

## List of documents and fields required to register an Agency with ONGC and submit a Proposal

Support details	
Phone no	Email
01126753600 (from 10:00 am to 5:00 pm)	<a href="mailto:helpdesk_corpcsr@ongc.co.in">helpdesk_corpcsr@ongc.co.in</a>

### Agency based documents ([Video Link](#))

Sr. no	Name of File Required	Mandatory	File required / Max File Size
A1.	Name of implementing agency (As per PAN card) & registered address	Yes	No
A2.	Reg. Certificate	Yes	Yes / 2 mb
A2.	Copy of Trust Deed	Yes	Yes / 2 mb
A2.	By laws of Society	Yes	Yes / 2 mb
A2.	Attach english translated document if Reg. Certificate is not in english	Yes	Yes / 2 mb
A2.	Attach english translated document if Copy of Trust Deed is not in english	Yes	Yes / 2 mb
A2.	Attach english translated document if By laws of Society is not in english	Yes	Yes / 2 mb
A3.	CSR 1 Registration No.	Yes	Yes / 2 mb
A4.	Registration no of 80-G	Yes	Yes / 2 mb
A5.	Registration no of 12 A /23 C	Yes	Yes / 2 mb
A6.	Goals and objectives of the agency as per Memorandum of Association/Bylaws/Articles of Association	Yes	Yes / 2 mb
A7.	Authorized contact person details of the NGO	Yes	No
A8.	List of key officers including Trustees, Directors, Governing Body members, President, Vice President, Secretary, etc. with their work profile, contact details, AADHAR no. etc.	Yes	Yes / 2 mb
A9.	Brief description of the organization/agency including Goals and Objectives.	Yes	Yes / 2 mb

### Agency based documents (Financial)

Sr. no	Name of File Required	Mandatory	File required / Max File Size
F1.	ECS Form (Format enclosed at Annexure 2)	Yes	Yes / 2 mb
F2.	Copy of canceled cheque	Yes	Yes / 2 mb
F3.	Copy of PAN Card	Yes	Yes / 2 mb
F4.	Copy of Audited Account Statement of previous 3 financial years	Yes	Yes / 20 mb
F5.	Copy of Registration on NITI Aayog Darpan Portal, if any	Yes	Yes / 2 mb
F6.	GST Number and GST Registration Certificate, if any	No	Yes / 2 mb

**\*\* Companies established under Section 8 of the Companies Act 2013 are not required to submit 12A and 80G certificates. Instead they are required to upload MOA and AOA.**

### Proposal based documents ([Video Link](#))

Sr. no	Name of File Required	Mandatory	File required / Max File Size
B1.	Briefly describe the project indicating the thematic area	Yes	No
B2.	Address to (Work Center)	Yes	No
B3.	Proposed project activities	Yes	No
B4.	Objectives of the proposed project	Yes	No
B5.	Project Proposed Cost:(inclusion of GST)	Yes	No
B6.	Beneficiary Details	Yes	No
B7.	Brief about the targeted beneficiaries under proposed CSR project	Yes	No

B8.	Methodology of the selection of the beneficiaries and number of beneficiaries in detail	Yes	No
B9.	Project Location	Yes	No
B10.	Proposed Project Time	Yes	No

### **Proposal based documents ( Goal and Objective of Proposal )**

Sr. no	Name of File Required	Mandatory	File required / Max File Size
G1.1	Details of similar projects ongoing/completed by the organization/agency in previous three years	No	Yes / 10 mb
G1.2	The impact assessment(Third party) of the previous projects executed by your organization in the similar focus area to that of current proposal, if any	No	Yes / 2 mb
G1.3	Details of previous support received from ONGC	No	Yes / 2 mb
G1.4	The details of the largest project undertaken by the agency in the recent past. Please provide the financial implication involved in it	No	Yes / 2 mb

### **Proposal based documents ( Other Proposal Details )**

Sr. no	Name of File Required	Mandatory	File required / Max File Size
O2.1	Details of the proposed CSR project to be undertaken by your organization	Yes	Yes / 20 mb
O2.2	Brief about Goals and objectives of the project	Yes	No
O2.3	Report of Need Assessment/Baseline Survey for the proposed project, if any. Justification for taking up proposed CSR project	Yes	Yes / 20 mb
O2.4	Details about physical and social milestones/deliverables to be achieved through the proposed CSR project	Yes	No
O2.5	Detail timeline/duration of the proposed project	Yes	No
O2.6	Budget estimate of the project with detailed budget break-up of each expenditure head along with documents proving rate reasonability	Yes	Yes / 50 mb
O2.7	Comparative price statement	No	Yes / 5 mb
O2.8	Copy of MoA from public sector done on similar project if any	No	Yes / 20 mb

02.9	Details of project which could not be completed and foreclosed	Yes	No
02.10	What is the monitoring mechanism for the project as far as project activities and benefits to the beneficiaries are concerned?	Yes	No
02.11	Documents depicting the funding sources for the total budget of project under reference other than ONGC and details of the amount funded by each organization, if any	No	Yes / 2 mb
02.12	How sustainability of the project is planned to be ensured?	No	Yes / 2 mb
02.13	Under which sector of the Schedule VII of the Companies Act 2013 the project is covered?	Yes	No

### **Proposal based documents ( If Civil Construction is involved )**

Sr. no	Name of File Required	Mandatory	File required / Max File Size
C3.1	The documents proving ownership of land, in case of own land or lease agreement in case of rented premise where the civil construction is proposed. In case the documents are in local language, please submit a copy of its English/Hindi translation duly certified by the legal authority.	Yes	Yes / 50 mb
C3.2	Copy of approved construction map and estimate duly vetted and signed by the certified Architect with NOC from the government authorities for construction, along with a certified copy of relevant SOR from where the rates have been adopted. In case of a construction project the total plinth area (floor wise) of the building to be constructed, must be mentioned	Yes	Yes / 100 mb
C3.3	Detail budget estimates of the construction plan with drawings and bill of quantities as per SOR/DSR and cost index of location where ever required	Yes	Yes / 200 mb
C3.4	Documentary evidence of Land Use Conversion, in case of agriculture land	Yes	Yes / 50 mb

### **Proposal based documents ( If Procurement of Capital Items are Involved )**

Sr. no	Name of File Required	Mandatory	File required / Max File Size
P4.1	What is the need of capital items with respect to benefits to the beneficiaries?	Yes	No
P4.2	What is the life of capital items and who will bear the maintenance cost of the capital items and till what duration?	Yes	No
P4.3	Three Quotations (inclusive of GST amount ) for each of the capital items including	Yes	Yes / 100 mb

	installation cost, if any. Quotations shall have the GST number of the Vendor . For purchase of any capital item, specification with number and other details if any, should be mentioned.		
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