



LGSCAS Recovery Form and Report User Manual

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1. Introduction:

This user manual includes step wise illustration to submit the recovery form and report for credit guarantee under Loan Book Guarantee Scheme for Covid Affected Sectors, for the benefit of users.

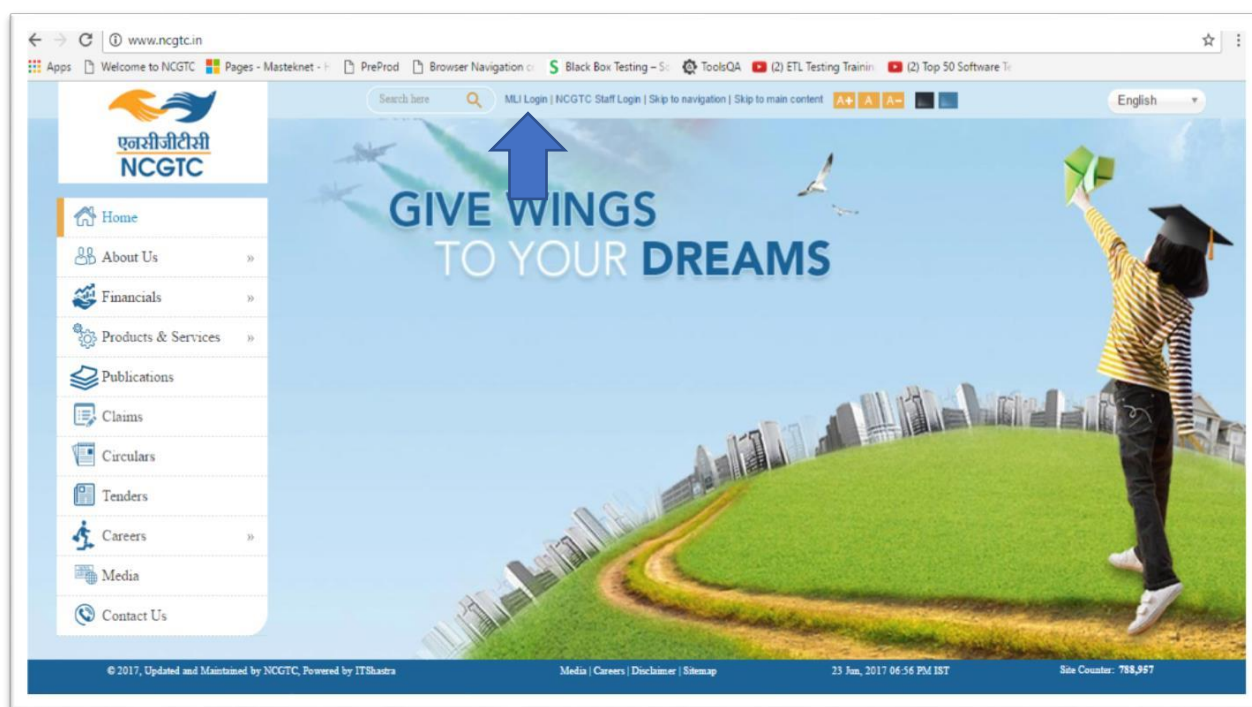
2. LGSCAS Recovery Form:

2.1. LGSCAS Recovery 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”



(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

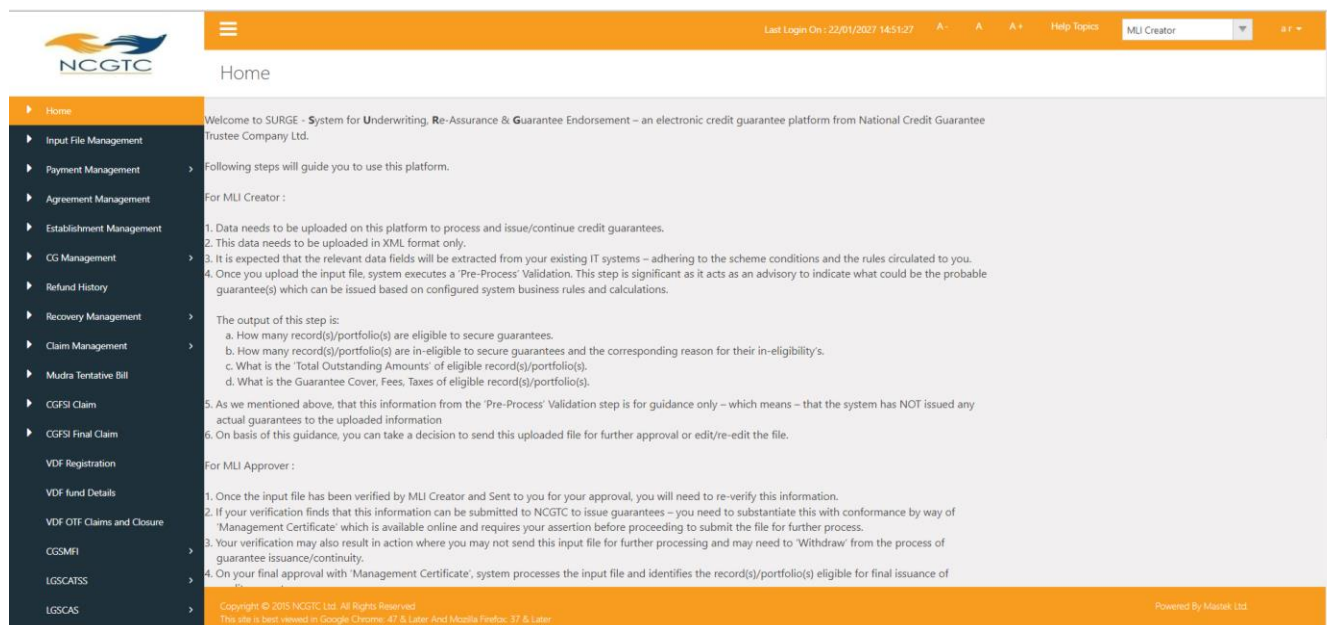
Sign in

[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 :

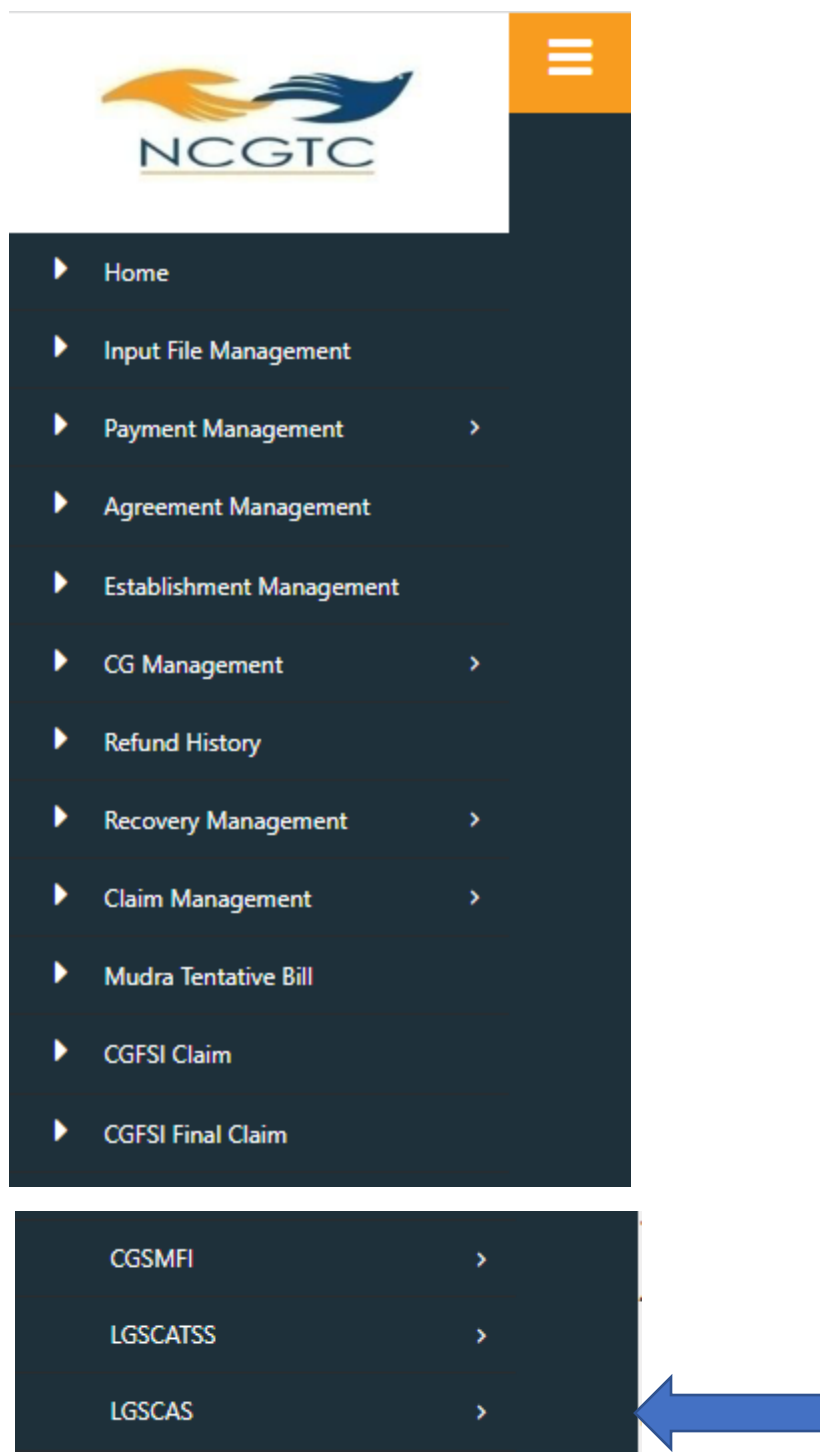
1. Once the input file has been verified by MLU Creator and Sent to you for your approval, you will need to re-verify this information.
2. If your verification finds that this information can be submitted to NCGTC to issue guarantees – you need to substantiate this with conformance by way of 'Management 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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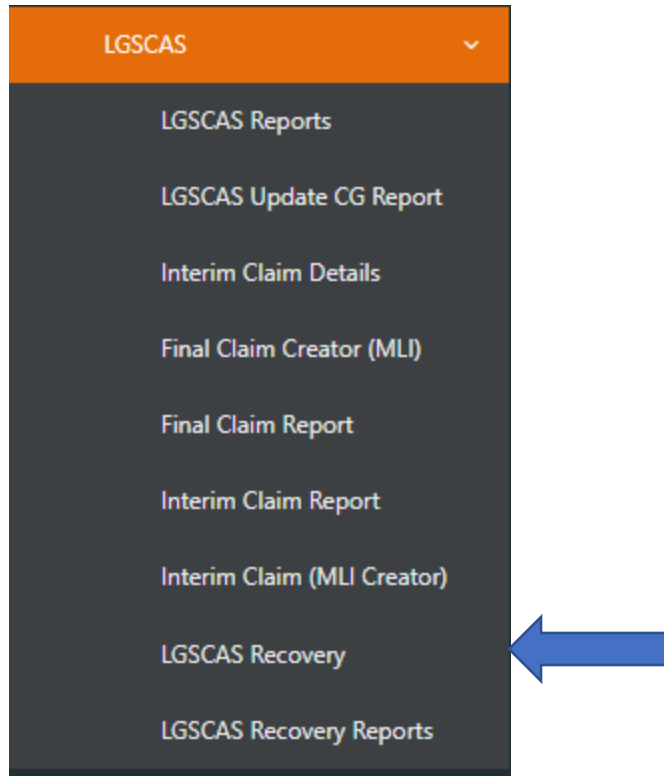
(Fig.3)

