

AIRPORTS AUTHORITY OF INDIA

CORPORATE SOCIAL RESPONSIBILITY (CSR) & SUSTAINABILITY POLICY

(Revised on 25th February 2021)

1. INTRODUCTION

This CSR & Sustainability Policy is in consonance with, the Guidelines on CSR & Sustainability for Central Public Sector Enterprises issued by the Department of Public Enterprises, Government of India (DPE Guidelines, 2014), the provisions of the Section 135 of Companies Act, 2013 (the Act) and the Companies (CSR Policy) Rules, 2014 notified by Ministry of Corporate Affairs, Government of India.

1.1. OBJECTIVES

The objectives of this policy are:

- To identify the CSR thrust areas and projects or programs which AAI plans to undertake;
- Modalities of execution of such CSR projects or programs;
- Monitoring process of such CSR projects or programs;
- To make the stakeholders aware about CSR practices in AAI; and
- To work keeping in mind the larger objective of sustainable development in conduct of business and in pursuit of CSR agenda.

1.2. CSR & SUSTAINABILITY VISION

To be a responsible corporate citizen working towards a better tomorrow.

1.3. CSR & SUSTAINABILITY MISSION

To sincerely & effectively discharge AAI's responsibility in the CSR thrust areas, as identified by the Board Level CSR Committee (BLCC) / Board from time to time.

2. CSR THRUST AREAS

Airports Authority of India (AAI) is continuously working on providing a better tomorrow and is committed towards holistic welfare of the society by undertaking CSR activities within the ambit of Schedule-VII of the Act, as amended from time to time. However, thrust areas for CSR activities will be:-

- **Skill India:** Imparting vocational skills w.r.t. construction, operation, maintenance and development of Airports
- **Healthy and Clean India:** Sanitation, Clean surroundings, Proper Drainage in the Local Areas of AAI's Airports;
- **Green India:** Renewable Energy and Energy Efficiency;
- **Responsible India:** Rural Development Projects and Slum Development Projects;
- **Heritage India :** Preservation of Tangible and Intangible Cultural Heritage;

- Flagship Government Programmes, to effect efficient synergies and enhanced impact

In the above thrust areas priority will be given to the under privileged, neglected and weaker sections of the society. AAI shall give preference to the local areas for spending at least 75 % of the amount earmarked for CSR activities. The remaining amount may be utilized beyond local areas. However, contribution made to the Central Government Schemes, where defining the area as well as the scope is not possible for the AAI will be excluded while arriving 75:25 ratio. It is desirable that CSR initiatives should be taken up in project mode, to the extent possible. Periodic review of this policy shall be done to ensure its continued suitability, adequacy and efficacy.

The word "Local Areas" in this Policy would mean the District in which the Airport / Unit operates and the districts contiguous thereto.

3. CSR STRUCTURE

Following Committees shall be overseeing all activities related to CSR & Sustainability projects / programs undertaken by AAI and shall be responsible for planning, implementation, monitoring and reporting of these projects / programs.

3.1. BOARD LEVEL CSR COMMITTEE (BLCC)

The Committee comprising of at least three Directors with at least one Independent Director shall:-

- a. Formulate and recommend to the Board, a CSR & Sustainability Policy which shall indicate the activities to be undertaken by AAI;
- b. Recommend the amount of expenditure to be incurred on the activities referred to in clause (a); and
- c. Monitor the CSR & Sustainability Policy of AAI from time to time.

The composition of the BLCC shall be governed by the provisions of Section 135 of the Act read with the relevant rules made thereunder and the DPE Guidelines, 2014. Decision with regard to change in composition or reconstitution of the BLCC shall be within the purview of the Board.

3.2. TIER II COMMITTEE (CHQ LEVEL)

Tier II Committee shall:-

- a. Formulate criteria for selection of projects submitted by applicants keeping in view the Act, AAI's Policy on CSR & Sustainability, DPE Guidelines, 2014 for CSR and directions from BLCC & the Board;
- b. Review all CSR proposals put up by the CSR Department and submit a report to the BLCC.
- c. Monitor the process and study impact of CSR programs / activities periodically, with support from the Airports/Units;
- d. Approve the format of agreement and/or need based changes in the agreement format (to be signed

- with the agency after approval of the project);
- e. Give suggestion(s) relevant to CSR programs/ activities whenever required.

