



**PAMAC**

Banking on our Credentials  
ISO 9001: 2008 Certified  
ISO/IEC 27001: 2005 Certified

# Personal Management System (PMS)

CPV Process Analysis Report (1.0)

30/12/2013

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Company: Shimbi Labs

# Introduction

### **1. Purpose**

This document is intended for the purpose of development of a Personal Management System for Customer Profile Validation, Credit Process and Appraisal, Document Collection and Review, Fraud and Risk Control, Resource Management and Payment Processing.

This software used for Industry covered Banking, Finance, Insurance, HR and Farm. This Software Requirements Specification provides complete descriptions viz. Scope, Functional Specification, Software Development requirements and Hardware requirements.

### **2. Scope**

### **3. Audience**

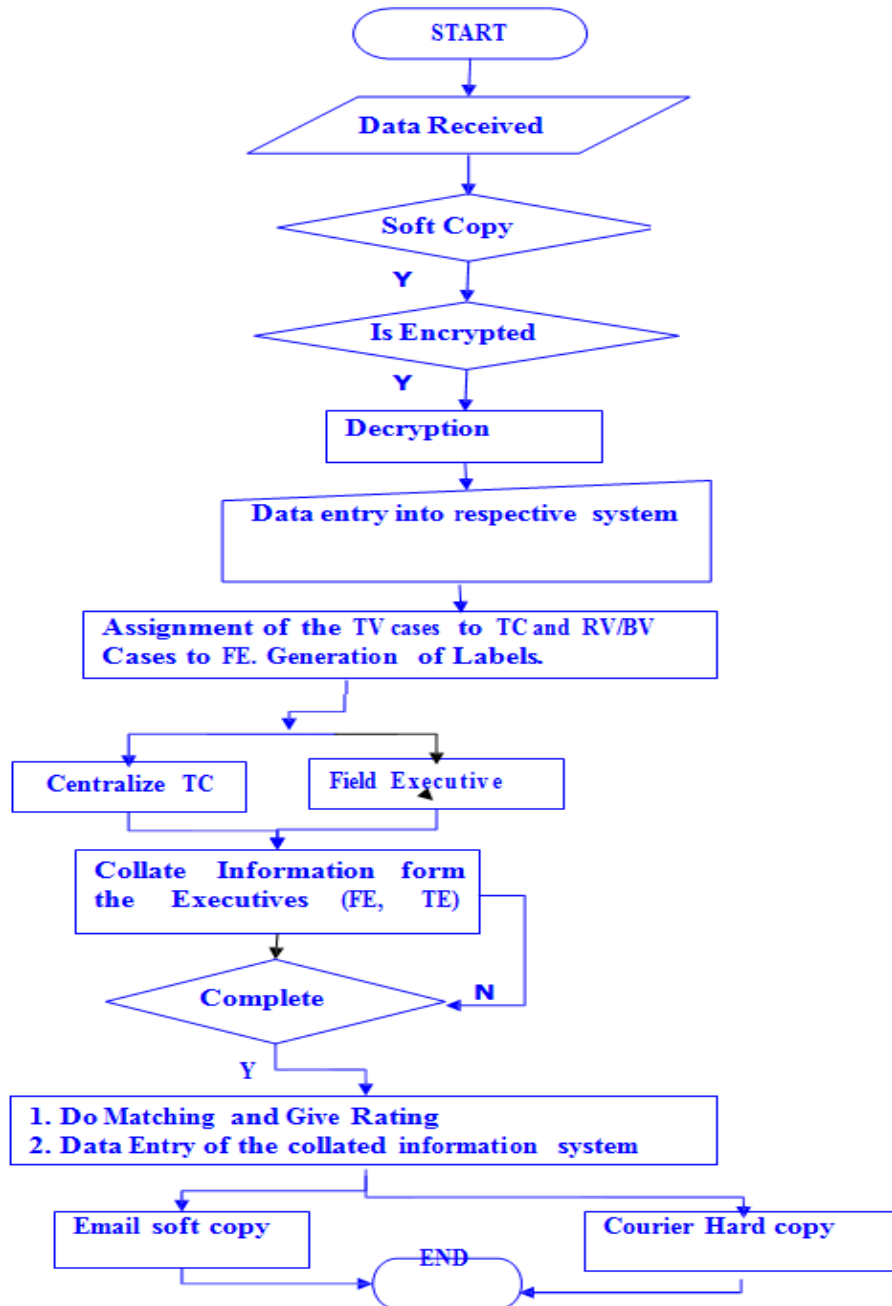
This document is intended for Ripple Effect Softech Services Pvt. Ltd managers, solution architects and developers.

### **4. Assumption/Dependencies**

This document assumes that:

5. Client sends verification data by mail body, excel sheet etc.
6. Field Executive is used handheld device must connected with GPS System for transferring field data to central server.
7. These Data are verified by supervisor and generate report as per client required format.
8. Finally generated report is send to client in PDF, CSV etc. format.

### Process Flow Diagram of CPV:



### Current Features in PMS:

Based on the above process, this sub-section defines the features which translate to the scope of work of the proposed system.

1. Import of the data received from the client in a standard file format (e.g. supported formats being .xls, csv,.txt, xml) into PMS.
2. Initiate the process of verification by sending applicant's data assigning the cases to FE and Telecaller.
3. The data verification details (except status) for RT and BT will be filled by TC placed at Centralize Tele Calling Shop. Respective Branch Supervisor will receive the MIS for Tele completed cases and will do the rating.
4. For RV and BV verification details will be collected from respective client location and send the report to branch for Data Entry.
5. Supervisor will give the overall status for the cases checking the individual types (RV, BV, RT and BT). And will complete by processing the above completed cases through send to client tray with TAT defined in the Master for respective activity /clients
6. Generation of the necessary reports and MIS based on parameters provided for output generation with provision to save the output

### Feature in PMS:

1. Formation of Central database for all location.
2. Daily cases can be initiated to the PAN India location from Mumbai (Central Team) whereby in-files for each location can be uploaded for resp. centers in this online application.
3. Once the upload is done, each location (center / central telecalling team) would be able to view cases read and also, print all reports label for their resp. cases in "real time basis".
4. In this, the assignment of the cases to each TC is automated whereby the equal no of cases gets distributed to selected telecaller, and also, has an option of Manual assignment to each TC.
5. Each TC is been provided with personal user ID where-in she would be able to update his remarks/reports/comments of each case online and on real time basis.
6. Once the case is updated in the system by centralize telecalling team, reports for the same can be extracted, by the local respective center team on "real time basis" and can help team to achieve the stipulated TAT.
7. In addition to above we also have daily pending reports of each center, which can be monitored and analyzed by Central team on day to day basis.

8. In addition to this, we also have option in the PMS for generating PDF format Reports of the RV, BV, RT & BT Reports, which can be printed for Hardcopy maintenance.

### PMS Online (<https://pamaonline.com>):

1. PMS Online system has divided into five regions
  - ✚ PMS Mumbai
  - ✚ PMS East
  - ✚ PMS West
  - ✚ PMS South
  - ✚ PMS North
2. The main region is divided into sub regions.
3. Admin assign the login credential for employee depending on the region and sub regions.
4. For login process employee used his Employee ID as user ID, Password and selecting region.



PMS

online  
**PAMAC**  
BANKING ON OUR CREDENTIALS

Login ID \* :

Password\* :

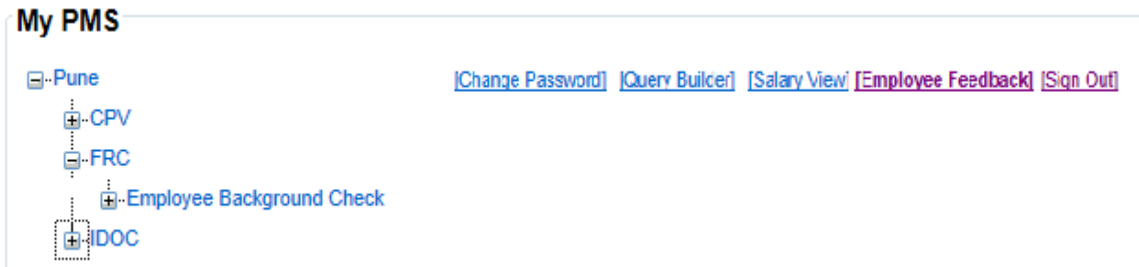
Centre \* :

**Sign In**

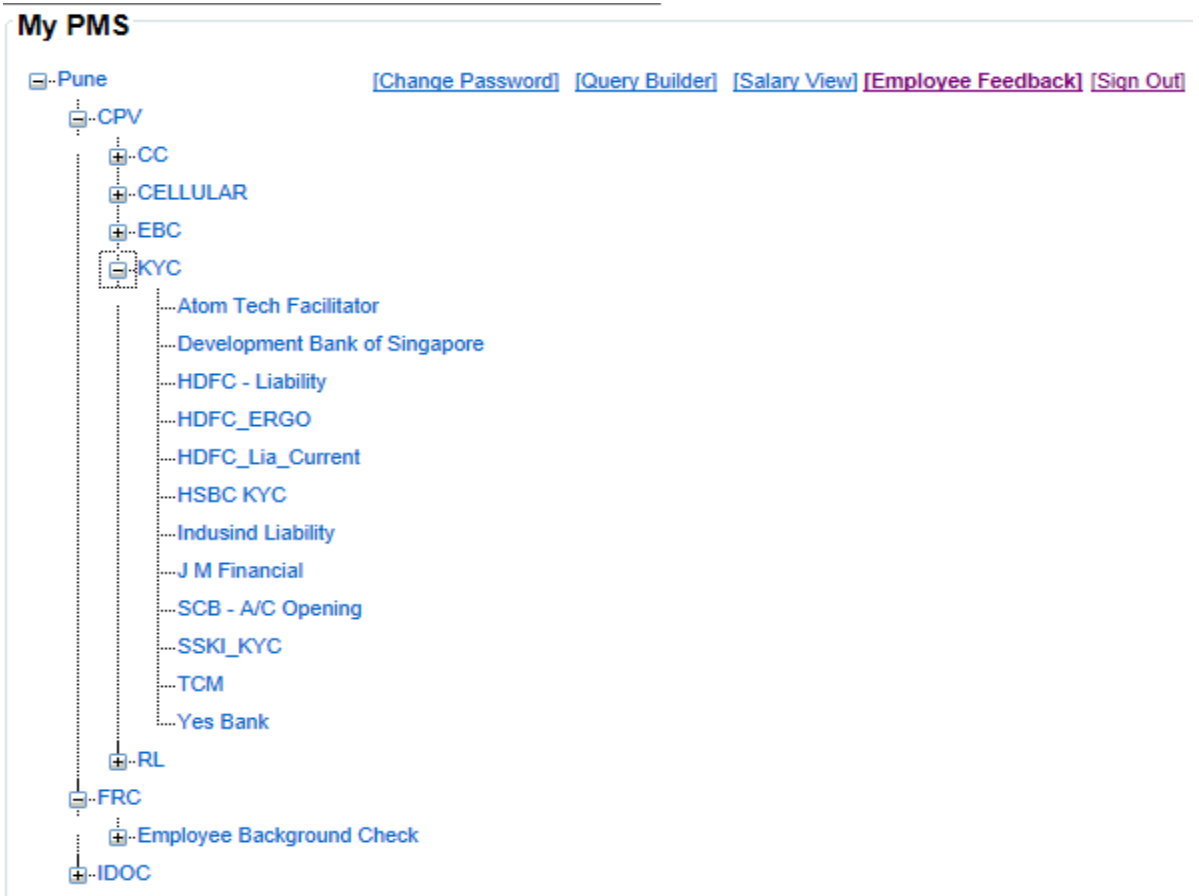
\* Indicate mandatory fields.

Best viewed using IE 6+  
At a resolution of 1024 x 768  
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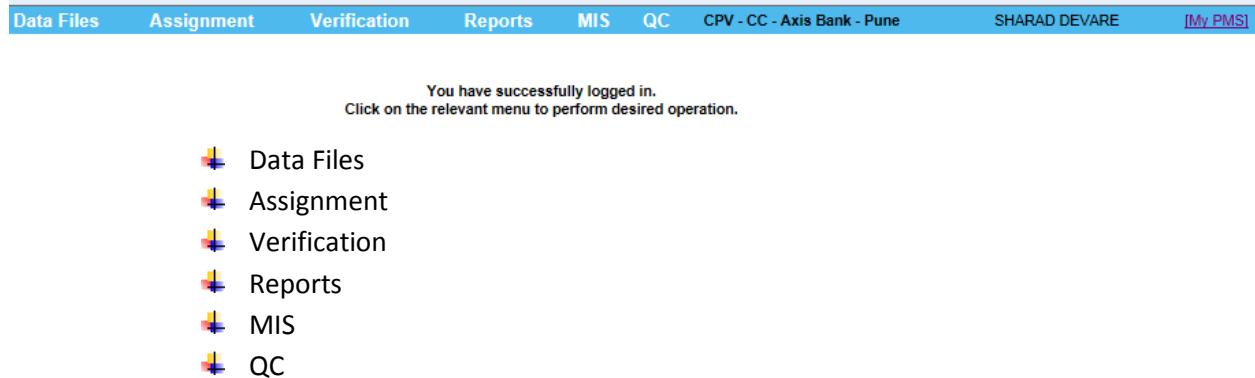
- Once the employee into system, PMS shows the tree structure of the different vertical and sub verticals.



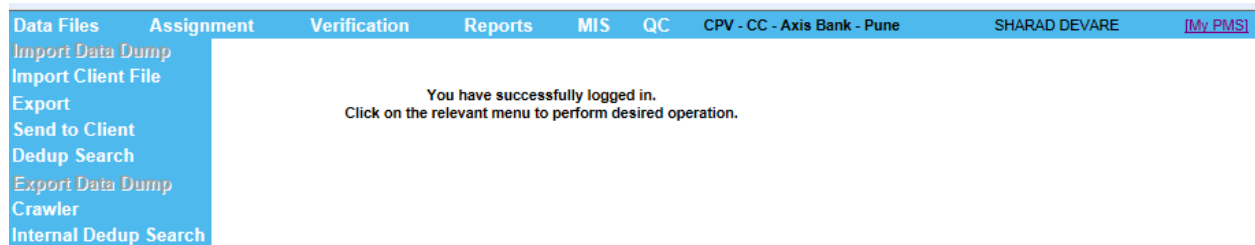
- Each Vertical divided into sub verticals. Once we click on any vertical it shows sub vertical of the system which contains client information (Ex. HDFC –Liability etc.)









7. If use select any client system will shows six main menu such as



8. **Data Files** : This Menu contains sub menus are,



-  **Import Client File:** This is menu use can import the excel file which contain the applicant information for verification and also contains the client instruction for what type of verification to do.
-  **Export:** In this process final verification report is export into clients required format in .pdf file format.
-  **Send to Client:** This is process used to ready the verified case file for export.
-  **Dedup Search :**
-  Crawler:
-  Internal Dedup Search:

9. **Assignment:** This menu is use to assign the Field executive. This contains sub menus are,

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]
	FE Assignment							
	FE Assignment Tracking							
	FE Auto Assignment							
	FE View Cases							

**9.1 FE Assignment:** When case is uploaded in the system than user need to assign the Field executive for verifications. Depending on the client requirement user select the Verification Type and assign the FE.

