



**User Manual for 100% Document Submission,
Intra Bank Branch Re-assignment of Loan applications
and
Return of Application from Bank Branch**

Version: 1.0



February 28, 2022

DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL

Bank Branch Functionalities of 100% Document Submission

Bank Branch Level functionalities

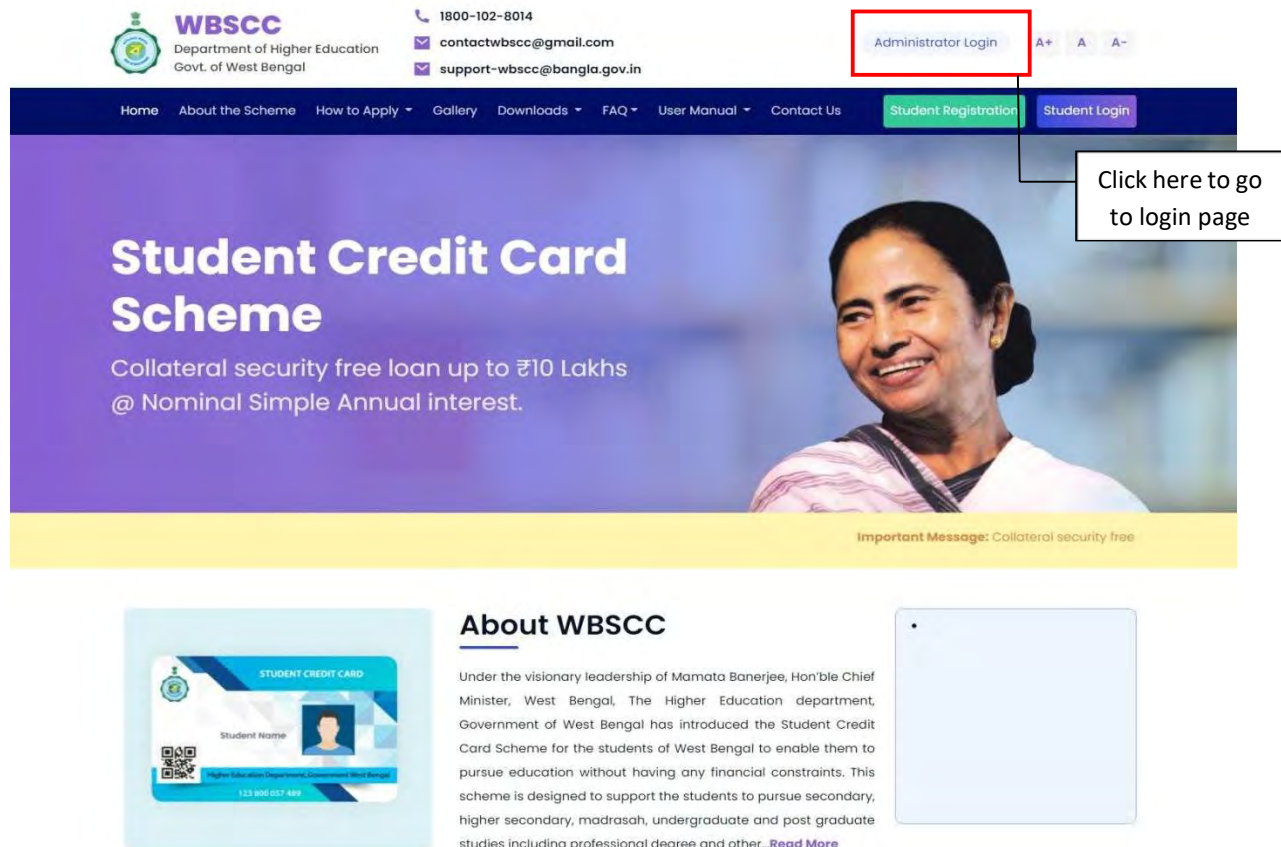


Fig: 1

1. Visit <https://wbscc.wb.gov.in/> . Click on **Administrative Login** button at upper right side of the landing page (as shown in Fig:1).

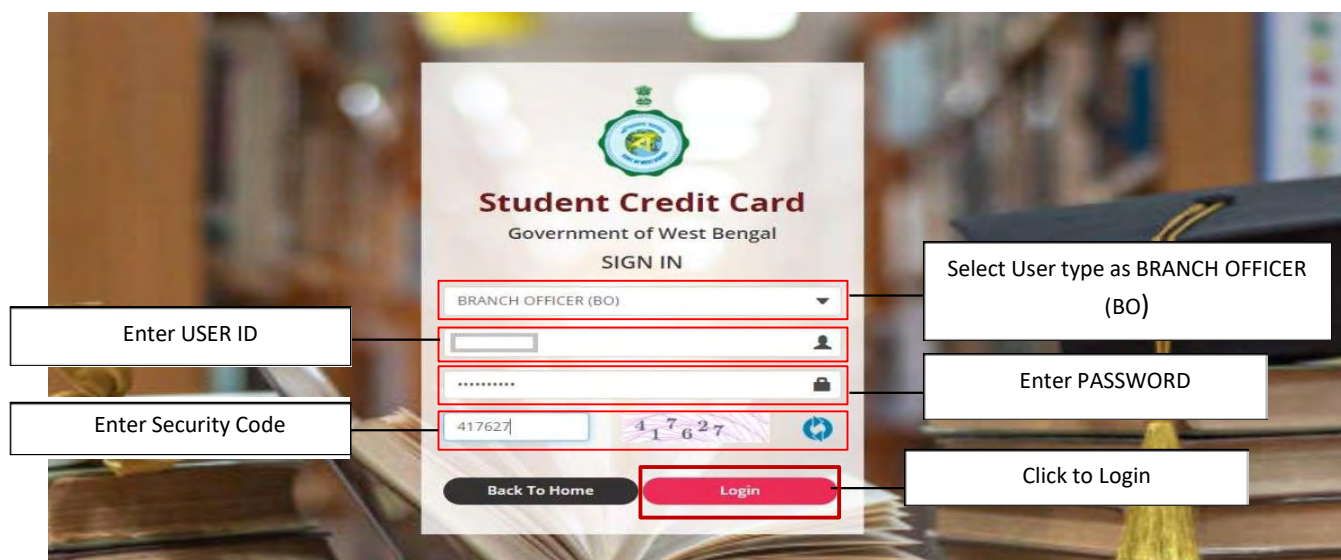


Fig: 2

2. Select User type as BRANCH OFFICER (BO) to login as Branch Officer.
3. Enter USER ID, PASSWORD and Security Code and click to login button (as shown in Fig:2)

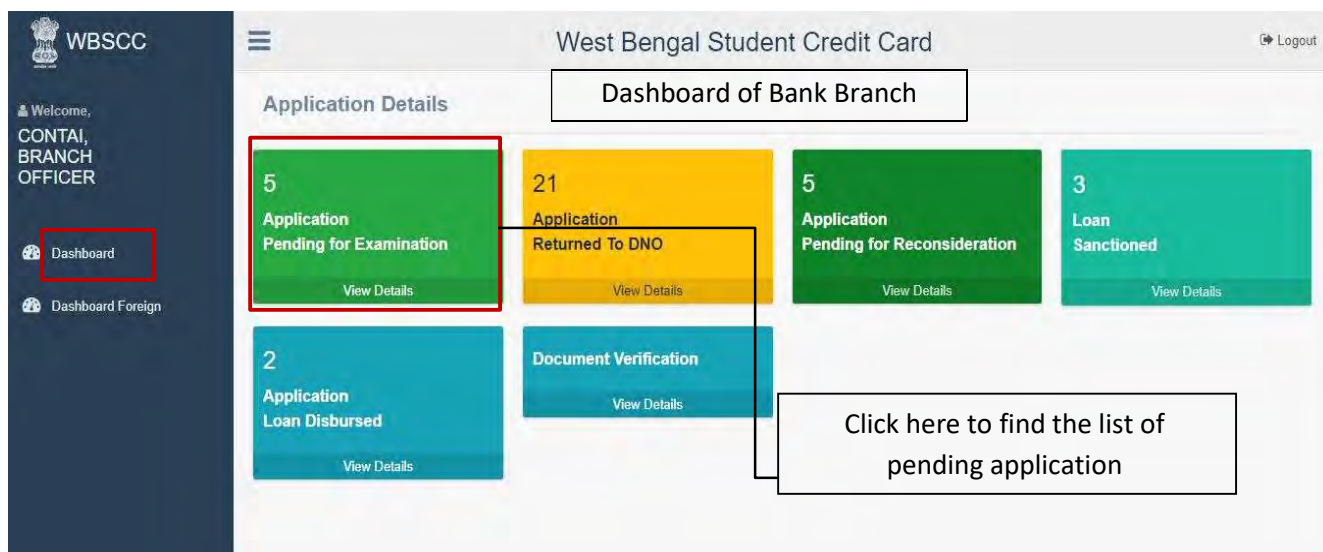


Fig: 3

4. Go to **Application Pending for Examination** option of Dashboard at Bank Branch End for provisional approval of the applicant. (as shown in Fig:3)

West Bengal Student Credit Card Logout

Application Pending List of

[Download Excel](#) [Back](#)

Show 10 entries

Search

Gender	Contact Number	Father's Name	Requested Loan Amount	Application Received Date	Provisionally Approval Status	Provisionally Approved Amount	DNO Return Status	View	Sanction Loan	Application Download
FEMALE	863 05	BIM/ MAITY	300000	13-08-2021	NO		NO			
MALE	621 59	BU/ DEB	300000	18-08-2021	NO		NO			
MALE	82 56	SK/ D	400000	26-08-2021	YES	5000	NO			
MALE	95 05	AN/ DU	325000	28-08-2021	YES	300000	NO			
FEMALE	81 24	SH/ KL MISHRA	282600	29-08-2021	YES	280000	NO			
MALE	93 60	DUI/ RAT	150000	30-08-2021	YES	150000	NO			

Fig: 4

- Go to **Sanction Loan** list from Loan Sanctioned option of Dashboard at Bank Branchend (as shown in Fig:4).

