



Date: January 03, 2025

To,  
BSE Limited  
**Corporate Services Department**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai – 400 001

Respected Sir / Ma'am,

**Sub: Intimation of Change in Company Secretary & Compliance Officer under Regulation 30 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 along with Additional Details requested under Regulation 30 of SEBI (LODR) Regulations, 2015 by the Exchange.**

**Ref: M/s Madhav Infra Projects Limited (Security ID: MADHAVIPL, Security Code: 539894)**

This is in reference to the original announcement made on January 02, 2025.

With respect to the captioned subject and pursuant to Regulation 30 read with Part A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), this is to inform you that the Board of Directors of the Company at its meeting held on Friday, December 27, 2024, has, based on the recommendations of Nomination and Remuneration Committee considered, approved and taken note of the following:

1. Resignation Letter dated December 26, 2024 from Ms. Kinjal Khandelwal (Membership No.: A59070) from the post of Company Secretary & Compliance Officer of the Company with effect from December 27, 2024, due to personal reasons (**Copy enclosed as Annexure I**). The Board has accepted her resignation and has relieved her from the duties and responsibilities w.e.f. December 27, 2024.
2. Appointment of Ms. Khushbu Prakash Prajapati (Membership No.: A63791) as Company Secretary and Compliance Officer of the Company with effect from December 27, 2024, under Section 203 of Companies Act, 2013 and under Regulation 6 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

However, the detailed disclosure as required under Regulation 30 of the Listing Regulations read with SEBI Circular No. CIR/CFD/CMD/4/2015 dated September 9, 2015 and SEBI Circular No. SEBI/HO/CFD/CFD-PoD-1/P/CIR/2023/123 dated July 13, 2023 is enclosed as **Annexure-II**.

Furthermore, reason for delay informing the details of Resignation & appointment of Company Secretary & Compliance Officer within 24 hours & 12 hours respectively, as requested by the Exchange has been enclosed as **Annexure III**.

You are requested to take on record the above information.

We appreciate your understanding and cooperation in this matter.

Thanking you.

Yours Faithfully,

**FOR MADHAV INFRA PROJECTS LIMITED**

**Mr. AMIT KHURANA**  
Managing Director  
DIN:00003626



## Annexure I

Date: 26/12/2024

From,  
Kinjal Khandelwal  
804, Arcon Abhay Flats  
LNT Circle, Vadodara

To,  
Board of Directors,  
M/s Madhav Infra Projects Limited,  
Madhav House,  
Nr Panchratna building,  
Subhanpura, Vadodara.

Dear Sir,

**Subject: Resignation from the Post of Company Secretary & Compliance Officer**

I Kinjal Khandelwal hereby tender my resignation due to personal reasons from the post of company secretary & compliance officer of the company. I kindly request to the Board of Directors to relieve me from my duties with effect from December 27, 2024.

I take this opportunity to thank the board of directors for their support and guidance during my tenure.

I hereby request that my resignation be accepted and the necessary forms be filed with MCA.

Thanking you.

Yours Sincerely,

  
Kinjal Khandelwal



## Annexure II

**Disclosures as required under Regulation 30 - Part A of Para A of Schedule III of SEBI  
(Listing Obligations and Disclosure Requirements) Regulations 2015**

