



## CGSSU - VDF Application User Manual

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## 1. Introduction:

This user manual includes step wise illustration to Submit the form for VDF Application for the benefit of users.

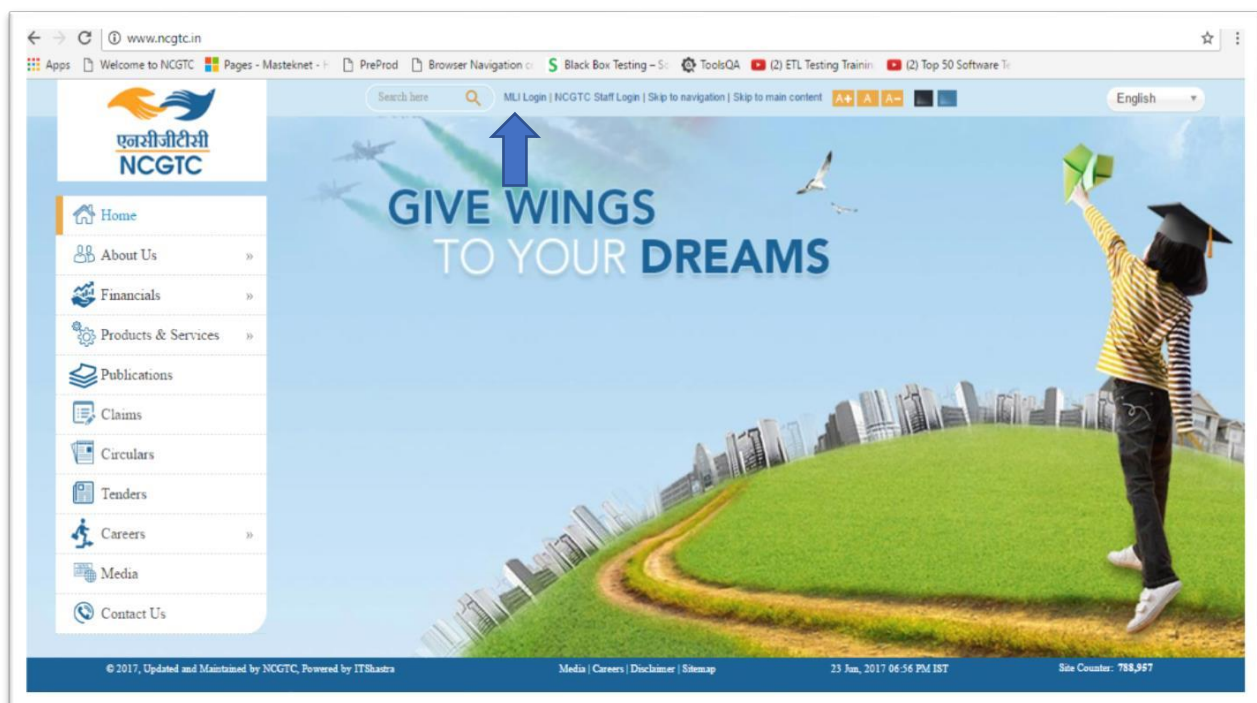
## 2. VDF Application:

MLI's to send their VDF Application requests to NCGTC for VDF application Approval

### 2.1 VDF Application (MLI Creator):

MLI Creator has to login into Surge portal using the credential shared by MLI Admin

- **Follow below steps:**
  1. Go to “surge.ncgtc.in”



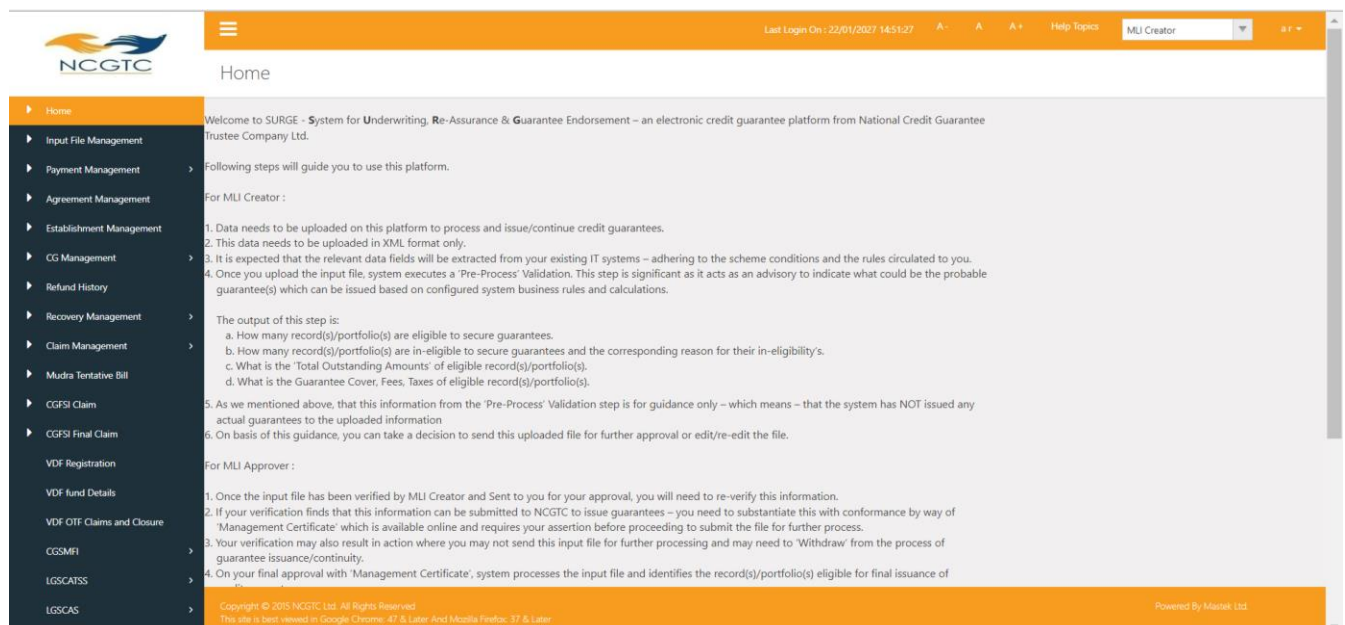
(Fig.1)

2. To login as a **MLI Creator**, click on “**MLI Login**”.
3. **MLI login** page would be loaded.



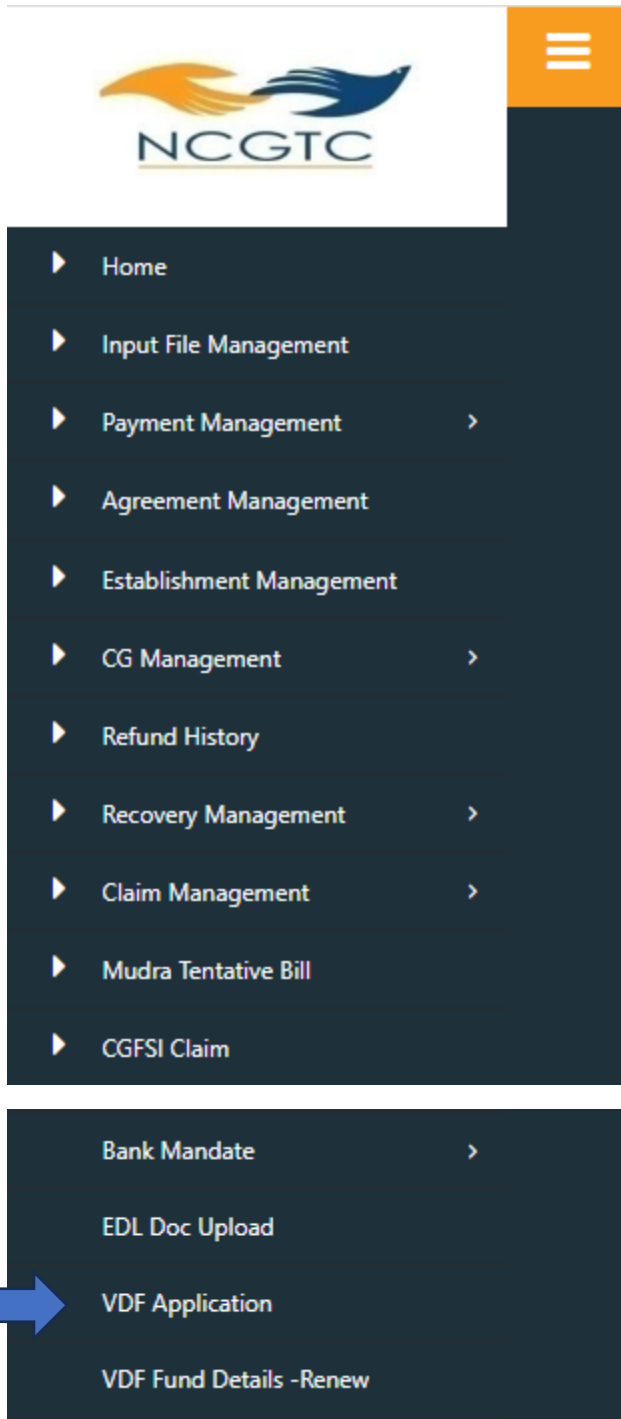
(Fig.2)

