**QUESTIONNAIRE**

**ICSI CSR EXCELLENCE AWARDS, 2022**

The ICSI CSR Excellence Awards is bestowed on the basis of the decision of the Jury relying on the information provided by the companies in response to the questionnaire, the information available about the Company in public domain and as gathered from various accessible sources including feedback provided by regulatory bodies and analysis made by the ICSI of the information so gathered. The authenticity and veracity of the information provided by the companies and as contained in the Annual Report and other documents of the Company are taken in good faith by the ICSI.

It is assured that the data provided by the Company shall be used only for ascertaining and evaluating Corporate Social Responsibility of the Company for ICSI CSR Excellence Awards, 2022. The data furnished will be kept confidential. The decision of Institute, based on the recommendations of the Jury, will be final and binding on all participating companies.

**Eligibility:**

All companies having prescribed CSR spend of Rs. 50 Lakhs and above for the FY 2021-22 are eligible to participate.

**General Instructions:**

1. *Please fill in the Questionnaire on the basis of the facts of the Company.*
2. *All Questions from Part II onwards carry weightage. Please answer all questions. In case any question is not applicable to the Company, please tick ‘not applicable’ or write the same. In case of wrong or misleading response, negative weightage will be given.*
3. *Along with the Questionnaire, please furnish the copies of policies, codes or other relevant documents, wherever indicated in the questionnaire for fair evaluation of the Company. Not enclosing the documents will lead to deduction of marks.*
4. *The information provided in the questionnaire should relate to financial year 2021-22 or period of one year ending in that year.*
5. *The covering letter/e-mail to the duly filled in Questionnaire should contain a statement to the effect that the responses to the Questions in the Questionnaire and the information given in supporting documents are true to the best of knowledge, information and belief. The Company shall abide by the decision of the Jury in all respects.*
6. *Field verification/Expert interaction of CSR project/programme of shortlisted companies will be undertaken.*
7. *Canvassing of any kind shall lead to disqualification.*
8. *In case of any query in filling the Questionnaire, please email your query to the ICSI at* [*csrawards@icsi.edu*](mailto:csrawards@icsi.edu)
9. *The soft copy of the application along with all relevant documents shall be submitted at* [*csrawards@icsi.edu*](mailto:csrawards@icsi.edu) *and carry a subject line “Participation to the ICSI CSR Excellence Awards, 2022”. Please also provide the link to annual reports for FY 2021-22, 2020-21 and 2019-20.*
10. *The printed copy of the application along with all relevant documents shall be submitted/ posted to* ***Director, Directorate of Perspective and Futuristic Planning, ICSI HOUSE, 22 Institutional Area, Lodi Road, New Delhi – 110003*** *and carry a subject line “Participation to the ICSI CSR Excellence Awards, 2022”. Please also submit the annual reports for FY 2021-22, 2020-21 and 2019-20.*

**QUESTIONNAIRE**

**ICSI CSR EXCELLENCE AWARDS, 2022**

**PART – I**

|  |  |  |
| --- | --- | --- |
|  | **Name of Company:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Website:** |  |
|  | **Correspondence Address:** |  |
|  | **(a)Corporate Office Address:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **(b)Registered Office Address:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Nodal person (preferably CSR Head)** | **Managing Director/ Chief Executive Officer** | **Company Secretary** | **CSR Committee Chairperson** |
| **Name** |  |  |  |  |
| **Designation** |  |  |  |  |
| **DIN** |  |  |  |  |
| **E-mail ID** |  |  |  |  |
| **Mobile No.** |  |  |  |  |
| **Landline No.** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY UNDER WHICH THE COMPANY FALLS** | | | |
| **Category** | **Prescribed CSR Spend** | **Tick category** | **Average Net Profits\*** |
| **Large** | **₹25 Crores and above** |  |  |
| **Medium** | **≥ ₹10 crores & < ₹25 Crores** |  |  |
| **Small & Emerging** | **≥ ₹50 Lakh and < ₹10 crores** |  |  |

\*Average net profits of the company made during the three immediately preceding financial years as per section 135(5)

|  |  |  |  |
| --- | --- | --- | --- |
| **CSR DETAILS (FY2021-22)** | | | |
| Prescribed CSR as per section 135 of the Companies Act, 2013 (INR in Crores) \* |  | | |
| Actual CSR spent (INR in Crores) \* |  | | |
| Excess spent (INR in Crores) \* if any. |  | | |
| Unspent CSR (INR in Crores) \* if any |  | | |
| Mode of implementation of CSR activities (Tick appropriate Box) | Directly | Implementing Agency | Both |
| Administrative overheads (% of total CSR expenditure) |  | | |
| Provide the link to annual reports for FY 2019-20, 2020-21, 2021-22 |  | | |

