VISVAS PORTAL MANUAL

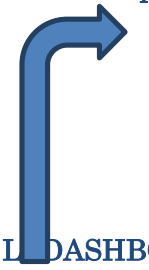
Table of Content

1- VISVAS Portal Login for Lending Institution – LI will upload data in VISVAS Portal. Maker will upload the data & checker will approve before uploading. Data should be error free and as per the excel sheet provided during the training session.

Points to remember before uploading the data dump in VISVAS Portal.

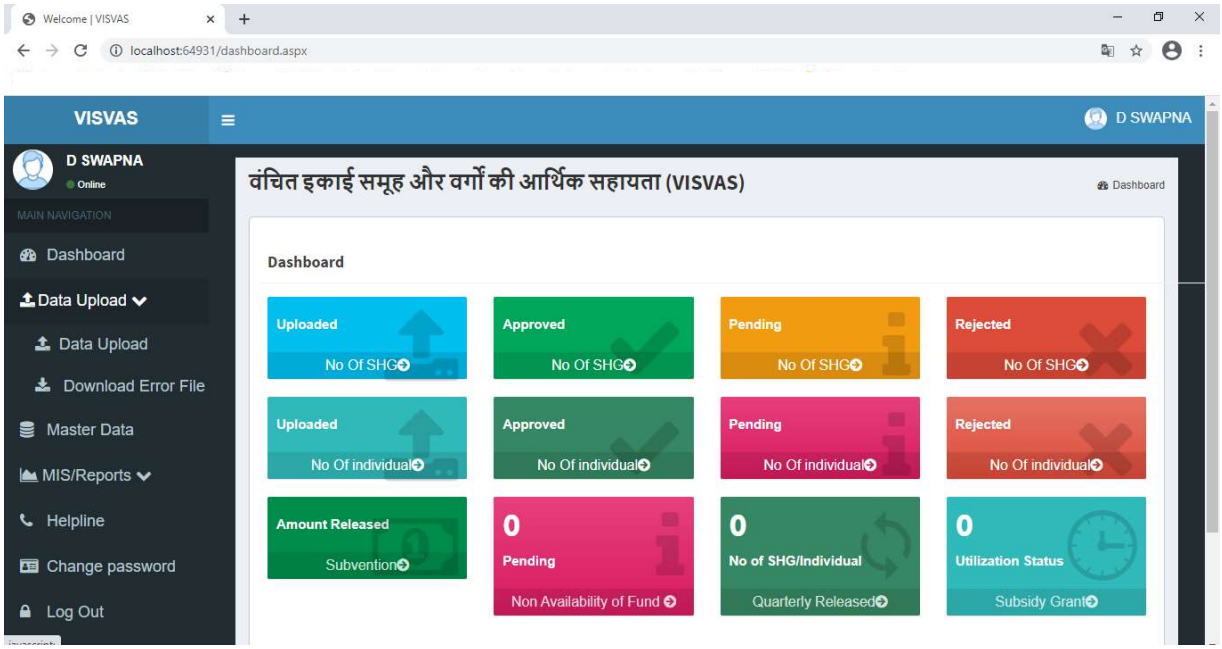
- Do not change or alter the data
- Do not change the format given
- No special character allowed
- Full name in English, Official Language & CAPITAL- SHYAMA KUMAR
- Gender – M, F, T
- Address- Clear & should not contain special character like,:"@#$
- District – Full Name like BALAGHAT
- State Full Name – UP as Utter Pradesh
- Country – India
- Bank Name – Full Name require ICICI BANK LTD
- IFSC Code – 11 character like – ICIC0000071
- Account no – to verify 1st also any account no start with "0" zero should upload with same account number
- Pin Code – 6 digits
- Schemes Specific id – 3886
- Centre share payment account – 100%
- State share payment account - 0

Step -1 Lending Institution Dash Board



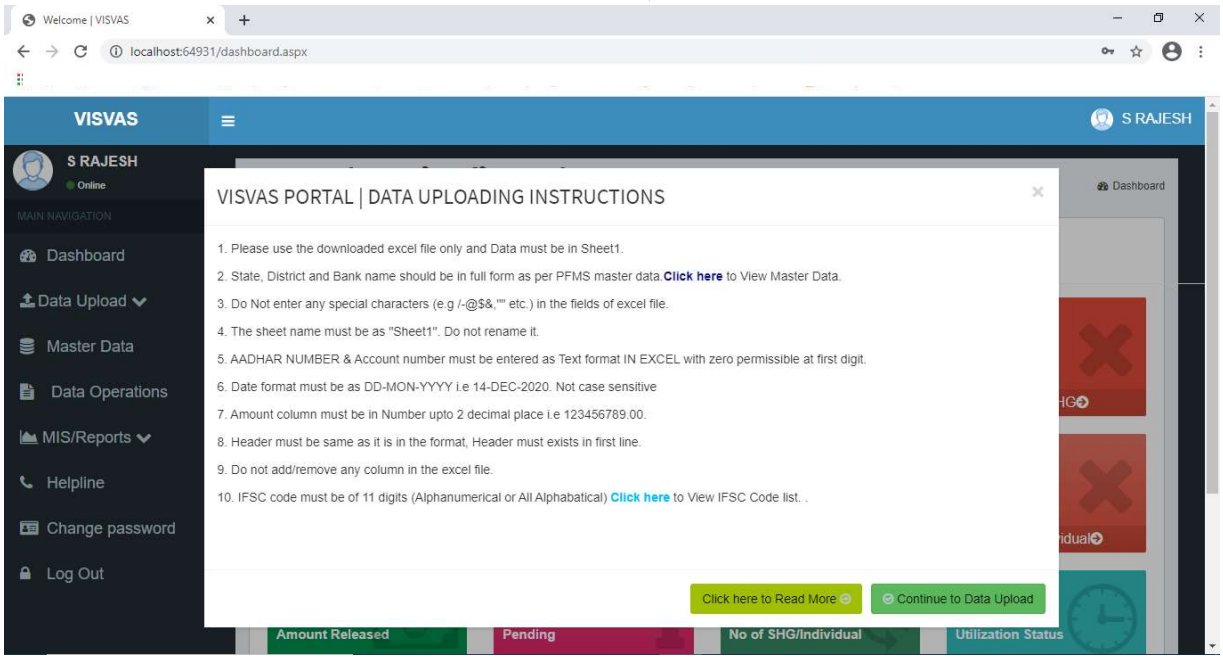
- Headings and Roles – after uploading data into VISVAS Portal – Uploaded data will comes under "Master data". Any data having any error will get under sub heading role "error file".
- If any error found in District or State name – LI maker can verify from District / State list given in VISVAS Portal

LI DASHBOARD



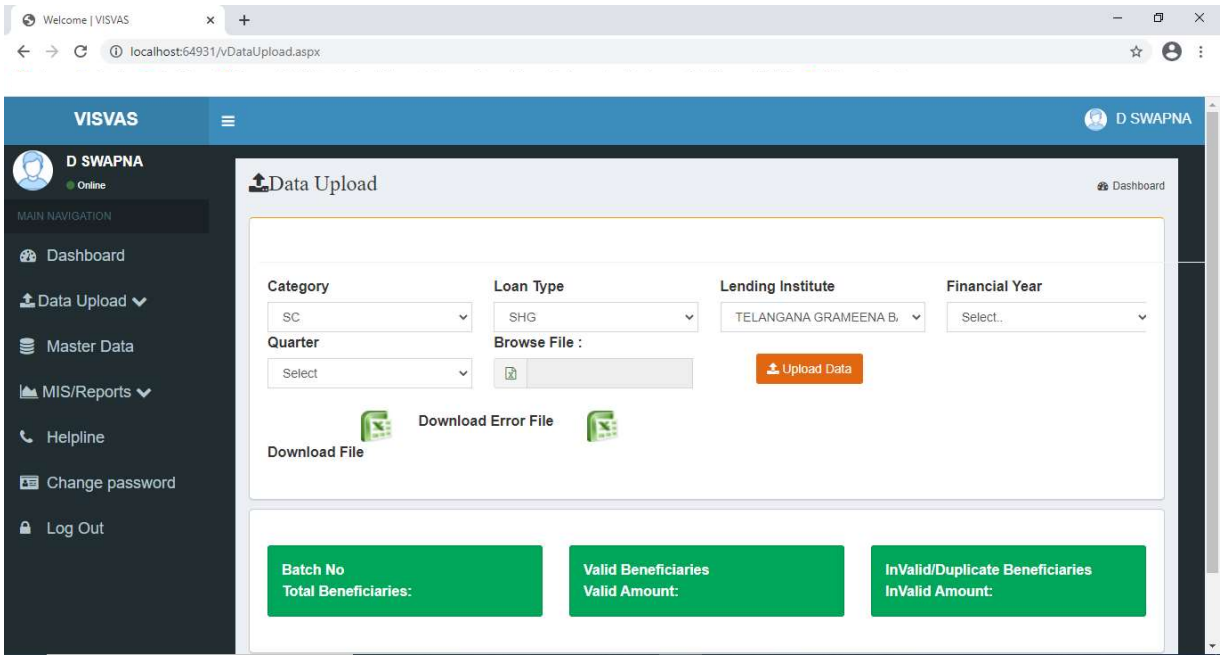
Please check the instruction given on VISVAS Portal

