Ministry of Rural Development
Government of India

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

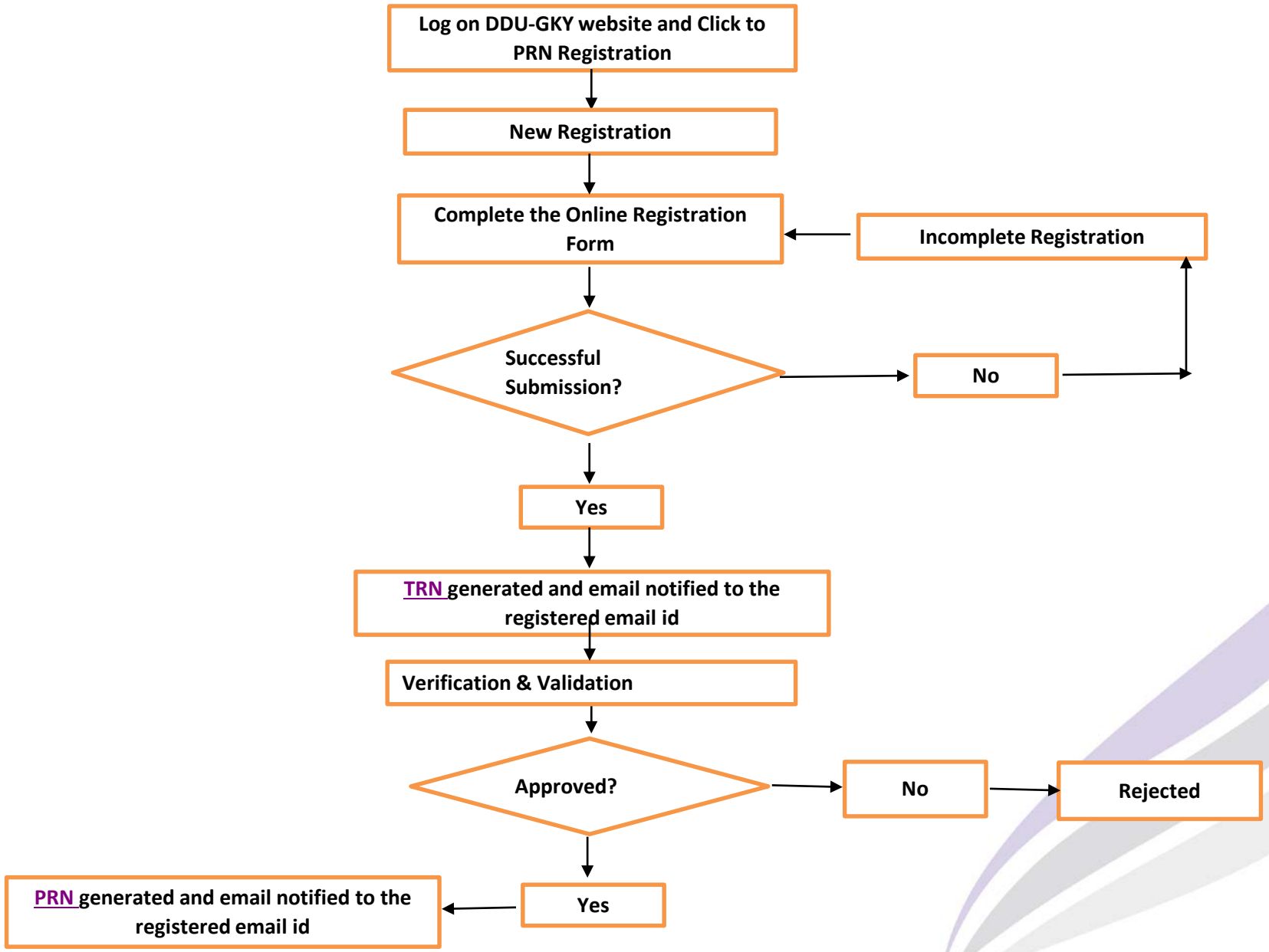
Prerequisites/ documents required

- 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.

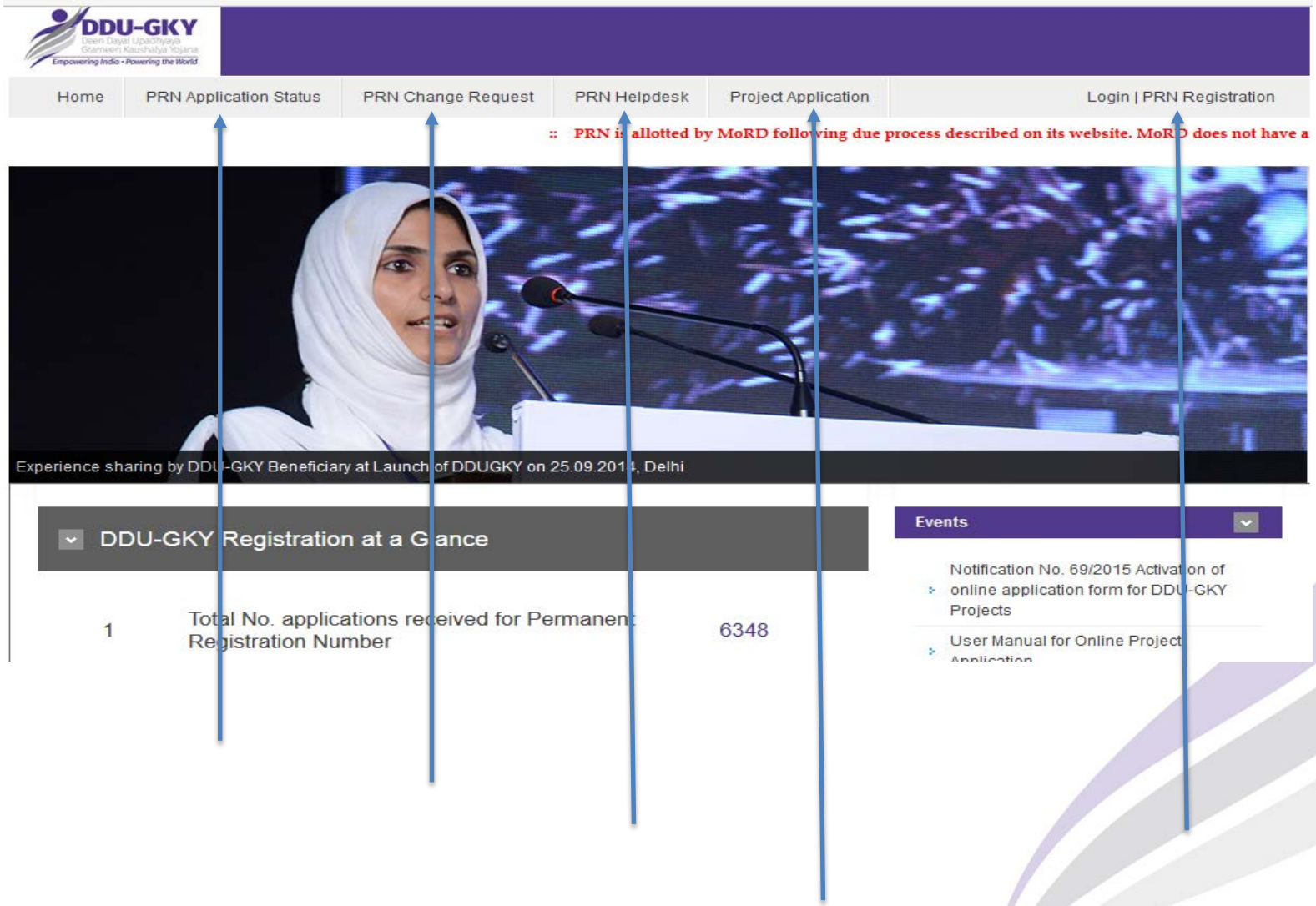
Note: If user have any issue/ query/ suggestion user can raise a ticket on online platform and in case it is not resolved, a follow-up email can be sent to **helpdesk@ruralskills.in** with required ticket details.

