

**No.K-12012/6/4/2015-Planning(Pt-II)**  
**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner (Handicrafts)**  
**(Planning Section)**

**West Block No.7, R.K. Puram,**  
**New Delhi-110066**  
**Dated: 19.09.2016**

**CIRCULAR**

In continuation to this office circular dt. 05.08.2016 & 11.08.2016 regarding registration of NGOs on NGO-PS portal of NITI Aayog wherein in compliance of RoD meeting taken by the Hon'ble Prime Minister of India to review the progress in Unique Identifier, Aadhar and DBT dated 9.5.2016 and as per NITI Aayog guidelines NGOs receiving grant-in-aid from Government of India were required to be register on NGO-PS portal of NITI Aayog and submit details of Aadhar and PAN Numbers of all their trustees and office bearers enabling this office to process and release grants.

In this context queries were being referred to NITI Aayog as to whether the Departments/ Ministries should process the proposal for grants and releases to the NGOs only through the NGO-PS portal of NITI Aayog. The clarifications in this regard are as follow:

1. The revamped NGO-PS portal (NGO Darpan) of NITI Aayog is already live with the following additional fields:
  - Organization's PAN
  - PAN/Aadhar No. of office bearers of the NGO/VOs; Trustees of the Entity
  - Best Practices
  - Source of funding during last three years.
2. As per the process, every NGO/VO is required to first sign-up on the NGO-PS portal of NITI Aayog along with the PAN details of the said NGO/VO. The NGO-PS portal generates a unique ID, which is used as the reference for its transactions with the concerned Department/ Ministry. With the functionality of Aadhaar and PAN details of the office-bearers of the NGO/VO having become operational now, this information is also to be provided in addition.
3. Once a unique ID has been generated for the applicant NGO/VO, it has to undertake all its further transactions (submission of application etc.) with the concerned Department/ Ministry, for which each Department / Ministry has its own portal. Access to the Departmental/ Ministry's portal is available directly as well as through the NGO-PS portal. Thus, the NITI portal now also works as a gateway for the NGO/VOs to access the portals of the respective Departments/ Ministries implementing schemes through NGOs/ VO.

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4. The NGO-PS portal of NITI doesn't have any common format for application for grants as this may vary from scheme to scheme as per requirement of the respective schemes of different Departments/ Ministries. Scheme-wise format for application shall, therefore, be available on the portals of the respective Departments/Ministries. Accordingly, the application for Grant has to be made on the portal of the concerned as through the NGO-PS portal of NITI. The proposals for grants from the NGOs shall be processed and funds released only through the Portals of the respective Departments/ Ministries and not through the NGO-PS Portal of NITI Aayog.
5. In view of above, NGO/VOs may apply for grant directly online on the portal of the respective Departments/ Ministries by quoting the unique ID or by accessing the portals of the Departments/ Ministries through the NGO-PS portal of NITI Aayog. The concerned Departments/ Ministries are required to link their portals with the NGO-PS portal of NITI Aayog.
6. As regard grants sanctioned to any NGO/VO during earlier years but part/ full of which is to be sanctioned/ released during the current year, it is clarified that the concerned Departments/Ministries shall insist upon the NGOs to first sign up on NITI's NGO-PS Portal by furnishing all required details like PAN of the organization and PAN and Aadhar details of their office bearers /trustees, and obtain the system generated unique ID before further sanction/release of grants.

This is for information and compliance please.

  
[P K Thakur]  
Director(HC)

To:-

1. Regional Directors/Deputy Director (In charge) (NR, CR, WR, ER, SR, NER) for further necessary action please.
2. Deputy Director (HC)/ Sr. Assistant Director (HC)/ Assistant Director (HC) (MSS/HRD/Cluster/ Mega Cluster/ R&D/Design/ Institutional/ Infrastructure/ Welfare)/ AO(BGT/Hqr.) for information and further necessary action please.
3. PA to DC(HC)/ PA to ADC(HC)/ PA to Sr. Director (HC)/PA to Dir. (HC)/, New Delhi for kind information.