



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

SUPPLEMENT
PROFESSIONAL PROGRAMME
(ICSI Syllabus 2022)

for
December, 2025 Examination

DRAFTING, PLEADING AND APPEARANCES

GROUP 1

PAPER 2

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Important Note:

The new criminal laws i.e. Bharatiya Nyaya Sanhita 2023, Bharatiya Nagarik Suraksha Sanhita 2023 and Bharatiya Sakshya Adhiniyam 2023 have repealed Indian Penal Code 1860, Criminal Procedure Code 1973 and Indian Evidence Act 1872 (old criminal laws) respectively.

Therefore, by virtue of Section 8 of General Clauses Act 1897, the references to the old criminal laws, unless a different intention appears, be construed as references to the provision of new criminal laws.

Lesson 4: Drafting of Agreements, Deeds and Documents

1. Specimen Mediated Settlement Agreement

A specimen of Mediated Settlement Agreement is provided hereinafter:

This Mediated Settlement Agreement is executed on this _____ day of _____, 2024 at New Delhi

_____ by and between _____, maintaining its Registered Office at _____ (hereinafter referred to as the "FIRST PARTY")

_____ and _____ S/o _____ residents of _____ (hereinafter referred to as the "SECOND PARTY")

WHEREAS pursuant to agreement dated _____, disputes relating to _____, _____ and _____ has arose between the parties.

WHEREAS by virtue of the above said agreement, the parties mutually agreed to settle their dispute through Mediation by entering into a separate Mediation agreement.

WHEREAS both the parties have appointed Mr. _____ as Mediator for conduct of the proceedings.

WHEREAS the parties have now settled the disputes in the mediation proceedings held on _____, _____ and _____.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. The parties to this agreement accepts and agrees to the terms, conditions and clauses, as full and final settlement of the claims made by first party against the second party pertaining to matter indicated in mediated settlement agreement dated _____. However, any clause of this agreement should not be treated as admission of facts of dispute.
2. The second party agrees to pay Rs. _____/- by _____ (date) for the 100 computers machines delivered by the first party during the duration between _____ and _____.
3. The first party agree to provide Annual Maintenance of the above said 100 computers free of cost for a period of 3 years starting from _____ to _____.
4. The first party shall made available one of its employee during the office hours of Second Party. The employee of first party shall be entitled to 2 Earned Leaves Per month application of which should be made to Second Party 24 hours in advance and 1 Casual Leave per month that may be taken in case of exigency and 24 Sick Leaves per year.
5. The payment shall be made by second party to the first part by online transfer in the Bank accounts of later of by account payee the cheque in the name of "_____".

6. The parties agree that the obligations of First Party under the settlement agreement are fulfilled discharged on making the full and final payment under clause 2 of this Agreement to the Second Party before _____ (Cut off date for making Payment).

7. The parties agree that unpaid amount after _____ (Cut off date for making Payment) shall bear interest from the date such payment was due until paid at a rate 10% compounded quarterly from time to time.

8. The parties agree that there shall be no further penalty or claim made pertaining to this transaction between the parties.

9. It is agreed between the parties that all the liabilities of the Second Party for payment as mentioned in the letter of possession dated 27.05.2016 are inclusive in the above agreed amount of Rs.25 LACS and no other payment whatsoever would be payable by the Second Party after payment of settled amount except interest for delayed payment as detailed herein above as also the maintenance charges with effect from 1.8.2021.

10. The parties agrees that parties shall pray the Hon'ble Court for a suitable adjournment of proceedings so that the parties can ensure compliance of the terms of this agreement and thereafter jointly apply to the Hon'ble Court for disposal proceedings.

It is agreed between the parties that the parties shall pray to the Hon'ble Court for a suitable adjournment of both the appeals of the two appeals as aforesaid.

In witness whereof the Bank, through its authorised officer has set its hand and stamp on this _____ day of March, 2023 at _____.

1st Party
(Name, Signature and Details)
Details)

2nd Party
(Name, Signature and

Mediator
(Name, Signature and Details)

Lesson 5: Drafting of Commercial Contracts

FAQs on LLP Agreement

1. How the mutual rights and duties of partners inter-se and those of partners and LLPs would be governed?

The mutual rights and duties of partners inter se and those of the LLP and its partners shall be governed by the agreement between partners or between the LLP and the partners. This Agreement would be known as “LLP Agreement”.

2. Whether LLP Agreement would be mandatory for all LLPs?

As per provisions of the LLP Act, in the absence of agreement as to any matter, the mutual rights and liabilities shall be as provided for under Schedule I to the Act. Therefore, in case any LLP proposes to exclude provisions/requirements of Schedule I to the Act, it would have to enter into an LLP Agreement, specifically excluding applicability of any or all paragraphs of Schedule I.

Schedule I of the LLP Act, 2008 is provided hereunder:

The First Schedule

[See section 23(4)]

Provisions Regarding Matters Relating To Mutual Rights And Duties Of Partners And Limited Liability Partnership And Its Partners Applicable In The Absence Of Any Agreement On Such Matters

1. The mutual rights and duties of the partners and the mutual rights and duties of the limited liability partnership and its partners shall be determined, subject to the terms of any limited liability partnership agreement or in the absence of any such agreement on any matter, by the provisions in this Schedule.
2. All the partners of a limited liability partnership are entitled to share equally in the capital, profits and losses of the limited liability partnership.
3. The limited liability partnership shall indemnify each partner in respect of payments made and personal liabilities incurred by him

(a) in the ordinary and proper conduct of the business of the limited liability partnership;
or

(b) in or about anything necessarily done for the preservation of the business or property of the limited liability partnership.

4. Every partner shall indemnify the limited liability partnership for any loss caused to it by his fraud in the conduct of the business of the limited liability partnership.

5. Every partner may take part in the management of the limited liability partnership.

6. No partner shall be entitled to remuneration for acting in the business or management of the limited liability partnership.

7. No person may be introduced as a partner without the consent of all the existing partners.

8. Any matter or issue relating to the limited liability partnership shall be decided by a resolution passed by a majority in number of the partners, and for this purpose, each partner shall have one vote. However, no change may be made in the nature of business of the limited liability partnership without the consent of all the partners.

9. Every limited liability partnership shall ensure that decisions taken by it are recorded in the minutes within thirty days of taking such decisions and are kept and maintained at the registered office of the limited liability partnership.

10. Each partner shall render true accounts and full information of all things affecting the limited liability partnership to any partner or his legal representatives.

11. If a partner, without the consent of the limited liability partnership, carries on any business of the same nature as and competing with the limited liability partnership, he must account for and pay over to the limited liability partnership all profits made by him in that business.

12. Every partner shall account to the limited liability partnership for any benefit derived by him without the consent of the limited liability partnership from any transaction concerning the limited liability partnership, or from any use by him of the property, name or any business connection of the limited liability partnership.

13. No majority of the partners can expel any partner unless a power to do so has been conferred by express agreement between the partners.

14. All disputes between the partners arising out of the limited liability partnership agreement which cannot be resolved in terms of such agreement shall be referred for arbitration as per the provisions of the Arbitration and Conciliation Act, 1996.

Lesson 6: Documents under Companies Act, 2013

Specimen Resolutions

(i) Board Resolution for Appointment of Managing Director

“RESOLVED THAT pursuant to the provisions of section 196, 197, 203, Schedule V of the Companies Act, 2013, Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Regulation 17 of SEBI(Listing Obligation and Disclosure Requirements) Regulations, 2015 and any other applicable provisions of any law and subject to Articles of Association of the Company and approval of shareholders of the company at the ensuing general meeting of the company , the consent of the board be and is hereby accorded for the appointment of Mr..... as Managing Director/Whole time Director of the Company w.e.f. at monthly remuneration and other terms and conditions as may be finalized by Directors of the Company.

RESOLVED FURTHER THAT the terms and conditions of the appointment shall be as per the appointment letter including its revision from time to time.

RESOLVED FURTHER THAT Mr./Ms. of the company, be and is hereby authorised to file necessary forms with the Registrar of Companies.

RESOLVED FURTHER THAT Mr./Ms. of the company be and is hereby authorised to make necessary entries in the respective registers and records of the company.

RESOLVED FURTHER THAT Mr./Ms. be and is hereby authorised to all other acts, things and deeds as may be necessary or incidental for giving effect to this resolution.”

(ii) Shareholders’ Resolution for Re-Appointment of Managing Director

“RESOLVED THAT pursuant to the provisions of section 196, 197, 203, Schedule V of the Companies Act, 2013, Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Regulation 17 of SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 and any other applicable provisions of any law and subject to the approval of Central Government or other Government authority/ agency/board, if any, the consent of the Members be and is hereby accorded to re-appoint as Managing Director of the Company for a period of 5 Years with effect from upon the terms and conditions provided in the Explanatory Statement annexed to the Notice of this meeting”.

RESOLVED FURTHER THAT the Board be and is hereby authorized, to do all acts, things and deeds as may be necessary or incidental, for obtaining approvals - statutory, contractual or otherwise, relating to the above and for giving effect to this resolution.”

Explanatory Statement:

Based on the recommendation of Nomination and Remuneration Committee duly approved by the resolution passed at its meeting, the Board of Directors has appointed Mr..... as the Managing Director of the Company for a period of 5 (Five) years w.e.f.20..., subject to approval of the members in General Meeting upon terms and conditions set out in the draft agreement to be entered into by the Company with him as approved by the Board of Directors.

Mr.....'s visionary guidance has been instrumental in driving company's remarkable growth. Throughout his tenure, including the challenging times presented by the COVID-19 pandemic, he has exhibited exceptional leadership skills and a steadfast commitment towards Company's progress. Under his astute leadership, the Company has achieved steady growth, marked by consistent expansion, strategic initiatives, and a relentless pursuit of excellence. His ability to navigate through uncertainties and make well-informed decisions has ensured the sustainability of Company's operations. It would be therefore in the interest of the Company to re-appoint Mr..... as Managing Director of the Company.

The material terms and conditions of the said draft Agreement are as under:

Period of Agreement:

Remuneration:

Basic Salary:

Perquisite:

Reimbursement:

Insurance:

Mr..... is interested in the said resolution as it pertains to his own re-appointment.

Mr..... is deemed to be interested in the said resolution as he is related to Mr.....

Prescribed details of Mr..... is provided in the notes to the Notice. The other relatives of Mr..... may be deemed to be interested in the said resolution at Item No. of the Notice to the extent of their shareholding, if any, in the Company.

None of the other Directors, Key Managerial Personnels of the Company and their relatives are, in any way, concerned or interested, financially, or otherwise, in the said resolution.

(iii) Board Resolutions for Appointment of Chief Financial Officer (CFO)

“RESOLVED THAT pursuant to the provisions of section 203 of the Companies Act, 2013 and Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and any other applicable provisions, the consent of the board be and is hereby accorded for the appointment of Mr..... as Chief Financial officer of the Company w.e.f. at monthly remuneration and other terms and conditions as may be finalized by Directors of the Company.

RESOLVED FURTHER THAT the terms and conditions of the appointment shall be as per the appointment letter including its revision from time to time.

RESOLVED FURTHER THAT Mr/Ms of the company, be and is hereby authorised to file necessary forms with the Registrar of Companies.

RESOLVED FURTHER THAT Mr./Ms.....of the company be and is hereby authorised to make necessary entries in the respective registers and records of the company.

RESOLVED FURTHER THAT M/s Company Secretaries/Chartered Accountant/Cost Accountant, having office at be and is hereby authorized to certify and file the necessary forms and return with Registrar of Companies.....

RESOLVED FURTHER THAT Mr. be and is hereby authorised to all other acts, things and deeds as may be necessary or incidental for giving effect to this resolution.”

(iv)Board Resolutions for Appointment of Whole-Time Company Secretary of the Company

“RESOLVED THAT pursuant to the provisions of Section 203 of the Companies Act, 2013 read with Rule 8 and 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions, if any, of the Companies Act, 2013, as amended or re-enacted from time to time, the consent of the board of directors of the company be and is hereby accorded for the appointment of Mr./Ms. Associate/Fellow member of Institute of Companies Secretaries of India, having Membership No:, who possesses the requisite qualification and being eligible for appointment, w.e.f. at such remuneration and other terms and conditions as may be finalized by Directors of the Company.

RESOLVED FURTHER THAT the terms and conditions of the appointment shall be as per the appointment letter including its revision from time to time.

RESOLVED FURTHER THAT Mr./Ms of the company, be and is hereby authorised to file necessary forms with the Registrar of Companies.

RESOLVED FURTHER THAT Mr./Ms.....of the company be and is hereby authorised to make necessary entries in the respective registers and records of the company

RESOLVED FURTHER THAT M/s Company Secretaries/Chartered Accountant/Cost Accountant, having office at be and is hereby authorized to certify and file the necessary forms and return with Registrar of Companies.....

RESOLVED FURTHER THAT Mr. be and is hereby authorised to all other acts, things and deeds as may be necessary or incidental for giving effect to this resolution.”

CONSENT LETTER OF COMPANY SECRETARY

Date:

The Board of Directors

..... Private Limited/Limited

Sir,

Sub: Consent to act as Company Secretary of Private Limited/ Limited

I..... S/o/D/o Sh..... R/o a
(Fellow/Associate) member of the Institute of Company Secretaries of India having membership number, give my consent to act as company secretary ofPrivate Limited/Limited “ w.e.f. and declare that I am not disqualified to act as such.

Thanking you.

Yours faithfully

M. No.....

ECSIN:

Date:

Place:

(v) Board Resolution for Approval of Annual Financial Statement of the Company for the financial year ended 31st March

“**RESOLVED THAT** pursuant to the provisions of Section 134 and Section 137 of the Companies Act, 2013 and any other applicable provisions of Companies Act, 2013 read with Rules thereunder (including any statutory modifications or re-enactment thereof, for the time being in force), the balance sheet as at March 31, 20....., and statement of profit and loss ending on that date along with the Cash Flow Statement as at 31 March, 20..... together with the Schedules and Notes to Accounts thereon as required under Schedule III of the Companies Act, 2013, as placed before the Board and initialed by the Chairperson for the purpose of identification be and are hereby considered and approved.

