

**Corporate**  
**Social Responsibility**  
**Policy**

**Mazagon Dock  
Shipbuilders  
Limited,  
Mumbai**

## **Preface**

Mazagon Dock Shipbuilders Ltd (MDL), Mumbai is the only Shipyard which builds Destroyers class of Ships and conventional Submarines. While the warships and submarines built by us help in securing nation and making it formidable power, MDL believes in what Mahatma Gandhi said “a chain is as strong as its weak link”. Therefore, strengthening of weakest link is our mantra while undertaking CSR activities.

MDL started CSR journey with modest funds of Rs 43.50 lacs in 2010-11. MDL has formulated its CSR policy as per the companies act 2013 and the journey since then has been truly satisfying.

Since then there were many changes/amendments in the Act, Rules & Regulations. We have faced COVID pandemic and the whole look out towards society and priorities got shifted. In order to streamline the changes and to consolidate, this revision of policy is put forward.

## **About MDL**

Mazagon Dock Shipbuilders Ltd (MDL), Mumbai one of the leading shipbuilding yards in India. It is also the only shipyard in the country capable of building conventional Submarines. Established in 1774, MDL has earned a reputation for quality work and established a tradition of skilled & resourceful service to the Indian Navy, Coast Guard and shipping world in general.

Since 1960, MDL has built a total 795 vessels including 25 warships from advanced destroyers to missile boats and 8 submarines. The company's current portfolio of designs spans a wide range of products for both domestic and overseas clients. Presently, MDL is executing orders for 04 ships of P15B Destroyers, 04 ships of 17A advanced stealth frigates and 06 submarines of P75 Scorpion class for Indian Navy. MDL is having a total manpower of 11000 including about 1000 executives.

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1. **Introduction**

Mazagon Dock Shipbuilders Limited (MDL) is committed to take up developmental projects /programs as part of its Corporate Social Responsibility and Sustainability initiatives in order to improve the quality of life of underprivileged and downtrodden sections of the Society and other stakeholders with an attempt to make a meaningful difference in people's lives and contribute towards sustainability of Society and Nation building. To this direction, MDL shall abide by the provisions of the Section 135 of the Companies Act' 2013, Rules framed there-under and the guidelines issued by Department of Public Enterprises (DPE) from time to time.

2. **Vision**

To undertake programmes for integrating social and business goals in a sustainable manner to create social impact through inclusive growth and planning.

3. **Mission**

Mazagon Dock Shipbuilders Limited is committed to continue with its socio-economic, developmental activities to bring about visible impact in both people in particular and society at large.

4. **Definitions**

**4.1 Corporate Social Responsibility (CSR):** CSR means the activities undertaken by the Company in pursuance of its statutory obligation laid down in section 135 of the Companies Act, 2013 in accordance with the provisions contained in the Companies (Corporate Social Responsibility Policy) Rules, 2014 as amended from time to time, but shall not include the following, namely: -

- 4.1.1 Activities undertaken in pursuance of normal course of business of the Company.
- 4.1.2 Any activity undertaken by the Company outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
- 4.1.3 Contribution of any amount directly or indirectly to any political party under section 182 of the Act;

- 4.1.4 Activities benefitting employees of the Company as defined in clause (k) of Section 2 of the Code on Wages, 2019 (29 of 2019);
- 4.1.5 Activities supported by the Company on sponsorship basis for deriving marketing benefits for its products or services;
- 4.1.6 Activities carried out for fulfilment of any other statutory obligations under any law in force in India.
- 4.2 **Company:** Company means Mazagon Dock Shipbuilders Limited (MDL).
- 4.3 **CSR Policy:** CSR Policy means a statement containing the approach and direction given by the board of the Company, taking into account the recommendations of the CSRBLC Committee, and includes guiding principles for selection, implementation and monitoring of activities as well as formulation of the annual action plan.
- 4.4 **Net profit:** Net Profit means the net profit of the Company as calculated in accordance with the provisions of section 198 of the Companies Act, 2013.
- 4.5 **CSR Committee:** CSR committee means the Corporate Social Responsibility (CSR) Committee of the Board consisting of three or more directors, out of which at least one director shall be an independent director.
- 4.6 **Competent Authority:** Competent Authority means Chairman & Managing Director of MDL.
- 4.7 **Local Area:** Local area means projects / programs and activities to be undertaken in Maharashtra.
- 4.8 **Ongoing Project:** Ongoing Project means a multi-year project undertaken by the Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the board based on reasonable justification.

