

	OPERATIONAL GUIDELINES PROCEDURE
1	The customer approaches the MLI branch and applies for term loan/composite loan under the scheme.
2	If the bank branch after due diligence of the proposal agrees in principle to extend loan to the SC beneficiary, request IFCI through its regional office for registration number for the loan application.
3	IFCI issues Registration number for the application.
4	The RO shall forward the letter of sanction to IFCI, within 30 days of issuance of Registration number by IFCI, failing which registration/token will be liable for cancellation.
5	The RO shall send the proof of disbursement of IFCI within 30 days of first disbursement of loan along with payment of guarantee fees to IFCI, RO shall send the confirmation of guarantee fees along with its details to IFCI along with mention of the account details for which guarantee fees has been paid. The guarantee cover shall start from date of payment of guarantee fees to IFCI through RTGS.
6	The guarantee cover shall commence from the date of receipt of guarantee fees by IFCI and shall run through the agreed tenure of the term credit in respect of term credit/ composite credit subject to payment of annual renewal fees within the time frame defined in this policy/ scheme document. IFCI shall confirm the issuance of guarantee by way of letter to RO.
7	The RO shall make payment of guarantee fees within 90 days from the date of sanction letter failing which the token shall be liable to be cancelled.
8	First year guarantee fee shall be calculated for the sanction amount limit for the first year from the date of first disbursement pro-rata in the number of days remaining in the financial year, in which the guarantee issued.
9	The guarantee invocation claim with IFCI shall be made by the RO as per the guidelines of CEGSSC and a certificate w.r.t. that all initiation of the recovery proceedings will be submitted to IFCI by the RO.
10	Banks through their Nodal Officers shall submit quarterly statement of Borrower-wise loan sanction, disbursement and outstanding position including default, if any, within 45 days from the end of each quarter to IFCI Ltd.
11	IFCI shall entertain queries/ communication only from the designated Nodal Officer, Regional/Zonal Offices of the Banks.