

User Manual for Companies

This CSR portal is a one-stop portal for all information pertaining to the CSR activities being undertaken by the Corporates in the State. State Government departments/ District administration will be enlisting various projects which the Corporates could consider while planning for CSR activities. These projects would then be placed before the CSR Council which would prioritize them. Corporates can then take up these projects basis their interest and could help contributing towards the overall developmental goals of the State. However, it is not mandatory for the corporates to take up the projects as 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 Corporate to have an understanding of status of various parameters and the gaps therein to plan the CSR activities in specific areas of interest. The knowledge repository section enlists the Frequently Asked Questions and other white papers relating to CSR.

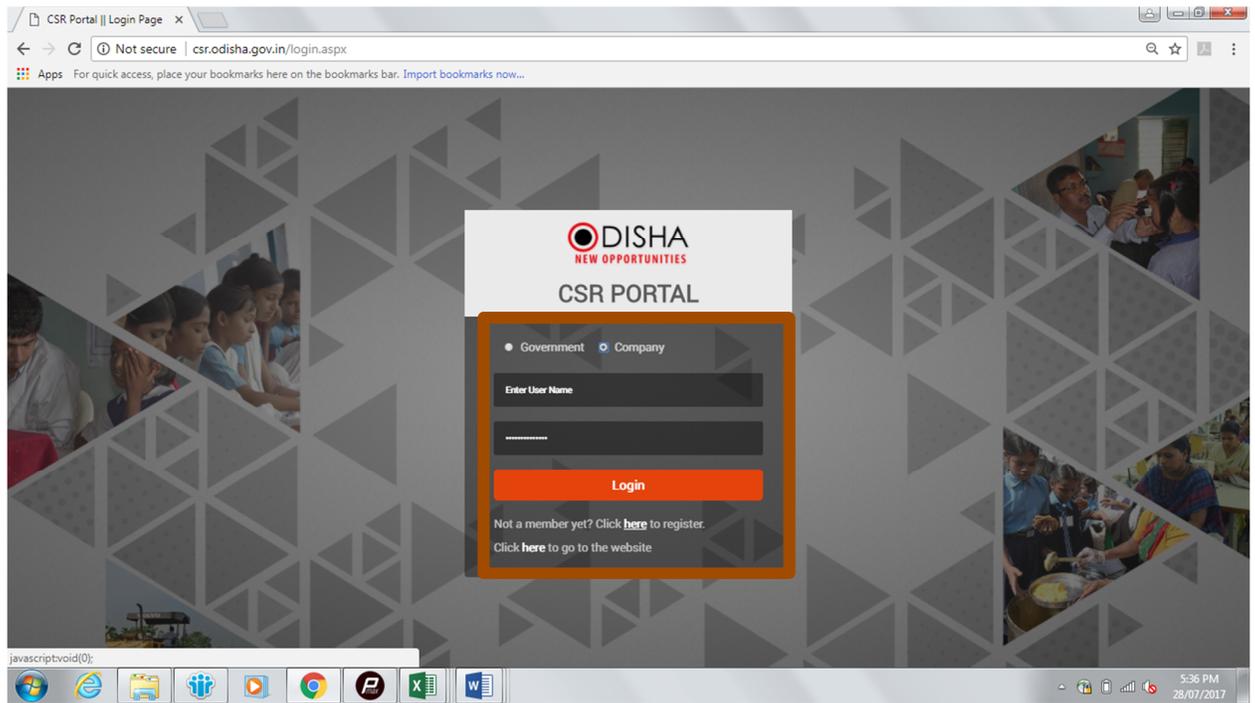
The companies must login to their account from the portal homepage as per the procedure described below:

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

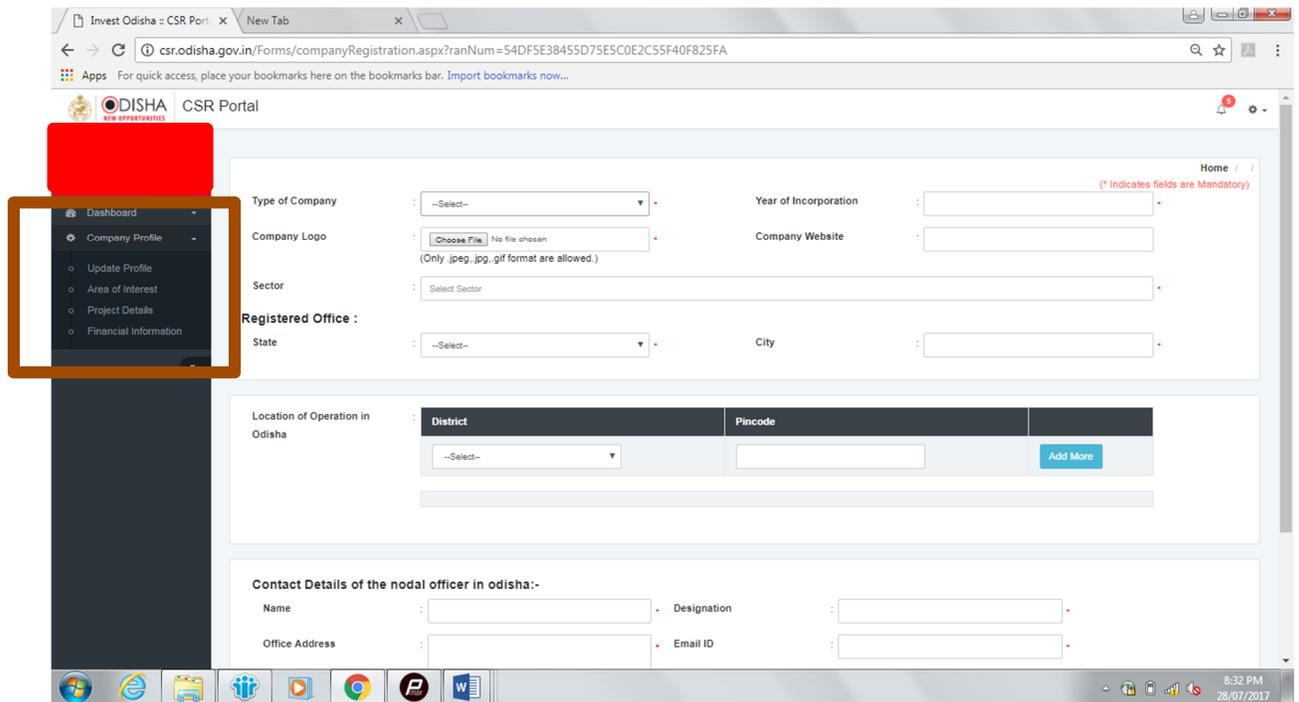
The screenshot displays the CSR Portal homepage. At the top, there is a navigation bar with tabs: ABOUT, CSR COUNCIL, STATE INDICATORS, PROJECTS, COMPANIES, RESOURCES, and USER MANUALS. A 'Login' button is visible in the top right corner. Below the navigation bar, there is a banner with a quote: "We 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, there is a 'What's New' section with a link to "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 year 2014-15 with categories: Armed Forces, Education & Skill Develo..., Environment, and Gender Equality and Emp... The "PROJECT UNDERTAKEN BY COMPANIES" section shows a map of Odisha with data points for different districts: Ranchi (182), WEST BENGAL (2), Kolkata (40), CHHATTISGARH (64), Raipur (108), and Nandur (37).

3. Select "Company" and then enter the 'authorised' username and password. The single sign on (SSO) facility is incorporated in the portal i.e. the same login credentials as used to access Central Inspection Framework/Automated Post Allotment Application (APPA) can be used to access the

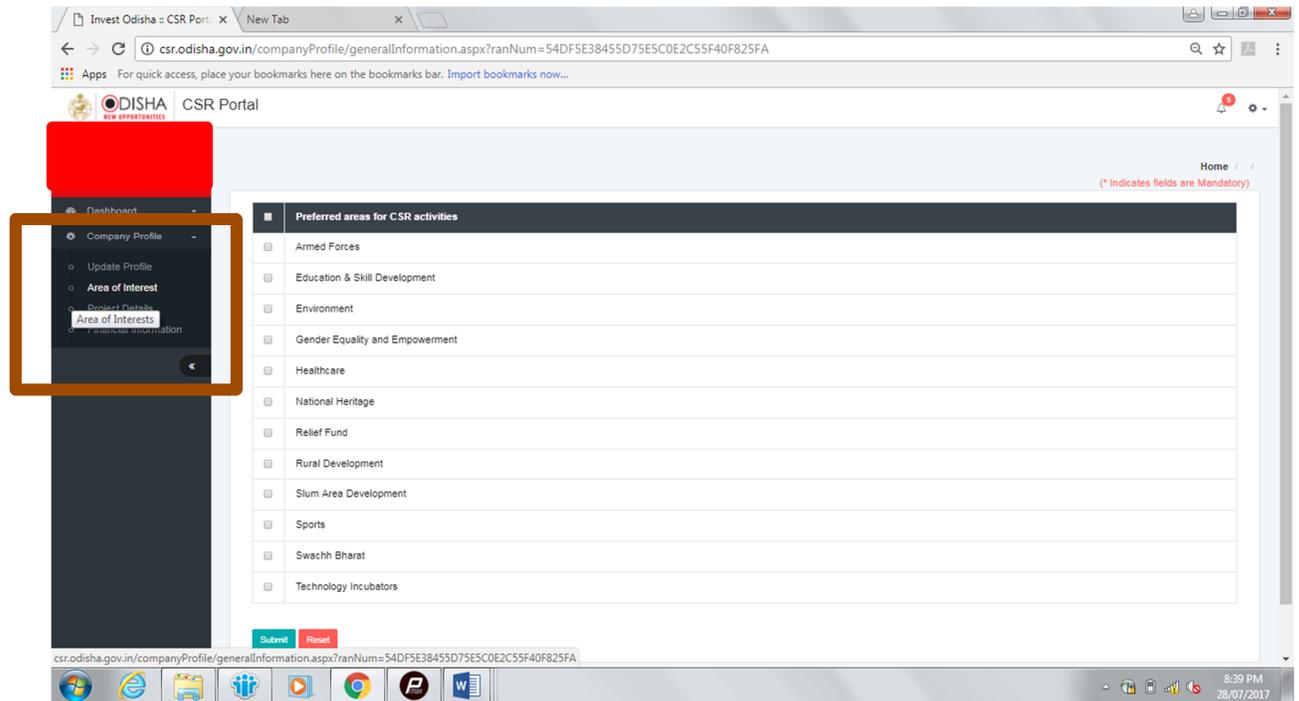
CSR portal. Corporates not having the SSO credentials need to register as a new user using the option “Not a member yet? Click here to register”



