

National Program for Control of Blindness & Visual Impairment

Operation Manual

User Type: National NGO

Pre requisites:

- Must have Darpan number (in case Darpan number is available and you are still not able to login, check Darpan application registration status at <http://ngodarpan.gov.in>). Refer to <https://ngodarpan.gov.in/index.php/home/faq> in case of any other doubt on Darpan number.
- Keep the following documents handy before registering at NPCB portal.
 - ✓ **Society/Charitable public trust registration certificate.**
 - ✓ **Minimum 3 years of experience certificate.**
 - ✓ **Bank Details like Account No. , Bank IFSC Code and Bank Name**

Enter the URL <http://npcbvi.gov.in> in the browser. Click on Login button at the top-right corner.

Step1.

Click on the 'Registration' link in the menu bar and select NGO from drop down for NGO registration.

NOTE: Registration for all NGOs is must at <http://npcbvi.gov.in>.

The screenshot displays the NPCBVI website interface. At the top, the header includes the Government of India logo, the text 'National Programme for Control of Blindness & Visual Impairment(NPCBVI)', and the Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India. A navigation bar contains links for Home, Dashboard, Gallery, Documents, Contact Us, User Manual, Registration, and Login. The 'Registration' dropdown menu is open, showing options for NGO, Govt./private/Other, SPO, and DPM. A callout box with an arrow points to the 'NGO' option, labeled 'Click here'. The main content area on the left provides information about NPCBVI, including its history and goals. The right sidebar shows 'Today's (Patients) Registered' and 'Guidelines' sections.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

Step2. Enter the Darpan number and pan number. Click on Verify button.

The screenshot displays the NPCBVI website header with the Government of India logo and the text 'National Programme for Control of Blindness & Visual Impairment(NPCBVI)', 'Directorate General of Health Services', and 'Ministry of Health & Family Welfare, Government of India'. A navigation bar includes 'Home' and 'Registration'. The main content area is titled 'NGO Registration' and features a form with two input fields: 'Enter Darpan number' and 'NGO PAN number' (with an example 'Ex: ABCDE1234A'). A 'Verify' button is positioned below the fields. A red callout box with the text 'Click verify' points to the 'Verify' button. A red note at the bottom of the form states: 'While entering Darpan No replace \"/>

The details as registered with Darpan portal will be populated. Click on continue button to proceed with registration process. Click on close button to close the pop up screen.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

NGO details fetched from Darpan portal

NGO Name	XXXXXXXXXX Society	Registration No	XXXXXXXXXX
PAN Number	A*****C	PAN verify status	Verified
State	XXXXXXXXXX	District	XXXXXXXXXX
Address	XXXXXXXXXX	Pin code	XXXXXXXXXX
Email	XXXXXXXXXX@gmail.com	Ngo type	Registered Society (Non Government)
Registration Type	Registrar of Societies		

NGO Member(s) Details

S.No	Member Name	Email id	Designation	Pan No	Pan Verify Status	Aadhaar No	Aadhaar Verify Status
1	XXXXXXXXXX	XXXXXXXXXX@gmail.com	President	A*****A	Verified	9*****3	Verified
2	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Treasurer	A*****C	Verified	4*****9	Verified
3	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Secretary	A*****L	Verified	8*****8	Verified
4	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Vice President	A*****P	Verified	9*****1	Verified
5	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Member	A*****R	Verified	2*****9	Verified
6	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Member	A*****A	Verified	9*****5	Verified
7	XXXXXXXXXX	XXXXXXXXXX@gmail.com	Member	A*****P	Verified	6*****7	Verified

Continue Close

Click Continue

Step3.

After clicking on continue button scroll to the bottom of the page and enter NGO Bank account details like mobile number, Bank name, account number, ifsc code. Upload the documents as mentioned in the document checklist and click on submit button.

NGO Bank Account Details

Mobile No*	Mobile Number	Bank Name*	--Select Bank--
Account No.*	Account number	IFSC Code*	EX: abcd1223df1

IFSC Code

Click Here

- Click After **IFSC CODE** a pop up will be open.
- A pop up will be open.
- User can find IFSC code and bank details using search criteria.
- Select Bank name and any other parameter(Like Ifsc code, Branch name, bank address)

