

CIN: L15492WB1924GOI004835

BALMER LAWRIE & CO. LTD.

**Details of Familiarization Programmes imparted to Dr. Vandana Minda Heda,
Independent Director**

**A. Details of Familiarization Programmes imparted during the Financial Year
2021-2022 (from the date of appointment i.e. 26th November, 2021 to 31st
March, 2022)**

SI No.	Date	Details of Familiarization Programme	Number of hours spent in such programme
1.	9 th February, 2022	<p>The following documents were provided and explained to the Director for her understanding:</p> <ul style="list-style-type: none">- Memorandum of Association- Articles of Association- Annual Reports of the previous years- Code of Conduct for Board Members and Designated Personnel of Balmer Lawrie & Co. Ltd.- Code of Conduct to Regulate, Monitor and report Trading by Designated Persons and Immediate Relative of Designated Persons.- Website of the Company.- Board Minutes of the previous Meetings.- Various Codes and Policies of the Company	Approximately 2 hours

		The Chairman & Managing Director gave an overall view of business model of Balmer Lawrie & Co. Ltd., the industry to which the Company belongs, the roles, rights, responsibilities as Independent Director and other related matters.	
2.	15 th March, 2022	“One day Orientation Programme for Non-Official (Independent) Directors of CPSEs” organised by DPE in association with the Institute of Company Secretaries of India through online mode	6.5 Hours
3.	22 nd March, 2022	“Programme on Capacity Building for Directors of CPSEs organized by Corporate Laws & Corporate Governance Committee” by DPE in association with the Institute of Chartered Accountants of India through online mode	5.5. Hours
4.	24 th March, 2022 and 25 th March, 2022	“Programme on Capacity Building of non-official and Government Directors of CPSEs” organized by DPE in association with Coal India Ltd. at Kolkata	13.5 Hours
5.	31 st March, 2022	Plant Visit at CFS – Kolkata and G & L - Kolkata	5 Hours

- i. **Number of programmes attended by the independent director (during the Financial Year 2021-2022) – 5**
- ii. **Number of hours spent by the independent director in such programmes (during the Financial Year 2021-2022) – 32.5 Hours**

B. Details of Familiarization Programmes imparted during the Financial Year 2022-2023 (from 1st April, 2022 to 15th July, 2022)

Sl No.	Date	Details of Familiarization Programme	Number of hours spent in such programme
1	14 th July, 2022 and 15 th July, 2022	2 day orientation and learning summit of non-official (Independent) Directors of CPSEs- “Capacity Building of NODs” by DPE Pre-Induction programme was also carried out by the Company for Independent Directors for the training held on 14 th July, 2022 and 15 th July, 2022 as per DPE Office Memorandum dated 3 rd June, 2022	14 th July, 2022- 9.5 Hours 15 th July, 2022- 10.5 Hours

i. Number of programmes attended by the independent directors:

- a. During the Financial Year 2022-2023- 1
- b. Cumulative basis till 15th July, 2022- 6

ii. Number of hours spent by the independent directors in such programmes –

- c. During the Financial Year 2022-2023- 20 Hours
- d. Cumulative basis till 15th July, 2022- 52.5 Hours