Self Employment Programme

[SEP]

National Urban Livelihoods Mission (NULM)

MoHUPA INFORMATICS DIVISION
NATIONAL INFORMATICS CENTRE
Room Number 123 ‘G’-Wing,NBO Building
Nirman Bhawan-110 011
# Table of contents

1. NMMU Login.................................................................07

1.1 Targets

1.1.1 SEP-I State Target.......................................................... 07
1.1.2 SEP-G State Target.......................................................... 09
1.1.3 SEP-I Annual Credit Target (State Target)............................. 09
1.1.4 SEP-G Annual Credit Target (State Target)........................... 10

1.2 Reports

1.2.1 MPR Physical Report......................................................... 10
1.2.2 MPR Financial Report......................................................... 12
1.2.3 SEP-I Overall Application Progress Report ......................... 13
1.2.4 SEP-I Beneficiary Details Category wise.............................. 13
1.2.5 SEP-I Education Details Category wise............................... 14
1.2.6 Financial Year Wise SEP Progress Report........................... 16
1.2.7 SEP-G Overall Application Progress Report ......................... 17
1.2.8 SEP-I Demand Vs Subsidy Releases.................................. 17
1.2.9 SEP-G Demand Vs Subsidy Releases.................................. 19
1.2.10 SEP-I Subsidy Releases Report........................................ 19
1.2.11 SEP-G Subsidy Releases Report........................................ 20
1.2.12 SHG Bank Linkage Status.............................................. 20
Graphical Reports

1.2.13 SEP-I/SEP-G Status Report........................................................... 21
1.2.14 SEP-I Target vs. Achievement Graphical Report............................. 23
1.2.15 SEP-G Target vs. Achievement Graphical Report............................ 24
1.2.16 SHG Bank Linkage Status Report.................................................. 23
1.2.17 SEP-G Caste wise/ Gender wise Report (Pie Chart)........................ 25
1.2.18 SEP-I Caste wise Report (Pie Chart).............................................. 25

2. SMMU Login

2.1 Targets

2.1.1 SEP-I ULB Target............................................................................ 26
2.1.2 SEP-G ULB Target.......................................................................... 27
2.1.3 SEP-I Annual Credit Target (ULB Target)...................................... 28
2.1.4 SEP-G Annual Credit Target (ULB Target)...................................... 28

2.2 Reports

2.2.1 Monthly Progress Report (Physical)............................................. 26
2.2.2 Monthly Progress Report (Financial)............................................. 26
2.2.3 SEPI Financial Year wise Application Details................................. 26
2.2.4 SEP-I Demand Vs Subsidy Releases............................................. 31
2.2.5 SEP-G Demand Vs Subsidy Releases............................................. 31
2.2.6 SEP-I Subsidy Releases Report..................................................... 31
2.2.7 SEP-G Subsidy Releases Report..................................................... 31
2.2.8 SEP-I Beneficiary Details Category wise............................... 31
2.2.9 SEP-I Education Details Category wise............................... 31

Graphical Report
2.2.10 SEP-I Graphical Report (Bar Chart)................................. 31
2.2.11 SEP-G Graphical Report (Bar Chart)............................... 31
2.2.12 SHG Graphical Report (Bar Chart).................................. 31
2.2.13 SEP-I target vs. Achievement GR................................... 32
2.2.14 SEP-G Target................................................................. 32

3. CMMU Login

3.1 SEP (I) Activities

3.1.1 Application Intent
3.1.1.1 Add applications.......................................................... 34
3.1.1.2 Editing basic application Details.................................... 35
3.1.1.3 Calling Applicant for counselling................................. 36
3.1.1.4 Add/Edit Loan disbursement details............................ 38
3.1.2 Screening of Application by ULB..................................... 40
3.1.3 Letter to Task Force......................................................... 41
3.1.4 Task force approval......................................................... 43
3.1.5 Letter to Bank................................................................. 44
3.1.6 Bank Approval............................................................... 45
3.1.7 Loan disbursed details.................................................... 46
3.1.8 Interest Subsidy Releases................................................................. 48
3.1.9 Interest Subsidy Releases (ALL)...................................................... 50
3.1.10 Activate Rejected Applications.................................................. 51
3.1.11 Update loan Sanction amount.................................................. 51

