

13<sup>th</sup> August 2019

Respected All,

The Monthly Management Review Meeting has been conducted on 13<sup>th</sup> August 2019 in Conference room based on the current challenges and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                    | Details of the Discussion  | Responsibility                                       |
|---------------------------|--|--|
| Project Discussion        | Pradeep Singh , Rajni Nath Singh & Sanatan Dey Presented their Project progress of the different project, discussed the resource crunch . Management has assured to allocate resources where ever requires from the bench strength or by hiring experience skilled resource. Further directive has been given to Human Resource Manager to discuss the skills with the different Project Manager & Team lead.      | Kalpana Singh, Pradeep Singh                         |
| Human Resource Challenges | Manager HR , discussed the challenges that are being faced by the HR department. They discussed that we are on North centric and most of the people from south are not interested to relocate and due to these sometime faced the challenges to on-board the skilled resources. Further She enquired about the office Setup position in Bangalore. Management has given the updates on the Bangalore Office setup. | Kalpana  |
| Office Set up Bangalore   | Sanatan presented the different option of the office location with Price, location advantages. Management Further directed Sanatan Dey to finalise the deal of office space at Brigade IRV centre at Whitefield Bangalore.   | Sanatan Dey<br>Shailendra Jha<br>( finance Approval) |
| IT                        | Sanatan Raised the issue of VAPT that needs to be done through Third-party vendor. Further direction has been given to identify the Vendor to do the needful.  | Ravi Kumar   |
| IT                        | Sanatan Raised the GAP assessment of the IT infrastructure and management further directed kumar to block all the USB port media access of all the pc/Laptop. If access of USB   | Ravi Kumar<br>Sanatan Dey                            |

|  |  |  |
|--|--|--|
|  | port Media access required by any resources then required permission will be needed from the compliance officer. |  |
|--|--|--|

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

6<sup>th</sup> September 2019

Respected All,

The Monthly Management Review Meeting has been conducted on 6<sup>th</sup> Sep 2019 in Conference room based on the current challenges, status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                  | Details of the Discussion   | Responsibility             |
|-------------------------|---|----------------------------|
| Project Discussion      | Pradeep Singh, Rajni Nath Singh & Sanatan Dey Presented their Project progress of the different project, discussed the current project and upcoming project For the upcoming project “ Project Name: Delta “ which is going to start from 7 <sup>th</sup> October, Management has directed to HR to hire a new project manager for Australia based project. As discussed with Kalpana Singh , Minimum time required to fill this position will take at least a month. So management further decided to Assignee Sanatan Dey to Look after that project till a suitable Project Manager gets hired . | Kalpana Singh, Sanatan Dey |
| Human Resource          | As Bangalore office will be functional from 1 <sup>st</sup> or 2 <sup>nd</sup> week of November , so HR has been directed to organise walkin / mass interview at Bangalore and further directive has been given to organise the interview on any Saturday and Sunday and booked interview room etc either in hotel or any other suitable places.  | Kalpana Singh Sanatan Dey  |
| Office Set up Bangalore | Sanatan updated to all the stake holder that Bangalore office has been finalised and all legal document has been furnished and all the interior works of the building will be completed by end of October or First week of Nov-19. And the work progress of the building will be monitored on weekly basis,   | Sanatan Dey                |
| IT                      | Ravi Verma has shared all the IT infrastructure procurement update. As per him all the IT infra will be   | Ravi Kumar                 |

|  |   |  |
|--|---|--|
|  | ready by 1 <sup>st</sup> week of November and Resources can start working from 2 <sup>nd</sup> week of Nov-19 |  |
|  |   |  |