4. Insert proper **username**, **Password**, **Captcha** and then click on “**Sign in**” button.




(Fig.3)



5. After successfully login in Surge, **Home page** would be loaded and displayed to user. (Fig.3).



(Fig.4)

6. Click on **VDF Application** menu (Fig.4)







Last Login On : 30/03/2031 12:05:50    A-    A    A+    Help Topics

MLI Creator    kj

- ▶ Home
- ▶ Input File Management
- ▶ Payment Management
- ▶ Agreement Management
- ▶ Establishment Management
- ▶ CG Management
- ▶ Refund History
- ▶ Recovery Management
- ▶ Claim Management
- ▶ Mudra Tentative Bill
- ▶ CGFSI Claim
- ▶ CGFSI Final Claim
- VDF fund Details
- VDF OTF Claims and Closure

### VDF Application Management



MLIName	VDFAppNumber	VDF Application Date	VDF Certification Number	VDF Certification Date	VDF termination Date	VDFTenure	Status
Union Bank Of India	VDFSSU20231197	26/05/2023	fhtrshjrt	26/05/2023	26/05/2033	10	Approval Awaited
Union Bank Of India	VDFSSU20231191	10/05/2023	1234	10/05/2023	10/05/2024	1	Approval Awaited
Union Bank Of India	VDFSSU20231192	10/05/2023	testUAT	10/05/2023	10/05/2025	2	Approval Awaited
Union Bank Of India	VDFSSU20231194	10/05/2023	141	10/05/2023	10/05/2026	3	Approved
Union Bank Of India	VDFSSU20231195	26/05/2023	DDDDD	26/05/2023	26/05/2033	10	Approved
Union Bank Of India	VDFSSU20231248	05/06/2023	TESTNEW	01/06/2023	05/06/2033	10	Approved
Union Bank Of India	VDFSSU20281198	18/07/2028	JHGJHFGU	29/05/2023	18/07/2038	10	Approved
Union Bank Of India	VDFSSU20281199	18/07/2028	test purpose	29/05/2023	18/07/2043	15	Approved
Union Bank Of India	VDFSSU20231200	29/05/2023	TEST PROPOSE	08/09/2022	29/05/2038	15	Approved
Union Bank Of India	VDFSSU20231201	29/05/2023	ABCDEF	23/11/2022	29/05/2035	12	Approved

1 2 3 4

Page size: 10

35 items in 4 pages

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(Fig.5)

## 7. Click on Add VDF link (Fig.5)

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(Fig.6)

8. **MLI Name** auto populated
9. **VDF Application Number** auto populated
10. Choose **Prospect/PPM** file. (**Note:** MLI creator can view that uploaded document).
11. **Application Date with NCGTC** auto populated
12. Enter **VDF Certification Number**
13. Enter **VDF Certification Date**
14. Enter **Life of VDF (in years)**
15. Enter **Terminal Date of VDF**
16. Enter **First Close Date** (**Note:** If user select Final closure declared and user entered final close date. VDF application approved by NCGTC then the VDF application cannot applicable for guarantee.)
17. Enter **VDF Purpose**
18. Click on **Save** button (**Fig.6**)

The screenshot displays the VDF Dashboard interface. At the top, there is a header with the NCGTC logo, a menu icon, and user information including 'Last Login On : 30/03/2031 12:05:50', 'A - A +', 'Help Topics', 'MLI Creator', and a user profile 'kj'. A green notification banner at the top of the dashboard area states 'VDF Application saved Successfully', with a blue arrow pointing to it. Below this, the 'VDF Application' form is shown for application number 'VDFSSU20241249'. The form includes fields for 'MI Name' (Union Bank Of India), 'VDF Application Number' (VDFSSU20241249), 'Prospectus/PPM' (BorrowerOutstanding.pdf), and 'Application Date with NCGTC' (06/10/2024). There are 'Upload' and 'view' buttons next to the PPM field. Below the form, a table lists VDF fund details. The table has columns for 'VDF Certification Number', 'VDF Certification Date', 'Life of VDF (in Years)', 'Terminal Date of VDF', 'First Close Date', 'Final Closure Declared', 'Final Close Date', and 'VDF Purpose'. The first row shows a VDF Certification Number of 101, a VDF Certification Date of 06/10/2024, a Life of VDF of 2 years, a Terminal Date of 06/10/2026, a First Close Date of 13/06/2023, and a VDF Purpose of 'Add VDF'. At the bottom of the table, there are 'Edit' and 'Send To approval' buttons, with blue arrows pointing to them. The footer contains copyright information for NCGTC Ltd. and mentions 'Powered By ESDS Software Solution'.

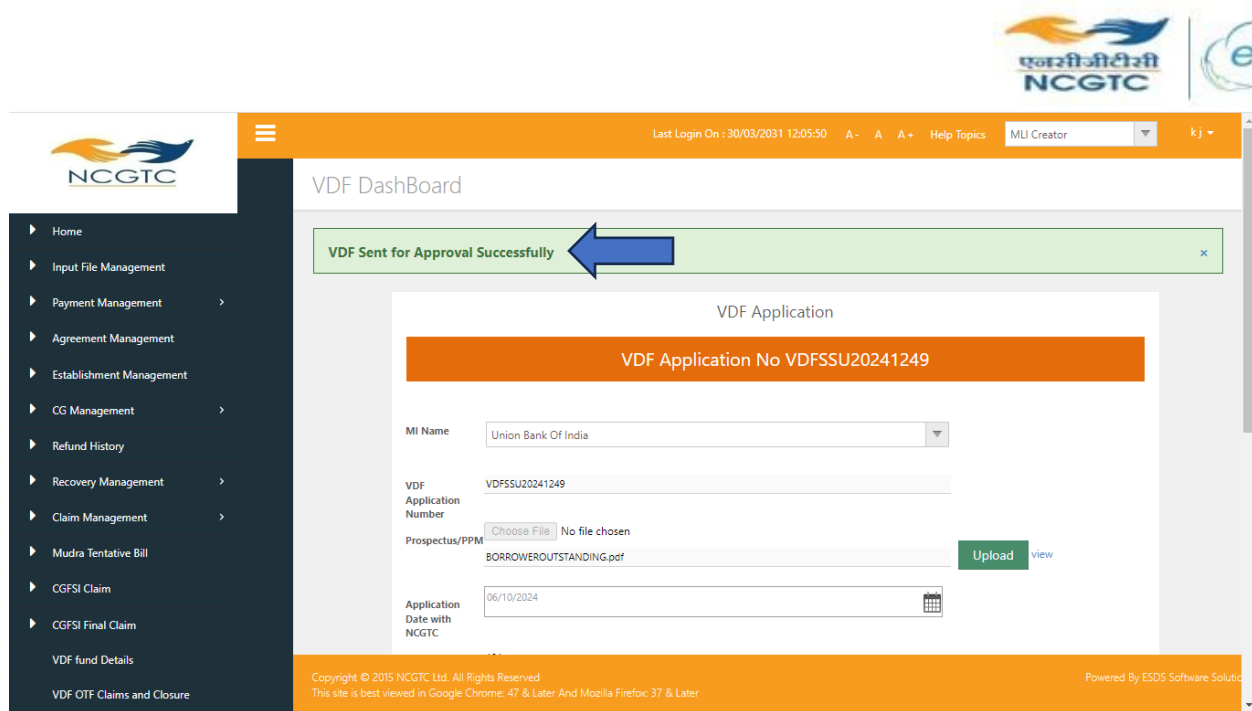
(Fig.7)

