

AIRPORTS AUTHORITY OF INDIA

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

(Revised in October 2025)

1. INTRODUCTION

Airports Authority of India (AAI), a Schedule 'A' Mini Ratna Category-1 Public Sector Enterprise under the Ministry of Civil Aviation, is responsible for creating, upgrading, maintaining, and managing civil aviation infrastructure in India. AAI recognizes that as a major infrastructure service provider and a PSU, it has an obligation to contribute beyond its core business for the betterment of society.

This CSR Policy is framed in line with the provisions of **Section 135 of the Companies Act, 2013**, read with the **Companies (Corporate Social Responsibility Policy) Rules, 2014** (as amended), and applicable guidelines issued by the Department of Public Enterprises (DPE) and Ministry of Corporate Affairs (MCA).

"CSR Policy of AAI" means a statement containing AAI's approach and direction given by its Board, considering the recommendations of its CSR Committee, and includes guiding principles for selection, implementation and monitoring of activities as well as formulation of the annual action plan.

1.1. **OBJECTIVES**

This Policy shall be read in line with Section 135 of the Companies Act 2013, Companies (Corporate Social Responsibility Policy) Rules, 2014 and such other rules, regulations, circulars, and notifications (collectively referred hereinafter as '**Regulations**') as may be applicable and as amended from time to time and shall, inter-alia, provide for the following:

The objectives of AAI's CSR Policy are:

- To identify the CSR thrust area and projects/programs AAI plan to undertake
- To promote inclusive and sustainable development through need-based social initiatives.
- To outline a structured approach to planning, implementing, monitoring, and reporting of CSR activities.
- To ensure compliance with CSR provisions under applicable laws and guidelines.

1.2. CSR VISION

To actively contribute to the social and economic development of the communities, with a commitment to improving the quality of life especially of the underprivileged through focused and sustainable CSR initiatives.

1.3. CSR 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

CSR Policy relates to the activities to be undertaken as specified in Schedule VII of the Companies Act 2013.

The Policy recognizes that “**Corporate Social Responsibility**” is not merely compliance; it is a commitment to support initiatives that measurably improve the lives of underprivileged by one or more of the following focus areas as notified under Section 135 of the Companies Act 2013 and Companies (Corporate Social Responsibility Policy) Rules 2014:

(A) Included Activities

AAI shall have the following CSR activities/thrust areas in line with the Schedule VII of the Companies Act 2013, amendments/notification issued by the Ministry of Corporate Affairs, Govt. of India from time to time: -:

- (i) Eradicating hunger, poverty and malnutrition, [“promoting health care including preventive health care”] and 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.
- (ii) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
- (iii) Promoting gender equality, empowering women, setting up homes and hostels for women and 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.
- (iv) Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro forestry, 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].
- (v) 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 art and handicrafts;
- (vi) Measures for the benefit of armed forces veterans, war widows and their dependents, [Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows];

- (vii) Training to promote rural sports, nationally recognized sports, Paralympic sports and olympic sports.
- (viii) Contribution to the prime minister's national relief fund [or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund)] or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;
- (ix) (a) Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government; and

(b) Contributions to public funded Universities; Indian Institute of Technology (IITs); National Laboratories and autonomous bodies established under Department of Atomic Energy (DAE); Department of Biotechnology (DBT); Department of Science and Technology (DST); Department of Pharmaceuticals; Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); Ministry of Electronics and Information Technology and other bodies, namely Defense Research and Development Organisation (DRDO); Indian Council of Agricultural Research (ICAR); Indian Council of Medical Research (ICMR) and Council of Scientific and Industrial Research (CSIR), engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs).]
- (x) Rural development projects.
- (xi) Slum area development.
- (xii) Disaster management, including relief, rehabilitation and reconstruction activities.
- (xiii) Any other activity permitted under any Act/Guidelines issued by Ministry of Corporate Affairs / Department of Public Enterprises, Government of India / any other statutory authority, as may be amended from time to time.

In addition to these specific activities as indicated above, various other activities/ projects/ thrust areas identified in line with the Schedule VII of the Companies Act 2013 and, in accordance of the guidelines issued by DPE from time to time can also be taken up, so as to ensure a broader/liberal implementation of the objectives of the CSR Policy.

