

**WAPCOS LIMITED**  
**(A GOVERNMENT OF INDIA UNDERTAKING)**  
**MINISTRY OF WATER RESOURCES**



# **WAPCOS CSR POLICY**

**[2017]**

## WAPCOS' Policy for CSR

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# WAPCOS CSR POLICY

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## 1. Introduction

The objective of WAPCOS CSR Policy -

- (i) Provide a framework for WAPCOS strategy for Corporate Social Responsibility (CSR) Activities;
- (ii) Provide WAPCOS with insights into how to approach CSR development in line with its existing competence and organizational objectives thus identify the thrust area for corporate initiatives in CSR.

While preparing the reports relevant CSR focus areas for WAPCOS keeping in mind the organizational capabilities and resource capacity of the company have been identified.

The report is based on a review of the existing practices on CSR at WAPCOS; and study of emerging trends and approach towards CSR for a wider perspective on the subject. The study has taken into account the Section 135 of the Company's Act alongwith CSR Rules issued by Ministry of Corporate Affairs on Corporate Social Responsibility that came into effect on 1st April 2014.

## 2. Preamble

### 2.1 Corporate Social Responsibility

Since 1980s, many countries have undergone broad processes of social, political and economic changes. Businesses and corporations, both national and multi-national, are experiencing new pressures from regulators, non-governmental organizations (NGOs), community groups and even from their peers to become more transparent and be more accountable for their social and environmental impacts. Well run, values centered businesses can contribute to humankind in more tangible ways than any other organization in society. Increasingly, business organisations are taking steps to demonstrate and enhance their CSR efforts. The commitment in the area of social responsibility thus becomes a strategic decision.

Managing business on behalf of multiple stakeholders, attempts to make all stakeholders equal partners in the business along with the shareholders. Sustainable development (SD) which advocates the principle of triple bottom lines rests on three fundamental pillars: economic growth, ecological balance, and social progress. A coherent CSR policy, based on sound ethics and core values, addresses the social, economic and environmental issues of organisations' activities.

Corporate Social Responsibility (CSR) should be viewed as a way of conducting business, which enables the creation and distribution of wealth for the betterment of its stakeholders, through the implementation and integration of ethical systems and sustainable management practices. This has deep strategic implications for the organization to conduct its business in line with the Responsible Business framework.

# WAPCOS CSR POLICY

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CSR is the process by which managers of an organization think about and evolve their relationships with stakeholders for the common good, and demonstrate their commitment in this regard by adoption of appropriate business processes and strategies to ensure that the organization is able to adopt relevant business processes and strategies, it is imperative that there is wide awareness and sensitivity to social and environmental issues amongst the employees.

CSR does not emanate directly from external demands but instead from organizationally embedded processes. These processes prompt the organization to view its relationships with stakeholders in a different perspective, which in turn influences its engagement with them. No firm can make CSR as part of its DNA defining its relationship with the stakeholders unless it has a clearly stated policy which can direct its efforts towards making a long term impact and build a strong relationship with its stakeholders.

## 2.2 WAPCOS

WAPCOS Limited, a central public sector enterprise under the Ministry of Water Resource, since its inception in June 1969 has been providing state-of-the-art consultancy services in the areas of infrastructure development, water resources and power in India and abroad. Its activities include pre-feasibility studies and feasibility studies, master plans and regional development plans, detailed engineering reports, commissioning and testing, operations and maintenance and capacity building. WAPCOS provides commissioning services for developmental projects in India and abroad. Over the years, WAPCOS has developed a large global presence in the emerging economies, especially in South Asia and across Africa. The company covers 40 countries of Asia, Africa and Far East in which it has provided consultancy service for projects of diverse nature. The company drives its strength from its human resources which form the backbone of the organization. WAPCOS has been rated as “Excellent” by the Department of

## WAPCOS CSR POLICY

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Public Enterprises consistently over the years and awarded Prime Minister's "Memorandum of Understanding (MoU) Award for Excellence in Performance". WAPCOS received Water Award for the year 2012-2013 under the category of "Best Consultancy Organisation". The Award was instituted by the Water Digest and supported by UNESCO and PHD Chamber of Commerce.

