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Date: 03October, 2018

CIRCULAR

Sub: - **Online submission of proposals under the Scheme Financial Assistance to NGO for Administering Road Safety Advocacy.**

It is informed that the ministry has developed a web Portal for online submission of proposals under the scheme Financial Assistance to NGO for Administering Road Safety Advocacy to assist the applicant agencies and better monitoring of the programme. In this regard it has been decided that eligible agencies may submit their proposal under the scheme through the web portal at link http://morth-roadsafety.nic.in:8080/morthngogrant/mairoonsoft/commonui/login.xhtml Further it has also been decided that no physical proposals will be accepted w.e.f. the date of issue of this circular. Detailed guidelines to apply online under the scheme are attached. In case of any query please contact Mr. Mansoor Ul Haque, Technical Director (NJC) or Praveen Kumar Goel Database Administrator (NIC) on office No.-011 23711824 during office hour from 10 AM to 5 PM.

(Ram Raj Meena)
Under Secretary to the Government of India
011-23718560

To,
   All concerned.

Copy to:-
   NIC, MoRTH for uploading on the ministry's website.

Manual to Apply Grants for Financial Assistance to NGO for Administering Road Safety Advocacy

All NGOs who wish to apply for Financial Assistance from MoRTH under the above specified scheme are required to follow the below stated process Step by Step.

- Registration of NGO/Trust/Cooperative Society/Firm.
- Draft your Proposal and submit.
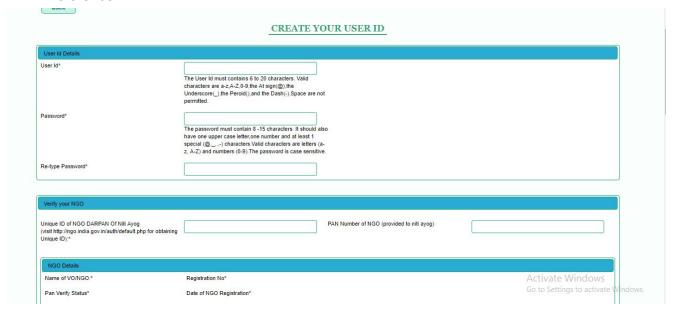
Register of NGO/Trust/Cooperative Society/Firm:-

1. **Go to Morth NGo Grant Portal.**

Either you can Click Here or you can go to MoRTH website (http://morth.nic.in) or Road Safety Website (http://morth-roadsafety.nic.in) from where you can search the portal link from What's New section.
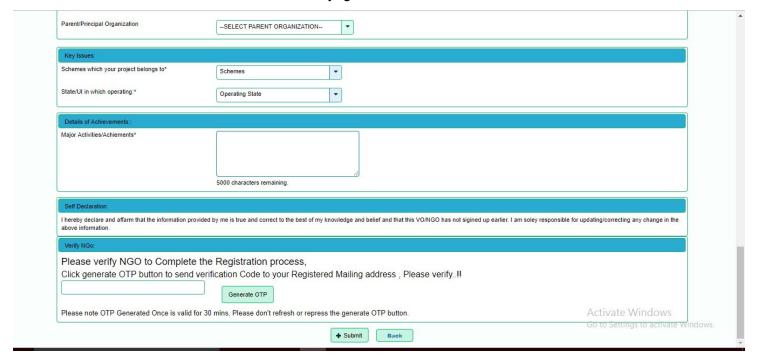

2. **Click on Register Here.**
- Click on "Register Here", fill the form providing User and Password , which NGO wish to use for future reference.
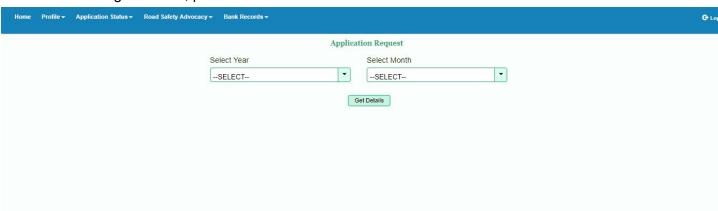
- Further, provide **NGO Darpan ID** and **Pan Card** of the NGO/Trust/Cooperative Society/Firm registered on the Niti Aayog's Darpan Portal. On providing the above stated information press **TAB** button, this will fetch all the desired details from the Niti ayog Portal.

- Every Agency need to verify themselves, by providing OTP generated to Registered Mailing Address "Email Address", Please note, don't press Generate OTP Button more then once, multiple press will trigger multiple OTPs, from which the latest one is to be shared. on a single press a OTP mail will be triggered to the address.
- The triggered OTP must be provided in the column provide to confirm the registration.
  - **Please note:- Mail once triggered might take few minute to deliver. Don't press Generate OTP button twice or refresh the page**.
  - **If there is any uncertainty in the records being fetch from Niti Aayog, please login on darpan portal and make the required changes.**

Drafting and submitting Proposal:-

1. **Login on Portal:-**
- Click on "NGO Login Button", provide "User Id" and "Password".

2. Go to Bank Records ----> Enter Bank Details.
- Provide Bank details of the NGO which is mandatory to fill the form, until the bank details are not provided the application form could not be submitted.

3. Go to Road Safety Advocacy ---> Application Form.
- Please note:-
  - To File to be uploaded is restricted to 5MB, please make sure to reduce the size as much as possible and put the documents which are relevant and required to support your proposal.
  - Any description in the form can't be kept empty, put "**NA**" in the description if it is not available.
  - You can click "Save as draft" button to modify the proposal in future.Once the proposal is finally submitted no modification could be done to further.

Once the Proposal is submitted you can trace the status of your request from "**Application Status"** Tab. and from "**Home"** Tab from the NAV bar.