

**OFFICE NOTE**

Submitted By: **Advances (AF & PS) Section  
Circle office  
Guwahati**

Submitted To: **The General Manager  
Canara Bank  
Circle Office, Guwahati**

Ref: **GCO/ADV (AF&PS)/CSR-25/2023-24** Date: **20.03.2024**

Subject: **Approval of financial assistance for conducting CSR activity at Mod College Piphema Campus by Kohima (4077) Branch.**

Existing RO wise allocation of budget & utilization under different schemes of SD & CSR as below :

Schemes	GUWAHATI CD, CVL, CED & CSR SPORTS BUDGET UTILIZED (AMT IN LAKH)														
	Total Budget			Regional Office									Circle Office		
	Budget	Utilized	Gap	Guwahati			Silchar			Tezpur			Budget	Utilized	Gap
SDA	25.00	14.34	-6.16	5.50	5.13	-0.27	5.80	5.13	-0.37	5.50	3.34	-2.16	8.50	5.24	-3.26
CVL	11.15	11.13	-0.03	1.53	1.75	0.23	1.20	1.13	-0.08	1.20	5.35	1.15	1.40	0.20	-1.20
CD Women	2.00	0.85	-1.15	0.30	0.30	0.00	0.30	0.00	-0.30	0.30	0.10	-0.20	1.10	0.45	-0.65
CSR Sports	0.90	1.78	0.88	2.00	0.43	-1.57	2.00	0.10	-1.50	2.00	2.95	0.95	4.00	0.00	-4.00
Total	49.45	47.90	-1.55	12.00	19.01	-1.39	12.30	9.66	-2.14	12.00	11.74	-0.26	15.00	5.89	-9.11

Wide letter Ref no. HOBLR:LB&FIW:CDS:BUDGET:AV:11:2023-24 dated 20.04.2023, HO has allotted CSR Budget of amount Rs 25,00,000/- (Twenty Five Lakh Only) for FY-2023-24 to Circle to carry out CSR activity which help in building Good image of our bank among general public and helps improve socio economic conditions, health, education and livelihood of the society.

We are in receipt of CSR proposals from Modern College, Piphema Campus, Kohima through our Kohima (4077) Branch forwarded via Guwahati RO. Modern College is a UGC recognized, NAAC (National Assessment Accreditation Council) accredited College. It is run by "Modern Society of Education" an Non-governmental, non-profit earning organization formed by interested volunteers and registered under Act of 1969. Under our bank's CSR budget FY 2023-24, the college has requested our Kohima Branch for providing financial assistance for purchase of UV water filter, water tank with related connection for the college campus which will benefit more than 1000 numbers of students of the college.

Accordingly college has submitted three competitive quotations for the same which is as under:

Vendor's Detail			G S Enterprises		K K Hardware		N Z Enterprise	
Sl No	Particulars	Qty	MRP Per No.	Total Amt. (Rs)	MRP Per No.	Total Amt. (Rs)	MRP Per No.	Total Amt. (Rs)
1	Water UV filter and other- Micro Pure	1	55000	55000	59000	59000	60000	60000
2	Water Tank 500 Its	1	3900	3900	3900	3900	3900	3900
3	CPVC Pipe 1"	40	250	10000	250	10000	250	10000
4	Water Tapes	6	1500	9000	1500	9000	1500	9000
<b>TOTAL</b>				<b>77900</b>		<b>81900</b>		<b>82900</b>

From above figure it is clear that quotation given by G S Enterprises is lowest and will be accepted for this proposal.

*Vitson*  
Principal  
Modern College  
Piphema

Date: 20.03.2024

Ref: GCO/ADV (AF&PS)/CSR-25/2023-24

Subject: Approval of financial assistance for conducting CSR activity at Modern College Piphema Campus by Kohima (4077) Branch.

Utilization of Budget and approved amount under CSR:

Budget 2023-24 (A)(Rs.)	FY	Already Utilized (B) (Rs.)	Budget to be utilized for the present activity (C) (Rs.)	Remaining budget available for utilization (D=[A-(B+C)])
25,00,000.00		18,84,034.60	77,900.00	5,38,065.40/-

**Section View:**

By associating with such a noble cause we will in true sense attain the goals of CSR activity which is envisaged by our founding Father. This will spread a word in the society regarding our organization's goodwill of extending itself beyond the boundaries of a profit making organization and truly contribute to the society. RO & branch forwarding along with School request letter and detailed quotations are enclosed.

