CORPORATE SOCIAL RESPONSIBILITY POLICY
Approved as on: 04.04.2025

1. Prelude

HUDCO, since its establishment in 1970, has focused its activities on providing affordable housing to the economically weaker sections and low-income groups as well as providing basic infrastructure facilities for improving the quality of life of the citizens, especially the poor and the marginalized. Being committed to its contribution to the society as a whole, HUDCO's activities have constantly been guided by the activities which are focussed on Social Responsibility & Sustainability. Although HUDCO has been undertaking various CSR & Sustainability activities, towards having a formal structured CSR policy and thrust areas in line with provisions of Companies Act 2013, HUDCO has formulated the CSR Policy and earmarks a part of its net profits for exclusively undertaking activities under Corporate Social Responsibility (CSR). The activities under CSR from this exclusive budget are aligned to the priority/thrust areas as mandated by the Government of India from time to time and are regulated by duly approved CSR Policy of HUDCO.

The Ministry of Corporate Affairs, Govt. of India through various notifications has made certain amendment in the Companies (Corporate Social Responsibility Policy) Rules, 2014. In terms of the Section 135 and sub-sections (1) and (2) of Section 469 of the Companies Act,2013 (18 of 2013) these rules are called the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021. Further, the Ministry of Corporate Affairs, Govt of India vide General Circular No.14/2021 dated 25.08.2021 has issued certain clarifications including "Frequently Asked Questions" (FAQs) in respect of the CSR and DPE vide letter dated 21.02.2022 has enjoined on CPSE to adopt these. Accordingly, incorporating the various provisions of new rules, HUDCO's CSR Policy is detailed hereunder.

2. CSR Policy

"CSR Policy of HUDCO" means a statement containing HUDCO's approach and direction given by its Board, taking into account 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.

3. Objective & Vision

The main objective of HUDCO's CSR Policy shall be the Corporation's continuous commitment to operate in economically, socially and environmentally sustainable manner in consultation with its stake holders so as to ensure upliftment of the marginalized and under-privileged sections of the society to promote inclusive socio-economic growth, empowerment of communities, capacity building, environment protection, promotion of green & energy efficient technologies, development of backward regions by specially focusing on the projects relating to habitat sector & benefit of poor.

4. CSR Thrust Areas

Under CSR activities, HUDCO shall undertake the activities complying with the areas or subjects specified in Schedule VII of the Companies Act. The amount of expenditure to be incurred on various activities & monitoring etc. would be considered and approved by the Board on the recommendation of CSR Committee of Board. In accordance with the Objective & Vision, HUDCO 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 by *extending support to projects such as mid-day meal, Centralized Kitchens/kitchens for supplying meals, anganwadi etc*., promoting health care including preventive health care *by supporting proposals such as projects for provision of Disability aids/appliances & toolkits, utilities for health care viz. ambulances, health equipment etc., support for primary health centres, health clinics, etc.* and sanitation *by extending support to the projects related to the provision of basic amenities viz. toilets/community/Pay & Use toilets etc.* including contribution to the 'Swach Bharat Kosh' set up by the Central Government for the promotion of sanitation and making available safe drinking water etc.

(ii) Promoting education including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects e.g. *construction of class rooms/support for smart class rooms, multipurpose halls and other projects for promoting education etc*. and *Support for training/capacity building program of skill and livelihood development, setting up of kiosks/vendors markets, skill training centers, Community Development centers etc. benefitting poor and marginalized sections of the society especially SC/ST & Minorities*

(iii) 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, *Night shelters for poor/homeless and other measures for providing basic necessities such as food, clothing, shelter, sanitation, health and livelihood etc. to the poor and vulnerable sections of the Society viz. SC/ST/Minorities etc., for reducing inequalities faced by socially and economically backward groups.*

(iv) Ensuring environmental sustainability viz. water, waste or energy management *by extending support to the proposals of e.g. conservation of water bodies, water recycling, water management and Solid waste management etc.,* promotion of renewable sources of energy *such as Solar lighting, Wind energy etc.*, ecological balance, protection of flora and fauna, animal welfare, agroforestry, 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. *Supporting projects for enhancement of culture including training /capacity building towards promotion and development of traditional arts and handicrafts and for provision of basic amenities/facilities at Monuments/World Heritage Sites/heritage sites/pilgrimage sites;*

