

**CSR Annual Action Plan FY 2023-24**

**In terms of sub-rule (1) of rule 4, sub-rule (2) of rule 5, of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021**

**a) The list of CSR projects or programmes to be undertaken and manner of executions in areas or subjects specified in Schedule VII of the Act and in sub-rule (1) of rule 4;**

| Sr. No. | Focus Area from Schedule VII  | Project             | Mode of Implementation        | Location of the project | Brief about the program/ initiative  | Request received (INR in Lakh) | Funds Allocated (INR in Lakh) | Type of the Project         | Execution and Implementation Methodology   |
|---------|---|---------------------|-------------------------------|-------------------------|--|--------------------------------|-------------------------------|-----------------------------|--|
| 1.      | Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects | Promoting Education | Through Implementation Agency | Hisar                   | <ul style="list-style-type: none"> <li>Supporting operational expenses of HTM High school to foster the holistic development of students.</li> <li>Supporting activities like free quality education, capacity building of teachers, enriching learning opportunities for children, effective school governance and enhancing parental involvement in the education process.</li> <li>Providing financial aid through scholarships to students.</li> </ul> | 24.00                          | 24.00                         | Other than ongoing projects | The CSR activities/projects shall be implemented using internal resources by the Company through HTM High School registered undertaking for CSR Activities registration no. CSR00015865. |
| 2.      | Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects | Promoting Education | Through Implementation Agency | Hisar                   | Supporting Expenses for: <ul style="list-style-type: none"> <li>Internal Whitewash &amp; Paint work for all classrooms, offices &amp; Veranda.</li> <li>External Snowcem Paint work on walls.</li> <li>Toilet Sanitary, Pipeline, plumbing &amp; other misc. repair work.</li> <li>Electrical work.</li> <li>Office/Class room furniture Computer, Water Cooler 80 Litre, Ceiling fans</li> </ul>  | 10.00                          | 10.00                         | Other than ongoing projects | The CSR activities/projects shall be implemented using internal resources by the Company through HTM High School registered undertaking for CSR Activities registration no. CSR00015865. |

|              |   |  |                               |           |  |               |               |   |  |
|--------------|---|--|-------------------------------|-----------|--|---------------|---------------|---|--|
| 3.           | Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects   | Promoting Education  | Through Implementation Agency | Hisar     | <ul style="list-style-type: none"> <li>Supporting Expenses for retrofitting and renovation of Auditorium.</li> </ul>   | 114.10        | 114.10        | Ongoing projects (2 Years-FY 2023-24 & 2024-25) | The CSR activities/projects shall be implemented using internal resources by the Company through HTM High School registered undertaking for CSR Activities registration no. CSR00015865.       |
| 4.           | Eradicating, hunger, poverty and malnutrition, promoting preventive 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 | Financial Assistance to the Caddies, who carries a golfer's clubs and provides other assistance during a match | Through Implementation Agency | New Delhi | <ul style="list-style-type: none"> <li>Supporting Financial Assistance to the Caddies and their family members, in order to increase their standard of living.</li> <li>Arrangement of primary education to the children of the caddies.</li> <li>Healthcare services to the caddies. Providing financial aid through scholarships to students from low-income families</li> </ul> | 3.00          | 3.00          | Other than ongoing projects                     | The CSR activities/projects shall be implemented using internal resources by the Company through Caddies Welfare Trust registered undertaking for CSR Activities registration no. CSR00002186) |
| <b>Total</b> |   |  |                               |           |  | <b>151.10</b> | <b>151.10</b> |   |  |

**Note: The actual spend for each project may vary and will be subject to approval of the CSR Committee & the Board.**

**b) 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 on the recommendation of the CSR Committee.
- 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 CSR Committee & 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, i.e. receipts, invoices, bank statements, etc. respective amount will be disbursed at different intervals as per the timeline agreed.
- vi. CSR team will collect all the set 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.

**c) 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 as per the objectives & deliverables set for respective projects as per Board & Committee recommendation.

- i. 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, 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 like quarterly report, half-yearly report, annual report/closure report, case studies, etc. 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, where applicable, at different intervals of the project, CSR teams will collect & cross-check financial documents like invoices, salary slips & receipts, bank statements, Fund Utilization Certificate, etc.

- d) **Details of need and impact assessment, if any, for the projects undertaken by the company: Not Applicable.**  
**As per the MCA circular Rule 8(3) (a), Company does not have an average CSR obligation of 10 Crore or more in the three immediately preceding financial years.**