- 4.9 **Administrative Overheads:** Administrative Overheads means the expenses incurred by the Company for 'general management and administration' of Corporate Social Responsibility functions in the Company but shall not include the expenses directly incurred for the designing, implementation, monitoring, and evaluation of a particular Corporate Social Responsibility project or programme.
- 4.10 **Public Authority:** Public Authority means 'Public Authority' as defined in clause (h) of section 2 of the Right to Information Act, 2005 (22 of 2005).
- 4.11 **International Organisation:** International Organization means an organisation notified by the Central Government as an international organisation under section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947), to which the provisions of the Schedule to the said Act apply.
- 4.12 **CPSE:** CPSE means Central Public Sector Enterprise.
- 4.13 **HoD:** HoD means Head of the Department.
- 4.14 **MDL:** Mazagon Dock Shipbuilders Limited shall be referred to as the Company.
- 4.15 **MoU:** MoU means Memorandum of Understanding signed between Company and other Organisation / Institutions.
- 4.16 **NGO:** Non-Governmental Organisation.

5. **Projects / Programs**

The Projects / Activities in areas or subjects, specified in Schedule VII of the Companies Act, 2013, will be taken up by the Company and any changes/updates made in the Schedule VII of the Companies Act, 2013 thereto will be adopted automatically. The details are placed at **Annexure – I**.

6. **CSR Committee Structure:**

6.1 **CSR Board Level Committee (CSRBLC):**

6.1.1 The Corporate Social Responsibility Board Level Committee shall comprise three or more Directors and will be headed by an Independent Director. The Company Secretary of MDL shall be the secretary of the Committee.

6.1.2 The role / responsibilities of the Committee shall include:

6.1.2.1. The CSR Board Level Committee shall formulate and recommend to the Board, an annual action plan in pursuance of its CSR Policy, which shall include the following:

- (a) The list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Companies Act;
- (b) The manner of execution of such projects or programmes;
- (c) The modalities of utilisation of funds and implementation schedules for the projects or programmes;
- (d) Monitoring and reporting mechanism for the projects or programmes; and
- (e) Details of need and impact assessment for the projects undertaken by the company.

Provided that the Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification to that effect.

6.1.2.2 Based on the recommendations of the CSR Board Level Committee, the Board shall approve implementation of annual action plan, with or without modification, subject to reasonable justification to that effect.

6.1.2.3 The Board of the Company shall satisfy itself that the funds so disbursed have been utilised for the purposes and in the manner as approved by it and the Chief Financial Officer or the person responsible for financial management in MDL shall certify to the effect.



To comply with, a Board paper shall be put up by CSR cell, post finalisation of CSR expenditure for a Financial Year (FY) to D(CP&P) for certification and subsequently to D(F) for certification.

6.1.2.4 In case of ongoing project(s), the Board of a Company shall monitor the implementation of the project(s) with reference to the approved timelines and year-wise allocation and shall be competent to make modifications, if any, for smooth implementation of the project(s) within the overall permissible time period.

6.1.2.5 Financial Authority:

- a) The committee shall have the authority to approve projects/programs /activities of any monetary value within the allocated total budget.
- b) The expenditure/payment schedule of the CSR project(s) and MoU duly vetted by HoD (Legal) shall be approved by Board Level committee.

6.1.2.6 Based on the recommendations of the CSR Board Level Committee, the Board shall amend/ add/ delete any provision of the policy.

## 6.2 **CSR Management Committee (CSRMC):**

6.2.1 The CSR Management Committee (CSRMC) shall be headed by Director (CP & P) and will comprise of senior grade/appropriate executives from Finance, TS, HR, Admin. HOD (CSR) shall function as Member Secretary.

