

Company Secretary

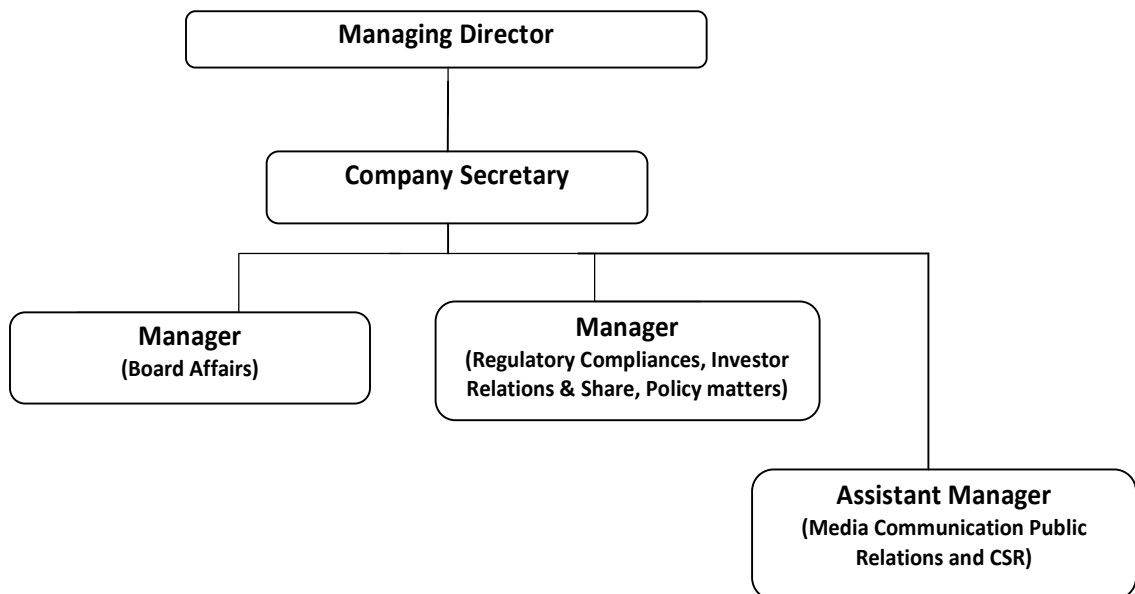
Job Description of Company Secretary

Position Title	Company Secretary
Reports to	Managing Director and Board of DESCO
Function	Statutory, Compliances, Board & shareholder related matters
Reporting official	Manager(Board Affairs/Regulatory compliance, Investors Relation and Shares, Policy Matters) Assistant Manager (Media communication, Public relations & CSR), Personal supporting officials/staff at Company Secretariat
Location	Head Office of DESCO

Job purpose:

1. Maintenance of statutory registers under the Companies Act;
2. Apply due diligence to ensure compliance of all statutory issues;
3. Advise the board and management committees on all statutory and constitutional requirements to ensure that business is conducted in proper and effective manner;
4. Ensure that the organization is conducting its business in accordance with applicable laws, rules & regulations and follows highest standards of business ethics.

Line of Reporting:



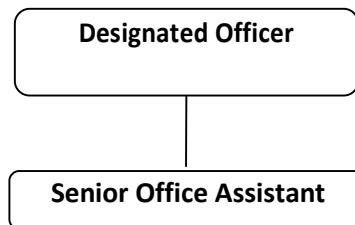
Key Duties and Responsibilities:

1. Arrange Board meeting with the consent of the Chairman of the Board and the Managing Director and also arrange General meeting of the shareholders as and where necessary.
2. Ensure timely circulation of notice and Board working papers to the Directors for Board meeting.
3. Ensure recording of minutes of the Board meeting and that of the General meeting of the shareholders.
4. Provide guidance and activities to the Board Members in discharging their duties and responsibilities under the rules and regulations to which they are subject.
5. Sign contracts, agreements and lease documents on behalf of the Company.
6. Circulate the relevant part of the decisions of the Board to the respective officials of the Company for implementation.
7. Arrange to keep records and documents related to Board meeting and General meetings of the shareholders.
8. Direct and provide functional guidance to the sub-ordinate officials in performing their responsibilities.
9. Carryout Annual Performance Appraisal of the employees under control.
10. Evaluate performance targets fixed by the Board from time to time.
11. Ensure maintenance of good corporate governance through monitoring, advice and reporting.
12. Arrange publication of "Price Sensitive Information" in the press media and circulation of Annual Reports in timely manner.
13. Arrange timely submission of statutory and regulatory reports and ensure compliance.
14. Carryout any other duties as directed by the Management from time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



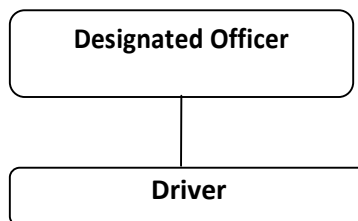
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



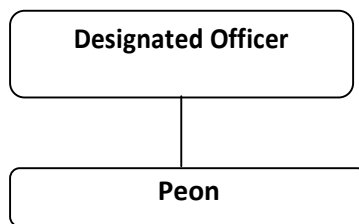
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



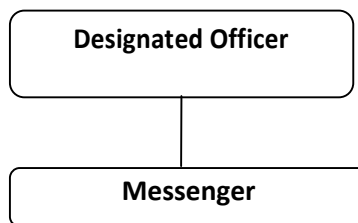
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

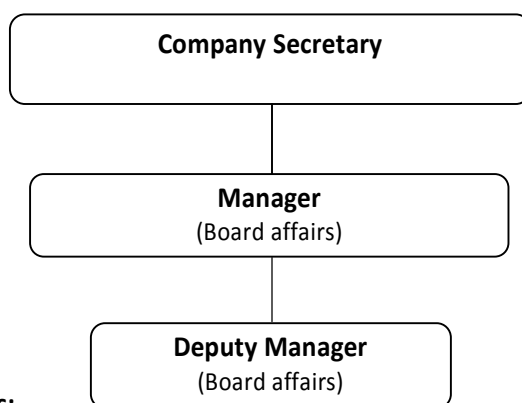
Job Description of Manager (Board Affairs)

Position Title	Manager (Board Affairs)
Reports to	Company Secretariat
Function	Board Affairs
Reporting official	Deputy Manager (Board Affairs)
Location	Company Secretariat

Job purpose:

Manager (Board Affairs), reporting to the Company Secretary with collective responsibilities for Board Affairs functions, build and maintenance effective relationship with board members, company's offices and Government and other organizations.

Line of Reporting



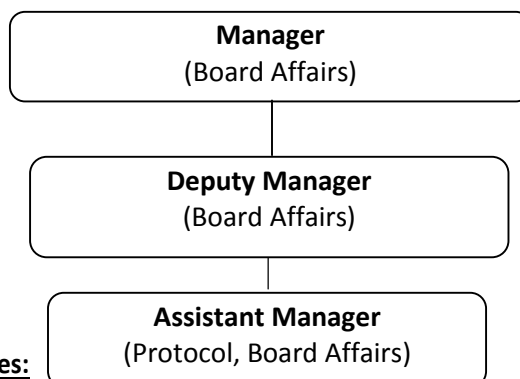
Key Duties and Responsibilities:

1. Assist Company Secretary to arrange Board meetings.
2. Provide support & services to Company Secretary in arranging Annual General Meeting and Extraordinary General Meeting.
3. Ensure keeping records of AGM, EGM, Board Meeting, Board Committee Meeting etc.
4. Assist Company Secretary to prepare and serve Directors of Board working papers for board meeting.
5. Provide support & services to Company Secretary in preparing and serving Notice of Meetings.
6. Provide support & services to Company Secretary in ensuring event management activities.
7. Provide support & services to Company Secretary for signing Contracts and Agreements.
8. Liaise with Government and other organization as & when required.
9. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. Carryout Annual Performance Appraisal of the employees under control.
11. Carry out any other duties as directed by the Management from time to time.

