



INDIA NON JUDICIAL
Government of Punjab

e-Stamp

Certificate No. : IN-PB94606018665739W
 Certificate Issued Date : 11-Mar-2024 03:28 PM
 Certificate Issued By : pbgurssnu
 Account Reference : NEWIMPACC (SV)/ pb7042804/ LONGOWAL/ PB-SG
 Unique Doc. Reference : SUBIN-PBPB704280490097871010619W
 Purchased by : PREETPAL KAUR BUTTAR WO HARINDER SINGH MOHAMADGARH
 Description of Document : Article 5 Agreement or Memorandum of an Agreement
 Property Description : N/A
 Area of Property : Not Applicable
 Consideration Price (Rs.) : 0
 (Zero)
 First Party : SLIET LONGOWAL
 Second Party : NHPC LTD
 Stamp Duty Paid By : SLIET LONGOWAL
 Stamp Duty Amount(Rs.) : 100
 (One Hundred only)
 Social Infrastructure Cess(Rs.) : 0
 (Zero)
 Total Stamp Duty Amount(Rs.) : 100
 (One Hundred only)



MEMORANDUM OF UNDERSTANDING(MOU)

This MOU is signed on the 11th day of March 2024 between **NHPC Limited**, a company registered under the Companies Act,1956 having its registered office at **NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)**, herein after referred to as the '**FIRST PARTY**' through "Regional Office Chandigarh as Nodal Agency" which expression shall, unless excluded by or repugnant to the context shall include its successors-in-office, administrators and assigns.

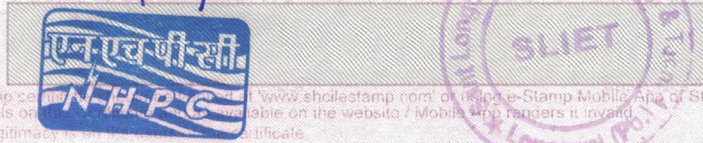
AND

Sant Longowal Institute of Engineering and Technology(SLIET) having its registered office at Sant Longowal Institute of Engineering and Technology(Deemed to be University), Longowal, District Sangrur-148106 (Punjab), a registered Society, registered under Societies Registration Act XXI of 1860, Reg. No.769, with CSR-1 Registration no.CSR00065657 and Pan No.AAAAAL6685R herein after referred to as the '**SECOND PARTY**' which expression shall, unless excluded by or repugnant to the context shall include its successors-in-office, administrators and assigns. **SECOND PARTY** is a Deemed University and implementing agency to execute the project that aims to provide "**CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering and Technology (Deemed to be University), Longowal, District Sangrur-148106(Punjab)**".

G Singh

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Whereas **NHPC LIMITED**, through its Corporate Social Responsibility Policy, promotes and supports CSR projects on education, healthcare, sanitation, rural development, skill development and entrepreneurship in the community and other CSR projects impacting Social, Economic and Environmental aspects of citizen's life.

Whereas **First Party** has consented for giving an amount limited to **Rs.11.50 Lakh** only (Rs. Eleven Lakh & Fifty Thousand Only) to execute the project that aims to support to **Second Party** for "**CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering and Technology (Deemed to be University), Longowal, District Sangrur-148106(Punjab)**" to be carried out by the **Second Party**.

Whereas, **First Party** and the Implementing Agency (Second Party) have agreed to enter into this Memorandum of Understanding (MOU) on the terms and conditions stipulated hereinafter.

Now therefore this MOU witness as follows:

This MOU shall remain in force for the period 10 years or less (till the life of the project depending upon usage) commencing from the date of signing of MOU unless terminated earlier, in accordance with the provision of this MOU.

Now, therefore, the Parties mutually agree as follows:

Section I

1.0 The MOU shall be governed by and construed in accordance with the laws of India.

2.0 Name of the Project:

CSR Support to Sant Longowal Institute of Engineering and Technology (Deemed to be University) for "**CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering and Technology (Deemed to be University), Longowal, District Sangrur-148106(Punjab)**".

