

NGO PORTAL EMPANELMENT FAQ

Q.1 I have problem in Empanelment process?

Ans. Please, delete cookies, try with other browsers and check the internet connectivity, it may be slow.

Q.2 I am facing problems to fill online Forms in NGO portal?

Ans. If you are facing any problem with NGO portal first take screen shot of that portion where you are facing it and email at dchnngoportal@gmail.com . It will be rectified in course of time .Please, mention you're NITI Ayog Unique Id and contact details in email. Note: please use [**Print Scrn SysRq**] Button of your keyboard and past it [**Ctrl +V**] in Word document file for taking screen shot and sent it.

Q.3 why my NITI Aayog Id is showing invalid?

Ans. Please, check your NITI Aayog Id carefully you may have entered it wrong OR your entered NITI Aayog Id can't be registered with NITI Aayog. Please, visit NITI Aayog Portal for Registration.

Q.4 How to create password for empanelment process with DC (Handicrafts)?

Ans. To create password for Empanelment process, visit the DC(handicrafts) website url : <http://handicrafts.nic.in/> then click on **NGO PORTAL** after that click on **already registered with NITI Aayog then Apply for Empanelment with O/o Development Commissioner (Handicrafts)** . Here you will get **Apply for Empanelment** option. Fill your **Unique NITI Aayog ID** given by **NITI Aayog** and create New Password (**which must contain 6 to 9 characters, numeric digits, underscore and first character must be a letter. (for Example - xyz@123)**)

Link: <http://www.handicrafts.nic.in/EssentialCondition.aspx>

Category I :

- For a NGO having no experience in the craft sector projects in government sector, we may assign a project of maximum amount of Rs. 10 lakhs only in a year in different schemes of Office of DC (Handicrafts).

Category II :

- For a NGO which has executed projects assigned by DC(Handicrafts) office or having experience in other Ministries of Government of India or State Governments and having completed projects of at least Rs.10 lakhs in last 2 years may be assigned projects for not more than Rs.20 lakhs in one year & for SCSP project limit may be extended to Rs.30 lakhs.

Category III :

- For NGOs which have been in category II in last one year and successfully completed projects may be assigned projects costing not more than Rs.35 lakhs & for SCSP projects the limit may be extended to Rs.50 lakhs.

For more information Refer : O.M. No. K-12012/6/4/2014-Planning dated 24th Novmber 2016 *
Refer : Circular. No. K-12012/6/4/2014-Planning dated 11th Jan 2017 *

Instructions :

- For any further update/modification change should be made at NITI Aayog only.
- Please keep your information ready as per below format:-

Year	Type of Sanctioning Agency	Project Name	Location	Area of Work	Sanctioned Amount(in Rs.)	Project Status(Completed/In Progress)	Remarks	Sanction Order
XXXX								
XXXX								
XXXX								

[Apply for Empanelment](#)

[Back](#)

Q.5 How to get the password if I forget it?

Ans. There is forgot password option. You can get it on your registered email id.

Q.6 How to verify Aadhar card and Pan card?

Ans. Please, visit the NITI Aayog Portal link <http://ngodarpan.gov.in/> and find the contact details and contact to NITI Aayog Help Desk for verification.-

Contact Us

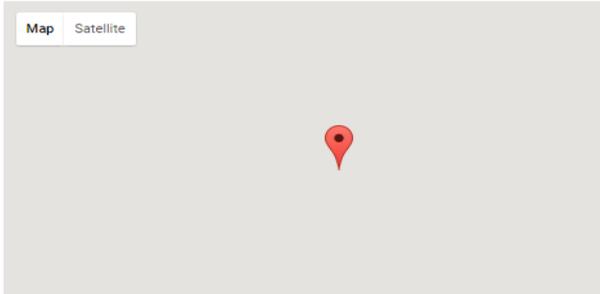
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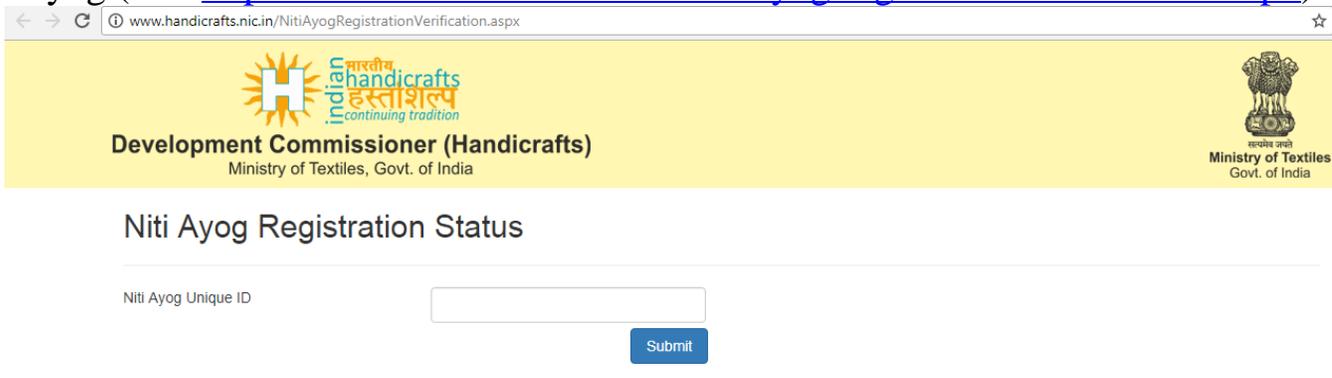
Our Office

