

GOVERNMENT OF PUNJAB

NGO Grant and Monitoring System (NGRAM)

NGO User Manual

Registration, Profile Setup, Proposal Submission and Monitoring Guide

Official User Documentation

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1. Introduction

This manual guides Non-Government Organization (NGO) users through the complete NGRAM portal journey — from initial registration, building the NGO profile, submitting a new project proposal, tracking its status, through to monitoring and uploading progress against approved work.

2. NGO Registration

A new NGO first registers on the portal, providing organizational details required to create its account.

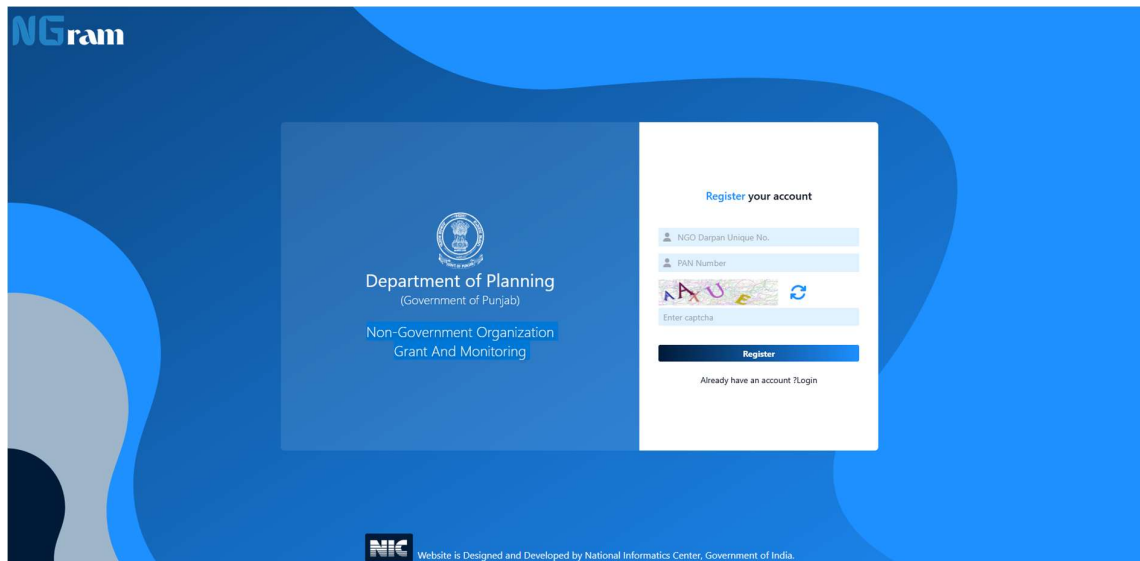


Figure 1: NGO Registration screen used by a new organization to create its NGRAM account.

3. Logging in to the NGRAM Portal

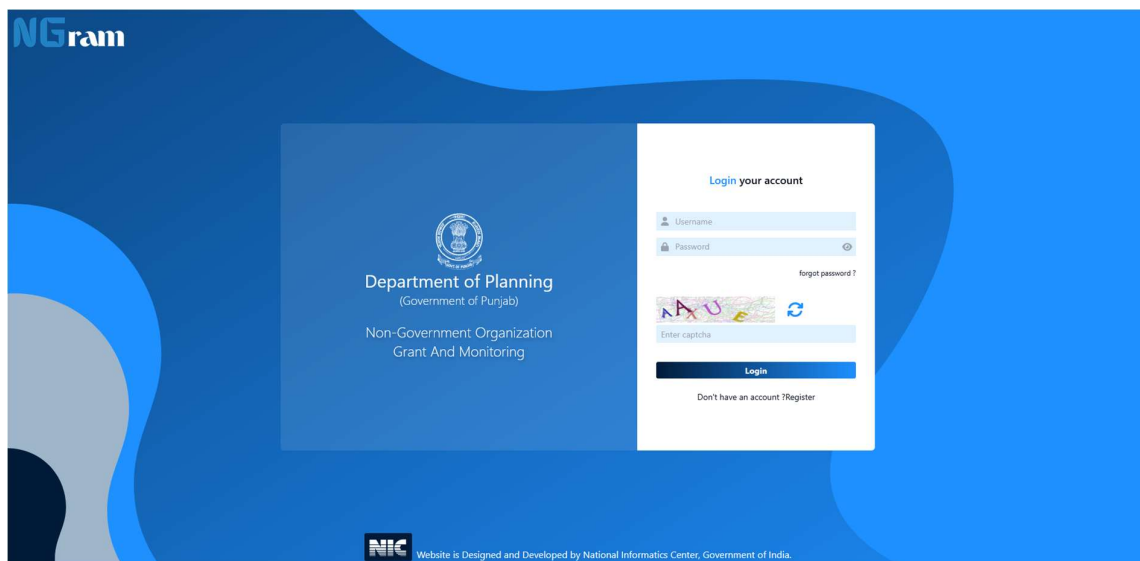


Figure 2: NGRAM portal login screen for registered NGO users.

