



INTER OFFICE MEMORANDUM

From : Chief General Manager (C.S.R) NSIC Ltd. Head Office New Delhi.	To All Branch/ NTSC(s)/NSSHO(s) Heads NSIC Ltd.
No SIC/SEC/CSR/53/23-24	Dated : 09.11.2023

Subject- Activities pertaining to Corporate Social Responsibilities.

To streamline the CSR initiatives of the Corporation it has been decided by the Competent Authority to issue a brief guidelines for all the field offices which has to be followed before recommending and forwarding the proposal to Head Office. Hence all the field offices must ensure that CSR proposals should be in accordance to the CSR policy of the Corporation which is also available on our website (www.nsic.co.in) and documents to be provided as per the standard Checklist and Empanelment form.

GUIDELINES TO BRANCH OFFICES FOR IMPLEMENTATION OF CSR ACTIVITIES

Purpose and Scope : To establish a proper procedure for NSIC branch offices for implementation of CSR activities of the Corporation .

Detailed activities to be undertaken by Branch offices :

S.No	Activity	Dealing authority
1	Request application for carrying out CSR activities to be obtained from the NGO or the Implementing Agency(IA).	Dealing Nodal officer at Branch
2	Branch office to must ensure that all the documents are to be obtained from NGO/IA is as per the standard checklist provided and as per the Empanelment Form .	Dealing Nodal officer for scheme at Branch
3	Branch Head will constitute a committee of at least two officers one from executive and another one from accounts who would carry out preliminary inspection of the NGO /IA , its offices, premises, nature of activities taken by it etc to ascertain the genuineness of the Implementing partner.	The inspection should be carried out by two persons one from accounts and one from executive .Photographs to be clicked and report to be duly signed by both the officers and branch head.

4	Scrutiny and verification of Application received from the NGO/IA should be done as per the standard Checklist of CSR and should align with CSR Policy of the Corporation given on our website and as per DPE guidelines.	Dealing Nodal officer at the Branch
5	Communication to be given to the NGO/IA listing out deficiencies if any as well as non-receipt of the documents both relating to financial as well as non-financial aspects.	Dealing Nodal officer at the Branch
6	In case of non-receipt of the desired documents as per the standard checklist clarifications shall be sought from the NGO/IA giving them a reasonable timeframe of one month failing of which the proposal shall be considered closed. Final communication to be sent to the NGO/IA regarding closure of the Proposal in case of non receipt of documents within the stipulated time frame.	Dealing Nodal officer at the Branch
7	After receipt of all related financial and non-financial documents the committee constituted by branch head shall put up an appraisal note for recommendation of CSR proposal containing all the facts/figures and to Branch head.	Dealing Nodal officer at the Branch
8	The Branch Head will ensure all compliances are made as stated above and then forward the proposal to Zonal Head for its recommendations to Head Office .	Branch Head to supervise and recommend the proposal to Zonal Head.
9	Once the CSR proposal is recommended by Zonal Head, the file along with the original documents should be forwarded to CSR Division at Head Office .	Zonal Office to supervise
10	On receipt of CSR proposal at Head Office, the CSR department shall examine and place it before the Internal Committee Members of CSR for its consideration .	CSR department at Head Office
11	The Internal Committee members of CSR at Head Office shall take suitable decision with respect to the implementation of CSR proposal as forwarded and recommended by Branch Office. If any discrepancy has been found by the Internal Committee Members then the same discrepancy shall be communicated to the branch office to clarify.	CSR Committee at Head Office

12	On receiving satisfactory clarification from branch office then the proposal shall be put before the Board Sub committee for approval	CSR department at Head Office
13	Once the approval for implementation of CSR Proposal is received from the Board then the same is communicated to branch office for implementation of CSR proposal .	CSR department at Head Office
14	The Branch office to implement the CSR Proposal by signing standard CSR agreement as provided by Law Department and the terms of payments in Schedule 1,2,3 to be framed by branch office on case to case basis.	Dealing Nodal/Law officer posted at the Branch to examine the schedule of payments
15	The Branch office to monitor the implementation of CSR Proposal and submit the progress report to CSR department at Head Office in the prescribed format as available under the CSR Policy of the Corporation given on our website .	Dealing Nodal officer at the Branch



(P. Ravi Kumar)

Copy To -

1. E.A to C.M.D- For favour of information
2. Director(P&M) and Director (Fin)- For favour of information
3. All Concerned Zonal Heads- For information and follow up.
4. GM(IT) → To upload on the Intranet.

