

DARPAN REGISTRATION USER GUIDE

New NGOs for Sign Up :

The Web site URL is <http://ngodarpan.gov.in>

Click on → LOGIN/REGISTER

Then the below screen will appear on the window:



The screenshot shows a web window titled "USER AUTHENTICATION" with a close button (X) in the top right corner. Below the title bar, there are three links: "Sign In", "Sign Up", and "Forget Password". The main form contains three input fields: "Enter Your Login ID" (with a user icon on the left and an information icon on the right), "Password" (with a lock icon on the left and an information icon on the right), and "Enter Security Code Display Above" (with a security code "P 3 W 1 9 W" and a refresh icon on the right). A large green "SIGN IN" button is located at the bottom of the form.

Click on → Sign Up

The screen opens as:

The screenshot shows a web application window titled "USER AUTHENTICATION" with a close button in the top right corner. Below the title bar, there are three links: "Sign In", "Sign Up", and "Forgot Password". The main heading is "Step 1 of 3".

The form contains the following fields:

- Name of NGO/VO:** A text input field with a person icon on the left and a blue information icon on the right. The placeholder text is "Enter Ngo Name".
- Contact Person Mobile Number:** A text input field with a mobile phone icon on the left and a blue information icon on the right. The placeholder text is "Enter Mobile Number".
- Contact Person Email:** A text input field with an email icon on the left and a blue information icon on the right. The placeholder text is "Enter Email".
- Security Code:** A CAPTCHA image showing the characters "3 H G H R X" with a blue refresh icon to its right.
- Security Code Input:** A text input field with the placeholder text "Enter Security Code Display Above".

At the bottom of the form is a large green button labeled "SUBMIT".

Related Query:

During Sign Up is Mobile No. and Email ID is mandatory? Does it mean that the Mobile number will be of an individual and the Email ID can be of the institution.

Answer:

Yes.

As OTP for account registration comes through Mobile number and Email ID

- Provide your NGO Name
- Provide your contact person Mobile number. (OTP is sent for confirmation)
- Provide Email (OTP is sent for confirmation)
- Click on submit after entering the security code displayed
- Then provide the OTP received through e-mail and mobile number.
- Enter security code displayed at the website
- Next Step, OTP will be asked to confirm
- Then,
- Please enter NGO PAN Number
- After confirmation of OTP, Next screen will allow you to create a password.
- Give a password which is to be 6-10 character, out of which at least one character in capital, and one character in small, one numerical and one special character (A-Z, a-z, 0-9, @/!\$)
- Sign In to portal with your credentials generated through the above steps.
- LOGIN/REGISTER

1. NGO Details

Please Update Your Profile

Welcome,

NGO Details Registration Details Member Details Source Of Funds Key Contact Information Working Areas Generate Unique ID

NGO Details

Organization PAN No. *	<input type="text"/>	PAN File Upload *	<input type="text"/>	Verified Online <input checked="" type="checkbox"/>
NGO Name *	<input type="text"/>	NGO Address *	<input type="text"/>	
	NGO Pan Name *		<input type="text"/>	
Select State *	<input type="text"/>	Select District *	<input type="text"/>	
NGO Pincode *	<input type="text"/>	City *	<input type="text"/>	
Email *	<input type="text"/>	NGO (URL) *	<input type="text"/>	
Registered with *	<input type="text"/>	Type of VO/NGO *	<input type="text"/>	
Registration No. *	<input type="text"/>	Upload RC *	<input type="text"/>	
Act Name *	<input type="text"/>	Date of registration *	<input type="text"/>	
<input type="checkbox"/> NGO Reg. Validity Available *	<input type="checkbox"/> YES <input type="checkbox"/> NO	Parent Organization	<input type="text"/>	
<input type="checkbox"/> FCRA Available *	<input type="checkbox"/> YES <input type="checkbox"/> NO			



Related Query:

What does the field parent organization imply, what is the technical difference between a mother and parent organizations.

Answer:

This is not clear yet; however it is not a mandatory field

Related Query:

In the NGO detail page are all the fields mandatory? For instance a Trust may not have a Registration Number. Further, the Act under which the NGO is registered (there is a list which comes as a drop down window).

Answer:

Yes It is mandatory and you may have a number in the trust deed (in case of a trust). Both the above fields are * marked.



The screenshot shows a web form for NGO registration. The fields are:

- Registered with ***: A dropdown menu with the following options: Registrar of Companies, Registrar of Societies, Charity Commissioner, International Organisation, Registrar of Cooperative Societies, Sub-Registrar, Any Other, and Enter Act Name.
- Registration No. ***: A text input field.
- Act Name ***: A text input field.
- IS NGO Reg Validity Available ***: Radio buttons for YES and NO, with NO selected.
- IS FCRA Available ***: Radio buttons for YES and NO, with NO selected.

A green **SAVE** button is located at the bottom of the form.

