

## **POWERGRID CSR & Sustainability Rules**

- 1. Short title and commencement:** These rules may be called the “POWERGRID CSR & Sustainability Rules” and shall come into effect from 1<sup>st</sup> November 2018.
  
- 2. Definitions:** In these rules, unless the context otherwise requires,-
  - a) “Act” means The Companies Act, 2013;
  - b) “Annexure” means the annexures appended to the rules;
  - c) “Corporate Social Responsibility (CSR)” means and includes but not limited to Projects or programmes relating to activities undertaken by POWERGRID with the approval of the competent authority, as per its declared “CSR & Sustainability Policy”;
  - d) “CSR & Sustainability Policy” means the updated POWERGRID’s CSR&S Policy in vogue;
  - e) “CSR Committee” means the Board level CSR&S committee constituted in compliance to Section 135 of Act;
  - f) “Corporate CSR&S Committee” means the committee constituted at Corporate Centre, consisting of representatives from Corporate CSR, Corporate HR and Corporate Finance, of executives not below the rank of Chief General Manager, who shall examine the CSR proposals submitted to them and submit their recommendation for approval of the Competent Authority at Corporate Centre;
  - g) “Corporate CSR&S Nodal Officer” means the executive responsible for coordinating the CSR&S initiatives of POWERGRID, from concept to completion stage;
  - h) “Major Project” means CSR& S project amounting more than Rs.50 Lakhs;
  - i) “Net Profit” means the net profit as calculated under section 198 of the Act;
  - j) “Project” means CSR&S project approved by the competent authority in POWERGRID;
  - k) “Regional CSR&S Committee” means the Committee constituted at Regional headquarter (RHQ), consisting of representatives from Regional CSR/HR, Finance and Technical (Preferably from Engineering./PE&SM/AM Department);
  - l) “Regional CSR&S Nodal Officer” means the executive responsible for coordinating the CSR&S initiatives in the regional sites;

### **3. Philosophy of CSR& Sustainability**

Corporate Social Responsibility & Sustainability (CSR&S) activities of Power Grid Corporation of India Limited (POWERGRID) are focused towards initiatives that promote inclusive growth and addresses the basic needs of the society, with a focus on the under privileged and weaker sections, primarily residing around its areas of operation. The geographical limits of the respective district, where POWERGRID has its presence shall be considered as “local area” for CSR&S activities. POWERGRID’s approach to CSR&S interventions is guided by its commitment to do the business in a sustainable manner adhering to the principles of Avoidance, Minimization and Mitigation.

### **4. Targeted Geographic Area**

- a) CSR&S projects or programs or activities will be undertaken in India only.
- b) POWERGRID’s target areas for CSR&S intervention primarily shall be the area around its operation. However, CSR&S committee may also approve projects in other area if the project is relevant to the respective local or in national context.
- c) Every activity within the project has to be specifically & geographically located for easy identification and to avoid duplication of the projects.

### **5. Targeted Beneficiary**

- a) The activities undertaken under CSR&S shall be directed towards addressing the basic needs of the weaker sections of the society, scheduled caste, scheduled tribe, other backward caste, minorities, Below Poverty Line (BPL) population, old and aged, women/girl child, physically challenged, economically weaker sections, etc.
- b) All CSR&S activities of POWERGRID shall aim towards sustainability in entirety in line with CSR&S policy.

### **6. CSR&S Activities**

- a) The activities undertaken under CSR&S shall be consistent with the clause 135 of the Companies Act 2013. It is to be ensured and evaluated that the CSR&S project shall be in compliance to the Schedule VII of the Companies Act, 2013 as well as POWERGRID’s CSR&S policy.
- b) The following activities shall not be considered as CSR&S activity:
  - i. The activities undertaken in pursuance of normal course of business of POWERGRID.

- ii. The CSR&S projects that benefit only the employees of the company and their families.
  - iii. Activities taken up under R& R (Rehabilitation and Resettlement) projects of POWERGRID.
  - iv. Contribution of any amount directly or indirectly to any political party.
  - v. Activities which the board considers ad hoc and philanthropic in nature.
- c) An indicative list of activities to be undertaken within the thrust areas of POWERGRID's CSR&S Policy and Schedule VII of the Companies Act 2013, are attached at **Annexure-I**. Few activities may address multiple thrust areas, however, the scope of activities may get changed according to the circumstances and the future context.
- d) No project/activity shall be awarded/ implemented without in-principle approval of the competent authority.
- e) All CSR& S activities shall be undertaken in project or mission mode.

