



## CGSMFI OUTSTANDING FORM and REPORT USER GUIDE

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## 1. Introduction

This user manual includes step wise illustration to Submit the form and report for credit guarantee under CGSMFI, for the benefit of users.

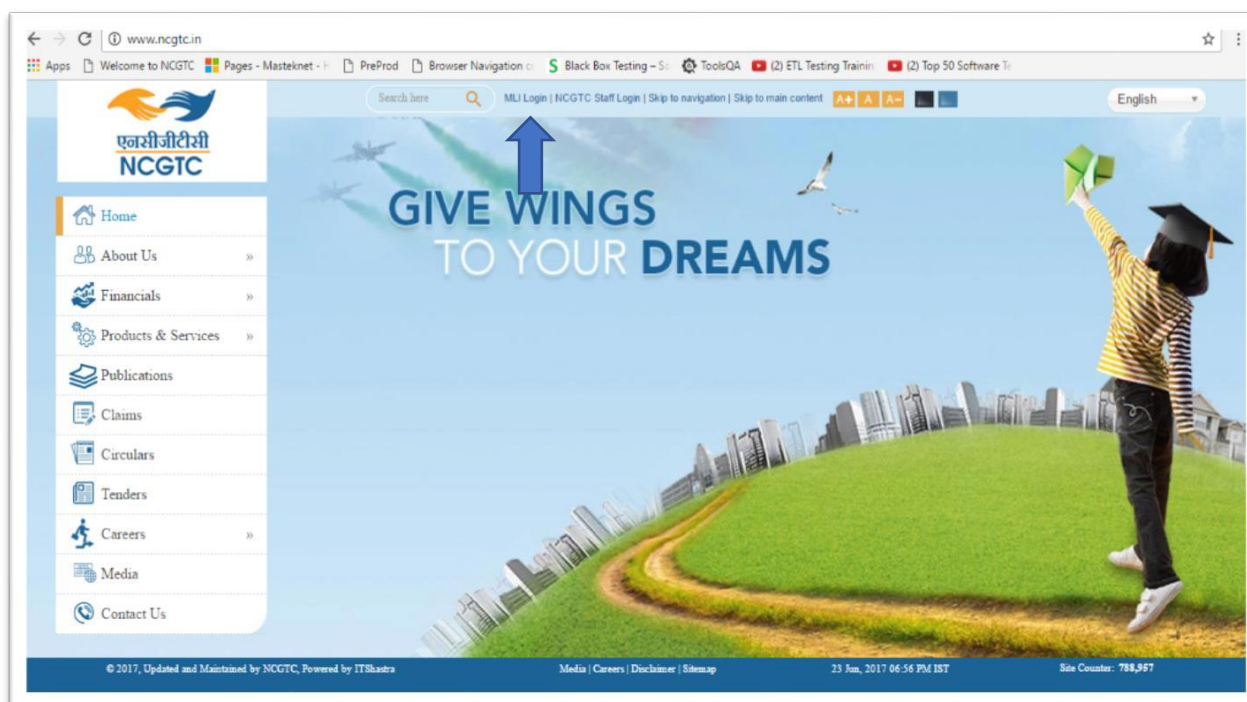
## 2. CGSMFI Scheme Modules

### 2.1. MFI Outstanding Form (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](http://surge.ncgtc.in)”.



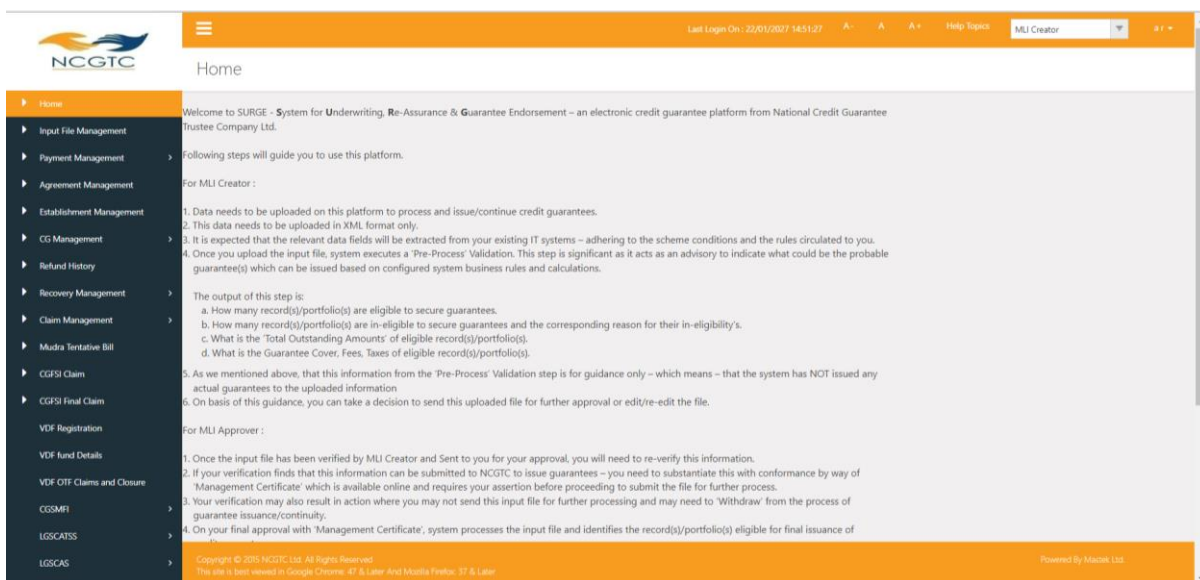
(Fig.1)

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



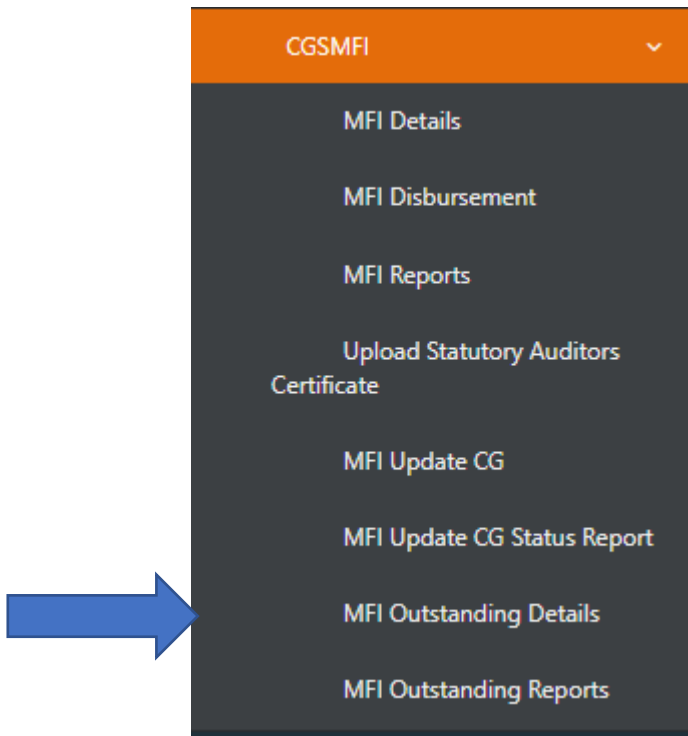
(Fig.2)

4. Insert proper **username, Password, Captcha** and then click on “**Sign in**” button (Fig.2)



(Fig.3)

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



**(Fig.4)**

6. Select **CGSMFI** menu.
7. Select **MFI Outstanding Details** sub menu from the CGSMFI menu.

## MFI Outstanding Form

MFI Outstanding Form

MLI NameELMLI

CGPAN

▼

MFI NameNBFC TEST record satyam

Outstanding Date

📅

Outstanding Amount

0.0050000 Cr

Send To Approve

(Fig. 5)

8. Select **CGPAN** from the dropdown.
9. **MFI Name** (ELMLI) is auto populated.
10. Select **Outstanding Date** from the calendar.
11. Enter **Outstanding Amount**.
12. Click on “**Send to Approve**” for MLI approve (Fig.5).

