

Checklist of Submission of Documents along with CSR Proposal

FY: 20__ - __

S. no.	Particulars	Yes/ No/Details	Remarks
1.	Request for CSR Assistance – (<i>Project name and details</i>)		
2.	A. Credentials of the specialized agency (Trust/Society/Company u/s 8 of Companies Act 1956/ others)		
	i. Registration Certificate		
	ii. CSR Registration No./Certificate *		
	iii. Brief profile of the organization		
	iv. Income Tax Exemption Certificates 80G/12A(12AA)/35AC under IT Act 1961/FCRA/Other Applicable Exemption certificate.		
	v. Details of representatives of Board of Trustee/Governing Body of NGO/Trust, MoA, AoA, Trust Deed and brief profile of CEO/Managing Trustee/Managing Committee.		
	vi. Audited Financial Statements (preceding 3 financial years).		
	vii. Website link		
	viii. Similar projects executed in the last 3 years and its details		
	ix. Whether empaneled with National CSR Hub or any Government Body		
	x. Whether eligible to carry out the proposed CSR activity		
	xi. Whether CSR activity is permitted under Companies Act, 2013 and Rules there under. If so, name of the category.		
	xii. Similar proposal executed/ongoing with other PSUs, if any. Copies of sanction letters/ MoUs / any other documentary evidence supported with photographs.		
	xiii. Details of previous programmes carried out for RECPDCL, if any including status of implementation, scope of work, location, number of beneficiaries, impacts etc.		
	xiv. Impact assessment report of similar CSR project executed in recent past, if any.		
	xv. Outstanding achievements, awards and success stories etc.		
xvi. Any other supporting documents			
3.	Project Objective		
4.	Project Location (with Google/Wikia mapping)		
5.	Need Assessment/ Baseline Survey Report (Establishing the need for the project activity in the proposed location based on Primary/Secondary data) and various indicators to be captured for baseline reporting / periodic progress reporting / outcome reporting.		
6.	Expected outcomes and impacts		
7.	Status of regulatory approvals / NOC, if required		
8.	Proposed action plan for visibility to RECPDCL – name & logo (signage,		

	web-site, newsletters, media/Press coverage etc.)		
9.	Detailed Scope of work of activities to be undertaken over the span of the project.		
10.	Expected number of Target beneficiaries (male/female) based on Baseline/need assessment survey		
11.	Demonstration of Sustainability Aspects of Project		
12.	Cost Estimates (with break-up of various components viz. construction/capital/operational part of project cost whichever is applicable)		
13.	Proposed Payment terms, if any, commensurate with quantified milestones to be achieved and based on cash-flow requirement for timely completion of the project.		
14.	Conformity to RECPDCL Policy on CSR effective from 1.4.2014 (Available on RECPDCL Website: https://www.recpdcl.in/CSR/RECPDCL_CSR_Sustainability_Policy.pdf)		
15.	Whether proposed CSR activity is covered under Companies Act, 2013 and Rules there under.		
16.	Implementation Plan with timelines based on milestones (Each milestones will characterize certain activities and deliverables in chronological order) including therein		
	Duration of project		
	Roles and responsibilities of project stakeholders		
	Milestones with project activities and corresponding timelines Bar Chart (Project Scheduling)		
	Deliverables		
	Project Risk Analysis and mitigation		
	MIS reporting formats including measurable parameters at each stage		
	Off-line monitoring (Field monitoring and reporting)		
	On-line monitoring(Creation of web-portal		
17.	Details of Project team leader with brief CV and contact details. Proposed team members.		
18.	<p>Undertaking that:</p> <p>REC LIMITED procurement Guidelines' for procurement of goods and services for the project will be followed in case the implementing agency is other than the Government bodies i.e. NGOs/Trusts etc., and in case the implementing agencies are State/ Central Government, Government body, autonomous body, CPSE, PSU of Government aided agency, they may follow their respective procurement guidelines.</p> <p>Before claiming the first instalment, we will confirm the compliance of REC LIMITED procurement guidelines and submit the evidence along with certificate from independent Chartered Accountants certifying the compliance of mandated procurement</p>		

19.	<p>Undertaking/ Declaration:</p> <p>Declaration regarding whether any of the Board of Directors/ Governors/ Trustees/ Managing/ Executive Committee members have any official dealing with RECPDCL or are related to any Board members of RECPDCL</p> <p>Declaration that the organization is having no pending legal dispute and/ or inquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc.</p> <p>Declaration that the organization is not blacklisted by any govt. agency.</p>		
-----	--	--	--

Notes:

1. *The above checklist is indicative and RECPDCL may request for submission of additional information / documents / undertakings for evaluation.*
2. ** As per Companies (Corporate Social Responsibility Policy) Amendment Rules 2021 notified on 22nd January 2021, CSR implementation, “Every entity, who intends to undertake any CSR activity, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar, with effect from the 01st day of April 2021. Link for generation of CSR Form-1: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>*
3. *The completed proposals should be sent in hardcopy addressed to “CEO, REC Power Development and Consultancy Limited (Formerly REC Power Distribution Company Limited), 1st Floor, D - Block, REC World Headquarter, Plot No. I-4, Sector-29, Gurugram, Haryana-122001.*