Description

- The Portal, therefore, is being maintained at present under the aegis of NITI Aayog. NITI Aayog invites all Voluntary Organizations (VOs)/ Non-Governmental Organizations (NGOs) to Sign Up on the Portal.
- VOs/NGOs play a major role in the development of the nation by supplementing the efforts of the Government. This portal enables VOs/NGOs to enroll centrally and thus facilitates creation of a repository of information about VOs/NGOs, Sector/State wise. The Portal facilitates VOs/NGOs to obtain a system generated Unique ID, as and when signed. The Unique ID is mandatory to apply for grants under various schemes of Ministries/Departments/Governments Bodies.
- The NGO-Portal is a platform that provides space for interface between VOs/NGOs and key Government Ministries / Departments / Government Bodies, to start with. Later it is proposed to cover all Central Ministries / Departments / Government Bodies.
- This is a facility offered by the NITI Aayog in association with National Informatics Centre to bring about greater partnership between government & voluntary sector and foster better transparency, efficiency and accountability.
- The NGO-Portal started out as an initiative of the Prime Minister's Office, to create and promote a healthy partnership between VOs/NGOs and the Government of India. The Portal is managed at present by NITI Aayog.
- This module has been developed by National Informatics Centre (NIC), the premier ICT Organization of the Government of India.
Home page Introduction

In Home Page there are three options that will:

• **NEW REGISTRATION** (Section 1)
  Users who are not registered with NGO-Portal must select “New Registration”.

  (*User must be registered on NITI-Aayog Portal)

• **AGENCY LOGIN** (Section 2)
  • Users who have previously registered must login by entering their NitiAayog ID & Password. Selecting Submit to advance to the next screen and begin using the application.

• **DEPARTMENT LOGIN** (Section 3)
  • Users who have previously registered must login by entering their Login ID & Password. Selecting Submit to advance to the next screen and begin using the application.
Section 1
New User Registration

https://portal.futuregrid.org

Department of Pharmaceuticals
Ministry of Chemicals and Fertilizers
New User Registration

In Registration Page there are four penal that will:

- **Penal 1**
  First it will verify Niti Aayog Id form NitiAayog

- **Penal 2**
  After that it will check your pen card number

- **Penal 3**
  **Personal Details**
  In here Users will be asked to enter the following information: *(Address, City, State, District, Pin Code, Phone No, Fax No, E-mail ID)*

- **Penal 4**
  **Contact Details and Legal status**
  In here Users will be asked to enter the following information: *(Contact Person Name, Mobile No, Legal Status)*

- **Penal 5**
  **Society Details**
  In here Users will be asked to enter the following information: *(Registration No, Place, Authority, Upload Relevant Document)*
User Registration Personal Details

Penal

<table>
<thead>
<tr>
<th>Personal Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pan No:</td>
<td>AAACF1262E</td>
</tr>
<tr>
<td>Address:</td>
<td>1, FEDERATION HOUSE, TANSEN MARG, NEW DELHI- 110001</td>
</tr>
<tr>
<td>City:</td>
<td>NEW DELHI</td>
</tr>
<tr>
<td>State:</td>
<td>DELHI</td>
</tr>
<tr>
<td>Distric:</td>
<td>EAST</td>
</tr>
<tr>
<td>PinCode:</td>
<td>000000</td>
</tr>
<tr>
<td>Phone No:</td>
<td>88268252422</td>
</tr>
<tr>
<td>Fax No:</td>
<td>123</td>
</tr>
<tr>
<td>Email ID:</td>
<td><a href="mailto:ipnyas2006@gmail.com">ipnyas2006@gmail.com</a></td>
</tr>
</tbody>
</table>

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Ministry of Chemicals and Fertilizers
User Registration Contact and Society Registration Penal

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Ministry of Chemicals and Fertilizers
Section 2
Once Registration is completed then user can login in agency login page when he login first time then change password page will appear.

Once he login again with new password he can able to apply new application as well as display application details and also he can see his application status and able to upload utilization certifications.
Application
Registration

- Provide four separate panel’s:
  - Details of Event
  - Financial Details
  - Details of Assistance Received Earlier
  - Details of Participants

- Advanced Functionality:
  - PDF Validation
  - Server Validation
  - Store Data As Draft
  - View Data As Draft
  - Generate Acknowledgement
Application Registration Detail Of Event

NGO-PORTAL
Department of Pharmaceuticals

Apply | Application/s | Application Status | Upload UC | Report

Welcome: FEDERATION OF INDIAN CHAMBERS OF COMMERCE AND INDUSTRY

Application for seeking financial support under (PPDS)

- Details of Event
- Financial Details
- Details of Financial Assistance Received Earlier
- Details Of Participants

Name/Title of the Event:

Organization Operating from 3 Years:
- Yes
- No

Upload List Of Substantive Achievements

Level of the Seminar

Proposed Date of Event

Activate Windows
Go to Settings to activate Windows.
### Application for seeking financial support under (PPDS)

<table>
<thead>
<tr>
<th>Details of Event</th>
<th>FINANCIAL DETAILS</th>
<th>Details of Financial Assistance Received Earlier</th>
<th>Details Of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Objectives of the event including topics, relevance of importance in the national or international context.</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
<tr>
<td>Details of the Budget Estimate of the Expenses for the Seminar along with Income Expected to be generated from Registration Fee from Delegates, Advertisements etc.</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
<tr>
<td>Total Estimates of Expenses</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
<tr>
<td>Total Estimates of Income</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
<tr>
<td>Details of Financial Support from Other Organizations.</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
<tr>
<td>Amount of Financial Assistance Required from DOP</td>
<td>Choose File</td>
<td>JP SEP.pdf</td>
<td></td>
</tr>
</tbody>
</table>

