

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

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HPSCSC/ Secy/20-11/2024 - 9966-9990

Dated: - 18-11-2025

OFFICE ORDER

It is hereby notified that the **Corporate Social Responsibility (CSR) Policy** of the **Himachal Pradesh State Civil Supplies Corporation Ltd.** has been **approved by the CSR Committee** in its meeting held on **04.02.2025**, and subsequently **ratified by the Board of Directors** in its meeting held on **04.07.2025**.

Accordingly, the said CSR Policy shall come into force with immediate effect. All concerned are directed to take note of the same and ensure compliance of the provisions contained therein.

Further, the **Financial Advisor** of the Corporation shall act as the **Nodal Officer** for CSR activities and will be responsible for the **overall supervision, monitoring, and coordination** of the **day-to-day CSR activities and projects** undertaken by the Corporation.

A copy of the approved CSR Policy is enclosed herewith for information and necessary action.


Rajeshwar Goel, IAS
Managing Director

A Copy is forwarded for information, necessary action & compliance: -

1. The Financial Advisor, HPSCSC Ltd. Head Office, Shimla.
2. All the Officers/ Managers, HPSCSC Ltd. Head Office, Shimla.
3. All the Divisional / Area Managers, HPSCSC Ltd.
4. IT Branch, to upload the same on the official website of the Corporation


Managing Director



The Himachal Pradesh State Civil Supplies Corporation Ltd (HPSCSC) Corporate Social Responsibility (CSR) Policy outlines the company's commitment to operating in an economically, socially, and environmentally sustainable manner, recognizing the interests of its stakeholders. This policy is designed in compliance with Section 135 of the Companies Act, 2013, the Companies (Corporate Social Responsibility Policy) Rules, 2014, and subsequent amendments, including the Companies (CSR Policy) Amendment Rules, 2021. It provides a framework for selecting, implementing, and monitoring CSR activities, as well as formulating an annual action plan based on the Board's direction and the CSR Committee's recommendations.

CSR Policy

1. Title & Scope

This policy shall be called the 'HPSCSC Corporate Social Responsibility Policy' or 'HPSCSC CSR Policy'. It applies to all CSR initiatives and activities undertaken by the company across the state of Himachal Pradesh, benefiting various segments of society, particularly the deprived and underprivileged.

The policy aligns with Section 135 of the Companies Act, 2013, the Companies (Corporate Social Responsibility Policy) Rules, 2014, the Companies (CSR Policy) Amendment Rules, 2021, and guidelines issued by the Department of Public Enterprises.

2. CSR Vision and Mission

Vision Statement: In alignment with the company's vision, HPSCSC, through its CSR initiatives, strives to create value by addressing critical social, environmental, and economic needs of society, promoting sustained growth in fulfilment of its role as a socially responsible corporate entity.

Mission Statement & Guiding Principles:

- Building resilient communities through proactive disaster preparedness, relief, recovery, and sustainable support.
- Advancing sustainability through solar energy adoption, reducing carbon footprints, and promoting a greener, equitable future.
- Enhance value creation in society and the community through products, services, conduct, and initiatives, promoting sustained growth and ecological concern.
- Increase efficiency by optimizing resource utilization and technology.
- Promote sustainable farming practices to boost crop productivity in rural India.
- Undertake welfare activities focusing on economically, socially, and environmentally sustainable development of underdeveloped villages.
- Improve the quality of life by making communities self-reliant in operational areas.
- Build lasting social capital through interventions in infrastructure, healthcare, education, vocational domains, and other social welfare initiatives for communities near its plants and other locations in India.
- Ensure welfare, growth, and safety of all individuals associated with the company.

- Build a sustainable enterprise balancing financial strength with social and environmental responsibilities.
- Undertake activities contributing to the improved quality of life for underdeveloped sections of society.
- Facilitate development by maintaining a healthy relationship between People, Planet, and Profit.
- Promote setting up homes and hostels for women and orphans, old age and disabled persons for their overall development and better life environment,

3.Objectives

Establish guidelines for compliance with regulations to dedicate a percentage of the company's profits to social projects.

Ensure the implementation of CSR initiatives in letter and spirit through appropriate procedures and reporting.

4. Scope of Activities

HPSCSC's CSR activities align with Schedule VII of the Companies Act, 2013, including:

- Eradicating hunger, poverty, and malnutrition; promoting healthcare, including preventive healthcare, sanitation, and safe drinking water.
- Promoting education, including special education and employment-enhancing vocational skills, especially among children, women, the elderly, and the differently-abled; livelihood enhancement projects.
- Promoting gender equality, empowering women, setting up homes and hostels for women and orphans, old age homes, day care centres, and facilities for senior citizens; reducing inequalities faced by socially and economically backward groups.
- Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources, and maintaining soil, air, and water quality.
- 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 arts and handicrafts.

