USER MANUAL

Of

Credit Scheme Loan application through e-Mitra

Introduction

There are various credit scheme launched by the State & Central govt. These application form will be filled and initiate by the e-Mitra Kiosk. Presently there are following schemes available through e-Mitra

1. Bhamasah Rojgar Sirjan Yojna
2. MUDRA
3. SC/ST PoP

Authorized Access

URL   **:**   https://sso.rajasthan.gov.in

User ID   **:** eMitra User ID

Password: eMitra Password

1. **Login Screen : Landing page of e-Mitra Portal**
   a) Please enter your e-Mitra User ID and Password

   b) Please enter OTP or Biometric as in given screen

c) After successful Authentication through OTP/Biometric following screen will be appear
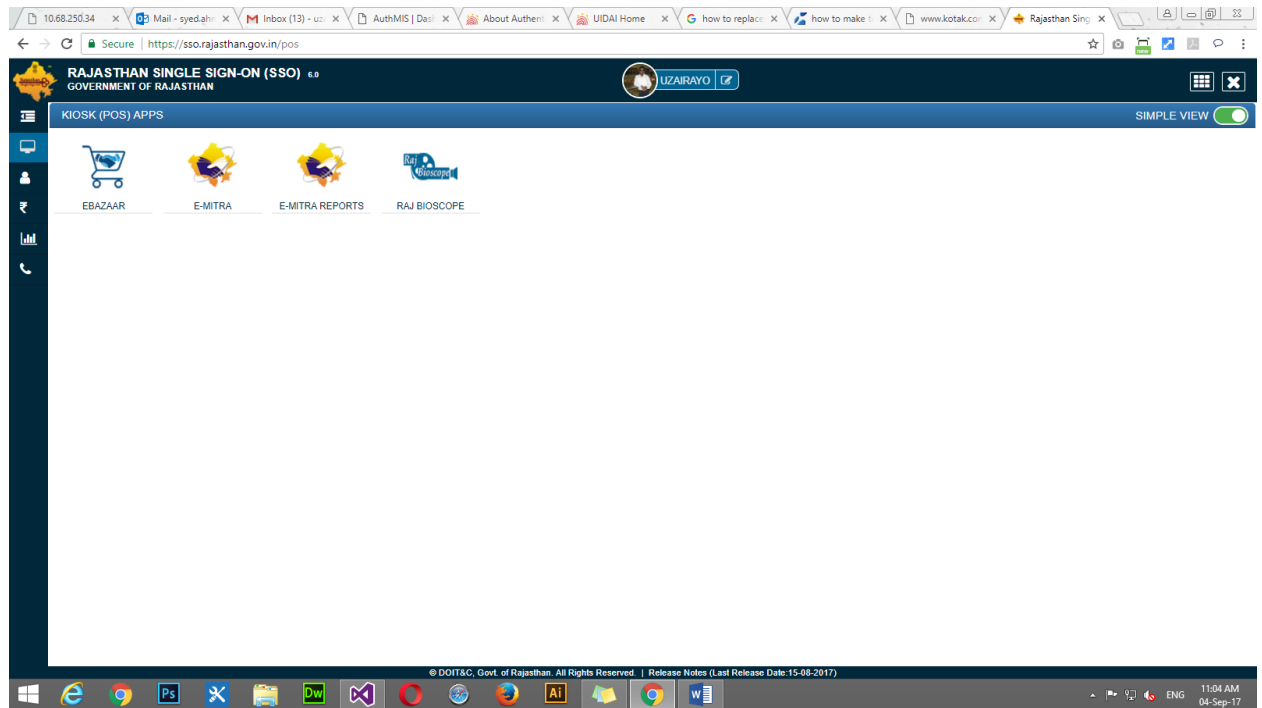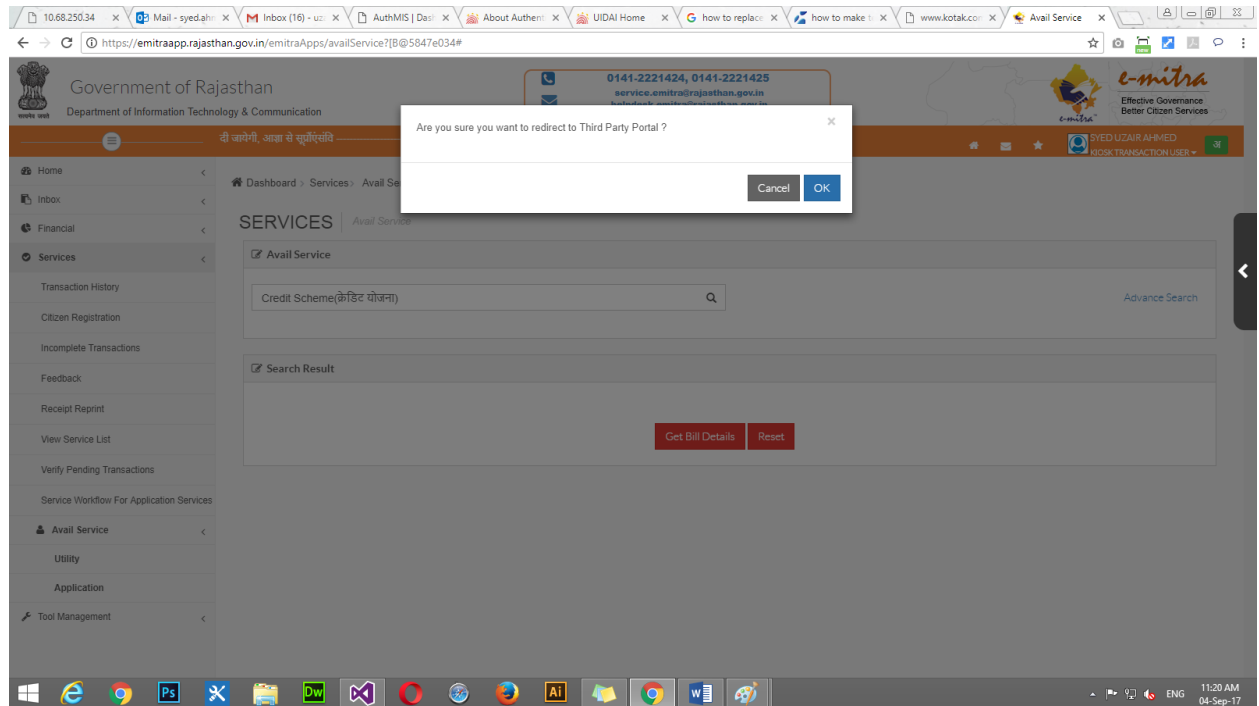

