

**DUNCAN ENGINEERING LIMITED**

Registered Office: F-33, Ranjangaon MIDC, Karegaon, Tal Shirur, Pune-412209

CIN: L28991PN1961PLC139151 | Website: [www.duncanengg.com](http://www.duncanengg.com)Email: [complianceofficer@duncanengg.com](mailto:complianceofficer@duncanengg.com) | Phone: +91 2138 660-066 Fax: +91 2138 660 067**FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

Pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time, the details of familiarization programmes imparted to Independent Directors are as under:

**(i) Number of programmes attended by independent directors during the year and on a cumulative basis till date:**

**Financial year 2015-16**

Details of specific programs	Frequency	Total number of hours spent during the year
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 2 hours

**Financial year 2016-17**

Details of specific programs	Frequency	Total number of hours spent during the year
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 3 hours

**Financial year 2017-18**

Details of specific programs	Frequency	Total number of hours spent during the year
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 3 hours

**Financial year 2018-19**

Details of specific programs	Frequency	Total number of hours spent during the year
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 4 hours

**Financial year 2019-20**

Details of specific programs	Frequency	Total number of hours spent during the year
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 4 hours

**Financial year 2020-21**

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during the year</b>
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 2 hours

**Financial year 2021-22**

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during the year</b>
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 3 hours

**Financial year 2022-23**

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during the year</b>
Industry updates	Quarterly	Approx. 2 hours
Operational Matters	Quarterly at the Board Meeting	Approx. 4 hours

**(ii) Number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date)**

Total no. of hours spent on familiarization programme in the financial year 2015-16	Approx. 4 hours
Total no. of hours spent on familiarization programme in the financial year 2016-17	Approx. 5 hours
Total no. of hours spent on familiarization programme in the financial year 2017-18	Approx. 5 hours
Total no. of hours spent on familiarization programme in the financial year 2018-19	Approx. 6 hours
Total no. of hours spent on familiarization programme in the financial year 2019-20	Approx. 6 hours
Total no. of hours spent on familiarization programme in the financial year 2020-21	Approx. 4 hours
Total no. of hours spent on familiarization programme in the financial year 2021-22	Approx. 5 hours
Total no. of hours spent on familiarization programme in the financial year 2022-23	Approx. 6 hours
Cumulative hours spent on familiarization till date (from 1st April 2015)	Approx. 41 hours

**(iii) Other relevant details:**

Updates given on regular basis by way of presentation in the quarterly meetings of Board and Committees inter alia include quarterly and annual results, business strategies, budgets, review of internal audit report, information on business performance, operations, market share, financial parameters, initiatives, new business projects, senior management change, major litigations, compliances, risk assessment, changes to regulatory requirements in respect of Companies Act, SEBI Regulations and any other laws/regulations applicable to the Company etc.

In case any Director seeks additional information, which is not part of the information earlier provided, such requests are tracked till the actions on such request are addressed to the satisfaction of the Director asking for additional information.

The Independent Directors have the opportunity to meet without the presence of any management personnel where they can informally discuss the matters pertaining to the Company and put forward their combined views to the Chairman. They also have interaction with the Statutory Auditors, Internal Auditors, Secretarial Auditors and External Advisors, if any, appointed by the Company.