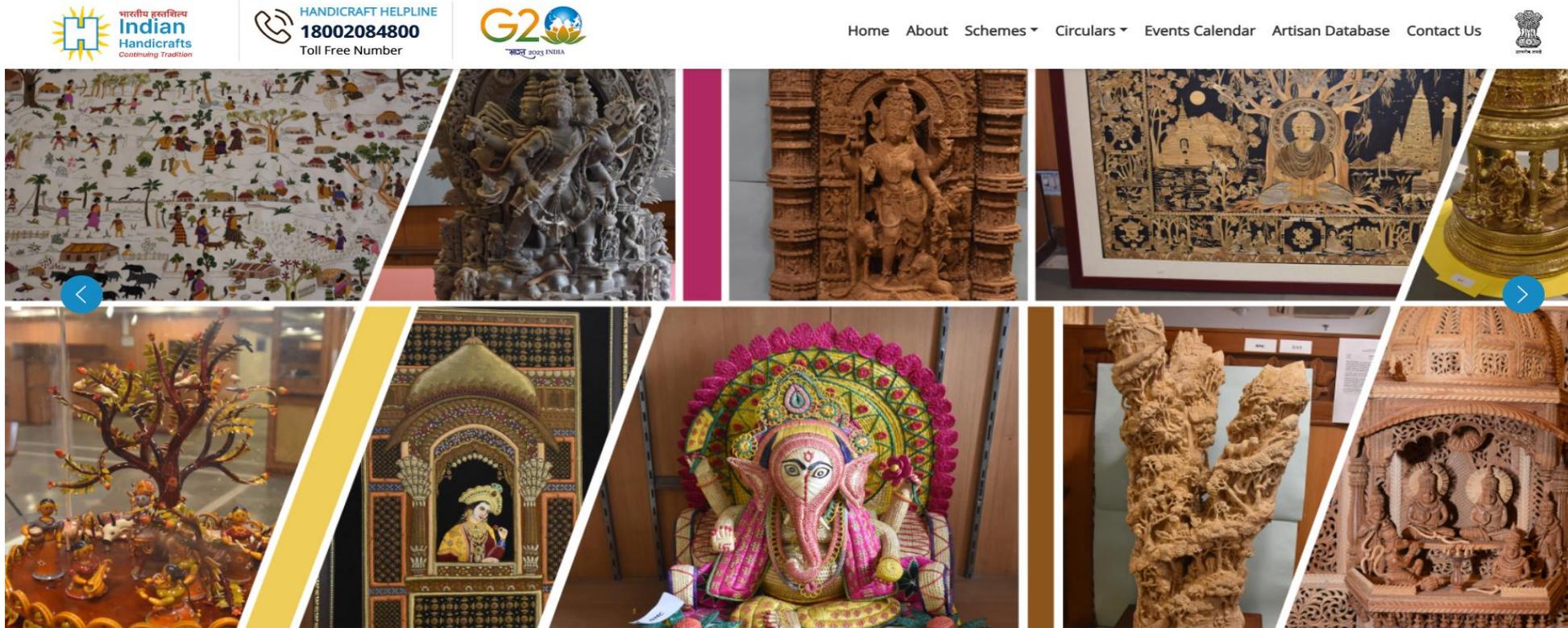


# NGO/Govt agency registration manual



**Step by step procedure for on boarding on MIS portal those NGO/GOVT. agency already emapanlled with O/o DC(HC)**

## Step 0

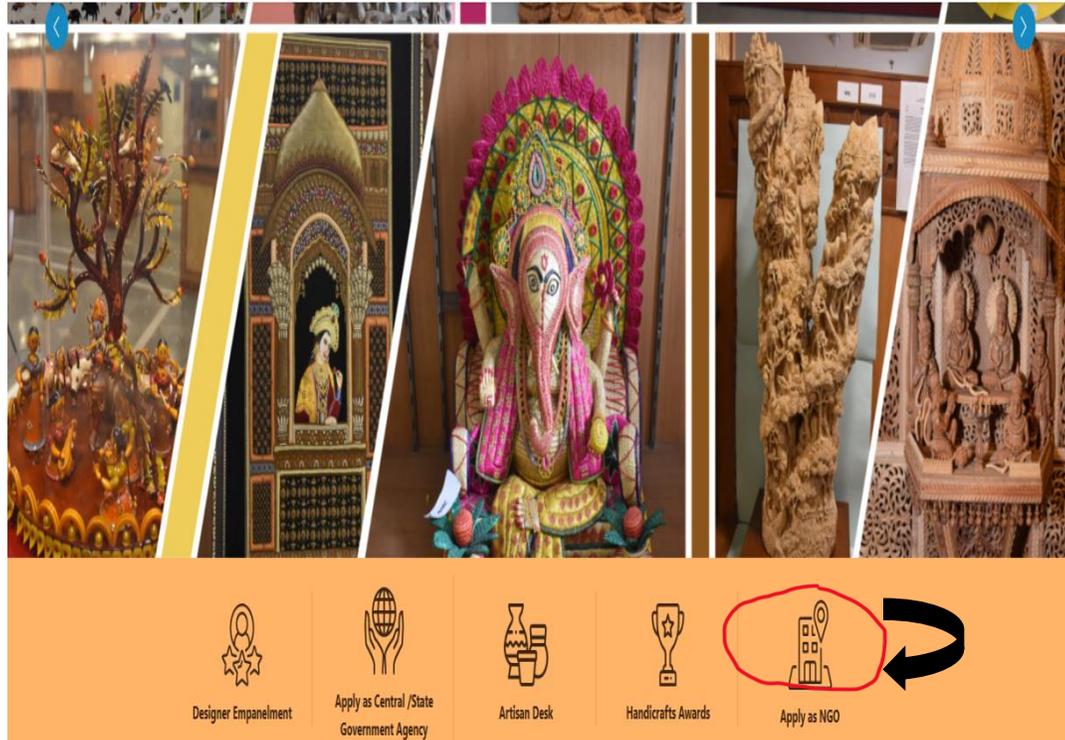
For registration on MIS Portal, Ngo/Govt agency need to click on red circled area.

The image shows the homepage of the Indian Handicrafts website. At the top, there is a blue navigation bar with the following text: "Sitemap | O/o Development Commissioner(Handicrafts) Ministry of Textiles, Govt. of India" on the left, and "Skip to main content | Screen Reader Access | ●●● | AA+ A- | English" on the right. A yellow "Login" button is circled in red in the top right corner. Below the navigation bar, there are three main sections: "Indian Handicrafts" with the logo and tagline "Continuing Tradition", "HANDICRAFT HELPLINE" with the number "18002084800" and "Toll Free Number", and "G20" with the logo and tagline "भारत 2023 INDIA". To the right of these sections is a horizontal menu with links: "Home", "About", "Schemes", "Circulars", "Events Calendar", "Artisan Database", and "Contact Us". The main content area features a grid of images showcasing various handicrafts, including a colorful textile, a stone sculpture, a wooden archway, a tapestry, a golden stupa, a glass chandelier, a green dome, a colorful fan, and a wooden sculpture. Navigation arrows are visible on the left and right sides of the image grid.

