

इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड (भारत सरकार का उद्यम–मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD. (A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707" E-mail: info@irctc.com Website: www.irctc.com

No. 2019/IRCTC/CS/ST.EX/356

Dated: 19th May, 2023

BSE Limited (Through BSE Listing Centre)

1st Floor, New Trade Wing, Rotunda Building Phiroze Jeejeebhoy Towers, Dalal Street Fort, Mumbai – 400 001

Scrip Code: 542830

National Stock Exchange of India Limited (Through NEAPS)

"Exchange Plaza",-1, Block-G, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051

Scrip Symbol: IRCTC

Sub: Annual Secretarial Compliance Report for the year ended 31st March 2023.

Sir/Madam,

Pursuant to Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the Annual Secretarial Compliance Report of the Company for the year ended 31st March 2023 issued by M/s Kumar Naresh Sinha & Associates, Company Secretaries.

This is for your kind information and record please.

Thanking you,

Yours faithfully, For and on behalf of IRCTC Limited

(Suman Kalra)

Company Secretary and Compliance Officer

Membership No.: FCS: 9199

Encl: a/a

KUMAR NARESH SINHA & ASSOCIATES Company Secretaries

121, Vinayak Apartment C-58/19, Sector-62 Noida-201307 (U.P)

Mobile: 9868282032, 9810184269 Email: kumarnareshsinha@gmail.com

Secretarial Compliance Report of Indian Railway Catering and Tourism Corporation Limited (IRCTC) for the financial year ended March 31, 2023

We have conducted the review of the compliance of the applicable statutory provisions and the adherence to Good corporate practices by Indian Railway Catering and Tourism Corporation Limited (IRCTC), CIN: L74899DL1999GOI101707 (hereinafter referred as 'the listed entity'), having its Registered Office at 11th Floor, B-148, Statesman House, Barakhamba Road, New Delhi -110001. Secretarial Review was conducted in a manner that provided us a reasonable basis for evaluating the corporate conducts/statutory compliances and expressing our opinion thereon.

Based on our verification of the listed entity's books, papers, minutes books, forms and returns filed and other records maintained by the listed entity and also the information provided by the listed entity, its officers, agents and authorized representatives during the conduct of Secretarial Review, we hereby report that in our opinion, the listed entity has, during the review period covering the financial year ended on **March 31, 2023**, complied with the statutory provisions listed hereunder and also that the listed entity has proper Board processes and compliance mechanism in place to the extent, in the manner and subject to the reporting made hereinafter:

We, Kumar Naresh Sinha and Associates, have examined:

- (a) all the documents and records made available to us and explanation provided by Indian Railway Catering and Tourism Corporation Limited (IRCTC)("the listed entity")
- (b) the filings/ submissions made by the listed entity to the stock exchanges,
- (c) website of the listed entity,
- (d) any other document/ filing, as may be relevant, which has been relied upon to make this certification.

for the year ended on March 31, 2023 ("Review Period") in respect of compliance with the provisions of:

- (a) the Securities and Exchange Board of India Act,1992 ("SEBI Act") and the Regulations, circulars, guidelines issued thereunder; and
- (b) the Securities Contracts (Regulation) Act, 1956 ("SCRA"), rules made thereunder and the Regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India ("SEBI");

The specific Regulations, whose provisions and the circulars/ guidelines issued thereunder, have been examined, include: -

- (a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- (d) Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018; [Not Applicable as the listed entity has not bought back/propose to buy-back any of its securities during the Review Period];



- (e) Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021; [Not applicable as the listed entity has not offered any shares or granted any options pursuant to any employee benefit scheme during the Review Period];
- (f) SEBI (Issue and Listing of Non-Convertible Securities) Regulations, 2021; [Not applicable as the listed entity has not issued and listed any non-convertible securities during the Review Period]
- (g) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
- (h) Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 (to the extent applicable)

and circulars/ guidelines issued thereunder.