Related Query:

During Sign Up, PAN Number is mandatory. Does it imply that only NGOs which are assessed under Income Tax are required to register. Or can an NGO can Sign Up without PAN Number.

Answer:

Yes , PAN no is mandatory as per the web-site NGODARPAN portal.

2. Registration Details



The screenshot displays the DARPAN website interface. At the top, there is a header with the Government of India logo, the NGO logo, and the DARPAN logo. The text 'NIC Reg. Commission of India' is visible on the right. Below the header is a navigation menu with links: Home, About Us, NGO Directory, Search NGOs, Report, Guidelines, Circulars, Help, Apply Grant, and My Account. A message 'Please Update Your Profile' is shown. A teal banner says 'Welcome,'. Below this is a tabbed menu with options: NGO Details, Registration Details (selected), Member Details, Source Of Funds, Key Contact Information, Working Areas, and Generate Unique ID. The 'Registration Details' section features a table with the following data:

#	NGO Name	NGO Reg. Type	Registered with	Type of VO/NGO	Act Name	City of Reg	State of Reg.	Date of Reg.	Valid Upto	Action
1								0000-00-00	Not Available	Download

At the bottom, there is a footer with links: Home, About the Portal, Site Map, Privacy Policy, Link to us, Add to Favorites, FAQs, Linking Policy, Terms of Use, Help, Contact Us, Copyright Policy, and a QR code. The footer also includes the NIC National Informatics Centre logo and text: 'This site is designed, hosted and maintained by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY), Government of India.' Logos for India and Planning Commission are also present.

3. Member Details

The screenshot displays the DARPAN NGO portal interface. At the top, there is a header with the DARPAN logo and the text 'NGO ARPAN' and 'NITI Aayog, Government of India'. Below the header is a navigation menu with links: Home, About Us, NGO Directory, Search NGOs, Report, Guidelines, Circulars, Help, Apply Grant, and My Account. A message 'Please Update Your Profile' is displayed. A 'Welcome' banner is present. Below the banner are several tabs: NGO Details, Registration Details, Member Details (selected), Source Of Funds, Key Contact Information, Working Areas, and Generate Unique ID. The 'Member Details' section contains a 'View Members' button and a table titled 'Active Members List'. The table has columns: #, Member Name, Member Designation, PAN No., AADHAR No., Mobile, Email, Active Fronts, and Action. The table is currently empty, with the text 'No member found!' below it. The footer contains a list of links (Home, About the Portal, Contact Us, Privacy Policy, Link to us, Add to favorite, FAQs, Linking Policy, Terms of Use, Help, Contact Us, Copyright Policy), a QR code, and the NIC National Informatics Centre logo with the text 'This site is designed, hosted and maintained by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY), Government of India.' Logos for India and Planning Commission are also visible.





Related Query:

Is there a minimum required number of office bearers to be uploaded?

Answer:

As per notification M-11/16(2)/2015-VAC dated 02.11.2016 issued by Voluntary Action Cell, NITI Aayog at least **THREE** office bearers details have to be uploaded.

Related Query:

Under the active member list is it necessary to fill all the fields?
Can data be uploaded without PAN Number or Mobile Number of a member?

Answer:

Yes, all the fields need to be filled as they are * marked. PAN, Mobile and AADHAR numbers are also mandatory.

The screenshot shows a web form titled "Add New Member". The form contains the following fields and options:

- Member Name ***: Text input field with placeholder "Enter Member Name".
- Member Gender ***: Radio buttons for "Male" and "Female".
- Member DOB ***: Text input field with placeholder "DD-MM-YYYY".
- Member Designation ***: Dropdown menu with placeholder "Select Designation".
- Member Key Designation ***: Dropdown menu with placeholder "Select Key Designation".
- Name on Pan card ***: Text input field with placeholder "Enter Name As Appears On Pan card".
- Pan Number ***: Text input field with placeholder "Enter Member Pan Number".
- Name on Aadhaar Card ***: Text input field with placeholder "Enter Member Aadhaar Name".
- AADHAAR No ***: Text input field with placeholder "Enter Aadhaar Number".
- Mobile ***: Text input field with placeholder "Enter Mobile Number".
- Email ***: Text input field with placeholder "Enter Email".
- Active/working Since ***: Text input field with placeholder "DD-MM-YYYY".

There are two checkboxes with associated text:

- Please check if name appears on pan card is different from member name.
- I agree to the Pan Card terms and conditions.
- Please check if name appears on Aadhaar card is different from member name.
- I agree to the Aadhaar Card terms and conditions.

A "SAVE CHANGES" button is located at the bottom right of the form.