West Bengal Student Credit Card Logout

Loan Sanction & Sanction Letter Upload

[Institution Details](#) [Back](#)

1. Application's Parent/ Co-Borrower/ Co-obligant Application ID: WBSC 1844

	Student	Co-borrower/Co-obligant
Name	MA/ MAITY	BIMA/ MAITY
Father's/Husband's Name	BIM/ MAITY	NA
Mother's Name	G/ TY	NA
Legal Guardian/ Co-Borrower/ Co-obligant	BIM/ MAITY	NA
Relationshipship with Co-Borrower	FATHER	NA
Date of Birth	2001-04-21	NA
Category	GENERAL	GENERAL
Gender	FEMALE	MALE
Education Qualification	G.N.M.	NA
Occupation	NA	BUSINESS
Income from all sources	NA	240000

Fig: 5

- Institution profile can be viewed from **Institutions Details** (as shown in Fig:5).
- Scroll down to view the options.

Signature of the student

Signature/Thumb Impression of the parent/gurdian/Co-obligant

4. Bank Action & Status

Status:

Application Forwarded by Department to BANK

☒ Provisional Approval

☐ Loan Sanction

☐ Return To DNO

Select Documents

sanction, the same to be obtained before disbursement of education loan.

☒ Letter of admission.

☐ Prospectus of the course wherein charges like Admission Fee, Examination Fee, Hostel Charges etc. are mentioned.

☐ Details of Assets & Liabilities of parent(s)/co-borrower.

☐ ITR of Co-Borrower for last 2 years, if filed and available.

☒ Others

Others Document Details

Other Document Details

Provisional Approved Amount

250000

Amount

Provisional Approved Amount In Words

TWO LAKH FIFTY THOUSAND ONLY

Amount in words

Submit

Click the option to mark the candidate as Provisionally Approved

Select either one or multiple documents

If choose others mandatory documents must be filled

Amount

Amount in words

Fig: 6

8. Select **Provisional option** to mark the candidate as provisionally approved. (as shown in Fig:6).
9. Select documents to bring to mobilization camp.
10. Put details of other documents if bank is ticking the other option.
11. Put provisionally approved amount in figure.
12. Put provisionally approved amount in words.
13. Click on **Submit** Button.

Loan is Provisionally Approved

This message will appear on successful submission of the form

[Loan Sanction Details](#)

1. Application's Parent/ Co-Borrower/ Co-obligant Application ID: WBSCC 344

	Student	Co-borrower/Co-obligant
Name	MA TY	BIM AITY
Father's/Husband's Name	BIM AITY	NA
Mother's Name	GA TY	NA
Legal Guardian/ Co-Borrower/ Co-obligant	BIM AITY	NA
Relationshipship with Co-Borrower	FATHER	NA
Date of Birth	2001-04-21	NA
Category	GENERAL	GENERAL
Gender	FEMALE	MALE
Education Qualification	G.N.M.	NA

Fig - 7

14. On successful submission the above page will appear with a message “**Loan is Provisionally Approved**” (as shown in Fig: 7).

WBSCC

Welcome, BRANCH OFFICER

[Dashboard](#)

[Dashboard Foreign](#)

West Bengal Student Credit Card

[Logout](#)

Application Details

[Back to Dashboard](#)

5 Application Pending for Examination [View Details](#)

21 Application Returned To DNO [View Details](#)

5 Application Pending for Reconsideration [View Details](#)

3 Loan Sanctioned [View Details](#)

2 Application Loan Disbursed [View Details](#)

[Document Verification](#) [View Details](#)

Click to view the Provisionally Sanctioned Application Document Verification List

Fig: 8

15. Go back to **Dashboard** page (as shown in Fig: 8).
16. Go to **Document Verification** list to view the Provisionally Sanctioned Application Document Verification list

West Bengal Student Credit Card

Logout

Provisional Sactioned Application Document Verification List

100% Document Marked By DI | 100% Document Disagreed By Bank | 100% Document Agreed By Bank | Candidates Not Interested

Show 10 entries

Search:

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	Student Status	Bank	Branch	Action
1	WBSCC...J20	SL BARIK	24-02-2022	Present in the camp	Application Forwarded by Department to BANK	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED	CONTAI	View

Showing 1 to 1 of 1 entries

Previous Next

Fig: 9

17. Click **View** button to view the list of applicants that **100% Document Marked by DI** (as shown in Fig: 9).

WBSCC

Welcome, BRANCH OFFICER

Dashboard | Dashboard Foreign

Document Verification

Camp Date: 24-02-2022

SI. NO.	Document	DI Verification	Bank Verification (Checked If Aggred With DI)	Remarks (If Disagreed With DI)*
1	Loan application on Bank's format (Enclosed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Proof of Address for Borrower & Co-Borrower	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained loan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

☒ Agree ☐ Disagree

Choose Agree if all the documents found correct

After selecting agree click on Submit

Submit Close

Fig: 10

18. Select **Agree / Disagree** and submit. (as shown in Fig: 10 & 11)
19. Bank can **Agree** with the documents marked by DI if all the documents marked by DI are found correct (as shown in Fig: 10).

Document Verification

Camp Date: 24-02-2022

Sl. NO	Document	DI Verification	Bank Verification (Checked If Agreed With DI)	Remarks (If Disagreed With DI)*
1	Loan application on Bank's format (Enclosed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Signed
2	Proof of Address for Borrower & Co-Borrower	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained before disbursement of education loan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Signed

☐ Agree ☒ Disagree

After entering Disagree reason click on submit

Submit Close

Fig- 11

20. Bank can **Disagree** with the documents marked by DI if all the documents marked by DI are not found correct (as shown in Fig: 11)

West Bengal Student Credit Card

Provisional Sactioned Application Document Verification List

100% Document Marked By DI | **100% Document Disagreed By Bank** | 100% Document Agreed By Bank | Candidates Not Interested

Show 10 entries Search:

Sl No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	Student Status	Bank	Branch	Action
1	WBSC0020	SU BARIK	24-02-2022	Present in the camp	Application Forwarded by Department to BANK	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED	CONTAI	View

Showing 1 to 1 of 1 entries

Click to view the Application Status

Fig: 12

21. Click **View** to see the application status of **100% Document Disagreed by Bank**. (as shown in Fig: 12)

Document Verification

Camp Date: 24-02-2022

Sl. NO	Document	DI Verification	Bank Verification (Checked If Agreed With DI)	Remarks (If Disagreed With DI)*
1	Loan application on Bank's format (Enclosed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Signed
2	Proof of Address for Borrower & Co-Borrower	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained before disbursement of education loan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Signed

Fig: 13

22. A pop will appear with the **Bank verification** details under 100% Document Disagreed by Bank. (as shown in Fig: 13)

West Bengal Student Credit Card

Provisional Sactioned Application Document Verification List

100% Document Marked By DI | 100% Document Disagreed By Bank | **100% Document Agreed By Bank** | Candidates Not Interested

Show 10 entries | Search:

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	Student Status	Bank	Branch	Action
1	WBSC 844	MAI	24-02-2022	Present in the camp	Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED		View

Showing 1 to 1 of 1 entries

Previous Next

Click on this tab

Click to view the Application Status

Fig: 14

23. Click **View** to see the application status of **100% Document Agreed by Bank**. (as shown in Fig: 14)

Document Verification

Camp Date
24-02-2022

SI. NO	Document	DI Verification	Bank Verification (Checked If Agreed With DI)	Remarks (If Disagreed With DI)*
1	Letter of admission.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Can be Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Fig: 15

24. A pop will appear with the **Bank verification** details under 100% Document Agreed by Bank. (as shown in Fig: 15)

WBSCC

Welcome, BRANCH OFFICER

Dashboard Dashboard Foreign

West Bengal Student Credit Card

Logout

Provisional Sactioned Application Document Verification List

100% Document Marked By DI 100% Document Disagreed By Bank 100% Document Agreed By Bank **Candidates Not Interested**

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	application Status	Bank	Branch	Action
1	WBSC 5602	SK	23-02-2022	Not interested	Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED		View

Fig: 16

25. Go to **Candidate not Interested** tab to find the list who are marked as not interested by DI (as shown in Fig: 16).

