

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

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### 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	Tecno Electric and 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	31-12-2023
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																									
Annexure I to be submitted by listed entity on quarterly basis																									
1. 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(5A) 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 (with reference to paragraph 17A(1) & 17A(2))	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 30(2) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 24(2) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
1	Mr	Radem Prabhath Gouda	ABAP1818L	00000014	Executive Director	Chairperson	MD	21-09-1969	No				Active	NA		25-07-2018	25-09-2023	25-09-2023	60.00	1	0	0	0		
2	Mr	Kishore Narain Poddar	ABSP9630YC	00000012	Non-Executive - Independent Director	Not Available		20-05-1995	No				Active	Yes	26-09-2023	25-07-2019	25-09-2023	25-09-2023	60.00	2	1	0	0		
3	Mr	Sankarindia Nath Roy	ADCP91074N	00000012	Non-Executive - Independent Director	Not Available		21-08-1963	No				Active	Yes	26-09-2023	16-11-2009	25-09-2023	25-09-2023	60.00	2	2	2	2	1	
4	Mr	Abhis Sarin	ABNF02533N	00000012	Executive Director	Not Available		14-02-1996	No				Active	NA		04-02-2017	04-04-2024	04-04-2024	60.00	1	0	0	1	0	
5	Mr	Arunish Gupta	ABSP02099B	00000018	Non-Executive - Non-Independent Director	Not Available		11-05-1990	No				Active	NA		25-03-2011	24-09-2021	24-09-2021	12.00	1	0	0	1	0	
6	Mr	Krishna Krishna Raj	ADSP96471Q	00000017	Non-Executive - Independent Director	Not Available		04-06-1994	No				Active	Yes	26-09-2023	06-09-2019	25-09-2023	25-09-2023	24.00	1	1	1	1	1	
7	Mr	Chait Khanna	ADBN90208H	01000480	Non-Executive - Independent Director	Not Available		23-10-1972	No				Active	Yes	26-09-2023	05-03-2019	25-09-2023	25-09-2023	60.00	2	2	1	0		
8	Mr	Arun Deshpande	AD171436N1	00000739	Non-Executive - Independent Director	Not Available		14-08-1963	No				Active	Yes	26-09-2023	14-08-2019	25-09-2023	25-09-2023	60.00	1	1	2	1		
9	Mr	Shalabh Kumar Mishra	ABAPAD215C	00000206	Non-Executive - Independent Director	Not Available		28-07-1964	No				Active	NA	10-11-2023	10-11-2023	10-11-2023	20.00	1	1	0	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	00629937	Kadenja Krishna Rai	Non-Executive - Independent Director	Chairperson	10-11-2023		6
2	00408742	Samarendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3	02771647	Ankit Saraiya	Executive Director	Member	13-08-2019		
4	08064739	Anjan Dasgupta	Non-Executive - Independent Director	Member	10-11-2023		
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	03149138	Avantika Gupta	Non-Executive - Non Independent Director	Member	25-07-2018		
3	00028012	Krishna Murari Poddar	Non-Executive - 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
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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	08064739	Anjan Dasgupta	Non-Executive - Independent Director	Chairperson	10-11-2023		7
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 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					Yes		
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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9						
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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*
<a href="#">Add</a> <a href="#">Delete</a>							
1	14-08-2023			Yes	8	7	4
2	30-08-2023	15		Yes	9	7	4
3	10-11-2023	71		Yes	9	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	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 attending the meeting (other than Board of Directors)
<div>Add</div> <div>Delete</div>										
1	Audit Committee	14-08-2023				Yes	4	4	3	3
2	Audit Committee	10-11-2023	87			Yes	4	3	3	3
3	Corporate Social Responsibility Committee	21-11-2023	10			Yes	4	3	2	1
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\* 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			<div>Add Notes</div>
Disclosure of notes of material transaction with related party			<div>Add Notes</div>

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WI Details of non compliance of prior approval of audit committee obtained

WI Details of non compliance of shareholder approval obtained for material RPT

WI Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee

Di: Disclosure notes on quarterly formats for compliance report on corporate governance

Disclosure of notes of material transaction with related party

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### Details of Cyber security incidence

Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter

No

Date of the event

Brief details of the event

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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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	Niranjan Brahma
Designation of person	Company Secretary and Compliance Officer
Place	Kolkata
Date	15-01-2024

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