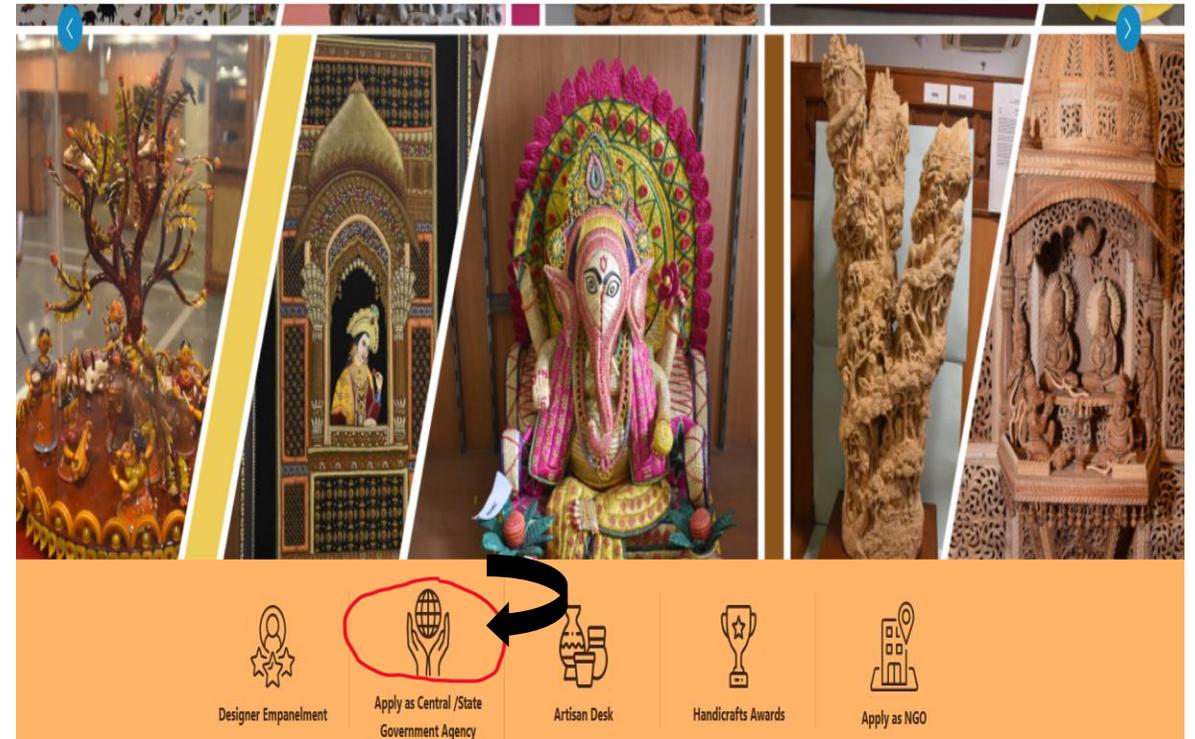
## Second option:

For registration on MIS Portal, Ngo/Govt agencies also click on red circled area.

For NGO need to click on red circled.

