

Post of Assistant Review Officer & Typist at the office  
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Typing Test - 2014

P-2

Earlier the company secretary was no better than a mere clerk and any petty official of the company could do his work. In the modern era of liberalization and globalization, the company secretary is expected to be a multi dimensional personality. The function of a company secretary have been gradually changing. There was a time when the company secretary did not possess an identity of his own. Not much significance was attached to his work. In fact, he was considered to be no more than a clerk, a mere servant, whose job was to do what he was told to do and he had no authority to take a decision or issue a statement on behalf of the company. Any petty official of a company could be asked to perform the functions of the secretary as well. But now the company secretary has come to assume an important position. He is now entrusted with extensive duties and responsibilities. In the fast changing economic scenario in which globalization and liberalization are the key words much of a company's success is determined by the caliber, commitment and integrity of its company secretary. The increasing complexity and sophistication of business transactions that we witness everyday warrant of powerful company secretary capable of taking up the challenges of the corporate world with determination and tact. The company secretary is the principal officer who ensures statutory compliance of the company. But the new breed of company secretaries possess integrated knowledge of multiple disciplines of law, management, finance and corporate governance and can act as integrated corporate managers. They give advice and guidance of the company on legal and governmental aspects of business pertaining to production marketing and administration, like the directors to whom they report, they are also required to measure up to a growing duty of care and skill, matched by a higher risk of personal liability. The company secretary acts as an effective and trust worthy channel of communication between the management and the employees. On the one hand he tries to sense the genuine needs of the employees liaises with the management for their timely fulfillment. On the other he communicates with the employees to ensure adherence to work ethics so that a conducive and congenial work environment can be created in the company. Staffing is another important area in which the company secretary plays an important role. He actively participates in the internal organizations, training and development of the employees to work for maximizing productive efficiency. The company secretary is solely responsible for effective communication with the outside world. He ensure that the company continues to have harmonious and satisfactory relationships with its share holders, debenture holders and any financial institutions that has a stake in the company. Each communication that goes out of the company must improve its image and enhance its reputation. So each communication must be drafted with great care it means that we need secretaries with innovative interactive techniques to win over each sector of the outer world the company deals with. To conclude, the role of a company secretary is very significant, for it is he who is its overall caretaker. His confines are unlimited, his concerns are vast. The process of liberalization means transfer of power from the state to the share holders, ending bureaucracy and bringing in openness and transparency. In the ultimate analysis is it the company secretary who with his managerial skill and ability to supervise different areas of the corporate sector, will be able to give a positive direction to the new economic order.

