

Help document for Culture Scheme Monitoring System (CSMS)

Use this link <http://csms.nic.in/login/index.php> to come on the Registration/login Page It will come as online application to scheme on the indiaculture.nic.in and ccrt.nic.in

On this page in left hand side menu there are two things 1st one is Login and 2nd one is Registration.

Part- I (Registration)

Steps for Registration:-

- Click on the Registration Menu.
- After Clicking on Registration Menu, you will get a registration form.
- In registration form 1st field is Applicant Type. There in Applicant Type drop-down select Individual/Organization as an Applicant Type.
- After that fill the given fields of the form. All the (*) marked fields are mandatory. So, do not leave them blank.
- In the given form there are two fields named as E-mail Address & Mobile Number. Give the valid Email Id & Mobile number because these two fields are used as communication medium. On the given Mobile number & Email Id you will the message & Email respectively of Login Id & Password.
- After filling the complete registration form. Click on the submit button, which is at the bottom of the form.
- Then you will get a message of User created. Password is same which you should change after first login.
- You will get username and password of login on your mobile number & email id.

Part-2 (Login)

Steps for Login:-

- Click on the left hand side menu Login part.
- Fill the Username & Password column on login page.
- There you will get 2 buttons named as Login & Reset.
- Clicking on login you will go to the Schemes page

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- Clicking on Reset you will get the option to changes the c.
- After Login you will come to the dashboard of Online Schemes.
- There in left hand side you will get below Online schemes for the Individual applicant type :-
 - a. Scholarship To Young Artists
 - b. Junior Fellowship
 - c. Senior Fellowship
 - d. Pension Scheme
- There in left hand side you will get below Online schemes for the Organization applicant type :-
 - a. Building Grant
 - b. Cultural Function Grant
- If you want to apply for any of these schemes you need to click on the particular on.
- Clicking on a scheme you will get a Apply Online Now link.
- After clicking on Apply you will get a form. Fill the given form.
- After filling the form click on the **submit** button.
- Then you will get a message of form submitted successfully.

There are four options for your profile:-

- a) **Edit Profile:-** Clicking on this you will get the form you have filled for registration . If you wantto edit any information in the same you can do that. And then on the bottom of the form youwill get two buttons Update & Cancel. Click on Update button to update your profile or clickon Cancel button to cancel the editing.
- b) **Change Password:** - To change the password of the login.
- c) **Application Status:** - From here you will check the status of your Schemes if you have filled anySchemes Application by selecting Schemes & Financial Year.
- d) **Sanction Status:** - From here you will check the status of sanctions for each schemes you haveapplied by selecting Schemes & Financial Year. Also you can download installment wise sanctionletter in case of Organization and Awadree letter in case of Individual.

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Part-3 (Forgot Password)

Use this link to recover the new password on the csms portal.

<http://csms.nic.in/login/forgotpassword.php>

Please follow these steps:

- 1) Access the URL
<http://csms.nic.in/login/forgotpassword.php>
- 2) Enter your registered email id or mobile no.
- 3) New password will be sent in your email id or Mobile
- 4) Open your email and get the password. (eg. EedHS@2015)
- 5) Login CSMS portal using new password.
- 6) System will ask you to change a password.
- 7) Old password means recently received password in your mail or mobile i.e EedHS@2015.
- 8) Provide new password as per rule.

Part- 4 (Blocked User)

Following steps to unblock the user id:

- 1) Blocked user will receive the new auto-generated password on their registered email and mobile no (by SMS).
- 2) When you will login with this auto generated password we are forcefully ask user to change the password due to security reason without changing password user will not able to access any other screen.
- 3) Change password screen will ask you to enter values for below fields once they will login with auto-generated password.
 - (i) Old password (Auto Generated and available on their registered email and SMS if they got)
 - (ii) New password (new password to be provided by you)
 - (iii) Confirm Password

Note: Please check in your registered email from received mail from CSMS ADMIN (nic-culture@nic.in).

Part- 5 (File name and File Size)

- 1) File size of attachment not more than 5MB.
- 2) File name should not contain any space and special characters.