Cont.... For Member Designation

Add New Member

Member Name *

Member Gender * Male Female

Member DOB *

Member Designation *

Member Key Designation *

Name on Pan card *

Pan Number *

Name on Aadhaar Card *

AADHAAR No *

I agree to the Aadhaar Card terms and conditions

Mobile *

Email *

Active/working Since *

Related Query:
For Member Key Designation (not mandatory)

Add New Member

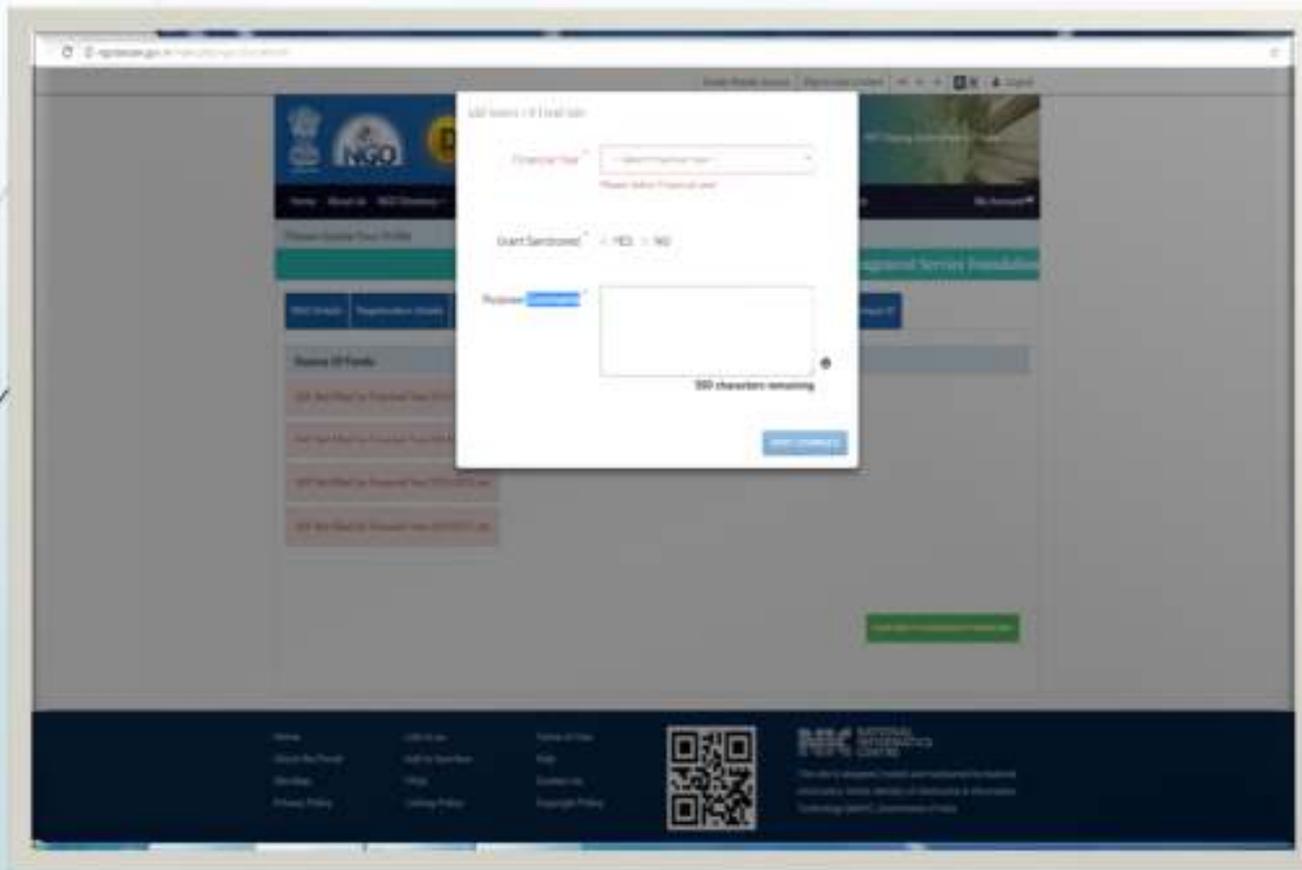
Member Name *	<input type="text" value="Enter Member Name"/>
Member Gender *	<input type="radio"/> Male <input type="radio"/> Female
Member DOB *	<input type="text" value="DD-MM-YYYY"/>
Member Designation *	<input type="text" value="Please Select Member Key Designation"/>
Member Key Designation *	<input type="text" value="Select Key Designation"/> -- Select Key Designation -- Chief Functionary Dy. Promoter Chief Functionary / Promoter Patron Others
Name on Pan card *	<input type="text" value="Enter Member Pan Number"/>
Pan Number *	<input type="text" value="Enter Member Pan Number"/>
Name on Aadhaar Card *	<input type="text" value="Enter Member Aadhaar Name"/> <input type="checkbox"/> I agree to the Pan Card terms and conditions <input type="checkbox"/> Please check if name appears on Aadhaar card is different from member name
AADHAAR No *	<input type="text" value="Enter Aadhaar Number"/> <input type="checkbox"/> I agree to the Aadhaar Card terms and conditions
Mobile *	<input type="text" value="Enter Mobile Number"/>
Email *	<input type="text" value="Enter Email"/>
Active/working Since *	<input type="text" value="DD-MM-YYYY"/>