- Measures for the benefit of armed forces veterans, war widows, and their dependents; Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents, including widows.

- Training to promote rural sports, nationally recognized sports, Paralympic sports, and Olympic sports; construction, renovation, and maintenance of stadiums, gymnasiums, and rehabilitation centres.

- Contribution to the Prime Minister's National Relief Fund, Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund), or any other fund set up by the Central Government for socio-economic development and relief and welfare of Scheduled Castes, Tribes, other backward classes, minorities, and women.

- Contributions to incubators or research and development projects in science, technology, engineering, and medicine, funded by the Central or State Government, Public Sector Undertaking, or any agency thereof; and located within academic institutions approved by the Central Government.

- Contributions to public-funded universities; Indian Institutes of Technology (IITs); National Laboratories and autonomous bodies established under the Department of Atomic Energy (DAE); Department of Biotechnology (DBT); Department of Science and Technology (DST); Department of Pharmaceuticals; Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha, and Homeopathy (AYUSH); Ministry of Electronics and Information Technology; and other bodies, namely Defence Research and Development Organisation (DRDO); Indian Council of Agricultural Research (ICAR); Indian Council of Medical Research (ICMR); and Council of Scientific and Industrial Research (CSIR), engaged in conducting research in science, technology, engineering, and medicine aimed at promoting Sustainable Development Goals (SDGs).

- Rural development projects.

- Slum area development, defined as areas declared as such by the Central or State Government or any other competent authority under any law in force.

- Disaster management, including relief, rehabilitation, and reconstruction activities.

- Advancing sustainability through solar energy adoption, reducing carbon footprints, and promoting a greener, equitable future.

Exclusions from CSR Activities

The following activities are explicitly excluded from being considered as CSR initiatives under the HPSCSC Corporate Social Responsibility Policy:

1. Activities in the Normal Course of Business

- Activities undertaken as part of the company's regular business operations are not eligible as CSR.

2. Activities Outside India

- CSR initiatives carried out beyond Indian borders will not qualify as CSR activities, except for the training of Indian sports personnel representing a State, Union Territory, or the nation at national or international levels.

3. Political Contributions

- Contributions made directly or indirectly to any political party, as per Section 182 of the Companies Act, 2013, are excluded.

4. Employee-Centric Activities

- Initiatives benefiting employees of the company, as defined under Clause (k) of Section 2 of the Code on Wages, 2019 (29 of 2019), do not qualify as CSR activities.

5. Sponsorships for Marketing Benefits

- Activities supported on a sponsorship basis with the intent to derive marketing benefits, such as marathons, awards, charitable contributions, advertisements, or sponsorships of television programs, are excluded.

6. Statutory Obligations

- Activities undertaken solely to fulfil statutory obligations under any existing laws in force in India are not considered CSR initiatives.

Priority Areas for CSR Activities

Pursuant to Rule 4 of the Companies (CSR Policy) Rules, 2014, a company may implement CSR activities through three primary modes: directly by the company itself, through eligible implementing agencies as outlined under sub-rule (1) of Rule 4, or in collaboration with one or more companies as specified under sub-rule (4) of Rule 4. In alignment with these provisions, HPSCSC has identified key focus areas for its CSR initiatives, which are tailored to address societal needs while advancing the HPSCSC's mission of fostering sustainable and inclusive development. These initiatives reflect a commitment to creating meaningful impacts through targeted and collaborative efforts.

1. Education and Literacy Enhancement

- Promoting educational opportunities, literacy programs, and vocational training to improve skill sets and employability.

2. Sanitation and Drinking Water Projects

- Initiatives to provide access to clean drinking water, implement rainwater harvesting systems, and improve sanitation facilities.

3. Healthcare and Medical Facilities

- Enhancing healthcare infrastructure and services to promote preventive and curative healthcare for communities.

4. Welfare and Rehabilitation

- Supporting the welfare and rehabilitation of underprivileged and differently-abled individuals to foster social inclusion including orphans, differentially abled and old age persons.

5. Environmental Protection

- Undertaking projects that contribute to environmental sustainability, including reforestation, waste management, and conservation of natural resources.

6. Relief for Natural Calamities and Disasters

- Providing immediate relief, rehabilitation, and reconstruction support for communities affected by natural disasters.

