

# **CORPORATE SOCIAL RESPONSIBILITY POLICY**

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By Secretarial

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**MASTEK LIMITED**  
**CIN: L74140GJ1982PLC005215**

## Table of Contents

OBJECTIVE.....	3
MASTEK’S IDEALS.....	3
MASTEK FOUNDATION - MISSION.....	3
CSR ACTIVITIES .....	3
CSR PROJECTS .....	4
<b>Implementation Strategy</b> .....	4
<b>Treatment of Surplus</b> .....	5
<b>Qualifications and Exclusions</b> .....	5
CSR COMMITTEE.....	6
<b>Composition</b> .....	6
<b>Roles and Responsibilities</b> .....	6
<b>Monitoring</b> .....	6
DISSEMINATION OF POLICY .....	6
POLICY PERFORMANCE REVIEW AND REVISION .....	6
ANNEXURE 1.....	8
ANNEXURE 2.....	9
ANNEXURE 3.....	14
ANNEXURE 4.....	18
ANNEXURE 5.....	21
ANNEXURE 6.....	25
AMENDMENT HISTORY.....	30
DISCLAIMER .....	30
CONTACT.....	30

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

### **OBJECTIVE**

The revised and updated Corporate Social Responsibility (CSR) policy has been developed for the organisation to comply with the provisions of section 135 of the Companies Act, 2013 (“the Act”) and Companies (Corporate Social Responsibility Policy) Rules 2014. We at Mastek are committed to spending upto 2% of the average net profit for the immediately preceding three financial years on CSR projects or programmes related to activities specified in Schedule VII to the Companies Act, 2013 or such activities as may be notified from time to time.

A CSR Committee was constituted as per Board Resolution dated April 26, 2013 to meet the requirements of the Act.

### **MASTEK’S IDEALS**

Mastek is committed to the success of every stakeholder, not just the shareholder. Mastek aims to ensure that every stakeholder benefits, without having to trade off anyone’s interest against another.

### **MASTEK FOUNDATION - MISSION**

Founded in 2002, Mastek Foundation is the CSR arm of Mastek. Its mission is – **'Informed Giving, Responsible Receiving'**.

Mastek Foundation was established in the year 2002 with the objective of “The relief of poor, education, medical relief and advancement of any other object of general public utility in India, not involving the carrying on of any activity for profit” among other charitable objectives.

The foundation works towards sensitising and inspiring individuals, employees, and corporate professionals and encourages them to come forward and contribute to society as informed givers. It also provides them with regular help and support for participation in community and social work.

The foundation also works with Non Profit Organisations with capacity building through use of information technology thereby promoting responsible receiving.

### **CSR ACTIVITIES**

Mastek Foundation organises and supports a variety of meaningful social welfare activities, campaigns, community and volunteering services.

In keeping with the foundation’s **“Informed Giving, Responsible Receiving”** theme, Mastek encourages its stakeholders -- viz. employees, partners, corporate professionals and individuals -- across India to participate through:

1. Payroll giving
2. Volunteering
3. Capacity building - Transforming NGOs through IT
4. Sponsorships
5. Funding/fund-raising events

The foundation teams up with non-profit organisations partners across India to work in areas of interest identified. In addition to developmental efforts, it also provides technical support services (TSS) to partner organisations for IT systems implementation wherever feasible to enable them to scale up operations. The CSR programmes and projects or activities identified are as enumerated in Schedule VII of the Act as per **Annexure 1**.

Mastek CSR programmes fall under the categories as defined under Schedule VII of the Act:

All new project details are reviewed and approved as per the proposed form **Annexure 2**.