(vi) Measures for the benefit of armed forces veterans, war widows and their dependents, Central Armed Police Forces and Central Para Military Forces veterans, and their dependents including widow;

(vii) Training to promote rural sports, nationally recognized sports, paralympic sports and Olympic sports *e.g. Supporting projects for construction of multipurpose community hall, Sports Development center, Gymnasiums, Stadia etc.*

(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 and 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 Défense Research and Development Organization (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 *such as setting up community centres, community toilets, drinking* water *supply, lighting, anganwadi, primary health centres and promotion of education through setting up of class rooms, smart class rooms etc., Supporting training/capacity building programmes of skill and livelihood development projects including setting up of kiosks, skill training centres, vendors market for the benefit of poor etc.* and any project meant for the development of rural India will be covered under this

(xi) Slum area development ("Slum area" shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force). Support to the projects for slum redevelopment including environmental improvement in low-income habitats, sanitation/infrastructure etc.,

(xii) Disaster Management, including relief, rehabilitation and reconstruction activities like shelter construction and providing basic necessities like food and relief materials to disaster affected victims.

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.

5. Corporate Social Responsibility Committee

"CSR Committee" means the Corporate Social Responsibility Committee of the Board and shall consist of three or more directors out of which at least one shall be an independent director or as constituted by the Board of Directors from time to time. The Company Secretary shall be the Secretary of the above Committee.

CSR Committee shall have the roles and responsibilities as mentioned in section 135 of the Companies Act 2013 read with the rules made thereunder. CSR Committee shall formulate and recommend the CSR policy to the Board and any amendments thereto, shall recommend the amount of expenditure to be incurred under CSR and shall formulate 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.

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.

6. Board of Directors

The responsibilities of the Board of Directors in relation to the CSR provisions inter-alia shall 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.

7. CSR Implementation – Operating Framework

I. The CSR activities shall be undertaken by HUDCO either itself or through any entity covered under amended rule 4(i) of the Companies (CSR Policy) Rule 2014: –

a) a company established under Section 8 of the Act, or a registered public trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23 C) of section 10 or registered under Section 12A and approved

under 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 statutory body established under an Act of Parliament or a State legislature viz. *Central Boards, State Urban local bodies, Nagar Parishad/Nigam, Zila Parishad, Housing Boards, Development Authorities, Panchayats, etc.* to undertake activities covered in schedule VII of the act; or

d) a company established under Section 8 of the Act, or a registered pubic trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23 C) of section 10 or registered under Section 12A and approved under 80G of the Income Tax Act, 1961, and having an established track record of at *least three years in undertaking similar* activities. Further*, the detailed guidelines/requirements in respect of these entities (Non-Govt. entities) to be complied by such entities (as approved by the Board of Directors in its 546th meeting) and updated in accordance with the CSR Policy Amendment Rules, 2021 issued by the MCA, GoI are enclosed herewith as* ***Annexure 'A'****.*

II. 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, w.e.f. 01st April 2021 in order to enable it to avail CSR assistance from HUDCO for undertaking CSR activities and shall submit a copy of unique CSR registration number to HUDCO.

Further, this provision (unique CSR registration number on MCA Portal*)* shall not affect the CSR projects or programmes approved prior to 01st April,2021.

III. Though, Companies Act specifies that the company should give preference to the 'local area' in selection of CSR activities, *(the same is only directory and not mandatory in nature as per MCA FAQ 25.08.2021),* but in view of DPE guidelines which inter alia states "CPSEs, which by the very nature of their business have no specific geographical area of commercial operations, may take up CSR activities / projects at any location of their choice within the country", HUDCO may undertake CSR activities /projects at any location of its choice within the country, *as its operations are scattered all over the country and has its offices located in all major states of country.*

IV. CSR activities shall be implemented by the involvement of concerned Regional Offices. Regional Offices would be the nodal point for identification/ implementation & monitoring of the CSR activities in their Region.

