



Government of West Bengal
Minority Affairs & Madrasah Education Department

Online application portal for Scheme for
infrastructural support to reputed NGOs running
educational projects for the development &
welfare of Minorities.

User Manual
for NGO level User



Government Of West Bengal

Minority Affairs & Madrasah Education Department

Scheme for infrastructural support to reputed NGOs running educational projects for the development & welfare of Minorities

Click on **apply now** for
Create NGO Account

Apply Now

For Infrastructural
Support

Home

FAQs

Download

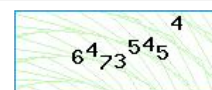
Contact

Login through user-name & password

Login

User Name

Password



Captcha

Submit

Notice Board

- notification or warning of something, especially to allow preparations to be made.
- notice (countable and uncountable, plural notices) (chiefly uncountable) The act of observing; perception. He took no notice of the changes, and went on as though nothing had happened. (countable) A written or printed announcement.

Latest Updates

HelpDesk

Helpline No = 06292237072



Government Of West Bengal

Minority Affairs & Madrasah Education Department

Scheme for infrastructural support to reputed NGOs running educational projects for the development & welfare of Minorities

Apply Now

For Infrastructural Support

Home

FAQs

Download

Contact

Fillup this form

Apply Here !



NGO Name



Contact No



Select District



Email ID **This Email ID become your User name**



Password



Confirm Password

Submit

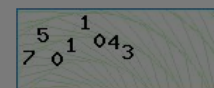
Login



User Name



Password



Captcha

Submit

Notice Board

announcement.



HelpDesk

Helpline No = 6292237074

notification or warning of something, especially to allow preparations to be made.



Dashboard

1

NGO & its activities

2

Particulars of Proposed Project

3

Land Details

4

File Upload

5

Final Submit



Change Password



Logout

Click on NGO & its Activites

Details of NGO & it's Activities Fill up is pending

Particulars of Proposed Project Fill up is pending

Land Details Fill up is pending

File Upload is pending

Step 1

NGO & It's Activities

Step 2

Particulars of Proposed Project

Step 3

Land Details

Step 4

File Upload

Step 5

Final Submit

NGO & it's Activities

Name of the NGO

Name of the contact person

Post held

Mobile number of the contact person

Email ID of the contact person

Website of NGO(if any)

Address

Address

District

Block/ULB

Post office

Police station

PIN

Registered as

Registration No
(Supporting document to be uploaded)

Registration date

Validity of the registration upto (date)

Core activity of the NGO (in order of priority)

Fillup this Form
Then click on Save & Next Button

sandip pvt

Select

6855589558

sandip@gmail.com

Select

☐ Block ☐ ULB

☐ Trust ☐ Society ☐ Company

Select 1

Select 2

Select 3

Governing body members

Name

Qualification

Profession

Community

Select Community

▼

Add

Sl No	Name	Qualification	Profession	Community	Action
-------	------	---------------	------------	-----------	--------

Major programme undertaken by the NGO under its core activity during last three years with financial involvement

Select years		Name of the programme		No of beneficiaries		Project Cost		Source Of fund			
Select years ▾		<input type="text"/>		<input type="text"/>		<input type="text"/>		Select Source ▾		<input type="button" value="Add"/>	
Sl No	Years	Name of the programme		No of beneficiaries		Project Cost		Source Of fund		Action	

Brief History of the NGO

Year of establishment	:	<div>Select</div>
Year of first registration	:	<div>Select</div>
Objective/vision/mission at the time of establishment(in 100-150 words)	:	<div></div>
Change in objective during subsequent years(if any)	:	<div></div>
Any other information	:	<div></div>

Financial statement

(Supporting document to be uploaded)

Expenditure

Salaries of staff/employees	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Electricity & telephone	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Maintenance of furniture	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Printing & stationery	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Books & Journals	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Food & mess charges	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Miscellaneous	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Income

Income generated from project	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Income from fees/charges	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Subscription from members	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Donation from members	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Donation from other source	:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	:	<input type="text"/>	<input type="text"/>	<input type="text"/>



Dashboard



NGO & Its activities



Particulars of Proposed Project



Land Details



File Upload



Final Submit



Change Password



Logout

Particulars of Proposed Project

Name of the project

Fillup this Form
Then click on Save & Next Button

:

Type of project

:

Time to complete the project(In months)

:

Estimated cost of the Project

:

NGO's contribution (at least 10% of the total estimated cost)

