

AAI Cargo Logistics & Allied Services Company Limited (AAICLAS)

CORPORATE SOCIAL RESPONSIBILITY & Sustainability POLICY (CSR)

(As on 14th November, 2022)

1. INTRODUCTION

This policy encompasses AAICLAS's philosophy for delineating its responsibility as a corporate citizen and lays down the guidelines and mechanism for undertaking socially useful programmes for welfare & sustainable development of the community at large. This policy shall apply to all CSR initiatives and activities taken up preferably in the local area and around various workplace(s) and locations(s) of AAICLAS for spending the amount earmarked for CSR.

The Corporate Social Responsibility Policy (CSR Policy), AAICLAS shall be read in harmonious construction with the Guidelines on CSR for Central Public Sector Enterprises issued by the Department of Public Enterprises, Government of India (DPE Guidelines, 2014), the provisions of the Section 135 of Companies Act, 2013 (the Act) and the Companies (CSR Policy) Rules, 2014 notified by Ministry of Corporate Affairs, Government of India, and CSR Circulars/ Office Memorandum/Gazetted Notifications issued by DPE/MCA from time to time.

1.1 OBJECTIVES

The objectives of this policy are:

- To establish and lay down the basic principles and general framework of action for AAICLAS to undertake and fulfill its corporate social responsibility;
- To identify the CSR thrust areas and projects or programs which AAICLAS plans to undertake;
- Modalities of execution of such CSR projects or programs;
- Monitoring process of such CSR projects or programs;
- To make the stakeholders aware about CSR practices in AAICLAS; and
- To work keeping in mind the larger objective of sustainable development in conduct of business and in pursuit of CSR agenda.

1.2 CSR & SUSTAINABILITY VISION

To be a responsible corporate citizen working towards a better tomorrow.

1.3 CSR & SUSTAINABILITY MISSION

To sincerely & effectively discharge AAICLAS's responsibility in the CSR thrust areas, as identified by the Corporate Social Responsibility Committee / Board from time to time.

2. CSR THRUST AREAS

AAI Cargo Logistics & Allied Services Company Limited (AAICLAS) is continuously working on providing a better tomorrow and is committed towards holistic welfare of the society by undertaking CSR activities within the ambit of Schedule-VII of the Act, as

amended from time to time. However, thrust areas for CSR activities will be:-

- **Skill India:** Imparting vocational skills w.r.t. Warehousing, Cold Chain Solutions, Courier and Express Industry, E-Commerce, Air Cargo Handling and Supply Chain Solutions.
- **Healthy and Clean India:** Promoting health care including preventing 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, maintain quality of soil, air and water including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga.
- **Responsible India:** Rural Development Projects and Slum Area Development Projects;
For the purpose of Slum Area Development Projects, 'slum area' shall mean any area declared as such by the Central government or any State Government or any other competent authority under any law for the time being in force.
- **Heritage India:** Protection of national heritage, art and culture, promotion and development of traditional arts and handicrafts;
- **Promotion Gender Equality:** Empowering women, setting up homes and hostels for women and orphans, setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.
- **Ensuring environmental sustainability:** Ecological balance, conservation of natural resources including waste management.
- **Training to promote rural sports:** National recognized sports and Olympic sports.
- Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government; and contributions to public funded Universities; Indian Institute of Technology (IITs); National Laboratories and autonomous bodies established under Department of Atomic Energy (DAE); Department of Biotechnology (DBT); Department of Science and Technology (DST); Department of Pharmaceuticals; Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); Ministry of Electronics and Information Technology and other bodies, namely Defense Research and Development Organisation (DRDO); Indian Council of Agricultural Research (ICAR); Indian Council of Medical Research (ICMR) and Council of Scientific and Industrial Research (CSIR), engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs).
- Disaster Management including relief, rehabilitation and reconstruction activities.
- Flagship Government Programmes, to effect efficient synergies and enhanced impact;

- Contribution to the Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;

In the above thrust areas priority will be given to the under privileged, neglected and weaker sections of the society. AAICLAS shall give preference to the local areas for spending at least 75% of the amount earmarked for CSR activities. The remaining amount may be utilized beyond local areas. However, contribution(s) made to the Central Government Schemes and/or any fund(s) set up by the Central Government for the aforesaid CSR activities will be excluded while arriving 75:25 ratio. It is desirable that CSR initiatives should be taken up in project mode, to the extent possible. Periodic review of this policy shall be done to ensure its continued suitability, adequacy and efficacy.

