

# User Manual

*(for NGO Users)*

## NGO Proposal Online Application and Processing Tracking System

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*(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", <https://ngograntsje.gov.in> 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 socio-economic 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**

- (a) 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 <https://ngograntsje.gov.in> 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.

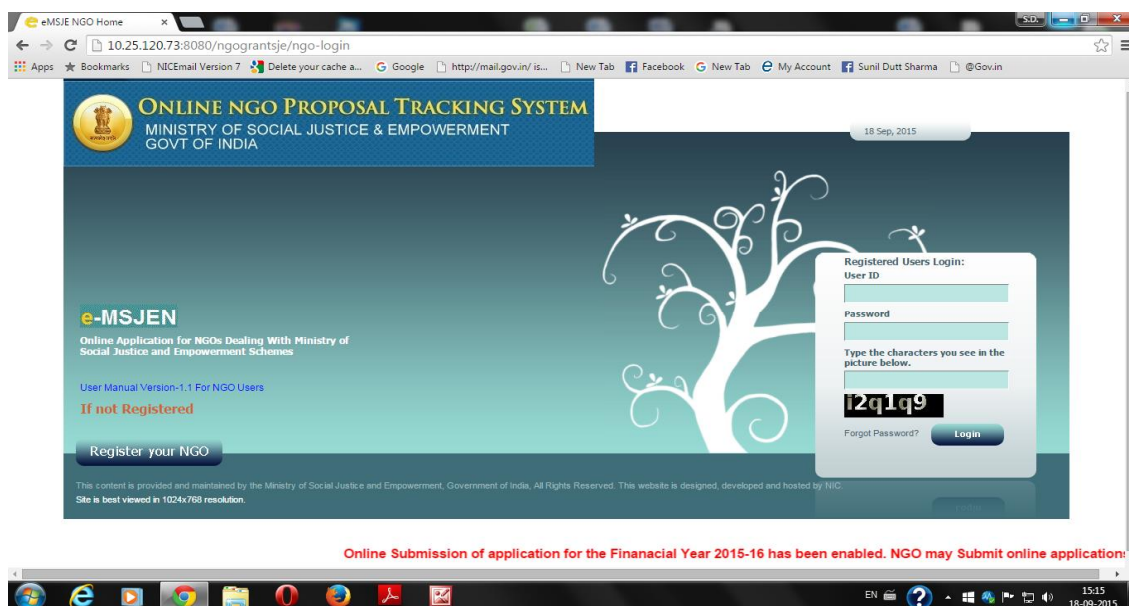
- Online Registration of NGO's on the portal <http://ngograntsje.gov.in>
- Online proposal submission by NGO on the portal.
- Uploading of necessary documents (up-to 3 MB) as per the checklist prescribed for scheme applied.
- Facility of proposal saving in draft/ final mode by the NGOs.
- Immediate allotment 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 <http://ngograntsje.gov.in>

### 6.1 Registration on the Portal

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



- iii. 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.





Create your e-MSJE User ID

All fields marked with a red asterisk (\*) are mandatory

User ID: \*   
 The User ID **must contain 6 to 20 characters**. Valid characters are a-z, A-Z, 0-9, the At sign (@), the Underscore (\_), the Period (.) and the Dash (-). Spaces are not permitted.

Password: \*   
 The password **must contain 8 -15 characters**. It should also have one upper case letter, one number and at least 1 special (@,\_,.,-) characters. Valid characters are letters (a-z, A-Z) and numbers (0-9). The password is case sensitive.

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: \*

Name of Chairman/President/Equivalent: \*

Name of Secretary: \*

Name of Treasurer: \*

Name of Authorized Signatory Person & Designation: \*

Do you want to add members :

Member1: Name:

Parent/Principal Organization :

Registration Details :

Registered with: \*

Registration Number: \*

Date of registration: \*  (dd/mm/yyyy)

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: \*

City of registration: \*

State/UT of registration: \*

FCRA Registration Number, if any:

Sector/ Key Issues :

Schemes which your project belongs to : \*   
 (Use the <Ctrl> key + Mouse Click> to select multiple options)

State/UT in which operating: \*

Details of Achievements :

Major Activities/Achievements: \*   
 (Maximum 5000 characters)





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

18 Sep, 2015

Welcome! Weldone Foundation

**Financial Year 2015-16 has been enabled. NGO may Submit online applications for 2015-16 only.**

**List of Forms**

Financial Year: 2015-16

Search Reset

Acknowledgment No.	Scheme Name	Processed through State/UT	Directly processed by Central Ministry for Advance GIA for ongoing cases >=3 years & Ongoing RRTC Cases	Applied Date	Financial Year
Nothing found to display.					

Note: Click on Acknowledgment Number to view the Form.

## 6.2 Enter Bank Details

- i. After registration, NGO will have to enter 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.

**Bank details and sanction**

10.25.120.73:8080/ngograntstje/show-bank-details-form

Welcome! Weldone Foundation

**NGO Bank Detail And Sanction history**

All fields marked with \* are Mandatory

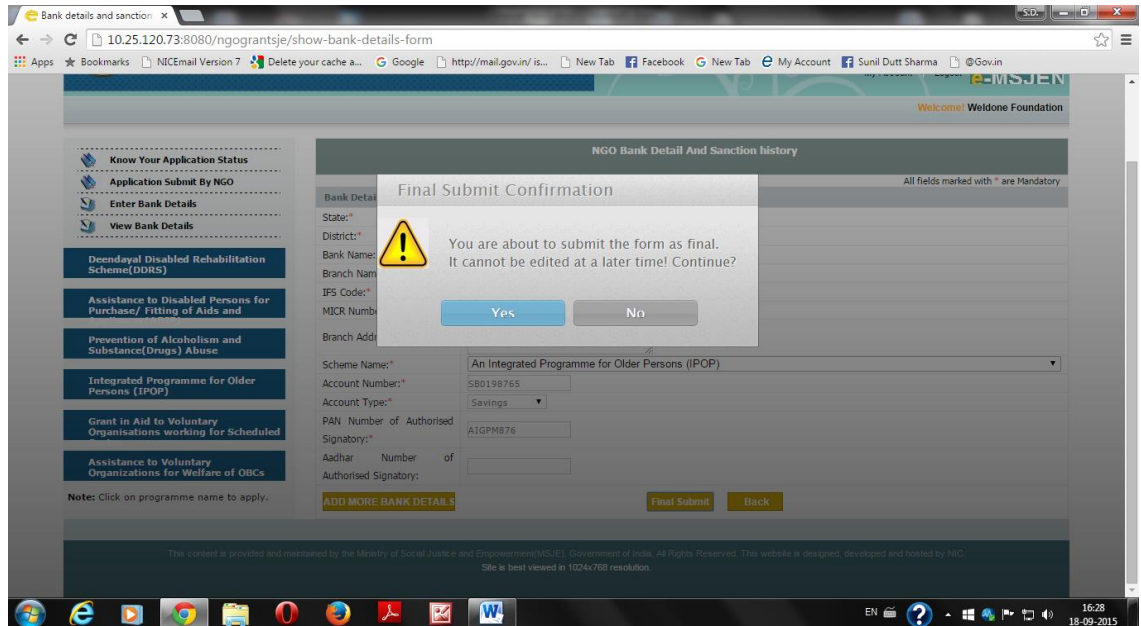
**Bank Detail**

State\*: UTTAR PRADESH  
 District\*: MEERUT  
 Bank Name\*: DENA BANK  
 Branch Name\*: MEERUT CITY  
 IFSC Code\*: BKDN0720806  
 MICR Number: (9digit)\*: NON-MICR  
 Branch Address\*: SUBHASH BAZAR 1 KRISHNA PARA MEERUT  
 Scheme Name\*: An Integrated Programme for Older Persons (IPOP)  
 Account Number\*: SB0198765  
 Account Type\*: Savings  
 PAN Number of Authorised Signatory\*: AIGPM876  
 Aadhar Number of Authorised Signatory:

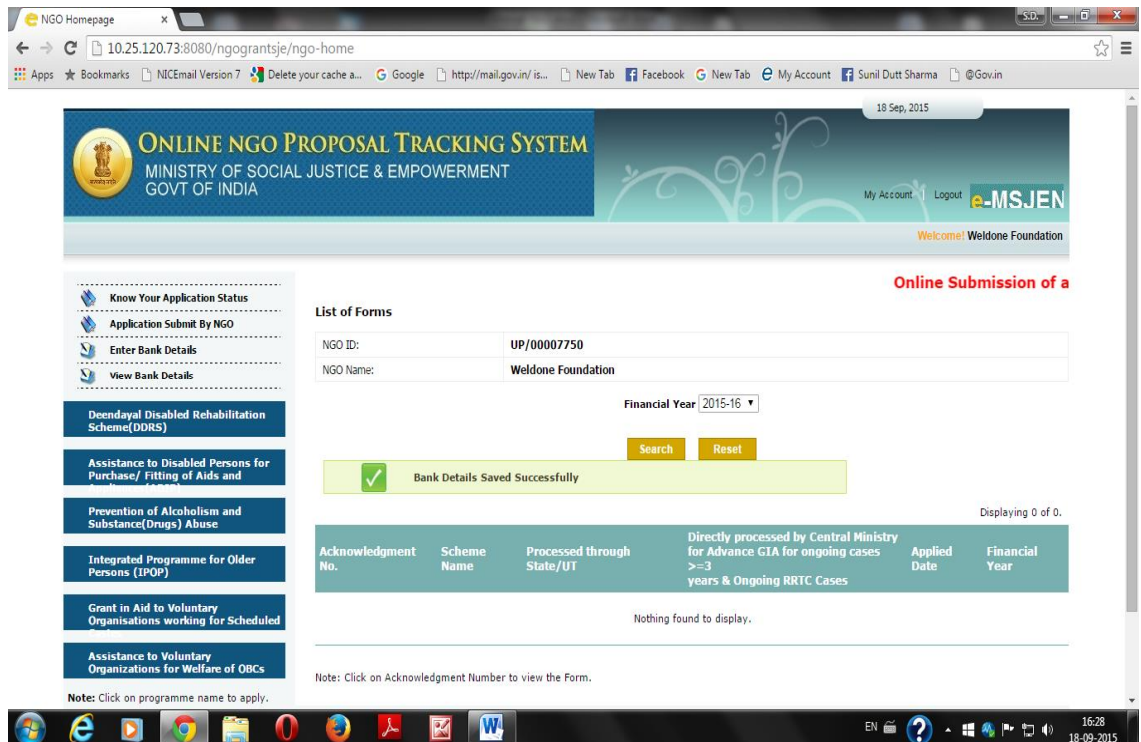
ADD MORE BANK DETAILS Final Submit Back

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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.



## 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.

18 Sep, 2015

My Account | Logout | e-MSJEN

Welcome! Weldone Foundation

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

Know Your Application Status  
Application Submit By NGO  
Enter Bank Details  
View Bank Details

Deendayal Disabled Rehabilitation Scheme(DDRS)  
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  
APPLICATION FORM  
Upload IPOP Scheme Documents

Grant in Aid to Voluntary

**APPLICATION FORM FOR GRANTS-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF INTEGRATED PROGRAMME FOR OLDER PERSON (For New Cases & Ongoing Cases) Form**

Project Details

All fields marked with a red asterisk (\*) are mandatory

NGO ID: UP/00007750

NGO Name: Weldone Foundation

Address of Registered office of the Organization: 123, Brahmipuri, Delhi Road Meerut -250001

City / Town / Village: Meerut

District: MEERUT

State: UTTAR PRADESH

Mobile No.: 9412312345

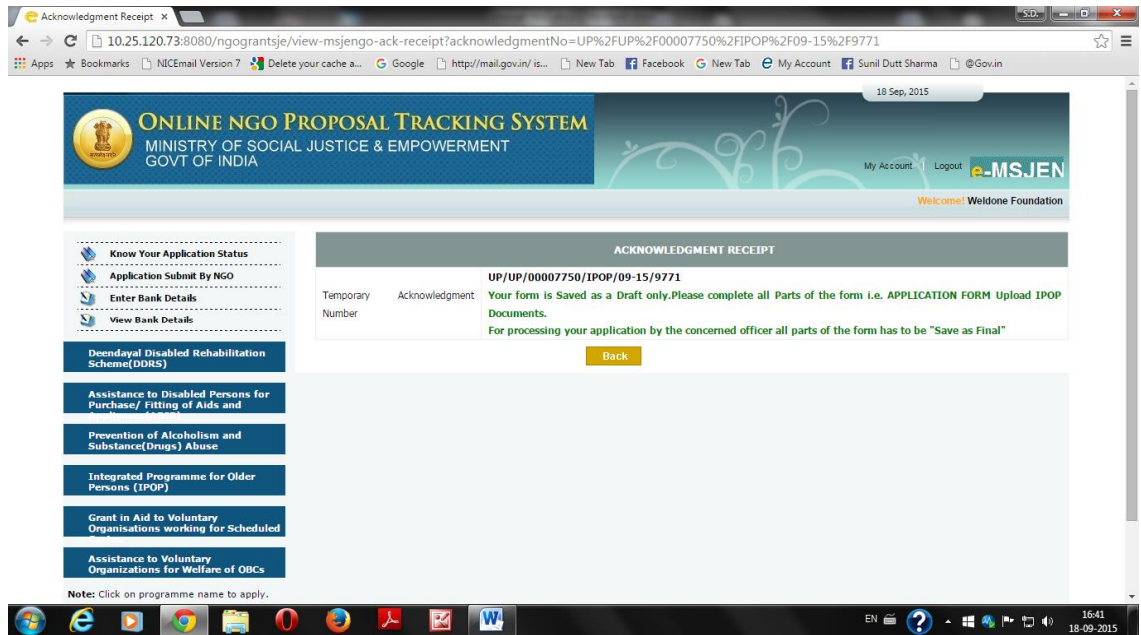
Telephone: 7865436

Email Address: ajay.kumar5656@gmail.com

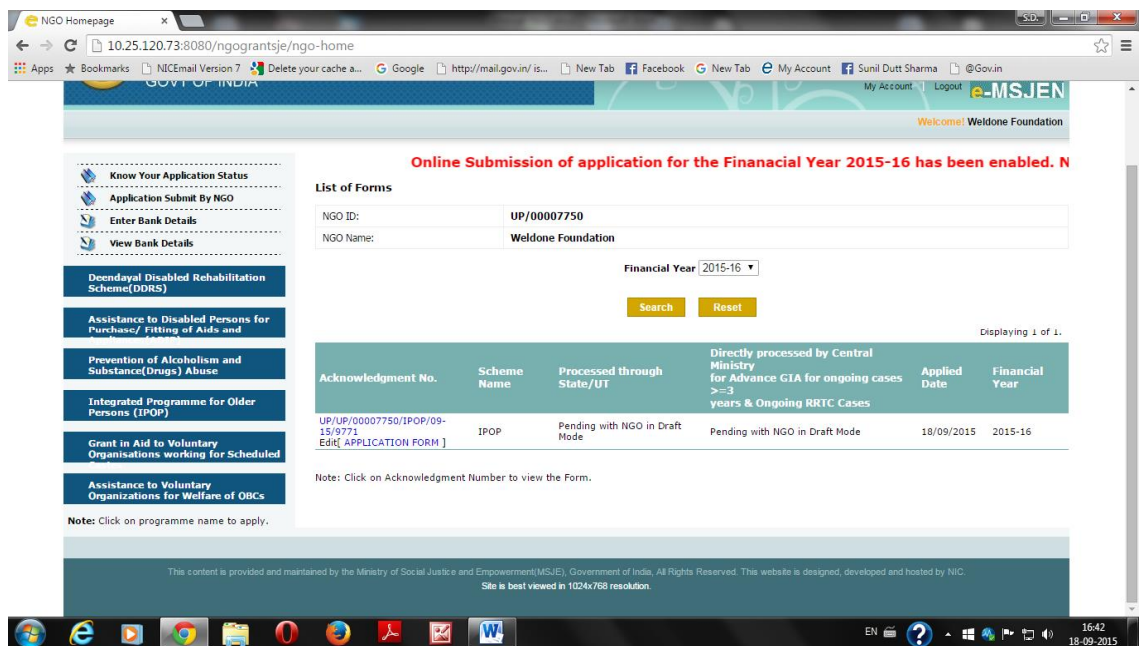
Fax:

Statute under which the organization is registered: Registrar of Cooperative Societies

- 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.



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.



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.

The screenshot shows the 'NGO Homepage' in a web browser. The address bar displays '10.25.120.73:8080/ngograntsje/ngo-home'. The page features a navigation menu on the left with options like 'Know Your Application Status', 'Application Submit By NGO', 'Enter Bank Details', and 'View Bank Details'. A central banner reads 'Financial Year 2015-16 has been enabled. NGO may Submit online applications for 2015-16 only.' Below this, a 'List of Forms' section shows a search filter for 'Financial Year 2015-16' and a 'Search' button. A table lists application forms with columns for Acknowledgment No., Scheme Name, Processed through State/UT, and Applied Date. The table contains one entry: 'UP/IP/00007750/IPOP/09-15/9771' for the 'IPOP' scheme, which is 'Pending with NGO in Draft Mode'.

Acknowledgment No.	Scheme Name	Processed through State/UT	Directly processed by Central Ministry for Advance GIA for ongoing cases >=3 years & Ongoing RRTC Cases	Applied Date	Financial Year
UP/IP/00007750/IPOP/09-15/9771	IPOP	Pending with NGO in Draft Mode	Pending with NGO in Draft Mode	18/09/2015	2015-16

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

The screenshot shows the 'Upload NGO Documents' page. The address bar displays '10.25.120.73:8080/ngograntsje/ngo-document-upload-form?ngoSchemeName=true&ngoDocumentSchemeName=4'. The page title is 'ONLINE NGO PROPOSAL TRACKING SYSTEM' under the 'MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT GOVT OF INDIA'. A central banner reads 'Upload Relevant Documents of IPOP Scheme (File should be scanned in black & white with 200 DPI Resolution as a PDF document. File size should not exceed 3MB)'. Below this, there is a dropdown menu for 'Acknowledgement No.' with the selected value 'UP/IP/00007750/IPOP/09-15/9771'. A footer note states: 'This content is provided and maintained by the Ministry of Social Justice and Empowerment(MSJE), Government of India. All Rights Reserved. This website is designed, developed and hosted by NIC. Site is best viewed in 1024x768 resolution.'

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

-  Know Your Application Status
-  Application Submit By NGO
-  Enter Bank Details
-  View Bank Details
- Deendayal Disabled Rehabilitation Scheme(DDRS)**
- Assistance to Disabled Persons for Purchase/ Fitting of Aids and Appliances (ADDA)**
- Prevention of Alcoholism and Substance(Drugs) Abuse**
- Integrated Programme for Older Persons (IPOP)**
- Completion of Application Form & Upload IPOP SCHEME Documents are mandatory**
- APPLICATION FORM**
- Upload IPOP Scheme Documents**
- Grant in Aid to Voluntary Organisations working for Scheduled**
- Assistance to Voluntary Organizations for Welfare of OBCs**

Note: Click on programme name to apply.

**APPLICATION FORM FOR GRANTS-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF INTEGRATED PROGRAMME FOR OLDER PERSON (For New Cases & Ongoing Cases) Form**

**Project Details**  
 All fields marked with a red asterisk (\*) are mandatory

NGO ID:	UP/00007750
NGO Name:	Weldone Foundation
Address of Registered office of the Organization:	123, Brahmuri, Delhi Road Meerut -250001
City / Town / Village:	Meerut
District:	MEERUT
State:	UTTAR PRADESH
Mobile No.:	9412312345
Telephone:	7865436
Email Address:	ajay.kumar5656@gmail.com
Fax:	
Statute under which the organization is registered:	Registrar of Cooperative Societies

**Component - Old Person**

Acknowledgment No.:	UPI/UP/00007750/IPOP/09-15/9771
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:	<input checked="" type="radio"/> New <input type="radio"/> On Going
(ii) The organization has been receiving financial assistance continuously for last three years *	<input type="radio"/> Yes <input checked="" type="radio"/> No
(iii) No Utilization is pending in terms of para of 212(1) SFR:*	<input checked="" type="radio"/> No UC Pending <input type="radio"/> UC Pending

**Project Location**

State / Union Territory: *	UTTAR PRADESH	District: *	MEERUT
Address: *	Alternate Address:	Landmark*	
123, Shastri Nagar		Near Bijlighar	
Block:	City / Town / Village:*	Location Type:	Pin Code:
-- Please Select --	Meerut	District HQ	250001

(b). Date of commencement of the Project:*	01/09/2013 (dd/mm/yyyy)
(c). Year of Commencement of Grants-in-Aid from G.O.I. for the Project:	03/09/2012 (dd/mm/yyyy)
(d). Whether the Project is recognized by the State Government*	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Date of Registration:	(dd/mm/yyyy)



5. (a) Complete address of location(s) location wherever programmed project/scheme is being implemented

(STD Code)Tel. No: 01215324566 (Like:01206512472)

(STD Code)Fax No: 01216384587 (Like:01206512472)

Email: weldone.f@gmail.com

(b) Nearest Railway Station / Bus Stand:

6. Whether building is: \*  Own  Rented  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:

9. Whether separate project-wise accounts have been maintained for grants Sanctioned earlier:  Yes  No

10. Whether principle of joint operation of Bank Accounts is being followed:  Yes  No

11. Whether the Statement of accounts submitted along with the application:  Audited  Unaudited

**12: Details of bank accounts in which grants-in-aid released, during last three financial years, were deposited\***

Grants-in-Aid for Financial Year	Sanction Letter no.	Date	Recurring Amount	Non-Recurring	Bank Account no.	Name & Address of Bank	Persons Oper joint Account
--select--							

[ADD MORE SANCTION DETAILS](#)

13.The amount of support sought from the Ministry for recurring grants-in-aid

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
Total	0.00

14. Whether List of Beneficiaries added as per Form - I\*  Yes  No

15. Whether List of Managing Committee added as per Form - II\*  Yes  No

16. Whether the List of Employees added as per Form - III\*  Yes  No

NOTE: Form I,Form II,Form III,and Form IV may be Downloaded Here

[www.SocialJustice.nic.in](http://www.SocialJustice.nic.in) \*

17. No. of Older person served

Between 60-70 years	Between 70-80 years	Above 80 years	Total
40	35	15	90

**18: Availability of the following at centre**

Lighting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Portable Water	<input checked="" type="radio"/> Yes <input type="radio"/> No
Toilet Facility:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**19: Details of Medical checkup and treatment of the Aged**

**i: Annual expenditure on medicines**

Current year	Previous year
RS. <input type="text"/>	RS. <input type="text"/>
ii) Whether there is a full time doctor or a part time doctor:	<input checked="" type="radio"/> full time <input type="radio"/> part time
iii) if the doctor is part time, the number of visit per month:	<input type="text"/>
iv) the fee paid to the part time doctor per month:	<input type="text"/>
v) Whether any nursing service is provided:	<input checked="" type="radio"/> Yes <input type="radio"/> No
vi) the number of beneficiaries served for the whole year(in case of MMU):	<input type="text"/>
vii) the average number of visit by the mobile van per month(in case of MMU):	<input type="text"/>
viii) the number of visits the social worker paid to reach out to older persons for the whole year(in case of Non-Institutional Service):	<input type="text"/>

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

**21. Productive Activities:**

a). Whether there are any facilities for productive activity for the beneficiaries\*  Yes  No

**22. Other Activities(other than productive activities):**

Whether any social service is undertaken by the centre:\*  Yes  No

a) By adopting specific area:  Yes  No

b) By linking with established institutions such as Orphanages, J.J. Institute etc:  Yes  No

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

- i) Nutrition:  Yes  No
- ii) Recreation:  Yes  No
- iii) Health:  Yes  No
- iv) Vocational Training:  Yes  No
- v) Any other sector:  Yes  No
- 24. Whether Fund flow statement enclosed as per form-IV.\*  Yes  No

**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 01/09/2015 (dd/mm/yyyy) 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

- 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 that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
  - d. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure on building.
  - e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless the Government of India grants further extension.
  - 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 bear 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:*	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

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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"?

18 Sep, 2015

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

My Account | Logout | e-MSJEN  
Welcome! Weldone Foundation

**Upload Relevant Documents of IPOP Scheme**  
(File should be scanned in black & white with 200 DPI Resolution as a PDF document. File size should not exceed 3MB)

Acknowledgement No.:\*

NGO Name: Weldone Foundation Project Name: Running of Day care centre

NGO Proposal: On going

Do you want to upload Documents of this Project:  YES  NO

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Completion of Application Form & Upload IPOP SCHEME Documents are mandatory

APPLICATION FORM

Upload IPOP Scheme Documents

Grant in Aid to Voluntary

- 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 ✓ 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.

Upload NGO Documents x

10.25.120.73:8080/ngograntse/ngo-document-upload-form?formStatus=yes&acknowledgmentNo=UP%2FUP%2F00007750%2FPOPOP%2F09-15%2F9771

22 Sep, 2015

## ONLINE NGO PROPOSAL TRACKING SYSTEM

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT  
GOVT OF INDIA

My Account | Logout | e-MSJEN

Welcome! Weldone Foundation

- Know Your Application Status
- Application Submit By NGO
- Enter Bank Details
- View Bank Details
- Deendayal Disabled Rehabilitation Scheme(DDRS)
- Assistance to Disabled Persons for Purchase/ Fitting of Aids and Appliances
- Prevention of Alcoholism and Substance(Drugs) Abuse
- Integrated Programme for Older Persons (IPOP)
- Completion of Application Form & Upload IPOP SCHEME Documents are mandatory
- APPLICATION FORM
- Upload IPOP Scheme Documents
- Grant in Aid to Voluntary Organizations working for Scheduled Caste
- Assistance to Voluntary Organizations for Welfare of OBCs

Note: Click on programme name to apply.

### Upload Relevant Documents of IPOP Scheme

(File should be scanned in black & white with 200 DPI Resolution as a PDF document. File size should not exceed 3MB)

Acknowledgement No.+: UP/UP/00007750/IPOP/09-15/9771

NGO Name: Weldone Foundation Project Name: Running of Day care centre

NGO Proposal: On going

S.No	Document Name	Add File (PDF only)	Action	View File	Upload Status
1.	Certified copy of the Registration Certificate under Societies Registration Act,1860 or Charitable Trust Act etc.	Choose File No file chosen	Upload	View	✓
2.	Memorandum of Association and copies of rules, aims and objectives of the organization	Choose File No file chosen	Upload	View	✓
3.	List of Management/Managing Committee Members	Choose File No file chosen	Upload	View	✓
4.	Annual Report for previous year	Choose File No file chosen	Upload	View	✓
5.	Balance Sheet( including receipt and payment account) and Income and Expenditure Account of the previous year	Choose File No file chosen	Upload	View	✓
6.	Audit Report comprising Balance Sheet, Income & Expenditure Statement and Receipt & Payment account for previous year	Choose File No file chosen	Upload	View	✓
7.	List of Staff/Employees	Choose File No file chosen	Upload	View	✓
8.	List of Staff engaged in the project showing their name, designation and category of staff (SC/ST/OBC) engaged by the organisation	Choose File No file chosen	Upload	View	✓
9.	List of beneficiaries	Choose File No file chosen	Upload	View	✓
10.	Utilization Certificate in respect of grants released in the previous year	Choose File No file chosen	Upload	View	✓
11.	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 authorised signatory of the organisation	Choose File No file chosen	Upload	View	✓
12.	Budget Estimate	Choose File No file chosen	Upload	View	✓
13.	Bond/PSR/Bank Details with clear RTGS/IFSC code , PAN/TAN/TIN No.	Choose File No file chosen	Upload	View	✓
14.	Statement of accounts of previous year	Choose File No file chosen	Upload	View	✓
15.	Rent agreement with details of accommodation, address signature of witness etc	Choose File No file chosen	Upload	View	✓

Go to Form

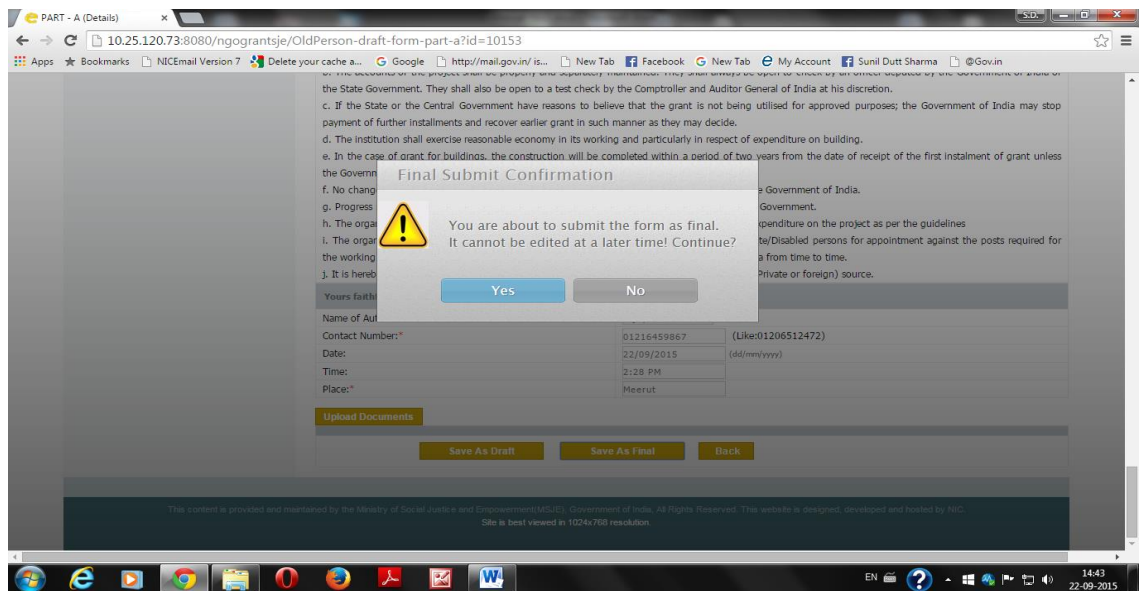
This content is provided and maintained by the Ministry of Social Justice and Empowerment(MSJE), Government of India. All Rights Reserved. This website is designed, developed and hosted by NIC.  
Site is best viewed in 1024x768 resolution.

13:01 22-09-2015

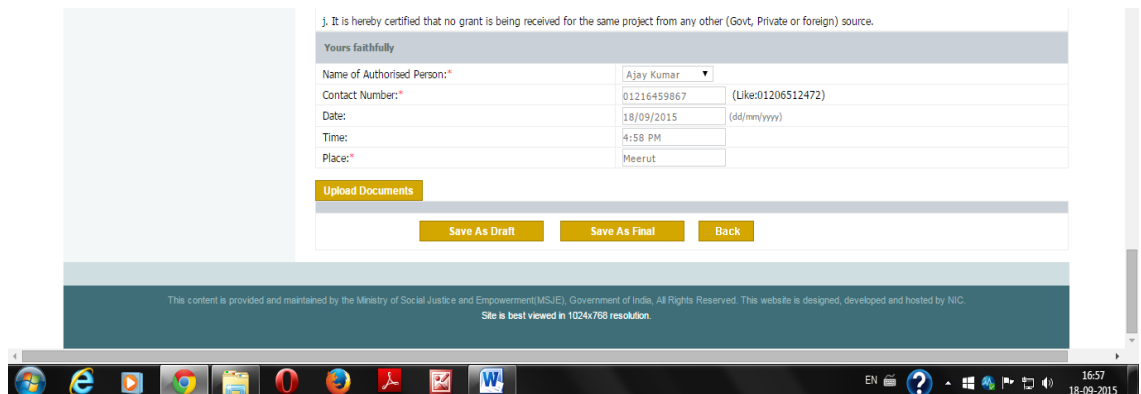
- vi. NGO can **edit the application detail** using Edit Application option provided below acknowledgement no provided on login page.

## 6.5 Final submission of application

- i. 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.
- ii. 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.



- iii. 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.



- 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.

The screenshot shows a web browser window with the URL [10.25.120.73:8080/ngograntsje/ngo-proposal-old-form](http://10.25.120.73:8080/ngograntsje/ngo-proposal-old-form). The form contains several sections:

- 21. Productive Activities:**
  - a) Whether there are any facilities for productive activity for the beneficiaries?  Yes  No. *Please, choose an option* (in red)
- 22. Other Activities (other than productive activities):**
  - Whether any social service is undertaken by the centre?  Yes  No
  - a) By adopting specific area:  Yes  No
  - b) By linking with established institutions such as Orphanages, J.J. Institute etc:  Yes  No
- 23. Are there any linkages with any other organization/institution if so, please specify the name of the organisation for each service?**
  - i) Nutrition:  Yes  No. *Please, choose an option* (in red)
  - ii) Recreation:  Yes  No. *Please, choose an option* (in red)
  - iii) Health:  Yes  No. *Please, choose an option* (in red)
  - iv) Vocational Training:  Yes  No. *Please, choose an option* (in red)
  - v) Any other sector:  Yes  No. *Please, choose an option* (in red)
- 24. Whether Fund flow statement enclosed as per form-IV. \***  Yes  No. *Please, choose an option* (in red)

**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 01/09/2015 (dd/mm/yyyy) 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.

- 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".

The screenshot shows the Acknowledgment Receipt page with the URL [10.25.120.73:8080/ngograntsje/view-msjengo-ack-receipt?acknowledgmentNo=UP%2FUP%2F00007750%2FIPOP%2F09-15%2F9771](http://10.25.120.73:8080/ngograntsje/view-msjengo-ack-receipt?acknowledgmentNo=UP%2FUP%2F00007750%2FIPOP%2F09-15%2F9771). The page features the logo of the Ministry of Social Justice & Empowerment, Govt of India, and the MSJEN logo. A navigation menu on the left includes options like "Know Your Application Status", "Application Submit By NGO", "Enter Bank Details", and "View Bank Details".

**ACKNOWLEDGMENT RECEIPT**

Acknowledgment Number	UP/UP/00007750/IPOP/09-15/9771
Date of application	22/09/2015
NGO Id	UP/00007750
NGO Name	Waldone Foundation
Address	123, Brahmपुरi, Delhi Road Meerut -250001, Meerut
Financial year	2015-16

Your application has been sent to the concerned officer for processing

**Print of Summary Page duly ink signed by authorized signatory must also be sent by post to concerned Division of Central Ministry of Social Justice and Empowerment to facilitate of release of Grant-in-aid**

Buttons: [Back](#) [Print Summary Application](#) [Print Form](#)

Note: Click on programme name to apply.

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

MSJE NGO Form Details

10.25.120.73:8080/ngogratsje/form4-view?id=10153

22 Sep, 2015

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

My Account Logout e-MSJEN

Welcome! Weldone Foundation

**APPLICATION FORM FOR GRANTS-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF INTEGRATED PROGRAMME FOR OLDER PERSON (For New Cases & Ongoing Cases) Form**

**Project Details**

All fields marked with a red asterisk (\*) are mandatory

NGO ID: UP/00007750

NGO Name: Weldone Foundation

Address of Registered office of the Organization: 123, Brahmpuri, Delhi Road Meerut -250001

City / Town / Village: Meerut

District: MEERUT

State: UTTAR PRADESH

Mobile No.: 9412312345

Telephone: 7865436

Email Address: ajay.kumar5656@gmail.com

Fax:

Statute under which the organization is registered: Registrar of Cooperative Societies

Acknowledgment No. \*: UP/UP/00007750/IPOP/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 assistance continuously for last three years: NO

(iii) No Utilization is pending in terms of para of 212(1)  No UC Pending  UC Pending

SFR: \*

**Project Location**

State: \* UTTAR PRADESH District: \* MEERUT

Address: \* 123, Shastri Nagar Alternate Address: Landmark: \* Near Bijlighar

Block: City / Town / Village: \* Location Type: PIN Code: \*

-- Please Select -- Meerut District HQ 250001

**NATIONAL INFORMATICS CENTRE**  
 THE IT SUPPORT PROFESSIONALS



(b). Date of commencement of the Project: 01/09/2013 (dd/mm/yyyy)

(c). Year of Commencement of Grants-In-Aid from G.O.I for the Project: 03/09/2012

(d). Whether the Project is recognized by the State Government\*  Yes  No

4. Date of Registration: (dd/mm/yyyy)

5. (a) Complete address of location(s) location wherever programmed project/scheme is being implemented

(STD Code)Tel. No: 01215324564

(STD Code)Fax No: 01216384587

Email: weldone.f@gmail.com

(b) Nearest Railway Station / Bus Stand:

6. Whether building is:\*  Own  Rented  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: Sq. Meter (b). Total Number of Rooms:

9. Whether separate project-wise accounts for both grants received and expenditure incurred there on have been maintained:  Yes  No

10. Whether the principle of joint operation of Bank Accounts is being followed:  Yes  No

11. Whether the Statement of accounts submitted along with the application:  Audited  Unaudited

**12:Details of bank accounts in which grants-in-aid released, during last three financial years, were deposited**

Grants-in-Aid for Financial Year	Sanction Letter no.	Date	Recurring Amount	Non-Recurring	Bank Account no.	Name & Address of Bank	Persons Operatin joint Account
2013-14	vdsds	03/09/2013	23000.0	1000.0	12321	Allahabad Bank	Ajay Kumar

13.The amount of support sought from the Ministry for recurring grants-in-aid

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
Total	0.00

14. Whether List of Beneficiaries added as per Form - I\*  Yes  No

15. Whether List of Managing Committee added as per Form - II\*  Yes  No

16. Whether the List of Employees added as per Form - III\*  Yes  No

17. No. of Older person served

Between 60-70 years	Between 70-80 years	Above 80 years
40	35	15

**18: Availability of the following at centre**

Lighting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Portable Water	<input checked="" type="radio"/> Yes <input type="radio"/> No
Toilet Facility:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**19: Details of Medical checkup and treatment of the Aged**

