



National Health Mission

Govt. of Odisha



**Online NGO
Application System**

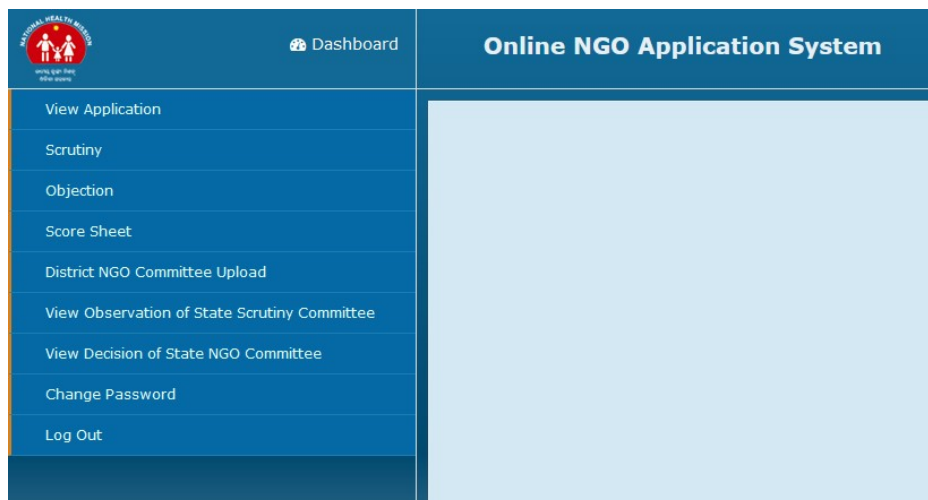
User Manual

(District Users)

Prepared By IT Section, NHM, Odisha



(District User Manual)

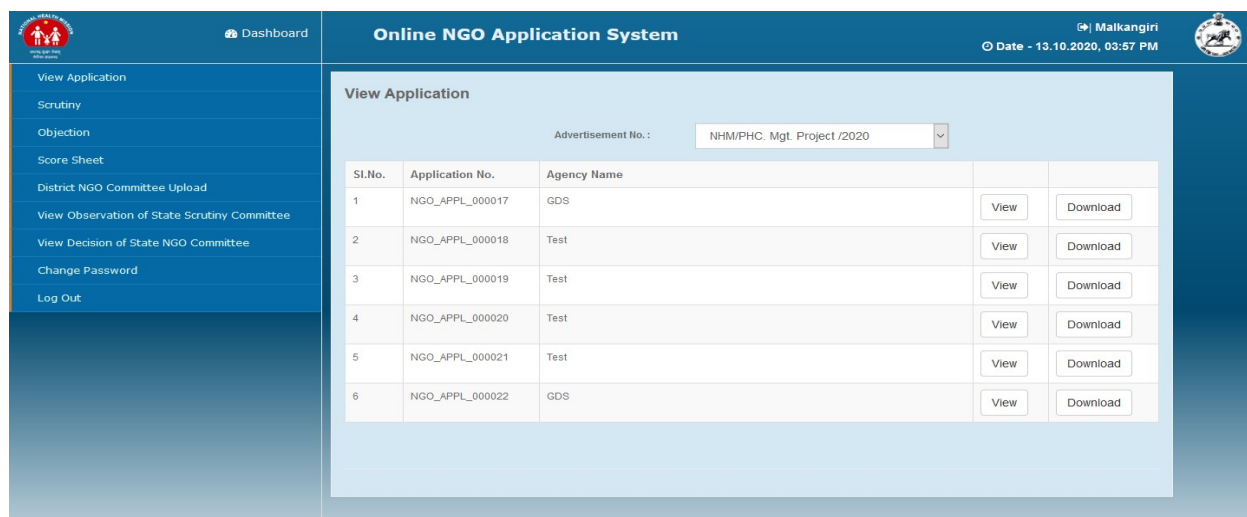


(Figure-I- District User Menus)

After Logging in as a District User, the user will get the following menus at the left pane.

