



U/O No. PST/MIN/PS/2022-23/397
Dated Dispur, the 12th June, 2024.

Private Secretary to Special Chief Secretary, PHED
Private Secretary to Principal Secretary, SEED
Private Secretary to Principal Secretary, Tourism Department } U/O

Hon'ble Minister, PHED, SEED and Tourism Departments has decided to convene weekly review meetings of his allotted departments on every **Friday** (Tourism Department- 12 PM, PHED- 1 PM and SEED-2 PM) at the Conference Hall of Hon'ble Minister, Old CM-Block, 1st Floor, Janata Bhawan, Dispur, Guwahati.

However, the first meetings to be convened on **14/6/2024 (Friday)** will follow the following schedule: -

11:00 AM- Tourism Department

01:00 PM - Public Health Engineering Department

03:00 PM - Skill, Employment & Entrepreneurship Department

It is requested that officers in the rank of Deputy Secretary and above only of the concerned departments should attend the meetings. Director/Managing Director/Mission Director may be accompanied by one or two officials of his organization.

The subjects to be reviewed in the first meeting are enclosed as **Annexure-I**

It is requested to kindly apprise the Special Chief Secretary/Principal Secretary regarding the same.

Private Secretary to Minister,
PHED, SEED, Tourism Departments

ANNEXURE-I

(Skill, Employment & Entrepreneurship Department)

1. Short Term Trainings Courses of ASDM.
2. District Youth Welfare Centre
3. Functioning of ITIs (Kachari Pathar ITI, Duliajan; Karimganj ITI etc.)
4. Skill Yatra
5. Status of registration in Employment Exchanges/ Sewa Setu portal.
6. Roadmap for the current FY 2024-25. Flagship programmes, HCM Priorities, Budget Head-wise (SOPD & Estt.)