



PRN

(Permanent Registration Number)

- By ICT-PMU (DDU-GKY, MoRD)

■ What is PRN? and Eligibility

What is PRN?

- PRN (Permanent Registration Number) is the unique number which is allotted/generated by Online System with the competent approval of DDU-GKY Division, Ministry of Rural Development
- PRN is the prime requirement for Project Proposal submission for implementing DDU-GKY/Roshini/Himayat projects under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in the various states by the PRN holders

Who can apply the PRN?

- Any Organization except Partnership/Proprietorship Firm can apply for PRN with their supporting documents for the proof such as Incorporation/Society/Trust certificate, PAN, TAN and its members (Director/Owners/Authorized person) details.
- Only three years old Organization(s) is eligible for Project Proposal submission under DDU-GKY projects. However, Organization (s) can file the application for the PRN, but they can not submit their proposal before three years of completion from the Date of Registration.

Note: Partnership/Proprietorship Firm can not apply for PRN as per the Current Guidelines.

PRN Application

Prerequisites/ documents required

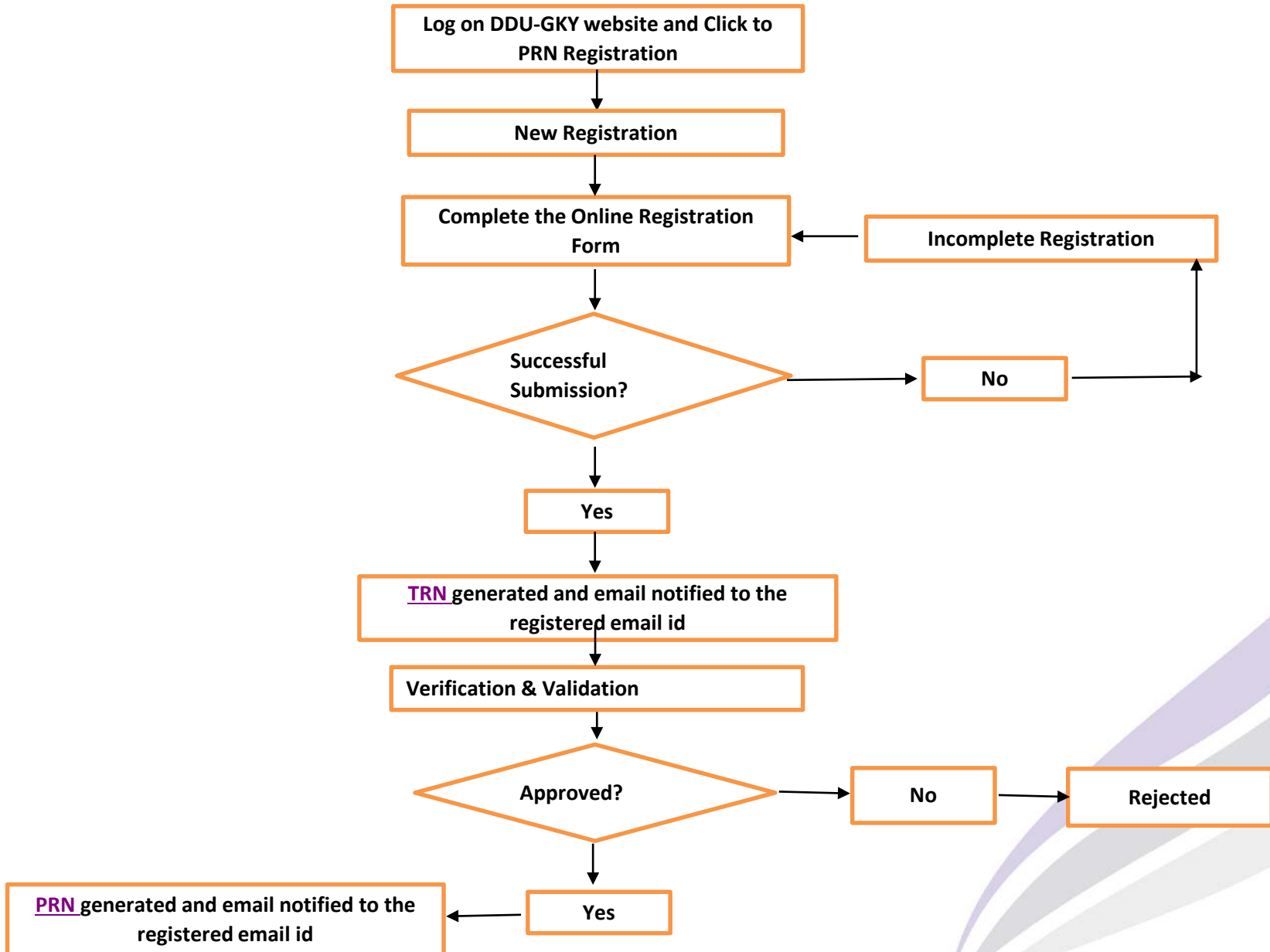
- Registration or Incorporation Certificate of Applicant Organisation from Competent Authority
- PAN Certificate of Applicant Organisation from Competent Authority or Concern Department
- TAN Certificate of Applicant Organisation from Competent Authority or Concern Department
- Building Photo of Head Office of the Applicant Organisation
- Photo and CV of Authorized Person
- PAN, Voters ID/ Aadhar Card and Driving License/ Passport of Authorized Person and Director/ Owner
- Website, live with Applicant Organisation details on it.
- NITI Aayog's registration details (NITI Aayog's allotted Unique ID and its proof) in case of NGOs (Non-Government Organisations) category i.e. Trust/ Society/ Cooperatives Societies

