MLI User Manual
Ver. 1.1

Contents

1. Introduction

The NCGTC office users will register the MLI (Member Lending Institution) and create an Admin user. The log in credentials shall be sent to the admin user by mail. Post receiving the login details the Admin creates users for the MLI. While creating the users in the system the MLI admin also assigns roles (MLI Creator / MLI Approver) to each created user. There needs to be at least one Creator and one Approver

FUNCTIONALITY – MLI Admin / Creator /Approver Using the System for First Time

To start working with the system, the user (MLI Admin / Creator / MLI Approver) should follow the following steps. MLI user opens the URL – www.ncgtc.in
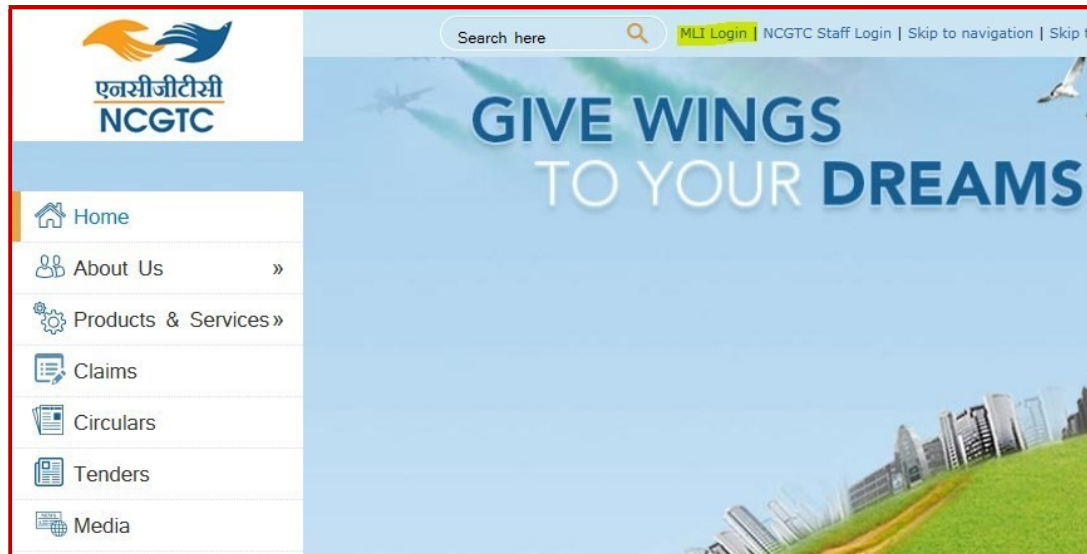

Figure 1: The user must select the option 'MLI LOGIN'

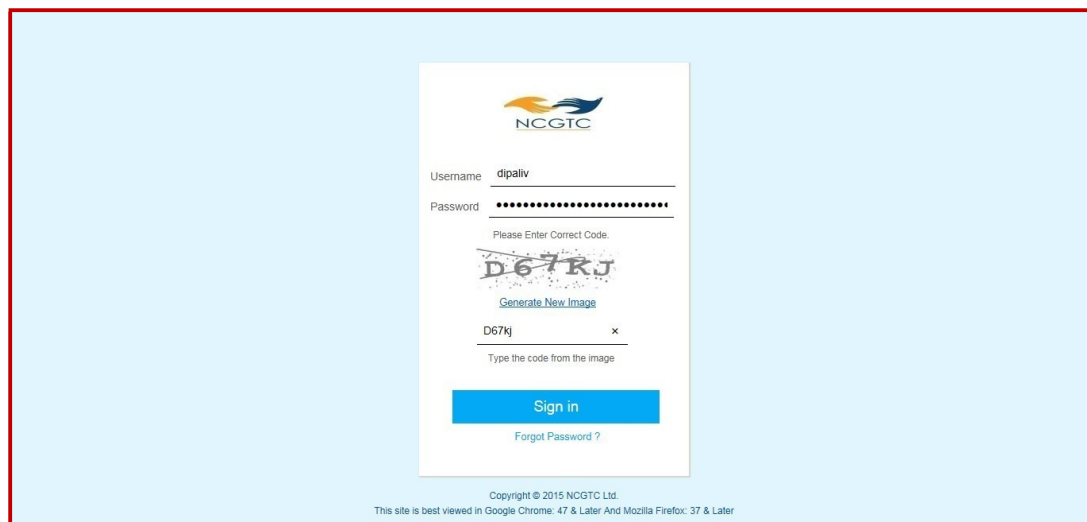Using the credentials received via email notification, the user logs into the system

Figure 2: The email received will contain the username and password.

The user has logged in for the first time and therefore is redirected to the 'Change Password' screen. The user is expected to select a security question and enter an answer for the same, also the user needs to change the existing system generated password.

