



CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE: RANCHI
SD & CSR Department
(A Miniratna Company)
(A subsidiary of Coal India Limited)



Ref. No. : CCL/SD & CSR/2019-20/ 1039

Date : 26.11.19

To,
The General Manager
Argada/ Barka-Sayal/ B&K/ CRS Barkakhana/ Dhori/
Hazaribagh/ Giridih/ Kathara/ Kuju/ N.K/ Piparwar/
Magadh & Amrapali/ Rajhara/ Rajrappa/ MRS Ramgarh
CMS, CCL Ranchi/CH Naisarai

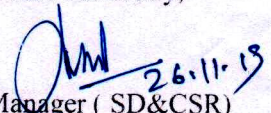
Sub:- Implementation of Standard Operating Procedures(S.O.P) for taking up CSR activities in CCL.

Sir,

Enclosed please find herewith the Standard Operating Procedures (SOP) for CSR activities duly approved by CCL board in its 478th board meeting held on 19.10.2019 [item No. 478.3(5)].

You are requested to ensure strict compliance of the SOP by all concerned in your area.

Yours Faithfully,


General Manager (SD&CSR)
CCL HQ

Encl. As above

Copy to :-

- 1) CVO, CCL --- for kind information.
- 2) T.S to Director (P), CCL
- 3) G.M. (Finance)(I/C), CCL HQ
- 4) G.M. (Civil), CCL HQ
- 5) G.M. (System) --- For uploading in CCL Website.
- 6) Company secretary CCL -- for kind information
- 7) Incharge (TA), CCL HQ
- 8) Chief Manager(F), DP
- 9) Staff officer (P&A)
- 10) Staff officer (Civil)
- 11) All Nodal Officers(CSR)
- 11) All executives - CSR deptt., CCL HQ.

Argada/ Barka-Sayal/ B&K/ CRS Barkakhana/ Dhori/
Hazaribagh/ Giridih/ Kathara/ Kuju/ N.K/ Piparwar/
Magadh & Amrapali/ Rajhara/ Rajrappa/MRS Ramgarh

Revised Standard Operating Procedure (SOP) for Corporate Social Responsibility (CSR) activities in CCL

(Approved in 478th Board Meeting held on 19.10.2019)

Sl. no.	Topic /Activity Description	Activity procedure/Guidelines	Time line (Deadline/ duration)	Responsibility
A(i)	PREPARATION OF ACTION PLAN FOR CSR ACTIVITIES			
1	Source: Based on Representation Receipt/Collection of request letters from the Stakeholders	<p>Application/ representation is to be supported by signatures of beneficiaries/elected representatives/(Mukhiya/MLA/ MP etc.)/ Government Officials/ Representatives/ institutions etc.)</p> <p>Normally, applications received till March of previous financial year shall be considered in preparation of Action plan for the current year (Action Plan I).</p> <p>In case of urgent activity/ required as per government directives, activity may be considered for preparation of subsequent Action Plan or shall be proposed as individual CSR activity.</p>	<p>1st list: by 31st March.</p> <p>Revised list: by 30th Jun.</p> <p>Final revised list: by 30th September.</p>	<p>Areas: Staff Officer (Personnel)/ Area In-Charge of CSR, supported by CSR executives/ appointed agency, if any.</p> <p>HQ: GM (CSR) supported by executives of CSR/ appointed agency, if any.</p>
2	Source: Self-identification. Identification of CSR Activity from need assessment/observation/ survey/ information about development requirements of society.	<p>CSR Activity shall be identified from need assessment/observation/ survey/ information about development requirements of society /interaction with govt. officials.</p> <p>The activity selected should preferably have beneficiaries from economically/ educationally/ socially backward sections of society.</p> <p>Development needs of villages near new areas shall be taken care of.</p> <p>The activity should fall under any of the categories covered under CSR policy of CIL/ Schedule VII of Companies Act/ directives related to CSR issued by Central/ State governments.</p> <p>Activity must comply with policies/ guidelines of Central/ State government.</p> <p>The particular activity must not be included in any scheme in operation by State/ Central government so as to avoid duplicity. For this, draft</p>	<p>1st list: by 31st March.</p> <p>Revised list: by 30th Jun</p> <p>Final revised list: by 30th September.</p> <p>-Do-</p>	

