Minutes of Meeting (MoM) 2025/12/22

Meeting Title: MoU Discussion & Alignment Meeting

Client / Department: UPSRLM

Date: 22/12/2025
Location / Mode: Eldeco Corporate Tower
Prepared By: Mr. Ayush M Srivastava

1. Attendees

Name	Role / Designation	Organization	Contact / Email
Sh. Janmejay Shukla	Joint Mission Director	UPSRLM	janmajayshukla02@gmail.com
Sh. Mrityunjay Kumar	Lead MIS	UPSRLM	pmmissrlmup@gmail.com
Mr. Sachin A Kumar	PMU Team	BDO	SachinAKumar@bdo.in
Mr. Ayush M Srivastava	PMU Team	BDO	ayush.msrivastava@gmail.com
Ms. Shilpi Raizada	PMU Team	BDO	shilpiraizada@bdo.in

2. Meeting Objective & Agenda

Objective: Following up on MoU status and team introduction to client

Agenda Points:

i. Getting the MoU approved and get updates on its status.
ii. Getting all the team members acquainted with the Client.
iii. Receive, process all inputs from Sh. Janmejay Shukla (JMD, UPSRLM) regarding client vision and analyze all gaps in our current working model.

3. Discussion Summary / Key Points

Source	Module / Area	Key Discussion / Requirement	Remarks
Sh. Janmejay Shukla	General Requirements	It was highlighted that there is a **significant communication gap between departments and district/block-level representatives**, leading to inconsistencies in reporting, execution, and feedback loops.	
		The need for a **centralized HR management and consolidation mechanism** was emphasized to address workforce visibility, validation, and governance challenges.	Data required from UPSRLM
		It was agreed that **demands must be formally collected from each department**, including thematic demands, usage-based demands, leadership (MD-level) requirements, and operational needs.	Data required from UPSRLM
		The PMU team is expected to **engage with each departmental counterpart individually after completion of the gap analysis report**, to	

		validate findings and capture refined requirements.	
	BC Sakhi / Samuh Sakhi	Serious **data unavailability issues were noted for BC Sakhi and Samuh Sakhi activities**, including lack of mapping, performance metrics, and outcome-based analytics.	Data required from UPSRLM
	General Requirements	Existing digital portals developed earlier (especially by the marketing team) **require structured analysis to assess utility, coverage, and gaps**.	Data required from UPSRLM
		External platforms such as the **ONDC portal** need to be researched to understand key operational metrics like sales activity, participation, and integration opportunities.	
		There is a requirement for **applications related to reservation management, validations, and other HR-linked workflows**.	
		The need for **PG and hostel-related data analytics for External Training Partners** was highlighted for better monitoring and compliance.	
		Comprehensive research and assessment of **all SRLM data management portals** is required to enable consolidation and informed system design.	Data required from UPSRLM

4. Decisions / Action Items

Action Item	Responsible Person/Group	Deadline	Status
PMU team to initiate **structured gap analysis** covering communication, HR, data, and system-level challenges.	BDO Development Team	TBD	Pending
A **formal demand collection exercise** will be conducted with each department post gap analysis.	UPSRLM	TBD	Pending
PMU team to **design an analytical framework for BC Sakhi and Samuh Sakhi performance tracking**, including mapping and KPI identification.	BDO Development Team	TBD	Pending
Analysis of **existing portals** to be taken up by PMU, covering usage, data quality, and relevance.	BDO Development Team	TBD	Pending
PMU to conduct **research on ONDC platform** to extract relevant metrics and applicability for UPSRLM.	BDO Development Team	TBD	Pending
HR-related application needs (reservation management, validations, etc.) to be provided as part of HR consolidation requirements.	UPSRLM	TBD	Pending
Data requirements related to **PG/Hostel facilities for external training partners** to be provided for analytics design.	UPSRLM	TBD	Pending

5. Data Required from UPSRLM

i. Department-wise organizational structure and existing communication flow details.
ii. Available HR datasets, including staff roles, deployments, validations, and existing tools.

iii.   Any existing data related to BC Sakhi and Samuh Sakhi activities (even partial or offline records).
iv.   Access details and documentation of currently operational or legacy portals developed under UPSRLM.
v.   Available reports or datasets related to ONDC participation, if any.
vi.   Training partner details, including PG/Hostel arrangements and monitoring records.
vii.   Inventory/list of all SRLM-managed data portals and applications.

6. Next Steps / Follow-Up

i.   PMU team to complete and submit the Gap Analysis Report.
ii.   Schedule one-to-one meetings with each departmental counterpart based on gap analysis findings.
iii.   Prepare a consolidated demand matrix covering thematic, operational, HR, and leadership-level requirements.
iv.   Initiate portal-wise assessment and documentation of findings and recommendations.
v.   Develop a concept note for analytics dashboards, especially for BC Sakhi and Samuh Sakhi performance tracking.
vi.   Share a research summary on ONDC metrics and relevance to UPSRLM programs.
vii.   Align with UPSRLM leadership on prioritization and phased implementation approach.