

**Guidance Document for preparing Detailed Project Report (DPR)
New CSR Activity Proposal
[Implementation by External Agency]**

1. Introduction / Background

- 1.1. Title of the project
- 1.2. Brief background about the Organization / agency
- 1.3. Goals and objectives of the agency as per Memorandum of association / Bylaws / Articles of Association
- 1.4. Objectives of the Project/Activity Concerned
- 1.5. Project location details
- 1.6. Compliance clause of Schedule VII of Companies Act, 2013
- 1.7. Justification for taking up proposed CSR project

2. Project Details

- 2.1. Summary of Need Assessment / Baseline Survey of the project /coverage with Snaps (High Quality) & Audio/Video Clips, Media/MoM/Press Coverage (if any)
- 2.2. Scope of Work
- 2.3. Details about Physical milestones
- 2.4. Details about Social, Economic and Environmental milestones
- 2.5. Deliverables / Outcome to be achieved
- 2.6. Methodology of the selection of the beneficiaries and number of beneficiaries in detail:
 - Who are direct beneficiaries with approx. number ;
 - Who are the in-direct beneficiaries with approx. number
- 2.7. Stakeholder Engagement of the project to be enumerated
- 2.8. Project costing
- 2.9. Project duration
- 2.10. Milestones fixed for CSR Project Execution and monitoring
- 2.11. Project Execution Mode like MoU etc.
- 2.12. Project Monitoring Plan during the project Implementation (PERT/CPM Charts)
- 2.13. Case Studies (if any)
- 2.14. Clearance from Distt. Administration on non-overlapping/duplication of this activity / funding with any other Govt. / Pvt. CSR support funding agencies.

3. Post – Implementation Plan

- 3.1. Mechanism of Assessment of Objectives Achieved
- 3.2. Mechanism of Assessment of Outcomes achieved
- 3.3. Mechanism of Periodic Assessment during and after Implementation
- 3.4. Mechanism of collecting and reporting Beneficiaries feedback
- 3.5. Plan of Impact Assessment of the Project
- 3.6. Sustainability Plan and Maintenance Plan

4. Additional Documents

- 4.1. Details of similar projects ongoing/completed by the organization/agency in previous three years.
- 4.2. 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.
- 4.3. Details of previous support received from NHPC Limited.
- 4.4. The details of largest project undertaken by the agency in recent past. Please provide the financial implication involved in it.
- 4.5. Documents providing rate reasonability
- 4.6. Documents depicting the funding sources for the total budget of project under reference other than NHPC LIMITED and details of the amount funded by each organization, if any.

5. Mandatory Documents Required from the Implementing Agency (at initial stage)

- 5.1. CSR Registration Number on the MCA portal: CSR-1 (obtained after registration at the Ministry of Corporate Affairs portal)
- 5.2. Copy of Trust Deed/Registration Certificate/Bylaws of Society (Trust/Society/Section 8 company must have been registered minimum for the past three years)
- 5.3. Income Tax Exemption Certificate, if any
- 5.4. ECS Form
- 5.5. Cancelled Cheque
- 5.6. Copy of PAN Card
- 5.7. Copy of Audited Account Statement of previous 3 financial years
- 5.8. Affidavit (as per Annexure I)

If Construction is involved

- 5.9. The documents proving ownership of land 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.
- 5.10. Copy of approved construction map and estimate duly vetted and signed by the with NOC from the government authorities for construction
- 5.11. Non-encumbrance certificate of the Land on which construction is proposed
- 5.12. Detail budget estimates of the construction plan as per SOR/DSR

If Procurement of Capital Items are Involved

- 5.13. Need of requirement of capital items with respect to benefits to the beneficiaries?
- 5.14. What is the life of capital items and who will bear the maintenance cost of the capital items and till what duration?
- 5.15. Quotations for each of the capital items.