Job Description of Deputy Manager (Board Affairs)

Position Title	Deputy Manager (Board Affairs)
Reports to	Manager (Board Affairs)
Function	To coordinate arranging Board meetings
Reporting official	Assistant Manager (Protocol, Board Affairs) Sr. Office Assistant
Location	Office of the Company Secretariat

Line of Reporting



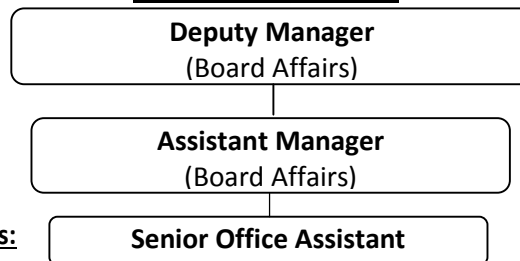
Key Duties and Responsibilities:

01. To provide support & services to Manager (Board Affairs) in arranging Board meetings.
02. To provide support & services to Manager (Board Affairs) in arranging Annual General Meeting and Extraordinary General Meeting.
03. To provide support & services to Manager (Board Affairs) in preparing and serving working papers for board meeting.
04. To provide support & services to Manager (Board Affairs) in preparing and serving Notice of Meetings.
05. To provide support & services to Manager (Board Affairs) in preparing and serving notice with respect to constitution of Board Committee and in arranging Meeting thereon.
06. To provide support & services to Manager (Board Affairs) to ensure keeping records of AGM, EGM, Board Meeting, Board Committee Meeting etc.
07. To provide support & services to Manager (Board Affairs) to ensure communicating Board decisions.
08. To provide support & services to Manager (Board Affairs) in ensuring event management activities.
09. To provide support & services to Manager (Board Affairs) for signing Contracts and Agreements.
10. To liaise with Government and other organization as & when required.
11. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
12. To carryout Annual Performance Appraisal of the employees under control.
13. Carry out any other duties as directed by the Management from time to time.

Job Description of Assistant Manager, Protocol (Board Affairs)

Position Title	Assistant Manager, Protocol (Board Affairs)
Reports to	Deputy Manager (Board Affairs)
Function	Arranging Board meetings
Reporting official	Sr. Office Assistant
Location	Company Secretariat

Line of Reporting



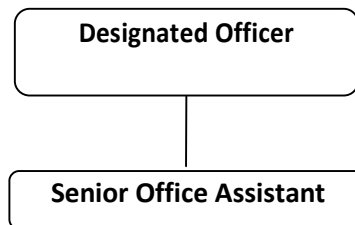
Key Duties and Responsibilities:

01. To provide support & services to Deputy Manager (Board Affairs) in arranging Board meetings.
02. To provide support & services to Deputy Manager (Board Affairs) in arranging Annual General Meeting and Extraordinary General Meeting.
03. To provide support & services to Deputy Manager (Board Affairs) in preparing and serving working papers for board meeting.
04. To provide support & services to Deputy Manager (Board Affairs) in preparing and serving Notice of Meetings.
05. To provide support & services to Deputy Manager (Board Affairs) in preparing and serving notice with respect to constitution of Board Committee and in arranging Meeting thereon.
06. To provide support & services to Deputy Manager (Board Affairs) to ensure keeping records of AGM, EGM, Board Meeting, Board Committee Meeting etc.
07. To provide support & services to Deputy Manager (Board Affairs) to ensure communicating Board decisions.
08. To provide support & services to Deputy Manager (Board Affairs) in ensuring event management activities.
09. To provide support & services to Deputy Manager (Board Affairs) for signing Contracts and Agreements.
10. To liaise with Government and other organization as & when required.
11. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
12. To carryout Annual Performance Appraisal of the employees under control.
13. Carry out any other duties as directed by the Management from time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