7. Sports Training and Infrastructure Development

- Encouraging sports development through training programs and the construction or renovation of sports-related infrastructure.

8. Other Areas of Contemporary Importance

- Addressing emerging societal challenges and needs as deemed critical by the company.
- Advancing sustainability through solar energy adoption, reducing carbon footprints, and promoting a greener, equitable future.

Funding and Allocation for CSR Activities

To achieve its Corporate Social Responsibility (CSR) objectives through the implementation of meaningful and sustainable programs, HPSCSC shall allocate resources as follows:

1. Annual CSR Corpus

- HPSCSC will allocate a sum equivalent to **2% of the average net profits** made during the three immediately preceding financial years, in accordance with **Section 135(5)** of the Companies Act, 2013, and relevant Rules.
- Net profits will be calculated as per the provisions of **Section 198** of the Companies Act, 2013.

2. Approval of CSR Budget

- The **CSR budget** for each financial year shall be finalized and approved by the Board of Directors.

3. Unspent CSR Amount

- Any unspent CSR funds in a financial year will **not lapse** but will instead be **carried forward and need to be transferred to a separate account** for utilization in subsequent years, strictly for CSR activities.

4. Utilization of Surplus

- Any **surplus generated** from CSR projects, programs, or activities will not form part of the company's business profits and shall be exclusively reinvested into CSR initiatives.

5. Salaries of CSR Staff

- Salaries paid to regular CSR staff involved in project implementation will be factored into the total CSR project costs, adhering to the **threshold percentage limits** specified under the Act.
- To facilitate this, each unit of the company and the corporate office will designate a **nodal officer** responsible for overseeing CSR activities and ensuring their salaries are accounted for as CSR expenditure.

6. Collaborative CSR Programs

- HPSCSC will earmark a specified quantum of its CSR funds, as advised, for participation in **collective CSR programs** undertaken jointly by Public Sector Undertakings (PSUs) in the food supply sector.
- HPSCSC will collaborate with:
 - Local NGOs and community-based organizations for grassroots implementation.
 - Government agencies for regulatory support and disaster response coordination.
 - Solar energy companies for technical expertise and product supply.

CSR Implementation Plan -HPSCSC

The **CSR Implementation Plan for HPSCSC** is designed to ensure the effective execution of corporate social responsibility initiatives aligned with sustainable development and community welfare objectives. The programmes will primarily address key areas such as education, healthcare, environmental sustainability, rural infrastructure development, and the empowerment of underprivileged communities. Efforts will focus on regions surrounding HPSCSC's facilities, including plants, units, and godowns, to maximize the local impact of these initiatives.

CSR programmes will be implemented with active participation from local NGOs and communities wherever feasible. The execution will involve close collaboration with state governments for strategic planning and local administrations at the village, block, and district levels for operational efficiency. Additionally, interventions will align with and complement initiatives undertaken by state, district, and central government agencies to ensure synergy and broader impact.

Projects will be identified through structured processes, including need assessment studies conducted by the HPSCSC, professional agencies, or institutions. They may also be based on proposals or requests from district administrations, local bodies, citizen forums, or through consultations with local representatives, civic bodies, voluntary organizations, and registered trusts or societies.

For long-term programmes, efforts will focus on clearly defining the objectives, conducting baseline surveys to establish measurable outcomes, creating detailed implementation schedules with milestones, assigning clear responsibilities and authorities, and identifying expected results with quantifiable outcomes. The CSR Committee will oversee the formulation and execution of these programmes, ensuring alignment with statutory requirements and corporate priorities.

This comprehensive approach is designed to ensure that HPSCSC's CSR initiatives are impactful, transparent, and sustainable, contributing meaningfully to the socio-economic development of the communities they serve.

The HPSCSC shall ensure the execution of Corporate Social Responsibility (CSR) activities either directly by the company itself or through the following permissible entities:

(a) A company established under Section 8 of the Companies Act, 2013 (hereinafter referred to as "the Act"), or a registered public trust or a registered society, which is exempt under sub-clauses (iv), (v), (vi), or (via) of clause (23C) of Section 10, or registered under Section 12A and approved under Section 80G of the Income Tax Act, 1961 (43 of 1961) (hereinafter referred to as "the Income Tax Act"), and established by the company, either individually or in conjunction with any other company; or

(b) A company established under Section 8 of the Act, or a registered trust or a registered society, established by the Central Government or a State Government; or

(c) Any entity established under an Act of Parliament or a State legislature; or

(d) A company established under Section 8 of the Act, or a registered public trust or a registered society, exempt under sub-clauses (iv), (v), (vi), or (via) of clause (23C) of Section 10, or registered under Section 12A and approved under Section 80G of the Income Tax Act, and possessing an established track record of at least three years in undertaking similar activities.

