

AIRPORTS AUTHORITY OF INDIA
CORPORATE SOCIAL RESPONSIBILITY COMMITTEE
RAJIV GANDHI BHAWAN, NEW DELHI-10 003.

Date : 13.02.2015

Sub.: Minutes of the CSR project review cum training meeting.

CSR project review cum training was held on 11th Feb 2015 at CHQ, Delhi. The meeting was attended by the under mentioned executives;

1. Nodal officers of CSR from NR, ER, NER, SR & WR along with Airport Directors of Vizag and Rajahmundry, Safdarjung Airports attended the meeting.
2. All the members of the committee constituted at CHQ for 'Waste Management' had also attended the meeting.
3. GM(Ops) and GM(Fin)/CSR also attended the meeting.
4. CHQ CSR committee members

Purpose of the meeting was to take stock of the progress achieved till date on construction of toilets at each and every schools and progress of other CSR projects.

Salient point and decision taken in the meeting cum training is appended below for information and necessary action;-

- I. Mutual clarification of all doubts as well as training on the CSR specially zero concept waste management were done.
- II. It had been clarified that no specific budget provision is made for region/airports for initiating CSR projects. All proposals are required to be approved from CHQ. AA&ES and FC for the same shall be taken from CHQ.

Contd...p2

A letter clarifying the issue is available under CSR link of AAI Website www.aai.aero. Thereafter the implementation shall be done by respective REDs/APDs including FC.

Action : REDs/APDs

- III. GM(Fin)/CSR intimated that at some station expenditure on CSR approved projects is being booked to other heads. This must be ensured by all regions as well as APDs that expenditure on CSR approval projects is booked in under correct head of accounts.

Action : Nodal Officers/REDs/APDs

- IV. Nodal officers region wise presented the progress achieved in construction of toilets and progress of each toilet was recorded.

- V. Difficulties being faced by the Airports/Region for implementing the toilets projects has been discussed and got clarified.

- VI. Airport Director, Vizag Airport had expressed difficulties for taking up the construction of toilets due to remoteness and other issues. It was suggested by them to get the job done through deposit basis.

Action : DGM(OPS/CSR)

- VII. Nodal Officer & GM (Engg), NER told that for Guwahati and Lilibari, twice they called tender but no response had been received. Therefore, he recommended to get it done on deposit basis by other PSUs/State Govt.

Action : DGM(OPS/CSR)

- VIII. Identification of toilets shall only be done from MHRD website only.

Action : AGM(HR/CSR)

- IX. Bio toilet technology invented and patented by DRDO and various modes of waste management were discussed and presentation on the subject was done by outside agencies for giving clarity on the latest concept to the Nodal officers and other members present in the meeting.

- X. It has been clarified by GM (CSR) that porta-cabin type toilet can be initiated wherever permanent toilets are not considered due to various reasons.

Action : DGM(OPS/CSR)

Contd.....p3

XI. It has been clarified by GM (Engg.C)/CSR that construction of toilets in schools could be done through deposit basis for NER airports and Andhra Pradesh only. No other places this is to be done.

Action : GM(CSR)

XII. GM (Engg.C)/CSR informed that AAI in Phase I shall construct the toilets numbering 1011 only as per MHRD website data. [REDACTED] AAI has already constructed some of the toilets which are not available in MHRD website. Further, inclusion of new toilets other than MHRD website is to be avoided.

Action : REDs/APDs

XIII. Representative from institutions, who are in the field of solid waste management, had also presented various techniques/procedures including waste water treatment to the members.

XIV. Different practices in AAI for waste management were presented by CSR Team to the participants.

XV. It was informed that in Phase I of Solid Waste Management initiative shall be implemented at Safdarjung Airport and Chennai. During IInd Phase Guwahati, Vododara, Udaipur, Bhubaneswar, Coimbatore.

Action : DGM(OPS/CSR)

XVI. Nodal Officer, NR informed that the MoU target set for CSR project at Udaipur shall be achieved within time.

Action : RED(NR)/Nodal Officer, NR

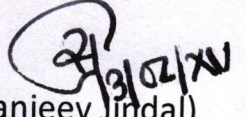
XVII. All nodal officers were energised and gave commitment to complete the CSR projects in true spirit.

XVIII. All Nodal Officer shall forward the progress report to CHQ on specific schools toilet with code no. and on other CSR projects without fail as per the desired proforma. Sample of the proforma is also available in CSR link of AAI website.

Action : All Nodal Officers

Contd....p4

GM(Engg.C)/CSR requested all the Nodal Officer and the Waste Management committee members to ensure all necessary actions so that all the CSR projects are completed well in time.


(Sanjeev Jindal)

General Manager (Engg.C/CSR)

No. AAI/CHQ/CSR/65/ 2014-15

Date : 13.02.2015

Copy of the minutes of the meeting is forwarded for information and necessary action to:

- i. RED, AAI, NR, ER, NER, SR, WR, Delhi, Kolkata, Guwahati, Chennai, Mumbai
- ii. Airport Director, AAI, Kolkata, Chennai
- iii. CSR Nodal Officer, AAI, NR, ER, NER, SR, WR, Delhi, Kolkata, Guwahati, Chennai, Mumbai
- iv. Airport Director, AAI, Safdarjung Airport, Vizag, Coimbatore, Vadodara, Guwahati, Bhubaneswar, Udaipur

Copy forwarded for information to:

- i. OSD to Chairman
- ii. PS to Member (Plng)
- iii. PS to Member (OPS)
- iv. PS to Member (ANS)
- v. PS to Member (Fin)
- vi. PS to Member (HR)
- vii. ED(HR)/Nodal Officer, 2nd Tier CSR Committee
- viii. ED(OPS), CHQ
- ix. GM(OPS)/GM(Fin)/CSR