LI DATA UPLOAD INSTRUCTIONS

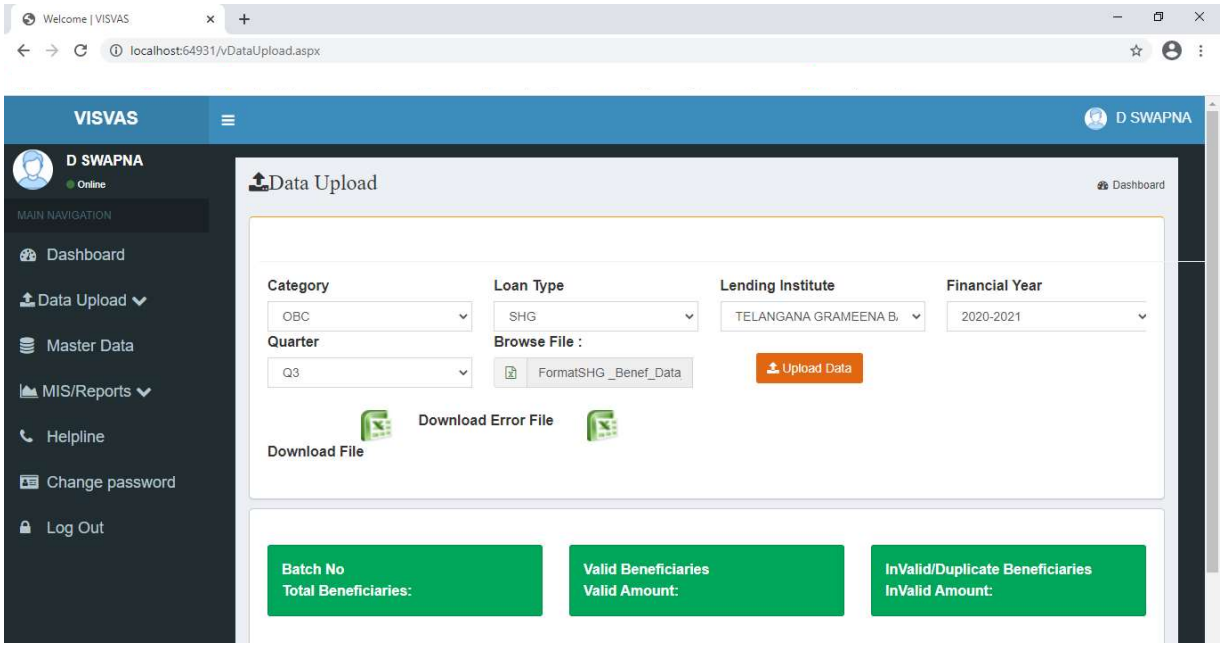


Please go to data upload option on VISVAS Portal

LI DATA UPLOAD FORM



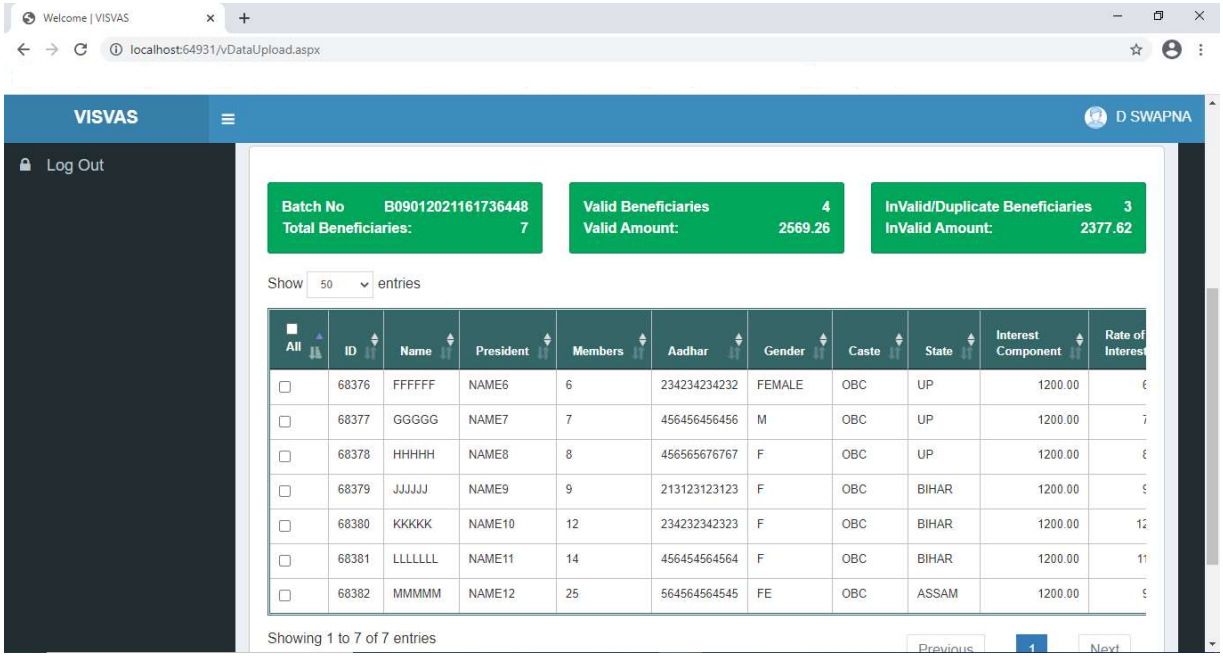
Check the options while uploading and selecting Category, Loan, Lending Institution, financial Year, for which Quarter & upload data in browse file.



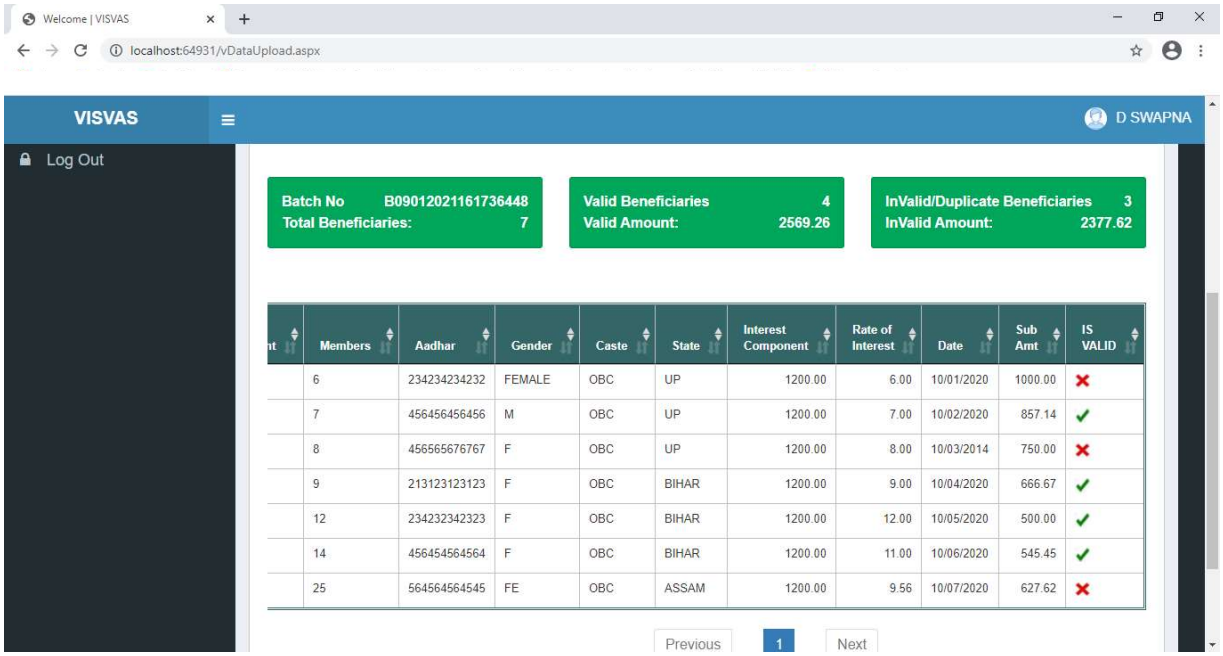
After Successful upload message on the screen

Lending Maker or Checker can view the data uploaded. This data can be downloaded and save for further reference.

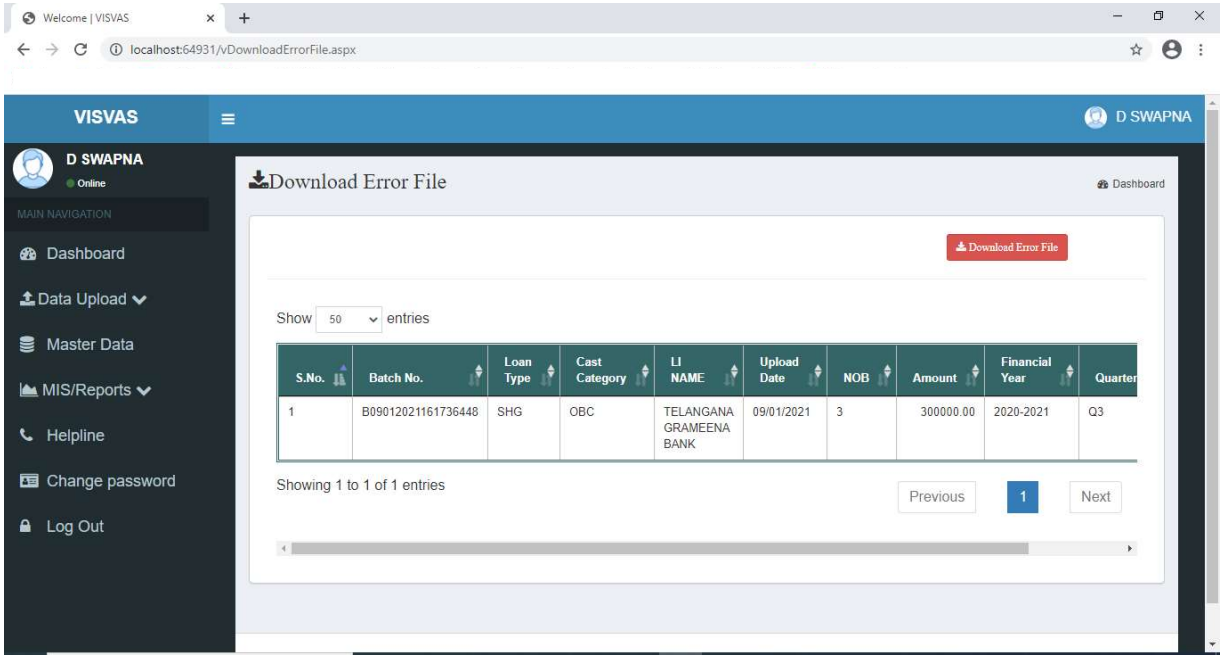
LI UPLOADED DATA VIEW



Any error in data, will not be process further and can be downloaded from “Download Error file” option. Only those file will initiate, having error free content.

