical Officer, Chelavoor Farm /Peruvannamuzhi Farm	Member
05	Scientist-In-Charge, Peruvannamuzhi Farm	Member
06	All Scientists	Members
07	Senior Administrative Officer	Member
08	Senior Finance & Accounts Officer	Member
09	Administrative Officer	Member
10	All Asst. Administrative Officers	Members
11	Scientist-In-Charge, Chelavoor Farm	Member Secretary
Functions: To advise on matters related to Chelavoor / Peruvannamuzhi Farm/KVK		

XIII	AESTHETIC COMMITTEE, CHELAVOOR	
01	Director	Chairman
02	Dr. Anees K, Senior Scientist	Vice-Chairman
03	Dr. Aarthi S, Scientist	Member
04	Mr. K Jayarajan, Chief Technical Officer	Member
05	Mr. A Sudhakaran, Senior Technical Officer	Member
06	Scientist-In-Charge, Chelavoor Farm	Member
07	Estate Officer, Chelavoor	Member Secretary
Functions: To plan and develop farm activities of Chelavoor		
XIV	AESTHETIC COMMITTEE, PERUVANNAMUZHI	
01	Director	Chairman
02	Scientist In-Charge, Peruvannamuzhi	Member
03	Dr. Gobu R, Scientist	Member
04	Dr. Muhammed Azharudheen T.P, Scientist	Member
05	Dr. Manoj P S, Chief Technical Officer	Member
06	Dr. B Pradeep, Asst. Chief Technical Officer (SMS-Fisheries)	Member
07	Mr. Hareesh B T, Senior Technician	Member
08	Dr. Pavan Gowda M, Senior Technical Officer	Member Secretary
Functions: To plan and develop farm activities of Peruvannamuzhi Farm		
XV	ATIC ADVISORY COMMITTEE	
01	Director	Chairman
02	All Head of Divisions	Member
03	Dr. P Rajeev, Principal Scientist	Member
04	Senior Administrative Officer	Member
05	Senior Finance & Accounts Officer	Member
06	Dr. Aiswariya K K, Assistant Chief Technical Officer (SMS)	Member
07	Manager, ATIC (Dr. Lijo Thomas)	Member
Functions: To advise on matters related to ATIC		
XVI	PURCHASE ADVISORY COMMITTEE	
01	Dr. C M Senthil Kumar, Principal Scientist	Chairman
02	Head, Crop Production & PHT	Member
03	Head, Crop Improvement & BT	Member
04	Head, Crop Protection	Member
05	Dr. Anees K, Senior Scientist	Member
06	Senior Finance & Accounts Officer	Member
07	Senior Administrative Officer	Member
08	Assistant Administrative Officer (Stores)	Member Secretary
Functions: To conduct the Purchase Committee meeting and scrutinize and recommend the various proposals related to Purchase, opening of quotations received for various purchase (any three members of the committee) and preparing the proceedings of the meeting.		
XVII	LOCAL PURCHASE COMMITTEE	
01	Dr. C.N Biju, Principal Scientist	Chairman
02	Senior Administrative Officer	Vice Chairman
03	Mr. Sujeesh E.S, Asst. Chief Technical Officer	Member
04	Senior Finance & Accounts Officer	Member
05	Assistant Administrative Officer (Stores)	Member Secretary
Functions: To conduct survey and prepare report of purchases of items below 2.50 lakhs and prepare its proceedings.		

XVIII	SEED / PLANTING MATERIAL COMMITTEE	
01	Director	Chairman
02	Dr. K. Kandiannan, Principal Scientist	Vice Chairman
03	Head, Crop Production & PHT	Member
04	Head, Crop Improvement & BT	Member
05	Head, Crop Protection	Member
06	Dr. P Rajeev, Principal Scientist	Member
07	Dr. Muhammed Azharudheen T.P Scientist	Member
08	Scientist In Charge, Peruvannamuzhi Farm	Member
09	Scientist In Charge, Chelavoor Farm	Member
10	Senior Administrative Officer	Member
11	Senior Finance & Accounts Officer	Member
12	Mr. Muhammed Nissar V.A, Scientist	Member Secretary

Functions: To monitor targets, production and certification of planting material.

XIX	PRICE FIXATION COMMITTEE	
01	Dr. Lijo Thomas, Senior Scientist	Chairman
02	Scientist-in-Charge, Chelavoor Farm	Member
03	Scientist-in-Charge, Peruvannamuzhi Farm	Member
04	Head-in-Charge, Regional Station, Appangala	Member
05	Principal Scientist & Head, KVK, Peruvannamuzhi	Member
06	Manager, ATIC	Member
07	Officer in charge, ABI / ITMU	Member
08	Senior Finance & Accounts Officer	Member
09	Secretary, Staff Side, IJSC	Member
10	Senior Administrative Officer	Member Secretary

Functions: To recommend prices of farm produce.

XX	IT & LAN COMMITTEE	
01	Dr. C.N Biju, Principal Scientist	Chairman
02	Dr. Mohammed Faisal Peeran, Scientist	Member
03	Dr. Sajesh V.K, Senior Scientist	Member
04	Ms. Sona Charles, Scientist	Member
05	Mr. C. K. Jayakumar, Technical Officer (Prgrm. Asst. Computer) KVK	Member
06	Mr. V. V. Sayed Mohammed, Assistant Administrative Officer	Member
07	Mr. K. Jayarajan, Chief Technical Officer	Member Secretary

Functions: Maintenance and upkeep of internet connectivity, LAN, video conferencing etc.

XXI	NABL COMMITTEE	
01	Director	Chairman
02	Dr. V Srinivasan, Head, Crop Production & PHT	Vice Chairman
03	Dr. E Jayashree, Principal Scientist	Member
04	Dr. Anees K, Senior Scientist	Member
05	Ms. N. Karthika, Senior Technician	Member
06	Ms. R Sivaranjani, Scientist	Member Secretary

Functions: Maintenance of ISO & NABL of the institute

XXII	INSTITUTE STAFF WELFARE FUND COMMITTEE	
01	Director	Chairman
02	All Head of Divisions	Member
03	Dr. E Jayashree, Principal Scientist	Member
04	Dr. Muhammed Azharudheen T.P, Scientist	Member
05	Senior Administrative Officer	Member
06	Senior Finance & Accounts Officer	Member
07	Ms. Shajina O , Technician	Member
08	Assistant 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 succour to families staff who die in harness.

XXIII	SPORTS PROMOTION COMMITTEE	
01	Dr. Anees K, Senior Scientist	Chairman
02	Dr. Muhammed Azharudheen T.P, Scientist	Member
03	Mr. Muhammed Nissar V.A, Scientist	Member
04	Ms. Sivaranjani R, Scientist	Member
05	Mr. Rasmish A.R, Senior Technician	Member
06	Mr. R. Bharathan, Chief Technical Officer	Member Secretary

Functions: To encourage sports activities and making arrangements for taking part in sports competitions.