RESOLVED FURTHER THAT Mr.and Mr., Directors of the Company and Mr_....., Company Secretary, be and are hereby authorized on behalf of the Board of Directors to sign the Audited Annual Financial Statements of the Company for the financial year ended 31st March, and thereafter the same be forwarded to the Statutory Auditors of the Company for their report thereon.”

(vi) Ordinary Resolution passed by the members of the Company for adoption of the Directors' Report and the Audited Balance Sheet of the Company as on 31st March and the Statement of Profit & Loss for the year ended 31st March..... with the Auditors Report thereon

“RESOLVED THAT the audited financial statements for the year ended 31st Marchcomprising Balance Sheet as at 31st March,, the Statement of Profit & Loss for the year ended 31st March....., and Cash Flow Statement for the year ended 31st March, including the Consolidated Financial Statements of the Company and its subsidiaries, along with Notes thereto, and the Auditor's Reports thereon, as well as the Director's Report along with its Annexures including the CSR & Sustainable Development Report, Management Discussion and Analysis Report, and Corporate Governance Report, as circulated and as laid before the meeting, be and are hereby approved and adopted.”

(vii) Board Resolution for Declaration of Interim Dividend on Equity Shares

“RESOLVED THAT pursuant to the provisions of section 123(3) and other applicable provisions, if any, of the Companies Act, 2013 (“Act”), (including any statutory modification(s) or re- enactment thereof, from time to time), consent of the Board of Directors of the Company be and is hereby accorded to declare an Interim Dividend of Rs. at the rate of percent) on fully paid-up equity share of Rs. (In words) of the Company amounting to Rs. (In words) be paid out of the profits of the Company for the financial year/quarter ended on (date of closures of FY/Quarter) or out of the surplus available till the FY/Quarter ended on (date of closures of FY/Quarter) to those Members of the Company whose names would appear on the Register of Members/List of Beneficial Owners maintained by the Depositories as on the (Date) being the Record date for payment of Interim Dividend.

RESOLVED FURTHER THAT a separate bank account be opened in the name of the Company with Bank at its Branch at and a sum of Rs.....(In words), being the total Interim Dividend amount, be deposited in the said account.

RESOLVED FURTHER THAT Mr....., Director and Mr., Company Secretary of the Company be and are hereby jointly/ severally authorised to open a bank account by signing the account opening form and by furnishing to the said bank the required papers, documents and information and completing all other required formalities for the purpose of opening the said bank account and to make arrangements with the said bank for the payment of the Interim Dividend.

RESOLVED FURTHER THAT Mr, Director and Mr, Company Secretary of the Company, be and are hereby jointly/severally authorised to sign the Dividend warrants to be issued on the said bank and the said bank be and is hereby authorised to

honour the Interim Dividend warrants jointly/severally signed by the said authorised signatories, as and when presented for encashment.”

(viii) Board Resolution Recommending Payment of Dividend on Equity Shares out of Profits

“**RESOLVED THAT** pursuant to the provisions of section 123 and the rules made thereunder and other applicable provisions, if any, of the Companies Act, 2013 (“Act”), (including any statutory modification(s) or re-enactment thereof, from time to time), and subjects to the approval of the members of the company, consent of the Board of Directors of the Company be and is hereby accorded to recommend a Dividend of Rs.....(at the rate of percent) on each fully paid-up equity share of Rs (In words) of the Company amounting to Rs. (In words) be paid out of the profits of the Company for the financial year ended on (date of closures of FY) or out of the free reserves available till the FY ended on (date of closures of FY) to those Members of the Company whose names would appear on the Register of Members/List of Beneficial Owners maintained by the Depositories as on the (Date) being the Record date for payment of Dividend.

RESOLVED FURTHER THAT a separate bank account be opened in the name of the Company with Bank at its Branch at and a sum of Rs. (In words), being the total Dividend amount, be deposited in the said account.

RESOLVED FURTHER THAT Mr, Director and Mr, Company Secretary of the Company be and are hereby jointly/ severally authorised to open a bank account by signing the account opening form and by furnishing to the said bank the required papers, documents and information and completing all other required formalities for the purpose of opening the said bank account and to make arrangements with the said bank for the payment of the Dividend.

RESOLVED FURTHER THAT Mr....., Director and Mr., Company Secretary of the company, be and are hereby jointly/ severally authorised to sign the Dividend warrants to be issued on the said bank and the said bank be and is hereby authorised to honour the Dividend warrants jointly/severally signed by the said authorised signatories, as and when presented for encashment.”

(ix) Ordinary Resolution for Declaration of Dividend by Members at an AGM

“**RESOLVED THAT** a Dividend of Rs./- (at the rate of percent) per equity share of Rs./- each fully paid up, of the Company, be and is hereby declared for the financial year ended 31st March and that the same be paid as recommended by the Board of Directors, out of the profits of the Company for the financial year ended 31st March”

(x) Board Resolution for Approval for Filing of Form CSR -1

1A. In cases where Implementing Agency is a corporate entity

“RESOLVED THAT pursuant to section 135 of the Companies Act, 2013 read with rule 4(2) of the Companies (Corporate Social Responsibility Policy) Rules, 2014 as amended from time to time, the approval of the Board of Directors of the [name of the section 8 company], be and is hereby accorded for filing e-form CSR-1 on behalf of the company on the portal of the Ministry of Corporate Affairs, Government of India.

RESOLVED FURTHER THAT Board of Directors of [name of the section 8 company], do hereby take on record the valid registration certificates granted under section 12A and section 80G of the Income Tax Act, 1961 for the purposes of receiving CSR funds and for filing of e-form CSR-1.

RESOLVED FURTHER THAT Board of Directors of the [name of the section 8 company], be and are hereby authorized severally to take necessary steps to give effect to the above resolution and do all such acts, deeds and things as may be required to ensure filing of e-form CSR-1.”

1B. In cases where Implementing Agency is a Non-Corporate entity

“RESOLVED THAT in accordance with the requirements of the section 135 of the Companies Act, 2013 and the relevant rules thereunder as applicable to the Trust/Association, application be made in Form No.CSR-1 with the Ministry of Corporate Affairs, Government of India, for registration of the [name of the entity] and that any one of the Trustees be and are hereby authorized to finalise the application, file the same on MCA portal and to attend to all matters incidental thereto.

RESOLVED FURTHER THAT Board of Trustees/Governor of the {name of the entity} do hereby take on record the valid registration certificates granted under section 12A and section 80G of the Income Tax Act, 1961 for the purposes of receiving CSR funds and for filing e-form CSR-1.”

(xi) Board Resolution to approve amendment to the existing CSR policy

“RESOLVED THAT pursuant to section 135 of the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014 as amended from time to time and such other provisions as may be applicable, the Board of Directors of the company do and hereby approve amendments to the existing CSR Policy as recommended by the CSR Committee of the Board.

RESOLVED FURTHER THAT the amended CSR Policy, be and is hereby approved, signed by Mr./Ms., Director.

RESOLVED FURTHER THAT the Directors of the company be and are hereby authorized severally to take necessary steps to give effect to the above resolutions and do all such acts, deeds and things as may be required to ensure compliance of the CSR Policy including disseminating the contents of revised policy on the website of the company.”

(xii) Board Resolution for Approval and Adoption of CSR Policy

“RESOLVED THAT pursuant to section 135 of the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014 as amended from time to time and such other provisions as may be applicable and based on the recommendation of the CSR committee, the Board of Directors of the company do and hereby approve a new CSR Policy in suppression of the existing CSR Policy dated in compliance with the requirements under the Companies (Corporate Social Responsibility Policy) Rules, 2014.

RESOLVED FURTHER THAT the new CSR Policy be and is hereby approved and signed by Mr./Ms., Director.

RESOLVED FURTHER THAT the Directors of the company be and are hereby authorized severally to take necessary steps to give effect to the above resolutions and do all such acts, deeds and things as may be required to ensure compliance of the CSR Policy including disseminating the contents of revised policy on the website of the company.”

(xiii) Board resolution to consider and approve the shareholder’s agreement for controlling the composition of the board of directors of Company

“RESOLVED THAT pursuant to the applicable provisions of the Companies Act, 2013 read with the rules made thereunder including any amendment thereto or re-enactment thereof, for the time being in force, and other applicable laws, if any, and pursuant to the Articles of Association and Memorandum of Association of the Company and subject to the approval of the shareholders at the ensuing general meeting, consent of the board be and is hereby accorded to execute the shareholder’s agreement pursuant to which Limited shall become a subsidiary of the Company.

RESOLVED FURTHER THAT Mr/Ms, [DIN] and Mr/Ms[DIN], directors of the Company are hereby severally authorized to execute all such documents, instruments and writings as may be required and to take all such steps and actions and give such

directions as may in its absolute discretion deem necessary and to settle any question that may arise in this regard for the purpose of giving effect to the aforesaid resolution.”

(xiv) Board resolution authorisation to make Investments, give Loans, Guarantees and provide Securities under Section 186 of the Companies Act, 2013

“**RESOLVED THAT** pursuant to the provisions of section 186 and all other applicable provisions, if any, of the Companies Act, 2013 and Companies (Meeting of Board and its Powers) Rules, 2014, (including any Statutory modification or re-enactment thereof, for the time being in force), consent of the members of the company be and is hereby accorded to the Board of Directors of the company (Hereinafter referred to as “Board” which term shall include any committee constituted by the Board or any person(s) authorized by the Board to exercise the power conferred on the Board by this resolution) to make loans or investments, in one or more tranches by subscription, purchase or otherwise in subsidiary(ies)/ any body/ bodies Corporate in India or abroad (existing or which may be promoted/ incorporated), in any kind of securities, or by providing of guarantee or security in connection with a loan made by any other person to any subsidiary(ies)/ any body/ Body corporate in India or abroad (existing or which may be promoted or incorporated) in excess of limit prescribed in section 186 of Companies Act, 2013 but subject to a maximum limit of Rs.1000 Crore (Rupees One Thousand Crore Only).

RESOLVED FURTHER THAT Board be and is hereby authorised to negotiate and finalize the terms and conditions of the said investments, loan, guarantees and provision of security on behalf of the Company as it may deem fit in the interest of the Company, to take all such actions and to settle all matters arising out of and incidental thereto, and to sign and execute all deeds, applications, documents and such investments, loan, guarantees and provisions of security and generally to do all such acts, deeds and things that may be necessary, proper, expedient or incidental for the purpose of giving effect to this resolution.”

(xv) Shareholders special resolution along with explanatory statement authorising to make investment in the shares of the Limited (where the limits u/s 186 are exceeded)

“**RESOLVED THAT** pursuant to the provisions of section 186 (3) the Companies Act, 2013 read with the rules made thereunder (including any statutory modifications or re-enactment thereof for the time being in force), the consent of shareholders of the Company be and is hereby accorded to the Board of Directors including any Committee of Directors to make investment in the shares of Limited for upto an amount of [*] (in words) which is in excess of the current limits of the Company under section 186.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and is hereby authorized to execute all such documents, instruments and writings as may be required and to take all such steps and actions and give such

directions as may in its absolute discretion deem necessary and to settle any question that may arise in this regard.”

Explanatory Statement

The members are informed that currently the Company’s investment limits under section 186 (3) of the Companies Act, 2013 is [*] (in words). The management proposes to make investment of upto INR [*] (in words) in the equity shares of Limited which is one of its subsidiary and post the further investment, the stake of the Company in Limited will increase from [*%] to [*%]. The said subsidiary is into the business of [*] which requires capital infusion at the given stage and thus, the current investment is being proposed.

The Board of directors in their meeting held on [*] have approved the said investment and have recommended to the members to consider and approve the same as a Special resolution.

None of the Directors or KMPs and their relatives are concerned or interested in the said resolution other than in their capacity as a member of the Company.

(xvi) Board Resolution for Conversion of Company into Private Limited Company

“RESOLVED THAT pursuant to the provisions of section 13, 14 and any other applicable provisions of the Companies Act, 2013 read with the Rules made thereunder (including any amendment thereto or re-enactment thereof, for the time being in force), if any, and subject to the approval of the shareholders at the ensuing general meeting and subject to the approval of the Regional Director Region, the consent of the board of directors of the Company be and is hereby accorded to convert the Company from ‘Public Limited’ to ‘Private Limited’ and consequently the name of the company be changed from “..... LIMITED” to “..... PRIVATE LIMITED” by inserting the word ‘Private’ before the word ‘Limited’.

RESOLVED FURTHER THAT Mr/Ms, [DIN] and Mr/Ms[DIN], directors of the Company are hereby severally authorized to execute all such documents, instruments and writings as may be required and to take all such steps and actions and give such directions as may in its absolute discretion deem necessary and to settle any question that may arise in this regard for the purpose of giving effect to the aforesaid resolution.”

(xvii) Special Resolution along with explanatory statement for Conversion of Company into Private Limited Company

“RESOLVED THAT pursuant to the provisions of section 13, 14 and any other applicable provisions of the Companies Act, 2013, if any and subject to the approval of the Regional Director Region, the consent of the shareholders of the Company be and is

hereby given to convert the Company from 'Public Limited' to 'Private Limited' and consequently the name of the company be changed from "..... LIMITED" to "..... PRIVATE LIMITED" by inserting the word 'Private' before the word 'Limited'.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and is hereby authorized to execute all such documents, instruments and writings as may be required and to take all such steps and actions and give such directions as may in its absolute discretion deem necessary and to settle any question that may arise in this regard.

RESOLVED FURTHER THAT any of the Directors be and are hereby severally authorized to do all such acts, deeds and things as may be necessary or expedient to give effect to this resolution."

