

	XBRL Excel Utility		
1.	<u>Overview</u>		
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4.	Import XBRL file		
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6.	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 Governance Report

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

# 2. Before you begin

- 1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
- 2. 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 local system.
- 4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
- 5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro Manual attached with zip file.

	3. Index	
1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
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7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

# 4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on Genenral information sheet.

### 5. Steps for Filing Corporate Governance Report

- I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will 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 been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.
- **III. Validate All Sheets:** Click on the "**Home**" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all sheets.

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 successful validation of all sheet is completed. 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 Report' to generate html report.
  - 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 through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

#### 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 generating XML.
- 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 it is a mandatory field.
- 5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.
- 6. Select data from "Dropdown list" wherever applicable.
- 7. Adding Notes: Click on "Add Notes" button to add notes

Home

Validate

Import XML

General information about company							
General information abo	ut company						
Scrip code	542141						
NSE Symbol	TECHNOE						
MSEI Symbol	NOTLISTED						
ISIN	INE285K01026						
Name of the entity	Techno Electric & Engineering Company Limited						
Date of start of financial year	01-04-2022						
Date of end of financial year	31-03-2023						
Reporting Quarter	Yearly						
Date of Report	31-03-2023						
Risk management committee	Applicable						
Market Capitalisation as per immediate previous Financial Year	Top 500 listed entities						

Enter the quarter ended date only

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												Annexum													
											Antexun	e I to be submitted by liste	d entity on quarterly bas												
												I. Composition of Boar	d of Directors												
			Disclosure of notes	an composition o	filesani afsilention explanatory	Add Notes																			
			w		entity has a Regular Chairpenson																				
				Whether Cha	operant wished to MD at CIG	Yes																			
THE SAL MA		Name with a Director	PAIN .	98	Category Lat devotors	Calegory Zofelinetion	Category S of directors	Date of Birth	Whether the director is disqualified?	Sizet Cale of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution parased? [Rate Eng. 13[14] of Inting Engulations]	Cute of passing special resolution	Initial Enterof appulationers	Date of Re- appuintment	Date of securities	Tenure of director (in months)	io of Directorship in Boled extilies	No of independent Directorship in Brind entitles including this baled entity (Rafer Regulation 138(2) of Dating	Number of memberships in Audit/ Stateholder Committee(s) including this bised entity (Sofer Regulation 20(2) of Uniting Regulation (1)	No of pool of Chatsperson in Audit/ Statebalder Committee held in Indead swilling including this Indead antity (Softer Regulation 20(3) of Linding Securities)	Notes for eat providing MAN	Notes for eat pro
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13-11-2019

13-08-2019

#### Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Non-Executive - Independent Director

Executive Director

Kadenja Krishna Rai

Ankit Saraiya

3 00629937

4 02771647

Nor	mination and remuneration committee						
			Whether the Nomination and remune	Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00408742	Samarendra Nath Roy	Non-Executive - Independent Director	Chairperson	25-07-2018		
2	00028012	Krishna Murari Poddar	Non-Executive - Independent Director	Member	25-07-2018		
3	03149138	Avantika Gupta	Non-Executive - Non Independent Director	Member	13-08-2019		
4							
5							
6							
7							
8							
9							
10							

Member

#### Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Stal	akeholders Relationship Committee							
			Whether the Stakeholders Relati	Yes				
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks	
1	00018023	Vasudevan Kotivenkatesan	Non-Executive - Independent Director	Chairperson	25-07-2018			
2	02771647	Ankit Saraiya	Executive Director	Member	25-07-2018			
3	03149138	Avantika Gupta	Non-Executive - Non Independent Director	Member	25-07-2018			
4								
5								
6								
7								
8								
9								
10								

Risk	isk Management Committee						
			Whether the Risk Manag	Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00055954	Padam Prakash Gupta	Executive Director	Chairperson	25-07-2018		
2	00408742	Samarendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3	02771647	Ankit Saraiya	Executive Director	Member	25-07-2018		
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Cor	orporate Social Responsibility Committee							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks	
1	00028012	Krishna Murari Poddar	Non-Executive - Independent Director	Chairperson	25-07-2018			
2	00408742	Samarendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018			
3	03149138	Avantika Gupta	Non-Executive - Non Independent Director	Member	25-07-2018			
4	03395440	Dipali Khanna	Non-Executive - Independent Director	Member	21-03-2022			
5								
6								
7								
8								
9								
10								

Othe	other Committee									
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

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	Annexure 1						
III	III. Meeting of Board of Directors						
	Disclosure of notes on meeting of board of directors explanatory  Add Notes						
Sr	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)	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)	No. of Independent Directors attending the meeting*
	Add Delete						
1	14-11-2022			Yes	8	7	4
2	14-02-2023	91		Yes	8	7	4
	Prev						Next

<sup>\*</sup> to be filled in only for the current quarter meetings

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					Anr	nexure 1				
					IV. Meeti	ing of Committees				
				Disclosure o	of notes on meeting	of committees explanatory	Add Not	es		
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)	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	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attendin the meeting (other than Board of Directors)
	Add Delete							1		1
1	Audit Committee	14-11-2022				Yes	4	3	3	
2	Audit Committee	14-02-2023	91			Yes	4	3	3	
3	Stakenoiders keiationsnip Committee	02-02-2023				Yes	3	3	1	
4	Risk Management Committee	01-02-2023				Yes	3	3	1	
5	Nomination and remuneration committee	24-03-2023	50			Yes	3	3	2	
6	Corporate Social Responsibility Committee	21-11-2022				Yes	4	4	3	
7	Corporate Social Responsibility Committee	21-02-2023	91			Yes	4	4	3	