- View Application
- Scrutiny
- Objection
- Score Sheet
- District NGO Committee Upload
- View Observation of the State Scrutiny Committee
- View Decision of the State NGO Committee
- Change Password
- Logout

View Applications



(Figure-II- View Applications Received)



The User can view the online Applications received from the agencies as per their Advertisement No. User can also download the Application form by clicking on the download button against the Application.

Scrutiny

By clicking Scrutiny Menu, District User can Scrutinize the Applications Received. The Application will be shown "Yes" status if it is scrutinized.

The screenshot shows the 'Online NGO Application System' interface. On the left is a sidebar menu with options: View Application, Scrutiny, Objection, Score Sheet, District NGO Committee Upload, View Observation of State Scrutiny Committee, View Decision of State NGO Committee, Change Password, and Log Out. The main content area is titled 'Scrutiny' and shows a dropdown for 'Advertisement No.' set to 'NHM/PHC. Mgt. Project /2020'. Below this is a table with columns: Sl.No., Application No., Agency Name, Is Scrutinized, and a Scrutinize button.

Sl.No.	Application No.	Agency Name	Is Scrutinized	
1	NGO_APPL_000017	GDS	Yes	Scrutinize
2	NGO_APPL_000018	Test	No	Scrutinize
3	NGO_APPL_000019	Test	No	Scrutinize
4	NGO_APPL_000020	Test	No	Scrutinize
5	NGO_APPL_000021	Test	No	Scrutinize
6	NGO_APPL_000022	GDS	No	Scrutinize

(Figure-III- Scrutiny List)

Clicking on the Scrutinize Button against an Application No, a Scrutiny format will appear, where 22 items are to be verified for each Application and remark need to be put in "Yes/No" mode. If an item is put as "No", then a text remark needs to be entered. The items to be scrutinized are as follows:

1	Whether the Agency has submitted EMD in the mode of valid Demand Draft / Banker Cheque with required amount ?
2	Whether the Agency has submitted copy of the Registration Certificate of the Agency (under Society/Trust/ Companies Act) ?
3	Whether the organization completed 5 years of registration by the date of Advt. ?
4	Whether the Agency has submitted copy of the Unique ID under NITI Aayog NGO Darpan (only in case of NGO Regd under Society Regd. Act) ?
5	Whether the Agency has submitted copy of the Memorandum of Association / By-Law of the Agency ?
6	Whether the Agency has submitted copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria ?
7	Whether the Agency has submitted Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) ?



8	Whether the agency is having an annual turnover per each year in the last three financial years as per eligibility criteria ?
9	Whether the Agency has submitted Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) ?
10	Whether the Agency is having the fixed assets in the form of infrastructure/ land/ building/ asset as per eligibility criteria ?
11	Whether the Agency has submitted copy of the 12A Registration certificate ?
12	Whether the Agency has submitted copy of PAN Card ?
13	Whether the Agency has submitted copy of Bank Pass Book ?
14	Whether the Agency has submitted an undertaking in the form of Original Affidavit that the members of Executive Body/ Governing Body of the Agency has not been convicted by any court of law for any criminal offence in the specified format(As per Form-T6) ?
15	Whether the Agency has submitted original Affidavit certifying that the Agency is not blacklisted in the specified format (As per Form-T7) ?
16	Whether the Agency has submitted an undertaking that the Agency is willing to sign the service level agreement in the specified format (As per Form-T8) ?
17	Whether the Agency has submitted copy of the 80G Registration certificate ?
18	Whether the Agency has submitted names of the members of Executive Body/ Governing Body along with their address ?
19	Whether the Agency has submitted copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting as per by-law/ Memorandum of the Society/ registration document of last financial year ?
20	Whether the Agency has submitted details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) ?
21	Whether the Agency has submitted copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode ?
22	Whether the Agency has submitted copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only ?