The various areas of specialization where WAPCOS has strong competence for providing consultancy are:

- Irrigation, Drainage & Water Management
- Ground Water Exploration, Development of Wells and Minor Irrigation
- Flood Control, Reclamation and River Morphology
- Natural Resources Management
- Rainfed and Irrigated Agriculture
- Dam and Reservoir Engineering
- Power Engineering
- Hydro Power Engineering
- Water Supply, Sewerage and Storm Water Drainage
- Lakes and Wetlands
- Rural and Urban Development
- Roads and Highway Engineering
- Environmental Engineering
- Ports & Harbours and Inland Waterways
- System Studies and Information Technology
- Human Resources Development

### 3. WAPCOS CSR: Scope

Corporate Social Responsibility is a company's commitment to its stakeholders to conduct business in an economically socially and environmentally sustainable manner that is transparent and ethical. WAPCOS has been undertaking various social welfare and environment protection related activities for last several years. Since 2010 it has been steering its efforts to align with the guidelines issued by DPE in respect of CSR & Sustainable Development and subsequently with the revised guidelines applicable since April 2013. Being a public sector enterprise, WAPCOS abided by the guidelines and notification issued by the Department of Public Enterprises (DPE), Government of India. With the issue of notification dated 27.2.14 by the Ministry of Corporate Affairs, WAPCOS abides by the section 135 of the Company Act alongwith CSR Rules relating to Corporate Social Responsibility activities undertaken by the company. While framing the Policy, section 135 of the Companies Act, Schedule VII, and the CSR Policy rules as forwarded vide notification dated 27.2.14 have been taken into account. As a conscious corporate citizen, WAPCOS' well-designed policy for CSR not only fulfills its obligations as per the Companies Act, but also makes a meaningful impact on society. WAPCOS for long has pledged to meet the needs of the society globally as stated explicitly in its Strategic Intent:

#### **“Meeting Society's Needs Globally”**

WAPCOS' concept of CSR is ingrained and embedded in its vision, mission and objectives statements as mentioned below:

#### **WAPCOS Vision**

To be a Premier Consultancy Organisation recognised as a Brand in Water, Power and Infrastructure Development for Total Project Solutions in India and Abroad.

# WAPCOS CSR POLICY

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## **WAPCOS Mission**

Sustained Profitable Growth, Excellence in Performance, Use of State-of-the-art Technical Expertise, Innovativeness and Capacity Building to Meet Society's Needs Globally.

## **WAPCOS Objectives**

The objectives of the Company are:

- To perform the role of a premier agency for offering integrated package of services of scientific, technological and managerial quality with a view to ensure optimal planning and development of water resources and maximizing the efficiency of its utilization.
- To adopt modern technology and systems to build in quality, reliability and accuracy thereby ensuring customer satisfaction.
- To continue the pace of growth of domestic and overseas business and to transfer know-how to other developing nations.
- To specialize and sustain international standards in surveys, investigations, designs, cost estimates, project planning including environmental studies and project management services for cost-effective and integrated development of Water resources, Power and Infrastructure Development.
- To promote research and development through interaction with other national and international agencies.
- To maintain pre-eminence in the field of consultancy through diversification in to areas of new challenges and needs in associated fields.
- To secure a fair monetary return to the enterprise as a result of its operations through improved productivity and optimization.
- To play a dynamic role in use of state-of-the-art consultancy for innovative design alternatives.
- To attract the best available talent and promote a committed and motivated workforce.
- Increase in business growth and effective business management.

# WAPCOS CSR POLICY

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- To gain total client satisfaction.
- To promote WAPCOS as a Brand Name.

## 3.1 WAPCOS CSR VISION

“To be a Responsible Corporate Citizen striving to improve the quality of life and economic well being of the society and protect the environment.”

### **Objectives of CSR Policy**

- To enhance commitment at all levels in the organization to conduct its business in an economically, socially and environmentally sustainable manner that is transparent and ethical.
- To provide guidance for identifying suitable CSR projects and implementing the same.
- To assist socially and economically weaker segments of society to overcome their hardship and impoverishment.
- To create community assets for improving the quality of life in rural/urban society.
- To act as good corporate citizen, subscribing to the principles of Global Compact for implementation
- To reinforce the image of WAPCOS as a responsible corporate entity.

