



# **CSR POLICY & IMPLEMENTATION PLAN**

**Haryana State Electronics Development Corporation Limited**

**U00000CH1982SGC004963**

**Regd. Off.: SCO 111-113, Sector 17-B, Chandigarh**

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## **CONCEPT**

### **1.1 SHORT TITLE & APPLICABILITY:**

#### **Short title:**

This policy, which encompasses the company's philosophy for delineating its responsibility to actively contribute to the social and economic development of the communities in which we operate beyond the interest of the Company and requirement of Law and in so doing build a better, sustainable way of life for the weaker sections of society and of the community at large, is titled as the '**HARTRON CSR Policy**'.

#### **Applicability:**

This policy shall apply to all CSR initiatives and activities taken up at the various locations of HARTRON, for the benefit of different segments of the society, specifically the deprived, underprivileged, abled persons / women, children, education etc.

### **1.2 CSR VISION STATEMENT & OBJECTIVE:**

#### **Vision:**

In alignment with the *vision* of the company, HARTRON, through its CSR initiatives, will continue to enhance value creation in the society and in the community in which it operates, through its services, conduct & initiatives, so as to promote sustained growth for the society and community, in fulfillment of its role as a *Socially Responsible Corporate*, with environmental concern.

#### **Objective of the HARTRON CSR Policy is to:**

1. to direct CSR Programmes, inter alia, towards achieving one or more of the following - enhancing environmental and natural capital; supporting rural development; promoting education; providing preventive healthcare, providing sanitation and drinking water; creating livelihoods for people, especially those from disadvantaged sections of society, in rural and urban india; preserving and promoting sports;
2. to develop the required capability and self-reliance of beneficiaries at the grass roots, especially of women, in the belief that these are prerequisites for social and economic development;
3. to engage in affirmative action interventions such as skill building and vocational training, to enhance employability and generate livelihoods for persons from disadvantaged sections of society;
4. to pursue CSR Programmes primarily in areas that fall within the economic vicinity of the company's operations to enable close supervision and ensure maximum development impact;
5. to carry out CSR Programmes in relevant local areas as provided by the government through notifications and/or amendments.
6. To promote sustainability in partnership with the NGOs in order to have a multiple impact on the CSR Policy programs.

## *Chapter 2*

### **2.1 CSR: PLANNING AND STRATEGIZING**

The first step towards formalizing CSR projects in a corporate structure is the constitution of a CSR committee as per the specifications in the Companies Act, 2013, clause 135.

#### **CSR Committee – Constitution and Responsibilities**

##### **2.1.1 The CSR Committee shall consist of:**

1	Managing Director of HARTRON	Chairman of CSR Committee
2	Additional Director, STPI, Mohali	Member of CSR Committee
3	Shri G. S. Bansal, Deputy Director General & SIO, NIC, Haryan State Unit, Chandigarh	Member of CSR Committee

Board of Directors, management and all the employees subscribe to the philosophy of compassionate care and believe and act on an ethos of generosity and compassion, characterized by a willingness to build a society that works for everyone. This is the cornerstone of HARTRON CSR POLICY.

The CSR Committee may formulate a sub committee in order to run the projects in an effective manner and may delegate powers to sub committee as may be necessary. The sub committee shall be responsible for the implementation and continuous monitoring of the working of the CSR Projects.

##### **2.1.2 Responsibilities**

- 1 To formulate and update CSR policy, which will be approved by the board of HARTRON
- 2 To suggest areas of intervention to the board of HARTRON
- 3 To approve projects that are in line with the CSR policy
- 4 To put monitoring mechanisms in place to track the progress of each project
- 5 To recommend the CSR expenditure to the board of HARTRON who will approve it
- 6 To meet atleast twice a year to review the progress made
- 7 To decide the total budget for the various CSR projects.

#### **Planning and Strategy**

##### **Identification of Thrust Areas And Strategic Initiatives:**

For purposes of focusing its CSR efforts in a continued and effective manner, the following eight **Thrust Areas** have been identified:

1. IT Literacy
2. Education
3. Health
4. Environmental sustainability
5. Women Empowerment
6. Rural Development
7. Eradicating hunger, poverty, malnutrition
8. Contributing to Prime Minister's/Chief Minister, Haryana's Relief Fund

## *Chapter 3*

### **RESOURCES**

#### **3.1 FUNDING & ALLOCATION**

##### **Funding:**

For achieving its CSR objectives through implementation of meaningful & sustainable CSR Programmes, HARTRON will allocate 2% of its average three year's Profit after Tax (PAT), as its Annual CSR Budget through a separate Bank account opened specifically for CSR funding purpose.

