

## **General Guidelines for the Corporates and PSUs for execution of Works at Railway Station under CSR Funds in NCR**

(Ref: R.B. Letter No. 2015/EnHM/06/06 dated 03.02.2016.)

### **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 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 behavior 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 unauthorized slums) in adjoining areas. Innovative infrastructure & sanitation solutions including behavioral 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 prioritization 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 sponsoser ).
- 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 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.
- xxi) Railways should carryout appropriate publicity and use innovative methods for encouraging the corporates & PSUs to take up above works through their CSR.
- xxii) 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.

**List of works/activities that can be taken up under CSR**

(Ref: R.B. Letter No. 2015/EnHM/06/06 dated 03.02.2016)

**1. Environment sustainability works-**

- i) Water conservation works i.e. Rain Water Harvesting, Water recycling plant etc.
- ii) Sewage treatment plant and Effluent Treatment plant (excludes ETPs in Production Units/Workshops, which have to be provided as part of mandatory requirements).
- iii) Solid waste management solutions e.g. waste to compost, waste to energy plants etc.
- iv) Eco-friendly faecal treatment/disposal arrangements.
- v) Solar energy plants including PV modules for off-grid applications e.g. for hospitals, stations, office building, colonies, LC gates, signaling equipments etc. It includes supply of standalone solar lighting system.
- vi) Energy efficient fixtures and equipment. It includes supply on standalone basis.
- vii) Wind energy plants
- viii) Afforestation including development of green areas.
- ix) Use of Green Building features in built up space to be constructed/renovated etc.
- x) Water efficient fixtures.
- xi) Protection and/or improvement of water bodies in railway land which helps in recharging the aquifer.
- xii) Measures for natural air-conditioning of the building including geo-thermal cooling/heating.

**2. Sanitation and cleanliness of the station-**

- i) Construction/renovation of toilets with or without O&M.
- ii) End to End sanitation/cleanliness of station premises.
- iii) Supply of sanitation enabling products viz. Dustbins, Waste transport trolley, cleaning machines etc.
- iv) Infrastructure for faecal and waste disposal & treatment.
- v) Cleanliness awareness campaigns & actions through innovative communication strategies.

**3. Passenger Amenities at station-**

- i) Drinking water facilities including water coolers. It includes supply of RO plants & other filtration arrangements. (RO filtration method to be used only where technically other filtration arrangements are not workable)
- ii) Barrier free access for physically challenged persons viz. Lift, Escalators, FOBs (ramp type), Battery Operated cars etc.

**Note-** The supplied items should be as per approved specifications. Such supplied facilities may be utilized /operated by railways or operated by Sponsoring Entity wherever permitted.

Corporate/PSUs interested in investing as per the above guidelines may contact the following nodal officers of respective divisions:

<b>DIVISION</b>	<b>NODAL OFFICER</b>	<b>CONTACT NUMBER</b>
ALLAHABAD	ADRM	0532-2408106
JHANSI	ADRM	0551-2449417
AGRA	ADRM	0562-2420979

## Annexure-II

### List of Works and Activities that can be taken up under CSR in NCR

SN	Item	Div	Proposed Works	Approx. Cost (in ₹)
1.	<b>Environmental Sustainability works:-</b>			
i)	Water conservation works i.e. Rain Water Harvesting, Water recycling plant etc.	ALD	Any major station of ALD division as per choice of sponsoring agency such as ALD, CNB,ALJN, TDL, MZP,BDL etc.	20 lacs each
			Water recycling plant of suitable capacity @ 1.4 Crores for plant capacity of 1 million Lt. per day at ALD, CNB, ALJN, TDL, MZP & BDL.	140 lacs each
		JHS	Water recycling plant at Jhansi and Gwalior @ 150 lacs each.	300 lacs
			Rain water harvesting at JHS and GWL stations, JHS DRM office building & JHS Hospital @40 lacs each.	160 lacs
		AGC	Water recycling plant setup at AF, MTJ Stations @ 1 Crore each.	02 Crores
ii)	Sewage treatment plant and Effluent Treatment Plant (excludes ETPs in Production Units/Workshops, which have to be provided as part of mandatory requirements).	JHS	Sewage treatment plant at Jhansi and Gwalior @ 200 lacs each.	400 lacs
			Sewage treatment plant for Railway colonies at Jhansi @ 200 lacs and Gwalior @ 150 lacs.	350 lacs
		AGC	Renovation of drainage connection to civil sewage line at AGC,AF, MTJ stations AGC,MTJ @50 lacs each and AF @ 40 lacs	140 lacs
iii)	Solid waste management solutions e.g. waste to compost, waste to energy plants etc.	AGC	Municipal solid waste disposal system-Bio Box at AGC,AF, MTJ @ 35 lacs each	105 lacs
iv)	Solar energy plants including PV modules for off-grid applications e.g for hospitals, stations, office building, colonies, LC gates, signaling equipments etc. It includes supply of standalone solar lighting system.	ALD	Solar energy based water pumps for way side stations of CAR-CPU section & SKB-FKD section & any other station not having piped water supply.	25 lacs per boring 02 lacs per pumps
			Solar power plant of 01 KVA with associated wiring etc. for general illumination and fans etc. for way side stations of CAR-CPU section, SKB-FKD section and any other station with limited power supply.	Rs.2 lacs each
		JHS	Provision of solar power plants of 02 KW capacity at DAA, MKP, SOR, DBA & RRU stations @ 07 lacs each	35 lacs
		AGC	Solar Panel Installation at Baad, HDL, KSV, FTS, KBP, JAB, ETUE, CHLR. Stations @ 5 lacs each.	40 lacs