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



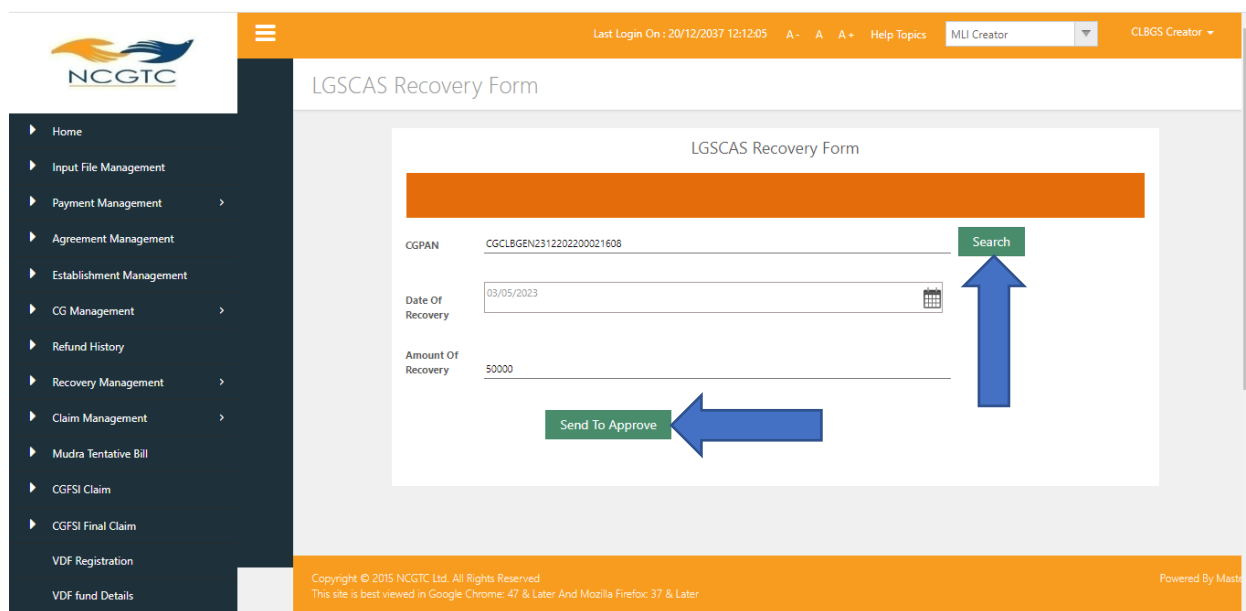
(Fig.4)

6. Click on **LGSCAS** from the menu (Fig.4)



(Fig.5)

7. Click on **LGSCAS Recovery** sub menu from the **LGSCAS** menu (Fig.5)



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 Registration

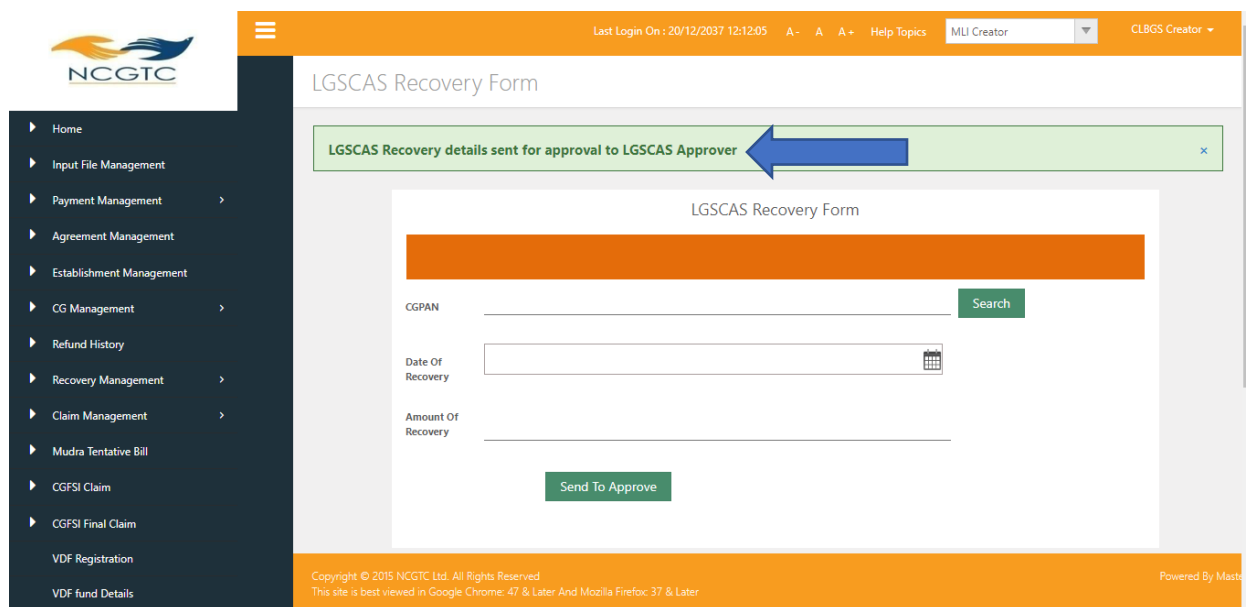
VDF fund Details

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Powered By Master

(Fig.6)

8. Enter **CGPAN** (which has completed its Final Claim)
9. Click on **Search** button to verify entered CGPAN is valid or not
10. Enter **Date of Recovery**
11. Enter **Amount of Recovery**
12. Click on **Send to Approver** button (Fig.6)



Home

Input File Management

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Agreement Management

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CG Management

Refund History

Recovery Management

Claim Management

Mudra Tentative Bill

CGFSI Claim

CGFSI Final Claim

VDF Registration

VDF fund Details

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(Fig.7)

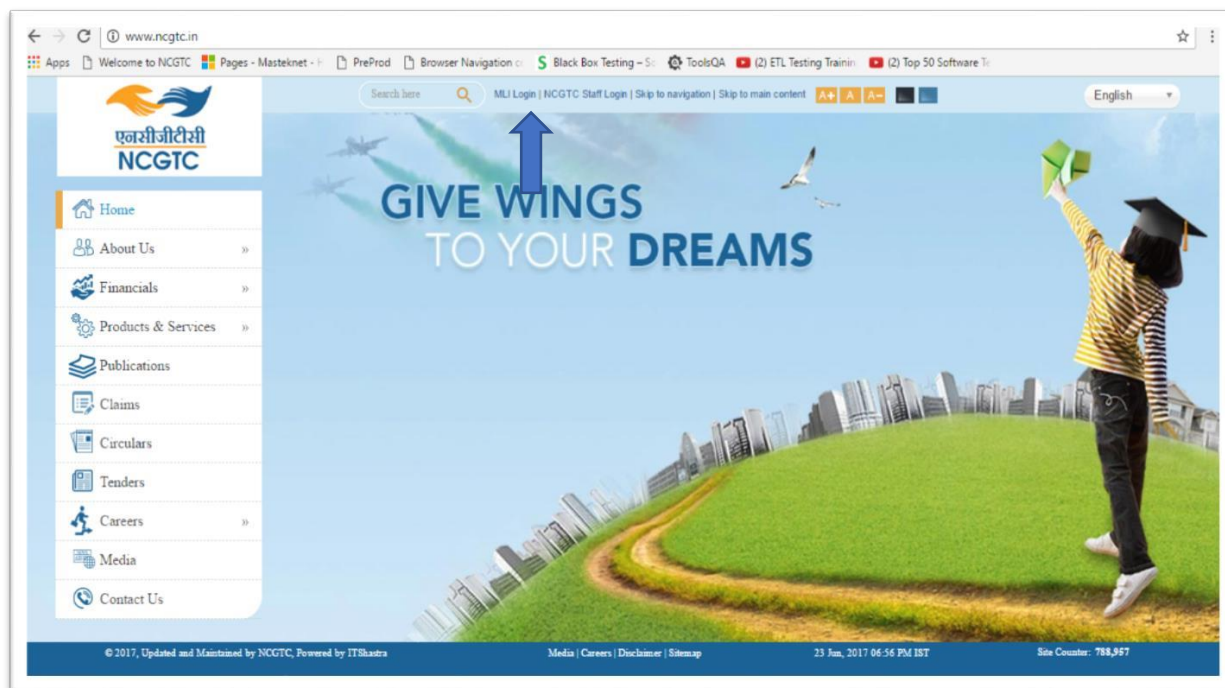
13. After clicking on **Send to Approver** button, details sent for approval to **LGSCAS Approver** (Fig.7)

2.2. LGSCAS Recovery 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”.



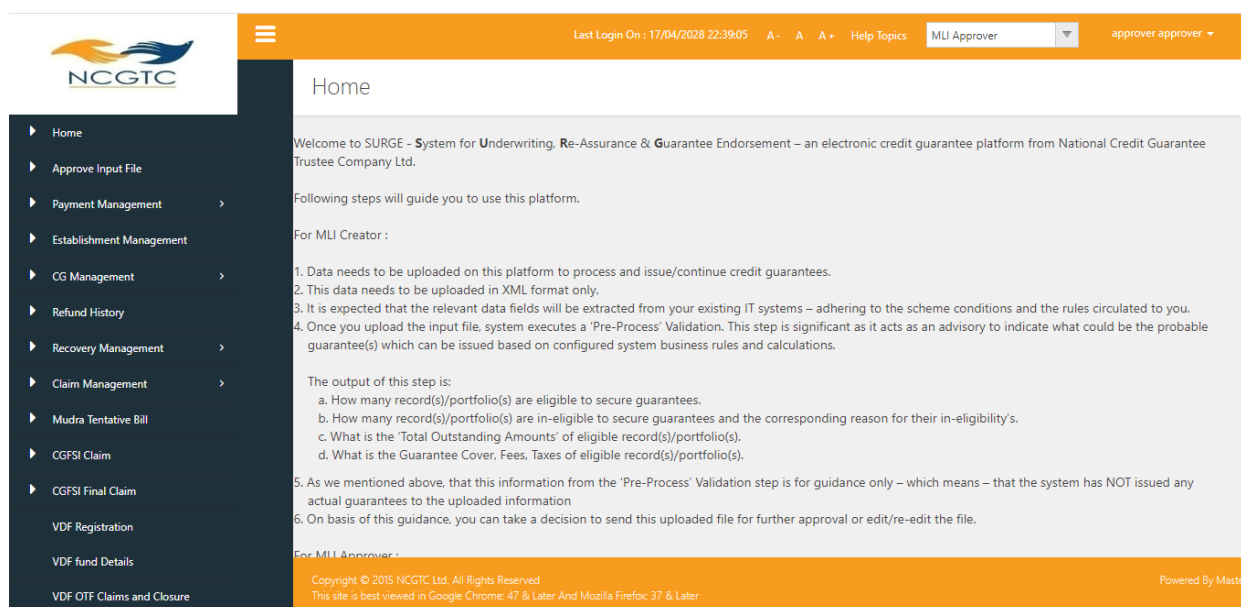
(Fig.8)

