**WEB Process of SEP (I & G)**

**Work Flow -Process:**

**TPRO / TMC Login**:

* Application Data Entry in TPRO Login by DEO.
* Up load – Ration Card & SLF Resolution.
* Data Entry details verification in TPRO Login and forward to Commissioner Login.

**Commissioner Login:**

* Update Task Force committee recommendation status for each applicant to bank else forward to with reasons and of Bank Name & Branch Name and IFSC code.
* UP load – Task Force committee recommendation Format.
* A recommendation letter shall be generated with Bank wise approved applicants in a prescribed format.
* Bank sanction of Applications provision of entry in Commissioner’s Login.
* Banker sanctioned details to be forwarded to P.D. login for District Collector’s approval.
* Forward Collector approval list to field functionaries.
* Update beneficiary wise grounding details like with photo date of grounding loan account number, loan amount, rate of interest and number of installments.etc.,
* Up load repayment status.

**Project Director Login:**

* Approve & generate the proceeding of Sanctioned Applications for Collector’s approval.
* After Collector approval sanctioned applications forward to Commissioner login for Grounding details entry.
* Generate proceeding for Collector approval for quarter wise interest Subvention for the beneficiaries approved by Project Director.
* Provision shall be given to upload scanned copy of collector proceeding.

 MIS SMC (LH) AMD MISSION DIRECTOR

**SEP-I Entry Format User Manual:**

**Step-1:**

Go to [www.apmepma.gov.in](http://www.apmepma.gov.in) website and click on **Department Login** Enter ULB login id and Password

Click on SEP-I Forma go to Application Forma click on the **ADD Application**



**Step-2:**

Enter Basic information in Application form and click on **Submit Button** your application form is saved.



After Submit the application your application form is forward to **Commissioner login** for approval

STEP-3:

Goto Commissioner login click on the SEP goto SEP-I Form in this login total 4 steps are there first 3 steps forward to application form after approval of commissioner and Banker then forward to PD approval of Sanction of Application.

These 3 steps are completed then application form is Sanction list in Reports

Then the Fourth Step is Enter the Grounding details after sanction of PD

Step-4:

Go to PD login for sanction of application and generate the proceedings in this login Note file generated for collector approval .

PD approved applications forward to commissioner login for enter the Grounding details



Step-5: Enter the Grounding details in Commissioner login

After grounding the application then forward to TCS site for calculation of SEP-I Interest and provision the entry form in this site regular repayment.