



[LGSCATSS – Search/View CG User Manual](#)

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1. Introduction:

This user manual includes step wise illustration to Search and View CG options for the benefit of users.

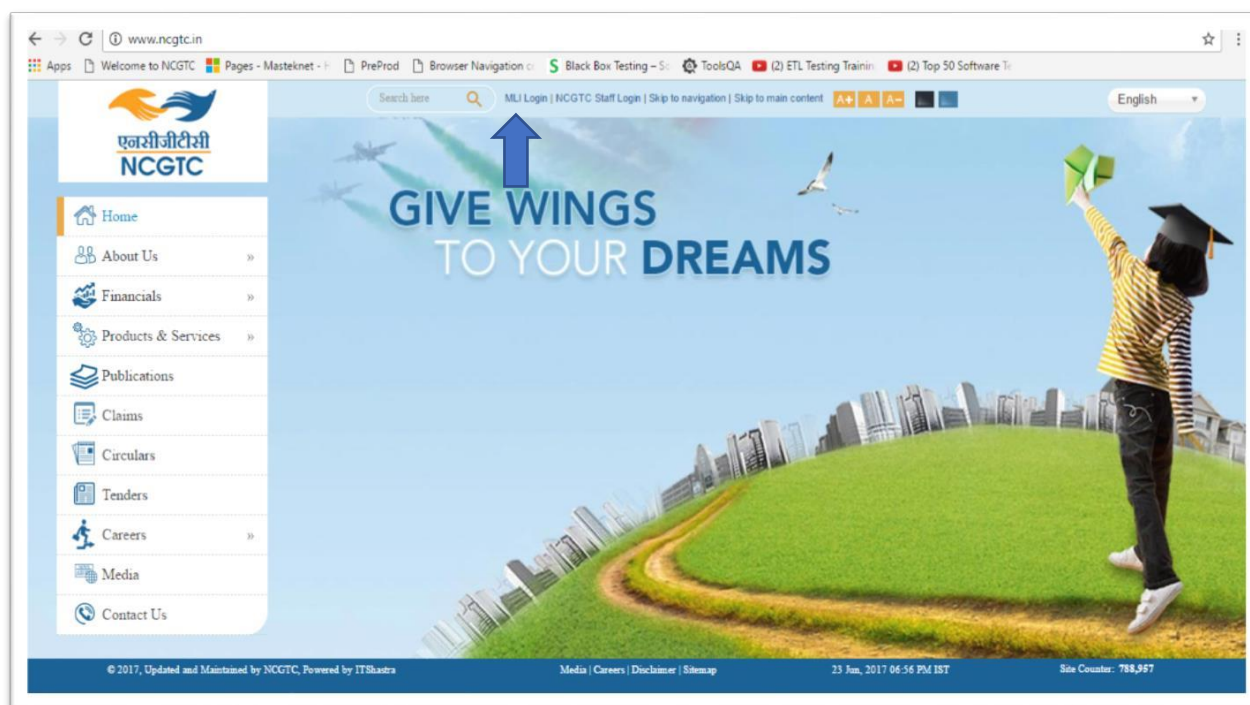
2. Search and View CG:

MLI and NCGTC can Search and View CG options to view/check all the transaction details

2.1 Search and View CG (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.



Username

Password

Please Enter Correct Code.

ZFD13

[Generate New Image](#)