3.2 SEP (G) Activities

3.2.1 Application

3.2.1.1 Group Entry Form................................................................. 53
3.2.1.2 Group Strength................................................................. 54
3.2.1.3 Add Member................................................................. 54
3.2.1.4 Edit Member................................................................. 55
3.2.1.5 Call group for counselling............................................. 56
3.2.2 Screening of applications......................................................... 57
3.2.3 Letter to task force................................................................. 58
3.2.4 Task force approval................................................................. 59
3.2.5 Letter to Bank................................................................. 59
3.2.6 Bank Approval................................................................. 60
3.2.7 Loan disbursement details...................................................... 62
3.2.8 Subsidy Releases................................................................. 63
3.2.9 Subsidy Releases (ALL)........................................................... 64
3.2.10 Update loan sanction amount............................................ 65
3.2.11 Activate Rejected Applications............................................ 66
3.3 SHG (Bank Linkage)

3.3.1 Application

3.3.1.1 Group Entry..............................................................................................67

3.3.1.2 Update Group Entry............................................................................... 68

3.3.2 Applications to be sent to bank................................................................. 68

3.3.3 Bank Approval............................................................................................. 69

3.3.4 Loan disbursement details.......................................................................... 70

3.3.5 Subsidy Releases.......................................................................................... 71

3.3.6 Subsidy Releases (ALL)................................................................................ 71

3.3.7 Additional Subsidy Releases......................................................................... 71

3.3.8 Additional Subsidy Releases (ALL)............................................................... 71

3.4 Reports

3.4.1 Financial Year wise Group Application Details........................................ 71

3.4.2 SEP-I Subsidy Releases Report................................................................. 73

3.4.3 SEP-G Subsidy Releases Report................................................................. 73

3.4.4 SEP-I Beneficiary Details Category wise................................................. 73

3.4.5 SEP-I Education Details Category wise................................................. 73

Graphical Report

3.4.6 SEP-I Graphical Report (Bar Chart)......................................................... 74

3.4.7 SEP-G Graphical Report (Bar Chart)......................................................... 74

3.4.8 SHG Graphical Report (Bar Chart)............................................................ 74
SEP

NMMU Login:

The role of NMMU in SEP is to set targets for the states in different components.

There are three sub components in SEP they are:

1. Self employment Programme Individual SEP (I).
2. Self employment Programme Group SEP (G).

After successful login of the NMMU following Home screen appears:

![Home screen](image)

Targets

SEP Targets on NMMU Login:

**SEP-I State Target:**

In order to set targets for all the States, click on the ‘SEP-I State Target’ link on the menu. The screen which will be displayed is shown below:
<table>
<thead>
<tr>
<th>S.No</th>
<th>State Name</th>
<th>SC</th>
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<th>Others</th>
<th>Total</th>
<th>Minority</th>
<th>Women</th>
<th>PWD</th>
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</tbody>
</table>

Click to save
The page has a selection for Financial Year. Select the Financial Year for which the targets need to be entered. You can now see the list of states with the columns like ‘SC’, ‘ST’ for which the targets need to be set. Enter the targets for different categories and press ‘Save’ to save the data.

**SEP-G State Target:**

The process for entering the SEP (G) State target is the same as SEP (I) State target

**SEP-I Annual Credit Target:**

In order to set SEP (I) Credit targets for all the States, click on the ‘**SEP-I Annual Credit Target**’ link on the menu. The screen which will be displayed is shown below:

![Click to save](image-url)
The page has a selection for Financial Year. Select the Financial Year for which the targets need to be entered. You can now see the list of states with the columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in figure above. Enter the targets for different categories and press ‘Save’ to save the data.

SEP-G Annual Credit Target:

The process for entering the SEP (G) Annual credit target is the same as SEP (I) Annual credit target.

REPORTS:

Reports in SEP are provided on the login of NMMU, SMMU and ULBs. You can see the Reports section on the menu when any of the mentioned members logs in the project. The figure below shows the ‘Reports’ section on the menu.

MPR Physical Report:

This report gives an overview of all the stages of the component. When you click this link, the report appears as below:
The page consists of the selection criteria, on which basis the report will be displayed. Select the State, Year and Month for which report is required and press 'Show' button. When you press the button, following report will be displayed:

**Criteria for report**

Click to see the report

Click image to export to excel

Click to Print
You can also export this report by clicking on the excel image as shown in the figure above.

**MPR Financial Report:**

This report is to have an overview of the financial components in SEP. When you click the link following screen will be displayed:

Enter the State, Year and Month and press ‘Show’ button. The report will be displayed as following:
**SEP-I Overall Application Progress Report:** This report consists of the information about SEP Applications. Data available as on till current date shown below:

![Image of SEP-I Overall Applications Progress Report](image)