We hereby report that, during the Review Period the compliance status of the listed entity is appended as below:

Sr.	Particulars	Compliance	Observations (Pamerks by
No.		status (Yes/No/NA)	/Remarks by PCS
1.	Secretarial Standard:	(Tespino) in i	
	The compliances of the listed entities are in accordance with the applicable Secretarial	Yes	None
	Standards (SS) issued by the Institute of Company Secretaries of India (ICSI), as notified by the Central Government under	* :	
	section 118 (10) of the Companies Act, 2013 and mandatorily applicable.	6	
2.	Adoption and timely updation of the Policies:		
	All applicable policies under SEBI Regulations are adopted with the approval of board of directors of the listed entity.	Yes	None
	 All the policies are in conformity with SEBI Regulations and has been reviewed & timely updated as per the regulations/circulars/guidelines issued by SEBI. 	Yes	None
3.	Maintenance and disclosures on Website:		
	The Listed entity is maintaining a functional website	Yes	None
	Timely dissemination of the documents/ information under a separate section on the website	Yes	None
	 Web-links provided in annual corporate governance reports under Regulation 27(2) are accurate and specific which redirects to the relevant document(s)/ section of the website 		None



4.	Disqualification of Director:		
	None of the Director(s) of the Company is/are disqualified under Section 164 of Companies Act, 2013 as confirmed by the listed entity.	Yes	None
5.	To examine details related to Subsidiaries of listed entities:		
	(a) Identification of material subsidiary companies	NA	The listed entity does not have any subsidiary.
	(b) Requirements with respect to disclosure of material as well as other subsidiaries	NA	
6.	Preservation of Documents: The listed entity is preserving and maintaining records as prescribed under SEBI Regulations and disposal of records as per Policy of Preservation of Documents and Archival policy prescribed under SEBI LODR Regulations, 2015.	Yes	None
7.	Performance Evaluation:	ia.	-
	The listed entity has conducted performance evaluation of the Board, Independent Directors and the Committees at the start of every financial year/during the financial year as prescribed in SEBI Regulations.	NA	Ministry of Corporate Affairs (MCA) vide its circular dated June 5, 2015, has exempted Government Companies from the provisions of section 178(2) of the Companies Act, 2013, which requires performance evaluation of every director by the Nomination & Remuneration Committee. The circular further exempted Govt. Companies from the provisions of Section 134 (3) (p) of Companies Act 2013, which provide about manner of formal evaluation of its own performance by the Board and that of its Committees and Individual Director in Board's Report, if directors are evaluated by the Ministry which is administratively incharge of the Company as per its own evaluation methodology. Further, MCA vide notification dated July 5, 2017, also prescribed that the provisions relating to review of performance of Independent Directors and evaluation mechanism prescribed in



			Schedule IV of the Companies Act, 2013, is not applicable to Government companies.
			In IRCTC, the evaluation of performance of Functional Directors includes self-evaluation by the respective functional directors and subsequent assessment by CMD with final evaluation by the Ministry of Railways.
			The performance evaluation of CMD includes self-evaluation and final evaluation by the Ministry of Railways.
		4	In respect of Government nominee directors, their evaluation is done by the Ministry of Railways as per the procedure laid down.
	8		Since independent directors are appointed by the administrative ministry, their evaluation is also done by the Ministry of Railways and Department of Public Enterprises.
8.	Related Party Transactions:		
8.	(a) The listed entity has obtained prior approval of Audit Committee for all Related party transactions; or (b) The listed entity has provided detailed reasons along with confirmation whether the transactions were subsequently approved / ratified / rejected by the Audit committee, in case no prior approval has been obtained.	NA	The Company has undertaken transactions with related parties (Ministry of Railways, Government of India, Government companies / departments under Ministry of Railways, such as CRIS, Railtel and RVNL) during the year in the ordinary course of business and at arm's length. The disclosures related to RPTs in accordance with applicable accounting standards are placed before the Audit Committee on quarterly basis and the disclosure on the same are also provided under notes to accounts, forming part of financial statements of the

