	XBRL Excel Utility	
1.	<u>Overview</u>	
2.	Before you begin	
3.	Index	
4. <u>Steps for Filing Corporate Governance Report</u>		
5.	Fill up the data in excel utility	

1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling of Corporate Governa

XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload o Center Website (www.listing.bseindia.com) .

2. Before you begin

The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and a
 The system should have a file compression software to unzip excel utility file.

3. Make sure that you have downloaded the latest Excel Utility from BSE Website to your lo

4. Make sure that you have downloaded the Chrome Browser to view report generated from

5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the Please first go through Enable Macro - Manual attached with zip file.

	3. Index
1	Details of general information about company
2	Composition of BOD
3	Composition of Committee
4	Meeting of BOD
5	Meeting of Committees
6	Related Party Transaction
7	Affirmation
8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
11	Annexure III
12	Annexure III Affirmations

13	Additional Half yearly Disclosure
14	Details of Cyber security incidence
15	Signatory Details

5. Steps for Filing Corporate Governance Repor

I. Fill up the data: Navigate to each field of every section in the sheet to provide applic get reflected while filling data.)

- Use paste special command to paste data from other sheet.

II. Validating Sheets: Click on the **''Validate''** button to ensure that the sheet has be furnished in proper format. If there are some errors on the sheet, excel utility will prompt y

III. Validate All Sheets: Click on the **''Home''** button. And then click on "Validate All S been properly filled and validated successfully. If there are some errors on the sheet, excel stop validation at the same time. After correction, once again follow the same procedure to

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML unless succe Now click on 'Generate XML'' to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

V. Generate Report : Excel Utility will allow you to generate Report. Now click on 'Generate

- Save the HTML Report file in your desired folder in local system.
- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

VI. Upload XML file to BSE Listing Center: For uploading the XBRL/XML file generated t and upload generated xml file. On Upload screen provide the required information and brow

6. Fill up the data in excel utility

1. Cells with red fonts indicate mandatory fields.

2. If mandatory field is left empty, then Utility will not allow you to proceed further for gene

3. You are not allowed to enter data in the Grey Cells.

4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed f

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes



nce Report

of generated XBRL/XML file to BSE Listing

above.

cal system.

Excel utility

e functionalities of Excel Utility works fine.

General Info

Annexure I - Composition of BOD

Annexure I - Composition of Committee

Annexure I - Meeting of BOD

Annexure I - Meeting of Committees

Annexure I - Related Party Transaction

Annexure I - Affirmation

Annexure II - Website

Annexure II - Annual Affirmation

Annexure II - Annual Affirmation Continue

Annexure III

Half yearly Affirmations

Additional Half Yearly Disc

Cyber security incidence

Signatory Details

t

cable data in correct format. (Formats will

een properly filled and also data has been ou about the same.

Sheet" button to ensure that all sheets has utility will prompt you about the same and validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

:hrough Utility, login to BSE Listing Center vse to select XML file and submit the XML.

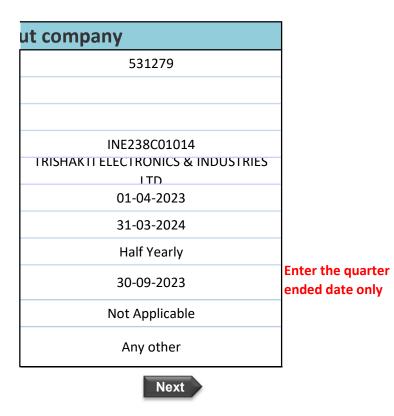
erating XML.

s it is a mandatory field.

urther for generating XML.

Home Validate
General information abo
Scrip code
NSE Symbol
MSEI Symbol
ISIN
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee
Market Capitalisation as per immediate previous Financial Year
Prev

6

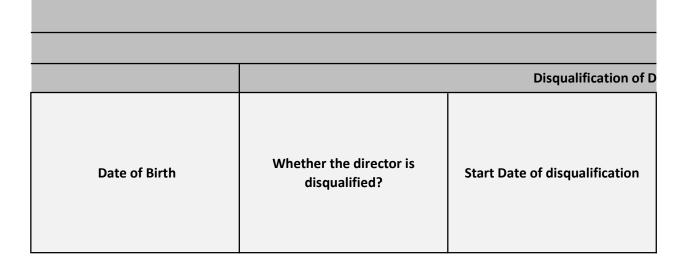


Home Validate				
			21 4 6	
			Disclosure of no	otes on composition
				Whether the lister
			1	Whether Ch
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
	Add	Delete		
1	Mr	SURESH JHANWAR	АСКРЈ8521Н	00568879
2	Mr	DHRUV JHANWAR	AFHPJ7036B	08884131
3	Mr	VIKASH SHROFF	ALFPS6946K	00568768
4	Mr	ARCHAN SETT	BCNPS6736D	00580936
5	Mr	TARUN DAGA	AAGPD0622H	00568726
6	Mr	SHIDDHARTA CHOPRA	ACJPC9024B	00546348
7	Mrs	SHALINI JHANWAR	ACTPJ8355L	06949987

