

## **DETAILS OF FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

DURING THE FINANCIAL YEAR 2022-23 AND CUMULATIVE TILL 31 DECEMBER, 2022

### **Introduction:**

- Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.
- Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that details of such familiarization programmes shall be disclosed on the Company's website.

In pursuance of the above, the Company has adopted a familiarization programme for the Independent Directors which inter alia includes:

- Presentation of an elaborated note on business operations with regard to the operations and financial position of the Company as at the end of each quarter to the Board members with the Agenda of each Board Meeting.
- Updating the Directors of any amendments in laws, rules and regulations as applicable on the Company through various presentations at the Board Meeting(s) in consultation with the Statutory Auditors, Internal Auditors and the Secretarial Auditors of the Company likewise the Companies Act, SEBI Laws, Listing Regulations and such other laws and regulations as may be applicable.

During the Financial Year 2022-23, the familiarization programmes for the Directors have been conducted as per the following details:

S.No.	Date of Programme (Board Meeting)	Familiarization Areas Covered	Other relevant part of the respective programme
1.	10 <sup>th</sup> August, 2022	<ul style="list-style-type: none"><li>• Business Operations of the Company for the quarter ended 30<sup>th</sup> June, 2022</li><li>• Assessment and Evaluation of Risks</li><li>• Annual Statutory Reports</li></ul>	
2.	11 <sup>th</sup> November, 2022	<ul style="list-style-type: none"><li>• Business Operations of the Company for the quarter/half year ended 30<sup>th</sup> September, 2022</li><li>• Assessment and Evaluation of Risks</li></ul>	
3.	11 <sup>th</sup> February, 2023	<ul style="list-style-type: none"><li>• Business Operations of the Company for the quarter ended 31<sup>st</sup> December, 2022</li></ul>	

Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes during the Financial Year 2022-23 are as follows:

S.No.	Name of Independent Director	No. of the session attended	No. of hours spent on programmes attended		
			Date	No. of Hours	Cumulative Hours
1.	Mr. Arun Rana	2	10th August, 2022	0:35	
			11th November, 2022	2:45	
2.	Mr. Subash Narang	3	10th August, 2022	0:35	
			11th November, 2022	2:45	
			11th Feb 2023	0:30	
3.	Mr. Aditya Chandra	2	10th August, 2022	0:35	
			11th November, 2022	2:45	
			11th Feb 2023	0:0	

0.0 indicates Director not present in the meeting

DETAILS OF FAMILIARIZATION PROGRAMME ATTENDED BY INDEPENDENT DIRECTORS CUMULATIVE TILL 31 DECEMBER, 2022

S. No.	Name of Independent Director	Cumulative Hours as on 01 April, 2023		Hours during Financial Year 2022-23 (till 31.12.2022)		Cumulative Hours as on 31 March, 2022
		No. of Programmes	No. of Hours	No. of Programmes	No. of Hours	No. of Programmes
1.	Mr. Arun Rana			2	3:20	
2.	Mr. Subash Narang			3	3:50	
3.	Mr. Aditya Chandra			2	3:20	