



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Corporate Social Responsibility

(Department)

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1. Overview

Corporate Social Responsibility (CSR) is a company's commitment to conducting its business in an honest, transparent, and ethical manner while actively contributing to the welfare of society. It involves supporting economic growth, creating positive social impact, and improving the quality of life of employees, local communities, and the public at large.

CSR encourages organizations to go beyond profit-making by taking responsibility for their actions and contributing to sustainable development. It focuses on maintaining a balance between business success and responsibilities toward society, environmental protection, and overall economic progress.

2. How to Get Started

Enter the website URL (<https://invest.cg.gov.in>) in the browser and the page navigates to the landing page of the One Click –Single Window System.

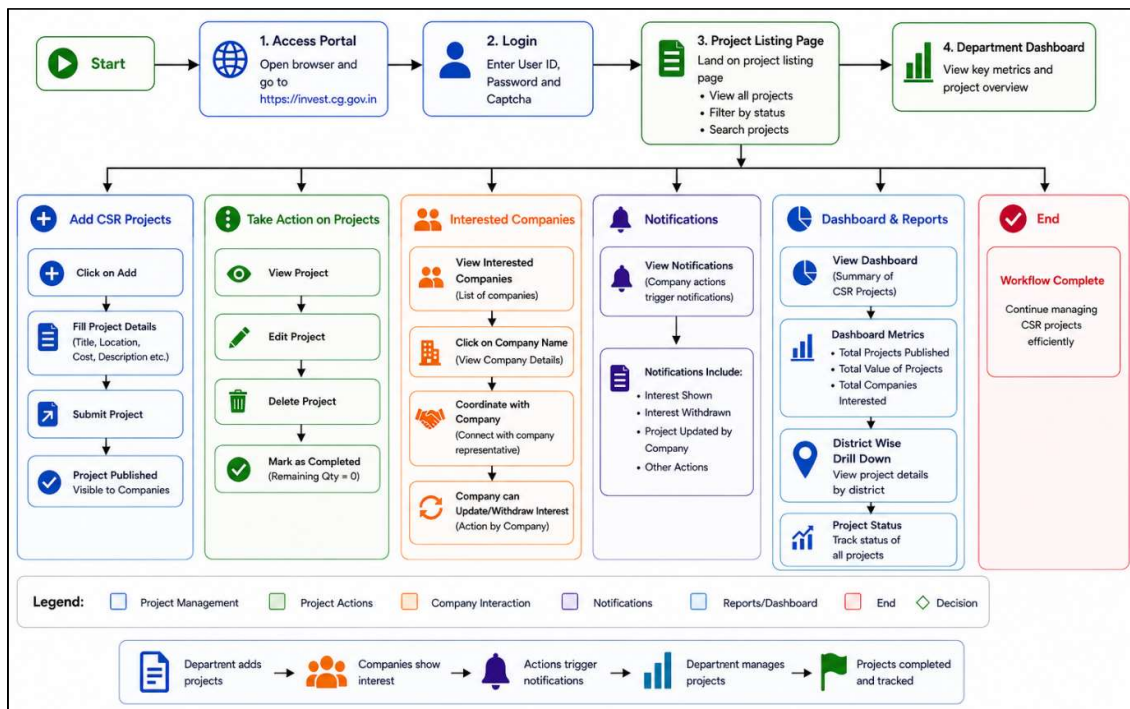


Figure 1: Homepage Screen

3. Corporate Social Responsibility

Corporate Social Responsibility (CSR) is when a company takes responsibility to support society and protect the environment. It includes activities like helping communities, following ethical practices, and promoting sustainability.

Department User Workflow:



4. How to Login for Department User's

To create CSR projects department users must first login to the portal. After successful login, department users can add new projects.

