

CIL SECURITIES LIMITED



ANNUAL REPORT
2010-11

Company Information

Board of Directors

K.K.Maheshwari Chairman and Managing Director
Piyush Modi Executive Director
Pramila Maheshwari
M.P.Murthy
V.B.Purnaiah
R.N.Joshi

Audit Committee

V.B.Purnaiah
M.P.Murthy
RN Joshi

Shareholders' / Investor Grievance Committee

Pramila Maheshwari
K.K. Maheshwari
V.B.Purnaiah

Remuneration Committee

M P Murthy
RN Joshi
V.B.Purnaiah

Auditors

M/s Ram Kishore Jhavar & Associates
Chartered Accountants, Firm No. 003016S
4-4-296/297,1st Floor ,Room no 13,
Mithila Complex, Bank Street, Koti,
Hyderabad - 500195

Solicitors

K Balakrishna & Associates
No 1-1-336/140, Chikkadpally
Hyderabad- 500 020

Principal Bankers

Canara Bank
HDFC Bank

Registered Office

214, Raghava Ratna Towers
Chirag Ali Lane, Abids
Hyderabad- 500 001
website: www.cilsecurities.com
e-mail: advisors@cilsecurities.com
Tel No :040-23203155

Corporate Office

130-132, Room No. 20,
II Floor, Great Western Building
Opp. Lions Gate, Fort,
Mumbai-400023

Registrar & Share Transfers

214, Raghava Ratna Towers
Chirag Ali Lane, Abids
Hyderabad- 500 001
E-mail: rta@cilsecurities.com
Tel No.: 040-23203155
Fax: 040-23203028

NOTICE

Notice is hereby given that the **Twenty Second Annual General Meeting** of the Members of CIL Securities Limited will be held on **Wednesday 28th September 2011** at Surana Udyog Auditorium, The Federation of A.P Chamber of Commerce and Industry (Federation house) 11-6-841, Red Hills, Hyderabad – 500 004 at **11.00 AM** to transact the following businesses:

Ordinary Business:

1. To receive, consider and adopt the Audited Balance Sheet of the Company as at 31st March 2011, the Profit & Loss account for the year ended on that date, and the Reports of the Board of Directors, Corporate Governance and Auditors thereon.
2. To declare Dividend on Equity Shares of the Company.
3. To appoint a Director in place of Sri VB Purnaiah who retires by rotation at this Annual General Meeting, and being eligible, offers himself for reappointment.
4. To appoint a Director in place of Shri.M P Murthi, who retires by rotation at this Annual General Meeting, and being eligible, offers himself for reappointment.
5. To Appoint Auditors to hold office from the conclusion of this Annual General Meeting until the conclusion of the next Annual General Meeting and to authorize the Board of Directors to fix their remuneration.

By Order of the Board of Directors of
CIL SECURITIES LIMITED

K.K.MAHESHWARI
Chairman & Managing Director

Registered office
214, Raghava Ratna Towers,
Chirag Ali lane, Abids, Hyderabad-500 001
Place: Hyderabad
Date : 30th May 2011

NOTES:

1. A Member entitled to attend and vote at the Annual General Meeting (the meeting) is also entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a Member of the Company. The instrument appointing the proxy should, however, be deposited at the Registered Office of the Company not less than 48 hours before the commencement of the Meeting.

2. Corporate Members intending to send their authorised representatives to attend the Meeting are requested to send a certified true copy of the Board resolution authorizing their representative to attend and vote on their behalf at the Meeting.
3. Members are requested to bring their Attendance Slips along with their copy of Annual Report to the Meeting.
4. Members who hold shares in Dematerialized form are requested to write their DP ID and Client ID and those who hold shares in Physical Form are requested to write their Folio Number in the attendance slip for attending the Meeting.
5. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
6. (a) The Company has already notified closure of Register of Members and Transfer Books from **Thursday, 22nd September, 2011 to Wednesday, 28th September, 2011** (both days inclusive) for determining the names of Members eligible for Dividend on Equity shares.
(b) The dividend on Equity shares, if declared at the Meeting, will be paid on or after 28th September, 2011 to those members whose names shall appear on the Company's Register of Members on 21st September, 2011, in respect of shares held in Dematerialized form, the dividend will be paid to members whose names are furnished by the National Securities Depository Limited and Central Depository Services (India) Limited as beneficial owners on that date.
7. (a) In order to provide protection against fraudulent encashment of dividend warrants, members who hold shares in physical form are requested to intimate Share Transfer Department of the Company, under the signature of the Sole/First Joint holder, the following information to be incorporated on dividend warrants:
 - (i) Name of the Sole/First Joint Holder and the Folio Number:
 - (ii) Particulars of the Bank Accounts, viz:
 - Name of the Bank;
 - Name of the Branch;
 - Complete Address of the Bank with Pin Code Number
 - Account Type Whether Savings Account (SA) or Current Account (CA);
 - Bank Account Number and MICR/RTGS/NEFT/IFSC Code

