

CHAITANYA PROJECTS CONSULTANCY PRIVATE LIMITED

(CIN-U74140DL2004PTC124286)

Regd. Office : YC CO WORKING SPACE, 3rd FLOOR, PLOT NO. 94, DWARKA
SEC.13, OPP. METRO STATION, NEAR RADISSON BLU, DELHI - 110078
Ph. 01204120472, Email: cpcl201401@gmail.com

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the 18th Annual General Meeting of the Members of **CHAITANYA PROJECTS CONSULTANCY PRIVATE LIMITED** will be held on Tuesday, 30th November, 2021 at 11.00 A.M., at Registered Office at YC CO WORKING SPACE, 3rd FLOOR, PLOT NO. 94, DWARKA SEC.13, OPP. METRO STATION, NEAR RADISSON BLU, DELHI - 110078 to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended **March 31, 2021** together with the reports of the Board of Directors and Auditor's thereon.

By Order of the Board
FOR CHAITANYA PROJECTS CONSULTANCY PRIVATE LIMITED


SANJAY KUMAR SINHA
DIRECTOR
DIN- 00080222

ADDRESS: L-203, Design Arch Gardenia E-Home,
Plot No. GH-06, Sector-5, Vaishali, Ghaziabad, UP-201012

DATE - 01st November, 2021

PLACE: DELHI

Notes:

1. A member entitled to attend and vote at the Annual General Meeting (the "Meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than forty-eight hours (48) before the commencement of the Meeting. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

The Attendance slip and a Proxy form with clear instructions for filing, stamping, signing and/or depositing the Proxy Form is enclosed herewith

2. Corporate members are requested to send in advance duly certified copy of Board resolution/Letter of authority/power of attorney authorising their representative to attend the meeting.
3. Inspection
The Documents referred to in the Notice and Annual Report for financial year under review will be available for inspection by the members at the

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Registered Office of the Company on all working days (except Sundays and Public Holidays) from 11:00 A.M. to 1:00 P.M upto the date of the meeting.

4. A member can inspect the proxies lodged at any time during the business hours of the Company from the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, provided he has given to the Company a notice in writing of his intention to inspect not less than three days' before the commencement of the meeting.
5. Pursuant to the provisions of Section 72 of the Companies Act 2013, the member(s) holding shares in physical form may nominate, in the prescribed manner, a person to whom all the rights in the shares shall vest in the event of death of the sole holder or all the joint holders.
6. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
7. Members desirous of obtaining any information in respect of Accounts of the Company are requested to send their queries in writing to the Company at its Registered Office so as to reach at least seven days before the date of the meeting.
8. The Notice of the AGM along with the Annual Report for the financial year under review is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.
9. Members are requested to notify immediately any change in their addresses to the Company at its Registered Office.

By Order of the Board

FOR CHAITANYA PROJECTS CONSULTANCY PRIVATE LIMITED


SANJAY KUMAR SINHA
DIRECTOR

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Attendance Slip & Proxy

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Please complete this attendance slip and hand it over at the entrance of the meeting hall.

L.F. No.

No. of shares held

Name(s) in full Father's/Husband's Name Address as Regd. with the Company

1. _____

—

2. _____

—

3. _____

—

I/We hereby record my/our presence at the 18th Annual General Meeting of the
Company being held on Tuesday, 30th November, 2021 at 11:00 A.M at YC CO Working
Space, 3rd Floor, Plot No. 94, Dwarka Sec.13, Opp. Metro Station, Near Radisson Blu, Delhi
- 110078.

Signature of the shareholder(s)/proxy*

1. _____ 2. _____ 3. _____

*Strike out whichever is not applicable.

Note: Attendance slip in original should be complete in all respects.

Please complete this attendance slip and hand it over at the entrance of the meeting hall.

