

# Jaipur Metro Rail Corporation Ltd.

(A Government of Rajasthan Undertaking)



Registered Office: Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020

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JAIPUR METRO



F.2(41)(1)/JMRC/DF/CS/Misc Tasks/ 241

6 July, 2023

## Circular

### **Sub:- Timely submission of the Board's Agenda and Action Taken Report.**

The Jaipur Metro Rail Corporation Limited ("JMRC") is required to comply with the Companies Act, 2013 ("the Act") and the rules made there under.

**As per the Act, notice and agenda of the Board Meeting are required to be circulated at least seven days in advance.** Failure to comply can result in penalties for both the JMRC and its officer(s) who is in default.

Therefore, all the whole time directors of the JMRC are hereby advised to send detailed Agenda Notes (duly approved by competent authority) along with the Action Taken Report (ATR) on the decisions taken by the Board of Directors at its last meeting(s) **at least 10 (Ten) days before the date of the Board Meeting to Company Secretary Cell for timely compilation, processing and approval.**

The ATR on the Board's decisions must be placed before the Board until full/final compliance/disposal.

In future, it will not be possible to include agenda items & ATR at the last moment & without citing competent approval.

It is desired to ensure compliance of this circular in letter and spirit.

This bears competent approval.

(Harish Laddha)  
Director (Finance)

### Copy to:-

1. All Whole Time Directors, JMRC, Jaipur.
2. PS to CMD, JMRC for information.
3. OIC (IT Cell), to upload this circular on JMRC Website under 'Notifications/Circulars - Finance Directorate' tab.

(Yagya Dev Sharma)  
Company Secretary