(B) Excluded Activities:

The following activities shall not form part of AAI's CSR activities:

- (i) Activities undertaken in the normal course of AAI's business operations.
- (ii) Any activity undertaken by AAI outside India, except for the training of Indian sports personnel representing any State, Union Territory at the national level, or India at the international level.
- (iii) Activities benefiting employees of AAI, as defined in clause (k) of Section 2 of the Code on Wages, 2019.
- (iv) Contributions, directly or indirectly, to any political party, as per Section 182 of the Companies Act.

- (v) Sponsorships or activities aimed at deriving marketing benefits for AAI's products or services.
- (vi) Activities undertaken to fulfill any statutory obligations under Indian law.
- (vii) One-off events such as marathons, awards, charitable contributions, advertisements, or TV program sponsorships.
- (viii) Sustainability initiatives, as per DPE Guidelines, 2014, which do not qualify as CSR activities.
- (ix) Any other activities prohibited or deemed ineligible under the Companies (CSR Policy) Rules, 2014 and the amendment thereafter

Furthermore, AAI shall refrain from undertaking CSR activities related to:

- The construction of religious structures (mosques, temples, churches, etc.).
- Activities that could disturb social harmony in any manner.

(C) Geographical Location of Project/Programmes:

The Companies Act 2013 provides that AAI shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for Corporate Social Responsibility. In line with the guidelines, AAI shall thus give preference to conducting CSR activities in the local area where it has its place of business and the areas having need of CSR activities. While doing so AAI shall make conscious efforts to make equitable contribution to all geographical locations with emphasis on backward areas/aspirational districts (as notified by Niti Ayog) to the extent possible.

However, the Board Level CSR Committee may recommend to take up CSR activities at any location within the country as it may deem fit, and recommend it to the Board for further approval. Hence, CSR activities may be taken up at any location within the country.

3. CSR STRUCTURE

3.1. AAI BOARD

CSR is a Board-driven process. The responsibilities of the Board of a CSR-eligible company, inter-alia, include the following:

- a. approve the CSR policy;
- b. disclose contents of such policy in its report and also place it on the company's website, if any;
- c. ensure that the activities included in the CSR policy are undertaken by the company;
- d. ensure that the company spends, in every financial year, at least two per cent of the average net profits of the company made during the three immediately preceding financial years;
- e. satisfy itself regarding the utilisation of the disbursed CSR funds; and
- f. if the company fails to spend at least two per cent of the average net profits of the company, the Board shall, in its report made under clause (o) of sub-section (3) of section 134, specify the reasons for not spending the amount and transfer the unspent CSR amount as per provisions of sections 135(5) and 135(6) of the Act.
- g. Projects/Proposals which were initially not approved as a multi-year project but duration

may be extended beyond one year by the Board on the recommendation of CSR Committee of Board based on reasonable justification. Board may also abandon or modify an ongoing project, partially or wholly, under exceptional circumstances, during the prescribed project period as per the recommendation of its CSR Committee, and providing reasonable justification to that effect.

3.2. BOARD LEVEL CSR COMMITTEE (BLCC)

“CSR Committee” herewith refers to as “BLCC” means the Corporate Social Responsibility Committee of the Board and shall consist of at least three Directors, including at least one Independent Director.

The composition of the BLCC shall be governed by the *Regulations*. Decision with regard to change in composition or reconstitution of the BLCC shall be within the purview of the Board.

The roles and responsibilities of BLCC are:

- a. Formulate and recommend to the Board, a CSR 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. Formulate and recommend an annual action plan which shall include the list of CSR projects or programmes approved, manner of execution, the modalities of utilization of funds and implementation schedules, monitoring and reporting mechanism and details of need and impact assessment of such projects or programmes
- d. Monitor the CSR Policy of AAI from time to time.
- e. Ensure compliance with statutory reporting and disclosures.

However, Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification or the directions of the Govt of India, to that effect.