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]	West	[Sign Out]
<b>FE Assignment</b>										
No record found										
Date	<input type="text" value="dd/MM/yyyy"/>	Applicant Name	<input type="text"/>	<input type="checkbox"/> Absolute	Verification Type	<input type="text" value="RV"/>	FE Name	<input type="text" value="--Select--"/>	<input type="button" value="Search"/>	
From Pincode	<input type="text" value="--Select--"/>	To Pincode	<input type="text" value="--Select--"/>	<input type="button" value="Search"/>		FE Name*	<input type="text" value="--Select--"/>	<input type="button" value="Assign / Re-Assign"/>		
								<input type="button" value="Assign / Re-Assign"/>		

**9.2 FE Assignment Tracking:** No Information is available.

**9.3 FE Auto Assignment:** This menu is used to assign the FE by selecting two date and verification Type. His will helps to assign the cases to all FE one time.

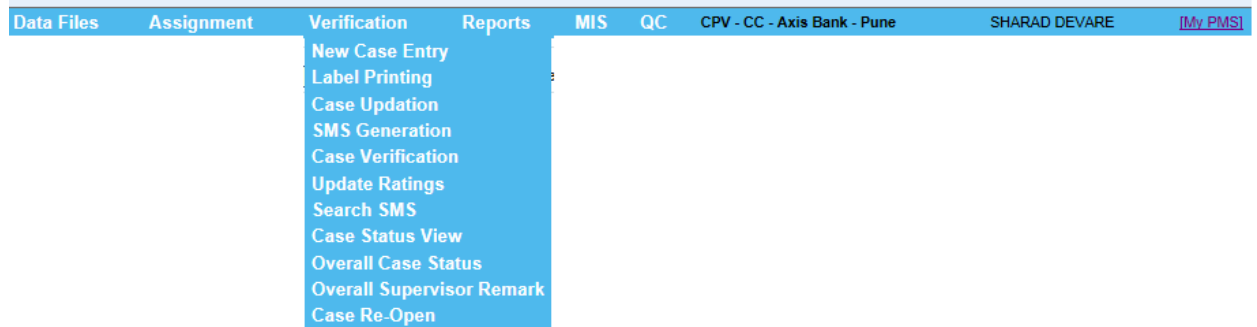
Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]	West	[Sign Out]
<b>FE Auto Assignment</b>										
From Date	<input type="text" value="dd/MM/yyyy"/>	To Date	<input type="text" value="dd/MM/yyyy"/>							
Verification Type	<input type="text" value="RV"/>	<input type="button" value="Auto FE Assignment"/>								

**Note: There is no provision to track if anyone employee is absent. This system is assign all FE's even anyone absent.**

**9.4 FE View Cases:** No Information is available.



**10. Verification:** In this menu is used perform case entry operation to case verification etc.

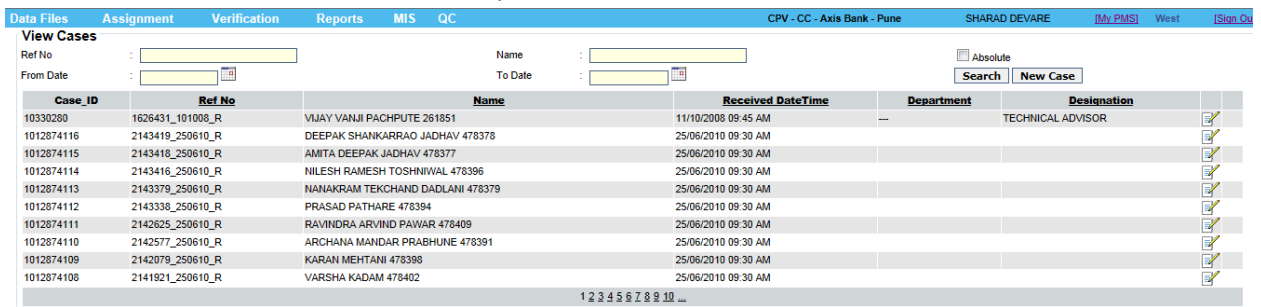


The screenshot shows the 'Verification' menu dropdown in the Personal Management System. The menu options are: New Case Entry, Label Printing, Case Updation, SMS Generation, Case Verification, Update Ratings, Search SMS, Case Status View, Overall Case Status, Overall Supervisor Remark, and Case Re-Open. The system header shows 'Data Files', 'Assignment', 'Verification', 'Reports', 'MIS', 'QC', 'CPV - CC - Axis Bank - Pune', 'SHARAD DEVARE', and '[My PMS]'.

**10.1 New Case Entry:** This option is used to enter the new case if client verification data is sent through Hard Copy, Sometime mail Body etc.

**10.2 Label Printing:** Before send verification data to field or FE, PAMAC print the label which contains information regarding the applicant, case Id etc.

**10.3 Case Updation:** This menu is used to updating the entered cases, If any changes needs before send to client operation.

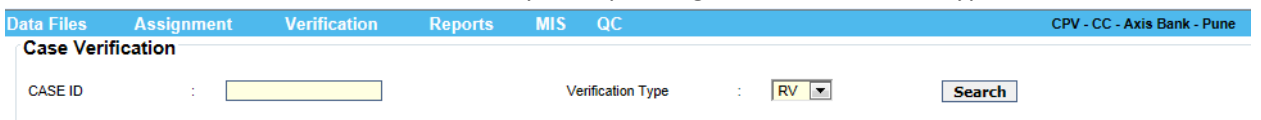


The screenshot shows the 'View Cases' table in the Personal Management System. The table has columns: Case\_ID, Ref No, Name, Received DateTime, Department, and Designation. The data is as follows:

Case_ID	Ref No	Name	Received DateTime	Department	Designation
10330280	1626431_101008_R	VIJAY VANJJI PACHPUTE 261851	11/10/2008 09:45 AM	---	TECHNICAL ADVISOR
1012874116	2143419_250610_R	DEEPAK SHANKARRAO JADHAV 478378	25/06/2010 09:30 AM		
1012874115	2143416_250610_R	AMITA DEEPAK JADHAV 478377	25/06/2010 09:30 AM		
1012874114	2143416_250610_R	NILESH RAMESH TOSHNIWAL 478396	25/06/2010 09:30 AM		
1012874113	2143379_250610_R	NANAKRAM TEKCHAND DADLANI 478379	25/06/2010 09:30 AM		
1012874112	2143338_250610_R	PRASAD PATHARE 478394	25/06/2010 09:30 AM		
1012874111	2142625_250610_R	RAVINDRA ARVIND PAWAR 478409	25/06/2010 09:30 AM		
1012874110	2142577_250610_R	ARCHANA MANDAR PRABHUNE 478391	25/06/2010 09:30 AM		
1012874109	2142079_250610_R	KARAN MEHTANI 478398	25/06/2010 09:30 AM		
1012874108	2141921_250610_R	VARSHA KADAM 478402	25/06/2010 09:30 AM		

**10.4 SMS Generation:** Menu is not in operation.

**10.5 Case Verification:** This is menu is used Data Entry Operator for entering the cased details which is verified by FE depending on the Verification Type.



The screenshot shows the 'Case Verification' form in the Personal Management System. The form has fields for 'CASE ID' and 'Verification Type' (RV). There is a 'Search' button. The system header shows 'Data Files', 'Assignment', 'Verification', 'Reports', 'MIS', 'QC', 'CPV - CC - Axis Bank - Pune'.





**10.6 Update Rating:** Under Construction.

**10.7 Search SMS :** Information Not found.

## 10.8 Case Status View: In this menu is checking the details of entered case.

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]	West
<b>Case Status View</b>									
Ref No.		Case ID		Applicant Name		<input type="button" value="Search"/>			

## 10.9 Overall Case Status : This menu is used to check the case status such as

-  Accept
-  Decline
-  Hold
-  Negative
-  Neutral
-  Non-Recommended
-  Pending / Incomplete
-  Positive
-  Referred To Bank
-  Unable to verify

Use can search the cases From Date -- To Date. It also displays verified cases as default.

In this system Supervisor can change the case status if felt anything wrong happen during the case verification entry time.

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]	West
<b>Overall Case Status</b>									
From Date :				To Date :				<input type="button" value="Search"/>	
Case ID	Applicant Name	Ref No	Overall Status	Overall Comments	Edit Overall Status				
10330280	VIJAY VANJJI PACHPUTE 261851	1626431_101008_R			<a href="#">Edit Status</a>				
1012591487	SONIYA S POTPITE 462598	2090764_300310_R			<a href="#">Edit Status</a>				

After pressing Edit Status button below screen is shows:

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank - Pune	SHARAD DEVARE	[My PMS]	West
<b>Overall Case Status</b>									
From Date :				To Date :				<input type="button" value="Search"/>	
Case ID	Applicant Name	Ref No	Overall Status	Overall Comments	Edit Overall Status				
10330280	VIJAY VANJJI PACHPUTE 261851	1626431_101008_R	ACCEPT		<a href="#">Update</a> <a href="#">Cancel</a>				
1012591487	SONIYA S POTPITE 462598	2090764_300310_R	ACCEPT		<a href="#">Edit Status</a>				

ACCEPT

DECLINE

HOLD

NEGATIVE

NEUTRAL

Non-Recommended

PENDING / INCOMPLETE

POSITIVE

Recommended

REFER TO BANK

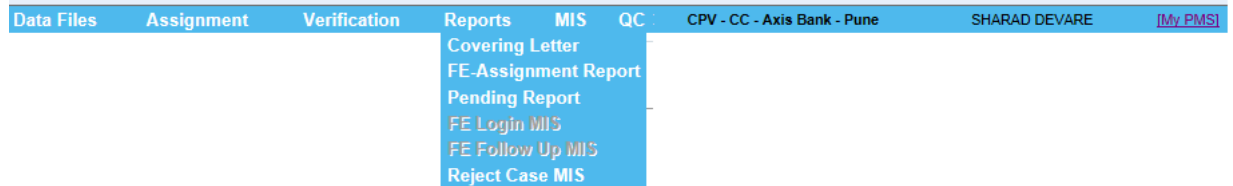
TO REMARKS

Unable to Verify

## 10.10 Overall Supervisor Remark: Info Not available

**10.11 Case Re-Open:** This menu is used to reopen the send to client cases for changing the information or further updating.

**11. Reports:** This menu is used gather different report with respective to client selected.



**11.1 Covering Letter:** This menu is used to generate the report which containing how many cases are closed between selected two dates. This report is send to the client by exporting the report in the excel format.

After selecting the between dates below information is display which user can export into the excel format for sending the respective clients.



### COVERING LETTER

Company Name : Pamac Online

From Date : 01/01/2013

To Date : 10/01/2013

Date : 10/01/2014

Sr. No.	Reference No	Received Date	Verification Type	Name	Send Date
1	3400000	01/01/2013 9:30 AM	RV+RT+BT	DADARAO BALBHIM ATHWALE 1106950	02/01/2013 10:42 AM
2	3400113	01/01/2013 9:30 AM	RT+BT	SANJAYKUMAR DAYANAND MORE 1106936	02/01/2013 10:42 AM
3	3403120	02/01/2013 9:30 AM	RV+RT+BT	VIJAY SINGH 1108382	04/01/2013 3:19 PM

**11.2 FE Assignment Report:** This menu is used to retrieve the how many verification is assigned to FE by selecting between two dates. This report can be exported in excel format for analysis.

**FE=Assignment Report**

From Date \* :  [dd/MM/yyyy] To Date \* :  [dd/MM/yyyy]

After selecting two dates below report display.

 1 / 1  Main Report   100% 

### FE-Assignment Report

Company Name : PAMAC Online

From Date : 01/01/2013

To Date : 01/01/2014

Date : 10/01/2014

	BV	RV	Total
ASHUTOSH GA	1	25	26
HEMANT MOR	4	20	24
IMRAN HANIF S	0	10	10
MAHESH ARVIN	1	0	1
MANGESH PAD	1	1	2
NILESH PAWA	1	37	38
OCL FE	18	79	97
OMKAR MOHAN	0	7	7
SACHIN SURES	4	91	95
SANJAY LAXMA	8	77	85
SHAILESH	8	87	95
VIVEK DNYANE	1	30	31
<b>Total</b>	<b>47</b>	<b>464</b>	<b>511</b>

**11.3 Pending Report:** This menu is used to find the how many cases are pending which does not completed data entry or field verification.

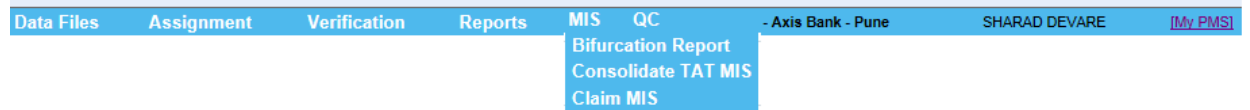
Data Files	Assignment	Verification	Reports	MIS	QC
<b>Pending Report</b>					
From Date <input type="text" value=""/>		To Date <input type="text" value=""/>			
<b>Report</b>				<b>Excel Report</b>	

After selecting between two dates system retrieve the all pending case. This data can be exported into Excel file format.

Rec. No.	Sr. No.	Case Id	Ref. No.	Verification	R. Date	Name	Residence Address	Office Address	FE-Name	Rv_Tel	Bv_Tel	Mobile	CARDTYPE
1	23	1014604758	1801501001349	BT	23/01/2013	MAYUR BARABDE	#N/A #N/A PUNE #N/A	TECH MAHINDRA 411057	RV BV PRV	9503217831	39952500	9503217831	
2	24	1014604759	1800901001648	BT	23/01/2013	RAO VENKATESW ARA	FLT NO 4 SHIV SHANKAR NAGAR COLONY NO CHAKRAPANI VASTI BHOSARE PUNE NR SHIV MANDIR PUNE 411039	PRECISION AUTOMATION & 411041	RV BV PRV	9637320548	24392080	9637320548	
3	32	1014604767	1801801001420	BT	23/01/2013	MEGHA SAWANT	#N/A #N/A PUNE #N/A	HOMEWARD RESIDENTIAL 411034	RV BV PRV	9552509867	30416527	9552509867	

**11.4 Rejected Case MIS : Info not found**

**12. MIS : Management Information System :** This menu is used to know MIS reports such as,



**12.1 Bifurcation Report:** This menu is used to retrieve the how many cases are closed and how many reports are pending between selected dates and what date the case is received. This displays the date wise reports.

The screenshot shows the Bifurcation Report form. It has a title bar with tabs: Data Files, Assignment, Verification, Reports, MIS, and QC. The MIS tab is selected. Below the title bar, there is a section for "Bifurcation Report" with two date selection fields: "From Date" and "To Date", both with a calendar icon and a format indicator [dd/mm/yyyy]. A "Report" button is located on the right side of the form.

**After press Report Button below is the data display.**



**Daywise Breakup of cases returned to the Bank and Pending as on Date**

Company name : PAMAC Online  
 From Date : 01/12/2013  
 To Date : 31/12/2013

Print Date : 10/01/2014

Rcvd. Date	Rcvd Cases	Day0	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	after9day	Pending
03/12/2013	4	0	0	4	0	0	0	0	0	0	0	0	0
04/12/2013	11	0	9	2	0	0	0	0	0	0	0	0	0
05/12/2013	5	0	3	2	0	0	0	0	0	0	0	0	0

**12.2 Consolidate TAT MIS:** Every client has set TAT (Turn around Time). This menu is used to find the how many cases are closed and how many cases are closed during the TAT Time.

Consolidated TAT

From Date :  [dd/mm/yyyy] To Date :  [dd/mm/yyyy]

After selecting the two dates below report will be displays.

