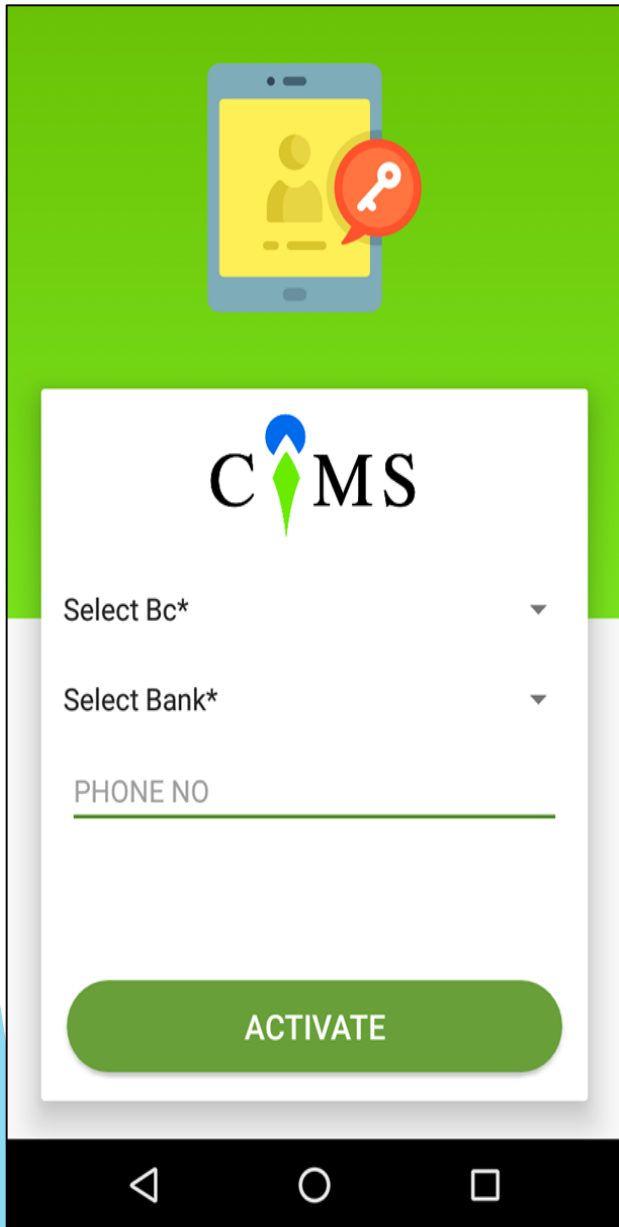


**SHIVALIK SMALL FINANCE BANK – (SSFB)
CIMS SOURCING + INSTANT QC &
DISBURSEMENT**

CIMS ACTIVATION PROCESS:



The first screenshot shows the CIMS activation form with the following fields:

- Select Bc***: A dropdown menu.
- Select Bank***: A dropdown menu.
- PHONE NO**: A text input field.

A green **ACTIVATE** button is located at the bottom of the form. The background features a green header with a smartphone icon showing a person and a key.



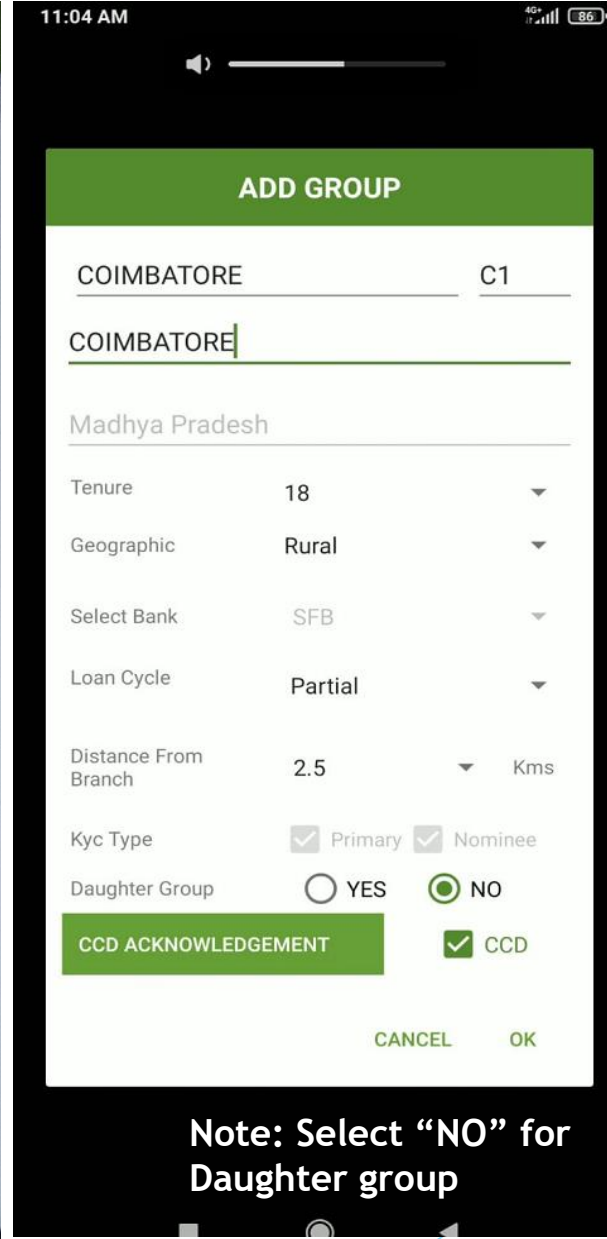
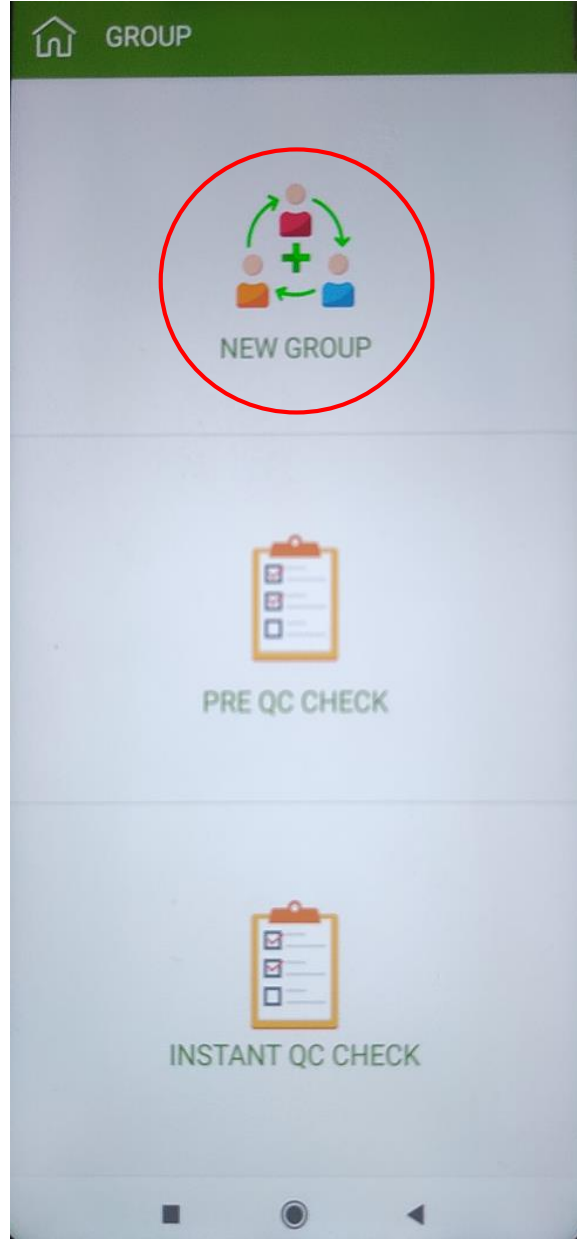
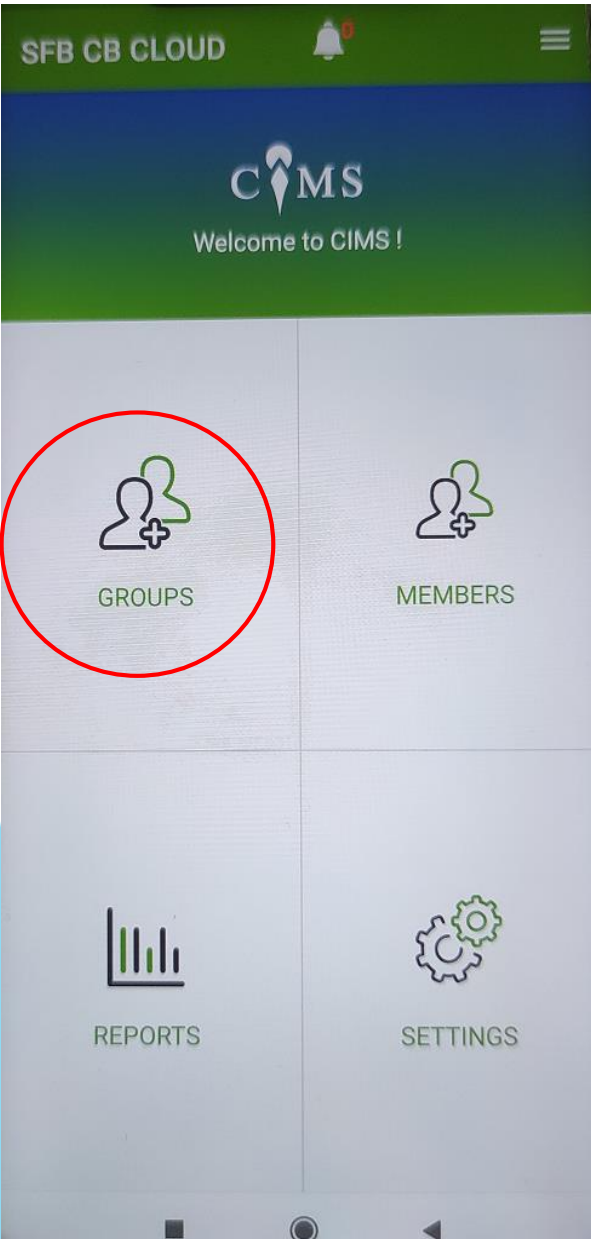
The second screenshot shows the CIMS activation form with the following fields:

