



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/CSR/2017-18/ 1526

September 5, 2017

The Regional Executive Director
Airports Authority of India
Northern / Western/ Eastern/ Southern/ North-East Region
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director
Airports Authority of India
Chennai/ Kolkata

The Principal
Civil Aviation Training College (CATC)
Bamrauli, Allahabad

All Airport Directors

Sub: Standard Format in respect of CSR Projects

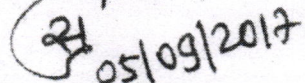
Sir

To simplify and streamline the procedure of sending information and proposals in CSR of good impact and significance, the following two nos. of formats have been standardized:

- Format I – For monthly progress and status
- Format II – For sending CSR proposals.

Also we welcome good CSR proposal duly in association with State Govt.

Yours faithfully


(Sanjeev Jindal)
GM (Engg.) & CSR

Encl. As above

CC.

1. PS to Member (Planning)/Member (HR)/Member (Ops.)
2. ED (RCS & CSR)
3. GM (IT) – for uploading on website.

राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफदरजंग हवाई अड्डा नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003

दूरभाष : 24632950
Phone: 24632950

FORMAT I

PROFORMA FOR MONTHLY PROGRESS OF CSR WORKS - 31st _____ -2017

S.No.	Name of Work	Approved Cost (Rs/Cr.)	Location	Executing Agency (AAI / State Govt / Any Other ___)	Progress		Cumulative Financial Progress (Rs/Cr.)	Remarks / D.o.C / PDC
					Physical	Financial (Rs/Cr.)		
FOR FINANCIAL YEAR :								

Following details to be provided related to CSR Project (kindly adhere to sequence):

S. No.	Information/Documents	Details placed at page no.	Documents to be furnished by	
			Local/State/Central or any other Govt. body	Others
1	The project title, its objective and rationale.			
2	Brief of the proposed CSR project to be undertaken.			
3	Justification for need of the project with data on need assessment / baseline survey report of the project.			
4	Statement from Gram Panchayat stating the need of the activity and Certificate from Government / State / Gram Panchayat authorities that the proposed activity is not being undertaken or planned to be undertaken by any Govt / Non-Govt. agencies.			
5	Proposed geographical coverage, i.e. location where the project is being proposed			
6	Description about the total budget outlay of the proposed project, how much support sought from AAI, How much agency is putting and if any other parties are also funding then amount and their scope.			
7	Detailed cost estimates with break up (BOQ etc.) with supporting documents like budgetary quotations, Govt. rates (such as applicable DSR, CGHS etc.) etc. to establish its reasonability of the cost w.r.t. prevalent market rates (please provide details of each expenditure head along with documents supporting rate reasonability)			

8	Current status in case ongoing/ partly funded project			
9	Expected outcome of the project preferably measureable/ quantifiable. Details of target beneficiaries in terms of numbers of children, women, SC/STs, OBCs, Minorities etc. Methodology of the selection of beneficiaries in detail.			
10	Modus operandi for implementation of the Project along with tentative project execution schedule with timeline.			
11	Process to be followed during implementation showing transparency & cost competitiveness			
12	Methodology for Sustainability of the project			
13	Details of ownership and usage of land in case of infrastructural development project. Please provide the copy of clear title and other relevant documents. If it is in local language, please submit it in Hindi / English translation duly certified by legal authority. Also provide us the copy of approved construction map & estimates duly signed by the certified architect.			
14	Proposal related NOCs / approvals / permissions, if any, from competent authority			
15	Mileage to AAI in terms of Branding			
16	Limitations of the project, if any.			