PRN Registration

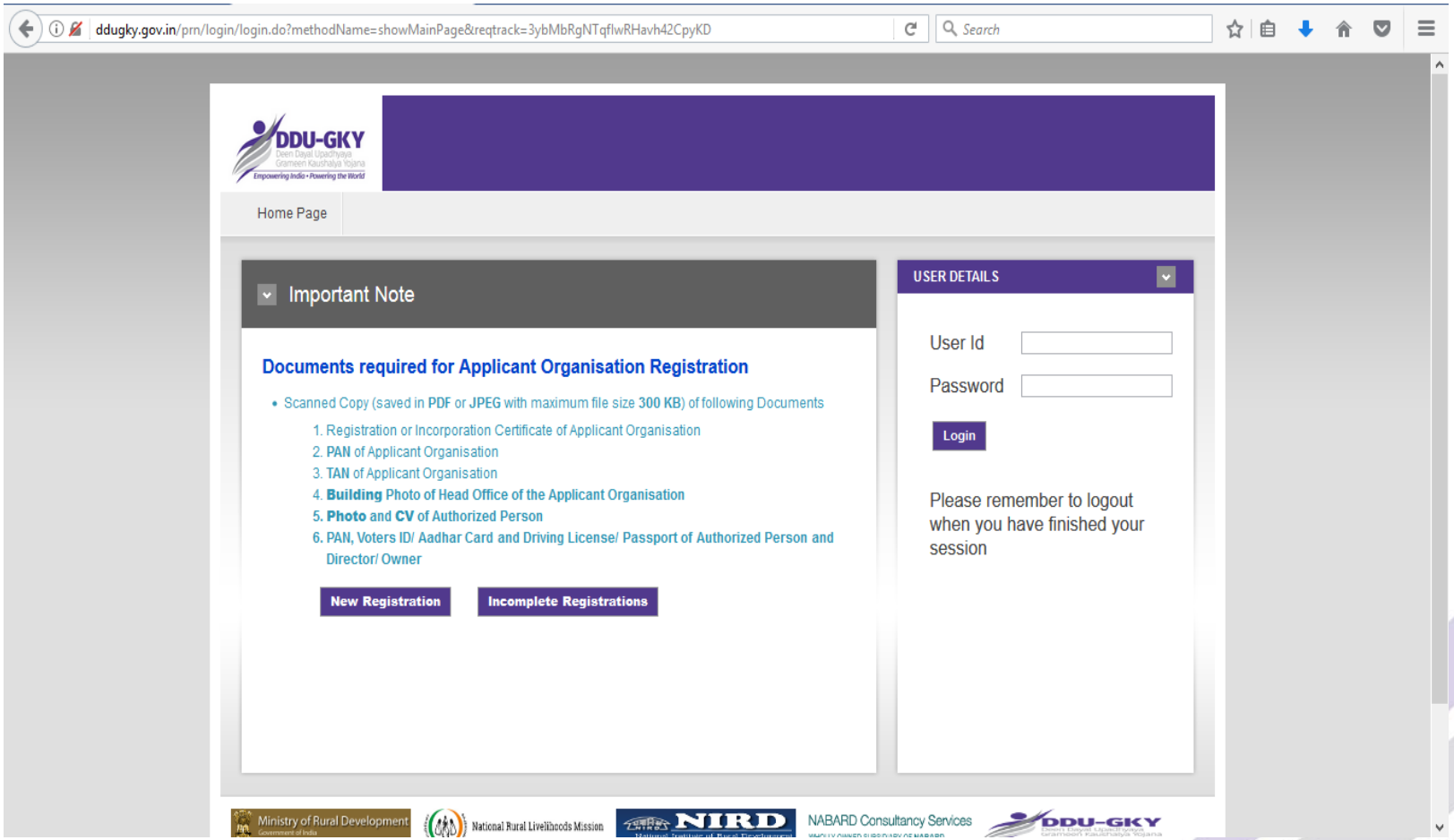
Step by Step

STEP 1: Click on the “PRN Registration” tab

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



STEP 2: Click on the “New Registration” tab



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

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…

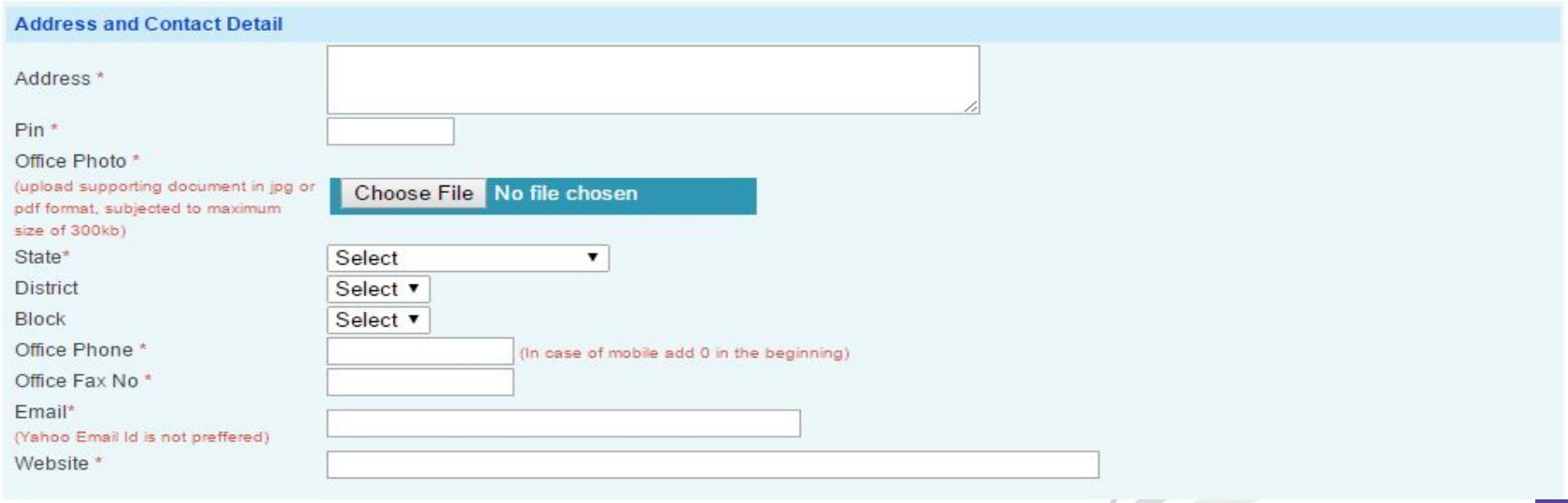
3. Enter the FULL name of the Applicant Organization

- 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.

STEP 3 : Fill the Applicant Organization's Details…

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.



