





No: CWC/BnC/CSR/2023-24 Date: 13.09.2023

CIRCULAR

SUB: Implementation of E-tool for CSR Activities of Corporation

Apropos, it is informed that an e-tool for CSR Activities of CWC has been developed. The tool enables the users at Regional Offices and Corporate Office Divisions to record various steps involved in the process from identifying and recommending a CSR proposal from Regional Office to approval of the proposal by 3 levels i.e. Below Board CSR Committee, Board Level CSR Committee and Board of Directors as per the existing framework under CSR Policy. The tool has provisions for the users to record project status and procedure related to Completion of the Project. The tool also has provisions for generation of various reports for periodical review by Management.

A comprehensive User-Manual for the CSR e-tool is enclosed herewith, detailing step-by-step procedure of using the application. Login IDs and passwords of RMs that are used for accessing MPR application shall be used to access the CSR application also (Please refer User Manual for details). In case where RM does not have user ID / Password for MPR, e-office request may please be sent to Sh Anshu Kumar Sharma, Supt (MIS), accordingly.

Digitally signed by JESSY JACOB Date: 2023.09.13 16:44:51 +05'30'

Jessy Jacob (Secretary)

Distribution to:

- 1. All Regional Managers of CWC
- 2. All HODs, CWC, CO

Copy for information, to:

- 1. PS to MD | PA to Dir (Fin) | PPS to Dir (Pers) CWC, Corporate Office, New Delhi.
- 2. E-office Knowledge Management System

Central Warehousing Corporation CSR Application User Manual

Revision History

Date	Version	Author	Change
25 Aug 2023	V1.0	Sh. Dinesh Baghel	First Version of the CSR application User Manual

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1 Introduction

This document is a user manual, which provides information for using the CSR Application.

1.1 Purpose and Scope

The purpose of the document is to provide the self-help to operate the application. The document have the information about all the modules and functionalities and provide the graphical guide for the users.

1.2 Background

A responsible corporate citizen since inception, Central Warehousing Corporation (hereinafter called CWC) envisions to emerge as a leading market facilitator by providing integrated warehousing infrastructure and other logistics services, supporting India's growing economy with emphasis on stakeholder satisfaction.

Committed to Sustainable and Inclusive growth of the society, Corporation has adopted guidelines issued by DPE on CSR and Sustainability vide OM dated 21.10.2014 along with provisions contained in Section 135 of Companies Act, 2013, Schedule-VII of the Act and CSR Rules, 2014 and amended up to 2021 as Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021 and any amendment made thereafter.

The software for CSR Projects has been developed for monitoring and execution of CSR Projects as per suggestion by 12th Board Level CSR Committee. CSR & Sustainability programs undertaken by CWC shall be in compliance of activities specified in Schedule VII of the Companies Act 2013 and Rules framed thereunder Projects / Programs identified by the Regional Manager or received from various government agencies or local representatives at regional office/corporate office level should be submitted to CSR section at Corporate Office, New Delhi. The CSR section shall place the proposals before the Below board Level CSR committee. All CSR related proposal are received and scrutinized by a Below Board Level Committee constituted in the organization by taking into consideration details of the project e.g. the impact of the project, cost of the project, number of beneficiaries, area where these activities are undertaken, alignment with the CSR provisions etc. The Projects/programs got approved by the Board of Directors on the recommendation of CSR committee of the board.

1.3 Audience

The CSR Application manual has been carefully designed to serve as a comprehensive guide for various stakeholders within the Corporation. This manual is a valuable resource for individuals and groups who are directly or indirectly involved in CSR initiatives, sustainability efforts. The intended audience includes:

- 1. CSR Admin:
- 2. RMs
- 3. Cash & Bank Section user

2 About the CSR Application

The main objective of the CSR Management Application is to develop and implement a comprehensive software solution that facilitates efficient management, tracking, and reporting of the organization's Corporate Social Responsibility initiatives. The application will enable seamless collaboration among stakeholders, enhance transparency in CSR activities, and contribute to the organization's commitment to social and environmental responsibility.

2.1 Major Components, Functions, and Features

- 1. Budget & Theme
 - a. Theme for the financial year
 - b. Budget of the financial year
- 2. Aspirational Districts
 - a. There are 112 aspiration districts in the Application
- 3. Proposal
 - a. CSR proposal
- 4. Meetings
 - a. Below Board Level CSR Meeting
 - b. Board Level CSR Meeting
 - c. Board of Directors CSR Committee Meeting
- 5. Bank Details
 - a. Bank details of the beneficiary for the payment
- 6. Expenditure incurred
 - a. Installments in the project
- 7. Payment
 - a. Payment against the installment
- 8. Project Status
 - a. Progress status of the project
- 9. Change in existing project
 - a. Fund or subject may be change

2.2 Benefits

In the manual process, there are many problems as collection of the document and managing them, managing multiple excel sheets and are multiple channel of the communication between CO, CSR cell and RO. Now There is a centralize system which is capable to maintain and manage all about information regarding a proposal.

User can get the complete details at any point of time during the proposal life cycle.

All the attachment are available on one click.

User can download complete proposal along with all the attachments.

2.3 Users

The application has three roles as-

- 1. Admin CO, CSR Cell
- 2. Regional Manger
- 3. Cash & Bank Section

2.4 Authorization Profiles

Role	Function	Data	Capabilities (CRUD)
CSR Admin	 Maintenance of Themes Maintenance of Budget CSR Meetings Upload MOMs Dashboard Proposal Close Proposal Reject Proposal Approved Get the Bank Details from the RM Create Installment Sent to Cash & bank section to payment Proposal Completion Proposal Send Back Reports Approved List Completed List FY wise summary CSR summary 3 Yr. exp. details 	Themes Data Meetings Data Proposal Data Installments	Create (C) Review (R) Update (U)

Regional Manger	 Create Proposals Updates existing proposals Update Bank Details Update Project Status View Proposal movement History View Details view of the proposal 	Proposal Data Bank Details Project Status	Create (C) Review (R) Update (U)
Cash & Bank Section	 View Proposal Details Updates Payment Forward to Admin	Payment Data	Create (C) Review (R) Update (U)

3 Access Information

3.1 General Information A User Should Know Before Getting Started

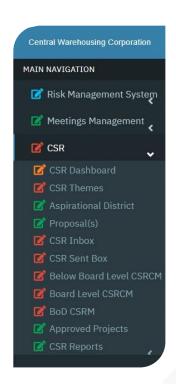
Go-to the https://cewacor.nic.in/ → Employee Corner → MPR



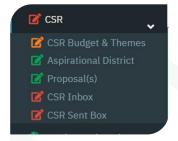
- Login with your User ID and password. The System will navigate to the MPR dashboard page.
- Once you are registered into the application, your ID will be your username and your current password will be your password.
- If you are not registered and require access, you must contact to administrator to requesting use of the system.

4 Navigating Menus

1. CO, Admin Role



2. Regional Manager Role



3. Cash & Bank Section Role



5 Major Procedures, Tasks, and Functions

Step #	Topic	Description of Action Performed	
1.	Budget & Theme Creation	Budget & Theme will create and update by the CSR Admin.	
2.	Proposal Creation	CSR Proposal will be created by the Regional Manager.	
3.	Proposal Update	Proposal can update until forwarded to CO, Admin.	
4.	Proposal Forward	Proposal can forwarded between CO, Admin, RM and Cash & Bank Section to perform necessary actions.	
5.	Inbox	The entire received proposal will display in the Inbox an respective action button will display.	
6.	Sent	Proposal sent history available in sent view.	
7.	Meeting Creation	To put up a proposal in BBL/BL/BOD meeting, admin will create meeting.	
8.	Minutes of the Meeting	After the meeting, admin will upload the MoM for respective meeting.	
9.	Proposal Put-Up	CSR Admin will put up the proposal in the respective meeting.	
10.	Recommended Amount	CSR Admin will enter the recommended amount for each level of meeting.	
11.	Close	CSR Admin can close and reject the proposal on any stag of meeting.	
12.	Reject	CSR Admin can reject the proposal before approved.	
13.	Bank Details	After proposal approved, Admin will send back the proposal to RM for bank details. RM update the bank details and forward to CO Admin. CO Admin will check and accept the Bank details.	
14	Installment	After verification of Bank Details, Admin can create the Installment and can sent to Cash & Bank Section for payment.	
15.	Payment Details	Cash & Bank Section will update the payment details and will send to Admin.	
16.	Project Status	Now, Admin send the proposal to RM for project Status report. RM will update the project status and forward to CO Admin.	
17.	Complete	If RM sends the status as complete and complete payment has been done then Admin will complete the proposal and forward it to RM.	
18.	Change in existing Proposal	RM will create the new proposal in case of change in the subject or fund. He can create new proposal with the existing details.	