V. The CSR projects shall be entertained on application basis in prescribed format from the eligible agencies with CSR assistance up to Rs. 250 lakhs for undertaking single project. For the implementation of proposals, CSR assistance up to 100% of the project cost may be provided.

VI. Proposals for CSR activities shall be received at the respective Regional Offices/Corporate office. Proposals shall be examined at the Regional Office and Corporate Office as per the prevailing procedure/ guidelines. After examination, proposals found feasible shall be placed before the CSR Committee of the Board for its recommendation for approval by the Board.

VII. CSR activities will be undertaken in areas specified in the approved annual plan/ thrust areas and shall be classified into two categories i.e. *Ongoing Projects* and *Other than Ongoing Projects*

(A) Ongoing project has been defined under rule 2(1) of the Companies' (CSR Policy) Rules,2014 as: -

a. A multi-year project, stretching over more than one financial year;
b. having a timeline not exceeding three years excluding the year of commencement;
c. includes such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the Board based on reasonable justification.

The project should have commenced within the financial year to be termed as "ongoing". The intent is to include a project which has an identifiable commencement and completion dates.

An ongoing project will have "commenced" when the agency has either issued the work order pertaining to the project or awarded the contract for execution of the project.

As per the definition of an Ongoing project, the maximum permissible time period shall be three financial years excluding the financial year in which it is commenced. Under no circumstances shall the time period of an ongoing project be extended beyond its permissible limit.

The implementation of such ongoing projects shall be monitored with reference to the approved timelines and year-wise allocation and to make modifications, if any, for smooth implementation of the project within the overall permissible time period.

(B) Other than ongoing projects means: a project that is not ongoing as defined above.

VIII. HUDCO may also collaborate with other companies for undertaking projects or programmes or CSR activities in such a manner that the CSR Committees of respective companies are in a position to report separately on such projects or programmes in accordance with these rules.

IX. Once the CSR Proposals approved by the Board on recommendation of the CSR Committee of the Board, the issue of sanction letter cum agreement for the approved proposals shall be done at the Regional Office(s) and release of CSR funds for the sanctioned projects shall be done as per the delegation of powers.

X. The approved grant assistance Shall be released as per the payment terms of the work order/tendered document/contract agreement by the regional office/ Corporate office

as per the extent DOP. Release to any single agency in a year shall not exceed 20% of the annual CSR budget of the current year.

XI. All further /intermediate releases to the implementing agency would be based on a satisfactory utilisation certificate issued by the chief executive of the agency and countersigned by the auditor /Charter accountant of the agency or from a Chartered accountant.

XII. For permanent construction projects, **post-sanction** site inspection of the project shall be carried out by ROs for the projects located in their respective jurisdiction before issuance of the sanction letter.

XIII. Title investigation report to be obtained in the cases of permanent construction over the land, other than Govt. land, before release of the 1st Instalment, from empanelled advocate at RO in a confidential manner which shall be accepted by Law officer posted at RO/RC.

XIV. In cases of non-govt. land, apart from the Title Investigation report, land usage status of the proposed project land should be obtained before sanction of the CSR proposal.

Note:

- The expenditure to be incurred by RO on the **post-sanction** site visit shall be booked under the administrative overheads of 5%, of CSR budget.
- The cost of title investigation of the land will be borne by the agency.

8. Allocation of CSR Budget & CSR Expenditure

i. The CSR activities shall be undertaken by HUDCO out of a part of net profit of the Company, as may be approved by the Board every year, in line with the provisions of Companies Act 2013 which inter-alia states that "The Board of every company …. shall 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, in pursuance of its Corporate Social Responsibility Policy."

ii. Mere disbursal of funds for implementation of a project will not amount to spending unless the implementing agency utilises the whole amount and submit the Utilization Certificate for the released amount for the project.

