

Subhankar Roychowdhuri
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Kamala Park, Dhakuria
Kolkata – 700031

Date: 19th March 2015

Registered Post

To
Shri S. K. Sharma, DGM &
Central Public Information Officer
India Infrastructure Finance Company Limited
8th Floor, Hindustan Times Building
18 & 20, Kasturba Gandhi Marg
New Delhi – 110001

Sir,

Sub: Request for information under Right to Information Act, 2005

I, Subhankar Roychowdhuri, (aged 60 years, by profession 'Company Secretary' and having 33 years post-qualification experience in the Indian Corporate Sector), Son of Late Hemendra Narayan Roychowdhuri, Citizen of India and resident of above-mentioned address, wish to seek information from you, as under:

A. Subject matter of Information: Policy and Procedure your Bank for engaging Practising Company Secretaries and/or Management Consultants for

- a. Conducting due-diligence audit and reporting in respect of Multiple Banking / Joint Lending Arrangements;
- b. Discharging other services (including Creation/Modification/Satisfaction of Charges);
- c. Verification/appraisal of estimates and audited statements, conduct of Audit, reporting on the above matters;
- d. Analysing and Reporting on Related Parties Audited Statements for identification of problem accounts of the Corporate Sector; and
- e. Other assignments as the Bank normally deems fit.



B. Preferred Language of the said information: English

C. The Period for which the information required: Current

D. Specific Details of Information required: Please refer Annexure 'A' appended hereunder

E. Type of Information Required: Copy of documents / Inspection of records / Sample of material / other information:

- (a) Form of Engagement/Empanelment, if any;
- (b) Fees/Deposit, if any, payable for Registration/Empanelment; and
- (c) Format of Reporting, if any.

F. Whether information sought relates to third party? If so his/her name & address: No.

G. Whether Information sought for concerns the life or liberty of the person: No.

In case the subject matter / specific details of any of the information is held by / related to another public authority, you are requested to transfer the application or such part of it as may be

appropriate to that other public authority with an intimation to the undersigned, pursuant to provisions of Section 6(3) of the Right to Information Act, 2005.

In case specific details of the information as required under 'D' above have already been provided in your website, please mention the link against appropriate Serial No. of such information.

I hereby inform that I have completed the following formalities:

1. I have deposited the requisite fee of Rs. 10/ (Rupees Ten) only by way of ~~Cash / Banker's Cheque / Draft /~~ Postal Order No. 04F 856019 dated 16-03-2015 in your favour towards the above information.
2. I need the photo/scanned copy of the documents in respect of 'E' above and I shall pay the cost of the same, when demanded.

Kindly send the above information preferably through 'Registered/Speed Post' at my above address or through email at my aforementioned email address.

Thanking You

Yours truly



Subhankar Roychowdhuri

Annexure 'A': Specific Details of Information required

- A. Criteria (including limit of operation like number of parties, area/region, etc.), if any for engagement/empanelment of Practising Company Secretaries and/or Management Consultants;
- B. Procedures and levels on the decision making process in selection, engagement and assignment of jobs to Practising Company Secretaries and/or Management Consultants;
- C. Authorities of the Bank (with names, designation, address and contact details) who should be approached for above selection/empanelment, engagement and assignment of jobs to Practising Company Secretaries and/or Management Consultants;
- D. Compliances/procedural formalities required from Practising Company Secretaries and/or Management Consultants for above engagement/empanelment;
- E. Procedures and levels on the supervision of work and reporting to Appropriate Authorities by Practising Company Secretaries and/or Management Consultants, after assignment of jobs by Bank;
- F. Manual (containing Terms of Reference for Due Diligence Audit, Check List, Procedures, Methods, Formats) and/or Training, if any, applicable for Practising Company Secretaries and/or Management Consultants for discharge of desired duties and responsibilities;
- G. Pattern of Remuneration payable by Bank to Practising Company Secretaries and/or Management Consultants in respect of each of the above assignments;
- H. Timeframe, if any, for completion of assignment and reporting in respect of each of the above assignments; and
- I. City-wise data, if any, on Practising Company Secretaries and/or Management Consultants engaged/empanelled by the Bank.

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Sumanee Ruychondhi
110/1 Sweet Ghosh Garden Rd
Kolkata - 700 031

भारतीय डाक विभाग द्वारा जारी किया गया डाक टिकट का उपयोग केवल डाक के माध्यम से ही किया जा सकता है।

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