

# USER MANUAL

## (Registration and Application Filing)

Ministry of Road Transport & Highways  
Government of India

NATIONAL INFORMATICS CENTRE

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## Registration

Any entity (Academic Institute, Cooperative Society, Firm and NGO/Trust) can register to the portal and apply for performing various activities under the scheme. The user needs to click on "Register Here".

**Registration Form**

Agency Type	--Select--
Please Enter PAN	Enter PAN
Please Enter Organization/Institute Name (as per registration document)	Organization/Institute Name
Please Enter Address	Address
Registration No	Enter Registration No
Upload received annual recurring grants by UGC, ICSSR	Choose File No file chosen
Please Enter Email Address	Enter Email
Please Enter Mobile No	Enter Mobile No

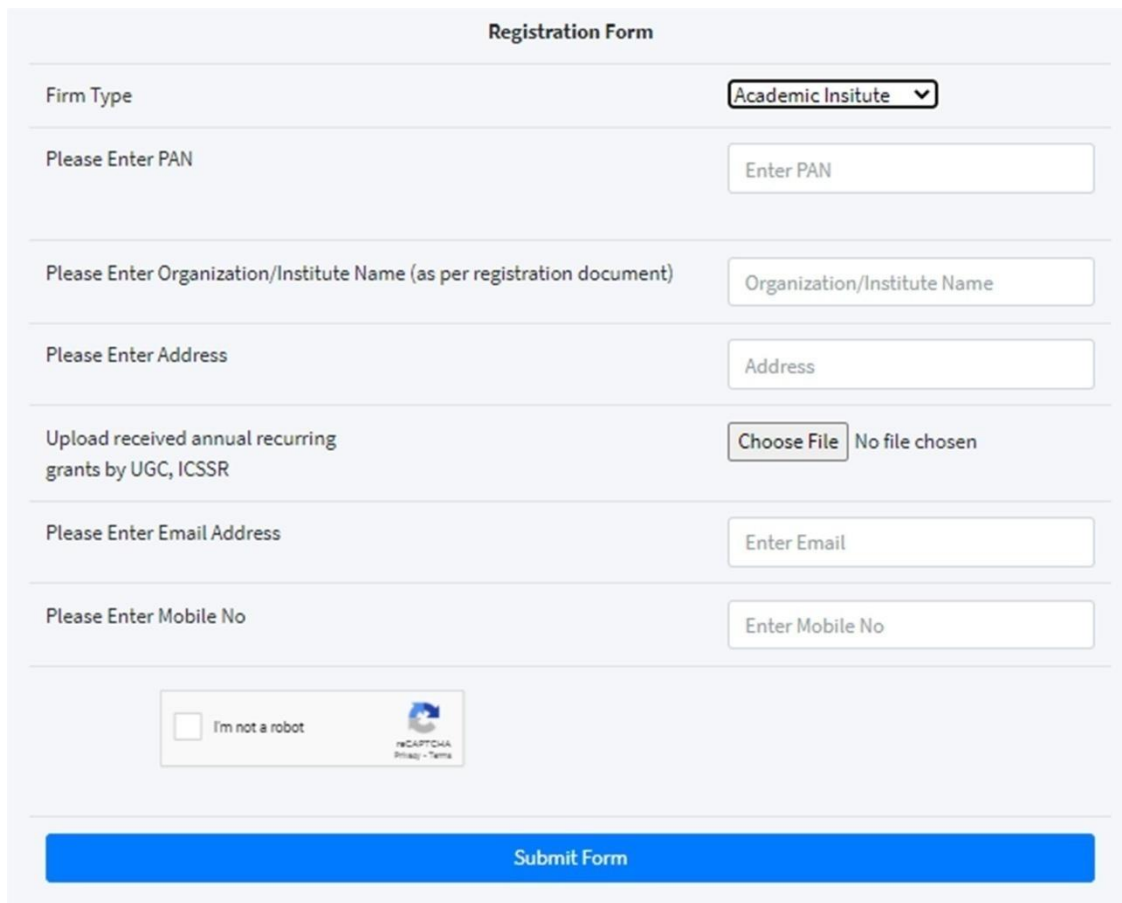
I'm not a robot  [Privacy](#) [Terms](#)

**Submit Form**

### Registration Form for Academic Institutes

Academic institute user would fill details as per the following registration form e.g.