Note: i. Supporting document in jpg or pdf format, subjected to maximum size of 300 kb

ii. For NITI Aayog's registration & details, visit **NGO Darpan Portal**

(<http://ngo.india.gov.in/auth/default.php>)

PRN Process- Flow Chart



■ PRN Application:

Temporary Registration Number (TRN)

- After submission of PRN application form, Applicant will receive 5 digit **TRN** and details by auto-generated mail on the registered email ID. Keep it safely. This TRN has to be referred to in all your communication before allotment of PRN.
- Once the application for PRN submitted, a PDF file with filled information will be generated along with TRN
- Tracking of the proposal form w.r.t the status can be tracked by using TRN with “**PRN Application Status**”, which is available on DDD-GKY website under the [PRN Registration](#) tab
- After verification and validation of the application form and supporting documents process at DDU-GKY on completion of the process, an Information will be shared with the applicant accordingly on the registered email id

Note: If any query/doubt related to the PRN, you may contact to PRN Helpdesk i.e. helpdeskprn@gmail.com

■ How PRN holders can apply the projects?

Permanent Registration Number (PRN)

- After receiving the PRN mail, an instruction has been given under “Important Note” for applying the Online proposal under DDU-GKY/Himayat/Roshni projects by a PRN holder in that mail
- You can also log on to the “Online Project/Proposal submission Portal (<http://ruralskills.in>)” called **MRIGS (Monitoring & Regulation for Improved Governance of Skills Development)** to fill the [Project Application Form](#). The form will provide complete guidance on how to fill it and on all supporting documentary evidences.
- Submit the Online Application form with complete and accurate details.
- To know about the status updates on your project application login to [MRIGS](#)
- If any technical query, you can get the information by raising the ticket using MRIGS-SSP.

Note: If user have any issue/ query/ suggestion user can raise a ticket on online platform and in case it is not resolved, a follow-up email can be sent to helpdesk@ruralskills.in with required ticket details.

PRN Registration

Step by Step



STEP 1: Click on the “PRN Registration” tab

Direct Link: <http://ddugky.gov.in/prn/outerAction.do?methodName=showIndex>

The screenshot shows the DDU-GKY website interface. At the top, there is a navigation menu with the following items: Home, PRN Application Status, PRN Change Request, PRN Helpdesk, Project Application, and Login | PRN Registration. The PRN Application Status tab is highlighted. Below the navigation menu, there is a banner image of a woman speaking at a podium. Below the banner, there is a table with the following data:

DDU-GKY Registration at a Glance		
1	Total No. applications received for Permanent Registration Number	6348

On the right side of the page, there is an 'Events' section with the following items:

- Notification No. 69/2015 Activation of online application form for DDU-GKY Projects
- User Manual for Online Project Application

Four blue arrows point from the PRN Application Status tab to the table and the Events section.

