



**THE HIMACHAL PRADESH STATE CO-OPERATIVE ADVANCEMENT
OF PROFESSIONAL EDUCATION SOCIETY LTD. (HIMCAPES)**
Badhera, Tehsil Haroli, District Una, (H.P)
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Ref: HIMCAPES/ AGM/2022/31797-31919

Dated: 21-11-2022

To

The President/Secretary,

Sub: Annual General Meeting of HIMCAPES.

Sir/ Madam,

I am directed to inform you that the 14th Annual General Meeting (AGM) of the H.P. State Co-operative Advancement of Professional Education Society Ltd. (HIMCAPES) has been scheduled to be convened on 04-12-2022 as follows:-

Date of Meeting: 04-12-2022 (Sunday)
Time: 10:30 am
Venue: Head office of HIMCAPES at Badhera,
Tehsil Haroli, Distt. Una (H.P)

2. The agenda for the Annual General Meeting shall be as under:-
 1. Confirmation of the minutes of the last AGM;
 2. Ratification of the decisions/ actions taken by Board since the last AGM;
 3. Consideration over the achievements made by the Board since the last AGM;
 4. Approval of expenditure made since the last AGM;
 5. Consideration over the annual audit report and compliance thereof;
 6. Approval of programme of activities of HIMCAPES for the ensuing year;
 7. Consideration over any other matter with the permission of the Chair;
3. A copy each of the audited Balance Sheet of HIMCAPES as on 31.03.2022, RD Statement and Profit/Loss account for the period 01.04.2021 to 31.03.2022 is enclosed herewith for your ready reference.
4. I would request all the members to make it convenient to attend the AGM on the scheduled date, time and venue. Kindly note that except the members of the Board, **all other representatives of member societies shall be required to submit the resolution of their respective managing committees authorizing them to take part in the AGM of HIMCAPES.** Please be informed that only one person duly authorized by his society by resolution shall be allowed to attend the AGM.

5. A representative of the member society, duly authorized by the managing committee, shall be paid travelling allowance for attending AGM.

Enclosures: As above

Yours faithfully,
Sd/-

(Surinder Kashyap)
Hon. Secretary, HIMCAPES

Copy to: All the members of the Board of HIMCAPES for information with the request to make it convenient to attend the AGM on the scheduled date and time.