 1 / 1  Main Report   100% 

### Consolidate TAT MIS Report

Company Name : PAMAC Online

From Date : 01/01/2014

To Date : 10/01/2014

Date : 10/01/2014

Sr No	Case Recieve Date	No	Stand. TAT	> Std TAT	Pending	( % ) Stand. TAT	(%) > Stand .TAT	(%) Pending
1	01/01/2014	16	0	16	0	0.00	100.00	0.00
2	02/01/2014	14	6	8	0	42.86	57.14	0.00
3	03/01/2014	19	3	16	0	15.79	84.21	0.00
4	04/01/2014	6	0	6	0	0.00	100.00	0.00
5	07/01/2014	9	0	9	0	0.00	100.00	0.00
6	08/01/2014	3	3	0	0	100.00	0.00	0.00
7	09/01/2014	4	0	0	4	0.00	0.00	100.00

**12.3 Claim MIS :** This menu is used to find when the case is received, when the case is closed, what type of verification did, within the TAT or not.

This report is used to claim for Clients.

Data Files	Assignment	Verification	Reports	MIS	QC	CPV - CC - Axis Bank Change Address - Pune	SHARAD DEVARE	[My PMS] West
<b>Claim MIS</b>								
From Date :		<input type="text" value="dd/mm/yyyy"/>	To Date :		<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Report"/>		

After selecting between two dates below is the report display.

				1 / 1+				100%	
---	---	---	---	--------	---	---	---	------	---

### CLAIM MIS

Axis Bank Change Address

Company Name : Pamac Online

From Date : 01/01/2014

To Date : 10/01/2014

Date : 10/01/2014

Sr. No.	Case ID	Reference No	Name	Received Date	Send Date	RV	BV	PRV	RT	BT	WITHIN TAT
1	1014755696	143	MR MURAGENDRA HIREMATH	30/12/2013	01/01/2014	1	0	0	0	0	No
2	1014755699	146	MR ARPIT RAJ SRIVASTAVA	30/12/2013	01/01/2014	0	1	0	0	0	No
3	1014755926	147	MRS GAULKAR SAGUNA UMAKANT	31/12/2013	01/01/2014	1	0	0	0	0	No
4	1014755929	150	MR SUKUMAR MONDAL	31/12/2013	01/01/2014	1	0	0	0	0	No
5	1014755928	149	MR SAMRAT RAMESH MAHAJAN	31/12/2013	01/01/2014	1	0	0	0	0	No
6	1014756152	7	MR VIJAY BHASKAR PHALAK	01/01/2014	02/01/2014	1	0	0	0	0	No
7	1014756154	9	MR RIYAZ INAMDAR	01/01/2014	02/01/2014	1	0	0	0	0	No
8	1014756155	10	MR RAJAT R RAJBHATT	01/01/2014	02/01/2014	1	0	0	0	0	No
9	1014756156	11	MR GAURAV DINESH GUPTA	01/01/2014	02/01/2014	1	0	0	0	0	No
10	1014756157	12	MR SHEECE BAGHDADI	01/01/2014	02/01/2014	1	0	0	0	0	No
11	1014756158	13	MR RAJESH KUMAR	01/01/2014	02/01/2014	1	0	0	0	0	No



### Customer Profile Validation:

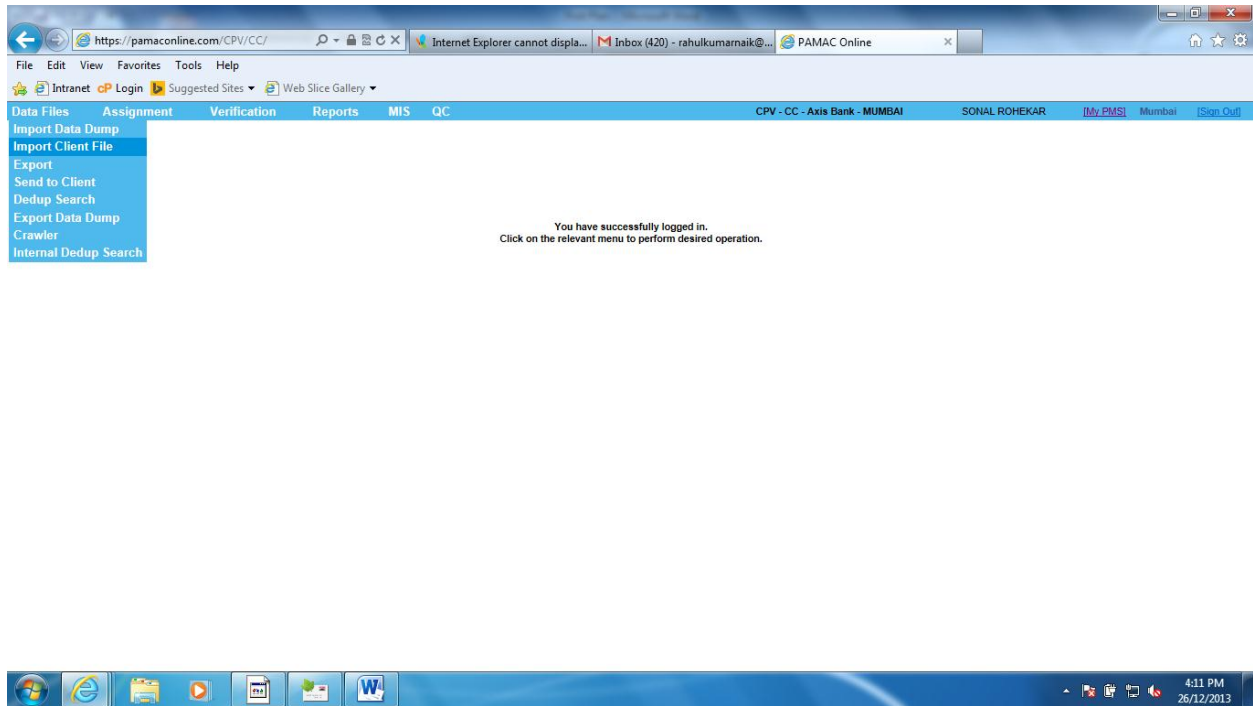
#### 1) Credit Card Verification: Residential Verification

##### Steps:

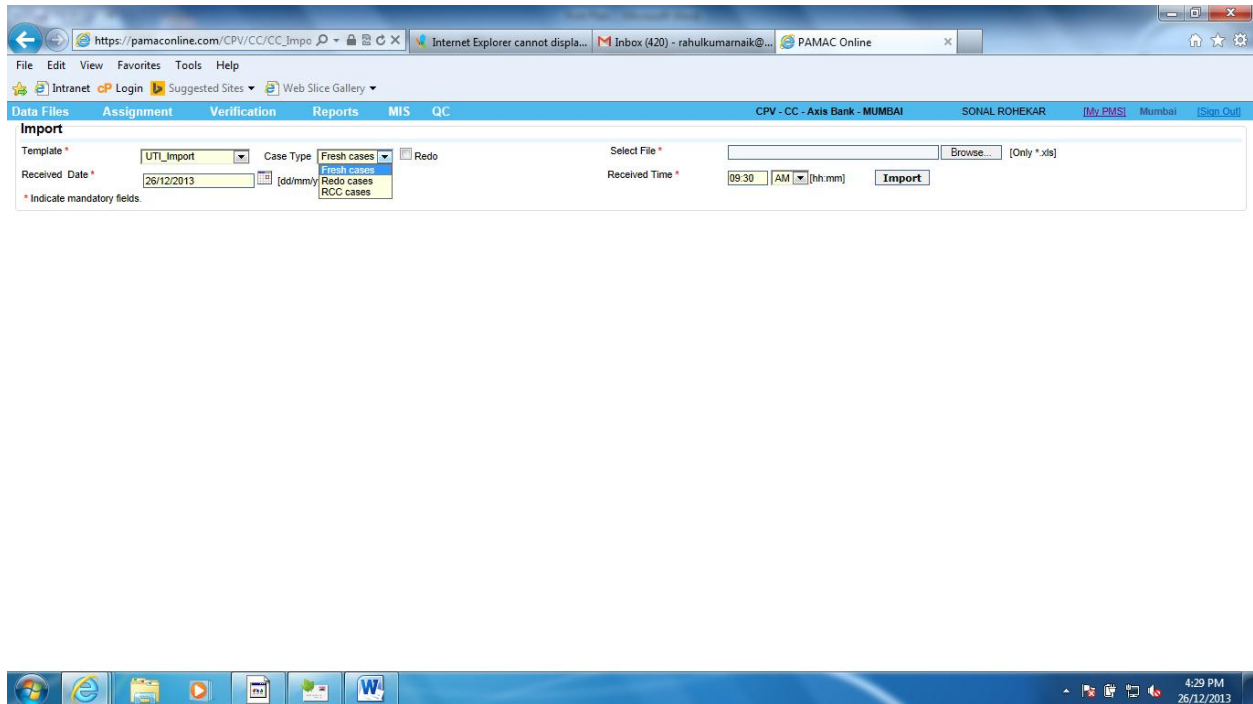
- a. Customer sends applicant's verification data in excel sheet and PAMAC need to re-arrange the excel data in new excel sheet as per below sequence.

- + Reference Number
- + FV Requirements (RV+RT+BV+BT)
- + Received Date
- + First Name
- + Last Name
- + Address1
- + Address2
- + Address3
- + Address4
- + City
- + Pin Code
- + State
- + Office Address1
- + Office Address2
- + Office Address3
- + Office Address4
- + Office in City
- + Office Pin Code
- + Residential Phone Number
- + Office Phone Number
- + Mobile Number
- + Product Name (Ex: HDFC Credit Card)
- + Flag

- b. The re-arranged excel sheet is uploaded in PMS online application under  
**Data Files ->Import Client File**



After Click on “**Import Client File**” link below screen shows



Here we need to select:

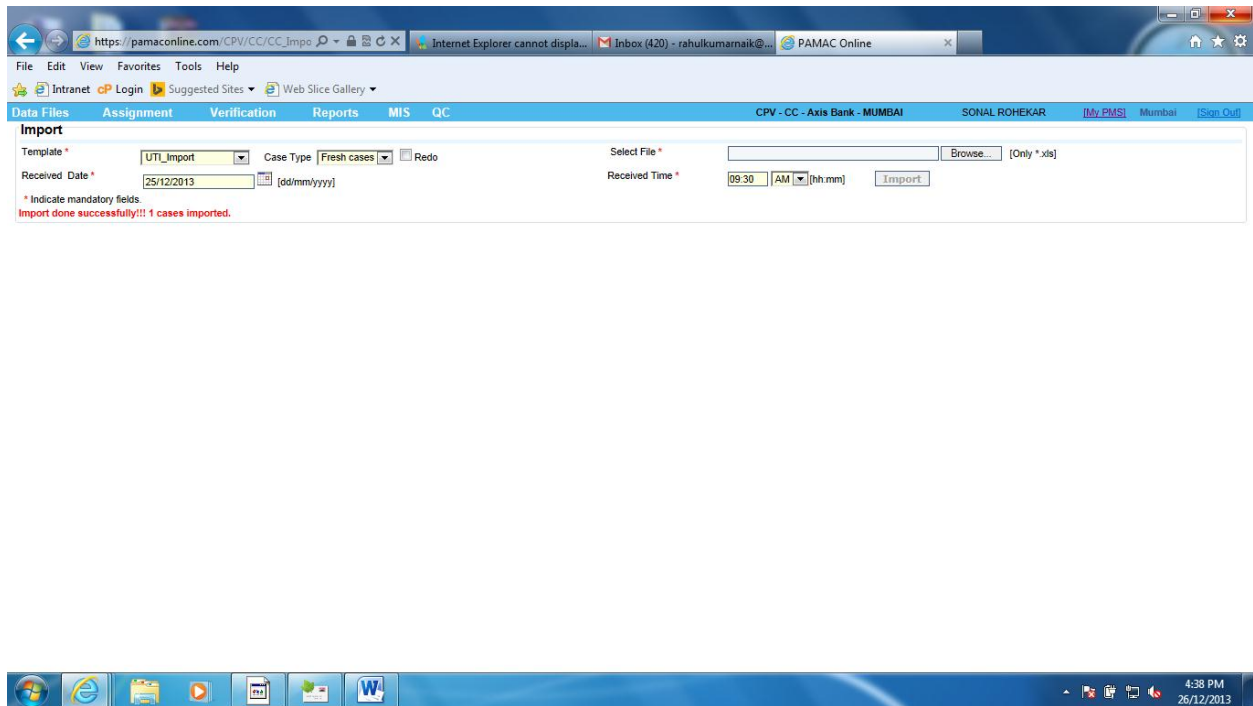
- ✚ Template : This contains different template of the client
- ✚ Case Type : Fresh Case, Redo Case
- ✚ Select File by browse
- ✚ Received Date (DD-MM-YYYY)
- ✚ Received Time

After selecting respective fields click on import button to upload the file. If file uploaded successful than below screen will shows along with number of records uploaded.

Same Time PMS Software automatically generates the Case ID internally depends on number of records uploaded.

# Personal Management System

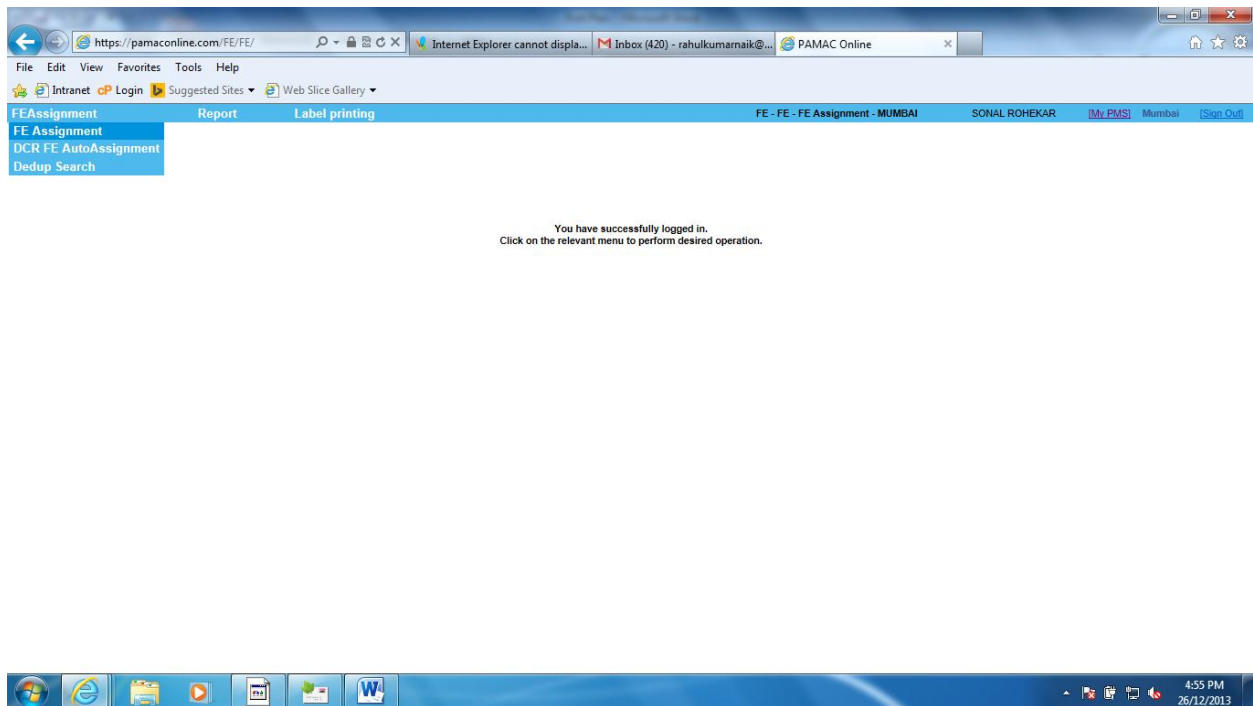
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- c. **Next step is to assign FE (Field Executive):** Field Executive is the person who verifies the applicant information as per instruction received from the client.