Tier II Committee shall be headed by ED level officer and shall comprise of three Officers of GM Rank from Finance, Engineering & HR Disciplines, and One Group 'A' executive to be nominated by Chairman as its Secretary.

Decision with regard to change in the composition or reconstitution of the Tier II Committee will be with the approval of the Chairman and Member (Planning).

3.3. UNIT LEVEL CSR STRUCTURE

3.3.1. Nodal Officer

The concerned Airport Director will act as Nodal Officer for CSR & Sustainability programs/ activities related to local areas where the Airport/Unit operates. All proposals/ annual budget/ any other matter related to CSR & Sustainability to be submitted by the Airport to Corporate Office for review will require recommendation of Nodal Officer.

3.3.2. RHQ Level CSR Committee (RLCC) / Airport or Unit Level CSR Committee (ALCC)

RLCC / ALCC will be constituted at Regional / Airport or Unit level and will be headed by the concerned RED/ APD or Unit head.

The Committee shall (a) Review all proposals received at the Region / Airport or Unit; (b) Monitor the process and study impact of CSR & Sustainability programs/ activities periodically; (c) Give suggestion(s) relevant to CSR & Sustainability programs/ activities whenever required.

Composition or Reconstitution of the RLCC/ALCC will be done with the approval of RED/APD or Unit head respectively.

3.3.3. Financial Power Delegated To RED's and APD's (GM Level & above)

CSR Budget will be utilized for implementing CSR projects approved by the Board on an annual basis. The budget allocation to the CSR Schemes shall be made in the beginning of every financial year after considering the CSR budget for that year.

Regional Executive Directors/Executive Director (CSR) and Airport Directors of GM Level/ GM (CSR) and above may approved the CSR projects within their jurisdiction provided the total value of the CSR projects approved in a single financial year does not exceed Rs. 1.5 cr with maximum cost project limit per project of Rs 50 lakhs and Rs. 0.5 Cr with maximum cost project limit per project of Rs 25 lakhs respectively and that the concerned Regional Executive Director and Airport Director of GM level and above shall immediately report of such approval to the CSR Cell, CHQ which shall in turn put up the same to AAI Board/ CSR Committee for ratification in the immediate next Board/ CSR Committee Meeting. Further, REDs/ APDs shall adhere to the

guidelines on spending of funds and shall be held accountable for the CSR works done/ amount spent by them.

The work jurisdiction in Para 3.3.3 shall mean the job function and powers/authority as assigned to the position of REDs/ED (CSR) and APDs(GM level)/ GM (CSR) ,as the case may be, as per the HR policies of AAI amended from time to time

4. FUNDING & ALLOCATION

4.1. FUNDING

4.1.1. As per the provisions of Section 135 of the Act, the Companies (CSR Policy) Rules, 2014 and the DPE Guidelines, 2014, two percent of the average net profits (to be calculated in accordance with the provisions of the Act) during the three immediately preceding financial years will be allocated for CSR activities every year.

4.1.2. CSR budget for the relevant financial year computed as above shall be submitted to the Board by the BLCC.

4.1.3. In case, the allocated amount could not be spent, the reasons for not spending the CSR amount shall be disclosed in the Annual Report.

4.1.4. Further, the unspent CSR amount would not lapse and would instead be carried forward to the next year for utilization for the purpose for which it was allocated, as far as possible.

4.1.5. Any surplus arising out of the CSR projects or programs or activities shall not form part of the business profits of AAI.

4.2. ALLOCATION

CSR Budget will be utilized for implementing CSR projects approved by the Board on an annual basis. The budget allocation to the CSR Schemes shall be made in the beginning of every financial year after considering the CSR budget for that year.

4.2.1. Capacity Building including Administrative Overhead

In line with the Companies (CSR Policy) Rules, 2014, and the DPE Guidelines, 2014 up to 5% of the CSR Budget of the year shall be kept as a reserve for capacity building including administrative overheads. This fund shall be utilized for capacity building of AAI's CSR personnel as well as those of its implementing agencies (through Institutions with established track record of at least three financial years), baseline survey & Impact assessment and CSR staffs' salary

4.2.2. Baseline Survey/ Need Assessment

Baseline/ need assessment survey is desirable prior to the selection of any CSR project or program or activity. The expenditure on baseline/ need assessment survey shall be met from the administrative expenditure limit of 5% of overall annual CSR budget.