3.3. TIER II COMMITTEE (CHQ LEVEL)

Tier II Committee will be chaired by an ED-level officer (referred to hereafter as ED (CSR)) and will consist of three GM-level officers from the Finance, Engineering, and HR directorates. One of these GM officers will additionally be assigned the role of GM (CSR). The committee will also include one Group 'A' executive, nominated by the Chairman, to serve as the Secretary, CSR.

Decision with regard to change in the composition or reconstitution of the Tier II Committee shall be with the approval of the Chairman, AAI.

Tier II Committee shall: -

- a. Formulate criteria for selection of projects submitted by applicants keeping in view the *Regulations*, AAI's Policy on CSR, DPE Guidelines for CSR and directions from BLCC & the Board;

- b. Review all CSR proposals put up by the CSR Directorate and submit a report to the BLCC.
- c. Monitor the process CSR programs / activities periodically, with support from the CSR Directorate and Airports/Units;
- d. Give suggestion(s) relevant to CSR programs/ activities whenever required.

3.4. UNIT LEVEL CSR STRUCTURE

a) RHQ Level CSR Committee (RLCC)

The RLCC shall be constituted at the Regional level and will be headed by the concerned RED/APD.

The responsibilities of the RLCC include:

- Reviewing all CSR proposals received at the Regional level.
- Monitoring the progress of CSR programs and activities on a periodic basis.
- Offering suggestions and recommendations relevant to CSR programs and activities whenever required.

The composition or reconstitution of the RLCC will be done with the approval of the RED/APD.

b) Airport or Unit Level CSR Committee (ALCC)

The ALCC shall be constituted at the Airport or Unit level and will be headed by the concerned Airport Director or Unit Head.

The responsibilities of the ALCC include:

- Reviewing all CSR proposals received at the Airport/Unit level.
- Monitoring the implementation and progress of CSR programs and activities at the local level.
- Providing suggestions or recommendations as needed to ensure the effective delivery of CSR programs.

The composition or reconstitution of the ALCC will be done with the approval of the Airport Director or Unit Head.

3.5. CSR Directorate at CHQ

The CSR Directorate at CHQ, also referred to as the CSR Cell, is led by the GM (CSR) and is responsible for managing the day-to-day operations of CSR activities. The Directorate reviews all CSR proposals, including those from RLCC and ALCC, and submits them to the Tier II Committee for consideration and approval.

The Directorate ensures the effective execution and coordination of CSR programs across

regions, maintaining communication with key departments such as Finance for timely fund disbursement and with regional offices for project monitoring. It works closely with senior management for reporting, event planning, and ensures compliance with applicable laws and guidelines, including the Companies Act, 2013 (Section 135) and DPE Guidelines, 2014. The Directorate also handles stakeholder communications.

4. DELEGATED FINANCIAL POWERS

The CSR budget shall be utilized for the implementation of projects approved by the Board on an annual basis. Allocation of funds to specific CSR programs/activities shall be undertaken during periodic meetings of the Board held throughout the financial year, in accordance with the approved annual CSR Budget.

The following officers are authorized to approve CSR projects within their respective jurisdictions, in accordance with the delegated powers outlined below:

Chairman, AAI	Upto to Rs. 2 Cr (Individual CSR scheme). Maximum Rs. 10.00 Cr. per Annum.
Concerned Member (CSR)	Upto to Rs. 1 Cr (Individual CSR scheme). Maximum Rs. 5.00 Cr. per Annum.
REDS/ ED (CSR) APD(Kolkata)/APD (Chennai)	Rs. 1 Cr. (Per Annum) with maximum cost project limit per project of Rs. 20.00 Lakhs.
GM/CSR	Rs. 50.00 Lakhs (Per Annum), with maximum cost project limit per project of Rs. 20.00 Lakhs.

Provided the recommended projects are in accordance to provision of *Regulations* i.e. Section 135 of Companies act, 2013, Companies (CSR Policy) Amendment Rules 2014 & 2021 and Amendments made thereafter.