**i: Annual expenditure on medicines**

Current year	Previous year
RS. <input type="text"/>	RS. <input type="text"/>
ii) Whether there is a full time doctor or a part time doctor:*	<input type="radio"/> full time <input type="radio"/> part time
iii) If the doctor is part time, the number of visit per month:	<input type="text"/>
iv) the fee paid to the part time doctor per month:	<input type="text"/>
v) Whether any nursing service is provided:*	<input type="radio"/> Yes <input type="radio"/> No
vi) the number of beneficiaries served for the whole year(in case of MMU):	<input type="text"/>
vii) the average number of visit by the mobile van per month(in case of MMU):	<input type="text"/>
viii) the number of visits the social worker paid to reach out to older persons for the whole year(in case of Non-Institutional Service):	<input type="text"/>

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

**21. Productive Activities:**

a). Whether there are any facilities for productive activity for the beneficiaries*	<input type="radio"/> Yes <input type="radio"/> No
b) If the answer to the above is yes give details of such activities:	
i) No. of persons involved in such activity	<input type="text"/>
ii) Income per year from such activities for:	
Beneficiaries	<input type="text"/> RS
Centre	<input type="text"/> RS

**22. Other Activities(other than productive activities):**

Whether any social service is undertaken by the centre:*	<input type="radio"/> Yes <input type="radio"/> No
a) By adopting specific area:	<input type="radio"/> Yes <input type="radio"/> No
b) By linking with established institutions such as Orphanages, J.J. Institute etc:	<input type="radio"/> Yes <input type="radio"/> No

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

i) Nutrition:	<input type="radio"/> Yes <input type="radio"/> No
Name of the Organisation:	<input type="text"/>
ii) Recreation:	<input type="radio"/> Yes <input type="radio"/> No
Name of the Organisation:	<input type="text"/>
iii) Health:	<input type="radio"/> Yes <input type="radio"/> No
Name of the Organisation:	<input type="text"/>
iv) Vocational Training:	<input type="radio"/> Yes <input type="radio"/> No
Name of the Organisation:	<input type="text"/>
v) Any other sector:	<input type="radio"/> Yes <input type="radio"/> No
Name of the Organisation:	<input type="text"/>

24. Whether Fund flow statement enclosed as per form-IV.\*  Yes  No

**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 01/09/2015 (dd/mm/yyyy) 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 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 that the grant is not being utilised for approved purposes, the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
- d. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure on building.
- e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless the Government of India grants further extension.
- 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 bear 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:*	01216459867
Date:	22/09/2015
Time:	2:28 PM
Place:*	Meerut

#### Document Uploaded By Now

S.No	Document Name	View File
1.	Certified copy of the Registration Certificate under Societies Registration Act,1860 or Charitable Trust Act etc.	<a href="#">View</a>
2.	Memorandum of Association and copies of rules, aims and objectives of the organization	<a href="#">View</a>
3.	List of Management/Managing Committee Members	<a href="#">View</a>
4.	Annual Report for previous year	<a href="#">View</a>
5.	Balance Sheet( including receipt and payment account) and Income and Expenditure Account of the previous year	<a href="#">View</a>
6.	Audit Report comprising Balance Sheet, Income & Expenditure Statement and Receipt & Payment account for previous year	<a href="#">View</a>
7.	List of Staff/Employees	<a href="#">View</a>
8.	List of Staff engaged in the project showing their name, designation and category of staff (SC/ST/OBC) engaged by the organisation	<a href="#">View</a>
9.	List of beneficiaries	<a href="#">View</a>
10.	Utilization Certificate in respect of grants released in the previous year	<a href="#">View</a>
11.	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 authorised signatory of the organisation	<a href="#">View</a>
12.	Budget Estimate	<a href="#">View</a>
13.	Bond/PSR/Bank Details with clear RTGS/IFSC code , PAN/TAN/TIN No.	<a href="#">View</a>
14.	Statement of accounts of previous year	<a href="#">View</a>
15.	Rent agreement with details of accommodation, address signature of witness etc	<a href="#">View</a>

[Back](#)

[Print Full Application](#)

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Site is best viewed in 1024x768 resolution.



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

APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF INTEGRATED PROGRAMME FOR OLDER PERSON (For 1st Installment And New Cases)			
Part A - The Proposal (Older Person Component)			
Type of the Project On going			
The organization has been receiving financial assistance continuously for last three years : NO			
No Utilization is pending in terms of para of 212(1) SFR : No UC Pending			
<b>NGO Details</b>			
NGO ID:	UPI/0007750	City / Town /	Meerut
NGO Name:	Weldone Foundation	State:	UTTAR PRADESH
Address	123, Brahmput, Delhi Road Meerut -250001	District:	MEERUT
		Telephone:	9412312345
		Email ID:	
		Fax:	
<b>Project Details</b>			
Acknowledgment No.:	UPI/UP/0007750/PO/09-15/9771		
1. Applying for Financial	2015-16		
Project Address :	123, Shastri Nagar		
	Meerut 250001		
Telephone:	Near Bijighar		
Landmark	Near Bijighar		
Location Type:	Block / Tehsil:	District:	State:
District HQ		MEERUT	UTTAR PRADESH
2. Name of the organization:	Weldone Foundation		
2. 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 from	03/09/2012		
(d) Whether the Project is recognized by the	Yes		
4. Date of Registration			
NGO Name: Weldone Foundation			
Acknowledgment UPI/UP/0007750/PO/09-15/9771 Page 1 of 5			
5.(a) Complete address of locati- on(s)location wherever prog-		(STD Code)Tel. No	01215324566
		(STD Code)Fax No	01216384587
		Email	weldone.f@gmail.com
(b) Nearest Railway Station / Bus Stand			
6. Whether building is	Own		
7.(a) Is the building utilized exclusively for this	Yes		
(b) If no, Provide details of usage			
<b>8. Building Detail</b>			
(a) Area Of Building			
(b) Total Number of Rooms			

9. Whether separate project-wise accounts have been maintained for grants	
10. Whether the practice of joint operation of Bank Accounts is being	
11. Whether the Statement of accounts submitted along with the	