19. **VDF Application** saved successfully message display

20. User can **Edit** records (if wants to modify)

21. Click on **Send to Approval** button (Fig.7)





(Fig.8)

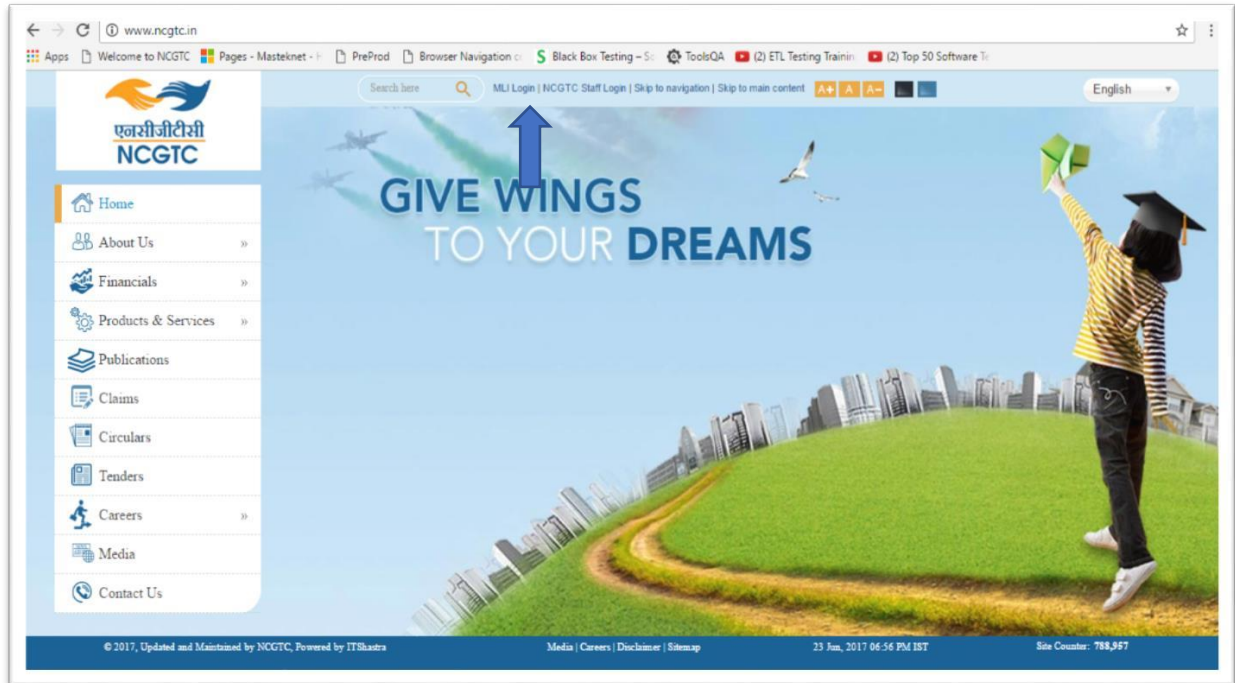
22. VDF details send for MLI Approver (**Fig.8** (Note: VDF Application status is in “Approval awaited” state).

## 2.2 VDF Application (MLI Approver):

- **MLI approver** need to login into system using the credentials shared by MLI Admin

**Follow below steps:**

1. Go to “surge.ncgtc.in”.



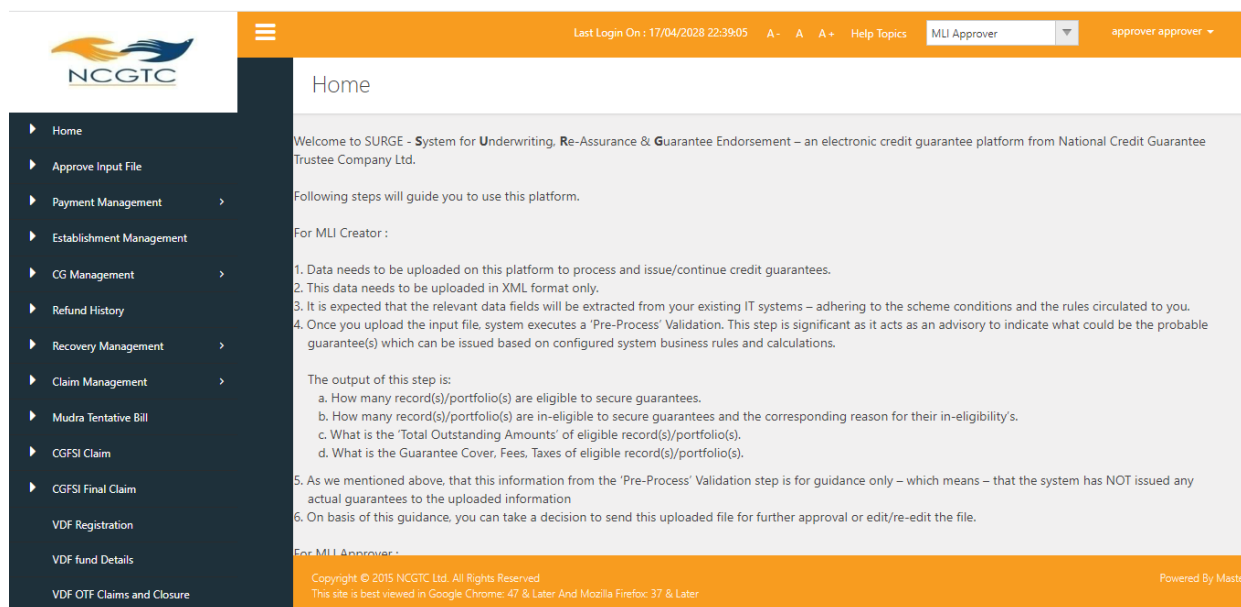
(Fig.9)

2. To login as a **MLI Approver**, click on “**MLI Login**”.
3. **MLI login** page would be loaded.



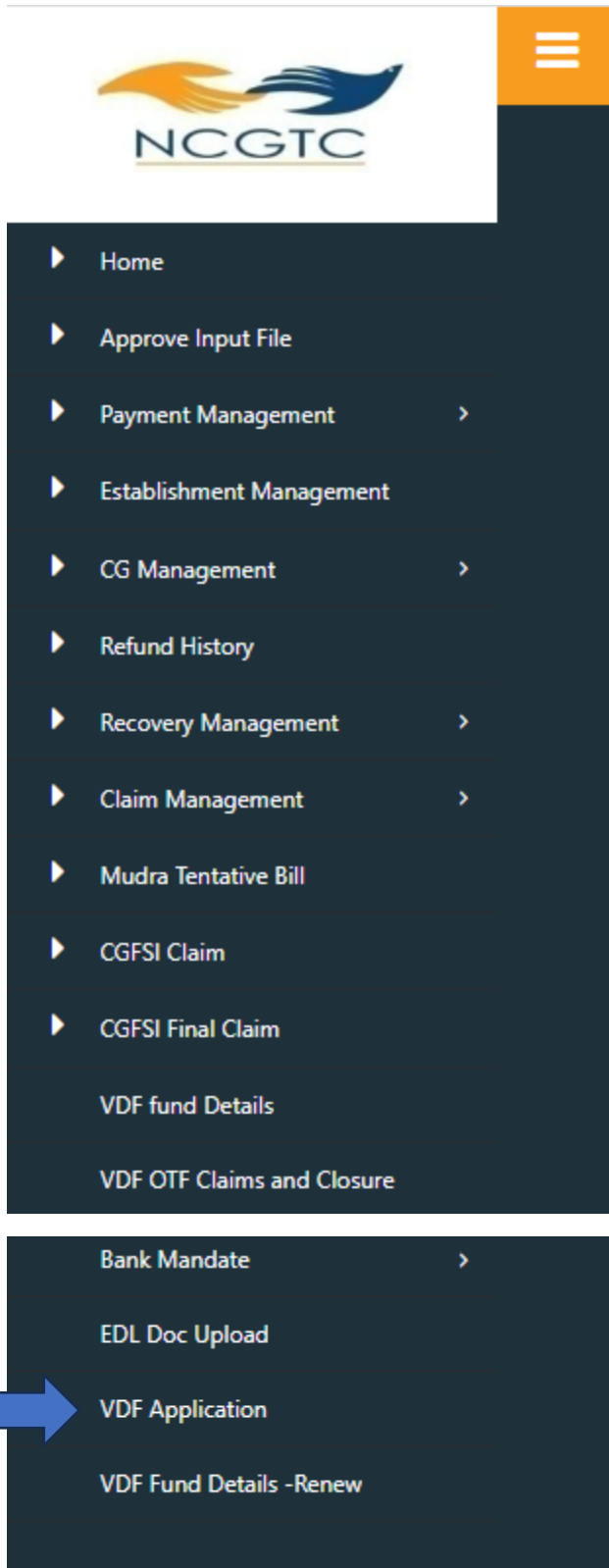
(Fig.10)

