



PLANNING AND ECONOMIC AFFAIRS (BPE)  
DEPARTMENT

No. 3525/B.P.E. -2/97/Plg., Thiruvananthapuram,  
dated, 20<sup>th</sup> October 1997

CIRCULAR

Sub:- Functions of Part-time Chairman-Specifying of.

Ref:- G.O. (Ms.) No. 9/85/Plg., dated 5<sup>th</sup> February 1985.

According to the Government order cited, part-time Chairman of Public sector Undertakings have been guidelines in respect of the functions that they are to perform and the facilities to be given to them by the companies.

2. Government propose further to clarify the duties and functions of part-time Chairman in detail. The functions of the part-time Chairmen are:-

- (a) to preside over the meetings of the Board of Directors or its subcommittees if any;
- (b) to approve the minutes of such meetings.

*Tours and use of car*

3. Part-time Chairmen are allowed T.A. only for the purpose of attending the above the meetings. As regards other travel, it will be treated as official and T.A. will be given only if such travel is specifically approved by the Board in advance. No other tours can be undertaken by part-time Chairmen on official grounds.

4. Where the journey is to places outside the state, prior approval of Government should be obtained in addition to the approval of the Board of Directors.

5. Chief Executives of Government companies shall bring this Circular to the notice of their Chairmen and place it before the next meeting of the Board of Directors for its notice and strict compliance.

C.P. Nair,  
Chief Secretary