SAVE CHANGES

4. Source of Fund

The screenshot displays the DARPAN (Digital ARPAN) portal for NGOs. The header includes the Government of India logo, the DARPAN logo, and the text 'NTI Aegis, Government of India'. The navigation menu contains links for Home, About Us, NGO Directory, Search NGOs, Report, Guidelines, Circulars, Help, Apply Grant, and My Account. A message 'Please Update Your Profile' is shown at the top. Below the 'Welcome' banner, there are tabs for NGO Details, Registration Details, Member Details, Source Of Funds (selected), Key Contact Information, Working Areas, and Generate Unique ID. The 'Source Of Funds' section lists four financial years: 2013-2014, 2014-2015, 2015-2016, and 2016-2017, each with a 'yet' status. A green button labeled 'CLICK HERE TO ADD SOURCE OF FUNDS INFO.' is located at the bottom right of the content area. The footer contains links for Home, About the Portal, Site Map, Privacy Policy, Link to us, Add to favorites, FAQs, Linking Policy, Terms of Use, Help, Contact Us, and Copyright Policy. The footer also features the NIC (National Informatics Centre) logo and text: 'This site is designed, hosted and maintained by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY), Government of India.' A QR code is also present in the footer.

On clicking on a Financial Year to provide the source of fund, it will pop up a window as :



Add Source Of Fund Info

Financial Year *

Please Select Financial year!

Grant Sanctioned *

 YES NO

Purpose/Comments *

500 characters remaining

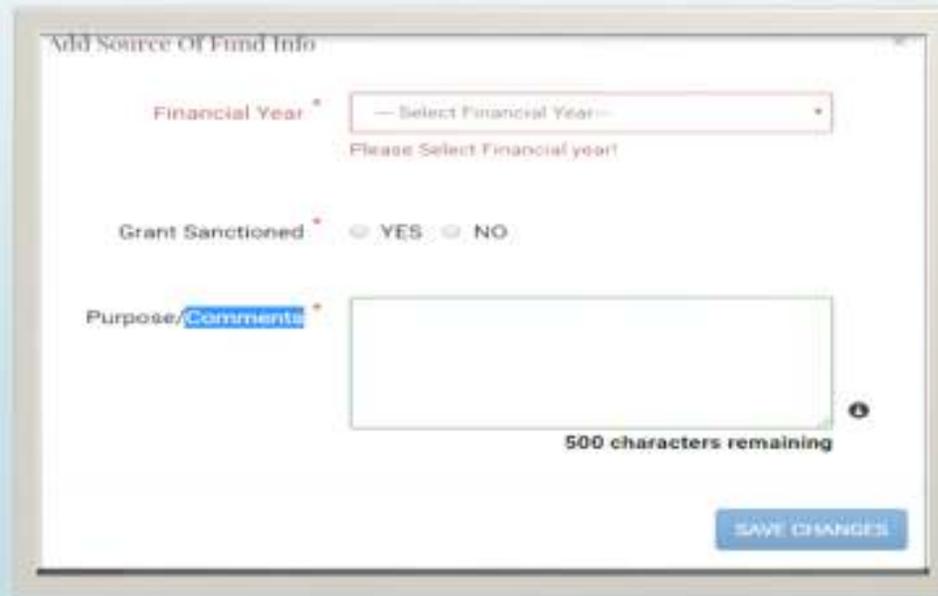
SAVE CHANGES

Related Query

Under the Source of Fund what are the financial statements to be uploaded.

Answer

There is no field for upload, but to mention yes / no. It appears from the site that, it refers to only Government Grants.



The screenshot shows a web form titled "Add Source Of Fund Info". It contains three main input fields:

- Financial Year ***: A dropdown menu with the text "— Select Financial Year—". Below it, a message says "Please Select Financial year".
- Grant Sanctioned ***: Radio buttons for "YES" and "NO".
- Purpose/Comments ***: A large text area for input. Below the text area, it says "500 characters remaining".

A blue button labeled "SAVE CHANGES" is located at the bottom right of the form.

Related Query :

Is it only about Source of Fund or both Source and Application are required to be explained.