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

3<sup>rd</sup> October 2019

Respected All,

The Monthly Management Review Meeting has been conducted on 3<sup>rd</sup> Oct 2019 in Conference room based on the current challenges, status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                  | Details of the Discussion  | Responsibility  |
|-------------------------|--|---|
| Project Discussion      | Pradeep Singh, Rajni Nath Singh & Sanatan Dey Presented their Project progress of the different project.<br>No Major escalation has been reported in any project.<br>Management further discussed to develop an internal app for smoothing the billing process and resource management. The app needs to be developed by the bench strength. | Alok Anibha<br>Kalpana Singh                                  |
| Human Resource          | Kalpana Informed ,Scheduled interview on 12 <sup>th</sup> and 13 <sup>th</sup> October for Bangalore , approx. target for the interview would be interviewing 50 resource.   | Kalpana Singh<br>Pramod kumar<br>Avinash Singh<br>Sanatan Dey |
| Office Set up Bangalore | Sanatan updated to all the stake holder that Bangalore office than interior work has started bit delay on the AC installation.<br>Office warming date has been finalised to 11 October.  | Sanatan Dey   |
| IT                      | Ravi Verma has been asked to procure all the necessary IT infrastructure for the Bangalore office.   | Ravi Kumar  |

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

5<sup>th</sup> November 2019

Respected All,

The Monthly Management Review Meeting has been conducted on 5<sup>th</sup> Nov 2019 in Conference room based on the current challenges , status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                  | Details of the Discussion  | Responsibility                             |
|-------------------------|--|--|
| Project Discussion      | Pradeep Singh, Rajni Nath Singh & Sanatan Dey Presented their Project progress of the different project. And advice the management for deployment of a Technical Project lead at Bangalore who can guide the new team over there. Management has directed Pradeep, Sanatan & Rajni Nath to identify the suitable Tech Lead from Delhi office who can relocate to Bangalore   | Sanatan Dey<br>Rajni Nath<br>Pradeep Singh |
| Human Resource          | Hr Manager , Finalised the list of employee whose Appraisal is pending for the month of October. Management has directed her to discuss the same in a separate meeting with finance team and finalise the appraisal before the salary credit.  | Kalpana Singh<br>Shailendra Jha            |
| Office Set up Bangalore | Sanatan updated to all the stake holder about the functioning of the Bangalore office. Requested for a deployment of a permanent senior project manager who will not only look after the project but also should be in a position to manage the day to day office activity.<br>Leadership team has suggested to transfer Prakash Dhawan to be transferred from Delhi office to Bangalore office for the same activity and directive has been provided to HR Manager to discuss with Prakash Dhawan for relocation. | Kalpana                                    |
| IT                      | Ravi Verma presented all the IT issues and update the leadership Team about the progress on VTP .Ravi Verma has been asked to complete the VTP   | Ravi Kumar                                 |

|                          |  |  |
|--------------------------|--|--|
| Human Resource and Admin | Manager HR informed the leadership team about the Annual Trip that happens every year in the month of December and presented all location list and request for budget approval. Leadership team directed the finance manager & HR manager to finalise the final budget and the date for Annual Trip will be on 14 <sup>th</sup> Dec. Moreover Leadership team requested all the Stakeholder to help the HR Department and finance department as Leadership team will not be available on 3 <sup>rd</sup> and 4 <sup>th</sup> week of Nov as they will be attending the Dreamforce at USA . | Kalpana Singh<br>Shailendra Jha  |
| Formation of Audit Team  | As we have upcoming ISO Audit and Soc Audit which will be in the month of March, So formation of internal Audit team has been discussed.<br>Following would be the Audit team member<br>Governance : Ashok Anibha & Alok Anibha<br>IT : Awanish Shukla<br>Facility : Rajni Nath<br>HR : Sanatan Dey<br><br>Further it has been discussed to have the audit in the month of February and Date would be published soon.  | Ashok Anibha &<br>Alok Anibha<br>Awanish Shukla<br>Rajni Nath<br>Sanatan Dey |
|                          |  |  |

Further it has been notified that as the Leadership Team wont be available till 8<sup>th</sup> of December and all the other Stakeholder will be engaged in different activities, so there will not be any official meeting of this forum. However Any of these stakeholder can reach to Leadership Team for any suggestion and discussion individually.