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		Action Plan of Areas shall be duly shared with concerned state govt. officials (Mukhya/BDO/CO/DDC/DC).		
3	<u>Source:</u> Deferred/dropped activities of Action Plan of previous financial years.	Activities which were part of previous year's action plan, but deferred/dropped for any reason, may be included in Action Plan of any subsequent year (with/without modification as per requirement), if the activity is still required and reason for its deferring/dropping in the past is found removed now.	15 th April	-Do-
4	Preparation of Area wise * list of activities. [*HQ unit to be listed separately along with the Areas]	<ul style="list-style-type: none"> Applications received/ identification by department/deferred and dropped activities of previous years form the source of CSR activities for preparation of action plan. The activities should be selected based on relative priority, availability of fund, cost involved and expected benefits etc. Selected activities should be conforming to the directives of CIL CSR policy. If applicable, activities planned in aspirational districts must be in confirmation with the directives of NITI Aayog regarding aspirational districts. Guidelines regarding sector wise allocation/ any other directives/guidelines in respect of CSR issued by state or central government shall be taken into consideration. Relevant laws, government guidelines, policies, schemes, etc. in force relating to the activities selected under CSR must be examined. Brief of each activity proposed in action plan is to be enclosed as per format provided by HQ. Initially, the Action Plan shall be prepared based on anticipated CSR budget. Revised Action plan shall be prepared based on CSR budget communicated by corporate finance and activities identified. 	15 days. (15 th April)	HOD(CSR)/SO (P) of Area assisted by CSR and Civil executives of concerned Area OR GM(CSR) assisted by CSR executives of headquarters; duly vetted by Area/HQ level CSR committee, as applicable.
5	Site visit of proposed work (for physical infrastructure jobs)	<ul style="list-style-type: none"> If site is not fixed, CSR/ Civil personnel to visit alternative sites along-with applicant/ beneficiaries and select appropriate site. As far as possible, the infrastructure should be located on land owned by government/ institute. Site should be free from encumbrances. Documents in respect of ownership of the proposed site to be obtained. 	7 days [22 nd April]	Areas: SO (P) /SO(C) assisted by Officials of CSR/ Civil department of Area. HQ: Officials of CSR/

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		<p>► In case of Govt. / local body/institutional land, NOC to be obtained from concerned body.</p> <p>► In case of private land, legally valid document regarding public use of the land should be ensured.</p> <p>► Estimate/ action plan may be prepared only after receipt of NOC/valid document regarding public use of the land.</p>		Civil/personnel discipline.
6	CSR Budget for the financial year.	<p>► Based on CSR policy of CIL including subsequent amendments thereof /guidelines issued by Government from time to time.</p> <p>► Area wise CSR budget shall be prepared by GM (CSR) as per company guidelines and communicated to Areas/HQ Unit.</p>	10 days from finalisation of accounts of company	Corporate Finance. GM(CSR)
7	Approximate but realistic estimation of cost of shortlisted activities for earmarking amount against the activity in action plan.	<p>► Approximate cost of civil/ electrical/ other infrastructural activity/work to be assessed based on approved SOR rates/ plinth area rates/ market rates/ earlier awarded rates/ enquired rates.</p> <p>► Cost of supply items to be assessed by earlier awarded rates, enquiry from market, information through websites, etc.</p> <p>► Cost of activity must include all applicable taxes (GST etc.)/duties, administrative cost, if any.</p> <p>► The cost of activity should be such that no additional amount is required to complete intended scope including GST etc. except in exceptional cases.</p>	15 days (by 5 th May)	Area: Area GM. [CSR Executive of CD/ Personnel/ civil cadre, SO(P) to assist] HQ: GM (CSR) [CSR Executive of CD/ Personnel Civil cadre to assist]
8	Finalisation of Area/unit (HQ) wise action plan for a financial year.	<p>► An action plan is to be drafted considering shortlisted activities in the order of relative priority and cost involved based on CSR budget allocated to Area.</p> <p>► Sector wise and location wise priorities to be considered as per policy decision of company, govt. rules and directives applicable.</p> <p>► Action Plan should include details like sl. no., name of sector (education, sanitation etc.), name of Area/ unit, name of activity, location, amount (expected cost), sl. no. of CIL's CSR policy under which the activity falls, remarks.</p> <p>► Special attention to be applied regarding activities in aspirational districts, if any.</p> <p>► A brief of each activity/ project proposed in action plan is to be enclosed as per format provided by HQ.</p>	5 days (Expected date: 10 th May)	Area: Area GM. [Executives of CD/ Personnel/ civil cadre/ SO(P)/SO(C) to assist] HQ: GM (CSR) [CSR Executives of CD/ Personnel/ Civil cadre to assist]

