

## Item No. 7

### **Agenda Note by Circulation on Promotion of Assistants - 2022**

1. The HR Dept. have submitted vide e-mail dated 9<sup>th</sup> May, 2022 the circular agenda note and the copy of the approved office note dated 29.4.2022 for resolution by circulation.
2. Accordingly, the Circular Agenda Note was circulated by e-mail dt. 9<sup>th</sup> May, 2022, for approval of the Members of the Authority and is placed for reference as **'Annexure – A'**.
3. The Resolution is passed as it was approved by all Members of the Authority.
4. It is also submitted that the certified copy of the Circular Resolution Passed, dated 10.5.2022, was informed to the HR department on 10<sup>th</sup> May, 2022, and copy of the same is placed for reference as **'Annexure – B'**.

#### **5. Entry in Minutes -**

As per section 175 of the Companies Act, 2013 read with Rule 5 of the Companies (Meeting of the Board and its powers) Rules, 2014 and Secretarial Standards-1 issued by the ICSI of India, the resolution which is passed through circulation shall be taken note in the subsequent meeting of the Board, and shall form the part of minutes of such subsequent meeting.

6. In the light of the above, the agenda item is submitted for entering in the minutes of the 119<sup>th</sup> Authority meeting and for information of the Authority.

Placed for information of the Authority.