



Pravasi Rajasthani Samman Awards
Instructions for filling Application – Organization

- Visit the official Website of Rajasthan Foundation

👉 <https://foundation.rajasthan.gov.in>

Click on **Apply for PRSA-2025** it will redirect to Single Sign-On (SSO) website: <https://sso.rajasthan.gov.in/signin>

- If you already have an SSO ID, enter your SSO ID and password, then click Login.

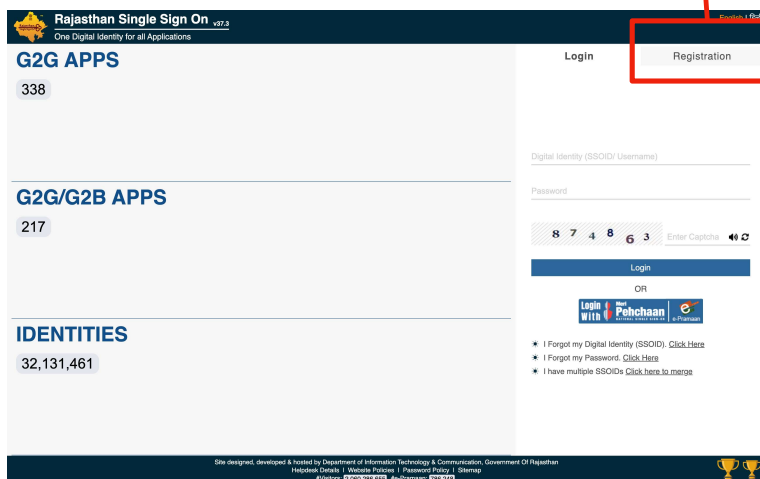
- If you don't have an SSO ID, click on Registration.

During registration:

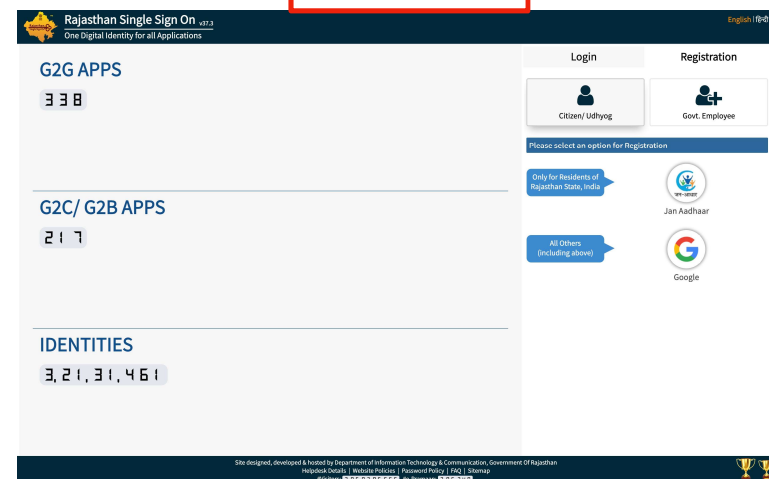
1. Select the appropriate user type — Citizen or Udhhyog.
2. Choose one of the following registration methods:
 - Jan Aadhaar (recommended for residents of Rajasthan)
 - Google (by Gmail id)

After successfully completing the registration process, return to the login page and log in using your new SSO ID and password.

