



CHENAB VALLEY POWER PROJECTS PRIVATE LIMITED
(A Joint Venture among NHPC Limited, JKSPDC and PTC India Ltd)
CIN:U40105JK2011PTC003321

COMPANY SECRETARIAT
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CIRCULAR

SUBJECT: PREPARATION AND SUBMISSION OF BOARD AGENDA NOTES AS PER SECRETARIAL STANDARDS (SS) APPROVED BY CENTRAL GOVERNMENT.

The Central Government has approved Secretarial Standards on Meetings of the Board of Directors (SS-1) and General Meetings (SS-2) as notified by Institute of Company Secretaries of India (ICSI) vide Gol Ministry of Corporate Affairs order No. 1/3/2014-CL-I dated 10th April 2015.

These standards are to be effective from 1st July, 2015. Para 1.3.7 of SS-1 provides that the agenda and notes on agenda shall be given to the directors at least nine days (including 2 days for delivery when agenda is sent through speed post or registered post or by courier) before the date of the meeting.

In view of above, all concerned are requested to provide the agenda notes at least 11 working days prior to the scheduled meeting date, failing which the agenda and notes shall be circulated for consideration of the board in its next meeting.

(SUDHIR ANAND)
Company Secretary

Distribution:

- 1 .All HODs/HOPs CVPP for information & n/a please.
2. ES to MD for kind information of MD.