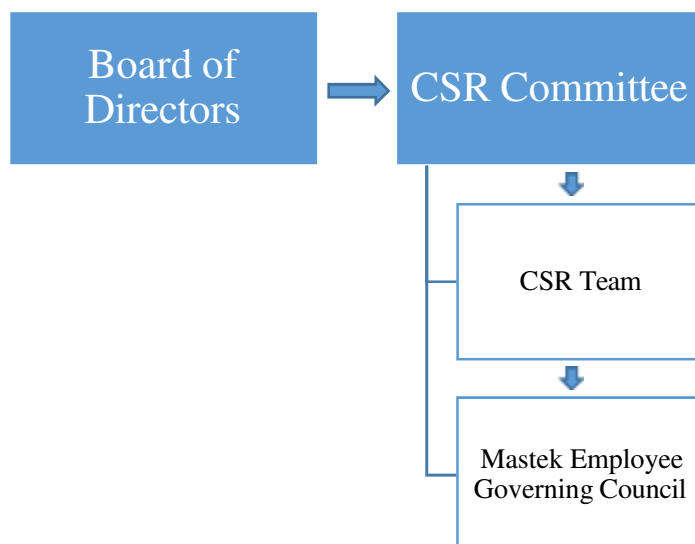
### **CSR PROJECTS**

Mastek Foundation supports non-profit organisations in and outside Mumbai. It aims to make a valuable difference to as many lives it can through its support and mentoring. The details of the non-profits and related CSR projects supported by Mastek Foundation are provided, along with the modalities of execution.

Only those CSR activities, projects or programs that are undertaken in INDIA shall qualify as CSR activities under the Policy.

The CSR Committee of the Board institutes a transparent monitoring mechanism for execution and implementation of CSR projects or programmes or activities.

### **Implementation Strategy**



The CSR team takes the recommendations of the Mastek's Employees Governing Council to finalise a list of CSR programmes. This list of programmes, projects and activities, along with details of partner NGOs and related expenditure, is presented to the CSR committee by the CSR team for approval.

Each year, the CSR committee recommends CSR projects, programmes and activities to be undertaken in India. It provides guidance on the allocation of the CSR budget among different programme areas or subject for the financial year to the board for its approval.

The Board of Directors of the Company undertake, directly through Mastek Foundation, CSR activities approved by the CSR Committee. The Board, through its CSR Committee, plans expenditure and monitor outcomes of such CSR projects or programmes or activities. The implementation schedules of each CSR project is executed as proposed in the form submitted by the NGO partner. The outcomes are monitored in a quarterly/half yearly/annual progress reports from NGO partners submitted as per the proposed format **Annexure 4 and Annexure 5.**

### **Treatment of Surplus**

Any surplus that may arise out of the approved CSR activities, projects and programs that are carried out shall not form part of the business profits of the Company and such surplus shall be dealt with in the manner deemed appropriate by the CSR Committee.

- The corpus of the CSR policy includes:
  - 2% of the average net profit of the preceding three years
  - Any income arising therefrom
  
- Mastek may pool its resources and CSR spending with other groups or associate Companies on collaborative efforts that qualify as CSR spending.

Activities undertaken in the normal course of business will not be a part of CSR activities.

### **Qualifications and Exclusions**

The followings shall not be considered as CSR activity under the Policy:

- (a) Activities undertaken in pursuance of normal course of business of the Company
- (b) Contributions of any amount directly or indirectly to any political party
- (c) Activities, projects or programs that benefit only the employees of the Company and their families
- (d) One-off events such as marathons/ awards/ charitable contributions/ advertisements/ sponsorships of TV/ media/ other programs, etc.
- (e) Expenses incurred for fulfilling the requirements of any statute

## CSR COMMITTEE

### Composition

In compliance with the rules laid down under the Companies Act 2013, the composition of the CSR Committee of the Company will be as under:

- The CSR Committee of the Board of Directors comprises three Directors, one of whom is Independent.
- The Chairperson of this committee should be an Independent Director.
- The composition of the CSR committee should also be disclosed in the Board's Report.

### Roles and Responsibilities

- Decide CSR projects or programmes or activities to be taken up by the company.
- Place before the board the CSR activities proposed to be taken up by the company for approval each year.
- Oversee the progress of the initiatives rolled out under this policy every six months/ yearly as may be decided.
- Define and monitor the budgets for carrying out the initiatives.
- Submit a report to the Board of Directors on all CSR activities during the financial year. This will be displayed on the company's website -- [www.mastek.com](http://www.mastek.com) through the Board Report.
- Monitor and review the implementation of the CSR policy.
- The committee is supported by the CSR team for the implementation of approved projects.