iii. If the company fails to spend CSR amount (CSR budget) earmarked by the Board, the Board in its report shall *specify the reason for not spending amount* and *unless the unspent amount relates to any ongoing project, transfer such unspent amount to a Fund specified in Schedule VII of the Companies Act 2013, within a period of six months of the expiry of the financial year.*

iv. *Any amount remaining unspent pursuant to any ongoing project*, fulfilling such conditions as may be prescribed, undertaken by HUDCO in pursuance of its Corporate Social Responsibility Policy, *shall be transferred by the company within*

a period of thirty days from the end of the financial year to a special account namely "Unspent Corporate Social Responsibility Account" of HUDCO, and such amount shall be spent by the company in pursuance of its obligation towards the Corporate Social Responsibility Policy within a period of three financial years from the date of such transfer, failing which, *HUDCO shall transfer the same to a Fund specified in Schedule VII of the Companies Act 2013, within a period of thirty days from the date of completion of the third financial year.*

v. The administrative overheads of CSR shall not exceed five percent (5%) of total CSR expenditure of HUDCO for the financial year. The administrative overheads are the expenses incurred by HUDCO 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.

vi. Any surplus arising out of the CSR activities shall not form part of the business profit of the company and shall be utilised only for CSR purposes or shall be transferred to the Unspent CSR Account of HUDCO 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.

vii. The CSR amount may be spent by HUDCO, 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:

Provided that any capital asset created by the company prior to the commencement of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, shall within a period of one hundred and eighty days from such commencement comply with the requirement of this rule, which may be extended by a further period of not more than ninety days with the approval of the Board based on reasonable justification". The expenses relating to transfer of capital asset such as stamp duty and registration fees, will qualify as admissible CSR expenditure in the year of such transfer.

viii. Where HUDCO spends an amount in excess of fund earmarked for CSR activities in terms of requirement provided under sub-section (5) of the Section 135, such excess amount may be set off against the requirement to spend under sub-section (5) of Section 135 up to immediately succeeding three financial years subject to the conditions that: –

(i) the excess amount available for set off shall not include the surplus arising out of the CSR activities if any, in pursuance of para (2) above.
(ii) A resolution to that effect is passed by the Board of HUDCO.

In case any excess amount is left for set off, it will lapse at the end of the third financial year.

ix. The CSR expenditure cannot be incurred on activities beyond the entries in the said Schedule VII of the Act The contribution to corpus of any entity is not an admissible CSR expenditure. Further, CSR amount should not be interpreted as a source of financing the resource gaps in Government schemes.

9. Monitoring and Assessment

i) The progress of the CSR projects will be regularly monitored by respective Regional Offices and relevant reports to be sent to Corporate Office every quarter. In case any adverse points are noticed by Regional Offices during the implementation of activities, the same shall be reported by Regional Offices to Head Office. The concerned Regional Office would certify progress before release of payments and monitor the project by obtaining periodic Progress Reports & undertaking Site visits, photographs of the project and utilization certificate of the CSR fund/grant released by HUDCO**.**

ii) The instalment released shall be utilized within a period of 6 months from the date of release and in case the same is not utilized within the stipulated period then the agency shall inform the same to HUDCO along with reasons for the same and likely period during which the utilization will be made by the agency. Based on the analysis of this, HUDCO will take a decision which will be binding on the agency.

iii) Any subsequent modification/revision in the project including change in project components, change in project cost and change in site/location, extension of time including extension of time for utilization of fund, etc. and completion of project shall require approval of competent authority as per delegation of powers.

iv) The CSR Committee and Board would be apprised of the status of implementation of CSR activities every six months.

10. Impact Assessment

i) HUDCO shall undertake impact assessment, through an *independent agency appointed by Board*, of its CSR projects having outlays of Rs. 1 crore or more, and which have been completed not less than one year before undertaking the impact study.

ii) The impact assessment reports as above shall be placed before the Board and shall be annexed to the annual report on CSR. In this regard, it has been mentioned that web-link to access the complete impact assessment reports and providing executive summary of the impact assessment reports in the annual report on CSR, shall be considered as sufficient compliance of the said rule.

iii) In case of Company undertaking impact assessment on CSR activities wherever applicable, the Company shall book the expenditure towards Corporate Social Responsibility for that financial year, which shall be 2% of the total CSR spend for that financial year or Rs.50 lakhs, whichever is higher.

11. CSR Reporting

The Board's Report of the company pertaining to any financial year shall include an annual report on CSR containing particulars as specified by Ministry of Corporate Affairs, GoI from time to time.