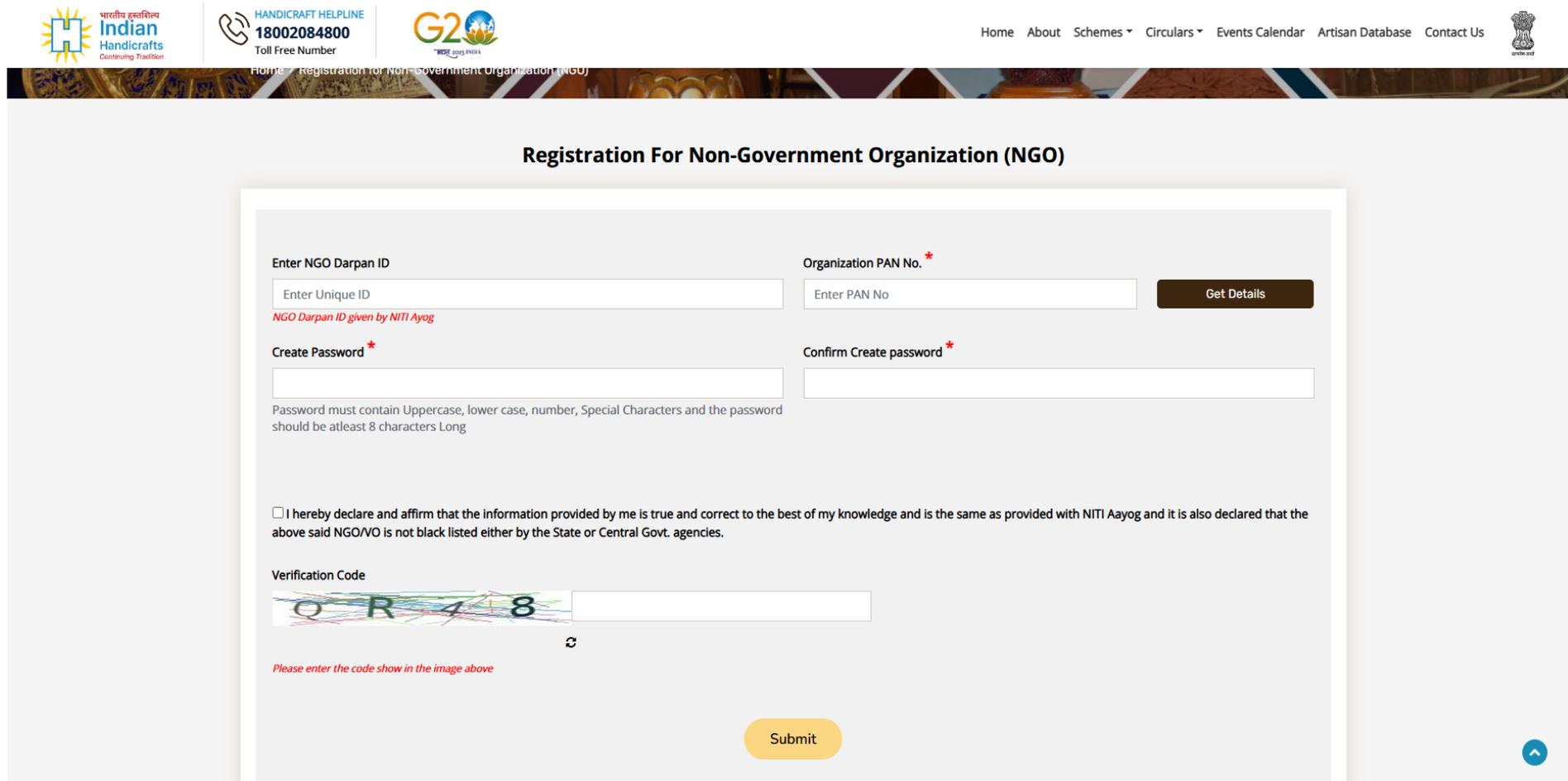


For Govt agency registration, need to click on red circled option



## Step I - Registration/Sign up on MIS Portal for (NGO)

NG need to create password then, click on the submit button, will get registered successfully



The screenshot shows the registration page for Non-Government Organizations (NGOs) on the Indian Handicrafts MIS Portal. The page features a header with logos for Indian Handicrafts, Handicraft Helpline (18002084800), and G20 India 2023. The main heading is "Registration For Non-Government Organization (NGO)".

The registration form includes the following fields and elements:

- Enter NGO Darpan ID:** A text input field with the placeholder "Enter Unique ID". Below it, a note states "NGO Darpan ID given by NITI Aayog".
- Organization PAN No. \*:** A text input field with the placeholder "Enter PAN No".
- Get Details:** A dark button located to the right of the PAN No. field.
- Create Password \*:** A text input field for creating a password.
- Confirm Create password \*:** A text input field for confirming the password.
- Password Requirement:** A note below the password fields stating "Password must contain Uppercase, lower case, number, Special Characters and the password should be atleast 8 characters Long".
- Declaration:** A checkbox with the text "I hereby declare and affirm that the information provided by me is true and correct to the best of my knowledge and is the same as provided with NITI Aayog and it is also declared that the above said NGO/VO is not black listed either by the State or Central Govt. agencies."
- Verification Code:** A CAPTCHA image showing the code "Q R 4 8" and an empty input field for the user to enter the code.
- Submit:** A yellow button at the bottom of the form.

At the bottom right of the page, there is a blue circular arrow icon.

In case of Govt agency need to click on 2<sup>nd</sup> option. If already registered then, click on 1<sup>st</sup> option

## Registration/Login for Central/State Government Agency/PSUs

- ➔ Already Registered? Login here
- ➔ Apply for New Registration
- ➔ Edit/Update? Login here