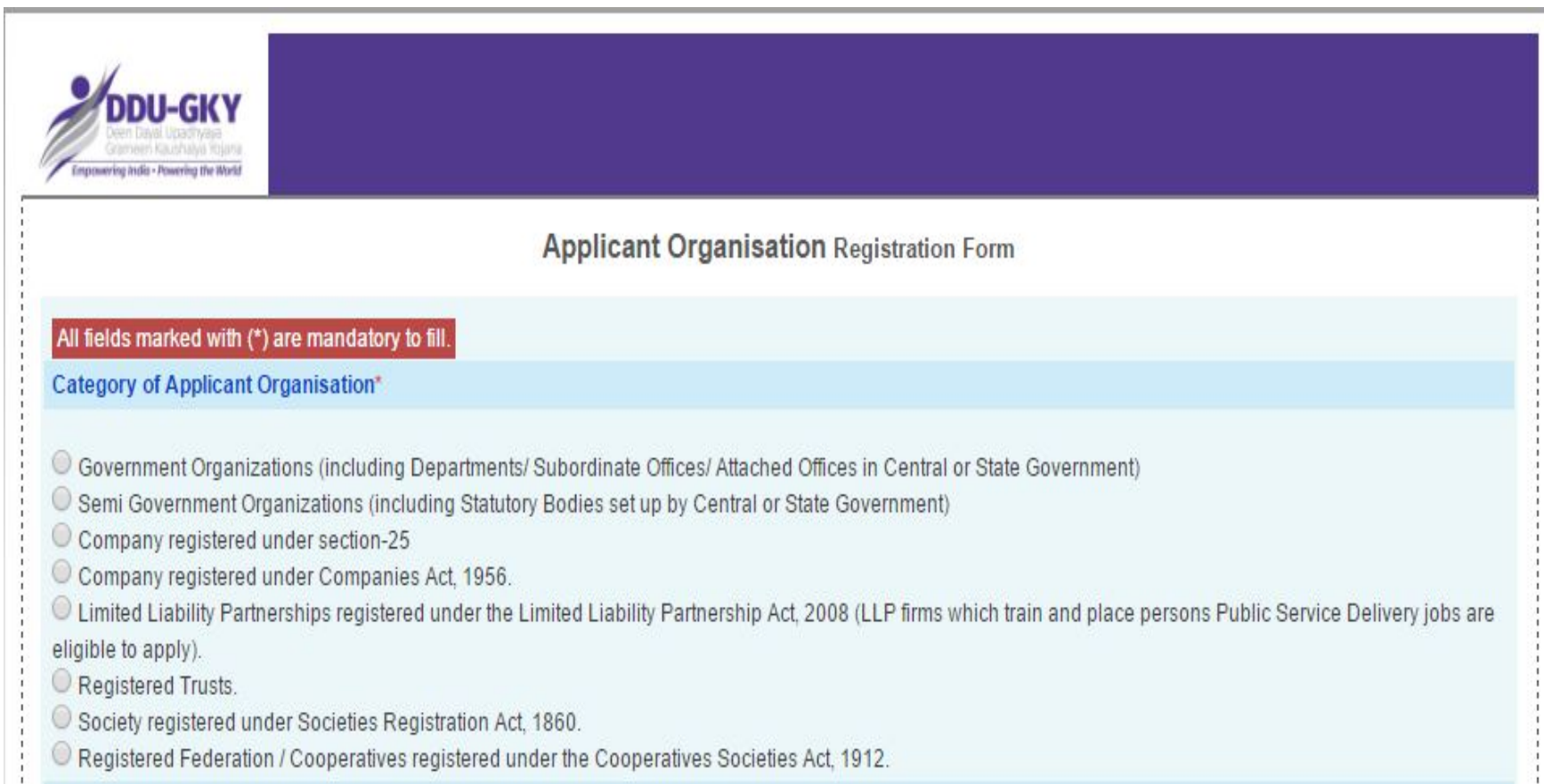
STEP 2: Click on the “New Registration” tab


The screenshot shows the DDU-GKY login page. At the top left is the DDU-GKY logo with the tagline "Empowering India • Powering the World". Below the logo is a "Home Page" tab. The main content area is divided into two columns. The left column has a section titled "Important Note" with a dropdown arrow. Below it is a heading "Documents required for Applicant Organisation Registration" followed by a list of six items: 1. Scanned Copy (saved in PDF or JPEG with maximum file size 300 KB) of following Documents, 2. Registration or Incorporation Certificate of Applicant Organisation, 3. PAN of Applicant Organisation, 4. TAN of Applicant Organisation, 5. Building Photo of Head Office of the Applicant Organisation, 6. Photo and CV of Authorized Person, and 7. PAN, Voters ID/ Aadhar Card and Driving License/ Passport of Authorized Person and Director/ Owner. Below the list are two buttons: "New Registration" and "Incomplete Registrations". The right column has a section titled "USER DETAILS" with a dropdown arrow. It contains two input fields for "User Id" and "Password", followed by a "Login" button. Below the login button is a message: "Please remember to logout when you have finished your session". At the bottom of the page are logos for the Ministry of Rural Development, Government of India; National Rural Livelihoods Mission; NIRD; NABARD Consultancy Services; and DDU-GKY.

STEP 3: Stage-1: Fill the Applicant Organization's Details

Please follow the below instructions while entering the details

1. Select the Category of Applicant Organization as per Incorporation certificate



 **DDU-GKY**
Deen Dayal Upadhyaya
Gramin Kaushalya Yojana
Empowering India - Powering the World

Applicant Organisation Registration Form

All fields marked with (*) are mandatory to fill.

Category of Applicant Organisation*

- Government Organizations (including Departments/ Subordinate Offices/ Attached Offices in Central or State Government)
- Semi Government Organizations (including Statutory Bodies set up by Central or State Government)
- Company registered under section-25
- Company registered under Companies Act, 1956.
- Limited Liability Partnerships registered under the Limited Liability Partnership Act, 2008 (LLP firms which train and place persons Public Service Delivery jobs are eligible to apply).
- Registered Trusts.
- Society registered under Societies Registration Act, 1860.
- Registered Federation / Cooperatives registered under the Cooperatives Societies Act, 1912.

STEP 3 : Fill the Applicant Organization's Details...

2. Select various activities from the below list currently undertaken by the Applicant Organization

Type of business/activity of Applicant Organisation * (Please tick mark options given below, multiple options permitted)

**Note:- Activity as per the statutory mandate in case of a Government or a Semi-Government Organization **

- Vocational Training
- Education
- Training and Placement of persons in Public Service Delivery jobs
- Providing fee-based skilling programs through vouchers/ scholarships
- Manufacturing
- Production of natural resources
- Export
- Agriculture or agriculture based industry
- Any Other industrial activity
- Service Provider

STEP 3 : Fill the Applicant Organization's Details...

