

User Guide

Platform for Distressed Assets (PDA)

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Introduction

PDA

Platform for Distressed Assets (PDA) is an electronic platform for delivering services that will permit Resolution Professionals and Liquidators to extend the reach and expand the range of services they provide to their stakeholders in order to first preserve and protect and thereafter maximize the value received for distressed assets at resolution or liquidation. These services will help to create a more efficient market for price discovery in a competitive environment. It will reassure all participants that all participants are receiving in confidence the same information at the same time as their competitors. They can also rest assured that their responses will be evaluated fairly and in a transparent manner by the Resolution Professional / Liquidator as per the guidelines, while ensuring that proprietary information contained in each of their proposals is used by authorized users only for the purposes it is provided.

Following the decision of IBBI to empanel NeSL to provide PDA services, the following two complementary PDA services are now available for use by Resolution Professionals, Liquidators, Resolution Applicants and CoC Members.

Virtual Data Room (VDR) for Invitation of Expression of Interest (Eoi)

This service will address the needs of the Insolvency Professionals acting as Resolution Professional or Liquidator to share in an efficient and effective manner with potential strategic investors confidential and sensitive relevant data about the CD and its current state of affairs that is not available in the public domain. In fact, should this information be made public or fall into the wrong hands, it could seriously jeopardize RP's or Liquidator's efforts to obtain maximum value for CD's assets from potential resolution applicants.

It will provide Resolution Professionals or Liquidators the functionality to capture in electronic form all the data including text, audio and video files that a potential strategic investor would need to evaluate and respond with a resolution proposal. The RP or Liquidator can set up a Virtual Data Room where this sensitive data can be deposited in one place.

The IP can then provide controlled secure access to those strategic investors who the IP after due diligence has determined are not disqualified from submitting a resolution proposal for the CD company. By providing this service the need for potential strategic investors to arrange a visit to obtain access to a data room in order to physically examine documents can be eliminated. Additionally, it will obviate the need for multiple copies of the documents to be prepared for sharing with potential strategic investors. Besides being cost-effective and efficient, the IVDR Service can be more effective in ensuring that access to sensitive information is controlled at all times by the RP or Liquidator.

Invitation and Evaluation of Resolution Plans

This service will address the needs of the RPs or Liquidators to receive from Resolution Applicants (RA) their resolution proposals in response to the Request for Resolution Proposals (RFRP) in an efficient and effective manner containing all the relevant details required including the evaluation matrix to quickly and transparently evaluate and select the most viable and compliant proposal for resolution.

It will provide the RP or Liquidator the functionality to receive in electronic form all the information that is necessary and sufficient to first ensure that the proposal is complete and the Resolution Applicant is eligible to file a compliant resolution proposal. If the eligibility criteria and compliancy requirements are met the next step would involve rating each proposal based on the criteria used for comparative evaluation of proposals received. Through this process the RP or Liquidator will be able to rank the eligible and compliant resolution proposals in order of their rated score to select the resolution proposal that will result in maximizing the value of CD's assets.

i As both these services are complementary to each other, these are being offered by NeSL as a package under the umbrella of PDA-VDR services; however, they can also be used as standalone services. Additionally, these empanelled PDA services are also embedded in a more comprehensive suite of services offered by NeSL as the Insolvency Case Management System (ICMS).

PDA-VDR

Scope and Purpose

The document will help you to familiarize yourself with PDA in order to get started with using the application.

It is written for users who are new to PDA-VDR and are just getting started. If you have previously used these services, you may already be familiar with some of the concepts explained in this document.

Organization of this Document

The main focus of this document is to explain the various features and functionality of PDA:

- How you can use the application
- How you can benefit from using the application to manage your insolvency and bankruptcy cases

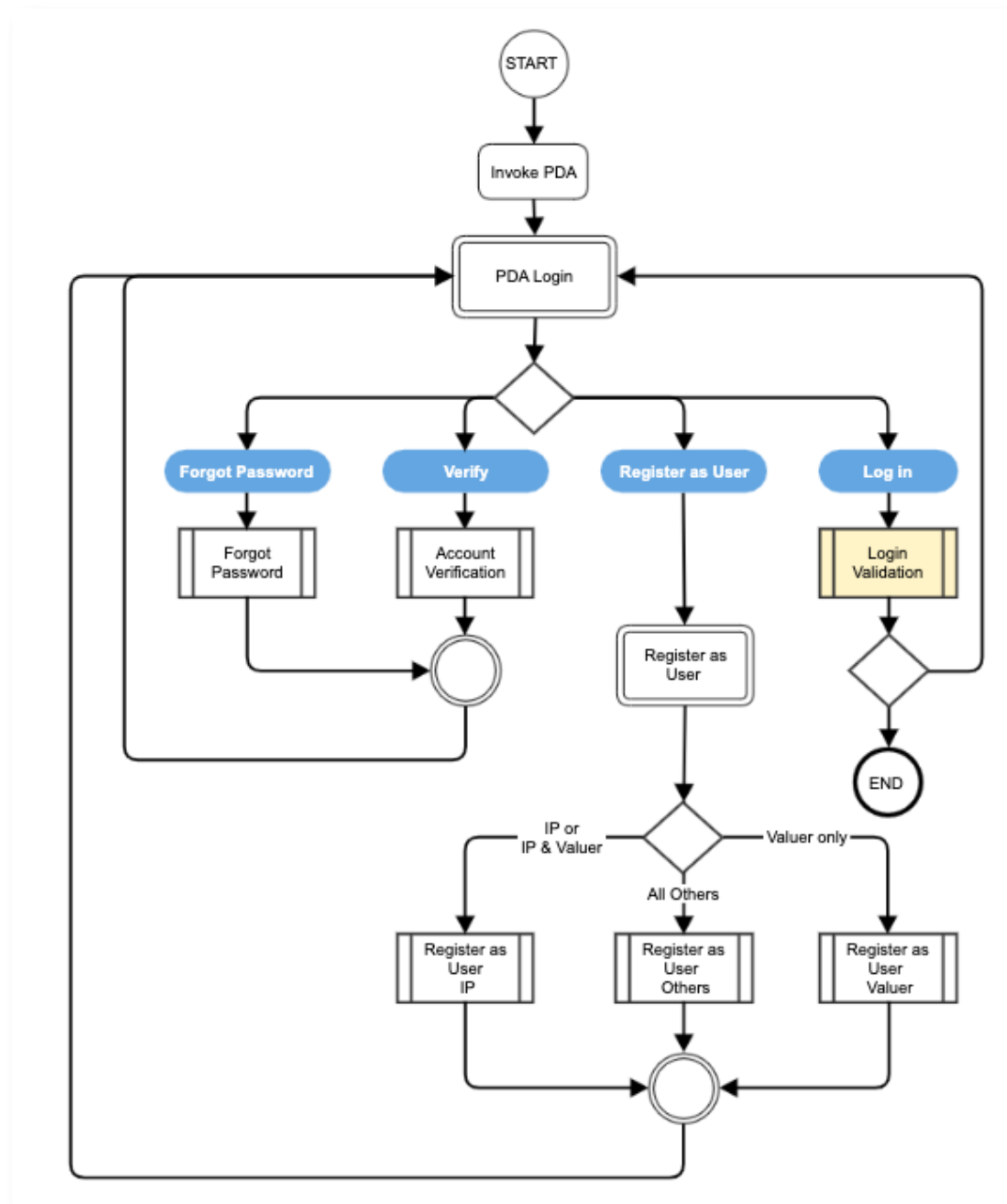
There is conceptual information as well as task-oriented steps throughout the document.

Registration

i The Registration of Users is common to both PDA Services as well as ICMS services offered by NeSL. It means that once you are registered as a User of PDA Services you will not have to register again for ICMS Services. Similarly, if you are a registered User of ICMS you will not have to register again for PDA Services offered by NeSL.

User Registration and Login

In order to use PDA you must first register as a user by following the User Registration process as outlined below:



Login

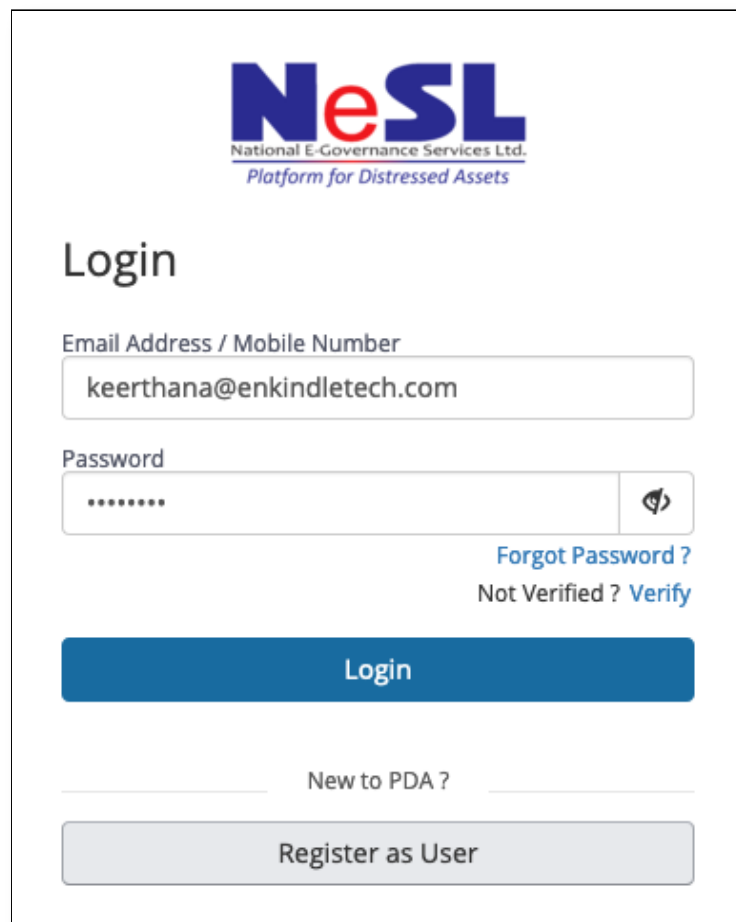
PDA Registered User can Login with User-ID and Password

Before you begin:

- You must be a Registered User to gain access to PDA Application
- If you are new to PDA, you will need to register as a User before you can Login and gain access to PDA

Follow these steps:

- Click on **Register as User** if you are new to PDA
- You will be redirected to the Register As User screen
- Enter your Email Address / Mobile Number and your **Password**, if you are a Registered User
- Click on **Login**



NESL
National E-Governance Services Ltd.
Platform for Distressed Assets

Login

Email Address / Mobile Number
keerthana@enkindletech.com

Password

[Forgot Password ?](#)
[Not Verified ? Verify](#)

Login

New to PDA ?

Register as User

- The system will validate your User ID and Password and if these are valid you will gain access to the system

Expected Outcome:

- PDA will launch and you will be redirected to the [Case Management](#) screen

Message & Notes:

- If the User ID and Password entered do not match, the system will prompt you to re-enter them and click on login
- if you have forgotten your password, Click on [Forgot Password](#) and you will be redirected to the [Forgot Password](#) screen
- If you have made 5 unsuccessful attempts to login, User access to PDA will be disabled. Contact the System Administrator to restore User access
- if while registering as a user you lose your internet connection and do not receive an OTP (One Time Password) on your email address or mobile phone, Click on [Verify](#) and you will be redirected to the [Account Verification](#) screen

Register as IP

User can register with IP's IBBI Registration Number

Before you begin:

- Have your IBBI Registration Number at hand

Follow these steps:

- Click on **IP**
- Start entering your **IBBI Registration Number**
- Scroll up or down the list and **select your Registration Number**

Register as User

IP

Valuer

Others

IBBI Registration No.

IBBI/PA-001/IP-P-01639/2019

I can't find my registration number

AJ

Anuj Jain

IBBI/PA-001/IP-P00142/2017-2018/10306

AK

Abhay Kumar Jain

IBBI/PA-002/IP-N00515/2017-2018/11562

RD

Ramen Dutta

IBBI/RV/02/2019/10992

Mobile Number

Date of Birth

+ 91

Select Date

☐
Accept
Terms
and
Privacy policy

Register

Please
[click here](#)
to register on NeSL Information Utility portal

Already have an account?
[Sign In](#)

- Check that both your **First** and **Last Name** are correct
- Check that your **Email address** is correct
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**
- Click on **Terms** to review Terms of Service
- Click on **Privacy policy** to review Privacy policy
- Click on the ☐ (**check box**) to indicate your acceptance of both Terms & Privacy policy
- Click on **Register**

Register as User

IP

Valuer

Others

IBBI Registration No.

Anuj Jain

IBBI/PA-001/IP-P00142/2017-2018/10306

First Name

Last Name

Anuj Jain

Email Address

Anujv Jain@bsraffiliates.com

Password

Confirm Password

Mobile Number

Date of Birth

+ 91

Select Date

☐
Accept
Terms
and
Privacy policy

Register

Please
[click here](#)
to register on NeSL Information Utility portal

Already have an account?
[Sign In](#)

- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on **Verify OTP**
- If the OTP Number entered is correct, **success** message will be displayed
- Click on **OK** to redirect to Login screen

Success
OTP verified successfully. Please login with your credentials
OK

Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- IP is not listed in IBBI database, check with IBBI
 - IP is listed in IBBI database, but the list of registered IPs is not updated in PDA, report to PDA Administrator
 - Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
 - Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
 - OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on [Send OTP](#)
-

Register as Valuer

User can register with Valuer's IBBI Registration Number

Before you begin:

- Have your IBBI Registration Number at hand

Follow these steps:



- Click on [Valuer](#)
- Start entering your **Valuer Registration Number**
- Scroll up or down the list and **select your Registration Number**

Register as User

IPValuerOthers

IBBI Registration No.

IBBI/RV|

  I can't find my registration number

RD

Ramen Dutta
IBBI/RV/02/2019/10992

RJ

Ravuri Jaya Lakshmi
IBBI/RV/02/2018/10040

AS

Ashutosh Sharma
IBBI/RV/02/2019/11207

Mobile Number

+ 91

Date of Birth

Select Date

☐ Accept [Terms](#) and [Privacy policy](#)

Register

Please [click here](#) to register on NeSL Information Utility portal

Already have an account? [Sign In](#)

- Check that both your **First** and **Last Name** are correct
- Check that your **Email address** is correct
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**

- Click on [Terms](#) to review Terms of Service
- Click on [Privacy policy](#) to review Privacy policy
- Click on the ☐ (**check box**) to indicate your acceptance of both Terms & Privacy policy
- Click on [Register](#)

Register as User

IPValuerOthers

IBBI Registration No.

Ramen Dutta

IBBI/RV/02/2019/10992

First Name

Ramen Dutta

Last Name

Email Address

rmsosramen@yahoo.co.in

Password

.....

Confirm Password

.....

Mobile Number

+ 917829784476

Date of Birth

11-10-1983

☒ Accept [Terms](#) and [Privacy policy](#)

Register

Please [click here](#) to register on NeSL Information Utility portal

Already have an account? [Sign In](#)

- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on [Verify OTP](#)
- If the OTP Number entered is correct, **success** message will be displayed
- Click on [OK](#) to redirect to Login screen

Success

OTP verified successfully.
Please login with your credentials

OK

Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- Valuer is not listed in IBBI database, check with IBBI
 - Valuer is listed in IBBI database, but the list of registered Valuers is not updated in PDA, report to PDA Administrator
 - Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
 - Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
 - OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on [Send OTP](#)
-

Register as User(Other)

User can register with their PAN

Before you begin:

- Have your PAN on hand

Follow these steps:

- Click on **Others**
- From the drop-down menu under Identification Type select **PAN** and enter your **PAN Number**

Register as User

IPValuerOthers

Identification TypePAN

PAN

First Name

Last Name

Email Address

Password

Confirm Password

Mobile Number

Date of Birth

+ 91

Select Date

☐

Accept [Terms](#) and [Privacy policy](#)

Register

Please [click here](#) to register on NeSL Information Utility portal

Already have an account? [Sign In](#)

- Enter both your **First** and **Last Name**
- Enter your **Email address**
- Enter your **Password**
- Confirm your **Password** by re-entering it
- Enter your **Mobile Number**
- Enter your **Date of Birth**
- Click on [Terms](#) to review Terms of Service
- Click on [Privacy policy](#) to review Privacy policy
- Click on the ☐ (**check box**) to indicate your acceptance of both Terms & Privacy policy
- Click on **Register**

Register as User

IPValuer**Others**

Identification Type

PAN

PAN

NGDUE5937G

First Name

Sumukh

Last Name

Email Address

sumuk.raj@gmail.com

Password

.....

Confirm Password

.....

Mobile Number

+ 91

7834567834

Date of Birth

14-10-1986

☒ Accept [Terms](#) and [Privacy policy](#)

Register

Please [click here](#) to register on NeSL Information Utility portal

Already have an account? [Sign In](#)

- You should receive a message on your Mobile Phone with an OTP Number and also by email on your email address
- When prompted, enter the **OTP Number**
- Click on **Verify OTP**
- If the OTP Number entered is correct, **success** message will be displayed
- Click on **OK** to redirect to Login screen

Success

OTP verified successfully.
Please login with your credentials

OK

Expected Outcome:

- You are registered as an PDA User and redirected to PDA Login screen, where you can login to PDA

Message & Notes:

- Password and Confirmed Password do not match – User will be prompted to re-enter password and confirm password
 - Mobile Number is invalid or wrong – User will be prompted to enter the correct mobile number
 - OTP Number entered is wrong or the OTP has expired – Request a new OTP by clicking on **Send OTP**
-

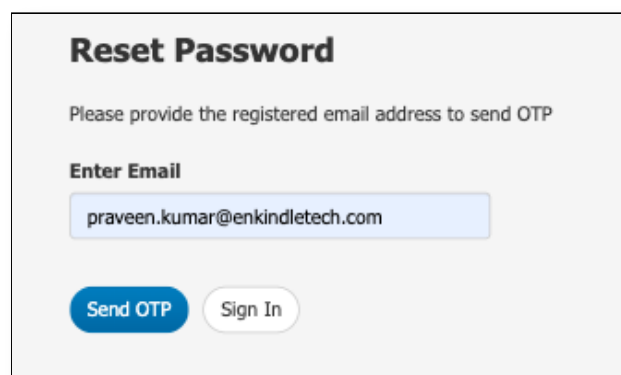
Forgot password

Before you begin:

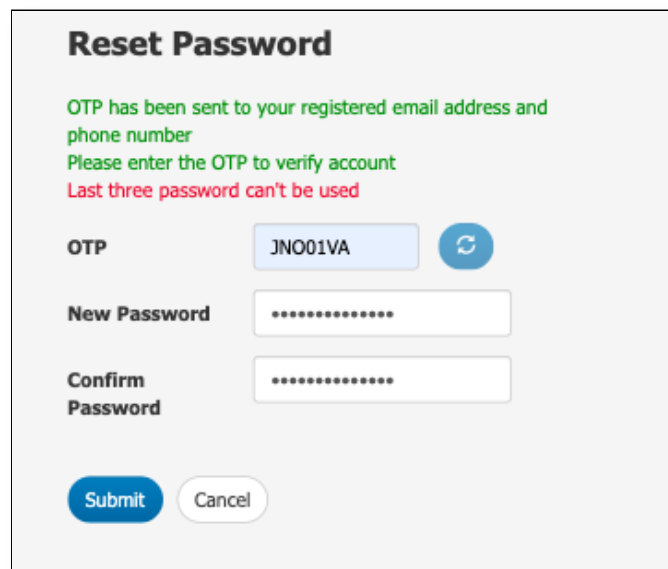
- You must be a Registered User of PDA

Follow these steps:

- Click on Forgot Password
- You will be directed to Reset Password Page
- Enter the **Email Address**
- Click on **Send OTP**



- You should receive an OTP on your registered Mobile Number and Email Address
- When prompted, enter the **OTP, New Password, Confirm Password**
- Click on **Submit**



- If the OTP you entered is correct and password validation is successful, you will be redirected to the [Login](#) Screen

Expected Outcome:

Message & Notes:

- If Email Address is not registered – The requested Email is not present. Would you like to create an account
 - OTP entered is wrong or the OTP has expired – The User must request a new OTP and then the User will be prompted to enter the correct OTP.
 - Password Verification – New Password must not match with last 3 passwords
-

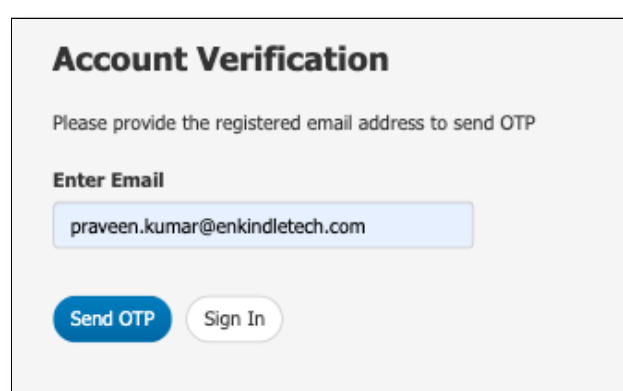
Verify Account

Before you begin:

- You must be a Registered User of PDA
-

Follow these steps:

- Click on **Verify**
- You will be directed to [Account Verification](#) Page
- Enter the **Email Address**
- Click on **Send OTP**



- You should receive an OTP on your registered Mobile Number and Email Address
- When prompted, enter the **OTP, New Password, Confirm Password**

- Click on **Submit**

Reset Password

OTP has been sent to your registered email address and phone number

Please enter the OTP to verify account

Last three password can't be used

OTP

JNO01VA

New Password

Confirm Password

Submit

Cancel


- If the OTP you entered is correct and password validation is successful, you will be redirected to the [Login](#) Screen

Expected Outcome:

Message & Notes:

- OTP entered is wrong or the OTP has expired – The User must request a new OTP and then the User will be prompted to enter the correct OTP.
 - If Email Address is not registered – The requested Email is not present. Would you like to create an account
 - Password Verification – New Password must not match with last 3 passwords
-

User Roles and Role Management

 User Roles and Role Assignment is also common to both PDA services as well as ICMS services offered by NeSL. It means that if you are assigned a Role in PDA Services you will have the same role assigned to you in ICMS services. Similarly, if you are assigned a role in ICMS you will be assigned that same role in PDA services offered by NeSL. Also, if you are removed from a role in either PDA or ICMS services, then you are automatically removed from that role in both PDA and ICMS services.

As a registered user you are recognized as a unique person authorized to access both PDA and ICMS applications using your credentials (your email address and password); however, what you can accomplish after you login depends on the type of role you are assigned and within each type the specific role(s) you are assigned.

Depending on who you are and what you want to accomplish you may be able to assign the role yourself (self-assign); however, some roles will be assigned to you by another registered user who has already been assigned a role that permits him/her to assign the role to you.

Broadly speaking there are two types of roles: first, roles that are assigned to registered users in a specific case; and, second, roles that are assigned to registered users that give the user certain administrative privileges over all cases registered and managed under a Subscriber Account. You will notice that in the following sections the acroynm for case-specific roles start with the letter C, while the acronym for all administrative roles starts with the letter S. The only exception to this rule is the Case Manager role. In this role the Case Manager has both administrative responsibilities and is also assigned case-specific role in one or more cases.

Case-specific Roles

To help you to determine how you can use system in a particular case in an assigned role:

1. Refer to the “User Profile” column in the Table below and select the row which best describes who you are;
2. Next, under the “Status / Purpose” column check your status or the intended purpose for which you want to use the system in a particular case;
3. Listed under the “Role Assigned” column is the role you will be assigned
4. Listed under the “Who assigns the Role and How” column are directions you should follow;
5. Please note that only an IP in good standing can be assigned the role of Case Manager, except for a Case Manager role assigned at the CIRP Initiation Stage. Also, the Case Manager role can be assigned only by the Subscriber Account Administrator (SAA) of a Subscriber Account (either an Individual or Corporate subscription), which is currently active. The cells in the following table highlighted in green show where this is applicable

Roles and Role Assignment by User Profile

User Profile	Status / Intended Purpose	Role Assigned	Who Assigns the Role and how
CIRP Initiation Stage under Insolvency and Bankruptcy (Application to Adjudicating Authority) Rules 2016			
Financial Creditor (FC) or Person authorised to act on his behalf	Initiate CIRP as FC in Form 1 [ApIn to AA Sec 7 Rule 4 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection
	Initiate CIRP as Co-Applicant using Form 1 [ApIn to AA Sec 7 Rule 4 (1)]	Case Applicant (CAP)	Case Manager (CMR) of FC
Operational Creditor (OC) or Person authorised to act on his behalf	Serve Demand Notice in Form 3 or Form 4 [ApIn to AA Sec 8 Rule 5 (1) (a) or (b)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection

	Initiate CIRP as OC in Form 5 [Apln to AA Sec 9 Rule 6 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection, but only if case is not already registered
Corporate Applicant (CA) or Person authorised to act on his behalf	Initiate CIRP as CA in Form 6 [Apln to AA Sec 10 Rule 7 (1)]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by clicking on Register Case Button under Active Cases menu selection
Insolvency Professional (IP)	Invited to provide Written Communication giving consent to act as Interim Resolution Professional (IRP) in Form 2 [Apln to AA Rule 9 (1)]	Proposed IRP	Case Manager (CMR) by sending an invitation to IP
CIRP and Fast Track CIRP – Interim Resolution Stage under IBBI (Insolvency Resolution Process for Corporate Persons) Regulations 2016			
Insolvency Professional (IP)	Invited to provide Written Communication giving consent to act as Resolution Professional (RP) in Form AA [IRP Reg 3 (1A)]	Case Manager (CMR)	Case Manager (CMR) by sending an invitation to IP
	Appointment as Resolution Professional (RP) upon admitting of Case Petition by AA		Subscriber Account Administrator (SAA) by a) clicking on Register Case Button under Active Cases menu selection; OR b) case takeover by IRP from Case Manager at CIRP Initiation Stage and then updating Case Manager details under Case Profile
	Invited to provide Written Communication to act as Authorized Representative (AR) of a Class of Creditors by members in a Class of Creditors in Form AB [IRP Reg 4A (3)]	Case Authorised Representative (CAR) for a Class of Creditors	Case Manager (CMR) to the Case Authorized Representative based on the highest number of creditors in the class in Form CA received under Reg 12 (1)
	Appointment as CoC Member [IBC Code 2016 Sec 21 (6A)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to IP
Operational Creditor – Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form B [IRP Reg 7]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Financial Creditor (FC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form C [IRP Reg 8]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu

	Appointment as CoC Member [IBC Code 2016 Sec 21 (2)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to FC
Financial Creditor in a Class (FC) or person authorised to act on its behalf	Submit claim in response to Public Announcement in Form CA [IRP Reg 8A]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Workman (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form D [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Operational Creditor – Employee (OC) or person authorised to act on his behalf	Submit claim in response to Public Announcement in Form D [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
	Appointment as CoC Member [IRP Reg 16 (2) (a)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to OC
Operational Creditor – Authorised Representative of Workmen and Employees (OC)	Submit claim in response to Public Announcement in Form E [IRP Reg 9]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Creditor (Other than FC & OC)	Submit claim in response to Public Announcement in Form F [IRP Reg 9A]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Elected Representative of Workmen on CoC	Appointment as CoC Member [IRP Reg 16 (2) (b)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to Elected Representative of Workmen on CoC
Elected Representative of Employees on CoC	Appointment as CoC Member [IRP Reg 16 (2) (c)]	Case CoC Member (CCM)	Case Manager (CMR) by sending an invitation to Elected Representative of Employees on CoC
CIRP – Resolution Stage under IBBI (Insolvency Resolution Process for Corporate Persons) Regulations 2016			
Insolvency Professional (IP)	Appointment of Resolution Professional (RP) [IBC Code 2016 Sec 22 & 27]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by RP from IRP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointed Valuer for an Asset Class [IRP Reg 27]	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Resolution Applicant	Resolution Applicant [IRP Reg 36 (1)]	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RV or RVO
Liquidation Process (LP) under IBBI (Liquidation Process) Regulations 2016			

Insolvency Professional (IP)	Appointment of Liquidator [IBC Code 2016 Sec 34]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by Liquidator from RP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointed as Valuer for an Asset Class [LP Reg 35 (2)]	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Resolution Applicant	Resolution Applicant	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RA
Operational Creditor – Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form C [LP Reg 17]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Employee (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form C [LP Reg 17]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor (FC) or person authorised to act on his behalf	Submit Proof of Claim by FC in Form D [LP Reg 18]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Workman (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form E [LP Reg 19]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Employee (OC) or person authorised to act on his behalf	Submit Proof of Claim by OC in Form F [LP Reg 19]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Any Other Stakeholder or person authorised to act on his behalf	Submit Proof of Claim by Other Stakeholder in Form G [LP Reg 20]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Voluntary Liquidation Process (VLP) under IBBI (Voluntary Liquidation Process) Regulations 2016			
Insolvency Professional (IP)	Appointment of Liquidator [IBC Code 2016 Sec 34]	Case Manager (CMR)	Subscriber Account Administrator (SAA) by: a) clicking on Register Case Button under Active Cases menu selection; OR, b) case takeover by Liquidator from RP and then updating Case Manager details under Case Profile
Registered Valuer (RV) or Registered Valuer Organisation (RVO)	Appointment as Valuer for an Asset Class	Case Valuer (CVL)	Case Manager (CMR) by sending an invitation to RV or RVO
Prospective Buyer or Investor	Resolution Applicant	Resolution Applicant (CRA)	Case Manager (CMR) by sending an invitation to RA

