



Government of Maharashtra CSR Portal

Domain: csr.maharashtra.gov.in

Website Look Home page :



Functional Requirements for CSR Website

Home Page Description

Main Menu

- **1. About:** This page will give brief information of CSR portal.
- **Sub menu under About:** Message of Hon'ble Chief Minister, Dy. Chief Minister, About CSR portal, About CSR, About VSTF, CSR & SDG Goals, Management Team, VSTF Team
- **2. Users:** This section will provide information of users of portals-Corporates, government, PSU, NGOs

- **Sub menu Under Users :** i) **Corporates**- who will provide the CSR funding for available projects. ii) **Government partners**- who will provide the funds, upload the projects for required funds. iii) **PSU**: who will provide the funds, upload the projects for required funds. iii) **NGO**: who will provide the funds, collaborate as implementing partners of CSR activities.
- **2. CSR Partners:** This section will provide information CSR funding partners with brief write up on partners' work, organization logo, key persons' photo and name
- **3. Project Proposals:** This section will give information on thematic areas in which CSR is working, uploading the thematic projects with SDG and government development mission indicators.
- **4. Raised CSR Grant:** In this section CSR partners wise available/raised fund information will provide against project proposals
- **5. Project Area:** This section would display information on geographical area covered under CSR projects/activities with map highlighting Districts, Blocks, and GPs.
- **6. Knowledge Bank/Media:** This menu will display the list various releases for viewing and downloading purpose under each of its section. All contents under e-Library would be dynamic. A filter will be provided to filter files as per document no. or as required period wise.
- **Sub menus under Knowledge Bank/Media:** Ongoing Projects, Press releases, News Articles, Blogs, Gallery (Photo and Video), Newsletter, Annual report, Progress Reports, Monthly Progress Report, Success Stories/Best Practices.
- **7. Contact Us :** This will show contact details of Responsible Authority.
- **Sub menus under Contact Us** i) **Feedback:** Citizen Feedback could be collected through this functionality. User can type in both English and Marathi. This will be a dynamic section. User has to fill details like Complaint Pertains to VSTF or its applications. ii) **Inquiry :** In this section there will available inquire form about this portal, projects, information, etc.
- **8. Useful Links:** This section will provide other related web links including government departments, partners, NGO, Individual Donor and links will be provided under this menu.
- **9. Registration :** In this section there will available registration form for the all partners with categorized eg; corporate, government, PSU, NGO, Individual Donor

Registration Form :

Company Registration

Create Your Profile

First Name *

Last Name *

Designation *

Mail ID *

Note: Use correct Email id to obtain notification for account activation.

Phone No

Mobile No *

Company Details

Name of Company *

Please enter CIN (Corporate Identification Number) as stated in your company registration under The Companies Act, 1999. Accordingly your company name will be populated automatically in Company Name Field below.

CIN (Corporate Identification Number) *

Class *

Registered Address *

State *

District *

Pincode *

Mail ID *

Mobile No

CSR Committee Formulated (Y/N)



Company's Postal Address

Company's Postal Address *

CSR Head of the Organization

Name *

Mail ID *

Mobile No

Company Sec. of the Organisation

Name *

Mail ID *

Login Details

User Name *

Password *

Password can be 6-15 characters, it must contain atleast 1 numeric and 1 special character.

Confirm Password *

Verification Code *

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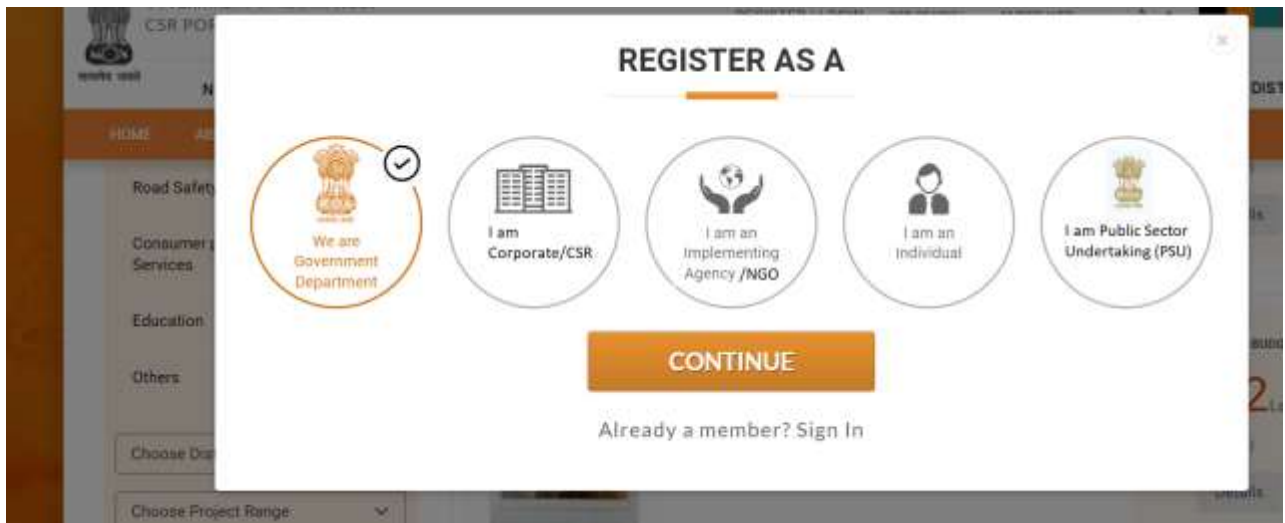