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

6<sup>th</sup> January,

Respected All,

The Monthly Management Review Meeting has been conducted on 6<sup>th</sup> Jan 2020 in Conference room based on the current challenges , status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                          | Details of the Discussion   | Responsibility   |
|---------------------------------|---|--|
| Project Discussion              | Pradeep Singh, Rajni Nath Singh & Sanatan Dey Presented all the new , existing project and upcoming project/ Sow.<br>Upcoming Client visit in the month of February | Sanatan Dey<br>Rajni Nath<br>Pradeep Singh                                   |
| Human Resource                  | Hr Manager , discussed the upcoming walkin in the month of January end which will be help in the third week of January at Bangalore.                                | Kalpana Singh  |
| IT                              | Ravi Verma presented all the IT issues and update the leadership Team about the completion of VTP.  | Ravi Kumar   |
| Human Resource and Finance Team | HR & Finance team informed about the roll out of the Resource Tracking tool   | Kalpana Singh<br>Shailendra Jha  |
| Audit Team                      | Sanatan has presented the upcoming internal Audit dates and unformed about the ISO Audit dates which will be on 25 <sup>th</sup> February                           | Ashok Anibha &<br>Alok Anibha<br>Awanish Shukla<br>Rajni Nath<br>Sanatan Dey |

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

12<sup>th</sup> February,

Respected All,

The Monthly Management Review Meeting has been conducted on 12<sup>th</sup> Feb 2020 in Conference room based on the current challenges , status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda         | Details of the Discussion   | Responsibility |
|----------------|---|----------------|
|                |   |                |
| Human Resource | Hr Manager , informed all the joining of the resources and discussed about the upcoming client visit and our preparedness   | Kalpana Singh  |
| Audit Team     | Sanatan has presented all the internal Audit report and the preparedness on ISO External Audit and informed the date for ISO Audit to be on 18 <sup>th</sup> Feb.<br>Sanatan has further informed the management about SOC audit and seek approval for the same so that Sanatan Can discuss with the External audit Team. | Sanatan Dey    |
| IT             | Ravi Verma presented all the IT asset details .   | Ravi Kumar     |

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh

4<sup>th</sup> March,

Respected All,

The Monthly Management Review Meeting has been conducted on 4<sup>th</sup> March 2020 in Conference room based on the current challenges , status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were presents.

| Name of Member | Designation                                     |
|----------------|---|
| Ashok Anibha   | Director Operation                              |
| Alok Anibha    | Director – Delivery                             |
| Sanatan Dey    | Manager – Operation & Technologies / Compliance |
| Awanish Shukla | Technology Officer                              |
| Kalpana Singh  | Manager- Human Resource                         |
| Ranji Nath     | Program Manager                                 |
| Ravi Verma     | Manager – IT                                    |
| Shailendra Jha | Manager – finance & Admin                       |
| Pradeep Singh  | Manager- Project                                |
| Pramod Kumar   | Technical Architecture                          |
| Avinash Singh  | Release Manager                                 |

| Agenda                        | Details of the Discussion  | Responsibility                             |
|-------------------------------|--|--|
| Project Discussion            | Pradeep Singh & Rajni Nath informed the leadership team about impact on project due to the COVID-19.<br>Sanatan informed the Leadership Team about the Phase-1 closer of Delta Phase-1 & Starting the Phase-2 from 1 <sup>st</sup> week of April.  | Pradeep Singh<br>Sanatan Dey<br>Rajni Nath |
| Human Resource & Project Team | Leadership Team had asked the Senior Manager & Human Resource manager to prepare the total List of Employee and their involvement in the project. Clearly identify the bench strength & active employee in the project and employee internet connection at home. Should have all the information about the home station employee & out station employee. | Kalpana Singh                              |
| Audit Team                    | Sanatan has presented ISO status<br>Sanatan has further informed the management about SOC audit dates.<br>Leadership team has asked to hold the audit for some time.   | Sanatan Dey                                |
| IT                            | Leadership team has asked Ravi Kumar to procure few more Laptops. Asked him to coordinate with all the managers & HR manager to assignee Laptop to all resources to who are actively involved in project. Moreover it has been asked to collect how many employees has PC or Laptop at their home  | Ravi Kumar                                 |

Note : All the managers has been asked to be available themselves for any type of emergency meetings . Expected date for the next meeting would be 13<sup>th</sup> March

Signature of the Members Presented.

Ashok Anibha

Alok Anibha

Sanatan Dey

Awanish Shukla

Kalpana Singh

Ranji Nath

Ravi Verma

Shailendra Jha

Pradeep Singh

Pramod Kumar

Avinash Singh