Prev

	r	
of board of directors explanatory	Add Notes	
l entity has a Regular Chairperson	Yes	
airperson is related to MD or CEO	Yes	
Category 1 of directors	Category 2 of directors	Category 3 of directors

	Chairperson related to	
Executive Director	Promoter	
Executive Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	
Executive Director	Not Applicable	



16-01-1977	No	
16-01-2000	No	
01-12-1976	No	
23-04-1976	No	
09-04-1974	No	
24. 27. 4076	N1 -	
31-07-1976	No	
04-03-1977	No	

Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

irectors under section 164 of the O	Companies Act, 2013	
End Date of disqualification	Details of disqualification	Current status

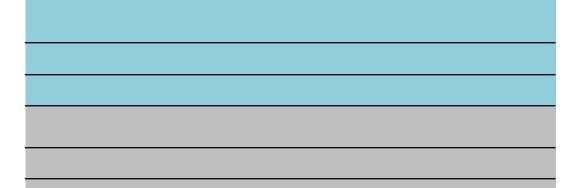
Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment

NA	26-05-1995
NA	04-05-2021
NA	07-03-2006
NA	01-08-2006
NA	18-06-2003
NA	04-05-2021
NA	26-11-2015

	Tomus of	No of Directorship in listed entities	No of Independent Directorship in listed

Date of Re- appointment	Date of cessation	Tenure of director (in months)	listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	entities including this listed entity [with reference to proviso to regulation 17A(1) & 17A(2)]
----------------------------	----------------------	--------------------------------------	--	---

06-07-2022	336.00	1	0
	28.00	1	0
	206.00	2	2
30-09-2021	202.00	2	2
30-09-2021	236.00	2	2
30-09-2021	28.00	1	1
	91.00	1	0



0	0	
0	0	
1	1	
0	0	
0	0	
0	0	
0	0	

Notes for not providing DIN
Next



Note: Please enter DIN. After entering DIN, Name of Committee member

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	06949987	SHALINI JHANWAR
2	00580936	ARCHAN SETT
3	00568726	TARUN DAGA
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee member

Nomination and remuneration committee		
Sr	DIN Number	Name of Committee members
1	00580936	ARCHAN SETT

2	00568726	TARUN DAGA
	00568768	VIKASH SHROFF
	00508708	
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee membe

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	00580936	ARCHAN SETT
2	00568726	TARUN DAGA
3	00568768	VIKASH SHROFF
4		
5		
6		
7		
8		
9		
10		

Risk Management Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee membe

Corporate Social Responsibility Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		

9	
10	

Other Committee			
Sr	DIN Number	Name of Committee members	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Category 1 of directors	Category 2 of directors
Executive Director	Member
Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Chairperson

Whether the Audit Committee has a Regular Chairperson

ers and Category 1 of Directors shall be prefilled automatically

Whether the Nomination and remuneration committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson

Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Member

Whether the Stakeholders Relationship Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors

Whether the Risk Management Committee has a Regular Chairperson

ers and Category 1 of Directors shall be prefilled automatically

Whether the Corporate Social Responsibility Committee has a Regular Chairperson		
Category 1 of directors	Category 2 of directors	

Name of other committee	Category 1 of directors

	For this quarter kindly note the following points:
	1. Date of Appointment and Date of Cessation (if applicable) must be mandatc
	2. Date of Appointment can be any day upto September 30, 2022.
Add Notes	3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to S

Yes		
Date of Appointment	Date of Cessation	Remarks
30-09-2021		
30-09-2021		
30-09-2021		

Yes		
Date of Appointment	Date of Cessation	Remarks
30-09-2021		

30-09-2021	
30-09-2021	

Yes		
Date of Appointment	Date of Cessation	Remarks
30-09-2021		
30-09-2021		
30-09-2021		

No		
Date of Appointment	Date of Cessation	Remarks

No		
Date of Appointment	Date of Cessation	Remarks

Category 2 of directors	Remarks

Next

orily filled for every Committee.

eptember 30,2022

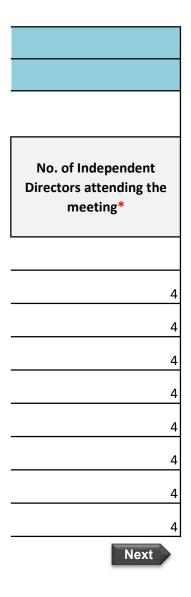
Home	Validate
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III.	Meeting of Board of Directors		
	Disclosure of notes on meeting of board of direc	tors explanatory	
Sr	SrDate(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)Maximum gap betweet any two consecutive (in number of days)		
	Add Delete		
1	10-04-2023		
2	20-05-2023	39	
3	20-06-2023	30	
4	04-07-2023	13	
5	12-07-2023	7	
6	19-07-2023	6	
7	14-08-2023	25	
8	15-09-2023	31	
Prev			

* to be filled in only for the current quarter meetings

Aı	Annexure 1			
Add Not	es			
Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	