- (b) Members who wish to change such Bank Account Details are requested to advise their Depository Participants about such change with complete details of the Bank Account.
- (c) To avoid loss of dividend warrants in transit and undue delay in respect of Dividend Warrants, the Company has provided a facility to the members for remittance of dividend warrant through the Electronic Clearing System (ECS). The ECS facility is available at locations identified by Reserve Bank of India from time to time and covers most of the cities and towns. Members holding shares in physical form and desirous of availing this facility are requested to contact Share Transfer Department of the Company.
8. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to the Share Transfer Department of the Company, for consolidation into a single folio.
9. Non-Resident Indian Members are requested to inform the Share Transfer Department of the Company of:
- (a) Change in Residential Status on return to India for permanent settlement.
- (b) Particulars of their Bank Account maintained in India with complete name, branch, account type, account number and address of the Bank with the Pin Code number.
10. Members desirous of any information on the accounts are requested to write to the Company at least a week before the meeting so as to enable the Management to keep the information ready and replies will be provided only at the meeting.
11. Duplicate attendance slip shall not be issued at the Annual General Meeting Venue. However the same shall be issued at the Registered Office of the Company upto two days preceding the day of AGM.

By Order of the Board of Directors of
CIL SECURITIES LIMITED

K.K.MAHESHWARI
Chairman & Managing Director

Registered office
214, Raghava Ratna Towers
Chirag Ali lane, Abids,
Hyderabad-500 001
Place: Hyderabad
Date : 30th May 2011

NOTICE - GREEN INITIATIVE

Dear Share Holders,

Sub: email address for mailing Annual Reports, Notices and Other Documents

As a part of "Green initiative" in the Corporate Governance, the Ministry of Corporate Affairs vide circular no 18/2011 dated 29th April 2011 has enabled Companies to send annual reports, notices and other documents through electronic mail.

In the view of the above, we propose to send the annual reports, notices and other documents to our Members through electronic mail.

- A. For Members holding shares in electronic form the email address provided by you and made available to us by the Depositories will be used for sending the annual report. Kindly update your email address with your depository participant, including changes if any. In case you desire to receive in physical form please inform us in writing.
- B. Members holding shares in physical form are requested to register their email address so that the annual report can be sent through email. You may register your email id with our Registrar & Transfer Agent, whose address and email id is as under
- CIL Securities Limited,**
214, Raghava Ratna Towers,
Chirag ali lane, Abids, Hdderabad – 500 001
email:rt@cilsecurities.com / secretary@cilsecurities.com
- C. Members can also register their choice by logging in to www.cilsecurities.com and clicking on "MCA's Green Initiative" link.

Thanking you
Yours Sincerely

For CIL Securities Limited

KK Maheshwari
Managing Director
Date: 30.05.2011

DIRECTORS' REPORT

Dear Members,

Your Directors present the 22nd Annual Report and the Audited Accounts for the Financial Year ended 31st March 2011.

Financial Results

The Financial performance of the Company for the Financial Year ended 31st March, 2011 is summarized below:

Particulars	(Rs. in Lakhs)	
	Year Ended 31.03.2011	Year Ended 31.03.2010
Total Revenue	616.16	706.43
Profit before Interest, Depreciation & Tax	129.92	175.01
Profit before Depreciation and Tax	129.73	174.91
Depreciation	27.83	32.17
Profit Before Tax	102.35	142.74
Less: Provision for Tax (Net)	0.10	12.20
Profit After Tax	102.25	130.54
Add: Balance Brought Forward from the last year	911.89	852.85
Profit available for Appropriation	1014.14	983.39
Appropriations:		
Proposed Equity Dividend	50.00	50.00
Tax on Dividend	8.30	8.50
Transfer to General Reserve	10.00	13.00
Balance carried forward to Balance sheet	945.84	911.89
Total Appropriations	1014.14	983.39

The Company's Profit after Tax is Rs.102.25 Lacs (Previous Year Rs.130.54Lacs). The Board recommends transfer of a sum of Rs.10.00 Lacs (Previous Year Rs.13.00Lacs) to General Reserve.

