



INDRAPRASTHA GAS LIMITED

(A Joint Venture of GAIL (India) Ltd., BPCL & Govt. of NCT of Delhi)
December 07, 2022

IGL/CS/2022

Dept. of Corporate Services
Bombay Stock Exchange Ltd.
Rotunda Building, 1st Floor
Dalal Street
Mumbai – 400 001

Listing Department
National Stock Exchange of India Ltd.
Exchange Plaza, Bandra Kurla Complex
Bandra (E)
Mumbai – 400 051

Security Code : 532514

Trading Symbol : IGL

**SUB: Intimation under Regulation 30 of SEBI (LODR) Regulations, 2015:
Notice of Postal Ballot and Remote E-voting**

Dear Sir/Madam,

This is to inform that the Company is conducting Postal Ballot for seeking the approval of Members of the Company for appointment of Directors. Please find enclosed herewith copy of Notice of Postal Ballot along with Explanatory Statement and instructions for remote e-voting pursuant to Section 108, 110 and other applicable provisions of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014.

In accordance with the relevant circulars issued by the Ministry of Corporate Affairs and the Securities Exchange Board of India, Postal Ballot Notice will be sent by electronic mode only to those Members whose e-mail address(es) are registered with the Company/Depositories.

The Company has engaged the services of Kfin Technologies Limited (Kfintech) to provide remote e-voting facility to its members. The remote e-voting period shall commence from Tuesday, December 13th 2022 at 9:00 a.m. (IST) and shall end on Wednesday, January 11th 2023 at 5:00 p.m. (IST).

Postal Ballot Notice is also available at the website of the Company at www.iglonline.net and on the website of e-voting agency i.e., Kfintech at www.evoting.kfintech.com. The result of the Postal Ballot shall be announced on or before Friday, January 13th 2023.

This is for your information and record.

Thanking you,

(S.K. Jain)

Company Secretary & Compliance Officer

Encl: As above



INDRAPRASTHA GAS LIMITED

Regd. Office: IGL Bhawan, Plot No.4, Community Centre, Sector-9, R. K. Puram, New Delhi-110022
CIN: L23201DL1998PLC097614, Email: investors@igl.co.in, Tel No.: 011-46074607, Fax No.: 011-26171863
Website: <http://www.iglonline.net>

POSTAL BALLOT NOTICE

Notice is hereby given that pursuant to the provisions of Section 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 (Act) read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 (including any amendment(s), statutory modification(s) and/or re-enactment thereof for the time being in force) (Rules), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), various circulars from Ministry of Corporate Affairs (MCA Circulars) and such other applicable laws and regulations, the Resolutions as set out in this notice are proposed for approval of the members of the Company through Postal Ballot by electronic voting (e-voting). Detailed explanatory statement setting out the material facts concerning resolutions and instructions for e-voting is annexed to the postal ballot notice.

SPECIAL BUSINESS

1. Appointment of Shri Sukhmal Kumar Jain (DIN: 09206648) as a Director of the Company

To consider, and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT Shri Sukhmal Kumar Jain (DIN: 09206648), who was appointed as an Additional Director by the Board of Directors and in respect of whom, the Company has received a notice in writing from a member pursuant to the provisions of Section 160 of the Companies Act, 2013, be and is hereby, appointed as a Director of the Company, liable to retire by rotation.”

2. Appointment of CS (Dr.) Shyam Agrawal (DIN: 03516372) as an Independent Director of the Company

To consider, and if thought fit, to pass the following resolution as a **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions of the Companies Act, 2013, the Companies (Appointment & Qualification of Directors) Rules, 2014, read with Schedule IV to the said Act, applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Articles of Association of the Company, as amended from time to time, CS (Dr.) Shyam Agrawal (DIN: 03516372), who was appointed as an

Additional Director pursuant to the provisions of Section 161 of the Companies Act, 2013, be and is hereby appointed as an Independent Director of the Company with effect from December 06, 2022 up to December 05, 2025.”

