

Corporate Social Responsibility Policy

of the

Airports Authority of India



New Delhi

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1. INTRODUCTION

- 1.1 The Corporate Social Responsibility (CSR) Policy of the Airports Authority of India (AAI) is aligned with its overall commitment to maintaining the highest standards of business performance. The Vision of AAI is "to be a world-class organization providing leadership in air traffic services and airport management and making a major hub in Asia Pacific Region by 2016".
- 1.2 The Mission of AAI is "to achieve highest standards of safety and quality in air traffic services and airport management by providing state-of-the-art infrastructure for total customer satisfaction, contributing to economic growth and prosperity of the nation.
- 1.3 The CSR commitment of AAI positions its social and environmental consciousness as an integral part of its business plan and its commitment to all its stakeholders including consumers, share holders, employees, local communities and the society at large.
- 1.4 The policy has been formulated as *per* the Guidelines on Corporate Social Responsibility for Central Public Sector Enterprises issued by the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises (vide F.No. 15(3)/2007-DPE (GM)-GI-99 dated 9th April, 2010).

2. POLICY STATEMENT

- 2.1 The CSR Policy of AAI aims to achieve, consolidate and strengthen Good Corporate Governance including socially and environmentally responsible business practices that balance financial profit with social well being.

3. SCOPE AND APPROACH

- 3.1 The AAI is committed to the well being of the local communities and the society at large.
- 3.2 The scope and approach of the CSR Policy of AAI is defined by the following considerations:
 - (a) AAI acknowledges that there are or can be **expected** and **unintended** outcomes and impact of its core business which is to build and operationalise airports.
 - (b) While the overall outcome of its work is a positive contribution to the economy and society at large, some of the impact could be negative in the short term.
 - (c) Given the nature of its work the strongest impact of its activities is primarily on the environment and communities in the immediate vicinity of the airports.
- 3.3 The proposed focus of AAI's CSR initiatives is therefore on thematic and geographic areas that are most impacted during the course of its work.
- 3.4 The **geographic scope** of AAI's CSR work includes
 - (a) the immediate surroundings of the airports
 - (b) the district, town or city as a whole where the airport is located
 - (c) the country as whole as part of AAI's contribution to national efforts towards dealing with emergency situations and achieving higher national goals including the Millennium Development Goals (MDGs) and United Nations Global Compact Programme on Environment.

It must be noted that the priority focus of AAI's CSR activities will be on the immediate surroundings of the airports. The options (b) and (c) will be considered in specific instances based on their merit and the comparative advantage of the AAI's involvement in those initiatives.

The Three UN Global Compact Principles pertaining to the environment require Business to :

- support a precautionary approach of environmental challenges
- undertake initiatives to promote greater environmental responsibility and
- encourage the development and diffusion of environmentally friendly technologies

3.5 The **thematic/ programme** focus of the AAI's CSR work includes, but is not limited to:

- (a) Environment conservation
- (b) Integrated community development that fill the gaps in the statutory resettlement and rehabilitation programmes of the government and ensure that the quality of lives of communities are positively impacted at airport sites
- (c) Education, including formal and informal education and vocational training that contribute towards sustained income generation and self sufficiency
- (d) Health as an integral component of better quality of life with special focus on women and girls.
- (e) Disaster Management including preparedness, capacity building as well as emergency response leveraging core competency of the AAI in situations of disasters.

3.6 The approach of AAI would be oriented to identify and formulate projects in response to felt societal needs in diverse areas falling in the geographic scope mentioned in para 3.4 and to implement them with full involvement and commitment in a time bound manner. In addition to being an engaged Corporate citizen involved in the identification, planning , designing and monitoring of CSR initiatives, AAI will also provide grants to specialist organizations to implement approved activities.

3.7 All CSR activities of AAI will be additional to the statutory obligations of Government of India. A detailed action plan will be developed through a consultative process outlining short, medium and long term goals, objectives and activities with clear outputs and deliverables.