Figure 3: The security question and answer are important if user forgets the password.

The user needs to log in again into the system using the username and newly updated password.

NOTE: Irrespective of the user role (MLI Admin / MLI Creator / MLI Approver), the newly created user needs to follow the above mentioned steps to start working with the system.

FUNCTIONALITY – MLI (BANK) CREATES SYSTEM USERS.

To start working with the system, the admin should follow the following steps. MLI Admin opens the URL – www.ncgtc.in .
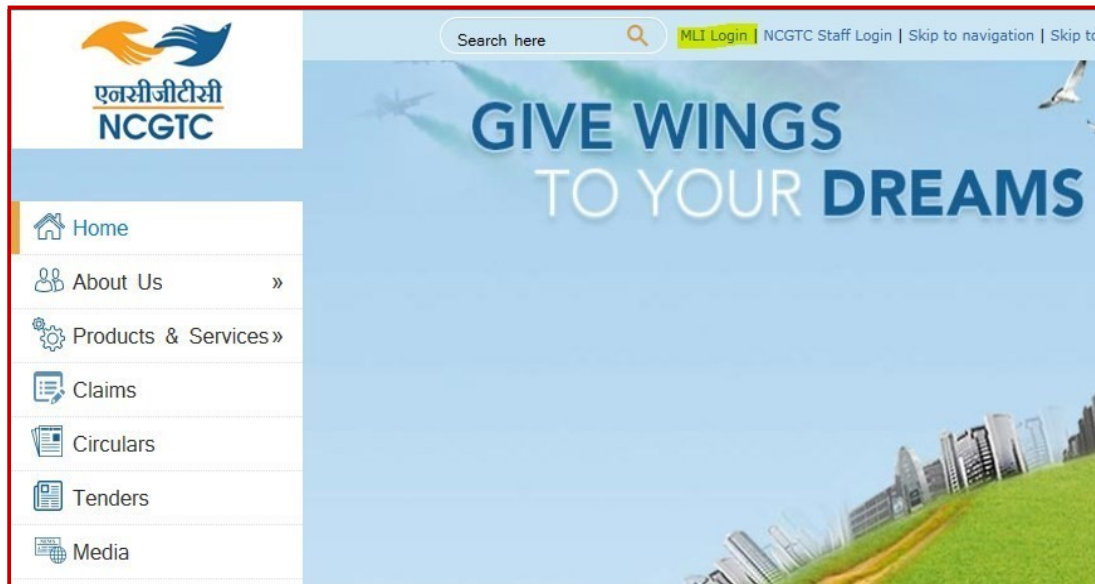
Figure 4: User will type the supplied URL to land on the above screen. User selects the MLI Login option.

The MLI admin logs into the system to create users for the system. User clicks on the 'MLI User Management' menu.
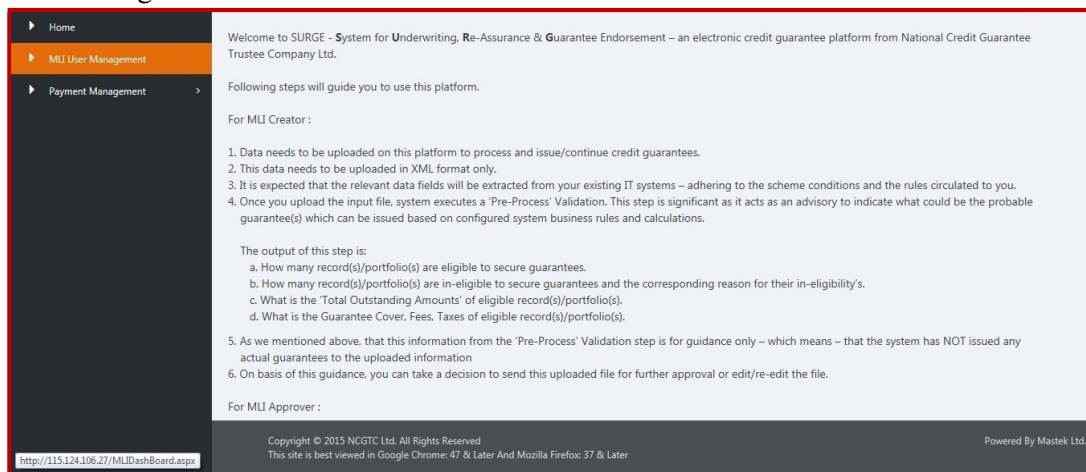

Figure 5: The user is redirected to the 'Home page' and selects the menu for MLI User Management.

The screen will display the MLI details with an option for user (MLI admin) to add new system users for the enrolled scheme. The user clicks on 'Add User' icon.

Figure 6: The user selects to add users to an existing enrolled scheme

A click on the icon opens up an 'Add User' popup window. The MLI admin can add new user details in this window.