- Select Bc***: A dropdown menu with the value **NOCPL**.
- Select Bank***: A dropdown menu with the value **SFB**.
- PHONE NO**: A text input field containing the value **9677674799** with a red label **(CUG NUMBER ONLY)** next to it.

A green **ACTIVATE** button is located at the bottom of the form. The background features a green header with a smartphone icon showing a person and a key.

1. Select BC “NOCPL”
2. Select Bank “SFB”
3. Type CUG number in Phone number to get activated by Admin team

RO HOME SCREEN//NEW GROUP CREATION



Select "Groups" to find the below 3 Options

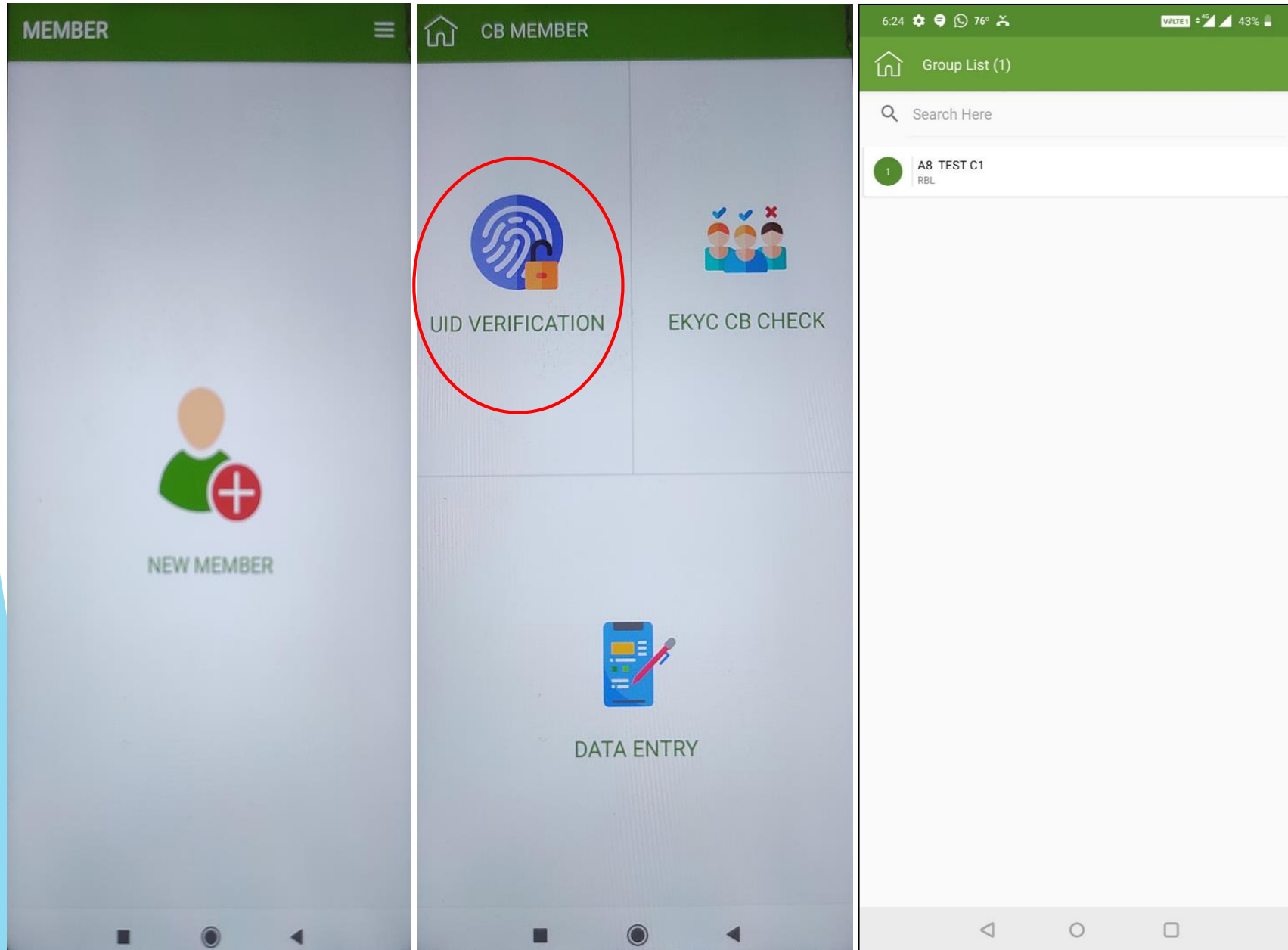
1. New Group
2. PRE-QC
3. Instant QC Check

Select

1. New group

- a) Create centre name
- b) Enter other required details like tenure, Geo type, cycle, and capture CCD and then click OK

CB PORTAL – RO SCREEN



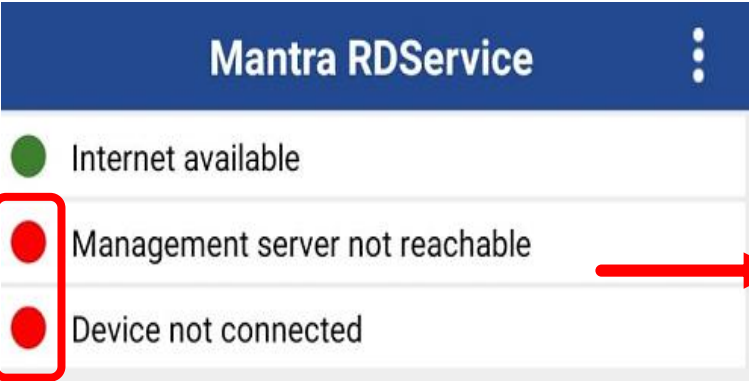
Customer Onboarding:

1. Select New Member
2. Select UID verification
3. Select Centre Name

MANTRA DEVICE ACTIVATION



Mantra Biometric device



Stage 1 – Mantra device check

*Ensure biometric device is connected and ready to use.

