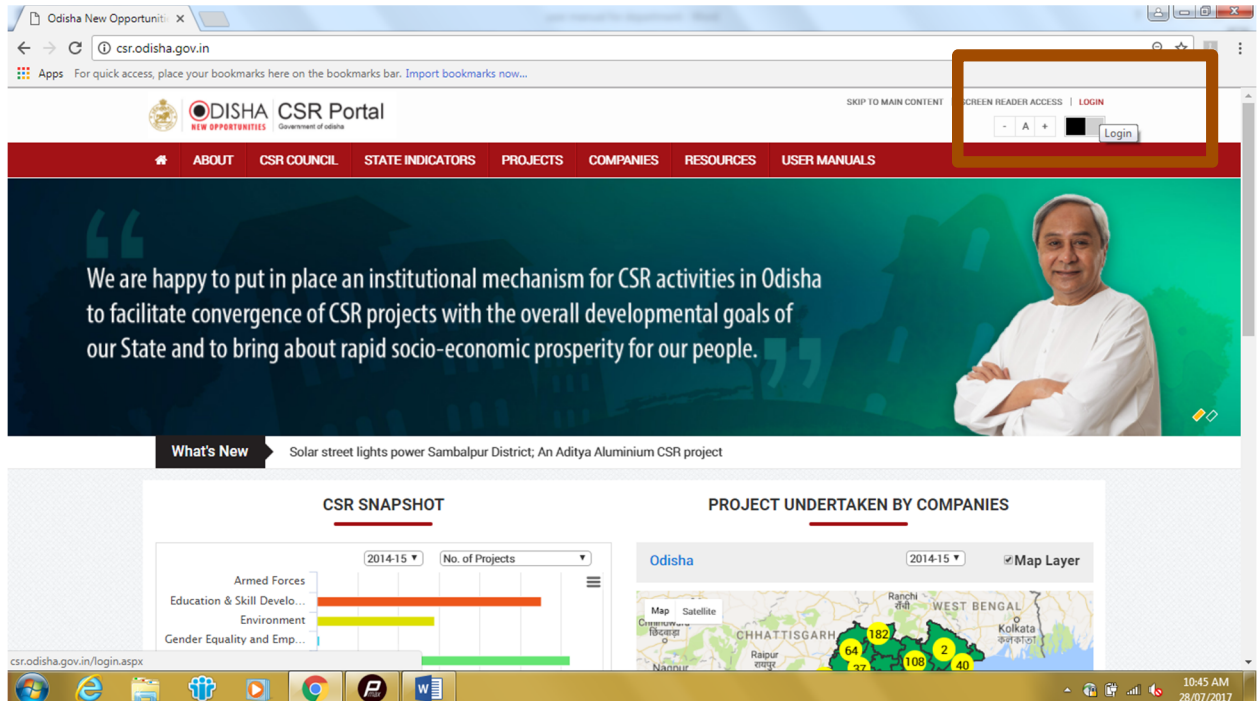


User Manual for Companies

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.

