

PRIORITY

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

Shastri Bhawan, New Delhi

Dated: 30th August, 2017

To

The Principal Secretary / Secretary,
SC & ST Development Department,
All States and UT Administrations
(As per list enclosed)

Subject: Processing of proposal of NGOs / VOs through on-Line application / tracking software under the scheme of "Grants-in-Aid to Voluntary Organizations working for the Welfare of Scheduled Tribes (STs)" for the year 2017-18 and onwards- reg.

Sir / Madam,

Kindly refer to this Ministry's letter of even number dated 22.08.2017 (copy enclosed) on the above subject and to say that NGOs / VOs funded by the Ministry have also been informed about the online application / tracking software developed by the Ministry for processing of NGOs / VOs proposals for the year 2017-18 and onwards (copy enclosed).

2. It is requested that this may be adequately apprised to all concerned for ensuring awareness about consideration of only those proposals which are received online.

Yours faithfully,


(Reema Sharma)

Under Secretary to the Government of India
Tel.: 011 – 23387187

Encl.: A/a

Copy to:

Shri Vijay Kumar, Under Secretary (Media), Ministry of Tribal Affairs for appropriately placing the above information on Twitter handle and Facebook account of the Ministry.

File No.22040/25/2017-NGO
Government of India
Ministry of Tribal Affairs

412-B, Shastri Bhawan
New Delhi, 22.08.2017

To

The Principal Secretary/ Secretary,
SC&ST Development Department,
All States and UT Department,
(As per list enclosed)

Subject:- Processing of proposal of NGOs/VOs through on-Line Processing System under the scheme of " Grants-in-Aid to Voluntary Organizations working for the Welfare of Scheduled Tribes (STs) for the year 2017-18 and onwards –regarding.

Sir/Madam,

I am directed to refer to this Ministry's communication of even number dated 28.06.2017 (copy enclosed) on the above mentioned subject and to say that this Ministry has developed online portal for processing of NGOs/VOs cases. The URL of the portal is www.ngograntsmota.gov.in/bo-login . A copy of the user manual is enclosed herewith

2. The State Governments are requested to forward the proposals of NGOs/VOs for the year 2017-18 through the online processing portal using the above URL. The mail ID for any technical assistance is ngogrants-tribal@nic.in.

3. It is reiterated that manual applications of NGOs/VOs under respective jurisdictions for release of grants may not be recommended/forwarded to the Ministry for the year 2017-18 and onwards.

Yours faithfully,


(Reema Sharma)

Under Secretary to the Govt. of India
011-23387187

Encls: As above.

Copy to : (i) PS to MTA/MoS(TA)
(ii) PPS to Secretary (TA)
(iii) PS to JS(A)/PPS to JS(VKT)
(iv) Director (NIC), MoTA for uploading on Ministry's website.

F. No.22040/25/2017-NGO

Government of India
Ministry of Tribal AffairsShastri Bhawan,
New Delhi-110001,Dated: the 28th June, 2017

To

The Principal Secretary/Secretary,
SC & ST Development Department.
All States and UT Governments
(As per list enclosed).

Subject: - Processing of proposal of NGOs/VOs through the On-Line Processing System under the scheme of "Grants-in-aid" to Voluntary Organizations working for the Welfare of Scheduled Tribes (STs) for the year 2017-18 and onwards – regarding.

Sir/Madam,

I am directed to refer to NITI Aayog's D.O. Letter No. M-11/16(1)/2017-VAC dated 12.06.2017 (copy enclosed) wherein it is stated that all Ministries/Departments have to develop IT Application/Portals for processing of proposals for sanction/release of grants to NGOs. Application from the NGOs/VOs for grants shall not be processed in manual mode with effect from 01.04.2017.

2. The Ministry of Tribal Affairs is implementing NITI Aayog's instructions and developing IT Application/Portals for processing of proposals for sanction/release of grants to NGOs/VOs for the year 2017-18 and onwards.

3. The State Governments are, therefore, requested that the NITI Aayog's instructions may kindly be strictly complied with and the manual applications of NGOs/VOs under respective jurisdictions for release of grants may not be recommended/forwarded to the Ministry for the year 2017-18 and onwards. Requisite IT Application/Portals software is being developed by the Ministry and will be functional soon.

4. This has the approval of the Competent Authority.

Yours faithfully,

Encl.: As above.


(Shyla Titus)
Deputy Secretary to the Govt. of India
Tele: 011-2338 3965

Copy to:

1. PS to MTA/MoS (TA)
2. PPS to Secretary (TA)
3. All NGOs/VOs
4. Chairperson, National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
5. MD, TRIFED/CMD, NSTFDC (including all its Regional Offices)
6. Director (NIC), MoTA for uploading on Ministry's website.



