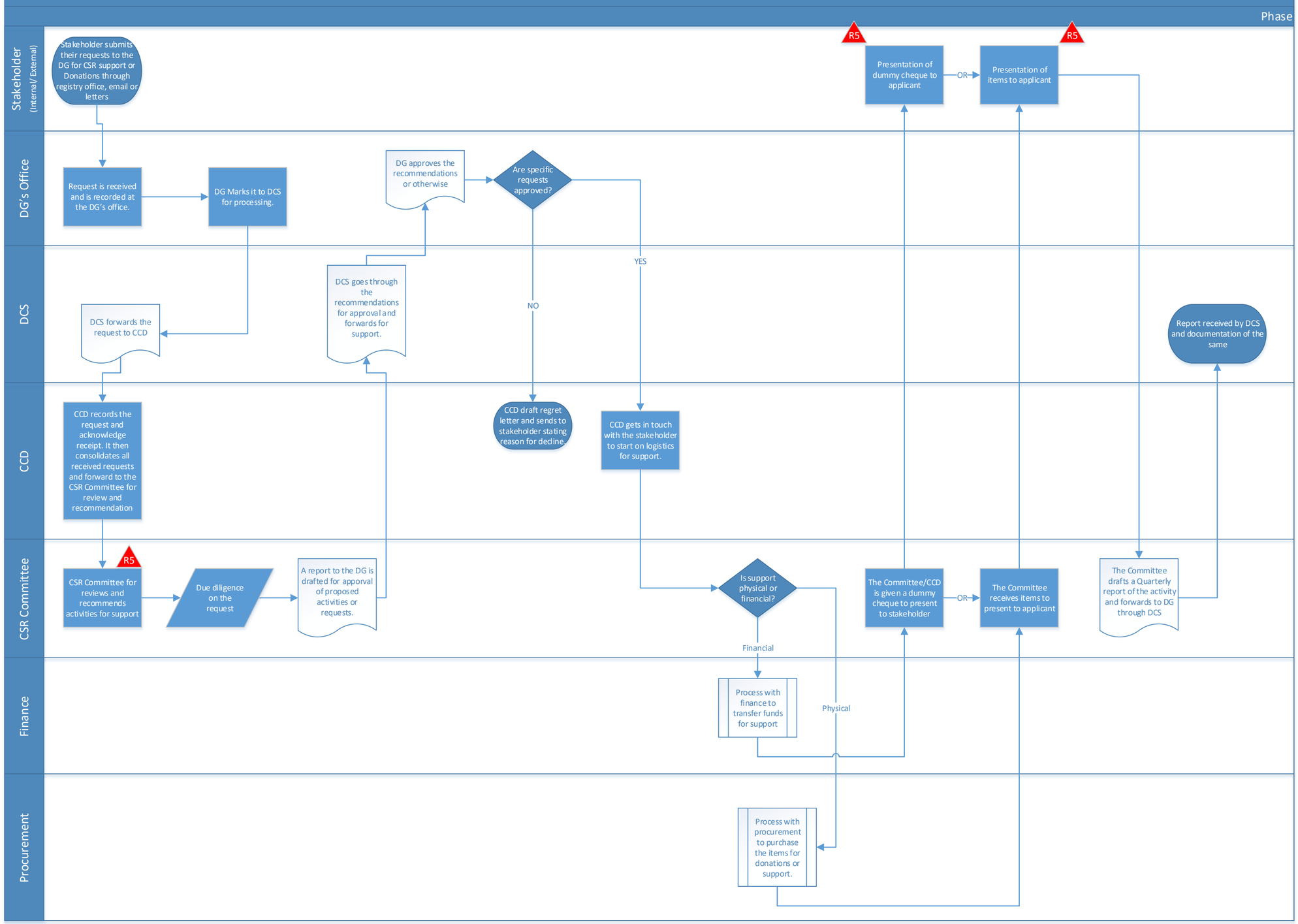
CSR Request


Phase
Stakeholder (Internal/ External)
DG's Office
DCS
CCD
CSR Committee
Finance
Procurement
Stakeholder submits their requests to the DG for CSR support or Donations through registry office, email or letters
Request is received and is recorded at the DG's office.
DG Marks it to DCS for processing.
DCS forwards the request to CCD
CCD records the request and acknowledge receipt. It then consolidates all received requests and forward to the CSR Committee for review and recommendation
R5
CSR Committee for reviews and recommends activities for support
Due diligence on the request
A report to the DG is drafted for apporval of proposed activities or requests.
DCS goes through the recommendations for approval and forwards for support.
DG approves the recommendations or otherwise
Are specific requests approved?
NO
YES
CCD draft regret letter and sends to stakeholder stating reason for decline.
CCD gets in touch with the stakeholder to start on logistics for support.
Is support physical or financial?
Financial
Physical
Process with finance to transfer funds for support
Process with procurement to purchase the items for donations or support.
The Committee/CCD is given a dummy cheque to present to stakeholder
OR
The Committee receives items to present to applicant
R5
Presentation of dummy cheque to applicant
OR
R5
Presentation of items to applicant
The Committee drafts a Quarterly report of the activity and forwards to DG through DCS
Report received by DCS and documentation of the same