3.0 Scope of Work

Second party shall provide/install "CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering and Technology (Deemed to be University), Longowal, District Sangrur-148106(Punjab) inside the Campus". The Technical Details of the Project are mentioned in the Details Project Report (DPR) (Ref no. SLIET/Dean(R&C)/763 dated 25.01.24) submitted by the Implementing Agency-Second Party.

4.0 Project Cost

Total Contribution by **NHPC LIMITED** in the above Project shall be limited to the approved amount of **Rs.11.50 Lakh** only (Rs. Eleven Lakh & Fifty Thousand Only) including all applicable taxes and levies. It is clarified that this Project is not meant for making any profit by Second Party out of the fund released for the specific purpose for the Project as per the scope of work. The detailed cost of CycleOne Bicycle-Sharing System is attached at **Annexure-I**.



5.0 Completion Period of Project

The CycleOne Bicycle-Sharing System shall be provided/installed within 12 (Twelve months) from the date of signing of MOU(Annexure-II).

6.0 Obligations of the First Party/Payment Disbursement

- i) The First(1st) installment of 40% of the Project cost shall be disbursed by the First Party, to the Second Party, as an advance, upon signing of MOU and submission of Performa invoice/Purchases Invoice/Proof of documents for purchase/installation of Cycles/Goods for/Installation of Docking Station/Mobile App etc. along with fund requisition as per Section-II of MOU.
- ii) The Second(2nd) installment of 30% of the Project cost will be released, as advance, on successful submission of Documents/Geotagged-Photographs/Geotagged-Videos of the proportionate completion of the Project as per the payment released in 1st instalment and after satisfactory inspection of the said progress of the Project by the First Party. The utilization certificate of the 40% payment released at serial no. 01 above shall also be submitted by the second party for release of this installment.
- iii) The Third (3rd)/Final installment of Balance 30% of the Project cost will be released, as advance, on successful submission of Documents/Geotagged-Photographs/Geotagged-Videos of the proportionate completion of the Project as per the payment released in 1st& 2nd installment and after satisfactory inspection of the said progress of the Project by the First Party. The utilization certificate of the 30% payment released at serial no. 02 above shall also be submitted by the second party for release of this installment.
- iv) **First Party** shall not provide any additional funds other than the approved amount of **Rs.11.50 Lakh** only (Rs. Eleven Lakh & Fifty Thousand Only) including all taxes and levies, in respect of work done outside the scope of work and time schedule and take no responsibilities whatsoever for such work.

7.0 Responsibilities of SECOND PARTY

- i) SECOND PARTY shall be responsible for obtaining necessary permission (if any)/ License to operate for execution of the CSR Project from concerned Govt. Departments, if any.
- ii) SECOND PARTY shall be responsible for upkeep and maintenance of the **CycleOne Bicycle-Sharing System** including its cycles, Docking Stations, App or any other expenses etc. in good running condition during the life of the Project.
- iii) SECOND PARTY shall bear the cost for Operation & Maintenance of **CycleOne Bicycle-Sharing System**.
- iv) At the completion of the project, a certificate of completion and its impact report is required to be submitted by the Second Party for the audit and records of the First Party.
- v) SECOND PARTY shall on "**CycleOne Bicycle-Sharing System**" at suitable and appropriate place/ places viz. Docking Station, Bicycle etc. shall display the logo of **NHPC LIMITED** with a caption "**A CSR initiative of NHPC LIMITED**" and also to avoid pilferage of assets created, if any, under CSR, after approval of proof of the same from the First Party.
- vi) SECOND PARTY shall bear the expenditure on photographs, display boards/ Sign Boards and videography during the implementation of the CSR project and for any



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other matter related to these CSR activities and no extra payment on this account shall be made by FIRST PARTY and the **soft copy** of the same is to be forwarded to **First Party**.

