# User Manual

(for NGO Users)

# NGO Proposal Online Application and Processing Tracking System

(Version 1.2)

URL: http://ngograntsje.gov.in

# Ministry of Social Justice and Empowerment

Application Designed and Developed by NIC Cell Ministry of Social Justice and Empowerment



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#### 1. Introduction :

The Ministry is charged with the promotion of welfare, ensuring social justice and empowerment of disadvantaged and marginalized sections of society. It is the responsibility of the Ministry to reach the target group which includes the Scheduled Castes, Minorities, Backward Classes, Disabled, Aged Persons, Street children and victims of Drug Abuse persons of the society.

The objective is to bring them into the mainstream of development by assisting them to overcome their social, physical and educational handicaps. In this manner, their progress through capacity building can be ensured. This would equip them to employ their capabilities to their fullest potential reducing their reliance / dependence on others and achieving independence to the maximum extent possible - the ultimate goal of such assistance extended by the Government.

There are various schemes being run by the Ministry of Social Justice and Empowerment and implemented through Non-Governmental Organisation (NGOs). To automate the complete process of submission of application proposals of NGOs online and it's sanction for grant, the online system "NGO's Proposal Submission, Processing and Tracking System" has been developed and implemented by the Ministry of Social Justice and Empowerment.

Both the Department of the Ministry i.e the Department of Social Justice & Empowerment and the Department of the Empowerment for the Persons with Disabilities have started using the software from the year 2014-15 and entertained NGO's proposals submitted online only.



# 2. Objectives:

To replace the conventional methodology adopted by the Ministry, for issuance of Grant-in-Aid (GIA) to NGOs, the Ministry implemented web based "NGO's Application Proposal Submission, Processing and Tracking System", <u>https://ngograntsje.gov.in</u> with the following objectives:

- Common Platform for Online Registration of NGO's seeking Grants-in Aid for their projects carried out under welfare schemes run by the Ministry of Social Justice and Empowerment.
- Facility to submit online NGO's application forms for Grant-In-Aid proposals under various schemes of Department of Social Justice and Department of Empowerment of Persons with Disabilities under Ministry of Social Justice and Empowerment.
- Uploading of necessary documents along-with application proposal by NGO, as prescribed in the respective NGO scheme of the Ministry.
- On-line generation of NGO's application proposal in PDF format to make it available to NGOs for its physical submission manually to the respective District Officer.
- Work flow based application design consisting processing/ functionalities at the level of District, State and Central Ministry, as approved by Ministry.
- Online processing of the NGO's application by the various officials/ Back Office users, as per the role defined by the Ministry.
- Complete transparent back office process to keep track of the NGO's application forms among the stake holders.
- Proposals, Checklist and Inspection report on the dash board as per their role in the application.
- To make the functioning of the organization more efficient and effective for decision making.
- To minimize postal delays in the movement of the application among various stakeholders.



3. NGOs Schemes of the Ministry :

There are 6 schemes being run by the Ministry of Social Justice and Empowerment through Non-Governmental Organisation (NGOs). The assistance is given to the eligible voluntary organisation to provide a socioeconomic upliftment and better livelihood environment to the weaker section of the society. Presently, the Ministry has two departments i.e Department of Social Justice & Empowerment, and Department of the Empowerment for the Persons with Disabilities. The schemes of the Ministry are mainly from Social Sector and Disability Sectors i.e Scheduled Castes, Backward Class, Elderly Person, Victims of Substantive Abuse, Persons with Disabilities.

The following are the welfare schemes of the Ministry, implemented through voluntary organisations.

#### I. Scheduled Castes Welfare

 Scheme of Grant in Aid to Voluntary Organisations working for Scheduled Castes

#### II. Welfare of Backward Classes

(b) Assistance to Voluntary Organizations for Welfare of OBCs

#### III. Empowerment of Persons with Disabilities

- (a) Assistance to Disabled Persons for Purchase/ Fitting of Aids and Appliances (ADIP Scheme)
- (b) Deendayal Disabled Rehabilitation Scheme to Promote Voluntary Action for Persons with Disabilities (DDRS Scheme)

#### **IV.** Social Defence

- (a) An Integrated Programme for Older Persons (IPOP)
- (b) Scheme for Prevention of Alcoholism and Substance(Drugs) Abuse



# 4. Application Stake Holders:

- I. Non-Government Organisations (NGOs) working in the area of :
  - (a) Social sector
  - (b) Disability sector.

The eligible NGOs working in social/ disability sector from any part of the country may apply for grant in aid for their projects covered under the schemes of the Ministry. NGO have to submit his/her application online on the portal <u>https://ngograntsje.gov.in</u> which is further processed by the Government officials at different levels.

- II. **Officials (Back Office Users)** involved for processing of NGO's proposal are designated from the following Government Offices:
  - (a) District Social Welfare Office
  - (b) State Directorate
  - (c) State Secretariat
  - (d) Central Ministry

The designated officials from the above offices have to register themselves on NGO's portal.



## 5. Application Scope & Features:

Role based web application "Grant-in-aid to NGOs, proposal submission, processing and tracking system" cover the following scope of functionalities provided in the System.

- Online Registration of NGO's on the portal <u>http://ngograntsje.gov.in</u>
- Online proposal submission by NGO on the portal.
- Uploading of necessary documents (up-to 3 MB) as per the checklist prescribed for scheme applied.
- Facility of proposal saving in draft/ final mode by the NGOs.
- Immediate allotment of NGO's proposal acknowledgement no. after saving the proposal in draft mode.
- Generation of print copy of NGO's Application proposal, for submission to the concerned district officer manually/ physically.
- Provision to NGOs for replacing invalid documents uploaded, if proposal is found 'not in order' by District Dealing Assistant.
- Issuance of Grants-in-Aid amount to NGO's directly to their bank accounts registered for a specific scheme.
- Online Verification, validation, recommendation, scrutinizing and sanctioning of NGO's proposal by the BO users at District, State and the Central Ministry level.
- Generation of Sanction Letter for Grants-in-Aid to NGOs.
- Classification of NGO's proposal for new cases applied, receiving GIA for less than 3 years and more than 3 years cases.
- Processing of NGO's proposal for issuance of Advance Instalment of GIA directly at Central Ministry level for NGOs who are getting GIA continuously for the past 3 or more years.
- State-wise online reports for NGOs proposal applied, rejected, recommended by the state, new cases, on-going cases are provided.
- Application access to the authorised NGOs and Back Office Users.
- Session time for better performance of the system maintained.
- Forget password option provided to manage user password. OTP on registered email ID and SMS on mobile phone sent to re-set the password.



## 6. Operational Procedure:

NGOs seeking Grants in Aid for the projects/ schemes running under the Ministry of Social Justice and Empowerment can apply online on <a href="http://ngograntsje.gov.in">http://ngograntsje.gov.in</a>

#### 6.1 Registration on the Portal

- i. Open <u>http://ngograntsje.gov.in</u> any internet browser.
- ii. NGOs who have already registered, may login using their login ID, Password and captcha (Random image)



- New NGOs have to register first on the NGO's portal. Click "Register Your NGO" option provided at the left bottom of the homepage.
- iv. During online registration, NGOs will enter User ID and Password of their choice and will use the same while using the portal.
- v. NGO must strictly follow instructions for valid characters to be used in user ID and password.
- vi. NGOs will have to enter basic NGO details, Registration details, Sectors/schemes/projects, achievements, contact details etc.



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ONLINE NGO PROPOSAL TRACK MINISTRY OF SOCIAL JUSTICE & EMPOWER GOVT OF INDIA	ING SYSTEM MENT Home	18 Sep, 2015
	Create your e-MSJE User ID	
		All fields marked with a red asterisk (*) are mandatory
User ID: *	weldone	
	The User ID must contain 6 to 20 characters. (.) and the Dash (-). Spaces are not permitted.	Valid characters are a-z, A-Z, 0-9, the At sign (@), the Underscore (_), the Period
Password: *		
	(@,) characters.Valid characters are letters (a	<ol> <li>It should also have one upper case letter, one number and at least 1 special- -z, A-Z) and numbers (0-9). The password is case sensitive.</li> </ol>
Re-type Password: *	•••••	
NGO Details Are you registered with NGO Partnership system of Planning Commission(http://ngo.india.in)	©yes ®No	
Name of VO/NGO: *	Weldone Foundation	
Name of Chairman/President/Equivalent: *	Ajay Kumar	
Name of Secretary: *	Vijay Kumar	
Name of Treasurer: *	Sanjay Kumar	
Name of Authorized Signatory Person & Designation: *	Ajay Kumar	
Do you want to add members :	1	
Member1:	Name: Rajat Kumar	
Parent/Principal Organization :	Select Parent Organization	<b>V</b>
Registration Details :	Pagistrar of Cooperative Societies	
Registered With.		
Date of registration: *	01/09/2010 (dd/mm/www)	
Registration Number under Persons with Disability Act. 1995 with the concerned		
State/UT authority:		
Date of registration (Under Persons with Disability Act, 1995 with the concerned State/UT authority):	(dd/mm/yyyy)	
Type of VO/NGO: *	Cooperative Society 🔻	
City of registration: *	Meerut	
State/UT or registration: *	UTTAR PRADESH	
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Jenni nej 133003 i	An Integrated Programme for Older Persons	(POP)
Schemes which your project belongs to : * (Use the <'Ctrl' key + Mouse Click> to select multiple options)	Assistance to Disabled Persons for Purchase Assistance to Voluntary Organizations for We Deendayal Disabled Rehabilitation Scheme t	a/ Fitting of Aids and Appliances (ADIP) elfare of OBCs o Promote Voluntary Action for Persons with Disabilities (DDRS) ▼
State/UT in which operating: *	UTTARAKHAND A UTTAR PRADESH WEST BENGAL TELANGANA V	
Details of Achievements :		
Maior Activities/Achievements: *	To serve elderly people.	



Contact Details         Registered office Address with Pin code: *         Oty: *         State/UT : *         District: *         Authorised Signatory Email Address: *         Telephone :         Fax :         Website URL of NGO:         Self Declaration :         I hereby declare and affirm that the information provided by any changes in the above information.	123, Brahmpuri, Delhi Road         Meerut         Merut         UTTAR PRADESH         MERUT         Phone 1:       Phone 2:         Phone 1:       Phone 2:         merut         Image: Stue and correct to the best of my knowledge and belief and that this VO/NGO has not signed up earlier. I am splefy responsible for undation / correction
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Julie OT . District: * Authorsed Signatory Email Address: * Telephone : Fax : Website URL of NGO: Self Declaration : I hereby declare and affirm that the information provided by any changes in the above information.	
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- viii. Now NGO user can login to the portal with the help of User login/ password as were submitted during NGO registration.
  - ix. After NGO's login, a list of application forms submitted by NGOs the following screen will appear as shown below.



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Application Submit By NGO     Enter Bank Details     Mew Bank Details     Decendaryal Disabled Rehabilitation     Scheme(DDRS)     Assistance to Disabled Persons for     Purchase/ Fitting of Aids and	List of Forms NGO ID: NGO Name:		UP/00007750 Weldone Foundation Financi Sear	al Year 2015-16 V ch Reset	Displaying	) of 0.
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Application Submit By NGO Complexition Submit By NGO Complexition Submit By NGO Complexition Scheme(DDRS) Complexition Sch	List of Forms NGO ID: NGO Name: Acknowledgment No.	Scheme Name	UP/00007750 Weldone Foundation Financi Sear Processed through State/UT	al Year 2015-16 ▼ ch Reset Directly processed by Central Ministry for Advance GTA for engoing cases >=3 years & Ongoing RRTC Cases a found to display.	Displaying Applied Financia Date Year	0 of 0.
Application Submit By NGO     Enter Bank Details     View Bank Details     Joenname Submit By NGO     Scheme(DDRS)     Assistance to Disabled Rehabilitation     Scheme(DDRS)     Assistance to Disabled Persons for     Percention of Alcoholism and     Substance(Drugs) Abuse     Integrated Programme for Older     Persons (IPOP)     Grant in Aid to Voluntary     Organisations working for Scheduled	List of Forms NGO ID: NGO Name: Acknowledgment No.	Scheme Name	UP/00007750 Weldone Foundation Financi Sear Processed through State/UT Nothin	al Year 2015-16 ▼ ch Reset Directly processed by Central Ministry for Advance GTA for ongoing cases y=ars & Ongoing RRTC Cases g found to display.	Displaying Applied Financia Date Year	0 of 0. 1

### 6.2 Enter Bank Details

i. After registration, NGO will have to entre Bank account details in respect of the scheme applied for GIA. More than one bank accounts of NGO can be entered through the following screen.

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						Welcome! Weldone Foundation
🗞 Know Your Application Status			NGO Bank Deta	ail And Sanction history	а.	
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Signature Bank Details	ank Detail					
S View Bank Details	tate:*	UTTAR PRADESH	•			
D	istrict:*	MEERUT				
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Scheme(DDRS)	ranch Name:*	MEERUT CITY	•			
Assistance to Disabled Persons for	S Code:*	BKDN0720806				
Purchase/ Fitting of Aids and	ICR Number: (9digit)*	NON-MICR	NA DADA			
Prevention of Alcoholism and Substance(Drugs) Abuse	ranch Address:*	MEERUT	NA PAKA			
S	cheme Name:*	An Integrated Programme	e for Older Perso	ns (IPOP)		۲
Integrated Programme for Older A Persons (IPOP)	ccount Number:*	SB0198765				
A	ccount Type:*	Savings 🔻				
Grant in Aid to Voluntary Organisations working for Scheduled	AN Number of Authorised ignatory:*	AIGPM876				
Assistance to Voluntary Organizations for Welfare of OBCs A	adhar Number of uthorised Signatory;					
Note: Click on programme name to apply.	DD MORE BANK DETAILS		Fina	l Submit Back		
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ii. When NGO submit bank details as final, the system ask it to confirm and by pressing "Yes" the user can proceed further.



iii. The message "Bank Details Saved Successfully" will appear on the screen.

ONLINE NGO P MINISTRY OF SOCIAL GOVT OF INDIA	ROPOSAL TR. . JUSTICE & EMPO	ACKING DWERMEN	SYSTEM	18 Set	p, 2015 unt Logout	e-MSJEN
Know Your Application Status	List of Forms				Welcome!	Weldone Foundation
Signature Bank Details	NGO ID:		UP/00007750			
Siew Bank Details	NGO Name:		Weldone Foundation			
Deendayal Disabled Rehabilitation Scheme(DDRS) Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse	<b>Ba</b> Acknowledgment	nk Details Save Scheme	Sear	ch Reset Directly processed by Central Ministry for Advance GTA for ongoing cases	Applied	Displaying 0 of 0. Financial
Persons (IPOP)	No.	Name	State/UT	>=3 years & Ongoing RRTC Cases	Date	Year
Grant in Aid to Voluntary Organisations working for Scheduled			Nothin	g found to display.		
Assistance to Voluntary Organizations for Welfare of OBCs Note: Click on programme name to apply.	Note: Click on Acknowl	edgment Number	to view the Form.			
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### 6.3 Application Proposal Submission

i. Now, after submission of bank details, the NGO have to apply and submit application for GIA sanction. NGO will click on the option "Application Submit by NGO" provided in the left frame.

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ONLINE NGO P MINISTRY OF SOCIAL GOVT OF INDIA	ROPOSAL TRACKING SYSTEM , justice & empowerment	r Sh	18 Sep, 2015 My Account Logout C-MSJEN Welcome! Weldone Foundation
<ul> <li>Know Your Application Status</li> <li>Application Submit By NGO</li> </ul>	APPLICATION FORM FOR GRANTS-IN-AID TO FOR O	VOLUNTARY ORGANISATIONS WORKING IN TH DER PERSON (For New Cases & Ongoing Cases) Form	E FIELD OF INTEGRATED PROGRAMME
Santer Bank Details		Project Details	
View Bank Details	NGO ID:	AI UP/00007750	fields marked with a red asterisk (* ) are mandatory
Deendayal Disabled Rehabilitation Scheme(DDRS)	NGO Name:	Weldone Foundation	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and	Address of Registered office of the Organization:	123, Brahmpuri, Delhi Road Meerut -250001	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse	Address of Registered office of the Organization: City / Town / Village:	123, Brahmpuri, Delhi Road Meerut -250001 Meerut	6
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse Integrated Programme for Older	Address of Registered office of the Organization: City / Town / Village: District:	123, Brahmpuri, Delhi Road Meerut -250001 Meerut MEERUT	2
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse Integrated Programme for Older Persons (IPOP)	Address of Registered office of the Organization: City / Town / Village: District: State:	123, Brahmpuri, Delhi Road Meerut -250001 Meerut MEERUT UTTAR PRADESH	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse Integrated Programme for Older Persons (IPOP) Completion of Application Form & Upload IPOP SCHEWE Documents	Address of Registered office of the Organization: City / Town / Village: District: State: Mobile No.:	123, Brahmpuri, Delhi Road Meerut -250001 MEERUT UTTAR PRADESH 9412312345	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Orugs) Abuse Integrated Programme for Older Persons (IPOP) Completion of Application Form & Upload IPOP SCHEWE Documents are mandatory	Address of Registered office of the Organization: City / Town / Village: District: State: Mobile No.: Telephone:	123, Brahmpuri, Delhi Road Meerut -250001 MEERUT UTTAR PRADESH 9412312345 7865436	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Orugs) Abuse Integrated Programme for Older Persons (IPOP) Completion of Application Form & Upload IPOP SCHEWE Documents are mandatory MPULCATION FORM	Address of Registered office of the Organization: City / Town / Village: District: State: Mobile No.: Telephone: Email Address:	123, Brahmpuri, Delhi Road Meerut -250001 MEERUT UTTAR PRADESH 9412312345 7865436 ajay.kumar5656@gmail.com	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and Prevention of Alcoholism and Substance(Drugs) Abuse Integrated Programme for Older Persons (IPOP) Completion of Application Form & Upload IPOP SCHEWE Documents are mandatory MPULCATION FORM	Address of Registered office of the Organization: City / Town / Village: District: State: Mobile No.: Telephone: Email Address: Fax:	123, Brahmpuri, Delhi Road Meerut -250001 MEERUT UTTAR PRADESH 9412312345 7865436 ajay.kumar5656@gmail.com	

- ii. Since NGO application form is lengthy and takes much time to complete, it is recommended that NGO should save the application after every 5-7 minutes through the option "Save as Draft" to keep the server session time of the application alive.
- iii. When NGO save the application in Draft Mode, immediately the Acknowledge Receipt of the NGO's application is generated. Once the proposal acknowledgement id of the application proposal received, NGO can logout anytime and can continue to enter the application details later on.



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ONLINE NGO P MINISTRY OF SOCIAL GOVT OF INDIA	ROPOSAL TRACKI	NG SYSTEM MENT My Account   LogoutMSJEN Welcome! Weldone Foundation
🗞 Know Your Application Status		ACKNOWLEDGMENT RECEIPT
Application Submit By NGO     Enter Bank Details     View Bank Details	Temporary Acknowledgment Number	UP/UP/00007750/IPOP/09-15/9771 Your form is Saved as a Draft only.Please complete all Parts of the form i.e. APPLICATION FORM Upload IPOP Documents. For processing your application by the concerned officer all parts of the form has to be "Save as Final"
Deendayal Disabled Rehabilitation Scheme(DDRS)		Back
Assistance to Disabled Persons for Purchase/ Fitting of Aids and		
Prevention of Alcoholism and Substance(Drugs) Abuse		
Integrated Programme for Older Persons (IPOP)		
Grant in Aid to Voluntary		
Organisations working for Scheduled		

 iv. Using credentials, NGO can login and see the application submitted by him/her with the status "Pending with NGO in Draft Mode" as shown below.

<u> </u>				My Account		-MSJEN				
					Welcome! We	Idone Foundation				
<ul> <li>Know Your Application Status</li> <li>Application Submit By NGO</li> </ul>	Online List of Forms	Submissio	on of application for	the Finanacial Year 2015-16	has been	ı enabled. N				
Signature Content Content State Stat	NGO ID: UP/00007750									
View Bank Details	NGO Name:	Weldo	ne Foundation							
Deendayal Disabled Rehabilitation			Financial Year	2015-16 •						
Scheme(DDRS)			Search	Reset						
Assistance to Disabled Persons for Purchase/ Fitting of Aids and						Displaying 1 of 1.				
Prevention of Alcoholism and Substance(Drugs) Abuse	Acknowledgment No.	Scheme Name	Processed through State/UT	Directly processed by Central Ministry for Advance GIA for ongoing cases >=3	Applied Date	Financial Year				
Integrated Programme for Older Persons (IPOP)				years & Ongoing RRTC Cases						
Grant in Aid to Voluntary Organisations working for Scheduled	UP/UP/00007750/IPOP/09- 15/9771 Edit[ APPLICATION FORM ]	IPOP	Pending with NGO in Draft Mode	Pending with NGO in Draft Mode	18/09/2015	2015-16				
Assistance to Voluntary Organizations for Welfare of OBCs	Note: Click on Acknowledgmer	t Number to viev	the Form.							
Note: Click on programme name to apply.										

v. NGO can continue to fill-up the remaining portion of the application by selecting "Application Form" from the left frame of the login page.





vi. NGO will select Acknowledge ID of the application proposal which he/she want to continue to submit finally.

C 10.25.120.73:8080/ngograntsje/n	go-document-upload-form?ngoSchem	Name=true&ngoDocumentSchemeName=4	
★ Bookmarks 📋 NICEmail Version 7 🔮 Delete	your cache a Ġ Google 📋 http://mail.gov.in/	is 🗋 New Tab 📑 Facebook 🕒 New Tab 🖨 My Account	😭 Sunil Dutt Sharma 📄 @Gov.in
ONLINE NGO PI MINISTRY OF SOCIAL GOVT OF INDIA	ROPOSAL TRACKING SY JUSTICE & EMPOWERMENT	STEM	18 Sep. 2015 My Account LogoutMSJEN
			Welcome! Weldone Foundation
Know Your Application Status		Upload Relevant Documents of IPOP Scheme	
NGO Application Submit By NGO	(File should be scanned in bla	ck & white with 200 DPI Resolution as a PDF	document. File size should not
🥸 Enter Bank Details	Acknowldgement No.:*	select	
View Bank Details		select UP/UP/00007750/IPOP/09-15/9771	
Deendayal Disabled Rehabilitation Scheme(DDRS)	This content is provided and maintained by the Mini	try of Social Justice and Empowerment(MSJE), Government of India, All Righ hosted by NIC. Site is best viewed in 1024x768 resolution.	ts Reserved. This website is designed, developed and
Assistance to Disabled Persons for Purchase/ Fitting of Aids and			
Prevention of Alcoholism and Substance(Drugs) Abuse			
Integrated Programme for Older Persons (IPOP)			
Completion of Application Form & Upload IPOP SCHEME Documents are mandatory			
MAPPLICATION FORM			
Vpload IPOP Scheme Documents			

vii. NGO will further continue to enter application details as shown in below in the screen.







<ol> <li>(a) Complete address of location(s) location wherever programmed project/scheme is being implemented</li> </ol>							
(STD Code)Tel. No:	01215324566		(Like:0	1206512472)	8		
(STD Code)Fax No:	01216384587		(Like:0	1206512472)			
Email:	weldone.f@g	mail.	com				
(b) Nearest Railway Station / Bus Stand:							
6. Whether building is:*	●Own ○Rente	ed 🔍	On Lease (	Donated			
7.(a). Is the building utilized exclusively for this program:	●Yes ○No						
(b). If no, Provide details of usage:							
8. Building Details:							
(a). Area Of Building:			(	In sq. meters)			
(b). Total Number of Rooms:							
<ol> <li>Whether separate project-wise accounts have been maintai Sanctioned earlier:</li> </ol>	ned for grants	€γ	es <sup>O</sup> No				
10. Whether principle of joint operation of Bank Accounts is being	g followed:	€γ	es 🔍 No				
11. Whether the Statement of accounts submitted along with the	application:	OA	udited Ol	Inaudited			

Grants-in-Aid for Financial Year	Sanction Letter no.	Date	Recurring Amount	Non- Recurrir	ig I	ank Account no	Name & Address of Bank	k joint /	ns Oper Account
select 🔻									
ADD MORE SA	NCTION DETAILS								
13.The amount	of support sought fro	m the Ministry fo	r recurring grants-i	n-aid					
Cost Head Grou	ıp				Rs. in La	chs			
(a) Recurring									
(b) Non-recurrin	ng								
Total					0.00				
14. Whether Lis	t of Beneficiaries adde	d as per Form - I	*		€γes ()	Vo			
15. Whether Lis	t of Managing Commit	tee added as pe	r Form - II*		• Yes ()	Vo			
16. Whether the	e List of Employees ad	ded as per Form	- III*		• Yes ()	Vo			
NOTE: Form 1	,Form II,Form III,an	d Form IV m	ay be Downloade	ed Here					
www.Socialju	stice.nic.in *								

17. No. of Older perso	n served				
Between 60-70 years	Between	70-80 years	Above 80 years	Total	
40	35		15	90	
18: Availability of th	ne following at centre				
Lighting		●Yes ○No			
Portable Water		●Yes ○No			
Toilet Facility:		●Yes ○No			



i: Annual expenditure on medicines			
Current year	Previous year		
RS.	RS.		
ii) Whether there is a full time doctor or a part time doctor:	Ofull time Opart time		
iii)if the doctor is part time, the number of visit per month:			
iv) the fee paid to the part time doctor per month:			
v) Whether any nursing service is provided:	○Yes ○No		
vi) the number of beneficiaries served for the whole year( case of MMU):	in		
<li>vii) the average number of visit by the mobile van p month(in case of MMU):</li>	er		
<li>viii) the number of visits the social worker paid to reach or to older persons for the whole year(in case of Noi Institutional Service);</li>	ut n-		
20: Nutrition Support(in case of OAH/DCC)			
No.of meals per day/per person Breakf	ast/evening tea/per person	Average Daily exp/per person	

۸

22. Other Activities(other than productive activities):	
Whether any social service is undertaken by the centre: $\!\!\!\!^{\ast}$	
a) By adopting specific area:	O Yes O No
b)By linking with established institutions such as Orphanages, J.J.Institute etc:	Oyes ONo

23. Are there any linkages with any other organization/institution if so, please specify the name of the organistion for each service\*

i) Nutrition:	Oyes ON0
ii) Recreation:	Oyes ONo
iii) Health:	Oves ON0
iv) VocationalTraining:	OYes ONo
v) Any other sector:	OYes ONo
24. Whether Fund flow statement enclosed as per form-IV .*	Oyes ONo

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the best of knowledge and belief of the office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated <u>01/09/2015</u> (dd/mm/yyy)) to verify and submit the statement of information for purposes of monitoring the

scheme for which grants-in-aid was received from the Ministry of Social Justice & empowerment, Govt. of India.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management. I further agree to the following condition :-

a. All moneys given as Grants in Aid and all assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist or violate the above condition at any time, such properties shall revert to the Government of India.

b. The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or



	d. The institution shall exercise	ble economy in its working and particularly in respect of expenditure on building.
f. No change in the Plan of buildings, the construction will be made with the prior approval of the Government of India.         g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.         h. The organisation will beer 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines         i. The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.         j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.         Yours faithfully         Name of Authorised Person:*       Ajay Kumar         Contact Number.*       D1216459867         Uplead Documents         Uplead Documents	e. In the case of grant for built	e consudction will be completed within a period of two years from the date of receipt of the first instalment of grant unit extension.
<ul> <li>g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.</li> <li>h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines <ul> <li>i. The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.</li> <li>j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.</li> </ul> </li> <li>Yours faithfully <ul> <li>Name of Authorised Person:*</li> <li>Ajay Kumar</li> <li>Contact Number:*</li> <li>Di216459867</li> <li>(Like:01206512472)</li> <li>Date:</li> <li>18/09/2015</li> <li>(dd/mm/yyyy)</li> </ul> </li> <li>Time:</li> <li>4:58 PM</li> <li>Place:*</li> <li>Weerut</li> </ul> <li>Uplead Documents</li>	f. No change in the Plan of bui	he construction will be made with the prior approval of the Government of India.
<ul> <li>h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines <ol> <li>The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.</li> <li>It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.</li> </ol></li></ul> <li> Yours faithfully Name of Authorised Person:* <ul> <li>Ajay Kumar</li> <li>(Like:01206512472)</li> <li>Date:</li> <li>18/09/2015</li> <li>(dd/mm/yyyy)</li> </ul> </li> <li> Time: <ul> <li>4:58 PM</li> <li>Place:*</li> <li>Meerut</li> </ul> </li> <li> Save As Draft Save As Enal Back</li>	g. Progress reports on the proje	e furnished at regular intervals as may be specified by the Government.
i. The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.  j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.  Yours faithfully  Name of Authorised Person:  Contact Number:  Date:  18/09/2015  (did/mmt/yyyr)  Time:  4:58 PM Place:  Upload Documents  Save As Draft Save As Final Back	h. The organisation will bear 10	e estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines
the working of the organisation in accordance with instructions issued by the Government of India from time to time. j. it is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source. Yours faithfully Name of Authorised Person:* Ajay Kumar  Contact Number:* 01216459867 (Like:01206512472) Date: 18/09/2015 (dd/mm/yyyr) Time: 4:58 PM Place:* Meerut Upload Documents Save As Draft Save As Final Back	i. The organisation agrees to n	ervation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required f
j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.         Yours faithfully         Name of Authorised Person:*       Ajay Kumar •         Contact Number:*       01216459867       (Like:01206512472)         Date:       18/09/2015       (dd/mm/yyyy)         Time:       4:58 PM         Place:*       Meerut	the working of the organisation	rdance with instructions issued by the Government of India from time to time.
Yours faithfully         Name of Authorised Person:**       Ajay Kumar •         Contact Number:*       01216459867       (Like/01206512472)         Date:       18/09/2015       (dd/mm/yyyy)         Time:       4:58 PM       Place:*         Upload Documents       Save As Emal       Back	j. It is hereby certified that no o	being received for the same project from any other (Govt, Private or foreign) source.
Name of Authorised Person.**     Ajay Kumar       Contact Number.*     01216459867       Date:     18/09/2015       (dd/mm/yyyy)   Time:       Hace.*         Upload Documents   Save As Draft Save As Final Back	Yours faithfully	
Contact Number:*         01216459867         (Like/01206512472)           Date:         18/09/2015         (dd/mm/yyyy)           Time:         4:58 PM           Place:*         Meerut	Name of Authorised Person:*	Ajay Kumar 🔻
Date: 18/09/2015 (dd/mm/yyy) Time: 4:58 PM Place:* Upload Documents Save As Draft Save As Final Back	Contact Number:*	01216459867 (Like:01206512472)
Time:     4:58 PM       Place:*     Meerut   Upload Documents       Save As Draft     Save As Final   Back	Date:	18/09/2015 (dd/mm/yyyy)
Place:* Upload Documents Save As Draft Save As Final Back	Time:	4:58 PM
Upload Documents Save As Draft Save As Final Back	Place:*	Meerut
	Upload Documents	raff Sava As Final Back
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Keeping lengthy application form in mind, it is suggested to the save the application proposal after every 5-7 minutes in draft mode.



#### 6.4 Uploading of necessary Documents

i. Next part in this process is to submit necessary document for scheme applied. NGO will select "Upload IPOP (selected) scheme documents" and acknowledge No. of the application. The system will ask "Do you want to upload documents of the project"?

Bookmarks Ch. NICEmail Version 7	ngo-document-upload-form/ngoSchemeName=tri	ue&ngoDocumentSchemeName=4
ONLINE NGO I MINISTRY OF SOCIA GOVT OF INDIA	PROPOSAL TRACKING SYSTEM	My Account Logout C-MSJEN
		- Welcome! Weldone Foundation
& Know Your Application Status	Up	load Relevant Documents of IPOP Scheme
NGO Application Submit By NGO	(File should be scanned in black & whi	ite with 200 DPI Resolution as a PDF document. File size should not
🧕 Enter Bank Details	Acknowldgement No.:*	UP/UP/00007750/IPOP/09-15/9771
🥸 View Bank Details	NGO Name: Weldone Foundation	Project Name: Running of Day care centre
	NGO Proposal	On going
Scheme(DDRS)	Do you want to upload Documents of this Project	OYES ONO
Assistance to Disabled Persons for Purchase/ Fitting of Aids and	This content is provided and maintained by the Ministry of Social J	ustice and Empowerment/MSJE), Government of India, All Rights Reserved. This website is designed, developed and hosted by NIC.
Prevention of Alcoholism and Substance(Drugs) Abuse		Site is best viewed in 102%:768 resolution.
Integrated Programme for Older Persons (IPOP)		
Completion of Application Form & Upload IPOP SCHEME Documents are mandatory		
MAPPLICATION FORM		
Upload IPOP Scheme Documents		

- ii. If NGO click "Yes", list of necessary documents to be loaded in respect of Scheme applied, will appear.
- iii. NGO will select file to be uploaded by "Choose File" option and press "Upload" button to upload. The status of uploaded document will turn to  $\sqrt{\text{sign}}$ .
- iv. Necessary documents to be uploaded should be in pdf format only, having 200 DPI and maximum of 3 MB size.
- v. NGO can view uploaded documents as following and invalid document uploaded earlier, can be replaced.



C Upload NGO Documents ×

← → C D 10.25.120.73:8080/ngograntsje/ngo-document-upload-form?formStatus=yes&acknowledgmentNo=UP%2FUP%2F00007750%2FIPOP%2F09-15%2F9771

ONLINE NGO PROPOSAL TRACKING SYSTEM MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT GOVT OF INDIA

elcome! Weldone Foundation

🥸 Enter Bank Details	Acknowldger	nent No.:*	UP/UP/0000	7750/IPOP/09-15/9771	¥		
🥸 View Bank Details	NGO Name:	Weldone Foundation	Project Name	e: Running of Day car	e centre		
	NGO Proposal		On going				
Deendayal Disabled Rehabilitation Scheme(DDRS)	S.No	Document Name	Ad	d File (PDF only)	Action	View File	Upload Status
Assistance to Disabled Persons for	1. Certified Societies	copy of the Registration Certificate under Registration Act,1860 or Charitable Trust Act etc.	Choose File	No file chosen	Upload	View	~
Purchase/ Fitting of Aids and	2. Memora objective	ndum of Association and copies of rules, aims and s of the organization	Choose File	No file chosen	Upload	<u>View</u>	×
Prevention of Alcoholism and Substance(Drugs) Abuse	3. List of M	anagement/Managing Committee Members	Choose File	No file chosen	Upload	<u>View</u>	~
Substance or ugs / Abuse	4. Annual F	Report for previous year	Choose File	No file chosen	Upload	View	~
Integrated Programme for Older Persons (IPOP)	5. Balance and Inco	Sheet( including receipt and payment account) me and Expenditure Account of the previous year	Choose File	No file chosen	Upload	View	~
Completion of Application Form & Upload IPOP SCHEME Documents are mandatory	Audit Re 6. Expendit previous	port comprising Balance Sheet, Income & ure Statement and Receipt & Payment account for year	Choose File	No file chosen	Upload	<u>View</u>	*
APPLICATION FORM	7. List of S	taff/Employees	Choose File	No file chosen	Upload	<u>View</u>	*
Upload IPOP Scheme Documents	List of S 8. designati the organ	taff engaged in the project showing their name, on and category of staff (SC/ST/OBC) engaged by nisation	Choose File	No file chosen	Upload	View	~
Grant in Aid to Voluntary Organisations working for Scheduled	9. List of b	eneficiaries	Choose File	No file chosen	Upload	View	~
	10. Utilizatio	on Certificate in respect of grants released in the vear	Choose File	No file chosen	Upload	View	<b>~</b>
Assistance to Voluntary Organizations for Welfare of OBCs te: Click on programme name to apply.	Audited last year 11. sanction counters organisa	UC, in the prescribed format for grant sanctioned showing correct sanction No., account and date of , duly signed by the Chartered accountant and igned by the authorised signatory of the tion	Choose File	No file chosen	Upload	View	•
	12. Budget	Estimate	Choose File	No file chosen	Upload	View	~
	13. Bond/PS PAN/TAN	SR/Bank Details with clear RTGS/IFSC code , I/TIN No.	Choose File	No file chosen	Upload	View	•
	14. Stateme	nt of accounts of previous year	Choose File	No file chosen	Upload	<u>View</u>	~
	15. Rent ag signatur	reement with details of accommodation, address e of witness etc	Choose File	No file chosen	Upload	<u>View</u>	*
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vi. NGO can **edit the application detail** using Edit Application option provided below acknowledgement no provided on login page.



#### 6.5 Final submission of application

- NGO can view the status of his application which is still lying pending with NGO in draft mode i.e the application is not submitted/ saved as final as yet.
- NGO should ensure that all the application details and uploaded documents are correct before saving the application as final.
   Application once saved as final, cannot be further modified as indicated on the screen given below.



 NGO will save his/her application through "Save as final" button.
 Application proposal will be saved finally and the message will appear on the screen.

	j. It is hereby certified that no grant is being received for the	e same project from any othe	er (Govt, Private or foreign) source.	
	Yours faithfully			
	Name of Authorised Person:*	Ajay Kumar 🔻		
	Contact Number:*	01216459867	(Like:01206512472)	
	Date:	18/09/2015	(dd/mm/yyyy)	
	Time:	4:58 PM		
	Place:*	Meerut		
	Upload Documents			
	Save As Draft	Save As Final	Back	
				- 11
				1
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This content is provided and r	naintained by the Ministry of Social Justice and Empowerment/MSJEJ, Gove Site is best viewed in 1024	emment of India, All Rights Rese <b>(768 resolution</b> .	rved. This website is designed, developed and hosted by NIC. EN 쯜 🥐 수 11 % 만 다 0 18-09-2	7 2015
This content is provided and r	naintained by the Ministry of Social Justice and Empowerment(MSJE), Gove Site is best viewed in 1024	emment of India, All Rights Rese (768 resolution.	rved. This website is designed, developed and hosted by NIC. EN 🗃 🕐 수 4월 🛞 🍽 🛱 4) 18-09-2	₹ 7 2015

 iv. If the application proposal is not saved as final, NGOs should look into the application details marked in red colour as shown on the screen. All mandatory fields should necessarily be entered.

				1
21. Productive Activities:				
a). Whether there are any facilities for productive activity	for the beneficiaries*	Ves No Please, choose an option		
22. Other Activities(other than productive activities):				
Whether any social service is undertaken by the centre:"	●Yes ONo			
a) By adopting specific area:	○Yes ○No			
b)By linking with established institutions such as Orphanages,J.J.Institute etc:	OYes ONO			
23. Are there any linkages with any other organization/	institution if so,please	e specify the name of the o	rganistion for each service*	
i) Nutrition:				
ii) Recreation:			Ves No Please, choose an option	
iii) Health:				
iv) VocationalTraining:			Ves No Please, choose an option	
v) Any other sector:			Ves No Please, choose an option	
24. Whether Fund flow statement enclosed as per form-IV	*		Ves No Please, choose an option	
VERIFICATION				
Certified that above information is in accordance with	the records and accou	nts audited/ to be audited a	and is correct to the best of knowledge and belief of the	
office-bearers of the organization, and after its perusal an	d satisfaction, they hav	ve authorized the undersigne	ed by a resolution dated 01/09/2015 (dd/mm/yyyy)	

v. After saving as final, the Acknowledgement Receipt of the application proposal is generated bearing message "Your application will be sent to concerned officer for processing".

ONLINE NGO MINISTRY OF SOCI GOVT OF INDIA	PROPOSAL TRACKING S AL JUSTICE & EMPOWERMENT	YSTEM
🗞 Know Your Application Status		ACKNOWLEDGMENT RECEIPT
Application Submit By NGO	Acknowledgment Number	UP/UP/00007750/IPOP/09-15/9771
Sector Bank Details	Date of application	22/09/2015
View Bank Details	NGO Id	UP/00007750
	NGO Name	Weldone Foundation
Deendayal Disabled Rehabilitation Scheme(DDRS)	Address	123, Brahmpuri, Delhi Road Meerut -250001, Meerut
Assistance to Disabled Persons for Purchase/ Fitting of Aids and	Financial year	2015-16
Appliances (ADTP)		Your application has been sent to the concerned officer For processing
Prevention of Alcoholism and Substance(Drugs) Abuse	Print of Summary Page duly ink signe Justice and Empowerment to facilitate of	d by authorized signatory must also be sent by post to concerned Division of Central Ministry of Social of release of Grant-in-aid
Integrated Programme for Older Persons (IPOP)		Back Print Summary Application Print Form
Grant in Aid to Voluntary Organisations working for Scheduled		
Assistance to Voluntary Organizations for Welfare of OBCs		
lote: Click on programme name to apply.		
2 🖸 👩 🚞 🌘	) 🥏 📕 🖾 💽	EN 🛎 🕐 🔺 🗰 🇠 🏗 🕸

NGO can view complete application through "View Form" button vi. provided.

Bookmarks 🗋 NICEmail Version 7 🛂 Del	lete your cache a Ġ Google 🗋 http://mail.gov.in/ is 🗋 New	Tab 🛐 Facebook 🕒 New Tab 🖯 My	Account 📲 Sunil Dutt Sharma 🗋 @Gov.in
ONLINE NGO MINISTRY OF SOCI GOVT OF INDIA	PROPOSAL TRACKING SYSTEM al justice & empowerment		22 Sep, 2015 My Account Logout CMSJEN Welcome! Weldone Foundation
Know Your Application Status     Application Submit By NGO	APPLICATION FORM FOR GRANTS-IN AID TO VO FOR OLDE	DLUNTARY ORGANISATIONS WORKI R PERSON (For New Cases & Ongoi Form	NG IN THE FIELD OF INTEGRATED PROGRAMME ng Cases)
3 Enter Bank Details		Project Details	
View Bank Details	NGO ID:	UP/00007750	All fields marked with a red asterisk (* ) are mandatory
	1.50 201	Piloson an	
Deendayal Disabled Rehabilitation Scheme(DDRS)	NGO Name:	Weldone Foundation	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and		123, Brahmpuri, Delhi Road Meerut -250001	
Prevention of Alcoholism and Substance(Drugs) Abuse	Address of Registered office of the Organization:		
	City / Town / Village:	Meerut	
Integrated Programme for Older Persons (IPOP)	District:	MEERUI	
	State,	0412212245	
Grant in Aid to Voluntary Organisations working for Scheduled	Telenhone	7865436	
Folia communication and and and	Email Address:	aiav.kumar5656@gmail.com	
Assistance to Voluntary Organizations for Welfare of OBCs	Fax:		
lote: Click on programme name to apply.	Statute under which the organization is registered:	Registrar of Cooperative Societies	
	Acknowledgment No.:* UP/UP/00007750/IP	OP/09-15/9771	
	Component - Old Person		
	1. Financial year for which grants-in-aid is applied:*	2015-16	
	2. Name of the organization.*	Weldone Foundation	
	3 (a).Nature of the Project:*	Running of Day care centre	
	(i) Type of the Project:*	New On Going	
	(ii) The organization has been receiving financial assistanc continuously for last three years	e NO	
	(iii) No Utilization is pending in terms of para of 212(1	)      No UC Pending OUC Pending	
	PLU .		
	Project Location		

City / Town / Village:\*

Meerut

Block:

-- Please Select -- 🔻



PIN Code:\*

250001

Location Type:

District HQ 🔻

	mmencement of the P	Project:	0	1/09/2013	(dd/mm/yyyy)					
(c). Year of Co Project:	mmencement of Gran	ts-In-Aid from G.C	D.I. for the	03/09/2012						
(d). Whether Government*	the Project is r	recognized by t	the State	® Yes <sup>©</sup> No						
4. Date of Regi	istration:				(dd/mm/yyyy)					
5. (a) Compl programmed pi	lete address of loca roject/scheme is beinç	ation(s) location g implemented	wherever							
(STD Code)Tel	. No:			01215324566			11			
(STD Code)Fax	(No:		01216384587							
Email:					mail.com					
(b) Nearest Rai	lway Station / Bus Sta	and:								
6. Whether bui	ilding is:*		(	Own Rent	ed Oon Lease	Donated				
7. (a)Is the bui	ilding utilized exclusiv	ely for this progra	am:* (	Yes No						
(b)If no, Provid	de details of usage:									
8. Building D	etails:									
(a). Area Of Bu	ilding:		Sq. Meter		(b). Total M	lumber of R	ooms:			
expinditure inc 10. Whether th 11. Whether th 12:Details of	urred there on have b le principle of joint op le Statement of accou	een maintained: veration of Bank A ints submitted alo vhich grants-in-	ccounts is beir ng with the ap aid released.	ng followed: plication: during last	Yes No Audited	Unaudited	ere denosited			
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s. Writelier S     expinditure inc     10. Whether th     11. Whether th     11. Whether th     11. Whether th     12:Details of     Grants-in-Aid     for Financial     Year     2013-14     13. The amount     Cost Head Gro     (a) Recurring     (b) Non-recurri     Total     14. Whether Li     15. Whether Li     16. Whether Li     17. No. of Olde     Between 60-70     40	expression project mee urred there on have b lee principle of joint op lee Statement of accounts bank accounts in w Sanction Letter no. vdsds t of support sought fin up ing st of Beneficiaries add st of Managing Comm le List of Employees a ar person served years	een maintained: peration of Bank A nts submitted alo <b>/hich grants-in-</b> Date 03/09/2013 om the Ministry fo ed as per Form - ittee added as per dded as per Form	accounts is bein ng with the app aid released, Recurring Amount 23000.0 or recurring gra or recurring gra r Form - III* - III* Between 70- 35	ng followed: plication: during last Non- Recurrin 1000.0 Ints-In-aid	Yes No Yes No Audited Three financia Bank A 12321 Rs. in Lakhs 0.00 ¥Yes No ¥Yes No	Unaudited	Above 80 ye	Name & Add Allahabad E ears	Iress of Bank	Persons joint Acc
<ul> <li>9. Wiedler S</li> <li>9. Wiedler S</li> <li>expinditure inc</li> <li>10. Whether th</li> <li>11. Whether th</li> <li>11. Whether th</li> <li>11. Whether th</li> <li>12. Details of</li> <li>Grants-in-Aid</li> <li>for Financial</li> <li>Year</li> <li>2013-14</li> <li>13. The amount</li> <li>2013-14</li> <li>13. The amount</li> <li>Cost Head Groo</li> <li>(a) Recurring</li> <li>(b) Non-recurring</li> <li>(c) Recurring</li> <li>(b) Non-recurring</li> <li>(c) Recurring</li> <li>(b) Non-recurring</li> <li>(c) Recurring</li> <li>(c) Recurring&lt;</li></ul>	to f Beneficiaries add     st of Beneficiaries add     st of Beneficiaries add     st of Support sought fr	een maintained: eeration of Bank A nts submitted alo hich grants-in- Date 03/09/2013 om the Ministry fo ed as per Form - ittee added as pe dded as per Form at centre	accounts is bein ad released, Recurring Amount 23000.0 or recurring gra r Form - II* - III* Between 70- 35	ng followed: plication: during last Non- Recurrin 1000.0 ints-in-aid	Yes No Yes No Audited Bank A 12321 Rs. in Lakhs 0.00 @Yes No @Yes No @Yes No	Unaudited	ere deposited	Name & Ado Allahabad E ears	Iress of Bank	Persons joint Acc
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Current year		Previous year				
RS.		RS.				
ii) Whether there is a full time doctor or a part time	e doctor:*	Ofull time Opart tim	e			
iii)if the doctor is part time,the number of visit per	month:					
iv) the fee paid to the part time doctor per month:						
v) Whether any nursing service is provided:*		Ves No				
vi) the number of beneficiaries served for the whole	e year(in case of MMU):					
vii) the average number of visit by the mobile v	an per month(in case of					
MMU); viii) the number of visite the social worker pair	t to mark out to older					
nersons for the whole year(in case of Non-Institutio	nal Service):					
20: Nutrition Support(in case of OAH/DCC)						
No.of meals per day/per person	Breakfast/evening tea/	per person	Average Daily exp/per person			
21. Productive Activities:						
a). Whether there are any facilities for productive a	ctivity for the beneficiaries	Yes No				
b)If the answer to the above is yes give details of s	uch activities:					
i)No. of persons involved in such activity						
ii) Income per year from such activities for:						
Beneficiaries			RS			
Centre			RS			
Whether any social service is undertaken by the cer	ntre:* •Yes No					
a) By adopting specific area:	Ves No					
b)By linking with established institutions suc	has					
Orphanages, J. J. Institute etc:	Ves No					
23 Are there any linkages with any other organi	zation/institution if so pla:	ace creative the name of	f the operanistion for each convice*			
25. Are there any mikages with any other organi	cation/institution in so <sub>t</sub> pice	ise specity the name of	n die organisaon for each service			
i) Nutrition:	Oyes ONo					
Name of the Organisation						
ii) Pomotion	Von No					
ily recreation;						
Name of the Organisation:						
iii) Health:	Yes No					
Name of the Organisation:						
iv) VocationalTraining:	Yes No					
Name of the Organisation:						
v) Any other sector:	Yes No					
Name of the Ornanisation:			Vor No			
Name of the Organisation:	om IV *		THE THE STREET			
Name of the Organisation: 24. Whether Fund flow statement enclosed as per t	iorm-IV .*		- 163 - 110			
Name of the Organisation: 24. Whether Fund flow statement enclosed as per f VERIFICATION	iom-IV .*		~ 10 = N			

2. I also hereby cettify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management. I further agree to the following condition :-



v

to the Government of India. b. The accounts of the project shall be properly and separately maint	ained. They shall always be open to check by an officer deputed by the Gov	ernment of India
the State Government. They shall also be open to a test check by the	Comptroller and Auditor General of India at his discretion.	
c. If the State or the Central Government have reasons to believe the	hat the grant is not being utilised for approved purposes; the Government	of India may s
payment of further installments and recover earlier grant in such man	ner as they may decide.	
d. The institution shall exercise reasonable economy in its working an	Id particularly in respect of expenditure on building.	
e. In the case of grant for buildings, the construction will be comple	eted within a period of two years from the date of receipt of the first instalm	ent of grant un
the Government of India grants further extension.	with the prior approval of the Government of India	
a. Progress reports on the project will be furnished at regular intervals	s as may be specified by the Government.	
h. The organisation will bear 10% of the estimated expenditure or the	e balance of the estimated expenditure on the project as per the guidelines	
i. The organisation agrees to make reservation for the Scheduled Ca	stes/Schedule Tribe candidate/Disabled persons for appointment against the	posts required
the working of the organisation in accordance with instructions issued	d by the Government of India from time to time.	
j. It is hereby certified that no grant is being received for the same pr	oject from any other (Govt, Private or foreign) source.	
Yours faithfully		
Name of Authorised Person:*	Aiav Kumar	
Contact Number:*	01216459867	
Date:	22/09/2015	
Time:	2:28 PM	
Diaro*	Maarut	
FIGLE.	Picei ut	
Document Uploaded By Now		
S.No	Document Name	View File
1. Certified copy of the Registration Certificate under Societies	s Registration Act,1860 or Charitable Trust Act etc.	<u>View</u>
2. Memorandum of Association and copies of rules, aims and	objectives of the organization	<u>View</u>
3. List of Management/Managing Committee Members		<u>View</u>
4. Annual Report for previous year		<u>View</u>
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> </ol>	d Income and Expenditure Account of the previous year	<u>View</u> <u>View</u>
4.       Annual Report for previous year         5.       Balance Sheet( including receipt and payment account) and         6.       Audit Report comprising Balance Sheet, Income & Expendit	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year	<u>View</u> <u>View</u> <u>View</u>
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year	<u>View</u> <u>View</u> <u>View</u> <u>View</u>
Annual Report for previous year     Balance Sheet( including receipt and payment account) and     Audit Report comprising Balance Sheet, Income & Expendit     List of Staff/Employees     List of Staff/Employees     uist of Staff engaged in the project showing their name, des     organisation	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the	<u>View</u> <u>View</u> <u>View</u> <u>View</u>
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff engaged in the project showing their name, det organisation</li> <li>List of beneficiaries</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the	View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>List of Staff/Engaged in the project showing their name, det organisation</li> <li>List of Interficiaries</li> <li>Utilization Certificate in respect of grants released in the project showing the project of grants released in the proje</li></ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year	View View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>Uist of beneficiaries</li> <li>Utilization Certificate in respect of grants released in the print and year standing of grants released in the print and year standing duty signed by the Chartered accountant and countersigned</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year last year showing correct sanction No., account and date of sanction , by the authorised signatory of the organisation	View View View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff engaged in the project showing their name, des organisation</li> <li>List of beneficiaries</li> <li>Utilization Certificate in respect of grants released in the pro</li> <li>Audited UC , in the prescribed format for grant sanctioned I duly signed by the Chartered accountant and countersigned</li> <li>Budget Estimate</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year last year showing correct sanction No., account and date of sanction , by the authorised signatory of the organisation	View View View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>List of Staff/Engaged in the project showing their name, des organisation</li> <li>List of beneficiaries</li> <li>Utilization Certificate in respect of grants released in the print duly signed by the Chartered accountant and countersigned</li> <li>Budget Estimate</li> <li>Bond/PSR/Bank Details with clear RTGS/IFSC code , PANT</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year last year showing correct sanction No., account and date of sanction , by the authorised signatory of the organisation AN/TIN No.	View View View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>Utilization Certificate in respect of grants released in the prior grants and countersigned</li> <li>Audited UC , in the prescribed format for grant sanctioned in duly signed by the Chartered accountant and countersigned</li> <li>Budget Estimate</li> <li>Bond/PSR/Bank Details with clear RTGS/IFSC code , PAN/T</li> <li>Statement of accounts of previous year</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year last year showing correct sanction No., account and date of sanction , by the authorised signatory of the organisation AN/TIN No.	View View View View View View View View
<ol> <li>Annual Report for previous year</li> <li>Balance Sheet( including receipt and payment account) and</li> <li>Audit Report comprising Balance Sheet, Income &amp; Expendit</li> <li>List of Staff/Employees</li> <li>List of Staff/Employees</li> <li>List of Staff engaged in the project showing their name, des organisation</li> <li>List of Deneficiaries</li> <li>Utilization Certificate in respect of grants released in the pro</li> <li>Audited UC , in the prescribed format for grant sanctioned I duly signed by the Chartered accountant and countersigned</li> <li>Budget Estimate</li> <li>Bond/PSR/Bank Details with clear RTGS/IFSC code , PAN/T</li> <li>Statement of accounts of previous year</li> <li>Rent agreement with details of accommodation, address signed</li> </ol>	d Income and Expenditure Account of the previous year ture Statement and Receipt & Payment account for previous year signation and category of staff (SC/ST/OBC) engaged by the evious year last year showing correct sanction No., account and date of sanction , by the authorised signatory of the organisation AN/TIN No.	Yiew View View View View View View View V

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NUCL Compared and the second s	NGO Details		1	1		
Cardina Landman         Main         Unit Productor           Address         Main         Unit Productor         MEERUT           Takephone:         9412312345           Email ID:	NGO ID: UP/00	007750	City / Town /	Meerut	MDESH	
Address     Memil 2:20001     Telephone:     9412012345       Email ID:     Fraining:     Fraining:       Project Details     Address     IPUPUPUD007750/PCPI05-159771       1. Applying for Financial     2015-10       12. Stabili Magar     IPUPUPUD007750/PCPI05-159771       1. Applying for Financial     2015-10       12. Stabili Magar     IPUPUPUD007750/PCPI05-159771       1. Applying for Financial     2015-10       12. Stabili Magar     IPUPUPUD007750/PCPI05-159771       1. Andmark     Neur Biglyar       Loadinan Type:     Block / Tehali:       Detact:     Veldore Foundation       3 (a) Nature of the organization:     Weldore Foundation       3 (a) Nature of the organization:     Weldore Foundation       3 (b) Nature of the Project:     Running of Day care centre       (b) Date of Commencement of Grant-In-Add     0009/2012       from     0109/2013       (c) Weather the Project is recognized by the     Yes       4. Date of Registration     Page 1 of 5       S(a) Complete address of locali.     (STD Code/Fat. ho       (b) Nearest Railway Station / Bus Stand     IPUPUPU0007750/PCPI05-158771       Final     weldone figgmal.com       (b) Nearest Railway Station / Bus Stand     IPUPUPU00007750/PCPI05-158771       S.Meether building is     Ovin	NGO Name: Weido	Rahmouri, Delhi Road	District:	MEERUT	ADESN	
Address       Email 10:	Meeru	ıt -250001	Telephone:	9412312345	5	
Projec Details         Projec           Adarowideigment No.:         UPUPD00007750/PCPP29-159771	Address		Email ID:	-		
Project Details         UPUPD0007750/PCP09-159771           Achrowidgment No::         UPUP00007750/PCP09-159771           1. Applying for Financial         2015-16           123. Shantin Nagar			Fax:			
Acknowledgment No::       UPUP00007750/POP06-159771         1. Applying for Financial       2015-16         123. Shadel Nagar       123. Shadel Nagar         Project Address :       Meen.d         250001       State:         Undersaft       Meen.d         250001       State:         Data of Dargainzation:       Webron Foundation         2. Name of the organization:       Webron Foundation         3 (a) Nature of the organization:       Webron Foundation         3 (b) Nature of the Project       Ruming of Day care centre         (b) Date of commencement of Grant-In-Aid       03092012         from       01092013         (c) Yaer of Commencement of Grant-In-Aid       03092012         from       Velsone Foundation         Acknowledgment       UPUP00007750/POP109-159771         Page 1 of 5       Si(a) Complete address of (STD Code)/Fat. No         0(b) Complete address of (Station / Station /	Project Details					
1. Applying for Financial       2015-16         Project Address :       123. Sharif Nagar         Itelsphone:	Acknowledgment No.:	UP/UP/000	07750/IPOP/09-15/97	71		
Intervent in the second sec	1. Applying for Financial	2015-16				
Project Address :       Meenul 20001         Telephone:		123, Shastr	ri Nagar			
Internation       20001         Telephone::       Internation         Location Type:       Block/ Tethalt:       Diatrict:       State:         Detried HQ       MEERUT       UTTAR PRADESH         2. Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre       (b) Date of commencement of the         (b) Date of commencement of Grant-In-Aid       0303/2012       (c) Weether the Project is recognized by the         (c) Weat of Registration       Ves	Project Address :	Marri				
Telephone:       Image: Comparison of the analysis of		250001				
Landmark       Near Bijghar         Location Type:       Block / Tehsit:       District:         Deskit H0       MEERUT       UTTAR PRADESH         2 Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre         (b) Date of commencement of Grant-In-Aid       0109/2013         (c) Year of Commencement of Grant-In-Aid       0309/2012         from       0309/2012         (d) Whether the Project is recognized by the       Yes         4. Date of Registration       Veldone Foundation         Acknowledgment       UPUPD00007750IPOP09-159771       Page 1 of 5         S(a) Complete address of location on(s)[location wherever prog-       (STD Code)Tet. No       01216324587         (b) Nearest Railway Station / Bus Stand       Email       weldone fi@gmail.com         (b) Mether building is       Ovin       7(a) is the building utilized exclusively for this         Yes       (b) If no, Provide details of usage       Ovin       7(a) is the building utilized exclusively for this	Telephone:					
Location Type:       Block/Tehsil:       District:       State:         Deficit HQ       MEERUT       UTTAR PRADESH         2. Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre         (b) Date of commencement of the       0109/2013         (c) Year of Commencement of Grant-In-Aid       0309/2012         (d) Whether the Project is recognized by the       Yes         4. Date of Registration       Yes         4. Date of Registration       Page 1 of 5         NGO Name:       Weldone Foundation         Acknowledgment       UPIUP00007750IPOP09-159771       Page 1 of 5         Station on(s)[ocation wherever prog-       (STD Code)Tel No       01/215324566         (j) Nearest Railway Station / Bus Stand       Email       weldone f@gmail.com         (b) Nearest Railway Station / Bus Stand       Ovn       7.(a) is the building utilized axclusively for this         Yes       (b) If no, Provide details of usage       Ovn       7.(a) is the building utilized axclusively for this	Landmark	Near Bijligh	har			
Desirat HQ       MEERUT       UTTAR PRADESH         12. Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre         (b) Date of commencement of the       01/09/2013         (c) Year of Commencement of Grant-In-Aid       03/09/2012         from       (d) Whether the Project is recognized by the       Yes         4. Date of Registration       Ves         4. Date of Registration       Ves         5.(a) Complete address of locali- locali- on(\$)location wherever prog-       (STD Code)TeL No       01/215324566         (station wherever prog-       (STD Code)TeL No       01/215324566         (b) Nearest Railway Station / Bus Stand       Email       weldone f(@grail.com         6. Whether building is       Ovn       7(A) is the building utilized exclusively for this       Yes	Location Type:	Block / Tehsil:	District:		State:	
2. Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre         (b) Date of commencement of the       0109/2013         (c) Year of Commencement of Grant-In-Aid       0309/2012         (d) Whether the Project is recognized by the       Yes         4. Date of Registration	District HQ		MEERUT		UTTAR PRADESH	
2. Name of the organization:       Weldone Foundation         3 (a) Nature of the Project       Running of Day care centre         (b) Date of Commencement of the       0109/2013         (c) Year of Commencement of Grant-In-Aid       0309/2012         from       (d) Whether the Project is recognized by the         4. Date of Registration       Yes         4. Date of Registration	2. Name of the organization	n:	Weldone Foundatio	n		
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(a) Date of commencement of Grant-In-Aid       0309/2012         (b) Whether the Project is recognized by the       Yes         4. Date of Registration	(b) Date of commencement	t of the	01/00/2012			
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(d) Whether the Project is recognized by the       Yes         (d) Whether the Project is recognized by the       Yes         4. Date of Registration	(c) Year of Commencement from	t of Grant-In-Aid	03/09/2012			
(a) Whether building is          6) Names:       Weldone Foundation         Acknowledgment       UP/UP/00007750/POP/09-15/9771         Page 1 of 5	(d) Whether the Design that	and and her the	Vee			
4. Date of Registration         4. Date of Registration         A. Date of Registration         NGO Name:       Weldone Foundation         Acknowledgment       UP/UP/00007750/POP/09-15/9771       Page 1 of 5         5.(a) Complete address of locati- on(s)location wherever prog-       (STD Code)Fax No       01215324566         (STD Code)Fax No       01216384587       (STD Code)Fax No       01216384587         (b) Nearest Railway Station / Bus Stand	(a) whether the Project is r	ecognized by the	res			
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5.(a) Complete address of locati- on(s)location wherever prog-       (STD Code)Fax No       012153245666         (STD Code)Fax No       01216384587         Email       weldone.f@gmail.com         (b) Nearest Railway Station / Bus Stand						1
Iocati- on(s)location wherever prog- (b) Nearest Railway Station / Bus Stand     (STD Code)Fax No     01216384587       6. Whether building is     Own       7.(a) Is the building utilized exclusively for this     Yes       (b) If no, Provide details of usage     Own	5.(a) Complete address of		(5	GTD Code)Tel. No	01215324566	
on(s)location wherever prog-     Email     weldone f@gmail.com       (b) Nearest Railway Station / Bus Stand	locati-		(5	TD Code)Fax No	01216384587	
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··· ·		usage				
8. Building Detail	(b) If no, Provide details of	•				
(a) Area Of Ruildinn	(b) If no, Provide details of 8. Building Detail					
	(b) If no, Provide details of 8. Building Detail				1	
(b) Total Number of Rooms	(b) If no, Provide details of 8. Building Detail (a) Area Of Building					

# vii. NGO can Print Full Application in pdf format as shown below.

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1													
10. Wheth	ner the practice	of joint opera	tion of Bank A	ccounts	is being								
11. Wheth	ner the Statemer	t of accounts	s submitted alo	ong with	the					1			
12. Detail	s of bank accou	nts in which	grant-in-aid rel	eased, d	luring last t	hree financia	il year	rs,		1			
Grant- S in- r Aid for r Financ	Sanctio Date n Letter no.	Recurrin Amount	g Non- Recurring Amount	Bank A no.	ccount N	Name & Addr of Bank	ess	Perso Oper joint	ons ating The Account				
2013-14 v	rdsds 03/09/20	013 23000.0	1000.0	12321	4	Allahabad Bar	k	Ajay	Kumar				
										1			
13.The an	nount of suppor	t sought from	the Ministry f	or recur	ring grant-i	n-aid				1			
Cost Hea	d Group						Rs. in	Lakhs		1			
(a) Recur	ring									1			
Total						0	0			1			
14. Wheth	ner List of Benef	iciaries adde	d as per Form	-1		Y	es			1			
15. Wheth	ner List of Mana	jing Committ	ee added as p	er Form	• 11	Y	es			1			
16. Wheth	ner the List of Er	nployees add	led as per Forr	n - III		Y	es			1			
17. No. of	Older person s	erved											
Between	60-70 years	Between	70-80 years	AI	bove 80 yea	irs	Tot	tal					
40		35		15			90						
18. Availa	bility of the follo	wing at cent	re										
Lighting				Y	es								
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Acknowle	ndament	UP/UP/0000	7750/IPOP/09	15/9771				Page 2	of 5	1		ΘÐ	<b>]</b>
Portable Toilet Fac	Water :ility			Y Y	es es								
19. Detail	s of Medical che	ckup and tre	atment of the /	\ged			_			1			
i. Annual	expenditure on	medicines											
Current y	ear			P	revious ye	ar				1			
										1			
ii) Whethe	er there is a full	ime doctor o	r a part time d	octor						1			
iii) if the c	loctor is part tim	e the numbe	r of visit per m	onth						1			
iv) the fee	paid to the nar	time doctor	per month										
v) Wheth	a why mineral -	ervice is nrev	rided										
v) Whethe	mbor of bonofic	ervice is prov	rided	unarlin -	sea of MM	N							
v) Whether vi) the nu	mber of benefic	ervice is prov aries served f vieit by the	rided for the whole ; mobile way as	/ear(in c	ase of MML	J)							
v) Whether vi) the nu vii) the av	mber of benefic verage number o	ervice is prov aries served f visit by the	rided for the whole mobile van pe	year(in c r month	ase of MML in case of	J)							
v) Whether vi) the nu vii) the av viii) the n	mber of benefic verage number o umber of visits t	ervice is prov aries served f visit by the he social wo	rided for the whole mobile van pe rker paid to rea	vear(in c r month ach out t	ase of MML in case of o older per	J) sons for the	whole						
v) Whether vi) the nu vii) the av viii) the n 20. Nutriti	mber of benefic rerage number o umber of visits f	ervice is prov aries served f visit by the he social wo ase of OAH/D	rided for the whole mobile van pe rker paid to rea	year(in c r month ach out t	ase of MML in case of o older per	J) sons for the	whole						
v) Whether vi) the nu vii) the av viii) the av viii) the n 20. Nutriti No.of mea	mber of benefic rerage number of umber of visits t ion Support(in c als per day/per	aries served f visit by the he social wo ase of OAH/C	rided for the whole mobile van pe rker paid to re NCC) Breakfast/ever	year(in c r month) ach out t	ase of MML in case of o older per	J) sons for the	whole	exp/per persor	1				
v) Whether vi) the nu vii) the av viii) the av viii) the n 20. Nutriti No.of mea	mber of benefic rerage number o umber of visits t ion Support(in c als per day/per	aries served f visit by the he social wo ase of OAH/D	rided for the whole mobile van pe rker paid to rei rker paid to rei rker paid to rei rker paid to rei rker paid to rei	year(in c r month) ach out t ing tea/j	ase of MML in case of o older per	J) sons for the Average	whole ! Daily	, exp/per persoe	1				
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v) Whethold vi) the nu vii) the av viii) the n 20. Nutriti 21. Produ a) Whethol b) If the a ii) No. of p iii) Income	mber of benefic rerage number of umber of visits t ion Support(in c als per day/per ctive Activities er there are any nswer to the abi versons involvec e per year from s	arvice is prov aries served f visit by the he social wo ase of OAH/C ase of OAH/C facilities for p ove is yes giv i in such activities	rided for the whole , mobile van pe riker paid to re- icCC) Breakfast/ever broductive acti e details of su vity s for:	vear(in c r month) ing tea/p vity for t	ase of MMU in case of o older per	J) sons for the Average	whole Daily	exp/per persor					
v) Whethol vi) the nu vii) the av viii) the av viii) the n 20. Nutriti 21. Produ 21. Produ 21. Produ b) If the a i) No. of p ii) Income Beneficia	mber of benefic rerage number of umber of visits t umber of visits t ion Support(in c als per day/per ctive Activities ar there are any nswer to the abo versons involvec o per year from s rites	arice is prov aries served f visit by the he social wo ase of OAH/C ase of OAH/C facilities for p ove is yes giv i in such activities	for the whole ; mobile van pe riker paid to re- ICC) Breakfast/ever productive acti e details of su rity s for:	vear(in c r month  ach out t ing tea/p vity for t	ase of MMU in case of o older per Der	J) Average	whole	exp/per persor	1 1 RS				
<ul> <li>v) Wheth</li> <li>v) Wheth</li> <li>vi) the nu</li> <li>vii) the av</li> <li>viii) the n</li> <li>20. Nutriti</li> <li>No. of mean</li> <li>21. Produ</li> <li>a) Wheth</li> <li>b) If the a</li> <li>i) No. of p</li> <li>ii) Income</li> <li>Beneficia</li> <li>Centre</li> </ul>	mber of benefic rerage number of umber of visits t ion Support(in c als per day/per ctive Activities er there are any nswer to the ab- bersons involvec e per year from s ries	aries served f visit by the he social wo asse of OAHIC asse of OAHIC lacilities for f in such activities	rided for the whole ; mobile van pe riker paid to re- icCC) Breakfast/ever Breakfast/ever oroductive acti re details of su vity s for:	/ear(in c r month  ach out t ing tea/p	ase of MMU in case of o older per	J) sons for the Average	whole b Daily	exp/per person	1 RS RS				

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22. Other Activities(other than productive activities)			
Whether any social service is undertaken by the centre		Yes	
a) By adopting specific area			
23 Are there any linkages with any other organization/incl	titution if so places and	scify the name of the organistion	
23. Are there any linkages with any other organization inst	utuuon n so,piease spe	city the name of the organistion	
i) Nutrition			
Name of the Organisation			
ii) Recreation			
Name of the Organisation			
NGO Name: Weldone Foundation			
Acknowledgment UP/UP/00007750/IPOP/09-15/97	171	Page 3 of 5	
			-
iii) Health	1		
Name of the Organisation			
iv) VocationalTraining			
Name of the Organisation			
v) Any other sector			
Name of the Organisation			
24. Whether Fund flow statement enclosed as			
VERIFICATION	1		
Certified that above information is in accordance with the record	ds and accounts audited	/ to be audited and is correct to the	
authorized the undersigned by a meal-line 04/00/045	to worth and extend the	statement of information for	
autorized the undersigned by a resolution 01/09/2015	from the Ministry of Cont	statement or information for	
or momoning the scheme for which grants-in-aid was received t	noni the ministry of Soci	ai sustice α empowerment, Govt.	
c. If the State or the Central Government have reasons to believ the Government of India may stop payment of further installm	ve that the grant is not be nents and recover earlier	ing utilised for approved purposes; grant in such manner	
d The institution shall exercise reasonable economy in its worki	ing and particularly in re	spect of expenditure	
e. In the case of grant for buildings, the construction will be com	pleted within a period of	two years from the date of receipt	
	,	,	
<ol> <li>No change in the Plan of buildings, the construction will be m</li> </ol>	hade without the prior ap	proval of the	
g Progress reports on the project will be furnished at regular into	ervals as may be specifi	ed by the	
h. The organisation will bear 10% of the estimated expenditure of	or the balance of the esti	imated expenditure on the project	
<ol> <li>The organisation agrees to make reservation for the Schedul appointment against the posts required for the working of the</li> </ol>	led Castes/Schedule Tril organisation in accorda	be candidate/Disabled persons for nce with instructions	
j. It is hereby certified that no grant is being received for the sar	me project from any othe	r (Govt, Private or	
Signature		10	
Name of Authorised Person:	Aiav Kumar		
name vi Auliviiseu Feisvii.	ryay Numai		
Acknowledgment UP/UP/00007750/IPOP/09-15/97	171	Page 4 of 5	
Office Seal			🗄 🗔 Q, Q, 💾 🖨
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		1
S.	Document Uploaded By Now	
1	Certified copy of the Registration Certificate under Societies Registration Act, 1860 or Charitable Trust Act etc.	
2	Memorandum of Association and copies of rules, aims and objectives of the organization	
3	Annual Report for previous year	
4	Balance Sheel( including receipt and payment account) and Income and Expenditure Account of the previous year	
4	Balance Sheet( including receipt and payment account) and Income and Expenditure Account of the previous year	-
5	Audit Report comprising Balance Sheet, Income & Expenditure Statement and Receipt & Payment account for previous year	
6	List of Management/Managing Committee Members	
7	List of Staff engaged in the project showing their name, designation and category of staff (SC/ST/OBC) engaged by the organisation	
8	List of beneficiaries	
9	Utilization Certificate in respect of grants released in the previous year	
10	Audited UC, in the prescribed format for grant sanctioned last year showing correct sanction No., account and date of sanction, duly signed by the Chartered accountant and countersigned by the	
11	Budget Estimate	
12	Bond/PSR/Bank Details with clear RTGS/IFSC code , PANTAN/TIN No.	
13	Statement of accounts of previous year	
14	Rent agreement with details of accommodation, address signature of witness etc	
15	List of Staff/Employees	
-	Name: Weldone Foundation	į
A	nowledgment UP/UP/00007560/POP/09-15/9771 Page 5 of 5	
		i.

# 6.6 View Status of the Application Proposal

 NGO can view the status of his application any time after login and take the printout of Acknowledgement Receipt.
 Present status of NGO proposal after final submission is shown "Pending with District Officer".

MINISTRY OF SOCIA	PROPOSAL TRACK AL JUSTICE & EMPOWEI	ING SYS RMENT	STEM	My Accour	
					Welcome! Weldone Foundation
<ul> <li>Know Your Application Status</li> <li>Application Submit By NGO</li> </ul>	Online Subm	ission of a	pplication for the Fir	nanacial Year 2015-16 has b	een enabled. NGO m
Signature Enter Bank Details	NGO ID:	UP/0	0007750		
Mew Bank Details	NGO Name:	Welde	one Foundation		
Deendayal Disabled Rehabilitation Scheme(DDRS)			Financial Year	r 2015-16 V	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and			Search	Reset	Displaying 1 of 1.
Prevention of Alcoholism and Substance(Drugs) Abuse	Acknowledgment No.	Scheme Name	Processed through State/UT	Directly processed by Central Ministry for Advance GIA for ongoing cases >=3	Applied Financial Date Year
Integrated Programme for Older Persons (IPOP)				years & Ongoing RRTC Cases	
Grant in Aid to Voluntary Organisations working for Scheduled	15/9771 Print Receipt	IPOP	Pending with District Office		22/09/2015 2015-16
Assistance to Voluntary Organizations for Welfare of OBCs	Note: Click on Acknowledgmer	t Number to view	v the Form.		
Note: Click on programme name to apply.					
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6 🖸 🚺 📋 🌘					

ii. NGO can see the status of his application through the option"Know your application Status" provided on the login page.

	ngo-status		
★ Bookmarks 📋 NICEmail Version 7 🛂 Delete	your cache a G Google	🗅 http://mail.gov.in/ is 🗋 New Tab 📑 Facebook G New Tab 🖯 My Account 📑 Sunil Dutt Shi	arma 📋 @Gov.in
ONLINE NGO P MINISTRY OF SOCIA GOVT OF INDIA	ROPOSAL TRA	CKING SYSTEM WERMENT My Account	Logout C-MSJEN
Know Your Application Status	List of Forms		
Application Submit By NGO	NGO ID:	UP/00007750	
Si Enter Bank Details	NGO Name:	Weldone Foundation	
🥸 View Bank Details		Acknowldgement No:*select V	
Deendayal Disabled Rehabilitation Scheme(DDRS)		Search Reset	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and	Note: Click on Acknowled	gment Number to view the Status of Form.	
Prevention of Alcoholism and Substance(Drugs) Abuse			
Teterented December (or Older			
Persons (IPOP)			
Grant in Aid to Voluntary Organisations working for Scheduled			

iii. NGO will select Acknowledgement No. of the application and the status of application will appear as shown below.

-			0	23 Sep, 2015
ONLINE NGO I MINISTRY OF SOCIA GOVT OF INDIA	ROPOSAL TRACKI	NG SYSTEM MENT	S.	
	List of Forms			WEICONE, WEIGONE FOUNDATION
Know Your Application Status				
NGO Application Submit By NGO	NGO ID:	0P/00007750		
🥸 Enter Bank Details	NGO Name:	Weldone Foundation		
Sy View Bank Details		Acknowldgement No:* UP/U	P/00007750/IPOP/09-15/97	71 🔻
Deendayal Disabled Rehabilitation Scheme(DDRS)		Search	Reset	
Assistance to Disabled Persons for Purchase/ Fitting of Aids and		Your application will be forwarded to concerned District		
Prevention of Alcoholism and Substance(Drugs) Abuse	Application Current Status:	Officer (Automatically). Provided District Officer has registered himself for 'Online	Scheme Applied For:	Integrated Programme for Older Persons (IPOP)
Integrated Programme for Older Persons (IPOP)		NGO System'		
	Acknowledgment No:	UP/UP/00007750/IPOP/09-15/9771		
Grant in Aid to Voluntary Organisations working for Scheduled	Applied Date:	22/09/2015	Financial Year:	2015-16
Assistance to Voluntary Organizations for Welfare of OBCs	Note: Click on Acknowledgment N	lumber to view the Status of Form.		
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			NATIO	NAL SAL
			INFORMA.	TICS MINING IN AN

iv. NGO should approach the District Social Welfare Office for physical submission of his/her application proposal.



# 7. Frequently Asked Questions:

- Q. 1. How can I apply for Grants in Aid to NGOs for the schemes of the Ministry of Social Justice and Empowerment?
- A. 1. NGO have to register on the portal <u>http://ngograntsje.gov.in</u> where NGO should enter NGO User ID and Password of his/her choice. It will be used every time by NGO while using NGO application.
- Q. 2. I have forgotten my password for NGO application. How can I retrieve or re-set my password?
- A. 2. NGO can use Forget Password option provided on the homepage.
   An OTP will be sent to the NGO's registered e-Mail ID and mobile no. Using this OTP, NGO can re-set the password.
- Q. 3. I tried to re-set my password using Forget Password but did not get SMS on my registered mobile.
- A. 3. There may be some issue with SMS Gateway Server or delay in SMS delivery. NGO can find OTP in your registered e-Mail account also.
- Q. 4. I got OTP in my registered e-Mail while tried to re-set password. But I got automatically logged out when I tried to submit it.
- A. 4. While checking mails for OTP received, user got logout due to session timeout. The OTP is valid for 24 hrs. and can be used by NGO for re-setting password.
- Q. 6. My Bank name is not appearing in the combo box while entering my Bank account details in the application.
- A. 6. NGO should send scanned copy of his/her pass book bearing bank account, address, district, IFSC Code, MICR code etc. certified by the bank to <u>support-ngo.msje@nic.in</u> for updating bank master file.



- Q. 7. I want to edit my bank details on NGO Portal of the Ministry.
- A. 7. Bank details of NGO is not editable but NGO can add another bank account details on the portal.
- Q. 8. I am unable to save my application details and the error message "You don't have privilege to access.. Click here to go to Homepage" appears on the screen.
- A. 8. Since the application form of schemes is lengthy and takes time to enter. It is recommended that NGO should keep on saving application details after every 5-7 minutes in draft mode. Session timeout for application is 10 minutes which leads NGO to logout, if not saved the application within 10 minutes.
- Q. 9. I have entered some wrong information in the application form by mistake. Can I update the same now?
- A. 9. Yes, NGO can update the application details, but only if the application is lying with NGO in draft mode. NGO have to click Edit Application option provided in the login page.
- Q. 10. During uploading of documents, I uploaded some invalid documents in the application form by mistake. Can I update the same now?
- A. 10. Yes, NGO can choose the related correct document and click Upload option. The desired document will be replaced but only if the application is lying pending with NGO in draft mode.
- Q. 11. I am not able to upload necessary document of the scheme online for my application?
- A. 11. Recommended size and format of the documents to be uploaded is3 MB in PDF format (200DPI) only. Take this much into consideration.
- Q. 12. After saving my application as final, I came to know that I have uploaded a few wrong documents. Can I still replace the same?



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- A. 12. No. NGO can neither change application details nor replace uploaded documents once saved his/her proposal as final. But when the application is examined by the Dealing Assistant, the invalid documents will be marked as "Not in order" by DA and the application will be available to NGO for correct uploading. NGO should replace and submit the indicated documents and contact DA in District in this regard.
- Q. 13. I have submitted my application proposal online on NGO's portal but my application is not found at District Social Welfare Office?
- A. 13. It may happen due to the following reasons:
  - NGO did not save the application as final and still lying with NGO in draft mode. NGO can check the status of his application after login.
  - NGO submitted some other district name of the project in the application. In this case the application is automatically forwarded to the corresponding District Social Welfare Officer.
  - iii. DSWO did not select that specific NGO scheme to deal with, at the time of his/her registration on the portal.
- Q. 14. How can I know the status of my application?
- A. 14. NGO will have to select the Acknowledgement No of the application on the login page of the portal. Option "Know your application status" is provided on the top of the left frame of the login page.