Dividend

Your Directors are pleased to recommend the payment of dividend on equity shares @ Rs.1/- per share for the financial Year ending 31-03-2011. The total dividend together with tax and surcharge there on will absorb Rs. 58.30 Lacs (Previous year Rs. 58.50 Lacs)

Market Scenario

Broader and deeper financial markets will be crucial for mobilizing higher savings and intermediating them efficiently to finance higher investment and growth. India's financial markets continued to gain strength in recent years, in the wake of steady reforms since 1991. Prudent regulations and institutions protected the economy from the recent global financial shocks. And its dynamism is a leading factor in the current recovery.

Domestic capital markets performed well in 2010, primary markets financing record levels, including the largest-ever initial public offering (IPO) (for Coal India), while secondary markets reached new highs record foreign inflows helped support the market.

Looking to the future, the twin challenges are to continue this progress on gradual financial reform and to modernize regulations and institutions to ensure its continued safety and stability. The priority is to considerably extend the reach of banking to help mobilize more savings, add more depth, and more efficiently intermediate opportunities, including those in the traditional 'priority' sectors.

To move ahead financial inclusion needs to be accelerated as a next crucial step; innovative solutions will be needed in this regard; similar efforts are needed to deepen domestic capital markets and the role of non-bank institutions, especially in corporate bond and debt markets; the rapid lowering of fiscal deficits is needed to help crowd-in such developments; and the Government and Reserve Bank of India (RBI) have already begun a series of essential regulatory overhaul, aimed at updating the modern legislation underlying financial markets, and improving macro-prudential safeguards and institutions. We need to continue along this path.

Global recovery also resulted in an upsurge in the markets. Boosting sentiments across the globe, the US economy expanded at a 2.6 per cent annual rate in the third quarter, marking a pickup in growth that may extend into 2011 as consumers and companies gain confidence to spend. Chinese manufacturing growth remains at relatively high levels amidst inflation. Global attention is on Chinese growth as it is considered the driver of global growth in 2011. China's manufacturing sector grew at the weakest pace in three months in December after the Government tightened monetary policy to restrain inflation and closed factories to meet energy efficiency targets. It is widely believed that following China, the rest of the central banks in emerging markets are also tightening their economies to safeguard them from inflation, making less cash available for equities.

Globally, leaders are striving to keep the pace of growth intact. Most European and Asian share indices rose as investors' concerns over the Eurozone's debt crisis were allayed by 85 billion Euro (\$113bn; £72bn) bailout package for Ireland by the European Union and the International Monetary Fund on 28 November). Greece, which was the first to be hit, had received 110 billion euro rescue package in May, which saved it from bankruptcy. The Monetary Policy Committee of the Bank of England voted to carry forward its £200 billion quantitative easing programme. The withdrawal of the programme set up by the US Federal Reserve to ease the strain from Europe's debt crisis, was extended from January to August. Amid signs of recovery, the US Federal Reserve introduced the policy of buying \$ 600 billion in US Treasury bonds and keeping short-term interest rates near zero. All these developments have created positive vibes in the market. While the measures to rescue the Irish banking system are in place, there is now growing concern about the other two countries in the euro group called PIGS (Portugal, Ireland, Greece, and Spain) dampening sentiments across the globe.

Directors

The Board with profound grief noted the untimely sad demise of Shri Satyanarayana Kanchal on 20th January, 2011. The Board appreciated various guidance provided by Sri S.N.Kanchhal during his 15 years plus association with the Company as Member of Audit Sub-Committee, Chairman of Remuneration Committee and as Member of the Board.

In accordance with the provisions of **Section 255 of The Companies Act, 1956** and **Article 100** of the Articles of Association of the Company, **Sri VB Purnaiah and Shri MP Murti**, retire by rotation at the ensuing Annual General Meeting and being eligible offer themselves for reappointment.

Auditor's Report

The observations made in the Auditor's Report, read together with the relevant notes thereon are self explanatory and hence, do not call for any comments under **Section 217** of the **Companies Act, 1956**.

