

SPEED POST

F.No.15039/108/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi
Dated the 19 September, 2018

To

1. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.
7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

Subject: Scheme for National CSR Awards 2018 - regarding.

Sir,

I am directed to forward herewith a copy of Coordination Division's OM No. F-34020/105/2018-Coord-I dated 06/09/2018 along-with copy of DO letter No. 11/07/2018-CSR dated 23/08/2018 of Ministry of Corporate Affairs on the above mentioned subject, which is self-explanatory.

It is, therefore, requested to take necessary action and nomination for National CSR Awards, 2018 may be sent directly to Ministry of Corporate Affairs (e-mail : national.csrawards@mca.gov.in) under intimation to this Ministry.

Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

Encl : As above

Ob. Adv. to the Administrator
का प्रशासक के सचिव कार्यालय
Secretariat Silvassa DNH
दिल्ली में प्रेषित करने हेतु
दिनांक 24/9/18

Letter No. 2513
Date: 24/9/18

महा प्रबन्धक जिला उद्योग केन्द्र
General Manager (DIC)

डा. ल. ह. नि.
D. S. ...
आ. ... Inward No. 2283
दिनांक ... Date: 29.9.18

23/10/2018

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25/09/18

NATIONAL CSR AWARD Form for Nomination

1. Name of the Company along with contact details		
CEN No: Name of person: Designation of person: Tel: Mobile: Email:		
2.		
a) Eligible CSR for Financial Year 2016-17:		
b) Actual CSR spent in Financial Year 2016-17:		
3. CSR interventions their impact, innovation, sustainability, scalability and replicability carried by a company		
4. Details of how the nominating organization is involved in the CSR activities, if any		
5. Articulate key reasons for nominating the company		
6. Category of award in which nominated (tick appropriate category):		
Corporate Awards for Excellence in CSR <input checked="" type="radio"/>		
Corporate Awards in CSR in Challenging Circumstances <input type="radio"/>		
CSR Awards for Contribution to the National Priority Areas <input type="radio"/>		
Name and contact details of nominating authority:		
Name of person: Designation of person: Tel: Mobile: Email:		
		Signature

=====X=====

after analysis if any. Also indicate to what extent the Programmes/ Projects are tied to your Corporate Strategy?

Sr.No.31 The nominated company may also upload videos (MP4 format, not exceeding 30 MB), images (JPG format, 3 images not exceeding 10 MB) and brochures (PDF format, not exceeding 10 MB) of the CSR programme/ project.

Sr.No. 32 The nominated company may provide links to other websites where videos, images or other literature about the CSR project is uploaded. This is optional.

Part 3

Additional details to be submitted by Companies nominated in category -3

Sr. No. 35. Explain how the Programme/ Project under nomination is aligned with National Priority Area. What are the Key developmental challenges addressed in the National Priority Area that have been targeted?

~~Sr. No. 36. What are the achievements gained in terms of fulfilling National Priority Areas and how the Programme/ Project have been able to make a difference in the lives of the people?~~

Part 2

Additional details to be submitted by Companies nominated in category 2

Sr. No. 33. Name of the aspirational district where the Programme/ Project undertaken. Peculiarity of the geographical area chosen in terms of whether disturbed area/ inhospitable area/ remote area/ undeveloped area/inaccessible area.

Sr. No. 34. In the light of above, what were the key Infrastructure or Human development challenges that were addressed and targeted while undertaking the CSR Programme/ Project. What has been the positive outcome of the Programme/ Project so far and what other benefits are contemplated in future. How the Programme/ Project helped in meeting the aspirations of local people including total no of direct and indirect beneficiaries and how the challenges posed by nature have been overcome.