Last Login On : 20/12/2034 10:29:36
A-
A
A+
Help Topics
MLI Creator
EL MFI

### MFI Outstanding Form

MFI Outstanding Details sent for approval

#### MFI Outstanding Form

MLI Name
ELMLI

CGPAN
Select

MFI Name

Outstanding Date

Outstanding Amount

(Fig.6)

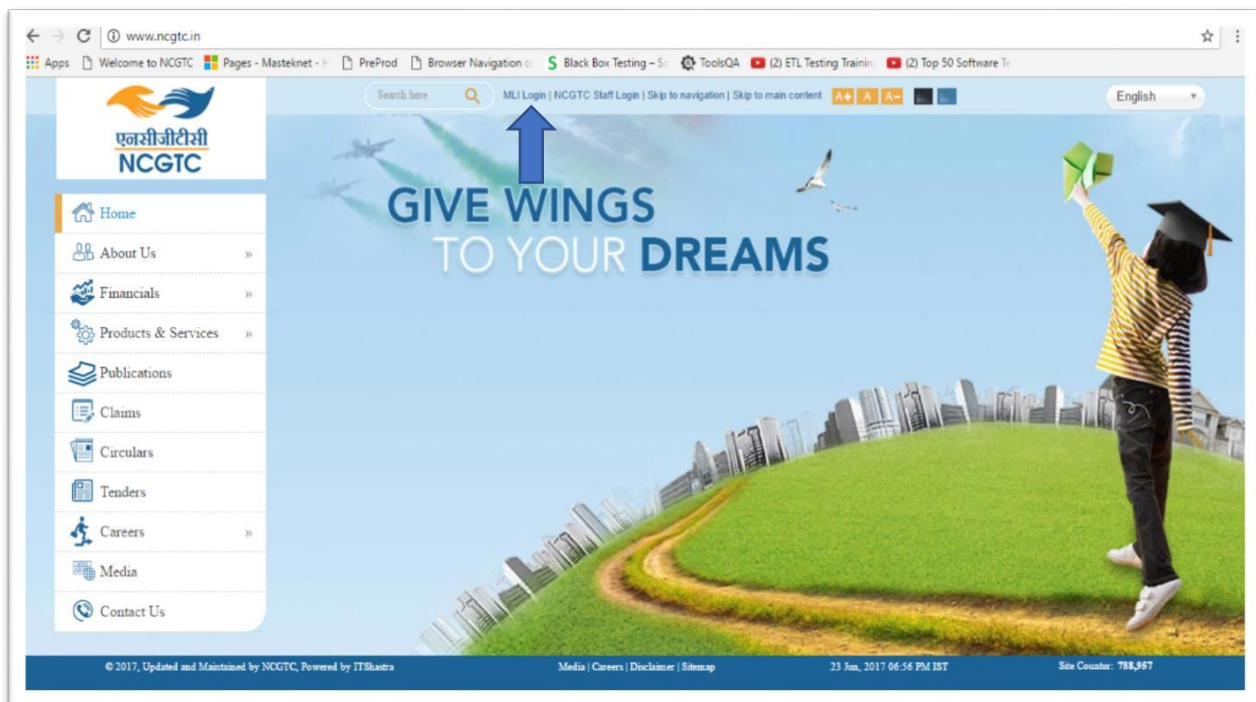
- After clicking on “**Send to Approver**” button, outstanding details are sent for approval (Fig.6).

## 2.2. MFI Outstanding Form (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](http://surge.ncgtc.in)”.



(Fig.7)

