

**Minutes of the review meeting by the Additional Chief Secretary,**  
**LSGD on 07<sup>th</sup> Feb, 2018**

The meeting started 8 pm. The ACS, LSGD reviewed the activities undertaken so far by the Mission. He then gave the following directions to streamline the activities.

1. Efforts have to be taken to include at least one agenda regarding LIFE, before the Cabinet.
2. Formal request for permission for utilizing all land parcels identified so far, has to be given to concerned Secretaries. The details of land parcels shall be geo-tagged.
3. Kudumbasree construction units to be set up for the purpose of LIFE across the state. Policy to be initiated for the same.
4. Steps have to be taken to converge LIFE with Mahatma Gandhi NREGS and AUEGS. Maximum person days have to be generated and construction units shall be set up in all Blocks and Municipalities to construct and supply cement blocks, doors, windows and other accessories.
5. Engineering wing should develop different plans, estimates and 3D Models of individual houses and flats/cluster homes
6. Steps have to be initiated to execute about 100 individual units and G+2 clusters, using prefab technologies.
7. MIS expert has to create a system by which regular messages pertaining to relevant data/ info to corresponding LSGI, Dept. heads etc. must go regularly.
8. Website has to be developed in such a way that it shall include a blog, a list of all important decisions taken in various minutes and GOs.
9. Programme Managers has to be designated for department wise liasoning, file tracking etc.
10. Panchayat level liasoning shall be done by Sri. Sabu Kuttan Nair.
11. Urban liasoning shall be done by Muhammed Huwaiz.
12. Finance Officer, LIFE MISSION has to prepare an overview of the budget and brief the team regarding relevant matters.

13. All newspapers must necessarily carry positive news on LIFE released by us – at least one news a day. Similarly, important monthlies to cover features on LIFE from time to time. Look at magazines like “Down to Earth”. This will be co-ordinated by the Programme Manager (Communication).
14. The website should have one exclusive page in the website that shows pictures in media covering life – pictures & articles, news clippings etc.
15. The Finance Officer has to work out various cost saving options on LIFE.

The meeting ended at 9.30 PM.