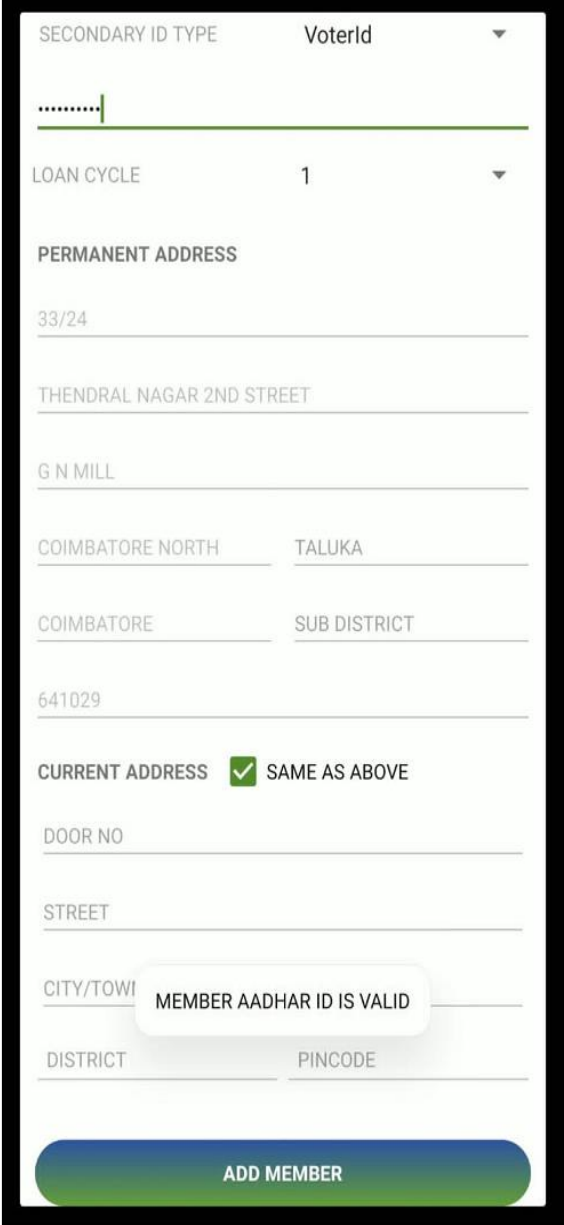
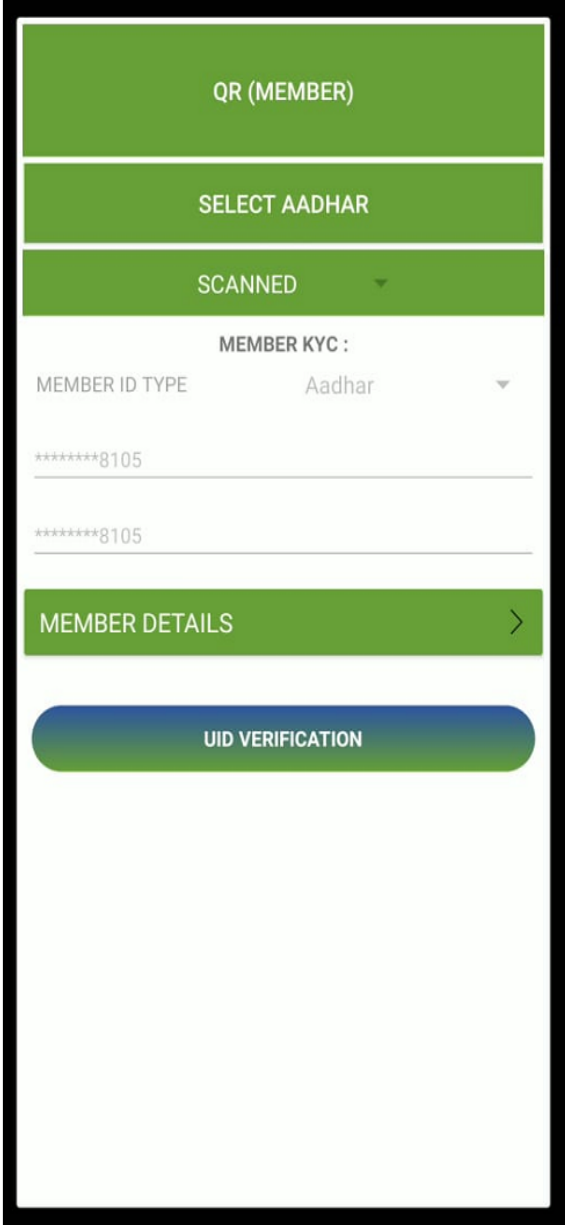
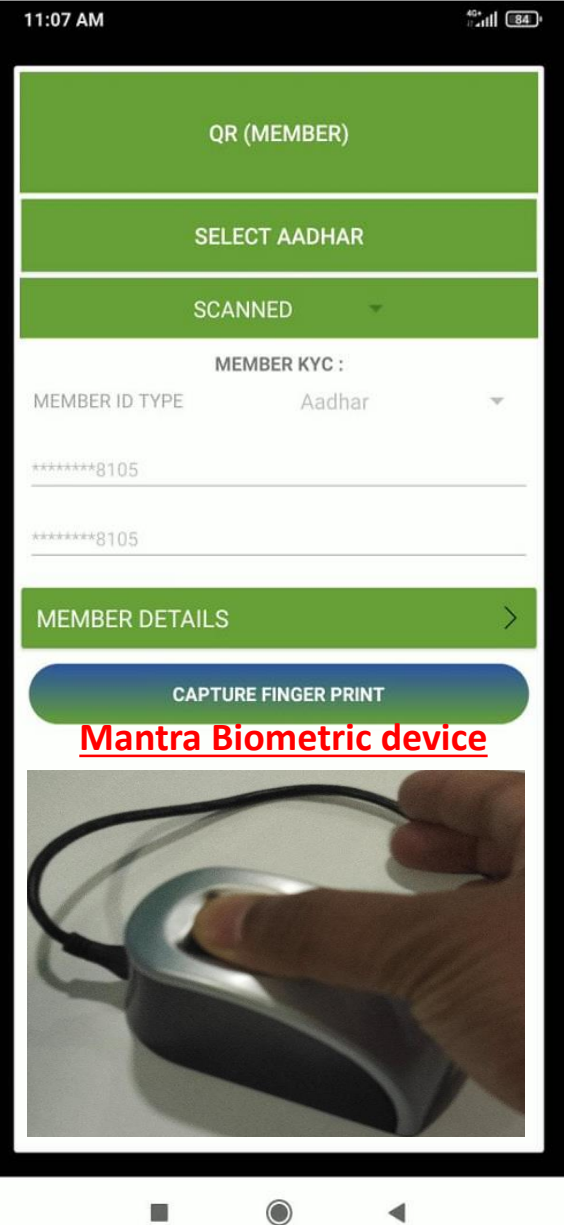
*Check using Mantra RD service app installed in TAB.

Ensure below 3 points should be in (●) GREEN indication which is representing the activation of the device to capture customer details

- 1. Internet available
- 2. Management server reachable
- 3. Device connected

If the mentioned 3 points are in (●) RED indication, then Network connection or biometric device connected or contact IT team for solution.