4. NGO Dashboard

After login, the NGO lands on its dashboard, which summarizes proposals, their statuses, and quick links to key modules.

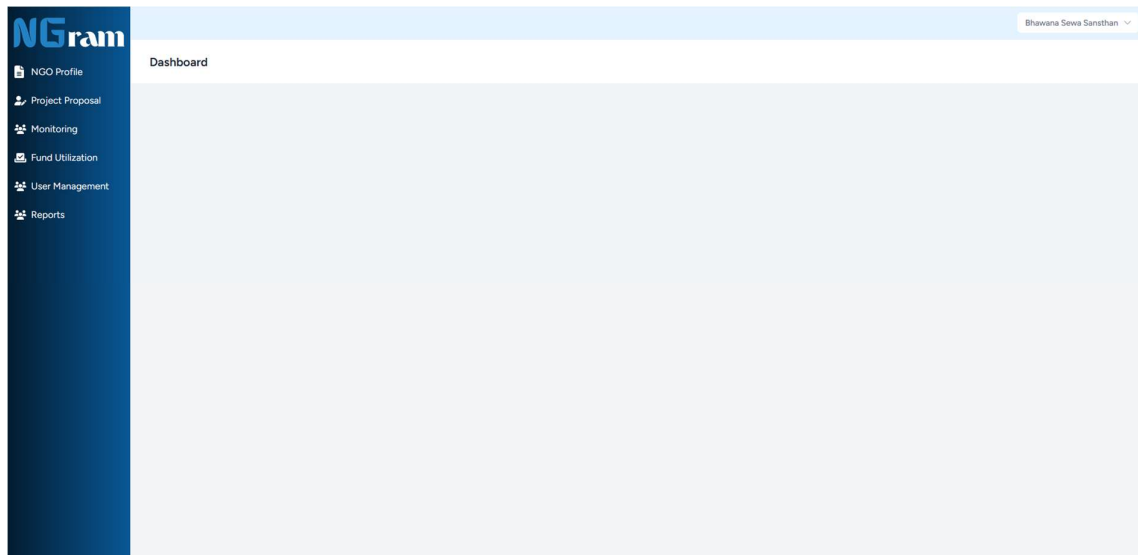


Figure 3: NGO dashboard showing a summary of proposals and their current status.

5. NGO Profile — Registration and Supporting Details

Before submitting a proposal, the NGO completes its organizational profile, covering prior projects, staff, assets and banking details.

5.1 NGO Registration Screen (Profile)

Navigation: NGO Profile → NGO Registration Screen

Check NGO Details		
NGO Darpan Unique ID UP/2017/0116059	NGO Name Bhawana Sewa Sansthan	Registration Number 925/2003-04
PAN Number A*****P	PAN Verified V	Email Id bhawanasanstan@gmail.com
Office Phone 0522-4962277	Res Phone -	NGO Address 417/167 Niwazganj (Near T. B. Hospital) Thakurganj, Lucknow 226003
State Name Uttar Pradesh	District Name Kanpur Nagar	Registration State Uttar Pradesh
NGO Type Society	NGP Registering Authority Registrar of Societies	PIN Code 226003
City Lucknow	Registration City Faizabad	Registration Date 09-01-2004

Figure 4: NGO Profile registration screen capturing core organizational details.

5.2 Previous Projects

Navigation: NGO Profile → Project by NGO

PROJECTS

Broad Subject Area * weak student extra classes

Project Name * weak student extra classes

Project Cost In ₹ * 1000000

Project Summary * weak student extra classes

Benefits * weak student extra classes

Financial Year 2024-2025

Completion Status * Completed

From Date * 04 / 02 / 2025

To Date * 04 / 25 / 2026

SOURCES OF FUNDS

Agency Type * Select Option

Amount In ₹ *

Agency Name *

Agency Address *

Email Id *

Mobile Number * 10-digit mobile number

Add Source of Funds

Agency Type	Department	Agency Name	Amount (₹)	Agency Address	Email Id	Mobile Number	Action
State Govt	Education	state	1000000	malerkotla	kash@nic.in	0	

Figure 5: Previous Projects screen where the NGO records details of projects it has previously undertaken.

5.3 Staff Details

Navigation: NGO Profile → Staff Details

Registration

Profile Projects by NGO **Staff Details** Assets Bank Details

+ ADD STAFF

Sr No.	Name	Mobile No.	Email	Qualification	Experience (in months)	Actions
1	harmeet singh	9865447555	mohd.kashif@nic.in	Post Graduation	45	

Figure 6: Staff Details screen capturing information about the NGO's personnel.

