

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
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
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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 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	30-06-2023
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

Add Notes

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

Yes

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(LA) 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

AddDelete

1	Mr	RAM SUBHAG SINGH		02659274	Non-Executive - Nominee Director	Chairperson		31-07-1963	No				Active	NA		01-01-2023				1	0	0	0		
2	Mr	RAJEEV SHARMA		06929504	Non-Executive - Nominee Director	Not Applicable		15-10-1963	No				Active	NA		26-01-2023				1	0	0	0		
3	Mr	HARIKESH MEENA		09333558	Executive Director	Not Applicable	CEO	14-08-1981	No				Active	NA		19-11-2020				1	0	0	0		
4	Mr	ROHIT JAMWAL		08118554	Non-Executive - Nominee Director	Not Applicable		09-08-1965	No				Active	NA		01-01-2022				1	0	0	0		
5	Mr	AMIT KUMAR		10071204	Executive Director	Not Applicable		12-02-1987	No				Active	NA		24-04-2023				1	0	3	0		
6	Mrs	POONAM BINJOLKAR		09323186	Executive Director	Not Applicable		11-08-1964	No				Active	NA		28-08-2021				1	0	1	0		
7	Mr	SANDEEP KUMAR SHARMA		09323253	Executive Director	Not Applicable		26-01-1964	No				Active	NA		07-09-2021				1	0	1	0		
8	Mr	MANOJ KUMAR UPRETI		09323102	Executive Director	Not Applicable		09-08-1965	No				Active	NA		07-09-2021				1	0	0	0		
9	Mr	PANKAJ DADWAL		08767684	Executive Director	Not Applicable	CEO	13-04-1963	No				Inactive	NA		19-05-2020		13-04-2023		1	0	1	1		
10	Mr	GOPAL CHAND		09271939	Executive Director	Not Applicable		14-03-1966	No				Inactive	NA		19-11-2020		24-04-2023		1	0	3	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 prefilled automatically

Audit Committee Details

Whether the Audit Committee has a Regular Chairperson					No		
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	Member	24-04-2023		
2	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022	24-04-2023	
3							
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 prefilled automatically

Nomination and remuneration committee

Whether the Nomination and remuneration committee has a Regular Chairperson					No		
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	Member	24-04-2023		
2	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022	24-04-2023	
3							
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 prefilled automatically

Stakeholders Relationship Committee

Whether the Stakeholders Relationship Committee has a Regular Chairperson					No		
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	Member	24-04-2023		
2	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022	24-04-2023	
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	09333558	HARIKESH MEENA	Executive Director	Chairperson	13-04-2023		
2	10071204	AMIT KUMAR	Executive Director	Member	24-04-2023		
3	09323186	POONAM BINJOLKAR	Executive Director	Member	30-09-2021		
4	09323253	SANDEEP KUMAR SHARMA	Executive Director	Member	30-09-2021		
5	08767684	PANKAJ DADWAL	Executive Director	Chairperson	30-09-2021	13-04-2023	
6	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022	24-04-2023	
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	08118554	ROHIT JAMWAL	Non-Executive - Nominee Director	Member	01-01-2022		
2	06929504	RAJEEV SHARMA	Non-Executive - Nominee Director	Chairperson	26-01-2023		
3	10071204	AMIT KUMAR	Executive Director	Member	24-04-2023		
4	09271939	GOPAL CHAND	Executive Director	Member	20-04-2022	24-04-2023	
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*
Add Delete							
1	14-02-2023			Yes	10	9	0
2	30-05-2023	104		Yes	9	9	0

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* to be filled in only for the current quarter meetings

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)
<div>AddDelete</div>										

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* to be filled in only for the current quarter meetings

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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/New_Website/Pages/history.html
2	Terms and conditions of appointment of independent directors	Yes		_Website/Pages/policies.html
3	Composition of various committees of board of directors	Yes		_Website/Pages/policies.html
4	Code of conduct of board of directors and senior management personnel	Yes		_Website/Pages/policies.html
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		_Website/Pages/policies.html
6	Criteria of making payments to non-executive directors	Yes		_Website/Pages/policies.html
7	Policy on dealing with related party transactions	Yes		_Website/Pages/policies.html
8	Policy for determining ‘material’ subsidiaries	NA		
9	Details of familiarization programmes imparted to independent directors	No	No independent director appointed in last quarter	
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/New_Website/Pages/Disclosure%20of%20informations.html
11	email address for grievance redressal and other relevant details	Yes		_Website/Pages/Disclosure%20of%20informations.h
12	Financial results	Yes		_Website/Pages/reports.html
13	Shareholding pattern	Yes		_Website/Pages/reports.html
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)	Yes		_Website/Pages/corpannouncements.html
18	Credit rating or revision in credit rating obtained	Yes		_Website/Pages/Disclosure%20of%20informations.h
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/New_Website/Pages/reports.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/New_Website/Pages/corpannouncements.html
21	Materiality Policy as per Regulation 30	Yes		_Website/Pages/corpannouncements.html
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/New_Website/Pages/corpannouncements.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	No
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	No
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	No
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)	No
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.	No
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

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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	In Process
2	Board composition	17(1), 17(1A) & 17(1B)	No	In Process
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)	NA	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	NA	
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 Appointment of Independent Director is under process
13	Recommendation of Board	17(11)	NA	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	No	The Appointment of Independent Director is under process
16	Meeting of Audit Committee	18(2)	No	The Appointment of Independent Director is under process
17	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	No	The Appointment of Independent Director is under process
19	Meeting of Nomination and Remuneration Committee	19(3A)	No	The Appointment of Independent Director is under process
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	No	The Appointment of Independent Director is under process
21	Meeting of Stakeholders Relationship Committee	20(3A)	No	The Appointment of Independent Director is under process
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)	Yes	
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)	Yes	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	NA	
33	Maximum Tenure	25(2)	NA	
34	Meeting of independent directors	25(3) & (4)	No	The Appointment of Independent Director is under process
35	Familiarization of independent directors	25(7)	No	The Appointment of Independent Director is under process
36	Declaration from Independent Director	25(8) & (9)	No	The Appointment of Independent Director is under process
37	D & O Insurance for Independent Directors	25(10)	NA	
38	Memberships in Committees	26(1)	NA	
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

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

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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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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	04-07-2023

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