

GOVERNMENT OF PUNJAB

NGO Grant and Monitoring System (NGRAM)

State Departments User Manual

Proposal Review, Budget Approval and Fund Release Guide

Official User Documentation

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1. Introduction

This manual is for State Department users of the NGRAM portal. It covers proposal review and approval, budget sanction to the NGO, and release of sanctioned funds — the core responsibilities of a State Department within the grant lifecycle.

2. Logging in to the NGRAM Portal

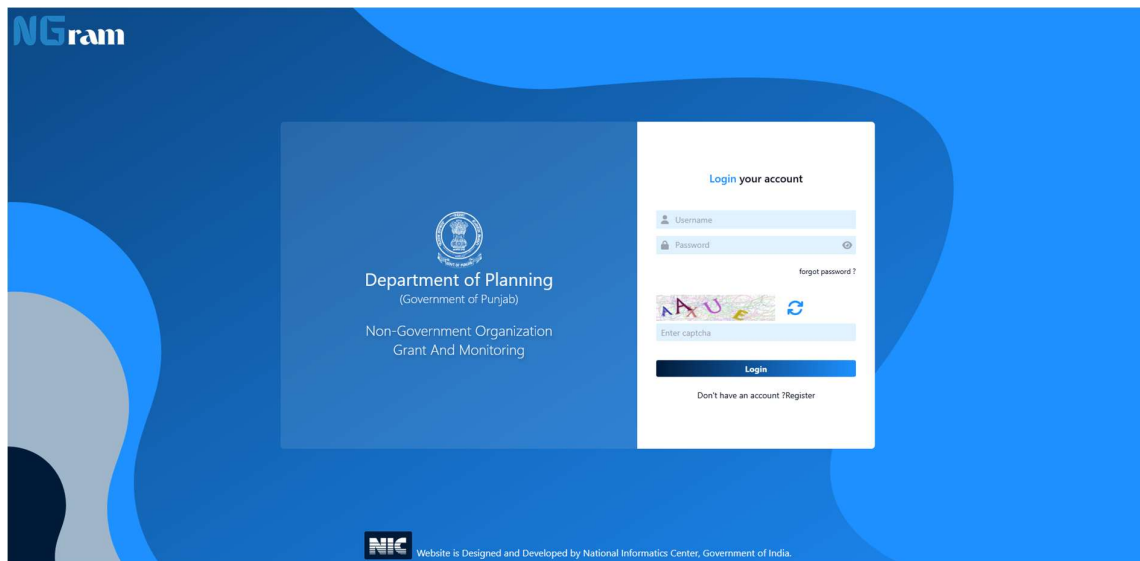


Figure 1: NGRAM portal login screen for State Department users.

3. State Department Dashboard

The dashboard presents a consolidated view of proposals and budgets pending action at the State Department level.

