

Ref. No. CGTMSE/44/260

December 29, 2020

To
All Member Lending Institutions
of CGTMSE

Circular No.175/2020-21

Madam / Dear Sir,

**Second/ Final Claim Module for
online claim lodgment in CGTMSE portal**

As you are aware CGTMSE has been making various modifications in the processes for ease of operation for the Member Lending Institutions (MLIs). In this connection, it is informed that CGTMSE had revamped the 2nd/ final claim process online.

As per the revised process, before submitting the 2nd / final claim application on CGTMSE portal, MLI needs to first update and remit the recovery amount, if any, in the portal as mentioned in CGTMSE Circular No. 171/2020 dated 03/07/2020. The process for lodging 2nd / final claim application on CGTMSE portal is given in the **Annexure**.

The above module for lodging 2nd / final claim application has been made live and can now be operated by the MLIs for fresh as well as yet to be settled 2nd / final claims. MLIs can use their existing user IDs for this module also. Any query may be mailed to us at claims@cgtmse.in.

The above modifications are applicable for 2nd / final claims lodged on or after the date of issue of this Circular. Further, no physical / email claim application will be entertained.

We request you to kindly bring the contents of this Circular to the notice of all your offices.

Yours faithfully,

Sd/-
(Sandeep Varma)
Chief Executive Officer



Process for Lodging 2nd / Final Claim

1. On making successful remittance of recovery amount to CGTMSE using the virtual account no. as mentioned in circular no. 171 and after appropriation of recovery amount by CGTMSE, MLI can lodge the 2nd / final claim application using the following path:

Claim processing—> Claim For—> Second Installment

2. MLI can either provide CGPAN No. / Claim Reference No. for which 2nd/ final claim application is to be lodged and click OK.
3. MLI will have to fill the 2nd/ final claim application form and on clicking OK, message will appear that “Second claim application successfully lodged by MLI Maker”.
4. MLI Checker then will have to approve the 2nd / final claims lodged by MLI Maker using the below path.

Claim processing—> Second Claim Checker List

5. On approval by MLI Checker, second claim application lodgment process shall be complete and unique Second Claim Reference No. will be generated in the system and the 2nd/ final claim shall be visible to CGTMSE for processing. MLI Checker also has the option to return the final claim application to MLI Maker if any data is incomplete/ incorrect. MLI Maker can relodge the claim applications returned by MLI Checker using below path.

Claim processing—> Claim For—> Second Installment

6. MLI Maker can check the claim applications returned by MLI Checker using below path:

Claim processing—> Second Claim Checker Returned List