##### **Allocation:**

From the annual CSR Budget allocation, a provision will be made towards the following expenditure heads, on a year on year basis:

- i) CSR projects decided by the Committee
- ii) Allocation towards Govt. Schemes:  
In case any Government instructions are issued, HARTRON will earmark a certain quantum, as may be advised for various companies.
- iii) In Case of any natural calamity where Prime minister / Chief Minister, Haryana Relief Fund is called for.. the corporation shall contribute to it by whatever amount possible.
- iv) Any unspent/unutilized CSR allocation of a particular year, will be carried forward to the following year, i.e., the CSR budget will be nonlapsable in nature.

#### **3.2 CSR expenditure**

CSR expenditure will include all expenditure, direct and indirect, incurred by the company on CSR Programmes undertaken in accordance with the approved CSR plan. Moreover, any surplus arising from any CSR Programmes shall be used for CSR. Accordingly, any income arising from CSR Programmes will be netted off from the CSR expenditure and such net amount will be reported as CSR expenditure.

The distribution of expenditure among *thrust areas* will depend upon the local needs as may be determined by the need Identification studies or discussions with local government/ bodies/ citizen's forums/NGOs. And will be decided by the Board on project to project basis.

#### **3.3 Treatment of surpluses**

Any surplus generated from CSR projects undertaken by us will be tracked and channelized into CSR corpus. These funds will be further used in development of the CSR projects and will not be added to the normal business profits.

## **IMPLEMENTATION:**

### **4.1 Implementation**

The company's CSR Programmes shall be implemented through company personnel or through external implementing agencies or through a trust created by HARTRON for this purpose. In such cases, the company will specify the CSR Programmes which may be undertaken by those trusts in accordance with their objects and administrative and accounting processes laid down in the respective trust deeds/ memorandum and articles of association.

The company can implement its CSR activities through the following methods:

1. Directly on its own
2. Through its own non-profit foundation set- up so as to facilitate this initiative
3. Through independently registered non-profit organizations that have a record of at least three years in similar such related activities
4. Collaborating or pooling their resources with other companies
5. NGO

### **4.2 Process of Implementation:**

The process for implementation of CSR Programmes will involve the following steps:

1. Carrying baseline study of gaps between the policies of government on social welfare and its implementation.
2. Identifying the sector in which CSR to be implemented
3. Joining with any of the agencies mentioned in 4.1 to fill the gaps in the sectors identified
4. Setting budget for projects individually and fixing timeline for its completion.

CSR works being focused in the areas adjoining work centres, the Programmes identified should normally fall within a radius of 50-100 kms from the registered office/branch offices of HARTRON at various locations within the State of Haryana.

### **Powers for approval of Projects**

CSR Programmes as may be identified will be required to be put up to the Board at the beginning of each financial year with due recommendations of the CSR Committees constituted. For meeting the requirements arising out of immediate & urgent situations, Chairman is authorised to approve proposals in terms of the empowerment accorded to him by the CSR Committee

### **Identifying Executing agency/Partners:**

HARTRON will seek to identify suitable Programmes for implementation in line with the CSR objectives of the Company and also benefit the stakeholders and the community for which those Programmes are intended. These works would be done through:

- i) Community based organizations whether formal or informal
- ii) Elected local bodies such as Panchayats
- iii) Voluntary Agencies (NGOs)
- iv) Institutes/ Academic Organizations
- v) Trusts, Missions
- vi) Self-help Groups
- vii) Government, Semi-Government and autonomous Organizations
- viii) Standing Conference of Public Enterprises (SCOPE)
- ix) Mahila Mandals/ Samitis
- x) Contracted agencies for civil works
- xi) Professional Consultancy Organizations

**Criterion for identifying Executing agency/Partners:**

While identifying Programmes the concerned work centres will also identify the external agency who would execute the said programme. In case of programme execution by NGOs/Voluntary organizations the following minimum criteria need to be ensured:

- i) **Identity:** The NGO should exist and be registered under the appropriate law under which it is governed. It should comply with the provisions of the Act and other relevant laws.
  - The organisation has been functioning for a minimum of two years from the date of registration.
  - The physical address given by the organisation is verifiable.
  - The organisation is registered as a trust or society or Section 25 company.
  - Registration certificates and documents issued by the appropriate authority are available upon request.
- ii) **Vision, aims, objectives, achievements:**
  - The vision, purpose and aims of the NGO should be explicitly stated and be reflected in the activities being undertaken.
  - A vision, purpose or mission, which drives the organisation, is articulated beyond the registration documents in the form of activities and projects, etc.
  - The organisation has a defined aim and a set of objectives.
  - The organisation is able to show performance through defined indicators against stated objectives.
- iii) **Governance:**
  - There must be a clear commitment towards good governance for the NGO to enhance its effectiveness, serve all stakeholders, meet the needs of society and to ensure its accountability towards society in accordance with its charter of objects and purposes.
  - The organisation has a governing body.
  - The organisation follows a consultative and democratic decision-making process.
  - There is disclosure of the details of governing body members viz, name, age, gender, position and occupation. All family affiliations should be indicated.
  - The governing body has at least two meetings a year suitably spaced with quorum stipulated in its own articles of association, reviewing the functioning of the NGO, evaluating the projects undertaken by them and discussing the way forward.



