



KHADI & VILLAGE INDUSTRIES COMMISSION

Ministry of Micro, Small & Medium Enterprises, Government of India



“USER MANUAL”

for

PMEGP e-PORTAL

for

FINANCING

BRANCH

Under

PMEGP SCHEME

Designed and Developed by Directorate of Information Technology(DIT),KVIC,Mumbai

STEP No:- 1 (A)

Please visit Khadi & Village Industries Commission Official website i.e. www.kvic.org.in and click on “**KVIC Online**” button available, as shown below:-



STEP No:- 1 (B)

On 'KVIC ONLINE APPLICATIONS' page, please click on “**PMEGP e-Portal**” Link:-



STEP No:- 2 (A)

Click On Financing Branch Log In button.

Click here

STEP No:- 2 (B)

Enter your credentials in Bank Login form as shown below:-

Enter User Name

Enter Password

Click here to Reset Password

Note:-

- To know your credentials please e-mail to pmegeportal@kvic.gov.in.
- If you are not able to Login then click on 'Reset Password' button.

STEP No:- 3 (A)

To reset password submit your branch details in columns as prescribed:-

The screenshot shows the 'PMEGP e-Portal' interface for resetting a password. It features a 'Login' button in the top right corner. The main heading is 'Reset Password for Financing Branch'. A note states: 'Note: Confirmation Mail will be Sent to Your Registered branch eMail ID'. Below this, there are two input fields: 'Branch IFS Code*:' and 'Registered branch Email*:', both with callouts pointing to them. A 'Reset Password' button is located below the input fields, with a callout pointing to it. At the bottom, there is a footer text: 'For technical assistance send email to pmegpeportal@kvic.gov.in with IFS Code, Branch Name, State, Contact Person Name, Designation and Contact No.'.

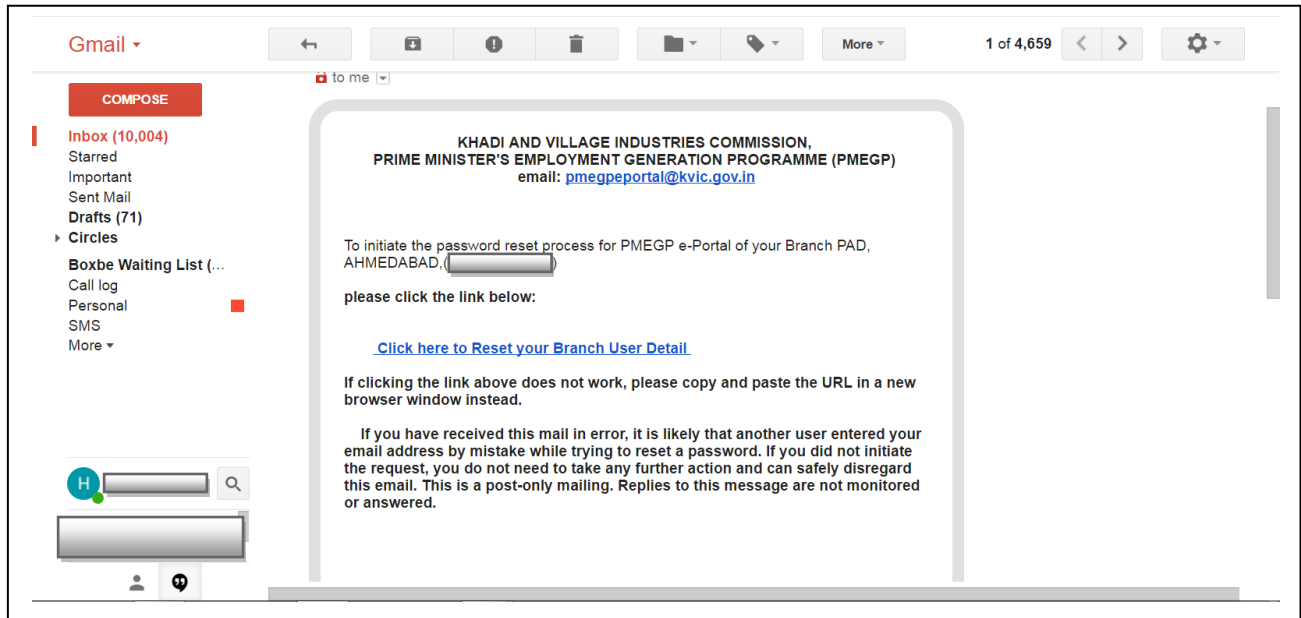
STEP No:- 3 (B)