5.4 Assets

Navigation: NGO Profile → Assets

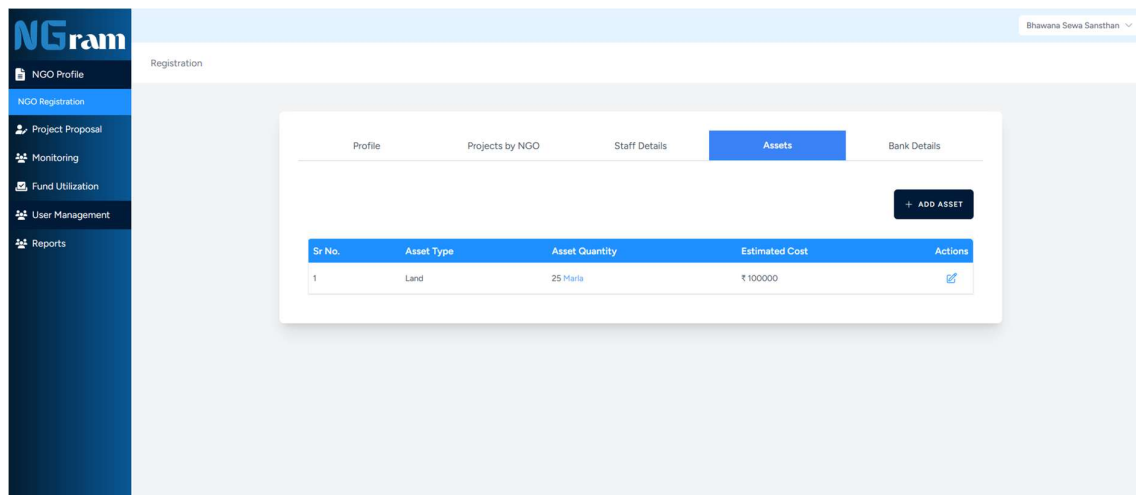


Figure 7: Assets screen where the NGO records its organizational assets.

5.5 Bank Details

Navigation: NGO Profile → Bank Details

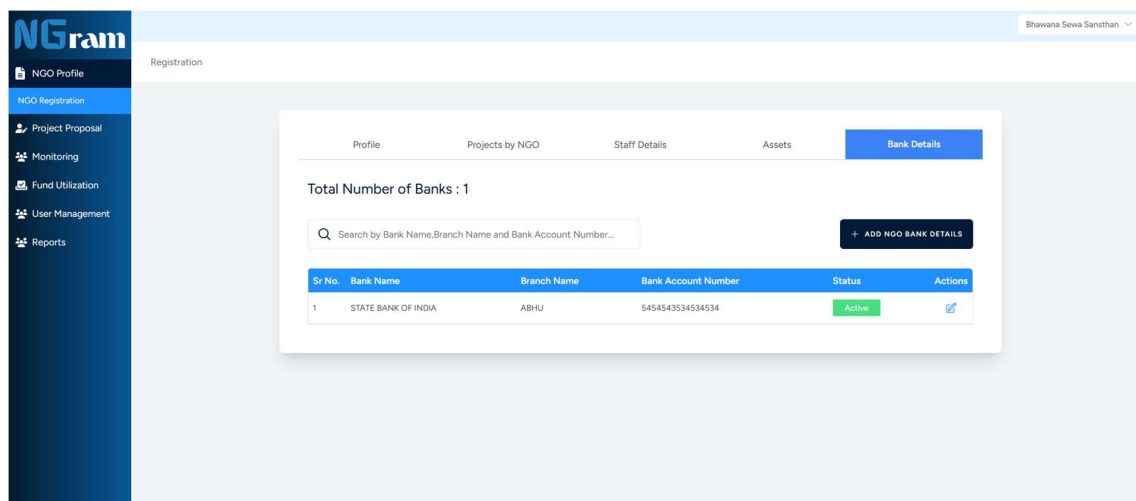


Figure 8: Bank Details screen capturing the NGO's bank account information used for fund disbursement.