The District User need to scrutinize the above points by viewing the documents uploaded against each of the scrutiny point. The documents will be shown for viewing next to the point. User can put "Yes" if found in order, else put "No" and give reason for the same.

After Scrutinizing all the points, the district user can submit the data. The status of the Application No. will be changed to "Yes" in the "Is scrutinized" column of the Scrutiny list.

**Scrutiny Format**

Name of the Agency : GDS

Name of the Project Applied : NHM/PHC. Mgt. Project /2020

Name of the Applied District : Malkangiri

Name of the Applied Project Location : Mudulipada

Sl.No.	Details of the Submissions of Key Documents	Relevant Documents	Whether Submitted (Yes/No)	District Remarks	State Remarks
1 *	Whether the Agency has submitted EMD in the mode of valid Demand Draft / Banker Cheque with required amount ?	View Data	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
2 *	Whether the Agency has submitted copy of the Registration Certificate of the Agency (under Society/Trust/ Companies Act) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
3 *	Whether the organization completed 5 years of registration by the date of Advt. ?	View Data	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
4 *	Whether the Agency has submitted copy of the Unique ID under NITI Aayog NGO Darpan (only in case of NGO Regd under Society Regd. Act) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
5 *	Whether the Agency has submitted copy of the Memorandum of Association / By-Law of the Agency ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
6 *	Whether the Agency has submitted copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria ?	View Data	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
7 *	Whether the Agency has submitted Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
8 *	Whether the agency is having an annual turnover per each year in the last three financial years as per eligibility criteria ?	View Data	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
9 *	Whether the Agency has submitted Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
10 *	Whether the Agency is having the fixed assets in the form of infrastructure/ land/ building/ asset as per eligibility criteria ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
11 *	Whether the Agency has submitted copy of the 12A Registration certificate ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
12 *	Whether the Agency has submitted copy of PAN Card ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
13 *	Whether the Agency has submitted copy of Bank Pass Book ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
14 *	Whether the Agency has submitted an undertaking in the form of Original Affidavit that the members of Executive Body/ Governing Body of the Agency has not been convicted by any court of law for any criminal offence in the specified format(As per Form-T6) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
15 *	Whether the Agency has submitted original Affidavit certifying that the Agency is not blacklisted in the specified format (As per Form-T7) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
16 *	Whether the Agency has submitted an undertaking that the Agency is willing to sign the service level agreement in the specified format (As per Form-T8) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
17	Whether the Agency has submitted copy of the 80G Registration certificate ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
18	Whether the Agency has submitted names of the members of Executive Body/ Governing Body along with their address ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
19	Whether the Agency has submitted copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting as per by-law/ Memorandum of the Society/ registration document of last financial year ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
20	Whether the Agency has submitted details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
21	Whether the Agency has submitted copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
22	Whether the Agency has submitted copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only ?	View Document	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

[Submit](#) [Back](#)

(Figure-IV- Scrutiny Format)



Objection Entry

The District User, after scrutiny of Applications, will make an objection entry, if the application is likely to be rejected. Here the District User will do the followings

Choose the Advertisement Number (Once for a list of Applicants)

Choose the Application Number from the list

Choose Shortlisted/ Rejected

Put Remark within 1000 Characters for the rejected Applicants.

The Objections entered by the district user will appear to the User (Agency), for submission of compliances. A message in the Agency mobile no will be transferred to submit the compliance within a stipulated time.

