e-ANUDAAN
Department of Social Justice & Empowerment

Online Portal for Grant-in-Aid Schemes

USER MANUAL

FOR

NON-GOVERNMENT ORGANIZATIONS

https://grants-msje.gov.in

TABLE OF CONTENTS

1. ABOUT THE MINISTRY

The Ministry of Social Justice & Empowerment (MoSJE), Govt of India, one of the important central ministries formed for the welfare of disadvantaged and marginalized sections of the Indian society, identified as: Scheduled Caste, Other Backward Class, Transgender, persons with disabilities, People engaged in Beggary etc.

2. DEPARTMENTS OF THE MINISTRY

2.1 Department of Social Justice & Empowerment(DoSJE) *(Samajik Nyaya and Adhikarita Vibhag)*

The Department of Social Justice and Empowerment (DoSJE) is entrusted to empowering disadvantaged and marginalized sections of society, including:

- *Scheduled Castes*
- *Other Backward Classes*
- *Senior Citizens*
- *Victims of Substance Abuse*
- *Denotified, Nomadic, and Semi-Nomadic Tribes*
- *Beggars*
- *Transgender Individuals*

The DoSJE aims to provide financial assistance to these groups by implementing various schemes of the Ministry of Social Justice and Empowerment (MoSJE) to address their socio-economic barriers and promote social inclusivity and economic empowerment in the mainstream of development.

2.2 Department of Empowerment of Persons with Disabilities (DEPwD) (*Divyangjan*)

The Department of Empowerment of Persons with Disabilities (**DEPwD**) in the Ministry of Social Justice & Empowerment aims to facilitate empowerment and inclusion of the **Persons with Disabilities**.

As per the Right of Persons with Disabilities Act (RPwD), 2016, there are 21 types of Disabilities which includes Locomotor Disability, Visual Impairment, Hearing Impairment, Speech & Language Disability, Intellectual Disability, Multiple Disabilities, Cerebral Palsy, Dwarfism etc.

These departments impart various social schemes for the empowerment of these citizens of India. The schemes are implemented through various nodal agencies in states and NGOs.

3. ABOUT E-ANUDAAN (Online Portal for Grant-in-Aids Scheme)

E-ANUDAAN portal is a collaborative platform for the PMUs (assigned by MoSJE) and Non-Government Organizations (NGOs) working in the field of welfare and economic development of marginalized sections of the society. The aim of the portal is to provide an online platform for NGOs to apply for Grant-in-aid under various schemes of MoSJE. Hence, the portal efficiently promotes implementation of various schemes of the Ministry. The portal provides easy user accessibility through the website https://grants-msje.gov.in. Its streamlined automated processes includes NGO Registration, Proposal Submission, Verification/Tracking Applications as well as Verification of NGO details and its functioning, Monitoring of NGOs and Funding by the government units ensures efficiency, transparency and accountability of entire system.

Various Back-office users have the privilege of application processing as per the role defined at District, State Secretariat, and Central Ministry.

4. SCHEMES ONBOARDED EANUDAAN PORTAL

DoSJE

1.National Action Plan for Drug Demand Reduction(**NAPDDR**)

2.Support for Marginalized Individuals for Livelihood and Enterprise(**SMILE**)

3.National Action Plan for Senior Citizens (**NAPSrC**)

4.Grant in Aid to Voluntary Organizations working for Scheduled Casts

5. Scheme for Residential Education For Students in High Schools in Targeted Areas(**SHRESHTA**) for SC Welfare

DEPwD

1.Deendayal Divyangjan Rehabilitation Scheme(**DDRS**)

2.Scheme of Assistance to Persons with Disabilities for Purchase/Fitting of Aids and Appliances (**ADIP**)

5. NGO USER ROADMAP

Following are the steps for NGOs onboarding the E-ANUDAAN Portal for applying Grant-in-Aid under various schemes of DoSJE and DEPwD. This will assist the NGOs in completing the entire process from **Registration** to **Proposal Submission** (applying for grants) and **Tracking of Submitted** applications on E-ANUDAAN Portal.

Step 1.

