

CSR Annual Action Plan - FY – 2122

The CSR Annual Action Plan (“**CSR Plan**”) is drawn up in line with the requirements stipulated under sub rule 2 of rule 5 of the Companies (Corporate Social Responsibility) Rules, 2014 (“**the Rules**”) as amended from time to time.

a) The list of CSR Projects or Programme that are approved to be undertaken in areas or subjects specified in Schedule VII of the Companies Act, 2013 (“the Act”).

| Sr. No. | Focus Area from Schedule VII to the Act. | Project | Location of the Project | Brief about the Programme / initiatives | CSR Partners |
|---|--|---|---|--|--|
| 1 | “Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation [including contribution to the Swachh Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.” | Support for medical equipment supplies / enhancement oxygen capacity of Covid 19 Hospital | Mumbai, Maharashtra | Financial Support for procurement of six (6) oxygen concentrator and oxygen refill supply for six (6) jumbo oxygen cylinders for 30 days | St. Joseph’s Education and Medical Relief Society. St. Joseph’s Convent, 64A, Hill Road, Bandra, Mumbai – 400 50, India |
| 2 | | Supporting Covid-19 Care Centre | Maharashtra, Punjab, Gujarat and Odisha | Procurement and Distribution of 59 (10 LPM) Oxygen Concentrators to Government Hospital / Covid Care Centre located in cities of Mumbai (Maharashtra), Bathinda (Punjab), Baroda (Gujarat), Paradip (Odisha) | Smile Foundation 161 B/4, 3 rd Floor, Gulmohar House, Yusuf Sarai Community Centre, New Delhi – 110 049 |
| 3 | | Support for enhancing oxygen capacity of Covid 19 Hospital | Mumbai, Maharashtra | Financial Support for refilling of 50 jumbo oxygen cylinders with oxygen supply for 22 days. | Terna Public Charitable Trust Terna Engineering College, 2 nd Floor, Plot No. 12, Sector-22, Phase – II, Nerul West, Navi Mumbai – 400 706 |
| 4 | “Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.” | <i>To be identified</i> | <i>To be identified</i> | <i>To be identified</i> | <i>To be identified</i> |
| Total Funds Allocation for FY – 2122 (Provisional) - Rs. 1,19,56,480/- | | | | | |

b) The manner of execution of such CSR Projects or Programme.

The CSR Projects or Programme listed in the CSR Plan shall be undertaken through implementing agencies which will either be.

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- (ii) a company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
- (iii) any entity established under an Act of Parliament or a State legislature; or
- (iv) a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

The Company may also consider the possibility of engaging International Organisations for designing, monitoring and evaluation of the CSR Projects or Programme as per its CSR policy as well as for capacity building of its own CSR Team.

c) The modalities of utilization of funds for the CSR Projects or Programme and implementation schedules for the CSR Projects or Programme.

(a) Modalities of utilization of funds

- i. The CSR budget will be fixed in accordance with the provisions of the Act and the Rules.
- ii. The CSR budget shall not be less than 2% of the average net profits of the Company during the three immediately preceding financial years.
- iii. The CSR budget will be spent on CSR activities which will be approved by the Board of Directors of the Company on the recommendation of the CSR Committee
- iv. Depending upon the nature of CSR Projects or Programme, reimbursement model may also be followed. The funds will be disbursed after evaluation and assessment of the expenses incurred. Based on the expenses incurred & the submission of the relevant supporting of the expenses, i.e. bills, receipts, invoices, bank statements, etc. respective amount can be disbursed at different intervals, quarterly & half-yearly.
- v. For other CSR Projects, the funds will be directly disbursed to beneficiaries/implementing agencies with the approval of the CSR Committee & Board of Directors of the Company. Alternatively, Fund will also be disbursed in phase/tranche wise depending on the nature / activities of the CSR Project.

(b) Implementation Schedule for the CSR Projects or Programme

- i. All the CSR projects will be implemented as per the scheduled timeline agreed in the respective agreement.
- ii. CSR Team will collect all the set deliverables from the implementing agencies.
- ii. Duration for CSR projects/initiatives will be of one (1) year which will be reviewed periodically based on the project performance.

d) Monitoring and reporting mechanism for the CSR Projects or Programmes.

- (i) The Monitoring Mechanism of each project will differ based on the nature / activities of the project.

All the projects will be monitored & evaluated as per the objectives & deliverables set for respective projects as per the Board of Directors & CSR Committee recommendation.

- i. CSR team shall carry out the monitoring of CSR Projects or Programme with implementing agencies at different intervals through field visits, periodical calls, reporting, communication with stakeholders/beneficiaries etc.
- ii. For the purpose of proper monitoring of the CSR Projects or Programme, each project shall include well-defined timeline & parameters.
- iii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will also be requested from the implementing agencies to whom CSR fund is allocated.

- (ii) Reporting & Documentation:

- a. Project documentation: Reports like quarterly report, half-yearly report, annual report, etc. will be collected by the CSR team as per the agreed timelines.
- b. Financial Tracking: In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR Team will either request for certificate from independent Chartered Accountants from the implementing agencies or arrange to carry out verification of the statement of accounts through Internal Audit Department of the Company for cross-verification of financial documents like invoices, bills & receipts, bank statements etc.

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

Since the Company do not have an average CSR obligation of Rs. 10 Crore or more in the three immediately preceding financial years, the need for conducting impact assessment for the projects undertaken by the Company is not considered necessary.

(f) Amendments

The CSR Annual Plan may be amended/modified at any time during the financial year basis the reasonable justification provided by the CSR Committee of the Company and approved by the Board of Directors of the Company.

CSR Team may propose addition / deletion / modification - with proper justification - of project / activity for consideration of the CSR Committee. On receipt of such proposals, CSR Committee may consider recommending suitable modification in the CSR Plan for approval of the Board.

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