



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](http://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	Techno Electric and Engineering Company Limited
Date of start of financial year	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	30-06-2024
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 1

Annexure 1 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																											
Whether the listed entity has a Regular Chairperson																											
Whether Chairperson is related to MD or CEO																											
Disqualification of Directors under section 169 of the Companies Act, 2013																											
Sr	TDY (M/F/NA)	Name of the Director	PAN	DN	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. 173A 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(i) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of posts of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN	
1	NA	Rakesh Dinkesh Gogte	AANS58181L	20020254	Executive Director	Chairperson	MD	21-09-1959	No				Active	NA		25-07-2018	26-09-2021		60	0	0	0					
2	NA	Krishna Murari Poddar	ADBP96107C	50020012	Non-Executive - Independent Director	Not Applicable		20-06-1945	No				Active	Yes	26-09-2023	25-07-2018	26-09-2023		60	0	1	0					
3	NA	Sumanendra Nath Roy	ADDP92274N	20020734	Non-Executive - Independent Director	Not Applicable		21-06-1981	No				Active	Yes	26-09-2023	26-11-2009	26-09-2021		60	0	2	0					
4	NA	Anish Saraya	ADPQ2213P	20774847	Executive Director	Not Applicable		18-03-1986	No				Active	NA		26-09-2021	26-09-2021		60	0	0	0					
5	NA	Arunika Gupta	ADPFG298B	21149138	Non-Executive - Non Independent Director	Not Applicable		11-04-1990	No				Active	NA		25-03-2025	26-09-2021		12	0	0	0					
6	NA	Hitesh Krishna Bt	ADPFR671Q	20629297	Non-Executive - Independent Director	Not Applicable		26-06-1964	No				Active	Yes	26-09-2023	26-09-2009	26-09-2021		24	0	1	0					
7	NA	Harish Khanna	ADDP0204H	20395440	Non-Executive - Independent Director	Not Applicable		12-10-1957	No				Active	Yes	26-09-2023	26-09-2009	26-09-2021		60	0	2	0					
8	NA	Ajay Chougale	ADPFO103G	20567739	Non-Executive - Independent Director	Not Applicable		12-08-1953	No				Active	Yes	26-09-2023	12-08-2023	26-09-2021		60	0	2	0					
9	NA	Shalish Kumar Mishra	ADAPX0213C	20043716	Non-Executive - Non Independent Director	Not Applicable		28-07-1964	No				Active	NA		10-11-2023	10-11-2023		12	0	0	0			3		
10	NA	Aruna Deepchand Trivedi	ADDP2299Z	20666495	Non-Executive - Non Independent Director	Not Applicable		28-03-1961	No				Active	NA		22-02-2024	22-02-2024		12	0	0	0			1		

Annexure 3

For this quarter kindly note the following points:  
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filed 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

Disclosure of names and composition of committees explanatory

Add names

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

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson					Yes		
Slr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0502987	Indira Krishna Ee	Non-Executive - Independent Director	Chairperson	10-11-2023		
2.	0508792	Saranendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3.	0277567	Arka Sarkar	Executive Director	Member	14-08-2019		
4.	0504739	Neel Dey	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 populated automatically.

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson					Yes		
Slr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0508792	Saranendra Nath Roy	Non-Executive - Independent Director	Chairperson	25-07-2018		
2.	0515138	Arunika Gupta	Non-Executive - Non Independent Director	Member	25-07-2018		
3.	0502987	Indira Krishna Ee	Non-Executive - Independent Director	Member	14-08-2019		
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 populated automatically.

Shareholders Relationship Committee							
Whether the Shareholders Relationship Committee has a Regular Chairperson					Yes		
Slr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0504739	Neel Dey	Non-Executive - Independent Director	Chairperson	10-11-2023		
2.	0277567	Arka Sarkar	Executive Director	Member	25-07-2018		
3.	0515138	Arunika 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		
Slr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0505364	Pratik Prakash Gupta	Executive Director	Chairperson	25-07-2018		
2.	0508792	Saranendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3.	0277567	Arka Sarkar	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 populated automatically.

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					Yes		
Slr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0502987	Indira Krishna Ee	Non-Executive - Independent Director	Chairperson	25-07-2018		
2.	0508792	Saranendra Nath Roy	Non-Executive - Independent Director	Member	25-07-2018		
3.	0515138	Arunika Gupta	Non-Executive - Non Independent Director	Member	25-07-2018		
4.	0395440	Ujjal Khanna	Non-Executive - Independent Director	Member	21-04-2022		
5.							
6.							
7.							
8.							
9.							
10.							

Other Committee						
Slr	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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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	13-02-2024			Yes	9	7	5
2	29-03-2024	44		Yes	10	9	6
3	28-05-2024	59		Yes	10	10	6
4	28-06-2024	30	5	Yes	10	9	5

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

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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)	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)	
Add Delete											
1	Audit Committee	13-02-2024				Yes	4	3	3	3	
2	Audit Committee	28-05-2024	104			Yes	4	4	3	3	
3	Nomination and remuneration committee	28-03-2024				Yes	3	3	2	1	
4	Nomination and remuneration committee	26-06-2024	89			Yes	3	3	2	1	

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

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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
Other details of cyber security incidence or breaches or loss of data event		<a href="#">Add Notes</a>
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
Sr.	Date of the event	Brief details of the event

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<b>Sr</b>	<b>Subject</b>	<b>Compliance status (Yes/No/NA)</b>	<b>If status is "No" details of non-compliance may be given here.</b>
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	
<b>Disclosure of notes on related party transactions</b>			<a href="#">Add Notes</a>
<b>Disclosure of notes of material transaction with related party</b>			<a href="#">Add Notes</a>

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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	20-07-2024

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