A list of entered objections will be shown with the following columns

- Application No
- Agency Name
- Status- Shortlisted/ Rejected
- Remark entered by the District User
- Compliances entered by the Agency

Sl.No.	Application No.	Agency Name	Status	Remarks By District	Remarks By NGO
1	NGO_APPL_000017	GDS	Shortlisted		

(Figure-V- Objection Entry Screen)

**Score Sheet Entry****Score Sheet Format**

Name of the Agency : Test

Project Applied for : NHM/PHC. Mgt. Project /2020

District Applied for : Malkangiri

Location of the Project Applied for : Janabai

Sl.No.	Area of Assessment	Relevant Documents	Maximum Marks	Marks by District	Revised Marks by State	Means of Verification
1	Years of existence of entities registered in Society Registration Act/Indian Trust Act/Indian Religious and Charitable Act/Company Act. (5 yrs -10 yrs=1 mark; >10 yrs - 15 Yrs =2 marks, >15 yrs - 20 yrs = 3 marks, > 20 yrs = 4)	View Document	4	<input type="text"/>	<input type="text"/>	Registration Certificate
2	Registered under 80G (if Yes=1 marks; if No=0 marks)	Not Available	1	<input type="text"/>	<input type="text"/>	80G Regd. Certificate
3	Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on by-law & Memorandum of the society in the last financial year): (Less than 50% meeting=0 mark; 50%-75% meeting =1 mark; >75% meeting= 2 marks)	Not Available	2	<input type="text"/>	<input type="text"/>	Proceeding / Meeting register of GB & EB
4	Years of experience in implementing projects in any social development sector out of any Government Funding support. (1-3 years= 5 marks; >3 to 5 years=8 marks; > 5 years to 10 years=15 marks; > 10 years= 25 marks)	View Data	25	<input type="text"/>	<input type="text"/>	MoU / Agreement / Authenticated sanctioned with fund released letter
5	Years of experience in implementing projects in any social development sector out of any Private Agency Funding support. (1-3 years= 5 marks; >3 to 5 years=8 marks; > 5 years to 10 years=15 marks; > 10 years= 25 marks)	View Data	25	<input type="text"/>	<input type="text"/>	MoU / Agreement / Authenticated sanctioned with fund released letter
6	Working experience on social sector in the applied district. (1-2 years= 1 marks; > 2 to 3 years=2 marks; > 3 – 5 years =4 marks, > 5 years = 5 marks)	View Data	5	<input type="text"/>	<input type="text"/>	MoU / Agreement / Authenticated sanctioned with fund released letter
7	Agency having Multi-State experience in implementation of similar kind of projects out of any Govt. Funding support. (1-2 years= 1 marks; > 2 to 3 years=2 marks; > 3 – 5 years =4 marks, > 5 years = 5 marks)	View Data	5	<input type="text"/>	<input type="text"/>	MoU / Agreement / Authenticated sanctioned with fund released letter
8	Financial turn over (minimum 25 lakhs per each year in the last three FY as per audit report). (>25-50 lakhs =5 marks; >50-75 lakhs=7 marks; >75 lakhs to <1 Crore =10 marks; 1 Crore & above =15 marks)	View Document	15	<input type="text"/>	<input type="text"/>	Annual Financial Statements of last 3 FY audited by a qualified CA / Audit report of last 3 FY
9	Fixed assets in the name of the Agency (minimum 10 lakhs assets) as per last audit report. (>10-25 lakhs =4 marks; > 25-35 lakhs=6 marks; >35 to < 50 lakhs=8 marks; 50 lakhs & above=10 marks)	View Document	10	<input type="text"/>	<input type="text"/>	Fixed Asset Statement of the last FY duly audited by a qualified CA / Audit report of last FY
10	Agency having currently own staff in the payroll other than any Funding Project Staff. Minimum 1 Clinical Staff (MBBS /AYUSH /SN/ANM /Pharmacist) =1 mark; Minimum 1 Managerial Staff (Post Graduate qualification)=2 marks; Minimum 1 Accounts Staff = 2 marks	Not Available	5	<input type="text"/>	<input type="text"/>	Acquaintance & HR documents
11	Agency received any National/State/District Level award by any Government /Government Institutions for significant contribution in social development Sector. (District Level=1 marks; State Level=2 marks; National level=3 marks)	Not Available	3	<input type="text"/>	<input type="text"/>	Certificate received from any Govt. / Govt. Inst.
Total			100	<input type="text"/>	<input type="text"/>	

Submit

Back

(Figure-VI- Score Sheet Entry Form)

After Receiving the Compliances from the Agency, if any, the District User will evaluate the agency by putting scores on different parameters. The Score Sheet format will appear by clicking on the Score Sheet Menu of the left pane.

