



**MUMBAI RAILWAY VIKAS CORPORATION LTD.**

**POLICY ON  
CORPORATE SOCIAL RESPONSIBILITY &  
SUSTAINABILITY**



**(A PSU of Govt of India, Ministry of Railways)  
2<sup>nd</sup> floor, Churchgate Station Bldg, Mumbai 400020.  
Tel. No. 22014623 (P&T) 22648 (RLY) FAX No.22096972**



MUMBAI RAILWAY VIKAS CORPORATION LTD.

Corporate Social Responsibility and Sustainability  
(Revised Policy)

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# MUMBAI RAILWAY VIKAS CORPORATION LTD.

## Corporate Social Responsibility and Sustainability (Revised Policy)

### 1. Preamble

Mumbai Railway Vikas Corporation Ltd. (hereinafter referred to as 'The Corporation') has formulated Corporate Social Responsibility & Sustainability Policy (hereinafter referred to as 'The CSR&S Policy') in accordance with Section 135 of the Companies Act 2013 read with Companies (Corporate Social Responsibility) Rules, 2014 and such other rules, regulations, circulars, and notifications (collectively referred hereinafter as "Act") as may be applicable and as amended from time to time.

### 2. About the Corporation

Mumbai Railway Vikas Corporation Ltd. (MRVC), a Public Sector Undertaking of Govt. of India under Ministry of Railways, was incorporated on 12th July 1999 to implement the Railway work of Mumbai Urban Transport Project (MUTP). The Corporation is involved in planning & execution of Railway infrastructure projects for Mumbai Suburban Railway.

### 3. CSR Vision

- To improve the quality of life of the Resettlement and Rehabilitated Project Affected Households and Stakeholders on a sustainable basis.
- To build relationships of trust with local communities, society and stakeholders and contribute to inclusive growth and equitable development in society through capacity building measures, empowerment of the marginalized and underprivileged sections/communities.

### 4. Objectives of CSR&S Policy

- To conceive and implement all CSR&S Projects through focused approach towards target beneficiaries for generating maximum impact.

### 5. Applicability, Validity & Review

The CSR&S Policy shall apply to all CSR&S Projects/Programs being undertaken by the Corporation. The CSR&S Policy Guidelines are subject to review and revision accordingly at suitable intervals.

## 6. CSR Budget

- i. Every year in June, the CSR budget of the Corporation will be worked out by the Executive Level Committee. The amount will be 2% of the average net profit for the last three Financial Years as required under the Companies Act, 2013. The CSR budgeted amount will be put up by Board Level CSR Committee to the BoD for their approval.
- ii. While seeking the approval of BoD, CSR activities on which the expenditure is proposed to be incurred will also be listed out. The Executive Level Committee and Board Level Committee will have to ensure that CSR expenditure is incurred as per the Budgeted amount.
- iii. CSR budget will again be reviewed by subordinate level of CSR committee in the month of December and if any additional amount is required, BoD's approval for the same will be taken. Final provision for CSR expenditure will be made in the yearly accounts of the Corporation, keeping in view the CSR expenditure actually incurred during the year.

## 7. Focus Areas

In accordance with the provisions of Section 135 of the Companies Act, 2013 and any further amendments thereof, CSR activities of the Corporation will focus on the following-

- i. Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and making available safe drinking water; and
- ii. Employment enhancing vocation skills especially among children, women, unemployed youth and the differently abled with livelihood enhancement projects.
- iii. Works at stations falling in the business/influence area which are doable under CSR pursuant to Railway Board's letter No. 2015/5/En/ HM/06/06 dated 03.02.2016.
- iv. Any other activity, projects or program (either new or ongoing) which the Corporation deems fit as per the areas specified in Section 135 of the Companies Act, 2013 as amended from time to time and/or any directions from the Ministry of Railways.