4. STRATEGIES

4.1 The strategies for designing, implementing and monitoring the CSR activities of AAI are based on the existing good practice models in the country, sample activities suggested in the DPE's CSR Guidelines as well as the first hand experience of the AAI in implementing its CSR activities over the past years. These strategies will help in standardizing the CSR related processes, essential in the context of AAI which is spread across the country.

- (a) **Build on core strengths and comparative advantage:** AAI will undertake those activities under its CSR plan where it has a well defined comparative advantage and/or a primary responsibility to address an issue.
- (b) **Take ownership to minimize/ address unavoidable and unintended damage:** In determining the thematic and geographic focus of the CSR activities highest priority will be accorded to issues and areas where the core work of the AAI has the maximum negative impact.

(c) **Develop customized and needs based programmes:** while committed to achievement of its goals and objectives the AAI will not use a one-size-fits- all approach. Projects will be designed by matching local needs with AAI's priorities and available budget.

(d) **Emphasize sustainability:** before roll out of any projects/ initiatives AAI will assess the feasibility and potential for sustainability. Appropriate partnerships will be formed , especially with government initiatives to ensure that the activities are handed over either to the government or communities and sustained by them after a defined period of time.

(e) **Engage in-house facility for co-ordinating roll out of CSR activities:** The implementation of the CSR activities will be co-ordinated by a Committee especially created for CSR. CSR functions implementation will be done by identified specialized agencies and Civil Society organizations, on need basis.

(f) **Maximize outcomes through strategic partnerships:** Necessary partnerships will be forged with a range of stakeholders at the local, state and national level, including Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs), technical support organizations, public representatives and opinion makers, other Public Sector Undertakings (PSUs), private sector and concerned government departments. Where needed the services of individual experts/ consultants will also be solicited.

(g) **Mainstream CSR into the core business plan of AAI:** Annual CSR Plan and the Annual Budget Allocation will be got approved from the AAI Board before implementation. . This plan will be developed through the active engagement, leadership and inputs of the staff members of AAI, posted at the national, regional and local airport level. This will be in keeping with the provisions pertaining to CSR activities and "Performance Evaluation Parameters and Targets" laid out in the MoU between the AAI and Ministry of Civil Aviation. The Airport Directors, Regional Executive Directors and their teams and senior management will be suitably oriented to integrate CSR into their day to day work. In this way ideas for projects will emanate from the core staff of AAI and will be reported in the work of the respective units, in addition to being reported in the Annual report of AAI. Thus, CSR will not only be an integral part of the core business plan of AAI, but will , in practical terms be enmeshed with the everyday workings of the organization.

5. GOAL

5.1 The overall goal is to promote sustainable and inclusive development as a Responsible Corporate Citizen.

6. OBJECTIVES

This goal will be achieved through the following broad Objectives:

(a) Comprehensive and integrated community development focusing on but not limited to communities most directly impacted by and in the vicinity of airports.

(b) Innovative and sustainable solutions for environmental conservation.

(c) Prioritisation and all round integration of environmental and social issues into the planning, designing and implementation of infrastructure development.

(d) Improved access to formal, informal and vocational education with a focus on the under privileged and marginalized communities

(e) Contribution to national and local efforts for relief / rehabilitation in times of natural disasters on a needs basis.

- (f) Development and promotion of sporting talent.
- (g) Ongoing promotion of healthy and safe workplaces and well being of contractual workers.
- (h) Active participation in disaster management initiatives for prevention and emergency response based on the comparative strength of the AAI.

7. ACTIVITIES

7.1 This section enlists a set of sample activities that will be undertaken towards the achievement of the above mentioned CSR Goal and Objectives of AAI. These are by no means an exhaustive list and will be reviewed and modified from time to time as *per* need.

7.2 Integrated community development

Based on community needs assessment of those most affected by the airports, projects will be designed to address those needs and add value to the resettlement and rehabilitation process.

