

**Subject: Minutes of Meeting regarding on boarding of new TIs of  
Prevention division held on 22<sup>th</sup> Nov 2023**

It is submitted that a meeting had been called by division head – Prevention division-Dr. Meenu of PDs of newly appointed TI-NGOs through virtual mode. The following officers of PSACS participated in the meeting:

1. Dr. Meenu Singh, JD-Prev
2. Ms.Manu Lalia, DD- Prev
3. Mr. Maneet Sharma, AD-Prev

The following representative of the NGOs participated in the meeting

1. Namrata Sidhu of Nabha Foundation Bathinda
2. Rakesh Setia of Lala Fateh Chand Brij Lal Educational Society- Ferozepur
3. Mr. Avinash Rana of Lifeline Trust Malerkotla
4. Mr. Manoj Sinha of Srijan Foundation-Pathankot
5. Mr. Vijay Kumar of Manch Foundation-Hoshiarpur
6. Mr. Lachhman Singh of DYWA-Fatehgarh Sahib

**Minutes of meeting to be approved as under:**

1. JD(TI) welcome the PDs and obtained the updated status of the office set up of TIs and process of staff recruitment. JD(TI) emphasis on the priority of recruitment of staff and office set-up of TIs by the end of November 23
2. The PDs were informed that representative/designated staff of PSACS must be present either in person or virtual mode during the recruitment/interview process of the TI-NGOs staff. Further the recruited/appointed staff must be given TOR along with appointment letter. As PD-MANCH Foundation has submitted that he had recruited few members of the staff, hence he was directed to submit the copy of minutes of recruitment process of the selected staff. All staff need to be onboard by or before 1<sup>st</sup> week of December 2023.
3. PDs were also informed that the updated details of office place of TI-project and staff must be shared with PSACS and all documents pertains to the TI-project must be available/present in the respective office place of TI-NGOs. After the rent agreement of office place, PD must initiate the procurement process of computers as and when funds are released by PSACS. Specifications of PCs (as received/approved from NACO) are to be shared with TIs to initiate the procurement process.
4. In order to open CNA and release grant, PDs were asked to submit the updated sheet/data of the bank account details of the TIs at the earliest. AD-

Maneet Sharma was directed to submit the format of the excel sheet immediately so that the account of the TIs may be opened.

5. PDs were also informed that MITR sheet of November month must be submitted in December first week and thereafter by 5<sup>th</sup> of every month.
6. At the end, JD(TI) encouraged all PDs to participate on the event of WAD and wished them good luck. The meeting ended with a vote of thanks.