

## How to submit 'Project Proposal' through NGO-PS

Open the site <http://ngo.india.gov.in>

Screen given below will be opened.

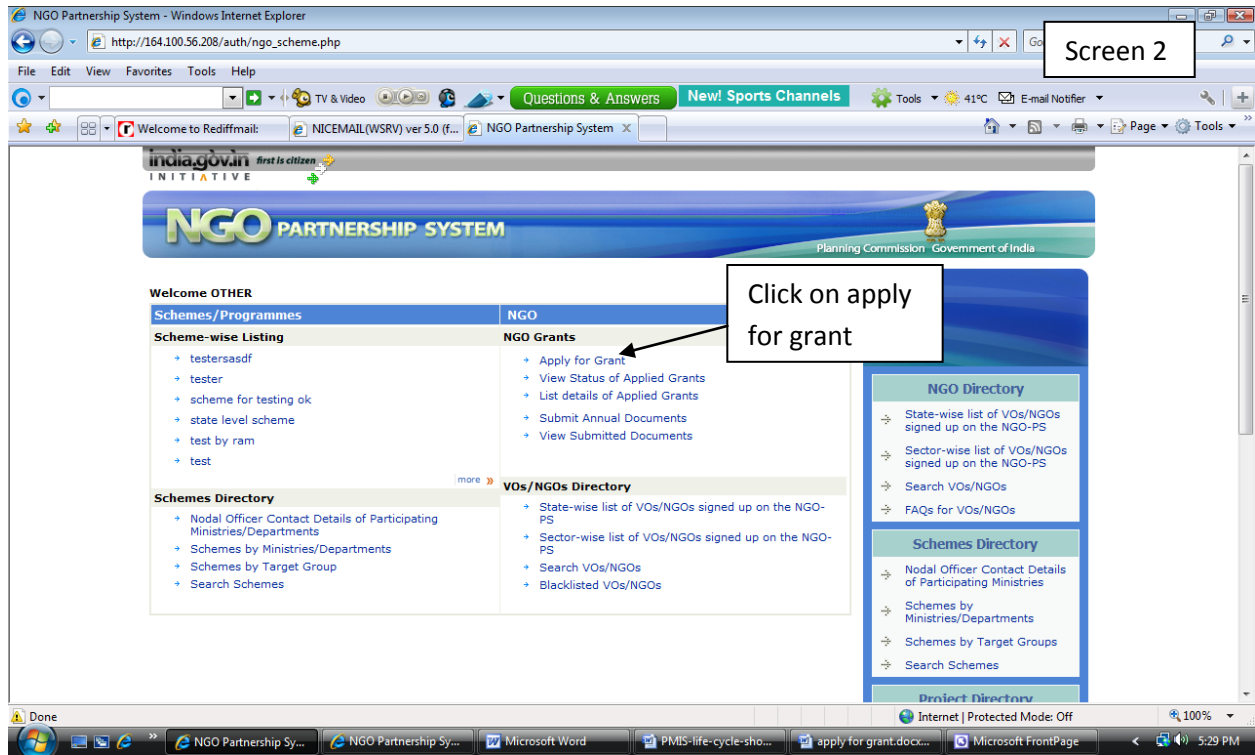
Now follow the steps highlighted in BOXES.

The screenshot shows the NGO Partnership System website in a Windows Internet Explorer browser. The page title is "NGO Partnership System - Windows Internet Explorer" and the URL is "http://164.100.56.208/auth/default.php". The page content includes a header with the "NGO PARTNERSHIP" logo, a list of participating ministries/departments, and a sign-in/sign-up section. A box labeled "Screen 1" is in the top right corner. A box labeled "VO will sign in NGO-PS" points to the "Sign In" button in the "VO/NGO Sign In for Signed up Users" section. Another box labeled "Click on 'sign up' if your VO do not have user-id and password of NGO-PS" points to the "Sign Up" button in the "New Users" section. The "New Users" section lists benefits of signing up, such as getting details of existing VOs/NGOs and applying online for grants. The "Sign In" section has fields for User ID, Password, and Verification Code, with a "Sign In" button. The "Sign Up" button is located below the "Sign Up with the Portal" text.