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

Bank Details

Bank Name*

AXIS BANK

IFSC Code

Branch Name

delhi

Bank Address

Get Details

Reset

Enter IFSC code or Branch name or Bank address with Bank name

S.No		Bank Name	IFSC Code	Branch	Address
1	<input type="radio"/>	AXIS BANK	UTIB0000007	NEW DELHI	STATESMAN HOUSE, 148, BARAKHAMBA ROAD
2	<input type="radio"/>	AXIS BANK	UTIB0000055	SWASTHYA VIHAR - NEW DELHI	A-13, SWASTHYA VIHAR, VIKAS MARG,
3	<input type="radio"/>	AXIS BANK	UTIB0000117	NEW DELHI SERVICE BR	GATE NO. 4, 1ST FLOOR JEEVAN TARA BUILDING, PARLIAMENT STREET
4	<input type="radio"/>	AXIS BANK	UTIB0000120	KHAN MARKET (NEW DELHI)	SHOP 2A & 2B ,KHAN MARKET NEW DELHI
5	<input type="radio"/>	AXIS BANK	UTIB0000126	LAJPAT NAGAR (NEW DELHI)	B-6, LAJPAT NAGAR-II
6	<input type="radio"/>	AXIS BANK	UTIB0000132	PALAM (DELHI)	WZ-24 A ,PALAM VILLAGE
7	<input type="radio"/>	AXIS BANK	UTIB0000160	SAKET-NEW DELHI	E-146, SAKET
8	<input type="radio"/>	AXIS BANK	UTIB0000166	KRISHNA NAGAR [DELHI]	F-2/25, KRISHNA NAGAR EAST DELHI
9	<input type="radio"/>	AXIS BANK	UTIB0000206	MALVIYA NAGAR (NEW DELHI)	D-81, MALVIYA NAGAR

Note : (*) Remark mandatory fields.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

NGO Registration

NGO Darpan number

NGO PAN number

NGO Name	<input style="width: 150px;" type="text"/>	Registration No.	<input style="width: 150px;" type="text"/>
PAN No.	A*****C	PAN Verify Status	Verified
State	<input style="width: 150px;" type="text"/>	District	<input style="width: 150px;" type="text"/>
Address	<input style="width: 150px;" type="text"/>	Pin code	<input style="width: 150px;" type="text"/>
Email	<input style="width: 150px;" type="text"/>	Ngo type	<input style="width: 150px;" type="text"/>
Registration Type	<input style="width: 150px;" type="text"/>		

NGO Member(s) details from Darpan portal (ngodarpan.gov.in)

S.No	Member Name	Email id	Designation	Pan No	Pan Verify Status	Aadhaar No	Aadhaar Verify Status
1	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	President	A*****A	Verified	9*****3	Verified
2	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Treasurer	A*****C	Verified	4*****9	Verified
3	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Secretary	A*****L	Verified	8*****8	Verified
4	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Vice President	A*****P	Verified	9*****1	Verified
5	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Member	A*****R	Verified	2*****9	Verified
6	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Member	A*****A	Verified	9*****5	Verified
7	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	Member	A*****P	Verified	6*****7	Verified

NGO Bank Account Details

Mobile No.*

 Account No.*

Bank Name* ▼

 IFSC Code*
IFSC Code

Checklist of Document to be uploaded (only pdf, jpg allowed.)

1. Minimum 3 years of experience certificate.

 2. Society/Charitable public trust registration certificate.

Note : (*) Remark mandatory fields.

Click on Submit

A confirm dialogue box appears. After you confirm, an email is sent on the email id registered with Darpan portal.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

The screenshot shows a web application interface for registration. A modal message box is displayed in the center, stating: "No changes can be made after submission of the application! Would you like to continue?". Below the message are two buttons: "Yes" and "No". An arrow points from the "Yes" button to a callout box that says "Click YES". In the background, the registration form is partially visible, showing fields for "Mobile No." (4555555555) and "Account No." (3422222222222222). Below these fields, there are two requirements listed: "1. Minimum 3 years of experience certificate." and "2. Society/Charitable public trust registration certificate.".

- Check your email after submitting the information.
- You can then create password through link sent via email.
- Now click on Home link and enter the log in id (sent in mail) and password (created by you).

The screenshot shows the "Home" page of the NPCBVI web application. At the top, there is a header with the NPCBVI logo, the text "National Programme for Control of Blindness & Visual Impairment(NPCBVI)", "Directorate General of Health Services", and "Ministry of Health & Family Welfare, Government of India". Below the header, there is a red banner with the text "Home" and "NGO Darpan number is mandatory for registration". The main content area is divided into two sections. The left section contains a "CHECKLIST FOR REGISTRATION" with two categories: "For NGOs" and "For Private Prac./ Private Medical Colleges/ Others:". The right section contains a "Log-in Form" with fields for "Login Id", "Password", and "Captcha", and buttons for "Sign In", "Forgot/Reset Password", and "Click here to Register".

After logging:


Step1.

Add the States and the respective districts you will be working in. Click on the drop down list and click the check box against the states that you want to work in. After selecting the states click on submit button. You can select multiple state districts.


The district drop downs will be then listed for selected states. Select the district(s) that you will be working in. After selecting district(s) from drop down click on submit button.

After the district for all states have been selected click on Next button. You can click on Save as draft button at any point of time during data entry.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)



National Programme for Control of Blindness & Visual Impairment(NPCBVI)
 Directorate General of Health Services
 Ministry of Health & Family Welfare



AddWorking District Update Documents Logout

Login Type:National NGO

Selection of State(s) and District(s) at NGO level

State Name TEST

Submit

TEST,

Select District(s)

S.No	State Name	District Name		
1	TEST	<div style="display: flex; align-items: center;"> TEST1 Update </div>		TEST1,

Save As Draft
Next

If you want save data draft mode "Click

Click Here for Add "District User"

Step2.