9.	Disclosure of events or information:		Company. Further, the Company has no operative Joint Venture and Subsidiary Company.
5.	The listed entity has provided all the required disclosure(s) under Regulation 30 along with Schedule III of SEBI LODR Regulations, 2015 within the time limits prescribed thereunder.	Yes	None
10.	Prohibition of Insider Trading: The listed entity is in compliance with Regulation 3(5) & 3(6) SEBI (Prohibition of Insider Trading) Regulations, 2015	Yes	None
11.	Actions taken by SEBI or Stock Exchange(s), if any: No action(s) taken against the listed entity/ its promoters/ directors/ subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under SEBI Regulations and circulars/ guidelines issued thereunder except as provided under separate paragraph herein (para a).	No	Mentioned in para (a) below.
12.	Additional Non-compliances, if any: No additional non-compliance observed for any SEBI regulation/circular/guidance note etc.	Yes	None

Compliances related to resignation of statutory auditors from listed entities and their material subsidiaries as per SEBI Circular CIR/CFD/CMD1/114/2019 dated 18thOctober 2019:

Sr. No.	Particulars	Compliance Status (Yes/No/NA)	Observation/Remarks by PCS		
1.	Compliances with the following conditions	while appointing / re-app	pointing an auditor		
	 i. If the auditor has resigned within 45 days from the end of a quarter of a financial year, the auditor before such resignation, has issued the limited review/ audit report for such quarter; or 	NA	None		
	ii. If the auditor has resigned after 45 days from the end of a quarter of a financial year, the auditor before such resignation, has issued the limited review/	NA	None		



		audit report for such quarter as well as the next quarter; or		
	iii.	If the auditor has signed the limited review/ audit report for the first three quarters of a financial year, the auditor before such resignation, has issued the limited review/ audit report for the last quarter of such financial year as well as the audit report for such financial year.	NA	None
2.	Other	conditions relating to resignation of	statutory auditor	
2.	i.	Reporting of concerns by Auditor with respect to the listed entity/its material subsidiary to the Audit Committee:	NA NA	None
	a.	In case of any concern with the management of the listed entity/material subsidiary such as non-availability of information / non-cooperation by the management which has hampered the audit process, the auditor has approached the Chairman of the Audit Committee of the listed entity and the Audit Committee shall receive such concern directly and immediately without specifically waiting for the quarterly Audit Committee meetings.	NA	None
	b.	In case the auditor proposes to resign, all concerns with respect to the proposed resignation, along with relevant documents has been brought to the notice of the Audit Committee. In cases where the proposed resignation is due to non-receipt of information / explanation from the company, the auditor has informed the Audit Committee of the details of information / explanation sought and not provided by the management, as applicable.	NA	None
	c.	The Audit Committee / Board of Directors, as the case may be,	NA	None



	deliberated on the matter on receipt of such information from the auditor relating to the proposal to resign as mentioned above and communicate its views to the management and the auditor.		
	ii. Disclaimer in case of non-receipt of information: The auditor has provided an	NA	None
	appropriate disclaimer in its audit report, which is in accordance with the Standards of Auditing as specified by ICAI /		
	NFRA, in case where the listed entity / its material subsidiary has not provided information as required by the auditor.	*	
3.	The listed entity / its material subsidiary has obtained information from the	NA	None
	Auditor upon resignation, in the format		
	as specified in Annexure- A in SEBI Circular CIR/CFD/CMD1/114/2019 dated 18 th October, 2019.		



(a) The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued thereunder, except in respect of matters specified below:-