## **7. CSR &S budget**

- a) CSR& S budget for a financial year shall be 2% of the average net profit made during the three immediately preceding financial years as laid down under the provision of Section 198 of the Companies Act, 2013.
- b) The CSR&S budget is not lapsable.

## **8. CSR Expenditure**

- a) POWERGRID shall be required to spend annually its prescribed CSR budget. Unutilized budget, if any, shall be carried forward for utilization during the subsequent years.
- b) CSR expenditure shall include all expenditure including contribution to corpus for project or programs relating to CSR activities approved by the board on the recommendation of its CSR committee, but does not include any expenditure on an item not in conformity or not in line with activities which fall within the purview of Schedule VII of the Act.
- c) Expenditure on building CSR&S capacities of own personnel as well as those of its implementing agencies through institution with established track record of at least three financial year, shall not exceed five percent of total CSR expenditure of POWERGRID in one financial year.

## **9. Delivery Mechanism**

- a) Projects can be implemented through in-house means by awarding of supply/work contract and following the POWERGRID's Works and Procurement Policies and Procedures and the Delegation of Power.
- b) External agencies, preferably government agencies, can also be engaged as consultant on Engineering Procurement and Construction (EPC) consultancy basis, for turnkey execution of the project.
- c) Projects may also be executed on "Deposit Work Basis" through District/State Government agencies like Public Works Department (PWD), Rural Engineering Department, District Rural Development Agency (DRDA), etc.
- d) For (b) & (c) above Memorandum of Understanding (MoU) shall be signed with such institutions/departments before release of funds for taking up the implementation of the project/activity and payment shall be released in suitable installment as per mutual understanding, and as approved by competent authority in POWERGRID.
- e) The aspects related to planning, approved specifications, vetted cost estimates, approved quality standards/ field quality plans, monitoring, quality assurance /supervision and impact assessment must be addressed adequately without ambiguity.

## **10. CSR&S Policy**

- a) POWERGRID has formulated its CSR and sustainability policy, in compliance with the Companies Act, 2013, DPE guidelines and CSR&S rules, which shall serve as referral document for planning and selection of CSR&S activities.
- b) The CSR&S policy of POWERGRID provides directions and framework towards CSR&S activities , administrative set up with the roles and responsibilities, mode of execution of projects, monitoring process, Reporting and for CSR&S entire functioning.
- c) Planning, implementation, monitoring process of CSR&S project or programs shall be consistent with the CSR&S policy of POWERGRID.
- d) Any surplus arising out of the CSR&S projects shall not form part of the business profit of the organization.

## **11. Governance Mechanism**

The roles and responsibilities of CSR Board Level Committee, important functionaries/bodies, reporting Structure, organization setup for governing the projects in all of its phases is given here under:

- a) **CSR Board level committee:** There shall be a CSR committee consisting of three or more Directors, out of which at least one Director shall be an Independent Director. The committee will institute a transparent assessment, approval, monitoring & implementation mechanism for CSR&S projects or activities undertaken by the company.
- b) **Corporate/Regional CSR&S Standing Committee:** There shall be a Corporate CSR&S committee constituted at Corporate Centre, consisting of representatives from Corporate CSR&S, Corporate HR and Corporate Finance, of executives not below the rank of Chief General Manager, who shall examine the CSR&S proposals submitted to them and submit their recommendation for approval of the Competent Authority at Corporate Centre. Similarly, there shall be a CSR&S committee in every region which shall comprise of executive not below the rank of Deputy General Manager from Regional HR, Finance and Technical (Preferably from Engg/PE&SM/AM Department). The Regional CSR&S Committee shall evaluate every proposal which is placed before them and submit their recommendation / observation for further needful action.
- c) **CSR&S reporting Structure:** The Corporate CSR&S department shall report to Director (Personnel). Head of the Region shall be responsible for conceiving, monitoring, execution, budget utilization and impact assessment of the CSR&S projects in their Region. The Regional Head shall be assisted by Head of Asset Management and the Regional CSR&S Nodal Officer and his/her team of officials. Indicative CSR&S Set up in the Region/ Projects is given in **Annexure-II**.
- d) **CSR&S Nodal Officers:** The Head of CSR&S department at Corporate Centre shall be the POWERGRID CSR&S Nodal Officer. The Regional Head of HR shall be the Regional CSR&S Nodal Officers and shall report to the Regional Head through Head of Asset Management. The Regional CSR&S Nodal officer shall be assisted by a team of officials exclusively looking after the CSR&S function of the Region. The

Regional CSR&S Nodal Officer shall be responsible for coordinating for conceiving, monitoring, execution, budget utilization and impact assessment of the CSR&S projects in the Region.

