

Office Order No. 38 /CS/T-70

Dated: 21.07.2015

Subject:- Submission of Agenda Notes for the meetings of Board of Directors/Whole Time Directors/Committee of Board.

In supersession of this office O/O No.41/CS/T-70 dated 27.11.2013 and O/O No.36/CS/T-70 dated 10.07.2015, it has been decided that all agenda notes of the meetings of Board of Directors/WTD/Committee of Directors shall be sent to the Company Secretary with the approval of the concerned Whole Time Director. The Company Secretary shall take the approval of CMD of all such agenda notes before these are circulated to the members concerned.

2. Detailed guidelines for drafting of the agenda notes is attached, which shall henceforth be followed.
3. This shall come in to force with immediate effect.

This issue with the approval of Chairman-cum-Managing Director, PSTCL.

DA/ Guidelines for Drafting of  
Agenda Notes

21.7.2015  
Company Secretary  
PSTCL, Patiala.

Endst. No. 996/1007 /CS/T-70

Dated: 21.07.2015

A copy of the above is forwarded to the following for information and necessary action:-

1. Sr. PS to Chairman-cum-Managing Director, PSTCL, Patiala.
2. Sr. PS to Director/F&C, PSTCL, Patiala.
3. Sr. PS to Director/Administration, PSTCL, Patiala.
4. Dy. Secretary to Director/Technical, PSTCL, Patiala.
5. Chief Engineer/P&M, PSTCL, Ludhiana.
6. Chief Engineer/SLDC, PSTCL, Ablowal, Patiala.
7. Chief Engineer/TS, PSTCL, Patiala.
8. Chief Engineer/HR & IT, PSTCL, Patiala.
9. Chief Financial Officer, PSTCL, Patiala.
10. Financial Advisor, PSTCL, Patiala.
11. Dy. Secretary/Legal, PSTCL, Patiala.
12. SE/IT, PSTCL with the request to upload the same to PSTCL website.

21.7.2015  
Company Secretary,  
PSTCL, Patiala.



# PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814

[www.pstcl.org](http://www.pstcl.org) (O/o Company Secretary) E-mail: [comp-secy@pstcl.org](mailto:comp-secy@pstcl.org)

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## GUIDELINES FOR DRAFTING AGENDA NOTES FOR THE MEETINGS OF THE BOARD OF DIRECTORS/WTD/COMMITTEE OF BOARD.

With a view to maintain parity in the contents of agenda notes with full disclosure of relevant facts and figures, the following guidelines are to be followed while preparing the agenda notes for consideration of BOD/WTD/Committee of Board by the Chief Engineers/ HODs/Functional Heads.

### 1. Introduction/Background :-

This paragraph should contain a brief note on the background of the proposal and where-ever required reference to the decisions of the previous meetings of the BOD/WTD/Committee of Board are to be made for better appreciation of the proposal.

### 2. Proposal :-

The proposal should contain the details with relevant material, facts and figures in clear and un-ambiguous words that will enable the Directors to understand the meaning, scope and implications of the proposal.

### 3. Budget Provisions :-

In case of any proposal for procurement of materials, equipments etc., the agenda notes should contain the following :-

- i) Detailed Stock position in respect of that particular item and the requirement for the planed transmission work and also for protection and maintenance.
- ii) A certificate to the effect that the firms as discussed in the agenda have not been blacklisted or debarred from doing business by PSTCL/PSPCL/ erstwhile PSEB.
- iii) Approved budget provision for the items to be procured.

### 4. Views of Finance Section:-

Finance views shall be obtained and put in the agenda notes. In case views of finance is not required, the reason should be given.

### 5. Views of Legal Section :-

Legal views shall be obtained and put in the agenda notes. In case views of legal section is not required, the reason should be given.

### 6. Declaration of CEs/HODs/Functional Heads :-

The following declaration shall be given :-

"All material information likely to influence the decision have been truly and fairly brought out in the agenda notes and no such information have been with-held. Also there is no wilful default in compliance of all applicable laws, rules, regulations, procedures concerning the subject matter of the agenda."

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7. **Competency:**

A reference is to be made to the competency of the BOD/WTD/Committee of Board to approve the proposal.

8. **Decisions Required:-**

The decision required to be considered by BOD/WTD/Committee of Board should be clearly spelt out under this paragraph. The decision required may be either in narration form or in resolution form.

9. Sincere endeavour is to be made to avoid attachment of the note sheets to the agenda notes. Wherever required, the details of the note sheet considered relevant may be incorporated in the agenda notes. All documents, agreements etc. which are required to be attached to the agenda notes shall be signed by the concerned CE/HOD/Functional Head in token of its authenticity as the said documents will also be initialled by the Company Secretary as required under the secretarial standards prescribed by GOI and adopted by the Corporation. All attachments should be legible.

10. Each page of the agenda notes should be signed by the concerned HOD/Functional Heads.

11. The Agenda notes to be submitted should be divided into Paras and each Para be numbered.

12. The agenda notes should be printed on both sides of the paper with proper margin and consecutively numbered till last page of the agenda notes including annexures thereof and it should be ensured that no page is missing.

13. Agenda Notes should be submitted in sealed cover to the office of the Company Secretary superscribing "Agenda Notes of BOD/WTD/Committee of Board".

14. Agenda notes shall be sent in advance to the office of Company Secretary at least 10 (Ten) working days before the date of the meeting so that same could be circulated to Directors before 7(Seven) days before the meeting. In case of urgent items, the agenda notes will be considered with the consent of the CMD and majority of Directors.

15. The practice of recording the approval of the concerned Whole Time Director is dispensed with. In lieu thereof, the agenda is to be signed by the concerned Chief Engineer/HOD/Functional Head, who has prepared the agenda notes and will also be signed by the concerned Whole Time Director in token of approval. For example, the last page of the agenda notes shall be in the following manner:-

**Prepared by**

**Approved by**

**Signature of CE/HOD/Functional Heads**

**Whole Time Director**

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