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9	Finalisation of CSR Action Plan for CCL for a financial year	<p>➤ An action plan is to be drafted at HQ from among activities proposed by Area CSR through Area GMs and HQ unit of CSR, within the CSR fund for CCL.</p> <p>➤ Sector wise and location wise priorities to be considered as per policy decision of company, govt. rules and directives applicable.</p>	15 days (Expected date: 25 th May)	GM (CSR) [CSR Executive of CD/ Personnel/ Civil cadre to assist]
10	Review of Action Plan by CSR Review Committee at HQ	➤ Action plan is to be put up before the CSR Review Committee constituted for scrutiny of the activity(ies) for its coverage under CSR policy of CIL and policies/guidelines/directives of CIL/Govt.		CSR Review Committee at HQ, comprising Officers of Civil, CD and Personnel discipline.
A(II)				
1	SOURCE: Collection/receipt of request letters from the Stakeholders. OR Identification of CSR Activity from need assessment/observation/survey/ information about development requirements of society.	➤ Application/ representation to be supported by signatures of beneficiaries/elected representatives (Mukhiya /MLA/ MP etc.)/ Government Officials/ Representatives/ Institutions etc.) ➤ In case of urgent activity/ required as per government directives/other reasons, activity may be considered as individual CSR activity.	As and when received.	
2	Site visit of proposed work (for physical infrastructure activity)	As for A (I)/5 above.	07 days since receipt of application and directive for visit.	As mentioned in respect of activities of Action Plan. [Refer corresponding provisions at A(I)]
3	Approximate but realistic estimation of cost of activity for earmarking amount against the activity in action plan.	As for A (I)/7 above.	1 days after site visit, if applicable.	
4	Review of activity by CSR Review Committee at HQ	<p>➤ Brief of activity is to be put up before the CSR Review Committee constituted for scrutiny of the activity(ies) for its coverage under CSR policy of CIL and policies/guidelines/directives of CIL/Govt.</p>	06 days since receipt of proposal and compliance of observations, if any.	

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B	APPROVAL OF ACTION PLAN FOR CSR ACTIVITIES/ INDIVIDUAL CSR ACTIVITY.		
1	<p>Initiation of Proposal for approval of CSR Action Plan (FY....) and Revision of Action Plan.</p> <p>➤ Action plan shall be processed by GM (CSR) within anticipated CSR budget.</p> <p>➤ Brief of activities (as per format provided by HQ) and recommendation of CSR review Committee shall be enclosed.</p> <p>➤ The Action plan may be revised subsequently (earmarking as Action Plan (FY....) (Revision I/II..), to include activity(ies) which is/are further required to be considered in that FY/drop selected activity citing adequate reason for inclusion/dropping.</p> <p>➤ While proposing for revision of Action Plan, Cumulative list of activities considered in that Financial Year and cost is to be reflected.</p> <p>➤ The cost of activities of revised action plan should not exceed CSR budget for the FY including additional budget, if any.</p> <p>➤ Area/ HQ unit of CSR may accordingly propose their Revised Action Plan.</p> <p>➤ Individual CSR Project/ Activity shall be proposed for approval by Area/HQ unit through GM(CSR), subject to coverage under CSR policy/guidelines indicating availability of CSR budget.</p>	<p>07 days (since recommendation of CSR Review Committee at HQ)</p>	<p>GM(CSR)</p>
2	<p>Recommendation of Action Plan/ individual activity by Below Board level SD & CSR Committee.</p> <p>➤ A Below Board Level CSR Committee shall be constituted consisting of HODs/Senior executives of different disciplines (as per provisions in CIL CSR policy/ subsequent amendments in this regard) with the approval of CMD.</p> <p>➤ There may be a standing BBL CSR committee at HQ.</p> <p>➤ CSR department shall act as nodal department under the guidance of Dir (P),CCL.</p> <p>➤ After review and recommendation of CSR committee, proposals for approval of activities/action plan shall be forwarded to BBL CSR Committee for its consideration and recommendation.</p> <p>➤ Proposal for approval of action plan/individual activity is to be deliberated in the Below Board Level SD & CSR Committee.</p> <p>➤ BBL CSR committee shall seek modification/clarification, if any from CSR department/Area.</p> <p>➤ The committee shall examine the proposal and submit its recommendation.</p>	<p>07 days for seeking modification/ clarification, if any and 05 days for finalization of recommendation since satisfactory compliance by CSR department/ Area.)</p>	<p>Below Board Level SD & CSR Committee.</p> <p>Present members are:</p> <ol style="list-style-type: none"> 1. GM (L&R), CCL. 2. GM (Civil), CC. 3. CMS, CCL. 4. GM/HOD (E&F), CCL. 5. GM (Finance), CCL. 6. GM (SD& CSR), CCL.