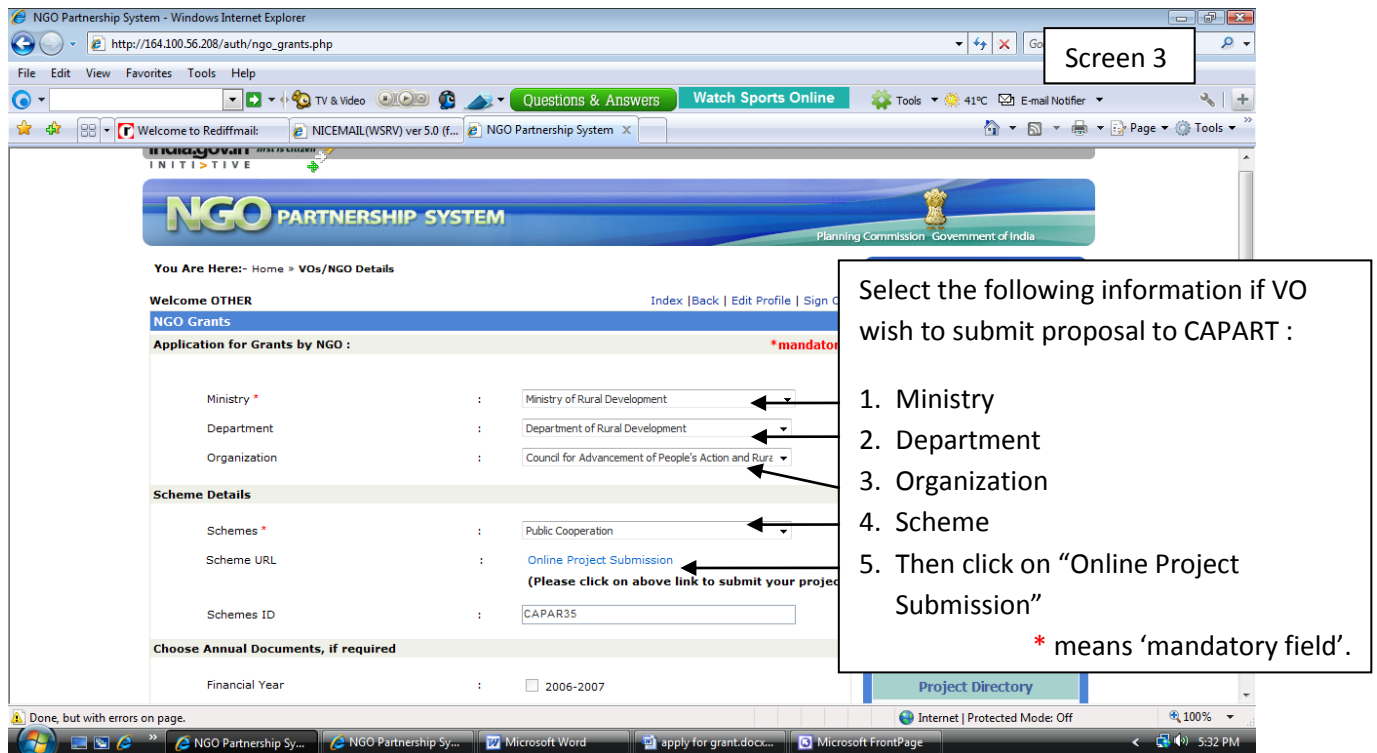
VO should keep ready the following information before "online submission of project".

1. Organisation detail (from screen 5 to 12) and project detail (from screen 13 to screen 16)
2. Budget of the project (format given in screen 14)
3. Number of beneficiaries (if any) in the format given in screen 14a.
4. "Subject" or Title of project / Technology to be used / Methodology for identification of beneficiaries.
5. Name of BDO/MLA/MP/Sarpanch/Pradhan etc. of the project location. (for more detail please refer to CAPART's guidelines).

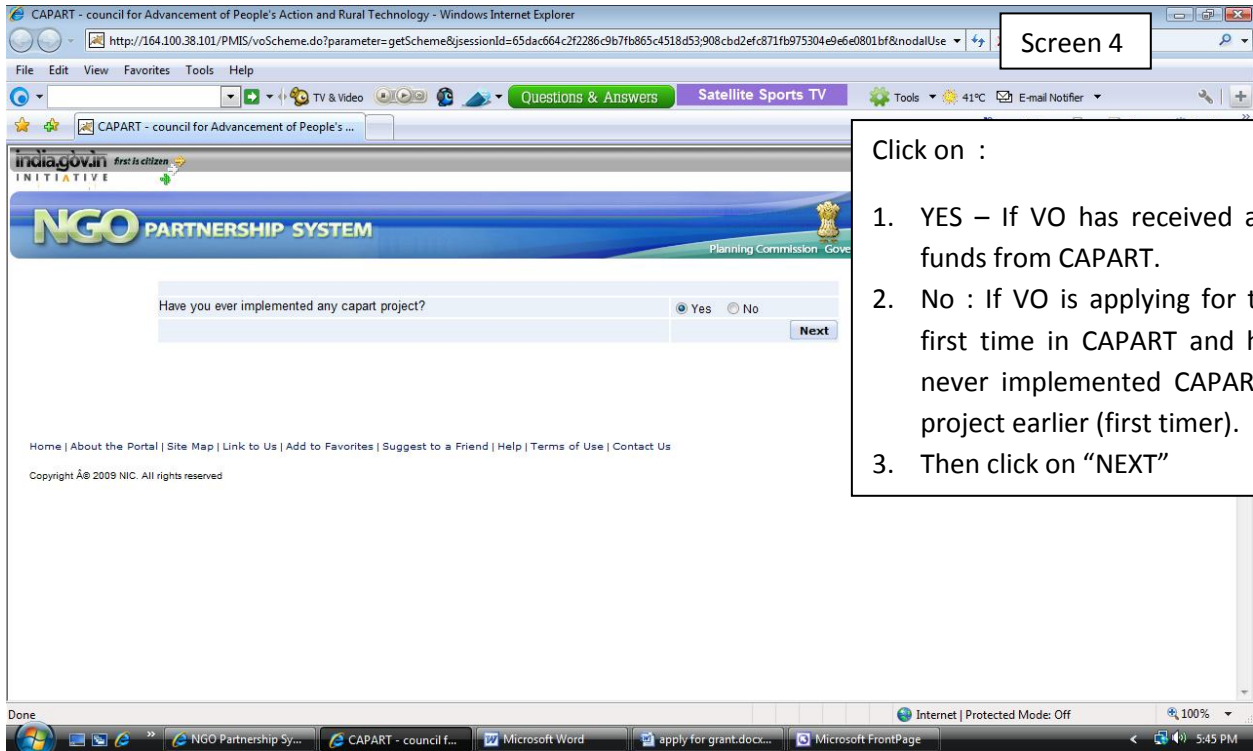
After successful login by VO following screen will be opened.