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PROXY FORM

[Form No. MGT-11 Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3)
of the Companies (Management and Administration) Rules, 2014]

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Name of the member (s):
Registered address:
E-mail Id:
Folio No/ Client Id:
DP ID:

I/We, being the member (s) of _____ shares of the above named company, hereby
appoint

1. Name:	2. Name:
Address:	Address:
E-mail Id:	E-mail Id:
Signature:	Signature:

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the
18th Annual general meeting of the company, to be held on the Tuesday, 30th November,
2021 at 11.00 a.m. at YC CO Working Space, 3rd Floor, Plot No. 94, Dwarka Sec.13, Opp.
Metro Station, Near Radisson Blu, Delhi - 110078 and at any adjournment thereof in
respect of such resolutions as are indicated below:

Resolution No. :

Particulars	Yes/No/N.A.
1. Adoption of Audited Balance Sheet as at March, 31, 2021 and the Profit and Loss Account for the year ended on that date	

Signature of shareholder

Signature of Proxy holder(s)

Signed this _ day of _____ 2021

Affix a
revenue
stamp

**Note: This form of proxy in order to be effective should be duly completed and
deposited at the Registered Office of the Company, not less than 48 hours before
the commencement of the Meeting.**

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ROUTE MAP



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DIRECTOR'S REPORT

Dear Shareholders,

The Directors have pleasure in presenting their Report on the Audited financial Statement of affairs of the Company for the year ended on **31st March, 2021**.

Financial Performance

The summarized results of your Company are given in the table below.

Particulars	(Rs.)	
	For the Year ended 31 st March, 2021	For the Year ended 31 st March, 2020
Gross Revenue from Sale of Products including Other Income	520741461.00	521990318.80
Profit / (Loss) before tax (PBT)	60973592.17	67651336.55
Less: Provision for tax		
- Current Tax	16500000.00	18000000.00
- Deferred Tax Liability/Asset	(107734.99)	Nil
- Tax Adjustment Relating to Earlier Year	Nil	Nil
Profit / (Loss) after tax (PAT)	44581327.16	49651336.55
Dividend (%)	NIL	NIL
Basic and Diluted Earnings Per Share (EPS)(Rs.)	530.73	591.09

Summary of Operations

During the year, the Gross revenue of your Company is Rs. 520741461.00 for Financial Year under review. Your Company's Profit / (Loss) after tax stood at Rs. **44581327.16** (previous year profit/(Loss) was Rs. **49651336.55**).

Business Review/State of the company's affairs

The Board of Directors of the Company had evolved and adopted a Code of Conduct based on the principles of Good Corporate Governance and best management practices being followed globally. There is no change in the nature of business of the company.

Reserves

Your Company has transferred Rs. 4,00,00,000.00 to General Reserve out of the profit during the Financial year under review.

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Dividend

No dividend has declared during the year to strengthen the financial base of the Company.

Details of Board meetings

During the year, **14** number of Board meetings were held, details of which are given below:

Date of the meeting	No. of Directors attended the meeting
15.04.2020	3
20.05.2020	3
01.06.2020	3
13.07.2020	3
24.08.2020	3
26.08.2020	3
02.09.2020	3
25.09.2020	3
28.10.2020	3
04.11.2020	3
02.12.2020	3
10.01.2021	3
05.02.2021	3
26.03.2021	3

Capital/ Finance

During the year, the Company has not allotted any shares.

As on date of closure of financial year under review, the issued, subscribed and paid up share capital of your Company stood at Rs 8,40,000/- (Rupees Eight Lacs Forty Thousands Only) comprising 84,000 (Eight Four Thousands) Equity shares of Rs.10/- (Rupees Ten) each.

Extract of Annual Return

Pursuant to section 92(3) of the Companies Act, 2013 ('the Act') and rule 12(1) of the Companies (Management and Administration) Rules, 2014, extract of annual return is Annexed as **Annexure 1**.

Committees of Board

As per the provisions of Companies Act 2013 and applicable rules, your Company does not required to constitute such committee as the company does not fall under prescribed category.