Elements of these projects include:

- (a) supply of potable drinking water through dug wells, handpumps etc.
- (b) assist with rain water harvesting
- (c) promote sanitation
- (d) facilitate access to electricity using environment friendly technologies such as solar energy
- (e) facilitate skill development for livelihood and income generation
- (f) help formation of Self help Groups and promote micro finance initiatives for economic empowerment
- (g) improve transport facilities to enhance access to existing services
- (h) ensure that children have access to educational facilities
- (i) improve health situation of the communities
- (j) adopt villages for all round development where feasible and appropriate
- (k) respond to any other locally felt need

7.3 Environment

- (a) Raise awareness about environment conservation
- (b) Promote waste management and other environment friendly activities.
- (c) Set up and manage paper recycling unit to minimize paper waste and environmental damage
- (d) Develop green belts around the airport where feasible.
- (e) Promote social forestry and afforestation
- (f) Design and implement community based projects for energy conservation, pollution reduction and environment protection such as promoting use of solar energy, smokeless cookstoves etc.

7.4 Education

- (a) Establish and manage directly or in co-operation with other partners, schools for formal education.
- (b) Develop, support and maintain educational institutions, vocational training institutes, centres for non-formal education etc. This will include providing grants/ assistance to schools in rural/urban slum areas for necessary infrastructure such as building, electricity, furniture, computers etc.

- (c) Provide scholarships or financial support to children from the affected communities who have demonstrated extra-ordinary talent in academics or other skills and belong to socially and economically marginalized communities.
- (d) Ensure that underprivileged children are provided access to free education through the existing educational systems managed by the Authority.
- (e) Supply study materials (such as books, stationery etc.) to children from the poor, and underprivileged sections.
- (f) Undertake any other activities that contribute towards improving the educational and vocational skills of communities.

7.5 Health

- (a) Strengthen health systems to expand coverage of health services with a focus on women, children and disabled persons.
- (b) Provide facilities (such as mobile clinics) to enhance access to health care services directly or in partnership with other PSUs, corporates, government schemes etc.
- (c) Organize health check up camps, awareness camps, eye camps etc to raise awareness and provide outreach services for locally relevant health issues such as TB, HIV/AIDS, leprosy, cataract etc. Special attention will be given to women, children and elderly persons.
- (d) In partnership with other private and government providers respond to national health priorities and the Millennium Development Goals.
- (e) Design and implement projects that address priority local needs such as drug abuse, alcoholism etc.
- (f) Design, produce and distribute relevant health related public information materials and films to propagate important messages to a large audience.

7.6 Disaster Management

- (a) Integrate disaster preparedness and related capacity building into the ongoing initiatives for community development
- (b) Actively contribute towards local and national efforts for disaster mitigation
- (c) Participate in the government's rescue operations optimally utilizing the wide network of airports and on the ground presence across the country.

7.7 Others

- (a) Identify young talent in various sports and games and support them to achieve their full potential.
- (b) Sponsor sporting events in rural/semi urban areas to enable the development of a sporting culture in the country
- (c) Sponsor deserving candidates for coaching and training to strengthen their sporting skills.
- (d) Respond promptly to any natural calamity such as flood, earthquakes, famines, or the outbreak of a disease and contribute to local and national rehabilitation process, as appropriate.
- (e) Empower families of staff and encourage their participation in CSR initiatives; organise sensitization programmes, lectures, workshops etc to ensure a healthy work environment with special focus on making workplaces safer for women.
- (f) Make arrangement for crèches for children of contractual labourers.

The AAI may undertake any additional activities not listed above, subject to approval of the board of management.