WBSCC

Welcome,
CONTAI,
BRANCH
OFFICER

Dashboard

Dashboard Foreign

Document Verification

Camp Date
23-02-2022

Sl. NO	Document	DI Verification	Bank Verification (Checked If Aggreed With DI)	Remarks (If Disagreed With DI)*
1	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained before disbursement of education loan.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Letter of admission.	<input type="checkbox"/>	<input type="checkbox"/>	

DI Remarks
candidate not interested

Uploaded Document
[View Uploaded Document](#)

[Proceed to Return The Application](#)

Click here to return the application

Fig: 17

26. Go to **Proceed to Return the Application** to return the application at DNO end (as shown in Fig: 17).

DI Level functionalities

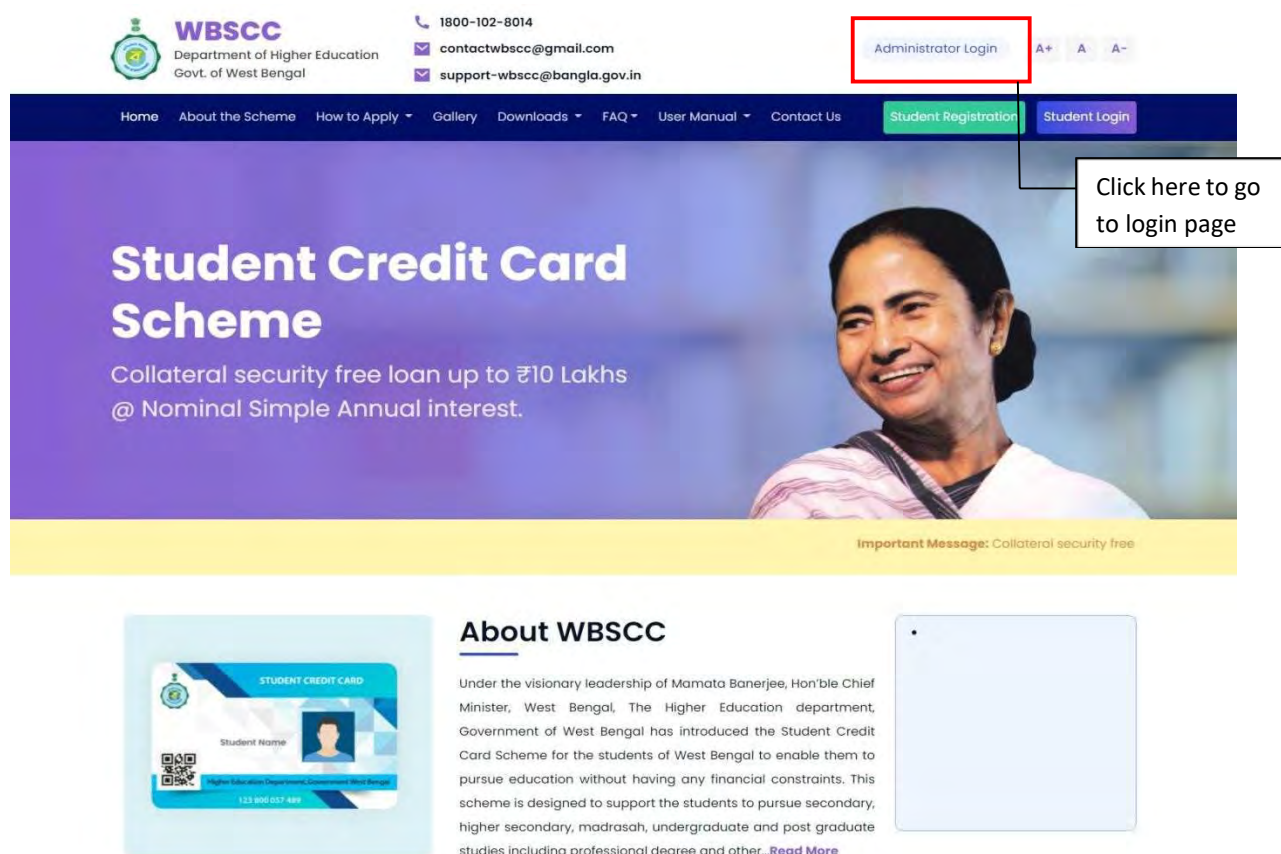


Fig: 1

1. Visit <https://wbcc.wb.gov.in/> . Click on **Administrative Login** button at upper right side of the landing page (as shown in Fig:1).

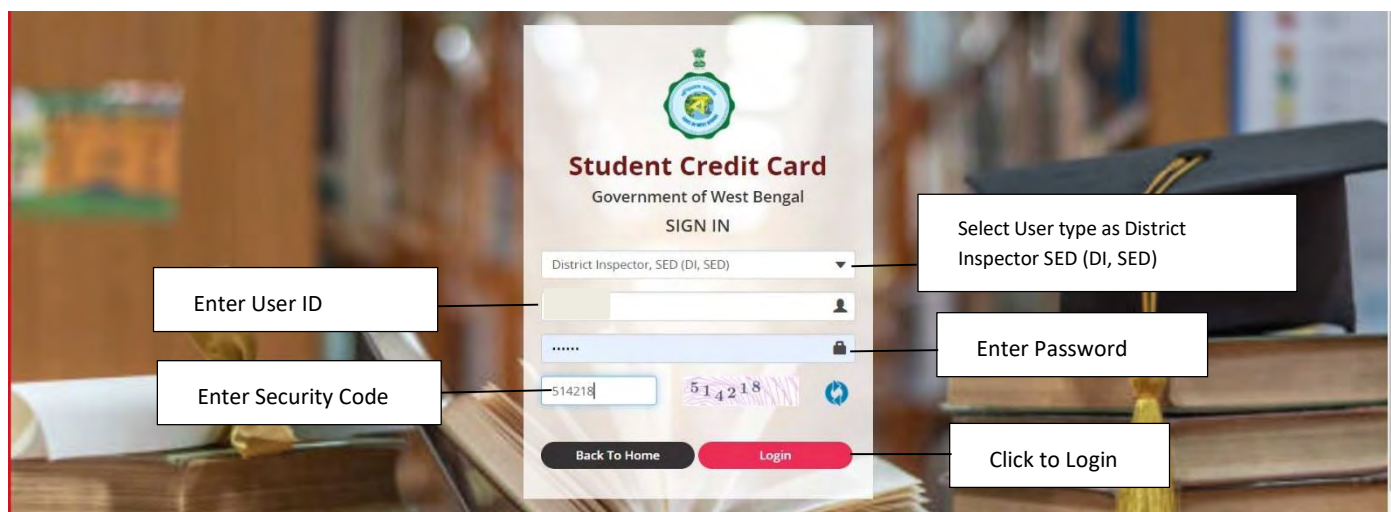


Fig: 2

2. Select User type as District Inspector SED (DI, SED) to login as District Inspector.
3. Enter USER ID, PASSWORD and Security Code and click to login button (as shown in Fig:2)

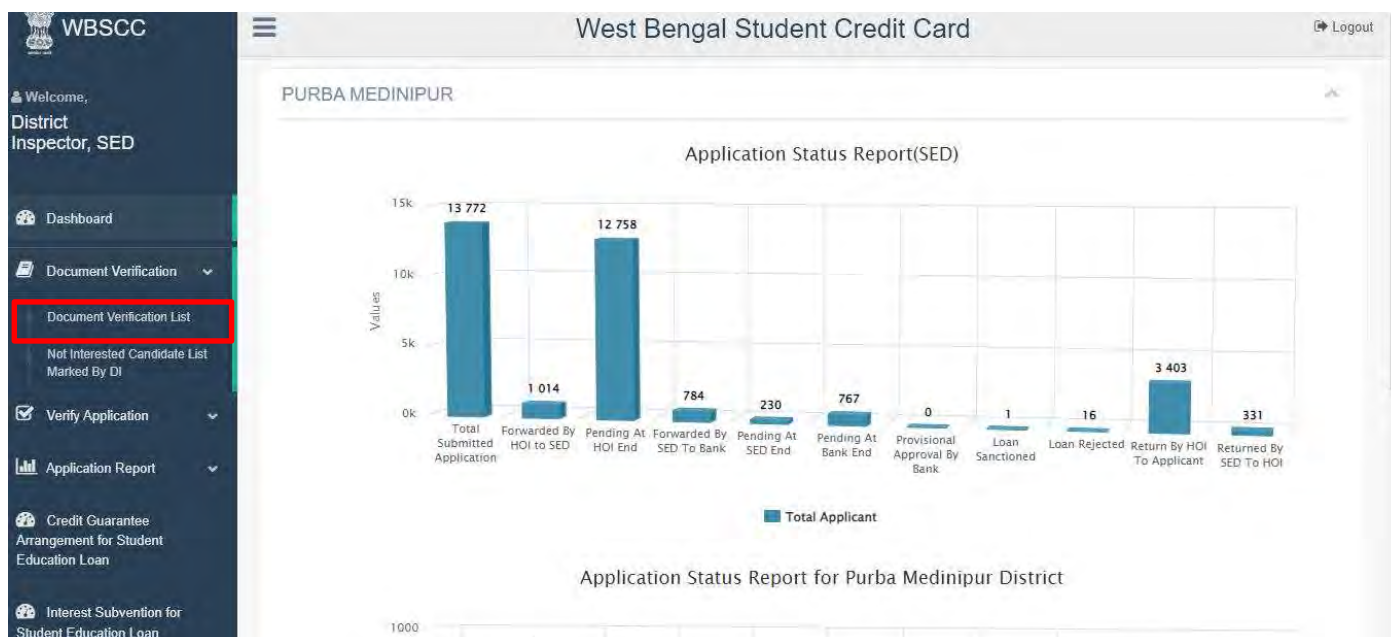


Fig: 3

- On Opening the Dashboard, go to the Document verification Tab as highlighted by red box and click on Document Verification List (as shown in Fig: 3)

Provisional Sactioned Application Document Verification List

Click on this tab

Pending Document Application List

100% Document Marked By DI

100% Document Agreed By Bank

Candidates Not Interested

Show 10 entries

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	application Status	Bank	Branch	Action
1	WBSCC 418	SUK MISHRA	24-02-2022	Present in the camp	Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED		View
2	WBSCC 422	SWA DAS			Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED		View
3	WBSCC 020	SUK BARIK	24-02-2022	Present in the camp	Application Forwarded by Department to BANK	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED		View

Showing 1 to 3 of 3 entries

Previous Next

No Action Taken

Disagreed By Bank

Candidate Absent in the camp

Candidate Not called

Click to view the Application Status

Fig: 4

- Click on the **Pending Document Application** List in the page that opens.
- Click on the View Box under Action to view and make the necessary changes to the application (shown in Fig: 4).