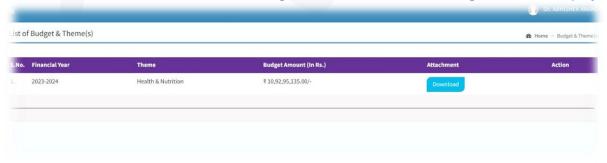
Sample graphics

Regional Manager Role

1. Dashboard Screen: After login the application following screen will display.

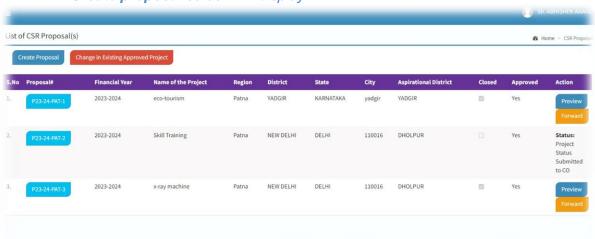


- 2. In the Above screen user can view the Budget & Themes and Aspirational District by click on respective menus.
 - a. After click on "CSR Budget & Themes" menu following screen will display.



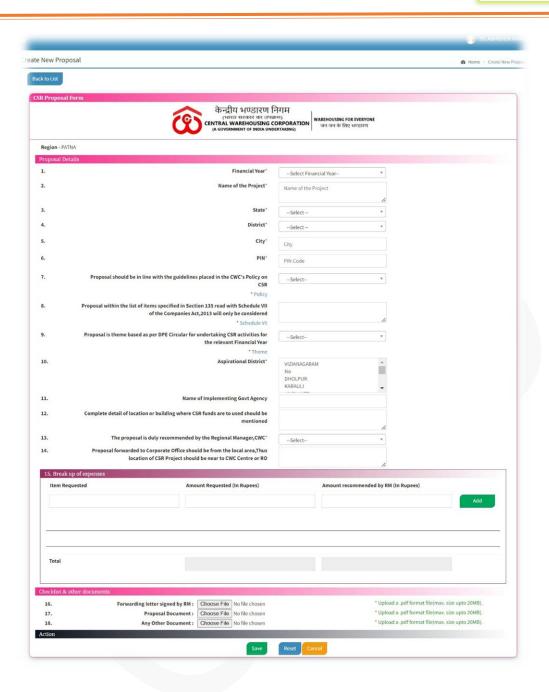
b. After click on "Aspirational District" menu, a list of aspirational district screen will display.

3. **Proposal:** After click on "Proposal(s)" menu in the navigation bar following screen of **proposals list** will display; if proposals already created otherwise **Create proposal** screen will display.





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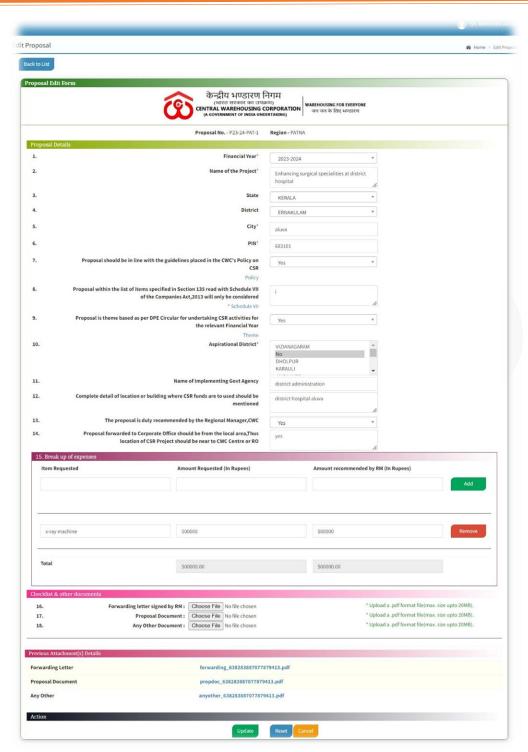
a. **Update Proposal**: After click on "Modify" button in the Proposal List view screen, following Update proposal screen will display.



WAREHOUSING FOR EVERYONE

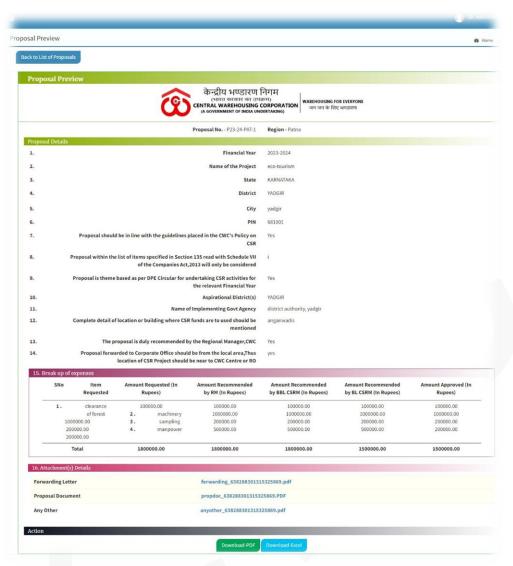
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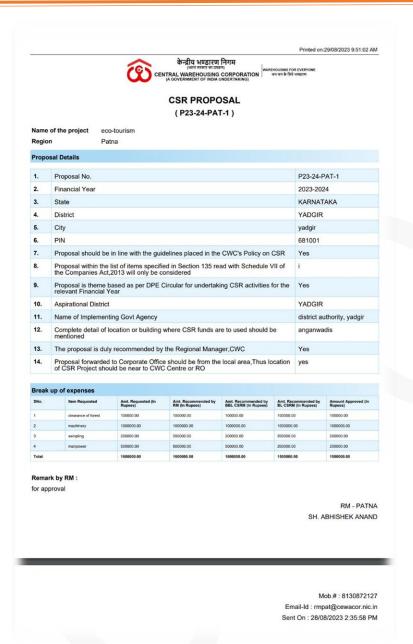
b. Proposal Preview: After click on "Preview" button in the Proposal List view screen, following proposal preview screen will display.

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c. **Proposal Download**: After click on "Download-PDF", button in the Proposal Preview screen proposal will download in the pdf format along with all attachments as in the following screen.

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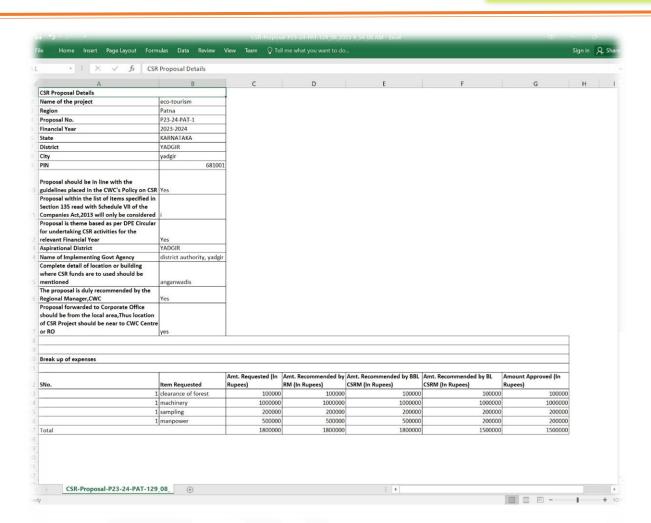


d. **Proposal Download**: After click on "Download-Excel", button in the Proposal Preview screen proposal will download in the excel format as in the following screen.