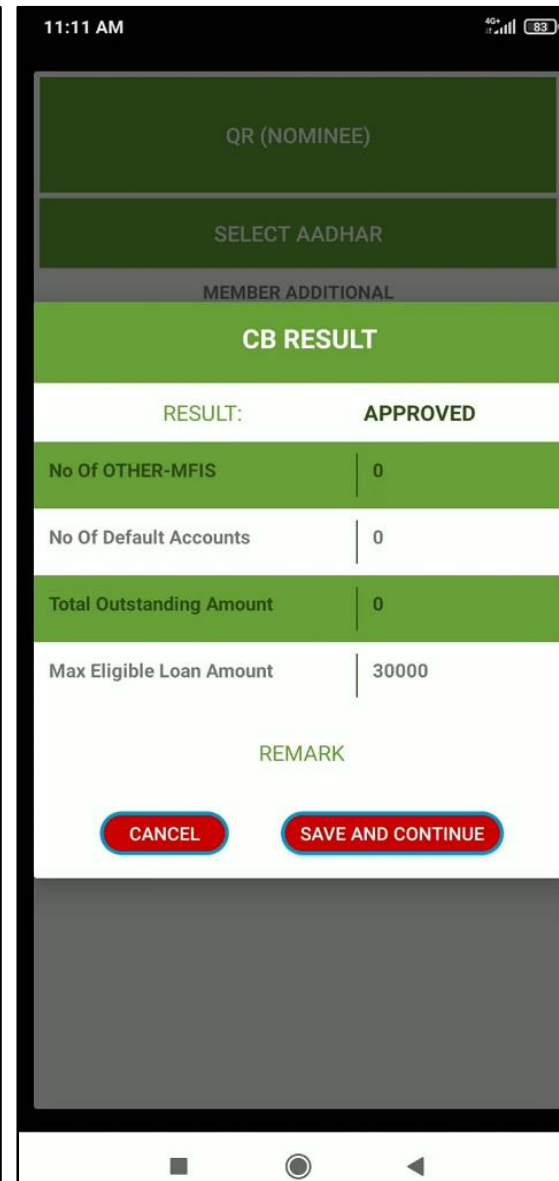
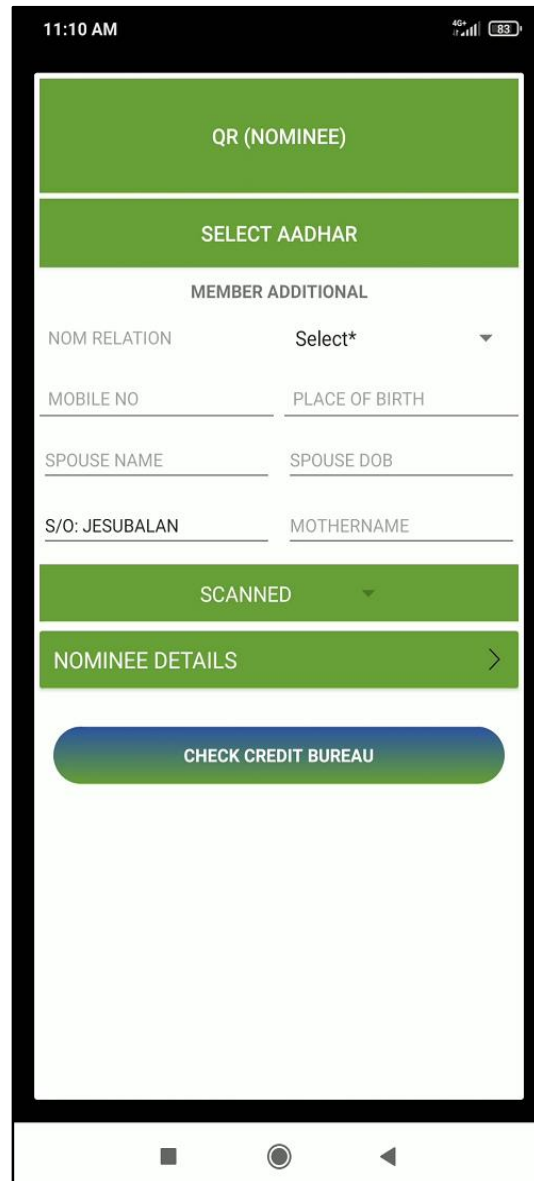
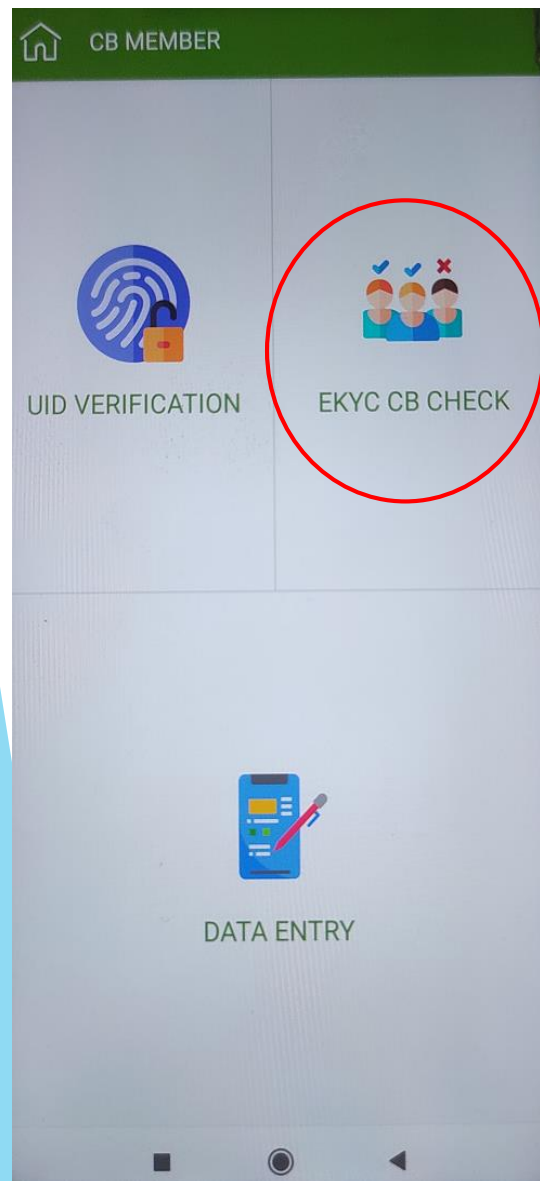
INSTANT CB – UID VERIFICATION



Stage 2 – UID verification

1. Select QR member to scan Aadhar card
2. If unable to scan then select scan type as “Not scanned” and type Aadhar number manually.
3. Click on “Capture Finger Print” and then place member finger in mantra device to capture member details.
4. Once member details captured click on “UID Verification”.
5. Then Aadhar details will be automatically fetched. RO needs to fill the Secondary details (Voter ID) manually and select the current address as “Same as above”. Then finally click on **ADD MEMBER**

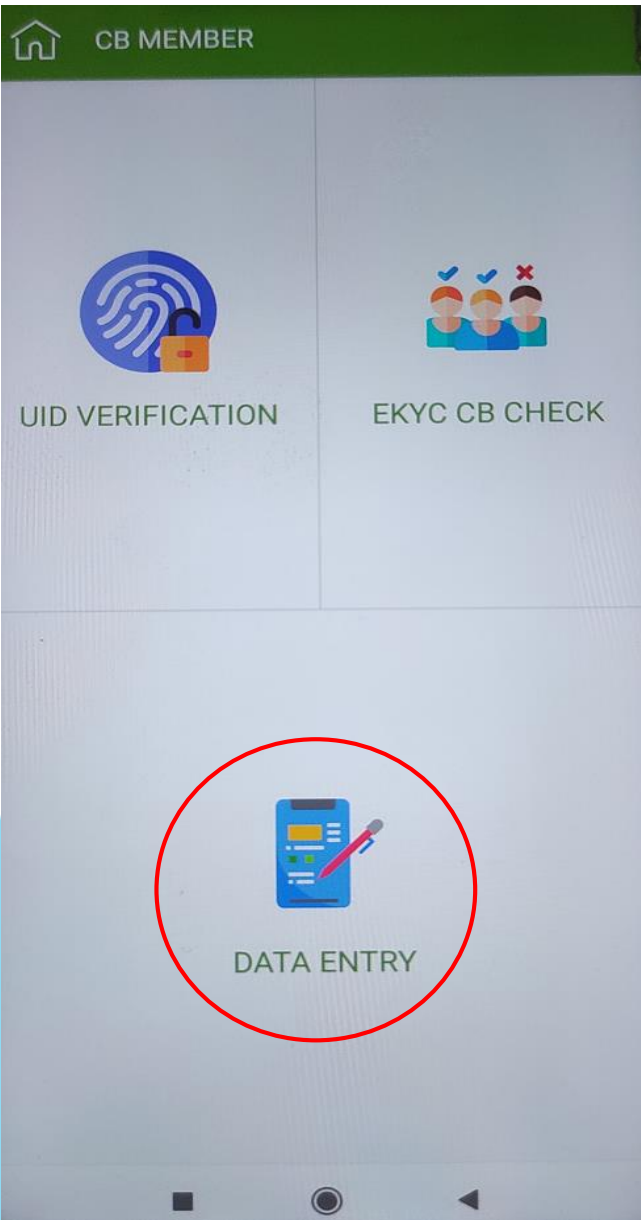
MEMBER CB CHECK



EKYC CB Check

1. Select EKYC CB check
2. Select member
3. Select QR Nominee to scan Aadhar card. If unable to scan then select scan type as “Not scanned” and fill the nominee details manually.
4. Click on **“Check Credit Bureau”** and do CB check for member
5. CB result will be either **Approved or Rejected**. Once approved click on **“Save and Continue”**.