Auditors

M/s. Ramkishore Jhawar & Associates, Statutory Auditors of the Company hold office until the conclusion of the ensuing Annual General Meeting. The Company has received a letter from them to the effect that their appointment, if made, would be within the prescribed limits under Section 224 (1B) of the Companies Act, 1956. Accordingly the said Auditors can be reappointed as Statutory Auditors of the Company at the ensuing Annual General Meeting.

Listing Arrangements

The Company's shares are listed on **The BOMBAY STOCK EXCHANGE LIMITED (BSE)**.

The Company has paid up to date annual listing fee of the Stock Exchange.

Public Deposits

During the year under review the Company has not accepted any public deposits.

Insurance

Adequate Insurance cover has been taken for properties of the Company including Buildings, Computers, Office Equipments, Vehicles, etc.

Statutory Information

(A) Particulars of Conservation of Energy, Technology Absorption and Foreign Exchange Earnings and Outgo, Information under **Section 217(1)(E) of the Companies Act, 1956**.

The Company is not required to furnish information in Form A under the head 'Conservation of Energy' under Companies (Disclosure of Particulars in the Report of Board of Directors) Rules, 1988.

The Company uses electric energy for its equipments such as air conditioners, computer terminals, lighting and utilities in the work premises. All possible measures have been taken for economic consumption and to conserve the same. Technologically updated UPS Systems have also been installed for proper service support. During the year under review, the Company does not have any Foreign Exchange earnings or outgo.

(B) Particulars of Employees

Pursuant to provisions of **Section 217(2A) of the Companies Act, 1956** read with the Companies (Particulars of Employees) Rules, 1975, none of the employee of the Company has been paid remuneration exceeding **Rs.60 Lacs** per annum or part thereof.

Directors' Responsibility Statement

Pursuant to **Section 217 (2AA) of the Companies Act, 1956**, with respect to Directors' Responsibility Statement, it is hereby confirmed that:-

- ◆ In the preparation of the Annual Accounts, the applicable Accounting Standards have been followed along with proper explanation relating to material departures;
- ◆ Appropriate Accounting Policies have been selected and applied consistently, and have made judgments and

estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company as at March 31, 2011 and of the profit of the Company for the said period;

- ◆ Proper and sufficient care has been taken for the maintenance of accounting records in accordance with the provisions of the Companies Act, 1956 for safeguarding the assets of the Company and for preventing and detecting fraud and other irregularities;
- ◆ The Annual Accounts have been prepared on the basis of a going concern basis.

Corporate Governance

The Company is committed to maintain the highest standards of Corporate Governance. Your Directors affirmed to the requirements set out in the Listing Agreement with the Stock Exchanges and have implemented all the stipulations prescribed.

The Report on Corporate Governance as stipulated under Clause 49 of the Listing Agreement with the Stock Exchanges forms part of the Annual Report.

The requisite certificate from the Auditors of the Company, M/s Ramkishore Jhawar & Associates, confirming compliance with the conditions of Corporate Governance as stipulated under the aforesaid Clause 49, is annexed to this Report.

A Cash Flow Statement for the Financial Year 2010-11 of the Company is attached to the Balance Sheet.

Depository System

The Company's shares are available for trading in depository systems of both the National Securities Depository Limited (NSDL) and the Central Depository Services India Limited (CDSL).

As on **14.05.2011** a total of **4852109** Equity shares of the Company, which forms **97.04%** of the Share Capital of the Company, stands dematerialized.

Acknowledgement

The Board of Directors wish to place on record its appreciation for the extended co-operation and assistance rendered to the Company and acknowledge with gratitude the continued support and cooperation extended by the investors, clients, business associates and bankers. The regulatory authorities have also put Indian Capital market on par with other international Markets. Your Directors also acknowledge the full fledged cooperation and dedicated efforts put in by the employees across all levels in the organization and place on record its appreciation for the services rendered.

By Order of the Board of Directors of
CIL SECURITIES LIMITED

K.K.MAHESHWARI
Chairman & Managing Director

Registered office
214, Raghava Ratna Towers
Chirag Ali lane, Abids,
Hyderabad-500 001
Hyderabad
Date: 30th May 2011

Report on Corporate Governance

Corporate Governance is based on the principles of Integrity, Fairness, Equity, Transparency, Accountability and Commitment to Values. Good governance practice stem from the culture and mindset of the organization. As stakeholders across the globe evince keen interest in the practices and performance of companies, Corporate Governance has emerged on the center stage.

