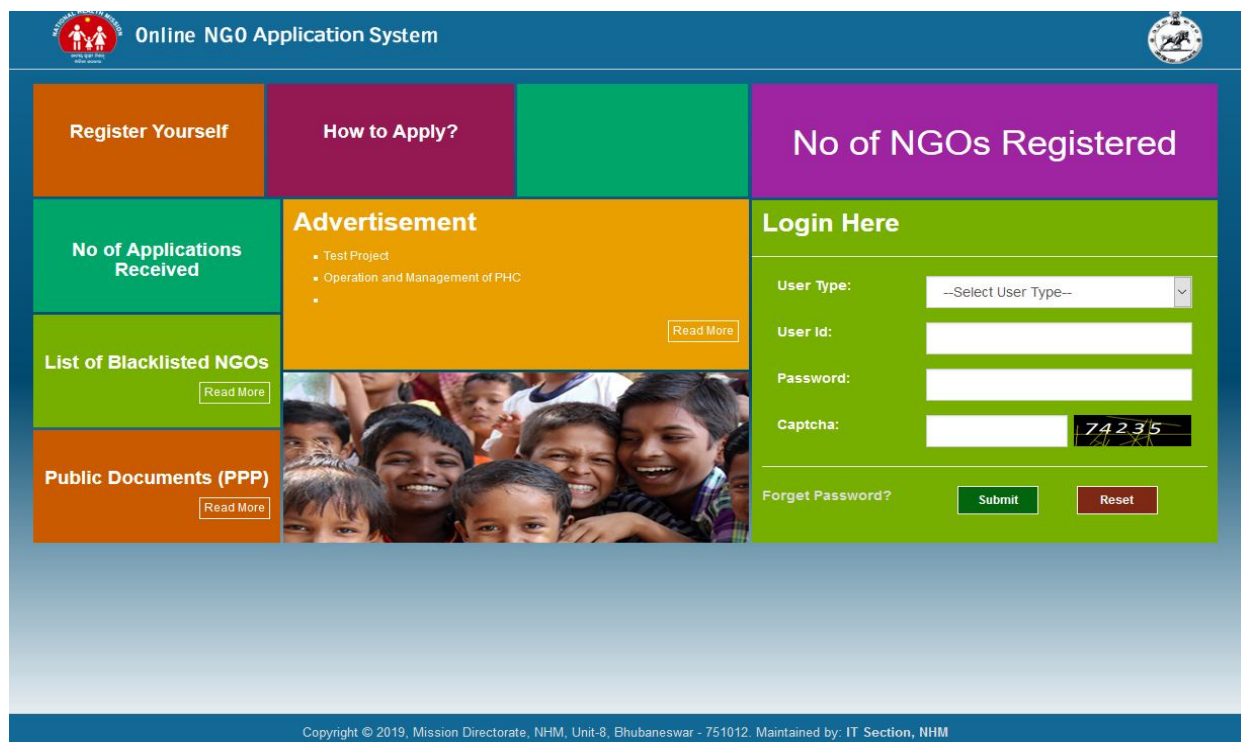


# User Manual (For NGO/Agency)

## Index Page



(Figure-I -Index Page)

The above screen shows the index page of the web application. The page contains the following

**Register Yourself-** A NGO will register its details by clicking on the tab. This is mandatory and an one time activity. This will redirect the user to (Figure-II-NGO Registration Screen).

**How to Apply-** This tab will download the user guide on how to use the online application.

**No. of NGOs registered-** This will give the figure of No. of Registered users in the portal in a flip-flop mode.

**No. of Application Received-** This tab will provide No. of NGOs Applied so far through the Application.


**List of Blacklisted NGOs-** This tab will provide the list of blacklisted NGOs.

**Public Documents (PPP)-** This tab will provide the list of documents, success stories, achievements, Notifications etc. in downloadable format.

**Advertisement-** The List of Advertisements published under PPP will be shown here with downloadable format on click.

**Login Here-** The registered users, District and state level authorities can logged in to the Application using their credentials from here.

