

**Fleetguard Filters Private Limited (FFPL)  
CSR ANNUAL ACTION PLAN**

**A. Scope of CSR Activities**

The scope of CSR activities would be as per the provisions made under the Companies Act, 2013, Rules made thereunder and Govt.:

<b>Sr. No.</b>	<b>As per schedule VII of the Companies Act, 2013</b>	<b>Area of initiatives to be undertaken by FFPL</b>
1.	Eradicating hunger, poverty, and malnutrition; promoting health care including preventing 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.	Promotion of healthcare and preventive health care.  Blood Donation  Health Camps for underprivileged.
2.	Promoting education, including special education, and employment-enhancing vocational skills, especially among children, women, elderly, and the differently abled; and livelihood enhancement projects.	School education for under privileged.  Extra-curricular activities for under privileged.
3.	Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old-age homes, day-care centers and such other facilities for senior citizens, and measures for reducing inequalities faced by socially and economically backward groups;	Women Empowerment.  Menstrual hygiene awareness camps and providing vending machines and insulators.
4.	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	Environmental sustainability.  Conservation of natural resources.  Swachh Bharat Abhiyan.

5.	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 arts and handicrafts.	Promotion of art and culture.  Sponsoring for exhibitions on Indian Culture.
6.	Training to promote rural sports, nationally recognized sports, Paralympics sports and Olympic sports.	Sponsorship to promote Rural Sports.
7.	Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women.	Contribution to the Prime Minister's CARES Fund.
8.	Rural Development Projects	Infrastructure projects.

**B. Organization Setup for CSR**

- (i) The CSR Committee constituted by the Board.
- (ii) FFPL Internal CSR Team.
- (iii) Implementation Team.

**C. Geographical coverage**

CSR initiatives will be taken up primarily in the districts surrounding the peripheral areas/ impact zones of FFPL's offices, plants & units, which may be referred to as Local Areas.

**D. Budget and Expenditure**

- (i) The CSR and Sustainability budget expenditure shall be fixed in accordance with the provisions of the Act, Rules, and the Guidelines.
- (ii) The budget expenditure shall not be less than 2% of the average net profits of the company during the three immediately preceding financial years. Here, net profit



means net profit as defined in Companies (Corporate Social Responsibility Policy) Rules, 2014. For FY 2021-22 the CSR Budget is Rs. 57 Million.

(iii) Budget Allocation for FY 2021-22 is estimated as follows:

<b>Sr. No.</b>	<b>Focus Area</b>	<b>Amount in Rs. Millions</b>
a.	Education	20
b.	Health	17
c.	Environment	10
d.	Local Community infrastructure development	10
		<b>57</b>

**E. Planning:**

- (i) Baseline/ need assessment survey will be carried out prior to the selection of any CSR activity.
- (ii) With a view to have a baseline data and to ascertain basic needs/ requirements of the people and the area, the FFPL Internal and Implementation Team will ensure conducting of a Survey on the basis of which requisite schemes/projects will be identified for implementation.
- (iii) FFPL will endeavor, at all times, to build and develop the skills of its internal and implementation team and enhance level of CSR awareness within the organization.
- (iv) While identifying the CSR projects/activities, emphasize will be given on in-house planned projects, proposals from District Administration/local Govt. body/public representatives etc.

- (v) FFPL Internal Team will scrutinize all such projects and schemes as received from various quarters before carrying out the same.
- (vi) If needed, the company may interact with the Government Organizations/Agencies for finalization of Schemes, etc. Concerned District authorities may also be contacted before taking up CSR activities in local areas.

**F. Execution and Implementation Methodology**

- (i) FFPL may also collaborate with Non-Government organizations, other companies for undertaking projects or programs or CSR activities.
- (ii) The external implementation partner will be identified following the due procedure in this regard.
- (iii) Preferably, executing agencies having strong credentials like good track record, relevant experience, recommendation by Govt. / other PSUs etc. shall be engaged for undertaking CSR works.
- (iv) Every project will specify the implementation schedule indicating the starting date, date of completion, likely benefits, etc.
- (v) For the purchase of materials, medical equipment and supply of other material connected with CSR activities, the relevant procedures of the company will be followed from time to time.
- (vi) CSR works executed through contractors shall adopt the same procedure as followed for award of contracts for other FFPL works.
- (vii) NGOs / Voluntary Organizations /Trusts/Society means and requires:
  - (a) A permanent office / address in India.
  - (b) Members of such agency should be predominantly Indian citizens.
  - (c) Certificate of Registration as per Societies" Registration Act 1860 or under the Public Trust Act 1950 or non-profit making Company under the provisions of the Companies Act.

- (d) A valid Income Tax Exemption Certificate of 12AA, 80G etc, wherever applicable.
- (e) Minimum 3 (Three) financial years of sustained experience duly certified with Audit reports and Annual Reports from the competent authorities.

**G. Monitoring Mechanism**

- (i) CSR Internal Team shall be responsible for monitoring of CSR activities at every stage.
- (ii) The company shall also form Implementation team at operational areas to monitor the CSR work and submit report to the FFPL CSR Internal Team on timely basis.
- (iii) Prime duty of the Implementation team would be to provide necessary help and assistance to the FFPL CSR Internal team in identification, finalization, implementation, and monitoring of various activities/schemes/projects/programmes under CSR.
- (iv) As monitoring of activities is of paramount importance, the FFPL CSR Internal team will keep a watchful eye on the implementation and periodically review progress of the works.

**H. Reporting/Documentation/Transparency**

- (i) FFPL CSR Team shall, after completion of the project, hand over to the user.
- (ii) An undertaking will be taken from the stakeholders, that the assets will be utilized for the purpose they have been created and shall also be maintained properly and efficiently.
- (iii) Evaluation of all projects will be done objectively with respect to the intended outcomes.
- (iv) The policy on CSR and the activities carried out under it, also be uploaded on the website of the Company.
- (v) The impact made by the CSR activities will be quantified to the best possible extent.