

# DARPAN Registration — Why Every NGO Needs It and How to Get It in 10 Days

DARPAN — Data Accountability and Reporting of NGOs — is NITI Aayog's national portal for NGO registration and transparency. Available at [ngodarpan.gov.in](http://ngodarpan.gov.in), it was launched in 2015 in partnership with the National Informatics Centre (NIC) to create a centralised, government-verified...

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compliance-primer

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When your NGO registers on DARPAN, it receives a **Unique DARPAN ID** — an alphanumeric identifier that the Government of India uses to verify your organisation's existence, legitimacy, and activity record before releasing grants, approving FCRA applications, or validating CSR-1 registration.

For Odisha NGOs, the DARPAN ID format is: **OR/[Year]/[7-digit number]** — for example, OR/2026/1103919 (JaBaSu Trust's DARPAN ID).

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## Why DARPAN Is Not Optional

Technically, DARPAN registration is not mandated by a single law. Practically, it is **indispensable** because it is required for:

**1. Government grants and scheme implementation:** All Central Ministry grant programmes (Ministry of Rural Development, Ministry of Tribal Affairs, Ministry of Education, Ministry of Health, NABARD, etc.) require a DARPAN ID before processing grant applications. The Ministry of Finance has directed all Central Ministries not to release grants to NGOs without a verified DARPAN ID.

**2. FCRA registration and renewal:** The Ministry of Home Affairs requires a DARPAN ID for all FCRA-related services — registration (Form FC-3A), prior permission (Form FC-3B), renewal (Form FC-3C), and annual return (Form FC-4). Without a DARPAN ID, the FCRA online portal ([fcraonline.nic.in](http://fcraonline.nic.in)) will not process your application.

**3. CSR-1 registration:** The MCA's revised CSR-1 form (effective 14 July 2025) requires a valid DARPAN ID as a mandatory field. No DARPAN ID = no CSR-1.

**4. RNPO registration:** The Income Tax e-filing portal Form 10A (for RNPO / 12A-equivalent registration under Section 332 of IT Act 2025) requires a DARPAN ID. Missing this field will prevent form submission.

**5. Corporate due diligence:** An increasing number of corporate CSR teams and foundations use the DARPAN portal to verify NGO credentials before entering partnerships or making donations. An NGO without a DARPAN ID raises immediate credibility questions.

**It is free, online, and takes 7-15 days.** There is no fee for DARPAN registration. Given that it is a prerequisite for virtually every formal funding relationship, not registering is simply not a rational choice for any serious NGO.

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## Who Can Register on DARPAN?

Any legally registered non-profit organisation in India:

- Public Charitable Trusts (registered under Indian Trusts Act, 1882 or state Public Trust Acts)
- Societies (registered under Societies Registration Act, 1860 or state equivalents)
- Section 8 Companies (registered under Companies Act, 2013)

**You need a Trust/Society/Section 8 registration and a PAN before you can register on DARPAN.** DARPAN registration is Step 3 in the post-registration sequence — it cannot be done before your legal entity exists and has a PAN.

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## What You Need Before Starting

Gather all of this before you visit [ngodarpan.gov.in](http://ngodarpan.gov.in) — having everything ready reduces errors and avoids abandoning an incomplete profile:

Item	Details
Organisation PAN	Trust/Society/Company PAN (not personal PAN)
Registration Certificate	Registered Trust Deed / Societies Registration Certificate / MCA Certificate
Registration Number	Sub-Registrar registration number (for trusts); Society registration number; or MCA CIN (for Section 8)
Organisation email address	A dedicated email for the trust/society — not a personal Gmail. Ideally @yourorg.org
Organisation mobile number	A dedicated mobile number for the organisation
Bank account details	Account number and IFSC (opened in the organisation's name)
Key members (minimum 3)	Name, date of birth, designation, mobile number, <b>Aadhaar number</b> of each
Work areas	The sectors and geographies where your NGO works (required for the profile)
Source of funds	Primary expected funding sources (government grants, individual donations, CSR, etc.)

**The 3-member Aadhaar requirement is critical.** As of the April 2026 DARPAN portal update, Aadhaar-based authentication is mandatory for at least 3 key members. All three must be available for OTP verification on their registered Aadhaar-linked mobile numbers during registration. Schedule this when all three are available simultaneously.

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# Step-by-Step Registration Process

## Step 1 — Visit the Portal

Go to [ngodarpan.gov.in](http://ngodarpan.gov.in) (the correct URL — note: not [ngo.india.gov.in](http://ngo.india.gov.in), which redirects here but may have different landing pages). The portal is managed by NITI Aayog through NIC.

## Step 2 — Create an Account

Click **Login / Register** → **Sign Up**.

Enter:

- Organisation name (exactly as in your registration document)
- Organisation PAN
- Organisation email address
- Organisation mobile number

You will receive separate OTPs on both the email and mobile. Enter both to complete Sign Up.