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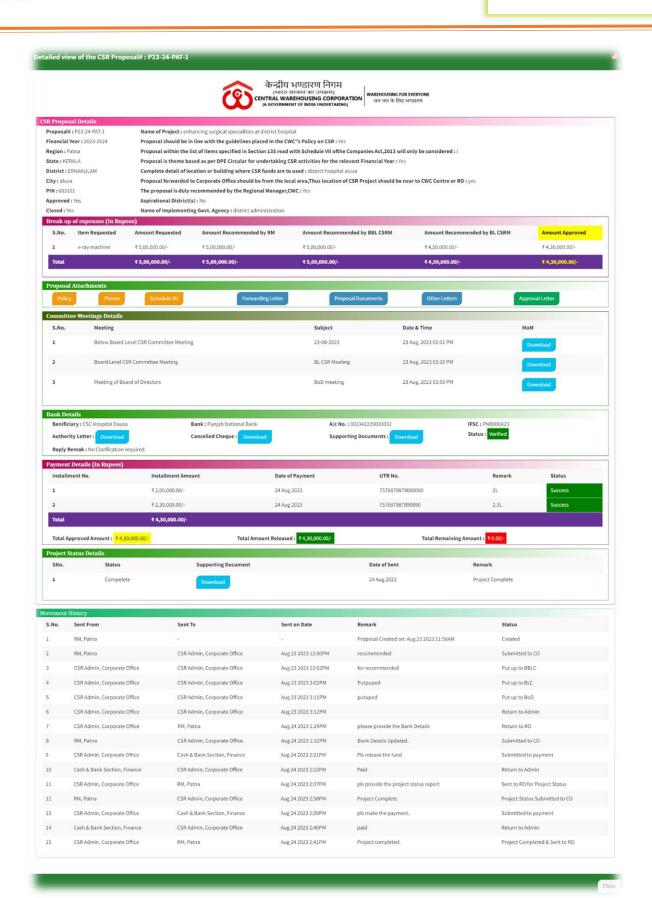
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e. Proposal Detailed View: After click on "Proposal#", button in the Proposal List view screen following Detailed View of the Proposal screen will display.



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f. Proposal Detailed View Download: User can download above detailed view of the proposal by click on "pdf icon" at top right corner. Detailed View pdf will download as in below screen.



CSR PROPOSAL [P23-24-PAT-1]

Printed on:25/08/2023 2:23:15 PM

CSR	Proposal Details	
Nam	e of the project : enhancing surgical specialities at district hospital	
Regi	on : Patna	
1.	Proposal No.	P23-24-PAT-1
2.	Financial Year	2023-2024
3.	State	KERALA
4.	District	ERNAKULAM
5.	City	aluva
6.	PIN	683101
7.	Proposal should be in line with the guidelines placed in the CWC's Policy on CSR	Yes
8.	Proposal within the list of items specified in Section 135 read with Schedule VII of the Companies Act,2013 will only be considered	i
9.	Proposal is theme based as per DPE Circular for undertaking CSR activities for the relevant Financial Year	Yes
10.	Aspirational District	No
11.	Name of Implementing Govt Agency	district administration
12.	Complete detail of location or building where CSR funds are to used should be mentioned	district hospital aluva
13.	The proposal is duly recommended by the Regional Manager,CWC	Yes
14.	Proposal forwarded to Corporate Office should be from the local area,Thus location of CSR Project should be near to CWC Centre or RO	yes

Break u	Break up of expenses (In Rupees)						
SNo.	Item Requested	Amt. Requested (In Rupees)	Amt. Recommended by Regional Manager	Amt. Recommended by Below Board Level	Amt. Recommended by Board Level	Amt. Approved	
1	x-ray machine	5,00,000.00/-	5,00,000.00/-	5,00,000.00/-	4,50,000.00/-	4,30,000.00/-	
Total	·	5,00,000.00/-	5,00,000.00/-	5,00,000.00/-	4,50,000.00/-	4,30,000.00/-	

Remark by RM:

recommended

RM - PATNA SH. ABHISHEK ANAND Mob.#: 7838886079

Email-Id: rmpat@cewacor.nic.in Sent On: 23/08/2023 12:00:23 PM



जन जन के लिए भण्डारण

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Committee Meetings Details					
S.No.	Meeting	Subject	Date & Time	MoM	
1	Below Board Level CSR Committee Meeting	23-08-2023	23 Aug, 2023 01:01 PM	N/A	
2	Board Level CSR Committee Meeting	BL CSR Meeting	23 Aug, 2023 03:30 PM	Attached	
3	Meeting of Board of Directors	BoD meeting	23 Aug, 2023 03:50 PM	Attached	

Bank Details					
Bank Name : Punjab National Bank	A/c No.: 002342229033032	IFSC: PNB000A23			
Cancelled Cheque : Attached	Supporting Documents : Attached	Status : Verified			

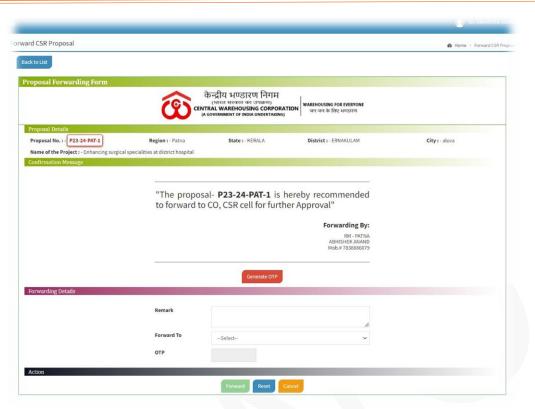
Payment Details (In Rupees)					
Installment No.	Installment Amount	Date of Payment	UTR No.	Remark	Status
1	2,00,000.00/-	24 Aug 2023	7576879878000000	2L	Success
2	2,30,000.00/-	24 Aug 2023	757687987890890	2.3L	Success
Total	Total 4,30,000.00/-				
Total Approved Amou	unt : 4,30,000.00/-	Total Amount Release	Total Amount Released : 4,30,000.00/- Total Remaining Amount : 0.00/-		

Project Status Details				
S.No.	Status	Supporting Document	Date of Sent	Remark
1	Compelete	Attached	24 Aug 2023	Project Complete

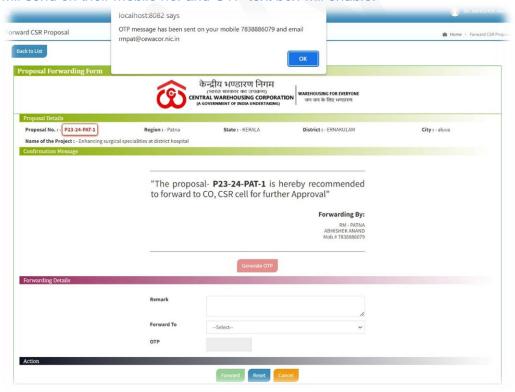
S.No.	Sent From	Sent To	Sent on Date	Remark	Status
1	RM, Patna	-	~	Proposal Created on: Aug 23 2023 11:58AM	Created
2	RM, Patna	CSR Admin, Corporate Office	Aug 23 2023 12:00PM	recommended	Submitted to CO
3	CSR Admin, Corporate Office	CSR Admin, Corporate Office	Aug 23 2023 12:02PM	for recommended	Put up to BBLC
4	CSR Admin, Corporate Office	CSR Admin, Corporate Office	Aug 23 2023 3:02PM	Putpuped	Put up to BLC
5	CSR Admin, Corporate Office	CSR Admin, Corporate Office	Aug 23 2023 3:11PM	putuped	Put up to BoD
6	CSR Admin, Corporate Office	CSR Admin, Corporate Office	Aug 23 2023 3:12PM		Return to Admin
7	CSR Admin, Corporate Office	RM, Patna	Aug 24 2023 1:29PM	please provide the Bank Details	Return to RO
8	RM, Patna	CSR Admin, Corporate Office	Aug 24 2023 1:32PM	Bank Details Updated.	Submitted to CO
9	CSR Admin, Corporate Office	Cash & Bank Section, Finance	Aug 24 2023 2:21PM	Pls release the fund	Submitted to payment
10	Cash & Bank Section, Finance	CSR Admin, Corporate Office	Aug 24 2023 2:22PM	Paid	Return to Admin
11	CSR Admin, Corporate Office	RM, Patna	Aug 24 2023 2:37PM	pls provide the project status report	Sent to RO for Project Status
12	RM, Patna	CSR Admin, Corporate Office	Aug 24 2023 2:38PM	Project Complete	Project Status Submitted to CO
13	CSR Admin, Corporate Office	Cash & Bank Section, Finance	Aug 24 2023 2:39PM	pls make the payment.	Submitted to payment
14	Cash & Bank Section, Finance	CSR Admin, Corporate Office	Aug 24 2023 2:40PM	paid	Return to Admin
15	CSR Admin, Corporate Office	RM, Patna	Aug 24 2023 2:41PM	Project completed.	Project Completed & Sent to RC

g. Proposal Forward: By click on "Forward" button in the Proposals List View screen, user will forward the proposal to CO, Admin. After click on the button following proposal forward screen will display.