- PAN
- Institute Name, Address
- Upload file for Annual recurring grants by UGC, ICSSR
- Email Id and mobile Number



The image shows a web-based registration form titled "Registration Form". It contains several input fields and a submit button. The fields are: "Firm Type" (a dropdown menu with "Academic Insitute" selected), "Please Enter PAN" (a text input field with "Enter PAN" placeholder), "Please Enter Organization/Institute Name (as per registration document)" (a text input field with "Organization/Institute Name" placeholder), "Please Enter Address" (a text input field with "Address" placeholder), "Upload received annual recurring grants by UGC, ICSSR" (a file upload area with a "Choose File" button and "No file chosen" text), "Please Enter Email Address" (a text input field with "Enter Email" placeholder), and "Please Enter Mobile No" (a text input field with "Enter Mobile No" placeholder). Below the input fields is a CAPTCHA section with an "I'm not a robot" checkbox and a CAPTCHA logo. At the bottom of the form is a large blue "Submit Form" button.


Once above details are filled, user needs to click 'Submit Form' button to complete registration process. On Successful registration, user would get login credentials on registered email id.

### Registration Form for Cooperative Society

Cooperative Society user needs to fill following details for registration e.g.

- PAN
- Organization Name, Address
- Registration Number (Unique Registered Id/Number of Cooperative Society)
- Email Id and mobile Number

**Registration Form**


Firm Type	Cooperative Society ▼
Please Enter PAN	Enter PAN
Please Enter Organization/Institute Name (as per registration document)	Organization/Institute Name
Please Enter Address	Address
Registration No	Enter Registration No
Please Enter Email Address	Enter Email
Please Enter Mobile No	Enter Mobile No
<input type="checkbox"/> I'm not a robot 	
<b>Submit Form</b>	

Once above details are filled, user needs to click 'Submit Form' button to complete registration process. On Successful registration, user would get login credentials on registered email id.

### Registration Form for Firms

User needs to fill following details for registration e.g.

- Unique CIN number
- PAN
- Organization Name, Address
- Registration Number (Unique Registered Id/Number of Cooperative Society)
- Email Id and mobile Number

Registration Form	
Firm Type	<input type="text" value="Firm"/>
CIN Number	<input type="text" value="Cin Number"/>
Please Enter PAN	<input type="text" value="Enter PAN"/>
Please Enter Organization/Institute Name (as per registration document)	<input type="text" value="Organization/Institute Name"/>
Please Enter Address	<input type="text" value="Address"/>
Please Enter Email Address	<input type="text" value="Enter Email"/>
Please Enter Mobile No	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/> I'm not a robot 	
<input type="button" value="Submit Form"/>	

Once above details are filled, user needs to click 'Submit Form' button to complete registration process. On Successful registration, user would get login credentials on registered email id.

### Registration Form for NGOs/Trust


NGO/Trust user needs follow below mentioned steps to complete registration.

Enter Unique Darpan ID/Unique ID & PAN and click 'Get Details' button. This would check its validity from **NGO Darpan Portal** and fetch following details like

- Organization Name, Address
- Email Id (if Available)
- Mobile Number (if Available)