It is also recommended that:

1. The projects are required to be intimated by the concerned Official(s), as mentioned above in the table, to the CSR Cell-CHQ which shall in turn put up the same to BLCC/Board for intimation/ratification in the Upcoming Board Meeting.
2. Intimation on approval by concerned unit/airport to be sent to CSR Cell-CHQ along with justification note clearly specifying the objectives of the projects, thrust area, duration, target beneficiaries, details of the implementing agency.
3. Monthly progress should be updated on AIMS portal and a quarterly report for physical and financial progress of the project is to be submitted with CSR, Cell at CHQ.
4. The payment shall be made ONLY under intimation to CSR Cell-CHQ.
5. Final Audited UIDIN generated UC is to be shared by the implementing agency along with the final project report. Subsequently, RLCC/ALCC to maintain a final closure report to CSR Cell- CHQ with all the relevant supporting documents.
6. RLCC/ ALCC to ensure all the deliverables/timelines are achieved as per the milestones described in the MoA/grant agreement.

7. In case of extension of period of execution, RLCC/ALCC to ensure that an Addendum for a no cost time extension to the MoA/Grant agreement is signed with the implementing agency.

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.

Note: The above delegated financial powers may be reviewed and amended from time to time, as deemed appropriate by the competent authority. Any such modifications shall be formally communicated to all relevant stakeholders and duly incorporated in the Delegation of Powers (DoP) and/or the CSR Policy.

5. CSR GOVERNANCE FRAMEWORK

5.1. CSR BUDGET

- a) CSR Budget shall be utilized for implementing CSR projects approved by the Board on an annual basis.
- b) In accordance with *Regulations*, an amount equivalent to 2% of the average net profits of the three immediately preceding financial years shall be set aside as the CSR Budget for the respective financial year. Any unutilized allocation shall be carried forward to the following year in compliance with the *Regulations*.
- c) The computed CSR budget for each financial year shall be placed before the Board for approval.
- d) In the event that the allocated CSR amount is not fully utilized within a financial year, the reasons for such non-utilization shall be disclosed in the Annual Report, as mandated.
- e) The unspent CSR amount related to ongoing programs or activities shall not lapse. It shall be transferred to a designated Unspent CSR Account and shall be utilized in subsequent financial years exclusively for the purpose for which it was originally allocated, in accordance with applicable regulatory provisions.
- f) The administrative overheads of CSR shall not exceed five percent (5%) of total CSR expenditure of AAI for the financial year. The administrative overheads are the expenses incurred by AAI for general management and administration of CSR functions. However, the expenses which are directly incurred for the designing, implementation, monitoring and evaluation of a particular CSR project or programme, shall not be included in the administrative overheads. Further, expenses incurred by implementing agencies on the management of CSR activities shall not amount to administrative overheads.
- g) The CSR amount may be spent by AAI, inter-alia, for creation or acquisition of a capital asset, which shall be held by –

(a) a company established under section 8 of the Act, or a Registered Public Trust or Registered Society, having charitable objects and CSR Registration Number under sub-rule (2) of Rule 4; or (b) beneficiaries of the said CSR project, in the form of self-help groups, collectives, entities, or (c) a public authority:

- h) Any CSR project or program approved by the Board before the close of a financial year shall be deemed an “ongoing project” for that financial year, unless specified otherwise.
- i) Any surplus arising out of the CSR projects or programs or activities shall not form part of the business profits of AAI and shall be utilised only for CSR purposes or shall be transferred to the Unspent CSR Account of AAI and spent in pursuance of CSR policy and Annual Action Plan of the company or transfer such surplus amount to a Fund specified in Schedule VII, within a period of six months of the expiry of the financial year.

5.2. PLANNING AND IMPLEMENTATION

- a) A list of CSR projects/programs which AAI plans to undertake during the implementation year shall be placed before the Board specifying modalities of execution in the areas/sectors chosen and implementation modalities for the same.
- b) Identification of projects and the executing agency/ NGO /Implementing agencies shall be made, inter-alia, by assessing the following:
 - (i) Project Objectives
 - (ii) Need Assessment
 - (iii) Implementation schedules - Timelines for milestones of the project shall be clearly defined and mutually agreed upon
 - (iv) Responsibilities and authorities.
 - (v) Major results expected and measurable outcome
- c) The CSR 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. herein collectively referred to as 'CSR Partner' or 'CSR Partner(s)'.
- d) AAI may collaborate or pool resources with other companies to undertake CSR activities within India.

