

**MINUTES OF THE 43RD MANAGEMENT COMMITTEE MEETING HELD ON
10.09.2025 AT 10.30 AM IN CONFERENCE HALL, KSCSTE-KFRI.**

Date: 10.09.2025

Time: 10:30 AM

Location: KFRI Conference Hall

Presided by: Director, KSCSTE-KFRI, Dr. Kannan C S Warriar

Members Present:

Dr. Sabu A, Member Secretary, KSCSTE

Smt. Anuradha K C, Additional Secretary, Dept. of Science and Technology

Dr. Manoj P Samuel, Executive Director, KSCSTE-CWRDM

Dr. V Anitha, Senior Principal Scientist, KSCSTE-KFRI

Col. Johnson Thomas, Registrar, KSCSTE-KFRI

Meeting Proceedings:

The Director Dr. Kannan C S Warriar warmly welcomed all members of the Management Committee (MC) to the 43rd MC meeting. The meeting proceeded with the discussion of agenda items. Each agenda item was carefully deliberated and the corresponding decisions were recorded respectively.

Agenda No.	Item	Point for Decision	Decision
43.1	Confirmation of the Minutes of the previous meetings (40 th MC held on 06.11.2024, 41 st MC held on 23.04.2025 and 42 nd MC held on 30.06.2025)	Confirmation of the Minutes of the 40 th , 41 th and 42 nd Management Committee.	Approved.
43.2	Action Taken Report (ATR) on the decisions of 40 th MC Meeting		The Director provided updates on the implementation status of the decisions made during the previous meeting (40 th MC)



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Director

			<p>The Committee placed on record the following observations and decisions</p> <ol style="list-style-type: none"> 1. Considering the delay in the implementation of the purchase of PRICE software, essentiality of the product may be checked and finalise whether to proceed further or not. 2. Ensure to conduct MC meeting at least twice in a year. Details of Chairperson and members to be included in the agenda and notes. 3. Implement the Nilambur sub centre timing up to 7PM as decided in the 40th MC meeting. 4. Ensure that research activities are being carried out at the Nilambur Sub-centre along with activities of Nilambur Teak Museum. 5. In charge of Nilambur Sub centre to be rotated and the present in charge Dr. G E Mallikarjuna Swami's services can be recalled to the KSCSTE-KFRI main campus.
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			<p>6. Conduct a file Adalat for clearing pending files, and circulate the updates to MC members in a time bound manner.</p> <p>7. From this MC onwards, issue separate orders for all agenda items ratified by MC.</p> <p>8. An Internal enquiry committee was constituted earlier to check the corpus fund expenditure and accounts which couldn't complete its mandate due to non-availability of committee members. Re constitute the committee with the following members,</p> <ol style="list-style-type: none"> 1) Dr. N S Pradeep, Scientist i/c, MBGIPS 2) Additional Secretary, S&T Department. 3) Dr. V Anitha, Sr. Principal Scientist KSCSTE-KFRI 4) Controller of Administration, KSCSTE <p>9. Take immediate steps for segregating the</p>
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			<p>fund shown in flexi as 11 crores (Agenda 40.20) and move eligible amount to Corpus fund within 45 days.</p> <p>10. Constitute a Corpus fund committee as per the directions in Corpus fund rule of KSCSTE dated 24.01.2025.</p> <p>11. Make the Gratuity payment to Dr. Mammen Chundamannil without further delay.</p> <p>12. Agreed for the EPF payment of Shri Jinesh V. C as 12% of wages (Basic Pay + DA).</p> <p>13. Land transfer of Kuzhur Sub centre to be resolved and improve the sub centre including research and sales activities there by enhancing visibility of the centre.</p> <p>14. Directed to implement all MC decisions in a time bound manner (within 30 days).</p> <p>15. Administration, assessment of staff and accounts to be streamlined by clearing all issues in a time bound manner. To ensure this laid</p>
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			<p>down time limit for processing a file within 5 days has to be monitored. File movement has to be checked and files pending more than 5 days pertaining to all sections has to be monitored in a periodic manner and records for same to be maintained.</p> <p>16. Punching of attendance to be checked in a periodic manner and any anomaly in same to be addressed timely.</p> <p>17. Procurement action for 400 KVA diesel generator to be expedited through KEL as the case is abnormally delayed.</p> <p>18. MC was informed that engaging public relations officer through Kerala start up Mission not feasible as the requirement of PRO is at KFRI premises. MC directed that proposals placed in MC is to be with clarity for clear decisions and timely implementation.</p> <p>19. Opening of FCRA account is dropped</p>
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		<p>considering the input provided on same and the financial requirement of handling multi-currency is met with present account.</p> <p>20. EPF coverage of balance daily wage workers to be completed immediately.</p> <p>21. MC suggested that request for giving Office superintendent to Shri. K P Manoj do not fall in the powers of MC and hence to be dropped.</p> <p>22. Disbursement of gratuity to Dr. Nandakumar to be dealt as per legal opinion.</p> <p>23. MC expressed that recruitment of Scientist post falls vacant to be expedited for enhancing research activities.</p> <p>24. MC directed that decision of MC to be implemented timely without any change.</p>
43.3	Director's Report	<p>Noted and offered following suggestions:</p> <ol style="list-style-type: none"> 1. Noted the recommendations of the committee



