

Particulars of Familiarization Programme pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) for Financial Year 2019-20

The Company regularly conducts various familiarization programmes pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the Familiarization Programme, at the time of appointment of an Independent Director, a formal letter of appointment is given, which inter alia explains the role, functions, duties and responsibilities expected from him/her as an Independent Director of the Company.

Further in case of any changes in the Rules & Regulations or any business development which needs specialized insight, each Director is familiarized with full details and the effects of it.

During such programme, interactive sessions were also conducted, wherein the doubts of Directors were taken up and settled. The programmes were conducted normally at the end of scheduled board meetings, which lasted for considerable time. In the programme Executive Directors & other Directors were also invited, who imparted and shared their experiences as training & Value addition.

The details of familiarization programmes during the F.Y. 2019-20 are as under:

Sl No.	Date	Attendance	Areas Covered
1	27.05.2019	Mr. Sandeep Dinodia	Directors & KMP's were familiarized with the amendments in relation to amendments in SEBI (LODR) Regulations, 2015 effective from April 01, 2019. They were informed that the Kotak Committee on Corporate Governance under the Chairmanship of Shri Uday Kotak made several recommendations to SEBI on October 05, 2017. Certain recommendations were accepted by SEBI which were incorporated in the SEBI (LODR) Regulations, 2015 vide notification dated May 09, 2018 and May 10, 2018 wew also apprised by Mr. Shital Kumar Khatri, Company Secretary.
		Mr. Vinit Taneja	
		Mr. Krishna Chandra Verma	
		Mrs. Malini Sud	
		Mr. Prosad Dasgupta	
		Mr. Vijay Mathur (Sr. General Manager, Finance)	

Sl No.	Date	Attendance	Areas Covered
2.	14.08.2019	Mr. Anil Kumar Khanna	Directors & KMP's were familiarized with the amendments in relation to various provisions SEBI (LODR) Regulations, 2015, and Companies Act, 2013. Mr. Shital Kumar Khatri, Company Secretary, provided the insight on above topics.
		Mr. Sandeep Dinodia	
		Mr. Vinit Taneja	
		Mr. Krishna Chandra Verma	
		Mrs. Malini Sud	
		Mr. Prosad Dasgupta	