## 4. Thrust Areas for CSR

WAPCOS CSR policy in line with its stated vision, mission and objectives revolves around providing complete solutions for societal needs using its existing competence in the key areas of specialization. WAPCOS has carefully factored in its organizational capabilities for identifying the focus areas for CSR.

The thrust of CSR is clearly on capacity building, empowerment of communities, inclusive socio-economic growth, environment protection, promotion of backward regions and upliftment of the marginalized and under privileged sections of the society.

**Business Should be conducted in a Responsible Manner:** WAPCOS views CSR as a way of conducting business which enables the creation and distribution of wealth for the betterment of its stakeholders through the implementation and integration of ethical systems and sustainable management practices. The CSR Agenda of WAPCOS mandates the company to conduct its business in a socially responsible way by maintaining high level of organisational integrity and ethical behaviour; conforming to the expected standards of transparency in reporting and disclosing its performance in all the spheres of its activities; demonstrating concern for the welfare of its employees; adopting production methods, commercial operations and management practices that promote social and environmental sustainability; and, retaining the trust and confidence of the investors and shareholders by matching its financial performance with equally commendable achievements in non-financial parameters. This approach to CSR reinforces WAPCOS role as a consultancy organization in making an impact on socio economic growth and environment protection. WAPCOS actively pursues internalizing CSR agenda in the organization at all levels by conducting training and awareness programs for employees. Communication and Engagement strategies are devised to spread awareness and

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create higher engagement of employees to adopt socially and environmentally sustainable methods.

**Inclusive Growth of Society:** WAPCOS has strong community development program focusing on capacity building, skill development and infrastructural development for the benefit of the marginalized and under privileged sections of the society. The projects undertaken by WAPCOS aim for economic empowerment through skill development and providing avenues for income generation. The weaker sections include SC, ST, OBC, minorities, women and children, BPL families, old and aged and physically challenged.

CSR projects/programmes of company may also focus on integrating business models with social and environmental priorities and processes in order to create shared value.

To the extent possible, the thrust areas for CSR projects shall be related to business areas of WAPCOS i.e. water, power and infrastructure development and aim at integrating the social, environmental and business goals of WAPCOS. The endeavour of WAPCOS shall be to identify suitable CSR projects from amongst the following areas:

- Rain water harvesting
- Installation of Hand-pumps
- Water supply including drinking water
- River pollution prevention projects
- Irrigation projects
- Solar lighting system
- Alternate/non-conventional/renewable energy sources
- Electricity facility for remote areas
- Implementation of Energy efficient technologies/measures
- Energy conservation/Energy safety issues
- Environment up gradation projects
- Environment friendly technologies
- Skill development imparting vocational training for

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employment/self-employment with particular focus on water, power or infrastructure sector

- Any other areas related to water, power or infrastructure development
- Medical facilities to deprived society
- Mobile Medical Unit facility to provide medical services at the doorsteps of poor and needy people
- Ophthalmic services
- Organization of health camps
- Education Programmes
- Socio-Economic Empowerment of women through Non-Farm Activities.
- Promotion of water and energy conservation and water quality monitoring
- Promotion of Good Agricultural Practices
- Rainwater harvesting in small ponds through construction of bunds
- Water Audit to enhance irrigation water availability
- Training in water quality monitoring and safety measures for preventing water borne diseases
- Drinking water quality testing
- Covering of open storm water drain system
- Socio-Economic Empowerment of Women through Skill Development and Enhanced Livelihood Opportunities in rural areas
- Total Sanitation Campaign: Low cost sanitation in rural areas
- Capacity Building: Vocational training and training for income generation activities to marginalized youth and women in retail and marketing, cutting and tailoring, making of handicraft items, computer skills, mobile repair, beauty treatments, carpentry course, home nursing course and plumber course etc.
- Solid waste management for effective disposal of waste
- Promotion of sports
- Promotion of Arts and Culture
- Water and Energy Conservation

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The above list is illustrative and not exhaustive. CSR Committee is authorized to consider CSR activities not falling in this list provided they are as per CSR Policy and cover the subjects of activities enumerated in Schedule VII of the act. The activities are specific to the areas depending on the need assessed for the people. The company will identify the projects / programs and activities to be undertaken during the respective financial years from time to time giving details of modalities of execution, expenditure on each project. Monitoring and implementation process of the projects, would be as per CSR policy.

