

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.

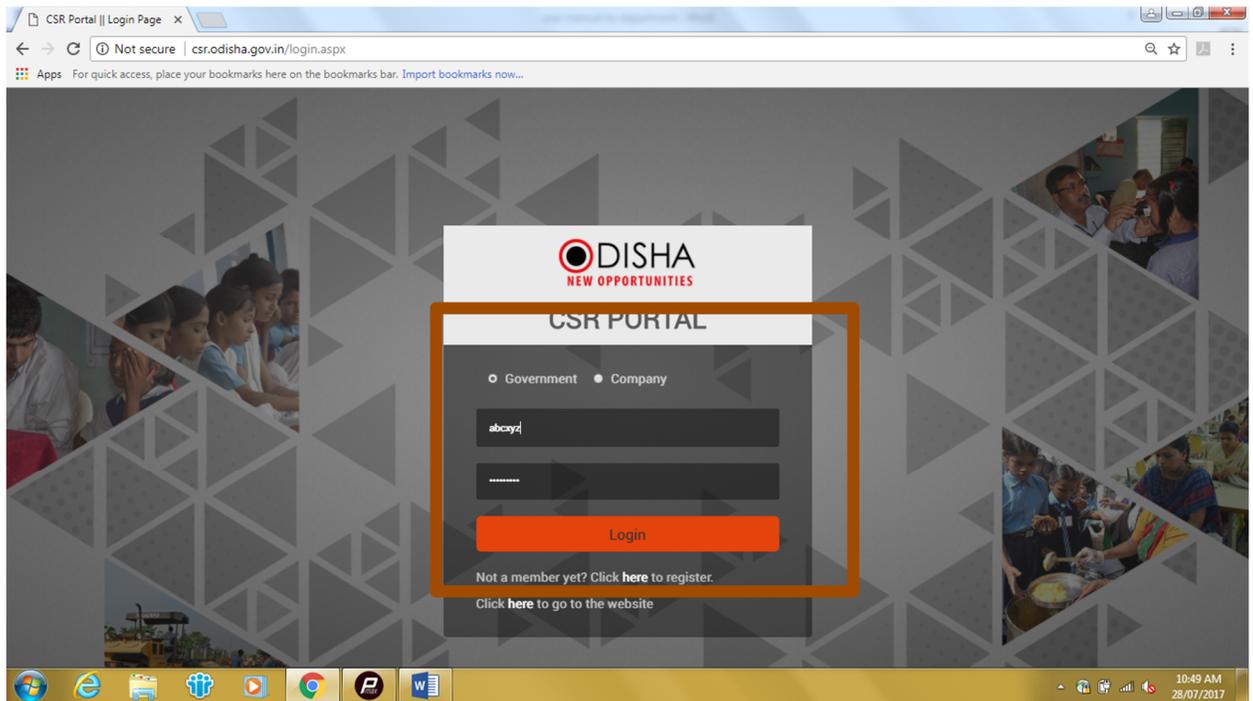
The CSR portal can be accessed at <http://csr.odisha.gov.in>. The portal gives a brief about the statutory provisions for CSR and categories under schedule VII as per Companies Act. The Constitution and Functions of the CSR Council are enlisted under the 'CSR Council' tab. Various state indicators are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

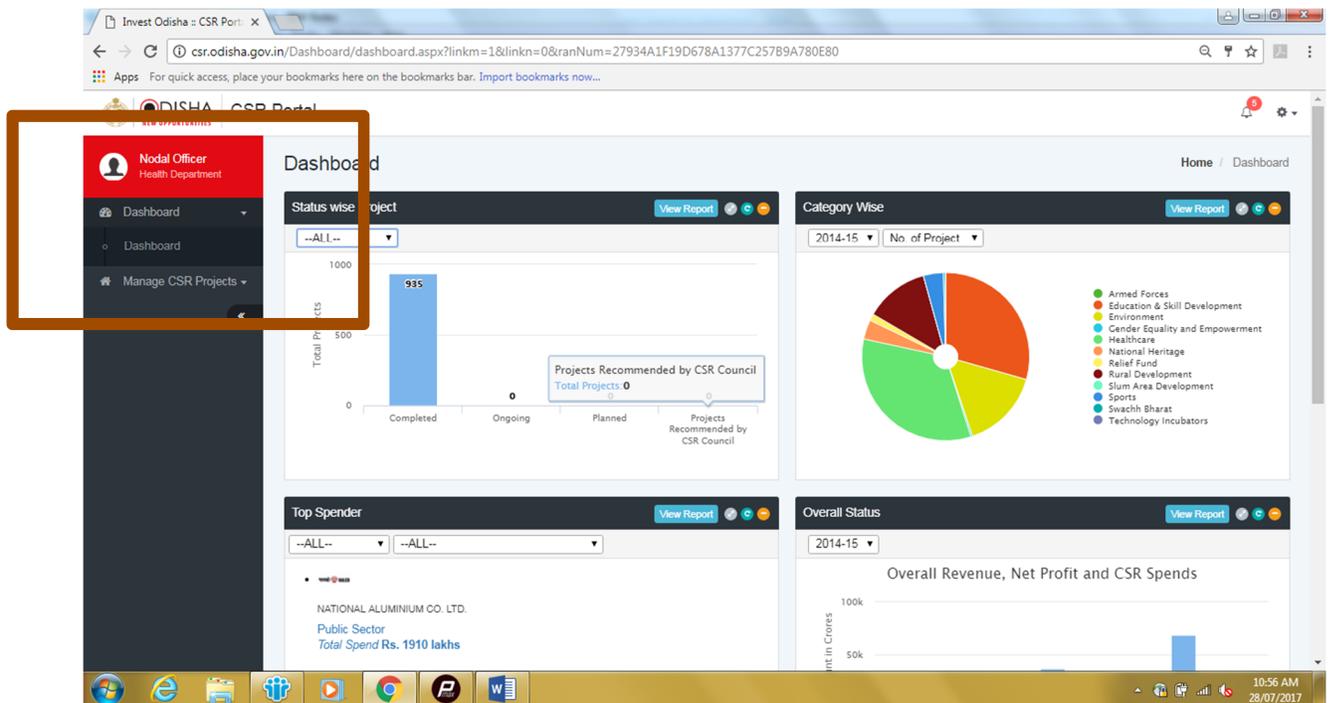
1. Visit <http://csr.odisha.gov.in>
2. To login, click Login button on the top right corner of the portal home page.

