



From
The Mission Director,
MEPMA,
Hyderabad.

To
All the Project Directors of MEPMA
and Addl Commissioner, GHMC
Telangana.

Lr No. MEPMA-MIS/WRFL/1/2017-SMC-ME-MEPMA, date:27.12.2018

Sir/Madam,

Sub: MEPMA – CBOs – Changing of Bank Accounts from One Bank to Another
Bank – Provision in MIS – Information – reg
Ref: U.O Note of the Mission Director, MEPMA dt: 27.11.2018

<>

It is to inform you that, as there is frequent change of SHG savings bank accounts from one bank to other bank, a workflow has been developed for changing of SB accounts of Self Help Groups. The following are the steps to be followed for changing of SHG SB account from one bank to another bank.

ULB Login:

1. Open URL: <http://efms.serp.telangana.gov.in/mepmaefmstg>
2. Login with the existing ULB credentials.
3. Click on SB A/c Change service on the Menu -> Select the SHG for which, SB account to be changed.
4. Update the New Bank, Branch and SB account number
5. Documents to be uploaded (Single file – pdf format)
 - a. New Passbook
 - b. Old Passbook &
 - c. Resolution of the SHG Members for changing the SB account.

Project Director Login:

1. Login with the existing credentials
2. Click on SB A/c Change Approval -> Approval -> Select ULB
3. Check the Action column for the SHGs which need to be approved and uncheck the box for the SHGs which need to be rejected. Reasons should be provided for rejection of SHGs account change. By default all SHGs will be checked in Action column.
4. Verify the documents uploaded by the ULB thoroughly with the SHG and click on the Submit button. Project Director
5. Letter from the Project Director will be generated and downloaded automatically. Verify and upload the signed copy in Upload Proceeding service.

6. The approved SHGs will be forwarded to SMC, SMID for approval. And the SHGs rejected by Project Director will be displayed in the ULB login for rectification along with the reasons.
7. The SHG account number will be changed after approval from the SMC, SMID.

The following SHGs will not be able to update SB account details:

1. SHGs having Running Loans in the existing bank.
2. SHGs approved by Project Director for releasing of Vaddi Leni Runalu /Interest Subvention/Revolving Fund and submitted the proposals in Head Office. After releasing the VLR/IS/Revolving Fund the SHGs will be enabled in ULB login for approval.

Hence, all the Project Directors of MEPMA and Project Director, UCD, GHMC are requested to follow the above workflow for changing the SHG SB account from one bank to other bank. And all the financial benefits like Revolving Fund, Vaddi Leni Runalu and Interest Subvention under DAY-NULM will be paid to the new SB account.

Yours Faithfully,

**Addl Mission Director
MEPMA**

Copy to

All the Municipal Commissioners.

The SMC, SMID & SMC BL for information & necessary action.

Signature valid

Digitally signed by DA SARI
JOHN SAMSON
Date: 2018.12.29 15:19:15 IST
Reason: Approved