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3	Approval of CSR ACTION PLAN/ individual CSR activity	<p>Individual Activity/ Action Plan with activity (ies) valued up to Rs.10 lakhs shall be approved by D (P) subject to recommendation of BBL CSR Committee, coverage under CSR policy of CIL/Govt. directives and within budget allocated for CSR.</p> <p>CCL Board shall be informed about such approved activity/action plan of activities.</p> <p>Individual Activity/ Action Plan with activities valued above Rs. 10 lakhs and up to Rs. 25 lakhs* shall be approved by CMD subject to recommendation of BBL CSR Committee, coverage under CSR policy of CIL/Govt. directives and within budget allocated for CSR.</p> <p>CCL Board shall be informed about such approved activity/action plan of activities.</p> <p>Individual Activity/ Action Plan with activities valued more than Rs. 25 lakhs shall be approved by CCL Board subject to:</p> <p>i) Recommendation of BBL CSR Committee.</p> <p>ii) Recommendation of Board level SD and CSR Committee.</p> <p>iii) Coverage under CSR policy of CIL/Govt. directives and within budget allocated for CSR for the Financial Year.</p> <p>Board shall be apprised about the proposed list of activities sought for approval along with the status of all the CSR activities (irrespective of value) already approved for the FY vis-à-vis CSR Budget.</p> <p>A centralized list of all the approved CSR activities and their status shall be maintained by CSR department, CCL HQ.</p>	06 days (since receipt of recommendation of Below Board level SD & CSR committee.)	D(P) (As per power sub-delegated by CCL Board vide item no. 4(14) of its 397th meeting held on 06.07.2013)
C	Communication of approval of Activity/Action Plan to Area/HQ Unit.	<p>Approved Action Plan (with List of activities and cost)/ individual activity shall be communicated to Area/ HQ Unit for estimation and procurement process (tendering, awarding etc.)</p> <p>Copy of approved Action Plan/activities in respect of individual Area/CCL HQ unit shall be communicated to concerned state/central Govt. Officials/institutions concerned for information and to avoid duplication.</p> <p>Approved Action plan shall be published on CCL website.</p>	18 days [since receipt of proposal-duly recommended by D(P),D(F)]	CMD (*As per CIL's CSR Policy. The limit shall stand amended as per subsequent amendment in CIL's CSR Policy in this regard.)
			24 days since recommendation of CMD for placing before SD&CSR Committee of Directors/CCL Board.	CCL Board. (As per CIL's CSR Policy)
			05 days since receipt of Minutes of Board regarding approval.	GM(CSR) Area: Area GM. HQ: GM (CSR)
				GM (CSR)