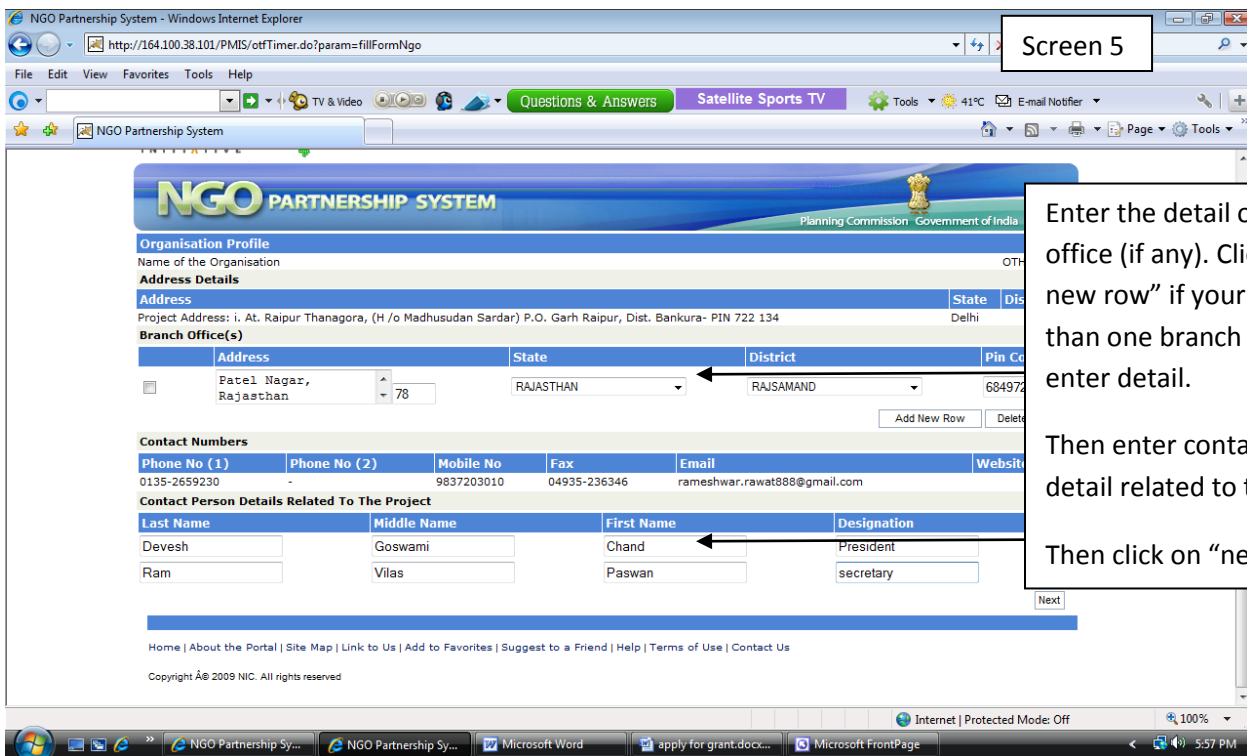
Next screen will be appeared.