4.2.3. Impact Assessment

It is mandatory to get Impact Assessment study conducted by an external agency/third party identified by AAI for the CSR mega projects undertaken within a reasonable time frame after completion. The time frame is to be decided depending on the nature of work involved. Decision of Nodal Officer, based on recommendation of ALCC, will be final in this regard. The third party will also evaluate overall performance of the implementing agency and suggest improvements required, if any, for future reference.

Units/ Corporate office may empanel qualified agencies and maintain their list to conduct impact assessment for the completed projects aligned to them. Broad guidelines for empanelling external agencies will be issued by corporate office to the Units.

The expenditure on impact assessment study shall be met from the administrative expenditure limit of 5% of overall annual CSR budget.

“Mega Project” in this Policy would refer to be a project where the total cumulative value of the project (whether or not extending over one or more FYs) is more than Rs. 2 Cr. However, contribution to the Prime Minister’s National Relief fund or any other fund set up by the Central Government will be excluded from the definition of the mega project even if value exceeds Rs. 2 Cr.

4.2.4. Reserve for Emergency Needs

5% of annual CSR Budget will be kept as reserve for emergency needs like disaster, calamity, etc. If the same remains unutilized, it may be used in the next financial year for other activities as per the CSR Policy.

4.2.5. Renewal/ Extension of ongoing CSR Projects

Request for renewal of completed or extension of ongoing CSR projects, submitted by specialized agencies having recommendation of aligned Airport/Region/Division, will be taken for review & approval. CSR Budget will be utilized for such projects. Before a request of renewal of project is raised to Corporate office, its impact assessment should be conducted and report to be submitted along with the proposal.

4.2.6. Proposal through Registered Trusts/ Societies/ Govt. Agencies etc.

Proposals received from registered Trusts/ Societies (having established track record of minimum three years in undertaking similar programs or projects)/ Govt. Agencies/ CPSEs etc. will be considered for review depending upon availability of budget during the year and on the merit of the proposal. Proposals received from Govt. Agencies/ CPSEs will generally be given preference over that of Trusts/ Societies.

Implementing agencies will submit CSR proposals in thrust areas specified in the AAI’s CSR & Sustainability Policy and in the format provided by AAI. (Refer “Annexure A”)

Proposals from only those NGOs (Registered Trusts / Societies) will be entertained who fulfil the Criteria specified in “Annexure B”.

The proposals pertaining to local areas shall preferably be routed through the relevant Airport(s), who will review them and forward the selected proposals to corporate office for further processing. The proposals falling beyond the local areas will be submitted to the corporate office. Decision of AAI for acceptance or rejection of proposals will be final.

5. IMPLEMENTATION, MONITORING & REPORTING

5.1. IMPLEMENTATION

CSR & Sustainability activities may be implemented by AAI itself or through specialized and experienced agencies such as Government / Semi-Govt. Organizations, Educational /Academic/ Autonomous Institutions, Non-Government Organizations (NGO), Employee Volunteering Organizations, Trusts, Self Help Groups, Professional Consultancy Organizations, Contracting Agencies etc. Advertisements / Notices inviting CSR proposals may be published by AAI through Print and/or electronic media includes displaying on AAI's website.

After approval of the project, following points shall be followed during implementation:

- If a project under implementation entails installation of equipment/systems then the possibility of sourcing the same from the AAI's concerned Airports/Units may preferably be explored during finalization of the budget for that project;
- Agreement format and/or need based change(s) in agreement format without compromising the interest of AAI (to be signed with the agency) will require approval of Tier II Committee for CSR;
- Aligned Airport / Unit shall ensure monitoring, coordination and supervision of the project during its implementation; The agreement with project implementing agency will be signed either by the Airport Director or such other person as authorized by the Chairman
- AAI may:-
 - Dovetail/participate on a joint/collaborative mode for any central/state government or any CPSE sponsored initiative;
 - Take up the proposals received from the people representatives;

PROVIDED that the above mentioned projects, programs, proposals are covered under the Thrust Areas for CSR activities mentioned in the Policy.