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Directors' Responsibility Statement

Pursuant to the requirement clause (c) of sub-section (3) of Section 134 of the Companies Act, 2013, your Directors confirm that:

- (a) In the preparation of the annual accounts, the applicable accounting standards had been followed along with proper explanation relating to material departures;
- (b) The directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and of the profit and loss of the company for that period;
- (c) The directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of this Act for safeguarding the assets of the company and for preventing and detecting fraud and other irregularities;
- (d) The directors had prepared the annual accounts on a going concern basis; and
- (e) The directors had devised proper systems to ensure compliance with the provisions of all applicable laws and that such systems were adequate and operating effectively.

Statutory Auditors, their Report and Notes to Financial Statements

In the AGM held on 30th September, 2019, M/s. **Rahul Pramod & Associates**, Chartered Accountants, having Firm Registration No. **512889C** have been appointed as Statutory Auditors of the Company for a period of 5 years. Members appointed them to audit the accounts of the Company for five (5) consecutive years i.e. to hold office from the conclusion of the 16th AGM till the conclusion of the 21st AGM to be held in the financial year 2024-25.

Further, the report of the Statutory Auditors along with notes to Schedules is enclosed to this report. The observations made in the Auditors' Report are self-explanatory and therefore do not call for any further comments

Cost Audit

The Company is not required to conduct the Cost Audit.

Related Party Transactions

None of the transactions with related parties falls under the scope of Section 188(1) of the Act as these are at Arm's Length and in Ordinary Course of Business as per provisions of Companies Act 2013. Information on transactions with related parties pursuant to Section 134(3)(h) of the Act read with rule 8(2) of the Companies (Accounts) Rules, 2014 are given in **Annexure 2** in Form AOC-2 and the same forms part of this report.

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Human Resources

Your Company has invested in human resources so as to attract and retain. The Company has hired the best available resource talent from the Industry. It is the Company's endeavor to be people focused since the environment of operations is technology driven.

Independent Director

As per the provisions of Companies Act 2013 and applicable rules, your Company does not require to appoint Independent Director in its board.

Significant and material orders passed by the regulators

During the year under review, no material orders are passed by the regulators.

Directors and Key Managerial Personnel

The Board of Directors is duly constituted with **Mr. SANJAY KUMAR SINHA, Ms. RUPA SINHA and Mr. NEERAJ KUMAR SINHA** as Directors of the Company. There was no change in composition of the Directors during the current financial year.

Transfer of Amounts to Investor Education and Protection Fund

Your Company did not have any funds lying unpaid or unclaimed for a period of seven years. Therefore there were no funds which were required to be transferred to Investor Education and Protection Fund (IEPF).

Deposits

Your Company has not accepted any deposits from public in terms of Section 73 and/or 74 of the Companies Act, 2013.

Internal Financial Control Systems And Their Adequacy

The Company has in place proper and adequate internal control systems commensurate with the nature of its business and size and complexity of its operations. Internal control systems comprising of policies and procedures are designed to ensure reliability of financial reporting, timely feedback on achievement of operational and strategic goals, compliance with policies, procedure, applicable laws and regulations, and that all assets and resources are acquired economically used efficiently and adequately protected.

Management Discussion and Analysis

Management Discussion and Analysis comprising an overview of the financial results, operations / performance and the future prospects of the Company form part of this Annual Report.

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Particulars of Employees

None of the employees of the Company is covered pursuant to the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

Details of conservation of energy, technology absorption, foreign exchange earnings and outgo

(a) Conservation of energy and Technology absorption:

The requirement for disclosure of particulars with respect to conservation of energy is not applicable to the Company.

(b) Foreign exchange earnings and Outgo

During the year under review your Company has incurred following earning and outgo in foreign exchange:

Foreign Exchange Earnings - NIL

Foreign Exchange Outgo - NIL

Particulars of Loans, Guarantees or Investments

As on closure of financial year under review, there were no outstanding loans or guarantees covered under the provisions of Section 186 of the Act.

