



Ministry of Corporate Affairs
Government of India

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Azadi Ka
Amrit Mahotsav



Recognising Corporates as Valued Partners in Change



“If there is collective power in any sector and everyone's efforts are visible, then the pace of change also increases. India's corporate sector, private sector and social organizations have been continuously adding strength to the nation's resolve to build a prosperous and self-reliant India.”

Prime Minister Narendra Modi

NOMINATIONS ARE INVITED FOR NATIONAL CSR AWARDS 2022

AWARD CATEGORIES

- Four awards for excellence in CSR, based on CSR spend
- Five awards for CSR projects in Aspirational Districts / Difficult Terrains
- Eleven awards for CSR projects in National Priority Areas

One award in each category is reserved for Micro, Small & Medium Enterprises

NOMINATION & SELECTION PROCESS

- Companies who are required to comply with Section 135 of the Companies Act 2013 are eligible to apply
- Nominations are to be submitted online through designated nominating organizations only
- Selection process involves nominations, shortlisting of nominations by the Jury, detailed submission followed by field verification of shortlisted projects

**Nominations are invited
upto 31 July, 2022**



DAVP 07120/15/0001/2223



To apply, visit www.csr.gov.in or Scan QR Code



सत्यमेव जयते

Government of India
Ministry of Corporate Affairs

Scheme for National Corporate Social Responsibility (CSR) Awards, 2022



January, 2022

TABLE OF CONTENTS

Sr. No.	Content	Page
1.	Objectives of National CSR Awards	2
2.	Eligibility / Who is eligible to Apply	2
3.	Nominations for Awards / How to apply?	2
4.	Total number of Awards	3
5.	Category of Awards	4
6.	Award Methodology and Timelines for Nomination and Selection	6
Annexure – I : Application Form for Nominating Organizations		10
Annexure – II : Detailed Submission Form by the Companies		14

National Corporate Social Responsibility Awards (NCSRA) – 2022

1. Objectives of National CSR Awards

NCSRA seeks to:

- increase competition in various categories of companies to infuse excellence in their CSR activities.
- encourage companies to spend the entire amount i.e., eligible CSR spend.
- recognize the impact, innovation, usage of technology, gender and environment issues, sustainability, scalability, and replicability of CSR activities; and
- channelize CSR activities of corporates so that the benefits of their activities reach the marginalized sections of society and in remote areas of the country.

2. Eligibility / Who is eligible to apply?

- a) All the companies registered under Companies Act, 1956 and 2013 and complying with the provisions of Section 135 of Companies Act 2013.
- b) Project and related expenditure pertaining to Financial Years 2018-19 & 2019-20 is only eligible to be considered.
- c) For the nominated projects, based on the eligibility criteria as mentioned in the point 2.(b) above, the impact of CSR programme / project would be considered upto 31.03.2021 (i.e. between 01.04.2018 to 31.03.2021 as per the requisite details submitted by the company).

3. Nominations for Awards / How to apply?

Applications to NCSRA can be made by the companies through seeking nomination by a designated nominating organization. The following category of organizations can nominate the projects of the companies for consideration of NCSRA:

- Ministries/Departments of Govt. of India
- State Governments and Union Territories (UTs)
- Professional institutions: ICSI, ICAI, ICMAI and
- National Level Trade and Industry Bodies/Chambers such as: Confederation of Indian Industry (CII), Federation of Indian Chambers of Commerce & Industry (FICCI), Associated Chambers of Commerce and Industry of India (ASSOCHAM), PHD Chamber of Commerce and Industry (PHDCCI), Small Industries Development Bank of India (SIDBI), Federation of Indian Micro and Small & Medium Enterprises (FISME), Standing Conference of Public Enterprises (SCOPE), Laghu Udyog Bharti, IMC Chamber of Commerce and Industry, Bombay Chamber of Commerce and Industry, Indian Chamber of Commerce (ICC), and India SME Forum.

A nominating organization can nominate up to a total of 60 entries (20 in each main category of awards). Companies may directly submit their application/s in a suitable category to these organizations.

- Nominating Organizations, after due diligence of applications may submit the Nominations online on www.csr.gov.in as a format of Nomination is placed at **Annexure –I**.
- Online nominations by designated Nominating Organizations for the NCSRA 2022 shall be accepted as per last date notified by the Ministry of Corporate Affairs. Dates for further phases will also be published online on the portal www.csr.gov.in.
- After the nominations, shortlisted companies shall be informed through the email (provided in the nomination form) for submitting their detailed application as per **Annexure-II** in online mode on National CSR Portal www.csr.gov.in .
- There is no fee for nomination for National CSR Awards or at any stages of awards.
- ***Contact Us for Assistance: For any query relating to the National CSR Awards, the companies or nominating organizations may please contact-***
 - i) **Dr. Niraj Gupta, Nodal Officer, National CSR Awards**
Email: niraj.gupta@gov.in / 0124-2640195
 - ii) **Mr. Ravi Raj Atrey, Programme Manager, National CSR Awards**
Helpline Nos.:0124-2640016, 2640033, 2640035, 2640039.
Email: national.csrawards@mca.gov.in

**Indian Institute of Corporate Affairs,
Sector-5, IMT Manesar,
Distt. Gurugram, Haryana-122052**

4. Total number of Awards

<i>A. National CSR Awards</i>	:	20
<i>B. National CSR Awards (Runner-Ups)</i>	:	20

5. Category of Awards

Category I - Corporate Awards for Excellence in CSR: *(up to four awards)*

Objective: *Recognition of the Companies based on total eligible CSR Spend*

- A. Companies having eligible CSR Spend equal and above Rs. 100 Crores;
- B. Companies having eligible CSR Spend equal and above Rs. 10 Crores and less than Rs. 100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs. 1 Crore.

Note: One Award is reserved for MSME for the CSR intervention (s), in alignment with Category Objective/s, carried out by Micro, Small and Medium Enterprises within the provisions of Section 135 of Companies Act 2013 and the rules there under.

Runners-Up: *In addition to four main awards, there may be four Runners-Up for companies, which have undertaken appreciable CSR activities.*

Category II - CSR Awards for CSR in Aspirational Districts/Difficult Terrains: *(up to five awards)*

Objective: Recognition of a company for its CSR efforts in aspirational districts, difficult terrains/ disturbed areas and, challenging circumstances

- A. Northern India
- B. North-East India
- C. Eastern India
- D. Western India
- E. Southern India

Note: One Award is reserved for MSME for the CSR intervention (s), in alignment with Category Objective/s, carried out by Micro, Small and Medium Enterprises within the provisions of Section 135 of Companies Act 2013 and the rules there under.

Runners-Up: *In addition to five main awards, there may be five Runners-Up for companies which have undertaken appreciable CSR activities.*

Category III - CSR Awards for contribution in National Priority Areas: (up to eleven Awards)

Objective: *To motivate the companies to spend in the areas of National Priority. Companies would be considered for their projects executed with a focus on following areas of National Priority.*

- A. Education
- B. Skill Development and Livelihoods
- C. Agriculture and Rural Development
- D. Health, Safe Drinking Water and Sanitation
- E. Environment, Sustainable Development and Solar Energy
- F. Women and Child Development
- G. Technology Incubation
- H. Promotion of Sports
- I. Slum Area Development
- J. Heritage, Art, and Culture
- K. Support to Differently Abled

Note: One Award is reserved for MSME for the CSR intervention (s), in alignment with Category Objective/s, carried out by Micro, Small and Medium Enterprises within the provisions of Section 135 of Companies Act 2013 and the rules there under.

Runners-Up: *In addition to eleven awards in the above priority areas, there may be eleven Runners-Up for companies which have undertaken appreciable CSR activities.*

6. Award Methodology and Timelines for Nomination and Selection

In order to achieve the stated objectives of the Awards, the methodology will include a three - stage process.

