

NOTE

DUTY LIST OF EXECUTIVE/STAFF OF BONDS DEPARTMENT

1) Shri Rajendra C. Parab, Company Secretary

- i) All facets of Secretarial and Bonds work.
- ii) Any other work assigned by the Board of Directors.

2) Shri Pramod Kumar Sabot, Sr. ACS

- i) Printing of Annual Report,
- ii) Matters related to Bonds,
- iii) Filing of various Forms, Returns, Statements,
- iv) Updation of Statutory Registers and Records under the Companies Act, 2013 and any other Acts,
- v) MoU,
- vi) Any other work assigned by Company Secretary.

3) Mrs S.D.Vanitha, Office Superintendent

- i) All matters pertaining to Bonds excluding Bondholders complaints,
- ii) Various bill registration and maintaining their registers, records, documents etc.including DSR,
- iii) D&O Libality Insurance Policy,
- iv) Debentures/Securities Trustees Quarterly, half yearly/yearly reports,
- v) Interest and Redemption payments of Bonds,
- vi) Issue of Securities,
- vi) Cash Imprest,
- viii) Marking of Attendance/leave/pass records etc. of Executives/staff,
- ix) Matters pertaining to Preference/Equity Share/Bonds (excluding complaints)
- x) Updation of land records in consonance with Engg.Department
- xi) updation of KR-website (all matters pertaining to Bonds Dept.) and
- xii) Any other work assigned by Company Secretary.

4) Shri D D Karande, Office Assistant

- i) Complaints of Bondholders (All Series),
- ii) Maintenance of Records of Bonds Department at Belapur office and Ratnagiri Godown,

- iii) Hindi and Vigilance Reports,
- iv) RTI replies,
- v) Maintenance of common printer and liaison with S&T/IT Department
- vi) Stationery for various meeting
- vii) Arrangements for refreshments for various meeting.
- viii) Printouts/xerox for various meetings.
- ix) Requisition of stationery for Dept. & meetings
- x) RTI replies
- xi) Arbitration Reports
- x) Updation of land records in consonance with Engg.Department and
- xi) Any other work assigned by Company Secretary.