XXIV	CANTEEN (CHELAVOOR) – EXECUTIVE COMMITTEE	
01	Mr. Bharathan R, Chief Technical Officer	Honorary Secretary
02	Mr. Sundaran P, Administrative Officer	Member
03	Mr. Vishnu B, Technician	Member
04	Mr. Abhi Balagopal K.P, Skilled Support Staff	Member
05	Representative-Research Scholar	Member
06	Mr. V.S Binoy, Senior Technician	Convener

Functions: To manage the canteen at Chelavoor.

XXV	QUARTERS ALLOTMENT COMMITTEE	
01	Director	Chairman
02	Dr. K Kandiannan, Principal Scientist	Vice Chairman
03	Head in charge, Regional Station, Appangala	Member
04	Scientist in Charge, Peruvannamuzhi	Member
05	Principal Scientist & Head, KVK	Member
06	Mr. E. S. Sujeesh, Assistant Chief Technical Officer	Member
07	Secretary (Staff Side) IJSC	Member
08	Senior Finance & Accounts Officer	Member
09	Senior Administrative Officer	Member Secretary

Functions: To take decisions regarding allotment of staff quarters to eligible applicants.

XXVI	PROPRIETARY COMMITTEE	
01	Dr. A Ishwara Bhat, Head, Crop Protection	Chairman
02	Dr. C.M. Senthil Kumar, Principal Scientist	Member
03	Dr. Aarthi S, Scientist	Member
04	Dr. C Sarathambal, Senior Scientist	Member
05	Ms. Alfiya P.V, Scientist	Member Secretary

Functions: A certificate to the effect the proposed item to be procured may be issued.

XXVII	WORKS COMMITTEE	
01	Dr. V Srinivasan, Head, Crop Production & PHT	Chairman
02	Head, Crop Improvement & BT	Member
03	Head, Crop Protection	Member
04	Scientist in Charge, Chelavoor Farm	Member
05	Scientist –in-Charge, Peruvannamuzhi Farm	Member
06	Senior Administrative Officer	Member
07	Senior Finance & Accounts Officer	Member
08	Asst. Administrative Officer (Works)	Member Secretary

Functions: To conduct the Works Committee meeting and scrutinize and recommend the various proposals related to Works, opening of quotations received for various works (any three members of the committee) and preparing the proceedings of the meeting.

XXVIII	INSTRUMENT MONITORING COMMITTEE	
01	Scientist in Charge, Central Facility	Chairman
02	Dr. C.M. Senthil Kumar, Principal Scientist	Member
03	Dr. Manimaran B, Scientist	Member
04	Dr. Aarthi S, Scientist	Member
05	Assistant Administrative Officer (Stores)	Member Secretary

Functions: To monitor the functioning, repair and maintenance of equipments and conduct the meeting and prepare its proceedings.

XXIX	COMMITTEE FOR MONITORING CROP-WEATHER SITUATION	
01	Director	Chairman
02	Dr. K. Kandianan, Principal Scientist	Member
03	Dr. Maneesha S.R, Scientist	Member
04	Dr. C Sellaperumal, Senior Scientist	Member
05	Dr. Anees K, Senior Scientist	Member Secretary

Functions: To report crop-weather situation including occurrence of pests and diseases at fortnightly intervals.

XXX	INTERNAL COMPLAINT COMMITTEE	
01	Dr. E Jayashree, Principal Scientist	Chairman
02	Dr. Femina, Dy. Director, DASD, Calicut	External Member
03	Ms. Deepthi A, Asst. Chief Technical Officer(SMS- Home Science)KVK	Member
04	Senior Administrative Officer	Member
05	Mrs. C. K. Beena, PS to Director	Member Secretary

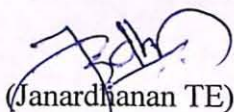
Functions: To examine charges of sexual harassment of women in workplace.

XXXI	WOMEN CELL	
01	Director	Chairman
02	Dr. R Praveena, Senior Scientist	Vice Chairman
03	Dr. Priya George, Technical Officer	Member
04	Ms. Rebeena N, Upper Division Clerk	Member
05	Research Scholar (Representative)	Member
06	Ms. R Sivaranjani, Scientist	Member Secretary

Functions: To cater to the welfare of women staff.

XXXII	IMPLEMENTATION COMMITTEE FOR NEH / TSP / SCSP	
01	Dr. V Srinivasan, Head, Crop Production & PHT	Chairman
02	Dr. P Rajeev, Principal Scientist	Member
03	Dr. Manimaran B, Scientist	Member
04	Ms. R. Sivaranjani, Scientist	Member
05	Dr. Lijo Thomas, Senior Scientist	Member Secretary
Functions: To coordinate Programmes for NE states		
XXXIII	COMMITTEE FOR MONITORING PANDEMIC DISEASES	
01	Dr. K.S Krishnamurthy, Principal Scientist	Chairman
02	Dr. E Jayashree, Principal Scientist	Member
03	Dr. B Manimaran, Scientist	Member
04	Dr. C Sellaperumal, Senior Scientist	Member
05	Senior Administrative Officer	Member
Functions: To monitor Pandemic Diseases activities of ICAR-IISR.		
XXXIV	SPACE ALLOCATION COMMITTEE	
01	Dr. Sheeja T.E, Head, Crop Improvement & BT	Chairman
02	Scientist in-charge, Chelavoor	Member
03	Scientist in Charge, Peruvannamuzhi	Member
04	Senior Administrative Officer	Member Secretary
Functions :To allocate space as per the decision of director		
XXXV	TECHNICAL EVALUATION COMMITTEE	
01	Dr. A. Ishwara Bhat, Head, Crop Protection	Chairman
02	Dr. Manimaran B, Scientist	Member
03	Ms. Sivaranjani R, Scientist	Member
04	Senior Finance & Accounts Officer	Member
05	Mr. K Jayarajan, Chief Technical Officer	Member
06	Indenter	Member
07	Mr. V.V. Sayed Mohammed, AAO (Stores)	Member Secretary
Functions: Evaluation of Technical specifications of intends and recommendations		
XXXVI	SWACHHTA COMMITTEE (H.Q)	
01	Dr. Anees K, Senior Scientist	Chairman
02	Dr. C. Sellapperumal, Senior Scientist	Member
03	Dr. S Aarthi, Scientist	Member
04	Mr. R. Bharathan, Chief Technical Officer	Member
05	Mr. K. Jayarajan, Chief Technical Officer	Member
06	Mr. A. Sudhakaran, Senior Technical Officer	Member
07	Mr. Sujeesh E.S, Asst. Chief Technical Officer	Member
08	Mr. Vishnu B, Technician	Member
09	Mr. Binoy V. S. Senior Technician	Member
10	Administrative Officer	Member
11	Ms. Alfiya P.V, Scientist	Member Secretary
Functions: To implement swachhta activities in Institute		
XXXVII	PLATINUM JUBILEE CELEBRATION COMMITTEE	
01	Dr. C. N. Biju, Principal Scientist	Nodal Officer
02	Dr. H J Akshitha, Scientist	Member
03	Ms. Sona Charles, Scientist	Member
04	Mr. R. Bharathan, Chief Technical Officer	Member
05	Mr. K. Jayarajan, Chief Technical Officer	Member
06	Ms. N Prasannakumari, Asst. Chief Technical Officer	Member
Functions: To chalk out the activities that can be taken up at the Institute in order to celebrate the 75th Anniversary of India's Independence.		

