

GOVERNMENT OF PUNJAB

**NGO Grant and Monitoring System (NGRAM)**

# **DC and District Level Departments User Manual**

*Proposal Approval, Rejection, Send-Back and Monitoring Guide*

**Official User Documentation**

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## 1. Introduction

This manual is for Deputy Commissioner (DC) and District-level department users of the NGRAM portal. It covers the district-level review of NGO project proposals, including approval, forwarding, rejection, send-back and monitoring actions.

## 2. Logging in to the NGRAM Portal

District-level users log in with their assigned credentials to access their dashboard.

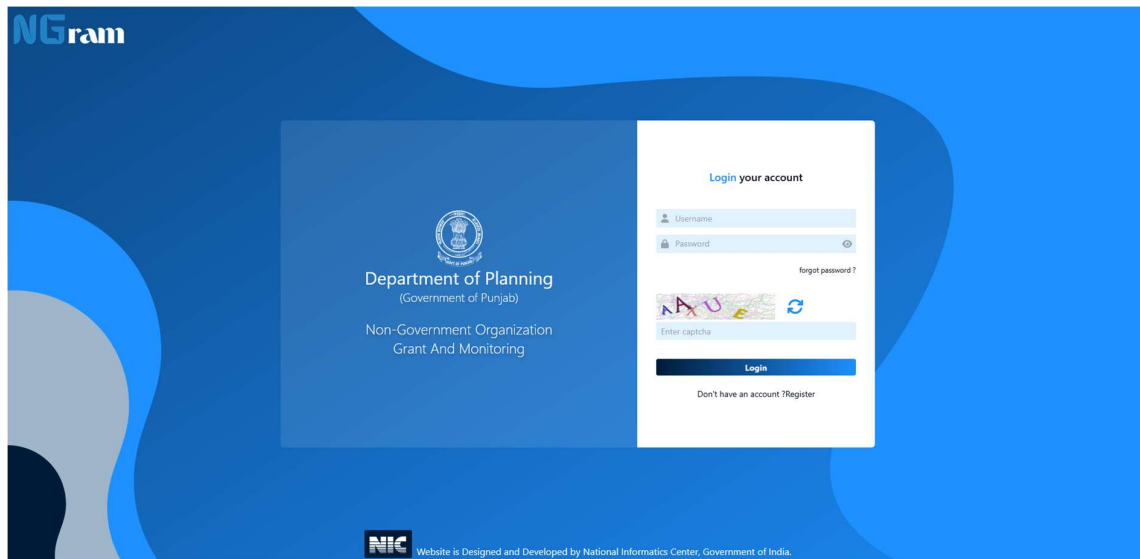


**Figure 1:** NGRAM portal login screen for DC and District Level Department users.

## 3. DC / District Dashboard

The dashboard provides a consolidated, role-based view of proposals pending review, approval or monitoring at the district level.

| #                                                | DEPARTMENT NAME              | PROPOSAL STATUS | TOTAL |
|--------------------------------------------------|------------------------------|-----------------|-------|
| 1                                                | Animal Husbandry             | Submitted       | 0     |
| 2                                                | Animal Husbandry             | Approved        | 0     |
| Total Submitted for Animal Husbandry             |                              |                 | 0     |
| 3                                                | Department of Social Justice | Submitted       | 0     |
| 4                                                | Department of Social Justice | Approved        | 0     |
| Total Submitted for Department of Social Justice |                              |                 | 0     |
| 5                                                | Education                    | Submitted       | 0     |
| 6                                                | Education                    | Approved        | 1     |
| Total Submitted for Education                    |                              |                 | 1     |
| 7                                                | Finance                      | Submitted       | 0     |
| 8                                                | Finance                      | Approved        | 0     |
| Total Submitted for Finance                      |                              |                 | 0     |
| 9                                                | Health                       | Submitted       | 0     |
| 10                                               | Health                       | Approved        | 0     |
| Total Submitted for Health                       |                              |                 | 0     |

Figure 2: DC / District dashboard summarizing proposals pending district-level action.

## 4. Proposal Approval

1. Select the Financial Year from the selection list.
2. Select a proposal and click the Proceed button to continue with approval of the selected proposal.

2024-2025

Total Number of Proposal : 1

Search by Proposal Number and Project Name...