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

Empanelment Form for CSR Activities of the Company for the financial year 2023-24

SECTION I: BASIC INFORMATION

1. Name of the Organisation (As per Registration Certificate. Refer to Point No. 19(i)) :
2. The details of the CSR activities that have been performing by the organization for the last three financial years:
3. Contact details of Organisation (Postal address of main office and location office, if any where CSR Activity is to be undertaken in last preceding financial year (i.e. full address, website, e-mail ID and telephone number):
4. Name of the contact person (Head of the Organisation responsible for the implementation and coordination of the CSR project), Designation, telephone and mobile number, email ID:
5. Legal Status of the organization:

Type of Registration(Refer Point No. 19 (i))	
Bank Account details from which the receipts and disbursements for the project would be routed	
Permanent Account Number (PAN)	
Date of Registration	
Year of Establishment, if different from the date of registration	
Income Tax exemption	
Form CSR - 1 Registration Number	
FATCA details (if any)	
Unique ID No. allotted by Niti Aayog (if any)	

6. Whether the organisation has so far been blacklisted by any bodies / Institution /Government Organisation/ CAPART etc.? **(YES/NO)**- If yes, give name, address, telephone /mobile number of the institution which has blacklisted your organisation:
7. Whether already empaneled by State or Central Government bodies for CSR Activities? **(YES/NO)**. If yes, give name, address, telephone / mobile number:
8. Whether there was any interaction with a Central Public Sector Enterprises in last three financial years for CSR Activities? **(YES/NO)**. If yes, give details of the CSR activity undertaken, name of Public Sector Enterprises and the year:
9. Details of private organisations that you have worked closely with for CSR Activities during last three financial years **(YES/NO)**. If yes, give name of organization, details of the CSR Activity undertaken and period in which activity has been undertaken:

SECTION II: ORGANISATIONAL DETAILS

10. Organisational Structure / Hierarchy (Outline levels of functionaries):

11. Governance - Brief Profile of Governing Board members (add rows, if required):

S.No	Name	Designation	Brief work profile of the member
1.			
2.			
3.			

12. Details of the donor agency for the last of last three financial years for whom CSR Projects have been undertaken (add rows if required):

S. No.	Financial Year	Name & Address of Donor Agency	Funds/ Resources provided	CSR Activities Undertaken	Project location (District & State)
1.	Year 1				
2.	Year 2				
3.	Year 3				

13. Asset and Infrastructure Details as on date:

(i) Assets owned by your organization

S.No.	Type of asset	Details of asset
1.	Building (Location)	
2.	Land (Location)	
3.	Vehicles (Numbers)	
4.	Other(s) (Name of the Asset with Numbers)	

(ii) Assets hired/leased out by your organization:

S.No.	Type of asset	Details of asset
1.	Building (Location)	
2.	Land (Location)	
3.	Vehicles (Numbers)	
4.	Other (s) (Name of the Asset with Numbers)	

14. Human Resources:

S. No.	Details of employment	No. of employees	Number of hours of work per month or per day	Emoluments / honorarium details(per month or per day)
1.	Full-time			
2.	Part-time			
3.	Consultants/visiting fellows			
4.	Volunteers			
5.	Other (s) ,if any			

Name & Contact details of the Coordinator of Project :-

15. Financial information in respect of CSR Activity Applied for last three financial years
(Pertaining to Point No. 16 & 17):

S. No.	Year	Nature of CSR Activities (It should be covered in Schedule VII of Companies Act,2013)	CSR Expenditure on activity
1.	Year 1		
2.	Year 2		
3.	Year 3		

SECTION III: PROJECT DETAILS

16. Outline and detail of the **CSR activities/projects implemented by your organization for NSIC** in the past:

S. No.	Nature of CSR Project(s)	Year of initiation	Year of Completion	Location (District & State)
1.				
2.				
3.				

17. Please provide the following details for each project as a separate attachment **mentioned at Point No. 16:** (objectives, approach or methodology, evaluation and value addition to beneficiaries):

18. Kindly mention the strengths and limitations of your organization?

SECTION IV: DOCUMENTS TO BE SUBMITTED WITH THIS EMPANELMENT FORM

19. Please provide the following documents:

- i. Proof as regards registration under any of the following (As per Companies (CSR) Amendment Rules, 2022) : **(Mandatory)**
 - (a) a company established under section 8 of the Act, or a registered public trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section 10 or registered under section 12A and approved under 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company; or
 - (b) a company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
 - (c) any entity established under an Act of Parliament or a State legislature; or
 - (d) a company established under section 8 of the Act, or a registered public trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section 10 or registered under section 12A and approved under 80 G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

(Along with Memorandum of Association (MoA) and Articles of Association (AoA) or Bye Laws with amendments if any, having a clause of the CSR activity applied to be undertaken with NSIC.)