STEP 3 : Fill the Applicant Organization's Details…

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**.

STEP 3 : Fill the Applicant Organization's Details…

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.

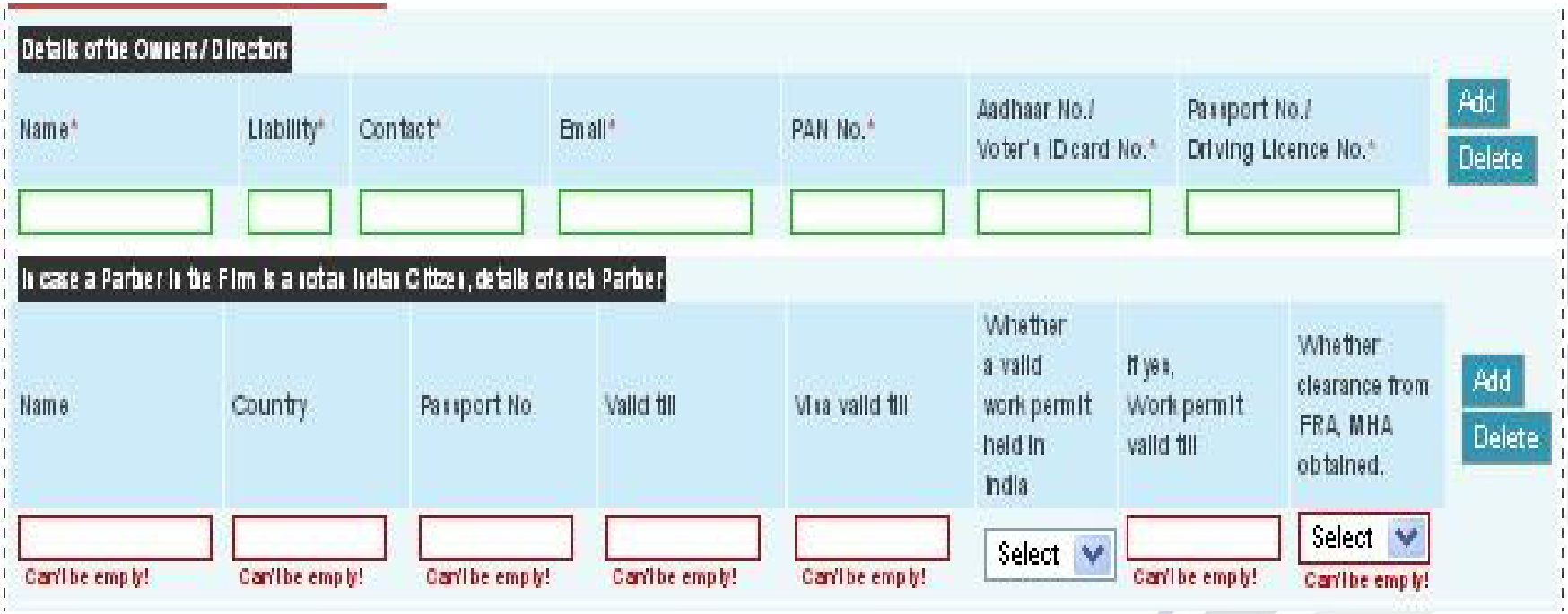
Note: On "confirmation", registrations using the PAN/ TAN/ Registration numbers already provided will not be accepted by the system.

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.



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

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.

