



**Sant Longowal Institute of Engineering & Technology**  
(Deemed to be University, Established by Government of India)  
**Longowal, District- Sangrur, Punjab- 148 106**  
**Office of Dean (Research & Consultancy)**

**Ref. No. SLIET/Dean/(R&C)/2023/500**


**Dated: 01/12/2023**

**OFFICE ORDER**

National Hydro Electric Power Corporation Limited (NHPC), A Government of India Enterprise, Faridabad vide letter bearing Ref. No. NH/CO/CSR/2023/202 dated: 22/11/2023 has accepted to sanction the grant of Rs. 11.50 Lac for financial year 2023-24, for CycleOne Bicycle-Sharing Systems at Sant Longowal Institute of Engineering & Technology under CSR initiative of NHPC. Consequently, Competent Authority has constituted the following Committee for preparation of required documents and execution of sanctioned project:

- |  |   |          |
|--|---|----------|
| 1. Dean (R&C)                          | - | Chairman |
| 2. Dr. Manoj Goyal, AsP, ME            | - | Convener |
| 3. Dr. Gulshan Kumar Jawa, AsP, Ch.E.  | - | Member   |
| 4. Er. Preetpal Kaur Buttar, A.P., CSE | - | Member   |
| 5. Mr. Jujhar Singh, Technician, ECE   | - | Member   |

The Committee will submit the proposal within 05 days from issue of this Office order.

  
(Prof. Surinder Singh)  
Dean (R&C)

Copy to:

1. Director Cell for kind information
2. Registrar for information pl.
3. DR (A&A) for information pl.
4. All concerned for information and necessary action please.
5. File copy

CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur, Punjab under CSR initiative of NHPC

CSR & SD <csrsd-co@nhpc.nic.in>

Wed 22 Nov 2023 1:53 PM

To:directorsliet@sliet.ac.in <directorsliet@sliet.ac.in>

1 attachments (1 MB)

Cycle One at SLIET, Longowal.pdf;

Sir,

PFA herewith a letter regarding allocation of funds for CSR Activity "CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering & Technology, Longowal District Sangrur, Punjab" and requirement of further documents

With regards,

CSR&SD Division  
NHPC LIMITED  
CORPORATE OFFICE  
FARIDABAD, HARYANA-121003

Dear (R&C) P.I. discuss  
23/11/23

As per discussion, following committee is proposed to execute this project:

1. Dean (R&C) :- Chairman  
Dr. Swinder Singh
2. Dr. Manoj Goyal - convener.
3. Dr. Gulshan Jawa - member.
4. Mrs. Preetpal Kaur Buttan - member.
5. Sh. Jyghen Singh - member.

Submitted for approval please.

29/11/23  
Dean (R&C)

Approved  
29/11/23  
Director.  
Dean (R&C)

Receipt No./आवत  
5137  
Dir./ निदेशक/  
Date/दिनांक: 29/11/23



फोन/Phone : \_\_\_\_\_

दिनांक/Date : 22.11.2023

संदर्भ सं./Ref. No. : एनएच/सीओ/सीएसआर/2023/ 202

**Director**

Sant Longowal Institute of Engineering & Technology  
Longowal, District Sangrur  
Punjab - 148106  
D-114, Okhla Phase I,  
New Delhi-110020  
Email: directorsliet@slit.ac.in

**Sub:** CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur, Punjab under CSR initiative of NHPC.

**विषय:** एनएचपीसी की सीएसआर पहल के तहत संत लोंगोवाल इंस्टीट्यूट ऑफ इंजीनियरिंग एंड टेक्नोलॉजी, लोंगोवाल, जिला संगरूर, पंजाब में साइकलवन साइकिल-शेयरिंग सिस्टम।

महोदय,

आपके उक्त सीएसआर प्रस्ताव के अनुसरण में सूचित किया जाता है कि एनएचपीसी प्रबंधन ने सीएसआर गतिविधि 'CycleOne Bicycle-Sharing System at Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur, Punjab' के लिए वित्त वर्ष 2023-24 में 11.50 लाख रुपये आबंटित करने की स्वीकृति दी है। उपरोक्त सीएसआर प्रस्ताव को आगामी कार्यवाही करने के लिए निम्नलिखित दस्तावेजों की आवश्यकता है:

- Detailed Project Report from the implementing agency in **Format-II** (copy enclosed), preferably a Govt. Agency, duly agreed by the District Authority, with all requisite documents and a Copy of unique CSR Registration Number.
- Clearance from Distt. Administration on non-overlapping/ duplication of this activity/ funding with any other Govt. / Pvt. CSR support funding agencies.
- In addition to the above, it is also requested that as per Rule 4, of sub-rule (1) of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2022, issued by Ministry of Corporate Affairs, the coverage of the implementing agency shall also be intimated.

अतः अनुरोध है कि उपर्युक्त दस्तावेज यथाशीघ्र उपलब्ध करवाने की कृपा करें।

सधन्यवाद,

भवदीय,

संलग्नक: यथोपरि।

22.11.2023

(अनुराग भारद्वाज)

महाप्रबंधक (सीएसआर&एसडी)

csrsd-co@nhpc.nic.in

**(Design Stage/ Implementation Stage/ Implementation & Post Implementation  
Stage Planning)**

**New CSR Activity Proposal-Implementation by External Agency**

**1. Introduction/ Background**

- 1.1. Title of the project
- 1.2. Brief background about the Organization / agency
- 1.3. Goals and objectives of the agency as per Memorandum of association / Bylaws / Articles of Association
- 1.4. Objectives of the Project/Activity Concerned
- 1.5. Project location details
- 1.6. Compliance clause of Schedule VII of Companies Act, 2013
- 1.7. Justification for taking up proposed CSR project