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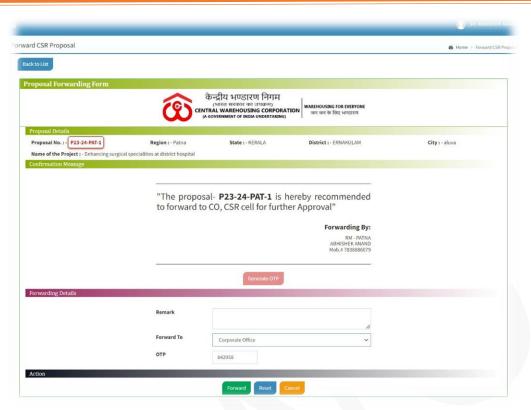


After click on "Generate OTP" button on the above screen an OTP message will send on their mobile no. and OTP text box will enable.



After click on OK, OTP text box will enable as in the following screen.

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After click on Forward button proposal will send to the CSR CO, Admin and a popup will display as below.



Post forward the proposal to CO Admin, the status of the proposal will change as in the below screen in the Proposal List View.



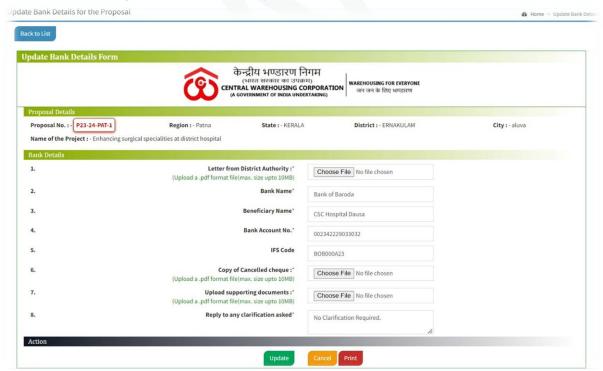
4. **Sent Box:** After click on "CSR Sent Box" menu in the navigation bar following screen of **proposals sent list** would display.



5. **Inbox:** After click on "CSR Inbox", menu in the navigation bar following screen of **proposals Inbox list** would display. CO Admin. Sends this list of proposals.

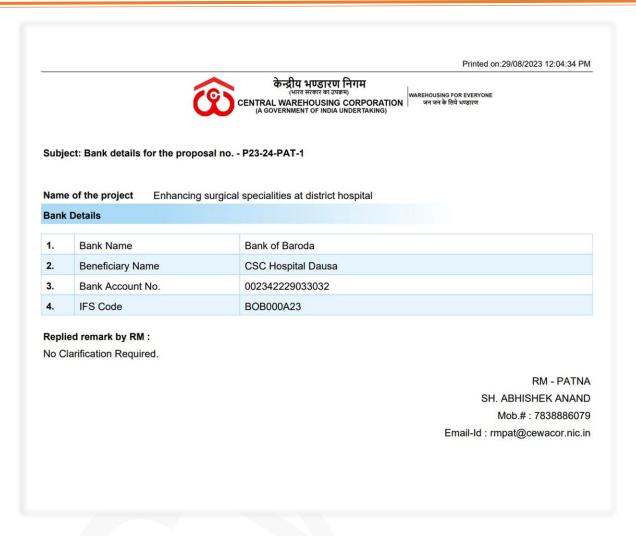


6. **Update Bank Details:** After click on "Update Bank Details" button in the Inbox list following screen would display.

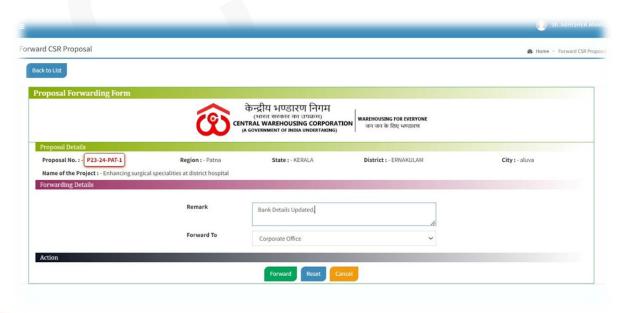


After click on "update" button, bank details will be update. By clicked on "Print" button, a pdf would be download as in below screen.

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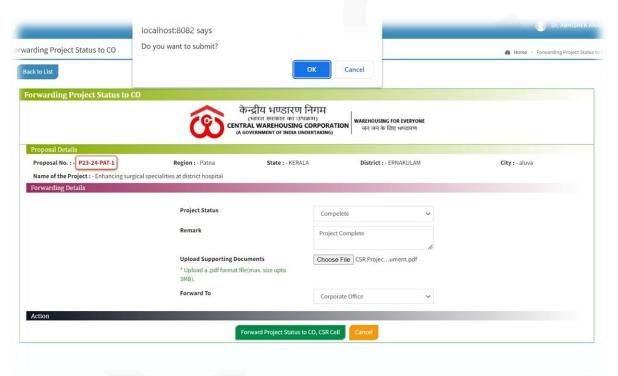
After update the bank details, Regional Manager will send the Bank Details to CO Admin by click on "Forward" button. As in below screen.



7. **Update Project Status:** When CO Admin sends the proposal to Regional Manager to get the project status an "Update Project Status" button will display in the Inbox list as in following screen.

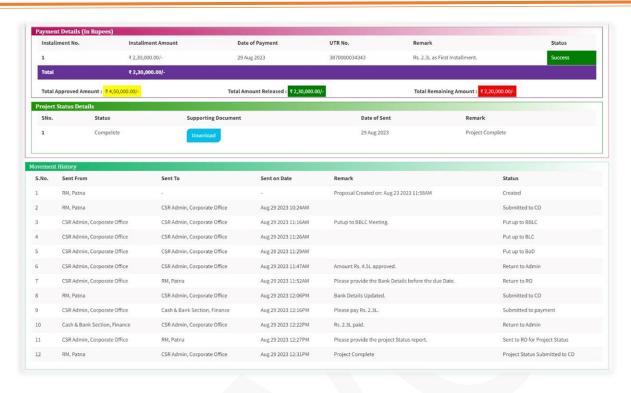


After click on "Update Project Status" button in the above Inbox list view, following "Forward Project Status to CO" screen will display.



After Click on "Forward Project Status to CO, CSR Cell" button in the above screen a confirmation popup will display. If user clicked on "OK" then proposal will send to the CO. Now, user can see the detailed view of the proposal from sent list. As in the below screen.

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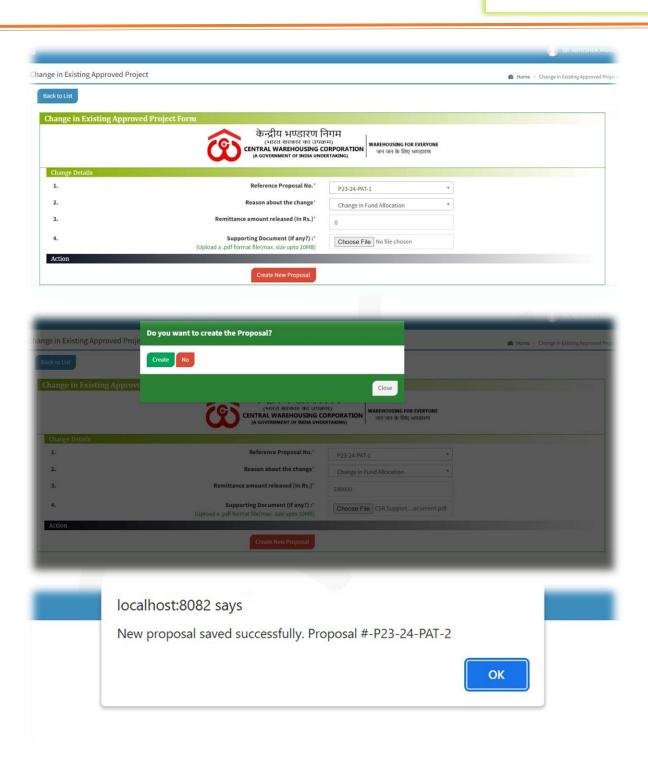
8. **Change in existing approved project:** Regional Manager can change the existing approved project if the proposal is in their Inbox list. A "Change in Existing Approved Project" button is available on List of CSR Proposal(s) View. As shown below.

