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Azadi Ka
Amrit Mahotsav



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No.CWC/B&C/Meeting Agendas/2022-23

Date: 30.11.2022

CIRCULAR

Sub: Calendar for Agendas of Board Meetings & Sub Committee Meetings.

Enclosed please find the Calendar for submission of standard/statutory agendas to be placed before Board Meetings, Audit Committee Meetings & other Board Level Sub Committee Meetings of the Corporation.

2. It is therefore requested that all concerned may comply with the calendar and submit the agendas to the B & C Division as per the timelines mentioned in the calendar.

(Jessy Jacob)
Secretary

Encl:

- i. Annexure I-Calendar for agendas of Board Meetings.
- ii. Annexure II-Calendar for agendas of Audit Committee Meetings.
- iii. Annexure III-Calendar for agendas of Sub- Committee Meetings.

Distribution:-

1. All HODs, Corporate Office.
2. All Regional Managers, CWC, Regional Offices.
3. PS to MD/PS to Dir (M&CP)/PA to Dir (Fin) CWC, Corporate Office, New Delhi.
4. MIS Division-with the request to upload the circular on CWC website

Calendar for Agendas of Board Meetings

ANNEXURE-I

S.NO.	Date	Agenda Item
1.	2 nd week of May	Physical & financial performance of the corporation for the 4th quarter ended on 31st March.
2.		Status of investment of surplus funds in fixed deposits during 4th quarter ended on 31st March.
3.		Status of Storage loss/gain occurrence, regularization and pendency for the quarter ending 31st March.
4.		Quarterly Compliance Report on compliance of all laws applicable to the corporation for the quarter ending 31st March.
5.		Approval of annual accounts for the year ended 31st March alongwith approval of Final Dividend.
6.		Annual Report on investment of surplus funds in fixed deposits during the previous year ended on 31st March.
7.		Appointment of Auditors for Tax Audit of the Corporation u/s 44AB of the Income Tax Act, 1961 for the Previous Financial Year.
8.		Status of Annual Action Plan for previous Financial Year and annual report on CSR activities to be included in the board's report for previous Financial Year.
9.		Annual Action Plan for CSR budget allocation for the year current Financial Year along with the new CSR theme to be adopted as per DPE guidelines.
10.		Internal Audit programme and appointment of internal auditor for the current Financial Year.
11.	4th week of June	Review of Action Taken Report on Risk Register for the period from 1st April to 30th September and review of the Risk Register for the period 1st October to 31st March.
12.	1st week of July	Compliance note on guidelines on capital restructuring of CPSEs issued by the Department of Investment and Public Asset Management (DIPAM) for the Previous Financial Year.
13.		Renewal of the group term insurance policy in respect of monetary compensation to dependent family members of deceased employees of the corporation for the period 03 rd Sep. of Previous FY to 02 nd Sep. of Current FY.
14.		Fixation of date of 61 st Annual General Meeting of the shareholders of the CWC and closure of share register.
15.	2 nd week of July	Details of out of court settlement cases, if any.
16.		status report on disciplinary cases (vigilance) –six monthly review (i.e. from November to April)

17.		Physical & financial performance of the corporation for the quarter ended on 30 th June.
18.	4 th week of July	Status of investment of surplus funds in fixed deposits during quarter ended on 30 th June.
19.		Status of Storage loss/gain occurrence, regularization and pendency for the quarter ending 30 th June.
20.		Quarterly Compliance Report on compliance of all laws applicable to the corporation for the quarter ending 30 th June.
21.		As required
22.	3 rd week of Sep	Approval of Assessment Report on MoU Targets for the Previous Financial Year.
23.		Supplementary audit report of Comptroller & Auditor General of India on accounts of CWC for the Previous Financial Year ended on 31st March.
24.		Appointment of Statutory Auditors of the Corporation for Statutory Audit for the current Financial Year.
25.		Approval of additional CSR proposals for the current Financial Year.
26.	2 nd week of Nov	Physical & financial performance of the corporation for the quarter ended on 30 th September.
27.		Status of investment of surplus funds in fixed deposits during quarter ended on 30 th September.
28.		Status of Storage loss/gain occurrence, regularization and pendency for the quarter ending 30 th September.
29.		Quarterly Compliance Report on compliance of all laws applicable to the corporation for the quarter ending 30 th September.
30.	2 nd week of Dec	Approval of programme of activities and revised estimates (RE) and budget estimates (BE).
31.		Status of Progress of CSR proposals/ Approval of additional CSR proposals for the current Financial Year.
32.		Status report on disciplinary cases (vigilance) –six monthly review (i.e. from May to October)
33.		Review of Action Taken Report on Risk Register for the period from 1st October to 31st March of Previous FY and review of the Risk Register for the period 1 st April to 30th September of current FY.
34.		Payment of 1 st Interim Dividend for the current FY.
35.	2 nd week of Feb	Physical & financial performance of the corporation for the quarter ended on 31 st December.
36.		Status of investment of surplus funds in fixed deposits during quarter ended on 31 st December.