After successful submission, you will get confirmation message, as shown below:-

The screenshot shows a confirmation message on the PMEGP e-Portal. At the top, there are logos for the Government of India, PMEGP, and NSIC. The main heading is 'Prime Minister's Employment Generation Programme'. Below this, there is a 'Registration Confirmation Message...' section with 'Back' and 'Login Page' buttons. At the bottom, there is an 'IFS Code:' input field and a green confirmation bar that reads: 'User Details has been Successfully send to your Registered Email ID:' followed by an empty input field.

STEP No:- 3 (C)

A link to reset your Branch User Detail will be sent to your registered e-mail ID:-



Note:-

- **Please visit and check your Regd. E-mail ID Inbox and click on the link provided.**
- **This link will be valid only for 24hrs.**

STEP No:- 3 (D)

Submit your branch details in 'Password Change & Transient A/c Confirmation Form':-

PMEGP e-Portal

Password Change and Transient A/c Confirmation Form

(* mark fields are mandatory)

IFSC Code (11 digit)	<input type="text"/>
Bank Name:	CANARA BANK
Branch name:	TALAGAON
Registered Branch eMail Id:	<input type="text"/>
Registered Transient A/c No. of Your Branch:	<input type="text"/>
(1) Enter New Password*:	<input type="password"/>
(2) Re-enter New Password*:	<input type="password"/>
(3) Transient A/c No. of Your Branch*:	<input type="text"/>
(4) email ID of Your Branch	<input type="text"/>

SUBMIT

**Click here to
Submit**

Note:-

- **Enter New Password :- Please Type your New Password.**
- **Re-enter New Password :- Type your New Password again.**
- **Enter Transient A/c No. :- Enter your Transient A/c number details.**
- **Enter Email ID of Your Branch :- Please enter your regd. e-mail ID**
- **After Click on 'SUBMIT' button, Page is automatically Return to Bank Login Form page.**

STEP No:- 4 (A)

On Successful Login all applications forwarded to the branch will be shown:-

Applicant data Search and Update form

Note: After Margin Money (Govt. Subsidy) Claimed Data Cannot be Updated.....

Search by Applicant ID / Name : (enter few letters) : **Find** **ALL**

Applicant id	Applicant Name	Date of Forwarding	Download Applicant	Current Status	Online Claim Submission			Applicant Data
					Date	Amount	Loan Statement	
(1)KVHP16176194-1321118	Sumit Kumar	18-SEP-2016	Documents	Sanction Letter			Not Claimed	Update
(2)KVHP16176194-1422412	Pratap Chand Thakur	18-SEP-2016	Documents					Update
(3)KVHP16176194-1321317	Raman Thakur	18-SEP-2016	Documents				Claimed	Update
(4)KVHP16176194-1456837	Ajay Kumar	18-SEP-2016	Documents				Claimed	Update

Click here to Update the data

Note :- After Login, Applicant detail is displayed with..

Application Detail - To Update PMEGP e-Portal Applicant Data.

Change Password - To Change the Password.

Report - To View complete Report.

Logout - To close the Program and return to log-in Page.

User Manual - To download the User Manual in PDF format.

Find -To Search particular Applicant data.

All - To View all Applicant list.

Update - To Update Bank details of Application.

STEP No:- 4 (Bi)

On the Home Page, click on the update button to update.

Bank details of the particular applicant and the following form open

There are seven stages in the updation form to complete the bank details of application, as mentioned below:-

- **Stage 1 (Applications status updation):- To update the current status of the application.**
- **Stage 2 & 3 (Total project cost and Loan Sanction):- To submit the details of capital/Finance i.e. CE & WC and Loan sanctioned details.**
- **Stage 4 (Loan released):- details of Ist Loan Installment released to the beneficiary.**
- **Stage 5(Govt. subsidy MM online claim):- Verify your Transient A/c number, amount to be claimed & details of MM transferred by corporation bank.**
- **Stage 6 (TDR Account Details):- Details of term Deposits maintained by Financing branch.**
- **Stage 7 (MM Adjustment against TDR):- Details of Adjustment against term deposits.**