## NGO Registration Page

**Online NGO Application System**[Click for Login](#)

### NGO Registration Form

Name of the Agency : \*

Name of the Chief Executive of the Agency : \*

Agency registered under which Act : \*

--Select--

Agency Regd. No with year of Regd. (under Society/Trust/Company Act) : \*

Year : \*

Date of Establishment : \*

District : \*

--Select District--

Head Office Address : \*

Correspondence Address :

Mobile No. : \*

Email ID : \*

Unique ID No. under NGO DARPAN Portal of NITI Aayog (Only in case of Agency regd. under society registration Act 1860) : \*

NGO PAN No. : \*

Submit

Reset

Copyright © 2019, Mission Directorate, NHM, Unit-8, Bhubaneswar - 751012. Maintained by: IT Section, NHM

(Figure-II-NGO Registration Screen)

After Clicking on the Register Yourself tab on the index page, the above screen will appear with the following details need to be filled with.

Name of the Agency (Mandatory)- To be filled as per the name mentioned in the Certificate of Incorporation/ By-Law.

Name of the Chief Executive of the Agency (Mandatory)- As in NGO records.

Agency Registered under Which Act (Mandatory) - To be Chosen

Agency Registered No. with Year of Registration (Mandatory)- Registration No of the NGO under the Society/Trust/ Company Act along with Year of Registration to be given as per the record.

Date of Establishment (Mandatory) - To be Chosen from the calendar.

District (Mandatory)- To be Chosen from the list of district where the NGO is registered. The NGO can also choose State, if it is registered at state level.

Head Office Address (Mandatory) - To be provided as per record.

Correspondence Address- If Other than Head office address for letter correspondence.

Mobile No. (Mandatory) - The 10 digit valid mobile no. to be provided. This no will receive the One Time Password and all further message correspondences.

E-Mail ID (Mandatory)- Valid e-mail ID to be provided. All e-Mails will be sent to this e-mail ID.

Unique ID No. under NGO DARPAN Portal of NITI Aayog, GoI- Mandatory for those who have chosen their Agency as registered under Society Registration Act 1860.

NGO PAN No. (Mandatory)- The 10 digit PAN no. of the agency to be given

After Submission, the user will come out of the screen and will get a USER ID and Password at the registered Mobile Number. User can log in to the system using the USER ID and password at the index page.


After successful login, user will get a the following menus will appear left pane.

- Application Form
- Submit Compliances
- Change Password
- Logout

## **Application Form**

By Clicking on the Application form, User will get an Entry form, which has seven parts (Screens) to be filled by the user for each Apply. They are

1. Agency Profile
2. Details of Experiences
3. Annual Turnover of the Agency for last three years
4. Details of EMD
5. Declaration
6. Submission of Documents
7. Preview of Application and Submit


Dashboard

Online NGO Application System

BBS-313-144
Date - 13.10.2020, 12:49 PM

Application Form
Submit Compliances
Change Password
Log Out

Advertisement No. :

Advertisement No. :

--Select Advertisement--

District applied for :

--Select District--

Location of the Project Applied for :

--Select Location--

Name of the Agency :

GDS

Name of the Chief Executive of the Agency :

bARIK

Head Office Address of the Agency :

84 BAPUJI Nagar Infront of U.P. School, Bhubaneswar, Orissa, Khurda, 751009

Correspondence Address :

84 BAPUJI Nagar Infront of U.P. School, Bhubaneswar, Orissa, Khurda, 751009

Mobile No. :

9439990049

Email Id :

pppcellnrhm@gmail.com

Act under which the Agency Registered :

Society Act

In case of Society Registration Act, Please mention Registration Authority :

--Select--

Agency Regd. No with year of Regd. (under Society/Trust /Company Act) :

BBS-313-144

Year :

1999

Agency Unique ID No. under NGO DARPAN Portal of NITI Aayog (Only in case of Agency regd. under society registration act 1860) :

OR/2013/0062314

Whether registered under 12 A :

Yes ☐ No ☒

Whether registered under 80 G :

Yes ☐ No ☒

Agency PAN Number :

AAATC2905J

Any National/State/District level award received by the Agency for outstanding contribution in social sector from any Govt./Govt. Institutions only :

Bank Details

Name of the Bank :

Account Number :

IFSC Code :

Address of the Bank :

Previous

Save

Reset

Next

(Figure-III-Application Form with Pre-filled Data-Part-1)

## **Agency Profile**

In the agency profile screen, the following fields will come with pre-filled data from the registration page

- Name of the Agency
- Name of the Chief Executive of the Agency
- Head Office Address of the Agency
- Correspondence Address
- Mobile No
- E-Mail ID
- Act under Which Registered
- Agency Registration No. with Year of Registration under Society/ Trust/ Company Act
- Agency Unique ID under NGO Darpan Portal of NITI Aayog
- Agency PAN No