8. GUIDING PRINCIPLES

In keeping with the suggested National CSR Guidelines issued by DPE, Government of India, and the Memorandum of Understanding between the AAI and Ministry of Civil Aviation, the CSR initiatives of the AAI will be guided by the following overarching principles:

- Ensure care for all stakeholders in implementing its core business as well as CSR activities. AAI will remain committed to protecting the interests of all its partners and stakeholders including employees, contractual workers, shareholders, suppliers, end users and customers, communities affected by the AAI projects and the society at large.
- Undertake ethical business practices building on the existing systems for maintaining transparency and accountability. Technology will be used to facilitate fair and transparent processes such as E-tendering; equitable access to all public interest information will be provided by uploading all relevant information on AAI's official website (www.airportsindia.org/www.aai.aero)
- Promote healthy workplaces and maintain commitment to quality, health and safety in every aspect of business.
- Ensure environmental consideration and strategic environment conservation initiatives as an integral aspect of business processes.
- Promote equality of opportunity and diversity of workforce throughout business operations.

9. INSTITUTIONAL SET UP

9.1 Guidelines on Corporate Social Responsibility for CPSEs inter-alia provide that the CSR activities will be carried out by Specialist Agencies which include NGOs, Institutes, Academic Organizations, Civil Society/Community Based Organizations, Trusts, Missions etc. who have requisite expertise.

9.2 The Corporate Social Responsibility functions of the AAI will be co-ordinated and monitored by a CSR Committee to be constituted by the Chairman, AAI.

9.3 The following will be members of the CSR Committee, nominated by the Chairperson of AAI in consultation with the senior management:

- The Committee will be headed by ED (Operations) or ED (HR) to be decided by Chairman.
- Three Officers of the rank of General Manager (preferably one each from the Finance, Engineering & HR Disciplines).
- One Group 'A' executive to be nominated by Chairman, who will serve as the Member Secretary responsible for the day to day work pertaining to CSR.
- External Experts who have experience of working in the social development sector on need basis (Honorary /Contractual Terms).

Each staff member of AAI will be nominated for a period of three years. The selection of officers and staff for CSR will be done on the basis of their willingness and interest in and commitment to CSR. Since CSR falls under the general cadre, such officers will be allowed to continue in their parent cadre for purposes of seniority and other service matters, *ipso facto* amounting to maintaining lien in parent cadre.

External Members (Experts) will be initially nominated for a period of one year and his/ her tenure may be extended up to a maximum of three years with the approval of Chairman.

All Internal and External Members of the said committee shall report to Executive Director (Operations) and who shall report to Member (Operations).

9.4 Towards achievement of the CSR targets outlined in the MoU between the AAI and Ministry of Civil Aviation, all Regional Directors (REDs) and Airport Directors (APDs), will be expected to identify opportunities for CSR activities within the broad framework outlined in this policy. They will additionally be responsible for facilitating selection of appropriate agencies/ NGOs for implementation, supervising and monitoring the quality of work and reporting to the CSR Committee about the progress. They will, from time to time, also provide necessary inputs into the preparation of the Annual CSR plan.

9.5 **Selection of NGOs:** After the project design has been developed, AAI will issue a call for proposals from NGOs for implementing the project. Proposals will be invited as per laid down procedures i.e. by call of Expressions of Interest (See Annexure 1). There will be a three step transparent selection process. Unsolicited proposals shall also be considered alongwith solicited proposals by the CSR Committee.

Step 1. The selection will be undertaken by the CSR Committee which will make recommendations for selection to Member (Operations).

Step 2. Final decision on selection will be taken by Member (Operations)/ Chairman on a case to case basis.

9.6 Other technical support services: In the implementation of the CSR policy and plan AAI will engage NGOs for implementation support. Additionally services of technical experts- both individual and organisations- will be required from time to time. For soliciting proposals for technical support the CSR Committee will draft clear Terms of Reference outlining key tasks, duration of assignment, deliverables etc which will be approved by the CSR Committee. Proposals will be invited with respect to the ToRs and their approval will be aligned to the above process for approval for NGOs. In case of individuals a minimum of 3 applications will be essential for selecting one.

9.7 Within the overall framework of the CSR Policy and aligned to the business plan of the AAI, the CSR Committee will facilitate the development of an annual CSR action plan and budget. This will include projects identified by the AAI staff at various locations. The Annual CSR Plan detailing the individual projects and budgeting will become operational after review and approval by the AAI Board.