3. Enter the FULL name of the Applicant Organization

- The Name of the Application Organisation should be entered as per Incorporation certificate
- The maximum characters allowed up to 100 including spaces
- Special characters other than space are not allowed
- Should the name exceeds the limit, the primary name should not be abbreviated. However, words like "Private" can be abbreviated to Pvt. or "Limited" can be abbreviated to Ltd.
- Do not use "." after abbreviations as special characters are not allowed. Else, the below error message will be displayed.

Name of the Applicant
Organisation*

STEP 3 : Fill the Applicant Organization's Details...

DDU-GKY

4. Address and Contact details of the Organization

- a. Enter Full address with PIN code
- b. Upload the head office photograph in the **correct format and quality else application will be rejected.**
- c. Select the correct State/ District/ Block from the respective drop-down menu
- d. The office phone/ fax should contain 11 digits. Including "0" prefixed to a mobile number or complete STD code like "011" for a land line connection.
- e. Enter a valid email address. All future communications will be sent to this e-mail address.
- f. Enter the URL of the active official web site, which will be referred to verify details.

Address and Contact Detail

Address *

Pin *

Office Photo *
(upload supporting document in jpg or pdf format, subjected to maximum size of 300kb)

State*

District

Block

Office Phone * (In case of mobile add 0 in the beginning)

Office Fax No *

Email*
(Yahoo Email Id is not preferred)

Website *

5. Registration Details of the Applicant Organization

- a. Enter precisely the Registration Number / PAN / TAN as it appears in the registration certificate / Certification of Incorporation / PAN Card / TAN Certificate. The application will be reject in case of any deviation.
- b. Upload a scanned copy of the **original** documents in the **prescribed format** and **quality**.

Registration Detail of the Applicant Organisation (as per the Registarion Certificate)

** Note:- In case of Statutory Bodies set by Central/State Government or Departments under Central/State Government, a letter from an authorized signatory of Statutory body, attaching a copy of the page of Gazette notification of the Act which clearly indicates the Act number, the date of notification and the name of the organization. The letter must clearly note address of the Head Office of the organization as also evidenced from the organization's website. Please upload these two documents in one attachment. **

Registration Number *
(upload supporting document in jpg or pdf format, subjected to maximum size of 300kb)

State where registered *

Date of registration *

PAN*
(upload supporting document in jpg or pdf format, subjected to maximum size of 300kb)

TAN *
(upload supporting document in jpg or pdf format, subjected to maximum size of 300kb)

STEP 3 : Fill the Applicant Organization's Details...

DDU-GKY

6. Enter the correct challenge – response test code “captcha”. Generate a new code should it be required.



7. Click on “**Save**” to proceed further. If no error is reported, a confirmatory screen appears. Confirm the dialogue. The No. 6 process will need to be repeated. Click on “**NEXT**”, to proceed to the next screen.

8. Click on “**Exit**” to delete all data and exit the registration process.

Note: On “confirmation”, registrations using the PAN/ TAN/ Registration numbers already provided will not be accepted by the system.

STEP 4: Stage-2: Fill the Applicant Organization's Member Details DDU-GKY

1. Enter details of Directors/Owner Details

- Click "Add" to enter new details of persons/ records.
- Once submitted, individual fields cannot be modified. To modify delete the entire record and start afresh.
- Details of foreign nationals need to be indicated separately.

Details of the Owners/ Directors							
Name*	Liability*	Contact*	Email*	PAN No.*	Aadhaar No./ Voter's ID card No.*	Passport No./ Driving Licence No.*	Add Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

In case a Partner in the Firm is a foreign Indian Citizen, details of s/he Partner								
Name	Country	Passport No.	Valid till	Via valid till	Whether a valid work permit held in India	If yes, Work permit valid till	Whether clearance from FRA, MHA obtained.	Add Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	Select <input type="button" value="v"/>	
Can't be empty!	Can't be empty!	Can't be empty!	Can't be empty!	Can't be empty!		Can't be empty!	Can't be empty!	

STEP 4: Stage-2: Fill the Applicant Organization's Member Details DDU-GKY

2. Provide details of the Authorized person

- The board of directors / trustees nominates an authorized person to enter into agreements, sign proposals and is held responsible for the acts of the organisation.
- The authorized person can a director, trustee or an employee duly authorized by the board.
- Upload a brief profile of the authorized person and a clear passport size photograph in the **prescribed format**. The photograph should not be more than 3 months old.

Authorized Person Details		(Only authorized person need to fill the below detail)	
Name*	<input type="text"/>	S/o, D/o, W/o*	<input type="text"/>
Residence Address*	<input type="text"/>	Age*	<input type="text"/>
Designation*	<input type="text"/>	Occupation*	<input type="text"/>
Contact*	<input type="text"/>	Email*	<input type="text"/>
Pan No*	<input type="text"/>	Aadhaar No./	<input type="text"/>
Passport No./	<input type="text"/>	Voter-ID card No.*	<input type="text"/>
Driving Licence No.*	<input type="text"/>		
State*	<input type="text"/>		
Post Office*	<input type="text"/>	Police Station*	<input type="text"/>
Upload CV*	<input type="button" value="Choose File"/> CV/Manoj Mishra.jpg	Upload Authorized Person Photo*	<input type="button" value="Choose File"/> manoj Photo.jpg

STEP 4: Stage-2: Fill the Applicant Organization's Member Details DDU-GKY

3. If the applicant agency has registrations like section 12A/ 80G of Income Tax Act of India, FCRA, etc. The registration numbers and dates can be provided entered. These additional details are not mandatory.