Phase 1: Nomination Phase (use form as per Annexure-I)

- A. Designated Nominating Organizations as mentioned in page-2 will submit on the designated portal (www.csr.gov.in) a one-page summary containing details such as
- a) Name of the company;
 - b) Category of the award in which nominated ;
 - c) CSR interventions along with associated aspects such as innovation, usage of technology, gender and environment issues, equity, replicability, scalability and sustainability of the CSR interventions;
 - d) Impact of CSR Intervention;
 - e) Details of how the nominating organization is involved in the CSR activities of the company, if any, and
 - f) Justification for nomination/s and recommendations by the nominating organization.

Phase 2: Shortlisting Phase

- Preliminary scrutiny of all received nominations shall be carried out by members of the Expert Committee as per criteria laid down by the Grand Jury.
- Shortlisted nominations shall be reviewed by the Jury. Subsequently, shortlisted nominations shall be invited to submit detailed information in form placed at **Annexure – II.**

Phase 3: Field Verification and Award Recommendation Phase

Field verification of the shortlisted entries shall be carried out by Members of the Expert Committee under overall guidance and supervision of the Grand Jury of the Awards.

Methodology for Selection

Category 1: Corporate Awards for Excellence in CSR based on CSR Spend (Four Awards)

Phase 1 (Nomination)	Phase 2 (Short listing)	Phase 3 (Field verification & Award Recommendation Phase)	Illustrative list of selection criteria (Field Verification and Award Recommendation)
Nominations to be made by designated nominating organizations online at www.csr.gov.in	i) Screening to be done by members of the Expert Committee ii) Screened nominations to be reviewed by the Grand Jury. iii) Shortlisted nominations will be invited to submit detailed information online.	Field verification of the shortlisted entries shall be carried out by Members of the Expert Committee under overall guidance and supervision of the Grand Jury of the Awards.	i) Status of compliance with Section 135 of Companies Act 2013 ii) Total expenditure incurred in FY 2018-19 and 2019-20 (Percentage of eligible CSR spend) iii) Focus areas (among the areas listed in Schedule VII): primary and allied. iv) Key developmental challenges addressed. v) Innovation, usage of technology, gender, and environment issues in the CSR intervention vi) Equity, replicability, scalability, and sustainability of the CSR interventions vii) Feedback from the field verification of key project/s Impact of CSR expenditure

Category 2: CSR in Aspirational Districts / Difficult Terrains (Five Awards)			
Phase 1 (Nomination)	Phase 2 (Shortlisting)	Phase 3 (Field verification & Award Recommendation Phase)	Illustrative list of selection criteria (Field Verification and Award Recommendation)
Nominations to be made by designated nominating organizations online at www.csr.gov.in	<p>i) Screening to be done by members of the Expert Committee.</p> <p>ii) Screened nominations to be reviewed by the Grand Jury.</p> <p>iii) Shortlisted nominations will be invited to submit detailed information online.</p>	Field verification of the shortlisted entries shall be carried out by Members of the Expert Committee under overall guidance and supervision of the Grand Jury of the Awards.	<p>i) Total expenditure incurred in FY 2018-19 & 2019-20 on the CSR projects / programme in Aspirational District / difficult terrains (percentage of CSR spend)</p> <p>ii) Key developmental challenges addressed in Challenging Areas/ Aspirational Districts</p> <p>iii) Innovation, usage of technology, gender, and environment issues in the CSR intervention in Challenging Areas/ Aspirational Districts</p> <p>iv) Equity, replicability, scalability and sustainability of the CSR interventions in Challenging Areas/ Aspirational Districts</p> <p>v) Feedback from the field verification of key project/s.</p> <p>vi) Impact of CSR expenditure in Challenging Areas/ Aspirational Districts.</p>

Category 3: CSR Awards for Contribution in National Priority Areas (Eleven Awards)			
Phase 1 (Nomination)	Phase 2 (Shortlisting)	Phase 3 (Field verification & Award Recommendation Phase)	Illustrative list of selection criteria (Field Verification and Award Recommendation)
Nominations to be made by designated nominating organizations online at www.csr.gov.in	i) Screening to be done by members of the Expert Committee. ii) Screened nominations to be reviewed by the Grand Jury. iii) Shortlisted nominations will be invited to submit detailed information online.	Field verification of the shortlisted entries shall be carried out by Members of the Expert Committee under overall guidance and supervision of the Grand Jury of the Awards.	i) Total expenditure incurred in FY 2018-19 & 2019-20 in the National Priority Area (Percentage of CSR spend) ii) Key developmental challenges addressed in a National Priority Area iii) Innovation, usage of technology, gender, and environment issues in the CSR intervention in the National Priority Area iv) Equity, replicability, scalability, and sustainability of the CSR interventions in the National Priority Area v) Feedback from the field verification of key project/s Impact of CSR expenditure in the National Priority Area.

NATIONAL CSR AWARDS 2022

Form for Nomination

(This Form is to be used by Nominating Organizations for making Nominations to be submitted in online mode on www.csr.gov.in)

Section – A: Category of the award in which being nominated

Select appropriate category and sub-category within it:

Category I -Corporate Awards for Excellence in CSR:

Sub-Categories-

- A. Companies having eligible CSR Spend equal and above Rs.100 Crores.
- B. Companies having eligible CSR Spend equal and above Rs.10 Crores and less than Rs.100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs.1 Crore.

Category II - CSR Awards for CSR in Aspirational Districts/ Difficult Terrains:

Sub-Categories-

- A. Northern India
- B. North-East India
- C. Eastern India
- D. Western India
- E. Southern India

If Category 2 is selected, then the following questions are to be responded:

- *Mention Name of the District(s) if applying under Category 2 (CSR Awards for CSR in Aspirational Districts / Difficult Terrains.....*
- *Mention Name, Telephone, Email of the Nodal officer of Aspirational District CSR Programme / project of Company (if any)*
Name:
Telephone:
Email:

Category III - CSR Awards for Contribution in National Priority Areas:

Sub-Categories-

- A. Education
- B. Skill Development and Livelihoods
- C. Agriculture and Rural Development

- D. Health, Safe Drinking Water and Sanitation
- E. Environment, Sustainable Development and Solar Energy
- F. Women and Child Development
- G. Technology Incubation
- H. Promotion of Sports
- I. Slum Area Development
- J. Heritage, Art, and Culture
- K. Support to Differently Abled

Section – B: Company specific Information

1. Name of the Company:
2. CIN:
3. Name of the CSR Head / Nodal Officer / Link Officer:
4. Designation:
5. Official Landline No.:
6. Mobile No.:
7. Official Email:
8. Alternate Email:
9. Prescribed CSR Amount and Actual CSR Spent:

S.N./ F.Y.	Particulars	2018-19	2019-20	Total
a)	Prescribed CSR Amount			
b)	Actual CSR spent			

Section - C: CSR Project / programme specific information

10. CSR Project / Programme details:

Q.N. / S.N.	10.	11.	12.	13.	14.	15.
	Name of the CSR project / programme	Key / Central Focus of the Project / Programme as per Schedule VII (mention sr. no. and name of the category under	Whether implemented in project mode (Yes/No)	Duration / projected duration of the project in months	Amount allocated for CSR Project being nominated in Financial Years 2018-19 and 2019-20	Amount spent on the CSR Project being nominated in Financial Years 2018-19 and 2019-20
					2018- 2019-	2018- 2019-

		schedule VII)			19	20	19	20
(Upto 3 projects / programmes may be submitted only under Category 1, Corporate Awards for Excellence in CSR)								

16. CSR project / programme and its impact, innovation, sustainability, scalability, and replicability carried out by the company. (*The impact of CSR programme / project would be considered upto 31.03.2021 i.e. between 01.04.2018 to 31.03.2021*). (500 words)

17. How the CSR project / programme were conceptualized? Was it based on particular baseline / need assessment? Is it aligned with larger developmental goals? (200 words) _____

