

CHECKLIST FOR SUBMISSION OF CSR PROPOSAL TO REC LTD

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	Goals of the Project	
2	Duration of project (In Months)	
3	Project Location(s) (Complete Address with Google/Wiki mapping). 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/Transgender/SC/ST/Others) (If Applicable)	
9	Name of Co-Financer if any / Give details	
10	Description of Sustainability aspects of the Project after project duration	
D Implementaion		
1	Implementation timelines with milestones. (Also provide Activity wise Bar Chart)	
2	Other stakeholders / helping parties viz Govt Bodies, Institutions, NGOs in the project (If any) with respective roles / responsibilities	
E Undertaking that:		
1	<u>In case of Non-Governmental Organisations (NGOs).</u> REC 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	Undertaking/ Declaration that	
(i)	Whether any of the Board of Directors/ Governors/ Trustees/ Managing/ Executive Committee members have any official dealing with RECL or are related to any Board members of RECL	
(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	PAN Card	
6	Audited Financial Statements of preceding three financial years and documents substantiating the turnover in taking similar activities (Only in case of Non Governmental Organisation)	
7	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)	
8	Provide Impact assessment report(s) of similar CSR project executed in recent past,preferable by third party if any with supporting documents	
9	Regulatory approvals / NOC, if required	
10	Details of similar projects executed during the preceding three financial years.Also provide details of projects executed with REC or other PSU	
NOTE	The completed proposals shall be sent in hardcopy addressed to "CMD, REC Limited, REC Limited,Plot I-4, Sector 29,Gurugram. For further queries please email recfoundation@recl.in	

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>					
	PI insert additional rows					0
	Subtotal 3	0	0	0	0	0
	Total	0	0	0	0	0