Operational Creditor – Supplier of Goods or Service Provider (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form B [VLP Reg 16 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor (FC) or person authorised to act on his behalf	FC Claimant filing claim in Form C [VLP Reg 17 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Financial Creditor in a Class (FC) or person authorised to act on its behalf	FC Claimant filing claim in Form C [VLP Reg 17 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Workman (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form D [VLP Reg 18 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Employee (OC) or person authorised to act on his behalf	OC Claimant filing claim in Form D [VLP Reg 18 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Operational Creditor – Authorised Representative of Workmen and Employees (OC)	OC Claimant filing claim in Form E [VLP Reg 18 (2)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu
Any Other Stakeholder or person authorised to act on his behalf	Claimant filing claim in Form F [VLP Reg 19 (1)]	Case Claimant (CCL)	User by clicking on File Claim Button in Profile menu

Rescinding of Case-specific Roles

Please note that upon cessation of his/her appointment as IRP/RP/Liquidator, users assigned the role of Case Workers by the Case Manager will have their role automatically rescinded, while all other roles assigned by a Case Manager during his/her tenure will not be affected and

Once the role rescinded, he/she will be restricted to perform any action specific to the rescinded role

Case-specific roles that are assigned to registered users can also be rescinded. In the following table is a list of case-specific roles and who can rescind the role

Role	Acronym	Who can rescind the Role
Case Applicant	CAP	Case Manager (CMR)
Case Authorized Representative	CAR	Case Manager (CMR)
Case Claimant	CCL	Case Manager (CMR)
Case CoC Member	CCM	Case Manager (CMR)
Case Manager	CMR	Subscriber Account Administrator (SAA)
Case Resolution Applicant	CRA	Case Manager (CMR)
Case Valuer	CVL	Case Manager (CMR)
Case Worker	CWR	Case Manager (CMR)

Administrative Roles

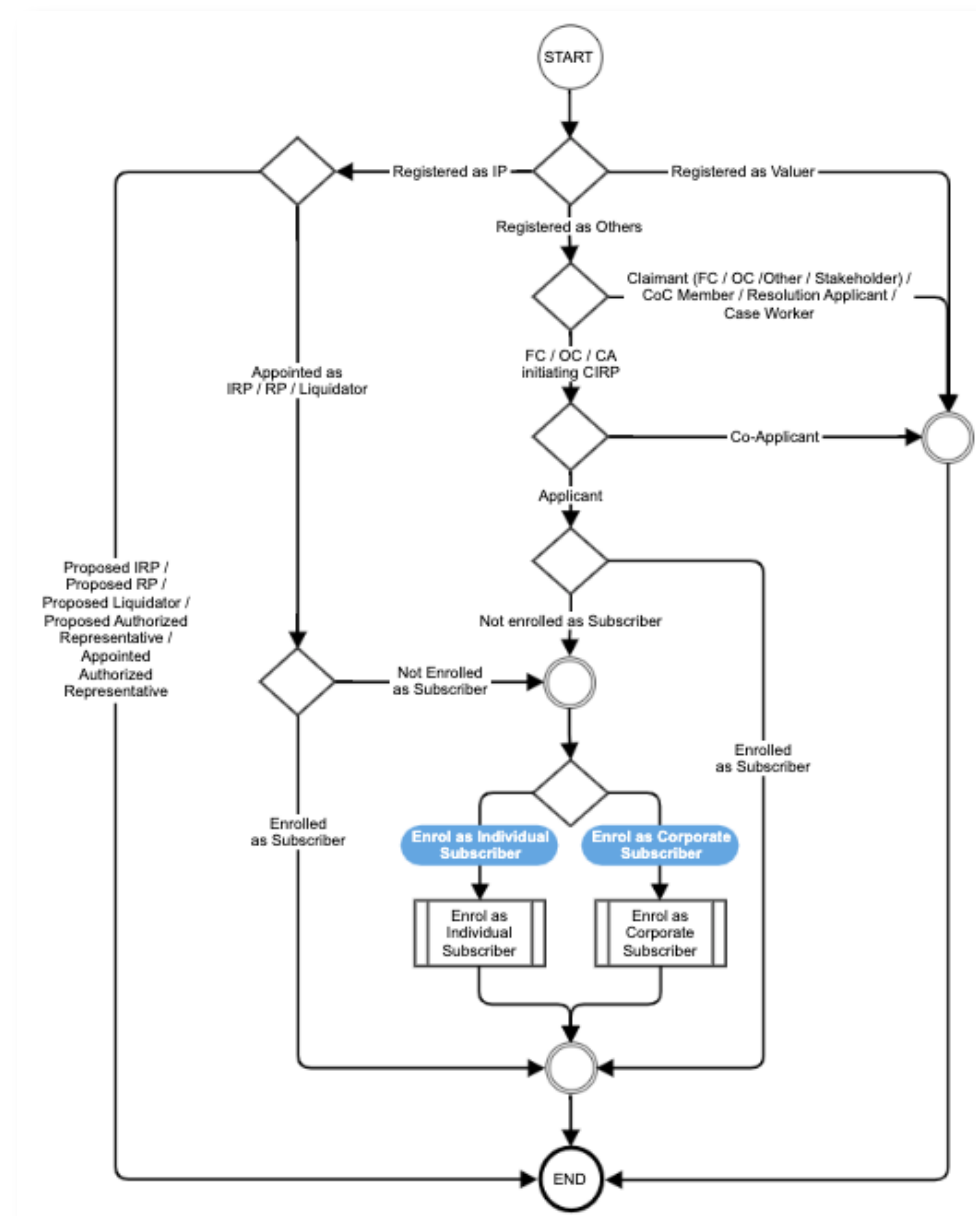
In order to assign an administrative role to a user a subscriber account must be opened. A registered user can choose to enrol as a subscriber of the system by navigating to Preference menu and clicking on **Enrol as Subscriber** button. In the table below all administrative roles that can be assigned to a registered user are listed along with their responsibilities and privileges

Role	Acronym	Responsibilities and Privileges	Notes
Subscriber Account Manager	SAM	<div><div>1. Single Point of Contact for all matters relating to Subscriber Account activity including: use of services by users associated with the account, billing and payment matters</div><div>2. Assignment of SAA role to registered user(s)</div><div>3. Assignment of SMO role to user(s)</div></div>	<div><div>1. In the case of an Individual Subscriber Account, the registered user who opens the account is automatically assigned the role of Subscriber Account Manager (SAM) and the role cannot be reassigned to anyone else</div><div>2. In the case of a Corporate Subscriber Account, the registered user who opens the account is automatically assigned the role of Subscriber Account Manager (SAM). This role can, however, be re-assigned to another registered user but only one user is assigned this role at any time</div></div>
Subscriber Account Administrator	SAA	<div><div>1. Registration of new case</div><div>2. Appointment of Case Manager (CMR)</div><div>3. Monitoring of all cases in which Subscriber is a Stakeholder</div></div>	<div><div>1. Subscriber Account Administrator (SAA) role is assigned to a user by Subscriber Account Manager, but it can also be assigned to Subscriber Account Manager</div><div>2. At least one user must be assigned this role in order to be able to register a case</div></div>
Subscriber Account Monitor	SMO	<div><div>1. Monitoring of all cases in which Subscriber is a Stakeholder</div></div>	
Case Manager	CMR	<div><div>1. Takeover a case on being appointed Case Manager (CMR)</div><div>2. Manage case as Case Manager (CMR)</div><div>3. Appoints & relieves Case Worker(s)</div><div>4. Appoints & relieves Case Valuers(s)</div><div>5. Handover case on cessation</div></div>	<div><div>1. Except at CIRP Initiation Stage, only an Insolvency Professional (IP) can be appointed as Case Manager</div><div>2. Case Manager role (CMR) can also be assigned to the Subscriber Account. Administrator (SAA) provided the SAA is an Insolvency Professional</div></div>

Subscriber Enrolment

i Subscriber Enrolment is also common to both PDA services as well as ICMS services offered by NeSL. It means that if you enrol as a Subscriber for PDA Services you will automatically be enrolled for ICMS Services and vice versa. By enrolling as a Subscriber you will open Subscriber Account with NeSL and assign to yourself the role of Subscriber Account Manager (SAM). In this role you will be able to assign the role of Subscriber Account Administrator (SAA) and / or Subscriber Account Administrator to yourself and / or to other users.

Whether you need to open a Subscriber Account depends on the role assigned to you as a registered user. Use the following flowchart to first decide whether you need to enrol as a Subscriber, then decide whether you should enrol as a Individual Subscriber or as a Corporate Subscriber, depending on the size insolvency practice



Individual Subscription – IP

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- After you successfully login, you will be redirected to the [My Profile](#) Page
- Click on [Enrol as Subscriber](#)
- Choose **Individual Subscription**
- Check **First** and **Last Name**
- Check **PAN**
- Enter **Billing address**
- Click on [Subscribe](#)

Subscriber Detail

Individual

Organization

First Name

Last Name

PAN

Yash

BVCDX4321W

Billing Address

Address

Address Line 1

Address Line 2

Town/City

PIN Code

State

address

city

560010

Andhra Pradesh

Email

Telephone

Type

Email

Start Date

Preferred

No record found...

Type

Number

Start Date

Preferred

No record found...

Cancel

Subscribe

Expected Outcome:

- You are enrolled as an Individual Subscriber and appointed as the Subscriber Account Manager (SAM)

Message & Notes:

Corporate Subscription – IPE

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- After you successfully login, you will be redirected to the [My Profile](#) Page
- Click on **Enrol as Subscriber**
- Choose **Corporate subscription**
- Choose **Institution Type**(Bank / Company etc.)
- For Bank, select **Name of Bank** from list
- For Company / LLP, enter **CIN / LLPIN**
- Enter **Billing address**
- Click on **Subscribe**

Subscriber Detail

Individual

Organization

Organization Type *

Bank

Bank Name *

THE MUMBAI DISTRICT CENTRAL COO

Bank CIN

MDCB

GSTIN *

44BVFCR4321Q5Z1

Billing Address

Address

Address Line 1 *

address

Address Line 2

Town/City *

town

PIN Code *

460010

State *

Maharashtra

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Subscribe

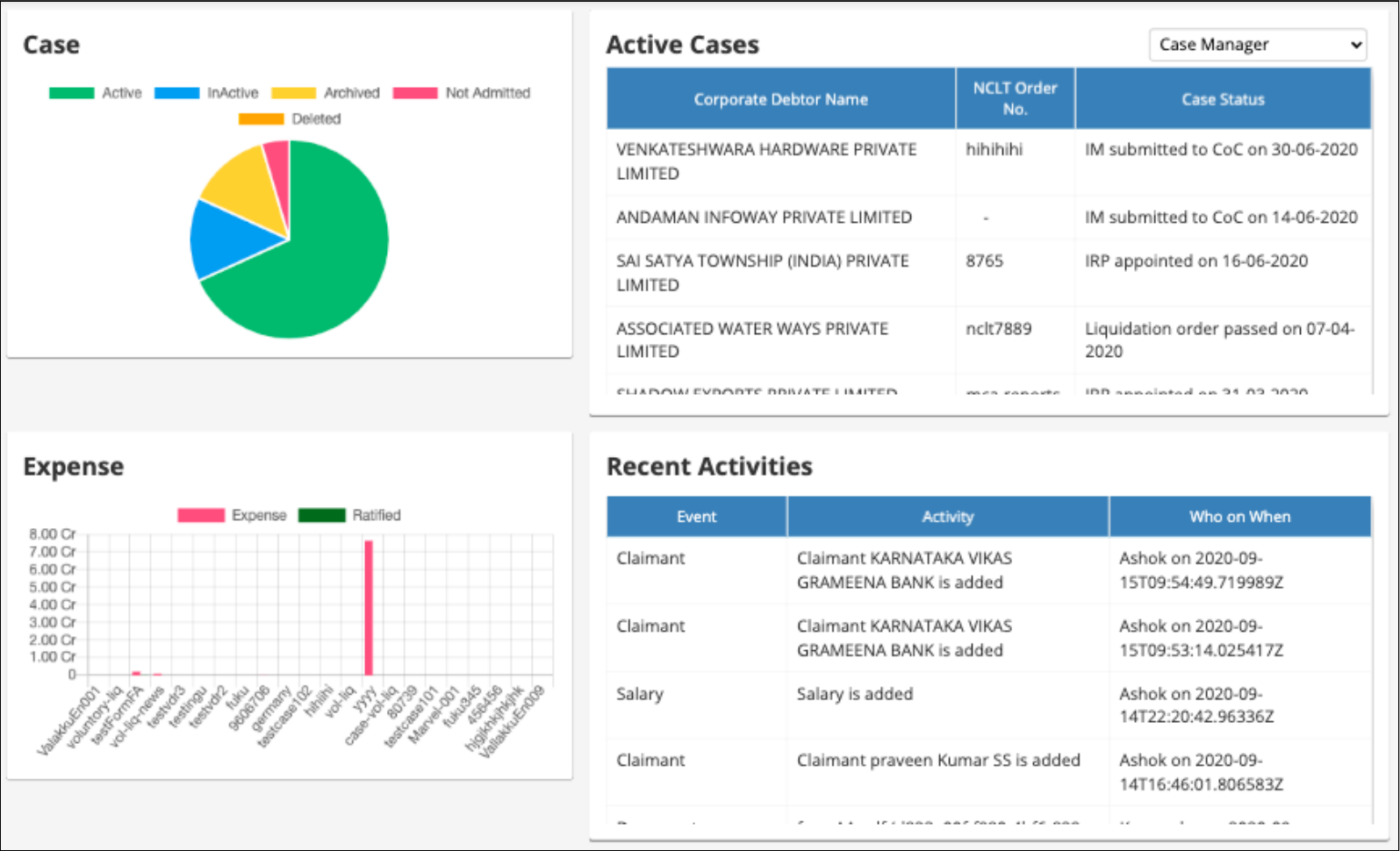
Expected Outcome:

- You are enrolled as an Corporate Subscriber and appointed as the Subscriber Account Manager (SAM)

Message & Notes:

Home

- Users with **Subscriber Account Manager, Subscriber Account Administrator** and **Subscriber Account Monitor** can access Home page
- **Home** provides a Graphical Representation of total number of case in different stages, expense details of each case, Lists Active cases based on roles and Lists Recent activities of the login user with date and time. On the Home scree four panels are displayed.
- Case





Profile

My Profile

Before you begin:

- You must be a Registered PDA User

Follow these steps:

- **Edit Basic Information**
 - Click on  button to edit Basic Information
 - Modify **Basic Information**
 - Click on  button

Basic Information

Title

Mr

First Name *

Nakul

Last Name

Kharvi

Gender




Male

Date of Birth *

06-03-1996

Mobile Number *

91799675182



- **Email Notification**
 - Click on switch button to enable/disable Account Email Notification/ Case Email Notification

Email Notification











Account Email Notification


click_to_disable

Case Email Notification

click_to_disable

- **IP Assignment** (Applicable if login User is Insolvency Professional)
 - Click on **IP Assignment** in My Profile
 - IP Assignment list will appear

IP Assignment						
Type of Insolvency Process	Role	NCLT Order No.	Start Date	End Date	Order Receive Date	Actions
Liquidation Process	Liquidator	nclt/008/ic	03-08-2020	-		 
CIRP	IRP	Fop-001	29-02-2020	-	02-09-2020	 
CIRP	IRP	nclu09	15-08-2020	24-09-2020	02-10-2020	 
CIRP	IRP	Chess123	01-09-2020	-		 
CIRP	IRP	IUID899	15-10-2020	24-11-2020	20-10-2020	 

- To **Add**
 - Click on 
 - Enter **IP Assignment** details
 - Click on

Save

IP Assignment Particulars

Type of Insolvency Process *

CIRP

Role *

IRP

NCLT Order No. *

BLRNC-01-C

Case Start Date *

03-03-2020

Case End Date

Select Date

Order Receive Date *

05-05-2020

☐ Convicted

☐ Disciplinary

Warnings/Strictures/Penalties

Reason for Termination (if any)

Material Event Affecting Membership



Disciplinary Action

☐ Debarment
☐ Suspension
☒ None

Remarks

Cancel

Save

- To **Edit**
 - Click on  button to which you want to edit IP Assignment details
 - Modify **IP Assignment** details
 - Click on 

IP Assignment Particulars

Type of Insolvency Process *

CIRP

Role *

IRP

NCLT Order No. *

BLRNC-01-C

Case Start Date *

03-03-2020

Case End Date

Select Date

Order Receive Date *

05-05-2020

☐ Convicted

☐ Disciplinary

Warnings/Strictures/Penalties

Reason for Termination (if any)

Material Event Affecting Membership


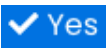
Disciplinary Action


☐ Debarment
☐ Suspension
☒ None

Remarks

Cancel

Save

- To **Delete**
 - Click on  button to which you want to delete IP Assignment
 - Click on  for confirmation

- **IP Form A** (Applicable if login User is Insolvency Professional)
 - **Generate/Re-generate**
 - Select **Generate/Re-generate**
 - Enter **Authorization for assignment** details
 - Click on  - Report will be generated and downloaded to your system

Generate IP Form A

AFA No. *

Ui89980

Date of Issue / Renewal of AFA *

09-09-2020

Date of Expiry of AFA *

24-09-2020

Cancel

Generate

- A new version will be added and will be displayed in Green color

○ Upload

- Select **Upload**
- Select a **file** to Upload
- Click on **Upload** - Document will be uploaded

Document Upload

Upload File

file.pdf

Cancel

Upload

- A new version will be added and will be displayed in Blue color

Message & Notes:

Note

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Note**
- You will be navigated to Note Page
- **Add**
 - Click on **+**
 - Enter **Title** and **Description**
 - Click on **Save**

Note

Title *

Appointed IRP

Description *

Normal Sans Serif B I U A A [List Icons] [Link Icon] [Code Icon] Ix

IRP is appointed for the case

Cancel Save

- **Edit**
 - Click on Note which you want to modify
 - Modify **Note** details
 - Click on **Save**

Note

Title *


Appointed IRP

Description *

Normal Sans Serif B I U A A [List Icons] [Link Icon] [Code Icon] Ix

IRP is appointed for the case

Cancel Save

- **Delete**
 - Click on  to which you want to delete
 - Click on **Yes** for confirmation

Expected Outcome:

- You will be redirected to Note Page with Note details

Message & Notes:

Profile Pic

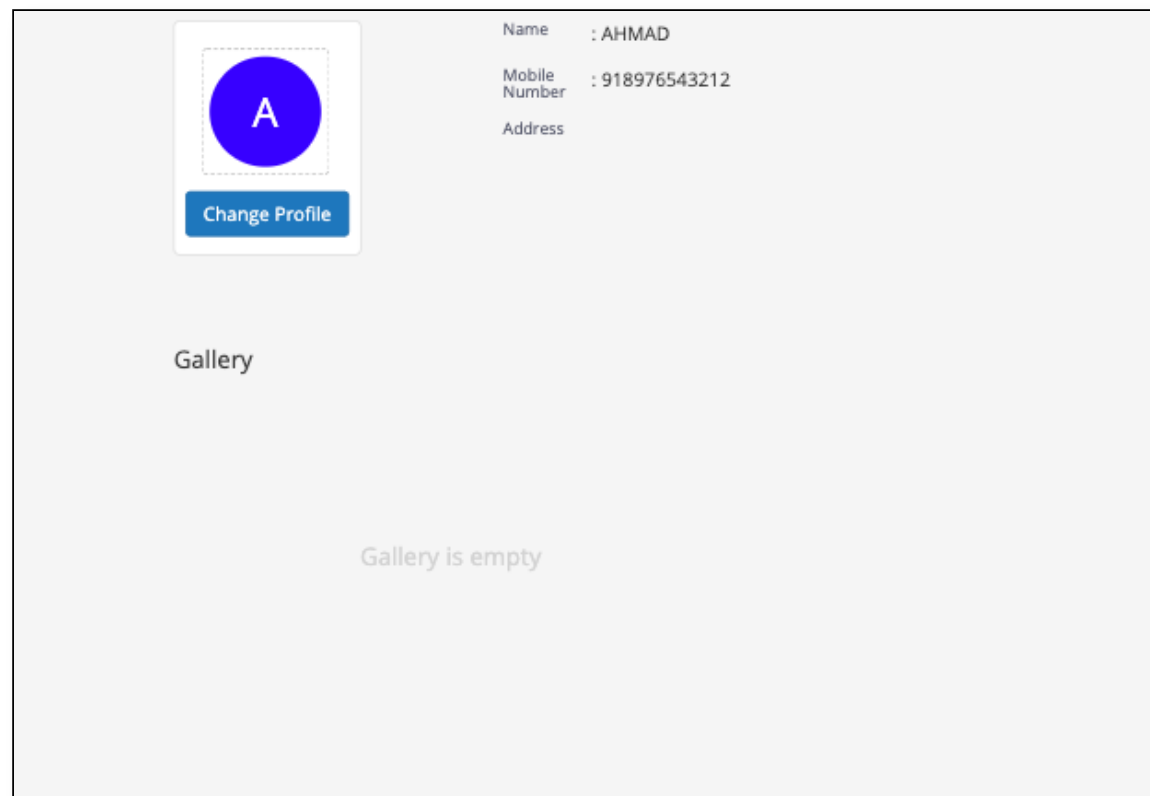
Before you begin:

- You must be a Registered User of PDA

Follow these steps:

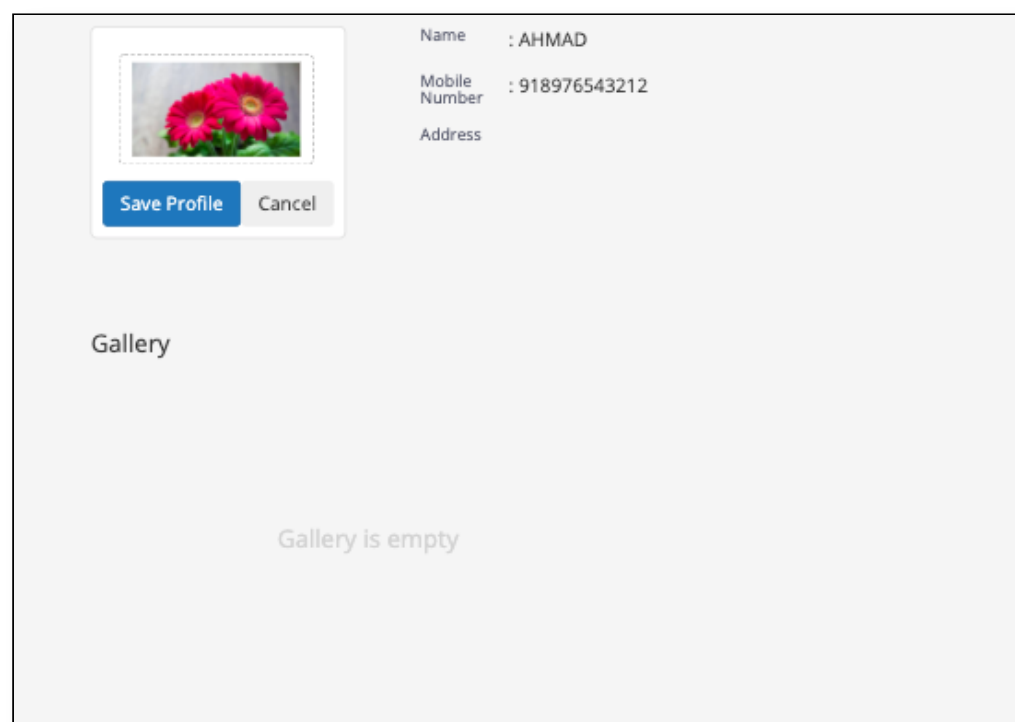
- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page

- Go to Side bar and navigate to **Profile pic**
- You will be redirected to Profile_pic Page
- To **Add/Change**
 - Click on **Change Profile**



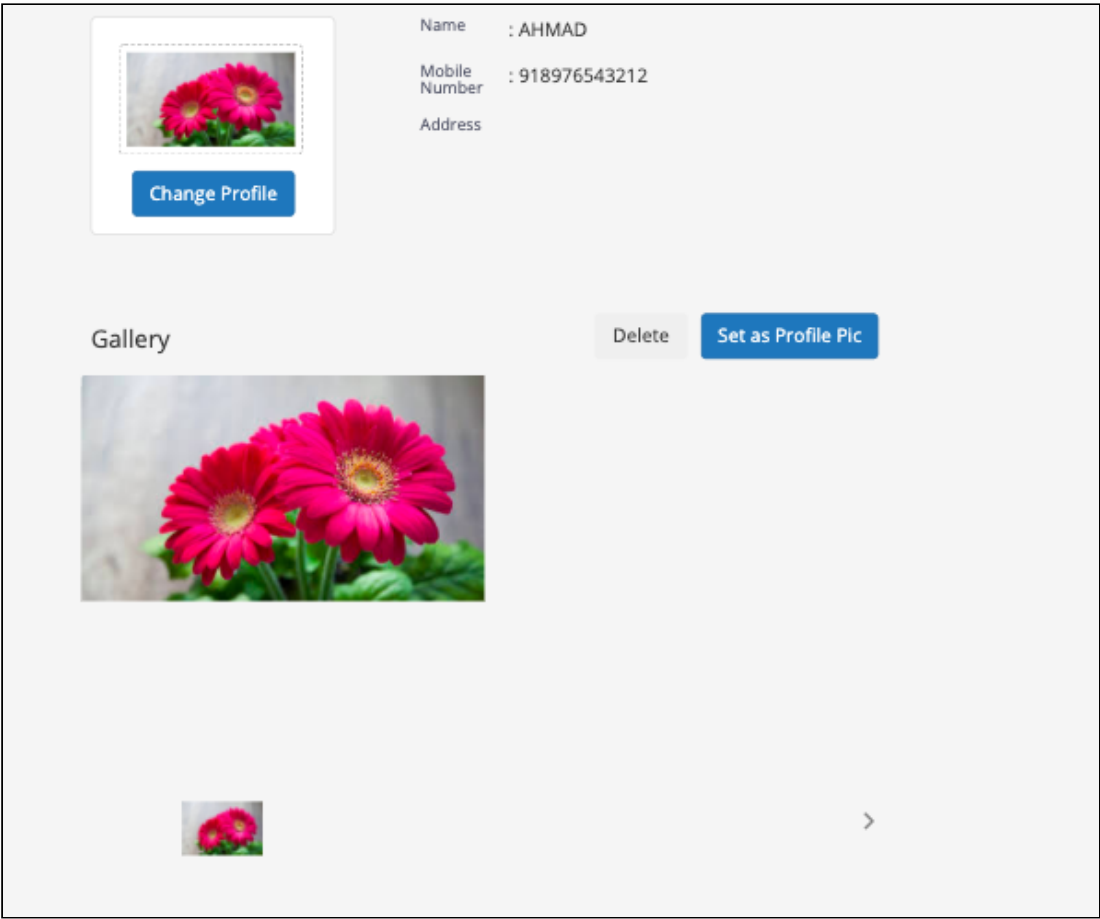
The screenshot shows a web interface for managing a profile picture. On the left, there is a circular profile picture placeholder with a blue background and a white letter 'A'. Below it is a blue button labeled 'Change Profile'. To the right of the placeholder, the user's details are listed: Name : AHMAD, Mobile Number : 918976543212, and Address. Below these details is a section labeled 'Gallery' which contains the text 'Gallery is empty'.

- Select the image for **Profile pic**
- Click on **Save Profile**



The screenshot shows the same web interface as before, but with a different profile picture. The circular placeholder now contains a photo of red flowers. Below the placeholder is a blue button labeled 'Save Profile' and a grey button labeled 'Cancel'. The user details (Name : AHMAD, Mobile Number : 918976543212, Address) and the empty gallery section remain the same.

- To **Choose from Gallery**
 - Select image from gallery
 - Click on **Set as Profile Pic**
- To **Delete**
 - Select image form gallery
 - Click on **Delete**



Expected Outcome:

- You will be redirected to [Profile pic](#) Page, with Profile pic Details

Message & Notes:

Login History

Before you begin:

- You must be a Registered User of PDA

Before you begin:

- Click on **Username** in menu navigation header
- Select **My Profile**
- You will be directed to [My Profile](#) Page
- Go to Side bar and navigate to **Login History**
- You will be redirected to [Login History](#) Page
- **Login History** page provides information of user login sessions of PDA application associated with different browser on all systems

Login history						
15-09-2020 14:23:50	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:42:08	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:16:25	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 13:15:04	157.49.186.181	Unknown	Windows-windows-10	Chrome-85.0.4183.102		
15-09-2020 13:09:15	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:37:42	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:24:05	157.49.186.181	Unknown	Windows-windows-10	Chrome-85.0.4183.102		
15-09-2020 12:17:10	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		
15-09-2020 12:13:13	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 12:13:35
15-09-2020 11:41:57	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 12:05:38
15-09-2020 11:33:09	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		15-09-2020 11:33:26
15-09-2020 11:32:53	106.51.37.129	Unknown	Mac-mac-os-x-15	Chrome-85.0.4183.102		

Security

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on **Username** in navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Security**
- You will be navigated to Security Page
- **Change User ID**
 - Click on **Change User Id**
 - Click on **Change Email Address / Mobile Number**
 - Select **Email Address/Mobile Number**
 - Enter **Email Address/Mobile Number** respectively
 - Click on **Request OTP**
 - Click on **✓ Yes** for confirmation
 - Enter OTP received on Registered Email Address/Mobile Number
 - Enter OTP received on New Email Address/Mobile Number
 - Click on **Submit**
 - You will get a success message

Change User Id

OTP has been sent to registered Email Id/Phone Number and new Email Id/Phone Number
Please enter both OTP to change User Id

Registered Email Id/Phone Number OTP

7U5QV7L

New Email Id/Phone Number OTP

ADMBD4j

Cancel

Submit

Email Id	Phone Number	Period	Actions
kamendrpundr@gmail.com	919760805878	17-01-2020 10:23	

- **Reset Password**
 - Click on **Reset password**
 - Click on **Send OTP**
 - Enter **OTP** and new password
 - Click on **Submit**
 - You will get a success message

Reset password

OTP has been sent to your registered email address and phone number
Please enter the OTP to verify account
Last three password can't be used

OTP
ASD56FG

New Password

Confirm Password

Cancel
Submit

- **Set password question**
 - Click on **Set password question**
 - Select your questions
 - Enter answers of respective questions
 - Click on **Update Questions**
 - You will get a success message

Set password question

Please set password questions in-order to secure your account

Select Question 1
Who is your favourite scientist ?