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Q.7 I want to know Pan Card and Aadhar Card Status?

Ans. Go to the NGO Portal on website and check your registration status with NITI Aayog (link <http://www.handicrafts.nic.in/NitiAyogRegistrationVerification.aspx>)



The screenshot shows a web browser window with the URL www.handicrafts.nic.in/NitiAyogRegistrationVerification.aspx. The page header features the logo of the Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India, and the Government of India emblem. The main heading is "Niti Ayog Registration Status". Below the heading, there is a text input field labeled "Niti Ayog Unique ID" and a blue "Submit" button.

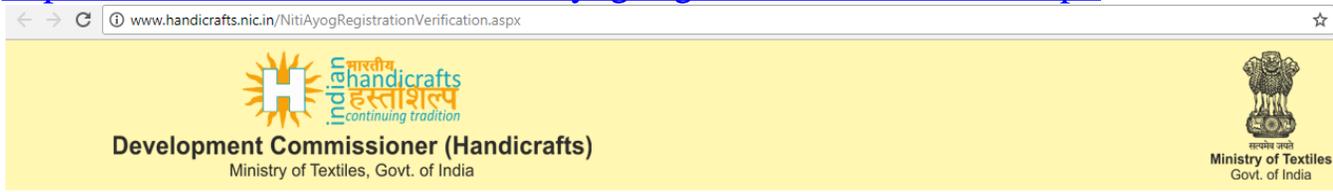
Q.8 How many members' aadhar and pan card could be verified With NITI Aayog for Empanelment with DC (Handicrafts) for an NGO?

Ans. Minimum 3 member's aadhar and pan card should be verified with NITI Aayog for an NGO for Empanelment process.

Q.9 How to check NGO verification details

Ans. Please click the link

<http://www.handicrafts.nic.in/NitiAyogRegistrationVerification.aspx>



Niti Ayog Registration Status

Niti Ayog Unique ID

Submit

Q.10 How to fill project details for Empanelment process?

Ans. Please, fill project details carefully and upload the sanction order document and save it by scrolling row by row (you have to mention at least 3 year sanction order details).

Note : Please fill the below details and scrolls horizontally and click on **save** link and if want to add more then click on **Add New Row** button.

Document Details

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

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

Total Experience in Years

Please fill the below details and scrolls horizontally and click on **save** link and if want to add more then click on **Add New Row** button.

SNo	Year	Type of Sanctioning Agency	Project Name	Location	Area of Work	Sanctioned Amt (in Rs.)	Project Status	Remarks
1	Select	--Select--	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	Select	<input type="text"/>



Document Details

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

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

Total Experience in Years

If you want to add more then click on **Add New Row** button.

Location	Area of Work	Sanctioned Amt (in Rs.)	Project Status	Remarks	Sanction Order (Maximum Size 5 MB)	Add	
<input type="text"/>	--Select--	<input type="text"/>	Select	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
						<input type="button" value="Add New Row"/>	

Q.11 How can I upload documents?

Ans. Documents can be uploaded in only pdf file format given in form Before uploading it ensure that File size should be less than 5Mb .In case of multiple file for single upload ,merge all the part file in single file)

Q.12 when I submit the Empanelment Application form it shows blank?

Ans. You have not filled application form properly please, fill the projects details and scrolls horizontally and click on save link and if you want to add more then click on Add New row button as in Q.3

Q.13 why my file is showing blank during uploading?