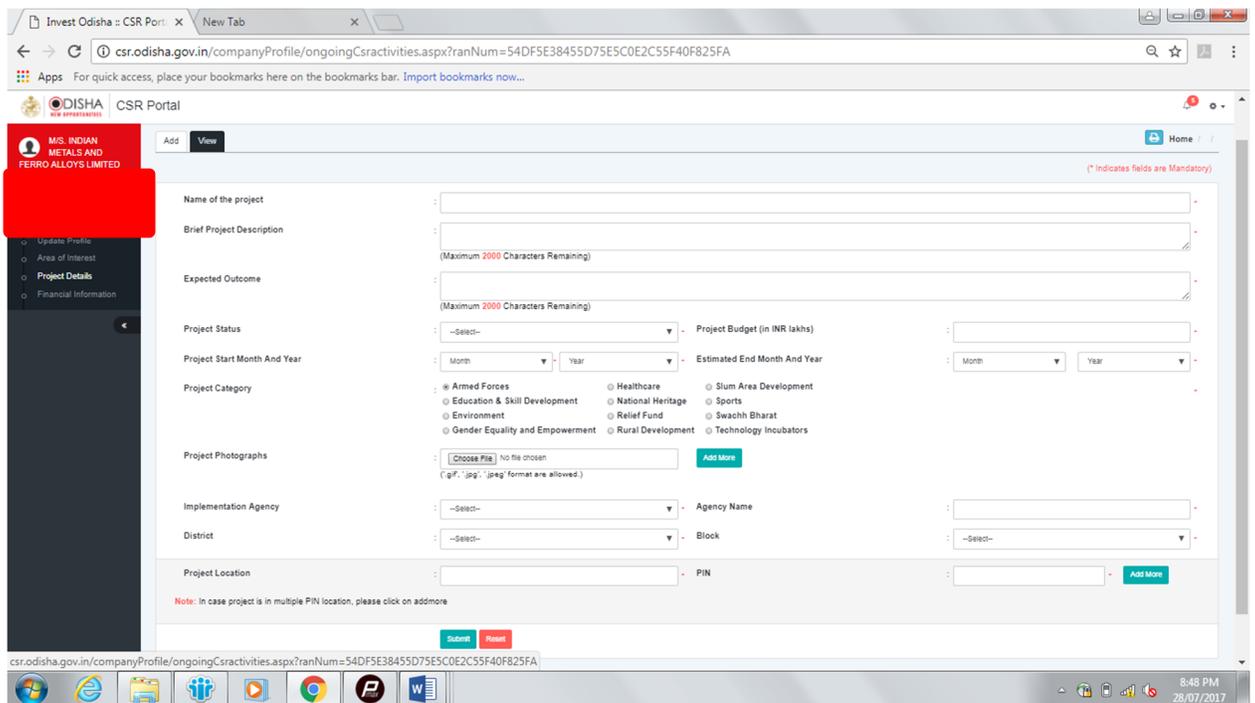
4. After the first login, all companies need to update their profile in the “Update Profile” section under “Company Profile”. The Corporates are expected to appoint a nodal officer who is in-charge of all its CSR activities. The details of the nodal officer must also be entered in the profile page.



5. Under the "Area of Interest" section, the company can select its preferred sectors for CSR spending. One or more preferred sectors for CSR spending. One or more preferred sectors can be selected.



