

Minutes of Meeting

Date & Time of Meeting:	21 st July, 2018 11.00 AM.
Venue:	Conference Hall, ASAP
Agenda:	1. Discussion on pending HR, Administration, facilities and finance related issues 2. HQ operation manual

Attendees			
S. No.	Name	Designation	Organization
1	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
2	Sri. BalaGopal K K	Head HR	ASAP
3	Sri. Anil Kumar T V	Head Training	ASAP
4	Sri. Ajith K	Head Planning	ASAP
5	Smt. Suseela James	Head - BDU	ASAP
6	Prof. R Pakasam	Head - Quality and Research	ASAP
7	Sri. Vivekanandan Nair	Head Public Relations and Documentation	ASAP
8	Sri Anwar Hussain.L	Head- Finance	ASAP
9	Sri. Vigilkumar V V	Head- IT	ASAP
10	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	In principal approval for the new draft proposal prepared and presented by Head-Training with regard to re-arrangement of HQ PMs.	-	-
2	<ul style="list-style-type: none"> • File shall be put forward for permission to induct resigned PMs of ASAP who had tendered their willingness to join back. • Necessary clause in PM pool regarding this should be sited clearly in the file. 	Head HR	(Already discussed again in CEO's meeting held on 27 th July 2018)
3	<ul style="list-style-type: none"> • In-Principle approval for draft operation manual of HQ presented by Head- Quality and Research. • Minor modifications as suggested by Heads during the meeting shall be incorporated. • The draft document shall be put forth for approval in DDFS. 	Head – Quality and Research	(Already submitted to Principal Secretary in e-file and came back with suggestions.)
4	Modifications suggested during the meeting with regard to ST Dept.'s proposal for imparting skill training for tribal students shall be incorporated before finalizing the same.	Head -BD	-

	<p>Project Officer, ST dept. of Attapady area shall be contacted to take inputs.</p> <p>BD division submit the file with suggestions put forward by heads.</p>		
5	<ul style="list-style-type: none"> Detailed scrutiny of payments already done to Odepec and Hotel Mascot shall be done urgently. Based on letters regarding pending payment sent by Odepec and Hotel Mascot, details shall be prepared listing down the payments already done and those not yet done. After scrutiny, concerned divisions/sectors/PMs shall be intimated to process payment urgently. 	<p>Head Finance with support of Finance team and Facilities division</p>	<p>2 weeks</p>



 22/7/18