



NO.STC/BS&P-AGM/2016

29th August,2016

Manager –Listing Department National Stock Exchange of India Limited Exchange Plaza, Bandra- Kurla Complex Bandra(East), Mumbai-400 051	Manager – Listing Department BSE Limited 1 st Floor., P.J.Towers, Dalal Street, Mumbai-400 001
--	--

Dear Sir,

Sub: Annual General Meeting, Cut off Date and Book Closure etc.

The 60th Annual General Meeting of the Corporation will be held on 29th September,2016 at Registered Office of the Corporation, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi 110 001 at 3.00P.M.

In this connection it is intimated that:

1. The Register of Members and Share Transfer Books of the Company will remain closed from 22nd September 2016(Thursday) to 29th September 2016 (Thursday) (both days inclusive).
2. The remote e-Voting period begins on 9.00 a.m. on 25th September 2016 and ends on 5.00 p.m. 28th September 2016. During this period shareholders of the Company, holding shares either in physical form or in dematerialised form, as on the cut-off date of 22nd Septemeber,2016 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
3. The Company has appointed M/s National Securities Depository Limited(NSDL) as e-Voting in connection with the 60th AGM.
4. The Company has appointed Shri Parveen Rastogi, Proprietor, M/s Parveen Rastogi & Co., Practicing Company Secretary as the scrutinizer for conducting the remote e-voting and ballot process in the fair and transparent manner.
5. The scrutinizer will submit his final report on votes casted through Ballot & e-voting to Chairman of the Company on or before 1.10.2016 4.00 P.M.

6. The results of Annual General Meeting shall be declared by the Chairman or his authorised representative or anyone Director of the Company on/or after Annual General Meeting within the prescribed time limits.

A copy of the calendar of Events is enclosed.

Thanking you,

Yours sincerely,



(Ritu Arora)
Company Secretary
FCS No. 5270

CALENDAR OF EVENTS FOR 60th AGM

S.No	Events	Date
1.	Date of Board Resolution calling for Annual General Meeting	28.05.2016
2.	Date of Appointment of scrutinizer	23.04.2016
3	Date of Completion of Dispatch of Notice	04.09.2016
4.	Cut-off Date for remote E-Voting	22.09.2016
5.	Remote E-Voting start date (9.00 AM)	25.09.2016
6.	Remote E-Voting end date (5.00 PM).	28.09.2016
7.	Annual General Meeting	29.09.2016
8	Last date for Submission of Report by Scrutinizer	01.10.2016
9.	Date of declaration of Result by Chairman Or to Authorized official	01.10.2016