



XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for filing of Integrated Governance Report.

- ### 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 NSE 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.
 6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may give an error "Run-time error '52' : Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

3. Index

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- ### 5. Steps for Filing Integrated Governance Report
- 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.
 - 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.
 - 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.
- 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.
 - 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.
 - Upload XML file to NSE Listing Center:** For uploading the XBRL/XML file generated through Utility, login to NSE 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	000000	Enter the quarter ended date only
NSE Symbol	MITCON	
MSEI Symbol	NOTLISTED	
ISIN	INE828001033	
Name of the entity	MITCON Consultancy & Engineering Services Limited	
Date of start of financial year	01-04-2024	
Date of end of financial year	31-03-2025	
Reporting Quarter Type	Quarterly	
Date of Quarter Ending	31-12-2024	
Type of company	Equity	
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?	Yes	
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?	Yes	
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?	Yes	
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities	
Is SCORE ID Available ?	Yes	
SCORE Registration ID	moo905	
Reason For No SCORE ID		
Type of Submission	Original	
Remarks (website dissemination)	<input type="button" value="Add Notes"/>	
Remarks for Exchange (not for Website Dissemination)	<input type="button" value="Add Notes"/>	

<<< Notes mandatory, if Not Applicable

<<< Notes mandatory, if Not Applicable

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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							
Sr	DIN Number	Name of Committee members	Whether the Audit Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	07986772	GAYATRI CHAITANYA CHINTHAPAL	Non-Executive - Independent Director	Chairperson	17-05-2023		
2	07079209	ARCHANA GIRISH LAKHE	Non-Executive - Independent Director	Member	05-02-2020		
3	00200167	AJAY ARJUNJAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
4	07111186	SANJAY BALLAL PHADKE	Non-Executive - Independent Director	Member	19-09-2018		
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

Nomination and remuneration committee							
Sr	DIN Number	Name of Committee members	Whether the Nomination and remuneration committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	07986772	GAYATRI CHAITANYA CHINTHAPAL	Non-Executive - Independent Director	Chairperson	17-05-2023		
2	07079209	ARCHANA GIRISH LAKHE	Non-Executive - Independent Director	Member	05-02-2020		69
3	00200167	AJAY ARJUNJAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
4	07111186	SANJAY BALLAL PHADKE	Non-Executive - Independent Director	Member	19-09-2018		
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							
Sr	DIN Number	Name of Committee members	Whether the Stakeholders Relationship Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	07986772	GAYATRI CHAITANYA CHINTHAPAL	Non-Executive - Independent Director	Chairperson	17-05-2023		
2	07079209	ARCHANA GIRISH LAKHE	Non-Executive - Independent Director	Member	05-02-2020		
3	00200167	AJAY ARJUNJAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Sr	DIN Number	Name of Committee members	Whether the Risk Management Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1							
2							
3							
4							
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							
Sr	DIN Number	Name of Committee members	Whether the Corporate Social Responsibility Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1							
2							
3							
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						

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Annexure 1

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

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Sr. No.	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*
1	02-08-2024			Yes	6	6	3
2	13-08-2024	10		Yes	6	6	3
3	23-08-2024	9		Yes	6	6	3
4	12-11-2024	80		Yes	8	8	5

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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	02-08-2024				Yes	4	4	3	7
2	Audit Committee	13-08-2024	10			Yes	4	4	3	11
3	Audit Committee	23-08-2024	9			Yes	4	4	3	6
4	Audit Committee	12-11-2024	80			Yes	4	4	3	6
5	Nomination and remuneration committee	23-08-2024				Yes	4	4	3	6

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* to be filled in only for the current quarter meetings

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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 1000 listed entities)	NA
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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Sr	Subject	Compliance status
1	Name of signatory	Ms. Ankita Agarwal
2	Designation	Company Secretary and

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Details of Cyber security incidence		
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter	No	
Other details of cyber security incidence or breaches or loss of data event	Add Notes	
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
Sr.	Date of the event	Brief details of the event

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Signatory Details

Name of signatory	Ms. Ankita Agarwal
Designation of person	Company Secretary and Compliance Officer
Place	Pune
Date	20-01-2025

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Investor Grievance Details	
No. of investor complaints pending at the beginning of Quarter	0
No. of investor complaints received during the Quarter	0
No. of investor complaints disposed off during the Quarter	0
No. of investor complaints those remaining unresolved at the end of the Quarter	0

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Disclosure of Updates to Ongoing Tax Litigations or Disputes
The updates on tax litigations or disputes in terms of sub-para 8 of para B of Part A of Schedule III read with corresponding provisions of Annexure 18 of the Master Circular are given below:

Any Other Information for Disclosure of Updates to Ongoing Tax Litigations or Disputes				Add Notes
Sr. No.	Name of the opposing party	Date of initiation of the litigation / dispute	Status of the litigation / dispute as per last disclosure	Current status of the litigation / dispute
Add Delete				
1	Deputy Commissioner of State GST Tax	17-05-2024	Appeal Admitted on 09-10-2024	Appeal Admitted on 09-10-2024