



# THE MINING, GEOLOGICAL & METALLURGICAL INSTITUTE OF INDIA

Established 1906

GN-38/4 ★ SECTOR-V ★ SALT LAKE ★ KOLKATA – 700 091 (WB)

Phone: +91 33 4000 5168 / 2357 3482 / 3987 / 6518 ★ Telefax: +91 33 2357 3482

Email: [secretary@mgmiindia.in](mailto:secretary@mgmiindia.in) / [office@mgmiindia.in](mailto:office@mgmiindia.in)

★ Website: <https://www.mgmiindia.in>

## NOTICE

**NOTICE** is hereby given that the 114<sup>th</sup> Annual General Meeting for the financial year ended 2019-20 of **THE MINING, GEOLOGICAL & METALLURGICAL INSTITUTE OF INDIA** will be held on Sunday, 27<sup>th</sup> December, 2020 at 11:30 A.M. at the registered office of the Company at GN 38/4, Sector V, Salt Lake, P S East Bidhan Nagar Kolkata 700091 and also through Video-Conferencing (“VC”) or other Audio-Visual Means (“OAVM”) to transact the following business:

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### ORDINARY BUSINESS:

1. To receive and adopt the Council’s Report, Audited Balance Sheet and Statement of Accounts for the year ended on 31st March, 2020;
2. To appoint the Institute’s Auditor for the year 2020-21 and fix their remuneration.

### SPECIAL BUSINESS:

3. To read the Notice convening the 114<sup>th</sup> Annual General Meeting
4. To Confirm the Minutes of the 113<sup>th</sup> Annual General Meeting held at Kolkata on 8<sup>th</sup> November, 2019.
5. Presidential Address by Shri Anil Kumar Jha.
6. To declare the name of the elected President for the year 2020-21.
7. Address by President elected.
8. Open Session and any other matter with the permission of the Chair.
9. Vote of Thanks.

**By Order of the Board**

**For THE MINING, GEOLOGICAL & METALLURGICAL INSTITUTE OF INDIA**

**Date: 26.11.2020**

**Place: Kolkata**

**Rajiw Lochan**  
**Director/Honorary Secretary**  
**DIN: 08341256**



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## NOTES:

1. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
2. For convenience of members, an attendance slip and the route map of the venue of the Meeting are annexed hereto. Members are requested to affix their signature at the space provided and hand over the attendance slips at the place of meeting.
3. All documents referred to in the Notice are open for inspection at the Registered Office of the Company during office hours on all days except Sunday & public holidays between 11.00 a.m. and 1.00 p.m. up to the date of Annual General Meeting. The documents shall also be available electronically for inspection without any fees by the Members from the date of circulation of this notice up to the date of the Meeting and also at the Meeting. Members seeking to inspect such documents can send an email to [office@mgmiindia.in](mailto:office@mgmiindia.in)
4. Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 for items of Special Businesses is annexed herewith.
5. The Notice of the Annual General Meeting and instructions for e-voting, along with the Attendance slip are being sent by electronic mode to all the members whose email address are registered with the Company for communication purposes.
6. Members may also note that the Notice of the AGM will also made be available on the Company's website [www.mgmiindia.in](http://www.mgmiindia.in) for their download. The physical copies of the documents will also be available at the Company's Registered Office in Registered office / Corporate office for inspection during normal business hours on any working day. For any communication, the shareholders may also send requests to the Company's investor e-mail id: [office@mgmiindia.in](mailto:office@mgmiindia.in) .
7. If the members have any queries, the same should be forwarded to the company in writing at its registered office or at the company's email id: [office@mgmiindia.in](mailto:office@mgmiindia.in) before the meeting so that the same can be replied at the time of AGM to the members' satisfaction.
8. The Register of Directors and Key Managerial Personnel, maintained under Section 170 of the Companies Act, 2013, will be available for inspection by members at the AGM as well as electronically hosted on the Company's website.
9. The Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Companies Act, 2013, will be available for inspection by the members at the AGM as well as electronically hosted on the Company's website. Members desirous of obtaining any relevant information with regard to the accounts of the Company or any other matter placed at the Meeting are requested to send their requests in writing at [office@mgmiindia.in](mailto:office@mgmiindia.in) to the Company at least 7 (seven) days before the date of the Meeting, so as to enable the Company to keep the information ready.
10. Members are requested to bring their copies of the notice to the AGM.



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11. Members are requested to promptly notify any changes in their addresses to the Company.
12. The Company is providing facility for voting by electronic means (e-voting) through an electronic voting system which will include remote e-voting as prescribed by the Companies (Management and Administration) Amendment Rules, 2015 as presently in force and the business set out in the Notice will be transacted through such voting.
13. In view of the outbreak of the COVID-19 pandemic, social distancing norms to be followed and the continuing restriction on movement of persons at several places in the country and pursuant to General Circular Nos.14/2020, 17/2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020, respectively, issued by the Ministry of Corporate Affairs (“MCA Circulars”) and in compliance with the provisions of the Companies Act, 2013, the Company has also made arrangements of VC/OAVM for members who are unable to physically attend the meeting at a common venue.
14. Statement pursuant to Section 102: The Statement pursuant to Section 102 of the Companies Act, 2013, setting out the material facts concerning each item of special business to be transacted at the Meeting, being considered unavoidable, is annexed hereto and forms part of this Notice.
15. In accordance with the General Circular No. 20/2020 dated 5th May, 2020 issued by MCA owing to the difficulties involved in dispatching of physical copies of the Annual Report and Notice of AGM are being sent in electronic mode only to Members whose e-mail address is registered with the Company. The same is also hosted on the Company’s website [www.mgmiindia.in](http://www.mgmiindia.in) The relevant details are also hosted on the website of the Agency providing the e-voting facility, viz., [www.evotingindia.com](http://www.evotingindia.com)
16. The attendance of the Members who are attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
17. Corporate/Institutional Members attending the meeting through VC/OAVM are required to send a scan of the certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc., authorising their representative to attend the AGM through VC / OAVM on their behalf and to vote through remote e-voting or during the AGM. The said Resolution/Authorisation shall be sent to the Scrutinizer by email through its registered email address to [md.menaz@gmail.com](mailto:md.menaz@gmail.com)
18. Members may join the AGM through VC/OAVM facility by following the procedure as mentioned in this AGM Notice which shall be kept open for the Members from 11:15 A.M. i.e. 15 minutes before the time scheduled to start the AGM and the Company may close the window for joining the VC/OAVM facility 15 minutes after the scheduled time to start the AGM. The facility of participation at the AGM through VC/OAVM will be made available to at least 1,000 Members on a first come first served basis as per the MCA Circulars. The detailed instructions for joining the Meeting through VC/OAVM form part of the Notes to this Notice.
19. Directors, Key Managerial Personnel, Chairpersons, Auditors etc. will be allowed to attend the meeting without restriction on account of first-come-first-served-principle.



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20. Go Green Initiative: The Company is sending Notices for General Meetings, Financial Statements, etc. through email to Members whose email IDs are registered with the Company. However, it is noticed that there are Members who have not registered their e-mail IDs with the Company. Consequently, the Company is unable to send communications to them electronically. In compliance with provisions of Rule 18 of the Companies (Management and Administration) Rules, 2014 and applicable provisions of the Companies Act, 2013, members are requested to register their e-mail IDs with the Company who have still not registered their e-mail IDs. Members whose email IDs have undergone any change or whose IDs require any correction, may kindly update the same with the Company.
21. Members may also note that the Notice of the meeting and the Annual Report for the Financial Year 2019-20 will be available on the website of the company [www.mgmiindia.in](http://www.mgmiindia.in) and also, on the website of the Central Depository Services (India) Limited, the agency providing the E Voting facility.
22. Scrutinizer: The Company has appointed Mohammad Menazuddin, Practicing Company Secretary, Kolkata (FCS No.47770, CP No. 20629) as Scrutinizer for conducting the electronic voting process (both remote e-voting and voting at the AGM) in a fair and transparent manner.
23. Declaration of Results: The Scrutinizer shall immediately after the conclusion of voting at the Meeting, first count the votes cast at the Meeting, thereafter, unblock the votes cast through remote e-voting in the presence of at least two witnesses, who are not in the employment of the Company and within a period not exceeding 3 (three) days from the conclusion of the meeting make a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or person authorized by the Chairman, for counter signature.
24. The Results shall be declared either by the Chairman or by a person authorized by him and the resolutions will be deemed to have been passed on the AGM date subject to receipt of the requisite number of votes in favor of the Resolution(s).
25. Immediately after declaration of results, the same shall be placed along with the Scrutinizer's Report, on the Company's website [www.mgmiindia.in](http://www.mgmiindia.in) and on the website of CDSL. The results shall also be placed on the Notice Board of the Company at its Registered Office.
26. Distribution of Gifts: In conformity with regulatory requirements, the Company will NOT be distributing any gift, gift coupons or cash in lieu of gifts at the AGM or in connection therewith.



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## THE INTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:

I. The voting period begins on 24<sup>th</sup> December, 2020 at 10:00 A.M. and ends on 26<sup>th</sup> December, 2020 at 5:00 P.M. During this period Members of the Company, as on the cut-off date 20<sup>th</sup> December, 2020 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

II. Members who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.

1. Members are requested to log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
2. Please click on Members
3. Please enter your user id.
4. Please enter the image verification (Captcha) as displayed and click on Log-in
5. Please enter the “Sequence Number” in the “PAN” field
6. Please enter the user id again in the “Bank Details” field
7. Please click on the “Submit” tab to get to the Club selection screen
8. Please click on the EVSN of The Mining, Geological & Metallurgical Institute of India on which you choose to vote.
9. On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same, the option “YES / NO” for voting. Please select the option YES or No as desired. The option YES implies that you assent the Resolution and option NO implies that you dissent to the Resolution.
10. In case you wish to view the entire Resolution details, please click on the “RESOLUTIONS FILE LINK”
11. After selecting the resolution, you have decided to vote on, please click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, please click on “OK”, else to change your vote, please click on “CANCEL” and accordingly modify your vote.
12. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
13. Members can also take a print of the votes cast by clicking on “CLICK HERE TO PRINT” option on the voting page.

Members can also cast their vote using CDSL’s mobile app m-Voting available for android-based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.



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## INSTRUCTIONS FOR MEMBERS FOR E-VOTING DURING THE AGM ARE AS UNDER: -

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for Remote e-voting.
2. Only those MEMBERS, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
3. If any Votes are cast by the MEMBERS through the e-voting available during the AGM and if the same MEMBERS have not participated in the meeting through VC/OAVM facility, then the votes cast by such MEMBERS shall be considered invalid as the facility of e-voting during the meeting is available only to the MEMBERS attending the meeting.
4. MEMBERS who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the EGM/AGM.

If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact Mr. Nitin Kunder (022- 23058738 ) or Mr. Mehboob Lakhani (022-23058543) or Mr. Rakesh Dalvi (022-23058542).

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call on 022-23058542/43.





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## STATEMENT PURSUANT TO SECTION 102 (1) OF THE COMPANIES ACT, 2013:

### **Item No. 3: Read Notice Convening 114<sup>th</sup> Annual General Meeting**

The Chairman shall read the notice of the 114<sup>th</sup> Annual General Meeting circulated to the members via electronic mail.

### **Item No. 4: Confirm the Minutes for the 113<sup>th</sup> Annual General Meeting held at Kolkata on 8<sup>th</sup> November, 2019**

The Chairman shall place the Minutes of the 113<sup>th</sup> Annual General Meeting of the Company which was held at Kolkata on 8<sup>th</sup> November, 2019 and confirm the same by placing his signatures.

### **Item No. 5: Presidential Address by Shri Anil Kumar Jha**

The members elected Shri Anil Kumar Jha as the President of MGMI. He shall address the members and express his gratitude before the members of the Company.

### **Item No. 6: Declare the name of the elected President for the year 2020-21**

Council elected new President in 887<sup>th</sup> Council Meeting.

### **Item No. 7: Address by President-Elect**

The elected President shall address the members present in the meeting.

### **Item No. 8: Open Session and any other matter with the permission of the Chair**

**By Order of the Board**  
**For THE MINING, GEOLOGICAL & METALLURGICAL INSTITUTE OF INDIA**

**Date: 26.11.2020**  
**Place: Kolkata**

**Rajiw Lochan**  
**Director/Honorary Secretary**  
**DIN: 08341256**



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## ATTENDANCE SLIP

I/We.....R/o..... hereby record my/our presence at the 114<sup>th</sup> Annual General Meeting of the Company on Sunday, 27<sup>th</sup> day of December, 2020 at 11.30 A.M at GN 38/4 Sector V Salt Lake P S East Bidhan Nagar Kolkata 700091.

Membership Id:

Signature of Member

### **Note:**

1. Please fill this attendance slip and hand it over at the entrance of the hall.
2. Please complete this Attendance Slip with Membership ID., name and signature and hand it over at the Attendance Verification Counter at the ENTRANCE OF THE MEETING HALL.
3. Electronic copy of the Notice of the Annual General Meeting (AGM) along with Attendance Slip is being sent to all the members whose email address is registered with the Company. Members receiving electronic copy and attending the AGM can print copy of this Attendance Slip.





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## ROUTE MAP