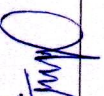
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D	Preparation of Cost Estimates	Detailed estimate/ indent is to be prepared considering the scope of work applied for, Schedule of Rate in vogue/other Govt. SOR/ market value/ of work/item, GST etc., so as to complete the activity within the approved budget for the activity.	15 days	GM (CSR)/Area GM. (assisted by Civil/ Personnel/ CD officials.)
E	Approval of Cost Estimates	Proposal for approval of detailed estimate including plan, supporting documents is to be approved as for welfare activities/activities of relevant nature after financial scrutiny etc. according to manuals/ guidelines of the company.	15 days	Area GM/ Dir (P)/CMD/CCL Board as per DoP for approval of estimate of relevant nature (irrespective of its being CSR); subject to approval of the activity.
F	Tendering and finalization of recommendation	As per work/activity of relevant nature according to Manuals of CIL, CVC guidelines, applicable rules.	60 days 90 days (for cases requiring approval of CMD/Board)	GM (CSR)/Area GM assisted by executives dealing tender.
G	Approval of Award /cancellation of Tender	Proposal for Tender Committee Recommendation is to be approved as for welfare activity/relevant nature of activity after financial scrutiny etc. according to Manuals of CIL and CVC guidelines.	Days since process of ICR. • 15 days (in case of approval by GM/Director) • 20 days (in case of approval by CMD/FDS) • 25 days (in case of approval required from CCL Board)	Area GM/ Dir (P)/ CMD/ Board based on the value as per DoP for approval of award of relevant nature of work (irrespective of its being CSR); subject to approval of the activity.
H	Execution of Activity, Payment/ Fund transfer, utilisation documents etc.	<p>Activity shall be executed through concerned Area/HQ unit as per guidelines of the company/CSR Policy.</p> <p>Implementing agencies shall be Institutes, Government, Semi-government, autonomous organisations, NGOs, contractors, Elected local bodies etc. as per clause VII (b) of CIL CSR policy.</p> <p>Activity shall be executed/implemented as per specifications/applicable standards.</p> <p>The payment against CSR activity should preferably be made by CCL directly to implementing agency.</p> <p>Payment should be released to a dedicated account to be opened by implementing agency for the CSR project/activity.</p> <p>In case funds are transferred to government/implementing agency, utilization certificate shall be obtained.</p>	As per activity duration mentioned in NIT.	<p>Areas: Area GMS of respective Areas supported by executive of CSR discipline and executive of Civil/E&M etc as per nature of work.</p> <p>Activities of HQ: GM (CSR), supported by executive of CSR discipline and executive of Civil/E&M etc as per nature of work.</p>

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1	Monitoring A Monitoring Cell will be set up at CSR department, HQ for regular monitoring of the activities sanctioned/ undertaken. Physical progress of activities already sanctioned, Expenditure reports/ utilization certificates are to be sent by Areas/HQ CSR unit to the monitoring cell at headquarters on monthly basis. HQ CSR department shall collect information from implementing units (Areas/HQ) and maintain monthly progress report in respect of all the activities of approved Action plan(s). Effort shall be made to implement/execute already approved schemes/activities expeditiously on priority. Schemes/Activities pending for approval shall be reviewed and suitable action shall be taken for their approval/implementation at the earliest. Documentation of all the Activities undertaken/ completed is to be done and compiled with photographs for Director's Report and Additional Disclosure of Annual Report every year as per company's mandate. Board level SD & CSR Committee shall be apprised about Progress Report of all activities covered under approved action plan in every two months.	As mentioned.	GM (CSR) CSR Executive/nodal officer in case of Area and CD/ Personnel/ Civil executive of CSR department at HQ. GM (CSR) Area GM/GM(CSR) GM (CSR) GM (CSR) GM (CSR)
1	Dropping/Surrender of an approved activity All efforts shall be made to implement/execute already approved schemes/activities on priority, within the approved amount and timeline. If already approved scheme(s)/activity(ies) is /are not getting implemented (found not required/ not feasible in near future due to constraints beyond control of company management / vital scope of activity not implementable within approved amount, change in Govt. policies/guidelines or any unavoidable reason(s)); such activity(ies) shall be reviewed and proposed to be dropped. Activity shall be reviewed by authority approving the activity and decision for dropping shall be taken based on merit of the case. Action plan shall be dynamic in nature so that important/essential activities can be implemented as and when requirement arises.	Within 15 days of decision in this regard.	Proposal for review of activity for dropping: Area: Area GM. HQ: GM (CSR) Approval of proposal for dropping: Authority approving the activity.