XXXVIII	CONTRACTUAL COMMITTEE	
01	Dr. V Srinivasan, Head, Crop Production & PHT	Chairman
02	Head, Crop Improvement & BT	Member
03	Head , Crop Protection	Member
04	Scientist in Charge, Chelavoor Farm	Member
05	Scientist –in-Charge, Peruvannamuzhi Farm	Member
06	Senior Administrative Officer	Member
07	Senior Finance & Accounts Officer	Member
08	Asst. Administrative Officer (Works)	Member Secretary
Functions: To scrutiny and finalization of Contracts for engaging outsourced employees.		


 (Janardhanan TE)
 Senior Administrative Officer

Distribution:-

1. The Project Coordinator (AICRP on Spices)
2. All Head of Divisions
3. The Head I/C RS, Appangala
4. Principal Scientist & Head, KVK
5. The SIC, Chelavoor/Peruvannamuzhi
6. The Senior Finance & Accounts Officer
7. The Drawing & Disbursing Officer
8. AAO (Estt.)/(Works)/(Stores)
9. PS to Director
10. Arisoft / Intranet

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पी.बी.संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,

कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India

Email: mail@spices.res.in, Ph:0495-2731410



F. No. 1-9(95)/2023-Estt.

Dated: 25-10-2023

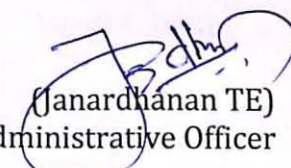
OFFICE ORDER

Sub: Nomination of officers to function as Nodal Officer/Officer i/c etc. – Reg.

In supersession of all earlier orders on the subject, Director, ICAR-IISR, Kozhikode has been pleased to nominate the following officers, of this Institute as the Nodal Officers/Officer i/c etc., to attend the function indicated against each, in addition to their own duties, with immediate effect and until further order:-

Sl. No.	Name of Officer	Duties assigned
1	Dr. C Sarathambal, Senior Scientist	NODAL OFFICER - RTI
2	Dr. A Ishwara Bhat, Head Crop Protection	TRANSPARENCY OFFICER - RTI
3	Dr. C.N. Biju, Principal Scientist	CONTACT OFFICER, ICAR-IISR REGIONAL STATION, APPANGALA
4	Dr. Lijo Thomas, Senior Scientist	MANAGER, AGRICULTURE TECHNOLOGY INFORMATION CENTRE
5	Senior Administrative Officer	NODAL OFFICER - COURT CASES
6	Ms. Sona Charles, Scientist	NODAL OFFICER - RESEARCH DATA MANAGEMENT
7	Mr. K. Jayarajan, Chief Technical Officer	NODAL OFFICER - PERMISNET
8	Dr. C. Sellaperumal, Senior Scientist	NODAL OFFICER - SCIENTISTS MEETING
9	Dr. P. Rajeev, Principal Scientist	NODAL OFFICER - 'MERA GAON MERA GAURAV'
10	Mr. V.A Muhammed Nissar, Scientist	NODAL OFFICER - MAPPING OF NATURAL RESOURCES
11	Asst. Administrative Officer (Estt.) (with the assistance of Mr. V V Sayed Mohammed)	NODAL OFFICER - BIOMETRIC ATTENDANCE SYSTEM
12	Mr. K Jayarajan, Chief Technical Officer	NODAL OFFICER - NKN, KRISHI PORTAL
13	Mr. V. V. Sayed Mohammed, Assistant Administrative Officer / Mr. K. Jayarajan, Chief Technical Officer	NODAL OFFICER - ERP
14	Dr. C N Biju, Principal Scientist/ Dr. C. Sellaperumal, Senior Scientist	NODAL OFFICERS - REPORTING STATUS OF PESTS
15	Administrative Officer /Assistant Administrative Officer (Stores)	NODAL OFFICERS - E-GOVERNANCE / E-PROCUREMENT
16	Senior Finance & Accounts Officer	NODAL OFFICER - E-PAYMENT/PFMS / TSA
17	Mr. K. Jayarajan, Chief Technical Officer	NODAL OFFICER - IMPLEMENTATION OF IPV6
18	Ms. N. Prasannakumari, Assistant Chief Technical Officer	NODAL OFFICER - IMPLEMENTING OFFICIAL LANGUAGE

19	Dr. C. Sellaperumal, Senior Scientist	OFFICER-IN-CHARGE, SILVER JUBILEE HALL
20	Dr. Maneesha S.R, Scientist	OFFICER IN CHARGE STUDY CIRCLE
21	Ms. C. K. Beena, PS to Director	OFFICER IN CHARGE COMMITTEE ROOM (DIRECTOR'S OFFICE)
22	Assistant Administrative Officer (Estt.)	RECORDS OFFICER
23	Mr. Sunil.VC, Asst. Administrative Officer(Estt.)/Mr. P. Sundaran, Administrative Officer	OFFICER-IN-CHARGE, VEHICLES
24	Mr. P Sundaran, Administrative Officer	ESTATE OFFICER
25	Mr. V V Sayed Mohammed, Assistant Administrative Officer During his absence Mr. Sunil V.C, Assistant Administrative Officer	GUEST HOUSE -IN-CHARGE,
26	Mr. V. V. Sayed Mohammed, Assistant Administrative Officer Mr. Krishnakumar P.C, Lower Division Clerk will assist Mr. V V Sayed Mohammed	CARETAKER, CHELAVOOR CAMPUS
27	Dr. C M Senthil Kumar, Principal Scientist	NODAL OFFICER - AGRICULTURAL RESEARCH MANAGEMENT SYSTEM(ARMS)
28	Ms. Sona Charles, Scientist	NODAL OFFICER - DATA CENTER
29	Dr. P Rajeev, Principal Scientist	NODAL OFFICER - NEH
30	Dr. Manimaran B, Scientist	NODAL OFFICER - SCSP
31	Dr. Lijo Thomas, Senior Scientist	NODAL OFFICER - TSP


 (Janardhanan TE)
 Senior Administrative Officer

Distribution:-

1. The Project Coordinator (AICRP on Spices)
2. All Head of Divisions
3. The Head I/C RS, Appangala
4. Principal Scientist & Head, KVK
5. The SIC, Chelavoor/Peruvannamuzhi
6. The Senior Finance & Accounts Officer
7. The Drawing & Disbursing Officer
8. AAO (Estt.)/(Works)/(Stores)
9. PS to Director
10. Arisoft / Intranet