5.3. CSR PARTNERS

- a) CSR Committee with approval of the Board shall identify suitable projects for implementation in line with the objectives of AAI and requirements laid down under the *Regulations*. These projects would be executed either directly by AAI and/or through

CSR Partner(s) or Implementing Agency(ies).

b) **Criterion for CSR Partner(s)**

While Identifying projects, Board shall ensure that CSR activities are undertaken by AAI itself or through:

- a) company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company; or
 - b) A company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
 - c) any entity established under an Act of Parliament or a State legislature; or
 - d) a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities
- c) Every entity undertaking the CSR activities, as stated above shall mandatorily register itself in the Ministry of Corporate Affairs 21 (MCA 21) portal by filing the form CSR-1 electronically with the Registrar, as per the *Regulations*.
- d) The CSR Committee shall evaluate potential CSR Partner(s) against the prescribed eligibility criteria to determine their suitability for executing grassroots-level CSR projects. Upon approval of the project/program by the Board, AAI and the selected CSR Partner shall enter into a formal MoA/grant agreement.
- e) The aligned Airport/Unit shall be responsible for ensuring effective monitoring, coordination, and supervision of the CSR project during its implementation. The agreement with the project implementing agency shall be signed by either the RED, Airport Director, ED (CSR), GM (CSR), Secretary (CSR) or any other official nominated by these officers.

5.4. CSR EXPENDITURE

CSR expenditure includes all expenditure approved by the Board, provided it complies with the *Regulations*.

5.5. REVIEW AND MONITORING

- a) The BLCC shall review the CSR activities as presented by the CSR Directorate from time to time and shall provide progress update to the Board at intervals as deemed appropriate.
- b) Renewal/ Extension of ongoing CSR Projects: Requests for renewal or extension of ongoing CSR initiatives, submitted by implementing agencies with recommendations from the aligned Airport/Region shall be considered for review and approval by the competent authority.
- c) Monitoring shall 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.
- d) For all CSR projects/ activities, close supervision and monitoring shall be done through CSR Cell-CHQ/RLCC/ ALCC. RED/APD or Unit heads shall submit status reports as required, based on project milestones or on a need basis
 - e) After completion of the Project, aligned Airport or Unit shall ensure that a Project Completion report is prepared and submitted by the implementing agency in consultation with the Airport or Unit.

5.6. REPORTING

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

The abovementioned report(s) and the Policy for CSR shall be made available in public domain by uploading them on AAI's website and intranet for access to external & internal stakeholders. CSR 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 initiatives, among internal stakeholders.

6. EMPLOYEE'S CO-OPERATION AND PARTICIPATION

Any CSR 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 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.

7. ANNUAL ACTION PLAN

After shortlisting of proposals, the Board shall approve an Annual Action Plan for each financial year based on the recommendations of the BLCC. The approved Annual Action Plan shall be uploaded on AAI's official website for public disclosure.

8. DISPLAY OF CSR ACTIVITIES ON ITS WEBSITE

In accordance with the *Regulations*, AAI shall mandatorily disclose the following information on its official website in a prominent and easily accessible manner:

- The composition of the CSR Committee

- The CSR Policy approved by the Board
- The Annual Action Plan and projects approved by the Board for each financial year
- Details of ongoing and completed CSR activities
- Impact assessment reports, where applicable

This disclosure shall be regularly updated to ensure transparency and compliance with statutory requirements.

9. IMPACT ASSESSMENT

In accordance with *Regulations*, the Company shall undertake impact assessments through an independent agency for CSR projects having an outlay of ₹1 crore or more, and which have been completed not less than one year before the undertaking of the impact study.

The expenditure on impact assessment shall not exceed 2% of the total CSR expenditure for that financial year or ₹50 lakhs, whichever is higher, as per the *Regulations*.

10. REVIEW OF THE POLICY

The Board on its own and/or as per the recommendations of BLCC can amend this Policy as and when required as deemed fit. Any or all provisions of the CSR Policy would be subject to revision/amendment in accordance with the *Regulations* on the subject as may be issued from relevant statutory authorities, from time to time.