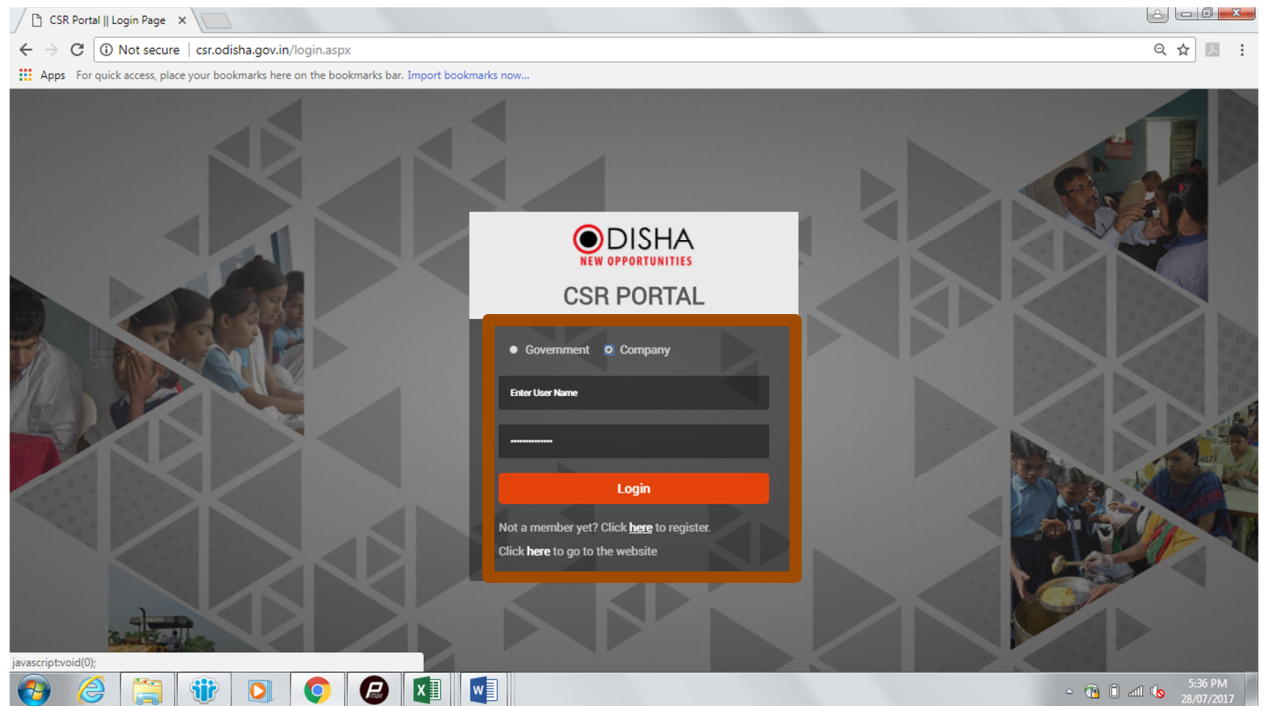
The CSR portal can be accessed at <http://csr.odisha.gov.in>. The portal gives a brief about the statutory provisions for CSR and categories under schedule VII as per Companies Act. The Constitution and Functions of the CSR Council are enlisted under the 'CSR Council' tab. Various state indicators are 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.

