Corporate Social Responsibility (CSR) Portal
WWW.CSRRAJASTHANGOV.IN

Guide for
Government Registration Process

Office of Commissioner, Industries & Secretary, CSR
Udyog Bhawan, Tilak Marg, Jaipur (RAJASTHAN) - 302005
Phone: +91 – 141 - 2227796
SIGN UP PROCESS

1. To sign up for the CSR Portal account

- Go to https://csrrajasthan.gov.in/
- Click on “Register”
- Select “We are Government Department” and click on “Continue”
- Enter key details of Department such as Department name, Head of the Department details, email address, etc. to update the profile
Draft User Guide for Government Users

GOVERNMENT DEPARTMENT REGISTRATION FORM

Government Department Name *

Government Department Description:

Word limit 500

Government Department Website URL

Upload Department Logo

Preferred File Formats: .png, .jpg, .gif, .jpeg and size 1 MB maximum with .jpg or .png

Effective manner requires effective monitoring and evaluation mechanism
and we can help you at every step along with helping you in connecting with
other invited companies and individuals.

Government Department

It is most unlikely that the Government would be able to carry out all programs
and interventions on their own and they need to engage organizations
and communities to aid towards an effective implementation of these programs. So,
being a Government we have a large opportunity towards engaging and
Implementing larger programs that would have a positive impact on the
community.

By registering with us you can really have a winning edge because carrying out
After Successful submission of your request, a “Thank You” will display on your screen
You will get a system generated mail to your registered mail id with a reference link

- Click on verification link to activate user log-in credentials.

### APPROVAL AND REJECTION PROCESS

- **Approval Process**

  - After approval of the registration request, you will get a system generated e-mail notification

  - After verification of e-mail id and approval by officials of Commissioner, Industries & Secretary, CSR, you can login into the CSR portal with preset Username and Password.

- **Rejection Process**
In case of rejection of your registration request, you can login into CSR Portal, edit your application details and resubmit your request for registration (after verifying your registered e-mail ID)

After re-submission of your request officials of Commissioner, Industries & Secretary, CSR will take decision for approval or rejection.

**LOGIN PROCESS**

- **Login to the CSR portal**

Login to the CSR portal To log in to the CSR portal
Go to [https://csrrajasthangov.in/admin/site/login](https://csrrajasthangov.in/admin/site/login)

- After the successful login user will be redirected to the Dashboard as shown below.
After successful login into CSR Portal, click on “User Name > Profile”

You can edit the department registered address, website URL, HOD Name etc.

After editing your department details, click on “Update” for save changes in your Profile
Left Panel

PROJECTS

- After successful login into the CSR Portal, click on “Programs > Create”
Add all details of the Work, like - Work Title, Work Description, Work Objective, Work Start Date, Work End Date, Work Status, Work Financial Details, Implementing Partner Details etc

CHANGE PASSWORD

To change password, click on “Change Password”
- Fill Old password, new password and repeat new password

Note :-

For any Technical query kindly contact to

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