(Letters are not case-sensitive)

Enter the exact characters/numbers in the "Verification Code" as seen on the image above.

SUBMIT

RESET



- **10. Login:** Login window will be provided so admin will be able to manage dynamic website and portal applications such as to enter data on various sections eg; corporate, government, PSU, NGO .
- **Language Version:** User would have an option to select view of content on website in English and Marathi language.
- **Search:** A search window would help user to perform searches within website with help of keywords.
- **What's New:** Latest updates pertaining to CSR projects which needs to be shared with citizens and partners could be transmitted through this section. The new uploads under Issued Letters, GRs, Recruitments, Tenders, Annual Implementation Plans, Formats and Publications will be displayed here. This will be a dynamic section.
- **Events:** Events pertaining to VSTF which needs to be shared with citizens could be transmitted through this section. Events will be displayed in sections as upcoming, this month, this year and all. This will be a dynamic section.
- **Rural Development Department:** Rural Development Department (RDD) Government of Maharashtra link and a window which flashes latest update in 'What's New' section from Ministry website.
- **Visitor Counter:** It will count and display number of visits to website.
- **Colour Themes:** Website will be able available in different themes. User will be able to change theme of website. On alternate days' default website themes will be changed.
- **Gallery:** Related photos, videos and audio files which department needs to share

could be uploaded in this section. This section will be dynamic. Login credentials for GPs, review login at District and approval login at State level.

- **External Links:** This section will display the logo of various related site of CSR website and link to them. Such as
- **GOI:** Link will be displayed and a link will be established with it.
- **PMO:** Link to PMO will be displayed and a link will be established with it.
- **Raj Bhavan:** Link to Raj Bhavan will be displayed and a link will be established with it.
- **Government of Maharashtra (GoM):** Logo of GoM will be displayed and a link will be established with it.
- Ministry of corporate affairs, government of Maharashtra & GOI.

Footer Menu

- **Home:** Home page will be main page of CSR website. This page will contain introductory information about Foundation. And display links to all important pages in website. Contents of this page will be dynamic.
- **Privacy Policy:** This section will state all policies pertaining to CSR portal. This will be a dynamic section.
- **RTI:** This section would display documents related to RTI. This will be a dynamic section.
- **FAQ's:** List Frequently Asked Questions (FAQ's) would be developed based on experience of department
- **Citizen Charter:** It would give details of all procedures happening in the department, key officials for each procedure, timelines for each procedure and list of key documents required.
- **Archives:** This section would contain primary source document.
- **Site Map:** This section will display list of pages present in VSTF website.
- **Contact Us:** Map of Maharashtra is displayed (District, Block, GPs) with Address, Contact No., Email, Mobile no of Rural Development Fellows, District Executive, head Office and other Offices. This will be a dynamic section. Short profile of fellow

GR section:

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">• Department• Desk• Title• Issue Date• GR No. (if GR is uploaded eg: GR12345)• File size/download	<ul style="list-style-type: none">• Description• Circular No. (if Circular is uploaded eg: CN12345)

Formats to be downloaded by login users:

Project Proposals : Various uploaded thematic/categorized CSR proposals in which required grants, implementing partners/collaboration can be viewed and downloaded from this section. Login users will show/download the proposals to this website.

- Thematic / categorized Name
- No of Proposals :

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">• Thematic / categorized Name• No of Proposals	<ul style="list-style-type: none">• Partners Name

PROPOSALS CATEGORIES	
Agriculture & Allied Services	1
Skills & Livelihood	19
Women Empowerment	7
WASH	14
Rural Housing	14
Health & Nutrition	32
Rural Development Project	17
Soil Conservation	0
Environment & Biodiversity, Climate Change	4
Disaster Relief	1
Special Projects	1

Raised CSR Grant:

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">Partners CategoryPartner Name, CSR Head Name & WebsiteProject thematic areaGranted Amount (in Lac.)Projects PeriodDownload: Grant Letter	

SN	Partners Category	Partner Name, CSR Head Name & Website	Project thematic area	Granted Amount (in Lac.)	Projects Period	Download
1	Corporates	Axis Bank Foundation, XYZ Name,	Skill & Livelihood	300	2022-23	Grant Letter/ Order /MOU
2	Individual Donor	XYZ Name	Health & Nutrition	100	2022-23	Cheque Copy / Receipt

Publication:

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">Publication No -TitleDate of Publication	

News Letters: Various News Letters can be viewed and downloaded from this section. This section will be dynamic. By default, current year released News Letters would be displayed.