CB APPROVED – DETAILED DATA ENTRY



MEMBER NAME	: KAVEEN JESUBALAN
MEMBER DOB	: 08/06/1989
MEMBER SECONDRY PROOF:	QWE1234567
NOMINEE NAME	: JEBARAJ SELVARAJ
NOMINEE DOB	: 01/01/1986
MEMBER CB STATUS	: APPROVED

MEMBER SOCIAL DETAILS <

EDUCATION	Graduate	>
MARITAL STATUS	Married	>
RELIGION	Others	>
CASTE	Select*	>
NATIONALITY	Indian	>

ANNUAL FINANCIAL STATUS

ANNUAL INCOME	Select*	>
FAMILY INCOME	Select*	>
FAMILY EXPENSES	Select*	>

ADDITIONAL DETAILS >

BANK PREFERENCES >

INSURANCE HEALTH DECLARATION >

11:15 AM

HOUSE TYPE	1 Room Kitch..	>
FOR INSURANCE	Yes	>
BUSINESS PURPOSE	AGRI/ALLIED..	>
OCCUPATION	AGRICULTURE..	>
PURPOSE OF LOAN	PURCHASE O..	>
PLS CLASSIFICATION	AGRICULTURE..	>
TYPE OF OWNERSHIP	OWN	>
LAND HOLDING	2.5 Acre to 5..	>

INSURANCE HEALTH DECLARATION >

FILE UPLOAD
Nominee File

FRONT	✓
BACK	✓

SECONDARY PROOF

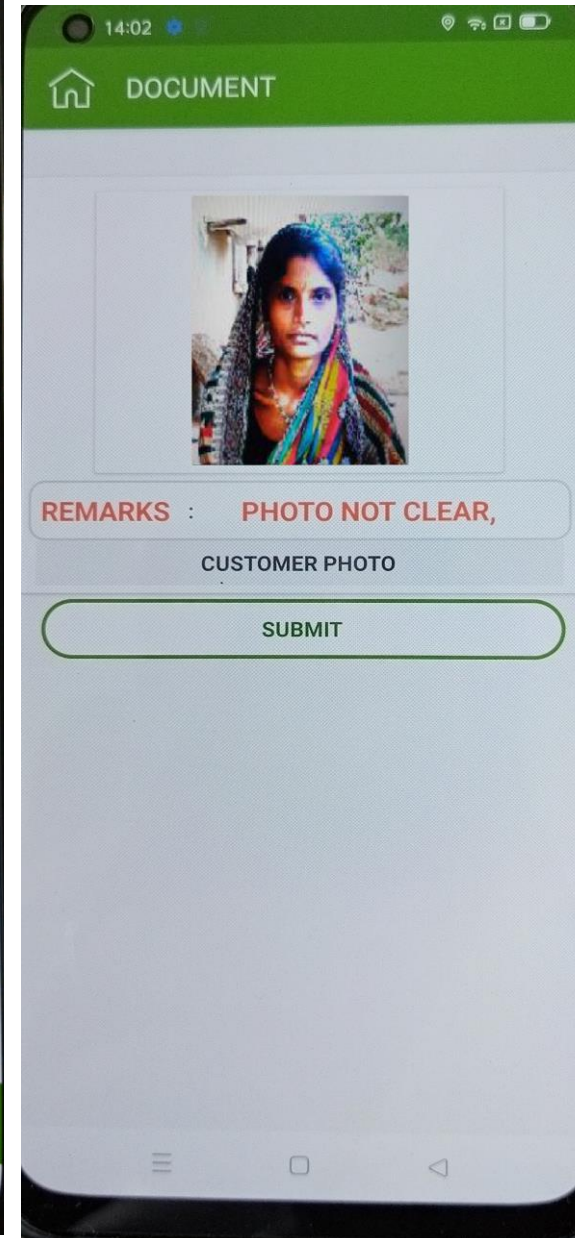
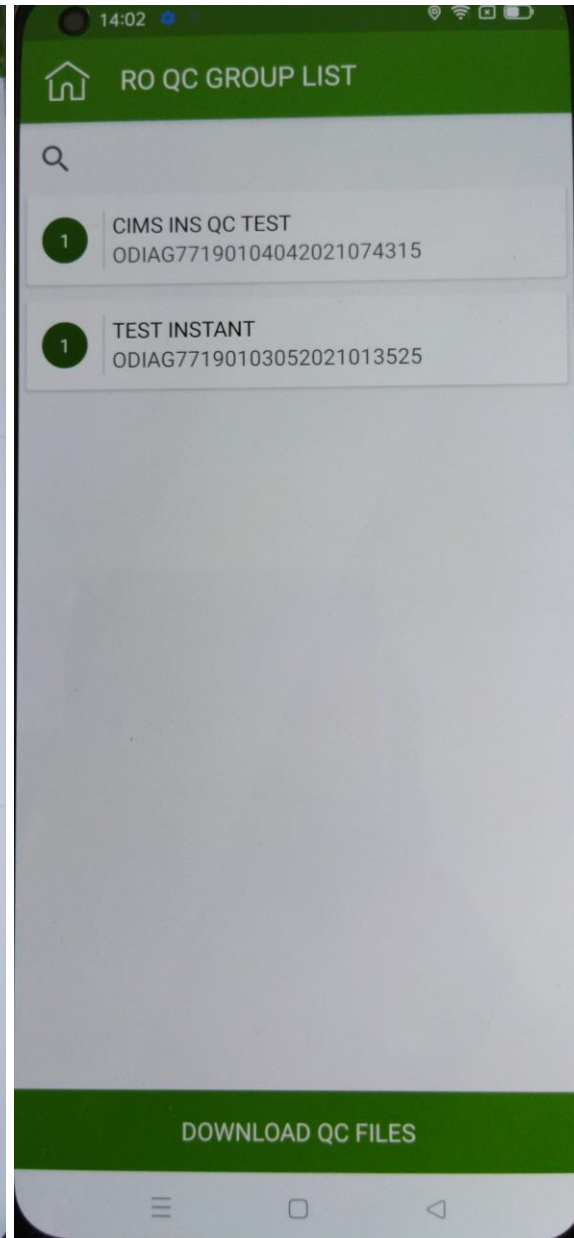
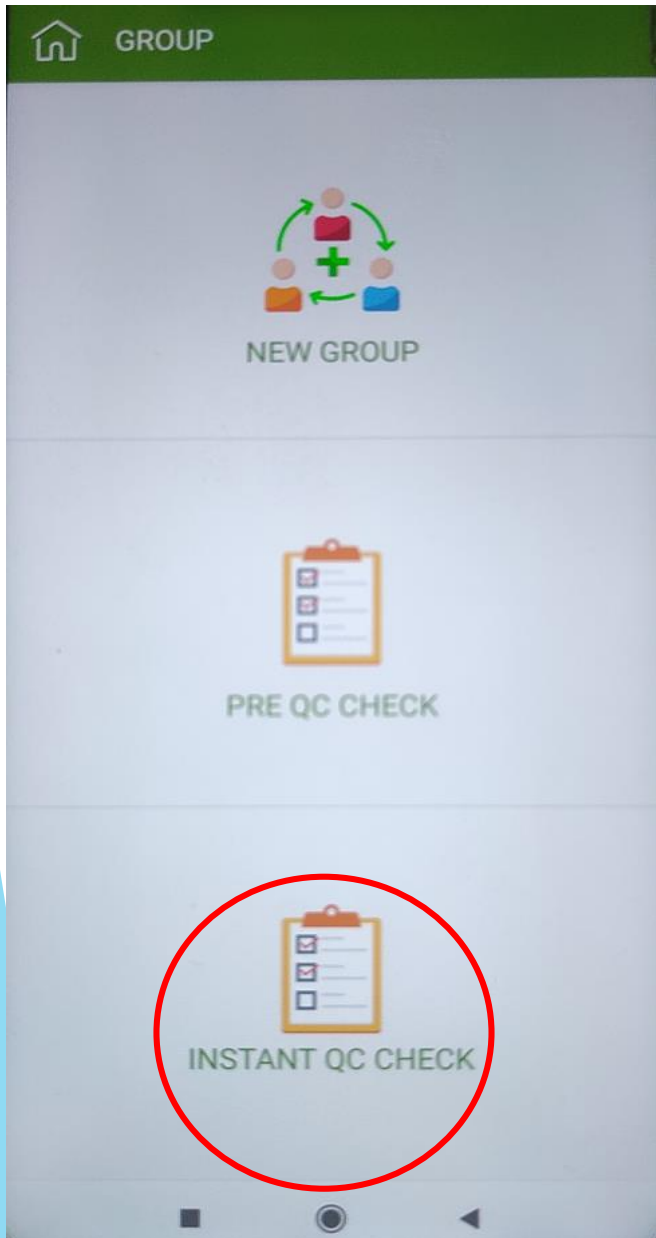
FRONT	✓	BACK	✓
CUSTOMER PHOTO	✓	NOMINEE PHOTO	✓