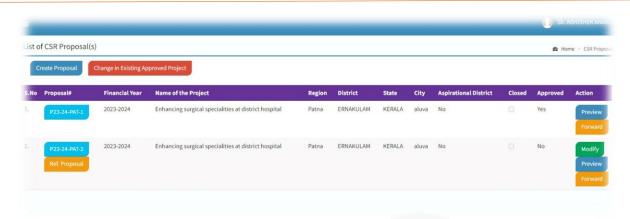


By click on "Change in Existing Approved Project" button, Change in Existing Approved Project page will display as shown in below screen. In the below screen user will choose the approved project, reason about change and enter the remittance amount released. After click on "Create New Proposal" button, a new proposal will create with the existing details of the selected proposal and In the List view an additional button will display as "ref.Proposal".



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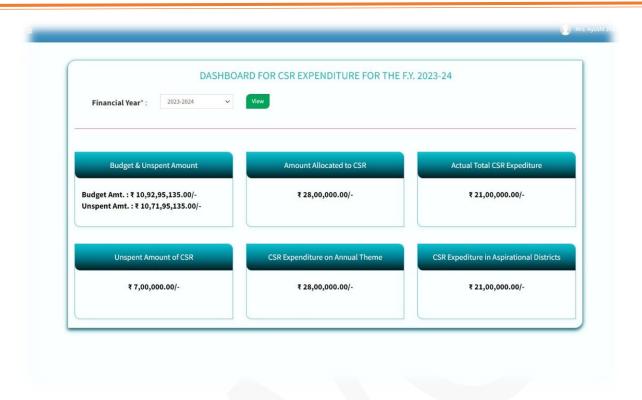
CSR Admin Role

1. Dashboard Screen: After login the application following screen will display.

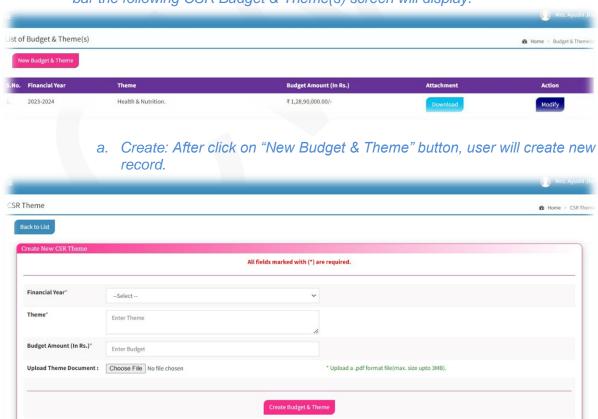


After click on "CSR Dashboard" menu, following CSR Dashboard screen will display

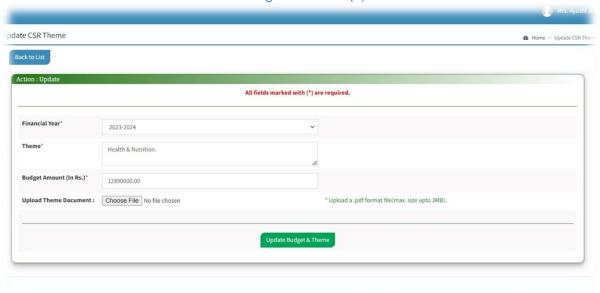
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2. CSR Budget & Theme: After click on "CSR Budget & Theme", menu in the menu bar the following CSR Budget & Theme(s) screen will display.



b. Update: Update CSR Theme screen will display after click on "Modify" button in the CSR Budget & Theme(s) screen.



3. CSR Inbox: CSR Admin will receive the entire proposal that is forwarded by RM and Cash & bank section in the CSR Inbox. He/she will take all necessary actions on the proposals from their Inbox List. Inbox list will appear after clicked on CSR Inbox tab in Navigation bar.



a. After Meeting Creation, put-up to BBLC button will appear.

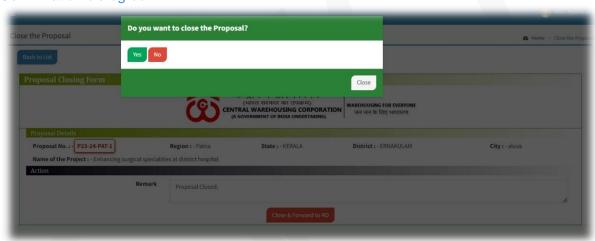


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4. Proposal Close: Proposal will close after click on "Close" button in the Inbox list as shown in below screen.



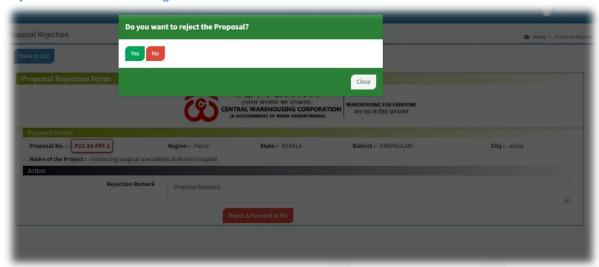
Confirmation dialog box.



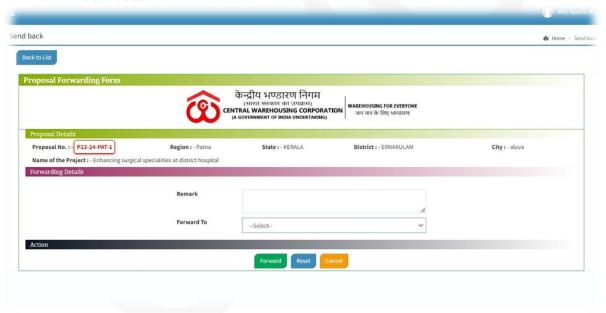
5. Proposal Reject: Proposal will reject after the click on "Reject" button in the Inbox list. As shown in below screen.



Reject confirmation dialog box.



6. Proposal Send Back to RM: proposal can be send back by clicked on "Send Back" button.



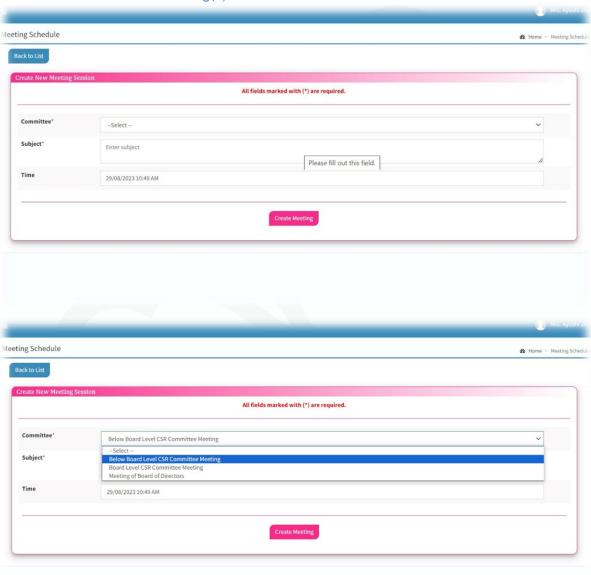
7. **Proposal Meetings:** Proposal meetings can be created through Meetings Menu or click on Create Meeting button in Inbox list. After click on CSR Meeting menu following Meeting list view screen will display.



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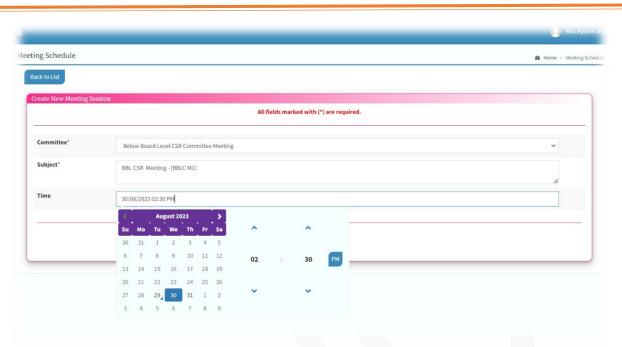


a. **Create:** Admin will create meeting by click on "Add Meeting" button in the List of Meeting(s) screen as shown in the below screen.

