



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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### 4. Steps for Filing Integrated 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 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.

### 5. 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	01-04-2025	
Date of end of financial year	31-03-2026	
Reporting Quarter Type	Half Yearly	
Date of Quarter Ending	30-09-2025	
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?	Yes	
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	
Whether Annexure I (Part F) of the SEBI Circular dated December 31, 2024 related to Disclosure Of Loans / Guarantees / Comfort Letters / Securities Etc. is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Any other	
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"/>	

&lt;&lt;&lt; Notes mandatory, if Not Applicable

&lt;&lt;&lt; Notes mandatory, if Not Applicable

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Annex 1																								
Annex 1 to be submitted by listed entities or quarterly basis																								
1. Comparison of Board of Directors																								
Detailed information on composition of Board of Directors (continued)																								
Whether the Directors have Single Shareholding																								
Whether the Directors are related to CEO or CFO																								
Equivalization of Directors under section 102 of the Companies Act, 2013																								
No.	Name of the Director	DOB	Category of independence	Category 1 independence	Category 2 independence	Date of Birth	Whether the Director is disqualified?	Date of Disqualification	End Date of Disqualification	Period of Disqualification	Current Status	Whether disqualified/under suspension? (Under Reg 17(1)(B) of Listing Regulations)	Date of expiry of suspension	Total Date of disqualification	Date of the appointment	Date of cessation	Number of shares held	No. of independent Directorships held (including Directorships held by the Director in other listed entities) (in Listing Regulations) - (in 17(1)(B))	Number of independent Directorships held in other listed entities in India (including Directorships held in other listed entities) (in Listing Regulations)	No. of Directorships held in other listed entities in India (including Directorships held in other listed entities) (in Listing Regulations)	No. of Directorships held in other listed entities in India (including Directorships held in other listed entities) (in Listing Regulations)	Reason for Disqualification	Reason for not providing PAN	Reason for not providing DIN
1.	Mr. JAY BHASKAR RAMAN	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
2.	Mr. SURESH KUMAR	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
3.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
4.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
5.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
6.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
7.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
8.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
9.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				
10.	Mr. JAYANT KUMAR GUPTA	1955-03-22	Independent Director			22-03-1955	No				Active	No		25-03-2014				1	1	1				

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	07986772	GAYATRI CHAITANYA CHINTHAPAL	Non-Executive - Independent Director	Chairperson	17-05-2023		
2	00200167	AJAY ARJUNAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
3	07111186	SANJAY BALLAL PHADKE	Non-Executive - Independent Director	Member	19-09-2018		
4	07599164	SHARADA KALATHUMANI SANKAR	Non-Executive - Independent Director	Member	05-02-2025		
5	10749724	PROMILA PREM KUMAR AGGARW	Non-Executive - Independent Director	Member	20-05-2025		
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	07986772	GAYATRI CHAITANYA CHINTHAPAL	Non-Executive - Independent Director	Chairperson	17-05-2023		
2	00200167	AJAY ARJUNAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
3	10749724	PROMILA PREM KUMAR AGGARW	Non-Executive - Independent Director	Member	23-08-2024		
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

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson					No		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00200167	AJAY ARJUNAL AGARWAL	Non-Executive - Non Independent Director	Member	26-05-2022		
2	07111186	SANJAY BALLAL PHADKE	Non-Executive - Independent Director	Member	05-02-2025		
3	01629847	MANJUNATH THYAGARAJ JYOTHIN	Non-Executive - Independent Director	Member	05-02-2025		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
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							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
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	20-05-2025			Yes	8	7	4
2	28-07-2025	68		Yes	8	5	2
3	13-08-2025	15		Yes	8	7	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)
	<a href="#">Add</a>	<a href="#">Delete</a>								
1	Audit Committee	19-05-2025				Yes	4	4	3	4
2	Nomination and remuneration committee	19-05-2025				Yes	4	3	2	5
3	Stakeholders relationship Committee	19-05-2025				Yes	3	2	1	1
4	Audit Committee	28-07-2025	69			Yes	5	4	3	3
5	Audit Committee	12-08-2025	14			Yes	5	4	3	10

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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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	<a href="#">Add Notes</a>	
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
<b>Sr.</b>	<b>Date of the event</b>	<b>Brief details of the event</b>

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Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, BRSR & BRSR core, if applicable, displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report	24A(1)	Yes	
6	Compliance with the conditions laid down for Secretarial Auditor or the person signing the Secretarial Compliance Report	24A(1A), 24A(1B), 24A(1C)	Yes	
7	Submission of Annual Secretarial Compliance Report	24A(2)	Yes	
8	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
<b>Any other information to be provided</b>				<input type="button" value="Add Notes"/>

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1	Name of signatory	Ankita Agarwal
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Ms. Ankita Agarwal
Designation of person	Company Secretary and Compliance Officer
Place	Pune
Date	13-10-2025

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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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The details of acquisition of shares or voting rights in unlisted companies during the quarter in terms of sub-para 1 of para A of Part A of Schedule III are given below:

Any Other Information for Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies					<a href="#">Add Notes</a>
Sr. No.	Name of the unlisted company in which shares or voting rights have been acquired	Date of acquisition	Aggregate holding (% shares or voting rights) as at the end of the previous quarter	% shares or voting rights acquired during the quarter	Aggregate holding (% shares or voting rights) as at the end of the quarter
<a href="#">Add</a>	<a href="#">Delete</a>				
1	MITCON WATER LIMITED	05-09-2025	0.00%	100.00%	100.00%
2	MITCON SOIL HEALTH LIMITED	09-09-2025	0.00%	100.00%	100.00%

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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
<b>Add</b> <b>Delete</b>				
1	Deputy Commissioner of State GST Tax	17-05-2024	Appeal Admitted on 09-10-2024	Appeal Admitted on 09-10-2024