



INDIAN RAILWAY CATERING AND TOURISM CORPORATION LIMITED

CIN:L74899DL1999GOI101707

Registered Office: 11th Floor, B-148, Statesman House, Barakhamba Road, New Delhi-110001, India

Website: www.irctc.com, **Email ID:** investors@irctc.com

Telephone: 011-23311263/64 **Fax:** 011-23311259

NOTICE

NOTICE is hereby given that the Twenty-Fifth (25th) Annual General Meeting (AGM) of the Members of Indian Railway Catering and Tourism Corporation Limited ("IRCTC" or "the Company") will be held on **Friday, 30th August, 2024 at 12:30 P.M.** Indian Standard Time (IST) through **Video Conferencing ("VC")/Other Audio Visual Means ("OAVM")** to transact the following businesses:

ORDINARY BUSINESS:

ITEM NO. 1

To receive, consider and adopt the audited Standalone as well as Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2024 along with the Boards' Report, Auditors' Report and the comments of the Comptroller and Auditor General of India (C&AG) thereon and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution(s):

"RESOLVED THAT the audited Standalone as well as Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2024, Board's Report, Auditors' Report and the comments thereon of the Comptroller & Auditor General of India be and are hereby received, considered and adopted."

ITEM NO. 2

To confirm the payment of interim dividend of ₹2.50/- per equity share [i.e. amounting to ₹200 crores on 80,00,00,000 equity shares] and to declare a final dividend of ₹4.00/- per equity share [i.e. amounting to ₹320 crores on 80,00,00,000 equity shares] for the financial year 2023-24 and if thought fit, to pass with or without modification(s), the following resolutions as **Ordinary Resolution(s)**:

"RESOLVED THAT the interim dividend of ₹2.50/- per equity share [i.e. amounting to ₹ 200 crores on 80,00,00,000 equity shares] as paid by the Company in the month of December 2023 be and is hereby noted and confirmed."

"RESOLVED FURTHER THAT pursuant to the recommendation of the Board of Directors of the Company, Final Dividend of

₹4.00/- per equity share [i.e. amounting to ₹320 crores on 80,00,00,000 equity shares] on the paid-up equity share capital of the Company for the financial year 2023-24 be and is hereby declared."

ITEM NO. 3

To appoint a Director in place of **Mr. Manoj Kumar Gangeya (DIN:09744752), Part- time (Official) Government Nominee Director**, who retires by rotation and being eligible, offers himself for re-appointment and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution(s)**:

"RESOLVED THAT in accordance with the provisions of Section 152 and other applicable provisions of the Companies Act, 2013 and the Rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Mr. Manoj Kumar Gangeya (DIN:09744752), Part- time (Official) Government Nominee Director, be and is hereby re-appointed as Part- time (Official) Government Nominee Director of the Company, liable to retire by rotation."

ITEM NO. 4

To authorize the Board of Directors of the Company to fix the remuneration of the Statutory Auditors to be appointed by Comptroller & Auditor General of India (C&AG) for the financial year 2024-25, on the basis of recommendations of Audit Committee, and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution(s):

"RESOLVED THAT pursuant to Section 139, Section 142 and other applicable provisions, if any, of the Companies Act, 2013 and the Rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the Board of Directors of the Company, on the recommendations of Audit Committee, be and is hereby authorized to decide and fix the remuneration, including reimbursement of out of pocket expenses in connection with the audit work, for the Statutory Auditors to be appointed by Comptroller and Auditor General of India for the financial year 2024-25."



SPECIAL BUSINESS:

ITEM NO. 5

To approve the appointment of **Mr. Sanjay Kumar Jain [DIN: 09629741] as Chairman & Managing Director of the Company**, and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to provisions of Section 149, 152, 160 and other applicable provisions of the Companies Act, 2013 read with the rules framed thereunder, applicable regulation(s) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Article No. 58 (f) of the Articles of Association of the Company, recommendations of the Nomination & Remuneration Committee, Mr. Sanjay Kumar Jain, [DIN: 09629741] who was appointed as Chairman and Managing Director, by the President of India vide Ministry of Railways' letter no. 2016/E(O)II/40/11 dated January 09, 2024 and letter no.2019/E(O)II/40/18 dated February 08, 2024 and subsequently, in terms of section 161 of the Companies Act, 2013, appointed as an Additional Director by the Board of Directors with effect from January 10, 2024 to hold office upto the date of this Annual General Meeting, and in respect of whom the Company has received a notice in writing from him signifying his intention to propose himself as a candidate for the office of a director of the Company, be and is hereby appointed as Chairman and Managing Director of the Company on the terms & conditions as may be fixed by the Government of India, not liable to retire by rotation."

