

CSR Annual Action Plan FY 2021-22

As per the said rules, in rule 5, for sub-rule (2) an annual action plan in pursuance of its CSR policy, which shall include the following:

- a) The list of CSR projects or programs that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
- b) The manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;

Sr. No.	Focus Area from Schedule VII	Project	Mode of Implementation	Location of the project	Brief about the program/ initiative	Funds Allocation (INR)	Execution and Implementation Methodology
a)	Measures for the benefit of armed forces veterans, war widows and their dependents, Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows	Contribution to Bharat ke Veer fund under MHA, Gol.	Direct	Pan India	<ul style="list-style-type: none"> • Direct Contribution to Bharat Ke Veer fund to support Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF). 	₹ 2,29,435	<ul style="list-style-type: none"> • The CSR activities/projects shall be implemented using internal resources by the Company itself. • All the projects will be implemented on the ground by Company itself.
Total CSR Funds Allocation for FY 2021-22						2,29,435	

Note: The actual spend for each project may vary and will be subject to the approval of the Board.

c) The modalities of utilization of funds and implementation schedules for the projects or programmes:

➤ **Modalities of the utilization of funds**

- a. The CSR budget will be fixed in accordance with the provisions of the Act, Rules and the Guidelines.
- b. The budget will not be less than 2% of the average net profits of the company during the three immediately preceding financial years.
- c. The CSR budget will be spent on CSR activities which will be approved by the Board.
- d. For certain projects reimbursement model will be followed. The funds will be disbursed after a financial assessment of the expenses incurred. For the remaining projects, the funds will be directly disbursed to partner organizations/ beneficiaries with the approval of the Board.
- e. Fund will be disbursed in-phase/tranche wise depending on the nature of the project. Based on the expenses incurred & the submission of the relevant supporting of the expenses, i.e. receipts, invoices, bank statements, etc. respective amounts will be disbursed at different intervals as per the timeline agreed.
- f. CSR team will collect all the set deliverables from the implementation partners.

d) Monitoring and reporting mechanism for the projects or programmes:

The Monitoring Mechanism of each project will differ based on the nature of the project. All the projects will be monitored & evaluated as per the objectives & deliverables set for respective projects as per Board.

- a. The CSR projects will be monitored at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.
- b. For proper monitoring of the CSR projects, each project shall include a well-defined timeline & parameters.
- c. Wherever applicable Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the partner organizations.
- d. Reporting & Documentation:
 - I. **Project documentation:** Reports like the quarterly reports, half-yearly reports, annual reports/closure reports, case studies, etc. will be collected by the CSR team as per the agreed timeline for each project.
 - II. **Financial Tracking:** To track the proper utilization of funds, where applicable, at different intervals of the project, CSR teams will collect & cross-check financial documents like invoices, salary slips & receipts, bank statements, Fund Utilization Certificate, etc.

e) Details of need and impact assessment, if any, for the projects undertaken by the company:

Not Applicable. As per the MCA circular Rule 8(3) (a), Company does not have an average CSR obligation of 10 Crore or more in the three immediately preceding financial years.
