

**To**  
**National Stock Exchange**  
**Exchange Plaza, C-1, Block G**  
**Bandra Kurla Complex, Bandra East**  
**Mumbai Maharashtra 400051**

**Subject: Reply against Clarification on Appointment of Independent Director**

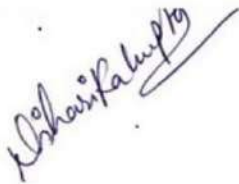
Dear Sir/Madam,

On basis of above we are required to clarify following –

1. Date of appointment of Independent director Mr. Pramod Kumar Tiwari and Mrs. Anita Jha.  
**Reply:** As per the last Board Meeting held on 29<sup>th</sup> June 2020, Board had approved the appointment of Mr. Pramod Kumar Tiwari and Mrs. Anita Jha, as Non-Executive Independent Director of the company subject to the approval of members in the ensuing Member's Meeting.
2. Brief profile (in case of appointment).  
**Reply:** The Brief Profile of both the Non-Executive Independent Director i.e., Mr. Pramod Kumar Tiwari and Mrs. Anita Jha is enclosed with the clarification letter herewith;

Your good office is requested to take note of opening of our new opening of branch and kindly acknowledge the same.

**For and on behalf of Board of Directors**  
**Reliable Data Services Limited**



**Niharika Gupta**  
**Company Secretary**  
**A50409**

Corporate Office :  
C-69 & 70, Sector - 2,  
Near Metro Station Sector - 15,  
Gautam Budh Nagar,  
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GF - 22, Hans Bhawan,  
1, Bahadur Shah Zafar Marg,  
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## **PRAMOD KUMAR TIWARI**

**E-Mail: pramodtiw@gmail.com; Mobile: 09899104970**

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### **Profile:**

A seasoned professional with around 20 years of experience in Finance and Accounts, Taxation and Auditing. Presently associated with **HCL Technologies Limited** Noida as Asst. Manager under Finance & Accounts Department proven ability in improving operations, impacting business growth and maximising profits through achievement in Finance Management, Internal Controls and efficiency improvements.

Having experience in managing activities related to *accounting & finance*, skilled in the overseeing preparation of financial statements, maintenance of statutory books of accounts, etc. Carry out numerous **kinds of audits** including Statutory Audits, Internal Audits as well as Tax Audits of in various sectors; assessing the internal control systems, spotting out loopholes in the processes and suggesting measures to cope up with the same.

### **Key Accountabilities:**

- General Accounting and clearing all GL entries including Inter-company transactions.
- Checking & passing of Employee's claims/Reimbursement/ Expenses Advances/Travel settlement.
- Mexico & Brazil – Local books reconciliation and closing all open entries
- Employee's Travel Clearance for F&F
- Making monthly travel expenses provision in books.
- Payment process control for travel/non travel claims to ensure correct payment and advise to Banking team for bank transactions.
- Preparation of travel expenses MIS for Europe country.
- Taking active participation in internal, statutory and other audit, settling auditor's queries
- Accounts-Payable-processing/checking vendor invoices, Making vendor payment and their reconciliation.

### **Academia:**

- M. Com. from Allahabad University in 1992.
- B.Com. from Allahabad University in 1990]

### **Personal Dossier:**

Date of Birth : 1st August, 1969  
Address : House No.91, Sector-5 Part-6, Gurgaon – 122001

# ANITA JHA

**E-Mail:** [jhaannu2014@gmail.com](mailto:jhaannu2014@gmail.com)

**Mobile:** 7428719477

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## Profile:

An organized professional with experience of more than 9 years in proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for carrier progression.

## **Key Accountabilities:**

- Competence with Educational Technology
- Lesson Plan Creation
- Record Keeping
- Expertise in Accounting-Related Mathematics
- Knowledge of Historical Literature

## **Academia:**

- B.A. Honours

## **Personal Dossier:**

Date of Birth : 1st January, 1972  
Address : Vill- Brahmotra, PO- Ghoghardiha, Distt-Madhubani  
Pin-847402  
Marital Status : Married