**Submitted**

**NGO Name:** Bhavana Seva Sansthan  
 Proposal number: UR/2017/016059/N/2024-2025/002  
 Scheme : Assistance to NGOs - PM6

**Project :** Awareness Camp For Road Safety Financial Year : (2024-2025)  
**Department:** Education  
 ₹: 50000  
 07-04-2025 to 30-04-2025

**borad subject area**  
 Awareness Camp for road Safety

**project summary**  
 Awareness Camp for road Safety

**Expected benefits**  
 Awareness Camp for road Safety

**Buttons:** Proceed, Reject, Send Back

Figure 3: Proposal Approval screen with financial-year selector and proposal list; the Proceed button opens the selected proposal for review.

Deputy Commissioner Bamala

Project Proposal

Proposal Approval

Monitoring

Fund Utilization

User Management

Reports

Proposal Number : UP/2017/0116059/1/2024-2025/002  
Project Name : Awareness Camp for road Safety

Print Back

Bhawana Sewa Sansthan  
07-04-2025 10:46:31 AM

**NGram**

NGO Details

| Field                   | Value                                                              |
|-------------------------|--------------------------------------------------------------------|
| NGO Code                | 1                                                                  |
| NGO Darpan Unique ID    | UP/2017/0116059                                                    |
| NGO Name                | Bhawana Sewa Sansthan                                              |
| Registration Number     | 925/2003-04                                                        |
| PAN Number              | A*****p                                                            |
| PAN Verification Status | V                                                                  |
| Email ID                | bhawanasansthan@gmail.com                                          |
| Office Phone            | 0522-4962277                                                       |
| Res Phone               | -                                                                  |
| NGO Address             | 417/167 Niwazganj (Near T. B. Hospital) Thakurganj, Lucknow 226003 |
| State Name              | Uttar Pradesh                                                      |

Figure 4: Detailed proposal review screen showing project information available to the DC/District reviewer.

Private Agency | N.A. | Abc | 10000 | abc | w@gmail.com | 2633656565

Total | 10000

Point Of Contact For Proposal

| Name   | Email id     | Mobile Number |
|--------|--------------|---------------|
| Hameet | er@gmail.com | 2323232323    |

Eligibility Conditions

| Select                              | Sr No. | Eligibility                                                                                                                                                                           | Scheme                 |
|-------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <input type="checkbox"/>            | 1      | Duration of Registration: The NGO should typically have been registered for a minimum period (often 3 years or more).                                                                 | Assistance to NGOs/PM6 |
| <input type="checkbox"/>            | 2      | The NGO must be a legally registered entity under the relevant laws of the country (e.g., Societies Registration Act, Indian Trusts Act, or Section 8 of the Companies Act in India). | Assistance to NGOs/PM6 |
| <input checked="" type="checkbox"/> | 3      | The NGO should have a registered bank account in its name for receiving funds.                                                                                                        | Assistance to NGOs/PM6 |

Proposal Track Record

| Sr. no. | Track | Status    | File Location       | Remark | Action Date            |
|---------|-------|-----------|---------------------|--------|------------------------|
| 1       | NGO   | Submitted | Deputy Commissioner | Done   | 07-04-2025 10:46:31 AM |

Enter Remarks \*

FORWARD REJECTED SEND BACK

Fields marked with \* are mandatory.

Figure 5: Continued proposal review screen with additional sections and approval controls.

## 5. Forwarding a Proposal to the Department

Click the Forward button to forward the selected proposal to the concerned department for the next stage of processing.

The screenshot shows the NGRAM web application interface. On the left is a dark blue sidebar with navigation links: Project Proposal, Proposal Approval, Monitoring, Fund Utilization, User Management, and Reports. The main content area is light gray and displays a proposal form. At the top, there's a table with 'Total' value 10000. Below is a 'Point Of Contact For Proposal' table with columns Name, Email id, and Mobile Number. The contact is Harmeet, er@gmail.com, 2323232323. Next is an 'Eligibility Conditions' table with columns Select, Sr. No., Eligibility, and Scheme. Three conditions are listed, with the third one selected. A small pop-up dialog box is open over the third condition, asking 'Are you sure?' with 'OK' and 'Cancel' buttons. Below this is a 'Proposal Track Record' table with columns Sr.no., Track, Status, File Location, Remark, and Action Date. The first entry shows a submitted proposal by the Deputy Commissioner. At the bottom, there's a 'Forward' button, a 'Rejected' button, and a 'Send Back' button. A note at the bottom states 'Fields marked with \* are mandatory.'

