

# **Corporate Social Responsibility Policy of Delhi Tourism & Transportation Development Corporation Limited (DTTDC)**

## **1. PRELUDE**

The DTTDC, has been, since its inception , focusing its activities on providing tourism and catering services at affordable cost to tourist and citizens, constructing flyovers and bridge , running training institute for developing trained manpower for tourism and travel industry , developing Haats for providing opportunity to artisans to showcase their product and also give opportunity to visitors to buy their produce at reasonable price without involvement of middle man etc . . Being committed to its contribution to the society as a whole, DTTDC's activities have constantly been guided by its Corporate Social Responsibility.

Although DTTDC has been undertaking various CSR activities, a formal structured CSR in line with the provisions of Companies Act, 2013 has created an exclusive budget earmarking a part of its net profits for activities under Corporate Social Responsibility (CSR).

The activities under CSR from this exclusive budget would be regulated under the provisions of Companies Act, 2013 and the rules framed there under as amended from time to time.

## **2. OBJECTIVE**

The CSR activities of DTTDC need to align with the business objective and its mandate. Hence the core requirement for each project to be undertaken under CSR would be its relevance to the objectives of DTTDC and to help in improving the quality of life of the citizens. The main objective of the CSR Policy shall be the Corporation's continuous commitment to operate in economically, socially and environmentally sustainable manner to ensure upliftment of the marginalized and under-privileged sections of the society to promote inclusive socio-economic growth, empowerment of communities, and development of backward regions by specially focusing on the projects relating to economic infrastructure, sanitation , public facilities, and skill development for the benefit of poor and women .

## **3. CSR THRUST AREAS**

In accordance with these primary objectives, the CSR activities of DTTDC will have the following thrust areas:

- i. Support / taking up projects for the improvement of quality of life by focusing on the project of social, health, education and economic infrastructure in Delhi and especially with a focus on projects of public facilities / amenities / utilities.
- ii. Initiatives for slum redevelopment including environmental improvement in low income habitats, sanitation / infrastructure and support / Projects of day / night shelters, children homes, senior citizens / poor citizens home etc. and to provide support for the projects of barrier free amenities / accessible facilities for physically challenged as well as to provide equipment for support.
- iii. To extend support to the projects of Sustainability viz. water, waste or energy management, promotion of renewable sources of energy, biodiversity conservation, etc. Project for reduction, re-use and recycle of waste materials, rain water harvesting and replenishing the ground water supply, protection, conservation and restoration of eco-system, reduction of carbon emissions through energy efficient and renewable energy technologies, greening the supply chain, and innovation in products and services which have a clear and tangible impact on environmental sustainability shall also fall under this category of activities.
- iv. Promotion of education
- v. Ensuring environmental sustainability;
- vi. Employment enhancing vocational skills;
- vii. Social business projects;
- viii. **Initiatives for Cleanliness and Sanitation Programme under the ‘Swachh Bharat Mission’ of Government of India**
- ix. **To make contributions to ‘Swachh Bharat Kosh’ and ‘Clean Ganga Fund’.**
- x. Any other initiatives / activities / projects found relevant and as approved by the board / Guidelines issued by Government of NCT of Delhi./ Government of India.

Initiatives of Government of NCT of Delhi / Local Bodies as well as Government Departments /Agencies / Other Delhi Government Corporations could be dovetailed with CSR activities of DTTDC. Care, however, should be taken to avoid any duplication of efforts by DTTDC with those of the Government and local level programs.

#### **4. PLANNING**

The CSR activities of the Corporation are to be aligned with the business activities of the Corporation as far as possible. Divisional Heads of various departments of the Corporation shall help in identification / formulation of the proposal for the benefit of intended beneficiaries.

Further, the divisional heads shall ensure need assessment of the proposal, targeted group & benefits likely to accrue from the proposal to the intended beneficiaries at the project formulation stage, as far as possible by obtaining the details of the present status through primary sources / secondary sources.

Further, the activities planned for the year shall also identify the period / time frame in which these are likely to be taken up and will be completed etc. and further, for carrying the CSR in a particular year, annual plan for that year shall also be prepared in line with the provisions of Section 135 of the Companies Act, 2013 and the Corporate Social Responsibility rules framed by the Ministry of Corporate Affairs, Government of India.

## **5. ELIGIBLE AGENCIES**

The agencies eligible under the section 135 of the Companies Act, 2013 read with Corporate Social Responsibility Rules, 2014.

## **6. SOURCE OF FUNDS**

The CSR activities could be undertaken out of a part of net profit, as may be approved by the Board every year, in line with the provisions of Companies Act, 2013 and rules framed by the Ministry of Corporate Affairs for CSR Responsibility.

As per the provisions of Companies Act, 2013, the Company shall spend in every financial year at least 2% of the average net profits of the Company made during the three immediately preceding financial years. Provided, that the company shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for Corporate Social Responsibility activities. The average net profit” shall be calculated in accordance with the provisions of section 198 of the Companies Act, 2013.

## **7. IMPLEMENTATION**

Any agency selected for carrying out the CSR activities should fulfill the basic mandatory requirements of being in formal existence for over five years, having executed a similar projects or engaged in project-related activities during the last three years.

The CSR activities will be coordinated by CSR Cell at head Office with active support from all concerned divisional heads. For dealing with the CSR projects, a CSR Committee is constituted consisting of Secretary (Tourism), Independent Director and Managing Director & CEO, DTTDC.

The quorum of the Committee shall be two members. Board of Directors would have the power to make any changes in the constitution of the CSR Committee. The CSR

Committee will be assisted by the CSR Cell under Projects Division. The projects shall be examined as per the prevailing procedure / guidelines.

Further, CSR activities shall also be reported to the Committee of Directors constituted by the Board which shall oversee the Corporate Social Responsibility Activities. All the CSR projects approved by the Committee will be reported to the Board for information on half yearly basis.

## **8. MONITORING AND ASSESSMENT**

The impact assessment / evaluation of major projects may be carried out by an external agency to critically assess the fulfillment of project objectives. The agency should fulfill the basic mandatory requirements of being in existence for over three years and having relevant experience.

The progress of the CSR projects will also be regularly monitored by Corporate Social Responsibility Cell under Projects Division. The Board would be apprised of the status of CSR projects every six months.

## **9. MAINTENANCE AND UP-KEEP OF THE ASSETS CREATED**

For maintenance of assets created under CSR, DTTDC may seek written assurances from applicant agency before any Capital investment is made. Each DPR will essentially detail out the operation and maintenance management very clearly and an undertaking will be required from the agency so chosen, before release of funds for implementation.

## **10. REFLECTION OF THE CSR ACTIVITIES**

The CSR activities would be reflected in the Annual Report of DTTDC. All the major CSR projects would be documented and hosted on DTTDC's website.

## **11. REVIEW MECHANISM**

The CSR Policy outlines the framework within which CSR activities would be undertaken. The Policy would be reviewed as may be necessary, based on experience and statutory requirements. Further, any or all provisions of the CSR Policy would be subject to revision / amendment in accordance with the provisions of Companies Act, 2013 and the rules framed there under as amended from time to time.