The Score Sheet format contains 11 parameters with its maximum marks allowed. The District User needs to give marks out of the maximum allowed marks against each parameter.



The District User can View Documents and find out the means of verification of the parameter against each row. The Parameters to be evaluated are as follows

Sl No	Area of Assessment	Max Mark	Means of Verification
1	Years of existence of entities registered in Society Registration Act/Indian Trust Act/Indian Religious and Charitable Act./Company Act. (5 yrs -10 yrs=1 mark; >10 yrs - 15 Yrs =2 marks, >15 yrs - 20 yrs = 3 marks, > 20 yrs = 4)	4	Registration Certificate
2	Registered under 80G (if Yes=1 marks; if No=0 marks)	1	80G Regd. Certificate
3	Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on by-law & Memorandum of the society in the last financial year): (Less than 50% meeting=0 mark; 50%-75% meeting =1 mark; >75% meeting= 2 marks)	2	Proceeding / Meeting register of GB & EB
4	Years of experience in implementing projects in any social development sector out of any Government Funding support. (1-3 years= 5 marks; >3 to 5 years=8 marks; > 5 years to 10 years=15 marks; > 10 years= 25 marks)	25	MoU / Agreement / Authenticated sanctioned with fund released letter
5	Years of experience in implementing projects in any social development sector out of any Private Agency Funding support. (1-3 years= 5 marks; >3 to 5 years=8 marks; > 5 years to 10 years=15 marks; > 10 years= 25 marks)	25	MoU / Agreement / Authenticated sanctioned with fund released letter
6	Working experience on social sector in the applied district. (1-2 years= 1 marks; > 2 to 3 years=2 marks; > 3 – 5 years =4 marks, > 5 years = 5 marks)	5	MoU / Agreement / Authenticated sanctioned with fund released letter
7	Agency having Multi-State experience in implementation of similar kind of projects out of any Govt. Funding support. (1-2 years= 1 marks; > 2 to 3 years=2 marks; > 3 – 5 years =4 marks, > 5 years = 5 marks)	5	MoU / Agreement / Authenticated sanctioned with fund released letter
8	Financial turn over (minimum 25 lakhs per each year in the last three FY as per audit report). (>25-50 lakhs =5 marks; >50-75 lakhs=7 marks; >75 lakhs to <1 Crore =10 marks; 1 Crore & above =15 marks)	15	Annual Financial Statements of last 3 FY audited by a qualified CA / Audit report of last 3 FY
9	Fixed assets in the name of the Agency (minimum 10 lakhs assets) as per last audit report. (>10-25 lakhs =4 marks; > 25-35 lakhs=6 marks; >35 to < 50 lakhs=8 marks; 50 lakhs & above=10 marks)	10	Fixed Asset Statement of the last FY duly audited by a qualified CA / Audit report of last FY
10	Agency having currently own staff in the payroll other than any Funding Project Staff. Minimum 1 Clinical Staff (MBBS /AYUSH /SN/ANM/Pharmacist) =1 mark; Minimum 1 Managerial Staff (Post Graduate qualification)=2 marks; Minimum 1 Accounts Staff = 2 marks	5	Acquaintance & HR documents
11	Agency received any National/State/District Level award by any Government /Government Institutions for significant contribution in social development Sector. (District Level=1 marks; State Level=2 marks; National level=3 marks)	3	Certificate received from any Govt. / Govt. Inst.



