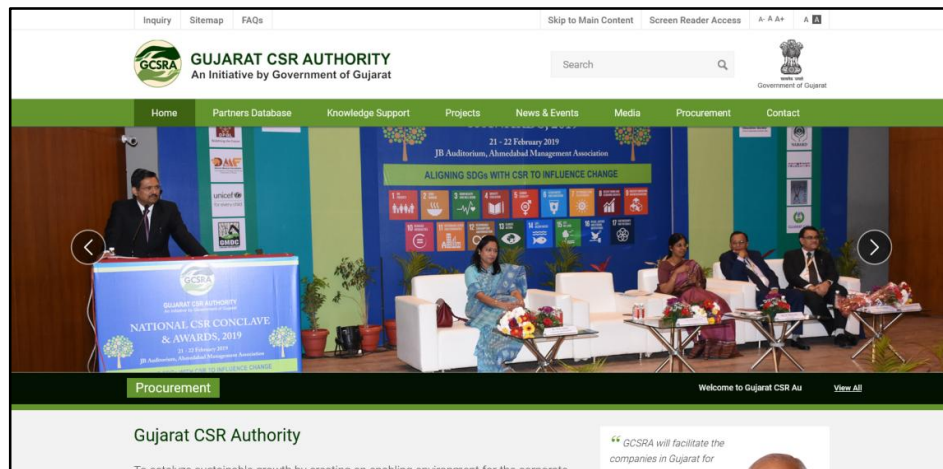


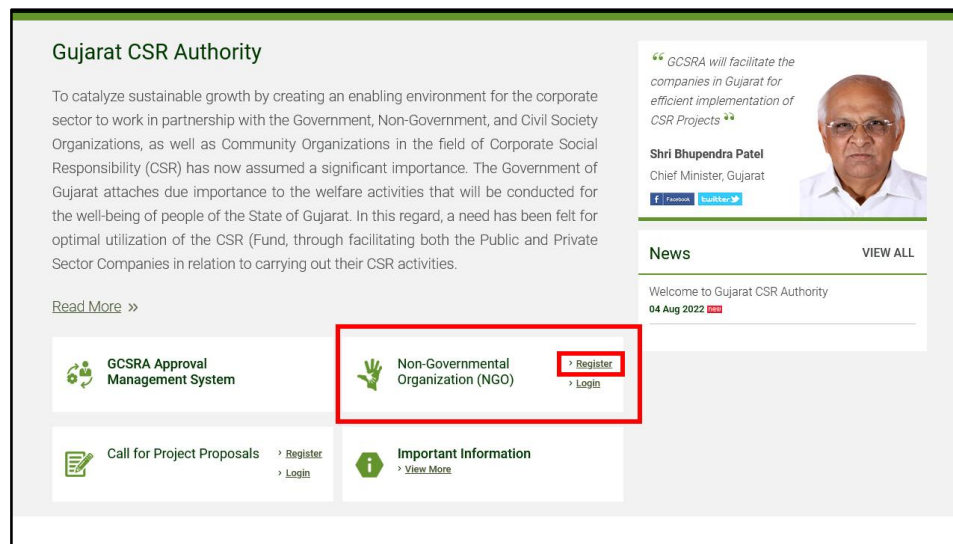
# User Manual for Registration on Non-Governmental Organization (NGO) Portal

Follow below steps to do registration for GCSRA NGO Portal.

1. Open GCSRA website.  
URL : <http://gcsra.org/>



2. Scroll down and search for Non-Governmental Organization (NGO) Box.  
Click on Registerbutton.



3. After open NGO registration form please fill the correct information in all fields.(All fields are mandatory)

### NGO Registration

Organization Name \*

Email ID \*

User Name \*

Password \*

Password must have 1 special character, 1 small letter, 1 upper case letter, 1 number and must be 8 to 20 characters

Confirm Password \*

Age of Organization in years \*

Annual Turnover \*

Name of Contact Person \*

Contact Number \*

80-G Registration No \*

Upload 80-G Document \*

 No file selected.

12-A Registration No \*

Upload 12-A Document \*

 No file selected.

CSR-1 Registration No \*

Upload CSR-1 Document \*

 No file selected.


Bye Laws

 No file selected.