**To assign FE follow the link**

**FE Assignment ->Click on FE Assignment which display below screen.**



There are Two Types of FE Assignment system:

✚ Auto FE Assignment :

The screenshot displays the PAMAC Online FE Assignment system interface. The browser address bar shows the URL 'https://pamaonline.com/FE/FE/CC\_FEAssig'. The page title is 'FE Assignment'. The interface includes a navigation bar with 'FEAssignment', 'Report', and 'Label printing'. The main content area has a section for 'FE Auto Assignment' with fields for 'From Date', 'To Date', and 'Verification Type'. Below this is a section for 'FE Assignment' with fields for 'Client Name', 'Date', 'Applicant Name', 'Verification Type', 'FE Name', 'From Pincode', and 'To Pincode'. There are 'Search', 'Auto FE Assignment', 'Export', and 'Assign / Re-Assign' buttons. The status bar at the bottom shows the time as 4:56 PM on 26/12/2013.

There are three types of Auto FE Assignment (Right now This System is not working):

- **Between Two Date Wise FE Assignment:**
  - ✓ Select From Date
  - ✓ Select To Date
  - ✓ Select Verification Type ( i.e. RV,BV,RT,BT)
  - ✓ Click on **Search** Button to find the cases
  - ✓ Select the cases

After select all above fields click on **Auto FE Assignment** button which assign the cases to all FE's. (Like screen as below)

- **Client Wise FE Assignment:**
  - ✓ Select Client Name
  - ✓ Select Date
  - ✓ **Search**

- ✓ Which display the list of client with respect to the start date
  - ✓ Select the case
  - ✓ Select FE
  - ✓ Assign the FE's
- **Between Two Pin Codes:**
    - ✓ Select From Pin code
    - ✓ Select To Pin code
    - ✓ Search the cases
    - ✓ Select the cases
    - ✓ Select the FE
    - ✓ Assign the FE


FE Assignment

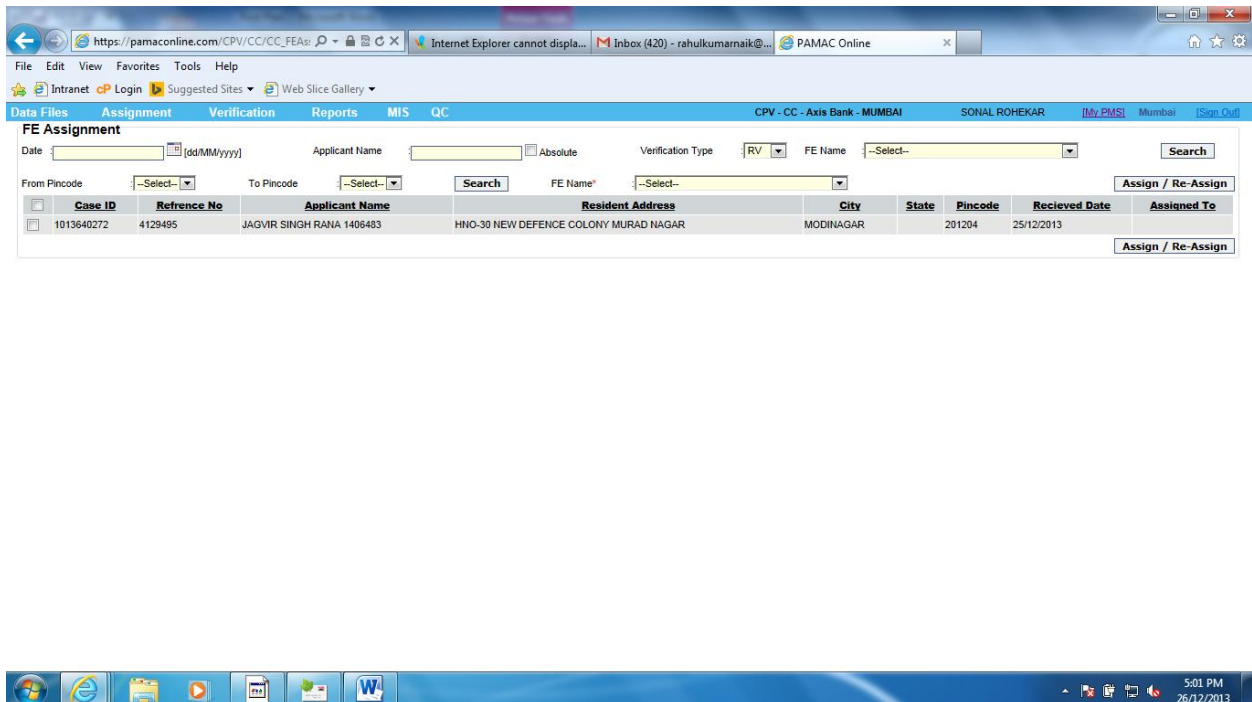
Date: [dd/MM/yyyy] Applicant Name: [ ] Absolute Verification Type: RV FE Name: [Select] Search

From Pincode: [Select] To Pincode: [Select] Search FE Name: [Select] Assign / Re-Assign

Case ID	Reference No	Applicant Name	Resident Address	City	State	Pincode	Recieved Date	Assigned To
1013640272	4129495	JAGVIR SINGH RANA 1406483	HNO-30 NEW DEFENCE COLONY MURAD NAGAR	MODINAGAR	201204	25/12/2013		

Assign / Re-Assign

-  **Manual FE Assignment:** In this process FE is assigned by selecting the fields as mentioned below,
- ✓ Select From Date
  - ✓ Select Verification Type
  - ✓ Click on Search button to display the cases with respective to verification type
  - ✓ Select the cases within list and select FE Name from list and Click on assign button to assign the FE's



FE Assignment

Date: [dd/MM/yyyy] Applicant Name: [ ] Absolute Verification Type: RV FE Name: --Select-- Search




From Pincode: --Select-- To Pincode: --Select-- Search FE Name: --Select-- Assign / Re-Assign

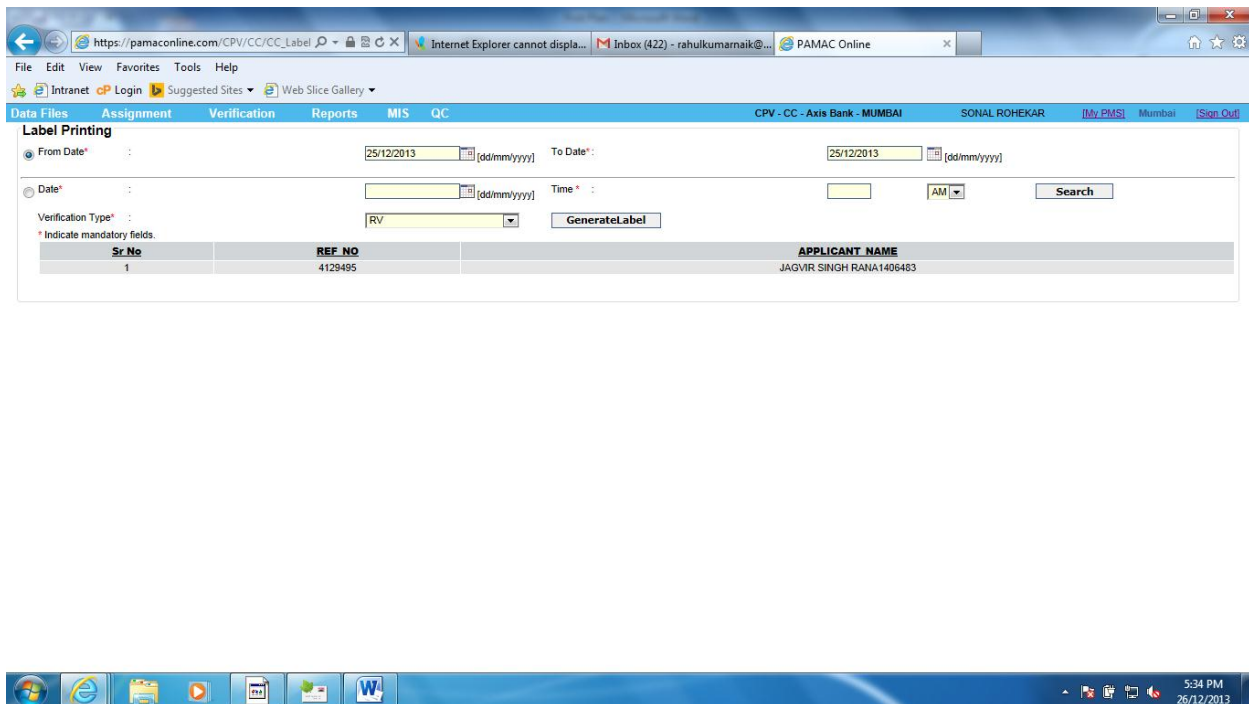
Case ID	Reference No	Applicant Name	Resident Address	City	State	Pincode	Received Date	Assigned To
1013640272	4129495	JAGVIR SINGH RANA 1406483	HNO-30 NEW DEFENCE COLONY MURAD NAGAR	MODINAGAR		201204	25/12/2013	

Assign / Re-Assign



### d. Label Printing:

-  To print the label user open the link “**Verification ->Label Printing**”
-  In this process PAMAC printing the label for attaching to the applicant case documents.
-  To print the Label perform the below operation
  - Select From Date
  - Select To Date
  - Click on Search Button
  - Which Display the list applicant along with reference number
  - Select Verification Type
  - Click on the Generate Label button for Generating the Label (Below Screen)



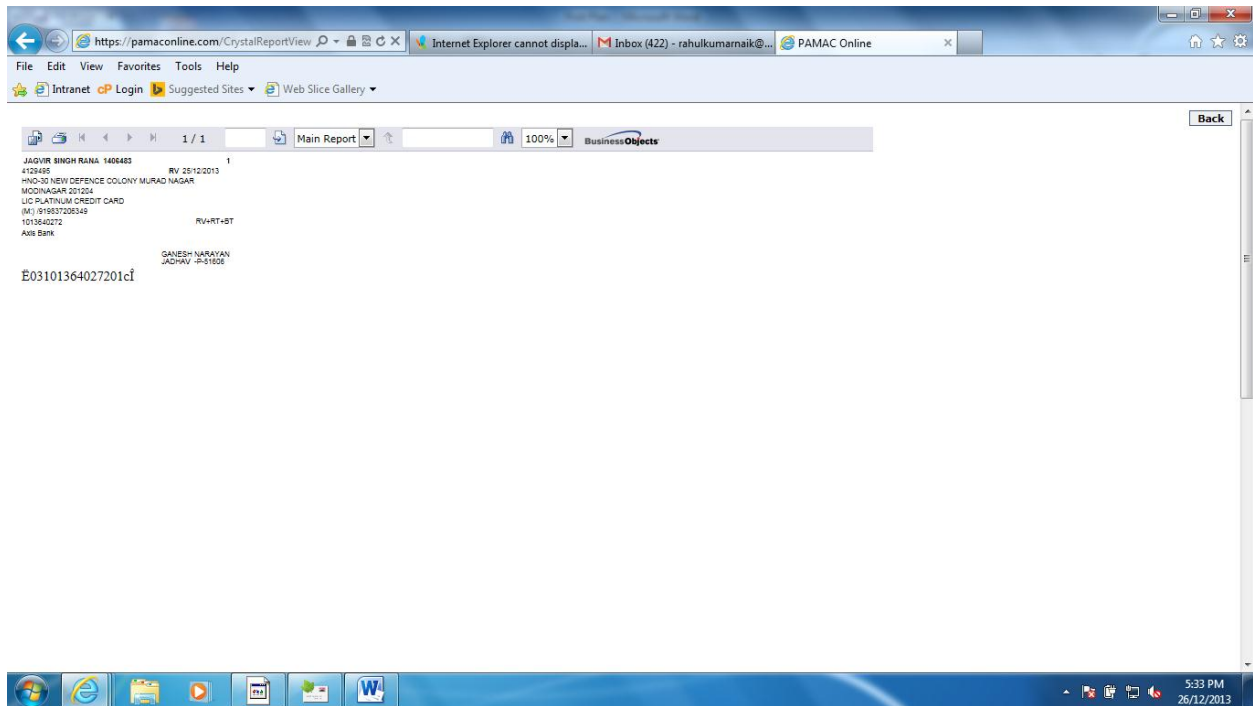
Label Printing

From Date: 25/12/2013 To Date: 25/12/2013

Date: Time: AM Search

Verification Type: RV GenerateLabel

Sr No	REF NO	APPLICANT NAME
1	4129495	JAGVIR SINGH RANA1406483



Generated Label contains

- ✓ Customer Name
- ✓ Reference Number
- ✓ Received Date
- ✓ Address
- ✓ Product Name
- ✓ Mobile Number
- ✓ Case ID
- ✓ Greed's
- ✓ Client Name
- ✓ FE Name along with ID
- ✓ Bar Code for scanning

### **e. Field Executive Work.**

- ✓ Depending on the Customer FE can do verification in field
- ✓ FE can obtain info as
  - ❖ The information is to be obtained or anybody residing at the address
  - ❖ Information is collected based on verifiers Observation
  - ❖ If the applicant address is locked than the information is obtained from the neighbor's.
  - ❖ Finally FE enter positive or Negative remark along with reasons

### **f. Data Entry:** Once the FE send the field details to PAMAC office than Data Entry Operator will enters all detail in PMS. Four types of verified data are entered in PMS online.

#### **1. Residential Verification:**

In this process Field Executive visit the applicant residence along with case document and collect the information from applicant as per the client case document data.

FE collect the information is based,

- ✓ Information is obtained from the applicant or anybody residing at the address.
- ✓ Information is gathered based on verifier's observation.
- ✓ Information is gathered from neighbors.