VERIFY MEMBER

Data Entry

1. Data entry shall be made to all CB approved members.
2. RO needs to fill member Social details, Additional details, Bank preferences & Insurance declaration for Individual member.
3. Once data entry is done RO needs to capture required KYC images of member and nominee and then instantly submit to QC

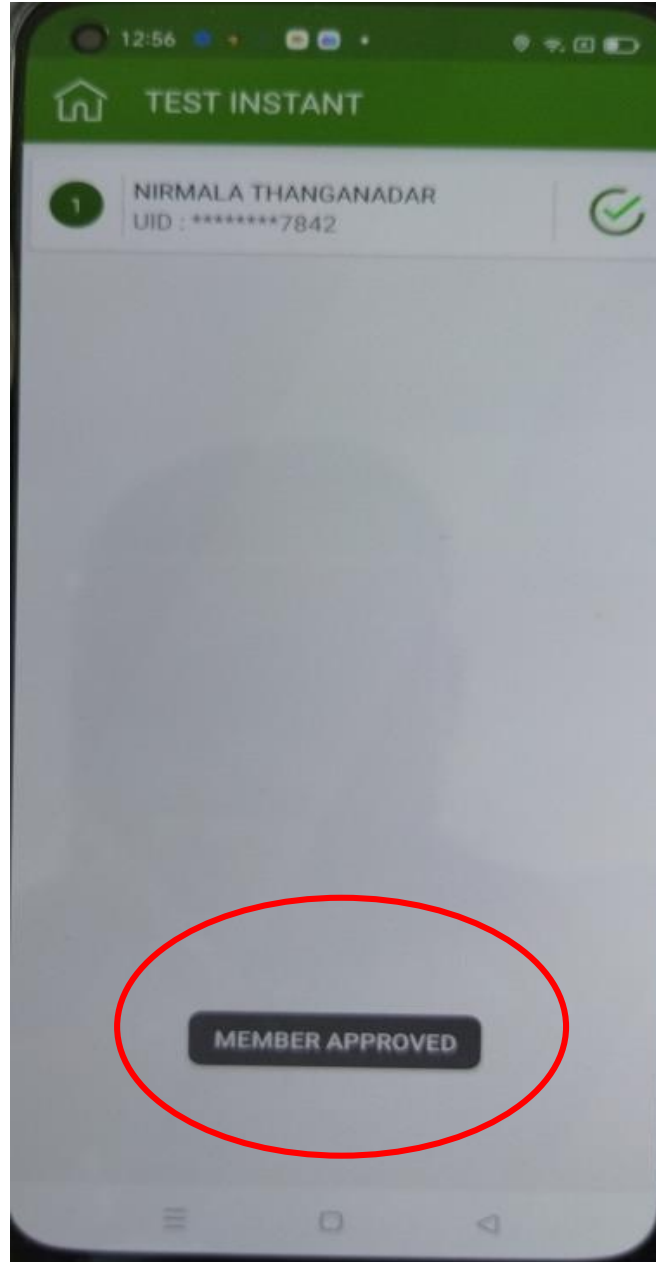
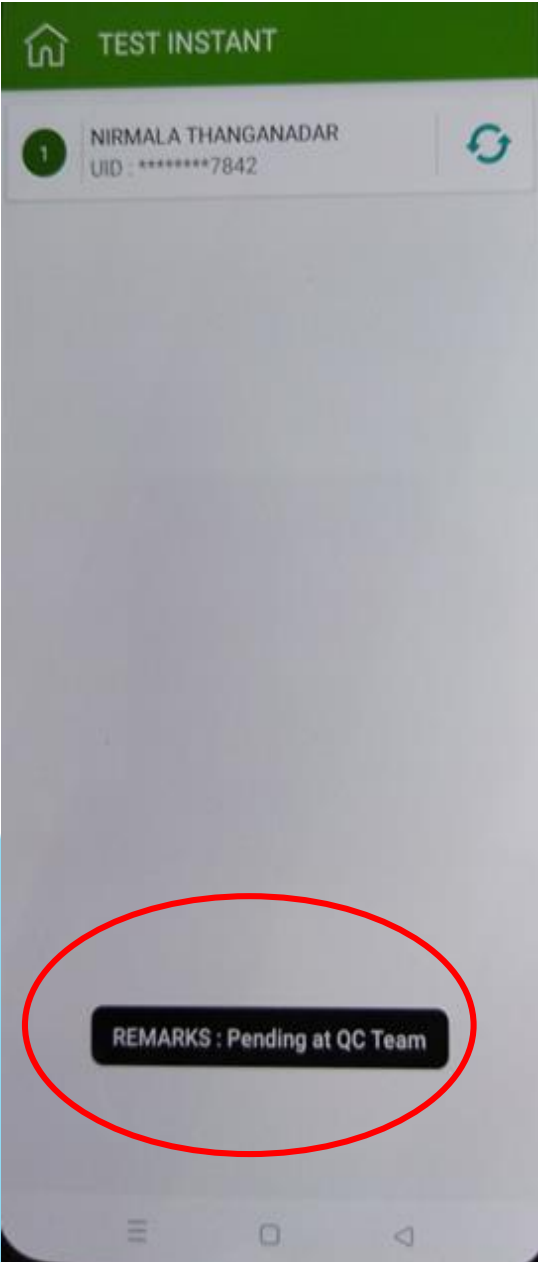
INSTANT QC QUERY RESOLVING



Instant QC Resolving

1. Click on “Instant QC Check” and click on download QC files
2. Select respective Center from “RO QC Group List”
3. Find the discrepancy details and resolve the Query by uploading Correct & Clear Document

INSTANT QC REMARKS-AVAILABLE IN INSTANT QC CHECK OPTION



Instant QC Query Status (Pop up message when you click the refresh button)

1. Pending at QC Team- Backend team has to check & revert
2. Discrepancy –RO has to clear the Query
3. Approved –Query Cleared

INSTANT QC – MEMBERWISE DOWNLOAD

Instant QC

Select Type: From Date: To Date:

UpDT	Member ID	ROName	BranchName	Member Name	GroupID	Center Name	Status	QC
05-03-2022 16:05:30	MADAH1065803CI05 032022035016	AMIT KUMAR AWASTHI_AH10658	SATNA	KAVEEN JESUBALAN	MADAH1065803050 32022034559	COIMBATORE C1	Pending	View
07-03-2022 11:15:23	MADAH1065803CI07 032022110626	AMIT KUMAR AWASTHI_AH10658	SATNA	KAVEEN JESUBALAN	MADAH1065803070 32022110452	COIMBATORE C1	Pending	View

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Updated: 01-03-2022

11:45 AM
07/03/2022

BACKEND TEAM INSTANT QC PAGE

1. Files uploaded by RO's will be downloaded in this page and instant QC check will be started.
2. QC team will start checking members images.
3. If any query, will be raised by QC team instantly and the same should be rectified by RO instantly.