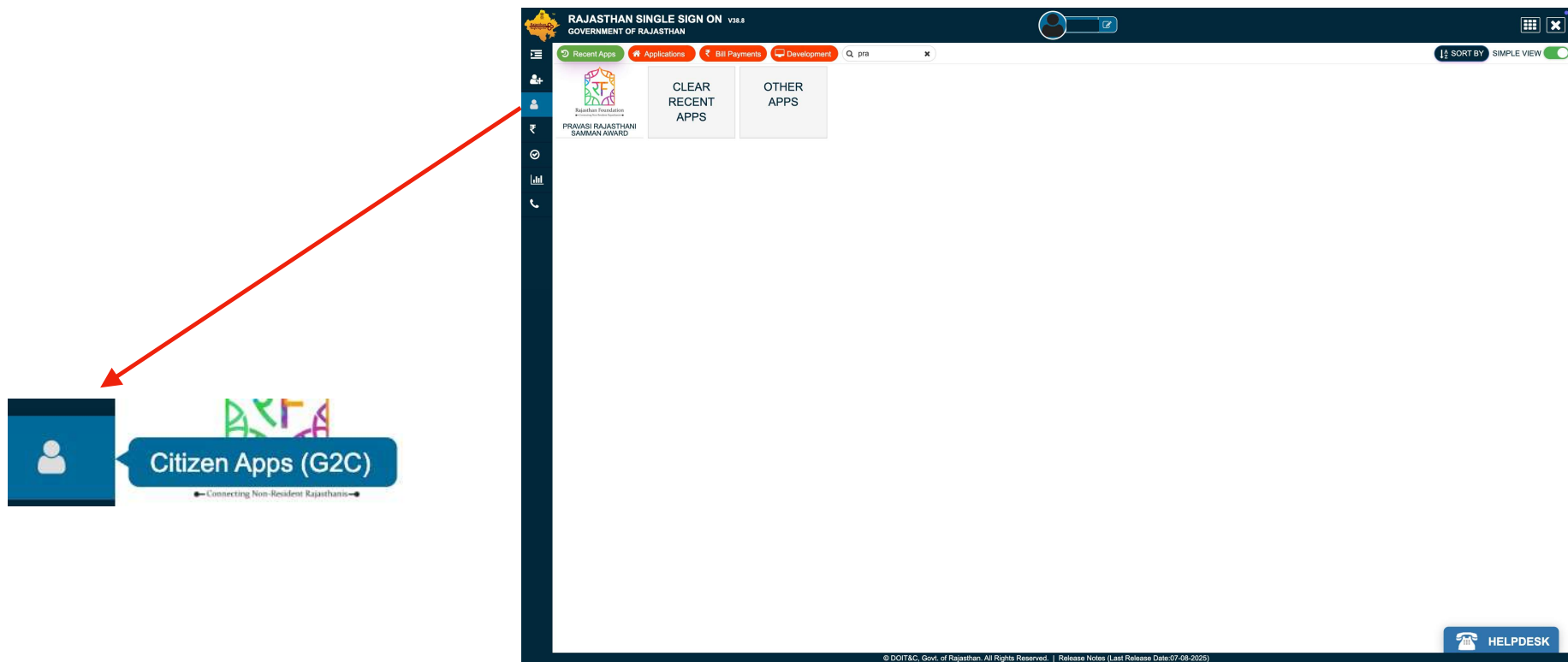
LOGIN



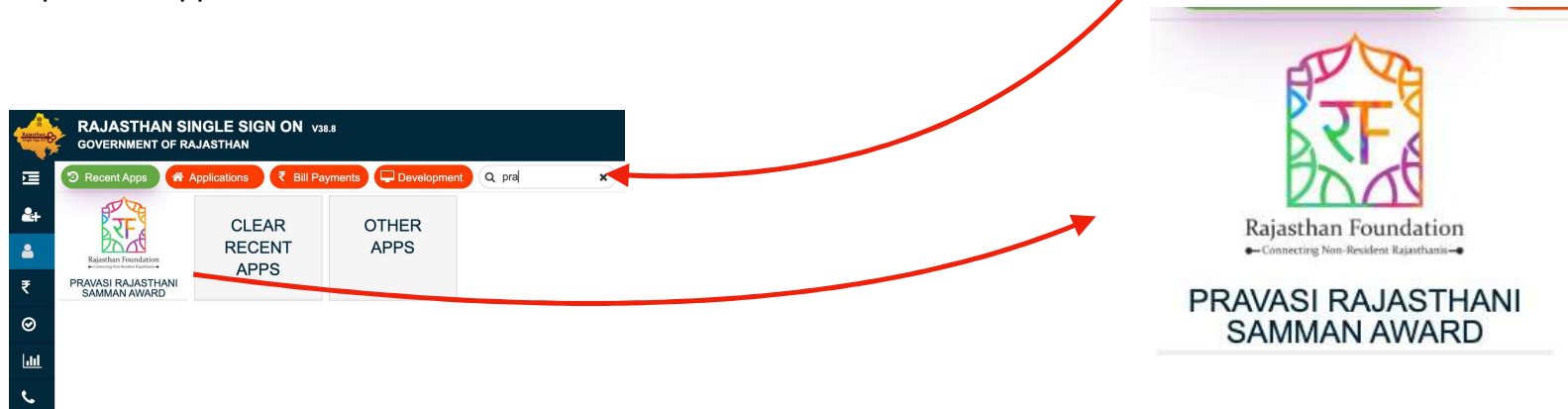
REGISTRATION



- After successfully logging in, you will be redirected to the following page. This is your Single Sign-On (SSO) dashboard.



