

1Q. How to log-in to erp.ddugky.info, for filling the project application appraisal module for the first time?

- A. The initial User ID shall be the PRN (Permanent Registration Number) of the applicant organization, allotted by the MoRD **and** the default password shall be the PAN (Permanent Account Number) of the applicant organization in Upper case/Capital letters.

2Q. What is the maximum size of the document that can be uploaded in to system at various sections of the Appraisal Module of ERP system?

- A. The maximum size of the document is restricted to 5 MB per file across all sections of Appraisal Module of the ERP system, with an exception of 20 MB per file for the below sub modules:
- a. Financial Details (Sub Module:4)
 - b. Qualitative Appraisal (Sub Module:7)

3Q. which type of documents should be uploaded?

- A. The documents in the formats of pdf, jpeg, jpg, and png should be uploaded.

4Q. How to avoid the occurrence of image failures/errors while uploading the files?

- A. The User has to ensure that there are no special characters in the file name.

5Q. What is the project eligible cost based on the category of the applicant PIA?

- A. DDUGKY guidelines classifies all the PIAs into 3 categories- A, B or C on the basis of their past experience and ability to undertake quality placements. Category A will be prioritized over Category B and Category B over category C

Sl.No	Category of the PIA	Eligibility Cost (In Rs.)
1	A	50,00,00,000/-
2	B	15,00,00,000/-
3	C	5,00,00,000/-

6Q. What is the Maximum Project cost that can be applied per project?

A. It is based on average annual turnover, category of applicant organization/Consortium and the total cost of ongoing DDU-GKY (including Roshini) projects already approved by MoRD or SRLM for the applicant organization or lead partner for the consortium.

The condition is specified below:

- a. Four times of the Average Annual Turnover for the last 3 financial years of the applicant organization/lead partner for consortium(Less)total cost of ongoing DDU-GKY (including Roshini) projects already approved by MoRD or SRLM for the applicant organization or lead partner for the consortium
(or)
- b. Eligible Project cost as per Category of Applicant PIA/Consortium, whichever is lower for the organization having highest category.

7Q.What does NSDC Partner mean?

A. An entity in which the NSDC has a stake, either through equity or loan is known as NSDC Partner. All other entities are known as Non-NSDC partners.

8Q. What are the conditions that are not applicable to a NSDC Partner?

- A. The below conditions are not applicable to a NSDC Partner:
- i. More than 3 years existence as on date of submission of application.
 - ii. Not have negative net worth in 2 out of last 3 years.

9Q. What is the exception given to the NSDC Partner in terms of filling the financial details?

A. If PIA organization is a NSDC partner, the applicant has to mandatorily fill one year of audited financial year details. If the organization is not a NSDC partner, the PIA has to mandatorily fill minimum three years of audited financial year details

10Q. What all documents does Audited Financials include?

- A. Audited Financials include the below:
- i. ITR acknowledgement given by Income Tax Department
 - ii. CA certificate on Annual Turnover & Net Worth (Reference for format: Appendix II : SFP18, Page no.32 of notification 20/2017)
 - iii. Balance Sheet and Profit & Loss account and all Annexures as per schedule VI of Companies Act, 2013

11Q. Which are the relevant financial years that are to be selected while uploading the audited financials in case of Non NSDC partner?

A. In case the proposal is submitted on or before 30th of June the financials should be submitted for 3 financial year excluding the immediately preceding financial year

Eg.1. If a proposal is submitted on 30th April 2019, the audited financials will be required for FY: 2015-2016 , 2016-2017 ,2017-2018.

Eg.2. If a proposal is submitted on or after 1st July 2019, the audited financials will be required for FY: 2016-2017,2017-2018, 2018-2019.

Note: ITR acknowledgement of immediately preceding financial year falls due on 1st of October.

12Q. The format for Certificate for Captive Placement given in the notification no.20/2017 (Reference: Appendix V: SFP23, Page no.35) does not explain what kind of details are required?

- A. The Captive placement certificate to be supported by the annexure that includes details such as...Year wise candidate data with names, phone numbers, job role, trade, date of joining, starting salaries, latest salaries (if known), employer name, employer address and HR contact number.

13Q. Can the applicant use the application fee/initial screening fee paid for the rejected Project application and quote the same payment reference for the new project application that may have to be upload after the desired corrections.

- A. No, the fee paid for one proposal cannot be reused for another one. Every single proposal is considered to be distinct application with a unique proposal code and has to definitely undergo the prescribed appraisal process on ERP system.

14Q. How to apply for the DDUGKY project?

- A. Five steps process for applying the project

Step 1: Visit the website <http://ddugky.gov.in/>

Step 2: On the top most right side of the corner there is a tab "PRN Registration", click on it

Step 3: Click on "Login / PRN Registration". Go to "New Registration", register yourself and complete the process

Step 4: Once the PRN is received attend the Training Programme at NIRD&PR, Hyderabad on Project Application Process. For details please write to trainingddugky.nird@gov.in

Step 5: After attending the Training Programme, apply for the project at <https://erp.ddugky.info/login/>

For guidance on eligibility to apply, pre-requisites to apply and process to apply PRN

Step 1: Please click on <http://lms.nirdpr.in/course/view.php?id=73>

Step 2: Click on "Login as Guest User"

Step 3: Click on each title in Blue under DDU-GKY section to start the learning videos

15Q. Whether the 3 years of existence from the date of incorporation is mandatory to apply for a PRN?

- A. Any type of organization except proprietorship and partnership firms, can apply for PRN. There is no mandatory condition of 3 years of existence from the date of incorporation to apply for a PRN.

16Q. Whether an applicant having negative net worth can apply for a project under DDUGKY projects?

- A. As per the notification issued by the Ministry and guidelines of the DDUGKY, an applicant cannot apply for a project under DDUGKY, if it has negative net worth for more than one year in the last 3 financial years. However there is an exception for applicability of negative net worth clause for NSDC Partners.

17Q. What is the minimum technical and priority scores required for submission of an application?

- A. The minimum technical score successful submission of application is 10 and there is no minimum score criteria for priority score. Unless the application gets minimum technical score of 10, the ERP system will not allow submission of the application.

18Q. What are the various stages in appraisal process from the time of proposal submission?

- A. The major stages in appraisal process are:
- i. Initial Screening Fee Verification
 - ii. Initial Screening process (Level 1 and Level 2)
 - iii. Qualitative Appraisal Fee Verification
 - iv. Qualitative Appraisal process (Level 1 and Level 2)
 - v. CTSA Feedback (Level 1 and Level 2)
 - vi. Disposal of the project proposal at PAC.

19Q. Is it possible to check the project proposal status by the applicant on appraisal module of ERP?

- A. Yes, the status of a particular project proposal can be known by the User on the ERP system by accessing the Reports→Proposal Summary→View.

20Q. What is the time line for making the payment of Qualitative Appraisal Fees?

- A. In case an application has been qualified for Qualitative Appraisal, intimation will be sent to the applicant and the appraisal fee should be paid within 15 days from the date of completion of initial screening.