ITEM NO. 6

To approve the appointment of **Mr. Rahul Himalian (DIN: 10393348) as Director (Tourism & Marketing) of the Company**, and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to provisions of Section 149, 152, 160 and other applicable provisions of the Companies Act, 2013 read with the rules framed thereunder, applicable regulation(s) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Article No. 58 (f) of the Articles of Association of the Company, recommendations of the Nomination & Remuneration Committee, Mr. Rahul Himalian (DIN:10393348) who was appointed as Director (Tourism & Marketing), by the President of India vide Ministry of Railways' letter no. 2022/E(O)II/40/4 dated February 16, 2024 and subsequently, in terms of Section 161 of the Companies Act, 2013, appointed as an Additional Director by the Board of Directors with effect from February 16, 2024 to hold office upto the date of this Annual General Meeting, and in respect of whom the Company has received a notice in writing from him signifying his intention to propose himself as a candidate for the office of a director of the Company, be and is hereby appointed as Director (Tourism & Marketing) of the Company on the terms & conditions as may be fixed by the Government of India, liable to retire by rotation."

By order of the Board of Directors of
Indian Railway Catering and Tourism Corporation Limited

Sd/-
(Suman Kalra)
Company Secretary & Compliance Officer
Membership No. FCS:9199

Date: 2nd August, 2024
Place: New Delhi

Registered Office:

11th Floor, B-148, Statesman House,
Barakhamba Road, New Delhi-110001, India

NOTES:

- The explanatory statement pursuant to Section 102 of the Companies Act, 2013 ("the Act"), setting out the material facts concerning the special businesses under **Item Nos. 5 and 6** of the notice, is annexed hereto. Further, additional information as required under Listing Regulations and Circulars issued thereunder are also annexed.
- Pursuant to the recent MCA Circular dated September 25, 2023, SEBI Circular No. SEBI/HO/CFD/PoD-2/P/ CIR/2023/167 dated October 7, 2023 and other notifications in force and in compliance with the provisions of the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ["SEBI (LODR) Regulations"], the 25th AGM of the Company is being held through VC / OAVM, without physical presence of the members at a common venue. **The deemed venue for the 25th AGM shall be the Registered Office of the Company.**
- In terms of the above referred MCA and SEBI Circulars as mentioned above, physical attendance of Members at the AGM and appointment of proxies has been dispensed with. Accordingly, the Attendance Slip, Proxy Form and Route Map are not annexed to this Notice. However, in pursuance of Section 112 and Section 113 of the Act, representatives of the Members may be appointed for the purpose of casting vote through remote e-voting prior to the AGM, participation in the 25th AGM through VC/OAVM facility and for electronic voting during the AGM.
- The Members may join the AGM in the VC/OAVM mode 15 minutes before the scheduled time of the commencement

of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first serve basis.

5. The attendance of the Members participating through VC/OAVM facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
6. In compliance with provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, Regulation 44 of SEBI (LODR) Regulations, 2015 and Secretarial Standards on General Meetings issued by ICSI, the Company is providing facility of remote e-voting through NSDL to its Members to enable them to cast their votes electronically on all the resolutions mentioned in the Notice. Those shareholders, who do not opt to cast their vote through remote e-voting, may cast their vote through electronic voting system during the AGM.
7. NSDL will be providing facility for remote e-voting, participation in the 25th AGM through VC/OAVM and voting during the 25th AGM through electronic voting system. **The remote e-voting period begins on Tuesday, August 27, 2024 (09:00 A.M.) and ends on Thursday, August 29, 2024 (05:00 P.M.). The remote e-voting module shall be disabled by NSDL for voting thereafter.**
8. Please refer to detailed instructions for remote e-voting, attending through VC/OAVM and electronic voting during the AGM, annexed to this Notice.
9. The voting rights of Members shall be in proportion to the equity shares held by them in the paid-up equity share capital of the Company as on **Friday, August 23, 2024 (Cut-off date)**. Any person, who is a Member of the Company as on the cut-off date is eligible to cast vote electronically on all the resolutions set forth in the Notice of AGM. Any person who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and is holding shares as on the cut-off date, may obtain the login ID and password by sending a request at evoting@nsdl.com. However, if he / she is already registered with NSDL for remote e-voting, then he / she can use his / her existing user ID and password for casting the vote. Any shareholder who disposes off his shareholding such that he/she is not a member as on the cut-off date should treat this Notice for information purposes only.