**SEP-I Beneficiary Details Category Wise:** This report consists of the information about Beneficiaries of SEP Applications. When you click on the link, you can see a screen with the option to select to select from and to date. Select the State and you will get the data sorted in their ULB wise as shown below:
SEP-I Education Details Category wise: This report consists of the information about SEP Education wise no. of count of beneficiaries. When you click on the link, you can see a screen with the option to select from and to date. Select the state name and you will get the data sorted their ULB wise as shown below:
Financial Year wise SEP Progress Report: This report consists of the information about SEP all details. When you click on the link, you can see a screen with the option to select financial year. Press the “Show” button to seen the result or data. After pressing this button then this screen appears.
**SEP-G Overall Application Progress Report:** This report consists of the information about SEP G Applications along with all data. Data available as on till current date shown below:

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<thead>
<tr>
<th>No.</th>
<th>Name of the State/UT</th>
<th>SEP 1</th>
<th>SEP 2</th>
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</tr>
</tbody>
</table>

**Note:** Data available as on till current date.
The figure above shows the detailed data for all the states.

**SEP-I Demand vs. Subsidy Releases (Bank wise):**

This report shows the relative data of the demand amount and Interest Subsidy amount released in SEP-I. To view this report, click on the ‘Demand vs. Subsidy Releases (Bank wise)’ link in the reports section of the menu. The report is shown as below:

On entering screen you get selection options for State, Financial Year and Bank. Select all the three and press ‘Show’. The screen below will be displayed:
On clicking the State you get the details of the branch as shown in the figure above.

When you click on the Branch Name you get the details of the Beneficiaries as shown in the figure below.
And when you select the ‘Beneficiary Code’ you get the details of all the beneficiaries.

**SEP-G Demand vs. Subsidy Releases (Bank wise):**

This report shows the relative data of the demand amount and Interest Subsidy amount released for SEP-G. To view this report, click on the ‘Demand vs. Subsidy Releases (Bank wise)’ link in the reports section of the menu. The report is shown as below:

The rest of the process is same as the ‘SEP-I Demand vs. Subsidy Releases (Bank wise).

**SEP-I Subsidy Releases Report:**

This report shows the details of the Interest subsidy released within a particular beneficiary code.

When you click the ‘SEP-I Subsidy Releases Report’ on the menu, you get the below screen with the selection criteria of Financial year, State, District and ULB.

When you select all the required data, click ‘Show’ button to display details.
When you click show button, you get the list of beneficiaries with loan details within the selected year, state, district and ULB.

Now click on the beneficiary code as shown in the figure above, you will get the details of the subsidy released under this beneficiary code.

You also have an option of exporting the report to excel.

**SEP-G Subsidy Releases Report:**

When you click on the ‘SEP-G Subsidy Releases Report’ you get the following screen:

The process is same as the ‘SEP-I Subsidy Releases Report’.

**SHG bank Linkage Status:** It shows the State wise report of SHG bank linkage on the basis of financial year selection. After selecting financial year press the “Show” button to fetch the records as given below:
### Financial Year: 2015-16

#### Total No of Applications (Received)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Group Name</th>
<th>Group PhoneNo</th>
<th>Application Received Date</th>
<th>Loan Required Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dinesh Gupta</td>
<td>9810056945</td>
<td>02/07/2015</td>
<td>5465465</td>
</tr>
<tr>
<td>2</td>
<td>Men Sahana</td>
<td></td>
<td>23/04/2015</td>
<td>200000</td>
</tr>
<tr>
<td>3</td>
<td>Pardeep</td>
<td>9810059245</td>
<td>26/08/2015</td>
<td>450000</td>
</tr>
<tr>
<td>4</td>
<td>Anil</td>
<td>9250996870</td>
<td>20/08/2015</td>
<td>500000</td>
</tr>
<tr>
<td>5</td>
<td>SHG AA</td>
<td></td>
<td>27/08/2015</td>
<td>1200000</td>
</tr>
<tr>
<td>6</td>
<td>SHG1</td>
<td>9654192829</td>
<td>12/05/2015</td>
<td>2000000</td>
</tr>
<tr>
<td>7</td>
<td>Women Sahana</td>
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<td>22/04/2015</td>
<td>200000</td>
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</table>

#### SHG Bank Linkage Details (State Wise)

<table>
<thead>
<tr>
<th>S.No</th>
<th>State Name</th>
<th>Target</th>
<th>Total No of applications (received)</th>
<th>No of applications approved by bank</th>
<th>No of loan disbursed by bank</th>
<th>No of subsidy released to bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andaman &amp; Nicobar Islands</td>
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<td>0</td>
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<tr>
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</tr>
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<td>8</td>
<td>Dadra &amp; Nagar Haveli</td>
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<td>0</td>
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<td>0</td>
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<td>13</td>
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<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Jammu &amp; Kashmir</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

**Total**: 240

[Click to explore data] [Export to excel] [Select Financial Year]
Graphical Reports

SEP-I Status Report:

This report gives you a graphical representation of Applications in SEP (I) at different Stages of the project.

