



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Corporate Social Responsibility***

***(District)***

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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.

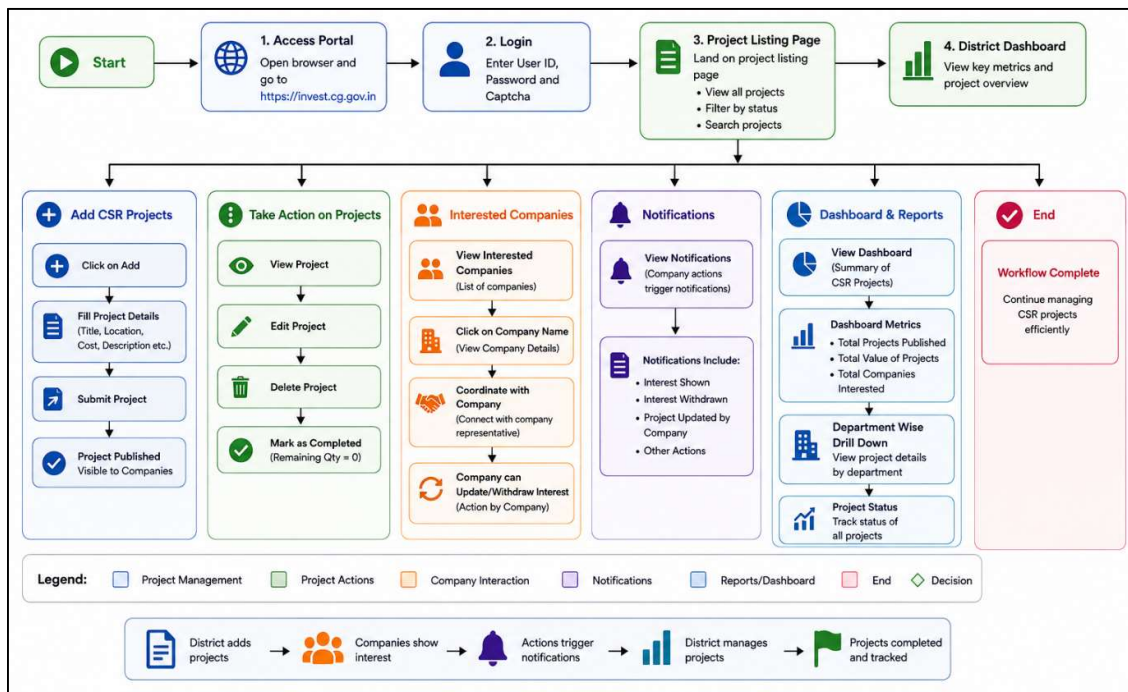


*Figure 1: Homepage Screen*

## 3. Corporate Social Responsibility

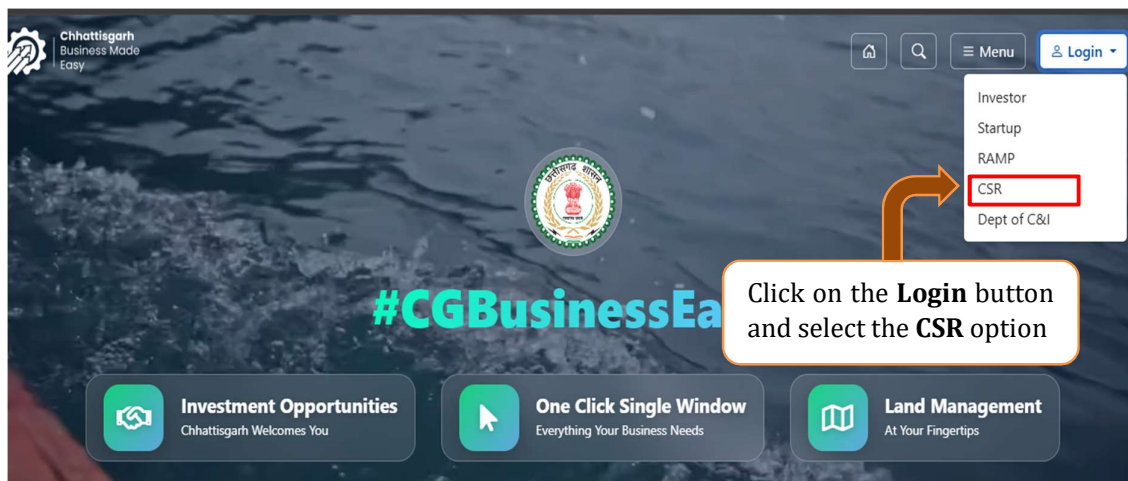
Corporate Social Responsibility (CSR) is when a company takes responsibility to support society and protect the environment. It includes activities like helping communities, following ethical practices, and promoting sustainability.