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

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

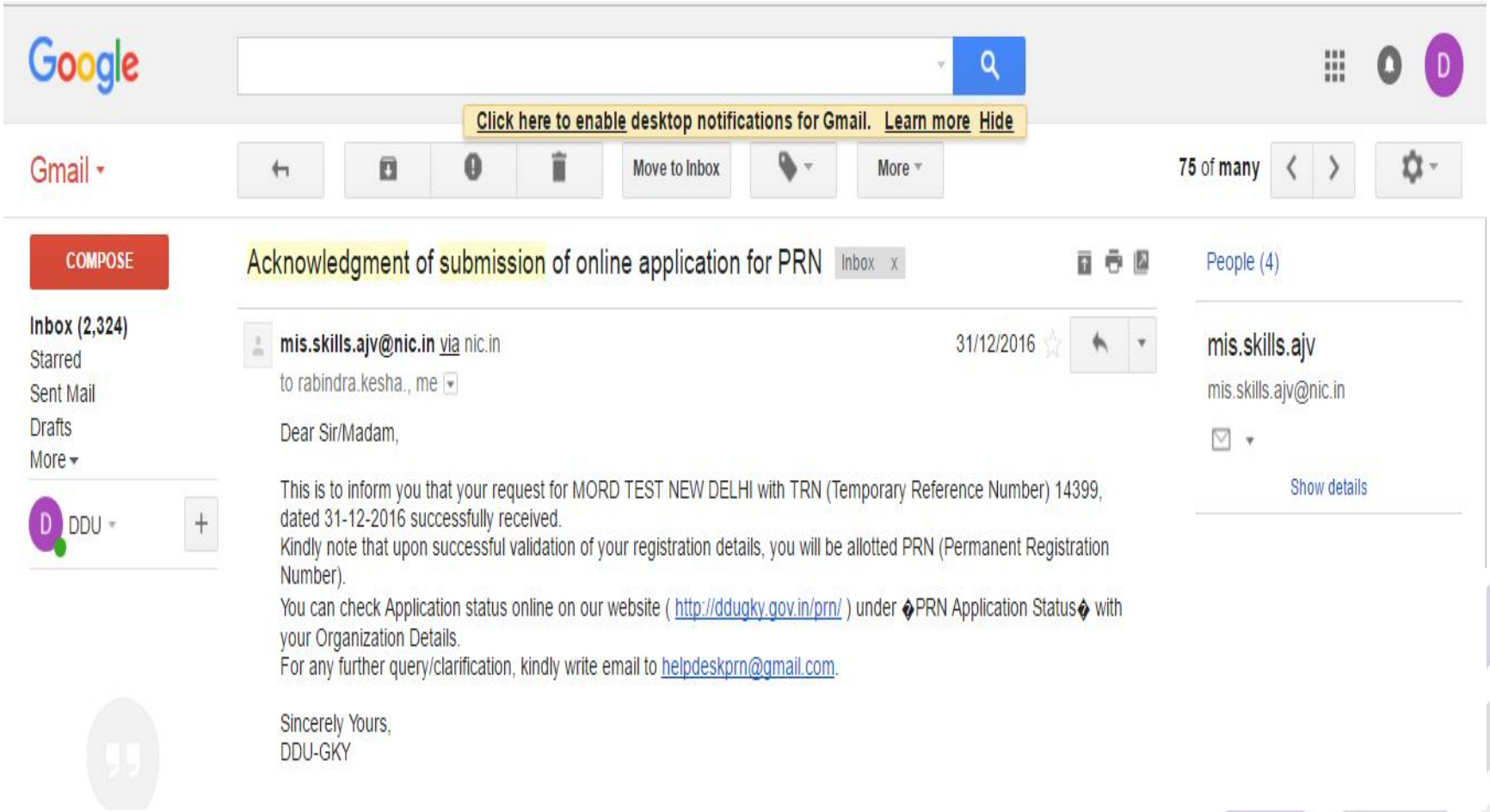
S.No.		Registration Number	Registration Date
1	Details of registration under section 12A of Income Tax Act of 1956		
2	Details of registration under section 80G of Income Tax Act of 1956		
3	Details of registration under FCRA		

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

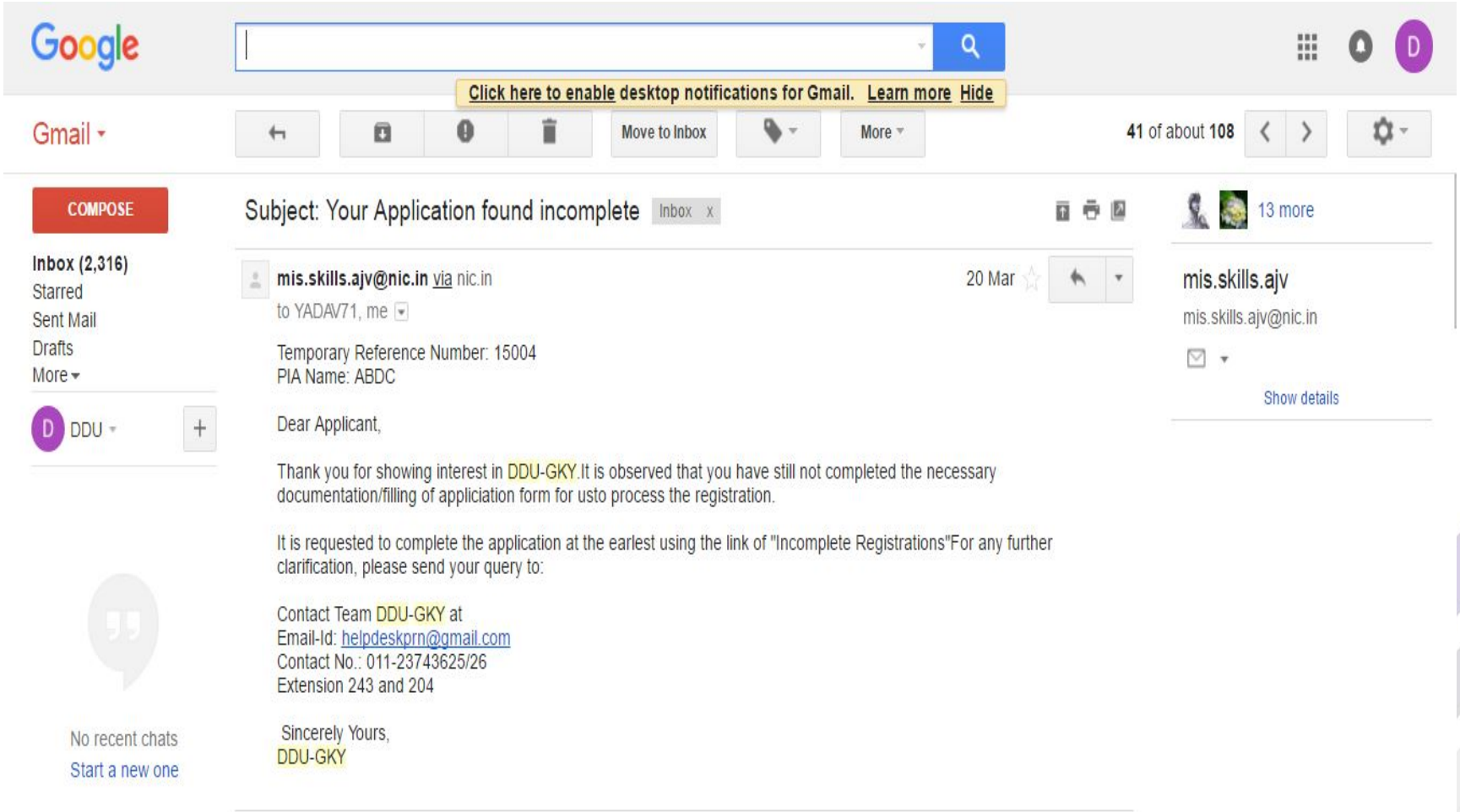
Next steps after submission

- 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.