Memorandum of Association (MoA)

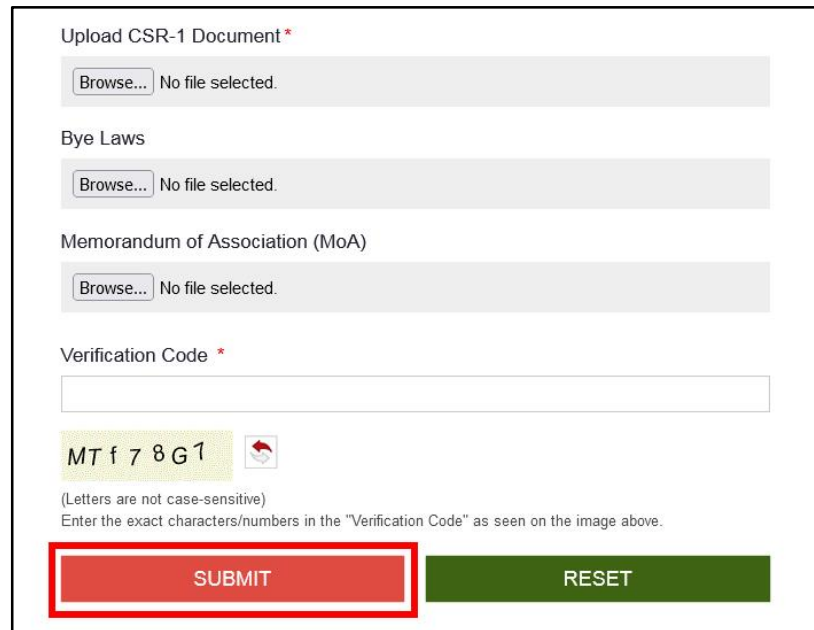
 No file selected.

Verification Code \*

MT f 7 8 G 1 

(Letters are not case-sensitive)  
Enter the exact characters/numbers in the "Verification Code" as seen on the image above.

4. After filling all the fields in NGO registration form correctly, click on submit button to complete the registration.



Upload CSR-1 Document\*

Browse... No file selected.

Bye Laws

Browse... No file selected.

Memorandum of Association (MoA)

Browse... No file selected.

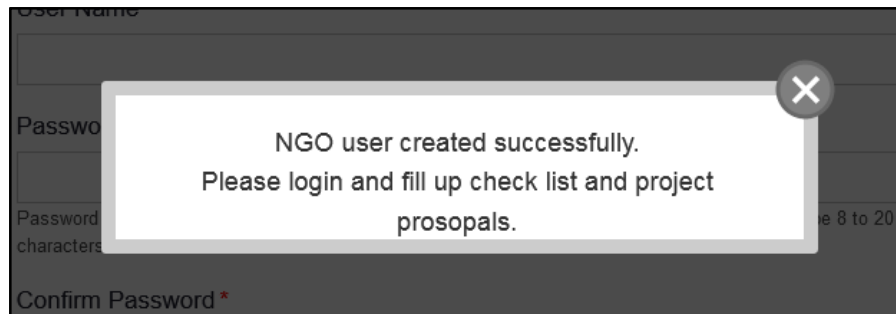
Verification Code \*

MT f 7 8 G 1

(Letters are not case-sensitive)  
Enter the exact characters/numbers in the "Verification Code" as seen on the image above.

**SUBMIT** RESET

5. After clicking on submit button, you will see as mentioned message in popup box regarding registration successfully.



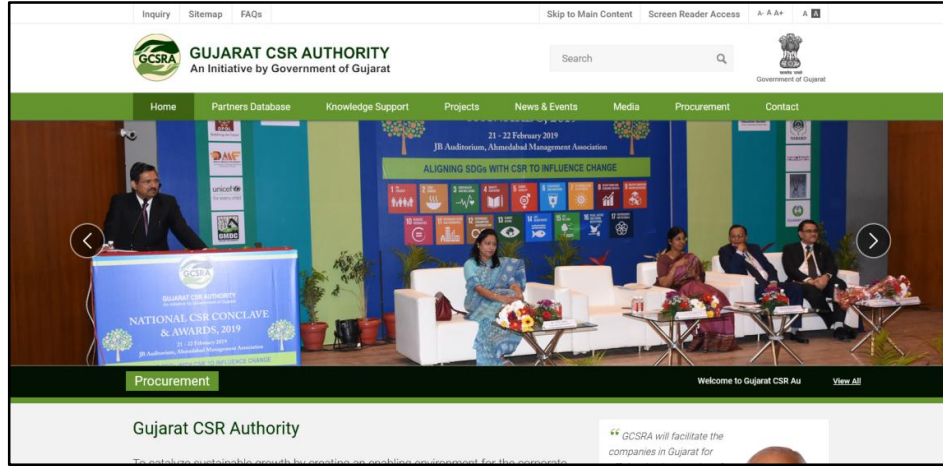
**Note:** After Successful registration, System Generated Score will be generated. Based on the generated score, Post detailed evaluation of the details & system generated Score, the concern NGO shall be empanelled post background verification & approval of competent authority.

