



**Government of West Bengal**  
**Minority Affairs & Madrasah Education Department**

Online application portal for Scheme for  
infrastructural support to reputed NGOs running  
educational projects for the development &  
welfare of Minorities.

**User Manual**  
**for NGO level User**



Click on **apply now** for Create NGO Account

**Apply Now**

For Infrastructural Support



Login through user-name & password

**Login**

User Name

Password

Captcha

**Submit**

**Notice Board**

- notification or warning of something, especially to allow preparations to be made.
- notice (countable and uncountable, plural notices) (chiefly uncountable) The act of observing; perception. He took no notice of the changes, and went on as though nothing had happened. (countable) A written or printed announcement.

**Latest Updates**

**HelpDesk**

Helpline No = 06292237072



Fillup this form

### Apply Here !

NGO Name

Contact No

Select District

Email ID **This Email ID become your User name**

Password

Confirm Password

Submit

### Login

User Name

Password

Captcha

Submit

### Notice Board

announcement

### HelpDesk

Helpline No = 6292237074

notification or warning of something, especially to allow preparations to be made.



- Dashboard
- 1 NGO & its activities**
- 2 Particulars of Proposed Project
- 3 Land Details
- 4 File Upload
- 5 Final Submit
- Change Password
- Logout

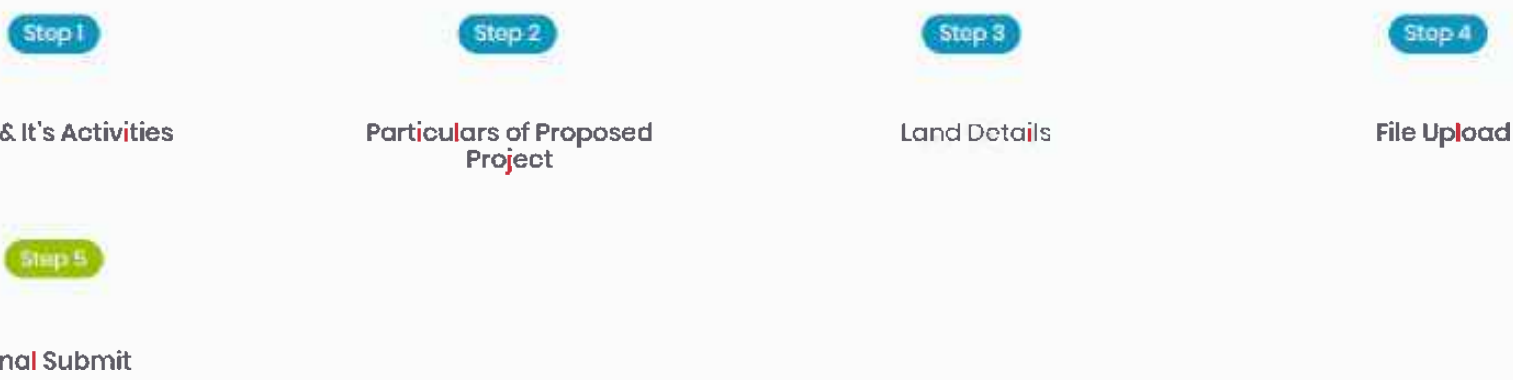
Click on NGO & its Activites

Details of NGO & it's Activities Fill up is pending

Particulars of Proposed Project Fill up is pending

Land Details Fill up is pending

File Upload is pending



- Dashboard
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### NGO & it's Activities

**Fillup this Form  
Then click on Save & Next Button**

Name of the NGO

Name of the contact person

Post held

Mobile number of the contact person

Email ID of the contact person

Website of NGO(if any)

**Address**

Address

District

Block/ULB  Block  ULB

Post office

Post office station

PIN

Registered as  Trust  Society  Company

Registration No. (Supporting document to be uploaded)

Registration date

Validity of the registration upto (date)

Core activity of the NGO (in order of priority)

Select 1

Select 2

Select 3

### Governing body members

Sl No.	Name	Qualification	Profession	Community	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Community	<input type="button" value="Add"/>

