

Government of India
Ministry of Railways
(Railway Board)

No. 2015/EnHM/06/06

New Delhi, Dt. 3.2.2016

The General Manager(s),
All Indian Railways.

Sub: Guidelines for execution of identified railway works through Corporate Social Responsibility (CSR) of Corporates and PSUs

Number of corporates and PSUs have shown interest in undertaking works relating to environmental sustainability, sanitation and certain passenger amenities at railway station(s) through CSR funds. Therefore, a policy framework for the same is considered necessary in order to encourage participation of the willing companies for undertaking CSR works in railways. Keeping in view that railway stations are used by large number of passengers of all classes & social strata, it would be a great opportunity for the corporate and PSUs to serve the public at large by supplementing the railways' efforts in keeping the railway stations clean as also contribute to environment by executing environmental sustainability works.

The matter has been considered in Board and it has been decided to issue the policy guidelines on execution of such works through CSR. Railways shall encourage the Corporate and PSUs for sponsoring the stations especially falling in their business/influence area to execute identified railway works which are doable under CSR. Following guidelines may be followed in this respect-

1. Objective:

To promote participation of Corporate(s) and PSUs (hereinafter called the 'Sponsoring Entity') for execution of environmental sustainability works, cleanliness & sanitation of stations and provision of certain passenger amenities under CSR.

2. Scope of activities/works:

The Sponsoring Entity is permitted to work in following areas-

- (i) The broad details of the infrastructural work executable under CSR relating to environment sustainability, sanitation/cleanliness of the stations and certain passenger amenities at railway stations are given in Annexure-I. In

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addition, sanitation, enabling products and certain other items that can be supplied under CSR are given in Annexure-I.

(ii) For the success of the sanitation and cleanliness of the station on sustainable basis, change in behaviour of the rail users is the key. For this purpose, creating awareness through innovative communication strategies can be an integral part of the sanitation project taken up by the Corporates/PSUs.

(iii) Open defecation in the approaches to the major railway stations is a threat to safety of trains, affect track maintenance and hygiene of the area. The problem is due to non-provision of civic amenities by local bodies for the residents (primarily unauthorised slums) in adjoining areas. Innovative infrastructure & sanitation solutions including behavioural change strategy can be sponsored as a project by the Companies.

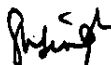
3. General Instructions-

(i) As per section 135 of the Companies Act-2013 and the clarifications issued on CSR vide Ministry of Corporate Affairs general circular no. 21 of 2014 (Assistant Director's letter no. 05/01/2014-CSR dt. 18.06.14)

"Contribution to Corpus of a Trust/society/section 8 companies etc. will qualify as CSR expenditure as long as (a) the Trust/society/section 8 companies etc. is created exclusively for undertaking CSR activities or (b) where the corpus is created exclusively for a purpose directly relatable to a subject covered in Schedule VII of the Act."

(ii) There shall be no D&G and supervision charges to encourage the corporates to participate in CSR activities for Railways. As the identified works under CSR shall be carried out by the Sponsoring Entity through its agency, the Sponsoring Entity shall indemnify railway against any loss/damage caused to passengers/railway property during execution of work. In addition, Railway may take suitable safeguards to prevent/check the eventuality of leaving the work midway by the Sponsoring Entity.

(iii) A separate web page for CSR works should be created in the Zonal Railway website. Railway shall identify the possible works (based on the list detailed in Annexure-I) at different stations which are executable under CSR along with the approximate cost and host the data on the website, with a periodical revision. The web page with status should indicate station





wise details of works being executed/completed under CSR and its data should be updated periodically. This work shall be coordinated/managed by EnHM wing on Zonal Railway/Division. Where EnHM wing is not yet in place, GM may nominate a nodal department for the purpose. This wing/department shall also be responsible for prioritisation of works to be undertaken under CSR within Railway/Division.