\* The CSR details provided should be on the basis of Standalone Financials

|  |  |
| --- | --- |
| **COMPANY INFORMATION** | |
| CIN of the Company |  |
| Year and State of Incorporation |  |
| Stock exchanges where Equity is listed (including overseas listing, if any) |  |
| Stock exchanges where other securities i.e., Non-convertible debentures/bonds preference shares are listed |  |
| Industry |  |
| Main Business (core business areas) |  |
| No. of Employees |  |
| No. of Subsidiaries, Associates and JVs |  |
| No. of locations or plants or Pan-India presence |  |
| Number of Implementation Agencies |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF IDENTIFIED FOCUS AREAS OF CSR PROJECTS** | | | | | | |
| **S. No.** | **Focus Area** | **Geographical Location** | **Broad Head as per Schedule VII** | **Planned Expenditure (In INR)** | **Actual Expenditure (In INR)** | **Actual as a % of Total CSR Expenditure** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **Total** | | | |  |  |  |

|  |  |  |
| --- | --- | --- |
| **DETAILS OF IMPLEMENTING AGENCIES** | | |
| **Number of Implementing Agencies appointed** | **Number of IAs registered with Central Government by filing Form CSR-1** | **Number of IAs not registered** |
|  |  |  |

**PART – II**

1. **CSR POLICY AND GOVERNANCE** 
   1. **Has the Company constituted a CSR Committee as per Companies Act, 2013?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

* 1. **Has the Company disclosed the composition of the CSR Committee and CSR Projects approved by the Board on its website?**

1. **CSR Committee**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **CSR Projects**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Please provide the web-link for the same)

* 1. **Whether there was a woman director on the CSR Committee during the financial year?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

* 1. **(a) Whether there was one Independent Director on the CSR Committee during the financial year?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not Applicable |  |

**(b) Whether there was one Woman Independent Director on the CSR Committee during the financial year?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not Applicable |  |

1. **Whether the CSR Committee is chaired by an Independent Director?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Not Applicable |  |

* 1. **(a) Has the Company framed a formal CSR policy approved by the Board, in accordance with Companies Act, 2013?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Please provide a copy of the same)

1. **If yes, is the same disclosed on the website of the Company?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Web link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Has the Company revised its CSR Policy in the FY 2021-22?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Please provide a copy of the revised policy document)

* 1. **Has the Company furnished a report on CSR in the Form CSR-2 to the Registrar of Companies regarding CSR for the year 2020-21?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Please provide a copy of the same)

1. **STAKEHOLDER ENGAGEMENT** 
   1. **Has the Company/implementing agency identified stakeholders in terms of its CSR activities?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Provide the list of identified stakeholders)

* 1. **(a) Whether CSR projects of the Company are formulated in consultation with the identified stakeholders?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**(b) If yes, elaborate the process of engagement of identified stakeholders in formulation of CSR projects.**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **What initiatives have been undertaken by the Company to tackle the COVID-19 pandemic?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Does the Company have any awareness campaign of the CSR initiatives for community? Does the Company use social media channels for its awareness campaigns?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Indicate the challenges, if any, faced by the Company for executing the projects from stakeholders and communities at local or national level.**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **What mechanisms have been adopted to obtain stakeholders’ feedback?**

**(Please provide feedback reports)**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **STRATEGY, EXECUTION AND MONITORING** 
   1. **How is CSR integrated into corporate strategy, goal setting, decision making and reporting of the Company?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **What is "unique" or "different" or “innovative” about the Company’s CSR initiatives?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Whether the need assessment was done by the Company:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Number of projects** | **No of projects for which need assessment was done** | | |
| By Internal Team | By Third Party | Not done |
|  |  |  |  |

(Attach a copy of 1-2 ‘need assessment reports’ by way of sample)

* 1. **Does the Company have dedicated personnel responsible for execution of CSR activities?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**If yes, provide number of staff with professional qualification in CSR or other aligned profession.**

|  |  |  |
| --- | --- | --- |
| **Name of the Person** | **Designation** | **Qualification in CSR/ Social Work/ Rural Development, etc.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **(a) How does the Company encourage workforce participation in CSR initiatives?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(b) What percentage of the Company's workforce participates in the CSR initiatives?**

|  |  |
| --- | --- |
| **Participation of employees** | |
| Number of Human Hours invested |  |
| Number of Human Days invested |  |
| Percentage of employees participating |  |

* 1. **What are the steps undertaken by the Company to strengthen the implementing agencies for successful completion of CSR activities?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **What impact has been created by the CSR projects of the Company for the community/nation at large?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Has the Company conducted ‘impact assessment’ of CSR projects undertaken?**

|  |  |  |
| --- | --- | --- |
| **CSR Projects** | **Conducted** | **Not Conducted** |
| Impact Assessment applicable under law |  |  |
| Impact Assessment not applicable |  |  |
| **TOTAL** |  |  |