Answer 1
Albert Einstein

Select Question 2
What is your first job?

Answer 2
Software Developer

Select Question 3
Which is your favourite animal other than human ?

Answer 3
Dog

Cancel
Update Questions

Message & Notes:


Mail

Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- **Send Invitation**
 - Click on 
 - Enter the Mail Address to which you want to **Send Invitation**
 - Click on **Send**

Invitation

From : praveen.kumar@enkindletech.com

To : m.thirumal@enkindletech.com

Cancel
Send

- **Send Mail**
 - Click on 

- Search the Mail address of the Registered User or Subscriber Name to which you want to Send a Mail
- Enter the **Subject**
- Enter the **Message**
- Click on **Send**

Mail

From: Ashok Kumar

To:

praveen.kumar@enkindletech.com

Subject: Welcome

Message:

Normal Sans Serif B I U A [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

Welcome Message

Cancel

Send

Expected Outcome:

Message & Notes:

Inbox

An inbox is the main folder that your incoming mail gets stored in.

Before you begin:

- You must be a Registered User of PDA

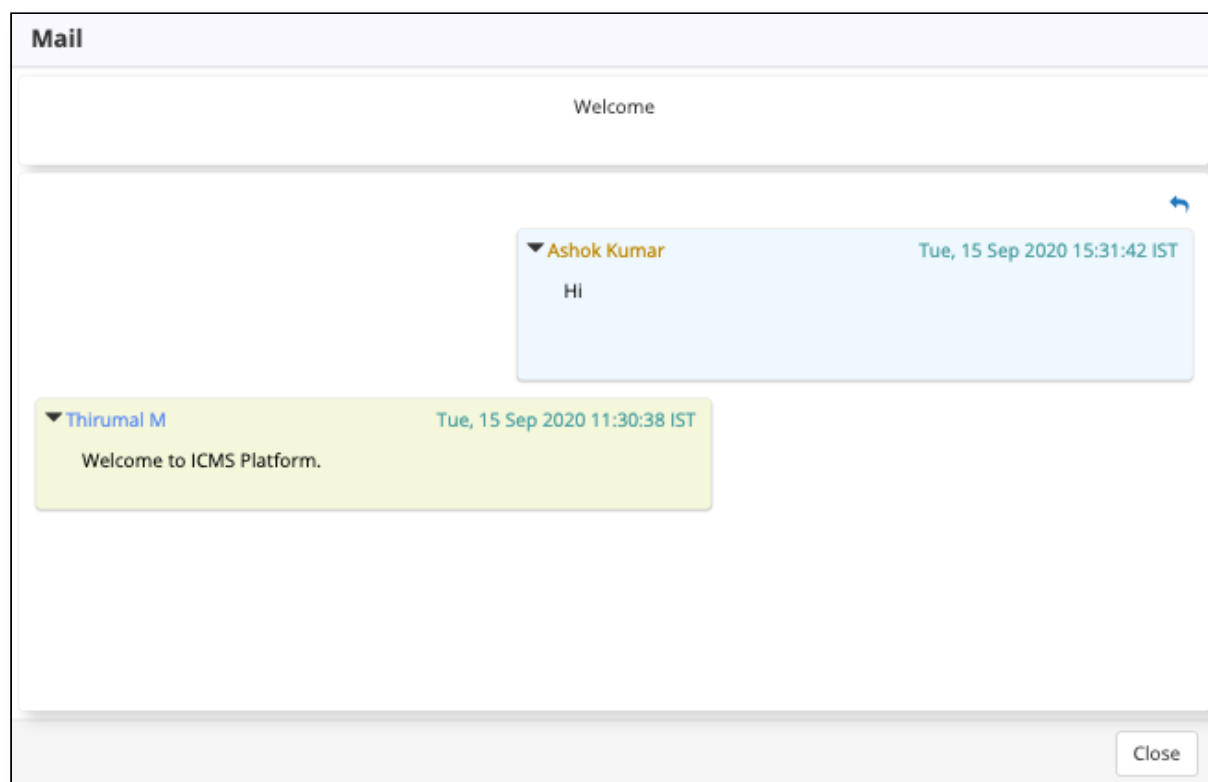
Follow these steps:





- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Inbox**
- Inbox list will appear

Inbox		
From	Subject	
Thirumal M Tue, 15 Sep 2020 15:31:42 IST	Welcome Hi	

- **Open Conversation**
 - Click on of the Conversation you want to view
 - To reply to the conversation click on
 - Enter the message in the **Message** Block
 - Click on to Send
 - Click on

Close



- **Flag**
 - Click on  of the mail to which you want to Flag it
 - Click on  of the mail to which you want to Un-Flag it
- **Move**
 - Click on  of the mail to which you want to Move
 - **Junk mail**
 - Select **Junk Mail**
 - The Particular mail will be moved to **Junk mail**
 - **Archive**
 - Select **Archive**
 - The Particular mail will be moved to **Archive**
- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Inbox Page with updated details

Message & Notes:

Sent Mail



Sent is a folder or area that stores any e-mails that have been successfully delivered.


Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Sent Mail**
- Sent Mail list will appear

Sent Mail		
To▼	Subject	
Thirumal M Tue, 15 Sep 2020 11:53:02 IST	welcome Welcome to ICMS.	 

- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**
 - Click on

Close

Mail


welcome

▼ Ashok Kumar

Tue, 15 Sep 2020 11:53:02 IST

Welcome to ICMS.

Close

- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Sent Mail Page with updated details

Message & Notes:

Junk Mail




Junk Mail is the location for storing unwanted email as determined by a spam filter.


Before you begin:

- You must be a Registered User of PDA

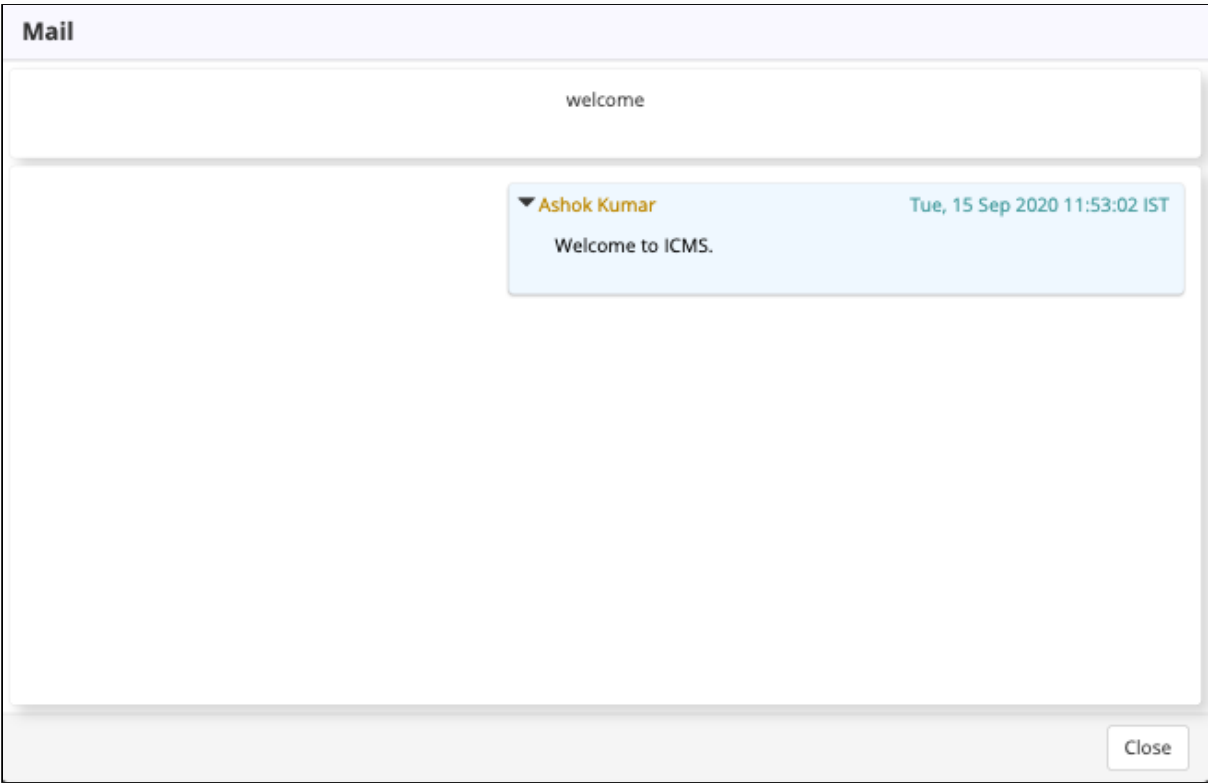
Follow these steps:



- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Junk Mail**
- Junk Mail list will appear

Junk Mail		
From▼	Subject	
Zoho Tes Wed, 11 Dec 2019 14:28:10 IST	CSXS dsdsd	  

- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**
 - Click on

Close



- **Move**
 - Click on  of the mail to which you want to Move
 - **Junk mail**
 - Select **Inbox**
 - The Particular mail will be moved to **Inbox**
 - **Archive**
 - Select **Archive**
 - The Particular mail will be moved to **Archive**
- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Junk Mail Page with updated details

Message & Notes:

Archive

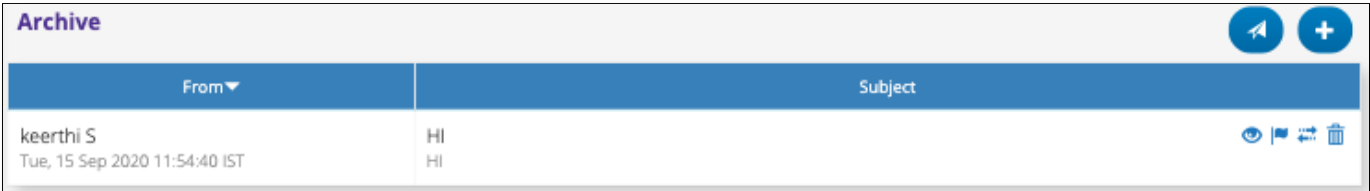
When you archive emails, the messages disappear from your inbox without being deleted.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

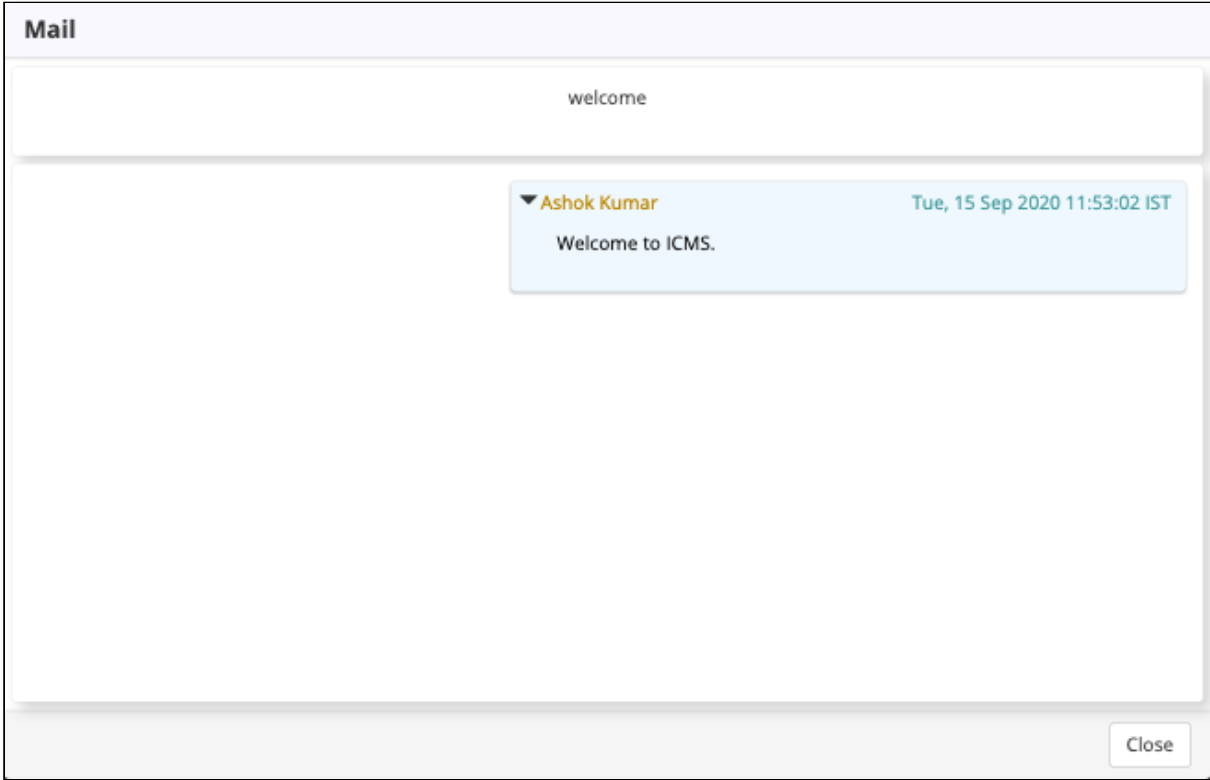
- Click on My Profile to which you want to perform any action on Mail
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Archive**
- Archive list will appear



- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**

- Click on

Close



- **Flag**
 - Click on 🚩 of the mail to which you want to Flag it
 - Click on 🚩 of the mail to which you want to Un-Flag it
- **Move**
 - Click on ↔ of the mail to which you want to Move
 - **Junk mail**
 - Select **Inbox**
 - The Particular mail will be moved to **Inbox**
 - **Junk Mail**
 - Select **Junk Mail**
 - The Particular mail will be moved to **Junk Mail**
- **Delete**
 - Click on 🗑 of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to [Archive](#) Page with updated details

Message & Notes:

Deleted Mail

The Trash or Deleted Mail folder is where any emails you've deleted, are moved.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on My Profile to which you want to perform any action on Mail
- You will be directed to [My Profile](#) Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to [Mail](#) Page
- Go to Side bar and navigate to **Deleted Mail**
- Deleted Mail list will appear

Deleted Mail		
From	Subject	
keerthi S Tue, 15 Sep 2020 11:54:40 IST	HI	HI

- **Undo Delete**

- Click on  of the Mail to **Undo Delete**
- The Particular Mail will be recovered to the previous folder

Expected Outcome:

- You will be redirected to [Deleted Mail](#) Page with modified Details

Message & Notes:













Issue

Before you begin:


- You must be a Registered User of PDA
- Have Issue details ready

Follow these steps:

- Click on **Username** in navigation header
- Select **My Profile**
- You will be directed to [My Profile](#) Page
- Go to Side bar and navigate to **Issue**
- You will be redirected to [Issue](#) Page
- Issue list will appear

Issue					
					+
Issues	Solved Issues	Unsolved Issues			
#	Title	Solved	Resolved Date	Actions	
1	test solved			  	
2	sample			  	
3	sample issue			  	
4	test			  	




- To **Add**





- Click on 
- Enter **Issue** details
- Click on **Save**

Issue Details

Title *

Description *

Normal Sans Serif B I U A   


sample description|

Cancel

Save

- To **Edit**

- Click on **Issues / Unsolved Issues** tab

- Click on  button to which you want to edit
- Modify **Issue** details
- Click on **Save**

Issue Details

Title

test

Created by

veena.tgb@gmail.com






Description





Normal

⌵

Sans Serif

⌵

B*I*U**A**



sample description

☐ Solved


Resolved Date

Resolved By

Resolved Information

Cancel

Save

- To **Delete**
 - Click on **Issues / Solved Issues / Unsolved Issues** tab
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to Issue Page, with updated details

Message & Notes:

- If the Issue is Solved or Unsolved it will be displayed in the respective list


Feedback

You can provide feedback to PDA Application. We'd love your feedback, so we can make changes according to your needs.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to My Profile Page
- Go to Side bar and navigate to **Feedback**
- You will be navigated to Feedback Page
- **Add**
 - Click on 
 - Enter **Title** and **Description**
 - Click on **Save**

Feedback Details

Title *

Good Service

Description *

Normal

Sans Serif

B

I


U

A

You are providing a very good service with all the IP, bank, company details already existing in your application.

Cancel

Save

- **View**
 - Click  button to which you want to view
 - Click on

Close

Feedback Details

Title

Faster and Easy

Description

Faster and easy to use application

Created by

kamendrahugs@gmail.com

Close

Expected Outcome:

- You will be redirected to [Feedback](#) Page with feedback details

Message & Notes:






PA Subscription


Before you begin:

- You must be a Registered User of PDA
- Have PA subscription details ready

Follow these steps:

- Click on **Username** in the navigation header
- Select **My Profile**
- You will be directed to [My Profile](#) Page
- Go to Side bar and navigate to **PA Subscription**
- You will be redirected to [PA Subscription](#) Page
- PA Subscription list will appear

Public Announcement Subscription 				
Name▲	Corporate Identification Number (CIN)	Relation	Start Date	Actions
ABC13 PVT LTD1	U48082KA2014PTC157805	Guarantor	19-10-2020	
SRIMAN BIOTECH PRIVATE LIMITED	U15510AP2015PTC096119	Lender	15-09-2020	
SRT CONSTRUCTIONS PRIVATE LIMITED	U45209AP2011PTC075788	Workman	19-10-2020	
TURBO MESH PVT LTD	U08524CH2000PTC008524	Employee	15-09-2020	

- **Add**
 - Click on 
 - Start entering **Name/CIN** of the Company
 - A list will appear with Name and CIN
 - Scroll up or down the list and select the Company

- Check the details of the Company
- Select the **Relation**
- Click on **Save**

Public Announcement Subscription


KOYAL TRAVELS PRIVATE LIMITED

Clear

Name	Corporate Identification Number (CIN)	Relation *
KOYAL TRAVELS PRIVATE LIMITED	U63040KA2005PTC036623	Financial Creditor

Cancel

Save

- **Delete**
 - Click on  button to which you want to delete PA Subscription
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to PA Subscription Page with updated details

Message & Notes:

PDA

In the interest of efficient price discovery, IBBI has empanelled National e-Governance Services Limited to provide an electronic Platform for Distressed Assets (PDA). NeSL has been empanelled to provide the following two services on this platform:

- 1. Virtual Data Room (VDR) for Invitation of Expression of Interest (EOI); and
- 2. Invitation and Evaluation of Resolution Plans.

As both of these services complement each other, they will be enabled and supported by the Virtual Data Room (VDR) Service.

Virtual Data Room (VDR)

A Virtual Data Room (VDR) operates very much like a physical Data Room that is often used to store all the information assets that a seller wishes to show to a prospective buyer(s) for inspection in order to evince their interest in making an offer to purchase the company’s assets, while ensuring the confidentiality of the information stored in the Data Room.

NeSL’s VDR service will allow Resolution Professionals and/or Liquidators in Case Petition to set up a VDR for a particular Case Petition (CP) at Resolution and/or Liquidation Stage and store as well as update all information assets in the VDR and then open the VDR to prospective Resolution Applicants (RA) by providing them an electronic key to access the VDR and view its contents.

The VDR also allows each eligible prospective RA authorized by the RP/Liquidator to electronically submit and even revise a Resolution Plan by uploading files and storing them within the VDR before the deadline for submission of Resolution Plans at which time the VDR access by Resolution Applicants is revoked automatically and evaluation of Resolution Plans can commence and the successful bidder, if any, is determined. Once the VDR has served the purpose for which it was set up, the VDR. is closed and its contents archived as permanent record of the insolvency resolution at either Corporate Insolvency Resolution Process (CIRP) or Liquidation stage.

Setup VDR

VDR at Resolution Stage

Before you begin:

- Make sure you have been assigned the Subscriber Account Administrator Role
- Have on hand details about the NCLT Order
- Have on hand information about Applicant
- Have on hand information about Corporate Debtor
- Have on hand information about Applicant Authorized Representative

Follow these steps:

- Once you login, you will be redirected to [Case Management](#) page
- Click on **PDA** in navigation header
- Select **VDR** from the drop-down list
- You will be redirected to [Open VDRs](#) page

Open VDRs

List VDRs by role

Filter

Setup VDR

Corporate Debtor Name	Applicant Name	keerthi's Case Ref. No.	NCLT Bench	NCLT Order No.	Insolvency Commencement Date	Estimated Insolvency Closure Date	Case Status	Actions
S.D.TOWNSHIPS PRIVATE LIMITED	Praveen Kumar S	jhgfhgj	NCLT Amravati Bench	hgfdgf			Liquidation order passed on 03-09-2020	
VISAKHA AGRO-BIOTECH FARMS PRIVATE LIMITED	Raghav Guru	wfvsvfv	NCLT Amravati Bench	fhsbf23	03-09-2020		IM submitted to CoC on 03-09-2020	
R B CONSTRUCTIONS PRIVATE LIMITED	Nithya D	mjnhgbvbh-001	NCLT Amravati Bench	jghgj	01-07-2020		IM submitted to CoC on 10-07-2020	

- Click on **Setup VDR**
- You will be directed to the Setup VDR Panel will pop up
- *Select* **VDR at Resolution**
- *Enter* **NCLT Order**
- *Enter* **Liquidation Commencement Date**
- Next step is to fill in particulars about the **Applicant** in this case
- *Enter* **Case Reference No.** – A User is free to choose a Reference No. (for example, Your Office File Ref.)
- *Select* **Applicant Type** from the drop-down list [Financial Creditor|Operational Creditor|Corporate Applicant]
 - In case **Applicant Type** selected is [Financial Creditor]
 - *Select* **Financial Creditor Type** [Financial Creditor] from the drop-down list [Individual | Bank | Financial Institution | NBFC (Non-Banking Financial Companies | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
 - In case **Financial Creditor Type** selected is [Bank]
 - *Select* **Bank Name** from the drop-down list [List of Banks]; and then,
 - *Select* the **Branch** of the Bank
 - The **Address** of the Bank Branch will be automatically populated
 - *Check and Update* the **Address** and contact details such as **Email Address** and **Telephone** particulars, if necessary

Setup VDR

☒ VDR at Resolution
 ☐ VDR at Liquidation

NCLT Order *

ncit-098

Insolvency Commencement Date *

01-09-2020

Applicant

Metaflow's Case Ref. No. *

test-case

Applicant Type *

Financial Creditor

Financial Creditor Type *

Bank

Bank Name *

VIJAYA BANK

Bank CIN *

VIJB

- In case **Applicant Type** selected is [Operational Creditor]
 - *Select* **Operational Creditor Type** [Operational Creditor] from the drop-down list [Supplier|Employee|Workman]
 - In case **Operational Creditor Type** selected is [Supplier]
 - *Select* **Institution Type** from the drop-down list [Individual | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
 - If the Institution Type selected is [Company] or [Limited Liability Partnership] you can search for it by Name or CIN or LPIN
 - To search by **Identification Number/Name** of Company or LLP
 - *Start* typing the CIN Number/Name
 - A list will pop up [CIN | Name]
 - *Scroll Up or Down* the list and *Select* the Company/LLP you are looking for
 - Make sure the company/LLP you select is the right one
 - If the Institution Type selected is [Partnership Firm | Proprietorship Business]
 - *Enter* **Business PAN** Number of Partnership Firm/Proprietorship Business
 - *Enter* **Firm** Name of Partnership Firm/Proprietorship Business
 - If the Institution Type selected is [Individual]
 - *Select* Identification Type from the drop/down list [PAN | Passport | Voter ID]
 - *Enter* **First Name** and **Last Name** of Individual
 - *Enter* **PAN** or **Passport Number** or **Voter ID** of Individual
 - Next fill in **Registered Office Address** details
 - *Enter* **Address** particulars
 - *Enter* **Email** Address particulars
 - *Enter* **Telephone** Number particulars

Setup VDR

☒ VDR at Resolution
 ☐ VDR at Liquidation

NCLT Order *

NCLIU-89

Insolvency Commencement Date *

01-10-2020

Applicant

keerthi's Case Ref. No. *

KEER-67T

Applicant Type *

Operational Creditor

Operational Creditor Type *

Supplier

Institution Type *

Company

Search (Name/CIN)

Clear

Corporate Identification Number (CIN) *

U45200AP1995PTC021848

Company Name *

MINERVA DEVELOPERS PRIVATE LIMITED

Date of Incorporation *

27-09-1995

Start Date

Select Date

Registered Office Address

Address

Address Line 1 *

d.no.20 865 mulapeta nellore. mulapeta nellore. mulapeta nellore.

Address Line 2

Town/City *

-

PIN Code *

-

State *

Andhra Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- In case **Operational Creditor Type** selected is [Employee] or [Workman]
 - If the Person is already Registered in PDA
 - *Start entering Name or Identification Number* of the Person
 - A list of will pop up [Name, Identification Number]
 - *Scroll Up or Down* the list and *Select* the Person you are looking for
 - *Check* details of the Person to make sure the person you have selected is the right Person
 - If Person is not Registered in PDA
 - *Enter Name* of Person
 - *Enter Identification Number* of Person
 - *Enter Address, Email and Telephone* particulars of the Person

Setup VDR

☒ VDR at Resolution
 ☐ VDR at Liquidation

NCLT Order *

NCLIU-89

Insolvency Commencement Date *

01-10-2020

Applicant

keerthi's Case Ref. No. *

KEER-67T

Applicant Type *

Operational Creditor

Operational Creditor Type *

Employee

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

-

First Name

Praveen

Last Name

Kumar S

PAN

CYPY3674Q

Start Date

Select Date

Position

Primary Contact

Address

Address Line 1

at. hotel satkar arcade fraserroad patna. road patna.

Address Line 2

-

Town/City

Tumkur

PIN Code

572122

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- In case **Applicant Type** selected is [Corporate Applicant]
 - *Checkmark* ☐ **Voluntary Liquidation**, if Applicable
 - If Voluntary Liquidation is Checkmarked,
 - *Enter* **NCLT Order**
 - *Enter* **Liquidation Commencement Date**

Setup VDR

☒ VDR at Resolution
 ☐ VDR at Liquidation

NCLT Order *

Insolvency Commencement Date *

01-10-2020

Applicant

keerthi's Case Ref. No. *

KEER-67T

Applicant Type *

Corporate Applicant

☒ Voluntary Liquidation

NCLT Order *

NVBUY-876

Liquidation Commencement Date *

02-10-2020

- For Corporate Debtor details, *Start entering* **CIN/Company Name**
- A list will pop up [CIN | Company Name]
- *Scroll Up or Down* the list and *Select* Company you are looking for
- *Check* Corporate Debtor details. You may edit this information, if necessary

Corporate Debtor

OF ARUNACHAL PRADESH LIMITED

Clear

Corporate Identification Number (CIN) *

U40102AR2006SGC008237

Company Name *

HYDRO POWER DEVELOPMENT COF

Company Status *

ACTIVE

Class of Company *

PUBLIC

Company Category *

COMPANY LIMITED BY SHARES

Company SubCategory *

STATE GOVT COMPANY

Registrar of Companies *

RoC-Shillong

Business Activity Code *

Manufacture of consum

Authorised Capital (Rs.) *

5,00,00,000

Paid Up Capital (Rs.) *

5,00,00,000

Date of Incorporation *

12-08-2006

Date of Last Balance Sheet

Select Date

Registered Office Address

Address

Address Line 1 *

park view apartments t.t marg lower niti vihar itanaga

Address Line 2

Town/City *

-

PIN Code *

791111

State *

Arunachal Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details about Applicant Authorized Representative,
 - If the person you wish to name as Applicant Authorized Representative is not registered in PDA
 - *Enter* **First** and **Last Name**
 - *Enter* **Identification Number**
 - *Enter* **Position** of Auth. Rep. in Company
 - In case the person you wish to name as Applicant Authorized Representative is already registered in PDA
 - *Start entering* **Name** or **Identification Number** of the Person
 - A list of will pop up [Name, Identification Number]
 - *Scroll Up or Down* the list and *Select* the Person you are looking for
 - Check Authorized Representative details and edit, if necessary

Applicant Authorized Representative

Identification Type ^{*}

PAN

Search (Name/PAN)

Clear

Title

-

First Name

Thirumal

Last Name

M

PAN

GMXCM1234K

Position

Manager

Cancel

Register

- Click on **Register**
- If VDR Setup is successful, you will be redirected to [Open VDRs Page](#)

Expected Output:

- You will be redirected to [Open VDRs](#) Page with newly added VDR information

Message & Notes:


- If Case Reference No. already exists – User will be prompted to input a valid unique Case Reference No.
- If VDR already Initiated for the Corporate Debtor, user will be notified

VDR at Liquidation Stage

Before you begin:

- Make sure you have been assigned the Subscriber Account Administrator Role
- Have on hand details about the NCLT Order
- Have on hand information about Applicant
- Have on hand information about Corporate Debtor
- Have on hand information about Applicant Authorized Representative

Follow these steps:

- Once you login, you will be redirected to [Case Management](#) page
- Click on  in navigation header
- Select **VDR** from the drop-down list
- You will be redirected to [Open VDRs](#) page

Open VDRs								
List VDRs by role					Filter		Setup VDR	
Corporate Debtor Name	Applicant Name	keerthi's Case Ref. No.	NCLT Bench	NCLT Order No.	Insolvency Commencement Date	Estimated Insolvency Closure Date	Case Status	Actions
S.D.TOWNSHIPS PRIVATE LIMITED	Praveen Kumar S	jhgfggj	NCLT Amravati Bench	hgfdgf			Liquidation order passed on 03-09-2020	
VISAKHA AGRO-BIOTECH FARMS PRIVATE LIMITED	Raghav Guru	wfvsfvf	NCLT Amravati Bench	fnsbf23	03-09-2020		IM submitted to CoC on 03-09-2020	
R B CONSTRUCTIONS PRIVATE LIMITED	Nithya D	mjnhgbvbh-001	NCLT Amravati Bench	jghgj	01-07-2020		IM submitted to CoC on 10-07-2020	

- Click on **Setup VDR**
- You will be directed to the Setup VDR Panel will pop up
- *Select* **VDR at Liquidation**
- *Enter* **NCLT Order**
- *Enter* **Liquidation Commencement Date**
- Next step is to fill in particulars about the **Applicant** in this case
- *Enter* **Case Reference No.** – A User is free to choose a Reference No. (for example, Your Office File Ref.)