**Circle SD & CSR Committes:**

As per HO Cir IC/373/2023 dated 20.04.2023 Circle Sustainable Development & Corporate Social Responsibility (SD & CSR) Committee headed by Circle Head is empowered to sanction SD & CSR proposals upto Rs.2,00,000/- hence the proposal is placed before Circle SD&CSR committee for approval. As the request amount under this CSR is Rs. 77,900/- (Rupees Seventy Seven Thousand Nine Hundred only (inclusive of all taxes & charges)) which is under the delegation power of Circle's SD & CSR Committee, We may be permitted-

- i) To absorb the expenses by debiting SA-CSR (122422788) at our end and sending IBA to Kohima (4077) Branch.
- ii) GC-CSR (420085495) will be debited after receiving of original Bills/Vouchers, photographs and Utilization Certificate of the event.
- iii) RO & Branch is also requested to ensure that the funding support provided by the Bank should be utilized for the purpose for which it is sanctioned and the manner it is prescribed. Branch is also advised to avoid cash transaction.

Officer *(Signature)*  
(Subarna Barman)

*(Signature)*  
Sr. Manager  
(Celia L Gayary)

// SUBMITTED FOR ORDERS OF SD & CSR COMMITTEE //

*(Signature)*  
Celia L Gayary  
Section In-charge (Advance Section, AF&PS)

*(Signature)*  
Narendra D.C. Pandey  
Senior Manager (Resources Section)

*(Signature)*  
Sanjay Kumar  
DM-Advances Section

*(Signature)*  
Sanjit Kumar  
DM-Resources Section

*(Signature)*  
N Srinivasa Rao  
DGM-Advances Section

*(Signature)*  
H T Baviskar  
General Manager

*(Signature)*  
Principal  
Modern College  
Piphema


MSE/CSR/7/2024/

30<sup>th</sup> March, 2024

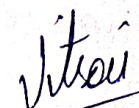
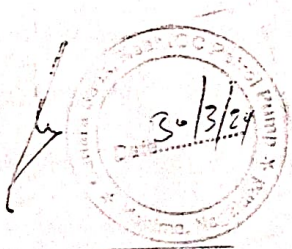
**UTILISATION CERTIFICATE**

Certified that the "WATER UV FILTER" of amount Rs. 77,900/-, in words "Seventy Seven Thousand and Nine Hundred only" was utilised towards "purchase of Water UV Filter" against the "Water Filter" contribution of Rs. 77,900/-, in words "Seventy Seven Thousand and Nine Hundred only" received from "Canara Bank, Kohima" under CSR/CSR-Spors/CED activity.

Authorised Signatory



Signature with Seal  
Managing Director  
Modern College  
Piphema & Kohima  
Nagaland.



Principal  
Modern College  
Piphema

GSTIN: 13BGNPP1544G1Z1

CASH MEMO

**M/S. G.S. ENTERPRISES**

Khermahal Junction, L. Viheshe Sumi Road

Dimapur : 797112 : Nagaland

Sl. No: 2732

Date: 29.03.24

To: CANADA BANKAddress: KOHIMA

Sl. No.	PARTICULARS	QTY	RATE ₹	AMOUNT ₹
1.	WATER CLK FILTER AND OTHERS	1	55,000	55,000
2.	WATER TANK 400 LTRS	1	3,900	3,900
3.	CPCV Pipe 1"	40 pipe	250	10,000
4.	WATER TAPES	6	1,500	9,000
Total				77,900
Discount				
Advance				
Balance				

Goods will not be taken back.

After delivery we shall be not responsible for any kind of damage &amp; leakage.

Rupees (in words) Seventy SevenTWO THOUSAND NINE HUNDRED ONLY

Thank you Sir Siram.

Customer's Signature

For, M/S G.S. ENTERPRISES

*richly*  
**G.S. ENTERPRISES**  
 KHERMAHAL JUNCTION SUMI ROAD  
 DIMAPUR 797112, NAGALAND  
 IN 13BGNPP1544G1Z1

*W. S. S.*  
 Principal  
 Modern College  
 Kohima