



'Sahyog' - Corporate Social Responsibility (CSR) Portal of Uttarakhand

User Guide for Government Departments



Office of Chief Minister
4 Subhash Road, Uttarakhand Secretariat
4th Floor, Dr. APJ Abdul Kalam Building,
Dehradun, Uttarakhand
Pin Code - 248001

Email: contactsahyog.uk@gmail.com

Website link: <https://csr.uk.gov.in/>

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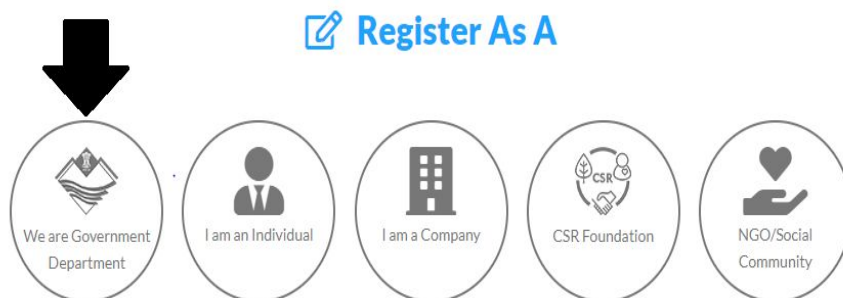
Any other query: contactsahyog.uk@gmail.com

1.Registration/ sign up of Department

- Go to the link: <https://csr.uk.gov.in/>
- Click on **'Register'**

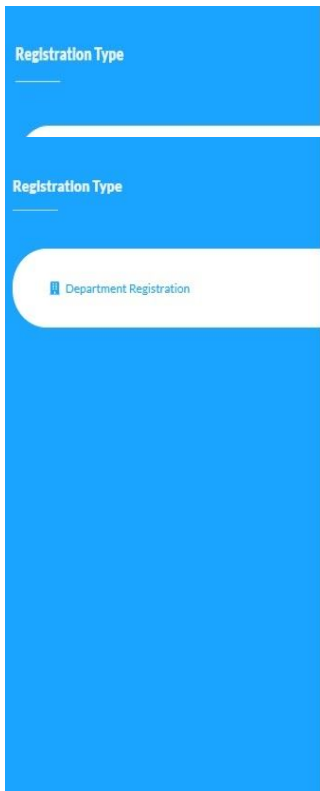


- Click on **'We are Government Department'**.



Already a member? [Sign In](#)

d. Fill in the 'Department Registration Form' with all the required details.



Government Department Registration Form

STEP 1/5
GENERAL INFORMATION
DETAILS OF SECRETARY OF THE DEPARTMENT

FIRST NAME	MIDDLE NAME (optional)
<input type="text"/>	<input type="text"/>
LAST NAME	DESIGNATION
<input type="text"/>	<input type="text"/>
EMAIL	MOBILE
<input type="text"/>	<input type="text"/>
ALTERNATE NO. (optional)	
<input type="text"/>	

STEP 3/5
DETAILS OF HOD OF THE DEPARTMENT

FIRST NAME	MIDDLE NAME (optional)
<input type="text"/>	<input type="text"/>
LAST NAME	DESIGNATION
<input type="text"/>	<input type="text"/>
EMAIL	MOBILE
<input type="text"/>	<input type="text"/>

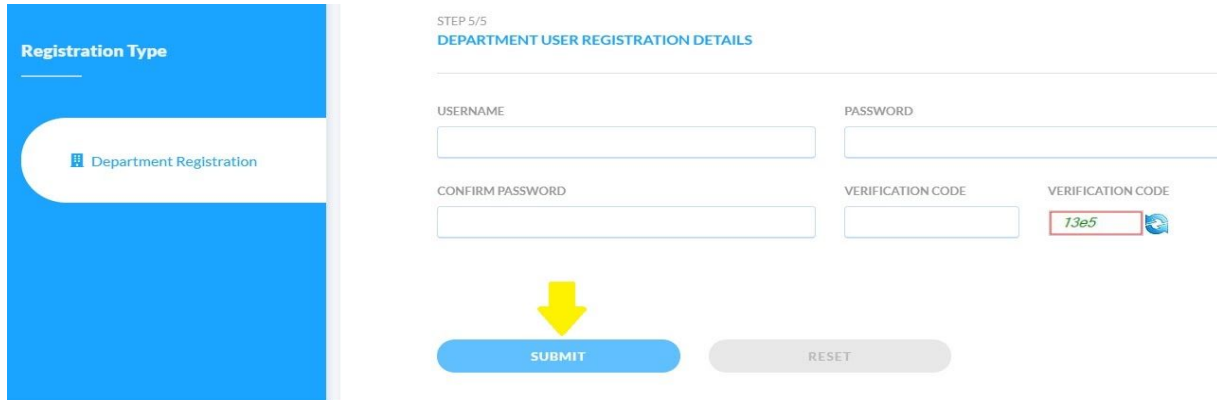
Activate Windows
Go to Settings to activate Windows.