- *Select* **Applicant Type** from the drop-down list [Financial Creditor|Operational Creditor|Corporate Applicant]
 - In case **Applicant Type** selected is [Financial Creditor]
 - *Select* **Financial Creditor Type** [Financial Creditor] from the drop-down list [Individual | Bank | Financial Institution | NBFC(Non-Banking Financial Companies | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
 - In case **Financial Creditor Type** selected is [Bank]
 - *Select* **Bank Name** from the drop-down list [List of Banks]; and then,
 - *Select* the **Branch** of the Bank
 - The **Address** of the Bank Branch will be automatically populated
 - *Check and Update* the **Address** and contact details such as **Email Address** and **Telephone** particulars, if necessary

Setup VDR

☐ VDR at Resolution
 ☒ VDR at Liquidation

NCLT Order *

ncit-67

Liquidation Commencement Date *

02-09-2020

Applicant

Metaflow's Case Ref. No. *

test-case2

Applicant Type *

Financial Creditor

Financial Creditor Type *

Company

Search (Name/CIN)

Clear

Corporate Identification Number (CIN) *

U01222AP1988PTC008637

Company Name *

VIJAYA GOWRI POULTRY PVT LTD

Date of Incorporation *

05-09-1988

Start Date

Select Date

Registered Office Address

Address

Address Line 1 *

1 65 kaknapuram parvli mandal west godavari distt.

Address Line 2

Town/City *

Tamil Nadu

PIN Code *

789906

State *

Andhra Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- In case **Applicant Type** selected is [Operational Creditor]
 - *Select* **Operational Creditor Type** [Operational Creditor] from the drop-down list [Supplier|Employee|Workman]
 - In case **Operational Creditor Type** selected is [Supplier]
 - *Select* **Institution Type** from the drop-down list [Individual | Limited Liability Partnership | Company | Partnership Firm | Proprietorship Business]
 - If the Institution Type selected is [Company] or [Limited Liability Partnership] you can search for it by Name or CIN or LPIN
 - To search by **Identification Number/Name** of Company or LLP
 - *Start* typing the CIN Number/Name
 - A list will pop up [CIN | Name]
 - *Scroll Up or Down* the list and *Select* the Company/LLP you are looking for
 - Make sure the company/LLP you select is the right one
 - If the Institution Type selected is [Partnership Firm | Proprietorship Business]
 - *Enter* **Business PAN** Number of Partnership Firm/Proprietorship Business
 - *Enter* **Firm Name** of Partnership Firm/Proprietorship Business
 - If the Institution Type selected is [Individual]
 - *Select* Identification Type from the drop/down list [PAN | Passport | Voter ID]
 - *Enter* **First Name** and **Last Name** of Individual
 - *Enter* **PAN** or **Passport Number** or **Voter ID** of Individual
 - Next fill in **Registered Office Address** details

- Enter **Address** particulars
- Enter **Email** Address particulars
- Enter **Telephone** Number particulars

Setup VDR

VDR at Resolution

VDR at Liquidation

NCLT Order *

BHYT987

Liquidation Commencement Date *

02-10-2020

Applicant

keerthi's Case Ref. No. *

JHGJH97

Applicant Type *

Operational Creditor

Operational Creditor Type *

Supplier

Institution Type *

Company

Q Search (Name/CIN)

Clear

Corporate Identification Number (CIN) *

U65921AP1991PLC012682

Company Name *

STAR MICRO FINANCE INDIA LIMITED

Date of Incorporation *

05-08-1991

Start Date

Select Date

Registered Office Address

Address

Address Line 1 *

d.no.40/446 c bangarupeta kurnool

Address Line 2

Town/City *

Bangalore

PIN Code *

518004

State *

Andhra Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- In case **Operational Creditor Type** selected is [Employee] or [Workman]
 - If the Person is already Registered in PDA
 - Start entering **Name** or **Identification Number** of the Person
 - A list of will pop up [Name, Identification Number]
 - Scroll Up or Down the list and Select the Person you are looking for
 - Check details of the Person to make sure the person you have selected is the right Person
 - If Person is not Registered in PDA
 - Enter **Name** of Person
 - Enter **Identification Number** of Person
 - Enter **Address, Email** and **Telephone** particulars of the Person

Setup VDR

VDR at Resolution

VDR at Liquidation

NCLT Order *

BHYT987

Liquidation Commencement Date *

02-10-2020

Applicant

keerthi's Case Ref. No. *

JHGJH97

Applicant Type *

Operational Creditor

Operational Creditor Type *

Workman

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

-

First Name

faraha

Last Name

khan

PAN

BHYTT8785R

Start Date

Select Date

Position

Primary Contact

Address

Address Line 1

AnantheshwaraNilaya #513, Water Tank Road, BSK 3rd stage, 3rd block, 3rd phase

Address Line 2

regargrga fefew wE

Town/City

Bengaluru

PIN Code

562233

State

Himachal Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- In case **Applicant Type** selected is [Corporate Applicant]
 - Checkmark ☐ **Voluntary Liquidation**, if Applicable
 - If Voluntary Liquidation is Checkmarked,
 - Enter **NCLT Order**
 - Enter **Liquidation Commencement Date**

Setup VDR

VDR at Resolution

VDR at Liquidation

NCLT Order *

NVBUY-876

Liquidation Commencement Date *

02-10-2020

Applicant

keerthi's Case Ref. No. *

KEER-67T

Applicant Type *

Corporate Applicant

☒ Voluntary Liquidation

NCLT Order *

NVBUY-876

Liquidation Commencement Date *

02-10-2020

- For Corporate Debtor details, *Start entering CIN/Company Name*
- A list will pop up [CIN | Company Name]
- *Scroll Up or Down* the list and *Select* Company you are looking for
- *Check* Corporate Debtor details. You may edit this information, if necessary

Corporate Debtor

OF ARUNACHAL PRADESH LIMITED Clear

Corporate Identification Number (CIN) * U40102AR2006SGC008237 Company Name * HYDRO POWER DEVELOPMENT COF Company Status * ACTIVE

Class of Company * PUBLIC Company Category * COMPANY LIMITED BY SHARES Company SubCategory * STATE GOVT COMPANY

Registrar of Companies * RoC-Shillong Business Activity Code * Manufacture of consum Authorised Capital (Rs.) * 5,00,00,000 Paid Up Capital (Rs.) * 5,00,00,000

Date of Incorporation * 12-08-2006 Date of Last Balance Sheet Select Date

Registered Office Address

Address

Address Line 1 * park view apartments t.t marg lower niti vihar itanaga Address Line 2

Town/City * PIN Code * 791111 State * Arunachal Pradesh

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details about Applicant Authorized Representative,
 - If the person you wish to name as Applicant Authorized Representative is not registered in PDA
 - Enter **First** and **Last Name**
 - Enter **Identification Number**
 - Enter **Position** of Auth. Rep. in Company
 - In case the person you wish to name as Applicant Authorized Representative is already registered in PDA
 - Start entering **Identification Number/Name** of the Person
 - A list of will pop up [Name, Identification Number]
 - Scroll Up or Down the list and Select the Person you are looking for
 - Check Authorized Representative details and edit, if necessary

Applicant Authorized Representative

Identification Type * PAN Clear

Search (Name/PAN)

Title - First Name Thirumal Last Name M PAN GMXCM1234K Position Manager

Cancel Register

- Click on **Register**
- If VDR Setup is successful, you will be redirected to Open VDRs Page

Expected Output:

- You will be redirected to Open VDRs Page with newly added VDR Information

Message & Notes:

- If Case Reference No. already exists – User will be prompted to input a valid unique Case Reference No.
- If VDR already Initiated for the Corporate Debtor, user will be notified


Open VDRs

Case Profile

Before you begin:

- You must have one or more registered VDRCase(s) that you are authorized to access.
- Ensure that a Case Manager has been appointed for a registered case.
- You must be assigned the role of Case Manager/Case Worker for the particular case.
- Have on hand case details ready.

Follow these steps:

- Click on the case whose Case Profile you wish to view or edit.
- You will be directed to [Case Profile](#) Page
- To **Edit**
 - Click on  button to edit Case Profile details
 - Modify **Case Profile** details
 - Click on **Save**

Resolution Stage

Resolution Process

Insolvency Commencement Date

01-09-2020

Estimated Insolvency Closure Date

Select Date

Date of Expiry of Extended Period

Select Date

Insolvency Resolution Closure Date

Select Date

Date of Public Announcement

Select Date

Last Date for Submission of Claims to IRP

Select Date

Date of Constitution of CoC

Select Date

Date of CoC First Meeting

Select Date

Date of IM Submission to CoC

Select Date

Resolution Plan Bank Guarantee (Rs.)

0

Date of Approval of Resolution Plan by CoC

Select Date

Date of Filing of Resolution Plan with NCLT

Select Date

Date of Approval of Resolution Plan by NCLT

Select Date

Date of Order Extending Period

Select Date

BIFR Admission Date

Select Date

Fair Value (Rs.)

0

Liquidation Value (Rs.)

0

Dissolution Date

Select Date

Withdrawal

CIRP Withdrawal Submission Date

Select Date

CIRP Withdrawal Filing Date

Select Date

Reason for Withdrawal

Cancel

Save

Liquidation Stage

Resolution Process

Insolvency Commencement Date

Select Date

Estimated Insolvency Closure Date

Select Date

Date of Expiry of Extended Period

Select Date

Insolvency Resolution Closure Date

Select Date

Date of Public Announcement

Select Date

Last Date for Submission of Claims to IRP

Select Date

Date of Constitution of CoC

Select Date

Date of CoC First Meeting

Select Date

Date of IM Submission to CoC

Select Date

Resolution Plan Bank Guarantee (Rs.)

0

Date of Approval of Resolution Plan by CoC

Select Date

Date of Filing of Resolution Plan with NCLT

Select Date

Date of Approval of Resolution Plan by NCLT

Select Date

Date of Order Extending Period

Select Date

BIFR Admission Date

Select Date

Fair Value (Rs.)

0

Liquidation Value (Rs.)

0

Withdrawal

CIRP Withdrawal Submission Date

Select Date

CIRP Withdrawal Filing Date

Select Date

Reason for Withdrawal

Liquidation Process

Liquidation Commencement Date

09-06-2020

Reason for Liquidation

Last Date for Submission of Claims

Select Date

Dissolution Date

Select Date

Cancel

Save

Expected Outcome:

- You will be redirected to [Case Profile](#) Page, with updated details.


Message & Notes:

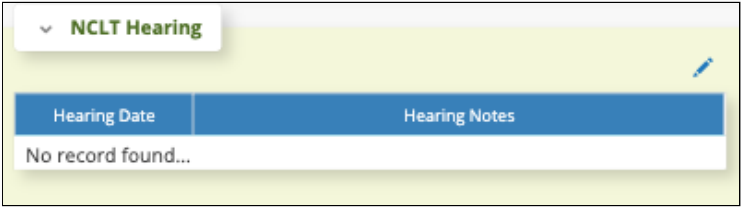
NCLT Hearings



Before you begin:

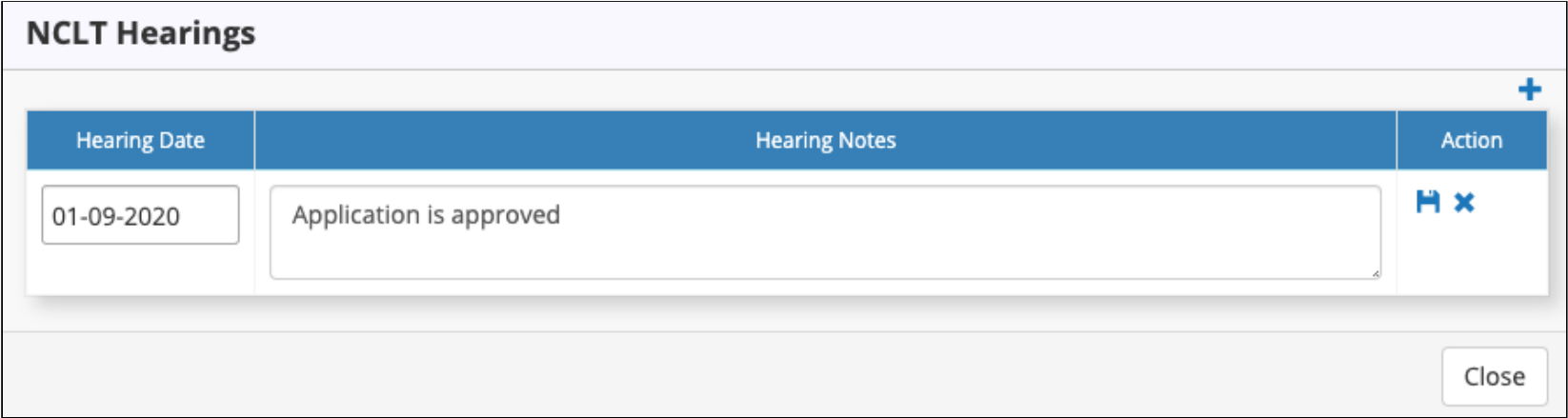
- You must have one or more registered VDRCase(s) that you are authorized to access.
- Ensure that a Case Manager has been appointed for a registered case.
- You must be assigned the role of Case Manager/Case Worker for the particular case.
- Have on hand NCLT hearing details.




Follow these steps:

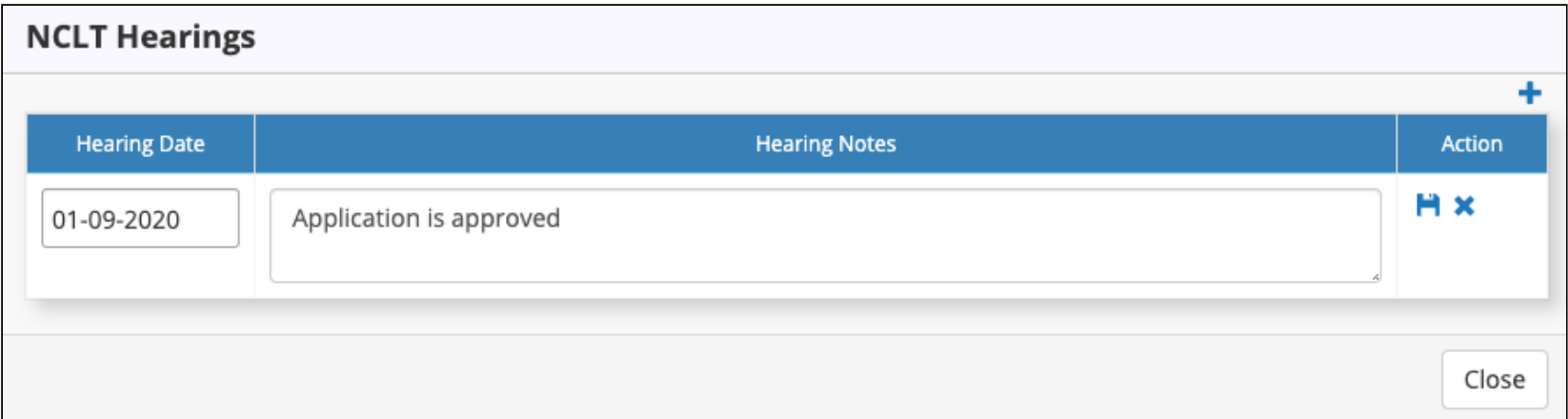
- Click on the case whose NCLT Hearing details you wish to add, view or edit.
- You will be redirected to [Case Profile](#) Page.
- Click on  button of the NCLT Hearing block in the Case Profile.




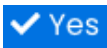
- To **Add**
 - Click on 
 - Enter **NCLT Hearing** details
 - Click on  button



- Click on  once modification is completed
- To **Edit**
 - Click on  button on the hearing for which you want wish to edit NCLT Hearing details
 - Modify **NCLT Hearing** details
 - Click on  button



- Click on  once modification is completed

- To **Delete** – (By Case Manager Only)
 - Click on  button on the hearing you wish to delete
 - Click on  for delete confirmation

Expected Outcome:

- You will be redirected to Case Profile Page, with the updated NCLT Hearing details.


Message & Notes:

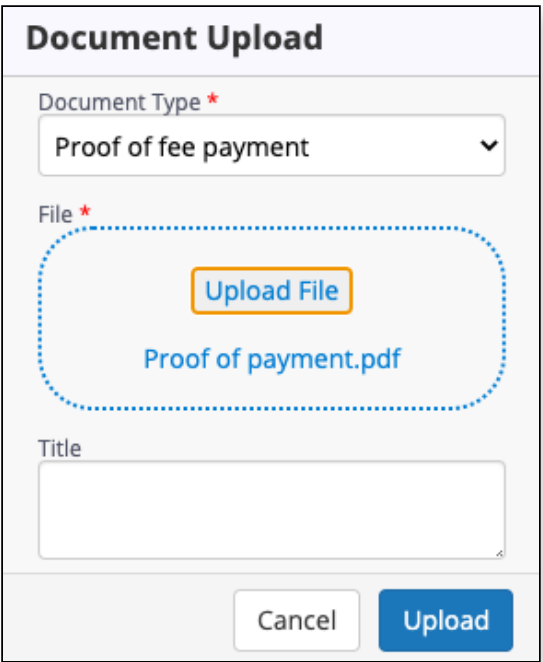
Document

Before you begin:




- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Document details ready

Follow these steps:

- Click on the case whose Document you wish to add, view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Document**
- You will be redirected to Document Page
- To **Add**
 - Click on 
 - Select the **Document Type**
 - Select **File** to Upload



The image shows a 'Document Upload' form. At the top, it has a title 'Document Upload'. Below the title is a dropdown menu for 'Document Type' with a red asterisk, currently showing 'Proof of fee payment'. Underneath is a 'File' section with a red asterisk, containing a dashed blue box. Inside this box is an 'Upload File' button and the text 'Proof of payment.pdf'. Below the file section is a 'Title' text input field. At the bottom of the form are two buttons: 'Cancel' and 'Upload'.

- Click on 
- To **Upload** new version
 - Click on  button on the Document for which you wish to upload new version
 - Click on 
 - Select **File** to Upload

Document Upload


Document Type *
Proof of fee payment

File *

Upload File
Version2.pdf

Title

Cancel Upload

- Click on **Upload**
- To **Delete** – (By Case Manager Only)
 - Click on  button on the Document you wish to delete
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to [Case Documents](#) Page, with uploaded file details

Message & Notes:











Timeline



Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Timeline details ready

Follow these steps:

- Click on the case whose Timeline you wish to add, view or edit
- You will be redirected to [Case Profile](#) Page
- Go to Side bar and navigate to **Timeline**
- You will be redirected to [Timeline](#) Page
- Timeline list will appear

CIRP Timeline					
Section of the Code / Regulation No.	Description of Activity	Latest Timeline Under Regulation 40A	Actual Date	Remarks	Actions
Section 16(1)	Commencement of CIRP and Appointment of IRP	T (13-03-2020)	04-08-2020	-	 
Section 15(1)(c) /Regulation 12 (1)	Submission of Claims	T+14 (27-03-2020)	01-09-2020	-	 
Section 22(1) and regulation 17(2)	First Meeting of the CoC	T+30 (12-04-2020)	01-07-2020	-	 
Regulation 17(3)	IRP performs the functions of RP till the RP is appointed	T+40 (22-04-2020)	01-07-2020	-	 
Regulation 36A	Publication of Form G	T+75 (27-05-2020)	04-08-2020	-	 

- To **Add**
 - Click on 
 - Enter **Timeline** details
 - Click on 

Case Timeline Particulars

Description of Activity *

Submission of application for withdrawal of application admitted (W)

Timeline Under Section 12(A) /Regulation 30A

W (13-05-2020)

Actual Date *

13-05-2020

Latest Timeline Under Regulation 40A



W (13-05-2020)

☐ Delay

Remarks

Cancel

Save

- To **Edit**
 - Click on  button on the Timeline for which you wish to edit details
 - Modify **Timeline** details
 - Click on 

Case Timeline Particulars

Description of Activity *

Submission of application for withdrawal of application admitted (W)

Timeline Under Section 12(A) /Regulation 30A

W (13-05-2020)

Actual Date *

13-05-2020

Latest Timeline Under Regulation 40A



W (13-05-2020)

☐ Delay

Remarks

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button on the Timeline you wish to delete
 - Click on  for delete confirmation

Expected Outcome:

- You will be redirected to [Timeline](#) Page, with Timeline details

Message & Notes:







NCLT Reports


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand NCLT Report details ready

Follow these steps:

- Click on the case whose NCLT Report you wish to add, view or edit
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **NCLT Report**
- You will be redirected to [NCLT Report](#) Page
- NCLT Report list will appear

NCLT Reports +				
Type of Report	Scheduled Date	Submitted Date	Reason For Delay	Actions
Public Announcement	01-10-2020	02-10-2020	-	 
Other	03-10-2020	05-10-2020	-	 
Public Announcement	08-10-2020	09-10-2020	-	 

- To **Add**
 - Click on 
 - Enter **NCLT Report** details
 - Click on **Save**

NCLT Report Particulars

Type of Report *
Public Announcement ▼

Scheduled Date *
01-09-2020

Submitted Date *
03-09-2020

☐ Delay

Remarks

Cancel

Save

- To **Edit**
 - Click on  button on the NCLT Report for which you wish to edit details
 - Modify **NCLT Report** details
 - Click on **Save**

NCLT Report Particulars

Type of Report *
Public Announcement ▼

Scheduled Date *
01-09-2020

Submitted Date *
03-09-2020


☒ Delay

Reason For Delay *
reason for delay

Remarks
sample remarks

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button on the NCLT Report you wish to delete
 - Click on **Yes** for confirmation

Expected Outcome:

- You will be redirected to [NCLT Report](#) Page, with NCLT Report details

Message & Notes:



Case Publication


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

Follow these steps:

- Click on the case whose Case Publication you wish to view or edit
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Case Publication**
- You will be redirected to [Case Publication](#) Page
- **News paper**
 - Click on **News Paper** tab
 - You will be navigated to [News Paper](#) Page, with list of News Paper publications

News Paper		Website			
Form	Corporate Debtor Location	Language	Name of News Paper	Date of Publication	Actions
Form A 1.0	Registered Office Address	Tamil (India)	EENADU (RANGAREDDY) USHODAYA ENTERPRISES PRIVATE LTD	01-09-2020	 

- To **Edit**
 - Click on  button on the News Paper for which you wish to edit details
 - Modify **News Paper Publication** details
 - Click on **Save**

News Paper Publication Particulars

Form *

Corporate Debtor Location *

Publisher *

Form A 1.0

Registered Office Address

EENADU (RANGAREDDY) (USHODAYA ENTERPRISES PRIVATE LTD)

Language *

News Edition *

Date of Publication *

Date of Sending Copy

Mode of Communication *

Tamil (India)

economy

01-09-2020


02-09-2020

Email

Description

published


CancelSave

- To **Delete** – (By Case Manager Only)
 - Click on  button on the News Paper you wish to delete
 - Click on **Yes** for confirmation

- **Website**

- Click on **Website** tab
- You will be navigated to [Website](#) Page, with list of Website publications

News Paper		Website			
Form	Language	Website	Date of Publication	End Date	Actions
Form A 1.0	English (India)	www.icsirvo.in	01-07-2020 12:58	03-07-2020 12:58	 

- To **Edit**
 - Click on  button on the Website for which you wish to edit details
 - Modify **Website Publication** details
 - Click on **Save**

Website Publication Particulars

Form *

Form A 1.0

Website *

www.icsirvo.in

Language *

English (India) ▼

Date of Publication *

01-07-2020 12:58

End Date


03-07-2020 12:58

Description

great

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button on the Website you wish to delete
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to Case Publication Page, with updated details

Message & Notes:

Applicant

Applicant may file an application for initiating corporate insolvency resolution process against a corporate debtor before the Adjudicating Authority when a default has occurred.

Applicant are of two, the Financial Creditor or Operational Creditor can initiate CIRP against the Corporate Debtor and the Corporate Debtor voluntarily itself can initiate CIRP against himself.

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Applicant details ready
- Have on hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Applicant you wish to view or edit
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to [Applicant](#) Page
- Applicant list will appear

Applicants (1 Financial Creditor) Form 1

Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			

- To **Edit**
 - Click on button on the Applicant for which you wish to edit details
 - Select **Applicant**
 - To modify Applicant details,
 - If Applicant is **Corporate Debtor**
 - You will be directed to [Corporate Debtor Profile](#) Page to modify the details
 - If Applicant is **Financial or Operational Creditor**
 - You will be directed to [Applicant Particulars](#) Page
 - Modify the Applicant details
 - Click on Close once modification is completed

Applicant Particulars

Bank Name
THE KARNATAKA STATE COOPERATIVE APEX BANK LIMITED

Start Date
14-06-2020

☐ Secured Creditor

☐ Related Party

Class of Creditors
-

Payables to CD (Rs.)
0

Identification

#

Identification Type

Identification Number

Actions

1

CIN

KSCB

2

GST (GSTIN)

22ABRRR1234F5Z4

PAN to be entered

Close

- To **Upload Document**
 - Click on button on the Applicant for which you wish to upload documents
 - Select **Applicant**

- Click on **+** button in documents list page
- Select **Document Type**
- Select **file** to Upload
- Click on **Upload**
- Click on **Close** once upload document is completed

Document Upload

Document Type *

Probate of a Will

▼

File *

Upload File

Probate of will.pdf

Title

Cancel

Upload

Expected Outcome:

- You will be redirected to [Applicant](#) Page, with updated details

Message & Notes:

Bank Detail

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Bank details ready
- Have on hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Applicant's Bank Detail you wish to add, edit or view
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to [Applicant](#) Page
- Applicant list will appear

Applicants (1 Financial Creditor)								Form 1
Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			

- Click on button on the Applicant for which you wish to add, edit or view the Bank Detail
- Select **Bank details**
- You will be redirected to [Bank Account Details](#) Page
- Bank Account Details list will appear

Bank Account Details						
Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Leela	KARNATAKA VIKAS GRAMEENA BANK	897689465464	Current Account	KVGB0000001		

Close

- To **Add**
 - Click on
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account** from drop-down list
 - Start entering **IFSC Code** of the Bank Branch
 - A list of IFSC Code will appear
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Bank Account Particulars			
Account Holder Full Name *	Account Number *	Nature of Account *	
Shivaji S	87654345678	Savings Account ▼	
<div> Search IFSC Code Please search IFSC-code in search-box to change branch detail </div>			
IFSC Code VIJB0003106	Bank Name VIJAYA BANK	Branch Name KODAMBAKKAM	Town/City CHENNAI
			<div>Cancel Save</div>

- To **Edit**
 - Click on button on the Bank Detail for which you wish to edit
 - Modify the Bank details
 - Click on **Save**

Bank Account Particulars			
Account Holder Full Name *	Account Number *	Nature of Account *	
Shivaji S	87654345678	Savings Account ▼	
<div> Search IFSC Code Please search IFSC-code in search-box to change branch detail </div>			
IFSC Code VIJB0003106	Bank Name VIJAYA BANK	Branch Name KODAMBAKKAM	Town/City CHENNAI
			<div>Cancel Save</div>

- To **Upload Document**
 - Click on button to which you want to upload documents.
 - Click on button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

▼

File *

Upload File

Drop files here

Title


Cancel

Upload

- Click on

Close

 once upload is completed

- To **Delete**
 - Click on  button on the Bank Detail you wish to delete
 - Click on

✓ Yes

 for confirmation
- Click on

Close

 once modification is completed

Expected Outcome:

- You will be redirected to Applicant Page with modified details
-

Message & Notes:

- If bank is preferred – User will failed to delete bank detail and will notified, that bank details is used in case
-





Authorized Representative


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
 - Ensure that a Case Manager has been appointed for a registered case
 - You must be assigned the role of Case Manager/Case Worker for the particular case
 - Have on hand Authorized Representative
 - Have on hand Documents ready (If applicable)
-

Follow these steps:

- Click on the case whose Applicant's Authorized Representative you wish to view or edit
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Applicant**
- You will be redirected to Applicant Page
- Applicant list will appear

Applicants (1 Financial Creditor)								Form 1
Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			  

- To **Edit**
 - Click on  button on the Applicant for which you wish to view or edit Authorized Representative details
 - Select **Authorized Representative**
 - Modify the Authorized Representative details
 - Click on

Close

 once modification is completed

Authorized Representative of THE KARNATAKA STATE COOPERATIVE APEX BANK LIMITED

Title

First Name

Last Name

Position

Mrs

Nithya D

-

-

Identification

+

#	Identification Type	Identification Number	Actions
1	PAN	XYZAS2333A	<div></div> <div></div>

Contact Info

+

Primary Contact

Address

Address Line 1

addressline1921

Address Line 2

-

Town/City

PIN Code

State

Mysuru-1

560025

Karnataka

Email

+


Type	Email	Start Date	Preferred
No record found...			

Telephone

+

Type	Number	Start Date	Preferred
No record found...			

Close

- You will be redirected to [Applicant](#) Page
- To **Upload Document**
 - Click on  button on the Applicant for which you wish to upload Authorized Representative document
 - Select **Authorized Representative**
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**
 - Click on

Close

 once upload document is completed

Document Upload

Document Type *

Authorization to submit applicatio

File *

Upload File

Application_on_behalf_of_applican...