### Major programme undertaken by the NGO under its core activity during last three years with financial involvement

Sl No.	Years	Name of the programme	No of beneficiaries	Project Cost	Source Of fund	Action
	Select years	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Source	<input type="button" value="Add"/>

### Brief History of the NGO

Year of establishment

Year of first registration

Objective/vision/mission at the time of establishment(in 100-150 words)

Change in objective during subsequent years(if any)

Any other information

### Financial statement

(Supporting document to be uploaded)

#### Expenditure

	2018-2020	2018-2019	2017-2018
Salaries of staff/employees	0	0	0
Electricity & telephone	0	0	0
Maintenance of furniture	0	0	0
Printing & stationery	0	0	0
Books & Journals	0	0	0
Food & mess charges	0	0	0
Miscellaneous	0	0	0
<b>Total</b>			

#### Income

	2018-2020	2018-2019	2017-2018
Income generated from project	0	0	0
Income from fees/charges	0	0	0
Subscription from members	0	0	0
Donation from members	0	0	0
Donation from other source	0	0	0
<b>Total</b>			

Save & Next



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### Particulars of Proposed Project

Name of the project	<b>Fillup this Form Then click on Save &amp; Next Button</b>	
Type of project		Select
Time to complete the project(In months)		
Estimated cost of the Project		
NGO's contribution (at least 10% of the total estimated cost)		
Amount of Government assistance applied for		
Plan & estimate vetted by (Supporting document to be uploaded)		
Background and Necessity of the Project (in a few sentences)		
If it is an infrastructure Project, floor area, no. of floors, no. of rooms etc to be constructed		
No. of targeted beneficiaries of the Project every year		
Proposed benefits of the Project		

### Estimated annual recurring Expenditure

Expenditure	Amount
Salaries & allowances	0
Electricity & telephone	0
Travel & transport	0
Fooding and lodging	0
Maintenance	0
Others	0
<b>TOTAL</b>	<b>0</b>

### How recurring expenditure proposed to be met up

	Amount
Members subscription/donation	0
Donation from others	0
Income generated from project	0
Fees/Charges from students/beneficiaries	0
Others(please specify)	0
Specify here	please specify(others income)

**Save & Next**



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### Land Details

**Fillup this Form**  
 Then click on Save & Next Button

District :

Block/ULB :  Block  ULB

Post office :

Police station :

PIN :

Mouza name :

JL no. :

Plot no. :

Khatian no. :

Location of the land :

Project area in square metre :

Land area in decimal :

Classification of the land :

Ownership details :  Own land  Leased land

Save & Next



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- NGO & its activities
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### Documents Uploaded

Upload all the documents  
Then click on Save & Next Button

- Copy of Registration Certificate of the NGO
- Copy of up-to date acknowledgement/receipt for last return filed to the registering authority
- Annual report for the last three years
- Audit report along with audited accounts for the last three years
- Bye-laws/Memorandum of agreement of the NGO
- Bank statement for the last six months
- Building Plan duly approved by the local authority and countersigned by DOMA
- Cost Estimate of the project duly vetted by the Competent Authority as per latest 'PWD schedule of rates
- Copy of record of rights of land or land purchase deed with application for mutation, if land not yet recorded in the name of the NGO
- Conversion certificate of land if classification is other than Bastu/Viti
- Copy of up-to-date receipt of gram panchayat tax/municipal tax and land revenue
- Undertaking regarding non encumbrance of land signed by the Secretary of the NGO
- [Click here to download format](#)
- Photograph of the land where the project is proposed

- Upload
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If any Government grant from MA & ME Department received earlier for any project

Yes  No

Save & Next



- [Dashboard](#)
- [MIS & Accounts Fee](#)
- [Particulars of Proposed Project](#)
- [Land Details](#)
- [Registration](#)
- [Evaluation](#)
- [Other documents](#)
- [Logout](#)

**NGO & its Activities**

- Name of the NGO
- Name of the contact person
- Post held
- Mobile number of the contact person
- Email ID of the contact person
- Address
- District
- Block/TALB
- ULB
- Police station
- Post Office
- PIN
- Registered as
- Registration no
- Registration date
- Validity of the registration upto (date)
- Core activity of the NGO (in order of priority)