Sr. Compliance Requirement (Regulations/ circulars / guidelines including specific clause)	Regulation /Circular No.	Deviations	Action taken by	Type of Action (Advisory/C larification/ Fine/Show Cause Notice/War ning, etc.)	Details of Violation	Fine Amount	Observations /Remarks of the Practicing Company Secretary	Management Response	Remarks
1. The Board of Directors of the top 1000 listed entities shall have at least one independent woman director. Where the listed entity does not have a regular nor executive chairperson, as least half of the board of directors shall comprise independent directors.	17(1)of SEBI (LODR) Regulations , 2015	Non- compliance with the requirements pertaining to the composition of the Board including failure to appoint independent woman director		Fine	Half of the Board was not Independ ent and no Independ ent Woman Director on the Board of the Company for the quarter ended June 30, 2022, Septemb er 30, 2022, and Decembe	BSE & NSE vide mail / letter dated 22.08.20 22, 21.11.20 22 and 21.02.20 22 levied fine of Rs. 4,55,000/ - plus GST @ 18% of Rs. 81,900/- each for Q.E June 30, 2022,and Rs. 4,60,000/	Government Company as defined under section 2(45) of Companies Act, 2013,	In order to comply with the requirements of Regulation 17(1), the company is constantly following up with the Ministry of Railways, Govt. of India for appointment of requisite number of Independent Directors including a women Independent Director on the Board of the Company.	None

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			r 31	- plus	Ministry of	
			2022.	GST@	Railways	
			BSE and	18% of	holds 62.40%	
			NSE have	Rs.	of share	
			imposed	82,800/-	capital of the	
			fines for	each for	Company.	
			the non-	Q.E	Accordingly,	
			complian	Septemb	the power	
			ce with	er 30,	to appoint	
			the	2022, and	directors on	
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			ents	r 31,	vests with	
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			d under		India, in	
			regulatio		accordance	
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			SEBI		Article	
			(LODR),	*	No. 58 (e) of	
			Regulatio		Articles of	
			ns, 2015	18	Association of	
			for the		the Company.	
			quarters		300 mm 500 300 mm 500	
			ending		Being a	
			June 30,		Government	
			2022,		Company,	
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			er 30,		proactively	
			2022, and		taken up the	
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			r 31		Ministry	
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(b) The listed entity has taken the following actions to comply with the observations made in previous reports:

Sr. No	Compliance Requirement (Regulations/ circulars / guidelines including specific clause)	Regulation /Circular No.	Deviations	Action taken by	Type of Action (Advisory/Clari fication/Find/S how Cause Notice/Warnin g, etc.)	Details of Violation	Fine Amount	Observations/Re marks of the Practicing Company Secretary	Management Response	Remarks
(a)	Pertaining to th	ne year ended	March 31, 2022							
1.	The Board of Directors of the top 1000 listed entities shall have at least one independent woman director. Where the listed entity does not have a regular non-executive chairperson, at least half of the board of directors shall comprise of independent directors.		The composition	BSE and NSE	Fine	Half of the Board was not Independent and no Independent Woman Director on the Board of the Company during FY 2021-22.	BSE & NSE levied fine of Rs. 4,55,000/- plus GST @ 18% of Rs. 81,900/- each for Q.E. June 30, 2021, Rs. 4,60,000/- plus GST@ 18% of Rs. 82,800/- each for Q.E. September 30, 2021, & December 31, 2021 and Rs.4,50,000/- plus GST @ 18% of Rs.81,000/- each for Q.E.	The non-compliance with the requirements prescribed under regulation 17(1) of SEBI (LODR), Regulations, 2015 in the report of the previous year has not been complied so far. In this regard, we have observed that Indian Railway Catering and Tourism Corporation Limited (IRCTC) is a Government Company [as defined under section 2(45) of	In order to comply with the requirements of Regulation 17(1), the company is constantly following up with the Ministry of Railways, Govt. of India for appointment of requisite number of Independent Directors including a women Independent Director on the Board of	None