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



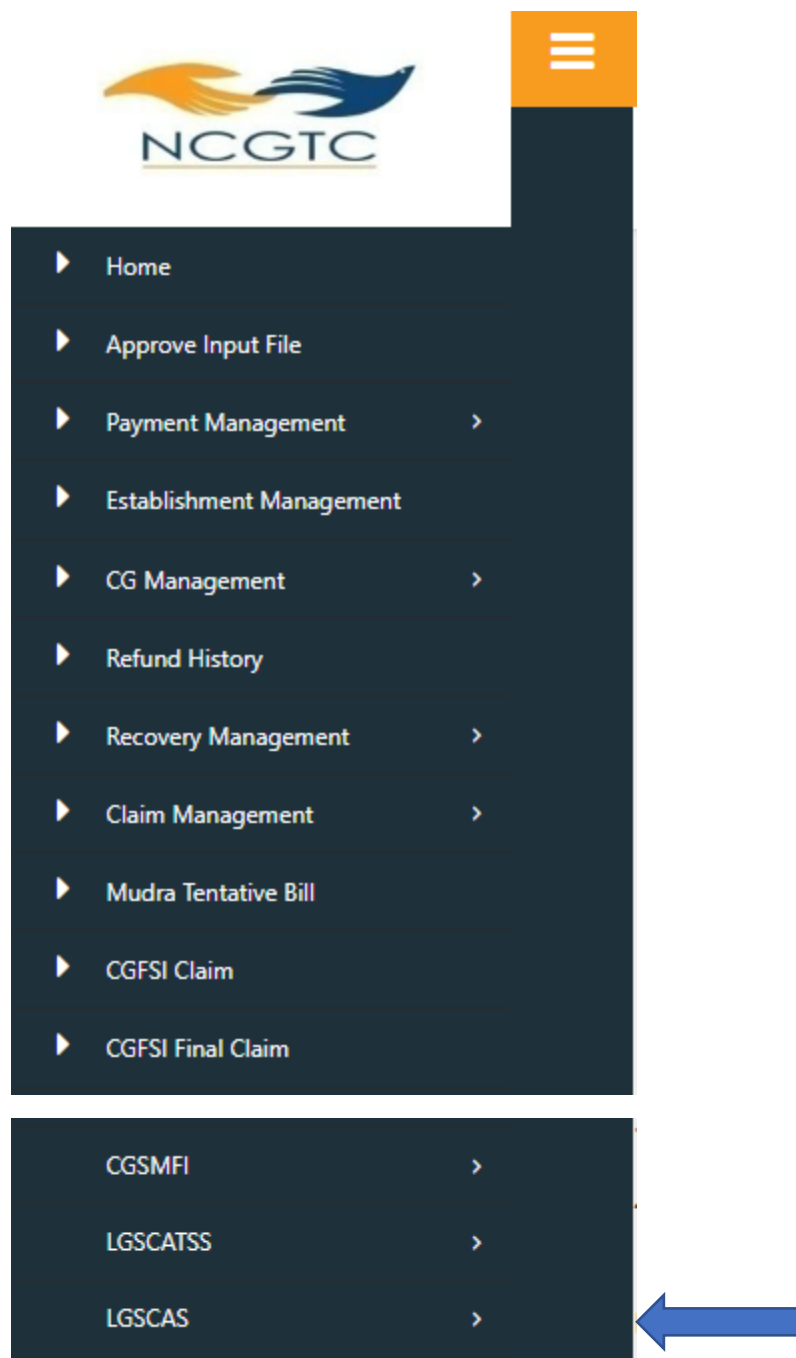
(Fig.9)

4. Insert proper username, Password, Captcha and then click on “Sign in” button (Fig.9)



(Fig.10)

5. After successfully login in Surge, **Home** page would be loaded and displayed to user. (Fig.10).



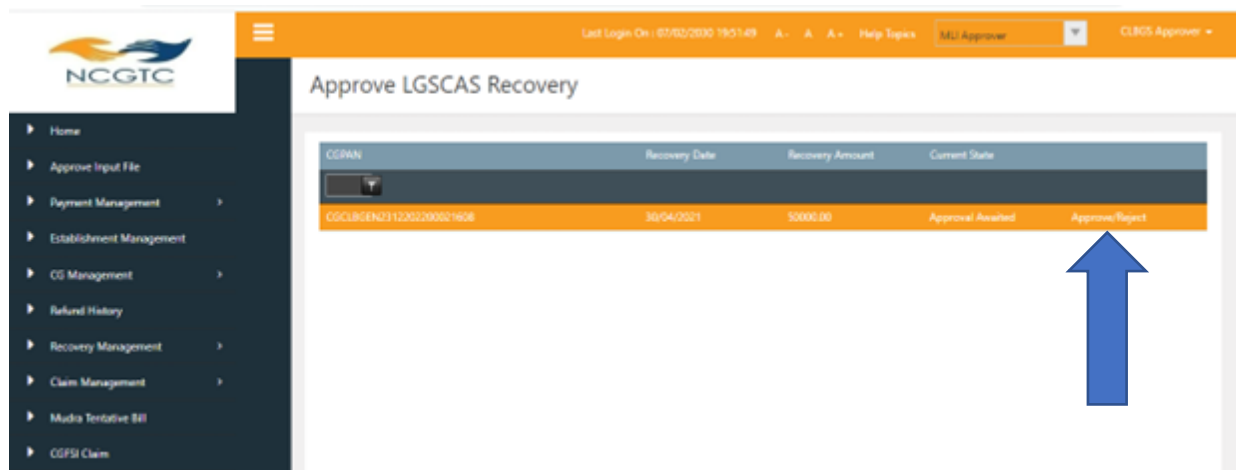
(Fig.11)

6. Select **LGSCAS** menu (Fig.11)



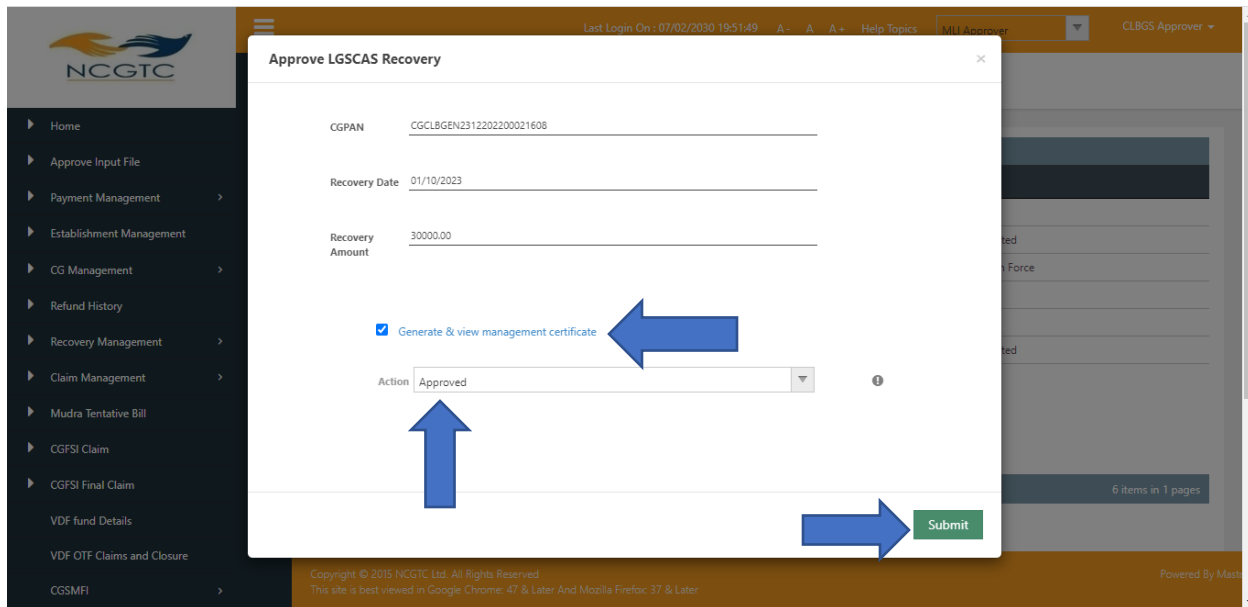
(Fig.12)

7. Select **Approve LGSCAS Recovery** sub menu from **LGSCAS** main menu (Fig.12)



(Fig.13)

8. Click on **Approve/Reject** link (Fig.13)



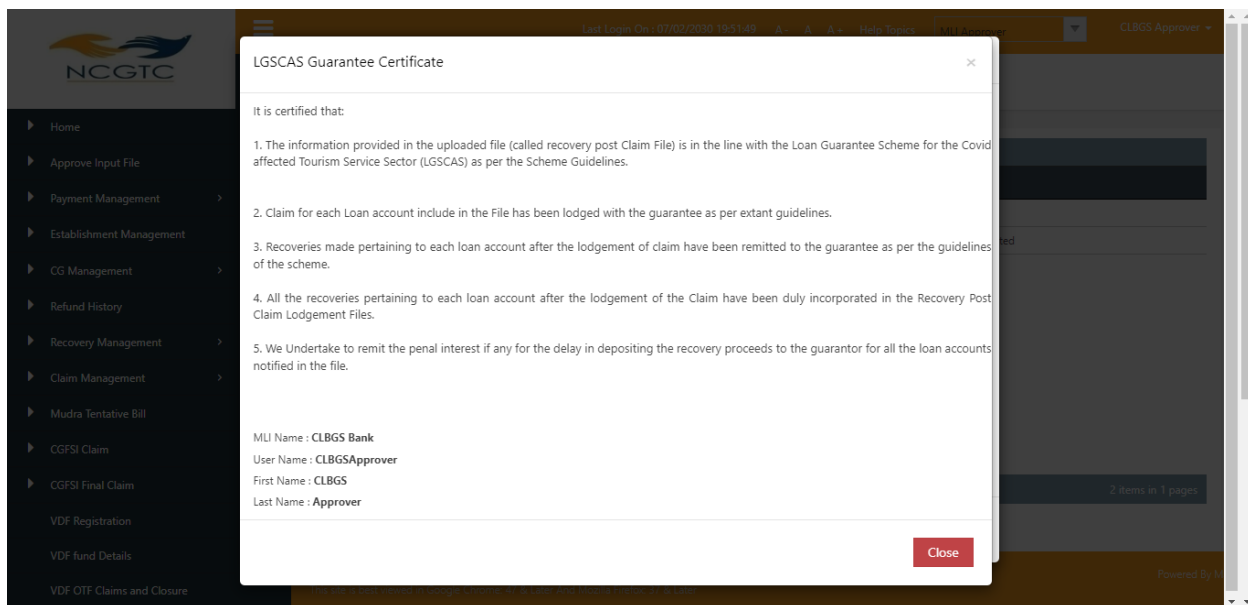
(Fig.14)