- vii) SECOND PARTY shall maintain all accounting records, invoices and documents for audit purposes and for smooth & successful completion of the CSR project.
- viii) As per the advisory issued by the Institute of Chartered Accountants of India (ICAI), the Auditor/ CA in practice of the SECOND PARTY should submit the Independent Practitioner's Report on Utilisation of CSR Funds after verifying that the SECOND PARTY has spent all the issued funds on CSR activities as per Section 135 of the Companies Act 2013, read with Schedule VII of the Act and related regulations in accordance with the Guidance Note on Reports or Certificates for Special Purposes issued by the Institute of Chartered Accountants of India (ICAI). The draft format of Independent Practitioner's Report on Utilization of CSR Funds is attached (**Annexure-III**).
- ix) FIRST PARTY shall be entitled to seek clarification/ information whatsoever from SECOND PARTY with respect to the project. Any such clarification/ information sought by FIRST PARTY shall be responded by SECOND PARTY within 07 (Seven) working days.
- x) SECOND PARTY shall provide name and telephone number of contact persons to **First Party**, who would be authorized representatives responsible for the implementation and coordination of the program.
- xi) In case the assistance provided by the First Party is not utilized (full or a part) by the Second Party for this specific Project for whatever reasons, the amount can't be diverted to any other Project and the full un-utilised fund/amount shall be refunded to the First Party immediately.
- xii) SECOND PARTY shall ensure that the funds provided by **First Party** for this CSR project are utilized and there is no overlapping/no duplicity of funds from State/other Agencies or in any other Central Govt. Scheme for the same Project. SECOND PARTY shall submit total fund Utilization Certificate within 30 days from completion of the project.
- xiii) SECOND PARTY shall submit utilization certificate of released advance with copies of evidences i.e. documents/geo-tagged photos/ videos etc. and all formalities related to the project.
- xiv) SECOND PARTY shall submit beneficiary data/ Beneficiary feedback periodically and whenever required.

8.0 General Provisions:

8.1 Nothing contained in this MOU shall be construed or have effect as constituting a relationship of Employer and Employee or Principal and Agent between **First Party** and **Second Party**.

8.2 The Second Party shall be responsible for all acts and/or omissions of its own staff/workmen and that of any persons, associations, institutions engaged by the Second Party whether or not in the course of implementing this CSR Project and for the health, safety and security of such persons or entities and their property. First Party will not be liable for any indirect or consequential damages. The Second Party shall keep First Party indemnified against any claim/s and legal expense/s whatsoever.



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8.3 Staff/ workmen for the CSR Project shall be deployed/ engaged by Second Party and Second Party shall be solely responsible for any matter concerning their employment/ engagement in the CSR Project. The Second Party shall keep First Party indemnified against any claim/s and legal expense/s whatsoever arising out of any employment dispute etc. raised by those engaged in relation to this CSR Project.

8.4 However, Second Party will not be liable to indemnify First Party, if the losses or damages or costs or claims (including third party claims) emanates due to the negligence or misconduct of the First Party.

9.0 Amendment:

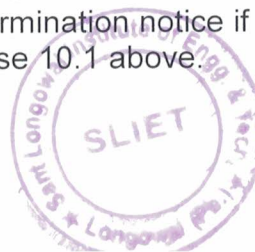
In case any amendment is required to any part of the MOU, the **Second Party** shall agree to incorporate such amendments and implement/ perform the same in the field/CSR Project. The MOU shall be amended by written mutual consent of both the parties to the MOU. The amendments shall be documented and allotted a distinctive number.

10.0 Termination:

10.1 The **First Party** may terminate this MOU after giving the due notice of 30 (Thirty) days to the **Second Party**, after having found any default/ breach of any part or the MOU/the non-compliance of the notice for improvement on the part of the **Second Party**. Following may be the reasons *inter-alia* for termination of the MOU:

- a) In the event of unsatisfactory performance of the **CSR Project** by **Second Party**, the **First Party** may, at its sole discretion and at any time, terminate the MOU after informing the **Second Party**, of its decision in writing which shall be final and binding on both the parties. The MOU shall stand terminated on the date as mentioned in the written communication. Unsatisfactory performance will include a defective and/or incomplete work done/lack of reasonable progress of the work/work not being implemented as specified in this MOU, Non-compliance of instructions of **First Party** or non-performance of any obligation under this MOU.
- b) In the event, when **Second Party**, is found involved, in any manner or form, in corrupt practices or misappropriating the funds/ Assets, which belongs to or has been marked for the **CSR Project** activities and **First Party** has sufficient grounds to believe so.
- c) In the event of violation of any of the provisions specified in various clauses of this MOU and Terms of Reference that may lead to a conflict & which may affect the objectives of the **CSR Project**, during the period of MOU.
- d) Major deviations by the Implementing agency from scope of work without approval of **FIRST PARTY**.

