



SECRETARIAL PRACTICE

STANDARD XI



The Coordination Committee formed by GR No. Abhyas - 2116/(Pra.Kra.43/16) SD - 4
Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on
20.06.2019 and it has been decided to implement it from the academic year 2019-20.

Secretarial Practice

STANDARD XI



2019

**Maharashtra State Bureau of Textbook Production and Curriculum Research,
Pune - 411 004**



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First Edition : 2019

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The Constitution of India

Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political ;

LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;
and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

NATIONAL ANTHEM

Jana-gana-mana-adhināyaka jaya hē
Bhārata-bhāgya-vidhātā,

Panjāba-Sindhu-Gujarāta-Marāthā
Drāvīda-Utkala-Banga

Vindhya-Himāchala-Yamunā-Gangā
uchchala-jaladhi-taranga

Tava subha nāmē jāgē, tava subha āsisa māgē,
gāhē tava jaya-gāthā,

Jana-gana-mangala-dāyaka jaya hē
Bhārata-bhāgya-vidhātā,

Jaya hē, Jaya hē, Jaya hē,
Jaya jaya jaya, jaya hē.

PLEDGE

India is my country. All Indians
are my brothers and sisters.

I love my country, and I am proud
of its rich and varied heritage. I shall
always strive to be worthy of it.

I shall give my parents, teachers
and all elders respect, and treat
everyone with courtesy.

To my country and my people,
I pledge my devotion. In their
well-being and prosperity alone lies
my happiness.

PREFACE

We have pleasure in introducing the text book based on revised syllabus for Std-XI. from the academic year 2019-2020.

A student in the commerce stream studies various subjects which covers topics like business, commercial organisations, management of business, economics, financial accounting etc. Secretarial Practice is one of the subjects in commerce which deals exclusively with one of the largest and most popular forms of business organisation viz. the Joint Stock Company. In this subject, a student is introduced not only to Joint Stock Company, its working, management etc., but also to the role and importance of Company Secretary as compliance officer and also introduced to the communication skills of company secretary.

Due care has been taken to put the subject matter in a simple manner so that students can easily grasp the legal and technical aspects of the Companies Act, 2013. The contents are supported with charts and diagrams wherever necessary. The terms and difficult words are explained then and there. The book contains interesting additional information, activities etc. The exercise given at the end of the topic contains different types of questions to test conceptual clarity. Students are given opportunity to analyse, express opinion and justify their answer through application based questions. At the end of the chapter, QR code is given which will be helpful to the reader as it contains forms, documents, links, proformas etc. to get more knowledge and clarity about the contents.

The Companies Act, 2013 has brought in drastic changes and has also introduced new concepts. There have been frequent amendments made to the Act. This book includes all changes and amendments made in the Act and in Rules and Regulations upto December, 2018. It does not cover each and every provision of Companies Act, 2013 considering the syllabus covered for std XI. Students are introduced to the legal provisions of Companies Act, 2013 in simple way keeping in view the practice of Company Secretary.

We are grateful to the subject committee members, study group members, translators, reviewers and all those who have taken efforts in designing this textbook.

We hope the textbook will be well received by academicians and students.



(Dr. Sunil Magar)
Director

Pune

Date : 20 June 2019

Indian Solar Date : 30 Jyestha 1941

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Production and Curriculum Research, Pune.

Competency Statements

Unit No.	Topic	Competency Statements
1	Secretary	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the concept of Secretary ● Understand importance of Secretary, types of secretary ● Know about qualities and qualification of Secretary
2	Joint stock company	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand Evolution of Business organisations ● Understand Meaning, Features and types of Joint Stock Companies ● Compare Various Forms of Business Organisation
3	Formation of company and Documents related to Formation of company	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the Procedure of Formation of a company ● Understand different documents of the company namely MOA, AOA, Prospectus etc. ● Compare MOA and AOA.
4	Members, Directors and Key Managerial Personnel	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the concept of shareholder and member, rights of members ● Explain ways and reasons of acquisition and termination of membership. ● Understand role, importance, duties of Board of Director, M.D., CEO, CFO, C.S.

5	Company Meeting	<p>The student will be able to -</p> <ul style="list-style-type: none"> ● Understand the meaning, need, provisions of Company Meetings ● Understand the types of company meeting and legal provisions. ● State the functions of secretary related to annual general meeting.
6	Business Communication skills of secretary	<p>The student will be able to -</p> <ul style="list-style-type: none"> ● Understand different types of Business Communication, importance, layout and essentials of Business letters. ● State role of secretary in preparing letters, notices, reports, returns and minutes <p>The student will be able to -</p> <ul style="list-style-type: none"> ● Understand circumstances under which secretary communicates with directors and drafting of letters. ● Understand circumstances under which secretary communicates with banks and drafting of letters. ● Circumstance under which secretary communicates with statutory authorities and drafting of letters.

INDEX

No.	Chapter	Page No.
1	Secretary	1
2	Joint Stock Company	16
3	Formation of a company	33
4	Documents related to formation of a company	48
5	Members of a company	67
6	Directors and Key Managerial personnel of a company	77
7	Company Meetings - I	102
8	Company Meetings - II	121
9	Business Communication Skills of Secretary	134
10	Correspondence with Directors	149
11	Correspondence with Banks	158
12	Correspondence with Statutory Authorities	173
	Answer Keys	186