Further, the user needs to fill the followings data

- Advertisement No (Mandatory) - To be Chosen as per advertisement
- District Applied- To be chosen from the list
- Location of the Project Applied for- To be Chosen from the list
- In case of Society Registration Act, Please Mention Registration Authority- To be Chosen (IGR/ District Level Registration)
- Whether Registered under 12 A- Yes/No to be Chosen (By Default-No)
- Whether Registered under 80 G- Yes/No to be Chosen (By Default-No)
- Any National/ State/District Level Award Received by the Agency for Outstanding contribution in social sector for any Govt. / Govt. Institutions only.

## **Bank Details (All Mandatory)**

- Name of the Bank- Where the Bank Account of Agency is opened and operated
- Account Number
- IFSC Code of the Branch
- Address of the Bank

After filling the above fields, User has to **Save** the records and go to **Next** step, where the experience details to be filled in.

## **Experience Details**

The screenshot displays the 'Online NGO Application System' interface. On the left is a sidebar menu with options: Application Form, Submit Compliances, Change Password, and Log Out. The main content area is titled 'B. Details of Experience of the Agency' and includes a table for recording project experience. The table has columns for Category, Name of the Project, Name/Address of the Organization with whom the contract signed, Date of Commencement of Contract, Date of Completion of Contract, Value of the Project (in Rs.), and Upload Experience Document. A 'Browse...' button is next to the upload column. Below the table, it shows 'Total Experience : 2 Year(s) 0 Month(s)' and an 'Add Row' button. At the bottom are 'Previous', 'Save', 'Reset', and 'Next' buttons. The top right corner shows the user ID 'BBS-313-144' and the date '13.10.2020, 03:43 PM'.

Category	Name of the Project	Name/Address of the Organization with whom the contract signed	Date of Commencement of Contract	Date of Completion of Contract	Value of the Project (in Rs.)	Upload Experience Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Delete"/>

Total Experience : 2 Year(s) 0 Month(s)

(Figure-IV- Application Form-Part-II)

User need to fill the following fields in the Experience Details

- Category- To be Chosen from the following
  - Social Sector-Govt. Funded
  - Social Sector- Private Funded
  - Social Sector- Applied District
  - Multi State Experience- Similar Project with Govt. Funding
- Name of the Project- Project Title to be given
- Name/Address of the Organization with whom the contract signed
- Date of Commencement of Contract
- Date of Completion of Contract
- Value of the Project (in Rs.)
- Upload Experience Document- To be uploaded in PDF form (Maximum up to 1 MB) - The document(s) can be viewed after uploading.

To add more Experiences, User need to click on Add Row Button

The total experience count will be automatically computed and shown to the user as per the Date of Commencement and Completion of the Contract(s) in the Experience(s).

After adding all the experiences, user needs to save the records and click next to proceed to the third part i.e. filling of Annual Turnover data of last three years.

### **Annual Turnover**

**(Figure-V- Application Form-Part-III)**

In the Annual Turnover Entry Screen, User needs to fill the followings

Financial Year- To be Chosen

Turnover in Lakhs (Rs.) - To be given as per records corresponding to the financial year in lakhs

The Average Annual Turnover of the last three years (Rs. In Lakhs) will be calculated automatically.

User Need to save and click on next to proceed to Part-IV of the Application form.

## EMD Details

The screenshot shows the 'Online NGO Application System' interface. On the left is a sidebar with links: 'Application Form', 'Submit Compliances', 'Change Password', and 'Log Out'. The main content area is titled 'Online NGO Application System' and shows the 'D. Details of EMD (in the mode of Demand Draft/Banker's Cheque)' form. The form has four input fields: 'DD/BC No.', 'DD/BC Amount (In Rs.)', 'Issuing Bank', and 'Date of Issue'. Below these fields are four buttons: 'Previous', 'Save', 'Reset', and 'Next'. The top right corner of the interface shows the user's phone number 'BBS-313-144' and the date '13.10.2020, 03:43 PM'. The advertisement number 'NHM/PHC, Mgt. Project /2020' is also visible.

(Figure-VI - Application Form-Part-IV)

In Fourth Stage, the User needs to fill the Details of EMD to be submitted along with the Application. The User need to give the following details of EMD

- DD/BC No.
- DD/BC Amount (In Rs.)
- Issuing Bank
- Date of Issue

User Need to save and click on next to proceed to Part-V of the Application form.

