

User Manual for Government Departments/Collectors

This CSR portal is a one-stop portal for all information pertaining to the CSR activities being undertaken by the Corporates. In the portal, government departments/ collectors enlist the various projects (under its purview) which are essential. These projects would then be placed before the CSR Council which assess the criticality of the project and then recommends them. Corporates can then take up these projects basis their interest and can help contribute to meeting the overall developmental goals of the state. However, it is not mandatory for the corporates to take up the projects recommended by CSR Council.

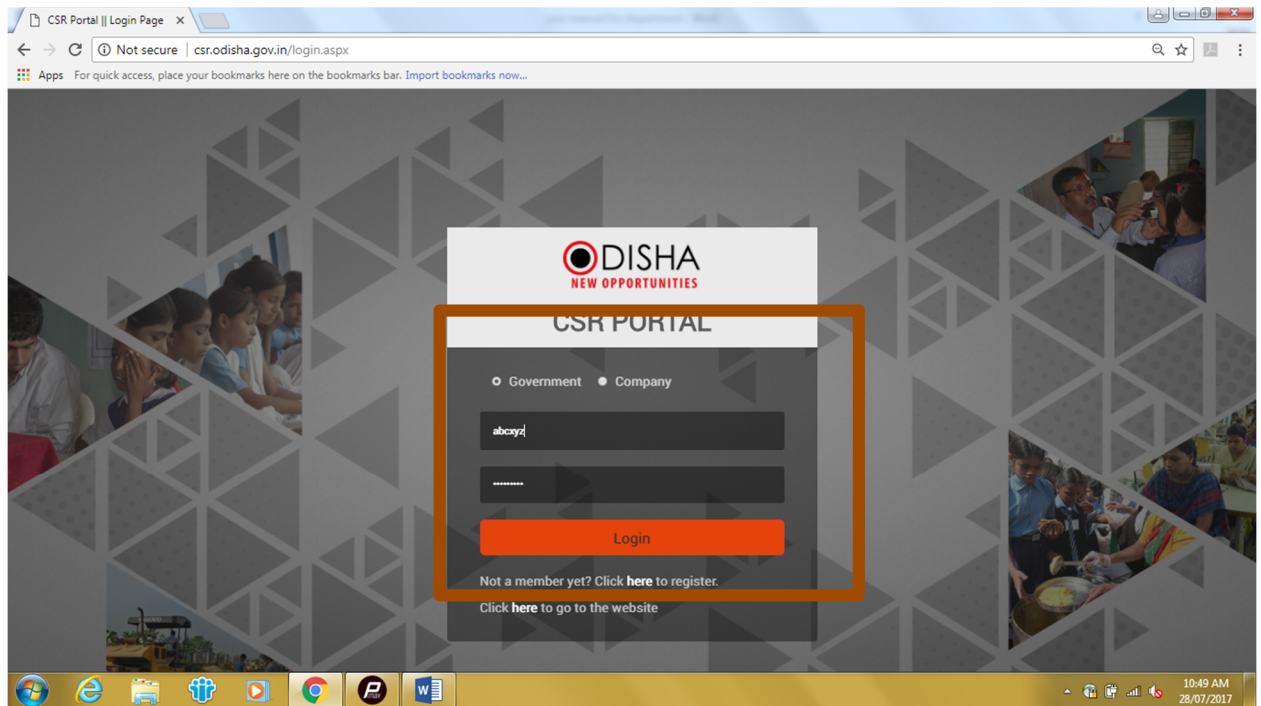
The CSR portal can be accessed at <http://csr.odisha.gov.in>. The portal gives a brief about the statutory provisions for CSR and categories under schedule VII as per Companies Act. The Constitution and Functions of the CSR Council are enlisted under the 'CSR Council' tab. Various state indicators are enlisted for the user to have an understanding of status of various parameters and the gaps therein to plan the CSR activities in specific areas of interest. The projects available for the companies to undertake, as recommended by CSR council, are made publically available and interested corporates may take up these projects as per their preference. The knowledge repository section enlists the Frequently Asked Questions and other white papers relating to CSR.

The government departments/Collectors must login to their account from the portal homepage as per the procedure described below:

