

SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)

REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR -V, SALT LAKE CITY, KOLKATA - 700 091

PH.: 2357 - 6255 / 4003 2290

E-MAIL : info@ccapltd.in, WEBSITE : www.ccapltd.in, CIN - L45203WB1972PLC028349



To
Mr. Dharmendra Kumar Singh
Flat No. 3C, Mrinalini-II Apartment,
14, Ashutosh Ghosh Lane, Kolkata - 700 048

Date: 16.09.2022

Dear Sir,

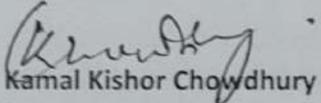
Sub:- Appointment letter for the Position of Company Secretary

We are pleased to inform you that the company has decided to appoint you as Company Secretary cum Compliance Officer of the company with effect from 1st October, 2022 at a Remuneration mutually agreed upon.

Please signify your acceptance of this letter.

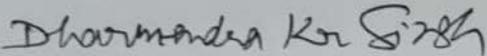
Thanking You

Yours faithfully
For Shelter infra Projects Limited


Kamal Kishor Chowdhury
(Whole Time Director)
DIN: 06742937



I have read and understood the terms of my Appointment Letter & accept the same without any reservations.

Signature: 

Date: 16/09/2022

SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)

REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR -V, SALT LAKE CITY, KOLKATA - 700 091

PH.: 2357 - 6255 / 4003 2290

E-MAIL : info@ccap ltd.in, WEBSITE : www.ccap ltd.in, CIN - L45203WB1972PLC028349



EXTRACT OF THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF M/S SHELTER INFRA PROJECTS LIMITED (FORMERLY KNOWN AS CCAP LIMITED) HELD AT ITS REGISTERED OFFICE ETERNITY BUILDING, DN-1, SALT LAKE CITY, SECTOR-V KOLKATA 700 091 ON FRIDAY, 16TH DAY OF SEPTEMBER, 2022 AT 12.30 P.M AND CONCLUDED AT 03.00PM

AGENDA NO. 6: APPOINTMENT OF MR. DHARMENDRA KUMAR SINGH AS COMPANY SECRETARY CUM COMPLIANCE OFFICER

The Chairman informed the Board that the Nomination and Remuneration Committee (NRC) of the company vide its meeting dated 16th September 2022 has recommended Mr. Dharmendra Kumar Singh, Membership No. A43041 to the Board, to be appointed as Company Secretary cum Compliance Officer of the Company. The profile of Mr. Dharmendra Kumar Singh was placed before the Board and after discussion it was unanimously decided that Mr. Dharmendra Kumar Singh, will be appointed as Company Secretary cum Compliance officer of the Company as per Companies Act, SEBI(LODR).

The Board approved the appointment of Mr. Dharmendra Kumar Singh, as Company Secretary cum Compliance Officer and passed the necessary Resolution:

"RESOLVED THAT pursuant to the provision of Companies Act, 2013 and other applicable provision (including any modification or re-enactment thereof), if any, the consent of the Board be and is hereby accorded to appoint Mr. Dharmendra Kumar Singh as Company Secretary cum Compliance officer with effect from 1st October 2022 in place of Mrs. Aparupa Das, the previous Company Secretary."

"RESOLVED FURTHER THAT Mr. Kamal Kishore Chowdhury, Whole Time Director of the Company be and is hereby authorized to sign and submit e-form DIR-12 with the Registrar of Companies, to intimate the same to the stock exchange(s) and to any other authority/regulatory body as may be required and to do all such acts, deeds and things which are necessary for the purpose of giving full effect to this resolution."

CERTIFIED TRUE COPY

For SHELTER INFRA PROJECTS LIMITED

KAMAL KISHOR CHOWDHURY
(DIRECTOR)

DIN: 06742937

Dharmendra Kumar Singh.

Date of Birth: 1st of March, 1984
 Marital status: Married
 Languages Known: English, Hindi & Bengali
 Passport: Z3987562
 Address: Flat No. 3C, Mrinalini – II Apartment,
 14, Ashutosh Ghosh Lane, Kolkata – 700048

CAREER ASPIRATIONS

- Substantial increase of knowledge, abilities and skills.
- Value addition of the Organization through utilisation of the above mentioned qualities.
- Complete Cycle of Financial Monitoring of Social Projects.
- Training and capacity building of staff and institutions regarding financial management.

PROFESSIONAL QUALIFICATIONS

Degree	Institution	Year of passing
CS – Professional (Final)**	ICSI (Institute of Company Secretaries of India)	2011

** A member of Institute of Company Secretaries of India (ICSI) from January, 2016, having membership number A43041.

ACADEMIC QUALIFICATIONS

Degree	Institution	Year of passing
B.COM(H)	UC (University of Calcutta)	2004

TRAINING (Articleship for CA Course)

Chartered Accountant Firm: P. Himmatsinghka & Co., Chartered Accountants.

