

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



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. 4:

APPOINTMENT OF CHIEF FINANCIAL OFFICER (CFO)

The board was informed about the provision of Section 203 of Companies Act, 2013 relating to appointment of whole time Key managerial person in the Company. In view of the same, the Board of Directors as recommended by Nomination and Remuneration Committee has considered the appointment of Mr. Somesh Bagchi, as Chief Financial Officer (CFO) of the Company.

Therefore, following resolutions were passed unanimously:

"RESOLVED THAT pursuant to provisions of Section 203 of Companies Act 2013 read with rule 8 of Companies (Appointment and Remuneration of Managerial person) Rules 2014, and other applicable provisions, if any, of Companies Act 2013 ("Act"), and SEBI (LODR) 2015, as approved by the Nomination and Remuneration Committee, the consent of the Board be and is hereby accorded to appoint Mr. Somesh Bagchi, as Chief Financial Officer (CFO) of the Company with effect from 16th September, 2022."

"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 & MGT-14 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

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Ref: SIPL/SB/APPT/07/22-23/074

Date: 9th August'2022

Mr. Somesh Bagchi
31/ BB M Banerjee Road,
Belgharia,
Kolkata - 700056
E-mail: bagchisomesh@gmail.com

Sir,

Sub: Appointment Letter for the position of Chief Financial Officer

With reference to your discussions with us, we have the pleasure of appointing you as **Chief Financial Officer** in our organization. Besides what the designation connotes, your job and duties shall include taxation and accounts matter and any other job and responsibility as is felt suitable by the management and is assigned to you from time to time. The terms and conditions of your appointment will be inter alia as follows:

1. REMUNERATION:

Your remuneration will be Rs.28,000/- (Rupees Twenty Eight Thousand only). The same will be subjected to statutory deductions as per government regulations in force from time to time. You will not be entitled to any other benefit / payment except what is stated in Annexure -A.

2. REIMBURSEMENT:

The company shall reimburse such reasonable out of pocket expenses that you may incur on account of company's work travelling / conveyance/refreshment. Such payment shall be reimbursed against supporting documents.

3. PLACE OF WORK:

Your work will be presently based at our Head Office. At the discretion of the company, you may be posted or transferred to any office/branch/works or any of the associate companies at any time in any part of India, either presently existing or as may come in existence in future.

4. DATE OF JOINING:

Your date of joining the company's services and de facto commencement of employment is 22.08.2022.

5. TERMINATION AND RESIGNATION:

- The employer-employee relationship can be terminated upon giving a written notice by the employee of Three (3) English calendar months or payment in lieu thereof. For the purpose of this clause, payment in lieu of notice would mean the gross monthly salary only and properly handing over the charges to an authorized officer selected by the Company.

Contd..2..

- The company shall be at liberty to terminate your employment without any notice and / or one month notice / compensation if, anytime during the period of employment if you are found guilty of neglecting "Intellectual Protection of Property Act 2006", any act of disobedience, indiscipline, insubordination, incivility, insobriety, unauthorized absence, dishonesty, fraud or any other serious misconduct or neglect or incompetence in the discharge of your duties or breach of any stipulation of appointment letter or if you become incapacitated or are adjudged insolvent beyond compound with your creditors. In the event you fail to attend your duties for a period of 30(thirty) consecutive days without a valid reason or without prior approval of the management, the company shall be entitled to terminate your employment without notice or compensation.

6. JOB RESPONSIBILITY & "CODE OF CONFIDENTIALITY":

During the period of employment with us, you shall not accept any other assignment in any capacity without the written consent of the Management and you shall carry the company's orders and instructions and do your best to promote company's interest and business. You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company's information. You are expected to engage yourself fully in Company's business and conduct yourself in a manner promoting company's image. You cannot engage yourself in any other employment and business including on part-time basis.

You shall observe secrecy and shall neither during the tenure of your services nor even after superannuation/separation divulge and/or disclose either directly or indirectly to any person / firm / company any information or documents which comes to your attention/knowledge in the course of your employment or use any of the same for your personal benefit and you shall strictly adhere to the "code of confidentiality". Your services will be governed by the rules and regulations of the Company as may be in force from time to time.

7. CHANGE OF RESIDENTIAL ADDRESS:

You will keep the Management informed in writing of any change in your residential address. In case of your inability / failure to do so, any communication sent at the address last given by you will be deemed to have been served on you.

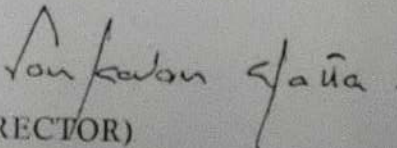
8. RETIREMENT

You shall retire from the services of the Company on completing the age of 60 (sixty) years. As per your statement, your Date of Birth is 20th July'1970.


Please signify your acceptance of the terms and conditions stipulated above by signing on the duplicate copy of this letter.

Thanking you,

Yours faithfully,
For Shelter Infra Projects Limited


(DIRECTOR)

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

Signature: 

Date: 22/08/22

E-mail: bagchisomesh@gmail.com
Mobile: +91-9874286346
31/B B M Banerjee Road, Belgharia,
KOLKATA - 56
Kolkata Pin: 700056, West Bengal,
India

Somesh Bagchi Male, Married

Objective Lead a managerial role in an organization of pride and esteem and contribute in achieving tactical and strategic objectives, thereby driving the organization towards its mission and vision of excellence.
I would like to be in environment where I can get to work with the best of talents, which would be a challenging rewarding experience. I look forward to a career in your company because of the above.

Date of Birth 20th July 1970

Professional Post Graduate Diploma in Financial Management (PGDFM) from Indri Gandhi National Open University, India in the Year 1994

Education Bachelor of Commerce (H) from Calcutta University, Calcutta, India in the year 1991

Computer Skills ERP (Swelog Business Solution), FOXPRO , MS Office ,Tally with Gst .

Work Experience November'1988 to October 2017 (29 years) Nicco Corporation Limited

Designation: Deputy Manager (Accounts) than wrorking in Nicco liquidation upto 16 th Aug 2020 after 16 th Aug 20 working in Nicco Uco Alience Credit Limited as a Manager.

Key Details :

- Manage, control and ensure that company accounting activities generally accepted accounting principles
- Ensure that all financial transactions are handled and processed in-line with the approved policies and procedures
- Oversee the daily operations of the finance department
- Prepare the monthly financial reports with all needed financial and costing analysis comparing with Budget and KPIs
- Manage the preparation of the official annual report of actual revenues, transfers, and expenses
- Manage the preparation of financial outlooks and financial forecasts in coordination with the CFO

General Deliverables:-

- Liaison with cost and finance auditor
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Review account receivable aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash etc
- Prepare, analyze and report weekly, monthly, quarterly gross margin analysis by brand by customer type
- Assist in month-end closing, prepare journal entries as necessary, analyze inventory evaluation
- Analyze cost accounting data and assist with cycle count/physical inventories
- Prepare detailed account analysis and reconcile sales, cost and inventory, liability accounts by customer type by division
- Review and analyze inventory and margin reports, conduct research and perform analytical studies in regards to cost analyses and profitability
- Support and assist internal department reporting requirements such as audit schedules, tax schedules and others ensure timely submission, accuracy and validity of inventory, gross margin schedules to management.
- Experience for processing of liquidation accounts.

Languages

English, Bengali & Hindi

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and Belief

Place: BELGHARIA

Dated :08.07.2022

Somesh Bagchi