5.2. MONITORING

Monitoring will be done to ensure timely completion of activities and to achieve deliverables. Regular reviews would be done at all levels, wherein bottlenecks would be identified and remedial measures would be taken.

For all CSR & Sustainability projects/ activities, close supervision and monitoring will be done through RLCC / ALCC. Management Information Report in the prescribed format (as specified in Annexure of the Companies (CSR Policy) Rules, 2014, enclosed as "Annexure – C"), will be furnished by Airports/Units to Corporate CSR Group every month and on half yearly basis. In addition, RED/APD or Unit heads will submit status reports on need basis, as and when required.

After completion of the Project, aligned Airport or Unit shall ensure that a detailed Project Completion report (covering all aspects of project implementation from its inception up to its completion) is prepared and submitted by the implementing agency in consultation with the Airport or Unit.

5.3. REPORTING

CSR & Sustainability activities undertaken by AAI would be disseminated to the stakeholders through AAI's Annual Report.

The abovementioned report(s) and the Policy for CSR & Sustainability will be made available in public domain by uploading them on AAI's website and intranet for access to external & internal stakeholders. CSR & Sustainability initiatives may be communicated to stakeholders through local/ national print & visual media, conferences, workshops and other forums. Internal workshops, training, news bulletins, brochures, intranet etc. may also be extensively used to create awareness about CSR & Sustainability initiatives, among internal stakeholders.

6. SUSTAINABILITY INITIATIVES

AAI believe in 3 Rs viz. Reduce, Recycle and Reuse, and taking common measures like greening operations and supply chains, energy audits aimed at rationalizing energy through high-efficiency lighting, installation of energy saving devices, Water management through low-flow showerheads, water-efficient bathroom / toilet fixtures, use of environmentally friendly cleaning agents etc.

AAI aims in taking many more initiatives at its airports/units including the following:-

- **Waste Water management** - Wastewater may be treated in Sewage Treatment Plant (STP) at site and reused for flushing and plantation.
- **Waste reduction and management** - Food waste generated from the airport may be converted as compost on the site. Compost and STP sludge may be used as manure in place of chemical fertilizers. Paper and plastic waste may be handed over to recyclers. Used Oil, E-waste & Bio-medical waste may be disposed off to State Pollution Control Board authorized agency.
- **Air & Noise Pollution Control** - Battery operated vehicles, FEGP units (Fixed electrical ground power) for aircraft in place of Auxiliary Power Unit, Pollution Control Measures for DG sets, Single engine taxing procedure / Restriction in the use of reverse thrust
- **Public Awareness** – Promotion of Public Transport, All Environmental related days such as World Environment Day, Earth Day, Ozone Day, etc., may be observed with total support of the stakeholders.
- **Continuous Environmental Quality Monitoring** – Integrated online continuous environmental monitoring station may be commissioned, third party environmental quality monitoring may be done in and around the airports at regular intervals.
- **Rain Water harvesting; Clean energy use; GHG emissions management; Green Buildings etc.**

AAI look forward to invest in technology and innovation that will drastically change the future of energy consumption.

The above initiatives will enable AAI to conduct its expecting businesses to engage in responsible activities that will limit, as well as reduce their social, ethical, and environmental adverse impacts on society and the community. Effective

implementation of the above initiatives would help AAI in making all its airports including Brownfield and Greenfield Airports as Green Airports.

7. EMPLOYEE'S CO-OPERATION AND PARTICIPATION

Any CSR / Sustainability program must involve the employees in order to achieve success. It is not enough for senior management to devise new ways to engage customers, to make these programs work; they must involve employees at all levels. This means ensuring that everyone in AAI is informed about the CSR & Sustainability policies and practices and are involved in implementing them.

Management understands that employees working at the airports are well versed with the societal / environmental concerns in the local areas and therefore, suggestions from the employees are very important in identifying the appropriate CSR proposal(s). REDs/APDs should encourage employees at their respective airports / jurisdiction by way of recognition and/or other methods inviting their suggestions.