Staff ICAR			
NAME	DESIGNATION	EMAIL ID	PHONE NUMBER
IISR HQ KOZHIKODE			
SCIENTIFIC STAFFS			
Dr. Dinesh R	Director	Dinesh.R@icar.gov.in	9447 296781
Dr. Thankamani CK	Principal Scientist	Thankamani.CK@icar.gov.in	9495083552
Dr. IshwaraBhatA	Acting Head, Div. of Crop Protection	IshwaraBhat.A@icar.gov.in	9446314506
Dr. Leela NK	Principal Scientist	Leela.NK@icar.gov.in	9496294030
Dr. Kandianan K	Principal Scientist	Kandianan.K@icar.gov.in	9446023078
Dr. Krishnamurthy KS	Principal Scientist	Krishnamurthy.KS@icar.gov.in	9447867121
Dr. Rajeev P	Principal Scientist	Rajeev.P@icar.gov.in	9400052051
Dr. Srinivasan V	Head Div. of Crop Production & PHT	Srinivasan.V@icar.gov.in	9446163644
Dr. SheejaTE	Head Div. of Crop Improvement & Biotechnology	Sheeja.TE@icar.gov.in	9495760661
Dr. Jayasree E	Principal Scientist	Jayasree.E@icar.gov.in	9497693527
Dr. Prasath D	Principal Scientist	Prasath.D@icar.gov.in	9495639838
Dr. Senthilkumar CM	Principal Scientist	Senthilkumar.CM@icar.gov.in	9496168555
Dr. LijoThomas	Senior Scientist	Lijo.Thomas@icar.gov.in	8589902677
Dr. Biju CN	Principal Scientist	Biju.CN@icar.gov.in	9446085229
Dr. K Anees	Senior Scientist	Anees.Kaprakkaden@icar.gov.in	9308 773652
Dr. Praveena R	Senior Scientist	Praveena.R@icar.gov.in	9447568555
Dr. Jeevalatha A	Senior Scientist	A.Jeevalatha@icar.gov.in	9816027052
Dr. C. Sarathambal	Senior Scientist	C.Sarathambal@icar.gov.in	9407372156
Dr. Divya P Syamaladevi	Senior Scientist	P.Syamaladevi@icar.gov.in	8754121086
Dr. C. Sellaperumal	Scientist	C.Sellaperumal@icar.gov.in	8765847851
Dr. SharonAravind	Scientist	Sharon.Aravind@icar.gov.in	6282760212
Ms. Aarthi S	Scientist	Arthi.S@icar.gov.in	7034886006
Mr. Muhammed Nissar	Scientist	MuhammedNissar.VA@icar.gov.in	9447837397
Ms. R Sivaranjini	Scientist	Sivaranjani.R@icar.gov.in	7708582608
Mr. Gobu R	Scientist	gobu.r@icar.gov.in	9486690413
Ms. Sona Charles	Scientist	sona.charles@icar.gov.in	9746435634
Mr. Mukesh Sankar. S	Scientist	mukesh.s@icar.gov.in	04952731410
Ms. Alfiya P V	Scientist	alfiya.pv@icar.gov.in	9995787015
Dr. Muhammed Azharudheen TP	Scientist	md.azharudheen@icar.gov.in	04962249371
Dr. Maneesha S.R.	Scientist	Maneesha.sr@icar.gov.in	7397886968
Dr. Manimaran B	Scientist	Manimaran.B@icar.gov.in	7827806783

ADMINISTRATIVE STAFF			
Mr. Janardhanan T E	SAO	janardhanan.te@icar.gov.in	9446066807
Mr. Babu R.K	SFAO	Babu.RK@icar.gov.in	04952731410
Ms. C K Beena	Private Secretary	Beena.CK@icar.gov.in	6238679118
Sri. P Sundaran	AO	Sundaran.P@icar.gov.in	9947711960
Sri. V C Sunil	AAO	Sunil.VC@icar.gov.in	9446346305
Sri. V V Sayed Mohammed	AAO	Sayedmohammed.VV@icar.gov.in	7907428699
Ms. M Seema	UDC	Seema.M@icar.gov.in	9446467307
Ms. Rebeena N	UDC	Rabeena.N@icar.gov.in	8086945323
Mr. P K Rahul	UDC	Rahul.PK@icar.gov.in	9947252508
Mr. Krishnakumar P C	LDC	Krishnakumar.PC@icar.gov.in	04952731410
TECHNICAL STAFF			
Mr. R. Bharathan	CTO	Bharathan.R@icar.gov.in	9447661790
Mr. K Jayarajan	CTO	Jayarajan.K@icar.gov.in	9048638381
Smt. N Prasannakumari	ACTO	Prasannakumari.N@icar.gov.in	8089287280
Mr. A Sudhakaran	Senior Technical Officer	Sudhakaran.A@icar.gov.in	9605310353
Mr. K Krishnadas	Technical Officer	Krishnadas.K@icar.gov.in	9400575857
Ms. P K Chandravally	Technical Officer	Chandravally.PK@icar.gov.in	8086731718
Dr. Priya George	Technical Officer	priya.george@icar.gov.in	04952731410
Mr. I P Vijesh Kumar	Technical Assistant (T3)	VijeshKumar.IP@icar.gov.in	04952731410
Ms. N Karthika	Senior, Technician (Lab. Tech.)	Karthika.N1@icar.gov.in	9400382680
Mr. O G Sivadas	Senior Technician	Sivadas.OG@icar.gov.in	9497643683
Mr. V S Binoy	Senior Technician	Binoy.VS@icar.gov.in	9447109879
Mr. Vishnu B	Technician	Vishnu.b@icar.gov.in	9447947062
Ms. Shajina O	Technician	Shajina.o@icar.gov.in	9947034691
SUPPORTING STAFFS			
Mr. Abhi Balagopal K.P	Skilled Support Staff	Abi.Balagopal@icar.gov.in	9497169205
REGIONAL STATION, APPANGALA			
SCIENTIFIC STAFFS			
Dr. S J Ankegowda	Head-In-Charge, IISR Regional Station, Appangal	Ankegowda.j@icar.gov.in	9663069241
Dr. Mohammed Faisal Peeran	Scientist	Mohammed.Peeran@icar.gov.in	8903218148
Dr. H J Akshitha	Scientist	Akshitha.HJ@icar.gov.in	9739732442
Dr. Honnappa Asangi	Scientist	Honnappa.Asangi@icar.gov.in	9902026647
Dr. M S Shivakumar	Scientist	Shivakumar.S@icar.gov.in	9449963088
Dr. M Balaji Rajkumar	Scientist	M.Rajkumar@icar.gov.in	8272298574
TECHNICAL STAFFS			
Mr. H C Rathish	Senior Technical Assistant	Rathish.C@icar.gov.in	8272298574
Mr. N Cholorappa	Senior Technician (T1)	Cholorappa.N@icar.gov.in	8272298574