6.2.2 The roles & responsibilities of the Committee shall include:

- a) To examine all proposals pertaining to CSR projects/ programs recommended by CSR Working Committee and to accord approval where the monetary value is more than Rs.5 lakhs & up to Rs.50 lakhs.
- b) For any project/program is more than Rs. 50 lakhs, the Committee shall examine and submit its project report along with its action plans and implementation strategy, to the CSR Board Level Committee for approval.
- c) The expenditure/payment schedule of the CSR project(s) and MoU duly vetted by HoD (Legal) shall be approved by the committee.

### **6.3 CSR Working Committee (CSRWC):**

6.3.1 The CSR Working Committee (CSRWC) shall be headed by HOD (CSR) and will comprise of executives preferably from Finance, TS, HR & Admin. Executive (other than HOD – CSR) from CSR cell shall function as Member Secretary.

6.3.2 The roles and responsibilities of the CSR Working Committee shall include:

6.3.2.1 To specify/allocate budget for the proposed project, workout the time frame and specific/periodic milestones for implementation and monitoring in consultation with the implementing/monitoring agencies.

6.3.2.2 To examine proposals pertaining to projects/programmes received from Government Agencies/NGOs and to see at the first instance as to whether the proposal comes under CSR project. In case the Project /Program is related to CSR, the CSR Working Committee shall approve projects/programmes/activities of monetary value up to Rs. 5 Lakhs.

- a) The expenditure/payment schedule of the CSR project(s) and MoU duly vetted by HoD (Legal) shall be approved by the committee.
- b) If any projects/ programs /activities monetary value is more than Rs.5 Lakhs & up to Rs.50 Lakhs, the Working Committee shall examine and submit its feasibility & viability report along with its action plans and implementation strategy to the CSR Management Committee for consideration.
- c) If the value of any project/program is more than Rs. 50 lakhs, the Working Committee shall examine and submit its feasibility & viability report along with its action plans and implementation strategy, to the CSR Management Level Committee for recommendation.

6.3.2.3 To follow up the approval of Project / Program by the appropriate committee, the CSRWC shall undertake necessary steps.

- (a) To finalise the agencies for conducting Baseline survey/ Need Assessment (if required).
- (b) To co-ordinate the project / program with the implementation agencies.
- (c) To finalise MoUs and timelines for the projects / programs and activities.
- (d) To engage external agencies for monitoring / evaluation of the projects / programs / activities.
- (e) To take appropriate steps for vetting of MoU by Legal Advisor and signing of the same MoU with Party / Agency.

6.3.3 Implementation of the CSR projects or programs may also be undertaken by entering into Memorandum of Understanding (MoU) with implementing agencies. HOD – CSR is authorized to sign all the MoUs with the implementing agencies after approval of Competent Authority. MoU shall be signed with all implementing agencies for all CSR projects.

## **6 CSR CELL**

6.1 CSR cell shall function under head of Human Resource with designated HoD (CSR). It shall oversee the CSR projects, programs and activities that are being undertaken / will be undertaken in future.

6.2 The broad functions of CSR cell are enclosed as **Annexure II**.

## **7 Implementation Modalities**

7.1 CSR Working Committee shall confirm potential project sites for assessment of need / viability. The Implementing Agency shall conduct and provide along with proposal a baseline survey for assessing the socio/economic/environmental needs of the project. However, MDL may opt for other methods, including site visits, use of its in-house expertise and other resources for need assessment, etc. as required.

7.2 The Board shall ensure that the CSR activities are undertaken by the Company itself or through: -

8.2.1. A company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the Company, either singly or along with any other company, or

8.2.2. A company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or

8.2.3. Any entity established under an Act of Parliament or a State legislature; or

8.2.4. A company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

Explanation: - For the purpose of clause (c), the term “entity” shall mean a statutory body constituted under an Act of Parliament or State Legislature to undertake activities covered in Schedule VII of the Act.

Every entity, covered above, that intends to undertake any CSR activity of the Company, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar and provide the unique CSR Registration Number to the Company.

