1. For the first time when the file is inserted into inventory these fields are required;
2. Once the file is inside inventory it can only be retrieved by a certain person for a certain purpose which is the case of outward entry and these fields are required;
3. If the file is outward then only Re Inward option is available to send back the file to be kept in the inventory;

These are the flow diagrams which are showing the mandatory requirements of Inventory Inward, Outward and Re-inward possibilities of loan files.

**PROBLEM STATEMENT-**

With an increasing dependency of people on Financial Sector, No. of paperwork is also increasing day by day and also the need for organization to maintain such records in a proper and efficient way so that:

* Easy tracking of loan document and other files.
* Proper security of original document (Property Papers) mortgage by loan borrower.
* Need for the efficient way to maintain records in computerised form and reducing time for inventory (Documents) by keeping records in place.
* Need for a hierarchy of authorised people who have access of such records.

**GOALS AND DELIVERABLES;**

* Timeliness
* Secured Gateway
* Long-term and easy accessibility
* Outcome
* Productivity
* On-going Operations.

**MILESTONES;**

Step 1 - Decide who can access the data of such computerised and physical inventory.

Step 2 - Such Excel sheet should be password protected.

Step 3 - It should be mandatory to keep log of people who access such inventory on daily basis.

Step 4 - In case of Temporary retrieval of any file or document, time limit should be assigned.

Step 5 - In case of any discrepancy observed on the part of any employee, access should be surrendered.

Step 6 – Timely cross reference of physical inventory with excel should be done.