- e) **Officer-in-Charge of Project:** Every project shall have an executive designated as its Officer-in-Charge, which will be in addition to their existing assignment. The Officer-in-charge shall be responsible for execution, monitoring, reporting, settlement of bills, etc. and shall strive for timely completion of the project. The Officer-in-Charge shall be supported by team of officials at project sites towards this end.

**12. Annual CSR&S Action Plan:** Annual CSR&S Action plan shall be formulated and placed before the Board Level CSR Committee at the initial stage of every financial year for formulation of strategy for effective implementation of CSR&S projects and the budget utilization thereof.

### **13. Implementation structure**

#### **A. Project selection**

Irrespective of the financial value of the project, efforts shall be towards selection of those activities which have a tangible socio-economic impact on the community. Any such activity thus identified under CSR&S shall be executed as project with specified time frame and have a pre-planned exit plan for every project.

#### **B. Need Assessment & Baseline Survey**

- a) The aims & objectives of the CSR&S projects shall be clear and relevant to the identified needs of the community.
- b) The communities intended to be benefitted shall be consulted in the process of identifying, planning and implementation of the CSR&S activities. The need of the project/activity in the proposed area shall be clearly defined and documented in the project proposal. A Baseline survey report for the respective CSR&S project shall be submitted along with the project proposal.
- c) Any CSR&S project shall be directed toward addressing real needs of community, hence, accurate assessment of need is an essential pre-requisite to project design,

monitoring, evaluation and impact assessment. Based on need assessment, projects will be prioritized, assessed and granted approval.

### **C. Project proposal formulation**

- a) All CSR&S project proposals shall be uniformly initiated based on the defined checklist as given in **Annexure-III** of these rules.
- b) Every project after approval shall have a unique project identity code (SR-20\*\*\*\*), generated as WBS definition for ERP, through which it will be identified for ease of data management, monitoring and reporting. The project identity code (Project Definition and the WBS definitions) shall be provided by Corporate CSR&S department.
- c) The expected outcomes shall be clearly defined for each programme to facilitate impact assessment of the project on its completion.
- d) Proposals submitted by Site offices/RHQ shall be examined and recommended by Regional Level CSR & Sustainability Committee and submitted to Corporate Centre through Regional Head after vetting of drawings, specification & cost estimates by Regional Engineering Department and concurrence by Finance department.
- e) Due-diligence is to be undertaken at all stages to optimize the cost vis-à-vis the desired outcome.
- f) The aspects related to planning, approved specifications, vetted cost estimates, approved quality standards/ field quality plans, monitoring, quality assurance /supervision and impact assessment must be addressed adequately without ambiguity. Further, payment terms/time schedule must be made part of any CSR&S project MoU to the extent possible.
- g) Role and scope of project monitoring by POWERGRID or third party appointed by them must also be part of such MOUs.
- h) Corporate Contract Service department/Regional Contract Service department, as applicable, shall be involved while finalizing MoU for execution of a CSR project. A standard format of MoU for similar nature of CSR project shall be devised. In case any deviation is necessitated in such standard format of MoU depending on requirement of a project, Corporate Contract Service department/Regional Contract Service department, as applicable, shall be involved to review and recommend its view on such deviation.

#### **D. Sanction/Approval of CSR&S projects:**

<b>Authority</b>	<b>Extent of Power Delegated</b>
CSR Committee (Board Level Sub-committee on CSR)	Full Powers (Projects more than Rs.200 Lakhs)
Chairman & Managing Director	Each project upto Rs.200 Lakh subject to an annual ceiling of 50% of overall CSR budget in a given financial year.
Director (Personnel)	Each project upto a maximum of Rs.10 Lakh per case subject to a ceiling Rs.5 crore per annum.
ED (Region/Projects/CSR&S)	Each project upto a maximum of Rs.5 Lakh per case subject to a ceiling of Rs.20 Lakh per annum.

- (i) All CSR&S proposal initiated/submitted at CC shall be routed through Corporate CSR&S committee.
- (ii) The sanction will be subject to recommendation of the Regional CSR&S committee, technically cleared by Regional Engineering, Head of Region/Project and shall be in consultation with Finance. The proposal shall be as per the provisions of the Companies Act, 2013, Companies (CSR Policy) Rules,2014 and POWERGRID CSR&S Policy.
- (iii) All approved proposals shall be put up to CSR Committee (Board Level Sub-Committee on CSR) and Board of Directors for ratification.

#### **E. Delegation of Power**

CSR&S projects shall be covered under Section X of the Delegation of Power issued by Company Secretary vide Office Order No.88/2018 dated 19.02.2018.