Additional Details			
S.No.		Registration Number	Registration Date
1	Details of registration under section 12A of Income Tax Act of 1956	<input type="text"/>	<input type="text"/>
2	Details of registration under section 80G of Income Tax Act of 1956	<input type="text"/>	<input type="text"/>
3	Details of registration under FCRA	<input type="text"/>	<input type="text"/>

4. Enter the correct challenge – response test code “Captcha” and “**Save**”. To delete all the data entered click “**Cancel**”.



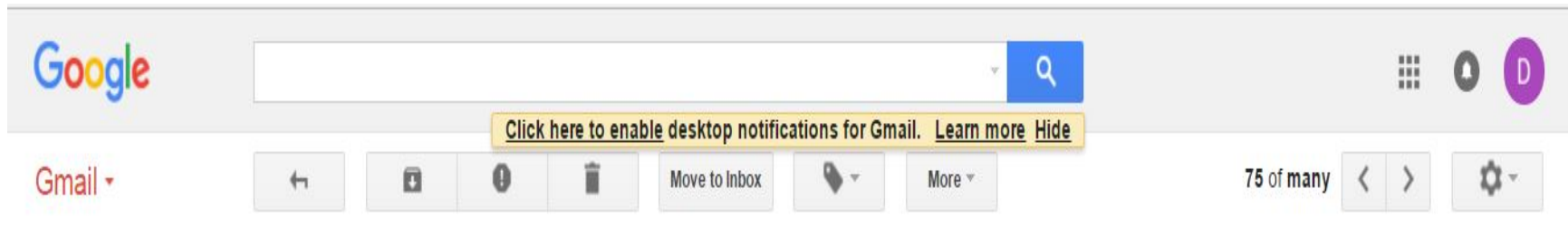
Type above text:

Next steps after submission

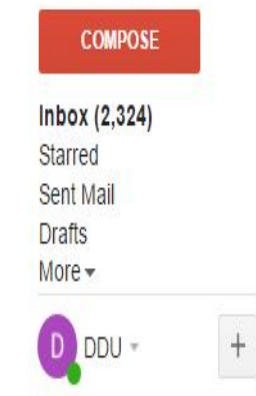
- After successful completion of “**Stage 2**”, data and documents submitted by the applicant Organisation will be verified as part of the technical verification process.
- If all details and documents are in order, a “Permanent Registration Number” or “PRN” unique to the applicant agency will be issued.
- The PRN will be communicated to the email address provided during the registration process. (Sample in a subsequent slide).
- A password to log into the website will also be emailed. The PRN will be the user ID.

Sample: TRN auto-generated e-mail

DDU-GKY



Google search bar with a search icon. Below it, a notification banner reads: "Click here to enable desktop notifications for Gmail. [Learn more](#) [Hide](#)". The Gmail navigation bar includes a "Gmail" label, navigation icons (back, forward, archive, trash, move to inbox, tags, more), and a "75 of many" indicator with navigation arrows and a settings gear.



COMPOSE button in a red box. Below it, the "Inbox (2,324)" section lists "Starred", "Sent Mail", "Drafts", and "More". At the bottom, there is a profile icon for "DDU" and a "+" button.

Acknowledgment of submission of online application for PRN Inbox x

mis.skills.ajv@nic.in via nic.in
to rabindra.kesha., me

31/12/2016

Dear Sir/Madam,

This is to inform you that your request for MORD TEST NEW DELHI with TRN (Temporary Reference Number) 14399, dated 31-12-2016 successfully received.

Kindly note that upon successful validation of your registration details, you will be allotted PRN (Permanent Registration Number).

You can check Application status online on our website (<http://ddugky.gov.in/prn/>) under PRN Application Status with your Organization Details.

For any further query/clarification, kindly write email to helpdeskprn@gmail.com.

Sincerely Yours,
DDU-GKY

People (4)

mis.skills.ajv
mis.skills.ajv@nic.in



[Show details](#)

Sample: Auto-generated e-mail of Incomplete Registration

The screenshot shows a Gmail interface. At the top, there is a search bar with the Google logo on the left and a notification banner that says "Click here to enable desktop notifications for Gmail. Learn more Hide". Below the search bar, the Gmail navigation bar includes "Gmail", navigation icons (back, forward, archive, trash, move to inbox, star, more), and "41 of about 108" with navigation arrows and a settings gear.

The left sidebar contains a "COMPOSE" button, an "Inbox (2,316)" section with links for "Starred", "Sent Mail", "Drafts", and "More", and a "DDU" profile card with a "+" button. At the bottom of the sidebar, there is a chat icon and the text "No recent chats Start a new one".