Document Verification

☒ Present in the camp
☐ Absent in the camp
☐ Not called
☐ Not interested

Select type of activity

Camp Date
 24-02-2022

Sl. NO	Document	DI Verification	Bank Verification	Bank Remark's For Disagreement
1	Loan application on Bank's format (Enclosed)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Proof of Address for Borrower & Co-Borrower	<input type="checkbox"/>	<input type="checkbox"/>	
3	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained before disbursement of education loan.	<input type="checkbox"/>	<input type="checkbox"/>	

Fig: 5

7. After clicking the view Option, the following window opens. Choose whether the applicant
 - a) Present in the camp
 - b) Absent in the camp
 - c) Applicant is not called
 - d) Not Interested
8. If the Applicant has attended the camp or he was absent during the camp or Not called for the Camp Date, also Enter the Camp Date (as shown in Fig: 5).

Sl. NO	Document	DI Verification	Bank Verification	Bank Remark's For Disagreement
1	Loan application on Bank's format (Enclosed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Proof of Address for Borrower & Co-Borrower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Proof of Age. Copy of PAN of student Borrower and Co-Borrower. In case PAN is not available at the time of sanction, the same to be obtained before disbursement of education loan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Letter of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Prospectus of the course wherein charges like Admission Fee, Examination Fee, Hostel Charges etc. are mentioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Details of Assets & Liabilities of parent(s)/co-borrower.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	ITR of Co-Borrower for last 2 years, if filed and available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Submit Close

Fig: 6

9. If the applicant presents in the camp check the documents that the Applicant has brought and click on Submit. DI can submit the application to send it to bank end only when all mandatory documents are being checked as submitted by the Bank Branch Office otherwise it will be in pending document verification list (shown in Fig:6).

Document Verification

☐ Present in the camp
☐ Absent in the camp
☐ Not called
☒ Not interested

Camp Date
24-02-2022

DI Remarks *
Changed Course

Upload Not Interested Signed Document By The Candidate (Max Size 400KB) *
Choose File No file chosen

Submit Close

Fig: 7

10. If the applicant responds as Not Interested, Enter the camp Date,
11. Enter the DI Remarks like reasons for not being interested and
12. Upload the declaration of Not Interested Document signed by the candidate. Click on Submit once completed (as shown in Fig: 7).

Pending Document Application List

100% Document Marked By DI 100% Document Agreed By Bank Candidates Not Interested

Show 10 entries

Sl No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	application Status	Bank	Branch	Action
1	WBS 553	DIT DHARI	24-02-2022	Present in the camp	Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED	C	View

Showing 1 to 1 of 1 entries

Click on this tab

Click to view document details

Fig: 8

13. After successful submission, if the applicant has submitted 100% Documents as marked by the DI, the applicant will be displayed under the above given tab (as shown in Fig: 8).

The screenshot shows the District Inspector, SED interface. On the left is a sidebar with navigation options: Dashboard, Document Verification (with sub-options: Document Verification List, Not Interested Candidate List Marked By DI, Verify Application, Application Report), Credit Guarantee Arrangement for Student Education Loan, and Interest Subvention for Student Education Loan. The main area displays document verification options: Present in the camp, Absent in the camp, Not called, and Not interested. Below these is a 'Camp Date' field with the value '24-02-2022'. A table lists document requirements:

Sl. NO	Document	DI Verification	Bank Verification	Bank Remark's For Disagreement
1	OTHER DOCUMENT REQUIRED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Loan application on Bank's format (Enclosed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Proof of Address for Borrower & Co-Borrower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Letter of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Details of Assets & Liabilities of parent(s)/co-borrower.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	ITR of Co-Borrower for last 2 years, if filed and available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Fig: 9

14. The details (as shown in Fig:9) of the candidate can be viewed from the View Icon (as shown in Fig:8)

The screenshot shows the 'Provisional Sactioned Application Document Verification List' interface. It has four tabs: Pending Document Application List, 100% Document Marked By DI, 100% Document Agreed By Bank (highlighted with a red box), and Candidates Not Interested. A callout box points to the '100% Document Agreed By Bank' tab with the text 'Click on this tab'. Below the tabs is a table with columns: SI No., Student ID, Student Name, Mobilization Camp Date, Mobilization Status, application Status, Bank, Branch, and Action. The first row shows a candidate with SI No. 1, Student ID WBSC 1844, Student Name M/ MAITY, Mobilization Camp Date 24-02-2022, Mobilization Status Present in the camp, application Status Provisional Approval, Bank BALAGERIA CENTRAL CO- OPERATIVE BANK LIMITED, and Branch CO. A 'View' button (highlighted with a red box) is in the Action column. A callout box points to the 'View' button with the text 'Click to view the Document Status'.

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	application Status	Bank	Branch	Action
1	WBSC 1844	M/ MAITY	24-02-2022	Present in the camp	Provisional Approval	BALAGERIA CENTRAL CO- OPERATIVE BANK LIMITED	CO	View

Fig: 10

15. After successful submission, if the documents are agreed by the bank branch the applicant will be appeared under the **100% Document Agreed By Bank** tab (as shown in Fig:10).

16. Click on View button to view details of the document status.

The screenshot shows a 'Document Verification' pop-up window. It has a sidebar on the left with the WBSCC logo and user information: 'Welcome, District Inspector, SED'. The main area contains a form with radio buttons for status selection: 'Present in the camp' (selected), 'Absent in the camp', 'Not called', and 'Not interested'. Below this is a 'Camp Date' field with the value '24-02-2022'. At the bottom is a table with columns: 'SI. NO', 'Document', 'DI Verification', 'Bank Verification', and 'Bank Remark's For Disagreement'.

SI. NO	Document	DI Verification	Bank Verification	Bank Remark's For Disagreement
1	Letter of admission.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Can be Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Fig: 11

17. A pop will arrive with document status details (as shown in Fig: 11).

The screenshot shows the 'Provisional Sactioned Application Document Verification List' page. It has a sidebar on the left with the WBSCC logo and user information: 'Welcome, District Inspector, SED'. The main area has a header with 'West Bengal Student Credit Card' and a 'Logout' button. Below the header are four tabs: 'Pending Document Application List', '100% Document Marked By DI', '100% Document Agreed By Bank', and 'Candidates Not Interested' (highlighted with a red box). A callout box points to the 'Candidates Not Interested' tab with the text 'Click on this tab'. Below the tabs is a table with columns: 'SI No.', 'Student ID', 'Student Name', 'Mobilization Camp Date', 'Mobilization Status', 'application Status', 'Bank', 'Branch', and 'Action'. The first row is highlighted in red and contains the following data: SI No. 1, Student ID WBSCC 02 SK, Student Name 23-02-2022, Mobilization Status Not interested, application Status Provisional Approval, Bank BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED, Branch, and Action View (highlighted with a red box). A callout box points to the 'View' button with the text 'Click to view the Application Status'.

SI No.	Student ID	Student Name	Mobilization Camp Date	Mobilization Status	application Status	Bank	Branch	Action
1	WBSCC 02 SK	23-02-2022	Not interested	Provisional Approval	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED			View

Fig: 12

18. In case the DI has marked that the Candidate is not interested, the applicant details can be viewed in this tab, **Candidate Not Interested** (as shown in Fig:12).

WBSCC

Welcome,
District
Inspector, SED

Dashboard

Document Verification

Document Verification List

Not Interested Candidate List
Marked By DI

Verify Application

Application Report

Credit Guarantee
Arrangement for Student
Education Loan

West Bengal Student Credit Card

Logout

Document Verification

☐ Present in the camp
☐ Absent in the camp
☐ Not called
☒ Not interested

Camp Date
23-02-2022

DI Remarks
candidate not interested

Uploaded Document

View Uploaded Document

Branch Action

CONTAI View

Fig: 13

- The details of the applicants along with the document of declaration that the applicant brought at the camp need to be uploaded and submit the form (as shown in Fig: 13). This document will be available to view at Bank Branch end.