v)	Energy efficient fixtures and equipment. It includes supply on standalone basis.	JHS	Removal of existing light fittings and supply , erection, testing and commissioning of LED lights at MKP @06 lacs, RRU @02 lacs, DAA @2.5 lacs, DBA @3.5 lacs, SOR @1.5 lacs.	<b>15.50 lacs</b>
vi)	Afforestation including development of green areas.	ALD	Maintenance of gardens in the circulating area at any station of ALD division .	<b>0.5 lacs each</b>
		AGC	Boundary wall and plantation/developing green patches near approaches at AGC,AF. AGC @ 02 Cr. and AF @ 1Cr.	<b>03 Crores</b>
vii)	Use of Green Building features in built up space to be constructed/renovated etc.	JHS	Use of green building features for model running room at JHS.	<b>20 lacs</b>
viii)	Protection and/or improvement of water bodies in railway land which helps in recharging the aquifer.	JHS	Protection/upgradation of water bodies at MKP	<b>20 lacs</b>
			Protection/upgradation of water bodies at JHS ( Garia Dam)	<b>40 lacs</b>
<b>2.</b>	<b>Sanitation and cleanliness of the station:-</b>			
i)	Construction/renovation of toilets with or without O&M.	ALD	Provision of toilets on PFs at any station of ALD division.	<b>2.5 lacs per toilet.</b>
		JHS	Renovation/construction of toilets at various A1 (@ 10 lacsX 2 stations), A(@ 5 lacsX 4 stations) &B (@ 5 lacsX 6 stations ) category stations of JHS division on pay and use basis.	<b>70 lacs</b>
		AGC	Construction/renovation of toilets with or without O&M. at Baad, HDL, KSV, FTS, KBP, JAB, ETUE, CHLR stations @ 4 lacs each	<b>32 lacs</b>
ii)	End to End sanitation/cleanliness of station premises.	AGC	End to end sanitation/ cleanliness of station premises. at Baad, HDL, KSV, FTS, KBP, JAB, ETUE, CHLR stations @ 5 lacs each.	<b>40 lacs</b>
iii)	Supply of sanitation enabling products vis. Dustbins, Waste transport trolley, cleaning machines etc.	ALD	Provision of stainless steel dustbins with stand on station PFs at any station of ALD Division.	<b>.06 lacs per dustbin.</b>
		AGC	Supply of sanitation enabling products vis. Dustbins, Waste transport trolley, cleaning machines etc. at Baad, HDL, KSV, FTS, KBP, JAB, ETUE, CHLR stations @ 2lacs each.	<b>16 lacs</b>
<b>3.</b>	<b>Passenger Amenities at station:</b>			
i)	Drinking water facilities including water coolers. It includes supply of RO plants & other filtration arrangements. (RO filtration method to be used only	ALD	Any station of ALD division as per choice of sponsoring agency.	<b>0.7 lacs each.</b>
		JHS	Provision of Industrial RO with water cooler at JHS & GWL stations @ 12 lacs each and LAR, BAB, DAA, DBA and ORAI stations @ 5 lacs each.	<b>49 lacs</b>

	where technically other filtration arrangements are not workable).			
<b>4.</b>	<b>Items not mentioned in the list</b>			
		<b>ALD</b>	Facade uplift of important stations such as ALD&CNB @ 45 lacs each and ALJN, TDL,MZP& BDL @ 35 lacs each.	<b>230 lacs</b>
			Electronic display of passenger reservation chart at ALD and CNB @ 11.5 lacs	<b>23 lacs</b>
			Provision of stainless steel benches at any major station of ALD Division.	<b>0.17 lacs per bench.</b>
		<b>AGC</b>	Preservation of heritage look of AF Station.	<b>01 Crore</b>
			Potable water facilities for health units at AGC,MTJ Stations. AGC @ 5 lacs MTJ @ 2 lacs	<b>07 lacs</b>