**2. Project Details**

- 2.1. Summary of Need Assessment / Baseline Survey of the project/ coverage with Snaps (High Quality) & Audio/ Video Clips, Media/ MoM/ Press Coverage (if any)
- 2.2. Scope of Work
- 2.3. Details about Physical milestones
- 2.4. Details about Social, Economic and Environmental milestones
- 2.5. Deliverables / Outcome to be achieved
- 2.6. Methodology of the selection of the beneficiaries and number of beneficiaries in detail:
  - Who are direct beneficiaries with approx. number;
  - Who are the in-direct beneficiaries with approx. number
- 2.7. Stakeholder Engagement of the project to be enumerated
- 2.8. Project costing
- 2.9. Project duration
- 2.10. Milestones fixed for CSR Project Execution and monitoring
- 2.11. Project Execution Mode like MoU etc.
- 2.12. Project Monitoring Plan during the project Implementation (PERT/ CPM Charts)
- 2.13. Case Studies (if any)
- 2.14. Clearance from Distt. Administration on non-overlapping/ duplication of this activity/ funding with any other Govt./ Pvt. CSR support funding agencies.

**3. Post – Implementation Plan**

- 3.1. Mechanism of Assessment of Objectives Achieved
- 3.2. Mechanism of Assessment of Outcomes achieved
- 3.3. Mechanism of Periodic Assessment during and after Implementation
- 3.4. Mechanism of collecting and reporting Beneficiaries feedback
- 3.5. Plan of Impact Assessment of the Project
- 3.6. Sustainability Plan and Maintenance Plan



#### **4. Additional Documents**

- 4.1. Details of similar projects ongoing/completed by the organization/agency in previous three years.
- 4.2. The impact assessment (Third Party) of the previous projects executed by your organization in the similar focus areas to that of current proposal, if any.
- 4.3. Details of previous support received from NHPC Limited.
- 4.4. Details of largest project undertaken by the agency in recent past. Please provide the financial implication involved in it.
- 4.5. Documents providing rate reasonability
- 4.5 Documents depicting the funding sources for the total budget of project under reference other than NHPC LIMITED and details of the amount funded by each organization, if any.

#### **5. Mandatory Documents Required from the Implementing Agency (at initial stage)**

- 5.1. CSR Registration Number on the MCA portal: CSR-1 (obtained after registration at the Ministry of Corporate Affairs portal)
- 5.2. Copy of Trust Deed/ Registration Certificate/ By laws of Society (Trust/ Society/ Section 8 company must have been registered minimum for the past three years)
- 5.3. Income Tax Exemption Certificate, if any
- 5.4. ECS Form
- 5.5. Cancelled Cheque
- 5.6. Copy of PAN Card
- 5.7. Copy of Audited Account Statement of previous 3 financial years
- 5.8. Affidavit (as per Annexure I)

##### **If Construction is involved**

- 5.9. The documents proving ownership of land where the civil construction is proposed. In case the documents are in local language, please submit copy of its English/Hindi translation duly certified by the legal authority.
- 5.10. Copy of approved construction map and estimate duly vetted and signed with NOC from the government authorities for construction.
- 5.11. Non-encumbrance certificate of the Land on which construction is proposed.
- 5.12. Detail budget estimates of the construction plan as per SOR/DSR

##### **If Procurement of Capital Items are involved**

- 5.13. Need of requirement of capital items with respect to benefits to the beneficiaries?
- 5.14. What is the life of capital items and who will bear the maintenance cost of the capital items and till what duration?
- 5.15. Quotations for each of the capital items.

## Annexure-I

### Affidavit

1. We, \_\_\_\_\_ (name of agency), PAN no. \_\_\_\_\_ Registered at \_\_\_\_\_ (registered address) have not taken any support from any of the NHPC Limited Power Stations/Projects/Units/Corporate Office during the financial year \_\_\_\_\_.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary, etc. on the name of \_\_\_\_\_ (name of agency). The organization has never been "Black listed" or "Reprimanded" either by Govt./Govt. Agencies/CPSEs/NCSR Hub or by reputed private organization.
3. The proposed project is neither covered under any existing scheme of Govt. of India/State Govt. nor is being funded by any other organization to ensure that there is no duplicity of the CSR activity under reference.
4. Any of Board of Directors/Trustees/Executive Committee members of \_\_\_\_\_ (name of agency), or the organization itself does not have any material or pecuniary relationship of transactions with NHPC Limited, its Promoter, its Directors, its Senior Management or its Holding Company, its Subsidiary and Associates which may influence the process of administrative approval or financial concurrence or fund disbursement for the proposed project.
5. We \_\_\_\_\_ (name of agency) have not directly or indirectly supported / contributed by any political party or its affiliations and vice versa.
6. We \_\_\_\_\_ assure that if NHPC Limited approves any financial support towards proposed CSR Project :
  - a. We will submit a Fund Utilization Certificate to NHPC Limited issues by a Chartered Accountant as per the given format at Annexure-VI of CSR Compliance Checklist.
  - b. We will retain all relevant documents like Cash Book, Bank Book, Ledger, journal, Relevant Bills, Vouchers and Receipts etc. for a period of at least 03 years from the Project/Event.



- c. That during this period of 3 years, agency will allow authorized representative(s) of NHPC Limited for audit(s) / inspection (s) of above documents as and when asked by NHPC Limited.
- d. That during the period of 3 years as mentioned above, on NHPC's demand, agency will provide the desired documents/information pertaining to income & expenditure detail of the project/event including copies of relevant Bills, Vouchers and Receipts, etc. for internal and/or external purposes (for supplying to 3<sup>rd</sup> party) as per law.

**Declaration :**

**I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.**

Date: \_\_\_\_\_

Authorized signature

Place : \_\_\_\_\_

(Seal of the organization)