

BALMER LAWRIE & CO. LTD.

Details of the number of hours spent by Dr. Vandana Minda Heda and Shri Rajeev Kumar, Independent Directors while attending the familiarization programmes

A. Dr. Vandana Minda Heda, Independent Director

i. Details of the number of hours spent by Dr. Vandana Minda Heda, Independent Director while attending the familiarization programmes 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 <p>The Chairman & Managing Director gave an overall view of business model of Balmer Lawrie & Co. Ltd., the industry to</p>	Approximately 2 hours

		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

Number of hours spent by Dr. Vandana Minda Heda, Independent Director in attending such programmes (during the Financial Year 2021-2022) (from the date of appointment i.e. 26th November, 2021 to 31st March, 2022) – 32.5 Hours

ii. Details of the number of hours spent by Dr. Vandana Minda Heda, Independent Director while attending the familiarization programmes during the Financial Year 2022-2023

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,	14 th July, 2022- 9.5 Hours 15 th July, 2022- 10.5 Hours

		2022 as per DPE Office Memorandum dated 3 rd June, 2022	
2	6 th December, 2022	<p>Visit of Asaoti Plant of M/s. Avi-Oil India Private Limited, Associate Company of Balmer Lawrie and Company Limited</p> <p>The Director interacted with the Officials during the visit and was also briefed regarding the activities of M/s. Avi-Oil India Private Limited through Presentations.</p>	1.5 Hours
3	6 th December, 2022	<p>Visit of IP-Asaoti Plant of Balmer Lawrie and Company Limited</p> <p>The Director visited the shop floor production area of the Plant and interacted with the Employees present at the Plant.</p>	1.25 Hours

Number of hours spent by Dr. Vandana Minda Heda, Independent Director in attending such programmes during the Financial Year 2022-2023 – 22.75 Hours

iii. Details of the number of hours spent by Dr. Vandana Minda Heda, Independent Director while attending the familiarization programmes during the Financial Year 2023-2024

Sl No.	Date	Details of Familiarization Programme	Number of hours spent in such programme
1	20 th July, 2023	<p>Visit to SBU- G & L Kolkata</p> <ul style="list-style-type: none"> • ID was apprised of Business Model of the SBU-Greases & Lubricants • Made aware of manufacturing process of lubricants & Research & Development Centre (ARL) & projects undertaken • Mission & Vision of SBU – G & L • ID was apprised of Business strategies, operations, industry dynamics & growth plans. • ID met leadership team & staff • Visit to Plant and met workers & staff 	Approximately 9 Hours

Number of hours spent by Dr. Vandana Minda Heda, Independent Director in attending such programmes –

- a. During the Financial Year 2023-2024- 9 Hours
- b. Cumulative basis till date - 64.25 Hours

B. Shri Rajeev Kumar, Independent Director

- i. Details of the number of hours spent by Shri Rajeev Kumar, Independent Director while attending the familiarization programmes 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 his 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.	
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Number of hours spent by Shri Rajeev Kumar, Independent Director in attending such programme (during the Financial Year 2021-2022) (from the date of appointment i.e. 26th November, 2021 to 31st March, 2022) – 2 Hours

ii. Details of the number of hours spent by Shri Rajeev Kumar, Independent Director while attending the familiarization programmes during the Financial Year 2022-2023

SI 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
2	14 th September, 2022	Visited Balmer Lawrie’s Manufacturing facility of Strategic Business Unit - Industrial Packaging at Navi - Mumbai	5 hours
3	15 th September, 2022	Visited Mumbai Office of various Strategic Business Units of Balmer Lawrie and Company Limited	2 hours

Number of hours spent by Shri Rajeev Kumar, Independent Director in attending such programmes –

a. During the Financial Year 2022-2023- 27 Hours

b. Cumulative basis till date- 29 Hours