8. MISCELLANEOUS PROVISIONS

- 8.1. As clarified by the Ministry of Corporate Affairs vide General Circular no. 21/2014 dated June 18, 2014, CSR activities mentioned in Schedule-VII are to be interpreted liberally. Further, one-off events such as marathons/ awards/ charitable contribution/ advertisement/ sponsorships of TV programmes etc. would not qualify as CSR activities.
- 8.2. The CSR projects or programs or activities that benefit only the employees of AAI and their families shall not be considered as CSR activities.
- 8.3. As per the DPE Guidelines, 2014 Sustainability initiatives will not be considered as CSR activities as specified in the Companies (CSR Policy) Rules, 2014 and the expenditure incurred thereon would also not constitute a part of the CSR spend. Nevertheless, CPSEs are encouraged to take up such sustainability initiatives from their normal budgetary expenditure as it would demonstrate their commitment to sustainable development.
- 8.4. AAI may also collaborate with other CPSEs for undertaking projects or programs or CSR activities in such a manner that the CSR Committees of the respective concerns are in a position to report separately on such projects or programs in accordance with the Companies (CSR Policy) Rules, 2014.
- 8.5. No amount out of CSR funds / budget shall be contributed to any political party, directly or indirectly.

9. REVIEW OF THE POLICY

The policy may be reviewed from time to time and any changes, if necessary, be recommended by the BLCC and approved by the Board.

Format for preparing CSR Proposal

PART A: COVERING LETTER & UNDERTAKINGS

It should contain the intent of CSR proposal. The covering letter should suffix the following undertakings along with the supporting documents:

1. All documents submitted to this office should be in Hindi/English. In case the documents are in local language, translation duly certified by the legal authority must be submitted.
2. All the information sought in Part A, B (Agency related) & C (proposal related) are mandatory to be included in the proposal. Failing which, proposal would be considered as incomplete and liable to be rejected.
3. Declaration/ Undertaking that whatever included in the proposal is true to the best of their knowledge, correct and nothing has been concealed there from along with date, place, signature of authorised person and seal.
4. Declaration/ Undertaking that the agency has at least three years of experience in implementing similar projects. Information related to past experience is to be provided in enclosed format at **Annexure - I)**
5. Nature of activities proposed should be as per Schedule VII of the Companies Act, 2013 (item number of schedule VII to be indicated in the covering sheet).
6. Self - declaration in connection with having pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary black listed by Govt. Agencies like (CAPART) Council for Advancement of People's Action and Rural Technology, (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment etc. **(Format enclosed at Annexure - II) (Not required in case of Local/ State/ Central or any other Government body)**

PART B: ORGANISATIONAL DETAILS:

Application should contain following documents along with covering letter:

S. No.	Information/Documents	Details placed at page no.	Documents to be furnished by	
			Local/State/Central or any other Govt. body	Others
1	Brief description of the organization / agency		√	√
2	Aims/ goals, objectives and constitution of organization		√	√
3	List of Board Members / Trustees with Qualification & Experience (latest list)		x	√
4	Certificate of Registration or Trust Deed			√
5	Declaration from the Agency that Income Tax exemption certificates:80G/35AC etc. being issued by it are valid and the validity of the same have not been withdrawn by the Department of Revenue/IT Department, Govt. of India.			√
6	Details of financial support received for CSR activities from PSUs/ Govt. Agencies (Name of the project, funding agency, location, beneficiaries and year of completion)		√	√
7	Details of major completed project(s) (refer Annexure - I) in similar area(s) during last 3 years along with project completion certificates issued from the funding agencies and impact assessment report of those projects.		√	√
8	Details of major ongoing project(s) (refer Annexure - III)		√	√
9	Details of major project(s) in planning (refer Annexure - IV)			√
10	Any awards, accolades, or recognitions			√
11	Copy of PAN Card			√
12	FCRA certificate & latest FCRA returns in			√

	Form FC-3, if any.			
13	Acknowledgement of IT return filed for last three years.			√
14	Annual reports of last three Financial Years including the following:			√
	a) Auditor's Report			√
	b) Balance Sheet			√
	c) Income & Expenditure Account			√