### Monitoring

The CSR committee evaluates the progress of projects and their impact every 6 months or at such intervals as may be deemed fit.

All the identified activities undergo pre and post analysis as per the enclosed format. They are also included in the Board's Report as per the required rules framed under the Companies Act 2013 **Annexure 6**.

## DISSEMINATION OF POLICY

As per the provisions of the Act, the Policy shall be disclosed on the website of the Company and the web link of the policy to be given in the Board's Report.

## POLICY PERFORMANCE REVIEW AND REVISION

The CSR Committee reviews the CSR policy as and when required and makes recommendations for revisions to it if required, with the approval of the Board.

All employees and stakeholders are made aware of the objectives, targets and programmes and the obligations to be followed in the performance of their tasks. This ensures that the policy is supported and maintained.

Any term not defined herein, shall have the same meaning ascribed to it, as defined under Companies Act, 2013 and the Rules framed thereunder and any amendment thereto. Also in case of any subsequent changes in the relevant provisions of the Act, or any other Rules/Regulations, which make any of the provisions in the Policy inconsistent with such Rules/Regulations, then the provisions of such Act/Rules/Regulation shall prevail over this Policy to that extent.

Note: Any eligible 2% amount, if remain unspent during the year will be dealt with as per the mandate as may be provided under the Companies Act, 2013 and rules framed thereunder.

## ANNEXURE 8

### **CSR Activities as per Schedule VII (deemed to include all the activities as and when notified in future by the Ministry of Corporate Affairs under the said Schedule VII of the Companies Act, 2013)**

Activities which may be included by companies in their Corporate Social Responsibility Policies Activities relating to:-

(i) Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.

(ii) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.

(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 and measures for reducing inequalities faced by socially and economically backward groups.

(iv) Ensuring environmental sustainability, 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;

(vi) Measures for the benefit of armed forces veterans, war widows and their dependents;

(vii) Training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports

(viii) Contribution to the prime minister's national relief fund or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;

(ix) Contributions or funds provided to technology incubators located within academic institutions which are approved by the central govt.

(x) Rural development projects

(xi) Slum area development

Explanation.- For the purposes of this item, the term `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.



## ANNEXURE 9

### Suggested Project Proposal

#### Overview

Organisation Legal Name	
Date of Incorporation	
Registration [Number, Act]	
Tax Exemption [Act]	
FCRA [Yes/No]	
Accreditation	
Registered Address	
Areas of Operation [States, Regions, Cities]	
Website Address	
Proposed Project Category [As Per Schedule VII of The Companies Act, 2013]	
Person of Contact	
Designation	
Contact Number	
Email Address	

#### Organisation Details

#### Vision Statement

#### Mission Statement

#### Objectives

#### Background

[250-500 words]

#### Impact Numbers

[Overall impact of the existing program(s) within your organisation]

#### Achievements

[Top three organisational achievements]

## Project Implementation Experience

Particulars	Details
Has your organisation implemented a similar project before?	
Year of Implementation	
Project Title	
Project Location	
Project Duration	
Beneficiaries' Category	
Number of Beneficiaries	
Project Budget	
Project Outcomes	
Project Funded By	

If the above does not apply, provide brief details of three compelling projects implemented by your organisation.

<b>Project 1</b>	
Brief Description of The Project [100 words]	
Project Title	
Project Location	
Project Duration	
Beneficiaries' Category	
Number of Beneficiaries	
Project Budget	
Project Outcomes	
Project Funded By	
<b>Project 2</b>	
Brief Description of The Project [100 words]	
Project Title	
Project Location	
Project Duration	
Beneficiaries' Category	
Number of Beneficiaries	
Project Budget	
Project Outcomes	
Project Funded By	
<b>Project 3</b>	
Brief Description of The Project [100 words]	
Project Title	
Project Location	

Project Duration	
Beneficiaries' Category	
Number of Beneficiaries	
Project Budget	
Project Outcomes	
Project Funded By	

## Proposed Project Information

### Background

[500 words]

### Brief Details

Project Title	
Project Location	
Project Duration	
Total Project Budget (INR)	
CSR Grant Requested From Mastek Foundation (INR)	
Beneficiaries' Category	
Number of Beneficiaries	
Other Project Donor(s) [Details of Additional Donors of the Project]	

