

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