

CORPORATE SOCIAL RESPONSIBILITY POLICY OF
ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

The Corporation is a Public Sector Undertaking incorporated in 1965 for promotion of Industries in the State of Assam. The Corporation has been successful in discharging its social responsibilities by taking number of socio –economic projects since its incorporation.

Although the Corporation has been performing its social responsibilities and obligations since its incorporation, on enactment of the Companies Act, 2013, it has become mandatory for certain companies to perform social responsibilities in formal and structured way and also to report to its stakeholders.

1. CSR Objectives:

The Objectives of the Policy is to

- Formulate, implement, monitor and evaluate CSR and sustainability projects/activities through a structure mechanism,
- Include CSR proposals in the Corporation’s annual budget and ensure effective utilization of the allocated resources,
- provide a monitoring and evaluation methodology/philosophy

The policy is to ensure conformity to Section 135 of the Companies Act, 2013 along with the Companies (Corporate Social Responsibility Policy) Rules, 2014 and Schedule VII and applicable guidelines on CSR and sustainability as issued /may be issued by the Ministry of Corporate Affairs, Govt. of India, Dept of Public Enterprises, Govt. of Assam and in their absence, by Deptt. of Public Enterprises, Govt. of India from time to time

2. Areas of activities

The CSR activities of the Corporation are as follows:

- (i) Eradicating hunger, poverty and malnutrition, “promoting health care including preventive health care” and sanitation including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.
- (ii) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
- (iii) Promoting 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.
- (iv) ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro forestry, conservation of natural resources and maintaining quality of soil, air and water including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga.

(v) protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art and handicrafts;

(vi) Measures for the benefit of armed forces veterans, war widows and their dependents, Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows;

(vii) Training to promote rural sports, nationally recognised sports, Paralympics sports and Olympic sports

(viii) contribution to the Prime Minister's National Relief Fund or 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;

(ix) (a) 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

(b) 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).

(x) Rural development projects

(xi) Slum area development.

Explanation.- For the purposes of this item, the term '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.

(xii) Disaster management, including relief, rehabilitation and reconstruction activities.

The above objectives are not exhaustive and the Corporation may take any other social activities and projects as may be decided by the Board of Directors on recommendations of the CSR Committee as mentioned in the Schedule VII of the Companies Act 2013. The Corporation will pursue its CSR activities in the vicinity of the areas of its Project side to enable close supervision and ensure maximum development impact.

The Corporation will carry out CSR Programme In relevant local areas to fulfil commitments arising from requests of the Government(s)/regulatory authorities. All the CSR activities will aim to provide equal opportunities to beneficiaries.

3. IMPLEMENTATION

The CSR Programmes or projects will be implemented by (i) the Corporation employees (ii) external implementing agencies i.e. Company incorporated under section 8 of the Companies Act 2013/trust or Society registered under Section 12 A and 80 G of the Income Tax Act 1961 having requisite expertise or

(iii) Trust/ Societies/ foundations as may be set up by the Corporation from time to time as per prevailing laws of the Land.

4. CSR Committee:

Pursuant to the provisions of Section 135 of the Act, the Board of Directors shall constitute the Corporate Social Responsibility (CSR) Committee. The members of CSR Committee shall be appointed by the Board of Directors of the Corporation which must consist of at-least three Directors and one of them shall be an independent director but as AIDC is a Private Limited Company and have no independent Director, so the Board may appoint at-least three Directors in the Committee including non official Directors.

The CSR Committee shall *inter-alia*

- Formulate or amend this CSR Policy from time to time and place the same before the Board of Directors for approval
- Recommend the annual action plan in pursuance to Corporations CSR policy
- Recommend the amount of expenditure to be incurred for achievement of CSR objectives of the company from time to time;
- Monitor the implementation of CSR activities from time to time. □□
- The Committee shall institute a transparent monitoring mechanism for implementation of the CSR activities or programs undertaken by the company.

The Committee shall meet as and when it deems fit or called by the Management.

The CSR structure of Assam Industrial Development Corporation Ltd consists of two Committees:

□□ **Board Level Committee** comprising of at least three members of the Board representing functional, nominee and non official Directors. It is proposed that Board level Committee will comprise at least three Directors as follows:

- Managing Director, AIDC as Chairman of the Committee
- One Director from Finance/ Public Enterprises Deptt, Govt. of Assam as member and
- One Non Official Director on the Board.

The said Committee will recommend the proposals for approval of the Board exceeding ` 5.00 (Five) Lakhs in each case. It approves the CSR Projects and Budget for the year and also monitors implementation of the approved Policy and projects evaluate performance of the projects / activities and report on a semi-annual basis to the Board. This Committee acts as advisor Committee.