Yes	7	7
Yes	7	7
Yes	7	7
Yes	7	7
	/	, , , , , , , , , , , , , , , , , , , ,
Yes	/	/
Yes	7	7
Yes	7	7
Yes	7	7



	Home Validate		
Sr	Name of Committee	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)
	Add Delete		
1	Audit Committee	10-04-2023	
2	Audit Committee	20-05-2023	39
3	Audit Committee	20-06-2023	30
4	Nomination and remuneration committee	10-04-2023	
5	Nomination and remuneration committee	20-05-2023	39
6	Stakeholders Relationship Committee	10-04-2023	
7	Audit Committee	04-07-2023	84
8	Audit Committee	12-07-2023	7
9	Audit Committee	19-07-2023	6

Prev

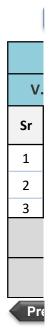
* to be filled in only for the current quarter meetings

Annexure 1			
	IV. Meeti	ng of Committees	
Disclosure o	of notes on meeting	of committees explanatory	Add Note
Name of other committee	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting

Yes	3
Yes	3

:s		
Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
3	2	2
3	2	2
3	2	2
3	3	1
3	3	1
3	3	1
3	2	2
3	2	2
3	2	2





Annexure 1

Related Party Transactions

Subject

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Disclosure of notes on related

Disclosure of notes of material transaction

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
Yes	
NA	
NA	
party transactions	Add Notes
n with related party	Add Notes
	Next

tails of non compliance of prior approval of audit committee obtained

tails of non compliance of shareholder approval obtained for material RPT tails of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee

closure notes on quarterly formats for compliance report on corporate governance

sure of notes of material transaction with related party

е

Home	Validate	
		Details of Cy
	-	SEBI (LODR) Regulations, documents during the qua
Date of the eve	ent	

ber security incidence	
2015 there has been cyber security arter	No
Brief details of the event	

VI	
Sr	
1	
2	
3	
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6	
7	
8	
9	



Annexure 1 Affirmations Subject The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015 The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 1000 listed entities) The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of Board of Directors may be mentioned here:

₽V

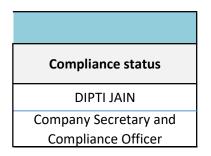
Annexure 1

Subject

Name of signatory

Designation

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
Add Notes
Next



Home

Validate

III. Affirmations	
Sr	Particulars
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website
2	Presence of Chairperson of Audit Committee at the Annual General Meeting
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report
6	Submission of Annual Secretarial Compliance Report
7	Whether "Corporate Governance Report" disclosed in Annual Report

Prev

1	Name of signatory
2	Designation

Annexure III	
Regulation Number	Compliance status (Yes/No/NA)
46(2)	Yes
18(1)(d)	Yes
19(3)	Yes
20(3)	Yes
24A(1)	Yes
24A(2)	Yes
34(3) read with para C of Schedule V	Yes

Annexure III

If status is "No" details of non-compliance may be given here.
Add Notes
Next

DIPTI JAIN

Company Secretary and Compliance Officer

Applicability of disclosure Reason for Non Applicability I. Disclosure of Loans/ guarantees/comfort letters /s (A)Any loan or any other form of debt advanced by the lis Entity Promoter or any other entity controlled by them Promoter Group or any other entity controlled by them Directors (including relatives) or any other entity controlled by them KMPs or any other entity controlled by them (B) Any guarantee / comfort letter (by whatever name ca Entity Promoter or any other entity controlled by them Promoter Group or any other entity controlled by them Directors (including relatives) or any other entity controlled by them KMPs or any other entity controlled by them (C) Any security provided by the listed entity directly or in Entity Promoter or any other entity controlled by them Promoter Group or any other entity controlled by them Directors (including relatives) or any other entity controlled by them KMPs or any other entity controlled by them (D) Additional Information **II.** Affirmations Affirmat All loans (or other form of debt), guarantees, comfort lette connection with any loan(s) (or other form of debt) given c Name Designation Place Date

Validate

Home



Additional Half ye	arly Disclosure
-	
Applicable	
Add Notes	
ecurities etc.refer note below	The Figure should be mentioned in Actual INR only
sted entity directly or indirectly to	
Aggregate amount advanced during six months	Balance outstanding at the end of six months
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
lled) provided by the listed entity directly or indirectly	
Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months
0	0.00
0	0.00
0	0.00
0	0.00
ndirectly, in connection with any loan(s) or any other	form of debt availed by
Type of security (cash, shares etc.)	Aggregate value of security provided during six
	months
0	0.00
0	0.00
0	0.00
0	0.00
ions	Compliance Status
ers (by whatever name called) or securities in	
lirectly or indirectly by the listed entity to	Yes
KUMAR KANTI GHOSH	
CFO	
KOLKATA	
17-10-2023	

debt availed By

Balance outstanding at the end of six months(taking into account any invocation) 0.00 0.00 0.00 0.00

Balance outstanding at the end of six months
0.00
0.00
0.00
0.00
Add Notes
Company Remarks
Add Notes





Validate

Signatory Details	
Name of signatory	DIPTI JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOLKATA
Date	17-10-2023

Prev