

POST BOARD MEETING

- a) The Company Secretary drafts the minutes in consultation with the Chairman of the meeting and ensures that the minutes give a true and fair summary of the discussions and decisions at the meetings. Concerns, if any, are addressed by the Board and to the extent that they are not resolved, their dissent is recorded in the minutes of the meetings of Board. Further, the certified true copy of the minutes is also circulated to the Board and Committee(s) in accordance with SS – 1.
- b) The Company Secretary, after incorporating comments, if any, received from the Directors/ Members, records the minutes of each Board/ Committee meeting within 30 days from conclusion of the meeting. The Board decisions are disseminated to the concerned departments promptly for their noting and action.
- c) Relevant instruction and action items arising from the Agenda and discussions at the meeting are tracked and shared with the relevant stakeholders for their further action and reporting at the subsequent meeting.