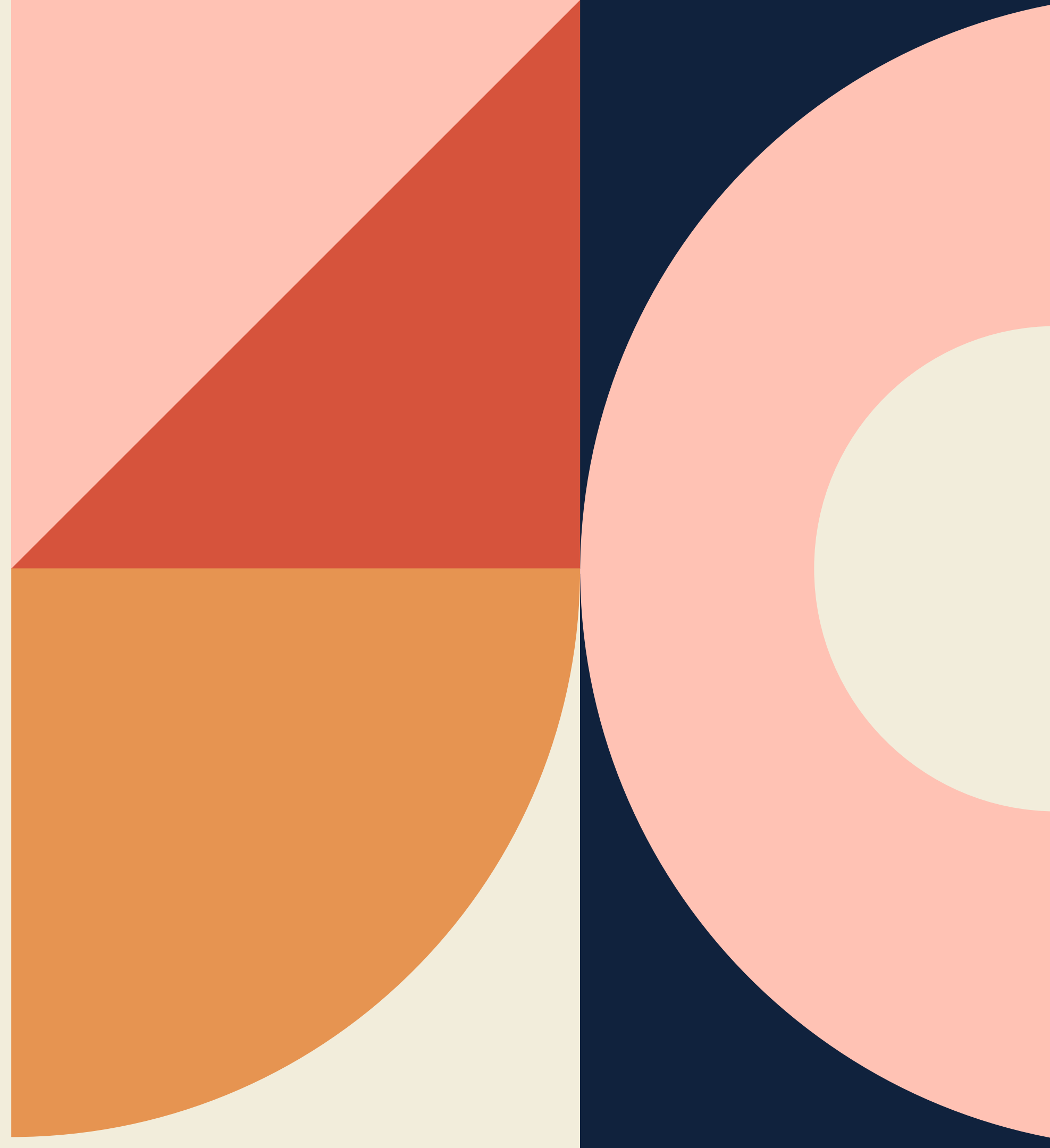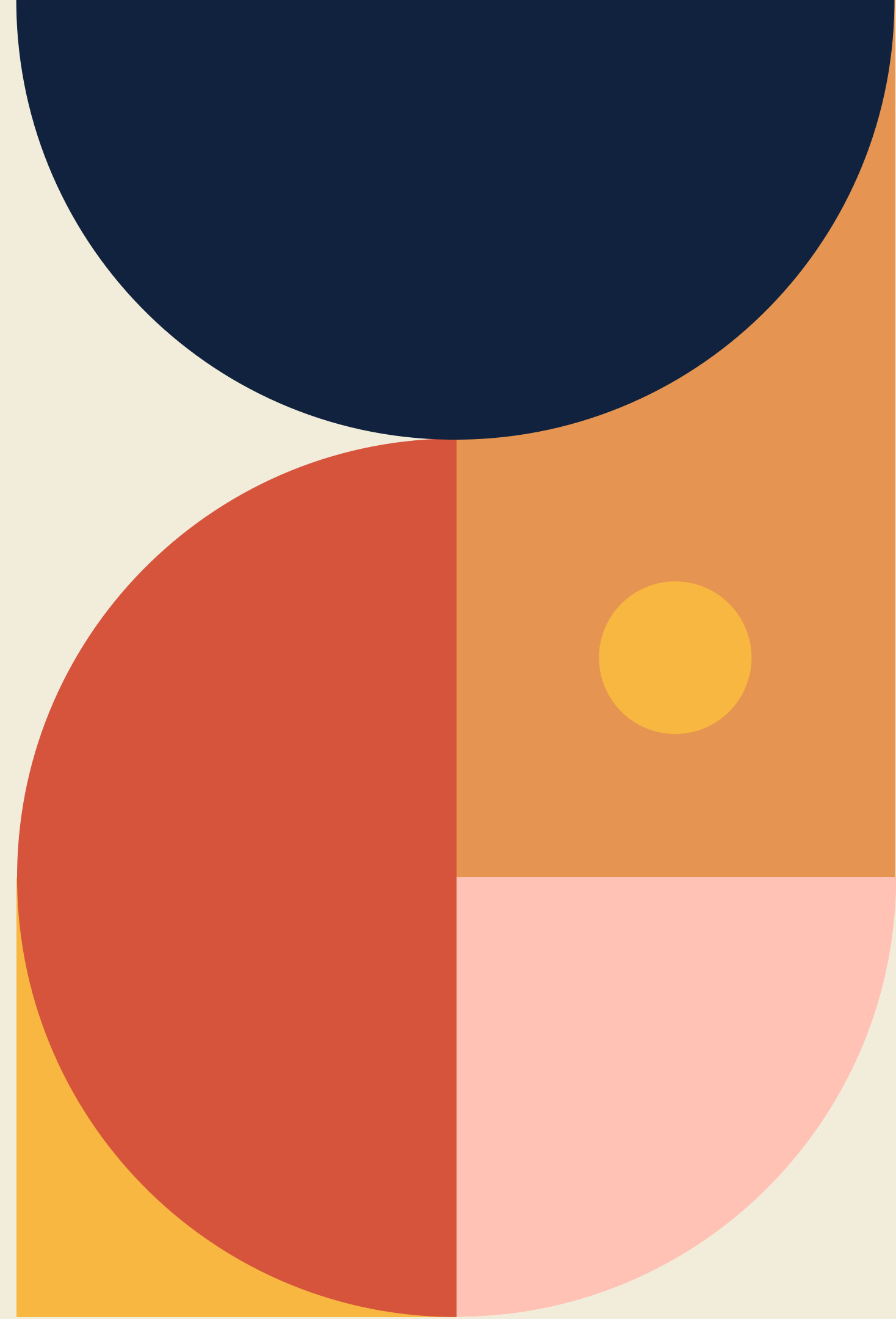# WORK FLOW FOR DDUSY 2022 ONLINE APPLICATION