Keeping in view the CIL's Corporate Traditions, it endeavors to implement the Best Corporate Governance practices by adhering to the well-defined Policy framework.

The Company continuously reviews its policies and practices of Corporate Governance with a clear goal not merely to comply with statutory requirements in letter and spirit but also to implement the best international practices of Corporate Governance, in the overall interest of all the stakeholders.

The Company recognizes that Good Corporate Governance is a continuing exercise and reiterates its commitment to pursue the highest standards of Corporate Governance in the overall interest of all the stakeholders.

The Company's Governance framework is based on the following main principles:

- ◆ Constitution of a Board of Directors of appropriate composition, size and commitment to discharge its responsibilities and duties.
- ◆ Ensuring timely flow of information to the Board and its Committees to enable them to discharge their functions effectively.
- ◆ Independent verification and safeguarding integrity of the Company's financial reporting
- ◆ A sound system of Risk Management and Internal Control.
- ◆ Timely and balanced disclosure of material information concerning the Company to its stakeholders.
- ◆ Transparency and Accountability.
- ◆ Compliance with the applicable Laws and Regulations.
- ◆ Fair and equitable treatment of its Employees, Customers, Shareholders, Investors and Other stakeholders.

In accordance with Clause 49 of the Listing Agreement with the Stock Exchange (Clause 49) and some of the best

practices followed internationally on Corporate Governance, a report containing the details of governance systems and processes at CIL SECURITIES LIMITED is as under:

1. Company's Philosophy on Code of Governance:

The Company's philosophy on Corporate Governance envisages attainment of the highest levels of transparency, accountability and equity in all facets of its operations, and in all interactions with its stakeholders including shareholders, employees, lenders, Government and society at large.

The Company is committed to achieve and maintain the highest international standards of Corporate Governance. The Company believes that all its actions must serve the underlying goal of enhancing shareholder value over a sustained period of time.

2. Board of Directors

Composition of the Board

As on 31st March, 2011, the Board of Directors consists of 6 Directors viz., Four Non-Executive Directors (Out of which Three are Independent Directors), one Managing Director and one Executive Director. The Composition of the Board is in conformity with Clause 49 of the Listing Agreement which stipulates that: (i) Not less than 50% of the Board of Directors should comprise of Non-Executive Directors; and (ii) where the Chairman of the Board is a Non-Executive Director not related to the promoter group, at least one third of the Board should comprise of Independent Directors.

The routine affairs of the Company are managed by the Chairman and Managing Director and assisted by the Executive Director of the Company. The Board approves reviews and oversees the functions of the Management to ensure that the long-term objective of maximizing profits and enhancing stakeholders' value to achieve.

The brief profile of your Company's Board of Directors is as under:

- (i) **Shri K.K.Maheshwari** is a graduate in Commerce and has experience in the line of investments activity and has more than 23 years of experience. He is the Promoter Director of the Company and has been associated with Company's development

and diversification plans. He has experience in Merchant Banking, Registrar & Share Transfer Agents, Stock Broking Activity and other diversified financial activities. He is a Member of the Shareholders'/Investor Grievance Committee of the Company. Shri K.K.Maheshwari holds 1072700 Equity shares of the Company representing 21.45 percent of the paid up share capital as on 31st March, 2011.

He is the Chairman and Managing Director of the Company.

- (ii) **Shri Piyush Modi** is a graduate in Commerce and is having more than 14 years of experience in financial services and Capital Market Operations. Shri Piyush Modi holds 500 Equity shares of the Company representing 0.01 percent of the paid up share capital as on 31st March, 2011.

He is the Executive Director of the Company.

- (iii) **Smt Pramila Maheshwari** is a graduate in Commerce and has experience in Capital Market operations of more than 19 years. She is Chairperson of the Shareholders'/Investor Grievance Committee of the Company. Smt Pramila Maheshwari holds 421000 Equity shares representing 8.42 percent of the paid up share capital as on 31st March, 2011.

She is the Promoter & Non executive Director of the Company.

- (iv) **Shri M.P Murthy** is a B.A. M.Sc., M.S. (Eng). He is a Management Consultant having more than four decades of experience in all the areas of Management. He is a Member of the Audit Committee and Chairman of Remuneration Committee of the Company. Shri M.P.Murthy does not hold any shares of the Company as on 31st March 2011.

He is an Independent & Non Executive Director of the Company.

