



चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड
(इंडियन ऑयल की ग्रुप कम्पनी)

Chennai Petroleum Corporation Limited
(A group company of IndianOil)

S&L:01:001 (277)

September 6, 2011

Mr.R.K. Ghosh
Director (Refineries)
Indian Oil Corporation Limited
SCOPE Complex, Core – 2
7, Institutional Area
Lodhi Road
NEW DELHI-110 003

Dear Sir,

We are pleased to inform you that, pursuant to letter No. CA/SUB/DN-1 dated 30.08.2011 from Indian Oil Corporation Limited, the Board of Directors of CPCL appointed you as Director on the Board of CPCL and Member of Project Committee and Remuneration Committee of the Company vide Circular Resolution No.S&L:01:006 dated 02.09.2011.

The next (277th) meeting of the Board of Directors of the Company is scheduled to be held on Monday, the 12th September 2011 at the Registered Office of the Company at 536, Anna Salai, Teynampet, Chennai-600 018.

The Agenda notes will be sent to you shortly.

The 45th Annual General Meeting of the Company is also scheduled to be held on Monday, the 12th September 2011 at 2.30 PM at Kamaraj Arangam, 492, Anna Salai, Teynampet, Chennai 600 006. The Annual Report containing the Notice of 45th AGM is enclosed.

We request you to kindly make it convenient to attend the above meetings.

Thanking you,

Yours faithfully,
for **Chennai Petroleum Corporation Limited**,

M. Sankaranarayanan
Company Secretary

/RS/