

CSR Annual Action Plan FY 2024-25

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.	Classification as per Schedule VII	Project	Mode of Implementation	Brief about the program/initiative	Manner of Execution
a)	i) Promoting education, including special education and employment enhancing vocational skills especially among children, women, elderly, and differently abled and livelihood enhancement projects	Project "Kanya Shiksha Yojana": Enhance Educational Opportunities:	Through NGO Partners ii) Implementation through eligible implementing agencies as prescribed under sub-rule (1) of rule 4.	<ul style="list-style-type: none"> • Provide access to high-quality primary and secondary education for children in underserved communities. Education support girl students. Includes tuition fees, uniform, books, bag & stationery in two schools 	<ul style="list-style-type: none"> • Identify schools who are weaker section, understand financial criteria of students, perform site visits to ensure proper implementation and receive regular progress reports. • Update stakeholders periodically on project progress. • Share success stories to highlight impact.
b)		Project "SkillShakti": <i>Equip young individuals with essential vocational skills that enhance employability.</i>	Through NGO Partners ii) Implementation through eligible implementing agencies as prescribed under sub-rule (1) of rule 4.	<ul style="list-style-type: none"> • Providing Vocational Training for Automotive & Welding students at Nashik Centre Foster sustainable development by providing students with the tools they need to achieve financial independence to students from low-income families. 	<ul style="list-style-type: none"> • NGO partners will organize and manage vocational training programs aimed at enhancing the skills and employability of beneficiaries. • Monitoring and evaluating the progress and outcomes of the training programs. • Providing placement support and tracking the employment status of the trainee's post-completion.
c)	i) Eradicating hunger, poverty and malnutrition, promoting 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	Project "Cancer Warriors": <i>Equipment donation and promoting Healthcare</i>	i) Implementation by the company itself.	<ul style="list-style-type: none"> • Supporting the medical treatment of paediatric cancer patients. 	<ul style="list-style-type: none"> • The CSR team will initiate the project by conducting a comprehensive needs assessment in collaboration with both beneficiary organizations to accurately identify their specific requirements. • The CSR team will oversee the procurement of high-quality equipment from reputable vendors to ensure the sustainability of the donations and to maximize their intended impact on the communities we aim to support. • Ensuring timely delivery and installation of the equipment at the designated locations.

d)		Project “Blood Bank Enrichment” Equipment donation to MyBlood charitable blood centre.	i) Implementation by the company itself.	<ul style="list-style-type: none"> Enhancing healthcare facilities blood bank and laboratory equipment procurement to MyBlood charitable blood centre. Ensuring the provision of robust healthcare support and the timely administration of medical treatments to patients in need. 	
e)	viii. Contribution to the Prime Minister’s National Relief Fund, Prime Minister’s Central Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government for socio-economic development providing relief and welfare of the Scheduled Castes, the Scheduled and backward classes, other backward classes, minorities and women.	Prime Minister’s Citizen Assistance and relief Fund: Align to address critical national challenges	i) Implementation by the company itself.	<ul style="list-style-type: none"> To provide support to national priorities addressing critical needs during emergencies and distress situation. 	<ul style="list-style-type: none"> The CSR Team will donate the Board-approved amount, complete the necessary documentation, execute the fund transfer through official channels, and obtain a receipt from the PM CARES Fund as proof of donation.

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

The monitoring and reporting of CSR projects will be tailored to the specific nature of each project to ensure effective implementation, accountability, and impact.

Modalities of utilization of funds

1. CSR Budget Determination:

- Fix the CSR budget in accordance with the provisions of the Act, Rules, and Guidelines.
- Ensure the budget is not less than 2% of the average net profits of the company during the three immediately preceding financial years.

2. Approval on spending & disbursement models :

- Spend the CSR budget on activities approved by the Board based on the CSR Committee's recommendations.
- For remaining projects, directly disburse funds to partner organizations/beneficiaries with the approval of the CSR Committee and the Board.
- Disburse funds in phases/tranches based on the nature of the project, expenses incurred, and submission of relevant expense supporting documents.

3. Assessment and Planning:

- Assess the capabilities and track record to ensure they have the expertise and resources to effectively execute the project. Develop and sign a detailed contract with NGO partners outlining the scope of work, deliverables, timelines, and payment terms. Where necessary, capacity-building initiatives will be undertaken for partner organizations to enhance their ability to deliver on project objectives effectively.

- Conduct regular monitoring visits to assess progress and address any challenges promptly.
- Seek an impact report through NGO partners detailing the progress, outcomes, and financial utilization of the project for internal review and external stakeholders.

Project Implementation:

4. Project Implementation:

- Choose reputable NGO's with experience in education. Conduct due diligence to ensure alignment with project goals.
- All the implementation/NGO partners will be registered with the Central government by filing Form CSR-1.
- Collaborating with healthcare professionals and institutions to ensure the suitability and quality of the equipment. Selecting reliable suppliers and vendors through a transparent procurement process.

5. Needs Assessment and Execution/ Impact Assessment & Documentation

- Conduct an impact assessment to evaluate the effectiveness of the donated equipment. Oversee the installation of machinery and technical instruments.
- Prepare a detailed list of equipment with specifications, quantities, and costs. Ensure timely delivery of equipment to the respective locations.
- Schedule delivery dates and installation timelines in consultation with the recipients.

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

- Preparing comprehensive CSR reports for submission to the company's Board of Directors. Continuous tracking of project activities against the planned objectives. Timely filing of necessary documents and reports with regulatory bodies will be ensured to maintain compliance with statutory requirements.
- Systematic collection of data related to project outcomes, beneficiary impact, and resource utilization. Maintaining detailed records and documentation to support transparency and accountability.
- CSR projects will be monitored at different intervals through field visits and ongoing communication with stakeholders to ensure adherence to project goals.
- Continuous cross-reference communication with stakeholders will be conducted to ensure that the projects are progressing as planned.
- All CSR activities will be carried out in accordance with Section 135 of the Companies Act, 2013, and any relevant rules, circulars, or amendments issued by the Ministry of Corporate Affairs. Complying with regulatory requirements by reporting CSR activities in the annual report as mandated by the Act.
- NGO Partner will be required to submit Utilization Certificates, along with a statement of expenditure certified by a Practicing Chartered Accountant or Authorized Auditor, ensuring transparency in fund usage.

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

- Not applicable since CRIF High Mark CSR budget is less than 10 crore