Period: Completed 3 years and 6 months Articleship during period of February, 2009 to July, 2012.

WORK EXPERIENCE

1) Rotary India Literacy Mission: September 2015 – 2021.

Worked in tandem for Rotary India Literacy Mission (working with HRD Ministry, GOI, State Governments, PSUs and Corporates), AND Rotary India Humanity Foundation (on Global Disaster Projects)

Designation: Consultant – Accounts, Finance, Compliance & Human Resource.

Note: During my service, for some duration I have worked as an employee, Senior Manager – Accounts, Finance, Compliance & Human Resource, and for balance period worked as a Consultant. But my roles and responsibilities were not altered. From July, 2019 I am working as a consultant.

Major Role & Responsibilities

- **Accounts Department In charge:** In charge of the Accounts Department and responsible to ensure proper maintenance of Accounts of the organization.
- **Liaison with banks:** Liaison with banks for all the matters to ensure smooth and efficient operation.
- **MIS Reports:** Preparation of different MIS Reports as per requirement of Management:
 - 1) Preparation of **Budget vs Actual** Income and Expenditure Statement on monthly, quarterly, half yearly and Annual Basis.
 - 2) Preparation of **Income and expenditure Account** and **Receipt & Payment Statement** on monthly, quarterly & half yearly basis.
 - 3) Preparation of **BRS** on Weekly and Monthly Basis.

4) Preparation of other MIS Reports as per requirement of the management.

- **Accounts Finalization & Audit:** Finalization of Annual Accounts of the organization and getting the Books of Accounts audited within a reasonable time, **Price Waterhouse Chartered Accountants LLP** audited books of accounts for four year and for last three years audit is done by **S.R. Batliboi & Co LLP**.
- **Accounts Receivable:** Keeping track of the donations receivable, as committed by Rotarians, Rotary Club and Districts, and as per requirement requesting them to pay.
- **Internal Audit & Implementation:** Getting **Internal audit** done on time, by **Deloitte Haskins & Sells**, and timely implementation of their recommendations.
- **Training and capacity building** of partner organizations regarding management and disbursement of funds and **Conducting audit** of partner organizations to ensure compliance with the requirements.
- **Budget:** Preparation of **Annual Budget** of the organization.
- **Statutory Reports & Returns:** Preparation and filing of all **statutory returns/reports**, e.g., Income Tax, TDS, Provident Fund, Professional Tax.
- **Periodic Checking and verifications:** Periodic checking and physical verification of **cash, fixed assets**, etc.
- **Compliances:** Ensuring Compliance with different statutory requirements and Rules & Regulations of the organization.
- **Attendance, Leave & Salary:** Monitoring of **attendance**, preparing of **monthly leave** and preparation of **salary register**, after deduction of TDS.
- **Meeting:** arranging Executive Committee and Governing Body Meetings. Preparing, circulating and keeping all related minutes.
- Carrying out any other finance/accounts related tasks as directed.

2) May 2013 to August 2015

Worked at "**IAC Electricals Pvt Ltd**" as **Assistant Manager – Accounts & Finance**

Major Role & Responsibilities:

- All work related to Bank Guarantees provided by the Company, e.g., making, modification, cancellation, etc.
- Liaisoning with bankers, e.g., Axis Bank, Union Bank of India, HDFC Bank, State Bank of Bikaner & Jaipur
- All works related to the following areas:
 - a. LC (Letter of Credit)
 - b. Unsecured Loan, Interest on Unsecured Loan & Payment of TDS on Unsecured Loan
 - c. Fixed Assets
 - d. Debit & Credit Notes
- Accounts Receivable
- Supervising day to day accounts
- Dealing taxation matters of the Company and filing of IT Return
- Finalization of accounts and Liaisoning with auditors
- Preparation and filing of all statutory returns/reports
- Preparation of monthly MIS and Weekly Cash Sheet
- Preparation of Wages and Salary Statement.

OTHER WORKS (FINANCIAL CONSULTANCY):

Financial Consultancy: Financial Consultancy provided to different projects in North – East states, e.g., Assam, Meghalaya, Nagaland, etc. funded by **CAN (Child Aid Network)**, **Germany** and by the **German Federal Ministry for Economic Co-operation and Development:**

- Providing initial orientation to project staffs about documentation and processes to be followed.
- Periodic checking of the documents and records to find status of compliance with the German Funding agency guidelines.
- Reporting status of compliance and advise on necessary improvements and implementation of best

