

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	AS&TL	
Location: Conference room, ASAP HQ	Date: 3 rd September 2018	Time: 2.30 PM

Meeting Audience

Attendees:	
<i>Names</i>	<i>Designation</i>
Smt. Reetha S Prabha	Additional Secretary and Team Leader
Sri. Deepak Paul	Under Secretary
Sri Anwar Hussain.L	Head- Finance
Sri. Sreekantan Nair	Chief Engineer
Sri. Anil Kumar T V	Head Training
Sri. Harimohan	Electrical Engineer
Smt. Suseela James	Head - BDU
Sri. Vivekanandan Nair	Head Public Relations and Documentation
Prof R. Pakasham	Head - Quality and Research
Dr. Jai Kiran	Head Curriculum
Sri. Vigilkumar V V	Head- IT
Sri. Sajeev S	Section Officer
Sri. Chandramohan	FO
Sri. Charlez Kurian John	EA to CEO & AS
Smt. Aleema Asif	PM- CSP
Sri. Subin	PM – Finance Management

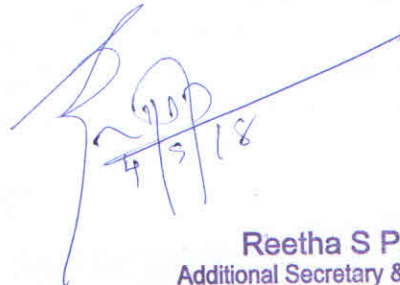
Agenda

#	Agenda Item Description
1.	Finalization of budget proposal for 2019-20 and Revised Budget for 2018-19
2.	PM Remya's resignation request
3.	Pension scheme and Insurance scheme for PMs
4.	TA slab issue/TA for PMs of CSP
5.	SDC Chandiroor – Electricity charge issue

Decisions

#	Action Item Description	Owner	Deadline
1.	After detailed discussion, budget proposal for 2019-20 and revised Budget for 2018-19 was finalized. Now it shall be send for CEO's approval.	Head- Finance	-
2.	Regarding extra electricity charge of SDC Chathanoor for the month of June 2018, DPM shall process the concern in DDFS by attaching the concerned KSEB bills (of previous month and of June 2018), copy of letter from Principal and send for approval.	AS&TL	-
3.	Regarding PM Remya's resignation request, it was decided to have a detailed discussion on the matter within 2 days.	PM- HRD	-

4.	Regarding pension scheme and insurance scheme for PMs, finance division shall collect the file from HR and put a ddfs file detailing the various possibilities of implementing the same.	Head - Finance	One Week
5.	HR Division shall start a ddfs with regard to the KPIs, Grade Progression and Increment Pending Details. The detailed agenda note shall also be attached with the file for it to be kept before 20 th EC meeting.	PM-HRD	2 days
6.	To revisit the existing TA slab of all PMs including that of those in CSPs and suggest modifications if any.	Head- Finance	1 week
7.	All leave applications of DPMs and CSP PMs in 'Hr App' shall be routed as below – <u>DPMs</u> - DPMs >> Training head >> U.S >> AS & TL <u>CSP PMs</u> - CSP PMs >> CSP head >> U.S >> A.S & TL	Under Secretary	-



4/3/18

Reetha S Prabha
 Additional Secretary & Team Leader
 Additional Skill Acquisition Programme
 Department of Higher Education
 Government of Kerala