

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) .

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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14	Details of Cyber security incidence	Cyber security incidence
15	Signatory Details	Signatory Details

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	532524
NSE Symbol	PTC
MSEI Symbol	NOTLISTED
ISIN	INE877F01012
Name of the entity	PTC India Limited
Date of start of financial year	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	30-06-2024
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities

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	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(3) & 17A(3)(1))	Number of memberships in Audit/ Stakeholder Committee(4) including this listed entity (Refer Regulation 28(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 28(1) of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN
		Add		Delete																						
1	Mr	RAJIB KUMAR MISHRA	ACTRM1580A	06836268	Executive Director	Not Applicable	MD	01-03-1963	No				Active	NA		24-02-2015	29-03-2023	12-06-2024		0	0	0	0	Others		
2	Mr	MANDU KUMAR BHAWAR	ABAP12541C	07306454	Executive Director	Chairperson		20-08-1968	No				Active	NA		18-01-2024				1	0	0	0			
3	Mr	MOHAMMAD AIZAL	AIEPA1655G	09782315	Non-Executive - Nominee Director	Not Applicable		02-02-1971	No				Active	NA		12-12-2022				2	0	0	0			
4	Mr	RAJIV BANJAN JHA	ACBP12598R	03529554	Non-Executive - Nominee Director	Not Applicable		26-04-1966	No				Active	NA		30-06-2023				2	0	2	0			
5	Mr	RAJIV KUMAR BOHILLA	AARPE0225M	10371161	Non-Executive - Nominee Director	Not Applicable		24-03-1968	No				Active	NA		17-01-2024				1	0	3	0			
6	Mr	MAHENDRA KUMAR GUPTA	ABPFG9658N	10112169	Non-Executive - Nominee Director	Not Applicable		28-10-1964	No				Active	NA		13-04-2023				1	0	1	0			
7	Ms	SANGEETA KALSHIK	AAPK0158H	09157948	Non-Executive - Nominee Director	Not Applicable		26-01-1966	No				Active	NA		18-02-2022				1	0	1	0			
8	Mr	RAKESH NARAIN MISRA	AABPM0789P	03110925	Non-Executive - Independent Director	Not Applicable		20-11-1957	No				Active	NA		07-12-2018	01-07-2020		66.24	1	1	2	1			
9	Mr	DEVENDRA SWAROOP SAXENA	ABWPS1227N	06185307	Non-Executive - Independent Director	Not Applicable		04-09-1956	No				Active	NA		30-07-2018	30-07-2021		71.01	1	1	2	1			
10	Mr	PRAKASH S MHAJKE	AAPFM9391K	08512885	Non-Executive - Independent Director	Not Applicable		02-04-1963	No				Active	NA		16-01-2023	16-01-2023		17.15	1	1	1	1			
11	Ms	RASHMI VERMA	ABTPV1140N	01993918	Non-Executive - Independent Director	Not Applicable		28-11-1958	No				Active	NA		13-04-2023	13-04-2023		14.18	3	3	4	1			
12	Mr	JAYANT DASGUPTA	AAOPD6688E	07739408	Non-Executive - Independent Director	Not Applicable		30-09-1954	No				Active	NA		13-06-2023	13-06-2023		14.18	1	1	2	0			
13	Mr	NAKENDRA KUMAR	ABNPK8800G	02307690	Non-Executive - Independent Director	Not Applicable		10-07-1957	No				Active	NA		13-04-2023	13-04-2023		14.18	2	2	1	0			
14	Mr	ARABANDI VENU PRASAD	ABWPP1487B	01054227	Non-Executive - Independent Director	Not Applicable		15-07-1963	No				Active	NA		06-05-2024	06-05-2024		1.26	1	1	1	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					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	08185307	DEVENDRA SWAROOP SAKSENA	Non-Executive - Independent Director	Chairperson	21-01-2021		2
2	03109225	RAMESH NARAIN MISRA	Non-Executive - Independent Director	Member	06-12-2022		
3	07730408	JAYANT DASGUPTA	Non-Executive - Independent Director	Member	30-06-2023		
4	10371161	RAJIV KUMAR ROHILLA	Non-Executive - Nominee Director	Member	14-02-2024		
5	02307690	NARENDRA KUMAR	Non-Executive - Independent Director	Member	14-02-2024		
6	01054227	ARABANDI VENU PRASAD	Non-Executive - Independent Director	Member	07-06-2024		
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					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	03109225	RAMESH NARAIN MISRA	Non-Executive - Independent Director	Chairperson	24-06-2022		3
2	08512385	PRAKASH S MHASKE	Non-Executive - Independent Director	Member	19-01-2023		
3	01993918	RASHMI VERMA	Non-Executive - Independent Director	Member	30-06-2023		
4	06836268	RAJIB KUMAR MISHRA	Executive Director	Member	30-06-2024	12-06-2024	
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					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	08512385	PRAKASH S MHASKE	Non-Executive - Independent Director	Chairperson	19-01-2023		5
2	08185307	DEVENDRA SWAROOP SAKSENA	Non-Executive - Independent Director	Member	19-01-2023		
3	10112169	MAHENDRA KUMAR GUPTA	Non-Executive - Nominee Director	Member	13-04-2023		
4	07730408	JAYANT DASGUPTA	Non-Executive - Independent Director	Member	07-06-2024		
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	03109225	RAMESH NARAIN MISRA	Non-Executive - Independent Director	Chairperson	19-06-2020		4
2	08512385	PRAKASH S MHASKE	Non-Executive - Independent Director	Member	19-01-2023		
3	02307690	NARENDRA KUMAR	Non-Executive - Independent Director	Member	30-06-2023		
4	03523954	RAJIV RANJAN JHA	Non-Executive - Nominee Director	Member	30-06-2023		
5	07306454	MANOJ KUMAR JHAWAR	Executive Director	Member	14-02-2024		
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

