



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Conquering Newer Horizons



Corporate Social Responsibility and Sustainable Development (CSR & SD) Policy

*Revised in terms of the provisions under Section 135 of the Companies Act, 2013,
Companies (Corporate Social Responsibility Policy) Amendment Rules 2021*

OIL CSR & SD POLICY

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1. **PREAMBLE**

Oil India Limited (OIL) is an Upstream Oil & Gas Company engaged in the business of exploration, production and transportation of crude oil & natural gas. It is a state-owned enterprise of the Government of India, under the administrative control of the Ministry of Petroleum and Natural Gas. A *Navratna* PSU, OIL is the second largest national oil and gas company in India. OIL has carved a niche as a leading national oil and gas company in the upstream sector with a legacy of hydrocarbon exploration for over six decades to contribute towards the energy security of the country.

As a business entity in hydrocarbon exploration and energy business, OIL aims to grow in a sustainable manner by integrating its diverse activities to the three pillars of sustainability namely viz, Society, Environment, and Economics. As a Responsible Corporate Citizen, it is aware of its impact on these three key areas and is deeply committed to inclusive growth of all its stakeholders, thereby continuously promoting and implementing initiatives and projects of sustainable development.

2. **BACKGROUND**

The Corporate Social Responsibility (CSR) and Sustainability policy of OIL, which has evolved over time, is intended to provide a robust framework for carrying out its CSR and sustainability activities, in accordance with the provisions enshrined in the Companies Act, 2013 (Section 135 and Schedule VII) and the Guidelines on Corporate Social Responsibility and Sustainability for Central Public Sector Enterprises issued by Department of Public Enterprises, Government of India (DPE Guidelines, 2014) which are effective from 1st April 2014, and clarifications/amendments thereof from time to time.

Oil India Limited (OIL) adopted its CSR Policy in the year 2007, which was later revised in the year 2011. Thereafter Companies Act 2013 (affected from 1st April 2014) was put in place by the Govt. of India and Section 135 of this Act made it mandatory that every company having net worth of Rs. 500.00 Crore (Rupees Five Hundred Crore) or more, or turnover of Rs. 1,000.00 Crore (Rupees One Thousand Crore) or more or a net profit of Rs. 5.00 Crore (Rupees Five Crore) or more, shall formulate a Corporate Social Responsibility Committee of the Board and the Board shall ensure that the company spends in every financial year, at least two percent of the average net profits of the company made during the three immediately preceding financial years in pursuance of its Corporate Social Responsibility Policy.

In exercise of the powers conferred under Section 135 of the Companies Act 2013, Govt. of India notified Companies (Corporate Social Responsibility Policy) Rules 2014 to give a clear direction to Corporate Social Responsibility. To conform with the above Act and the guidelines issued by the Department of Public Enterprises on CSR, Oil India revised its CSR Policy in 2016 and further amended it to CSR & SD Policy in 2020.

Further to amend Companies (Corporate Social Responsibility Policy) Rules 2014, the GoI notified Companies (Corporate Social Responsibility Policy) Amendment Rules 2021 in

January 2021. Consequent upon the amendments notified under the Companies (Corporate Social Responsibility Policy) Amendment Rules 2021, the Board on recommendation of CSR & SD Committee adopted this CSR & SD Policy on 16.03.2022 to conform with the requirements of the Companies (CSR Policy) Amendment Rules, 2021.

3. CSR & SD VISION and MISSION

CSR at OIL is guided by the following VISION:

“OIL is a Responsible Corporate Citizen deeply committed to socio-economic development in its areas of operation” keeping in view the sustainability of its operations.

Further, the MISSION is:

“To continually enhance the triple bottom line benchmarks of economic, environment and social performance through responsible business practices and contribution of corporate resources, providing value to stakeholders.”

4. CSR & SD OBJECTIVES

1. To provide a basis for decision making and actionable plan of CSR initiatives for sustainable development and inclusive growth, as per the provisions of Companies Act, 2013, Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021.
2. To engage with local communities to constantly work towards tangible and sustainable social, economic and environmental development in operational areas of OIL in preference over other areas.
3. To generate goodwill in the society which help in reinforcing its image as a “Responsible Corporate Citizen.”