DNGO Recommendations

The District User will upload the Recommendations of the DNGO committee as per the Advertisement Number with the following details

- Choosing the Advertisement Number
- Entering the summary of DNGO committee meeting in text form (within 500 Characters)
- Upload the Attendance Sheet in PDF format (Size Should be within 1 MB)
- Upload the Minutes of the Meeting in PDF Format (Size Should Within 2 MB)

The screenshot shows the 'District NGO Committee Upload' form. It includes a sidebar with navigation options like 'View Application', 'Scrutiny', 'Objection', 'Score Sheet', 'District NGO Committee Upload', 'View Observation of State Scrutiny Committee', 'View Decision of State NGO Committee', 'Change Password', and 'Log Out'. The main form area has fields for 'Advertisement No.' (selected as 'NHM/PHC. Mgt. Project /2020'), 'Recommendations of the DNGO Committee' (a text area with 'recommended for state observation.' and a character count of 500), 'Upload Attendance Sheet' (a file upload button with a selected file '6a3f975d-a29d-43e7-8fde-ea96ce888a8_DNGO_AttendanceSheet.PDF'), and 'Upload Meeting Minutes' (a file upload button with a selected file 'd995b699-1c26-4082-8af1-d704c9b9639a_DNGO_MeetingMinutes.PDF'). There are 'Save' and 'Reset' buttons at the bottom.

(Figure-VII-DNGO Recommendation Entry)

View Observations of the State Scrutiny Committee

Here the District user can view the observations on each Application of the State Scrutiny Committee.

The screenshot shows the 'View Observation of State Scrutiny Committee' form. It includes the same sidebar as the previous form. The main form area has fields for 'Advertisement No.' (selected as 'NHM/PHC. Mgt. Project /2020'), 'Application No.' (a dropdown menu with '--Select Application--'), and 'Remarks' (a text area with a character count of 1000). There are 'Submit' and 'Reset' buttons. Below the form is a table with the following data:

Sl.No.	Application No.	Agency Name	Status	Remarks By District	Remarks By State
1	NGO_APPL_000017	GDS	Rejected	daad	dsss

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(Figure-VIII-View Observations of State Scrutiny Committee)



View Decisions of the State NGO Committee

Here the District user can view and download the decisions of state NGO committee on an Advertisement.

The screenshot shows the 'View Decision of State NGO Committee' page. The sidebar on the left contains the following links: View Application, Scrutiny, Objection, Score Sheet, District NGO Committee Upload, View Observation of State Scrutiny Committee, View Decision of State NGO Committee (highlighted), Change Password, and Log Out. The main content area has a header 'Online NGO Application System' and a sub-header 'View Decision of State NGO Committee'. It includes a form with the following fields: Advertisement No. (dropdown menu showing 'NHM/PHC. Mgt. Project /2020'), Recommendation by SNGO Committee (text area showing 'dtdf'), and Download Sanctioned Letter (button showing a PDF link: '8f3bd2b-f118-428 1- afa-2eee2721f27b_SNGO_SanctionedLetter.PDF'). The top right corner shows the user 'Malkangiri' and the date '13.10.2020, 04:02 PM'.

(Figure-IX-View Decisions of SNGO Committee)

Change Password

District User can change the password received through SMS in the change password section.

The screenshot shows the 'Change Password' page. The sidebar on the left contains the following links: View Application, Scrutiny, Objection, Score Sheet, District NGO Committee Upload, View Observation of State Scrutiny Committee, View Decision of State NGO Committee, Change Password (highlighted), and Log Out. The main content area has a header 'Online NGO Application System' and a sub-header 'Change Password'. It includes a form with the following fields: User Id (text box showing 'Malkangiri'), Old Password (text box), New Password (text box), and Confirm Password (text box). At the bottom right, there are 'Submit' and 'Reset' buttons. The top right corner shows the user 'Malkangiri' and the date '13.10.2020, 04:02 PM'.

(Figure-X-Change Password)

Log Out- To log out from the Application and back to index page.