INSTANT QC – QUERY RAISED AND RESOLVED

Instant QC

Select Type: Query From Date: 05/03/2022 To Date: 07/03/2022 Get Data

UpDT	Member ID	ROName	BranchName	Member Name	GroupID	Center Name	Status	QC
05-03-2022 09:03:54	UTTAH1143801CI050 32022092456	VISHVENDRA SINGH	AGRA	MANI DEVI	UTTAH11438010403 2022101300	NAGAR V1	Query	View
07-03-2022 12:03:10	MADAH1065803CI07 032022115448	AMIT KUMAR AWASTHI	SATNA	DINESH MAHARAJ	MADAH1065803070 32022110452	COIMBATORE C1	Resolved	View

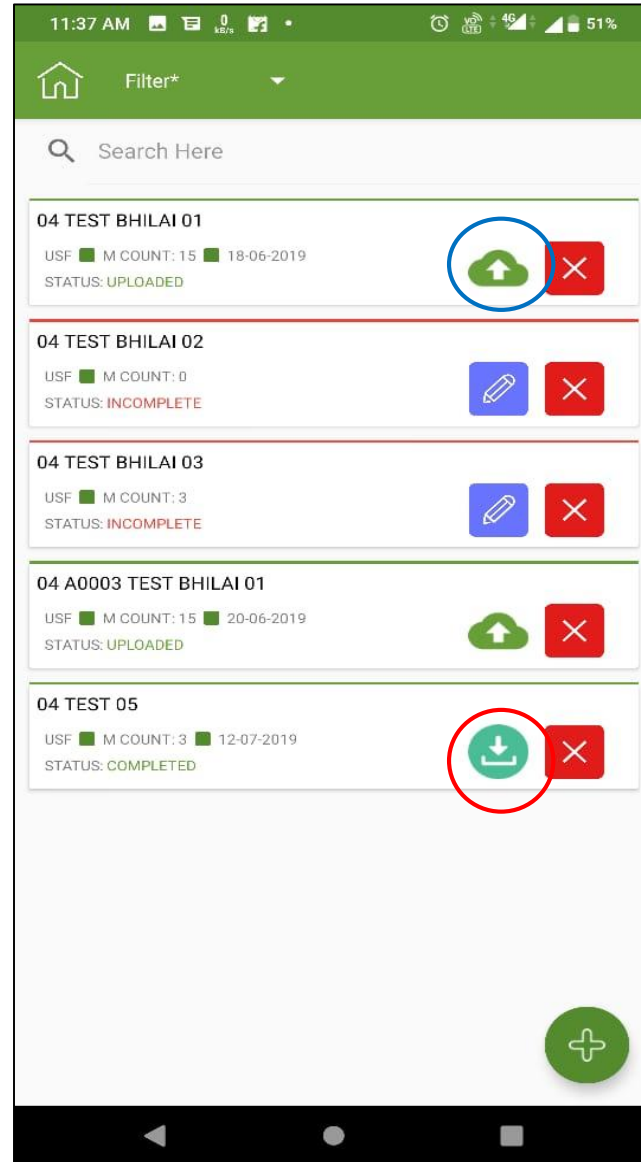
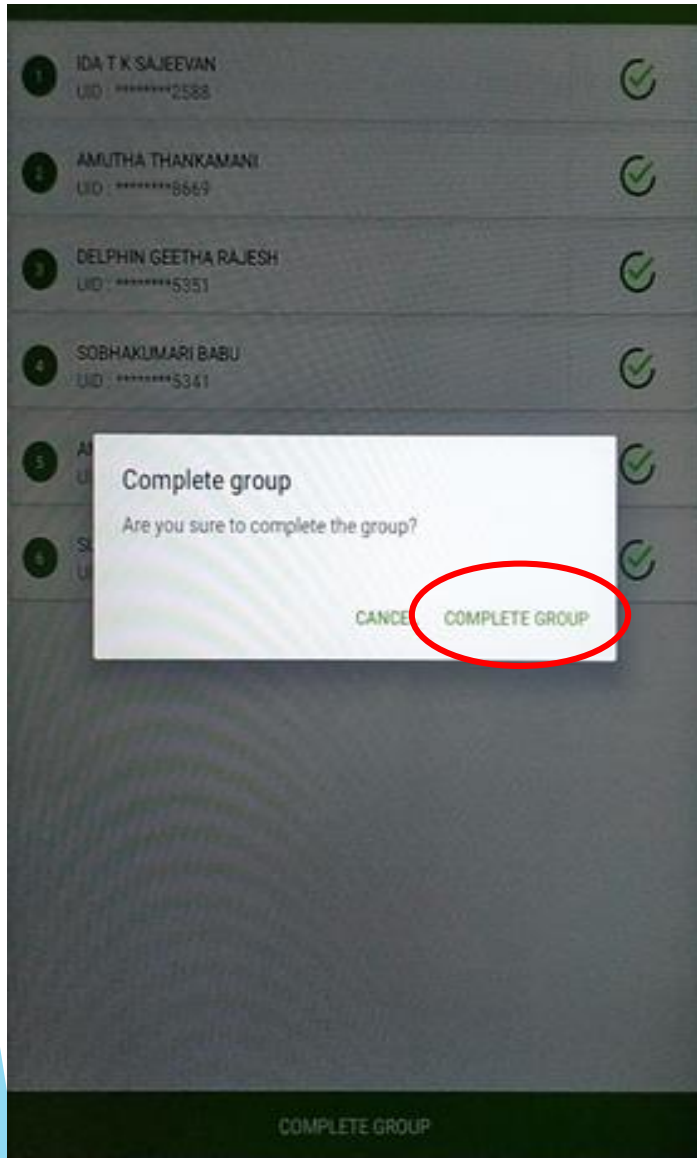
Updated : 01-03-2022


Version 1.0 Powered By CIMS

BACKEND TEAM INSTANT QC QUERIES PAGE

1. Queries - QC team will raise query for images without quality "Red color"
2. Query raised will reflect immediately in RO's tab
3. RO has to resolve by taking clear picture and submit instantly
4. QC team will check the resolved cases instantly "Blue color"

GROUP UPLOAD TO CLOUD



1. Once all QC Queries are cleared RO can click on **“Complete Group”**
2. Home -> Group -> New Groups -> Press Download button as Highlighted in **Red circle** to **“Export group”**
3. Then press  Cloud Symbol **Blue circle** to **“Upload the group”** into Cloud
4. Uploaded file will be downloaded at Zonal office for further Process

DISBURSEMENT PLAN

Disbursement Plan

Home | Disbursement | Disbursement Plan

Bank: SFB From Date: 01/03/2022 To Date: 07/03/2022 Search Confirm Disbursement Plan

Total Count : 1 Sel.Group count : 0 Sel.Loan Amount : 0

View Details

Select State: MADHYA PRADESH

S.No	GROUP ID	GROUP NAME	No Of Members	Select
1	MP12033	03 A0003 03 TIKARI	7	<input checked="" type="checkbox"/>

Updated: 01-03-2022

Disbursement plan by backend team

1. Backend OPS team will ask branch for disbursement plan thru this page

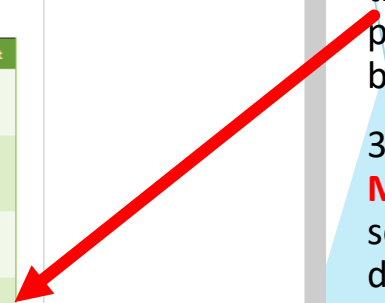
DISBURSEMENT REQUEST

Disbursement request by branch team

1. Once the Disbursement plan done by backend team, branch team has to start disbursement thru this "Disbursement Request" page

2. If any cancel member, branch team has to select the "checkbox" of that particular member from below given member list.

3. Then click on "Select Meeting Slot" (Meeting slot screen on next slide). Once done then click on "proceed confirmation".



The screenshot shows the 'Branch Request' page in the CIMS SFB Admin system. The page includes a sidebar with navigation options like 'Home', 'Disbursement', and 'NEW OPPORTUNITY'. The main content area contains a form for creating a branch request, with fields for 'FromDate', 'ToDate', 'Select Branch', 'Select Center', 'Selected Center Names', 'Group IDs', 'No of Members', 'Tot Members Loan Amount', 'Branch Disb Date', 'No of Cancel Members', 'Total Cancel Loan Amount', and 'Status'. A 'Proceed Confirmation' button is highlighted with a blue box. Below the form is a table of members with columns for MemID, MEMNAME(KYC), CUSTID, LoanAmt, Photo, and Select. The 'Select' column contains checkboxes, with the checkbox for member CIMS12MP0313 checked. A red box highlights the 'Select MeetingSlot' section, and a red arrow points from the text instructions to the checked checkbox in the table.