Corporate Social Responsibility:

The Corporate Social Responsibility Committee met twice during the year on 20th October 2020 and 02nd March, 2021 and noted as recommended by the CSR Committee, during the year for expenditure to be done in CSR activities, therefore Company has spent Rs. 10,00,000/- (Rupees Ten Lacs only) out of the provision of Rs. 13,60,000/- (Rupees Thirteen Lacs Sixty Thousands only) on 11th November, 2020 by way of donating the one part of amount to charitable trust namely M/s The Earth Saviour Foundation having Address at Bandhwari Village (Gurgaon-Faridabad Road), Near TERI Golf Course, Gurugram, Haryana (PAN-AABTT4892Q) for CSR Expenditure for the FY 2019-20 and further as **unprecedented** spread of COVID-19 pandemic in India, therefore Company also decided to spend remaining CSR funds for prevention and cure of COVID-19 pandemic in India by donating other balance part of CSR funds into PM Cares Funds, So Company spent Rs. 3,60,000/- (Rupees Three Lacs Sixty Thousands only) on 30th March, 2021 by way of donating the balance amount to PM-CARES Fund for CSR Expenditure for FY 2019-20, around 2% of the average net profits of last three financial years and no amount remained unspent.

The Company has identified following focus area for CSR Engagement:

- Promoting education

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- Preventive healthcare
- Sanitation and making available safe drinking water
- Eradicating hunger, poverty and Malnutrition
- To arrange, establish, run, manage, control, Look after and supervise the widows, homes, old age homes, orphanages, child welfare centers and to provide medical relief and /or aid to the suffering human body.
- To establish sponsor, administer and provide funds , stipends , scholarships and study grants to enable poor deserving and /or meritorious students and teachers to pursue their studies , research and training in any fields in India.
- Any other area as may be prescribed by Schedule VII amended from time to time

The annual report on CSR activities is annexed herewith marked as Annexure 3 along with CSR policy of the Company as Annexure 4.

Company's policy on directors' appointment and remuneration including criteria for determining qualifications, positive attributes, independence of a director and other matters provided under sub-section (3) of section 178:

The Company, being a Private Limited Company was not required to constitute a Nomination and Remuneration Committee under Section 178(1) of the Companies Act, 2013 and Rule 6 of the Companies (Meetings of Board and its Powers) Rules, 2014 and Stakeholders Relationship Committee under Section 178(5) of the Companies Act, 2013.

Material Changes between the date of the Board report and end of financial year.

There have been no material changes and commitments, if any, affecting the financial position of the Company which have occurred between the end of the financial year of the Company to which the financial statements relate and the date of the report.

Statement Concerning Development And Implementation Of Risk Management Policy Of The Company

The company has in place policies covering corporate security, risk associated with quality, environment, health and safety of employee etc. The company is in process of development of policies in relation to other vital risk areas which in the opinion of Board require special attention.

Disclosure As Per Sexual Harrassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013

The Company has zero tolerance for sexual harassment at workplace and has adopted a policy on prevention, prohibition and redressal of sexual harassment at workplace in line with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed thereunder.

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During the financial year under review, the Company has not received any complaints on sexual harassment.

Secretarial Standards

The Company is complying with requirements of Secretarial Standards for Board Meetings and General Meetings i.e. SS-1 and SS-2 issued by Institute of Company Secretaries of India.

Holding, Subsidiaries, Joint Ventures and Associate Companies

The Company does not have any Holding, Subsidiary, Joint venture or Associate Company.

Acknowledgement

Your Directors place on record their appreciation for employees at all levels, who have contributed to the growth and performance of your Company.

Your Directors also thank the clients, vendors, bankers, shareholders and advisers of the Company for their continued support.

Your Directors also thank the Central and State Governments, and other statutory authorities for their continued support.

**For and on Behalf of the Board of Directors
FOR CHAITANYA PROJECTS CONSULTANCY PRIVATE LIMITED**


SANJAY KUMAR SINHA
DIRECTOR
DIN- 00080222


NEERAJ KUMAR SINHA
DIRECTOR
DIN- 02272293

Place: Delhi

Date: 01st November, 2021