

**FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS
DURING 2019-20
(Pursuant to Regulation 25(7) of the Listing Regulations)**

In accordance with Familiarisation Programmes for Independent Directors of the Company, the Independent Directors have complete access to the information related to the Company.

All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their appointment.

As a part of Agenda of Board / Committee Meetings presentations are regularly made to the Independent Directors on various matters covering the Company's strategy, business mode, operations, markets, organization structure, products, finance, risk management system, quarterly and annual financial results, human resources, technology, role, rights, responsibilities of the Independent Directors and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management.

Number of Independent Directors	Number of Programmes attended		Number of hours attended	
	F.Y. 2019-20	Cumulative	F.Y. 2019-20	Cumulative
Three	4 programs conducted during Board Meetings and Committee Meetings during 4 quarters.	22 programs conducted during 22 Board and Committee Meetings	6 hours and 15 minutes	45 hours

During the year 2019-20, Mr. Binod Kumar Agrawal, Mr. Pradeep Kumar Drolia and Mrs. Nilu Agrawal, Independent Non-Executive Directors have attended all such familiarization programmes.