Figure 7: The MLI admin adds a user in the system

After the user is created in the system the MLI admin has the following options to choose from:

1. Activate user – Post activating, the created user will receive an email notification with username and password details using which he/she can log into the SURGE system.

   The users created are

   in De-Activated mode, the user clicks on the 👎 icon to activate the user. The activated user will have an icon 👍.

2. Edit User – The admin can edit the created user details in case of any discrepancy.

3. Reset Password for the User – If the newly created user wants his/her password to be reset, this option can be used.

FUNCTIONALITY –

2. Input File Management (Upload of file for New CG)

The user (MLI creator) logs into the system and then selects the menu option 'Input File Management' to upload the loan records into the system for guarantee issuance.

Figure 1: The browse button will open a file window dialog box where user can select the file for uploading

The uploaded file needs to be validated against a set of pre-defined eligibility and business rules. The user is displayed the message below to indicate the same. Post receiving the email the user should return to the 'Input File Management' page for further processing.

Figure 2: Notification displayed to the MLI creator

After the file is validated, it correctness can be verified in the 'Processed File Details' section which provides a summary of uploaded file records. Based on the summary report the user will have to take decision as to whether the file should be sent for approval or not.

To send the file for approval the user needs to click the 'Send to Approve' button.
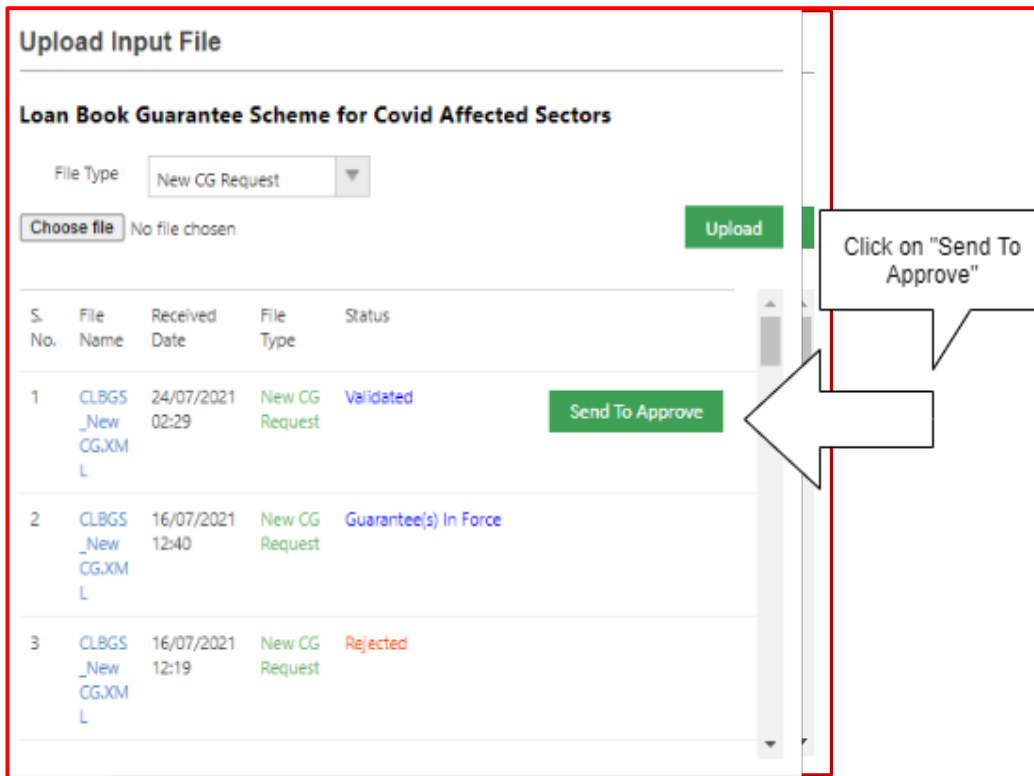
Figure 3: The users sees that status of file is set to 'validated' post file validation

FUNCTIONALITY –

3. Approval of Input File (New CG)

The MLI admin needs to create a user having a role of a MLI Approver. This user will have the access rights to approve a sent input file by the MLI creator user.