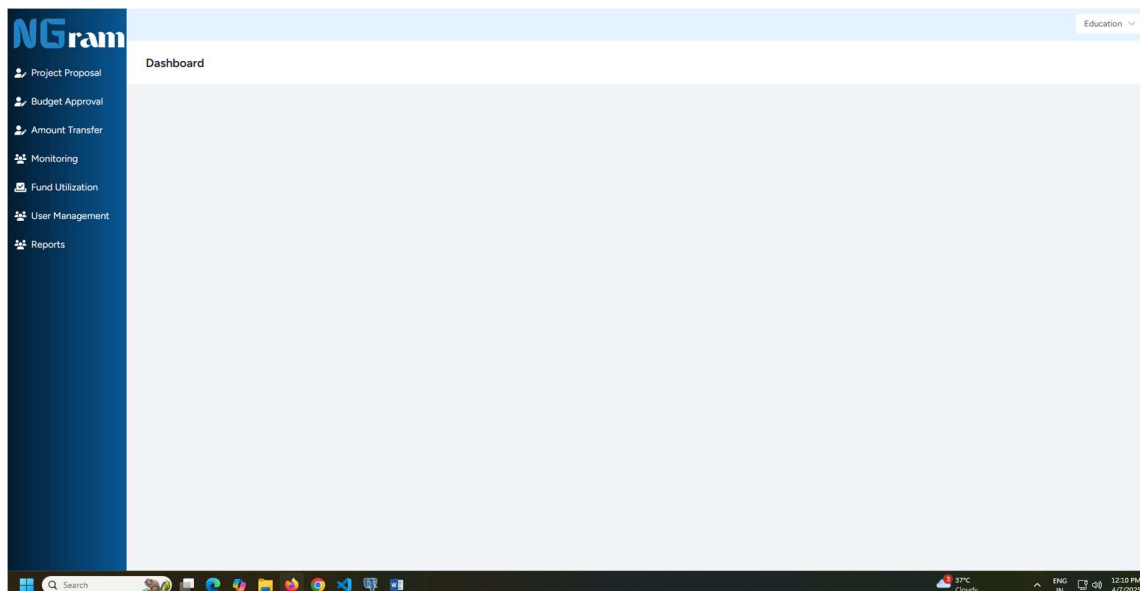


Figure 2: State Department dashboard summarizing proposals and budgets pending review.

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.

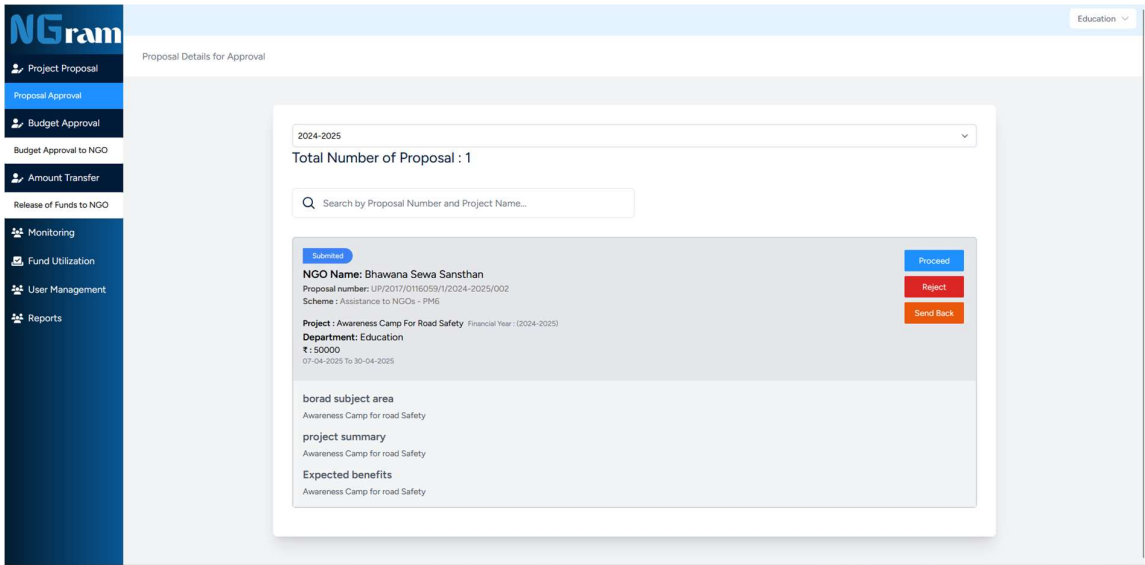


Figure 3: Proposal Approval screen with the financial-year selector and proposal list.