MemID	MEMNAME(KYC)	CUSTID	LoanAmt	Photo	Select
20220339	SUMITRA SINGH	CIMS12MP039	30000		<input type="checkbox"/>
202203310	SHEELA PAL	CIMS12MP0310	30000		<input type="checkbox"/>
202203311	SUDHA SONDIYA	CIMS12MP0311	30000		<input type="checkbox"/>
202203312	SUNITA KOL	CIMS12MP0312	30000		<input checked="" type="checkbox"/>
202203314	ARCHNA SODHIYA	CIMS12MP0314	30000		<input type="checkbox"/>
202203315	SHYAM KALI SAHU	CIMS12MP0315	30000		<input type="checkbox"/>

DISBURSEMENT – MEETING SLOT

Meeting Slot For AASHISH KUMAR YADAV_AG7249

Disb Date: 07/03/2022 Gap Days: 35 Hybrid Center Available Booked Hybrid No Meeting

Day	Date	08:00 AM	08:20 AM	08:40 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM
01	01/05/2022	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
02	02/05/2022	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
03	03/05/2022	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
04	04/05/2022	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
05	05/05/2022	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting

Meeting Date: 11 Time: 10

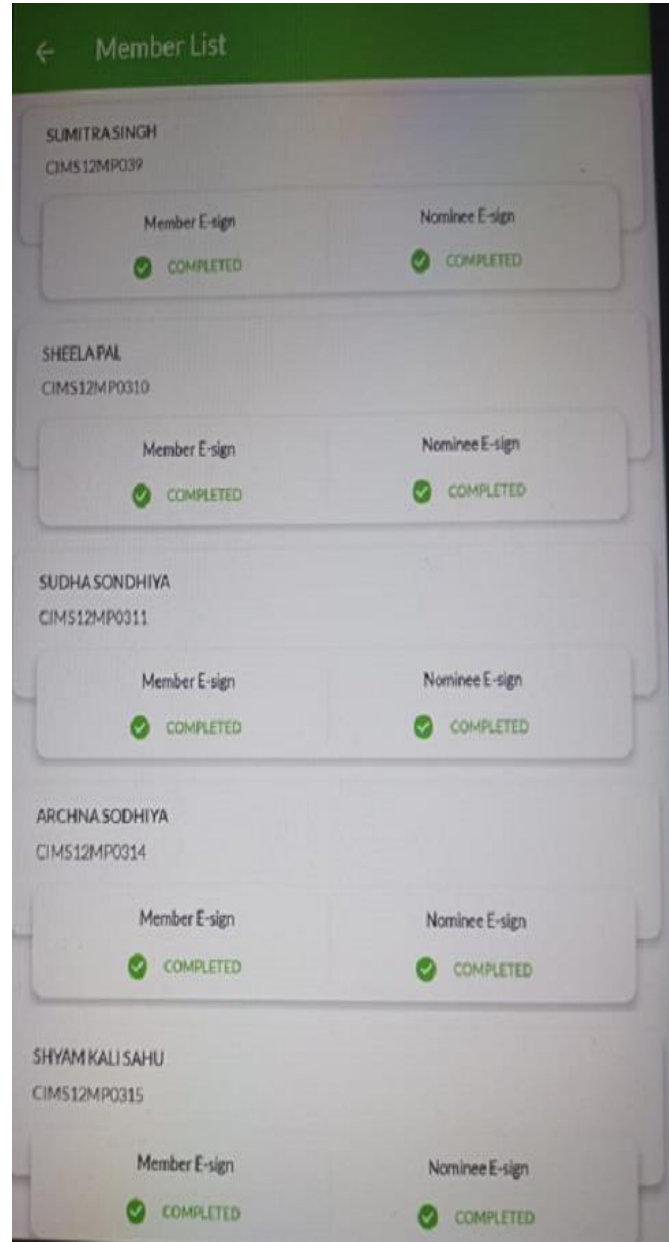
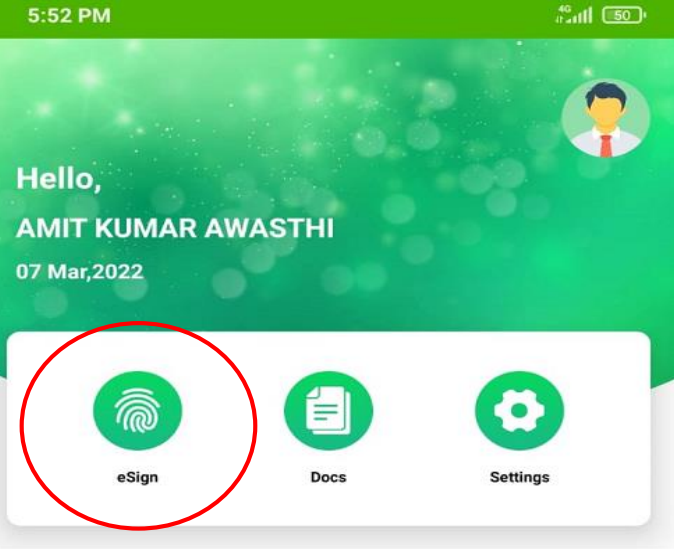
MemID	MEMNAME(KYC)	CUSTID	LoanAmt	Photo	Select
20220339	SUMITRA SINGH	CIMS12MP039	30000		<input type="checkbox"/>
202203310	SHEELA PAL	CIMS12MP0310	30000		<input type="checkbox"/>
202203311	SUDHA SONDIYA	CIMS12MP0311	30000		<input type="checkbox"/>

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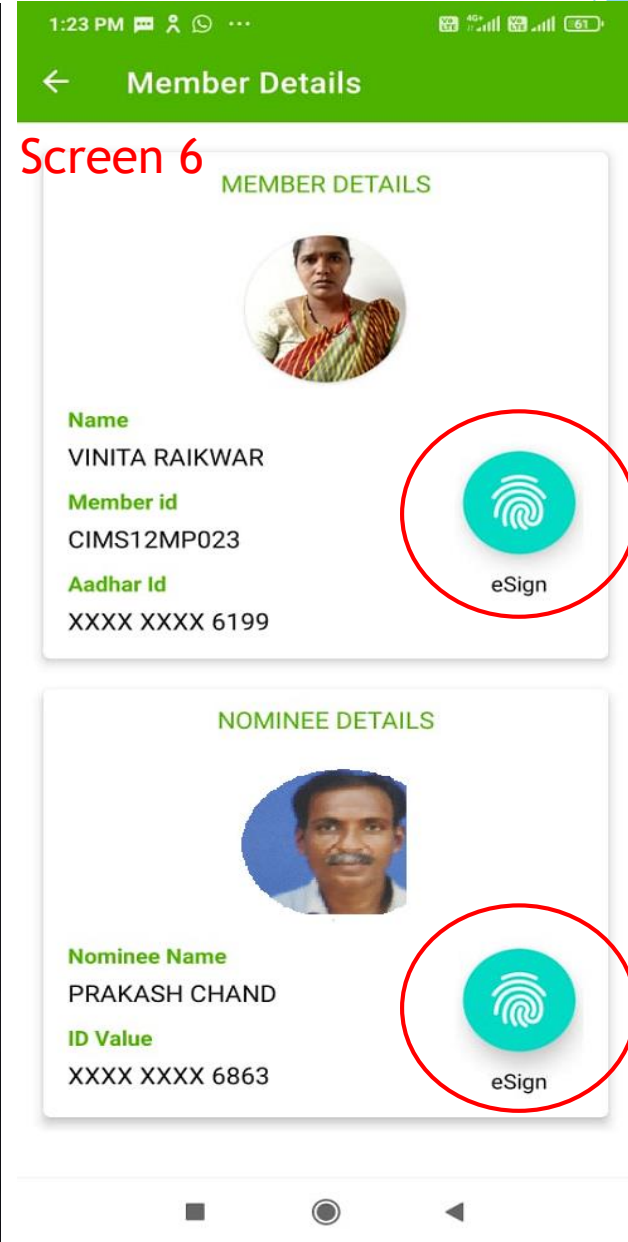
Meeting slot selection by branch team

1. Branch team has to select “Meeting slot” from slots available.
2. Selected “Meeting slot” will be applied for that particular group.


DISBURSEMENT – LEEGALITY E-SIGNING



Screen 6



Leegality E-signing

1. BM has to login in E-sign app and click on **"esign"** and download new group.
2. Then BM has to click on group name and then member name. After clicking on member name **"Screen 6"** member and nominee details for **"esign"** will open.
3. Click on **"esign"** for both member and nominee and then enter aadhar number for both accordingly.
4. Then click on "Capture Finger Print" and ask the member to place the finger on biometric device and click on submit.
5. After completing esign for all member and nominee upload  the group to cloud.

Thank you..