AddWorking District Update Documents Logout

Login Type:National NGO

District level user(s) details

S.No	State	District	Select User	Old User ID	Name	Email ID	Mobile	Action	
1	TEST	TEST1	<div style="display: flex; align-items: center;"> <input type="radio"/> New <input checked="" type="radio"/> Old </div>	<div style="display: flex; align-items: center;"> <input style="width: 100%;" type="text"/> Fetch Details </div>					Update

Previous
Submit

If you are new user choose new and add

If you are existing user of old website (npcb.nic.in).

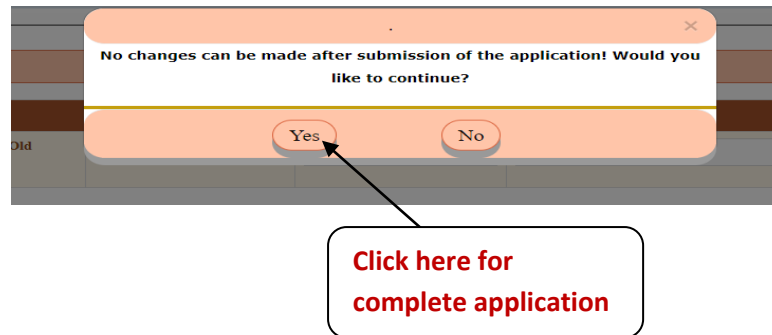
Enter old login id (Which use for login in npcb.nic.in) And Click on

Click here for Final submit

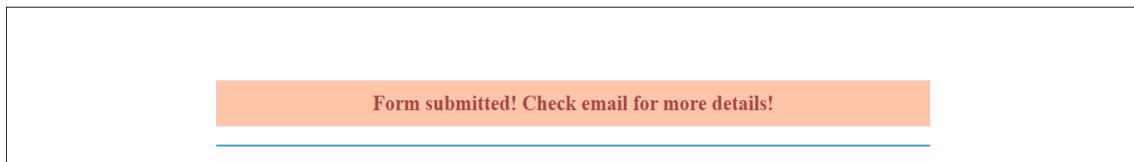
- Verification existing user id is necessary for previous data.
- If a new user has to be added, check the new radio button and enter the details required.

- Click on Add / Update link as the case may be, to add user in the district.
- After all ngo district users have been added, click on submit button.

Step 3.



Step 4.



All the users created will be intimated via email that they have been registered/added to work in xyz district of abs state as **"District NGO"**.

The NGO member can now create password through link sent on the email id. Login now using login id sent on email and password as created.

For further process please read **"District NGO"** (user type) user manual.

Modify State(s) and District(s)

Step1.

1. Login with **"National Ngo"** (user type), login id (Darpan number use as **"National Ngo"** login id).

Step2.

Repeat previous steps and click on **"Next"** button.

National Programme for Control of Blindness & Visual Impairment (NPCBVI)

Selection of State(s) and District(s) at NGO level

State Name

2 selected

Submit

ARUNACHAL PRADESH, TEST,

Select District(s)

S.No	State Name	District Name		
1	ARUNACHAL PRADESH	DIBANG VALLEY	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f9a825;">Update</div>	DIBANG VALLEY,
2	TEST	TEST1	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f9a825;">Update</div>	TEST1,

Save As Draft

Next

Click here

Step 3. Repeat previous steps and click on **“Update”** button for save data as draft mode.

District level user(s) details

S.No	State	District	Select User	Old User ID	Name	Email ID	Mobile	Action
1	ARUNACHAL PRADESH	DIBANG VALLEY	<input type="radio"/> New <input checked="" type="radio"/> Old	<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f9a825;">Fetch Details</div>				<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f9a825;">Update</div>
2	TEST	TEST1	<input type="radio"/> New <input checked="" type="radio"/> Old	<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f9a825;">[Redacted]</div>	test	fg@dttr.tytr	5666666666	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f9a825;">Update</div>

Previous

Submit

“District Ngo” Login id after final submit.

Step4. Click on **“Submit”** button again for final submit after add new district user.



User again receives mail for password creates of new district.

For further process please read **“District NGO”** (user type) user manual.

Step 5: For Update Documents –

- ✓ Society/Charitable public trust registration certificate.
- ✓ Minimum 3 years of experience certificate.



Checklist of Document to be uplodod (only pdf, jpg allowed.)		
1. Minimum 3 years of experience certificate.		<button>Edit</button> <button>Download</button>
2. Society/Charitable public trust registration certificate.		<button>Edit</button> <button>Download</button>
<button>Submit</button>		

If there is any problem in the registration please contact: **helpdesk [dot]npcb[at]nic[dot]in.**

*****END*****