

REGD. OFFICE: CORE #1, SCOPE COMPLEX, 7, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

50th ANNUAL GENERAL MEETING OF THE SHAREHOLDERS

NOTICE

Notice is hereby given that 50th Annual General Meeting of the Members of MMTC Limited will be held at SCOPE Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003 on Monday, the 30th September, 2013 at 1130 hours to transact the following business:

ORIDINARY BUSINESS

- 1. To receive, consider and adopt the Audited Balance Sheet as at 31st March 2013, Profit and Loss Account for the year ended 31st March 2013, Report of Board of Directors, Statutory Auditors' Report and the Comments thereupon of Comptroller & Auditor General of India.
- 2. To declare dividend on equity share capital for the financial year ended 31st March 2013.
- 3. To re-appoint Shri Arun Balakrishnan, Non-official Part time (Independent) Director who retires by rotation at the AGM, as Non-official Part time (Independent) Director of the company on the same terms & conditions as approved by the President of India. Being eligible, he has offered himself for re-appointment as Non-official Part time (Independent) Director.
- 4. To re-appoint Shri M G Gupta, Director (Finance) who retires by rotation at the AGM, as Director (Finance) of the company on the same terms & conditions as approved by the President of India. Being eligible, he has offered himself for re-appointment as Director (Finance).
- 5. To re-appoint Shri Madhusudan Prasad, Part Time Director who retires by rotation at the AGM, as Part time Director of the company on the same terms & conditions as approved by the President of India. Being eligible, he has offered himself for re-appointment as Part time Director.
- 6. To re-appoint Smt. Anita Agnihotri, Part time Director who retires by rotation at the AGM, as Part Time Director of the company on the same terms & conditions as approved by the President of India. Being eligible, she has offered herself for re-appointment as Part Time Director.
- 7. To authorize Board of Directors of the company in terms of the provisions of Section 224(8)(aa) of Companies Act, 1956 to fix remuneration of the Statutory/Branch Auditors of the company appointed by Comptroller & Auditor General of India u/s 619 of the Companies Act, 1956 for the financial year 2012-13.

SPECIAL BUSINESS

8. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri D S Dhesi, who was appointed as Chairman-cum-Managing Director w.e.f. 8.10.2012 vide Department of Commerce, Ministry of Commerce & Industry Office Order No. 45/2012-(WD Series)(File No.A-42011/3/2012-E.I) dated 8th October 2012 and by the Board of Directors in circulation on 16.10.2012 under section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Chairman-cum-Managing Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

9. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri Arvind Kalra who was appointed by the President of India in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry, Government of India communication No.11/9/2011-FT(M&O) dated 15th February 2013 and by the Board of Directors in circulation on

4th April, 2013 as Part time Non-official (Independent) Director w.e.f. 01.04.2013 under Section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Part time Non-official (Independent) Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

10. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri Rana Som who was appointed by the President of India in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry, Government of India communication 11/9/2011-FT(M&O) dated 10th April 2013 and by the Board of Directors in circulation on 20.05.2013 as Part time Non-official (Independent) Director w.e.f. 17.04.2013 under Section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Part time Non-official (Independent) Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

11. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri N Bala Baskar who was appointed by the President of India in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry, Government of India communication 11/9/2011-FT(M&O) dated 10th April 2013 and by the Board of Directors in circulation on 20.05.2013 as Part time Non-official (Independent) Director w.e.f 22.04.2013 under Section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Part time Non-official (Independent) Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

12. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Dr Subas Pani who was appointed by the President of India in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry, Government of India communication 11/9/2011-FT(M&O) dated 10th April 2013 and by the Board of Directors in circulation on 20.05.2013 as Part time Non-official (Independent) Director w.e.f. 07.05.2013 under Section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Part time Non-official (Independent) Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

13. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri P K Jain, who was appointed as Whole Time Director (Marketing) w.e.f. 15th May 2013 by the President of India, in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry communication no. A-12022/13/2012-E.IV dated 15th May 2013 and by the Board of Directors in its 402nd Meeting held on 30.05.2013 under section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Whole Time Director (Marketing) of the company on the terms, conditions and tenure as determined by the President of India from time to time".

14. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:

"RESOLVED THAT Shri Skand Ranjan Tayal who was appointed by the President of India in exercise of powers vested vide Article 87(2) of Articles of Association of the company, vide Department of Commerce, Ministry of Commerce & Industry, Government of India communications No.11/9/2011-FT(M&O) dated 10th April, 2013 & 09th July 2013 and by the Board of Directors in circulation on 24.07.2013 as Part time Non-official (Independent) Director

w.e.f. 09.07.2013 under Section 260 of the Companies Act, 1956, and who holds office up to the date of this Annual General Meeting be and is hereby appointed as Part time Non-official (Independent) Director of the company on the terms, conditions and tenure as determined by the President of India from time to time".

By Order of the Board

4

Dated: 14.8.2013 Place: New Delhi

sd/-(G.Anandanarayanan) Asstt. Company Secretary

GREEN INITIATIVE IN CORPORATE GOVERNANCE

The Ministry of Corporate Affairs has taken up "Green Initiative in the Corporate Governance" by allowing paperless compliances by the companies and has issued circulars stating that service of notice/documents including Annual Reports can be sent by e-mail to its members. To support this green initiative of the Government in full measure, **members who have not registered their e-mail addresses**, so far, **are requested to register their e-mail addresses**, in respect of electronic holdings with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to get their e-mail addresses registered with MCS Limited, New Delhi, RTA of the Company.

NOTES:

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/ HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. IN ORDER TO BE EFFECTIVE, THE PROXY FORM DULY COMPLETED SHOULD BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTY EIGHT HOURS BEFORE THE SCHEDULED TIME OF THE ANNUAL GENERAL MEETING. BLANK PROXY FORM IS ENCLOSED.
- 2. Transfer Books and Register of Members will remain closed from 7th to 30th September 2013 (both days inclusive). The Board of Directors, in its Meeting held on 30th May 2013, has recommended a final dividend @ 10% (Re.0.10 per share of face value Re.1.00 each) on the paid-up equity share capital of the company. The dividend, subject to the provisions of Section 206A of the Companies Act, 1956, if declared at the Annual General Meeting, will be paid in October, 2013 to the Members whose names appear on the Company's Register of Members on 30th September, 2013 in respect of physical shares. In respect of dematerialized shares, the dividend will be payable to the "beneficial owners" of the shares whose names appear in the Statement of Beneficial Ownership furnished by National Securities Depository Limited and Central Depository Services (India) Limited as at the close of business hours on 6th September, 2013.
- 3. Pursuant to Section 205A read with Section 205C of the Companies Act, 1956, the dividend amounts which remain unpaid/ unclaimed for a period of seven years, are required to be transferred to the Investors Education & Protection Fund (IEPF) of the Central Government. Therefore, Members are advised to encash their Dividend warrants immediately on receipt.

4. Members are requested to:

i) note that copies of Annual Report will not be distributed at the Annual General Meeting.

ii) bring their copies of Annual Report, Notice and Attendance Slip duly completed and signed at the meeting.

5

- iii) deliver duly completed and signed Attendance Slip at the entrance of the meeting venue as entry to the Hall will be strictly on the basis of the entry slip available at the counters at the venue to be exchanged with the attendance slip.
- iv) note that the attendance slip/ proxy form should be signed as per the specimen signature registered with M/s MCS Limited, Registrar & Transfer Agent (RTA)/ Depository Participant (DP)
- v) note that 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.

vi) quote their Folio / Client ID & DP ID Nos. in all correspondence.

vii) note that no gifts will be distributed at the Annual General Meeting.

- 5. Non-Resident Indian Shareholders holding shares in physical form are requested to inform the Company immediately:
 - a) The particulars of NRE Bank Account maintained in India with complete name and address of the Bank.
 - b) The Change in the Residential Status on return to India for permanent settlement.
- 6. As per SEBI Guidelines, it has been made mandatory for all companies to use the bank account details furnished by the depositories for distributing dividends and other cash benefits, etc. through Electronic Clearing Service to the investors wherever ECS and bank details are available. Accordingly, the shareholders holding shares in Demat form should furnish the bank account details to their depository participants to avail the above facility.
- 7. Corporate Members intending to send their authorized representatives are requested to send a duly certified copy of the Board Resolution authorizing their representatives to attend and vote at the Annual General Meeting
- 8. M/s. MCS Ltd. F–65 Okhla Industrial Area, Phase I, New Delhi –110020 have been appointed as Registrar and Transfer Agents for carrying out its entire share related activities viz. Transfer / transmission/ transposition / dematerialisation / rematerialisation / split/ consolidation of shares, change of address, bank mandate, filing of nomination, dividend payment and allied activities. Shareholders are requested to make all future correspondence related to share transfers and allied activities with this agency only.
- 9. The shareholders who do not wish to opt for ECS facility may please mail their bankers' name, branch address and account number to RTA of the Company to enable them to print these details on the dividend warrants.

