



**Coal India Limited**

**A MAHARATNA COMPANY**

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CIN - L23109WB1973GOI028844

Ref No.CIL:XI(D):04014:2018:

Dated 1<sup>st</sup> February'2018

**:OFFICE MEMORANDUM:**

In the 356<sup>th</sup> Board meeting held on 31<sup>st</sup> January'2018, Board of Directors took exception to the delay in sending the agenda papers to the Board. I have been advised to intimate all HODs that any proposal which is required to be placed to the Board/Committee meeting is to be sent to Company Secretariat [both in Softcopy and Hardcopy] atleast 10 days before the date of Board/Committee meeting. The proposal should have the recommendation of concerned Director and Director(Finance) if there is any financial implication and approval of Chairman,CIL.

In case if any proposal is sent to Company Secretariat less than 10 days before the date of Board/Committee meeting, the proposal will be kept in Company Secretariat for placing in the subsequent meeting.

If it is urgent and is required to be placed in the same Board/Committee meeting which is to be held less than 10 days from the date of receipt of the proposal an urgency note is to be prepared by the concerned HOD duly recommended by concerned Director and approved by Chairman,CIL is to be sent to Company Secretariat. Only then, such proposal will be placed in the immediate Board/Committee meeting.

This is as per the decision taken in the 356<sup>th</sup> CIL Board meeting held on 31<sup>st</sup> January'2018 and is being circulated for strict compliance.

M. Viswanathan  
1/2/18

(M. Viswanathan)  
Company Secretary

**Distribution to:-**

1) All HODs,CIL.

Copy to:- Director(Finance)/ Director(Marketing)/  
Director(Technical)/ Director(Personnel), CIL.