STEP 4/5
DETAILS OF NODAL OFFICER APPOINTED FOR MANAGING ALL CSR INITIATIVES BY THE DEPARTMENT

FIRST NAME	MIDDLE NAME (optional)
<input type="text"/>	<input type="text"/>
LAST NAME	DESIGNATION
<input type="text"/>	<input type="text"/>
EMAIL	MOBILE
<input type="text"/>	<input type="text"/>
ALTERNATE NO. (optional)	
<input type="text"/>	
LAST NAME	DESIGNATION
<input type="text"/>	<input type="text"/>
EMAIL	MOBILE
<input type="text"/>	<input type="text"/>

Activate Windows
Go to Settings to activate Windows.

- e. Click '**Submit**' once all the information on the form is filled.



The screenshot shows a registration form with the following elements:

- Registration Type** sidebar on the left with a 'Department Registration' button.
- Form title: **STEP 5/5 DEPARTMENT USER REGISTRATION DETAILS**
- Fields: USERNAME, PASSWORD, CONFIRM PASSWORD, VERIFICATION CODE.
- Verification code: **13e5** (displayed in a red box).
- Buttons: **SUBMIT** (highlighted with a yellow arrow) and **RESET**.

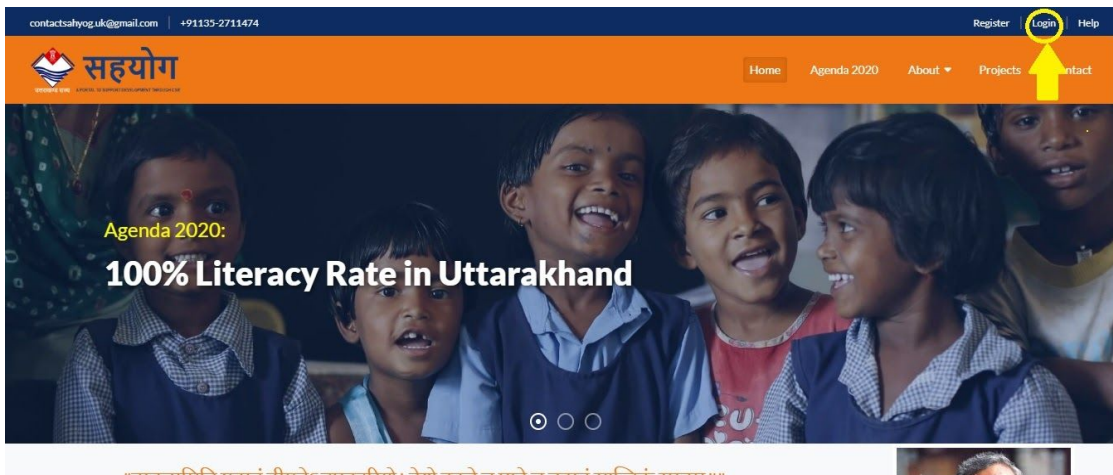
- f. After successful completion of the process a '**Thankyou**' message will appear.
- g. A **system generated reference link** will be sent to your **registered email id** (entered in the above registration form).
- h. Click on the **activation link** which you get on your registered email id to **activate** your user log-in credentials.