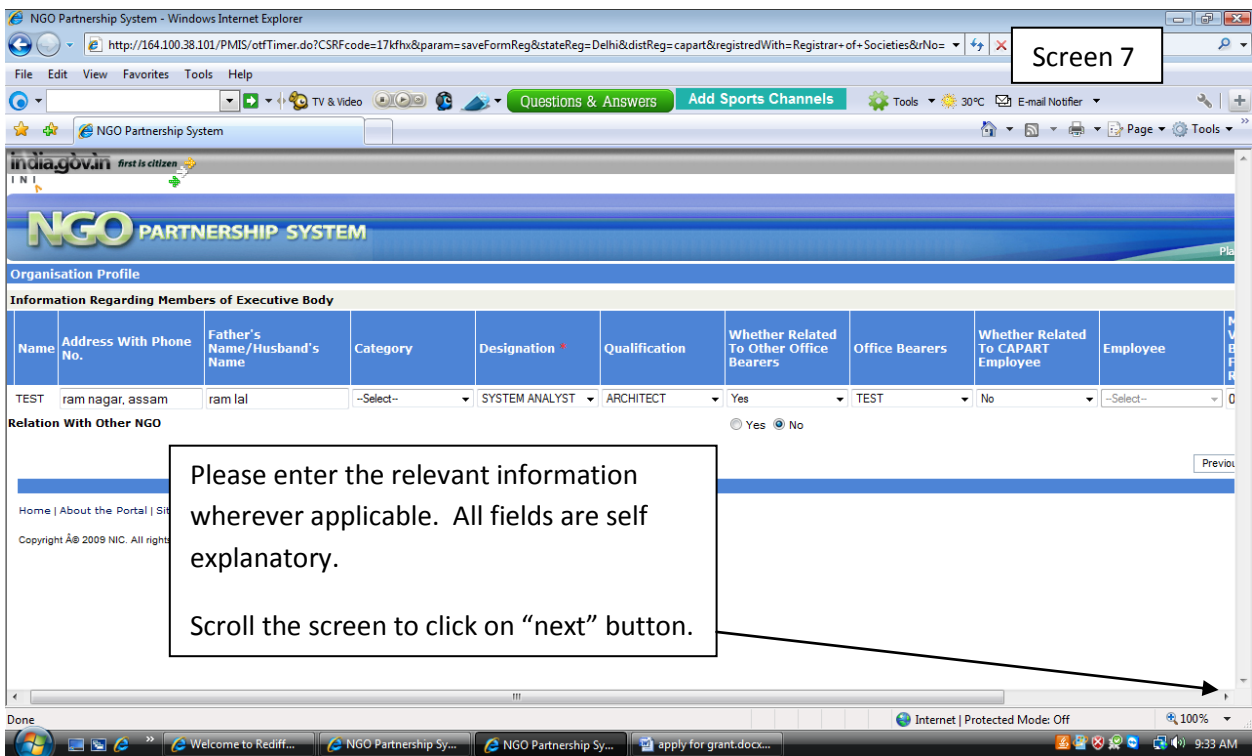
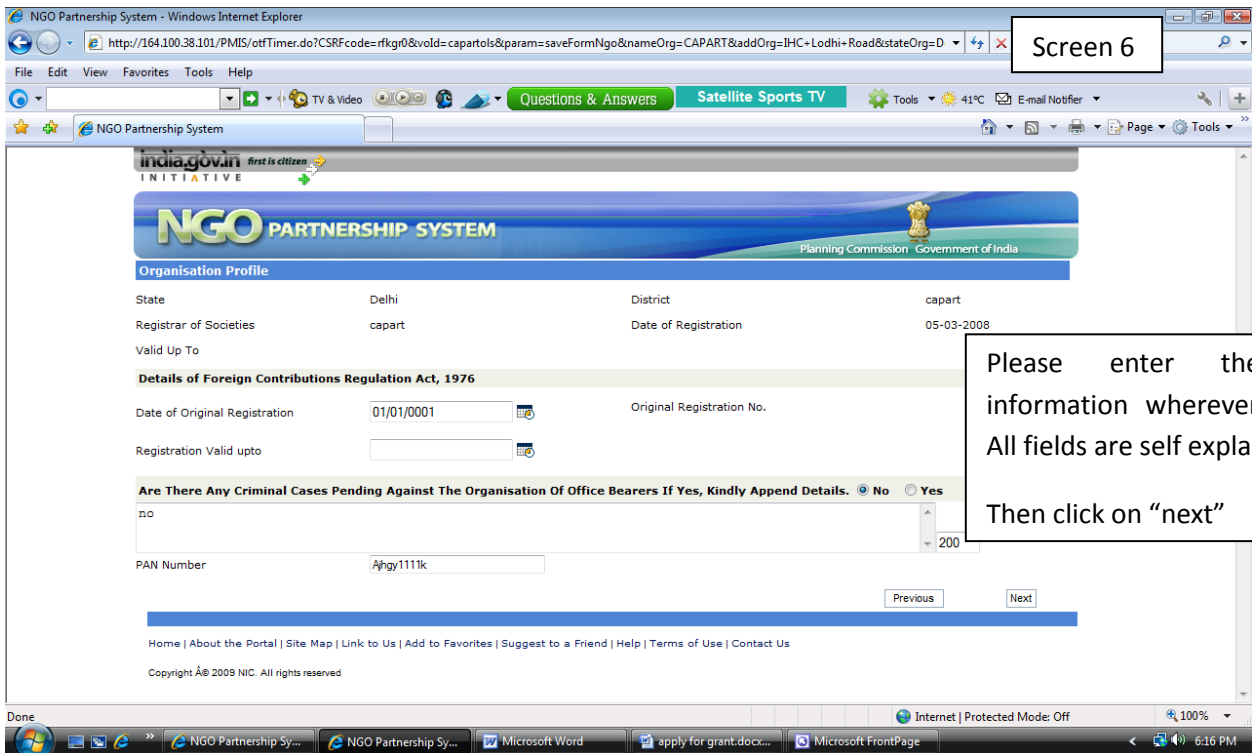