Explanation: For the purposes of clause (c), the term "entity" shall be construed to mean a statutory body constituted under an Act of Parliament or a State legislature for the purpose of undertaking activities encompassed within Schedule VII of the Act.

Note – Every implementing agencies, who intends to undertake any CSR activity, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar.

Composition and Functioning of the Board-Level Committee (BLC)

The implementation of CSR initiatives at HPSCSC will be governed by a structured framework involving multiple committees to ensure transparency, accountability, and efficiency in planning, execution, and monitoring.

1. Board-Level Committee (BLC)

- The **CSR Committee of the Board** will be constituted as per the provisions of Section 135(1) of the Companies Act, 2013. The composition of the committee will be notified periodically in compliance with legal requirements.
- The BLC will be responsible for formulating and recommending the company's annual CSR plan, including the budget allocation for CSR programmes, projects, and activities. Recommendations from the units and offices will be reviewed and considered during this process.
- The Board of Directors will evaluate the CSR plan proposed by the CSR Committee and approve it after necessary deliberations.
- Necessary powers for executing and implementing the CSR plan will be delegated to the Managing Director (MD). This delegation will also include provisions to address urgent and immediate CSR requirements effectively.

The **Financial Advisor** will act as the **Nodal Officer**, responsible for the overall supervision, monitoring, and coordination of day-to-day CSR activities and projects.

2. Responsibilities of the Nodal Officer

- **Progress Review and Reporting:**

- Submit progress reviews of ongoing projects to the CSR Committee.
- Provide a comprehensive review report and the Annual CSR Action Plan to the CSR Internal Committee, which will then be forwarded for approval by the MD and the Board.

- **Fund Management:**

- Maintain detailed records of fund utilization for all ongoing CSR projects.
- Report updates to the CSR Committee on project progress, fund management, transfer of unspent CSR amounts, and surplus utilization, if any.

- **Monitoring and Supervision:**

- Ensure proper implementation of CSR projects by coordinating across departments and resolving operational challenges.

3. Workflow

1. CSR projects and activities are proposed by individual units and evaluated by the Nodal Officer in consultation with MD.
2. The Board-Level CSR Committee formulates and recommends the CSR Plan, including budgetary details, to the Board of Directors.
3. The Board approves the plan and delegates necessary powers for execution to the MD.
4. The CSR Committee, as may be constituted, oversees the implementation of approved projects and reviews quarterly progress.
5. The Nodal Officer coordinates all aspects of project execution, including fund management and reporting.

Monitoring and Feedback Framework

To ensure the effective implementation and impact of HPSCSC's CSR initiatives, a robust monitoring and feedback mechanism will be in place, with clearly defined roles and responsibilities for oversight, evaluation, and reporting.

1. Periodic Monitoring by the CSR Committee

The CSR Committee will regularly review the progress of CSR projects, programmes, and activities outlined in the CSR Policy. To ensure strategic oversight, the Corporate Office's CSR Department will commission periodic impact studies, particularly for high-value and strategic programmes. These studies will be conducted by independent third-party professionals or reputable institutions to provide an objective evaluation.

2. Monitoring of Directly Implemented Projects

For CSR projects directly implemented by HPSCSC, the Nodal Officer will monitor progress through:

- Periodic site visits to assess on-ground implementation.
- Detailed progress reports documenting project milestones.
- Ground-level feedback from beneficiaries and stakeholders.
- Other suitable methodologies to evaluate programme outcomes.

3. Monitoring of Projects through Implementing Agencies

For CSR projects executed through implementing agencies, progress will be monitored via:

- Regular progress reports provided by the agencies.
- Supporting documentation of expenditures incurred for various activities, ensuring financial accountability and transparency.

5. Feedback from Beneficiaries

Efforts will be made to collect feedback directly from programme beneficiaries. This feedback will be used to assess the effectiveness of the initiatives and identify opportunities for improvement.

6. Documentation and Public Disclosure

All aspects of HPSCSC's CSR initiatives, including the CSR Policy, annual activities, details of executing partners, and associated expenditures, will be appropriately documented. This documentation will be made available in the public domain to promote transparency and accountability.

7. Annual Reporting

The company's CSR initiatives, including details of activities undertaken and their outcomes, will be comprehensively reported in the Annual Report. This ensures compliance with statutory requirements and enhances public trust in HPSCSC's commitment to its CSR objectives.