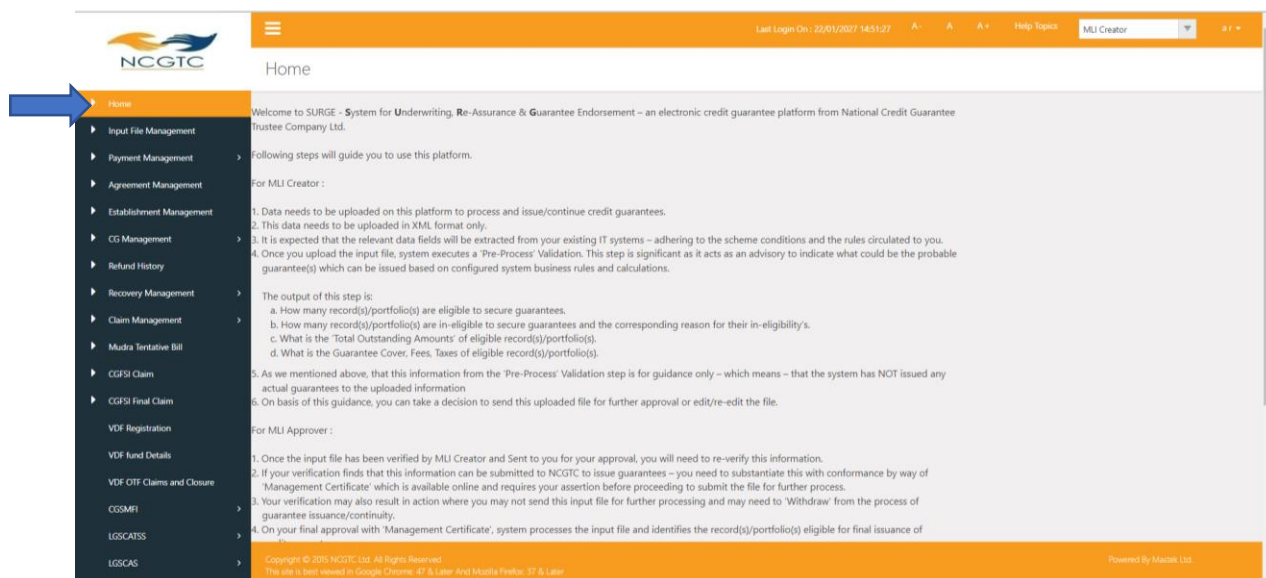


2. To login as a **MLI Approver**, click on “**MLI Login**” (Fig.7)
3. **MLI login** page would be loaded.



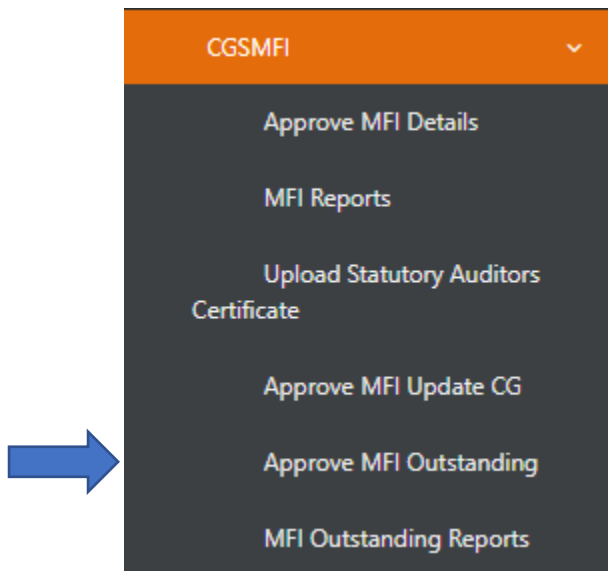
(Fig.8)

4. Insert proper **username, Password, Captcha** and then click on “**Sign in**” button (Fig.8)



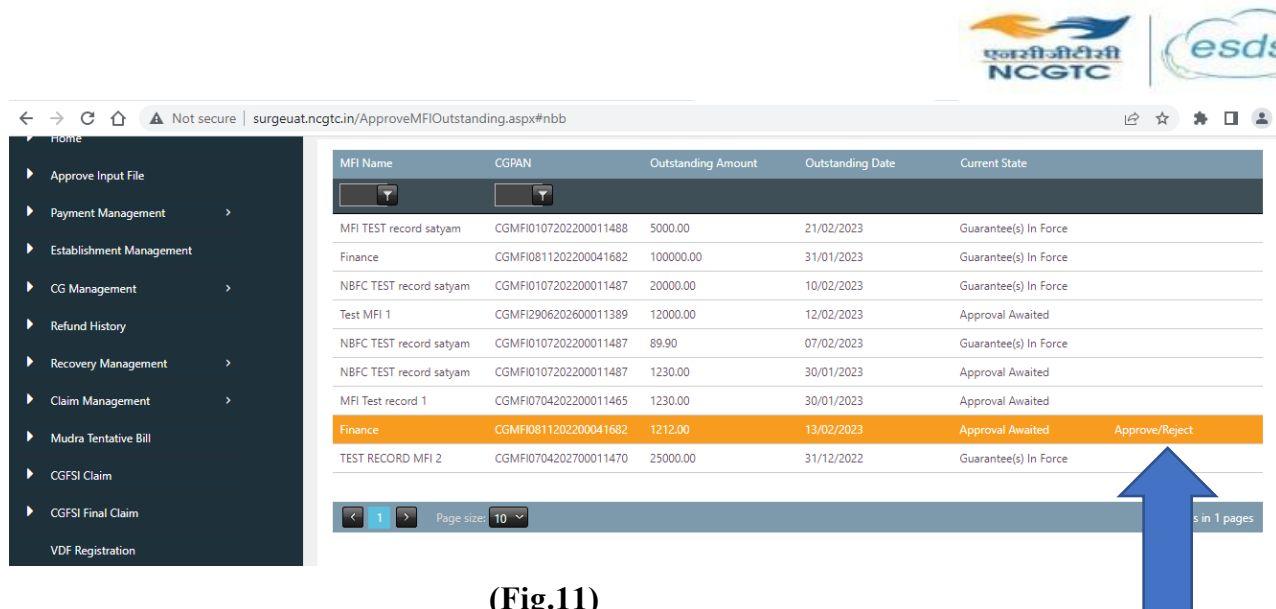
(Fig.9)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user. (Fig.9).