10. Institutional Shareholders/ Corporate Shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to attend the AGM through VC/OAVM on its behalf and to vote through remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by email through its registered email address to balikasharma@gmail.com with a copy marked to evoting@nsdl.com. Institutional Shareholders (i.e. other than individuals, HUFs, NRIs, etc) can also upload their Board Resolution/ Power of Attorney/ Authority Letter, etc. by clicking on "Upload Board Resolution/ Authority Letter" displayed under "e-voting" tab in their login.

ELECTRONIC DISPATCH OF ANNUAL REPORT AND PROCESS FOR REGISTRATION OF EMAIL ADDRESS FOR OBTAINING COPY OF ANNUAL REPORT:

11. In line with the said Circulars as referred above, the Notice of the 25th AGM along with Annual Report 2023-24 is being sent only through electronic mode to those members, whose e-mail addresses are registered with the Company/ RTA (M/s Alankit Assignment Limited) / Depository Participants.
12. The said documents are available on the website of the Company at www.irctc.com and on the website of National Stock Exchange of India Limited at www.nseindia.com and BSE Limited at www.bseindia.com and also on the website of National Securities Depository Limited ("NSDL") at www.evoting.nsdl.com.

INFORMATION RELATED TO DIVIDEND:

13. The Company has fixed **Friday, August 23, 2024** as the '**Record Date**' for determining entitlement of members to final dividend for the financial year ended March 31, 2024, if approved at the AGM.
14. The Board had recommended a Final Dividend of ₹4.00/- per share (i.e. @ 200% on the paid-up equity share capital of the Company) in its meeting held on May 28, 2024. If the final dividend, as recommended by the Board of Directors, is approved at the AGM, it will be paid subject to deduction of tax at source (TDS) before the due date as per the provisions of the Companies Act, 2013 to the members or their mandates whose names appear in the Register of Members of the Company as on **Friday, August 23, 2024 i.e., (Record Date)** in respect of physical shares. In respect of dematerialized shares, the final dividend shall be payable to the "beneficial owners" of the shares whose names appear in the Statement of Beneficial Ownership furnished by M/s National Securities Depository Limited (NSDL) and M/s Central Depository Services (India) Limited (CDSL) at the close of business hours on **Friday, August 23, 2024 i.e., (Record Date)**. The final dividend, if declared at the AGM, will be paid as per the provisions of the Act.



15. Subject to approval of the members at the AGM, the final dividend will be paid through electronic mode to those members who have updated their bank account details. Dividend warrants/ demand drafts will be dispatched to the registered address of the Members who have not updated their bank account details. Members are requested to register/ update their complete bank details to receive dividend directly into their bank account:
 - i. In case of shares that are held in demat mode, by submitting forms and documents as may be required by the Depository Participant(s); and
 - ii. In case of shares that are held in physical mode, by submitting a request in Form ISR-1 and ISR-2 to the RTA i.e. M/s Alankit Assignments Limited at Alankit House, 4E/2, Jhandewalan Extension, New Delhi-110055 or by email to kycupdate@alankit.com from their registered email id.
16. Pursuant to Section 91 of the Companies Act, 2013, the Register of Members and Share Transfer Books will remain closed from **Saturday, August 24, 2024 to Friday, August 30, 2024** (both days inclusive) for the purpose of determining entitlement of members to final dividend for the financial year ended on March 31, 2024.
17. In terms of Regulation 40(1) of the SEBI (Listing Obligation and Disclosure Requirements) (Amendment) Regulations, 2022, all requests for transfer of securities including transmission or transposition requests shall be processed only in dematerialised form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialisation, members are requested to dematerialise their physical holding.