- The organisation is not for profit and its resources are deployed only for accomplishing the objectives for which it has been formed.
- The organisation has attained recognition under Section 12A of the Income Tax Act. (80G of the Income Tax Act is preferable).
- Minutes of board meetings are documented and circulated.
- The governing body approves Programmes, budgets, annual activity reports and audited financial statements.
- The governing body ensures the organization's compliance with applicable laws and statutory regulations.
- All pending legal disputes are declared.

**iv) Operations:**

- Operations refer to the capacity to conduct Programmes and administrative activities efficiently and effectively in the public interest. The NGO should have norms in respect to the nature of the programme it undertakes, the nature and style of its management; and the roles and responsibilities of its human resources including personnel and volunteers.
- The activities are in line with the vision, aim and objectives of the organisation.
- The organisation periodically reviews the progress of Programmes.
- The accounts of the organisation are regularly maintained and those with an annual income above 50,000 INR are audited by the chartered accountant.
- The roles and responsibilities are defined for all personnel and volunteers.
- All personnel are issued letters of contract and appointment.
- An appropriate HR policy is in place.

**v) Accountability and transparency:**

- Accountability and transparency are key requirements of good governance and necessary for building trust among stakeholders. This works as a testimony to the fact that the organisation has been working efficiently and effectively.
- A financial management policy has been developed and is adhered to.
- Signed audited statements are prepared annually and available on request: balance sheet, income and expenditure statement, receipts and payments account, schedules to these, notes on accounts and the statutory auditor's report.
- Statement of accounts indicating whether constructed on a cash or accrual basis.
- There are no serious adverse notes on the veracity of the functioning of the organisation.
- There are no material transactions involving conflict of interest between a board or staff member and/or adverse comment and observation relating to operational issues or financial dealing in the record of public authority.
- The organization's annual report is distributed and communicated to stakeholders and others and is made available upon request every year, within eight months of the end of the organization's financial year.
- The annual report contains a description of the main activities, a review of the progress and results achieved in the year and information on board member names, positions, remuneration or reimbursement as well as brief financial details.

- The NGO shall disclose their funding details i.e. the sources of funds, annual revenue (O&M) and project expenditure. The organisation shall produce timely reports on the use and management of funds which should be made available on request.
- Dovetailing with government schemes will be preferred.
- The NGO should give out accurate information regarding their projects i.e. survey reports, target population, location, sustainability of the projects, their success ratio, etc on request.

**Agreement between HARTRON & Executing agency:**

Once the executing agency has been identified HARTRON will be required to enter into an agreement with executing/implementing agency as per the Standard Model Agreement. The distribution of expenditure among thrust areas will depend upon the local needs as may be determined by the need Identification studies or discussions with local government/ bodies/ citizen's forums/NGOs. And will be decided by the Board on project to project basis.

**GOVERNANCE**

1. Every year, the CSR and sustainability committee will place for the board's approval, a CSR plan delineating the CSR Programmes to be carried out during the financial year and the specified budgets thereof. The board will consider and approve the CSR plan with any modification that may be deemed necessary.
2. The corporate social responsibility committee (CSRC) will assign the task of implementation of the CSR plan within specified budgets and timeframes to such persons or bodies as it may deem fit.
3. The persons/bodies to which the implementation is assigned will carry out such CSR Programmes as determined by the CSRC within the specified budgets and timeframes and report back to the CSRC on the progress thereon at such frequency as the CSRC may direct.
4. The CSRC shall review the implementation of the CSR Programmes once a quarter and issue necessary directions from time to time to ensure orderly and efficient execution of the CSR Programmes in accordance with this policy.
5. Once every six months the CSRC will provide a status update to the CSR and sustainability committee on the progress of implementation of the approved CSR Programmes carried out during the six month period. it shall be the responsibility of the CSRC to review such reports and keep the board apprised of the status of implementation of the same.
6. At the end of every financial year, the CSRC will submit its report to the board.