SEP-G Status Report:

This report gives you a graphical representation of Applications in SEP (G) at different Stages of the project.
SHG Bank Linkage Status Report:

This report gives you a graphical representation of Applications in SHG at different Stages of the project.

SEP-I Target vs. Achievement Graphical Report:

This report gives you a graphical representation of Applications in SEP. This is also drill down report. It shows the number of application received in caste wise.
SEP-G Target vs. Achievement Graphical Report:

This report gives you a graphical representation of Applications in SEP - Group. This is also drill down report. It shows the number of application received in Task force, Bank approval and Loan disbarment. If you click on “Group Code” Link you get the members of that group.
SEP-G Caste wise / Gender wise Graphical Report (Pie Chart):

This report gives a graphical representation of beneficiaries in different caste categories or gender wise for SEP (G):

Select financial year, Report Type and press to view the charts

Click to print

SEP-I Caste wise Graphical Report (Pie Chart):

This report gives a graphical representation of beneficiaries in different caste categories for SEP (I):

Select financial year, Report Type and press to view the charts

Click to print
**SMMU Login:**

Setting targets to ULB is one of the roles of the State in SEP. On successful login of SMMU, the following screen appears:

In the ‘Target’ section, you can find the link ‘SEP Target’. On selecting ‘SEP Target’, we get the options to set targets as shown in the below screen:

Targets

**SEP-I ULB Target:**

In order to set SEP-I ULB targets for ULBs, click the ‘SEP-I ULB Target’ link on the menu.

The page has a selection for Financial Year. Select the Financial Year for which the targets need to be entered. You can now see the list of states with the columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in the figure below. Enter the targets for different categories and press ‘Save’ to save the data.
SEP-G ULB Target:

In order to set SEP-G ULB targets for ULBs, click the ‘SEP-G ULB Target’ link on the menu. The rest of the process is same as in ‘SEP-I ULB Target’ and is explained by the figure below:
**SEP-I Annual Credit Target:**

In order to set SEP-I Annual Credit targets for ULBs, click the ‘SEP-I Annual Credit Target’ link on the menu.

You get the following screen:

The page has a selection for Financial Year. Select the Financial Year for which the targets need to be entered. You can now see the list of ULBs with the columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in figure above. Enter the targets for different categories and press ‘Save’ to save the data.

**SEP-G Annual Credit Target:**

In order to set SEP-I Annual Credit Target targets for ULBs, click the ‘SEP-G ULB Target’ link on the menu. The rest of the process is same as in ‘SEP-I ULB Target’.
Reports

Monthly Progress Report (Physical):

This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

Monthly Progress Report (Financial):

This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

SEP-I Overall Application Progress Report:

This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

SEP-G Overall Application Progress Report:

This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

SEPI Financial Year Wise Application Report:

When you click on the ‘SEPI Financial Year Wise Application Report’ link on the menu following screen will be displayed:

![Select financial year and press ‘Show’ to view report](image)
When you press the 'Show' button, you get the list of ULBs with the application stages and their respective counts. You can view the detailed data by clicking on the count. You will get the following screen after clicking the counts:

You can now see the detailed information about the application as shown in the figure above.
SEP-I Demand vs. Subsidy Releases (Bank wise):

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

SEP-G Demand vs. Subsidy Releases (Bank wise):

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

SEP-I Subsidy Releases Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

SEP-G Subsidy Releases Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

SEP-I Beneficiary Details Category wise:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

SEP-I Education Details Category wise:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

Graphical Report:

SEP (I) Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.

SEP (G) Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.

SHG Graphical Report (Bar Chart):

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.
SEP-I Target vs. Achievement Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.

SEP-G Target vs. Achievement Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.
ULB Login:

After successful login of the ULB following Home screen for ULB appears. On selecting the option SEP on the main menu the following menu appears.

SEP (I):

On selecting the SEP (I) component in the SEP menu, you can find options for Entering or modifying applications received for SEP (I) loans, calling for the counselling and the whole of the process all together as shown in the figure below:
Application Intent: On selecting the ‘Application Intent’ option on the SEP(I) submenu you can find the link for adding, editing, counselling etc as shown in the figure below:

Add application for SEP (I):

In order to add an application, click on the ‘Add Application’ option. Then this screen appears.
Search for existing Beneficiary:  On the screen above you can find the existing applications by entering either Beneficiary Code, Beneficiary Name, Father’s name or Mobile No.

New Application: New Application can be entered by providing the basic details of the applicant and pressing the ‘Save’ button. While saving the application details, computer generates the application code.

