



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लि.

(भारत सरकार का उधम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

पंजीकृत कार्यालय: ब्रुकलैंड कम्पाउंड, लोअर न्यू कॉलोनी, शिलांग-793003

Registered Office: Brookland Compound, Lower New Colony, Shillong - 793 003

कंपनी सचिव का कार्यालय

OFFICE OF THE COMPANY SECRETARY

No. CS/113/545

Dated 20th June, 2018

To,

Shri Narayan Sharma

M/s. Narayan Sharma & Associates

Company Secretaries

Master Enclave

Ground Floor, Udayachal Path

Adjacent to Sunil Petrol Pump

Christianbasti, G. S. Road, Dispur

Guwahati – 781 005

Subject: Appointment as Secretarial Auditor for conducting the Secretarial Audit of NEEPCO for Financial Year 2017-18 and certification of Annual Return.

Ref.: 1. Your bid submitted vide letter dated 19-04-2018.

2. Notice Inviting Bids (NIB) NO. CS/ NIB/ 01/ 2018 dated 09-04-2018

Sir,

Inviting reference to the above, I am directed to inform you that the Board of Directors of North Eastern Electric Power Corporation Limited (NEEPCO), in its 240th Board Meeting held on 12-06-2018 has appointed your firm as the Secretarial Auditor of the Corporation for conducting the secretarial audit for the year 2017-18 and to certify the Annual Return as they stand at the end of the financial year 2017-18 at your quoted rate and in the terms & conditions indicated in the NIB referred above. Out of the terms & conditions as stated in the NIB, we would like to point out the salient terms & conditions as indicated below:

1. Scope of work

The scope of work shall be governed as per **Annexure – A** (copy enclosed).

2. Fee & Payment terms

The fee for conducting the Secretarial Audit for the year 2017-18 and certification of the Annual Return as they stand at the end of the financial year 2017-18 shall be Rs.65,000/- (Rupees Sixty Five Thousand) only inclusive of all out of pocket expenses, except applicable GST. The payment terms shall be governed as per clause 3(vi) of the NIB.

3. Nomination of Nodal Officer

The Nodal Officer indicating the name & particulars shall be nominated within 10 days from the date of issue of this letter in terms of Clause 3(viii) of the NIB.

You are requested to convey unconditional acceptance of this offer of appointment.

Thanking you,

Yours faithfully,


(Chiranjeeb Sharma)

Company Secretary-Cum LA

टेलिफैक्स सं./Telefax No.0364-2228652, ई-मेल/email - chiranjeeb@neepco.co.in

वेबसाइट/website - www.neepco.co.in

सीआईएन/CIN - U40101ML1976GOI001658

SCOPE OF WORK

A) SECRETARIAL AUDIT

The broad scope of Secretarial Audit comprises verification of the compliances as required in terms of section 204 of the Companies Act, 2013 read with the Rules framed thereunder and also the compliances required under the following enactments, rules, regulations and guidelines:

- (i) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 issued by DPE and as may be modified / replaced from time to time.
- (ii) The Memorandum of Association and the Articles of Association of the Company.
- (iii) Other Corporate Laws as may be applicable to NEEPCO.

B) CERTIFICATION OF THE ANNUAL RETURN

Certification of the Annual Return of the Company as per section 92(2) of the Companies Act, 2013.