

MINUTES OF SENIOR OFFICERS MEETING (SOM) HELD ON 1.03.2013

A meeting of Sr. Officers and Charge Officers was convened by Chairman, CDB at 3.30 pm on 1.03.2013 at the Board Room, Kerabhavan, Kochi to review the progress of formation of CPS, CPF and other schemes. List of participants is attached.

Major observations/decisions of the meeting are as follows:

1. Chairman enquired about the one month delay in rectification of public address system in the Board Room and critically commented on the incapability in execution of official duty by Administration Section. **(Action: AAO)**
2. **Review of ATR of SOM held on 1.02.2013**
 - a) Effective and judicious payment of pending bills under R&R
Payments were made based on decided cut off date.
 - b) Statistical Survey
SOM felt unhappy about the slow progress of Statistical survey in various states as well as in Kerala. Completion date was December 2012 **(Action: SO)**
 - c) Educating CPS/CPF about Neera and Boards strategy on Neera
Since no action was taken in this regard, Chairman requested to understand the importance of the decision as mass representation by CPFs could make a change. Hence it has to be ensured that all 71 CPFs send a representation to State Govt. before the State Budget **(Action: All Charge Officers).**
 - d) Popularizing immediate opportunity for Neera production as well as other opportunities for CPF/CPS/PC using various media
A debate on neera shall be kept live for next two months in all media-print, electronic, web, twitter, facebook, blog, internet editions of newspapers etc. Publish at least one article in all major newspapers of Kerala and articles may be published in the name of all officers. There shall be write-ups as well as status of CPS/CPF/PC in all exhibitions. A report on exhibitions participated by unit offices shall be obtained. Exhibition materials shall be updated on a monthly basis **(Action: Publicity Officer)**
 - e) MSP for 2013 season
Though MSP has been announced, follow up has to be done for expediting Govt. order and further steps for starting MSP procurement **(Action: Marketing Officer)**

f) Promises and Progress for CPF/PC

The progress of CPF formation in various Districts was reviewed and against 90 CPFs promised, 71 was achieved. Promises for CPF/PC for 31.03.13 were set forth as detailed below: Charge Officers shall plan and work towards achieving the targets (**Action: Charge Officers**)

| S.No | District | Name of Charge Officer | CPF | | | | | PC | |
|------|--------------|------------------------|------------|-----------|-----------|-----------|------------|-----------|--|
| | | | Potential | 2/28/2013 | | | 3/31/2013 | 3/31/2013 | |
| | | | | Prom. | Acht. | Diff. | Prom. | Prom. | |
| 1 | Kasaragod | Sri.K.M. Vijayan | 12 | 9 | 8 | 1 | 12 | 1 | |
| 2 | Kannur | Sri.K.M. Vijayan | 9 | 7 | 5 | 2 | 9 | 1 | |
| 3 | Kozhikode | Ms.Mridula K | 15 | 11 | 8 | 3 | 15 | 1 | |
| 4 | Malappuram | Sri.K.S.Sebastian | 12 | 11 | 9 | 2 | 13 | 1 | |
| 5 | Palakkad | Smt.Deepthi Nair | 10 | 10 | 6 | 4 | 10 | 1 | |
| 6 | Thrissur | Sri.C.Sasikumar | 12 | 10 | 8 | 2 | 12 | 1 | |
| 7 | Ernakulam | Smt. Leenamol MA | 4 | 4 | 3 | 1 | 4 | 0 | |
| 8 | Alappuzha | Smt. D.S. Resmi | 13 | 13 | 12 | 1 | 13 | 1 | |
| 9 | Kollam | Sri. R. Jayanath | 11 | 8 | 6 | 2 | 11 | 1 | |
| 10 | Trivandrum | Smt.Nisha G. | 11 | 7 | 5 | 2 | 11 | 1 | |
| 11 | Kottayam | Smt.Deepthi Nair | 0 | 0 | | 0 | 0 | 0 | |
| 12 | Pathnamthita | Sri.George PeterJ | 0 | 0 | | 0 | 0 | 0 | |
| 13 | Waynad | Ms.Mridula K | 0 | 0 | | 0 | 0 | 0 | |
| 14 | Idukki | Kum. Deepthi R | 1 | 1 | | 1 | 1 | 0 | |
| | Total | | 110 | 91 | 70 | 21 | 111 | 9 | |