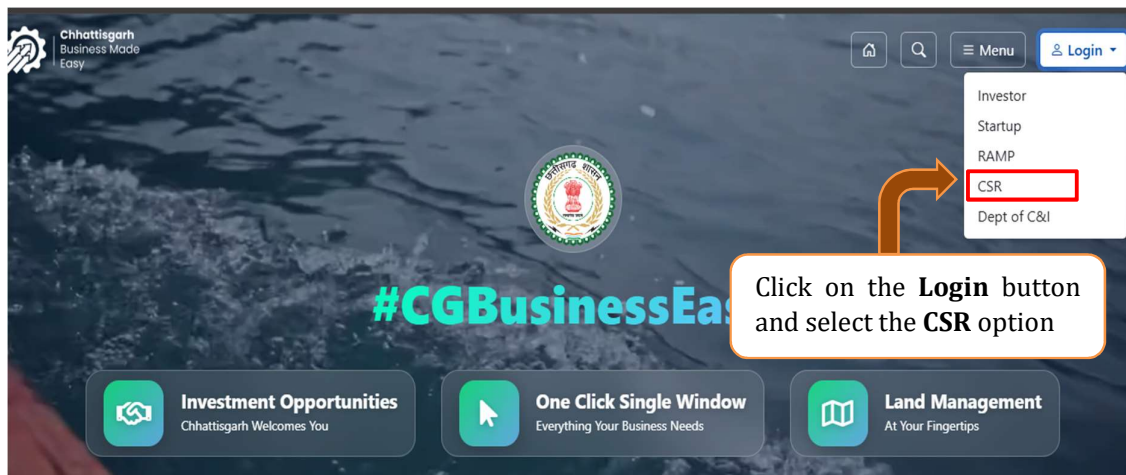


Figure 4.1: CSR Login

4.1. Login

After successfully login, the department user should fill the required details to create Corporate Social Responsibility (CSR) project and estimating the project cost.


User enters the **User ID** and **Password**

Login to your account

Don't have an account? [Register](#)

User ID

Password

I'm not a robot 

[Login](#)

[Forgot Password?](#) [Back to Home](#)

Figure 4.2: Login Page

4.2. How to Add CSR Projects

After login, click on the **Add** button and fill the required project details. Then submit the project. And also the department can filter the already added projects according to the district and their status.

Dashboard > Profile > **Projects** > Interested Companies > Notification (6) > Change Password > Logout

Project Listing ?

[Add](#) [Filter](#)

Project: Search by Project Name

Date Range: Select date range

District: --Select--

Status: --Select--

[Search](#) [Reset](#)

Figure 4.3: Add & Filter screen

On successful submission of the project it will be visible to the companies to show their interest.

Dashboard > Profile > **Projects** > Interested Companies > Notification (6) > Change Password > Logout

Project Details

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Category* Project Title* Sector*

Sub Sector*

Project Description*

0 of 1000 characters

Project Location* Rural Urban

District* Block* Tehsil*

Village/Town* Quantity* Estimated Unit Cost (₹) *

Total Estimated Cost (₹)

Figure 4.4: Add Project Detail

When a department official adds project title then the system checks for duplicate entries. If any similar projects which are already created will be listed in the table as shown below.

Project Details

[← Back](#)

Category* Project Title* Sector*

Similar Projects Already Published

S. No.	Project Title	District	Published By
1	Mental Health Counselling and Helpline	Kondagaon	Public Health and Family Welfare Department

Figure 4.5: View Project Details

4.3. How to Take Action on Projects

The department official clicks the three dots to take action on CSR projects.

- On click of **VIEW** button department users will be able to view the project details.