4. Insert proper username, Password, Captcha and then click on “Sign in” button (Fig.10)



(Fig.11)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user. (Fig.11).




(Fig.12)



6. Click on **VDF Application** menu (Fig.12)

National Credit Guarantee Trustee Company.

**(Fig.13)**

7. Click on the record for MLI Approval (**Fig.13**)



Last Login On : 19/07/2030 10:20:48
A- A A+ Help Topics
MLI Approver
k1

- ▶ Home
- ▶ Approve Input File
- ▶ Payment Management >
- ▶ Establishment Management
- ▶ CG Management >
- ▶ Refund History
- ▶ Recovery Management >
- ▶ Claim Management >
- ▶ Mudra Tentative Bill
- ▶ CGFSI Claim
- ▶ CGFSI Final Claim
- VDF fund Details

## VDF DashBoard

### VDF Application

#### VDF Application No VDFSSU20241249

MI Name Union Bank Of India

VDF Application Number VDFSSU20241249

Prospectus/PPM Choose File No file chosen

Upload
view

Application Date with NCGTC 06/10/2024

VDF Certification Number 101

VDF 06/10/2024

Life of VDF (in Years) 2

Terminal Date of VDF 06/10/2026

First Close Date 13/06/2023

Final Closure Declared ☐

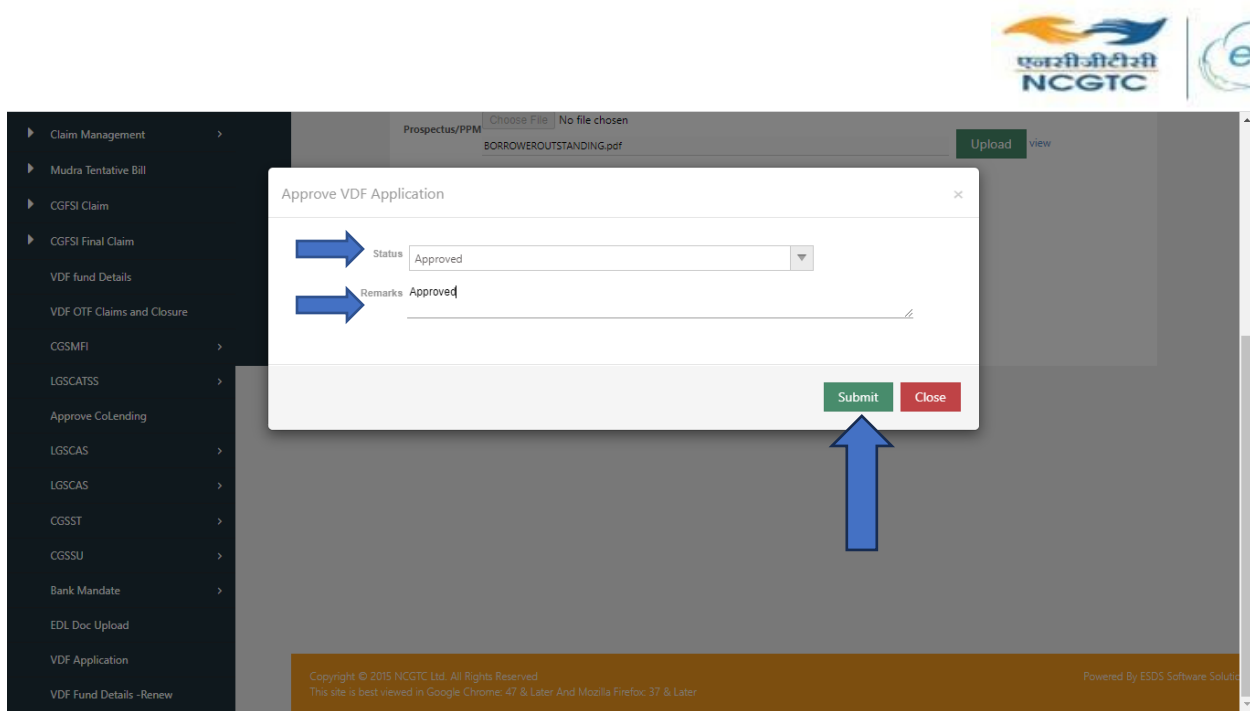
Final Close Date

VDF Purpose Add VDF

Approve/Reject

**(Fig.14)**

8. Click on **Approve/Reject** button **(Fig.14)**

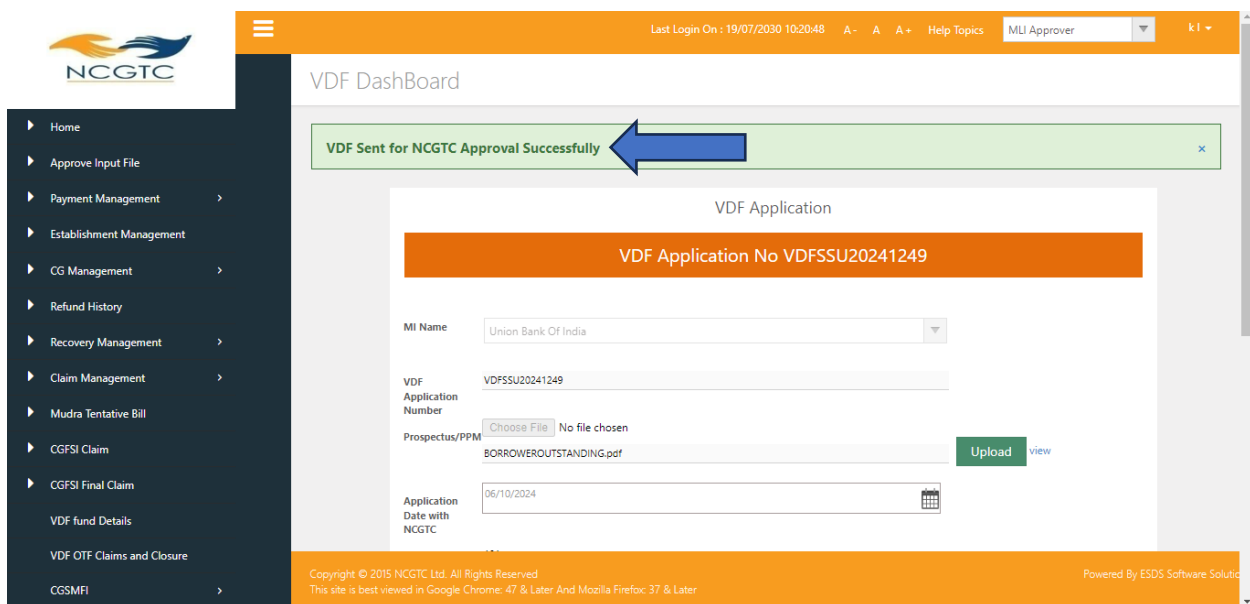


(Fig.15)