- **Register at NGO DARPAN Portal** → **NGO Darpan Unique ID generated**

  Note: If NGO is already registered at NGO DARPAN Portal and has NGO Unique ID, then start form Step 2.

Step 2.

- **Register at E-ANUDAAN Portal** → **Using NGO Unique ID and PAN. NGO can select Schemes and Operational States(multiple) at this step.**

Step 3.

- **Login at E-ANUDAAN** → **Using registered email id and password at Step 2**

Step 4.

- **Add Scheme** **(in case not selected earlier)**

Step 5.

- **Enter Bank Details**

Step 6.

- **Create New Project Id**

Step 7.

- **Apply for New Proposal Application** →**Ack. No. generated**

Step 7

- **Track Application Status** → **Can see for Pendency (office-wise) and Sanction letter**

- **Step 8**

- **View All Applications submitted by NGO**

6. REGISTER AT NGO DARPAN PORTAL

The NGO has to first **SignUp** on the **NGO Darpan Portal** by following the below steps:

1. Go to https://ngodarpan.gov.in
2. Click **on LOGIN/REGISTER** link on the right hand of the Home Page
3. Fill in the name of **NGO/Voluntary Organization**, **Mobile Number of Contact Person**, **Email Id of Contact Person** and the **security code** as displayed

Figure 1: *Registration at NGO Darpan Portal*

Click Submit to proceed

As displayed on the NGO Darpan Portal, there are 3 steps to get registered as shown in the following

Figure 2: Steps for Creating an Account

NOTE: Once successfully registered, a Unique NGO Darpan ID will be generated. This id will be used to register on the E-ANUDAAN portal and apply for Grants-in-Aid

7. REGISTER AT E-ANUDAAN PORTAL

Once registered at NGO Darpan Portal and got a Unique NGO ID, the NGO has to get **registered at E-Anudaan portal using Unique NGO Id and PAN card** to apply for **Grants-in-Aid.**

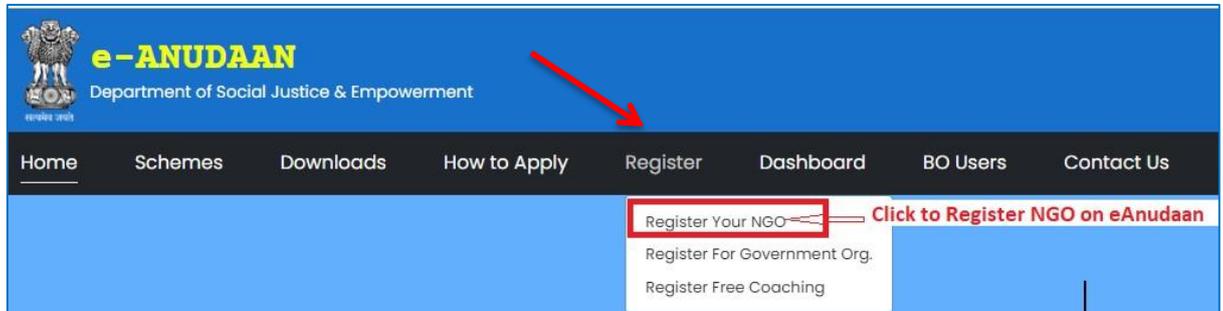Visit **https://grants-msje.gov.in** to register on the E-ANUDAAN Portal. The following page will open. Click **Register**

Figure 3: E-ANUDAAN HOME PAGE

The following page will open:

Figure 4 : E-ANUDAAN REGISTRATON

Provide the following details:

1. NGO Unique
2. PAN Number
3. Mobile Number
4. eMail Id
5. Auto-generated code as displayed
   NOTE: On verification of all the fields, the NGO will successfully get registered at the E-ANUDAAN portal.
   [please specify on how the NGO will be notified for its successful registration (SMS/email)]