9. Click on “**Generate and View Management Certificate**” checkbox

10. Select **Action** as **Approved**

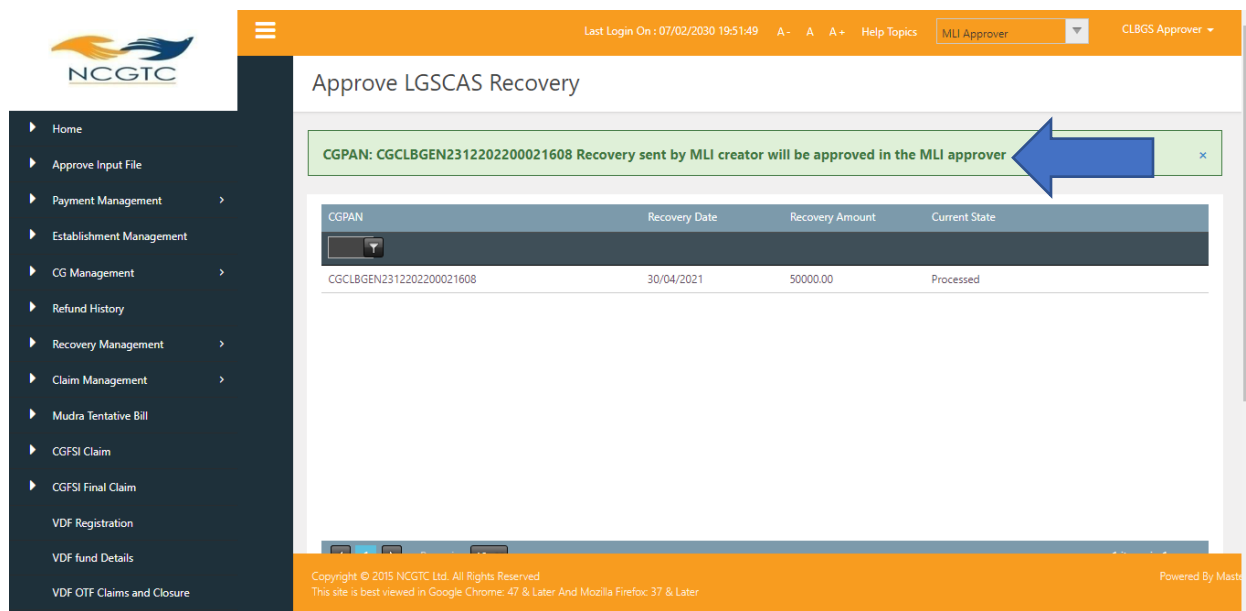
11. Click on **Submit** button (Fig.14)

Note: If user selects **Action** as **Rejected**, then user again have to put/enter new recovery record



(Fig.15)

12. User can view **Management Certificate** (Fig.15)



Approve LGSCAS Recovery

CGPAN: CGCLBGEN2312202200021608 Recovery sent by MLI creator will be approved in the MLI approver

CGPAN	Recovery Date	Recovery Amount	Current State
CGCLBGEN2312202200021608	30/04/2021	50000.00	Processed

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(Fig.16)

13. After clicking on **submit** button, system shows approved successfully message (Fig16)

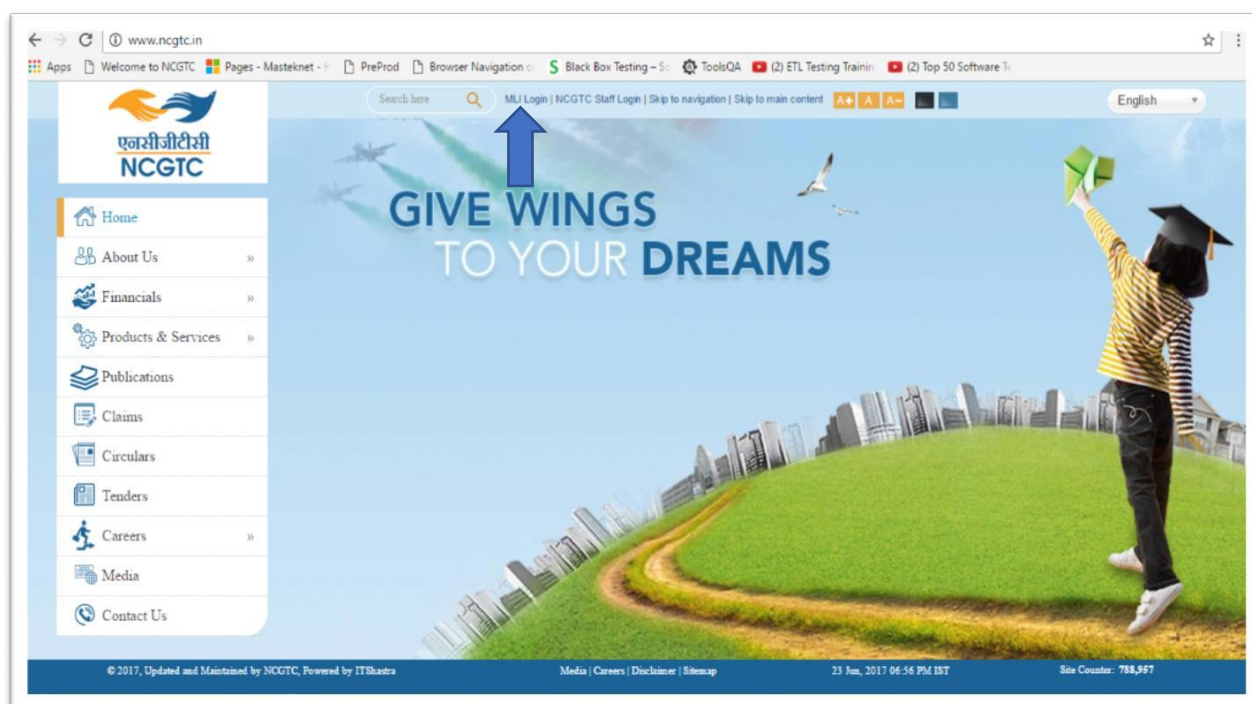
3. Payment Management:

3.1. MLI Creator:

- MLI creator will have to login into SURGE portal using the credentials and click on **Recovery Payment Reference MLI Creator**.

Follow below steps:

1. Go to “surge.ncgtc.in”



(Fig.17)

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

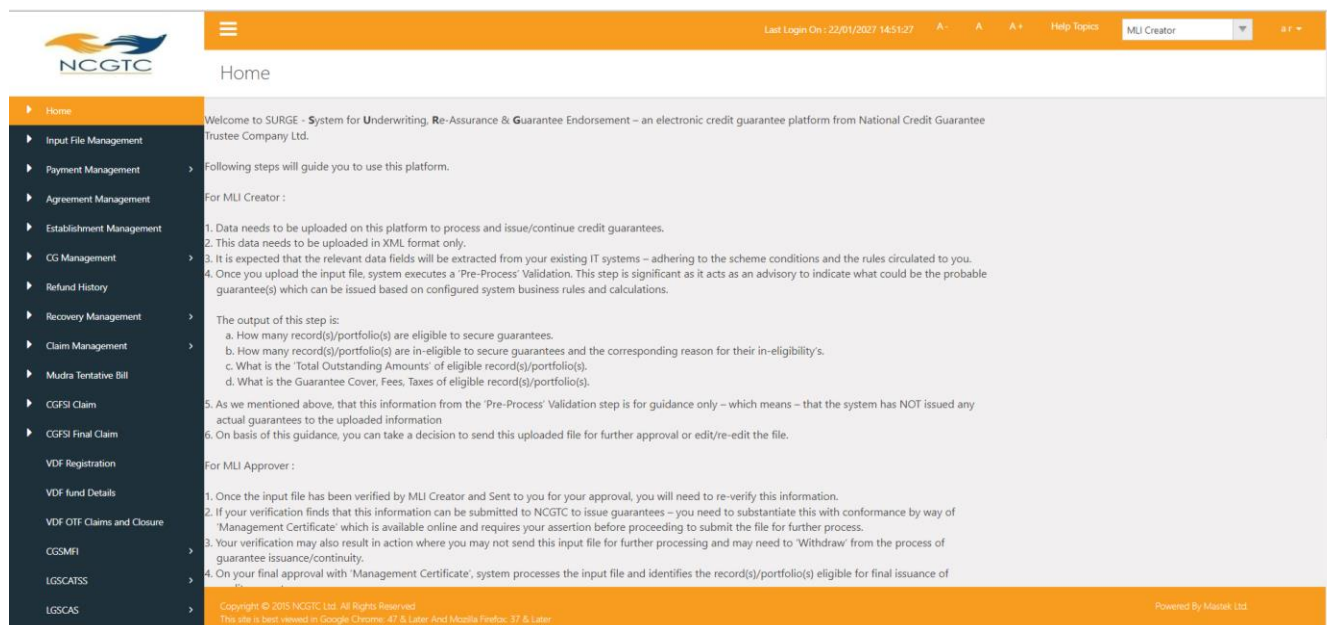
Sign in

[Forgot Password ?](#)

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(Fig.18)

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 MU 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.
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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 MU Approver :

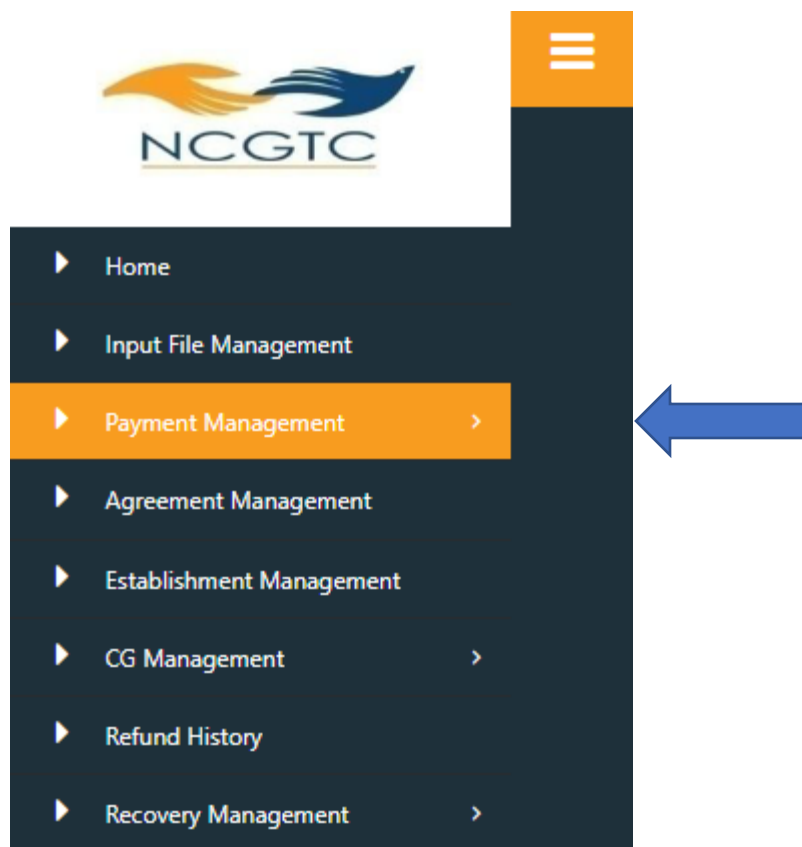
1. Once the input file has been verified by MU Creator and Sent to you for your approval, you will need to re-verify this information.
2. If your verification finds that this information can be submitted to NCGTC to issue guarantees – you need to substantiate this with conformance by way of 'Management 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 the guarantee.

