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*Minutes of the PIA Review Meeting*

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Date: 22<sup>nd</sup> January, 2015

Venue: JEEViKA Conference Hall Biscomaun

- The meeting was chaired by CEO, SRLM Bihar.
- 39 PIA participated out of total 41 PIA's (Notable absentees were Optamaze & Sumdrishtee)
- CEO, BRLPS reviewed the status of the agencies which got 1<sup>st</sup> Installment,
- PIAs were instructed to follow SOP 100% in letter and spirit without any deviation.
- Every PIA must depute their Q Team, dedicated for this project.
- Training and Orientation on SOP is mandatory for every member of PIA, who are engaged in this project and should be explicitly undertaken by respective Q Team of PIA's
- PIA's cannot change their Q team, without prior intimation and approval of SRLM Bihar.
- Due Diligence should be filled minutely by Q Team PIA and duly checked by State project head, before finally submitting the hard copy to SRLM Bihar.
- NIRD team has also shared their observation to SRLM, Bihar and PIA representative.
- If any deviation is found by SRLM team during physical verification of the centres and due diligence submitted, show cause should be issued by project head to their Q Team.
- PIA Q Team and their state head has to be mandatorily present in the joint verification of the centres.
- PIA centre team should have proper orientation about handling Biometric and CCTV devices and should be in a position to answer any query related to these.
- All the Standard Forms (SF) outlined in the SOP has to be mandatorily present at the PIA training centre.
- Look and Feel of training centre has to be strictly in concurrence with extant guidelines of DDU – GKY.
- Mobilization can be only started after the due diligence has been approved by SRLM Bihar state team.
- Inception of training cannot be considered without written approval of SPM / PM/ Nodal person.
- Every centre should have provision for storage devices in electronic form to store data related to all trainings.
- Wherever NIRD team visited and have some apprehensions, further starting of new batches by PIA should be put on hold. New batches can only start after written approval of SRLM Bihar.
- PIA should achieve the physical target corresponding to payment made to them. PIA should seek written approval of SRLM before crossing that corresponding physical target.
- While selecting the beneficiaries, due care should be taken about their attitude etc, as there were certain complaints made by some PIAs during the meeting.
- The meeting ended with a vote of thanks to the chair.