#### **14. Monitoring and evaluation**

- a) To ensure the Quality and timely progress of CSR&S project, every project will be reviewed and monitored periodically.



- b) The Officer-in-charge will adhere to quality standards as per the Field Quality Assurance (FQA) plan of POWERGRID/Consultant, wherever the work is executed in-house or through consultancy assignment, as the case may be. For projects, which are executed through the State Government/State Government Body, the Field Quality Plan (FQP) of the concerned State Government/State Government body is to be obtained and random checks undertaken by POWERGRID to confirm its compliance as per design/drawings/specifications & quality plan. If any technical discrepancy is observed in FQP/Standards of such departments then FQP of POWERGRID/BIS standards/CPWD specifications or any other suitable standard shall be followed.
- c) The Officer-in-charge shall submit the fortnightly progress monitoring report with fairly accurate data about the physical progress & quality of the works of the projects in the prescribed format at Annexure-IV to the Regional CSR&S Nodal Officer and the Regional CSR&S Nodal Officer will in turn submit a consolidated report to Corporate CSR&S department in the prescribed format at Annexure-IV by the by 3<sup>rd</sup> and 18<sup>th</sup> day of every month.
- d) The Officer-in-charge shall submit the monthly MIS report with fairly accurate data about the physical and financial progress of the projects in the prescribed format at **Annexure-V** to the Regional CSR&S Nodal Officer.
- e) The Regional CSR&S Nodal Officer shall in turn submit a consolidated report to Corporate CSR&S department in the prescribed format at **Annexure-V** by the 7<sup>th</sup> of every month.
- f) The financial data for each project (Utilization as well as advance) shall be confirmed from the books of accounts while recording the same in the MIS by the Regional CSR&S Nodal Officer.
- g) Details of the expenditure on CSR&S during the financial year, which is to be published as part of the Annual Report of the Board's Report on CSR, as mandated under the Companies Act 2013, shall be submitted by each Region, in the format at **Annexure-VI**, immediately after declaration of the Audited Annual Financial Result of the Company.

h) Every CSR&S Projects will be reviewed;

<b>A.</b>	<b>Weekly</b>	Review by Nodal officer
<b>B.</b>	<b>Fortnightly</b>	Review by Regional Head and a fortnightly progress report shall be submitted to Corporate CSR&S department by Regional Nodal Officer
<b>C.</b>	<b>Monthly</b>	Review by Corporate CSR&S department based on MIS submitted by Regional Nodal Officer.
<b>D.</b>	<b>Quarterly</b>	Review by Director (Personnel) based on the MIS submitted by Corporate CSR&S department.  Report/MIS on all the Major Project shall be put up to CSR&S committee and Board of the Directors of the company.

- i) It is to be ensured that each project/ site/equipment/installations provided under POWERGRID CSR interventions shall have POWERGRID signage to be marked after completion of the project for visibility of POWERGRID's contribution toward the project. An indicative signage is given in Annexure-VII of these rules.
- j) Senior Officials on site visits will strive to visit at least one project site where CSR&S project has been implemented / being implemented.
- k) Regional FQA department will undertake random quality checks as per FQP of the project and submit their summary report to Corporate QA&I department for review.

#### **15. Documentation and Data Base:**

- a) All the projects shall be properly documented at the Site level with copies of approvals/bills/photographs/correspondences/testimonials, etc. so as to facilitate audit of the project, if any.
- b) After approval of a project, Project Definition and WBS shall be allotted by Corporate CSR&S department for filling up the basic data in the ERP module from the information available in the proposal.
- c) The balance data in the ERP shall be filled up by the Regional Nodal Officer in consultation with the Officer-in-charge of the project.

- d) The periodic data shall be updated in the ERP by the Regional Nodal Officer progressively in consultation with the Officer-in-charge.
- e) Corporate CSR&S department shall maintain the consolidated data provided by the Region.

## **16. Impact Assessment**

It shall be the endeavor to assess the impact of every CSR&S project undertaken. However, it shall be mandatory to assess the impact of every project which cost more than 5 lakhs.

- i) For projects above Rs.3 Crore, the impact assessment shall be done through an external agency.
- ii) For projects between Rs.1 Crore to Rs.3 Crore, the impact assessment shall be done internally by an executive not below the rank of General Manager from a different Region.
- iii) For projects costing below Rs.1 Crore, impact assessment shall be done by an executive, not below the rank of Chief Manager, from a different Substation/Project to dispense of the issue of conflict of interest.

An indicative checklist to undertake the impact assessment of the CSR & S projects is given in Annexure VIII.