9. Select Status as **Approved**

10. Enter **Remark**

11. Click on **Submit** button (Fig.15)



(Fig.16)

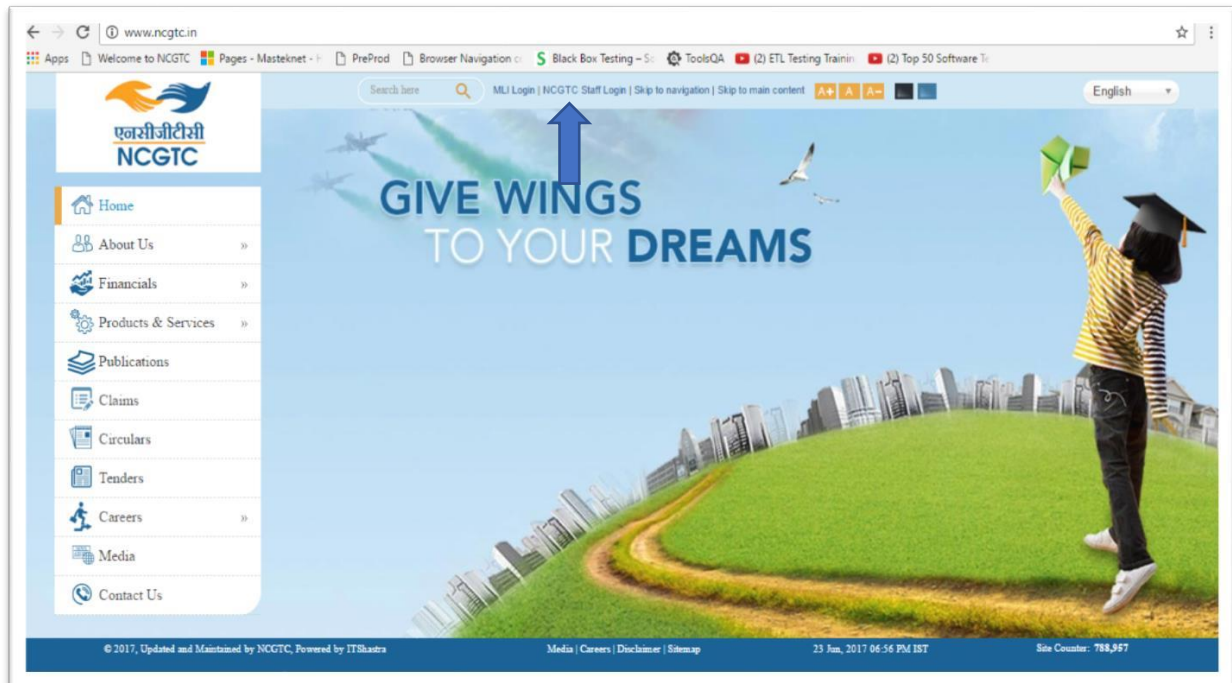
12. VDF details send to NCGTC Creator approval (Fig.16) (Note: VDF Application status would be in NCGTC Approval awaited state).

## 2.3 VDF Application (NCGTC Creator):

- NCGTC creator will have to login into SURGE portal using the credentials.

**Follow below steps:**

1. Go to “surge.ncgtc.in”



(Fig.17)

2. To login as a **NCGTC Creator**, click on “**Staff Login**”.
3. **Staff login** page would be loaded.





Username: delladmin

Password: [Redacted]

Please Enter Correct Code.

ZFD13

[Generate New Image](#)

zfd13

Type the code from the image

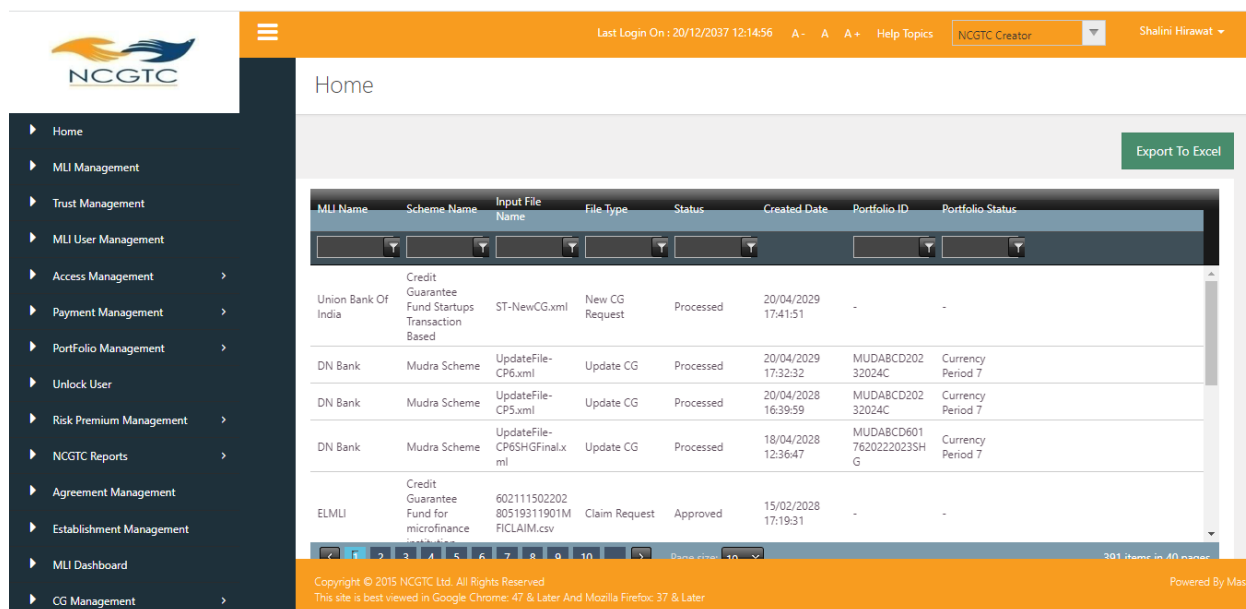
[Sign in](#)

[Forgot Password ?](#)

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(Fig.18)

4. Insert proper **username, Password, Captcha** and then click on “**Sign in**” button (Fig.18)



Home

Last Login On : 20/12/2037 12:14:56 A - A + Help Topics NCGTC Creator Shalini Hirawat

Export To Excel

MLI Name	Scheme Name	Input File Name	File Type	Status	Created Date	Portfolio ID	Portfolio Status
Union Bank Of India	Credit Guarantee Fund Startups Transaction Based	ST-NewCG.xml	New CG Request	Processed	20/04/2029 17:41:51	-	-
DN Bank	Mudra Scheme	UpdateFile-CP6.xml	Update CG	Processed	20/04/2029 17:32:32	MUDABCD202 32024C	Currency Period 7
DN Bank	Mudra Scheme	UpdateFile-CP5.xml	Update CG	Processed	20/04/2028 16:39:59	MUDABCD202 32024C	Currency Period 7
DN Bank	Mudra Scheme	UpdateFile-CP6SHGFinal.xml	Update CG	Processed	18/04/2028 12:36:47	MUDABCD601 7620222023SH G	Currency Period 7
ELMU	Credit Guarantee Fund for microfinance	602111502202 80519311901M FICLAIM.csv	Claim Request	Approved	15/02/2028 17:19:31	-	-

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(Fig.19)

5. After successfully login in Surge, **Home** page would be loaded and displayed to user. (Fig.19).




- ▶ Home
- ▶ MLI Management
- ▶ Trust Management
- ▶ MLI User Management
- ▶ Access Management >
- ▶ Payment Management >
- ▶ PortFolio Management >
- ▶ Unlock User
- ▶ Risk Premium Management >
- ▶ NCGTC Reports >
- ▶ Agreement Management
- ▶ Establishment Management
- ▶ MLI Dashboard



- CGSSU >
- Reports >
- Bank Mandate >
- VDF Application
- VDF Fund Details -Renew