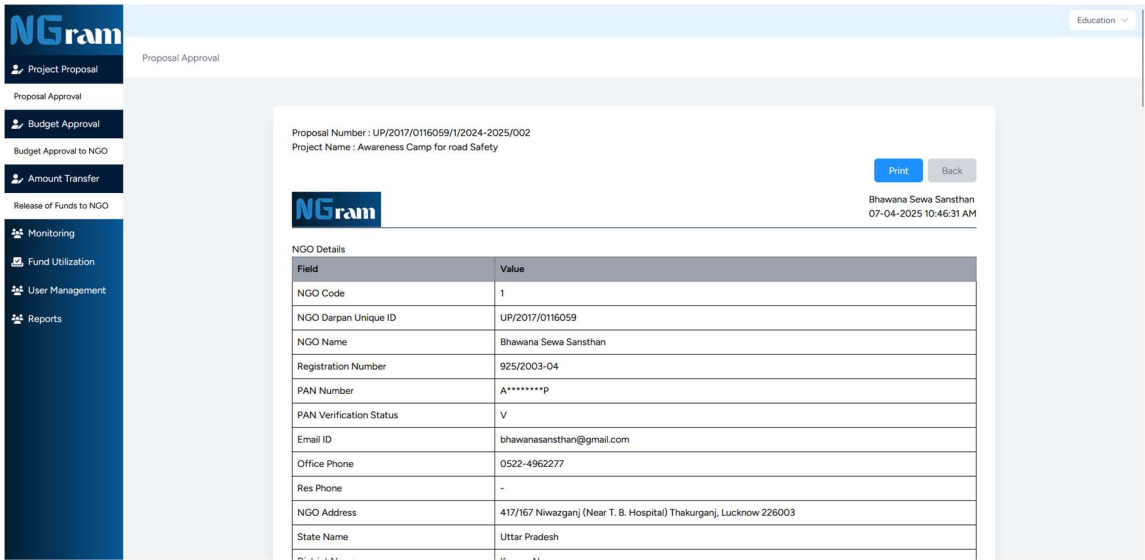


Figure 4: Detailed proposal review screen showing project and financial information for the State Department reviewer.

Total: 10000

Point Of Contact For Proposal

Name	Email id	Mobile Number
Harmeet	er@gmail.com	2323232323

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

Proposal Track Record

Sr. no.	Track	Status	File Location	Remark	Action Date
1	Deputy Commissioner	Forwarded	Department	Done	07-04-2025 11:31:35 AM
2	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 review sections.

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.

Are you sure?

OK **Cancel**

Figure 6: Proposal screen showing the Forward action used to route the proposal onward.

The screenshot shows the NGRAM Project Proposal form. A central pop-up window displays a green checkmark and the text "Success Forwarded to Planning Department." with a "Close" button. The background form includes sections for "Point Of Contact For Proposal", "Eligibility Conditions", and "Proposal Track Record".

Name	Email id	Mobile Number
Harmeet	er@gmail.com	2323232323

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 Indian Trusts Act, or	Assistance to NGOs/PM6
☒	3	The NGO should have	Assistance to NGOs/PM6

Sr. no.	Track	Forwarded to	Remark	Action Date
1	Department	Forwarded to Planning Department	Done	07-04-2025 12:13:33 PM
2	Deputy Commissioner	Forwarded to Department	Done	07-04-2025 11:31:35 AM
3	NGO	Submitted to Deputy Commissioner	Done	07-04-2025 10:46:31 AM

Buttons: FORWARD, REJECTED, SEND BACK

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

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.

The screenshot shows the NGRAM Reject Proposal screen. A central pop-up window asks "Are you sure you want to Reject proposal?" with "OK" and "Cancel" buttons. The background form displays proposal details for "Bhawana Sewa Sanstha" and includes a "Reject" button.

2024-2025

Total Number of Proposal : 1

Search by Proposal Number and Project Name...