## **17. Closure report**

All projects after completion shall follow up with a closure report so as to formally close the project. An indicative checklist of closure report of the projects is given in **Annexure IX**.

- a) There shall be appropriate documentation of every CSR&S project and after completion a detailed project completion report has to be prepared covering details of executing partner, time frame, Expenditure details along with the photographs, comments/appreciation letter from the beneficiaries and retained in the file duly signed by the Officer-in-charge of the project and the Regional CSR&S Nodal Officer. A summary statement shall be submitted to Corporate CSR&S for updating the records.

- b) The completion and impact assessment report shall include photographs/Video clippings (preferably before and after completion of the project). The photographs shall be action oriented with appropriate branding of the Company's CSR&S initiative including company logo, name, etc. displayed in the background.

## **18. Communication**

- a) The Board's report of POWERGRID on CSR activities pertaining to a financial year commencing on 1st Day of April 2014 shall include an annual report on CSR containing particulars specified in the Companies (CSR) Rules. If the organization fails to spend the specified amount for CSR activities, the board shall specify the reason for inability to spend the said sum in the mentioned report of Board of Director.
- b) The report containing accurate details of CSR activities and CSR&S policies have to be made available on the company's website for informational purposes.
- c) For projecting the company's contribution and for visibility of the organization on its CSR&S endeavors, appropriate measure shall be adopted using all communication tools/ media etc.
- d) Annual CSR&S Report shall be centrally published by Corporate CSR&S department, for which necessary inputs along with high resolution photographs will be provided by Regions.
- e) Corporate Communication department will prepare documentaries/publicity materials/leaflets to disseminate the CSR&S initiatives of POWERGRID amongst the stakeholders.

## **19. Applicability to CSR activities of POWERGRID subsidiaries companies**

- a) With the advent of TBCB mode of acquisition of new Transmission System projects, a number of 100% owned subsidiaries of POWERGRID have been secured and all these companies are independently governed by the provisions of the Companies Act 2013. Accordingly, in compliance to the Companies Act 2013, these companies may have to frame their CSR policy and undertake CSR activities.
- b) As these subsidiaries Companies are wholly owned and controlled by POWERGRID, these rules would apply to all CSR & S activities undertaken by the company on behalf of its subsidiaries.

## **20. General**

- a) These Rules shall stand modified by the provisions of the Companies Act 2013/ Companies (CSR&S Policy) Rules 2014 (issued by the Ministry of Corporate Affairs vide notification dated 27.02.2014), as amended from time to time and Government guidelines as and when these are in place and made enforceable.
- b) These Rules shall serve as the referral document for planning, selection, monitoring and implementation of CSR&S activities, though, whenever in doubt, cross reference to Companies Act 2013 & Companies (CSR&S Policy) Rules 2014 (issued by the Ministry of Corporate Affairs vide notification dated 27.02.2014), other guidance used by DPE/Ministry time to time, is advised to avoid any inconsistency with the latter.

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## Thrust Areas and Scope of activities under schedule VII

Thrust areas	Alignment with CSR activities mentioned under Schedule VII, Companies act	Scope of activities/ Intervention
Promoting Health	Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care	<ul style="list-style-type: none"> <li>i) Creating/Augmenting infrastructure in Hospitals / Healthcare Centers for patients / attendants</li> <li>ii) Health checkup Camps/Blood donation camps/vaccination camp</li> <li>iii) Providing Ambulances</li> <li>iv) Improving Medical Infrastructure in (SHC/PHC/CHC),Hospitals and clinics</li> <li>v) Measures for combating malnutrition/ Improving diet and nutrition</li> <li>vi) Awareness camps regarding illness/ yoga camps/organ donation, etc.</li> <li>vii) Promoting and distributing Sanitary Napkin</li> </ul>
Promoting Education	Promoting Education especially among children, women, elderly and the differently abled	<ul style="list-style-type: none"> <li>i) Improving Infrastructure in Schools/ College/Educational Institutions, like construction of class rooms/ Laboratories/ toilets/ drinking water facilities/ sports facilities/ Halls/ Auditorium/Reading Room etc.</li> <li>ii) Construction of Hostels</li> <li>iii) Providing Scholarship/Financial Assistance to students belonging to the financially weaker section of the society</li> <li>iv) Inclusive education programs for mentally and physically challenged children/persons</li> </ul>
Women Empowerment	Promoting gender equality, empowering women, setting up homes and hostels for women	<ul style="list-style-type: none"> <li>i) Providing of facilities including construction of infrastructure exclusively for women</li> <li>ii) Skill Development training for women</li> </ul>

