



NIB NO.CS/NIB/01/2023/ 456

Dated:07/03/2024

Ref:NEEPCO's NIB NO.CS/NIB/01/2023/344 dated:18/12/2023

With reference to the above, North Eastern Electric Power Corporation Ltd.(NEEPCO) invited bids from Practicing Company Secretary (PCS) / Firm of Practicing Company Secretaries (Firm) for a period of 3 (three) financial years, to conduct Secretarial Audit of the Company starting from the Financial Year 2023-24 onwards, on year to year basis.

Pursuant to successful completion of Bid evaluation process the following firms are hereby empaneled for a period of 3 (three) Financial years, to conduct Secretarial Audit of the Company starting from the FY 2023-24 onwards.

1. M/s. Biman Debnath & Associates
2. M/s. Amit Pareek & Associates
3. M/s. Narayan Sharma & Associates
4. Ms. Sudha Sarma, M/s. Mamta Binani & Associates

Further the following firm has been appointed by the Board of Directors in its 284th Board Meeting held on 09.02.2024 as the Secretarial Auditor of the Company for conducting the Secretarial Audit for the year 2023-24.

M/s. Narayan Sharma & Associates

(Abinoam Panu Rong)
Company Secretary

NIB NO.CS/NIB/01/2023/

Dated:07/03/2024

Copy to kind information:-

1. M/s. Biman Debnath & Associates
2. M/s. Amit Pareek & Associates
3. M/s. Narayan Sharma & Associates
4. Ms. Sudha Sarma, M/s. Mamta Binani & Associates

(Abinoam Panu Rong)
Company Secretary



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

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

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

कंपनी सचिवालय COMPANY SECRETARIAT



File No.CS/113/455

Date: 07/03/2024

सेवा में / To,
CS Narayan Sharma
Narayan Sharma & Associates
Master Enclave
Ground Floor, Udayachal Path
Adjacent to Sunil Petrol Pump
Christianbasti, G. S. Road, Dispur
Guwahati – 781005

Subject: Appointment as Secretarial Auditor for conducting the Secretarial Audit of NEEPCO for Financial Year 2023-24.

Ref.:1. NIB – CS/113/NIB/01/2023/344 Dated:18-12-2023
2. Your bid dated 12.01.2024.

Dear 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 284th Board Meeting held on 09.02.2024 has appointed your firm as the Secretarial Auditor of the Corporation for conducting the secretarial audit for the year 2023-24 at your quoted rate and on 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:

(a) The objective and scope of the audit:

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 (Act) and also the compliances required under the following enactments, rules, regulations and guidelines in the prescribed format i.e. Form MR-3:

- (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) SEBI Regulations
- (iv) Other Corporate Laws as may be applicable to NEEPCO.

(b) The responsibilities:

Auditor:

The Auditor shall carry out the audit with utmost integrity adhering to the highest level of ethics and standards. The Audit shall be conducted in accordance of the requirements of the Act.

Telephone No.0364-2228652, ई-मेल/email – company-secy@neepco.co.in

वेबसाइट/website - www.neepco.co.in

सीआईएन/CIN - U40101ML1976GOI001658



Auditee:

Auditee acknowledges its responsibility for maintenance of Records and compliances under the applicable laws, acts, rules and regulations.

Auditee acknowledges its responsibility to provide the Auditor access to Records and documents of the Auditee, reports of third party and information as may be sought by the Auditor. The Auditee shall be responsible for the correctness and appropriateness of the Records, documents and information of the Auditee.

(c) Written representations:

The auditor, before finalization of the audit report, may seek written representations from the management in respect of the compliance of the applicable laws. The Auditee shall submit the necessary management representation as and when required by the Auditor during the course of the audit and before the submission of the Audit Report by the Auditor.

(d) Particulars of the Predecessor or Previous Auditor:

The Secretarial Audit for the FY 2022-23 was conducted by M/s. Narayan Sharma & Associates.

(e) Completion of Audit:

The Secretarial Audit shall be completed within 45 days from the end of the Financial Year.

(f) The commercial terms:

The fee for conducting the Secretarial Audit for the year 2023-24 shall be Rs.1,00,000/- (Rupees One Lakh) only inclusive of all out of pocket expenditures, conveyance etc., except applicable tax.

(g) Confidentiality & Limitations of audit:

The Auditor shall not disclose the information obtained during the course of Audit without proper and specific authority or unless there is a legal obligation or duty to disclose.

Thanking you.

(Abinoam Panu Rong)
Company Secretary
NEEPCO Ltd.