- From the dashboard, either navigate to the '**Citizen Apps (G2C)**' section and search for the icon labeled 'Pravasi Rajasthani Samman Award', or simply enter the name of the application in the **Quick Search bar**. Once the icon appears, click to open the application.



- After opening the web application, you will be redirected to the 'Citizen Dashboard'.



Pravasi Rajasthani Samman Award
Government Of Rajasthan



CITIZEN DASHBOARD

SSO > CITIZEN DASHBOARD > + NEW APPLICATION

—

CITIZEN DASHBOARD

Show Rows

10

▼

Search:  

S.N.	APPLICATION NUMBER	FORM TYPE	SUBMITTED BY	SUBMISSION DATE	STATUS	ACTION
No Data Found!!!						

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Department of Information Technology & Communication, Govt. of Rajasthan

- Upon accessing the Citizen Dashboard, you may initially see a message stating “No Data Found.” To start a new application, click on the “+ New Application” button located at the top-right corner of the screen.



Pravasi Rajasthani Samman Award
Government Of Rajasthan

CITIZEN DASHBOARD

SSO > CITIZEN_DASHBOARD >

+ NEW APPLICATION

- CITIZEN DASHBOARD

Show Rows10

Search: Search... Q X

S.N.	APPLICATION NUMBER	FORM TYPE	SUBMITTED BY	SUBMISSION DATE	STATUS	ACTION
No Data Found!!!						

+ NEW APPLICATION

Search: Search... Q X

- Upon clicking the '+ New Application' button, the **application form** will open.

Pravasi Rajasthani Samman Award
Government Of Rajasthan

APPLICATION FORM FOR PRAVASI RAJASTHANI SAMMAN AWARD-2025 / प्रवासी राजस्थानी सम्मान पुरस्कार - 2025 के लिए आवेदन फॉर्म

SSO > DASHBOARD > APPLICATION FORM

All fields are mandatory
सभी फ़ील्ड भरा अनिवार्य है

If no information is to be given in any field, please write NA
यदि किसी फ़ील्ड में जानकारी नहीं दी जाती है, तो कृपया NA लिखें

1. Select Category श्रेणी चुनें

Select Category श्रेणी चुनें*

☐ Individual व्यक्ति ☐ Organization संस्थान

2. DETAILS ABOUT THE APPLICANT आवेदक की जानकारी

PERSONAL INFORMATION व्यक्तिगत जानकारी

First Name फर्स्ट नेम* Middle Name मिडिल नेम Last Name लास्ट नेम*

Gender लिंग* Date of Birth जन्म तिथि* Place of Birth जन्म स्थान*

Place of Origin in Rajasthan राजस्थान का मूल निवास स्थान* Nationality राष्ट्रियता* State/Country of residence at present वर्तमान निवास राज्य / देश*

Father's Name पिता का नाम* Mother's Name माता का नाम* Address of Applicant in Rajasthan राजस्थान में आवेदक का पता*

Mobile Number मोबाइल नंबर* WhatsApp Number व्हाट्सएप नंबर* Email ईमेल*

Profession of the Applicant आवेदक का पेशा* Name of the Company/ Organization कंपनी / संस्थान का नाम* Designation पद*

Address कार्यालय का पता*

Valid Identity Proof with Photograph वैध पहचान पत्र (फोटो सहित)*
(Passport/Aadhar/DL/PAN Card) (पासपोर्ट/आधार/ड्राइविंग लाइसेंस/पैन कार्ड)

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Step 1: In the 'Select Category' section, choose whether you are applying as an Individual or an Organization.