6. Applying for a New Proposal

6.1 Add Proposal

Navigation: Apply for New Proposal → Add Proposal

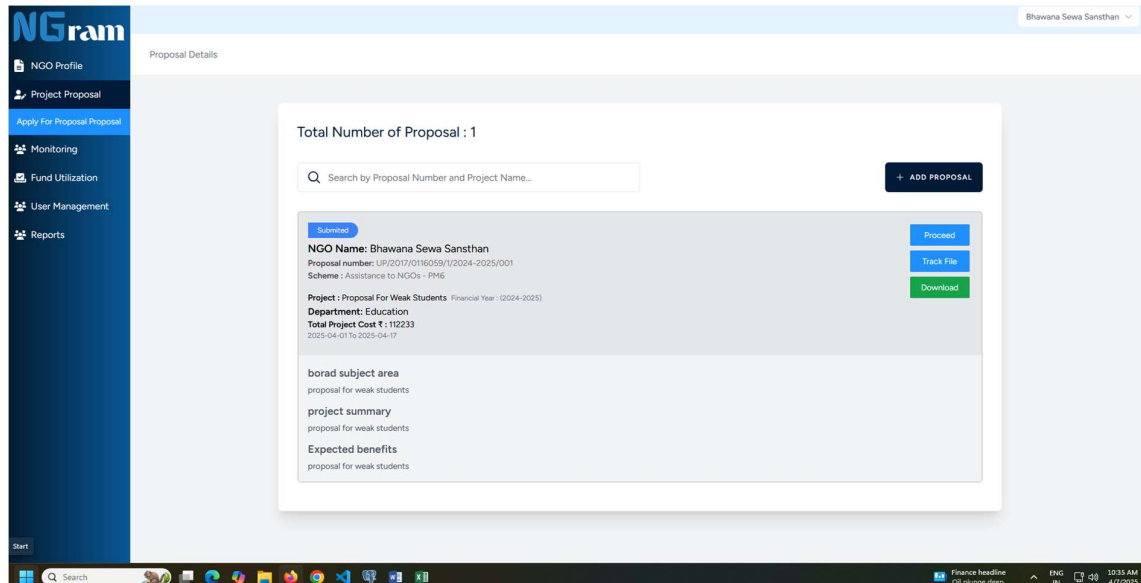


Figure 9: Add Proposal screen where the NGO begins creating a new project proposal.

Press the Add Proposal button to begin entering proposal details.

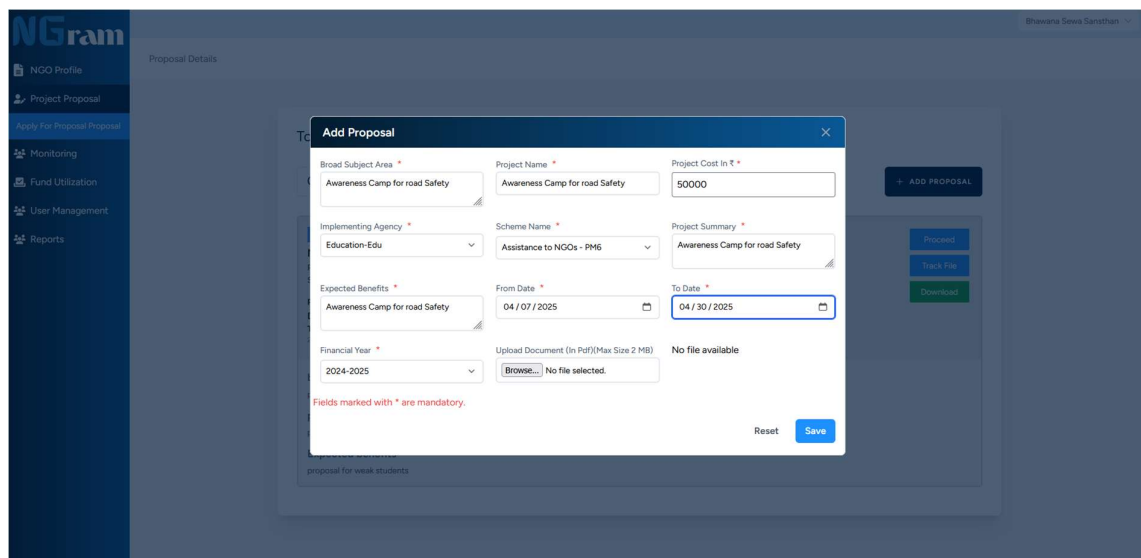


Figure 10: Proposal entry form opened after clicking Add Proposal.

6.2 Districts to be Covered

NGram

NGO Profile

Project Proposal

Apply For Proposal Proposal

Monitoring

Fund Utilization

User Management

Reports

Districts

Objectives

Source of Funds

Point of Contact

Submit

Preview Submitted Form

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

Project Name : Awareness Camp for road Safety

DISTRICTS TO BE COVERED

State *
Punjab

District *
Select Option

ADD DISTRICT

SAVED DISTRICTS

Igddistcode	District Name	Action
27	Amritsar	
34	Jalandhar	
605	Barnala	

Fields marked with * are mandatory.

PREVIOUS

NEXT

Figure 11: Screen for selecting the districts to be covered under the proposed work.

6.3 Proposal Objectives

1. Add Objective.
2. Press the Save button.

NGram

NGO Profile

Project Proposal

Apply For Proposal Proposal

Monitoring

Fund Utilization

User Management

Reports

Districts

Objectives

Source of Funds

Point of Contact

Submit

Preview Submitted Form

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

Project Name : Awareness Camp for road Safety

OBJECTIVE

Purpose *
Select Option

Objective *
Select Option

Sub-Objective *
Select Option

Number Of Beneficiaries *

Amount in ₹ *

ADD OBJECTIVE

Purpose	Objective	Sub-Objective	Number Of Beneficiaries	Required Amount	Action
Awareness	To Improve Health Awareness 1	Awareness test 1	500	40000	

Fields marked with * are mandatory.

Save

Reset Form

PREVIOUS

NEXT

Figure 12: Proposal Objectives screen used to record the objectives of the project.

