

XBRL Excel Utility	
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4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing 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
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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	533207
NSE Symbol	JPINFRATEC
MSEI Symbol	NOT LISTED
ISIN	INE099J01015
Name of the entity	JAYPEE INFRATECH LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Half Yearly
Date of Report	30-09-2019
Risk management committee	Not 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

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	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
<p>Add Delete</p>																		
1	Mr	Manoj Gaur	AAOPG1931A	00008480	Executive Director	Chairperson		16-06-1964	05-04-2007	07-05-2016			3	0	0	0		
2	Mr	Sunil Kumar Sharma	ABKPS1549R	00008125	Non-Executive - Non Independent Director	Not Applicable		01-07-1959	05-04-2007	05-04-2007			3	0	3	1		
3	Mr	Sameer Gaur	AAOPG1933C	00009496	Non-Executive - Non Independent Director	Not Applicable		22-04-1971	05-04-2007	01-08-2016			1	0	1	0		
4	Mrs	Rekha Dixit	AAJPD9198H	00913685	Non-Executive - Non Independent Director	Not Applicable		09-08-1958	28-05-2010	01-06-2016			1	0	1	0		
5	Mr	Rakesh Sharma	ABKPS1562Q	00009952	Non-Executive - Non Independent Director	Not Applicable		05-06-1960	14-03-2012	01-04-2015			1	0	1	0		
6	Mr	Basant Kumar Goswami (tendered resignation)	AAVPG7152Q	00003782	Non-Executive - Independent Director	Not Applicable		29-01-1935	16-11-2009	01-10-2014		47	1	1	1	1		
7	Mr	Brij Behari Tandon (tendered resignation but not accepted)	AAAPT1143M	00740511	Non-Executive - Independent Director	Not Applicable		30-06-1941	16-11-2009	01-10-2014		46	1	1	0	0		
8	Mr	Sundaram Balasubramanian (tendered resignation but not accepted)	AADPB8034A	02849971	Non-Executive - Independent Director	Not Applicable		03-11-1942	16-11-2009	01-10-2014		46	1	1	0	0		
9	Mr	Lalit Bhasin (tendered resignation but not accepted)	AFDPB2550A	00002114	Non-Executive - Independent Director	Not Applicable		14-08-1968	09-02-2015			43	1	1	0	0		
10	Mr	Sham Lal Mohan (tendered resignation but not accepted)	AALPM2005Q	00028126	Non-Executive - Independent Director	Not Applicable		10-02-1945	23-11-2016			21	1	1	2	0		
11	Mr	Keshav Prasad Rau (tendered resignation but not accepted)	ABQPR4165G	02327446	Non-Executive - Independent Director	Not Applicable		11-10-1947	31-07-2017			13	1	1	0	0		
12	Mr	Shanti Sarup Gupta (tendered resignation but not accepted)	ADBPG9778R	02284265	Non-Executive - Independent Director	Not Applicable		13-07-1943	31-07-2017			12	1	1	0	0		

The following Notes are appended in the “Add Notes” button in Annexure – I

I – Composition of Board of Directors

Note

1. The Company is under CIR Process since 9-8-2017 and the period of 180 days has recommenced vide Order dated 9-8-2018 of Hon'ble Supreme Court of India from the date of the said order. Consequently, the powers of the Board are vested in and are being exercised by Interim Resolution Professional.
2. The Hon'ble NCLT, vide its order dated 28.01.2019 extended the period of Insolvency Resolution Process of the Company for another 90 days beyond the period of 180 days. The aforesaid period of 90 days, came to an end on 06.05.2019. The Hon'ble NCLT, Allahabad, in an application filed by the IDBI Bank directed per its order dated 06.05.2019/21.05.2019 that CoC and Interim Resolution Professional (IRP) must be allowed to proceed further with the CIRP process in accordance with law. The CIR Process is still continuing and the matter is sub-judiced.
3. Seven Independent Directors from Sl. 6 to 12 resigned w.e.f. 10-9-2018, 17-8-2018, 24-8-2018, 12-9-2018, 17-9-2018, 9-9-2018 & 17-8-2018 respectively. As informed to the stock exchanges with each intimation of resignations tendered by the Independent Directors during the quarter ended 30-09-2018, the same was placed for approval by the Committee of Creditors, in terms of the provisions of Section 28(1)(j) of the Insolvency and Bankruptcy Code, 2016. As reported in our disclosure dated 23-10-2018, the resolution for acceptance of resignations requiring approval by 66% voting rights was deemed to be rejected since 41.38% abstained from voting (which is considered as negative vote under IBC).
4. Pursuant to newly inserted sub-regulation (2A) and (2B) in Regulation 15 in LODR, the Company is fully exempt from the provisions of Regulation 17, 18, 19, 20 and 21, including with regard to holding requisite number of meetings in a year and composition of the Board of Directors, continuation of directorship of a non-executive director who has attained the age of seventy five years unless a special resolution is passed to that effect, Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Risk Management Committee.
5. As the Independent Directors have tendered their resignations as mentioned in Para 3 above, the details of directorships and Committee Membership/Chairmanship in other companies are not available and hence, the details are being given in respect of this company only.
6. The detailed Corporate Governance Report in PDF format with Notes appended thereto at its various sections is available on the website of the Company.

