

NITI Aayog  
(Voluntary Action Cell)

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**Subject: Minutes of the Meeting held on 27.09.2016 under the Chairmanship of CEO, NITI Aayog, regarding Unique ID for the NGOs/ VOs through NGO-Darpan Portal of NITI Aayog for processing of their applications for consideration of grants under schemes implemented through NGOs/VOs by different Departments/ Ministries.**

This list of the participants is at Annexure.

2. The CEO, NITI Aayog emphasized in his opening remarks that pursuant to the decisions taken in a meeting held at the level of Prime Minister on 9<sup>th</sup> May, 2016, the Departments/ Ministries have to ensure that the applications of only those NGOs/VOs are considered for grant of any financial assistance who have obtained Unique Identity (ID) numbers after signing up on the NGO-DARPAN (NGO-PS) Portal. It is also required of the NGOs/VOs to upload the PAN of the their organisations and PAN and Aadhaar numbers of their officer-bearers on the portal. There are more than 74,000 NGOs with Unique ID in the Portal registry. Till date about 9900 NGOs had uploaded their PAN details on the portal. Despite follow up, PAN-Aadhar details of only about 3000 office-bearers of 618 entities had been uploaded on the portal. CEO, NITI Aayog, reiterated that the Departments/Ministries should ensure that NGOs/VOs whose applications for grants were being considered by them must have obtained the Unique IDs generated from NGO-DARPAN portal of NITI Aayog after submission of the requisite details of PAN of the Entity and the PAN and Aadhar of the office-bearers of such entities.

3. Secretary, MeitY observed that interface of the Central Government Departments/ Ministries vis-à-vis the NGOs was at two levels, i.e. firstly to sign-up on the NGO-DARPAN portal of the NITI Aayog along with PAN of the NGO and PAN & Aadhar of the Office-bearers, in order to obtain a unique ID. Once the Unique ID is generated from the NGO-DARPAN, it has to be mentioned in all its correspondence with the concerned Department/ Ministry for seeking grants. This may be referred to as the 'Front-end'. From this point onwards, the entire process rested in the ownership of the concerned Department/ Ministry for development and operation of the 'Back-end' functionalities. The role and responsibility of NIC was for keeping the NGO-DARPAN portal fully operational with updates as may be required from time to time, development of the on-line back-end application for each Department/ Ministry and maintain the interface between the 'front-end' and the 'back-end'. As for the development of an end-to-end application for processing the applications in online mode, the NIC had already developed the platform which was being used by the



Department of Social Justice and Empowerment. This would require considerable customisation in each case as the requirements varied from Department to Department. While the first priority at this stage was to get as many NGOs/ VOs to sign-up on the NGO-DARPAN along with all the requisite documents and obtain the Unique ID, the development and customisation of application for each department would require some home-work by each Department in undertaking Business Processes Re-engineering and simplifying the work-flow processes. The NIC units would take the responsibility for development of this facility and will be suitably strengthened wherever required. She further suggested that NITI may apply to the Department of Revenue for access to the PAN Database for online verification and to the UIDAI for access to their database for online verification of the Aadhaar numbers, which would expedite the process of verification.

4. Explaining the background, Special Secretary, NITI Aayog apprised the participants that the portal, as an electronic database of the NGOs in the country, was in operation since 2009. As decided by the Government, the PAN of the organization and PAN and Aadhaar of the office bearers (at least 3 office bearers) was now required to be furnished since 21<sup>st</sup> April, 2016 both for the existing and the new users. This decision of the government had been explained in detail in the meeting held under the Chairmanship of CEO, NITI Aayog on 26.07.2016. Concerned Ministries/ Departments should review their historical data of the NGOs with whom they have been transacting business and advise them to sign-up on the NGO-DARPAN Portal by 31<sup>st</sup> October, 2016. The portal would be cleaned-up after 31<sup>st</sup> October, 2016 by retaining the particulars of only such of the NGOs/VOs that upload the PAN of the organisation and the PAN and Aadhar of office-bearers by 31.10.2016 and the particulars of the remaining NGOs/ VOs, who do not update their particulars, would be archived after 31.10.2016.