Mr. Ranjith P.B	Technician	Ranjith.PB@icar.gov.in	9497180478
ADMINISTRATIVE STAFF			
Mr. P T Jayaprakash	UDC	Jayaprakash.PT@icar.gov.in	9961057032
SUPPORTING STAFFS			
Mr.Marigowda	Skilled Support Staff	Marigowda.KV@icar.gov.in	8272298574
Mr. Sachin K.P	Skilled Support Staff	Sachin.K.P@icar.gov.in	8272298574
EXPERIMENTAL FARM, PERUVANNAMUZHI			
ADMINISTRATIVE STAFF			
Mr. K Faisal	Stenographer Gr. III	Faisal.K@icar.gov.in	9946978126
TECHNICAL STAFF			
Mr. E S Sujeesh	ACTO	Sujeesh.ES@icar.gov.in	8113907665
Mr. T R Sadasivan	Senior Technical Assistant	Sadasivan.TR@icar.gov.in	04962249371
Ms. Rejina P Govind	Senior Technician	Rejina.Govind@icar.gov.in	04962249371
Mr. Hareesh B T	Senior Technician	Hareesh.BT@icar.gov.in	9447699605
Mr. Rasmish A R	Senior Technician	Rasmish.AR@icar.gov.in	04962249371
Mr. Nikhil C M	Technician	nikhil.cm@icar.gov.in	9526594195
Mrs. P N Kausalya	Technician	kausalya.pn@icar.gov.in	04962249371
Dr. Pavan Gowda	Senior Technical Officer	Pavan.M@icar.gov.in	04962249371
SUPPORTING STAFFS			
Mr. Vijesh V	Skilled Support Staff	Vijesh.V@icar.gov.in	04962249371
KVK PERUVANNAMUZHI			
SCIENTIFIC STAFF			
Dr. P Ratha Krishnan	Head KVK	Ratha.Krishnan@icar.gov.in	8547544765
TECHNICAL STAFF			
Dr. P S Manoj	Chief Technical Officer	Manoj.PS@icar.gov.in	9447565549
Dr. S Shanmugavel	Chief Technical Officer	Shanmughavel.S@icar.gov.in	9446890889
Mr. K M Prakash	Chief Technical Officer	Prakash.KM@icar.gov.in	9447526964
Dr. B Pradeep	Asst.Chief Technical Officer	Pradeep.B@icar.gov.in	9496134 220
Ms. A Deepthi	Asst.Chief Technical Officer	Deepthi.A@icar.gov.in	8157 877977
Dr. K K Aiswariya	Asst.Chief Technical Officer	Aiswariya.KK@icar.gov.in	9567804551
Mr.T C Prasad	Technical Officer	Prasad.TC@icar.gov.in	04962666073
Mr. C K Jayakumar	Technical Officer	Jayakumar.CK@icar.gov.in	9446783974
SUPPORTING STAFFS			
Mr. C Ravindran	Skilled Support Staff	Ravindran.C@icar.gov.in	8547544765

Salary details of employees of ICAR-IISR, Kozhikode for March, 2025

S.No	Name of Officer/official	Pay	DA	HRA	Tpt All	CHA	Adv. Inc	NPS contribution 14%
1	Aarthi S	87300	46269	17460	11016	0	0	18700
2	Alfiya P V	77600	41128	15520	11016	0		16622
3	Dr Anees K	147900	78387	29580	11016	0	0	31680
4	Biju CN	162300	86019	32460	11016	0	0	34765
5	Dinesh R	218200	115646	43640	11016	0	0	0
6	Divya P S	147900	78387	29580	11016	0		31680
7	Ishwara Bhatt A	218200	115646	43640	11016	0	0	0
8	Jayashree E	193800	102714	38760	11016	0	0	0
10	Krishnamurthy KS	218200	115646	43640	11016	0	0	0
11	Lijo Thomas	147900	78387	29580	11016	0	0	31680
12	Maneesha S R	84800	44944	16960	11016	0		18164
13	Manimaran B	79900	42347	15980	11016	0		17115
14	Mohammed Faisal P	92600	49078	18520	11016	0	0	19835
15	Muhammed Nissar	79900	42347	15980	11016	0	0	17115
16	Mukesh Shankar S	89900	47647	17980	11016	0		19257
17	Prasath D	193800	102714	38760	11016	0	0	0
18	Praveena R	147900	78387	29580	11016	0	0	31680
19	Rajeev P	218200	115646	43640	11016	0	0	0
20	Sajesh V K	139400	73882	27880	11016	0	0	29859
21	Sarathambal C	143600	76108	28720	11016	0	0	30759
22	Dr C Sellaperumal	110400	58512	22080	11016	0	0	23648
23	Senthil Kumar CM	182700	96831	36540	11016	0	0	39134
24	Shamsudheen M	157600	83528	31520	11016	0		33758
25	Sharon Aravind	95400	50562	19080	11016	0		20435
26	Sheeja TE	193800	102714	38760	11016	0	0	0
27	Sivaranjani R	82300	43619	16460	11016	0	0	17629
28	Sona Charles	66800	35404	13360	11016	0		14309

29	Srinivasan V	199600	105788	39920	11016	0	0	0
31	Vinu V	79900	42347	15980	11016	0	0	17115
32	Abhi balagopal	20300	10759	4060	2066	0	0	4348
33	Abdul Rasheed T K	58600	31058	11720	5508	0	0	12552
34	Ajith K S	53600	28408	10720	5508	0	0	0
35	Amaan Usmani	35400	18762	7080	5508	0	0	7583
36	Anuj Kumar	35400	18762	7080	5508	0	0	7583
37	Archana N	23800	12614	4760	2066	0	0	5098
38	Babu R K	83300	44149	16660	11016	0	0	0
39	Beena CK	72100	38213	14420	5508	0	0	0
40	Janardhanan T E	85800	45474	17160	11016	0	0	0
41	Mr. Krishnakumar P C	26000	13780	5200	5508	875	0	5569
42	Rahul PK	28700	15211	5740	5508	0	0	6148
43	Rebeena N	31400	16642	6280	5508	0	0	6726
44	Sayed Mohd VV	58600	31058	11720	5508	0	0	0
45	Seema M	38700	20511	7740	5508	0	0	0
47	Bharathan R	112400	59572	22480	11016	0		0
48	Binoy VS	42200	22366	8440	5508	0	0	0
49	Debayan Banerjee	22400	11872	4480	5508	0		4798
50	Jayarajan K	99800	52894	19960	11016	0	0	0
51	Karthika N	38100	20193	7620	5508	0	0	8161
52	Prasanna Kumari N	88400	46852	17680	11016	0	0	0
53	Priya George	52000	27560	10400	5508	0		11138
54	Rabisha V P	37600	19928	7520	5508	0		8054
55	Rakesh M Raghavan	41100	21783	8220	5508	0		8804
56	Sathyapriya Singh	22400	11872	4480	5508	0	0	4798
57	Shajina O	26000	13780	5200	5508	0		5569
58	Sivadas OG	42200	22366	8440	5508	0	0	0
59	Sudhakaran A	80000	42400	16000	11016	0	0	0
60	Sujeesh ES	80900	42877	16180	11016	0	0	17329

