



Regd. Office: Engineers India Bhawan, 1, Bhikaji Cama Place, New Delhi - 110066

Tel:011-26762121, E-mail: company.secretary@eil.co.in

Website: www.engineersindia.com

CIN: L74899DL1965GOI004352

## Notice

**NOTICE** is hereby given that the 57<sup>th</sup> Annual General Meeting of the Members of Engineers India Limited will be held on Tuesday, the 27<sup>th</sup> September, 2022 at 3:00 P.M. (IST) through Video Conferencing (VC)/ Other Audio Visual Means (OAVM) facility to transact the following business:

### ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Standalone Financial Statements and Consolidated Financial Statements of the Company for the financial year ended on 31.03.2022, together with the Directors' Report and the Auditors' Report thereon and Comments of the Comptroller and Auditor General of India and to pass the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** the Audited Standalone Financial Statements and Consolidated Financial Statements of the Company for the financial year ended on 31.03.2022, together with the Directors' Report and the Auditors' Report thereon and Comments of the Comptroller and Auditor General of India be and are hereby received, considered and adopted."

2. To declare final dividend for the financial year ended 31.03.2022 and to pass the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** approval of the members be and is hereby accorded for payment of final dividend of ₹1/- per share (on face value of ₹ 5/- each) on equity share capital of the Company amounting to ₹ 5620.42 lakhs for the financial year ended 31.03.2022 as recommended by the Board in addition to the payment of interim dividend of ₹ 2/- per share as already declared by the Board and paid accordingly."

3. To appoint a Director in place of Shri Ashok Kumar Kalra (DIN: 08698203), who retires by rotation and being eligible, offers himself for re-appointment and to pass the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** Shri Ashok Kumar Kalra (DIN: 08698203), who retires by rotation and being eligible, be and is hereby re-appointed as a Director (HR) of the Company."

4. To appoint a Director in place of Shri Sunil Kumar (DIN: 08467559), who retires by rotation and being eligible, offers himself for re-appointment and to pass the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** Shri Sunil Kumar (DIN: 08467559), who retires by rotation and being eligible, be and is hereby re-appointed as a Director (Government Nominee) of the Company."

5. To authorize Board of Directors of the Company to fix remuneration of Auditors for the Financial Year 2022-23 and to pass the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** pursuant to provisions under section 139(5) read with Section 142 of the Companies Act, 2013, approval of the Members be and is hereby accorded, authorizing the Board of Directors of the Company to decide and fix the remuneration, Out of Pocket, Statutory Taxes and other Ancillary Expenses payable to Auditors of the Company appointed by the Comptroller and Auditors General of India, for the Financial Year 2022-23."

### SPECIAL BUSINESS

6. To appoint Shri Atul Gupta (DIN: 09704622) as Director (Commercial) of the Company and in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution, as an Ordinary Resolution:

**"RESOLVED THAT** in accordance with the Section 149, 152, 161 and other applicable provisions, if any, of the Companies Act, 2013 read with Rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force), Regulation 17(1C) and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Articles of Association of the Company, Shri Atul Gupta (DIN: 09704622), who was nominated as Director (Commercial) by President of



India vide MoP&NG letter No.CA-31018/3/2021-PNG (38328) dated 12.08.2022 and appointed as an Additional Director w.e.f. 16.08.2022 (date of assumption of charge) by the Board of Directors to hold the post of Director (Commercial) of the Company upto the date of this Annual General Meeting and in respect of whom the Company has, pursuant to Section 160 of the Companies Act, received a notice from himself in writing proposing his candidature for the office of Director, be and is hereby appointed as Director (Commercial) of the Company, liable to retire by rotation, to hold office from the date of his assumption of charge of the post (i.e. 16.08.2022) for a period of 5 years or till the date of his superannuation or until further orders, whichever is the earliest, on such terms & conditions, remunerations and tenure as may be determined by the President of India/ Government of India from time to time."