## Declaration

The screenshot shows the 'Online NGO Application System' interface. On the left is a sidebar with links: 'Application Form', 'Submit Compliances', 'Change Password', and 'Log Out'. The main content area is titled 'Online NGO Application System' and shows the 'Declaration' form. The form has three input fields: 'Name of the Authorized Signatory : \*', 'Designation : \*', and 'Upload Signature : \*'. The 'Upload Signature' field has a 'Browse...' button and a message 'No file selected. (only .jpg or .jpeg)'. Below these fields is a declaration statement: 'I hereby declared that, I have read the rules and regulation of the the Scheme / Project and the above information furnished is true to the best of my knowledge and belief.' At the bottom are four buttons: 'Previous', 'Save', 'Reset', and 'Next'. The top right corner of the interface shows the user's phone number 'BBS-313-144' and the date '13.10.2020, 03:43 PM'. The advertisement number 'NHM/PHC, Mgt. Project /2020' is also visible.

(Figure-VII - Application Form-Part-V)

User needs to give a Declaration with the following entries

- Name of the Authorized Signatory :
- Designation
- Upload Signature (In JPG or JPEG format- Maximum Size limit is 100 KB)

"I hereby declared that, I have read the rules and regulation of the the Scheme / Project and the above information furnished is true to the best of my knowledge and belief."

The above two lines were to be read by the user and save the data. Then User can click on Next Button to go to the Part-VI of the Application, which is the document uploading section.



## Documents to be Uploaded

Sl.No.	Particulars	File Selection	Status
1 *	Copy of the Registration Certificate of Agency (under Society/Trust/Company Act)	<input type="button" value="Browse"/>	No file selected.
2 *	Copy of the Unique ID under NITI Aayog NGO Darpan (only in case of NGO Regd. under Society Regd. Act)	<input type="button" value="Browse"/>	No file selected.
3 *	Copy of the Memorandum of Association/By-Law of the Agency	<input type="button" value="Browse"/>	No file selected.
4 *	Copy of the Contract/MoU documents pertaining to the Agency work experience	<input type="button" value="Browse"/>	No file selected.
5 *	Annual Financial Statements of the last 3 years duly audited by a qualified CA in the specified format (As per Form-T1)	<input type="button" value="Browse"/>	No file selected.
6 *	Fixed Asset Statement of last Financial Year duly audited by a qualified CA in the specified format (As per Form-T4)	<input type="button" value="Browse"/>	No file selected.
7 *	Copy of the 12A Registration Certificate	<input type="button" value="Browse"/>	No file selected.
8 *	Copy of PAN Card	<input type="button" value="Browse"/>	No file selected.
9 *	Copy of Bank Passbook	<input type="button" value="Browse"/>	No file selected.
10 *	An undertaking in the form of Original Affidavit that the members of Executive Body/ Governing Body of the Agency has not been convicted by any court of law for any criminal offence in the specified format (As per Form-T6)	<input type="button" value="Browse"/>	No file selected.
11 *	Original Affidavit certifying that the Agency is not blacklisted in the specified format (As per Form-T7)	<input type="button" value="Browse"/>	No file selected.
12 *	An undertaking that the Agency is willing to sign the service level agreement in the specified format (As per Form-T5)	<input type="button" value="Browse"/>	No file selected.
13	Name of the members of Executive Body/ Governing Body of the Agency along with their address	<input type="button" value="Browse"/>	No file selected.
14	Copy of the award certificate (National/State/Dis.) received from any Govt. Institutions only	<input type="button" value="Browse"/>	No file selected.
15	Document copy relating to the presence of the Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode	<input type="button" value="Browse"/>	No file selected.
16	BOC Registration Certificate	<input type="button" value="Browse"/>	No file selected.
17	Copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting as per by-law/ Memorandum of the Society/ registration document of last financial year	<input type="button" value="Browse"/>	No file selected.
18	Details of manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc.)	<input type="button" value="Browse"/>	No file selected.

(Figure-VII - Application Form-Part-VI)

The following 18 documents are to be uploaded one by one to the system. The Document with respect to Copy of the Contract/MoU documents pertaining to the Agency work experience will be pre-loaded from the Experiences Screen (Part-II).

Documents (1-12) are Mandatory to be uploaded. All documents should be in PDF format with Maximum document size is 5 MB.

Sl.No	Particulars
<b>A. Compulsory Documents</b>	
1	Registration Certificate of the Agency (Appropriate registration under Society/Trust/Companies Act)
2	In case of NGO/ Trust, unique ID under the portal NGO Darpan of NITI Aayog.
3	Memorandum of Association / By-Law /Deed of the Agency
4	Contract/MoU documents pertaining to the Agency work experience.
5	Annual Financial Statements of the last 3 years (2018-19, 2019-20 & 2020-21) duly audited by a qualified CA. ( As per <b>Form-T1</b> )
6	Fixed Asset Statement of last Financial Year (2020-21) duly audited by a qualified CA. (As per <b>Form-T2</b> ).
7	12A Registration certificate.
8	PAN Card.
9	Bank Pass Book.
10	An undertaking in the form of original Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per <b>Form-T3</b> ).
11	An undertaking in the form of original Affidavit certifying that Agency is not blacklisted (As As per <b>Form-T4</b> )
12	An undertaking that the Agency is willing to sign the service level agreement (As per <b>Form-T5</b> ).



Sl.No	Particulars
<b>B. Other Documents</b>	
13	Photocopies of the audited P/L account of each year highlighting the turnover in support of that.
14	Names of the Office Bearers along with their addresses.
15	80G Registration certificate
16	Award certificate (National/State/District) received from any Govt./Govt. Institutions only for significant contribution in social development sector/National Quality Certificate by Govt.
17	Meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years.
18	Details of manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc along with last 6 months Acquaintance sheet).
19	Document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode.

After uploading all the documents, the documents can be viewed by clicking on the view document, if needed.

User needs to save the work and click on **Preview** to go to Part-VII of the Application Form i.e Preview and Submit.

The screenshot shows the 'Online NGO Application System' interface. On the left is a sidebar with navigation links: Application Form, Submit Compliances, Change Password, and Log Out. The main content area is titled 'Documents to be uploaded' and features a table with the following columns: Sl.No, Particulars, and actions (Browse, View Document). The table lists 19 items, including various certificates, financial statements, and affidavits. A green message 'Record saved successfully' is displayed above the table. At the bottom of the main area, there are buttons for 'Previous', 'Save', 'Reset', and 'Preview'. The footer of the page contains copyright information: 'Copyright © 2019, Mission Directorate, NHM, Unit-3, Bhubaneswar - 751012. Maintained by: IT Section, NHM'.

(Figure-IX- Application Form-Part-VII)

### Preview and Submit

In the Preview and Submit Section User can view the entire Application form generated from the system as per the data entered and **Submit**, if found in order. User can also go back by clicking Edit and re-check the data submitted.

**Data once submitted will be final and cannot be edited again.**

## A. Agency Profile

Advertisement No. : NRM/PHC, Mgt. Project/2020  
 District applied for : Malkangiri  
 Location of the Project Applied for : Mudulpada  
 Name of the Agency : GDS  
 Name of the Chief Executive of the Agency : SARIK  
 Head Office Address of the Agency : 84 BAPUJI Nagar infront of U.P. School, Bhuaneswar, Orissa, Khurda, 751009  
 Correspondence Address : 84 BAPUJI Nagar infront of U.P. School, Bhuaneswar, Orissa, Khurda, 751009  
 Mobile No. : 9439990049  
 Email Id : pppolnrm@gmail.com  
 Act under which the Agency Registered : Society Act  
 In case of Society Registration Act, Please mention Registration Authority : IGR  
 Agency Regd. No with year of Regd. (under Society/Trust/Company Act) : BBS-313-144 Year : 1999  
 Agency Unique ID No. under NGO DARRUN Portal of NITI Aayog (Only in case of Agency regd. under society registration act 1960) : OR/2013/0062314  
 Whether registered under 12 A : No  
 Whether registered under 80 G : No  
 Agency PAN Number : AAATC2905J  
 Any National/State/District level award received by the Agency for outstanding contribution in social sector from any Govt./Govt. institutions only :  
**Bank Details**  
 Name of the Bank : SBI  
 Account Number : 1234  
 IFSC Code : A001  
 Address of the Bank : ABCD

## B. Details of Experience of the Agency

Category	Name of the assignment	Name/address of the Organization with whom the contract signed	Date of commencement of Contract	Date of completion of Contract	Value of the Assignment(In Rs.)	
Social Sector(Govt. Fund)	ABC	ABCD	01/01/2019	04/10/2020	100000.00	<a href="#">View Document</a>

Total Experience : 1 Year(s) 9 Month(s)

## C. Annual Turnover of the Agency (in last three years)

Sl. No.	Financial Year (last three FY)	Turnover in Lakhs (Rs.)
1	2017-2018	20.00
2	2018-2019	19.50
3	2019-2020	30.00
	Average Annual Turnover of the last three years (Rs. in Lakhs)	23.17

## D. Details of EMD (in the mode of Demand Draft/Banker's Cheque)

DD/BC No.	DD/BC Amount (In Rs.)	Issuing Bank	Date of Issue
1234	10000.00	SBI	10/10/2020

## Declaration

Name of the Authorized Signatory : Guru  
 Designation : Consultant

I hereby declared that, I have read the rules and regulation of the the Scheme / Project and the above information furnished is true to the best of my knowledge and belief.



Digital signature of Chief Executive of the Agency

## Documents Submitted

Sl. No.	Particulars	
1	Copy of the Registration Certificate of Agency (under Society/Trust/Company Act)	<a href="#">View Document</a>
2	Copy of the Unique ID under NITI Aayog NGO Darpan (only in case of NGO Regd. under Society Regd. Act)	<a href="#">View Document</a>
3	Copy of the Memorandum of Association/BY-Law of the Agency	<a href="#">View Document</a>
4	Copy of the Contract/MOU documents pertaining to the Agency work experience	<a href="#">Documents Uploaded</a>
5	Annual Financial Statements of the last 3 years duly audited by a qualified CA in the specified format (As per Form-T3)	<a href="#">View Document</a>
6	Fixed Asset Statement of last Financial Year duly audited by a qualified CA in the specified format (As per Form-T4)	<a href="#">View Document</a>
7	Copy of the 12A Registration Certificate	<a href="#">View Document</a>
8	Copy of PAN Card	<a href="#">View Document</a>
9	Copy of Bank Passbook	<a href="#">View Document</a>
10	An undertaking in the form of Original Affidavit that the members of Executive Body/ Governing Body of the Agency has not been convicted by any court of law for any criminal offence in the specified format (As per Form-T6)	<a href="#">View Document</a>
11	Original Affidavit certifying that the Agency is not blacklisted in the specified format (As per Form-T7)	<a href="#">View Document</a>
12	An undertaking that the Agency is willing to sign the service level agreement in the specified format (As per Form-T8)	<a href="#">View Document</a>
13	Name of the members of Executive Body/ Governing Body of the Agency along with their address	<a href="#">View Document</a>
14	Copy of the award certificate (National/State/Cst.) received from any Govt./Govt. institutions only	<a href="#">View Document</a>
15	Document copy relating to the presence of the Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode	<a href="#">View Document</a>
16	80G Registration Certificate	<a href="#">View Document</a>
17	Copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting as per by-law Memorandum of the Society/ registration document of last financial year	<a href="#">View Document</a>
18	Details of manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc.)	<a href="#">View Document</a>

Note: Application data can not be edited after submission.

[Submit](#)
[Edit](#)

(Figure-X- Application Form-Part-VIII)

