

Ministry of Ports, Shipping and Waterways

“Sagar Samajik Sahayog”

Corporate Social Responsibility (CSR) Guidelines for Major Ports – 2023

Background

Considering the impact of economic, social, and environmental activities, of the Ports on the society and the environment, the ports should serve the interests of society by taking responsibility for their upliftment. Towards achieving this aim, all Major Ports have to identify activities that would create a visible social impact on the society and environment. This Corporate Social Responsibility guidelines is the Port's commitment to operate in an economically, socially, and environmentally sustainable manner while recognizing the interests of its stakeholders and society at large. This commitment is beyond mandatory requirements, and is closely linked with the sustainable development of its periphery.

The Major Port Authorities Act, 2021 came into force on 03.11.2021 and the Major Port Authorities (Corporate Social Responsibility) Rules, 2021 were notified on 22.11.2021. In pursuance of clause (d) of sub-rule (1) of rule 2 of the aforementioned rules, the Central Government has now made the following Corporate Social Responsibility (CSR) Guidelines, 2023.

I. Applicability

These guidelines are applicable to the

- i) Projects or programs relating to activities specified in Section 70 of the Major Port Authorities Act, 2021.
- ii) Projects or programs relating to activities as specified in the Corporate Social Responsibility Guidelines issued by the Central Government from time to time.

II. CSR Committee

For the purpose of planning and implementing CSR projects, a Corporate Social Responsibility Committee shall be constituted in each Major Port. The Committee shall be headed by the Dy. Chairperson of the Major Port and shall have two other Members, viz., one member of the Board and one HOD of the Major Port (as nominated by the Chairperson of the Major Port). This Committee shall discharge the functions enumerated in Rule 5 of the Major Port Authorities (Corporate Social Responsibility) Rules, 2021 notified on 22 November 2021.

III. Planning and Implementation

- i) Each Major Port shall at the beginning of the Financial Year prepare a "Corporate Social Responsibility Plan" to allocate funds and identify the projects, programs or activities to be undertaken under CSR from the activities listed in the annexure.
- ii) CSR projects, programs or activities may be undertaken within the periphery of the Port, as declared by the Board.
- iii) The Port shall integrate its CSR in Business Plan with the social and environmental concerns related to the business of the entity.
- iv) Thrust shall be given, wherever possible, to areas related to the Business of the port making CSR activities a natural corollary to the business as per the CSR Plan formulated under Rule 5.
- v) Investment in CSR should be project-based.
- vi) CSR activities should generate community goodwill, and create social or environmental impact and visibility.
- vii) For every project, the time frame and periodic milestones should be finalized at the outset.
- viii) CSR projects may be related to United Nations Global Impact Programme on the environment and closely linked with the principle of sustainable development based on the immediate and long-term social and environmental consequences of their activities.
- ix) Ports should create value in innovative social investment in the community and focus on the areas of 'preparedness and capacity building' in disaster management.
- x) Project activities identified under CSR need to be implemented by specialized agencies and generally not by the staff of the Port concerned. Specialized agencies shall include voluntary agencies, self-help groups, trusts, missions, etc. While assigning such projects to specialized agencies, every possible effort must be made to verify the reliability and clean track record of such agencies. Ports may prepare a suitable panel for such agencies or they may select from panel maintained by the Government, Autonomous Bodies or National CSR Hub etc.
- xi) Ports can also collaborate with each other for jointly undertaking CSR activities, provided that each port is able to individually report on such projects.
- xii) Activities and expenditure related exclusively to the benefits for port employees/ training and recreational activities for its own employee will not count as CSR.

IV. Funding

CSR Budget will be mandatorily created through a Board Resolution as a percentage of net profit in the following manner:

Financial Position of the Port Net Profit (Previous Financial year)	Expenditure range of CSR in a Financial year (%) of profit
a. Less than Rs. 100 crore	3% - 5%
b. Rs.100 crores to Rs.500	2% - 3% (subject to a minimum of Rs.3 crore)
(c) Rs.500 crore and above	0.5% to 2%

- ii) Loss-making Ports are not mandated to earmark specific funding for CSR activities. However, they should achieve the CSR Objectives by integrating their business process with social process wherever possible and taking up such initiatives which do not involve cash outgo.
- iii) The CSR budget should be fixed for each financial year. This funding will not lapse. It will be transferred to CSR fund, which will accumulate and not lapse. If the port has been unable to spend the minimum fund required on its CSR initiatives, the reasons for not doing so are to be specified in the annual report.
- iv) The allocated CSR fund should be earmarked in the following manner:
 - a. **20% of the funds should be deployed in the following activities / contributions.**
 - i) Sainik Kalyan Board at the district level.
 - ii) National Maritime Heritage Complex, Lothal, Gujarat (NMHC).
 - iii) National Youth Development Fund (NYDF).
 - b. **78% of funds should be released for the social & environmental welfare of the community as per the list attached as annexure to the guidelines.**
 - c. **2% of the funds for monitoring of the activities.**

V. Monitoring

- i) The Board of every Major Port shall discuss the implementation of CSR activities in the Board Meetings.
- ii) The Board shall also finalize the activities to be taken up under CSR during the financial year, based on the local requirement.

- iii) A separate paragraph / chapter of the Annual Report of the port on the implementation of the CSR activities / projects including the facts relating to physical and financial progress should be included.

VI. Approval

- i) The CSR Committee at the beginning of each Financial Year shall scrutinize the CSR proposals received by the Major Port. The proposals/ activities after due consideration by the CSR Committee shall be recommended to the Board of the Major Port for approval and implementation.
- ii) The Ministry, at its discretion, may direct the Board of the Major Ports to consider, following due procedure, any CSR project for implementation at its own cost.
- iii) All Major Ports shall adhere to the above guidelines and take up CSR projects, programs or activities in the right earnest within the budget allocated in the beginning of the financial year. The CSR activities undertaken along with the allocation of funds may be clearly indicated in the Budget Proposals of the Port for the financial year.

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ANNEXURE

A. 20% of the funds should be allocated to the following:

- i) Sainik Kalyan Board at the district level.
- ii) National Maritime Heritage Complex (NMHC).
- iii) National Youth Development Fund (NYDF).

B. 78% of the funds to be allocated for activities which may include the following:

- i) Drinking Water.
- ii) Education and Imparting Vocational training.
- iii) Setting up of skill development centres, imparting skill training, Entrepreneurship Development Programme and placement assistance programme for youth.
- iv) Electricity, Non-conventional & renewable energy sources.
- v) Health and Family Welfare.
- vi) Promotion of livelihood for economically weaker sections through forward and backward linkages.
- vii) Disaster Management including Relief to victims of Natural Calamities, like earthquake, cyclone, drought & flood etc.in any part of the country.
- viii) Community Centers/Night Shelters/Old Age Homes.
- ix) Basic infrastructure in villages through adoption.
- x) Construction and/or operation of Hostels (especially those for SC/ST and girls)
- xi) Pollution control measures, environment-friendly technologies, preservation / restoration of environment / ecology and sustainable development goals.
- xii) Sanitation and Public Health Action suggested by the Ministry of Environment, Forest and Climate Change pertaining to the Charter of Corporate Responsibility for Environment protection for 17 categories of Industry.
- xiii) Waste recycling in civil construction or other public use, STP, oil pollution.
- xiv) Activities/projects related to the removal of plastic from marine ecology.
- xv) Use of the materials taken out of the dredging activities for the public good.
- xvi) Promotion of Art and Culture.
- xvii) Promotion of Sports and Games.