- 7.3 MDL may also collaborate with other CPSEs for undertaking CSR and Sustainability projects/programs in such a manner that the CSR and Sustainability Committees of both the Companies are in a position to report separately on such projects/ programs.
- 7.4 MDL may synergize CSR and Sustainability activities of the Company with initiatives of Central Government / State Governments, including Local Bodies in case of necessity as may be considered / directed by the CSR and Sustainability Committees.
- 7.5 MDL may also engage international organisations for designing, monitoring and evaluation of the CSR projects or programmes as per its CSR policy as well as for capacity building of their own personnel for CSR.
- 7.6 The CSR amount may be spent by MDL for creation or acquisition of a capital asset, which shall be held by:
  - 8.6.1. A company established under section 8 of the Act, or a Registered Public Trust or Registered Society, having charitable objects and CSR Registration Number; or
  - 8.6.2. Beneficiaries of the said CSR project, in the form of self-help groups, collectives, entities; or
  - 8.6.3. A public authority.

Provided that any capital asset created by the Company prior to the commencement of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, shall within a period of one hundred and eighty days from such commencement i.e. 22.01.2021 comply with the requirement of this clause, which may be extended by a further period of not more than ninety days with the approval of the Board based on reasonable justification.

## **8 Budgeting and Allocation**

- 8.1 The budget allocation for the CSR Projects will be at least 2% of the Average Net Profits of the Company (as per section 198 of Companies Act – 2013) made during the three immediately preceding financial years.
- 8.2 Budgetary Allocations:
- 9.2.1. CSR allocation will be done in line with directives from Ministry of Corporate Affairs, GoI and/or Dept. of Public Enterprises (DPE), GoI issued from time to time.
- 9.2.2. The company shall endeavour to undertake CSR projects/ activities in the local area with the budgetary provision of 60% and balance 40% may be spent in other areas.
- 9.3 The board shall ensure that the administrative overheads shall not exceed 5% of total CSR expenditure of the Company for the financial year.

## **9 Treatment of Unspent CSR Fund**

- 9.1 Any amount remaining unspent relating to any project other than an ongoing project, shall be transferred to a Fund specified in Schedule VII of the Act within a period of 6 months of the expiry of the financial year or within the extended period as specified by the Ministry of Corporate Affairs from time to time.
- 9.2 Any amount remaining unspent pursuant to any ongoing project, shall be transferred within a period of 30 days from the end of the financial year or within the extended period as specified by the Ministry of Corporate Affairs from time to time, to a special account to be opened in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account.
- 9.3 And such amount shall be spent by the Company in pursuance of its obligation towards CSR Policy, within a period of 3 financial years from the date of such transfer, failing which, the amount shall be transferred to a Fund specified in Schedule VII of the Act within a period of 30 days from the date of completion of the third financial year or within the extended period as specified by the Ministry of Corporate Affairs from time to time.
- 9.4 If the Company fails to spend the allocated budget, the Board shall, in its Report, specify the reasons for not spending the amount.

## **Deficit and Surplus of the CSR Fund:**

9.5 Where the Company spends an amount in excess of requirement provided under sub-section (5) of section 135, such excess amount may be set off against the requirement to spend under sub-section (5) of section 135 up to immediate succeeding three financial years' subject to the conditions that:

10.5.1. The excess amount available for set off shall not include the surplus arising out of the CSR activities, if any, in pursuance of sub-rule (2) of this rule.

10.5.2. The Board of the Company shall pass a resolution to that effect.

9.6 Any surplus arising out of the CSR activities shall not form part of the business profit of the Company and shall be ploughed back into the same project or shall be transferred to the Unspent CSR Account and spent in pursuance of CSR Policy and annual action plan of the Company or transfer such surplus amount to a Fund specified in Schedule VII, within a period of six months of the expiry of the financial year or within the extended period as specified by the Ministry of Corporate Affairs from time to time.