9.8 The CSR Committee will co-ordinate, monitor and assist operationalisation of the activities in partnership with a range of stakeholders including Civil Society Organizations, Community based organizations and other public and private sector enterprises. Services of technical experts will be sought when required. AAI will enter into agreements with these agencies and/ or experts on agreed terms of reference including detailed workplans with budgets and timelines and submit quarterly reports with Fund Utilization Certificates to the AAI Board.

The following three tier structure will be put in place for providing oversight to the CSR initiatives:

Level	Type of Committee	Tasks
National	CSR Committee	To prepare Annual plans; follow up on financial and programme targets; approve CSR projects; facilitate NGO selection; co-ordinate periodic monitoring and evaluation visits; provide feedback to the implementing organisations and report to the Board on progress on a quarterly basis
Regional	Regional Supervisory Committee chaired by RED	To follow up on CSR targets in the region; include CSR in the agenda of Regional meetings of APDs; ensure compliance to the , recommendations of the CSR Committee ; request for technical assistance as appropriate; provide quarterly update from the region to the CSR Committee
Airport	Local co-ordination Committee chaired by APD	To identify local opportunities for CSR; facilitate formulation of projects and identification of implementing organisations; regularly monitor the progress of CSR projects; follow up on targets; ensure compliance to the recommendations of the CSR Committee; send MIS report to regional and national level on a monthly basis

10. IMPLEMENTATION MECHANISM

10.1. Overall, the CSR Committee will be responsible for overseeing the planning, coordination and implementation of CSR activities including compilation of information and preparation of annual reports etc. The concerned Airport Director (APD) and Regional Director (RED) will be responsible for identifying appropriate opportunities/ projects for CSR as well as facilitating necessary processes for operationalizing the projects.

10.2. While identifying the CSR initiative the following considerations will be taken into account:

- Thrust of the schemes/projects should be in the identified priority areas of AAI.
- The assistance will be project based with clear outcomes rather than in the form of donation, with a focus on creating sustainable and replicable models
- While implementing the identified projects, time frames and milestones will be predefined.
- Specific projects will be identified based on evidence and needs assessment studies. Participatory processes engaging communities and most affected stakeholders will be undertaken in the formulation of projects.

10.3 External Consultants shall be hired by the CSR Committee for technical oversight, supervision and quality assurance, as well as for specific tasks such as documentation, training etc.

10.4 External experts/ organizations will be engaged for an independent assessment of the impact of the AAI's CSR activities periodically. Lessons from these evaluations and assessments will be fed into the planning for the subsequent years.

10.5 The financial limits of the sanctioning authority (s) for CSR projects after the approval by the AAI Board shall be as under:-

- a. Projects costing upto Rs. 1 crore - Member (Operations), AAI
- b. Projects costing above Rs. 1 crore - Chairman, AAI.

11. ALLOCATION OF FUNDS

11.1 The following *modus-oeprandi* shall be followed in the allocation of funds :

- (a) The CSR Budget, which shall be a percentage of net profit after tax of the organisation in the previous financial year, as per the DPE Guidelines on CSR, shall be got approved by the AAI Board.
- (b) The said amount shall be transferred to a newly created Non-lapsable Fund of AAI, from where funds will be transferred to the account of those organizations contracted for implementation including specialized agencies based on the proposed and approved annual plan for the activities undertaken by them
- (c) The CSR Committee will be responsible for co-ordinating necessary audits and other compliances of all the CSR activities through the engagement of experts.
- (d) Money unutilised, if any, in the previous year will be carried forward and included in the budget for the next year.

11.2 Fund disbursement to implementing organisations will be done in installments. The first installment would be released after signing of the agreement between AAI and the organisation. Subsequent installments shall be released based on the production of Utilization Certificate¹ issued by the competent authority and physical verification by the supervising external agency (indicated at para 10.3 above) and recommended by the CSR Committee. In addition, the Organization would

¹ Utilization Certificate is a statement providing detailed break up of expenditure incurred under respective heads of funds received from the donor (in this case AAI), duly signed by the Auditors of the NGOs or any CA firm (as the case may be).

be required to submit a Quarterly Progress Report to Chairman and an Annual Report of CSR to Board of AAI.

