

Minutes of Meeting

Date & Time of Meeting:	27 th July, 2018 3.00 PM.
Venue:	Chamber of DCE, Vikas Bhavan
Agenda:	<ol style="list-style-type: none"> 1. RFP for call Centre for ASAP 2. Recognizing best performing district and PMs – WYSD 2018 3. Provisional certificates for students. 4. Meeting of PSU's 5. CEO's task force team

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

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	<ul style="list-style-type: none"> • In-principle approval for the draft RFP on proposed call centre for ASAP presented by PwC team. • Minor changes as suggested during the meeting shall be incorporated and file shall be put forth for approval. 	Head - BD	1/8/2018
2	<p>Decided to recognize best performing district and PMs who excelled in the recently held Youth Skill Day celebrations of ASAP on 15th July 2018.</p> <ul style="list-style-type: none"> • A sub-committee involving Head- Training, Head –PRD and Head- IT is formed. • This committee shall discuss on fixing the criteria for best 	Head- Training, Head –PRD and Head- IT	10/8/2018

	performance and submit for approval.		
3	<ul style="list-style-type: none"> Decided to issuing provisional certificate having a validity of six months for students who completed skill courses. Certificates shall be issued only on recommendations of SDC PMs. File shall be put for approval. 	Head- Quality and Research	10/8/2018
4	Modification suggested during the meeting for the prescribed qualification of system analyst shall be incorporated and submitted for approval.	Head -IT	-
5	<ul style="list-style-type: none"> Proposed to form a task force team involving PMs to follow up on decisions taken by CEO. The task force team shall do follow up with concerned divisions on tasks as assigned by CEO. 	-	-
6	<ul style="list-style-type: none"> Proposed to conduct a meeting of all PSUs who tendered their willingness to join with ASAP for offering skill training. Decided to invite Director, Industries dept. & Principal Secretary (HE) for the meeting and an appointment shall be taken in advance. 	-	-
7	<p>CEO and ASAP team shall visit -</p> <ol style="list-style-type: none"> A nearby technical institution to study an existing fab lab/tool room. The lab of Ernest and Young at Technopark by CEO and ASAP Team. MSME Tool room in Trivandrum. 	-	-
8	<ul style="list-style-type: none"> PMs who had resigned and are willing to rejoin shall be placed only after those PMs in the existing rank list. Only after sending application to PMs in the existing rank list, these PMs shall be considered for appointment. 	Head- HR and HR division	-
9	Break for contract staff is not necessary since ASAP is a project mode programme and that there are innumerable judgment of honorable high court regarding the same.	Head- HR and HR division	Immediate
10	Procedures/Rules to allot Imprest money to DPM shall be studied and briefed to CEO.	Head- Finance	3/8/2018
11	<ul style="list-style-type: none"> Since contract of ASAP with Base India has ended and that ASAP will be vacating two floors from Annexe building soon, it's been decided to extend ours by 3 months with provision of mid exit. 	Administration and facilities.	4/8/2018

	• Also explore possibility of K-DISC coming up with direct agreement with Base India		
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Signature:



Chief Executive Officer

28th July 2018