Close

# Govt agency need to fill form for New registration on Mis portal

## Organization Details

Name of the Organization \*

Organization Type \*

Short name of the Organization \*

Organization TAN/PAN Number \*

Area of Operations \*

Name of the Head of the Department \*

Designation \*

Registration Number \*

Registration Certificate of Organization \*

Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB

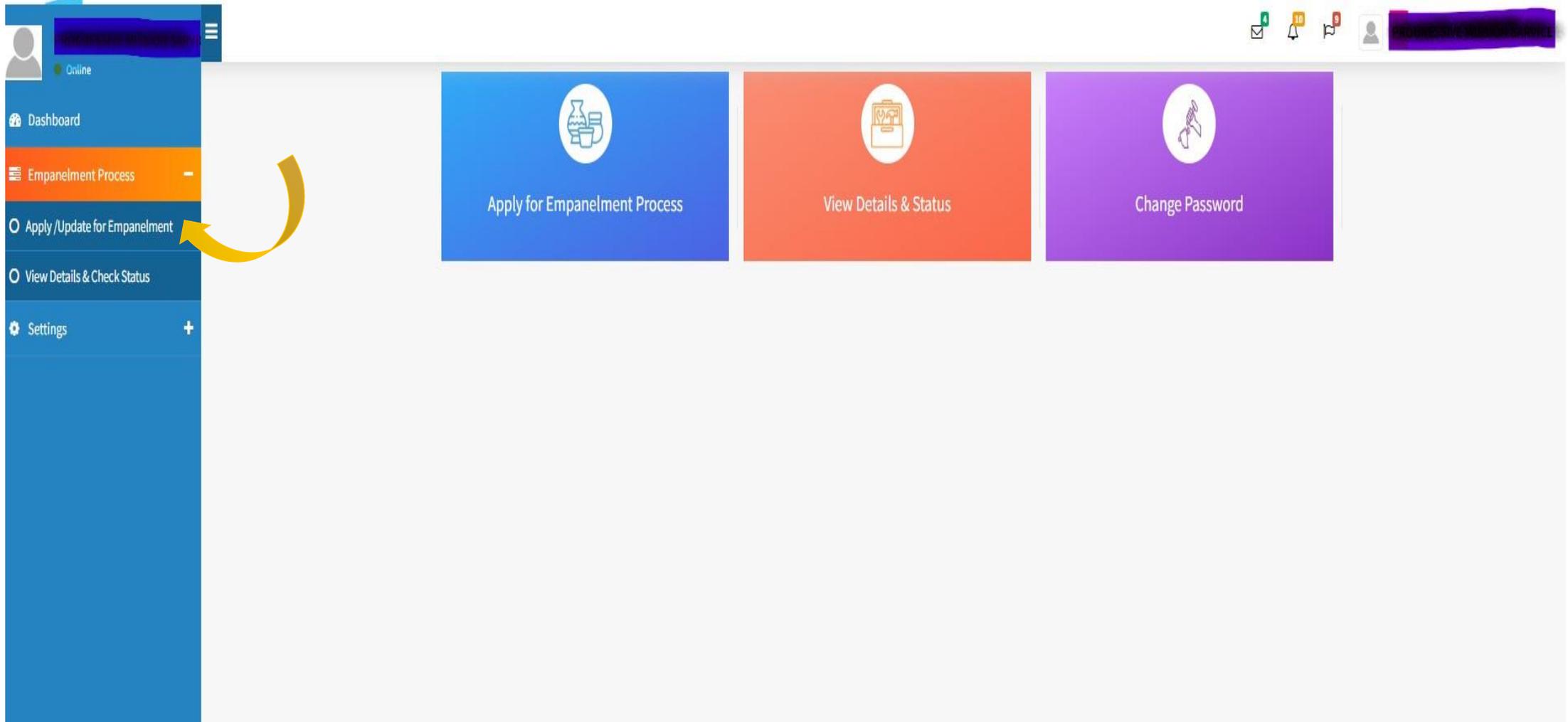
## Step II- Login into Portal

Now NGO/Govt agencies need to complete empanelment process using credentials created earlier on registration page

The screenshot shows a login form titled 'Login to Office of the Development Commissioner (Handicrafts)'. It includes a lock icon in the top right corner. Below the title, it says 'Enter your User Id /Email address:'. There are three input fields: the first contains 'UP/2021/0276134', the second contains '.....', and the third is for a captcha code. The captcha image shows the letters 'Q R V V' with a refresh button. Below the fields is a dark 'Login' button and a 'Forgot password' link.

### Step III- Apply for empanelment

NGO need to click on “Apply for empanelment” option given below in the screen shot



## Step IV (a) – Fill the fields

NGO need to upload the docs and fill the required details for further processing.