By Order of the Board

Sd/-

Place: New Delhi
Date: December 05, 2022

(S.K. Jain)
Company Secretary

NOTES

A. GENERAL INFORMATION

1. The MCA Circulars have prescribed the process for convening of extraordinary general meetings and passing of Resolutions through Postal Ballot. The MCA Circulars also provide that the communication of assent/dissent of the members in the Postal Ballot will take place only through e-voting. The requirements provided under Rule 20 of the Rules relating to e-voting shall be applicable mutatis mutandis for passing of Resolutions through Postal Ballot by voting through electronic means ("remote e-voting").
2. Explanatory Statement pursuant to the provisions of Section 102 of the Companies Act, 2013 in respect of Special Business to be passed through Postal Ballot/E-voting is annexed hereto for your consideration.
3. The Postal Ballot Notice is being sent to all the Members, whose names appear in the Register of Members/List of Beneficial Owners, as on the close of working hours on Friday, December 02, 2022 ("Cut Off Date"), as received from the National Securities Depository Limited ("NSDL") and Central Depository Services (India) Limited ("CDSL"). Postal Ballot Notice shall also be placed on the website of the Company <http://www.iglonline.net>.
4. In accordance with MCA and SEBI Circulars, the Company is sending the notice of Postal Ballot to Members in electronic form only. Physical copies of the Notice along with Postal Ballot form and pre-paid business reply envelop are not be being sent to members for this Postal Ballot. As per the MCA Circulars, Postal Ballot notice will be available on the website of the Company i.e. www.iglonline.net. This notice can also be accessed from the websites of the Stock exchanges i.e. BSE Limited and National Stock exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and will also be available on the website of Kfin Technologies Ltd. i.e. www.evoting.kfintech.com
5. Members whose names appear on the Register of Members/List of Beneficial Owners as on the Cut-off Date i.e. Friday, December 02, 2022 will be considered for the purpose of voting. A person who is not a Member as on the relevant date should treat this notice for information purposes only.
6. Voting rights in the postal ballot/e-voting cannot be exercised by a proxy. However, corporate and institutional members shall be entitled to vote through their authorised representatives. Corporate and institutional members are requested to provide a proof of authorisation (board resolution/authority letter/power of attorney etc.) in favour of their authorised representatives to the scrutiniser.

7. The postal ballot voting period (remote e-voting) commences on Tuesday, December 13, 2022 (09:00 hours IST) and ends on Wednesday, January 11, 2023 (17:30 hours IST) and the voting module shall be disabled thereafter.
8. The Board of Directors (Board) has appointed Mr. P.P. Agarwal of M/s. P.P. Agarwal & Co., Company Secretaries, New Delhi (Firm Reg. No.: 10566) as the Scrutinizer for conducting the postal ballot / e-voting process in a fair and transparent manner.
9. The Scrutinizer will submit his report to Chairman or in his absence to the Managing Director/Director (Commercial) of the Company, after completion of scrutiny of Postal Ballot (including e-voting). The results of the Postal Ballot will be announced on Friday, January 13, 2023 at the registered office of the Company on or before 5:00 PM, and will be displayed at the registered office of the Company and communicated to the Stock Exchanges i.e. BSE Limited (the "BSE") and National Stock Exchange of India Limited (the "NSE") where the equity shares of the Company are listed. The results of the Postal Ballot will also be displayed on the Company's website i.e. <http://www.iglonline.net> and on the website of the e-voting agency i.e. M/s. Kfin Technologies Limited i.e. <https://evoting.kfintech.com/>
10. Resolutions passed by Members with requisite majority, through postal ballot shall be deemed to have been passed on the last date of remote e-voting at a General Meeting of Members convened on that behalf.
11. In compliance with Sections 108 and 110 of the Act and the rules made there under, the MCA Circulars and Regulation 44 of the Listing Regulations, the Company has provided the facility to the members to exercise their votes electronically and vote on the Resolutions through the e-voting service facility arranged by M/s. Kfin Technologies Limited. The instructions for e-voting are provided as part of this Postal Ballot Notice.
12. Relevant documents, if any, referred to in this Notice and the Explanatory Statement pursuant to Section 102 of the Act, will be available for inspection via electronic mode from the date of circulation of this Notice upto the last date of remote e-voting. Members seeking to inspect such documents can send an email to investors@igl.co.in.
13. The Address for correspondence shall be as follows:
 - (a) Registered office of the Company: Company Secretary, Indraprastha Gas Limited, IGL Bhawan, Plot No.4, Community Centre Sector-9, R. K. Puram, New Delhi, 110022, Email: investors@igl.co.in, Tel No.: 011-46074607, Fax No.: 011-26171863

(b) Registrar & Transfer Agents: Kfin Technologies Limited, Selenium Building, Tower-B, Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana,– 500032; Email: Ravuri.vijay@kfintech.com/einward.ris@kfintech.com; Tel No.: 1800-309-4001.