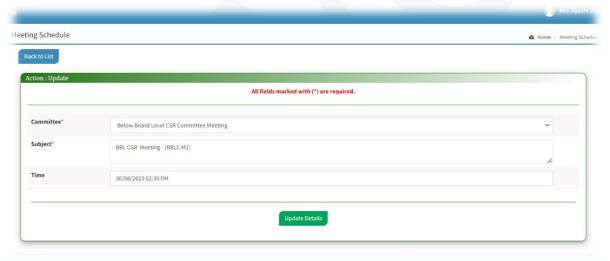




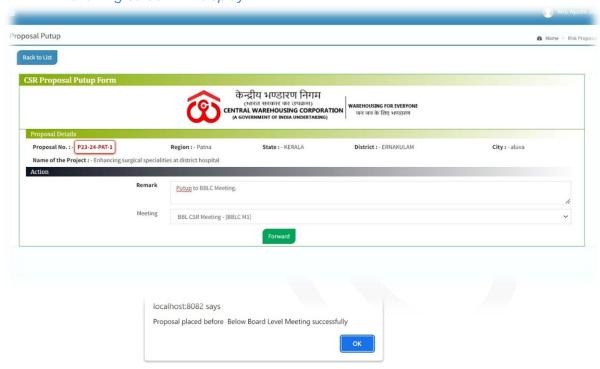
User Manual CSR Application V1.0



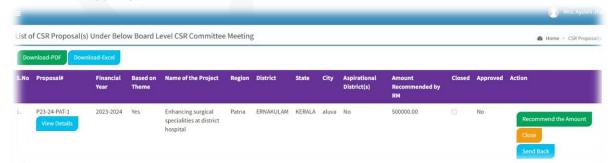
b. Update: Admin can update the meetings details by click on "modify" button in the List view.



8. Proposal Put up to CSR Committee Meeting: If meeting is available then "Putup to BBLC" button will display in the Inbox list view. By clicked on the button following screen will display.



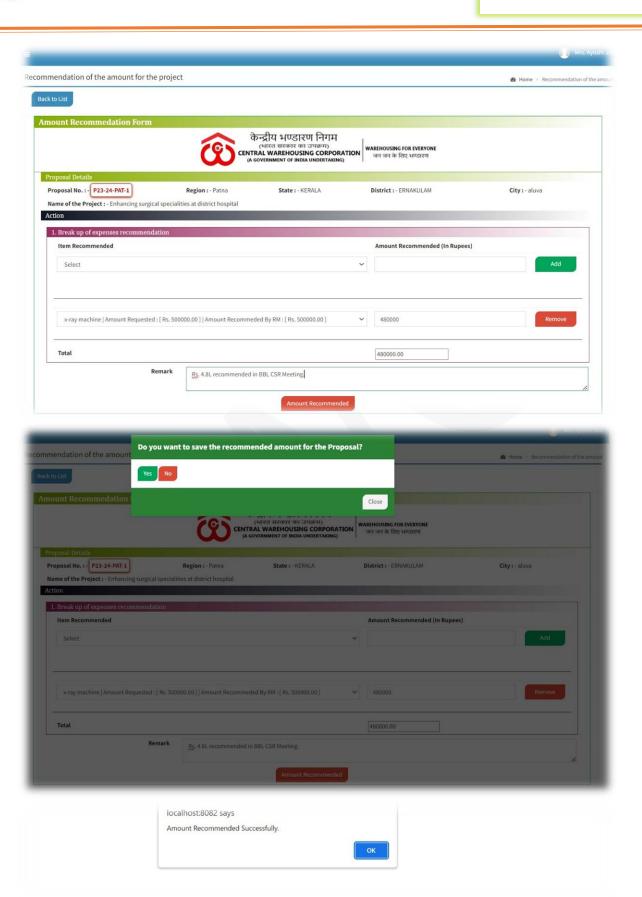
9. Below Board Level CSR Meeting: If Admin put up the proposal to BBLC then proposal will move to Below Board Level CSR Committee meeting tab from their Inbox list.



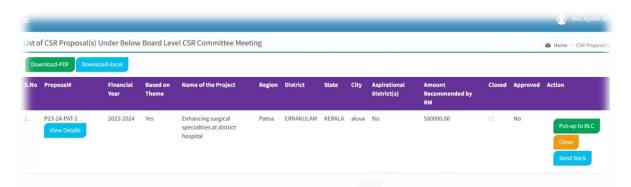
After click on "Recommend the Amount" button, following screen will display.



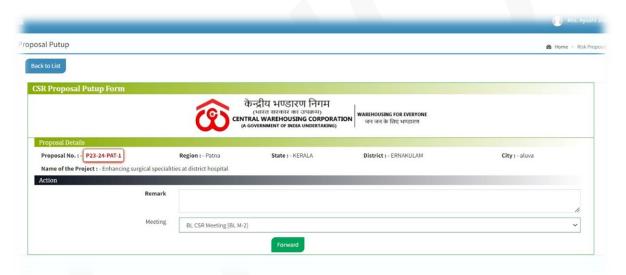
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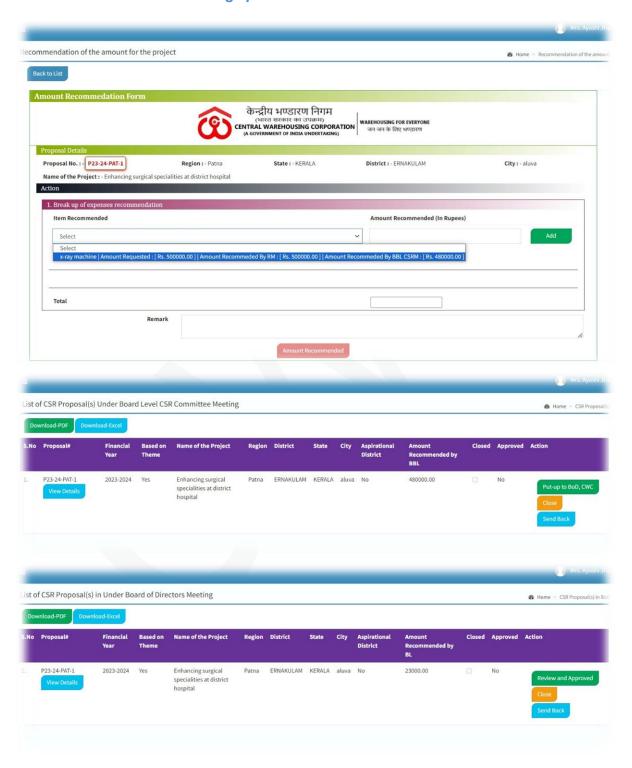
After Recommendation of the amount "Put-up to BLC" button will display as shown in below screen.



After click on "Put-up to BLC" button following put-up screen will display.

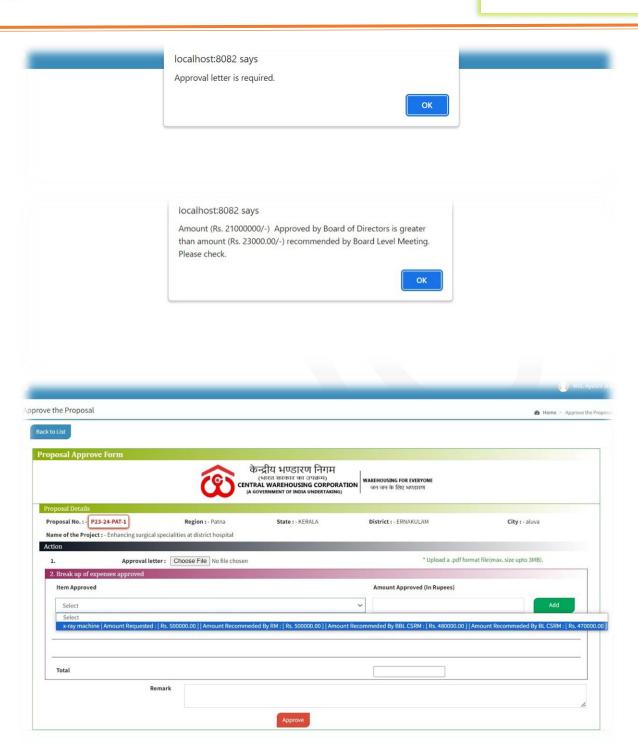


10. BBL & BoDs Meetings process as described above.





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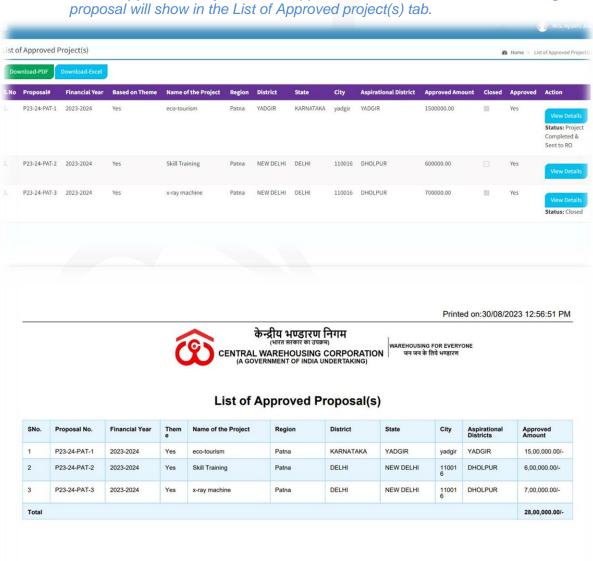




