

Minutes of Annual Review Meeting of DSP Farms held on 29th and 30th May 2014 at Coconut Development Board, Kochi

A meeting of all senior officers of Coconut Development Board was held on 29th and 30th May 2014 under the chairmanship of Shri.T.K.Jose IAS, Chairman, Coconut Development Board. The meeting was to review the activities of all DSP Farms during last financial year. The list of officers attended the meeting is given as annexure(i).

Chairman gave the introductory remarks and during the remarks he pointed out that annual review meetings are not only for reviewing the achievements of last year but also for planning the activities for the coming year. We have certain focus areas such as development extension and farm activities. The performance of each office and each officer in these focus areas shall be improved atleast by 25% in coming year than last year's performance. The most important areas where our activities were focused during the last year were recollected during the meeting. The items are the following

- a) Convergence: It was one of the most important focuses which made it possible to act beyond the mandate of CDB and reach out to grass root farmers. Chairman expressed his unhappiness on the fact that few of the State Centres didn't understood the importance of convergence and did not take up convergence as their focus area.
- b) Scaling up of formation of farmer collectives CPS/CPF/CPC from major coconut growing areas to other states was another target.
- c) Making neera a reality: It is a big break through that Govt. of Kerala and Govt. of Tamil Nadu had issued orders for production of neera. The new value added products from neera were introduced in the markets.
- d) Development technologies was another focus which succeeded in developing technologies for processing of neera, fat free (<4%)coconut ice cream and haustorium products. Technology Development Centre was converted to CDB Institute of Technology.
- e) We could inspire and attract more entrepreneurs to coconut sector through Entrepreneurs meet.
- f) Enhanced hybridisation and production of more hybrids seedlings in our Demonstration cum Seed Production Farms was also a focus. Board could establish one more farm at Maharashtra and farm at Tamil Nadu is in the final step of opening.
- g) We have started concurrent estimation of production and productivity of coconut.
- h) Collaboration with academic institutions has started yielding.

All should concentrate on targets that we couldn't achieve during last year and improve the performance to achieve the same during current year. This shall be taken as an opportunity for individual growth, sector growth and organizational growth.

Action by: All Section Heads

Time limit:By the end of March 2015

Presentation by Chief Coconut Development Officer:

CCDO presented on the achievements made by the farms and other unit offices during last year. He detailed about the activities done by the offices beyond Board's normal schemes. Board's efforts in training sector for creating green collar jobs have been appreciated in international meetings.

He pointed out that even after having enough technical man power, few farms failed in producing saleable certified seedlings during the planting season. **This year onwards we have to monitor the following aspects along with the targeted performance indicators.**

- 1. Number of certified saleable seedlings by next planting season ie timely production of quality seedlings should be monitored.**
- 2. Emasculation, pollination and bagging details should be recorded in the farms with percentage of nut set in hybridised bunches.**
- 3. It is observed that few DSP Farms failed to submit monthly financial reports in time. It was decided that all farms have to submit the monthly financial statements and reports to Head Office on or before 5th of every month.**

Action by: All Farm (i/c)

Follow up by: Secretary & Finance Officer

Monitoring by: CCDO

Presentation by Quality Control India:

There was a presentation by the officials from Quality Control India (QCI). There were detailed discussions on how Board could adopt various quality aspects in our activities. The meeting decided that during 2014-15 "Quality" shall be our theme and all the farms shall go for adopting quality standards in the nursery. The farms have to evolve our own quality standards for nursery raising. Developing demonstration models of quality certified farms need to be thought of. The meeting unanimously agreed upon the need for quality certification of seedlings raised in our nurseries and all Farm Managers were directed to ensure the same.

Action by: All Farm (i/c)

Follow up by: Secretary

Monitoring by: CCDO

Presentation by DSP Farms:

DSP Farm Madhepura:

Farm Manager gave a presentation on the achievements made by the farm during last year. During discussions CCDO pointed that the farm has a huge stock of unsold seedlings and what will be the strategy for selling the seedlings. The meeting observed that total neglect of Farm Manager in implementation of the scheme "Expansion of area under coconut" and sale of seedlings resulted in the huge stock of seedlings. Farm Manager was holding the charges of Deputy Director, Patna and could have done better. It was directed to form a

seedling distribution committee and the Deputy Director i/c of SC,Patna the charge currently held by FM has to plan the sale of seedlings. Sale of seedlings will be the responsibility of Farm Manager. It was noticed that the farm is not reporting the progress of activities regularly neither to Head office nor to Regional Office, Guwahati. The reports should be sent regularly to the controlling offices for proper monitoring.

Farm Manager was asked to submit clear cut clarifications for purchase of tractor at the farm. The Farm Manager shall send separate proposals for drilling of bore well for drinking water and proposal for UDC's training.

Action by: Farm Manager, Madhepura
Follow up by: Director,ROG&Secretary
Monitoring by: CCDO

DSP Farm Abhayapuri:

Farm activities were briefed by Director, Regional Office, Guwahati. The meeting observed that achievement in all the performance indicators is very low except in sowing of seednuts. The meeting decided that Director RO Guwahati shall issue necessary direction for improving the farm activities so as to improve the present condition of the farm.