37.	2 nd week of Feb	Status of Storage loss/gain occurrence, regularization and pendency for the quarter ending 31 st December.
38.		Quarterly Compliance Report on compliance of all laws applicable to the corporation for the quarter ending 31 st December.
39.		Status of Progress of CSR proposals/ Approval of additional CSR proposals for the current FY.
40.		Payment of 2 nd Interim Dividend for the current FY.

Calendar for Agendas of Audit Committee Meetings-

ANNEXURE-II

S.NO.	Date	Activity/Agenda
1.	1 st week of May	Physical & financial performance of the corporation for the 4th quarter ended on 31st March.
2.		Status of investment of surplus funds in fixed deposits during 4th quarter ended on 31st March and Annual report on investment of surplus funds in fixed deposits during the previous year ended on 31st March.
3.		Status of outstanding dues as on 31st March.
4.		Information on Status of CWC Lands for which the Deeds have not been executed as on 31st March.
5.		Review of Annual Accounts for the year ended 31st March and recommendations to the Board for approval.
6.		Appointment of Auditors for Tax Audit of the Corporation u/s 44AB of the Income Tax Act, 1961 for the Previous Financial Year.
7.		Internal Audit programme and appointment of internal auditor for the current Financial Year.
8.		Progress of Internal Audit for the previous Financial Year ended on 31st March.
9.		Status of pending Factual Statement and Draft Para as on quarter ended on 31st March.
10.	4 th week of July	Physical & financial performance of the corporation for the quarter ended on 30 th June.
11.		Status of investment of surplus funds in fixed deposits during quarter ended on 30 th June.
12.		Status of outstanding dues as on quarter ended on 30 th June.
13.		Information on Status of CWC Lands for which the Deeds have not been executed as on quarter ended on 30 th June.
14.		Progress of Internal Audit for the current Financial Year as on quarter ended on 30 th June.
15.		Status of pending Factual Statement and Draft Para as on quarter ended on 30 th June.
16.	2nd week of Oct	Appointment of Statutory Auditors of the Corporation for Statutory Audit for the current Financial Year.
17.		Progress of Internal Audit for the current Financial Year as on quarter ended on 30 th September.

18.	1 st week of Nov	Physical & financial performance of the corporation for the quarter ended on 30 th September.
19.		Status of investment of surplus funds in fixed deposits during quarter ended on 30 th September.
20.		Status of outstanding dues as on quarter ended on 30 th September.
21.		Information on Status of CWC Lands for which the Deeds have not been executed as on quarter ended on 30 th September.
22.		Progress of Internal Audit for the current Financial Year as on quarter ended on 31 st October
23.		Status of pending Factual Statement and Draft Para as on quarter ended on 30 th September.
24.	2 nd week of Nov	Approval of programme of activities and revised estimates (RE) and budget estimates (BE).
25.	1 st week of Feb	Physical & financial performance of the corporation for the quarter ended on 31 st December.
26.		Status of investment of surplus funds in fixed deposits during quarter ended on 31 st December.
27.		Status of outstanding dues as on quarter ended on 31 st December.
28.		Information on Status of CWC Lands for which the Deeds have not been executed as on quarter ended on 31 st December.
29.		Progress of Internal Audit for the current Financial Year as on quarter ended on 31 st December.
30.		Status of pending Factual Statement and Draft Para as on quarter ended on 31 st December.
31.		Discussion with Statutory Auditors before audit commences in line with the DPE guidelines on Corporate Governance and as per the Terms of Reference (TOR) of Audit Committee.

1. CSR Committee

S.NO.	Date	Activity/Agenda
1.	1 st week of May	Status of annual action plan for Previous Financial Year and annual report on CSR activities to be included in the board's report for Previous Financial Year.
2.	1 st week of Sep	Annual Action Plan for CSR budget allocation for the year current Financial Year along with the new CSR theme to be adopted as per DPE guidelines.
3.	1 st week of Dec	Approval of additional CSR proposals for current Financial Year.
4.	1 st week of March	Status of Progress of CSR proposals / Approval of additional CSR proposals for current Financial Year.
5.	1 st week of March	Status of Progress of CSR proposals / Approval of additional CSR proposals for current Financial Year.

2. Risk Management Committee

S.NO.	Date	Activity/Agenda
1.	3 rd week of June	Review of Action Taken Report on Risk Register for the period from 1st April to 30th September and review of the Risk Register for the period 1st October to 31st March.
2.	2 nd week of Dec	Review of Action Taken Report on Risk Register for the period from 1st October to 31st March of Previous FY and review of the Risk Register for the period 1 st April to 30th September of current FY.

3. Remuneration Committee

S.NO.	Date	Activity/Agenda
1.	1st week of Oct	Approval for Interim payment of PRP
2.	4 th week of Dec	Approval for Final payment of PRP

4. HR Sub-Committee- As per requirement.

5. Executive Committee

S.NO.	Date	Activity/Agenda
1.	1 st week of Oct	Approval for payment of PLI.
2.	-	Other Agendas-as per requirement.