18. Provide justification for nominating the company. Enumerate impact of CSR project/ programme. How it has solved long pending problems of targeted beneficiaries? Are the Outcomes of CSR project / programme consistent with its objectives? To what extent objectives have been achieved? (500 words)

Section – D: Details about the Nominating Organization

1. Name of the Nominating Organization:
2. Name of the authorized person:
3. Designation of the authorized person:
4. Official Landline No.:
5. Mobile No.:
6. Official Email:
7. Alternate Email:

Section – E: Documents to be uploaded

1. Impact Assessment Report / Study of the Nominated CSR project / programme for specified duration (third party or self). In case more than one project/programme, these are to

be uploaded only in one PDF file with maximum 25 MB size.
(Optional submission)

2. Authority Letter from Nominating organization duly signed and sealed by the designated officer of the nominating Ministry / Department / State Government / Union Territory/ Professional Institution / National Level Trade Bodies / Industry Chamber, as a scanned copy in PDF format with maximum 10 MB size. (Mandatory submission)
-

NATIONAL CSR AWARDS – 2022

FORM FOR DETAILED SUBMISSION BY THE SHORTLISTED COMPANIES

(Form to be submitted in online mode on www.csr.gov.in)

1. General - The information sought in this application form is required for capturing the details regarding the company and its CSR Programmes /Projects which will be utilized by the Grand Jury in judging the Companies/ Programmes/ Projects for Award of NCSRA 2022, in the applicable category/sub-category.

2. The application form has been divided in four parts, as per the following details with an aim to capture relevant data as required for evaluating various Programmes / Projects in different categories: -

Part 1: - Details to be provided by all the shortlisted companies. This part covers basic details of the company which is common for all the companies nominated across all the categories (Sr. No. 1 to Sr. No. 13).

Part 2: - CSR project / programme specific information irrespective of category (Sr. No. 14 to Sr. No. 34).

Part 3: - Additional details to be submitted by Companies nominated in Category 2 only (Sr. No. 35 to Sr. No. 37).

Part 4: - Additional Details to be submitted by companies nominated in Category 3 only (Sr. No. 38 to Sr. No. 39).

Part 1: Information to be furnished by all the companies irrespective of the category of nominations

1. Provide Company's name. The company's name should be written as provided in the Certificate of Incorporation.
2. Corporate Identity Number should be written as provided in the Certificate of Incorporation of the company.
3. Provide the exact website address of the company.
4. The financial details of the company to be mentioned as provided in the Balance Sheet of the company in the given tabular format. The table is as follows: -

Sr. No.	Particulars	Amount in INR
i	Net Profit (FY 2015-16, 2016-17, 2017 – 18 and 2018-19) as per Section 198 of the Companies Act, 2013.	2015-16: 2016-17: 2017-18: 2018-19:
ii.	Average net profit for FY 2018-19 & FY 2019-20 (As per Section 198 of Companies Act, 2013).	2018-19: 2019-20:
iii.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above	2018-19: 2019-20:
iv.	Actual CSR spent	2018-19: 2019-20:

5. Upload/ Attach certified relevant extracts of the minutes of the meeting of the Board of Directors in which constitution of the CSR Committee was approved, along with the composition of the CSR Committee.
6. Upload the Minutes of the Meetings held by the CSR Committee in FY 2018-19 & 2019-20. Upload/ Attach a single PDF file containing minutes of all the meetings.
7. Upload /Attach the CSR Policy as approved by the Board of Directors. Also provide webpage address (if any) where the CSR policy of the company is uploaded.
8. Upload/ Attach the Annual Report of CSR activities for the FY 2018-19 & 2019-20 in accordance with Rule No. 8 of the Companies (Corporate Social Responsibility Policy) Rules 2014 under the Companies Act 2013. (Also mention the webpage link with Annual Report on Company's website).

9. CSR Activities undertaken and expenditure details (mention in table below):

S. No.	Activity	Amount Allocated during the FY (In INR)		Amount Spent during the FY (In INR)		Percentage of the total CSR budget allocation for the year		Rationale (Max.50 words each)
		2018-19	2019-20	2018-19	2019-20	2018-19	2019-20	
1	Eradicating extreme hunger and poverty							
2	Promoting Preventive Health Care							
3	Safe Drinking Water and Sanitation							
4	Promotion of Education							
5	Promotion of vocational skills and livelihoods							
6	Promoting gender equality and empowering women (including women and child development)							
7	Ensuring environment sustainability							
8	National heritage							
9	Armed forces/veterans							
10	Promoting sports (rural, para-olympic, Olympic and nationally recognized)							
11	PM's Relief Fund, PM CARES Fund and welfare of SCs STs, OBCs and minorities							
12	Contribution to incubators funded by Central Government or State government or any agency or PSU of Central government or state Government							
13	Contribution to the Institutes/organizations as mentioned in item no (ix) of Schedule VII of the Companies Act, 2013							
13	Rural development projects							
14	Slum area development							

15	Support to differently abled				
16	Contribution to Swachh Bharat Kosh , Clean Ganga Fund				
17	Overheads				
18	Other				
	Total				

10. Details of the Nodal Person of the nominated company for the CSR Division to be provided in the following format:

- Name - The Name of the person in the nominated company who heads the CSR division.
- Designation - The Designation of the person in the nominated company who heads the CSR division.
- Address- Provide postal address for communications with pin code.
- Landline No. - Landline number(s) at which the Nodal Officer can be contacted.
- Mobile No. - Mobile number(s) of the Nodal Officer
- Fax - Fax number to be provided.
- Email- Email to be provided.
- Alternate Email to be provide.

11. From the drop-down menu below, select the appropriate category of NCSRA 2022, in which detailed submission is being made

Corporate Awards for Excellence in CSR

or

CSR Awards for CSR in Challenging Circumstances / Difficult Terrains

or

CSR Awards for Contribution in National Priority Areas

From the Drop-down menu below, select respective sub-category:

- A. Companies having eligible CSR Spend equal and above Rs. 100 Crores;
- B. Companies having eligible CSR Spend equal and above Rs. 10 Crores and less than Rs. 100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs. 1 Crore.

- E. Northern India
- F. North-East India
- G. Eastern India
- H. Western India
- I. Southern India

- J. Education
- K. Skill Development and Livelihoods
- L. Agriculture and Rural Development
- M. Health, Safe Drinking Water and Sanitation
- N. Environment, Sustainable Development and Solar Energy
- O. Women and Child Development
- P. Technology Incubation
- Q. Promotion of Sports
- R. Slum Area Development
- S. Heritage, Art, and Culture
- T. Support to Differently Abled

*Note: You may like to refer to the 3 main categories of the NCSRA 2022, along with their sub- categories as given in **Appendix - A**.*

12. Give a brief description of the business – mention area/sector of core business along with focus areas and size of business (100 words).

13. Describe why your company should be recognized for excellence in Corporate Social Responsibility (100 words).

Part 2: CSR Project / programme specific information

14. Name of the CSR project being nominated:

15. Key / central focus of the project:

16(a). Whether implemented in project mode: Yes / No

16(b). Duration of the project:

17(a). Start Date of the project:

17(b). End Date of the project:

18(a). Amount allocated for CSR Project being nominated:

18(b). Amount spent on the CSR Project being nominated:

(Note: Project and related expenditure pertaining to Financial Year 2018-19 & 2019-20 will only be considered)

19. Summary of the CSR Programmes/Projects in (max. 700 words)

19.1 Whether a new Programme/Projector continuation from previous year/s (100 words).

19.2 Objective/s set out to be achieved while undertaking the Programme/Project (100 words).

19.3 Focus areas as compared against the areas listed in schedule VII, Primary/Allied (100 words)

19.4 Key developmental challenges addressed (100 words).

19.5 Territorial Coverage of the Programme / Project (Number and Names of Villages / Cities covered)

19.6 Geographic allocation of the Programme /Project undertaken along with Latitude and longitude.

19.7 Distance of the place of Programme/Project undertaken from the area of operations of the company. Provide rationale for the same, in 100 words.

