

No.2020/IRCTC/CS/BOD-109

31<sup>st</sup> August, 2020

1. Shri M. P. Mall, Chairman & Managing Director
2. Smt. Rajni Hasija, Director (Tourism & Marketing)
3. Shri Ajit Kumar, Director (Finance)
4. Shri Neeraj Sharma, ED(PM), Railway Board & Part Time Government Director, IRCTC
5. Shri Vinay Srivastava, ED(PSU), Railway Board & Part Time Government Director, IRCTC
6. Shri C. R. Sundaramurti, Part-Time (Non-official) Director, IRCTC
7. Prof. Sachin Chaturvedi, Part-Time (Non-official) Director, IRCTC
8. Ms. Sarita Deshpande, Part-Time (Non-official) Director, IRCTC

**Sub: 109<sup>th</sup> meeting of Board of Directors through video conferencing**

Sir/Madam,

NOTICE is hereby given that 109<sup>th</sup> meeting of Board of Directors of Indian Railway Catering and Tourism Corporation Ltd. will be held as follows:-

**Date** Friday, 11<sup>th</sup> September, 2020  
**Time** 1200 hours  
**Venue** Board Room, IRCTC  
11<sup>th</sup> Floor, B-148, Statesman House,  
Barakhamba Road, New Delhi-110 001

The Agenda of the business to be transacted at the meeting will be sent shortly.

Considering the Covid 19 situation, kindly take note that arrangement is made for participation of Board members electronically through video – conferencing facility.

We shall forward you necessary information to enable you to access the facility of video conferencing for participation in the meeting a day before the meeting.

You are requested to confirm whether you will be attending the meeting physically or through electronic mode (through Video Conferencing) and the confirmation of the same should be conveyed through e-mail at [companysecretary@irctc.com](mailto:companysecretary@irctc.com) or on cell phone number of the Company Secretary (#9717640405) on or before close of business hours on 08<sup>th</sup> September, 2020.

It may kindly be noted that agenda of the meeting would be sent by email and necessary electronic support/connectivity would be facilitated to Directors for smooth transition.

You are requested to kindly make it convenient to attend the meeting.

Thanking you,

Yours sincerely,

**For Indian Railway Catering & Tourism Corporation Ltd.**

(Suman Kalra)  
Company Secretary