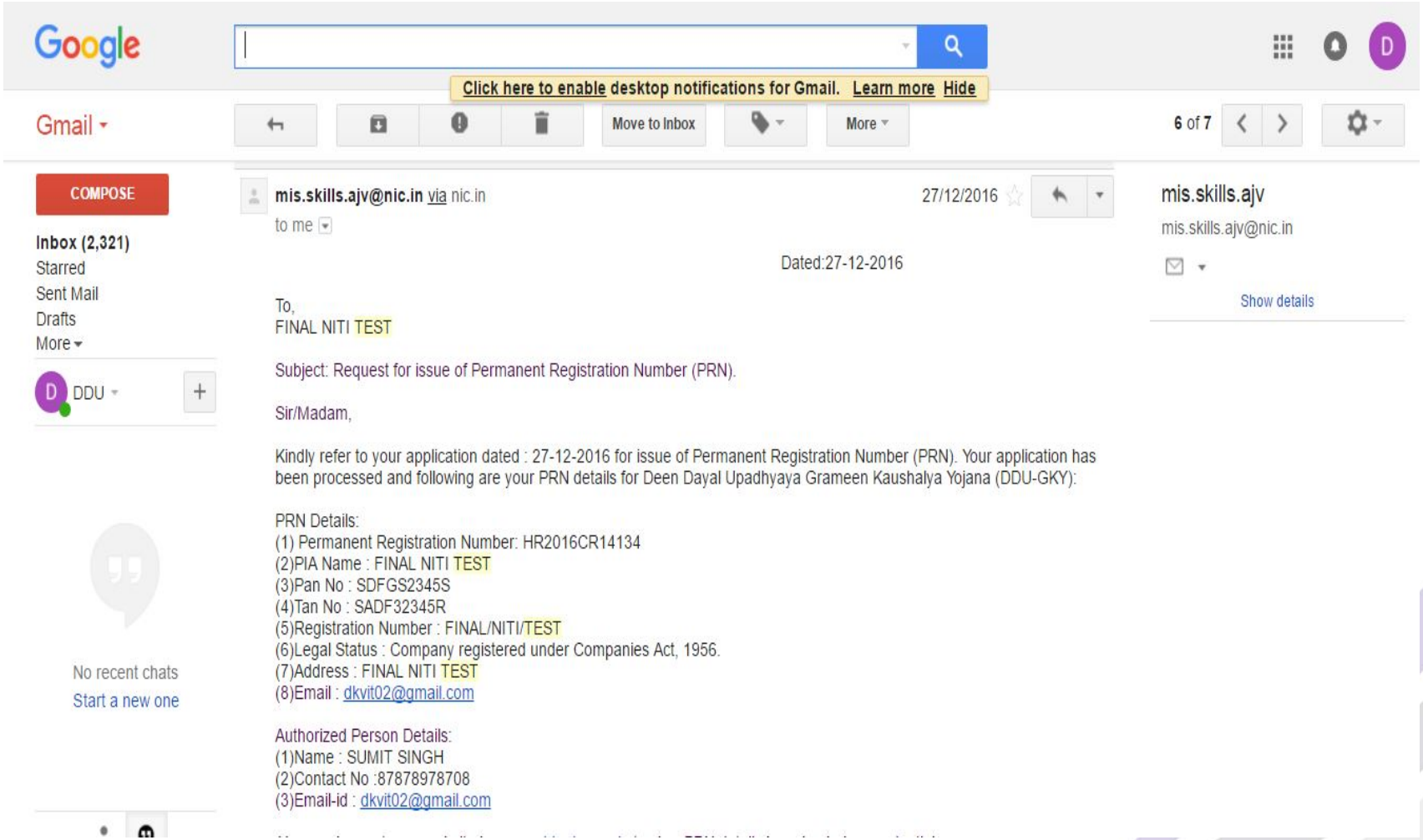
Sample: TRN auto-generated e-mail



Sample: Auto-generated e-mail of Incomplete Registration



Sample: PRN auto-generated e-mail



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Inbox (2,321)
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DDU

No recent chats
Start a new one

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

to me

Dated:27-12-2016

To,
FINAL NITI TEST

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

Sir/Madam,

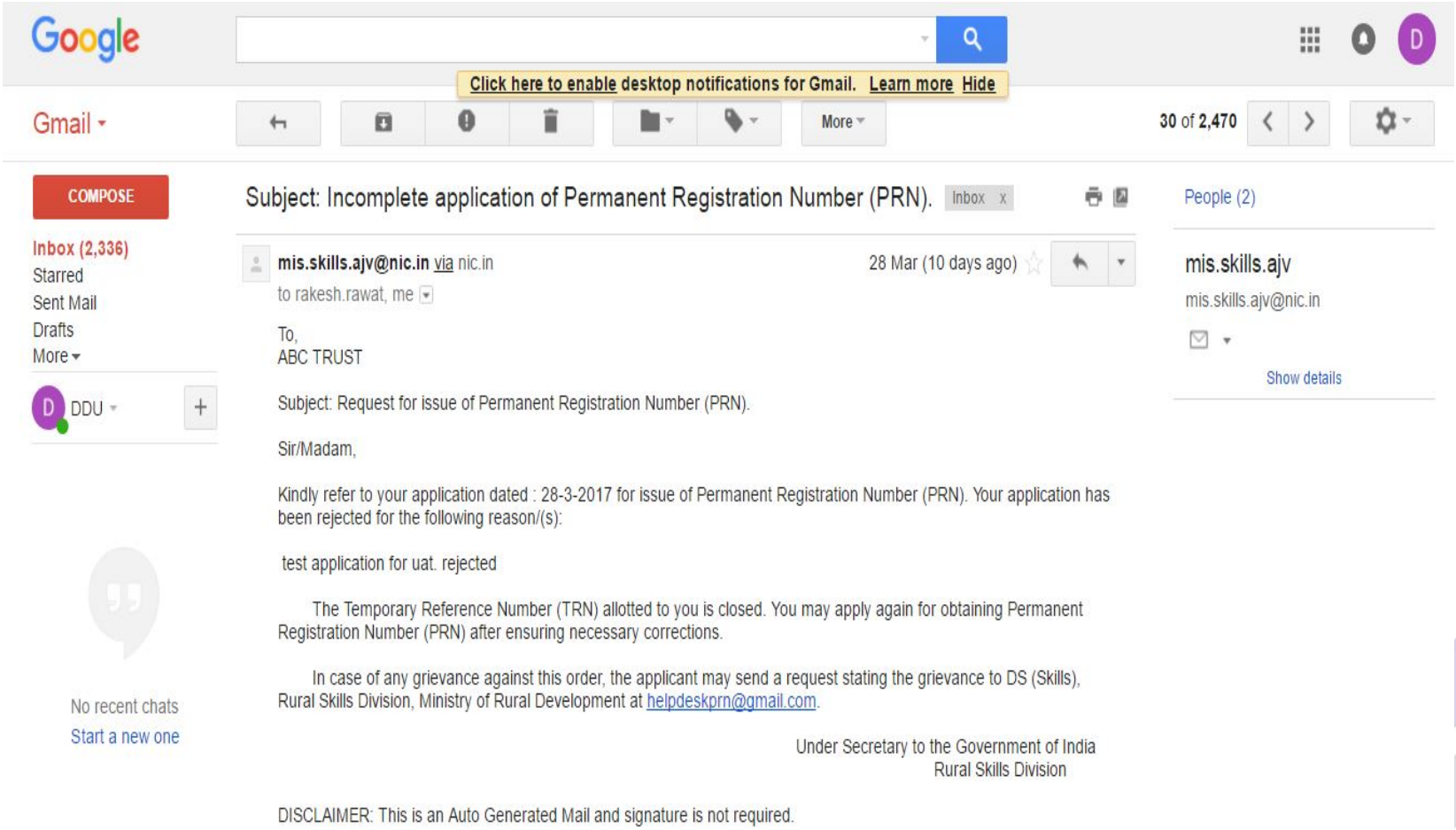
Kindly refer to your application dated : 27-12-2016 for issue of Permanent Registration Number (PRN). Your application has been processed and following are your PRN details for Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY):

