1. “The indispensible nature and importance of secretarial work can hardly be disputed in the modern world”. Elaborate.

Ans: The indispensible nature and importance of secretarial work can hardly be disputed in the modern world. As organised activitiz in the social and economic spheres have expanded and assumed greater complexity, there has been increasing need for secretarial services to assist persons in authority in their day-to-day administration. The significance of secretarial work has been particularly recognised in industry, trade and commerce characterised by vast expansion in size and complexity of the organisarion following technological advarices at a fast pace in manufacturing, transport and communication along with expanding markets for products. The importance of secretarial work may be attributed to (a) the onerous nature of secretary's functions, and (b) the increasing dependence of management on secretarial assistance. The job of a secretary generally carries onerous responsibilities. The private secretary of a doctor or lawyer, or that of a business executive, is often known to have become indispensible to the employer due to the nature of work handled by the secretary, which may include matters of a confidential naturd as well as financial affairs. The secretary of any social organisation, educational institution, co-operative society or registered bodies has also to undertake work carrying heavy responsibility. A company secretary besides acting as executive head of the office, has several duties and responsibilities east on him under law. He has also to bear administrative responsibilities like functional managers, besides having to perform the role of an advisor to the top management.

A significant part of the secretarial work is carried out through the office, of which the basic functions are: (i) receiving and collecting informatic 7, (ii) recording information or making records, (iii) processing information involving computation and statistical work, and (iv) communicating information. On the one hand, the office is required to supply information as collected, recorded and processed by it to the management as and when required; on the other hand, it has also the duty of communicating policies, directives and instructions issued by management to managers in different departments for their guidance. - It is on the basis of accurate information and factual data provided by the office that management can formulate plans and policies and assess the results of planned efforts. Again, it is with the system of communication provided by the office that management succeed in directing, guiding and co-ordinating various activities. Also effective control over business operations can only be possible if relevant factual information is provided by the office. The facility of computerisation has made recording and processing of information as well as its storage much easier. But collecting information and receiving information from various sources continues to be a tedious task. Besides, classifying information and data received, and preserving the same in proper form so as to be easily retrievable from computer memory require special care. So voluminous and varied are the information and data and so dynamic is the nature of environment in which organisations function that management of all modern enterprises have come to depend heavily on the systems and procedures governing the flow of information, also known as the Management Information System (MIS), which the secretary has to organise and manage. Another aspect of secretarial work which adds to its importance is related with meetings. Of all the secretarial services provided to the top management, those pertaining to meetings have vital importance, for decisions taken at meetings and the discussion that takes place in course of the meetings happen generally to be the basis of action. The responsibility of the secretary in this connection includes convening meetings, issuing valid notice with agenda and memoranda for consideration, securing adequate accommodation and seating arrangements, assisting the chairman in conducting the meeting, recording the proceedings and preparing the minutes of the meeting, and finally circulation and confirmation of the minutes. Follow up action involving communication of the decisions to the concerned parties is also required to be taken by the secretary. The management invariably depend on the secretary to ensure that rules and regulations as laid down in legal enactments or by the organisation are strictly complied with, so that the validity of meetings and proceedings/minutes are not-disputed or challenged.

2. Define a company secretary as per Sec. 2(1)(c) of the Company Secretaries Act 1980. Describe statutory and general qualifications of the company secretary.

Ans: A Company Secretary means “a person who is a member of the Institute of Company Secretaries of India”. [Sec. 2(i) (c) of the Company Secretaries Act, 1980].

According to Section 2(45) of the Companies Act, 1956, “Secretary means any individual possessing the prescribed qualifications, appointed to perform the duties which may be performed by a secretary under this Act and any other ministerial or administrative duties”.

Company Secretary Appointment and his Rights and Obligations needs to understand the definitions and as per sec. 2(24) of Companies Act 2013, Company Secretary means a Company Secretary define in sec. 2(1)(c) of the Company Secretaries Act 1980. As per this clause, Company Secretary means a person who is a member of Institute of Company Secretary of India.

Company Secretary is managerial personnel in a private sector company and in a public sector company, a Company Secretary is a person who can represent his company before any quasi-judicial body in relation to any legal dispute and other legal litigation.