1	00008125	Sunil Kumar Sharma	Non-Executive - Non Independent Director	Chairperson	16-11-2009		
2	00028126	Sham Lal Mohan (tendered resigna	Non-Executive - Independent Director	Member	13-02-2017		161
3	00009496	Sameer Gaur	Non-Executive - Non Independent Director	Member	16-11-2009		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management 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							
2							
3							
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	00740511	Brij Behari Tandon (tendered resign	Non-Executive - Independent Director	Chairperson	31-07-2017		162
2	00008125	Sunil Kumar Sharma	Non-Executive - Non Independent Director	Member	13-02-2017		
3	00913685	Rekha Dixit	Non-Executive - Non Independent Director	Member	26-05-2014		
4							
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						
4						
5						
6						
7						
8						
9						
10						

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The following Notes are appended in the “Add Notes” button in Annexure 1

II – Composition of Committees

Notes

1. The Company is under CIR Process since 9-8-2017 and the period of 180 days has recommenced vide Order dated 9-8-2018 of Hon'ble Supreme Court of India from the date of the said order. Consequently, the powers of the Board are vested in and are being exercised by Interim Resolution Professional.
2. The Hon'ble NCLT, vide its order dated 28.01.2019 extended the period of Insolvency Resolution Process of the Company for another 90 days beyond the period of 180 days. The aforesaid period of 90 days, came to an end on 06.05.2019. The Hon'ble NCLT, Allahabad, in an application filed by the IDBI Bank directed per its order dated 06.05.2019/21.05.2019 that CoC and Interim Resolution Professional (IRP) must be allowed to proceed further with the CIRP process in accordance with law. The CIR Process is still continuing and the matter is sub-judiced.
3. As informed to the stock exchanges with each intimation of resignations tendered by the Independent Directors during the quarter ended 30-09-2018, the same was placed for approval by the Committee of Creditors, in terms of the provisions of Section 28(1)(j) of the Insolvency and Bankruptcy Code, 2016. As reported in our disclosure dated 23-10-2018, the resolution for acceptance of resignations requiring approval by 66% voters was deemed to be rejected since 41.38% voters abstained from voting (which is considered as negative vote under IBC). In view of resignation by seven Independent Directors, please refer to the remark against each independent director who is member of below committees.
4. Pursuant to sub-regulation (2A) in Regulation 15 in LODR, the entire provisions of Regulation 17, 18, 19, 20 and 21, including with regard to holding requisite number of meetings in a year and composition of the Board of Directors, Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Risk Management Committee, are not applicable during the period of CIR Process.

The following Remarks are appended against the following directors in the column “Remarks” under respective Remark No.

Annexure – I

II – Composition of Committees

Audit Committee Details

Remark No.	Remark
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157	In respect of Mr. Basant Kumar Goswami
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Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri B. K. Goswami - Resigned w.e.f. 10-9-2018. However, Resolution was placed before Committee of Creditors for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

158	In respect of Mr. Sham Lal Mohan
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Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri Sham Lal Mohan - Resigned w.e.f. 17-9-2018. However, Resolution was placed before CoC for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

Nomination and Remuneration Committee

Remark No.	Remark
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159	In respect of Mr. Brij Behari Tandon
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Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri Brij Behari Tandon - Resigned w.e.f. 17-8-2018. However, Resolution was placed before CoC for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

Nomination and Remuneration Committee Contd.

Remark No. Remark

160 In respect of Mr.Lalit Bhasin

Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri Lalit Bhasin - Resigned w.e.f. 12-9-2018. However, Resolution was placed before CoC for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

Stakeholders Relationship Committee

Remark No. Remark

161 In respect of Mr. Sham Lal Mohan

Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri Sham Lal Mohan - Resigned w.e.f. 17-9-2018. However, Resolution was placed before CoC for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

Corporate Social Responsibility Committee

Remark No. Remark

162 In respect of Brij Behari Tandon

Since the Company is under CIR Process, the powers of the Board & its committees are vested in IRP/RP. Regulation 15 (2A) and 15 (2B) mandates that provisions of Regulations 17, 18, 19, 20 and 21 shall not apply during CIRP and roles and responsibilities under respective regulations shall be fulfilled by the IRP/RP.