Submitted

NGO Name: Bhawana Sewa Sanstha

Proposal number: UP/2017/0116058/1/2024

Scheme : Assistance to NGOs - PM6

Project : Awareness Camp For Road Safety

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

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

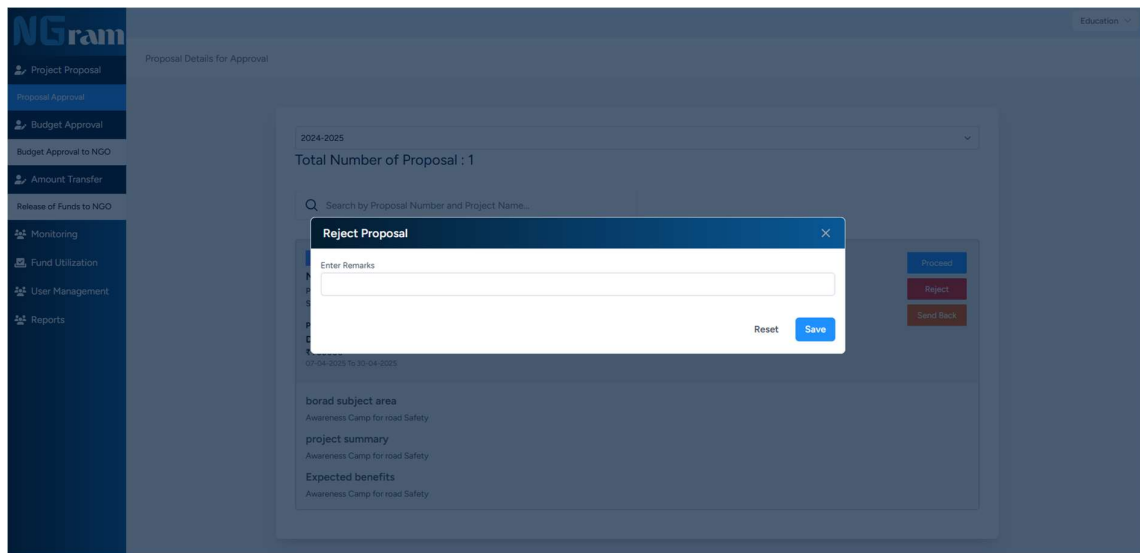


Figure 9: Remarks entry screen used to record the reason for rejection before saving.

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.

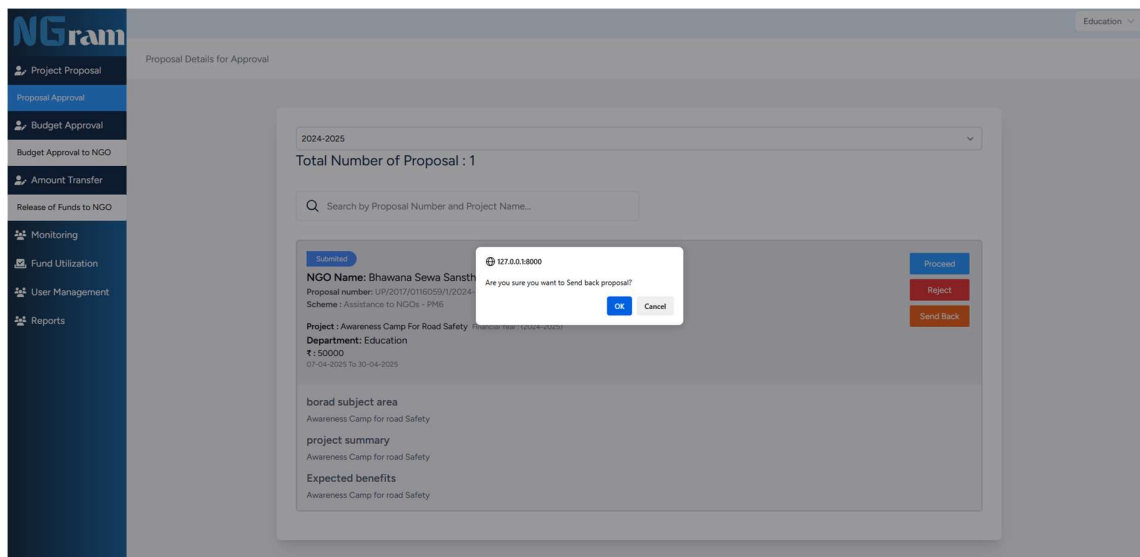


Figure 10: Send Back Proposal screen showing the Send Back action and confirmation pop-up.