## GCSRA ના NGO પોર્ટલ પર નોંધણી માટે ની માર્ગદર્શિકા

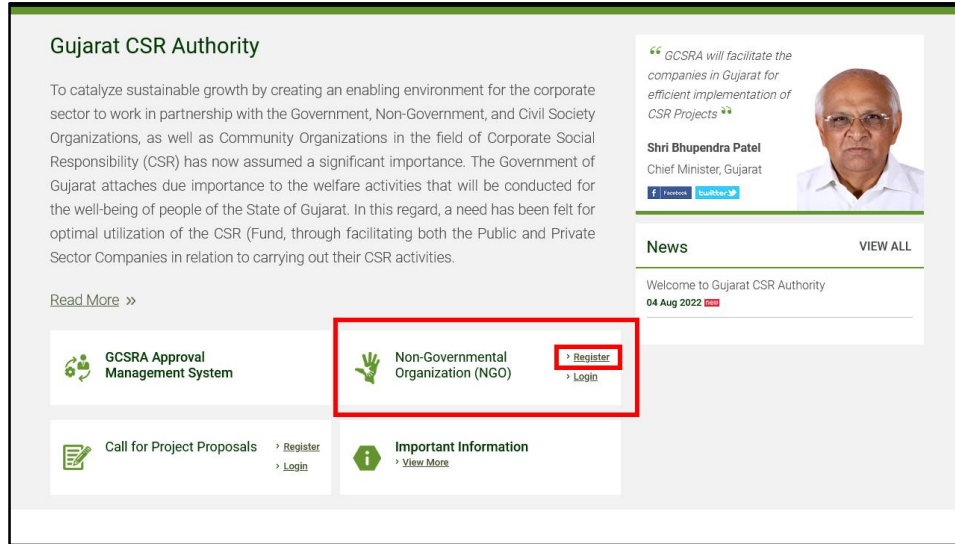
GCSRA NGO પોર્ટલ પર નોંધણી કરવા માટે નીચેના પગલાં અનુસરો .

1. GCSRA વેબસાઇટ ખોલો.

URL : <http://gcsra.org/>



2. નીચે સ્ક્રોલ કરી, Non-Governmental Organization (NGO) વાળા બોક્સ માં દર્શાવેલ રજીસ્ટર બટન પર ક્લિક કરો.



3. NGO રજીસ્ટ્રેશન ફોર્મ ખોલ્યા પછી, તમામ ફીલ્ડમાં સાચી માહિતી ભરો. (બધા ફીલ્ડ ફરજિયાત છે)

### NGO Registration

Organization Name \*

Email ID \*

User Name \*

Password \*

Password must have 1 special character, 1 small letter, 1 upper case letter, 1 number and must be 8 to 20 characters

Confirm Password \*

Age of Organization in years \*

Annual Turnover \*

Name of Contact Person \*

Contact Number \*

80-G Registration No \*

Upload 80-G Document \*

 No file selected.

12-A Registration No \*

Upload 12-A Document \*

 No file selected.

CSR-1 Registration No \*

Upload CSR-1 Document \*

 No file selected.


Bye Laws

 No file selected.

