

**Structured format for submission of Proposals to be considered under CSR**

[Specimen copy to be submitted in Letter Head Pad & Soft copy through  
Email: [gmcsr.cil@coalindia.in](mailto:gmcsr.cil@coalindia.in) ]

**PROJECT PROPOSAL FOR GRANT UNDER CSR**

**Project Title:**

**Name of Agency :**  
**(Organisation applying for grant)**

**Contract details**  
**(Name, Phone, Fax, email)**

**1. DETAILS OF IMPLEMENTING AGENCY (I.E. ORGANISATION)**

I.1	Registered official address	
I.2	Registration No. (attested copy of Registration No.)	
I.3	Whether amount given to the Organization is exempted from Income Tax Act 80(G).	
I.4	Name of the principal Bank with address and Bank A/c No. in the name of the Organization. (Photo copy of Blank Cheque/Cancelled cheque to be enclosed)	
I.5	PAN No. in the name of applying organization.(attested copy of PAN Card)	
I.6	Principal Act and Bye-Laws by which the organization is governed.	
I.7	Certificate of Audited Accounts of Income and expenditure of last 3 financial years duly audited by a Chartered Accountancy Firm.	
I.8	Certificate from a Chartered Accountancy Firm that the Institution is running on "No Profit/No loss" basis.	
I.9	confirmation that the assets created from the donation/financial assistance shall eventually rest with the Organization and shall not be passed on to any Private Party.	

**Note: Supporting documents of all the above points to be enclosed.**

- I. NATURE OF ACTIVITIES
- II. LIST OF MAJOR ACTIVITIES UNDERTAKEN DURING THE PAST THREE YEARS
- III. ANY PARTNERSHIP WITH AGENCY LIKE CENTRAL OR STATE GOVT. OR OTHERS (DETAILED DOCUMENTS TO BE ENCLOSED).

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DETAILS OF ANY CSR GRANT RECEIVED FROM GOVT AGENCIES/PSUs/QUASI GOVT AGENCIES/FROM VARIOUS AGENCY. (DETAILED DOCUMENT TO BE ENCLOSED).

**2) DESCRIPTION OF THE PROJECT/SCHEME IN DETAILS**

**3) OBJECTIVES TO BE ACHIEVED**

3.1 SECTION OF THE SOCIETY TO BE BENEFITTED FROM THE PROJECT

3.2 APPROXIMATE NO. OF BENEFICIARIES

(For instance, if the CSR proposal targets to alleviate leprosy as a disease, it would be desirable if an indicative statistics is presented on Number of such patients in the target area and surroundings and their financial status).

**4) DETAILS OF SCHEDULE AND PHASE-WISE REQUIREMENT OF FUND FOR IMPLEMENTING THE PROJECT.**

(A brief write up on the modus operandi to implement the proposed work encompassing estimated time frame, resources involved etc).

**5) DETAILS OF PROPOSED OUTLAY**

5.1 Capital Outlay on the following items and Table.

SL. No.	ITEMS	Estimated Cost	1 <sup>st</sup> yr	2 <sup>nd</sup> yr
	Land			
	Building			
	Equipment			
	Others (specify the items) if any			
	Total estimated cost			

5.2 Revenue Expenditure on the following items and Table.

SL. No.	ITEMS	Estimated Cost	1 <sup>st</sup> yr	2 <sup>nd</sup> yr
	Total estimated cost			

**6) Benefit to CIL as a Patron, if any.**

6.1 Publicity like engraving the “Coal India Logo” on the Project/Material and a phrase “CSR Project of Coal India Limited”.

6.2 Benefits to employees

(For instance if the Projects aims to build a school for the blind, it would be desirable that a scheme is evolved which can elucidate a mechanism by which any member from CIL family can avail of the facility at a discounted rate etc. Similarly if the project creates a medical facility, CIL employees can avail that facility at a discounted rate.)

(Awareness campaigns relevant to the project to be organized under the aegis of Coal India Ltd for the masses intended to showcase the project to the masses or different government agencies).

I/We do also hereby declare that the above information is true to the best of my/our knowledge. For any mis-statement of facts, I/we shall be liable for civil/criminal action. Further the undersigned undertakes to submit “Utilization Certificate” in the prescribed format within 15 days of the receipt of any amount, if sanctioned.

Signature of the applicant in full

**[Official Seal]**

(i) Full Name.....

(ii) Father’s Name.....