

A Manual Of Secretarial Practice

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the author preses the need of a learner in the way more what is anticipated and meets the contentment and like the theoretical concept is all about knowing facts to critically appreciate the figures and so like illustration the stream of commerce and management saw its new dawn and in the fortunate days we will witness the boon in the studying of company law and secretarial practice and the widened concept of law and its practice within india this literary corpus will help in better understanding of the academic syllabi from the author s point of view

efforts to cover the syllabi at all india level and is written in a simple and lucid style to be understood by a common man incorporated at the appropriate places in the book the amendments made to the companies act 2013 at the end of

every chapter adequate questions for part a and part b are given past years question papers of some of the universities are also included in the book included 10 model question papers for the faculty and students community incorporated important statutory forms under companies act 2013 quiz in company secretarial practice which would be highly useful to the students appearing for examinations and interviews to get practical knowledge a specimen notices agenda minutes and resolutions have been incorporated at the appropriate places in the book b documents forms to be filed with the registrar of companies under companies act 2013 c fees for filing various documents or for registering any fact under companies act 2013 d list of new forms prescribed under companies rules 2014 e list of schedules under companies act 2013

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