8. LOGIN AT ENUDAAN

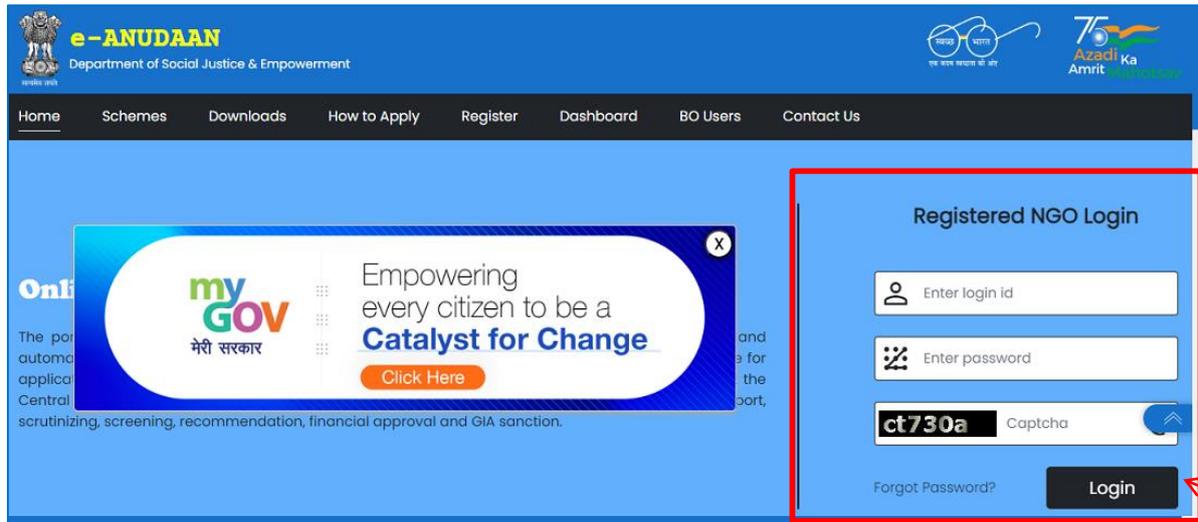After successful registration, NGO can **Login to E-ANUDAAN** Portal.

Figure 5 : NGO LOGIN

On the above page, provide:

1. Login Id of NGO
2. Password
1. Enter auto-displayed code
2. Click Enter

9. ADD SCHEME

Once the NGO logs in successfully, it has to Add Scheme under which proposal has to be submitted.
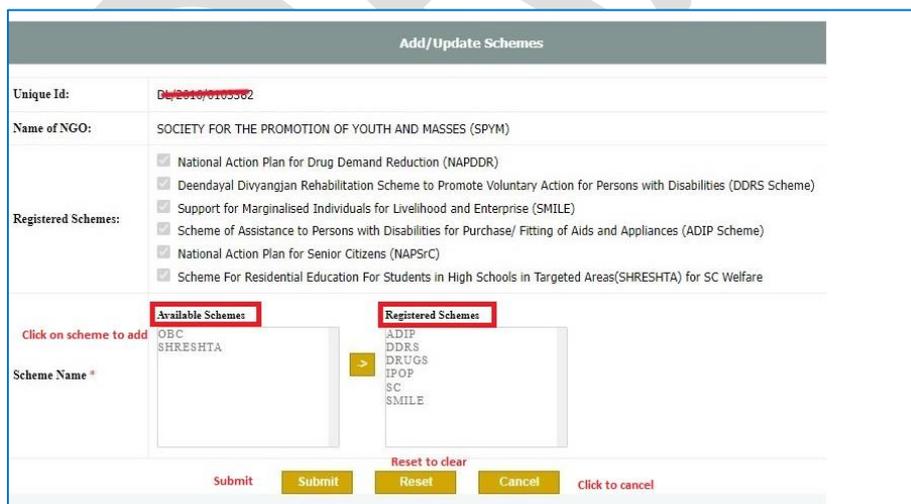

Figure 6: Add Scheme

1. Click on Add Scheme in left menu
2. NGO's Unique Id and Name as registered in the NGO Darpan Portal will be displayed
3. NGO's Registered Schemes will be displayed as Checked

4. List of Available Schemes will be displayed
5. NGO can Add more schemes from the Available Schemes

10. ENTER BANK DETAILS

Figure 7: Add Bank Details

1. Click on Enter Bank Details link in left menu
2. Bank details form will open as below
3. Enter State, District, Bank Name, Branch Name, Scheme Name, Account Number, PAN Number of Authorised person from NGO and Aadhar Number of Authorised person from NGO.
4. Click Final Submit.