**Editing basic application:** To edit any existing application select the option ‘Edit Basic Application Details’. On clicking this option, following screen appears:

(A) Status Option: On the screen you will find options for the status of the application. By selecting one of the options you can view only those applications which has its status that of the selected status. For example: if you select Pending, only those applications whose status is pending will be shown in the list.

(B) Edit:  In order to edit an entry, click on the corresponding edit link in the list. When you click on the edit link , following screen appears with the details of the application already filled and with an update button :

You can now edit the details and press update button in order to save the changes.
Calling Applicant for counselling:

To call an applicant for counselling you can select the ‘Call Applicant for Counselling’ option on the menu.

After editing details press update in order to save the changes.
Select applicants for counselling (A)

Inviting Applicants (Click to send invitation, send SMS and generate)

Generation of letter (After clicking the button.) (C)
(A) Select Applicants for counselling: In order to select the applicants that you want to be invited for counselling, select the box provided at the end of the details in the list. You can select multiple applicants at the same time.

(B) Inviting Applicants: Once you have selected the applicants to be invited, click on the ‘Save & Send SMS & Generate letter’ button below in the screen.

(C) Generation of Letter: Counselling letter will be automatically generated. It can be sent to the applicant for the counselling. The sample counselling letter format is shown in the figure above.

Add/Edit Loan disbursement details: After counselling, the detailed loan details can be entered by selecting ‘Add/Edit Loan disbursement details’ on the menu as shown below:

Screen below will be displayed as you select the option:

On the screen displayed, shows the list of applications with the option of ‘Edit’ and Delete.
After entering all the loan details it can be printed by pressing the “Print” button. Press the “Update” button to save the data. Fields marked with “Yellow” colour are mandatory fields.

After the loan details the application is screened by ULB and checked whether all the documents are completed (All the three type of document in the ‘List of document collected’ section). Only after completion of document application can be sent to Task Force for approval.

Screening of Application by ULB:

ULB can select the applications which are to be send to task force for the approval. In order to select these applications click on the ‘Screening of Application by ULB’ on the menu as shown below:

After you click on the menu you get the screen below with the selecting criteria:
Enter the period on which the list of applications received and then press the show button to display the records as per the selection criteria.

Enter the action, action date; select the applicant and then press the “Save” button to save the data. If the action selected is 'Forward to TF', the application will be forwarded to Task Force automatically for approval.

**Note:** Only those applications can be forwarded to the task force for which the list of document is complete. If the application is rejected at this stage the application is returned to ULB.

**Letter to Task Force:**

After the screening of Application a letter is sent to the Task force for approval. In order to generate the letter, click on the 'Letter to Task Force’ on the menu and the following screen will be displayed:
The screen above consists of the details of the application and the format of the letter.
You can print the letter by clicking on the ‘Print’ button on the page.

**Task force approval:**

After sending letter to the task force next is to enter the decision of Task Force. Select ‘Task Force Approval’ from the menu as shown below:

Enter the task force decision and then press the button “Save & Send SMS” to save the data as well as to send the SMS to applicant regarding the task force selection.

**Note:** If the Task Force rejects the application, the application is closed.
Letter to Bank

Letter to the bank for the selected application can be generated by this option. If you select ‘Letter to Bank’ on the menu following screen will be displayed:

Select the bank, Branch and the TF approval date and then press the “Show” button to generate the letter. The sample letter is placed below.

---

To Branch Manager,  
AXIS BANK  
Nirman Bhawan  
123 G Wars Nirman Bhawan

Subject: List of application Approved by Task Force for SEP-I of NULM

Madam/Sir,  
The following applications has been approved by Task Force for sanction of loan from your Branch Nirman Bhawan under SEP-I Component of NULM:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Application Code</th>
<th>Name</th>
<th>DOB</th>
<th>Sex</th>
<th>Mobile No</th>
<th>Category</th>
<th>Project Code</th>
<th>Project Type</th>
<th>Approved Loan Amount</th>
<th>Task Force Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APP00417000012</td>
<td>Nilim Jain</td>
<td>28/06/1987 Male</td>
<td>8577205496</td>
<td>SC</td>
<td>200000</td>
<td>R</td>
<td></td>
<td>13000</td>
<td>07/07/2015</td>
</tr>
<tr>
<td>2</td>
<td>APP00417000018</td>
<td>Kanika Pahu</td>
<td>03/07/1985 Female</td>
<td>9256098670</td>
<td>OBC</td>
<td>200000</td>
<td>R</td>
<td></td>
<td>15000</td>
<td>07/07/2015</td>
</tr>
</tbody>
</table>

Loan for the above said applicants may be sanctioned and disbursed at the earliest. Kindly intimate us regarding status of the loan applications within a period of 15 days of receipt of this letter.

