‘Sahyog’ - Corporate Social Responsibility (CSR) Portal of Uttarakhand

User Guide for Government Departments

Office of Chief Minister
4 Subhash Road, Uttarakhand Secretariat
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Dehradun, Uttarakhand
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Email: contactssahyog.uk@gmail.com
Website link: https://csr.uk.gov.in/
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For Further Assistance:
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Any other query: contactsahyog.uk@gmail.com
1. Registration/ sign up of Department

   a. Go to the link: https://csr.uk.gov.in/

   b. Click on ‘Register’

   c. Click on ‘We are Government Department’.
d. Fill in the ‘Department Registration Form’ with all the required details.
e. Click ‘Submit’ once all the information on the form is filled.

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:
   i. 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)

   ii. 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)

![Department Dashboard](image)

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.

- Total Projects: 1
- Total Donors: 11
- Total Donated Amount: 839000


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
-- Select District --
Choose File
KINDLY UPLOAD THE PROJECT RELATED PDF.

Project Description

PROJECT IMAGES

Choose File
No file chosen

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
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.
f. How to ‘Change Password’:

i. Click on ‘change Password’ on the left panel on the dashboard.

ii. Fill in the required details and click ‘Submit’.

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**Menu**

- Dashboard
- New Project
- Manage Projects
- Donors
- Change Password

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**STEP 1/5**

**GENERAL INFORMATION**

- **USERNAME**: raj
- **OLD PASSWORD**: 
- **NEW PASSWORD**: 
- **CONFIRM PASSWORD**: 

**ENTER THE VERIFICATION CODE HERE**: 

![Verification Code]

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**SUBMIT**