
Annual Action Plan (AAP) – FY 2022-23

Version

Approved by the Board of Directors on 02-11-2022

ANNUAL ACTION PLAN FOR THE FINANCIAL YEAR 2022-23

In pursuance of applicable CSR provisions, the Annual Action Plan of the Company will be as follows –

Project Name	Areas specified under Schedule VII	Project Location	Brief details about the Project	Implementation Schedule	Funds allocated
Integrated development of Schools and community for Environment Sustainability and Social Development	<p>Clause (i) Promoting health care including preventive health and sanitation</p> <p>Clause (ii) – Promoting Education including special education and employment enhancing vocation skills</p> <p>Clause (iv) - Environment Sustainability</p>	Rewari, Haryana	The project will be implemented by The Energy and Resources Institute (TERI). The fund will be used for integrated development of 3 (three) schools through digital solutions smart classrooms, Drinking water & sanitization infrastructure in these three schools, training, capacity building of community through various programs and water conservation through pond rejuvenation (2 units) in selected villages.	As per MoU/ agreed terms and by 31 March 2023	2,00,00,000
Aravali Oxy Van- A City Forest, Gurugram	Clause (iv) - Environment Sustainability	Gurugram, Haryana	The project will be implemented by I Am Gurgaon. The fund will be used for Eco-restoration of Ghata and Behrampur Bundh and Jheel and creation of accessible heritage trails in the forest under Aravali Oxy Van- A City Forest project	As per MoU/ agreed terms and by 31 March 2025	2,07,90,352
Providing financial assistance towards procurement of Medical equipment at GB Pant Hospital and Rajiv Gandhi Super Speciality Hospital	Clause (i) Promoting health care including preventive health and sanitation	New Delhi, Delhi	The project will be implemented by Doctors For You. The fund will be used for the procurement of life saver medical equipments, ECMO Machine and IABP machine with consumables.	As per MoU/ agreed terms and by 31 March 2023	1,50,48,600
Providing financial support to education initiative program “Saakshar”	Clause (ii) – Promoting Education including special education and employment enhancing vocation skills	Gurugram, Haryana	The project will be implemented by Betterworld Foundation. The fund will be utilised to provide basis needs of the school. The fund will be used in procurement of computers, sewing	As per MoU/ agreed terms and by 31 March 2023	11,16,030

Project Name	Areas specified under Schedule VII	Project Location	Brief details about the Project	Implementation Schedule	Funds allocated
			machine, furniture for school, shoes and uniform for school children.		
Others	Clause (i) to clause (xii)	-	Refer Note 1	31 March 2023	2,03,70,876
Total					7,73,25,858

Notes:

- In the end of Financial Year, Company will contribute the unspent/unallocated budget after adjusting admin expenditure (which should not be more than 5% of overall CSR budget) and other adjustment in approved programs budget to Funds specified by Central Government, or any other fund as prescribed under CSR Act and related Rules. This shall be at the discretion of the Managing Director.*
- Any variance upto 10% of the project budget can be approved and treated as per the direction provided by Managing Director of the Company. Further, any such modification in the budget or project activities will be placed in subsequent CSR committee and Board meeting for their information.*

A. Manner of execution:

The manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;

Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
Integrated development of Schools and community for Environment Sustainability and Social Development	Indirect	The Energy and Resources Institute (TERI)	CSR00002051	Registered under the Societies Registration Act, 1860 Registered under Section 12A & 80G of Income Tax Act, 1961	<p>1. For opening computer based smart classrooms in selected 3 (three) schools of proposed states</p> <p>2. Water solutions for Schools</p> <p>To provide facilities of purified drinking water {combination of pumping system, piping, water purification, raw water and filter water storage tank, and soak-pit in selected 3 (three) schools of proposed states.</p> <p>3. Pond rejuvenation</p> <p>Creating infrastructure for water conservation, water recharge through pond rejuvenation (2 units).</p> <p>All these project activities will be done subject to entrance of MoU but maximum by 31 March 2023</p>
Project - Aravali Oxy Van- A City Forest, Gurugram	Indirect	I am Gurgaon	CSR00000018	Registered under the Societies Registration Act, 1860 Registered under Section 12A & 80G of Income Tax Act, 1961	<p>The fund will be used for Eco-restoration of Ghata and Behrampur Bundh and Jheel and creation of accessible heritage trails in the forest under Aravali Oxy Van- A City Forest project.</p> <p>All these will be done subject to entrance of MoU but maximum by 31 March 2023.</p>
Providing financial assistance towards procurement of Medical equipment at GB Pant	Indirect	Doctors for You	CSR00000608	Registered under the Societies Registration Act, 1860	<p>The fund will be used for the procurement of life saver medical equipments which is ECMO Machine</p>

Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
Hospital and Rajiv Gandhi SS Hospital				Registered under Section 12A & 80G of Income Tax Act, 1961	and IABP machine with consumables. The machine will be installed in two hospitals of Delhi. All these will be done subject to entrance of MoU but maximum by 31 March 2023.
Providing financial support to education initiative program "Saakshar"	Indirect	Betterworld Foundation	CSR00014402	Registered under the Societies Registration Act, 1860	The fund will be utilised to provide basis needs of the school. The fund will be used in procurement of computers, sewing machine, furniture for school, shoes and uniform for school children. All these will be done subject to entrance of MoU but maximum by 31 March 2023.

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B. Modalities of Utilization of Funds:

The modalities of utilization of funds and implementation schedules for the projects or programmes;

- i. The CSR budget will be fixed in accordance with the provisions of the Act, Rules and the Guidelines.
- ii. The budget will 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 on the recommendation of the CSR Committee
- iv. For certain projects reimbursement model may 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 implementing agencies .
- v. Fund will be disbursed in phase/tranche wise depending on the nature of the project. On the basis of the expenses incurred & the submission of the relevant supporting of the expenses, i.e. bills, receipts, invoices, bank statements, etc. respective amount will be disbursed at different intervals- quarterly & half-yearly or as may be specified in the MoU.
- vi. Company's CSR team, set up internally, will collect all the set deliverables, as may be specified in the MoU, from the implementation partners.
- vii. In the end of Financial Year, Company will contribute the unspent budget after adjusting admin expenditure (which should not be more than 5% of overall CSR budget) and other adjustment in budget to Funds specified by Central Government, or any other fund as prescribed under CSR Act and related Rules.
- viii. Any variance upto 10% of the project budget can be approved and treated as per the direction provided by Managing Director of the Company. Further, any such modification in the budget or project activities will be placed in subsequent CSR committee and Board meeting for their information.

C. Monitoring and reporting mechanism for the projects or programmes;

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

- i. The CSR team along with partner organization shall carry out the monitoring of CSR activities at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.
- i. For the purpose of proper monitoring of the CSR projects, each project shall include well-defined timeline & parameters.
- ii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution to whom CSR fund is allocated.

iii. Reporting & Documentation:

- a. **Project documentation:** Reports like quarterly report/ annual report/ closure report, or case studies or progress report etc. will be collected by the CSR team.
- b. **Financial Tracking:** In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR team will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc. Company may also hire independent agency for the audit of CSR funds allocated to implementing agencies.
- c. **CSR Committee** shall submit the report to Board giving status of the CSR Activities undertaken, expenditure incurred and such other details as may be required by the Board.

D. Details of Impact Assessments, if any: The company is not liable to conduct impact assessment in FY 2022-23. Impact assessment (if required) will be done post implementation of projects.