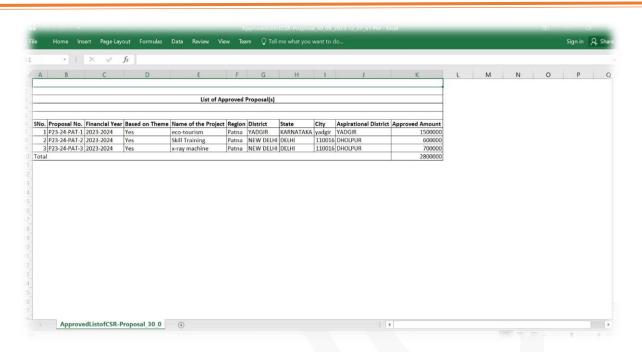
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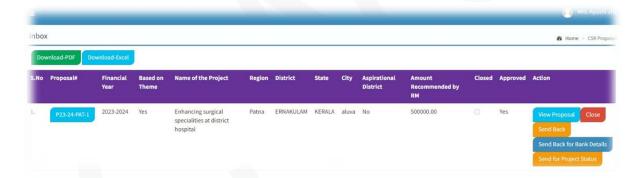
11. List of Approved Projects: After approval from Board of Directors meeting, proposal will show in the List of Approved project(s) tab.



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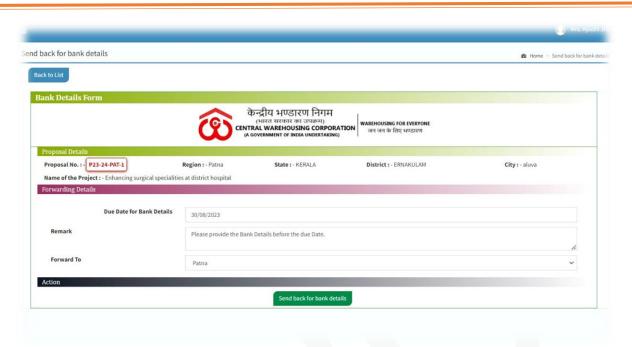
Inbox list view after proposal approved. Now admin will send the proposal to Regional Manager for Bank Details.



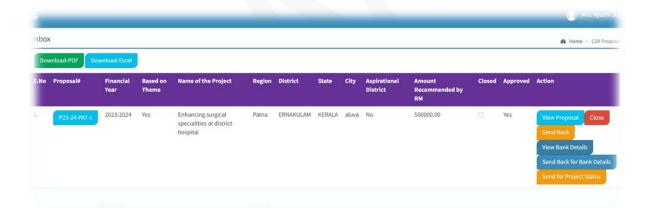
12. Proposal Send Back for Bank Details: After click on "Send Back for Bank Details", button in the Inbox list following screen will display.



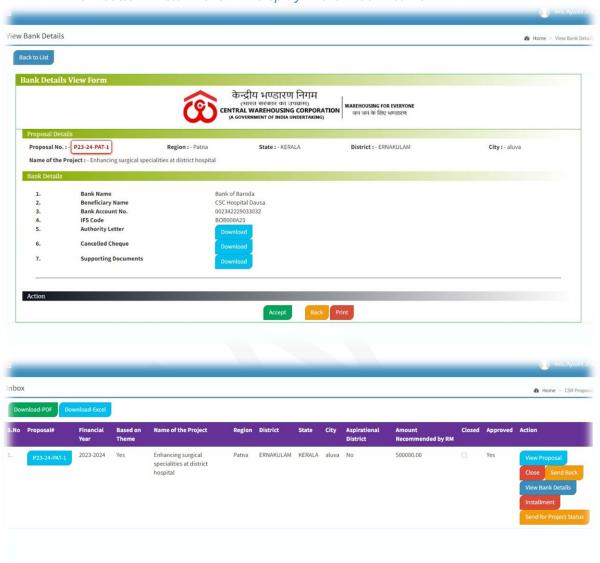
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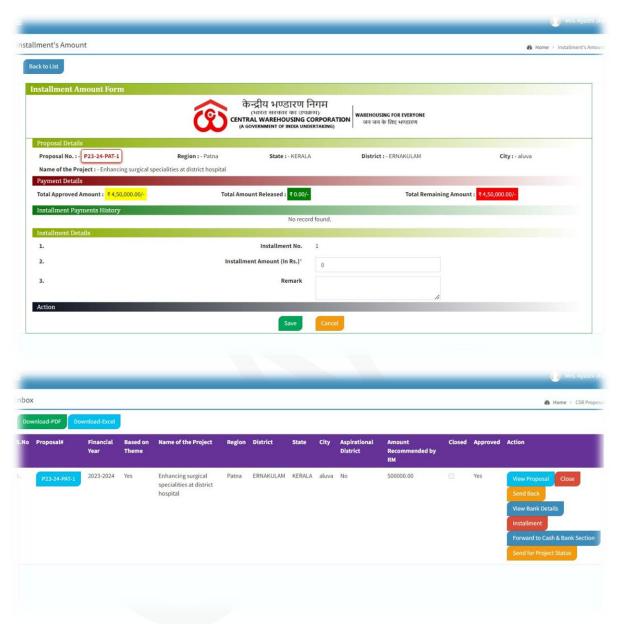
After receiving the Bank Details from Regional Manager, Admin can view and accept the Bank Details by click on "View Bank Details" button in the below screen.



13. Bank Details Acceptance: After click on "View Bank Details" button, following screen will display. By click on "Accept" button bank details will be accepted and new button "Installment" will display in the Inbox list view.



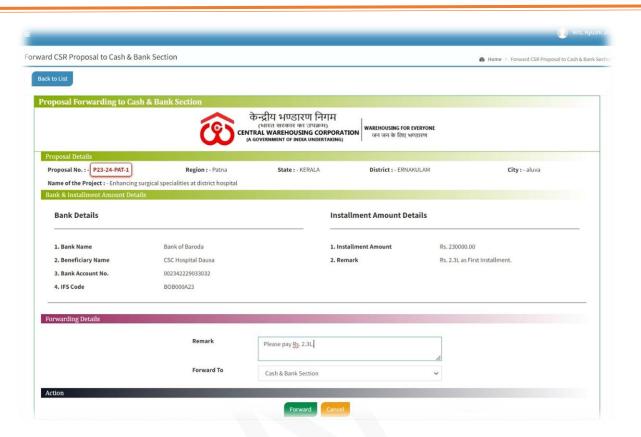
14. Proposal Installment: After click on "Installment" button following screen will get displayed.



15. Proposal Send to Cash & Bank Section for Payment: After creating the installment "Forward to Cash & Bank Section" button will appear in the Inbox list view. After click on "Forward to Cash & Bank Section" button, following screen will display.



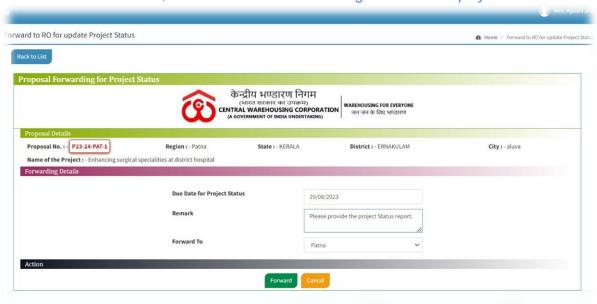
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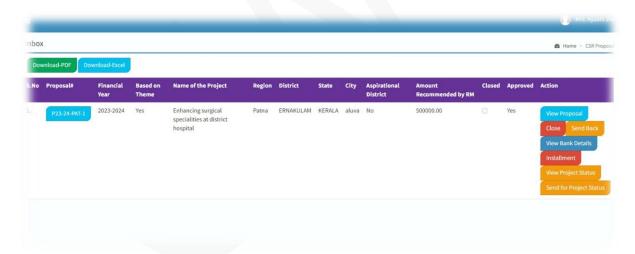
Admin can view the payment details by click on "Installment" button or by click on "Proposal#" button in the Inbox list view. After click on "Installment" button, following screen will display.



