

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity - %companyName%
 2. Quarter ending - %quarterEnded%

i. Composition Of Board Of Director

T i t l e (M r / M s)	N a m e o f t h e D i r e c t o r	D I N	P A N	C a t e g o r y (C h a i r p e r s o n / E x e c u t i v e / N o n - E x e c u t i v e / I n d e p e n d e n t / N o m i n e e	S u b C a t e g o r y	I n i t i a l D a t e o f A p p o i n t m e n t	D a t e o f A p p o i n t m e n t	D a t e o f c e s s a t i o n	T e n u r e	D a t e o f B i r t h	W h e t h e r s p e c i a l r e s o l u t i o n p a s s e d ?	D a t e o f p a s s i n g s p e c i a l r e s o l u t i o n	N o. o f D i r e c t o r s h i p i n l i s t e d e n t i t i e s i n c l u d i n g t h i s l i s t e d e n t i t y	N o o f I n d e p e n d e n t D i r e c t o r s h i p i n l i s t e d e n t i t y i n c l u d i n g t h i s l i s t e d e n t i t y	N o o f m e m b e r s h i p i n A u d i t / S t a k e h o l d e r C o m m i t t e e s i n c l u d i n g t h i s l i s t e d e n t i t y	N o o f p o s t o f C h a i r p e r s o n i n A u d i t / S t a k e h o l d e r C o m m i t t e e h e l d i n l i s t e d e n t i t i e s i n c l u d i n g t h i s l i s t e d e n t i t y	M e m b e r s h i p i n C o m m i t t e e s o f t h e C o m p a n y	R e m a r k s
M r s .	M I T A S I N H A	0 8 0 6 7 4	A G O S S	ID,C & NED		14- Feb - 201 8	14- Feb- 2018		3 1	2 1- Sep - 19	NA		1	1	1	0	AC,N RC	

		60	99K					68									
Mrs.	PAYALSHARMA	07190616	ANUPSG	ID		27-May-2015	27-May-2020	63	16-Jun-1982	NA		1	1	2	2	AC,SC,RC,NRC	
Mr.	YOGESHKUMARGOYAL	016476318M	ASXPGM	ED		12-May-2012	01-Jun-2020	100	20-Mar-1989	NA		1	0	1	0	SC,RC	
Mr.	PUNETKUMARMOHALAY	01855702	AJPMDS	ID		01-May-2008	11-Aug-2017	148	02-May-1966	NA		1	1	1	0	SC,RC	
Mr.	PRIETHWICHANDAS	07224038	AGTPDA	ID		27-Jun-2015	27-Jun-2020	63	08-Mar-1955	NA		1	1	0	0	NRC	
Mr.	DHEERAJKUMAR	078472	BCTPS	ED		18-May-2020	27-Jun-2020	4	08-Jan-19	NA		1	0	1	0	AC	

SH	8	1							7								
IS	4	0							9								
HO		B															
DI																	
A																	

Company Remarks	Ms. Miota Sinha is appointed as an independent director on 14.02.2018 so there is no date of re-appointment as she has not been re-appointed yet but while validating the sheet we are getting the error that date of re-appointment cannot be left blank on NSE so for the purpose of uploading the file we are mentioning the date of appointment i.e. 14.02.2018 in the date of re-appointment column also(in Q14 column).
Whether Permanent chairperson appointed	Yes
Whether Chairperson is related to MD or CEO	No

ii. Composition of Committees

a. Audit Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	PAYAL SHARMA	ID	Chairperson	27-May-2015	
2	MITA SINHA	ID,C & NED	Member	11-Aug-2018	
3	DHEERAJ KUMAR SHISHODIA	ED	Member	18-May-2020	

Company Remarks	
Whether Permanent chairperson appointed	Yes

b. Stakeholders Relationship Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	PAYAL SHARMA	ID	Chairperson	27-May-2015	
2	PUNEET KUMAR MOHLAY	ID	Member	20-Dec-2017	
3	YOGESH KUMAR GOYAL	ED	Member	12-Feb-2012	

Company Remarks	
Whether Permanent chairperson appointed	Yes

c. Risk Management Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	YOGESH KUMAR GOYAL	ED	Chairperson	12-Feb-2012	
2	PAYAL SHARMA	ID	Member	27-May-2015	

3	PUNEET KUMAR MOHLAY	ID	Member	20-Dec-2017	
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Company Remarks	
Whether Permanent chairperson appointed	Yes

d. Nomination and Remuneration Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	PAYAL SHARMA	ID	Chairperson	28-May-2016	
2	MITA SINHA	ID,C & NED	Member	11-Aug-2018	
3	PRITHWI CHAND DAS	ID	Member	27-Jun-2015	

Company Remarks	
Whether Permanent chairperson appointed	Yes

iii. Meeting of Board of Directors

Date(s) of Meeting (if any) in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met	Number of Directors present	Number of Independent Directors present
18-May-2020	10-Aug-2020	Yes	4	2
27-Jun-2020	02-Sep-2020	Yes	4	2

Company Remarks	
Maximum gap between any two consecutive (in number of days)	43

iv. Meeting of Committees

Name of the Committee	Date(s) of meeting during of the committee in the previous quarter	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Number of Directors present	Number of independent directors present
Audit Committee	27-Jun-2020		Yes	3	2
Audit Committee		10-Aug-2020	Yes	2	1
Nomination & Remuneration Committee	18-May-2020		Yes	3	3
Nomination & Remuneration Committee	27-Jun-2020		Yes	2	2
Nomination & Remuneration Committee		29-Sep-2020	Yes	2	2

Stakeholders Relationship Committee	27-Jun-2020		Yes	2	1
Stakeholders Relationship Committee		10-Aug-2020	Yes	2	1

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	43

v. **Related Party Transactions**

Subject	Compliance status (Yes/No/NA)	Remark
Whether prior approval of audit committee obtained	Not Applicable	
Whether shareholder approval obtained for material RPT	Not Applicable	
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Not Applicable	

Disclosure of notes on related party transactions and Disclosure of notes of material related party transactions	
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VI. **Affirmations**

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**
 - b. Nomination & remuneration committee - **Yes**
 - c. Stakeholders relationship committee - **Yes**
 - d. Risk management committee (applicable to the top 100 listed entities) - **Not applicable**
3. 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**
4. 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**
5. a. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. - **Yes**
 b. Any comments/observations/advice of Board of Directors may be mentioned here:

%affirmComments%

Name : %affirmName%
Designation : %affirmDesignation%

ANNEXURE III**Affirmations**

Broad Heading	Regulation Number	Compliance Status	Company Remark
Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	

Note:

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Name : Niyukti K Singh
Designation : Company Secretary & Compliance Officer