

FAQs on Appraisal Module

1. Q. Which type of formats of documents can be uploaded into the system?
A. The documents in the formats of pdf, jpeg, jpg, and png can be accepted only.

2. Q. What is the maximum size of the document which can be uploaded in to system at various stages of the application?
A. The maximum file size is restricted to 20 MB per document in case of the documents to be uploaded at Qualitative Appraisal stage and at all remaining places it is 5 MB to be uploaded across all stages of the system where ever the upload option arises.

3. Q. What is the time for session expiry and automatic log-out?
A. If the system is in-operative for 30 minutes, it will be in-activated and later it will lead to automatic log-out if any action initiated.

4. How to log-in to the system for the first time?
A. The initial user-id is PRN number of the applicant allotted by the Ministry and the password is PAN (Permanent Account Number) of the applicant organization in upper case only.

5. Q. What is the overall projects cost that can be eligible for an applicant?
A. The overall project costs that can be eligible for an applicant is to the maximum of 4 times of the average turnover of the last 3 financial years of the applicant/lead partner in case applied as single/consortium respectively.

6. Q. What is the maximum cost of a single project that can be applied by an applicant?
A. The maximum cost of a single project is decided by the two elements whichever is lower. First element is the category of the applicant and the second element is the balance cost that can be eligible by an applicant for DDU GKY projects.

(The maximum cost of a single project for category A applicant is Rs. 50 Crores, for category B applicant is Rs. 15 Crores and for category C applicant is Rs. 5 Crores)

7. Q. When can be the financials and ITR acknowledgement of the preceding year becomes mandatory?

A. The preceding financial audited reports mandatory from 1st July of the succeeding year and ITR acknowledgment is mandatory from 1st October of the succeeding year.

8. Q. What are the documents required to upload for an on-going project claimed in past experience?

A. For on-going projects Sanction order from the client stating the target allocated and any formal document from the client or a screen shot of the public domain of the client showing the trained and placed number as on the date claimed by the applicant in the application.

(e-mails can be included in formal communication).

9. Q. What are the documents required to upload for a closed project claimed in past experience?

A. For closed projects Sanction order from the client stating the target allocated and formal closure order from the project sanction authority showing the trained and place number need to be submitted.

10. Q. Whether the project closure order is mandatory when the client organization generally not issuing?

A. As per the notification no.20/2017 dated 03.04.2017 issued by the Ministry, the project closure order from the project sanctioned authority is mandatory for closed projects claimed in the application.

11. Q. Whether SFP 18 to be submitted along with P&L and Balance sheet is required to submit year wise or single one for 3 years?

- A. As per the notification no.20/22017 dated 03.04.2017 issued by the Ministry, the applicant required to submit SFP 18 along with P&L and Balance sheet for previous 3 years, the SFP18 can contain 3 years in single format or year wise also, either one is accepted.
12. Q. Whether the 3 years 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 incorporation to apply for a PRN.
- 13.Q. Whether the 3 years existence is mandatory to apply for a project under DDUGKY or other projects under it?
- A. To apply for a project under DDUGKY or other related projects, the applicant should have PRN number and 3 years of existence since incorporation. However there is an exception for 3 years existence for applicants who have NSDC partnership, where NSDC has any stake either through loan or equity in the applicant organization.
14. Q. Whether an applicant having negative net worth can apply for a project under DDUGKY or its related 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 applicants who have NSDC partnership, where NSDC has any stake either through loan or equity in the applicant organization.
15. Q. Whether PRN details can be modified in case of any misstatement found at the time of application submission?
- A. If the applicant found any misstatement in the PRN details, the concerned applicant has to request the MoRD for change in the details of the PRN, which will be automatically updated in the appraisal system.

16. When can we update the organization details?
- A. The organization details can be updated any number of times as well as at the time of submission of each new proposal the organization details should be updated.
17. In previous project details, i tried to add a previous project done and i could not able to update as it is showing “the trade wise training target is not matching”, how to update the data?
- A. After filling the details of the previous project details and trade experience, even for ingle trade also have to click “Add” button. Then only the system will take the trade experience and allows submitting the data.
18. What is the procedure to apply for a project as a consortium?
- A. If the applicant wants to apply for a project in consortium, then the applicant has to add the consortium partner PRN in organizational profile and at new proposal page, the applicant has to select the consortium member from the list appeared in application page. Before submission of the application, the consortium member has to give approval to the application from his log-in.
19. What is the minimum technical and priority score required to submit an application?
- A. The minimum technical score to submit an application is 10 and there is no minimum priority score to submit the application i.e minimum zero. Unless the applicant gets minimum technical score of 10, the system will not allow submitting the application.
20. Is the technical score get at the completion of the updating of organizational profile is final?
- A. The applicant can get the technical score based on the inputs given in the proposal also, hence the technical score displayed after the filling of the proposal is final and minimum score of 10 required to submit the application.