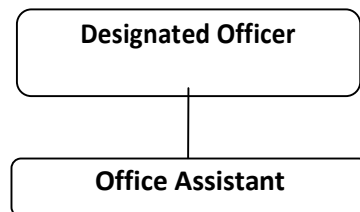
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

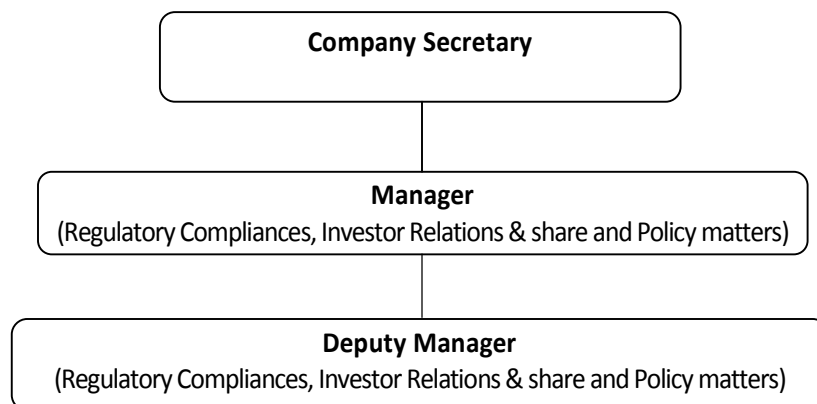
Job Description of Manager (Regulatory Compliances, Investor Relations & Share and Policy matters)

Position Title	Manager (Regulatory Compliances, Investor Relations & share and Policy matters)
Reports to	Company Secretary
Function	Corporate Affairs and Policy Matters of the Company
Reporting official	Deputy Manager (Regulatory Compliances, Investor Relations & share and Policy matters)
Location	Company Secretariat

Job purpose:

Manager (Regulatory Compliances, Investor Relations & share, Policy matters), reporting to the Company Secretary with collective responsibilities for ensuring compliance with the regularity requirements of SEC, DSE, CSE, BERC, RJSC and other regularity body. Maintain good relationship with the shareholders, regulatory bodies and liaise with other stakeholders as necessary.

Line of Reporting



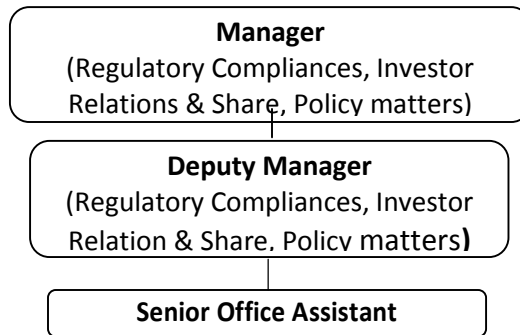
Key Duties and Responsibilities:

1. Assist Company Secretary in discharging his duties.
2. Ensure compliance in accordance with the regularity requirements of SEC, DSE, CSE, BERC, RJSC and other regularity body and arrange timely submission of relevant returns in consultation with the company secretary.
3. Prepare draft replies to the queries as and when sought by the regulatory bodies in consultation with the company secretary.
4. Obtain updated and retrieve information related to shareholding position from CDBL as and when required.
5. Establish good and healthy report, relationship with the shareholders, regulatory bodies and liaise with other stakeholders as necessary.
6. Assist in carrying out tasks related to new/off loading/splitting of shares observing related regulatory/statutory requirements as and when necessary.
7. Assist in preparing Annual Budget of the company Secretariat.
8. Carryout annual performance appraisal of the company under control.
9. Arrange discloser/dissemination of "Price Sensitive Information" to SEC, DSE, CSE / news papers in timely manner in accordance with relevant provision in consultation with the company secretary.
10. Actively assist in maintaining records and filing of documents in proper manner to avoid misplacement/dislocation.
11. Prepare draft policies/ procedures / manual pertaining operational activities in consultation with the company secretary as and when required.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carry out tasks related to disbursement of dividends (Cash/stock), right shares and debentures observing the regulatory requirements in timely manner as and when necessary in consultation with the company secretary.
14. Initiate proposals for amendment of the clause(s) of the memorandum and articles of association of the company, as and when necessary, observing the provision of the acts/ regulations in consultation with the company secretary.
15. Carry out any other duties as directed by the Management from time to time.