(Fig.20)

6. Click on **VDF Application** menu (Fig.20)






Last Login On : 20/12/2037 12:14:56    A -    A    A +    Help Topics    NCGTC Creator    Shalini Hirawat

- ▶ Home
- ▶ MLI Management
- ▶ Trust Management
- ▶ MLI User Management
- ▶ Access Management
- ▶ Payment Management
- ▶ Portfolio Management
- ▶ Unlock User
- ▶ Risk Premium Management
- ▶ NCGTC Reports
- ▶ Agreement Management
- ▶ Establishment Management
- ▶ MLI Dashboard
- ▶ CG Management

### VDF Application Management

MLIName	VDFAppNumber	VDF Application Date	VDF Certification Number	VDF Certification Date	VDF termination Date	VDFTenure	Status
Union Bank Of India	VDFSSU20241249	06/10/2024	101	06/10/2024	06/10/2026	2	NCGTCApprovalAwa ited



◀ 1 2 3 4 5 6 7 ▶

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**(Fig.21)**

7. Click on the record for NCGTC creator approval **(Fig.21)**



एन सी जी टी सी  
NCGTC



esds

Last Login On : 20/12/2037 12:14:56
A - A + Help Topics
NCGTC Creator
Shalini Hirawat

**VDF DashBoard**

- ▶ Home
- ▶ MLI Management
- ▶ Trust Management
- ▶ MLI User Management
- ▶ Access Management >
- ▶ Payment Management >
- ▶ Portfolio Management >
- ▶ Unlock User
- ▶ Risk Premium Management >
- ▶ NCGTC Reports >
- ▶ Agreement Management
- ▶ Establishment Management

### VDF Application

**VDF Application No VDFSSU20241249**

MI Name

VDF Application Number

Prospectus/PPM  Choose File No file chosen Upload view

Application Date with NCGTC

VDF Certification Number

VDF Certification Date

Life of VDF (in Years)

Terminal Date of VDF

First Close Date

Final Closure Declared ☐

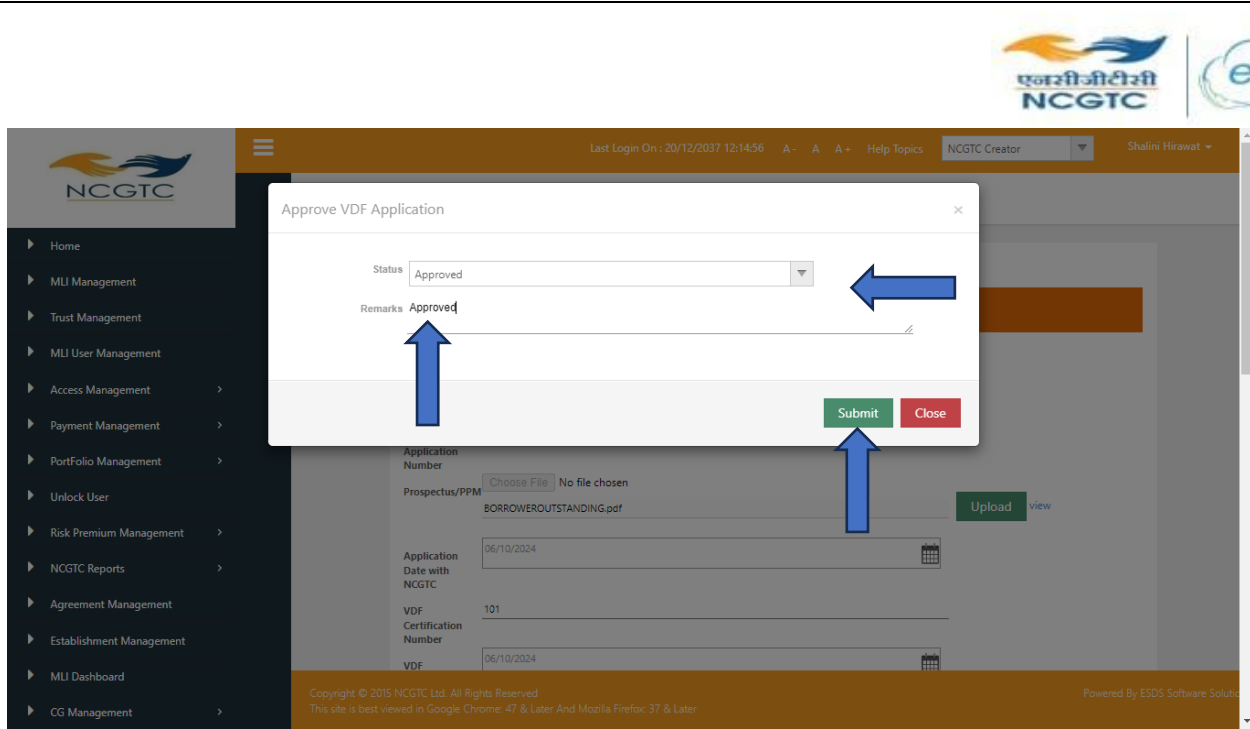
Final Close Date

VDF Purpose

Approve/Reject

(Fig.22)

8. Click on **Approve/Reject** button (Fig.22)

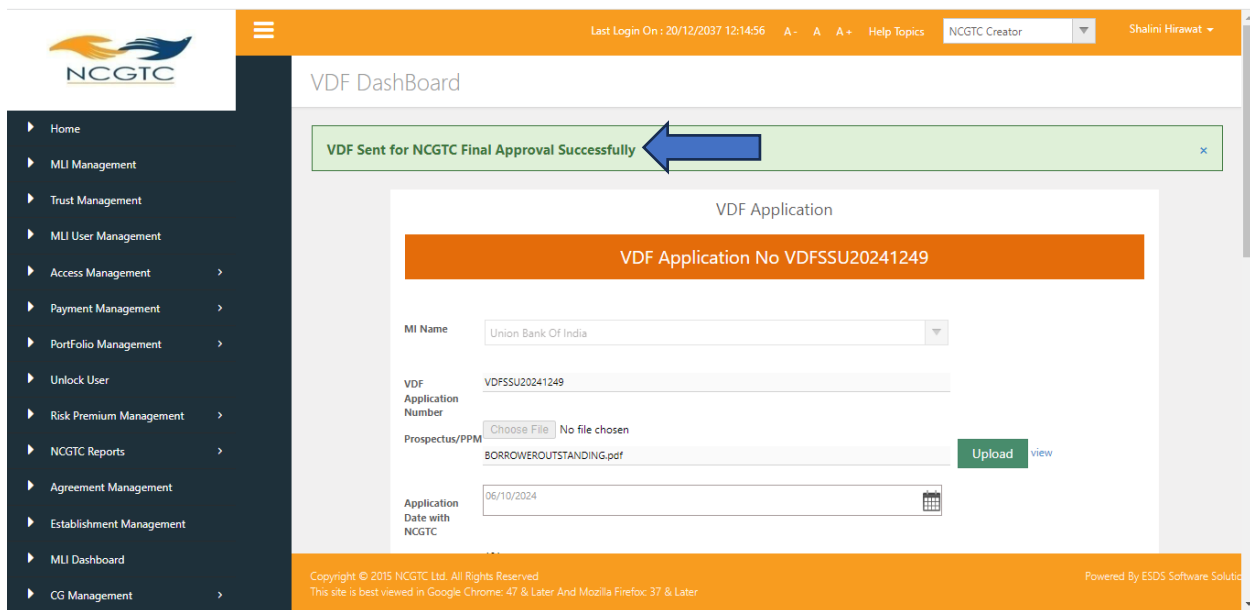


(Fig.23)

9. Select **Status** from dropdown

10. Enter **Remark**

11. Click on **Submit** button (Fig.23)



(Fig.24)

