

DELEGATION OF POWER OF COMPANY SECRETARY DEPARTMENT

Sl. No.	Subject	Delegation
1.	Appointment of Registrar & Transfer Agent (R& TA), including fees	Stakeholder's Relationship Committee of Directors
2.	Renewal of contract of R & TA on same terms & conditions	Company Secretary with a report to next higher authority
3.	Bills of R & TA as per the rates specified in the Agreement	Company Secretary
4.	Printing of New Share Certificates /Dividend warrants /stationery/IEPF related expenses etc.	Company Secretary with a report to next higher authority
5.	Advertisement for issue of duplicate share certificates	Company Secretary
6.	Engaging Advocates in respect of disputes with investors and others regarding R&TA services pending in Courts / CDRFs and payment of their fees.	As per Legal DOP
7.	Waiver/Remission in genuine cases of :	
i)	Interest on delayed payment of allotment money	Company Secretary
ii)	Charges for advertisement for issue of duplicate share certificate	Company Secretary
iii)	Requirement of Court order in case of loss of share certificate by buyer when share certificate has been lost in transit to /from Company.	Company Secretary
8.	Payment of Compensation / Cost awarded by Court /CDRF:	i. CS upto Rs.50,000/- ii.GM upto Rs. Above Rs.50,000/- upto Rs.1,00,000/- iii.CGM / Vertical Head - Above Rs.1,00,000/- upto Rs.2,00,000/- iv. DMD-Above Rs.2,00,000/-
9.	Preferring an appeal against the Order of Court/ CDRF	As per Legal DOP
10.	Payment of Annual Listing Fees to Stock Exchanges	Company Secretary
11.	Payment of Additional Listing Fees /Processing Fee to Stock Exchanges in respect of Right Issue/ Further Issue/ Preferential Issue, etc. and /or Payment of Application Fee to SEBI in view of obtaining exemption under SEBI Regulations	Company Secretary
12.	Payment of Annual Fees to Depositories (CDSL & NSDL)	Company Secretary

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13.	Payment of Corporate Action Fees /Processing Charges to Depositories (CDSL & NSDL)	Company Secretary
14.	Corporate Law Matters – seeking expert advice/opinion other than from Lawyers/ advocates, when required on matters pertaining to Corporate Laws	i. Company Secretary upto Rs.75,000/- ii. GM-Above Rs.75,000/- upto Rs.150,000/- iii. CGM/ Vertical Head - Above Rs.150,000/- upto Rs. 3Lakh iv. DMD - Above Rs.3Lakh.
15.	Payment of professional/consultancy fees	i. Company Secretary upto Rs.75,000/- ii. GM-Above Rs.75,000/- upto Rs.150,000/- iii. CGM/ Vertical Head - Above Rs.150,000/- upto Rs. 3Lakh iv. DMD - Above Rs.3Lakh.
16.	Advertisements required under Companies Act, SEBI (LODR) etc. such as advertisement regarding date of Board Meeting for consideration of annual accounts and financial results, publication of financial results, notice of book closure and AGM/General Meeting etc.	Company Secretary
17.	Payment of all expenses regarding Directors' meeting	DGM
18.	Payment of sitting fees to Directors.	Company Secretary
19.	Subscription of Journals, books directly related to the department	Company Secretary
20.	Matters relating to holding AGM/ General Meeting	Company Secretary
21.	Matters relating to payment of Dividend on Equity Shares (including appointment of Bankers).	HOD with a report to MD & CEO
22.	Payment for work order, with prior approved rates	Company Secretary
23.	Payment of expenses related to transfer of unclaimed Shares/ amount to Investor Education & Protection Fund (IEPF), in compliance of IEPF Rules	GM
24.	To issue Notices/ Letters to Directors for the Meeting of Board/ Committee of Directors/ Circulation of	Company Secretary Or

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Sl. No.	Subject	Delegation
	Resolution to be passed through Circulation	In the absence of Company Secretary, Secretary to the Board
25	Renewing Directors' & Officers' Liability Insurance Policy in line with the Board approved sum assured	HOD in coordination with CPD
26	Appointment of Designated Depository as per SEBI Circulars on Monitoring of Foreign Investment limits and System Driver Disclosures in Securities market.	DGM with report to next higher authority
27	Payment of Annual Maintenance Charges to Designated Depository as per SEBI Circulars on Monitoring of Foreign Investment limits and System Driver Disclosures in Securities market.	Company Secretary
28	Payment of Statutory fees/ Postage expenses/ other charges etc, to meet compliance of Statutory Requirements, not covered in DOP	Company Secretary
29	Payment of Fines, Penalties and Strictures imposed, if any, by Statutory/ Regulatory Authority	Company Secretary
30	Procurement of Goods/Services	a) Through GeM Portal – CS b) Outside GeM Portal – HoD (in case of CS Being HoD, the Competent Authority for procurement outside GeM shall be C&OC)

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