PRN Details:
(1) Permanent Registration Number: HR2016CR14134
(2)PIA Name : FINAL NITI TEST
(3)Pan No : SDFGS2345S
(4)Tan No : SADF32345R
(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

mis.skills.ajv
mis.skills.ajv@nic.in
Show details

Sample: Auto-generated e-mail of Rejected Application



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COMPOSE

Inbox (2,336)
Starred
Sent Mail
Drafts
More ▾

DDU ▾

No recent chats
Start a new one

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

mis.skills.ajv@nic.in via nic.in 28 Mar (10 days ago)
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.

People (2)

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

Show details

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

Common mistakes while filling up Online Application Form for PRN…

- 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

<u>Clear</u> Scanned Copies of Documents

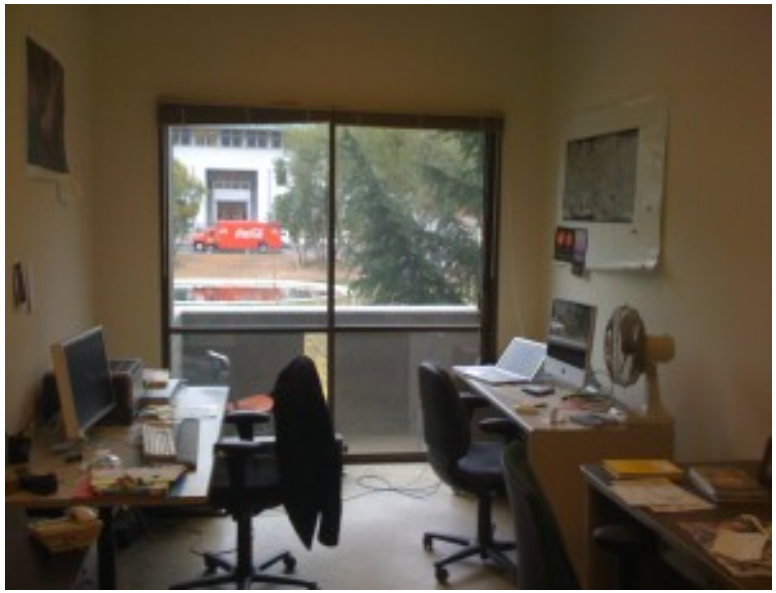
Personal PAN Card instead of organisation PAN