By order of the Board of Directors

Place: New Delhi  
Date : 18.08.2022

**(S. K. Padhi)**  
Company Secretary

Registered Office: Engineers India Bhawan  
1, Bhikaji Cama Place, New Delhi –110066  
CIN:L74899DL1965GOI004352  
Tel : 011-26762121  
Email : company.secretary@eil.co.in  
Website: www.engineersindia.com

## Notes

- The relevant Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 setting out material facts concerning the business under item Nos. 6 of the Notice, is annexed hereto. Other relevant details, pursuant to applicable Regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meeting in respect of all Business items, as set out above is given hereunder.
- In view of the continuing COVID-19 global pandemic, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2021 dated January 13, 2021, Circular No. 19/2021 dated December 08, 2021 and Circular No. 21/2021 dated December 14, 2021 and Circular No. 2/2022 dated May 05, 2022 (**MCA Circulars**) and SEBI vide Circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 read with SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 (**SEBI Circulars**). The forthcoming AGM will thus be held through video conferencing (VC) or other audio visual means (OAVM) in compliance with applicable provisions of the Companies Act, 2013 read with above mentioned Circulars. Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
- Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended) and MCA Circulars, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized e-Voting agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by NSDL.
- Pursuant to MCA Circulars, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.**
- In view of present situation and as per MCA directives, Notice along with Annual Reports of the Company is being sent through e-mail only to those shareholders whose email ID are registered with the Company/Depository Participants. Shareholders desiring a physical copy of Annual Report may send their request to Company/RTA or send e-mail at [company.secretary@eil.co.in](mailto:company.secretary@eil.co.in) or [rtat@alankit.com](mailto:rtat@alankit.com)
- Members can also access the Annual report/AGM Notice at website of the Company/NSE/BSE ( [www.engineersindia.com](http://www.engineersindia.com) / [www.nseindia.com](http://www.nseindia.com) / [www.bseindia.com](http://www.bseindia.com) respectively ) and on the website of NSDL (agency for providing the Remote Voting facility) i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com)
- The facility for joining the 57<sup>th</sup> AGM by Members through VC/OAVM shall be kept open 30 minutes before the time scheduled to start the Meeting and shall remain open till the expiry of 30 minutes after such scheduled time of the Meeting. Members can join the same by following the procedure mentioned in the Notice. The facility of participation at the 57<sup>th</sup> 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 Stakeholder's Relationship Committee, Auditors etc., who are allowed to attend the AGM without restriction on account of first-come first-served basis.
- The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
- If the final dividend, as recommended by the Board of Directors, is approved at the AGM, payment of such dividend will be made on Wednesday, 12<sup>th</sup> October, 2022 as under:
  - to all Beneficial Owners in respect of shares held in dematerialized form as per the data as may be made available by the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as on record date i.e. the close of business hours on Monday, 5<sup>th</sup> September, 2022;
  - to all Members in respect of shares held in physical form after giving effect to valid transmission or transposition requests lodged with the Company/ Registrar and Share Transfer Agent as on the close of business hours on Monday, 5<sup>th</sup> September, 2022.
- Members may note that as per Finance Act, 2020, dividend paid or distributed after 1 April, 2020 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. A snapshot of Rates of TDS as per Income Tax Act are as under:
 

TDS	RESIDENT SHAREHOLDERS		NON RESIDENT SHAREHOLDERS
Rates for FY 2022-23	With PAN 10%	Without PAN/ Invalid PAN 20%	20% (plus applicable Surcharge and Cess)

Members are requested to complete and/or update their Residential Status, PAN, Category as per the Income Tax Act and email ID with their Depository Participants ('DPs') or with the Registrar and Transfer Agent of the Company in case shares are held in physical form before the Record date, to enable the Company to determine the appropriate TDS / withholding tax rate applicable.

### Higher Tax Deduction in following cases:

- If shareholder is classified as "specified person" as per the provision of section 206AB, tax will be deducted at the rate higher of the following:

- Twice the rate specified in the relevant provision of the Income-tax Act; or
- Twice the rate or rates in force; or
- The rate of 5%.

The Company will be relying on the information verified by the utility available on the Income Tax website.

- If the PAN is not as per the database of the Income-tax Portal, it would be considered as invalid PAN and tax at higher rate shall apply as per the Income-tax Act.

**NIL/ Lower Tax Deduction:**

- No TDS shall be deducted for Resident Individual shareholders in case dividend paid to resident individual does not exceed ₹ 5000/- during the FY 2022-23.
- For list of exempted categories** shareholders are requested to refer details at our website.
- Valid declaration in Form 15H/15G as applicable (in duplicate in the prescribed form) may be submitted by resident shareholders in case tax for the Current Financial year on Shareholder's estimated total income will be NIL. This shall be submitted along with copy of PAN to avail the benefit of non-deduction of tax at source by email to the RTA.
- For shareholders submitting valid Lower Deduction certificates u/s 197, rates of tax deduction shall be rates as mentioned in the Lower Deduction Certificate. These shall be submitted by Shareholder to RTA of the Company at [rta@alankit.com](mailto:rta@alankit.com) by 12<sup>th</sup> September, 2022 {till 11:59 P.M.(IST)}.

**Non-resident shareholders** [Including Foreign Institutional Investors (FIIs)/Foreign Portfolio Investors (FPIs)], have option to be governed by provisions of Double Taxation Avoidance agreement (DTAA) read with Multilateral Instrument (MLI) between India and country of Tax residency of shareholders, if they are more beneficial to them. Thus, TDS as per Income Tax Act, 1961 or Tax treaty rates whichever is beneficial shall be applied provided the Non-residents submit specified documents:

- Self- attested copy of PAN, if available
- Tax Residency Certificate (TRC) valid for FY 2022-23 obtained from authorities of the Country of which the shareholder is a Resident
- Form 10F duly filled
- Declaration to the effect that:
  - Dividend Income is not attributable to any Permanent Establishment (PE) or Fixed Base in India.
  - Non -resident is Eligible to claim benefit of DTAA. Shareholder has no reason to believe that his/ her claim for the benefits of the DTAA is impaired in any manner.
  - Non- Resident receiving Dividend Income is the beneficial owner of shares
  - Shareholder is and will continue to remain a tax resident of the country of its residence during the financial year 2022-23.

Application of beneficial Tax Treaty Rate shall depend upon the completeness of the documents submitted by the Non Resident shareholder and its completeness to the satisfaction of the Company.

The applicable rates and documentation requirement for each category of shareholders is available at our website <https://engineersindia.com/investors/shareholdersmeetings/> All specified documents to be submitted at [rta@alankit.com](mailto:rta@alankit.com) latest by 12<sup>th</sup> September, 2022 {till 11:59 P.M.(IST)}.

**General Points:**

- TDS certificates will be shared with the respective shareholder's in due course. Shareholders can also view the credit of TDS in their respective Form 26AS.
- In case the tax on Dividend is deducted at a higher rate in absence of receipt of or satisfactory completeness of the afore-mentioned details/documents by 12<sup>th</sup> September, 2022 {till 11:59 P.M.(IST)}, the shareholder may claim an appropriate refund in the return of income filed with their respective Tax authorities. No claim shall lie against the Company for such taxes deducted.
- In case dividend income is assessable in the hands of a person other than the registered shareholder as on the cut-off date, the registered shareholder shall furnish a declaration, to the satisfaction of RTA / Company, containing the name, address and PAN and holding of the person to whom the tax credit is to be given along with reasons for giving credit to such person.

**11. Payment of Dividend through electronic means:**

- To avoid loss of dividend warrants in transit and undue delay in receipt of dividend warrants, the Company provides the facility to the Members for remittance of dividend directly in electronic mode through National Automated Clearing House (NACH). Members holding shares in physical form and desirous of availing this facility of electronic remittance are requested to provide their latest bank account details (Core Banking Solution Enabled Account Number, 9 digit MICR and 11 digit IFS Code), along with their Folio Number, to the Company's Registrar and Share Transfer Agent – M/s Alankit Assignments Limited. Members are requested to register PAN, KYC, Nomination details and change/update their information with RTA for processing their service request. In the absence of this information, physical folios shall be frozen by RTA on or after April 1, 2023 in line with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 available at Company's website <https://engineersindia.com/storage/2021/12/SEBI-CIRCULAR-FOR-ATTENTION-OF-SHAREHOLDERS.pdf> Members holding shares in electronic form are requested to provide the said details to their respective Depository Participants.
  - Members holding shares in electronic form are hereby informed that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend. The Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participants of the Members.
- The Company has sent individual letters to all the Members holding shares of the Company in physical form for furnishing their PAN, KYC details and Nomination pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/

655 dated November 3, 2021 in Form ISR-1. The Form ISR-1 is also available on the website of the Company at <https://engineersindia.com/storage/2021/12/SEBI-CIRCULAR-FOR-ATTENTION-OF-SHAREHOLDERS.pdf> for information/attention of the Members. Members holding shares of the Company in physical form is invited to go through the circular and submit the said Form ISR-1, if required. As per the provisions of Section 72 of the Companies Act, 2013, the facility for making nomination is available for Members in respect of shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13 to their DPs in case the shares are held in electronic form and to Registrar and Share Transfer Agent of the Company in case the shares are held in physical form.

13. As per Regulations 39 and 40 of SEBI Listing Regulations read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022, Members may please note that SEBI has mandated the Listed Companies to issue securities in demat form only while processing service requests viz. Issue of duplicate securities certificate; claim from Unclaimed Suspense Account; Renewal/Exchange of securities certificate; Endorsement; Sub-division/Splitting of securities certificate; Consolidation of securities certificates/folios; Transmission and Transposition. Accordingly, Shareholders are requested to make service requests by submitting a duly filled and signed Form ISR-4, the format of which is available on the Company's website under the weblink at [https://engineersindia.com/storage/2022/02/SEBI-Circular\\_issuance-of-Securities-in-Demat-25.01.2022.pdf](https://engineersindia.com/storage/2022/02/SEBI-Circular_issuance-of-Securities-in-Demat-25.01.2022.pdf). It may be noted that any service request can be processed only after the folio is KYC compliant. SEBI vide its notification dated January 24, 2022 has mandated that all requests for transfer of securities including transmission and transposition requests shall be processed only in dematerialized form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialisation, Members are advised to dematerialise the shares held by them in physical form. Members can contact the Company or Company's Registrars and Transfer Agents, M/s Alankit Assignments Limited | 205-208, Anarkali Complex, Jhandewalan Extension | New Delhi - 110055, India (Tel No.91-11-4254 1234 |, Fax No.91-11-4254 1201, Email: [rta@alankit.com](mailto:rta@alankit.com), Website: [www.alankit.com](http://www.alankit.com) for assistance in this regard.
14. 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.
15. Members are requested to note that, dividend, if not encashed for a period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("IEPF"). The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority, if they remain unclaimed for seven consecutive years. In view of this, Members/Claimants are requested to claim their dividends from the Company, within the stipulated timeline. For details of year wise dividend unpaid/unclaimed, Shareholders may refer our website at

<https://engineersindia.com/investors/corporate-governance/>. The Members, whose unclaimed dividends/shares have been transferred to IEPF, may claim the same by making an application to the IEPF Authority, in Form No. IEPF-5 available on [www.iepf.gov.in](http://www.iepf.gov.in). The Members/Claimants can file only one consolidated claim in a financial year as per the IEPF Rules.

16. All documents referred to in the Notice calling the AGM and the Explanatory Statement are available on the website of the Company for inspection by the Members.
17. Pursuant to the requirements of Corporate Governance, brief resume of the Directors proposed for appointment/reappointment are annexed with the Notice.
18. Voting through electronic means/Venue e-voting
  - i. In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time and Regulation 44 of the SEBI Listing Regulations, the Members are provided the facility to cast their vote electronically, through the e-voting services of National Securities Depositories Limited (NSDL) on all the resolutions set forth in this Notice.
  - ii. The Board of Directors has appointed Shri Santosh Kumar Pradhan, Practicing Company Secretary (C.P. No. 7647) as the Scrutinizer to scrutinize venue e-voting and remote e- voting process in a fair and transparent manner.
19. **THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:-**
  - i) The remote e-voting period begins on Friday, 23<sup>rd</sup> September, 2022 at 9:00 A.M.(IST) and ends on Monday, 26<sup>th</sup> September, 2022 at 5:00 P.M. (IST) 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 cut-off date i.e. Tuesday, 20<sup>th</sup> September, 2022, 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 Tuesday, 20<sup>th</sup> September, 2022.

#### **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:*





#### **A) Step 1: Access to NSDL e-Voting system**

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"> <li>Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ 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 “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> 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 &amp; voting during the meeting.</li> <li>If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “<b>Login</b>” which is available under ‘<b>Shareholder/Member</b>’ 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 <b>e-Voting service provider i.e. NSDL</b> 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 &amp; voting during the meeting.</li> <li>Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol> <p style="text-align: center;">NSDL Mobile App is available on</p> <div style="display: flex; justify-content: center; align-items: center;">   </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">   </div>

Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>If the user is not registered for Easi/ Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective E-voting Service Provider (ESP) i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
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 <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30

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. <a href="mailto:evoting@cdslindia.com">evoting@cdslindia.com</a> or contact at 022- 23058738 or 022-23058542-43
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**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?**

1. 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.
2. 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.
3. 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. (Serial no. 19 (i) (C))

**4. 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*****.
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](http://www.evoting.nsdl.com).
  - b) Physical User Reset Password? (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://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.co.in](mailto:evoting@nsdl.co.in) 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.

**C) 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.

#### D) 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 [santosh@kritiadvisory.com](mailto:santosh@kritiadvisory.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
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](http://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](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Ms. Soni Singh at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

#### ii. 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 [rta@alankit.com](mailto:rta@alankit.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 [rta@alankit.com](mailto:rta@alankit.com). If you are an Individual shareholders 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. (Serial No. 19(i)(A)).
3. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.
4. 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.

#### iii. 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.

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

1. Member 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 link" placed under "Join General meeting" menu against company name. You are requested to click on VC/OAVM link placed under Join General 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.
5. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least 5 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at [company.secretary@eil.co.in](mailto:company.secretary@eil.co.in). The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance 5 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at [company.secretary@eil.co.in](mailto:company.secretary@eil.co.in). These queries will be replied to by the company suitably during the meeting, if time permits.
6. Those Shareholders who have registered themselves as speaker will only be allowed to express their views/ask questions, subject to the availability of time during the meeting.

#### Other Instructions

- i. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.



- ii. Any person, who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as on the cut-off date i.e. Tuesday, 20<sup>th</sup> September, 2022 can also request for the soft/hard copy of Annual report/ Notice by sending a request at [rta@alankit.com](mailto:rta@alankit.com). For obtaining user id and password, members are requested to follow the instructions given under note no. 19 (ii).
- iii. The Chairman & Managing Director shall, at the 57<sup>th</sup> AGM, at the end of discussion on the resolutions on which voting is to be held, allow venue e-voting with the assistance of Scrutinizer, for all those members who have attended 57<sup>th</sup> AGM through VC/OAVM and have not casted their votes by availing the remote e- voting facility.
- iv. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, unblock the votes cast through remote e-voting and venue e-voting in the presence of at least two witnesses not in the employment of the Company and make, not later than two working days of the conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman & Managing Director or a person authorized by him/her in writing, who shall countersign the same and declare the result of the voting forthwith.
- v. The Results declared along with the Report of the Scrutinizer shall be placed on the website of the Company at [www.engineersindia.com](http://www.engineersindia.com) and on the website of NSDL (agency for providing e-voting platform) at [www.evotingindia.nsdl.com](http://www.evotingindia.nsdl.com) immediately. The results shall be forwarded to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed within statutory period. The results shall also be displayed on the Notice Board of the Registered Office of the Company.
- vi. The Resolutions, if passed by the requisite majority, shall be deemed to have been passed on the date of the 57<sup>th</sup> Annual General Meeting i.e. Tuesday, 27<sup>th</sup> September, 2022.

## EXPLANATORY STATEMENT

As required under Section 102 of the Companies Act, 2013 ("Act"), the following explanatory statement sets out all material facts relating to special business mentioned under Item No. 6 of the accompanying Notice:

### Item No.6

Shri Atul Gupta [DIN: 09704622] was appointed as an Additional Director designated as Director (Commercial) w.e.f. 16.08.2022 (date of assumption of charge) in terms of Ministry of Petroleum & Natural Gas, Government of India letter No. CA-31018/3/2021-PNG (38328) dated 12.08.2022, for a period of 5 years with effect from the date of assumption of charge of the post, or till the date of his superannuation or until further orders of the Government, whichever is the earliest.

Pursuant to the provisions under Section 161 of the Companies Act, 2013, he holds office up to the ensuing Annual General Meeting of the Company. Regulation 17 (1C) of the SEBI LODR, 2015 provides that the approval of shareholders for appointment of a person on the Board of Directors is taken at the next annual general meeting or within a time period of three months from the date of appointment, whichever is earliest.

The Company has received a notice in writing from himself pursuant to the provisions of Section 160 of the Companies Act, 2013, signifying his intention as candidate for the office of Director. Shri Atul Gupta, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013 and in terms of provisions under the Articles of Association of the Company, on such terms and conditions, remunerations, tenure as may be determined by the President of India/ Govt. of India from time to time. Brief resume containing, inter-alia, the statutory disclosures have been given in the Annexure to the Notice of 57<sup>th</sup> AGM.

Except Shri Atul Gupta, none of the Directors, Key Managerial Personnel and their relatives, is interested or concerned financially or otherwise in the resolution.

The Board of Directors considers that in view of the background and experience, it would be in the interest of the Company to appoint him as Director (Commercial) of the Company. The Board recommends the resolution for your approval.