Type the code from the image

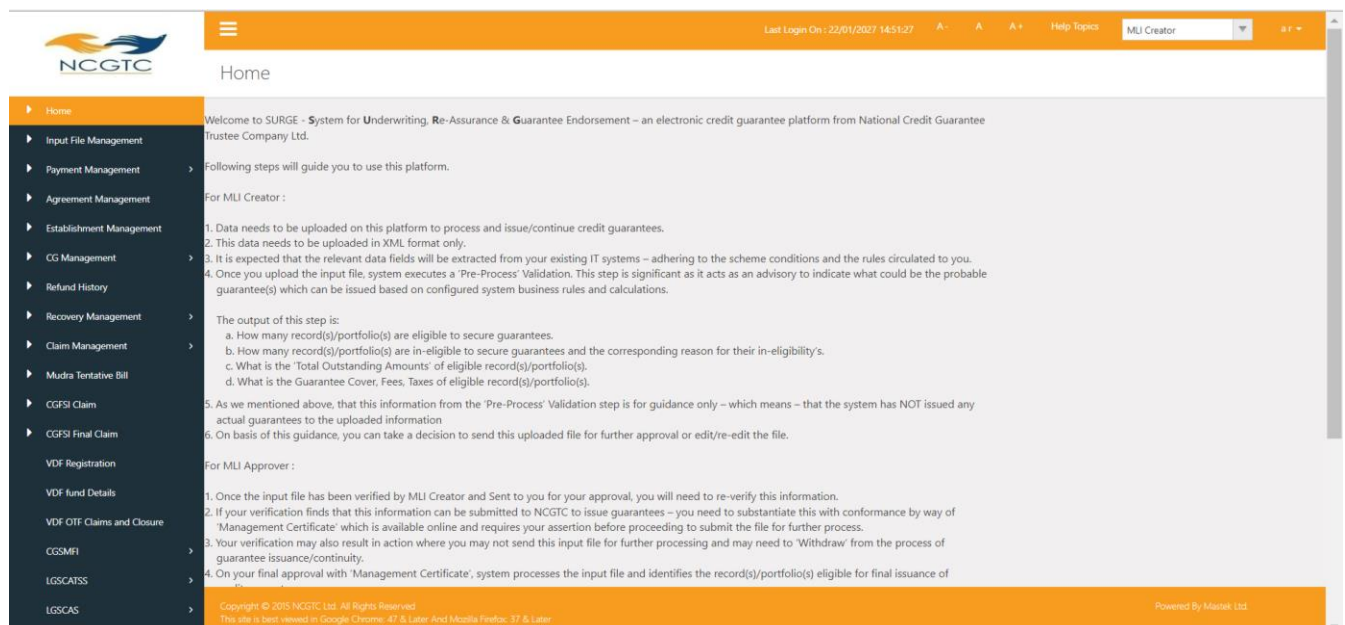
Sign in

[Forgot Password ?](#)

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(Fig.2)

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



Home

Welcome to SURGE - System for Underwriting, Re-Assurance & Guarantee Endorsement – an electronic credit guarantee platform from National Credit Guarantee Trustee Company Ltd.

Following steps will guide you to use this platform.

For MLU Creator :

1. Data needs to be uploaded on this platform to process and issue/continue credit guarantees.
2. This data needs to be uploaded in XML format only.
3. It is expected that the relevant data fields will be extracted from your existing IT systems – adhering to the scheme conditions and the rules circulated to you.
4. Once you upload the input file, system executes a 'Pre-Process' Validation. This step is significant as it acts as an advisory to indicate what could be the probable guarantee(s) which can be issued based on configured system business rules and calculations.

The output of this step is:

- a. How many record(s)/portfolio(s) are eligible to secure guarantees.
- b. How many record(s)/portfolio(s) are in-eligible to secure guarantees and the corresponding reason for their in-eligibility's.
- c. What is the 'Total Outstanding Amounts' of eligible record(s)/portfolio(s).
- d. What is the Guarantee Cover, Fees, Taxes of eligible record(s)/portfolio(s).

5. As we mentioned above, that this information from the 'Pre-Process' Validation step is for guidance only – which means – that the system has NOT issued any actual guarantees to the uploaded information.

6. On basis of this guidance, you can take a decision to send this uploaded file for further approval or edit/re-edit the file.