# Personal Management System

## Residence Verification

CDM Reference No	:	4129495
Agency Code	:	
Applicant's Name (Mr./Ms./Mrs.)	:	JAGVIR SINGH RANA 1406483
Address (Residence)	:	HNO-30 NEW DEFENCE COLONY MURAD NAGAR MODINAGAR
Telephone No (Resi.)	:	<input type="text"/> NA <input type="button" value="v"/>
Mobile No	:	/919837206349
Address Confirmation	:	NA <input type="button" value="v"/>
Change in add	:	<input type="text"/>
Landmark observed	:	<input type="text"/>
Person contacted/Met	:	<input type="text"/>
Relation with applicant	:	<input type="text"/>
Date of Birth	:	<input type="text"/>
Approximate age of applicant	:	<input type="text"/>
Time at curr res	:	<input type="text"/> Yrs <input type="text"/> Mths
Residence is	:	NA <input type="button" value="v"/>
Qualification	:	NA <input type="button" value="v"/>
If Others specify	:	<input type="text"/>
Marital Status	:	NA <input type="button" value="v"/>
If Others specify	:	<input type="text"/>
Number of family member in the house	:	<input type="text"/>
Working	:	<input type="text"/>
Children	:	<input type="text"/>
No of dependent	:	<input type="text"/>
If Spouse working	:	NA <input type="button" value="v"/>
Any CreditCards	:	NA <input type="button" value="v"/>
If Yes then	:	<input type="text"/>
a) Card Type	:	<input type="text"/>
b) Card No.	:	<input type="text"/>
c) Card Limit	:	<input type="text"/>
Issuing Bank	:	<input type="text"/>
d) Card Expiry	:	<input type="text"/>
How Cooperative was customer	:	NA <input type="button" value="v"/>
Neighbour reference	:	NA <input type="button" value="v"/>
Verified from	:	NA <input type="button" value="v"/>
Type of residence	:	NA <input type="button" value="v"/>
Locality	:	NA <input type="button" value="v"/>
If Others specify	:	<input type="text"/>
Locating the address	:	NA <input type="button" value="v"/>
Construction of residence	:	NA <input type="button" value="v"/>
Comments of exteriors	:	<input type="checkbox"/> Garden <input type="checkbox"/> Security Wall <input type="checkbox"/> Building Wall <input type="checkbox"/> Fenced/Compound Wall <input type="checkbox"/> Elevator <input type="checkbox"/> Car Park <input type="checkbox"/> Others
If Others specify	:	<input type="text"/>
Approximate Area(in sq ft)	:	<input type="text"/>
Interior	:	<input type="checkbox"/> Sofa <input type="checkbox"/> Clean <input type="checkbox"/> Painted <input type="checkbox"/> Carpeted <input type="checkbox"/> Venetian Blinds <input type="checkbox"/> Curtains
If Others specify	:	<input type="text"/>
Assets visible	:	<input type="checkbox"/> Air Conditioner <input type="checkbox"/> Television <input type="checkbox"/> Two Wheeler <input type="checkbox"/> Refrigerator <input type="checkbox"/> Car <input type="checkbox"/> Music System <input type="checkbox"/> PC <input type="checkbox"/> Phone <input type="checkbox"/> Sofa Set <input type="checkbox"/> Washing Machine <input type="checkbox"/> Microwave <input type="checkbox"/> Four Wheeler <input type="checkbox"/> Cooler <input type="checkbox"/> AC <input type="checkbox"/> Photocopier <input type="checkbox"/> Others
Portrait/picture of political leader Sighted	:	NA <input type="button" value="v"/>
TPC Done	:	NA <input type="button" value="v"/>
Does the app stay at this residence	:	NA <input type="button" value="v"/>

@ Copy

Details of TPC				
Applicant is usually available at				
Residence Internal	NA			
No of residents at home-2				
Any other information obtained				
New Info Obtained (FE Remarks)				
Area Name				
City Limit	ICL			
Case Status	ACCEPT			
Outcome	Select			
Decline Reason				
Attempts	Date [dd/MM/yyyy]	Time [hh:mm]	Verifier Remark	Sub Status
First Attempt	26/12/2013	06:00	Done	Positive
		AM		NARAYAN JADHAV
Second Attempt	27/12/2013			(Select)
		AM		
Third Attempt	27/12/2013			(Select)
		AM		
Supervisor Name	Super			
Supervisor Remark	hfm			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Application No	
Agency Name	
Applicant Name	
Residence Address	
Address Confirmed : NO,YES,No	
Telephone No (Resi) : No,YES,No	
Mobile No	
Change In Address	
Landmark Observed	
<b>The following information is obtained from the applicant or anybody residing at the address</b>	
Person Contacted	Relation with Applicant
Date of Birth	Approximate Age of applicant

<b>Residential Status:</b> 1) Self Owned 2) Owned by Parents 3) Rented 4) Company Accomodation 5) Paying Guest 6) Owned by Friends 7) Owned by Relative 8) Lodging 9) Parental 10 Others 11) NA	<b>Educational Qualification:</b> 1) Professional 2) Post Graduate 3) Graduate 4) Undergraduate 5) Others
	If Other Specify :
<b>Marital Status:</b> 1) Single / Married 2) No Of Family Members in the house 3) Working 4)Children 5) No. of Dependent 6) Spouse Working ? : YES / NO 7) If YES Employment Details	<b>Any Credit Card use :</b> 1) YES / No If YES than 2) Card Type 3)Card No 4) Card Limit 5) issuing Bank 6) Expiry Date
<b>The following information is obtained on verifiers observation</b>	
<b>How Co-Operative was the customer</b> : Polite / Rude	<b>Neighbours Reference :</b> Positive / Negative

<p><b>Name Verified From :</b></p> <ol style="list-style-type: none"> <li>1) Name Plate</li> <li>2) Neighbour</li> <li>3) Society Board</li> <li>4) Watchman</li> <li>5) Company Board</li> </ol>	<p><b>Type Of Residence :</b></p> <ol style="list-style-type: none"> <li>1) Flat</li> <li>2) Independent House</li> <li>3) Part of Independent House</li> <li>4) Multi-Tenant House</li> <li>5) Bungalow</li> <li>6) Row House</li> <li>7) Temporary Shed</li> <li>8) Standing Chawl / Junta Flat</li> <li>9) Govt</li> <li>10) Company Accommodation</li> <li>11) Owned By Friends</li> <li>12) Owned By Parents</li> <li>13) Owner by Relatives</li> </ol>	
<p><b>Locality Of Residence :</b></p> <ol style="list-style-type: none"> <li>1) Posh Locality</li> <li>2) Upper Middle Class</li> <li>3) Middle Class</li> <li>4) Lower Middle Class</li> <li>5) Village Area</li> <li>6) Slum</li> <li>7) Others</li> </ol> <p><b>If Other Specify:</b></p>	<p><b>Ease Of Location Address :</b></p> <ol style="list-style-type: none"> <li>1) Easy</li> <li>2) Difficult</li> <li>3) Untraceable</li> <li>4) Need Assistance</li> </ol>	
<p><b>Construction Of Residence :</b></p> <ol style="list-style-type: none"> <li>1) Pukka</li> <li>2) Semi Pukka</li> <li>3) Temporary</li> </ol>	<p><b>Comments on Exteriors :</b></p> <ol style="list-style-type: none"> <li>1) Car Parking</li> <li>2) Garden</li> <li>3) Security</li> <li>4) Building Wall</li> <li>5) Fenced / Compound Wall</li> <li>6) Elevator</li> <li>7) Others</li> </ol> <p>If Others Specify:</p>	
	<p><b>Carpet Area in Sq. ft.(Approx.)</b></p>	

<b>Interior Conditions :</b> 1) Sofa 2) Clean 3) Carpeted 4) Venetian Blinds 5) Curtains	<b>Assets Seen at Residence :</b> 1) Air Conditioner 2) Television 3) Wheeler Refrigerator 4) Car 5) Music System 6) PC 7) Phone 8) Sofa Set 9) Washing Machine 10) Microwave 11) Four Wheeler 12) Others
<b>If Others Specify</b>	<b>Portrait/Picture Of Political Leader Seen : NA, YES, No</b>
<b>TPC Done ( Third Party Confirmation ) : Yes, NO</b>	
<b>If the Applicant address is Locked the following is information is to be obtained from the neighbor :</b> 1) Does the applicant stay at his residence : YES / NO 2) Approximate age of the applicant : 3) Approximate Time, When Applicant is available in home	
<b>Details Of TPC</b>	
<b>Area Name</b>	
<b>City Limit :</b> 1) ICL : In City Limit 2) OCL : Out City Limit 3) Beyond OCL : Beyond Out City Limit	
<b>Supervisor Feed Back</b>	



<b>Case Status :</b> 1) Accept 2) Declined 3) Hold 4) Inform 5) Neutral 6) No 7) Non-Recommended 8) Pending/Incomplete 9) Positive 10) Recommended	<b>Out Come :</b> 1) Residence come office 2) Outside geographic limit 3) Applicant or Family member not met 4) Shared / Bachelor Accommodation 5) Person does not exist 6) No business activity / Infrastructure seen 7) Entry not allowed 8) Defaulter / Bad market reputation 9) Address not traceable / Does not exist 10) Details miss match 11) Negative Neighborhood feedback 12) Poor living condition 13) Door locked 14) Non - Target area
<b>Attempts :</b>	
First Attempt : Date, Time, Verifier Remark, Sub Status	
Second Attempt : Date, Time, Verifier Remark, Sub Status	
Third Attempt : Date, Time, Verifier Remark, Sub Status	
Supervisor Name	
Supervisor Feed Back	
<b>Submit / Cancel</b>	

### **2. Business Verification / Employment Report :**

In this process Field Executive visit the applicant business premises along with case document and collect the information from applicant, colleague, Reception etc. as per the client case document data.

FE collect the information is based,

- ✓ Information is obtained from the applicant or anybody residing at the address.
- ✓ Information is gathered based on verifier's observation.
- ✓ Information is gathered from neighbors.

## Personal Management System

### Business Verification

CDM Reference No	:	4129495
Agency Code	:	
Name of Firm/Company	:	LIC OF INDIA
Applicant's Name (Mr./Ms./Mrs.)	:	JAGVIR SINGH RANA 1406483
Address (Office)	:	BRANCH-250 MURAD NAGAR MODINAGAR 201204
Address Confirmation	:	NA
Designation of applicant	:	
Name of person contacted	:	
Designation of person contacted	:	
Telephone No(Office)	:	
Extn No (If any)	:	
Mobile No	:	/919837206349
No of years of existence of company	:	
Proof of Visit Collected	:	NA
If Others specify	:	
Type of business	:	NA
Nature of Business	:	NA NA
If Others specify	:	
Office/Business premises	:	NA
If Others specify	:	
No. of employees	:	
( FOR SELF Employed) Average Monthly Turnover	:	
Type of Job/emp	:	NA
Applicant working as	:	NA
If Others specify	:	
Type of Salary	:	
Applicant Job Transferable	:	NA
Previous Employment details( if working for< 1 year in current employment)	:	
Name of Company	:	
Years worked in	:	0 Yrs Mths
Salary Drawn	:	
Visibility of the name board / Business Board Seen	:	NA
If Others specify	:	
Type of Office	:	NA
If Others specify	:	
Office is in	:	NA
Approx. area (sq ft)	:	
Construction of office	:	N/C
Exterior	:	N/C
Interior	:	<input type="checkbox"/> Painted <input type="checkbox"/> Carpeted <input type="checkbox"/> Curtains <input type="checkbox"/> Clean <input type="checkbox"/> N/C <input type="checkbox"/> Others(P1. Specify)
If Others specify	:	
Locating the office address	:	N/C
Business activity seen	:	NA
No. of Customers Seen	:	
Affiliation of Political party seen	:	NA
Business stock seen	:	N/C
Type of stock	:	
Assets seen	:	<input type="checkbox"/> AC <input type="checkbox"/> PC <input type="checkbox"/> Xerox <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Printer <input type="checkbox"/> Tables <input type="checkbox"/> Stocks

	<input type="checkbox"/> Cabins <input type="checkbox"/> Chairs <input type="checkbox"/> Others (specify)
If Others specify	:
TPC Done	:
Details of TPC	:
Any other information obtained	:
Verified from	:
FE Remark	:
Branches	:
Number of employees?	:
Area Name	:
City Limit	:
Case Status	:
Outcome	:
Decline Reason	:
Attempts	Date [dd/mm/yyyy]    Time [hh:mm]    Verifier Remark    Sub Status
First Attempt	27/12/2013    PM    (Select)    OCL FE
Second Attempt	27/12/2013    AM    (Select)    (Select)
Third Attempt	27/12/2013    AM    (Select)    (Select)
Supervisor Name	:
Supervisor Remark	:
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

## Details Field is:

Application Ref No	Agency Name
Name Of the Firm / Company	
Applicant Name	
Office Address	Address Confirmed : Yes / No
Designation Of the Applicant	Date Of Visit and Time Of Visit
<b>Following Information Obtained from applicant colleague's</b>	
Name of Person contacted	
Designation Of Person Contacted	
Telephone No (Office)	Extn No (If any)
Mobile No	
Number of year in Present Employment / Business	Visiting Card Obtained : Yes / No
	If Other Specify

<b>Type Of Business :</b> 1) Public Ltd 2) Partnership 3) Private Ltd 4) Proprietorship 5) MNC 6) Govt 7) Railways 8) Others 9) NA	<b>Nature Of Business:</b> 1) Professional 2) Manufacturer 3) Trade / Shopkeeper 4) Service Provider 5) Commission Agent 5.1) Broker 5.2) Tutor / Personal Care 5.3) LIC Agent 5.4) STD-PCO Booth 5.5) Others
	If Other Specify
<b>Office / Business premises:</b> 1) Business Center 2) Office complex 3) Industry / Factory 4) Residence Cum Office 5) Shop 6) Clinic 7) Shared Office 8) Owned 9) Rented 10) Leased 11) Independent Office 12) Small scale / Shed 13) Undeveloped 14) Others	
If Other Specify	
No Of Employees	
Average Monthly Turn Over	
<b>Type Of Employment :</b>	

<b>Type Of Job / Emp :</b> 1) Permanent 2) Probation 3) Temporary Worker 4) Contract Worker	<b>Applicant Worked as :</b> 1) Senior / Middle Management 2) Supervisor 3) Junior Management 4) Assistant 5) Clerk 6) Typist 7) Stenographer 8) Skilled Labour 9) Others
Applicant Job Transferable : Yes / No	
<b>Previous Employment Details (If working &lt;1 Year in Current employment)</b>	
Name Of The Company	Years Worked In
Salary Drawn	
<b>The Following are based on Verifier Observation :</b>	
Business Board seen outside Building / Office : Yes , No, Visible, No-Visible, Others	If Other Specify
<b>Type Of Office :</b> 1) Business Center 2) Independent Office 3) Office Complex 4) Shop 5) Shared Office 6) Industry / Factory 7) Clinic 8) Small Scale / Shed 9) Residence Cum Office 10) Others	<b>Construction Of Office :</b> 1) Pukka 2) Semi-Pukka 3) Temporary
Approx. area of Office(in sq. ft.)	

<b>Exterior :</b> 1) Good 2) Avarage 3) Poor	<b>Interiors:</b> 1) Painted 2) Carpeted 3) Curtains 4) Clean 5) Others
	If Other Specify
<b>Locality Of Office :</b> 1) Business Center 2) Shop / Office complex 3) Commercial Complex 4) Small Scale Industrial Area 5) Residential 6) Industry / Factory 7) Plant 8) Others	<b>Business Activity:</b> 1) High 2) Medium 3) Low 4) Yes 5) No 6) Very High 7) None
No. of Customer seen	Whether any display of Affiliation political part seen : Yes, No
<b>Business Stock Seen :</b> 1) AC 2) PC 3) Xerox 4) Telephone 5) Fax 6) Printer 7) Tables 8) Chairs 9) Cabins 10) Others	If Other Specify
TPC Done : YES, NO, NA	Details of TPC :
Any Other Information obtained :	

Applicant Name Verified From : 1) Colleague 2) Receptionist 3) Security 4) Others	FE Remark :
Branches	Number Of Employee ?
Area Name :	City Limit
Case Status	Supervisor Remark
Out Come	
Decline Reason	
<b>Attempts :</b>	
First Attempt : Date, Time, Verifier Remark, Sub Status	
Second Attempt : Date, Time, Verifier Remark, Sub Status	
Third Attempt : Date, Time, Verifier Remark, Sub Status	
Supervisor Name	
Supervisor Remarks :	
<b>Submit</b>	<b>Cancel</b>



### **3. Residence Tele Verification System :**

In this process data verification details (Except status) for RT will be filled by Tele Caller (TC) places at centralize Tele calling shop.

Respective Branch Supervisor will receive MIS for tele completed cases and will do the rating as per result.

Before to start RT process, Branch supervisor will assign the Tele Caller for cases as FE assignment.

