

GIPL

Guj Info Petro Limited

CORPORATE SOCIAL RESPONSIBILITY POLICY

**(Pursuant to Provision of Section - 135 of the Companies Act, 2013 and
Companies (Corporate Social Responsibility Policy) Rules, 2014)**

I. INTRODUCTION

The Company is a subsidiary of Gujarat State Petroleum Corporation Limited, that has evolved strategically as an "Integrated Energy Company" with significant presence across the entire energy value chain spanning wide range of oil & gas activities comprising oil and gas exploration, development and production, gas trading, gas transmission, gas distribution and power generation.

Incorporating state-of-the-art technology for highly efficient operations and services has been a part of GSPC group's core objectives. This along with an escalating demand for Internet-based services in the industry led the GSPC Group to diversify into information technology and incorporated GIPL in the year 2001 to provide information technology solutions. GIPL's operations vary from the implementation of information technology projects to consultancy, software development and implementation, data centre applications, co-location of servers, mailing solutions, virtual private network with tunneling solutions, video conferencing, bandwidth management software etc.

The Company undertakes the Corporate Social responsibility as a genuine expression of goodwill and gratitude towards society. The Company being a state sector entity is fully recognizing its social responsibilities and is keen to make significant contributions towards development of social infrastructure, economic, environmental and social upliftment of communities in and around the work centers in the major thrust areas such as community development, infrastructure, literacy enhancement, education aids and healthcare.

II. APPLICABILITY

This policy is applicable to Guj Info Petro Limited (GIPL). The Company has developed its CSR policy in accordance with section - 135 of the Companies Act, 2013 and the Companies (Corporate Social Responsibility) Rules, 2014 notified by the Ministry of Corporate Affairs. The policy shall apply to all the CSR projects / programmes undertaken by the Company across its working geographies.

III. VISION & OBJECTIVE

The Company is committed to enhance value creation in the society in which it operates, through its service, conduct, business practice and social initiatives. The objective of the policy is to contribute positively towards sustainable and inclusive growth of the society with focus on India's most pressing development challenges as highlighted under schedule - VII of the Companies Act, 2013 and as amended from time to time.

IV. BUDGET

The Company shall ensure that in each financial year the Company spends at least 2% of the average net profit made during the three immediately preceding financial years. All the expenditure towards the programs shall be diligently documented. In case the Company is not able to spend its minimum CSR obligation in any financial year, it shall report reasons for the same in Directors Report.

Any surplus generated out of the CSR activities shall not be added to the normal business profits of the Company.

v. PROJECTS, PROGRAMME AND ACTIVITIES

The activities of the Company will generally be in consonance with the Schedule – VII of the Companies Act, 2013 (amended from time to time) as follows:-

- Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and making available safe drinking water;
- Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects;
- Promoting gender equality and empowering women setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward group
- 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 Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga;
- Protection of national heritage, art and culture including restoration of building and sites of historical importance and work of art; setting up public libraries; promotion and development of traditional arts and handicrafts;
- Measures for the benefit of armed forces veterans, war windows and their dependents;
- Training to promote rural sports, nationally recognised sports, paralympic sports and Olympic sports;
- Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for social-economic development and relief and welfare of the Scheduled caste, the Scheduled Tribes, other backward classes, minorities and women;
- Contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government;
- Rural development projects.
- Slum area development
- Swachh Bharat Abhiyan, Swachh Vidhyalaya, construction of toilet facility and connected infrastructure facilities and any other programme promoting sanitation, sewerage, toilet facilities, etc.

The CSR projects and programmes will be identified and funds shall be allocated on a yearly basis, as per the need assessment, specific to the location, target beneficiary and agency partnering for implementation and shall be executed in a phased manner.

VI. AREA IDENTIFICATION

The Company will give preference to the local areas where it operates and areas around it for spending the amount earmarked for Corporate Social Responsibility activities. This will include nearby areas/villages that normally fall within a reasonable radius from its areas of operations. The area coverage will be gradually expanded in a manner that it benefits the community at large.

VII. PROJECT & PROGRAMME IDENTIFICATION

The Company shall identify the projects or programme through either of the following ways:

- Internal need assessment by cross-functional team at the local level.
- Receipt of proposal/request from District Administration/Local Government agency/NGOs.
- Discussions and request from Local representatives/ Civic bodies/ Citizens forums/other agencies in the areas of operations.
- Receipt of proposal/request from State or Central Government.
- Receipt of proposal/request from any Trust, Society or Company registered under Section - 8 of the Companies Act, 2013.
- Identified by studies carried out by Independent professional institution or agencies hired by the Company.
- Any other means or source as may be deemed fit including identification of Project & Programme at GSPC Group level.

VIII. IMPLEMENTATION STRATEGY

The amount earmarked for CSR shall be spent by the Company by itself or through partnership as follows:

> Direct Implementation

The Company will directly conceptualise the CSR project or programme and execute directly through a team of professionals.

> Indirect Implementation

The Company may partner with one or more of the following agencies to undertake various CSR project or programmes:

- Community based Organisations whether formal or informal
- Elected local bodies such as Panchayats
- Voluntary Agencies (NGOs)
- Institution/Academic Organisations
- Trust, Missions, Self help Group
- Government, Semi-Government and autonomous Organisations
- Standing Conference of Public Enterprise (SCOPE)
- Mahila Mandals/Samitis
- Contracted agencies for civil work
- Professional Consultancy Organisations
- Such other agencies as may be deemed fit including any of the GSPC Group companies

IX. AUTHORITY

> **Board of Director**

1. To approve the CSR policy or any modification thereof as per the recommendation of CSR Committee.
2. To approve the annual Budget for CSR activities placed before the Board of Director as a part of Company's annual Budget.

> **CSR Committee**

The Committee constituted or as may be re-constituted by the Board of Director of the Company in compliance with the provision of Section - 135. The Committee shall have following powers;

1. To formulate and recommend to the Board a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company.
2. To recommend the amount of expenditure to be incurred on the activities referred to above.
3. To monitor the Corporate Social Responsibility projects undertaken by the Company from time to time.
4. Any other power as may be delegated by the Board of Director from time to time.

> **Chairman**

Chairman shall implement the decision taken by the CSR Committee through CSR Cell or functional heads and shall be authorised to spend within the approved Annual CSR Budget as per the following approval matrix;

Nature of Approval	Level of Approval	Remarks
Roll-on plans, broad sub-allocation of expenditure, re-appropriation, carry forward etc.	CSR Committee of Director	Approval obtained once in a year.
With a view to effectively take up CSR activities without any delay also, the Chairman of the Company is authorised to spend within the approved Annual CSR Budget as well as also to use the budget allocated to particular head into such other head as may be deemed fit	Chairman	On recommendations by CSR Cell/ functional heads.
Hiring of external agencies as an when found necessary for identifying CSR Projects/programmes, carrying out CSR Projects /programmes, undertake assessment of the Project/ programme while it is being implemented, undertake impact assessment of the project at the end of the Projects/programmes, carry out audit of utilisation of CSR expenditure spend on the Projects/programmes	Chairman	

X. MONITORING, EVALUATION AND REPORTING

To ensure effective implementation of the CSR activities, an in-house monitoring mechanism will be put in place. The CSR Cell will conduct impact studies on a periodic basis, through independent professional third parties/professional institutions, especially on the strategic and high value programs and report the details in the Company Annual Report.