:

Amount of Government assistance applied for

:

Plan & estimate vetted by

:

(Supporting document to be uploaded)

Background and Necessity of the Project (in a few sentences)

:

If it is an infrastructure Project, floor area, no. of floors, no. of rooms etc to be constructed

:

No. of targeted beneficiaries of the Project every year

:

Proposed benefits of the Project

:

Estimated annual recurring Expenditure

Expenditure

Amount

Salaries & allowances

:

Electricity & telephone

:

Travel & transport

:

Fooding and lodging

:

Maintenance

:

Others

:

TOTAL

:

How recurring expenditure proposed to be met up

Amount

Members subscription/donation

:

Donation from others

:

Income generated from project

:

Fees/Charges from students/beneficiaries

:

Others(please specify)

:

Specify here

:

Save & Next



Dashboard



NGO & its activities



Particulars of Proposed Project



Land Details



File Upload



Final Submit



Change Password



Logout

Land Details

Fillup this Form
Then click on Save & Next Button

District

:

Block/ULB

: ☐ Block ☐ ULB

Post office

:

Police station

:

PIN

:

Mouza name

:

JL no.

:

Plot no.

:

Khatian no.

:

Location of the land

:

Project area in square metre

:

Land area in decimal

:

Classification of the land

:

Ownership details

: ☐ Own land ☐ Leased land

Save & Next



Dashboard

1

NGO & its activities

2

Particulars of Proposed Project

3

Land Details

4

File Upload

5

Final Submit



Change Password



Logout

Documents Uploaded

Upload all the documents

Then click on Save & Next Button

Copy of Registration Certificate of the NGO

:

Copy of up-to date acknowledgement/receipt for last return filed to the registering authority

:

Annual report for the last three years

:

Audit report along with audited accounts for the last three years

:

Bye-laws/Memorandum of agreement of the NGO

:

Bank statement for the last six months

:

Building Plan duly approved by the local authority and countersigned by DOMA

:

Cost Estimate of the project duly vetted by the Competent Authority as per latest 'PWD schedule of rates

:

Copy of record of rights of land or land purchase deed with application for mutation, if land not yet recorded in the name of the NGO

:

Conversion certificate of land if classification is other than Bastu/Viti

:

Copy of up-to-date receipt of gram panchayat tax/municipal tax and land revenue

:

Undertaking regarding non encumbrance of land signed by the Secretary of the NGO

:

[Click here to download format](#)

Photograph of the land where the project is proposed

:

If any Government grant from MA & ME Department received earlier for any project

: ☐ Yes ☐ No

Save & Next

NGO & it's Activities

📌 Name of the NGO	:
📌 Name of the contact person	:
📌 Post held	:
📌 Mobile number of the contact person	:
📌 Email ID of the contact person	:
📌 Address	:
📌 District	:
📌 Block/ULB	:
📌 ULB	:
📌 Police station	:
📌 Post Office	:
📌 PIN	:
📌 Registered as	:
📌 Registration no	:
📌 Registration date	: 01-01-1970
📌 Validity of the registration upto (date)	: 01-01-1970
📌 Core activity of the NGO (in order of priority)	:

Governing body members

Sl No	Name	Qualification	Profession	Community
-------	------	---------------	------------	-----------

Major program undertaken by the NGO under its core activity during last three years with financial involvement

Sl No	Years	Name of the programme	No of beneficiaries	Project Cost	Source Of fund
-------	-------	-----------------------	---------------------	--------------	----------------

• Year of establishment	:
• Year of first registration	:
• Objective/vision/mission at the time of establishment (in 100-150 words)	:
• Change in objective during subsequent years(if any)	:
• Any other information	:

Expenditure

•Salaries of staff/employees	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Electricity & telephone	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Maintenance of furniture	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Printing & stationery	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Books & Journals	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Food & mess Charges	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Miscellaneous	:	2019- 2020	:	2018- 2019	:	2017- 2018	:
•Total	:	TOTAL	:	TOTAL	:	TOTAL	:

Income

Income generated from project	2019-2020	2018-2019	2017-2018
Income from fees/charges	2019-2020	2018-2019	2017-2018
Subscription from members	2019-2020	2018-2019	2017-2018
Donation from members	2019-2020	2018-2019	2017-2018
Donation from other source	2019-2020	2018-2019	2017-2018
Total	TOTAL	TOTAL	TOTAL