5. The participants in the meeting raised various queries/ observations, as mentioned in the following sub-paragraphs:

- (i) Sh. A.K. Choudhary, Director, Department of Pharmaceuticals, informed that they were providing financial assistance to agencies like FICCI, CII, ASSOCHAM etc under the Pharmaceuticals Promotion Development scheme. He wanted to know as to whether such agencies come under the categories of NGOs/VOs.
- (ii) Shri. K.K. Lamba, DDG, Ministry of Statistics and Programme Implementation, informed that though the Ministry was releasing funds to the respective State Governments/ UTs under the MPLAD Scheme, various schemes funded under the MPLAD scheme were being implemented through the field offices of States/ UTs including NGOs. He further stated that their Ministry had made a



reference to the Parliament Secretariat in this behalf and they would be bound to take further action as per the advice received from the Parliament Secretariat.

- (iii) Shri. J.B. Mahopatra, JS & FA, Department of Science and Technology mentioned that they release grants annually for the research work sanctioned earlier. He wanted to confirm whether instalments due in the current year could be released without insisting for the Unique ID.
- (iv) Secretary, Department of Panchayat Raj also raised the issue regarding the release of part of the funds to the NGOs which were sanctioned funds for research projects in earlier years.
- (v) Ms. Ghazala Meenai, JS, D/o Social Justice and Empowerment stated the NGOs, which had updated their details on the Portal, continue to remain deactivated due to delay in the process of verification before reactivating them, which was resulting in piling-up of applications for consideration of release of grants during the current financial year. As such, the Department may find it difficult to utilise the budgeted grants during the current financial year.
- (vi) Ms. Leena Nair, Secretary, WCD informed that they had asked the NIC to develop the back-end application for online processing of the applications for their different schemes. However, the process was taking a lot of time due to which the sanctions/ release of Grants were getting delayed.

6. Following clarifications were made in response to the above queries/ observations:

- (i) In response to the query at para 4(i), it was clarified that all organisations, other than Government promoted Organisations, were required to comply with the requirement of signing up on the Portal and obtain the Unique ID.
- (ii) As regards the query/ observations at para 4(ii), it was clarified that in cases where the Central Government Departments/ Ministries were releasing funds to the State/UT Governments/ Administrations, which were in turn implementing such schemes through the NGOs/VOs, all the States/ UTs should be advised by the concerned Departments/ Ministries to require such NGOs/ VOs also to sign-up on the NGO-DARPAN Portal and obtain a Unique ID before release of any grants.
- (iii) As regards the queries mentioned under para 4(iii) and (iv), the Special Secretary, NITI, invited the attention of all the officers to the clarifications issued by NITI Aayog in this behalf vide para 3.6 of its OM dated 24.08.2016, copy of which was also available on the NGO-DARPAN Portal. He clarified that



every NGO was required to first sign up on the Portal and obtain the Unique ID before any part/ full funds are released during the current financial year. A clarification regarding this has already been circulated to the Departments/Ministries, a copy of which is also available on the NGO-Darpan Portal.

- (iv) Responding to the issue raised by the officer from the Department of Social Justice and Empowerment, the Special Secretary, NITI Aayog clarified that the NITI had already verified the PAN details of more than 6600 NGOs as against the 9900 PANs furnished as on date, the NITI would expedite the manual verification process by deploying more staff and complete any gap by 31<sup>st</sup> October 2016. However, he requested that in case any Department came across any such problem the same should be escalated immediately to the Adviser concerned of the NITI Aayog.
- (v) In response to the issue raised by Secretary, WCD, as mentioned under para 4(vi), Secretary, MeitY clarified that the concerned Ministries/ Departments were required to first simplify and standardize the workflow processes and assess their requirements and manpower availability as already observed earlier. The portal of the respective Departments/Ministries shall be developed by NIC accordingly. If required, additional manpower may have to be deployed to strengthen the NIC units of the concerned Ministries/ Departments to attend to their tasks. Wherever possible, the end-to-end workflow application already developed by NIC for the Department of Social Justice and Empowerment and the Ministry of Culture (where it was fully operational) may be adopted. Addressing all the participants, the Secretary, MeitY, further observed that NGO DARPAN already provided web-based service for all Ministries/ Departments to check the Unique ID and current status of organizations' PAN as well as PAN & Aadhar of their office bearers. In future, all Government department providing grants to NGOs/VOs may take help of online web services provided by NGO-DARPAN portal.