**Change in Company Secretary and Compliance Officer of the company**

Sr. No.	Details of Events	Details of Change	
		Ms. Kinjal Khandelwal	Ms. Khushbu Prakash Prajapati
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Resignation of Ms. Kinjal Khandelwal (Membership No.: A59070) as Company Secretary and Compliance Officer with effect from close of the business hours on December 26, 2024	Appointment of Ms. Khushbu Prakash Prajapati (Membership No.: A63791) as Company Secretary and Compliance Officer with effect from December 27, 2024
2.	Date of appointment/ resignation & Term of Appointment	Close of the business hours on December 26, 2024	December 27, 2024
3.	Brief profile (in case of appointment)	Not Applicable	Ms. Khushbu Prajapati is a Member of the Institute of Company Secretaries of India and a Commerce Graduate from H. L. Institute of Commerce (Ahmedabad University). She has rich experience in corporate governance and compliance. She was actively involved in various significant corporate actions and regulatory filings including handling the <b>Initial Public Offering (IPO)</b> and listing of the company and assisting the company in its Rights Issue process, managing all related legal, procedural, and compliance aspects.
4.	Disclosure of relationships between directors (in case of appointment of a director).	Not Applicable.	Not Applicable.
5.	Information as required under BSE Circular Number LIST /COM/14/2018 - 19 and NSE Circular No. NSE/CML/2018/24 dated June 20, 2018	Not Applicable.	Not Applicable.
6.	Letter of Resignation along with detailed reason for resignation	Enclosed as <b>Annexure I</b>	Not Applicable

**FOR MADHAV INFRA PROJECTS LIMITED**

**Mr. AMIT KHURANA**  
Managing Director  
DIN:00003626





**Annexure III**

**Reason for Delay informing the details of Resignation & Appointment of Company Secretary & Compliance Officer within 24 hours & 12 hours respectively as requested by the stock exchange**

The delay in informing the Exchange about the resignation and appointment of the Company Secretary & Compliance Officer within the specified timelines occurred due to pending internal discussions and approvals within the management. These discussions were necessary to finalize the details related to the appointments, and as a result, it took longer than anticipated to formalize the announcements. We acknowledge that this caused a delay in complying with the regulatory timelines and assure you that we are taking steps to streamline such processes in the future to avoid any recurrence.

**FOR MADHAV INFRA PROJECTS LIMITED**

**Mr. AMIT KHURANA**  
Managing Director  
DIN:00003626



**Madhav Infra Projects Limited**

CIN : L45200GJ1992PLCO18392

Madhav House, Plot No. 4

Near Panchratna Building

Subhanpura, Vadodara-390 023

Telefax : 0265-2290722

[www.madhavcorp.com](http://www.madhavcorp.com)

**DC. 27/12/2024**



**To**

**Ms. Khushbu Prakash Prajapati**

A-165, Mangal Darshan Society,

Zadeshwar Road,

Bharuch, (Gujarat) 392011

**Sub : Appointment Letter**

Dear **Ms. Khushbu**,

With reference to your Bio-Data / Application and the subsequent interview you had with us, we are pleased to appoint you in our organization on the following terms and Conditions:

1. Your appointment would be effective: **27/12/2024**
2. You are designated as & posted at: **Company Secretary, EPC Division**
3. Your ultimate place of posting/reporting is at our **Corporate Office, Madhav Infra Projects Ltd., Madhav House, Plot No. 4, Subhanpura, Vadodara, Gujarat, site.**
4. Your remuneration shall be as per annexure provided to you earlier. You shall be eligible / entitled for Leave, Bonus / Ex-Gratia, Gratuity, and other benefits as per Rules of the company.
5. You shall initially be on probation for a period of six months from the actual date of your joining us and would continue to be so until you are expressly confirmed in the regular services of the Company.
6. Your services are liable to be terminated on the grounds of inefficiency if you continuously fail to meet the satisfactory performance as per the company standards.
7. It shall be your responsibility to develop and manage a team in your area capable of promoting Company's work, culture and progress & ensure targeted growth.
8. You shall be governed by the Rules, Regulations and such other practices, systems, policies and procedures of the company as set out in **ANNEXURE-A**. Attached hereto, unless otherwise specifically stated.
9. Your salary structure is as per **ANNEXURE-B**

Kindly return to us the duplicate of this appointment letter along with Annexure A & B duly signed by you as a token of your acceptance.

Yours faithfully,

For, **Madhav Infra Projects Limited**

For

**AUTHORISED SIGNATORY**