

## **INDIA TOURISM DEVELOPMENT CORPORATION LTD.**

### **CSR & Sustainable Development Policy and Plan**

DPE has issued guidelines on Corporate Social Responsibility and Sustainability for Central Public Sector Enterprises. The guidelines have come into force w.e.f. 1<sup>st</sup> April 2013. As per Para 1.3.4 (copy enclosed) of above guidelines, Public Sector Enterprises are required to have CSR and Sustainability policy approved by their Board of Directors.

Accordingly, ITDC has adopted CSR and Sustainable Development as a policy initiative with the following objectives :

- (i) To conduct business in transparent and ethical manner.
- (ii) The philosophy and spirit of CSR and Sustainability be embedded in the core values of ITDC.
- (iii) To be concerned for social and environmental issues with respect to its business activities.

### **CSR and SD Plan for 2013-14**

1. Pursuant to DPE guidelines, ITDC is required to select one project each in the following two categories :

- (i) Inclusive growth of society, with special attention to the development of weaker sections of society and the backward districts of the country.
- (ii) Environment sustainability.

Further, DPE vide its circular no. 15(9)/2013-DPE(GM), dated 24<sup>th</sup> June 2013 has clarified that the contribution made by the CPSEs towards Prime Minister's/Chief Minister's Relief Fund and /or National Disaster Management Authority would count as valid CSR and Sustainability activity. The relief and rehabilitation undertaken in Uttarakhand by CPSEs during 2013-14 would be treated as project in the backward region. Accordingly, a sum of Rs. 1.50 lakh has been contributed by ITDC in Uttarakhand Chief Minister's Relief Fund.

2. ITDC entered into an MoU for the year 2013-14 with Ministry of Tourism which inter-alia includes following parameters under CSR and SD activity :

- (i) Expenditure on Ashok Fellowship to students.
- (ii) Placement of students under Hunar-se-Rozgar.
- (iii) Expenditure on CSR activities related to community based skill development programmes and sanitation and hygiene.
- (iv) Evaluation by independent external agency.

The MoU targets under ‘Very Good’ category and amount spent in the year 2013-14 is as under :

MoU Parameter	MoU Target (Rs. in Lakhs)	Expenditure (Rs. in Lakhs)
Sustainable Development	30.00	58.99
<ul style="list-style-type: none"> <li>• Expenditure on CSR Activity related to Community Based Skill Development Programme and Sanitation and Hygiene</li> <li>• Donation to Uttarakhand Chief Minister’s Relief Fund</li> </ul>	6.18	8.53*  1.50*
Expenditure on Ashok Fellowship to students	25.00	4.54*

\* Amount already spent till September 2013

### 3. **Training of Employees on CSR**

One executive has been trained on CSR. Request has been made to GM (HRD) to impart training to two ITDC employees on CSR.

### 4. **Financial Allocation (less than Rs. 100 crore PAT)**

During the year 2013-14 the PAT of ITDC was Rs. 299.68 lakhs. In terms of DPE guidelines ITDC can have budgetary allocation for CSR and sustainability activities from 3% to 5% of PAT of the previous year. Accordingly, the range of expenditure that may be incurred by ITDC in the year 2013-14 is Ra. 8.99 lakhs (3% or PAT) to maximum of Rs. 14.98 lakhs (5% or PAT) on CSR as well as sustainable development activities.

The actual expenditure incurred under various CSR initiatives of ITDC is Rs. 14.57 lakhs, as detailed above. Since the maximum budgetary allocation for CSR and SD for 2013-14 can be Rs. 14.98 lakhs (5% of PAT), therefore various projects undertaken by ITDC under sustainable development category will be met out of capital budget already approved by the Board of Directors as BE 2013-14.

#### 5. CSR and SD Monitoring System

A Board Level Committee comprises one Independent Director, Managing Director and Director (C&M) is the apex body in-charge of allocation of budget and approving of CSR areas/projects; and below Board Level Committee comprising of Vice President(F&A)-Nodal Officer, General Manager (Engg), DGM (HRD), Sr. Manager (CS), Manager (HR) and Manager (HO).

A periodic review of CSR activities is done by below Board Level Committee through regular meetings. In the year 2013-14, two meeting of below Board Level committee has so far been held on 24<sup>th</sup> June 2013 and 10<sup>th</sup> October, 2013.

#### 6. Sustainability Development Plan

**(a) Appointment of consultant to get ISO 14001:2004 at Hotels Ashok, Samrat and Janpath:-**

The Re-tendering has already been done. The tenders are to be opened on 26.10.2013 and likely date of award is 15.11.2013.