Answer:

If you click “yes” to grants sanctioned, it asks for details as displayed below:

The screenshot shows a web form titled "Add source of Fund Info" with the following fields and options:

- Financial Year**: A dropdown menu with the text "Select Financial Year".
- Grant Sanctioned**: Radio buttons for "YES" and "NO".
- Source**: A dropdown menu with the text "Select Source".
- Department Name**: A text input field with the placeholder "Please Enter Department Name".
- Amount Sanctioned**: A text input field with a dropdown arrow, a placeholder "Please Provide Amount Sanctioned", and a value ".00".
- Amount Released**: A text input field with a dropdown arrow, a placeholder "Please Provide Amount Released", and a value ".00".
- Amount Spent**: A text input field with a dropdown arrow, a placeholder "Please Provide Amount Spent", and a value ".00".
- Project Name**: A text input field with the placeholder "Please Provide Project Name".
- Project Location**: A text input field with the placeholder "Please Provide Project Location".
- Project State**: A dropdown menu with the text "Select".
- Project District**: A dropdown menu with the text "Select district".
- PFMS ID**: A text input field with the placeholder "Please Provide Project Location".
- Scheme ID**: A text input field with the placeholder "Please Provide Scheme ID".
- Utilization certificate**: Radio buttons for "Yes" and "No".
- Purpose/Comments**: A text input field.

Cont....

Source	<input type="text" value="-- Select Source --"/>	
Department Name	<input type="text" value="Please Enter Department Name"/>	<input type="button" value="⊖"/>
Amount Sanctioned	<input type="text" value="₹ Please Provide Amount Sanctioned"/> <input type="text" value="00"/>	<input type="button" value="⊖"/>
Amount Released	<input type="text" value="₹ Please Provide Amount Released"/> <input type="text" value="00"/>	<input type="button" value="⊖"/>
Amount Spent	<input type="text" value="₹ Please Provide Amount Spent"/> <input type="text" value="00"/>	<input type="button" value="⊖"/>
Project Name	<input type="text" value="Please Provide Project Name"/>	
Project Location	<input type="text" value="Please Provide Project Location"/>	
Project State	<input type="text" value="-- Select --"/>	
Project District	<input type="text" value="-- Select district --"/>	
PFMS ID	<input type="text" value="Please Provide Project Location"/>	
Scheme ID	<input type="text" value="Please Provide Scheme ID"/>	
Utilization certificate	<input type="radio"/> Yes <input type="radio"/> No	
Purpose/Comments	<input type="text" value=""/>	<input type="button" value="⊖"/>

500 characters remaining



Related Query:

What does the field grant sanctioned imply? Will an organization receiving voluntary contributions and specific contribution from private donors or other Non-Govt. donations tick “No”.

Answer

In our understanding, it is only about Government Grants.

5. Key Contact Information

The screenshot displays the 'Key Contact Information' form on the DARPAN web portal. The form is titled 'Key Contact Information' and is located under the 'Registration Details' tab. The form fields are as follows:

- Title:
- First Name:
- Middle Name:
- Last Name:
- Mobile:
- Alternative Mobile:
- Email:
- Designation:
- Gender: Male Female
- Date of Birth:
- Address:
- State:
- District:
- Pincode:

A green 'Save' button is located at the bottom of the form. The footer of the page contains the following information:

- NGO:
- NGO ID:
- NGO Type:
- NGO Address:
- NGO State:
- NGO District:
- NGO Pincode:



Related Query:

What is the difference between Key Contact Information and Active Members detail. Can both be the same person. Or does it imply there should be only one Key Contact Person and multiple active members.

Answer:

Both can be same also. It is also possible that there are more active members out of which only one can be a Key contact.

6. Working Areas

Please Update Your Profile

Welcome,

REGO Details Registration Details Member Details Source Of Funds Key Contact Information Working Areas Generate Unique ID

