***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

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| **PURPOSE** | **DEMONSTRATION OF THE PROTOTYPE OF THE MODEL BY NIMBLE S2P.** |
| **DATE** | **25/09/2024 TIME (02:30 PM TO 6:00 PM)** |
| **LOCATION** | **MINI CONFERENCE ROOM** |
| **ATTENDEES** | ***MR.* SUKANTA NAYAK VP(IT)**  **MR. HR SOTMON GM-AUDIT**  **MR. MAHESH KALKAR GM-IT**  **MR. VK PANDEY DGM-F&A**  **MR. KRISHNENDU RAY AGM (EDP)**  **MR. HAMID ALI AGM(IT)**  **MR. SANJAY SINGH AUDIT**  **MR. M. MURALI  *MANAGER(STORES)***  **MR. PRATEEK SHUKLA MT(EDP)** |

***DISCUSSION/ ACTION POINTS:***

* MICROSOFT: 300 MICROSOFT ID WILL BE PROVIDED BY NECO.
* DUE DATE CALCULATION ON BASED OF G.R.N DATE OR INVOICE RECEIVE DATE OR BASE LINE TO-BE DECIDE.
* STATUS OF THE BILL WILL BE VISIBLE TO SUPPLIER ALSO & INTIMATION TO VENDOR THROUGH THE MAIL OR SMS.
* DAILY PENDING REPORT WILL BE PROVIDED BY NIMBLE.
* TASK REMINDER MAIL TO BE GIVEN TO THE PARTICULAR PERSON.
* ESCALATION AT ALL LEVELS AFTER 48 HOURS
* ESCALATION MATRIX WILL BE PROVIDED BY NECO.
* THESE RULES ARE APPLIED IN ALL CASES.
* DELEGATION FUNCTIONALITIES WILL BE AVAILABLE IN THE SECOND QUARTER OF THE NEXT FINANCIAL YEAR.
* TO-BE DESIGN APPROVAL SYSTEM IMPLEMENTATION FOR CHEQUE PRINTING.
* ONLINE PAYMENT WILL BE FACILITATED IN NIMBLE [S2](mailto:S@p)P AFTER ***KOTAK MAHINDRA*** BANK AGREEMENT.
* AI Based OCR requires additional for implementation by nimble s2p
* One month will be required by the NECO team to check the Quality of the Model provided by the nimble S2p.
* Mr. Chandresh Sharma Assured the NECO team that he will completely implement this Paperless Project by 31 th march 2025.