- (iv) In case of passenger amenity works, Railway shall make master plan of the station showing the existing and proposed amenities including the one to be done in future and such master plan should be approved by GM for A1 and A category stations and by DRM for other stations.
- (v) Investment by the Sponsoring Entity upto Rs. 2 Cr. per case can be with the approval of DRM and beyond Rs. 2 Cr. with the approval of GM.
- (vi) It should be endeavoured to complete such work(s) within two years from the date of approval by the Sponsoring Entity. Progress of work shall be reviewed periodically by railway and the Sponsoring Entity jointly.
- (vii) The concerned executive department shall be responsible for finalisation of plans/estimates etc., coordination for execution and supervision. The department having major components of overall works shall coordinate with the Sponsoring Entity.
- (viii) The department in-charge of cleanliness & sanitation of the station shall coordinate and be responsible where cleanliness of station premises is sponsored.
- (ix) An MoU may be signed between Railway administration (DRM or any officer of JAG/SG of the coordinating department, to whom powers may be delegated) and the Sponsoring Entity. This MoU should be approved personally by DRM.
- (x) There should be no duplicity of expenditure. Proper accountal of the sponsored works shall be maintained by the railway.
- (xi) Technical documents for certain items e.g. RO Plant, Water Coolers, Solar Lights etc., which are supplied/installed as a part of sponsored items should be given by the Sponsoring Entity to Railways (wherever such items, as per standard specification are supplied by the sponsorer).
- (xii) The Sponsoring Entity shall have no right on assets so created and such assets shall be the property of the Railways and should be taken into the

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relevant books/records of assets maintained by the concerned departments.

- (xiii) Where the Sponsoring Entity comes forward to carryout maintenance of the assets provided by them, then the same can be permitted. However, in case the Sponsoring Entity is not willing to maintain them, maintenance of the assets will be done by Railway at its cost.
- (xiv) Water and electricity required, as per norm, for provision/installation and O&M of amenities/facilities shall be supplied free of cost by Railway.
- (xv) Wherever the operation & maintenance, cleanliness etc is part of the scope of work for which Sponsoring Party is required to depute his men/staff then they will be issued appropriate authority with photograph by Station Manager/SS/Authorised Railway Supervisor. Such men/staff should be in proper uniform of the prescribed color and type displaying the name badge and should invariably have the authority issued by Station Manger/SS/Authorised Railway Supervisor, in his possession. Such uniforms can have a logo of the Sponsoring Entity.
- (xvi) Replacement of asset provided through the Sponsoring Entity shall be done like any other railway asset as per norms.
- (xvii) The Sponsoring Entity shall not have any right for commercial exploitation of asset being provided in railway premises.
- (xviii) No space/facility for advertising/publicity shall be given to the Sponsoring Entity in lieu of the assets provided.
- (xix) Where the cost of infrastructure/work/amenities is Rs. 50 lakh or above, Railway may allow putting up a plaque or a board acknowledging contribution of the Sponsor by way of logo, company's name etc. The plaque/board shall be of a reasonable size as approved by DRM and should be located at a place which do not mar the aesthetics of the station and should not interfere with operational activities. Notwithstanding this, the facility provided by the corporates under CSR can have small display mentioning the name of the Sponsoring Entity. Decision of the DRM shall be final in this regard.
- (xx) An appropriate database of the facilities created through the above initiative should be maintained by Railway including the details of the Sponsoring Entity. This data shall be uploaded on the railway website also.


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4. Railways should carryout appropriate publicity and use innovative methods for encouraging the corporates & PSUs to take up above works through their CSR.

5. Guidelines issued vide Board's letter no. 2012/LM(PA)/03/08/Policy dt. 26.09.2014 are not applicable for works to be done through CSR and is meant generally for executing the works under deposit terms.

This issues in consultation with Planning, Electrical, L&A, Traffic Commercial Dtes. and with the concurrence of Finance Dte. of Ministry of Railways.