Explanatory Statement:
Item No. 1

As the members are aware that the Company was originally incorporated on as a public limited company. The Board of directors considered that since, it would be appropriate to convert the Company into a Private Limited Company.

As per the provisions of the Companies Act, 2013, the consent of the members by way of special resolution is required for conversion of the Company to a private limited company. The Members are requested to note that the amendment is subject to the approval granted by the Registrar of Companies,, Ministry of Corporate Affairs and such other regulatory authorities, as may be required.

None of the Directors or KMPs and their relatives are concerned or interested in the said resolution other than in their capacity as a member of the Company.

(xviii) Board Resolution for shifting of registered office from..... To.....

"RESOLVED THAT pursuant to the provisions of Section 12 of the Companies Act, 2013, read with Rule 25 and 27 of the Companies (Incorporation) Rules, 2014, the consent of Board of Directors be and is hereby accorded for shifting the Registered office address of the Company from the existing premises at to, with immediate effect.

RESOLVED FURTHER THAT the Lease Deed/Rent Agreement dated executed by the company with in respect of the proposed new registered office address be and is hereby noted.

RESOLVED FURTHER THAT all Directors of the company be and are hereby severally authorized for and on behalf of the Company to do or cause to do such acts, deeds and things as may be considered necessary in connection with or incidental to the above.”

(xxix) Board Resolution To Borrow the money in excess of paid-up capital, free reserves and securities premium account under section 180(1)(c) of the Companies Act 2013

“**RESOLVED THAT** pursuant to the provisions of Section 180(1)(c) and other applicable provisions of the companies Act 2013 and subject to the consent of the shareholders by way of special resolutions, the consent of the board be and is hereby given to borrow money up to (with or without Security) where the moneys if already borrowed by the company (apart from temporary loan obtained or to be obtained from the company’s Banker in the ordinary course of its business), may exceed the aggregate of the paid-up capital of the company, its free reserves and securities premium account (reserves not set apart for any specific purpose), subject to condition that the total amount of money/moneys so borrowed by the Board shall not at any time exceed the limit of INR

RESOLVED FURTHER THAT Mr./Ms. of the company, be and is hereby authorised to do all other acts, deeds and things necessary to give effect to the said resolution.

RESOLVED FURTHER THAT M/s Company Secretary having office at be and is hereby authorised to certify and file the necessary forms and return with registrar of companies.”

(xx) Audit Committee Resolution for Omnibus Approval of Related Party Transactions for the Financial Year

“**RESOLVED THAT** pursuant to the provisions of Section 177(4)(iv), Section 188(1) of the Companies Act, 2013 read with Rule 6A of the Companies (Meetings of Board and its Powers) Rules, 2014 and in terms of Regulation 23(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the omnibus consent, sanction, permission or approval, as the case may be, of the members (*independent directors only*) of the Audit Committee, be and is hereby granted to the proposed transactions, as placed on the table, to be entered/executed during the financial year, with the related parties as defined under Section 2(76) of the Companies Act, 2013 as well as Indian Accounting Standard-24 (Ind AS-24) prescribed by the Institute of Chartered Accountants of India and notified under Section 133 of the Companies Act, 2013.

RESOLVED FURTHER THAT the details of related party transactions entered into pursuant to the omnibus approval granted by way of this resolution, shall be placed before the Audit Committee, for its review and noting on a quarterly interval basis.

RESOLVED FURTHER THAT Managing Director and Chief Financial Officer of the Company, be and are hereby severally authorised to do all acts, deeds and things as may be necessary to give effect to this resolution.”

Lesson 8: Commercial Contract Management

1. Negotiation of Best Commercial and Operational Terms with Vendor

Negotiation is a skill that can benefit entrepreneurs every single day, whether they're dealing with vendors or landlords, employees or clients. Negotiating with vendors is vital for overall improving vendor contract. The negotiation process can help you understand the needs of each party and determine a contract that benefits both sides of the transaction. From interest to length of contract to payment terms, a vendor contract is made of many facets that can be negotiated. One can negotiate with potential suppliers as well as existing vendor contracts, provided one follows the effective and result driven negotiation. The steps involved in negotiation of best Commercial and Operational terms with Vendor include:

- i. Prepare a Plan:** It is always beneficial to prepare a plan before starting the negotiation process. A plan *inter alia* should include *Services or products that can be offered or to be purchases or availed, Payment Terms, Time required for finalization, Cancellation clauses, Penalties including late penalties etc.*
- ii. Finalise the communication system:** Frequent communication can be said to be starting point of the trust in negotiations. Every effort should be made to observe and fulfil whatever has been committed. The response is one another important area that can enhance the trust of other party. Timely response is also beneficial. Single point of contact is one other aspect that gives an added advantage. Further, vendors sending personal communication are generally open to negotiations as against Bulk Messages.
- iii. Offer competitive Prices:** Proper research should be done before finalizing the prices of products or services. The prices of similar or competitive products should be studied before offering a price to the customers.
- iv. Respect the experience of the other Party and help them:** Treat the other party as an expert in their area. Try to learn from them. It can prove to be beneficial if you express that you are looking for long associations and you are also interested in the growth of their businesses. Further, it should be demonstrated that how you can help them in growing their businesses.
- v. Be open for the competition:** You may be sure which vendor you prefer but it is

better to obtain the quotes from various vendors also. This activity can keep the prices in control. When you are taking the quotes, try to take the quotations for different quantities for the purpose of evaluation and finalization of quantities to be ordered. So that you will be able to purchase the quantity which is most beneficial to you.

vi. Different aspects may be explored: In certain situation, you may find a vendor who is not ready to negotiate the prices of the product or services. It does not mean that there is no scope of negotiation. Other aspects such as Payment terms, Interest, discounts etc. may still be negotiated.

vii. Deposits: Vendors are providing their product and services to you in anticipation of the payments within time. However, there may be doubt about the timely payments in their minds. Therefore, deposits can build trust and confidence for you amongst the Vendors.

viii. Win-Win solution: While negotiating try to suggest the option which is beneficial for both the parties. Working on a Win-Win situation can make you a preferred party.

2. Compliance with Laws

It is a well settled principle of law that no contract between the parties can oust the application of law. In short, every contract is subject to applicable laws and parties to the contract are bound to comply with the laws applicable on them as well as on transaction. In almost all the contracts, there is a clause confirming compliance with laws.

The laws which are generally required to be complied includes the following:

- i. Indian Contract Act, 1872
- ii. Indian Stamp Act, 1899
- iii. Registration Act, 1908

However, in specific case the following laws *inter alia* are also required to be complied with:

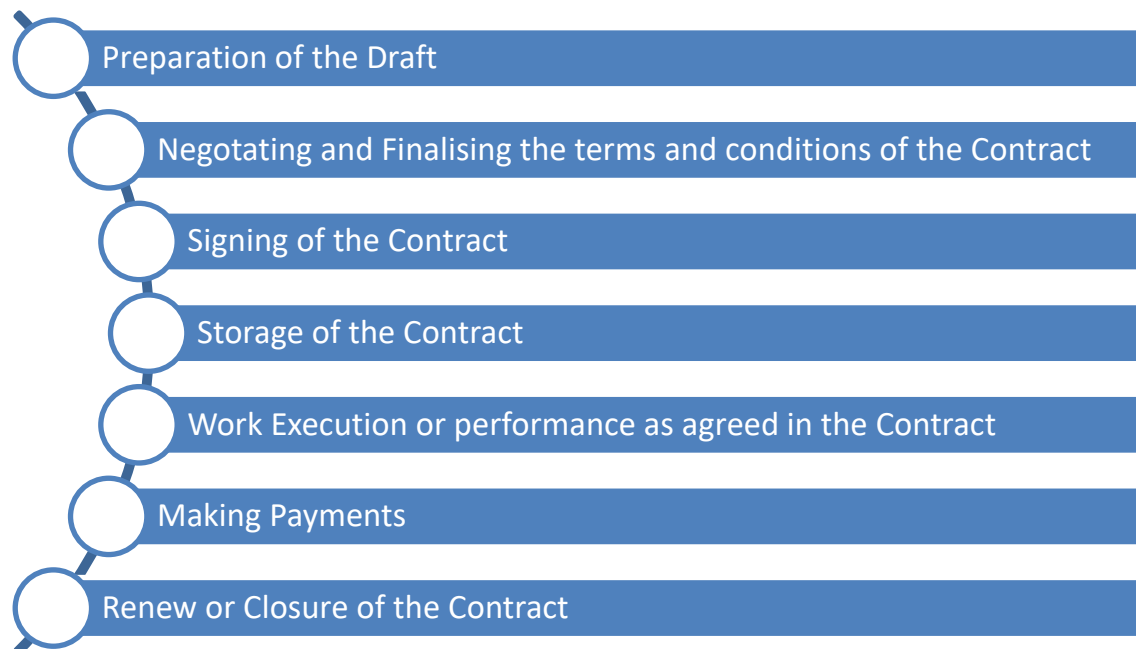
- i. Powers-of Attorney Act, 1882
- ii. Sale of Goods Act, 1930
- iii. Transfer of Property Act, 1882
- iv. Arbitration and Conciliation Act, 1996
- v. Specific Relief Act, 1973

However, this list is not exhaustive. Many other laws may also be applicable along with the

3. Tracking of Contracts and Extend, Renew and Close

Contract tracking is the process whereby stakeholders in the contract lifecycle (particularly in legal or compliance) are able to know where a contract is alive or not, without having to investigate across multiple systems.

There are various stages of the Contract. These stages starts from preparing the draft documents to Performance, renewal, termination and closure of the Contract. The stages of the contacts can be summarized as below:



Each stage requires different actions therefore it is necessary to keep a track of the contract documents. For example: Stamp duty should be paid before signing and registration after the signing of the contract, Awarding of Purchase Order during active life of the Contract, Renewal (if required), etc. Therefore, tracking at every stage is required. This tracking can be done manually or with the help of Contract Management Software. All what is required to keep the track and take necessary action within the timelines. If necessary action has not been taken in time, a contract can give rise to a huge burden on a party. For example: Working under an

expired contract can hinder and create difficulty while enforcing the payment terms against the other party.

4. Rules for tracking of Contracts for Renewal, Extension and Closure

i. Storage of Contract: The storage of contract should be in a place where they are kept in safe custody and try to keep a copy of the Contract document readily available. In case, the number of contracts are on a higher side, online systems can be of great help.

ii. Arrange for the systems of reminders: Systems should be made in such a manner that ensuing activity is notified to the user well in advance in order to take necessary action.

iii. Classifications: Classifications of documents be made for the purpose of taking special care of the contracts whose stake are high and margin of error is very low. This will ensure timely action in case of important contracts.

iv. Inform Stakeholders in advance: Every organization have their own processes, long or short. Many a times, the authorities of various executives are also derived from their senior authority. For example: The Board Directors may authorize Company Secretary to execute contract on behalf of the company or Managing Director authorizing the Finance head for signing and executing the contract on behalf of the Company. Therefore, it is advisable, to give enough time to the other party for taking necessary approvals from their appropriate authority also to keep sufficient time for taking necessary approvals in your company.

5. Build and Maintain relationships with Vendors, Clients

The following is the inclusive list of actions that can prove to be beneficial for building and maintaining good relations with vendors and clients:

i. Maintain Proper Communication: Various communications are required to be made to vendors and clients during a project. It is advisable to communicate with the client or vendor and inform him/her the required course of actions in advance. However, special care must be taken to ensure that an individual client should not intrude on your personal time or negatively affect your productivity.

ii. Effective Communications: Clear and regular communication with the client or vendor can prove to be beneficial for maintaining good relationship. It will positively impact your relationship with the vendors and clients and their trust on you can be enhanced.

iii. Individuals Communications: It is advisable to address the vendor/client as an individual. Bulk messages are generally not liked or preferred by individuals. Sometimes personal greetings and wishes can also be beneficial for maintaining good relationship with the Vendors and Clients.

iv. Opinion Sharing: You can share your opinions about the businesses of your clients or vendors and also suggest improvements. However, it must be noted that the client or vendor may or may not accept your opinion.

v. Do more than expected: The clients or vendors appreciate when they are delivered more than what they have expected. An extra step from you can increase your trust amongst clients and vendors.

vi. Be ready for the Change and adjust your work processes: If a particular client and vendor is important for your business, you have to be ready for the changes that are acceptable. However, cost-benefit analysis should be done before accepting any change request from vendors or clients. The cost should not be too excessive for your business processes.

vii. Ask for Feedback: Asking for the feedback from your vendors and clients can have positive impact on your businesses. Feedback systems are good tools to increase trust in business relationships. Constructive feedbacks can also prove to be a beneficial factor for professional growth.

6. Control over any charges for services out of the Scope of the Contract

The goods or services which are subject matter of a Contract are to be supplied or provided according to the terms of Contract. However, due to the circumstances (Bonafide or Malafide), some goods or services are provided that are out of the Scope of the Contract. In these circumstances, the parties may agree these out of scope transactions. But, the parties should evaluate the change to the transaction and its financial impact on them.

The parties should also assess relevant facts and situation and decide whether to approve or

reject the transactions that are out of scope of Contract. If the parties approve these transactions, no further liability arises but, if these transactions are rejected or challenged, the circumstances can give rise to individual liability for those who were at fault.

In another situation, there may arise circumstances which were unseen at the time of signing of Contract. In this situation, parties should agree to circumstances which have arisen later in front of the parties. However, if it is not possible to obtain the consent of the other party, the matter can be dealt according to the Principle of *Quantum Meruit*.

7. Charges/Payment of Services – Outside the Scope of the Contract: Indian Legal perspective

“*Quantum Meruit*” loosely translates to ‘as much as one deserves’. It means something that has been earned. A *quantum meruit* claim arises, where work is done or services rendered by one party for the other, in circumstances which entitle the party doing the work or rendering the services to receive a reasonable additional remuneration, the situation being one where either there is no contract or there is a contract but the particular situation is not covered under that contract.

