

**Subject: Hiring of Company Secretary.**

**Office Order No: JKTPO/J/61/18**

**Dated: 15/06/2023**

**Whereas,** Jammu and Kashmir Trade Promotion Organization (JKTPO) floated the advertisement vide notice no. 02 of 2021 dated 24-06-2021 for hiring of the professional services of Company Secretary in which M/s Sahil Gupta & Associates emerged as L1 and was hired as Company Secretary initially for a period of 06 months on monthly charges of Rs. 10,000/- w.e.f. 06-08-2021.

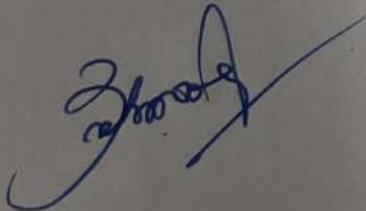
**Whereas,** the extension for further period of 06 months was granted in favour of M/s Sahil Gupta & Associates w.e.f. 06-02-2022 to 05-08-2022 on the basis of performance after accord of approval (post facto) from the Board of Directors of the JKTPO in 9<sup>th</sup> Board of Directors Meeting held on 27<sup>th</sup> June, 2022.

**Whereas,** the Board of Directors accorded the approval for hiring of Company Secretary on professional Basis through tender after completion of the extension term of Company Secretary Sahil Gupta in 9<sup>th</sup> Board of Directors Meeting held on 27<sup>th</sup> June, 2022.

**Whereas,** E-tender was floated vide E-NIT No. 03 dated 01-11-2022 for hiring of the professional services of Company Secretary and subsequently, 03 extensions were granted on different occasions due to poor response on the floated E-tender. The said tender is yet to be finalized.

**Whereas,** as per the decision taken in the 10<sup>th</sup> Board of Directors Meeting held on 23<sup>rd</sup> January, 2023, the E-tenders floated by the JKTPO for hiring of professional services of Chartered Accountant, hiring of professional services of Company Secretary and selection of Placement Agency for providing Manpower to the JKTPO were submitted to the Industries & Commerce Department for accord of Ex Post Facto approval. Subsequently, the ex post facto approval for execution of aforementioned tenders was granted by the Industries & Commerce Department vide letter no. IC-ACC/14/2023-FIN dated 30<sup>th</sup> May, 2023.

**Whereas,** in the meanwhile, the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Annual General Meeting and 10<sup>th</sup> & 11<sup>th</sup> Board of Directors meeting of the JKTPO were scheduled and M/s Sahil Gupta & Associates was hired on the interim basis as Company Secretary for the purpose of preparing agenda notes, Minutes of Meeting, all







other documents for the said meeting and conducting the said meeting at the existing Professional fees of Rs. 10,000/-.

**Whereas**, in the 11<sup>th</sup> Board of Directors Meeting held on 16<sup>th</sup> May, 2023, the Board of Directors accorded the approval for hiring of M/s Sahil Gupta & Associates on an ex post facto basis as an interim measure for the purpose of preparing agenda notes, Minutes of Meeting, all other documents for the said meeting and conducting the aforementioned meetings at the existing Professional fees of Rs. 10,000/-.

**Whereas**, as per the decision taken in the 11<sup>th</sup> Board of Directors Meeting held on 16<sup>th</sup> May, 2023, the revised head wise budget estimates were to be placed before the Board of Directors in 15 days for accord of approval.

**Whereas**, the 12<sup>th</sup> Board of Directors Meeting is scheduled to be held on 20<sup>th</sup> June, 2023 and the E-tender floated for hiring of the professional services of Company Secretary is yet to be finalized.

In view of the above stated facts and circumstances, it is hereby ordered that M/s Sahil Gupta & Associates is hereby hired as Company Secretary as interim arrangement, on monthly basis for one month at Professional fees of Rs. 10,000/- w.e.f. 15<sup>th</sup> June, 2023.

  
**Imran Mehmood** 15/06/2023  
**Financial Advisor/Chief Accounts Officer**  
JKTPO 

Copy to the:

- ✓ 1. Managing Director, JKTPO for kind information
2. M/s Sahil Gupta & Associates for information and necessary action