11. STATUTORY OVERRIDE CLAUSE

In the event of any amendment, revision, or clarification issued by the competent authorities under the Companies Act, 2013 or the applicable CSR Rules and Guidelines, such provisions shall prevail over the contents of this Policy to the extent of any inconsistency. In such cases, the amended statutory provisions shall be deemed to be incorporated into this Policy, even if the Policy has not been formally updated.

Guidelines for Submission of CSR Funding Proposals

1. LANGUAGE OF DOCUMENTS AND MODE OF SUBMISSION

(A) All documents submitted to AAI in connection with CSR funding proposals shall be in either Hindi or English. In cases where documents are issued in any local language, the submitting organisation must provide a certified translation in Hindi or English, duly attested by a legally authorised authority.

(B) The **soft copy** of the complete proposal (including all annexures) shall be emailed to csr@aai.aero, and the **hard copy** shall be sent by post/courier to:

CSR Cell
Airports Authority of India
Rajiv Gandhi Bhawan
New Delhi – 110003

2. COMPLETE SUBMISSION REQUIREMENT

For a proposal to be considered for CSR funding from AAI, the submitting organisation shall ensure that the application is complete in all respects and includes the following components:

1. Covering Letter
2. Duly completed Detailed Project Report Submission Form (in the prescribed AAI format as attached below).
3. Mandatory Supporting Documents (as listed in Clause 5 below).

3. COVERING LETTER

The covering letter shall be addressed to the **Chairman, Airports Authority of India** and must clearly state the request for CSR funding. It shall briefly describe the proposed project, confirm its alignment with Schedule VII of the Companies Act, 2013, and confirm that the Detailed Project Report Submission Form and all supporting documents are enclosed.

4. DPR FORMAT

The **Detailed Project Report Submission Form** will serve as the sole and comprehensive format for capturing both project-specific information and due diligence details. This form must be completed in full, duly signed, and stamped by the authorised representative of the organisation.

The form can be downloaded by clicking here. [DOWNLOAD](#)

5. MANDATORY SUPPORTING DOCUMENTS

The following documents must accompany every proposal:

- i. Certificate of Registration of the society/trust or copy of the Trust Deed (including renewal certificate where applicable in certain states).
- ii. Declaration from the agency confirming that Income Tax exemption certificates (12A, 80G, 35AC, or 10AC) are valid and have not been withdrawn by the Department of Revenue/Income Tax Department, Government of India.

- iii. Copy of PAN of the organisation.
- iv. CSR-1 Registration Certificate issued by the Ministry of Corporate Affairs.
- v. Audited statements and balance sheets of the last three financial years, including income and expenditure statements.
- vi. Documentary evidence of similar project experience in the last three financial years.
- vii. Affidavit on ₹100 non-judicial stamp paper stating that the agency is not blacklisted by any organisation, has no pending disputes, and has no direct or indirect relation to any AAI Board or Committee member.
- viii. Detailed cost estimates with itemised break-up (BOQ, etc.), supported by budgetary quotations, Government-approved rates, or other market benchmarks to establish cost reasonability for each expenditure head.
- ix. Pre-site visit report, including 10–12 high-definition photographs of the proposed project site.
- x. Proof of regulatory approvals, if applicable.
- xi. For infrastructure development projects, details of ownership and usage rights of the land, along with a copy of clear title deed and other relevant legal documents.

6. SUBMISSION PROTOCOL

- Both the **CSR Project Proposal Document** and the **Detailed Project Report Submission Form** must be submitted together, in hard copy and soft copy, to the CSR Department.
- Incomplete proposals or those missing the Detailed Project Report Submission Form or mandatory supporting documents will not be processed for consideration by the BLCC or the Board.

Note: All attachments, annexures, and enclosures submitted with the proposal must be clearly indexed, paginated, and numbered for easy reference. The index must be placed at the beginning of the submission package.

Airports Authority of India Corporate Social Responsibility (CSR)

Detailed Project Report Submission Form

Purpose: To collect data on the proposed CSR project, facilitating effective monitoring and evaluation of its impact.

Instructions: Please provide accurate and detailed information based on the proposed project's scope and objectives. This information will be used solely for project assessment and reporting purposes. Ensure that each page is signed & stamped by the implementing agency.

