

# **G -TECH INFO-TRAINING LIMITED**

**CIN: L67120MH1994PLC080449**

## **ANNUAL REPORT 2018 - 2019**

**INDEX**

|  |           |
|--|-----------|
| <b>Corporate Information</b>                         | <b>3</b>  |
| <b>Notice</b>  | <b>5</b>  |
| <b>Director's Report</b>                             | <b>15</b> |
| <b>Annexure to Director's Report</b>                 | <b>24</b> |
| <b>Secretarial Audit Report – MR 3</b>               | <b>34</b> |
| <b>Auditors' Certificate on Corporate Governance</b> | <b>61</b> |
| <b>Certification on Financial Statement</b>          | <b>62</b> |
| <b>Independent Auditors' Report</b>                  | <b>64</b> |
| <b>Annexure to Independent Auditors' Report</b>      | <b>70</b> |
| <b>Balance Sheet</b>                                 | <b>75</b> |
| <b>Statement of Profit and Loss</b>                  | <b>76</b> |
| <b>Statement Of Changes In Equity</b>                | <b>77</b> |
| <b>Cash Flow Statement</b>                           | <b>78</b> |
| <b>Notes to Financial Statement</b>                  | <b>79</b> |
| <b>Attendance Slip</b>                               | <b>83</b> |
| <b>Proxy Form</b>                                    | <b>84</b> |
| <b>Ballot Form</b>                                   | <b>85</b> |

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**CORPORATE INFORMATION****BOARD OF DIRECTORS:**

|                         |                                    |
|-------------------------|------------------------------------|
| 1) Sangramkumar Das     | Managing Director                  |
| 2) Bhavesh Desai        | Non Executive Independent Director |
| 3) Sneha Talreja        | Non Executive Independent Director |
| 4) Hasmukhbhai Thakkar  | Non Executive Independent Director |
| 5) Gautam Mohite        | Non Executive Independent Director |
| 6) Rahul Ahire          | Non Executive Independent Director |
| 7) Vipul Shantilal Shah | Non Executive Independent Director |

**AUDIT COMMITTEE:**

|                      |             |
|----------------------|-------------|
| Hasmukhbhai Thakkar  | Chairperson |
| Rahul Sudhakar Ahire | Member      |
| Sangramkumar Das     | Member      |
| Bhavesh Desai        | Member      |

**NOMINATION AND REMUNERATION COMMITTEE:**

|                     |             |
|---------------------|-------------|
| Bhavesh Desai       | Chairperson |
| GautamKalu Mohite   | Member      |
| Hasmukhbhai Thakkar | Member      |
| Sneha Talreja       | Member      |

**STAKEHOLDERS RELATIONSHIP COMMITTEE:**

|                      |             |
|----------------------|-------------|
| Sneha Talreja        | Chairperson |
| Sangramkumar Das     | Member      |
| Hasmukhbhai Thakkar  | Member      |
| Rahul Sudhakar Ahire | Member      |

**REGISTERED OFFICE:****G -TECH INFO-TRAINING LIMITED**

Address:- Office No. 1, 1<sup>st</sup> Floor, Laura Building, Near Metro Cinema, Marine Lines, Mumbai – 400 002, Tele:- 022 – 69456666, Email :- gtechitltd@gmail.com, Website:- www.gtechinfolimited.com

**AUDITORS:**

**M/s Mohandas &Co**

Chartered Accountants

Firm Membership number :-106529W ,PAN :-AAPPS1965B

Address:-Office No.10, Krishna Cottage, Dattapada Road No.2,  
Borivali (East) Mumbai-400066

Tel no:-9892697299, Email:- ca.bmshetty@gmail.com

**REGISTRAR & SHARE TRANSFER AGENT:**

**Adroit Corporate Services Private Limited**

Address:- 9/20 Jaferbhoy Industrial estate, 1<sup>st</sup>floor, Makwana road, Marolnaka, Andheri  
east, Mumbai – 400059, Tele :-022-42270400 Email :-pratapp@adroitcorporate.com,  
ganeshs@adroitcorporate.com

**Listed at : BSE Limited**

**Scrip code : 532139**

**SecurityID : GTEIT**

## NOTICE

**NOTICE** is hereby given that the **Twenty Fifth Annual General Meeting** of **G-Tech Info-Training Limited** will be held at **Office No.7, 5<sup>th</sup> Floor Block A, Aidun Building, 1<sup>st</sup> Dhobi Talao Lane Mumbai - 400002** on **Friday, 27<sup>th</sup> September, 2019** at **03.00 p.m.** to transact the following businesses:

### ORDINARY BUSINESS

1. **Adoption of Accounts for the period ended 31<sup>st</sup> March 2019:**

To receive, consider and adopt the **Audited Balance Sheet as at 31<sup>st</sup> March 2019**, the Statement of Profit and Loss for the year ended and the Reports of the Board of Directors and the Auditors thereon.

2. **Reappointment of Sangramkumar Das who retires by rotation:**

To appoint a Director in place of **Sangramkumar Das** (DIN: 05235448) who retires by rotation and, being eligible, offers himself for re-appointment.