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2	Taking up activity in lieu of surrendered activity/savings generated out of completed activities.	New activity may be proposed against surrendered activity (ies)/ saving generated from execution of ongoing activities; within the overall CSR budget.	As per need.	D (P) /CMD/ CCL Board as per B (3) above.
3	Deviation/Variation in cost of approved activity in action plan, Post award Deviation/Variation	<p>Effort shall be made to take up the activities within the amount specified against them during approval.</p> <p>Deviation/Variation in cost of an activity of approved action plan may be allowed in un-avoidable cases supported by reasons thereof; within the approved CSR budget.</p> <p>In case the amount approved for an activity is found less than fund required to accommodate essential scope of work and applicable taxes, a proposal for revision of activity/action plan shall be initiated by Area/unit through GM (CSR).</p>	<p>NA</p> <p>Within 15 days of arising need for deviation/variation.</p>	<p>Area GMs of respective Areas supported by executive of CSR discipline and executive of Civil/E&M etc as per nature of work.</p> <p>Activities of HQ: GM (CSR), supported by executive of CSR discipline and executive of Civil/E&M etc as per nature of work.</p>
K	Activities not covered in the SOP	Revision of Activity/Action plan shall be approved by competent authority for approval of activity.	15 days	Authority approving the activity under intimation to CCL Board.
		Post award deviation/variation: In case the amount as per award/work order/agreement of an approved activity is likely to vary in order to accommodate essential scope of work, changed conditions, taxation etc. a proposal for deviation/variation shall be initiated by executing unit.	Within 15 days of arising need for deviation/variation.	Officer-in-Charge for execution.
		Deviation/Variation in awarded work/activity shall be approved by authority as per DoP for non CSR activity of similar nature.	15 days	Authority approving the award of work under intimation to authority approving the activity/action Plan.
		To be done as per CIL's CSR Policy, applicable manuals/ govt. rules/directives.	30 Days(if approval of CCL Board is required)	As applicable.

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1	Assessment of Impact of CSR Activities	Utility of CSR assets valued below Rs. 01 crore shall be verified by in-house resources of CSR department of Area/HQ.	30 days (Counted since elapse of one month of handing over of the CSR activity.)	Area GM/ supported by executives of CSR discipline.
M	CSR ASSETS	Impact of completed CSR activities above Rs.01 crore shall be assessed through outside agency like National Foundation for CSR, Gurugram /any other experienced agency.	As per agreed approved programme.	GM(CSR)
1	Maintenance of Asset Records	A separate asset register will be created at Area and HQ level and all assets created under CSR shall be recorded after its completion and handing over to beneficiary.	06 days since completion of CSR activity and intimation by executing department.	Finance/Estate department of Area/HQ in consultation with concerned CSR.
2	Verification of assets created through CSR activities	All assets created shall be verified annually for its existence, condition and utility using in-house resources.	April 15 th to May 15 th .	Areas: Area GM HQ : GM(CSR)
3	Information of verification report of CSR Assets to SD&CSR Committee of Directors/CCL Board.	The annual verification report of CSR Assets shall be submitted by Area GM to GM (CSR). GM (CSR) shall submit compiled Annual report of CSR Assets to CCL Board.	21 st May.	GM(CSR)
N	GENERAL	Premier Institutions and corporate bodies which impart consultancy and training in the field of CSR, undertake real time evaluation of ongoing projects, impact assessment of completed CSR projects, need assessment & baseline studies, research and data analysis, compliance modules etc. (e.g. National Foundation for CSR promoted by Ministry of Corporate Affairs, Govt. of India) may be entrusted or their services be hired for comprehensive/consultative studies done, preparation of road map etc. in order to maximize utilization of CSR funds and achieve best results and impact.	NA Board meeting falling after 30 th May.	GM(CSR)

NOTE:

- 1) Area General Managers are sub delegated with power to approve CSR Activities /Expenditure up to Rs. 5.0 lakh (Rupees five lakh Only) in respect of Activities of respective Area.


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- 2) Area General Managers shall be responsible for all actions related to CSR in respect of respective Areas.
- 3) Non-compliance without valid reason(s) shall attract initiating enquiry followed with Disciplinary actions as per CDA against the defaulting officials.
- 4) Performance of CSR Activity shall be one of the KPI Performance evaluation of the concerned officials.
- 5) Action Plan shall be flexible to allow the Modification/Implementation of important /essential Activities on priority list basis approved by the Committee.


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