Sanjeev Kumar  
Gurgaon  
C-107 2nd floor saraswati vihar near mg road near metro station pillar number- 44 Yamuna vihar behind hanuman mandir gurgaon

Developed by National Informatics Centre(NIC)
By pressing the “Print” button you can print this letter.

**Bank Approval:** In order to enter the details of the bank approval, click ‘Bank Approval’ link on the menu. The following screen will be displayed:

Enter the details and click ‘Save’ button to save the details.
Enter the required criteria for the applications and click the ‘Show’ button. The list of applications corresponding to the criteria will be displayed.

Select one of the applications by clicking on the ‘Enter Details’.

The figure above shows the screen that appears after clicking the button.

Enter the details of the bank approval and click ‘Save’ button in order to save the data.

**Note: If the Bank rejects the application, the application is closed.**

**Loan Disbursed details:**

After bank approval the bank disbursal details can be entered by using this option. Select ‘Loan Disbursed details’ from the menu as shown in the figure below:
The Screen above appears with the selection criteria consisting of dates, Bank and Branch of the Bank. Select the Bank, branch name and then press show button to display the sanctioned applications. The screen below will be displayed with the list of sanctioned applications.

### Loan Disbursement Details

<table>
<thead>
<tr>
<th>S. No</th>
<th>Application No</th>
<th>Beneficiary Code</th>
<th>Name</th>
<th>Voter Card No</th>
<th>Loan Amount (Appled)</th>
<th>Loan Sanctioned Amount</th>
<th>Loan Sanctioned Date</th>
<th>Photo</th>
<th>Disbursed Status</th>
<th>Action</th>
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<tbody>
<tr>
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<td>APPB0641700001</td>
<td>BE350017000001</td>
<td>Muneer</td>
<td>300000</td>
<td>150000</td>
<td>08/07/2013</td>
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<td></td>
<td>Disbursed</td>
<td>Details</td>
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<td>Details</td>
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</tbody>
</table>

**Click to enter disbusement details**
To enter the disbursement details, click on the ‘Disbursement Details’ button. When you click the button the screen above will be displayed. Previous disbursed payment if any will be displayed in the section below the ‘Save’ button. Enter the loan sanctioned amount, loan disbursed date and then press the ‘Save’ button to save the loan disbursement details.

Interest Subsidy releases:

The subsidy releases to the banks can be entered by clicking ‘Subsidy releases’ on the menu. On clicking the menu, the following screen will be displayed:

Enter the selection criteria and click the ‘Show’ button. After you click the show button, a list of loans disbursed will be displayed. In order to select one of the loan disbursed entries, click on the corresponding ‘Add’ button.
The figure above appears after you select one of the details by clicking Add button. Enter the details of the subsidy release and press ‘Save’ button to save the details. When you press the save button, the screen below appears.
In order to edit the release details, select the detail by clicking on the ‘Edit’ button. Edit the details and press ‘Save’ in order to save the changes.

**Interest Subsidy Releases All:**

Subsidy releases for more than one loan can be done through this option. If you select this option then this screen appears:

Here again select the date, Bank Name and Branch, and click the ‘Show’ button.

Now you will get the list of loan disbursed by the selected bank and branch within the selected time period as shown in the figure below:
The screen above also has the section to enter details of the subsidy release below. Select the applicants by clicking on the box against the details. Enter the details of the subsidy release and press ‘Save’ button to save the details for all the loans in once.

**Update Loan Sanction Amount:** Using this menu you can change or modified Loan sanction amount. Enter the Release Sanction date and press “Update” button to save changes.

**Activate Rejected Applications:**

The applications which were unknowingly deleted or rejected then using this option it can be reactivated. While reactivation it will appear where it deleted or rejected. This option is at the last of the SEP (I) menu.

When you enter the page, it shows a list of rejected applications. Click on the ‘Check’ option against the application to select it for reactivation. You can select multiple applications together to reactivate. When you finish selecting applications, press save to finally reactivate the applications.
SEP (G):

Self Employment Group (SEP (G)) details can be entered using this menu. Select the SEP (G) on the menu as shown below and you can see the list of operations to be performed in the sequence of process:

**Application:** All the SEP (G) group, member details, and counselling details can be entered by using this submenu. If you click on ‘Application’ then another sub menu appears as shown below:

It consists of different application operations.
**Group Entry Form:** Entry of group application form can be done by this option. Click on the ‘Group Entry Form’ link in the above figure. The screen appears with the list of existing group applications with the option of either editing the existing or add new application as shown in the figure below:

Add New Enterprise: To add a new Group application, click on the ‘Add New’ link below the list as shown in the figure above and the screen below appears:

Enter the Group details and press ‘Save’ button in order to save the entry.