The process starts with The Applicant Account Creation right up to the final approval/input from the RM

02

APPLICANT REGISTRATION

The applicant has to first register/create an account in the Portal before he/she applys for the Scheme. This is done inorder to track & record appliations in the database

03

ONLINE FORM FILLUP

After the account is created. The Applicant Fills up the form, attaching all the necessary documents in the end of the form.

04

FIELD VERIFICATION/DOCUMENT VERIFCATION

The form arrives in the inbox of the Deputy Commissioner which will
be handled by the DPO's based on the District for which the
Applicant has chosen to apply. If documents are clear, then it is
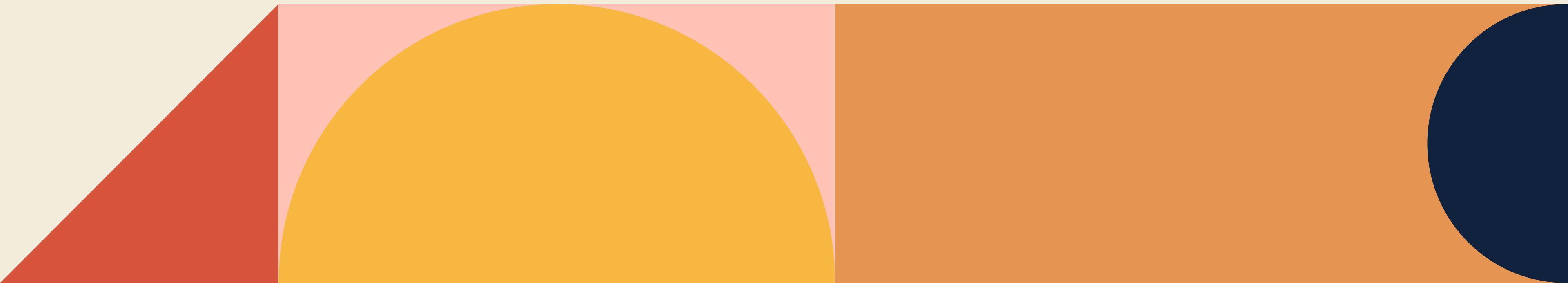forwarded to the LDM - (Lead District Manager) to check the CIBIL
score