**RESIDENCE TELE VERIFICATION REPORT**

Date of Initiation : 25/12/2013

CDM Reference No : 4129495

Applicant's Name (Mr./Ms./Mrs.) : JAGVIR SINGH RANA 1406483

Permanent Address :

Business Contact No.& Extn.(If Any) :

Residence Is : NA

Contacted No :

Name Of Company : LIC OF INDIA

Spk to :

Office Phone No & Extn :

Relationship :

Time at curr resi :

CD ROM(Address Confirmed) : Yes If No (Then Update the Details) :

Segmentation / Proof Submitted :

CD ROM (Name Confirmed)OK\_PROCEED: : NA If No (Then Update the Details) :

Special Instructions :

Additional Remark :

Tele Caller Name : AGNES SAGAYA RAJ

Televerification Result : ACCEPT

Decline Reasons :

**TELECALL LOG**

Login	Date [dd/mm/yyyy]	Time [hh:mm]	Tel No.	Remark
1st call	25/12/2013	06:00		Satisfactory
		AM		
2nd call	27/12/2013			Select
		AM		
3rd call	27/12/2013			Select
		AM		
4th call	27/12/2013			Select
		AM		
5th call	27/12/2013			Select
		AM		

Actual Contacted Number Type : New Actual Number :

New Info Obtained (TCRemarks) :

Supervisor Name : SHANKAR DEVARE

Supervisor Remark / Comments :

**Submit Cancel**

**Field Used in Residential Tele are:**

Date Of Initiation	
Region	
Verification Code	
Applicant Ref, No	Agency Name
Name Of Applicant	
Contact Phone Number	
Type Of Residence : 1) Owned 2) Rented 3) Paying Guest 4) With Relatives 5) With Friends 6) With Parent 7) Company Accomodation	Contacted No
Name of the Company	Name of the Person Spoken to
Office Phone and Extn	
Relationship with Applicant	Time at Current Residence (Stayed Days / Years )
CD Rom (Address Confirmed) : Yes , No	If No ( Then upload the details)
Segmentation / Proof Submitted	
CD Rom (Name Confirmed) : Yes , No	If No ( Then upload the details)
Special Instructions	Additional Remark
Tele Caller Name	
Tele Verification Result	Declined Reason
<b>Tele Call Log</b>	
1st Call : Date, Time, Tele No, Remark 2st Call : Date, Time, Tele No, Remark 3st Call : Date, Time, Tele No, Remark 4st Call : Date, Time, Tele No, Remark 5st Call : Date, Time, Tele No, Remark	

Actual Contacted Number Type : 1) New 2) Mobile 3) Land Line	Actual Number :
New Info Obtained (TC Remarks)	
Supervisor Name	
Supervisor Remarks /Comments	
<b>Submit / Cancel</b>	

#### **4. Business Tele Verification Report :**

In this process data verification details (Except status) for BT will be filled by Tele Caller (TC) places at centralize Tele calling shop.

Respective Branch Supervisor will receive MIS for tele completed cases and will do the rating as per result.

Before to start RT process, Branch supervisor will assign the Tele Caller for cases as FE assignment.

**BUSINESS TELE VERIFICATION REPORT**

Contacted No :   
 Extn Number :   
 Applicant's Name (Mr./Ms./Mrs.) : JAGVIR SINGH RANA 1406483  
 Designation :   
 Name Of Company : LIC OF INDIA  
 Mobile No. : 919837205349  
 Time at curr empl :  Yrs  Mths  
 Dept. of App. :   
 For Self Employed- Type of Organisation : NA  
 Nature of Business of the Company : NA  
 Spk to app/ receipt/ colleague :   
 Designation :   
 Contacted person Relationship With Applicant :   
 CD ROM (Name Confirmed) : NA If No (Reason) :   
 CD ROM(Address Confirmed) : Yes If No (Then Update the Details) :   
 Additional Remark :   
 Special Instructions :   
 Tele comments :   
 Emp. Confirmed/ Not confirmed :   
 Tele Caller Name : AGNES SAGAYA RAJ  
 Televerification Result : ACCEPT  
 Decline Reasons :

**TELECALL LOG**

Login	Date (dd/mm/yyyy)	Time (hh:mm)	Tel No.	Remark
1st call	26/12/2013	06:00 AM	<input type="text"/>	Satisfactory
2nd call	27/12/2013	AM	<input type="text"/>	Select
3rd call	27/12/2013	AM	<input type="text"/>	Select
4th call	27/12/2013	AM	<input type="text"/>	Select
5th call	27/12/2013	AM	<input type="text"/>	Select

Actual Contacted Number Type : New Actual Number :   
 New Info Obtained (TCRemarks) :   
 Supervisor Name : SHANKAR DEVARE  
 Supervisor Remark : dhhtfn

## Field Explanations is as below:

Office Telephone No.	Extn No
Name Of Applicant	Designation
Name of the Company	Mobile No
Working Since (Date, Year, Month)	Department
<b>For Self-employed - Type of Organization</b> 1) Public Ltd 2) Private Ltd 3) Partnership 4) Proprietorship	<b>Nature Of Business :</b> 1) Trading 2) Manufacturing 3) Processing 4) Builder 5) Contractor 6) Brokerage 7) Consultancy 8) Professional 9) Others
Information is based on Telephonic Conversation :	
Name of the Person Spoken To:	Designation
<b>Relationship with Applicant :</b> 1) Colleague 2) Partner 3) Superior 4) Relative 5) Others	
Information is based on CD-ROM Check	
Name Confirmed : Yes / No	If No (Reason ) :
Address Confirmed : Yes / No	If No (Then Update the Details
Additional Remark	
Special Instruction	
Tele Comments	
Emp. Confirmed / Not confirmed	Yes / No
Tele Caller Name	
Tele Verification Result :	
Declined Reason	
<b>Tele Call Log</b>	
1st Call : Date, Time, Tele No, Remark	

2st Call : Date, Time, Tele No, Remark	
3st Call : Date, Time, Tele No, Remark	
4st Call : Date, Time, Tele No, Remark	
5st Call : Date, Time, Tele No, Remark	
<b>Actual Contacted Number Type :</b> 1) New 2) Mobile 3) Land Line	Actual Number :
New Info Obtained (TC Remarks)	
Supervisor Name	
Supervisor Remarks / Comments	
<b>Submit / Cancel</b>	



### 2) IDOC :

- a) In this process cases are received by mail body / Physical Hard Copy.
- b) DO Login with his credentials
- c) It displays the area tree structure. Ex: CPV, CPA etc.
- d) Select CPV Tree which displays CC, KYC, RL, IDOCS etc.
- e) Select IDOC Tree
- f) Within that you can select the Client. Ex: HDFC Bank, ICICI Bank etc.
- g) After selecting the client it display the menu such as,
  - ✓ Data Files
  - ✓ Assignment
  - ✓ Verification
  - ✓ Reports
  - ✓ MIS
- h) **Select the Verification Tab -> New Case Entry**, which display the below screen.

**IDOC Case Entry**

Reference Product :

Bank RefNo :

Title :  Recv Date :  [dd/MM/yyyy] Recv Time :  PM [hh:mm]

DOB :  [dd/MM/yyyy] First Name :  Middle Name :  Last Name :

Verification Document : ☐ SC ☐ SalS ☐ PC ☐ VI ☐ DL ☐ ITR ☐ RCV ☐ PPV ☐ BK ☐ F18 ☐ RC

ITR Type :

Verification Charges :  Pan No :

**Residence Detail**

Name :

Add1 :

Add2 :

Add3 :

City :  Pin :

Res Land Mark :  Res Phone :

ITO :  Ward :

Total Amt :  Income Tax Amt :

Asst. Year :  Receipt No :

**Office Detail**

Company Name :

Add1 :

Add2 :

Add3 :

City :  Pin :

Off. Phone :  Off. Extn :

Designation :  Department :

Occupation :  Pay Slip For The Month :

**BANK Statement**

Bank Name :

Bank Address :

Bank City :  Bank Pin :

Bank Account No :

**RC Details as per RC Book**

Registration Number Of Vehicle :

RTO Office :

- i) These cases are entered in IDOC Case Entry where Data Entry Operator select the verification options such as
- ◆ SC : Salary Certificate
  - ◆ PC : Pan Card
  - ◆ SalS : Salary Slip
  - ◆ VI : Voters ID Card
  - ◆ DL : Driving License
  - ◆ ITR : Income Tax Return

- ◆ RCV : Ration Card Verification
- ◆ PPV : Passport Verification
- ◆ BK : Bank Statement
- ◆ F16 : Form-16
- ◆ RC : Vehicle RC Book Verification
- j) Once the form filling is completed than press Submit Button.
- k) After successful submission, system will generate the Case ID.
- l) Next Step is to assign the FE by selecting the Tab  
Assignment - > FE Assignment
- m) In this Admin/Supervisor is assign by FE by entering the Case ID
- n) If Case ID is not remember than search the Case by Applicant Name, From Date
- o) Select the Verification Type such as
  - a. SC : Salary Certificate
  - b. PC : Pan Card
  - c. SalS : Salary Slip
  - d. VI : Voters ID Card
  - e. DL : Driving License
  - f. ITR : Income Tax Return
  - g. RCV : Ration Card Verification
  - h. PPV : Passport Verification
  - i. BK : Bank Statement
  - j. F16 : Form-16
  - k. RC : Vehicle RC Book Verification
- p) Select the FE name from Drop down.
- q) Press the Assign/Re-Assign
- r) Admin can search Cases by selecting From Pin code to To Pin code or By selecting the FE Name

# Personal Management System

The screenshot shows the PAMAC Online application interface. The top navigation bar includes tabs for Data Files, Assignment, Verification, Reports, and MIS. The current tab is 'Assignment'. The main content area is titled 'FE Assignment'. It contains a search form with the following fields:

- Case ID: 101142641
- Verification Type: Bank Statment
- Applicant Name: Absolute
- FE Name: -Select-
- Date: dd/MM/yyyy
- From Pincode: -Select-
- To Pincode: -Select-

A 'Search' button is located next to the FE Name field. Below the search form is a table with the following columns: Case ID, Reference No, Applicant Name, Bank Address, City, Pincode, Recieved Date, and Assigned To. The table contains one row of data:

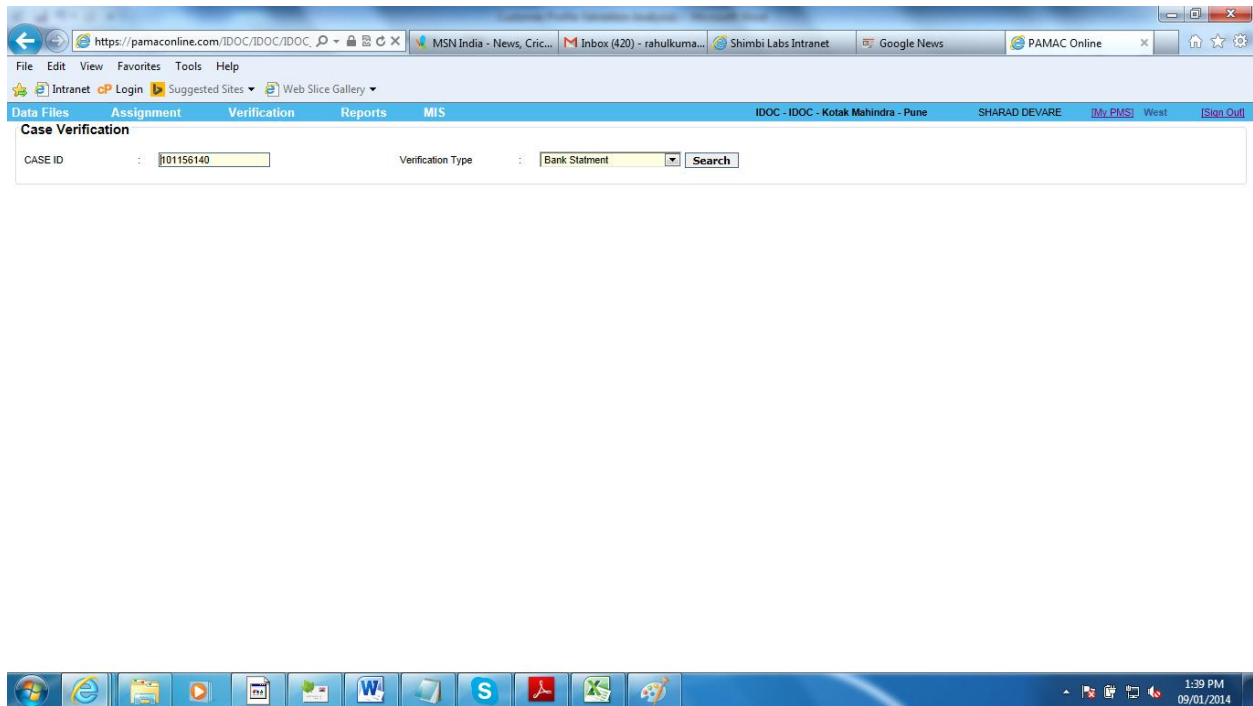
Case ID	Reference No	Applicant Name	Bank Address	City	Pincode	Recieved Date	Assigned To
101142641		MR PANCAJKUMAR S GUPTA	IDBI BANK			31/05/2013	

Buttons for 'Assign / Re-Assign' are located at the bottom right of the table.

- s) Once the case is verified from field by FE, same report is need to enter in PAMAC online PMS software under **Verification - > Case Verification Tab**
- t) Here DO enter Case ID and selecting verification Type by Drop down and enters Search Button to find the case.

# Personal Management System

---



## 1. Bank Statement Verification :

In this system DO entered the verified details such as

- ✓ Name of the Bank
- ✓ Bank Address
- ✓ Name of the Contacted Person
- ✓ Designation of Contacted Person
- ✓ Department of the contacted person
- ✓ Is account Number correct : Yes, No, Not Confirmed
- ✓ Is Bank statement as per Bank's Format : Yes, No, Not Confirmed
- ✓ Is Amt. shown in the Bank Statement is Correct : Yes, No, Not Confirmed
- ✓ Bank Account No
- ✓ Remarks (Case Ok / Not Ok)
- ✓ Name of FE
- ✓ Date of Verification
- ✓ Supervisor Name
- ✓ Case Status : Okay Case, Not Okay Case, Failed, Refer to Bank, Unable to Verify

The screenshot shows a web browser window with the URL <https://pamaonline.com/IDOC/IDOC/IDOC/>. The browser's address bar shows several tabs: MSN India - News, Cric..., Inbox (420) - rahulkuma..., Shimbi Labs Intranet, Google News, and PAMAC Online. The PAMAC Online tab is active, displaying a web application with a navigation menu (Data Files, Assignment, Verification, Reports, MIS) and a user profile (IDOC - IDOC - Kotak Mahindra - Pune, SHARAD DEVARE, My PMS, West, Sign Out). The main content area is titled "BANK STATEMENT VERIFICATION REPORT" and contains a form for data entry. The form includes fields for Applicant's Name (Mr./Ms./Mrs.), CDM Reference No., Date of Initiation, Name of the Bank, Bank address, Name of the contacted person, Designation of contacted person, Department of the contacted person, Is account number correct, Is Bank statement as per Bank's Format, Is Amt. shown in the Bank Statement is Correct, Bank Account No, REMARKS (Clearly specify reason for not okay cases and not confirmed cases.), Name of FE, Date of Verification, Supervisor Name, Case Status, and Area Name. The form is currently filled with the following data: Applicant's Name: MR SANTOSH D WAGHMARE, CDM Reference No.: , Date of Initiation: 01/01/2014 02:46 PM, Name of the Bank: , Bank address: , Name of the contacted person: , Designation of contacted person: , Department of the contacted person: , Is account number correct: Yes, Is Bank statement as per Bank's Format: Yes, Is Amt. shown in the Bank Statement is Correct: Yes, Bank Account No: , REMARKS: , Name of FE: OCLFE, Date of Verification: 01/01/2014, Supervisor Name: -Select-, Case Status: Okay Case, Area Name: . The form has a Submit button and a Cancel button.