6. Under the "Project Details" section, the company can enter details regarding the projects which it has undertaken during 2015-16, 2016-17 and the projects which are in pipeline (if any).



7. All the projects pertaining to the company can be viewed under "View" tab. Options to edit any existing project or delete a project are available against each project under the "View" tab.

The screenshot shows the CSR Portal interface. The left sidebar contains navigation options: Dashboard, Company Profile, Area of Interest, Project Details, and Financial Information. The main content area displays a table of projects with columns for S# (1-10), Location (Sambalpur, Jagpur), Project Name, Project Category, and Action. The Action column contains icons for 'Add' (blue) and 'Remove' (red). A red box highlights the Action icons for the first two rows. The URL in the browser is csr.odisha.gov.in/CompanyProfile/ViewOngoingCsrActvty.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA.

S#	Location	Project Name	Project Category	Action
1	Sambalpur		Education & Skill Development	
2	Sambalpur		Healthcare	
3	Sambalpur		Environment	
4	Sambalpur	"Social Reforms - Support to Rural Cultural Programmes, Community awareness programmes, Promotion of sports in villages, support in disaster relief.	National Heritage	
5	Sambalpur		Healthcare	
6	Jagpur	#NAME?	Healthcare	
7	Jagpur	1. Child Friendly Education Centres - 4 centres, 2. Coaching Centres - 1 Centre for 5th standard students to prepare to appear the Navodaya Vidyalaya Entrance Test, 3. Computer Education Centres in	Education & Skill Development	
8	Jagpur	Dispensing free medicines to the rural poor, Health care at door step, Awareness on HIV/AIDS, TB & Lung diseases, Awareness through cultural programme	Healthcare	
9	Jagpur	Distribution of fruit bearing saplings, Setting Up of Solar Photovoltaic Irrigation System	Environment	
10	Jagpur	1. Skill Training of youths - Courses running: Business Process Outsourcing and Industrial Electrical, Computer Hardware , Computer Basis - MS Office, Internet etc.	Education & Skill Development	

- Under "Financial information" tab, the financial details about the company must be entered. The annual CSR report of past years is expected to be uploaded in this section.

The screenshot shows the 'Financial information of the company (Last 3 Years)' section. It contains two tables for data entry. The first table is for financial information, and the second is for the annual CSR report. The URL in the browser is csr.odisha.gov.in/companyProfile/financialInformation.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA.

Financial Year	Overall Revenue in Rs. (Lakh)	Odisha Revenue in Rs. (Lakh)	Overall Net Profit in Rs. (Lakh)	Odisha Net Profit in Rs. (Lakh)
2014-15				
2015-16				
2016-17				

Financial Year	Overall Budget in Rs. (Lakh)	Odisha Budget in Rs. (Lakh)	Annual CSR Report
2014-15			<input type="button" value="Choose File"/> No file chosen (Only .pdf format are allowed)
2015-16			<input type="button" value="Choose File"/> No file chosen (Only .pdf format are allowed)
2016-17			<input type="button" value="Choose File"/> No file chosen (Only .pdf format are allowed)

Note: In case the company does not have separate CSR report, they can upload their annual report.

Proposed CSR budget for 2017-18 (in INR lakhs):

Overall Rs. Odisha Rs.

- A snapshot of the CSR activities of the company shall be available in the dashboard.
- Also, under the "Recommended Projects" section, companies will be able to access the list of projects which have been recommended by CSR Council and are available for interested companies to execute. Any corporate willing to take up any of the recommended projects must

click the "I am interested" option on the project dialogue box. This will result in selection' of the project and other users will not be able to register for that project.

11. Under the settings icon, options for "change password" and "log out" option are available.

The screenshot shows the CSR Portal interface. The browser address bar displays the URL: csr.odisha.gov.in/companyProfile/financialInformation.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA. The page title is "CSR Portal".

The main content area is divided into two sections:

Financial information of the company (Last 3 Years)

Financial Year	Overall Revenue in Rs. (Lakh)	Odisha Revenue in Rs. (Lakh)	Overall Net Profit in Rs. (Lakh)	Odisha Net Profit in Rs. (Lakh)
2014-15				
2015-16				
2016-17				

Overall CSR budget (Last 3 Years)

Financial Year	Overall Budget in Rs. (Lakh)	Odisha Budget in Rs. (Lakh)	Annual CSR Report
2014-15			Choose File No file chosen (Only .pdf format are allowed)
2015-16			Choose File No file chosen (Only .pdf format are allowed)
2016-17			Choose File No file chosen (Only .pdf format are allowed)

Note: In case the company does not have separate CSR report, they can upload their annual report.

Proposed CSR budget for 2017-18 (in INR lakhs) :

Overall Rs. Odisha Rs.

The bottom of the page shows the Windows taskbar with the system clock at 9:03 PM on 28/07/2017.