USER MANUAL

ONLINE APPLICATION & LOAN SANCTION PROCESS TO BE FOLLOWED BY THE BANKERS

WEST BENGAL STUDENT CREDIT CARD SCHEME

GOVERNMENT OF WEST BENGAL

https://wbscc.wb.gov.in



LOGISTIC ARRANGEMENTS AT BANK

- Computer
- Printer
- Internet Connection
- Scanner



Step:

Open the home page of portal for West Bengal Students Credit Card (https://wbscc.wb.gov.in) in any browser and click on Administrator Login option on the top right corner of the landing page. Click on **Stakeholders** button followed by **Bank** button. You will be taken to the Bank Log In Page. Enter Log In ID (IFSC Code) and Password. Put Captcha and Sign In. (Passwords will be created for each bank branch and will be shared.)

THE BANK LOG IN PAGE

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	Back To Home Login



Step: 2

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Step: 4

✓ Click on the Application Pending menu of the Dash Board as shown in the Step 3 above.

✓Click on the Sanction Loan icon of a particular application.

✓ The adjacent shown page will appear.

✓ Click on Loan Sanction or Loan
 Reject button as applicable.



Step: 5

 ✓ When a Loan is sanctioned as described in Step 4 above, following page will appear.

 ✓ Put sanctioned amount in numeric and in words.

 ✓ Upload copy of the Sanction Letter and

Submit.

SMS will go to Student

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Step: 6

corner.

- ✓ Click on Loan
 Sanctioned menu at the
 Dash Board.
- ✓ List of all Sanctioned
 Loans can be viewed.
- An MS Excel Sheet containing all loan sanctioned cases can be generated and downloaded accordingly by clicking the Download
 Excel button at top right



Step: 7

✓Click View icon as described in Step 6 above.

✓ A sanctioned Loan
 Applications can be viewed
 from the list by clicking the
 View icon.

✓ Copy of the Sanction
 Letter can be downloaded
 from this page. <u>Step 8.Bank</u>
 Loan Sanctioned.png

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Step: 9

✓ After clicking on Rejection Cause, give **Benchmark** Parameter/s in words in the box below as per your Bank norms and submit.Step 10.Bank Loan Reject.png



SMS will go to Student

Step: 10 ✓ Click on the Loan Rejected menu at the Dashboard to see all Rejected Applications. ✓ The adjacent shown page will

appear.

 An MS Excel Sheet containing all loan rejected cases can be generated and downloaded accordingly by clicking the
 Download Excel button at top right corner.<u>Step 11.Bank Loan Reject</u>
 List.png



Step: 11

✓ Click on view icon of any application in the Rejected Application List of Step: 11 above.

 \checkmark The Rejected Application can be seen as adjacent shown page.

✓ If the Reopen Loan
 Application button is clicked, the
 Application shall move to
 Application Pending List again
 and shall become
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Reject.png

Discussion on Bank related FAQ.

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State Training Plan

Level	Who will train	Whom to train	By which date
State Level	State Officials	1. ADM, LDM of districts. 2. State Nodal officers of all Banks. 3. SLBC Officials, 4. Officials of Institutional Finance.	28.06.21
District Level	ADM and LDM of respective district. For Kolkata, by State Nodal Officer for respective Bank.	All District Head of different Banks at districts level. For Kolkata- respective branches.	29.06.21- Share the link with HED. Left out training on 30.06.21.
District Branch Level	ADM/ LDM/ District Nodal Officer of each Bank For Kolkata, by State Nodal Officer for respective Bank.	For all Bank branches within the district. For Kolkata- respective branches.	02/07/21- Share the link with ADM. Left out training on 03.07.21.

Credentials and Dash Board

- Login credentials for State / District Nodal Officers/ all Branches of each Bank will be created.
- Dash Board for State / District Nodal Officers of each bank.
- Compliance report from ADM and LDM that District level Training (By 30.06.21) and Branch Level Training (By 03.06.21) held properly and all Bank branches have been trained.

ONLINE APPLICATION & LOAN SANCTION PROCESS

Thank You

WEST BENGAL STUDENT CREDIT CARD SCHEME GOVERNMENT OF WEST BENGAL

https://wbscc.wb.gov.in