

**JAN SURAKSHA SCHEMES – SOFTWARE MODULE**  
**OPERATIONAL GUIDELINES FOR PMJJBY & PMSBY**

**Guidelines for Internet Site for use of BCs :**

1. On our web site (www.allahabadbank.in), under section "ONLINE SERVICES", there is a JAN SURAKSHA link. By pressing the link, a tri-colour home page for 3 social security schemes will appear. There is a link on left side below each scheme for **BC Login**. Branches can also access the module through Internet using other two options i.e. Uttar Pradesh Branches & Other area branches.
2. In login screen, BC will use BC CODE as USER ID and press 'generate PIN' button. A four digit PIN will be sent to their respective registered mobile number, which they have to enter for getting access in the module. The BC can generate fresh PIN, if required, whenever he wants by again pressing same button. The login session will expire, if kept idle for 20 minutes.
3. The BC has to enter account no. in entry screen and press fetch button. On verification of data with filled-in application form, in case there is any discrepancy, BC should send the application to his base branch for necessary correction in CBS. If fetched details are correct, BC has to fill in all other details of nominee and press save button.
4. In case of joint accounts, CIF No. and Name of all account holders will be displayed in a drop down selection box after pressing 'Fetch Data' button. You have to select correct name as per, filled in application form.
5. In following cases BC should not register application at their end and submit the application to base branch for necessary correction of data in CBS :
  - Two or more names appear in the name field with or without "And/ /&/,"
  - Date of birth is incorrect
  - Mobile No. is not appearing in screen as given in application form
  - Customer wants that his Aadhar no./PAN no. etc should be updated in CBS
6. BC should write his BC code and name on the application form before submitting to branch, so that the count of applications mobilized by him could be maintained.
7. If application is mobilised by BC and he submits it to Branch for registration for necessary correction in CBS, branch is required to fill in BC code in the screen so that a correct count of accounts mobilized by BC could be maintained.

8. All applications entered by BCs will be VERIFIED by base branch officials in checker screen. So BC has to submit the physical application form to base branch on same day.
9. After verification of signature and being satisfied with the data on the physical application form and the data appearing on the system, the branch officials will approve the registration.