**Registration Form**

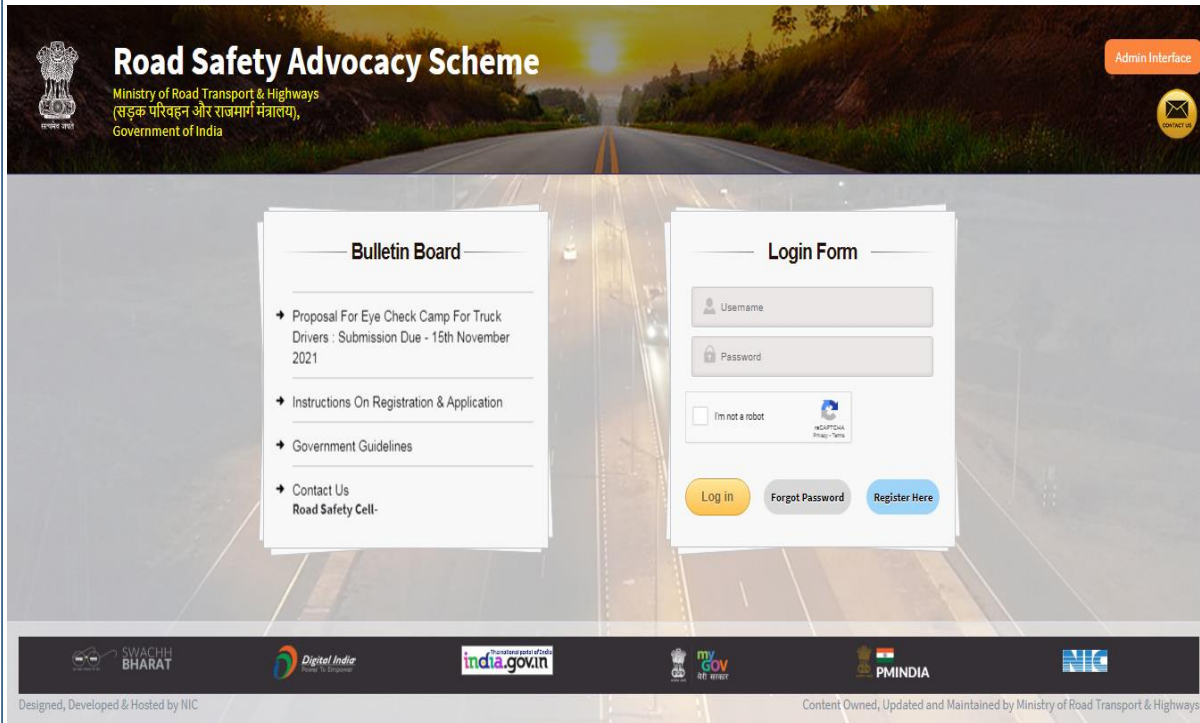
Agency Type	<input type="text" value="NGO/Trust"/>
Please Enter Unique Darpan ID	<input type="text" value="Darpan ID"/> <input type="button" value="Get Details"/>
Please Enter PAN	<input type="text" value="Enter PAN"/>
Please Enter Organization/Institute Name (as per registration document)	<input type="text" value="Organization/Institute Name"/>
Please Enter Address	<input type="text" value="Address"/>
Please Enter Email Address	<input type="text" value="Enter Email"/>
Please Enter Mobile No	<input type="text" value="Enter Mobile No"/>

I'm not a robot  [Privacy](#) - [Terms](#)

Once above details are filled, user needs to click 'Submit Form' button to complete registration process. On Successful registration, user would get login credentials on registered email id

**Login:**

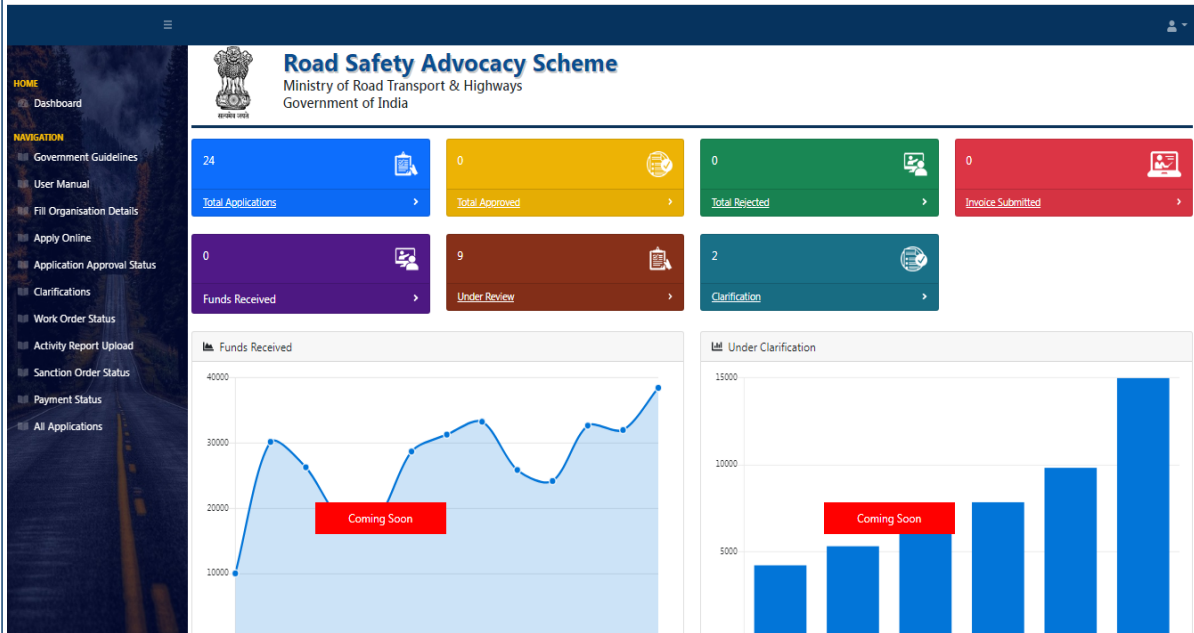
1. Type the URL <http://morth-roadsafety.nic.in:8080/auth/users/login.cshtml>
2. Webpage will open