6.4 Source of Funds

1. Add Source of Funds.
2. Press the Save button.

6.5 Point of Contact

- NGram

NGO Profile

Project Proposal

Apply For Proposal Proposal

Monitoring

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Districts

Objectives

Source of Funds

Point of Contact

Submit

Preview Submitted Form

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

Project Name : Awareness Camp for road Safety

CONTACT PERSON

Name *

Email Id *

Mobile Number *

Enter 10-digit mobile number

ADD CONTACT PERSON

Name	Email Id	Mobile Number	Action
Save Reset Form			

SAVED CONTACT PERSON

Name	Email Id	Mobile Number	Action
Harmeet	er@gmail.com	2323232323	

Fields marked with * are mandatory.

PREVIOUS

NEXT

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7. Previewing and Submitting the Proposal

NGram

NGO Profile
Project Proposal
Apply For Proposal Proposal
Monitoring
Fund Utilization
User Management
Reports

Districts Objectives Source of Funds Point of Contact **Submit** Preview Submitted Form

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

NGO Details

Bhawana Sewa Sansthan Society

UP/2017/0116059
http://www.bhawanaindia.com
bhawanasansthan@gmail.com
Lucknow, Kanpur Nagar, Uttar Pradesh
0522-4962277
-

Act name: 1860
PAN number: A*****P Verified
PIN: 226003

Registration
025/2003-04
Faizabad, Uttar Pradesh
09-01-2004 - 08-01-2029
Registrar of Societies

FCRA
Not available Not registered

Contact us
Shikha Jain(President) 9450863809 417/167 Niwazganj (Near T. B. Hospital) Thakurganj, Lucknow 226003

DETAILS

Member Detail		Staff Detail	Asset Detail	Bank Detail		
Sr No.	Member Name	Designation	Aadhar Number	PAN Number	Email Id	Mobile No.
1	Anil Kumar Singh	Vice President	9*****5	C*****M	bhawanasansthan@gmail.com	9872221887
2	Chandra Deo Dixit	Manager	3*****5	A*****F	bhawanasansthan@gmail.com	9872221888
3	Khushboo Saxena	Treasurer	4*****2	G*****F	sanjiv172@gmail.com	

Figure 15: Proposal summary screen aggregating all sections entered so far.

NGram

NGO Profile
Project Proposal
Apply For Proposal Proposal
Monitoring
Fund Utilization
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Reports

Proposal

Proposal Details

Bhawana Sewa Sansthan
Proposal No: UP/2017/0116059/1/2024-2025/002
Scheme : Assistance to NGOs - PM6

Name Of Project : Awareness Camp For Road Safety
Department: Education
Total Project Cost(₹) : 50000
Duration : 07-04-2025 - 30-04-2025
Status : Pending
Financial Year : 2024-2025

Broad Subject Area
Awareness Camp for road Safety

Project Summary
Awareness Camp for road Safety

Expected Benefits
Awareness Camp for road Safety

Districts To Be Covered

Sr. No.	District Name
1	Amritsar
2	Jalandhar
3	Barnala

Proposal Objectives

Purpose	Objective	Sub-Objective	Number Of Beneficiaries	Required Amount
Awareness	To Improve Health Awareness 1	Awareness test 1	500	40000

Proposal Fund Details

Agency Type	Department	Agency Name	Amount (₹)	Agency Address	Email Id	Mobile Number
Private Agency	N.A.	Abc	10000	abc	w@gmail.com	2633656565

Figure 16: Proposal preview screen shown before final submission.

1. Preview the proposal.
2. Press the Submit button to forward the proposal to the respective Deputy Commissioner (DC) for the selected districts.

Harmeet er@gmail.com 23232323

Eligibility Conditions *

Select	Sr No.	Eligibility	Scheme
☐	1	Duration of Registration: The NGO should typically have been registered for a minimum period (often 3 years or more).	Assistance to NGOs / PM6
☐	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
☒	3	The NGO should have a registered bank account in its name for receiving funds.	Assistance to NGOs / PM6

Forward Proposal

Forward Through Deputy Commissioner/Mother NGO *

Forward Through Deputy Commissioner (DC)

Enter Remarks *

Done

SUBMIT

Fields marked with * are mandatory.

PREVIOUS **NEXT**

Figure 17: Proposal preview and Submit screen used to forward the proposal to the relevant DC(s).

Proposal

Bhawana Sewa Sansthan

Districts Objectives Source of Funds Point of Contact **Preview Submitted Form**

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

Print **Back**

NGram

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

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 Niaznani (Near T. R. Hospital) Thakernani Lucknow 226003

Figure 18: Read-only preview of the proposal after it has been submitted.