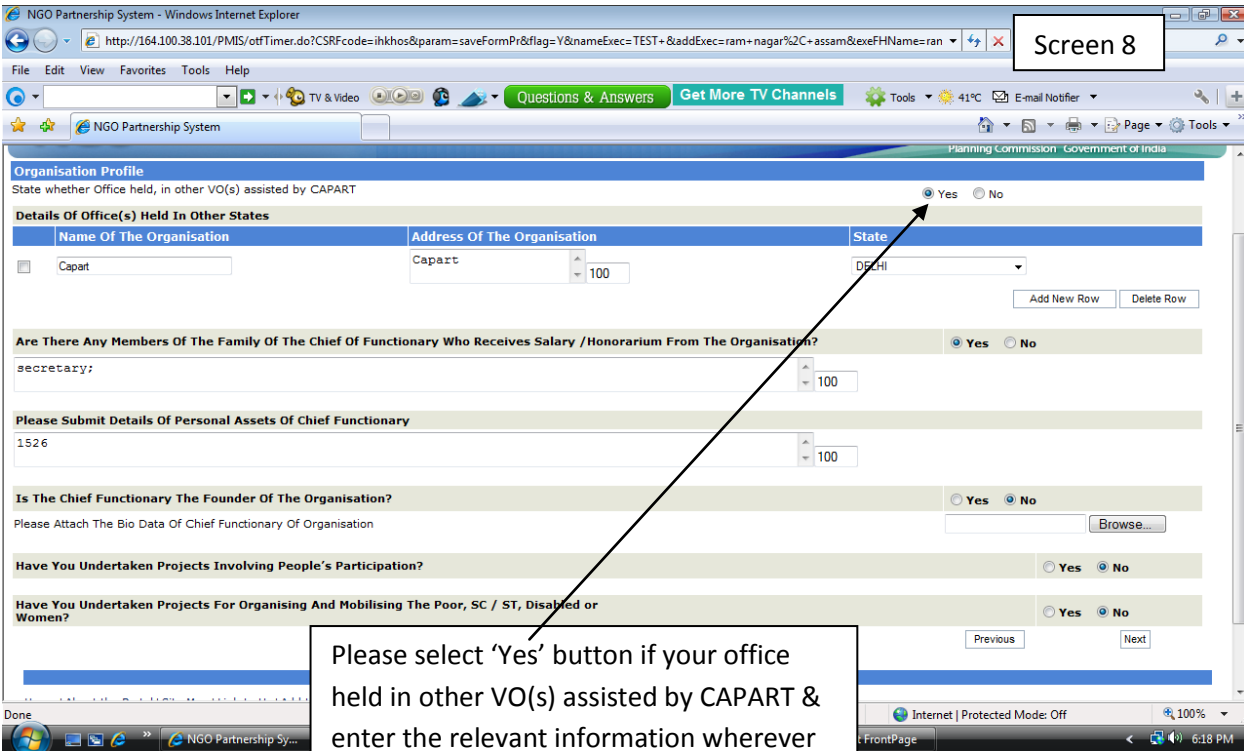
Next screen will be appeared.



VO will fill all the information related to VO (**ORGANISATIONAL PROFILE**).

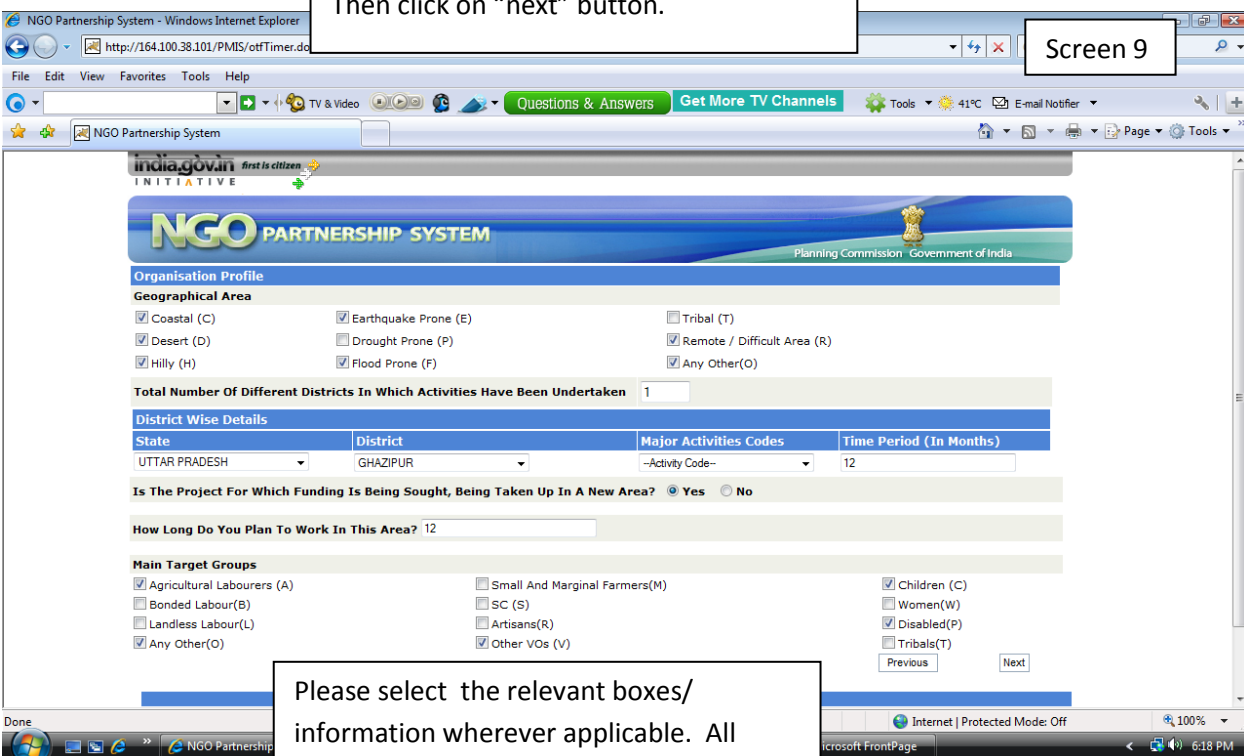






Please select 'Yes' button if your office held in other VO(s) assisted by CAPART & enter the relevant information wherever applicable.

Then click on "next" button.



Please select the relevant boxes/ information wherever applicable. All fields are self explanatory.

Then click on "next" button.