Particulars of Proposed Project

🕒 Name of the project	:
🕒 Type of project	:
🕒 Time to complete the project(in months)	:
🕒 Estimated Cost of the project	:
🕒 NGO's contribution (at least 10% of the total estimated cost)	:
🕒 Amount of Government assistance applied for	:
🕒 Plan & estimate vetted by	:
🕒 Background and Necessity of the Project (in a few sentences)	:
🕒 If it is an infrastructure Project, floor area, no. of floors, no. of rooms etc to be constructed	:
🕒 No. of targeted beneficiaries of the Project every year	:
🕒 Proposed benefits of the Project	:

Estimated annual recurring expenditure

○Salaries & allowances	:
○Electricity & telephone	:
○Travel & transport	:
○Fooding and lodging	:
○Maintenance	:
○Others	:
○Total	:

How recurring expenditure proposed to be met up

•Members subscription/donation	:
•Donation from others	:
•Income generated from project	:
•Fees(charges from students/beneficiaries	:
•Others(please specify)	:
•Specify here	:

Land Details

☞ District	:
☞ Block/ULB	:
☞ ULB	:
☞ Police station	:
☞ Post Office	:
☞ PIN	:
☞ Mouza name	:
☞ JL no.	:
☞ Plot no.	:
☞ Khata no.	:
☞ Location of the land	:
☞ Project area in square metre	:
☞ Land area in decimal	:
☞ Classification of the land	:
☞ Ownership details	:
☞ Period of lease	:
☞ Details of lease	:

File Uploaded

✓ Copy of Registration Certificate of the NGO	:
✓ Copy of up-to-date acknowledgement/receipt for last return filed to the registering authority	:
✓ Annual report for the last three years	:
✓ Audit report along with audited accounts for the last three years	:
✓ Bye-laws/Memorandum of agreement of the NGO	:
✓ Bank statement for the last six months	:
✓ Building Plan duly approved by the local authority and countersigned by DOMA	:
✓ Cost Estimate of the project duly vetted by the Competent Authority as per latest PWD schedule of rates	:
✓ Copy of record of rights of land or land purchase deed with application for mutation, if land not yet recorded in the name of the NGO	:
✓ Conversion certificate of land if classification is other than Bastu/Viti	:
✓ Copy of up-to-date receipt of gram panchayat tax/municipal tax and land revenue	:
✓ Undertaking Regarding non encumbrance of land signed by the Secretary of the NGO	:
✓ Photograph of the land where the project is proposed	:
✓ If any Government grant from MA & ME Department received earlier for any project	:

I, 0 on behalf of the _____ being authorized by other members to do so do hereby undertake the following

- ☐ That all the information given in the application are correct
- ☐ That at least 10% of the project cost and any amount beyond the project cost will be borne by the NGO from its own sources
- ☐ That the project will be completed within the period of one year
- ☐ That the NGO will refund the amount of govt assistance provided into this project, if the project is not completed within the period of one year
- ☐ All recurring cost will be borne by the NGO



Dashboard

1

NGO & its activities

2

Particulars of Proposed Project

3

Land Details

4

File Upload

5

Final Submit



Change Password



Logout

Change Your Password

Change Password

New Password

:

Confirm Password

:

Change Password



Dashboard



NGO & its activities



Particulars of Proposed Project



Land Details



File Upload



Final Submit



Change Password



Print Application



Apply for 2nd instalment



Logout

Application for 2nd installment

Name of the project

Fillup this Form
Then click on Submit Button

: asbdhb

Total project cost

: 234234

NGO's contribution of project cost

: 2342332

Amount sanctioned by Minority Affairs and Madrasah Education Department

: 435345

Sanction order no

: test

Sanction Date

: 2020-09-18

Administrative approval no.

: test

Administrative approval Date of MA & ME Department

: 22-09-2020

Physical progress (in %)

: Sngo_id

Target Date of Operation (for ACR/Hostel etc.)

: 22-09-2020

Total No. of students/trainees benefitted

: test

No. of Minority Students/Trainees/Beneficiaries

: test

Financial year

: 2019-2020

Amount utilized

: 5625

Date of commencement

: 22-09-2020

Target Date of Completion of the project

: 22-09-2020

Amount of Government assistance

: 5345345345

[Print Utilization Certificate](#)

Utilization Certificate(A copy of this should be uploaded after Signature)

: [Click here to view](#)

Photographs of the project

: [Click here to view](#)

Sumbit