The activities to be undertaken during the year 2017-18 are enclosed at Annexure I.

However, instructions issued by COPU, DPE as per Annexure-II shall be kept in view for selection, implementation and monitoring of CSR activities.

# WAPCOS CSR POLICY

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## 5. Corporate Social Responsibility Activities

Corporate Social Responsibility (CSR) shall mean and include, but shall not be limited to:

- i. Projects or programmes specified in Schedule VII of the Act.
- ii. Projects or programmes undertaken by the Board of Directors in pursuance of recommendations of CSR Committee as per declared CSR Policy of the company subject to the conditions that such policy covers topics enumerated in Schedule VII of the act.

(1) The CSR activities shall be undertaken by the company, as per its CSR Policy, as projects or programs or activities (either new or ongoing), excluding activities undertaken in pursuance of its normal course of business.

(2) The Board of WAPCOS may decide to undertake its CSR activities approved by the CSR Committee, through a registered trust or a registered society or a company established by the company or its holding or subsidiary or associate company under section 8 of the Act or otherwise:

Provided that-

- (i) if such trust, society or company is not established by the company or its holding or subsidiary or associate company, it shall have an established track record of three years in undertaking similar programs or projects;
- (ii) the company has specified the project or programs to be undertaken through these entities, the modalities of utilization of funds on such projects and programs and the monitoring and reporting mechanism.

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- (3) WAPCOS may also collaborate with other companies for undertaking projects or programs or CSR activities in such a manner that the CSR Committees of respective companies are in a position to report separately on such projects or programs in accordance with these rules.
- (4) Subject to provisions of sub-section (5) of section 135 of the Act, the CSR projects or programs or activities undertaken in India only shall amount to CSR Expenditure.
- (5) The CSR projects or programs or activities that benefit only the employees of the company and their families shall not be considered as CSR activities.
- (6) WAPCOS will build CSR capacities of its own personnel as well as those of its Implementing agencies through Institutions with established track records of at least three financial years but such expenditure shall not exceed five percent of total CSR expenditure of the company in one financial year.
- (7) Contribution of any amount directly or indirectly to any political party under section 182 of the Act, shall not be considered as CSR activity.
- (8) Surplus arising out of the CSR project, programs or activities shall not be part of business profit of the company.

The company shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for Corporate Social Responsibility activities.

Since WAPCOS is a consultancy organization and generally does not involve in execution of projects, it may also consider CSR Projects / Programmes / Activities as per its CSR policy in other areas for upliftment of weaker sections of society and environment sustainability, on need basis.

## 6. Institutional Set-up

The institutional set-up for CSR activities at WAPCOS will be as follows:

WAPCOS shall constitute a Corporate Social Responsibility Committee of the Board consisting of three or more directors, out of which at least one director shall be an independent director. The Board level committee shall be assisted by sub-committee of Senior level officers of WAPCOS, one each from Technical, Finance and Administration headed by G.M. and above level officer in all aspects of planning, implementation, monitoring of CSR activities and compliance of provisions of Companies Act.

The Corporate Social Responsibility Committee shall,

- 1) formulate and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the company as specified in Schedule VII;
- 2) recommend the amount of expenditure to be incurred on the activities referred to in clause (1); and
- 3) monitor the Corporate Social Responsibility Policy of the company from time to time.

The Board of Directors of WAPCOS shall,

- 1) After taking into account the recommendations made by the Corporate Social Responsibility Committee, approve the Corporate Social Responsibility Policy for the company and disclose the contents of such Policy in its report and also place it on the company's website in such manner as may be prescribed; and
- 2) ensure that the activities as are included in Corporate Social Responsibility Policy of the company are undertaken by the company.
- 3) The Board shall make every endeavour to ensure that the company spends, in every financial year, at least two per cent of the average net profits of the company made during

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the three immediately preceding financial years, in pursuance of its Corporate Social Responsibility Policy;

- Provided that the company shall give preference to the local areas and areas around it where it operates for spending the amount earmarked for Corporate Social Responsibility activities.

- Provided that if the company fails to spend such amount, the Board shall, in its report made under clause (o) of sub-section (3) of section 134, specify the reasons for not spending the amount.