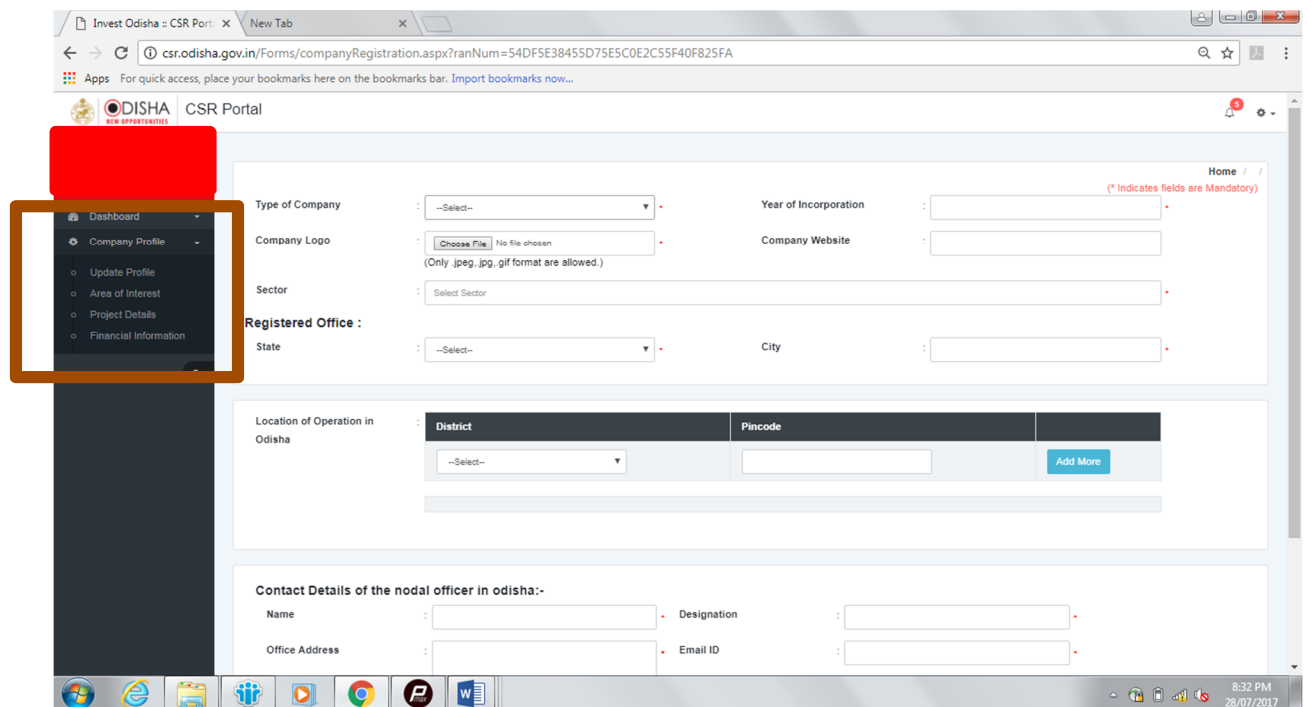


3. Select "Company" and then enter the 'authorised' username and password. The single sign on (SSO) facility is incorporated in the portal i.e. the same login credentials as used to access Central Inspection Framework/Automated Post Allotment Application (APPA) can be used to access the

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 can be selected.

The screenshot shows the 'Area of Interest' section of the CSR Portal. The left sidebar contains a menu with 'Area of Interest' highlighted. The main content area is titled 'Preferred areas for CSR activities' and lists 13 categories: 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. Each category has a checkbox for selection. At the bottom, there are 'Submit' and 'Reset' buttons. The browser address bar shows the URL: csr.odisha.gov.in/companyProfile/generalInformation.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA. The system clock indicates 8:39 PM on 28/07/2017.

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).

The screenshot shows the 'Project Details' section of the CSR Portal. The left sidebar contains a menu with 'Project Details' highlighted. The main content area is a form for entering project information. The form includes fields for: Name of the project, Brief Project Description (Maximum 2000 Characters Remaining), Expected Outcome (Maximum 2000 Characters Remaining), Project Status (dropdown), Project Start Month And Year (Month and Year dropdowns), Project Category (radio buttons for 13 categories), Project Photographs (Choose File button, No file chosen, Add More button), Implementation Agency (dropdown), District (dropdown), Project Location (text input), PIN (text input), Agency Name (text input), and Block (dropdown). At the bottom, there are 'Submit' and 'Reset' buttons. The browser address bar shows the URL: csr.odisha.gov.in/companyProfile/ongoingCsraactivities.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA. The system clock indicates 8:48 PM on 28/07/2017.

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.

Invest Odisha : CSR Portal

Company Profile / View Ongoing CSR Activity

District: --All-- Project Status: --All-- Search

S/N	Location	Project Name	Project Category	Action
1	Sambalpur		Education & Skill Development	U R
2	Sambalpur		Healthcare	U R
3	Sambalpur		Environment	U R
4	Sambalpur	*Social Reforms - Support to Rural Cultural Programmes, Community awareness programmes, Promotion of sports in villages, support in disaster relief.	National Heritage	U R
5	Sambalpur		Healthcare	U R
6	Jajpur	#NAME?	Healthcare	U R
7	Jajpur	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	U R
8	Jajpur	Dispensing free medicines to the rural poor, Health care at door step, Awareness on HIV/AIDS, TB & Lung diseases, Awareness through cultural programme	Healthcare	U R
9	Jajpur	Distribution of fruit bearing saplings, Setting Up of Solar Photovoltaic Irrigation System	Environment	U R
10	Jajpur	1. Skill Training of youths - Courses running: Business Process Outsourcing and Industrial Electrical, Computer Hardware, Computer Basic - MS Office, Internet etc.	Education & Skill Development	U R

12345678910... Last

csr.odisha.gov.in/companyProfile/ongoingCsraactivities.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA

8. 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.

Invest Odisha : CSR Portal

Company Profile / Financial Information

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.

csr.odisha.gov.in/companyProfile/financialInformation.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA

9. A snapshot of the CSR activities of the company shall be available in the dashboard.
10. 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 displays the CSR Portal interface. The browser address bar shows the URL: `csr.odisha.gov.in/companyProfile/financialInformation.aspx?ranNum=54DF5E38455D75E5C0E2C55F40F825FA`. The page title is "Invest Odisha :: CSR Portal".

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.

[Submit](#) [Reset](#)

The footer of the page shows the URL: `csr.odisha.gov.in/Dashboard/ChangePassword.aspx?linkn=&linkn=&ranNum=54DF5E38455D75E5C0E2C55F40F825FA`. The system clock indicates 9:03 PM on 28/07/2017.