Dashboard Control panel Dashboard / Empanelment Process / NGO Empanelment Process

The Organization Details has been saved. ✕

### Empanelment Process

Organization DetailsOther InformationDocuments

Is your NGO registered entity and minimum 3 years old(\*)  Yes  No

Do you have Experience in the area of livelihood in unorganized sector(\*)  Yes  No

Black listed with State or Central Govt. agencies \* :  Yes  No

Please fill the below details click on Add New Row button to add more project details:

+

<b>Year *</b> <input type="text" value="2024-2025"/>	<b>Type Of Sanctioning Agency *</b> <input type="text" value="DC Handicraft"/>	<b>Project Name *</b> <input type="text" value="GSHPP"/>
<b>Location *</b> <input type="text" value="vijayawada"/>	<b>Area Of Work *</b> <input type="text" value="Craft Sector"/>	<b>Sanction amount (in ₹) *</b> <input type="text" value="723450"/>
<b>Project Status *</b> <input type="text" value="Completed"/>	<b>Remarks *</b> <input type="text" value="done"/>	<b>Sanctipn Order *</b> <span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">Choose File</span> No file chosen

Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB

BackSave as DraftSave & Next

Step IV (b) –upload the documents

NGO need to upload ITR and audited balance sheet and then, click on submit button.

**Audited Balance Sheet (by chartered accountant) for last 3 years ( ):**

<b>Financial Year *</b> 2024-2025	<b>Upload *</b> <input type="button" value="Choose File"/> No file chosen Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB
<b>Financial Year *</b> 2023-2024	<b>Upload *</b> <input type="button" value="Choose File"/> No file chosen Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB
<b>Financial Year *</b> 2022-2023	<b>Upload *</b> <input type="button" value="Choose File"/> No file chosen Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB
<b>Financial Year *</b> 2021-2022	<b>Upload *</b> <input type="button" value="Choose File"/> No file chosen Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB

**Memorandum of Association, Bye-Laws & executive body member details certified by appropriate authority: \***  
 No file chosen  
Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB

**Do you file Income Tax Return: \***  Yes  No

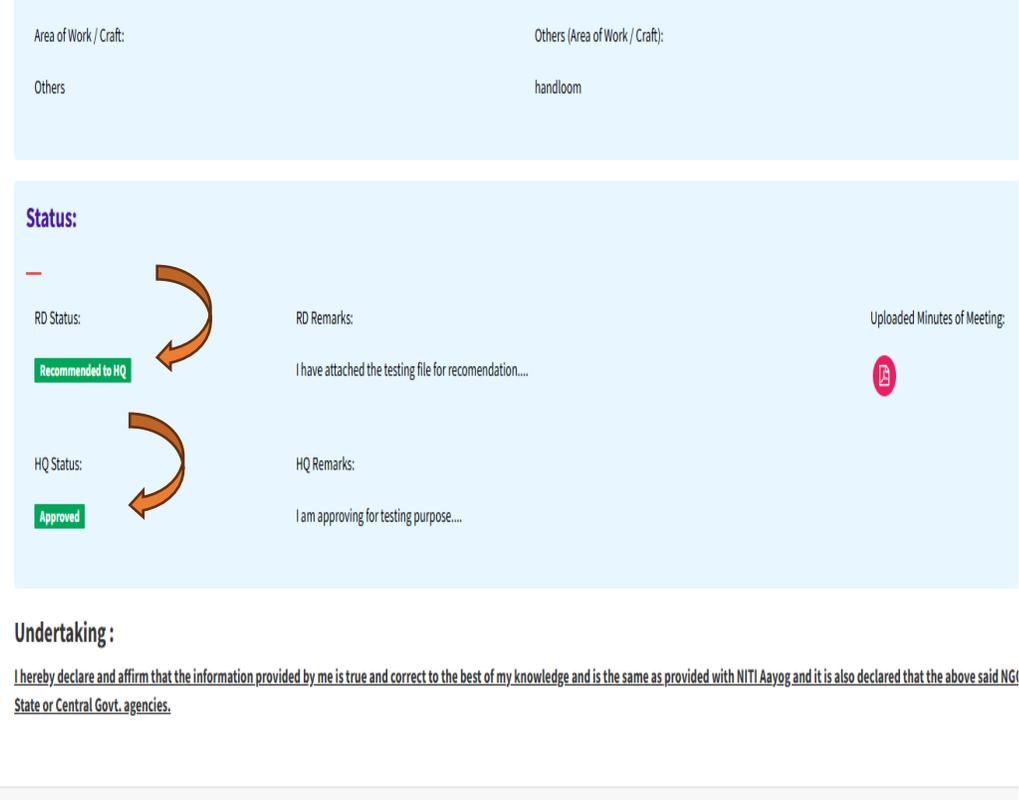
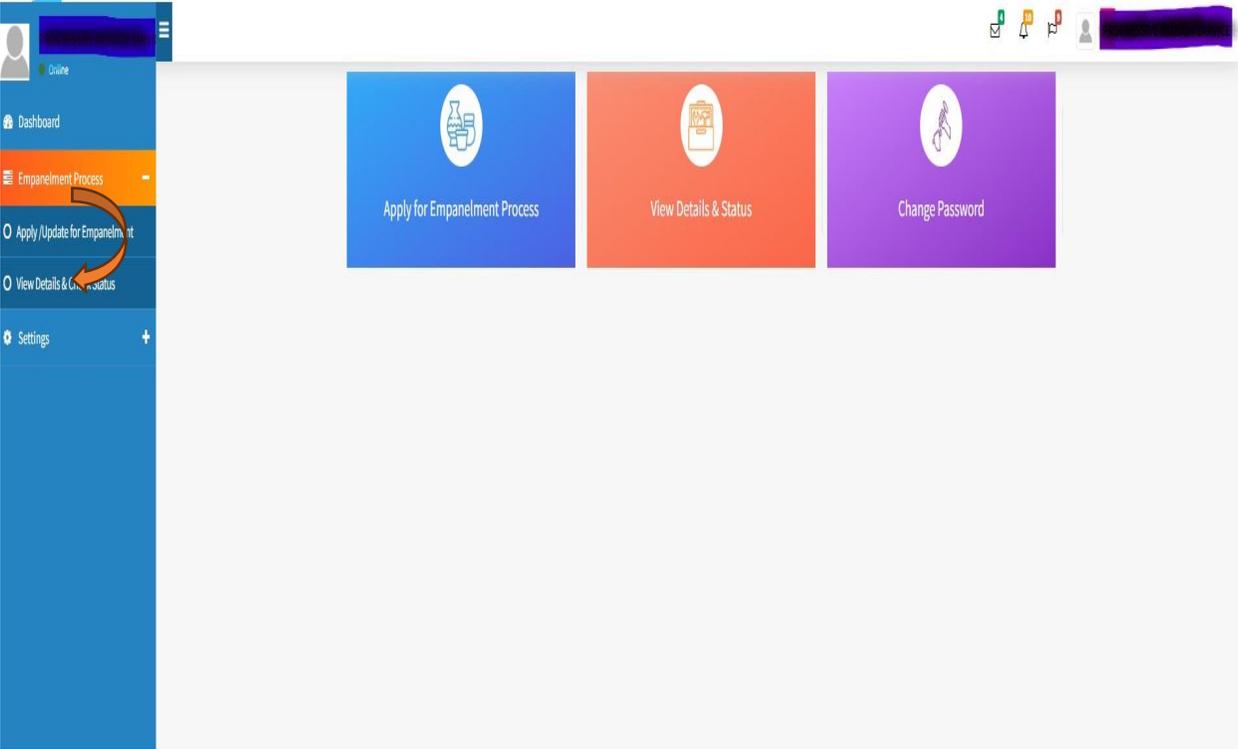
**Upload Scan Copy of PAN /TAN: \***  
 No file chosen  
Supported Formats: .pdf, .jpg, .jpeg, .png and File Size <=5MB

**Select Area of Work / Craft: \***

I hereby declare and affirm that the information provided by me is true and correct to the best of my knowledge and is the same as provided with NITI Aayog and it is also declared that the above said NGO/VO is not black listed either by the State or Central Govt. agencies