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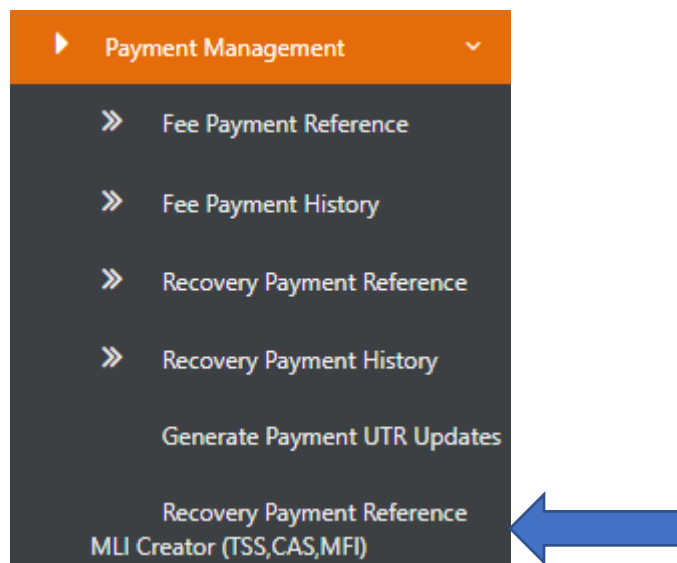
(Fig.19)

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



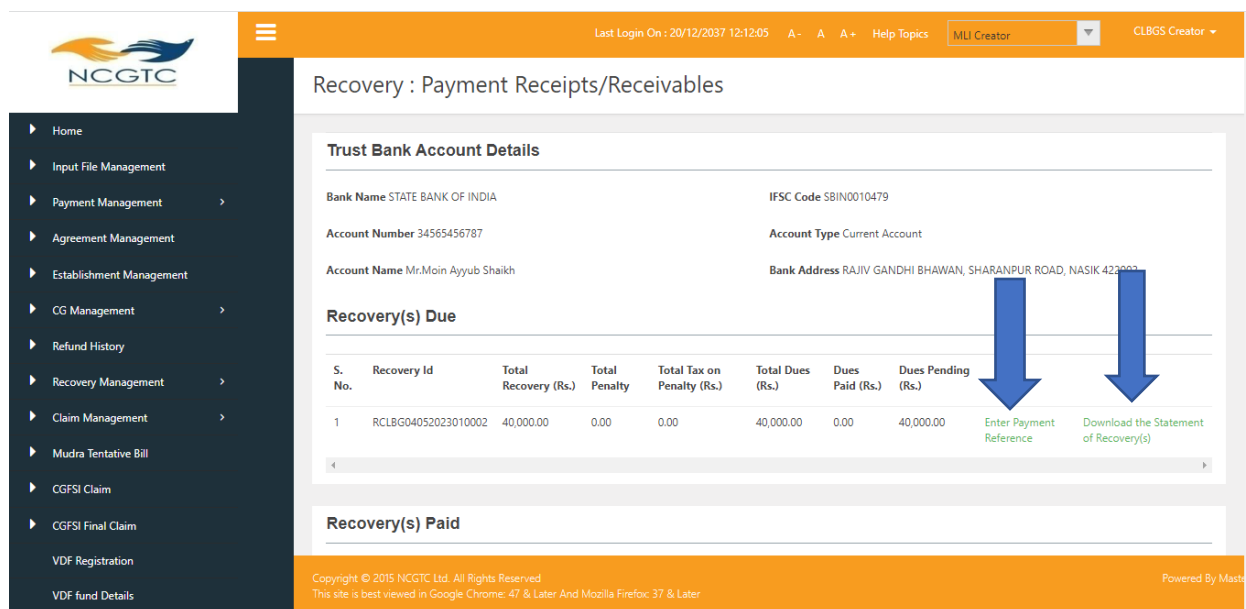
(Fig.20)

6. Select **Payment Management** from the menu (Fig.20)



(Fig.21)

7. Select **Recovery Payment Reference MLI Creator (TSS, CAS, MFI)** sub menu from **Payment Management** menu (Fig.21)



Recovery : Payment Receipts/Receivables

Trust Bank Account Details

Bank Name STATE BANK OF INDIA IFSC Code SBIN0010479

Account Number 34565456787 Account Type Current Account

Account Name Mr.Moin Ayyub Shaikh Bank Address RAJIV GANDHI BHAWAN, SHARANPUR ROAD, NASIK 422002

Recovery(s) Due

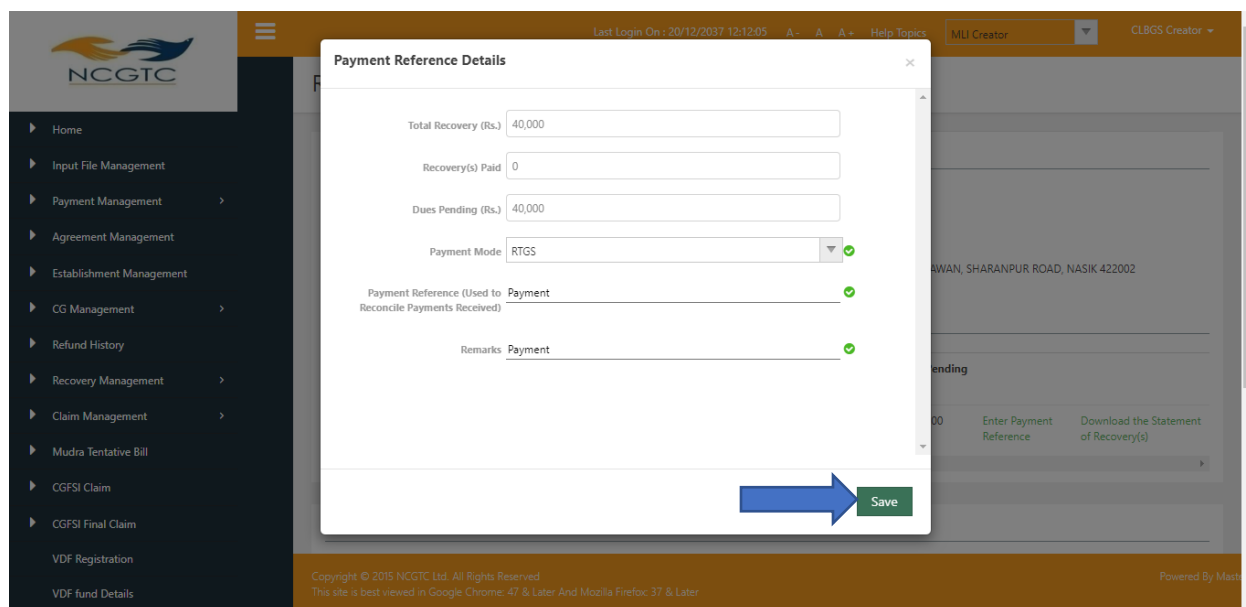
S. No.	Recovery Id	Total Recovery (Rs.)	Total Penalty	Total Tax on Penalty (Rs.)	Total Dues (Rs.)	Dues Paid (Rs.)	Dues Pending (Rs.)	
1	RCLBG04052023010002	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	Enter Payment Reference Download the Statement of Recovery(s)

Recovery(s) Paid

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(Fig.22)

8. Click on **Enter Payment Reference** link (Fig.22)
9. User is able to download statement of recovery from **Download the statement of recovery** (Fig.22)



Payment Reference Details

Total Recovery (Rs.) 40,000

Recovery(s) Paid 0

Dues Pending (Rs.) 40,000

Payment Mode RTGS

Payment Reference (Used to Reconcile Payments Received) Payment

Remarks Payment

Save

(Fig.23)

10. Select **Payment Mode**
11. Enter **Payment Reference**
12. Enter **Remarks**
13. Click on **Save** button (Fig.23)

(Fig.24)

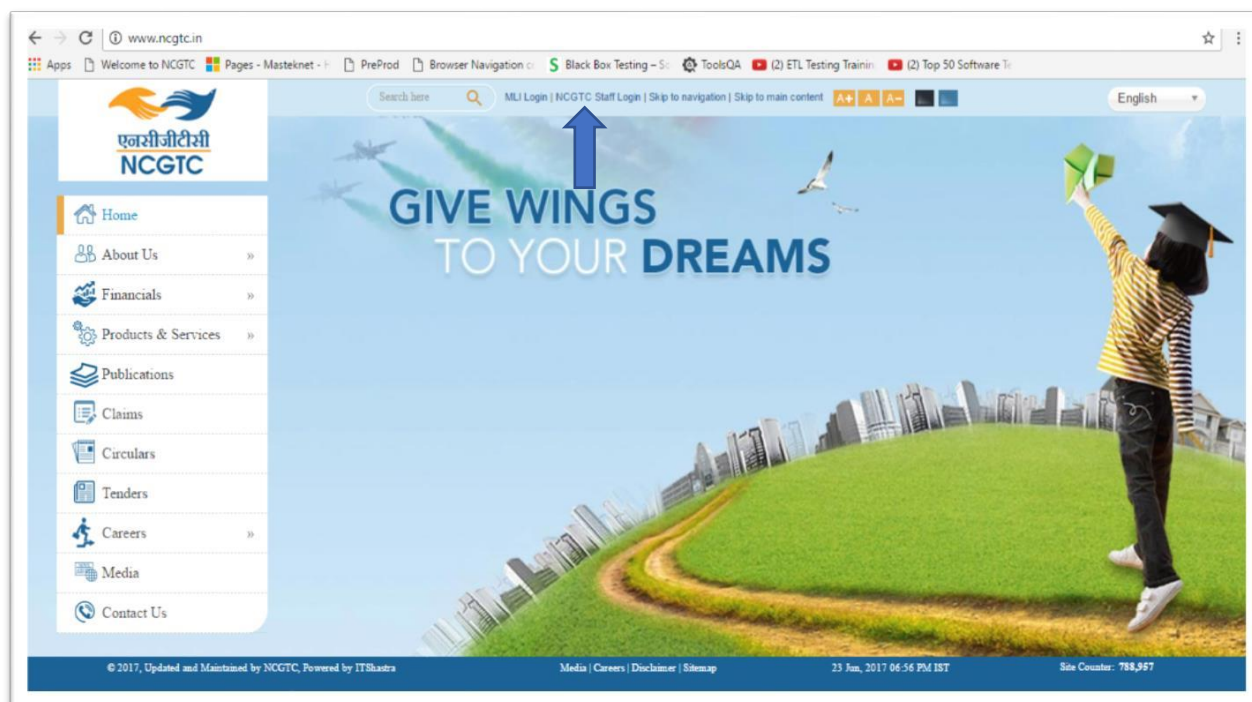
National Credit Guarantee Trustee Company.