19.8 Reasons for choosing thematic area/s, beneficiary group/sand geographical area for intervention (100 words).

19.9 Programme/ Project implementation modalities like by own organization/ company staff or through NGO or some other institutes etc. (100 words).

19.10 Key lessons learnt (100 words)

19.11 Miscellaneous/ Additional Information. (100 words)

20. Details of the Implementing and Monitoring agencies (only in respect of nominated CSR project):

S. No.	Project	Name of implementing organization	Amount granted	Name of Monitoring Agency	Frequency of Monitoring (quarterly/ monthly/ half yearly/ annually)	Due Diligence of Agency (yes/no)

21. Bring out the Impact of the Programme/Project on target beneficiary (250 words). Whether any Impact assessment was carried out by External / Internal Agency? If yes, attach the Impact Assessment Report.

22. Details of the target beneficiaries fill the details in table below (only in respect of nominated CSR project):

Sr. No.	Details	Response	
		2018-19	2019-20
1	Total Number of Targeted Beneficiaries		
2	Sex Ratio of Beneficiaries		
3	Literacy Rate of Beneficiaries		
4	Number of Males		
5	Number of Females		
6	Number of Transgender		
7	Total No. of Children (below 18 years)		
8	Total No. of Female Children		
9	No. of beneficiaries (Rural)		
10	No. of Beneficiaries (Urban)		
11	No. of Beneficiaries – Elderly / Widows		
12	No. of Beneficiaries – Differently abled		
13	No. of Beneficiaries – veterans (armed forces)		
14	No. of Beneficiaries from marginalized communities (SC, ST, OBC)		
15	Other Beneficiaries (if required)		

23. Explain the stakeholder engagement strategy adopted for the Programme/Project planning (if any), (not exceeding 100 words).

24. Resource Pooling (only in respect of nominated CSR project, if applicable).

Sr. No.	Collaborating Company Name	Project Name	Expenditure Shared in Percentage	
			Primary Company (self)	Collaborative Company
1.				
2.				
Total				

25. Please provide key Base-line Indicators of the project (100 words). Upload report / document on base line indicators if any.

26. If there was a Need Assessment carried out before project, give brief about it including the methodology followed (100 words). Please upload a copy of the Need Assessment.

27. Briefly bring out innovation/s adopted, use of technology in planning and execution of the Programme /Project in 200 words. (May cover following points but not limited to):

- Innovation: Type of innovation (social/technological/methodological)
- Outcomes of the innovations (quantitative and qualitative)

28. Provide the details of Programme/Project in terms of Equity, Replicability, Scalability, Relevance and Sustainability (500 words):

- Sustainability: Steps taken to ensure social and financial sustainability of the project
- Scalability: Initial coverage of geography, beneficiaries, programme components and
- Programme budget. Coverage after scaling of programme in above terms.
- Replicability: Qualitative and Quantitative details on replication.
- Consideration of Environmental Sustainability (if applicable)
- Project Staff: Out of technical programme / project staff, please provide number of staff with professional qualification in Social Work/ Rural Development or other aligned profession.
- Any other information

29. Were the results achieved by the Programme / Project covered by any print / electronic media of national / international repute? If yes, provide details / links in given box (100 words):

30. Has the Programme/Project been awarded/honored by any other State / National / International Agency / industry / community (100 words).

31. Was the Programme / Project completed in time? If not, what were the reasons and how long did it overshoot / likely to overshoot (100 words).

32. Provide details about revenue generation activity (ies) (if any) which has taken place subsequent to the project for the nominated CSR programme / project in financial years 2018-19 and 2019-20. (200 words)

32(a). In respect of revenue generation, fill in the necessary details (financial contribution) in the table below:

Period - Since Inception of project (indicate the year/s)	Financial Contribution (as covered in the budget of the project)	Financial Contribution (as not covered in the budget of the project, if any)

32(b). Fill in the necessary details (non-financial contribution) in the table below:

Period - Since Inception of project (indicate the year/s)	Non-Financial contribution (as covered in the budget of the project) – Infrastructure; Technology; Human Resources etc.	Non-Financial contribution (as not covered in the budget of the project, if any)

33. Provide any available documentation and/ or promotional material to report the information provided, such as but not limited to details and background of the CSR Programmes / Projects, how the Programmes / Projects were conducted, who all participated, before and after analysis, if any. Also indicate to what extent the Programmes / Projects are tied to your Corporate Strategy? (in 200 words) (Additional details / documents may be uploaded as a single PDF File).

34. The nominated company may share URL for the CSR programme / project, in downloadable format. (Also, separate URLs for Videos, Images and Brochures); (multiple URLs may be submitted separated by comma).

URLs for Videos:
URLs for Images:
URLs for Brochures:
Other relevant URLs (if any):

Note: Companies shortlisted in Category 1 (Corporate Awards for Excellence in CSR) need to provide project specific information (S. No. 14 to 36 above) for any 3 CSR projects, separately.

Part 3: Additional Details to be submitted by the Companies nominated in Category 2 (CSR Awards for CSR in Aspirational Districts / Difficult Terrains)

35. Name of the Aspirational District / Difficult Terrain where the Programme/ Project has been undertaken. Choose relevant category (tick appropriate)

Aspirational District	Difficult Terrain
-----------------------	-------------------

Provide name of the State and District (if more than one, separate by coma)

Name of the State	Name of the District

36. In the light of above, what were the key Infrastructure or Human development challenges addressed and targeted while undertaking the CSR Programme/Project? (250 words)

37. What has been the positive outcome of the Programme / Project so far? How the Programme / Project helped in meeting the aspirations of local people including total number of direct and indirect beneficiaries and how the challenges posed by terrain difficulties have been overcome? (250 words)

**Part 4: Additional details to be submitted by the Companies nominated in Category 3
(CSR Awards for Contribution in National Priority Areas)**

38. What are the key developmental challenges addressed in the National Priority Area that have been targeted? Explain, how the CSR Programme / Project is aligned with the specific National Priority Area sub-category applied for? (400 words)

39. What are the achievements gained in terms of fulfilling National Priority Areas and how the Programmes / Projects have been able to make a difference in the lives of the people? (400 words)

Appendix "A"

Categories of Awards: Maximum number of awards is 20 in 3 main Categories as follows. However, it will be the discretion of the Jury to decide the number of awards in each category subject to a maximum of 20 awards. The categories of awards are as under: -

Category 1

i) Corporate Awards for Excellence in CSR:

Recognition to a company based on total eligible CSR Spend (Four Awards):

- A. Companies having eligible CSR Spend equal and above Rs. 100 Crores;
- B. Companies having eligible CSR Spend equal and above Rs.10 Crores and less than Rs. 100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs 1 Crore.

Illustration of CSR spends of a company is as under: -

Sr. No.	Particulars	Amount in INR
i.	Net Profit (FY 2015-16, 2016-17 and 2017-18, 2018-19) as per Section 198 of the Companies Act, 2013.	2015-16: 2016-17: 2017-18: 2018-19:
ii.	Average net profit for FY 2018-19 & 2019-20 as per Section 198 of the Companies Act, 2013.	2018-19: 2019-20:
iii.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above for FY 2018-19 & 2019-20.	2018-19: 2019-20:
iv.	Actual CSR spend FY 2018-19 & 2019-20	2018-19: 2019-20:

Runners-Up: In addition to four main awards, there may be four runners-up of companies who did not compete with the top awardees but have made extra-ordinary contribution in the area of CSR by undertaking appreciable CSR activities as specified in Schedule VII of the Companies Act, 2013, and have also completed the mandatory legal formalities as per provisions of Section 135 of the Companies Act, 2013. Their contribution is to be recognized by way of runners-up.

