**CO-ORDINATION MEETING**

 **(8th-9th November, 2016)**

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| **S.No.** | **Description** | **Responsibility** | **Time** |
|  | **8th November, 2016** |
|  | Opening Remarks  | ED, CET | 2:30 - 3:15 pm |
|  | Project Statistics | DGM I/c, PFC | 3:15 - 3:45 pm |
|  | Analysis of Cost Estimates | DGM I/c, CTEB | 3:45 - 4:15 pm |
|  | Engg hours & their utilisation | DGM, PFC | 4:15 - 4:45 pm |
|  | General issues (Quality of Reports/ TERs; adhering to Timelines; ECs etc) | GM (Projects) | 5:00 - 5:30 pm |
|  | TS Review Committee- observations of TS review* Trends
* Persisting problems
* Suggestions for improvement
 | GM (S & R) & Chairman of TS Review Committee | 5:30 - 6:00 pm |
|  | Balanced Scorecard | AGM (U&S) | 6:00 - 6:30 pm |
|  | **9th November, 2016** |
|  | Intervention in areas requiring attention thru’ Committees – *Brief Committee Reports on work done with future targets* |  | 9:30 - 12:00 pm |
|  | * Technology Committee
 | GM (C, I&S, Ref) |
|  | * Document standardisation & SAN
 | GM (Proj) & MR |
|  | * Infrastructure Management
 | GM (U & C) |
|  | * Idle assets & their disposal
 | GM (Mech & RM)/ GM (Proj) & MR |
|  | * Sports & Entertainment Committee
 | GM (E & A) |
|  | * Communication Committee
 | GM (Mech & RM) |  |
|  | * AMC Committee
 | GM (Mech & RM) |  |
|  | * Fire Committee
 | GM (Proj) & MR |  |
|  | * SIP Committee
 | GM (Proj) & MR |  |
|  | * Welfare Committee
 | GM (C, I&S, Ref) |  |
|  | * Portal Display
 | DGM I/c (C&IT) |  |
|  | Finance related issues | AGM I/c (Finance) | 12:00 - 12:15 pm |
|  | Inauguration of **‘Store Inventory Management System’** | DGM I/c (C&IT) | 12:15 pm |
|  | Closing remarks | ED | 12:15 - 1:00 pm |
|  | **Setting up of a modern 3 MT greenfield integrated steel plant*** Selection of Technologies
* Cost
* Financials
 | GM (S & R)/GM (C, I&S, Ref) | 2:30 - 4:00 pm |
|  | Talk on **‘Personal Effectiveness’** *(Open for all at CET, Ranchi thru’ VC at Everest).* | **Prof. Gaurav Marathe, IIM, Ranchi** | 4:00 - 5:30 pm |