10.2 In the event of termination of MOU due to above, the **Second Party** upon request/ notice of **First Party** shall unconditionally and immediately refund to **First Party** the unspent amount given under the MOU without any right or claim for compensation by the **Second Party**. However, Second party will be paid for the work done or equipment supplied till the date of expiration of MOU mentioned in the termination notice if the termination is due to reasons other than explicitly mentioned in Clause 10.1 above.



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10.3 Second Party reserves the right to terminate this MOU by giving thirty (30) days' notice period, in case, First Party does not pay any amount to the Second Party as per the stipulated time lines in MOU. Also, Second Party reserves right to suspend the service or deliverable, in case First Party does not make any payment or processes Second Party invoice as per the stipulated time lines under this MOU. For the avoidance of doubt, it is clarified that, suspension of service or deliverable as mentioned in this paragraph, will not be considered as default on Second Party's part.

11.0 Contractual Obligations:

11.1 The **Second Party**, shall submit full accounts of the **CSR Project** in writing taking into account all receipts and payments and commitments incurred for the purpose of the MOU on the completion or the termination. **First Party** or its representative may carry out an audit of the **CSR Project** along with the expenditure of accounts at First Party expense,

11.2 **First Party** shall provide funds to the **Second Party**, to meet approved or agreed expenses of the Project and commitments related to the said **CSR Project** up to date of termination of MOU except when the termination is due to reasons explicitly stated in **Para 10.1** of Section-I of MOU.

11.3 In the event of an excess disbursement (subject to **Clause 11.2** above) to the **Second Party**, the **First Party** shall have the right to demand and recover from the **Second Party**, such excess disbursements and the **Second Party**, would be liable to refund the excess amount.

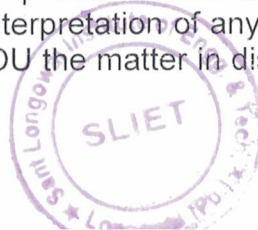
12.0 Force Majeure:

12.1 If the performance of the MOU by either party is delayed, hindered or prevented or is otherwise frustrated by reason of force majeure, which shall mean war, riot or civil commotion, flood or earthquake, lightening or other natural physical disaster, restrictions imposed by the Government or other Statutory bodies or any event beyond the control of the parties to the MOU which prevents or delays the execution of the MOU by the **Second Party**, then the party so affected shall promptly notify the other party in writing specifying the nature of the Force Majeure and of the anticipated delay in the performance of the **CSR Project**. From the date of the notification, **First Party** shall at its discretion, either terminate the MOU forthwith or temporarily suspend the performance of the MOU. In such cases all liabilities of the parties to this MOU will be suspended for the period as decided by the **First Party**.

12.2 If on the expiry of the suspension period, the reasons for the suspension still remain, **First Party** and the **Second Party**, shall treat this MOU as terminated and the parties will clear all liabilities under this MOU.

13.0 Settlement of Disputes:

13.1 **Alternative dispute resolution:** The Parties agree to resolve all disputes arising under the stipulations of this MOU, amicably. For this purpose, the Parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them or their representatives. Should the Parties be unable to reach agreement on the meaning or interpretation of any of the clauses set out hereto or any other matters arising out of the MOU the matter in dispute shall be referred



Handwritten signature in blue ink.

to the Head of CSR & SD Division of NHPC LIMITED, Corporate Office, Faridabad whose decision shall be final and binding on both the parties.

13.2 The Courts at UT Chandigarh shall have exclusive jurisdiction on all the disputes arising out of the MOU.

14.0 Conflict of Interest:

14.1 Neither the **Second Party**, nor its personnel or agent shall engage in any personal business or professional activities, either during the course of or after the termination of this MOU, which conflicts with or could potentially conflict with the objective of the **CSR Project**.