Category 2

ii) CSR Awards for CSR in Aspirational Districts/ Difficult Terrains:

Recognition to a company based on its CSR efforts in aspirational districts, difficult terrains / disturbed areas, challenging circumstances, etc. (up to five awards):

- Northern: Jammu and Kashmir (2 Distt.), Himachal Pradesh (1 Distt.), Punjab (2 Distt.), Haryana (1 Distt.), Uttarakhand (2 Distt.), Uttar Pradesh (8 Distt.), UTs of Chandigarh and Delhi.
- North East: Assam (7 Distt.), Arunachal Pradesh (1 Distt.), Manipur (1 Distt.), Nagaland (1 Distt.), Meghalaya (1 Distt.), Mizoram (1 Distt.), Tripura (1 Distt.),

- Sikkim (1 Distt.);
- Eastern: West Bengal (5Distt.), Bihar (13Distt.), Jharkhand (19Distt.), Odisha (8Distt.), Chhattisgarh (10 Distt.) and Union Territory of Andaman and Nicobar Islands;
- Western: Gujarat (2Distt.), Maharashtra (4Distt.), Goa, Rajasthan (5 Distt.), Madhya Pradesh (8 Distt.) and UT of Dadra and Nagar Haveli, Daman and Diu; and
- Southern: Andhra Pradesh (3Distt.), Telangana (3Distt.), Tamil Nadu (2Distt.), Karnataka (2 Distt.), Kerala (1 Distt.) and Union Territory of Pudducherry, Lakshadweep;

Detailed list of Aspirational Districts is placed at Appendix “B”.

Runners-Up: In addition to five main awards, there may be five runners-up of companies who did not compete with the top awardees but have made extra-ordinary contribution in the area of CSR by undertaking appreciable CSR activities as specified in Schedule VII of the Companies Act, 2013, in challenging circumstances, aspirational districts, difficult terrains/ disturbed areas, etc. and have also completed the mandatory legal formalities as per the provisions of Section 135 of the Companies Act, 2013. Their contribution is to be recognized by way of runners-up.

Category 3

iii) CSR Awards for contribution in National Priority Areas:

- Education;
- Skill-development and Livelihoods;
- Agriculture and Rural Development;
- Health, Safe Drinking Water and Sanitation;
- Environment, Sustainable Development and Solar Energy;
- Women and Child Development;
- Technology Incubation;
- Promotion of Sports;
- Slum Area Development;
- Heritage, Art and Culture;
- Support to Differently Abled.

Runners-Up: In addition to eleven main awards, there may be eleven runners-up of companies which have undertaken appreciable CSR activities who did not compete with the top awardees but have made extra-ordinary contribution in the area of CSR by undertaking appreciable CSR activities as specified in Schedule VII of the Companies Act, 2013, in challenging circumstances, aspirational districts, difficult terrains / disturbed areas, etc. and have also completed the mandatory legal formalities as per the provisions of Section 135 of the Companies Act, 2013. Their contribution is to be recognized by way of runners-up.

Three awards, one each in above three main categories are reserved for Micro, Small and Medium Enterprises (MSMEs).

NITI Aayog**List of 115 Aspirational Districts**

Sr. No.	State	NITI Aayog' 30 Districts	Ministries pool of 50 districts	MHA 35 LWE Districts	Total
1.	Andhra Pradesh		1. Vizainagram	1. Visakhapatnam	3
2.	Andhra Pradesh		2. Cuddapah		
3.	Arunachal Pradesh		1. Namsai		1
4.	Assam	1. Darrang	1. Udalgi		7
5.	Assam	2. Dhubri	2. Hailakandi		
6.	Assam	3. Barpeta			
7.	Assam	4. Goalpara			
8.	Assam	5. Baksa			
9.	Bihar	1. Katihar	1. Khagaria	1. Aurangabad	13
10.	Bihar	2. Begusarai	2. Purnia	2. Banka	
11.	Bihar	3. Sheikhpura		3. Gaya	
12.	Bihar	4. Araria		4. Jamui	
13.	Bihar	5. Sitamarhi		5. Muzaffarpur	
14.	Bihar			6. Nawada	
15.	Chhattisgarh		1. Korba	1. Bastar	10
16.	Chhattisgarh		2. Mahasamund	2. Bijapur	
17.	Chhattisgarh			3. Dantewada	
18.	Chhattisgarh			4. Kanker	
19.	Chhattisgarh			5. Kondagaon	
20.	Chhattisgarh			6. Narayanpur	
21.	Chhattisgarh			7. Rajnandgaon	
22.	Chhattisgarh			8. Sukma	
23.	Gujarat		1. Narmada		2
24.	Gujarat		2. Dahod		
25.	Haryana		1. Mewat		1
26.	Himachal Pradesh		1. Chamba		1
27.	Jammu and Kashmir		1. Kupwara		2
28.	Jammu and Kashmir		2. Baramula		
29.	Jharkhand	1. Sahebganj	1. Godda	1. Latehar	19
30.	Jharkhand	2. Pakaur		2. Lohardaga	
31.	Jharkhand			3. Palamu	
32.	Jharkhand			4. Purbi Singhbhum	
33.	Jharkhand			5. Ramgarh	
34.	Jharkhand			6. Ranchi	
35.	Jharkhand			7. Simdega	
36.	Jharkhand			8. West Singhbhum	

37.	Jharkhand			9. Bokarro	
38.	Jharkhand			10. Chatra	
39.	Jharkhand			11. Dumka	
40.	Jharkhand			12. Garhwa	
41.	Jharkhand			13. Giridih	
42.	Jharkhand			14. Gumla	
43.	Jharkhand			15. Hazaribagh	
44.	Jharkhand			16. Khunti	2
45.	Karnataka		1. Yadgir		
46.	Karnataka		2. Raichur		1
47.	Kerala		1. Wayanad		
48.	Madhya Pradesh	1. Damoh	1. Chhatarpur		8
49.	Madhya Pradesh	2. Singrauli	2. Rajgarh		
50.	Madhya Pradesh	3. Barwani	3. Guna		
51.	Madhya Pradesh	4. Vidisha			
52.	Madhya Pradesh	5. Khandwa			
53.	Maharashtra	1. Nandurbar	1. Washim	1. Gadchiroli	4
54.	Maharashtra		2. Osmanabad		
55.	Manipur		1. Chandel		1
56.	Meghalaya		1. Ribhoi		1
57.	Mizoram		1. Mamit		1
58.	Nagaland		1. Kiphire		1
59.	Odisha	1. Rayagada	1. Kandhamal	1. Koraput	8
60.	Odisha	2. Kalahandi	2. Gajapati	2. Malkangiri	
61.	Odisha		3. Dhenkanal		
62.	Odisha		4. Balangir		
63.	Punjab		1. Firozpur		2
64.	Punjab		2. Moga		
65.	Rajasthan	1. Baran	1. Dholpur		5
66.	Rajasthan	2. Jaisalmer	2. Karauli		
67.	Rajasthan		3. Sirohi		
68.	Sikkim		1. West Sikkim		1
69.	Tamil Nadu		1. Ramanathapuram		2
70.	Tamil Nadu		2. Virudhunagar		
71.	Telengana		1. Bhoopalpalli	Khammam	3
72.	Telengana		2. Asifabad		
73.	Tripura		1. Dhalai		1
74.	Uttar Pradesh	1. Chitrakoot	1. Chandauli		8
75.	Uttar Pradesh	2. Balrampur	2. Siddharthnagar		
76.	Uttar Pradesh	3. Bahraich	3. Fatehpur		
77.	Uttar Pradesh	4. Sonbhadra			
78.	Uttar Pradesh	5. Shravasti			
79.	Uttarakhand		1. Haridwar		2
80.	Uttarakhand		2. Udham Singh		

			Nagar		
81.	West Bengal	1. Murshidabad	1. Nadia		5
82.	West Bengal	2. Maldah	2. Dakshin Dinajpur		
83.	West Bengal	3. Birbhum			
	Total	30	50	35	115