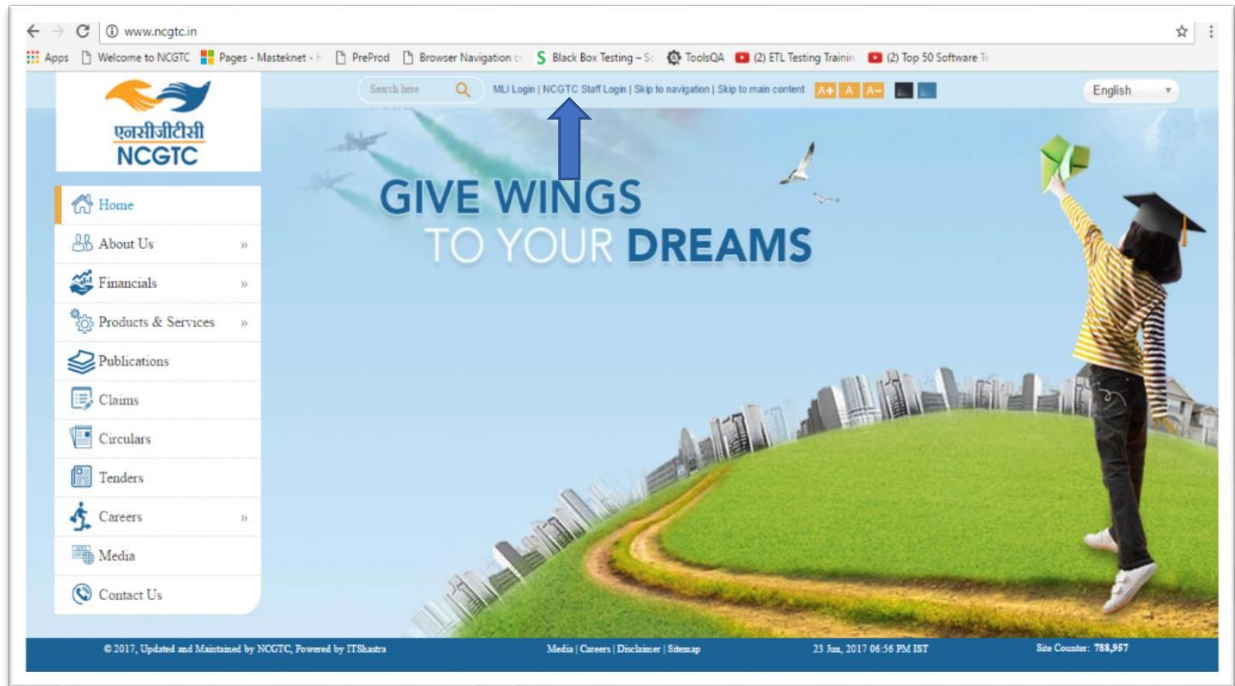
12. VDF details send for NCGTC Final Approval (Fig.24) (Note: VDF Application status would be in NCGTC Final Approval awaited state).

## 2.4 VDF Application (NCGTC Approver):

- NCGTC approver will have to login into SURGE portal using the credentials.

**Follow below steps:**

1. Go to “surge.ncgtc.in”



(Fig.25)

2. To login as a **NCGTC Approver**, click on “**Staff Login**”.
3. **Staff login** page would be loaded.



Username: delladmin

Password: [Redacted]

Please Enter Correct Code.

Captcha: ZFD13

Generate New Image

zfd13

Type the code from the image

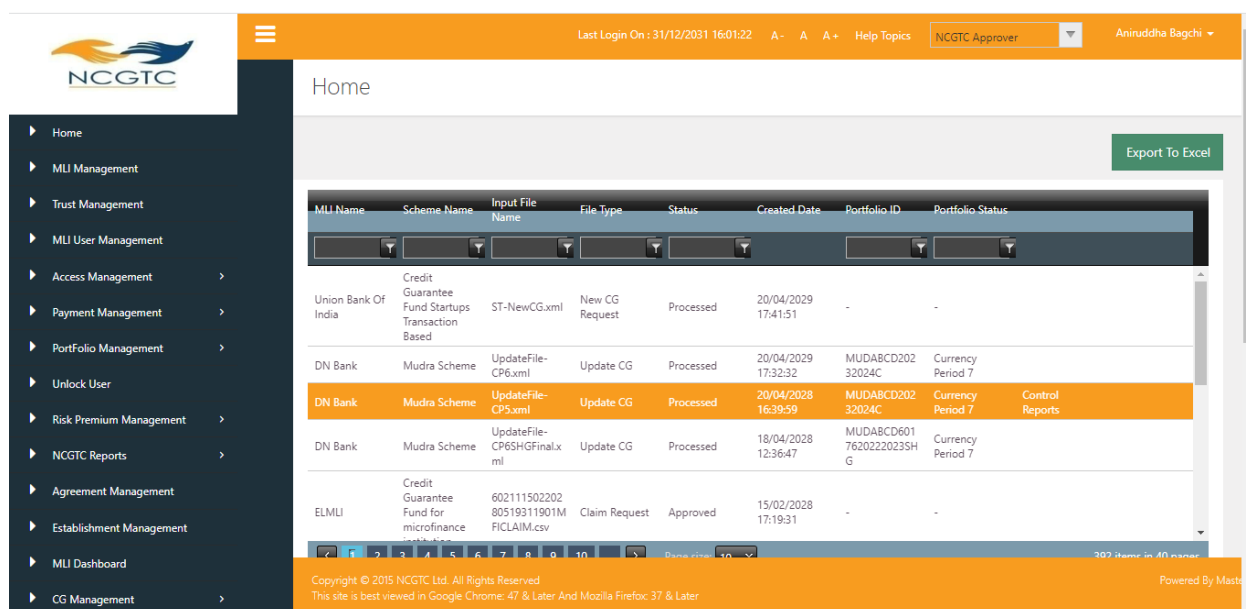
Sign in

Forgot Password ?

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(Fig.26)

4. Insert proper **username**, **Password**, **Captcha** and then click on “**Sign in**” button (Fig.26)



Home

Export To Excel

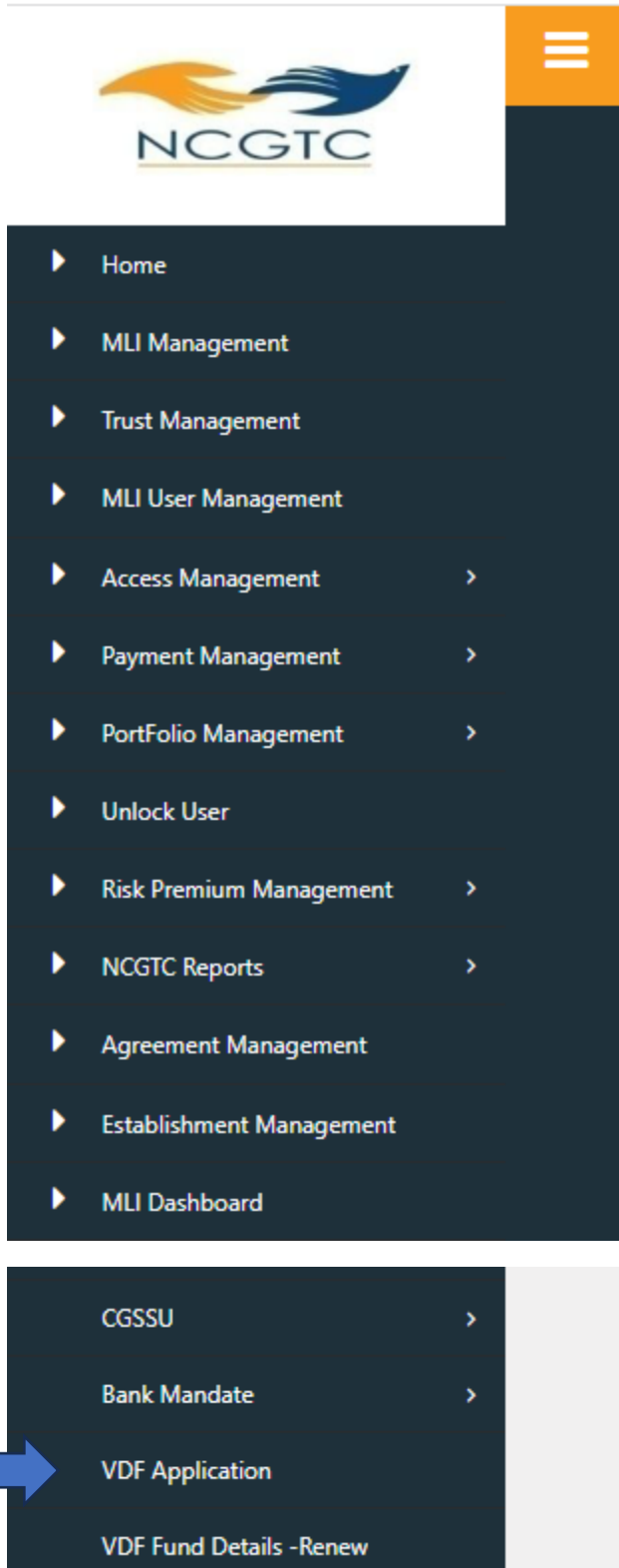
MLI Name	Scheme Name	Input File Name	File Type	Status	Created Date	Portfolio ID	Portfolio Status
Union Bank Of India	Credit Guarantee Fund Startups Transaction Based	ST-NewCG.xml	New CG Request	Processed	20/04/2029 17:41:51	-	-
DN Bank	Mudra Scheme	UpdateFile-CP6.xml	Update CG	Processed	20/04/2029 17:32:32	MUDABCD20232024C	Currency Period 7
DN Bank	Mudra Scheme	UpdateFile-CP5.xml	Update CG	Processed	20/04/2028 16:39:59	MUDABCD20232024C	Currency Period 7 Control Reports
DN Bank	Mudra Scheme	UpdateFile-CP65HGFinal.xml	Update CG	Processed	18/04/2028 12:36:47	MUDABCD6017620222023SHG	Currency Period 7
ELMLU	Credit Guarantee Fund for microfinance	60211150220280519311901M FICLAIM.csv	Claim Request	Approved	15/02/2028 17:19:31	-	-

