

CHECKLIST FOR SUBMISSION OF CSR PROPOSAL

S. No	Particulars	Details
A About Entity		
1	Name of the Entity and Website link	
2	Registered address /Communication Address	
3	Entity Constitution / Establishment date / Brief Profile etc.	
4	Average turnover for last 3 financial years (in case NGOs)	
B Key Financial Information		
1	Project Cost Estimates PI provide (a) cost break-up viz. construction / capital equipment / operational expenditure / admin etc. and (b) evidence of benchmark cost (Specimen Enclosed)	
C Project Details		
1	Objectives of the Project	
2	Duration of project (In Months)	
3	Project Location(s) (Complete Address with Google/Geo tagging). PI submit location-wise Cost Estimate breakup also	
4	Summary of Need Assessment/ Baseline Survey Report	
5	Detailed activities to be undertaken over the span of the project.	
6	Expected major outcomes / outputs	
7	Expected major long term impacts	
8	Expected number of Target beneficiaries (Male/Female/SC/ST/EWS/Others) (If Applicable)	
9	Name of Co-Financer if any / Give details	
10	Description of Sustainability aspects of the Project after project duration	
D Implementation		
1	Implementation timelines with milestones.	
2	Other stakeholders / helping parties viz Govt. Bodies, Institutions, NGOs in the project (If any) with respective roles / responsibilities.	
3.	Previous experience in implementing the similar kind of propejects.	
E Undertaking that:		
1	<u>In case of Non-Governmental Organisations (NGOs)</u> PFC procurement Guidelines' for procurement of goods and services for the project will be followed In case of State/ Central Government bodies; Autonomous body of Government aided agency, they may follow their respective procurement guidelines.	
2	<u>Undertaking/ Declaration that</u>	
(i)	Whether any of the Board of Directors/ Governors/ Trustees/ Managing/ Executive Committee members have any official dealing with PFCL or are related to any Board members of PFCL	
(ii)	Entity is having no pending legal dispute and/ or inquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc.	
(iii)	Entity is not blacklisted by any govt. agency.	
(iv)	Declaration that why it cannot be supported under existing government programmes/schemes.	
F Enclosures		
1	CSR Registration Certificate	
2	Registration Certificate of the entity	
3	Bank Account Details	
4	Certificates under Section 12A and 80G of the Income Tax Act 1961, TDS Exemption Certificate (If any)(Only in Case of Non-Governmental Organisation)	
5	Certificates under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section 10 of the Income Tax Act 1961	
6	PAN Card	
7	Audited Financial Statements of preceding three financial years (Only in case of Non-Governmental Organisation)	
8	Not More than 1 years old NGO Grading by CRISIL,CARE, IRR at the time of submission of proposal alongwith grading report (Only in Case of Non-Governmental Organisation)	
9	Provide Impact assessment report(s) of similar CSR project executed in Recent past, preferable by third party if any with supporting documents	
10	Regulatory approvals / NOC, if required	
11	Details of similar projects executed during the preceding three financial years. Also provide details of projects executed with PFC or other PSU	
12	Proof of having an established track record of at least three years in undertaking similar activities.	

Specimen for Cost estimates

S.No.	Nature of Expense	Amount in INR				
		Year 1	Year 2	Year 3		Total
1	<u>Capital</u>					
(A)	Construction Costs(If Any)					0
(B)	Procurement Costs(If Any)					0
(C)	Cost incidental to capital assests incurred exclusively for asset/Other cost to be capitalised					0
	PI insert additional rows					0
	Subtotal 1	0	0	0	0	0
2	<u>Operational Overheads</u>					
(A)	Manpower Expenses					0
(B)	Consultancy Charges					0
(C)	Other operational expenditure					0
	PI insert additional rows					0
	Subtotal 2	0	0	0	0	0
3	<u>Administration Charges</u>					
						0
	PI insert additional rows					0
	Subtotal 3	0	0	0	0	0
	Total	0	0	0	0	0