Personal PAN Card

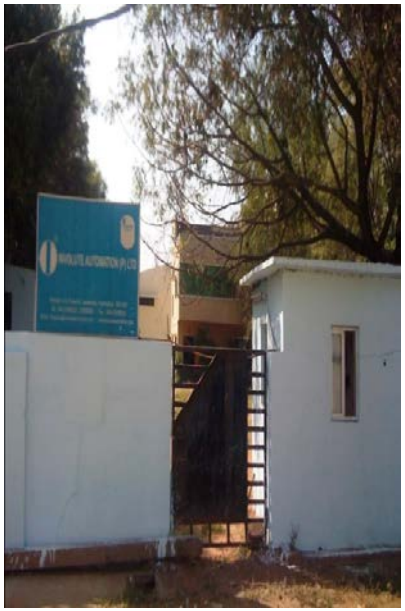
Office PAN Card

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



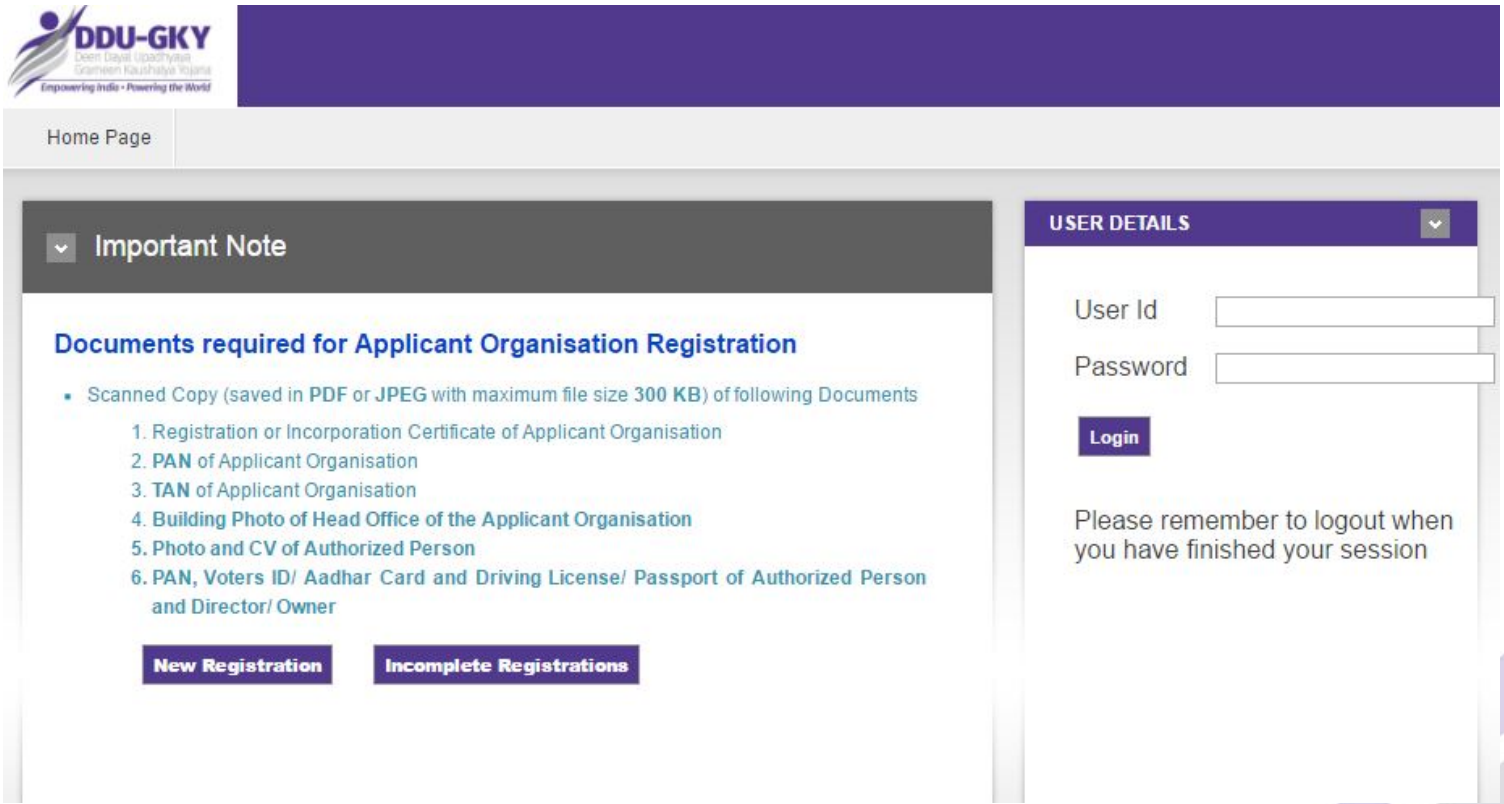
Only banner photo on the place of office photograph

Photograph with Banner only

Photograph with Physical Structure and Banner

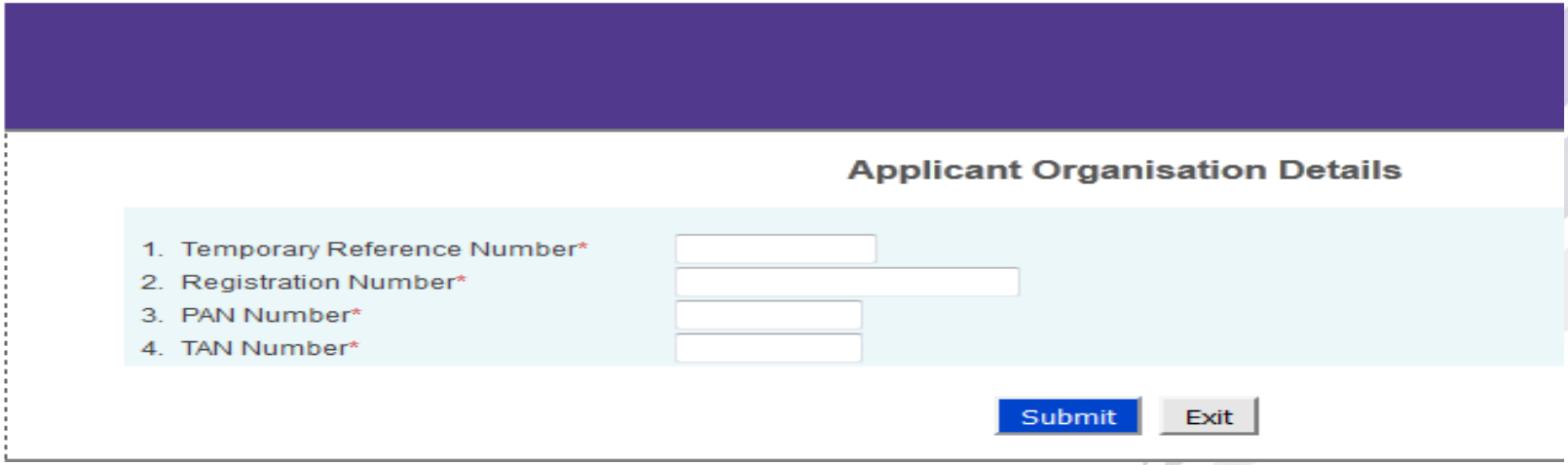
Completing “Incomplete Registrations”

- Click on the “Incomplete Registration” tab



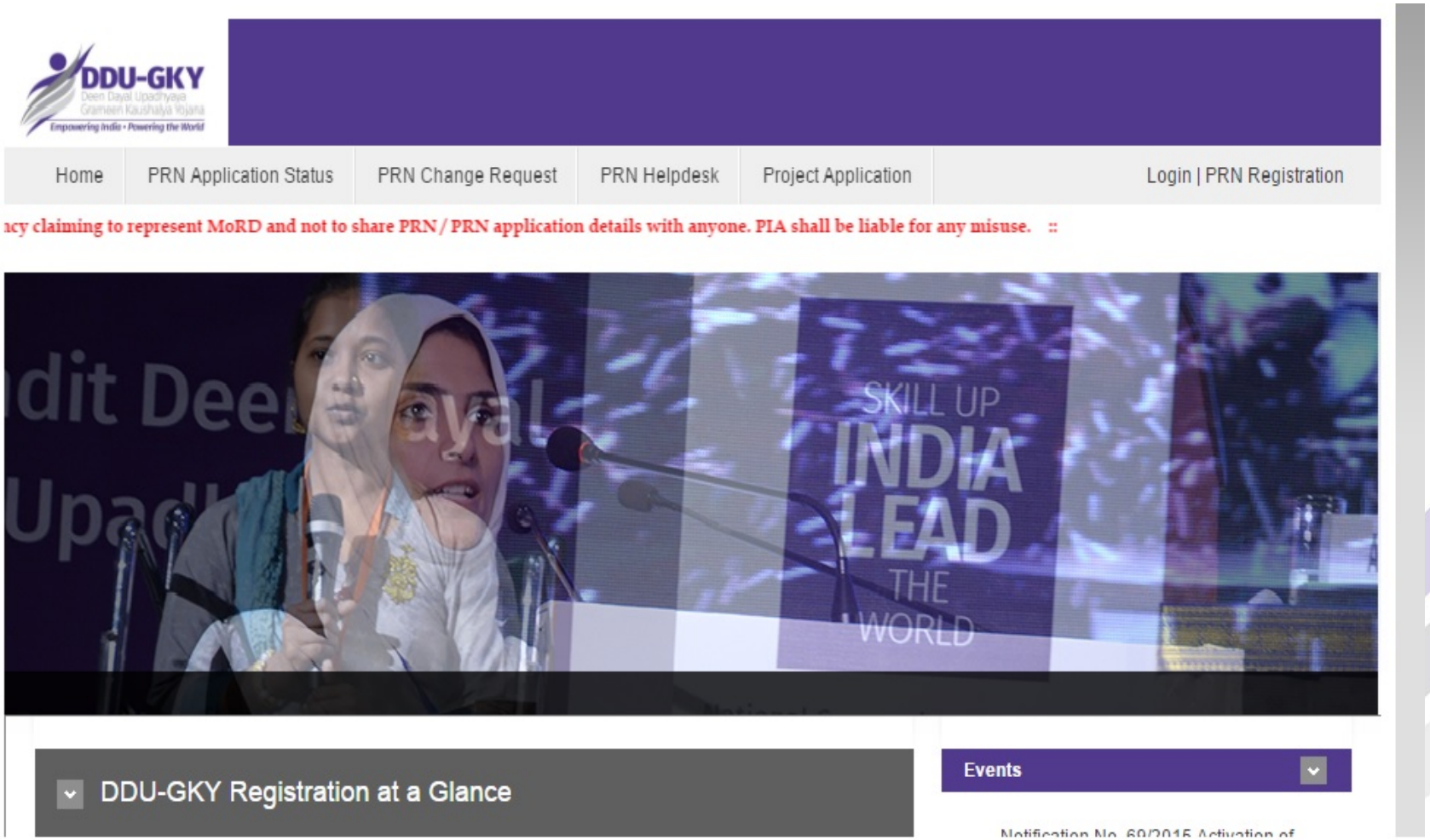
Completing “Incomplete Registrations”…

- 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.



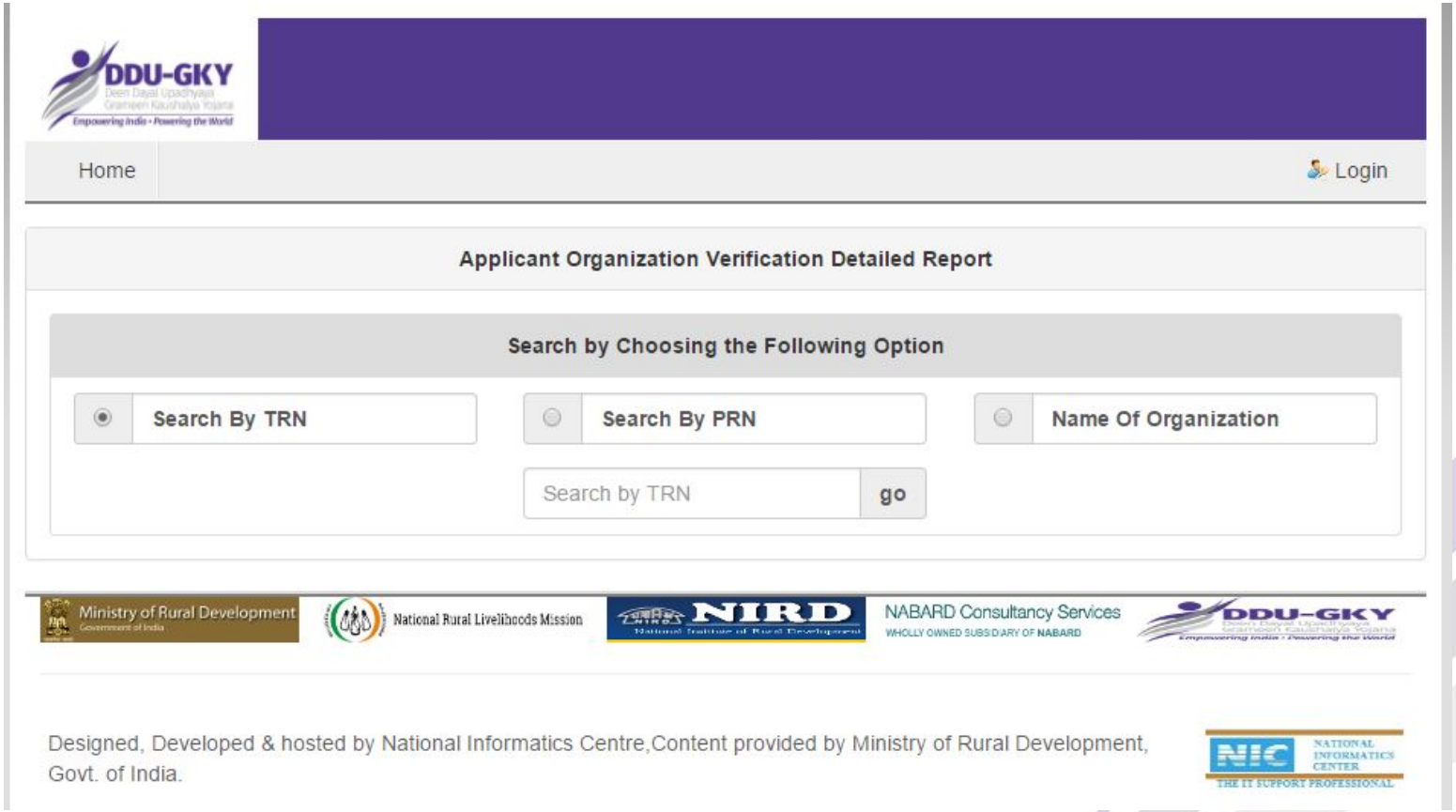
How to Track/Search the PRN Application

- Click "**PRN Application Status**" tab



How to Track/Search the PRN Application…

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



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

Thank You