PART C: CSR PROJECT DETAILS

Following details to be provided related to CSR Project (kindly adhere to sequence):

S. No.	Information/Documents	Details placed at page no.	Documents to be furnished by	
			Local/State/Central or any other Govt. body	Others
1	The project title, its objective and rationale.			
2	Brief of the proposed CSR project to be undertaken.			
3	Justification for need of the project with data on need assessment / baseline survey report of the project.			
4	Statement from Gram Panchayat stating the need of the activity and Certificate from Government / State / Gram Panchayat authorities that the proposed activity is not being undertaken or planned to be undertaken by any Govt / Non-Govt. agencies.			
5	Proposed geographical coverage, i.e. location where the project is being proposed			
6	Description about the total budget outlay of the proposed project, how much support sought from AAI, How much agency is putting and if any other parties are also funding then amount and their scope.			
7	Detailed cost estimates with break up (BOQ etc.) with supporting documents like budgetary quotations, Govt. rates (such as applicable DSR, CGHS etc.) etc. to establish its reasonability of the cost w.r.t. prevalent market rates (please provide details of each expenditure head along with documents supporting rate reasonability)			

8	Current status in case ongoing/ partly funded project			
9	Expected outcome of the project preferably measurable/ quantifiable. Details of target beneficiaries in terms of numbers of children, women, SC/STs, OBCs, Minorities etc. Methodology of the selection of beneficiaries in detail.			
10	Modus operandi for implementation of the Project along with tentative project execution schedule with timeline.			
11	Process to be followed during implementation showing transparency & cost competitiveness			
12	Methodology for Sustainability of the project			
13	Details of ownership and usage of land in case of infrastructural development project. Please provide the copy of clear title and other relevant documents. If it is in local language, please submit it in Hindi / English translation duly certified by legal authority. Also provide us the copy of approved construction map & estimates duly signed by the certified architect.			
14	Proposal related NOCs / approvals / permissions, if any, from competent authority			
15	Mileage to AAI in terms of Branding			
16	Limitations of the project, if any.			

(Format for projects undertaken by the agency in last three years)

Name of Agency: _____

Proposal Name: _____

FY*	SI No	Project Brief	Project Duration	Project Cost	Targeted beneficiaries	Impact of the project
2016-17	1)					
	2)					
	3)					
2015-16	1)					
	2)					
	3)					
2014-15	1)					
	2)					
	3)					

Date _____

Place _____

(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)

UNDERTAKING

We declare that:

1. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds, exploitation of beneficiary etc. on us;
2. The organization has never been “Black listed” or “Reprimanded” by Govt. / Govt. Agency like (CAPART) Council for Advancement of People's Action and Rural Technology, (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment / CPSEs / NCSR Hub etc.;
3. We have at least three years of experience in implementing similar projects, the project proposed is as per Schedule VII of the Companies Act, 2013;
4. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with AAI;
5. We assure that if AAI extend financial support towards proposed CSR project, we
 - a Will submit a Fund Utilization Certificate to AAI, issued by a Chartered Accountant;
 - b Will maintain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. and will retain them for a period of at least 3 (three) years;
 - c Will provide all the details on AAI's demand and will allow authorized representative(s) of AAI for necessary audit (s) / inspection(s) as and when (within retention period) asked by AAI;

d Will provide Monthly Information Report (MIR) on progress of project implementation along-with audio/ visuals depicting progress of the project;

We hereby declare that whatever has been stated above is true to the best of our knowledge, correct and nothing has been concealed there from.

Date: _____

Authorized signature

Place: _____

(Seal of the organization)

CSR Projects in progress

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Likely Project Cost (Rs. Lakh)	Likely Time Frame (Month & Year)		Likely Measurable Impact
					Start	Finish	
1							
2							
3							

Authorised Signatory

Date:

(Name and Designation)

Projects in planning
(Excluding project proposed to AAI)

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Estimated Project Cost (Rs. Lakh)	Time Frame Planned (Month & Year)		Expected Measurable Impact
					Start	Finish	
1							
2							
3							

Authorised Signatory

Date:

(Name and Designation)

**Guidelines for NGO selection and writing proposal
to be submitted to AAI**

I. Guidelines for NGO selection

1.1a Registration details

Legal Status: The NGO should be a legally registered:-

- (i) Trust;
- (ii) Society; or
- (iii) Company established under section 8 of the Companies Act, 2013 / Section 25 of the Companies Act, 1956.