10. Members holding shares in multiple folios in physical mode are requested to apply for consolidation to the Company or its RTA along with relevant Share Certificates.

- 11. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore requested to submit PAN to their DP with whom they are maintaining their demat accounts. It has also made mandatory for the transferee(s) to furnish a copy of PAN card to the Company/RTAs for registration of transfers and for securities market transactions and off-market/ private transactions involving transfer of shares of listed companies in physical form. Accordingly, members holding shares in physical mode should attach a copy of their PAN Card for every transfer request sent to the Company / RTA.
- 12. Members, holding shares in physical form, may avail of the facility of nomination in terms of Section 109A of the Companies Act, 1956 by nominating in the Form-2B as prescribed in the Companies (Central Government's) General Rules and Forms, 1956, any person to whom their shares in the Company shall vest on occurrence of events stated in the Form. Those holding

shares in physical form may obtain form and send Form-2B in duplicate to RTA of the Company. In case of shares held in dematerialized form, the nomination /change of address has to be lodged with the respective DP.

- 13. Members desirous of getting any information on any items of business of this Meeting are requested to address their queries to the Company Secretary at the registered office of the company at least fifteen days prior to the date of the meeting, so that the information required can be made readily available at the meeting.
- 14. Annual listing fee for the year 2013-14 has been paid to all Stock Exchanges wherein shares of the Company are listed.
- 15. None of the Directors of the Company is in any way related with each other.
- 16. All documents referred to in the accompanying notice are open for inspection at the registered office of the Company on all working days (barring Saturday and Sunday) between 11.00 a.m. to 1.00 p.m. prior to the Annual General Meeting.
- 17. The relevant explanatory statement pursuant to Section 173 (2) of the Companies Act, 1956, in respect of Special Businesses, as set out above is annexed hereto.
- 18. As mandated under Clause 49 of the Listing Agreement with the Stock Exchanges, brief Profile/ Resume of the Directors seeking re-appointment is annexed hereto.

Explanatory Statement pursuant to Section 173(2) of Companies Act, 1956

Item No.8

In accordance with Office Order no.45/2012(WD Series) (File No.A-42011/3/2012-E.I) dated 8th October 2012 from Department of Commerce, Ministry of Commerce & Industry, and Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Shri D S Dhesi, IAS(HR:82), Additional Secretary, Department of Commerce, Ministry of Commerce & Industry, Govt of India was appointed as Chairman-cum-Managing Director on the Board of MMTC Limited w.e.f. 8th October 2012. Shri D S Dhesi holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri D S Dhesi as Chairman-cum-Managing Director of the company.

Shri D S Dhesi, an IAS-1982 batch (Haryana Cadre), aged 54 years, is a Post Graduate in Economics. Prior to his joining the Ministry of Commerce & Industry as Director General of DGS&D on 17th August 2012, Shri D S Dhesi held the position of Joint Secretary in Department of Commerce, Ministry of Commerce & Industry since 24th June 2010.

Board considers it desirable that the Company should continue to avail itself of his services as a Chairman-cum-Managing Director on the Board of MMTC Ltd. and recommends this resolution for approval of the shareholders.

None of the Directors other than Shri D S Dhesi to the extent of his appointment as Chairman-cum-Managing Director is concerned or interested in the above resolution.

Item No.9

In accordance with communication No 11/9/2011-FT(M&O) dated 15th February 2013 from Department of Commerce, Ministry of Commerce & Industry, and Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Shri Arvind Kalra, Practicing Chartered Accountant, was appointed as Part Time Non-official (Independent) Director on the Board of MMTC Limited w.e.f. 1st April 2013. Shri Arvind Kalra holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri Arvind Kalra as Part Time Non-official (Independent) Director of the company.

Shri Arvind Kalra, aged 56 years, is fellow Member of ICAI. Shri Arvind Kalra has vast experience in various fields of Finance & Accounting including statutory audit of private and Public Sector Enterprises & Banks, CDR proposals etc.

7

Board considers it desirable that the Company should continue to avail itself of his services as a Part Time Non-official (Independent) Director on the Board of MMTC Ltd. and recommends this resolution for approval of the shareholders.

None of the Directors other than Shri Arvind Kalra to the extent of his appointment as Part Time Nonofficial (Independent) Director is concerned or interested in the above resolution.

Item No.10

In accordance with communication No.11/9/2011-FT(M&O) dated 10th April 2013 of the Department of Commerce, Ministry of Commerce & Industry, and Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Shri Rana Som, was appointed as Part Time Non-official (Independent) Director on the Board of MMTC Limited w.e.f. 17th April 2013. Shri Rana Som holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri Rana Som, as Part Time Non-official (Independent) Director of the company.

Shri Rana Som, aged 61 years, superannuated as CMD, NMDC on 31.12.2011. He started his career in Calcutta Port Trust and also worked as officiating CMD Hindustan Copper Ltd. and Director (Personnel) State Trading Corporation.

Board considers it desirable that the Company should continue to avail itself of his services as Part Time Non-Official (Independent) Director on the Board of MMTC Ltd. and recommend this resolution for approval of the shareholders.

None of the Directors other than Shri Rana Som, to the extent of his appointment as Part Time Nonofficial (Independent) Director, is concerned or interested in the above resolution.

Item No.10

In accordance with communication No-11/9/2011-FT(M&O) dated 10th April 2013 from Department of Commerce, Ministry of Commerce & Industry, Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Shri N Bala Baskar, former IAS (Retd.) was appointed as Part Time Non-official (Independent) Director on the Board of MMTC Limited w.e.f. 22nd April 2013. Shri N Bala Baskar holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri N Bala Baskar, as Part Time Non-official (Independent) Director of the company.

Shri N Bala Baskar, aged 63 years is an IAS (Retd.) Officer of 1975 batch and has 34 years of experience in government departments. He had superannuated from the post of Principal Advisor (Finance), Ministry of External Affairs, Govt. of India on 31.08.2009.

Board considers it desirable that the Company should continue to avail itself of his services as a Part Time Non-official (Independent) Director on the Board of MMTC Ltd. and recommends this resolution for approval of the shareholders.

None of the Directors other than Shri N Bala Baskar, to the extent of his appointment as Part Time Non-official (Independent) Director, is concerned or interested in the above resolution.

Item No.12

In accordance with communication No-11/9/2011-FT(M&O) dated 10th April 2013 of the Department of Commerce, Ministry of Commerce & Industry, and Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Dr Subas Pani, was appointed as Part Time Non-Official (Independent) Director on the Board of MMTC Limited w.e.f. 7th May 2013. Dr Subas Pani holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Dr Subas Pani, as Part Time Non-official (Independent) Director of the company.

Dr Subas Pani, aged 64 years, as Non-official Part Time (Independent) Director. Dr Subas Pani, is an Indian Administrative Services (IAS) officer of Orissa cadre 1972 batch. He also served as Secretary Planning Commission, Govt. of India. He also served as CMD, ITPO.

Board considers it desirable that the Company should continue to avail itself of his services as Part Time Non-official (Independent) Director on the Board of MMTC Ltd. and recommend this resolution for approval of the shareholders.

None of the Directors other than Dr Subas Pani, to the extent of his appointment as Part Time Nonofficial (Independent) Director, is concerned or interested in the above resolution.

Item No.13

In accordance with communication No A-12022/13/2012-E.IV dated 15th May 2013 from Department of Commerce, Ministry of Commerce & Industry, Government of India and pursuant to provisions of Section 260 of the Companies Act 1956, Shri P.K. Jain, ex-CGM, PEC Ltd., was appointed as Whole Time Director(Marketing) on the Board of MMTC Limited w.e.f. 15th May 2013. Shri P.K. Jain holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri Shri P K Jain as Whole Time Director (Marketing) of the company.

Shri Shri P K Jain, aged 48 years, is a B.E.(Mechanical) and has a wide experience of more than 27 years in international trade. Prior to his appointment as Director (Marketing) in MMTC Ltd. he has served in various capacities in PEC Ltd.