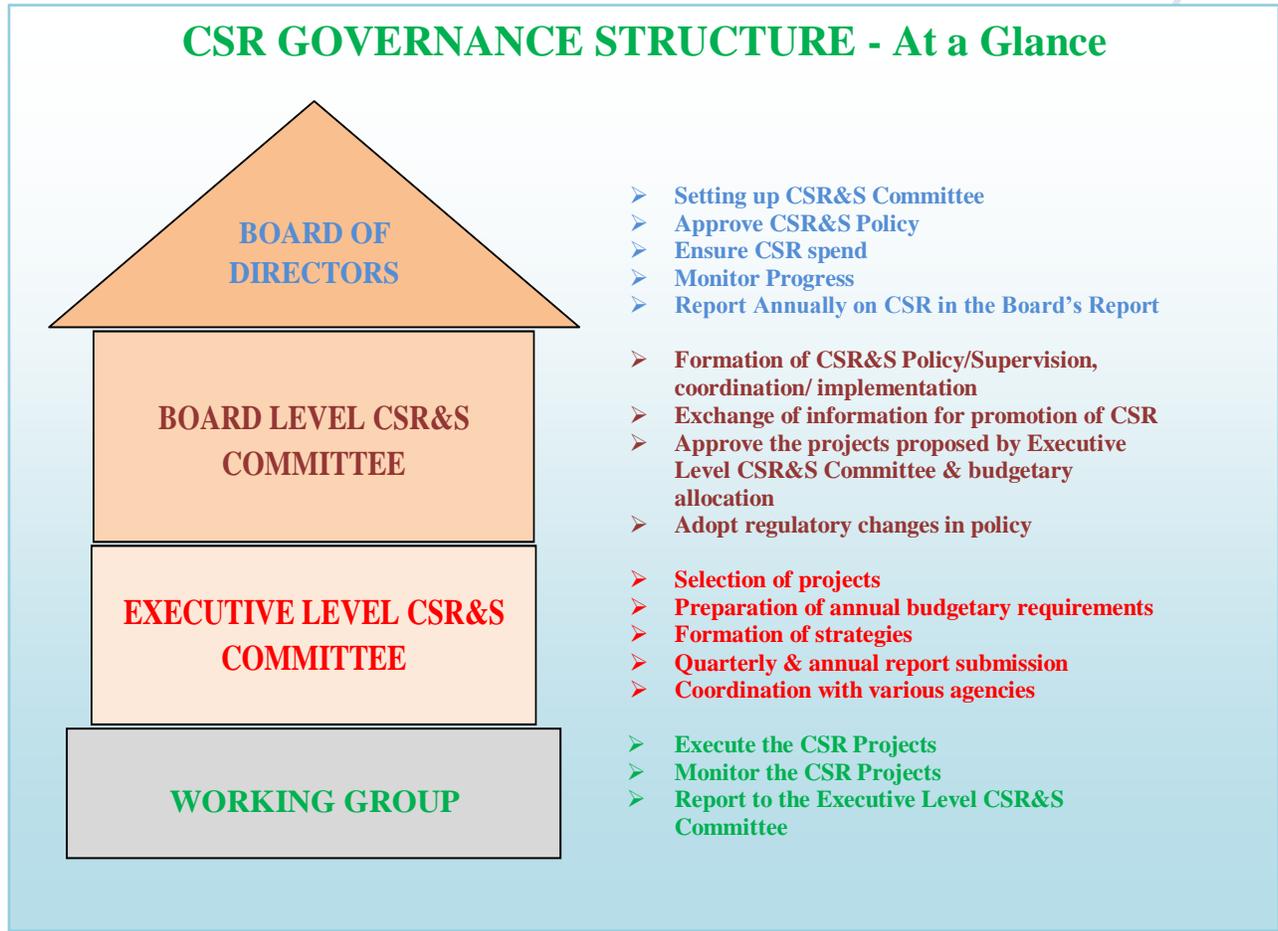
## 8. Governance Structure

I. The Governance Structure for CSR Projects/Programs undertaken by the Corporation shall be as under :

i. **Board Level CSR&S Committee**

Part-time Official Director-MoR	- Chairman
Chairman & Managing Director	- Member
Director [Project]	- Member
Director [I&CD]	- Member
Independent Director	- Member

- ii. **Executive Level CSR&S Committee**
  - General Manager (GA&S) - Nodal Officer
  - CSTE - Member
  - Dy.FA&CAO3 - Member
- iii. **CSR Working Group** consisting of Staff of General Department.



