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| **C:\Users\mdtousif.ansari\Desktop\sail.png** | **STEEL AUTHORITY OF INDIA LIMITED** |
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**MINUTES OF MEETING**

**Subject :**

**(*Note: If minutes of meeting is related to an assignment, Assignment no. & name shall be duly mentioned under subject)***

**Venue :**

**Date :**

**List of participants:**

|  |  |  |
| --- | --- | --- |
| <Organisation 1> | <Organisation 2> | <Organisation 3> |
| 1. Name with designation2.3. | 1. Name with designation2.3. | 1. Name with designation2.3. |

**Following are the points as discussed during the meeting:**

1.

 (Responsibility: …(name and designation**, if required** )

2.

(Responsibility: …(name and designation, if required )

3.

(Responsibility: …(name and designation, if required )