The word "Local Areas" in this Policy would mean the District in which the workplace(s) and location(s) of AAICLAS are situated and the districts contiguous thereto.

3. CSR STRUCTURE

Following Committees shall be overseeing all activities related to CSR & Sustainability projects / programs undertaken by AAI and shall be responsible for planning, implementation, monitoring and reporting of these projects / programs.

3.1 CORPORATE SOCIAL RESPONSIBILITY COMMITTEE (BOARD LEVEL CSR COMMITTEE)

The Board Level CSR Committee shall be comprised of three or more Directors, out of which at least one shall be independent. The CSR Committee shall:-

- formulate and recommend to the Board, a Corporate Social Responsibility & Sustainability Policy which shall indicate the activities to be undertaken by the Company in areas or subject, specified in Schedule VII of the Companies Act, 2013;
- recommend the amount of expenditure to be incurred on the activities referred to in clause (a) above; and
- monitor the Corporate Social Responsibility Policy of AAICLAS from time to time.

The composition of the CSR Committee shall be governed by the provisions of Section 135 of the Act read with the relevant rules made thereunder and the DPE Guidelines, 2014. Decision with regard to change in composition or reconstitution of the CSR Committee shall be within the purview of the Board.

3.2 TIER II CSR COMMITTEE (CHQ LEVEL)

Tier II Committee shall:-

- (a) Formulate criteria for selection of projects submitted by applicants keeping in view the Act, AAICLAS's Policy on CSR & Sustainability, DPE Guidelines, 2014 for CSR and directions from CSR Committee & the Board;
- (b) Review CSR proposals and submit a report to CSR Committee;
- (c) Monitor the process and study impact of CSR programs / activities periodically, with support from AAICLAS's workplace(s) and locations(s);
- (d) Approve the format of agreement and/or need based changes in the agreement format (to be signed with the agency after approval of the project);
- (e) Give suggestion(s) relevant to CSR programs/ activities whenever required.

Tier II CSR Committee (CHQ Level) shall be headed by Chief Operating Officer and shall comprise of Chief Financial Officer, one officer from the ranks of JGM(HR)/DGM(HR)/AGM(HR)/Mgr.(HR) and one Manager (Cargo) posted at CHQ.

In case there is more than one Manager (Cargo) posted at CHQ, any one of them will be nominated by Chief Executive Officer with the approval of Chairman, AAICLAS.

In case of vacancy at the office of Chief Operating Officer/ Chief Financial Officer/ JGM(HR)/DGM(HR)/AGM(HR)/Mgr.(HR)/Manager (Cargo) posted at CHQ, any two will form the Tier II CSR Committee (CHQ Level).

In case of non-availability of Chief Operating Officer due to absence or vacancy at the office of Chief Operating Officer, Chief Financial Officer will head Tier II CSR Committee (CHQ Level).

Decision with regard to change in the composition or reconstitution of the Tier II CSR Committee (CHQ Level) will be with the approval of the Chairman, AAICLAS.

4. FUNDING & ALLOCATION

4.1 FUNDING

- 4.1.1** As per the provisions of Section 135 of the Act, the Companies (CSR Policy) Rules, 2014 and the DPE Guidelines, 2014, two percent of the average net profits of AAICLAS (to be calculated in accordance with the provisions of the Act) during the three immediately preceding financial years will be allocated for CSR activities every year.
- 4.1.2** CSR budget for the relevant financial year computed as above shall be submitted to the Board by the CSR Committee.
- 4.1.3** In case, the allocated amount could not be spent, the reasons for not spending the CSR amount shall be disclosed in the Annual Report.
- 4.1.4** Unless the unspent CSR amount relates to any ongoing project (referred to in sub-section (6) of Section 135 of the Companies Act, 2013), transfer such unspent CSR amount to a Fund specified in Schedule VII, within a period of six months of the expiry of the financial year.

Where a company spends an amount in excess of requirement provided under sub-section (5) of section 135 of the Companies Act, 2013, such excess amount may be set off against the requirement to spend under sub-section (5) of section 135 up to

immediate succeeding three financial years subject to the conditions that –

- (i) the excess amount available for set off shall not include the surplus arising out of the CSR activities, if any.
- (ii) the Board of the company shall pass a resolution to that effect.