Board considers it desirable that the Company should continue to avail itself of his services as a Whole Time Director (Marketing) and recommend this resolution for approval of the shareholders.

None of the Directors other than Shri P K Jain, to the extent of his appointment as Whole Time Director (Marketing), is concerned or interested in the above resolution.

Item No.14

In accordance with communications No-11/9/2011-FT(M&O) dated 10th April 2013 & 9th July 2013 of the Department of Commerce, Ministry of Commerce & Industry, and Government of India and pursuant to provisions of Section 260 of the Companies Act, 1956, Mr Skand Ranjan Tayal, was appointed as Part Time Non-official (Independent) Director on the Board of MMTC Limited w.e.f. 9th July 2013. Shri Skand Ranjan Tayal holds the charge till the conclusion of this AGM.

The company has received a notice from a member u/s 257 of Companies Act, 1956 proposing the candidature of Shri Skand Ranjan Tayal, as Part Time Non-official (Independent) Director of the company.

Shri Skand Ranjan Tayal, aged 61 years, is Post Graduate in Chemistry from IIT, Kanpur. Shri Skand Ranjan Tayal is a former Indian Foreign Service Officer(1976 batch). He served as Ambassador of India to the Republic of Korea during 2008-11 prior to his superannuation. Shri Tayal has wide experience in both bialateral and multilateral diplomacy and has been a frequent speaker on contemporary affairs and at present he is Visiting Professor in Delhi University in the Department of East Asian Studies.

Board considers it desirable that the Company should continue to avail itself of his services as Part Time Non-official (Independent) Director on the Board of MMTC Ltd. and recommend this resolution for approval of the shareholders.

None of the Directors other than Shri Skand Ranjan Tayal, to the extent of his appointment as Part Time Non-official (Independent) Director, is concerned or interested in the above resolution.

BRIEF PROFILE OF DIRECTORS SEEKING RE-ELECTION AT THE 50TH AGM:

SHRI ARUN BALAKRISHNAN

Shri Arun Balakrishnan, aged 63 years is B.Sc.in Chemical Engineering from Calicut University, PG in Management from IIM-Bangalore. Prior to his appointment as Non-Official Part Time (Independent) Director in MMTC, Shri Arun Balakrishnan former Chairman, HPCL, is also the founder of HPCL-Mittal Energy Ltd. (HMEL) a Joint Venture of HPCL and L.N. Mittal Investments and is engaged in the construction of a 9 million tonnes per annum refinery at Bathinda Punjab. He has introduced Balanced Score Card for setting targets and performance appraisals. He was also a key player in carrying out Business Process Re-engineering (BPR) with Accenture as Consultant. Mr Balakrishnan was awarded "CEO with HR Orientation" by World HRD Congress and "HR Ratna" by National Institute of Personnel Management. He is the recipient of "The Distinguished Alumni Award in 2008" from his Alma-Mater, the IIM.

SHRIMG GUPTA

Shri M G Gupta, aged 55 years, Mr Gupta is a Chartered Accountant and has other qualifications like CFA & DFM (Netherlands)Mr M G Gupta has a wide experience in the field of Corporate Finance & Accounts spanning over a period of more than 30 years inclusive of experience as Regional/Zonal Incharge of MMTC for a period of more than 5 years. Prior to his appointment as Director (Finance) Shri M G Gupta was serving MMTC as Chief General Manager (Finance & Accounts- In charge).

SHRI MADHUSUDAN PRASAD

Shri Madhusudan Prasad, an IAS Officer of 1981 Batch Haryana Cadre, aged, 56 years, is B.A. (Economics) and M.A. (Economics) and Shri Madhusudan Prasad has served as Financial Commissioner & Principal Secretary in the Department of Renewable Energy Sources, Govt. of Haryana, prior to his joining in the Department of Commerce, MOC&I Govt. of India as Additional Secretary in December 2011.

SMT ANITA AGNIHOTRI

Smt. Anita Agnihotri, aged 56 years, belongs to IAS 1980 Batch-Orissa Cadre and is a Post Graduate in Art Econometrics & Art Development Economics, She was serving as Member Secretary in National commission for Women, Ministry of Women & Child Development prior to her joining the Ministry of Commerce & Industry as Additional Secretary & Financial Adviser in May 2012. She has varied experience in various capacities in both administrative offices and operations across the country.