

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 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

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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	544061
NSE Symbol	AZAD
MSEI Symbol	NOTLISTED
ISIN	INE02IJ01035
Name of the entity	Azad Engineering 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	Any other

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		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	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. 171A of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Term of office (in months)	No of Directorships in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of independent Directorships in listed entities including this listed entity (with reference to provision in regulation 174(i) & 174(j) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 241(i) of Listing Regulations)	No of posts of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 241(i) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
Act	Cont																								
1	Mr	Rajesh Chopra	ACVDS667D	01795199	Executive Director	Chairperson related to Promoter	CEO	09-11-1978	No				Active	NA		14-08-2013	13-08-2013			1	0	1	0		
2	Mrs	Jyoti Chopra	AMDKC751B	01121117	Executive Director	Not Applicable		21-01-1977	No				Active	NA		01-07-2014	13-08-2013			1	0	0	0		
3	Mr	Mihir Prasad Kumar Mishra	BNHPS430H	10022119	Executive Director	Not Applicable		25-02-1988	No				Active	NA		13-08-2013	13-08-2013			1	0	2	0		
4	Mr	Michael Joseph Booth	ZZZZ2989Z	10209295	Non-Executive - Independent Director	Not Applicable		11-02-1951	No				Active	NA		12-08-2013	12-08-2013		6.00	1	1	1	0	1	
5	Mr	Lukha Rav Arbut	ANDPA151C	01722680	Non-Executive - Independent Director	Not Applicable		01-06-1913	No				Active	NA		24-08-2013	24-08-2013		6.00	1	1	1	1		
6	Mr	Mithun Kumar	ACTPV3110C	10204179	Non-Executive - Independent Director	Not Applicable		30-06-1966	No				Active	NA		12-08-2013	12-08-2013		6.00	1	1	1	1		

Annexure 1
II. Composition of Committees

Disclosure of roles in composition of committees explanatory

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

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

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	
J	10504679	Mohammed Verma	Non Executive - Independent Director	Chairperson	13-09-2021			
J	10500205	Michael Joseph Booth	Non Executive - Independent Director	Member	13-09-2021			
J	10507319	Shilpa Pramodkumar Miskari	Executive Director	Member	13-09-2021			
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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	
J	10500205	Michael Joseph Booth	Non Executive - Independent Director	Chairperson	13-09-2021			
J	10504679	Mohammed Verma	Non Executive - Independent Director	Member	13-09-2021			
J	10172940	Sudha Kishu Amthari	Non Executive - Independent Director	Member	24-09-2021			
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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	
J	10172940	Sudha Kishu Amthari	Non Executive - Independent Director	Chairperson	24-09-2021			
J	10179589	Balraj Chaudhri	Executive Director	Member	13-09-2021			
J	10507319	Shilpa Pramodkumar Miskari	Executive Director	Member	13-09-2021			
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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	
J	10504679	Mohammed Verma	Non Executive - Independent Director	Chairperson	22-09-2021			
J	10500205	Michael Joseph Booth	Non Executive - Independent Director	Member	22-09-2021			
J	10507319	Shilpa Pramodkumar Miskari	Executive Director	Member	22-09-2021			
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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	
J	10179589	Balraj Chaudhri	Executive Director	Chairperson	13-09-2021			
J	10507319	Shilpa Pramodkumar Miskari	Executive Director	Member	13-09-2021			
J	10500205	Michael Joseph Booth	Non Executive - Independent Director	Member	13-09-2021			
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Other Committees

Sr	DIN Number	Name of Committee members	Name of other committees	Category 1 of directors	Category 2 of directors	Remarks
J	10172940	Sudha Kishu Amthari	Committee of Independent Directors	Non-Executive - Independent Director	Chairperson	
J	10500205	Michael Joseph Booth	Committee of Independent Directors	Non-Executive - Independent Director	Member	
J	10504679	Mohammed Verma	Committee of Independent Directors	Non-Executive - Independent Director	Member	
J	10179589	Balraj Chaudhri	IRG Committee	Executive Director	Chairperson	
J	10503325	Jeetu Chaudhri	IRG Committee	Executive Director	Member	
J	10507319	Shilpa Pramodkumar Miskari	IRG Committee	Executive Director	Member	
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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*
	Add	Delete					
1	13-07-2023			Yes	4	3	0
2	11-09-2023	59		Yes	2	2	0
3	13-09-2023	1		Yes	6	2	0
4	14-09-2023	0		Yes	6	3	0
5	18-09-2023	3	2	Yes	6	6	3
6	22-09-2023	3		Yes	6	3	0
7	24-09-2023	1		Yes	6	3	0
8	29-09-2023	4		Yes	6	3	0
9	11-11-2023	42		Yes	6	5	2
10	06-12-2023	24		Yes	6	5	2
11	11-12-2023	4	4	Yes	6	6	3
12	14-12-2023	2		Yes	6	4	1
13	16-12-2023	1		Yes	6	4	1
14	23-12-2023	6		Yes	6	4	1
15	26-12-2023	2		Yes	6	4	1

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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	14-09-2023				Yes	3	3	2	0
2	Audit Committee	22-09-2023				Yes	3	3	2	0
3	Audit Committee	22-09-2023				Yes	3	3	2	0
4	Audit Committee	29-09-2023				Yes	3	3	2	0
5	Audit Committee	06-12-2023	67			Yes	3	3	2	0
6	Audit Committee	14-12-2023	7			Yes	3	3	2	0
7	Nomination and remuneration committee	13-09-2023				Yes	3	3	3	0
8	Nomination and remuneration committee	24-09-2023	10			Yes	3	3	3	0
9	Other Committee	14-12-2023	80	Independent Director Committee		Yes	3	2	2	0
10	Other Committee	13-12-2023		IPO Committee		Yes	3	3	0	0
11	Other Committee	14-12-2023	0	IPO Committee		Yes	3	3	0	0
12	Other Committee	19-12-2023	4	IPO Committee		Yes	3	3	0	0

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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	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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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 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	Ful Kumar Gautam
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Ful Kumar Gautam
Designation of person	Company Secretary and Compliance Officer
Place	Hyderabad
Date	11-01-2024

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