For MLU Approver :

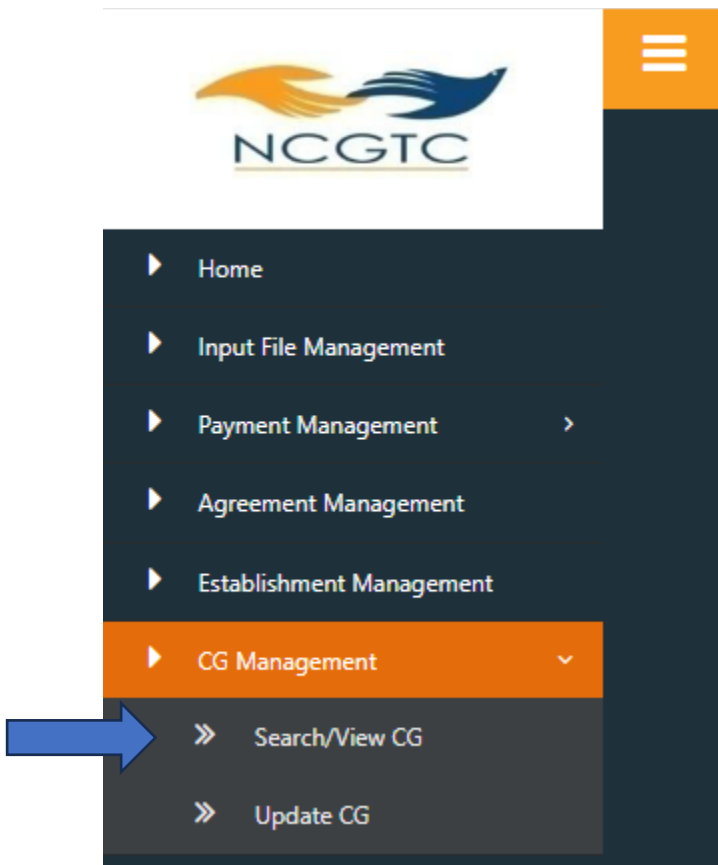
1. Once the input file has been verified by MLU Creator and Sent to you for your approval, you will need to re-verify this information.
2. If your verification finds that this information can be submitted to NCGTC to issue guarantees – you need to substantiate this with conformance by way of 'Management Certificate' which is available online and requires your assertion before proceeding to submit the file for further process.
3. Your verification may also result in action where you may not send this input file for further processing and may need to 'Withdraw' from the process of guarantee issuance/continuity.
4. On your final approval with 'Management Certificate', system processes the input file and identifies the record(s)/portfolio(s) eligible for final issuance of guarantee.

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(Fig.3)

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



(Fig.4)

6. Click on **Search/View CG** sub menu from **CG management** main menu (Fig.4)

Search & View CG

MU: TSS Bank Scheme: Loan Guarantee Scheme for the Covid affected Tour

Loan Account No.: CGPAN: CGTSS0101202300032150

Customer ID:

Search Reset

(Fig.5)

7. Enter CGPAN or Loan Account Number or Customer ID
8. Click on Submit button (Fig.5)

Search & View CG

MU: TSS Bank Scheme: Loan Guarantee Scheme for the Covid affected Tour

Loan Account No.: CGPAN: CGTSS0101202300032150

Customer ID:


Search Reset

Loan Account No.	Customer ID	Portfolio ID	CGPAN	Status
VB131231	V123	-	CGTSS0101202300032150	Guarantee(s) In Force

View details

(Fig.6)

9. Search records displays successfully
10. Click on **View Details**



- Agreement Management
- Bank Mandate Details
- Bank Mandate form
- CG Management
- CGFSI Claim
- CGFSI Final Claim
- CG-PMAY
- CGSMFI
- CGSST
- CGSSU
- Claim Management
- Home
- LGSCAS

Credit Guarantee Details

MLI Name : TSS Bank

Trust Name : Loan Guarantee Scheme for the Covid affected Tourism Service Sector (LGSCATSS)

CG Status : Approved

CGPAN : CGTSS0101202300032150

Scheme Name : Loan Guarantee Scheme for the Covid affected Tourism Service Sector (LGSCATSS)

