

RTI Matter - Time Bound

SAROJINI DEVI  
Secretary General

**Citizens Association for Rights  
NGO**

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Managing Director

31.8.18

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Sir,

**Sub: Request for information under RTI Act 2005 relating, to corporate social responsibility (CSR) under the company law contributions made by your company in last two years, process and procedure and policy framed by your company.**

I am Honorary Secretary General of Citizens Association for Rights, non profitable, non political organization dedicated to citizen's service and protecting rights of citizens. As the citizen of India and in my individual capacity I request following information under RTI Act.

- 1) Please give information about the list of contributions with the amount date and purpose of CSR made by your company in the last two years with a grand total of yearly CSR contribution correlated percentage of the profit as prescribed by Company law.
- 2) Please give information of criteria, and basis for selecting different causes and entities for distributing CSR contribution.
- 3) Please give names of the **"CSR COMMITTEE"** if any formed by you with their designation of officers/Directors in charge of selecting and deciding CSR contributions.
- 4) Please give information of the process and procedure adopted by your company to consider various applications for social and charitable organization requesting CSR contribution.
- 5) Please give information of the maximum or minimum contribution, directions/CSR policy guidelines of your Board of Directors.

- 6) Please give information of the prequalification laid down by your company to qualify for consideration of the application of social charitable organization for different worthy causes to get your contribution of CSR.
- 7) Please give information of any follow up enquiry or supervision to ensure that the funds allocated and distributed are actually utilized for approved cause in full amount to prevent misappropriation and siphoning away.
- 8) Please give information what contributions you have made in the last two years to the charitable hospitals with their addresses and amounts for health and treatment of poor and needy citizens for research or purchase of capital equipment.
- 9) Please give information of the CSR contribution made by your company to any colleges, schools and universities for education and scholarship.
- 10) Please give copy of any prescribed application or format with data required from the organization seeking your financial help for deserving cause.
- 11) Please give information what particular cause and purpose or project scheme are covered under your company's policy for CSR distribution.

I am herewith enclosing postal order no. 04G 624711 for Rs. 20 (Rs. 10 for fees+ Rs. 10 for copies). I shall gladly send you more money immediately on hearing from you. I request you kindly to send me whatever papers and information you can give now and rest remaining please send me later on by post.

Yours Faithfully

Sarojini Devi

*Sarojini Devi*  
(Secretary General)

Citizens Association for Rights

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