Government of Rajasthan

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

Guide for Implement Agency 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://csrrajasthangov.in/
- Click on “Register”

- Select “I am an Implement Agency” and click on “Continue”

- Enter Implement Agency’s key Details such as Organization Name, PAN Card Number, Address, Contact Person details, Registration Number, Registration Date, etc. to update the profile -
NGO/TRUST/FOUNDATION REGISTRATION FORM

NGO/Trust/Foundation Type
- NGO
- Trust
- Foundation

Name of NGO/Trust/Foundation
Registration Date
Organization PAN Number
Organization PAN Card Copy
Upload your logo

I AM A NGO/TRUST

It is most unlikely that the companies would be able to carry out CSR interventions on their own and they need to take help of local NGOs for effective implementation of CSR activities. So, being an NGO/Trust you have a big responsibility coming your way and you need to understand that the success of CSR projects largely depends on suitable NGO's role and accountability.

By registering with us you can really have a winning edge because carrying out you at every step along with helping you in connecting with the likeminded companies.

Website
NGO/Trust/Foundation logo

Preferred File Format: jpeg,jpg,gif/png and size 1 MB

Registration Number
Registration Document

Upload your logo

Jpeg, jpeg, png, pdf formats are allowed with maximum size limit 1 MB

Description

Word limit 500.
CSR Representative of an NGO/Trust/Foundation

First Name *

Last Name *

Email *

Re-Enter Email *

Mobile No. 10 Digits (Ex: 9000000000) *

Alternate No

Yes  No

Whether NGO/Trust/Foundation blacklisted/debanned by any State or Central Government organization *

Undertaking from CA/CP owner that NGO/Trust/Foundation was never blacklisted/debanned by any state or central government organization *

Upload your logo

Browse

Jpg, jpeg, png, pdf formats are allowed with maximum size limit 1 MB
### Draft User Guide for Implement Agency

#### Details of State or Central Government Organization

<table>
<thead>
<tr>
<th>Govt. Organization name*</th>
<th>Date of Order*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Start Date of empanelment/Registration*</th>
<th>Effective End Date of empanelment/Registration*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Upload scanned copy of order**

Upload your logo: [Browse]

- .jpg, .png, .pdf formats are allowed with maximum size limit 1 MB

[Add] [Remove]

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#### Is NGO/Trust/Foundation registered under FGRA

- Yes
- No

#### NGO/Trust/Foundation registered address

<table>
<thead>
<tr>
<th>State*</th>
<th>Choose Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rajasthan</td>
<td>Rural</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District*</th>
<th>Block*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select District</td>
<td>Select Block</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gram Panchayat*</th>
<th>Village*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Gram Panchayat</td>
<td>Select Village</td>
</tr>
</tbody>
</table>
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
  - Go to
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 Implement Agency Registered Address, website URL, Logo, CSR Head Details, Local Address Details etc.
After editing your organization 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

WORK RECOMMENDATION

After successful login into the CSR Portal, click on “Work Recommendation > Create”
Add all details of the Work, like - Proposed Work Title, Proposed Work Description, Proposed Work Objective, Proposed Work Location, Key person contact details, URL of website containing details of related Work.

After adding work recommendation details, click on “Create”

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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+91- 8104635022