Any amount remaining unspent under sub-section (5) of Section 135 of the Companies Act, 2013, pursuant to any ongoing project, fulfilling such conditions as may be prescribed, undertaken by AAICLAS in pursuance of its Corporate Social Responsibility Policy, shall be transferred by AAICLAS within a period of thirty days from the end of the financial year to a special account to be opened by AAICLAS in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account, and such amount shall be spent by AAICLAS in pursuance of its obligation towards the Corporate Social Responsibility Policy within a period of three financial years from the date of such transfer, failing which, AAICLAS shall transfer the same to a Fund specified in Schedule VII, within a period of thirty days from the date of completion of the third financial year.

“Ongoing Project” means a multi-year project undertaken by AAICLAS in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the board based on reasonable justification.

- 4.1.5** Any surplus arising out of the CSR projects or programs or activities shall not form part of the business profits of AAICLAS.

4.2 ALLOCATION

CSR Budget will be utilized for implementing CSR projects approved by the Board on an annual basis. The budget allocation to the CSR Schemes shall be made in the beginning of every financial year after considering the CSR budget for that year.

4.2.1 Capacity Building including Administrative Overheads

In line with the Companies (CSR Policy) Rules, 2014, and the DPE Guidelines, 2014 up to 5% of the AAICLAS’s CSR expenditure of the year may be kept as a reserve for capacity building including administrative overheads. This fund shall be utilized for capacity building of AAICLAS’s CSR personnel, if any, as well as those of its implementing agencies (through Institutions with established track record of at least three financial years), baseline survey & Impact assessment and CSR staffs’ salary.

4.2.2 Baseline Survey/ Need Assessment

Baseline/ need assessment survey is desirable prior to the selection of any CSR project or program or activity. The expenditure on baseline/ need assessment survey shall be met from the administrative expenditure limit of 5% of overall annual CSR budget.

4.2.3 Impact Assessment

It is mandatory to get Impact Assessment, through an independent agency, of the CSR projects having outlays of one crore rupees or more, and which have been completed not less than one year before undertaking the impact study.

The independent agency will also evaluate overall performance of the implementing agency and suggest improvements required, if any, for future reference.

CHQ may empanel qualified independent agencies and maintain their list to conduct impact assessment for the completed projects.

The expenditure on impact assessment shall be booked towards Corporate Social Responsibility for that financial year, which shall not exceed five percent of total CSR Expenditure for that financial year or fifty lakhs rupees, whichever is less.

The Impact Assessment Report shall be placed before the Board and shall be annexed to the Annual Report on CSR.

4.2.4 Renewal/ Extension of ongoing CSR Projects

Request for renewal of completed or extension of ongoing CSR projects, submitted by specialized agencies having recommendation of Tier II CSR Committee (CHQ Level), will be taken for review & approval. CSR Budget will be utilized for such projects. Before a request of renewal of project is raised, its impact assessment should be conducted and report to be submitted along with the proposal.

4.2.5 Proposal through Registered Trusts/ Societies/ Govt. Agencies etc.

AAICLAS shall undertake the CSR activities are undertaken by itself or through –

(a) a company established under section 8 of the Companies Act, 2013 or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company, or

(b) a company established under section 8 of the Companies Act, 2013 or a registered trust or a registered society, established by the Central Government or State Government; or

(c) any entity established under an Act of Parliament or a State legislature; or

(d) a company established under section 8 of the Companies Act, 2013 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.

Every entity, which intends to undertake any CSR activity shall be registered itself with the Central Government subject to the Rules made by Ministry of Corporate Affairs in this

regard from time to time.

Proposals received from Govt. Agencies/ CPSEs will generally be given preference over that of Trusts/ Societies.

Implementing agencies will submit CSR proposals in thrust areas specified in the AAICLAS's CSR & Sustainability Policy and in the format provided by AAICLAS. (Refer "Annexure A")

Proposals from only those NGOs (Registered Trusts / Societies) will be entertained who fulfil the Criteria specified in "Annexure B".

Decision of AAICLAS for acceptance or rejection of proposals will be final.

5. IMPLEMENTATION, MONITORING & REPORTING

5.1 IMPLEMENTATION

- (a) AAICLAS shall undertake the CSR activities are undertaken by itself or through –
- (b) a company established under section 8 of the Companies Act, 2013 or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company, or
- (c) a company established under section 8 of the Companies Act, 2013 or a registered trust or a registered society, established by the Central Government or State Government; or
- (d) any entity established under an Act of Parliament or a State legislature; or
- (e) a company established under section 8 of the Companies Act, 2013 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.
- (f) Every entity, which intends to undertake any CSR activity shall be registered itself with the Central Government subject to the Rules made by Ministry of Corporate Affairs in this regard from time to time.