3.2. NCGTC Accountant Login:

NCGTC creator will have to login into SURGE portal using the credentials and click on **Recovery Payment Reconciliation**.

Follow below steps:

1. Go to “surge.ncgtc.in”



(Fig.25)

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



Username: delladmin

Password: [Masked]

Please Enter Correct Code.

zfd13

Generate New Image

zfd13

Type the code from the image

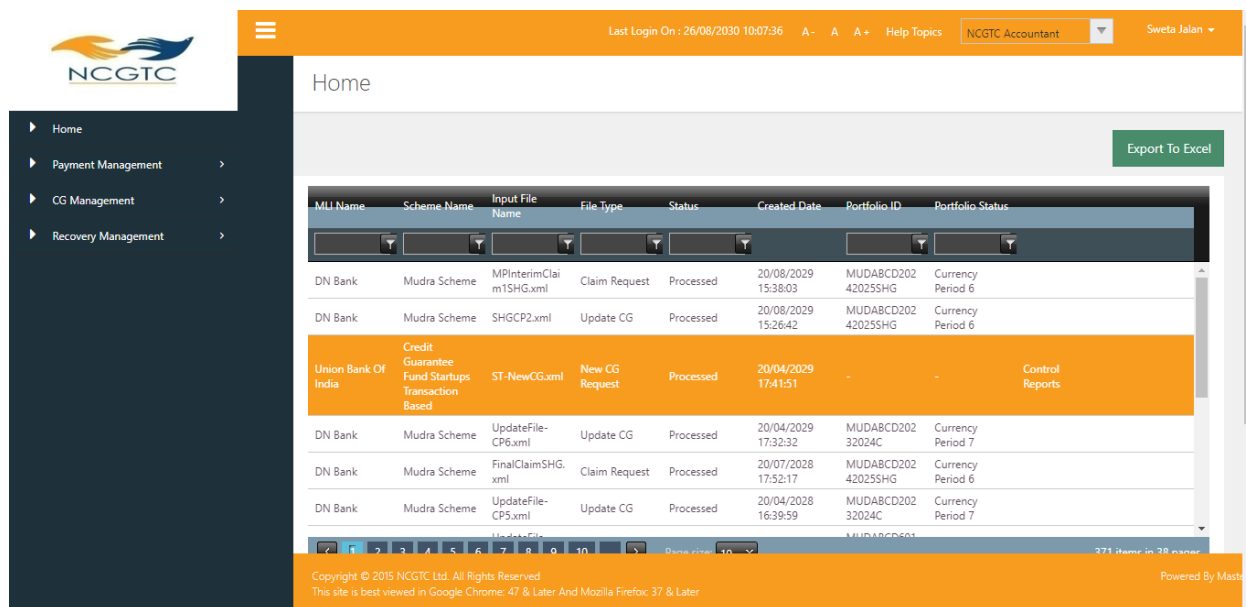
Sign in

Forgot Password ?

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(Fig.26)

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



MU Name	Scheme Name	Input File Name	File Type	Status	Created Date	Portfolio ID	Portfolio Status
DN Bank	Mudra Scheme	MPInterimClaim1SHG.xml	Claim Request	Processed	20/08/2019 15:38:03	MUDABCD202 420255HG	Currency Period 6
DN Bank	Mudra Scheme	SHGCP2.xml	Update CG	Processed	20/08/2019 15:26:42	MUDABCD202 420255HG	Currency Period 6
Union Bank Of India	Credit Guarantee Fund Startups Transaction Based	ST-NewCG.xml	New CG Request	Processed	20/04/2019 17:41:51	-	Control Reports
DN Bank	Mudra Scheme	UpdateFile-CP6.xml	Update CG	Processed	20/04/2019 17:32:32	MUDABCD202 32024C	Currency Period 7
DN Bank	Mudra Scheme	FinalClaimSHG.xml	Claim Request	Processed	20/07/2018 17:52:17	MUDABCD202 420255HG	Currency Period 6
DN Bank	Mudra Scheme	UpdateFile-CP5.xml	Update CG	Processed	20/04/2018 16:39:59	MUDABCD202 32024C	Currency Period 7

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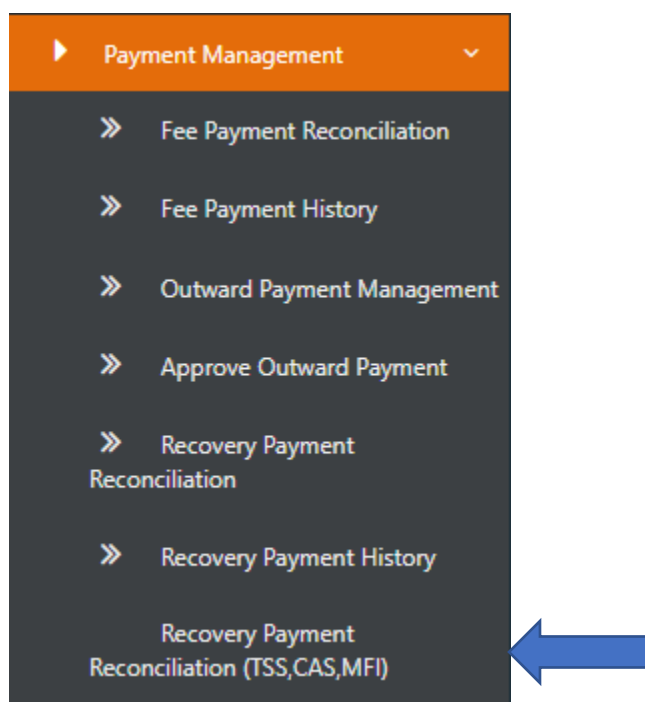
(Fig.27)

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



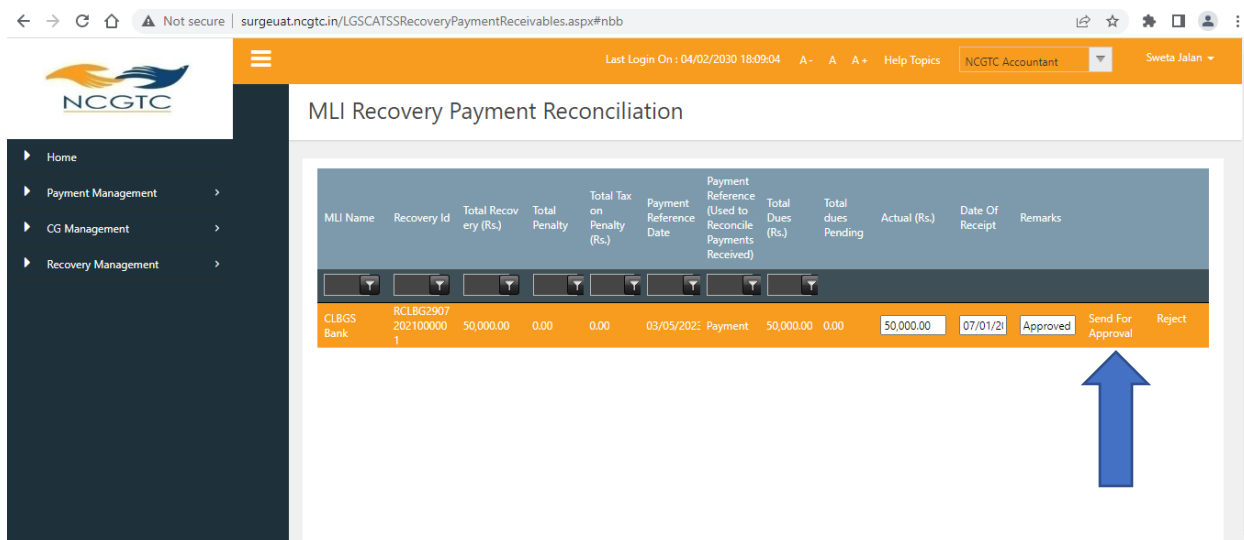
(Fig.28)

6. Click on **Payment Management** from the menu (Fig.28)



(Fig.29)

7. Click on **Recovery Payment Reconciliation** sub menu from **Payment Management** menu (Fig.29)

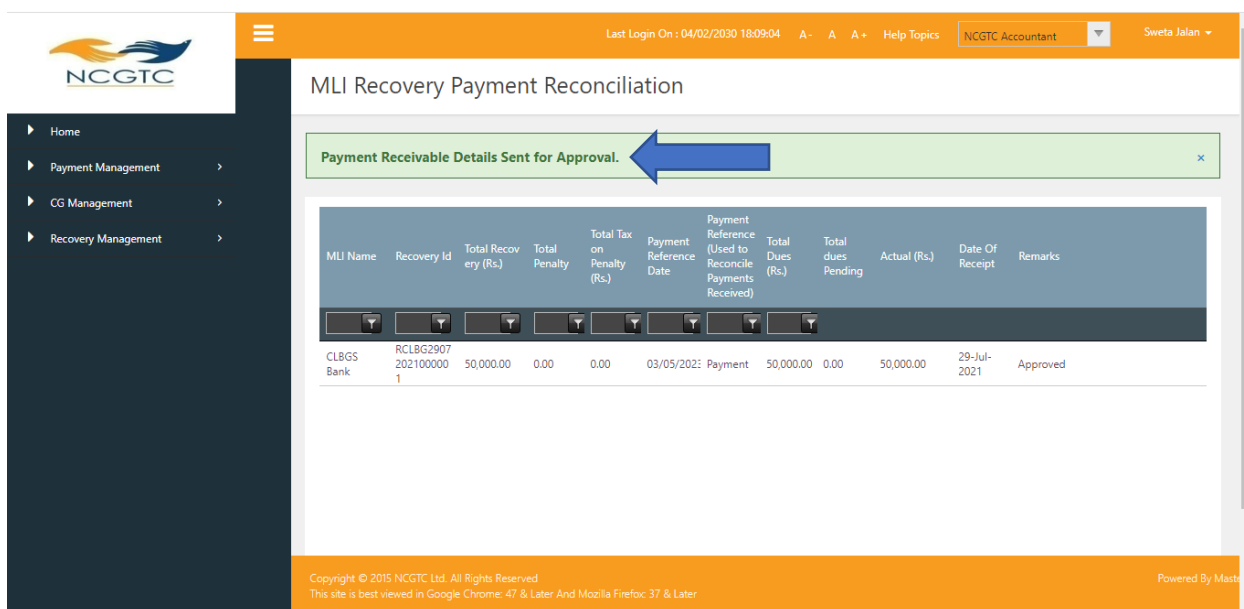


MLI Name	Recovery Id	Total Recovery (Rs.)	Total Penalty	Total Tax on Penalty (Rs.)	Payment Reference Date	Payment Reference (Used to Reconcile Payments Received)	Total Dues (Rs.)	Total dues Pending	Actual (Rs.)	Date Of Receipt	Remarks
CLBGS Bank	RCLBG2907 202100000 1	50,000.00	0.00	0.00	03/05/2021	Payment	50,000.00	0.00	50,000.00	07/01/21	Approved