**Figure 6:** Proposal screen showing the Forward button used to route the proposal to the concerned department.

This screenshot shows the same NGRAM Proposal screen as Figure 6, but with a success confirmation pop-up dialog box in the center. The dialog box has a green checkmark icon and the text 'Success Forwarded to Department.' with a 'Close' button. The background form is dimmed. The 'Forward' button in the bottom bar is now disabled, and the 'Rejected' and 'Send Back' buttons are still visible. The rest of the interface elements remain the same as in Figure 6.

**Figure 7:** Confirmation view after the proposal has been forwarded to the department.

## 6. Rejecting a Proposal

1. Click the Reject button to reject the proposal. A confirmation pop-up appears — click OK to proceed, or Cancel to abort.

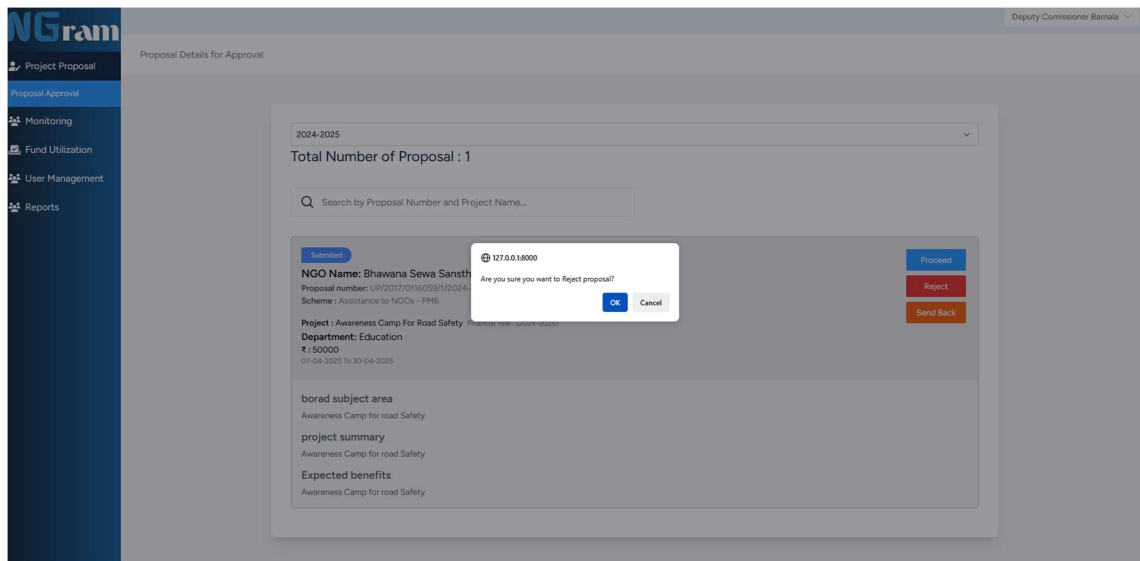


**Figure 8:** Reject Proposal screen showing the Reject action and confirmation pop-up.

Enter the remarks explaining the reason for rejection, then click Save to reject the proposal.