## **10 Accounting and Expenditure Procedures**

10.1 Based on the project requirements, respective CSR Committees to approve payment schedule including advance and documents required for payments. Implementing agency should provide copies of CA Certified Utilization Certificate, Expenditure Statement and invoices, receipts relevant to the project for which funding has been done by the Company etc.

10.2 Payments for the subsequent month / quarter shall be released after complying the above procedure only after adjustment of earlier advances to the extent of 75%.

10.3 Only for projects directly executed by MDL, CSR Activities may also be undertaken by MDL through a contract entered with any other entity, after following normal commercial process of CSR.

## **11 Impact Assessment and Evaluation**

11.1 Every company having average CSR obligation of Rs 10 crore or more in pursuance of subsection (5) of section 135 of the Act, in the three immediately

preceding financial years, shall undertake impact assessment, through an independent agency, of their CSR projects having outlays of one crore rupees or more, and which have been completed not less than one year before undertaking the impact study. The impact assessment reports shall be placed before the Board and shall be annexed to the annual report on CSR.

11.2 The executive summary of impact assessment reports shall be placed before the Board and shall be annexed to the annual report on CSR along with web link for accessing the detailed report.

11.3 Expenditure towards impact assessment made by the Company during a financial year, may be booked towards CSR expenditure up to a limit of two percent of the total CSR expenditure for that financial year or Rs 50 lakh, whichever is higher.

## **12 CSR Reporting**

The Board's Report of the Company pertaining to any financial year shall include an annual report containing particulars specified at **Annexure III** of Companies (CSR Policy) Amendment Rules, 2021 or any such format in subsequent amendment thereof provided as per Govt. directives.

## **13 Display of CSR Activities on MDL's Website**

The composition of the CSR Board Level Committee, CSR Policy and Projects approved by the Board or any such information as required by subsequent amendment thereof as per Govt. directives shall be displayed on the Company's website.

## **14 General**

14.1 Any or all provisions of the CSR Policy would be subject to revision / amendment in accordance with the guidelines on the subject as may be issued from Government from time to time with approval of CMD.

14.2 In case of any doubt / interpretation with regard to any provision of the policy and also in respect of matters not covered herein, the interpretation & decision of the CMD shall be final.

14.3 CMD is authorised to make any changes to the Policy as required with the intimation to the Board.

14.4 This policy will supersede or override previous policy on CSR made in this regard.

## **15 Suggestive Format for Submission of Project Proposal to Implementing**

### **Agency: -**

15.1 The project proposal by the Implementing Agency to be submitted as per the suggestive format as far as possible. However, it is just a guideline and not mandatory. The proposal submitted in any format shall also be considered.

15.2 Suggestive format for submission of project proposal to Implementing Agency.

16.2.1. The CSR proposals are generally to be submitted as per the following format and accompanied by the relevant documents: -

- (a) Title of the project
- (b) Executives summary of proposal
- (c) Objectives & Targeted group (s) of the project proposal
- (d) Geographical area of execution of project & reason of selecting that area, if applicable.
- (e) Budget Details (Detailed cost break-up (head-wise)
- (f) Execution Implementation plan (With specific time-frame)
- (g) Monitoring plan (With specific time-frame)
- (h) Human Resources involved (paid staff, volunteers etc.)
- (i) Outcome benefits of the project.

16.2.2. The proposal generally to be submitted along with the following documents: -

- (a) Copy of the registration certificate / Trust Deed /MOA MOU
- (b) Annual report (audited) of the past three years
- (c) Copy of PAN card/TAN no.
- (d) List of Board of Directors/Governors Trustee/ Executives Committee Members, their addresses and contract numbers
- (e) Certificate to the effect that the contribution made to NGOs qualify for tax exemption under Income Tax Act. 1961 (if any) i.e. U/s 80 G U/s 12A etc. of Income Tax Act or related clauses of existing/applicable Govt. rules.
- (f) Declaration whether any or the Board of Directors/ Governments/ Insets Executives Committee Members have any official dealing with MDL or are related to any Board Members of MDL.
- (g) Any other documents requested.