Section A: Implementing Agency Information

Section B: Project Overview

Section C: Baseline/ Need Assessment Data Collection

Section D: Project Implementation Plan

Section E: Compliance and Documentation

Section F: Declarations

Section A: Implementing Agency Information

1.	Details of the Implementing Agency: (Name of Agency, website etc)
2.	Type of Entity:
	<input type="checkbox"/> Section 8 Company <input type="checkbox"/> Registered Public Trust <input type="checkbox"/> Registered Society <input type="checkbox"/> Government Entity <input type="checkbox"/> Other: _____
3.	Registration Details:
	Registration Number: Date of Incorporation: PAN: CSR 1 Registration Number & Date:
4.	Contact Information:
	Address: Email: Phone Number:
5.	Key Contact Person
	Name: Position: Email: Phone Number:
6.	Relevant Experience
	Briefly describe the agency's experience in implementing CSR projects, including areas of expertise and years of operation.

7.	Audited Statement (Income/expenditure in tabular form)																																																																																
8.	Average turnover in 3 years (tabular Form)																																																																																
9.	List of Donors for the projects executed in last 3 years																																																																																
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Section B: Project Overview

1.	Project Title:
2.	Project Location: State: District: Village/Town:
3.	Project Duration:
4.	Budget outlay of the proposed project, including: <i>(Total project cost; CSR funding sought from AAI; Contribution by the agency; Any other co-funders with respective amounts and defined scope.)</i>
5.	Project Objectives (Clearly state the primary objectives of the project):

6.	Target Beneficiaries (Describe the demographic and socio-economic profile of the beneficiaries.)
7.	Estimated Number of Beneficiaries:
	Direct Beneficiaries: Indirect Beneficiaries:
8.	Project Activities (Provide a detailed description of the activities to be undertaken, including methodologies and approaches)

9.	Expected Outcomes (List the anticipated short-term and long-term outcomes of the project):
10.	Sustainability Plan (Explain how the project's benefits will be sustained after the completion of CSR funding):

**AAI reserves the right to seek any additional documents/information/ certifications it deems fit any time during the execution of the project*

Section C: Baseline/ Need Assessment Data Collection

1.	Current Status of Target Area/Beneficiaries (Provide baseline data on the socio-economic conditions, needs, and challenges faced by the target group):
2.	Baseline Indicators (Define specific, measurable indicators that will be used to assess the project's impact):

3.	Data Collection Methodology (Describe the methods and tools to be used for collecting baseline data (e.g., surveys, interviews, focus groups).)
4.	Baseline Survey Findings (Attach the baseline survey report, including data analysis and identified needs.)

Section D: Project Implementation Plan

1.	Detailed Project Plan (Provide a timeline of activities, milestones, and deliverables including Logical Framework Analysis (LFA)):
2.	Roles and Responsibilities (Outline the roles and responsibilities of the implementing agency and any partners involved)

3.	Monitoring and Evaluation Plan (Describe the mechanisms for monitoring project progress and evaluating outcomes, including frequency and methods of reporting.)
4.	Risk Assessment and Mitigation (Identify potential risks to project implementation and propose mitigation strategies):

Section E: Compliance and Documentation

1.	Regulatory Approvals (List any approvals or consents required from government or local bodies, and their current status.):																								
2.	Procurement methods for goods & services (if any) under the project (RFP, Tender, GeM etc):																								
3.	Supporting Documents (Attach relevant documents, including registration certificates, financial statements, and previous project reports.)																								
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Section F: Declaration

1. We declare that:
 - A. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds, exploitation of beneficiary etc. on us;
 - B. 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.;
 - C. 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;
 - D. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with AAI;
 - E. We assure that if AAI extend financial support towards proposed CSR project, we
 - a. Will submit a Fund Utilization Certificate to AAI as per grant agreement;
 - 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 request and will allow authorized representative(s) of AAI for necessary audit (s) / inspection(s) as and when required (within retention period);
 - d. Will provide Progress Report of project implementation along-with audio/ visuals depicting progress of the project as and when required;
 - F. The information provided above is accurate to the best of my knowledge and belief. I understand that any false or misleading information may result in the disqualification of the project proposal.

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Date: _____