The MLI Approver logs into the system and selects the 'Approve Input File' menu option to approve the file.
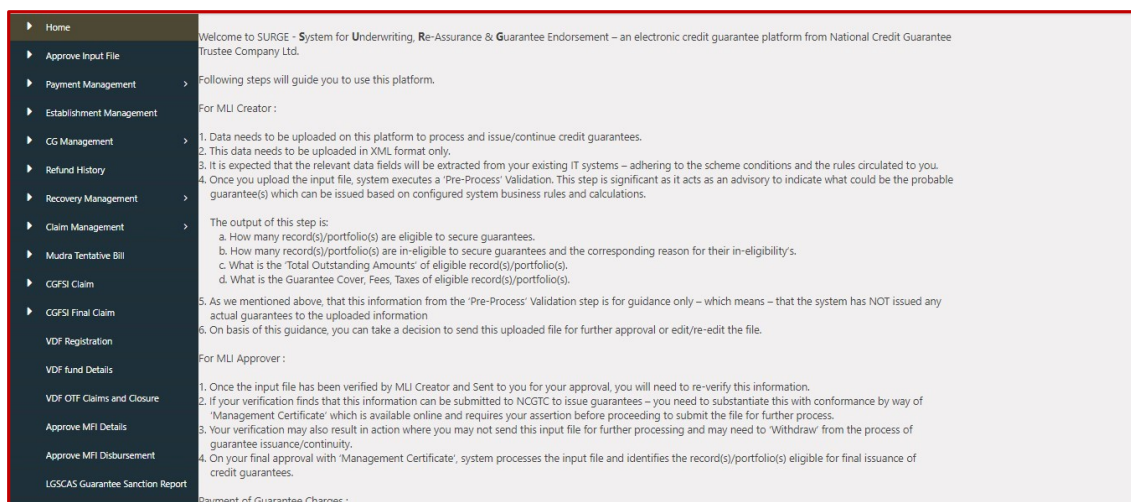

