

Checklist for submission of Project details by Govt. Agencies for CSR grant from CIL

S. No.	Document	Whether submitted (Yes/No) /Remarks	For CIL Official Use
1	Need of the project (Baseline study if any conducted, to be enclosed)		
2	Project location (A Brief to be submitted on how the project at the proposed location will be beneficial)		
3	Project objectives and expected outcomes		
4	Beneficiaries of the project (Total Nos., Category of the beneficiaries – SC, ST, Women, PWD etc.).		
5	Summary Note on the project outlining all important aspects of the project		
6	List of project activities along with project schedule/timelines		
7	Detailed item wise breakup of project outlay showing capital and recurring expenditure separately along with justification for each item		
8	Payment schedule		
9	Monitoring and reporting mechanism		
10	Maintenance mechanism		
11	Sustainability plan for a minimum of 5 years		
12	Brief write up on how to ensure the brand visibility of CIL		
13	Declaration regarding public procurement norms shall be followed if the project involves procurement of capital items		
14	Following documents/compliances are required if civil construction is part of the project: (i) Land ownership documents (ii) NOC/Permission for construction from the statutory/local authority (iii) Approved building plan/construction drawing/design (as applicable) (iv) Estimate (the basis of preparation of the estimate must be mentioned in the estimate) (v) The design and/or drawing and the estimate must be approved/vetted by the concerned state/central government's department, with the signature and seal of designated technical authority on every page. (vi) Declaration regarding public work tendering norms will be followed		

Note:

(i) Wherever needed separate attachments/annexures be attached mentioning the number as Annexure 1, 2, 3... corresponding to the serial number of requisite documents listed above and total Pages Nos. (e.g. Annexure 4 -(3 pages) numbering the pages as 1/3, 2/3, 3/3 and for price quotations, undertaking etc...)

(ii) If not applicable, please mention 'N.A' in third column.

(iii) Mere submission of the project proposal does not entitle the project proponent for CSR grant from CIL.

(iv) CIL reserves the right to either accept or reject the proposal for CSR grant based on the merit of the proposal.