Board's report under sub-section 3 of section 134 shall disclose the composition of the Corporate Social Responsibility Committee.

## **7. Source Of Funds**

The Board of Directors shall ensure that the company spends, in every financial year, at least 2% of the average net profit ( to be calculated in accordance with the provision of section 198) of the company made during the three immediately preceding financial years, in pursuance of its Corporate Social Responsibility policy .

If the company fails to spend such amount, the Board shall, in its report made under clause (o) of subsection (3) of section 134 specify the reasons for not spending the amount.

## **8. Corporate Social Responsibility Expenditure**

CSR expenditure shall include all expenditure including contribution to corpus for projects or programs relating to CSR activities approved by the Board on the recommendation of its CSR Committee, but does not 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 Act.

Any surplus arising out of the CSR Projects or Programmes or Activities shall not form part of the business profit of the company.

## 9. CSR Process at WAPCOS

The CSR process comprises of following five stages:

### 9.1 Planning

In the first phase of planning, the broad areas/ projects of CSR need to be identified. This will be done based on the budget allocation and identification of area/location of the CSR project. The activities are also considered based on Need Assessment of the particular location / Stakeholder / People's representative etc.

WAPCOS may like to take up long gestation, high impact projects from the budget allocated for CSR activities. The period of implementation of these long term projects can extend over few years depending upon the expected outcomes / impact thereof. While planning for such long term projects the estimated total cost of each project is calculated and committed for long term expenditure till the completion of the project. However, each long term project will be required to be broken up into annual targets and activities to be implemented sequentially on a yearly basis, and the budget will have to be allocated for the implementation of these activities and achievement of targets set for each successive year, till the final completion of the project. The performance will be adjudged on the basis of the achievement of annual targets and the utilization of the budgets for the activities planned and the targets set for each year.

WAPCOS may also collaborate with other companies for undertaking projects or programs or CSR activities in such a manner that the CSR Committees of respective companies are in a position to report separately on such projects or programs in accordance with these rules.

## **9.2 Implementation:**

Activities selected under CSR agenda by WAPCOS as far as possible, are implemented in a project mode, which entails charting the stages of execution in advance through planned processes, with mobilisation of pre-estimated quantum of resources, and within the allocated budgets and prescribed timelines. It also involves assigning clear responsibility and accountability of the designated officials / agencies who are entrusted with the task of implementation. In exceptional cases, where CSR activities are not implemented in a project mode, the reasons for doing so are recorded in writing. All CSR projects are to be carried out with defined deliverables, planned timelines and through implementation partners.

## **9.3 Monitoring:**

Monitoring of CSR projects is essential to assess if the progress is on expected lines in terms of timelines, budgetary expenditure and achievement of physical targets. Monitoring shall be done periodically with the help of identified key performance indicators; the periodicity being determined largely by the nature of performance indicators. Continuous feedback and mid-course correction in implementation, whenever required are key components of effective monitoring process.

Monitoring is even more crucial of the projects that are to be implemented by external agencies and shall be performed by WAPCOS if feasible through their team of officials specifically designated for this task or through external agencies as considered appropriate. However, whenever CSR activities are implemented by the staff of WAPCOS, an external agency for monitoring purposes may also be associated, as it would enable an impartial assessment of work progression, and help in mid-course correction, if required. The external agency, if any, engaged for implementing a project is not to be considered for the task of monitoring and evaluation because of the likely conflict of interest involved in the assignment.

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## 9.4 Impact Assessment:

Impact assessment is done for all major projects \* after their completion and minimum gestation period. Impact assessment is assigned to an independent external agency for the sake of objectivity and transparency. Impact assessment is the cumulative effect of outcome(s) of the major CSR projects and its effects on society, economy and environment. Since impact assessment study requires specialized skills and tools for associated research, it is carried out by external agencies which also enhances the credibility of assessment.

Impact assessment has a wider connotation than mere outputs or outcome. These are generally associated with accomplishment of set targets and goals at various stages of progress in implementation. It is recognized that small scale activities / projects under CSR agenda of a company cannot be expected to have any significant social or economic or environmental impact, which can be easily measurable.