In this guide, we will walk through the steps for submitting the application as an **Organization**.
[Guide for Individual applicant is on User Manual – "A"]

1. Select Category श्रेणी चुनें

Select Category श्रेणी चुनें*

☐ Individual व्यक्ति ☒ Organization संस्थान

Step 2: Fill in the 'Details About the Organization' Section--

In this section, provide the following information:

1. Full Name of the Organization – Enter the complete legal name.
 2. Nature of the Organization – Select from the available options : Not for Profit, Commercial, or Other.
 3. Year of Establishment – Choose the year the organization was founded. (In XXXX numeric format only)
 4. Place and Year of Registration – Specify where and when the organization was registered.
 5. Complete Address – Enter the full postal address of the organization.
 6. Number of Members – Mention the total number of active members in the organization (In numeric format only)
 7. Area/Sector of Activity – From the dropdown menu, select the area or sector for which the Pravasi Rajasthani Samman Award is being applied.
 8. Significant Activities in Rajasthan – Describe the major activities undertaken by the organization in the selected area, along with the respective years.
1. Supporting Documents – Upload relevant supporting documents in PDF format (maximum file size-- 5 MB).

2. Details About The Organization/Association संस्थान/संगठन के बारे में जानकारी

Complete Name of Organization / Association संस्थान / संगठन का पूरा नाम*

Nature of Organization / Association संस्थान / संगठन का प्रकार*

--Select--

✓ --Select--
Not for Profit
Commercial
Other

Year of Establishment स्थापना का वर्ष*

Place and Year of Registration रजिस्ट्रेशन का स्थान एवं वर्ष*

Complete address of the Organization / Association संस्थान / संगठन का पूरा पता*

Area / Sector of activity for which PRSA is applied
PRSA के लिए चुना गया क्षेत्र / सेक्टर*

-- Select --

✓ -- Select --
Art/कला
Business/व्यापार
Films/फ़िल्म
Industry/उद्योग
Literature/साहित्य
Music/संगीत
Professions/पेशा
Science/विज्ञान
Social Service/सामाजिक सेवा
Sports/खेल
Other/अन्य

Number of Members of Organization / Association संस्थान / संगठन के सदस्यों की संख्या*

Significant activities in the selected area in Rajasthan (with Year) (In 300 Words)
चुने गए क्षेत्र में राजस्थान में संस्थान की महत्वपूर्ण गतिविधियां (वर्ष इंगित करें) -(300 शब्दों में)*

Fill the Text Area

Maximum Allowed Characters: 1500

Please attach supporting papers with photos in PDF format only (<= 5 MB)
सपोर्टिंग डॉक्यूमेंट व फोटो पीडीएफ में अपलोड करें (<= 5 MB) *

No file chosen...[Max File Size: 5MB, File Type:pdf]

Choose File

Step 3: Please provide Details of Previous Awards, Decorations or Citations Received :

In this section, you are required to enter the details of any awards, honors or recognitions previously received. Fill in the following information:

1. Name of the Award – Enter the full name of the award received.
2. Year of Award – Specify the year in which the award was granted.
3. Field of Recognition – Mention the area or field for which the award was given.
4. Awarding Country/Organization – Enter the name of the country or organization that conferred the award.
5. Accomplishments – Briefly describe the specific accomplishments or contributions for which the award was granted.

[You can add multiple entries in case if you received more than one awards , decorations or citations -- Click on +ADD button.



Attach Supporting Documents related to received awards, decorations or citations:

- Upload supporting documents with photographs in PDF format only.
- File Size Limit: ≤ 5 MB

If the Awarded Work Was Under Another Organization:



- Select “Yes” if the awarded work was carried out under the supervision or within the scope of another organization/association.
If “Yes”, the following is mandatory:
 - Upload an authentication letter from the concerned organization (PDF format, ≤ 5 MB)
- If “No”, no further verification is required.