14.2 Subject to **Clause 14.1** above, the **Second Party**, shall notify **First Party** immediately of any such conflict and suggest/take immediate remedial measures under information to **First Party** to ensure that the **CSR Project** is completed as per the terms and conditions agreed upon herein.

15.0 Disclosure of information, Intellectual Property Rights and Official Secrets Act etc.:

The **Second Party**, during or after the termination of the MOU shall keep the information contained herein or exchanged between the two parties and shall not disclose to any other party any confidential information arising from the MOU other than in the due performance of their duties hereunder or as may be required by a court/arbitration panel of competent Jurisdiction/Legal compliance etc. except with the prior written permission of **First Party**.

Section II

1.0 Funds Requisition:

Funds requisition shall be presented to **First Party** by the **Second Party**, which shall be endorsed as follows:

"Certified that the amounts mentioned in this requisition / certificates are required wholly and necessarily for the purpose of the 'Name of the CSR Project' and the same has not been claimed before from First Party or any other Government/Private Entity."

The authorized representative of the **Second Party** shall sign Fund requisitions. Any Funds requisitions if not presented in accordance with the above format shall be liable to be rejected.

2.0 Disbursements:

The funds disbursements shall be made in Indian Rupees only. The **Second Party** will submit the PAN/ TAN No., GST Registration, Bank account number/ details of Nationalized Bank of Supplier/ dealer as may be required for release of funds through e-Banking/Electronic Clearing System (ECS)/ unique number of CSR-I (electronically filled with Registrar) to the First Party with recommendations for releasing the advance payment to the Second Party.

Funds requisition shall be submitted by the **Second Party**, in accordance with the specific instructions as given above.



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Statutory deductions as applicable shall be made from payments, due to the Second Party, as per extant taxation laws and guidelines. GST/TCS, if any, payable under the contract shall be deducted by **First Party**.

In case, the implementation of the **CSR Project** is not as per the scope of work and targets, **First Party** shall reserve the right to withhold or reduce the amount, applied for by the **Second Party**, in the Funds Requisition Application or stop further disbursements of amount to the **Second Party**, besides provision of terminating the MOU. Release of the amount shall be made upon remedying of the non-conformity or default and on resolution of the outstanding queries/work by the **Second Party**, in accordance with the terms of this MOU. However, **First Party** shall substantiate in writing the default or non-conformity committed by the Second Party.

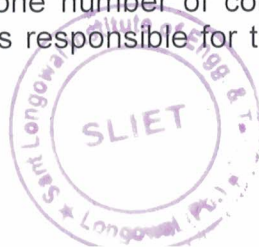
If Second Party is unable to cure the default or non-conformity as notified by the First Party, then only first party reserves the right to withhold any payment. Further, the second party shall be excused and not be liable or responsible for any delay or failure to perform the services or failure of the services or a deliverable under this MOU to the extent that such delay or failure has arisen as a result of any act or omission of the first party.

In the event that the cumulative disbursements made to the **CSR Project** are in excess of the expenditure actually incurred in terms of the **CSR Project** Implementation Plan, **First Party** shall deduct the excess amount from future instalments disbursed to the Second Party.

Second Party, will submit fund utilization statements along with the **CSR Project** progress report with Geo-tagged photographs/videos etc. of the work done.