By order of the Board of Directors

Place: New Delhi  
Date : 18.08.2022

Registered Office: Engineers India Bhawan  
1, Bhikaji Cama Place, New Delhi -110066  
CIN:L74899DL1965GOI004352  
Tel : 011-26762121  
Email : [company.secretary@eil.co.in](mailto:company.secretary@eil.co.in)  
Website: [www.engineersindia.com](http://www.engineersindia.com)

(S. K. Padhi)  
Company Secretary

## ANNEXURE TO THE NOTICE

### DETAILS OF DIRECTORS RETIRING BY ROTATION/SEEKING APPOINTMENT AT THE 57<sup>TH</sup> ANNUAL GENERAL MEETING.

[Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Secretarial Standard – 2 on General Meetings]

Item No. 3, 4 & 6

<b>Name</b>	:	Shri Ashok Kumar Kalra	Shri Sunil Kumar	Shri Atul Gupta
<b>Date of Birth/Age</b>	:	23.09.1963/59 years	16.08.1970/52 years	01.10.1969/53 years
<b>Date of appointment</b>	:	01.03.2020	12.12.2019	16.08.2022
<b>Qualification</b>	:	B.Sc. Engg.-Civil from Regional Engineering College (presently NIT) Rourkela in 1985, MBA (HR) in 2011.	Bachelor of Technology (Petroleum Energy) from IIT(ISM), Dhanbad, Financial Management from NIFM, Faridabad, Masters in Business Administration from BI, School of Management, Oslo, Norway, Executive European MBA from ESCP-EAP, Paris, France, Masters Diploma in Public Administration from IIPA, New Delhi, Logistic Simulation and Planning from Beijing Jiaotong University, Beijing, China.	B Tech in Mechanical Engineering from GBPUAT Pantnagar
<b>Shareholding in EIL (Self and as a beneficial owner)</b>	:	2934 equity shares	Nil	1734 equity shares
<b>Brief Resume &amp; Experience in specific Functional Areas</b>	:	<p>He is a Civil Engineering Graduate from Regional Engineering College (Presently NIT) Rourkela-1985 batch having acquired MBA (HR) in 2011. He joined EIL in 1992 with prior experience in various fields of Projects/ Construction. He has rich experience at multiple projects in the fields of Refineries, Petrochemicals, Pipelines, Infrastructure etc.</p> <p>Having more than 21 years of overall experience in Projects/Construction, he has been associated with HR Directorate since 2007. He has extensive contribution in various facets of HR functions including formulation of HR Vision, Mission &amp; Objectives, Organization Restructuring, Institutionalizing Leadership Development Programme, digitization of HR Processes &amp; Policies, Learning &amp; development initiatives and Transforming HR as a Strategic Partner in the Company's operations. He is a certified Work Place Coach and a Mentor.</p>	<p>He is an IRAS Officer (1995 batch) and is presently posted as Joint Secretary (Refineries), Ministry of Petroleum &amp; Natural Gas, New Delhi since May, 2019. He is Bachelor of Technology (Petroleum Energy) from IIT(ISM), Dhanbad, Financial Management from NIFM, Faridabad, Masters in Business Administration from BI, School of Management, Oslo, Norway, Executive European MBA from ESCP-EAP, Paris, France, Masters Diploma in Public Administration from IIPA, New Delhi and Logistic Simulation and Planning from Beijing Jiaotong University, Beijing, China. As Joint Secretary (Refineries), he is looking after the matters related to Refineries, Auto Fuel Policy, Petrochemicals, Import/export of crude oil and other petroleum products; Bio Fuels, green hydrogen, Renewable Energy and Conservation, Integrated Energy Policy, Climatic Change &amp; National Clean Energy Policy. Before joining MoP&amp;NG, he has worked with Indian Railways in various capacities including Director Finance Expenditure in Railway Board and Chief Project Manager of Accounting Reform Project of Indian Railways.</p>	<p>He is a Mechanical Engineer from GBPUAT Pantnagar and joined EIL as Management Trainee in 1992. In a career spanning 30 years, he has been associated in a wide array of domain and steered the successful implementation of various mega projects in India and abroad involving various modes of execution.</p> <p>During Project implementation led the multidisciplinary team of Technical and Commercial domain involving Process, Engineering, Contracts &amp; Procurement, Manufacturing, Construction and Commissioning in both green field and brown field projects. He had also been posted at various Project locations in India and abroad involving Refinery, Petrochemical, Pipeline, Fertilizer etc. before moving to corporate office in 2007.</p>