

Checklist for Monitoring / Verification of CSR Activities/Projects

Sources/Inputs for Verification: DPR Format-I/II; Defined Aims/Objectives/Outcomes; MoUs/Work Orders; Summary Report of the Project/Activity in Power Point Presentation/Media Coverage; Beneficiaries Profile Data; Feedback of Beneficiaries & Interactions with Stakeholders; Site Visits; Video conferencing etc.

Location:	
Name of the CSR Project/Activity & Sector:	
Activity Code:	

Sl.	Parameters of Facilitating Verification	Verification Status (Y/N)	Remarks
1	Review of the DPR (Format-I for Internal CSR activity/Format-II for External activity)		
2	Availability/reflection of Need Assessment /Base Line Data		
3	Mapping of the Activity with Aims/Objectives/Outcomes planned with Achievement(s)		
4	Verification of the milestones/ timelines planned for completion of the activity		
5	Review of process of Implementation of the CSR activity/project		
6	Review of Pre & Post activity coverage through Snaps, Audio/Video recordings etc.		
7	Budget utilized for the activity (verified from Annual CSR Report)		
8	Handing over of the CSR project to the beneficiaries (if applicable).		
9	Perceived Sustainability of the Outcome		
10	Review of Beneficiaries Feedback compiled by the location (Documentary/Audio/Video etc.)		
11	Review of Post-Implementation Plan as per DPR (Format-I for Internal CSR activity/Format-II for External activity)		
12	Extent of usefulness of the CSR activity/project as per Beneficiaries & Stakeholders feedback		
13	Verification of Beneficiaries Data with proper classification in terms of Male/Female; Boys/Girls; SC/ST/OBC etc.		
14	Review of maintainability of the CSR activity/project (if applicable)		
15	Review of replicability of the CSR Project/activity		
16	Summary of Findings/Observations/Feedback/Recommendations and Suggestions for future improvement (if any)		Separate sheet may be attached as Annexure(s)

Signature of Authorised Officer for Verification

Name & Designation