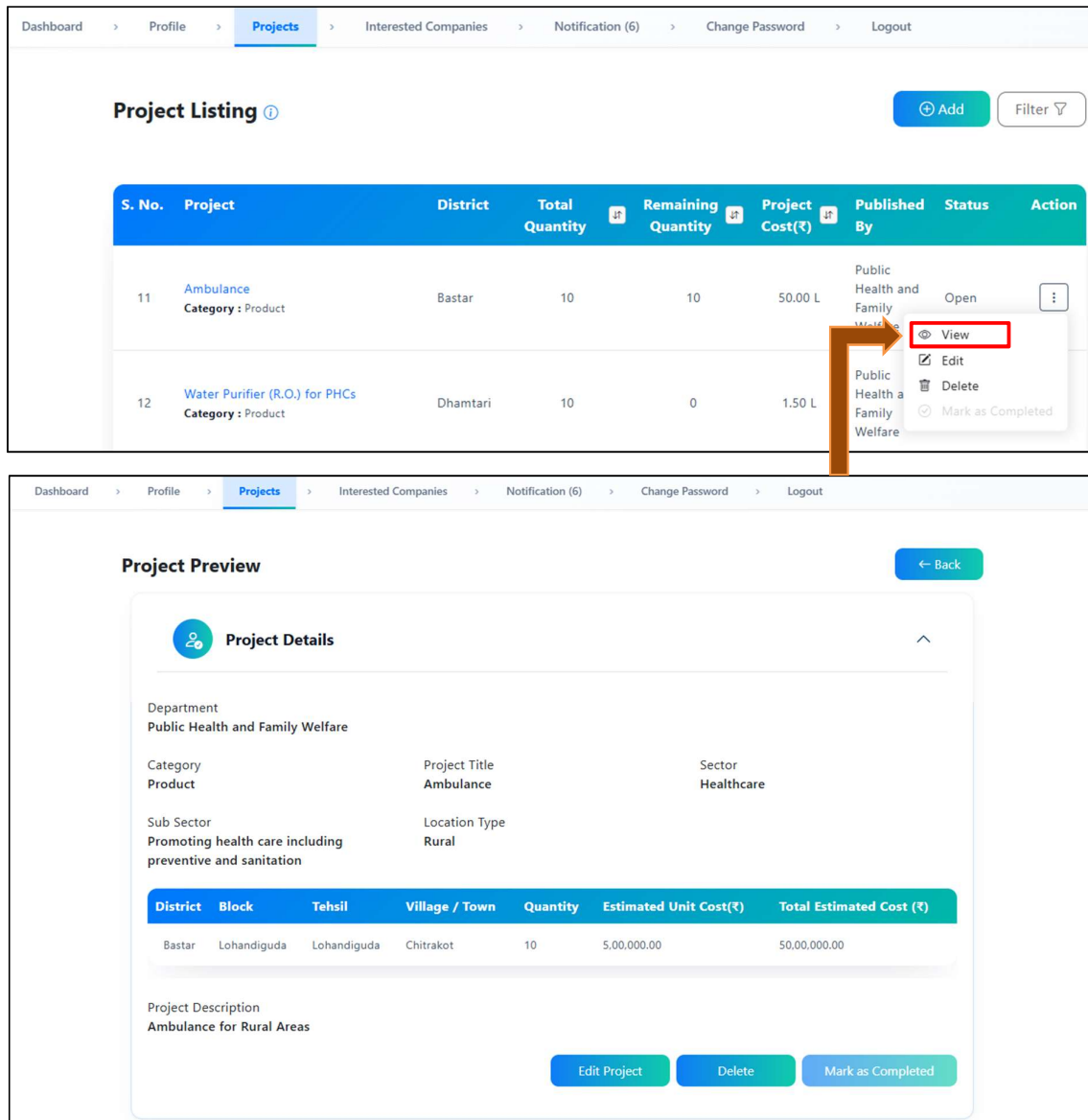


Figure 4.6: Department View Screen

- On click of **Edit** button department official will be able to edit the projects.