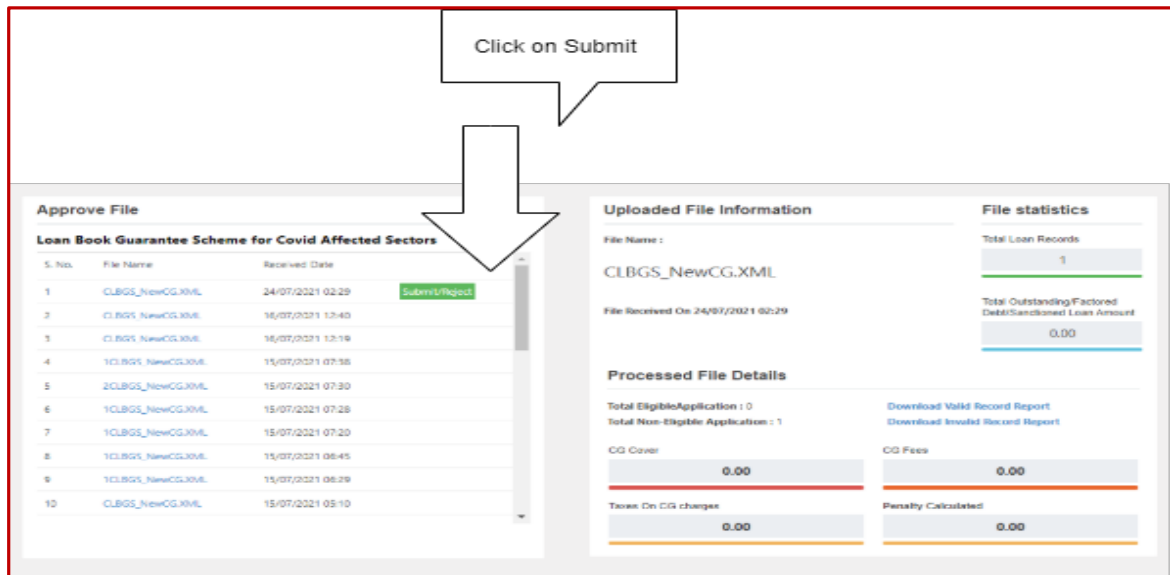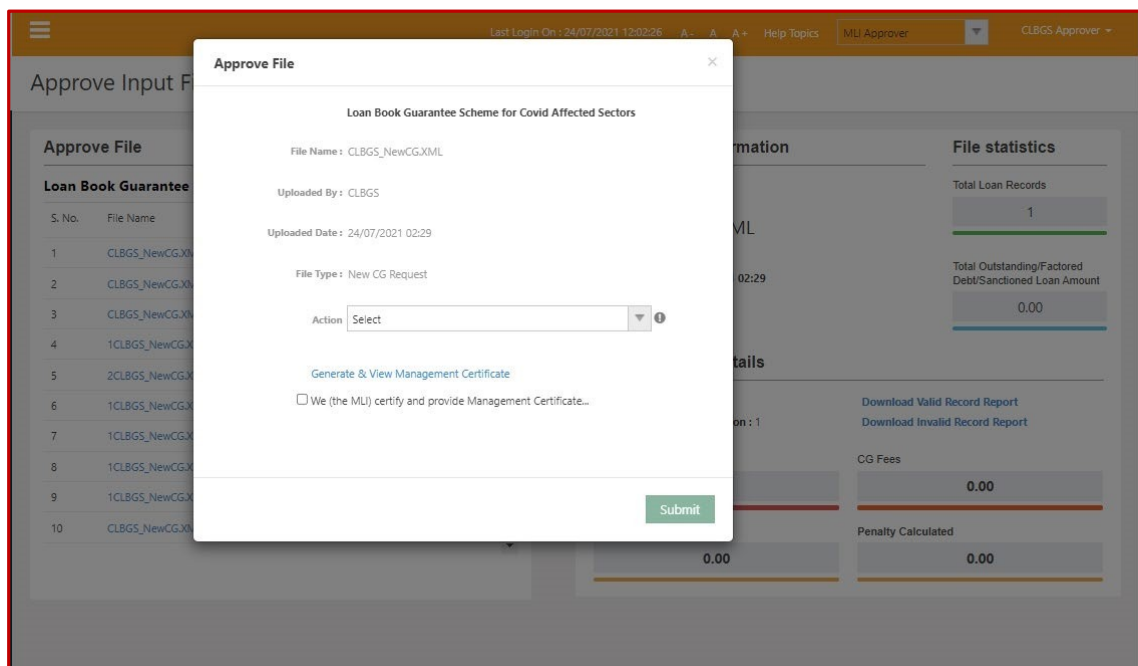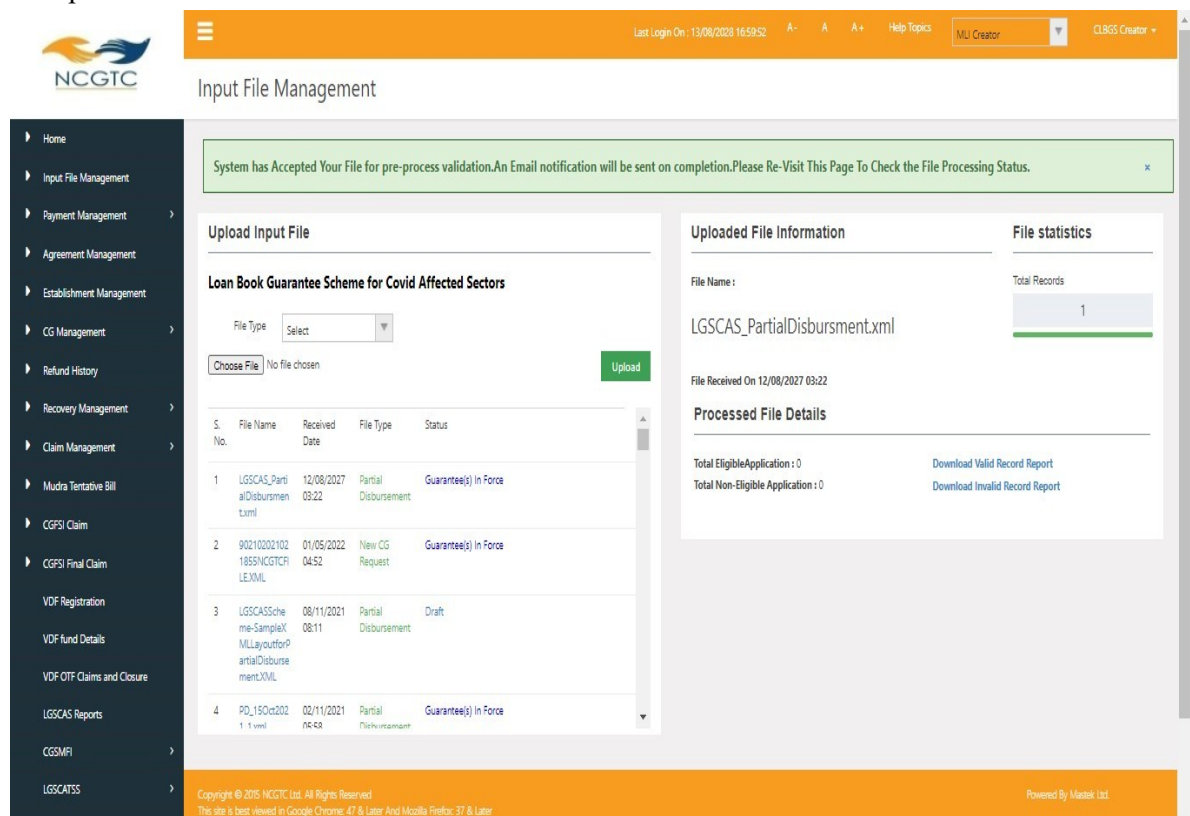Figure 4: Approve Input File menu is selected by the MLI approver.

Figure 5: The user is displayed the file details and can take a decision.

The MLI Approver will be redirected to the 'Approve File' pop up window. Here user will take the appropriate decision and the decision will be notified to the MLI creator.