March, 31, Companies Act, the 2022. 2013, under the administrative control of Ministry of Railways. Also, President of India acting through Ministry of Railways holds 62.40% of share capital of the Company. Accordingly, the power to appoint directors on its Board vests with President of India, in accordance with the Article No. 58 (e) of Articles of Association of the Company. Being a Government Company. IRCTC has proactively taken up the issue with the Ministry of Railways, Government of India, i.e., the appointing authority, from time to time, for appointment of the company.	F	T	 					·
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								the requisite number of independent directors, including Independent Women Director on the Board. The issue of filling up of the vacancies of requisite number independent		
								directors including one (01) woman		
	`							director is being regularly followed		
								up with the		
							.00	Administrative		
								Ministry (i.e.,		
								Ministry of		
								Railways, Govt. of India).		
	From Links at	Desulation	The	BSE and	Fine	The composition	BSE- Fine	NSE vide letter	With the	
2.	Every listed entity shall	200 DOMEST CONTROL OF THE PERSON OF THE PERS	composition	NSE and	rille	of the Board Level	amount of	NSE/LIST/SOP/073	appointment	
	entity shall constitute a	8 21 of	of the Board	INCOMES AND STREET		Committees i.e.,	Rs.15,52,000	2 dated	of two (02)	
	qualified and	Securities	Level			Audit Committee,	/- plus GST	10.11.2022 have	independent	
	independent	and	Committees			Nomination	@18	waived fine	directors, Mr.	
	audit	Exchange	i.e., Audit			&Remuneration	Rs.2,79,360/	imposed on the	Vinay Kumar	
	committee.	Board of	Committee,			Committee,	- amounting	company for non-	Sharma and	
		India	Nomination			Stakeholders	to	compliance of:	Mr. Namgyal	
	The board of	(Listing	&Remunerati			Relationship	Rs.18,31,360		Wangchuk on	
	directors shall	Obligations	on			Committee and	/	(a) Regulation 17		
	constitute the	and	Committee,			Risk Management		(2A) for quarter	the Company w.e.f. 9 th	
	nomination	Disclosure	Stakeholders			Committee were	NCT Fire	ended June 30,		1/3/
	and	Requireme	Relationship			not in compliance	NSE- Fine	2021, September	Movember	

and the same of th			T		d		20 2021 0	2021 and 12th	
remuneration	nts)	Committee			during the period	amount of	30, 2021 &	2021 and 12 th	
committee.	Regulations	and Risk			under review.	Rs.15,52,000	December 31,	November	
	, 2015.	Management				/- plus GST	2021.	2021	
The listed		Committee				@18		respectively,	
entity shall		were not in				Rs.2,79,360/	94	the	
constitute a		compliance				- amounting	b) Regulation 18	Committees	
Stakeholders		during the				to	for quarter ended	of the Board	
Relationship		period under				Rs.18,31,360	June 30, 2021,	i.e., Audit	
Committee.		review.				/	September 30,	Committee,	
							2021 & December	Nomination &	
The board of							31, 2021 & March	Remuneration	
directors shall							31, 2022.	Committee,	
constitute a							100	Stakeholders	
Risk							c) Regulation	Relationship	
Management							19(1)/19(2) for	Committee &	
Committee.							quarter ended	Risk	
3-F-A							June 30, 2021,	Management	
							September 30,	Committee,	
							2021 & December	were	
						,	31, 2021.	reconstituted	
							31, 2021.	in accordance	
							d) Regulation	with the	
							20(2)/(2A) for	requirements	
							quarter ended	as prescribed	
							June 30, 2021,	under SEBI	
							September 30,	(LODR)	
							2021 &	Regulations,	
							December 31,	2015.	
							150	2015.	
							2021.	The same was	
							Demulation	The same was	
							e) Regulation	compiled as	
							21(2) for the	on	
							quarter ended	31.03.2022.	
							September 30,		
							2021 & December		
				etweet and the second			31, 2021.		

			Ī .		T			T		
3.	Preparation of financial results	The Company has not complied with the provision of Regulation 33 of the SEBI (LODR) Regulations , 2015.	The Company has not prepared the consolidated financial Statement as required under the SEBI (LODR) Regulations, 2015.	None	None	The Company has not complied with the provision of Regulation 33 of the SEBI (LODR) Regulations, 2015.	-NIL-	The Company has not prepared the consolidated financial Statement as required under the SEBI (LODR) Regulations, 2015.	The Company is not able to prepare the consolidated financial Statement of its Joint Venture (JV), Royale India Rail Tours Limited (RIRTL) since Fiscal 2011 on account of ongoing litigation with Cox & Kings Limited (the JV partner with 50% share), and unavailability of financial statements of the RIRTL and also, the matter being sub-judice before National Company	
									Company Law Tribunal (NCLT). Cox & Kings Limited had also	