B. PROCEDURE FOR REMOTE E-VOTING

1. In pursuant to SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on “e-voting facility provided by Listed Companies”, e-voting process has been enabled to all the individual demat account holders, by way of a single login credential, through their demat accounts / websites of Depositories / Depository Participants (DPs) in order to increase the efficiency of the voting process.
2. Individual demat account holders would be able to cast their vote without having to register again with the Voting service provider thereby not only facilitating seamless authentication but also ease and convenience of participating in e-voting process. Shareholders are advised to update their mobile number and e-mail ID with their DPs to access e-voting facility.
3. The details of the process and manner for remote e-voting and are explained herein below:

Step 1: Access to Depositories e-voting system in case of individual shareholders holding shares in demat mode.

Step 2: Access to KFinTech e-voting system in case of shareholders holding shares in physical and non-individual shareholders in demat mode.

Details on Step 1 are mentioned below:

- I) Login method for remote e-voting for Individual shareholders holding securities in demat mode.**

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL	1. User already registered for IDeAS facility: <ol style="list-style-type: none"> (i) Visit URL: https://eservices.nsdl.com (ii) Click on the “Beneficial Owner” icon under “Login” under ‘IDeAS’ section. (iii) On the new page, enter User ID and Password. Post successful authentication, click on “Access to e-voting”.

	<p>(iv) Click on Company name or e-voting service provider and you will be re-directed to e-voting service provider website for casting the vote during the remote e-voting period.</p> <p>2. User not registered for IDeAS e-Services</p> <p>(i) To register click on link : https://eservices.nsdl.com</p> <p>(ii) Select “Register Online for IDeAS” or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</p> <p>(iii) Proceed with completing the required fields.</p> <p>(iv) Follow steps given in points 1.</p> <p>3. Alternatively by directly accessing the e-voting website of NSDL</p> <p>(i) Open URL: https://www.evoting.nsdl.com/</p> <p>(ii) Click on the icon “Login” which is available under ‘Shareholder/Member’ section.</p> <p>(iii) A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password / OTP and a verification code as shown on the screen.</p> <p>(iv) Post successful authentication, you will be requested to select the name of the company and the e-voting service provider name, i.e. KFintech.</p> <p>(v) On successful selection, you will be redirected to KFintech e-voting page for casting your vote during the remote e-voting period.</p>
Individual Shareholders holding securities in demat mode with CDSL	<p>1. Existing user who have opted for Easi / Easiest</p> <p>(i) Visit URL: https://web.cdslindia.com/myeasi/home/login or URL: www.cdslindia.com</p> <p>(ii) Click on new system Myeasi</p> <p>(iii) Login with your registered user id and password.</p> <p>(iv) The user will see the e-voting Menu. The Menu will have links of ESP i.e. KFintech e-voting portal.</p> <p>(v) Click on e-voting service provider name to cast your vote.</p> <p>2. User not registered for Easi/Easiest</p> <p>(i) Option to register is available at</p> <p>(ii) https://web.cdslindia.com/myeasi/Registration/EasiRegistration</p> <p>(iii) Proceed with completing the required fields.</p> <p>(iv) Follow the steps given in point 1</p> <p>3. Alternatively, by directly accessing the e-voting website of CDSL</p> <p>(i) Visit URL: www.cdslindia.com</p> <p>(ii) Provide your demat Account number and PAN Number.</p> <p>(iii) System will authenticate user by sending OTP on registered Mobile & Email as recorded in the demat account.</p>

	(iv) After successful authentication, user will be provided links for the respective e-voting service provider where the e-voting is in progress.
Individual Shareholder login through their demat accounts / Website of Depository Participant	<p>(i) You can also login using the login credentials of your demat account through your DP registered with NSDL / CDSL for e-voting facility.</p> <p>(ii) Once logged-in, you will be able to see e-voting option. Once you click on e-voting option, you will be redirected to NSDL / CDSL Depository site after successful authentication, wherein you can see e-voting feature.</p> <p>(iii) Click on options available against Company name or e-voting service provider – Kfintech and you will be redirected to e-voting website of Kfintech for casting your vote during the remote e-voting period without any further authentication.</p>

Important note: Members who are unable to retrieve User ID / Password are advised to use Forgot User ID and Forgot Password option available at respective websites.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Securities held with NSDL	Please contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Securities held with CDSL	Please contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43

Details on Step 2 are mentioned below:

I) Login method for e-voting for shareholders other than Individual's shareholders holding securities in demat mode and shareholders holding securities in physical mode.