Section-III: General Conditions

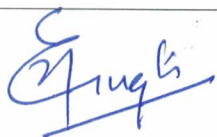


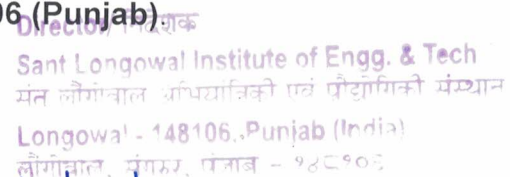


1. The Scope of work shall be as per Section-I, **Clause 3.0** of the MOU.
2. The monthly progress report of the **CSR Project** will be submitted by the **Second Party**.
3. The Final Comprehensive Completion Report of the **CSR Project** will be submitted by the **Second Party**, along with Geo-tagged photographs/videos etc. The certificate of execution of **CSR Project** work as per the terms and conditions of this MOU and fund expenditure statement will also have to be submitted.
4. The work of the **CSR Project** and its proper implementation will be inspected by the **First Party's** Representative in the form of visits/surprise visit.
5. TDS/TCS/other standard taxes if any shall be deducted as per Statutory Provisions.
6. The **Second Party** shall obtain all requisite insurance cover in relation to the **CSR Project** on their own and no separate payment shall be made by the **First Party** in this regard.
7. **Second Party** shall appoint a coordinator to coordinate for various activities under this **CSR Project** viz. to arrange for periodical inspections/monitoring of the Project/documents or any other official requirement of the **First Party** through its coordinator, as it may identify.
8. **Second Party** shall provide name and telephone number of contact person/s to **First Party**, who would be authorized representatives responsible for the implementation and coordination of this Project.



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9. Wherever possible, **Second Party** may at their own discretion, mention about the assistance provided by **First Party-NHPC Limited** under its 'Corporate Social Responsibility Initiative', in their Publications, Magazines, News-Letters etc.
10. **Second Party**, hereby undertakes through signing of this MOU that it has not received and will not receive any contribution/ funding in cash towards the same **CSR Project** from any other party during the time period of this **CSR Project**.
11. No switch over/ change of approved **CSR Project** from one to another will be permitted.
12. This MOU shall be signed by the Head of the Implementing Agency (Second Party) or its Authorized Representative duly authorized by the Head of the Implementing Agency (Second Party).

In witness whereof, the parties hereto have caused this agreement to be signed in their respective names.

For and on behalf of the First Party	For and on behalf of the Second Party
	
Name: NHPC LIMITED	Name: Dr. Mani Kant Paswan
Designation: Executive Director	Designation: Director
NHPC Limited, Regional Office Chandigarh.	Sant Longowal Institute of Engineering and Technology (Deemed to be University), Longowal, District Sangrur-148106 (Punjab)
	
Date: 14/02/2024	Date: 14/03/2024
Witness/es:  14/3/24	Witness/es:  14/3/24



Attested As Identified


MONIKA GARGI
Notary, Chandigarh (U.T.)

The contents of this Affidavit/Document has been explained to the deponent/executants. He/She has admitted the same to be correct. The deponent/executant has signed Register

at Ser. No. **173** P. No. **6** Date **14/03/2024**

14 MAR 2024

The Cost of the **CycleOne Bicycle-Sharing System** is as follows (All in Rupees):

S.No.	Description	Qty.	Rate	Amount
1	Bicycles	200	3000/-	6,00,000/-
2.	Docking Station/s	20	25000/-	5,00,000/-
3.	Mobile Application	01	50,000/-	50,000/-
4.	GST/Taxes etc. if any		Inclusive in the above Cost	Inclusive in the above Cost
	Total Cost of "CycleOne Bicycle-Sharing System"- Rupees			Rs.11,50,000/-

A. Bicycles: 200 Units

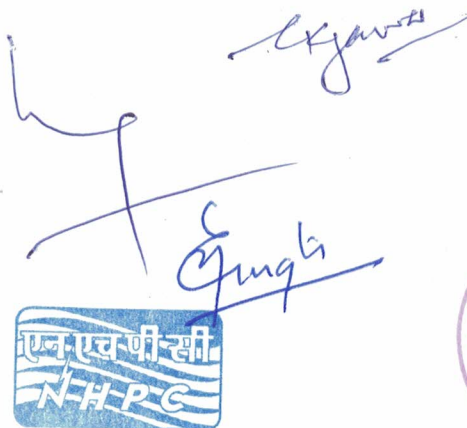
Approximate Life 10 Years depending upon the usage.

B. Docking Station – 20 Units- Approximate Life – 10 Years depending upon the usage.

Price per Docking Station: Rs. 25000/-

C. Mobile Application: 01 Unit

Approximate Life – 5 Years depending upon the technology obsolescence/update. After 5 years the App shall be updated by the SLIET itself.



