

V.O.CHIDAMBARANAR PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
BOARD SECTION

No. GAD-BOD/1/2022-GADSRDS/D. 1858

Date: 9.11.2022

C I R C U L A R

Sub: Uniform Format for Board Agenda items, Resolution and Minutes etc. of Board meeting – reg

Based on the suggestions/recommendations of Committee formulated by IPA for preparing Board agenda items, resolution and minutes etc., the modalities of Uniform Format for Board Agenda items, Resolution and Minutes of Board meeting has been finalized with the approval of Chairman, VOCPA. Same is circulated for preparing Board Agenda items, Resolution and minutes etc. as below:

**A. Format for Agenda Items**

i. The Agenda Items for Approval should contain the following:

1. Background of the Proposal
2. Full details of Proposal
3. Justification of the Proposal
4. Financial Implication/Remarks & Financial Concurrence
5. Decision / Approval required by the Board
6. Draft Resolution

ii. The Agenda Items for Ratification should contain the following:

1. Background of the Proposal
2. Full details of the Proposal
3. Justification of the Proposal.
4. Financial Implication/Remarks & Financial Concurrence.
5. Decision/Action already taken.
6. Decision required by the Board.
7. Draft Resolution

iii. The Agenda Items for Information should contain the following:

1. Background of the Proposal
2. Full details of the Proposal.

The Agenda Item may be concluded by incorporating the following:

'Placed for kind information of the Board'.

**B. Format for Resolution**

i. The Resolution for Approved Agenda Items should contain:

Resolution No. \_\_\_\_\_ of 202\_\_\_\_ (Financial Year)

Board resolved to or Board resolved the following or the Board resolved as under: -

(a)..... (b)..... (c)..... (d).....

ii. The Resolution for Ratification Agenda Items should be contain as follows:

Resolution No. \_\_\_\_\_ of 202\_\_\_\_ (Financial Year)

The Board resolved to ratify the action taken by Chairman/Authorized Personnel

(a)..... (b)..... (c)..... (d).....

**iii. For Information Agenda Items:**

- No Resolution is required for Information Item.

However, Specific deliberation, if any, that have taken place with respect to the Information Item may be recorded.

'Board noted the Position' may be incorporated.

**iv. For Deferred Agenda Items:**

If any Agenda Item/Proposal is deferred for further examination or for any other reasons, resolution number is not required to be mentioned.

'Board deferred the proposal' may be incorporated.

**v. Miscellaneous Items :**

After conclusion of the meeting, other miscellaneous items, if any, raised and discussed during the meeting by the members, may be recorded with the permission of the Chair.



### C. Format for Minutes of Board meeting

1. Name of the Port.

2. Heading of the Minutes:

'Minutes of the meeting No. \_\_\_\_\_ of 2022-23 of the Members of the Board of \_\_\_\_\_ Port Authority held at \_\_\_\_\_ hours on \_\_\_\_\_, \_\_\_\_\_ 2022, at \_\_\_\_\_.'

3. Details of the Members attended the meeting:

1. Chairman 2. Dy. Chairman, 3....., 4....., 5....., 6.....

4. If any member attends the meeting through VC, the same may also be specifically mentioned against the name.

5. Also Present:

Name & Designation of the Officer authorized by the Chairman to assist the Board.

6. Grant of Leave of absence to the Members

7. Introductory remarks of the Chairman

8. Confirmation of the Minutes of the Board Meeting No. \_\_\_\_\_ of 2022-23 held on \_\_\_\_\_

9. Statement showing the status on Action Taken on the Decision of the previous Board meeting held on \_\_\_\_\_.

10. Followed by Minutes of on each Agenda Item:

The concerned Head of Department will present the Proposal to the Board. The specific discussions/deliberations/remarks made by the Members on the Agenda Item during the meeting to be recorded.

Followed by Resolution with number in continuation of number given in the previous minutes of the meeting of the same Block Year.

### D. Board Agenda Items may be divided in 2 parts

Part 'A' containing Agenda Items for Approval and ratification:

Items in Part A will be taken up for discussion during the meeting.

Part 'B' containing items for information only:

On items in Part 'B', discussions will be only in respect of specific items, if requested/required by the member of the Board.

The following routine agenda items may be included in Part 'B' (The list is illustrative and not exhaustive):

- i. Important Communication received from Ministry/Other Agencies etc.,
- ii. Any important decisions taken by the Port/Progress of various Plan Projects/Implementation of certain Projects, Non-plan Projects, etc.
- iii. Record Performance & achievement made by the Port
- iv. Report on Disciplinary cases to Board (Half yearly)
- v. Periodical Review of Reservation for SC/ST/OBC/PH (Quarterly)
- vi. Periodic review of the progressive use of Rajbhasha (Hindi) in V.O.Chidambaranar Port Authority (Quarterly)
- vii. Traffic Performance and Performance Parameters of the vessels handled (Quarterly)

  
(G.S. Rathod)  
Secretary

To

All Heads of Department, VOCPA

Copy to :-

Chairman, VOCPA and Dy.Chairman, VOCPA for kind information.