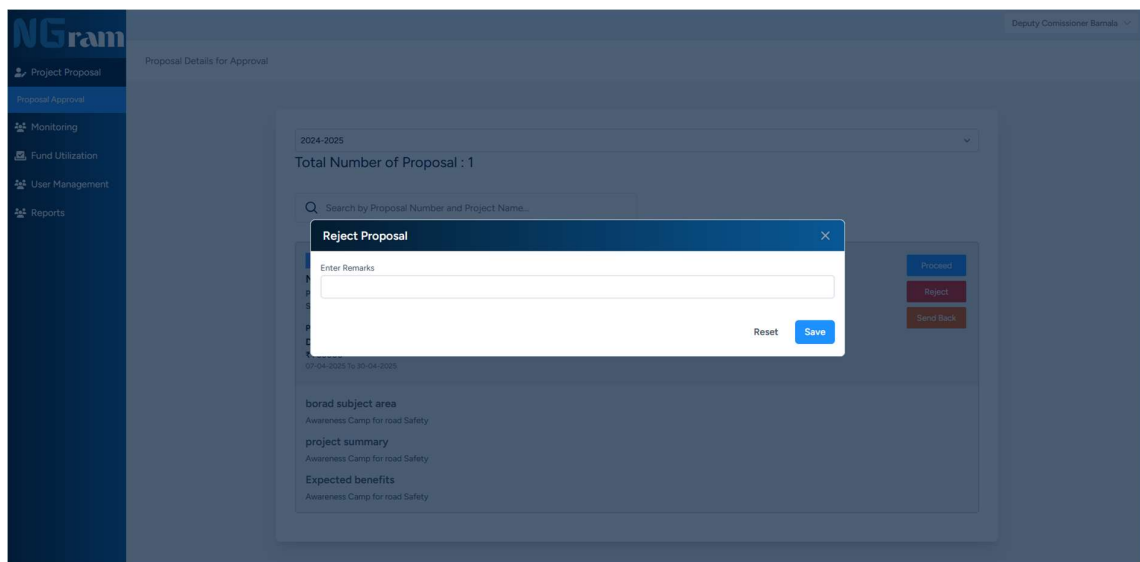


**Figure 9:** Remarks entry screen used to record the reason for rejection before saving.

## 7. Sending Back a Proposal

1. Click the Send Back button to send the proposal back. A confirmation pop-up appears — click OK to proceed, or Cancel to abort.

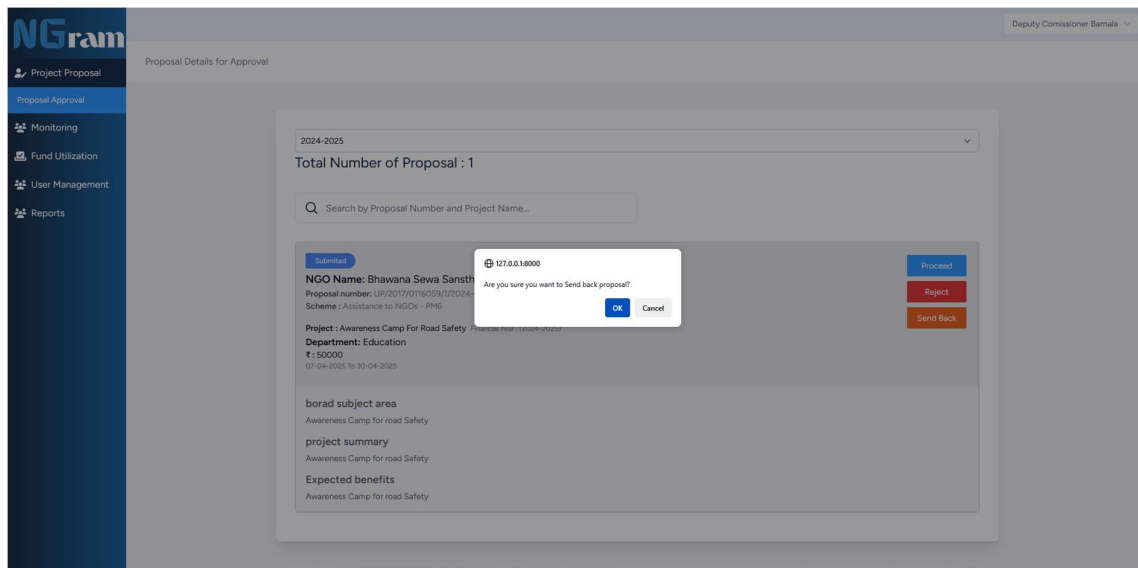


**Figure 10:** Send Back Proposal screen showing the Send Back action and confirmation pop-up.

Select the role to which the file should be sent back and enter remarks, then click Save to send back the proposal.

