

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	Smt. Reetha S Prabha, AS & TL	
Location: Conference room, ASAP HQ	Date: 18 th September 2018	Time: 2.30 PM

Meeting Audience

Attendees:	
<i>Names</i>	<i>Designation</i>
Sri. Deepak Paul	Head HR
Smt. Suseela James	Head - BDU
Dr. Jai Kiran	Head Curriculum
Sri Pakasham K	Head - Quality and Research
Sri Anwar Hussain.L	Head- Finance
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sri. Anil Prasad	Director- CSP
Sri. Vigil Kumar	Head IT
Sri. Charlez Kurian John	EA to CEO and AS

Agenda

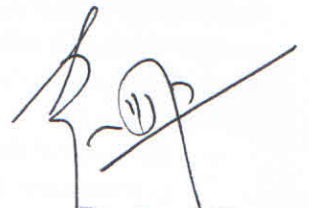
#	Agenda Item Description
1.	Materials dumped in office premises – Administration Division
2.	Draft replies furnished by the Sections against the observations made by the AG in the Local Audit Report for the Year 2016-17 – Head Finance
3.	Issue of excess charge incurred - CUG SIM by PMs

Decisions

#	Action Item Description	Owner	Deadline
1.	<p>As a solution to dispose the materials (books, cartons etc.) dumped inside the office premises at ASAP HQ and SDCs across Kerala, it was decided to procure a heavy duty paper shredder machine.</p> <ul style="list-style-type: none"> • Administration division with the support of procurement shall initiate steps to finalize the requirement. • Later, EE-ASAP shall prepare the specification of required shredder machine. <p>➤ Once specification is finalized, administration shall process the same in DDFS and forward it for approval through procurement division.</p>	Administration division, Procurement division and EE-ASAP	One week

2.	Committee discussed on draft replies furnished by the Sections against the observations made by the AG in the Local Audit Report for the Year 2016-17. Observations and suggestions for modification as suggested during meeting shall be made and sent for finalization.	Head- Finance	
3.	To support IT team for preparing the IT stock register, it was decided to give additional HR support in the form of Programme Executives. <ul style="list-style-type: none"> IT team with the help of finance and procurement division shall now take urgent measures to prepare the IT stock register. 	Head IT with the support of Procurement and Finance division.	
4.	Concerned divisions shall hereafter strictly ensure that entry of purchase (IT and Non-IT) is done in respective stock registers. <ul style="list-style-type: none"> Finance division shall proceed with payment processing only once concerned divisions handover bills and vouchers of the purchases (mentioned above) with the following certificate – <p><i>“ Certified that the item/items has been received in good condition and taken into stock with entry in page no _____ of the stock register”</i></p>	-	
5.	Committee decided to communicate to all PMs to produce the intimations sent by them regarding excess usage of SIM for official purposes like APTIS test/NAC Test/other activities of DPM Unit etc. during yesteryears in-order to examine whether the excess money can be waived.	Facilities division	1 week maximum

Signature:



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

Date: 19/9/2018