8. Withdrawing a Proposal

Navigation: Apply for Proposal → Withdraw

1. Click Withdraw to withdraw the proposal, if the NGO does not wish to proceed further.

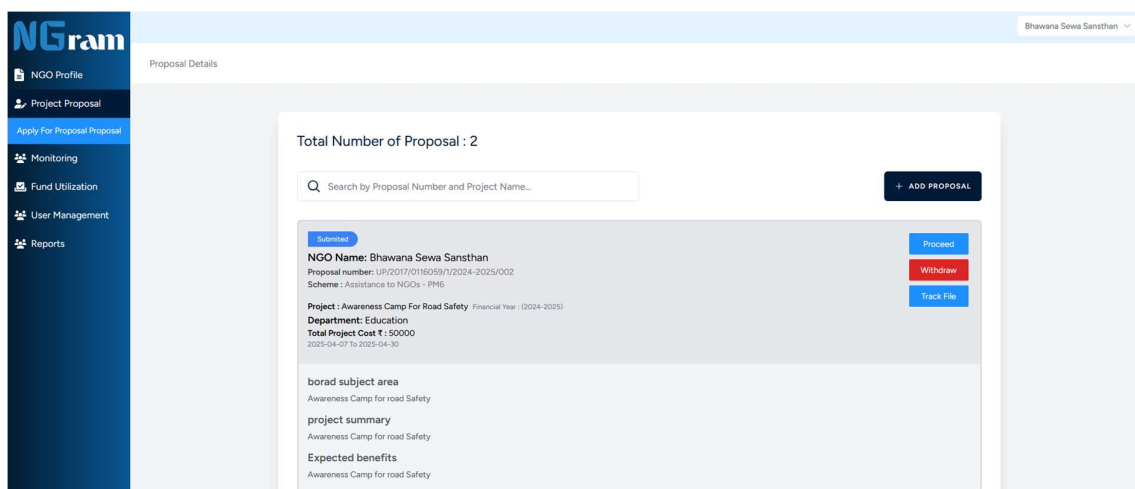


Figure 19: Withdraw Proposal screen allowing the NGO to retract a submitted proposal.

9. Tracking a Proposal

The NGO can track the current position of its proposal by clicking the “Track File” button.

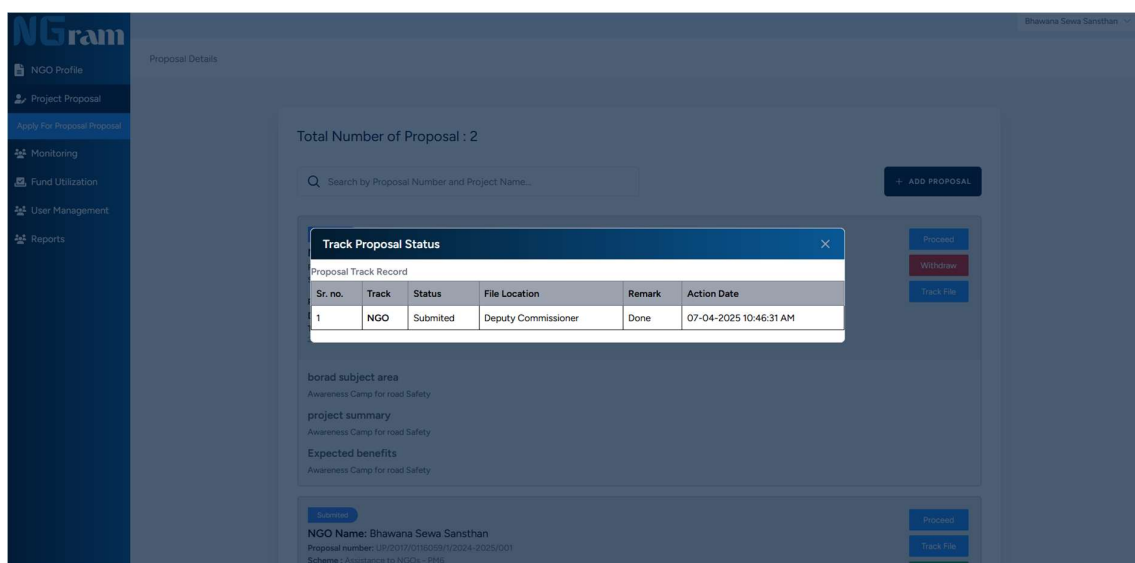


Figure 20: Proposal list screen with the Track File action used to view the current stage of a proposal.