		iii) Forming SHG and other such groups exclusively for women
Environment	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	<ul style="list-style-type: none"> <li>i) Afforestation/Tree plantation</li> <li>ii) Green belt development</li> <li>iii) Check Dams/Rain Water harvesting</li> <li>iv) Renovation and restoration of Ponds and water bodies</li> <li>v) Animal Welfare</li> <li>vi) Conservation of Water</li> <li>vii) Watershed management programmes</li> <li>viii) Contributing funds to “Clean Ganga Fund”</li> <li>ix) Replacing conventional lighting system with LED lighting solutions</li> <li>x) Installation of system enabled through renewal energy</li> <li>xi) Setting up of animal shelters/biogas plant</li> <li>xii) Setting up of Electric/CNG crematorium</li> </ul>
Promoting Art and Culture	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	<ul style="list-style-type: none"> <li>i) Restoration/repair and rehabilitation / maintenance of sites of historical importance/heritage structures</li> <li>ii) Adopting Heritage site</li> <li>iii) Promotion and development of Traditional art, Handicrafts, Culture Traditions and Values.</li> </ul>
Social Welfare	Measures for the benefit of armed forces veteran, war widows and their dependents, homes and hostels for 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.	<ul style="list-style-type: none"> <li>i) Scholarship to wards of armed force veterans/war widows</li> <li>ii) Training and skill development training to armed force veteran/Wards of armed force veterans, war widows and their dependents</li> <li>iii) Rehabilitation of old age people/mentally and physically challenged population</li> <li>iv) Old age homes, child rehabilitation homes etc.</li> </ul>

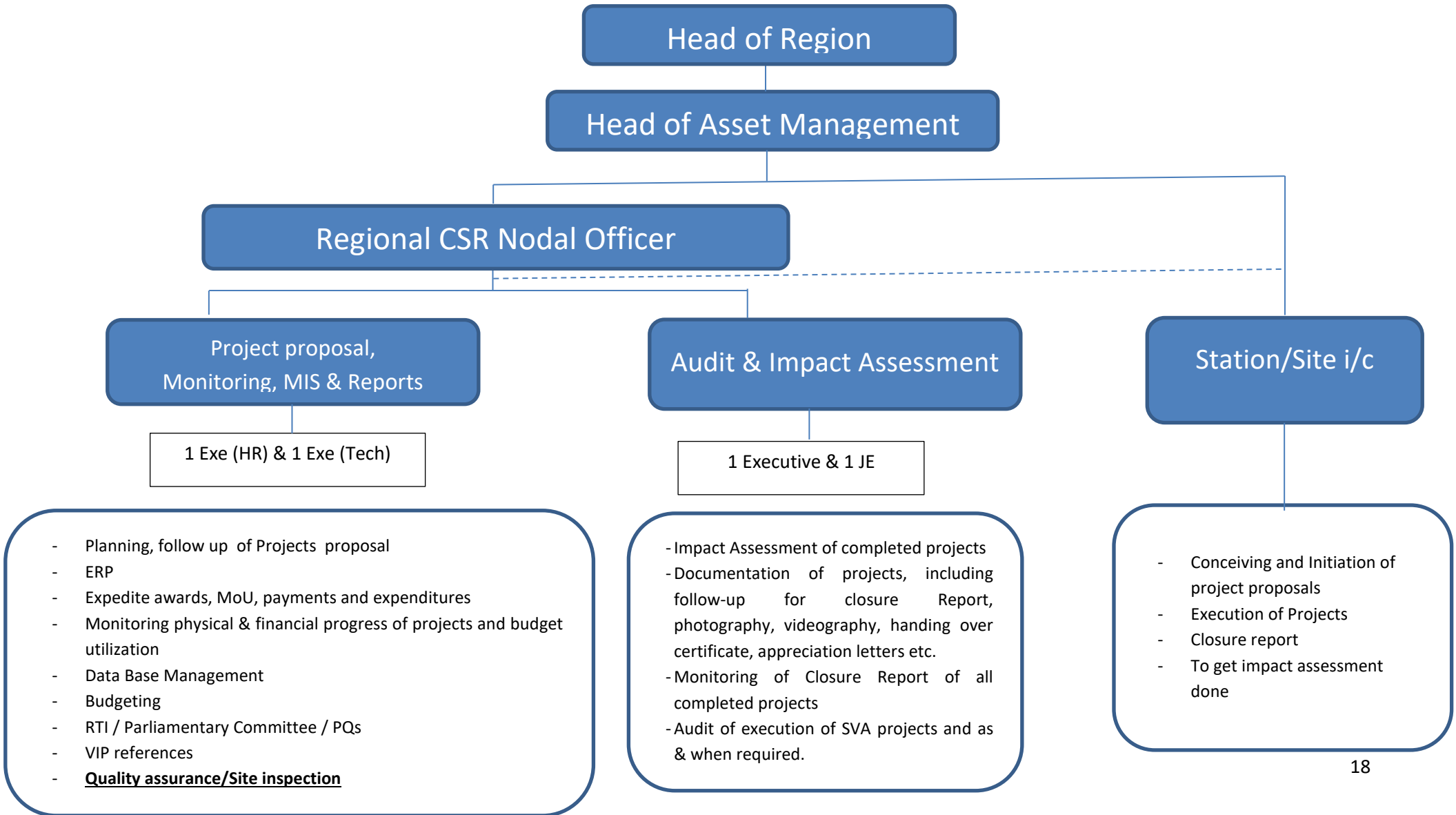
Promoting Sports	Training to promote rural sports nationally recognized sports and Paralympic sports and Olympic sports	<ul style="list-style-type: none"> <li>i) Improving sports infrastructure</li> <li>ii) Providing sports material</li> <li>iii) Sponsoring training of talented youths</li> </ul>
Sanitation	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	<ul style="list-style-type: none"> <li>i) Construction of Toilets</li> <li>ii) Construction of drainage system</li> <li>iii) Providing Drinking water facilities</li> <li>iv) Burning Ghat / Crematorium</li> <li>v) Providing Potable drinking water</li> <li>vi) Improving sanitation facilities at public places</li> <li>vii) Providing dustbins / Garbage Collection van</li> <li>viii) Garbage collection and Waste management programs</li> <li>ix) Sewerage Treatment plant</li> </ul>
Skill development	Employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects	<ul style="list-style-type: none"> <li>i) Imparting skill development training</li> <li>ii) Creation of Infrastructure for imparting skill development</li> <li>iii) Supply &amp; Installation of Tools &amp; plants for skill development training</li> <li>iv) Providing coaching for exams</li> <li>v) Creating and supporting self-help groups</li> </ul>
Contribution of Funds	<ul style="list-style-type: none"> <li>i) Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women</li> <li>ii) contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government</li> </ul>	<ul style="list-style-type: none"> <li>i) Contribution to funds set up by the government for any social cause.</li> <li>ii) Setting up of Technology Incubator in academic/research institutions</li> </ul>



