

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 efilling 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	500048
NSE Symbol	BEML
MSEI Symbol	NOTLISTED
ISIN	INE258A01016
Name of the entity	BEML Limited
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Yearly
Date of Report	31-03-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 500 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 facts on composition of board of directors regulatory																									
Whether the listed entity has Regular Chairperson																									
Whether Chairperson is related to MD or CEO																									
Disqualification of Directors under section 161 of the Companies Act, 2013																									
Sr	Title (Mr / Ms)	Name of the Director	PAN	DOB	Category 1 of director	Category 2 of director	Category 3 of director	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. 173A of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of re-appointment	Date of cessation	Term of director (in months)	No of Directorship in listed entities including this listed entity (Refer Listing Regulations 174 of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Listing Regulations 174A of Listing Regulations)	Number of memberships in Audit Committees including this listed entity (Refer Listing Regulations 202 of Listing Regulations)	No of posts of Chairperson in Audit Committees including this listed entity (Refer Listing Regulations 202 of Listing Regulations)	Notes for not providing PAN	Notes for not providing DOB
Full	Circle																								
1	Mr	AMT BANERJEE	AAJF8721C	08/06/60	Executive Director	Chairperson	CEO-MD	10-01-2013	No				Active	NA		27-08-2021	27-08-2021			1	0	0	0		
2	Mr	AJIT KUMAR BHAVSAR	AAJF911TD	08/11/58	Executive Director	Not Applicable		03-01-1985	No				Active	NA		05-06-2020	05-06-2020			1	0	0	0		
3	Mr	ANIL ABATHI	AAJF0414R	08/4/50	Executive Director	Not Applicable		11-08-1986	No				Active	NA		22-08-2021	22-08-2021			1	0	0	0		
4	Mr	GUNASEELAN JAYANAR	AAJF0335L	19/01/60	Executive Director	Not Applicable		01-06-1996	No				Active	NA		11-01-2021	11-01-2021			1	0	0	0		
5	Mr	SUNDESHU BOY	AAJF8685KA	19/01/61	Executive Director	Not Applicable		18-06-1989	No				Active	NA		17-02-2021	17-02-2021			1	0	0	0		
6	Mr	SURENDRA PRASAD INDRU	AAJF9124R	02/07/51	Non-Executive Director	Not Applicable		10-12-2008	No				Active	NA		08-11-2021	08-11-2021			2	0	0	0		
7	Mr	ANIL DAGA	AAJF0793M	07/01/53	Non-Executive Director	Not Applicable		30-05-1987	No				Active	NA		24-12-2021	24-12-2021	15-07		1	1	1	1		
8	Mr	ANAND LAKSHMI	AAJF8414G	08/12/61	Non-Executive Director	Not Applicable		02-06-1970	No				Inactive	NA		24-01-2009	24-01-2009	20-02-2021	36-06	1	1	0	0		
9	Mr	VINAY KAMRUPURIA ANANTHAR	AAJF2415G	03/12/21	Director	Not Applicable		06-06-1977	No				Active	NA		24-12-2021	24-12-2021	15-07		1	1	1	1		
10	Mr	Mahesh Mridulpuraj Siva Kumar Lingam	AAJF0635G	09/01/69	Non-Executive Independent Director	Not Applicable		06-10-1979	No				Active	NA		28-12-2021	28-12-2021	15-08		1	1	0	0		
11	Mr	BUNU KUMAR GUPTA	AAJF5687H	02/03/71	Director	Not Applicable		01-08-1978	No				Active	NA		10-02-2021	10-02-2021	1-71		1	1	1	0		