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

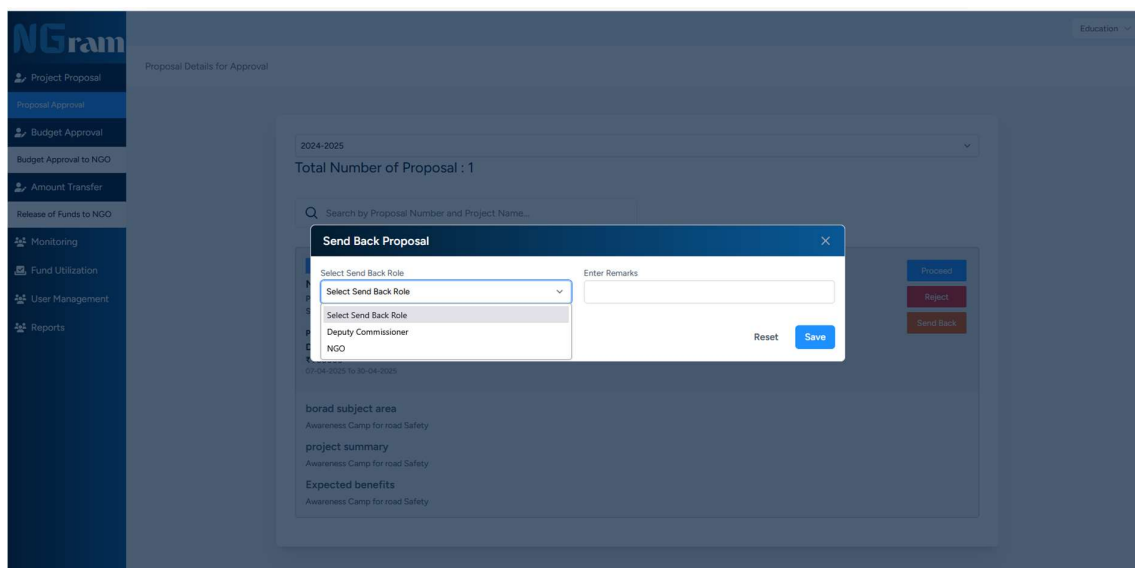


Figure 11: Send-back screen showing the target role selector and remarks field.

8. Budget Approval to NGO

Navigation: Budget Approval → Budget Approval to NGO

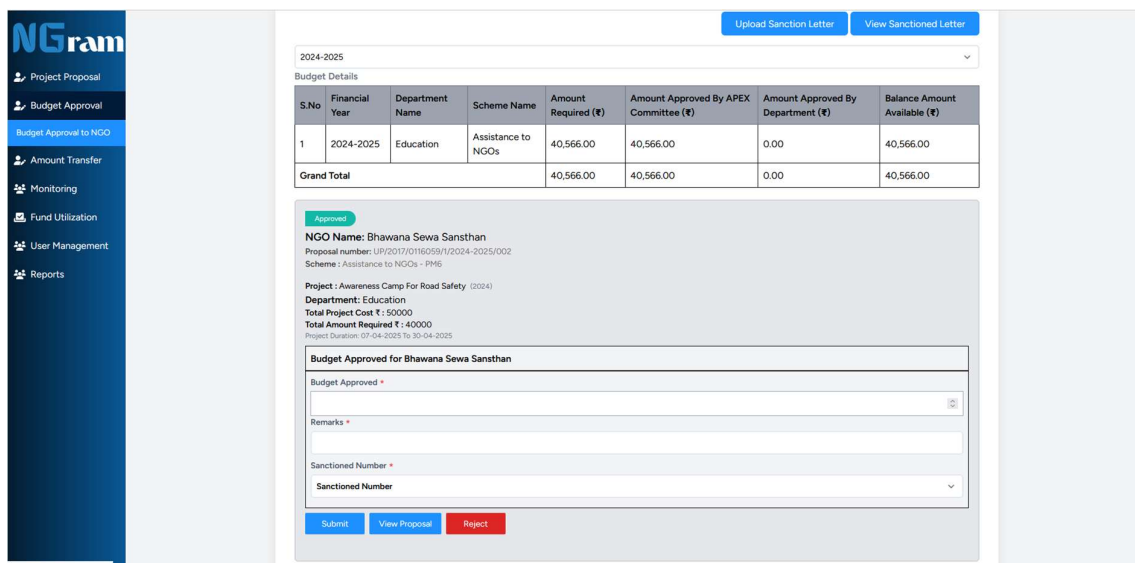


Figure 12: Budget Approval to NGO screen listing budgets ready for sanction to the NGO.

