

THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

STC/BS&P/BS/10032/2017/CIR

Date: 16.12.2022

CIRCULAR NO.243

Sub: Format / procedure for submission of Agenda Notes to Committee of Senior Officials (COSO) & Committee of Management and Senior Officials (COMSO)

It is notified for information and guidance of all concerned that agenda notes shall be submitted to the Committee of Senior Officials (COSO)/ Committee of Management and Senior Officials (COMSO) by following the below mentioned procedure:

1. The draft agenda note for COSO/COMSO shall be prepared by the respective division and put up to the Divisional / Group Head.
2. After clearance of the agenda note for COSO/COMSO from Divisional / Group Head and after financial concurrence, the agenda note for COSO/COMSO shall be signed by next senior most official available in the Division and forward the same to BS&P Division for placing before COSO/COMSO along with copy of approval.
3. All agenda notes put up to COSO/COMSO shall invariably include the following declarations at the end of the note:
 - a) The agenda note after clearance from Divisional / Group Head (Name) has been concurred by Associate Finance.
 - b) The agenda note has been approved by the Divisional / Group Head (Name) for placing the same before COSO/COMSO for deliberation and approval.
 - c) **For COSO:**

The Committee of Senior Officials is the Competent Authority for approving this proposal which is covered under the serial no. 2 (___) of Circular No. 240 dated 11.10.2022 regarding Constitution of Committee of Senior Officials (COSO).

FOR COMSO:

The Committee of Management and Senior Officials is the Competent Authority for approving this proposal in terms of Circular No.242 dated 09.12.2022 regarding Constitution and Powers of Committee of Management and Senior Officials (COMSO).

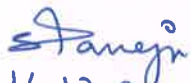
st.

- d) All information likely to influence the decision of COSO/COMSO has been fairly brought out in agenda note as per the records/information available and applicable guidelines/rules have been referred to while proposing the said agenda.
4. Agenda notes should always be self-contained without annexures like internal notings/observations/letters from the party unless and until asked for.
5. The format for the COSO/COMSO agenda note is as follows:

THE STATE TRADING CORPORATION OF INDIA LIMITED NEW DELHI (Note for Consideration of Committee of Senior Officials/ Committee of Management and Senior Officials) Item No. _____		
File No.: _____		Date: _____
<ul style="list-style-type: none">- Subject- Background Information- Proposal- Justification for the Proposal- Issue requiring approval of COSO/COMSO- Declaration		

6. The circular no.241 dated 14.10.2022 on Format / procedure for submission of Agenda Notes to Committee of Senior Officials (COSO), issued by BS&P Division stands withdrawn.

Since the position of Chairman & Managing Director is vacant, this issues with the approval of Director – Finance (Additional Charge) and comes into force with immediate effect.


16.12.2022
(Sonal Taneja)
DGM

To: All Divisional Heads at C.O.
All Branch / Representative Offices Managers
Company Secretary

CC: All Directors/CVO
CMD Section