

**Annual Action Plan CSR 2021-2022**

Balmer Lawrie &amp; Co Ltd

**CSR Annual Action Plan FY 2021-22**

As per the said rules, in rule 5, for sub-rule (2) an annual action plan in pursuance of its CSR policy, which shall include the following:

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;

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

CSR Projects for the year 2021-2022					
Name of CPSE	Sector	Name of Project/Activity	Name of Implementing Agency	Location (Dist. & State)	Project Budget (Rs / Lakhs)
Balmer Lawrie & Co. Ltd	Education	Sponsoring of 02 classes of Indian Institute of Cerebral Palsy (IICP) for the children suffering from Cerebral Palsy	Indian Institute of Cerebral Palsy (IICP)	Kolkata, South 24 Parganas, West Bengal	20.00
		Ekal Vidyalayas /One Teacher School	Friends of Tribal Society	Kolkata, South 24 Parganas, West Bengal	10.00
	Health	Proposal for supporting Street Medicine Project for slum communities	Calcutta Rescue	Kolkata, West Bengal	5.50
		Mobile Health Van for Old Age People	Help Age India	Chennai, Tamil Nadu	25.00
	Covid -19 related Measures	Oxygen Cylinder and Oxygen concentrator	Balmer Lawrie	Karnataka, west Bengal	115.00
	Women Empowerment	Women Empowerment through livelihood project	Saksham Foundation	Panvel, Navi Mumbai, Maharashtra	11.00
	Elderly	Installation of generator in senior citizens home	Manolayam Senior Citizens Home	Chennai, Tamil Nadu	4.50
	Swachh Bharat Abhiyan /Health & Nutrition	Tree Plantation/ Sanitization Kit Distribution/ Various SBA Jan Andolan etc.	Swadeep Sikshan Sanstha / Habitat for Humanity/ Balmer Lawrie & Co. Ltd etc.	All India	32.00
	Skill Development	Skill Development	IOCL, BPCL, OIL India, ONGC, GAIL, HPCL	Odisha, Kerala, Andhra Pradesh, Uttar Pradesh, Gujrat, Assam	195.00

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	Impact Assessme nt /Training etc.	Impact Assessment /Training etc.	Balmer Lawrie & Co. Ltd	All India	10.00
	Disaster Manageme nt	Disaster Management	State Government	Assam	10.00
	Miscellane ous			All India	3.00
				<b>TOTAL</b>	<b>441.00</b>

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Project	Mode of Implementation	(Confirmation of Form CSR- 1 Registration with Central Govt. is taken from all the Implementation Partners)  <b>Form CSR- 1 Registrati on No.</b>	Type of Registration	Execution and Implementation Methodology
Education	Indian Institute of Cerebral Palsy  Friends of Tribal society	CSR00001730  CSR00001898	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>Implementation partners will be onboarded by conducting detailed due diligence. To execute projects at the ground CSR regional committee has been established. Record-keeping/ documentation, monitoring &amp; field visits are ensured from the implementing partner by BL executives</li> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>
Health	Calcutta Rescue  Helpage India	CSR00002329  CSR00000901	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>Implementation partners will be onboarded by conducting detailed due diligence. To execute projects at the ground CSR regional committee has been established. Record-keeping/ documentation, monitoring &amp; field visits are ensured from the implementing partner by BL executives</li> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>
Covid-19 Measures	Direct by Balmer Lawrie through Agency	NA	To be implemented by CSR Team of the company itself	MoPNG Directives

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Women empowerment	Saksham foundation	CSR00000416	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>Implementation partners will be onboarded by conducting detailed due diligence. To execute projects at the ground CSR regional committee has been established. Record-keeping/ documentation, monitoring &amp; field visits are ensured from the implementing partner by BL executives</li> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>
Elderly	Manolayam Senior Citizen Home	Applied	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>Implementation partners will be onboarded by conducting detailed due diligence. To execute projects at the ground CSR regional committee has been established. Record-keeping/ documentation, monitoring &amp; field visits are ensured from the implementing partner by BL executives</li> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>
Swachh Bharat Abhiyan/Health & Nutrition	Swadeep Shikhan Sansthan/Habitat for Humanity/Balmer Lawrie /HelpAge India	CSR00000116/ CSR00000402	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>Implementation partners will be onboarded by conducting detailed due diligence. To execute projects at the ground CSR regional committee has been established. Record-keeping/ documentation, monitoring &amp; field visits are ensured from the implementing partner by BL executives</li> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>

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Skill Development	SDI Bhubaneswar, Vishakapatnam, Rae Bareilly, Ahmedabad, Guwahati and Koch	As per the MoPNG directives	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	MoPNG Directives
Disaster Management	State Government	NA	State Government	Fund to be contributed to CM relief fund
Impact assessment	Consultancy organization		Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	<ul style="list-style-type: none"> <li>The partner organization will be onboarded through a duly signed agreement/MoU along with the timeline to execute</li> </ul>
Miscellaneous		NA	Company established under section 8 of the Act, registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and an established track record of at least three years in undertaking similar activities.	NA

#### **(c) The modalities of utilization of funds and implementation schedules for the projects or programmes;**

- **Modalities of utilization of funds**

- i. The CSR budget will be fixed in accordance with the provisions of the Act, Rules and the Guidelines.
- ii. The budget will not be less than 2% of the average net profits of the company during the three immediately preceding financial years.
- iii. The CSR budget will be spent on CSR activities which will be approved by the Board on the recommendation of the CSR Committee

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- iv. For certain projects reimbursement model will 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 with the approval of the CSR Committee & Board.
- v. 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.
- vi. CSR team will collect all the set deliverables from the implementation partners.

- **Project Implementation Schedule:**

- i. All the CSR projects will be implemented as per the scheduled timeline in the respective agreement.
- ii. Duration for CSR projects/initiatives will be of maximum one year which will be annually renewed on the basis of the project performance.

### **(d) Monitoring and reporting mechanism for the projects or programmes;**

The Monitoring Mechanism of each project will differ on the basis of the nature of the project. All the projects will be monitored & evaluated as per the objectives & deliverables set for respective projects as per Board & Committee recommendation.

- i. BL 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.
- ii. For the purpose of proper monitoring of the CSR projects, each project shall include well-defined timeline & parameters.
- iii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution to whom CSR fund is allocated.
- iv. Reporting & Documentation:
  - a. Project documentation:  
Reports like quarterly report, half-yearly report, annual report/closure report, case studies, etc. will be collected by the CSR team as per the timeline.
  - b. Financial Tracking:  
In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR teams will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc.

### **(e) Details of need and impact assessment, if any, for the projects undertaken by the company:**

As per the MCA circular Rule 8(3) (a), Company has an average CSR obligation of 10 Crore or more in the three immediately preceding financial years shall undertake impact assessment. Therefore, BL would undertake impact assessment of the Projects.

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