

ANNEXTURE - ISpecimen copy of the letters sent to the Companies

From : Prof. Saral Krishna Dutta,
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Dated 5th of February, 1985.

To
The Secretary,

Sir,

I take the privilege of informing you that I have been undergoing research work in the area of company management for sometime.

As I am sure that you will appreciate my stand about the role of corporate sector in the allround growth of our national economy, I may be allowed to request you for any kind of help in this regard.

With the understanding that you are no less an academicien than an academic in the outward sense I request you to kindly send your Company's Audited Annual Reports for preceeding two years and the attached proforma duly filled in at your earliest convenience to help me of my research work.

Your active co-operation in my research work is highly solicited.

University of North Bengal
Ref.No.168/Ph.D/Com/9725/R84
dated 8.9.84.

Yours faithfully,

Title of Thesis

'Indian Company Management-
Its retrospect and prospect'
under Dr. D.P. Pande,
Head of the Deptt. of Com.
N. B. University.

(Prof. Saral Krishna Dutta)
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College, Commerce Dept.
Howrah.

PROFORMA

- A. Name of the Company -
- B. Composition of the Board -

No. of Directors	Executive _____		Shareholders' Representative	Nominated by -
	Executive	Non-Executive		
			Employees "	Managing Director
			Workers' "	Wholesale Director
			Nominees of the Govt. "	Manager
			Nominees of the Financial Institutions.	Remuneration

PROFESSIONAL QUALIFICATION

- C. (a) No. of Directors, professionally qualified with experience -
- (b) No. of Directors with experience but not professionally qualified
- (c) No. of Directors neither professionally qualified nor experienced -
- (d) No. of Directors working as full time -
- (e) No. of employees employed professionally qualified -

D. Nominee Directors :

- (a) No. of Professionally qualified -
- (b) Employee of the financial Institutions/
Govt./Outsider -
- (c) Whether attending the boards meeting regularly -
- | | |
|--|--------------------------------------|
| No. of meetings in
the preceding year | No. of meetings
attended by them. |
|--|--------------------------------------|
- (d) Financially or otherwise improvement after
their joining the company -

E. Subscribed capital of the company -

- (a) Subscribed by the Public Rs.
- (b) Subscribed by Central/State Govt. Rs.
- (c) Financial Institutions shareholding/
Subscribed capital -

F. Whether take over bid occurred anytime
to change the management Yes No

G. Whether belong to any group Yes No

If Yes name of the Group _____

Dated :

Signature
Seal with Designation.

ANNEXURE - II
Select Bibliography

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