

दिनेश कु. सर्राफ
Dinesh K. Sarraf

अध्यक्ष एवं प्रबन्ध निदेशक
Chairman & Managing Director



ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लि.
Oil and Natural Gas Corporation Ltd.

Ref. No. : CMD/09
Date : 8-Dec-15

Dear *Shri Kedare,*

Sub.: Workshop for Capacity Building of non-official Directors of CPSEs on December 28-29, 2015 at Goa.

At the outset, I extend a hearty welcome to you on the Board of Oil and Natural Gas Corporation Ltd.

As you are aware, the Companies Act, 2013 envisages an important role for Independent Directors in enhancing the functioning of the Board. In addition, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [clause 4(2)(f)(iii)(4)] mandates that the Board of Directors shall encourage continuing directors training to ensure that the members of board of directors are kept up to date.

In this context, Department of Public Enterprises (DPE), which takes continuous initiative to sensitize non-official Directors of the CPSEs about their role and responsibilities through various Workshop/Seminar, is organising one and half day Workshop for Capacity Building of non-official Directors of CPSEs at Goa on 28th & 29th December, 2015. A copy of the workshop programme is enclosed for your kind reference.

I request you to kindly indicate your convenience by 17.12.2015 to enable us to nominate your kindself for the aforesaid programme. Shri V.N. Murthy, Company Secretary shall co-ordinate with you in this regard.

With warm regards,

Yours sincerely,

(Dinesh K. Sarraf)

Shri Shireesh B. Kedare
Independent Director on the Board of ONGC
Room No. ME 301-B
Mechanical Engg. Deptt, IIT Bombay
Adi Shankaracharya Marg
Powai, Mumbai - 400076.

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Dear Shri Padmanabhan,

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Yours sincerely,

(Dinesh K. Sarraf)

Shri K.M. Padmanabhan
Independent Director on the Board of ONGC
F-2, Kanakadhara's, Lakshmi Castle
No. 37/14, Chari Street, T. Nagar
Chennai - 600017
(Tamil Nadu)

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Date : 8-Dec-15

Dear Shri Malhotra,

Sub.: Workshop for Capacity Building of non-official Directors of CPSEs on December 28-29, 2015 at Goa.

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With warm regards,

Yours sincerely,

(Dinesh K. Sarraf)

Shri Ajai Malhotra
Independent Director on the Board of ONGC
LCG 602-B, The Laburnum
Sushant Lok-A, Sector-28
Gurgaon - 122002
(Haryana)

Workshop on Capacity Building of non-official and Government
Directors of Central Public Sector Enterprises

28th and 29th December, 2015
Venue : The International Centre Goa
Dr. E Borges Road, Dona Paula, Goa

Programme Structure

Day 1 : 28 th December, 2015 (Monday)	
10:00 AM	Assembly
10:00 AM - 10:30 AM	Inaugural Session
10:30 AM - 11:00 AM	Tea Break
11:00 AM - 01:00 PM	Technical Session 1: Companies Act, 2013 and its implications for Government Companies Followed by discussions
01:00 PM - 02:00 PM	Lunch Break
02:00 PM - 04:00 PM	Technical Session 2: Roles & Responsibilities of Independent Directors Followed by discussions
04:00 PM	Tea/Coffee
Day 2 : 29 th December, 2015 (Tuesday)	
10:00 AM - 12:00 Noon	Technical Session 3: Sub-Committees of Boards : Functions and importance Followed by discussions
12:00 Noon	Valedictory Session followed by Lunch

Training/participation by Directors

Shri Ajai Malhotra, Prof. Shireesh B Kedare & Shri K.M. Padmanabhan, Independent Directors of the Company participated in one and half day Workshop (for capacity building of non-official directors of CPSEs) covering the topics on the Companies Act, 2013 & its implication for Government Companies, Role & Responsibilities of Independent Directors and Sub-Committee of Boards-Functions and importance, at Goa on 28th & 29th December, 2015, organized by Department of Public Enterprises (DPE), in collaboration with Goa Shipyard Ltd.