

CSR Compliance Check List

EXECUTIVE SUMMARY

About Project

About Project		
Title of the proposed project		
Proposed project activities	1. 2. 3. 4.	
Objectives of the proposed project	1. 2. 3. 4.	
Who are direct beneficiaries with approx. number		
Project location		
Total project cost and	Total Project Cost :	Total OPEX: Total CAPEX :
Support required from ONGC		
Proposed project duration		

About Organization/Agency

About Organization/Agency	
Name & registered address of implementing agency:	
Goals and objectives of the agency as per Memorandum of Association/Bylaws/Articles of Association	
Legal status of agency and date of Registration	
Contact details (office no., mobile no. and e-mail)	

1. All the information sought is mandatory to be complied with. Failing which, proposal would be considered as incomplete and liable to be rejected.

2. All documents submitted to this office should be in English/Hindi. In case the documents are in local language, translation duly certified by the legal authority must be submitted.

SN	All information/documents mentioned below are mandatory in order to examine the proposal	Sl.No.
1.	Organization Details	
1.1	Brief description of the organization/agency	
1.2	Details of similar projects ongoing/completed by the organization/agency in previous three years	
1.3	The impact assessment (Third party) of the previous projects executed by your organization in the similar focus areas to that of current proposal, if any.	
1.4	Details of previous support received from ONGC.	
1.5	The details of largest project undertaken by the agency in recent past. Please provide the financial implication involved in it.	
2.	Project Details	
2.1	Details of the proposed CSR project to be undertaken by your organization	
2.2	Brief on Goals and objectives of the project	
2.3	Report of Need Assessment/Baseline Survey for the proposed project, if any. Justification for taking up proposed CSR project	
2.4	Brief about the targeted beneficiaries under proposed CSR project	
2.5	Methodology of the selection of the beneficiaries and number of beneficiaries in detail	
2.6	Details about physical and social milestones/deliverables to be achieved through the proposed CSR project	
2.7	Detail timeline/duration of the proposed project	
2.8	Budget estimate of the project with detailed budget break-up of each expenditure head along with documents proving rate reasonability.	
2.9	What is the monitoring mechanism for the project as far as project activities and benefits to the beneficiaries are concern?	
2.10	Documents depicting the funding sources for the total budget of project under reference other than ONGC and details of the amount funded by each organization, if any.	
2.11	How sustainability of the project is planned to be ensured?	
2.12	Branding/Visibility/Mileage to ONGC from the project.	
3.	Mandatory Documents Required (at initial stage)	
3.1	Copy of Trust Deed/Registration Certificate/Bylaws of Society (Trust/Society/Section 8 company must have been registered minimum for the past three	

	years)	
3.2	Income Tax Exemption Certificate, if any	
3.3	ECS Form	
3.4	Cancelled Cheque	
3.5	Copy of PAN Card	
3.6	Copy of Audited Account Statement of previous 3 financial years	
3.7	Affidavit (as per Annexure I)	
4.	If Civil Construction is involved	
4.1	The documents proving ownership of land where the civil construction is proposed. In case the documents are in local language, please submit copy of its English/Hindi translation duly certified by the legal authority.	
4.2	Copy of approved construction map and estimate duly vetted and signed by the certified Architect with NOC from the government authorities for construction	
4.3	Detail budget estimates of the construction plan as per SOR/DSR	
5	If Procurement of Capital Items are Involved	
5.1	What is the need of requirement of capital items with respect to benefits to the beneficiaries?	
5.2	What is the life of capital items and who will bears the maintenance cost of the capital items and till what duration?	
5.3	Quotations for each of the capital items.	

Declaration:

I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.

Place:

Date:

Signatory with Common Seal

[Format for Affidavit]*(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)***UNDERTAKING**

1. We, _____ (name of agency), PAN no. _____ registered at _____ (registered address) have not taken any support from any of the ONGC work centres including Headquarters & corporate office during the financial year 2015-16.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary, etc. on the name of _____ (name of agency). The organization has never been "Black listed" or "Reprimanded" either by Govt./Govt. Agencies/CPSEs/NCSR Hub or by reputed private organization.
3. The proposed project is neither covered under any existing scheme of Govt. of India / State Govt. nor is being funded by any other organization to ensure that there no duplicity of the CSR activity under reference.
4. Any of Board of Directors/Trustees/Executive Committee members of _____ (name of agency) or the organization itself does not have any material or pecuniary relationship of transactions with ONGC, its Promoter, its Directors, its Senior Management or its Holding Company, its Subsidiary and Associates which may influence the process of administrative approval or financial concurrence or fund disbursement for the proposed project.
5. We, _____ (name of agency) have not directly or indirectly supported/contributed by any political party or its affiliations and vice-versa.
6. We, _____ (name of agency) assure that if ONGC approves any financial support towards proposed CSR project;
 - a. We will submit a Fund Utilization Certificate to ONGC, issued by a Chartered Accountant as per the given format at Annexure-VI of CSR Compliance Checklist.
 - b. We will retain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. for a period of at least 03 years from the Project/Event.
 - c. That during this period of 3 years agency will allow authorized representative(s) of ONGC for audit (s) / inspection(s) of above documents as and when asked by ONGC.
 - d. That during the period of 3 years as mentioned above, on ONGC's demand agency will provide the desired documents/ information pertaining to income & expenditure detail of the project/ event including copies of relevant Bills, Vouchers and Receipts etc. for internal and/ or external purposes (for supplying to 3rd party) as per law.

Declaration:

I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.

Date: _____

Authorized signature

Place: _____

(Seal of the organization)

Electronic Clearing Service (Credit Clearing) (Model Mandate Form)

(Investors/Customers/Vendors option to receive payments through Credit Clearing Mechanism)

Particulars of Investor/Customer/Vendor	
Name of Investor/Customer/Vendor (As appears on Pass Book of bank)	
Address of Investor/Customer/Vendor	
Contact Details of Investor/Customer/Vendor (Office number, phone no. and e-mail)	
PAN No. of Investor/Customer/Vendor	
Particulars of Bank Account	
Bank Name	
Branch Name	
Address of Bank	
Telephone No. of Bank	
Account Type (S.B. Account / Current Account or any other)	
Account Number (as appears on the Cheque Book)	
MICR No. (9 digits code number of the Bank and Branch appears on the cheque issued by the bank)	
IFS Code of Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Certified that the particulars furnished above are correct as per our records.

Date

Date

Signature of Investor/Customer/Vendor
with common seal of the organization

Signature of Authorized bank official with
common seal