

Duties and Responsibilities of the Employees in Secretarial Department

Sl. No	Name & Designation	Powers and Duties	Reporting Officer
1	Company Secretary	Principal Officer of the Company under Companies. As Company Secretary:- Overall responsibility of statutory compliances under the Companies Act including convening, conducting of Board Meetings and Shareholder's Meetings and preparation of Minutes thereof, filing of various Statutory Forms and Returns to ROC and other Statutory Agencies: Being Head of the Dept. Supervising functions of subordinates working under functional control. We are guided by the Companies Act,1956	MD (HNL)