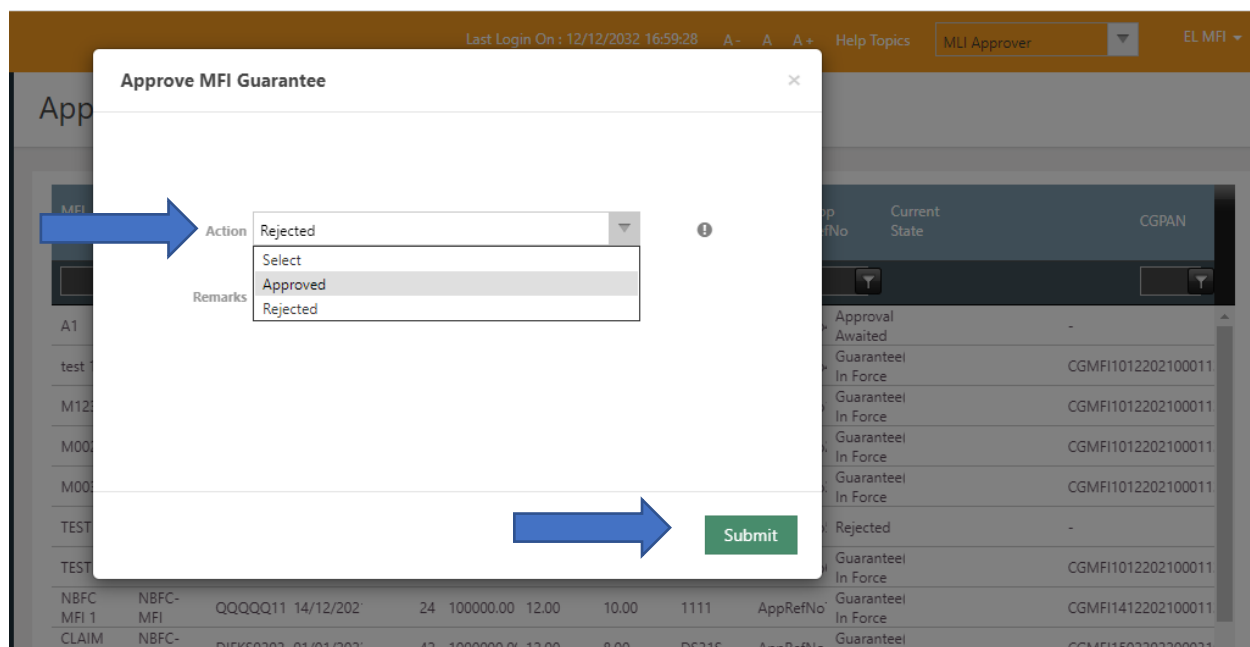
(Fig.10)

6. Select **CGSMFI** menu.
7. Select **Approve MFI Outstanding** sub menu from the CGSMFI menu.



(Fig.11)

8. MLI Approver can select the MFI from the list and click on **Approve/Reject** link (Fig.11)



(Fig.12)

Approve MFI Guarantee

Action

Approve MFI Guarantee

Action

Remarks

(Fig.13)

9. Pop up will appear click on drop Down and select Action (**Approve/Reject**).
10. Enter the **Remarks** if Rejected.
11. Click on **Submit**.