11.3 The expenditure modality will be as follows:

- a) Advance payment will be made to implementing organisations (eg. NGOs / Specialist Agencies) for initiating project implementation after the receipt of Bank Guarantee equivalent to the advance amount. Subsequent installments will be transferred as per agreed terms on submission of fund utilization certificate to the CSR committee at National Level and the approval of the CSR Committee. The Committee will approve release of the next installments after reviewing the programmatic progress as per agreed timelines and deliverables.
- b) A provision of CSR Fund will be maintained at CHQ and it would be the responsibility of the Project in-charge to submit the monthly MIS to National and Regional Committee regarding the expenditure and progress of the project.
- c) The project implementing authority will be authorized to incur expenditure equivalent to the AA&ES(Administrative Approval and Expenditure Sanction) accorded by CHQ and the expenditure will be booked to account code provided for CSR expenditure.
- d) Civil and Electrical Tenders will be invited by the office of concerned APD/APC/RED if required for CSR projects.
- e) After the recommendation by the CSR Committee at National Level, the in principle approval will be conveyed to the concerned airport/ office within 10 working days for starting the implementation.

12. REVIEW and REPORTING

12.1 Monitoring and Review Committees will be constituted at Regional and Airport level comprising the REDs and APDs. This team will initially meet once a month and subsequently every quarter to review progress of proposed activities as *per* agreed targets and timelines.

12.2 Member (Operations) will provide a progress update to the AAI Board on the CSR activities being undertaken across the country.

12.3 Reports on activities/projects identified /implemented shall be submitted to the AAI Board by Member (Operations) every six months. All reports will include both programme and budget components. This progress report will be prepared with inputs from concerned APDs and REDs.

12.4 On their part, the implementing organisations and the supervising agencies contracted by the AAI for CSR activities will submit quarterly reports to CSR Committee till the pendency of the contract. At the end of the contract period, each organization would be required to submit a full project report, statement of accounts and utilization certificate within three months from the date of completion of the project duly certified by the auditors of NGOs or any firm of Chartered Accountants, duly vetted by the supervising agency.

12.5 To ensure integration of CSR into the ongoing work of the AAI, the CSR reviews enlisted above will form part of the routine programme review meeting of AAI at the Corporate, Regional and Airport level. In effect CSR reporting will be an agenda line item in the routine progress review meetings of AAI. Separate CSR review meetings will be organized only under specific conditions (Eg, during large scale disaster management).

12.6 An annual report of the activities undertaken under the CSR initiatives will be prepared by CSR Committee and suitably integrated into the annual report of the AAI.

12.7 Efforts will be made to report tangible and measurable results including number of beneficiaries and impact on their lives. Human interest stories will be a part of the reporting to highlight the qualitative impact of the CSR initiatives.

Annexure 1

Format for submission of project proposal

All proposals, unless otherwise desired, shall be submitted as per the following format. The Project proposal should be as per guidelines mentioned herein and should be accompanied by the following documents :

- (i) Title of the project
- (ii) Executive summary of proposal
- (iii) Objective & Targeted group(s) of the project/proposal
- (iv) Geographical area of execution of project & reason for selecting that area, if applicable
- (v) Budget Details (detailed cost break-up (head-wise). The budget /financial assistance sought by the NGO/organization should not be more than double of the total financial transaction of the NGO of the previous year.
- (vi) Execution/Implementation Plan (with specific time-frame)
- (vii) Monitoring plan(with specific time-frame)
- (viii) Human Resources involved (paid staff, volunteers etc.)
- (ix) Outcome / benefits of the project

The proposal will be submitted along with the following documents:

