

ANNUAL ACTION PLAN

2021-22

1. The annual action plan for the CSR activities in the company for the year 2021-22 is hereby proposed to be approved by the Board. The annual action plan 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 catergorised 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 12th May 2021, "Health & Nutrition, with special focus on COVID related measures including setting up makeshift hospitals and temporary covid care facilities" has been adopted as common theme for undertaking CSR activities by CSL for the year 2021-22. Also priority will be extended to aspirational district of Wayanad. Priority will be shifted in case of any subsequent suggestions by the Government during the course of the year.

5. CSR budget for 2021-22

As the financial results are not yet declared for the year 2021-21, the calculations are made reckoning the PBT for 20-21 by a reduced value considering the covid corona pandemic prevailed over the period. The Budget worked out is around Rs.15.50 Crores (rounded off). This may slightly vary once the financial results are out. The details of the workings are given below:

PBT YEAR 2018-19	Rs.751.37 Crs
PBT YEAR 2019-20	Rs.863.43 Crs
PBT YEAR 2020-21 (Projected 20% less than prev year's PBT)	Rs.690.00 Crs
TOTAL PBT	Rs.2304.80 Crs
AVERAGE PBT FOR THREE YEARS	Rs.768.30 Crs
2% OF AVERAGE PBT FOR 3 YEARS	Rs.15.37 Crs

6. Projects for 2021-22

The company has 72 ongoing projects worth Rs.952.44 lakhs which are under different stages of implementation. Considering the budget to be Rs.1537 lakhs as calculated, there is a deficit of Rs.584.56 lakhs as given in the below table.

STATUS OF PROJECT	NO OF PROJECTS	AMOUNT (RS) LAKHS
ONGOING PROJECTS	72	952.44
BUDGET	--	1537.00
DEFICIT	---	584.56

For comfortable achievement of the target, projects worth 1.5 times the budget are proposed to be identified. Considering this, it is proposed to have projects worth 2300 lakhs in hand.

7. New Projects

Though the company can commence its activities with available projects, the company needs to have 1300 lakhs worth projects additionally, as explained in the previous para, during the course of the year.

As per the policy, CSL accepts CSR proposals from the entitled agencies, as stipulated in the CSR policy, throughout the year. Taking into account the revisions proposed in the amendment in the CSR rules, a revised CSR application is drafted in place of the old one which will be made available in the CSR page of the Company website.

8. Baseline Survey and Impact Assessment

Following the best practices, towards need assessment, baseline surveys are proposed to be introduced in all projects worth more than 30 lakhs value. This report will be signed by a professional social worker.

As per the revised CSR rules, impact assessment by an independent agency is proposed to be undertaken for projects completed one year before, having value of more than 1.00 Cr for companies having a CSR budget of more than 10 Cr a year. This will also be followed for projects that have been completed in the past years. In line with the revised rules, impact assessment will be undertaken accordingly.

9. 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.

10. 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 once in every month, as per convenience of all members to identify and review progress of projects, payment status and suggest recommendation / rejection of new applications as presented to them, based on budget availability.

11. 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.

12. 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.

13. 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.

14. 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.

15. Projects to be taken up in 2021-22

The Company have 72 number of projects in hand worth Rs. 952.44 lakhs. Details of which is placed at Annexure-A. The Executive Committee has recommended 03 number of projects in its 50th meeting and 05 number of projects in 51st meeting for approval of the Board amounting to Rs. 189.85 lakhs. The details of which are placed at Annexure – B.

Annexure B to Annual Action Plan 21-22

Sl No	Proj No	Name of agency	Project details	Amount (in lakhs)
1	679	Sri Ramakrishna Advaita Ashrama, Kalady	Library Building Reconstruction at Muvattupuzha	19.60
2	680	Sri Ramakrishna Advaita Ashrama, Kalady	Construction of Open Stage in Brahmanandodayam HSS, run by Sri Ramakrishna Advaita Ashrama	10.25
3	702	Hooghly Cochin Shipyard Limited	Support for Construction of Public Toilets	15.00
4	711	District Panchayat Kannur	Digital Library at Munderi HSS	20.00
5	714	Indian Institute of Information Technology and Management, Kazhakootam	Development of technical and commercial viable products using copper slag and shredded plastic – a project to be undertaken by Makers Village, Kalamassery.	10.00
6	724	District Collector Wayanad	Value addition of turmeric at Van Dhan Vikas Kendra, Tavinjal, Wayanad - a project for empowerment and employment generation of the tribal community through TRIFED, Govt of India.	20.00
7	725	Seva Bharathi, Kottayam	Construction of Seva Nilayam- Palliative Care Centre for patients and bystanders from Kottayam Govt Medical College Hospital	70.00
8	730	Sarvodaya Kendram, Ramassery Palakkad	Construction of Gandhi Ashram at Ramassery, Palakkad	25.00
9	734	CSL (direct)	Vaccination drive to restrict the spread of Covid in the CSL area	170.00
10	735	CSL (direct)	Food kit for the Contractor's workers of the CSL who gone jobless during the pandemic	75.00
Total				434.85