d) Click to E-MITRA Logo
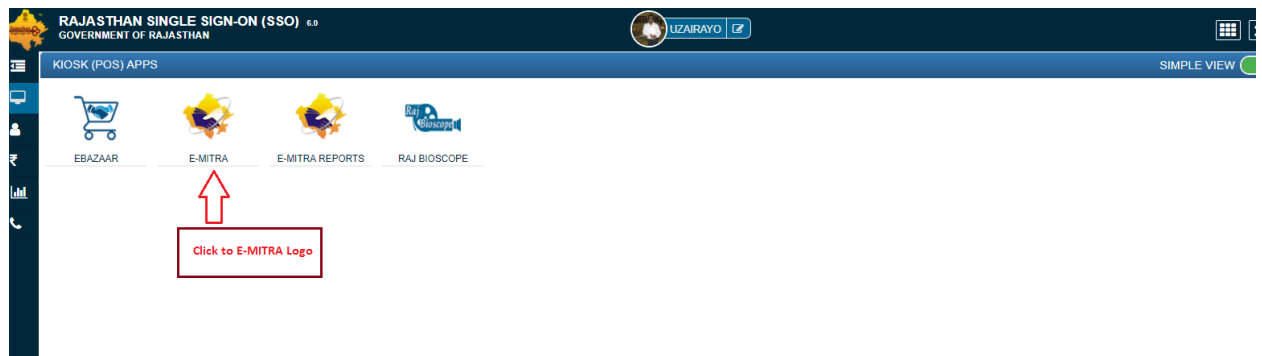
e) After click on E-MITRA following screen will be appear. Now select Utility under services