(Desh Ratan Gupta)
Executive Director/EnHM (Civil Engg.)
Railway Board

No. 2015/EnHM/06/06

New Delhi, Dt. 3.2.2016

Copy to:-

1. FA &CAOs, All Indian Railways.
2. Deputy comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.



For Financial Commissioner/Railways

No. 2015/EnHM/06/06

New Delhi, Dt. 3.2.2016

Copy to:-

1. Principal Chief Engineer (s), All Indian Railways.
2. Chief Mechanical Engineer(s), All Indian Railways.
3. Chief Commercial Manger (s), All Indian Railways.
4. Chief Signal & Telecom Engineer (s), All Indian Railways.
5. Chief Electrical Engineer (s), All Indian Railways.
6. AM/L, AM/CE, AM/ME, AM/PU, Adv/L&A, EDPM, EDCE (B&S) II, EDW (P), EDCE (G), ED/TD & EDEE (M), ED (W), ED/WP, EDCE (P), EDF(X) II, Railway Board.
7. F(X)-II, TG-IV, CE, L&A, Mechanical, Elec. (G), Telecom and Budget Branches of Railway Board.


(Desh Ratan Gupta)
Executive Director/EnHM (Civil Engg.)
Railway Board

पश्चिम मध्य रेल
West Central Railway



महाप्रबंधक कार्यालय
General Manager's office
वाणिज्य विभाग, जबलपुर
Commercial Deptt. Jabalpur
Date : 22.08.2016

No.WCR/HQ/C/702/CSR

COM, CSTE, CAO/Con., CEE, FA&CAO
CMD, CSO, CPO, COS, CSC – WCR

Sub:- Guidelines for execution of identified railway works through Corporate
Social Responsibility (CSR) of Corporates and PSUs.

Ref.: ED EnHM(CE)'s letter to GMs vide letter no.2015/EnHM/06/06 dt.03.02.2016.

With reference to above, the matter of dealing of issues related with CSR initiatives was put up to GM through AGM and following instructions have been approved by GM for your information and necessary action :

- (i) Overall coordination activity which include arranging and updating of a separate Web page in WCR website, etc. should be done by CME in line with para 3 (iii) of Board's letter dated 03.02.2016 reproduced as under:

" A separate web page for CSR works should be created in the Zonal Railway website. Railway shall identify the possible works (based on the list detailed in Annexure-I) at different stations which are executable under CSR along with the approximate cost and host the data on the website, with a periodic revision. The web page with status should indicate station wise details of works being executed/completed under CSR and its data should be updated periodically. This work shall be coordinated/managed by EnHM wing on Zonal Railway/Division. Where EnHM wing is not yet place, GM may nominate a nodal department for the purpose."

- (ii) Planning, execution, supervision etc. of a particular work, coordination with sponsoring entity should be done as per para 3 (vii) of the Board's letter dated 03.02.2016 reproduced as under:

"The concerned executive department shall be responsible for finalization of plans/estimates etc., coordination for execution and supervision. The department having major components of overall works shall coordinate with the Sponsoring Entity."

- (iii) All the departments should coordinate with corporates related to them to invite sponsorships and successful cases should be advised to CME in a format to be prescribed by CME.

- (iv) Commercial department shall coordinate with corporate houses dealing with Traffic department and apprise, Engineering, Mechanical, Electrical and S&T departments' in regard to deficiencies in yardstick as per norms of passenger amenities.

The above instructions has the approval of GM/WCR.

DA: Copy of noting enclosed.

Copy to :

CME/WCR - for information and necessary action.
DRM / BPL, JBP, KOTA - for information and necessary action.
Secy to GM/WCR - for GM's kind information.
AGM/WCR - for information please.
Sr DCMs/BPL, JBP, KOTA - for information and necessary action.
C10W/WCR for kind information.

MK Sethi
(Manoj Sethi)

CCM
21/8/16