12. Display of CSR Activities on its website

HUDCO shall mandatorily disclose the composition of its CSR Committee, CSR Policy and Projects approved by the Board on the company's website for public access.

13. Maintenance and Upkeep of the created assets

No CSR grant shall be considered for O & M of CSR projects. However, for maintenance of assets created under CSR activities, written assurances shall be obtained from the applicant agency. 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.

14. Miscellaneous

Corporate Social Responsibility (CSR) means the activities undertaken by the Company in pursuance of its statutory obligation laid down in Section 135 of the Company Act 2013, in accordance with the provisions contained in these rules, but shall not include the following:

a. activities undertaken in pursuance of normal course of business of the company;
b. activities undertaken outside India, except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
c. contribution of any amount, directly or indirectly, to any political party under section 182 of the Act;
d. activities benefitting employees of the company as defined in clause (k) section 2 of the Code on Wages,2019 (29 of 2019);
e. activities supported by the company on sponsorship basis for deriving marketing benefits for its products or services;
f. activities carried out for fulfilment of any other statutory obligations under any law in force in India.

Normally, the CSR activity is to benefit the public at large and the activity should be non-discriminatory to any class of beneficiaries. The CSR projects or programs or activities that benefit only the employee of the company and their families shall not be considered as CSR activities in accordance with Section 135 of the Act. Further, one-off events such as marathons/awards/charitable contributions/advertisement/ sponsorship of TV programmes etc. would not be qualified as part of CSR expenditure.

15. In case of any conflict of this policy with Companies Act, the relevant provisions of Companies Act will prevail.

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Annexure - A

Guidelines for appraisal of CSR activities to be undertaken by Non-Government Entities

A. Eligibility Criteria

The proposals for CSR assistance, in line with the thrust areas as specified in the thrust areas in the extant CSR Policy, received from the entities (NGO - Society/Trust/*Section 8 company)* and meeting the following criteria, shall be entertained on application basis: -

I. a company established under Section 8 of the Act, or a registered pubic trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23 C) of section 10 or registered under Section 12A and approved under 80G of the Income Tax Act, 1961,

II. The entity should be in existence for 5 years (to be calculated from the date of registration as applicable) on the date of applying for the assistance.

III. The proposal submitted by Non-Govt. entity should be in line with the thrust areas of approved HUDCO CSR Policy. It should be mandated/permitted under its constitution and/or governing law to undertake the proposed activity and to receive grant etc.

IV. The entities should have completed at least two of the three similar projects during last 3 financial years having a value of 50% of the project cost of the proposal under submission. If the nature of the project requires maintenance, then the Non-Government Entities must also submit the maintenance record of the completed projects.

V. Non-Government Entities should have satisfactorily completed at least 60% of projects in all respects undertaken by it in the last five years. The Non-Government Entities has to declare the list of total work in hand (CSR and other works) with its cost, completion period, present progress and name of agency with whom working. Further, the Non-Government Entities will not be entrusted CSR works which makes cumulative work in hand for more than double the highest turnover (to be verified from annual account) in last three years of Non-Government Entities. Any wrong declaration on this account will attract the appropriate penal action by HUDCO.

(In support of the above, the Non-Government Entities shall be required to submit details of the proposals taken up/executed/completed/in progress/not taken up and the proposals in hand also (year wise) in last five financial years along with references, supporting documents, photographs, letter of work award etc.).

VI. The Non-Government Entities should have a permanent office/address in India with basic infrastructure facilities {premises (whether own or rented), basic office equipment, basic teaching aids available etc.} in place and has to be indicated by the Non-Government Entities in the application.

VII. The antecedents of the Non-Government Entities should be verifiable/subject to confirmation and it should have stable infrastructure. Non-Government Entities shall be required to submit the details of staff structure /number, name roles & responsibilities of the staff/ organizer etc. involved in the project, organization's

capacities, staff experience and expertise in context of programme/project, geographical area covered by the organization, other projects undertaken by the Organization along with supporting documents and prescribed documents for ensuring KYC norms of National Housing Bank/Reserve Bank of India regarding entity and its promoters & Key personnel, as applicable.