4. Upload of Partial Disbursement File

The user (MLI creator) logs into the system and then selects the menu option 'Input File Management' to upload the details of Partial Disbursement against the Credit Guarantee issued in SURGE
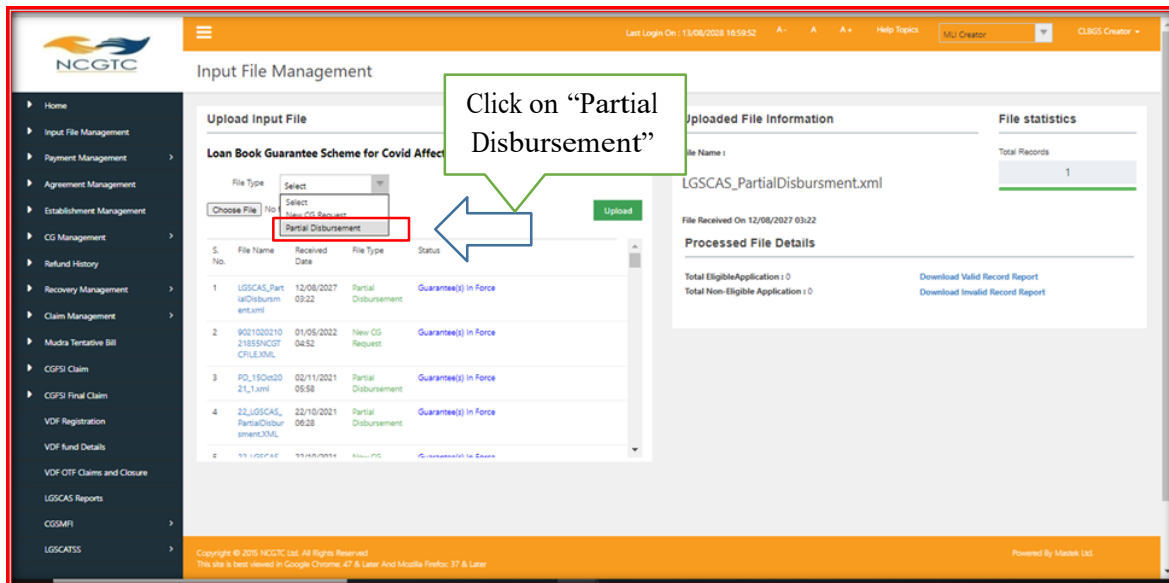
MLI Creator need to click on Choose selecting the Partial Disbursement (XML) and then click on Upload.

After the file is validated, it correctness can be verified in the 'Processed File Details' section which provides a summary of uploaded file records. Based on the summary report the user will have to take decision as to whether the file should be sent for approval or not.

To send the file for approval the user needs to click the 'Send to Approve' button.

5. Approval of Input File (Partial Disbursement)

The MLI Approver logs into the system and selects the 'Approve Input File' menu option to approve the file and select the file to approve or reject the file sent by creator.

On click Pop up appears, user need to select action (Approved/Rejected) and click on generate Management Certificate