Intra Bank Branch Re-assignment of Loan applications

Functionalities of Bank District Nodal

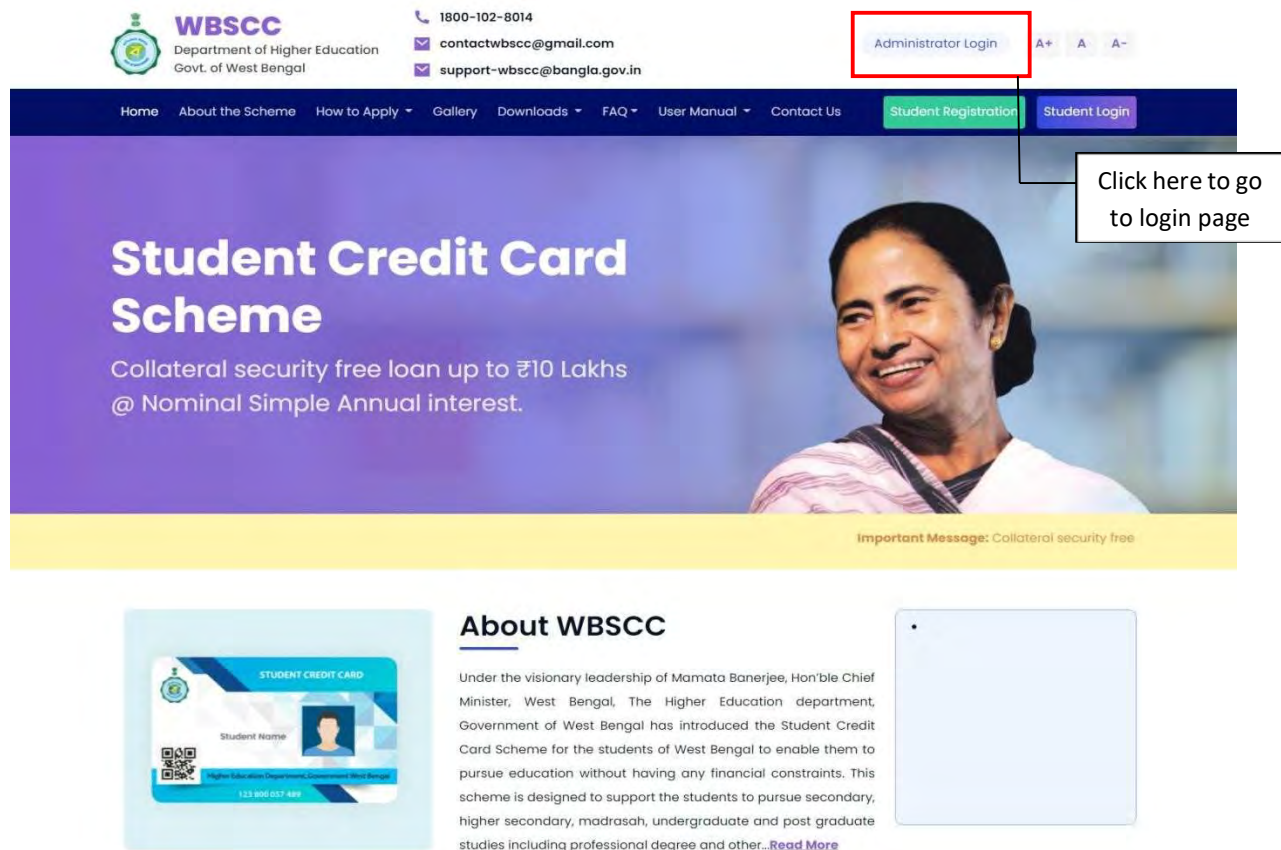


Fig: 1

1. Visit <https://wbscc.wb.gov.in/> . Click on **Administrative Login** button at upper right side of the landing page (as shown in Fig:1).

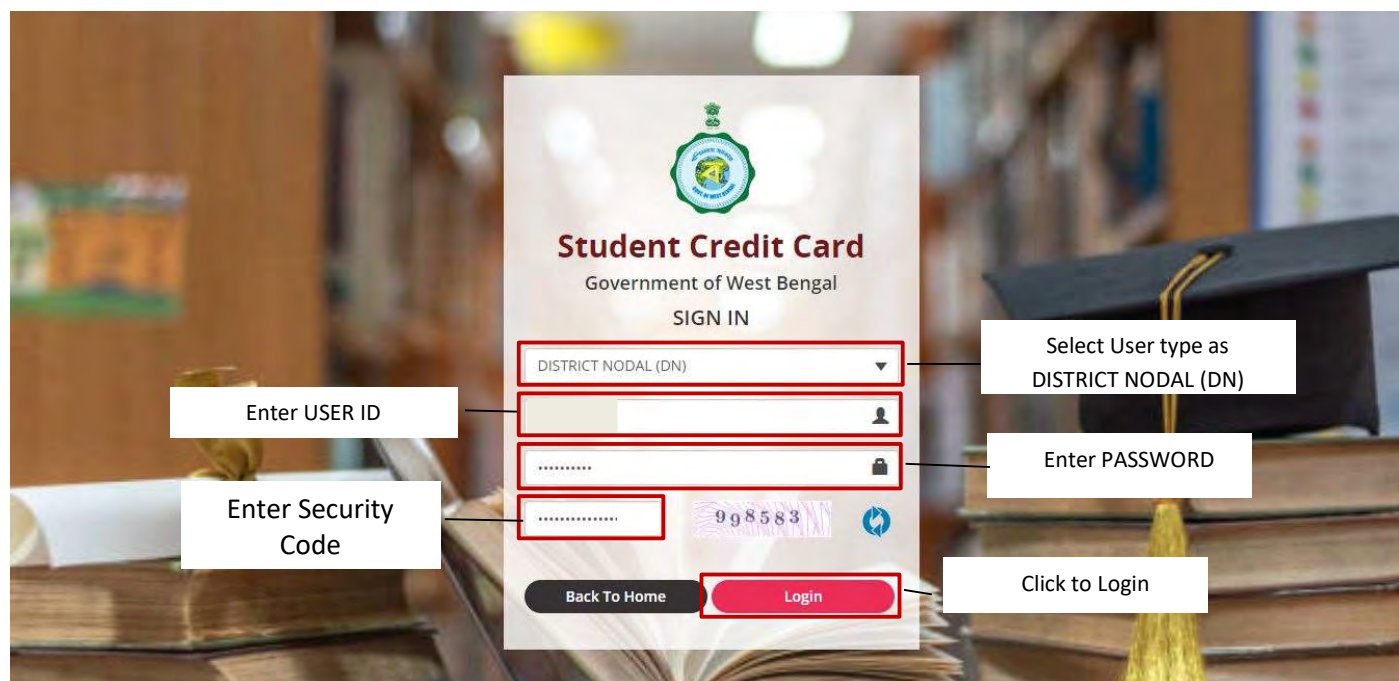


Fig: 2

2. Select User type as DISTRICT NODAL (DN) of Bank Level User to login.
3. Enter USER ID, PASSWORD and Security Code and click to login button (as shown in Fig:2)

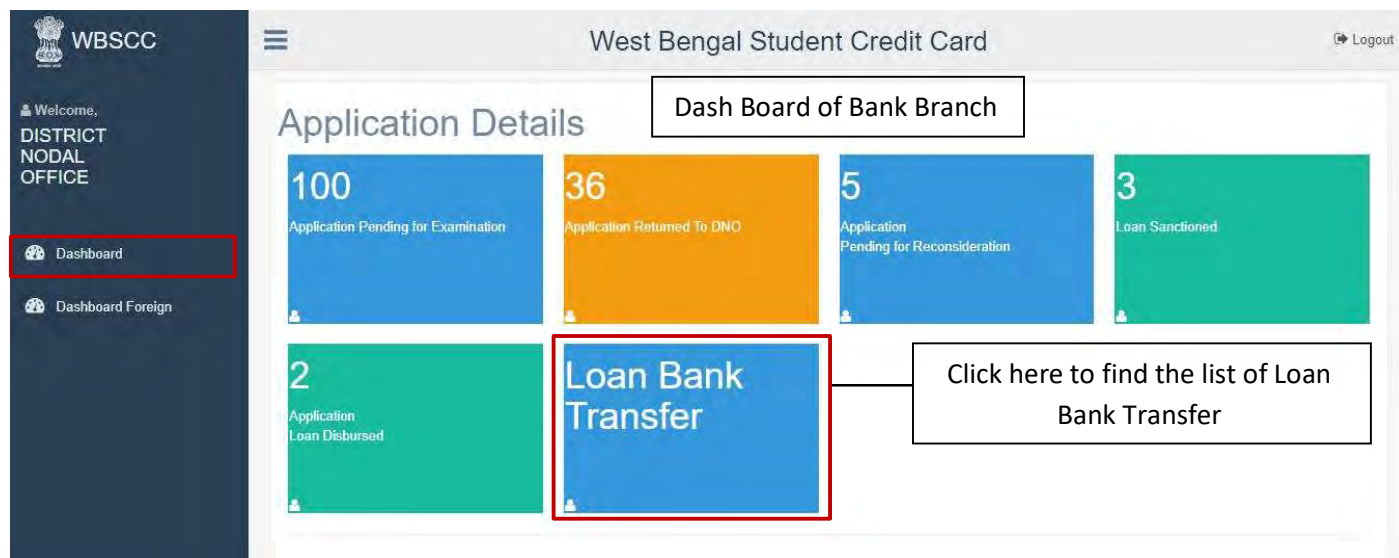


Fig: 3

4. Go to **Loan Bank Transfer** option of Dashboard at **DISTRICT NODAL OFFICE** of Bank (as shown in Fig:3)

WBSCC

Welcome,
DISTRICT
NODAL
OFFICE

Dashboard

Dashboard Foreign

West Bengal Student Credit Card

Logout

Loan Bank Transfer

WBS 77

Search

Click here to search application

Fig: 4

- Go to **Search** option. (as shown in Fig:4)

