

## **Invitation of CSR Proposal for 2024-25.**

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under section 25 of the Companies Act 1956 on 13<sup>th</sup> January 1992 (now Section 8 of the Companies Act, 2013), as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment venture. NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the State Government /UTs and banks.

2. To be a responsible Corporate Citizen committed to Socio-Economic development, NBCFDC is implementing its CSR activities to reach out to weaker, less privileged and marginalized section of the society including but not limited to target groups of the Ministry of Social Justice & Empowerment to supplement basic needs and improve their access in health, livelihood & education etc. to avail benefits of development in far flung & backward areas (aspirational district). The Corporation is further prioritizing its CSR activities especially on communities in and around where notified backward districts are located or where OBC clusters are located.

3. NBCFDC has taken up various projects/Schemes initiated for the noble causes of development of weaker sections of the society. NBCFDC can provide financial support for such Projects/Schemes and invites a proposal to be funded under Corporate Social Responsibility (CSR) initiative of our Corporation for the year 2024-25 and Department of Public Enterprises, Ministry of Finance, Govt. of India have approved "Health and Nutrition" as common theme for the CSR activities by CPSEs for the financial year 2024-25.

As per the Act , CSR activities shall be undertaken through the following:

- (a) A company established under Section 8 (non-profit making organizations ) or a registered trust or society, established by the company , either singly or along with any other company.
- (b) A company established under section 8 of the act or registered trust or society established by central government or state government or any other statutory body.
- (c) Any entity established under an act of parliament or the act of any state legislature.
- (d) A company registered under section 8 of the act or a registered trust or society having at least 3 years of the experience in related area of CSR activity.

4. The points specifically to be taken care of while submitting the proposals are :-

- (a) Proposal should cover various activities amongst health, environmental sustainability, with focus on safe Drinking Water, sanitation and slum Development, Promotion of Traditional Art & craft promoting education and cluster development pilots etc., as specified under Schedule VII prescribed under the Companies Act.
- (b) The duration of the execution project should preferably not exceed 3-6 months and under no condition beyond the financial year.
- (c) The cost of the programme may be kept minimum say about Rs.5.00 lakh and should not exceed Rs. 20.00 lacs.
- (d) GST component, if any, be added in cost estimates.
- (e) Sustainability is important to be ensured after the project is handheld to the targeted community Local Authorities may be suitably involved for supplementing or sustaining projects, wherever necessary.
- (f) The proposal should contain the Key Performance Indicators (KPIs) based on which the Social Impact Assessment (SIA) of the project can be carried out in the future years.
- (g) Administrative cost may be kept at the maximum of 5% as prescribed in the Act

5. Accordingly, a proposal for programme implementation preferably in the areas which are trailing behind in the development (Preferably in Aspirational Districts as notified by NITI Ayog) may be sent to NBCFDC as per the format attached at Annexure-I at the earliest, latest by 30<sup>th</sup> June, 2024. For any additional information, kindly feel free to contact NBCFDC.

**FORMAT OF PROJECT PROPOSAL FOR GRANT UNDER CSR**

**Name of Sponsoring Agency :** National Backward Classes Finance & Development Corporation (NBCFDC)  
A Govt. of India Undertaking, M/o Social Justice & Empowerment, Govt. of India

**Contact details :  
(Name, Phone, Fax, e-mail)** Sh. Ajit Kumar Samal, Senior General Manager(Finance/CS)  
Phone: 011-45854400/9717699911  
[E-mail:-cs@nbcfdc.gov.in](mailto:-cs@nbcfdc.gov.in)

**Part - I: FORMAT FOR SUBMISSION OF PROJECT PROPOSAL**

All the proposals, unless otherwise desired, shall be submitted by the Implementing Agency/District Authorities as per the following format. The project proposal should be as per format in part -1 mentioned herein and should be accompanied by the documents as per Part II:

1. Title of the project
2. Current Socio-economic status of the Area and Target group: It should contain your preliminary assessment of the choice of beneficiaries in various trades, their skill level (Skilled, Semi- Skilled, and Unskilled), their current income level & Gender details etc.
3. Objectives of Project
4. Executive summary of proposal
5. Targeted group of the project proposal
6. Geographical area of execution of project and reason for selecting that area

7. (A) Project Cost

Budget Details {Detailed cost break-up (Head-wise and activity wise)}. Please give in the format.