COMMUNICATION TO SHAREHOLDERS ON TAX DEDUCTED AT SOURCE (TDS) FOR DIVIDEND DISTRIBUTION

18. Pursuant to Finance Act 2020, dividend income is taxable in the hands of shareholders w.e.f. April 1, 2020 and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates in the Income Tax Act, 1961 ("the IT Act"). For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. Further, SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Therefore, the shareholders are requested to update their PAN with the Company/ Alankit Assignment Limited (in case of shares held in physical mode) and with depository participants (in case of shares held in demat mode).
19. A detailed notice regarding **"Communication w.r.t. Tax Deducted at Source (TDS) on Final Dividend for the Financial Year 2023-24"** has been posted on the website

www.irctc.com with weblink <https://www.irctc.com/request-to-shareholders-for-updation-of-their-email-address.html>. Shareholders are requested to kindly go through the link.

20. SEBI vide its Circular No. SEBI/HO/MIRSD/POD-1/P/ CIR/2023/181 dated November 17, 2023 read with Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 has mandated that with effect from 1st April, 2024, dividend to security holders (holding securities in physical form), shall be paid only through electronic mode. Such payment shall be made only after furnishing the PAN, choice of nomination, contact details including mobile specimen signatures. In view of same, the shareholders are requested to submit their PAN, KYC and nomination details in prescribed form **ISR-1** to the Company's RTA, Alankit Assignments Limited.
21. Pursuant to SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/ CIR/2023/193 dated December 27, 2023 read together with circulars dated September 27, 2023, (collectively referred to as "SEBI Circulars"), Members holding shares in physical form and desirous of making a nomination in respect of their shareholding in the Company, as permitted under Section 72 of the Act, are requested to submit to the RTA of the Company the prescribed Form (Form No. SH-13) under Companies (Share Capital and Debentures) Rules, 2014. If a Member desires to opt out or cancel the earlier nomination and record a fresh nomination, he/she may submit the same in ISR-3 or SH-14 as the case may be. The said forms are also available on the website of the Company at www.irctc.com with web link https://www.irctc.com/assets/images/Mandatory%20Furnishing%20Of%20PAN_15_6_202322.pdf

PROCEDURE FOR INSPECTION OF DOCUMENTS

22. The Register of Directors and Key Managerial Personnel (KMP) and their shareholding maintained under Section 170 of the Companies Act, 2013, Register of contracts and arrangements in which Directors are interested maintained under Section 189 of the Companies Act, 2013 and all other relevant documents referred to in the Notice and Explanatory statement will be available for inspection by the Members through electronic mode basis, without payment of any fee from the date of circulation of this notice up to the date of the AGM i.e., **Friday, 30th August, 2024**. Members seeking to inspect such documents are requested to send an email to investors@irctc.com. Inspection shall be arranged when it is mutually suitable.
23. Members desirous of getting any information on any item(s) of business of this meeting are requested to send an e-mail mentioning their name, demat account number/ folio number, email id, mobile number to investors@irctc.com, at least seven days prior to the date of the AGM and the same will be replied by the Company suitably.

OTHER RELEVANT INSTRUCTIONS OF THE NOTICE:

24. Members holding shares in multiple folios in physical mode are requested to apply for consolidation of shares to the Company or to the Company's Registrar and Transfer Agent, Alankit Assignments Limited along with relevant Share Certificates.
25. In case of joint holders, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote at the AGM.
26. Members who have not received/en-cashed their dividend warrants within its validity period may write to the Company at its Registered Office or to the R&TA of the Company, for re-validating the warrants or payment in lieu of such warrants in the form of demand draft.
27. In terms of Regulation 44 of SEBI (LODR) Regulations, the Company is providing one-way live **"Webcast"** of the proceedings of the Annual General Meeting for shareholders on **Friday, August 30, 2024 from 12:30 PM**, onwards till conclusion of the AGM. The same may be accessed at Company's website www.irctc.com.
28. M/s Balika Sharma & Associates, Practicing Company Secretary has been appointed as the Scrutinizer to scrutinize the votes cast by the shareholders in respect of items of business to be transacted at the 25th AGM, in a fair and transparent manner.
29. Pursuant to Section 139 (5) of the Companies Act, 2013, the Statutory Auditors of the Government Company are appointed/re-appointed by the Comptroller & Auditor General of India (C&AG) and in terms of Section 142 of the Companies Act, 2013, the remuneration shall be fixed by the Company in the Annual General Meeting or in such manner as the Company in Annual General Meeting may determine. The members may authorize the Board to fix an appropriate remuneration of Statutory Auditors to be appointed by C&AG for the financial year 2024-25 as may be deemed fit by the Board. The details of fees paid to the Statutory Auditors during the financial year 2023-24 is provided in the "Report on Corporate Governance".
30. Brief Resume of the Directors seeking appointment/re-appointment as required under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India, is annexed hereto and forms part of Notice.
31. None of the Directors of the Company is in any way related to each other. None of the Directors, KMP and

their relatives are in any way concerned and interested in any of the ordinary business items.