The main email content is as follows:

Subject: Your Application found incomplete Inbox x

From: mis.skills.ajv@nic.in via nic.in 20 Mar

To: YADAV71, me

Temporary Reference Number: 15004
PIA Name: ABDC

Dear Applicant,

Thank you for showing interest in DDU-GKY. It is observed that you have still not completed the necessary documentation/filling of application form for usto process the registration.

It is requested to complete the application at the earliest using the link of "Incomplete Registrations" For any further clarification, please send your query to:

Contact Team DDU-GKY at
Email-Id: helpdeskprn@gmail.com
Contact No.: 011-23743625/26
Extension 243 and 204

Sincerely Yours,
DDU-GKY

On the right side, there is a contact card for mis.skills.ajv with a "Show details" link.

Sample: PRN auto-generated e-mail

DDU-GKY

The screenshot displays a Gmail inbox with an email from **mis.skills.ajv@nic.in** dated 27/12/2016. The email subject is "Request for issue of Permanent Registration Number (PRN)". The body of the email provides PRN details and authorized person information for Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).

Header: mis.skills.ajv@nic.in via nic.in, 27/12/2016

Subject: Request for issue of Permanent Registration Number (PRN).

To: FINAL NITI TEST

Body:

Sir/Madam,

Kindly refer to your application dated : 27-12-2016 for issue of Permanent Registration Number (PRN). Your application has been processed and following are your PRN details for Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY):

PRN Details:

- (1) Permanent Registration Number: HR2016CR14134
- (2)PIA Name : FINAL NITI TEST
- (3)Pan No : SDFGS2345S
- (4)Tan No : SADFG32345R
- (5)Registration Number : FINAL/NITI/TEST
- (6)Legal Status : Company registered under Companies Act, 1956.
- (7)Address : FINAL NITI TEST
- (8)Email : dkvit02@gmail.com

Authorized Person Details:

- (1)Name : SUMIT SINGH
- (2)Contact No :87878978708
- (3)Email-id : dkvit02@gmail.com

Sample: Auto-generated e-mail of Rejected Application

The screenshot shows a Gmail inbox with an email from **mis.skills.ajv@nic.in** dated 28 Mar (10 days ago). The subject is "Incomplete application of Permanent Registration Number (PRN)". The email content states that the application for a PRN issued on 28-3-2017 has been rejected. The reason given is "test application for uat. rejected". It further informs the recipient that their Temporary Reference Number (TRN) is closed and they can re-apply after necessary corrections. A grievance redressal mechanism is also provided, directing the applicant to contact the Rural Skills Division, Ministry of Rural Development at helpdeskprn@gmail.com. The email is signed by the Under Secretary to the Government of India, Rural Skills Division. A disclaimer at the bottom states: "DISCLAIMER: This is an Auto Generated Mail and signature is not required."

Subject: Incomplete application of Permanent Registration Number (PRN).

From: mis.skills.ajv@nic.in via nic.in
to rakesh.rawat, me

To: ABC TRUST

Subject: Request for issue of Permanent Registration Number (PRN).

Sir/Madam,

Kindly refer to your application dated : 28-3-2017 for issue of Permanent Registration Number (PRN). Your application has been rejected for the following reason/(s):

test application for uat. rejected

The Temporary Reference Number (TRN) allotted to you is closed. You may apply again for obtaining Permanent Registration Number (PRN) after ensuring necessary corrections.

In case of any grievance against this order, the applicant may send a request stating the grievance to DS (Skills), Rural Skills Division, Ministry of Rural Development at helpdeskprn@gmail.com.

Under Secretary to the Government of India
Rural Skills Division

DISCLAIMER: This is an Auto Generated Mail and signature is not required.

Common mistakes while filling up Online Application Form for PRN



- Difference in PAN number in **application** form vs copy of PAN card
- Difference in TAN number in application form vs copy of TAN card
- Difference in category of organization in mentioned in Incorporation Certificate and different category of organization in application form (i.e. Trust, Society, Company, Joint Venture, Educational institution)
- Date of incorporation mentioned in the organization incorporation certificate and date of incorporation mentioned on the PAN card should be same and NOT DIFFERENT
- Date of registration of organization mentioned in the application form is different from date mentioned in the incorporation certificate of the organization



- Wrong web address or non-operational/non-functional web address
- No owner details
- Unclear photograph of Authorised person
- Wrong photograph of Authorised person
- Wrong correspondence address (i.e. difference in address mentioned on office photograph and address written in application form)

Documents Submitted



Hazy/Blurred Documents



Clear Scanned Copies of Documents



Personal PAN Card instead of organisation PAN



Personal PAN Card



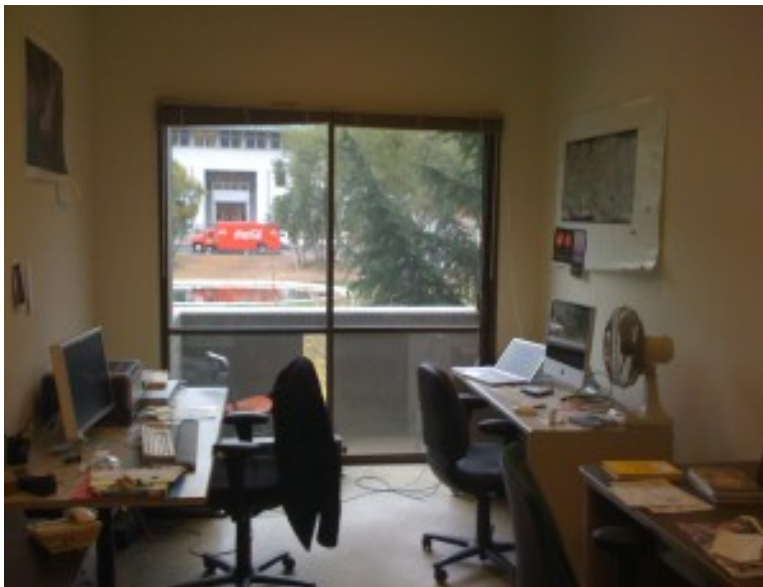
Office PAN Card



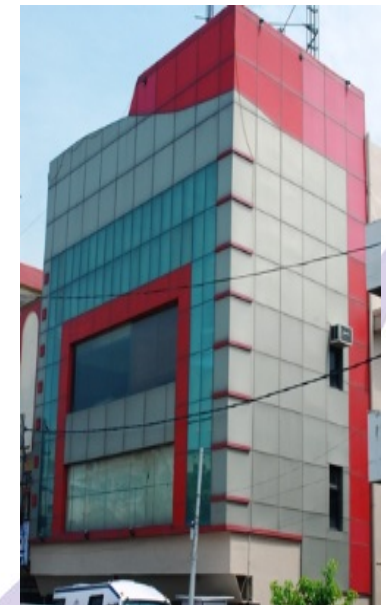
Office photograph without any evidence (i.e. without name of the organization)



Room or Office Photo is not accepted



Building Photograph of the Office is acceptable



Only banner photo on the place of office photograph



Photograph with Banner only



Photograph with Physical Structure and Banner



Completing “Incomplete Registrations”

- Click on the “Incomplete Registration” tab

The screenshot shows the DDU-GKY web portal interface. At the top left is the DDU-GKY logo with the tagline 'Empowering India - Powering the World'. Below the logo is a navigation bar with 'Home Page' selected. The main content area is divided into two columns. The left column has a dark header 'Important Note' with a dropdown arrow. Below it, the section is titled 'Documents required for Applicant Organisation Registration'. A bulleted list specifies that scanned copies (PDF or JPEG, max 300 KB) of the following documents are required: 1. Registration or Incorporation Certificate of Applicant Organisation, 2. PAN of Applicant Organisation, 3. TAN of Applicant Organisation, 4. Building Photo of Head Office of the Applicant Organisation, 5. Photo and CV of Authorized Person, and 6. PAN, Voters ID/ Aadhar Card and Driving License/ Passport of Authorized Person and Director/ Owner. At the bottom of this section are two buttons: 'New Registration' and 'Incomplete Registrations'. The right column has a dark header 'USER DETAILS' with a dropdown arrow. Below it are input fields for 'User Id' and 'Password', followed by a 'Login' button. A message below the login button reads: 'Please remember to logout when you have finished your session'.

Completing “Incomplete Registrations” ...