(A) Members whose email IDs are registered with the Company/ Depository Participant(s), will receive an email from Kfintech which will include details of E-voting Event Number (EVEN), USER ID and password. They will have to follow the following process:

- I. Launch internet browser by typing the URL: <https://evoting.kfintech.com>
- II. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-voting Event Number) xxxx, followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with Kfintech for e-voting, you can use your existing User ID and password for casting the vote.

- III. After entering these details appropriately, click on “LOGIN”.
- IV. You will now reach password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- V. You need to login again with the new credentials.
- VI. On successful login, the system will prompt you to select the “EVEN” i.e., ‘Indraprastha Gas Limited – Postal Ballot’ and click on “Submit”.
- VII. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under “FOR/AGAINST” or alternatively, you may partially enter any number in “FOR” and partially “AGAINST” but the total number in “FOR/AGAINST” taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the Member does not indicate either “FOR” or “AGAINST” it will be treated as “ABSTAIN” and the shares held will not be counted under either head.
- VIII. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat accounts.
- IX. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- X. You may then cast your vote by selecting an appropriate option and click on “Submit”.
- XI. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you have voted on the resolution (s), you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- XII. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format)

of the Board Resolution/Authority Letter etc., authorizing its representative to cast its vote through remote e-voting together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at email id fcs.ppa@gmail.com with a copy marked to evoting@kfintech.com. The scanned image of the above-mentioned documents should be in the naming format "Corporate Name_Even No."

(B) Members whose email IDs are not registered with the Company/Depository Participants(s), and consequently the Notice of Postal Ballot and e-voting instructions cannot be serviced, will have to follow the following process:

- I. Members who have not registered their email address and in consequence the Notice of Postal Ballot and e-voting instructions cannot be serviced, may temporarily get their email address and mobile number provided with KFintech, by accessing the link:
<https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx>.

Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the notice and e-voting instructions along with the User ID and Password. In case of any queries, member may write to einward.ris@kfintech.com.

- II. Alternatively, member may send an e-mail request at the email id einward.ris@kfintech.com along with scanned copy of the signed copy of the request letter providing the email address, mobile number, self-attested PAN copy and copy of share certificate in case of physical folio for sending the Notice of Postal ballot and the e-voting instructions.

In order to enable the Company to comply with MCA circulars and to participate in the green initiative in Corporate Governance, members are requested to register their email addresses in respect of shares held in electronic form with their Depository Participant(s) permanently for sending the Notice of Postal Ballot and the e-voting instructions.

- III. After receiving the e-voting instructions, please follow all steps above to cast your vote by electronic means.

OTHER INSTRUCTIONS

- a) In case of any query and/or grievance, in respect of voting by electronic means, Members may refer to the Help & Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of <https://evoting.kfintech.com/public/Downloads.aspx> (KFintech Website) or contact Shri Ravuri Vijay, at evoting@kfintech.com or call KFintech's toll free No. 1-800-309-4001 for any further clarifications.

- b) The Members, whose names appear in the Register of Members / list of Beneficial Owners as on Friday, December 02, 2022, being the cut-off date, are entitled to vote on the Resolutions set forth in this Notice. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only. Once the vote on a resolution(s) is cast by the Member, the Member shall not be allowed to change it subsequently.
- c) You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- d) The voting rights of the members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the cut-off date (i.e. the record date), being Friday, December 02, 2022.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 READ WITH THE SECRETARIAL STANDARD (SS-2) ON GENERAL MEETINGS

ITEM NO. 1

Shri Sukhmal Kumar Jain was nominated by Bharat Petroleum Corporation Limited (BPCL) as a Director & Chairman of the Company. The Board of Directors appointed Shri Sukhmal Kumar Jain, as an Additional Director and Chairman (Non-Executive) w.e.f. October 23, 2022.

