



**DETAILS OF FAMILIARIZATION PROGRAMME
FOR INDEPENDENT DIRECTORS**

DURING THE FINANCIAL YEAR 2019-20 AND CUMULATIVE TILL 31 MARCH, 2020

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 purview 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 and at the meeting in the form of a power point presentation in presence of the Chief Executive Officer, Chief Financial Officer and Company Secretary who answer the queries of the Directors, if any arising out of such reports to the satisfaction of the Directors.
- Apprising the Board members about the operations at the ongoing project sites of the Company, the various clients, the new projects awarded to the Company, the debtors position and other details of the ongoing project sites so as to provide the Board a brief idea of the various types of jobs carried upon by the Company and their periodic developments.
- 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 2019-20, the familiarization programmes for the Directors have been conducted as per the following details:

S. No.	Date of Programme (Board Meeting)	Familiarization Areas Covered
1.	22nd May, 2019	<ul style="list-style-type: none"> • Operation Report from April'2018 - March'2019 of the Company • Business Plan from April'2019 - March'2020 of the Company • Operation Report from April'2018 - March'2019 of the Wholly Owned Subsidiary Company • Assessment and Evaluation of Risks • Annual Statutory Reports
2.	05th August, 2019	<ul style="list-style-type: none"> • Operation Report from April'2019 - June'2019 of the Company • Operation Report from April'2019 - June'2019 of the Wholly Owned Subsidiary Company
3.	13th November, 2019	<ul style="list-style-type: none"> • Operation Report from April'2019 - September'2019 of the Company • Operation Report from April'2019 - September'2019 of the Wholly Owned Subsidiary Company
4.	30th January, 2020	<ul style="list-style-type: none"> • Operation Report from April'2019 - December'2019 of the Company • Operation Report from April'2019 - December'2019 of the Wholly Owned Subsidiary Company • Apprising the changes in Statutory Policies of the Company pursuant to the amendments in the Companies Act and SEBI Regulations.



Details of attendance of Independent Directors in familiarization programmes and no. of hours spent in such programmes during the Financial Year 2019-20 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.	Dr. Sanjeev Kumar	2			
			22 nd May, 2019	0.45	0.45
			05 th August, 2019	1.15	2.00
			13 th November, 2019	0.00	2.00
			30 th January, 2020	0.00	2.00
2.	Mr. P.K. Mittal	2			
			22 nd May, 2019	0.00	0.00
			05 th August, 2019	1.15	1.15
			13 th November, 2019	0.45	2.00
			30 th January, 2020	0.00	2.00
3.	Mr. Rajiv Chandra Rastogi	4			
			22 nd May, 2019	0.45	0.45
			05 th August, 2019	1.15	2.00
			13 th November, 2019	0.45	2.45
			30 th January, 2020	1.40	4.25
4.	Ms. Seethalakshmi Venkataraman	4			
			22 nd May, 2019	0.45	0.45
			05 th August, 2019	1.15	2.00
			13 th November, 2019	0.45	2.45
			30 th January, 2020	1.40	4.25

0.00 indicates Director not present in the meeting.

DETAILS OF FAMILIARIZATION PROGRAMME ATTENDED BY INDEPENDENT DIRECTORS CUMULATIVE TILL 31 MARCH, 2020

S. No.	Name of Independent Director	Cumulative Hours as on 01 April, 2019		Hours during Financial Year 2019-20		Cumulative Hours as on 31 March, 2020	
		No. of Programmes	No. of Hours	No. of Programmes	No. of Hours	No. of Programmes	No. of Hours
1.	Dr. Sanjeev Kumar	13	12.30	2	2.00	15	14.30
2.	Mr. P.K. Mittal	15	15.35	2	2.00	17	17.35
3.	Mr. Rajiv Chandra Rastogi*	-	-	4	4.25	4	4.25
4.	Ms. Seethalakshmi Venkataraman	13	14.05	4	4.25	17	18.30

****Appointed w.e.f. 22nd April, 2019.***