- (x) Copy of the registration certificate / Trust Deed/ MOA/MOU
- (xi) Annual report (audited) of the past two years
- (xii) Copy of PAN card and TAN no.
- (xiii) List of Board of Directors/ Governors/ Trustees/ Executive Committee Members, their addresses and contact numbers
- (xiv) Certificate to the effect that the contribution made to NGOs qualify for tax exemption under Income Tax Act, 1961 (if any) i.e. U/s 80 G, U/s 35 AC etc of Income Tax Act or related clauses of existing/applicable Finance Bill
- (xv) Declaration whether any of the Board of Directors/Governors/ Trustees/ Executive Committee Members have any official dealing with AIRPORTS AUTHORITY OF INDIA or are related to any Board Members of AIRPORTS AUTHORITY OF INDIA.
- (xvi) Any other documents requested.

Undertaking : The Grantee will execute an undertaking to the effect that the grantee will

- a) abide by all conditions of the grant
- b) not divert the grants and entrust execution of the scheme of work concerned to other institution(s) or organization (other than approved ones) . However, it can engage local organization or outsource some expert oriented activity if needed, with due approval of AIRPORTS AUTHORITY OF INDIA and
- c) in the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilised amount of the grant to AIRPORTS AUTHORITY OF INDIA along with interest @12% per annum.

All documents (each page) should be duly signed and stamped by the applicant and Trustee 1 Chairman of the organization. The NGO should be able to produce any original document on demand by AIRPORTS AUTHORITY OF INDIA.

Annexure 2
Guidelines and criteria for NGO selection

1.1a Registration details

Legal Status : The NGO should be a legally registered organization including

- (i) Organization registered under the Societies Registration Act of 1860
- (ii) Charitable companies registered under the Charitable and Religion Act 1920
- (iii) Public Trusts registered under the Indian Trust Act 1882;
- (iv) Licensed company under Section 25 of the Companies Act 1956.
- (v) Cooperatives professional bodies such as IPA, IMA, The Institution of Engineers etc.
- (vi) Other registered institutions like schools, colleges, universities, hospitals etc.
- (vii) The NGO/organization should be registered for a period of minimum three years as on date of submission of their application to Airports Authority of India.

1.1b Infrastructure :

The basic infrastructure of the NGO should be in place [premises (whether own or rented), basic office equipments etc.]. NGOs should disclose financial assistance received from other sources.

1.1c Stable Organizational Structure (to help ensure accountability)

The NGO should have a clearly defined staff structure including number, names, roles & responsibilities of the staff etc. involved in the project, organization's capacities, staff experience and expertise in the context of the proposed project and otherwise, geographical area covered by the organization, other projects undertaken by the Organization.

1.1d NGOs having strong credible links shall be given, preference :

- (i) The NGO should, preferably, have prior experience in the proposed area of work.
- (ii) The NGO should have an established track record in any of the related development fields such as social welfare, environment conservation, sanitation, education/ non-formal education, training, women empowerment, community development, health, child labour, slum development, disabilities etc.
- (iii) The NGOs should have no conflict of interest with the government and Airports Authority Of India functionaries.
- (iii) NGOs will be compliant with various legislations that are enacted from time to time, rules framed there under and Guidelines issued by the Government or any other concerned authority.
- (iv) Any contribution to the NGO should preferably qualify for tax exemptions under Income tax Act 1961.

1.1e A robust financial management system and clean tack record:

The NGO must necessarily have a financial management system in place including an independent bank account and annual audits, with necessary documentary evidence. AAI will not engage with any NGO which :

- (i) has pending legal disputes and or enquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc.
- (ii) is blacklisted by any government agency like CAPART, CSWB, Department of Women and Child Development, Ministry of Social Justice and Empowerment.

A self declaration w.r.t. (i) & (ii) should be given by the NGO at the time of submitting a proposal.

1.1f Good working relationship and networking with other NGOs: The NGO should have good working relationship and networking with other NGOs and Government bodies etc. in its operational area.

