CEMENT CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
REGD. OFFICE: CORE-5, SCOPE COMPLEX, 7-LODHI ROAD
NEW DELHI-110 003
Telephone : 011-24361280/40047425
E-mail: co_secy@cciltd.in

INVITATION OF PROPOSED APPOINTMENT OF SECRETARIAL AUDITORS

Cement Corporation of India Ltd. (CCI), is a profit making Central Govt. Public Sector Undertaking, having three operating units.

To appoint Secretarial Auditor to conduct Secretarial Audit in Corporate Office, Practicing Company Secretaries are requested to send the detailed profile of the firm as per Annexure-A with all details for appointment of Secretarial Auditors for the year 2025-26 under section 204 of the Companies Act, 2013 to Company Secretary, Cement Corporation of India Limited, Core 5, Scope Complex, 7 Lodhi Road New Delhi 110003 by 27th February, 2026 at 03:00 p.m.

For detailed notice, please visit our Website : www.cciltd.in

INVITATION OF PROPOSAL FOR APPOINTMENT OF SECRETARIAL AUDITOR FOR FINANCIAL YEAR 2025-26

1. Introduction :

Cement Corporation of India Ltd (CCI) was incorporated in the year 1965 as a wholly owned Government of India Undertaking with the principal objective of setting up cement factories in Public Sector to help achieve self-sufficiency in cement production and to remove regional imbalances in pursuance of the National Policy.

2. Secretarial Auditor Proposed to be Appointed :

Company intends to appoint Secretarial Auditor from Practicing Company Secretary firms for conducting Secretarial Audit for the financial year 2025-26.

3. Scope of work :

As per attached **Annexure-A**.

4. Term and Condition :

a) For the purpose of better co-ordination and smooth functioning, firm having at least five years of experience and having registered offices, as per registration with the ICSI, in Delhi/NCR will be preferred.

b) The tenure of appointment shall be at the sole discretion of the company. At present tenure of appointment is for a period of 3 (three) years. However, it is expressly stated

that the said tenure is not to be construed as assured and the company reserves the right not to reappointment at its sole discretion without assigning any reason thereof.

c) Documentary evidences in respect of all the information provided above along with **Annexure-B** must be provided by applicant.

d) The offer should be submitted strictly as per the terms & conditions laid down in the document.

The invitation of proposal can be submitted at the following address:-

The documents must be duly sealed and signed are required to be submitted to: **Company Secretary, Cement Corporation of India Limited, Core - 5, Scope Complex, 7, Lodhi Road, New Delhi-110003**. The envelope must be sealed and super-scribed with **"Invitation of proposed Appointment of Secretarial Auditor'**.

e) The firms are required to submit their service tax registration number, PAN and firm registration with ICSI, if any.

f) The last date for receipt of the proposal is 27th February, 2026 at 03:00 p.m. No proposal shall be entertained after this date.

5. **Compliances /declarations by the firm on appointment :**

a) The Audit firm must not sub –contract the work.

b) The audit firm shall certify as under :-

i) Neither the firm nor its partner or Associates have any interest in the business of the company.

ii) Certificate of Independence.

iii) If the firm is appointed as Secretarial Auditor, it will not cross the limits specified under Companies Act, 2013, if any.

ANNEXURE B

CEMENT CORPORATION OF INDIA LIMITED, NEW DELHI

SL.NO.	PARTICULAR	
1	**NAME OF PRACTISING COMPANY SECY. FIRM**	
2	**REGISTRATION NUMBER OF THE PRACTISING COMPANY SECRETARY FIRM WITH THE ICSI**	
3	**PARTICULAR OF PRACTISING COMPANY SECRETARY FIRM** I) Address of the Firm as registered with ICSI ii)Telephone number with STD code iii) E-mail address of the Firm iv) Pan no. of the Firm V) Service Tax Registration No.	

CEMENT CORPORATION OF INDIA LIMITED, NEW DELHI

EVOLVUTION OF SECRETARIAL AUDITORS / FIRMS FOR APPOINTMENT OF SECRETARIAL AUDIT FOR THE YEAR 2017-18

SL.NO	PARAMETERS	DETAILS			
1	YEAR OF FIRM REGISTRATION				
	WITH ICSI				
2	ADDRESS OF THE FIRM				
3	NAMES OF PARTNERS HOLDING				
	CERTIFICATE OF PRACTICE- FCS				
4	NAMES OF PARTNERS HOLDING				
	CERTIFICATE OF PRACTICE- ACS				
5	NAMES OF ARTICLE /PAID STAFF				
	-QUALIFIED				
6	NAMES OF ARTICLE /PAID STAFF -SEMI-QUALIFIED				

7	LIST OUT ATLEAST FIVE SECRETARIAL AUDIT/CORPORATE GOVERNANCE COMPLIANCE DONE IN LAST THREE YEARS				
8	LIST OUT SECRETARIAL AUDIT/CORPORATE GOVERNANCE COMPLIANCE DONE IN				
	PUBLIC SECTOR COMPANY IN LAST				
	THREE YEARS OUT OF SL .NO. 7				
9	EXPERIENCE IN MANUFACTURING COMPANY				
	(GIVE THE NAMES OF THE COMPANY)				
10	SPECIAL ACHIEVEMENTS IF ANY				

Note:-Documentary evidences in support of parameters mentioned above are required to be submitted otherwise your offer shall be rejected. Separate sheet may be attached as annexure, if required.

Authorised signature
with seal of the firm

Place :

Date :

ANNEXURE-A

SCOPE OF SECRETARIAL AUDIT

- Compliances of the Companies Act, 2013 and the Rules made under that Act including other Acts such as Income Tax Act 1961, Industrial Laws & Labour Laws and other allied laws applicable to the company.

- The Memorandum of Association and the Articles of Association of the Company.

- Corporate Governance Guidelines 2010 issued by DPE, Govt. of India.

- Corporate Social Responsibility Guidelines issued by Department of Public Enterprises.

- Secretarial Standards issued by the Institute of Company Secretaries of India.

- Board process followed by the company.

- A statement on the existence of adequate internal control systems, procedures and safeguards for ensuring compliance with laws applicable to the company, commensurate with the size of the company and the nature of its business.