Edit Enterprise: In order to edit an existing group entry, click on the ‘Edit’ link set against each group entry in the list. When you click edit button, edit form is displayed with details of the selected entry filled automatically. Edit the entry and press ‘Save’ to update the changes.
Delete Enterprise: In order to delete an entry, click on the delete button against each entry in the list.

**Group Strength:**

To see the strength of the group, click on the ‘Group Strength’ link on the menu and the list of groups entered appears as shown below:

Click on the group code to select. When you click on the group code, a popup with the details of all the group members will be displayed on the screen.

**Add Member**:

You can add member details of a group by clicking on the ‘Add Member’ option on the SEP (G) menu. The following screen will be displayed after you click the link:

To add new member to the group, select a group and enter the details of the member. Press ‘Save’ button to save the details. If group member is an existing beneficiary in the NULM then his/her details can be fetched by entering beneficiary code/Name/Date of Birth.
While searching a beneficiary, system displays all the beneficiaries with this name as shown below:

You can now select the beneficiary by clicking on the ‘Beneficiary Code’ of the entry and the details of the beneficiary will get automatically filled in the section. Now press save to add this beneficiary as member.

**Edit Member:**

The member details can be modified by selecting this option on the menu. When you select this option, below screen will be displayed:
When you enter the screen you have a list of groups. Select one of the group in the list, and its members list will be displayed automatically. To edit details of a member click on the ‘Edit’ button against the member. Following screen will be displayed after you click Edit.

Edit the details of the member, and press ‘Update’ to save the changes.

**Call Group for counselling:**

Groups can be called for the counselling through SMS and through letter by selecting this option. When you select ‘Call Group for counselling’ on the menu following screen appears:

Select the groups and then enter the counselling place, counselling date. Select the groups and then enter the counselling place, counselling date. After entering counselling details press ‘Save & Send SMS & Generate Letter’.
When you press the button, the data will be saved and SMS will go to the contact person’s Mobile of the selected group with the information about counselling place and counselling date. Finally counselling letter will be generated automatically.

The letter will be displayed as shown in the figure below:

Screening of Application:
ULB decisions are entered by clicking on the ‘Screening of Application’ on the menu. When you click on the link, system displays the list of groups applied for the loan. You also have an option to filter the groups by application date.
The screen displayed is as shown below:

Select the groups according to application date if required. Enter the ULB decision and click on the small box to select. Press ‘Save’ to save the data.

**Note:** Only those applications can be forwarded to the task force for which the list of document is complete. If the application is rejected at this stage the application is returned to ULB.

**Letter to Task force:** By selecting this option the letter to the Task force for the selected group can be generated. On selecting this option it displays the task force letter. The sample task force letter is placed below. You can print the letter by pressing ‘Print’ button.
**Task Force approval**: Task Force decision can be entered by clicking ‘Task Force Approval’ link on the menu. The screen displayed is as follows:

Enter the task force decision and then press the button “Save & Send SMS” to save the data as well as to send the SMS to applicant regarding the task force selection.

A SMS will be sent to group contact mobile number recording the TF decision.

**Note: If the Task Force rejects the application, the application is closed.**

**Letter to Bank**: Letter to the bank for the selected application can be generated by this option. If you select ‘Letter to Bank’ on the menu following screen will be displayed:

Select the bank, Branch and the TF approval date and then press the “Show” button to generate the letter. The sample letter is placed below.
By pressing the “Print” button you can print this letter.

**Bank approval**: In order to enter the details of the bank approval, click ‘Bank Approval’ link on the menu. The following below screen will be displayed:

![Bank Approval Screen](image)

Select the bank and branch and then press the “Show” button to display the approved loan applications for the selected bank/branch. Approved loan applications will be displayed as below:
By pressing the “Enter details” the bank decisions can be entered. If you select “Enter details” then screen below appears.

After entering the bank approved details press the Save button to save the data.

**Note:** If the Bank rejects the application, the application is closed.
**Loan disbursed details:** The loan dispersed details can be entered by selecting this option. If you select this option then below screen appears:

Select the bank/Branch and the press the ‘Show’ button to display the approved loans by this bank.

Amongst the approved loans displayed select an entry by clicking ‘Disbursement Details’. When you select an entry following screen will be displayed:
Enter the disbursement details and press ‘Save’ button to save the data. Previous disbursement payment if any will be displayed in the section below.

**Interest Subsidy Releases:** The interest subsidy releases to the banks by the ULB can be entered by using this option. If you select this option then this screen appears.

Select the bank/branch and then press the show button then screen below appears. Click on ‘Add’ to select the group.
Now enter the release details and press ‘Save’ to save the details.

