

SCHEDULE AND AGENDA FOR MONTHLY MEET ON 08.02.2020 AT HEAD OFFICE

1. Tender Department : Timing -11 A.M. to 12 Noon

Participants i) Silla Rout.ii)Sambit Dash.iii)Avinash Mohanty iv)Sanjay das.v)Ganeswar Sir.vi) Banamber Nayak.vii)Chandrakant Moharana.viii)Amit Sarangi and ix)Rajat das. Mr.Piyush Mittal,Sobhit Bharati and Ankur from Ghaziabad Office shall be on Conference call in the meet.

Topic –Only tender related things, i.e. Participation in different tenders and procurement of the same. Any type of assistance or issues facing in activation/execution.

2 Marketing : Timing-12 Noon to 1 P.M.

Participants i) Sisira Sahoo ii) Basant Giri iii) Satyabrata Pattanaik iii)Bharat Bhusan and iv) Ganeswar Sir and v) Rajat Das.

Topic –Hurdles/assistance need with remedial proposals. Last month achievements with coming month planning with new strategy implementation.

3. Meeting with Committee Members; Timing-2 to 3 P.M.

Participants i) Ganeswar Sir ii) Banamber Nayak iii)Sisira Sahoo iv)Suryakant Hota v)Ranjan sahou vi)Smt.K.P.das vii) Rajat Das.

Topic – Committee members and Chairmen will take up the meeting and advice to MD for betterment/smooth functioning of organization.

4. General Meeting: Timing 3 P.M. to 4 P.M.

Participant – All staffs with proper feedback and suggestion.

5. HOD meeting : 4P.M. to 5 P.M.

Participant – All HODs.

Topic – Deliverable issue and last month achievement. Any technical issues with remedial suggestions. Daily report writing. Approval of requisition and expenses.

6. Individual Interaction: 5 to 6 P.M.

If anybody has specific reason /complicacy for not performing/s.Can discuss about the same by taking prior appointment.

Minutes of meetings

1. Tender team:

Presentee. i) Ganeswar Sir, ii) Silla Rout iii) Sambit Dash iv) Avinash Mohanty v) Sanjay Das vi) Amit Sarangi vii) Chandrakanta Maharana and Rajat Das. Chaired by, MD Mr. P.C. Subudhi. MD advised tender team for proper selection, prelims and finalization should be done in a systematic manner. Remedial measure should be taken to avoid unnecessary/non eligible projects. Advised Silla to distribute responsibility among the team. Sanjay das & Avinash assigned to undertake daily checking of tender sites and update same in portal on a routine basis.

2. Committee Meeting:

a) **Execution.** Chaired by Ganeswar Sir. Discussed various facts and importance of different committees. Banambar Nayak with Ms. K.P .Das esteemed member of the group expressed mainly failure of execution is lack of manpower in survey department and co-ordination with accounts department for execution of requisition/approval of expenses. Suggested for a SMS alert for every transaction in Status Gear app. Mr. Nayak proposed to enhance minimum balance of Rs.5000/- to a higher value for ease of submission. Agreed upon maintenance of different Check-lists for purposes and writing of daily report in the App.

b) Payment Collection:

Upon asking Banambar Nayak expressed of collection of Rs.32 lakhs (IPRCL-20+Rites 8L) in coming fortnight. Sisira Sahoo committed for 38L within a month. Chairman emphasized on payment collection in stipulated time and expressed his concern to get allotment of said divisions in time frame.

c) Discipline/Admin:

It was wholehearted accepted that indiscipline attitude/behavior cannot be acceptable in the premises. Use of Cell phone should be restricted in the Campus. Anybody leaving the campus for work or anything should notify Ganeswar Sir personally, in his absence Kshyanaprava assigned for the job.

3. Marketing:

Presentee: i) Sri Sisir Sahoo ii) Basanta Giri iii) Satyabrata Pattanaik iv) Bharat Bhusan rout v) Amit Sarangi vi) Rajat das vii) Chandrakanta Moharana viii) Banambar Nayak & Ganeswar sir ,chaired by MD, Mr. P.C. Subudhi.

Chandrakanta Moharana : Generated business in the month of January-24 Lakhs. Payment collected in January – 2.3 Lakhs. Anticipating for collection in the month of February – 28.5 Lakhs.

Subsequently Bharat took a target of 5 Lakh for February and 7.5 Lakh collections on January`20.

Basant Giri is on Zero generation and Zero collection, advised to focus more on the business.

Satyabrata Pattanayak took a target of 5 Lakh for the month of February.

MD advised to produce in a tabular format of all business promotion amounts in a monthly basis. Also advised to make an empanelled/enrolled list of divisions in update and different aspects to generate new business with collection in time.

4. HOD`s:

Presentee: i) Ranjan Sahoo ii) Tulu Moharana iii) Banambar Nayak iv) Kshyanaprava Das v) Chandrakanta Moharana vi) S.R .Panda vii) Sisira Sahoo viii) Amit Sarangi, ix) Rajat Das & Ganeswar Sir. The meeting chaired by MD, Mr. P.C. Subudhi.

Discussed on ongoing projects and their status. (Pending deliverables and progress of) IPRCL, Paradeep master plan, Keonjhar-Jajpur, Tirupati, Berhampur-ROB, Jeypore airstrip etc. Advised to all confirm from the authority before final submission to the Client. Mr. Satya Ranjan Panda asked to submit survey equipment list with their updated status in two days. Instructed to all HODs to write report and attendance in Status Gear app on daily basis. To make most judgmental part in the organization to maintain harmony and discipline.

5. General Meet:

Attendees: Almost all the staffs.

Discussed on daily routine, Timely error free delivery to client and discipline in the campus. About Cell phone deposition; on a vivid interaction it has been finalized that all will keep the phone in silent mode in the office hour. MD expressed his views that it should not distract the individual from his work .Again all are reminded to write daily report with attendance in App. Ongoing projects should be checked vividly with maintaining of concerned Check-lists. Daily targeted progress should be watched and concerned department head shall be hold responsible for the failure. Upon asking for Tea quality, advised to prepare two time good quality tea to the staffs in office hour. As NABL audit was on process laboratory staffs could not able to participate in the said monthly meet. MD lastly advised to all lab staff or site staff for maintain a proper safety and precautions in working arena.