3. The user would enter the Username and Password. The user would also need to enter the CAPTCHA i.e. the alphanumeric text that is displayed in the image. Once entered, the user would click on the Sign In button. If the username exists and password matches, the user would access the portal.
4. In case password is incorrect, the system would prompt the user would enter correct password.
  - a. After 5 wrong attempts, the system would automatically reset the Password and send the same to the user's registered email address.

## Welcome Screen

To successful login, the applicant would see dashboard highlighting number of applications under various stages. The applicant can click on any box to get the application details. There is also complete navigation on left with various options for the applicant.



The options on dashboard are

**Total Applications:** Total Applications Submitted till date

**Total Approved:** Applications where work order has been generated

**Total Rejected:** Applications have been rejected by Ministry

**Under Review:** Applications under processing by Ministry

**Under Clarification:** Applications where ministry has asked for more information against the submitted applications

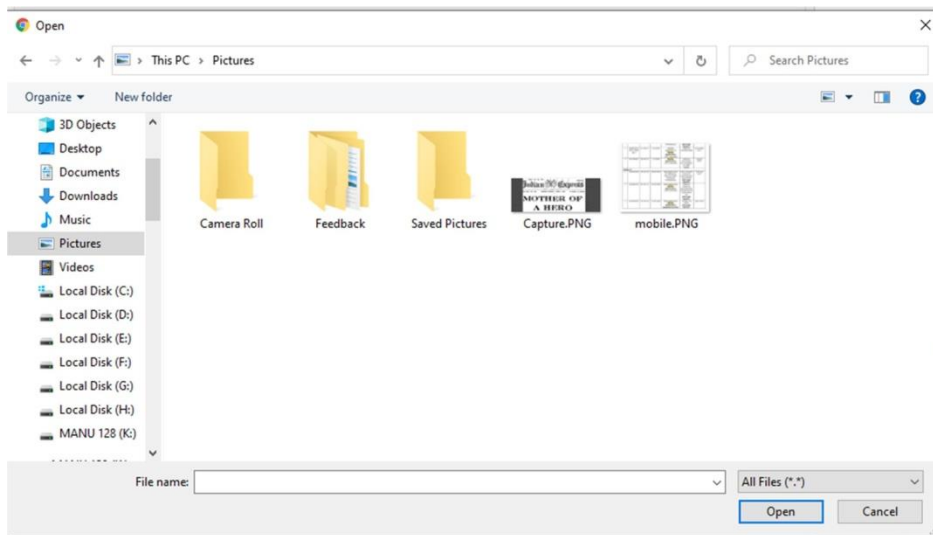
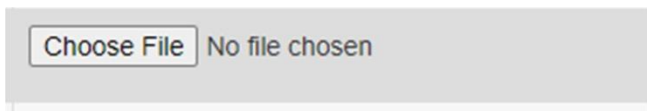
**Invoice Submitted:** Applications against which the invoice has been submitted by the applicant

**Funds Received:** Applications where funds have been released by the ministry against invoice submitted

Funds Received and Under Clarification option are also in graphical format.

### How to Upload File(s)

In all forms where you need to upload a file, please follow the process as mentioned here. The user needs to click on **Choose File**. A new window would open showing files of his computer. The user needs to navigate in his system and click on the required file and click on "Open" button. The window would close and file would be selected for upload.



### Fill Organization Details

The first thing for the applicant to do after registration is complete the organization profile. The user needs to click on "Fill Organization Details" from left navigation menu and following window would open.

