

CSR Annual Action Plan for FY 2022-23

In pursuance of applicable CSR provisions, the Annual Action Plan of the Company will be as follows:

- a) The list of CSR projects or programs that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;

Sr. No.	Focus Area from Schedule VII	Project	Location of the project	Brief about the program/initiative	Implementation Schedule	Funds Allocation (INR)
1.	Promoting Education, Employment Enhancement Vocation Skills and Livelihood Enhancement Projects.	Construction of College Building (Payment to Contractors & Martial suppliers) for Educational Purpose	Shirpur Education Society(Dhule District, Maharashtra)	The Company shall contribute towards payment to contractors & material suppliers for construction of building, for educational purpose, to be situated in Shirpur, Dist Dhule of Maharashtra	The implementing agency shall spend the amount by way of Educational Expense such as Construction of College Building of H.R.Patel Institute of Pharmaceutical Education and Research. Wherein the Company is contributing for Rs. 1,11,0000/-. The amount will be used on or before March 31, 2023.	Rs. 1,11,00,000/-
				TOTAL		Rs. 1,11,00,000/-

1. The Board of Directors has decided to allocate whole CSR Budget in projects that can be undertaken by any eligible trust/society or directly by the company.
2. If Company receives any suitable proposal which fulfills the Criteria mentioned in CSR Policy & applicable provisions, then such proposal may be considered by the Board on recommendation of CSR Committee.

b) The manner of execution of such projects or programs as specified in sub-rule (1) of rule 4;

Project	Mode of Implementation	Form CSR- 1 Registration No.	Type of Registration	Execution and Implementation Methodology
Construction of Building for educational purpose	Through Implementing Agency namely, Shirpur Education Society	CSR00013815	Registered Public Trust with Section 12A and Section 80G registrations under the Income Tax Act, 1961, for undertaking CSR activities.	The Company is undertaking the above mentioned project through Shirpur Education Society, as mentioned in Rule 4(1) of the Companies (CSR Policy) Rules, 2014. The CSR amount shall be used for providing educational aid to needy students.

c) The modalities of utilization of funds and implementation schedules for the projects or programs:

1. The CSR budget will be fixed in accordance with the provisions of the Act, Rules and the Guidelines.
2. The budget will not be less than 2% of the average net profits of the company during the three immediately preceding financial years.
3. The CSR budget will be spent on CSR activities which will be approved by the Board on the recommendation of the CSR Committee
4. For certain projects reimbursement model may be followed. The funds will be disbursed after a financial assessment of the expenses incurred. For the remaining projects, the funds will be directly disbursed to beneficiaries/partners.
5. Fund will be disbursed in phase/tranche wise depending on the nature of the project. On the basis of the expenses incurred & the submission of the relevant supporting of the expenses, i.e. bills, receipts, invoices, bank statements, etc. respective amount will be disbursed at different intervals-quarterly & half-yearly or as may be specified in the MoU between the Company and Implementation Agency.
6. Company's CSR team, set up internally, will collect all the set deliverables, as may be specified in the MoU, from the implementation partners.

d) **Monitoring and reporting mechanism for the projects or programs;**

The Monitoring Mechanism of each project will differ on the basis of the nature of the project. All projects will be mapped according to their pre-set objectives and key milestones will be indicated across the programs lifecycle. Continuous monitoring of projects will be conducted through relevant stakeholder engagements in the form of meetings, documentations, site visits and dashboard reports at regular intervals. Detailed reporting for each project will be used to drive periodic governance routines for the Board through its CSR Committee

1. The CSR team along with partner organization shall carry out the monitoring of CSR activities at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.
2. For the purpose of proper monitoring of the CSR projects, each project shall include well-defined timeline & parameters.
3. Utilization Certificate with a statement of expenditure duly certified by the Management of Implementation Agency or an Independent Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution to whom CSR fund is allocated.
4. Reporting & Documentation:
 - a. Project documentation:

Reports like monthly report/ quarterly report/ half-yearly report/ annual report/closure report, or case studies or progress report etc. will be collected by the CSR team.
 - b. Financial Tracking:

In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR team will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc.
 - c. The CSR Committee, shall submit the report to Board giving status of the CSR Activities undertaken, expenditure incurred and such other details as may be required by the Board.