
Annual Action Plan (AAP) – FY 2024-25

Version

[approved by the Board of Directors on 28.11.2024]

PROPOSED ANNUAL ACTION PLAN FOR THE FINANCIAL YEAR 2024-25

In pursuance of applicable CSR provisions, the proposed Annual Action Plan of the Company will be as follows –

S. No.	Project Name	Areas specified Schedule VII	Project Location	Brief details about the Project	Implementati on Schedule	Proposed Budget (INR)
1	Fitment of Artificial Limbs, Calipers, and other aids & Appliances to the person with disability	Clause (i) Promoting health care including preventive health and sanitation	Jaipur, Rajasthan	The project will be implemented by Shree Bhagwan Mahaveer Viklang Sahayata Samiti (BMVSS). The funds will be utilized to provide artificial aids and appliances to persons with disabilities (PwDs). Under this project, BMVSS will support and rehabilitate 1,725 disabled individuals by providing artificial limbs, calipers, crutches, hand-paddled tricycles, wheelchairs, and hearing aids, all free of charge. The proposed project will be implemented during the financial year 2024-25.	As per MoU/ agreed terms and by 31 March 2025	1,00,00,500
2	Others			Refer note 1 below		92,98,312
	Total					1,92,98,812

Notes:

- The company is currently assessing various projects under Clause (iv) – Environmental Sustainability and Clause (i) – Promoting Healthcare, including preventive health and sanitation. These projects will be executed once approved by the board, based on the recommendation of the CSR committee. If no projects are approved under these categories, the company will allocate the unspent/unallocated budget, after adjusting for administrative expenses (which should not exceed 5% of the overall CSR budget) and other adjustments in the approved programs' budget, to funds specified by the Central Government or any other fund as prescribed under the CSR Act and related rules. This decision will be at the discretion of the Managing Director & CEO.*
- Any variance up to 10% of the project budget can be approved and treated as per the direction provided by Managing Director & CEO of the Company. Further, any such modification in the budget or project activities will be placed in subsequent CSR committee and Board meeting for their information.*

A. Manner of execution:

The manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4:

S. NO.	Project	Mode (direct/ indirect)	Name of implementing agency	CSR 1 registration number	Registration type of entity	Execution and Implementation Methodology
1	Fitment of Artificial Limbs, Calipers, and other aids & Appliances to disabled	Indirect	Shree Bhagwan Mahaveer Viklang Sahayata Samiti (BMVSS)	CSR00001480	Registered under the Societies Registration Act, 1860 Registered under Section 12A & 80G of Income Tax Act, 1961	The program will be implemented during the financial year 2024-25 by BMVSS at the Artificial Limb Center in Jaipur, through BMVSS branches and on-spot artificial limb fitting camps across India. The limbs and other equipment will be provided to the beneficiaries free of cost.

B. Modalities of Utilization of Funds:

The modalities of utilization of funds and implementation schedules for the projects or programmes:

- i. The CSR budget will be fixed in accordance with the provisions of the Act, Rules, and the Guidelines.
- ii. The budget will not be less than 2% of the average net profits of the company during the three immediately preceding financial years.
- iii. The CSR budget will be spent on CSR activities which will be approved by the Board on the recommendation of the CSR Committee
- iv. For certain projects reimbursement model may be followed. The funds will be disbursed after a financial assessment of the expenses incurred. For the remaining projects, the funds will be directly disbursed to implementing agencies.
- v. Fund will be disbursed in phase/tranche wise depending on the nature of the project. On the basis of the expenses incurred & the submission of the relevant supporting of the expenses, i.e., bills, receipts, invoices, bank statements, etc. respective amount will be disbursed at different intervals- quarterly & half-yearly or as may be specified in the MoU.
- vi. Company's CSR team, set up internally, will collect all the set deliverables, as may be specified in the MoU, from the implementation partners.
- vii. In the end of Financial Year, Company will contribute the unspent budget after adjusting admin expenditure (which should not be more than 5% of overall CSR budget) and other adjustment in budget to Funds specified by Central Government, or any other fund as prescribed under CSR Act and related Rules.
- viii. Any variance upto 10% of the project budget can be approved and treated as per the direction provided by Managing Director of the Company. Further, any such modification in the budget or project activities will be placed in subsequent CSR committee and Board meeting for their information.

C. Monitoring and reporting mechanism for the projects or programmes:

The Monitoring Mechanism of each project will differ on the basis of the nature of the project. All the projects will be monitored & evaluated as per the objectives & deliverables set for respective projects.

- i. The CSR team along with partner organization shall carry out the monitoring of CSR activities at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.
- i. For the purpose of proper monitoring of the CSR projects, each project shall include well-defined timeline & parameters.
- ii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution to whom CSR fund is allocated.

iii. Reporting & Documentation:

- a. **Project documentation:** Reports like quarterly report/ annual report/ closure report, or case studies or progress report etc. will be collected by the CSR team.
- b. **Financial Tracking:** In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR team will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc. Company may also hire independent agency for the audit of CSR funds allocated to implementing agencies.
- c. **CSR Committee** shall submit the report to Board giving status of the CSR Activities undertaken, expenditure incurred, and such other details as may be required by the Board.

D. Details of Impact Assessments, if any:

The company is not obligated to perform an impact assessment in the fiscal year 2024-25. Nonetheless, the company may voluntarily initiate impact assessments for projects executed in the preceding year.