- 16.2.3. Undertakings to be submitted along with the proposals: -
- (a) Abide by all conditions as stipulated in MoU or otherwise.
  - (b) Not divert the fund allotted for the Project and entrust execution of the scheme of work concerned to other institutions (s) or organization (other than approved ones). However, it can engage local organization or outsource some expert oriented activity, if needed with due approval of MDL.
  - (c) In the event of any failures to comply with these conditions or committing breach of the undertaking, the Implementing Agency will be liable to refund the entire unutilized amount of the CSR fund disbursed to MDL.
  - (d) Self-declaration in connection with having pending disputes or enquires in connection with cheating, misappropriation of funds, exploitation of beneficiary, black listed by Govt. Agency, etc.

16.2.4. All documents (each page) generally to be duly signed and stamped by the applicant and Trustee/Chairman of the organization. The Implementing Agency should be able to produce any original document on demands by MDL.

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**PROJECTS/PROGRAMS:**

Activities relating to:-

- (i) Eradicating hunger, poverty and malnutrition, promoting health care including 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;
- (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, agroforestry, 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 arts and handicrafts;
- (vi) Measures of 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, Paralympic sports and Olympic sports;
- (viii) Contribution to the Prime Minister's National Relief or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled 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 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 Defence 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 purpose 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.

**Broad Functions of CSR Cell:**

- 7.2.1 To identify various CSR activities to be undertaken.
- 7.2.2 To liaise with Government nominated and other organisations for various CSR projects.
- 7.2.3 To make budgetary provision for CSR activities. CSR Cell, after taking recommendations of CSRWC and CSRMC, shall put-up the annual plan before CSRBC for recommendation/ approval. Post recommendation of Annual plan by CSRBC, the same shall be put-up before the Board for approval, as required by CSR Rules 2021.
- 7.2.4 To scrutinise all proposals received and assess as to whether the proposal received are in conformity with Guidelines / Rules / Annual CSR Plan / Management Directives / Policy of the Company.
- 7.2.5 To convene meetings of CSR Working Committee / CSR Management Committee, record and maintain proceedings of those meetings.
- 7.2.6 To put up all proposals meeting CSR requirements before the CSR & Sustainability Working Committee for deliberations.
- 7.2.7 To put all the shortlisted proposals to the CSR Working Committee / CSR Management Committee/ CSR Board Level Committee for appropriate decision.
- 7.2.8 To put up file for release of funds to the NGO / Agencies with due financial concurrence of the Competent Authority.
- 7.2.9 The Implementing Agency shall conduct a baseline survey for assessing the socio/economic/environmental needs of the project. However, Company may opt for other methods, including use of its in-house expertise and resources for need assessment studies.
- 7.2.10 To put up proposal for appointment of independent external agency to conduct evaluation of the implemented projects and to measure the impact made by the socio-economic / environmental interventions.
- 7.2.11 To take steps to prepare a panel of Specialist Agencies, NGOs, Voluntary Organizations, Trusts, Societies, Institutes, Academic Organizations, Community

Based Organisations etc. as necessary for Implementing, Monitoring and Evaluating projects / programmes / activities with the approval of D(CP&P).

7.2.12 To facilitate signing of MoU / Agreement that may be required for execution of projects.

7.2.13 To monitor progress of the projects by engaging external agencies or through an in-house resources/ executive.

7.2.14 To undertake meticulous documentation from the beginning to the end of the Project.

7.2.15 To arrange conducting of training and awareness programs for all employees connected with CSR and Sustainability work.

7.2.16 To prepare reports for Ministry of Defence / Ministry of Corporate Affairs / other Ministries of Central Government as may be directed from time to time.

7.2.17 To upkeep all records and documents of CSR.

7.2.18 To represent MDL at different conferences/ seminars/ exhibitions/ CSR events/ professional social media platforms of CSR at regional/ national/ international level and highlight CSR works of MDL.