(Fig.30)

8. Enter **Actual (Rs.)**
9. Enter **Date of Receipt**
10. Enter **Remarks**
11. Click on **Send to Approval** link (Fig.30)

Note: User can also do partial payment of recovery



MLI Name	Recovery Id	Total Recovery (Rs.)	Total Penalty	Total Tax on Penalty (Rs.)	Payment Reference Date	Payment Reference (Used to Reconcile Payments Received)	Total Dues (Rs.)	Total dues Pending	Actual (Rs.)	Date Of Receipt	Remarks
CLBGS Bank	RCLBG2907 202100000 1	50,000.00	0.00	0.00	03/05/2021	Payment	50,000.00	0.00	50,000.00	29-Jul-2021	Approved

(Fig.31)

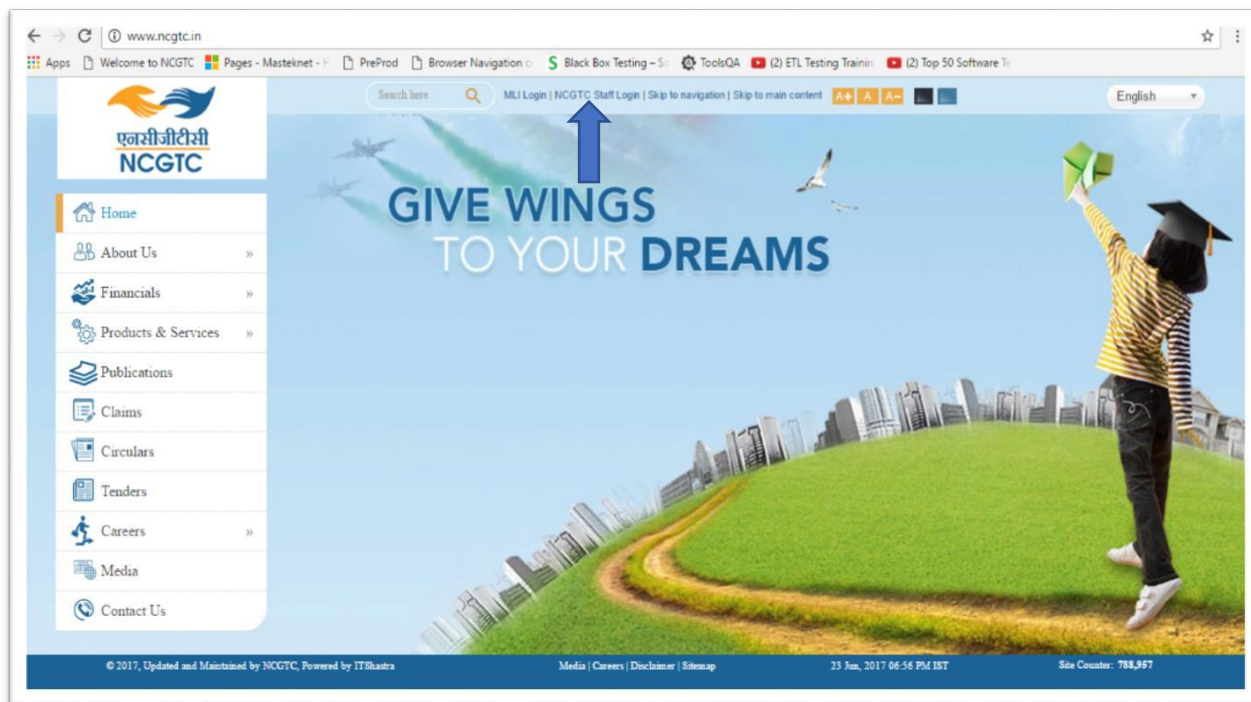
12. Recovery payment approved and send to **Main Accountant** (Fig.31)

3.3. NCGTC Main Accountant Login:

- NCGTC creator will have to login into SURGE portal using the credentials and click on **Approve Recovery Payment**.

Follow below steps:

1. Go to “surge.ncgtc.in”



(Fig.32)

2. To login as a **NCGTC Main Accountant**, 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

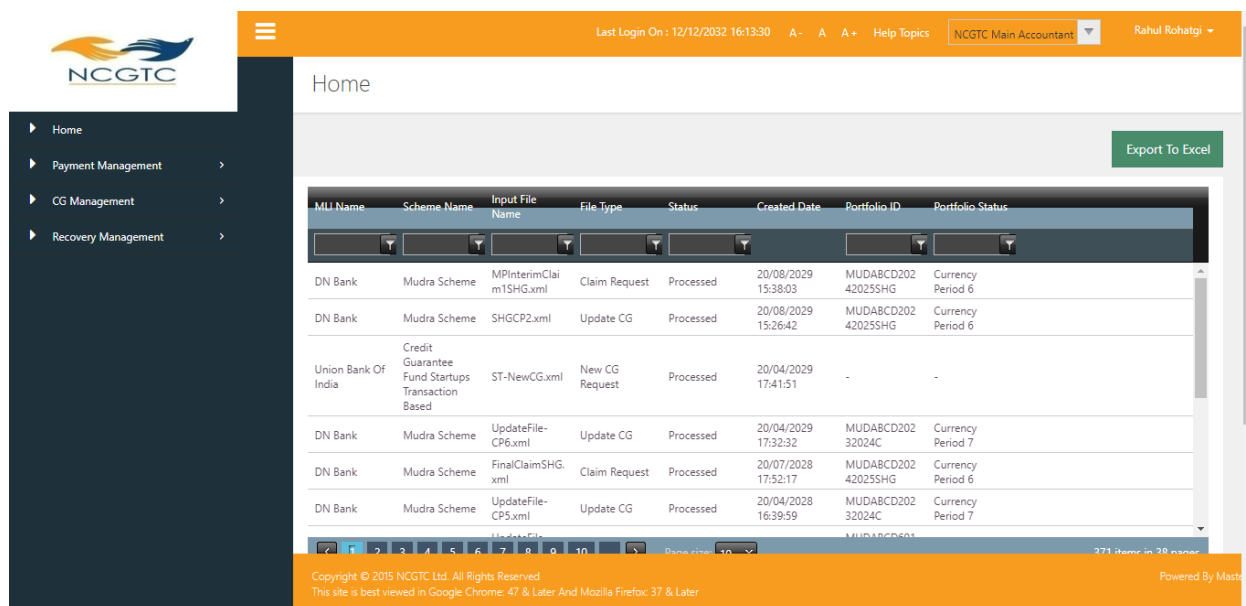
Sign in

Forgot Password ?

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(Fig.33)

4. Insert proper **username**, **Password**, **Captcha** and then click on “**Sign in**” button (Fig.94)



Home

Export To Excel

MLI Name	Scheme Name	Input File Name	File Type	Status	Created Date	Portfolio ID	Portfolio Status
DN Bank	Mudra Scheme	MPInterimClai m1SHG.xml	Claim Request	Processed	20/08/2029 15:38:03	MUDABCD202 42025SHG	Currency Period 6
DN Bank	Mudra Scheme	SHGCP2.xml	Update CG	Processed	20/08/2029 15:26:42	MUDABCD202 42025SHG	Currency Period 6
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	FinalClaimSHG.xml	Claim Request	Processed	20/07/2028 17:52:17	MUDABCD202 42025SHG	Currency Period 6
DN Bank	Mudra Scheme	UpdateFile-CP5.xml	Update CG	Processed	20/04/2028 16:39:59	MUDABCD202 32024C	Currency Period 7

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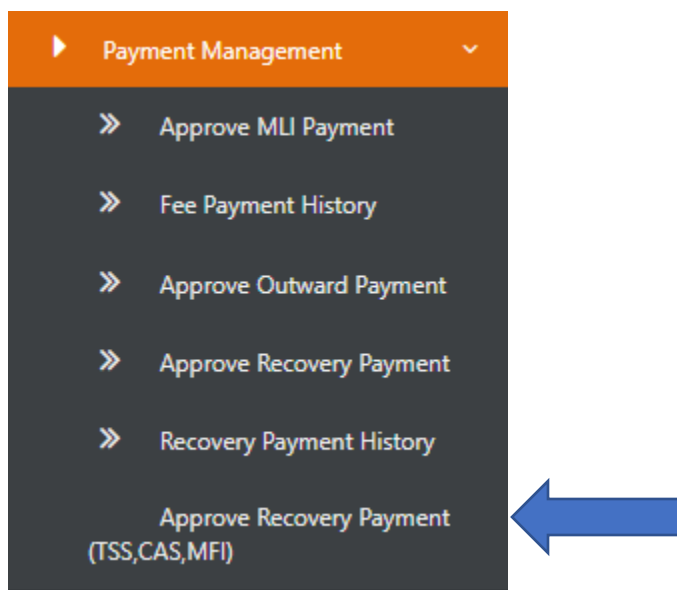
(Fig.34)

5. After successfully login in Surge, **Home** page would be loaded and displayed to user. (Fig.34).



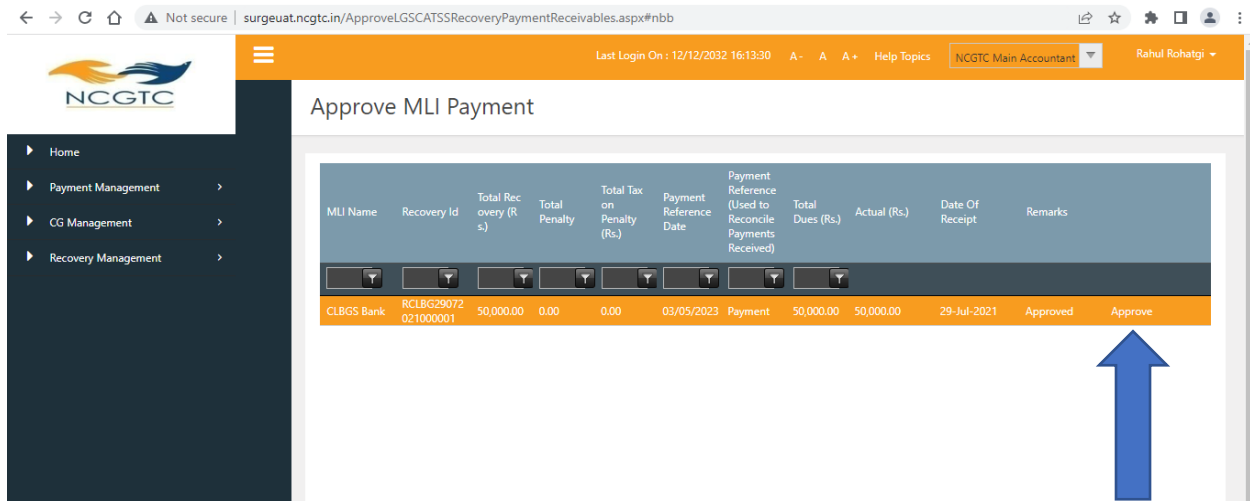
(Fig.35)