Memorandum of Association (MoA)

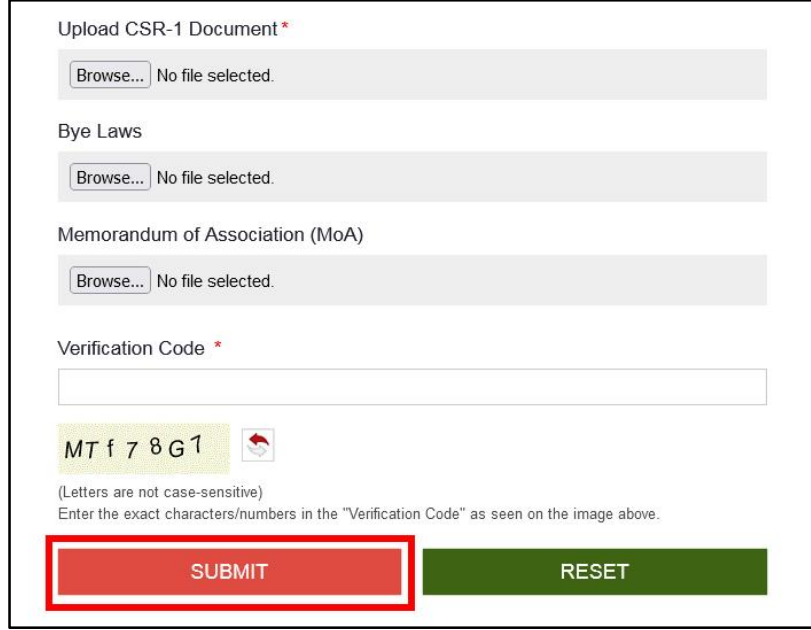
 No file selected.

Verification Code \*

**MT f 7 8 G 1** 

(Letters are not case-sensitive)  
Enter the exact characters/numbers in the "Verification Code" as seen on the image above.

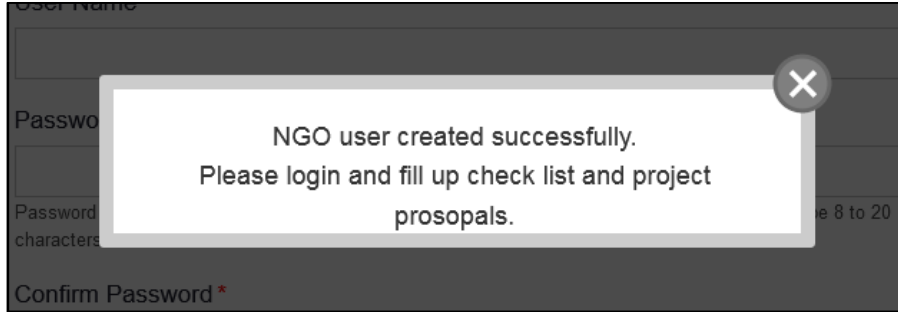
4. NGO રજીસ્ટ્રેશન ફોર્મ માં તમામ ક્ષેત્રો યોગ્ય રીતે ભર્યા પછી, નોંધણી પૂર્ણ કરવા સબમિટ બટન પર ક્લિક કરો.



The screenshot shows a registration form with the following fields and buttons:

- Upload CSR-1 Document \***: A file upload field with a "Browse..." button and the text "No file selected."
- Bye Laws**: A file upload field with a "Browse..." button and the text "No file selected."
- Memorandum of Association (MoA)**: A file upload field with a "Browse..." button and the text "No file selected."
- Verification Code \***: A text input field.
- Verification Code Image**: A small image showing the code "MT f 7 8 G 1" with a refresh icon.
- Instructions**: "(Letters are not case-sensitive) Enter the exact characters/numbers in the 'Verification Code' as seen on the image above."
- Buttons**: A red "SUBMIT" button and a green "RESET" button.

5. સબમિટ બટન પર ક્લિક કર્યા પછી, તમે સફળતાપૂર્વક નોંધણી સંબંધિત પોપઅપ બોક્સમાં ઉલ્લેખિત સંદેશ જોશો.



The screenshot shows a success message pop-up with the following text:

NGO user created successfully.  
Please login and fill up check list and project proposals.

નોંધ: સફળતાપૂર્વક નોંધણી પછી, સિસ્ટમ જનરેટેડ સ્કોર જનરેટ થતો હોઈ છે. જનરેટ કરેલા સ્કોરના આધારે અને સબમિટ કરેલ માહિતી નું વિગતવાર મૂલ્યાંકન પછી સંબંધિત NGO ને સક્ષમ અધિકારીની ફૂલભૂમિ ચકાસણી અને મંજૂરી પછી એમ્પોનલ્ડ સંસ્થા ની યાદી માં મૂકવામાં આવશે.