"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.

STEP No:- 2 (B)

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

Note:-
  ➢ To know your credentials please e-mail to pmegpeportal@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:-

Click here to back to the Login Page

PMEGP e-Portal

Login

Enter Branch IFS Code

Reset Password for Financing Branch

Note: Confirmation Mail will be Sent to Your Registered branch eMail ID

Branch IFS Code*: _____

Registered branch Email*: _____

Enter Branch Regd. e-mail ID

Reset Password

For technical assistance send email to pmegpeportal@kvic.gov.in with IFS Code, Branch Name, State, Contact Person Name, Designation and Contact No.

Click here to Reset Password

STEP No:- 3 (B)

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

Prime Minister's Employment Generation Programme

Registration Confirmation Message...

Back   Login Page

IFS Code: _____

✔ User Details has been Sucessfully send to your Registered Email ID: _____

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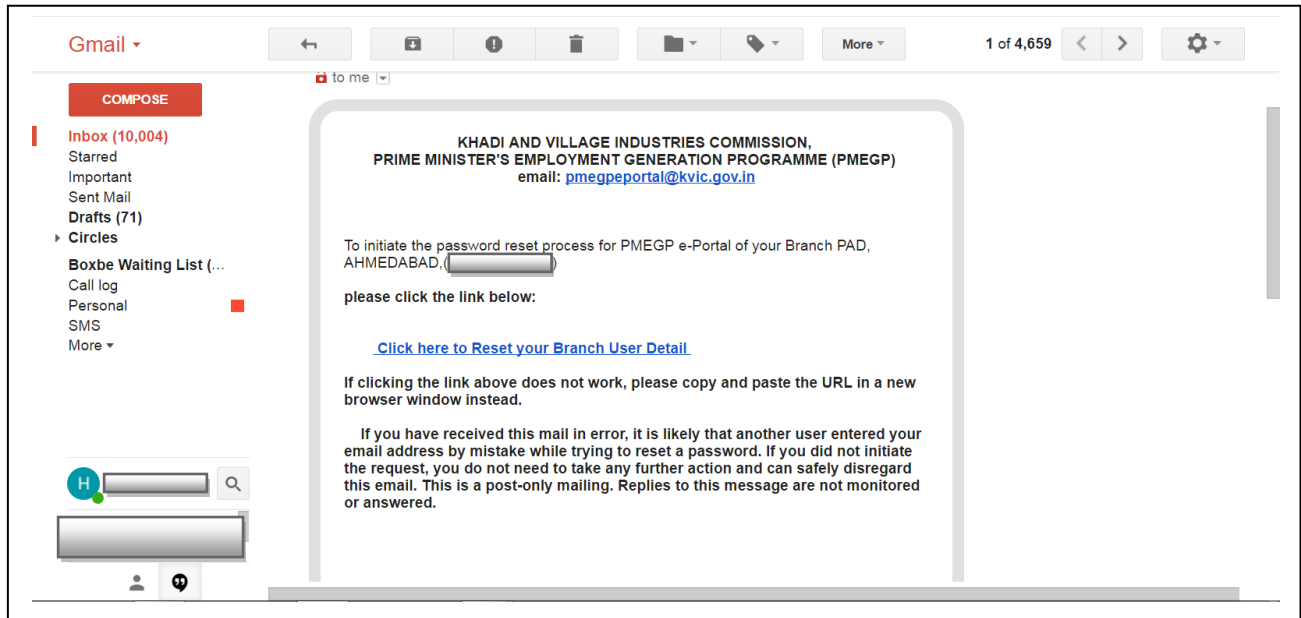
Note:-

- ➢ **Please visit and check your Regd. E-mail ID Inbox and click on the link provided.**

- ➢ **This link will be valid only for 24hrs.**

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

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.**

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

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.**

"BANK DETAIL UPDATION FORM"

BANK DETAIL UPDATION FORM
(Date Format:dd-mon-yyyy ex: 30-OCT-2016 and Amount in Rs)

Applicant ID :	Applicant Name: BALASUBRAMANIYAM KRISHNASAMY
Gender: Male	Category: Other Backward Caste
Aadhaar Card No:	PAN NO: BKFPB2248R
Applicant Contact No:	Applicant email:
Unit Location: Rural	Project Cost Recomended : Rs. 2200000 (CE:1300000,WC:900000)
Industry Type: Manufacturing	Beneficary Contribution (Own Contribution) : 5%
Industry: Coir work	Bank Finance / Loan Sanction 95%
Qualification 12TH Pass (Tech:)	Govt. Subsidy(MM) Eligible: 35%

✔ Sucessfully Updated....