NGO Partnership System - Windows Internet Explorer

http://164.100.38.101/PMIS/otfTimer.do?CSRFCode=tur7bf&param=saveFormGeo&geoArea=C&geoArea=E&geoArea=D&geoArea=R&geoArea=H&geoArea=F&

Screen 10

NGO Partnership System

**Organisation Profile**

**Professional Staff**

Profession Name	Full/Part Time/Voluntary	Name
Engineer	Full Time	Manlok

Add New Row Delete Row

**No. of Staff Presently Working In The Organisation On**

Full Time Basis: 1 Part time: 0  
 Voluntary Basis: 0 Total Number: 1

Are Any Existing Paid Staff Related To Office Bearers Of The Executive Body/ Managing Committee Of The Voluntary Organisation.  
 Yes  No

100

**Major Assests Of Organisation As Per Last Audited Balance Sheet (This Includes Land, Building With Plinth Area etc.)**

Assests	Value
Cash Deposits	15626.0
Movable Assets	236.0
Immovable Assets	236.0
Other Assets	253.0

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NGO Partnership System - Windows Internet Explorer

http://164.100.38.101/PMIS/otfTimer.do?CSRFCode=6aj9o&param=saveFormStaff&rowCount=1&profcode=PRF002&timeType=F&name=Manlok&existingPaid=

Screen 11

NGO Partnership System

India.gov.in First is citizen INITIATIVE

**NGO PARTNERSHIP SYSTEM**

Planning Commission Government of India

**Organisation Profile**

**DETAILS OF CAPART ASSISTED PROJECTS ALREADY UNDERTAKEN BY THE VO (In chronological order by the date of sanction)**

File No.	Title of Proposal	Location	Particulars of Sanctions				Sanctioned No. of Units and Beneficiaries units				Release Made		Date of Completion/Submission of UC*		
			VO Contribution	CAPART Assistance	Beneficiary Contribution	Others	Total	Units (Rs.)	SC/ST (Rs.)	OBC (Rs.)	Others	Date		Amount	

**Income and Expenditure \***

Year	Income Rupees in Lacs	Expenditure Rupees in Lacs
2011-2012	1231.0	125.0
2010-2011	152.10000610351562	156.0
2009-2010	154.0	15.0
2008-2009	25.0	23.0

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Internet | Protected Mode: Off 100% 6:19 PM

- Please enter relevant information about 'income & expenditure'
- All fields are self explanatory.
- Then click on "next" button.

NGO Partnership System - Windows Internet Explorer

http://164.100.38.101/PMIS/otfTimer.do?CSRFcode=155f36&param=saveFormAssisted&rowCount=4&yearInc=2011-2012&income=1231.00&expenditure=125.008

Screen 12

File Edit View Favorites Tools Help

TV & Video Questions & Answers Watch Movies Online Tools Email Notifier

NGO Partnership System

**Receipt & Payment**

Year	Receipt Rupees in Lacs	Payment Rupees in Lacs
2011-2012	100.0	50.0
2010-2011	100.0	50.0
2009-2010	100.0	50.0
2008-2009	100.0	50.0

Account In The Name Of : capart

**Details Of Bank Accounts**

Name Of Bank	Full Branch Address	Account Number	Type Of Account	Signatory	Relationship To Chief Functionary
AKOLA URBAN	city bank	1256398		TEST	no

Add New Row Delete Row

**Summary Of Receipts Give Details From The Audited Statements Of Accounts For The Last 3 Years As Indicated Below**

**Break Up Of Receipts**

Receipts	Year : 2010-2011		Year : 2009-2010		Year : 2008-2009	
	Amount (Rupees)	%	Amount (Rupees)	%	Amount (Rupees)	%
Total Funds Received	100.0	100%	100.0	100%	100.0	100%
community contribution	20.0	20.0	20.0	20.0	20.0	20.0
from foreign sources	00.0	00.0	00.0	00.0	00.0	00.0

Year-wise detail of receipts entered above will reflect automatically in 'total fund received' column and it should be equal to the sum of (community contribution+ from foreign sources+ from government+ own sources).

NGO Partnership System

Receipts	Year : 2010-2011		Year : 2009-2010		Year : 2008-2009	
	Amount (Rupees)	%	Amount (Rupees)	%	Amount (Rupees)	%
Total Funds Received	100.0	100%	100.0	100%	100.0	100%
community contribution	20.0	20.0	20.0	20.0	20.0	20.0
from foreign sources	20.0	20.0	20.0	20.0	20.0	20.0
From govornment	40.0	40.0	40.0	40.0	40.0	40.0
won sources	20.0	20.0	20.0	20.0	20.0	20.0

**Break Up Of Administration Expenditure Spent Last Year**

Administrative Expenditure	Amount (in Rupees)
any other	0.0
facilities for staff	0.0
fuel	0.0
office expensive	0.0
salary	0.0
telephone	0.0
travel	0.0
Total	0.0

Are You Ever Blacklisted?  Yes  No

Have You Uploaded Annual Reports Or Audited Statements Of Last 3 Years On NGO-PS  Yes  No