Regulation 17 (1C) of SEBI LODR Regulations provides that the listed entity shall ensure that approval of shareholders for appointment of a person on the Board of Directors is taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Accordingly, Shareholders approval is being sought for appointment of Shri Sukhmal Kumar Jain as a Director of the Company w.e.f. October 23, 2022.

The Company has received a notice under Section 160 of the Companies Act, 2013, from a member proposing his candidature for the Directorship of the Company.

His brief resume, the nature of his expertise in specific functional areas, names of companies in which he holds directorships, committee memberships/ chairmanships, his shareholding etc., are separately annexed hereto.

Other than Shri Sukhmal Kumar Jain and his relatives, none of the Directors, Key Managerial Personnel of the Company or their relatives are considered to be interested in the resolution.

The Board of Directors recommend the resolution set forth in item no. 1 of the notice for approval of the members by way of an Ordinary Resolution.

ITEM NO. 2

The Board of Directors appointed CS (Dr.) Shyam Agrawal (DIN: 03516372), as an Additional and Independent Director w.e.f. December 06, 2022. Regulation 17 (1C) of SEBI LODR Regulations provides that the listed entity shall ensure that approval of shareholders for appointment of a person on the Board of Directors is taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Further, in terms of Regulation 25 (2A) of the Listing Regulations, the appointment of an Independent Director of a listed entity shall be subject to the approval of shareholders by way of a special resolution.

The Board considers that his association as an Independent Director will be beneficial and in the best interest of the Company. Nomination and Remuneration Committee has recommended his appointment as an Independent Director. In the opinion of the Board, CS (Dr.) Shyam Agrawal is a person of integrity and fulfils the conditions specified under the Companies Act, 2013 read with Rules thereunder and the SEBI Listing Regulations for his appointment as an Independent Director of the Company and is independent of the Management.

His brief resume, the nature of his expertise in specific functional areas, names of companies in which he holds directorships, committee memberships/ chairmanships, his shareholding etc., are separately annexed hereto.

Other than CS (Dr.) Shyam Agrawal and his relatives, none of the Directors, Key Managerial Personnel of the Company or their relatives are considered to be interested in the resolution.

The Board of Directors recommend the resolution set forth in item no. 2 of the notice for approval of the members by way of a Special Resolution.

By Order of the Board

Place: New Delhi
Date: December 5, 2022

Sd/-
S.K. Jain
Company Secretary

Brief resume of Directors Pursuant to Section 102 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014

Name of the Director	Shri Sukhmal Kumar Jain	CS (Dr.) Shyam Agrawal
Date of Birth	16-04-1965	05-09-1979
Date of Appointment/Reappointment	23-10-2022	06-12-2022
Qualifications	Shri Sukhmal Kumar Jain is a graduate in Mechanical Engineering from Delhi College of Engineering and also holds a Master of Business Administration degree.	CS (Dr.) Shyam Agrawal is a Ph.D. (Law), LL.M, LL.B & FCS.
Nature of Expertise in Specific Functional Area	He is having more than 35 years experience holding leadership positions in Retail, LPG and Gas verticals of BPCL. Presently, he is Director (Marketing) in BPCL.	He is a Practicing Company Secretary having experience of more than 15 years in the areas of Law, Company Secretary, Finance etc.
Other directorship	Bharat Petroleum Corporation Limited (BPCL)	Venus Pipes & Tubes Limited South Eastern Coalfields Limited Mayur Uniquoters Limited Mayur Tecfab Private Limited
Name of listed entities from which the person has resigned in past three years	None	None
Chairmanship/Membership of Board committees of other Companies	BPCL Member: Stakeholders Relation Committee (Investors Grievance Committee)	Mayur Uniquoters Limited Member: Audit Committee Nomination and Remuneration Committee Stakeholders Relationship Committee Corporate Social Responsibility (CSR) Committee Risk Management Committee

		Venus Pipes & Tubes Limited Member: CSR Committee Stakeholders Relationship Committee South Eastern Coalfields Limited Chairman: Audit Committee Member: CSR Committee Risk Management Committee
Terms and conditions of Appointment	NA	For a term of 3 years w.e.f. from December 06, 2022 till December 05, 2025
Relationship with other Directors and KMP's	No	No
No. of Board meetings attended during the year (FY 2022-23)	NIL	NIL
No. of Shares held in IGL	NIL	NIL