

# Training Session 1

## Minutes

Date	Venue	Time
25.04.2022	TNSDC -Conference Hall	4:00 PM

## Participants

- All 12 Members of Naan Mudhalvan Team

## Agendas Discussed

1. Topics for discussion RTI case, office procedure, leave, basics of thappal.
2. Assistant Project Director sir circulated 80-page document as a reference for filing initiation, leave and office procedure.
3. It has been instructed by APD sir, to go through the Tamil Nadu office manual copies before attending tomorrow training session (26.04.23)
4. It is also been instructed by APD sir to bring an instructor from Anna institute to discuss about RTI, Tender, Company act, and Office procedures
5. Tomorrow Assistant Project Director sir, will explain in detail about the filing procedure (Note, Proceedings)
6. Chief Accounts Officer to discuss about the PR filing procedure to our staff