

**ITI LIMITED**  
(A Govt. of India Undertaking)



**आईटीआई लिमिटेड**  
(भारत सरकार का उपक्रम)

Ref: K/953/BSE Reply/2024

06.09.2024

To,  
The Secretary  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai - 400 001  
Scrip Code: 523610

Dear Sir / Madam,

Sub: Additional details on resignation of Company Secretary

Ref: Corporate Announcement of the company dated 29.05.2024 regarding resignation of Company Secretary

This is with reference to the Corporate Announcement submitted by our Company dated 29/05/2024 5:38:11 PM under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 regarding Resignation of Company Secretary.

As the required disclosure under SEBI Circular no. SEBI/HO/CFD/CFD-PoD-1/P/CIR/2023/123 dated July 13, 2023 was not mentioned in above referred Announcement, the company hereby submits to the exchange the Resignation Letter to correct the discrepancy detected.

Thanking you,

Yours faithfully  
For ITI LIMITED

Rajeev Srivastava  
Director Finance&CFO  
For Secretarial Department.

10.05.2024

From  
Shalini Ghatak  
Company Secretary  
ITI Limited  
ITI Bhavan, Doorvaninagar  
Bengaluru- 560 016

To  
The Chairman and Managing Director  
ITI Limited  
ITI Bhavan, Doorvaninagar  
Bengaluru- 560 016

Thru: Director Finance

Sir,

**Sub: Resignation from the position of Company Secretary and Compliance Officer**

I, Shalini Ghatak, Staff No. 60599, Company Secretary (Grade III) hereby tender my resignation from the position of Company Secretary & Compliance Officer of the Company due to personal reasons.

I am thankful to the Board, the Management and the fellow colleagues for the support extended during my tenure with ITI.

I humbly request that my notice period be waived off and relived on or before 17<sup>th</sup> June 2024.

Thanking You

Yours faithfully

*Shalini Ghatak*  
10/05/2024

Shalini Ghatak  
Company Secretary  
Staff no. 60599

*Recommended*

*10/5/24*



**MEMORANDUM**

Smt. Shalini Ghatak  
Staff. No. 60599  
Company Secretary, Gr.3  
Corporate Office

Ref: ITI/CRP/HR/2024/PF/60599  
Dt : 24 May 2024

Thro' DF

**SUB: ACCEPTANCE OF RESIGNATION**

1. Please refer to your letter dated 10.05.2024 submitted through proper channel on the above subject.
2. Your resignation to the post of Company Secretary, Gr.3 has been accepted by the Management on 22.05.2024.
3. As per Rule 36.2(b) of the CDA Rules 1975 of the Company an employee desirous of leaving the Company's service shall give 90 days' notice to the Competent Authority of his/her intention to do so or forfeit to the company 90 days' salary at the rate of Basic pay and Dearness Allowance in lieu of notice.
4. You agreed to serve 39 Days' Notice period of your intention to resign from the services of the Company and requested to be relieved on 17.06.2024. The remaining 51 days shortfall of notice period were adjusted with your PL's which are available in your PL account (i.e., 71 days as on 31.03.2024)
5. During the notice period, in case, if you are absent or applied leave for various reasons, you are required to pay shortfall of notice period proportionately at the rate of Basic Pay, Dearness Pay and Dearness Allowance.
6. You may arrange to return the badge / library books / Medical Dairy/all other articles and documents of the Company drawn by you. You are also required to settle all the dues, if any with the Company. You will hear in detail from the HR Department regarding final settlement of accounts.
7. You will be relieved from the services of the Company w.e.f. 17.06.2024[A/N] subject to the above conditions.

  
24 May 2024  
**SAJJAN ABRAHAM**  
**GENERAL MANAGER –HR, AM & CPIO**



Copy to:  
PS to CMD/D-H/D-F/D-M/D-P/CVO  
DEPARTMENTAL HEADS, CORP. OFFICE  
CTO-CORP/MANPOWER, CORP. OFFICE  
DGM/CM-EDP/ PAY ROLL /SECR- PF, BG Plant

For kind information please.