7.2.19 To apply for CSR awards/ recognitions at different forums/ events.

7.2.20 To undertake all other Work related to CSR as may be entrusted by the management from time to time.

**FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES  
TO BE INCLUDED IN THE BOARD’S REPORT FOR FINANCIAL  
YEAR COMMENCING ON OR AFTER 1<sup>ST</sup> DAY OF APRIL, 2022**

1. Brief outline on CSR Policy of the Company:
2. Composition of CSR Committee:

SL. No.	Name of Director	Designation/ Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year

3. Provide the web link(s) where Composition of CSR committee, CSR Policy and CSR projects approved by the Board are disclosed on the website of the Company.
4. Provide the executive summary along with web-link(s) of Impact Assessment of CSR Projects carried out in pursuance of sub-rule (3) of rule 8, if applicable.
5. (a) Average net profit of the Company as per sub-section (5) of section 135  
 (b) Two percent of average net profit of the company as per sub-section (5) of section 135.  
 (c) Surplus arising out of the CSR projects or programmes or activities of the previous financial years.  
 (d) Amount required to be set off for the financial year, if any.  
 (e) Total CSR obligation for the financial year [(b)+(c)-(d)].
6. (a) Amount spent on CSR Projects (both Ongoing Project and other than Ongoing Project).  
 (b) Amount spent in Administrative Overheads.  
 (c) Amount spent on Impact Assessment, if applicable.  
 (d) Total amount spent for the Financial Year [(a)+(b)+(c)].

(e) CSR amount spent or unspent for the Financial Year:

Total Amount Spent for the Financial Year (in Rs.)	Amount Unspent (in Rs.)				
	Total Amount transferred to Unspent CSR Account as per sub-section (6) of section 135.		Amount transferred to any specified under Schedule VII as per second proviso to sub-section (5) of section 135.		
	Amount	Date of Transfer	Name of Fund	Amount.	Date of Transfer.

(f) Excess amount for set-off, if any:

SL No.	Particulars	Amount (in Rs.)
(1)	(2)	(3)
(i)	Two percent of average net profit of the Company as per sub-section (5) of section 135	
(ii)	Total amount spent for the Financial Year	
(iii)	Excess amount spent for the Financial Year [(ii)-(i)]	
(iv)	Surplus arising out of the CSR projects or programmes or activities of the previous Financial Years, if any	
(v)	Amount available for set off in succeeding Financial Year [(iii)-(iv)]	

7. Details of Unspent Corporate Social Responsibility amount for the preceding three Financial Years:

1	2	3	4	5	6		7	8
SL. No.	Preceding Financial Year(s)	Amount transferred to Unspent CSR Account under sub-section (6) of section 135 (in Rs.)	Balance Amount in Unspent CSR Account under sub section (6) of section 135 (in Rs.)	Amount spent in the Financial Year (in Rs.)	Amount transferred to a Fund as specified under Schedule VII as per second proviso to sub section (5) of section 135, if any		Amount remaining to be spent in succeeding Financial Years (in Rs.)	Deficiency, if any
					Amount (in Rs.)	Date of Transfer		
1	FY-1							
2	FY-2							
3	FY-3							

8. Whether any capital assets have been created or acquired through Corporate Social Responsibility amount spent in the Financial Year:

Yes  No

If Yes, enter the number of Capital Assets created/ acquired

Furnish the details relating to such asset(s) so created or acquired through Corporate Social Responsibility amount spent in the Financial Year.



SL. No.	Short particulars of the property or asset(s) [including complete address and location of the property]	Pin code of the property or asset(s)	Date of creation	Amount of CSR amount spent	Details of entity/Authority/beneficiary of the registered owner		
(1)	(2)	(3)	(4)	(5)	(6)		
					CSR Registration Number, if applicable	Name	Registered address

(All the fields should be captured as appearing in the revenue record, flat no, house no, Municipal Office/Municipal Corporation/ Gram panchayat are to be specified and also the area of the immovable property as well as boundaries)

9. Specify the reason(s), if the company has failed to spend two per cent of the average net profit as per sub section (5) of section 135.

Sd/- (Chief Executive Officer or Managing Director or Director)	Sd/- (Chairman CSR Committee)	Sd/- (Person specified under clause (d) of sub-section (1) of section 380 of the Act) (Wherever applicable)
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