5. CSR APPROACH

1. **CSR Initiatives**: OIL being a responsible corporate citizen committed to socio-economic development of the people & communities through inclusive and sustainable development, shall undertake its CSR initiatives under various key thrust areas specified in Schedule VII of the Companies Act 2013, revised from time to time and directions issued by Government of India.
2. **Duration**: The CSR initiatives of the company shall be in the form of programmes/projects of duration of one year or less or multi-year not exceeding three years, excluding the financial year in which it was commenced, duly approved by the Board.
3. **Location**: The Company shall give preference to take up its CSR initiatives to the local areas and areas around it, where it operates.
4. **Exclusion**: Activities undertaken in pursuance of normal course of business of the Company shall not be considered as CSR activities.

6. CSR GOVERNANCE

OIL shall have a two-tier organisational structure for planning, implementing and monitoring of the CSR initiatives of the Company viz:

a) CSR & SD Committee at Board Level:

- OIL shall constitute a “Corporate Social Responsibility & Sustainable Development Committee at Board Level,” as per the extant provisions of the Companies Act, 2013, SEBI LODR, Government Guidelines etc.
- The CSR & SD Committee of the Board shall formulate and recommend to the Board, an annual action plan in pursuance to its CSR & SD Policy. The plan shall include the details of CSR programmes/projects approved, manner of execution, modalities of utilisation of funds, implementation schedule, monitoring & reporting mechanism, details of need and impact assessment, if any.

b) Local CSR Committee below Board level:

- To assist and support the Board level CSR & SD Committee, the Competent Authority of OIL shall constitute Local CSR Committee(s) below Board Level at its Fields’ Headquarters (FHQ) and/or in other spheres of the Company, which shall oversee the implementation of CSR activities and projects at the field level.
- These Local CSR Committees below Board Level shall consist of (i) Executive Director/Chief General Manager/Project Head as the Chairman, (ii) Representative(s) from recognised Officers’ Association & Employees’ Union (President or Secretary) and (iii) Officers not lower than General Manager from different departments

7. FINANCIAL RESOURCES

1. OIL shall spend at least 2% (*or any other limits prescribed under Companies Act, 2013 from time to time*) of its average net profit made during the three immediately preceding financial years on CSR activities.
2. Board on the recommendation of the CSR & SD Committee of the Board shall approve the Annual Budget on CSR activities.
3. Any surplus arising from CSR activities shall not form part of business profits.
4. Expenditure towards impact assessment, if any, shall be incurred in conformity of the extant provision of the Companies Act, 2013, Companies (CSR Policy) Amendment Rules 2021 and other guidelines issued by Government from time to time.
5. Expenditure on activities beyond purview of Schedule VII of the Companies Act, 2013, or as prescribed in the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, will not be considered as CSR expenditure.

8. IMPLEMENTATION

1. OIL shall execute/implement its CSR initiatives either directly by itself or through identified implementing agencies fulfilling criteria as prescribed under the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021.
2. The company may also collaborate with other companies for undertaking CSR initiatives in such a manner that the CSR & SD Committee of respective companies are in a position to report separately on such initiatives.

3. The CSR initiatives of the company shall be initiated and coordinated by the Public Affairs Department at its Field Headquarters and Public Relations Department at the Corporate Office.
4. Below Board Level CSR & SD Committee at Fields' Headquarters and other spheres shall recommend CSR proposals for approval as per laid down Delegation of Power (DoP) of the Company.
5. All proposals for CSR initiatives shall be put up for approval of the Competent Authority as per the Delegation of Power (DoP) of the Company, amended from time to time.

9. MONITORING

1. Monitoring of implementation of CSR initiatives of the company shall be carried out by the Public Affairs Department at FHQ, Public Relations Department at Corporate Offices and Concerned Departments in other spheres as applicable.
2. Reports on CSR expenditure incurred in a financial year will be submitted to the Competent Authority.
3. The effectiveness of CSR projects, which have been completed not less than one year before, shall be evaluated through independent agency for CSR projects of value above Rs 1.00 Crore (Rupees One Crore).