Uploading the Sanction Letter

1. Click the “Upload Sanction Letter” button.

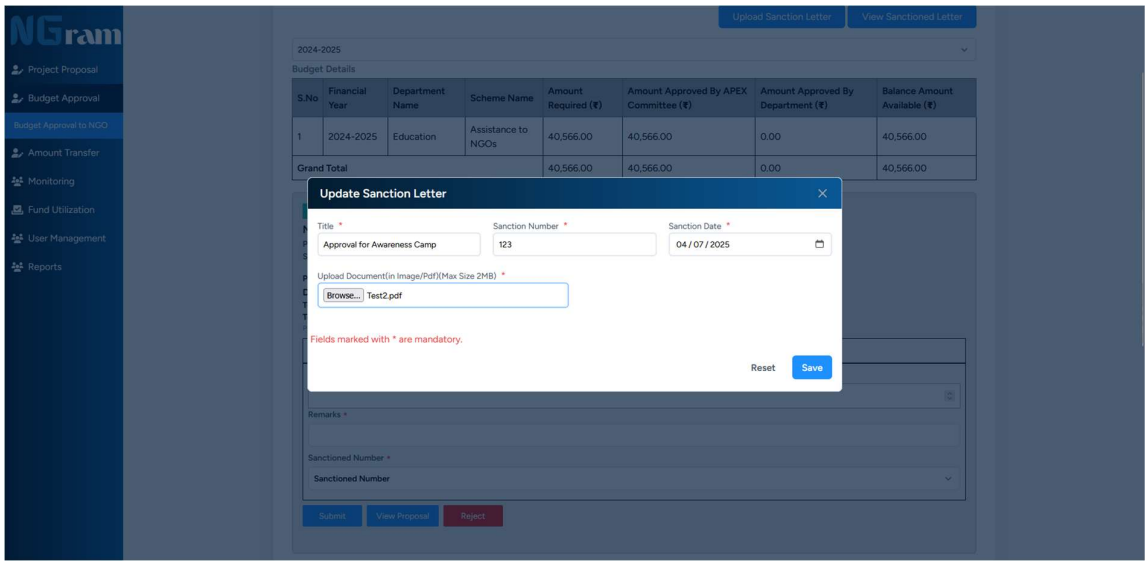


Figure 13: Screen showing the Upload Sanction Letter button used to attach the official sanction document.

Fill in the Budget Approval Amount and Remarks, select the sanction letter file, then click Submit.