User Manual

(for Back Office Users)

NGO Grants Online Application and Tracking System

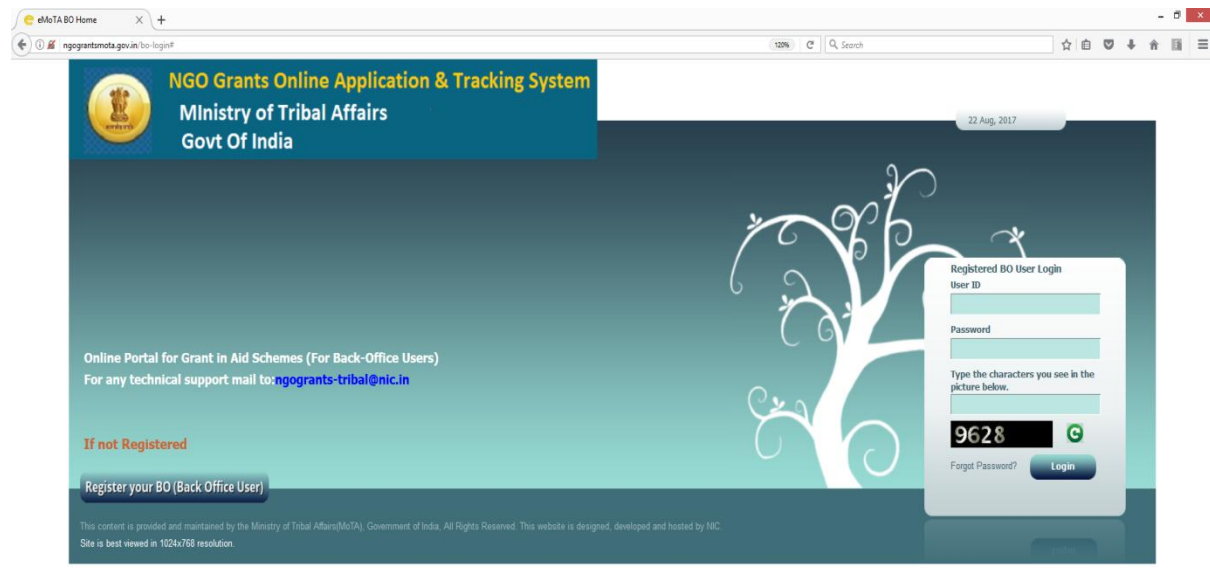
URL: <http://ngograntsmota.gov.in/bo-login>

Ministry of Tribal Affairs

Application Designed and Developed by

NIC Cell Ministry of Tribal Affairs


Application proposal from various NGO's across the country, seeking Grants-in-Aid can apply online on the Portal <http://ngograntsmota.gov.in>. Government Officials i.e Back Office (BOs) Users, dealing with the NGOs schemes and involved in the process for issuance of Grants-in-Aid to NGOs uses the NGO's portal of the Ministry of Tribal Affairs from URL <http://ngograntsmota.gov.in/bo-login>.



Users responsible for processing of the NGO proposal received online, at various levels viz. District, State Directorate, State Secretariat, Central Ministry, have to register themselves through the option "Register your BO" provided on the homepage of the portal.

Back Office User Registration

- i. Every BO user has to click **"Register your BO (Back Office User)"** option provided at left bottom of the homepage. The screen for BO registration appears as following:



NGO Grants Online Application & Tracking System
Ministry of Tribal Affairs
Govt Of India

22 Aug, 2017

Home

USER REGISTRATION

Login Details * Mandatory

User ID *

Password *

Confirm Password *

User ID **must contain 6 to 20 characters**. valid characters are a-z, A-Z, 0-9, at sign (@), the underscore (_), the period (.) and the dash (-). Spaces are not permitted.

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.

Role Profile

Role Type (Center/State/District) *

Role *

Scheme Name *

(Use the 'Ctrl' key to select multiple options)

☐ Central Ministry
 ☐ State Level
 ☐ District Level

---Select---

GIA

(Use the <'Ctrl' key + Mouse Click> to select multiple options)

Personal Details

First Name *

Middle Name

Last Name *

Mobile No. *

Email *

Office Details

Designation *

Address Line 1 *

Address Line 2

City *

Pincode *


Office Phone *

Fax

Status *

Verification Image Code :

Verification Code: *



Type the characters you see in the picture above.

