



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 सचिव का कार्यालय / OFFICE OF THE COMPANY SECRETARY



फाइल सं./ File No. CS/113/ 623

दिनांक / Dated 02-03-2023

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

विषय /Subject: Appointment as Secretarial Auditor for conducting the Secretarial Audit of NEEPCO for Financial Year 2022-23 and certification of Annual Return.

Ref.: 1. NIB NO.CS/NIB/01/2021 dated 25-02-2021
2. Your bid dated 31.01.2023

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 276th Board Meeting held on 10.02.2023 has appointed your firm as the Secretarial Auditor of the Corporation for conducting the secretarial audit for the year 2022-23 and to certify the Annual Return as they stand at the end of the financial year 2022-23 at the below mentioned 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** of the NIB dated 25.02.2021. Since, the bonds of NEEPCO are listed in BSE, it may kindly be noted that in terms of Regulation 24A(2) of SEB(LODR) Regulations, 2015, NEEPCO is required to submit a secretarial compliance report within 30th May, 2022 to the Stock Exchange.

2. Fee & Payment terms

The fee for conducting the Secretarial Audit for the year 2022-23 and certification of the Annual Return as they stand at the end of the financial year 2022-23 shall be Rs.1,69,000/-, (Rupees One Lakh Sixty Nine Thousand) only inclusive of all out of pocket expenditures, except applicable GST, for carrying out the Secretarial Audit of NEEPCO for the financial year 2022-23, including certification of the Annual Return as per section 92(2) of the Companies Act, 2013 and the payment terms shall be governed as per clause 3(vi) of the NIB.

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

Thanking you,

Yours faithfully


(Abinoam Panu Rong)
Company Secretary

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