32. Annual listing fee for the year 2024-25 has been paid to the Stock Exchanges wherein shares of the Company are listed. Further, the Annual Custodian fee for the year 2024-25 has been paid to both Depositories i.e. Central Depository Services (India) Limited and National Securities Depository Limited.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 FOR SPECIAL BUSINESS ITEMS
ITEM NO. 5: Appointment of Mr. Sanjay Kumar Jain, [DIN: 09629741] as Chairman & Managing Director of the Company

Railway Board (Government of India) vide its letter no. 2016/E(O) II/40/11 dated January 09, 2024 had conveyed that Mr. Sanjay Kumar Jain, IRTS, PCCM/Northern Railway [DIN:09629741] may be entrusted the additional charge of the post of CMD/IRCTC, in addition to his own till the appointment of regular incumbent to the post or until further order, whichever is the earliest. Accordingly, he had assumed the additional charge to the post of Chairman and Managing Director of IRCTC w.e.f. January 10, 2024.

Subsequently, the Board of Directors appointed Mr. Sanjay Kumar Jain [DIN:09629741], PCCM/Northern Railway as an Additional Director [Chairman & Managing Director (additional charge)] w.e.f. January 10, 2024 in terms of Section 161 of the Companies Act, 2013 till the date of next AGM.

Further, pursuant to Railway Board's (Government of India) letter No. 2019/E(O)II/40/18 dated February 08, 2024 regarding appointment to the post of CMD/IRCTC, Mr. Sanjay Kumar Jain has assumed the charge of the post of Chairman and Managing Director of IRCTC on a regular basis w.e.f. February 14, 2024.

As the tenure of Mr. Sanjay Kumar Jain [DIN: 09629741] as an Additional Director is due to expire at the AGM, pursuant to Section 161(l) of the Act, approval of shareholders is being sought in order to confirm his directorship and to appoint him as Chairman and Managing Director of the Company on the terms and conditions as determined by the Government of India.

The Company has received a notice in writing from Mr. Sanjay Kumar Jain, proposing his candidature for the office of Director (Chairman & Managing Director) of the Company. Mr. Sanjay Kumar Jain is not disqualified from being appointed as a Director in terms of Section 164 of the Act.

His brief resume, inter-alia, giving nature of expertise in specific functional area, shareholding in the company, other directorships, memberships/chairmanship of committees and other particulars are provided elsewhere which forms part of this notice.



Save and except; Mr. Sanjay Kumar Jain and his relatives, to the extent of their shareholding interest, if any, in the Company, none of the other Directors/Key Managerial Personnel of the Company/ their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution set out at **item no. 5** of the Notice.

The Board recommends the Ordinary Resolution set out at **item no. 5** of the notice for approval by the shareholders.

ITEM NO. 6: Appointment of Mr. Rahul Himalian (DIN:10393348) as Director (Tourism & Marketing) of the Company

Railway Board (Government of India) vide its Letter No. 2022/E(O)II/40/4 dated February 16, 2024, has conveyed that Mr. Rahul Himalian, [DIN: 10393348] may be entrusted with the charge of the post of Director (Tourism & Marketing)/IRCTC, w.e.f. February 16, 2024, until further orders.

Subsequently, the Board of Directors had confirmed the appointment of Mr. Rahul Himalian [DIN: 10393348], Director (Tourism & Marketing) of the Company as an Additional Director w.e.f. February 16, 2024 in terms of Section 161 of the Companies Act, 2013 till the date of next AGM.

As the tenure of Mr. Rahul Himalian as an Additional Director is due to expire at the AGM pursuant to Section 161(1) of the Act, approval of shareholders is being sought in order to confirm his directorship and to appoint him as Director (Tourism & Marketing) of the Company on the terms and conditions as determined by the Government of India.