	Application Status Updation (Stage 1)		Guideline/Description
(1)	Application / Documents Received Date:*	29-Oct-2016	(1) Enter Date on which Application and Documents of Beneficiary Received.
(2)	Select Current Status at Bank:*	○ Under Process ● Loan Sanctioned ○ Rejected	(2) Select Application Status (Under Process/Rejected/Loan Sanctioned)
(3)	Remarks (Rejection / Under Process) :	For Document Verification	(3) Enter Remarks for Rejection/ Under Process
	Save Data		-

Total Project Cost and Loan Sanction (Stage-2)

	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.
(4)	(a) Capital Expenditure/Term Loan (in Rs)	1300000	1235000	
	(b) Working Capital/Cash Credit (in Rs.)	900000	855000	
	(c) Total Project Cost (a+b)	2200000	2090000	
(5)	Loan Sanction Date :	30-Oct-2016		(5) Enter Loan Sanction Date
(6)	Whether Covered under CGTMS :	Yes		(6) Select (Yes/No) for project covered under CGTMS
(7)	Rate of Interest on Loan (in %):	12 %		(7) Enter Rate of Interest
(8)	(A) Loan Repayment Period:	60 (In Months)		(8) Loan Repayment Period in Months
	(B) Moratorium period:	10 (in Months)		
	Remarks if any:			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:	30-OCT-2016	...Release Date:
(16)	Total Loan Amount Released (in Rs.):	800000	...e Amount:
(17)	Loan Account No. of Beneficiary	123456789	...an Account No.

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 Intermediatory A/c or Intersole A/c No of Bank:	IFS CODE: Ac No:	...inancing Branch Account No.
	(B)Margin Money (Govt. Subsidy) Claimed:	770000 (In Rupees)	...inancing Branch Account No. (MM) Will Transfer through to ...nt after Validation.
(18)	Submit Online Govt Subsidy (MM) Claim		(19) Click on "Submit Online Subsidy(MM) Claim" button for Final Submission

Click here

(19)	Details of Margin Money (Subsidy) Claim Transfer through Corp. Bank to Your Bank	
	Transfer Date:	After Online Receipt of MM Claim , eligible Amount will be transfer to Transient Bank Account of Your Branch
	MM Amount:	
	Reference No:	

TDR Account Detail (stage 6)
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

(20)	Beneficiary TDR Account No:	123456789	(21)TDR Account No of the Beneficiary
(21)	Deposit Date in TDR:	30-OCT-2016	(22)Deposit Date in TDR by Financing Branch

Margin Money (Subsidy) Adjustment against TDR (Stage-7)

(22)	Adjustment Date:	30-OCT-2016	(23) Enter Date of Final adjustment of Margin Money (Subsidy) againsat Loan
(23)	Adjustment Amount:	100000	(24) Enter Amount in Rupees of Final Adjustment of Margin Money
	Save Data		Finally Save Data.

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

go Back:

Applicant ID:		Applicant Name	Balasubramaniyam Krishnasamy
Aadhaar No:		Loan Account No:	**123456789**
Loan Release Date:	30-OCT-2016	Total Loan Release Amount	800000
NEFT IFS Code:		Bank Transient A/c No:	

Margin Money (Govt. Subsidy) Claim Amount: **770000**

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

NOTE

(1) Please verify the Margin Money (Govt. Subidy) Details before "FINA...
(2) Ve... ...t No of Your Bank.
... ...annot be Updated
... Release Statement with Branch S... ...gnatu...
... ...e in pdf.jpg format and si... ...he document is less than 1 mb)
... ...tatement*:   Choose file   No file chosen

Click here to Final submit

FINAL SUBMISSION OF GOVT. SUBSIDY CLAIM

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

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.

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

Note:-

➢ **by clicking on "view Document", to view uploaded documents.**

THANK YOU