

**ANNUAL ACTION PLAN (AAP)  
FOR THE FINANCIAL YEAR 2024-25**

**1. INTRODUCTION:**

An annual action plan in pursuance of Company's CSR policy, which shall include the following, namely:-

- (a) the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
- (b) the manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;
- (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, if any, for the projects undertaken by the company:

Provided that 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.

**2. SELECTION OF CSR PROJECTS/ACTIVITIES:**

The Company will select the area(s) or sector(s) for Corporate Social Responsibility (CSR) projects/activities as per the theme of the year notified by Department of Public Enterprises (DPE). The Company will spend its CSR funds as per the theme notified by DPE.

**3. MANNER OF EXECUTION:**

3.1 The Company will call the application/proposals through its website from the eligible organizations/NGOs to implement CSR projects on behalf of NICSI.

3.2 MD, NICSI will constitute an internal committee to evaluate the applications/proposals received from the organizations/NGOs.

3.3 A statement of the applications/proposals received, complete in all respects will be prepared in spreadsheet, Demo and evaluate all the applications/proposals.

3.4 After evaluation, the internal committee will submit its report to the CSR Committee for their review.

3.5 The CSR Committee will recommend its final selection to Board for the approval.

3.6 After the approval of the Board, the Company will sign a Memorandum of Understanding (MoU) with Implementing Agency for the execution of the CSR projects/activities.

3.7 The Implementing Agency will execute the CSR projects/activities according to the terms and conditions specified in MoU, which will have in it the budget, timelines, roles and responsibilities of both parties, payment terms etc.

#### **4. MODALITIES OF UTILISATION OF CSR FUNDS AND IMPLEMENTATION SCHEDULES:**

The modalities of utilization of CSR funds and implementation schedules for the projects/activities will be according to the MoU between the Company and Implementing Agency.

#### **5. IMPACT ASSESSMENT:**

As per the revised Companies (CSR Policy) Rules, 2014 of the Ministry of Corporate Affairs, impact assessment is required for the projects/activities valuing more than Rs. 1 Crores for companies have an Annual CSR budget of Rs. 10 Crores is mandatory. Hence it is not applicable to the Company.

#### **6. MONITORING AND REPORTING MECHANISM FOR THE PROJECTS/ACTIVITIES:**

6.1 Implementing Agency will send a monthly report to the Company including the progress and pending work of projects/activities.

6.2 The Company will send the half yearly report to CSR Committee on the basis of these monthly reports from the Implementing Agency.

6.3 The Company will send an official to visit each CSR project site as and when required during execution of the projects.

6.4 The Company will issue a completion certificate after the completion of the project.

6.5 As per the rule 8(1) of Companies (CSR Policy) Rules, 2014, the Board's Report of the company covered under these rules pertaining to any financial year shall include an annual report on CSR containing particulars as specified in the rules.