**Agency Profile**

**About Organisation**

Name of Organisation	Akiko Sherman Infotech
State	HARYANA
Address	16 New Rohtak Road
Office Phone Number	32547541211231
Area of Operations <small>Enter the list of area of operations</small>	etsttttttttttttttttttttttttttttt
Brief note about your Organisation <small>Enter brief decription about the Organisation</small>	hbjdfjhfsdhsdbdnh
Date of Establishment	12/10/2015 (DD/MM/YYYY)
Upload self attested copy of DARPAN RegistrationOnly <small>PDF file allowed</small>	Choose File No file chosen <a href="#">Click to View</a>

**Details of Key Person**

Name of Key Person	Salmantestagainfinal
Position	Secretary
Aadhaar Number	xxxxxxxx2343
Address	yjgyfycfctctctccc
Contact Number	01123454323
Enter Email Address for Communication	salmans.com
Enter Website	http://www.yahoo.com

**States of Operation**

<input checked="" type="checkbox"/> JAMMU & KASHMIR	<input checked="" type="checkbox"/> HIMACHAL PRADESH	<input checked="" type="checkbox"/> PUNJAB	<input checked="" type="checkbox"/> CHANDIGARH	<input checked="" type="checkbox"/> UTTARAKHAND
<input checked="" type="checkbox"/> HARYANA	<input checked="" type="checkbox"/> DELHI	<input checked="" type="checkbox"/> RAJASTHAN	<input checked="" type="checkbox"/> UTTAR PRADESH	<input checked="" type="checkbox"/> BIHAR
<input checked="" type="checkbox"/> SIKKIM	<input type="checkbox"/> ARUNACHAL PRADESH	<input type="checkbox"/> NAGALAND	<input type="checkbox"/> MANIPUR	<input type="checkbox"/> MIZORAM
<input type="checkbox"/> TRIPURA	<input type="checkbox"/> MEGHALAYA	<input type="checkbox"/> ASSAM	<input type="checkbox"/> WEST BENGAL	<input type="checkbox"/> JHARKHAND
<input type="checkbox"/> ODISHA	<input type="checkbox"/> CHHATTISGARH	<input type="checkbox"/> MADHYA PRADESH	<input type="checkbox"/> GUJARAT	<input type="checkbox"/> DAMAN & DIU
<input type="checkbox"/> DADRA & NAGAR HAVELI	<input checked="" type="checkbox"/> MAHARASHTRA	<input checked="" type="checkbox"/> ANDHRA PRADESH	<input checked="" type="checkbox"/> KARNATAKA	<input type="checkbox"/> GOA
<input type="checkbox"/> LAKSHADWEEP	<input type="checkbox"/> KERALA	<input type="checkbox"/> TAMIL NADU	<input type="checkbox"/> PONDICHERY	<input type="checkbox"/> ANDAMAN & NICOBAR ISLANDS
<input type="checkbox"/> TELANGANA	<input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Ladakh		

**Bank Details**

Enter Bank IFSC Code	ICIC0128345
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- ❖ The user would first enter Organization Details such as –
  - **Name of Organization**
  - **State**
  - **Address**
  - **Office Phone Number**
  - **Area of Operations**
  - **Brief note about your Organization**
  - **Date of Establishment**
  - **Upload self attested copy of DARPAN Registration (Only PDF file allowed)**
  - **Enter GST Registration Number**
  - **Upload self attested copy of GST Registration (Only PDF file allowed)**
  - **FCRA Registration Number**
  - **FCRA Registration Date**
- ❖ Next the user would enter Details of Key Person such as-
  - **Name of Key Person**
  - **Position**
  - **Aadhaar Number**
  - **Address**
  - **Contact Number**
  - **Enter Email Address for Communication**
  - **Enter Website**
- ❖ Next the user would select States of Operation
  - **You can select Multiple states accordingly**
- ❖ Now the user would enter the Bank Details such as-
  - **Enter Bank IFSC Code (Alphanumeric Values)**
  - **Enter Bank Account Number (Numeric Values)**
  - **Upload Copy of Cancelled Cheque (Only PDF file allowed)**
  - **Upload audited financial report of 3 years (Only PDF file allowed)**
  - **Upload self attested copy of PAN (Only PDF file allowed)**

### [Apply Online for Scheme](#)

The user needs to click on "[Apply Online](#)" from the Left navigation menu.

New Application	
Name of the Project	<input type="text" value="Name of Project"/>
Objective	<input type="text" value="Objective"/>
Brief description about the Project	<input type="text" value="Give Brief Description"/>
Outcome the Project	<input type="text" value="Outcome the Project"/>
Baseline Data (Brief Description)	<input type="text" value="Brief Description for Baseline Data"/>
No. of Similar Projects done in last 3 years	<input type="text" value="0"/>
Maximum Project Value of similar work done in last three years (INR)	<input type="text"/>
Proof of association with Collaborative Partner (Academic Institute/ Government Department)	<input type="button" value="Choose File"/> No file chosen
Name of Collaborative Partner (Academic Institute/ Government Department)	<input type="text"/>
Mobilization Grant Required?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Will this project be done as a Joint Venture (if yes then please attach details below)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Self-declaration Affidavit by Authorized Person that the organization has not been blacklisted/ defaulted with any Indian/Foreign Entity *	<input type="button" value="Choose File"/> No file chosen
Total Project Value (INR)	<input type="text"/>
Copy of Estimate for Total Estimated Proposal *	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save Form"/>	