## *Chapter 6*

### **MONITORING AND FEEDBACK**

1. To ensure effective implementation of the CSR Programmes undertaken, a monitoring mechanism will be put in place.
2. The progress of CSR Programmes under implementation will be reported to corporate office on a monthly basis.
3. The CSR department at the corporate office will conduct *impact studies* on a periodic basis
4. Proper feedback shall be obtained from the beneficiaries about the Programmes.
5. Appropriate documentation of the HARTRON CSR Policy, annual CSR activities, executing partners, and expenditure entailed will be undertaken on a regular basis.
6. CSR initiatives of the Company will also be reported in the Annual Report of the Company and also on the website of the Company.

### **GENERAL**

1. In case of any doubt with regard to any provision of the policy and als in respect of matters not covered herein, a reference to be made to CSR Committee. In all such matters, the interpretation & decision of the Board of Directors, HARTRON shall be final.
2. Any or all provisions of the CSR Policy would be subject to revision/amendment in accordance with the guidelines on the subject as may be issued from Government, from time to time.
3. The Company reserves the right to modify, cancel, add, or amend any of these Rules.



# **CSR Policy Implementation Plan**

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## HARTRON CSR PROJECT IMPLEMENTATION PLAN

### VISION

Haryana State Electronics Development Corporation Limited (HARTRON) being a nodal agency to the State Government of Haryana in the area of IT/ITES and e-governance. HARTRON is also committed to the development of the society in the Information and Technology sector through its Corporate Social Responsibility. HARTRON through its **“HARTRON CSR POLICY”** has identified the scheme of **“Digital Saksharta Abhiyan (Disha)”** introduced by the Government of India to fulfill its CSR requirement. It is proposed to provide digital literacy training to 2000-3000 persons. HARTRON commits itself to contribute to this scheme directly through its own CSR Project to be known as **“HARTRON -E- DISHA Project”**

### Hierarchy of Responsibility



The Board of Directors shall formulate CSR committee(CSRC) which shall formulate and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company as specified in Schedule VII of Companies Act, 2013, recommend the amount of expenditure to be incurred on the activities referred above and monitor the Corporate Social Responsibility Policy of the Company from time to time. The CSRC shall work through the sub - committee& Company Secretary to be known as CSR Implementation Committee towards the achievement of CSR Projects.

### Objectives

The main objective of the Programme is to provide digital literacy to each household in selected villages of respective blocks of selected district, which would enable the

beneficiaries to use IT and related applications to participate effectively in the democratic process and enhance their livelihood.

### **Implementation**

1. HARTRON shall implement its CSR Policy towards e-literacy of a village.
2. The target villages shall be identified in the state of Haryana for implementing the scheme on the basis of population of BPLs, SC/STs in the village as per the census of Government of India.
3. On the basis of the above, the CSRC shall finalize the prospective village.
4. The nodal location to impart digital literacy training (training centre) shall be identified in Village Panchayat, School, Gurudwara etc.
5. In order to distinctly identify each beneficiary and avoid duplicity, use of UID - Adhaar no. or Ration Card of beneficiaries would be preferred, wherever possible/available.
6. The trainers village level would encourage and mobilize the selected beneficiaries in the block(s) to the training centers or take IT education to their doorstep and ensure successful completion of the training as per norms prescribed in this regard.
7. After successful completion of the training, the training centre would report periodically, the details of persons trained to the Executive Committee.
8. **Certification** :-On successful completion of course the beneficiary shall be awarded certificate duly issued by NIELIT.

### **Digital Literacy Training and Course Duration:**

Following Courses shall be taken up:

Level of Digital Literacy Training	L1- Appreciation of Digital Literacy	L2- Basic of Digital Literacy
<b>Broad Objectives</b>	To make a person digitally literate, So that he can operate a computer/Digital access devices (like tablets, etc), send and receive e-mails and search internet for information, etc.	Besides digital literacy at a higher level, the citizen would also be trained to effectively access the various e-governance services being offered to the citizen by the Government and others.



The Execution Committee would verify the eligibility of each person of a household in the selected Block(s) and depending upon the level of education and IT Literacy, the level of course shall be decided for each beneficiary.