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	07054958	ARUN DAGA	Non-Executive - Independent Director	Chairperson	01-03-2022		
2	08679028	BALMURI VANITHA	Non-Executive - Independent Director	Member	24-01-2020	21-01-2023	
3	08741858	AJIT KUMAR SRIVASTAV	Executive Director	Member	09-11-2022		
4	02372234	VIKAS RAMKRISHNA KAKATKAR	Non-Executive - Independent Director	Member	21-01-2023	22-03-2023	
5	00293673	BIPIN KUMAR GUPTA	Non-Executive - Independent Director	Member	23-03-2023		
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	08679028	BALMURI VANITHA	Non-Executive - Independent Director	Chairperson	24-09-2020	21-01-2023	
2	02372234	VIKAS RAMKRISHNA KAKATKAR	Non-Executive - Independent Director	Chairperson	01-03-2022		
3	07054958	ARUN DAGA	Non-Executive - Independent Director	Member	10-07-2022		
4	09450599	Makutam Mrutyunjaya Siva Kumar	Non-Executive - Independent Director	Member	21-01-2023		
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	02372234	VIKAS RAMKRISHNA KAKATKAR	Non-Executive - Independent Director	Chairperson	10-07-2022		
2	08741858	AJIT KUMAR SRIVASTAV	Executive Director	Member	09-04-2021		
3	09543904	ANIL JERATH	Executive Director	Member	10-07-2022		
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	08741858	AJIT KUMAR SRIVASTAV	Executive Director	Chairperson	01-07-2020		
2	09543904	ANIL JERATH	Executive Director	Member	22-03-2022		
3	02372234	VIKAS RAMKRISHNA KAKATKAR	Non-Executive - Independent Director	Member	01-11-2022		
4	09450599	Makutam Mrutyunjaya Siva Kumar	Non-Executive - Independent Director	Member	10-07-2022		
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	09450599	Makutam Mrutyunjaya Siva Kumar	Non-Executive - Independent Director	Chairperson	01-03-2022		
2	08741858	AJIT KUMAR SRIVASTAV	Executive Director	Member	21-03-2019		
3	09543904	ANIL JERATH	Executive Director	Member	01-11-2022		
4							
5							
6							
7							
8							
9							

10						
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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	09-11-2022			Yes	8	7	4
2	13-12-2022	33		Yes	8	8	4
3	09-01-2023	26		Yes	8	8	4
4	10-02-2023	31		Yes	8	6	2
5	23-03-2023	40		Yes	10	10	4

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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							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)
Add Delete										
1	Audit Committee	08-11-2022				Yes	3	3	2	0
2	Audit Committee	09-02-2023	92			Yes	3	3	2	0
3	Nomination and remuneration committee	09-02-2023				Yes	3	2	2	0
4	Stakeholders Relationship Committee	24-01-2023				Yes	3	2	1	0
5	Risk Management Committee	30-01-2023	5			Yes	4	4	2	0
6	Corporate Social Responsibility Committee	09-02-2023	9			Yes	3	3	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.bemlindia.in/investors/disclosures-under-regulation-46/
2	Terms and conditions of appointment of independent directors	Yes		under-regulation-46/
3	Composition of various committees of board of directors	Yes		under-regulation-46/
4	Code of conduct of board of directors and senior management personnel	Yes		under-regulation-46/
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		under-regulation-46/
6	Criteria of making payments to non-executive directors	Yes		under-regulation-46/
7	Policy on dealing with related party transactions	Yes		under-regulation-46/
8	Policy for determining 'material' subsidiaries	Yes		under-regulation-46/
9	Details of familiarization programmes imparted to independent directors	Yes		under-regulation-46/
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		https://www.bemlindia.in/investors/disclosures-under-regulation-46/
11	email address for grievance redressal and other relevant details	Yes		under-regulation-46/
12	Financial results	Yes		under-regulation-46/
13	Shareholding pattern	Yes		under-regulation-46/
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	Yes		https://www.bemlindia.in/investors/disclosures-under-regulation-46/
16	New name and the old name of the listed entity	Yes		under-regulation-46/
17	Advertisements as per regulation 47 (1)	Yes		under-regulation-46/
18	Credit rating or revision in credit rating obtained	Yes		under-regulation-46/
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		https://www.bemlindia.in/investors/disclosures-under-regulation-46/
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		https://www.bemlindia.in/investors/disclosures-under-regulation-46/
21	Materiality Policy as per Regulation 30	Yes		under-regulation-46/
22	Dividend Distribution policy as per Regulation 43A (as applicable)	Yes		under-regulation-46/
23	It is certified that these contents on the website of the listed entity are correct	Yes		under-regulation-46/
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	Jai Gopal Mahajan
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)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	No	Directors shall be appointed by the President of India and they shall be
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)	Yes	
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)	Yes	
13	Recommendation of Board	17(11)	Yes	
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)	Yes	
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)	NA	
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)	Yes	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	Yes	
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)	NA	
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	Jai Gopal Mahajan
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	Yes
Any other information to be provided		Add Notes

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1	Name of signatory	Jai Gopal Mahajan
2	Designation	Company Secretary and Compliance Officer