Timeline for CycleOne Bicycle-Sharing System Project:

Actions	Months												
	1	2	3	4	5	6	7	8	9	10	11	12	
System Design and Planning	√												
Bicycle Procurement		√	√										
Docking Station Installation		√	√										
Mobile Application Development		√	√										
Payment and Billing System Implementation			√	√									
Security Features and Safety Measures					√	√							
User Support and Communication System							√						
Testing and Quality Assurance								√					
Training and On boarding									√				
Launch and Initial Operation										√			
Continuous Improvement and Scaling											√	√	

English

Kjansu

Notary

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To

The Governing Body of the Entity (Third Party)

(Address of the Entity)

Independent Practitioner's Report on Utilization of Funds by (Name of the third party/ NGO) for purposes of discharging the Corporate Social Responsibility requirements of (Name of the Company)

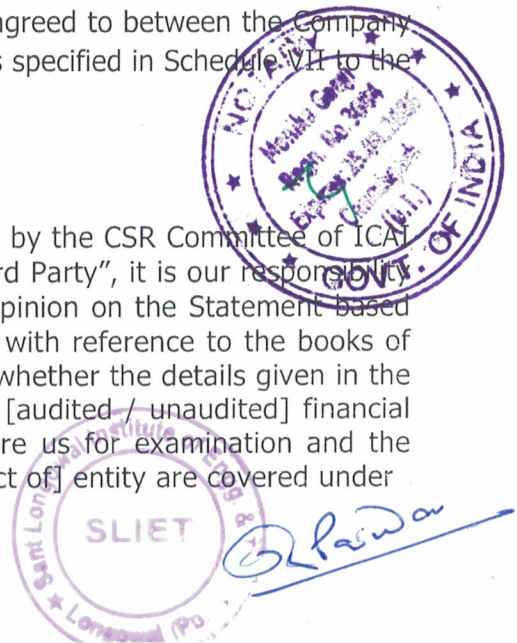
1. This Report is issued in accordance with the terms of our engagement letter dated (date).
2. The accompanying **Statement** contains the details of utilization of funds received from (name of the company from whom CSR amount has been received hereinafter referred as "**the Company**") by (name of the entity who received the amount hereinafter referred as "**the entity**") under XX Project (name of the Project under which the amount was received and hereinafter referred as "**the Project**") having its office at (address of the entity) for CSR activities pursuant to the requirements of spending on CSR activities by the company as per section 135 of the Companies Act 2013 (hereinafter referred as the Act) read with Schedule VII to the Act and has been initialled by us for identification purposes.

Management's Responsibility

3. The management of the entity is responsible for preparation of the accompanying Statement including the preparation and maintenance of all accounting and other relevant supporting records and documents. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Statement and applying an appropriate basis of preparation; and making estimates that are reasonable in the circumstances.
4. The management is also responsible for ensuring that the [Project of] entity complies with the requirements specified by the Company at the time of providing the funds regarding end utilisation to meet the CSR requirements of the company and for providing all relevant information to the Company as agreed to between the Company and the entity spending on the Project on the activities specified in Schedule VII to the Act.

Practitioner's Responsibility

5. Pursuant to the requirements of the "Advisory issued by the CSR Committee of ICAI on Issue of CSR Utilization Report by Auditors of Third Party", it is our responsibility to provide reasonable assurance in the form of an opinion on the Statement based on our examination of the matters in the Statement with reference to the books of account and other records of the [Project of] entity, whether the details given in the Statement have been accurately extracted from the [audited / unaudited] financial statements of the [Project of] entity produced before us for examination and the activities for which amount was utilized by the [Project of] entity are covered under



CSR activities as per Schedule VII to the Companies Act, 2013. We have performed following procedures in this regard :