## Logical Framework Analysis

	Project Description	Objectively Verifiable Indicators of Achievement	Sources and Means of Verification	Assumptions
Goal (Expected Impact)	<b>What is the overall broader impact to which the action will contribute?</b>	<b>What are the key indicators related to the overall goal?</b>	<b>What are the sources of information for these indicators?</b>	<b>What are the external factors necessary to sustain objectives in the long term?</b>
	(fill response here)	(fill response here)	(fill response here)	(fill response here)
Purpose (Outcome)	<b>What is the immediate development outcome at the end of the project?</b>	<b>Which indicators clearly show that the objective of the action has been achieved?</b>	<b>What are the sources of information that exist or can be collected? What are the methods required to get this information?</b>	<b>Which factors and conditions are necessary to achieve that objective? (external conditions)</b>
	(fill response here)	(fill response here)	(fill response here)	(fill response here)
Outputs (Immediate Results)	What are the specifically deliverable results envisaged to achieve the specific objectives?	What are the indicators to measure whether and to what extent the action achieves the expected results?	What are the sources of information for these indicators?	What external conditions must be met to obtain the expected results on schedule?
	(fill response here)	(fill response here)	(fill response here)	(fill response here)
Activities (Set of Tasks)	<b>What are the key activities to be carried out and in what sequence in order to produce the expected results?</b>	<b><u>Means:</u> What are the means required to implement these activities, e.g. personnel, equipment, supplies, etc.</b>	<b>What are the sources of information about action progress?</b>	<b>What pre-conditions are required before the action starts?</b>
	(fill response here)	(fill response here)	<b><u>Costs:</u> What are the action costs?</b> (fill response here)	(fill response here)

### Project Risks and Mitigation

Mention strategies to identify and mitigate risk factors that may hamper the successful implementation of the project.

Sr. No	Identified Risk Factors	Who Will Be Impacted and How?	Current Action Items and Process In Place	Mitigation Strategy	Monitoring of Action Plans
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Project Budget

[Share as a Separate Detailed Document]

### Donor Details

Individual Donors			
Financial Year	Funds Received (INR)	Restricted Funding (%)	Unrestricted Funding (%)
FY 2017-18			
FY 2018-19			
FY 2019-20			
Corporate Donors			
Financial Year	Funds Received (INR)	Restricted Funding (%)	Unrestricted Funding (%)
FY 2017-18			
FY 2018-19			
FY 2019-20			

### Financial Details

Please share 3-years' balance sheets and auditor's reports as separate attachments

### ANNEXURE 3

#### Suggested Project Budget

LEGAL NAME OF THE ORGANISATION	-		
PROPOSED PROJECT TITLE	-		
TOTAL NO. OF PROJECT BENEFICIARIES <i>(Include Group Type)</i>	-		
PROPOSED PROJECT LOCATION <i>(as per proposed cost to Mastek Foundation)</i> <i>(Add more rows for more than one project location)</i>	CITY, DISTRICT, STATE		
PROJECT BUDGET DATE <i>(When Was The Budget Prepared)</i>	DD/MM/YYYY	PROJECT START DATE	DD/MM/YYYY
TRUST REGISTRATION NUMBER	-		
ORGANISATION PAN NUMBER	-		
PROJECT BANK ACCOUNT NAME	-		
PROJECT BANK ACCOUNT NUMBER	-		
PROJECT BANK LOCATION	-	IFSC CODE	-
TOTAL COST OF PROJECT <i>(In INR and as a % of total funds)</i>	-	0%	
OWN CONTRIBUTION TOWARDS PROJECT <i>(In INR and as a % of total funds)</i>	-	0%	
COMMUNITY CONTRIBUTION TOWARDS PROJECT <i>(In INR and as a % of total funds)</i>	-	0%	
ADDITIONAL FUNDING TOWARDS PROJECT <i>(In INR and as a % of total funds, Including Sources)</i>	-	0%	
PROJECT COST PROPOSED TO MASTEK FOUNDATION <i>(In INR and as a % of total funds)</i>	-	0%	
TOTAL NO. OF BENEFICIARIES <i>(as per proposed cost to Mastek Foundation)</i> <i>(Include Group Type)</i>	-		