**(b) Presentation/ documentation/ training & Internal Audit at Hotels Ashok, Samrat and Janpath:-**

Likely date of Audits: 31.12.2013.

**(c) Certification body audit and getting certificate ISO 14001:2004:**

Likely date : 28.02.2014.

**(d) Expenditure on Sustainability Development:-**

Total Expenditure : Rs. 0.59 Crore

- (i) SITC of 5KLD Sewage Treatment Plant at Hotel Bharatpur Ashok:  
[Project Cost: Rs. 7.50Lakhs]
- (ii) SITC of 3000LPD Solar water Heating System at Hotel Jaipur Ashok: [Project Cost: Rs. 6.58Lakhs]
- (iii) SITC of 5000LPD Solar water Heating System at Hotel Ashok:  
[Project Cost: Rs. 9.65Lakhs]
- (iv) SITC of 10KW Photovoltaic Power System at Hotel Ashok:  
[Project Cost: Rs. 9.63Lakhs]
- (v) Conversion to PNG in hot water Boiler at Hotel Samrat:  
[Project Cost: Rs. 13Lakhs]
- (vi) Conversion to PNG in hot water Boiler at Hotel Janpath:  
[Project Cost: Rs. 13Lakhs]

**7. Training of Engineers on SD:- [MoU target Training of 04 Engineers]**

Two nos. of Engineers [GM(E&M)HOD & AM(E&M) Project] has already attended the training on Sustainability Development whereas the proposal for other two nos. of engineers is under approval to attend the training on SD.

**8. The thrust of Sustainability projects undertaken by ITDC is as under :-**

- Inclusive socio-economic growth.
- Environment protection.
- Promotion of green and energy efficient technologies.

The details of the projects under “Sustainable Development” are as follows:-

**(i) SITC of 5KLD Sewage Treatment Plant at Hotel Bharatpur Ashok:[Project Cost: Rs. 7.50Lakhs]**

The discharged waste water of hotel shall be treated through STP Plant and shall be reutilized for the purpose of horticultures in the premises of hotel. Therefore the water consumption of hotel will be reduced and also the zero discharge of hotel with pollution free environment attained.

**(ii) (a) SITC of 3000LPD Solar water Heating System at Hotel Jaipur Ashok: [Project Cost: Rs. 6.58Lakhs]**

**(b)SITC of 5000LPD Solar water Heating System at Hotel Ashok: [Project Cost: Rs. 9.65Lakhs]**

The hot water shall be produced through solar based heating system instead of operating the boilers/ electric Geysers. Therefore the electrical energy & fuel shall be saved along with the pollution free environment.

**(iii) SITC of 10KW Photovoltaic Power System at Hotel Ashok: [Project Cost: Rs. 9.63Lakhs]**

The solar based electrical power shall be produced up to 10KW by use of Photovoltaic power system and saved the electrical energy & cost.

**(iv) (a)Conversion to PNG in hot water Boiler at Hotel Samrat: [Project Cost: Rs. 13Lakhs]**

**(b) Conversion to PNG in hot water Boiler at Hotel Janpath: [Project Cost: Rs. 13Lakhs]**

The Hot water Boilers shall be operated by the PNG Gas instead of diesel fuel. Therefore by use of PNG the fuel cost shall be saved along with the pollution free environment.

#### 9. CSR & SD Reporting

- A Para on CSR and SD activities of ITDC will be incorporated in the Annual Report of ITDC for 2013-14.
  - The Report of below Board Level Committee dated 10<sup>th</sup> October 2013 has already been submitted for approval of Board Level Committee.
  - After approval from Board Level Committee, CSR and SD Plan & Policy will be uploaded on ITDC official website.
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**1.3.4** Public Sector enterprises are required to have a CSR and Sustainability policy approved by their respective Boards of Directors. The CSR and Sustainability activities undertaken by them under such a policy should also have the approval / ratification of their Boards. Even if the Board of a company were to delegate the authority to approve the CSR and Sustainability activities to the Board level committee, as mentioned in para 1.3.9, ultimately the ratification of such activities by the Board of Directors would be required. However, CPSEs should frame their CSR and Sustainability policies and plan their activities in this regard within the framework of DPE's guidelines on this subject. Within the ambit of these guidelines, it is the discretion of the Board of Directors of CPSEs to decide on the CSR and Sustainability activities to be undertaken.