7. Making his concluding remarks, the CEO, NITI Aayog expressed his concerns stating that despite clear instructions on various issues, some of the Ministries/ Departments had released funds to the NGOs without Unique ID during the current financial year. He advised the Departments/Ministries to undertake a massive outreach programme to educate the NGOs regarding the essentiality of having Unique ID as well as uploading of PAN of the organization and PAN and Aadhaar of the office bearers on the NGO-Darpan Portal. He reiterated that in no case funds/ grants shall be released without ensuring that the applicant NGO/ VO had obtained the Unique ID from the NGO-DARPAN. In addition, CEO emphasized that the Secretary MeitY had explained the roadmap for development of back-end on-line processing of



applications and the Departments/ Ministries must take recourse to the exercise of BPR and development of applications customised to their specific requirements at the earliest and ensure completion of this task before end of the current Financial Year. He stated that all the Central Government Departments/ Ministries have to target complete processing of NGO applications for grants in the online mode from 1<sup>st</sup> April, 2017 onwards.

8. After detailed discussions, following decisions were taken:-

- (i) No financial grants shall be disbursed to the NGOs during the current financial year without obtaining a Unique ID number generated from the NGO-DARPAN portal of NITI Aayog, including the cases where part grants had been released earlier;
- (ii) All Departments/ Ministries shall immediately advise the NGOs to whom they have sanctioned grants in the past to sign up on NGO-DARPAN Portal and obtain the Unique ID after furnishing PAN number of the Organisation and PAN and Aadhar details of **at least three** office bearers within a period of one month i.e. up to 31<sup>st</sup> October, 2016. Such of the NGOs/ VOs, whose details exist in the Portal registry, shall be archived if they fail to sign-up on the portal along with the requisite details by 31<sup>st</sup> October 2016 and they shall have to sign-up afresh if they wish to apply for any grants from the Central Government Departments/ Ministries;
- (iii) All Departments/ Ministries, who release grants to the State Governments (rather than directly to the NGOs/ VOs), and the State Governments in turn implement the schemes/ programmes through the NGOs at their end, shall advise the respective States/ UTs to require such NGOs/ VOs also to sign-up on the NGO-DARPAN portal of NITI Aayog and obtain the Unique ID after furnishing the requisite PAN and Aadhar details;
- (iv) All Departments/ Ministries shall revisit their existing Schemes and make provision for the time-lines, if already not provided for, within which the grant receiving entities must submit their Utilisation Certificates;
- (v) The Ministry of Finance would be requested by NITI to provide a link of the PFMS with the NGO-DARPAN Portal so as to electronically track all fund releases to NGOs/ VOs;
- (vi) The Department of Revenue, Ministry of Finance, would be requested by NITI to extend the facility of on-line verification of PAN of the NGOs/VOs

and the office-bearers of the NGOs/ VOs registered on the NGO-DARPAN so as to expedite the process of verification;

- (vii) The UIDAI would be requested to provide the facility of online verification of the Aadhar Numbers of the Office-bearers of the NGOs/ VOs so as to expedite the process of verification;
- (viii) All Ministries/ Departments shall depute their in-house teams for taking up Business Process Re-engineering (BPRs) of their internal processes in this behalf as the starting point for development of their back-end IT based applications;
- (ix) All Ministries/ Departments to develop IT applications for end-to-end processing of applications from the NGOs for sanction/ release of grants. The Applications shall not be processed in the manual mode w.e.f. 1<sup>st</sup> April, 2017.

The meeting concluded with a vote of thanks to all the participants.

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## Annexure

List of Participants in the meeting held on 27.09.2016 under the Chairmanship of CEO, NITI Aayog regarding Generation of Unique ID for the NGOs/VOs through NGO-Darpan Portal of NITI Aayog for processing their application for disbursal of Grants.

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7.	Sh. Arun Panda	AS, M/o H&FW		Nirman Bhawan
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