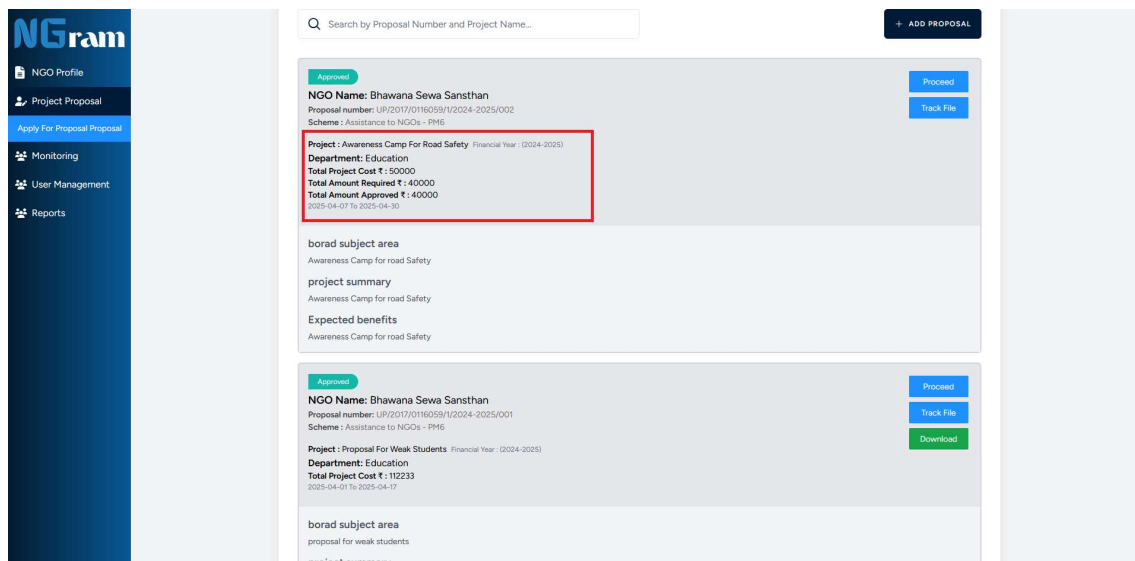


Figure 21: Track Proposal Status screen showing the stage-by-stage movement of the proposal across roles.

10. Proposal Monitoring — Uploading Work

Navigation: Monitoring → Proposal List

1. Click “View Proposal” to view the complete proposal.
2. Click “Upload Work” to create events and upload work for the respective event.

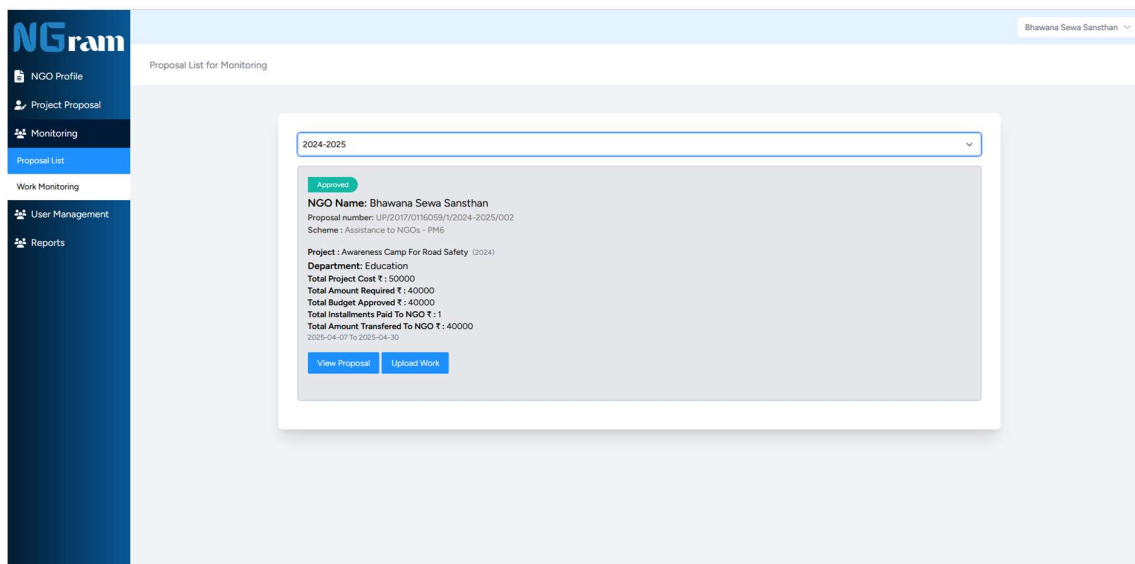


Figure 22: Monitoring – Proposal List screen with View Proposal and Upload Work actions.