- (vi) **Shri V.B.Purnaiah** is a B.A, M.B.A and has experience of more than four decades having been associated in the Top Management cadre. He is Chairman of the Audit Committee and member of Shareholders'/Investor's Grievance Committee and Remuneration Committee of the Company. Shri V.B.Purnaiah holds 700 Equity shares representing

0.01 percent of the paid-up capital of the Company as on 31st March, 2011.

He is an Independent & Non Executive Director of the Company.

- (e) **Shri Ram Nivas Joshi** is a Commerce Graduate and has more than four decades of experience in Insurance Industry. He has held important executive position in the Insurance Company. He is the Member of the Audit Committee, Shareholders'/Investor's Grievance Committee and Remuneration Committee of the Company Shri R.N.Joshi does not hold any shares of the Company as on 31st March 2011.

He is an Independent & Non Executive Director of the Company.

3. **Board Meetings, its Committee Meetings and Procedures.**

(a) **Institutionalized decision making process**

With a view to institutionalize corporate affairs and set up systems and procedures for advance planning for matters requiring discussions/decisions by the Board, the Company has defined Guidelines for the meeting of the Board and the Committee thereof. These Guidelines seek to systematize the decision-making process at the meeting of the Board/Committees in an informed and efficient manner.

(b) **Scheduling and selection of Agenda Items for Board Meetings**

- (i) Minimum four Board Meetings are held every year, which are prescheduled. Apart from the above, additional Board Meetings are convened by giving appropriate notice to address the specific needs of the Company. In case of business exigencies or urgency of matters, resolutions are passed by circulation.
- (ii) All departments of the Company are encouraged to plan their functions well in advance, particularly with regard to matters requiring discussion/approval/ decision at the Board / Committee meetings.
- (iii) The Information placed before the Board includes:

- Business plans, capital budgets and any updates.
 - Quarterly results of the Company.
 - Minutes of the Meetings of the Audit Committee and other Committees of the Board, and also resolution passed by circulation.
 - The information on recruitment and the remuneration of senior officers.
 - Materially important show cause, demand, prosecution and penalty notices.
 - Delegation of administrative powers/ authority to the management.
 - The information on financial obligation and disciplinary action.
 - Any issue, which involves possible public liability claims of substantial nature, including any judgment or order / strictures passed on the conduct of the Company or any adverse view etc.
 - Enterprise that may have negative implications on the Company.
 - Significant employees' problems and their proposed solutions. Any significant development in Human Resources.
 - Compliance of regulatory, statutory or listing requirements and shareholders services.
 - Major Accounting provisions.
 - Quarterly summary of all long term borrowings made, bank guarantees issued and investments made.
 - Status of the business risk exposures, its management and its related action plans.
 - Making investments of surplus funds.
 - Proposals for investment, mergers and acquisitions.
 - Recommendation / declaration of dividend.
 - General notices of interest of Directors.
 - Terms of reference of Board Committees.
- (iv) The Chairman of the Board and the Compliance Officer in consultation with the other concerned team members of the senior management, finalize the agenda papers for the Board Meetings.
- (c) Board Material:**
- In the defined formats Agenda and Notes on Agenda are circulated to the Directors in advance. All material information is incorporated in the Agenda papers for facilitating meaningful and focused discussions at the meeting. Where any document to the Agenda are not attached the same is tabled before the meeting with specific reference in the Agenda. In special and exceptional circumstances, additional or supplementary item(s) on the Agenda are added on permission.
- (d) Recording Minutes of proceedings at Board and Committee meetings:**
- Draft minutes are circulated to all the Members of the Board /Committee for their comments. The final minutes are entered in the Minutes book within 30 days from the conclusion of the meeting.
- (e) Post Meeting Follow-up Mechanism:**
- The Guidelines for the Board and the Committee Meetings facilitate in effective post meeting follow-up, review and reporting process for the decision taken by the Board and the Committees thereof. Action Taken Report / appraisal on the decisions and minutes of the previous meeting of the Board /Committee is put for noting before the Board/ Committee.
- (f) Compliance:**
- The Compliance Officer while preparing the Agenda, Notes on Agenda, Minutes etc. of the Meeting (s), is responsible for and is required to ensure adherence to all the applicable laws and regulations including the Companies Act, 1956 read with the Rules issued there under and the Secretarial Standards recommended by the Institute of Company Secretaries of India.