The NGO/organization should be registered for a period of minimum three years (as on date of submission of their application to AAI). **"In deserving cases, any NGO organization which has already worked with any unit / site of AAI, may be exempted from this clause (minimum three years' experience) based upon merit"**

1.1b Infrastructure:

The basic infrastructure of the NGO should be in place [premises (whether own or rented), basic office equipment, infrastructure available to implement the proposed CSR project, etc.].

1.1c Stable Organizational Structure

This will include staff structure /number, name roles & responsibilities of the staff/ organizer etc. involved in the project, organization's capacities staff experience and expertise in context of programme/project, geographical area covered by the organization, other projects undertaken by the Organization.

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

- (i) While short listing, preference shall be given to NGOs having established track record in CSR Thrust Areas mentioned in the policy. The NGO should have been actively working in the proposed area of work.
- (ii) The NGOs should have no conflict of interest with the government's and AAI functionaries.
- (iii) NGOs will have to ensure compliance 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.
- (v) NGOs should disclose whether they get financial assistance from any other sources.

e A true and fair track record in terms of the financial side of its operation:

This would necessarily involve having clean audit reports relating to its past activities. Further in order to assess the NGOs credibility, the following points shall be considered:

- (i) No NGO having pending legal disputes and or enquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc. shall be considered.
- (ii) NGOs blacklisted by any government agency like CAPART, CSWB, Department of Women and Child Development, Ministry of Social Justice and Empowerment, etc shall be rejected.

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 the NGO's operational area).

Documents

The Project proposal should be as per guidelines mentioned herein and should be accompanied by all the relevant documents (Refer Part A, B & C and annexures thereto)

Undertaking: The Grantee will execute an undertaking to the effect that 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 NGOs/organization or outsource some expert oriented activity if needed, with due approval of AAI 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 AAI along with interest @12% per annum.

All documents (each page) should be duly signed and stamped by the applicant or its duly authorized representative and Trustee / Chairman of the organization. The NGO should be able to produce any original document on demand by AAI.

Scrutinizing applications received from NGO

All the proposals received from the NGOs would be analysed by the concerned CSR Group/Cell for any further clarification required from the NGOs and shall be obtained and placed before CSR Apex Group/Committee for examination, scrutiny & recommendation.

Release of funds:

Funds shall be disbursed as per the detailed guidelines outlined below:

- (i) For targeted interventions a maximum project period of 3 year should be given administrative approval and funds should be sanctioned as per the financial guidelines based on the annual action plans.
- (ii) The amount sanctioned should be disbursed in suitable installments. The first installment would be released initially and the subsequent installments shall be released based on the production of utilization certificate issued by the competent authority and physical verification (preferably) by AAI. When the payment has to be made to outside parties i.e. school fees to the school or payment to the hospital, direct cheque shall be sent to these parties.

Utilisation Certificate: A statement issued giving detailed break up of expenditure incurred under respective head out of fund received from AAI, duly signed by the Auditors of the NGOs or any CA firm (as the case may be).

Reporting System:

- (i) The 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.
- (ii) In addition, the Organization would be required to submit a quarterly project report, till the pendency of the project.
- (iii) Any other report (as may be required by AAI)

Budget:

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.

FORMAT FOR MANAGEMENT INFORMATION REPORT ON CSR ACTIVITIES

(1)	(2)	(3)	(4)			(5)	(6)	(7)	(8)
SI. No	CSR project or activity Identified.	Sector in which the Project is covered	Projects or programs (1) Local area or other (2) Specify the State and district where projects or programs was undertaken			Amount Outlay (budget) project or programs wise	Amount spent on the projects or programs Sub-heads: (1) Direct expenditure on projects or programs (2) Overheads:	Cumulative expenditure upto to the reporting period	Amount spent: Direct or through implementing agency *
			Projects or Programms	Local area or other	District and state				
1									
2									
3									
	TOTAL								

*Give details of implementing agency: