

DC MSME TREAD SCHEME Guidelines (NGO)

1. Type <http://msmedi.dcmsme.gov.in/tread.aspx> URL in web browser.
2. You will be redirect to home page of application.

Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises
(Government of India) Nirman Bhawan, New Delhi
Trade Related Entrepreneurship Assistance and
Development (TREAD) for Women

[Click here for New NGO Registration](#)

Registered Users

User Id :

Password :

[Login](#)

[Forgot password](#)

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Home page

3. By entering username and password NGO can login into the system.
4. For New NGO Registration, User can click on **“Click here for New NGO Registration”** button in above screen.



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[Sign In](#)

New NGO Registration

[Back](#)

* All fields mandatory

Eligibility for NGO Registration

- * Be a legal entity with a minimum registration of three years. Yes No
- * Whether there is a provision in by-laws to avain loan from lending institution/banks. Yes No

Login Details

*User Id :

*Password :

[Password must be at least 8 characters long having atleast one lower case, one upper case, one numeric and one special character such as @\$%&^↑]

*Confirm Password :

*Security Question : -- Select Question--

*Answer :

You have to remember this hint question and answer.
It will be required when you will use forget password link.

*Name of NGO :

*Registration No. of NGO :

*NGO Registration Date :

[Ex:23-Aug-2010]

*Name of Key Person :

*Gender : Male Female

*Full Address of NGO :

*Pin Code :

*City :

*State : -- Select --

*District : -- Select --

*Mobile No. :

Phone No. : [Ex: 011 22660863]

STD Code Phone No.

*Email Id :

Photo : No file chosen

[Only jpeg, jpg, png, gif files]

Terms & Conditions

- I Agree all the Terms and Conditions governing the use of Tread.

5. New NGO user will fill above form and click on **Submit** button.

6. After clicking Login button NGO will redirected to following screen.

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Welcome, kuldeep | My Account | Logout

User Task

Last Visit : 13 Mar 2014

- Home
- NGO Proposal
 - Add New
 - Proposal/Complete Draft Proposal**
 - View Sent Proposal
 - View/Edit Proposal
 - received back for Clarification


Summary

User Manual (24-January-2014)

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Add New Proposal/Complete Draft Proposal


- The following screen comes after clicks on left menu **"Add New Proposal/Complete Draft Proposal"** link indicated by oval sign in above screen.



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Add New Proposal/Complete Draft Proposal HOME

All amount values Rs. in Lakh
[Cost in lakh Ex: 100.12 means 100 lakhs 12 thousand] TREAD Guidelines

This proposal will be forwarded to MSME-DI, Director Delhi, once you complete the application and click on 'Final Step: Save All Details and Send to DI' button.

NGO Details
Organisational Set Up
Proposed Proposal
Fund/Grant
NGO Contribution
Bank Details
Upload Documents

1. DETAILS OF NON-GOVERNMENTAL ORGANISATION (NGO)

i) Name of NGO :	World Health Organization
ii) Full Address :	Bk-2/101, First Floor, Shalimar Bagh, New Delhi
Pin Code :	110088
State :	Delhi
District :	North East
*Contact :	Tel.(O) : <input type="text"/> <input type="text"/> and / or <input type="text"/> <input type="text"/> <small>STD Code Phone No. STD Code Phone No.</small>
FAX :	<input type="text"/>
E-mail :	priyanshergupta@gmail.com
*iii) Details of Key Functionary	*Name : <input type="text"/> Amit Jha *Designation : <input type="text"/> *Contact Address : Bk-2/101, First Floor, Shalimar Bagh, New Delhi
*iv) Names of other key functionaries, their addresses and contact details :	<div style="border: 1px solid #ccc; height: 50px;"></div>
v) Registration No. of Organisation :	WHO0979725 Annexure - A (Enclose copy of Registration Certificate) To be uploaded in Step 6 sheet/tab
vi) Date of Registration :	16-Mar-2010
*vii) Main objectives as given in be-laws :	<input type="text"/> Annexure - B (Enclose copy) To be uploaded in Step 6 sheet/tab
*viii) Whether there is a provision in by-laws to avail loan from lending institution/banks :	<input type="text"/>
ix) Copies of audited balance sheet for last 3 years :	Annexure - D (Enclose copy) To be uploaded in Step 6 sheet/tab

Step 1: Save NGO Details & Go To Next Sheet/Tab


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NGO Details Sheet/Tab

- In above NGO Details Sheet/Tab, following details will be automatically fill (by NGO registration details) :-
 - Name of NGO
 - Full Address

- iii) Pin Code
- iv) State
- v) District
- vi) E-mail


3. NGO has to enter all mandatory fields and clicks on **Step 1: Save NGO Details & Go To Next Sheet/Tab** button to save.
4. After fill NGO Details sheet/tab, NGO will go on **Organisational Set Up** sheet/tab in the below screen and fill all details.



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2. ORGANISATIONAL SET UP

*1. Office Staff (No.)	<input type="text"/>
*2. Field Staff (No.)	<input type="text"/>
*3. Building - <input type="radio"/> Owned <input type="radio"/> Rental	(i) Covered Area : <input type="text"/> Sq.m. (ii) Open Area : <input type="text"/> Sq.m.

3. MAJOR PROJECTS IMPLEMENTED BY THE ORGANISATION IN LAST 3 YEARS (Rs. in lakh)

Financial Year [Ex:2013-14]	Description of the Project	Organisation from Which Assistance Received	Amount of Assistance Received		Status of Project	No. of Beneficiaries	
			Loan	Grant / Subsidy			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Completed <input type="radio"/> Continuing	<input type="text"/>	Add

Step 2: Save Organisational Set Up Details & Go To Next Sheet/Tab

ORGANISATIONAL SET UP

5. NGO can add multiple rows of **Major Projects Implemented by the Organisation n Last 3 Years** by click on **Add** button in the above screen. After that click on **Step 2: Save Organisational Set up Details & Go to Next Sheet/Tab** in the above screen.
6. After fill Organisational Set Up sheet/tab, NGO will go on **Proposed Proposal** sheet/tab in the below screen and fill all details.



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NGO Details
Organisational Set Up
Proposed Proposal
Fund/Grant
NGO Contribution
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4. PROPOSED LOAN FUNDING UNDER EACH ACTIVITY OF THE PROJECT

*Name of Activities	*No. of Beneficiaries	*Average loan Amount per Beneficiaries	*Proposed Loan Required (Rs. in lakh)	
				Add

5. PROPOSED PROPOSAL DETAILS

* Place of implementation of the project

*Address :

*State : -- Select --

*District : -- Select --


Step 3: Save Proposed Proposal Details & Go To Next Sheet/Tab

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Proposed Proposal

7. NGO can add multiple rows of **Proposed Funding Under Each Activity of the Project** by click on **Add** button in the above screen. After that click on **Step 3: Save Proposed Proposal Details & Go to Next Sheet/Tab** in the above screen.


8. After fill Proposed Proposal sheet/tab, NGO will go on **Fund/Grant** sheet/tab in the below screen and fill all details. After that click on **Step 4: Save Fund/Grant Details & Go to Next Sheet/Tab** in the below screen.



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Add New Proposal/Complete Draft Proposal
HOME

All amount values Rs. in Lakh
 [Cost in lakh Ex:100.12 means 100 lakhs 12 thousand]
 TREAD Guidelines

This proposal will be forwarded to MSME-DI, Director Delhi, once you complete the application and click on 'Final Step: Save All Details and Send to DI' button.

NGO Details
Organisational Set Up
Proposed Proposal
Fund/Grant
NGO Contribution
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Upload Documents

6. AMOUNT OF GOVERNMENT GRANT SOUGHT WITH PURPOSE (Rs. in lakh)

S.No	GoI grant Items/Activities	Norms (percentage of GOI grant)	Ex. Rs.100 lakh loan and Rs.30 lakh grant	Quantity	Amount
1.	ESDP Training Programme for beneficiaries	30-40	900000-120000	<input type="text"/>	<input type="text"/>
2.	Honorarium for Project Coordinator	5-8	150000-240000	<input type="text"/>	<input type="text"/>
3.	Honorarium for Marketing Manager	4-6	120000-180000	<input type="text"/>	<input type="text"/>
4.	Honorarium for Office Assistant	3-5	90000-150000	<input type="text"/>	<input type="text"/>
5.	Training to Staff of NGO:	2-3	60000-90000	<input type="text"/>	<input type="text"/>
6.	Documentation	3-5	90000-150000	<input type="text"/>	<input type="text"/>
7.	Computer Hardware with internet facilities and software for MIS, Fax Machine, Photocopy Machine, office furniture etc.	8-10	240000-300000	<input type="text"/>	<input type="text"/>
8.	Formation of new SHGs	2-3	60000-90000	<input type="text"/>	<input type="text"/>
9.	Travelling expenses to NGO for coordinating/monitoring the Project..	2-3	60000-90000	<input type="text"/>	<input type="text"/>
10.	Auditors Fee	2-3	60000-90000	<input type="text"/>	<input type="text"/>
11.	Insurance	5-8	150000-240000	<input type="text"/>	<input type="text"/>
12.	Participation in Exhibition/ Exposure visit-	3-5	90000-150000	<input type="text"/>	<input type="text"/>
13.	Evaluation study	2-3	60000-90000	<input type="text"/>	<input type="text"/>
14.	Last installments for Repayment of Loan.	20	600000	<input type="text"/>	<input type="text"/>
15.	Others components as approved bank/Steering committee.	2-3	60000-90000	<input type="text"/>	<input type="text"/>
grant Total:-					<input type="text"/>

Step 4: Save Fund/Grant Details & Go To Next Sheet/Tab

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Fund/Grant

9. After fill Fund/Grant sheet/tab, NGO will go on **NGO Contribution** sheet/tab in the below screen and fill all details.
10. NGO can add multiple rows of **Components/Items of NGO's Contribution** by click on **Add** button in the below screen.

All amount values Rs. in Lakh
 [Cost in lakh Ex:100.12 means 100 lakhs 12 thousand
 This proposal will be forwarded to MSME-DI, Director Delhi, once you complete the application and click on 'Final Step: Save All Details and Send to DI' button.

TREAD Guidelines

NGO Details | Organisational Set Up | Proposed Proposal | Fund/Grant | **NGO Contribution** | Bank Details | Upload Documents

7. COMPONENTS/ITEMS OF NGO'S CONTRIBUTION (Rs. in lakh)

*Components/Items/Activities	*Quantity	*Amount	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

8. SALIENT FEATURES OF THE PROPOSAL

All fields are auto calculated

*i) Loan component (amount in Rs. lakh)	<input type="text"/>
*ii) Grant component (amount in Rs. lakh)	<input type="text"/>
*iii) Own Fund (NGO Contribution)	<input type="text"/>
Total =	<input type="text"/>

9. EXPECTED LEVEL OF BENEFIT AFTER COMPLETION OF THE PROJECT INCLUDING ANTICIPATED MONTHLY INCREASE IN INCOME OF THE BORROWERS/BENEFICIARY WOMEN

maximum 1000 characters or approx 200 words

10. PROPOSED REPAYMENT SCHEDULE - Bank Details

*Financial Year	*Amount (Rs. in lakh)	Add
<input type="text"/> [Ex: 2013-14]	<input type="text"/>	<input type="button" value="Add"/>

Step 5: Save NGO Contribution & Go To Next Sheet/Tab

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NGO Contribution & Bank Details


11. After fill NGO Contribution sheet/tab, NGO will go on & **Bank Details** sheet/tab in the below screen and fill all details.
12. NGO can add multiple rows of **Proposed Repayment Schedule** by click on **Add** button in the above screen. After that click on **Step 5: Save NGO Contribution Go to Next Sheet/Tab** in the above screen.



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Add New Proposal/Complete Draft Proposal [HOME](#)

All amount values Rs. in Lakh
[Cost in lakh Ex:100.12 means 100 lakhs 12 thousand] TREAD Guidelines

This proposal will be forwarded to MSME-DI, Director Delhi, once you complete the application and click on 'Final Step: Save All Details and Send to DI' button.

NGO Details
Organisational Set Up
Proposed Proposal
Fund/Grant
NGO Contribution
Bank Details
Upload Documents

11. PROPOSALS TO BE FORWARDED TO


*Name of the Bank :	<input type="text" value="-- Select --"/>	
*Branch Name :	<input type="text"/>	
*Bank Code :	<input type="text"/>	
*IFSC Code :	<input type="text"/>	
*MICR Code :	<input type="text"/>	
*Address :	<input type="text"/>	
*State :	<input type="text" value="-- Select --"/>	
*District :	<input type="text" value="-- Select --"/>	
*City :	<input type="text"/>	
Phone No. :	<input type="text"/>	
*Email :	<input type="text"/>	yahoo, gmail hotmail etc. is not advisable

Step 6: Save Bank Details & Go To Next Sheet/Tab

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13. After fill Bank Details sheet/tab, NGO will go on **Upload Documents** sheet/tab in the below screen and fill all details.


14. Ngo will upload all their documents indicated by } sign.



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HOME

All amount values Rs. in Lakh
[Cost in lakh Ex:100.12 means 100 lakhs 12 thousand]

This proposal will be forwarded to MSME-DI, Director Delhi, once you complete the application and click on 'Final Step: Save All Details and Send to DI' button.

NGO Details
Organisational Set Up
Proposed Proposal
Fund/Grant
NGO Contribution
Bank Details
Upload Documents

*Chief Functionary Photo	Choose File No file chosen <small>[Only jpeg, jpg, png, gif files]</small>	Upload	
*Key Functionaries Photo	Choose File No file chosen <small>[Only jpeg, jpg, png, gif files]</small>	Upload	
*Registration No. of Organisation (Enclose copy of Registration Certificate) Annexure - A	Choose File No file chosen <small>[Only doc, docx, pdf files]</small>	Upload	
*Main objectives as given in by-laws Annexure - B (Enclose copy)	Choose File No file chosen <small>[Only doc, docx, pdf files]</small>	Upload	
*Copies of audited balance sheet for last 3 years Annexure - D (Enclose copy)	Choose File No file chosen <small>[Only doc, docx, pdf files]</small>	Upload	

I hereby certify that the above information furnished by me is correct. I undertake to use the Government of India grant component and the loan component received from lending agencies for the intended purpose of empowerment of women beneficiaries for their self-employment through non-farm activities as proposed above. I also undertake to sincerely monitor the utilization of assistance under the scheme. I promise to repay the loan component as per the repayment schedule proposed above or the same as fixed by mutual understanding of the undersigned and the lending institution. In case of the failure of the project I promise to refund both the GOI grant and the loan amount received. The NGO has not been blacklisted by any / Ministries/ Govt. Department. Further I may also be liable for any action under the law of land for any false declaration.

*

*Name :

*Designation in the NGO :

*Place :

*Date : [Ex: 23-Aug-2013]

Step 7: Save Upload Documents

Final Step: Save All Details and Send to DI

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15. After upload all documents and fill mandatory field, click on **Step 6: Save Upload Documents** in the above screen.
16. After fill all the data of sheets/tabs, NGO will finally submit this application by click on **Final Step: Save All Details and Send to DI** in the above screen.

View Sent Proposal

1. The following screen comes after click on left menu **“View Sent Proposal”** link.
2. In View Sent Proposal, all sent application will display which is sbmitted by NGO.

Note:- The proposal reference id is created by 3 letter of State/District/City (indicted by black color oval sign). 018 is a unique Proposal no.

Proposal Reference Id: DEL/PRA/DEL/018



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[View Sent Proposal Details](#)
[HOME](#)

S.No	Reference ID	NGO Name	State	District	Application Status	Application	Application
1	DEL/NOR/NEW/041	World Health Organization	Delhi	North East	Approved by DC	View	Print
2	DEL/NOR/NEW/042	World Health Organization	Delhi	North East	Rejected by DI	View	Print
3	DEL/NOR/NEW/043	World Health Organization	Delhi	North East	Rejected by bank	View	Print

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Proposal Reference Id: DEL/NOR/NEW/041

S.No	Clarification asked by DI	Date & Time	Reply by NGO	Date & Time
1	Check Term and condition please.	06-Mar-2014 14:44	Updated Successfully.	06-Mar-2014 14:45

All amount values Rs. in Lakh
 [Cost in lakh Ex:100.12 means 100 lakhs 12 thousand i.e. 1 crore and 12 thousand]
 [Cost in lakh Ex:56.78 means 56 lakhs 78 thousand]

[NGO Details](#) | [Organisational Set Up](#) | [Proposed Proposal](#) | [Fund/Grant](#) | [NGO Contribution](#) | [Bank Details](#) | [Uploaded Documents](#)