The compensation under the principle of *Quantum Meruit* is allowed in the courts under Section 70 of the Indian Contract Act, 1872. A claim for compensation by one against another under Section 70 of the Indian Contract Act, 1872 is not based on any subsisting contract between the parties. Rather, its basis is that something has been done by one party for the other, non-gratuitously, which the other party had accepted voluntarily. It covers a situation where there is no agreement at all.

However, three conditions need to be fulfilled before the benefit of this section can be invoked by a person. The three conditions under section 70 of Indian Contract Act, 1872 are as follows:

- **Lawful:** The first condition is that the claimant should either lawfully do something for another person or deliver something to him.
- **Non-Gratuitous Transaction:** The second condition is that while doing or delivering something, the claimant must not be acting gratuitously and
- **Enjoyment by the second party:** Thirdly, the person for whom something is done or to whom something is delivered must enjoy the thing done for or delivered to him as the

case may be.

The basis of quantum meruit equitable considerations. This is often described as “restitution for quasi-contract”. However, the facts necessary for exercising this jurisdiction must be proved by the claimant.

In *Matheson v. Smiley (1932, Canada)*, a surgeon who intended to charge his fees made an attempt to save life of a person who committed suicide but was not successful in saving him, was held entitled to remuneration for his professional services.

The case of *Alopi Parshad and Sons Ltd. v. Union of India* decided by the Hon’ble Supreme Court may be referred for better understanding and applicability of the Principle of Quantum Meruit. In this case the Supreme Court held that:

“Compensation under quantum meruit is awarded for work done or services rendered, when the price thereof is not fixed by a contract. For work done or services rendered pursuant to the terms of a contract, compensation quantum meruit cannot be awarded where the contract provides for the consideration payable on that behalf. Quantum meruit is but reasonable compensation awarded on implication of a contract to remunerate, and an express stipulation governing the relations between the parties under a contract, cannot be displaced by assuming that the stipulation is not reasonable.”

In the case of *Mulamchand v. State of M.P.*, the Supreme Court held that, if a claim for compensation is made by one person against another person under Section 70 of the Indian Contract Act, 1872, it cannot be on the basis of any existing construction contract between the parties but on the basis different kinds of obligations.

8. Actions in Case of Breach of Contract

Breach of contract occurs when a party renounces from his liability under the contract without any legal justification. Chapter VI (Section 73 to 75) of the Indian Contract Act, 1872 deals with the consequences of breach of the contract.

Section 73 – deals with compensation for loss or damage caused by breach of contract

When a contract has been broken, the party who suffers by such breach is entitled to receive, from the party who has broken the contract, compensation for any loss or damage caused to him, which naturally arose in the natural course of things from such breach, or which the parties knew, when they made the contract, to be likely to result from the breach of it.

Damage is a disadvantage suffered by a person as a result of the act or default of another. Damages are the pecuniary recompense given by process of law to a person for the actionable wrong.

No compensation shall be given to any remote and indirect loss or damage sustained by reason of breach.

Compensation for failure to discharge obligation resembling those created by contract.—

When an obligation resembling those created by contract has been incurred and has not been discharged, any person injured by the failure to discharge it is entitled to receive the same compensation from the party in default, as if such person had contracted to discharge it and had broken his contract.

Explanation.—In estimating the loss or damage arising from a breach of contract, the means which existed of remedying the inconvenience caused by the non-performance of the contract must be taken into account.

An uncommonly known fact is that Section 73 is based on a case law, i.e., *Hadley v. Baxendale* (1854) 9 Ex. 354. In *Hadley v. Baxendale*, the mill of the Plaintiff (aggrieved) came to a standstill due to the delay on part of Defendant to send the repaired crankshaft back to the mill. In ordinary circumstances, a mill will not stop functioning in absence of one crankshaft. This was a special circumstance which was required to be communicated to the Defendant. Hence, the Defendant was held not liable for the loss suffered by the Plaintiff.

As per the abovementioned case, special damages can be awarded only when such circumstances were in the “contemplation of parties”. The well-known rule in this case was stated by the Court as follows:

“Where two parties have made a contract which one of them has broken, the damages which the other party ought to receive in respect of such breach of contract should be either such as may reasonably and fairly be considered as arising naturally, i.e., according to usual course of

things, from such breach of contract itself, or such as may reasonably be supposed to have been in the contemplation of both parties at the time they made the contract as the probable result of the breach of it.”

Illustration to section 73

(a) A contracts to sell and deliver 50 maunds of saltpetre to B, at a certain price to be paid on delivery. A breaks his promise. B is entitled to receive from A, by way of compensation, the sum, if any, by which the contract price falls short of the price for which B might have obtained 50 maunds of saltpetre of like quality at the time when the saltpetre ought to have been delivered.

(b) A hires B's ship to go to Bombay, and there take on board, on the first of January, a cargo, which A is to provide, and to bring it to Calcutta, the freight to be paid when earned. B's ship does not go to Bombay, but A has opportunities of procuring suitable conveyance for the cargo upon terms as advantageous as those on which he had chartered the ship. A avails himself of those opportunities, but is put to trouble and expense in doing so. A is entitled to receive compensation from B in respect of such trouble and expense.

(c) A contracts to buy of B, at a stated price, 50 maunds of rice, no time being fixed for delivery. A afterwards informs B that he will not accept the rice if tendered to him. B is entitled to receive from A, by way of compensation, the amount, if any, by which the contract price exceeds that which B can obtain for the rice at the time when A informs B that he will not accept it.

(d) A contracts to buy B's ship for 60,000 rupees, but breaks his promise. A must pay to B, by way of compensation, the excess, if any, of the contract price over the price which B can obtain for the ship at the time of the breach of promise.

(e) A, the owner of a boat, contracts with B to take a cargo of jute to Mirzapur, for sale at that place, starting on a specified day. The boat, owing to some avoidable cause, does not start at the time appointed, whereby the arrival of the cargo at Mirzapur is delayed beyond the time when it would have arrived if the boat had sailed according to the contract. After that date, and before the arrival of the cargo, the price of jute falls. The measure of the compensation payable to B by A is the difference between the price which B could have obtained for the cargo at Mirzapur

at the time when it would have arrived if forwarded in due course, and its market price at the time when it actually arrived.

(f) A contracts to repair B's house in a certain manner, and receives payment in advance. A repairs the house, but not according to contract. B is entitled to recover from A the cost of making the repairs conform to the contract.

(g) A contracts to let his ship to B for a year, from the first of January, for a certain price. Freight rates rise, and, on the first of January, the hire obtainable for the ship is higher than the contract price. A breaks his promise. He must pay to B, by way of compensation, a sum equal to the difference between the contract price and the price for which B could hire a similar ship for a year on and from the first of January.

(h) A contracts to supply B with a certain quantity of iron at a fixed price, being a higher price than that for which A could procure and deliver the iron. B wrongfully refuses to receive the iron. B must pay to A, by way of compensation, the difference between the contract price of the iron and the sum for which A could have obtained and delivered it.

(i) A delivers to B, a common carrier, a machine, to be conveyed, without delay, to A's mill informing B that his mill is stopped for want of the machine. B unreasonably delays the delivery of the machine, and A, in consequence, loses a profitable contract with the Government. A is entitled to receive from B, by way of compensation, the average amount of profit which would have been made by the working of the mill during the time that delivery of it was delayed, but not the loss sustained through the loss of the Government contract.

(j) A, having contracted with B to supply B with 1,000 tons of iron at 100 rupees a ton, to be delivered at a stated time, contracts with C for the purchase of 1,000 tons of iron at 80 rupees a ton, telling C that he does so for the purpose of performing his contract with B. C fails to perform his contract with A, who cannot procure other iron, and B, in consequence, rescinds the contract. C must pay to A 20,000 rupees, being the profit which A would have made by the performance of his contract with B.

(k) A contracts with B to make and deliver to B, by a fixed day, for a specified price, a certain piece of machinery. A does not deliver the piece of machinery at the time specified, and in consequence of this, B is obliged to procure another at a higher price than that which he was to have paid to A, and is prevented from performing a contract which B had made with a third person at the time of his contract with A (but which had not been then communicated to A), and

is compelled to make compensation for breach of that contract. A must pay to B, by way of compensation, the difference between the contract price of the piece of machinery and the sum paid by B for another, but not the sum paid by B to the third person by way of compensation.

(l) A, a builder, contracts to erect and finish a house by the first of January, in order that B may give possession of it at that time to C, to whom B has contracted to let it. A is informed of the contract between B and C. A builds the house so badly that, before the first of January, it falls down and has to be re-built by B, who, in consequence, loses the rent which he was to have received from C, and is obliged to make compensation to C for the breach of his contract. A must make compensation to B for the cost of rebuilding the house, for the rent lost, and for the compensation made to C.

(m) A sells certain merchandise to B, warranting it to be of a particular quality, and B, in reliance upon this warranty, sells it to C with a similar warranty. The goods prove to be not according to the warranty, and B becomes liable to pay C a sum of money by way of compensation. B is entitled to be reimbursed this sum by A.

(n) A contracts to pay a sum of money to B on a day specified. A does not pay the money on that day, B, in consequence of not receiving the money on that day, is unable to pay his debts, and is totally ruined. A is not liable to make good to B anything except the principal sum he contracted to pay, together with interest up to the day of payment.

(o) A contracts to deliver 50 maunds of saltpetre to B on the first of January, at a certain price. B afterwards, before the first of January, contracts to sell the saltpetre to C at a price higher than the market price of the first of January. A breaks his promise. In estimating the compensation payable by A to B, the market price of the first of January, and not the profit which would have arisen to B from the sale to C, is to be taken into account.

(p) A contracts to sell and deliver 500 bales of cotton to B on a fixed day. A knows nothing of B's mode of conducting his business. A breaks his promise, and B, having no cotton, is obliged to close his mill. A is not responsible to B for the loss caused to B by the closing of the mill.

(q) A contracts to sell and deliver to B, on the first of January, certain cloth which B intends to manufacture into caps of a particular kind, for which there is no demand, except at that season. The cloth is not delivered till after the appointed time, and too late to be used that year in making caps. B is entitled to receive from A, by way of compensation, the difference between the contract price of the cloth and its market price at the time of delivery, but not the profits

which he expected to obtain by making caps, nor the expenses which he has been put to in making preparation for the manufacture.

(r) A, a ship-owner, contracts with B to convey him from Calcutta to Sydney in A's ship, sailing on the first of January, and B pays to A, by way of deposit, one-half of his passage-money. The ship does not sail on the first of January, and B, after being in consequence detained in Calcutta for some time and thereby put to some expense, proceeds to Sydney in another vessel, and, in consequence, arriving too late in Sydney, loses a sum of money. A is liable to repay to B his deposit, with interest, and the expense to which he is put by his detention in Calcutta, and the excess, if any, of the passage-money paid for the second ship over that agreed upon for the first, but not the sum of money which B lost by arriving in Sydney too late.

Section 74: Compensation for breach of contract where penalty stipulated for

When a contract has been broken, if a sum is named in the contract as the amount to be paid in case of such breach, or if the contract contains any other stipulation by way of penalty, the party complaining of the breach is entitled, whether or not actual damage or loss is proved to have been caused thereby, to receive from the party who has broken the contract reasonable compensation not exceeding the amount so named or, as the case may be, the penalty stipulated for.

Explanation.—A stipulation for increased interest from the date of default may be a stipulation by way of penalty.

Exception.—When any person enters into any bail-bond, recognizance or other instrument of the same nature, or, under the provisions of any law, or under the orders of the Central Government or of any State Government, gives any bond for the performance of any public duty or act in which the public are interested, he shall be liable, upon breach of the condition of any such instrument, to pay the whole sum mentioned therein.

Explanation.—A person who enters into a contract with Government does not necessarily thereby undertake any public duty, or promise to do an act in which the public are interested.

Illustrations to section 74

- (a) A contracts with B to pay B Rs. 1,000, if he fails to pay B Rs. 500 on a given day. A fails to pay B Rs. 500 on that day. B is entitled to recover from A such compensation, not exceeding Rs. 1,000, as the Court considers reasonable.
- (b) A contracts with B that, if A practises as a surgeon within Calcutta, he will pay B Rs. 5,000. A practises as a surgeon in Calcutta. B is entitled to such compensation; not exceeding Rs. 5,000, as the Court considers reasonable.
- (c) A gives a recognizance binding him in a penalty of Rs. 500 to appear in Court on a certain day. He forfeits his recognizance. He is liable to pay the whole penalty.
- (d) A gives B a bond for the repayment of Rs. 1,000 with interest at 12 per cent. at the end of six months, with a stipulation that, in case of default, interest shall be payable at the rate of 75 per cent. from the date of default. This is a stipulation by way of penalty, and B is only entitled to recover from A such compensation as the Court considers reasonable.
- (e) A, who owes money to B a money-lender, undertakes to repay him by delivering to him 10 maunds of grain on a certain date, and stipulates that, in the event of his not delivering the stipulated amount by the stipulated date, he shall be liable to deliver 20 maunds. This is a stipulation by way of penalty, and B is only entitled to reasonable compensation in case of breach.
- (f) A undertakes to repay B a loan of Rs. 1,000 by five equal monthly instalments, with a stipulation that in default of payment of any instalment, the whole shall become due. This stipulation is not by way of penalty, and the contract may be enforced according to its terms.
- (g) A borrows Rs. 100 from B and gives him a bond for Rs. 200 payable by five yearly instalments of Rs. 40, with a stipulation that, in default of payment of any instalment, the whole shall become due. This is a stipulation by way of penalty.

