

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;

S. n o	Broader Alignment with Focus areas as per Schedule VII	Project	Mode of Implementation	Location of the project	Brief about the program/initiative	Execution and Implementation Methodology
1	Promoting education, including special education and employment enhancing vocational skills especially among children, women, elderly, and differently abled and livelihood enhancement projects	Industrial Training Institute(ITI) for Tamil Nadu State Transport Corporation (TNSTC)	Direct projects through CSR Team	Kumbakonam	Supporting ITI to foster the holistic development of students. Supporting activities like education, capacity building of teachers, enriching learning opportunities for children, and enhancing parental involvement in the Education process.	<p>The Company will implement the CSR projects/ programmes either through itself or through identified suitable implementation agency(ies) as may be permitted under the Act and the rules/circulars framed or issued thereunder from time to time.</p> <p>All the implementation/NGO partners will be registered with the Central government by filing Form CSR-1.</p> <p>Wherever applicable, implementation/NGO partners will be on boarded by conducting due diligence. To execute projects at the ground, wherever applicable there will be</p>
2	Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation including contribution to the Swachh Bharat Kosh set-up by the Central	Coimbatore Cancer Fundation	Direct project through CSR Team/ Through NGO Partner	Coimbatore	Supporting the medical treatment of pediatric cancer patients.	

	Government for the promotion of sanitation and making available safe drinking water					<p>mobilization, set eligibility criteria for beneficiary selection, screening, reporting, record-keeping and documentation, monitoring & field visits.</p> <p>Wherever applicable, the partner organization will be on boarded through a duly signed agreement along with the timeline to execute</p>
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c) The modalities of utilization of funds and implementation schedules for the projects or programmes;

• **Modalities of utilization of funds**

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.

iv. For certain projects reimbursement model will 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 partner organizations/ beneficiaries with the approval of the Board.

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 wherever applicable. respective amount will be disbursed at different intervals as per the timeline agreed.

vi. Wherever applicable CSR team will collect deliverables from the implementation partners.

• **Project Implementation Schedule:**

i. All the CSR projects will be implemented as per the scheduled timeline in the respective agreement with partner organization.

ii. Duration for CSR projects/initiatives will be of maximum one year which will be annually renewed on the basis of the project performance. All CSR projects shall be 'other than ongoing projects' d)

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 from time to time.

- i. Wherever applicable, the CSR projects will be monitored at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.
- ii. For the purpose of proper monitoring of the CSR projects, wherever applicable each project shall include well-defined timeline & parameters.
- iii. Wherever applicable Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the partner organizations.
- iv. Reporting & Documentation:
 - a. Project documentation: Reports will be collected by the CSR team as per the agreed timeline for each project.
 - b. Financial Tracking: In order to track the proper utilization of funds, wherever applicable, at different intervals of the project, CSR teams will collect & cross-check financial documents.
- v. Compliance reporting will be done as per the Section 135 of Companies Act, 2013 (Act) and the rules/circulars/amendments framed therein or as modified from time to time by the Ministry of Corporate Affairs

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

Impact assessment will be undertaken during FY 2024-25 for the eligible CSR projects.