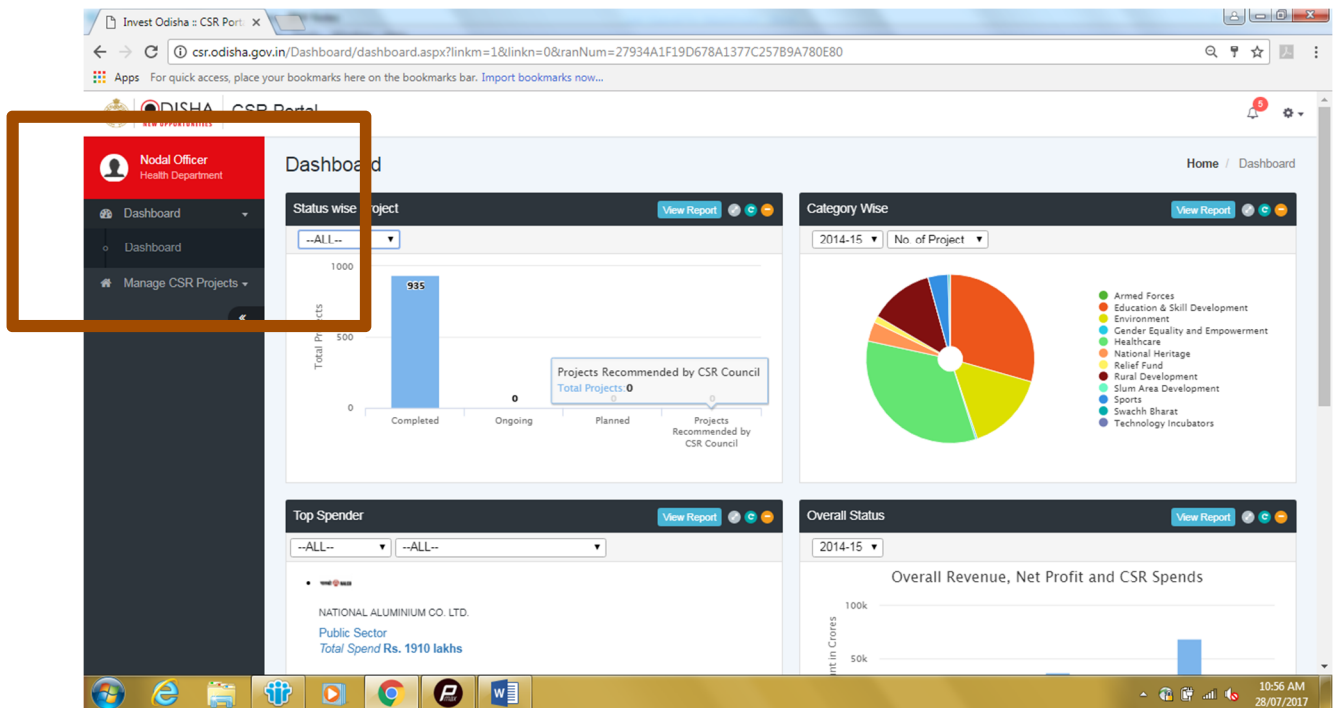
1. Visit <http://csr.odisha.gov.in>
2. To login, click Login button on the top right corner of the portal home page.

The screenshot shows the CSR Portal homepage. The browser address bar displays csr.odisha.gov.in. The page header includes the Odisha CSR Portal logo and navigation links: ABOUT, CSR COUNCIL, STATE INDICATORS, PROJECTS, COMPANIES, RESOURCES, and USER MANUALS. A red box highlights the 'LOGIN' button in the top right corner. Below the header, a banner features a quote from a man in a white shirt: "We are happy to put in place an institutional mechanism for CSR activities in Odisha to facilitate convergence of CSR projects with the overall developmental goals of our State and to bring about rapid socio-economic prosperity for our people." Below the banner, a 'What's New' section mentions 'Solar street lights power Sambalpur District; An Aditya Aluminium CSR project'. The main content area is divided into two sections: 'CSR SNAPSHOT' and 'PROJECT UNDERTAKEN BY COMPANIES'. The 'CSR SNAPSHOT' section shows a bar chart for the 2014-15 period, with categories: Armed Forces, Education & Skill Development, Environment, and Gender Equality and Empowerment. The 'PROJECT UNDERTAKEN BY COMPANIES' section shows a map of Odisha with project locations marked by colored dots and numbers. The bottom of the page shows the Windows taskbar with various application icons and the system clock displaying 10:45 AM on 28/07/2017.