User is allowed to perform search on:

- Month: A drop down of months will be provided. Multiple selections of months should be allowed.
- Year: A drop down of years will be provided. Multiple selections of years should be allowed.

Year and Month drop downs and tabs 'search' and 'Reset' Cover

photo of magazine, Month and Year, View, Download

Reports: Various Reports can be viewed and downloaded from this section. This section will be dynamic.

User is allowed to perform search on:

- Reports related to: User can select either state or district reports to be viewed. If user has selected district, then drop down box contains list of district of Maharashtra will be enabled.
- Month: A drop down of months will be provided. Multiple selections of months should be allowed.
- Year: A drop down of years will be provided. Multiple selections of years should be allowed.
- Branch / Desk:
Branches will be admin, accounts, Convergence, Partnership, M&E, R&D, Implementation, Compliance etc. **Branches will be confirmed by VSTF**
- Keywords: Search can be performed from words in Description section.

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">• Report No (Eg: RN12345)• Month Year	<ul style="list-style-type: none">• Description• Branch/ Department

Issued Letters: Various letters issued by VSTF can be viewed and downloaded from this section. This will be a dynamic section.

Feedback: Citizen Feedback could be collected through this functionality. User can type in both English and Marathi. This will be a dynamic section.

Feedback pertaining to 'box to type message'

Name :

Gender

Organization Name

Address

- Description
- Village
- Gram panchayat
- District
- State
- Pin code

Mobile no.

Email id

Comments

Click on 'Submit' and 'Reset'

Description of Data fields:

1. Feedback pertaining to: User can enter subject of feedback only alphabetical values allowed.
2. Name (Mandatory): Name of the user. Only alphabetical values allowed.
3. Gender: User can select either male or female.
4. Address (Mandatory): Address of user. Pin Code only six-digit numeric value allowed. Select state from drop down list and as per selection on state, district value will be updated and as per selection of District value of City/Village will be updated.
5. Mobile No (Mandatory): Numeric 10-digit value is allowed a SMS will be sent on this no. for authentication of feedback.
6. E-Mail: User email id need to be captured.
7. Comments (Mandatory): Comments entered by user.

Useful Links: This menu will consist of following Sub-Menu:

SN	Name of the institution	Website address
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Login: Through different Logins website and CSR website sections managed web administration.


- Login Page will consist of Username, Password, Submit and Forgot Password.
- Resetting of password can be performed as all application mentioned above. New password will be send as SMS on respective registered Mobile No.
- SMS gateway contact list also can be managed by Login.
- User can add, edit or delete permitted dynamic sections of website.
- User can view website analysis from state admin login.

Events: All Events will be displayed under this page which would be dynamic. Events wouldbe listed in sections as follow:

- View:
 - List: User can either view event in list as show in below.
 - Calendar: Events in calendar grid will be displayed on selection of View as calendar.
- User can select either state or district events to be viewed. If user has selected district, then block and GP options will be made available and then drop down box

contains list of districts, blocks and GPs of Maharashtra will be enabled.

- Events Scheduled
 - Upcoming
 - This month
 - This year
 - All

Mandatory fields	Non-Mandatory Fields
<ul style="list-style-type: none">• Date• Name of event• Description• Venue	

Gallery: This section will link to following sections:

- **Photos:** Event wise photos will be grouped and displayed in an album. This section will be dynamic.
- **Videos:** **CSR portal** related videos will be shared under this page which would be dynamic. User can perform searches on Name of Video and Date of Video.

Social Media on Home page: This section will link CSR portal's social media handles
With Logos

- Twitter
- Facebook
- YouTube
- Instagram
- LinkedIn

Archives: Archives of following sections will be created.

- E-Library:
 - After 3 months: Formats and Reports
 - After Date of Closing: Tenders
 - After 3 months: General Publications
 - Issued Letter either one month after date of Submission or if there is no specific date of submission three month after issued.

Site Map: This section will display tab wise list of all pages present in VSTF website.

Contact Us: Map of Maharashtra is displayed with Address, Contact No., Fax No. of GP wise RDFs,

Email id, District line department and District executive, and VSTF Offices.

Role based access to dynamic website will be provided separately once MKCL developed detailed functional requirement document for VSTF website.