Please provide details of any Awards, Decorations, Citations received earlier. (Only of National/ International importance)
कृपया पूर्व में प्राप्त पुरस्कार, अलंकरण, प्रशस्ति पत्रों का विवरण दें, यदि हों तो। (केवल राष्ट्रीय/ अंतराष्ट्रीय महत्व के)

Any Awards, Decorations, Citations received
पुरस्कार, अलंकरण, प्रशस्ति पत्र प्राप्त हुए हैं *

☒ Yes हाँ

☐ No नहीं

SN	Name of Award पुरस्कार का नाम *	Year in which it was granted किस वर्ष में प्रदत्त हुआ *	Field in which Award was given पुरस्कार का क्षेत्र *	Name of Country/ Organization which gave the Award देश/संस्थान जिसने पुरस्कार दिया *	Accomplishments for which Award was given किन उपलब्धियों के लिए पुरस्कार दिया गया *	Action
#						+ Add

Please attach supporting papers with photos in PDF format only (<= 5 MB)
सपोर्टिंग डॉक्यूमेंट व फोटो पीडीएफ में अपलोड करें (<= 5 MB) *

No file chosen...[Max File Size: 5MB, File Type:pdf]

Choose File

Authentication from the Organization/ Association if the achievement is under the aegis of any
Organization / Association
जिस कार्य के लिए अवार्ड मिला है यदि वह कार्य किसी संस्थान/संगठन के अधीन किया गया है तो उसके द्वारा
प्रमाणीकरण करवाएं *

☐ Yes हाँ

☒ No नहीं

Step 4: Fill in the 'Details of Head of the Organization/Association' Section :

In this section, provide the following information about the head of your organization or association:

1. Name – Enter the Full name of the head of the organization/association.
2. Designation – Specify the official designation (e.g., President, Director, Chairperson).
3. Mobile Number and WhatsApp Number – Enter a valid mobile number and WhatsApp number.
(Enter your valid mobile number starting with '+' sign followed by your country code, e.g., +91XXXXXXXXXX)
4. Email Address – Provide an active and regularly used email address.
5. How often do the senior office beare's visit Rajasthan – Select suitable option from the dropdown menu.

4. Details of Head of the Organization/Association संस्थान / संगठन के प्रमुख का विवरण

Name नाम *

Designation पद *

Mobile मोबाइल *

WhatsApp Number व्हाट्सएप *

Email ईमेल *

How often do the senior office bearers visit Rajasthan?
संस्थान / संगठन के वरिष्ठ पदाधिकारी / प्रतिनिधि राजस्थान में प्रायः कितनी बार आते हैं? *

-- Select --

✓ -- Select --

Once in Every Year/प्रत्येक वर्ष में एक बार

More than once in a year/वर्ष में एक से अधिक बार

Once in Every 2-3 Years/हर 2-3 वर्ष में एक बार

Only once in last 5 years/गत 5 वर्ष में केवल एक बार

Not in last 5 years/पिछले 5 वर्षों में नहीं आया

Step 5: Upload Required Documents in the 'Attachments' Section :

In this section, you are required to upload the following documents:

1. **Brief Write-up of the Organization/Association**
- Upload a **PDF** format file containing a brief overview of the organization or association in English (maximum 300 words). [**Max file size– 5MB**]
2. **Recent Logo of Organization / Association in JPEG/ JPG format** [**Max file size– 512KB**]

Note: Ensure all Uploaded files are in their specified format and size limits.

5. Attachments (संलग्नक)

Brief write-up of the Organization / Association in English (in 300 words).
संस्थान / संगठन का संक्षिप्त विवरण अंग्रेजी में (300 शब्दों में) *

No file chosen...[Max File Size: 5MB, File Type:pdf]

Choose File

Recent Logo of Organization / Association in JPEG format.
संस्थान / संगठन का नवीनतम लोगो (JPEG फॉर्मेट में) *

No file chosen...[Max File Size: 512KB, File Type:jpg.jpeg]

Choose File

Step 6: Complete the Declaration and Submit the Application :

In this final step:

1. Carefully read all the Declaration shown on the screen.
2. Tick the checkboxes to confirm:
 - All information provided is true and complete..
 - The applicant organization is run by Non-Resident Rajasthanis (if applicable).
3. Enter the Name, Designation, and Place of the Authorized Signatory.
4. Upload the Authorization letter from Head of Organization/ Association and Signature of the Authorized signatory of the Applicant Organization/ Association on letter head (In PDF format, Max size-- 5 MB).
5. Click "Submit" to finalize and send your application.
6. Click "CLOSE" if you want to exit without submitting. (The form will not be saved if you close without submit)