**Important:** Each email address and mobile number can only be linked to ONE NGO on the portal. Use dedicated organisation email and mobile — not your personal ones which may already be used for other registrations.

## Step 3 — Complete the Organisation Profile

After signing in, you will see an incomplete profile dashboard. Fill all sections:

### Organisation Details:

- Legal name (as in registration document)
- Type of organisation (Trust / Society / Section 8 Company)
- Registration Act under which registered
- Registration Number
- Date of registration

- PAN
- Address (registered office)
- Website (if any)
- FCRA details (if already registered — enter here; otherwise skip)

**Key Members:** Add at least 3 key members with:

- Full name
- Date of birth
- Designation (Managing Trustee, Trustee, Secretary, etc.)
- Mobile number (Aadhaar-linked)
- Aadhaar number

All 3 members will be authenticated via Aadhaar OTP during this step — ensure all are available.

**Source of Funds:** Tick the applicable funding sources your organisation expects: Individual donations, Government grants, CSR, FCRA, etc.

**Work Areas:** Select the sectors (Education, Health, Women Empowerment, etc.) and geographical areas (Odisha districts, or national) where your organisation works or plans to work.

**Bank Account Details:** Enter the organisation's bank account number and IFSC code. This must be the account in the organisation's own name — not a personal account.

## Step 4 — Upload Documents

Upload scanned copies of:

- Registration Certificate (Trust Deed / Society Certificate / MCA Certificate)
- PAN Card of the organisation
- Photographs of key members (passport size, usually required)

File formats: PDF or JPEG. Size limits apply — keep documents below 2MB per file for smooth upload.

## Step 5 — Submit for Verification

Click Submit. The portal administrator (NITI Aayog / NIC) reviews the submitted documents and profile. You will receive an email when verification is complete.

**Timeline:** 7-15 working days from complete profile submission. From April 2026, a 30-day completion window applies — if the profile is not completed within 30 days of initial sign-up, you may need to start again.

## Step 6 — Generate the DARPAN ID

After receiving the verification email, log in and click "Generate Unique ID." Your DARPAN ID is now active. **Download and save the DARPAN certificate** — you will need it for every subsequent registration and grant application.

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## After Registration — Keeping Your DARPAN Profile Current

A DARPAN registration is not a one-time formality — it is an active profile that funders and government departments check. Maintain it by:

**Updating key members:** When trustees/directors change, update the DARPAN profile within 30 days. An outdated profile with departed trustees creates due diligence problems.

**Uploading annual reports:** Upload your organisation's annual activity report and audited accounts to DARPAN each year. Funders who check DARPAN before approving grants look for active, current profiles — a profile showing no updates for 3 years is treated as suspect.

**Updating bank account:** If your bank account changes (new bank, new account number), update DARPAN immediately. Grant payments and FCRA-related transfers are linked to the DARPAN-registered bank account.

**Updating FCRA details:** When you eventually get FCRA registration, link it to your DARPAN profile. Similarly, link your RNPO number (from the RNPO/12A-equivalent certificate) once received.

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## Common Problems and Solutions

**"PAN not found in database" during Sign Up:** Your trust PAN must be registered and active in the Income Tax database before DARPAN will accept it. If PAN was issued less than 24-48 hours ago, wait and try again. If the problem persists, verify PAN status at [incometax.gov.in](http://incometax.gov.in).

**"Email/Mobile already registered":** The email or mobile you are trying to use is already linked to another NGO on the portal. Use a different, dedicated email and mobile for your organisation.

**Profile stuck in "Verification Pending" for more than 20 days:** Contact NITI Aayog's DARPAN helpdesk — the contact details are on the [ngodarpan.gov.in](http://ngodarpan.gov.in) portal. In 2026, portal maintenance windows occasionally cause delays. Track NITI Aayog's website for any scheduled maintenance notices.

**Aadhaar OTP not received during key member authentication:** Ensure the Aadhaar number entered matches the Aadhaar-registered mobile number. If the Aadhaar is linked to an old mobile number, update the Aadhaar first at the nearest Aadhaar enrolment centre.

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## JaBaSu's DARPAN Experience

JaBaSu Trust's DARPAN ID (OR/2026/1103919) was obtained in 2026 following PAN receipt and bank account opening. The process took approximately 10 working days from complete profile submission to ID generation. The most time-consuming step was coordinating the Aadhaar OTP authentication for all three key members simultaneously.

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*Last verified: June 2026. Portal: [ngodarpan.gov.in](http://ngodarpan.gov.in) (NITI Aayog / NIC). Registration is free. The April 2026 update introduced stricter Aadhaar-based authentication and a mandatory 30-day profile completion window. For current portal status and any technical issues, check [ngodarpan.gov.in](http://ngodarpan.gov.in) or the NITI Aayog website.*

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