			Т	_			T	1			r
									177	initiated	
										arbitration	
										proceedings	
										seeking	
										restoration of	
										the Joint	
										Venture	
										Agreement.	
8										The	
										arguments	
										have been	
										concluded on	
										28.02.2023	
										and the	
										arbitral	
	4									award is	
										awaited.	
								*			
(b)	Pertaining to th	ne year ended	March 31, 2023	L.	ys-10-200						
1.	The Board of	Regulation	The Board of	BSE	&	Fine	Due to	BSE & NSE	The power to	In order to	
	Directors of	17 (1) of	Directors	NSE			completion of	levied fine of	appoint Directors	comply with	
	the top 1000	SEBI (Listing	does not				tenure of only	Rs.	on the Board of	the	
	listed entities	Obligations	consist of				women	4,60,000/-	Company vests	requirements	
	shall have at	and	independent				independent	plus GST @	with President of	of Regulation	
55	least one	Disclosure	women				director Ms.	18% of Rs.	India (Pol) in	17(1), the	
	independent	Requireme	director on	1			Sarita Deshpande	82,800/-	accordance with	company is	
	woman	nts)	the Board of				on 28 th March	each for Q.E.	its Articles of	constantly	
	director.	Regulations	Company				2021, there was	December	Association.	following up	
		, 2015.	w.e.f. 29th				no Independent	31, 2020.	Ministry of	with the	
	Where the		March 2021.				women director		Railways,	Ministry of	
	listed entity						on the board of	BSE & NSE	Government of	Railways,	
	does not		The				the company	levied fine of	India has been	Govt. of India	
	have a		composition				w.e.f. 29 th March,	Rs.	requested on	for	12.21°
	regular non-		of the Board			21.00	2021.	4,50,000/-	regular basis to	appointment	F F
											(EC

executive	didn't	The composition plus GST @ appoint sufficient of requisite
chairperson,	comprise of	of Board is not in 18% of Rs. number of number of
at least half	sufficient	compliance with 81,000/- independent Independent
of the board	number of	Regulation 17 (1) each for Q.E. directors on the Directors
of directors	independent	(b) of SEBI (LODR) March 31, Board of the including a
shall	directors as	Regulations, 2015 2021. Company in order women
comprise of	on 31st	due to insufficient to avoid non- Independent
independent	March,	number of compliance of SEBI Director on
directors.	2021.	Independent (LODR), the Board of
		Directors on the Regulations, the
		Board during the Companies Act Company.
		period under and other
		review as applicable laws.
		mentioned below:
		Q1- 3 Vacancies
4		Q2- 3 Vacancies
		Q3- 5 Vacancies
		Q4- 6 Vacancies
		The company
		could not have
		optimum
		combination of
		functional,
		nominee and
		independent
		directors during
		the FY 2020-21.



Assumptions & Limitation of scope and Review:

- 1. Compliance of the applicable laws and ensuring the authenticity of documents and information furnished, are the responsibilities of the management of the listed entity.
- 2. Our responsibility is to certify based upon our examination of relevant documents and information. This is neither an audit nor an expression of opinion.
- 3. We have not verified the correctness and appropriateness of the financial Records and Books of Accounts of the listed entity.
- 4. This Report is solely for the intended purpose of compliance in terms of Regulation 24A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and is neither an assurance as to the future viability of the listed entity nor of the efficacy or effectiveness with which the management has conducted the affairs of the listed entity.

For Kumar Naresh Sinha & Associates

Company Secretaries

Place: Noida

Date: May 18, 2023



CS Naresh Kumar Sinha (Proprietor)

FCS: 1807, CP No.: 14984

PR: 610/2019 FRN: S2015UP440500

UDIN: F001807E000331444