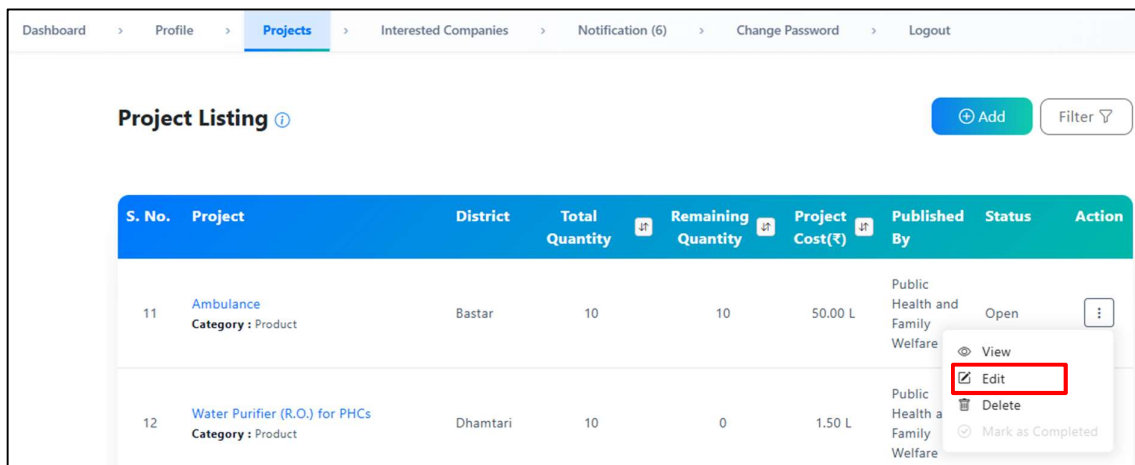


Figure 4.7: Department Project Edit Screen

- On click of **Delete** button department official will be able to delete the projects.

The screenshot shows a web interface with a breadcrumb trail: Dashboard > Profile > **Projects** > Interested Companies > Notification (6) > Change Password > Logout. Below the breadcrumb is a 'Project Listing' section with an 'Add' button and a 'Filter' dropdown. The main content is a table with the following columns: S. No., Project, District, Total Quantity, Remaining Quantity, Project Cost(₹), Published By, Status, and Action. Two rows are visible:

S. No.	Project	District	Total Quantity	Remaining Quantity	Project Cost(₹)	Published By	Status	Action
11	Ambulance Category : Product	Bastar	10	10	50.00 L	Public Health and Family Welfare	Open	⋮
12	Water Purifier (R.O.) for PHCs Category : Product	Dhamtari	10	0	1.50 L	Public Health a Family Welfare		⋮

The action menu for the second row is open, showing options: View, Edit, **Delete** (highlighted with a red box), and Mark as Completed.

Figure 4.8: Department Project Delete Screen

- The department official should be able to complete the project by clicking on **Mark as Completed** button where the **Remaining Quantity** of the project will be **Zero**.

The screenshot shows a table with the following columns: S. No., Project, District, Total Quantity, Remaining Quantity, Project Cost(₹), Published By, Status, and Action. Five rows are visible:

S. No.	Project	District	Total Quantity	Remaining Quantity	Project Cost(₹)	Published By	Status	Action
1	Rural Health Awareness & Sanitation Campaign Category : Services	Balod	1	1	10.00 L	Public Health and Family Welfare Department	Open	⋮
2	Cataract Screening Camp Category : Services	Bastar	1	1	50,000	District Bastar	Open	⋮
3	Wheelchairs Category : Product	Dhamtari	10	0	80,000	Public Health and Family Welfare Department	Completed	⋮
4	Wheelchairs Category : Product	Bastar	15	0	1.20 L	Public Health and Family Welfare Department	In-progress	⋮
5	Patient Waiting Area Category : Infrastructure	Bastar	1	1	5.00 L	Public Health a Family Welfare		⋮

The action menu for the fourth row is open, showing options: View, Edit, Delete, and **Mark as Completed** (highlighted with a red box). The 'Remaining Quantity' for this row is also highlighted with a red box.

Figure 4.9: Completed Project Screen

4.4. Interested Companies

The interested companies whoever have shown their interest will be listed and the companies should be able to update/withdraw the project on which they have shown their interest.

S. No.	Project	Company Name	District	Quantity
1	Rapid Malaria Test Kit	Abhi Industries	Bastar	400
2	Bike Ambulance for Rural Areas	Abhi Industries	Bastar	4
3	First Aid Kit for PHCs	Abhi Industries	Bastar	10
4	Hygiene Kit	Abhi Industries	Bastar	30
5	Ambulance for Rural Areas	Abhi Industries	Raipur	5

Figure 4.10: Interested Companies Screen

By clicking on the company name, company details will be displayed according to which the department can coordinate with the company representative.

S. No.	Project	Company Name	District	Quantity
1	Wheelchairs	Enterprises	Bastar	6
2	Wheelchairs	Enterprises	Bastar	4
3	NCD Screening Camps	Enterprises	Jashpur	1
4	Portable Ultrasound Machine	Enterprises	Durg	2
5	Wheelchairs	Enterprises	Bastar	5
6	Wheelchairs	National Infrastructure Development Corporation	Dhamtari	10

Figure 4.11: Interested Companies Details

4.5. Notification

Whenever a company take an action on the project then the action taken by the companies will be notified to the department officials.