Shri Brij Behari Tandon - Resigned w.e.f. 17-8-2018. However, Resolution was placed before CoC for acceptance on 17-10-2018. It required 66% votes. Since 41.38% abstained from voting which is considered negative vote under IBC, resolution was deemed as rejected.

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
Add		Delete				

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* to be filled in only for the current quarter meetings

The following Notes are appended in the “Add Notes” button in Annexure – I

III – Meeting of Board of Directors

Note

Pursuant to sub-regulation (2A) in Regulation 15 in LODR, the provisions of Regulation 17 including with regard to meetings of Board are not applicable during the period of CIR Process.

Consequently, no meeting of the Board has been held during the reporting quarter, i.e. July - September, 2019.

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
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* to be filled in only for the current quarter meetings

The following Notes are appended in the “Add Notes” button in Annexure – I

IV – Meeting of Committees

Note

Pursuant to sub-regulation (2B) in Regulation 15 in LODR, the provisions of Regulation 18, 19, 20 and 21, including with regard to meetings of Committees of the Board are not applicable during the period of CIR Process.

Consequently, no meeting of any Committee of the Board has been held during reporting quarter, i.e. July - September, 2019.

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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	NA	
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	NA	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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The following Notes are appended in the “Add Notes” button in Annexure – I

V – Related Party Transactions

Note

This section is not applicable due to the fact that the Company is under Corporate Insolvency Resolution Process by virtue of Order dated 9-8-2017 of Hon'ble National Company Law Tribunal and the period of 180 days has recommenced vide Order dated 9-8-2018 of Hon'ble Supreme Court of India from the date of the said order that has been further extended by 90 days by NCLT vide order dated 28-1-2019. The aforesaid period of 90 days came to an end on 06-05-2019. The Hon'ble NCLT, Allahabad in an application filed by the IDBI Bank directed as per its order dated 06-05-2019/21-05-2019 that CoC and IRP must be allowed to proceed further with the CIRP process in accordance with law. The CIR Process is still continuing and the matter is sub-judiced. The powers of the Board and its committees are suspended and the affairs of the Company are being managed by the IRP and the Committee of Creditors.

Consequently, transactions with related parties can be entered into only with the approval of Committee of Creditors as envisaged under Section 28 (1) (f) of Insolvency & Bankruptcy Code, 2016.

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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 500 listed entities)	NA
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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Sr	Subject	Compliance status
1	Name of signatory	Surender Kumar Mata
2	Designation	Company Secretary and Compliance Officer

The following Notes are appended in the “Add Notes” button in Annexure – I

VI – Affirmations

Note

The Company is under CIR Process since 9-8-2017 and the period of 180 days has recommenced vide Order dated 9-8-2018 of Hon'ble Supreme Court of India from the date of the said order and the same is continuing. Consequently, the powers of the Board are suspended and are vested in and are being exercised by Interim Resolution Professional.

Pursuant to sub-regulation (2A) and (2B) of Regulation 15 of LODR, Regulation 17, 18, 19, 20 and 21 are not applicable during CIR Process and the role and responsibilities of the board of directors and of committees are being fulfilled by the Interim Resolution Professional, in accordance with sections 17 and 23 of the Insolvency Code.

In view of the above facts:

- a) Affirmations in Para 1, 2, 3, 4, 6 & 7 are not applicable in case of the Company as the same is under CIR Process and should be read/construed as not applicable.
- b) Affirmation in Para 8 is being complied with by placing the Corporate Governance Reports before Interim Resolution Professional / Resolution Professional since the Commencement of CIR Process.

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Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	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	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	NA	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	NA	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				Add Notes

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1	Name of signatory	Surender Kumar Mata
2	Designation	Company Secretary and Compliance Officer

The following Notes are appended in the “Add Notes” button in Annexure – III

Half Yearly Affirmations

Note

The Chairman of Audit Committee Shri Basant Kumar Goswami and the Chairman of Nomination and Remuneration Committee Shri Brij Behari Tandon resigned during the Financial Year 2018-19 and accordingly were not present in the Annual General Meeting held on 26.09.2019.

However, the Annual General Meeting was attended by non-independent directors who are member(s) of these Committee.

For further details kindly refer to the Note in the 'Composition of Board'.

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Signatory Details

Name of signatory	Surender Kumar Mata
Designation of person	Company Secretary and Compliance Officer
Place	New Delhi
Date	09-10-2019

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