

Minutes of Meeting

Date & Time of Meeting:	14 th August 2018, 2018 - 2.30 PM.
Venue:	Conference hall, ASAP HQ
Agenda:	Discussion on HR matter

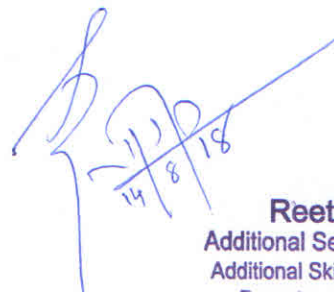
Attendees			
S. No.	Name	Designation	Organization
1	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
2	Sri. Deepak Paul	Under Secretary	ASAP
3	Sri Anwar Hussain.L	Head- Finance	ASAP
4	Sri. Anil Kumar T V	Head Training	ASAP
5	Dr. Jai Kiran	Head- Curriculum	ASAP
6	Smt. Suseela James	Head - BDU	ASAP
7	Sri. Vigilkumar V V	Head- IT	ASAP
8	Sri. Sajeev S	Section Officer	ASAP
9	Sri. Charlez Kurian John	EA to CEO & AS	ASAP
10	Sri. Nisanth Narayan	PM- HR	ASAP

Decisions:

- Subsequent to the mail sent from HR division to field level PMs on 7th August 2018 asking for their willingness to join in vacant positions at HQ, core committee has decided to place the respondents (6 No.s) in various positions as follows-

(Except that of Anoop from CSP, Kunnathanam)

1. Sri. Vineed Kumar Vijayan – PM Curriculum Development
2. Smt. Ruby Ismail – PM NSQF Section
3. Smt. Neetha Xavier – PM Logistics & Retail Sector
4. Smt. Deepthi C J – PM Agriculture sector
5. Smt. Reshma Sharafudheen – PM Electronics Sector
6. Sri. Arun C Vijayan – PM Facilities Management


14/8/18

Reetha S Prabha
Additional Secretary & Team Leader
Additional Skill Acquisition Programme