61	Mr Vijesh Kumar IP	37600	19928	7520	5508	0	0	8054
62	Vishnu B	26000	13780	5200	5508	0		5569
63	Faisal K	64100	64100	33973	6410	2754		
64	Muhammed Azharudheen TP	92600	92600	49078	9260	5508		19835
65	Nikhil C M	26000	26000	13780	0	2754		5569
66	Pavan Gowda	59500	59500	31535	5950	5508		12745
67	Rashmish AR	32300	32300	17119	0	2754		6919
68	Rejina P Govind	33300	33300	17649	0	2754		7133
69	Sadasivan TR	58600	58600	31058	5860	2754		
70	Vijesh V	20300	20300	10759	2030	1377		4348
71	Jayapraksh P T	32300	17119	0	2754			6919
72	Akshitha HJ	92500	49025	9250	5508			19814
73	Anke Gowda SJ	218200	115646	21820	5508			
74	Balaji Rajkumar	95300	50509	0	5508			20413
75	Honnappa Asangi	92500	49025	9250	5508			19814
76	Shivakumar M S	79900	42347	7990	5508			17115
77	Cholurappa N	43500	23055	0	2754			
78	Ranjith P B	27100	14363	0	2754			5805
79	Rathish HC	60400	32012	0	2754			
80	Sachin K P	20300	10759		1377			4348

KVK, Peruvannamuzhi

1	Aiswariya KK	94100	49873	9410	5508			20156
2	Deepthi A	94100	49873	0	5508			20156
3	Jayakumar CK	65000	34450	0	5508			13923
4	Manoj PS	142400	75472	14240	5508		1053	
5	Pradeep B	94100	49873	9410	5508			20156
6	Prakash KM	134300	71179	13430	5508		1053	
7	Prasad TC	64100	33973	0	2754			
8	Lakshmi Arora	35400	18762	3540	2754			7853
9	Rathakrishnan P	182700	96831	18270	5508			39134

10	Ravindran C	39400	20882	3940	2754			
----	-------------	-------	-------	------	------	--	--	--

Gross amount
180745
161886
298563
326560
388502
298563
388502
346290
388502
298563
175884
166358
191049
166358
185800
346290
298563
388502
282037
290203
225656
366221
317422
196493
346290
171024
140889

356324
166358
41533
119438
98236
74333
74333
48338
155125
130241
159450
56932
61307
66556
106886
72459
205468
78514
49058
183670
79582
163948
106606
78610
85415
49058
56057
78514
149416
168302

78610
56057
171337
268881
74103
174738
91392
94136
156872
59114
59092
176097
361174
171730
176097
152860
69309
50022
95166
36784
179047
169637
118881
238673
179047
225470
100827
68309
342443

66976

ICAR-IISR, Kozhikode
Revised Esitmate & Expenditure for 2024-25

	(in lakh rupees)	
Particulars	RE	Exp
Grant in Aid Capital	275.00	275.00
Grant in Aid General	975.00	975.00
Grant in Aid Salaries	1,887.50	1,887.50
Pension	433.10	433.10
Total	3,570.60	3,570.60



INDIAN INSTITUTE OF SPICES RESEARCH

Marikunnu P.O Calicut Pin: 673012 , Fax : 00-91-495-2731187.



INDIVIDUAL LEDGER

Date 01-04-2024 - 31-03-2025

Individual

Ledger Group - STAFF LEDGER

Ledger Code - DINESH R ::0013

IISR

TRAVELLING ALLOWANCES(DOMESTIC TA/ TRANSFER TA)

Vr. No	Reference No	Vr. Type	Cheque No	Vr. Date	Remarks	Credit Amount	Debit Amount
109	109	BP	505185 dt.02-05-2024	02-05-2024	DINESH R , TA-ADV TAI95840 , SHEEJA T E , TA-ADV TAI95841 FOR TO ORGANIZE FOURTH PHASE OF THE QRT MEETING AT AICRPS SPICES MEDZIPHEMA CENTRE NAGALAND , MAY 2024		31000.00
505	509	BP	505541 dt.28-08-2024	28-08-2024	DINESH R , TA-ADV SETTLEMENT TAI97845 FOR TO SUBMIT QRT FINAL REPORT TO COUNCIL , AUGUST 2024		5957.00
583	583	BP	505585 dt.10-09-2024	10-09-2024	DINESH R , TA-ADV TAI98546 FOR TO ATTEND MEETING AT ASRB NOMINATED BY DG ICAR , SEPTEMBER 2024		26900.00
				31-03-2025		0.00	63857.00
						0.00	63857.00
						63857.00	
						63857.00	63857.00

TSA HORT

TRAVELLING ALLOWANCES(DOMESTIC TA/ TRANSFER TA)

Vr. No	Reference No	Vr. Type	Cheque No	Vr. Date	Remarks	Credit Amount	Debit Amount
86	76	BP	C052439735169 dt.03-06-2024	03-06-2024	DINESH R , TA-ADV SETTLEMENT TAI95840 , SHEEJA T E , TA-ADV SETTLEMENT TAI95841 FOR TO ORGANIZE FOURTH PHASE OF THE QRT MEETING AT AICRPS SPICES MEDZIPHEMA CENTRE NAGALAND , (17303,13053) , PRASATH D , TA-ADV SETTLEMENT TAI95822 FOR TO ORGANIZE FOURTH PHASE OF THE QRT MEETING AT AICRPS MEDZIPHEMA CENTRE , NAGALAND , SRINIVASAN V , TA , FOR TO ATTEND QRT REVIEW MEETING AND FIELD VISIT ON 9-10 MAY 2024 AT SASRD NAGALAND , TRI96068,TRN96070, MAY 2024		17303.00
164	151	BP	C062424246492 dt.21-06-2024	21-06-2024	DINESH R , TA , FOR TO ATTEND INTERNATIONAL SEMINAR ON SPICES AT KAU ON 5-6 JUNE 2024 , JUNE 2024		12441.00
165	152	BP	C062424246492 dt.21-06-2024		DINESH R , TA , FOR TO ATTEND ANNUAL REVIEW MEETING OF MIDH PROGRAM AT SKUAST , KASHMIR DURING 10-11 JUNE 2024 , JUNE 2024		45516.00