WBSCC

Welcome,
DISTRICT
NODAL
OFFICE

Dashboard

Dashboard Foreign

West Bengal Student Credit Card

Logout

Loan Bank Transfer

WBS 77

Search

Click here to search application

Applicant Details			
Applicant Id	WBS 4	Name	INDRAJIT KOLEY
Mobile No.	7477	Email Id	Indrajit@gmail.com
Date Of Birth	01-02-2002	Gender	MALE
Permanent State	West Bengal	Permanent District	HOWRAH
Permanent Assembly	Shyampur (Vidhan Sabha constituency)		
Present Course Of Study	B.Tech.	Name Of Institution	College of Engineering and Management, Kolaghat 107
Institution State	West Bengal	Institution District	PURBA MEDINIPUR

Scroll down to view the options

Fig: 5

- Details will appear. (as shown in Fig:5)

Loan & Loan Bank Details

Loan Amount	250000	Course Fees	370000
Name of Bank	HOWRAH DISTRICT CENTRAL CO-OPERATIVE BANK LTD.	Branch	BELPUKUR
IFSC Code	WBS00HCCB10	Branch Address	VILL+PO-AYODHYA

Application Status : Application Forwarded by Department to BANK

Transfer Form Any Bank To Any Bank

Bank: BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED

Branch: Please Select

Transfer Document (File should be (pdf,PDF) and 400 KB at maximum)

Choose File No file chosen

Bank Transfer

Click here to select Bank Name

Click here to search Bank Branch Name within the District

Click here to choose file (optional)

Click here for Bank Transfer

Fig: 6

- After selecting Bank choose Branch within the district from the drop down list within the District (as shown in Fig:6).
- Choose File (Optional).
- Click on **Bank Transfer**.

Are you sure to transfer?

OK Cancel

Click here to transfer

Loan Amount: 250000

Name of Bank: BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED

IFSC Code: IBKL0752B01

Branch Address: AT: SARASWATITALA; PO: CONTAI; DIST: PURBA MEDINIPUR, PIN-721401

Application Status : Application Forwarded by Department to BANK

Transfer Form Any Bank To Any Bank

Bank: BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED

Branch: BALIGHAI, PURBA MEDINIPUR (IBKL0752B09)

Transfer Document (File should be (pdf,PDF) and 400 KB at maximum)

Choose File No file chosen

Bank Transfer

Fig: 7

- A pop will appear and click **OK** to confirm Transfer/Reassign (as shown in Fig:7).

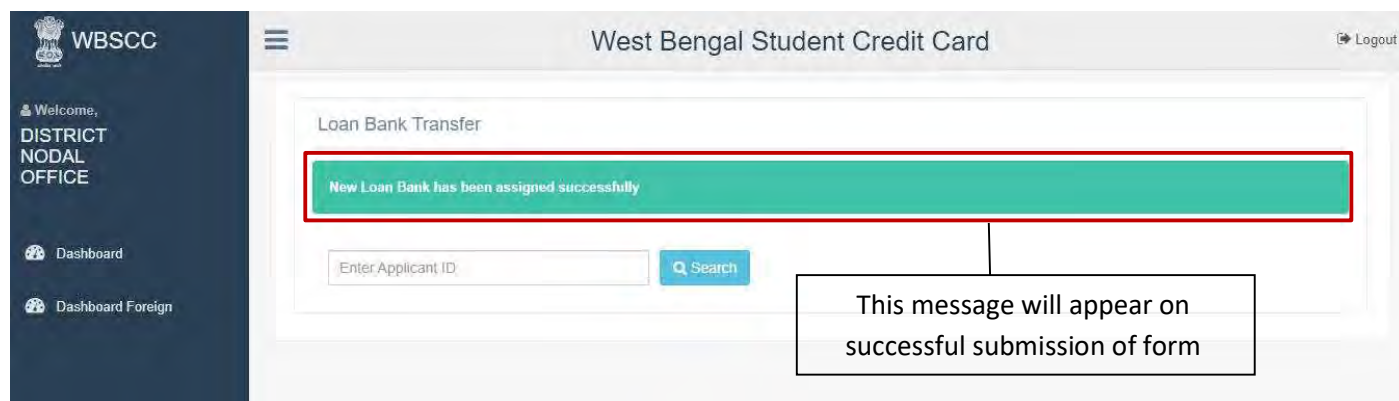


Fig: 8

11. On successful transfer the message of **"New Loan Bank has been assigned successfully"** will appear (as shown in Fig: 8).

Functionalities of Bank Head Office

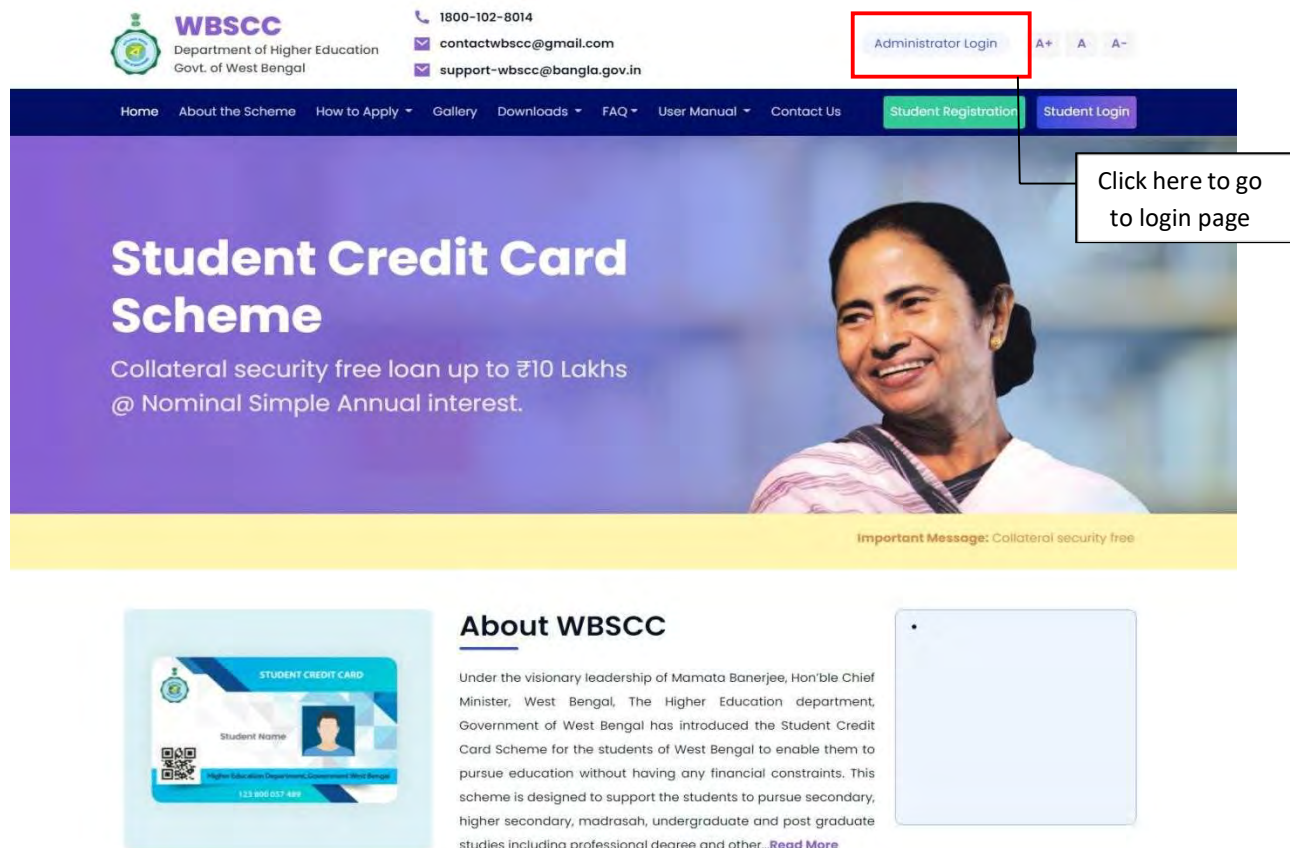


Fig: 1

1. Visit <https://wbcc.wb.gov.in/> . Click on **Administrative Login** button at upper right side of the landing page (as shown in Fig:1).

The screenshot shows a login form titled "Student Credit Card" by the Government of West Bengal. The form includes a "SIGN IN" section with the following fields and annotations:

- A dropdown menu labeled "HEAD Office (HO)" with a callout box stating "Select User type as HEAD OFFICE (HO)".
- A text input field for "USER ID" with a callout box stating "Enter USER ID".
- A password input field with a callout box stating "Enter PASSWORD".
- A security code input field with a callout box stating "Enter Security Code".
- A "Login" button with a callout box stating "Click to Login".
- A "Back To Home" button.