Now Click on Final Submit Button

**Governing body members**

S.No.	Name	Qualification	Profession	Community
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Major program undertaken by the NGO under its core activity during last three years with financial involvement

S.No.	Years	Name of the programme	No. of beneficiaries	Project Cost	Source of Fund
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- Year of establishment
- Year of first registration
- Objective/vision/mission at the time of establishment (in 100-150 words)
- Change in objective during subsequent years(if any)
- Any other information

**Expenditure**

	2018-2020	2018-2019	2017-2018
Salaries of staff/employees			
Electricity & telephone			
Maintenance of furniture			
Printing & stationery			
Books & Journals			
Food & mess Charges			
Miscellaneous			
<b>Total</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>

**Income**

	2018-2020	2018-2019	2017-2018
Income generated from project			
Income from fees/charges			
Subscription from members			
Donation from members			
Donation from other sources			
<b>Total</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>

**Particulars of Proposed Project**

- Name of the project
- Type of project
- Time to complete the project(in months)
- Estimated Cost of the project
- Govt's contribution (as % of the total estimated cost)
- Amount of Government assistance applied for
- Plan & estimate vetted by
- Background and Necessity of the Project (in a few sentences)
- If it is an Infrastructure Project, floor area, no. of floors, no. of rooms etc to be constructed
- No. of targeted beneficiaries of the Project every year
- Proposed benefits of the Project

**Estimated annual recurring expenditure**

- Salaries & allowances
- Electricity & telephone
- Travel & transport
- Fooding and lodging
- Maintenance
- Others
- Total

**How recurring expenditure proposed to be met up**

- Members subscription/donation
- Donation from others
- Income generated from project
- Fees/charges from students/beneficiaries
- Others(please specify)
- Specify here

**Land Details**

- District
- Block/TALB
- ULB
- Police station
- Post Office
- PIN
- Moada name
- J.L. no.
- Plot no.
- Chattan no.
- Location of the land
- Project area in square metre
- Land area in decimal
- Classification of the land
- Ownership details
- Period of lease
- Details of lease

**File Uploaded**

- Copy of Registration Certificate of the NGO
- Copy of up-to-date acknowledgement/receipt for last return filed to the registering authority
- Annual report for the last three years
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- Photograph of the land where the project is proposed

If any Government grant from MA & ME Department received earlier for any project

I, \_\_\_\_\_ on behalf of the \_\_\_\_\_ being authorized by other members to do so do hereby undertake the following

- That all the information given in the application are correct
- That at least 80% of the project cost and any amount beyond the project cost will be borne by the NGO from its own sources
- That the project will be completed within the period of one year
- That the NGO will refund the amount of govt assistance provided into this project, if the project is not completed within the period of one year
- All recurring cost will be borne by the NGO



Dashboard

NGO & its activities

Particulars of Proposed Project

Land Details

File Upload

Final Submit

Change Password

Logout

Change Your Password

### Change Password

New Password



Confirm Password



Change Password



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- Change Password
- 6 Print Application
- 7 Apply for 2nd instalment
- Logout

### Application for 2nd installment

Name of the project	<b>Fillup this Form Then click on Submit Button</b>	:	asbdhb
Total project cost		:	234234
NGO's contribution of project cost		:	2342332
Amount sanctioned by Minority Affairs and Madrasah Education Department		:	435345
Sanction order no		:	test
Sanction Date		:	2020-09-18
Administrative approval no.		:	test
Administrative approval Date of MA & ME Department		:	22-09-2020
Physical progress (in %)		:	\$ngo_id
Target Date of Operation (for ACR/Hostel etc.)		:	22-09-2020
Total No. of students/trainees benefitted		:	test
No. of Minority Students/Trainees/Beneficiaries		:	test
Financial year		:	2019-2020
Amount utilized		:	5625
Date of commencement		:	22-09-2020
Target Date of Completion of the project		:	22-09-2020
Amount of Government assistance		:	5345345345

[Print Utilization Certificate](#)

Utilization Certificate(A copy of this should be uploaded after Signature) : [Click here to view](#)

Photographs of the project : [Click here to view](#)

Submit