g) Projects for Central and State budgets

Projects and schemes of coconut to be included in the State Budget of Kerala was sent and that for Tamilnadu, AndhraPradesh, Pondicherry, Maharashtra states already prepared. Letters to Tamilnadu and AndhraPradesh has to be sent immediately(**Action: Marketing Officer**)

h) Reserving spare machines

Sufficient number of palm climbing machines shall be ensured. Each Co-ordinator shall keep 750 machines each at their disposal for FOCT training in March 2013 and Training can be extended to April. (**Action: FOCT Co-ordinators-SO & PO**).

i) CDB facilitated seed nut procurement

Guidelines /procedures shall be followed meticulously for seed nut procurement. One lakh dwarf seednuts requested by Kozhikodu Block Panchayath has to be arranged before 31st March 2013. However procurement for CPS/Farmers could be extended beyond March'13. The expected 40,000 seednuts of March harvest at DSP Farm, Mandya shall be reserved for Kozhikodu Block Panchayath. STO (Farms) and TO(Sasikumar) in charge of procurement shall be responsible for identifying gardens. They shall keep track of dwarf mother palms available in South India, keep a list of 100 gardens, collect possible information over phone; visit only those plots where harvest is possible in March'13 and simultaneous marking also to be done. Charge Officer/FO can make the 2nd round visit. **(Action: STO & TO-Dev/Charge Officers/FO)**

j) Progress of setting up of Nucleus Seed Garden at Kumarakam

The party may be advised for taking bunds instead of going for leveling the whole area so that planting of seedlings could be completed during this financial year (2012-13) itself **(Action: Charge Officer-Kottayam)**

k) SOM on every first working day of the month will be conducted at 3.30pm.

3. Chairman urged the SOM that following points are to be seriously thought of for further necessary action:

- Training for CPF
- What next if the license for Neera production is obtained
- Getting matching share for R&R scheme in State Budget
- Getting Order from State Govt for considering CPF as an implementing agency as in the case of CPS
- Entrepreneur's Meet in Andhra Pradesh on 16th April'13
- Agenda, ATR etc for next Board Meeting on 16.03.13
- Placing an agenda note on delegation of financial powers in Board Meeting

The meeting was concluded at 6.30 pm

Deputy Director (Dev)

APPROVED BY CHAIRMAN

List of participants

1. Shri.Sugata Ghosh, CCDO
2. Dr. A K Nandi ,Secretary
3. Dr. Remany Gopalakrishnan, Deputy Director(Dev)
4. Sri R Madhu, Internal Audit Officer
5. Smt Deepthi Nair, Marketing Officer
6. Sri P Sabareenathan, Finance Officer
7. Sri V G Chandrasekharan, Statistical Officer
8. Smt.Mini Mathew, Publicity Officer
9. Shri.K.S.Sebastian, Asst. Marketing Officer
10. Shri.Melton Coreya, Asst. Administrative Officer
11. Shri.Chinnaraj.B, Senior Technical Officer
12. Smt A Jayasree, Senior Technical Officer
13. Shri V.C.Vasanthkumar, Statistical Investigator
14. Smt Leenamol M.A, Technical Officer
15. Shri. R.Jayanath, Technical Officer
16. Sri Sasikumar, Technical Officer
17. Ms.Mridula K, Technical Officer
18. Kum. Preethakumari P V, Statistical Assistant
19. Shri. Vijayan K.M, Field Officer
20. Shri. George Peter, Field Officer