(Attach copies of all ‘impact assessment reports’)

* 1. **What actions have been taken by the Company based on the feedback obtained?**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **OUTCOME, IMPACT AND REPORTING** 
   1. **What was the attendance of directors at the CSR Committee meetings during the last financial year?**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of meeting  (1) | Total No. of Committee Members on the date of meeting  (2) | No. of members who attended the meeting  (3) | % of Attendance (4) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Average of column 4** | | |  |

* 1. **What was the attendance of Independent Directors at the CSR Committee meetings during the last financial year? (Indicate if appointment of Independent Directors not applicable.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of meeting  (1) | Total No. of Independent Directors in the Committee on the date of meeting  (2) | No. of IDs who attended the meeting  (3) | % of Attendance (4) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Average of column 4** | | |  |

* 1. **Has the Company disclosed in its annual report about the number of   
     meetings of the CSR Committee held during the year and attendance thereat?**

|  |  |
| --- | --- |
| **a) Meeting:** | |
| Yes |  |
| No |  |
| **b) Attendance:** | |
| Yes |  |
| No |  |

(Mention the relevant page number of annual report\_\_\_\_\_\_)

OR

(Please attach certified copy as proof of document)

* 1. **What is the periodicity of reviewing the amount spent on CSR projects/activities by the CSR Committee/Board?**

|  |  |
| --- | --- |
| More than once in a quarter |  |
| Quarterly |  |
| Half-yearly |  |
| Once in a year |  |
| Not monitored |  |

* 1. **What is the periodicity of reviewing the status of CSR projects/activities by the CSR Committee/Board?**

|  |  |
| --- | --- |
| More than once in a quarter |  |
| Quarterly |  |
| Half-yearly |  |
| Once in a year |  |
| Not monitored |  |

* 1. **Has any member of CSR Committee/Board visited the CSR project   
     sites during 2021-22?**

|  |  |  |
| --- | --- | --- |
| Yes | Physical Visit | Virtual Visit |
|  |  |
| No |  | |

* 1. **Whether the CSR Committee of the Company has provided for modalities of utilisation of funds in the annual action plan?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Provide a copy of the Annual Action Plan)

* 1. **Whether the funds disbursed have been utilised for the purposes and in the manner as approved by the Committee and the Chief Financial Officer or any other person responsible for financial management has certified to the effect?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Provide a copy of the certificate provided by the CFO to the Board)

* 1. **Whether the Company has spent more than prescribed spend during the year?**

If yes, provide following details

|  |  |
| --- | --- |
| **Percentage spent** |  |
| 2% < 2.5% (up to 2 decimal places) |  |
| above 2.5% (up to 2 decimal places) |  |

* 1. **Whether the Company plans to set-off the excess CSR spent, if any, in the following years?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

* 1. **State, giving reasons, the process followed by the Company to dispense off with any unspent amount of CSR.**

**(150-300 words)**

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* 1. **(a) Has the Company disclosed the administrative overheads in its annual report?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**(b) Whether the amount spent by the Company on account of administrative overheads exceeds the stipulated 5%?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

* 1. **(a) Whether any income/surplus arose out of CSR expenditure by the Company?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **If yes, give details as to the utilization of income arising out of CSR expenditure by the Company.**

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* 1. **Has the Company conducted CSR Audit during the year?**

|  |  |
| --- | --- |
| Yes, by internal team |  |
| Yes, by third party |  |
| No |  |

* 1. **How has the Unspent CSR amount been transferred?**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERTAINING TO** | **TIMELINE** | **YES** | **NO** |
| Ongoing projects | 30 days from the end of the financial year to Unspent CSR Account |  |  |
| Other than ongoing projects | Within 6 months from the end of the financial year to any fund included in Schedule VII of the Act |  |  |

1. **SUSTAINABILITY** 
   1. **Whether the Company has mapped its activities with Sustainable Development Goals?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

(Please provide a copy of the mapping document)

* 1. **Has the Company adopted the principles underlined in the National Guidelines on Responsible Business Conduct?**

|  |  |
| --- | --- |
| All |  |
| 5 or more |  |
| Less than 5 |  |

* 1. **Has the Company published a Standalone CSR report/Sustainability report/ESG report (other than statutory CSR report given in Annual report)?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

* 1. **Elaborate the steps which ensure that CSR initiatives of the Company are sustainable.**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Has the Company assisted any other corporate or business entity in replicating its own CSR model? If yes, share detailed process and impact of the same.**

**(150-300 words)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Has the success of any CSR Project of the Company led to greater scalability, i.e., initiation of the same project in different geographical territories? (150-300 words)**

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* 1. **Does the Company have a Continuity, crisis management and disaster recovery plan for its CSR Projects and Programmes? Explain.**

**(150-300 words)**

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