Advertisements / Notices inviting CSR proposals may be published by AAICLAS through Print and/or electronic media including displaying on AAICLAS's website, if any..

After approval of the project, following points shall be followed during implementation:

- If a project under implementation entails installation of equipment/systems then the possibility of sourcing the same from the AAICLAS's concerned workplace/location may be explored during finalization of the budget for that project;
- Agreement format and/or need based change(s) in agreement format without

compromising the interest of AAICLAS (to be signed with the agency) will require approval of Tier II CSR Committee (CHQ Level) for CSR;

- Concerned AAICLAS's workplace/location shall ensure monitoring, coordination and supervision of the project during its implementation;
- The agreement with project implementing agency will be signed either by Chief Operating Officer/Chief Financial Officer or such other person as authorized by the Chairman, AAICLAS;
- AAICLAS may dovetail/participate on a joint/collaborative mode for any central/state government or any CPSE sponsored initiative. Provided that such projects, programs, proposals are covered under the Thrust Areas for CSR activities mentioned in this Policy.

5.2 MONITORING

Monitoring will be done to ensure timely completion of activities and to achieve deliverables. Regular reviews would be done, wherein bottlenecks would be identified and remedial measures would be taken.

For all CSR & Sustainability projects/ activities, close supervision and monitoring will be done through Tier II CSR Committee (CHQ Level). Management Information Report in the prescribed format (as specified in Annexure of the Companies (CSR Policy) Rules, 2014, enclosed as "**Annexure – C**"), will be furnished by AAICLAS's workplace/location to Tier II CSR Committee (CHQ Level) every month and on half yearly basis. In addition, Regional Manager or workplace/station head will submit status reports on need basis, as and when required.

After completion of the Project, concerned AAICLAS's workplace/location shall ensure that a detailed Project Completion report (covering all aspects of project implementation from its inception up to its completion) is prepared and submitted by the implementing agency in consultation with the concerned AAICLAS's workplace/location.

5.3 REPORTING

The Board Report of AAICLAS shall include an Annual Report on CSR containing particulars specified in the Rules prescribed from time to time under the Companies Act, 2013 and rules made thereunder.

Further, the composition of CSR Committee, CSR Policy and projects approved by Board shall be disclosed on the website of AAICLAS.

CSR & Sustainability initiatives may also be communicated to stakeholders through local/national print & visual media, conferences, workshops and other forums. Internal workshops, training, news bulletins, brochures, intranet etc. may also be extensively used to create awareness about CSR & Sustainability initiatives, among internal stakeholders.

6. SUSTAINABILITY INITIATIVES

AAICLAS aims in taking many more initiatives at its workplaces/locations including the following:-

- **Air & Noise Pollution Control** – Moving from fuel based equipment to battery operated equipment. Usage of Rooftop of Cargo terminals to generate solar power for further reduction in air pollution and carbon emission.
- **Public Awareness** – Promotion of Public Transport, All Environmental related days such as World Environment Day, Earth Day, Ozone Day, etc., may be observed with total support of the stakeholders.
- **Continuous Environmental Quality Monitoring** – Integrated online continuous environmental monitoring station may be commissioned, third party environmental quality monitoring may be done in and around the airports at regular intervals.
- Rain Water harvesting; Clean energy use; GHG emissions management; Green Buildings etc.

AAICLAS look forward to invest in technology and innovation that will drastically change the future of energy consumption.

The above initiatives will enable AAICLAS to conduct its expecting businesses to engage in responsible activities that will limit, as well as reduce their social, ethical, and environmental adverse impacts on society and the community.

7. EMPLOYEE'S CO-OPERATION AND PARTICIPATION

Any CSR / Sustainability program must involve the employees in order to achieve success. It is not enough for senior management to devise new ways to engage stakeholders, to make these programs work; they must involve employees at all levels. This means ensuring that everyone in AAI is informed about the CSR & Sustainability policies and practices and are involved in implementing them.

Management understands that employees working at the AAICLAS's locations/workplaces are well versed with the societal / environmental concerns in the local areas and therefore, suggestions from the employees are very important in identifying the appropriate CSR proposal(s). AAICLAS Employees should be encouraged by way of recognition and/or other methods inviting their suggestions in this regard.