### **Submission of the Compliances to the Objections**

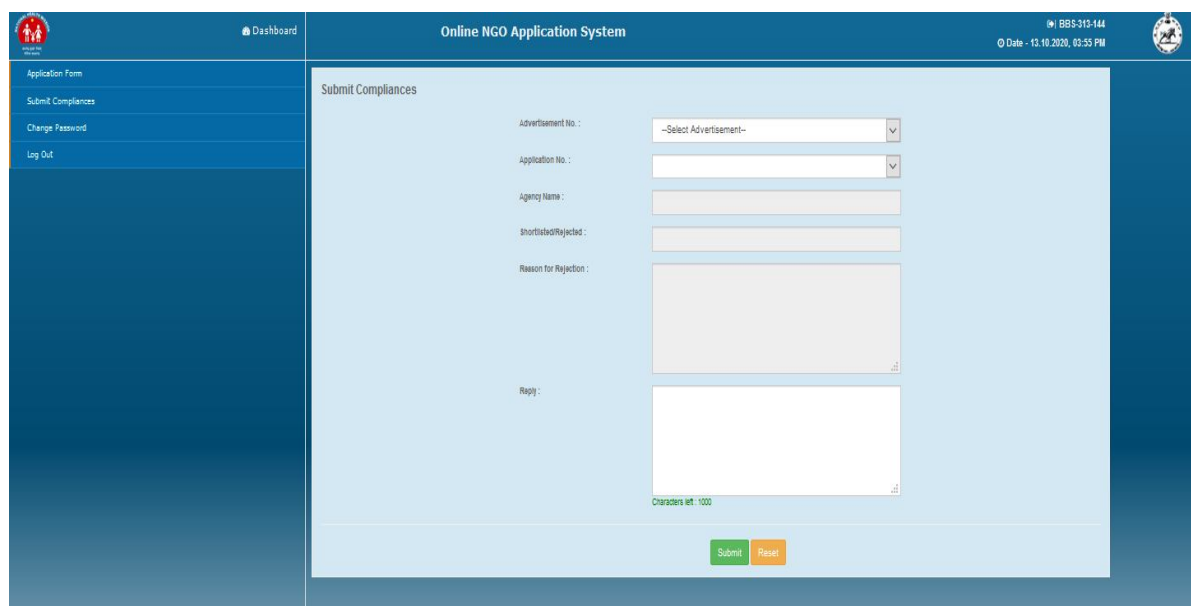
If the district user has raised any objection to the Application before making it shortlisted, the same will be displayed to the user in the screen along with a message notification to reply to the same within a stipulated time.

The User (agency) needs to submit their compliances by filling the following fields.

Advertisement No- to be Chosen

Application No, Agency Name, Shortlisted/Rejected and Reason for Rejection (If Rejected) will be prefilled from the entries made by the district Authority.

User need to put its reply within 1000 characters in the reply text box and submit. This will be shown to the district authority.

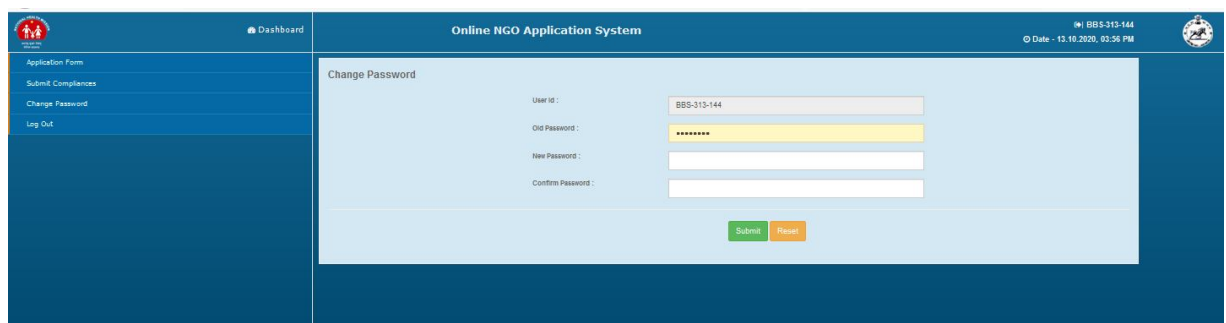


The screenshot shows the 'Submit Compliances' form within the 'Online NGO Application System' interface. The left sidebar contains links for 'Application Form', 'Submit Compliances', 'Change Password', and 'Log Out'. The main form area includes the following fields: 'Advertisement No.' (a dropdown menu with '-Select Advertisement-' selected), 'Application No.' (a dropdown menu), 'Agency Name' (a text input field), 'Shortlisted/Rejected' (a text input field), 'Reason for Rejection' (a large text area), and 'Reply' (a large text area). A character count 'Characters left: 1000' is displayed below the 'Reply' field. At the bottom right of the form are 'Submit' and 'Reset' buttons. The top header shows the system name, a user ID 'BBS-313-144', and a date '13.10.2020, 02:53 PM'.

**(Figure-XI -Compliance Submission)**

### **Change Password**

User can change the password received through SMS in the change password section.



The screenshot shows the 'Change Password' form within the 'Online NGO Application System' interface. The left sidebar is identical to the previous figure. The main form area includes the following fields: 'User id' (a text input field with 'BBS-313-144' entered), 'Old Password' (a text input field with masked characters), 'New Password' (a text input field), and 'Confirm Password' (a text input field). At the bottom right of the form are 'Submit' and 'Reset' buttons. The top header shows the system name, the same user ID 'BBS-313-144', and a date '13.10.2020, 03:56 PM'.

**(Figure-XII -Change Password)**

**Log Out-** To log out from the Application and back to index page.