## District User Workflow:



## 4. How to Login for District User's

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



**Figure 4.1: CSR Login**

### 4.1. Login

After successfully login, the district 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 district can filter the already added department according to the project and their status.

Dashboard > Profile > **Projects** > Interested Companies > Notification (0) > Change Password > Logout

**Project Listing** ⓘ

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

Department: --Choose Department--

Project: Search by Project Name

Status: --Select--

Date Range: Select date range

[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 (0) > Change Password > Logout

### Project Details

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Department\*  
-- Choose Department --

Category\*  
-- Choose Category --

Project Title\*

Sector\*  
-- Choose Sector --

Sub Sector\*  
-- Choose Sub Sector --

Project Description\*  
  
0 of 1000 characters

Project Location\*  
 Rural  Urban

District\*  
Bastar

Block\*  
-- Choose Block --

Tehsil\*  
-- Select Tehsil --

Village/Town\*  
-- Select Village/Town --

Quantity\*

Estimated Unit Cost (₹)\*

Total Estimated Cost (₹)  
 [+](#)

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

**Figure 4.4: Add Project Detail**

When a district user add 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

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Category\*  
Services

Project Title\*  
Rural Health Awareness & Sanitation Campaign

Sector\*  
-- Choose 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 district user clicks the three dots to take action on CSR projects.

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

Dashboard > Profile > **Projects** > Interested Companies > Notification (0) > Change Password > Logout

### Project Listing

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

S. No.	Project	Total Quantity	Remaining Quantity	Project Cost(₹)	Published	Status	Action
1	Bike Ambulance for Rural Areas Category : Product	4	0	1.20 Cr	District Bastar	Open	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mark as Completed</a>
2	Bike Ambulance for Rural Areas Category : Product	2	2	60.00 L	District Bastar	Open	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mark as Completed</a>

Dashboard > Profile > **Projects** > Interested Companies > Notification (0) > Change Password > Logout

### Project Preview

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**Project Details**

Department  
Public Health and Family Welfare

Category: Product      Project Title: Bike Ambulance for Rural Areas      Sector: Healthcare

Sub Sector: Promoting health care including preventive and sanitation      Location Type: Rural

District	Block	Tehsil	Village / Town	Quantity	Estimated Unit Cost(₹)	Total Estimated Cost (₹)
Bastar	Lohandiguda	Lohandiguda	Chitrakot	2	30,00,000.00	60,00,000.00

Project Description  
Bike Ambulance for Rural Areas in Bastar

[Edit Project](#) [Delete](#) [Mark as Completed](#)

**Figure 4.6: District View Screen**

- On click of **Edit** button district users will be able to edit the projects.

Dashboard > Profile > **Projects** > Interested Companies > Notification (0) > Change Password > Logout

### Project Listing

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

S. No.	Project	Total Quantity	Remaining Quantity	Project Cost(₹)	Published By	Status	Action
1	Bike Ambulance for Rural Areas Category : Product	4	0	1.20 Cr	District Bastar	Open	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mark as Completed</a>
2	Bike Ambulance for Rural Areas Category : Product	2	2	60.00 L	District Bastar	Open	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mark as Completed</a>

**Figure 4.7: District Project Edit Screen**

- On click of **Delete** button district users will be able to delete the projects.