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			<p>constituted to fix the criteria for the selection of the best performing staff with following modifications.</p> <ol style="list-style-type: none"> i. Include Technical Staff in the sub sections also. ii. Remove the citation award category iii. Fix 60 as the cut off mark for Award eligibility. iv. Award recipients shall not be considered for the award again for the next two consecutive years.
43.4	Ratification of KFRI Annual Accounts - Statutory Audit Report	Whether the audited Balance sheet as on 31 st March 2024 and audited Income and Expenditure account for the year ending 31 st March 2024 can be ratified?	MC directed to submit an action taken report on the basis of opinions offered in the report for further decision on the subject.
43.5	Ratification of the appointment of Colonel Johnson Thomas as Registrar KSCSTE-KFRI	Whether the Management committee ratify the Appointment	Ratified.



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		Order issued to Colonel Johnson Thomas as Registrar KSCSTE-KFRI.	
43.6	Approval for the installation and commissioning of water supply pipeline from Kannara pump house to KFRI campus.	Whether the Management committee grant permission to take up Civil works for water supply scheme from source to campus including pipeline & pumping facility at an estimated cost of Rs 60 lakh or actual as included in plan fund for the financial year 2025-26.	AS already issued for the project as informed to MC. MC gave sanction of expenditure as the amount is more than Rs. 25 lakhs.
43.7	Approval for the purchase of CHNS Analyser costing Rs 43,66,000	Whether the Management Committee grant permission to purchase the equipment CHNS costing more than Rs 25 lakhs?	Approved.
43.8	Approval for the purchase of official vehicle for Director KSCSTE-KFRI.	Whether the Management Committee grant permission for the purchase of XUV 700 Mahindra AX5 DSL MT.	Directed to follow the decision given vide 40.e for the procurement of vehicle with budget limit of Rs. 15 lakhs.

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43.9	Approval for the minutes of Assessment Committee meeting held for the assessment of Administrative staff held on 09.04.2025	Approval of Management Committee is sought for the implementation of the Assessment Promotion given to the eligible Administrative Staff of the Institute as in the minutes of the Assessment interview held on 09.04.2025.	Approved.
43.10	Approval for the revision of Analytical charges of Instruments at Center for Analytical Instrumentation Kerala.	Whether MC approves the revision of analytical charges of instruments at CAI-K for implementation from October 2025	Approved.
1.	Selection/Termination/Extension of Project Staff where in Indiscipline/Misconduct/Breach of Contract reported or noticed.	To ensure discipline and proper conduct of Research Scholars during their Fellowship period at this Institute, any adverse behaviour or	Directed to submit a proposal to place in Executive Committee by combining the point 1 in additional points discussed and Additional agenda A.