6. Declaration घोषणा

I agree that मैं सहमत हूँ कि:

1. Incomplete Application form and that received after the last date will not be considered.
अपूर्ण आवेदन पत्र और अंतिम तिथि के बाद प्राप्त आवेदन स्वीकार नहीं किए जाएंगे।

2. Application received online through portal only will be considered, that received through e-mail, WhatsApp, Courier or any other mode will not be considered.
केवल पोर्टल के माध्यम से ऑनलाइन प्राप्त आवेदन ही स्वीकार किए जाएंगे। ई-मेल, व्हाट्सएप, कूरियर या किसी अन्य माध्यम से भेजे गए आवेदन स्वीकार नहीं किए जाएंगे।

3. The decision of the Government of Rajasthan will be final and binding. There is no provision of Appeal.
राजस्थान सरकार का निर्णय अंतिम एवं बाध्यकारी होगा। इसमें अपील का कोई प्रावधान नहीं है।

4. In case of any dispute, jurisdiction of Courts will be Jaipur City only.
किसी भी विवाद की स्थिति में न्याय क्षेत्र केवल जयपुर शहर के न्यायालयों का होगा।

☐ I certify that the information furnished above is true to the best of my knowledge and belief and no material information has been concealed. I also certify that I have gone through the guidelines for the Pravasi Rajasthani Samman Awards.
मैं प्रमाणित करता/ करती हूँ कि ऊपर दिया गया विवरण मेरी जानकारी और विश्वास के अनुसार सत्य है और कोई महत्वपूर्ण जानकारी छिपाई नहीं गई है। मैंने प्रवासी राजस्थानी सम्मान पुरस्कार के दिशानिर्देश पढ़ लिये हैं।

☐ It is certified that the applicant is an Organization/ Association established and run by the Non-Resident Rajasthanis.
यह प्रमाणित किया जाता है कि आवेदक एक ऐसा संस्थान / संगठन है, जिसे प्रवासी राजस्थानियों द्वारा स्थापित किया गया है और संचालित किया जा रहा है।

Name & Designation of the Authorized signatory of the Applicant Organization / Association
आवेदक संस्थान / संगठन के अधिकृत प्रतिनिधि का नाम एवं पदनाम *

Place स्थान *

Please upload Authorization letter from Head of the Organization / Association and Signature of the Authorized signatory of the Applicant Organization / Association on letter head
कृपया आवेदक संस्थान / संगठन के लेटरहेड पर संस्थान / संगठन के प्रमुख द्वारा प्राधिकरण पत्र एवं संस्थान / संगठन के अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर अपलोड करें। *

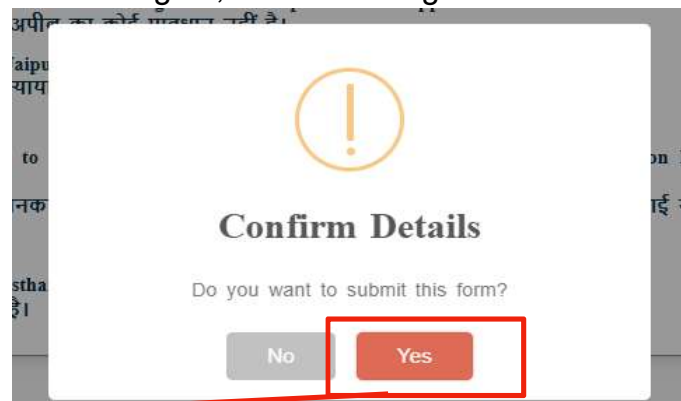
No file chosen...[Max File Size: 5MB, File Type:pdf]

