

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)	Name of the Director	D I N	P A N	Cat eg ory (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	Ini t i a l D a t e o f A p p o i n t m e n t	Dat e o f App o i n t m e n t	Dat 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	No 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 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	No 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	No 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 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 a n j a y G u p t a	0 0 7 2 6 0 0 5	A A N P G 6 4 1	C & ED	M D	17- A u g - 202 0	17- A u g - 2020		6 0	1 0- N o v- 1 9 6 4	NA	2 1- S e p - 2 0 2 2 0	1	0	2	0	AC,SC	

			N														
M s.	Son u Ku mar i	0 7 9 1 1 9 7 8	E X L P K 8 2 5 2 E	ID		12- Au- g- 201 7	12- Aug- 2017		6 0	1 0- Feb - 1 9 8 8	NA		1	1	1	0	AC,N RC
M s.	Rit a Gu pta	0 0 7 2 5 9 7 8 7	A A N P G 7 6 4 6 M	ED		22- Jun - 202 0	22- Jun- 2020		6 0	0 1- Ja n- 1 9 6 9	NA	2 1- S ep - 2 0 2 0	1	0	0	0	
M r.	Nit ya Pra kas h Gu pta	0 7 6 9 0 2 1 0	A C Y P G 0 6 3 0 Q	ID		01- Apr - 202 0	01- Apr- 2020		6 0	0 4- Ja n- 1 9 7 0	Yes	2 1- S ep - 2 0 2 0	1	1	2	0	AC,SC ,NRC
M r.	Par vee n Ku mar	0 7 6 4 2 2 2 2 8 P	B B K P P 3 6 0 8 P	ID		01- Apr - 202 0	01- Apr- 2020		6 0	0 7- Ju n- 1 9 6 4	Yes	2 1- S ep - 2 0 2 0	1	1	1	0	SC,NR C
M r.	Ab his hek Jai n	0 7 4 3 2 3 4 3	A U C PJ 6 6 5 2 R	ED		21- Sep - 202 0	21- Sep- 2020			1 4- S ep - 1 9 9 2	NA	2 1- S ep - 2 0 2 0	1	0	0	0	

M	Sau	0	A	ID		21-	21-		6	0	Yes	2	1	1	0	0		
r.	rab	3	F			Sep	Sep-		0	6-		1-						
	h	0	G			-	2020			Ju		S						
	Gu	9	P			202				n-		ep						
	pta	3	G			0				1		-						
		9	6							9		2						
		0	2							8		0						
		1	3							0		2						
			8									0						
			M															

Company Remarks	
Whether Permanent chairperson appointed	No
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	Nitya Prakash Gupta	ID	Member	01-Apr-2020	
2	Sanjay Gupta	C & ED	Member	17-Mar-1989	
3	Sonu Kumari	ID	Chairperson	12-Aug-2017	

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	Nitya Prakash Gupta	ID	Member	01-Apr-2020	
2	Parveen Kumar	ID	Chairperson	01-Apr-2020	
3	Sanjay Gupta	C & ED	Member	17-Mar-1989	

Company Remarks	
Whether Permanent chairperson appointed	Yes

c. Risk Management Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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Company Remarks	
Whether Permanent chairperson appointed	No

d. Nomination and Remuneration Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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1	Nitya Prakash Gupta	ID	Member	01-Apr-2020	
2	Parveen Kumar	ID	Member	01-Apr-2020	
3	Sonu Kumari	ID	Chairperson	12-Aug-2017	

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
30-Jun-2020	28-Jul-2020	Yes	5	3
	24-Aug-2020	Yes	5	3
	29-Aug-2020	Yes	5	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	27

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	30-Jun-2020	28-Jul-2020	Yes	3	2
Audit Committee	30-Jun-2020	24-Aug-2020	Yes	3	2
Nomination & Remuneration Committee	30-Jun-2020	24-Aug-2020	Yes	3	3
Stakeholders Relationship Committee		29-Aug-2020	Yes	3	2

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	27

v. **Related Party Transactions**

Subject	Compliance status (Yes/No)
Whether prior approval of audit committee obtained	Yes
Whether shareholder approval obtained for material RPT	Yes
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes

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 reports 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	20(3)	Yes	

the Stakeholder Relationship committee at the annual general meeting			
Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	

Note:

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Name : **Sanjay Gupta**
Designation : **Managing Director**