Section 75: Party rightfully rescinding contract, entitled to compensation

A person who rightfully rescinds a contract is entitled to compensation for any damage which he has sustained through the non-fulfilment of the contract.

Illustration to section 75: A, a singer, contracts with B, the manager of a theatre, to sing at his theatre for two nights in every week during the next two months, and B engages to pay her 100 rupees for each night's performance. On the sixth night, A wilfully absents herself from the

theatre, and B, in consequence, rescinds the contract. B is entitled to claim compensation for the damage which he has sustained through the non-fulfilment of the contract.

9. A decree for Specific Performance

According to section 10 of Specific Relief Act, 1963, the specific performance of a contract shall be enforced by the court subject to the provisions contained in section 11(2) relating to contract made by a trustee in excess of his powers or in breach of trust, section 14 relating to Contracts not specifically enforceable and section 16 relating to Personal bars to relief.

Section 12 bars the courts to grant relief of Specific performance of part of contract, other than on the grounds mentioned in this section. The Grounds are as under:

1. Where a party to a contract is unable to perform the whole of his part of it, but the part which must be left unperformed be a only a small proportion to the whole in value and admits of compensation in money, the court may, at the suit of either party, direct the specific performance of so much of the contract as can be performed, and award compensation in money for the deficiency.

2. Where a party to a contract is unable to perform the whole of his part of it, and the part which must be left unperformed either—

(a) forms a considerable part of the whole, though admitting of compensation in money;

or

(b) does not admit of compensation in money;

he is not entitled to obtain a decree for specific performance; but the court may, at the suit of the other party, direct the party in default to perform specifically so much of his part of the contract as he can perform, if the other party—

(i) in a case falling under clause (a), pays or has paid the agreed consideration for the whole of the contract reduced by the consideration for the part which must be left unperformed and in a case falling under clause (b) pays or has paid the consideration for the whole of the contract without any abatement; and

(ii) in either case, relinquishes all claims to the performance of the remaining part of the contract and all right to compensation, either for the deficiency or for the loss or damage sustained by him through the default of the defendant.

When a part of a contract which, taken by itself, can and ought to be specifically performed, stands on a separate and independent footing from another part of the same contract which cannot or ought not to be specifically performed, the court may direct specific performance of the former part.

Explanation.—For the purposes of this section, a party to a contract shall be deemed to be unable to perform the whole of his part of it if a portion of its subject-matter existing at the date of the contract has ceased to exist at the time of its performance.

10. An Injunction

Injunction (or “stay order” in common parlance) is a preventive relief under the Specific Relief Act, 1963 whereby a court issues a direction to do or not to do a certain act. The law relating to injunctions in civil matters is dealt with under Section 36-42 of the Specific Relief Act, 1963 and Order XXXIX of the Code of Civil Procedure, 1908. An injunction is defined as an order of a competent court, which:

- (i) Forbids the commission of a threatened wrong,
- (ii) Forbids the continuation of a wrong already begun, or
- (iii) Commands the restoration of the *status quo* (the former course of things).

Clauses (i) and (ii) deal with preventive relief, whereas clause (iii) deals with an injunction called mandatory injunction, which aims at rectifying, rather than preventing the defendant’s misconduct.

According to section 36, Preventive relief is granted at the discretion of the court by injunction, temporary or perpetual. However, section 39 further provides for the provision relating to Mandatory Injunctions. These injunctions are explained as under:

i. Temporary Injunctions: Temporary injunctions are such as are to continue until a specific time, or until the further order of the court, and they may be granted at any stage of a suit, and are regulated by the Code of Civil Procedure, 1908.

ii. Perpetual Injunction: A perpetual injunction can only be granted by the decree made at the hearing and upon the merits of the suit; the defendant is thereby perpetually enjoined from the assertion of a right, or from the commission of an act, which would be contrary to the rights of the plaintiff.

iii. Mandatory Injunction: When, to prevent the breach of an obligation, it is necessary to compel the performance of certain acts which the court is capable of enforcing, the court may in its discretion grant an injunction to prevent the breach complained of, and also to compel performance of the requisite acts.

Lesson 9: Judicial & Administrative Framework

1. CHANGES PERTAINING TO NEW CRIMINAL LAWS

The new criminal laws i.e. Bharatiya Nyaya Sanhita 2023, Bharatiya Nagarik Suraksha Sanhita 2023 and Bharatiya Sakshya Adhiniyam 2023 have repealed Indian Penal Code 1860, Criminal Procedure Code 1973 and Indian Evidence Act 1872 (old criminal laws) respectively with effect from 1st July, 2024.

By virtue of the New Criminal Laws, the designation of Metropolitan Magistrate has not been included under Bharatiya Nagarik Suraksha Sanhita, 2023.

TYPES OF CRIMINAL TRIAL

According to the Bharatiya Nagarik Suraksha Sanhita, 2023(BNSS), a criminal trial is of three types. Depending upon the type of criminal trial the different stages of a criminal trial are discussed below.

1. Warrant Cases

According to section 2(1)(z) of BNSS, (z) “warrant-case” means a case relating to an offence punishable with death, imprisonment for life or imprisonment for a term exceeding two years.

The trial in warrant cases starts either by the filing of FIR in a police station or by filing a complaint before a Magistrate. Later, if the Magistrate is satisfied that the offence is punishable for more than two years, he sends the case to the Sessions court for trial. The process of sending it to Sessions court is called “committing it to Sessions court”.

Important features of a warrant case are:

- Charges must be mentioned in a warrant case
- Personal appearance of accused is mandatory
- A warrant case cannot be converted into a summons case
- The accused can examine and cross-examine the witnesses more than once.
- The Magistrate should ensure that the provisions of Section 230 are complied with. Section 230 of BNSS, include the supply of copies such as police report, FIR, statements recorded or any other relevant document to the accused.

The stages of trial in warrant cases are given from Section 261 to Section 273 of BNSS.

A. Different Stages of Criminal Trial in a Warrant Case when instituted by the police report

- **First Information Report:** Under Section 173 of BNSS, an FIR or First Information Report is registered by any person. FIR puts the case into motion. An FIR is information given by someone (aggrieved) to the police relating to the commission of an offense.
- **Investigation:** The next step after the filing of FIR is the investigation by the investigating officer. A conclusion is made by the investigating officer by examining facts and circumstances, collecting evidence, examining various persons and taking their statements in writing and all the other steps necessary for completing the investigation and then that conclusion is filed to the Magistrate as a police report.
- **Charges:** If after considering the police report and other important documents the accused is not discharged then the court frames charges under which he is to be tried. In a warrant case, the charges should be framed in writing.
- **Section 264 of BNSS talks about the plea of guilty.** After framing of the charges the accused is given an opportunity to plead guilty, and the responsibility lies with the judge to ensure that the plea of guilt was voluntarily made. The judge may upon its discretion convict the accused.
- **Prosecution evidence:** After the charges are framed, and the accused pleads not guilty, then the court requires the prosecution to produce evidence to prove the guilt of the accused. The prosecution is required to support their evidence with statements from its witnesses. This process is called “examination in chief”. The magistrate has the power to issue summons to any person as a witness or orders him to produce any document.
- **Statement of the accused:** Section 351 of BNSS gives an opportunity to the accused to be heard and explain the facts and circumstances of the case. The statements of accused are not recorded under oath and can be used against him in the trial.
- **Defence evidence:** An opportunity is given to the accused to produce evidence so as to defend his case. The defense can produce both oral and documentary evidence.
- **Judgement:** The final decision of the court with reasons given in support of the acquittal or conviction of the accused is known as judgement. In case the accused is acquitted, the prosecution is given time to appeal against the order of the court. When the person is

convicted, then both sides are invited to give arguments on the punishment which is to be awarded. This is usually done when the person is convicted of an offence whose punishment is life imprisonment or capital punishment.

B. Stages of Criminal Trial in a Warrant Case when Private Complaint institutes case

It may sometimes happen that the police refuses to register an FIR. In such cases one can directly approach the criminal court under Section 175 of BNSS. On the filing of the complaint, the court will examine the complainant and its witnesses to decide whether any offence is made against the accused person or not. After examination of the complainant, the Magistrate may order an inquiry into the matter by the police and to get him submit a report for the same.

- After examination of the complaint and the investigation report, the court may come to a conclusion whether the complaint is genuine or whether the prosecution has sufficient evidence against the accused or not. If the court does not find any sufficient material through which he can convict the accused, then the court will dismiss the complaint and record its reason for dismissal.
- After examination of the complaint and the inquiry report, if the court thinks that the prosecution has a genuine case and there are sufficient material and evidence with the prosecution to charge the accused then the Magistrate may issue a warrant or a summon depending on the facts and circumstances.

2. Summons Cases

According to section 2(1)(x) of BNSS, “summons-case” means a case relating to an offence, and not being a warrant-case.

A summons case does not require the method of preparing the evidence. Nevertheless, a summons case can be converted into a warrant case by the Magistrate if after looking into the case he thinks that the case is not a summon case.

Important points about summons case

- A summons case can be converted into a warrant case
- The person accused need not be present personally
- The person accused should be informed about the charges orally. No need for framing the charges in writing.

- The accused gets only one opportunity to cross-examine the witnesses.

The different stages of criminal trial in a summons case are given from Section 274 to Section 282 of BNSS.

Stages of Criminal Trial in a Summons Case

- **Pre-trial:** In the pre-trial stage, the process such as filing of FIR and investigation is conducted.
- **Charges:** In summons trials, charges are not framed in writing. The accused appears before the court or is brought before the court then the Magistrate would orally state the facts of the offense he is answerable.
- **Plea of guilty:** The Magistrate after stating the facts of the offence will ask the accused if he pleads guilty or has any defense to support his case. If the accused pleads guilty, the Magistrate records the statement in the words of the accused as far as possible and may convict him on his discretion.
- **Plea of guilty and absence of the accused:** In cases of petty offences, where the accused wants to plead guilty without appearing in the court, the accused should send a letter containing an acceptance of guilt and the amount of fine provided in the summons. The Magistrate can on his discretion convict the accused.
- **Prosecution and defense evidence:** In summons case, the procedure followed is very simple and elaborate procedures are eliminated. If the accused does not plead guilty, then the process of trial starts. The prosecution and the defense are asked to present evidence in support of their cases. The Magistrate is also empowered to take the statement of the accused.
- **Judgement:** When the sentence is pronounced in a summons case, the parties need not argue on the quantum of punishment given. The sentence is the sole discretion of the judge. If the accused is acquitted, the prosecution has the right to appeal. This right to appeal is also extended to the accused.

3. Summary Trial

Cases which generally take only one or two hearings to decide the matter comes under this category. The summary trials are reserved for small offences to reduce the burden on courts and to save time and money. Those cases in which an offence is punishable with an imprisonment

of not more than six months can be tried in a summary way. The point worth noting is that, if the case is being tried in a summary way, a person cannot be awarded a punishment of imprisonment for more than three months.

The trial procedure is provided from Section 283 to Section 288 of BNSS.

Stages of Criminal Trial in Summary Cases

- The procedure followed in the summary trial is similar to summons-case.
- Imprisonment up to three months can be passed.
- In the judgement of a summary trial, the judge should record the substance of the evidence and a brief statement of the finding of the court with reasons.

REFERENCE AND REVISION UNDER BHARATIYA NAGARIK SURAKSHA SANHITA

Reference

According to section 436(1) of BNSS, where any Court is satisfied that a case pending before it involves a question as to the validity of any Act, Ordinance or Regulation or of any provision contained in an Act, Ordinance or Regulation, the determination of which is necessary for the disposal of the case, and is of opinion that such Act, Ordinance, Regulation or provision is invalid or inoperative, but has not been so declared by the High Court to which that Court is subordinate or by the Supreme Court, the Court shall state a case setting out its opinion and the reasons therefor, and refer the same for the decision of the High Court.

The section does not intend a reference with a view to resolve a conflict of authority where different views on a certain point of law have been expressed by some High Court, the reason being that the Court desiring to make a reference is supposed to follow the law laid down by the High Court to which it is subordinate.

It is necessary for the Court making a reference to give its own opinion on the law which is sought to be referred to for clarification because the High Court is not expected to answer hypothetical questions of law however interesting or important they might be.

Revision

Sections 438 to 445 of BNSS deals with the revisional jurisdiction of the High Court and the Sessions Court. Revision lies both in pending and decided cases and it can be filed before a High Court or a Court of Session. Very wide discretionary powers have been conferred on the Sessions Court and the High Court.

The object of the revision is to confer upon superior criminal courts a kind of paternal or supervisory jurisdiction in order to correct miscarriage of justice arising from misconception of law, irregularity of procedure, neglect of proper precautions of apparent harshness of treatment which has resulted on the one hand in some injury to the due maintenance of law and order, or on the other hand in some undeserved hardship to individuals. The purpose of revision is to enable the revision court to satisfy itself as to the correctness, legality or propriety of any finding, sentence or order recorded or passed and as to the regularity of any proceedings of the inferior criminal court.

Section 438 of BNSS empowers the High Court and the Sessions Judge to call for records of any inferior Criminal Court and examine them for themselves as to whether a sentence, finding or order of such subordinate Court is legal, correct or proper and whether the proceedings of such Court are regular or not, with a view to prevent miscarriage of justice and perpetuation of illegality.

The High Court or the Sessions Judge have the power to interfere at any stage of the proceeding, i.e., the case and they are under a legal duty to interfere when it is brought to their notice that some person has been illegally prosecuted or subjected to harassment, or some material error of law or procedure has been committed by an inferior Court which has resulted in miscarriage of justice.

According to section 438(1), the High Court or any Sessions Judge may call for and examine the record of any proceeding before any inferior Criminal Court situate within its or his local jurisdiction for the purpose of satisfying itself or himself as to the correctness, legality or propriety of any finding, sentence or order, recorded or passed, and as to the regularity of any proceedings of such inferior Court, and may, when calling, for such record, direct that the execution of any sentence or order be suspended, and if the accused is in confinement that he be released on his own bond or bail bond pending the examination of the record.