### **2. DRIVING LICENCE VERIFICATION:**

- ✓ In this process DO entered the FE verified details such as
- ✓ Date of Receipt, CPA Reference Number, Bank Reference Number and Name of the Owner: These are entered during case entering in PMS.
- ✓ Name of the Service provider/supplier
- ✓ DL NO
- ✓ Date of Issue
- ✓ Bank Office Remark
- ✓ Name of the person Contact
- ✓ Designation & Department of person contact
- ✓ Does the format of the bill match with standard format: Yes, No, Not Confirmed
- ✓ Does the Number match with supplier records : Yes, No, Not Confirmed
- ✓ Does the name & address of the owner match with records : Yes, No, Not Confirmed
- ✓ Final status: Okay Case, Not Okay Case, Failed, Refer to Bank, Unable to Verify.
- ✓ Remarks(Clearly specify reason for Not okay case and Not Confirm case)
- ✓ CLERK CONFIRMED THE DETAILS
- ✓ Name of the verifier
- ✓ Date
- ✓ Supervisor Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pune
<b>DRIVING LICENCE VERIFICATION</b>					
Date of Receipt	01/01/2014 02:46 PM	[dd/MM/yyyy]	CPA Reference Number		
Bank Reference Number			Name of the Owner	MR SANTOSH D WAGH	
<b>Details as per Driving Licence</b>					
Name of the Service provider/supplier					
DL NO					
Date of Issue		[dd/MM/yyyy]			
Bank Office Remark					
<b>Field Verification of Driving Licence</b>					
Name of the person Contact					
Designation & Department of person contact					
Does the format of the bill match with standard format	Yes				
Does the Number match with supplier records	Yes				
Does the name & address of the owner match with records	Yes				
Final status	Okay Case				
Remarks(Clearly specify reason for Not okay case and Not Confirm case)					
CLERK CONFIRMED THE DETAILS					
Name of the verifier	OCL FE				
Date		[dd/MM/yyyy]			
Supervisor Name	<input type="checkbox"/> Supervisor Name Is Mandatory				
	<input type="button" value="Submit"/>			<input type="button" value="Cancel"/>	

### 3. Form 16 Verification :

- ✓ In this process DO entered the FE verified details such as
- ✓ Applicant's Name (Mr./Ms./Mrs.)
- ✓ CDM Reference No
- ✓ Date of Initiation[dd/MM/yyyy]
- ✓ Name of the Company
- ✓ Total Income as per SS / SC / Pay slip / Form -16
- ✓ Overwriting / Tampering of Any Provision in the Salary Slip Detected : YES, NO,UTV ( Unable To Verify)
- ✓ Construction of Pan correct : YES, NO,UTV
- ✓ Construction of Tan correct : YES, NO,UTV
- ✓ In case of F16 Tax Payable is correct (For Tax payable cases Tax paid should be = to TDS) : : YES, NO,UTV



- ✓ Overall computation correct :YES, NO,UTV
- ✓ Income calculations correct : YES, NO,UTV
- ✓ Tax calculations correct :YES, NO,UTV
- ✓ Whether OK to send for field verification : YES, NO,UTV
- ✓ Any spelling mistake in document : YES, NO,UTV
- ✓ Other Observation
- ✓ Name of the Person Contacted
- ✓ Designation Department
- ✓ Applicant 's Designation
- ✓ Applicant's Department
- ✓ Applicant's Year in service with the Organization (Year / Month)
- ✓ Gross Annual / Monthly Income (Monthly Income / Annual Income)
- ✓ Number of Employees in the Organization
- ✓ Type of Industry
- ✓ Seal of the Organization : YES, NO, Not Confirmed
- ✓ Signature of the Issuing Authority : YES, NO, Not Confirmed
- ✓ Document as per the Standard Format of the Organization : YES, NO, Not Confirmed
- ✓ Date on the SS/ SP/SC : YES, NO, Not Confirmed
- ✓ Amount on the SS/ SP/SC : YES, NO, Not Confirmed
- ✓ Address of the Applicant's Office is correct : YES, NO, Not Confirmed
- ✓ Business Activity Seen : YES, NO,UTV
- ✓ Number of Employees Seen
- ✓ Equipment / Stock Sighted
- ✓ Name Board Seen : YES, NO,UTV
- ✓ Field Remarks
- ✓ Tele Log (Total 5) : Date, Time, Tel Number, Remark
- ✓ Tele Remarks
- ✓ Date of Verification
- ✓ Final Status : Okay, Failed, Not Okay, UTV, Refer To Bank
- ✓ Name of FE
- ✓ Supervisor Name :

## DOCUMENT VERIFICATION

### Form-16 Verification Report

Applicant's Name (Mr./Ms./Mrs.) : MR Satish Ashok Kandzode  
 CDM Reference No : Date of Initiation [dd/MM/yyyy] : 06/12/2013 03:59:PM  
 Name of the Company : Heart Care

### Back Office Check

Total Income as per SS / SC / Pay slip / Form -16 :  
 Overwriting / Tampering of Any Provision In the Salary Slip Detected : --Select One--  
 Construction of Pan correct : --Select One--  
 Construction of Tan correct : --Select One--  
 In case of F16 Tax Payable Is correct (For Tax payable cases Tax paid should be = to TDS) : --Select One--  
 Overall computation correct : --Select One--  
 Income calculations correct : --Select One--  
 Tax calculations correct : --Select One--  
 Whether OK to send for field verification : --Select One--  
 Any spelling mistake in document : --Select One--  
 Other Observation :

### Field Verification

Name of the Person Contacted : Designation Department :  
 Applicant's Designation : Applicant's Department :  
 Applicant's Year in service with the Organization : Year Month : Gross Annual / Monthly Income : Monthly Income  
 Number of Employees in the Organisation : Type of Industry :

### Document Confirmed

Seal of the Organization : --Select One--  
 Signature of the Issuing Authority : --Select One--  
 Document as per the Standard Format of the Organization : --Select One--  
 Date on the SS/ SP/SC : --Select One--  
 Amount on the SS/ SP/SC : --Select One--  
 Address of the Applicant's Office is correct : --Select One--

### Observation

Business Activity Seen : --Select One-- Number of Employees Seen :  
 Equipment / Stock Sighted : Name Board Seen : --Select One--  
 Field Remarks :

### Tele Log

LogIn	Date[dd/MM/yyyy]	Time [hh:mm]	Tell Number	Remark
1st call		AM		
2nd call		AM		
3rd call		AM		
4th call		AM		

5th call	:	<input type="text"/>	<input type="text"/>	<input type="text"/>
			AM	
Tele Remarks	:	<input type="text"/>		
Date of Verification	:	<input type="text" value="06/12/2013"/>	[dd/MM/yyyy]	
Final Status	:	<input type="text" value="Okay"/>		
Name of FE	:	<input type="text" value="HEMANT MORE"/>	Supervisor Name :	<input type="text" value="--Select--"/>
Area Name	:	<input type="text"/>		Supervisor Name is Mandatory
<div>Save Cancel</div>				

#### 4. Income Tax Return (ITR) Verification Report:

- ✓ Applicant's Name (Mr./Ms./Mrs.)
- ✓ CDM Reference No
- ✓ Date of Initiation
- ✓ Agency Code
- ✓ Total Income as per ITR
- ✓ PAN logic and correctness : YES, NO,UTV
- ✓ Is it 10 digits Alphabet : YES, NO,UTV
- ✓ Are the 6th,7th,8th,and 9th digits numeric : YES, NO,UTV
- ✓ Is the fourth digit "P" for individuals, "H" for HUF, "C" for companies and "F" for firms : YES, NO,UTV
- ✓ Computation correct : YES, NO,UTV
- ✓ Income calculations correct : YES, NO,UTV
- ✓ Tax calculations correct : YES, NO,UTV
- ✓ Alphabet Falls Under Ward / Circle / Range Jurisdiction : YES, NO,UTV
- ✓ Address Falls Under Ward / Circle / Range Jurisdiction : YES, NO,UTV
- ✓ Whether OK to send for field verification : YES, NO,UTV
- ✓ CA Membership Stamp Available : YES, NO,UTV
- ✓ If Available does the membership details match : YES, NO,UTV
- ✓ Other Observation ( Highlight details for any "No" above) : YES, NO,UTV

- ✓ **Ward Number** : COMPUTER RECORDS ( Yes, No, UTV), INWARD REGISTER ( Yes, No, UTV) ,BLUE REGISTER ( Yes, No, UTV), INDEX REGISTER ( Yes, No, UTV), ORALLY OK BY CLERK ( Yes, No, UTV)
- ✓ **Serial Number** : COMPUTER RECORDS ( Yes, No, UTV), INWARD REGISTER ( Yes, No, UTV) ,BLUE REGISTER ( Yes, No, UTV), INDEX REGISTER ( Yes, No, UTV), ORALLY OK BY CLERK ( Yes, No, UTV)
- ✓ **Date of Filing** : COMPUTER RECORDS ( Yes, No, UTV), INWARD REGISTER ( Yes, No, UTV) ,BLUE REGISTER ( Yes, No, UTV), INDEX REGISTER ( Yes, No, UTV), ORALLY OK BY CLERK ( Yes, No, UTV)
- ✓ **Total Taxable Income** : COMPUTER RECORDS ( Yes, No, UTV), INWARD REGISTER ( Yes, No, UTV) ,BLUE REGISTER ( Yes, No, UTV), INDEX REGISTER ( Yes, No, UTV), ORALLY OK BY CLERK ( Yes, No, UTV)
- ✓ **Total Taxable Income** : COMPUTER RECORDS ( Yes, No, UTV), INWARD REGISTER ( Yes, No, UTV) ,BLUE REGISTER ( Yes, No, UTV), INDEX REGISTER ( Yes, No, UTV), ORALLY OK BY CLERK ( Yes, No, UTV)
- ✓ Final Status : Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ REMARKS (Clearly specify reason for not okay cases and not confirmed cases.)
- ✓ Name of FE
- ✓ Supervisor Name
- ✓ Date of Verification

Browser: https://pamaonline.com/IDOC/IDOC/IDOC... MSN India - News, Cric... Inbox (420) - rahuikuma... Shimbi Labs Intranet Google News PAMAC Online

File Edit View Favorites Tools Help

Intranet Login Suggested Sites Web Slice Gallery

Data Files Assignment Verification Reports MIS IDOC - IDOC - Kotak Mahindra - Pune SHARAD DEVARE My PMS West Sign Out

### INCOME TAX RETURN (ITR) VERIFICATION REPORT

Applicant's Name (Mr./Ms./Mrs.) : MR SANTOSH D WAGH  
CDM Reference No :   
Date of Initiation : 01/01/2014 02:46 PM Agency Code :   
Back Office Check

Total Income as per ITR :   
Are the 6th, 7th, 8th, and 9th digits numeri : Yes   
Is the fourth digit "P" for individuals, "H" for HUF, "C" for companies and "F" for firms : Yes   
Income calculations correct : Yes   
Alphabet Falls Under Ward / Circle / Range Jurisdiction : Yes   
Whether OK to send for field verification : Yes   
CA Membership Stamp Available : Yes   
Other Observation ( Highlight details for any "No" above) :   
PAN logic and correctness : Yes   
Is it 10 digits Alphabet : Yes   
Tax calculations correct : Yes   
Address Falls Under Ward / Circle / Range Jurisdiction : Yes   
Computation correct : Yes

Field Verification Of ITR

	COMPUTER RECORDS	INWARD REGISTER	BLUE REGISTER	INDEX REGISTER	ORALLY OK BY CLERK
Tallied with	NA	NA	NA	NA	NA
Ward Number	NA	NA	NA	NA	NA
Serial Number	NA	NA	NA	NA	NA
Date of Filing	NA	NA	NA	NA	NA
Total Taxable Income	NA	NA	NA	NA	NA
Applicant's Name	NA	NA	NA	NA	NA
Final Status	Okay Case				

REMARKS ( Clearly specify reason for not okay : cases and not confirmed cases.) :   
Name of FE : OCL FE Supervisor Name : --Select-- Supervisor Name Is Mandatory   
Date of Verification : 09/01/2014 [dd/MM/yyyy]   
Submit Cancel

Windows Taskbar: 3:14 PM 09/01/2014

### 5. Pan Card Verification Report :

- ✓ Date of Receipt
- ✓ CPA Reference Number
- ✓ Name of the Applicant
- ✓ Bank Reference Number
- ✓ PAN ( Permanent Account Number ) logic and correctness : Yes, No
- ✓ Is it 10 digits : Yes, No
- ✓ Is tenth digit alphabetic : Yes, No
- ✓ Are the 6th,7th,8th,and 9th digits numeric : Yes, No
- ✓ Is the fourth digit "P" for individuals, "H" for HUF, "C" for companies and "F" for firms : Yes, No
- ✓ Other Observation ( Highlight details for any "No" above) : Yes, No
- ✓ Pan details verified with : Yes, No
- ✓ Does the Pan # Match with record : Yes, No
- ✓ Does the Name of the Pan card holder Match with record : Yes, No
- ✓ Does the Name of the Father / Husband Match with record : Yes, No
- ✓ Does the Date of Birth Match with record : Yes, No
- ✓ Final Status : Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ REMARKS (Clearly specify reason for not okay cases and not confirmed cases.)
- ✓ Name of the Verifier
- ✓ Date & Time of visit
- ✓ Supervisor's Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pune
<b>PAN CARD VERIFICATION REPORT</b>					
<b>PAN CARD VERIFICATION REPORT</b>					
Date of Receipt	01/01/2014 02:46 PM			CPA Reference Number	
Name of the Applicant	MR SANTOSH D WAGH			Bank Reference Number	
<b>BACK OFFICE CHECK</b>					
PAN ( Permanent Account Number ) logic and correctness	--select--				
Is it 10 digits	--select--				
Is tenth digit alphabetic	--select--				
Are the 6th,7th,8th, and 9th digits numeric	--select--				
Is the fourth digit "P" for individuals, "H" for HUF, "C" for companies and "F" for firms	--select--				
Other Observation ( Highlight details for any "No" above)					
<b>FIELD VERIFICATION OF PAN CARD</b>					
Pan details verified with					
Does the Pan # Match with record	--select--				
Does the Name of the Pan card holder Match with record	--select--				
Does the Name of the Father / Husband Match with record	--select--				
Does the Date of Birth Match with record	--select--				
Final Status	Okay Case				
REMARKS ( Clearly specify reason for not okay cases and not confirmed cases.)					
Name of the Verifier	OCL FE				
Date & Time of visit	09/01/2014				
Supervisor's Name					
Save			Cancel		

## 6. Passport Verification Report:

- ✓ Date of Receipt
- ✓ CPA Reference Number
- ✓ Bank Reference Number
- ✓ Name of the Owner
- ✓ Name of the Service provider/supplier
- ✓ PASSPORT NO
- ✓ Date of Issue
- ✓ Bank Office Remark
- ✓ Name of the person Contact
- ✓ Designation & Department of person contact
- ✓ Does the format of the bill match with standard format :Yes, No, Not Confirmed
- ✓ Does the Number match with supplier records :Yes, No, Not Confirmed
- ✓ Does the name & address of the owner match with records :Yes, No, Not Confirmed

- ✓ Final status : Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ Remarks(Clearly specify reason for Not okay case and Not Confirm case)
- ✓ CLERK CONFIRMED THE DETAILS
- ✓ Name of the verifier
- ✓ Date
- ✓ Supervisor Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pur
<b>PASSPORT VERIFICATION</b>					
Date of Receipt		01/01/2014 02:46 PM <input type="text" value="dd/MM/yyyy"/>		CPA Reference Number	<input type="text"/>
Bank Reference Number		<input type="text"/>		Name of the Owner	MR SANTOSH D WAGH
<b>Details as per Passport</b>					
Name of the Service provider/supplier		<input type="text"/>			
PASSPORT NO		<input type="text"/>			
Date of Issue		<input type="text" value="dd/MM/yyyy"/>			
Bank Office Remark		<input type="text"/>			
<b>Field Verification of Passport</b>					
Name of the person Contact		<input type="text"/>			
Designation & Department of person contact		<input type="text"/>			
Does the format of the bill match with standard format		<input type="text" value="Yes"/>			
Does the Number match with supplier records		<input type="text" value="Yes"/>			
Does the name & address of the owner match with records		<input type="text" value="Yes"/>			
Final status		<input type="text" value="Okay Case"/>			
Remarks(Clearly spcify reson for Not okay case and Not Confirm case)		<input type="text"/>			
CLERK CONFIRMED THE DETAILS		<input type="text"/>			
<b>Field Verification of Passport</b>					
Name of the verifier		OCL FE			
Date		<input type="text" value="dd/MM/yyyy"/>			
Supervisor Name		<input type="text" value="Supervisor Name is Mandatory"/>			
		<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