STEP No:- 4 (Bii)

"BANK DETAIL UPDATION FORM"

BANK DETAIL UPDATION FORM		(Date Format:dd-mon-yyyy ex: 30-OCT-2016 and Amount in Rs)	
Applicant ID :	<input type="text"/>	Applicant Name:	BALASUBRAMANYAM KRISHNASAMY
Gender:	Male	Category:	Other Backward Caste
Aadhaar Card No:	<input type="text"/>	PAN NO:	BKFPBaa48R
Applicant Contact No:	<input type="text"/>	Applicant email:	<input type="text"/>
Unit Location:	Rural	Project Cost Recommended :	Rs. 2200000 (CE:1300000,WC:900000)
Industry Type:	Manufacturing	Beneficiary Contribution (Own Contribution) :	5%
Industry:	Coir work	Bank Finance / Loan Sanction :	95%
Qualification :	12TH Pass (Tech:)	Govt. Subsidy(MM) Eligible :	35%



Successfully Updated...

Application Status Updation (Stage-1)		Guideline/Description	
(1) Application / Documents Received Date:*	<input type="text" value="29-Oct-2016"/>	(1) Enter Date on which Application and Documents of Beneficiary Received.	
(2) Select Current Status at Bank:*	<input type="radio"/> Under Process <input checked="" type="radio"/> Loan Sanctioned <input type="radio"/> Rejected	(2) Select Application Status (Under Process/Rejected/Loan Sanctioned)	
(3) Remarks (Rejection / Under Process) :	<input type="text" value="For Document Verification"/>	(3) Enter Remarks for Rejection/ Under Process	
Save Data			
Total Project Cost and Loan Sanction (Stage-2)			
(4) Project Cost Detail:	Total Project Cost Approved by Bank	Bank Finance / Loan Sanction (95%)	(4) Bank can reduce project cost on the basis of Economic viability. Enter admitted project Cost details.
(a) Capital Expenditure/Term Loan (in Rs)	<input type="text" value="1300000"/>	<input type="text" value="1235000"/>	
(b) Working Capital/Cash Credit (in Rs.)	<input type="text" value="900000"/>	<input type="text" value="855000"/>	
(c) Total Project Cost (a+b)	<input type="text" value="2200000"/>	<input type="text" value="2090000"/>	
(5) Loan Sanction Date :	<input type="text" value="30-Oct-2016"/>	(5) Enter Loan Sanction Date	
(6) Whether Covered under CGTMS :	<input type="radio"/> Yes <input type="radio"/> No	(6) Select (Yes/No) for project covered under CGTMS	
(7) Rate of Interest on Loan (in %) :	<input type="text" value="12"/> %	(7) Enter Rate of Interest	
(8) (A) Loan Repayment Period: <input type="text" value="60"/> (In Months)		(8) Loan Repayment Period in Months	
(B) Moratorium period: <input type="text" value="10"/> (in Months)			
Remarks if any:	<input type="text"/>	Enter Remarks for Sanction condition if any.	
(9)	Save Data	(9) Click on Generate Sanction Letter and Sanction letter will generate in pdf format. You can get Printed in Bank Letter head.	

After Completing the entries, Click On 'Save' Button to Save all Data.