VIII. Valid voluntary organization grading (VO rating) from CRISIL, CARE, ICRA, and IRR. The grading should not be less than two notches below the top or the best grading i.e. the grading should be within the top three categories. The entity shall be required to maintain the grading valid during the implementation of proposal and any change in it shall be required to be intimated to HUDCO.

IX. Non-Government Entities should be having sufficient cash flow for carrying out the O&M of the proposed project or proper tie-ups needs to be identified and in place (for the proposals requiring O&M after completion).

X. Non-Government Entities working with the Central Govt., State Govt. currently or in the previous 3 financial years (to be supported by the relevant certificates indicating satisfactory implementation from the competent authority) and on the panel of Central Govt., State Govt., CPSEs may be preferred.

XI. The Non-Government Entities should have no conflict of interest with the Government and HUDCO's Board of Directors.

XII. The Non-Government Entities have six months to utilise the released amount towards the project, however if the amount is unutilised then the entity shall return the same to HUDCO before the expiry of six months (which may again be released to the entity when it is ready to/ in position to utilise the same) failing which a penal interest @ SBI base rate will be leviable from the date of release.

XIII. The allocation for all NGOs proposals in a year shall be limited to the overall ceiling of 25% of annual CSR sanctions or as decided from time to time.

XIV. The Monitoring and Reporting Mechanism as detailed out in the approved CSR Policy shall also be followed for the NGOs.

XV. All other aspects which are not mentioned in these guidelines specifically shall be as per already approved CSR Policy. Further in order to assess the Non-Government Entities credibility, the following points shall also be considered:

a) No Non-Government Entities having pending legal disputes and or enquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc. to be considered.
b) Non-Govt. Entities blacklisted by any government agency like CAPART, CSWB, Department of Women and Child Development, Ministry of Social Justice and Empowerment, etc. to be rejected.
c) Non-Govt. Entities will have to ensure compliance with various legislations that are enacted from time to time, rules framed there under and Guidelines issued by the Government or any other concerned authority.

A self-declaration in support of above shall be required to be furnished by the Non-Government Entities.

XVI. Agencies shall submit the Registration ID with NITI Ayog Darpan portal.

XVII. Submission of CSR-1 registration certificate.

Documents to be submitted by the entities:

i) Duly filled Application form.

ii) Copy of documents evidencing agency's/entity registration with the Central Government by way of filling in the Form CSR-1 (e-form portal) with the Registrar. A copy of the form submitted electronically by the entity duly verified by a Chartered Accountant in practice or a Company Secretary in practice or a Cost Accountant in practice shall be submitted alongwith CSR Registration number generated from MCA portal.

iii) Documents evidencing agency's creation and its type viz. Constituting Act/MoA Byelaws/Trust deeds etc., Certificate of incorporation/registration and documents evidencing ownership or arrangement/rights of agency over land to implement the project and possession of the land, whereupon the proposed activity is to be undertaken etc. (Copy of the registration certificate / Trust Deed/ MoA/MoU).

iv) Resolution/order (as applicable) for taking up the proposed project and for obtaining financial assistance from HUDCO for the proposed activity and also for executing necessary documents etc. by authorizing its promoters etc. including affixation of common seal, wherever necessary.

v) Submission of prescribed documents for ensuring KYC norms of NHB/RBI regarding agency and its promoters and key personnel as applicable.

vi) Details of grant received etc. and details of projects done in past 5 years and availability of manpower.

vii) Annual report (audited) of the past three years.

viii) Copy of PAN card and TAN No.

ix) List of Board of Directors/Trustees/Executive Committee Members/Governing body members, their addresses and contact numbers.

x) Certificate to the effect that the contribution made to the entities qualify for tax exemption u/s 12A as well as 80G of the Income Tax Act, 1961 or related clauses of existing/applicable Finance Bill along with copy of valid exemption certificate except for any entities established by the Central or State Government.

xi) Declaration that whether any of the Board of Directors/Trustees/ Executive Committee Members/Governing body members have any official dealing with HUDCO or are related to any Board Members of HUDCO.