Rural Development	Rural Development Projects	<ul style="list-style-type: none"> <li>i) Installation of Street Lights</li> <li>ii) Construction of Road/Drains Culverts/Bridges</li> <li>iii) Community Center/Panchayat Ghar</li> <li>iv) Construction of Shed at Bus stand/ Public Places</li> <li>v) Digging/Renovation of Wells.</li> </ul>
Slum Area Development	Slum Area Development	<ul style="list-style-type: none"> <li>i) Improving Infrastructure at slums</li> <li>ii) Construction of toilets/drinking water facilities/schools/health centres etc.</li> <li>iii) Improving sanitation and drainage in slums</li> </ul>

(ANNEXURE II)

**Regional CSR&S Setup**



(ANNEXURE III)

**18 Point Checklist for framing Project Proposal**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Overview of the project proposal	
2.	Need Assessment & baseline study	
3.	Expected accrued benefits of the project	
4.	Thrust area of CSR&S activities, based on Companies Act 2013.	
5.	Sustainability of the project: Modus operandi of transfer and O&M of the project after completion.	
6.	Geographical distance of the proposed CSR&S projects from POWERGRID installation i.e. line / substation / telecom installation etc.	
7.	Details of the ownership of the land/property/installation where the scheme is being implemented	
8.	Recommendation of the Local Administration, Gram Panchayat, Gram Sabha, POWERGRID Office, etc. if any	
9.	Targeted beneficiary: Population benefitted by the proposed project. (Breakup of SC, ST, OBC, Minority, PH, General, if possible. If not at least a general description of the majority of beneficiary with approximate number of beneficiaries)	
10.	Nos. of villages/towns/districts to be benefitted	
11.	Estimated cost of the project	
12.	Basis of cost estimate: CPWD / DSR specification etc., budgetary quotation, Market survey etc.	

