

SPICES BOARD, COCHIN - 682025

File No.Admin/Estt/Misc/1/2012

Dated: 13th June 2014

CIRCULAR

Consequent on the return of Mr.S. Kannan on 16th June 2014, after the completion of his deputation to IPC, I am directed to inform the following orders of Chairman:

1. Mr.S Kannan shall officiate as Director (Finance)-in-charge from 16.6.2014 onwards.
2. Dr. M.R. Sudharshan will continue his substantive posting as Director (Research) and handover the charge of Finance to Mr.S.Kannan
3. As the senior most Director in Spices Board, Mr. S. Kannan shall chair the Purchase Committee Meetings (PCM) hereafter.
4. The Purchase Committee Meetings shall henceforth being subsumed under a newly created Project Management Team(PMT) comprising of all Senior Officers and other Junior Officers to be called as special invitees to plan, monitor and implement many innovative projects/schemes which are either in the stage of conceptualization or has ground to a halt midway. The PMT shall also be headed by Mr. S. Kannan and be held every week.
5. The Establishment Section of Administration Department shall be renamed as House Keeping and shall be transferred to Director (Finance). However, all matters relating to the conduct of Board meetings now presently being attended to in the Establishment Section shall be transferred to the Personnel Department under the jurisdiction of Secretary.
6. The Engineering section, Official Language implementation, EPF, GPF, HBA, Medical Reimbursement and Plantation Welfare will also be under the control of Director (Finance).

SECRETARY

To

All Concerned