

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
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 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
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
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

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

Home

Validate

Import XML

General information about company	
Scrip code	533260
NSE Symbol	CAREERP
MSEI Symbol	NA
ISIN	INE521J01018
Name of the entity	CAREER POINT LIMITED
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Yearly
Date of Report	31-03-2019
Risk management committee	Applicable

Enter the quarter ended date only

Prev

Next

[Home](#)[Validate](#)

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										
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
		Add		Delete											
1	Mr	OM PRAKASH MAHESHWARI	ABHPM3580H	00185677	Executive Director	Not Applicable		01-04-2014			2	3	0		
2	Mr	PRAMOD MAHESHWARI	ABYPM2876K	00185711	Executive Director	Chairperson	CEO-MD	01-04-2012			1	0	0		
3	Mr	NAWAL KISHORE MAHESHWARI	ABHPM1388N	00185762	Executive Director	Not Applicable		01-04-2014			1	0	0		
4	Mr	RAM SWAROOP CHOUDHARY	ACXPC2840H	00711599	Non-Executive - Independent Director	Not Applicable		26-09-2014		60	1	2	1		
5	Mr	PAWAN KUMAR LALPURIA	AAOPL1036F	02016032	Non-Executive - Independent Director	Not Applicable		26-09-2014		60	1	2	1		
6	Mr	JAGDISH PRSAD SARDA	AFRPS8938M	07654623	Non-Executive - Independent Director	Not Applicable		11-11-2016		60	1	2	1		
7	Mr	VISHAL JAIN	AFOPH4992J	00709250	Non-Executive - Independent Director	Not Applicable		26-09-2014		60	2	0	0		
8	Mr	MAHESH GUPTA	AEKPG6789H	00132721	Non-Executive - Independent Director	Not Applicable		26-09-2014		60	1	1	0		
9	Mrs	NEELUMA MAHESHWARI	ACKPM6442L	00194928	Non-Executive - Non Independent Director	Not Applicable		12-08-2014			2	1	0		

[Prev](#)[Next](#)

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 March 31, 2019.
3. Date of Cessation must be for the current quarter only, i.e. January 1,2019 to March 31,2019.

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	02016032	PAWAN KUMAR LALPURIA	Non-Executive - Independent Director	Chairperson	26-09-2014		
2	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Member	26-09-2014		
3	00185677	OM PRAKASH MAHESHWARI	Executive Director	Member	01-04-2014		
4	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	26-09-2014		
5	07654623	JAGDISH PRSAD SARDA	Non-Executive - Independent Director	Member	11-11-2016		
6							
7							
8							
9							
10							

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	07654623	JAGDISH PRSAD SARDA	Non-Executive - Independent Director	Chairperson	16-05-2018		
2	02016032	PAWAN KUMAR LALPURIA	Non-Executive - Independent Director	Member	26-09-2014		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	26-09-2014		
4							
5							
6							
7							
8							
9							
10							

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	07654623	JAGDISH PRSAD SARDA	Non-Executive - Independent Director	Member	16-05-2018		
2	02016032	PAWAN KUMAR LALPURIA	Non-Executive - Independent Director	Member	26-09-2014		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Chairperson	26-09-2014		
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	00185677	OM PRAKASH MAHESHWARI	Executive Director	Chairperson	01-04-2014		
2	00185711	PRAMOD MAHESHWARI	Executive Director	Member	01-04-2014		
3	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Member	26-09-2014		
4							
5							
6							
7							
8							
9							
10							

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	00185762	NAWAL KISHORE MAHESHWARI	Executive Director	Member	01-04-2014		
2	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	26-09-2014		
3	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Chairperson	26-09-2014		
4							
5							
6							
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						

Home

Validate

Annexure 1

III. Meeting of Board of Directors

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
----	---	---	------------------------------

Add

Delete

1	14-11-2018		
2	13-02-2019	90	

Prev

Next

[Home](#)[Validate](#)