3							
	Total						

**Give details of implementing agency:*

Sr.No.10-Details of Nodal Person of the nominated company for the CSR Division to be provided in the following format:

- a) Name -- The Name of the person in the nominated company who heads the CSR division
- b) Designation - The Designation of the person in the nominated company who heads the CSR division
- c) Address- Provide postal address for communications, if required.
- d) Pin - Pin code of address
- e) Landline No. - Landline number at which the Nodal Person can be contacted
- f) Mobile No. - Mobile number of nodal person
- g) Fax - Fax number to be provided
- h) Email- Email ID to be provided

Sr. No.11. From the drop down menu below, select the appropriate category of NCSRA 2018, in which detailed submission is being made

Corporate Award for Excellence in CSR

or

Corporate Awards in CSR in Challenging Circumstances

or

Corporate Awards in CSR in Contribution to National Priority Areas

Note1: You may like to peruse the 3 main categories of the NCSRA 2018, along with their sub-categories as given in Appendix A.

Sr. No. 12. Give a brief description of your business (100 words).

Sr. No. 13. Describe why your company should be recognized for excellence in Corporate Social Responsibility (100 words)?

Sr. No. 14. Name of the CSR Programme/Project

Sr. No. 15. Budget allotted for the Programme/Project

Sr. No. 16. Percentage of the overall budget allotted to the Programme/Project out of the total eligible CSR of the company for the particular FY

Sr. No. 17. Start date of the Programme/ Project

Sr. No. 18. Completion/ Expected date of completion of the Programme/ Project

Sr. No. 19. Summary of the CSR Programmes/ Projects in max 700 words to cover but NOT limited to following heads -

19.1 Whether a new Programme/ Project or continuation from previous year/s.

19.2 Objective/s set out to be achieved while undertaking the Programme/ Project.

19.3 Focus areas as compared against the areas listed in schedule VII, Primary/ allied

19.4 Key developmental challenges addressed.

19.5 Geographical location of the Programme/ Project undertaken along with latitude and longitude.

19.6 Distance of the place of Programme/ Project undertaken from the area of operations of the company.

19.7 Reasons for choosing thematic area/s, beneficiary group/s and geographical area for intervention.

19.8 Programme/ Project implementation modalities like by own organization/ Company Staff or through NGO or some other institutes etc.

Sr. No. 20. Bring out the Impact of the Programme/ Project on target beneficiary (250 words max). Whether any Impact assessment was carried out by External/ Internal Agency? If yes, attach the Impact Assessment report.

Sr. No. 21. Details of the target beneficiaries (150 words max) such as number of males, females, children, girl child, sex ratio, literacy rate and rural/ urban population.

Sr. No. 22. Explain the stake holder engagement strategy adopted for the Programme/ Project planning (if any), (not exceeding 100 words).

Sr. No. 23. Briefly bring out innovation/s adopted, use of technology in planning and execution of the Programme/ Project.

Sr. No. 24. Provide the details of Programme/ Project in terms of Equity, Replicability, Scalability, Relevance and Sustainability.

Sr. No. 25. Was the results achieved by the Programme/ Project covered by any print/ electronic media of national/ international repute.

Sr. No. 26. Has the Programme/ Project been awarded/ honored by any other state/ National/ International Agency/s.

FORM FOR DETAILED SUBMISSION BY THE COMPANIES

1. General. The information sought in this application form is required for capturing the details regarding the company and its CSR Programme/ Projects which will be utilized by the Grand Jury in judging the Companies/Programmes/ Projects for Award of NCSRA 2018, in the applicable category.

2. The application form has been divided in four parts, as per the following details with an aim to capture relevant data as required for evaluating various Programmes/ Projects in different categories: -

2.1 Part 1:-Details to be provided by all the nominated companies. This part covers basic details of the company which is common for all the companies nominated across all the categories.

2.2 Part 2:-Additional details to be submitted by Companies nominated in category 2 Only.

2.3 Part 3:-Additional details to be submitted by Companies nominated in category 3 Only.

PART 1

Information to be furnished by all the companies irrespective of the category of nominations

Sr.No.1 - After log in successfully, enter company's name. The Company's name should be written as provided in the Incorporation Certificate.

Sr.No.2 - Company Identification Number should be written as provided in the incorporation certificate of the company.

Sr.No.3- Provide the exact website address of the company.

