

संयुक्त सचिव  
Joint Secretary

Sanjeev Kumar  
Tele : 23383853



भारत सरकार  
सामाजिक न्याय और अधिकारिता मंत्रालय  
शास्त्री भवन, नई दिल्ली-110 115  
GOVERNMENT OF INDIA  
MINISTRY OF SOCIAL JUSTICE  
AND EMPOWERMENT  
SHASTRI BHAWAN, NEW DELHI -110115

Poi secy

Principal Secretary  
S.J. & E. Deptt.

DO. No. 17021/22/2013-SCD-III

WDMS No. 858577  
16/12/2013

Dated : 05.12.2013

Dear Sh. Prasad

Please refer to our Joint Secretary, Co-ordination's letter dt.8.11.2013 addressed to your Chief Secretary (copy enclosed) regarding online processing of proposals of Non-Governmental Organisations (NGOs) for grant in aid under various Schemes including the Scheme of Grant in Aid to Voluntary Organizations working for SCs. Online submission and processing of the proposals of the NGOs in an initiative to achieve speedy disposal of all proposals, and must be acted upon in a time-bound fashion. In case the District Social Welfare officers of the State finds difficulty in submission and processing online applications of the NGOs, they should bring it to our notice so that the shortcomings, if any may be rectified, as early as possible. As per the retention scheduled for application of the projects, the District Social Welfare Offices will retain all documents of the projects of the NGOs who have submitted their application for online processing in original for a period of 5 years or as per the extant record retention schedule of your State, whichever is later

2. I would request you to please instruct the concerned officials in your concerned department/District Administration to start accepting online applications of the NGOs under the Scheme of "Grant in aid to Voluntary Organizations Working for Scheduled Castes" at specified centers.

With regards,

Yours sincerely,

Encl.: As above

Shri Sanjay Prasad,  
Pr. Secretary,  
Social Justice & Empowerment Department,  
Government of Gujarat,  
Sachivalya, Gandhinagar,  
Gujarat.-382010

(Sanjeev Kumar)

17/11/13

N.G.O. को प्रमाणित "अंगणवाडी" मिलाने संबंध  
नि.प्र. (अंगणवाडी) के प्रमाणित अनुभव

18-12-13

CV- 22

No.D-17021/01/2010-Genl./Cdn. – Vol.II  
Government of India  
Ministry of Social Justice & Empowerment

Shastri Bhavan, N.Delhi  
08.11.2013

To,  
The Chief Secretary,  
Govt. of .....State /UT

Subject: Online processing of the proposals of NGOs – status, monitoring and sanctions.

Sir,

I am directed to inform you that this Ministry has introduced a computerised system for on-line submission of applications of NGOs, exclusively in respect of the following six Schemes, with a view to achieve maximum transparency and speed in the disposal of the proposals:

- i) Integrated Programme for Older Persons
- ii) Scheme for Prevention of Alcoholism & Substance (Drugs) Abuse
- iii) Grant in Aid to Voluntary Organisations working for Scheduled Castes
- iv) Grant in Aid to Voluntary Organisations working for Other Backward Classes
- v) Deendayal Disabled Rehabilitation Scheme (DDRS) to promote Voluntary Action for Persons with Disabilities
- vi) Scheme of Assistance to Disabled Persons for Purchase/ fitting of aids/ appliances (ADIP Scheme)

2. The uploading of the applications in electronic mode will be done, for the time being, by the District Informatics Centres of the NIC and will commence from 20<sup>th</sup> November, 2013. The District Informatics Centres have been suitably advised about the new processing mode by the NIC Hqrs. The process flow in the electronic mode would require the applications to be processed online at the

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District level and the State level where verifications and approvals would be authenticated by digital signatures by the designated offices for each Scheme at the District level and the State level. All paper documents (originals) submitted by the NGOs would be held by the District Social Welfare Officer, in physical form. The District Informatics Centres in your State / UT will be conducting orientation meetings with the official functionaries/users as well as the NGOs to explain the entire process. Instruction manual for the system's users will also be made available by the NIC shortly.

3. Registration Forms for the new mode is available on the website vide URL <http://10.21.94.74:8080/msjengo>. All the applicant NGOs under various schemes may be got registered online in the first instance. I am enclosing herewith a specimen Registration Form and process flow chart for your kind reference. Till such time the Assembly Elections process is over, only applications from existing grantee NGOs may be accepted for process, i.e. no new applications may be accepted during this period.

4. It is requested to kindly instruct all concerned in your administration to start utilising the electronic processing platform in respect of the above named Schemes as paper applications in the conventional mode would no longer be entertained. The NIC units at District & State level will be available to render all possible assistance to the concerned officials as well as the NGOs.

Yours faithfully,

*Sol*  
(Shyam Kapoor)

Joint Secretary to the Govt. of India