1. DETAILS OF NON-GOVERNMENTAL ORGANISATION (NGO)

i) Name of NGO :	World Health Organization
ii) Full Address :	Bk-2/101, First Floor, Shalimar Bagh, New Delhi
Pin Code :	110088
State :	DEL
District :	NOR
Tel.(O) :	011 2301104
Tel.(R) :	
FAX :	0112524578
E-mail :	priyanshergupta@gmail.com
iii) Details of Key Functionary	<p style="text-align: center;">Name : Amit Thakur Designation : CEO Contact Address : 770/5 , Sector-5, Vasundra Mobile No : 7838572578 FAX : 01102458755 E-mail : priyanshergupta@gmail.com</p>
iv) Names of other key functionaries, their addresses and contact details :	Names of other key functionaries, their addresses and contact details :
v) Registration No. of Organisation :	WHO0979725 Annexure - A (Enclosed copy of Registration Certificate)

vi) Date of Registration :	16-Mar-2010
vii) Main objectives as given in by-laws :	Names of other key functionaries, their addresses and contact details : Annexure - B (Enclosed copy)
viii) Whether there is a provision in by-laws to avain loan from lending institution/banks :	Names of other key functionaries, their addresses and contact details :
ix) Copies of audited balance sheet for last 3 years :	Annexure - D (Enclosed copy)


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- When NGO clicks on **View** link indicated by small oval sign in the above screen, the application, clarification asked by DI and reply by NGO (rest of) details will display in the above screen indicated by arrow and rectangle sign.
- By click on **Home** button NGO can go left link menu on their home page indicated by oval sign in the above screen.

View/Edit Proposal Received Back for Clarification

1. The following screen comes after click on left menu “**View/Edit Proposal Received Back for Clarification**” link.
2. By click on **Home** button NGO can go left link menu on their home page indicated by oval sign in the below screen.
3. NGO can view **clarification asked by DI** and application in this section.
4. NGO can edit their appcation in this section and update it (any sheet/tab data).


Note:- DI can ask any clarification to NGO related to their application.



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View/Edit Proposal Received Back for Clarification
HOME

S.No	Clarification asked by DI	Date & Time	Reply by NGO	Date & Time
1	Please check Details of Chief Functionary	23-Oct-2013 15:07		

TAM/RAM/PAR/023
 All amount values Rs. in Lakh
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 [Cost in lakh Ex:56.78 means 56 lakhs 78 thousand]

NGO Details | Organisational Set Up | Proposed Proposal | Fund/Grant | NGO Contribution & Bank Details | Upload Documents

1. DETAILS OF NON-GOVERNMENTAL ORGANISATION (NGO)

i) Name of NGO :	Women Welfare Trust		
ii) Full Address :	NSIC Bhawan, Okhla Industrial Estate		
Pin Code :	623707		
State :	Tamilnadu		
District :	Ramanathapuram		
*Contact :	Tel.(O) : 0362 2454112 <small>STD Code Phone No.</small>	and / or	Tel.(R) : 011 4544224 <small>STD Code Phone No.</small>
FAX :			
E-mail :	viprajchauhan@gmail.com		
*iii) Details of Chief Functionary			
*Name :	Ram Kumar		
*Designation :	President		
*Contact Address :	Thiruppathur		
*Mobile No :	9645654644		
FAX :	nil		
E-mail :	Ram@gmail.com		

*iv) Names of other key functionaries, their addresses and contact details :	Shyam Verma 328 warappour shivagangai
v) Registration No. of Organisation :	372/07 Annexure - A (Enclose copy of Registration Certificate) To be uploaded in Step 6 sheet/tab
vi) Date of Registration :	23-Feb-2004
*vii) Main objectives as given in bye-laws :	Women development, self help group formation, Annexure - B (Enclose copy) To be uploaded in Step 6 sheet/tab
*viii) Whether there is a provision in bye-laws to avain loan from lending institution/banks :	Yes
ix) Copies of audited balance sheet for last 3 years :	Annexure - D (Enclose copy) To be uploaded in Step 6 sheet/tab

Step 1: Update NGO Details & Go To Next Sheet/Tab

Please put your comment here. Also mentioned all the fields name you have changed.

Update & froward to DI

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- NGO will give reply (comment in multiline line area indicated by arrow sign) and click on **Update & forward to DI** button.