

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	972847
NSE Symbol	
MSEI Symbol	
ISIN	INE220H09063
Name of the entity	HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Half Yearly
Date of Report	30-09-2023
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 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																										
Whether the listed entity has a Regular Chairperson																										
Whether Chairperson is related to MD or CEO																										
Disqualification of Directors under section 164 of the Companies Act, 2013																										
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	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? (Refer Reg. 17(1A) 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 (with reference to regulation 17A(1) & 17A(2))	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	
1	Mr	RAJEEV SHARMA		06929504	Non-Executive - Nominee Director	Chairperson		15-10-1963	No				Active	NA		26-01-2023					2	0	0	0		
2	Mr	HARIKESH MEENA		09333558	Executive Director	Not Applicable	CEO-MD	14-08-1981	No				Active	NA		19-11-2020					1	0	0	0		
3	Mr	ROHIT JAMWAL		08118554	Non-Executive - Nominee Director	Not Applicable		09-08-1965	No				Active	NA		01-01-2022					1	0	0	0		
4	Mr	AMIT KUMAR		10071204	Executive Director	Not Applicable		12-02-1987	No				Active	NA		24-04-2023					1	0	3	0		
5	Mrs	POONAM BINJOLKAR		09323186	Executive Director	Not Applicable		11-08-1964	No				Active	NA		28-08-2021					1	0	1	0		
6	Mr	SANDEEP KUMAR SHARMA		09323253	Executive Director	Not Applicable		26-01-1964	No				Active	NA		07-09-2021					1	0	1	0		
7	Mr	MANDI KUMAR LIPRETI		09323102	Executive Director	Not Applicable		09-08-1965	No				Active	NA		07-09-2021					1	0	0	0		
8	Mr	RAM SUBHAG SINGH		02659274	Non-Executive - Nominee Director	Not Applicable		31-07-1963	No				Active	NA		01-01-2023		31-07-2023			1	0	0	0		
9	Mr	RAJEEV SOOD		10293180	Non-Executive - Independent Director	Not Applicable		09-10-1964	No				Active	NA		24-08-2023				36.00	1	1	2	1		
10	Ms	MANINDERJEET KAUR		10299005	Non-Executive - Independent Director	Not Applicable		30-04-1967	No				Active	NA		24-08-2023				36.00	1	1	2	1		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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

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

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
1	10293180	RAJEEV SOOD	Non-Executive - Independent Director	Chairperson	26-09-2023		
2	10299005	MANINDERJEET KAUR	Non-Executive - Independent Director	Member	26-09-2023		
3	10071204	AMIT KUMAR	Executive Director	Member	26-09-2023		
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 pre-filled automatically

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
1	10299005	MANINDERJEET KAUR	Non-Executive - Independent Director	Chairperson	26-09-2023		
2	10293180	RAJEEV SOOD	Non-Executive - Independent Director	Member	26-09-2023		
3	10071204	AMIT KUMAR	Executive Director	Member	26-09-2023		
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 pre-filled automatically

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
1	10071204	AMIT KUMAR	Executive Director	Chairperson	26-09-2023		
2	10299005	MANINDERJEET KAUR	Non-Executive - Independent Director	Member	26-09-2023		
3	10293180	RAJEEV SOOD	Non-Executive - Independent Director	Member	26-09-2023		
4							
5							
6							
7							
8							
9							
10							

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
1	10071204	AMIT KUMAR	Executive Director	Chairperson	26-09-2023		
2	10299005	MANINDERJEET KAUR	Non-Executive - Independent Director	Member	26-09-2023		
3	10293180	RAJEEV SOOD	Non-Executive - Independent Director	Member	26-09-2023		
4	09323186	POONAM BINOLKAR	Executive Director	Member	26-09-2023		
5	09323253	SANDEEP KUMAR SHARMA	Executive Director	Member	26-09-2023		
6	09323102	MANOJ KUMAR UPRETI	Executive Director	Member	26-09-2023		
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	10071204	AMIT KUMAR	Executive Director	Chairperson	26-09-2023		
2	10299005	MANINDERJEET KAUR	Non-Executive - Independent Director	Member	26-09-2023		
3	10293180	RAJEEV SOOD	Non-Executive - Independent Director	Member	26-09-2023		
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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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	30-05-2023			Yes	8	8	0
2	11-08-2023	72		Yes	7	7	0
3	26-09-2023	45		Yes	9	7	2

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

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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								

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

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V. Related Party Transactions		
Sr	Subject	Compliance status (Yes/No/NA)
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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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  
 Dis 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	No
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	ARVIND SHARMA
2	Designation	Company Secretary and Compliance Officer

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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)	No	For the FY 2022-23. The AGM/Annual Report is pending .The Registrar of Companies granted extension for holding of AGM upto 30.12.2023.
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	No	Annual General Meeting is pending
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	No	Annual General Meeting is pending
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	No	Annual General Meeting is pending
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report	24A(1)	No	For the FY 2022-23. The AGM/Annual Report is pending .The Registrar of Companies granted extension for holding of AGM upto 30.12.2023.
6	Submission of Annual Secretarial Compliance Report	24A(2)	No	For the FY 2022-23. The AGM/Annual Report is pending .The Registrar of Companies granted extension for holding of AGM upto 30.12.2023.
7	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	No	For the FY 2022-23. The AGM/Annual Report is pending .The Registrar of Companies granted extension for holding of AGM upto 30.12.2023.
<b>Any other information to be provided</b>				<b>Add Notes</b>

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1	Name of signatory	ARVIND SHARMA
2	Designation	Company Secretary and Compliance Officer

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Additional Half yearly Disclosure			
Applicability of disclosure	Not Applicable		
Reason for Non Applicability	<a href="#">Add Notes</a>		
<b>I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below</b>		<b>The Figure should be mentioned in Actual INR only</b>	
<b>(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to</b>			
<b>Entity</b>	<b>Aggregate amount advanced during six months</b>	<b>Balance outstanding at the end of six months</b>	
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
<b>(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By</b>			
<b>Entity</b>	<b>Type (guarantee, comfort letter etc.)</b>	<b>Aggregate amount of issuance during six months</b>	<b>Balance outstanding at the end of six months(taking into account any invocation)</b>
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
<b>(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by</b>			
<b>Entity</b>	<b>Type of security (cash, shares etc.)</b>	<b>Aggregate value of security provided during six months</b>	<b>Balance outstanding at the end of six months</b>
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
<b>(D) Additional Information</b>			<a href="#">Add Notes</a>
<b>II. Affirmations</b>			
<b>Affirmations</b>		<b>Compliance Status</b>	<b>Company Remarks</b>
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to			<a href="#">Add Notes</a>
Name			
Designation			
Place			
Date			

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### Signatory Details

<b>Name of signatory</b>	ARVIND SHARMA
<b>Designation of person</b>	Company Secretary and Compliance Officer
<b>Place</b>	SHIMLA
<b>Date</b>	13-10-2023

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