The revisional jurisdiction of the High Court or a Sessions Judge under Section 438 extends only to the 'inferior Criminal Courts' and it does not include a civil or revenue Court acting under Section 379 of BNSS. The Sessions Judge is inferior to the High Court and, therefore, the High Court can call for and examine the record of any proceeding before the Sessions Judge.

Proceeding

The term 'proceeding' used in Section 438(1) of BNSS has a very wide connotation. It is not only confined to cases related to a commission or trial of an offence but include all judicial proceedings taken before an inferior Criminal Court even though they are not related to any specific offence. The real test is not the nature of the proceeding but nature of Court in which such proceeding is held. If it is held in an inferior Criminal Court, the revisional jurisdiction of the High Court or Sessions Judge would extend to such proceeding under Section 438 (1).

The revisional Court has the power to order the release of offender on bail or bond under Section 438(1). The discretion in this regard should, however, be used judicially considering all the circumstances of the case.

Dismissal of revision by the High Court without assigning reasons is not sustainable and matter may be remitted to the Court for reconsideration.

Interlocutory Order

Section 438(2) bars the exercise of revisional power in relation to any interlocutory order passed in any appeal, inquiry, trial or other proceeding. The statutory bar on the power of revision in relation to interlocutory orders is intended with the object of eliminating inordinate delay in the disposal of criminal cases and to ensure expeditious trials.

What is an interlocutory order has always been a debatable issue, more so, because it has not been defined anywhere in BNSS. An order which is not final but merely provisional or temporary is generally called an interlocutory order. But the true test of determining whether or not, an order is interlocutory in nature is whether the order in question finally disposes of the rights of the parties or leaves the case still alive and undecided. For instance, grant or cancellation of bail, adjournment of cases, etc. are interlocutory orders.

The Supreme Court has, however, held that the term ‘interlocutory order’ as used in Section 438(2) should be given liberal construction in favour of the accused in order to ensure fairness of the trial and the revisional power of the High Court or the Sessions Judge could be attracted to ‘intermediate’ or ‘quasi-final’ orders which are not purely interlocutory in nature.

No Second revision

Section 438(3) permits only one revision therefore if an application is made to a Sessions Judge and he is of the opinion that it should be referred to the High Court, then a fresh application for revision can be made to the High Court. But the sub-section bars an application for the revision to the High Court if a person has already applied for it to the Sessions Judge or *vice versa*.

A person can directly move a revision application to the High Court without first approaching the Sessions Judge. But if he moves the Sessions Judge he cannot thereafter approach the High Court for another revision.

The general rule in this regard is that a concurrent jurisdiction is conferred on two Courts, the aggrieved party should ordinarily first approach the inferior Court, i.e., the Sessions Judge in the context of Section 438(3) unless exceptional grounds for taking the matter directly to the higher Court (High Court in this case) are made out.

Under Section 439 of BNSS, the revision Court may make an order for further inquiry. Further inquiry entails supplemental inquiry upon fresh evidence. The power under Section 439 of BNSS is not co-extensive with Section 438 of BNSS but extends far wider as the record can ‘otherwise’ be examined by the revision Court without recourse to Section 438 of BNSS.

Sessions Judge’s powers of revision (Section 440 of BNSS)

(1) In the case of any proceeding the record of which has been called for by himself, the Sessions Judge may exercise all or any of the powers which may be exercised by the High Court under Section 442(1) of the Sanhita.

(2) Where any proceeding by way of revision is commenced before a Sessions Judge under sub-section (1), the provisions of sub-sections (2), (3), (4) and (5) of Section 442 shall, so far as may be, applied to such proceeding and references in the said sub-sections to the High Court shall be construed as references to the Sessions Judge.

(3) Where any application for revision is made by or on behalf of any person before the Sessions Judge, the decision of the Sessions Judge thereon in relation to such person shall be final and no further proceeding by way of revision at the instance of such person shall be entertained by the High Court or any other Court.

Thus, while hearing a case records of which have been called for revision by himself, the Sessions Judge has the same powers as the High Court has under Section 442 of the Sanhita. It would appear from Section 440(3) of the Sanhita that, while a person has the choice to move either the High Court or the Sessions Judge under Section 438 of Sanhita, if he chooses to go before the Sessions Judge, he cannot thereafter go before the High Court even if the Sessions Judge rejects his revision application.

An Additional Sessions Judge shall have and may exercise all the powers of a Sessions Judge under this Chapter in respect of any case which may be transferred to him by or under any general or special order of the Sessions Judge.

Section 442 deals with the powers of the High Court as a Court of revision. It is a discretionary jurisdiction vested in the High Court which should be exercised sparingly to decide questions as to legality, propriety, regularity or correctness of any finding, sentence or order recorded or passed by the inferior Criminal Court. The section also empowers the High Court to direct tender of pardon to the accused as contemplated by Section 344.

The High Court can exercise revisional powers under this section either *suo motu*, that is, on its own initiative or on a petition of any aggrieved party or any other person. The exercise of revisional power by the High Court is, however, subject to two limitations which are as follows:

(1) Where a person or someone on his behalf has made an application for revision before the Sessions Judge under Section 440 (3), no further revision can be entertained by the High Court at the instance of such person; and

(2) Where an appeal lies but it was not availed of by the person, no revision can be entertained by the High Court at the instance of the party who could have appealed but did not do so.

The High Court may even direct additional evidence to be taken in case of a revision against discharge of the accused in the interest of justice. But otherwise the jurisdiction of the High Court in a criminal revision is drastically restricted and it cannot embark upon re-appreciation of the evidence.

Section 442(1) provides that in the exercise of revisional jurisdiction the High Court may exercise any of the powers conferred on it as a Court of Appeal subject to exceptions specified there under.

These exceptions are:

(1) In an appeal, the High Court is empowered under Section 427(a) to reverse an order of acquittal into conviction and vice versa, but in its revisional power it cannot convert a finding of acquittal into a conviction as per sub-section (3) of Section 442. It has no jurisdiction to convert finding of acquittal into one of conviction by seeking recourse to indirect method of ordering retrial.

(2) In appeal, the High Court will interfere if it is satisfied about the guilt of the accused but in revision it may interfere only when it is brought to its notice that there has been miscarriage of justice.

(3) An appeal cannot be dismissed unless the accused or his pleader is afforded an opportunity to be heard but in revision the accused is to be given opportunity to be heard only if the order to be passed is going to be prejudicial to him.

The revisional power of the High Court may be said to be wider in scope than its appellate powers in the sense that the High Court can correct irregularities or improprieties of procedure which come to its notice. Again, the provision of abatement of appeal on death of the accused does not apply to revision petition and it can exercise its revisional power even after the death of the accused.

As already discussed in the context of Section 438 (2) the High Court shall not use its revisional power in relation to an interlocutory order passed by an inferior criminal Court in any appeal, inquiry, trial or other proceeding.

Though the High Court is not empowered to set aside an order of acquittal in exercise of its revisional jurisdiction but where the acquittal is based on compounding of an offence and the compounding is invalid in law, such an acquittal may be set aside by the High Court in the exercise of revisional powers.

Though the High Court has no power to set aside an order of acquittal and convert it into conviction of the accused under this section but it has the power to direct re-trial of the case when there has been patent illegality or gross miscarriage of justice in the findings of the inferior Court.

The High Court should order re-trial of the case under its revisional jurisdiction only in very exceptional cases where the “interests of public justice require interference for the correction of gross miscarriage of justice”. It cannot be exercised merely because the inferior Court has misappreciated the evidence or taken a wrong view in interpreting any provision of law.

No Revision where right to Appeal exists

Section 442(4) provides that the party having right of appeal cannot apply for revision. BNSS provides a remedy, by way of appeal under Chapter XXXII and if the party does not file an appeal against an order of the inferior criminal Court, he will not be permitted to prefer a revision against that order. But legal bar does not stand in the way of High Court’s exercise of power of revision *suo motu*. It can itself call for the records of proceedings of any inferior criminal Court and has power to enhance the sentence by exercising its revisional jurisdiction.

Revision may be treated as Appeal

Section 442(5) vests a discretionary power in the High Court to treat a revision petition as an appeal and deal with it under its appellate jurisdiction under Chapter XXXII. But it can do so when an appeal against the order of the inferior Court lies but the petitioner has filed a revision under an erroneous belief that an appeal does not lie and when it is in the interest of justice to do so.

Enhancement of Sentence

The High Court, under its revisional jurisdiction does not exercise power of enhancing the sentence in every case in which the sentence passed appears to be inadequate. It would interfere when it is convinced that the sentence passed is manifestly and grossly inadequate.

The District Magistrate, a Sessions Judge or the Government pleader may draw the attention of the High Court to a sentence which is inadequate and deserves to be enhanced or the High Court can also *suo motu* call for the record of a particular case where it is of the opinion that the sentence awarded is grossly inadequate.

There is no limitation on the power of the High Court as regards enhancement of sentence to the extent of maximum prescribed by the Indian Penal Code, except in cases tried by Magistrates.

But before doing so, the Court has to be issued a show-cause notice against the enhancement of his sentence.

Reduction of Sentence

If after hearing the State, i.e., the Government pleader, the High Court comes to a conclusion that the sentence imposed on the accused is too severe and needs to be reduced, it may reduce it exercising its revisional jurisdiction. However, it cannot be reduced below the prescribed statutory limit, if any, provided in the Bharatiya Nyaya Sanhita or the relevant Act.

Fact finding

The jurisdiction of the High Court in revision of criminal cases is severely restricted and confined only to the questions of law. It cannot embark upon a re-appreciation of evidence. The High Court does not normally interfere with a concurrent finding of fact. The High Court in exercise of its revisional power will not go into the question of sufficiency of material before the lower Court for its decision or order. Where the trial has dealt with the matter fully, the High Court will not interfere and disturb the order of the trial Court. While disposing of revision petition the High Courts must ensure that the principles of natural justice are not violated.

2. DEBT RECOVERY TRIBUNAL (DRT)

The Recovery of Debts and Bankruptcy Act, 1993 (RDB Act) provides speedy redressal to lenders and borrowers through filing of Applications in Debts Recovery Tribunals (DRTs) and appeals in Debts Recovery Appellate Tribunals (DRATs).

The Securitisation and Reconstruction of Financial Assets & Enforcement of Security Interest Act, 2002 (SARFAESI Act) provides access to banks and financial institutions covered under the Act for recovery of secured debts from the borrowers without the intervention of the Courts at the first stage. Securitisation Appeals can be filed with the DRTs by those aggrieved against action taken by secured creditors under the SARFAESI Act.

The e-DRT project has also been implemented in all DRTs and DRATs. This project aims to bring in improved access, efficiency and transparency. e-DRT provides access to e-filing, e-payment of fees, cause list generation and a case information system that enables viewing of case status, orders and judgments.

Lesson 10: Pleadings

DRAFTING OF AFFIDAVIT IN EVIDENCE – IMPORTANT CONSIDERATIONS

The provisions of erstwhile Sections 101, 102, 103, 106, 109, 110 and 111 of the Indian Evidence Act, 1872 (now 104, 105, 106, 112, 113 and 114 of Bharatiya Sakshya Adhiniyam, 2023) must be carefully gone through before one proceeds to draft the affidavit-in-evidence. It is well settled that evidence should be tailored strictly according to the pleadings. No extraneous evidence can be looked into in absence of specific pleadings (*Habib Khan v. Valasula Devi*, AIR 1997 A.P 52). The following must be kept in mind while preparing the affidavit-in-evidence by the parties –

- (i) The best evidence is that of a person who was personally involved in the whole transaction. In case, that person is not available for any reason, then any other person who has joined in his place to make deposition by way of his affidavit.
- (ii) In case, the petitioner himself was involved in the execution of a contract, he should file affidavit-in evidence.
- (iii) The allegations or charges or grounds relating to facts should be re-produced duly supported by documentary evidence. It may be noted that in the affidavit in evidence, the position of law or legal provisions or principle of law are not reproduced because the position of law or settled principles of law are not required to be proved by any party and they are deemed to exist and any party can argue and take help of those settled position of law while arguing their case before the Court or Tribunal or Forum and need to be proved by filing an evidence. (Section 3 of Bharatiya Sakshya Adhiniyam, 2023)
- (iv) In case, the point or issue pertains to engineering, medical, technology, science or other complex or difficult issues, then the evidence of expert is to be filed in the form of his Affidavit. If necessary, the said witness has to appear before the Forum for the purpose of cross-examination by the counsel for the other party. For example, hand-writing or finger print experts etc.
- (v) Besides the leading evidence on the points raised by the petitioner or by the opposite party in his written statement/reply, if possible, the party who is filing the affidavit-in-evidence should also file documents, papers or books or registers to demolish the defence or case set up by the opposite party.
- (vi) It is also permissible for any party to bring any outside witness (other than the expert witness) in support of his case if the facts and circumstances of the case so warrant and permitted by the Court/ Tribunal.
- (vii) At the time of tendering affidavit-in-evidence, the party must bring along with it either the original of papers, documents, books, registers relied upon by it or bring with it the copy of the same.