Figure 8: Form to add bank details

NOTE: NGO can Add More Bank Details as required

11. CREATE NEW PROJECT ID

To fill in New Proposal under the Scheme, NGO must create a New Project ID as shown in the figure below:

Figure 9 : Create New Project ID

NOTE: If NGO want project Id then Create Project Id. No need to select State and District first So. 1st and 2nd point are not needed

1. NGO needs to select **State/UT** first
2. Select **District Name**
3. Click **Search** to search for **existing Project Ids**
4. If **Project Id does not exist**, Click **Create Project ID** to create New Project ID

NOTE: Having a Project ID is **mandatory** to fill in the proposals.

12. NEW PROPOSAL APPLICATION FORM

For New Proposal, NGO needs to fill in the Application form. Different schemes have different form fields. Below is the screenshot for New Proposal form for SC Scheme.

APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS AND OTHER ORGANISATIONS WORKING FOR PERSON BELONGING TO SCHEDULED CASTES (For 1st Installment And New Cases) THIS FORM MAY BE FILLED UP AS PER GUIDELINES/FINANCIAL NORMS OF REVISED SCHEMES 2018-19
For Financial Year 2018-19 and onwards all proposals be submitted by online. No Hard Copy will be accepted
The Proposal (Scheduled Castes Component)

fields marked with a red asterisk (*) are mandatory for Save as Final

NGO/CBO/Startup/ Other Organizations Name as recorded in (NITI Aayog Portal):	XXXXXXXXXXXXXXXXXXXX	NGO name displayed as per NITI Ayog
NGO/CBO/Startup / Other Organizations Unique Id as recorded in (NITI Aayog Portal):	XXXXXXXXXXXXXX	NGO Unique ID
Address of Registered office of the Organization:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Address of Registered Office of NGO
City / Town / Village:	XXXXXXXXXXXXXXXXX	City/Town/Village where NGO is located
District:	XXXXXXXXXXXXXXXX	NGO District
State:	XXXXXXXX	
Mobile No.:	XXXXXXXXX	
Telephone:	XXXXXXXXXX	
Email Address:	XXXXXXXXXXXX	
Fax:		

Statute under which

given. Should the organisation cease to exist or violate the above condition at any time, such properties shall revert to the Government of India.

b. The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

c. If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.

d. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure on building.

e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless the Government of India grants further extension.

f. No change in the Plan of buildings, the construction will be made without the prior approval of the Government of India.

g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.

h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines

i. The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.

j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.

Yours faithfully

Name of Authorised Person:*	Select Name ▾	
Contact Number:*		(Like:01206512472)
Date:	23/04/2024	(dd/mm/yyyy)
Time:	9:21 PM	
Place:*		

Upload Documents   **Add Beneficiaries**

Save As Draft   **Save As Final**   **Back**

NOTE: Different Application forms are available for various schemes.

On Completion of filling of Application form, the NGO user needs to either choose Save As Draft or Save as Final.

- On clicking Save As Draft option, Acknowledgement Number will be generated using which the NGO can edit the application/upload documents multiple times.
- On clicking Save As Final, Acknowledgement Number will be generated and NGO can make NO FURTHER CHANGES in the Application form.

13. TRACK APPLICATION STATUS

The NGO can select the Know Application Status to know its Application status. Choose Acknowledgement No. >> Click Search

The Application Status will be displayed as shown:

NOTE: Application Current Status will show at which level (District/State/Central Ministry) the application is pending with

14. APPLICATIONS SUBMITTED BY NGO

To view all the applications submitted by NGO, the NGO needs to click on the menu as shown:

The NGO can view the pendency of application (with office)

14.1 UPLOAD DEFICIT DOCUMENTS

On selecting Acknowledgement number, the status of form and document status will be displayed

NOTE: The NGO must edit the MarkedAsIncomplete documents and re-upload the missing documents

14.2   NOTIFICATIONS

NGOs are further displayed the notifications against Acknowledgement number of submitted application

NOTE: Click on Acknowledgement Number to view notification