In the following window, the form would open that the user needs to fill. This would be [Application Form Part I](#)

- ❖ Here the applicant would enter all details accordingly such as-
  - **Name of the Project**
  - **Objective**
  - **Brief description about the Project**
  - **Outcome the Project**
  - **Baseline Data (Brief Description)**
  - **Upload Supporting Document (For Baseline Data) \***
  - **Upload Any Other Supporting Document (Any supporting document such as detailed proposal)**
  - **Select State**
  - **District**
  - **Select Program Theme**
  - **No. of Similar Projects done in last 3 years**
  - **No. of Similar Projects done in last 3 years**
  - **Maximum Project Value of similar work done in last three years (INR)**
  - **Proof of association with Collaborative Partner (Academic Institute/ Government Department)**
  - **Name of Collaborative Partner (Academic Institute/ Government Department)**
  - **Mobilization Grant Required? (If the applicant clicks on Radio Button against Yes  Yes  No , then the user would upload Copy of Bank Guarantee as a PDF file.)**
  - **Will this project be done as a Joint Venture? (Applicant needs to select whether the project would be done as Sole or Joint venture. In case of Joint venture, only lead partner is allowed to fill the form If the user clicks on RADIO Button against Yes  Yes  No then the user needs to upload the Joint Venture details as a PDF file)**
  - **Upload Self-declaration Affidavit by Authorized Person that the organization has not been blacklisted/ defaulted with any Indian/Foreign Entity as a PDF file \***
  - **Total Project Value (INR) (Inclusive of Taxes)**
  - **Upload Copy of Estimate for Total Estimated Proposal as a PDF file \***
- ❖ Applicant would click on **Save Form** button to complete **Application Form Part I.**

## Application Form Part II

There are three steps to complete Application Form part II such as –

### 1- Milestone wise Financial Proposal

### 2-Past Experience

### 3- Key Team Member

On submit of Part I, the user would be automatically be taken to Milestone wise Financial Proposal that has provision for multiple records.

In **Milestone wise Financial Proposal** , the system would make 3 Milestones of 40%, 30% & 30% from the total project value entered in Part I and would show the total Value for each milestone (Maximum Value), activity details (amount) already added and balance left for a milestone.



### Road Safety Advocacy Scheme

Ministry of Road Transport & Highways  
Government of India

#### Activity Breakup for "Road safety"

Milestone	Objective	Scope of Work	Baseline,Expected Outcome & No of Team Members	Target Audience	Funds Required	Duration	Supporting Document	Add Activity Details
Milestone 1	ok	good	ok ok 5	Pledge	10	28/10/2021 to 31/10/2021	Existing File: <a href="#">View</a>	<ul style="list-style-type: none"> <li>• <a href="#">Edit Activity</a></li> <li>• <a href="#">Delete Activity</a></li> </ul>
<b>Total</b>								<b>10</b>

Go to Application Details
Go to Past Experience Details

❖ In the below form the user would enter details after click on [Add Activity Details](#)-

- **Select Milestone**
- **Objective**
- **Select Activity**
- **Scope of Work**
- **Baseline Description for this activity**
- **Expected Outcome**
- **Fund Required**
- **Select Estimated Start Date & Select Estimated End Date**
- **No. of Proposed Team members**
- **Attach Document if any (Optional)**

❖ Now the user has two options-

- **Save Activity Data:** In this case the form would be submitted and data would be shown in a table through which the user can "Edit" activity detail, "Delete" activity detail or "Add New" (in case of Add New, the user would be redirected to current form) Activity Detail.
- **Save & Add More Activity:** In case, the data would be saved and user would be redirected to same form to add more Activity data.