According to section 2(1)(e) of Bharatiya Sakshya Adhiniyam, 2023, "evidence" means and includes—

- (i) all statements including statements given electronically which the Court permits or requires to be made before it by witnesses in relation to matters of fact under inquiry and such statements are called oral evidence;
- (ii) all documents including electronic or digital records produced for the inspection of the Court and such documents are called documentary evidence;

Lesson 11: Art of Advocacy and Appearances

AMENDED ICSI (GUIDELINES FOR ATTIRE AND CONDUCT OF COMPANY SECRETARIES), 2020

Introduction

- (i) Attire reflects personality, lifestyle and standardization of a professional more so when he appears before various statutory bodies, authorities, adjudicators, government agencies/bodies and quasi-judicial forums.
- (ii) The recognition of Company Secretaries to appear before statutory bodies, authorities, adjudicators, government agencies/bodies and quasi-judicial bodies on behalf of their clients is a privilege coupled with conditions. One such condition is to dress appropriately, support the Forum's authority and dignity and maintain decorum.
- (iii) The dressing requirements for appearing before statutory bodies and quasi-judicial bodies are unwritten. A Company Secretary appearing before any statutory body or quasi-judicial body on behalf of his clients stands there in his capacity as a Professional. He is duty bound to respectfully support the presiding authorities not just by following the rules and procedures but also by demonstrating the highest standards of professional etiquettes as expected from a company secretary.

Objective

The objective of issuing these Guidelines is to: -

- a) Provide standards of etiquette and decorum for appearing before courts, quasijudicial bodies, statutory authorities and other government agencies/bodies, including but not limited to ROC, OL, RD, NCLT, NCLAT, NGT, RBI, SEBI, CCI, Income Tax Department, GST Department, Stock Exchanges or any other Offices of Regulators/Registrars under different laws.
- b) Ensure to demonstrate professional behaviour and respect towards the authority and to maintain dignity of the profession of Company Secretaries.
- c) Guide Company Secretaries as to which attire is considered unsuitable, unconventional or inappropriate for them.
- d) Project a professional image amongst the stakeholders including Regulators and build a brand for the profession of Company Secretaries.

Applicability

- (i) These Guidelines shall apply to Company Secretaries whether in Employment or in Practice appearing before the quasi-judicial bodies, statutory authorities and other government agencies/bodies including but not limited to ROC, OL, RD, NCLT, NCLAT, NGT, RBI, SEBI, CCI, Income Tax Department, GST Department, Stock Exchanges and any other Offices of Regulators/Registrars under different laws on behalf of their employer/ clients.
- (ii) Endeavour shall be made by Company Secretary in Practice to follow these guidelines for appearing before all clients as well.

Dress Code

A. The dress code to be adhered to by the Company Secretaries in Practice is as under:

A.1 For Male Members:

a. Navy Blue Suit (Coat & Trouser, plain/solid coloured)

OR

Navy Blue Blazer over a sober plain/solid coloured Trouser preferably light grey. The fabric of the coat/blazer may be as per the weather.

b. Navy Blue Neck Tie preferably with CS logo or any other tie with CS Logo.

c. Buttoned up Coat

d. White full sleeve collared Shirt

e. Formal Shoes

f. The socks may be of any plain/solid colour preferably matching with the colour of Trousers.

A.2 For Female Members:

a. Navy Blue suit (Coat & Trouser, plain/solid coloured), with White full sleeve collared Shirt

b. Saree /suit of sober colour with Navy Blue Blazer

c. Formal footwear

d. Scarf with CS Logo is recommended to be worn.

B. Restricted items of attire

B.1 The following items of attire shall not be worn in any case:

- a. Clothes that are too revealing or not fitting well.
- b. Short or skirts or half sleeves shirt.
- c. Sunglasses, Caps, Hats, mufflers.
- d. Hand Gloves.
- e. Face Masks and veils (except when worn for medical reasons/precautions).
- f. Sports shoes, slippers, casual footwear.
- g. Singlets, T-shirts, Jeans.
- h. Medallions, except where the professional has a constitutional right thereto.
- i. Medical equipment which would force the trial judge to either grant a continuance or influence the judge in any manner prejudicial to the administration of justice.
- j. Earphones, headphones and any other electronic communication equipment.

C. Exceptions

C.1 The intent of these guidelines is not to impose rigid standards not directly related to judicial administration and accordingly, exceptions are given for the following:

- a. Turbans, may be worn for religious, cosmetic or other legitimate purposes in plain/solid sober colours.
- b. Head gear, adhering to good sense of community standards and having a balance with professional's attire may be worn.
- c. Hearing aids, so that a person with hearing loss can listen, communicate, and participate more fully in daily activities.

For the Members in Employment the abovementioned para shall apply mutatis mutandis with an exception that where the member in employment is covered under the dress code prescribed by the employer, the same shall apply.

Wherever the quasi-judicial bodies, statutory authorities and other government agencies/bodies referred above have defined a particular dress code for appearing before them, in the courtroom / or otherwise, the same shall be adhered to.

Etiquettes while Attending Virtual Hearings

All members shall endeavour to adhere to the following additionally, in case of virtual hearing or E-hearing:

- a) Before the hearing, familiarize yourself with your microphone, camera and speakers, test your technology from the place where you plan to participate in the hearing.
- b) Dress code as mentioned in above paras should be adhered too.
- c) Excessive physical movements should be avoided.
- d) Computer or camera angle should be placed in such manner that is straight at or a bit above eye level.
- e) Overly bright or extremely dark background should be avoided as they do not translate well on camera. Additionally, background should be clear and uncluttered.
- f) While using spectacles/glasses they should have non-reflective coating.
- g) Use an external microphone, a headset or earbuds with a built-in microphone, where possible- this supports good audio quality and helps other participants to hear you clearly. Mute your microphone when not speaking. This reduces echo and background noise.
- h) Preferably, mute notifications on your computer/device.

Consequences of Violation

Any non-compliance with these Guidelines shall render the member liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.

Lesson 12: Applications, Petitions and Appeals under Companies Act, 2013

1. Companies (Compromises, Arrangements and Amalgamations) Amendment Rules, 2023 (May 15, 2023)

In the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016, for sub-rules (5) and (6) of rule 25, the following sub-rules shall be substituted, namely:-

“(5) Where no objection or suggestion is received within a period of thirty days of receipt of copy of scheme under sub-section (2) of section 233, from the Registrar of Companies and Official Liquidator by the Central Government and the Central Government is of the opinion that the scheme is in the public interest or in the interest of creditors, it may, within a period of fifteen days after the expiry of said thirty days, issue a confirmation order of such scheme of merger or amalgamation in Form No. CAA.12.

Provided that if the Central Government does not issue the confirmation order within a period of sixty days of the receipt of the scheme under sub-section (2) of section 233, it shall be deemed that it has no objection to the scheme and a confirmation order shall be issued accordingly.

(6) Where objections or suggestions are received within a period of thirty days of receipt of copy of scheme under sub-section (2) of section 233 from the Registrar of Companies or Official Liquidator or both by the Central Government and –

(a) such objections or suggestions of Registrar of Companies or Official Liquidator, are not sustainable and the Central Government is of the opinion that the scheme is in the public interest or in the interest of creditors, it may within a period of thirty days after expiry of thirty days referred to above, issue a confirmation order of such scheme of merger or amalgamation in Form No. CAA.12.

(b) the Central Government is of the opinion, whether on the basis of such objections or otherwise, that the scheme is not in the public interest or in the interest of creditors, it may within sixty days of the receipt of the scheme file an application before the Tribunal in Form No.

CAA.13 stating the objections or opinion and requesting that Tribunal may consider the scheme under section 232 of the Act:

Provided that if the Central Government does not issue a confirmation order under clause (a) or does not file any application under clause (b) within a period of sixty days of the receipt of the scheme under subsection (2) of section 233 of the Act, it shall be deemed that it has no objection to the scheme and a confirmation order shall be issued accordingly.”.

Earlier provisions

(5) Where no objection or suggestion is received to the scheme from the Registrar of companies and official Liquidator or where the objection or suggestion of registrar and official liquidator is deemed to be not sustainable and the central government shall issue a confirmation order of such scheme of merger or amalgamation in Form No. CAA.12.

(6) Where objections or suggestions are received from the registrar of companies or official liquidator and the central government is of the opinion, whether on the basis of such objections or otherwise, that the scheme is not in the public interest of creditors , it may file an application before the tribunal in Form No.CAA.13 within sixty days of the receipt of the scheme stating its objections or opinion and requesting that tribunal may consider the scheme under section 232 of the act.

Details of Change

The amended rules have included the provisions relating to deemed no objection to the scheme from Central Government under section 233 of the Companies Act, 2023. Further, the timelines, for the objections, suggestion from Registrar of Companies and Official Liquidator and confirmation from Central Government, have also been prescribed.

2. Merger or amalgamation of a foreign company

Merger or amalgamation of a foreign company with a Company and vice versa (Rule 25A)

(1) A foreign company incorporated outside India may merge with an Indian company after obtaining prior approval of Reserve Bank of India and after complying with the provisions of sections 230 to 232 of the Act and these rules.

(2) (a) A company may merge with a foreign company incorporated in any of the jurisdictions specified in Annexure B after obtaining prior approval of the Reserve Bank of India and after complying with provisions of sections 230 to 232 of the Act and these rules.

(b) The transferee company shall ensure that valuation is conducted by valuers who are members of a recognised professional body in the jurisdiction of the transferee company and further that such valuation is in accordance with internationally accepted principles on accounting and valuation. A declaration to this effect shall be attached with the application made to Reserve Bank of India for obtaining its approval under clause (a) of this sub-rule.

(3) The concerned company shall file an application before the Tribunal as per provisions of section 230 to section 232 of the Act and these rules after obtaining approvals specified in sub-rule (1) and sub-rule (2), as the case may be.

(4) Notwithstanding anything contained in sub-rule (3), in case of a compromise or an arrangement or merger or demerger between an Indian company and a company or body corporate which has been incorporated in a country which shares land border with India, a declaration in Form No. CAA-16 shall be required at the stage of submission of application under section 230 of the Act.

Explanation 1. For the purposes of this rule the term “company” means a company as defined in clause (20) of section 2 of the Act and the term “foreign company” means a company or body corporate incorporated outside India whether having a place of business in India or not:

Explanation 2. For the purposes of this rule, it is clarified that no amendment shall be made in this rule without consultation of the Reserve Bank of India.”

(5) Where the transferor foreign company incorporated outside India being a holding company and the transferee Indian company being a wholly owned subsidiary company incorporated in India, enter into merger or amalgamation, –

(i) both the companies shall obtain the prior approval of the Reserve Bank of India;

- (ii) the transferee Indian company shall comply with the provisions of section 233;
- (iii) the application shall be made by the transferee Indian company to the Central Government under section 233 of the Act and provisions of rule 25 shall apply to such application; and
- (iv) the declaration referred to in sub-rule (4) shall be made at the stage of making application under section 233 of the Act.

3. Specimen of application for compounding

BEFORE THE
COMPANY PETITION NUMBER.....2023
IN THE MATTER OF SECTION 441 OF THE COMPANIES ACT, 2013
(For the offence committed under Section _____ of the Companies Act, 2013)

IN THE MATTER OF:
COMPANY NAME, HAVING ITS REGISTERED OFFICE AT ADDRESS

.....PETITIONER No. 1

AND

....., DIRECTOR, S/O MR., R/O

.....

.....PETITIONER No. 2

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S. No.	PARTICULARS	ANNEXURE NO.	PAGE NO.
1.	Petition under Section 441 of the Companies Act, 2013.		
2.	Affidavits verifying Petition	Annexure	
3.	Relevant annexures as per the circumstances of the case.	Annexure	

FOR COMPANY

(NAME)

DIRECTOR

DIN:

(EMAIL ID)

(CONTACT NO)

PETITIONER NO. 2

(NAME)

(DESIGNATION)

(RESIDENTIAL ADDRESS)

(EMAIL ID)

(CONTACT NO)

BEFORE THE

COMPANY PETITION NUMBER.....2023

IN THE MATTER OF SECTION 441 OF THE COMPANIES ACT, 2013

(For the offence committed under Section of the Companies Act, 2013)

IN THE MATTER OF:

COMPANY NAME, HAVING ITS REGISTERED OFFICE AT ADDRESS

.....PETITIONER No. 1

AND

....., DIRECTOR, S/O MR., R/O
.....

.....PETITIONER No. 2

**PETITION UNDER SECTION 441 OF THE COMPANIES ACT, 2013 FOR
COMPOUNDING OF OFFENCE UNDER SECTION OF THE COMPANIES
ACT, 2013 (“ACT”)**

The Humble Petition of the petitioners above named most respectfully sheweth:

I. PARTICULARS OF THE COMPANY:

1. **Company** (hereinafter referred to as the “**COMPANY**”) was incorporated as an
..... vide certificate of incorporation issued by the Registrar of
Companies.
2. The registered office of the Company, at present, is situated
3. The present Authorized Share, Issued, Subscribed and Paid-up Capital of the Company is Rs.
..... (Rupees) only divided into
..... Shares of Rs. (Rupees
.....) each.
4. The Company is carrying on the following business-
“.....”

Certified true copy of Certificate of Incorporation, Memorandum and Articles of Association of
the Company is annexed herewith and Marked as **ANNEXURE-1**.

II. PARTICULARS OF THE PETITIONER(S):

The Petitioner No. 1 is the Company and its particular are mentioned in **Para 1** above. Petitioner
No. 2 is the Director of the Company. The detailed particulars of the above said
Petitioner(s) are mentioned in the affidavit(s) verifying this Petition, which are placed as
ANNEXURE-2.

III. JURISDICTION:

The petitioner(s) declares that the subject matter of the petition is within the jurisdiction of the ROC, and RD (region) NCLT (bench), The jurisdiction has been determined on the basis of the Registered office of the Company and provisions of Section 441 of the Companies Act, 2013, reference to which, the Registrar has to forward the Application for compounding before the appropriate forum, as he deems fit.

IV. LIMITATION:

The Petitioner(s) are filing this petition within the limitation period prescribed under the provisions of the Companies Act, 2013 for compounding of offence under section 441 of the Companies Act, 2013.

