

# PRITIKA ENGINEERING COMPONENTS LIMITED

## CSR ANNUAL ACTION PLAN 2023-24

### CSR PROJECTS APPROVED FOR FINANCIAL YEAR 2023-24

Pursuant to the commencement of Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021 dated 22<sup>nd</sup> January, 2021, read with Section 135 of Companies Act 2013, the annual action plan for Corporate Social Responsibility (CSR) activities that will be undertaken for the FY 2023-24 is mentioned hereunder:

### PROJECTS APPROVED

The following projects have been approved to be undertaken under the CSR activities of the company for the FY 2023-24:

S. No.	Focus Area from Schedule VII	Project	Location of the project	Brief about the program/initiative	Manner of Implementation: Direct/ Indirect - Through Implementing Agency	CSR Registration Number	Funds allocated (INR in lacs)
1	Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation] and making available safe drinking water.	Menstrual Hygiene Awareness Program for women	Punjab	Dignity kits distributed to create awareness among women by providing them with a monthly kit for their menstrual cycle so that they are able to maintain good health and hygiene and also prevent Cervical Cancer.	Indirect through Rani Breast Cancer Trust,  Registered Trust (Regd. Under S. 12 A & S. 80 G of Income Tax Act 1961)	CSR00002412	Upto Rs. 4.00 lacs
2	Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.	Khemkaran Sports Academy Providing Sports facilities for students	Punjab	Providing Sports Coaching and training to the youths	Direct by the company	N/A	Upto Rs. 6.00 lac
<b>Total Amount to be Spent</b>							<b>10.00 lacs</b>

## **MODALITIES OF UTILISATION OF FUNDS AND IMPLEMENTATION SCHEDULES**

### **Modalities of utilization of funds**

- i. The amount to be spent on CSR activities is fixed in accordance with the provisions of S. 135 of Companies Act 2013, applicable Rules and the Guidelines being not less than 2% of the average net profits of the company during the three immediately preceding financial years.
- ii. The CSR budget will be spent on CSR activities which are approved by the Board/ CSR Committee.
- iii. For certain projects reimbursement model will be followed. The funds will be disbursed after a financial assessment of the expenses incurred. For the remaining projects, the funds will be directly spent by the company and/or disbursed to implementing agencies.
- iv. Funds will be disbursed in phases 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 stages of the projects.
- v. Company's CSR Internal Working & Monitoring Group (IWMG), set up internally, will collect all relevant documents from the implementing agencies.

### **MONITORING AND REPORTING MECHANISM**

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 IWMG along with implementing agencies will carry out the monitoring of CSR activities at different intervals through field visits, calls, reporting, cross reference communication with beneficiaries.
- ii) The members of IWMG will attend the project activities and make visits to see the progress of the projects, the utilization of funds and interact with the beneficiaries.
- ii. For the purpose of proper monitoring of the CSR projects, each project includes well-defined timeline & parameters.
- iii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution/Implementing Agency to whom CSR fund is allocated on the completion of the financial year.
- iv. Reporting & Documentation:
  - a. Project documentation:

Reports like monthly report/ quarterly report/ half-yearly report/ annual report/closure report, or case studies or progress report etc. will be collected by the IWMG from the implementing agencies as and when deemed fit.
  - b. Financial Tracking:

In order to track the proper utilization of funds, where applicable, at different intervals/stages of the project, CSR team will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc.

c. The IWMG shall submit the report to the CSR Committee giving status of the CSR Activities undertaken, expenditure incurred and other details which will be placed before the Board.

d. The CSR Committee shall submit its Half Yearly Report to the Board.

#### **DETAILS OF NEED AND IMPACT ASSESSMENT**

The provisions of need and impact assessment are not applicable on the company.

#### **AMENDMENTS**

If Company receives any suitable proposal which fulfils the criteria mentioned in CSR Policy & applicable provisions, then such proposal may be considered by the Board on recommendation of CSR Committee and the annual action plan may be modified accordingly at any time during the financial year.