Description of Deputy Manager (Regulatory Compliances, Investor Relations & Share, Policy matters)

Position Title	Deputy Manager (Regulatory Compliances, Investor Relation & Share, Policy matters)
Reports to	Manager (Regulatory Compliances, Investor Relations & Share, Policy matters)
Function	Company Secretary to initiate amendments to Memorandum and Articles of Associations of the company
Reporting official	Sr. Office Assistant
Location	Office of the Company Secretariat

Line of Reporting



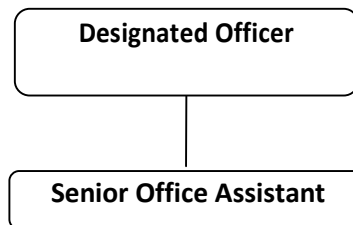
Key Duties and Responsibilities:

01. To assist Company Secretary to initiate amendments to Memorandum and Articles of Associations of the company and in accomplishing task for adoption of the same by the shareholders as per provisions of Acts as & when necessary.
02. To assist Manager to ensure compliances with regulatory requirements of SEC, DSE, CSE, BERC and in arranging timely submission of Returns to RJSC/SEC/DSE.
03. To assist Manager to ensure replies to query made by SEC/DSE as when occasions.
04. To assist Company Secretary to ensure collection of share related information in communication with CDBL on regular basis.
05. To assist Manager to arrange transfer of Securities (Bonus/Right) to respective share holder's BO account.
06. To assist Manager to handle issuance of new/ offloading/ splitting of shares ensuring pertinent regulatory & statutory obligation as & when necessary.
07. To ensure good & healthy relationship with the shareholders, stake holders on behalf of the company.
08. To liaise with Government and other organization as & when required.
09. To assist Company Secretary in developing annual Budget for Secretariat.
10. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. To carryout Annual Performance Appraisal of the employees under control.
12. Carry out any other duties as directed by the Management from time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Company Secretary, DESCO

Line of Reporting



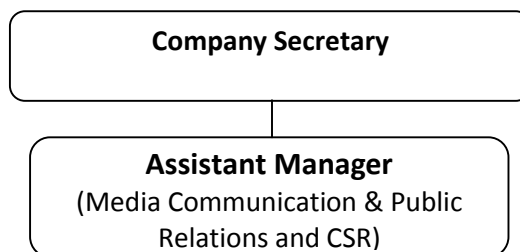
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of
Assistant Manager (Media Communication & Public Relations and CSR)

Position Title	Assistant Manager (Media Communication & Public Relations and CSR)
Reports to	Company Secretary
Function	Printing and electronic media for coverage of major events of the company.
Reporting official	Sr. Office Assistant
Location	Office of the Company Secretariat

Line of Reporting



Key Duties and Responsibilities:

01. To liaise with printing and electronic media for coverage of major events of the company.
02. To assist Company Secretary to publicize important events of the company.
03. To assist Company Secretary to prepare documentaries on various events.
04. To assist Company Secretary to float tender & other notices as per direction of authority.
05. To assist Company Secretary in arranging press meetings.
06. To assist Company Secretary to ensure good & healthy relationship with the public.
07. To liaise with Government and other organization as & when required.
08. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
09. To carryout Annual Performance Appraisal of the employees under control.
10. To assist Company Secretary in discharging his/her duties.
11. Carry out any other duties as directed by the Management from time to time.