CG Status : Approved

CGPAN : CGTSS0101202300032150

Master Transactions

CG Status : Guarantees In Force

Promoter Name : VB

Borrowers Name : TSS 1

Borrower Type : Registered Tourist Guides

Borrower Sub Type : Registered Tourist Guides

Borrower Registered By : State Government / UT Administrations

Registration Number : TSS1

Gender : Male

Minority : Yes

Email ID : VB@gmail.com

MobileNo : 1234567654

PAN No : ALKOP2222O

Voter ID No : VBVBVBV

Religion : HINDU

Caste Category : SC

Present Address : Satpur, Satpur, Nicobars, ANDAMAN & NICOBAR ISLANDS-111122

Loan Account No. : VB131231

Customers ID : V123

Sanctioned Loan Amount : 25000.00

Sanctioned Loan Date : 01/02/2022

Loan Tenure(In Months) : 18

Interest Rate : 2.00

App Ref No : AppRefNo73

Entity Type : MICRO

Moratorium : 12

Unit Constitution : INDIVIDUAL

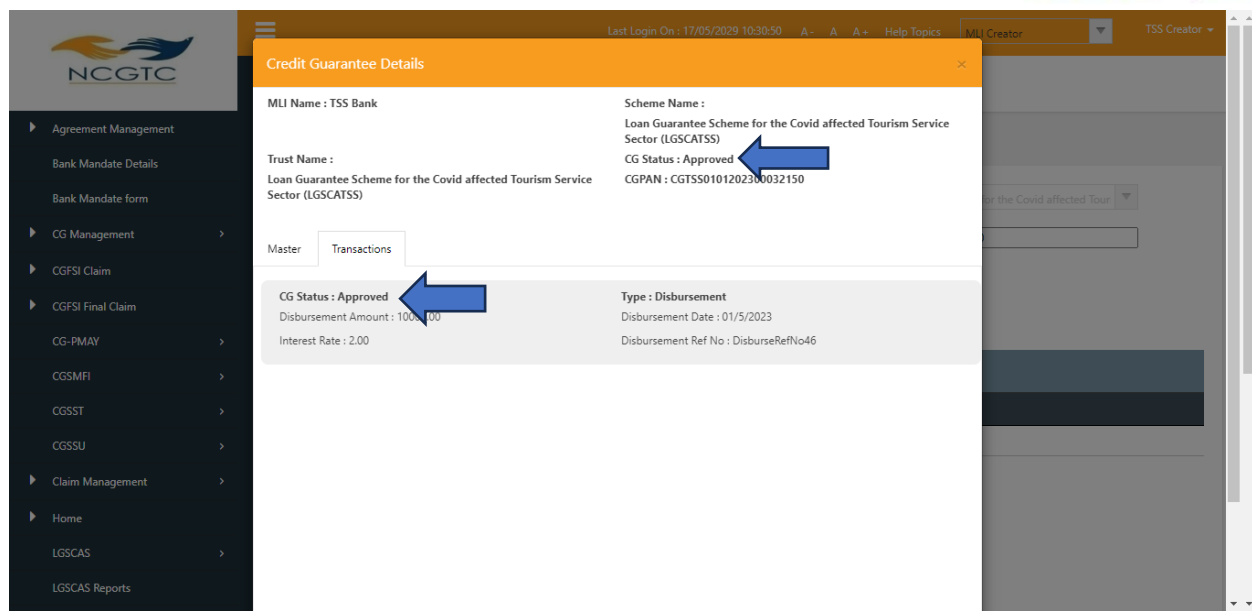
Employee Strength : 100

Print

(Fig.7)

11. User is able to print the document

12. In Master tab, user can see details of sanction form (Fig.7)



(Fig.8)

13. In Transactions tab, user can see all transaction like disbursement, update CG, interim claim, final claim and recovery (Fig.8)

Note: CG Status changes its state according to the stages

Thank You