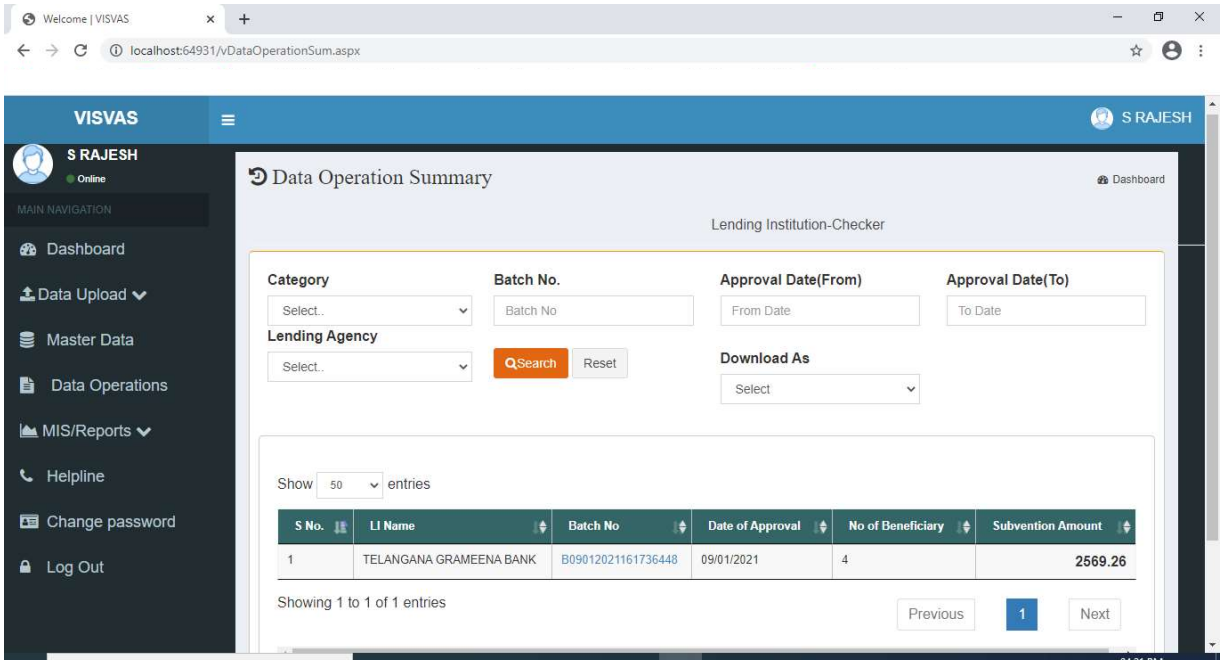


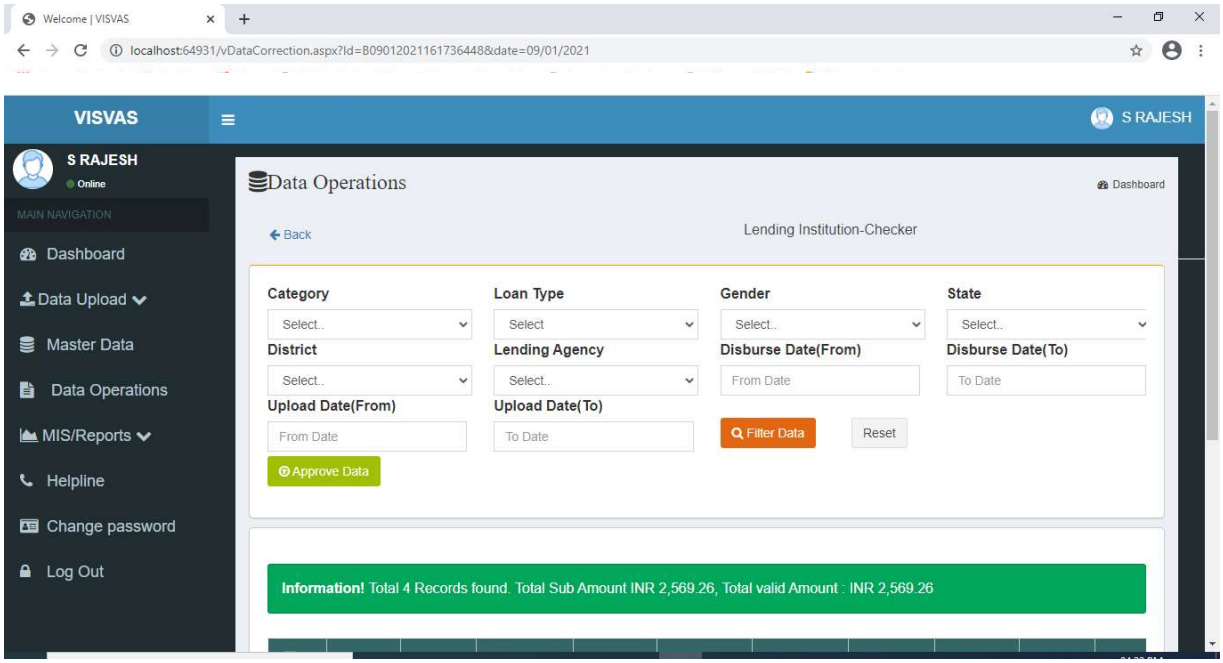
LI DOWNLOAD ERROR FILE



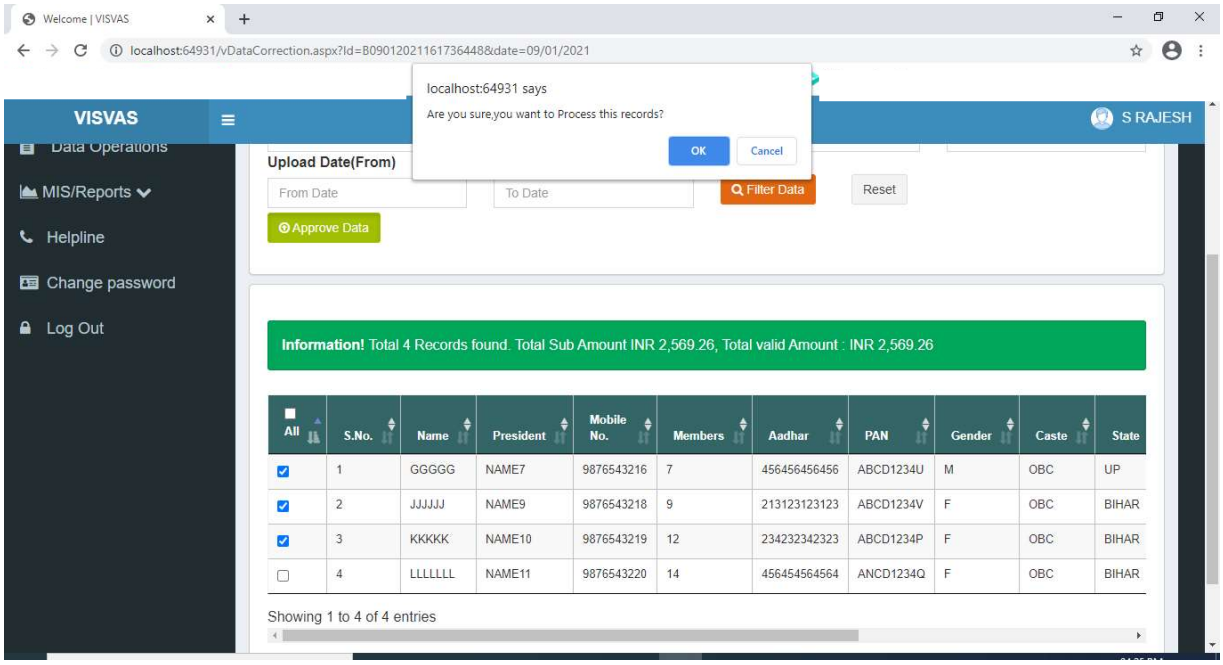
Error free data will move to next step for further processing

LI DATA OPERATION FOR APPROVE DATA BY LI CHECKER





Message will appear on the screen after successful error free data uploaded

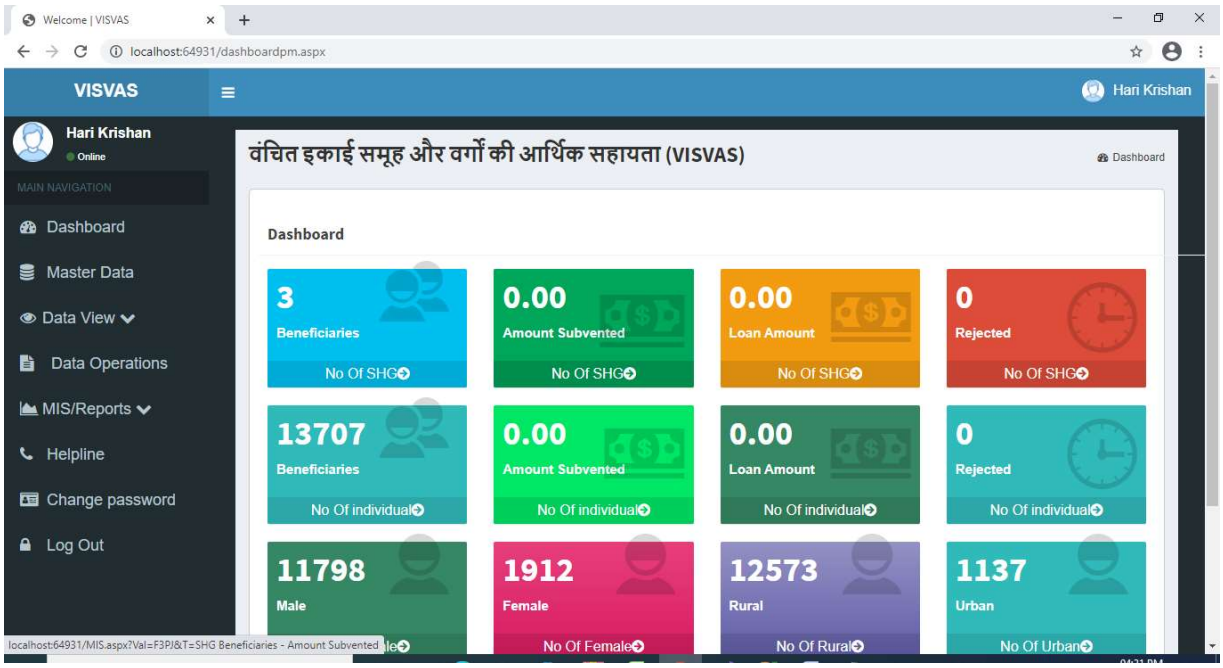


After Data uploaded in VISVAS Portal successfully.

STEP -2

NSFDC + NBCFDC Project maker can login in SC/OBC option separately in VASVAS Portal.