2. Approval and Rejection Process

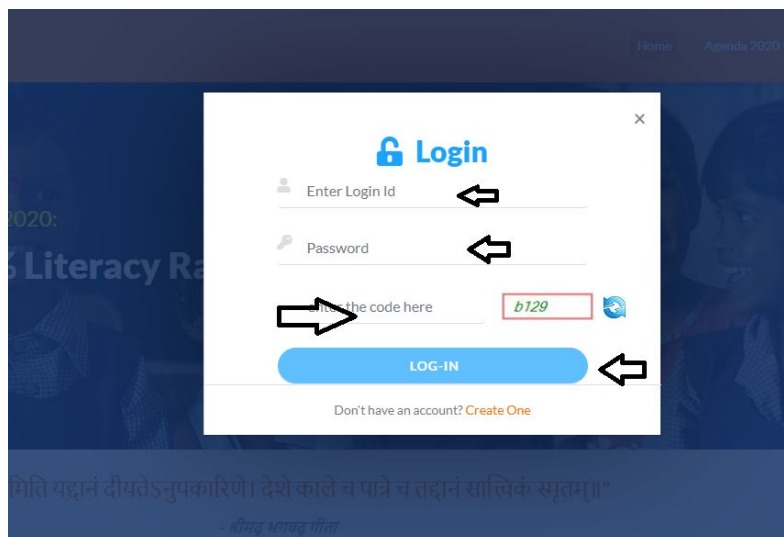
- a. After **approval** of the registration request, you will get a system generated **email notification**.
- b. After verification of e-mail id and approval by Chief Minister Office, Uttarakhand, you can login into the CSR portal with preset Username and Password.
- c. **If Rejected:**
- In case of **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 Chief Minister Office, Uttarakhand, will take decision for approval or rejection.

3. Login

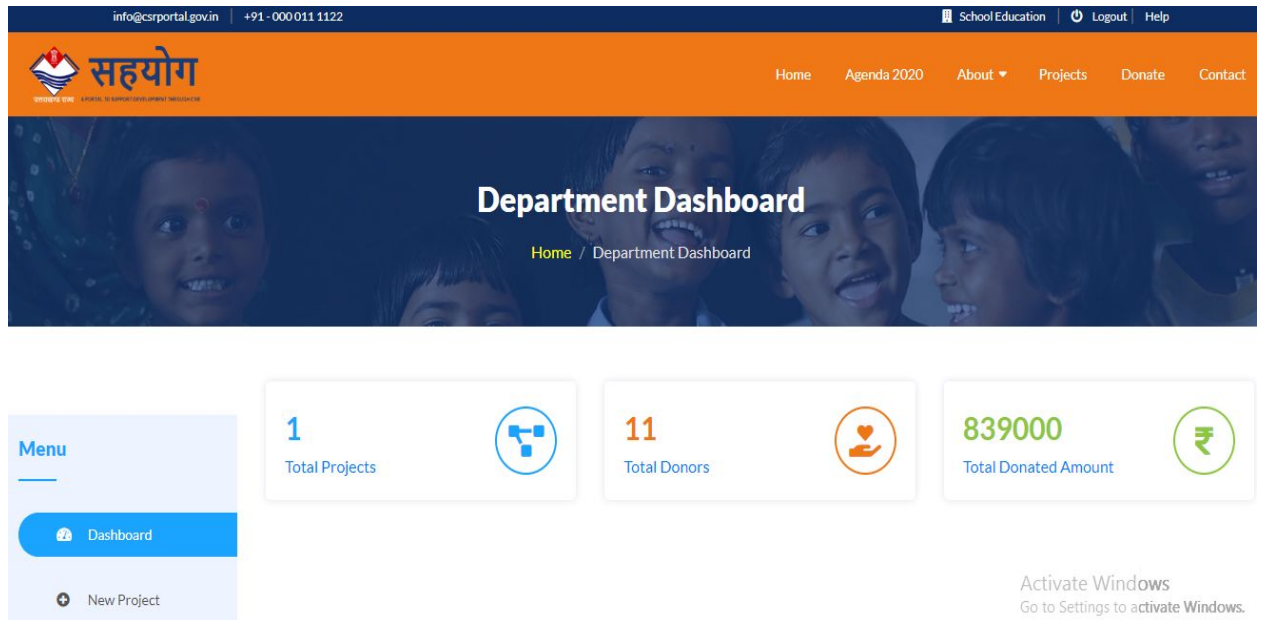
- a. For logging in into the CSR Portal go to : <https://csr.uk.gov.in/> and on the top right corner click 'Login'



- b. A pop-up window will occur, fill in the required **credentials** and click on 'LOG-IN'.