The Company has received a notice in writing from Mr. Rahul Himalian, proposing his candidature for the office of Director (Tourism & Marketing) of the Company. Mr. Rahul Himalian is

not disqualified from being appointed as a Director in terms of Section 164 of the Act.

His brief resume, inter-alia, giving nature of expertise in specific functional area, shareholding in the company, other directorships, memberships/chairmanship of committees and other particulars are provided elsewhere which forms part of this notice.

Save and except; Mr. Rahul Himalian and his relatives, to the extent of their shareholding interest, if any, in the Company, none of the other Directors/Key Managerial Personnel of the Company/ their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution set out at **item no. 6** of the Notice.

The Board recommends the Ordinary Resolution set out at **item no. 6** of the notice for approval by the shareholders.

By order of the Board of Directors of
Indian Railway Catering and Tourism Corporation Limited

Sd/-

(Suman Kalra)

Company Secretary & Compliance Officer
Membership No. FCS:9199

Date: 2nd August, 2024

Place: New Delhi

Registered Office:

11th Floor, B-148, Statesman House,
Barakhamba Road, New Delhi - 110001, India

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:-

The remote e-voting period begins on **Tuesday, August 27, 2024 at 9:00 A.M.** and ends on **Thursday, August 29, 2024 at 5:00 P.M.** The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the **record date (cut-off date) i.e. Friday, August 23, 2024**, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, **being Friday, August 23, 2024**.

How do I vote electronically using NSDL e-Voting system?





The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"> Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS Portal" or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience. <p>NSDL Mobile App is available on</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> </div>
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.



Type of shareholders	Login Method
	4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note : Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or call at 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800-21-09911

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
- Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member' section.
- A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

- Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:

- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**

6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:

- a) Click on **"Forgot User Details/Password?"** (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
- b) **Physical User Reset Password?"** (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.

- c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.com mentioning your demat account number/folio number, your PAN, your name and your registered address etc.

- d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

How to cast your vote electronically and join General Meeting on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join Meeting".
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.



General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to balikasharma@gmail.com with a copy marked to evoting@nsdl.com. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on.: 022 - 4886 7000 or send a request to **Ms. Pallavi Mhatre- Senior Manager** at evoting@nsdl.com

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e-mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to investors@irctc.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to investors@irctc.com.
3. If you are an Individual shareholder holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.**
4. Alternatively, shareholder/members may send a request to evoting@nsdl.com for procuring user id and password for e-voting by providing above mentioned documents.

5. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email id correctly in their demat account in order to access e-Voting facility.

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

1. Members will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned above for **Access to NSDL e-Voting system**. After successful login, you can see link of "VC/OAVM" placed under **"Join meeting"** menu against company name. You are requested to click on VC/OAVM link placed under Join Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further, Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore

recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

PROCEDURE FOR RAISING QUESTIONS/SEEK CLARIFICATIONS WITH RESPECT TO ANNUAL REPORT:

5. As the AGM is being conducted through VC/OAVM, for the smooth conduct of proceedings of the AGM, Members are encouraged to express their views/send their queries in advance from their registered email address with respect to the audited financial statements or any other matters to be approved at the 25th AGM, mentioning their name, demat account no./folio no. and mobile number at agmspeakers@irctc.com. Queries received by the Company till 05:00 PM (IST) on Monday, 26th August, 2024, shall be considered and responded during the AGM.
6. Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at least 3 days in advance, with the company on email id: agmspeakers@irctc.com on or before, 5:00 P.M. (IST) of Monday, August 26, 2024. The same will be replied by the company suitably.
7. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

