

QUARTERLYREPORT

(As prescribed under the Training Guidelines)

(To be filled by trainer)

(Part - A)

To,

The Joint Director (Training & Placement)

The Institute of Company Secretaries of India

ICSI House, 22, Institutional Area, Lodi Road

New Delhi-110003

Training - Quarter Number: FOURTH QUARTER

(Quarter shall begin on the date of commencement of training)

Period from : 01st October, 2019 to 31st December, 2019

Dear Sir,

Name of the student: VIKASH

Registration Number: 250547984/08/2013

Category of a Trainer:(Tick)

Company - YES	Practicing-CS	MCA	ROC	OL
Financial Institution	Law Firm	Consultancy Firm	HCA	RD
Others (Specify)				

Name of the Trainer: Eldeco Infrastructure and Properties Limited

Training commencement date: 22-06-2019

Grading on Each point of Appraisal be awarded by the Trainer with the following:

E or V or G or S or N

E= Excellent (= >90%), V=Very Good (=>70% to <90%).

G= Good (=>60% to < 70%), S= Satisfactory (=>50% to <60%)

N= Needs Improvement (<50%).

For Eldeco Infrastructure & Properties Ltd.

Authorised Signatory

1) Attendance and Punctuality

Particulars	No. of days worked in Quarter	No. of leaves	Weekly Offs	Total Days	Late Marks
Current Quarter	75 DAYS	2 DAYS	15 DAYS	92 DAYS	E
Carry forward from Previous Quarter(No. of Leaves)	NIL	NIL	NIL	NIL	NA
Brought forward to next Quarter(No. of Leaves)	NIL	NIL	NIL	NIL	NA

Grading on Attendance and Punctuality

2) Assignments handled during the quarter:

Type of work handled	Details of Assignments handled / assisted	Grading
Company Law	Payment of Stamp Duty, Acquiring ISIN, Preparing and Filing of form BEN -2, Maintaining of Register in form BEN-3, Appointment of Auditor, form ADT-1, Preparing of Minutes of Board Meetings and General Meetings, Preparing of Board Report, Notice of General Meetings and Board Meetings, Preparing of CSR Report, Drafting of various types of resolutions. Appointment and Resignation of Directors in Companies, Maintenance of Statutory registers like register of members, directors, etc. Incorporation Of Companies, Preparation of Charge Forms (I. e. CHG-1, CHG-4 etc.),	E
SEBI	NIL	NA
Listing Agreement	NIL	NA
Service Tax	NIL	NA
Central Excise	NIL	NA
Project Finance	NIL	NA
Other(specify)	Checking of Companies Act, 2013 various compliances, maintenance of statutory records.	

3) Soft Skills acquired:

Particulars	Particulars of Assignments	Grading
Written Communication Skills	Procedures, Checklists, Resolutions, Drafting Under Companies Act, 2013	G
Verbal Communication Skills	Various Correspondence With Clients	G
Power Point Presentations	NIL	NA
Computer Skills	Working On Ms-Office, Excel and XBRL Software	G
Interpersonal Skills	Active listening, Independability, Teamwork	G
Leadership Abilities	Good Leadership Ability	E

4) Topic Given for Project Report: NIL

Status of Project Report(Tick)	Not Started	Started	Completed and attached)	Grading (if Completed)

For Eldeco Infrastructure & Properties Ltd.

Authorised Signatory

Date:- 28/01/2020

Place: New Delhi

For Eldeco Infrastructure & Properties Ltd.

Signature of the Trainer

Rubber stamp to be affixed

Authorised Signatory

PART B
(To be filled by Trainee)

5) Details of Mandatory Trainings Completed

Details	Organised by	Period (from - to)
Executive Development Programme (EDP)- Eight Days	NIRC, Delhi	No
15 days Academic Programme	NIRC, Delhi	No
Professional Development Programme (PDP)-Twenty Four Hours	NIRC, Delhi	No
Training with specialized agency – Fifteen Days	NIRC, Delhi	No

6) Articles written (if any)

Title of the Article	Details of Publication
NO	NA

7) Seminars/ Programmes attended (if any) – YES

Attended ICSI- NIRC Seminar on the theme Labour Laws Reform, Perform and Transform organized at Hotel Crown Plaza situated at Rohini-Delhi on 19th day of October, 2019.

8) Plan of Action for the next quarter

Preparing of Minutes of General Meetings and Board meetings, Fund Raising, Preparing of Loan Documents, Opening of Demat Account and Dematerialization of Shares, Payment of stamp duty on Debentures Issued, Registration of Independent Directors with MCA data bank, Preparing and Printing of New share certificates, Visit to RERA Authority etc.

I hereby state that the contents of this report are true.



VIKASH
(Signature of the Trainee)

Date: 28/01/2020
Place: NEW DELHI

NOTE:-

This Report shall be submitted on quarterly basis on or before 30 days from the end of the quarter. Late submission and non submission of report will be viewed seriously.