Working Areas

District/State Activities

Rego Name	District/State	Action
		<input type="button" value="Add"/>

Working Areas

Rego Name	Working Issues	Action
		<input type="button" value="Add"/>

Activities/Achievements

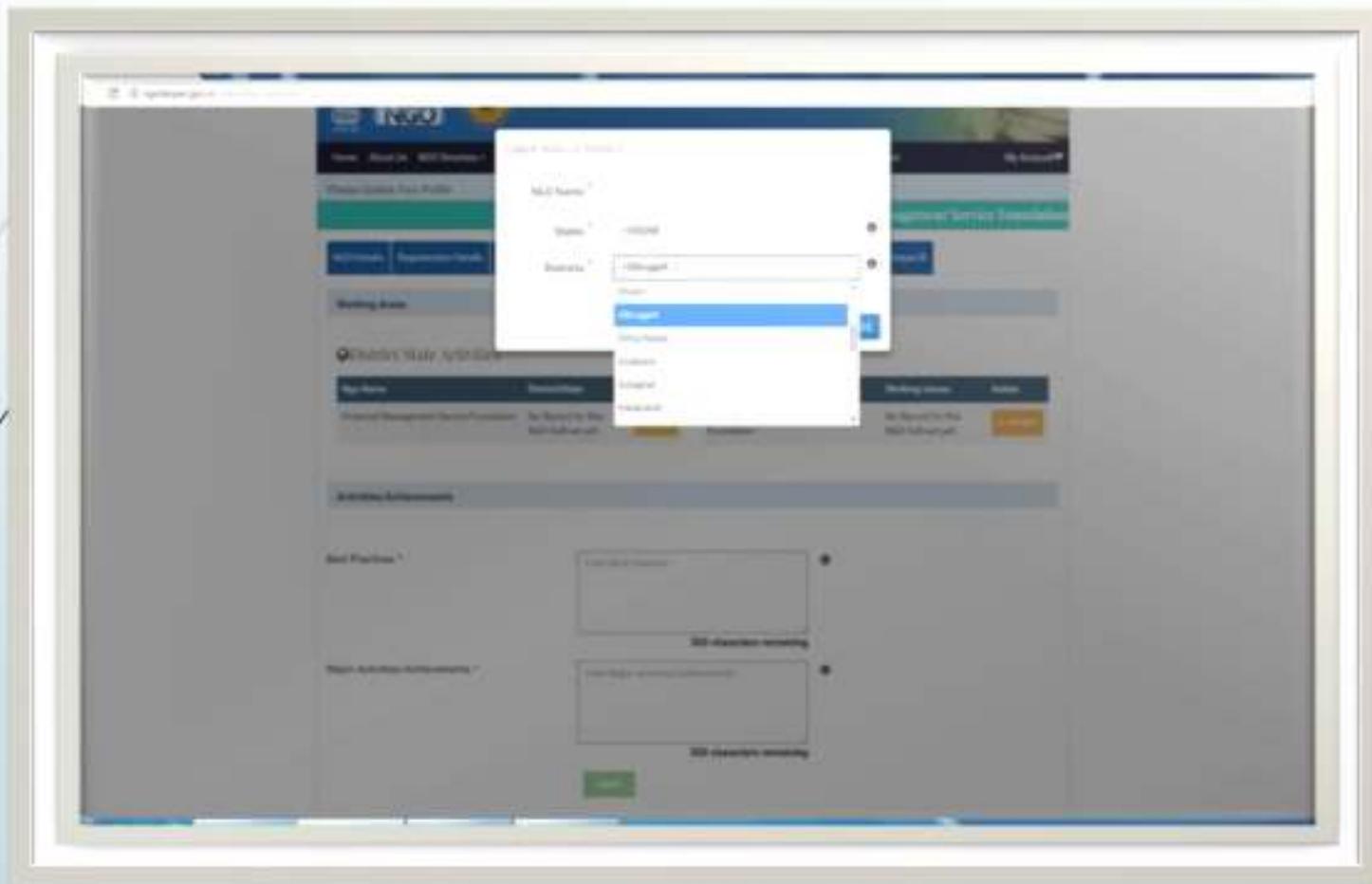
Best Practices *

500 characters remaining

Major Activities/Achievements *

500 characters remaining

For District/State wise data :



Update States & Districts

NGO Name *

States *

Districts *

- Dhubri
- Dibrugarh**
- Dima Hasao
- Goalpara
- Golaghat
- Hailakandi

ES

District/State
No Record for this

Related Query

In State Wise activity, can we choose multiple district in the same State and similarly multiple States.

Answer:

Yes, multiples districts can be chosen. It is also possible to choose multiple states.