Then on certifying by selecting the checkbox user can click on Submit to conclude the approval process
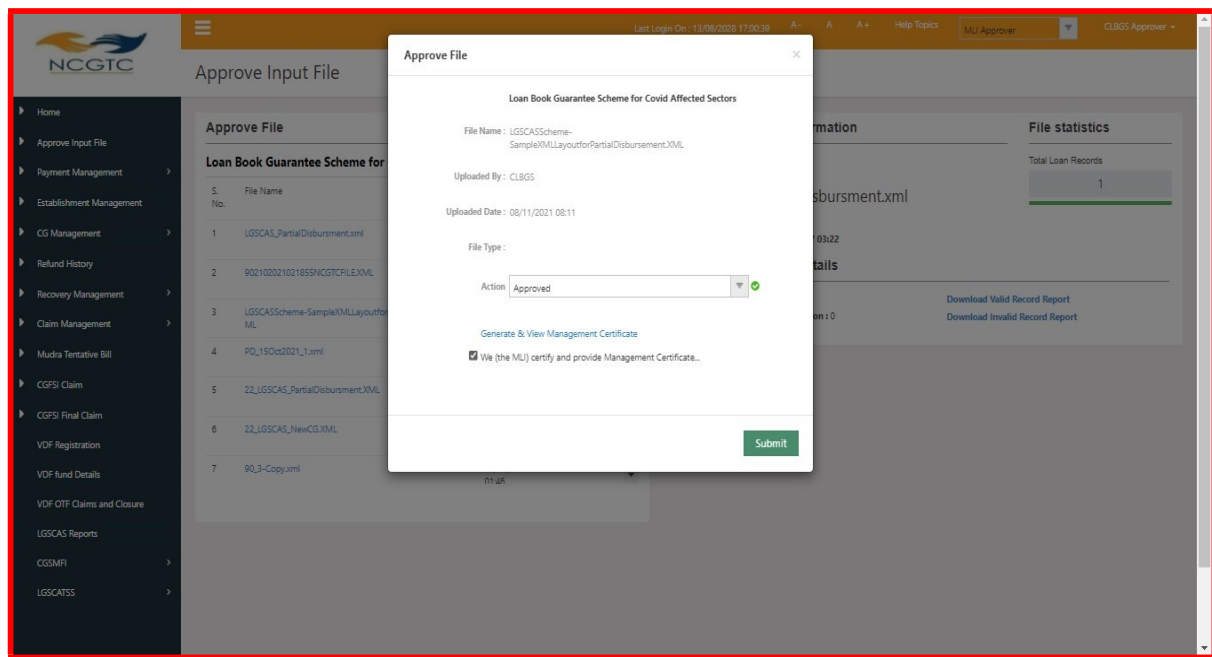
On Submission the Screen Displays the "File Approved Successfully" an in the below screen
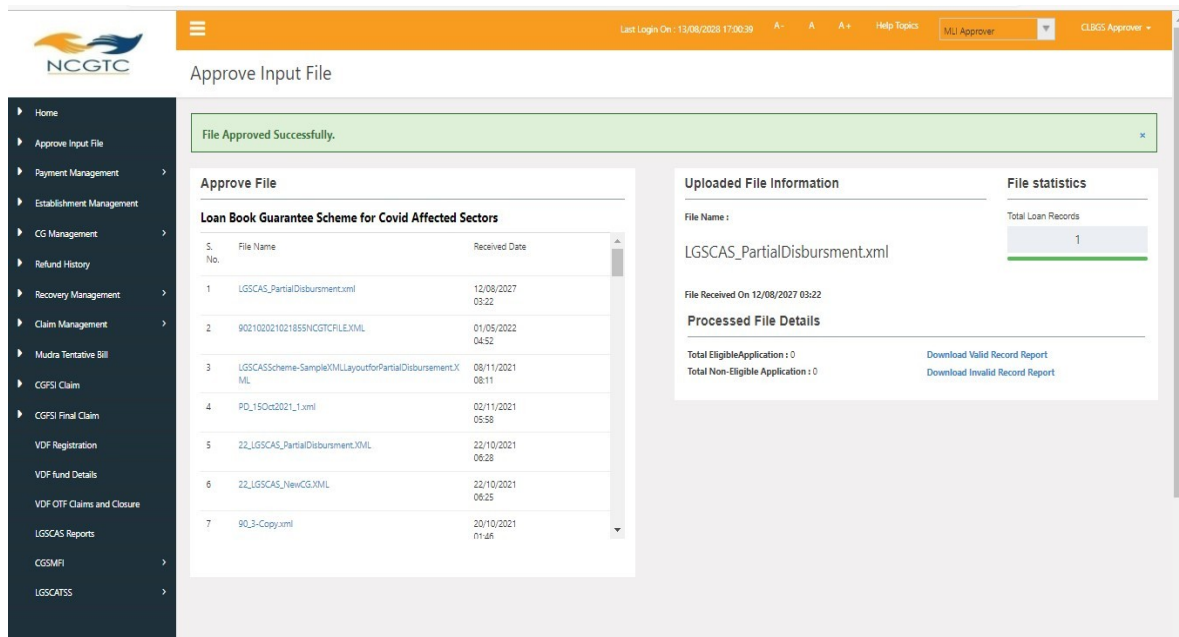
6. Input File Management (Upload of file for Update CG)

The user (MLI creator) logs into the system and then selects the menu option 'Input File Management' where in user selects the "File Type" from the drop down as "Update CG" to mark the existing the loan records status as NPA, closed or Standard, to update DCCO date and charge creation.

The uploaded file needs to be validated against a set of pre-defined eligibility and business rules. The user is displayed the message below to indicate the same. Post receiving the email the user should return to the 'Input File Management' page for further processing.

Figure 2: Notification displayed to the MLI creator

After the file is validated, it correctness can be verified in the 'Processed File Details' section which provides a summary of uploaded file records. Based on the summary report the user will have to take decision as to whether the file should be sent for approval or not.

To send the file for approval the user needs to click the 'Send to Approve' button.

7. Approval of Input File (Update CG)

- The MLI admin needs to create a user having a role of a MLI Approver. This user will have the access rights to approve a sent input file by the MLI creator user.
- The MLI Approver logs into the system and selects the 'Approve Input File' menu option to approve the file.

Figure 4: Approve Input File menu is selected by the MLI approver.

Figure 5: The user is displayed the file details and can take a decision.

The MLI Approver will be redirected to the 'Approve File' pop up window. Here user will take the appropriate decision and the decision will be notified to the MLI creator.