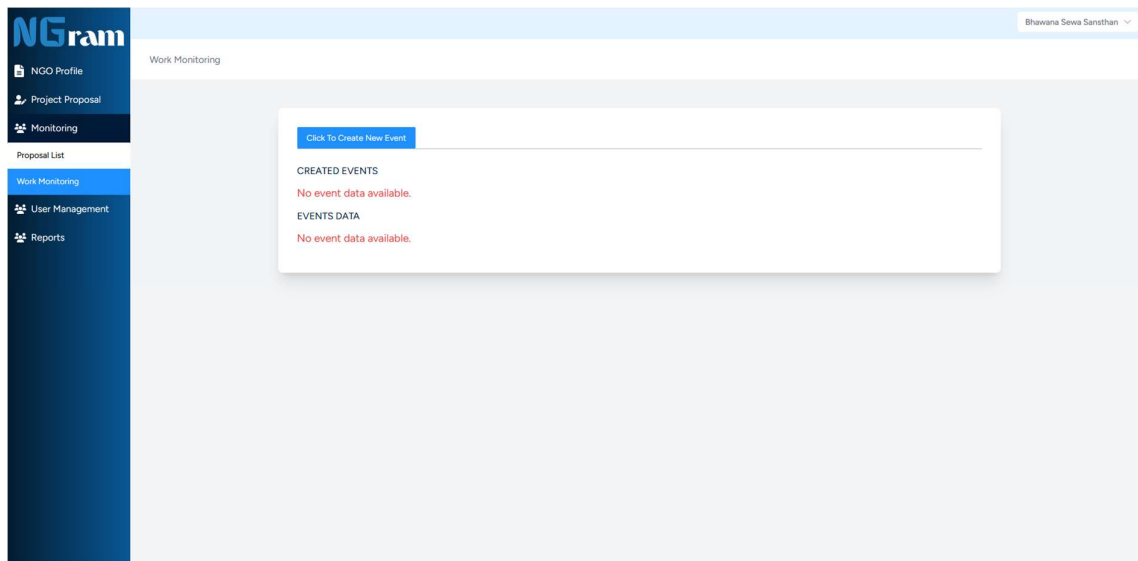


Figure 23: Upload Work screen used to begin creating a monitoring event.

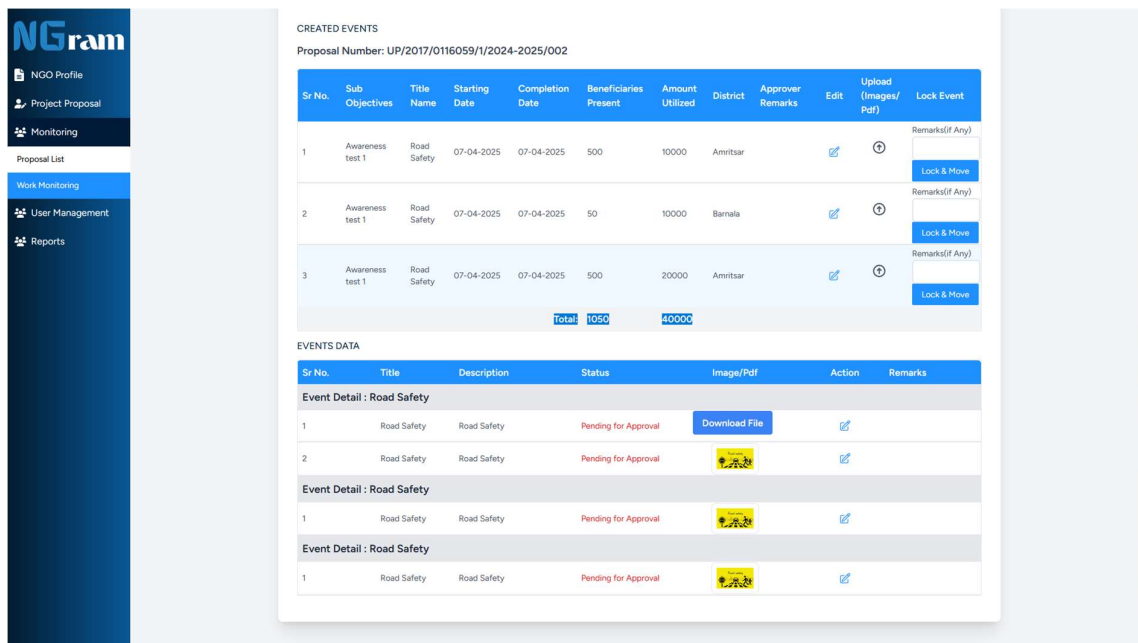


Figure 24: Event creation and work-upload form capturing progress details and supporting attachments for the event.

Click the Lock and Move button to move the monitoring event to the Deputy Commissioner.

NGram

NGO Profile
Project Proposal
Monitoring
Proposal List
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 Utilised	District	Approver Remarks	Edit	Upload (Images/Pdf)	Lock Event
1	Awareness test 1	Road Safety	07-04-2025	07-04-2025	500	10000	Amritsar				
2	Awareness test 1	Road Safety	07-04-2025	07-04-2025	50	10000	Barnala				Lock & Move
3	Awareness test 1	Road Safety					Amritsar				Lock & Move

Success
Forwarded to Deputy Commissioner.
Close

EVENTS DATA

Sr.No.	Title	Image/Pdf	Action	Remarks
Event Detail : Road Safety				
1	Road Safety		Pending for Approval	Download File
2	Road Safety		Pending for Approval	
Event Detail : Road Safety				
1	Road Safety		Pending for Approval	
Event Detail : Road Safety				
1	Road Safety		Pending for Approval	

Figure 25: Monitoring event screen showing the Lock and Move action used to send the event to the Deputy Commissioner for verification.

Note: Once a monitoring event is locked and moved, it can no longer be edited by the NGO and becomes visible to the Deputy Commissioner for verification, as described in the DC & District Departments manual.