8. MISCELLANEOUS PROVISIONS

8.1 As clarified by the Ministry of Corporate Affairs vide General Circular no. 21/2014 dated June 18, 2014, CSR activities mentioned in Schedule-VII are to be interpreted liberally. Further, one-off events such as marathons/ awards/ charitable contribution/ advertisement/ sponsorships of TV programmes etc. would not qualify as CSR activities.

8.2 The CSR projects or programs or activities that benefit only the employees of AAICLAS and their families shall not be considered as CSR activities.

8.3 As per the DPE Guidelines, 2014 Sustainability initiatives will not be considered as CSR activities as specified in the Companies (CSR Policy) Rules, 2014 and the expenditure incurred thereon would also not constitute a part of the CSR spend. Nevertheless, CPSEs are encouraged to take up such sustainability initiatives from their normal budgetary expenditure as it would demonstrate their commitment to sustainable development.

8.4 AAICLAS may also collaborate with other CPSEs for undertaking projects or programs or CSR activities in such a manner that the CSR Committees of the respective concerns are in a position to report separately on such projects or programs in accordance with the Companies (CSR Policy) Rules, 2014.

8.5 No amount out of CSR funds / budget shall be contributed to any political party, directly or indirectly.

9. REVIEW OF THE POLICY

9.1 The policy may be reviewed from time to time and any changes, if necessary, be recommended by the Board Level CSR Committee and approved by the Board.

Format for preparing CSR Proposal

PART A: COVERING LETTER & UNDERTAKINGS

It should contain the intent of CSR proposal. The covering letter should suffix the following undertakings along with the supporting documents:

1. All documents submitted to this office should be in Hindi/English. In case the documents are in local language, translation duly certified by the legal authority must be submitted.
2. All the information sought in Part A, B (Agency related) & C (proposal related) are mandatory to be included in the proposal. Failing which, proposal would be considered as incomplete and liable to be rejected.
3. Declaration/ Undertaking that whatever included in the proposal is true to the best of their knowledge, correct and nothing has been concealed there from along with date, place, signature of authorized person and seal.
4. Declaration/ Undertaking that the agency has at least three years of experience in implementing similar projects. Information related to past experience is to be provided in enclosed format at **(Annexure - I)**
5. Nature of activities proposed should be as per Schedule VII of the Companies Act, 2013 (item number of schedule VII to be indicated in the covering sheet).
6. Self - declaration in connection with having pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary black listed by Govt. Agencies like (CAPART) Council for Advancement of People's Action and Rural Technology, (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment etc. (Format enclosed at Annexure - II) **(Not required in case of Local/ State/ Central or any other Government body)**

PART B: ORGANISATIONAL DETAILS:

Application should contain following documents along with covering letter:

S. No.	Information/Documents	Details placed at page no.	Documents to be furnished by	
			Local/State/Central or any other Govt. body	Others
1	Brief description of the organization / agency		√	√
2	Aims/ goals, objectives and constitution of		√	√

	organization			
3	List of Board Members / Trustees with Qualification & Experience (latest list)		x	√
4	Certificate of Registration or Trust Deed			√
5	Declaration from the Agency that Income Tax exemption certificates:80G/35AC etc. being issued by it are valid and the validity of the same have not been withdrawn by the Department of Revenue/IT Department, Govt. of India.			√
6	Details of financial support received for CSR activities from PSUs/ Govt.Agencies (Name of the project, funding agency, location, beneficiaries and year of completion)		√	√
7	Details of major completed project(s) (refer Annexure - I) in similar area(s) during last 3 years along with project completion certificates issued from the funding agencies and impact assessment report of those projects.		√	√
8	Details of major ongoing project(s) (refer Annexure - III)		√	√
9	Details of major project(s) in planning (refer Annexure - IV)			√
10	Any awards, accolades, or recognitions			√
11	Copy of PAN Card			√
12	FCRA certificate & latest FCRA returns inForm FC-3, if any.			√
13	Acknowledgement of IT return filed for last three years.			√
14	Annual reports of last three Financial Years including the following:			√
	a) Auditor's Report			√
	b) Balance Sheet			√
	c) Income & Expenditure Account			√

PART C: CSR PROJECT DETAILS

Following details to be provided related to CSR Project (kindly adhere to sequence):