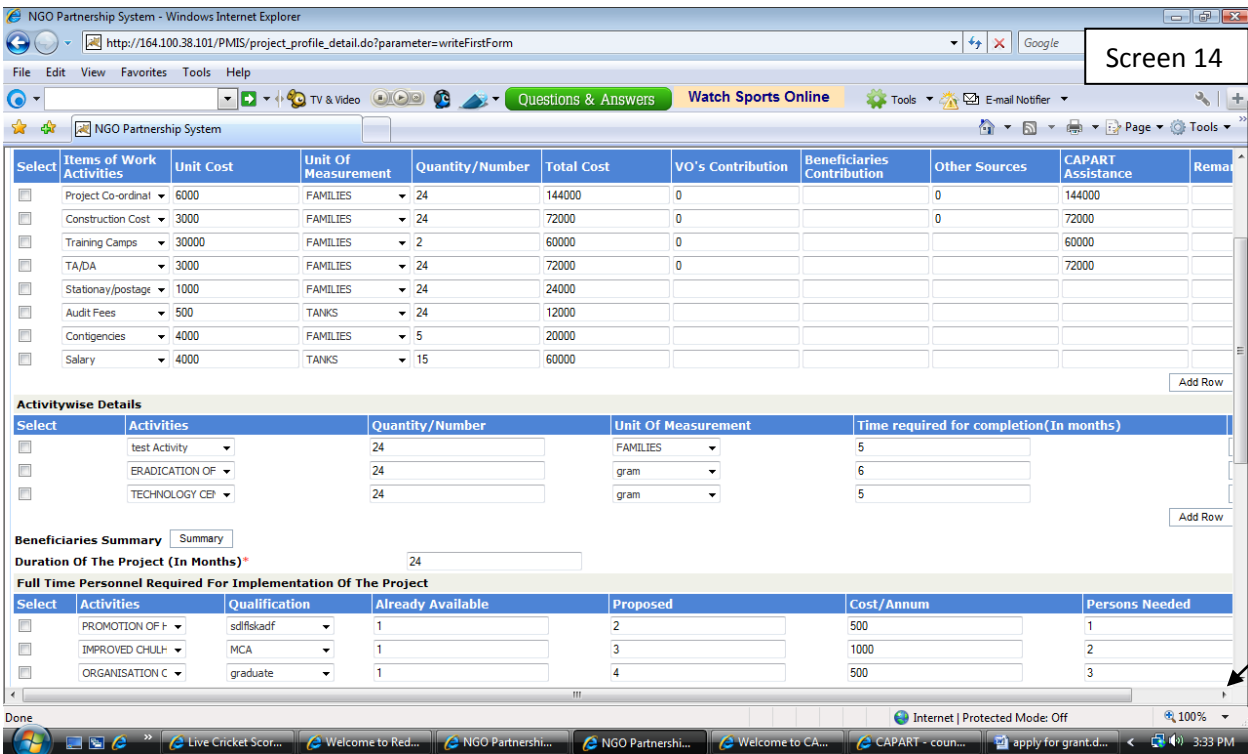
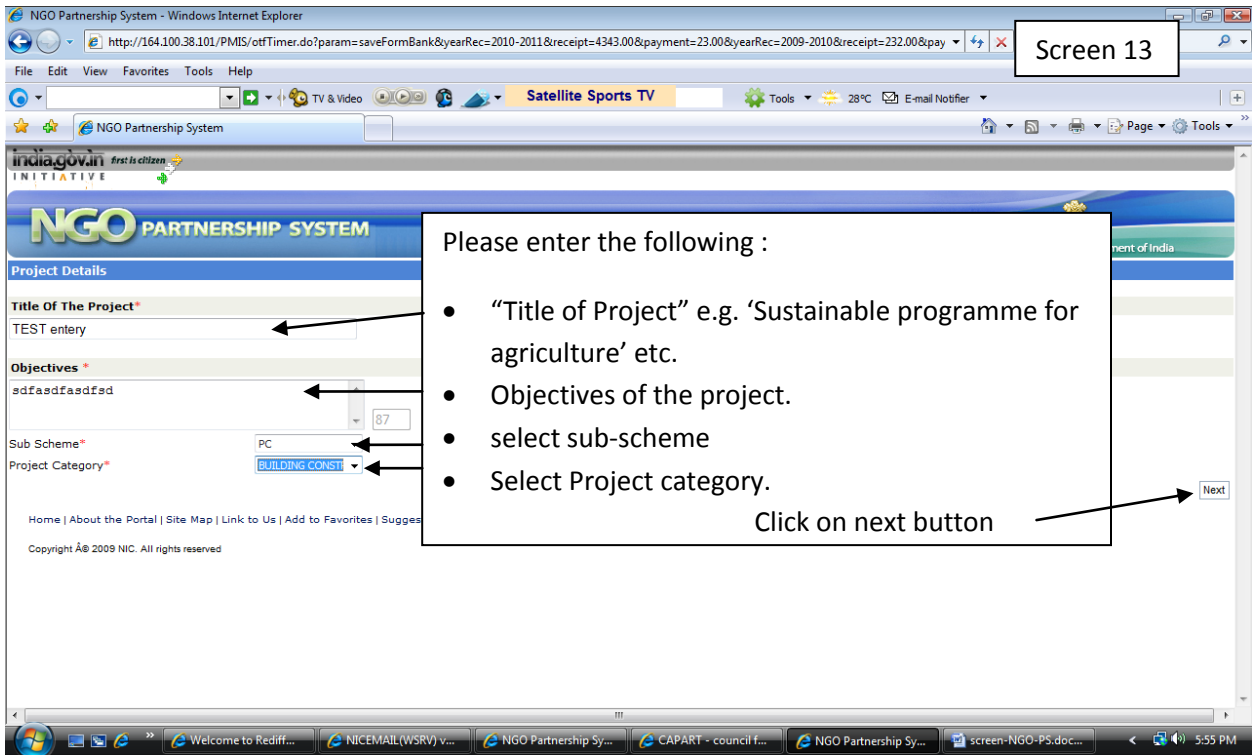
Previous Submit

Click on "Submit" button" if you have completed all the information.

