**POINTS TO BE DISCUSSED WITH STAFF DURING THE MEETINGS AT OFFICE ON 31.10.23**

1. **Should follow strictly office timings: Report at 09.30 AM**

**And Again at 06.15PM after completion of Field Work**

1. ***Vacant Manpower at the sites: a) Divyasree B3----54 (43)***

***b) Orion IT B8……..65 (52) + Biometric done 4+to be done 4***

***c) Denali/Trinity…48 (36)***

***SG Manpower at Sites: a) Divyasree ---01***

***b) AGA, Nacharam & Tagline---03***

***c) Evoke, Hitachi, Freyr, Sriram,TechVedika & WebPt each 01***

***d) Model N , NGHR each 2***

***e) Skootr 1 , 3 & 7***

***f) Infotech , Hyd & Kmm each 2***

***(As per Mr Pranab Deployment statement)***

***Action plan on how to fill the vacant position with dead line***

1. ***Upcoming Requirements and its action plan***
2. ***Proper Site Visits with proper plan, report on observations and pics from the sites during the time of visit***
3. ***Training sessions and monthly planner on Trainings and topics***
4. ***Deep cleaning on Saturdays with report***
5. ***Monday site visits at the early timings of usual one***
6. ***Communication system, its importance, Cordial relation , Cooperation and good Communication***
7. ***Find out the requirements at the site and organize the things***
8. ***Professional way of work with formatting***
9. ***Leaves & Permissions***