Note:- In case if the name has been changed, the change of name certificate issued by the registering authority should also be enclosed.

- ii. Audited annual accounts of the organization along with Auditors Report of last three financial years should be submitted. For the financial year 2022-23, preferably Audited Accounts with Auditors Report or Provisional Accounts should be submitted in case if Accounts of financial year 2022-23 are not Audited. **(Mandatory)**
- iii. An undertaking stating that "The Organization (name of organization) is not blacklisted by State Government/ Central Government/ Institution or any other organization. In case if name has been changed, the name of the erst while organization should also be included in this declaration. This undertaking is not to be taken in the case of Government organization. **(Mandatory)**
- iv. List of Present Board/Governing Body members as on date - Names, contact (Address & Telephone/ Mobile Number) and occupation details duly stamped & signed preferably on Letter Head. **(Mandatory)**
- v. A self attested copy of Permanent Account Number (PAN) of the organization. **(Mandatory)**
- vi. Acknowledgment of Income Tax Return of last three Assessment Years preferably with Computation of Income. In case if Income tax return has been filed for Assessment Year 2023-24, the same should also be submitted. **(Mandatory)**

- vii. Activity report of last three financial years must be submitted. **Proof as regards having an established track record of three years in undertaking similar programs or projects in respect of the programs or projects applied.** If Photocopies of proof are given, then it should be self attested. An Undertaking on stamp paper of having minimum experience of three years in undertaking similar programs or projects in respect of the programs or projects applied. **Proof accepted are MoU's, Letters of third party, Government Certificates, or any other admissible documents deemed fit. (Mandatory)**
- viii. Baseline Survey / Need Assessment mentioning the need for undertaking the project(s) and the expected number of beneficiaries. In case if beneficiaries are identified at this stage than the list of names along with documentary proof should also be submitted. **(Mandatory)**
- ix. Detailed Budget / Estimated Budget of the project. In case, if there is any variation in the budget / Estimated Budget and the actual expenditure, it should be mentioned in the budget and also it should be mentioned that amount to be claimed will not exceed the budgeted amount. **(Mandatory)**
- x. Authority Letter for dealing, signing the empanelment form and agreement with NSIC. The person authorized should be competent in all respect. Signature of the person giving the authority and the person to whom the authority is given must be there on the authority letter **(Mandatory)**
- xi. A copy of registration certificate of Form CSR-1 shall be signed and submitted electronically by the entity and shall be verified digitally by a Chartered Accountant or Company Secretary in Practice or Cost Accountant in Practice. **(Mandatory)**
- xii. A self attested Copy of Foreign Account Tax Compliance Act (FATCA) Registration Certificate with a copy of last return filed duly acknowledged, if any.
- xiii. Report of any external evaluation of the organization / programmes, if any

Name of authorized person:

Designation:

Qualification:

Address:

Contact Details:

Place:

Date:

Please Note:- Kindly duly file the empanelment form and submit the same along with requisite enclosures. If there is no information required to be fulfilled, kindly don't leave it blank instead mention Nil or N.A. If the empanelment form is not properly filed, signed & stamped, it may not be considered and may liable to be rejected.

Checklist for Field offices

1. Name of Branch Office / NTSC Office :
2. Name of Implementing Agency :
3. Date on which Established (Minimum three years) :
4. Baseline survey / Need Assessment Report mentioning approximate number of beneficiaries and the need for undertaking the project :
5. Name of Project :
6. Nature of the project :
7. Amount of Proposal (detailed) recommended:
8. Authority letter of Implementing Partner for dealing with NSIC :
9. Financial Concurrence by Head of Finance for proposal or Head of Finance in Committee (Please specify).
10. Has all the documents as mentioned in the Empanelment Form obtained from Implementing Partner (If not obtained , than please specify document(s) not obtained along with reason(s)) .

Name & Designation of the officer(s) checking the Empanelment Form & Documents :

Signature(s)

Recommendations of Branch Head (In case of Zones)

Recommendations of Zonal General Manager / NTSC Head