Activity Details for Road safety

	Total	Already Added	Balance to be added
Milestone 1	40.00	10.00	30.00
Milestone 2	30.00	0.00	30.00
Milestone 3	30.00	0.00	30.00
<b>Total</b>	100.00	10.00	90.00

Select Milestone	Milestone 1 ▼
Objective	<input type="text"/>
Target Audience	Pledge ▼
Scope of Work	<input type="text"/>
Baseline Description	<input type="text"/>
Expected Outcome	<input type="text"/>
Fund Required	<input type="text"/>
Select Estimated Start Date	<input type="text"/>
Select Estimated End Date	<input type="text"/>
No. of Proposed Team members	<input type="text"/>
Attach Document if any	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save Activity Data"/> <input type="button" value="Save &amp; Add More Activity"/>	

### Add Past Experience

On submit of Milestone wise Financial Proposal, the applicant would be Go to **Past Experience Details** that has provision for multiple records-

**Add Past Experience**

Project Name	<input type="text"/>
Project Cost/Budget	<input type="text"/>
Client Name	<input type="text"/>
Objective	<input type="text"/>
Project Description	<input type="text"/>
Financial Year in which Project was Done	<div style="border: 1px solid #ccc; padding: 2px;">           2008-09            2009-10            2010-11            2011-12            2012-13         </div>
Project Outcome	<input type="text"/>
Manager/Head For Reference	<input type="text"/>
Manager/Head Contact No.	<input type="text"/>
Email	<input type="text"/>
Attach Work Order	<input type="button" value="Choose File"/> No file chosen
Attach any relevant proof of document	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save Record"/>	

**Past Experience**

Application: Road safety

Sno	Project Name	Project Cost/Budget	Client	Manager/Head	Contact No.	Email	
<input type="button" value="Go to Application Details"/>	<input type="button" value="Go to Milestone Details"/>	<input type="button" value="ADD NEW RECORD"/>					
<input type="button" value="Go to Team Member Details"/>							

❖ In the above form the user would enter details after click on [ADD NEW RECORD](#)-

- **Project Name**
- **Project Cost/Budget**
- **Client Name**
- **Objective**
- **Project Description**
- **Financial Year in which Project was Done**
- **Project Outcome**
- **Manager/Head For Reference**
- **Manager/Head Contact No.**
- **Email**
- **Attach Work Order (Only PDF file allowed)**
- **Attach any relevant proof of document (Only PDF file allowed)**

❖ Applicant would click on **Save Record** button to complete **Past Experience Details**.

**Add Team Members**

On submit of Past Experience Details, the applicant would be Go to **Key Member Details** that has provision for multiple records-

Add Team Members

Name	<input type="text"/>
Designation	<input type="text"/>
Qualification	<input type="text"/>
Year of Passing	<input type="text"/>
University/Academic Institute	<input type="text"/>
<b>Company Details (1)</b>	
Company Name	<input type="text"/>
Duration	From <input type="text"/> To <input type="text"/>
Employer Name	<input type="text"/>
Employer Mobile	<input type="text"/>

Company Details (2)

Company Name	<input type="text"/>
Duration	From <input type="text"/> To <input type="text"/>
Employer Name	<input type="text"/>
Employer Mobile	<input type="text"/>
No. of Total Experience	<input type="text"/>
List Of Relevant Projects Involved in	<input type="text"/>
Attach CV	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save Record"/>	

Key Team Member Details

Application: Road safety

Sno	Team Member No.	Name	Designation	Qualification	Year Of Passing	University/Institute Name	<a href="#">ADD NEW RECORD</a>
1	0	hgdsjgsdgjhds	gfwgfgwg&	gfgfdjgffejg	2017	.khkihodkjhcjks	<a href="#">Edit</a>   <a href="#">Delete</a>

❖ Here the applicant would enter all details accordingly such as-

- **Name**
- **Designation**
- **Qualification**
- **Year of Passing**
- **University/Academic Institute**
- **Company Details 1 \* / Company Details 2 (Optional)**
- **Company Name**
- **Duration (From DD/MM/YYYY To DD/MM/YYYY)**
- **Employer Name**
- **Employer Mobile**
- **No. of Total Experience \***
- **List Of Relevant Projects Involved in**
- **Attach CV as a PDF file**

### Preview & Submit

Once the Application form (part I & II) is "Complete", the user would click on "All Applications" from left Navigation Menu.