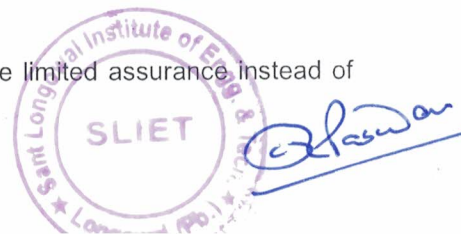
- a) Traced and agreed the amounts in the attached Statement, to the [audited / unaudited] financial statements of the entity as at and for the year ended March 31, 20XX.
 - b) Checked whether the entity has incurred amounts on the Corporate Social Responsibility (CSR) activities specified in Schedule VII of the Companies Act, 2013.
 - c) Traced the amount spent on CSR activities from the bank statements / cash book of the entity.
 - d) Checked whether amounts spent on CSR activities have been adequately disclosed in the financial statements of the [Project of] the entity.
 - e) Obtained written representation from the management of the entity on the total amount unspent and their plan to disburse the unspent amount related to the project.
 - f) Tested the arithmetical and clerical accuracy of the Statement.
6. We audited the financial statements of the [Project] of the entity as of and for the financial year ended March 31, 20XX, on which we issued an unmodified audit opinion vide our reports dated (specify date). Our audits of these financial statements were conducted in accordance with the Standards on Auditing and other applicable authoritative pronouncements issued by the Institute of Chartered Accountants of India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement².
7. We conducted our examination of the Statement in accordance with the Guidance Note on Reports or Certificates for Special Purposes issued by the Institute of Chartered Accountants of India. The Guidance Note requires that we comply with the ethical requirements of the Code of Ethics issued by the Institute of Chartered Accountants of India.
8. We have complied with the relevant applicable requirements of the Standard on Quality Control (SQC) 1, Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.

Opinion³

¹ These are indicative procedures and the practitioner should assess specific procedures to be performed for a particular engagement.

² In case the financial statements are unaudited, instead use "The financial statements of the [Project] of the entity as of and for the financial year ended March 31, 20XX are unaudited and certified by the management of the entity"

³ In case of unaudited books of account the practitioner should provide limited assurance instead of reasonable assurance.



9. Based on our examination as above, and the information and explanations given to us, in our opinion, the details given in the Statement have been accurately extracted from the audited financial statements of the [Project of] of the entity for the year ended [March 31, 20XX] produced before us for examination. We are also of the opinion that the activities for which amount was utilized by the [Project of] entity are covered under CSR activities as per Schedule VII to the Act.

OR

Conclusion³

Based on our examination as above, and the information and explanations given to us, nothing has come to our attention that causes us to believe that the details given in the Statement have not been accurately extracted from the unaudited financial statement of the [Project of] of the entity for the year ended [March 31, 20XX] produced before us for examination or The activities for which amount was utilized by the [Project of] entity are not covered under CSR activities as per Schedule VII to the Act.

Restriction on Use

10. This report is addressed to and provided to the governing body of the entity for the purpose of certifying the utilization of the funds by the [Project of] entity for CSR activities as envisaged by the CSR Committee of the Company, and should not be used by any other person or for any other purpose. Accordingly, we do not accept or assume any liability or any duty of care for any other purpose or to any other person to whom this report is shown or into whose hands it may come without our prior consent in writing.

For XYZ and Co.

Chartered Accountants
Firm's Registration Number

Signature

(Name of the Member Signing the Assurance Report)

(Designation)

Membership Number UDIN

Place of Signature
Date



Handwritten signature in blue ink.

Statement

Details of amount received from (*name of the company from whom CSR amount has been received*) by (*name of the entity who received the amount*) and its utilization up to 31st March 20XX is as under:

No.	Particulars	Amount (in Rs.)	Amount (in Rs.)
1.	Amount brought forward from financial year 20XX-XX (opening balance as at.....) Out of which Amount brought forward from previous financial years from (<i>name of the company from whom CSR amount has been received</i>) (give dates of receipts with year)		
2.	Add Amount Received From (<i>name of the company from whom CSR amount has been received</i>) during the financial year (give dates of the receipt) Less: Program Management Fees @ XX%	(.....)	
3.	Less: Amount Spent (detail of amount spent project wise) during the financial year (Give no. of clause of schedule VII against each amount) i. Material expenditure (nature of spend for every material expenditure) ii. Travel and conveyance iii. Resource cost iv. Printing & Stationery v. Communication cost Monitoring Cost		(.....)
4.	Balance amount carried forward to financial year 20XX-XX (Next year) (Closing Balance asat)		



It may also include:

1. Title of the project / program
2. Project duration



3. Sanctioned Budget outlay of the project by Company and total money received till date
4. Total amount available for expenditure
5. Actual expenditure excluding commitments and advance, if any
6. If money is given as corpus then whether spend or lying idle with the implementing agency

For

ABC Company Limited

Authorized Signatory