10. DISCLOSURE

1. The company shall disclose its CSR & SD Policy and the composition of its CSR & SD Committee on its website.
2. An Annual report on CSR, containing details about the CSR initiatives implemented by the company shall be included in the Board of Directors' Report for every financial year, as per the format prescribed under the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021.
3. Impact assessment report, if any, shall be placed before the Board and shall be annexed to the Annual Report.

NOTE: *In case of conflict, contradiction or any inconsistency, provisions of the Companies Act 2013, Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, and guidelines on CSR issued by various Ministries/Departments of the Government of India as amended, clarified and notified from time to time shall prevail over the policy document.*

Major CSR Projects of Oil India Limited (OIL)
FY 2021-22

SL NO.	CSR PROJECT NAME	PROJECT DESCRIPTION	TARGET, TIMELINE & MODALITIES OF EXECUTION
1	Project Sparsha	Mobile Dispensary services under Project <i>Sparsha</i> , launched in 2009, provides primary health care to people in remote villages in OIL operational areas in Assam and Arunachal Pradesh, through over 1000 health camps conducted annually.	Target: To conduct 1,000 primary healthcare camps, in FY 2020-21, with facilities of lab testing, counselling & free medicines, to needy patients, in remote villages in OIL's operational districts of Tinsukia, Dibrugarh & Charaideo in Assam and Changlang district in Arunachal Pradesh. Modalities: Project to be implemented through a Professional Implementing partner, through a MoU.
2	Project Arogya	Project <i>Arogya</i> , launched in 2012, is on reduction of Infant Mortality Rate(IMR) and Maternal Mortality Rate(MMR) in villages in OIL operational areas in Assam.	Target: To conduct in 20 villages in OIL operational districts of Tinsukia and Dibrugarh, through health camps on pre & post natal care, immunization and activities related to behaviour change communication, menstrual health & hygiene management, nutrition, training of community health workers, etc. The multi-pronged interventions are continuous in nature for sustainable impact having activity-based annual timeline. Modalities: Project to be implemented through Professional Implementing partner through a MoU.
3	CSR Initiatives in Aspirational Districts	OIL adopted three Aspirational Districts i.e Dhubri & Goalpara in Assam and Namsai in Arunachal Pradesh under the Government of India programme 'Transformation of Aspirational Districts'	Target: Need-based annual projects in alignment with thematic area (specified by DPE) in Aspirational Districts of Dhubri & Goalpara in Assam & Namsai in Arunachal Pradesh. The project proposals are forwarded to OIL by the District Authorities of each district. Modalities: Project to be implemented by the District Authorities of respective districts, through MoU.

SL NO.	CSR PROJECT NAME	PROJECT DESCRIPTION	TARGET & MODALITIES OF EXECUTION
4	Swachh Bharat Abhiyan	Under <i>Swachh Vidyalaya Swachh Bharat Abhiyan</i> , OIL had completed construction of school toilets in seven districts in Assam in July, 2015. Other projects include construction of separate toilets for men & women, public/community toilets, Individual Household Latrines, installing drinking water plants in villages in operational areas in different spheres of the Company such as Assam, Rajasthan & Andhra Pradesh. And development of Kamakhya temple complex as a Swachh Iconic Place.	Target: The annual Swachhata Action Plan with budget outlay on different projects/activities, and approved by MoPNG. Modalities: The activities shall be taken up in association with Local Administration/District Authorities and implemented either through the State Government/Local Government or by other implementing partners.
5	Project OIL Super 30	The project was launched in 2010, under which, 11 month free residential coaching for IIT / Engineering entrance examination is provided to students from BPL families in 6(six) OIL Super 30 centres namely Guwahati, Jorhat, Dibrugarh and Nagaon in Assam, Jodhpur in Rajasthan and Itanagar in Arunachal Pradesh.	Target: Engineering coaching (for JEE) to 30 students in each OIL Super 30 centre for 6 centres- while Medical coaching (for NEET) to additional 20 students in Jorhat centre. Modalities: Project shall be implemented through a professional implementing agency, through MoU.
6	Project Dikhya	The project, launched in 2012, is on promoting computer literacy among students of Class V-VIII in remote rural schools through mobile computer labs (buses) as well as Adult Literacy Campaign in villages in OIL operational areas in Assam.	Target: To conduct in 30 schools (includes computer education on wheels, value added education, SMART classroom, teachers' training and life skills education. Adult education shall be imparted in 15 locations. Modalities: Projects shall be implemented through a professional implementing agency, through a MoU.
7	Project Rupantar	Project <i>Rupantar</i> , OIL's flagship CSR project launched in 2003, focuses on formation and support of Self Help Groups (SHG) of unemployed youth and women of OIL operational areas in Assam, on various economic activities in the agro-based industry, providing opportunities for livelihood generation and self-employment.	Target: 100-150 SHG/JLGs shall be supported with need based livelihood activities. Modalities: Projects shall be implemented through a professional implementing agency, through a MoU.
8	Project Jeevika	A livelihood generating initiative with focus on cluster-based sustainable livelihood activities like bee-keeping & honey processing, mustard, buckwheat & local pulse processing and other local products.	Target: 400 households in OIL's operational area in Arunachal Pradesh. Modalities: Project shall be implemented through a professional implementing agency, through a MoU.

