

## Minutes of Meeting

<b>Date &amp; Time of Meeting:</b>	13 <sup>th</sup> August 2018, 2018 11.30 AM.
<b>Venue:</b>	Conference hall, ASAP HQ
<b>Agenda:</b>	Discussion on HR related matters, legal entity for ASAP, CSPs,

<b>Attendees</b>			
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Organization</b>
	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
	Sri. Deepak Paul	Under Secretary	ASAP
	Sri Anwar Hussain.L	Head- Finance	ASAP
	Sri. Sreekantan Nair	Chief Engineer	ASAP
	Sri. Anil Kumar T V	Head Training	ASAP
	Sri. Harimohan	Electrical Engineer	ASAP
	Smt. Suseela James	Head - BDU	ASAP
	Sri. Vivekanandan Nair	Head Public Relations and Documentation	ASAP
	Sri. Vigilkumar V V	Head- IT	ASAP
	Sri. Sajeev S	Section Officer	ASAP
	Sri. Charlez Kurian John	EA to CEO & AS	ASAP
	Smt. Aleema Asif	PM- CSP	ASAP
	Sri. Nisanth Narayan	PM- HR	ASAP

Following decisions were taken:

#	Decisions	Owner	Deadline
1	Newly drafted KPI's and 360 degree performance appraisal has been finalized and locked. Decided to place it before the next Empowered Committee for approval.	Under Secretary (To include in the EC register)	-
2	Heads in charge of sectors shall discuss among themselves and formulate a way to clear the cases of pending payments to TSPs immediately.	Meeting to be organized and submission of pending data based on discussion - By <b>Head training</b>	31 <sup>st</sup> August 2018 (Same was decided during heads meeting held during 10 <sup>th</sup> August 2018)
3	Decided to allot district mentorship charge/sector charge to Head- Finance, IT-Head and Under Secretary as follows: <ul style="list-style-type: none"> <li>Sector cluster of Agriculture, Food processing, Rubber to <b>Head- Finance</b></li> <li>Sector cluster of Automotive, Capital goods, Construction, Plumbing, Chemicals and Petrochemical to <b>Head- IT</b></li> <li>Mentorship charge of districts Kasaragode and Kannur to <b>Under Secretary</b>.</li> </ul>	Under Secretary (To issue proceedings)	Within 2 days
4	<ul style="list-style-type: none"> <li>Initiate urgent action to send offer letter to all candidates for the post of Programme Managers <sup>from</sup> in the existing rank list.</li> <li>Also, process for selection of new Programme Managers pool shall also be started immediately.</li> </ul>	Under Secretary	- Within 2 days  - Within a week
5	Along with filling the vacancies at HQs from those who had shown willingness, those Senior PMs who has maximum tenure/experience in field and those who are not currently in the post of DPMS shall be placed at HQs to fill the other vacant post.	Under Secretary	Within 5 days

6	Initiate immediate action to create a rank list of ten Programme Executives for HQ operation. HR Division shall urgently start the process for the same.	Under Secretary	Within a week
7	With regard to legal entity for ASAP, incorporating the suggestions put forward by members during the meeting, ddfs file for the same shall be processed.	Head- Training	Within 2 days
8	Decision taken to proceed with Issuing letter to state level Bankers Committee to extend Skill loan facilities to ASAP Students who are being enrolled in CSPs.	CSP team	Within 2 days
9	<ul style="list-style-type: none"> <li>With regard to Demand Draft being received at HQ, Finance division shall take the responsibility of the same.</li> <li>Once the front office staff receive the DD, details of same (format to be shared by Finance division) along with DD shall be handed over to Finance division for further processing at the end of each day.</li> </ul>	Finance Head	
10	Since the validity period of all Training Service Providers (TSPs) stands completed, the team decided to call for a new tender (RFP) for the TSPs for offering skill courses of 2018-19. All existing skill courses to be included.	Procurement Division	To start immediately

Signature:



*Additional Secretary & Team Leader*

Date: 14<sup>th</sup> August 2018