13.	In case of long term project : Duration of Project vis-à-vis Year-wise allocation of the CSR&S budget	
14.	(i) Certification as to whether the proposed project has not been financed from any source (ii) In case any other agency/company is also financing the proposed project then the name of the funding agencies along with its contribution for the proposed project	
15.	Confirmation that the project has not been sanctioned or planned under any scheme whether by govt./ corporate / private etc.	
16.	Details about the implementing agency of the proposed CSR&S project.	
17.	Details about the instrument for implementation of the project. i.e. through MOU / LOA etc.	
18.	If the proposed project is to be executed through an NGO, compliance of all items check list should be adhered to before submission of the proposal to Corporate ESMD, CSR & LA Department. (Annexure-I)	

(ANNEXURE IV)

**Fortnightly physical progress report**

Region: \_\_\_\_\_

Period: 1st fortnight/  
2nd fortnight

Month: \_\_\_\_\_

Sl.No.	Project Definition /WBS	Name of the project	Location	Sanctioned Cost	Engineer/Officer i/c of the Project	Mode of Implementation (POWERGRID /MoU)	Name of the Implementing Agency	Tender floated (Yes / No)	Bid Opening Date	Date of Award/MoU	Specific Physical progress status(MoU Signing/NIT/BoD/ Award/ Construction stage (Plinth/Roof/F inishing))

(ANNEXURE V)

MIS report format

Region	Name of the Project	Project Definition	State	District	Date of Sanction	Completion Schedule	Sanctioned amount	Mode of execution (LOA/MOA)	Date of Issue of LOA/Signing of MoU	Name of the implementing agency	Fund allocation for the current FY	Unspent amount of previous years	Total amount to be spent during the current FY (Col11+Col12)	Expenditure during the current FY	Current Advance	Cumulative expenditure	Specific Physical progress status(MoU Signing/NIT/BoD/Award/Construction stage (Plinth/Roof/Finishing))	Remarks additional information if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

(ANNEXURE VI)

Details of the expenditure on CSR during the financial year as part of Annual Report on CSR

Sl. No.	CSR Projects or activity identified	Sector in which the project is covered	Local Area or other	District	State	Amount Outlay (Rs/lakhs)	Amount spent on the project or programme during the FY	Cummulative expenditure upto the reporting period	Amount spent: Direct or through implementing Agency
1									
2									
..									
..									
<b>Total</b>									

**Note:** The Cumulative expenditure should exactly match with the audited expenditure as recorded in the balance sheet.

(ANNEXURE VII)

Indicative Signage



**पावरग्रिड**  
**POWERGRID**

पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

**सी . एस . आर . (CSR) के सौजन्य से**

क्रम. सं. : \_\_\_\_\_ स्थान: \_\_\_\_\_

अनुरक्षण हेतु टोल फ्री नंबर: \_\_\_\_\_

क्रियान्वयन संस्थान :



**(ANNEXURE VIII)**

**Impact Assessment of CSR & Sustainability Project**

1. Name of the Project:
2. Place:
3. Area (Backward as per BRGF/General):
4. Date of Approval of project:
5. Date of Completion/Handing over:  
(in case of more than one project/activity, indicate separate dates for different projects/activities)
6. Objective of the project:
7. Estimated no. of beneficiaries (with bifurcation SC/ST/OBC/General):
8. Name of the executing agency:
9. Estimated cost of Project:
10. Award/MoA value:
11. Final Cost of Project:
12. Extent of objective met from the project  
(Assessment of CSR intervention in consultation with targeted beneficiaries/local community/key stakeholders; Key needs addressed; Key outputs (Quantification of facility/services/infrastructure created); Outcome/short term Impact/long term impact of project/Activity relevant to the need of the community):
13. Attach photographs (covering important aspects/POWERGRID LOGO/Name):
14. Attach documents i.r.o. advertisement/publicity/newspaper coverage/feedbacks from participants etc.)
15. Attach handing over certificate(s):
16. Feedback of local people/panchayat/Govt. officials (attach documents if any):
17. Feedback of POWERGRID/Implementing agency regarding issues faced during implementation of project, solution adopted & suggestions for future projects (if any):
18. Any other information/data:

(ANNEXURE IX)

**Closure Report of CSR & Sustainability Project**

<b>Sl. No.</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Project	
2	Location of the Project (With GPS Co-ordinates)	
3	Objective of the Project	
4	Date of Approval	
5	Date of Completion	
6	Targeted beneficiary and their breakup (SC/ST/OBC)	
7	Estimated Cost	
8	Final Completion Cost	
9	Scope of Project as Completed	
10	Scope of Change, if any	
11	Execution Agency	
12	Engineer In Charge for the Project	
13	Handing Over Documents	
14	High Resolution Photographs of CSR&S Initiatives, inaugural/handling over functions, etc. (with date and location details)	
15	Targeted date for impact assessment of the Project (Impact assessment to be Completed within 6 months of completion of projects)	
16	Any Other Information	