National Corporate Social Responsibility (CSR) Awards 2022

Guidance Note for Nominating Organisations

(This Guidance Note is to be used by the designated Nominating Organizations as per the Scheme for National CSR Awards 2022)

National CSR Awards 2022
Guidance Note for Nominating Organizations

Table of Content

Sr. No.	Content	Page No.
1.	Part 1 - Introduction	03
2.	Part 2 - Guidance for Due Diligence by Nominating Organizations	06
3.	Part 3 - What do Evaluators look for in Nominations for National CSR Award?	09
4.	Annexure A: Suggestive Standard Template for Companies seeking Nominations	12
5.	Annexure B: Form for Nominations to be used by Nominating Organizations	16

National CSR Awards 2022

Guidance Note for Nominating Organizations

PART – 1

Introduction

A. Nominating Organizations: As per the Scheme of National Corporate Social Responsibility (CSR) Awards 2022, the following categories of organizations have been empowered to make nominations for National CSR Awards (NCSRA):

- (i) Ministries/Departments of Govt. of India
- (ii) State Governments and Union Territories (UTs)
- (iii) Professional institutions: ICSI, ICAI, ICMAI and
- (iv) National Level Trade and Industry Bodies/Chambers such as: Confederation of Indian Industry (CII), Federation of Indian Chambers of Commerce & Industry (FICCI), Associated Chambers of Commerce and Industry of India (ASSOCHAM), PHD Chamber of Commerce and Industry (PHDCCI), Small Industries Development Bank of India (SIDBI), Federation of Indian Micro and Small & Medium Enterprises (FISME), Standing Conference of Public Enterprises (SCOPE), Laghu Udyog Bharti, IMC Chamber of Commerce and Industry, Bombay Chamber of Commerce and Industry, Indian Chamber of Commerce (ICC), and India SME Forum.

B. Number of Nominations: A nominating organization can nominate a total number of sixty nominations in the three categories of Awards (20 in each main category of the award):

C. Categories of Award: There are three main categories of awards with total 20 sub-categories as under:

Category 1 - Corporate Awards for Excellence in CSR: Recognition to a company based on total eligible CSR Spend (up to four awards):

- 1.1.** Companies having eligible CSR Spend equal to and above Rs. 100 Crores;
- 1.2.** Companies having eligible CSR Spend equal to and above Rs. 10 Crores but less than Rs. 100 Crores;
- 1.3.** Companies having eligible CSR Spend equal to and above Rs. 1 Crore but less than Rs. 10 Crores; and
- 1.4.** Companies having eligible CSR Spend below Rs. 1 Crore.

One Award is reserved for Micro, Small and Medium Enterprises (MSMEs). CSR interventions in alignment with 'Category Objectives' carried out by

National CSR Awards 2022

Guidance Note for Nominating Organizations

Micro, Small and Medium Enterprises in accordance with Section 135 of the Companies Act, 2013 and the rules made there under, shall be considered for National CSR Awards in this Category.

Runner-Ups: In addition to four main awards, there may be four Runner-Ups of companies, which have undertaken appreciable CSR activities.

Category 2 - CSR Awards for CSR in Aspirational Districts / Difficult Terrains: Recognition to a company based on its CSR efforts in challenging circumstances, aspirational districts, difficult terrains / disturbed areas, etc. (up to five awards) in following regions:

- 2.1. Northern India
- 2.2. North East India
- 2.3. Eastern India
- 2.4. Western India
- 2.5. Southern India

One Award is reserved for Micro, Small and Medium Enterprises (MSMEs). CSR interventions in alignment with 'Category Objectives' carried out by Micro, Small and Medium Enterprises in accordance with Section 135 of the Companies Act, 2013 and the rules made there under, shall be considered for National CSR Awards in this Category.

Runner-Ups: In addition to five main awards, there may be five Runner-Ups for companies which have undertaken appreciable CSR activities.

Category 3 - Corporate Awards in CSR for Contribution in National Priority Areas: Upto Eleven Awards to be chosen based on contribution to National Priority Areas so as to motivate corporates to spend in these areas.

- 3.1. Education
- 3.2. Skill Development and Livelihoods
- 3.3. Agriculture and Rural Development
- 3.4. Health, Safe Drinking Water and Sanitation
- 3.5. Environment, Sustainable Development and Solar Energy
- 3.6. Women and Child Development
- 3.7. Technology Incubation
- 3.8. Promotion of Sports
- 3.9. Slum Area Development
- 3.10. Heritage, Art and Culture
- 3.11. Support to Differently-Abled

National CSR Awards 2022

Guidance Note for Nominating Organizations

One Award is reserved for Micro, Small and Medium Enterprises (MSMEs). CSR interventions in alignment with 'Category Objectives' carried out by Micro, Small and Medium Enterprises in accordance with Section 135 of the Companies Act, 2013 and the rules made there under, shall be considered for National CSR Awards in this Category.

Runner-Ups: In addition to eleven main awards, there may be eleven Runner-Ups of companies which have undertaken appreciable CSR activities.

- D.** As per the Scheme of NCSRA, companies have been advised to seek nominations from the organizations empowered to make nominations. Accordingly, nominating organizations may suitably consider such submissions while sending nominations for National CSR Awards. Companies may be asked to furnish information by using suggestive standard template as placed at Annexure – A.
- E.** Nominations for National CSR Awards are to be submitted online at www.csr.gov.in. Received nominations will be assessed by an Expert Committee for short listing the companies in Phase 1 of the Awards. Form to be used by nominating organizations for making nominations is placed at Annexure – B.

National CSR Awards 2022

Guidance Note for Nominating Organizations

PART – 2

Guidance for Due Diligence by Nominating Organizations

Each nominating organization is expected to carry out due diligence of the Companies / CSR Projects before making their nominations for the National CSR Awards. Guidance Note below provides a suggestive criterion for the due diligence to be carried out by the nominating organizations:

A. Generic Consideration related to the Company

- a. Is the company registered under the Companies Act, 2013?
- b. Consideration may be done based on self declaration from the respective company on the following issues, if the company is not compliant, justification on relevant aspects may be provided to the nominating organization:
 - Compliance under the Companies Act, 2013 and the rules made there under - (Yes/No)
 - Compliance under the relevant SEBI Laws (wherever applicable) - (Yes/No)
 - Compliance with RBI Directions and Guidelines (wherever applicable) - (Yes/No)
 - Compliance under the taxation laws and the provisions thereof - (Yes/No)
 - Compliance under the applicable labour laws - (Yes/No)
 - Compliance under applicable environmental laws - (Yes/No)
 - Compliance with the applicable economic and commercial laws - (Yes/No)
 - Compliance with the applicable industrial laws - (Yes/No)
- c. Complaints and pending cases (if yes, please provide adequate details)
 - Any pending civil or criminal cases against the company (Yes/No)
 - Are there any litigations pending against the promoters / directors / managerial personnel of the company? (Yes/No)
 - Any other Complaints / Investigations / inspections/ proceedings against the company - (Yes/No)

B. Considerations related to the CSR Project / Programme

National CSR Awards 2022

Guidance Note for Nominating Organizations

- a. Is the company compliant under the provisions of Section 135 of the Companies Act, 2013 and the rules made there under?
- b. To check if the actual CSR expenditure is equal to or more than the prescribed CSR amount in the given financial year.
- c. Consideration of change(s) brought in the lives of the target beneficiaries through the CSR Project / Programme?
- d. Consideration of the numbers of direct and indirect beneficiaries, numbers of villages or cities benefitting / benefitted from the CSR intervention(s)
- e. Use of technology, innovations, approaches in addressing identified problem/s through CSR project / programme
- f. Sustainability of the CSR project / programme
- g. Replicability of the CSR project/programme
- h. Consideration and Verification from the Need Assessment and Baseline studies related to particular CSR project / programme
- i. Convergence of CSR initiatives with the Global/National/Local Developmental Goals such as SDGs
- j. Consideration of Impact of the CSR project / programme – (may be verified from the Annual Report and Website of the company, Impact Assessment Report of the particular CSR project / programme, etc.) - *(The impact of CSR programme / project would be considered upto 31.03.2021 i.e. between 01.04.2018 to 31.03.2021)*
- k. Consideration of consistency of the activities and outputs of the CSR project / programme with attainment of its Objectives? And to what extent were the objectives achieved / are likely to be achieved?