Title

Cancel

Upload

Expected Outcome:

- You will be redirected to [Applicant](#) Page with modified details

Message & Notes:

Authorized Indian Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Indian Representative
- Have o hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Applicant's Authorized Indian Representative you wish to create, edit or view
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Applicant**
- You will be redirected to [Applicant Page](#)
- Applicant list will appear

Applicants (1 Financial Creditor) Form 1

Applicant Name	Identification Number	Applicant Role	Applicant Type	Authorized Representative	Status	Form C	Form CA	Actions
CITY UNION BANK LIMITED	L65110TN1904PLC001287	Main Applicant	Bank	Veena F	Active			

- Click on button on the Applicant for which you wish to create, edit or view Authorized Indian Representative
- To **Add**
 - Select **Create Authorized Indian Representative**
 - To enter details of Authorized Indian Representative,
 - If Authorized Indian Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Indian Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Indian Representative
 - If Authorized Indian Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Click on Save

Authorized Indian Representative of THE KARNATAKA STATE COOPERATIVE APEX BANK LIMITED

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

First Name

Last Name

PAN

Position

Mr

praveen

Kumar SS

CYRPP5645R

Primary Contact

Address

Address Line 1

Address Line 2

Town/City

PIN Code

State

#518, 64th cross, vijaynagar

xZxz

Chennai

666666

Manipur

Email

Telephone

Type	Email	Start Date	Preferred
Office	kilii@gmail.com	24-02-2020	✓

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- To **Edit**
 - Select **Authorized Indian Representative**

- Modify the details
- Click on once modification is completed

Authorized Indian Representative of THE KARNATAKA STATE COOPERATIVE APEX BANK LIMITED

Title

Mr

First Name

praveen

Last Name

Kumar SS

Position

-

Identification

#	Identification Type	Identification Number	Actions
1	PAN	CYRPP5645R	

Contact Info

Primary Contact

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxz

Town/City

Chennai

PIN Code

666666

State

Manipur

Email

Type	Email	Start Date	Preferred
Office	klili@gmail.com	24-02-2020	<input checked="" type="checkbox"/>

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To **Upload Document**
 - Click on button on the Applicant for which you wish to upload Authorized Indian Representative documents
 - Select **Authorized Indian Representative**
 - Click on button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on
 - Click on once upload document is completed

Document Upload

Document Type *

Authorization to accept service of

File *

Upload File

Accept_service_on_behalf_of_appli...

Title

Cancel

Upload

Expected Outcome:

- You will be redirected to Applicant Page with modified details

Message & Notes:

Corporate Debtor

Corporate Debtor Profile

A corporate person who owes a debt to any person. Corporate person is defined u/s 3(7) of IBC which include



- Companies defined Companies Act
- LLP defined under LLP Act
- Any other person incorporated with limited liability

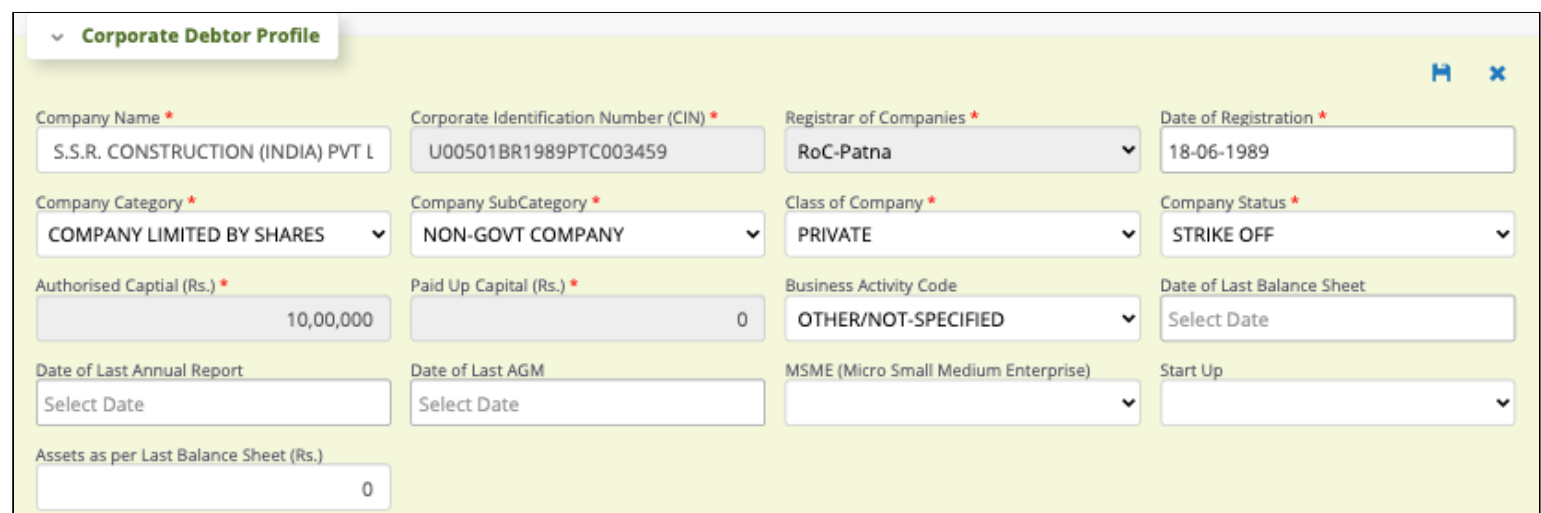
But does not include financial services provider i.e. banks or NBFCs.

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Corporate Debtor and website details ready



Follow these steps:

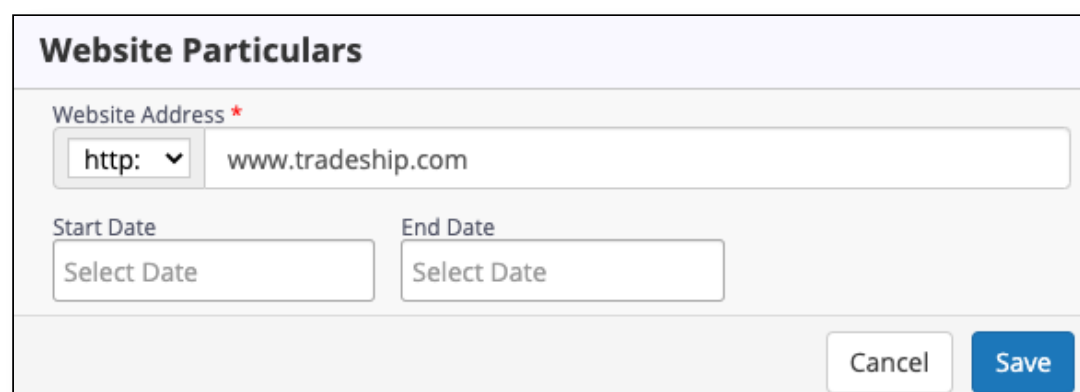
- Click on the case whose Corporate Debtor details you wish to view or edit.
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor Page](#)
- **Corporate Debtor Profile**
 - Click on  button on the Corporate Debtor Profile for which you wish to edit details
 - Modify **Corporate Debtor** details
 - Click on  button



The screenshot shows the 'Corporate Debtor Profile' form. It contains the following fields and values:

Field	Value
Company Name *	S.S.R. CONSTRUCTION (INDIA) PVT L
Corporate Identification Number (CIN) *	U00501BR1989PTC003459
Registrar of Companies *	RoC-Patna
Date of Registration *	18-06-1989
Company Category *	COMPANY LIMITED BY SHARES
Company SubCategory *	NON-GOVT COMPANY
Class of Company *	PRIVATE
Company Status *	STRIKE OFF
Authorised Capital (Rs.) *	10,00,000
Paid Up Capital (Rs.) *	0
Business Activity Code	OTHER/NOT-SPECIFIED
Date of Last Balance Sheet	Select Date
Date of Last Annual Report	Select Date
Date of Last AGM	Select Date
MSME (Micro Small Medium Enterprise)	
Start Up	
Assets as per Last Balance Sheet (Rs.)	0

- **Website**
 - Click on  of the **Website** block in the Corporate Debtor
 - Enter **Website** details
 - Click on 



The screenshot shows the 'Website Particulars' form. It contains the following fields and values:

Field	Value
Website Address *	http: www.tradeship.com
Start Date	Select Date
End Date	Select Date

Buttons: Cancel, Save

Expected Outcome:

- You will be redirected to [Corporate Debtor Page](#), with updated details

Message & Notes:

Bank Accounts

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Corporate Debtor Bank account details ready

Follow these steps:

- Click on the case whose Bank Account details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- To **Add**
 - Click on **+** of the **Bank Account** block in the Corporate Debtor
 - Enter **Bank Account** details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

HIPPING COMPANY PRIVAT

180000023355788

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

VJJB0003001


VIJAYA BANK

ADYAR CHENNAI

CHENNAI

Cancel

Save

- To **Edit**
 - Click on  button on the bank for which you wish to edit Bank Account details
 - Modify **Bank Account** details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

HIPPING COMPANY PRIVAT

180000023355788

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

VJJB0003001


VIJAYA BANK

ADYAR CHENNAI

CHENNAI

Cancel

Save

- To **Delete**
 - Click on  button on the Bank Account for which you wish to delete
 - Click on **Yes** for confirmation

Expected Outcome:

- You will be redirected to [Corporate Debtor](#) Page, with updated details



Message & Notes:

Memorandum of Association

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution Stage
- Have on hand Memorandum of Association details ready

Follow these steps:

- Click on the case whose Memorandum of Association details you wish to view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- Click on  button on the Memorandum of Association for which you wish to edit details
- Modify **Memorandum of Association** details
- Click on  button

▼ **Memorandum of Association Total Amount : 11,00,000**

Contribution

Amount (Rs.) *

1,00,000

Guarantee

No. of Shares *




500


Face Value (Rs.) *

2,000

Total (Rs.) *

10,00,000



Expected Outcome:

- You will be redirected to [Corporate Debtor](#) Page, with updated details

Message & Notes:










Board of Directors / Designated Partners

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Director/Partner details ready

Follow these steps:

- Click on the case whose Director/Partner details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- Go to Side bar and navigate to **Director/Partner**
- You will be redirected to [Director/Partner](#) Page
- Director/Partner list will appear

Board of Directors / Designated Partners (3)					
Name	DIN/PAN	Designation	Appointment Date	Cessation Date	Actions
VIKASH KHEMKA	00545645	-	28-01-2010	-	  
SANJAY KHEMKA	00531113	-	28-01-2010	-	  
SAWAR MAL KHEMKA	00531077	-	26-09-1989	-	  


- To **Add**

- Click on 
- To enter details of Director/Partner,
 - If Director/Partner is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Person
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Person
 - Check Director/Partner details
 - If Director/Partner is not Registered in PDA,
 - Enter **Name**
 - Enter **Address**
- Enter **Appointment Date**
- Click on 

Director Particulars

Identification Type *
DIN

DINESH RAJARAM LOLAM



First Name
DINESH RAJARAM LOLAM

Last Name
DINESH RAJARAM LOLAM

DIN / DPIN
05145417

Designation
Manager

Appointment Date *
01-09-2020

Cessation Date
Select Date

Residential Address

Address

Address Line 1
drfghj

Address Line 2
-

Town/City
Fghj

PIN Code
321123

State
Assam

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number

Start Date



Preferred

No record found...

Cancel

Save

- To **Edit**

- Click on  button on the Director/Partner for which you wish to edit details
- Modify **Director/Partner** details
- Click on  once modification is completed

Director Particulars

First Name

Director name

Last Name

-

Designation

Director

Appointment Date

02-09-2020

Cessation Date

-

Identification

#

Identification Type

Identification Number

Actions

1

DIN

09876543

PAN to be entered

Contact Info

Residential Address

Address

Address Line 1

director

Address Line 2

-

Town/City

Banalore

PIN Code

229933

State

Karnataka

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type


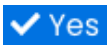
Number

Start Date

Preferred

No record found...

Close

- To **Delete** – (By Case Manager Only)
 - Click on  button on the Director/Partner you wish to delete
 - Click on  for confirmation

Expected Outcome:

- You will be redirected to [Director/Partner](#) Page, with Director/Partner Details
-

Message & Notes:






















Promoters

Before you begin:


- You must have one or more registered VDR Case(s) that you are authorized to access
 - Ensure that a Case Manager has been appointed for a registered case
 - You must be assigned the role of Case Manager/Case Worker for the particular case
 - Have on hand Promoter details ready
-

Follow these steps:

- Click on the case whose Promoter details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- Go to Side bar and navigate to **Promoter**
- You will be redirected to [Promoter](#) Page
- Promoter list will appear

Promoters (9)				
<div> <div>Q Search</div> <div>+</div> </div>				
Name▲	Promoter Type	Identification Number	Designation	Actions
CORPORATION BANK	Bank	CORP	-	  
Dean	Individual	QWERF5678J	-	  
DOLPHIN AQUA PRODUCTS PRIVATE LIMITED	Financial Institution	U63031AN1995PTC000049	-	  
Jack Three	Individual	GSEPL9888O	-	  
Manvith	Individual	NHRUM3375M	-	  
Nagaraj S Kharvi	Individual	308035640798	-	  
Nagesh Rao	Individual	BFGHJ5521K	-	  

- To **Add**

- Click on 
- To enter details of Promoter,
 - Select Entity type of the Promoter
 - If Promoter is already Registered in PDA
 - Start entering **Identification Number/Name** of the Promoter
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Promoter
 - If Promoter is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

- Click on 

Promoter Particulars

Promoter Type *

Individual

Identification Type *

PAN

Q Search (Name/PAN)

Clear

Title

-

First Name

meghana

Last Name

-

PAN

GSHT5256J

Start Date

Select Date

Designation

Primary Contact

Address

Address Line 1

address

Address Line 2

-

Town/City

Mysore

PIN Code

675738

State

Karnataka

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number

Start Date




Preferred

No record found...

Cancel

Save

- To **Edit**

- Click on  button on the Promoter for which you wish to edit details
- Modify **Promoter** details
- Click on  button
- Click on  once modification is completed

Promoter Particulars

Title

First Name

Last Name

Designation

-

meghana

-

-

Identification

#

Identification Type

Identification Number

Actions

1

PAN

GSHT5256J

Contact Info

Primary Contact

Address

Address Line 1

Address Line 2

Town/City

PIN Code

State

Mysore

675738

Karnataka

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number


Start Date

Preferred

No record found...

Close

- **Upload Document**

- Click on  button to which you want to upload documents.
- Click on **+** button in documents list page
- Select **Document Type**
- Select **file** to Upload
- Click on **Upload**

Document Upload

Document Type *

File *

Upload File

Drop files here


Title

Cancel

Upload

- Click on **Close** once upload is completed

- To **Delete** – (By Case Manager Only)

- Click on  button on the Promoter you wish to delete
- Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to Promoter Page, with Promoter details

Message & Notes:

Guarantors

Personal Guarantor means an individual who is the surety in a contract of guarantee to a corporate debtor. Personal guarantor to a corporate debtor and in respect of whom guarantee has been invoked by the creditor and remains unpaid in full or part.

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Guarantor details ready

Follow these steps:

- Click on the case whose Guarantor details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Guarantor**
- You will be redirected to Guarantor Page
- Guarantor list will appear
























Guarantors (7)



CIR Process

Search

Guarantor Report

+

Name▲	Guarantor Type	Identification Number	Guarantee Amount (Rs.)				Actions
			Loan	Invoice	Other Creditor	Total	
CORPORATION BANK	Bank	CORP	0	0	0	0	   
Manvith	Individual	NHRUM3375M	0	0	0	0	  
Nithya C testjm	Individual	TESTB6269U	0	0	0	0	  
Sunil Kumar	Individual	HNSYO6394M	0	0	0	0	  
Vamshi NTR	Individual	BBFPV8638E	0	0	0	0	  
veen	Individual	POIUJ4562H	0	0	0	0	  
VIJAYA BANK	Bank	VIJB	0	0	0	0	   

- To **Add**
 - Click on 
 - To enter details of Guarantor,
 - Select Entity type of the Guarantor
 - If Guarantor is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Guarantor
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Guarantor
 - If Guarantor is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Enter **Guarantee From** date
 - Enter **Designation** of Guarantor
 - Click on 

Guarantor Particulars

Guarantor Type *
Individual

Identification Type *
PAN

praveen Kumar SS

Clear

Title
Mr

First Name
praveen

Last Name
Kumar SS

PAN
CYRPP5645R

Guarantee From *
01-09-2020

Designation *
Manager

☐ Related Party

Primary Contact

Address

Address Line 1
#518, 64th cross, vijaynagar

Address Line 2
xZxz

Town/City
Chennai

PIN Code
666666

State
Manipur



Email

Type	Email	Start Date	Preferred
Office	kilii@gmail.com	24-02-2020	✓

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel Save

- **To Edit**
 - Click on  button on the Guarantor for which you wish to edit details /li>
 - Modify **Guarantor** details.
 - Click on  button
 - Click on once modification is completed

Guarantor Particulars

Title
Mr

First Name
Raghav

Last Name
Guru

Designation
werty

Loan Guarantee Amount (Rs.)
0

Invoice Guarantee Amount (Rs.)
0

Other Creditor Guarantee Amount (Rs.)
0



Stakeholder Guarantee Amount (Rs.)
0

☐ Related Party

Guarantee From
01-09-2020

Guarantee To
-

Identification

#	Identification Type	Identification Number	Actions
1	PAN	TYUHH6789T	 

Contact Info

Primary Contact

Address

Address Line 1
thirumoolam bhavan opposite to arafa electronics
junglighat port blair

Address Line 2
junglighat port blair

Town/City
Manipur

PIN Code
744103

State
Manipur

Email

Telephone

Close

- **Guarantor Report(Generate/Upload/Version)**
 - Click on Guarantor Report
 - To **Generate/Re-Generate**
 - Click on **Generate**
 - Select **Report type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Click on Generate – Guarantor Report will be generated

Generate Guarantor Report

Report Type *

PDF_A

Language *

English

☐ Digital Signature

☐ Barcode

☐ Attachments

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Guarantor Report, edit the details and click on **Re-Generate**, you will get a new Version of Guarantor Report in Green color.

- To **Upload**
 - Select **Upload**
 - Select file to upload
 - Click on **Upload**
 - A new version will be added and will be displayed in Blue color.


Document Upload

Upload File

file.pdf

Cancel

Upload

- To **Delete** – (By Case Manager Only)
 - Click on  button on the Guarantor you wish to delete.
 - Click on **✓ Yes** for confirmation.

Expected Outcome:

- You will be redirected to [Guarantor Page](#), with Guarantor details.

Message & Notes:










Key Managerial Personnel


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand KMP details ready

Follow these steps:

- Click on the case whose KMP details you wish to add, view or edit.
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor Page](#)
- Go to Side bar and navigate to **KMP**
- You will be redirected to [KMP Page](#)
- KMP list will appear

Key Managerial Personnel (3)						
<div> <div>Search</div> <div>+</div> </div>						
Name ▲	Identification Type	Identification Number	Designation	Appointment Date	Cessation Date	Actions
Nithya H	PAN	XYZAS1272A	-	03-10-2020	-	  
Thirumal M	PAN	LDXZP1238K	-	02-10-2020	-	  
Veena I	PAN	ZBCDE4738Z	-	01-10-2020	-	  

- To **Add**
 - Click on 
 - To enter details of KMP,
 - If KMP is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Person
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Person
 - Check KMP details
 - If KMP is not Registered in PDA,
 - Enter **First** and **Last Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Enter **Appointment Date**
 - Click on **Save**

KMP Particulars

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

First Name

Last Name

PAN *

Designation

Appointment Date *

Cessation Date

meghana

-

GSHTES256j

-

01-09-2020

Select Date

Primary Contact

Address

Address Line 1

Address Line 2

Town/City

PIN Code

State

address

-

Mysore

675738

Karnataka

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number



Start Date

Preferred

No record found...

Cancel

Save

- To **Edit**
 - Click on  button on the KMP for which you wish to edit details
 - Modify **KMP** details
 - Click on  button
 - Click on **Close** once modification is completed

KMP Particulars

Title

-

First Name

meghana

Last Name

-

Designation

-

Appointment Date



01-09-2020

Cessation Date

-

Identification

+

#	Identification Type	Identification Number	Actions
1	PAN	GSHT5256j	 

Contact Info

+

Registered Office Address

Address

Address Line 1

address

Address Line 2

-

Town/City

Mysore

PIN Code

675738

State

Karnataka

Email

+


Type	Email	Start Date	Preferred
No record found...			

Telephone

+

Type	Number	Start Date	Preferred
No record found...			

Close

- To **Delete** – (By Case Manager Only)
 - Click on  button on the KMP you wish to delete.
 - Click on  for confirmation

Expected Outcome:

- You will be redirected to [KMP](#) Page, with KMP details

Message & Notes:

Share Capital

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Share Capital details ready

Follow these steps:

- Click on the case whose Share Capital details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- Go to Side bar and navigate to **Share Capital**
- You will be redirected to [Share Capital](#) Page
- Share Capital list will appear

Share Capital

Share Capital Report

▼

Nominal

Type	No. of Shares	Face Value (Rs.)	Voting Share	Total (Rs.)	Actions
Not Specified	10	1,000	-	10,000	
Preference-Redeemable	100	10,000	-	10,00,000	
Preference-Convertible	50	3,000	-	1,50,000	

▼

Paid Up

Type	No. of Shares	Face Value (Rs.)	Voting Share	Total (Rs.)	Actions
Not Specified			-	7,65,876	

- To **Add**
 - Click on in **Nominal/Paid Up** block
 - Enter **Nominal/Paid Up** details
 - Click on **Save**

Share Capital Particulars

Liability Type *

Preference-Redeemat ▼

Start Date *

02-09-2020

No. of Shares *

500

Face Value (Rs.) *

20,000

Total (Rs.) *

1,00,00,000

Voting Share

%

Note

Cancel

Save

- To **Edit**
 - Click on button on the Nominal/Paid Up for which you wish to edit respective nominal/paid up details
 - Edit
 - Select **Edit**
 - Modify **Nominal/Paid Up** details
 - Click on **Save**

Share Capital Particulars

Liability Type *

Preference-Redeemat ▼

Start Date *

02-09-2020

No. of Shares *

500

Face Value (Rs.) *

20,000

Total (Rs.) *

1,00,00,000

Voting Share

72.70%

Note

sample note

Cancel

Save

- Revision
 - Select **Revision**
 - Enter **End Date**
 - Enter **Revised Start Date**
 - Click on **Save**

Share Capital Particulars

Liability Type *

Preference-Redeemat ▼

Start Date *

02-09-2020

End Date *

02-09-2020

Revised Start Date *

03-09-2020

No. of Shares *

500

Face Value (Rs.) *

20,000

Total (Rs.) *

1,00,00,000

Voting Share





72.7%

Note

sample note

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button on the Nominal/Paid Up you wish to delete respective Nominal/Paid Up
 - Click on 
- To **Generate**
 - Click on 
 - Select **Report Type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Click on  – Share Capital Report will be generated
 - Share Capital Report can be Downloaded to your system

Generate Share Capital Report

Report Type *

PDF_A ▼

Language *

English ▼

☒ Digital Signature

☐ Barcode

☐ Attachments

Cancel

Generate

Expected Outcome:

- You will be redirected to [Share Capital](#) Page, with Share Capital details

Message & Notes:













Divisions


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Division details ready

Follow these steps:

- Click on the case whose Division details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor](#) Page
- Go to Side bar and navigate to **Division**
- You will be redirected to [Division](#) Page
- Division list will appear

Divisions +								
Division Name▲	Principal Business Activity	NIC Class	NIC Group	NIC Division	NIC Section	Start Date	End Date	Actions
A1	Growing of wheat	Growing of cereals (except rice), leguminous crops and oil seeds	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	29-10-2019		  
A2	Growing of cotton	Growing of fibre crops	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	01-07-2020		  
A3	Manufacture of tarpaulin	manufacture of made-up textile articles, except apparel	Manufacture of other textiles	Manufacture of textiles	Manufacturing	30-06-2020		  
A4	Growing of rose	Growing of other non-perennial crop	Growing of non-perennial crops	Crop and animal production, hunting and related service activities	Agriculture, forestry and fishing	04-08-2020	07-08-2020	  

- To **Add**
 - Click on 
 - Enter **Division** details
 - Click on **Save**

Division Particulars

Principal Business Activity *

Division Name *

Start Date *

End Date

Growing of onion ▼

Category 1

02-09-2020


Select Date

Description

Started Business from year 2012

Cancel

Save

- To **Edit**
 - Click on  button on the Division for which you wish to edit details
 - Modify **Division** details
 - Click on **Save**

Division Particulars

Principal Business Activity *

Division Name *

Start Date *

End Date

Growing of onion ▼

Category 1

02-09-2020



Select Date

Description

Started Business from year 2012

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button on the division you wish to delete
 - Click on  **Yes** for delete confirmation

Expected Outcome:

- You will be redirected to Division Page, with Division details

Message & Notes:

Adjudication







Adjudication is always against debt.


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Adjudication details ready
- Have on hand Lawyer and Court details ready (If applicable)
- Have on hand Documents ready (If applicable)

Follow these steps:

- Click on the case whose Adjudication details you wish to add, view or edit.
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to [Corporate Debtor Page](#)
- Go to Side bar and navigate to **Adjudication**
- You will be redirected to [Adjudication Page](#)
- Adjudication list will appear

Adjudication					
Material Litigation					+
Order Reference No.	Order Type	Order Date	Contingent Liability (Rs.)	Law / Regulation	Actions
Ref-98765	ORDER-1	06-10-2020	6,780	Section 3A	  
Ref-234567	ORDER-2	06-10-2020	87,650	Section 27(C)	  

- To **Add**
 - Click on 
 - Enter **Adjudication** details
 - Click on **Save**

Adjudication Particulars

Type of Case
Labour Related cases

Order Type *
Civil

Order Date *
01-09-2020

Order Reference No. *
Ref-100



Contingent Liability (Rs.)
12,00,000

Related Law / Regulation
Section 408 of The Companies Act, 2013

Particulars of Case
The adjudicating authority under the code and shall hear insolvency resolution cases for corporate persons.

Cancel

Save

- To **Edit**
 - Click on , select **Adjudication** for which you wish to edit adjudication details
 - Modify **Adjudication** details
 - Click on  button

Adjudication Particulars

Type of Case
Labour Related cases

Order Type *
Civil

Order Date *
01-07-2020

Order Reference No. *
Ref-76

Contingent Liability (Rs.)
9,000



Related Law / Regulation
Section 408 of the Companies Act, 2013 and Article 245 of the Constitution

Particulars of Case

Lawyer

Name	Identification Number	Start Date	End Date	Actions
No record found...				

Close

- Click on Close once modification is completed
- To Upload**
 - Click on  on the Adjudication for which you wish to upload document
 - Click on 
 - Select **Document Type**
 - Select a **file** to Upload
 - Click on Upload

Document Upload

Document Type *
Order of Court

File *



Upload File







Order of Court.pdf


Title

Cancel

Upload

- Click on Close once upload document is completed
- To Delete** – (By Case Manager Only)
 - Click on  button on the Adjudication you wish to delete.
 - Click on ✓ Yes for confirmation
- Lawyer**
 - Click on , select **Lawyer** on the Adjudication whose Lawyer details you wish to add, view or edit
 - You will be redirected to Lawyer page
 - Lawyer list will appear

Lawyer					
					+
Name	Identification Number	Start Date	End Date	Actions	
Yashaswini Shivalingaiah	NBVCD5432W	06-10-2020		  	
Nagaraj S Kharvi	308035640798	05-10-2020		  	
					Close

- To Add**
 - Click on 
 - If Lawyer is already Registered in PDA
 - Start entering **Identification Number/Name** of the Lawyer

- If Lawyer is not Registered in PDA
 - Select **Identification Type**
 - Enter **First** and **Last Name**
 - Enter **Identification Number**
 - Enter **Start Date**

Lawyer

Identification Type *

PAN ▼

Search (Name/PAN)

Clear

Title

Mr ▼

First Name *

praveen

Last Name

kumar

PAN *

CTRY6756T

Start Date *

01-09-2020

Description

Primary Contact

Address
✎ 🏠 ✕

Address Line 1 *

34, papareddypalya 11 th block

Address Line 2

nagarbhavi 2nd stage

Town/City *

bengaluru

PIN Code *

560087

State *

Karnataka ▼

Email
+



Type	Email	Start Date	Preferred
No record found...			

Telephone
+

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- To **Edit**
 - Click on  button on the Lawyer for which you wish to edit details
 - Modify **Lawyer** details
 - Click on  button

Lawyer

TitleMrFirst NamepraveenLast NamekumarStart Date01-09-2020End Date-

Description-

Identification

#Identification TypeIdentification NumberActions

1PANCTRY6756T

Contact Info

Primary Contact

Address

Address Line 134, papareddypalya 11 th blockAddress Line 2nagarbhavi 2nd stage

Town/CityBengaluruPIN Code560087StateKarnataka

Email

TypeEmailStart DatePreferred

No record found...

Telephone


TypeNumberStart DatePreferred

No record found...

