

GOVERNMENT OF PUNJAB

NGO Grant and Monitoring System (NGRAM)

Complete Process Flow

Master Index of NGRAM End-to-End Workflow Stages

Official User Documentation

Document Code: NGRAM-DOC-00-FLOW | Version 1.0 | July 2026

Table of Contents

1. Proposal Submission / Approval (Submitted through DC)
2. Proposal Submission / Approval (Submitted through MNGO)
3. Proposal Monitoring (Submitted through DC)
4. Proposal Monitoring (Submitted through MNGO)
5. Proposal Utilization Certificate
6. Proposal Utilization (Submitted through MNGO)
7. Pre-Budget Submission / Approval by State Department
8. Budget Approval by APEX Committee (Submitted through DC)
9. Budget Approval by APEX Committee (Submitted through MNGO)
10. Amount Transfer to Department (Submitted through DC)
11. Amount Transfer to Department (Submitted through MNGO)

1. Purpose of this Document

This document provides the master index and end-to-end process map for the NGO Grant and Monitoring (NGRAM) web portal. It consolidates all stages of the grant lifecycle — from proposal submission through fund utilization — and identifies the two parallel submission channels used across the portal:

- DC Channel — workflows initiated and routed through the Deputy Commissioner / District Administration.
- MNGO Channel — workflows initiated and routed directly by the Managing NGO (MNGO) / NGO user.

2. Figure: NGRAM Portal Masthead



Figure 1: *NGRAM portal print/report letterhead logo, used across all system-generated proposal, budget and utilization certificate documents.*

3. End-to-End Workflow Stages

Each numbered stage below corresponds to a discrete process module within NGRAM. Detailed screen-by-screen instructions for each stage are covered in the role-specific documentation (NGO, DC/District, State Department, Planning, APEX and Finance manuals).

3.1 Proposal Submission and Approval

1. Proposal Submission / Approval — Submitted through DC: The NGO submits its project proposal to the District Administration; the DC reviews and forwards it for departmental approval.
2. Proposal Submission / Approval — Submitted through MNGO: The Managing NGO submits the proposal directly into the portal for departmental review and approval, bypassing the district route.

3.2 Proposal Monitoring

3. Proposal Monitoring — Submitted through DC: Physical and financial progress of DC-routed proposals is recorded and reviewed periodically within the portal.
4. Proposal Monitoring — Submitted through MNGO: Progress reporting and monitoring for proposals submitted directly by the MNGO.

3.3 Utilization Certificate (UC)

5. Proposal Utilization Certificate: The NGO/DC records fund utilization details against the approved budget and generates the formal Utilization Certificate.
6. Proposal Utilization — Submitted through MNGO: Utilization Certificate workflow for proposals originating from the MNGO channel.

3.4 Budget Planning and Approval

7. Pre-Budget Submission / Approval by State Department: The concerned State Department reviews and clears the pre-budget estimate before it proceeds to APEX Committee approval.
8. Budget Approval by APEX Committee — Submitted through DC: The APEX Committee reviews and approves the budget for proposals routed through the District Administration.
9. Budget Approval by APEX Committee — Submitted through MNGO: The APEX Committee reviews and approves the budget for proposals submitted directly by the MNGO.

3.5 Fund Transfer

10. Amount Transfer to Department — Submitted through DC: Approved funds are transferred to the implementing department for DC-routed proposals.
11. Amount Transfer to Department — Submitted through MNGO: Approved funds are transferred to the implementing department for MNGO-routed proposals.

Note: This index is a companion to the NGRAM Consolidated Documentation and the individual role-based manuals (NGO, DC/District, State Department, Planning, APEX, Finance, Health and Education). Refer to those documents for step-by-step screen instructions.