

Dear D.E.O,

**Sub:- Info regarding the schedule and restoration of work.**

This is to inform all our DEO there will be a staff meeting Attendance to this meeting is compulsory for all our DEO. This meeting will last for 2 hours and there will be a discussion regarding the strategies we will follow to boost our programme in the coming month. Though it is mandatory for all DEO to attend, the details of the staff meeting are provided below.

Venue: .ERDO Head Office Delhi

Date: 01/08/2016

Time: 11 am to 01:00 pm

Meeting to be presided by: Director, ERDO

### **Agenda of the DEO meeting:**

- **Discussion regarding new working strategies.**
- **Evaluation of current working.**
- **Campaigning and Awareness programmes to be conducted at block level.**
- **Current motivational problems being faced by the DEO and BEO.**
- **Determination of key techniques that will enable employees to reach projected targets.**

Please ensure that you are on time for the meeting. Attendance will be recorded by Mr. Mohan Singh (Divisional Director Haryana). We are looking forward to a frank discussion about how to increase the programme. And we are inviting DEO's to know and give their views about the plans and to decide the schedule of working. at the staff meeting. Please make sure that you carry your Diary with you to the meeting, so that you can enter key suggestions and recommendations regarding the topics that are discussed.

Warm Regards

ERDO