New NGOs for Sign Up:
The Web site URL is [http://ngodarpan.gov.in](http://ngodarpan.gov.in)
Click on → **LOGIN/REGISTER**
Then the below screen will appear on the window:
Click on → Sign Up

The screen opens as:
Related Query:
During Sign Up is Mobile No. and Email ID is mandatory? Does it mean that the Mobile number will be of an individual and the Email ID can be of the institution.

Answer:
Yes.
As OTP for account registration comes through Mobile number and Email ID
- Provide your NGO Name
- Provide your contact person Mobile number. (OTP is sent for confirmation)
- Provide Email (OTP is sent for confirmation)
- Click on submit after entering the security code displayed
- Then provide the OTP received through e-mail and mobile number.
- Enter security code displayed at the website
- Next Step, OTP will be asked to confirm
- Then,
- Please enter NGO PAN Number
- After confirmation of OTP, Next screen will allow you to create a password.
- Give a password which is to be 6-10 character, out of which at least one character in capital, and one character in small, one numerical and one special character (A-Z, a-z, 0-9, @/$)
- Sign In to portal with your credentials generated through the above steps.
- LOGIN/REGISTER
1. NGO Details
Related Query:
What does the field parent organization imply, what is the technical difference between a mother and parent organizations.

Answer:
This is not clear yet; however it is not a mandatory field.
Related Query:
In the NGO detail page are all the fields mandatory? For instance a Trust may not have a Registration Number. Further, the Act under which the NGO is registered (there is a list which comes as drop down window).

Answer:
Yes It is mandatory and you may have a number in the trust deed (in case of a trust). Both the above fields are * marked.
Related Query:
During Sign Up, PAN Number is mandatory. Does it imply that only NGOs which are assessed under Income Tax are required to register. Or can an NGO can Sign Up without PAN Number.

Answer:
Yes, PAN no is mandatory as per the web-site NGODARPAN portal.
2. Registration Details
3. Member Details

<table>
<thead>
<tr>
<th>No.</th>
<th>Member Name</th>
<th>Member Designation</th>
<th>PAN No.</th>
<th>AADHAR No.</th>
<th>Mobile</th>
<th>Email</th>
<th>Active From</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No member found!
Related Query:
Is there a minimum required number of office bearers to be uploaded?

Answer:
As per notification M-11/16(2)/2015-VAC dated 02.11.2016 issued by Voluntary Action Cell, NITI Aayog at least THREE office bearers details have to be uploaded.
Related Query:
Under the active member list is it necessary to fill all the fields? Can data be uploaded without PAN Number or Mobile Number of a member?

Answer:
Yes, all the fields need to be filled as they are * marked. PAN, Mobile and AADHAR numbers are also mandatory.
Cont....
For Member Designation

![Member Information Form]

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name</td>
<td>Enter Member Name</td>
</tr>
<tr>
<td>Member Gender</td>
<td>Male/Female</td>
</tr>
<tr>
<td>Member DOB</td>
<td>DD-MM</td>
</tr>
<tr>
<td>Member Designation</td>
<td>President, Vice Chairman, Secretary, ...</td>
</tr>
<tr>
<td>Member Key Designation</td>
<td>Chairman, Vice President, Secretary, ...</td>
</tr>
<tr>
<td>Name on Pan card</td>
<td></td>
</tr>
<tr>
<td>Pan Number</td>
<td></td>
</tr>
<tr>
<td>Name on Aadhaar Card</td>
<td></td>
</tr>
<tr>
<td>AADHAAR No.</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>Enter Mobile Number</td>
</tr>
<tr>
<td>Email</td>
<td>Enter Email</td>
</tr>
<tr>
<td>Active/working Since</td>
<td>DD-MM-YYYY</td>
</tr>
</tbody>
</table>

I agree to the Aadhaar Card terms and conditions.
Related Query:
For Member Key Designation (not mandatory)
4. Source of Fund
On clicking on a Financial Year to provide the source of fund, it will pop up a window as:
Related Query
Under the Source of Fund what are the financial statements to be uploaded.

Answer
There is no field for upload, but to mention yes / no. It appears from the site that, it refers to only Government Grants.
Related Query:
Is it only about Source of Fund or both Source and Application are required to be explained.

Answer:
If you click “yes” to grants sanctioned, it asks for details as displayed below:
Cont....
Related Query:
What does the field grant sanctioned imply? Will an organization receiving voluntary contributions and specific contribution from private donors or other Non-Govt. donations tick “No”.

Answer
In our understanding, it is only about Government Grants.
5. Key Contact Information
Related Query:
What is the difference between Key Contact Information and Active Members detail. Can both be the same person. Or does it imply there should be only one Key Contact Person and multiple active members.

Answer:
Both can be same also. It is also possible that there are more active members out of which only one can be a Key contact.
6. Working Areas
For District/State wise data:
Related Query
In State Wise activity, can we choose multiple district in the same State and similarly multiple States.

Answer:
Yes, multiples districts can be chosen. It is also possible to choose multiple states.
For Work Issues:
Related Query
In work issues, can we choose multiple work issues for the same district and another set of work issues for another District or State.

Answer
By clicking on add button one may add another state with multiple district and different work issues.
Generate Unique ID
At FCRA:

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Father/Husband/Name</th>
<th>Designation</th>
<th>Email</th>
<th>Mobile Number</th>
<th>AADHAAR Number</th>
<th>Director PAN Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email of Institution: [Email]
Phone: [Phone Number]
```

**Notes:**
- Click on the top button for submitting the form.
- This is a screenshot of the FCRA Registration Number and Key functionaries of the association.
THANK YOU