**By Order of the Board  
For G-Tech Info Training Limited**

**Date: 13/08/2019**

**Place: Mumbai**

**SD/-  
Sangramkumar Das  
Managing Director  
DIN: 05235448**

**SD/-  
Gautam Kalu Mohite  
Director  
DIN: 07703344**

**NOTES:**

1. The Company's Statutory Auditors, Mohandas & Co, Chartered Accountants, Mumbai, were appointed as Statutory Auditors of the Company for a period of five consecutive years at the Annual General Meeting ("AGM") of the Members held on August 18, 2018 on a remuneration mutually agreed upon by the Board of Directors and the Statutory Auditors.

Their appointment was subject to ratification by the Members at every subsequent AGM held after the AGM held on August 18, 2018. Pursuant to the amendments made to Section 139 of the Companies Act, 2013 by the Companies (Amendment) Act, 2017 effective from May 7, 2018, the requirement of seeking ratification of the Members for the appointment of the Statutory Auditors has been withdrawn from the Statute.

In view of the above, ratification by the Members for continuance of their appointment at this AGM is not being sought. The Statutory Auditors have given a confirmation to the effect that they are eligible to continue with their appointment and that they have not been disqualified in any manner from continuing as Statutory Auditors. The remuneration payable to the Statutory Auditors shall be determined by the Board of Directors based on the recommendation of the Audit Committee.

2. A Member entitled to attend and vote at the meeting may appoint a proxy to attend and vote on a poll on his behalf and such proxy need not be a member of the Company. A person can act as a proxy on behalf of not exceeding fifty Members and holding in the aggregate not more than 10% of Total Paid-up Share Capital of the Company. Any Member holding more than 10% of Total Paid-up Share Capital of the Company may appoint a single person as proxy and in such case, the said person shall not act as proxy for any other person or member. Proxies in order to be effective must be received at the Registered Office of the Company not less than 48 hours before the commencement of the Annual General Meeting, duly stamped.
3. Corporate Members are requested to send to the registered office of the Company, a duly certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote at the Annual General Meeting.
4. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, relating to the Special Business to be transacted at the **Annual General Meeting** is annexed.
5. Members are requested to bring their admission slip along with copy of the report and accounts to Annual General Meeting.
6. Relevant documents referred to in the accompanying Notice & Explanatory Statement would be available for inspection by the members at the Registered Office of the Company on all working days, except Saturday / Sunday & Public Holidays, between 11.00 a.m. to 1.00 p.m. up to the date of the Annual General Meeting.

7. The Register of Members and the Share Transfer Books of the Company will remain closed from Monday, **23<sup>rd</sup> September, 2019** to Friday, **27<sup>th</sup> September, 2019 (Both Days Inclusive)** for the purpose of the Annual General Meeting.
8. Members are requested to notify immediately any changes, if any, in their registered addresses at an early date to the Registrar and Share Transfer Agent, quoting their folio numbers/client ID/ DP ID in all correspondence, so as to enable the Company to address any future communication at their correct address.
9. Members attending the meeting are requested to complete the enclosed attendance slip and deliver the same at the entrance of the meeting Venue.
10. Members desirous of seeking any information concerning the Accounts or operations of the Company is requested to address their queries in writing to the Company at least seven days prior to the Annual General Meeting so that the requested information can be made available at the time of the meeting.
11. Securities and Exchange Board of India ("SEBI") has mandated that securities of listed companies can be transferred only in dematerialised form w.e.f. April 1, 2019. Accordingly, the Company/ Adroit has stopped accepting any fresh lodgment of transfer of shares in physical form. Members holding shares in physical form are advised to avail of the facility of dematerialisation.
12. In case of joint holders attending the meeting, only such joint holders who are higher in the order of names will be entitled to vote.
13. Members holding shares under multiple folios in identical order of names are requested to consolidate their holdings into one folio. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are therefore requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company/Registrar & Share Transfer Agent.
14. The Ministry of Corporate Affairs (vide circular nos. 17/2011 and 18/2011 dated April 21 and April 29, 2011 respectively), has undertaken "Green Initiative in Corporate Governance" and allowed Companies to share documents with its shareholders through an electronic mode. Electronic copy of the Annual Report for 2019 is being sent to all the members who's Email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report for 2019 is being sent in the permitted mode. Members holding shares under multiple folios in identical order of names are requested to consolidate their holdings into one folio.

