

**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
H-169, SECTOR-GAMMA, GREATER NOIDA CITY
DISTT. GAUTAM BUDDHA NAGAR (U.P.)**

Ref: No. MSD/Sys/2000/711

Dated: 11 Sept, 2000

Office Order

A system for the Conduct and Follow Up of Board Meetings of GNIDA is being circulated with this office order. The system comes into force immediately.

**Sd/-
(Brijesh Kumar)
Chief Executive Officer**

CC to:

1. Chairman
2. ACEO (U)
3. ACEO(C)
4. Dy. CEO
5. Through GroupWise to all officers.

Chief Executive Officer

SYSTEM FOR THE CONDUCT AND FOLLOW-UP OF BOARD MEETING IN GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Preparation of Agenda Notes:

1. Agenda notes should be prepared as and when any decision is taken that requires Board approval. All HODs shall send their Agenda notes duly approved by the C.E.O. to the A.C.E.O./Secretary within three days from the date of approval by the C.E.O.
2. ACEO/Secretary shall get the requisite copies of the Agenda note prepared, as and when they receive the notes from HODs.
3. The practice of sending all the Agenda notes when the Board Meeting is fixed, and LAO & Law Division starting all their work at that time is not conducive to efficient working.
4. ACEO/Secretary should inform the CEO every Saturday on file of the Agenda notes/items, which have been received by them.
5. The notice for a supplementary Agenda item can be put up only with the prior approval of the C.E.O. The concerned H.O.Ds. would be required to send forty copies of such Agenda items duly approved by the C.E.O.

Follow-up of Board Decisions

6. The minutes of the meeting shall be sent within two days of the approval of the Chairman to all the members of the Board.
7. Each H.O.D. will ensure action on the decision of the Board within seven days of the meeting.
8. On matters of policy a self-contained note containing details of the proposal/concept along with decision taken by the Board may be issued by the concerned Division after approval by the C.E.O. and circulated to all concerned.
9. A compliance report shall be sent to the Secretary from each division for each actionable point of the minutes relevant to the Division within fifteen days from the date of receipt of minutes. In case the compliance could not be put up within fifteen days, a report shall be sent to the Secretary for extension of time. The Board Section shall put the action points and action taken **on the Computer** and position updated every 15 days.
10. A.C.E.O. shall hold a meeting to review the progress of compliance of Board decisions every 15 days. A.C.E.O. may hold subsequent meetings until he/she satisfies himself/herself that all the pending decisions of the Board have been properly complied with.
11. A computer program has been developed in which the agenda and minutes of the Board Meetings is posted, and can be accessed on relevant key words. ACEO/Secretary will ensure that the requisite posting of the computer record is made within two days of the approval of the minutes by the Chairman.
12. In each Board Meeting, the action taken note should contain the status on all the pending points of all previous Board Meetings.