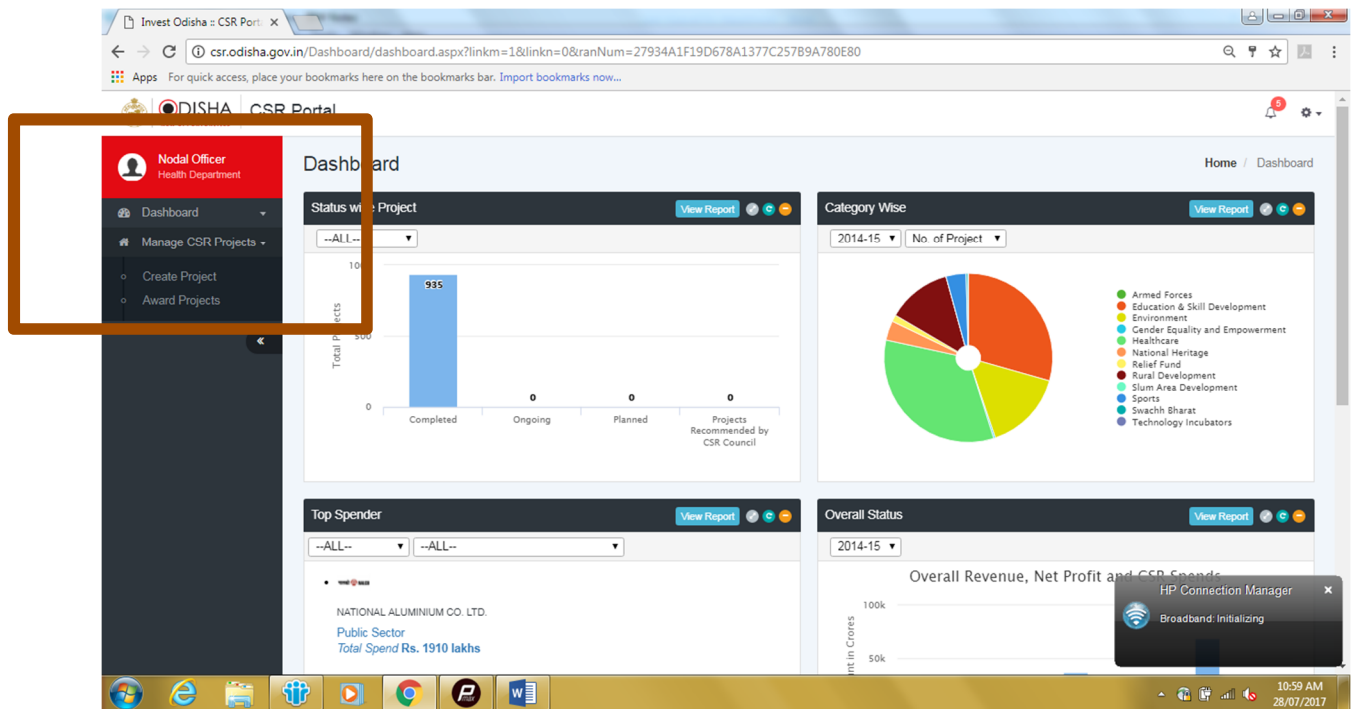
3. Select Government and then enter the 'authorised' username and password, as shared by IPICOL. Click 'Login' to enter the department login page.



4. The dashboard will display all the projects pertaining to the Department/District, if any entered earlier and their implementation status.



5. To create a project, click "Manage CSR Projects" -> "Create Project"



- The "View" tab shows all the existing projects under the department/in the district. To create a project, click "Add". Select the category/sector of CSR project from the list and then enter the project details and then click "Submit" to complete project creation. These submitted projects shall be reviewed by the CSR Council. Post recommendation by the CSR Council, the projects shall be available amongst the shelf of projects from which Corporates may choose from for implementation. It is not mandatory for any corporate to implement a project as identified.

The screenshot shows the 'Proposed CSR Project' form, which is used to create new CSR projects. The form is divided into several sections:


- Requirement/Need of CSR project:** A grid of radio buttons for selecting the project category. The categories are: Armed Forces, Education & Skill Development, Environment, Gender Equality and Empowerment, Healthcare, National Heritage, Relief Fund, Rural Development, Slum Area Development, Sports, Swachh Bharat, and Technology Incubators.
- Specific Project Requirements:** Fields for 'Name of the Project', 'Estimated Budget (in INR Lakh)', 'Project Description' (with a 2000 character limit), and 'Expected Outcome' (with a 2000 character limit).
- Proposed location of Project:** Fields for 'District' (dropdown), 'Block' (dropdown), 'Address' (with a 200 character limit), and 'Pin Code'.

At the bottom of the form, there are 'Submit' and 'Reset' buttons. The 'Add' tab is selected in the top navigation bar.

The Departments and Collectors will be able to view the projects recommended by the CSR Council and among those, the ones actually taken up for implementation by the Corporates.


7. To edit any existing project, click on the edit option under the "View" tab

The screenshot shows the 'View Department Registration' page in the CSR Portal. The page has a sidebar with navigation options: Dashboard, Manage CSR Projects, Create Project, and Award Projects. The main content area displays a table with the following columns: S# (1), District (Ganjam), Category (Healthcare), Name of the project (dummy), Est. Budget(in Lakh) (10), Status, and Action. The Action column contains an edit icon (pencil) and a 'Click here to edit' link. A red box highlights the edit icon and the link.

S#	District	Category	Name of the project	Est. Budget(in Lakh)	Status	Action
1	Ganjam	Healthcare	dummy	10		 Click here to edit

8. To remove an existing project, click on the remove option under "View" tab.

The screenshot shows the 'View Department Registration' page in the CSR Portal, similar to the previous one. The table has the same data. The Action column contains a remove icon (trash can) and a 'Click here to Remove' link. A red box highlights the remove icon and the link.

S#	District	Category	Name of the project	Est. Budget(in Lakh)	Status	Action
1	Ganjam	Healthcare	dummy	10		 Click here to Remove

9. Password change, Profile update and logout options are available under the settings tab as shown below.