Otherwise click on "Previous" button to do modifications (if any)

Now the information related to ORGANISATION is complete.

VO need to enter information related to Project i.e. "PROJECT PROFILE".





Beneficiaries format - (Screen 14a)

	SC		ST		OBC		Gen		PwD		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
BPL	15										15
Small				56							56
Marginal											0
APL											0
<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71</b>

- Enter number of category wise beneficiaries detail.
- Then click on "SAVE" button.
- Control will shift to previous screen14.
- Enter other relevant information wherever applicable and press 'NEXT'

Screen 15

Location Of The Project

Select  State  District  Block  Village

Legend

Legend	Legend Name*	Address
BDO	<input type="text"/>	<input type="text"/>
CEO,ZILA PARISAD	<input type="text"/>	<input type="text"/>
COLLECTOR	<input type="text"/>	<input type="text"/>
DM	<input type="text"/>	<input type="text"/>
DRDA,PROJECT DIRECTOR	<input type="text"/>	<input type="text"/>
GRAM PRADHAN	<input type="text"/>	<input type="text"/>
MLA	<input type="text"/>	<input type="text"/>
MP	<input type="text"/>	<input type="text"/>
Porject Officer, DRDA	<input type="text"/>	<input type="text"/>

- Enter the location of the project (where VO is implementing the project). Press 'add row' for location having more than one state or district.
- Enter other relevant information like name & address of BDO/MLA/MP etc. and press 'NEXT'

Enter 'Demographical Details'.  
 Total population (male + female) should be equal to total persons in each family type(SC+ST+OBC+GEN+APL)  
 Then click on "next" button.

Screen 15a

Activity Detail will automatically reflect from the database (as entered in Screen 14). Click on 'check boxes' depending upon the time period to complete this project. E.g. for activity 'survey' if VO need first three months of project having 12 months duration then VO will click on first check box.

Enter the data for 'marketing arrangements, arrangements for maintenance of assets, impact indicators etc.

Control will shift from project profile(PMIS) to NGO-PS's first page i.e. screen 3

Screen no. 3a  
 (second half of Screen 3)

VO need to re-enter the amount (CAPART assistance) and select the State of location (where VO wants to implement the project).

VO need not to fill 'fee detail' as CAPART does not charge any amount for project submission.

Now press 'submit button'.

Right click on link, open this pdf in new window, save it on your computer and take its printout to send it (this is the printout of organization profile and project profile) to CAPART along with other documents.

**NGO PARTNERSHIP SYSTEM**

You Are Here:- Home > Ngo Grants

Welcome CAPART

Application for NGO Partnership

Thank you for submitting the advance copy of the application successfully.

You are also required to submit the hard copy of this Application to the concerned Ministry/ Department/ Government Body as per the Guidelines

For further information you are requested to contact the concerned Nodal Officer.

**NGO Grant Application ID : UG/83/84/442/CAPAR35/9937**

Schemes Name : Public Cooperation  
 Ministry : Council for Advancement of People's Action and Rural Technology (CAPART)  
 Applied On : 01-11-2010

Please note down and keep the Grant Application ID for follow up communications or enquiries regarding the status of your Grant.

Please Print your Grant details and keep it for your record.  
[Print your Grant Application](#)

• Click on 'print your grant application', print 2 copies of this page (A), keep one copy for your record and attach other copy with 'complete set' of project. This **Application ID** can be used for future correspondences and with this ID VO can track the status of project through **NGO-PS** ([www.ngo.india.gov.in](http://www.ngo.india.gov.in)) or CAPART online system ([www.capartols.nic.in](http://www.capartols.nic.in)).

**How to prepare complete set of project (hard copy) which to be sent by post to the concerned Regional office or Delhi Hqrs. ? (make a set of following documents :)**

- Printout of 'organisation profile' & 'project profile' as explained in previous screen.
- Copy of page-A
- Other relevant documents e.g. Regd. Certificate, MOA, latest list of members with photos beneficiaries list, - as per CAPART guidelines.

As per CAPART policy all documents of the project should be attested by GAZATTED Officer.

http://164.100.56.208/auth/ngo\_grant\_print2.php?app\_id=UG/83/84/442/CAPAR54/10006

**Application Details**

Application ID : UG/83/84/442/CAPAR54/10006  
 Ministry/Department/Organisation : Council for Advancement of People's Action and Rural Technology (CAPART)

**Project title**

Project title : Sustainable livelihood through enhanced farming systems

**Scheme Details**

Schemes : Advancement of Rural Technology Scheme (ARTS)  
 Schemes ID : CAPAR54

**Payment Details**

Amount Paid (in Rs) : 0.00/-  
 Mode of Payment : -

**Required Amount Details**

Requested For Grant Details (in Rs) : 348,000.00/-

**Any other information you would like to furnish**

Other Details : NIL

Please send a hard copy of the proposal to :

**Shachi Uppal**  
 Core 4B, UG Floor, India Habitat Centre, Lodi Road, New Delhi - 110 003

Within seven days from the date of submission of the application through the portal.  
 Your application will be processed further in the Council for Advancement of People's Action and Rural Technology (CAPART) on receipt of comments/recommendation of the State Government concerned.

Print Close

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