### Learning Hours

The Learning Hours of L1 -Appreciation of Digital Literacy:

Module No.	Module Name	Learning Hours
1	Introduction to Digital Devices	2
2	Operating Digital Devices	4
3	Introduction to the Internet	2
4	Communications using the internet	6
5	Application of Internet	6
	<b>Total</b>	<b>20 hours</b>

The Learning Hours of L2 - Basics of Digital Literacy:

Module No.	Module Name	Learning Hours
<b><i>Essential Modules</i></b>		
1	Introduction to Digital Devices	2
2	Operating Digital Devices	4
3	Accessing Government Services	6
4	Safety and Security in Digital Technology	4
<b>Essential Modules - Total</b>		<b>16</b>
<b><i>Optional Modules</i></b>		
1	Word Processing	6
2	Spread Sheet	4
3	Presentations	4
4	Basic Use of Multimedia	6
5	Introduction to the Internet	2
6	Communications using the Internet	6
7	Applications of Internet	6
<b>Optional Modules - Total</b>		<b>34</b>
<b>Total Learning Hours Available</b>		<b>50</b>
<b>Minimum Learning Hours required for Level 2</b>		<b>40</b>

The learning hours may increase depending upon caliber of beneficiaries.

### Learning Outcomes / Competency Standards:

#### a) L1 - Appreciation of Digital Literacy:

The learner should be able to:

<ul style="list-style-type: none"><li>• Explain the basics (terminology, navigation and functionality) of digital devices</li></ul>
<ul style="list-style-type: none"><li>• Use digital devices for accessing, creating, managing and sharing information</li></ul>
<ul style="list-style-type: none"><li>• Use the Internet to browse in an effective and responsible manner</li></ul>
<ul style="list-style-type: none"><li>• Use technology to communicate effectively</li></ul>
<ul style="list-style-type: none"><li>• Appreciate the role of digital technology in everyday life, in social life and at work.</li></ul>

b) **L2 - Basics of Digital Literacy:** Under Level 2, some essential and optional learning outcomes have been defined. This way the learner can choose optional modules of his/ her choice, in order to be eligible for course completion and appearing in the examination. The learning outcomes under Level 2 are as follows:

The learner should be able to

Essential Modules	Optional Modules
<ul style="list-style-type: none"><li>• Explain the basics (terminology, navigation and functionality) of digital devices and can use them</li><li>• Use digital devices for computing and communication</li><li>• Use technology to communicate effectively with government and other stakeholders (G2C,C2G and G2G)</li><li>• Recognize the safety and security issues in Digital Technology (Security, Health &amp; Safety, Ethics and Social &amp; Human Issues).</li></ul>	<ul style="list-style-type: none"><li>• Use word processing for making resume, brochure, business card, letter, invitation, etc.</li><li>• Use spreadsheet for making budget creating address book and preparing graphs and charts</li><li>• Make small presentation for marketing the products, showcasing issues in the village, etc.</li><li>• Create and edit image, audio and video content</li><li>• Explain the basics of internet, web browser, search engines, etc.</li><li>• Use the internet to communicate and collaborate using social media</li><li>• Appreciate the role of digital technology in everyday life, in social life and at work.</li></ul>

### **Identification of Trainer**

The trainer shall be selected from respective village and shall be given formal training from NIELIT to impart IT literacy. The NIELIT certified training shall be at the cost of HARTRON. The trained trainer shall then impart training to every eligible beneficiary in the whole village.

### **COURSE FEE**

The course fee for training a person for Level-1 shall be Rs. 500/-  
The course fee for training a person for Level-2 shall be Rs 1000/-  
The certification cost per person is estimated to be Rs. 100/-  
All course fee cost shall be borne by HARTRON through its CSR funds.

### **Identification of Villages**

Villages shall be categorized according to the population, no. of BPLS, SC/ST of villages (source: census of India). The potential villages identified are placed at Annexure-I.

### **Certification of neo-literates**

The trained candidates shall have to undergo an online examination by recognized certifying agency (NIELIT). The training cost to the trainer would be released by Hartron only after the trained candidates are awarded certificates.

### **Training targets**

The basic goal of the scheme is to empower citizens of the state as far as possible. In order to effectively implement the scheme in the state, HARTRON intends to impart training to at least 50-70 beneficiaries every quarter.

### **Budget**

For achieving its CSR objectives through implementation of meaningful & sustainable CSR Programs, HARTRON will allocate 2% of its average three year's profit after Tax (PAT), as its Annual CSR budget through a separate bank account opened specifically

for CSR funding purpose. Any reimbursement by Govt. of India shall also be ploughed back into the CSR activity.

**Monitoring of Scheme:**

1. Trainer shall give weekly report to the sub-committee about the implementation of the training.
2. Periodic concurrent evaluation of the scheme implementation would be done by CSR Committee in conformation with the board of HARTRON.
3. An Impact Assessment study would be conducted by CSR Committee during the 3<sup>rd</sup> month of the scheme implementation through the sub-committee.
4. The progress of the scheme shall be monitored at following three levels:
  - i) Board of Directors
  - ii) CSR Committee
  - iii) Sub-committee