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(Fig.27)


5. After successfully login in Surge, **Home page** would be loaded and displayed to user. (Fig.27).






(Fig.28)

6. Click on **VDF Application** from menu (Fig.28)








Last Login On : 31/12/2031 16:01:22    A-    A    A+    Help Topics    NCGTC Approver    Aniruddha Bagchi

- ▶ Home
- ▶ MLI Management
- ▶ Trust Management
- ▶ MLI User Management
- ▶ Access Management
- ▶ Payment Management
- ▶ Portfolio Management
- ▶ Unlock User
- ▶ Risk Premium Management
- ▶ NCGTC Reports
- ▶ Agreement Management
- ▶ Establishment Management
- ▶ MLI Dashboard
- ▶ CG Management

### VDF Application Management

MLIName	VDFAppNumber	VDF Application Date	VDF Certification Number	VDF Certification Date	VDF termination Date	VDFTenure	Status
Union Bank Of India	VDFSSU20241249	06/10/2024	101	06/10/2024	06/10/2026	2	NCGTCFinalApprovalAwaited



◀ 1 2 3 4 5 6 7 ▶

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**(Fig.29)**

7. Click on the record for NCGCT approver approval **(Fig.29)**

NCGTC

Last Login On : 31/12/2031 16:01:22 A- A+ Help Topics NCGTC Approver Aniruddha Bagchi

### VDF DashBoard

#### VDF Application

**VDF Application No VDFSSU20241249**

MI Name: Union Bank Of India

VDF Application Number: VDFSSU20241249

Prospectus/PPM:  No file chosen BORROWEROUTSTANDING.pdf  [view](#)

Application Date with NCGTC: 06/10/2024

VDF Certification Number: 101

VDF Certification Date: 06/10/2024

Life of VDF (In Years): 2

Terminal Date of VDF: 06/10/2026

First Close Date: 13/06/2023

Final Closure Declared: ☐

Final Close Date:

VDF Purpose: Add VDF

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(Fig.30)

8. Click on **Approve/Reject** button (Fig.30)

NCGTC

Last Login On : 31/12/2031 16:01:22 A- A+ Help Topics NCGTC Approver Aniruddha Bagchi

#### Approve VDF Application

Status: Approved

Remarks: Approved

Application Number:

Prospectus/PPM:  No file chosen BORROWEROUTSTANDING.pdf  [view](#)

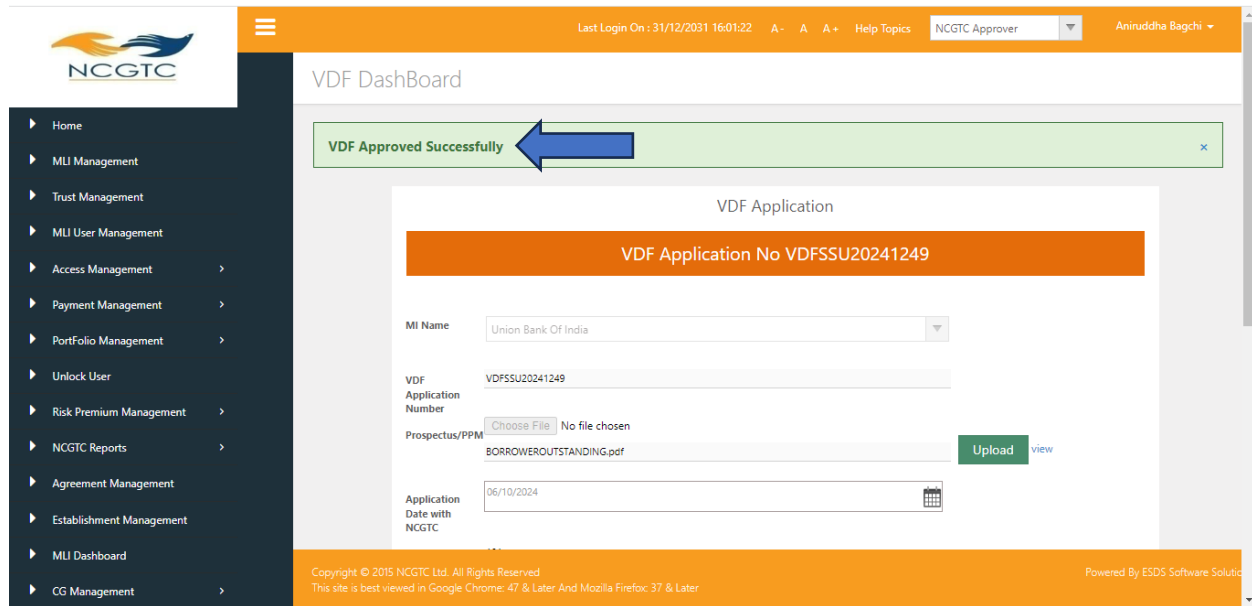
Application Date with NCGTC: 06/10/2024

(Fig.31)

9. Select **Status** from dropdown

10. Enter **Remark**

11. Click on **Submit** button (Fig.31)



The screenshot shows the VDF Dashboard interface. At the top, there is a navigation bar with the NCGTC logo, a hamburger menu, and user information: "Last Login On : 31/12/2031 16:01:22", "A-", "A", "A+", "Help Topics", "NCGTC Approver", and "Aniruddha Bagchi". Below the navigation bar, the dashboard title "VDF DashBoard" is displayed. A green notification banner at the top of the main content area reads "VDF Approved Successfully" with a blue arrow pointing left. The main content area contains the "VDF Application" form. The form has a title bar "VDF Application No VDFSSU20241249". The form fields include: "MI Name" (Union Bank Of India), "VDF Application Number" (VDFSSU20241249), "Prospectus/PPM" (Borrower Outstanding.pdf), and "Application Date with NCGTC" (06/10/2024). There are "Choose File" and "No file chosen" buttons for the Prospectus/PPM field, and "Upload" and "view" buttons. The footer of the dashboard contains copyright information: "Copyright © 2015 NCGTC Ltd. All Rights Reserved. This site is best viewed in Google Chrome: 47 & Later And Mozilla Firefox 37 & Later" and "Powered By ESDS Software Solution".

(Fig.32)

12. VDF Application saved successfully (Fig.32)

*Thank You*