Sr.No.4- The financial details of the company to be mentioned as provided in the Balance Sheet of the company in the given tabular format. The table is as follows:-

Sr. No.	Particulars	Amount in INR
i.	Net Profit (FY 2014-15, 2015-16& 2016 - 17) as per Section 198 of Companies Act, 2013.	<input type="text"/> <input type="text"/> <input type="text"/>
ii.	Average net profit for last three financial years as per Section 198 (FY 2014-15, 2015-16& 2016 - 17) of Companies Act, 2013.	<input type="text"/>

Sr. No. 27. Was the Programmes/ Project completed in time? If not, what were the reasons and how long did it overshoot/ likely to overshoot.

Sr.No.28. Provide details about revenue generation activity (s) (if any) which has taken place subsequent to the project. (not exceeding 200 words)

Sr.No.29(a) Download the format from the link provided and then fill in necessary details. After filling-up details, the same is to be uploaded.

Period	Financial contribution (as covered in the budget of the project)			Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1			
	2			
	3			

Sr.No.29(b) - Download the format from the link provided and then fill in necessary details. After filling up details, the same is to be uploaded.

Period	Non-Financial contribution (as covered in the budget of the project)			Non-Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1	Infrastructure	In sq meters	
	2	Technology/PPRs	Specific technical details	
	3	Human Resources	In man-hours	

Sr.No. 30 Provide any available documentation and/ or promotional material to report the information provided, such as but not limited to details and background of the CSR Programme/ Projects, how were the Programmes/ Projects were conducted, who all participated, before and

Submission

1. Nominated company is advised to save and review an application before submission. Once submitted, no amendments are permissible.
2. If any deficiency(ies) in or factual incorrectness of any given information is found in the application, the nominated company will receive an E-mail and SMS having the link which will redirect the company to the application form, so that the nominated company can correct/re-fill the application form. It should be noted that the revised/corrected application form should be submitted within 02 working days from the receipt of e-mail from the Secretariat of National CSR Awards.
3. If the nominated company does not submit the revised/corrected application form within 02 working days from the receipt of e-mail from the Secretariat of National CSR Awards, the application will be liable to be rejected.
4. After successful submission of the application form, the nominated company will be informed through an E-mail and SMS.
5. Online nomination by designated Nominating Organisations shall be accepted up to 30 September 2018. Dates for further phases will be published online on the portal www.csr.gov.in.
6. To seek any clarification(s):

For any query/clarification relating to National CSR Award, contact Dr Navneet Sharma, Nodal Officer, National CSR Awards, Indian Institute of Corporate Affairs, Sector-5, IMT Manesar, Dist. Gurugram, Haryana-122052 T: 0124- 2640004/ 16 E: national.csrawards@mca.gov.in

iii.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above	<input type="text"/>
iv.	Actual CSR spend (FY 2016-17)	<input type="text"/>

Sr.No.5- Upload/attach certified relevant extracts of the minutes of the Board of Directors meeting in which constitution of the CSR Committee was approved, along with the composition of the CSR Committee.

Sr.No.6- Upload /attach the CSR policy as approved by the Board of Directors

Sr.No.7- Upload the Minutes of the Meetings held by the CSR Committee in FY 2016-17. Upload/attach a single PDF file containing minutes of all meetings.

Sr.No.8- Provide webpage address (if any) where the CSR policy of the company is uploaded.

Sr.No.9- Upload/attach the Annual Report of CSR activities for the FY 2016-17 in accordance with Rule No. 8 of Companies (Corporate Social Responsibility Policy) Rules 2014 under Companies Act 2013.

The format of reporting

(1) S.N o	(2) CSR project or activity identified	(3) Sector in which the Project is covered	(4) Programs or project (1) Local area or other (2) Specific the State and district where programs or projects were undertaken	(5) Amount layout (budget) programs or projects wise	(6) Amount spent on the programs or projects Sub-heads: 1) Direct expenditure on programs or projects 2) Overhead s	(7) Cumulative expenditure upto the reporting period	(8) Amount spent. Direct or through implementing agency
1							
2							