Close

- Click on


Close







 once modification is completed
- To **Delete**
 - Click on  button on the Lawyer you wish to delete.
 - Click on

✓ Yes

 for confirmation
- Click on

Close

 once operations(add/edit/delete) are completed
- **Court**
 - Click on , select **Court** on the Adjudication whose Court details you wish to add, view or edit
 - You will be redirected to Court page
 - Court list will appear

Court				
<div></div>				
Name	Court Type	Start Date	End Date	Actions
District Court off mangalore	District & Session Court	07-10-2020		  
District Court of Tumkur	District & Session Court	07-10-2020		  

Close

- To **Add**
 - Click on

+
 - If Court is already Registered in PDA
 - Select **Court Type**
 - Start entering **Name** of the Court
 - A list of Courts will appear
 - Scroll up or down the list and select Court
 - Enter **Start Date**
 - Check Court Details
 - If Court is not Registered in PDA
 - Select **Court Type**
 - Enter **Court Name**

- Enter **Start Date**
- Enter **Address**
- Click on **Save**

Court

Court Type *

District and Session C

District Court of Tumkur

Clear

Court Name *

Start Date *

Description

District Court of Tum

01-09-2020

Primary Contact

Address

Address Line 1

Address Line 2

1st main R.K Puram

Sector 4

Town/City

PIN Code

State

Delhi

560065

Kerala

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- To **Edit**
 - Click on  button on the Court for which you wish to edit details
 - Modify **Court** details
 - Click on  button

Court

Court Name

Start Date

End Date


Description


District Court of Tumkur


01-09-2020

-

-







Contact Info

Primary Contact

Address

Address Line 1

Address Line 2

1st main R.K Puram

Sector 4

Town/City

PIN Code

State

Delhi

560065

Kerala

Email



Type	Email	Start Date	Preferred
No record found...			

Telephone


Type	Number	Start Date	Preferred
No record found...			

Close

- Click on **Close** once modification is completed

- To **Delete**
 - Click on  button on the Court you wish to delete.
 - Click on  **Yes** for confirmation
- Click on **Close** once operations(add/edit/delete) are completed

• Creditors

- Click on , select **Creditors** on the Adjudication you wish to view the Creditors who linked Adjudication to their Debt
- Click on **Close** after viewing

- **Report**
 - Click on **Material Litigation**
 - To **Generate/Re-generate**
 - Select **Generate/Re-Generate**
 - Select **Report Type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Click on **Generate** - Report will be generated and can be downloaded to your system

Generate Material Litigation

Report Type *

PDF_A

Language *

English

☒ Digital Signature

☒ Barcode

☒ Attachments

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Material Litigation Report, edit the details and click on **Re-Generate**, you will get a new Version of Material Litigation Report in Green color

- To **Upload** - (By Case Manager Only)
 - Select **Upload**
 - Select a **file** to Upload
 - Click on **Upload** - Document will be uploaded

Document Upload

Upload File

Material_Litigation.pdf

Cancel

Upload

- A new version will be added and will be displayed in Blue color

Expected Outcome:

- You will be redirected to [Adjudication](#) Page, with adjudication details

Message & Notes:

- Report generate - User will be notified, if IRP/RP/Liquidator is not appointed to the case
-

Liabilities

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Liability details ready




Follow these steps:


- Click on the case whose Liability details you wish to add, view or edit.
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Corporate Debtor**

- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Liability**
- You will be redirected to Liability Page
- Liability list will appear

Liabilities

Liability Report +

Liability Type	Liabe Date	Due Date	Amount (Rs.)	Interest (Rs.)	Actions
Equity	01-09-2020	02-09-2020	5,45,45,450	-	  

- To **Add**
 - click on 
 - Enter **Liability** details
 - Click on **Save**

Liability Particulars

Liability Class *

Shareholder's funds - Share capital - Nominal

Liability Type *

Equity

Nature of Liability

equity

Liabe Date *

01-09-2020

Due Date *

02-09-2020

Amount (Rs.) *

24,564


Interest (Rs.)

0

Brief Note

Cancel

Save

- To **Edit**
 - Click on  button on the Liability for which you wish to edit details
 - Modify **Liability** details
 - Click on **Save**

Liability Particulars

Liability Type

Equity

Nature of Liability

Liabe Date *

01-09-2020

Due Date *

02-09-2020

Amount (Rs.) *

65,45,210


Interest (Rs.)

0

Brief Note

Cancel


Save

- To **View History**
 - Click on 
 - You will view the history of selected Liability type
 - Click on **Close**

History of "Equity"

Liability Type	Liabe Date	Due Date	Amount (Rs.)	Interest (Rs.)	Start Date	End Date
Equity	01-09-2020	02-09-2020	65,45,210	-	02-09-2020 17:32	-

Close

- To **Delete** - (By Case Manager Only)
 - Click on  button on the Liability you wish to delete
 - Click on **✓ Yes** for confirmation
- To **Report**
 - Click on **Liability Report** button
 - **Generate/Re-generate**
 - Select **Generate/Re-generate**
 - Select **Report type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Click on **Generate** - Liability Report will be generated

Generate Liability Report

Report Type *

PDF_A

Language *

English

☐ Digital Signature

☐ Barcode

☐ Attachments

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Liability Report, edit the details and click on **Re-Generate**, you will get a new Version of Liability Report in Green color

- **Upload**
 - Select **Upload**
 - Select **file** to upload
 - Click on **Upload**

Document Upload

Upload File

liability.pdf

Cancel

Upload

- A new version will be added and will be displayed in Blue color

Expected Outcome:

- You will be redirected to Liability Page, with Liability details


Message & Notes:

Assets

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Asset details ready

Follow these steps:

- Click on the case whose Asset details you wish to add, view or edit.
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Corporate Debtor**
- You will be redirected to Corporate Debtor Page
- Go to Side bar and navigate to **Assets**
- You will be redirected to Assets Page
- To **Add**
 - Click on 
 - Select **Asset Sub-Category, Asset Type, Asset Class**
 - Enter **Name of Asset**

- Enter the **Address**
- Enter **Asset Values**
- Click on **Save**

Asset Details

Asset Sub-Category *

Select

Asset Type *

Select

Division Name

Select

Name Of Asset *

Asset Class *

Select

Asset ID/Serial No.

No. of Items

1

Units

Select

Depreciation

%

Invoice Number

Life Time

years

months

days

Intended Manner of Sale

Select

Intended Mode of Sale

Select

☐ Onerous

☐ **Sold Out**

☐ **Distributed**

Description

Reason for selecting Mode

In Possession with

Stakeholder

+

Communication Letter

Location

Select Address

Address Line 1 *

Address Line 2

Town/City *

PIN Code *

State *

Asset Details

asddf

Town/City *

Degfg

PIN Code *

452623

State *


Manipur

Asset Values

Type	Date	Amount (Rs.)	History
Purchase Value	01-09-2	5,215	
Book Value	01-09-2	6,261	
Market Value	02-09-2	1,611	
Acquisition	Select E	0	

Cancel

Save

- To **Edit**
 - Click on  button on the Asset for which you wish to edit details
 - Modify **Asset** details
 - Click on **Save**

Asset Category

Non-Current Assets - Fixed

Asset Sub-Category *

Tangible

Asset Type *

Plant and Equipment

Division Name

Select

Name Of Asset *

palnt1

Asset Class

Plant and Machinery

Asset ID/Serial No.

plant-001

No. of Items

21

Units

item

Depreciation

2

Invoice Number

Life Time

3 years

0 months

0 days

Intended Manner of Sale

Sale on standalone b

Intended Mode of Sale

Auction

Onerous

Sold Out

Distributed

Description

Reason for selecting Mode

In Possession with

Stakeholder

TARUN KUMAR ARORA

Communication Letter

Location

Address Line 1 *

at. hotel satkar arcade fraserroad patna. road patna.

Address Line 2

Town/City *



Bangalore

PIN Code *

560052

State *

Karnataka

- To **Upload**
 - Click on  button to which you want to upload documents.
 - Click on  button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

File *



Upload File

Drop files here

Title

Cancel

Upload

- Click on **Close** once upload is completed
- To **Delete**
 - Click on  button on the asset you wish to delete
 - Click on  **Yes** for delete confirmation
- **Report**
 - Click on **Description of Assets (IM)**
 - To **Generate/Re-generate**
 - Select **Generate**
 - Select **Report Type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Enter the **Password**, if you want to generate a report in protected file - (applicable for report type PDF-A, PDF-UA)
 - Click on **Generate** - Description of Assets (IM) will be downloaded to your system

Generate Description of Asset Report

Report Type *

PDF_A

Language *

English

☐ Digital Signature

☐ Barcode

☐ Attachments

Password

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Guarantor Report, edit the details and click on **Re-Generate**, you will get a new Version of Guarantor Report in Green color.

- To **Upload**
 - Select **Upload**
 - Select **file** to Upload
 - Click on **Upload**
 - A new version of uploaded document will be displayed in Blue color

Document Upload

Upload File

file.pdf

Cancel

Upload

- Click on **Custom Asset Report**
 - To **Generate/Re-generate**
 - Select **Generate**
 - Select details required in the report
 - Click on **Generate**

Asset Report

Select Columns

☒ Select All

☒ Purchase Value

☒ Book Value

☒ Market Value

☒ Acquisition

☒ Fair Value

☒ Liquidation Value

☒ Value of asset or business

☒ Expected amount of realization from sale

Asset Class

☒ Plant and Machinery

☐ Land and Building

☐ Securities or Financial Assets

RP Valuers

☒ Abhay Kumar

LP Valuers

☒ Judgebir Singh Ahluwalia

☒ Nakul Kharvi

Report header name

Assets - Tangible

Cancel

Generate

- Select **Report Type**
- Check ☐ **Digital Signature/Barcode/Attachments** as applicable
- Enter the **Password**, if you want to generate a report in protected file – (applicable for report type PDF-A, PDF-UA)
- Click on **Generate** – Custom Asset report will be downloaded to your system

Generate Asset Report

Report Type *

PDF_A

Language *

English

☐ Digital Signature

☐ Barcode

☒ Attachments

Password

...

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Custom Asset report, edit the details and click on **Re-Generate**, you will get a new Version of Custom Asset Report in Green color.

- To **Upload**
 - Select **Upload**
 - Select **file** to Upload
 - Click on **Upload**
 - A new version will be added and will be displayed in Blue color

Document Upload

Upload File

file.pdf

Cancel

Upload

- Click on **Asset Memorandum**
 - To **Generate/Re-generate**
 - Select **Generate**
 - Select **Report Type**
 - Check ☐ **Digital Signature/Barcode/Attachments** as applicable
 - Enter the **Password**, if you want to generate a report in protected file – (applicable for report type PDF-A, PDF-UA)
 - Click on **Generate** – Asset Memorandum report will be downloaded to your system

Generate Asset Memorandum

Report Type *

PDF_A

Language *

English

☒ Digital Signature

☐ Barcode

☒ Attachments

Password

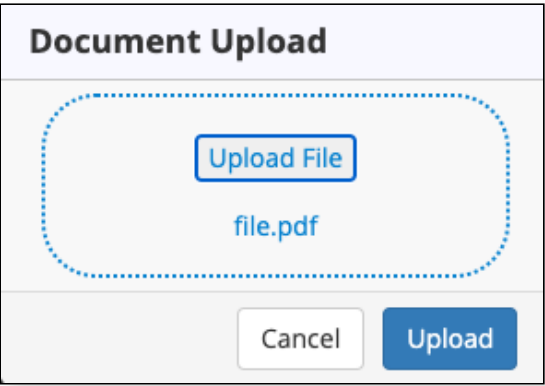
...

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Asset Memorandum Report, edit the details and click on **Re-Generate**, you will get a new Version of Asset Memorandum Report in Green color

- To **Upload**
 - Select **Upload**
 - Select **file** to Upload
 - Click on **Upload**
 - A new version of uploaded document will be displayed in Blue color



Expected Outcome:

- You will be redirected to [Assets](#) Page, with Assets details

Message & Notes:

Creditor

System provides list of creditors of each category.

Financial

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Financial Creditor and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Financial Creditor list will appear

Financial Creditors (5)								
Q Search								
Invite Claimants Block/Unblock +								
Name▲	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active			
BARCLAYS BANK	F01106	-	Bank	Praveen	Active			
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active			
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active			
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active			

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Financial Creditor,
 - Select Entity type of the Financial Creditor

Creditor Particulars

Financial Creditor Type *

✓ Individual

Bank

Financial Institution

NBFC(Non Banking Financial Companies)

Limited Liability Partnership

Company

Partnership Firm

Proprietorship Business

☐ Related Party

☐ Related under section-21(2)

(Name/PAN)

Title

First Name *

Last Name

- If Financial Creditor is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Financial Creditor
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Financial Creditor
- If Financial Creditor is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Creditor Particulars

Financial Creditor Type *

Company

Identification Type *

CIN

RAMKRISHNA FOOD TRADING PRIVATE

☐ Related Party

☐ Related under section-21(2)

Clear

Corporate Identification Number (CIN) *

U00065BR1998PTC008471

Company Name *

RAMKRISHNA FOOD TRADING PRIVATE LIMITED

Date of Incorporation *

19-05-1998

Start Date

Select Date

☐ Secured Creditor

Class of Creditors

Payables to CD (Rs.)

0

Registered Office Address

Address

Address Line 1 *

bazar samiti musallahpur patna 6. patna 6.

Address Line 2

Town/City *

Bihar

PIN Code *

851128

State *

Bihar

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details of Financial Creditor Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN

HNSYO6394M

Position

Primary Contact

Address

Address Line 1

#23, 5th Main, Nandini Layout

Address Line 2

Town/City

Bengaluru

PIN Code

560096

State

Karnataka

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Financial Creditor** details
 - Click on

Close

Creditor Particulars

Title

▼

First Name *

Ashish

Last Name

Kumar

Start Date

04-07-2020

☐ Secured Creditor

☐ Related Party

Class of Creditors

▼

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	Plant and Machinery	IBBI/RV/02/2018/20004	
2	PAN	GHJHG7865J	

▼ Contact Info

Registered Office Address

Billing Address

Residential Address

Address

Address Line 1

138 ,19th Cross JP Nagar 5th Phase Bangalore

Address Line 2

-

Town/City

Bangalore

PIN Code

560078

State

Manipur

Email

Telephone

Close

- Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on button of the Financial Creditor to which you want to perform any action on Bank details
 - Select **Bank Details**
 - List of bank details will appear

Bank Account Details							+
Account Holder Full Name ▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions	
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>		

Close

- Add**
 - Click on **+**
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Kumar

Account Number *

64115678334

Nature of Account *

Savings Account ▼

Q Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name

PUNE

Town/City


PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- Edit**

- Click on  button to which you want to edit details
- Modify **Bank Account** details
- Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

6000234587

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454


STATE BANK OF INDIA

PUNE

PUNE





Cancel

Save





- **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on

Close

Bank Account Details

Account Holder Full Name ▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   

Close

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate
 - Select **Make it active**
 - Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on  button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on  button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on  button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

File *

Upload File

Drop files here

Title

Cancel

Upload

- Click on

Close

 once upload is completed

Expected Outcome:

- You will be redirected to [Financial Creditor](#) page with updated details

Message & Notes:

- If Bank account made preferred – User will failed to delete bank detail and will get notified, that bank details is used in case

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Financial Creditor
- Have Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Financial Creditor list will appear

Financial Creditors (5)								
<div> <div>Q Search</div> <div> <div>Invite Claimants</div> <div>Block/Unblock</div> <div>+</div> </div> </div>								
Name▲	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active			
BARCLAYS BANK	F01106	-	Bank	Praveen	Active			
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active			
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active			
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active			

- Click on button of the Financial Creditor to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

- To **Modify**,
 - Click on

Update Authorized Representative
 - Modify **Authorized Representative** details
 - Click on

Close

Authorized Representative

Title

Mr

First Name

Kumarh

Last Name

BG

Position

Identification

#

Identification Type

Identification Number

Actions

1

PAN

DOCKU9873K

2

Plant and Machinery

IBBI/RV/02/2018/1234567

3

Securities or Financial Assets

IBBI/RV/02/2018/1234568

4

IBBI Registration

IBBI/IPA-002/IP-N00001/2016-2017/11111

5

AADHAAR

111122223333

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on

Change Authorized Representative
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Click on

Save

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Click on

Close

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to [Financial Creditor](#) page with updated details

Message & Notes:

Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Financial Creditor list will appear

Financial Creditors (5)									<input type="text" value="Search"/> <input type="button" value="Invite Claimants"/> <input type="button" value="Block/Unblock"/> <input type="button" value="+"/>	
Name▲	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions		
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active					
BARCLAYS BANK	F01106	-	Bank	Praveen	Active					
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active					
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active					
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active					

- Click on button of Financial Creditor to which you want to perform any action on Designated Partner
- Select **Designated Partner**
- List of Designated Partner will appear

Designated-partner					<input type="button" value="+"/>	
Name▲	Identification Number	Start Date	End Date	Actions		
Chethan Kumar	BVFCD4321Q	04-09-2020				
					<input type="button" value="Close"/>	




- **Add**
 - Click on
 - To enter details of Designated Partner,
 - If Designated Partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Designated Partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Designated Partner
 - If Designated Partner is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Click on

Designated Partner Particular					
Identification Type *	<input type="text" value="Sunil Kumar"/> <input type="button" value="Clear"/>				
PAN ▼					
Title	First Name	Last Name			
Mr	Sunil	Kumar			
PAN *	Position	Start Date	End Date		
MGYNI6383M	<input type="text"/>	07-09-2020	Select Date		
					<input type="button" value="Cancel"/> <input type="button" value="Save"/>

- **Edit**
 - Click on button to which you want to edit details
 - Modify **Designated Partner** details
 - Click on

Designated Partner Particular													
Title	First Name *	Last Name											
Mr ▼	Chethan	Kumar											
Position	Start Date	End Date											
<input type="text"/>	04-09-2020	Select Date											
<div>Identification</div> <div> <input type="button" value="+"/> </div> <table> <tr> <th>#</th><th>Identification Type</th><th>Identification Number</th><th>Actions</th></tr> <tr> <td>1</td><td>PAN</td><td>BVFCD4321Q</td><td> </td></tr> </table>						#	Identification Type	Identification Number	Actions	1	PAN	BVFCD4321Q	
#	Identification Type	Identification Number	Actions										
1	PAN	BVFCD4321Q											
					<input type="button" value="Close"/>								

- **Delete**
 - Click on  button of the Designated Partner which you want to delete
 - Click on  for the confirmation
- Click on 

Designated-partner				
Name ▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Expected Outcome:

- You will be redirected to [Financial Creditor](#) page with updated details

Message & Notes:





















Co-Partner


Before you begin:




- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready


Follow these steps:

- Click on Case to which you want to perform any action on Financial Creditor
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Financial Creditor list will appear

Financial Creditors (5)								
Name ▲	Identification Number	Class Type	Claimant Type	Authorized Representative	Status	Form C	Form CA	Actions
Ashish Kumar	GHJHG7865J	-	Individual	Praveen	Active			  
BARCLAYS BANK	F01106	-	Bank	Praveen	Active			  
LAKSHMI NARAYANA STONES AND GRANITES LLP	AAD-1211	-	Limited Liability Partnership	leela	Active			  
pk proprietorship business	CYRPP4534Q	-	Proprietorship Business	Chethan	Active			  
Prakash Pvt Ltd	HNHEI7394M	-	Partnership Firm	keethi	Active			  

- Click on  button of Financial Creditor to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

Co-partner				
Name ▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFRS214I	03-07-2020		  

- **Add**
 - Click on 
 - To enter details of Co-partner,
 - If Co-partner is already Registered in PDA

- Start entering **Identification Number/Name** of the Co-partner
- A list will appear with Name and Identification Number
- Scroll up or down the list and select Entity
- Check Entity details of the Co-partner
- If Co-partner is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
- Click on **Save**

Copartner Particular

Identification Type *

PAN

Suresh Kumar

Clear

Title

First Name

Last Name

Suresh

Kumar

PAN *

Position

Start Date

End Date


BGTMF5603M

07-09-2020

Select Date

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Co-partner** details
 - Click on

Close

Copartner Particular

Title

Select

First Name *

keethi

Last Name

S

Position

Start Date



End Date

03-07-2020


Select Date

Identification

+




#	Identification Type	Identification Number	Actions
1	PAN	VGFR5214I	 

Close

- **Delete**
 - Click on  button of the Co-partner which you want to delete
 - Click on **Yes** for the confirmation
- Click on

Close

Co-partner

Name ▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFR5214I	03-07-2020		  

Close

Expected Outcome:

- You will be redirected to [Financial Creditor](#) page with updated details

Message & Notes:

Supplier

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Supplier and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to [Supplier](#) Page
- Supplier list will appear

Operational Creditor - Suppliers (1)						
			Q Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form B	Actions
ZAKIR COLD STORAGE LLP	AAD-0482	Limited Liability Partnership	Chethan	Active		

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Supplier,
 - Select Entity type of the Supplier

Creditor Particulars

Institution Type *

✓ Individual

Limited Liability Partnership

Company

Partnership Firm

Proprietorship Business

- If Supplier is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Supplier
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Supplier
- If Supplier is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Creditor Particulars

Institution Type *

Company

Identification Type *

CIN

CHAMPARAN GREENLAND PRIVATE LIM

☐ Related Party

Clear

Corporate Identification Number (CIN) *

U00003BR1997PTC008228

Company Name *

CHAMPARAN GREENLAND PRIVATE LIMITED

Date of Incorporation *

13-11-1997

Start Date

Select Date

☐ Secured Creditor

Payables to CD (Rs.)

0

Registered Office Address

Address

Address Line 1 *

128 e sri krishnapuri patna. patna

Address Line 2

Town/City *

bihar

PIN Code *

851128

State *

Bihar

Address

Address Line 1 *

128 e sri krishnapuri patna. patna

Address Line 2

Town/City *

bihar

PIN Code *

851128

State *

Bihar

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number

Start Date

Preferred

No record found...

- To enter details of Supplier Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN

HNSYO6394M

Position

Primary Contact

Address

Address Line 1

#23, 5th Main, Nandini Layout

Address Line 2

-

Town/City

Bengaluru

PIN Code

560096

State

Karnataka

Email



Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Supplier** details
 - Click on 

Creditor Particulars

Company Name *

ZAKIR COLD STORAGE LLP

Date of Incorporation

10-12-2014

Start Date

04-07-2020

☐ Secured Creditor

☐ Related Party

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	LLPIN	AAD-0482	
2	GST (GSTIN)	12DFFGG5556F1Z5	

PAN to be entered

Contact Info

Registered Office Address

Billing Address

Address

Address Line 1

D. No. 32-6-1/13, OPP: Petrol Bunk, Natayapalem, Sheela Nagar, Gajuwaka, Visakhapatnam Vishakhapatnam AP IN

Address Line 2

-

Town/City

-

PIN Code

530012

State

Andhra Pradesh

Email

Telephone

Close

- Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on button of the Supplier to which you want to perform any action on Bank details
 - Select **Bank Details**
 - List of bank details will appear

Account Holder Full Name ▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	

Close

- Add**
 - Click on
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Kumar

Account Number *

64115678334

Nature of Account *

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name

PUNE

Town/City


PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- Edit**

- Click on  button to which you want to edit details
- Modify **Bank Account** details
- Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

6000234587

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454


STATE BANK OF INDIA

PUNE

PUNE





Cancel

Save





- **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on

Close

Bank Account Details

Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   

Close

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate
 - Select **Make it active**
 - Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on  button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on  button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on  button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

File *

Upload File

Drop files here

Title

Cancel

Upload

- Click on

Close

 once upload is completed

Expected Outcome:

- You will be redirected to Supplier page with updated details

Message & Notes:

- If Bank account made preferred – User will failed to delete bank detail and will get notified, that bank details is used in case
-

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Supplier
- Have Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear

Operational Creditor - Suppliers (1)						
			Search		Invite Claimants	Block/Unblock
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form B	Actions
ZAKIR COLD STORAGE LLP	AAD-0482	Limited Liability Partnership	Chethan	Active		

- Click on button of the Supplier to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

- To **Modify**,
 - Click on

Update Authorized Representative
 - Modify **Authorized Representative** details
 - Click on

Close

Authorized Representative

Title

Mr

First Name

Kumarh

Last Name

BG

Position

Identification

#	Identification Type	Identification Number	Actions
1	PAN	DOCKU9873K	
2	Plant and Machinery	IBBI/RV/02/2018/1234567	
3	Securities or Financial Assets	IBBI/RV/02/2018/1234568	
4	IBBI Registration	IBBI/IPA-002/IP-N00001/2016-2017/11111	
5	AADHAAR	111122223333	

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on

Change Authorized Representative
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Click on

Save

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Click on

Close

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to Supplier page with updated details

Message & Notes:

Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to Supplier Page
- Supplier list will appear

Operational Creditor - Suppliers (1)

Search

Invite Claimants




Block/Unblock

+

Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form B	Actions
ZAKIR COLD STORAGE LLP	AAD-0482	Limited Liability Partnership	Chethan	Active		


- Click on button of Supplier to which you want to perform any action on Designated Partner
- Select **Designated Partner**

- List of Designated Partner will appear


Designated-partner				
Name▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Close

- Add**

- Click on 
- To enter details of Designated Partner,
 - If Designated Partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Designated Partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Designated Partner
 - If Designated Partner is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
- Click on **Save**

Designated Partner Particular

Identification Type *
 PAN ▼ Sunil Kumar 

Title
Mr

First Name
Sunil

Last Name
Kumar

PAN *
MGYNI6383M


Position

Start Date
07-09-2020

End Date
Select Date

Cancel **Save**

- Edit**

- Click on  button to which you want to edit details
- Modify **Designated Partner** details
- Click on **Close**

Designated Partner Particular

Title
Mr ▼

First Name *
Chethan


Last Name
Kumar



Position

Start Date
04-09-2020

End Date
Select Date


Identification






#	Identification Type	Identification Number	Actions
1	PAN	BVFCD4321Q	 

Close

- Delete**

- Click on  button of the Designated Partner which you want to delete
- Click on **Yes** for the confirmation

- Click on **Close**

Designated-partner				
Name▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Expected Outcome:

- You will be redirected to [Supplier](#) page with updated details

Message & Notes:





Co-Partner


Before you begin:




- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready


Follow these steps:

- Click on Case to which you want to perform any action on Supplier
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Supplier**
- You will be redirected to [Supplier](#) Page
- Supplier list will appear

Operational Creditor - Suppliers (1)						
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form B	Actions
ZAKIR COLD STORAGE LLP	AAD-0482	Limited Liability Partnership	Chethan	Active		  

- Click on  button of Supplier to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

Co-partner				
Name▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFR5214I	03-07-2020		  

- Add**
 - Click on 
 - To enter details of Co-partner,
 - If Co-partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Co-partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Co-partner
 - If Co-partner is not Registered in PDA
 - Enter **Name**

- Enter **Identification Number**

- Click on **Save**


Copartner Particular

Identification Type *
PAN ▼ Suresh Kumar Clear

Title First Name Suresh Last Name Kumar

PAN * BGTMF5603M Position Start Date 07-09-2020 End Date Select Date

Cancel Save



- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Co-partner** details
 - Click on **Close**

Copartner Particular


Title Select First Name * keethi Last Name S

Position Start Date 03-07-2020 End Date Select Date




Identification

#	Identification Type	Identification Number	Actions
1	PAN	VGFR5214I	 

Close

- **Delete**
 - Click on  button of the Co-partner which you want to delete
 - Click on **Yes** for the confirmation
- Click on **Close**

Co-partner

Name ▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFR5214I	03-07-2020		  

Close

Expected Outcome:

- You will be redirected to Supplier page with updated details

Message & Notes:

Employee

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have Employee and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Employee
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Employee**
- You will be redirected to Employee Page
- Employee list will appear

Operational Creditor - Employees (2)						
			Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form D	Actions
Ashish Kumar	GHJHG7865J	Individual	Ashish	Active		
Sunil Kumar	HNSYO6394M	Individual	Praveen	Active		

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Employee,
 - If Employee is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Employee
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Employee
 - If Employee is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Creditor Particulars

Identification Type *

PAN

Kumarh BG

☐ Related Party

Clear

Title

Mr

First Name

Kumarh

Last Name

BG

PAN

DOCKU9873K

Start Date

Select Date

Position

Payables to CD (Rs.)

34,000

Primary Contact

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Town/City

Chennai

PIN Code

666666

State

Karnataka

Email

Type	Email	Start Date	Preferred
Office	mhgbvvc@co.in	08-12-2019	<input checked="" type="checkbox"/>

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details of Employee Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number

- Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
- If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN

HNSYO6394M

Position

Primary Contact

Address

Address Line 1

#23, 5th Main, Nandini Layout

Address Line 2

-

Town/City

Bengaluru

PIN Code

560096

State

Karnataka

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Employee** details
 - Click on

Close

Creditor Particulars

Title

First Name *

Ashish

Last Name

Kumar

Start Date

04-07-2020





Position

☐ Related Party

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	Plant and Machinery	IBBI/RV/02/2018/20004	 
2	PAN	GHJHG7865J	 

Contact Info

Registered Office Address

Billing Address

Residential Address

Address

Address Line 1

138 ,19th Cross JP Nagar 5th Phase Bangalore

Address Line 2

-

Town/City

Bangalore

PIN Code

560078


State

Manipur





Email

Telephone

Close

- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button of the Employee to which you want to perform any action on Bank details

- Select **Bank Details**
- List of bank details will appear

Bank Account Details						
Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   
						Close

- **Add**
 - Click on **+**
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

64115678334

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454

STATE BANK OF INDIA


PUNE

PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Bank Account** details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

6000234587

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454


STATE BANK OF INDIA





PUNE


PUNE

Cancel

Save

- **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on **Close**

Bank Account Details						
Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   
						Close

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate

- Select **Make it active**
- Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on **:** button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on **:** button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on **📎** button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

The screenshot shows a modal window titled "Document Upload". It contains the following fields and elements:

- Document Type ***: A dropdown menu with a downward arrow.
- File ***: A dashed blue box containing an "Upload File" button and the text "Drop files here".
- Title**: A text input field.
- Buttons**: "Cancel" and "Upload" buttons at the bottom right.