Choose File

SUBMIT

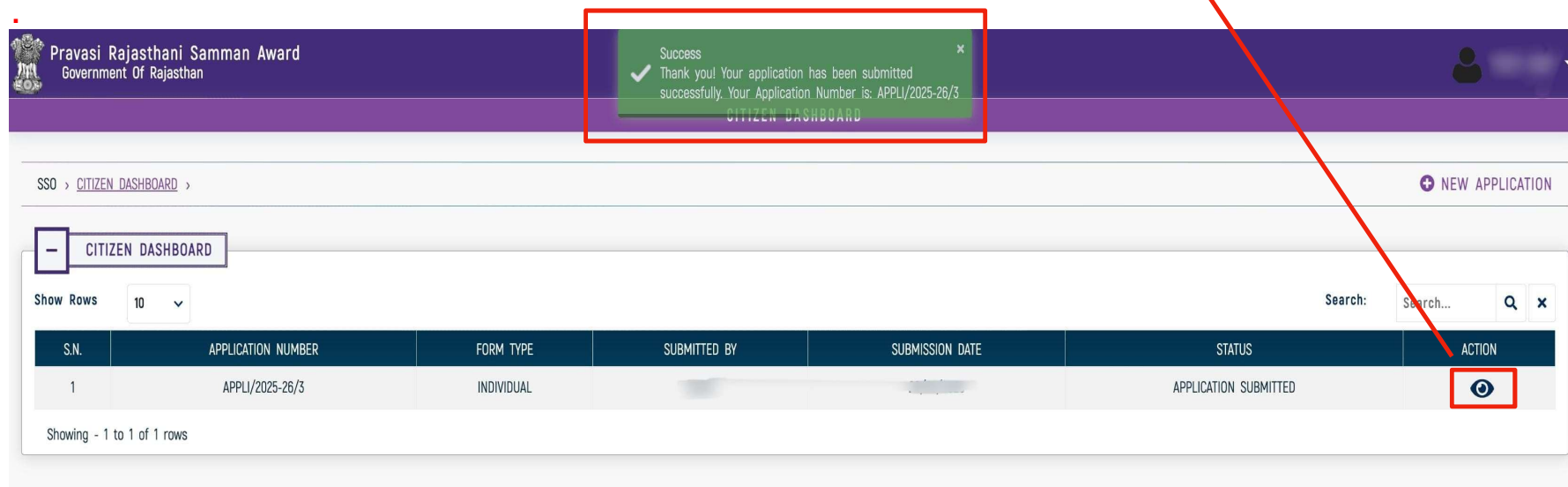
CLOSE

- If you wish to review your details again, click “No” to go back and make any necessary edits.



- Choose **‘Yes’** to confirm and proceed with submitting the application form.
- After submitting the form you will be redirected to the **Citizen Dashboard**, where your submitted application—along with the **Application Number**—will be displayed. *.(Please note this Application number for future reference)*

YOU CAN SEE YOUR FILLED APPLICATION BY CLICK ON EYE BUTTON

A screenshot of the 'Pravasi Rajasthani Samman Award' Citizen Dashboard. At the top, a green success message states: 'Success Thank you! Your application has been submitted successfully. Your Application Number is: APPLI/2025-26/3'. Below this is a table with columns: S.N., APPLICATION NUMBER, FORM TYPE, SUBMITTED BY, SUBMISSION DATE, STATUS, and ACTION. The first row shows application number APPLI/2025-26/3 and status APPLICATION SUBMITTED. The 'ACTION' column for this row contains an eye icon, which is highlighted with a red rectangular box. A red arrow points from the text box above to this eye icon. The dashboard also includes a search bar and a 'NEW APPLICATION' button.

S.N.	APPLICATION NUMBER	FORM TYPE	SUBMITTED BY	SUBMISSION DATE	STATUS	ACTION
1	APPLI/2025-26/3	INDIVIDUAL			APPLICATION SUBMITTED	

Contact us :

For Registration Process related queries:

Sh. Amit Singhal (Manager), Rajasthan Foundation, Jaipur

Mob: +919602779277

Help Desk Contact- For Registration Process:

0141-2229091

0141-2229111

For any Technical Issue:

Sh. Ravindra Chaturvedi (Programmer), Rajasthan Foundation, Jaipur

Mob : +919414446437

Office Address:

Rajasthan Foundation, Yojana Bhawan Yudhishther Marg, C-Scheme, Jaipur-302005

Contact No. +91-141-2229111,2222671

Email- rajfound-rj[at]nic[dot]in

Thank You