**Interest Subsidy Releases (ALL):** The Interest subsidy releases for the more than group can be done through this option. If you select this option then following screen appears.
Select the bank and branch details and then press the show button. Then screen below appears.

Select the group and enter the release details.(for selected group only) Now enter the common details for all the groups at once in the common section. Press ‘Save’ to save the data.

**Update Loan Sanction Amount:** Using this menu you can change or modified Loan sanction amount of SEP G Application. Enter the Release Sanction date and press “Update” button to save changes.
Activate Rejected Applications: The applications which were unknowingly deleted or rejected then using this option it can be reactivated. While reactivation it will appear where it deleted or rejected. The rest of the process is same as the reactivation process in SEP (I).

SHG bank Linkage:

All SHG bank Linkage details are entered by this menu. When you select the SHG bank Linkage on the menu, it displays the various operations in the sequence of the process as shown below:

Application:

SHG group details are entered by clicking on the ‘Application’. After you click this following screen will be displayed:
**Group Entry:** SHG Group details are entered by using this option. Select ‘**Group Entry**’ from the menu, and the screen displayed is shown below:

![Image of Group Entry screen]

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**Enter details and press save**

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**Search Section**
Existing group code can be searched by entering the group code in the search section. Enter the details of the Group and press ‘Save’ to save the details.

**Update Group Entry:** The entered group loan details can be modified by using this option. If you select this option then following screen appears with the list of Groups:

![Update Group Entry](image)

Click on edit to select the group. Edit the details and press ‘Update’ to save the changes.

**Applications to be sent to Bank:** In SHG linkage ULB will directly send the applications to the banks. There is no task force in between ULB and bank. SHG’s for which the ULB recommended for the bank loan can be entered by using this option. If you select this option then this screen appears:

![Applications to be sent to Bank](image)
If the application is rejected at this stage the application is returned to ULB.

Enter the details of the ULB recommendation Press ‘Save’ to save the data.

**Bank approval:** Bank approval details for the SHG can be entered by selecting this option. If you select this option then this screen appears.

Select the bank and branch and then press the “Show” button to display the approved loan applications for the selected bank/branch. Approved loan applications will be displayed as below:
By pressing the “Enter details” the bank decisions can be entered. If you select “Enter details” then screen below appears.

**Note:** If the Bank rejects the application, the application is closed.

**Loan disbursed details:** The loan disbursed details for the SHG can be entered by this option. If you select then this screen appears:

Select the bank/Branch and the press the ‘Show’ button to display the approved loans by this bank.

Amongst the approved loans displayed select an entry by clicking ‘Disbursement Details’. When you select an entry following screen will be displayed:
Enter the disbursement details and press ‘Save’ button to save the data. Previous disbursement payment if any will be displayed in the section below.

**Interest Subsidy releases**: If the Interest subsidy is released for a single SHG then this option may be used. The entire procedures for releasing subsidy to banks are as similar as SEP (G).

**Interest Subsidy releases (ALL)**: If the Interest subsidy is released for more than one SHG then this option may be used. The entire procedures for releasing subsidy to banks are as similar as SEP (G).

**Additional Subsidy releases**: Additional Interest Subsidy releases are applicable only to the all women SHG’s. If all women SHG’s pay their instalments in time to banks, then only those SHG’s are eligible for the additional 3% additional subsidy releases. The process for this additional subsidy is same as the subsidy release process in SEP (I).

**Additional Subsidy releases (ALL)**: To release additional Subsidy for all the women SHGs altogether this option can be used. The process is same as subsidy release process in SEP (I).

**Reports**:

**Financial year wise group Applications details**:

When you click ‘Financial year wise group Applications details’ link on the menu, you will get the following screen.
Select the financial year and press ‘Show’ button and you will get the application details within the selected financial year as shown below:

You can have a detailed view of application in a particular category by clicking on the count of applications as shown in the figure above.

When you click on the count following screen will be displayed:
SEP-I Subsidy Releases Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SEP-I Overall Application Progress Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SEP-G Overall Application Progress Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SEP-I Beneficiary Details Category wise: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SEP-I Education Details Category wise: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SEP-I Application Intent Details: It shows the intent details of SEP I Application for the particular date wise. Select from and to date and Press “Show” button to fetch the records.

![List of Applications Received](image-url)
SEP-I Subsidy Releases Report:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

SHG Bank Linkage Status Report:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

Graphical Reports:

SEP (I) Graphical Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

SEP-I Target vs. Achievement Graphical Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

SEP-G Target vs. Achievement Graphical Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

SEPG-SHG Target vs. Achievement Graphical Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

SEP (G) Graphical Report: This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

SHG Graphical Report (Bar Chart): This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

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