BRIEF RESUME AND OTHER PARTICULARS OF DIRECTORS RETIRING BY ROTATION/ SEEKING APPOINTMENT/ REAPPOINTMENT

Name	Mr. Manoj Kumar Gangeya	Mr. Sanjay Kumar Jain	Mr. Rahul Himalian
DIN	09744752	09629741	10393348
Appointment/ Re-appointment	Re-appointment as Part-Time (Official) Government Nominee Director (retire by rotation)	Appointment as Chairman and Managing Director	Appointment as Director (Tourism & Marketing)
Date of Birth & Age	01.03.1977 & 47 years	20.12.1966 & 57 years	06.01.1973 & 51 years
Date of first Appointment to the Board	21.09.2022	10.01.2024	16.02.2024
Qualification	IIT, Delhi, IRTS	C.A, IRTS	B.tech, M.tech, IRTS
Expertise in specific functional area	Mr. Shri. Manoj Kumar Gangeya is presently working as Executive Director (Planning), Ministry of Railways. He is an Indian Railway Traffic Service (IRTS) officer of 1999 batch. He is a graduate from IIT Delhi (Bachelor of Technology). He also holds professional certifications, in "Executive Management" from IIM Lucknow, "Urban Transport" from CEPT university, "Data, Economics & Development Policy" from MIT (micro-master program online), "Railway Financing", "Global Energy and Climate Policy" etc. He has about 22 years of experience in public service in multiple ministries including NITI Aayog. Before taking charge as ED (Planning), Railway Board, he worked as Director (Infrastructure) & Chief Vigilance Officer in NITI Aayog and was actively involved in policy development for ultra-high speed transport systems, appraisal of programs/ projects of aviation infrastructure and related policy	Mr. Sanjay Kumar Jain is an Indian Railway Traffic Services (IRTS) Officer of 1990 batch. As Principal Chief Commercial Manager, Northern Railway, he was entrusted with the additional charge of Chairman & Managing Director, IRCTC by Ministry of Railways (Government of India) vide its letter no. 2016/E(O)II/40/11 dated January 09, 2024. He assumed the additional charge of the post of Chairman and Managing Director on January 10, 2024. Ministry of Railways (Government of India) vide its letter No. 2019/E(O)II/40/18 dated February 08, 2024 approved the appointment of Mr. Sanjay Kumar Jain (DIN: 09629741), IRTS, PCCM/ Northern Railway for the post of Chairman and Managing Director / IRCTC, for a period with effect from the date of his assumption of charge of the post and till the date of his superannuation i.e. 31.12.2026 or until further orders, whichever is the earlier. Accordingly, he has assumed the charge of post of Chairman & Managing Director on regular basis w.e.f. February 14, 2024. A qualified Chartered Accountant (CA), Mr. Jain's career is a blend of leadership roles in policy making, commercial ventures and	Mr. Rahul Himalian is a Senior IRTS Officer of 1999 Batch. He has assumed the charge of Director (Tourism & Marketing) at Indian Railway Catering and Tourism Corporation Limited (IRCTC Ltd) on 16 th of February, 2024. A product of Lawrence School Sanawar where he was Headboy and adjudged the Best All Round Student, he graduated in Bachelors of Technology in Electrical Engineering from National Institute of Technology, Hamirpur as the Gold Medalist. He further pursued Masters in Technology from IIT Delhi where he achieved the rare distinction of 10.00 Cumulative Grade Point Average and Presidents Gold Medal for Best All Round Student. Being a distinguished Traffic Services Officer having held posts in Operating and Commercial in Western Railways and South Eastern Railways, he has had two earlier stints of



