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 form Anna institute of 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