S. No.	Information/Documents	Details placed at page no.	Documents to be furnished by	
			Local/State/Central or any other Govt. body	Others
1	The project title, its objective and rationale.			
2	Brief of the proposed CSR project to be undertaken.			
3	Justification for need of the project with data on need assessment / baseline survey report of the project.			
4	Statement from Gram Panchayat stating the need of the activity and Certificate from Government / State / Gram Panchayat authorities that the proposed activity is not being undertaken or planned to be undertaken by any Govt / Non-Govt. agencies.			
5	Proposed geographical coverage, i.e. location where the project is being proposed			
6	Description about the total budget outlay of the proposed project, how much support sought from AAICLAS, How much agency is putting and if any other parties are also funding then amount and their scope.			
7	Detailed cost estimates with break up (BOQ etc.) with supporting documents like budgetary quotations, Govt. rates (such as applicable DSR, CGHS etc.) etc. to establish its reasonability of the cost w.r.t. prevalent market rates (please provide details of each expenditure head along with documents supporting rate reasonability)			
8	Current status in case ongoing/ partly funded project			

9	Expected outcome of the project preferably measureable/ quantifiable. Details of target beneficiaries in terms of numbers of children, women, SC/STs, OBCs, Minorities etc. Methodology of the selection of beneficiaries in detail.			
10	Modus operandi for implementation of the Project along with tentative project execution schedule with timeline.			
11	Process to be followed during implementation showing transparency & cost competitiveness			
12	Methodology for Sustainability of the project			
13	Details of ownership and usage of land incase of infrastructural development project. Please provide the copy of clear title and other relevant documents. If it is in local language, please submit it in Hindi / English translation duly certified by legal authority. Also provide us the copy of approved construction map & estimates duly signed by the certified architect.			
14	Proposal related NOCs / approvals / permissions, if any, from competent authority			
15	Mileage to AAICLAS in terms of Branding			
16	Limitations of the project, if any.			

Annexure – I

(Format for projects undertaken by the agency in last three years)

Name of Agency: _____

Proposal Name: _____

FY*	Sl. No	Project Brief	Project Duration	Project Cost	Targeted beneficiaries	Impact of the project
2019-20	1)					
	2)					
	3)					
2018-19	1)					
	2)					
	3)					
2017-18	1)					
	2)					
	3)					

Date:

Place:

Annexure – II

(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)

UNDERTAKING

We declare that:

1. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds, exploitation of beneficiary etc. on us;
2. The organization has never been “Black listed” or “Reprimanded” by Govt. / Govt. Agency like (CAPART) Council for Advancement of People's Action and Rural Technology, (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment / CPSEs / NCSR Hub etc.;
3. We have at least three years of experience in implementing similar projects, the project proposed is as per Schedule VII of the Companies Act, 2013;
4. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with AAICLAS or its holding Company i.e. AAI;
5. We assure that if AAICLAS extend financial support towards proposed CSR project, we
 - a. Will submit a Fund Utilization Certificate to AAICLAS, issued by a Chartered Accountant;

- b. Will maintain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. and will retain them for a period of at least 3 (three) years;
- c. Will provide all the details on AAICLAS's demand and will allow authorized representative(s) of AAICLAS for necessary audit (s) / inspection(s) as and when (within retention period) asked by AAICLAS;
- d. Will provide Monthly Information Report (MIR) on progress of project implementation along-with audio/ visuals depicting progress of the project;

We hereby declare that whatever has been stated above is true to the best of our knowledge, correct and nothing has been concealed there from.

Date: _____

Place: _____

Authorized Signatory
(Seal of organization)

Annexure-III

CSR Projects in India

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Likely Project Cost (Rs. Lakh)	Likely Time Frame (Month & Year)		Likely Measurable Impact
					Start	Finish	
1							
2							
3							

Date:

Authorised Signatory
(Name and Designation)

Projects in planning
(Excluding project proposed to AAICLAS)

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Estimated Project Cost (Rs. Lakh)	Time Frame Planned (Month & Year)		Expected Measurable Impact
					Start	Finish	
1							
2							
3							

Date:

Authorised Signatory
(Name and Designation)

Annexure – B

Guidelines for NGO selection and writing proposal to be submitted to AAICLAS

I. Guidelines for NGO selection

1.1a Registration details

Legal Status: The NGO should be a legally registered :-

- (i) Trust;
- (ii) Society; or
- (iii) Company established under section 8 of the Companies Act, 2013 / Section 25 of the Companies Act, 1956.