PROJECT MAKER DASHBOARD

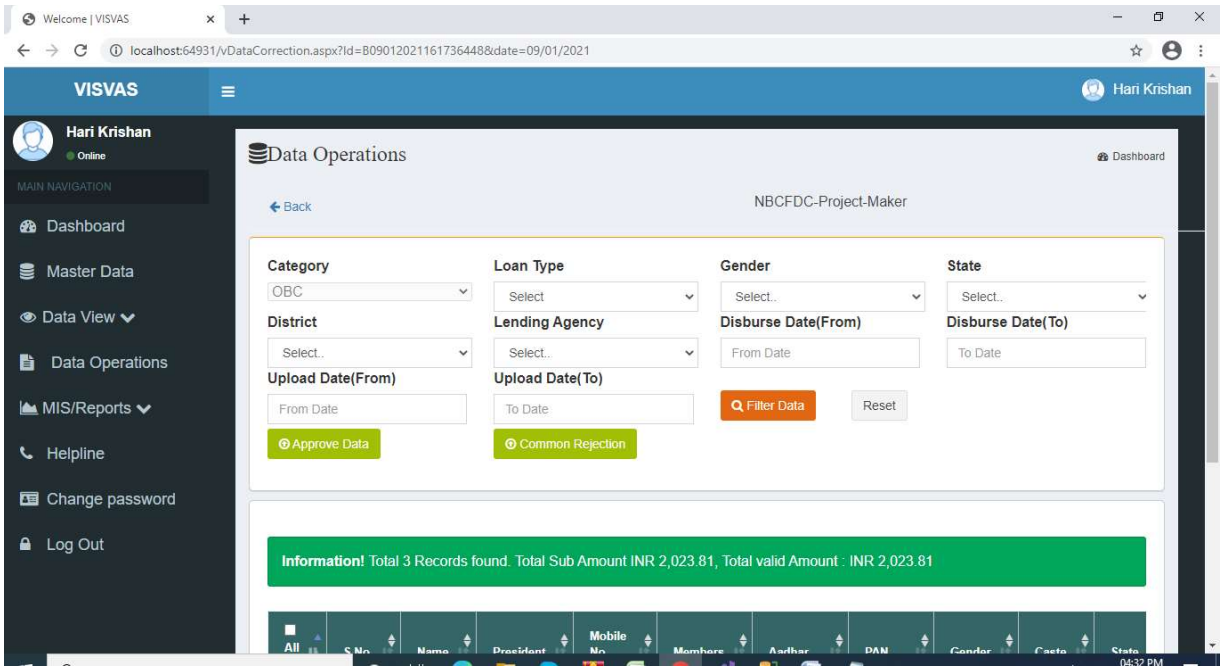


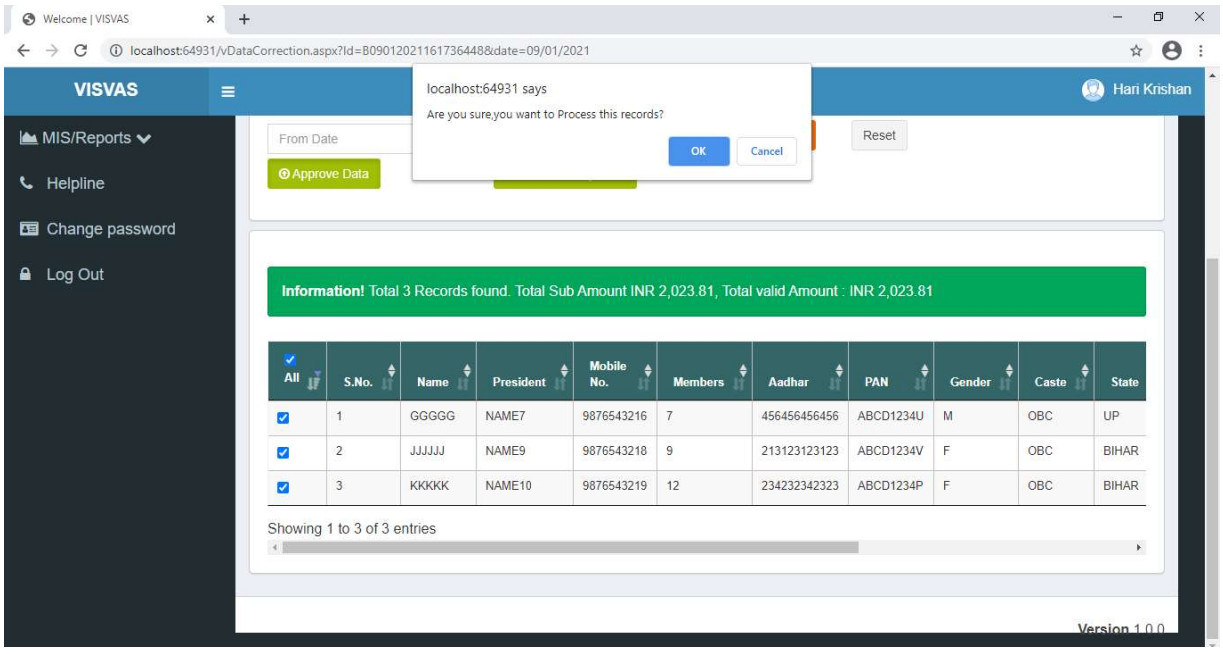
Role of Project maker – to analysis the dump received by LI team and same can view in dashboard and can reject data, if required.

Accept

Reject

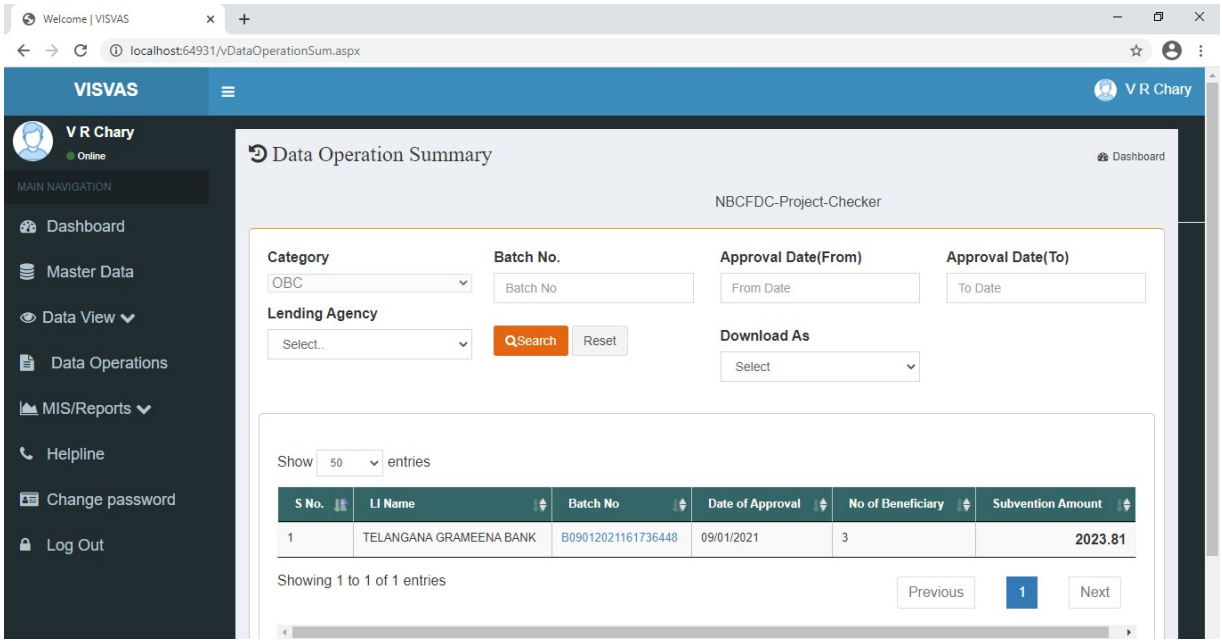
PROJECT MAKER DATA OPERATION FOR APPROVE OR REJECT DATA

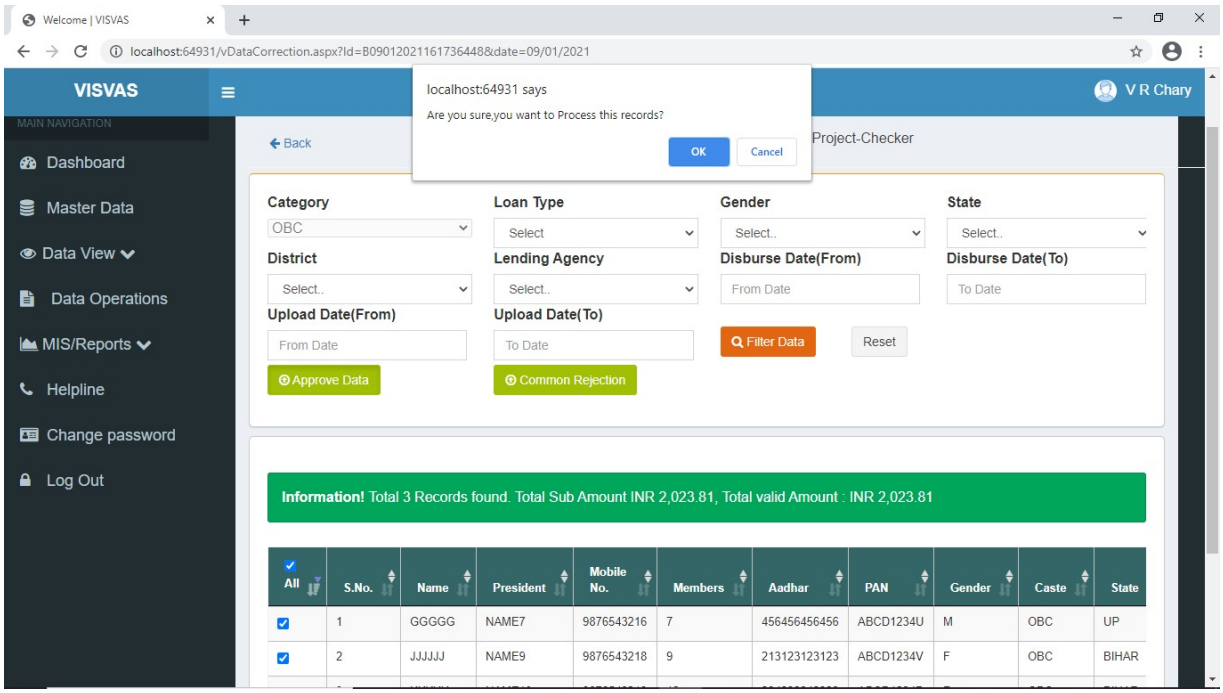




Role of Project Checker – to check and approve data for further process as per confirmation by project maker.

PROJECT CHECKER DATA OPERATION

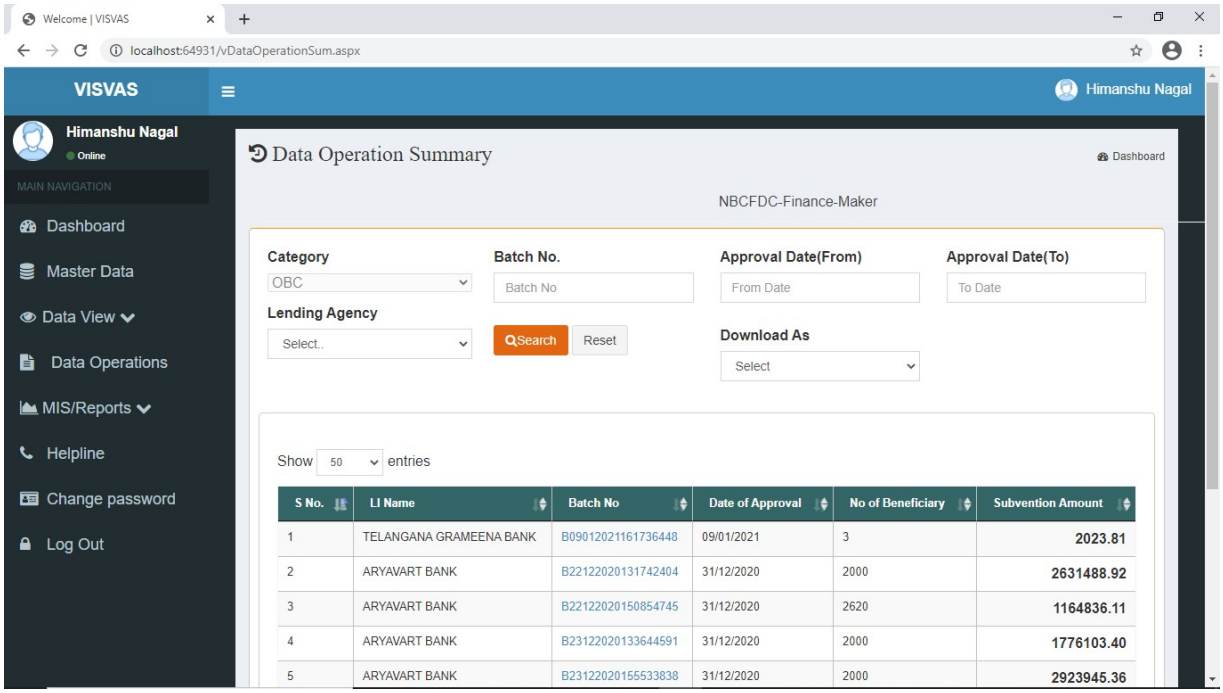




Role of Finance Maker – to check the data by project checker and further process the data. It also include to check the total fund status in account for further action.