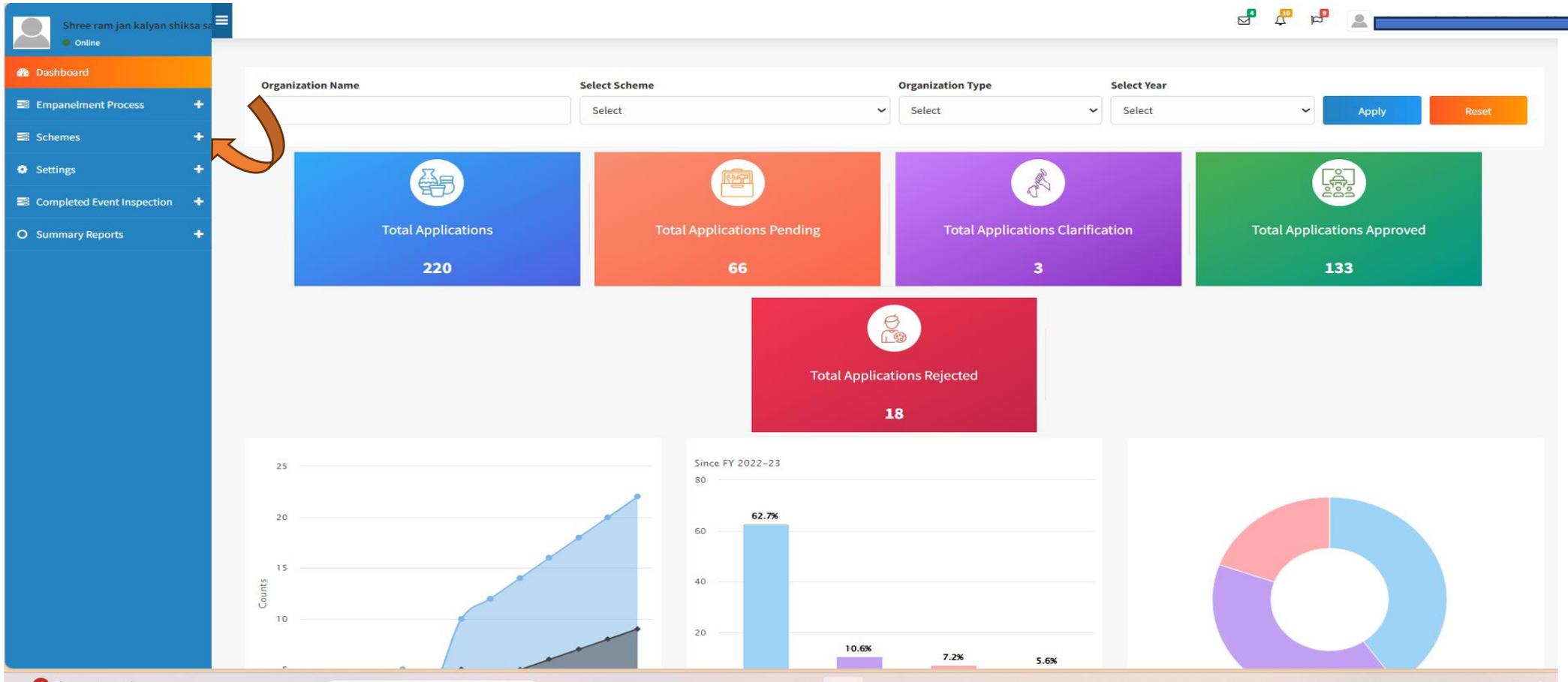
# Step V- Status of Empanelment Request

NGO need to wait for respective HSC/RD and HQ approval, Ngo can check the status of HSC/Rd and HQ on the same page in view option



## Step VI- For applying new proposal

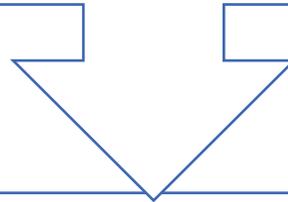
Once NGO gets approval from RD & HQ then, NGO can apply/create new proposal for project



# Flow diagram for on boarding on MIS portal those NGO/GOVT. agency already empaneled with O/o DC(HC)

Govt/NGO agencies need to open handicraft website on browser for Registration URL Given Below:

<https://indian.handicrafts.gov.in/en>

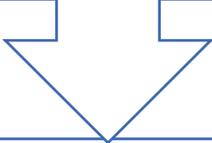


NGOs already having Darpan id can directly register themselves on MIS Portal by using

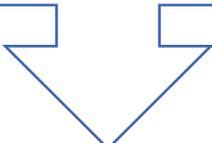
Darpan id & Pan card number on above Registration URL link

In Case of NGO: On registration page, NGO need to create password then, click on submit button available on the same page

<https://indian.handicrafts.gov.in/government-agency-ngo/ngo-apply-form>



NGO will receive mail after successfully registration over their respective registered email along with user id and password.



Now, NGO need to login/ For availing any financial assistance under the schemes of O/o DC(HC)

URL given as per below:

<https://indian.handicrafts.gov.in/admin/en/users/login?redirect=%2Fadmin%2Fen>