Name	Mr. Manoj Kumar Gangeya	Mr. Sanjay Kumar Jain	Mr. Rahul Himalian
	<p>issues. He also worked as Director in Ministry of Environment and Forest and Climate Change (MoEFCC) and participated in many global environmental negotiations/conventions as an Indian delegate. He is also associated with many policy changes related to pollution prevention and waste management in India and in Basel Convention. In his early career with Indian Railways (about 15 years), he worked in several key positions as Senior Divisional Manager looking after Commercial, Operations and Safety functions. He also worked as Sr Divisional Commercial Manager during "Kumbh Mela, Nashik-2015".</p>	<p>developmental ventures of the Govt. of India and PSUs. He brings with himself more than three decades of extensive experience of handling important portfolios in Ministry of Railways, PSUs and Department of Public Enterprises, Min of Finance, Govt. of India. His notable leadership roles include Group General Manager (North Zone), IRCTC, Divisional Railway Manager, Mumbai, Central Railway, Joint Secretary in the Department of Public Enterprises, Part-time Chairman & CEO of National Land Monetization Corporation Limited among others.</p> <p>As Group General Manager (North Zone), IRCTC, he was instrumental in giving the luxury train Maharajas' Express a new dimension through unique marketing initiatives. He was also instrumental in launching India's first 'Executive Lounge' on the lines of Airport Lounges at New Delhi Railway Station. The Financial and Operational Model developed for "Jan Ahar – New Delhi" during his tenure was later replicated throughout IRCTC. During his leadership, the tourism business of IRCTC NZ grew by 35 times over a period of 5 years.</p> <p>During his tenure as Divisional Railway Manager, Mumbai, led a force of nearly 30000 manpower, handling the largest Suburban Railway Network to provide daily services to approx. 40 Lakh commuters. In order to make the Swatchta Mission a success, carried many initiatives for which "The Chatrapati Shivaji Maharaj Terminus (CSMT)" was awarded the "Best Iconic Swachhhta Place Award" by Jal Shakti Ministry. He had the privilege to initiate the prestigious Heritage conservation of Mumbai Byculla Railway Station in 2019 with the support of a leading Industrial House and a well known NGO in Mumbai. The station won UNESCOs Asia Pacific Cultural Hetitage Award for cultural heritage conservation in 2023. He championed Women Empowerment by operating the first all women run railway station at Matunga, Mumbai for which the station listed in The Limca Book of Records. Another notable effort during his tenure was the "Muck Special" a train dedicated to pick up garbage from the settlements along the railway lines in Mumbai. A large number of projects related to passenger amenities and environmental sustainability was completed in record time.</p> <p>His contributions have been recognized by the Ministry of Railways and he has been honored twice by the highest award in Indian Railways – the Minister of Railways award for his meritorious services – in 1999 in his role as Senior Divisional Commercial Manager (Danapur) and in 2019 as Divisional Railway Manager/Mumbai CSMT Central Railway.</p>	<p>deputation in IRCTC, First as Additional General Manager in Tourism for Five Years and then as Group General Manager, WestZone, IRCTC, Mumbai. His hobbies include creative writing, playing violin, squash and performing closeup magic. Mr. Rahul Himalian has assumed charge on the Board of IRCTC as Director (Tourism & Marketing) spearheading the Travel, Tourism and IT businesses of IRCTC.</p>

Name	Mr. Manoj Kumar Gangeya	Mr. Sanjay Kumar Jain	Mr. Rahul Himalian
		A thought leader, Mr. Jain has always encouraged initiative by his team members and backed them through his experience and long term vision. His career is a testament of his versatile leadership, technical acumen, and dedication to the development and efficiency of the system.	
Disclosure of relationships between directors inter-se	NIL	NIL	NIL
Directorship in other Companies	NIL	NIL	NIL
Names of other entities in which the person is Member/Chairman of Committees.	NIL	NIL	NIL
Number of Board meetings attended during their tenure in FY 24	6/7	3/3	1/1
Number of Committee meetings attended during their tenure in FY 24*	N.A.	3/3	N.A.
Listed entities from which the person has resigned in the past three years	NIL	NIL	NIL
Shareholding	NIL	NIL	200 equity shares

* For reckoning the attendance of committee meetings, Audit Committee, Stakeholders Relationship Committee, Nomination & Remuneration Committee, CSR & SD Committee, Risk Management Committee have been taken into consideration.

INFORMATION AT A GLANCE:

Particulars	Details
Time and date of AGM	12:30 p.m. IST, Friday, August 30, 2024
Mode	Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM")
Webcasts and transcript	https://www.irctc.com/agm.html
Record date for the purpose of dividend	Friday, August 23, 2024
Dividend payment date	Within 30 days of the declaration of dividend
Information of tax on dividend	https://www.irctc.com/request-to-shareholders-for-updation-of-their-email-address.html
Cut-off date for e-voting	Friday, August 23, 2024
E-voting start date and time	9:00 a.m. IST, Tuesday, August 27, 2024
E-voting end date and time	5:00 p.m. IST, Thursday, August 29, 2024
E-voting website of NSDL	www.evoting@nsdl.com
Name, Address and Contact details of e-voting service provider	Contact name: Pallavi Mhatre Senior Manager National Securities Depository Limited, 4 th Floor, A Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400013, India Contact details: Email ID's: evoting@nsdl.com Contact number: 022 - 4886 7000
Name, Address and Contact details of RTA	Alankit Assignments Limited, Alankit House, 4E/2, Jhandewalan Extension, New Delhi- 110055 Contact No: 072900 66301
Name, Address and Contact details of Scrutinizer	M/s Balika Sharma & Associates, Practicing Company Secretary Flat No. 211, Pocket-A/3, Sector-7, Rohini, New Delhi -110085 Contact No.: 011-27931217