The second Committee will be **CSR and Sustainability Steering Committee** which will be comprised of Managing Director, AIDC, one General Manager, if any, Company Secretary, One Deputy General Manager, representative from Accounts Deptt, One Technical Officer. The Company Secretary, AIDC will act as member Secretary. The said Committee will be responsible for the following:

- Identify CSR and Sustainability projects on the basis of need assessment based on surveys conducted in house or through external agencies, discussions with stakeholders, civic bodies, etc.
 - Identify and propose suitable and competent agencies which may be able to execute the projects for and on behalf of the company.
- Monitor implementation of Projects

- Any other CSR related activities including Media management etc.

The above objectives are not exhaustive but the Corporation may take any other social activities, projects as may be decided by the Board of Directors on recommendations of the CSR Committee as mentioned in the Schedule VII of the Companies Act, 2013.

5. Quorum :

The quorum for a meeting of the Committee of CSR shall be one third of its total strength as two numbers which is higher.

6. CSR Budget :

Annual budget allocation for CSR activities for a given year shall not be lesser than 2% of the average profit-before-tax of three preceding financial years, as specified by Section 135 of the Companies Act 2013 and the Rules made there under. The Corporation shall earmark the CSR budget and prepare the Annual action plan for the Financial year prior to its commencement and place it before the CSR Committee for consideration and recommendation to the Board of Directors for approval.

7. CSR Expenditure :

The Corporation shall spend the CSR budgeted amount for the activities indicated herein the policy or any other items mentioned in Schedule VII of the Companies Act, 2013. CSR expenditure shall include all expenditure including contribution to corpus, for projects or programs relating to CSR activities approved by the Board of Directors on recommendations of the CSR Committee, but doesn't include any expenditure on an item not in conformity or not in line with activities which fall within the purview of Schedule VII of the Companies Act, 2013.

If any surplus amount remains, the same shall be ploughed back to the same CSR project or programme or may be transferred to the unspent CSR account and spent in pursuance of CSR policy. The corporation may also transfer the unspent CSR amount to any of the Funds mentioned in Schedule VII of the Companies Act 2013 within 6 (six) months from the expiry of the financial year.

If the CSR expenditure of the Corporation exceeds the statutory limit (presently 2% of average net profit of three preceding years) the excess amount shall be set off from the CSR budget in the succeeding year with the approval of the Board of Directors on recommendation of CSR Committee.

8. Review :

In order to comply with the changed statutory and regulatory requirements, if any, the CSR Policy shall be reviewed by the CSR Committee from time to time and recommend to the Board for amend or alter it.

9. Report :

The Corporation shall include Board's report on CSR activities in the Annual Report of the Company. The corporation shall do impact assessment of its CSR as and when it required as per the provisions of the Companies (CSR) Rules 2014 as amended.

Application should contain following documents along with covering letter

Details of Beneficiary

Sl. No.	Information / Documents	Details placed at page No.	Documents to be furnished by	
			Local/ State / Central or any other Govt. body	Others
1.	Name of the Party /Organization			
2.	Aims/ goals, objectives			
3.	Address			
4.	Contact No.			
5.	Email id			
6.	PAN No.			
7.	Bank Account No.			
8.	Name of Bank			
9.	IFSC Code			
10.	Registration No. & copy of Registered Trust Deed			
11.	Income Tax Exemption certificate			
12.	Registration with Govt. Agency, if any			
13.	Details of Financial support received for CSR activities from other PSU/ Govt. agency			
14.	Details of major completed projects in similar areas during last 3 years			
15.	Any awards/ recognition etc.			

CSR Project Details

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

Sl. 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			
4.	Resolution from Gram Panchayat stating the need of the activity / Certificate from Government / State/ Gram Panchayat authorities that the proposed activity is not being undertaken by Govt./ Non Govt. agencies			
5.	Location where the project is being proposed			
6.	Description about the total budget. How much support is sought from AIDC. If any other agencies are also funding, the details and amount			
7.	Detailed cost estimate with supporting documents like quotation, Govt. rate etc.			
8.	Current status in case of ongoing funded project			
9.	Expected outcome of the project			
10.	Process to be followed during implementation			
11.	Mileage of AIDC in terms of branding			
12.	NOC, if any from Competent Authority			

Annexure-II

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

UNDERTAKING

We declare that:

1. We have not taken any support from AIDC during the financial year in which proposal is being submitted.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary etc. on us.
3. 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.
4. 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 and there is no parallel funding for this project to the extent of the support extended by AIDC. Also the work undertaken out of the AIDC’s CSR support will be distinctly identifiable (In case of proposals from people`s representative(s), certification of no parallel funding for the project to the extent of the proposed support extended by AIDC is to be obtained from District Collector/ District Magistrate and submitted along with the proposal).
5. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with AIDC.
6. We assure that if AIDC extend financial support towards proposed CSR project, we
 - a. Will submit a Fund Utilization Certificate to AIDC, 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 the above details on AIDC’s demand and will allow authorized representative(s) of AIDC for audit (s) / inspection(s) of the above mentioned documents as and when (within retention period) asked by AIDC.
 - d. Will provide Monthly Information Report (MIR) on progress of project implementation along-with audio/ visuals depicting progress of the project.

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

Date: _____
Place: _____

Authorized signature
(Seal of the organization)