### Save As Draft & Submit Final Details & Clear
<table>
<thead>
<tr>
<th>Details of Event</th>
<th>FINANCIAL DETAILS</th>
<th>Details of Financial Assistance Received Earlier</th>
<th>Details Of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Any Grant/ Financial Support Received earlier from DoP</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Letter No</td>
<td>1234</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date</td>
<td>03/10/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amount received</td>
<td>20000</td>
</tr>
</tbody>
</table>

Save As Draft  Submit Final Details  Clear
**Application Registration**

**Details of Participants Penal**

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### Application for seeking financial support under (PPDS)

<table>
<thead>
<tr>
<th>Details of Event</th>
<th>FINANCIAL DETAILS</th>
<th>Details of Financial Assistance Received Earlier</th>
<th>Details Of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of speakers and experts</td>
<td></td>
<td></td>
<td>Choose File JP SEP.pdf</td>
</tr>
<tr>
<td>Foreign Participants</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Ministry of External Affairs for Political clearance or clearance obtained No Travel expenses should be committed beforehand</td>
<td></td>
<td></td>
<td>Choose File JP SEP.pdf</td>
</tr>
<tr>
<td>Whether clearance of Ministry of Home Affairs from Security angle in case of foreign participants has been obtained or applied for</td>
<td></td>
<td></td>
<td>Choose File JP SEP.pdf</td>
</tr>
</tbody>
</table>

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Department of Pharmaceuticals

Ministry of Chemicals and Fertilizers
Application Registration

• Provide four separate panel’s:

• Details of Event

  Users will be asked to enter or select the following information:
  Name /Title of the Event, Organization operating from 3 years, Level of the seminar, Proposed Date of the Event, Upload the Copy of Detail Program
  Full Address of the venue of the conferences, State, District, Name, Address, Email, Number of Participants

• Financial Details

  Users will be asked to enter or select the following information:
  Brief Objectives of the event, Details of the Budget Estimate of the Expenses, Total Estimates of Expenses, Total Estimates of Income
  Details of Financial Support from Other Organizations, Amount of Financial Assistance Required from DOP

• Details of Assistance Received Earlier

  Users will be asked to enter or select the following information:
  Any Grant/ Financial Support Received earlier from DoP, Letter No, Date, Amount received

• Details of Participants

  Users will be asked to enter or select the following information:
  List of speakers and experts, Foreign Participants, Ministry of External Affairs for Political clearance,
  Clearance of Ministry of Home Affairs
<table>
<thead>
<tr>
<th>Event Address</th>
<th>Event Title</th>
<th>Event Date</th>
<th>Contact Person</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhajanpura Delhi 63</td>
<td>Test Final Submit</td>
<td>02/10/2018</td>
<td>jpvyas prasad</td>
<td>PrintUnsignApplication</td>
<td>UploadSignApplication</td>
</tr>
<tr>
<td>Bhajanpura Delhi 63</td>
<td>Test Pharma</td>
<td>03/10/2018</td>
<td>jpvyas prasad</td>
<td>Open Draft</td>
<td>Open Draft Application</td>
</tr>
</tbody>
</table>
Application Details Page

• Provide three Action:
  • Open Draft Application
    In this case when user save their application as draft mode then he can modify again respective data if he want to update.
  • Upload Signed Application
    Once he has save our data as final stage then he have to be upload signed copy
  • Download Signed Application
    once he has uploaded signed copy then he can download all application details.

• Provide three Functionality:
  • View All application
  • View Pending Application
  • View Completed application

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Ministry of Chemicals and Fertilizers
Enter your Acknowledgement No.  

<table>
<thead>
<tr>
<th>Show</th>
<th>Acknowledgement No</th>
<th>Event Title</th>
<th>Event Date</th>
<th>Contact Person</th>
<th>Status</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>F43322</td>
<td>Test Final Submit</td>
<td>02/10/2018</td>
<td>jpyas prasad</td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>
Application Status Page

• Provide Application Status:
  
  • New

  Every New Application has sow status as New.

  • Pending

  Once it will not approve from admin it will show pending

  • Reject

  In any case of rejection it will sow reject with remarks by admin.

• Provide Functionality:
  
  • Searching

  • Sorting

  • View Application Separately by user wise
Department of Pharmaceuticals
Ministry of Chemicals and Fertilizers

**Application Upload Utilization Page**

![Application Upload Utilization Page Screenshot](image)

<table>
<thead>
<tr>
<th>UC Status</th>
<th>Acknowledgement No.</th>
<th>Event Title</th>
<th>Event Address</th>
<th>Contact Person</th>
<th>Status</th>
<th>UC Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPLOAD_UC</td>
<td>F43922</td>
<td>Test Final Submit</td>
<td>Bhajanpura Delhi 53</td>
<td>jpyyas prasad</td>
<td>New</td>
<td>No</td>
</tr>
</tbody>
</table>

10.21.81.76 says:
UC Details Update Successfully!

**OK**
Application Upload Utilization Page

• **Provide Application Status:**
  - Upload Utilization Certificate functionality
    user can upload utilization certificates sparingly by registered application
  - Display Utilization Certificate status (Yes/No)
    user can see the status if has uploaded certificates or not

• **Provide Functionality:**
  - Searching
  - Sorting
  - Upload Certificates Separately by Application wise
Thank for your attention!!

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