- Click on **Close** once upload is completed

Expected Outcome:

- You will be redirected to Employee page with updated details
-

Message & Notes:

- If Bank account made preferred - User will failed to delete bank detail and will get notified, that bank details is used in case
-

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
 - Ensure that a Case Manager has been appointed for a registered case
 - You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
 - Case must have a Employee
 - Have Authorized Representative details ready
-

Follow these steps:

- Click on Case to which you want to perform any action on Employee
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page

- Go to Side bar and navigate to **Employee**
- You will be redirected to Employee Page
- Employee list will appear

Operational Creditor - Employees (2)

Search

Invite Claimants

Block/Unblock

+

Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form D	Actions
Ashish Kumar	GHJHG7865J	Individual	Ashish	Active		
Sunil Kumar	HNSYO6394M	Individual	Praveen	Active		

- Click on button of the Employee to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

- To **Modify**,
 - Click on

Update Authorized Representative
 - Modify **Authorized Representative** details
 - Click on

Close

Authorized Representative

Title

Mr

First Name *

Kumarh

Last Name

BG

Position

Identification

#	Identification Type	Identification Number	Actions
1	PAN	DOCKU9873K	
2	Plant and Machinery	IBBI/RV/02/2018/1234567	
3	Securities or Financial Assets	IBBI/RV/02/2018/1234568	
4	IBBI Registration	IBBI/IPA-002/IP-N00001/2016-2017/11111	
5	AADHAAR	111122223333	

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on

Change Authorized Representative
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**

- Enter **Identification Number**
- Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Click on **Close**

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to Employee page with updated details

Message & Notes:

Workman

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have Workman and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Workman
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to Financial Creditor Page
- Go to Side bar and navigate to **Workman**
- You will be redirected to Workman Page
- Workman list will appear

Operational Creditor - Workmen (1)						
			Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form D	Actions
Neil Khanan	889019232111	Individual	Chethan	Active		

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Workman,
 - If Workman is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Workman
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Workman
 - If Workman is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Creditor Particulars

Identification Type *
PAN

Chethan Kumar

☐ Related Party

Clear

Title
Mr

First Name
Chethan

Last Name
Kumar

PAN
BVFCD4321Q

Start Date
Select Date

Position

Payables to CD (Rs.)
0

Primary Contact

Address

Address Line 1
survey no. 11 & 13 ringanwada nani daman daman 396 210 u.t. daman 396 210 u.t.
in

Address Line 2
eadasddsd

Town/City
-

PIN Code
396210

State
Daman and Diu

Email

Type	Email	Start Date	Preferred
Office	dxsac@dsc.com	20-07-2020	✓

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details of Workman Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity

- Check Entity details of the Authorized Representative
- If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN

HNSYO6394M

Position

Primary Contact

Address

Address Line 1

#23, 5th Main, Nandini Layout

Address Line 2

-

Town/City

Bengaluru

PIN Code

560096

State

Karnataka

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Workman** details
 - Click on

Close

Creditor Particulars

Title

Mr

First Name *

Neil

Last Name

Khanan

Start Date

04-07-2020



Position

☐ Related Party

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	AADHAAR	889019232111	 

PAN to be entered

Contact Info

Registered Office Address

Billing Address

Residential Address

Principal Office Address

Correspondence Address

Address

Address Line 1

sbm complexatr road shop no. 09 rangatandaman islandsin

Address Line 2

-

Town/City

-

PIN Code

744205

State

Andaman and Nicobar Islands


Email

Type	Email	Start Date	Preferred

Telephone

Type	Number	Start Date	Preferred

Close

- **Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button of the Workman to which you want to perform any action on Bank details
 - Select **Bank Details**

- List of bank details will appear

Bank Account Details

+

Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	<div><div></div><div></div><div></div><div></div></div>

Close

- **Add**
 - Click on **+**
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Kumar

Account Number *

64115678334

Nature of Account *

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name

PUNE



Town/City

PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Bank Account** details
 - Click on 

Bank Account Particulars

Account Holder Full Name *

Kumar

Account Number *

6000234587

Nature of Account *

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name



PUNE

Town/City

PUNE


Cancel

Save

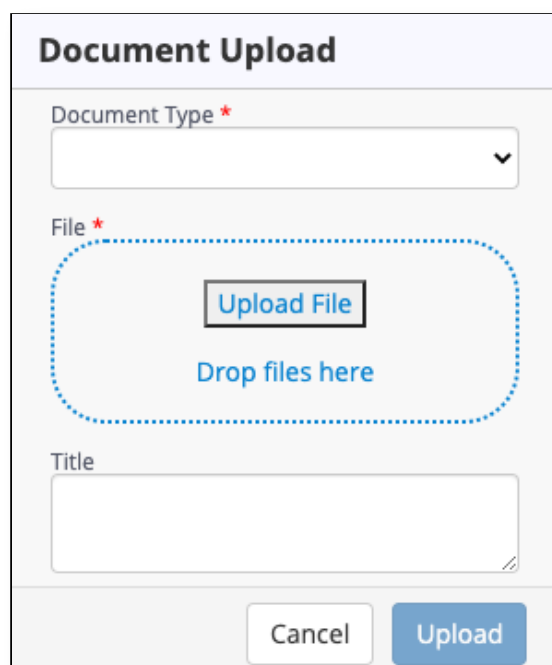
- **Delete**
 - Click on  button to which you want to delete
 - Click on  **Yes** for the confirmation

- Click on

Bank Account Details						
Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate
 - Select **Make it active**

- Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on **:** button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on **:** button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on **📄** button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**



The image shows a 'Document Upload' modal form. It has a title bar 'Document Upload'. Below it is a 'Document Type' dropdown menu with a red asterisk. Underneath is a 'File' section with a red asterisk, containing a dashed blue box with an 'Upload File' button and the text 'Drop files here'. Below the file section is a 'Title' text input field. At the bottom are 'Cancel' and 'Upload' buttons.

- Click on **Close** once upload is completed

Expected Outcome:

- You will be redirected to [Workman](#) page with updated details

Message & Notes:

- If Bank account made preferred – User will failed to delete bank detail and will get notified, that bank details is used in case
-

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Workman
- Have Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Workman
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Workman**

- You will be redirected to Workman Page
- Workman list will appear

Operational Creditor - Workmen (1)						
			Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form D	Actions
Neil Khanan	889019232111	Individual	Chethan	Active		

- Click on button of the Workman to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of FULLMOON CAFE LLP				
			Update Authorized Representative	Change Authorized Representative
Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		
				Close

- To **Modify**,
 - Click on **Update Authorized Representative**
 - Modify **Authorized Representative** details
 - Click on **Close**

Authorized Representative

Title

Mr

First Name *

Kumarh

Last Name

BG

Position

Identification

#	Identification Type	Identification Number	Actions
1	PAN	DOCKU9873K	
2	Plant and Machinery	IBBI/RV/02/2018/1234567	
3	Securities or Financial Assets	IBBI/RV/02/2018/1234568	
4	IBBI Registration	IBBI/IPA-002/IP-N00001/2016-2017/11111	
5	AADHAAR	111122223333	

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on **Change Authorized Representative**
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**

▪ Enter **Address**

○ Click on **Save**

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

• Click on **Close**

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to Workman page with updated details

Message & Notes:

Other Creditor (Applicable for Resolution stage)

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Other Creditor and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to [Other Creditor](#) Page
- Other Creditor list will appear

Other Creditors (2)						
			Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Other Creditor,
 - Select Entity type of the Other Creditor

Creditor Particulars

Other Creditor Type *

✓ Individual

Bank

Financial Institution

NBFC(Non Banking Financial Companies)

Limited Liability Partnership

Company

Partnership Firm

Proprietorship Business

☐ Related Party

(Name/PAN)

- If Other Creditor is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Other Creditor
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Other Creditor
- If Other Creditor is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Creditor Particulars

Other Creditor Type *

Company

Identification Type *

CIN

Search (Name/CIN)

Related Party

Clear

Corporate Identification Number (CIN) *

Company Name *

Date of Incorporation *

Select Date

Start Date

Select Date

Secured Creditor

Payables to CD (Rs.)

0

Registered Office Address

Address

Address Line 1 *

Address Line 2

Town/City *

PIN Code *

State *

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details of Other Creditor Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN

HNSYO6394M

Position

Primary Contact

Address

Address Line 1

#23, 5th Main, Nandini Layout

Address Line 2

-

Town/City

Bengaluru

PIN Code

560096

State

Karnataka

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Other Creditor** details
 - Click on **Close**

Company Name *

FULLMOON CAFE LLP

Date of Incorporation

17-09-2010

Start Date

04-09-2020

☐ Secured Creditor

☐ Related Party

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	LLPIN	AAA-2278	

PAN to be entered

Contact Info

Registered Office Address

Address

Address Line 1

TOWER HOUSE ABERDEEN BAZAR PORT BLAIR AN IN

Address Line 2

Town/City

PIN Code

744101

State

Andaman and Nicobar Islands

Email

Type	Email	Start Date	Preferred
------	-------	------------	-----------

Telephone

Type	Number	Start Date	Preferred
------	--------	------------	-----------

Close

- Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on button of the Other Creditor to which you want to perform any action on Bank details
 - Select **Bank Details**
 - List of bank details will appear

Bank Account Details							
Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions	
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>		

Close

- Add**
 - Click on **+**
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Account Holder Full Name *

Kumar

Account Number *

64115678334

Nature of Account *

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name

PUNE

Town/City


PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- Edit**

- Click on  button to which you want to edit details
- Modify **Bank Account** details
- Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

6000234587

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454


STATE BANK OF INDIA

PUNE

PUNE





Cancel

Save





- **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on

Close

Bank Account Details

Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   

Close

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate
 - Select **Make it active**
 - Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on  button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on  button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on  button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

File *

Upload File

Drop files here

Title

Cancel

Upload

- Click on

Close

 once upload is completed

Expected Outcome:

- You will be redirected to [Other Creditor](#) page with updated details

Message & Notes:

- If Bank account made preferred – User will failed to delete bank detail and will get notified, that bank details is used in case

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Other Creditor
- Have Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to [Other Creditor](#) Page
- Other Creditor list will appear

Other Creditors (2)						
Search						
Invite Claimants Block/Unblock +						
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

- Click on button of the Other Creditor to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of **FULLMOON CAFE LLP**

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

- To **Modify**,
 - Click on **Update Authorized Representative**
 - Modify **Authorized Representative** details
 - Click on

Close

Authorized Representative

Title

Mr

First Name *

Kumarh

Last Name

BG

Position

Identification

#

Identification Type

Identification Number

Actions

1

PAN

DOCKU9873K

2

Plant and Machinery

IBBI/RV/02/2018/1234567

3

Securities or Financial Assets

IBBI/RV/02/2018/1234568

4

IBBI Registration

IBBI/IPA-002/IP-N00001/2016-2017/11111

5

AADHAAR

111122223333

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on **Change Authorized Representative**
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Click on **Save**

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Click on

Close

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to [Other Creditor](#) page with updated details

Message & Notes:

Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to [Other Creditor](#) Page
- Other Creditor list will appear

Other Creditors (2)


Search

Invite Claimants




Block/Unblock

+


Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		

- Click on  button of Other Creditor to which you want to perform any action on Designated Partner
- Select **Designated Partner**
- List of Designated Partner will appear

Designated-partner

Name▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Close

- **Add**
 - Click on 
 - To enter details of Designated Partner,
 - If Designated Partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Designated Partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Designated Partner
 - If Designated Partner is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Click on **Save**

Designated Partner Particular

Identification Type *

PAN

Sunil Kumar

Clear

Title

Mr

First Name

Sunil

Last Name

Kumar

PAN *

MGYN16383M

Position

Start Date


07-09-2020

End Date

Select Date

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Designated Partner** details
 - Click on **Close**

Designated Partner Particular

Title

Mr

First Name *

Chethan

Last Name

Kumar

Position

Start Date


04-09-2020




End Date

Select Date

Identification

Close

- **Delete**
 - Click on  button of the Designated Partner which you want to delete
 - Click on **Yes** for the confirmation
- Click on **Close**

Designated-partner				
Name▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Expected Outcome:

- You will be redirected to [Other Creditor](#) page with updated details

Message & Notes:









Co-Partner


Before you begin:




- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready


Follow these steps:

- Click on Case to which you want to perform any action on Other Creditor
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Creditor**
- You will be redirected to [Other Creditor](#) Page
- Other Creditor list will appear

Other Creditors (2)						
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	Form F	Actions
FULLMOON CAFE LLP	AAA-2278	Limited Liability Partnership	Kumarh	Active		  
REPLICA EXPORTS PRIVATE LIMITED	U00060BR1997PTC007995	Company	Ashish	Active		  

- Click on  button of Other Creditor to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

Co-partner				
Name▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFR5214I	03-07-2020		  

- Add**
 - Click on 
 - To enter details of Co-partner,
 - If Co-partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Co-partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Co-partner
 - If Co-partner is not Registered in PDA

- Enter **Name**
- Enter **Identification Number**

- Click on **Save**


Copartner Particular

Identification Type *
PAN
Suresh Kumar
Clear

Title
First Name
Suresh
Last Name
Kumar

PAN *
BGTMF5603M
Position
Start Date
07-09-2020
End Date
Select Date

Cancel Save



- **Edit**
 - Click on  button to which you want to edit details
 - Modify **Co-partner** details
 - Click on **Close**

Copartner Particular


Title
Select
First Name *
keethi
Last Name
S

Position
Start Date
03-07-2020
End Date
Select Date




Identification

#	Identification Type	Identification Number	Actions
1	PAN	VGFR5214I	 

Close

- **Delete**
 - Click on  button of the Co-partner which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on **Close**

Co-partner

Name ▲	Identification Number	Start Date	End Date	Actions
keethi S	VGFR5214I	03-07-2020		  

Close

Expected Outcome:

- You will be redirected to Other Creditor page with updated details

Message & Notes:

Other Stakeholder (Applicable for Liquidation stage)

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Have on hand Other Stakeholder and Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to [Other Stakeholder](#) Page
- Other Stakeholder list will appear

Other Stakeholders (1)						
			Search		Invite Claimants	Block/Unblock +
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	LP Form	Actions
MITHILANCHAL BUILDERS PVT. LTD.	U00503BR1990PTC003780	Company	praveen	Active		

- **Add** (Applicable for Case Manager/Case Worker)
 - Click on
 - To enter details of Other Stakeholder,
 - Select Entity type of the Other Stakeholder

Stakeholder Type *

✓ Individual

Bank

Financial Institution

NBFC(Non Banking Financial Companies)

Limited Liability Partnership

Company

Partnership Firm

Proprietorship Business

- If Other Stakeholder is already Registered in PDA,
 - Start entering **Identification Number/Name** of the Other Stakeholder
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Other Stakeholder
- If Other Stakeholder is not Registered in PDA,
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**

Stakeholder Type *

Company

Identification Type *

CIN

Search (Name/CIN)

Related Party

Clear

Corporate Identification Number (CIN) *

Company Name *

Date of Incorporation *

Start Date

Secured Creditor

Payables to CD (Rs.)

0

Registered Office Address

Address

Address Line 1 *

Address Line 2

Town/City *

PIN Code *

State *

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

- To enter details of Other Stakeholder Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
- Click on **Save**

Identification Type *

PAN

Sunil Kumar

Clear

Title

First Name

Last Name

PAN

Position

Mr

Sunil

Kumar

HNSYO6394M

Primary Contact

Address

Address Line 1

Address Line 2

Town/City

PIN Code

State

#23, 5th Main, Nandini Layout

-

Bengaluru

560096

Karnataka

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on  button to which you want to edit details
 - Select **Claimant**
 - Modify **Other Stakeholder** details
 - Click on **Close**

Company Name *

FULLMOON CAFE LLP

Date of Incorporation

17-09-2010

Start Date

04-09-2020

☐ Secured Creditor

☐ Related Party

Payables to CD (Rs.)

0

Identification

#	Identification Type	Identification Number	Actions
1	LLPIN	AAA-2278	

PAN to be entered

Contact Info

Registered Office Address

Address

Address Line 1

TOWER HOUSE ABERDEEN BAZAR PORT BLAIR AN IN

Address Line 2

-

Town/City

-

PIN Code

744101

State

Andaman and Nicobar Islands

Email

Type	Email	Start Date	Preferred
------	-------	------------	-----------

Telephone

Type	Number	Start Date	Preferred
------	--------	------------	-----------

Close

- Bank Details** (Applicable for Case Manager/Case Worker/Claimant)
 - Click on button of the Other Stakeholder to which you want to perform any action on Bank details
 - Select **Bank Details**
 - List of bank details will appear

Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	

Close

- Add**
 - Click on **+**
 - Enter **Account Holder Full Name**
 - Enter **Account Number**
 - Select **Nature of Account**
 - Start entering branch **IFSC Code** of the Bank
 - A list will appear with IFSC Code
 - Scroll up or down the list and select IFSC Code
 - Check the bank details
 - Click on **Save**

Account Holder Full Name *

Kumar

Account Number *

64115678334

Nature of Account *

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

SBIN0000454

Bank Name

STATE BANK OF INDIA

Branch Name

PUNE

Town/City


PUNE

☐ Preferred Bank Account for Claim Form

Cancel

Save

- Edit**

- Click on  button to which you want to edit details
- Modify **Bank Account** details
- Click on **Save**

Bank Account Particulars

Account Holder Full Name *

Account Number *

Nature of Account *

Kumar

6000234587

Savings Account

Search IFSC Code

Please search IFSC-code in search-box to change branch detail

IFSC Code

Bank Name

Branch Name

Town/City

SBIN0000454


STATE BANK OF INDIA

PUNE

PUNE





Cancel

Save





- **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for the confirmation
- Click on

Close

Bank Account Details

Account Holder Full Name▲	Bank Name	Account Number	Nature of Account	IFSC Code	Preferred	Actions
Kumar	STATE BANK OF INDIA	6000234587	Savings Account	SBIN0000454	<input type="radio"/>	   

Close

- **Activate** (Applicable for Inactive Creditors and Case Manager/Case Worker can Activate)
 - Click on  button of the Creditor which you want to Activate
 - Select **Make it active**
 - Click on **✓ Yes** for confirmation
- **Inactivate** (Applicable for Active Creditors and Case Manager/Case Worker can Inactivate)
 - Click on  button of the Creditor which you want to Inactivate
 - Select **Make it inactive**
 - Click on **✓ Yes** for confirmation
- **Delete** (Case Manager/Case Worker can Delete)
 - Click on  button of the Creditor which you want to Delete
 - Select **Delete permanently**
 - Click on **✓ Yes** for confirmation
- **Upload Document** (Applicable for Case Manager/Case Worker)
 - Click on  button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *

File *

Upload File

Drop files here

Title

Cancel

Upload

- Click on

Close

 once upload is completed

Expected Outcome:

- You will be redirected to [Other Stakeholder](#) page with updated details

Message & Notes:

- If Bank account made preferred – User will failed to delete bank detail and will get notified, that bank details is used in case






Authorized Representative


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/claimant for the particular case
- Case must have a Other Stakeholder
- Have Authorized Representative details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to [Other Stakeholder](#) Page
- Other Stakeholder list will appear

Other Stakeholders (1)						
			Search		Invite Claimants	Block/Unblock
Name▲	Identification Number	Claimant Type	Authorized Representative	Status	LP Form	Actions
MITHILANCHAL BUILDERS PVT. LTD.	U00503BR1990PTC003780	Company	praveen	Active	 	  

- Click on  button of the Other Stakeholder to which you want to Update/Change Authorized Representative details
- Select **Authorized Representative**
- List of Authorized Representative will appear

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

- To **Modify**,
 - Click on

Update Authorized Representative
 - Modify **Authorized Representative** details
 - Click on

Close

Authorized Representative

Title

Mr

First Name

Kumarh

Last Name

BG

Position

Identification

#

Identification Type

Identification Number

Actions

1

PAN

DOCKU9873K

2

Plant and Machinery

IBBI/RV/02/2018/1234567

3

Securities or Financial Assets

IBBI/RV/02/2018/1234568

4

IBBI Registration

IBBI/IPA-002/IP-N00001/2016-2017/11111

5

AADHAAR

111122223333

Contact Info

Primary Contact

Billing Address

Residential Address

Correspondence Address

Address

Address Line 1

#518, 64th cross, vijaynagar

Address Line 2

xZxX

Close

- To **Change**,
 - Click on

Change Authorized Representative
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Authorized Representative
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Click on

Save

Authorized Representative

Identification Type *

PAN

Karthik K

Clear

Title

Mr

First Name

Karthik

Last Name

K

PAN

NGEIS6394M

Position

Primary Contact

Address

Address Line 1

#2, 5th Main, Indira Nagar

Address Line 2

-

Town/City

Bengaluru

PIN Code

560001

State

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Click on

Close

Authorized Representative of FULLMOON CAFE LLP

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Kumarh BG	111122223333	04-09-2020		

Close

Expected Outcome:

- You will be redirected to [Other Stakeholder](#) page with updated details

Message & Notes:

Designated Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Limited Liability Partnership
- Have on hand Designated Partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to [Other Stakeholder](#) Page
- Other Stakeholder list will appear

Other Stakeholders (1)

Search

Invite Claimants




Block/Unblock

+

Name▲	Identification Number	Claimant Type	Authorized Representative	Status	LP Form	Actions
MITHILANCHAL BUILDERS PVT. LTD.	U00503BR1990PTC003780	Company	praveen	Active		


- Click on button of Other Stakeholder to which you want to perform any action on Designated Partner
- Select **Designated Partner**

- List of Designated Partner will appear


Designated-partner				
Name▲	Identification Number	Start Date	End Date	Actions
Chethan Kumar	BVFCD4321Q	04-09-2020		  

Close

- Add**

- Click on 
- To enter details of Designated Partner,
 - If Designated Partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Designated Partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Designated Partner
 - If Designated Partner is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
- Click on **Save**

Designated Partner Particular

Identification Type *
 PAN ▼ 

Title
Mr

First Name
Sunil

Last Name
Kumar

PAN *
MGYN16383M


Position

Start Date
07-09-2020

End Date
Select Date

Cancel **Save**

- Edit**

- Click on  button to which you want to edit details
- Modify **Designated Partner** details
- Click on **Close**

Designated Partner Particular

Title
Mr ▼

First Name *
Chethan


Last Name
Kumar



Position

Start Date
04-09-2020

End Date
Select Date


Identification






#	Identification Type	Identification Number	Actions
1	PAN	BVFCD4321Q	 

Close

- Delete**

- Click on  button of the Designated Partner which you want to delete
- Click on **Yes** for the confirmation

- Click on **Close**

Designated-partner					+
Name▲	Identification Number	Start Date	End Date	Actions	
Chethan Kumar	BVFCD4321Q	04-09-2020		  	
					Close

Expected Outcome:

- You will be redirected to [Other Stakeholder](#) page with updated details

Message & Notes:

Co-Partner

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Case must have a Creditor of type Partnership Firm
- Have Co-partner details ready

Follow these steps:

- Click on Case to which you want to perform any action on Other Stakeholder
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Creditor**
- You will be redirected to [Financial Creditor](#) Page
- Go to Side bar and navigate to **Other Stakeholder**
- You will be redirected to [Other Stakeholder](#) Page
- Other Stakeholder list will appear






Other Stakeholders (1)


Search




Invite Claimants


Block/Unblock

+

Name▲	Identification Number	Claimant Type	Authorized Representative	Status	LP Form	Actions
MITHILANCHAL BUILDERS PVT. LTD.	U00503BR1990PTC003780	Company	praveen	Active	 	  

- Click on  button of Other Stakeholder to which you want to perform any action on Co-partner
- Select **Co-partner**
- List of Co-partner will appear

Co-partner					+
Name▲	Identification Number	Start Date	End Date	Actions	
keethi S	VGFR5214I	03-07-2020		  	
					Close

- Add**
 - Click on 
 - To enter details of Co-partner,
 - If Co-partner is already Registered in PDA
 - Start entering **Identification Number/Name** of the Co-partner
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Co-partner
 - If Co-partner is not Registered in PDA
 - Enter **Name**

- Enter **Identification Number**

- Click on **Save**

Copartner Particular

Identification Type *
PAN

Suresh Kumar

Clear

Title

First Name
Suresh

Last Name
Kumar

PAN *
BGTMF5603M

Position


Start Date
07-09-2020

End Date
Select Date

Cancel

Save

- **Edit**

- Click on  button to which you want to edit details
- Modify **Co-partner** details
- Click on

Close

Copartner Particular

Title
Select

First Name *
keethi

Last Name
S

Position

Start Date
03-07-2020

End Date
Select Date

Identification

#

Identification Type



Identification Number

Actions

1


PAN

VGFR5214I



Close

- **Delete**

- Click on  button of the Co-partner which you want to delete
- Click on **Yes** for the confirmation
- Click on

Close

Co-partner

Name ▲

Identification Number

Start Date




End Date

Actions

keethi S

VGFR5214I

03-07-2020



Close

Expected Outcome:

- You will be redirected to Other Stakeholder page with updated details

Message & Notes:

Service Provider


Service Providers are those who are registered with IBBI as Insolvency Professionals(IPs), Insolvency Professional Agencies(IPAs), Information Utilities (IUs), Insolvency Professional Entities (IPE), Registered Valuer Organisations (RVOs) and Registered Valuer. Service Provider can act differently according to the stages of case like Interim Resolution Professional (IRP), Resolution Professional (RP), Liquidator and Authorised Representative.

Resolution Professional

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution Stage
- Have on hand RP details ready

Follow these steps:

- Click on Case to which you want to perform any action on RP
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Service Provider**
- Go to Side bar and navigate to **RP**
- You will be redirected to [Resolution Professional \(RP\)](#) Page
- To **Propose**
 - Click on 
 - To enter details of RP,
 - Search RP
 - Start entering **IBBI Reg Number/Name** of the RP
 - A list of IPs with Name and Registration Numbers will appear
 - Scroll up or down the list and select RP
 - Check RP Details
 - Select **Status** - Proposed
 - Enter **Proposed Date**
 - Click on **Assign**

RP Details

Search (Name/IBBI Reg. No.)

Clear

Title

Mr

First Name

Muthusamy S

Last Name

IBBI Registration No.

