F. No. 22040/25/2017-NGO
Government of India
Ministry of Tribal Affairs
(NGO Division)

Shastri Bhawan, New Delhi
Dated: 30th November, 2017

To,

The Principal Secretary / Secretary,
ST&SC Development Department,
State Government(s) / UT Administration(s)

Subject: Registration of Principal Secretary / Secretary for online processing of proposal of NGOs / VO under the scheme of "Grant-in-aid to Voluntary Organizations working for the Welfare of Scheduled Tribes" for FY 2017-18 and onwards

Sir/Madam,

As mandated by NITI Ayog, the Ministry of Tribal Affairs, Government of India, in order to bring transparency and overcome time delays procedure has decided to process the application under its scheme 'Grant in Aid to NGO/VO working for welfare of Scheduled Tribes' through online application process only.

2.   The Ministry of Tribal Affairs, has built an online application system that can be accessed at NGO-OATS (www.ngograntsmota.gov.in). The NGOs are already applying online for receiving grant-in-aid under the subject mentioned scheme.

3.   The State Government and District Administration have a crucial role to play in Verification and Recommendation of the VO/NGO Application as well as Monitoring of their work and fund flow; hence, concerned department of the State and District administration need to access the online application system for fulfilling their role in the procedure for which concerned officers and officials are to register themselves as Back Office (BO) Users. Accordingly, the State Governments are requested to take following steps:

a.   The ACS/Principal Secretary/Secretary in the State/UT dealing with the subject is required to create her/his login address (ID) by registering themselves at the NGO Grants MOTA portal at URL http://ngograntsmota.gov.in/bo-login#. Click on Register your BO (Back Office User) and proceed to fill-in all the fields. At the end of the Registration process, "Registration Successful" message is displayed. However, the BO User would not be 'activated' on the system unless it is authenticated by MOTA.

b. For activation purpose, the ACS/Principal Secretary / Secretary after creation of BO User ID needs to send an activation request email mentioning the BO User ID and the linked mobile number to <ngogrants-tribal@nic.in> or to <ngogrants-tribal@gov.in> using their own nic/gov mail ID only i.e. with the extension such as @gov.in or @nic.in. Emails sent through any other email id will not be accepted. This is a security requirement, hence, cannot be relaxed.

c. As per the workflow, the Director (State), Additional Director (State), Section Officer (State), District Officer (District) are required to create their login address (ID) as Back Office Users.

d. Once State level BO User ID is activated, the ACS/Principal Secretary / Secretary will be able to approve and activate BO User IDs of his subordinate officers/officials like Director (State), Additional Director (State), Section Officer (State) and District Officer. Similarly, the District Officer would be able to authenticate BO User ID of Inspecting Officer and Dealing Assistant of her/his district.

e. Concerned State and District level Officers, after creation of their BO User IDs need to send an email to respective ACS/Principal Secretary / Secretary for activation as per detailed above from nic/gov mail ID only i.e. with the extension such as @gov.in or @nic.in. This is security requirement and should in no case be compromised. **Caution: It is necessary to insist for "request email to come from an email ID with extension such as @gov.in or @nic.in" else many NGOs (or some unauthorized persons) will register themselves as BO and create confusion/havoc with the online process.**

f. If any BO user is transferred to any other place, his/her BO User ID is to be de-activated by the Principal Secretary/Secretary of the State. When new officer joins, then the new BO user has to register as a fresh/new BO user. User ID of new officer is to be activated by the concerned authority and the User ID of the old BO user should be de-activated by the competent authority.

g. Once activated, a BO User can view accept and reject applications and can activate / deactivate User IDs of its subordinates by clicking "Back Office User / BO Users list".

4. The Manual for the purpose is available online on the above mentioned website/portal. It is requested that priority be accorded for adoption of the procedure and timely processing of applications.

Yours faithfully,

(Gopal Sadhwani)
Director
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