## Approve MFI Outstanding

CGPAN: CGMFI0107202200011487 Guarantee Successfully Approved by Approver

MFI Name	CGPAN	Outstanding Amount	Outstanding Date	Current State
<input type="text"/>	<input type="text"/>			
MFI TEST record satyam	CGMFI0107202200011488	5000.00	21/02/2023	Guarantee(s) In Force
Finance	CGMFI0811202200041682	100000.00	31/01/2023	Guarantee(s) In Force
NBFC TEST record satyam	CGMFI0107202200011487	20000.00	10/02/2023	Guarantee(s) In Force
Test MFI 1	CGMFI2906202600011389	12000.00	12/02/2023	Approval Awaited
NBFC TEST record satyam	CGMFI0107202200011487	89.90	07/02/2023	Guarantee(s) In Force
NBFC TEST record satyam	CGMFI0107202200011487	1230.00	30/01/2023	Approval Awaited
MFI Test record 1	CGMFI0704202200011465	1230.00	30/01/2023	Approval Awaited
Finance	CGMFI0811202200041682	1212.00	13/02/2023	Approval Awaited
TEST RECORD MFI 2	CGMFI0704202700011470	25000.00	31/12/2022	Guarantee(s) In Force

(Fig.14)

12. On Submission CGPAN number would be generated (Fig.14)

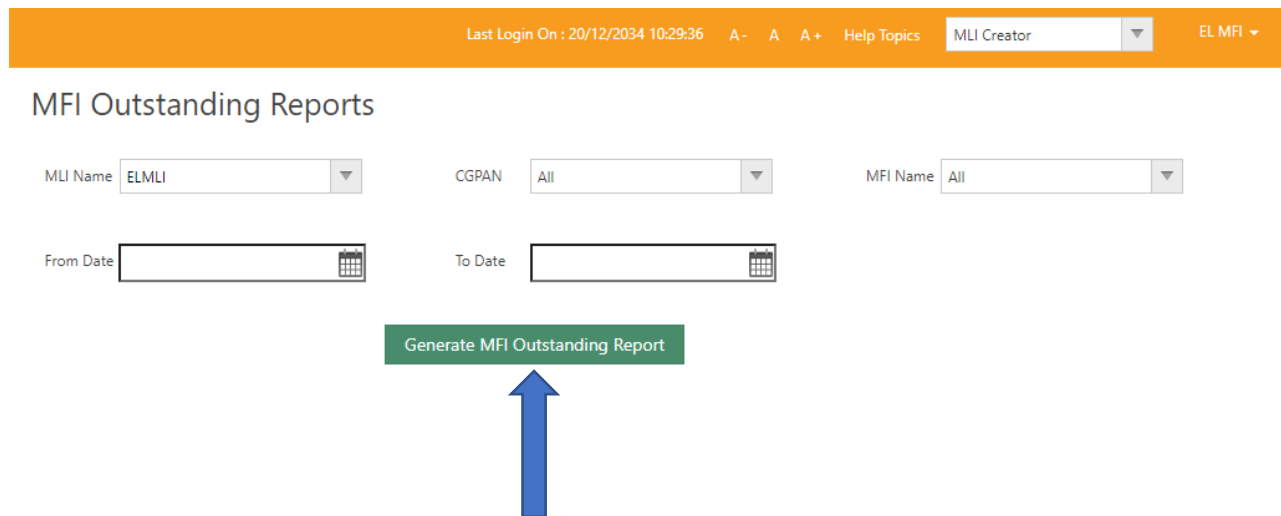
**Note:** After approval, CGPAN current state changes to “Guarantee(s) In Force”

### 3. MFI Outstanding Report

Based on the data uploaded, both MLI Creator and MLI Approver can access the reports based on the below mentioned parameters:

- MLI Name
- MFI Name
- CGPAN
- Date dropdown buttons to select a particular range of period or full data

Below are the screenshots for the same to generate “**Generate MFI Outstanding Report**”



(Fig.15)

1. MLI Name selected by default. (**Note:** - Same reports on NCGTC side. They have to select MLI name form drop down. For MLI it will be select by default as per MLI login)
2. Select CGPAN form drop down.
3. Select MFI Name form drop down.
4. Select From Date.
5. Select To Date.
6. User can click on “**Generate MFI Outstanding Report**” button as per requirement.
7. After click on “**Generate MFI Outstanding Report**” system will display “**File Downloaded Successfully**” message.

## MFI Outstanding Details Report

(Fig.16)