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SECRETARIAL STANDARD ON MEETINGS OF THE BOARD OF DIRECTORS

[Issued under Section 118 (10) of the Companies Act, 2013]

(Revised version effective from October 1st, 2017)



THE INSTITUTE OF
Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Incorporated under Section 13 of the Companies Act, 1956

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SECRETARIAL STANDARD ON GENERAL MEETINGS

[Issued under Section 118 (10) of the Companies Act, 2013]

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THE INSTITUTE OF
Company Secretaries of India

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Revised Standard Reference For Secretaries And Administrators

JS Bruner



Revised Standard Reference For Secretaries And Administrators:

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Journal of Research of the National Institute of Standards and Technology, 1991 **Index to Veterans Administration Publications** United States. Veterans Administration, 1971 Index is composed of 3 sections Basic classifications subject Current VA directives and Rescinded VA directives *Administration Procedures for Higher Secretarial Diplomas* Lesley Jefferson, Sue Sealy, 1999 This textbook covers the next level in administration after the Diploma in Administration and Secretarial Procedures It provides the underpinning knowledge for the higher diploma in Administrative Procedures qualification offered by RSA with up to date information in this area National Oceanic and Atmospheric Administration Authorization Act of 1991 United States. Congress. House. Committee on Merchant Marine and Fisheries, 1991 Veterans Administration Publications Index United States. Veterans Administration, 1989 *United States Code* United States, 2013 The United States Code is the official codification of the general and permanent laws of the United States of America The Code was first published in 1926 and a new edition of the code has been published every six years since 1934 The 2012 edition of the Code incorporates laws enacted through the One Hundred Twelfth Congress Second Session the last of which was signed by the President on January 15 2013 It does not include laws of the One Hundred Thirteenth Congress First Session enacted between January 2 2013 the date it convened and January 15 2013 By statutory authority this edition may be cited U S C 2012 ed As adopted in 1926 the Code established prima facie the general and permanent laws of the United States The underlying statutes reprinted in the Code remained in effect and controlled over the Code in case of any discrepancy In 1947 Congress began enacting individual titles of the Code into positive law When a title is enacted into positive law the underlying statutes are repealed and the title then becomes legal evidence of the law Currently 26 of the 51 titles in the Code have been so enacted These are identified in the table of titles near the beginning of each volume The Law Revision Counsel of the House of Representatives continues to prepare legislation pursuant to 2 U S C 285b to enact the remainder of the Code on a title by title basis into positive law The 2012 edition of the Code was prepared and published under the supervision of Ralph V Seep Law Revision Counsel Grateful acknowledgment is made of the contributions by all

who helped in this work particularly the staffs of the Office of the Law Revision Counsel and the Government Printing Office

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