

---

## **Annual Action Plan (AAP) – FY 2023-24**

---

**Version**

[approved by the Board of Directors on **20.10.2023**]

**ANNUAL ACTION PLAN FOR THE FINANCIAL YEAR 2023-24**

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

S. No.	Project Name	Areas specified Schedule VII	Project Location	Brief details about the Project	Implementation Schedule	Funds allocated
1	Cancer Mukht Dilli	<b>Clause (i)</b> Promoting health care including preventive health and sanitation	NCR Delhi	Indian Cancer Society will implement the project. The fund will be utilised to remove health and gender inequality by providing Cancer Awareness & Screening to vulnerable EWS population in selected areas and in specific, educate and screen women for cervical and breast cancer.	As per MoU/ agreed terms and by 31 March 2024	1,53,25,000
2	Strengthening Capacity of Clinical Management of Paediatric Population by Infrastructure Development and Meeting Needs of Critical Medical Supplies at Paediatric Department of AIIMS, Delhi	<b>Clause (i)</b> Promoting health care including preventive health and sanitation	AIIMS, Delhi	The project will be implemented by Doctors for You. The funds will be utilised to strengthen the capacity through infrastructure development of a milk bank for the collection, processing, and storage of milk to support newborn and infant feeding. This project will support the Paediatric Intensive Care Unit (PICU), Neonatal Intensive Care Unit (NICU) and Paediatric wards.	As per MoU/ agreed terms and by 31 March 2024	2,06,98,000
3	Support in Cataract Surgeries with Intra Ocular Lens Implant	<b>Clause (i)</b> Promoting health care including preventive health and sanitation	Delhi NCR and Mumbai in Maharashtra	The project will be implemented by HelpAge India. The funds will be utilised to conduct free cataract surgeries to restore eyesight of 4,500	As per MoU/ agreed terms and by 31 March 2024	1,12,50,000

S. No.	Project Name	Areas specified Schedule VII	Project Location	Brief details about the Project	Implementation Schedule	Funds allocated
				elderly beneficiaries (2000 surgeries will be done at Delhi NCR hospitals and 2500 surgeries will be done at Mumbai location). All surgeries will be done in sterile conditions in operation theatres of partner hospitals which are Dr Shroff and Eyecare in Delhi NCR and Bhakti Vedanta in Mumbai.		
4	Cervical Cancer Vaccination	<b>Clause (i)</b> Promoting health care including preventive health and sanitation	Delhi NCR	The project will be implemented by The Rotary Foundation (India). The project will be implemented in Delhi NCR schools. Rotary Foundation will vaccinate three thousand girls between the age group 9 to 14 years in Delhi NCR schools and conduct awareness sessions on Cervical cancer	As per MoU/ agreed terms and by 31 March 2024	87,00,000
5	Others (See notes)	Clause (i) to Clause (xii)	-	-	By 31 March 2024	61,59,895
	<b>Total</b>					<b>6,21,32,895</b>

**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 & CEO.*
- Any variance up to 10% of the project budget can be approved and treated as per the direction provided by Managing Director & CEO 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:

S. NO.	Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
1	Cancer MukT Dilli	Indirect	Indian Cancer Society (ICS)	CSR00000792	Registered under the Societies Registration Act, 1860  Registered under Section 12A & 80G of Income Tax Act, 1961  Registered under Foreign Contribution (Regulation) Act, 2010	<p><b>Cancer Jagriti:</b> The awareness and screening unit of ICS comprises trained volunteers who will deliver cancer awareness talks and distribute IEC materials. ICS will use other social media platforms such as radio channels, electronic media, and social networks to disseminate knowledge.</p> <p><b>Advocacy:</b> To advocate for women to come forward for cervical cancer testing through podcasts and social media.</p> <p><b>Community Mobilization Camps:</b> ICS will conduct 50 cancer screening camps. ICS will perform cancer screenings on 5000 individuals in Delhi and the NCR region and provide treatment support to 20 individuals.</p>
2	Strengthening Capacity of Clinical Management of Paediatric Population by Infrastructure Development and Meeting Needs of Critical Medical Supplies at	Indirect	Doctor for you	CSR00000608	Registered under the Societies Registration Act, 1860  Registered under Section 12A &	<p>Activity1- Identifying targeted healthcare facility and department for implementing proposed intervention.</p> <p>Activity 2 - Conducting launch meetings with Doctors for You and selected healthcare facility &amp; targeted department of AIIMS, Delhi to assess</p>

S. NO.	Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
	Paediatric Department of AIIMS, Delhi				80G of Income Tax Act, 1961  Registered under Foreign Contribution (Regulation) Act, 2010	<p>critical needs of infrastructure developments, computers enabled with upgraded software and equipment</p> <p>Activity 3: Starting the process of vetting vendors for infrastructure development works and procurements of computers, medical equipment, etc. (as specified under proposed interventions). Vendor contracts will include post-sales support and maintenance clauses, as well as warranties as applicable.</p> <p>Activity 4 - Purchasing and Procurement of critically needed supplies, technical ware supplies and equipment as proposed</p> <p>Activity 5 - Delivery, quality check of supplies and distribution of the procured medical supplies to the targeted healthcare facilities</p> <p>Activity 6- Organize training and handholding for health technicians and concerned human resources on maintenance of developed infrastructure and use of the donated medical equipments &amp; supplies</p> <p>Activity 7- Monitor impact with review visits &amp; meetings to ensure developed</p>

S. NO.	Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
						infrastructure and equipment are maintained and functioning properly meeting the critical needs.
3	Support in Cataract Surgeries with intra ocular lens implant	Indirect	HelpAge India	CSR00000901	<p>Registered under the Societies Registration Act, 1860</p> <p>Registered under Section 12A &amp; 80G of Income Tax Act, 1961</p> <p>Registered under Foreign Contribution (Regulation) Act, 2010</p>	<p>The camps will be organised in remote areas / partner's vision centre. Publicity for these camps will be made through pamphlets, announcements, banners, leaflets etc.</p> <p>A team of doctors and paramedical staff will take care of all technical aspects of the camp, decisions regarding treatment of eye diseases, cases for operations, follow up of operated patients, reporting and documentation.</p> <p>Patients would be registered for their name, addresses, age, and sex. Diagnosis and treatment required would also be noted.</p> <p>Medical team will identify senior citizens (and others) in the community, who are suffering from cataract</p> <p>Senior citizens who will fulfil the requirements for surgery in terms of general health would be operated upon. All surgeries under the program would be performed only in the</p>

S. NO.	Project	Mode (direct/indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
						<p>operation theatre of base hospitals and not in make-shift camps.</p> <p>Patients would be kept at the base hospital for 3-4 days for post operative care. Follow-up date would be done by trained medical professionals who will reexamine them thoroughly.</p>
4	Cervical Cancer Vaccination	Indirect	Rotary Foundation (India)	CSR00008486	<p>Registered under the Societies Registration Act, 1860</p> <p>Registered under Section 12A &amp; 80G of Income Tax Act, 1961</p> <p>Registered under Foreign Contribution (Regulation) Act, 2010</p>	<p>The project will be implemented in Delhi NCR government schools. Students studying in these schools predominantly belong to economically weaker sections. A large number of girls of the age group 9 to 14 years studying in these schools. Rotary Foundation will vaccinate 3000 girls between the age group 9 to 14 years in these selected schools and will conduct awareness sessions on Cervical cancer</p>

## **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 obligated to perform an impact assessment in the fiscal year 2023-24. Nonetheless, the company may voluntarily initiate impact assessments for projects executed in the preceding year.