BUDGET	No. of Units	Cost per Unit	Full Year FY 2021-22				Note No.
			Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	
1] CAPITAL COSTS							
Item 1							
Item 2							
Item 3							
Item 4							
Item 5							
Sub-total							
2] OPERATIONAL COSTS							
(I) PROJECT ACTIVITIES							
OUTPUT 1:							
ACTIVITY 1.1 -							
ACTIVITY 1.2 -							
ACTIVITY 1.3 -							
ACTIVITY 1.4 -							
ACTIVITY 1.5 -							
Sub-total							
OUTPUT 2:							
ACTIVITY 2.1 -							
ACTIVITY 2.2 -							
ACTIVITY 2.3 -							
ACTIVITY 2.4 -							
ACTIVITY 2.5 -							
Sub-total							
OUTPUT 3:							
ACTIVITY 3.1 -							
ACTIVITY 3.2 -							
ACTIVITY 3.3 -							
ACTIVITY 3.4 -							
ACTIVITY 3.5 -							
Sub-total							
OUTPUT 4:							
ACTIVITY 4.1 -							
ACTIVITY 4.2 -							
ACTIVITY 4.3 -							
ACTIVITY 4.4 -							
ACTIVITY 4.5 -							
Sub-total							
OUTPUT 5:							
ACTIVITY 5.1 -							

ACTIVITY 5.2 -							
ACTIVITY 5.3 -							
ACTIVITY 5.4 -							
ACTIVITY 5.5 -							
Sub-total							
(II) MONITORING & EVALUATION							
Baseline Survey visits: Field Activities							
Quarterly Monitoring visits: Field activities							
Annual Monitoring visit from Mastek Foundation							
End-of-Project Evaluation							
Sub-total							
3] STAFF COSTS <i>For each personnel provide organisation, designation, location, no. of hours spent on the project per week and the percentage expressed as a full time equivalent (FTE)</i>							
Personnel 1 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 2 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 3 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 4 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 5 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 6 Designation - Organisation -							



Location - No. of hours spent on the project per week - FTE -							
Personnel 7 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 8 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 9 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Personnel 10 Designation - Organisation - Location - No. of hours spent on the project per week - FTE -							
Sub-total							
<b>4] OTHER ADMINISTRATION COSTS</b>							
Project Field Office Rent							
Printing & Stationary							
Sub-total							
<b>GRAND TOTAL</b>							

<b>TOTAL PROJECT COST</b>	<b>%</b>
Capital Costs	
Operational Costs	
(a) Project Activities	
(b) Monitoring & Evaluation	
Staff Costs	
Other Administration Costs	

## ANNEXURE 4

### Suggested Quarterly/Half Yearly Reporting

#### Overview

<b>1</b>	<b>Organization</b>	
<b>2</b>	<b>HO Location</b>	District, State
<b>3</b>	<b>Project Title</b>	
<b>4</b>	<b>Project Funded Location(s)</b>	(a) Village, District, State
		(b) Village, District, State
		(c) Village, District, State
		(d) Village, District, State
		(e) Village, District, State
<b>5</b>	<b>No. of Beneficiaries with Category</b>	
<b>6</b>	<b>Project Cause/ Sector</b>	
<b>7</b>	<b>Project Period</b>	(a) 12 Months
		(b) 9 Months
<b>8</b>	<b>Project Reporting period</b>	Q1 April - May - June
		Q2 July - August - September
		Q3 October - November - December
		Q4 January – February - March
<b>9</b>	<b>Submission Date</b>	
<b>10</b>	<b>Person of Contact</b>	
<b>11</b>	<b>Designation</b>	
<b>12</b>	<b>Contact Number</b>	(+91)
<b>13</b>	<b>Email Address</b>	

#### Executive summary

Highlight the quarter results, achievements and the conclusion drawn from them.  
It should be brief, no more than one page.

#### Project Title

As mentioned in project proposal.