The NGO/organization should be registered for a period of minimum three years (as on date of submission of their application to AAICLAS). **"In deserving cases, any NGO organization which has already worked with any unit / site of AAI or AAICLAS, may be exempted from this clause (minimum three years' experience) based upon merit"**

1.1b Infrastructure:

The basic infrastructure of the NGO should be in place [premises (whether own or rented), basic office equipment, infrastructure available to implement the proposed CSR project, etc.].

1.1c Stable Organizational Structure

This will include staff structure /number, name roles & responsibilities of the staff/ organizer etc. involved in the project, organization's capacities staff experience and expertise in context of programme/project, geographical area covered by the organization, other projects undertaken by the Organization.

1.1d NGOs having strong credible links shall be given, preference:

- (i) While short listing, preference shall be given to NGOs having established track record in CSR Thrust Areas mentioned in the policy. The NGO should have been actively working in the proposed area of work.
- (ii) The NGOs should have no conflict of interest with the government's and AAICLAS and AAI functionaries.
- (iii) NGOs will have to ensure compliance with various legislations that are enacted from time to time, rules framed there under and Guidelines issued by the Government or any other concerned authority.
- (iv) Any contribution to the NGO should preferably qualify for tax exemptions under Income Tax Act, 1961.
- (v) NGOs should disclose whether they get financial assistance from any other sources.

1.1e A true and fair track record in terms of the financial side of its operation:

This would necessarily involve having clean audit reports relating to its past activities. Further in order to assess the NGOs credibility, the following points shall be considered:

- (i) No NGO having pending legal disputes and or enquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc. shall be considered.
- (ii) NGOs blacklisted by any government agency like CAPART, CSWB, Department of Women and Child Development, Ministry of Social Justice and Empowerment, etc shall be rejected.

1.1f Good working relationship and networking with other NGOs: The NGO should have good working relationship and networking with other NGOs and Government bodies etc. (in the NGO's operational area).

1.2. Documents

The Project proposal should be as per guidelines mentioned herein and should be accompanied by all the relevant documents (Refer Part A, B & C and annexures thereto)

1.3. Undertaking: The Grantee will execute an undertaking to the effect that grantee will

- a) abide by all conditions of the grant;

- a) not divert the grants and entrust execution of the scheme of work concerned to other institution(s) or organization (other than approved ones). However, it can engage local NGOs/organization or outsource some expert oriented activity if needed, with due approval of AAICLAS and
- b) in the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilised amount of the grant to AAICLAS along with interest @12% per annum.

All documents (each page) should be duly signed and stamped by the applicant or its duly authorized representative and Trustee / Chairman of the organization. The NGO should be able to produce any original document on demand by AAICLAS.

1.4. Scrutinizing applications received from NGO

All the proposals received from the NGOs would be analysed by the Tier II CSR Committee. Tier II CSR Committee may obtain any further clarification required from the NGOs and these clarifications shall be placed before Board Level CSR Committee for examination, scrutiny & recommendation.

1.5 Release of funds:

Funds shall be disbursed as per the detailed guidelines outlined below:

- (i) For targeted interventions a maximum project period of 3 year should be given administrative approval and funds should be sanctioned as per the financial guidelines based on the annual action plans.
- (ii) The amount sanctioned should be disbursed in suitable installments. The first installment would be released initially and the subsequent installments shall be released based on the production of utilization certificate issued by the competent authority and physical verification (preferably) by AAICLAS. When the payment has to be made to outside parties i.e. school fees to the school or payment to the hospital, direct cheque shall be sent to these parties.

1.6 Utilisation Certificate: A statement issued giving detailed break up of expenditure incurred under respective head out of fund received from AAICLAS, duly signed by the Auditors of the NGOs or any CA firm (as the case may be).

1.7 Reporting System:

- (i) The organization would be required to submit a full project report, statement of accounts and utilization certificate within three months from the date of completion of the project duly certified by the auditors of NGOs or any firm of Chartered Accountants.
- (ii) In addition, the Organization would be required to submit a quarterly project report, till the pendency of the project.
- (iii) Any other report (as may be required by AAICLAS)

1.8 Budget:

The budget /financial assistance sought by the NGO/organization should not be more than double of the total financial transaction of the NGO of the previous year.

Annexure-C

Format for management information report on CSR Activities

As per the prescribed format of Annual Report on CSR containing particulars specified in Rules prescribed from time to time under Companies Act, 2013 and rules made thereunder.