Dashboard > Profile > Projects > Interested Companies > **Notification (6)** > Change Password > Logout

Notification Listing

Filter ▾

S. No.	Company Name	Project	District	Notification
1	Abhi Industries	Bike Ambulance for Rural Areas Sector : Healthcare	Bastar	Abhi Industries has updated its interest in the Bike Ambulance for Rural Areas Project. The revised quantity of interest is 4 unit(s).
2	Abhi Industries	Bike Ambulance for Rural Areas Sector : Healthcare	Bastar	Abhi Industries has expressed interest in the Bike Ambulance for Rural Areas Project for 1 unit(s).
3	Abhi Industries	Rapid Malaria Test Kit Sector : Healthcare	Bastar	Abhi Industries has updated its interest in the Rapid Malaria Test Kit Project. The revised quantity of interest is 400 unit(s).
4	Abhi Industries	Rapid Malaria Test Kit Sector : Healthcare	Bastar	Abhi Industries has expressed interest in the Rapid Malaria Test Kit Project for 300 unit(s).
5	Abhi Industries	First Aid Kit for PHCs Sector : Healthcare	Bastar	Abhi Industries has updated its interest in the First Aid Kit for PHCs Project. The revised quantity of interest is 10 unit(s).

Figure 4.12: Notification Screen

4.6. Department Dashboard

The department official can view project details such as the total number of projects published, the total value of projects published, and the total number of companies that have shown interest. Additionally, project status and district wise project details drill down will be visible here.

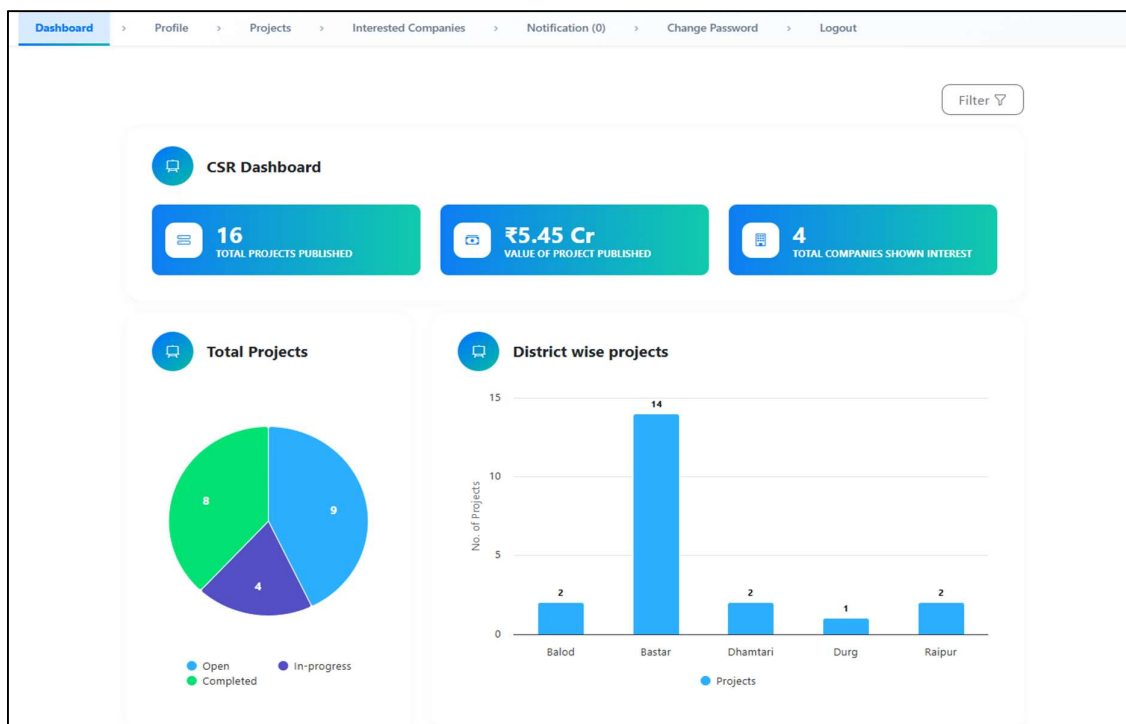


Figure 4.13: Dashboard