



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)

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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

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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

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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.

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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

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- 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

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- 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

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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.

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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)?

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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?

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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)

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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

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- *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?

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(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?

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Annexure – B

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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:

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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			

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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 / 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	
					2018-19	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)

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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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