



XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report

XBRL filing 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
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4. Import XBRL file

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

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General information about 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	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	30-06-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities

Enter the quarter ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory																						Add Notes			
Whether the listed entity has a Regular Chairperson																						Yes			
Whether Chairperson is related to MD or CEO																						Yes			
Disqualification of Directors under section 164 of the Companies Act, 2013																									
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	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	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
Add Delete																									
1	Mr	Padam Prakash Gupta	AEAPG8181L	00055954	Executive Director	Chairperson	MD	21-09-1949	No				Active	NA		25-07-2018	10-08-2018		53	1	0	0	0		
2	Mr	Vasudevan Kotivenkatesan	ABSPV6952H	00018023	Non-Executive - Independent Director	Not Applicable		12-07-1939	No				Active	Yes	28-09-2019	25-07-2018	29-09-2018		53	1	1	0	2		
3	Mr	Krishna Murari Poddar	AGBPP6107C	00028012	Non-Executive - Independent Director	Not Applicable		30-06-1945	No				Active	Yes	28-09-2019	25-07-2018	29-09-2018		53	2	1	0	0		
4	Mr	Samarendra Nath Roy	ADOPR1074N	00408742	Non-Executive - Independent Director	Not Applicable		21-06-1943	No				Active	Yes	28-09-2019	18-11-2009	29-09-2018		161	2	2	2	1		
5	Mr	Ankit Saraiya	AHHPG2533P	02771647	Executive Director	Not Applicable		14-02-1986	No				Active	NA		02-04-2012	02-04-2022		129	1	0	1	0		
6	Ms	Avantika Gupta	AKBPG6298B	03149138	Non-Executive - Non Independent Director	Not Applicable		11-04-1990	No				Active	NA		25-03-2015	26-09-2022		93	3	0	3	0		
7	Mr	Kadenja Krishna Rai	AASPR6471Q	00629937	Non-Executive - Independent Director	Not Applicable		04-06-1944	No				Active	Yes	28-09-2019	28-09-2019	28-09-2019		53	1	1	1	0		
8	Ms	Dipali Khanna	ADBPK0704H	03395440	Non-Executive - Independent Director	Not Applicable		23-10-1952	No				Active	Yes	30-09-2020	30-09-2019	30-09-2020		39	2	2	1	0		

Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	Add Notes

For this quarter kindly note the following points:
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.
 2. Date of Appointment can be any day upto September 30, 2022.
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30.2022

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

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson					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	00408742	Samarendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3	00629937	Kadenja Krishna Rai	Non-Executive - Independent Director	Member	13-11-2019		
4	02771647	Ankit Saraiya	Executive Director	Member	13-08-2019		
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

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson					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							

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

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson					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						
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Risk Management Committee

Whether the Risk Management Committee has a Regular Chairperson					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

Corporate Social Responsibility Committee

Whether the Corporate Social Responsibility Committee has a Regular Chairperson							
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							

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						
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Annexure 1

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	14-02-2023			Yes	8	7	4
2	29-05-2023	103		Yes	8	7	4

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* to be filled in only for the current quarter meetings

Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

Add Notes

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	Reason 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 attending the meeting (other than Board of Directors)
<p>Add Delete</p>										
1	Audit Committee	14-02-2023				Yes	4	3	3	3
2	Audit Committee	29-05-2023	103			Yes	4	4	3	3

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* to be filled in only for the current quarter meetings

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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 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 Compliance Officer

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Signatory Details

Name of signatory	Niranajan Brahma
Designation of person	Company Secretary and Compliance Officer
Place	Kolkata
Date	06-07-2023

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