

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 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
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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	533260
NSE Symbol	CAREERP
MSEI Symbol	NA
ISIN	INE521J01018
Name of the entity	CAREER POINT LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	30-06-2019
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter
ended date only

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Annexure I to be submitted

I. Composition

Disclosure of notes on composition of board of directors explanatory						Add Notes		
Whether the listed entity has a Regular Chairperson						Yes		
Whether Chairperson is related to MD or CEO						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 Birth
Add		Delete						
1	Mr	OM PRAKASH MAHESHWARI	ABHPM3580H	00185677	Executive Director	Not Applicable		12-09-1968
2	Mr	PRAMOD MAHESHWARI	ABYPM2876K	00185711	Executive Director	Chairperson	CEO-MD	12-03-1971
3	Mr	NAWAL KISHORE MAHESHWARI	ABHPM1388N	00185762	Executive Director	Not Applicable		05-02-1975
4	Mr	RAM SWAROOP CHOUDHARY	ACXPC2840H	00711599	Non-Executive - Independent Director	Not Applicable		02-11-1942
5	Mr	PAWAN KUMAR LALPURIA	AAOPL1036F	02016032	Non-Executive - Independent Director	Not Applicable		15-07-1967
6	Mr	JAGDISH PRSAD SARDA	AFRPS8938M	07654623	Non-Executive - Independent Director	Not Applicable		16-09-1959
7	Mr	VISHAL JAIN	AFOPH4992J	00709250	Non-Executive - Independent Director	Not Applicable		14-06-1973
8	Mr	MAHESH GUPTA	AEKPG6789H	00132721	Non-Executive - Independent Director	Not Applicable		19-03-1977
9	Mrs	NEELIMA MAHESHWARI	ACKPM6442L	00194928	Non-Executive - Non Independent Director	Not Applicable		19-03-1971

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Annexure I

Appointed by listed entity on quarterly basis

Composition of Board of Directors

Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(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
31-03-2000	01-04-2019		60	2	0	3	0		
31-03-2000	01-04-2017		60	1	0	0	0		
31-03-2000	01-04-2019		60	1	0	0	0		
01-11-2007	01-04-2019		60	1	1	2	1		
01-11-2007	01-04-2019		60	1	1	2	1		
11-11-2016			60	1	1	2	1		
27-01-2011	01-04-2019		60	2	1	0	0		
01-11-2007	01-04-2019		60	1	1	1	0		
12-08-2014	01-04-2019		60	2	0	1	0		

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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 June 30, 2019.
 3. Date of Cessation must be for the current quarter only, i.e. April 1,2019 to June 30,2019.

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	01-11-2007		
2	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Member	01-11-2007		
3	00185677	OM PRAKASH MAHESHWARI	Executive Director	Member	01-11-2007		
4	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	01-11-2007		
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	11-11-2016		
2	02016032	PAWAN KUMAR LALPURIA	Non-Executive - Independent Director	Member	01-11-2007		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	01-11-2007		
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	11-11-2016		
2	02016032	PAWAN KUMAR LALPURIA	Non-Executive - Independent Director	Member	01-11-2007		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Chairperson	01-11-2007		
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	01-11-2007		
2	00185711	PRAMOD MAHESHWARI	Executive Director	Member	01-11-2007		
3	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Member	01-11-2007		
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	01-11-2007		
2	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member	01-11-2007		
3	00132721	MAHESH GUPTA	Non-Executive - Independent Director	Chairperson	01-11-2007		
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						
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5						
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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
	Add Delete					
1	13-02-2019			Yes		
2	20-05-2019	95		Yes	9	5

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* to be filled in only for the current quarter meetings

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
1	Audit Committee	13-02-2019				Yes		
2	Audit Committee	20-05-2019	95			Yes	9	5
3	Nomination and remuneration committee	13-02-2019				Yes		
4	Nomination and remuneration committee	20-05-2019	95			Yes	9	5
5	Stakeholders Relationship Committee	13-02-2019				Yes		
6	Stakeholders Relationship Committee	20-05-2019	95			Yes	9	5
7	Risk Management Committee	13-02-2019				Yes		
8	Risk Management Committee	20-05-2019	95			Yes	9	5
9	Corporate Social Responsibility Committee	13-02-2019				Yes		
10	Corporate Social Responsibility Committee	20-05-2019	95			Yes	9	5

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* to be filled in only for the current quarter meetings

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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

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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	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

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Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	TARUN KUMAR JAIN
2	Designation	Company Secretary and

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Signatory Details

Name of signatory	TARUN KUMAR JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOTA
Date	12-07-2019

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