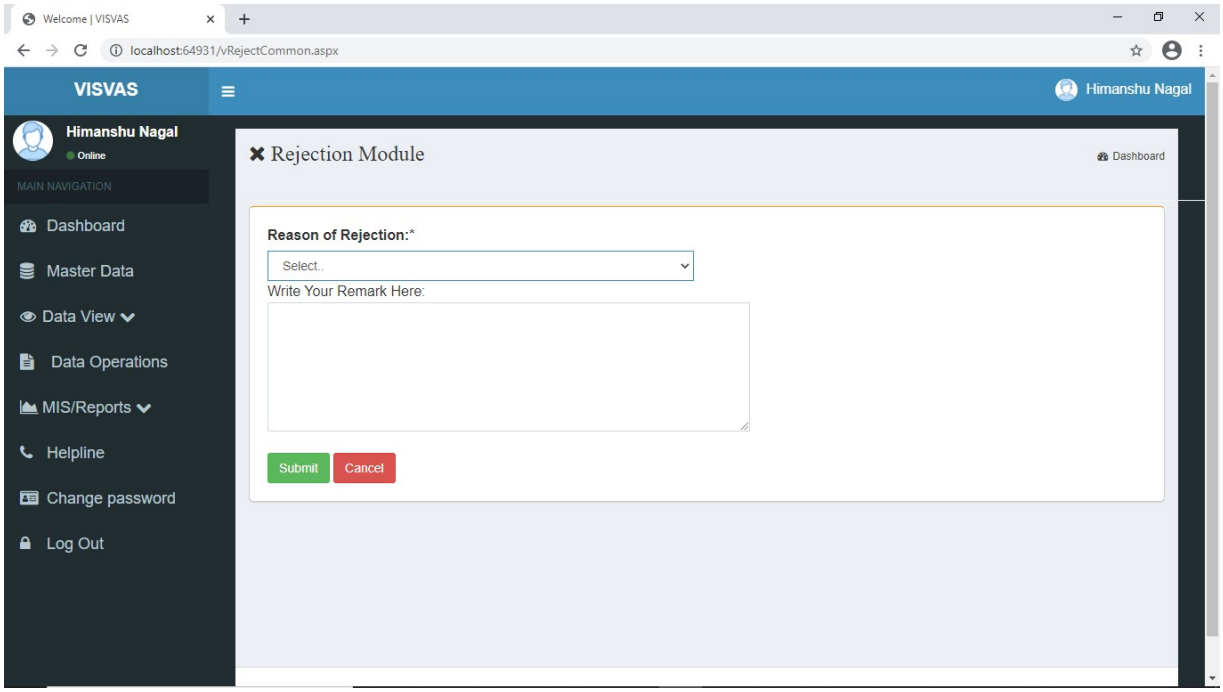
Filter the data, match the subvention amount, LI name etc.

FINANCE MAKER DATA OPERATION



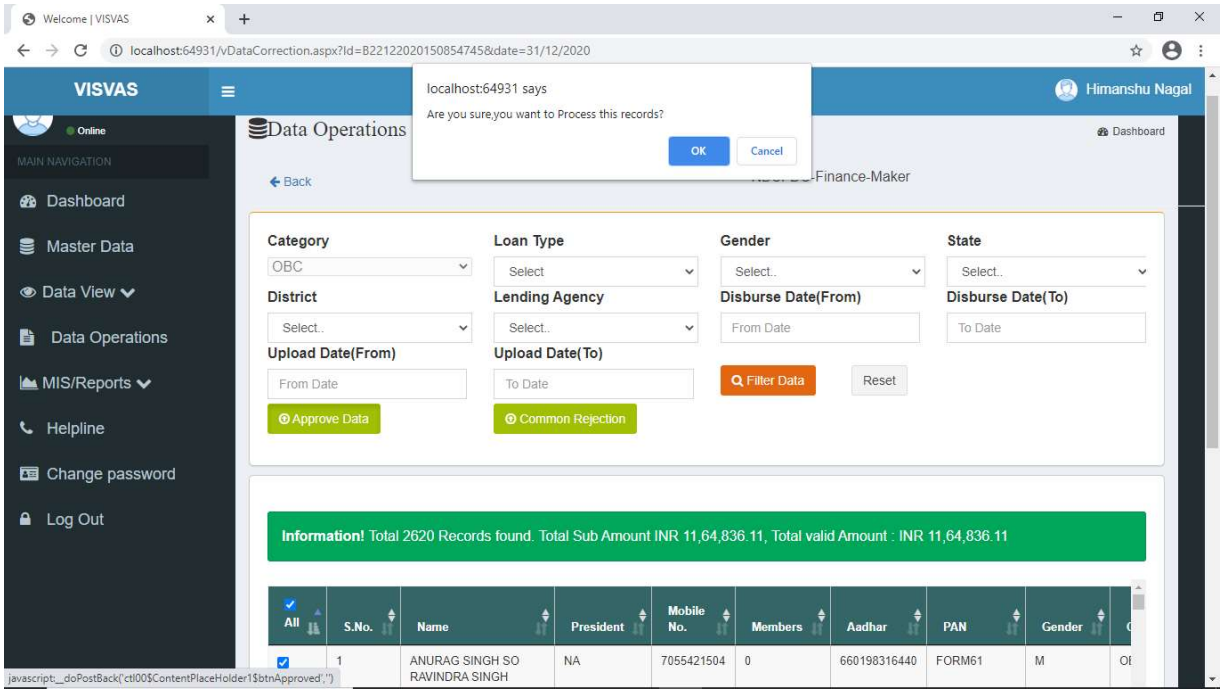
Any data error end to reject option by Finance Maker. Reasons mention from drop down and remark. This file send it to data view option and further download error file. Rest pending file move to 3rd stage for action to Finance Checker.

DATA OPERATION FOR REJECT



Rest error free file data move to finance checker by finance maker.

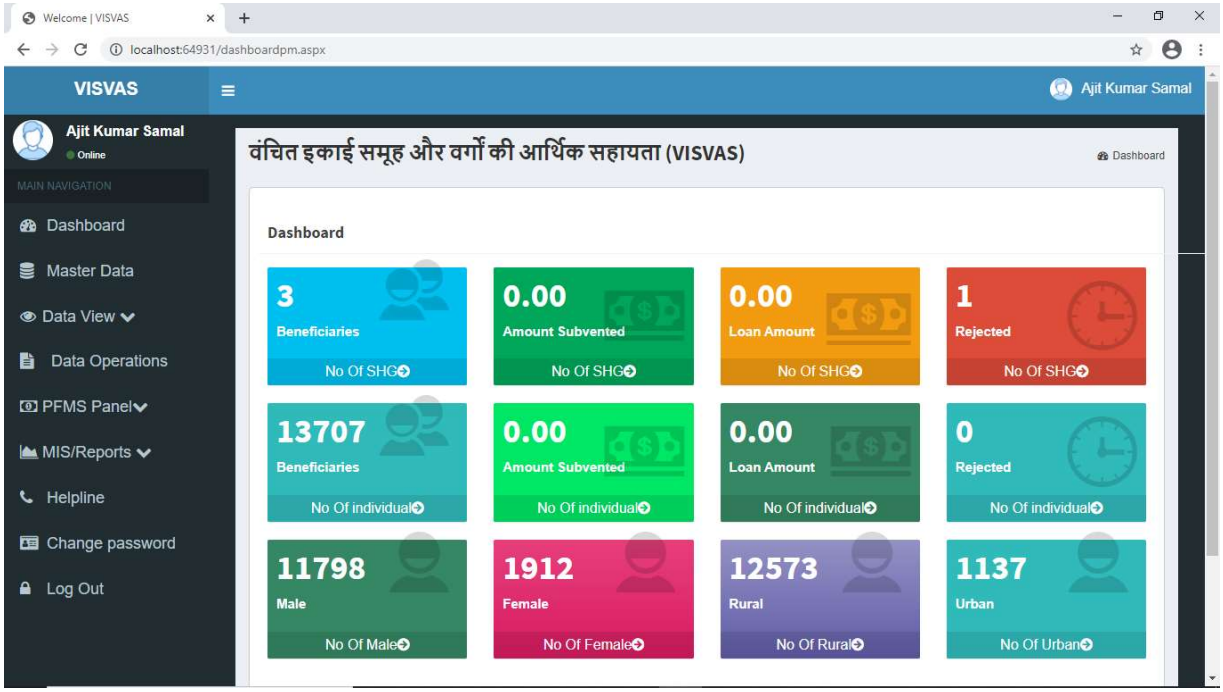
DATA OPERATION FOR APPROVE BY FINANCE MAKER



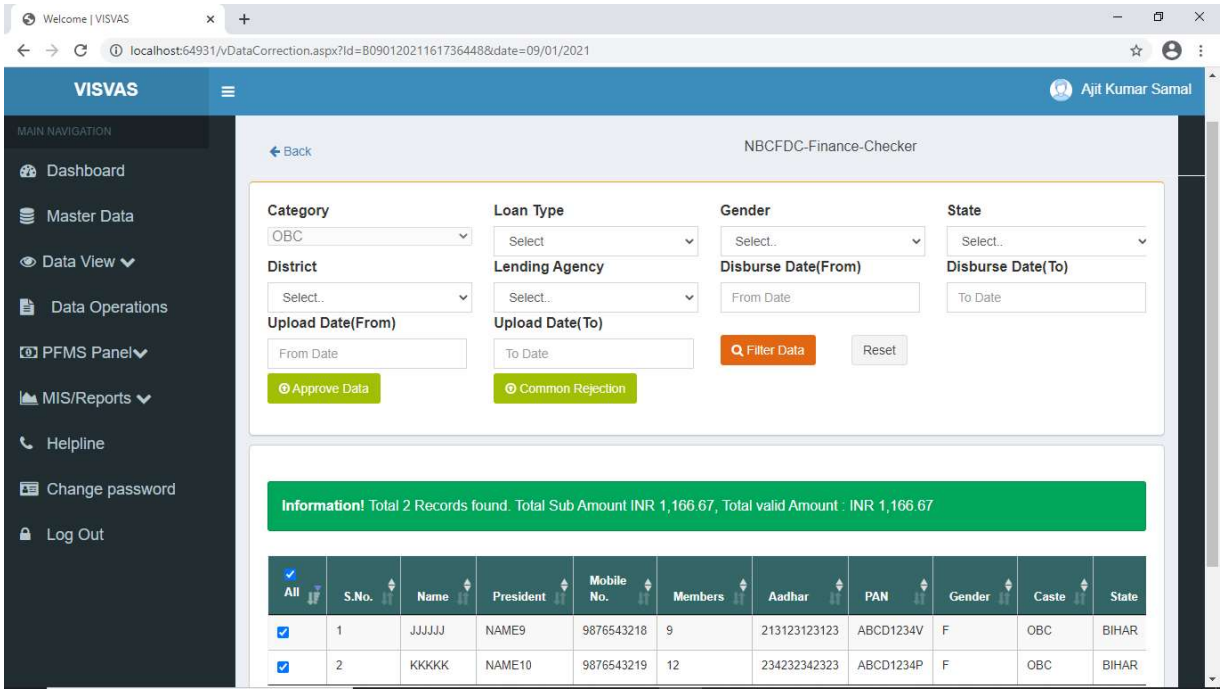
Role of Finance Checker is to check data received from finance maker and approve the data.