To submit the MM Claim online click on the button as shown below :-

Loan Released (Stage-4)			
(15) Last Date of Loan Release:	<input type="text" value="30-OCT-2016"/>	Release Date:	<input type="text"/>
(16) Total Loan Amount Released (in Rs.):	<input type="text" value="800000"/>	Amount:	<input type="text"/>
(17) Loan Account No. of Beneficiary	<input type="text" value="123456789"/>	Account No.	<input type="text"/>
Govt. Subsidy (MM) Online Claim (Stage -5)			
(Please Verify Transient Account No of Branch before Submit Online MM Claim)			
(17) (A) Transient A/c. or Intermediary A/c or Intersole A/c No of Bank:	IFS CODE: <input type="text"/>	Ac No: <input type="text"/>	Branch Account No.
(B) Margin Money (Govt. Subsidy) Claimed:	<input type="text" value="770000"/> (In Rupees)		Branch Account No.
(18)	Submit Online Govt Subsidy (MM) Claim		(19) Click on "Submit Online Subsidy (MM) Claim" button for Final Submission
(19) Details of Margin Money (Subsidy) Claim Transfer through Corp. Bank to Your Bank			After Online Receipt of MM Claim , eligible Amount will be transfer to Transient Bank Account of Your Branch
Transfer Date:			
MM Amount:			
Reference No:			
TDR Account Detail (stage 6)			
(20) Beneficiary TDR Account No:	<input type="text" value="123456789"/>		On Receipt of Margin Money Claim, Financing Branch needs to be Deposit the same in the TDR Account of the Applicant as per Scheme Guidelines
(21) Deposit Date in TDR:	<input type="text" value="30-OCT-2016"/>		(21) TDR Account No of the Beneficiary
Margin Money (Subsidy) Adjustment against TDR (Stage-7)			
(22) Adjustment Date:	<input type="text" value="30-OCT-2016"/>		(23) Enter Date of Final adjustment of Margin Money (Subsidy) against Loan
(23) Adjustment Amount	<input type="text" value="100000"/>		(24) Enter Amount in Rupees of Final Adjustment of Margin Money
Save Data		Finally Save Data.	

Click here

STEP No:- 5 (A)

On clicking of "Submit Online Govt. Subsidy (MM) Claim" button the following form open :-

ONLINE MARGIN MONEY (GOVT. SUBSIDY) FINAL SUBMISSION			
Applicant ID:	<input type="text"/>	Applicant Name	Balasubramaniam Krishnasamy
Aadhaar No:	<input type="text"/>	Loan Account No:	123456789
Loan Release Date:	30-OCT-2016	Total Loan Release Amount	800000
NEFT IFS Code:	<input type="text"/>	Bank Transient A/c No:	<input type="text"/>
Margin Money (Govt. Subsidy) Claim Amount:	770000		
NOTE			
(1) Please verify the Margin Money (Govt. Subsidy) Details before "FINAL SUBMISSION OF GOVT. SUBSIDY CLAIM"			
(2) Verify the Loan Account No of Your Bank.			
(3) If the details are incorrect, the details cannot be Updated			
Upload Release Statement with Branch Stamp and Signature of Branch Manager in pdf,jpg format and size of the document is less than 1 mb)			
Release Statement*		<input type="button" value="Choose file"/> No file chosen	
FINAL SUBMISSION OF GOVT. SUBSIDY CLAIM			

Click here to Final submit

Upload Scanned copy of Loan disbursement statement with Sign & Seal of the Bank

Note:-

- Please verify bank details of applications before final submission.
- The final submission of subsidy claim can only be done after uploading "Loan Release Statement"

STEP No:- 5 (B)

The following link will be activated after final submission of subsidy claim

Applicant id	Applicant Name	Date of Forwarding	Download Applicant	Current Status	Online Claim Submission			Download	Applicant Data
					Date	Amount	Loan Statement		
(1)KVTN16176940-1330625	Balasubramaniam Krishnasamy	07-SEP-2016	Documents	Sanction Letter		770000	-	Draft MM Claim	Update
(2)KVTN16176941-1395204	Muthuselvi M	07-SEP-2016	Documents				-	Not Claimed	Update

Links

- **Documents** :- To view & Download applications and its relevant documents
- **Sanction Letter** :- To view & Download the Sanction letter.
- **Draft MM Claim** :- To view & Download the draft of subsidy claim through online (this link only be activated before final submission).
- **Loan Statement** :- This link only be activated after uploading the documents.

STEP No:- 5 (C)

After click on Documents, the page as shown below:-

The screenshot shows the 'Applicant Data View' page for the Prime Minister's Employment Generation Programme. The applicant's name is BALASUBRAMANIAM KRISHNASAMY. The page lists five documents to be uploaded, each with a 'view Document' button. A green callout bubble points to the 'view Document' button for the first document, 'Passport Size Photo'.

SrNo	Document Desc	Applicant Remarks	View
1	Passport Size Photo		view Document
2	Aadhar Card		view Document
3	Population Certificate		view Document
4	Caste Certificate for Other Backward Caste (OBC) -		view Document
5	Highest Educational/Technical Certificate		view Document

Note:-

- by clicking on "view Document", to view uploaded documents.

THANK YOU