V. FACTS OF THE CASE ARE:

1. The Petitioners submits that(hereinafter referred to as “Company”) i.e. the petitioner no. 1 was incorporated on under the provisions of the Companies Act, 2013 under the jurisdiction of Registrar of Companies,, and the other petitioners i.e. Petitioner No. 2 is the Director of Company, it has duly complied with all compliances applicable on it under various provisions of the Companies Act, 2013 and rules made there-under, in timely manner.
2. The Petitioners further submits before the Hon’ble Adjudicating Authority that they have has mentioned and alleged the company and its all directors and manager for the non-compliance of of the Companies Act, 2013 read with
3. The Petitioners further submits that in the said
.....
.....
4. The petitioners further submit before the Hon’ble Adjudicating Authority that said non-compliance has happened inadvertently
.....

5. The petitioners further submit before the Hon'ble Adjudicating Authority that the Company
HAS MADE GOOD OF THE DEFAULT so happened by

6. The Petitioners further submits that the company and its board has already identified Mr.
, i.e. the petitioner no. 2 as the authorized person for the adherence
 of all the compliances under prescribed laws including the Companies Act, 2013 and
 therefore onl petitioner no. 2 has to be considered as the '**Officer in default**'. The
 List of officers in default and list of Signatories of the Company has been attached
 herewith and marked as **Annexure-.....**
7. The Petitioners further submits before this Hon'ble Authority that

8. Since the above contravention of Section of the Companies Act, 2013 is
 compoundable in terms of Section 441 of the Companies Act, 2013, and is a onetime
 offence, the Petitioner(s) hereby are making a Suo motto petition for compounding
 the above contravention.
9. The Petitioner No. 1 has taken-up the matter relating to default of the provisions of Section
 of the Companies Act, 2013 for moving the petition under Section
 441 of the Companies Act, 2013 at the Board Meeting held on,
 and has also authorized as its authorized representative.
10. The Petitioner No. 2 has also executed the power of attorney in favor of
, to act as their legal
 representative and to take necessary action in respect to present matter.
- (A Copy of said Board Resolution dated, power of attorney(ies) alongwith
 Memorandum of Appearance of showing
 his acceptance has been annexed herewith and marked as **Annexure-.....**)

11. The petitioner(s) hereby declare that the officer(s) in default in respect of above said non-compliance is the petitioner no. 2 only.

VI. MATTERS NOT PREVIOUSLY FILED OR PENDING IN ANY COURT:

The Petitioner(s) further declares that they had not filed any application, writ petition or suit regarding the matter in respect of which this petition has been made, before any court of law or any other authority or any other bench of the Board / NCLT and no such application, writ petition or suit is pending before any of them. The Petitioners further submit(s) that prosecution may/may not have been launched in the court in respect of the subject matter of this Application against the Company and its officers in default as on the date of filing of this application, but there is no such communication made to company and its any officer in this regard and it is not there in their knowledge if any such prosecution has been filed. The Petitioners are moving this application in good faith and wishes to get the offence compounded.

VII. GROUND OF RELIEF AND RELIEF (S) SOUGHT:

GROUND OF RELIEF:

1. As mentioned *in the para V of the* petition, the Company was not able to comply with the provisions of section of the Companies Act, 2013 due to, and inadvertently.
2. In subsequent years, the Company has taken all reasonable steps to ensure that the provisions contained in section of the Companies Act, 2013 and have duly complied.
3. That the default occurred is due to inadvertence which has ultimately been regularized and made good and, therefore, the offence under section of the Companies Act, 2013 deserves to be compounded.
4. That the Petition has been made bona-fide and in the interest of justice and, therefore, this is a fit case for Hon'ble Regional Director/NCLT to exercise its discretionary power in granting relief to the Company and other Petitioner(s) by compounding the Offence.
5. That the Petitioner(s) have already, on their part, taken all reasonable steps in order to ensure that the default is not committed in future.

6. The Petition is made bona-fide and in the interest of the Law and no body shall be prejudiced by the compounding of the offences under section of the Companies Act, 2013. This may be taken as just and equitable ground for taking a lenient view and compounding of the offence.
7. The Company is suo-moto filing an application under section 441 for compounding of an offence committed section of the Companies Act, 2013.
8. The Petitioners state that the tentative fee payable from the date of occurrence of violation/ offence till the date of making the offense/ violation good (..... days) is INR

RELIEF (S) SOUGHT:

In view of the facts mentioned above in above paragraph, the Petitioner(s) respectfully prays your Honor that:

- (a) Offence committed by the Petitioner(s) on account of violation of section of the Companies Act, 2013 be compounded.
- (b) Such further order or orders be made, as the Hon'ble Board may deem fit and proper.

VIII. INTERIM ORDER, IF ANY PRAYED FOR: None

IX. PARTICULARS OF THE BANK DRAFT: N.A.

FOR PETITIONER NO.1

.....

(NAME)

DIRECTOR

DIN:

(EMAIL ID)

(CONTACT NO)

FOR PETITIONER NO. 2

.....

(NAME)

DIRECTOR

DIN:

(EMAIL ID)

(CONTACT NO)

X. LIST OF ANNEXURES(S):

S. No.	PARTICULARS	ANNEXURE NO.	PAGE NO.
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**FOR COMPANY
(NAME)**

DIRECTOR

DIN:

(EMAIL ID)

(CONTACT NO)

PETITIONER NO. 2

(NAME)

(DESIGNATION)

(RESIDENTIAL ADDRESS)

(EMAIL ID)

(CONTACT NO)

ANNEXURE

BEFORE THE

COMPANY PETITION NUMBER 2023

IN THE MATTER OF SECTION 441 OF THE COMPANIES ACT, 2013

(For the offence committed under Section of the Companies Act, 2013)

AND

IN THE MATTER OF:

COMPANY NAME, HAVING ITS REGISTERED OFFICE AT ADDRESS

.....PETITIONER No. 1

AND

....., DIRECTOR, S/O MR., R/O

.....

.....PETITIONER No. 2

AFFIDAVIT VERIFYING PETITION

I,, Director of, do hereby solemnly affirm and state as under: -

1. That I am the Director and Authorized Representative of the Petitioner No. 1 Company.
2. That I have read the petition now shown to me, and state that the statements made in paragraph I to VI thereof are correct and true to my knowledge.
3. That the contents made in paragraphs VII are in the form of Prayer, and the contents made in paragraphs X contains list of enclosures.

DEPONENT

VERIFICATION

I, the above named deponent, do hereby verify that the contents of Para 1, 2, and 3 of the above affidavit are true and correct to the best of my knowledge and that no part hereof is false and nothing material has been concealed therefrom.

Verified at on this day, 2023.

DEPONENT

BEFORE THE

COMPANY PETITION NUMBER.....2023

IN THE MATTER OF SECTION 441 OF THE COMPANIES ACT, 2013

(For the offence committed under Section of the Companies Act, 2013)

AND

IN THE MATTER OF:

COMPANY NAME, HAVING ITS REGISTERED OFFICE AT ADDRESS

.....PETITIONER No. 1

AND

....., DIRECTOR, S/O MR., R/O
.....

.....PETITIONER No. 2

AFFIDAVIT VERIFYING PETITION

I,, S/o Mr., aged about years R/o do hereby solemnly affirm and state as under: -

1. That I am the Director of the Petitioner No. 1 Company and Petitioner No. 2 in the present petition.
2. That I have read the petition now shown to me, and state that the statements made in paragraph I to VI thereof are correct and true to my knowledge.
3. That the contents made in paragraphs VII are in the form of Prayer, and the contents made in paragraphs X contains list of enclosures.

DEPONENT

VERIFICATION

I, the above-named deponent, do hereby verify that the contents of Para 1, 2, and 3 of the above affidavit are true and correct to the best of my knowledge and that no part hereof is false and nothing material has been concealed therefrom.

Verified at on this day, 2023.

DEPONENT

4. Amendment to Companies (Adjudication of Penalty) Rules, 2014

Rule 3A has been inserted vide the Companies (Adjudication of Penalties) Amendment Rules, 2024 and a proviso to rule 3A(1) has been inserted vide the Companies (Adjudication of Penalties) Second Amendment Rules, 2024 to the The Companies (Adjudication of Penalties) Rules, 2014.

The amendment is relating to operation of adjudication platform in electronic mode. The inserted rule is provided hereunder:

“3A. Adjudication Platform.- (1) *On the commencement of the Companies (Adjudication of Penalties) Amendment Rules, 2024, all proceedings (including issue of notices, filing replies or documents, evidences, holding of hearing, attendance of witnesses, passing of orders and payment of penalty) of adjudicating officer and Regional Director under these rules shall take place in electronic mode only through the e-adjudication platform developed by the Central Government for this purpose.*

Provided that the proceedings pending before the Adjudicating Officer or Regional Director on the date of such commencement shall continue as per provisions of these rules existing prior to such commencement.

(2) *In case the e-mail address of any person to whom a notice or summons is required to be issued under these rules is not available, the adjudicating officer shall send the notice by post at the last intimated address or address available in the records and the officer shall preserve a copy of such notice in the electronic record in the e-adjudication platform referred to in sub-rule (1):*

Provided that in case no address of the person concerned is available, the notice shall be placed on the e-adjudication platform.”

Lesson 13: Adjudications and Appeals under SEBI Laws

1. Securities and Exchange Board of India (Settlement Proceedings) (Second Amendment) Regulations, 2023(August 9, 2023)

In the Securities and Exchange Board of India (Settlement Proceedings) Regulations, 2018, in regulation 23, after sub-regulation 2, following sub-regulation shall be inserted-

(2A) In case of specified proceedings which may be initiated or are proposed to be initiated, the Panel of Whole Time Members shall dispose of such proceedings on the basis of the approved settlement terms.

They shall be deemed to have come into force from January 17, 2023.

Analysis of Amendment

Sub-regulation 23(2A) has been inserted to specifically empower the Whole Time Members to *dispose of specified proceedings*.

As per regulation 2(1)(f), "specified proceedings" means the proceedings that may be initiated by the Securities and Exchange Board of India or have been initiated and are pending before the Board or any other forum, for the violation of securities laws, under Section 11, Section 11B, Section 11D, sub-Section (3) of Section 12 or Section 15-I of the Act or Section 12A or Section 23-I of the Securities Contracts (Regulation) Act, 1956 or Section 19 or Section 19H of the Depositories Act, 1996, as the case may be.

2. Example of Synchronised Trading to understand Factors to be taken into account while adjudging quantum of penalty

The following example is helpful to gain more clarity of the powers of Adjudicating Officer and Factors to be taken into account while adjudging quantum of penalty (Section 15J of SEBI Act & Section 23 J of Securities Contracts (Regulations) Act, 1956 and Section 19-I of Depositories Act, 1996)

Example: Synchronised Trading:

SEBI suspected manipulation in the trading of Futures & Options segment (F&O), and found that the company and some other firms had undertaken fictitious trades.

- **Order of Adjudicating Officer**

According to the A.O., a manipulative/deceptive device had been used for synchronization and reversal of trades and the trades were essentially fraudulent/fictitious in nature and resulted in creating a misleading appearance of active trading in those securities.

- **Judgement of SAT**

However, the Order was struck down by the Securities Appellate Tribunal (SAT) in 2011 on grounds that synchronization and reversal of trades effected by the parties with a significant price difference, some in a few seconds and majority, in any case, on the same day had no impact on the market, had not affected the NIFTY index in any manner nor induced investors. SAT held that such trades are illegal only when they manipulate the market in any manner and induce investors.

- **Judgement of Supreme Court**

It was held that the trade reversals in the instant case amply demonstrated that the parties did not intend to transfer beneficial ownership through these transactions. Rather, the repeated reversals adversely affected the price discovery system, deprived other market players from participating in the trades, were a misuse of market mechanism and therefore violative of transparent norms of trading in securities.

Considering the perfect matching of quantity, price and time and sale in the impugned transactions, parties being persistent in the number of such trade transactions with huge price variations (without any major variation in the price of the underlying securities) wherein one party repeatedly booked profits whilst the other repeatedly incurred losses, the Supreme Court noted that it would be too naïve to hold that such transactions were by mere coincidence.

3. Role of *mens rea* in levying Penalty

Under the Securities and Exchange Board of India Act, 1992, Securities Contracts (Regulation) Act, 1956 (SCRA) and the Depositories Act, 1996 (collectively also known as securities laws), SEBI pursues two streams of enforcement actions i.e., Administrative /Civil (or) Criminal. Administrative/civil actions include issuing directions such as remedial orders, cease and desist orders, suspension or cancellation of certificate of registration and imposition of monetary penalty under the respective statutes and action pursued or defended in a court of law/tribunal. Criminal action involves initiating prosecution proceedings against violators by filing complaint before a criminal court.

In the case of the chairman ***SEBI V. Shriram mutual fund & ANR appeal (Civil) 9523-9524 of 2003*** it was held that A breach of civil obligation which attracts penalty in the nature of fine under the provisions of the Act and the Regulations would immediately attract the levy of penalty irrespective of the fact whether contravention must made by the defaulter with guilty intention or not. We also further held that unless the language of the statute indicates the need to establish the presence of mens rea, it is wholly unnecessary to ascertain whether such a violation was intentional or not. On a careful perusal of Section 15(D)(b) and Section 15-E of the Act, there is nothing which requires that mens rea must be proved before penalty can be imposed under these provisions. Hence once the contravention is established then the penalty is to follow.

Lesson 14: Appearance before other Regulatory and Quasi-judicial Authorities

Appearance under the Competition Act, 2002

Section 35(2) has been inserted *vide* Competition (Amendment) Act, 2023 According to section 35(2) of the Competition Act, 2002, a party may call upon experts from the fields of economics, commerce, international trade or from any other discipline to provide an expert opinion in connection with any matter related to a case. A CS in a competent professional that may give advices to the parties under section 35(2) on calling upon by any party.

Note: Students appearing in December, 2025 Examination should also update themselves on all the relevant Notifications, Circulars, Clarifications, Orders etc. issued by ICSI, MCA, SEBI, RBI & Central Government upto 31st May, 2025.