My Applications								
Sl.No	Name of the Project	State	Program Theme	Apply Date	Total Cost	Total Approved	APP Status	
4	<a href="#">dsfgsdfg</a>	HARYANA	Pilot Projects		20000	0	<a href="#">Application Preview</a>	<ul style="list-style-type: none"> <li><a href="#">Edit Application</a></li> <li><a href="#">Delete Application</a></li> <li><a href="#">Milestone wise Financial Proposal</a></li> <li><a href="#">Past Experience</a></li> <li><a href="#">Key Team Member</a></li> <li><a href="#">Preview &amp; Submit</a></li> </ul>

- ❖ In the next window, the user would see list of all Applications created till date. The applicant would go to the Application that needs to be submitted and click on "**Preview & Submit**".
- ❖ In the next screen, the system would show complete preview of the application and at the bottom, the user would click on Checkbox against **I Agree** and then click on "Submit Application". Once submitted, no further changes can be done in application.

#### Application Preview & Submit

**Name of the Project** Road safety

**Objective** Safety

**Brief description about the Project** Safety for all

**Outcome the Project** Good

**Baseline Data (Brief Description)** ok

**Supporting Document (For Baseline Data)** [View](#)

**Any Other Supporting Document (Any supporting document such as detailed proposal)** [View](#)

**Location** DELHI-->CENTRAL

**Program Theme** Awareness Campaign- Awareness Building

**No. of similar projects done in past 3 years** 3

**Maximum Project Value of similar work done in last three years (INR)** 2

**Name of Collaborative Partner & Proof of association(Academic Institute/ Government Department)** [Similar View](#)

**Funds Required (Total Project Value)** 100

**Self-declaration Affidavit by Authorized Person that the organization has not been blacklisted/ defaulted with any Indian/Foreign Entity**

**Copy of Estimate for Total Estimated Proposal**

Milestone	Objective	Scope of Work	Baseline,Expected Outcome & No of Team Members	Target Audience	Funds Required	Duration	Supporting Document
Milestone 1	ok	good	ok ok 5	Pledge	10	28/10/2021 to 31/10/2021	Existing File: <a href="#">View</a>
Milestone 1	test	abcdefg	abcdefg test 3	Campaigns	30	23/08/2021 to 24/10/2021	Existing File: <a href="#">View</a>
Milestone 2	test	test	test test	Pledge	30	23/09/2021 to 23/10/2021	Existing File: <a href="#">View</a>

**Past Experience**

Sno	Project Name	Project Cost/Budget	Client	Manager/Head	Contact No.	Email	Documents	Financial Year
1	RS awareness test	200000	Transport Department Test	US to the Govt of India	0112098734	test@gmail.com	<ul style="list-style-type: none"> <li><a href="#">Work Order</a></li> <li><a href="#">Document Proof</a></li> </ul>	2019-20

**Key Team Members**

Sno	Team Member No.	Name	Designation	Qualification	Year Of Passing	University/Institute Name
1	6	hgsdjsdgjhds	gfwgfwg&	gfgfdjgffejg	2017	.khkihcdkjhcjks

[Annual Audited Report of Last 3 Years](#)

I hereby declare that all information submitted is correct to the best of my knowledge. I hereby accept all terms and conditions of the guidelines issued by MoRTH

Agree

[Submit Application](#)

In the next screen, the system would show complete preview of the application and at the bottom, the user would click on Checkbox against I agree and then click on "Submit Application". Once submitted, no further changes can be done in app Response to Query Raised

Query from Ministry	please resubmit
Your Reply	<input type="text"/>
Attach File (If required)	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Send Reply"/>	

lication.

### Clarification on Application

Once the proposal has been submitted to Ministry, there can be chance wherein the Ministry more information on the proposal and they can do the same using the portal. Once they have entered the query, the Applicant would login to the portal and either they can directly go to the applications where query has been raised by ministry by clicking on box "Under Clarification" or they can click on "Clarifications" from Left Navigation Menu.

In the next screen the system would show list of all applications where Clarification has been sought by the Ministry.

My Applications								
Sl.No	Name of the Project	State	Program Theme	Apply Date	Total Cost	Total Approved	APP Status	
1	<a href="#">sdad</a>	HARYANA	Pilot Projects	27/10/2021	100	0	Under Clarification <a href="#">View Submitted Application</a>	• <a href="#">Answer Clarification</a>
2	<a href="#">test RSP server</a>	Ladakh	Awareness Campaign- Safer Road Users	13/09/2021	49999	0	Under Clarification <a href="#">View Submitted Application</a>	• <a href="#">Answer Clarification</a>

The Applicant would click on "Answer Clarification". In the next screen, the user would see the Query raised by the ministry and there would be a textbox wherein the user would enter the details sought by the ministry. There would also a provision wherein the user can Upload a PDF file "IF REQUIRD" and click on "Send Reply" button.

# THANKS