Finance checker will share to senior officials (MD/CMD) for final approval

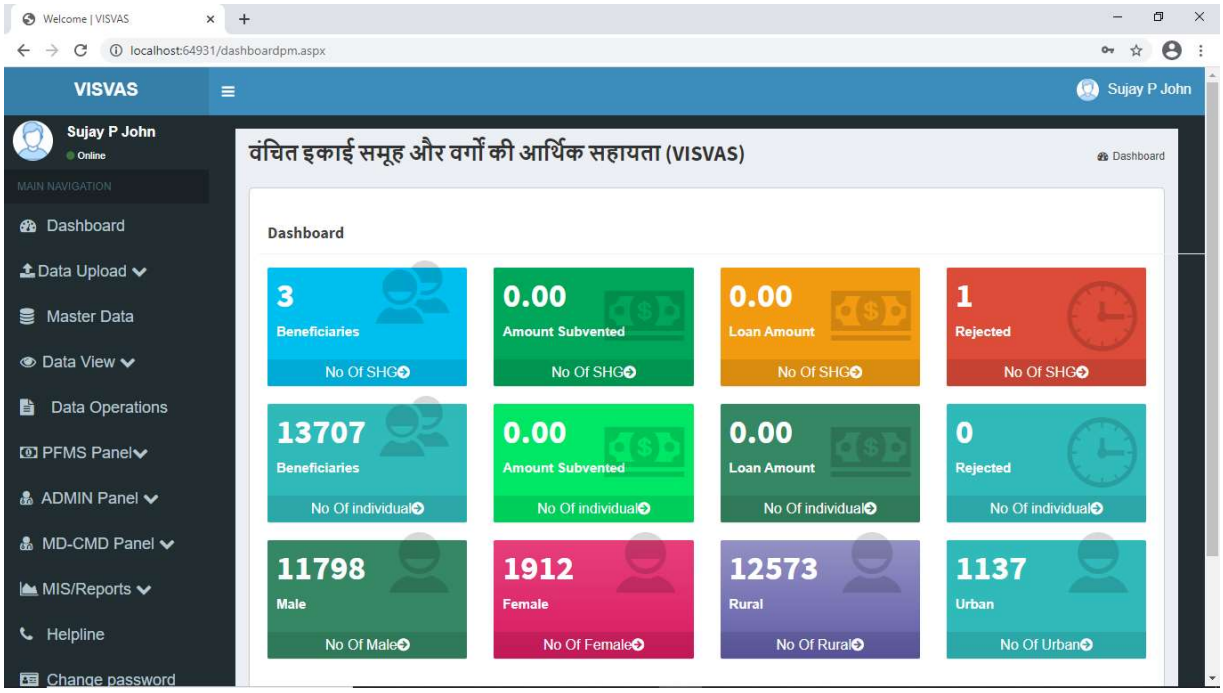
FINANCE CHECKER DASHBOARD



DATA APPROVE BY FINANCE CHECKER

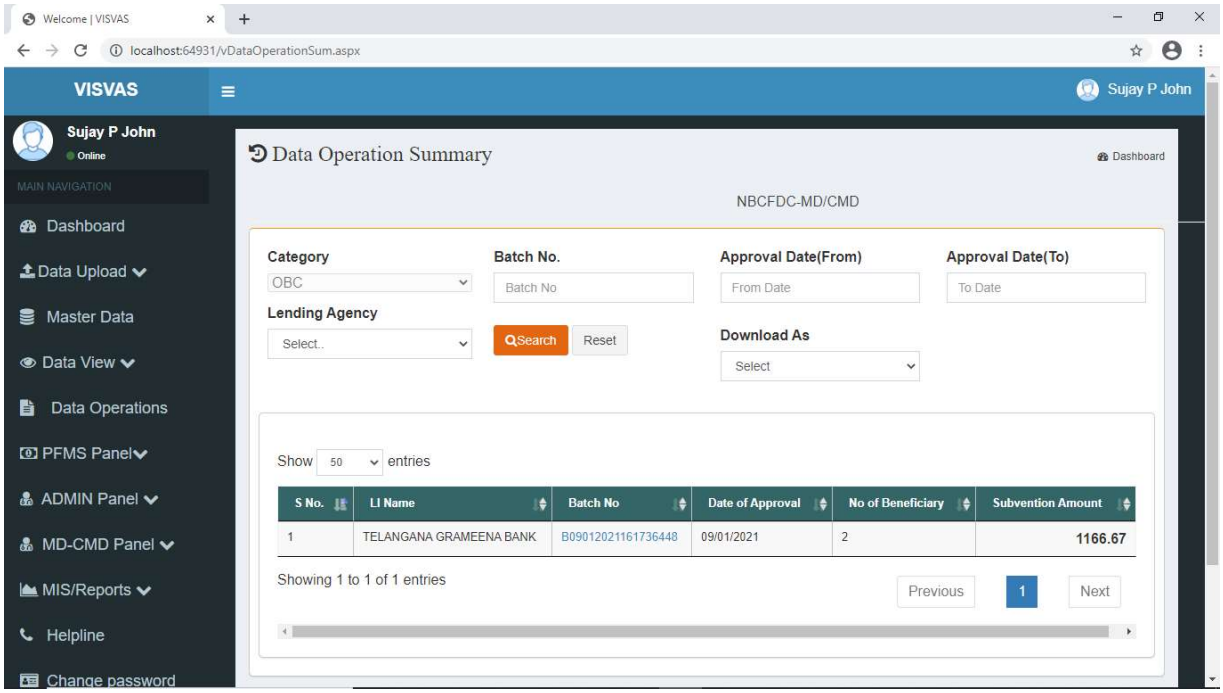


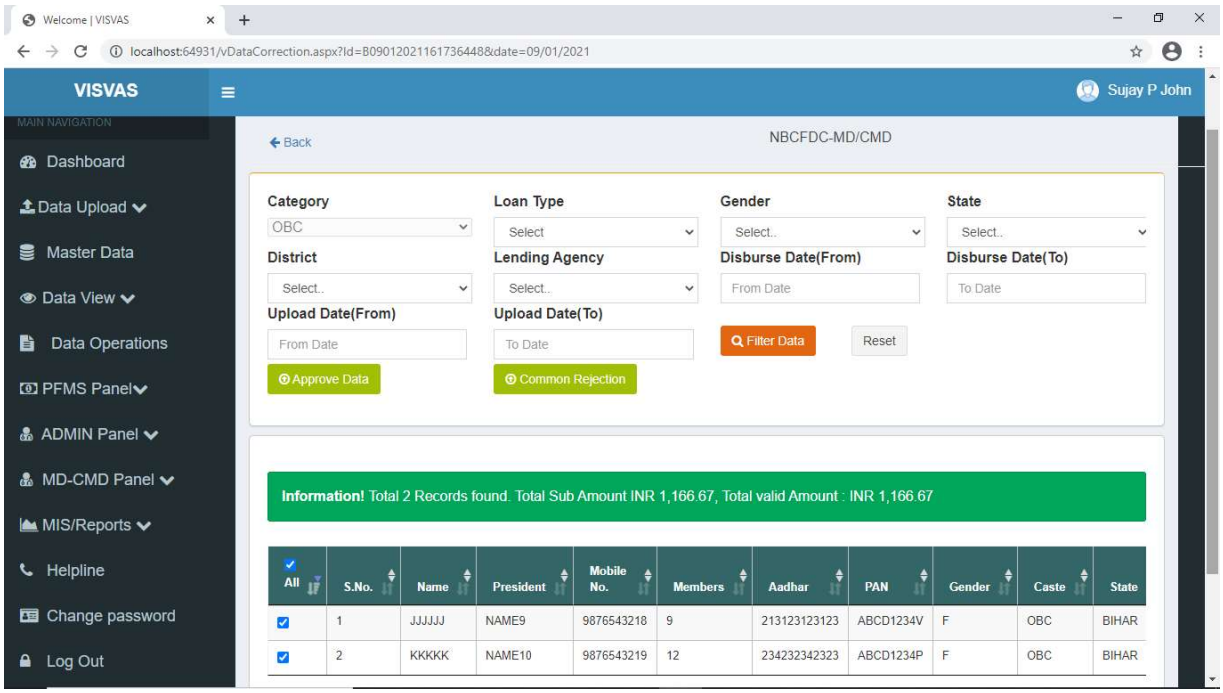
MD/CMD DASHBOARD



Role of (MD/CMD) - Review the data, reject the data or approve the data. Senior most officials have power to access all rights. If any data rejects, will be view in data view option and sub heading “download error files”. Rest data is ready for 4th step for further action and it will stored in the MIS.