C. Following documents may be referred for verifications:

- a. Information available in Public Domain
- b. Important Inputs about the companies available in Press / Media and their Reports
- c. Feedbacks/ Information available from Regulatory Bodies
- d. Website of respective companies
- e. Secretarial Audit Report
- f. Statutory Audit Report
- g. Business Responsibility/Sustainability Report
- h. CSR Annual Report
- i. Directors' Report

National CSR Awards 2022

Guidance Note for Nominating Organizations

- j. CSR Project Base-line Study Report
- k. CSR Project Need Assessment Report
- l. CSR Project Mid-term Evaluation Reports
- m. CSR Project Impact Assessment Report
- n. CSR Policy
- o. Composition and Functioning of the CSR Committee through Minutes of the Meetings
- p. Approved Concept Note of the CSR Projects / Programmes including the Objectives
- q. CSR Project Monitoring Indicators / LFA Documents

National CSR Awards 2022

Guidance Note for Nominating Organizations

PART – 3

What do Evaluators look for in Nominations for National CSR Award?

1. What is the Eligible CSR spending of the Company for the Financial Year 2018-19 and 2019-20? Has it been calculated as per Section 135 of the Companies Act, 2013 and the rules made there under? What is the actual CSR spending of the Company in the Financial Year 2018-19 and 2019-20? Your answer should focus on the following details:
 - a) The Eligible CSR spend of the Company for the Financial Year 2018-19 and 2019-20 should be calculated as per the provisions contained in Section 135 of the Companies Act, 2013, i.e., it should be 2% of the average net profit of the previous three consecutive years.
 - b) What is the Actual CSR Spend of the Company for the Financial Year 2018-19 and 2019-20? What percentage does it form of the Eligible CSR Spend?

An illustration in a tabular form is given below:

Sr. No.	Particulars	Amount in INR
1.	Net Profit (FY2015-16, 2016-17, 2017-18 & 2018-19) as per Section 198 of the Companies Act, 2013	2015-16: 2016-17: 2017-18: 2018-19:
2.	Average net profit for FY 2018-19 & FY 2019-20 (As per Section 198 of Companies Act, 2013).	2018-19: 2019-20:
3.	Prescribed CSR Expenditure i.e., two percent of the amount listed as mentioned at serial no.(ii) above	2018-19: 2019-20:
4.	Actual CSR Spent	2018-19: 2019-20:

A company for which actual CSR expenditure is equal to or in excess of prescribed CSR expenditure will receive greater marks in assessment.

National CSR Awards 2022

Guidance Note for Nominating Organizations

Companies for which actual CSR expenditure is less than the prescribed CSR expenditure will receive lower marks in assessment.

2. What are the CSR interventions carried out by the Company? Bring out the impact, innovation, sustainability, scalability and replicability of the said CSR interventions.

a) In order to provide information pertaining to impact of CSR intervention(s) information on the following may be provided (*The impact of CSR programme / project would be considered upto 31.03.2021 i.e. between 01.04.2018 to 31.03.2021*):

- What change(s) the CSR intervention has brought in the lives of the target beneficiaries?
- What is the number of beneficiaries of the CSR intervention(s)?
- How many villages or cities are / were benefitting from the CSR intervention(s)?

b) In order to provide information pertaining to innovation of CSR intervention(s), information on the following may be provided:

- Has there been use of technology in addressing a problem through CSR intervention?
- Has there been a different approach to project / programme management in the CSR intervention?
- You may provide information as to how the old approach, if any, which was being followed in a similar context, was unable to address the challenge(s) at hand. Also, what incremental benefits have accrued on account of the said innovation?

c) In order to provide information pertaining to sustainability of CSR intervention(s), information on the following may be provided:

- Whether continuation of the Project has been taken care of after the withdrawal of CSR funding?
- In case the CSR intervention has provided or is providing a service, is there a provision of levying user fee for sustaining the project in future?
- Does the project adequately address environmental risks, if any?
- Is there a stakeholder group in existence which is already taking care of sustainability of the CSR intervention(s)?

National CSR Awards 2022

Guidance Note for Nominating Organizations

d) In order to provide information pertaining to scalability of CSR intervention(s), information on the following may be provided:

- Whether the CSR intervention was initially taken up at a smaller scale and has been subsequently scaled up?
- What was the number of beneficiaries initially? And what is the number of beneficiaries after scaling up of the CSR intervention(s)?
- How many villages or cities were benefitting from the CSR intervention(s) initially? And what is the number of villages or cities which are benefitting from the CSR intervention(s) after scaling up of the CSR intervention(s)?
- Has there been use of technology in scaling up the solution through CSR intervention?

e) In order to provide information pertaining to replicability of CSR intervention(s), information on the following may be provided:

- Has the CSR intervention been implemented at any other location(s) successfully after an initial success of the CSR intervention? Provide the details of such successful replications.

3. Explain how the CSR intervention of the nominated company is witnessing engagement of your organization? Explain in terms of designing, implementation, and monitoring and impact assessment of CSR intervention.

- Whether the CSR intervention by a Company was based on a particular need observed / conveyed by your Organization?
- Has the CSR intervention of your nominated Company conceptualized as part of larger developmental Agenda / Strategy of Government / Organization?

4. What are the key reasons of you nominating the Company? Bring out relevant extent to which the said activity is suited to the priorities and policies of target group / recipient? In evaluating the relevance of a Programme /Project, it is useful to consider the following questions:

- Has it solved or will it solve long pending problem(s) of the target beneficiaries?
- Are the activities and outputs of the Programme / Project consistent with overall goal and the attainment of its Objectives?
- To what extent were the Objectives achieved/ are likely to be achieved?

National CSR Awards 2022

Guidance Note for Nominating Organizations

Annexure – A

Suggestive Standard Template for Companies seeking Nominations

(To be submitted to a Nominating Organization only)

1. Name of the Company: _____ CIN : _____
Name of the CSR Head / person to be contacted along with designation: _____
Tel: _____ Mobile: _____ Email: _____
2. a) Eligible CSR Amount for Financial Year 2018-19 & 2019-20:
b) Actual CSR spent in Financial Year 2018-19 & 2019-20:
3. Name of the CSR project being nominated:
4. Key / central focus of the project:
5. Whether implemented in project mode: Yes/No
6. Duration / projected duration of the project: Years _____ months _____
7. Start Date of the project (DD/MM/YY):
8. End Date of the project (DD/MM/YY):
(The impact of CSR programme / project would be considered upto 31.03.2021 i.e. between 01.04.2018 to 31.03.2021).
9. Amount allocated for CSR Project being nominated (in Cr.) (in FY 2018-19 & FY 2019-20):
10. Amount spent on the CSR Project being nominated (in Cr.) (in FY 2018-19 & FY 2019-20):
11. CSR interventions and their impact, innovation, sustainability, scalability and replicability carried out by the company.
12. Has the company undergone Impact Assessment of the Project: (Yes / No)

National CSR Awards 2022

Guidance Note for Nominating Organizations

If yes, has it been conducted –

- a. Deploying internal resources
- b. Engaging third party / agency

13. Is the Impact Assessment Report available for the project being nominated? (Yes/No)

14. Mention three key quantitative impacts of the Project:

15. Mention three key qualitative impacts of the Project:

16. Details of how the nominating organization has supported the Nominated Project / CSR activities of the company (if any).

17. Justification on why the CSR project should be nominated for the awards?

18. Category of the award in which nomination is sought (tick appropriate category/ sub-category):

Category I - Corporate Awards for Excellence in CSR:

Sub-Categories-

- A. Companies having eligible CSR Spend equal and above Rs. 100 Crores;
- B. Companies having eligible CSR Spend equal and above Rs. 10 Crores and less than Rs. 100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs. 1 Crore.