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		<p>negative report observed during the initial period of engagement shall be taken seriously. Such reports will be a mandatory consideration for any further extension of the Fellowship within the Institute, in order to maintain the decorum and standards of the Institute. The matter is put up for taking an appropriate policy decision by the Management Committee.</p>	
2.	Procurement of IT peripherals	<p>Procurement of IT peripherals requires approval of MC. It is proposed that a broad specification catering</p>	<p>Since already government orders exists on the subject matter decided to drop the item.</p>

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		<p>necessity requirements and ceiling cost of proposal to be approved as one time measure to be reviewed every year for procurement. Any deviation from this requires approval of MC. Put up for consideration of MC.</p>	
3.	KSCSTE-KFRI Compound Wall	<p>Compound wall of KSCSTE-KFRI is in a very bad shape there by affecting the appearance of prestigious Institute. Since many students, faculty, Scientist and officials visits this Institute there is a need to uplift repair of compound wall including its painting. Additional fund of Rs.30 lakh may be</p>	Permitted to undertake the works as per existing norms.

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		<p>allotted in plan fund for at least finishing the compound wall works near the road side. Put up for consideration.</p>	
4.	IGH	<p>Dining facilities for IGH guests. For dining facility of Guest's, a contract was in place with a monthly grant of Rs. 70000. Contractor left the place and a new contract has been put for e tender. However, it is proposed that one cook and one staff to be employed as cook and helper at a monthly wage of Rs. 25000/- and 18000 respectively from IGH fund. An account to be maintained for purchase of items for dining on a fixed menu and rate of food to be fixed for charging the</p>	<p>The proposal is approved, subject to the expenditure being met from IGH revenue without any loss and maintaining proper account ledgers for all expenditure and revenue. Creation of infrastructure for proposed canteen to be taken up as and when fund available.</p>

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		<p>guest. This model of running IGH under own resources is proposed as the contract model won't be sustainable from the past experience. Simultaneously a canteen on contract basis with a monthly rental is proposed on the land adjacent to the RSH which will cater to students of RSH and visitors. Put up for consideration.</p>	
5.	Extension of deputation period of Dr. T K Hrideek upto 14.12.2026.		Approved to issue the NOC for further action of receiving department.
A	Decision on the appointment of Project Fellow into the project GOK RP 893/2024	<p>Advertisement for the post of Project Fellow in to the project GOK RP 893/2024 was given and 9 candidate appeared for the interview based on eligibility. The panel selected Shaheer T.A. as the only candidate and found other 8 not suitable based on not having</p>	<p>Decided to reject the only candidate for the post of Project Fellow placed before the Director by the panel due to the following inputs placed before the MC: -</p> <ol style="list-style-type: none"> 1. The candidate has already completed 4 years and 3 months in the project 778/2019 at KSCSTE-KFRI, further extension is not admissible as per the norms of KSCSTE regarding the engagement of Project personnel vide Circular No.


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		<p>relevant experience. Now the case for further approval is pending as only one candidate is available and also the said candidate has previously served in KSCSTE-KFRI as Project Fellow under the project RP 778/2019 from.05.08.2019 to 30.11.2023 (4 years and 3 months). Also there is one case is registered involving KSCSTE-KFRI vide crime no.973/2024 U/S 189(2), 191(2), 329(4), 324(5), and 190 of the Bharatiya Nyaya Sanhita (BNS), along with Section 3(2)(e) of the Prevention of Damage to Public Property (PDPP) Act, where the said candidate is listed as accused no.4. In this background matter placed before the</p>	<p>2189/05/C4/KSCSTE dated 19.12.2005, KSCSTE/1003/2020-C2 dated 30/09/2020 and G10/KFRI/Estt/80 dated 13.10.2020.</p> <p>2. There is FIR pending against the candidate in which involving KFRI.</p> <p>Registrar to further put up the case appropriately to the Director for further disposal and instructions may be given to the Principal Investigator of the project to take necessary steps for re advertisement. However as placed before the MC the ongoing PhD works of the candidate commenced before the FIR to be continued without any adverse on its progress.</p>
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		management committee for decision on the further action on appointment.	
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After completing discussions on the agenda items, the committee discussed the representation submitted by the daily wage staff of KSCSTE-KFRI and decided to extend ESI coverage to all daily wage staff. For wage enhancement, a proposal (following the order issued in JNTBGRI) may be prepared and submitted to KSCSTE for approval.

Meeting concluded at 1.30 PM.



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