The screenshot displays the CSR Portal homepage. At the top, there is a navigation menu with links: ABOUT, CSR COUNCIL, STATE INDICATORS, PROJECTS, COMPANIES, RESOURCES, and USER MANUALS. A 'Login' button is highlighted in a red box in the top right corner. Below the navigation menu 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 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 project counts for various districts: 64, 182, 108, 2, and 40. The bottom of the page shows a Windows taskbar with the time 10:45 AM and date 28/07/2017.

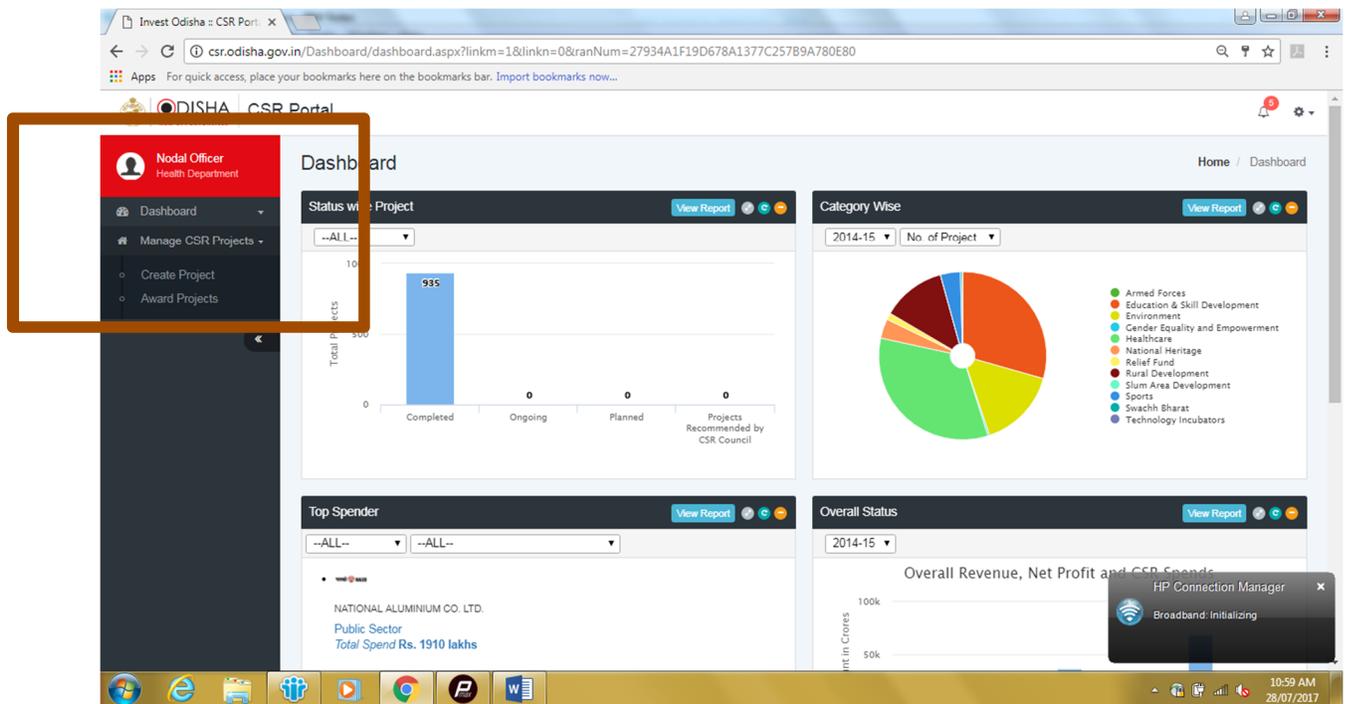
3. Select Government and then enter the 'authorised' username and password, as shared by IPICOL. Click 'Login' to enter the department login page.



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 displays the "Proposed CSR Project" form in the CSR Portal. The form is divided into several sections:

- Requirement/Need of CSR Project:** A grid of radio buttons for selecting a category/sector, including 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:**
 - Name of the Project:** A text input field.
 - Estimated Budget (in INR Lakh):** A text input field.
 - Project Description:** A text area with a maximum of 2000 characters remaining.
 - Expected Outcome:** A text area with a maximum of 2000 characters remaining.
- Proposed location of Project:**
 - District:** A dropdown menu.
 - Block:** A dropdown menu.
 - Address:** A text area with a maximum of 200 characters remaining.
 - Pin Code:** A text input field.
- Buttons:** "Submit" and "Reset" buttons are located at the bottom of the form.

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 includes a sidebar with navigation options like 'Dashboard', 'Manage CSR Projects', 'Create Project', and 'Award Projects'. The main content area features a search bar with 'District' and 'Project Category' dropdowns. Below the search bar is a table with the following data:

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

The 'Action' column for the first row is highlighted with a red box, and a 'Click here to edit' link is visible below it.

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 data is the same, but the 'Action' column for the first row is highlighted with a red box, and a 'Click here to Remove' link is visible below it.

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

