

# Advertisement for Appointment of Practicing Company Secretaries/firm

Kanpur Electricity Supply Company Limited invite the applications from the Practicing Company Secretaries or firm for preparing, certifying and filling of e-forms of Company on MCA Portal for the Financial Year 2023-24, 2024-25 & 2025-26 on the following terms and conditions:

## **Invitation of Proposal for Appointment in Kanpur Electricity Supply Company Limited for the F.Y. 2023-24, 2024-25 & 2025-26**

Type of Appointment	Nos
Practicing Company Secretaries/ firm(s)	01

### **1. SCOPE OF WORK: -**

The Practicing Company Secretaries or firms appointed shall be required preparing, certifying and filling of various e-forms of Company on MCA Portal for the Financial Year 2023-24, 2024-25 & 2025-26 as per the detailed scope of work annexed as **Annexure - 1**

### **2. QUALIFICATION: -**

1. Prop. /Firm/LLP of Companies Secretaries (CS) should be registered with Institute of Company Secretaries of India for a minimum period of 5 (Five) Years.
2. Experience in Government Companies is preferable.

### **3. PAYMENT TERMS: -**

Payment will be released after completion of work to the satisfaction of Kanpur Electricity Supply Company Limited. **No advance payment shall be made for conduct of work nor any advance for payment of ROC/MCA challan shall be given, payment of ROC/MCA challan shall be done through reimbursement in bill only.**

### **4. BRIEF OF COMPANY: -**

Kanpur Electricity Supply Company Ltd. is registered for distribution of electricity in the area under Kanpur City (Urban) by U.P. Government Gazette No. 118/P.-1/2000/24-152-

P./98 published on 13/01/2000. According to geographic condition the complete region of Kanpur Nagar Nigam is decided as the work area of KESCO. Boundaries of above KESCO region are upto river Ganga in North, upto river Pandu in South, upto I.I.T. campus in West and upto villages of

Chakari in East. The total area supplied electricity by KESCO is around 500 Square K.M., which comes in jurisdiction of Kanpur Nagar Nigam. Kanpur is the main hub of industries in North India. The big industries in the KESCO region are M/s Lohia Machines Ltd., M/s H.A.L., Ordinance Factory, Small Arms Factory, Field Gun Factory, Tanneries and Ganga pollution institute, etc.

KESCO is serving around 1222 bulk consumers and 7,05,412 other consumers of domestic, commercial and power categories connected to grid through 93 no. 33 KV substations and 543 no. 11 KV feeders after receiving electricity from 9 transmission substation of 220 KV and 132 KV of U.P. Power Transmission Corporation Ltd. KESCO has installed total 201 power transformers (capacity 1517 MVA) and 4754 distribution transformers in its distribution network.

## **5. APPOINTMENT PROCESS: -**

All applicants shall share their "Proposal for appointment of Practicing Company Secretary" to email id [cskesco@gmail.com](mailto:cskesco@gmail.com) up to September 15th, 2023 along with their detailed Resume and Relevant Experience.

All applications received shall be evaluated by KESCO and the appointment of Practicing Company Secretary shall be done by Managing Director, KESCO, Kanpur. Decision of KESCO shall be final and no further objection shall be entertained.

In case of Tie in the L1 Bid, Practicing Company Secretary/firm with longer experience will be preferred.

The selected Practicing Company Secretary / firm shall be issued an offer letter for appointment which shall be accepted by the firm within 7 working days of receipt of offer, failing which, it will be presumed that the Practicing Company Secretary/firm is not interested, and the appointment shall be deemed cancelled for that Practicing Company Secretary/firm and appointment will be done for another Practicing Company Secretary /firm.

The fees for preparing, certifying and filling E-forms shall be quoted by applicant in the application.

**Managing Director  
KESCO**

## ANNEXURE - 1

Sl. No.	Particular of Work	Minimum Professional Fees (*Excluding Govt. Fees and late Fees and Applicable Taxes)
1	Preparation, certification and uploading of e-Forms as required to be filed under the Companies Act, 2013 and ruled made thereunder from time to time.	Rs. 1500/- each form
2	XBRL filling of financial statement & cost audit report	Rs.20,000/- per year
3	Preparation of Digital Signature Certificate (latest version/class)	Rs. 1200/- per DSC
4	Any other work or any additional compliances not mentioned above	Mutually agreed

**Managing Director  
KESCO**