Category II - CSR Awards for CSR in Aspirational Districts/ Difficult Terrains:

Sub-Categories-

- A. Northern India
- B. North-East India
- C. Eastern India
- D. Western India
- E. Southern India

National CSR Awards 2022

Guidance Note for Nominating Organizations

- *Mention Name of the District(s) if applying under Category 2 (CSR Awards for CSR in Aspirational Districts / Difficult Terrains.*
- *Mention Name, Telephone, Email of the Nodal officer of Aspirational District CSR Programme / project (if any)*

Category III - CSR Awards for Contribution to the National Priority Areas:

Sub-Categories-

- A. Education
- B. Skill Development and Livelihoods
- C. Agriculture and Rural Development
- D. Health, Safe Drinking Water and Sanitation
- E. Environment, Sustainable Development and Solar Energy
- F. Women and Child Development
- G. Technology Incubation
- H. Promotion of Sports
- I. Slum Area Development
- J. Heritage, Art and Culture
- K. Support to Differently-Abled

19. Self Declaration by the Company:

- a. Is the company registered as per the Companies Act, 2013? (Yes/No)
- b. Is the company compliant under the Companies Act, 2013 and the rules made there under? (Yes/No)
- c. Is the company compliant under the relevant SEBI Regulations? (wherever applicable) (Yes/No)
- d. Is the company compliant with RBI Directions and Guidelines (wherever applicable) (Yes/No)
- e. Is the company compliant under the taxation laws and the provisions thereof (Yes/No)
- f. Is the company compliant under the applicable labor laws? (Yes/No)
- g. Is the company compliant under applicable environmental laws? (Yes/No)
- h. Is the company compliant with the applicable economic and commercial laws - (Yes/No)
- i. Is the company compliant with the applicable industrial laws?

National CSR Awards 2022

Guidance Note for Nominating Organizations

(Yes/No)

j. Complaints and pending cases (if yes, please provide adequate details)

k. Are there any pending civil or criminal cases against the company (Yes/No)

l. Are there any litigations pending against the promoters / directors / managerial personnel of the company? (Yes/No)

m. Are there any other Complaints / Investigations / inspections/ proceedings against the company? (Yes/No)

20. Information related to the CSR Project / Programme being considered for nomination

a. What are the change(s) brought in the lives of the target beneficiaries through the CSR Project / Programme?

b. What is the number of direct and indirect beneficiaries, number of villages or cities benefitting / benefitted from the CSR intervention(s)?

c. Is there use of technology, innovation or a different approach in addressing identified problem/s through CSR project / programme?

d. What is the sustainability strategy of the CSR project / programme?

e. What is the probability of Replicability of the CSR project/programme?

f. Are the Need Assessment and Baseline studies related to particular CSR Project / Programme conducted? (If yes, are the reports available?)

g. Is there any convergence of CSR initiatives with the Global / National / Local Developmental Goals such as SDGs?

h. Do the CSR Projects / Programmes have any impact? (may be verified from the Annual Report and Website of the company, Impact Assessment Report of the particular CSR project / programme, etc.)

i. Is there any consistency of the activities and outputs of the CSR project / programme with attainment of its Objectives? And to what extent were the objectives achieved / are likely to be achieved?

National CSR Awards 2022

Guidance Note for Nominating Organizations

Annexure – B

NATIONAL CSR AWARDS 2022

Form for Nomination

(This Form is to be used by Nominating Organizations for making Nominations to be submitted in online mode on www.csr.gov.in)

Section – A: Category of the award in which being nominated

Select appropriate category and sub-category within it:

Category I -Corporate Awards for Excellence in CSR:

Sub-Categories-

- A. Companies having eligible CSR Spend equal and above Rs.100 Crores.
- B. Companies having eligible CSR Spend equal and above Rs.10 Crores and less than Rs.100 Crores;
- C. Companies having eligible CSR Spend equal and above Rs.1 Crore and less than Rs.10 Crores; and
- D. Companies having eligible CSR Spend below Rs.1 Crore.

Category II - CSR Awards for CSR in Aspirational

Districts/ Difficult Terrains:

Sub-Categories-

- A. Northern India
- B. North-East India
- C. Eastern India
- D. Western India
- E. Southern India

If Category 2 is selected, then the following questions are to be responded:

- **Mention Name of the District(s)** if applying under Category 2 (CSR Awards for CSR in Aspirational Districts / Difficult Terrains.....)

- **Mention Name, Telephone, Email of the Nodal officer** of Aspirational District CSR Programme / project of Company (if any)

Name:

Telephone:

Email:

National CSR Awards 2022

Guidance Note for Nominating Organizations

Category III - CSR Awards for Contribution in National

Priority Areas:

Sub-Categories-

- A. Education
- B. Skill Development and Livelihoods
- C. Agriculture and Rural Development
- D. Health, Safe Drinking Water and Sanitation
- E. Environment, Sustainable Development and Solar Energy
- F. Women and Child Development
- G. Technology Incubation
- H. Promotion of Sports
- I. Slum Area Development
- J. Heritage, Art, and Culture
- K. Support to Differently Abled

Section – B: Company specific Information

1. Name of the Company:
2. CIN:
3. Name of the CSR Head / Nodal Officer / Link Officer:
4. Designation:
5. Official Landline No.:
6. Mobile No.:
7. Official Email:
8. Alternate Email:
9. Prescribed CSR Amount and Actual CSR Spent:

S.N./ F.Y.	Particulars	2018-19	2019-20	Total
a)	Prescribed CSR Amount			
b)	Actual CSR spent			

National CSR Awards 2022

Guidance Note for Nominating Organizations

Section - C: CSR Project / programme specific information

10. CSR Project / Programme details:

Q.N / S.N	10.	11.	12.	13.	14.		15.	
	Name of the CSR project / programme	Key / Central Focus of the Project / Programme as per Schedule VII (mention sr. no. and name of the category under schedule VII)	Whether implemented in project mode (Yes/No)	Duration / project duration of the project in months	Amount allocated for CSR Project being nominated in Financial Years 2018-19 and 2019-20		Amount spent on the CSR Project being nominated in Financial Years 2018-19 and 2019-20	
					2018-19	2019-20	2018-19	2019-20

(Upto 3 projects / programmes may be submitted only under Category 1, Corporate Awards for Excellence in CSR)

16. CSR project / programme and its impact, innovation, sustainability, scalability, and replicability carried out by the company. (*The impact of CSR programme / project would be considered upto 31.03.2021 i.e. between 01.04.2018 to 31.03.2021*). (500 words)

17. How the CSR project / programme were conceptualized? Was it based on particular baseline / need assessment? Is it aligned with larger developmental goals? (200 words)

National CSR Awards 2022

Guidance Note for Nominating Organizations

18. Provide justification for nominating the company. Enumerate impact of CSR project/ programme. How it has solved long pending problems of targeted beneficiaries? Are the Outcomes of CSR project / programme consistent with its objectives? To what extent objectives have been achieved? (500 words)

Section – D: Details about the Nominating Organization

1. Name of the Nominating Organization:
2. Name of the authorized person:
3. Designation of the authorized person:
4. Official Landline No.:
5. Mobile No.:
6. Official Email:
7. Alternate Email:

Section – E: Documents to be uploaded

1. Impact Assessment Report / Study of the Nominated CSR project / programme for specified duration (third party or self). In case more than one project/programme, these are to be uploaded only in one PDF file with maximum 25 MB size. (Optional submission)
 2. Authority Letter from Nominating organization duly signed and sealed by the designated officer of the nominating Ministry / Department / State Government / Union Territory/ Professional Institution / National Level Trade Bodies / Industry Chamber, as a scanned copy in PDF format with maximum 10 MB size. (Mandatory submission)
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