8. Management Certificate (Update CG)

9. LGSCAS Reports

1. Sanction Report
2. Disbursement Report
3. Update CG Report

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

a.) MLI Name
b.) From Date
c.) To Date

Below are the screenshots for the same to generate "**Guarantee Issued Report**", "**Disbursement Report**" and "**Update CG Report**":
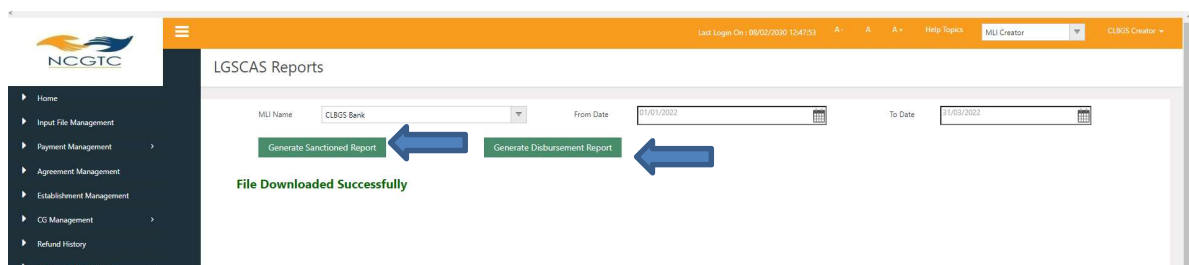
1. MLI Name selected by default. (**Note**: - Same reports on NCGTC side. They have to select MLI name form drop down. For MLI it will be select by default as per MLI login)
2. Select From Date.
3. Select To Date.
4. User can click on "**Generate Sanctioned** or on "**Generate Disbursement Report**" as per requirement.
5. After click on "**Generate Sanctioned or Disbursement Report**" system will display "File Downloaded Successfully" message.

"Guarantee Issued Report"

	A	B	C	D	E	F	G	H
1	CGPAN	MLIName	Unit Name	Unit Constitution	Purpose of Loan / Nature of Activity	Unit Pan no	Unit Registration Status	Udyam Adhaar No.
2	CGCLBGEN0107202200011555	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
3	CGCLBGEN0207202200011485	CLBGS Bank	hello	Proprietary entity	Manufacturing	FDHPB0987R	Y	UDYAM-TS-27-SSs4647
4	CGCLBGEN0207202200011486	CLBGS Bank	hello1	Proprietary entity	Manufacturing	FDHPB0987R	Y	UDYAM-TS-27-SSs4647
5	CGCLBGEN0207202200011487	CLBGS Bank	hello2	Proprietary entity	Manufacturing	FDHPB0987R	Y	UDYAM-TS-27-SSs4647
6	CGCLBGEN0207202200011488	CLBGS Bank	hello3	Proprietary entity	Manufacturing	FDHPB0987R	Y	UDYAM-TS-27-SSs4647
7	CGCLBGEN0207202200011489	CLBGS Bank	hello4	Proprietary entity	Manufacturing	FDHPB0987R	Y	UDYAM-TS-27-SSs4647
8	CGCLBGEN0605202200011558	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
9	CGCLBGEN0605202200011559	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
10	CGCLBGEN0605202200011560	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
11	CGCLBGEN0605202200011561	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
12	CGCLBGEN0605202200011562	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
13	CGCLBGEN1307202200011557	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
14	CGCLBGEN1506202200011579	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
15	CGCLBGEN1507202200021756	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
16	CGCLBGEN1507202200021757	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
17	CGCLBGEN1604202200011609	CLBGS Bank	Sachin	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
18	CGCLBGEN1604202200011610	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
19	CGCLBGEN1604202200011611	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
20	CGCLBGEN1604202200011612	CLBGS Bank	hello	Proprietary entity	Manufacturing	FFHPB0987P	Y	123456789012AH12300
21	CGCLBGEN1705202200011634	CLBGS Bank						

Tabs: CG Sanctioned Details | CG Sanction Summary | Summary

	A	B	C	D	E	F	G	H
1	MLI TYPE	MLIName	Industry Sector	Unit Constitution	Nature of Project	Project Type	Number of Guarantees Issued	Total Sanction Amount - Fund Based In Cr
2	Public Sector Bank	CLBGS Bank	Healthcare	Proprietary entity	Medical Colleges	Retail Trade	13	120.5
3	Public Sector Bank	CLBGS Bank	Healthcare	Proprietary entity	Medical Colleges	Services	35	280.007
4	GRAND TOTAL -						49	400.507

Tabs: CG Sanctioned Details | CG Sanction Summary | Summary

"Disbursement Report"

"Update CG Report"

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 From Date.
3. Select To Date.
4. Click on "**LGSCAS Update CG Status**".
5. After click on "**Generate LGSCAS Update CG Status Report**" system will display "File Downloaded Successfully" message.