

CORPORATE SOCIAL RESPONSIBILITY
OF
TRACKON COURIERS PRIVATE LIMITED
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INTRODUCTION

The concept of Corporate Social Responsibility (“CSR”) has become a vital element of the modern world. The contemporary views of the Corporate sector suggests it believes that the efforts of Govt. alone are not enough to get success in its endeavor to uplift the down trodden Society and hence there it has catapulted its contribution towards the Society considering the same its responsibility. Moreover, the Govt., realizing the above fact, has introduced and enforced legislations, which provide for obligations of Corporate sector in the areas of CSR. With the rapidly changing corporate and regulatory environment, advent of more functional autonomy, operational freedom etc., the Company has adopted CSR as a strategic tool for sustainable growth. For the Company in the present context, CSR means not only investment of funds for Social Activities, but also Integration of Business processes with Social processes.

2. TRACKON COURIERS PHILOSOPHY

Trackon Couriers Private Limited, having its registered office at 135 A Rani Khera New Delhi-110081 (Hereinafter termed as ‘Trackon Couriers or the Company’) was incorporated in 2002.

For our Company, reaching out to underserved communities is part of our DNA. Our policy will be to focus on livelihood, Health Care, education and Infrastructure so as to bring measurable improvement in quality of life of unprivileged community.

3. OBJECTIVE

The main objective of Trackon Couriers CSR Policy is to lay down guidelines for the Company to make CSR its key business process for sustainable development for the Society where the Company operates and to Comply with the provisions of the Companies Act, 2013, read with rules made there under. It aims at supplementing the role of the Government in enhancing welfare measures of the society based on the immediate and long term social and environmental consequences of the Company’s activities.

4. SCOPE

The Company proposes to implement its CSR activities in the following areas:-

- eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation
- promoting education, including special education and employment enhancing vocation skills especially among children’s, women, elderly, and the differently abled and livelihood enhancement projects;
- promoting gender equality and empowerment of Women, setting up homes and hostels for women and orphans; setting up old age home, day care centers and such other facilities for senior citizens and measures for 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 quality of soil air and water;
- 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;
- training to promote rural sports, nationally recognized sports, Paralympics sports and Olympic sports;

contribution to the Prime Minister's national Relief Fund or any other fund set up by the central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;

rural development projects

All other activity as may be prescribed in Schedule VII of the Companies Act, 2013 as amended from time to time.

CSR Activities shall not include:-

- The Activities undertaken in pursuance of normal course of business of a Company;
- CSR projects/programs or activities that benefit only the employees of the Company and their families;
- Any contribution directly/indirectly to political party or any funds directed towards political parties or political causes;
- Any CSR projects/programs or activities undertaken outside India.

5. CSR COMMITTEE

Pursuant to the provision of Section 135 of the Companies Act, 2013, the Board of Directors of Trackon Couriers constituted a CSR Committee vide its Resolution dated 18.02.2015. The following are the members of the Committee:-

S. No. Name of Director Designation

1. Mr. Prabhat Kumar Anand Chairman
2. Mr. Dinesh Kumar Rautela Member
3. Mr. Yoginder Kumar Dabas Member
4. Mr. Pramod Kumar Nourangi Singh Member

Chairman

Mr. Prabhat Kumar Anand, shall be the Chairman of the Committee. However in his absence Mr. Dinesh Kumar Rautela shall preside the meeting.

No. of Meeting:

The Committee shall meet at least Four times in a Calendar Year with a maximum gap not exceeding 120 days and as and when need arises.

Quorum of the CSR Committee Meeting:

Two Members of the Committee Shall Constitute the Quorum of the Meeting. In case the Quorum is not present within 15 minutes from the time of holding the meeting then the meeting shall stand adjourned to the same day of the next week and at the same place and time unless otherwise decided by the Chairman of the committee.

Following are the functions of the CSR Committee:-

- Recommend CSR activities as stated under Schedule VII of the Companies Act, 2013;
- Recommend the CSR Budget;
- Obtain the status of Spends made out of the allocated CSR amount on the CSR activities by the Board of Directors of the Company in accordance with the Act and the CSR Rules;
- Create transparent monitoring mechanism for implementation of CSR Initiatives in India;
- Submit the Reports to the Board in respect of the CSR activities undertaken by the Company;
- Monitor CSR Policy from time to time;
- Authorize executives of the Company to attend the CSR Committee Meetings.

6. CSR EXPENDITURE

The provisions of the Companies Act, 2013 read with rules made there under, mandate companies meeting the qualification criteria to allocate certain portion of its annual net profits during the three immediately preceding financial years to be spent on CSR activities shall fall under the purview of Schedule VII of the Companies Act, 2013.

The CSR expenditure shall be recommended by the CSR Committee and subsequently to be approved by the Board of Directors. In case the Company fails to spend the projected amount on CSR activities, the Committee shall obtain from the Board of Directors of the Company, the reasons of such failure and record the same in its meeting.

7. BASE LINE SURVEY & DOCUMENTATION

The CSR activities where Community Development Program is involved, base line survey is essentially to be carried out and cost benefit has to be seen in the proposed scheme through survey.

The CSR activities for providing infrastructural facilities like educational institution, where social benefit is involved, baseline survey is not required. However, cost benefit and justification for any project has to be ascertained. It is advisable that documentation relating to CSR approaches, policies, programs, expenditures, procurement, etc. should be prepared meticulously and put in the Public Domain, (particularly through the internet).

8. REFLECTION OF CSR ACTIVITIES

Annual audit of all activities undertaken by the company would be done by the Company's auditor, which would form a part of the Statutory Audit. The Annual Report of the Company shall include a section on CSR outlining the CSR Policy, CSR Committee, CSR initiatives undertaken by the Company, the CSR spend during the Financial Year and any other information as required by the prevailing law.

9. PUBLICATION OF THE CSR POLICY

As per the CSR Rules, the contents of the CSR Policy shall be included in the Directors' Report and the same shall be displayed on the Company's website.

10. POLICY REVIEW AND FUTURE AMENDMENT

The Committee shall annually review its CSR Policy from time to time and make suitable changes as may be required and submit the same for the approval of the Board.

11. EFFECTIVE DATE

This Policy is effective from April 1st, [2018](#).