- c. After successful log-in user will be **redirected to department Dashboard** (refer to picture below)



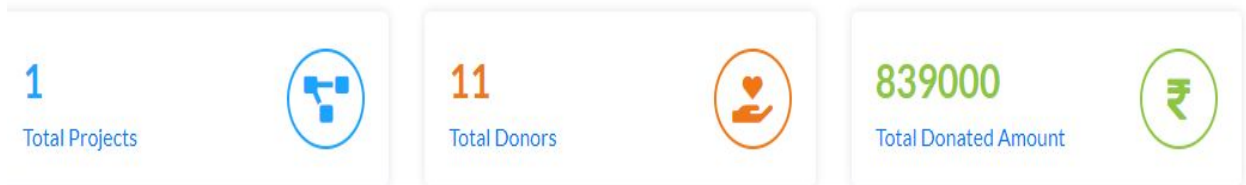
4. Department Dashboard

- a. Left Panel:

The Left Panel on the Dashboard contains all the functions.

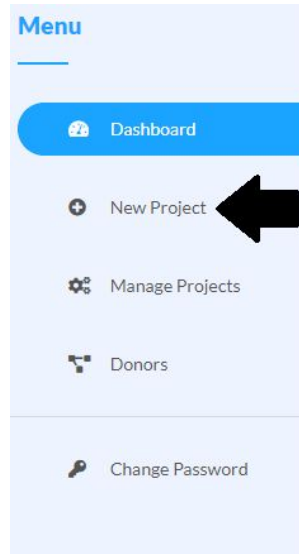
b. Dashboard:

On clicking on 'Dashboard' a brief summary about the departments presence on the portal can be seen.



c. Adding a 'New Project'

- i. Click on 'New Project' on the Tab provided in the **Left Panel** of the department dashboard.



ii. Fill in the required project details and click **'Submit'**

STEP 1/5
GENERAL INFORMATION

School Education Project Name

-- Select District -- Choose File No file chosen
KINDLY UPLOAD THE PROJECT RELATED PDF.

Project Description

PROJECT IMAGES

Choose File No file chosen

Activate Windows
Go to Settings to activate Windows.

STEP 2/5
DETAILS OF HEAD OF THE PROJECT

--Select Head Of Project--

First Name Middle Name Last Name

Designation Email ID Mobile Number

Alternate Number



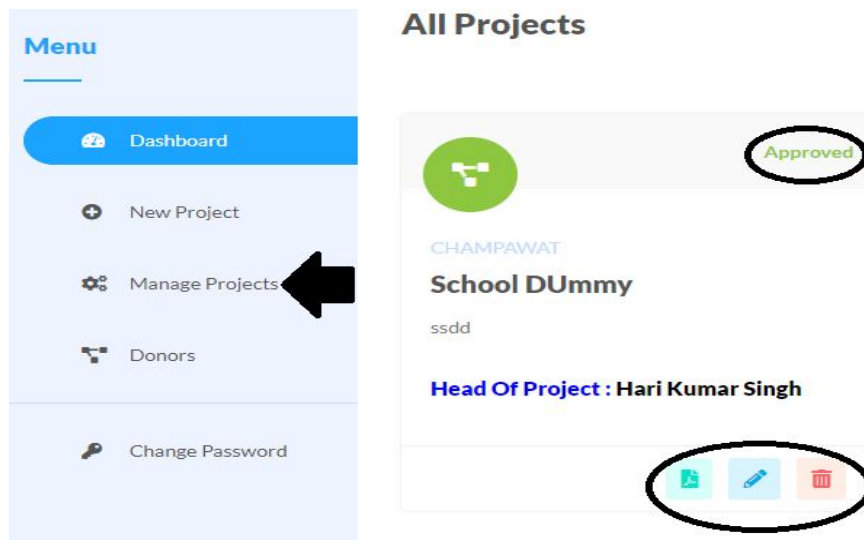
SUBMIT

RESET

Activate Windows
Go to Settings to activate Windo

d. Manage Project:

- i. Select '**Manage Project**' from the **Left Panel** of the Dashboard
- ii. If the project is approved it will appear in **green colour**.
- iii. Project can be further '**edited**', '**deleted**'. A project report (if any) submitted by the respective departments can be **downloaded** too.



e. Donors:

- i. By clicking on '**Donors**' on the **left panel** of the dashboard, departments can view a list of individuals, companies, CSR foundations and NGOs that are interested to contribute.