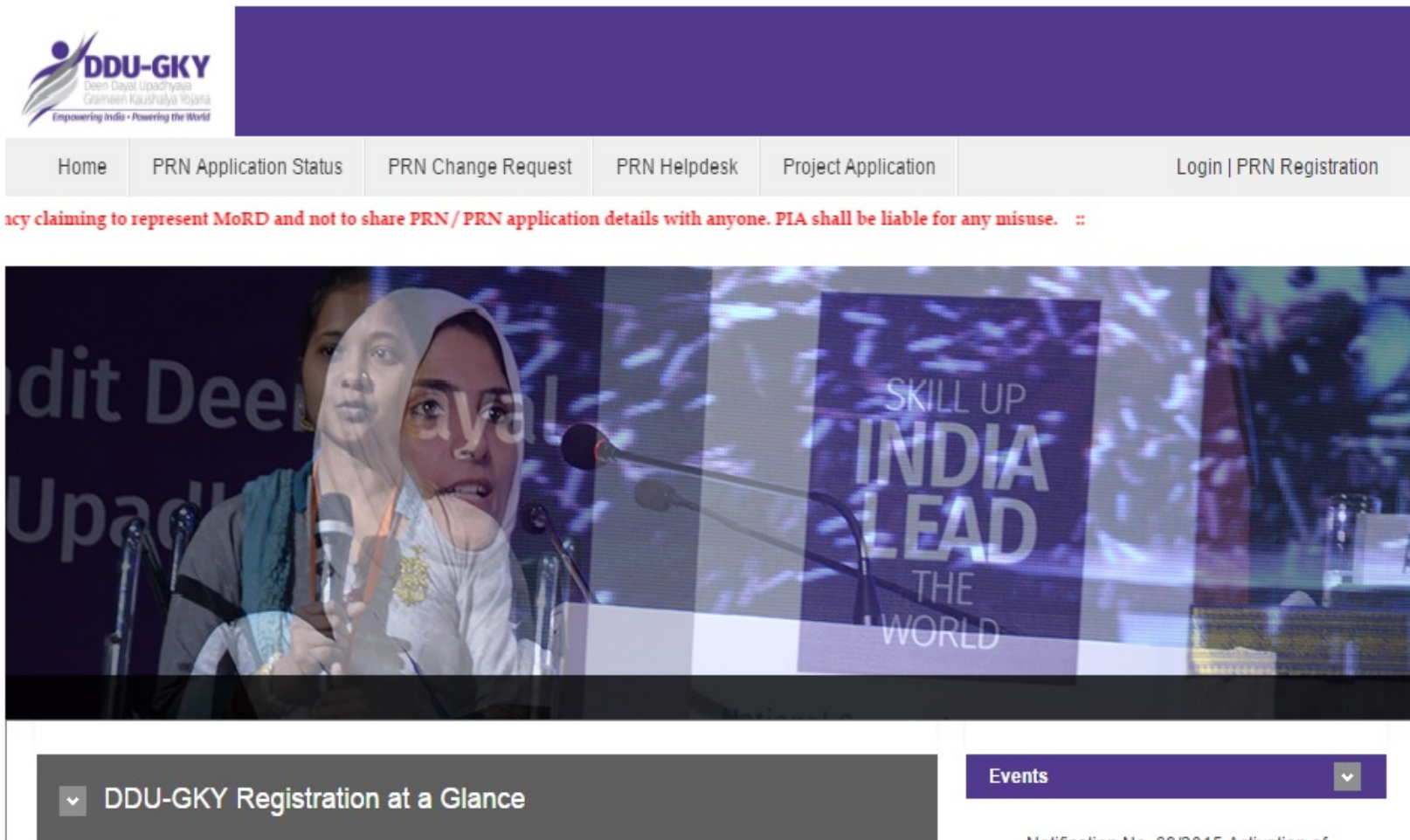
- Enter the 4 data field correctly in the website (Ref below screen shot)
 - Temporary reference number as communicated to you via email
 - Registration number of the organisation (As previously entered by the applicant)
 - PAN number of the organisation (As previously entered by the applicant)
 - TAN number of the organisation (As previously entered by the applicant)
 - Click on “**Submit**” to access the preliminary registration screen.
- To return to the home page click on “**Exit**”
- Proceed to complete the information.

Applicant Organisation Details

1. Temporary Reference Number*	<input type="text"/>
2. Registration Number*	<input type="text"/>
3. PAN Number*	<input type="text"/>
4. TAN Number*	<input type="text"/>

How to Track/Search the PRN Application

- Click “PRN Application Status” tab



Notification No. 60/2015 Activation of

- Here Organization (s) can Search/Track their application by three following categories as mentioned in the Screen shots.

DDU-GKY
Deen Dayal Upadhyaya
Kisan Kaushalya Yojana
Empowering India • Powering the World

Home Login

Applicant Organization Verification Detailed Report

Search by Choosing the Following Option

Search By TRN Search By PRN Name Of Organization

Search by TRN

Ministry of Rural Development
Government of India

National Rural Livelihoods Mission

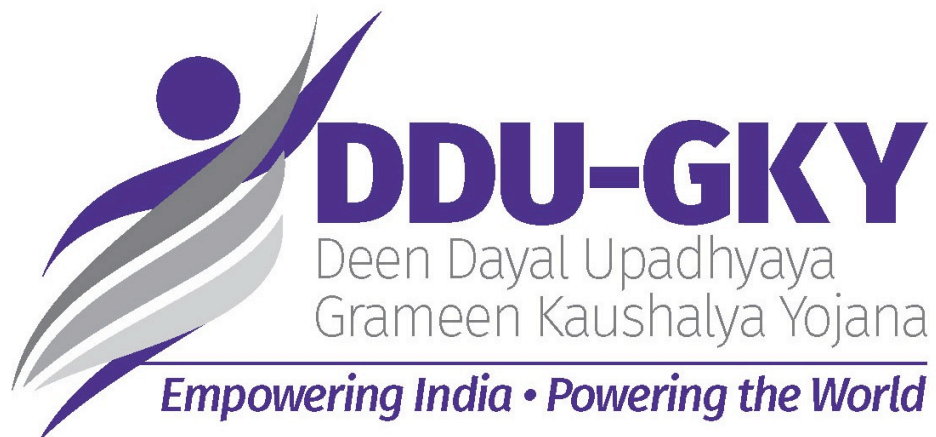
NIRD
National Institute of Rural Development

NABARD Consultancy Services
WHOLLY OWNED SUBSIDIARY OF NABARD

DDU-GKY
Deen Dayal Upadhyaya
Kisan Kaushalya Yojana
Empowering India • Powering the World

Designed, Developed & hosted by National Informatics Centre, Content provided by Ministry of Rural Development, Govt. of India.

NIC NATIONAL INFORMATICS CENTER
THE IT SUPPORT PROFESSIONAL



Thank
You