Standard Operating Procedure (SOP) for Users of the West Bengal CSR Portal
Website: https://csr.wb.gov.in

1. Introduction

The West Bengal CSR Portal is a centralized platform developed to streamline Corporate Social Responsibility (CSR) activities undertaken by companies within the State. It allows corporate entities to align their CSR efforts with West Bengal's developmental priorities, ensuring transparency and efficient management of CSR funds. The portal is monitored by the State CSR Council under the chairmanship of the Chief Secretary of West Bengal, with the Finance Department designated as the Nodal Department.

This SOP provides guidance for corporate entities, public sector undertakings (PSUs), government departments, and other stakeholders on using the West Bengal CSR Portal effectively.

2. Eligibility for CSR

As per Section 135 of the Companies Act, 2013, companies meeting any of the following criteria must allocate 2% of their average net profit towards CSR activities:

- A net worth of INR 500 crore or more

- A turnover of INR 1,000 crore or more

- A net profit of INR 5 crore or more

Corporate entities can contribute by supporting eligible state-sector projects in West Bengal via the CSR Portal.

3. Steps for Corporate Entities

Step 1: Registration on the CSR Portal

- Corporate entities need to visit https://csr.wb.gov.in to register themselves on the Portal.

- Create a Profile with details such as Company Name, Corporate Identity Number (CIN), and Authorized Signatory details.

Step 2: Selection of Projects

- Browse the **List of Approved Projects** on the Portal.

- Apply filters based on **Date Range, Department, District, Project ID, UNSDG, Sector, and Financial Year**.

- Projects are aligned with the State's development objectives (Education, Healthcare, Infrastructure, etc.) within the framework of the United Nations Sustainable Development Goals.

- Companies can express interest by clicking the **"I am Interested"** Tab for such Projects.

Step 3: Proposing New Projects

- Companies can indicate their **Sector-wise CSR Budgets** in the Portal. This will assist Departments in identifying potential projects for the Company as per its priorities.

- If a Company has some particular CSR Projects in mind and those or similar Projects are not already there in the "List of Approved Projects" on the Portal, the Company may propose such new CSR Project(s) in the Portal. The Departments of the State Government would provide necessary assistance as & when required by a Company in this regard.

- The State CSR Council will review and approve such proposals.

Step 4: Expressing Interest in CSR Council-Approved Projects

- **After a Project receives the approval of the CSR Council, "Approved for Execution"** status will be assigned by Finance Department for a Project and SMS Notification will be sent to the concerned Department's Nodal Officer. Such Projects will get reflected in the "List of Approved Projects" on the Portal.

- Companies can express interest by clicking the **"I am Interested"** Tab for such Projects.

- Notifications will be sent to the relevant Department's **Nodal Officer**.

Step 5: Approval and Execution

- Once a Company's interest in a Project is received, the Nodal Officer will coordinate with the corporate entity and the implementing agency (as applicable) for further necessary action.

- Once approved, the Corporate Entity can commence execution.

Step 6: Implementing Agencies

- CSR Projects can be executed via:

  o Parent company-affiliated Trusts/Societies

  o Registered NGOs, Trusts, or Section 8 Companies

  o State PSUs or State Government Companies

- All implementing agencies must be registered with the Ministry of Corporate Affairs (MCA) via Form CSR-1.

Step 7: Monitoring and Reporting

- Companies can track project progress via **Dashboards**.

- Upon completion, a **Letter of Project Completion** and **Letter of Appreciation** can be downloaded.

4. Approval Procedures for Project Execution

To streamline CSR project approvals, the following timeframes are established:

- **T1 (3 working days):** SMS notification sent to the Department's Nodal Officer after a corporate entity expresses interest in a CSR Council approved project.

- **T2 (7 working days: Review Stage by HoD):** The Head of Department (HoD) may review the project with the Nodal Officer of the Department.

- **T3 (7 working days: Final Decision):** The Departmental Nodal Officer needs to dispose (agree/reject) the Project where a corporate entity has expressed interest for execution. In case of any technical issues, Finance Department may be contacted.

- If a project remains undisposed by the Nodal Officer after receiving interest on the project from a corporate entity, **automatic notifications** about it are sent in the following manner:

    o **After 3 days:** Notify the HOD.

    o **After 10 days:** Notify the Finance Department.

This T1+T2+T3 = **17-day approval system** ensures efficiency.

5. Additional Features in the CSR Portal

- **"Ideas" Tab** for stakeholders to submit project suggestions.

- Various **MIS reports**, including:

    o Count of created, approved, and pending projects categorized by **Financial Year, District, Department, Sector, and UNSDG**.

    o Detailed reports for further analysis.

- Mapping CSR activities with **United Nations Sustainable Development Goals (UNSDGs)**.

- **Finance Department Dashboard**, displaying project details and status updates.

- **Holiday Calendar Page** to track official holidays affecting project timelines.

6. Roles and Responsibilities

Corporate Entities:

- Register on the CSR Portal.

- Select or propose CSR projects.

- Execute projects via an Implementing Agency.

- Monitor progress and download relevant Certificates and Letters.

Government Departments:

- Create potential CSR Projects and recommend them to CSR Council for approval.

- Evaluate CSR Projects submitted by DMs to their Department in the Portal to decide whether to recommend them to the State CSR Council for approval.

- Coordinate with Companies and implementing agencies.

- Provide support and monitor execution. Verify whether Projects have been completed.

- Issue **Letter of Completion** and Letter of Appreciation for completed Projects.

- Undertake **post-facto data entry** for ongoing and approved CSR Projects of the Department in case their information is not available on the Portal.

State CSR Council:

- Approve eligible CSR Projects aligned with State priorities.

- Oversee CSR fund allocation and utilization.

Implementing Agencies (IA):

- Execute CSR Projects on the ground.

- Must be registered with MCA (via Form CSR-1).

District Magistrates (DMs):

- View all CSR Projects related to their District.

- Provide project specific feedback within the CSR Portal.

- Propose new projects for their Districts and submit them to the concerned Departments. Only one Department can be chosen to submit one Project.

- **Jurisdiction-based restrictions**: DMs can propose Projects only within their jurisdiction.

7. Project Completion and Certificates

- After completion, Corporate will mark the project as **"Completed."**

- The Department will **verify and update** the status to "Completed."

- A **Letter of Completion** will be issued after verification by the Department.

- A **Letter of Appreciation** will be issued to implementing agencies.

- The Finance Department may **archive completed projects** as required.

8. Citizen Project Idea Submission

- Citizens can submit new project ideas through the **"Ideas" Tab**.

- Suggestions will be directed to the appropriate departments for review.

9. Contact Information

The West Bengal CSR Portal provides contact details of Nodal Officers of different Departments of the Government of West Bengal. This information is accessible through the Portal for assistance.