

Dated: 4<sup>th</sup> January, 2010

OFFICE MEMORANDUM

**Sub : MoU 2010-11 Negotiation Meetings of CPSEs**

The undersigned is directed to refer to the subject mentioned above and to say that negotiation meetings of Task Force, Syndicate -wise will be held, as per enclosed schedule (Annexure-I) to discuss and finalise the MoUs of CPSEs (holding as well as subsidiaries) for the year 2010-11. Secretary, DPE will address the Full Task Force Meeting on 14<sup>th</sup> January 2010 in two sittings at 11 A.M. and 3.30 P.M.

2. The list of reconstituted Task Force Members on MoU for the year 2010-11 is enclosed as Annexure-II. Chairman and Members of the Task Force 2010-11 are requested to make it convenient to attend the meetings as per the schedule enclosed (Annexure-I).

3. Names of Resource Persons who are entrusted with facilitating & supporting the negotiation meetings of MoU 2010-11 are mentioned in the schedule enclosed as Annexure-I. The works and responsibilities of Resource Persons are given in details in Annexure-III enclosed.

4. CPSEs are requested to share with Task Force Members in advance the draft MoUs 2010-11, Corporate Plan, Annual Report 2008-09, Reviewed Financial Results for the period upto September, 2009, Summary Discussion Report minutes of MoU negotiation meetings 2009-10 alongwith the Action Taken Report on the minutes and. DPE will share with the Task Force Members Background material/Critique prepared by DPE. A copy of these briefs shall also be uploaded on the Intranet of the MoU portal <http://dpemou.nic.in/> which Task Force Members can access to view past MoUs and achievements of the CPSEs. ID and Password to access this portal by Task Force Members are attached as Annexure-IV.

5. The format of MoU discussions will be as follows:

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|---|---|------------|
| • Presentation by CMD, CPSE<br>(upto 15 slides) | : | 15 Minutes |
| • Questions/Comments by Task Force Members      | : | 20 Minutes |
| • Response by CMD, CPSE                         | : | 10 Minutes |
| • Discussions for finalization of MoU targets   | : | 30 Minutes |

6. Administrative Ministries / Departments are requested to ensure participation by Senior Officials not below the level of Joint Secretary of the Ministry / Department for meaningful discussions in MoU negotiation meetings.

7. For issues relating to Syndicates of Fertilizers and Agro, Consultancy and Financial Services and overall supervision of MoU Division, the undersigned may be contacted.

For issues relating to Syndicates of Mining and Metals, Electronics, Transport, Trading and Services, Shri G. Ramachandran, Director may be contacted at Mob. No. 9868216776.

For issues relating to Syndicates of Petroleum, Energy, Industry-I, Industry-II, Shri Kailash Bhandari, Asstt. Director may be contacted at Mob. No. 9891239889.



(J.R. Panigrahi)

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Encl : as above

To,

1. Task Force Chairman / Members as per list.
2. All CMDs, CPSEs as per list.
3. Administrative Ministries / Departments concerned.