6. Click on **Payment Management** from the menu (Fig.35)



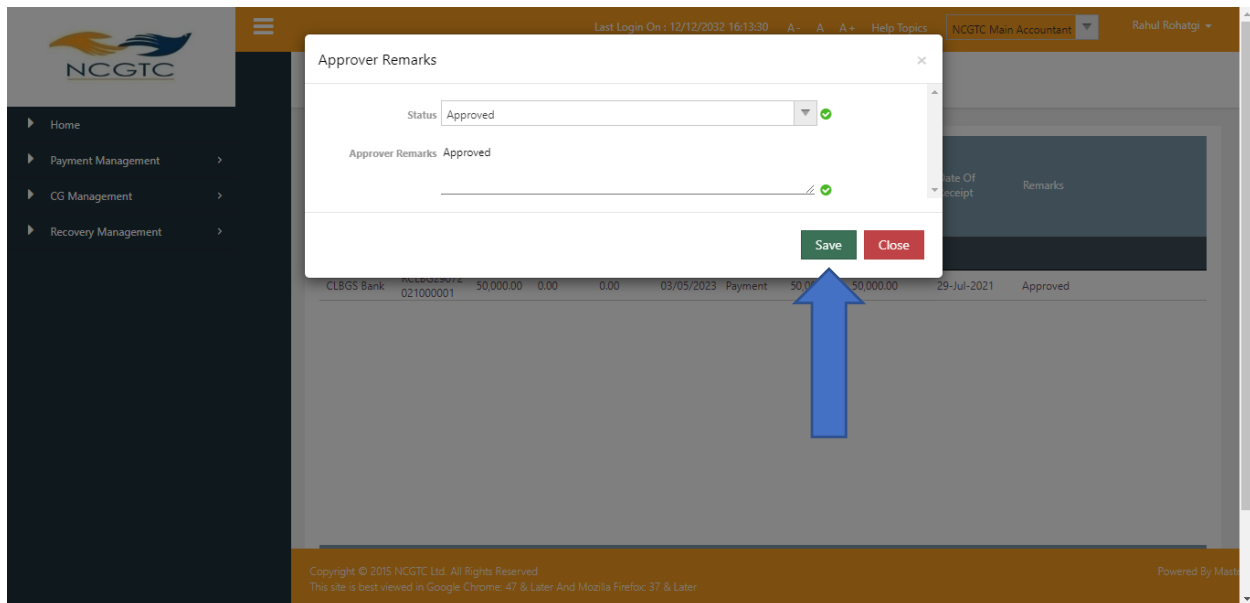
(Fig.36)

7. Click on **Approve Recovery Payment (TSS,CAS,MFI)** sub menu from the **Payment Management** (Fig.36)



(Fig.37)

8. Click on **Approved** link (Fig.37)

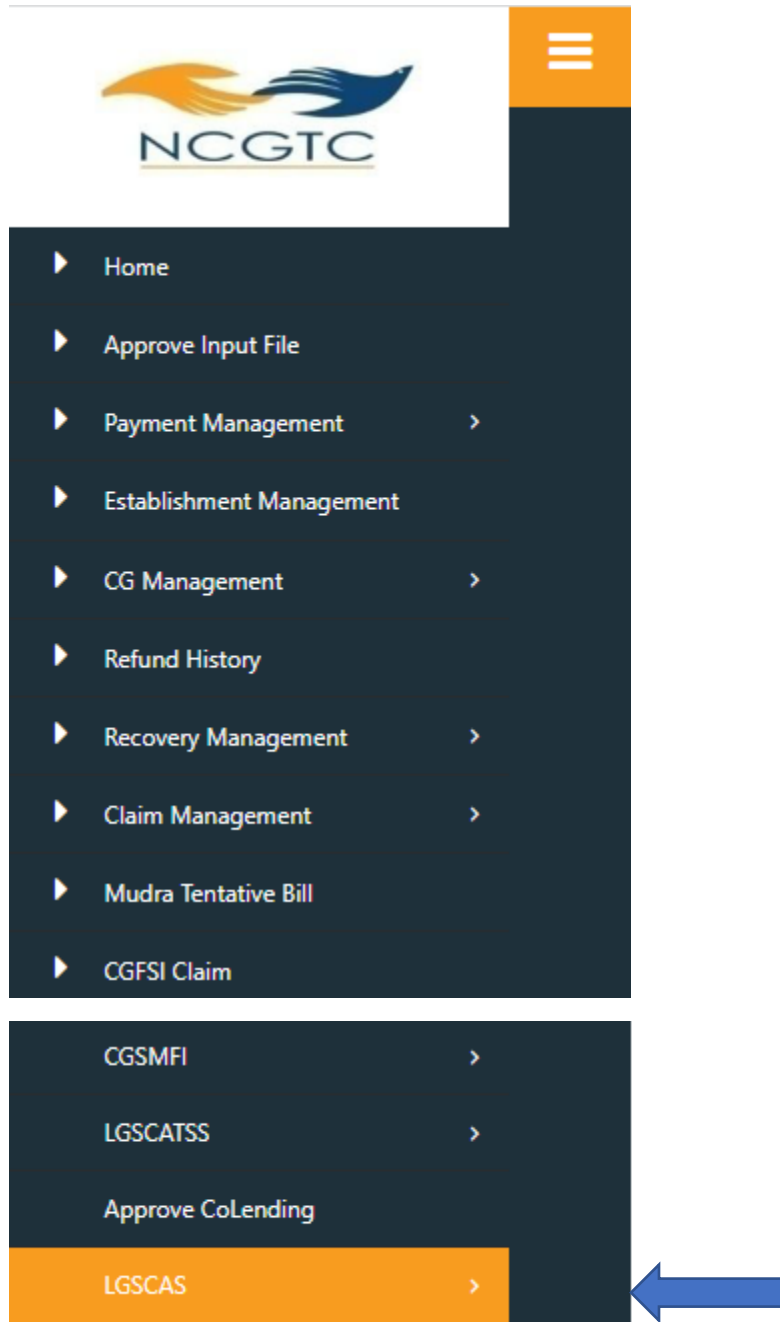


(Fig.38)

9. Select **Status** as **Approved** from the drop down
10. Enter **Remark**
11. Click on **Save** button (Fig.38)
12. **Recovery record** saved successfully

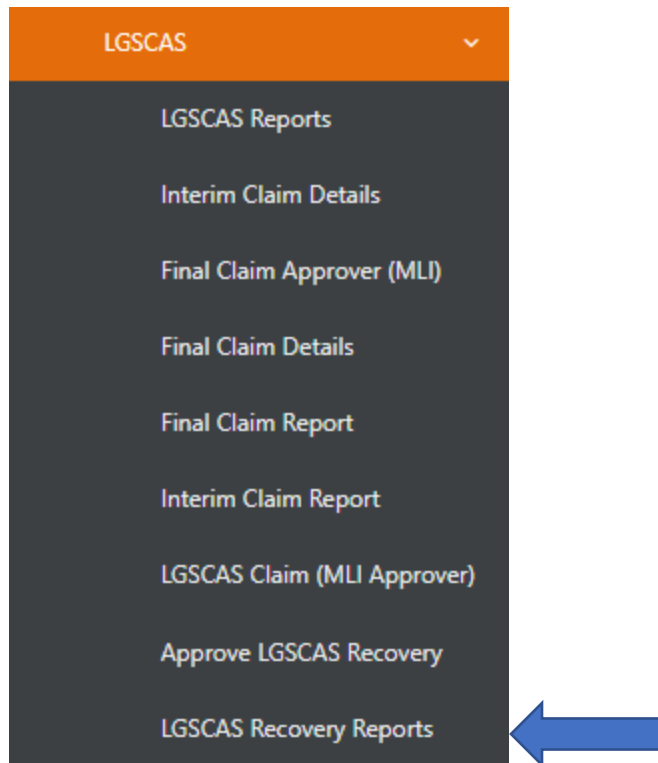
4. Recovery Report:

1. MLI and NCGTC both can download and view recovery report



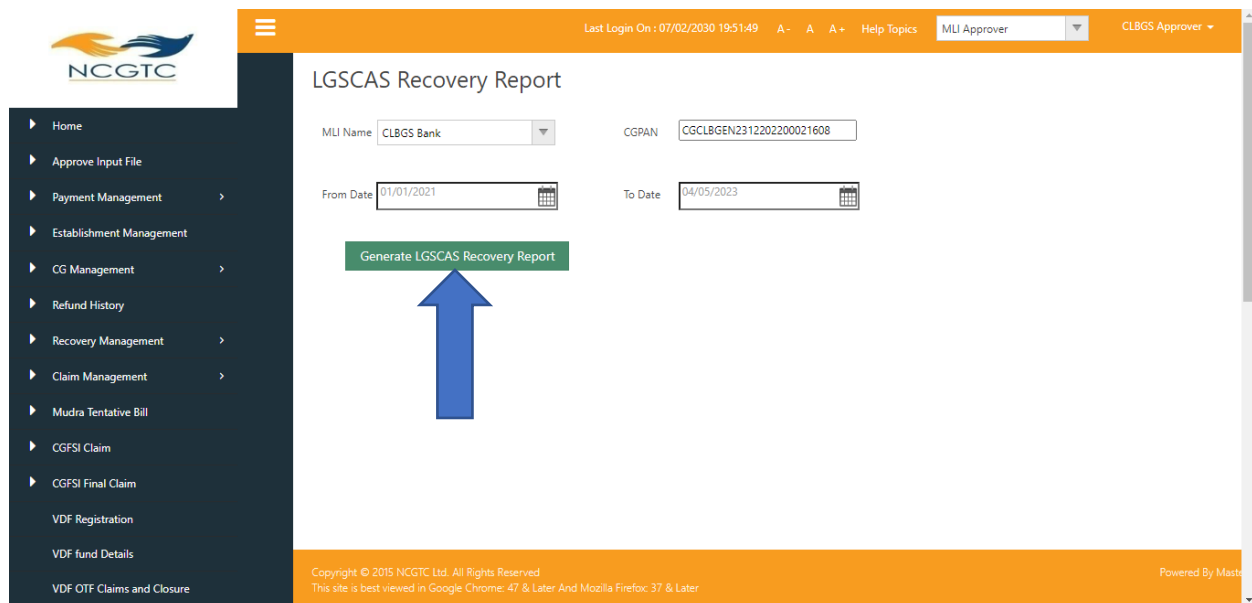
(Fig.39)

2. Click on **LGSCAS** from the menu (Fig.39)



(Fig.40)

3. Click on **LGSCAS Recovery Reports** sub menu from the **LGSCAS** menu (Fig.40)



(Fig.41)

4. Select **MLI Name**

5. Select **CGPAN**

7. Click on **Generate LGSCAS Recovery Report (Fig.41)**