Register

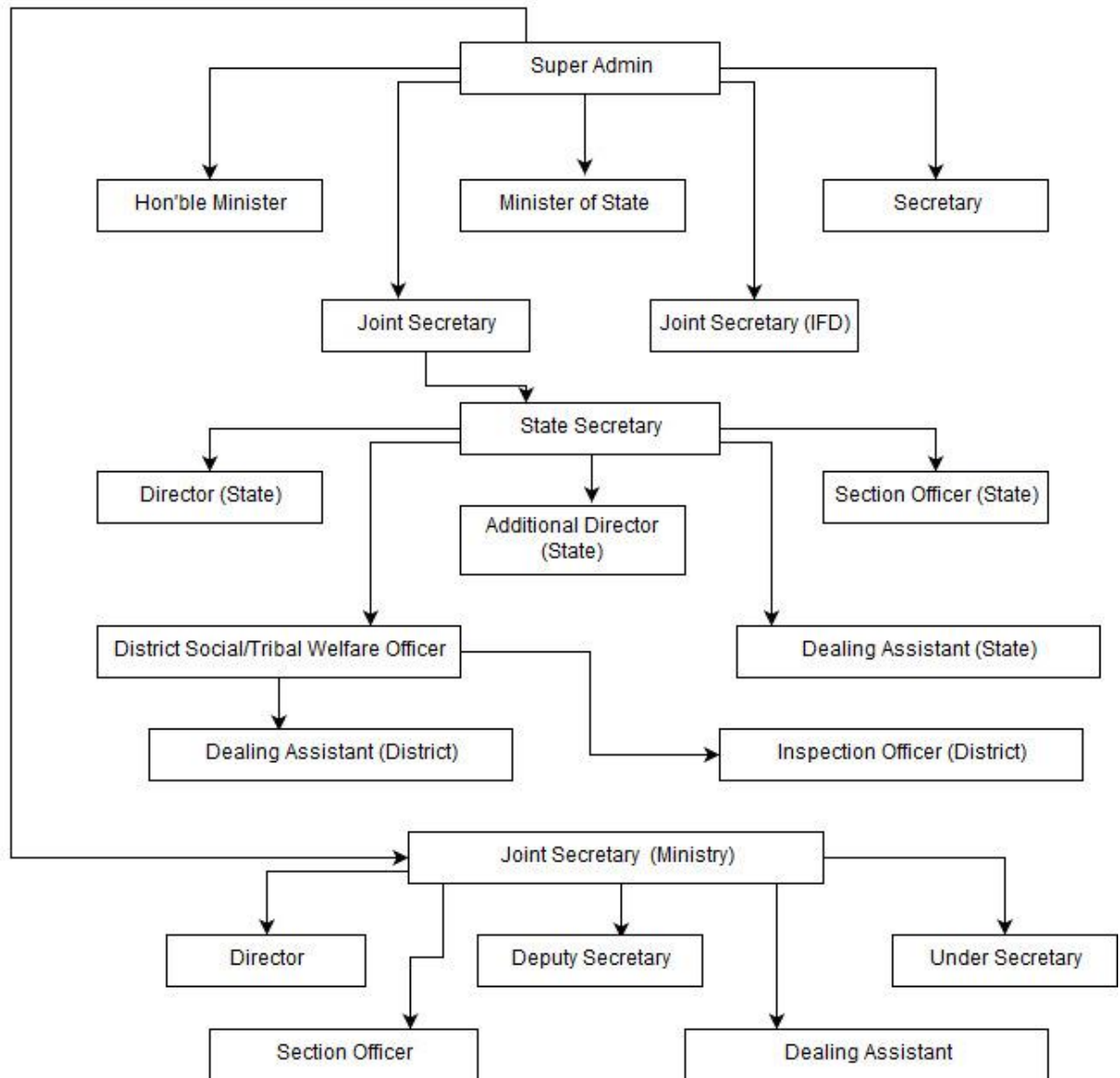
Back

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 Site is best viewed in 1024x768 resolution.

- ii. New BO users have to fill Login details, Role Profile, Schemes, Personal details and other details etc. during registration and get their user ID activated by the concerned designated authority, to make it functional.
- iii. Irrespective of role assigned at District, State or Central Ministry level, every BO user has to register and get his/her User ID activated, to make it functional from the competent authority .

Already registered BO users can login directly to the portal using their login credentials i.e their user ID, password and Captcha image. BO user IDs at the level of District, State and Central Ministry will be **activated** as per the back office user approval hierarchy chart mentioned below.

Back Office User Approval



- ✓ ***If any BO user is transferred to any other place and new officer joins in this place, the new BO user has to register himself/herself 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 deactivated by the competent authority.***