

No.CS/ITPO/Misc./2023
INDIA TRADE PROMOTION ORGANISATION
(Corporate Services Division)

Dated the 5th October, 2023

Sub: Delay in receipt of Board Agenda papers in C.S. Division

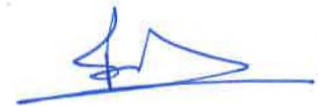
Kind attention is drawn to the enclosed Office Order dated 9th January, 2014 issued by the undersigned on the above subject.

It is pertinent to mention that since then inspite of the Competent Authority's intervention, divisions fail to provide the agenda in time. It is again reiterated that the Board of Directors requires the agenda for their perusal atleast 7 days before the date of meeting. Many a time the Board members have raised the issue on receipt of agenda very late/just before 1-2 day.

In view of the above, it is once again requested to take note of the circular issued on 9th January, 2014 and needful accordingly. It is more relevant now as CMD/ED has viewed that the agenda folders need to be more presentable; hence, timely receipt of agenda plays an important role.

Most Important.

Encl: A/a



(S.R. Sahoo)
General Manager/CS

To:

OSD (PK)/GM(SKS)/GM(BKD)/GM(HM)/GM(DP)/FA&CAO/GM(BL)/GM(VKS)

Copy to:

PSO to CMD

PS to ED

O/C

Handwritten notes and signatures:
5/10/23
5/10/23
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Handwritten note:
5-10-23

No.CS/ITPO/Misc./2014
INDIA TRADE PROMOTION ORGANISATION
(CS DEPARTMENT)

Dated the 9th January, 2014

Sub: AGENDA PAPERS FOR BOARD AND AUDIT COMMITTEE MEETINGS

Agenda folders of Board and Audit Committee Meetings are required to reach the Board of Directors and members of Audit Committee at least 7 days before the date of meeting. In spite of our best efforts, we have not been able to deliver the agenda folders well before the Meeting, due to delay in receipt of agenda papers in the CS Deptt. from various Divisions. Further, Action Taken Status of Board/Audit committee meeting decisions is compiled after receiving the inputs of respective Divisions and due to non-receipt of inputs of Action Taken Status in time, the preparation of agenda folders get delayed.

In view of the above, it is requested that the agenda papers and the Action Taken Status (if any) may please be submitted after due approval of ED/CMD in a routine manner, without waiting for the intimation of date of Meeting, which will enable CS Deptt. to deliver the agenda folders timely before the date of meeting.

This issues with the approval of competent authority.



(S.R. Sahoo)
Company Secretary

To:

SGM/ OSD(BLM) / OSD(MS) / GM(SKS) /GM(DS) / GM(VS) / GM(RKS) / GM(AC) / GM(VM) / GM(VK)

Copy to:

PS to CMD/PS to ED