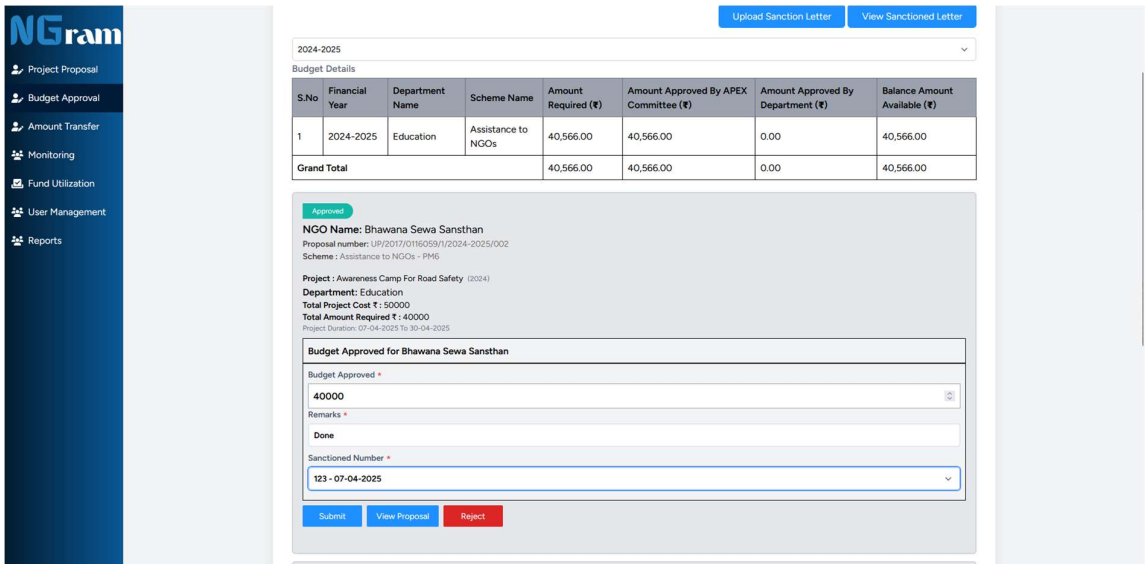


Figure 14: Budget approval form showing fields for approval amount, remarks and the sanction letter upload.

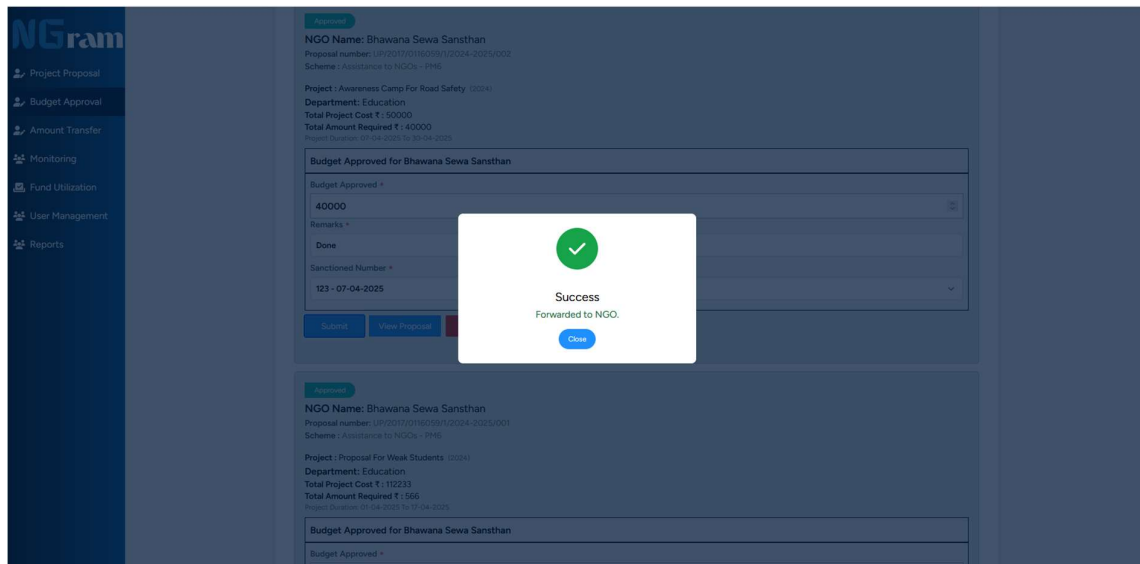


Figure 15: Confirmation view after the sanction letter and budget approval details have been submitted.

