

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
5	Meeting of Committees	Annexure I - Meeting of Committees
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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	972847
NSE Symbol	
MSEI Symbol	
ISIN	INE220H09063
Name of the entity	HIMACHAL PRADESH STATE ELECTRICITY BOARD
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
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

[Add Notes](#)

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

No

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
1	Mr	RAM DASS DHIMAN			Non-Executive - Nominee Director	Chairperson		05-12-1962	No				Active
2	Mr	PRABODH SAXENA			Non-Executive - Nominee Director	Not Applicable		07-03-1965	No				Active
3	Mr	ROHIT JAMWAL			Non-Executive - Nominee Director	Not Applicable		09-08-1965	No				Active
4	Mr	PANKAJ DADWAL			Executive Director	Not Applicable	CEO-MD	13-04-1963	No				Active
5	Mr	GOPAL CHAND			Executive Director	Not Applicable		14-03-1966	No				Active
6	Mr	HARIKESH MEENA			Non-Executive - Nominee Director	Not Applicable		14-08-1981	No				Active
7	Mr	KANSHI RAM BHARTI			Non-Executive - Independent Director	Not Applicable		02-04-1955	No				Active
8	Mrs	PRIYANTA SHARMA			Non-Executive - Independent Director	Not Applicable		24-01-1979	No				Active
9	Mrs	POONAM BINJOLKAR			Executive Director	Not Applicable		11-08-1964	No				Active
10	Mr	SANDEEP KUMAR SHARMA			Executive Director	Not Applicable		26-01-1964	No				Active
11	Mr	MANOJ KUMAR UPRETI			Executive Director	Not Applicable		09-08-1965	No				Active

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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 (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
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NA		02-06-2021		31-12-2022	0.00	1	0	1	0		
NA		29-09-2018		31-12-2022	0.00	1	0	1	0		
NA		01-01-2022			0.00	1	0	0	0		
NA		19-05-2020			0.00	1	0	1	1		
NA		19-11-2020			0.00	1	0	4	0		
NA		19-11-2020			0.00	1	0	0	0		
NA		14-05-2018			60.00	1	0	4	2		
NA		14-05-2018			60.00	1	0	4	2		
NA		28-08-2021			0.00	1	0	1	1		
NA		07-09-2021			0.00	1	0	1	1		
NA		07-09-2021			0.00	1	0	0	0		

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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	08170168	KANSHI RAM BHARTI	Non-Executive - Independent Director	Chairperson	14-05-2018		
2	08170176	PRIYANTA SHARMA	Non-Executive - Independent Director	Member	14-05-2018		
3	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022		
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	08170168	KANSHI RAM BHARTI	Non-Executive - Independent Director	Chairperson	30-09-2021		
2	08170176	PRIYANTA SHARMA	Non-Executive - Independent Director	Member	30-09-2021		
3	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022		
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	09271939	GOPAL CHAND	Executive Director	Chairperson	30-09-2021		
2	08170168	KANSHI RAM BHARTI	Non-Executive - Independent Director	Member	30-09-2021		
3							
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	08767684	PANKAJ DADWAL	Executive Director	Chairperson	30-09-2021		
2	0923253	SANDEEP KUMAR SHARMA	Executive Director	Member	30-09-2021		
3	08170176	PRIYANTA SHARMA	Non-Executive - Independent Director	Member	30-09-2021		
4	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022		
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

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	08255489	PRABODH SAXENA	Non-Executive - Nominee Director	Chairperson	30-09-2021	31-12-2022	
2	01687377	RAM DASS DHIMAN	Non-Executive - Nominee Director	Member	30-09-2021	31-12-2022	
3	08170168	KANSHI RAM BHARTI	Non-Executive - Independent Director	Member	30-09-2021		
4	08170176	PRIYANTA SHARMA	Non-Executive - Independent Director	Member	30-09-2021		
5	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022		
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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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)	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	11-10-2022			Yes	11	8	2
2	10-11-2022	29		Yes	11	9	1
3	29-12-2022	48		Yes	11	9	0

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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

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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)
1	Audit Committee	10-11-2022				Yes	3	2	1	0

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* 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)	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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Annexure II

Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

I. Disclosure on website in terms of Listing Regulations

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
2	Terms and conditions of appointment of independent directors	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
3	Composition of various committees of board of directors	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
4	Code of conduct of board of directors and senior management personnel	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
6	Criteria of making payments to non-executive directors	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
7	Policy on dealing with related party transactions	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
8	Policy for determining 'material' subsidiaries	NA		
9	Details of familiarization programmes imparted to independent directors	NA		
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
11	email address for grievance redressal and other relevant details	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
12	Financial results	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
13	Shareholding pattern	NA		
14	Details of agreements entered into with the media companies and/or their associates	NA		
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	NA		
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	NA		
18	Credit rating or revision in credit rating obtained	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
21	Materiality Policy as per Regulation 30	NA		
22	Dividend Distribution policy as per Regulation 43A (as applicable)	NA		
23	It is certified that these contents on the website of the listed entity are correct	Yes		https://www.hpseb.in/irj/go/km/docs/internet/News_Website/Pages/Home.html
24	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

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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 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	ARVIND SHARMA
2	Designation	Company Secretary and Compliance Officer

Annexure II

II. Annual Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	No	The Himachal Pradesh State Electricity Board Limited is State C
2	Board composition	17(1), 17(1A) & 17(1B)	No	The Himachal Pradesh State Electricity Board Limited is State C
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	No	The Himachal Pradesh State Electricity Board Limited is State C
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	No	The Himachal Pradesh State Electricity Board Limited is State C
13	Recommendation of Board	17(11)	No	The Himachal Pradesh State Electricity Board Limited is State C
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	No	The Himachal Pradesh State Electricity Board Limited is State C
22	Composition and role of risk management committee	21(1),(2),(3),(4)	Yes	
23	Meeting of Risk Management Committee	21(3A)	Yes	
24	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	NA	
27	Approval for material related party transactions	23(4)	NA	
28	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	No	The Himachal Pradesh State Electricity Board Limited is State C
33	Maximum Tenure	25(2)	No	The Himachal Pradesh State Electricity Board Limited is State C
34	Meeting of independent directors	25(3) & (4)	No	The Himachal Pradesh State Electricity Board Limited is State C
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	No	The Himachal Pradesh State Electricity Board Limited is State C
37	D & O Insurance for Independent Directors	25(10)	No	The Himachal Pradesh State Electricity Board Limited is State C
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
40	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided				Add Notes

Annexure II

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

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Annexure II		
III. Affirmations		
Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	NA
Any other information to be provided		Add Notes

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

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Signatory Details	
Name of signatory	ARVIND SHARMA
Designation of person	Company Secretary and Compliance Officer
Place	SHIMLA
Date	12-01-2023

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