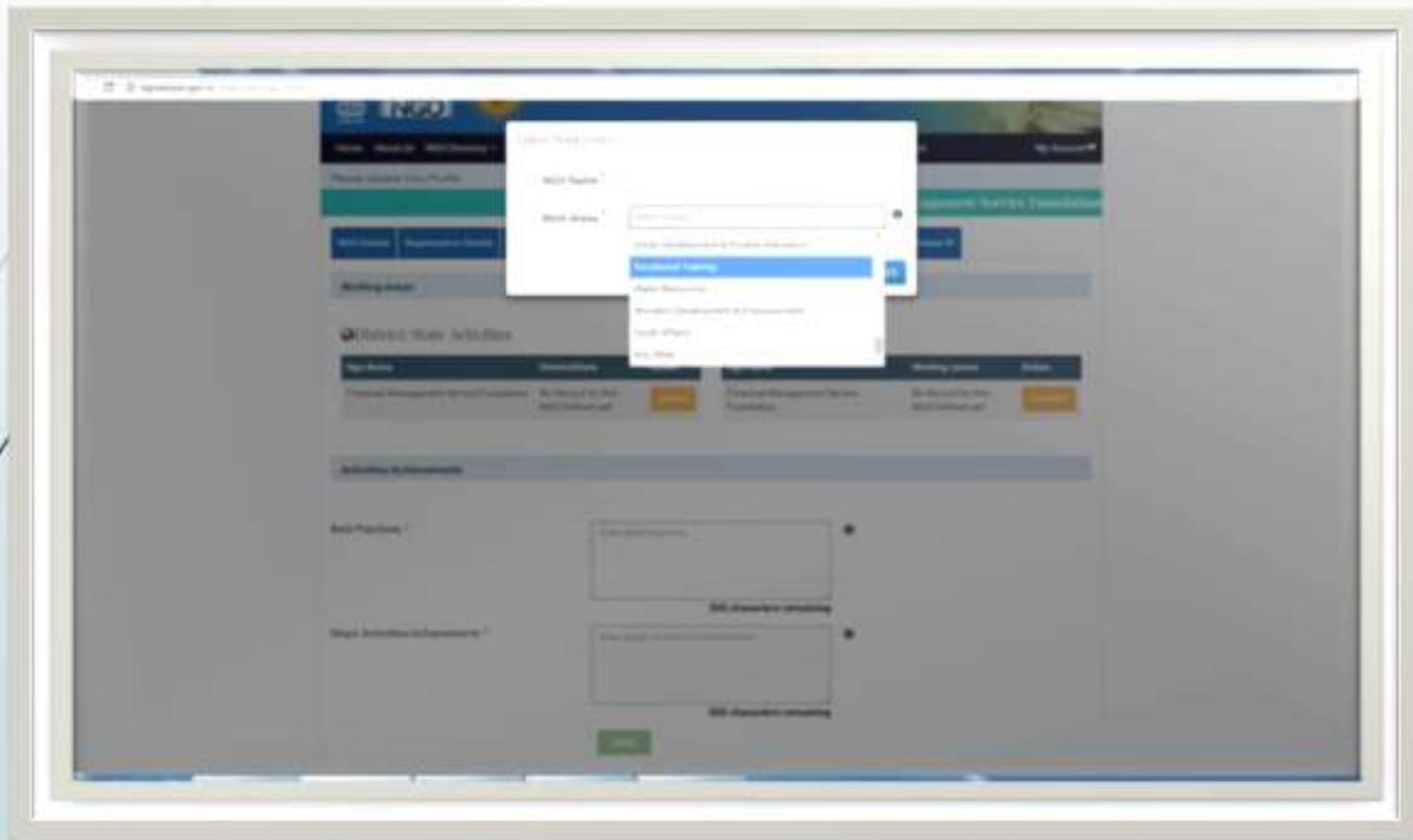


The screenshot shows a web form titled "Update States & Districts". It contains three main input fields:

- NGO Name**: A text input field.
- States**: A multi-select dropdown menu with "ORISSA" selected.
- Districts**: A multi-select dropdown menu with "Cuttack", "Puri", and "Sambalpur" selected.

Each dropdown menu has a small circular icon with an "i" next to it. At the bottom right of the form is a blue button labeled "SAVE CHANGES".

For Work Issues :



Update Work Issues

NGO Name *

Work Areas *

Select Issues ⓘ

- Urban Development & Poverty Alleviation
- Vocational Training**
- Water Resources
- Women's Development & Empowerment
- Youth Affairs
- Any Other