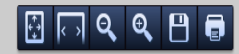
12. Details of bank accounts in which grant-in-aid released, during last three financial years,							
Grant-in-Aid for Financ	Sanctio n Letter no.	Date	Recurring Amount	Non-Recurring Amount	Bank Account no.	Name & Address of Bank	Persons Operating The joint Account
2013-14	vsds	03/09/2013	23000.0	1000.0	12321	Allahabad Bank	Ajay Kumar

13. The amount of support sought from the Ministry for recurring grant-in-aid	
Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
Total	0.0
14. Whether List of Beneficiaries added as per Form - I	Yes
15. Whether List of Managing Committee added as per Form - II	Yes
16. Whether the List of Employees added as per Form - III	Yes

17. No. of Older person served			
Between 60-70 years	Between 70-80 years	Above 80 years	Total
40	35	15	90

18. Availability of the following at centre	
Lighting	Yes

NGO Name: Weldone Foundation  
 Acknowledgment UPIUP00007750/IPOP/09-15/9771 Page 2 of 5



Portable Water	Yes
Toilet Facility	Yes

19. Details of Medical checkup and treatment of the Aged	
i. Annual expenditure on medicines	
Current year	Previous year

ii) Whether there is a full time doctor or a part time doctor	
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	
vi) the number of beneficiaries served for the whole year (in case of MMU)	
vii) the average number of visit by the mobile van per month (in case of	
viii) the number of visits the social worker paid to reach out to older persons for the whole	

20. Nutrition Support (in case of OAH/DCC)		
No. of meals per day/per	Breakfast/evening tea/per	Average Daily exp/per person

21. Productive Activities	
a) Whether there are any facilities for productive activity for the	
b) If the answer to the above is yes give details of such activities:	
i) No. of persons involved in such activity	
ii) Income per year from such activities for:	
Beneficiaries	RS
Centre	RS



<b>22. Other Activities(other than productive activities)</b>	
Whether any social service is undertaken by the centre	Yes
a) By adopting specific area	
b)By linking with established institutions such as Orphanages,J.J.	
<b>23. Are there any linkages with any other organization/institution if so,please specify the name of the organisation</b>	
i) Nutrition	
Name of the Organisation	
ii) Recreation	
Name of the Organisation	

NGO Name: Weldone Foundation  
 Acknowledgment UPI/UP/00007750/PO/09-15/9771 Page 3 of 5

<b>iii) Health</b>	
Name of the Organisation	
<b>iv) Vocational Training</b>	
Name of the Organisation	
<b>v) Any other sector</b>	
Name of the Organisation	
<b>24. Whether Fund flow statement enclosed as</b>	

**VERIFICATION**

Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the

authorized the undersigned by a resolution 01/09/2015 to verify and submit the statement of information for monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & empowerment, Govt.

c. If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner

d. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure

e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt

f. No change in the Plan of buildings, the construction will be made without the prior approval of the

g. Progress reports on the project will be furnished at regular intervals as may be specified by the

h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project

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

j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or

Signature	
Name of Authorised Person:	Ajay Kumar

NGO Name: Weldone Foundation  
 Acknowledgment UPI/UP/00007750/PO/09-15/9771 Page 4 of 5

Office Seal	
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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 Sheet( 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 , PAN/TAN/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

NGO Name: Weldone Foundation  
 Acknowledgment: UP/UP/00007750/IPOP/09-15/9771 Page 5 of 5

## 6.6 View Status of the Application Proposal

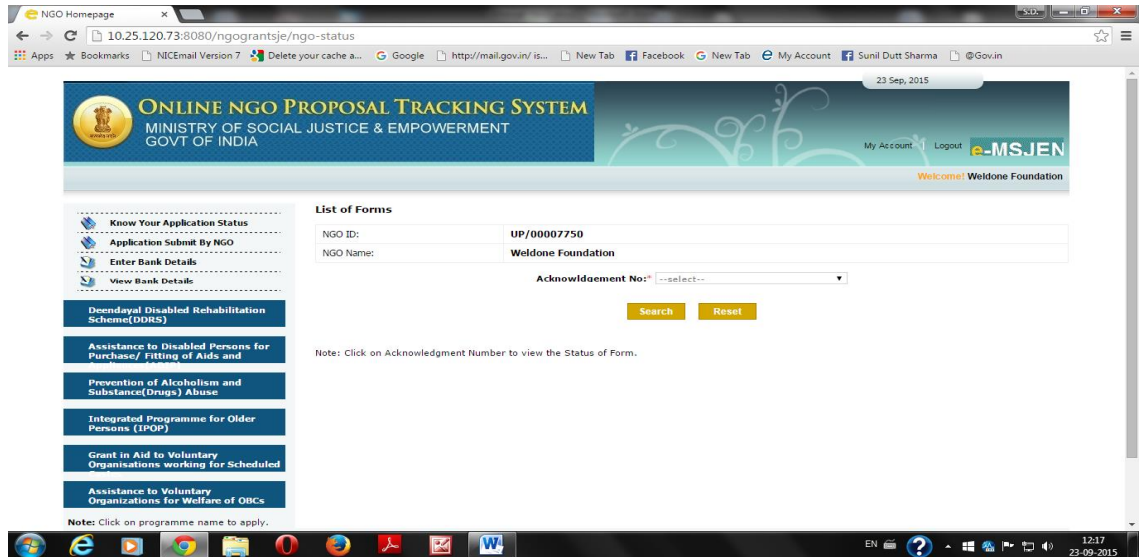
- i. NGO can **view the status of his application** any time after login and take the **printout of Acknowledgement Receipt**. Present status of NGO proposal after final submission is shown **“Pending with District Officer”**.

The screenshot shows the 'ONLINE NGO PROPOSAL TRACKING SYSTEM' interface. The user is logged in as 'Weldone Foundation'. A notification states: 'Online Submission of application for the Financial Year 2015-16 has been enabled. NGO ma'. Below this, there is a 'List of Forms' section with a search filter for 'Financial Year: 2015-16'. A table displays the application status:

Acknowledgment No.	Scheme Name	Processed through State/UT	Applied Date	Financial Year
UP/UP/00007750/IPOP/09-15/9771 Print Receipt	IPOP	Pending with District Office	22/09/2015	2015-16

Note: Click on Acknowledgment Number to view the Form.

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



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





- 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 <http://ngograntsje.gov.in> 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 [support-ngo.msje@nic.in](mailto:support-ngo.msje@nic.in) 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 is 3 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?

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:

- i. 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.
- ii. 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.