The form also displays a security code "182667" and a refresh icon.

Fig: 2

2. Select User type as HEAD OFFICE(HO) of Bank Level User Login.
3. Enter USER ID, PASSWORD and Security Code and click to login button (as shown in Fig:2)

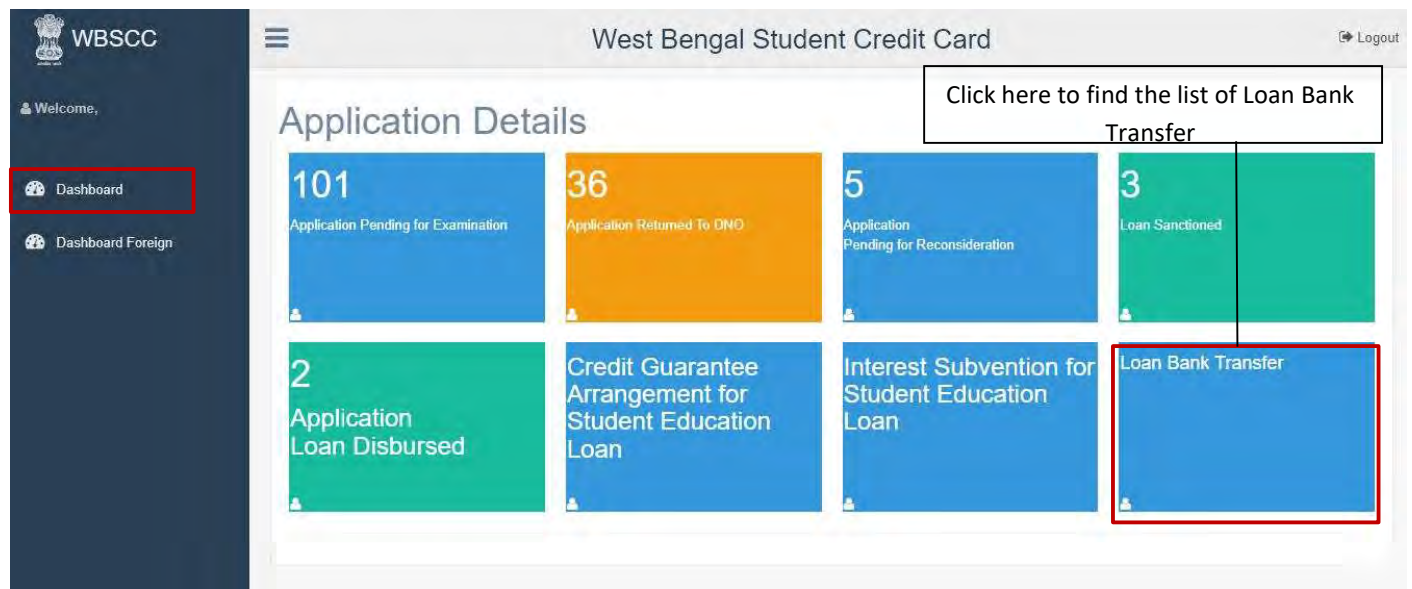


Fig: 9

- Go to Loan Bank Transfer option of Dashboard at Bank Branch End. (as shown in Fig:9)

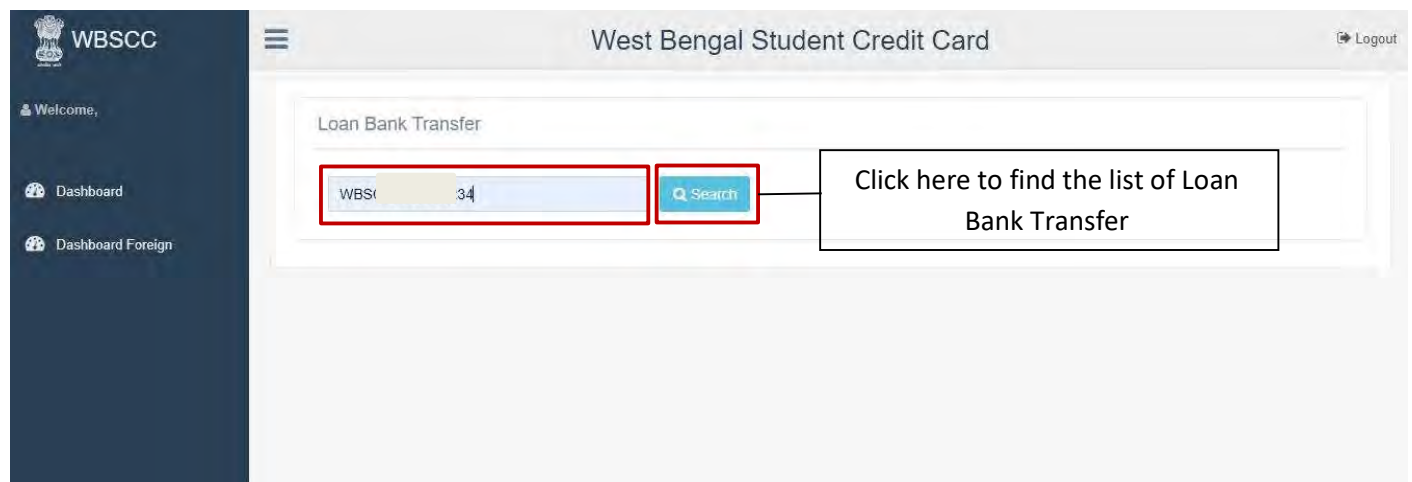


Fig: 10

- Click on Search option. (as shown in Fig:10)

WBSCC

Welcome,

Dashboard

Dashboard Foreign

West Bengal Student Credit Card

Logout

Loan Bank Transfer

WBSCC2117034234

Search

Scroll down to view the options

Applicant Details			
Applicant Id	WBSCC2117034234	Name	INDRAJIT KOLEY
Mobile No.	7477	Email Id	indrajit03@gmail.com
Date Of Birth	01-02-2002	Gender	MALE
Permanent State	West Bengal	Permanent District	HOWRAH
Permanent Assembly	Shyampur (Vidhan Sabha constituency)		
Present Course Of Study	B.Tech.	Name Of Institution	College of Engineering and Management, Kolaghat 107
Institution State	West Bengal	Institution District	PURBA MEDINIPUR

Fig: 11

6. Details will appear. (as shown in Fig:11)

Name of Bank	BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED	Branch	CONTAL
IFSC Code	IBKL0752B01	Branch Address	AT: SARASWATITALA; PO:CONTAL; DIST: PURBA MEDINIPUR, PIN-721401

Application Status : Provisional Approval

Transfer Form Any Bank To Any Bank

Bank

BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED

Branch

Please Select

Please Select

CONTAL , PURBA MEDINIPUR (IBKL0752B01)

BALAGERIA , PURBA MEDINIPUR (IBKL0752B10)

BALIGHAI , PURBA MEDINIPUR (IBKL0752B09)

Transfer Document (File should be (pdf,PDF) and 400 KB at maximum)

Choose File No file chosen

Bank Transfer

Click here to find the list of Loan Bank Transfer

Click here to search Bank Branch Name from state

Click here to choose file (optional)

Click here to Transfer intra Bank Branch

Fig: 12

- After selecting Bank choose Branch name from the drop down list from all over the State (as shown in Fig:12).
- Choose File – optional.
- Click for Bank Transfer.

Loan Amount	250000	Are you sure to transfer?	
Name of Bank	BALAGERI LIMITED		
IFSC Code	IBKL0752B01	Branch Address	AT: SARASWATITALA; PO: CONTAL; DIST: PURBA MEDINIPUR, PIN-721401

Application Status : Application Forwarded by Department to BANK

Transfer Form Any Bank To Any Bank

Bank: BALAGERIA CENTRAL CO-OPERATIVE BANK LIMITED

Branch: BALIGHAI, PURBA MEDINIPUR (IBKL0752B09)

Transfer Document (File should be (pdf,PDF) and 400 KB at maximum)