227	202	BP	C072404293756 dt.03-07-2024	03-07-2024	SHEEJA T E , SRINIVASAN V , DINESH R , ISHWARA BHAT A , TA , FOR TO ATTEND QRT MEETING AT NIFTEM (THANJAVUR) , 30959/-,30959/-,31094/-,31617/- , JULY 2024	31094.00
243	228	BP	C072416012036 dt.09-07-2024	09-07-2024	DINESH R , TA-ADV TAI97271 FOR TO ATTEND ICAR FOUNDATION DAY AT NASC COMPLEX, NEW DELHI , JULY 2024	39000.00
362	331	BP	C082408607632 dt.07-08-2024	07-08-2024	DINESH R , TA-ADV SETTLEMENT TAI97271 FOR TO ATTEND ICAR FOUNDATION DAY AT NASC COMPLEX, NEW DELHI , AUGUST 2024	6437.00
384	349	BP	C082413082999 dt.08-08-2024	08-08-2024	DINESH R , TA , FOR ATTEND AS CHIEF GUEST FOR THE INAUGURAL SESSION OF THE KARYASHALA SPONSORED BY SERB, DST, Govt Of INDIA ON 23 JULY 2024 AT CIFT, KOCHI , AUGUST 2024	1500.00
392	362	BP	C082414526204 dt.09-08-2024	09-08-2024	DINESH R , TA-ADV TAI97845 FOR TO SUBMIT QRT FINAL REPORT TO COUNCIL , AUGUST 2024	22600.00
517	485	BP	C092440791446 dt.25-09-2024	25-09-2024	DINESH R , TA , FOR TO VISIT ICAR IISR REGIONAL STATION APPANGALA , SEPTEMBER 2024	1500.00
613	586	BP	C102417283983 dt.07-10-2024	07-10-2024	DINESH R , TA-ADV TAI98995 FOR AICRPS GROUP MEETING (XXXV NATIONAL WORKSHOP) , OCTOBER 2024	22000.00
666	618	BP	C102433718485 dt.15-10-2024	15-10-2024	DINESH R , TA-ADV SETTLEMENT TAI98546 FOR TO ATTEND MEETING AT ASRB NOMINATED BY DG ICAR , OCTOBER 2024	6965.00
689	642	BP	C102438253169 dt.18-10-2024	18-10-2024	DINESH R , TA-ADV TAI99279 FOR INVITED AS SPECIAL GUEST FOR THE NATIONAL SEMINAR AT DMAPR ,ANAND, GUJARAT , OCTOBER 2024	16800.00
715	669	BP	C102446034965 dt.23-10-2024	23-10-2024	DINESH R , TA , FOR TO ATTEND SECOND MEETING OF RAC AT RS APPANGALA , OCTOBER 2024	9092.00
751	711	BP	C102456972310 dt.30-10-2024	30-10-2024	DINESH R , TA-ADV TAI99574 FOR TO ATTEND BRAINSTORMING SESSION AT ICAR NEW DELHI , OCTOBER 2024	21600.00
825	763	BP	C112422267828 dt.14-11-2024	14-11-2024	DINESH R , TA-ADV SETTLEMENT TAI98995 FOR AICRPS GROUP MEETING (XXXV NATIONAL WORKSHOP) , NOVEMBER 2024	20154.00
884	840	BP	C112433845675 dt.27-11-2024	27-11-2024	DINESH R , TA-ADV SETTLEMENT TAI99574 FOR TO ATTEND BRAINSTORMING SESSION AT ICAR NEW DELHI , NOVEMBER 2024	16774.00
895	846	BP	C112432795443 dt.27-11-2024		DINESH R , TA-ADV SETTLEMENT TAI99279 FOR INVITED AS SPECIAL GUEST FOR THE NATIONAL SEMINAR AT DMAPR ,ANAND, GUJARAT , NOVEMBER 2024	10888.00
1357	1292	BP	pfms dt.04-03-2025	04-03-2025	TA Bill for Dr.R Dinesh	1500.00
				31-03-2025		0.00 303164.00
						0.00 303164.00
						303164.00
						303164.00 303164.00

SINo	Purchase Order No	Order Date	Division
1	F.No.4/876/2023-24/Server/Stores(382)	27-02-2024	Improvement
2	F.No.4/571/2020-21/Stores(195)	12-09-2024	Improvement
3	F.No.4/679/2021-22/Stores(216)	28-09-2024	Administration
4	F.No.4/745/cabinet/2022-23/Stores(252)	28-10-2024	Protection
5	F.No.4/922/2024-25/EPS/stores(286)	14-11-2024	Protection
6	F.No.4/948/2024-25/Vehicle/Stores(281)	11-12-2024	Administration
7	F.No.4/847/2023-24/Shaker/Stores(272)	12-11-2024	Protection
8	F.No.4/886/2023-24/Microscope/Corpus/Stores(260)	06-11-2024	Protection
9	F.No.4/943/2024-25/BPDS/Stores(259)	06-11-2024	Improvement
10	F.No.4/963/2024-25/RefrigeratedCentrifuge/EHTM	27-01-2025	Production
11	F.No.4/946/2024-25/Nitrogenanalyser/NICRA/Stor	14-02-2025	Production
12	F.No.4/944/2024-25/Camera/NICRA/Stores(391)	18-02-2025	Production
13	F.No.4/888/2023-24/VM/Corpus/Stores(140)	25-07-2024	Production

Indentor	Scheme	Order Amount	Qty	Vendor Name
Sona charles	Institute Grant	14,30,725.00	1	M/s.KELTRON
Dr.Sharon Aravind	Institute Grant	5,58,000.00	2	HYKON INDIA LIMITED
Sayed	Institute Grant	8,43,280.00	10	THE DIGITAL HUB
Dr.Anees.K	Institute Grant	5,98,850.00	1	SCIENTIFIC ENTERPRISE
Dr.Moh.Faisal peeran	Institute Grant	12,95,000.00	1	CRESCENT LAB EQUIPM
Sundaran.P	Institute Grant	18,97,057.00	1	FORCE MOTORS LTD
Dr.Moh.Faisal peeran	Institute Grant	11,44,600.00	1	SCIENTIFIC ENTERPRISE
Dr.Manimaran	Institute Grant	15,40,000.00	1	MODULAR TECHNOLOG
Dr.Divya PS	Institute Grant	33,75,000.00	1	CRESCENT LAB EQUIPM
Dr.R.Sivaranjani	Establishment of Mini	6,20,000.00	1	SCIENTIFIC ENTERPRISE
Dr.Srinivasan.V	Strategic Research Cor	6,66,666.00	1	TULIN EQUIPMENTS
Dr.Srinivasan.V	Strategic Research Cor	8,13,550.00	1	VAMARA TECHWARE
Dr.Jayashree.E	Corpus fund-IISR	7,15,540.00	1	ASPIRE INC

1,54,98,268.00

Item
Server and UPS
UPS
HP Desktop Computer
Laminar air flow 4x2x2(Biosafety cabinet)
Electroporation system with Accessories
Tempo Traveller
Thermo Refrigerated Shaking Incubator
ZEISS-Research stereozoom microscope with camera attachment
Biolistic particle delivery system
Thermo scientific Refrigerated centrifuge
Kjeldhal Nitrogen Analyser
FLIR-Thermal imaging system
Viscometer

**PARLIAMENT QUESTIONS REPLIED DURING
APRIL 2024 - MARCH 2025**

Sl. No.	Diary No.	Questions
1	Rajya Sabha Starred / Unstarred Diary No. - U1842	a) Details of roadmap prepared by ICAR to harness science and innovation for securing food and nutritional security to the nation b) Details of focused areas identified by ICAR - IISR Kozhikode c) Details of technologies demonstrated and disseminated by Central and State agencies, KVKs during the last three years, year-wise and the extent of above which have assisted farmers in pushing their productivity and generating more income.
2	Rajya Sabha Question Diary No. U2373	Information on training of farmers conducted by ICAR Institutes during 2023-24
3.	Rajya Sabha Admitted Unstarred Question No. 514	"New technologies in Agriculture Sector" a) the initiatives taken by Government for innovation/development of new technologies in agriculture sector during each of the last three years and current year across the country particularly in Tamil Nadu b) whether Government has evolved a mechanism to disseminate information about said innovations and technologies to farmers during said period, if so, the details thereof c) the number of farmers benefitted from said innovations and technologies during said period