Other Com

Annexure 1									
IV. Meeting of Committees									
Disclosure of notes on meeting of committees explanatory						Add Notes			
Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Requirement of Quorum met	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)	Name of other committee	Reason for not providing date	
Add		Delete							
1	Audit Committee	13-02-2019	Yes		14-11-2018	90			
2	Nomination and remuneration committee	13-02-2019	Yes		14-11-2018	90			
3	Stakeholders Relationship Committee	13-02-2019	Yes		14-11-2018	90			
4	Risk Management Committee	13-02-2019	Yes			272		138	
5	Corporate Social Responsibility Committee	13-02-2019	Yes			272		137	
Prev							Next		

mittee

Home

Validate

Annexure 1			
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	Yes	
2	Whether shareholder approval obtained for material RPT	Yes	
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

Prev

Next

[Home](#)[Validate](#)**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	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		www.cpil.in
2	Terms and conditions of appointment of independent directors	Yes		www.cpil.in
3	Composition of various committees of board of directors	Yes		www.cpil.in
4	Code of conduct of board of directors and senior management personnel	Yes		www.cpil.in
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		www.cpil.in
6	Criteria of making payments to non-executive directors	Yes		www.cpil.in
7	Policy on dealing with related party transactions	Yes		www.cpil.in
8	Policy for determining 'material' subsidiaries	Yes		www.cpil.in
9	Details of familiarization programmes imparted to independent directors	Yes		www.cpil.in
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		www.cpil.in
11	email address for grievance redressal and other relevant details	Yes		www.cpil.in
12	Financial results	Yes		www.cpil.in
13	Shareholding pattern	Yes		www.cpil.in
14	Details of agreements entered into with the media companies and/or their associates	Yes		www.cpil.in
15	New name and the old name of the listed entity	Yes		www.cpil.in
16	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

[Prev](#)[Next](#)

[Home](#)[Validate](#)

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	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 100 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

[Prev](#)[Next](#)

Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	tarun kumar jain
2	Designation	Company Secretary and

[Home](#)[Validate](#)**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)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Review of Compliance Reports	17(3)	Yes	
5	Plans for orderly succession for appointments	17(4)	Yes	
6	Code of Conduct	17(5)	Yes	
7	Fees/compensation	17(6)	Yes	
8	Minimum Information	17(7)	Yes	
9	Compliance Certificate	17(8)	Yes	
10	Risk Assessment & Management	17(9)	Yes	
11	Performance Evaluation of Independent Directors	17(10)	Yes	
12	Composition of Audit Committee	18(1)	Yes	
13	Meeting of Audit Committee	18(2)	Yes	
14	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
15	Composition of Stakeholder Relationship Committee	20(1) & (2)	Yes	
16	Composition and role of risk management committee	21(1),(2),(3),(4)	NA	
17	Vigil Mechanism	22	Yes	
18	Policy for related party Transaction	23(1),(5),(6),(7) & (8)	Yes	
19	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
20	Approval for material related party transactions	23(4)	Yes	
21	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
22	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
23	Maximum Directorship & Tenure	25(1) & (2)	Yes	
24	Meeting of independent directors	25(3) & (4)	Yes	
25	Familiarization of independent directors	25(7)	Yes	
26	Memberships in Committees	26(1)	Yes	
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
28	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
29	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided				Add Notes

[Prev](#)[Next](#)**Annexure II**

1	Name of signatory	tarun kumar jain
2	Designation	Company Secretary and Compliance Officer

[Home](#)[Validate](#)

Annexure II

III. Affirmations

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

[Prev](#)[Next](#)

Annexure II

1	Name of signatory	TARUN KUMAR JAIN
2	Designation	Company Secretary and C

[Home](#)[Validate](#)

Signatory Details

Name of signatory	TARUN KUMAR JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOTA
Date	31-03-2019

[Prev](#)