Accept   **Reject**

Clicking on the Accept Buttons forwards the application to the next person in charge
Clicking on the Reject Button rejects the application

05

CIBIL SCORE CHECK

The LDM receives the application which was forwarded by the DPO's. They check the CIBIL Score for loan eligibility. If CIBIL Score is good then they are approved and then forwarded to the District Screening Committee. If CIBIL score is bad then the application is rejected.

Accept   **Reject**

Clicking on the Accept Buttons forwards the application to the next person in charge
Clicking on the Reject Button rejects the application

DISTRICT SCREENING COMMITTE

The district screening committee consists of DC, District Department Heads and the DPO. After the interview is conducted, the DPO filters the application by Accepting those who are eligible or Rejecting the other applications.
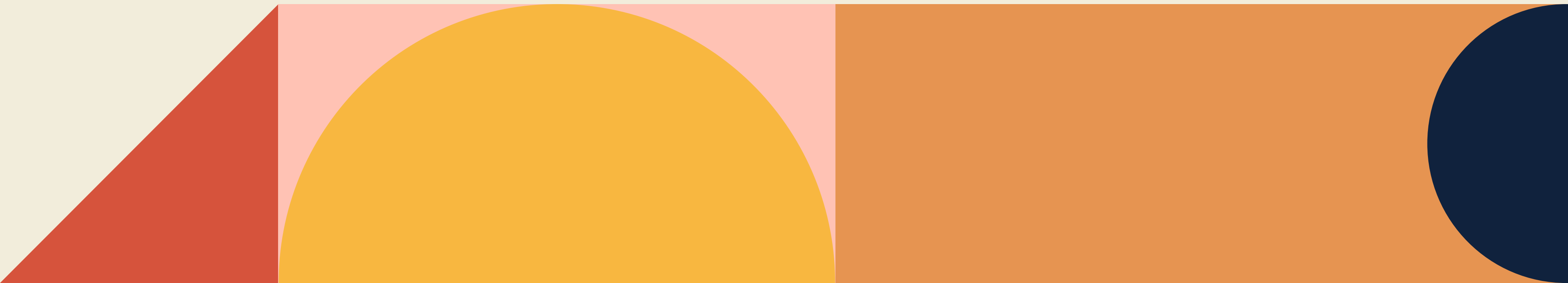
Accept   **Reject**

Clicking on the Accept Buttons forwards the application to the next person in charge
Clicking on the Reject Button rejects the application

07

LEAD DISTRICT MANAGER- STEP 1- ACCEPT OR REJECT

The application arrives in the LDM's Inbox. He reviews the application.

Accept button will accept the appplication. After this the LDM has to perform Step 2

Reject button will reject the application

Accept   Reject

08

LEAD DISTRICT MANAGER- STEP 2 (INPUT)

The LDM will select the respective bank from the dropdown, where the application needs to be further processed. Resepective banks can be any bank ie HDFC, AXIS, CANARA

INPUT

RESPECTIVE BRANCH MANAGER- STEP 1- ACCEPT OR REJECT

The application arrives in the Respective Bank Manager's Inbox. He reviews
the application.

Accept button will accept the appplication. After this the Respective Branch Manger has to perform Step 2

Reject button will reject the application

Accept
Reject

10

RESPECTIVE BANK- STEP 2 (INPUT)

The respective bank manager will sanction the amount. Each Manager will have a section in the form which will only be visible and editable by them. They will input the amount "HOW MUCH WAS SANCTIONED" This is a recommended/mandatory step in order to sync data which will be displayed in the dashboard & these Inputs will also reflect in the form which can be viewed in the form of a PDF.
On clicking the INPUT Button, the workflow will end and the application status will be updated to Approved.

INPUT

THE
END