Activities	Budget	Time Line		
		Start date	End date	No. of days
1.				
2.				
3.				
4.				
Total				

(B) Means of Finance of the Project Cost.

(C) Please indicate funding requirements at start, middle and end of projects.

8. Execution/Implementation schedule (with specific time- frame).

9. Human Resources involved in project implementation: District level committee nominated by the District Collector responsible for implementation and monitoring of the project, Name & Designation, Contact details, Email Id of all members.

10. Expected outcome/benefits of the project: It should clearly bring out the outcomes expected on completion of the CSR project in terms of Skill, income level etc.

11. Monitoring plan of Implementing Agencies (with specific time-frame) during and after execution of period.

12. Composition of the committee envisaged from the target group, who would eventually take over the project and ensure its sustainability after handling over is completed by the Implementing Agencies/District Authorities.

13. **Coordinator for this project:** - Name, designation & office address, phone/cell. No & Email Id of Project Coordinator on behalf of the Implementing Agency/District Authorities, who is authorized to deal with NBCFDC.

## **Part- II: List of Annexures to Project Proposal**

- 1. Undertaking by the Implementing Agency:** The Grantee will execute an undertaking on its letter head to the effect that the grantee will abide by all the terms and conditions of the CSR grant and not divert the grants or entrust execution of the scheme of work concerned to other intuitions (s) or organization (unless agreed by NBCFDC in writing). However, it can engage local organization or outsource some expert, if needed, with due approval of NBCFDC. In the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilized amount of the grant to NBCFDC.
  
- 2 As far as applicable, the proposal will be submitted along with the following documents:-**
  - i. Copy of the Registration Certificate along with /Trust Deed/ MOA/. (As applicable).
  - ii. Annual report along with audited accounts of the past three years up to 31.3.2017 with auditor's report.
  - iii. Copy of pan card and Tan no's.
  - iv. List of Board of Directors /Governors/Trustees/Executive Committee Members, along with their addresses and contact numbers.
  - v. List of major shareholders and their stake.
  - vi. Any other document.
  
- 3** All documents (each page) should be duly signed and stamped by the applicant and Trustee/ Head of the Grantee organization. The Institution should be able to produce any original document on demand by NBCFDC. The Institution would be required to submit a MPR as per appendix enclosed.

Name & Signature of Authorized Signatory  
Name of Implementing Agency

**Format for Monthly Progress Report on CSR Projects**

**NAME OF GRANTEE INSTITUTION .....**

**(Report for the period..... )**

**1. PROJECT INFORMATION**

Project Title :	
NBCFDC Sanction No.& Date	
Expected Period of Completion (Start & End date)	
Amount of funding by NBCFDC	
Report submission date	
Project Area	
Project Target –Group	
Implementing Agency (Name and Whether approved by NBCFDC)	

**2. PROJECT OVERVIEW**

- a) Briefly describe the CSR Project purpose:
  
- b) List the objective(s) of the project, exactly as described in our sanction:

### 3. MONTHLY PROGRESS REPORT

#### a) Financial and Physical

(Rs. In Lakh)

S. N.	Activity	Total Target			Amount Spent till last report	Amount Spent in report Period			Actual Status			Remarks (Reasons for Variation)	
		Financial		Physical					Financial		Physical		
		D	O	T	Units	Total	D	O	T	D	O	T	Units
		Direct	Over Heads	Total			Direct	Over Heads	Total	Direct	Over Heads	Total	
1													
2													
3													

#### b) Time Schedule Progress

Activity	Target Date			Actual Progress			Remarks
	Start	End	Days	Start	End	Days	

Note: The Monthly Progress Report should *interalia* highlights a) period progress b) preliminary results and c) any concerns that may exist about the project's progress.

Name & Signature of Authorized Signatory  
Name of Implementing Agency