#### Project Description

Provide brief introduction of the project with objectives for the quarter, target beneficiaries, implementation area(s), and summary of the work plan and methodology.  
It should be brief, no more than one page.

#### Project Activity Progress and Analysis

Provide progress updates activity wise for the quarter and analysis through tables or figures.  
It should also highlight key achievements and whether the project is on/ off track.

**Implementation Challenges**

Explain project implementation challenges achieved during the quarter.

**Stakeholder Role and Contribution**

E.g. government agencies, private companies, institutions, other NGOs, other donors etc. of the project.

**Conclusion**

Summarize the conclusion which lead to the achievement of the project objectives.

**Way forward**

Explain project specific plans to achieve in the next quarter.

**Success Story Template**

**Story title**

A simple, jargon free and impactful title. It should summarize the story in a nutshell.

**Description**

Describe the challenge(s) encountered and the context of the project.

Describe action(s) and the end result(s).

Describe changes for the beneficiary or community and learnings.

Describe how it made a difference in the community.

Include quotes from the beneficiary.

**Pullout Quote**

A quote that represents and summarizes the story.

**Fund Utilization**

**Expenditure**

**A. Direct costs incurred while implementing project**

Indicators	Unit	Cost/ Unit	Total Cost*
<b>(A) Personnel</b>			
Project Manager			
Project Coordinator			
Supervisors			
Social Workers			
<b>Subtotal Personnel Cost (A)</b>			
<b>(B) Program Cost</b>			
Trainings			
Surveys			
Training kits			
Project site visits			
<b>Subtotal Program Cost (B)</b>			
<b>(C) Capital Cost**</b>			

Furniture			
<b>Subtotal Capital Cost (C)</b>			

**B. Overhead costs**

<b>Indicators</b>	<b>Unit</b>	<b>Cost/ Unit</b>	<b>Total Cost*</b>
(D) Admin Cost			
Rent			
Electricity			
Printing			
Mailing			
Salary of accountant, etc.			
<b>Subtotal Admin Cost (D)</b>			
<b>Total Cost (A+B+C+D)</b>			

\*Please provide verifiable source documents.

\*\*Cost incurred due to onetime investment, if applicable.

## ANNEXURE 5

### Suggested Yearly Reporting

#### Overview

<b>1</b>	<b>Organization</b>	As mentioned in the project proposal
<b>2</b>	<b>HO Location</b>	District, State
<b>3</b>	<b>Project Title</b>	As mentioned in the project proposal
<b>4</b>	<b>Project Funded Location(s)</b>	(a) Village, District, State
		(b) Village, District, State
		(c) Village, District, State
<b>5</b>	<b>Total no. of Beneficiaries with Category(s)</b>	Benefitted by Mastek Foundation grant only
<b>6</b>	<b>Project Cause(s)</b>	Include more than one cause, if applicable
<b>7</b>	<b>Project Period</b>	Include the applicable option from below & remove the inapplicable:
		(a) 12 Months
		(b) 9 Months
<b>8</b>	<b>Project Reporting period</b>	Include the applicable option from below & remove the inapplicable:
		April - March
		July - March
<b>9</b>	<b>Submission Date</b>	
<b>10</b>	<b>Person of Contact</b>	
<b>11</b>	<b>Designation</b>	
<b>12</b>	<b>Contact Number</b>	(+91)
<b>13</b>	<b>Email Address</b>	

#### Executive Summary

##### **Project Title**

As mentioned in the project proposal

##### **Background**

Briefly describe the background to the project

##### **Reason for Closing the Project**

State the reason why the project is being closed. Is it because the outputs have been delivered, the closing date has been reached and/ or the budget has been expended? Or has the project closed for other reasons, for example a change in policy or agency priorities, a loss of funding or a deadline date reached?

### **Highlights, Achievements and Innovations**

Describe the overall highlights and achievements of the project, and any innovations used or developed by the project.

### **Project Performance**

Summarise the actual performance of the project against the planned performance. All projects vary to some extent from the original plan, these variations should be identified and the reasons for the variance described.

### **Performance against Objectives**

Describe the actual performance of the project in relation to the achievement of the planned project objectives.