15. Members may also note that **the Notice of the Annual General Meeting** and the **Annual Report for 2019** will also be available on the Company's **website [www.gtechinfotd.com](http://www.gtechinfotd.com)** for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, free of cost. For any communication, the shareholders may also send requests to the Company's designated **email id: [gtechitltd@gmail.com](mailto:gtechitltd@gmail.com)**
16. Members are requested to support this green initiative by registering /updating their e-mail addresses, in respect of shares held in dematerialized form with their respective Depository participants and in respect of old shares held in physical form with the Company's Registrar & Share Transfer Agent.
17. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant Rules made there under, Companies can serve Annual Reports & other communications through electronic mode to those members whose email IDs are registered with the Company/Depository Participants(s). As per provisions of Section 20 of the Companies Act, 2013 read with Rules there under, a document may be served on any member by sending it to him/her by post or by registered post or by speed post or by courier or by delivering at his/her office/home address or by such electronic mode as may be prescribed including by facsimile telecommunication or to electronic mail address, which the member has provided to his/her Depository Participants(s)/Company Share Transfer Agent from time to time for sending communications, provided that a member may request for delivery of any document through a particular mode, for which he/she shall pay such fees as may be determined by the Company in its Annual General Meeting. For members who have not registered their email address with the Company, the service of documents will be affected by other modes of services as provided in Section 20 of the Companies Act, 2013 read with the relevant Rules there under. Printed copies of the Notice of the Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip, Ballot Paper and Proxy Form is being sent to all members in the permitted mode.
18. In terms of relevant provisions of **SEBI (LODR) 2015**, in order to enable its members, who do not have access to e-voting facility, to send their assent or dissent in writing in respect of the resolutions as set out in this Notice, a Ballot Form is attached. Members desiring to exercise vote by Ballot are requested to carefully read the instructions printed in the form, to complete the Ballot Form with assent (for) or dissent (against) and send it to **Mr. Chirag Jain, Scrutinizer, Office No. 10, Krishna Cottage CHS, Dattapada Road No. 2, Borivali East, Mumbai- 400066 Tel.: 9892846438, E-mail: [chiragkchhabra@gmail.com](mailto:chiragkchhabra@gmail.com)** so as to reach him on or before **September 26, 2019 by 5.00 p.m.** Any Ballot Form received after the said date shall be treated as if the reply from the Members has not been received.
19. Members can opt for one mode of voting i.e. either by physical ballot or through e-voting. If Members opt for e-voting then do not vote by Physical Ballot or vice versa.

However, in case Members cast their vote both by Physical Ballot and e-voting, then voting done through e-voting shall prevail and voting done by Physical Ballot will be treated as invalid.

20. Members can request for a Ballot Form at **Office No. 1, 1<sup>st</sup> Floor, Laura Building, Near Metro Cinema, Marine Lines, Mumbai – 400 002, Maharashtra** or they may also address their request through E-mail to: **gtechitltd@gmail.com**, Contact No. **022-69453333**.
21. E-voting: In compliance with Section 108 of the Companies Act, 2013 and Companies (Management and Administration) Rules, 2014, the Company is pleased to provide member's facility to exercise their right to vote at the Annual General Meeting (**AGM**) by electronic means and all the business may be transacted through e-Voting Services provided by National Securities Depository Limited (**NSDL**).
22. The **E-voting period** for all items of business contained in this Notice shall commence from **Tuesday, 24<sup>th</sup> September, 2019 at 11.00 a.m. and will end on, Thursday, 26<sup>th</sup> September, 2019 at 5.00 p.m.** During this period equity shareholders of the Company holding shares either in physical form or in dematerialized form as on the **cutoff date of 20<sup>th</sup> September, 2019**, may cast their vote electronically. The e-voting module shall be disabled by **NSDL** for voting thereafter. Once the vote on a resolution is cast by any Member, he/she shall not be allowed to change it subsequently. The voting rights of Members shall be in proportion to their equity shareholding in the paid up equity share capital of the Company as **on 20<sup>th</sup> September, 2019**.
23. **Chirag Jain**, Practicing Company Secretaries (CP No. 13687) an Independent Professional has been appointed as the Scrutinizer to Scrutinize the E-voting process in a fair and transparent manner (including the Ballot Form received from the members who do not have access to the e-voting process) in a fair and transparent manner.
24. The Scrutinizer shall immediately after the conclusion of voting at the meeting, first count the votes casted at the meeting, thereafter unblock the votes casted through remote e-voting in the presence of at least 2 witnesses not in the employment of the Company and make, not later than 3 days of conclusion of the meeting and after scrutinizing such votes received shall make a Scrutinizer's report of the votes cast in favor or against or invalid votes in connection with the resolution(s) mentioned in the Notice of the Meeting and submit the same forthwith to the Chairman of the Company.
25. The Results of E-voting shall be declared at the AGM of the Company and the results along with Scrutinizer's report shall be placed on the website of the Company thereafter and shall also be communicated to the Stock Exchanges. The Resolutions shall be deemed to be passed, if approved, on the date of AGM.
26. Voting through electronic means;

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (Listing Regulations), the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM) ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- IV. The **remote e-voting period** commences on **Tuesday, 24<sup>th</sup> September, 2019 (11.00 a.m.) and ends on, Friday, 26<sup>th</sup> September, 2019 (5.00 p.m.)**. During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the **cut-off date of 20<sup>th</sup> September, 2019**, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. The process and manner for remote e-voting are as under:
  - A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :
    - (i) Open email and open PDF file viz; "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
    - (ii) Launch internet browser by typing the following URL:  
<https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or