Action by: Farm Manager i/c , Abhayapuri
Follow up by: Director,ROG&Secretary

DSP Farm Palghar:

There were detailed discussions on the activities done at DSP Farm Palghar. It was observed that there was high mortality of seedlings planted at the farm brought from DSP Farm Vegiwada. It was observed that over aged seedlings were supplied to DSP Farm Palghar and improper packing of seedlings during transportation resulted in high mortality of seedlings. Farm Manager was directed to take gap filling with good quality seedlings.

Farm Manager informed that grazing of cattle is a menace in the farm. Responding to this CCDO directed Farm Manager to continue cow dung slurry spraying to the seedlings to keep away grazing animals. While discussing about fencing it was noted that the farm has deposited fund to CPWD for fencing, even after five months the work has not started. Farm Manager was directed to take follow up actions in this matter.

The meeting also observed that the expert committee on irrigation and drainage from Dapoli University had visited the farm. However they gave only an estimates and there were no proper reports and recommendations for an irrigation/drainage system. Farm Manager could have approached the internal technical resources and other senior Farm Managers for making a drainage plan. The common knowledge of digging drainage channels from higher elevation to lower elevation based on contour of the farm shall be adopted. Proper planning on drainage should be done to avoid water logging in pits in the upcoming monsoon.If any seedling die due to water logging in pits the charge officer of that plot will be held responsible.

Shri.Kumaravel, Technical Officer will be in charge of the farm from 19th of next month onwards. Chairman directed him to ensure no water logging is happening in pits.

Action by: Farm Manager, Palghar
Follow up by: Secretary

Monitoring by: CCDO

DSP Farm Vegiwada:

During discussions about the activities at DSP farm Vegiwada Farm Manager informed that the power supply in the farm is irregular and purchase of D.G. set is required. He was directed to send a proper proposal including clarifications for all the queries raised from Head office. It was noted that production of coconuts in the farm is reduced and Farm Manager reported that it happened due to increased temperature in the farm. Farm Manager reported that hybridisation works are getting affected due to shortage of trained labourers. He was directed to send a proposal for training the farm labourers.

During the meeting Farm Manager, DSP Farm Mandya opined that there is lot of unutilised space at DSP Farm Vegiwada, which could be utilised for setting up of training centres/ small industrial units for processing. The meeting decided to explore the possibilities in this point.

Action by: Farm Manager, Vegiwada

Follow up by: Secretary

Monitoring by: CCDO

DSP Farm Pitapally:

Farm Manager gave a presentation on the activities at the farm. During the presentation he informed that the FoCT trainees who have participated in training at DSP farm Pitapally are yet to receive the insurance policy certificates. Responding to this Publicity Officer informed that the matter was not brought into her notice by the Farm Manager. The meeting decided that the matter should be taken up urgently with the Insurance agency.

During the discussions Farm Manager proposed for construction of a parasite breeding laboratory at the farm. The meeting decided that the Farm Manager shall submit a proposal for the same with details such as proposed species of parasite, selling price, quantity proposed to produce, current demand etc.

Action by: Farm Manager, Pitapally & Publicity Officer

Follow up by: Secretary

Monitoring by: CCDO

DSP Farm Kondagaon:

Farm Manager gave a presentation on the activities at the farm and various proposals to be considered. During the discussions CCDO pointed that Farm Manager's request for appointing a regular Technical Officer at the farm can't be considered at this juncture, however appointing a contract Field Officer can be considered. Farm Manager was directed to send proposal for the same. While discussing the nursery activities it was decided that the Farm Manager has to make use of his contacts with Officials of State Govts. Proposals for linking sale of seedlings from the farm with State Govt schemes need to be thought of. For facilitating such proposals interventions at senior level if needed could be extended from Head Office.

Farm Manager was asked to submit a proposal for installation of sprinkler in 1 hectare area with justification. The proposal should contain details on sprinkler heads, pipes and its length, size etc.

Action by: Farm Manager, Kondagaon

Follow up by: Secretary
Monitoring by: CCDO

DSP Farm Mandya:

Farm Manager informed that book adjustment of receipts from own produce should be done regularly. The hybridisation recovery percentage at the farm is getting reduced every year. It was observed that under planting with new dwarfs palms is the only viable solution. Under planting should be under taken at the earliest at least in 1 hectare. Farm Manager was directed to send proposal for the same. Training to young pollinators and freshly recruited people is also required for more hybridisation works.

Action by: Farm Manager, Mandya
Follow up by: Secretary
Monitoring by: CCDO

DSP Farm Neriamanagalam:

Farm Manager gave a presentation on the activities done at the farm. She reported that there is a mismatch in reported stock of seedlings and actual physical stock. The meeting observed this as a mistake which should not be repeated. Farm Manager was directed to make the stock entry rectified including count of damaged seedlings.

Action by: Farm Manager, Neriamanagalam
Follow up by: Secretary
Monitoring by: CCDO

Finalization of Annual Action Plan and Performance indicators

Technical Officer, DSP Farms presented the proposed Annual Action Plan and Performance Indicators for the year 2014-15 for each farm. CCDO directed TO(Farms) that this should be processed through each farm's file and to be forwarded to all the farms.

Action by: TO(Farms)
Follow up by: Secretary
Monitoring by: CCDO

The meeting concluded at 7.00 pm with a vote of thanks to and from the Chair.

Secretary