9. Release of Amount to NGO

Navigation: Amount Transfer → Release of Funds to NGO

1. Upload the Sanction Letter.

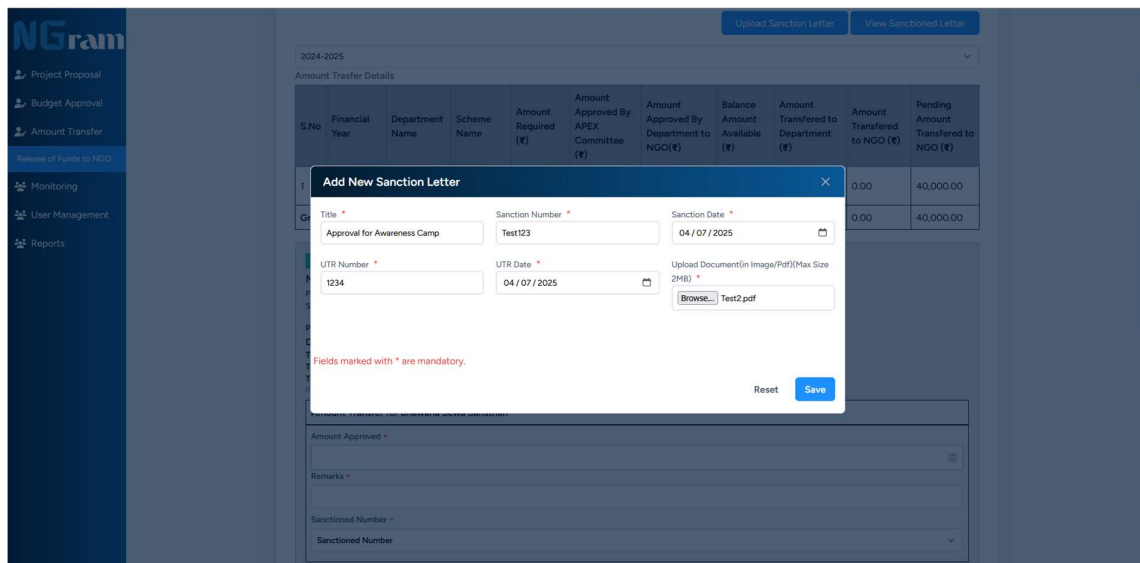


Figure 16: Amount Transfer screen showing the sanction letter upload step for releasing funds to the NGO.

2. Select the Financial Year.
3. Fill in the amount and remarks, and select the Sanction Letter.

NGram

Project Proposal

Budget Approval

Amount Transfer

Monitoring

User Management

Reports

2024-2025

Upload Sanction Letter

View Sanctioned Letter

Amount Trasfer Details

S.No	Financial Year	Department Name	Scheme Name	Amount Required (₹)	Amount Approved By APEX Committee (₹)	Amount Approved By Department to NGO(₹)	Balance Amount Available (₹)	Amount Transferred to Department (₹)	Amount Transferred to NGO (₹)	Pending Amount Transferred to NGO (₹)
1	2024-2025	Education	Assistance to NGOs	40,566.00	40,566.00	40,000.00	566.00	40,566.00	40,000.00	0.00
Grand Total				40,566.00	40,566.00	40,000.00	566.00	40,566.00	40,000.00	0.00

Approved

NGO Name: Bhawana Sewa Sansthan

Proposal number: UIR/2017/0116059/N/2024-2025/002

Scheme : Assistance to NGOs - PM6

Project : Awareness Camp For Road Safety (2024)

Department: Education

Total Project Cost ₹ : 50000

Total Amount Required ₹ : 40000

Total Budget Approved ₹ : 40000

Total Instalments Paid To NGO ₹ : 1

Total Amount Transferred To NGO ₹ : 40000

Project Duration: 07-04-2025 To 30-04-2025

Amount Transfer for Bhawana Sewa Sansthan

Amount Approved +

40000

Remarks +

Done

Sanctioned Number +

Test123 - 07-04-2025

Figure 17: Fund release form with financial-year selector, amount, remarks and sanction letter fields.

NGram

Project Proposal

Budget Approval

Amount Transfer

Monitoring

User Management

Reports

Amount Transfer By Department

Education

Upload Sanction Letter

View Sanctioned Letter

Select Financial Year

No data available.

✓

Success

Amount Transferred to NGO

Close

Figure 18: Confirmation view showing the released amount recorded against the NGO/proposal.

Note: State Department users are responsible for the sanction of budgets and the initiation of fund release to NGOs, in addition to standard proposal review actions.