## 9.5 Documentation and Communication

Proper documentation shall be periodically developed and maintained which would include the following:

- i. The process of identification of CSR projects along with its budget, timelines, and expected impact on the concerned stakeholders.
- ii. The details and relevant data about the base-line survey, if carried out.
- iii. Implementation progress reports on the basis of monitoring agency's periodic reviews. These reports would suitably be put up to the Committee of Board for CSR.
- iv. Impact assessment as done by external agency.

CSR committee will regularly submit reports regarding the progress in the implementation of CSR activities to the Board of Directors for their information, consideration and necessary directions. The periodicity of submission of reports to the BOD would be decided by the Board.

*\* In order to have visible impact of long term projects, impact assessment studies of CSR projects of the value of Rs.25 lakh and above, will be carried out on completion of continued period of every three years, or actual period of completion, whichever is earlier". (208.11)*

## **10. CSR Reporting**

The Board's Report of company pertaining to a financial year commencing on or after the 1st day of April, 2017 shall include annual report on WAPCOS CSR activities containing particulars as specified in Annexure given alongwith CSR Rules issued by Ministry of Corporate Affairs.

## **11. Display of CSR activities on its website**

The Board of Directors of the company shall, after taking into account the recommendations of CSR Committee, approve the CSR Policy for the company and disclose contents of such policy in its report and the same shall be displayed on the company's website, as per the particulars specified in the Annexure given alongwith CSR rules issued by Ministry of Corporate Affairs.

## **12. Conclusion**

The above policy will form the framework around which the CSR activities at WAPCOS will be undertaken. WAPCOS Ltd. will review the CSR Policy from time to time based on changing needs and aspirations of the target beneficiaries and make suitable modifications, as may be necessary. In case of any discrepancy / clarification section 135 of the Company Act and CSR Rules as formulated by Ministry of Corporate Affairs shall be referred to.

# WAPCOS CSR POLICY

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## Annexure-I

### Broad heads of activities to be undertaken during 2017-18 in the needy villages/slums / backward regions etc;

1. Vocational/Skill development training/Education program for income generation activities to marginalized youth and women in :-
  - Retail marketing, computer application, cutting and tailoring, making of handicraft items etc; rural women empowerment and socio-economic development through vocational/skill development initiatives.
2. Promotion of renewable sources of energy/Non conventional energy resources :-
  - To develop infrastructure facilities for providing electricity through solar powers lighting systems.
3. Swachh Bharat Mission /Health, Hygiene & Sanitation:-
  - Construction of toilets, health, hygiene and sanitation, safe drinking water activities, awareness generation, capacity building workshops and training on use of safe water, solid and liquid waste management, organizing health camps etc.
4. Rural Development activities :-
  - Construction of road, development of pond, drinking water facilities etc.
5. Promotion of Sports/Training & Development of infrastructure.
6. Suitable activities covering the subjects enumerated in Schedule VII of Section 135 of the Companies Act, 2013/WAPCOS CSR Policy, as identified by CSR Committee from time to time.



No. 2(11)/2013- DPE (GM)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Most Immediate  
Parliament Matter

Public Enterprises Bhavan  
Block No. 14, CGO Complex  
Lodi Road, New Delhi-110003  
Dated: 7<sup>th</sup> June, 2016

OFFICE MEMORANDUM

Subject: COPU Recommendations No. 13, 16, 18 and 25 - regarding implementation of CSR in Central Public Sector Enterprises (CPSEs).

The undersigned is directed to refer to the 8<sup>th</sup> Report of Committee on Public Undertakings (COPU) and to lay down guidelines on their following recommendations on CSR for compliance of provisions of Section 135 of Companies Act, 2013 as given below:

- (i) CPSEs while creating assets, should give higher emphasis on creating durable assets and have long-term planning with prioritized activities in line with the policy of the Government for creating greater impact on the lives of targeted masses/ areas.
- (ii) Rule 4(3) of CSR Rules provides that a company may collaborate with other companies for undertaking CSR projects. Two or more CPSEs having low level of resources under CSR should consider pooling together their resources and concentrate on major activities/ programmes for creating greater impact on the ground.
- (iii) Any specific major activity assigned by Ministries/ Departments to CPSEs to undertake CSR activities under any Central Sector Scheme or National Priority Programme should be informed to DPE.
- (iv) CPSEs should maintain a data-base of persons who are given skill development training and are gainfully employed subsequent to the training, to have an assessment of the number of persons who have actually benefitted from training under CSR. Further, the CPSEs should devise courses and impart training in the fields which are vital in their own functioning.