MD/CMD DATA OPERATION

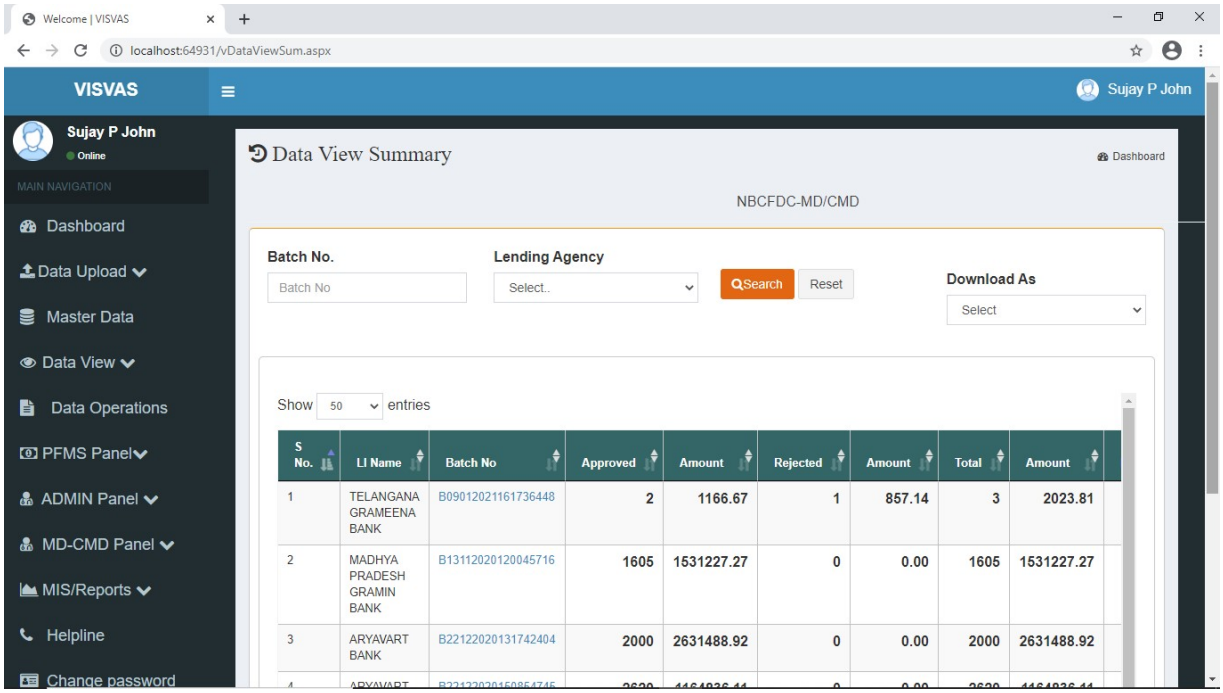


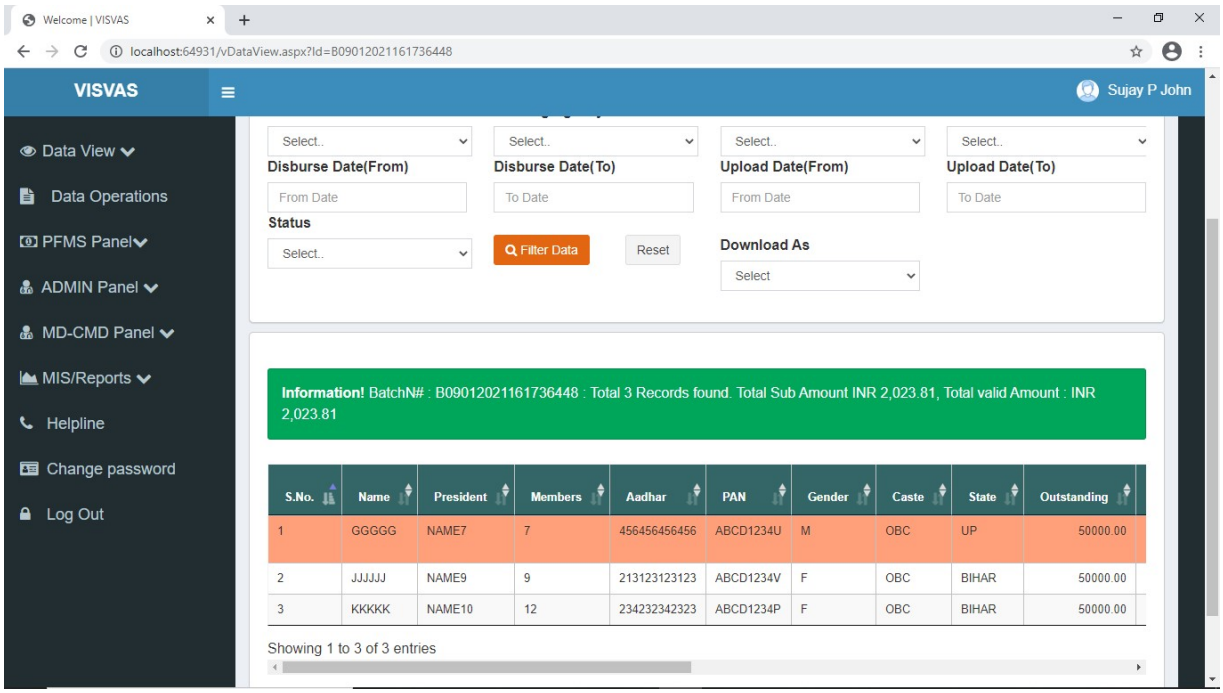


Approve

Rejects

DATA VIEW/MIS REPORT

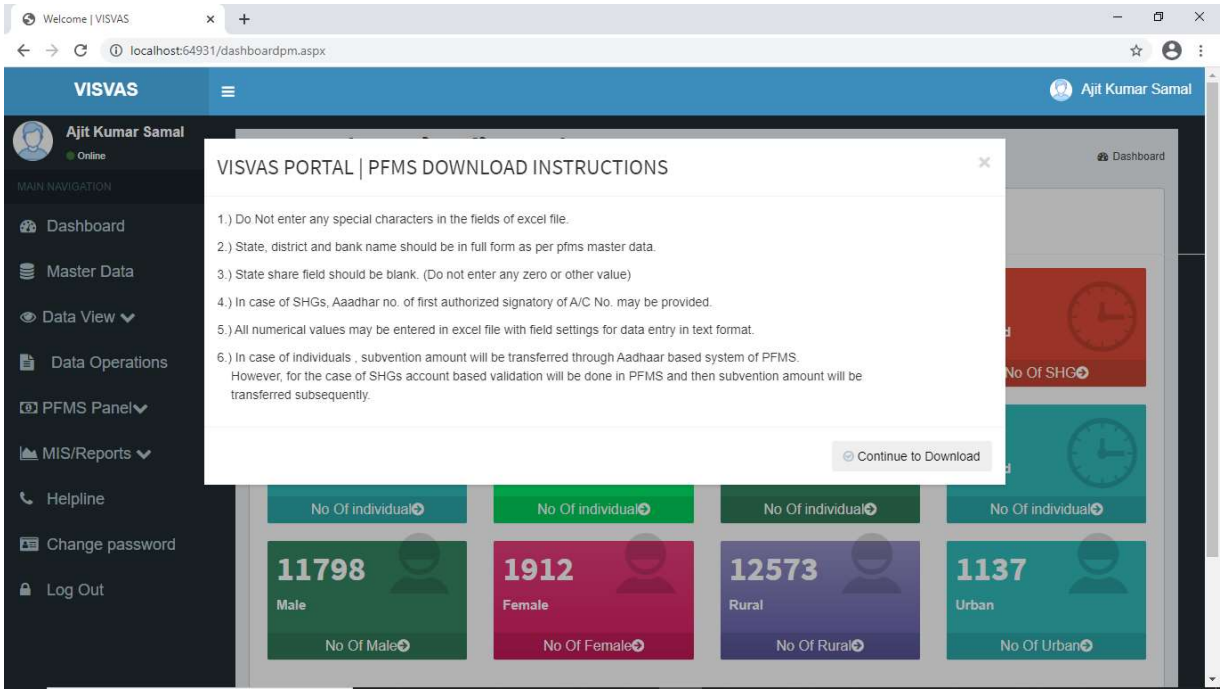




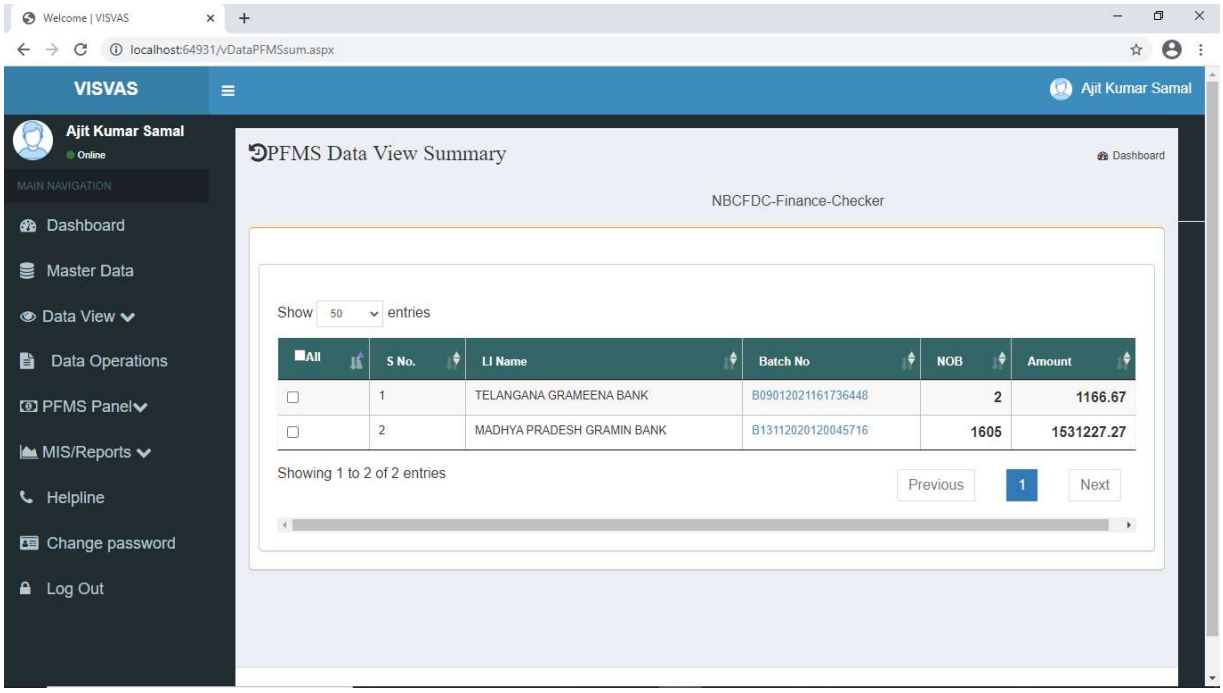
Those file got rejected will not move further and will retain at Final stage before uploading to PFMS web portal. Further next payment will not allowed previous error data.

