

CSR Compliance Check List

EXECUTIVE SUMMARY

About Project

Title of the proposed project			
Proposed project activities	1. 2. 3. 4.		
Objectives of the proposed project	1. 2. 3. 4.		
Beneficiary Details	Total Number of Beneficiary :		
	Community of Beneficiary	Number of Beneficiary	Amount allocated
	Schedule Caste		
	Schedule Tribe		
	Other Backward Caste		
	Minority		
	General		
	Focused / Target Group		
	Target Group	Number of Beneficiary	Amount allocated
	Women		
	Children		
	Old Age / Senior citizen		
	Disabled / Handicap		
	LGBTQ		
Project location	Pin Code: _____		
	State	Name	Amount
	Name of the State		
	Name of the District		
	Name of the Area / Taluka		

	For Multiple location (State / District), information to be provided as table above	
Total project cost		Break-up of Project cost : Total OPEX amount : Total CAPEX amount:
Support (Amount in Rs.) required from ONGC		
Proposed project duration		Tentative Start Date _____ Tentative End Date _____

About Organization/Agency		
Name & registered address of implementing agency:		
Details		Annexure No
Legal status of agency (Trust / Society / Section 8 company must have been registered minimum for the past three years) with date of Registration (Copy of Trust Deed / Registration Certificate / Bylaws of Society to be enclosed)		
CSR 1 Registration No. (Copy to be enclosed)		
Registration no of 80-G (Copy to be enclosed)		
Registration no of 12 A (Copy to be enclosed)		
Goals and objectives of the agency as per Memorandum of Association/Bylaws/Articles of		

Association		
Contact details: Name of the Contact person of the NGO (office no, mobile no. and e-mail)		
List of key officers including Trustees, Directors, Governing Body members, President, Vice President, Secretary, etc. with their work profile, contact details, AADHAR no. etc. (Copy to be enclosed)		
Financial Details		Annexure No
Affidavit (as per Annexure 1)		
ECS Form (Format enclosed at Annexure 2)		
Copy of Cancelled Cheque		
Copy of PAN Card		
Copy of Audited Account Statement of previous 3 financial years		
Copy of Registration on NITI Aayog Darpan Portal, if any		
GST Number and GST Registration Certificate, if any (If GST registration is not available then certificate from Chartered Accountant that, agency is not required to be registered under GST).		

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 (To be submitted in the form of a Proposal)	Annexure No.
1.	Organization Details	
1.1	Brief description of the organization/agency including Goals & Objectives	
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	Annexure No
2.1	Details of the proposed CSR project to be undertaken by your organization	
2.2	Brief about 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 alongwith 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	Under which sector of the Schedule VII of the Companies Act 2013 the project is covered?	
3.	If Civil Construction is involved	Annexure No
3.1	The documents proving ownership of land, in case of own land or lease agreement in case of rented premise 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.	
3.2	Copy of approved construction map and estimate duly vetted and signed by the certified Architect with NOC from the government authorities for construction, along with a certified copy of relevant SOR from where the rates have been adopted. In case of a construction project the total plinth area (floor wise) of the building to be constructed, must be mentioned.	
3.3	Detail budget estimates of the construction plan with drawings and bill of quantities as per SOR/DSR and cost index of location where ever required,.	
3.4	Documentary evidence of Land Use Conversion, in case of agriculture land.	
4	If Procurement of Capital Items are Involved	Annexure No
4.1	What is the need of requirement of capital items with respect to benefits to the beneficiaries?	
4.2	What is the life of capital items and who will bear the maintenance cost of the capital items and till what duration?	
4.3	Three Quotations (inclusive of GST amount) for each of the capital items including installation cost, if any. Quotations shall have the GST number of the Vendor . For purchase of any capital item, specification with number and other details if any, should be mentioned..	

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 address)* have not taken any support from any of the ONGC work centres including Headquarters & corporate office during the current financial year.
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 doesnot 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.
 - 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)

Note: The affidavit shall remain valid till end of the project in case the project is approved by ONGC.

Annexure 2

Electronic Clearing Service (Credit Clearing) 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