2. All the administrative Ministries/ Departments having CPSEs are accordingly requested to advise CPSEs under their jurisdiction about the recommendations of COPU while implementing activities/ projects under their CSR Policy.

  
(S Meenakshisundaram)  
Director  
Telefax: 011-24362770

Ministry of Water Resources, River Development and Ganga Rejuvenation  
(Shri Shashi Shekhar, Secretary),  
626, Shram Shakti Bhawan, New Delhi.

No. CSR-15/0008/2014- Dir (CSR)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhavan  
Block No. 14, CGO Complex  
Lodi Road, New Delhi-110003  
Dated: 1<sup>st</sup> August, 2016



OFFICE MEMORANDUM

Subject: Observance of transparency and due diligence in selection and implementation of activities under CSR by CPSEs

The undersigned is directed to refer to the subject cited above and to state that after coming into force of Corporate Social Responsibility (CSR) provisions under Section 135 of Companies Act, 2013, all CPSEs crossing the threshold under the Act are mandated to allocate 2% of their average net profits (PBT) of the three preceding years for undertaking CSR activities for the year concerned.

2 Keeping in view the above and the recommendations of COPU, all Ministries/ Departments mandated to implement CSR are requested to advise the following to the CPSEs under their administrative jurisdiction:

(i) It should be ensured that CSR activities selected for implementation fall within the list of activities given under Schedule-VII of the Companies Act, 2013.

(ii) It should be ensured that the criteria for selection and engagement with stakeholders are clearly outlined for prioritizing the needs of the people and selection of activities / projects under CSR activities.

(iii) CSR policies of CPSEs should be uploaded in the public domain on their websites as per Section 135 of Companies Act, 2013 and associated CSR Rules indicating the details of CSR activities / projects along with the allocation of funds.

(iv) Observance of transparency and due diligence in the selection and implementation of activities under CSR should be ensured.

(v) An institutionalized mechanism for monitoring, reporting and evaluation should be introduced by CPSEs implementing CSR.

(vi) All efforts should be made by CPSEs to fully utilize the allocated CSR funds for the year

3 This OM supersedes Guidelines on CSR & Sustainability issued vide DPE's OM No. 15(13)/2013-DPE (GM) dated 21<sup>st</sup> October, 2014.

(S. Meenakshisundaram)  
Director  
Telefax: 24362770

To,

Secretaries of all Ministries/ Departments concerned with CPSEs.

No. CSR-01/0003/2016- Dir (CSR)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhavan  
Block No. 14, CGO Complex  
Lodi Road, New Delhi-110003  
Dated: 1<sup>st</sup> August, 2016

**OFFICE MEMORANDUM**

Subject: Allocation of CSR fund by CPSEs for Swachh Bharat activities.

The undersigned is directed to refer to the subject cited above and to say that an objective has been set by the Government for making 'Swachh Bharat' a mass movement to realize Mahatma Gandhiji's dream of a clean India by his 150<sup>th</sup> Birth Anniversary in 2019. Given the priority to achieve the goal of an Open Defecation Free (ODF) country by Oct., 2019 and inculcating a culture of cleanliness and good hygiene, it is desirable for CPSEs to contribute substantially to this national goal.

2. Accordingly, a Group of Secretaries which was constituted on 'Swachh Bharat and Ganga Rejuvenation' has recommended for spending 33% of the CSR funds by CPSEs towards achieving this National goal by 2019.

3. As per item No. (i) of Schedule VII of the Companies Act, 2013, CPSEs under their Corporate Social Responsibility (CSR) policy may select a number of activities including sanitation, contribution to 'Swachh Bharat Kosh' set up the Central Government.

4. All Ministries/ Departments may bring the above to the notice of the CPSEs under their administrative jurisdiction and advise them to contribute / participate accordingly towards Swachh Bharat under CSR till the Swachh Bharat Mission is achieved.

  
(S. Meenakshisundaram)  
Director  
Telefax: 24362770

To,  
Secretaries of all Ministries/ Departments concerned with CPSEs.

Copy to: Chief Executives of all CPSEs.