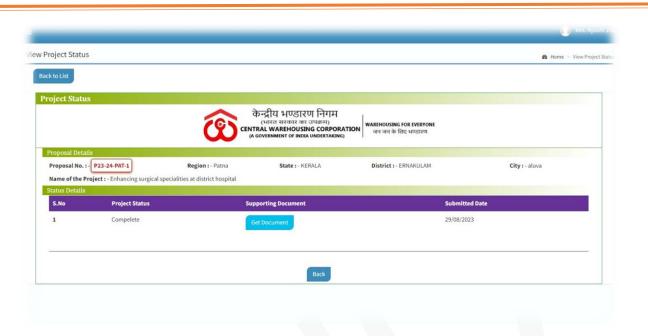
16. Proposal Send to RO for Project Status: After click on "Send for Project Status" button, in the Inbox list view following screen will display.



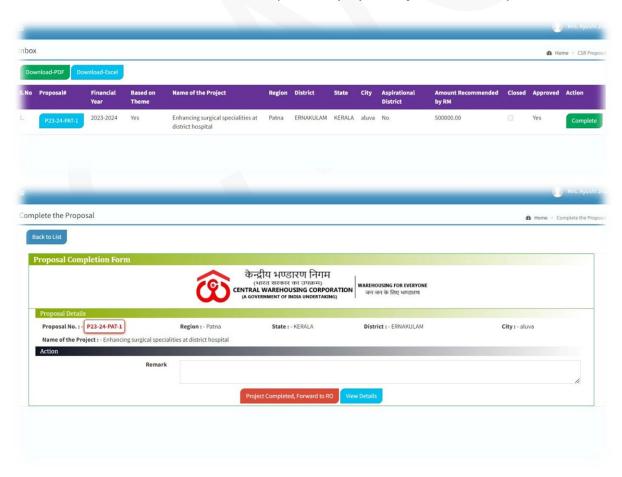
After received the project status that forwarded by Region Manager, Admin can view project status by click on "View Project Status" button, in the Inbox list view.



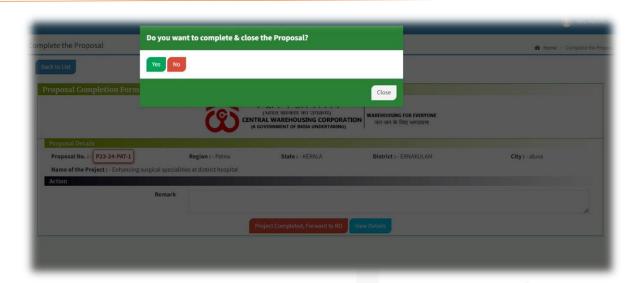
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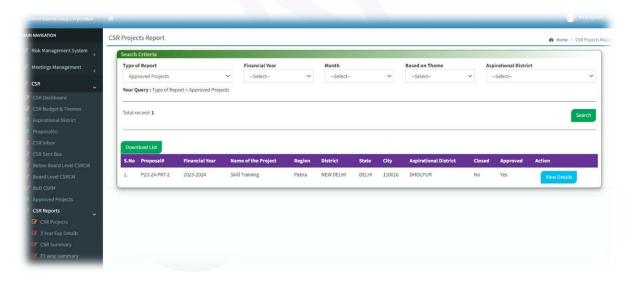
17. Project Completion: If regional Manager Update the project status as complete and the entire installment paid then only "Complete" button will show in the Inbox list view. Now Admin can complete the proposal by click on "Complete" button.



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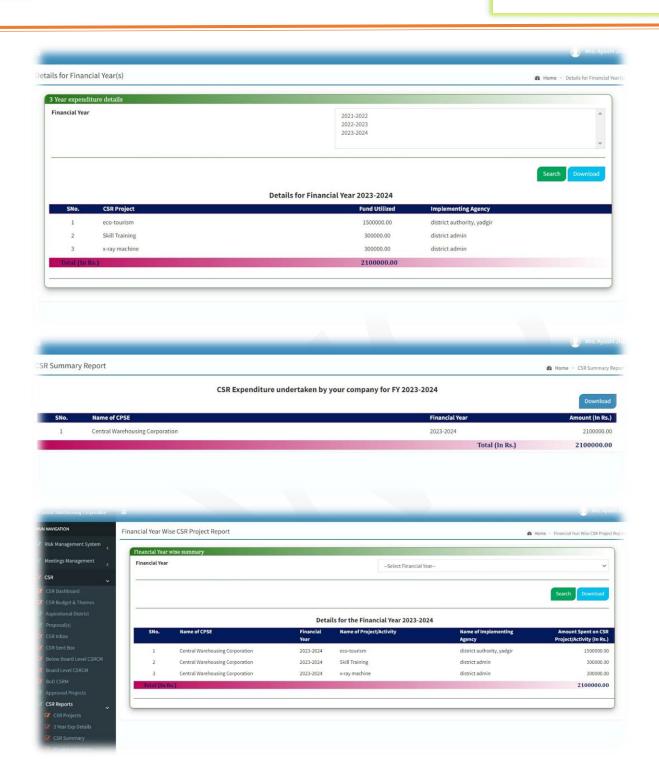


- **18. CSR Reports:** Following report are available in the CSR Reports tab in the menu bar.
 - a. CSR Projects FY wise, Region wise, Theme wise etc
 - b. 3 Year Expenditure
 - c. CSR Summary
 - d. Financial Year wise summary





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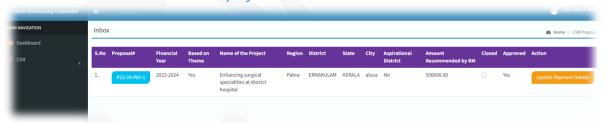


Cash & Bank Section Role

1. Dashboard Screen: After login the application following screen will display.



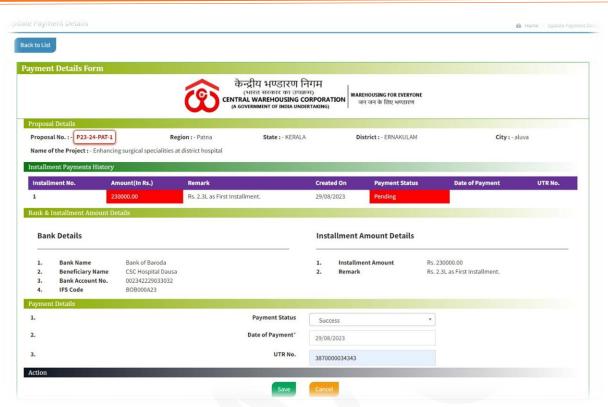
2. Inbox: inbox list will display after clicked on inbox menu.



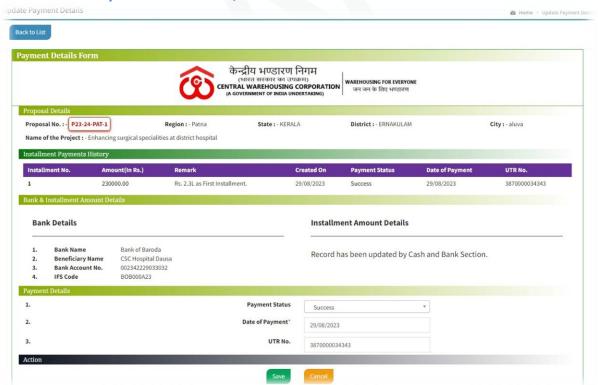
3. Update Payment Details: after click on "Update Payment Details" button in the above Inbox list the following screen will display.



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Once the user updates the details, next time will show as in below screen.

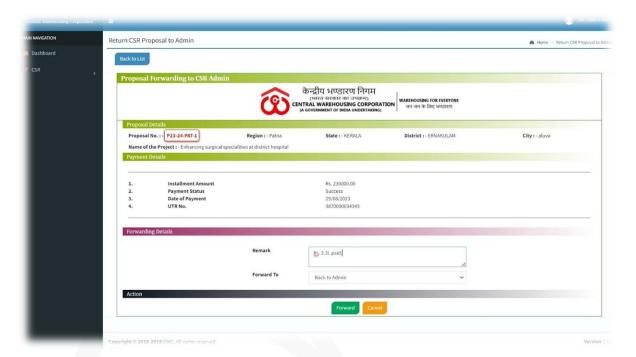


4. List view after payment details update

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5. Proposal Return to CSR Admin: by click on "Return to CSR Admin" button, user can send the proposal back to CSR admin as shown in below screen.



6. User can view the detailed view of the proposal from their sent list.



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