## 7. Ration Card Verification

- ✓ Date of Receipt
- ✓ CPA Reference Number
- ✓ Bank Reference Number
- ✓ Name of the Owner
- ✓ Name of the Service provider/supplier
- ✓ PASSPORT NO
- ✓ Date of Issue
- ✓ Bank Office Remark



- ✓ Name of the person Contact
- ✓ Designation & Department of person contact
- ✓ Does the format of the bill match with standard format :Yes, No, Not Confirmed
- ✓ Does the Number match with supplier records :Yes, No, Not Confirmed
- ✓ Does the name & address of the owner match with records :Yes, No, Not Confirmed
- ✓ Final status : Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ Remarks(Clearly specify reason for Not okay case and Not Confirm case)
- ✓ CLERK CONFIRMED THE DETAILS
- ✓ Name of the verifier
- ✓ Date
- ✓ Supervisor Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pt
<b>RATION CARD VERIFICATION</b>					
Date of Receipt		01/01/2014 02:46 PM [dd/MM/yyyy]		CPA Reference Number	
Bank Reference Number				Name of the Owner	MR SANTOSH D WAGH
<b>Details as per Ration Card</b>					
Name of the Service provider/supplier					
RATION CARD NO					
Date of Issue		[dd/MM/yyyy]			
Bank Office Remark					
<b>Field Verification of Ration Card</b>					
Name of the person Contact					
Designation & Department of person contact					
Does the format of the bill match with standard format		Yes			
Does the Number match with supplier records		Yes			
Does the name & address of the owner match with records		Yes			
Final status		Okay Case			
Remarks(Clearly spcify reson for Not okay case and Not Confirm case)					
CLERK CONFIRMED THE DETAILS					
<b>Field Verification of Ration Card</b>					
Name of the verifier		OCL FE			
Date		[dd/MM/yyyy]			
Supervisor Name		Supervisor Name Is Mandatory			
		Submit		Cancel	

## 8. RC Book Verification

- ✓ Date Of Receipt
- ✓ CPA Reference Number
- ✓ Bank Reference Number
- ✓ Name Of the Applicant
- ✓ Registration Number Of Vehicle
- ✓ RTO Office
- ✓ Address Falls Under Jurisdiction : Yes, No
- ✓ Other Observation
- ✓ RC Details Confirmed With : RC Registered, Clerk
- ✓ Registration Number Of Vehicle is Correct : Yes, No, Not Confirmed
- ✓ Whether the Vehicle is Personal/Commercial : Yes, No, Not Confirmed
- ✓ Is Vehicle Hypothecated : Yes, No, Not Confirmed
- ✓ If Yes Name of Financer
- ✓ Date Of Registration as per RC Register
- ✓ Details Of Transfer If Any
- ✓ Final Status : Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ REMARK (Clearly specifies reason for not okay cases and not confirmed cases.)
- ✓ Name Of the Verifier
- ✓ Date
- ✓ Supervisor Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pune	SHARAD DEVARE	(My PMS)	West	(Sign Out)
<b>RC VERIFICATION REPORT</b>									
Date Of Receipt	:	01/01/2014 02:46 PM		CPA Reference Number	:				
Bank Reference Number	:			Name Of the Applicant	:	MR SANTOSH D WAGH			
<b>RC Details as per RC Book</b>									
Registration Number Of Vehicle	:								
RTO Office	:								
Address Falls Under Jurisdiction	:	Yes							
Other Observation	:								
<b>Field Verification Of RC</b>									
RC Details Confirmed With	:	RC Register							
Registration Number Of Vehicle is Correct	:	Yes							
Whether the Vehicle is Personal/Commercial	:	Yes							
Is Vehicle Hypothecated	:	Yes							
If Yes Name of Financer	:								
Date Of Registration as per RC Register	:	[dd/MM/yyyy]							
Details Of Transfer If Any	:								
Final Status	:	Okay Case							
REMARK(Clearly specify reason for not okay cases and not confirmed cases.)	:								
Name Of the Verifier	:	OCL FE							
Date	:	01/01/2014 [dd/MM/yyyy]							
Supervisor Name	:	--Select-- Supervisor Name Is Mandatory							
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>									

### 9. Salary Certificate Verification Report

- ✓ Applicant's Name (Mr./Ms./Mrs.)
- ✓ CDM Reference No
- ✓ Date of Initiation[dd/MM/yyyy]
- ✓ Name of the Company
- ✓ Total Income as per SS / SC / Pay slip / Form -16
- ✓ Overwriting / Tampering of Any Provision in the Salary Slip Detected :Yes, No, UTV
- ✓ Overall computation correct : Yes, No, UTV
- ✓ Income calculations correct : Yes, No, UTV
- ✓ Tax calculations correct: Yes, No, UTV
- ✓ Whether OK to send for field verification : Yes, No, UTV
- ✓ Any spelling mistake in document : Yes, No, UTV
- ✓ Other Observation
- ✓ Name of the Person Contacted
- ✓ Designation Department
- ✓ Applicant 's Designation
- ✓ Applicant's Department
- ✓ Applicant's Year in service with the Organization
- ✓ Gross Annual / Monthly Income (Monthly / Annually)
- ✓ Number of Employees in the Organization
- ✓ Type of Industry
- ✓ Seal of the Organization : Yes, No, Not Confirmed
- ✓ Signature of the Issuing Authority : Yes, No, Not Confirmed
- ✓ Document as per the Standard Format of the Organization : Yes, No, Not Confirmed
- ✓ Date on the SS/ SP/SC : Yes, No, Not Confirmed
- ✓ Amount on the SS/ SP/SC : Yes, No, Not Confirmed
- ✓ Address of the Applicant's Office is correct : Yes, No, Not Confirmed
- ✓ Business Activity Seen : Yes, No, UTV
- ✓ Number of Employees Seen
- ✓ Equipment / Stock Sighted
- ✓ Name Board Seen: Yes, No, UTV
- ✓ Field Remarks
- ✓ Tele Log(5) : Date, Time, Tel Number, Remark

- ✓ Tele Remarks
- ✓ Date of Verification
- ✓ Final Status :Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ Name of FE
- ✓ Supervisor Name :

# Personal Management System

## DOCUMENT VERIFICATION

### Salary Certificate Verification Report

Applicant's Name (Mr./Ms./Mrs.)	: MR SANTOSH D WAGHMARE	Date of Initiation [dd/MM/yyyy]	: 01/01/2014 02:46:PM
CDM Reference No	:		
Name of the Company	:		

### Back Office Check

Total Income as per SS / SC / Pay slip / Form -16	:	
Overwriting / Tampering of Any Provision in the Salary Slip Detected	:	--Select One--
Overall computation correct	:	--Select One--
Income calculations correct	:	--Select One--
Tax calculations correct	:	--Select One--
Whether OK to send for field verification	:	--Select One--
Any speling mistake in document	:	--Select One--
Other Observation	:	

### Field Verification

Name of the Person Contacted	:		Designation Department	:	
Applicant 's Designation	:		Applicant's Department	:	
Applicant's Year in service with the Organization	:		Year		Month
			Gross Annual / Monthly Income	:	
			Monthly income	:	
Number of Employees in the Organisation	:		Type of Industry	:	

### Document Confirmed

Seal of the Organization	:	--Select One--
Signature of the Issuing Authority	:	--Select One--
Document as per the Standard Format of the Organization	:	--Select One--
Date on the SS/ SP/SC	:	--Select One--
Amount on the SS/ SP/SC	:	--Select One--
Address of the Applicant's Office is correct	:	--Select One--

### Observation

Business Activity Seen	:	--Select One--	Number of Employees Seen	:	
Equipment / Stock Sighted	:		Name Board Seen	:	--Select One--
Field Remarks	:				

### Tele Log

Login	Date[dd/MM/yyyy]	Time [hh:mm]	Tell Number	Remark
1st call	:			
		AM		
2nd call	:			
		AM		
3rd call	:			
		AM		
4th call	:			
		AM		
5th call	:			
		AM		
Tele Remarks	:			

Date of Verification :	<input type="text" value="01/01/2014"/>		[dd/MM/yyyy]
Final Status :	<input type="text" value="Okay"/>		
Name of FE :	<input type="text" value="OCL FE"/>		
Area Name :			
Supervisor Name :	<input type="text" value="--Select--"/>		<b>Supervisor Name Is Mandatory</b>
<div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div>			

### 10. Salary Slip Verification

- ✓ Applicant's Name (Mr./Ms./Mrs.)
- ✓ CDM Reference No
- ✓ Date of Initiation[dd/MM/yyyy]
- ✓ Name of the Company
- ✓ Total Income as per SS / SC / Pay slip / Form -16
- ✓ Overwriting / Tampering of Any Provision in the Salary Slip Detected :Yes, No, UTV
- ✓ Overall computation correct : Yes, No, UTV
- ✓ Income calculations correct : Yes, No, UTV
- ✓ Tax calculations correct: Yes, No, UTV
- ✓ Whether OK to send for field verification : Yes, No, UTV
- ✓ Any spelling mistake in document : Yes, No, UTV
- ✓ Other Observation
- ✓ Name of the Person Contacted
- ✓ Designation Department
- ✓ Applicant 's Designation
- ✓ Applicant's Department
- ✓ Applicant's Year in service with the Organization
- ✓ Gross Annual / Monthly Income (Monthly / Annually)
- ✓ Number of Employees in the Organization
- ✓ Type of Industry
- ✓ Seal of the Organization : Yes, No, Not Confirmed
- ✓ Signature of the Issuing Authority : Yes, No, Not Confirmed
- ✓ Document as per the Standard Format of the Organization : Yes, No, Not Confirmed
- ✓ Date on the SS/ SP/SC : Yes, No, Not Confirmed
- ✓ Amount on the SS/ SP/SC : Yes, No, Not Confirmed
- ✓ Address of the Applicant's Office is correct : Yes, No, Not Confirmed
- ✓ Business Activity Seen : Yes, No, UTV
- ✓ Number of Employees Seen
- ✓ Equipment / Stock Sighted
- ✓ Name Board Seen: Yes, No, UTV
- ✓ Field Remarks
- ✓ Tele Log(5) : Date, Time, Tel Number, Remark

- ✓ Tele Remarks
- ✓ Date of Verification
- ✓ Final Status :Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ Name of FE
- ✓ Supervisor Name :



# Personal Management System

## DOCUMENT VERIFICATION

### Salary Slip Verification Report

Applicant's Name (Mr./Ms./Mrs.)	: MR MAHENDRA TIWARI	
CDM Reference No	:	Date of Initiation [dd/MM/yyyy] : 08/04/2013 02:49:PM
Name of the Company	: KHAMKAR CONSTRUCTIONS P LTD	

### Back Office Check

Total Income as per SS / SC / Pay slip / Form -16	:	
Overwriting / Tampering of Any Provision in the Salary Slip Detected	:	--Select One--
Overall computation correct	:	--Select One--
Income calculations correct	:	--Select One--
Tax calculations correct	:	--Select One--
Whether OK to send for field verification	:	--Select One--
Any spelling mistake in document	:	--Select One--
Other Observation	:	

### Field Verification

Name of the Person Contacted	:		Designation Department	:	
Applicant's Designation	:		Applicant's Department	:	
Applicant's Year in service with the Organization	:		Year		Month
			Gross Annual / Monthly Income	:	
			Monthly income	:	
Number of Employees in the Organisation	:		Type of Industry	:	

### Document Confirmed





Seal of the Organization	:	--Select One--
Signature of the Issuing Authority	:	--Select One--
Document as per the Standard Format of the Organization	:	--Select One--
Date on the SS/ SP/SC	:	--Select One--
Amount on the SS/ SP/SC	:	--Select One--
Address of the Applicant's Office is correct	:	--Select One--

### Observation

Business Activity Seen	:	--Select One--	Number of Employees Seen	:	
Equipment / Stock Sighted	:		Name Board Seen	:	--Select One--
Field Remarks	:				

### Tele Log

Login	Date[dd/MM/yyyy]	Time [hh:mm]	Tell Number	Remark
1st call	:			
		AM		
2nd call	:			
		AM		
3rd call	:			
		AM		
4th call	:			
		AM		
5th call	:			
		AM		
Tele Remarks	:			

Date of Verification :	<input type="text" value="01/01/2014"/>		[dd/MM/yyyy]
Final Status :	<input type="text" value="Okay"/>		
Name of FE :	<input type="text" value="OCL FE"/>		
Area Name :			
Supervisor Name :	<input type="text" value="--Select--"/>		<b>Supervisor Name Is Mandatory</b>
<div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div>			

### 11. Voter ID Verification

- ✓ Date of Receipt
- ✓ CPA Reference Number
- ✓ Bank Reference Number
- ✓ Name of the Owner
- ✓ Name of the Service provider/supplier
- ✓ VOTER ID NO
- ✓ Date of Issue
- ✓ Bank Office Remark
- ✓ Name of the person Contact
- ✓ Designation & Department of person contact
- ✓ Does the format of the bill match with standard format :Yes, No, Not Confirmed
- ✓ Does the Number match with supplier records :Yes, No, Not Confirmed
- ✓ Does the name & address of the owner match with records :Yes, No, Not Confirmed
- ✓ Final status :Ok, Not Ok, Failed, Refer to Bank, Unable to Verify
- ✓ Remarks(Clearly specify reason for Not okay case and Not Confirm case)
- ✓ CLERK CONFIRMED THE DETAILS
- ✓ Name of the verifier
- ✓ Supervisor Name

Data Files	Assignment	Verification	Reports	MIS	IDOC - IDOC - Kotak Mahindra - Pune
<b>VOTER ID VERIFICATION</b>					
Date of Receipt	01/01/2014 02:46 PM	<input type="text" value="dd/MM/yyyy"/>	CPA Reference Number	<input type="text" value=""/>	
Bank Reference Number	<input type="text" value=""/>		Name of the Owner	MR SANTOSH D WAGH	
<b>Details as per Voter ID</b>					
Name of the Service provider/supplier	<input type="text" value=""/>				
VOTER ID NO	<input type="text" value=""/>				
Date of Issue	<input type="text" value="dd/MM/yyyy"/>				
Bank Office Remark	<input type="text" value=""/>				
<b>Field Verification of Voter ID</b>					
Name of the person Contact	<input type="text" value=""/>				
Designation & Department of person contact	<input type="text" value=""/>				
Does the format of the bill match with standard format	Yes				
Does the Number match with supplier records	Yes				
Does the name & address of the owner match with records	Yes				
Final status	Okay Case				
Remarks/Clearly specify reason for Not okay case and Not Confirm case)	<input type="text" value=""/>				
CLERK CONFIRMED THE DETAILS	<input type="text" value=""/>				
<b>Name of the verifier</b>					
Name of the verifier	OCL FE				
Date	<input type="text" value="dd/MM/yyyy"/>				
Supervisor Name	<input type="text" value=""/> Supervisor Name Is Mandatory				
	<input type="button" value="Submit"/>			<input type="button" value="Cancel"/>	