## II. The role/responsibilities

### A. Board of Directors

The Board of Directors of the Corporation shall be responsible for -

- i. Constitution of the CSR&S Committee as per the Act and approving the CSR&S Policy.
- ii. Ensuring that in each financial year the Corporation spends at least 2% of the average net profit made during the three immediate preceding financial years.
- iii. Ensuring that every financial year funds committed by the Corporation for CSR Projects/Programmes are utilized effectively and regularly monitoring the implementation.

- iv. Disclosing in its Annual Report the names of CSR&S Committee members, the content of the CSR&S Policy and to ensure annual reporting of its CSR Projects/Programmes on the Corporation's website.

## **B. Corporate Social Responsibility and Sustainability Committee**

### **1. Board Level CSR&S Committee**

- i. Formation of policy framework and broad guidelines for selection of the project, planning budget, execution and monitoring.
- ii. Approval, supervision, coordination and ensuring implementation of CSR activities.
- iii. Exchange of information with other departments/PSUs for promotion of CSR and to ensure harmony in activities of different agencies.
- iv. To consider and approve the projects proposed by Executive Level CSR&S Committee, changes in policy in accordance with the Act and budgetary allocation among various projects.

### **2. Executive Level CSR&S Committee**

- i. Selection of a project in accordance with policy framework and guidelines issued under the Act, preparing a project report along with estimated cost and sending it for the approval of Board Level CSR&S Committee.
- ii. Submit annual budgetary requirement for each project along with the target.
- iii. Formation of strategies for efficient implementation along with other stakeholders like civil society, NGOs and implement the projects in accordance with the Act.
- iv. Submit half yearly report of physical and financial progress of the projects to Board Level CSR&S Committee. The Committee will also submit quarterly and annual report to the Board of Directors.
- v. Coordinate with State Government agencies and other social society groups for all CSR activities.

### **3. CSR Working Group**

The CSR Working Group consisting Staff of General Department shall execute and monitor CSR activities and report to Executive Level CSR&S Committee.

## **9. Monitoring & Reporting**

- i. The Corporation's CSR&S Committee will monitor and approve the projects/programs duly ensuring that such projects/programs do not include the activities undertaken in pursuance of normal course of business of the Corporation.

- ii. The Board of Directors shall ensure that activities included in the CSR&S Policy of the Corporation are related to the activities included in Schedule VII of the Act.
- iii. The monitoring and reporting mechanism will include programme review, evaluation, documentation and reporting.
- iv. The Executive Level CSR&S Committee will meet minimum of four times in a year. The Executive Level CSR&S Committee will submit the minutes of their meetings and Progress Review Report of the projects to the Board Level CSR&S Committee on half yearly basis. The Committee will also submit the said report on quarterly basis to the Board of Directors.
- v. Board Level CSR&S Committee will meet on half yearly basis to carry out their role and responsibilities.

## **10. Planning & Implementation**

- i. CSR projects shall be identified in keeping with the CSR Vision, objective and focus areas. For implementing the CSR Projects/Programs, the Corporation may choose to partner with a registered trust, society or a Section 8 company that fulfill all requirements of Section 135 of Companies Act, 2013. The Corporation will take assistance of implementing agency to execute the CSR projects. The Corporation may use services of expert agencies, consultancy firms etc. wherever required for carrying out surveys, guidance on project design and implementation, impact assessment surveys, etc.
- ii. On sustainability front, the Corporation shall adopt measures, which include plantation of 5000 mangroves per annum.
- iii. The Corporation shall permit other PSUs/Private organizations to provide financial assistance or material in kind for strengthening the CSR activities.
- iv. The Corporation shall consider as and when required and make provision to contribute fund in emergencies for relief work undertaken during natural calamities/disasters, contribution towards Prime Minister's / Chief Minister's Relief Funds and/or to the National Disaster Management Authority or similar, and shall also contribute for Swachh Bharat Mission and/or as per directives of Govt. of India.

## **11. Conclusion**

This revised CSR&S Policy of the Corporation has been approved by the Board of Directors during the 80<sup>th</sup> Meeting held on 21.09.2016.

This revised policy supersedes the CSR&S policy passed in the 71<sup>st</sup> BoD meeting held on 24.06.2014.