Ans. Please, check maximum file size (5Mb or less) and in required flie extension in form (pdf)

Q.14. how do I know the status of Empanelment?

Ans. Empanelment status will be sent through the mail on Registered Email ID as soon as your application will Approved by approving Authority.

Q. 15 How to Edit and Update Empanelment Application Form?

Ans. The registered NGO with Niti Aayog can visit <http://handicrafts.nic.in/> . Click on **NGO PORTAL** and from there click on **Already registered with NITI Aayog then Edit/Update for Empanelment with O/o Development Commissioner (Handicrafts)** . Fill the **ID given by NITI Aayog** and Password (Which you have entered at the time of Empanelment) and from there you can Edit and Update the Empanelment Application form.

Link: <http://www.handicrafts.nic.in/EditNGORegistration.aspx>

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Development Commissioner (Handicrafts)
Ministry of Textiles, Govt. of India

Login to Edit /Update NGO Empanelment Process

NITI Aayog ID/User ID* : Password* :

Q.16 how can I update the member's name in NGO?

Ans. You have to first update your member's details on NITI Aayog Portal. After that Please, intimate through mail on dchngoportal@gmail.com with the member details (Name, Designation) for updating.

Q.17 How do I know about log in details for financial assistance?

Ans. Please fill the **NITI Aayog user Id** and **password** filled during the **Empanelment process**.

Q.18 I am not able to log in for financial proposal due to forgot password?

Ans. Please go to the NGO Portal and Click on Forgot Password Link and fill your NITI Aayog ID and Email id (at the time of empanelment) and click on submit button. You can get your password on your email id.

Link : <http://www.handicrafts.nic.in/ApplyOnline/ForgetPassWord.aspx>

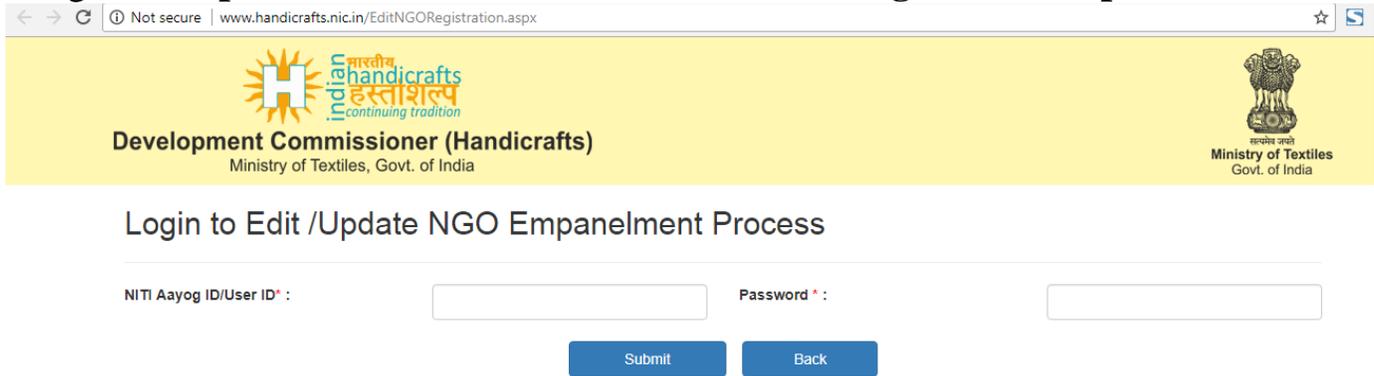
← → ↻ ⓘ www.handicrafts.nic.in/ApplyOnline/ForgetPassWord.aspx ☆ S

Development Commissioner (Handicrafts)
Ministry of Textiles, Govt. of India

Forget Password

**Q.19 After completion of 4 weeks my application is “not recommended
“/”recommended”?**

Ans. It may be due to short comings in your application, please edit and update it by using link <http://www.handicrafts.nic.in/EditNGORegistration.aspx> of NGO Portal.



The screenshot shows a web browser window with the URL www.handicrafts.nic.in/EditNGORegistration.aspx. The page header features the logo of the Ministry of Textiles, Government of India, with the text "Development Commissioner (Handicrafts)" and "Ministry of Textiles, Govt. of India". The main heading is "Login to Edit /Update NGO Empanelment Process". Below this, there are two input fields: "NITI Aayog ID/User ID*" and "Password *". There are two buttons: "Submit" and "Back".