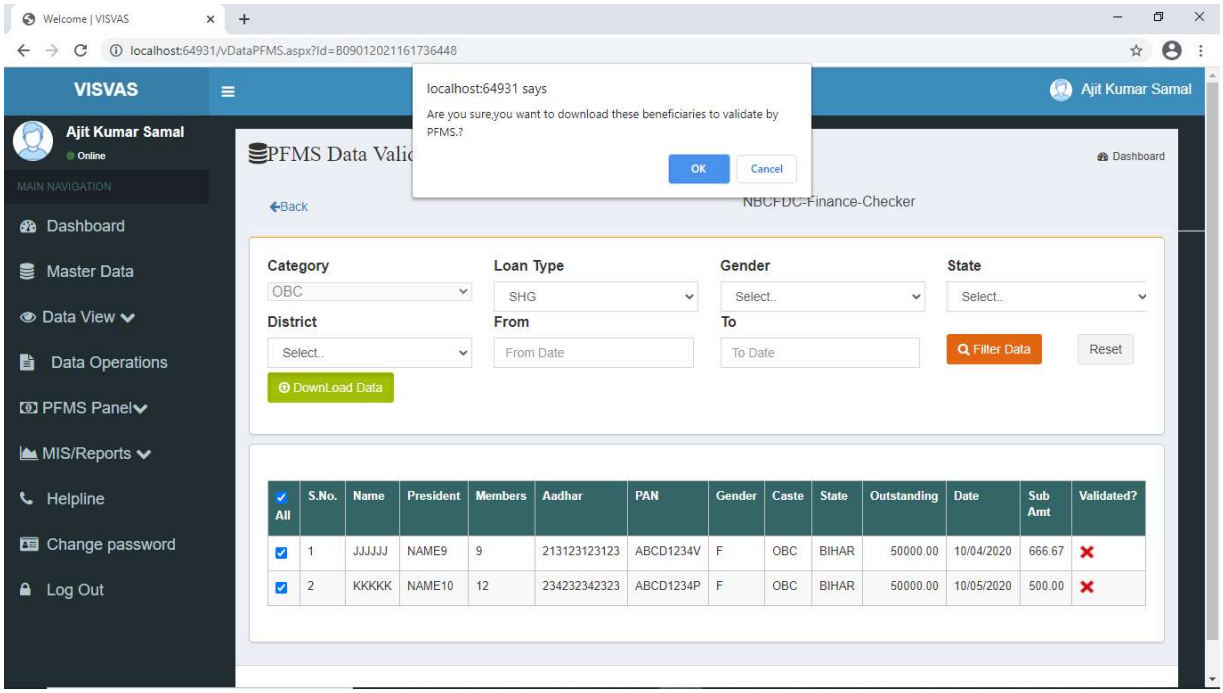
Step – 5

PFMS DOWNLOAD INSTRUCTIONS

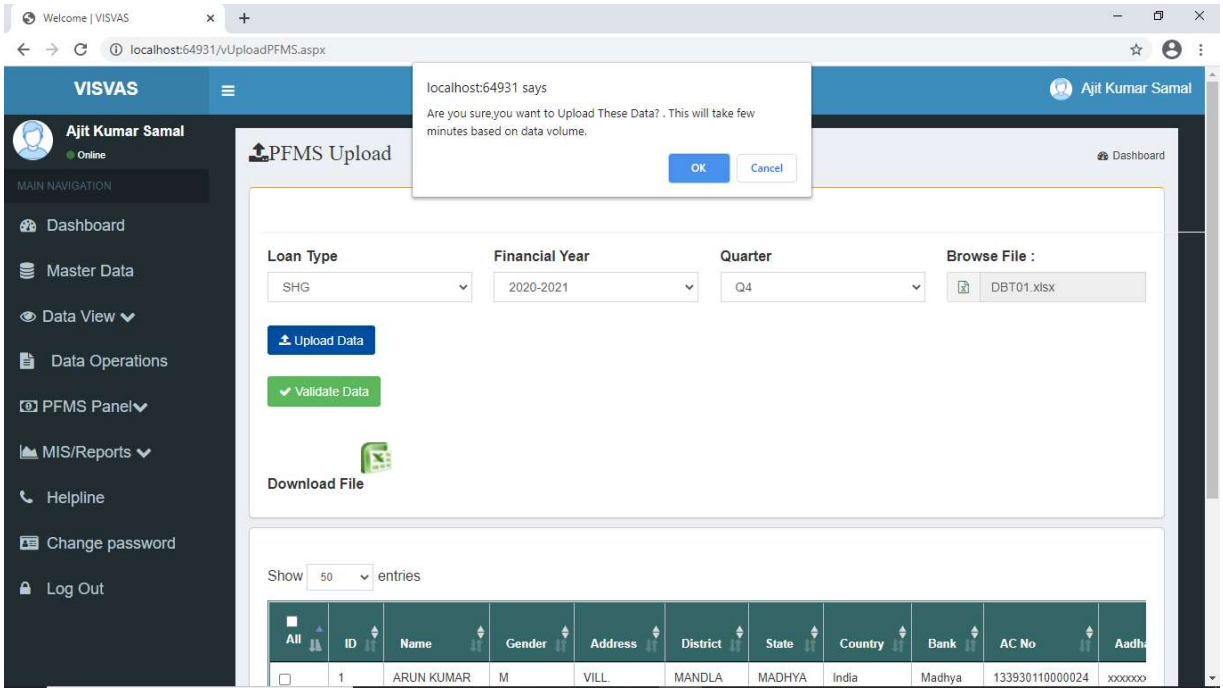


PFMSDOWNLOAD SUMMARY

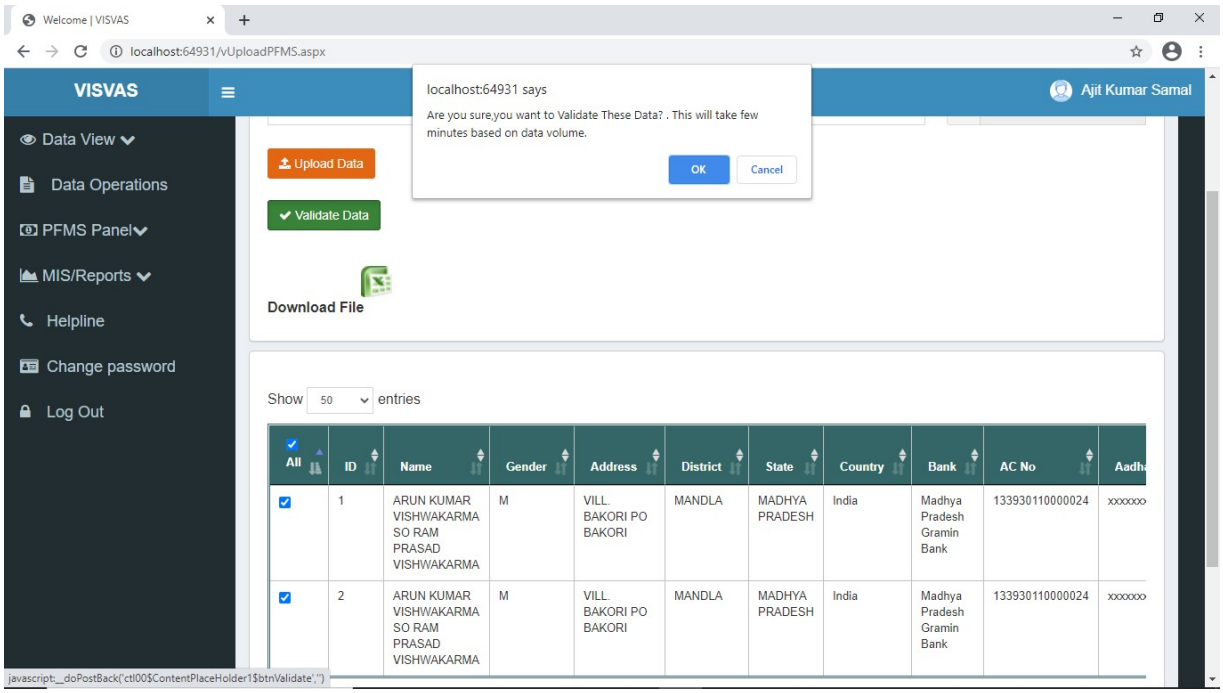


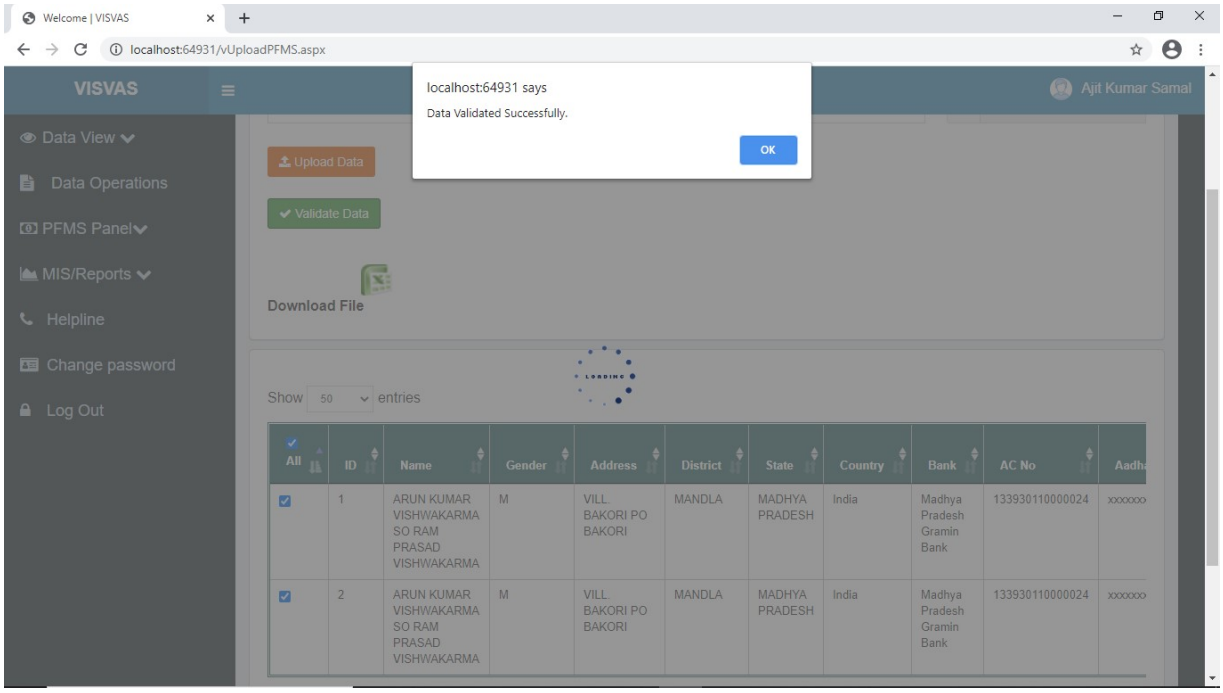


PFMS DATA UPLOAD



PFMS VALIDATE UPLOADED DATA BY FINANCE CHECKER





- Data Validated & payment initiated on PFMS portal. Download data in the report EP04, DBT01, DBT05.
- Finally data downloaded from PFMS like DBT01 & DBT05, again uploaded to VISVAS Portal after small alternation in PFMS report.
- MIS for audit or financial expenditures can be downloaded from MIS option in VISVAS Portal.

Thank you