



Minutes of Meeting

A review meeting of the official of JKIDFC was held under the chairmanship of **Shri Shafaat Yehya, General Manager, JKIDFC** in his office chambers at 02.00 pm on 25th may, 2021 (Tuesday). The following officials of JKIDFC were present in the due course of meeting:

1. **Shri. Tanveer Hussain Dar**, Sr. System Engineer, JKIDFC. (IT Head)
2. **Shri. Raja Saqib Qayoom**, Sr. System Engineer, JKIDFC. (IT Section).
3. **Shri Raaja Mohammad Iqbal**, Assistant System Engineer, JKIDFC (with CMD, JKIDFC)
4. **Shri. Danish Abbas**, Assistant System Engineer, JKIDFC. (Payment Section)
5. **Smt. Gazala Shafi**, Accounts Executive, JKIDFC (Accounts Section)
6. **Smt. Nazima Syed**, Office Assistant, JKIDFC. (Accounts Section)
7. **Shri. Rishab Gupta**, Office Assistant, JKIDFC (through Video Conference). (Payment Section)
8. **Smt. Sakshi Thappa**, Office Assistant, JKIDFC (through Video Conference). (Payments/IT Section)
9. **Shri. Mohammad Asif Wani**, Office Assistant, JKIDFC. (General Section)
10. **Shri. Tauqeer Hussain**, Office Assistant, JKIDFC. (Accounts)
11. **Smt. Aditi Singh**, Office Assistant, JKIDFC (through Video Conference). (Accounts Section)
12. **Smt. Gurpreet Kaur**, Office Assistant, JKIDFC (through Video Conference). (IT Section)
13. **Smt. Shehnaz Akhtar**, Office Assistant, JKIDFC (through Video Conference). (General Section)
14. **Shri. Mohammad Yaseen**, Office Assistant, JKIDFC. (General)
15. **Smt. Jasmine Shafi**, Office Assistant, JKIDFC. (IT/Payment Section)

During the course of the meeting, review was taken up from every official of JKIDFC and the following directions were given to each section for the smooth working of the Corporation:

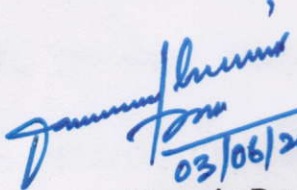
1. **IT Section:** The IT section was directed to complete the following tasks on immediate basis:

- a. **Non Initiated Projects:** In terms of Non-Initiated projects, the IT Section was directed to forward reminders to the Departments and seek regular updates regarding the same. The file to be submitted for the information of Hon'ble Lieutenant Governor, J&K.
 - b. **CRF Projects:** Certificate to be designed and forwarded to the Public Works (R&B) Department which further shall be uploaded on the JKIMS portal before making any payments.
 - c. **Completed Projects:** List of the physically completed projects shall be forwarded to the Physical Verification Teams constituted at each district in the Union Territory of Jammu & Kashmir. It was also directed that internal physical verification teams in JKIDFC shall be assigned with projects of both Jammu & Kashmir divisions for further verification of these projects.
 - d. **Self-Assessment Form (Weekly Performance Report):** The General Manager, JKIDFC directed to frame a weekly performance report of all the officers/officials working in JKIDFC in order to assess performance on weekly, monthly basis and annual basis.
 - e. **MIS Reports:** The progress of remaining MIS Reports and Payment Tracking System shall be taken up with NIC Team, JKIMS portal and shall ensure the incorporation of the same in time bound manner.
 - f. **Procurement of Hardware on GeM portal:** The IT Section was directed to procure the already approved Hardware on GeM portal through bidding process in time bound manner.
 - g. **Dashboard viewing of Chairman & Managing Director, JKIDFC:** The ASE (I), JKIDFC to regularly update the worthy CMD, JKIDFC regarding the portal and payments.
2. **Payment Section:** The Payment Section was directed to process all the files received on the JKIMS portal immediately without any delays so that the payments shall reach to the beneficiaries in a time bound manner. To ensure all payment files processed and no pendency on portal ensured everyday.
 3. **Accounts Section:** The Accounts Section, JKIDFC was directed to complete the following tasks on immediate basis:
 - a. **Expression of Interest for Rs. 2000 crore:** The Accounts Section, JKIDFC was directed to process all the related issues immediately so that the Loan of Rs 2000.00 crore be finalized with the Banks or other Financial Institutions.
 - b. **Audit Report:** It was directed by the General Manager, JKIDFC that the Audit Report may be finalized by the Accounts Section so that the

Accounts may be finalized in the Board of Directors meeting and 2nd Annual General Meeting conducted also. Also regular updates shall be received from the Statutory Auditor of JKIDFC.

4. **General Section:** The General Section, JKIDFC was directed to develop an Action Taken Report of each meeting held by JKIDFC so that the directions given in the meeting shall be acted upon in a time bound manner. Also it was directed by the General Manager that an alert time period of one (01) week shall be given by the General Section on all the communications forwarded by JKIDFC on a regular basis and to circulate minutes to each and every concerned official which should act on the directions on fast track basis. The General Section was also directed that the Identity Cards shall be put up for the approval of the Chairman & Managing Director, JKIDFC.

Further, it was directed by the General Manager, JKIDFC that all the officials shall work with maintenance of discipline, team work and respect seniority so that good work environment is maintained in the Corporation. It was also directed that the officials shall ensure that no delays shall be made in processing of any file, delay is not acceptable and any information with 3rd party or outside the Corporation shall be shared only with the approval of the Competent Authority.


03/06/2021
(Tanveer Hussain Dar)
Sr. System Engineer,
JKIDFC

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Copy to the:

1. Executive Director / Director Finance, JKIDFC for information.
2. General Manager, JKIDFC for information.
3. Project Manager, JKIDFC for information.
4. System Engineer (S), JKIDFC for information.
5. Payment Section, JKIDFC for information.
6. Accounts Section for information.
7. General Section for information.
8. All Office Assistants, JKIDFC for information.
9. Office Record.