Choose File No file chosen

Bank Transfer

Click here to submit

Fig: 13

10. A pop up will appear and click **OK** to confirm transfer (as shown in Fig:13)

WBSCC

Welcome,

Dashboard

Dashboard Foreign

West Bengal Student Credit Card

Logout

Loan Bank Transfer

New Loan Bank has been assigned successfully

Enter Applicant ID Search

This message will appear on successful submission of form

Fig: 14

11. On successful transfer “**New Loan Bank has been assigned successfully**” message will appear (as shown in Fig: 14).

Bank Branch Functionalities for Returned Applications

Bank Branch Level Functionalities

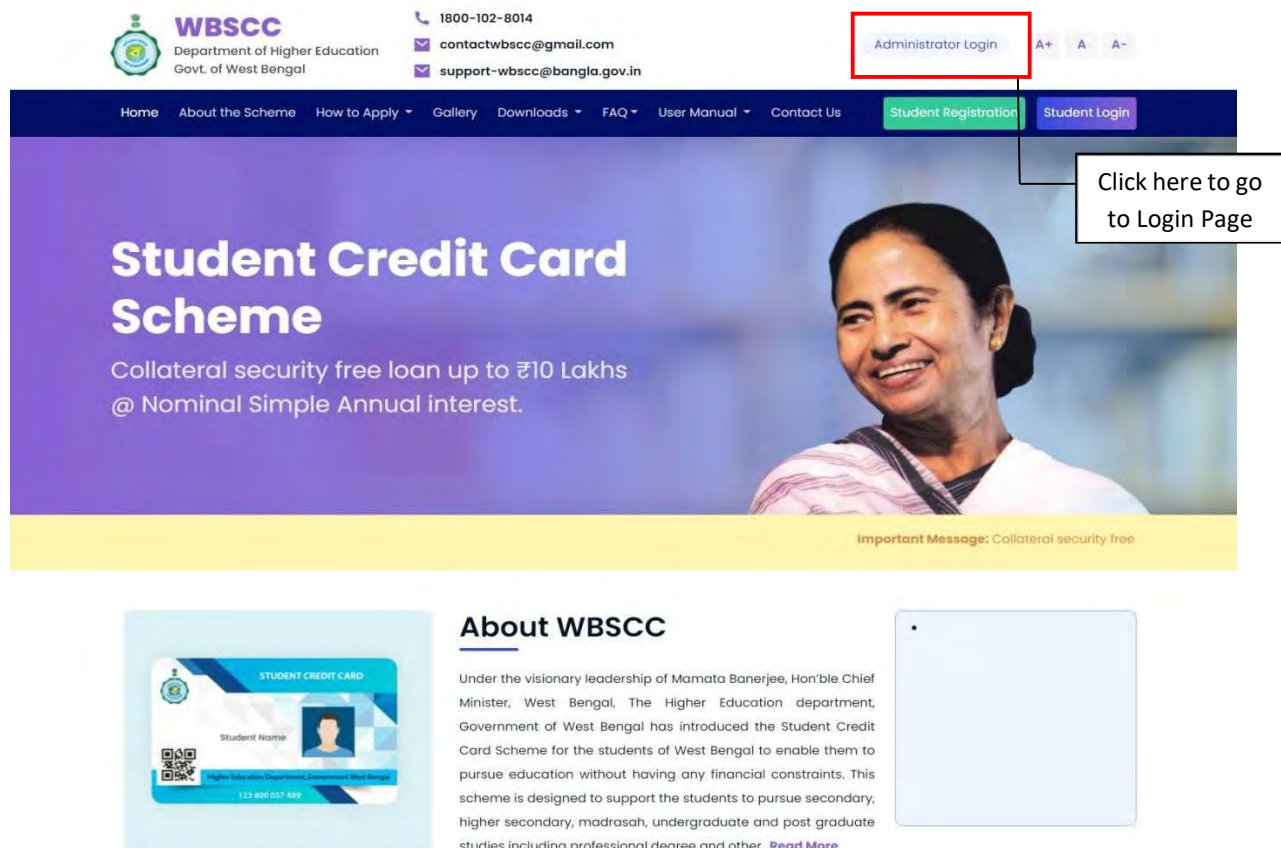


Fig: 1

1. Visit <https://wbcc.wb.gov.in/> . Click on **Administrative Login** button at upper right side of the landing page (As shown in Fig:1)

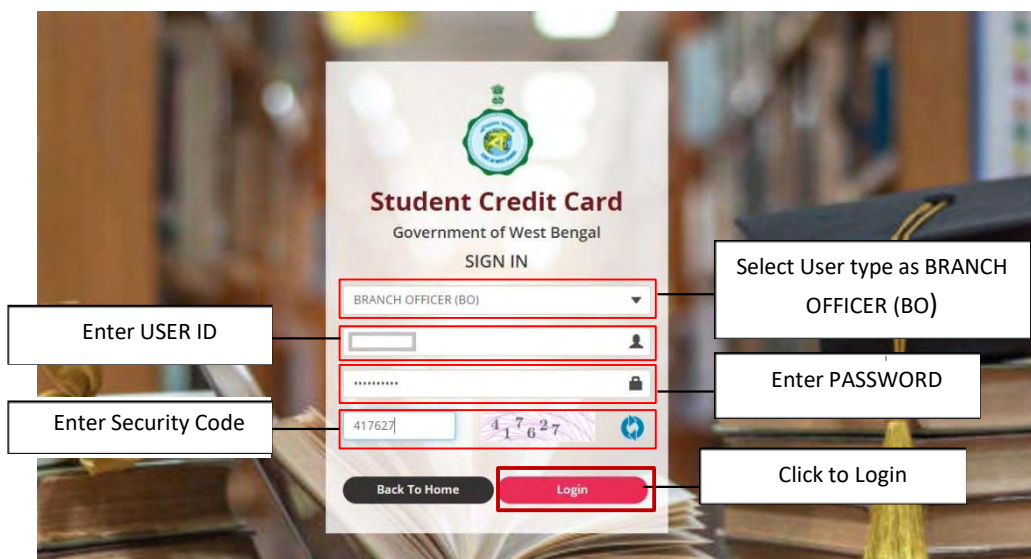


Fig: 2

2. Select User type as BRANCH OFFICER (BO) to login as Branch Manager.
3. Enter USER ID, PASSWORD and Security Code and click to Login button (As shown in Fig:2).

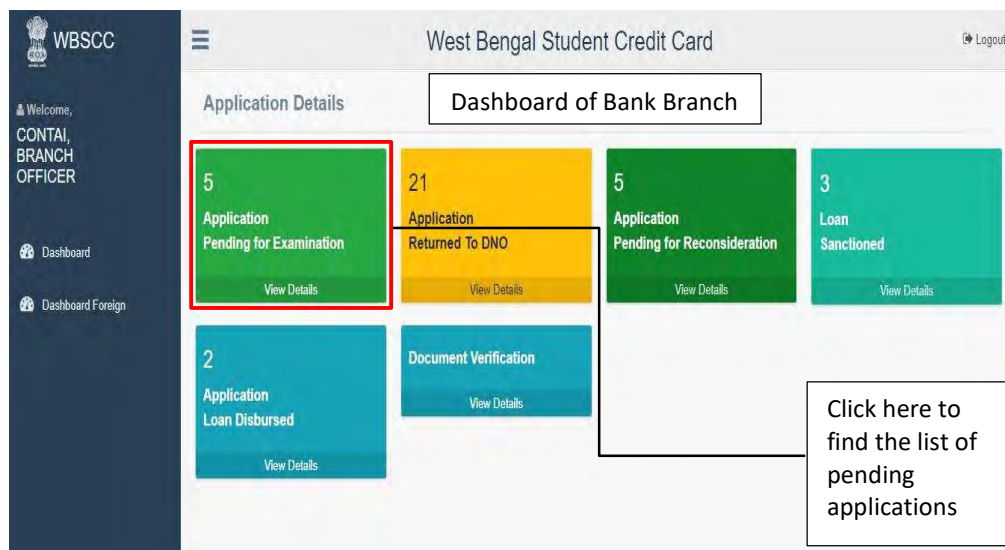


Fig: 3

4. Go to **Application Pending for Examination** option of Dashboard at Bank Branch End to find the list of applications. (As shown in Fig:3)

Application Pending List of

Download Excel Back

Show 10 entries Search

Applicant Name	Gender	Contact Number	Father's Name	Requested Loan Amount	Application Received Date	Provisionally Approval Status	Provisionally Approved Amount	DNO Return Status	View	Sanction Loan
MANDIRA MAITY	FEMALE	86	BIMALENDU MAITY	300000	13-08-2021	YES	250000	NO		
SUKDEB BARIK	MALE	62	BUDDHADEB BARIK	300000	18-08-2021	NO		NO		
SK REJABUL	MALE	82	SK JAMSED	400000	26-08-2021	YES	5000	NO		
DIBYENDU DHAURI	MALE	954	AMALENDU DHAURI	325000	28-08-2021	YES	300000	NO		
SUCHISMITA MISHRA	FEMALE	811	SHRIJIB KUMAR MISHRA	282600	29-08-2021	YES	280000	NO		
SWAPANIL DAS	MALE	938	DURLOV RATAN DAS	150000	30-08-2021	YES	150000	NO		

Click here to return application

Fig: 4

- Click on **Sanction Loan** option from pending list of applications. (As shown in Fig:4)

4. Bank Action & Status

Status: Application Forwarded by Department to BANK

☐ Provisional Approval ☐ Loan Sanction ☒ Return To DNO

Click to select the option

Select Return Cause *

Select one or multiple options from the list

For "Others" option insert something here

- ☐ Amount of loan sought is in clear breach of Scheme guidelines.
- ☒ Applicant changed institution / course after applying.
- ☒ Applicant no longer interested to avail of the loan, as evidenced by letter / email to Bank/HED.
- ☒ Applicant residing at a location beyond the operational area of the Bank branch.
- ☐ Applicant's relationship with co-borrower not according to Scheme guidelines.
- ☐ Applicant unable to submit documents as per the common checklist agreed by banks.
- ☐ Essential academic qualification not met.
- ☒ Others

Remarks *

Enter Remarks

Submit

Click here to submit

Fig: 5

- After opening the applications scroll down below.
- Choose the **Return to DNO** option.
- Select one or multiple option from the list under **Select Return Cause** section to mention the reason of return.
- Insert something in **Remarks** option to mention return cause if you are selecting "Others" option from the list.
- Click on **Submit** button to send the application to DNO End. (As shown in Fig:5).