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9	Agriculture project under OIRDS	This is one of the foremost social welfare projects with focus on agriculture development designed for beneficiaries of the grass root level of the rural areas. This is done through adoption of villages in the operational areas of OIL in Assam. OIL has also signed MoU with AAU to promote integrated farming in villages of OIL's operational areas in Upper Assam.	Target: Project shall be implemented in 8 to 10 villages for adoption under paddy (Rabi & Sali) cultivation. Modalities: Implementation of integrated farming activities shall be in association with Assam Agricultural University (AAU).
10	Project Swavalamban	The project was launched in 2013 under which, placement linked skills training (short-term NSDC accredited industry relevant) is imparted to youth of OIL operational areas in Assam and Rajasthan Project, in various trades like Housekeeping & Hospitality, Electrician, Sewing Machine Operator, Hospital and patient care management, Jewellery designing, various trades of the construction industry etc.	Target: To train 2,500 candidates during the year, with a minimum placement of 70% and six months follow-up. Modalities: Implementation shall be done through various agencies specialized in skills training.
11	Skill Development Institute	The major Oil & Gas PSUs have set up Skill Development Institutes (SDIs) in their catchment regions supported by each other in terms of the initial corpus as well as towards operational requirements of these SDIs. These are: SDI, Bhubaneswar set up by IOCL SDI, Visakhapatnam set up by HPCL SDI, Kochi set up by BPCL SDI, Guwahati set up by OIL SDI, Raibareilly set up by GAIL and SDI, Ahmedabad set up by ONGC	Target: SDI Guwahati set up by OIL shall train 1,000 students free of cost in 10-12 trades, during the year, with placement support. Modalities: The institutes are operated through specialized implementing agencies.
12	Project Sakhyam	The project is on support to rehabilitation projects for Persons with Disabilities eg. special schools such as Mrinaljyoti Rehabilitation Centre and Moran Blind School in Assam	Financial Support is provided to the institutes towards educating/training of Divyang students.
13	Capacity building for empowerment of women	Projects on women's capacity building including training of young women on handicraft & handloom in OIL's Handicraft & Handloom Production Centre (HTPC) (set up in 1984), and 3 yr Certification course on General Nursing & Midwifery (GNM) in OIL Nursing School (set up in 1991) for employment opportunities and empowerment of women. Both these institutions are in OIL Field Headquarter, Duliajan, Assam.	Target: 30 students in OIL Nursing school with ongoing batches of previous years and 40 students in HTPC shall be trained during the year. Placement assistance shall be provided to the students trained. Modalities: OIL Nursing School is under OIL Hospital while HTPC is run under Oil India Rural Development Society (OIRDS).

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14	Rural Sports	OIL conducts rural sports in villages in OIL operational areas in Assam, to encourage and nurture budding talent in various sports including traditional sports.	Target: Organise 5 to 6 rural sports events during the year. Modalities: Implemented in association with Local Administration and local stakeholders including socio-cultural groups.
15	Rural Development-Augmentation of Rural Infrastructure	OIL supports projects on augmentation of rural infrastructure by way of construction of roads &, bridges, community hall /public auditorium, cultural centre, waiting shed etc. in its operational areas in Assam, Arunachal Pradesh, Mizoram, Rajasthan and in Andhra Pradesh.	Infrastructure development projects are implemented through the District Administration