### **Performance against Outcomes**

Describe the actual performance of the project in relation to the achievement of targeted outcomes. Were all planned targeted outcomes achieved, to what degree? Some outcomes may not be achieved at this point in time. In this case details should be given as to when the outcomes are anticipated to be achieved and who is responsible for their ongoing measurement and reporting of progress towards their achievement.

### **Performance against Outputs**

Describe the actual performance of the project in relation to the delivery of the outputs. Were all planned outputs delivered, to what degree? Were they all accepted? Did the quality of the outputs meet expectations?

### **Performance against Schedule**

Describe the actual performance of the project against the project schedule.

### **Performance against Budget**

Describe the actual performance of the project against the project budget.

### **Recommendations**

Responses by Mastek Foundation

### **Lessons Learned**

Briefly describe the methodology used to collect the lessons learned, if it was not described in Section 2.

### **What worked well?**

Describe the project management and quality management processes that were perceived to be appropriate and/or effective for the project, as reflected by the project records.

**What could be improved?**

Describe the project management and quality management processes that were perceived to be appropriate and/or effective for the project, as reflected by the project records.

**Recommendations**

Responses by Mastek Foundation

**Fund Utilization**

**Expenditure**

**A. Direct costs incurred while implementing project**

Indicators	Unit	Cost/ Unit	Total Cost*
<b>(A) Personnel</b>			
Project Manager			
Project Coordinator			
Supervisors			
Social Workers			
<b>Subtotal Personnel Cost (A)</b>			
<b>(B) Program Cost</b>			
Trainings			
Surveys			
Training kits			
Project site visits			
<b>Subtotal Program Cost (B)</b>			
<b>(C) Capital Cost**</b>			
Furniture			
<b>Subtotal Capital Cost (C)</b>			

**B. Overhead costs**

Indicators	Unit	Cost/ Unit	Total Cost*
<b>(D) Admin Cost</b>			
Rent			
Electricity			
Printing			
Mailing			
Salary of accountant, etc.			
<b>Subtotal Admin Cost (D)</b>			
<b>Total Cost (A+B+C+D)</b>			

\*Please provide verifiable source documents.

\*\*Cost incurred due to onetime investment, if applicable.

### Financial Statement

<b>Balance Amount</b> To be utilized from previous quarter(s) (if applicable)	<b>Quarter Details</b> Q1/Q2/Q3/Q4 (if applicable)

Please provide expenditure and its apportionment in the following table.

Sn.	Particulars	Expenses/ Month (INR)	Utilized from Mastek Foundation Grant (INR)	Remaining amount spent from other/ own sources (INR)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



## ANNEXURE 6

### FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES TO BE INCLUDED IN THE BOARD'S REPORT FOR FINANCIAL YEAR COMMENCING ON OR AFTER 1ST DAY OF APRIL, 2020

1. Brief outline on CSR Policy of the Company.

2. Composition of CSR Committee:

Sl. No.	Name of Director	Designation / Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year

3. Provide the web-link where Composition of CSR committee, CSR Policy and CSR projects approved by the board are disclosed on the website of the company.

4. Provide the details of Impact assessment of CSR projects carried out in pursuance of sub-rule (3) of rule 8 of the Companies (Corporate Social responsibility Policy) Rules, 2014, if applicable (attach the report).

5. Details of the amount available for set off in pursuance of sub-rule (3) of rule 7 of the Companies (Corporate Social responsibility Policy) Rules, 2014 and amount required for set off for the financial year, if any

Sl. No.	Financial Year	Amount available for set-off from preceding financial years (in Rs)	Amount required to be set- off for the financial year, if any (in Rs)
1			
2			
3			
	<b>TOTAL</b>		

6. Average net profit of the company as per section 135(5).
7. (a) Two percent of average net profit of the company as per section 135(5)
- (b) Surplus arising out of the CSR projects or programmes or activities of the previous financial years.
- (c) Amount required to be set off for the financial year, if any
- (d) Total CSR obligation for the financial year (7a+7b- 7c).
8. (a) CSR amount spent or unspent for the financial year:

<b>Total Amount Spent for the Financial Year. (in Rs.)</b>	<b>Amount Unspent (in Rs.)</b>				
	<b>Total Amount transferred to Unspent CSR Account as per section 135(6).</b>			<b>Amount transferred to any fund specified under Schedule VII as per second proviso to section 135(5).</b>	
	<b>Amount.</b>	<b>Date of transfer.</b>	<b>Name of the Fund</b>	<b>Amount.</b>	<b>Date of transfer.</b>

- (b) Details of CSR amount spent against ongoing projects for the financial year:

(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	
Sl. No.	Name of the Project.	Item from the list of activities in Schedule VII to the Act	Local area (Yes/No).	Location of the project.		Project duration.	Amount allocated for the project (in Rs.).	Amount spent in the current financial Year (in Rs.).	Amount transferred to Unspent CSR Account for the project as per Section 135(6) (in Rs.).	Mode of Implementation- Direct (Yes/No).	Mode of Implementation – Through Implementing Agency	
				State	District.						Name	CSR Registration number

	TOTAL											

(c) Details of CSR amount spent against other than ongoing projects for the financial year:

(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	
Sl. No.	Name of the Project	Item from the list of activities in schedule VII to the Act.	Local area (Yes/No).	Location of the project.		Amount spent for the project (in Rs.).	Mode of implementation – Direct (Yes/No).	Mode of implementation – Through implementing agency.	
				State.	District.			Name.	CSR registration number.
1									
2									
3									
4									
5									
6	TOTAL								

(d) Amount spent in Administrative Overheads

(e) Amount spent on Impact Assessment, if applicable

(f) Total amount spent for the Financial Year (8b+8c+8d+8e)

(g) Excess amount for set off, if any

Sl. No.	Particular	Amount (in Rs.)

(i)	Two percent of average net profit of the company as per section 135(5)	
(ii)	Total amount spent for the Financial Year	
(iii)	Excess amount spent for the financial year [(ii)-(i)]	
(iv)	Surplus arising out of the CSR projects or programmes or activities of the previous financial years, if any	
(v)	Amount available for set off in succeeding financial years [(iii)-(iv)]	

(a) Details of Unspent CSR amount for the preceding three financial years:

Sl. No.	Preceding Financial Year.	Amount transferred to Unspent CSR Account under section 135 (6) (in Rs.)	Amount spent in the reporting Financial Year (in Rs.).	Amount transferred to any fund specified under Schedule VII as per section 135(6), if any.			Amount remaining to be spent in succeeding financial years. (in Rs.)
				Name of the Fund	Amount (in Rs)	Date of transfer	
	TOTAL						

(b) Details of CSR amount spent in the financial year for ongoing projects of the preceding financial year(s):

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Sl. No.	Project ID.	Name of the Project.	Financial Year in which the project was commenced.	Project duration.	Total amount allocated for the project (in Rs.).	Amount spent on the project in the reporting	Cumulative amount spent at the end of reporting Financial	Status of the project - Completed /Ongoing.

						Financial Year (in Rs).	Year. (in Rs.)	
	TOTAL							

10. In case of creation or acquisition of capital asset, furnish the details relating to the asset so created or acquired through CSR spent in the financial year

**(asset-wise details).**

- (a) Date of creation or acquisition of the capital asset(s).
- (b) Amount of CSR spent for creation or acquisition of capital asset.
- (c) Details of the entity or public authority or beneficiary under whose name such capital asset is registered, their address etc.
- (d) Provide details of the capital asset(s) created or acquired (including complete address and location of the capital asset).

11. Specify the reason(s), if the company has failed to spend two per cent of the average net profit as per section 135(5).

Sd/-	Sd/-	Sd/-
(Chief Executive Officer or	(Chairman CSR Committee).	[Person specified under clause (d)
Managing Director or Director).		of sub-section (1) of section 380 of the Act]
		(Wherever applicable).

### AMENDMENT HISTORY

Version No.	Effective Date	Amendment History	Remarks
1.00	April 01, 2014	Original Issue	Approved in Board Meeting dated 26.04.2018
2.00	April 01, 2021	Policy Modified as required due to regulatory changes	Approved in the Board Meeting dated 26.04.2021

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#### CONTACT

For queries related to the CSR Policy, please write to us at:

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