



CIN : U99999MH1970SGC014574

CSD/File M-14/OW 904 /E.Office-

Date: 13.06.2018

Ref: CSD/File No. M-14/O.W. 905 /E.Off. 26396MINUTES OF HOD MEETING HELD ON 11.06.2018 AT 10.00 AMAT THE 2ND FLOOR CONFERENCE HALL, CIDCO BHAVAN.

VC&MD urged the implementation of the following:-

Sr. No.	Deliberation / Decision
1	<p>(i) HODs to submit report in given Performa to M(P) about classification of Records.</p> <p>(ii) After one week one committee consisting of (1) JMD-I, (2) CE(NM) and (3) Company Secretary, will assess the cleanliness of every department. This Committee will also report about (a) the person, whose desk is dirtiest and (b) the person whose desk is cleanest.</p> <p>(iii) Deptt. who show substantial progress in cleanliness drive will be taken up for renovation on priority basis.</p>
2	CE(NM) to complete by 31.03.2018, all renovation work of CIDCO's Belapur Office building. Timelines to be shared with respective HODs for temporary shifting.
3	All HODs to send communication to GoM/ GoI through VC&MD.
4	Plastic to be banned as per GR of GoM. CE(NM) to install RO system Water Dispenser on every Floor of CIDCO Office.

Ref: CSD/File No. M-14/O.W. 904 /E.Off.

Handwritten signature
13/6/18

5	All HODs to attend on priority basis, the PAP's pending issues. Special drive to be taken to dispose off pending cases.
6	<p>(i) CAO to functionalize the On-line payment system for CIDCOs Citizen Centric Services within one week.</p> <p>(ii) All HODs to see implementation of SAP in their deptt. and start using the modules developed.</p>

Re-submitted with correction for approval. Upon approval, this will be displayed on Intranet portal.

Ref: CSD/File No. M-14/O.W. 904/E.Off.

Pradeep Rath
(Pradeep Rath)

Company Secretary

Emp. No. 34023

*MD38MS6
B67A*

Ref: CSD/File No. M-14/O.W. 905/E.Off. 26396

Email : cs@cidcoindia.com
pa.cs@cidcoindia.com

14-6-18

VC&MD

13/6/18

CS

To
HODs

Copy to.

System Manager for Display
at CIDCO Intranet Portal.