f) Type Credit in TEXT BOX and select Credit Scheme as given below screen

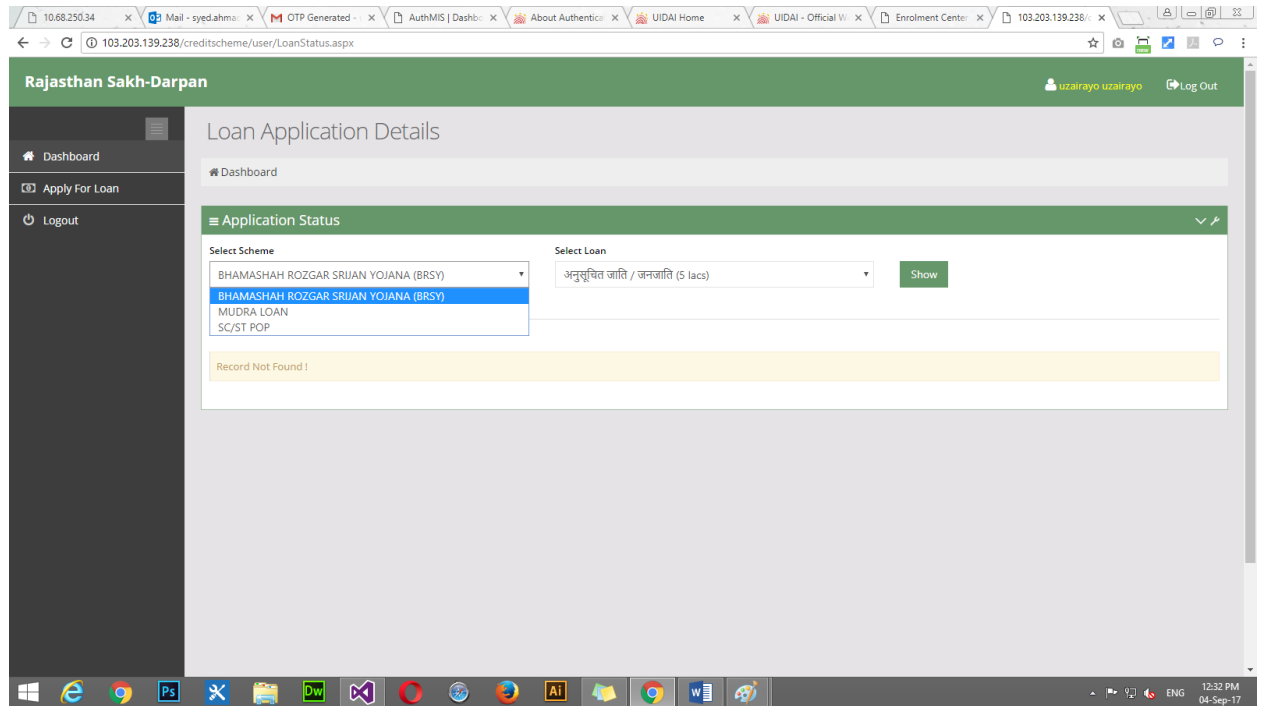g) Click on OK button to redirect page on Credit Scheme portal

2. SSO Verification of Applicant

a) Please enter SSO USERID and Password of loan applicant.
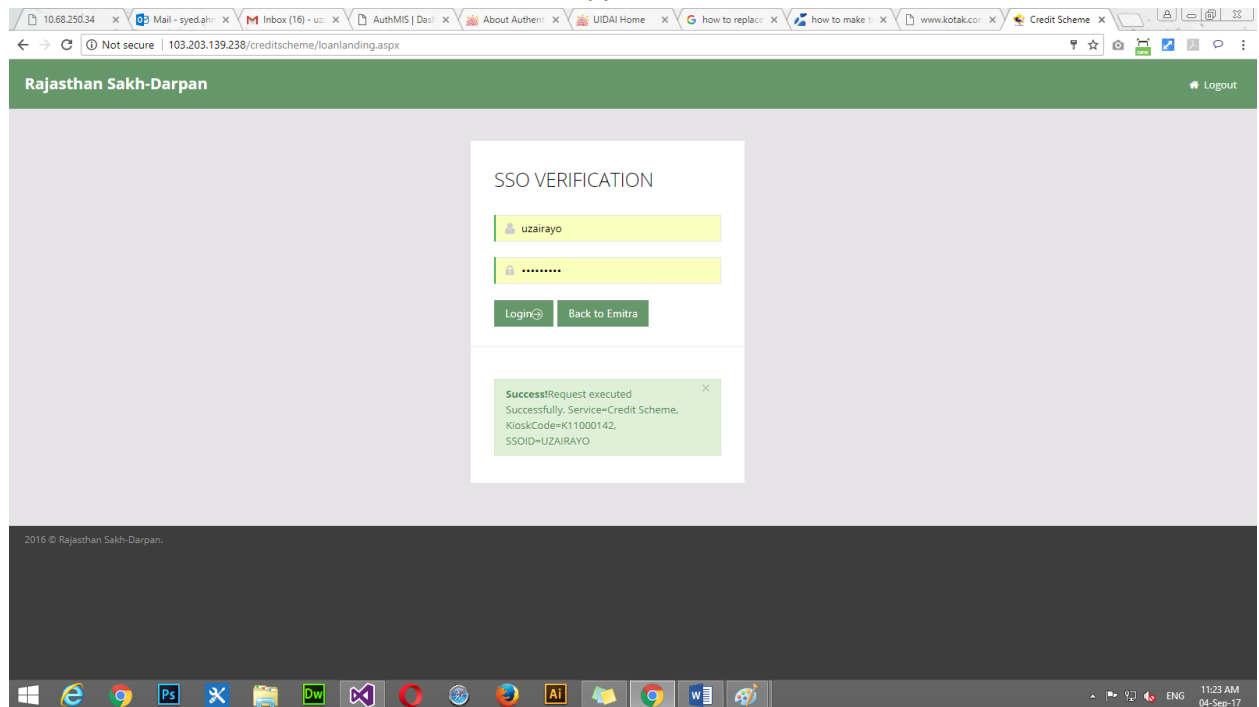
b) After successful verification following Dashboard screen will be appear with Scheme Name and Loan. User able to search the previous applied loan.