The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Profile', 'Projects', 'Interested Companies', 'Notification (0)', 'Change Password', and 'Logout'. Below the navigation bar 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, Total Quantity, Remaining Quantity, Project Cost(₹), Published By, Status, and Action. Two project entries are visible:

S. No.	Project	Total Quantity	Remaining Quantity	Project Cost(₹)	Published By	Status	Action
1	Bike Ambulance for Rural Areas Category : Product	4	0	1.20 Cr	District Bastar		View, Edit, Delete, Mark as Completed
2	Bike Ambulance for Rural Areas Category : Product	2	2	60.00 L	District Bastar	Open	

**Figure 4.8: District Project Delete Screen**

- The district user 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 web interface similar to Figure 4.7. The 'Project Listing' section has an 'Add' button and a 'Filter' dropdown. The table contains the following data:

S. No.	Project	Total Quantity	Remaining Quantity	Project Cost(₹)	Published By	Status	Action
1	Cataract Screening Camp Category : Services	1	0	50,000	District Bastar	In-progress	View, Edit, Delete, Mark as Completed
2	Trash Cans in Tourist Spots Category : Product	20	14	60,000	District Bastar		
	School Toilet Renovation and WASH Facilities				School		

**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	Quantity
1	Rapid Malaria Test Kit	Abhi Industries	400
2	Bike Ambulance for Rural Areas	Abhi Industries	4
3	First Aid Kit for PHCs	Abhi Industries	10
4	Hygiene Kit	Abhi Industries	30
5	Portable Ultrasound Machine	Abhi Industries	2

**Figure 4.10: Interested Companies Screen**

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

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

**National Infrastructure Development Corporation**

**Representative Name:** Rohit Sharma  
**Mobile No:** 9876543210  
**Email:** rohit.sharma@nidl.gov.in

[Close](#)

**Figure 4.11: Interested Companies Details**

## 4.5. Notification

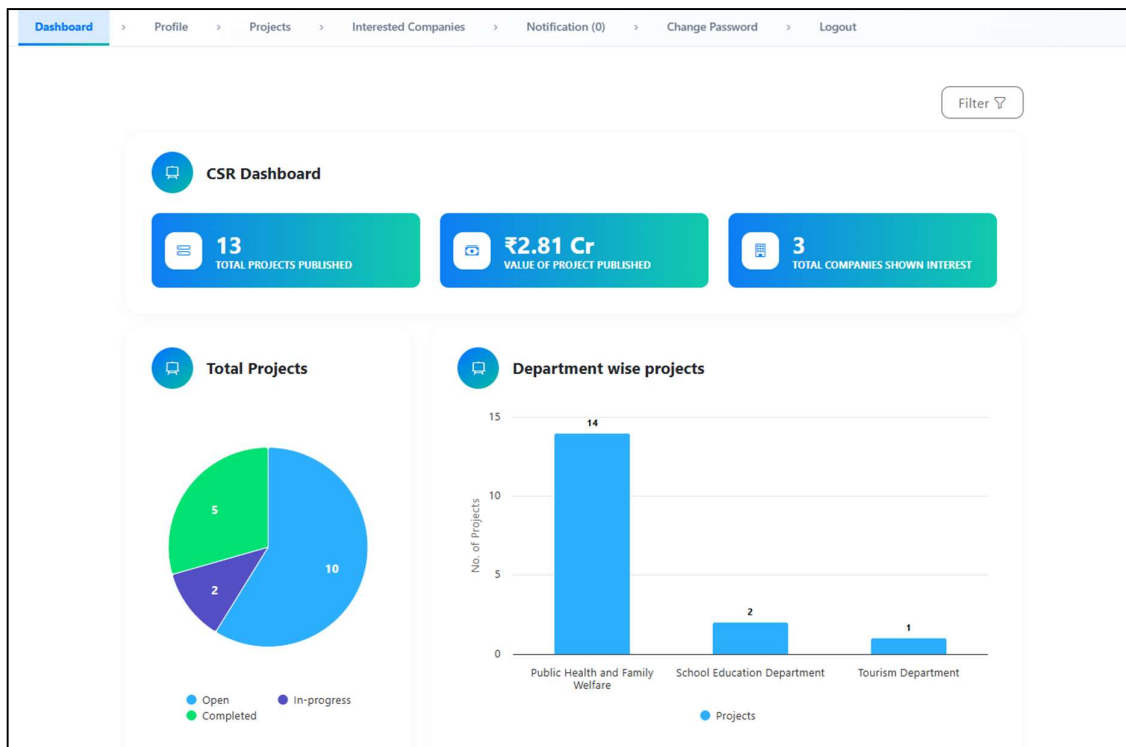
Whenever a company take an action on the project then the action taken by the companies will be notified to the district officials.

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. District Dashboard

The district officials 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 department wise project details drill down will be visible here.



**Figure 4.13: Dashboard**