

**RITES Ltd.**  
**Guidelines for submission of CSR Project Proposal**

**A. Proposals shall include the following:**

1. Title of the project
2. About NGO/ Society/Trust, along with Ministry of Corporate Affairs Registration number.
3. Executive summary of the proposal, covering: a technical appraisal of the project including the availability of land, its ownership and encumbrances if any which may delay the project schedule.
4. Project documentation including outcome/benefits of the project.
5. Baseline survey report.
6. Objective & Targeted group(s) / Beneficiaries of the project/proposal.
7. Geographical area of execution of project & reason for selecting that area, if applicable.
8. Financial appraisal of the project specifically the cost estimates and the funding arrangement.
9. Execution/Implementation Plan with specific time-frame of project milestones and their measurability, especially approvals and clearances for the plan/designs/layouts from the state/ central govt. departments (if applicable).
10. Milestones for physical progress and financial disbursement/funding requirement for each stage linked to physical progress and contribution of share from other parties, if any.
11. Dates for each milestone (Start date, completion date)
12. Monitoring and Quality Assurance Plans (with specific time-frame).
13. Human Resources involved (paid staff, volunteers etc.)
14. Name and address of the third party / independent external agency to verify the project progress / Completion.
15. Draft MOU with the execution agency/organization detailing the roles and responsibilities of the agency, RITES and any other party.
16. An Undertaking as below:

Name of Institution/ Organization/NGO etc.: -

[To be printed on Institution/Organization/NGO letterhead. Please do not make any changes to the text except inserting the organization's name.]

1. I / We, hereby declare that (Institution/Organization/NGO etc) will abide by all conditions of funding once the proposal is approved in terms of the proposal submitted, letter of sanction and related correspondence referred. These (Institution/ Organization/NGO etc) in use the fund for the sanction and related correspondence referred there-in.
2. I / We hereby declare that (Institution/ Organization/NGO etc) will use the funds in the manner specified and will not divert the fund and entrust the execution of the scheme of the work concerned to other institution/organization / NGO (other than approved ones). However, it can engage local organizations or outsource some activity if needed to the expert / specialized agency with due approval of RITES Ltd.
3. I / We hereby declare that (Institution/ Organization/NGO etc) will In the event of any failure to comply with these conditions or committing a breach of the undertaking, the (Institution/ Organization/NGO etc) will be liable to refund the entire/unutilized amount of the fund to RITES along with interest @ 12% per annum and a letter explaining reasons/circumstances of full/partial failure to complete the project.
4. I / We hereby certify that (Institution/ Organization/NGO etc) does not employ or deal with any entities or individuals known by (Institution/ Organization/NGO etc) to support terrorism. I also certify that (Institution/ Organization/NGO etc) complies with all applicable laws and regulations of the land as well as its own rules and regulations.

Name of Authorized Signatory(s):

Signature of Authorized Signatory(s):

Date:

(Institution/ Organization/NGO etc) Stamp:



**B. Mandatory Documents to be submitted along with the proposal:**

1. Copy of the registration certificate NGO/ Society/Trust Deed/ MOA/MOU.
2. Copy of Ministry of Corporate Affairs Registration certificate.
3. Audited Financial Statement (Auditor's report, Balance sheet etc.) of the last three years.
4. Copy of PAN card.
5. List of Board of Directors/ Governors/ Trustees/ Executive Committee Members, their addresses and contact numbers.
6. Certificate to the effect that the contribution made to NGOs qualify for tax exemption under Income Tax Act, 1961 (if any) i.e. U/s 12A, 80 G, 35 AC etc of Income Tax Act or any other applicable laws. (Updated Order for approval of 12A & 80G Certificate)
7. Declaration whether any of the Board of Directors/Governors/ Trustees/ Executive Committee Members have any official dealing with RITES Ltd. or are related to any Board Members of RITES Ltd.
8. Any other documents requested.

**C. Checklist for submission of CSR Proposal (This checklist should be placed on top of the proposal):**

Sl. No.	Particulars	Page no.
1.	Covering letter on the letterhead of the organisation	
2.	Proposal (As per items mentioned in Para - A above)	
3.	Estimate/Budget	
4.	Copy of the registration certificate NGO/ Society/Trust Deed/ MOA/MOU.	
5.	Copy of Ministry of Corporate Affairs Registration certificate.	
6.	Audited Financial Statement (Auditor's report, Balance sheet etc.) of the last three years.	
7.	List of Board of Directors/ Governors/ Trustees/ Executive Committee Members, their addresses and contact numbers	
8.	Copy of PAN card.	
9.	Latest Order/Certificate for Registration/Approval u/s 12A, of the Income Tax Act.	
10.	Latest Order/Certificate for Registration/Approval u/s 80G, of the Income Tax Act.	

**NB:** All documents submitted should be serially numbered and respective page numbers mentioned in the checklist format.