

**MINUTES OF THE MEETING HELD AT 10.30 AM ON 26.06.2014 IN SOUTH  
CONFERENCE HALL, GOVERNMENT SECRETARIAT FOR PRESENTATION OF  
THE DRAFT REPORTS BY THE CONSULTANTS OF ANNUAL PERFORMANCE  
ASSESSMENT**

Secretary, LSGD chaired the meeting.

Present:-

1. Ms. Mithra. T, IAS, Project Director KLGSDP
2. K.P.Sabu, DER, Directorate of Panchyaths
3. R.Vikraman, Finance Officer, Directorate of Urban Affairs
4. P.R.Devaraj, Team Leader, Sutra Consulting
5. Thomas Abraham, Deputy Team Leader, Sutra Consulting
6. M.Ganesan, team Leader, Mott Mac Donald
7. Regi Thomas, team Leader, STEM
8. Basil Gomas, Project Manager, STEM
9. Shiji. A, Supervisor, JPS Associates
10. Sugesh.S, Supervisor, JPS Associates
11. Ronak Soni, Project Manager, Mott Mac Donald
12. Dr.V.P.Sukumaran, Deputy Project Director, KLGSDP
13. H.Shaji, Communication Specialist, KLGSDP
14. Vishnu S Chandran, IT Specialist, KLGSDP
15. Dr.K.Krishnakumar, Capacity Building Specialist, KLGSDP
16. Dr.Bindu.M.S, Environment & Social Safeguard Specialist, KLGSDP
17. Jayachandran, Financial Management Specialist, KLGSDP

The meeting started with the keynote address by the chair highlighting the importance of Annual Performance Assessment in policy initiatives of the Government. The consultant firms may give suggestions supporting such initiatives based on their experience in the field. Principal Secretary, LSGD also addressed the meeting. The lead consultant and the assessment firms made power point presentations on the snapshots of their draft reports and the points were discussed in detail.

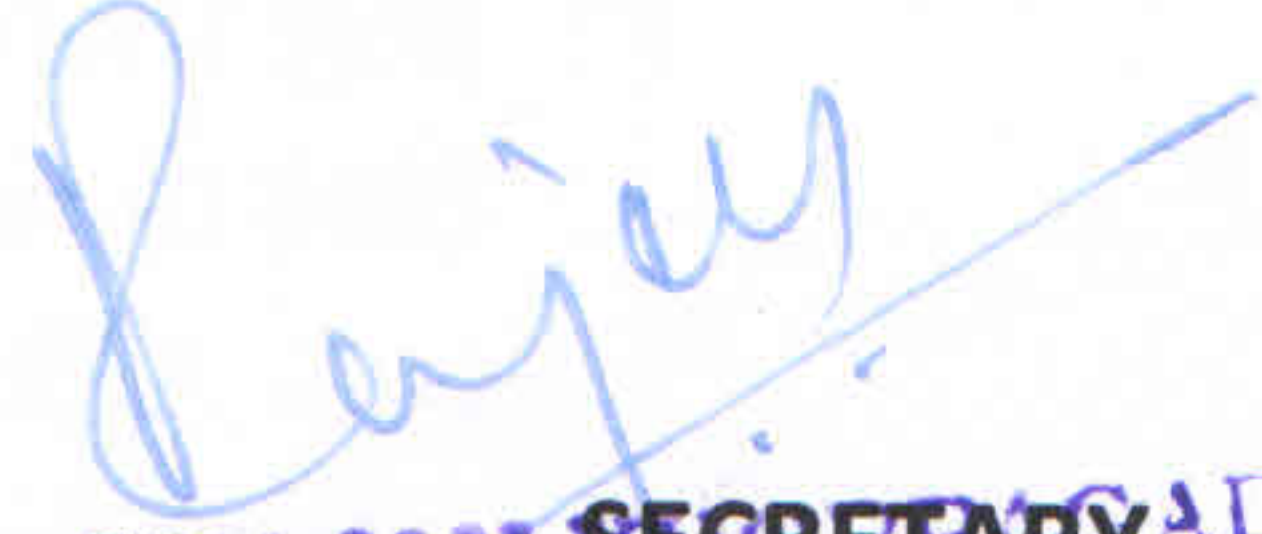
The following points were noted for improving the APA system in future.

1. While conducting the assessment the reasons pointed out by the LSGI officials for non-performance may also be captured
2. More importance may be given for getting feedbacks from public on the service delivery of LSGIs.
3. Apart from procedural compliances more focus shall be given on the perception of stakeholders on the service of the LSGIs.
4. The assessment tool need to be more simplified
5. More training and IEC activities shall be taken for disseminating the APA criteria among the LSGI officials.

The meeting took the following decisions.

1. Consultants should add one chapter in their report for making few analytical studies on the data captured through APA. For this triangulation of data and comparison with similar statistics available may be used.
2. Instead of generic suggestions and recommendations specific suggestions where governmental interventions are needed for better performance of the LSGIs shall be included.
3. A separate chapter specifically by the lead consultant shall be included for making bench marks on the performance level of the LSGIs. For this the criteria for mandatory procedural aspects and the real performance criteria shall be segregated and reported.
4. The final report by incorporating all the suggestions made in the meeting shall be submitted within two weeks. While submitting the final report the addendum made to the draft report and the final report incorporating all changes shall be submitted separately.

The meeting was concluded at 12.00 noon

  
**SECRETARY**  
**LOCAL SELF GOVERNMENT DEPARTMENT**  
**GOVERNMENT OF KERALA**  
Dr. RAJAN K. MOHAMED  
Secretary, Local Self Government Dept.  
Govt. Secretariat, 17pm.  
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