District/State Action NGO Name

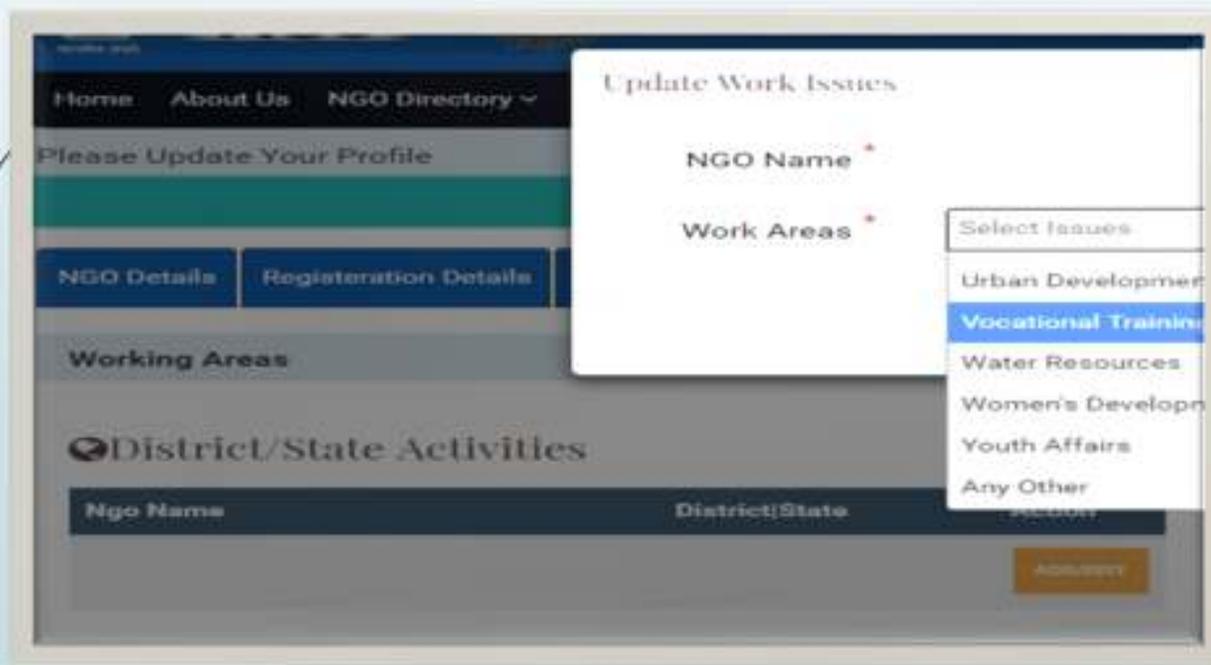
ES

Related Query

In work issues, can we choose multiple work issues for the same district and another set of work issues for another District or State.

Answer

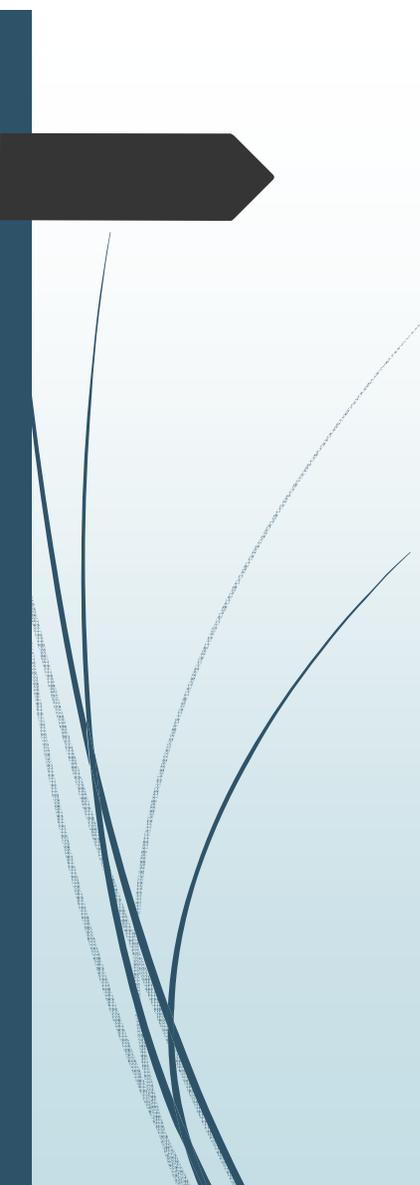
By clicking on add button one may add another state with multiple district and different work issues.



The screenshot shows a web application interface for updating work issues. The main page has a navigation bar with 'Home', 'About Us', and 'NGO Directory'. Below the navigation bar, there is a section titled 'Please Update Your Profile' with buttons for 'NGO Details' and 'Registration Details'. The 'Working Areas' section is active, showing 'District/State Activities'. A modal window titled 'Update Work Issues' is open, containing two required fields: 'NGO Name' and 'Work Areas'. The 'Work Areas' field has a dropdown menu with the following options: 'Select Issues', 'Urban Development', 'Vocational Training', 'Water Resources', 'Women's Development', 'Youth Affairs', and 'Any Other'. The 'Vocational Training' option is currently selected. At the bottom of the modal, there is an 'Add/Save' button. The background page also shows input fields for 'Ngo Name' and 'District/State'.

Generate Unique ID

The screenshot displays the DARPAN (Digital ARPAN) portal. At the top, there are logos for the Government of India, NGO, and DARPAN. The header includes navigation links: Home, About Us, NGO Directory, Search NGOs, Report, Guidelines, Circulars, Help, Apply Grant, and My Account. A message prompts the user to 'Please Update Your Profile'. Below this, a 'Welcome.' banner is visible. A horizontal menu contains tabs for NGO Details, Registration Details, Member Details, Source Of Funds, Key Contact Information, Working Areas, and 'Generate Unique ID'. The 'Generate Unique ID' tab is active, showing a 'Profile Progress' section with a green progress indicator. A pink notification box states: 'Please be informed that following mandatory information is still required to be completed, Please complete the information by clicking on Below links provided before each'. Below the notification, three links are provided: 'Click here to Fill NGO Details', 'Click here to Fill Member Details (Please make sure you have Filled 3 Members which are mandatory to process your file)', and 'Click here to Fill Source Funds (Please make sure you have Filled all mandatory source of fund info for all Financial Year mentioned on Source of Funds Tab which are mandatory to process your file)'. The footer contains links for Home, About the Portal, Privacy Policy, Link to us, Add to Favorites, FAQs, and Linking Policy, along with Terms of Use, Help, Contact Us, and Copyright Policy. A QR code and the NIC (National Informatics Centre) logo are also present. The footer text reads: 'This site is designed, hosted and maintained by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY), Government of India.' The fmsf logo is visible in the bottom right corner.



THANK YOU