

## **ANNUAL ACTION PLAN: 2022-23**

**1.** The annual action plan for the CSR activities in the company for the year 2022-23 is proposed in line with the CSR policy of the company, the statutory provisions under the CSR rules and the guidelines issued by the Department of Public Enterprises.

### **2. Categorization of projects:**

As per the CSR policy of the company, for administrative convenience, the company will continue to operate the projects under the categories of Minor projects, which are urgent in nature having value of 10 lakhs or less with the approval of C&MD, limited to 10% of total spend. All other projects will be continued to be categorised under Major category.

### **3. Administrative OH:**

5% will be earmarked towards Administrative OH, as per rule, which will include the salary, expenditure on training and Travel by CSR staff working in the Department.

### **4. Theme for the year:**

Towards creation of assets in line with national priorities/ needs of the society, as advised by the DPE, vide OM dated 05 April 2022, "Health & Nutrition" has been adopted as common theme for undertaking CSR activities by CSL for the year 2022-23.

CSL has been continuing to extend priority to aspirational district Wayanad.

### **5. CSR budget for 2022-23:**

As the financial results are not yet declared for the year 2021-22, the calculations are made reckoning the PBT for 21-22 same as that of the previous year. The Budget worked out is around Rs.16.14 Crores. This may slightly vary once the financial results are out. The details of the workings are given below:

PBT Year 2019-20	Rs.863.43 Crs
PBT Year 2020-21	Rs.810.59 Crs
PBT Year 2021-22 (reckoned as that of the previous year as the financial results are not declared).	Rs.810.59 Crs
Total PBT	Rs.2484.61 Crs
Average PBT for three years	Rs.828.20 Crs
2% of average PBT for 3 years	Rs.16.56 Crs
Amount proposed to be set off in the succeeding financial year (excess spent in 2021-22)	Rs.0.42 Crs
<b>Budget for 2022-23</b>	<b>16.14 Crs</b>

#### **6. Projects for 2022-23:**

The Executive committee is in the process of the identifying projects and will recommend the projects during the course of the year.

#### **7. Impact Assessment:**

As per the revised CSR rules of the Ministry of Corporate Affairs, impact assessment of projects valuing more than 1.00 crores for companies have an Annual CSR budget of Rs.10 Crores is mandatory. A Company undertaking impact assessment may book the expenditure towards Corporate Social Responsibility for that financial year, which shall not exceed five percent of the total CSR expenditure for that financial year or fifty lakh rupees, whichever is less.

The impact assessment of “Anantha Kripa” is proposed to be taken up by the School of Management studies. CUSAT, Kochi.

#### **8. CSR Management:**

The company will continue the 3 tier system of CSR management - The CSR Executive committee, The CSR committee of the Board and the Board. Till the new CSR committee of the Board is constituted, the CSR Executive committee will report directly to the Board after obtaining approval from the C&MD.

The Head CSR and his team consisting of CSR professionals will identify, execute and report.

#### **9. Project selection:**

- (a) All applications/ requests/ proposals for CSR support/projects from various sources, received at CSR Cell shall be recorded in a register and a serial number is assigned.
- (b) A statement of the proposals received, complete in all respects will be prepared in spreadsheet and this will be presented to the Executive Committee from time to time for preliminary selection.
- (c) As per policy, preliminary selection of projects happens at the Executive Committee Level (Below Board Level).
- (d) The Executive Committee meeting shall be conducted regularly to identify and review progress of projects, payment status and suggest recommendation / rejection of new applications as presented to them, based on budget availability.

#### **10. Project Execution:**

The company will commence each project with an agreement in place between the company and the executing agency, as has been done, which will have in it the budget, timelines, roles and responsibilities of either parties and payment terms.

#### **11. Payments:**

Payment terms would be normally 50% in advance and balance upon completion of stages and balance in 40:10 ratio; 10% upon completion, unless otherwise specified. To claim advance the agency would have to submit a personal guarantee in a Rs.100/- stamp paper as per the prevailing practice.

The implementing agency will have to submit the following to claim the final instalment of payment:

**(a) Completion certificate**- certification by an independent technical expert, viz a Chartered Engineer/Bio Medical Engineer, and the like; as the case may be.

**(b) Utilization certificate** - in the prescribed format certified by a practicing Chartered Accountant. In case of Government initiated projects, such certifications will be done by the concerned professionals within their system.

**12. Site visits:**

The CSR team will visit each project activity / site at least thrice; prior to commencement, during execution and upon completion, depending upon the life of the project. The CSR team will actively participate in external activities like baseline survey and impact assessment activities for meaningful contribution. Participation by the officers and employees will also be ensured in the CSR activities.

**13. Reporting:**

The formats for reporting have been revised in the new rules. The Head CSR would be responsible for reporting those in the Annual report and elsewhere as per the requirements.

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