		<p>d) the main features of the Kisan Portal and its benefits to farmers</p> <p>e) the number of farmers benefitted since launch of the portal; and</p> <p>f) the details of steps taken/being taken by Government in the matter?</p>
4	Lok Sabha Starred Question Diary No. 9761	<p>Scientific audit protocol for Research Activities</p> <p>(a) the details of the actions that the Government taken to implement a scientific audit protocol system for research activities and to minimize unproductive expenses at each ICAR research centre;</p> <p>(b) the details of the suggestions did the committee established in 2017 and the outcomes of different ICAR schemes for the XII plan period; and</p> <p>(c) the details of the steps the Government taken to put these recommendations into action and the final outcome of implementing these suggestions?</p>
5.	Lok Sabha Starred Diary. No. 5068	<p>Whether ICAR has signed agreements with companies like Bayer, Amazon, Koromandal International, Dhanuka Agritech in the recent past</p> <p>a) If so, the details of the financial cost incurred by the Government along with details of the Intellectual Property Right (IPR) in this regard</p> <p>b) Whether ICAR has signed any MoU with any farmer organizations to advance its research agenda; and</p> <p>c) If so, the details thereof and if not the reasons thereof?</p>

6.	Lok Sabha Admitted Unstarred Question Diary No. 5089	<p>“Support to Vanilla Farmers”</p> <p>a) The details of the measures being taken to improve the Natural vanilla Crop cultivation in plantations; and</p> <p>b) Whether Western Ghat region is the ideal place to cultivate Natural Vanilla but nowadays due to fungus it is not possible to cultivate the same, if so, the details of the steps taken by the Government to eradicate the decease and support given to farmers to grow Vanilla?</p>
7.	Lok Sabha provisionally admitted Starred Question Diary No. 9253	<p>“Promote the Cultivation and Export of GI-tagged Kandhamal Turmeric”</p> <p>a) Whether the Government has taken any recent steps to promote the cultivation and export of GI- tagged Kandhamal Turmeric, recognized for its unique quality and heritage.</p> <p>b) The manner in which the Government insures the protection of the intellectual property rights associated with the Kandhamal Turmeric and the extent to which the farmers in the region benefitting from this recognition.</p> <p>c) Whether the Government plans any initiatives for value addition of Kandhamal Turmeric, including processing, packaging and branding to enhance its market presence both domestically and internationally with training and skilling.</p>

		d) Whether there are any plans to include Kandhamal Turmeric in Government schemes for the development of spice crops and organic farming thereby ensuring sustainable growth and profitability for farmers in the region?
8.	International Recognition as Reviewers The current status related to gaps/challenges in and action plan to tackle those challenges Issues related to pesticide residues in spices	Point No.11: What are the international journals in which research papers are published by ICAR scientists? What is the quality of papers? How many scientists are recognized at international level? - Provide only the name of international journals along with their current NAAS ratings in which research papers are published during the last three years (2021, 2022 and 2023); recognition of scientists at international level.
9.	Rajya Sabha Provisionally admitted starred /Unstarred question S5330	Development and distribution of climate resilient and bio-fortified crop varieties” a) Whether the Indian Council of Agricultural Research (ICAR) has developed 109 high yielding, climate resilient and biofortified varieties of crops including both field and horticultural crops? b) How will these new crop varieties be made accessible to farmers across different regions of India c) What support systems are in place to help the farmers adopt these new varieties. d) What are the expected costs for farmers to adopt these new, varieties and how does the government plan to ensure affordability?
10.	Rajya Sabha (Starred Diary No - 3044)	a) In an effort to cultivate a vibrant start up ecosystem within the agriculture and allied industries, details of the measures the Government has put in place

		<ul style="list-style-type: none"> b) Details of the financial support offered to various start-ups operating in this sector during the last five years; c) The measures initiated by the Government to support farmers in the adoption of digital technology and innovative farming techniques; d) Whether the Government has conducted research on technologies that have practical applications for farmers, and if so, could you share the specifics; e) Government schemes or policies in place to offer technological and scientific aid to farmers?
11.	Rajya Sabha Starred / Unstarred Question Diary No. S38	Making 'Aatmanirbhar Bharat' in food production'
12.	Provisionally Admitted Question for the Lok Sabha Starred / Unstarred Diary No. S1545	Availability of latest technologies to farmers
13.	Lok Sabha Question Diary No. 418	<p>"Research in Biotechnology and Biology"</p> <ul style="list-style-type: none"> (a) whether there has been an increase in research publications in biotechnology and biology (b) if so details thereof (c) whether the Government is promoting patenting and technology transfer activities in the field of biotechnology and biology (d) if so, the details thereof?
14.	Rajya Sabha Provisionally admitted starred question Diary No. U 3295	<p>Production consumption and Export of Spice</p> <ul style="list-style-type: none"> a) Whether India, known as spice capital of the world, is largest producer, consumer and exporter of spices in the world and if so, details thereof b) Total production of spices in the country during the current fiscal year, quantity wise

		<p>c) Total quantity of spices exported during the current fiscal year and revenue earned from it;</p> <p>d) Whether Government proposes to encourage more and more farmers in the cultivation of spices in the country to increase the income of farmers;</p> <p>e) If so, details thereof and steps taken in this regard</p>
15.	Rajya Sabha Provisionally Admitted Starred/Unstarred Question Diary No. S2696	<p>“Agricultural Technologies”</p> <p>Production and distribution of unpredictable weather tolerant rhizomes of ginger and turmeric during the last three years (2021-24)</p>
16.	Parliament Question unstarred No. 4013	<p>Details regarding the list of research and technological activities carried out under the incubation centres to as on date</p> <p>Name of start-ups/entrepreneurs and name of technologies for which technical backstopping carried out at Incubation centre</p>
17.	Lok Sabha Unstarred Question No 4889	<p>Decline of Pepper cultivation in Kerala</p> <p>a) Whether the Government is aware of the decline in pepper cultivation in Kerala</p> <p>b) The details of major reasons for this decline, including climate change, pests and low prices</p> <p>c) The details of impact of reduced pepper production on farmers income and exports.</p> <p>d) The steps taken by the government to support pepper farmers, including price stabilization, research and promotion of high yielding varieties ?</p>
18.	Lokh Sabha unstarred question No. 3550	Biosafety Level (BSL)
19.	Lok Sabha provisionally admitted question number 1911	Development of High-Yielding and Climate Resilient crops

20.	Lok Sabha provisionally admitted question Dy.No.690	<p>National Turmeric Board</p> <p>a) Whether it is true that the Government has inaugurated the National Turmeric Board in Telangana recently:</p> <p>b) If so the details of target and objectives of the proposed board</p> <p style="padding-left: 40px;">Please see the attached Gazette Notification.</p> <p>c) Whether it is not true that there are genuine demand from Andhra Pradesh for setting up of Chilli Board in Guntur district; and if so, the details of constraints that the Government have to constitute Chilli Board in Guntur, AP?</p>
21.	Rajya Sabha Question Diary No. S5244	Reply to on International technology transfer - Latest Innovations and Technological Developments with the NEST Division
22.	Rajya Sabha Q. Dy. No. S5650	Promotion of agricultural activities in Bihar