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	08185307	DEVENDRA SWAROOP SAKSENA	Non-Executive - Independent Director	Chairperson	07-08-2018		6
2	03109225	RAMESH NARAIN MISRA	Non-Executive - Independent Director	Member	24-12-2019		
3	09157948	SANGEETA KAUSHIK	Non-Executive - Nominee Director	Member	24-06-2022		
4	10112169	MAHENDRA KUMAR GUPTA	Non-Executive - Nominee Director	Member	30-06-2023		
5	01993918	RASHMI VERMA	Non-Executive - Independent Director	Member	14-02-2024		
6	08512385	PRAKASH S MHASKE	Non-Executive - Independent Director	Member	07-06-2024		

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	17-01-2024			Yes	12	11	6
2	14-02-2024	27		Yes	13	11	6
3	06-05-2024	81		Yes	13	13	6
4	07-06-2024	31		Yes	14	14	7
5	13-06-2024	5		Yes	13	11	6
6	26-06-2024	12		Yes	13	12	6

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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)
1	Audit Committee	09-02-2024				Yes	3	3	3	0
2	Audit Committee	13-02-2024	3			Yes	3	3	3	0
3	Audit Committee	28-03-2024	43			Yes	5	4	4	0
4	Audit Committee	30-05-2024	62			Yes	5	5	4	0
5	Audit Committee	06-06-2024	6			Yes	5	5	4	0
6	Audit Committee	28-06-2024	21			Yes	6	5	4	0
7	Nomination and remuneration committee	05-04-2024				Yes	4	4	3	0
8	Nomination and remuneration committee	03-05-2024	27			Yes	4	4	3	0
9	Corporate Social Responsibility Committee	13-02-2024				Yes	4	3	2	0
10	Corporate Social Responsibility Committee	28-03-2024	43			Yes	5	4	3	0
11	Risk Management Committee	30-01-2024				Yes	4	4	3	0
12	Stakeholders Relationship Committee	28-03-2024	57			Yes	3	3	2	0

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* to be filled in only for the current quarter meetings

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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

Other details of cyber security incidence or breaches or loss of data event

[Add Notes](#)

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

Sr.

Date of the event

Brief details of the event

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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	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	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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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	Rajiv Maheshwari
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Rajiv Maheshwari
Designation of person	Company Secretary and Compliance Officer
Place	Delhi
Date	15-07-2024

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