c) For Loan Application click on "Apply for Loan" link which appear left side in the screen

d) Select Scheme from the dropdown box

e) Select Loan from dropdown box

f) Similarly select Bank Name, Branch and District from dropdown box and click on Apply Button

g) After click on Apply button related scheme form will be open as given below

SCHEME NAME: BHAMASAH SIRJAN YOJNA   LOAN NAME: Panjikrit Berojgar Yojna (5 Lacs)

There are five tab used to fill the information of loan applicant

1. Business information : First tab is business information tab. Enter the business related information of Loan applicant
   a) Enterprise Name
   b) Constitution
   c) Current Address
   d) District
   e) Pincode
   f) Business Premises
   g) Telephone No
   h) Mobile No
   i) Email
   j) Date Of Commencement
   k) Business Activity Existing
   l) Business Activity Proposed
   m) Is Unit Registered
   n) If Registered (Please mention: Registration no. And the Act under which registered)
   o) Udyog Aadhaar Registration No.
   p) Registered office Address
   q) Social Category
   r) If Minority Community

2. **Back Ground Information: This is second tab.**
   a. Enter the back ground information AND Photograph of loan applicants. After fill the required filed click on "Add Row" button. If more than one applicants please fill similar information of each applicants in same form and click on "Add Row" button

   b. Fill the ID proof and Address Proof information of each applicants and click on "Add new Row" button.

S.No	ID Proof	ID Proof No	Address Proof	Address Proof No	Pan/DIN No.	Relationship with the officials/ Director of the bank if any	
1	Voter's ID Card		Recent Telephone Bill				Delete
						Add New Row	

3. Associate Concerns and Nature of Association. This is the third tab of application. please fill the concerns details with bank loan.

4. Credit Facility

5. Past Performance and future estimate

Final submission of application form for further process

Note: Similarly process other Credit Scheme "MUDRA" for different type of loan

SCHEME NAME: SC/ST POP   **LOAN NAME: POP Credit**

After selection as above following application form will be appear and need to fill the following information.
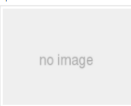
1. **Personal Information :** in this section provide following information of applicants
   a. Name
   b. Guardian name
   c. Relationship
   d. Photograph
   e. DOB
   f. Gender
   g. Social Category
   h. Educational Qualification
   i. Aadhaar
   j. Pincode
   k. District
   l. Block
   m. Village
   n. Previous Financer
   o. Pervious Financial Helper

After fill the above information click on "Save" button

2. **Bank Details :** Provide bank details of applicants as given below and click on "Save" button

3. **Priority Details:** Provide business priority details in this section. Click on "Add" button if have plan to do more business after add all business click on "Save" button

4. **Family Details:** Add family Details in this section. Click on "Add" button if more family members and after add all members click on "Save" button

5. **Upload Documents :** upload desired documents and click on "Add" button if more than one documents and finally click on "Save" button

After successful save of application form, Application will be fwd for further process

END