\* to be filled in only for the current quarter meetings

	Annexure 1					
	V. Related Party Transactions					
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.			
1	Whether prior approval of audit committee obtained	Yes	•			
2	Whether shareholder approval obtained for material RPT	NA				
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes				
	Disclosure of notes on related party transactions  Add Notes					
	Disclosure of notes of material transaction with related party  Add Notes					
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# Annexure II

# Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

# I. Disclosure on website in terms of Listing Regulations

	i. Disclosure on website in terms of Listing Regulations					
Sr	ltem	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address		
1	Details of business	Yes		www.techno.co.in		
2	Terms and conditions of appointment of independent directors	Yes		www.techno.co.in		
3	Composition of various committees of board of directors	Yes		www.techno.co.in		
4	Code of conduct of board of directors and senior management personnel	Yes		www.techno.co.in		
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		www.techno.co.in		
6	Criteria of making payments to non-executive directors	Yes		www.techno.co.in		
7	Policy on dealing with related party transactions	Yes		www.techno.co.in		
8	Policy for determining 'material' subsidiaries	Yes		www.techno.co.in		
9	Details of familiarization programmes imparted to independent directors	Yes		www.techno.co.in		
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		www.techno.co.in		
11	email address for grievance redressal and other relevant details	Yes		www.techno.co.in		
12	Financial results	Yes		www.techno.co.in		
13	Shareholding pattern	Yes		www.techno.co.in		
14	Details of agreements entered into with the media companies and/or their associates	Yes		www.techno.co.in		
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	Yes		www.techno.co.in		
16	New name and the old name of the listed entity	Yes		www.techno.co.in		
17	Advertisements as per regulation 47 (1)	Yes		www.techno.co.in		
18	Credit rating or revision in credit rating obtained	Yes		www.techno.co.in		
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		www.techno.co.in		
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		www.techno.co.in		
21	Materiality Policy as per Regulation 30	Yes		www.techno.co.in		
22	Dividend Distribution policy as per Regulation 43A (as applicable)	Yes		www.techno.co.in		
23	It is certified that these contents on the website of the listed entity are correct	Yes		www.techno.co.in		
24	Disclosure of notes on website in terms of Listing Regulations explantory [Text Block]		Add Notes			

	Annexure 1				
	VI. Affirmations				
Sr	Subject	Compliance status (Yes/No)			
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes			
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015  a. Audit Committee	Yes			
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.  b. Nomination & remuneration committee	Yes			
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes			
5	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)	Yes			
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes			
7	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.	Yes			
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes			
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes			

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	Annexure 1				
Sr	Subject	Compliance status			
1	Name of signatory	Niranjan Brahma			
2	Designation	Company Secretary and			

		Annexure II		
	II. Annual Affirmations			
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	Yes	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	Yes	
13	Recommendation of Board	17(11)	Yes	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
22	Composition and role of risk management committee	21(1),(2),(3),(4)	Yes	
23	Meeting of Risk Management Committee	21(3A)	Yes	
	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
27	Approval for material related party transactions	23(4)	Yes	
28	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	Yes	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	Yes	
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
10	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
	Any other information to be provided		•	Add Notes

	Annexure II				
1	Name of signatory	Niranjan Brahma			
2	Designation	Company Secretary and Compliance Officer			

	Annexure II				
II	III. Affirmations				
Sr	Particulars	Compliance status (Yes/No/NA)			
	The Listed Entity has approved Material Subsidiary Policy and the				
1	Corporate Governance requirements with respect to subsidiary of Listed	Yes			
	Entity have been complied				
	Any other information to be provided	Add Notes			

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	Annexure II	
1	Name of signatory	Niranjan Brahma
2		Company Secretary and Compliance Officer

	Additional Half ye	arly Disclosure	
Applicability of disclosure	Applicable		
Reason for Non Applicability	Add Notes		
I. Disclosure of Loans/ guarantees/comfort letters /s	securities etc.refer note below	The Figure should be mentioned in Actual INR only	
(A)Any loan or any other form of debt advanced by the lis	sted entity directly or indirectly to		
Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months	
Promoter or any other entity controlled by them	0.00	0.00	
Promoter Group or any other entity controlled by them	0.00	0.00	
Directors (including relatives) or any other entity			
controlled by them	0.00	0.00	
KMPs or any other entity controlled by them	0.00	0.00	
(B) Any guarantee / comfort letter (by whatever name cal	lled) provided by the listed entity directly or indirectly	, in connection with any loan(s) or any other form of de	ebt availed By
Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months(taking into account any invocation)
Promoter or any other entity controlled by them	0	0.00	0.00
Promoter Group or any other entity controlled by them	0	0.00	0.00
Directors (including relatives) or any other entity		0.00	2.00
controlled by them KMPs or any other entity controlled by them	0	0.00	0.00
(C) Any security provided by the listed entity directly or in	- T	3.33	0.00
(C) Any security provided by the listed entity directly or in	l	Aggregate value of security provided during six	
Entity	Type of security (cash, shares etc.)	months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them	0	0.00	0.00
Promoter Group or any other entity controlled by them	0	0.00	0.00
Directors (including relatives) or any other entity			
controlled by them	0	0.00	0.00
KMPs or any other entity controlled by them	0	0.00	0.00
(D) Additional Information			Add Notes
II. Affirmations			
Affirmat		Compliance Status	Company Remarks
All loans (or other form of debt), guarantees, comfort lette connection with any loan(s) (or other form of debt) given d	, ,	Yes	Add Notes
Name	Pradeep Kumar Lohia		
Designation	CFO		
Place	Kolkata		
Date	20-04-2023		

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Signatory Details				
Name of signatory	Niranajan Brahma			
Designation of person	Company Secretary and Compliance Officer			
Place	Kolkata			
Date	20-04-2023			

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