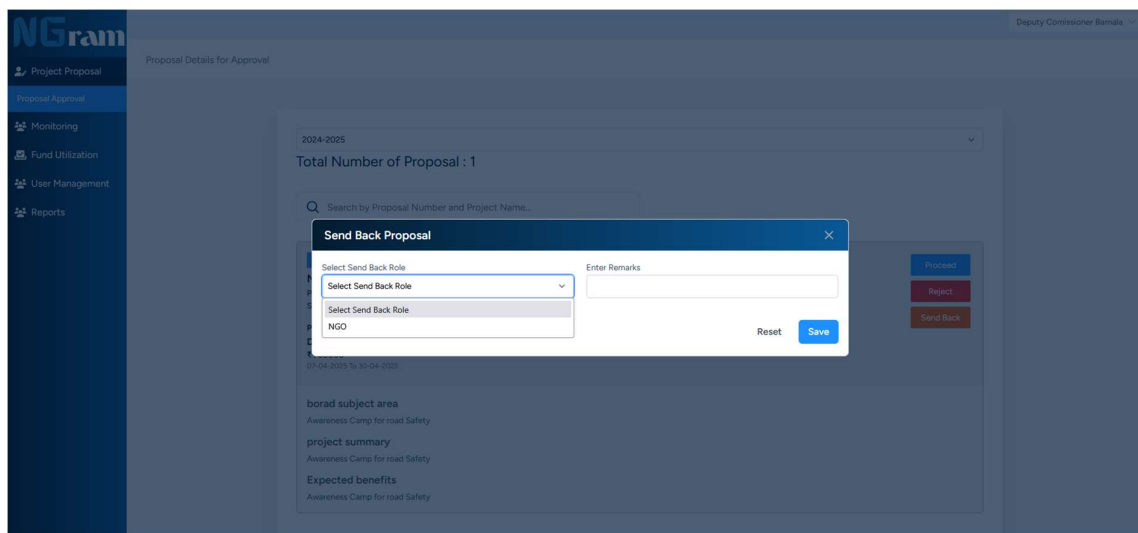


**Figure 11:** Send-back screen showing the target role selector and remarks field.

## 8. Monitoring — Deputy Commissioner (DC)

The Deputy Commissioner can send back or verify monitoring submissions received from NGOs.

1. Verify All: Click the Forward button to verify and forward all monitoring entries at once.
2. For individual event-level approval, click the Verify button against the specific event.

Verify Work Monitoring

DC Amritsar

Project Proposal

Monitoring

Verify Proposal List

Verify Work Monitoring

User Management

Reports

CREATED EVENTS

Proposal Number: UP/2017/0116059/1/2024-2025/002

| Sr No. | Sub Objectives   | Title Name  | Starting Date | Completion Date | Beneficiaries Present | Amount Utilized | Approver Remarks |
|--------|------------------|-------------|---------------|-----------------|-----------------------|-----------------|------------------|
| 1      | Awareness test 1 | Road Safety | 07-04-2025    | 07-04-2025      | 500                   | 10000           |                  |
| Total: |                  |             |               |                 | 500                   | 10000           |                  |

EVENTS DATA

| Sr No.                     | Title       | Description | Status               | Image/Pdf     | Action           |
|----------------------------|-------------|-------------|----------------------|---------------|------------------|
| Event Detail : Road Safety |             |             |                      |               |                  |
| 1                          | Road Safety | Road Safety | Pending for Approval | Download File | Send Back Verify |
| 2                          | Road Safety | Road Safety | Pending for Approval | Download File | Send Back Verify |

Remarks

Forward

**Figure 12:** DC Monitoring screen showing the Verify All / Forward option and the list of submitted monitoring events.

Verify Work Monitoring

DC Amritsar

Project Proposal

Monitoring

Verify Proposal List

Verify Work Monitoring

User Management

Reports

CREATED EVENTS

Proposal Number: UP/2017/0116059/1/2024-2025/002

| Sr No. | Sub Objectives   | Title Name  | Starting Date | Completion Date | Beneficiaries Present | Amount Utilized | Approver Remarks |
|--------|------------------|-------------|---------------|-----------------|-----------------------|-----------------|------------------|
| 1      | Awareness test 1 | Road Safety | 07-04-2025    | 07-04-2025      | 500                   | 10000           |                  |
| Total: |                  |             |               |                 | 500                   | 10000           |                  |

EVENTS DATA

| Sr No.                     | Title       | Description | Status   | Image/Pdf     | Action |
|----------------------------|-------------|-------------|----------|---------------|--------|
| Event Detail : Road Safety |             |             |          |               |        |
| 1                          | Road Safety | Road Safety | Verified | Download File |        |
| 2                          | Road Safety | Road Safety | Verified | Download File |        |

Remarks

Done

Forward

Success

Verified by Deputy Commissioner.

Close

**Figure 13:** Individual event monitoring detail screen with the Verify action for event-level approval.

**Note:** DC/District users are a key checkpoint in the DC-routed workflow — they can approve, forward, reject, or send back a proposal, and independently verify monitoring submissions.