IBBI/IPA-001/IP-P01754/2019-2020/12698

Date of Registration (IBBI)

07-08-2019

IP Entity

IPA

Indian Institute of Insolvency Professionals of ICAI

Status *

Proposed

Proposed Date *

01-09-2020

Appointment Date

Select Date

Address

Address Line 1 *

H4/6 WOODWORKS COMPOUND BARATHIDASAN COLONY 6TH STREET

Address Line 2

Town/City *

-

PIN Code *

600078

State *

Tamil Nadu

Email


Type	Email	Start Date	Preferred
Office	subbiahms1952@gmail.com	14-11-2019	✓

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Assign

- To **Upload Form AA**
 - Click on  in Form AA column
 - Select **Upload**

- Upload Form AA (signed) Document
- Click on **Upload**



Document Upload

Upload File

file.pdf

Cancel

Upload

- To **Edit**
 - Click on  to which you want to edit details
 - **RP**
 - Select **RP**
 - Modify **RP** details
 - For appointing RP, Select **Status** (Appointed)
 - Enter **Appointment Date**
 - Click on  button
 - Click on

Close

 once modification is completed

RP Details

Title

Mr

First Name

Adigarla Satyanarayana

Last Name

-

Date of Registration (IBBI)

19-09-2019

IP Entity

-

IPA

ICSI Institute of Insolvency Professionals

Status

Appointed

Proposed Date

01-06-2020

Appointment Date

02-06-2020

Cessation Date



-


Reason for Termination (if any)


-

Identification

+

#	Identification Type	Identification Number	Actions
1	IBBI Registration	IBBI/IPA-002/IP-N00845/2019-2020/12749	 





PAN to be entered

Contact Info

Registered Office Address

Address

Address Line 1

9 29 19/ A WALT AIR HEIGHTS FLAT NO.201 I I FLOOR BALAJI NAGAR
OPP. CANARA BANK SIRIPURAM VISAKHAPATNAM

Address Line 2

-

Town/City

-

PIN Code

530003


State

Andhra Pradesh

Email

Telephone

Close

- **IP Assignment**
 - Select **IP Assignment**
 - You will be redirected to [IP Assignment](#)
 - Click on 
 - You will be redirected to [IP Assignment Particulars](#)
 - Enter **IP Assignment** details
 - Click on **Save**
 - Click on

Close

 once addition is completed

IP Assignment Particulars

Type of Insolvency Process *

CIRP

Role *

IRP

NCLT Order No. *

nclt234

Case Start Date *

01-09-2020

Case End Date

Select Date

Order Receive Date *

02-09-2020

☐ Convicted

☐ Disciplinary

Warnings/Strictures/Penalties

Reason for Termination (if any)

Material Event Affecting Membership

Disciplinary Action

☐ Debarment
☐ Suspension
☒ None

Remarks

Cancel

Save

- Eligibility Criteria
 - Select **Eligibility Criteria**
 - You will be redirected to [Eligibility Criteria](#)
 - Enter **Eligibility Criteria** details
 - Click on **Save**

Eligibility Criteria of Adigarla Satyanarayana

1. Whether RP is independent of CD, as per regulation 3(1)

☒ Yes ☐ No

2. Whether disclosure of relationship has been made to IPA as per disclosure circular? (Yes/No)

☒ Yes ☐ No

If yes, date of submission of disclosure

01-09-2020

3. Whether RP is a partner or a director of an IPE

☒ Yes ☐ No

Name of the IPE

AAA Insolvency Professionals LLP

Whether all directors and partners of the IPE are independent of CD, as per regulation 3(1)

☒ Yes ☐ No

Whether disclosure of relationship of IPE is made to IPA as per disclosure circular


☒ Yes ☐ No

If yes, date of submission of disclosure

02-09-2020

Cancel

Save

- To **Delete**
 - Click on  to which you want to delete RP
 - Click on **Yes** for confirmation

Expected Outcome:

- You will be redirected to [RP](#) Page, with RP details



Message & Notes:

Liquidator

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Liquidation Stage
- Have on hand Liquidator details ready

Follow these steps:

- Click on Case to which you want to perform any action on Liquidator
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Service Provider**
- Go to Side bar and navigate to **Liquidator**
- You will be redirected to [Liquidator](#) Page
- To **Appoint**
 - Click on 
 - Search Liquidator
 - Start entering **IBBI Reg Number/Name** of the Liquidator
 - A list of IPs with Name and Registration Numbers will appear
 - Scroll up or down the list and select Liquidator
 - Check Liquidator Details
 - Enter **Appointment Date**
 - Click on 

Liquidator Particulars

Clear

Title Mr	First Name Sharad Saboo	Last Name	Date of Registration (IBBI) 26-11-2018	Registration Number IBBI/IPA-001/IP-P01442/2018-2019/12166
IP Entity	IPA Indian Institute of Insolvency Professionals of ICAI	Appointment Date *	01-09-2020	

Address

Address Line 1 *

91/95 SARASWATI BANGLOW RDP 1 LINK ROD GAORAI BORIVALI W

Address Line 2

Town/City *

-

PIN Code *

400091

State *

Maharashtra




Email

Type	Email	Start Date	Preferred
Office	saboosharad@gmail.com	14-11-2019	✓

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel
Save

- To **Edit**
 - Click on  to which you want to edit details
 - **Liquidator**
 - Select **Liquidator**
 - Modify **Liquidator** details
 - Click on  button
 - Click on  once modification is completed

Liquidator Particulars

Title

Mr

First Name

Debi Prasanna Sarangi

Last Name

-

Date of Registration (IBBI)

01-03-2020

IP Entity

-

IPA

ICSI Institute of Insolvency Professionals

Appointment Date

01-03-2020

Cessation Date

-

Reason for Termination (if any)

-

Identification

+

#

Identification Type

Identification Number

Actions

1

IBBI Registration

IBBI/IPA-002/IP-N00158/2017-2018/10405

PAN to be entered

Contact Info

Registered with board

Address

Address Line 1

OFFICE NO. 208 BHOOMI MALL 9 PALM BEACH ROAD SECTOR 15
CBD BELAPUR NAVI MUMBAI

Address Line 2

-

Town/City

-

PIN Code

400614



State

Maharashtra

Email

Telephone

Close

- IP Assignment
 - Select **IP Assignment**
 - You will be redirected to [IP Assignment](#)
 - Click on 
 - You will be redirected to [IP Assignment Particulars](#)
 - Enter **IP Assignment** details
 - Click on **Save**
 - Click on  once addition is completed

IP Assignment Particulars

Type of Insolvency Process *

CIRP

Role *

IRP

NCLT Order No. *

nclt234

Case Start Date *

01-09-2020

Case End Date

Select Date

Order Receive Date *

02-09-2020

☐ Convicted
 ☐ Disciplinary

Warnings/Strictures/Penalties

Reason for Termination (if any)

Material Event Affecting Membership

Disciplinary Action

☐ Debarment
 ☐ Suspension
 ☒ None

Remarks

Cancel

Save

- Eligibility Criteria
 - Select **Eligibility Criteria**
 - You will be redirected to [Eligibility Criteria](#)
 - Enter **Eligibility Criteria** details

- Click on **Save**

Eligibility Criteria of Debi Prasanna Sarangi

1. Whether Liquidator is independent of CD, as per regulation 3(1) ☒ Yes ☐ No

2. Whether disclosure of relationship has been made to IPA as per disclosure circular? (Yes/No) ☒ Yes ☐ No

If yes, date of submission of disclosure

01-09-2020

3. Whether Liquidator is a partner or a director of an IPE ☒ Yes ☐ No

Name of the IPE

AAA Insolvency Professionals LLP

Whether all directors and partners of the IPE are independent of CD, as per regulation 3(1) ☒ Yes ☐ No

Whether disclosure of relationship of IPE is made to IPA as per disclosure circular ☒ Yes ☐ No

If yes, date of submission of disclosure

01-09-2020

Cancel Save

- **Public Announcement Form**

- Click on **Public Announcement**
- To **Generate**
 - Select **Generate**
 - Enter **Date** and **Place**
 - Click on **Generate**

Generate Public Announcement

Date *

10-09-2020

Place *

Bengaluru

Cancel Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Public announcement, you edit the details and click on **Re-generate**, then you will get a new version of Public announcement in green color

- To **Upload**
 - Select **Upload**
 - Select **file** to upload
 - Click on **Upload**

Document Upload




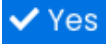

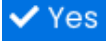
Upload File

file.pdf

Cancel Upload

- A new version will be added and will be displayed in blue color

- **Other Options**

- To **Make it inactive**
 - Click on  to which you want to deactivate
 - Select **Make it inactive**
 - Click on  for making liquidator deactivate confirmation
- To **Make it active**
 - Click on  to which you want to activate
 - Select **Make it active**
 - Click on  for making liquidator activate confirmation
- To **Delete**
 - Click on  button to which you want to delete
 - Select **Delete Permanently**
 - Click on  for confirmation

Expected Outcome:

- You will be redirected to Liquidator Page, with Liquidator details

Message & Notes:

Resolution Plan

Form G

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

Follow these steps:

- Click on Case to which you want to perform any action on Form G
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Invitation for Expression of Interest
 - Click on **Invitation** in '**Form G**' block
 - Enter Invitation for Expression of Interest details
 - Click on **Save**

Invitation for Expression of Interest

Resolution Plan Bank Guarantee (Rs.) : 12,22,200

1. Date of invitation of expression of interest *	:	02-12-2019
2. Eligibility for resolution applicants under section 25(2)(h) of the Code is available at *	:	fds
3. Norms of ineligibility applicable under section 29A are available at *	:	Applicable under section 29A
4. Last date for receipt of expression of interest *	:	01-12-2019
5. Date of issue of provisional list of prospective resolution applicants *	:	01-12-2019
6. Last date for submission of objections to provisional list *	:	02-12-2019
7. Date of issue of final list of prospective resolution applicants *	:	02-12-2019
8. Estimated date for submission of resolution plan to the Adjudicating Authority for approval *	:	02-12-2019
9. Further Details are available at or with *	:	Details
10. Date of publication of Form G *	:	02-12-2019

Information Memorandum

Date of Issue *

02-12-2019

Manner of Obtaining *

Information Memorandum

Request for Resolution Plans

Date of Issue *

02-12-2019

Manner of Obtaining *

Resolution Plan

Evaluation Matrix

Date of Issue *

02-12-2019

Manner of Obtaining *

Details of Obtaining

Submission of Resolution Plan

Last Date *


02-12-2019

Manner *

Submission on Plan

Cancel

Save

- To **Generate / Re-generate**
 - Click on  in '**Form G**' block
 - Enter **Date** and **Place**
 - Click on **Generate** – Form G will be generated

Generate Form G

Date *

04-09-2020



Place *

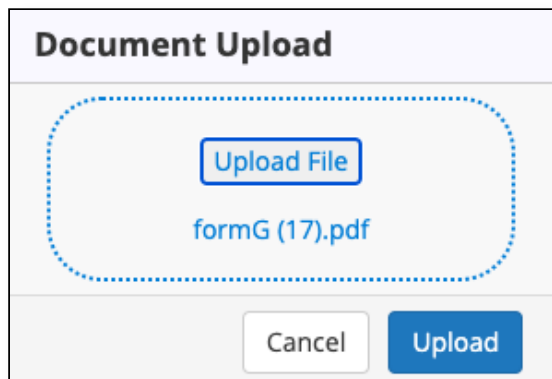
Bengaluru

Cancel

Generate

- A new version will be added and will be displayed in Green color

- If you find any error and need to edit this version of Form G, edit the details and click on  , you will get a new Version of Form G in Green color
- Form G can be downloaded to your system
- To **Upload**
 - Click on  in '**Form G**' block
 - Upload Form G (signed) Document
 - Click on **Upload**



- Click on **Versions** in '**Form G**' Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

Expected Outcome:

- You will be redirected to [Resolution Plan](#) Dashboard Page, with updated details


Message & Notes:

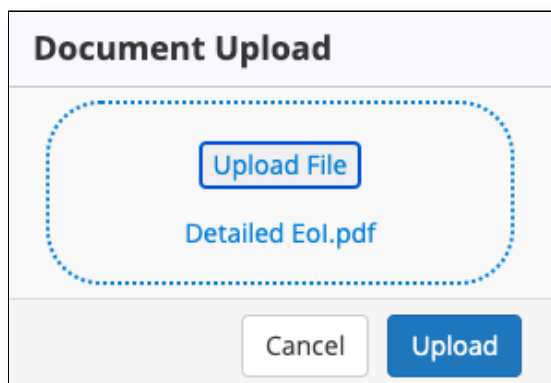
Detailed EoI

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document to be uploaded

Follow these steps:

- Click on Case to which you want to perform any action on Detailed EoI
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Click on **Detailed EoI** button
- Click on  in '**Detailed EoI**' block
- Upload Detailed EoI Document
- Click on **Upload**



- Click on **Versions** all uploaded versions will be visible and will be displayed in Blue color

Expected Outcome:

- You will be redirected to [Resolution Plan](#) Dashboard Page, with updated details


Message & Notes:

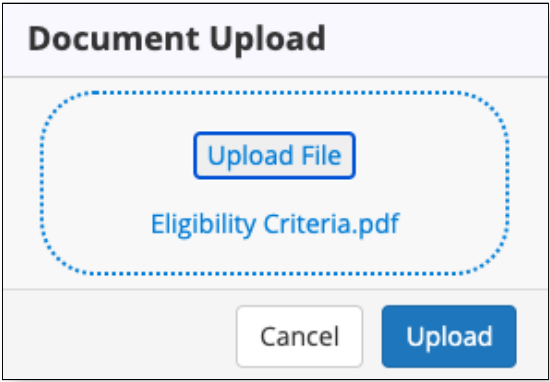
Eligibility Criteria

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document to be uploaded

Follow these steps:

- Click on Case to which you want to perform any action on Eligibility Criteria
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Click on **Eligibility Criteria** button
- Click on  in '**Eligibility Criteria**' block
- Upload Eligibility Criteria Document
- Click on **Upload**



- Click on **Versions** all uploaded versions will be visible and will be displayed in Blue color

Expected Outcome:

- You will be redirected to [Resolution Plan](#) Dashboard Page, with updated details

Message & Notes:


Provisional List

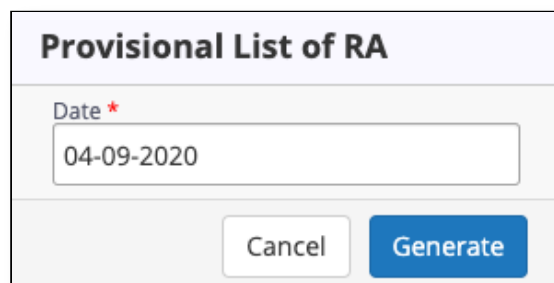
Before you begin:



- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated

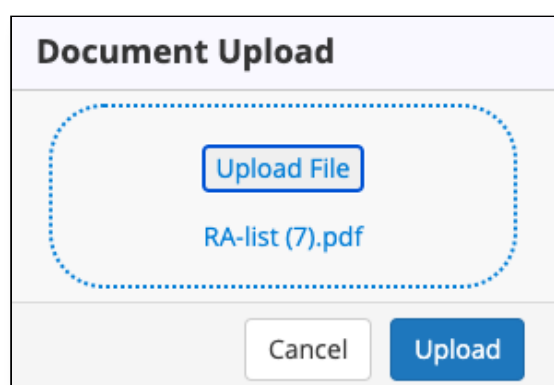
Follow these steps:

- Click on Case to which you want to perform any action on Provisional List
- You will be directed to [Case Profile](#) Page

- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Click on **Provisional List** button
- To **Generate / Re-generate**
 - Click on  in **'Provisional List'** block
 - Enter **Date**
 - Click on **Generate** – Provisional List will be generated



- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Provisional List, edit the details and click on , you will get a new Version of Provisional List in Green color
- Provisional List can be downloaded to your system
- To **Upload**
 - Click on  in **'Provisional List'** Block
 - Upload Provisional List (signed) Document
 - Click on **Upload**



- Click on **Versions** in **'Provisional List'** Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

Expected Outcome:

- You will be redirected to [Resolution Plan](#) Dashboard Page, with updated details

Message & Notes:


Final List

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated

Follow these steps:

- Click on Case to which you want to perform any action on Final List
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page

- Click on **Final List** button
- To **Generate / Re-generate**
 - Click on  in **'Final List'** block
 - Enter **Date**
 - Click on **Generate** – Final List will be generated


Final List of RA


Date *

04-09-2020

Cancel

Generate

- A new version will be added and will be displayed in Green color
- If you find any error and need to edit this version of Final List, edit the details and click on , you will get a new Version of Final List in Green color

- Final List can be downloaded to your system
- To **Upload**
 - Click on  in **'Final List'** block
 - Upload Final List (signed) Document
 - Click on **Upload**

Document Upload

Upload File

RA-list (9).pdf

Cancel

Upload

- Click on **Versions** in **'Final List'** Block all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and will be generated versions are displayed in Green color

Expected Outcome:

- You will be redirected to [Resolution Plan](#) Dashboard Page, with updated details

Message & Notes:

RA at Resolution

Resolution Applicant













Before you begin:



- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Resolution/Liquidation stage
- Have on hand Resolution Applicant details ready

Follow these steps:

- Click on Case to which you want to perform any action on RA at Resolution
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **RA at Resolution**

- You will be redirected to [RA at Resolution](#) Page
- RA at Resolution list will appear

Resolution Applicants (3)						All	Plan	+
Name▲	Identification Type	Identification Number	Date of Response for Eol	Category	Status	Actions		
JVK HOUSING INDIA LLP	LLPIN	AAD-1268	02-06-2020	Prospective	-	   		
PEARL SEA FOODS PVT LTD	CIN	U05004AP1988PTC008746	01-06-2020	Prospective	-	   		
Pramod Kumar	PAN	HUIMR6384M	08-04-2020	Prospective	-	   		

- **Add** (Case should be in Resolution stage)
 - Click on 
 - To enter details of Resolution Applicant,
 - Select Entity type of the Resolution Applicant
 - If Resolution Applicant is already Registered in PDA
 - Start entering **Identification Number/Name** of the Resolution Applicant
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Resolution Applicant
 - If Resolution Applicant is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Enter **Date of Response for Eol**
 - Click on 

Resolution Applicant Particulars

Resolution Applicant Type *

Individual

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

Mr

First Name *

Raghav

Last Name

shind

PAN *

TYUGG6576R

Category of Resolution Applicant

Prospective

Date of Response for Eol *

01-09-2020

Date of RFP

Select Date

Rejected

Primary Contact

Address

Address Line 1 *

thirumoolam bhavan opposite to arafa electronics junglighthat p

Address Line 2

port blair

Town/City *

Port blair

PIN Code *

744103

State *

Andaman and Nicobar Islan

Email

Type

Email

Start Date

Preferred

No record found...

Telephone

Type

Number



Start Date

Preferred

No record found...

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Select **Resolution Applicant**
 - Modify the details
 - Click on  once modification is completed

Resolution Applicant Particulars

Title

Mr

First Name

Praveen

Last Name

Kumar S

Category of Resolution Applicant

Final

Date of Response for Eol

01-08-2020

Date of RFP

-

☐ Rejected

Identification

+

#	Identification Type	Identification Number	Actions
1	PAN	CTRY7654R	<div></div> <div></div>

▼

Contact Info

+

Primary Contact

Address

Address Line 1

#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th block

Address Line 2

-

Town/City

Bangalore

PIN Code

560072

State

Karnataka

Email


+

Telephone

+

Close

- **Upload Document**

- Click on  button to which you want to upload documents
- **Profile Document**
 - Select **Profile Document**
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**
 - Click on **Close** once upload is completed

Document Upload

Document Type *

▼

File *

Upload File

Drop files here

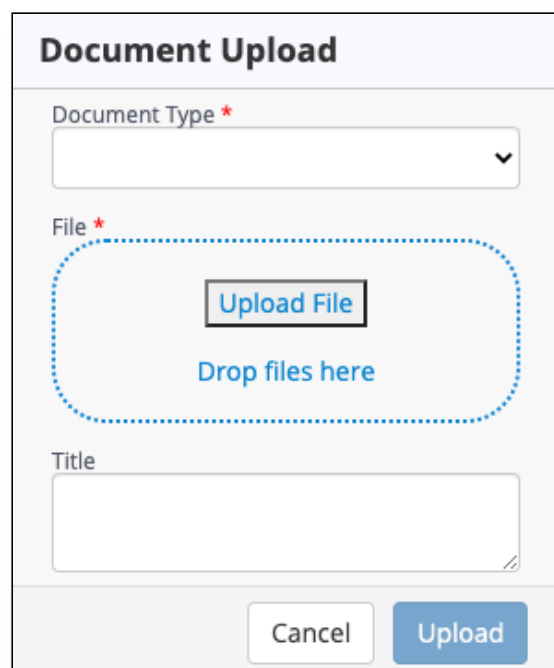
Title


Cancel

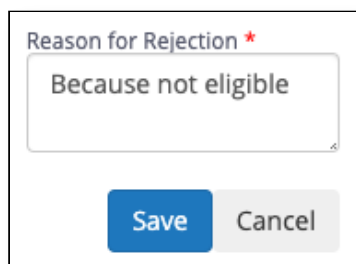
Upload



- **Other Supportive Document**

- Select **Other Supportive Document**
- Click on **+** button in documents list page
- Select **Document Type**
- Select **file** to Upload
- Click on **Upload**
- Click on **Close** once upload is completed

A form titled "Document Upload". It contains a "Document Type" dropdown menu with a checkmark icon. Below it is a "File" section with a dashed blue border containing an "Upload File" button and the text "Drop files here". At the bottom of the form is a "Title" text input field. At the very bottom are "Cancel" and "Upload" buttons.

- **Reject** – (Applicable for Case Manager)
 - Click on  button to which you want to reject
 - Select **Reject**
 - Enter **Reason for Rejection**
 - Click on **Save** button

A small form titled "Reason for Rejection" with a red asterisk. It contains a text input field with the text "Because not eligible". At the bottom are "Save" and "Cancel" buttons.

- Click on **✓ Yes** for confirmation
- **Consider** – (Applicable for Case Manager)
 - Click on  button of rejected Resolution Applicant to which you want to consider
 - Select **Consider**
 - Click on **✓ Yes** for confirmation
- **Delete** – (Applicable for Case Manager)
 - Click on  button to which you want to Delete
 - Select **Delete Permanently**
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Representative details ready

Follow these steps:

- Click on  button of the Resolution Applicant
- Select **Authorized Representative**
- **Add**
 - Click on **Create Authorized Representative**

Authorized Representative of **Raghav Guru**

Create Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
No record found...				

Close

- To enter details of Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Authorized Representative Details
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Search (Name/PAN)

☐ Same as Resolution Applicant

Clear

Title

First Name *

Last Name

PAN *

Position

Mr

Praveen

S

HYUII8765T

Manager

Primary Contact

Address

Address Line 1 *

#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th

Address Line 2

Nagarbhavi

Town/City *

Bangalore

PIN Code *

560072

State *

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit**
 - Click on **Update Authorized Representative**

Authorized Representative of **Praveen Kumar S**

Assign RA Role

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		



Close

- Modify the details
- Click on **Close** once modification is completed

Authorized Representative

TitleMrsFirst NameNithya FLast Name-Position-

Identification

#	Identification Type	Identification Number	Actions
1	PAN	XYZAS5672A	 

Contact Info

Primary Contact

Address

Address Line 1addressline1642Address Line 2-

Town/CityMysuru-3PIN Code560025StateKarnataka

Email

Type	Email	Start Date	Preferred
Personal	xyz388@gmail.com	19-11-2019	

Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

• Change

- Click on


Change Authorized Representative

Authorized Representative of Praveen Kumar S

Assign RA Role

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		

Close

- To enter details of Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Authorized Representative Details
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on

Save

Authorized Representative

Identification Type *

PAN

Search (Name/PAN)

☐ Same as Resolution Applicant

Clear

Title

Mr

First Name *

Praveen

Last Name

S

PAN *

HYUII8765T

Position

Manager

Primary Contact

Address

Address Line 1 *

#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th

Address Line 2

Nagarbhavi

Town/City *

Bangalore

PIN Code *

560072

State *

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Assign RA Role**
 - Click on **Assign RA Role**

Authorized Representative of Praveen Kumar S

Assign RA Role

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		

Close

- Click on **✓ Yes** for confirmation
- Click on **Close**

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:



- If current Authorized Representative is not an PDA user, then you can not assign RA Role for Authorized Representative

Eligibility Criteria

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Resolution Applicant Eligibility Criteria details ready

Follow these steps:

- Click on  button of the Resolution Applicant
- Select **Eligibility Criteria**
- **Add**
 - Enter the details of Eligibility Criteria
 - Click on 

Eligibility Criteria of Praveen Kumar S

1. Minimum Tangible Net worth/AUM Criteria (Rs.)

11,22,223

2. Declaration of eligibility U/s 29A of IBC

Declared

3. Submission of Demand Draft / Bank Guarantee

☒ Yes
☐ No

4. Other Eligibility Criteria related to Experience / Turnaround and Regulation 36A(7)

2 years of experience

5. Qualification Status

☒ Yes
☐ No

Cancel

Save

- **Edit**
 - Modify the details
 - Click on

Save

Eligibility Criteria of Praveen Kumar S

1. Minimum Tangible Net worth/AUM Criteria (Rs.)

11,22,223

2. Declaration of eligibility U/s 29A of IBC

Declared

3. Submission of Demand Draft / Bank Guarantee

☒ Yes
☐ No

4. Other Eligibility Criteria related to Experience / Turnaround and Regulation 36A(7)

2 years of experience

5. Qualification Status

☒ Yes
☐ No

Cancel

Save

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:

Provision for Stakeholder

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Provision for Stakeholder under the Resolution Plan of the Resolution Applicant ready

Follow these steps:

- Click on  button of Resolution Applicant with Category Final

- Select **Provision for Stakeholder**
- **Add**
 - To enter the details of Provision for Stakeholder,
 - Enter **Plan Received Date**
 - Enter details for each category of stakeholder
 - Click on **Save**

Provision for Stakeholder Under the Resolution Plan of "Thirumal M"						
					Plan Received Date *	
					01-09-2020	
Category of Stakeholder	Sub Category of Stakeholder	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)	Actions
Secured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	7,68,800	21,234	2,34,224	30.47	
Secured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	46,646	7,65,765	6,576	14.10	
Secured Financial Creditors	(b) Other than (a) above: (ii) who voted in favour of the resolution plan	7,65,767	75,765	75,566	9.87	
Unsecured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	75,765	6,87,757	57,056	75.31	
Unsecured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	68,768	68,768	6,886	10.01	
Unsecured Financial	(b) Other than (a) above: (ii) who voted in favour of	76,876	86,786	86,888	113.02	
					Close	Save

- **Edit**
 - To modify the details of particular category of stakeholder,
 - click on button of the particular category of stakeholder
 - Modify the details
 - Click on **Save**

Provision for Stakeholder Particulars			
Category of Stakeholder Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21			
Amount Claimed(Rs.) *	Amount Admitted(Rs.) *	Amount Provided under the Plan(Rs.) *	
75,657	7,577	85,787	
			Amount Provided to the Amount Claimed (%)
			113.39
			Cancel Save

- To add new category of stakeholder,
 - Click on **+**
 - Enter the details
 - Click on **Save**

Provision for Stakeholder Particulars			
Category of Stakeholder Operational Creditors - (a) Related Party of Corporate Debtor			
Amount Claimed(Rs.) *	Amount Admitted(Rs.) *	Amount Provided under the Plan(Rs.) *	
12,000	12,000	11,900	
			Amount Provided to the Amount Claimed (%)
			99.17
			Cancel Save

- To delete category of stakeholder,
 - Click on button of that particular category of stakeholder
 - Click on **✓ Yes** for confirmation
- Click on **Back**

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:

Plan

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Category of the Resolution Applicants should be updated to Final
- Provision for Stakeholder should be added to system

Follow these steps:

- Click on Plan
- **All (Plans)**
 - Select **All**
 - You will be redirected to [Consolidated View](#) which has all Resolution Applicant Plans
 - Click on the Resolution Applicant Name to which you want to see plan
 - Click on Close

Consolidated View					
▼Praveen Kumar S					
Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %
►Raghav Guru					
Close					

- **Active (Plans)**
 - Select **Active**
 - You will be redirected to [Consolidated View](#) which has all active Resolution Applicant Plans
 - Click on the Resolution Applicant Name to which you want to see plan
 - Click on Close

Consolidated View					
▼Praveen Kumar S					
Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %
►Raghav Guru					
Close					

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page



Message & Notes:

RFRP













Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final

Follow these steps:

- Click on  button of the Final Resolution Applicant
- Select **RFRP**
- Click on 

RFRP of Praveen Kumar S

RFRP	Report
Request For Resolution Plans(RFRP)	
RFRP-APPENDIX 1: Evaluation Criteria	
RFRP-APPENDIX 2: Contents of Resolution Plan	
APPENDIX 3: Bank Guarantee	
APPENDIX 4: Performance Guarantee	
APPENDIX 5: Undertaking by Resolution Applicants(s)	
APPENDIX 6: Power of Attorney	
APPENDIX 6A: Power of Attorney for Lead Member	
APPENDIX 6B: Board Resolution	
APPENDIX 7: Earnest money deposit amount payment by parent company	
APPENDIX 8: Performance guarantee amount payment by parent company	
APPENDIX 9: Composition and ownership structure of the Resolution Applicant(s)	
APPENDIX 10: Affidavit on Rs 100 stamp paper	

Generate

Upload

Close

- **Generate/Re-Generate**
 - Select **Generate** or **Re-Generate**
 - To Generate RFRP Report,
 - Select **Report Type** (PDF_A/PDF_UA/DOCX/EXCEL)
 - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
 - Click on **Generate** – RFRP will be generated
 - Generated versions will be shown in Green color
 - Click on

Close

 once RFRP is generated
- **Upload**
 - Select **Upload**
 - You will be directed to Documents page
 - Upload Documents
 - Click on

Close

 once RFRP is uploaded
 - Uploaded versions will be shown in Blue color

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:

RA at Liquidation





Resolution Applicant



Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Case should be in Liquidation stage
- Have on hand Resolution Applicant details ready

Follow these steps:

- Click on Case to which you want to perform any action on RA at Liquidation
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **RA at Liquidation**
- You will be redirected to [RA at Liquidation](#) Page
- RA at Liquidation list will appear

Resolution Applicants (1) - Sale as Going Concern							All	Plan	+
Name▲	Identification Type	Identification Number	Date of Response for Eol	Category	Status	Actions			
thirumal t	PAN	CTYUU7895E	01-10-2020	Prospective	-	   			

- **Add**
 - Click on 
 - To enter details of Resolution Applicant,
 - Select Entity type of the Resolution Applicant
 - If Resolution Applicant is already Registered in PDA
 - Start entering **Identification Number/Name** of the Resolution Applicant
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Entity details of the Resolution Applicant
 - If Resolution Applicant is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - Enter **Date of Response for Eol**
 - Click on 

Resolution Applicant Particulars

Resolution Applicant Type *

Individual

Identification Type *

PAN

Search (Name/PAN)

Clear

Title

Mr

First Name *

Raghav

Last Name

shind

PAN *

TYUGG6576R

Category of Resolution Applicant

Prospective

Date of Response for Eol *

01-09-2020

Date of RFP

Select Date

Rejected

Primary Contact

Address

Address Line 1 *

thirumoolam bhavan opposite to arafa electronics junglighat p

Address Line 2

port blair

Town/City *

Port blair

PIN Code *

744103

State *

Andaman and Nicobar Islan

Email


Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- **Edit**
 - Click on  button to which you want to edit details
 - Select **Resolution Applicant**
 - Modify the details
 - Click on

Close

 once modification is completed

Resolution Applicant Particulars

Title

Mr

First Name

Praveen

Last Name

Kumar S

Category of Resolution Applicant

Final

Date of Response for Eol



01-08-2020

Date of RFP

-

Rejected

Identification

#	Identification Type	Identification Number	Actions
1	PAN	CTRY7654R	 

Contact Info

Primary Contact

Address

Address Line 1

#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th block

Address Line 2

-

Town/City

Bangalore

PIN Code

560072

State

Karnataka



Email

Type	Email	Start Date	Preferred
No record found...			

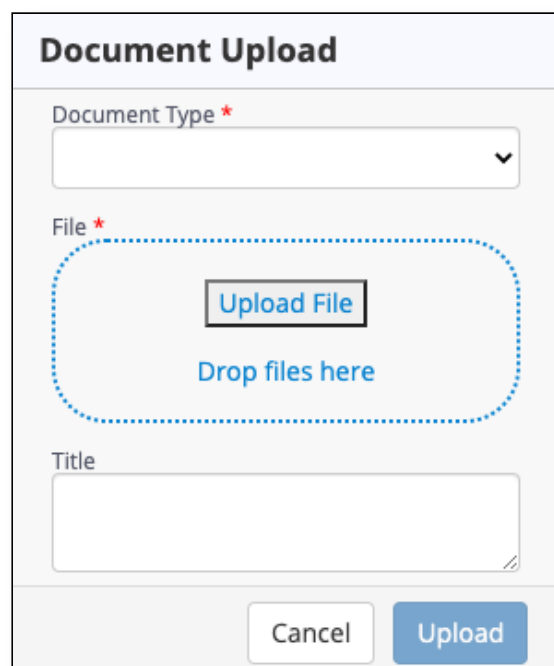
Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

- **Upload Document**
 - Click on  button to which you want to upload documents
 - **Profile Document**
 - Select **Profile Document**
 - Click on  button in documents list page
 - Select **Document Type**
 - Select **file** to Upload

- Click on **Upload**
- Click on **Close** once upload is completed



Document Upload

Document Type *

File *

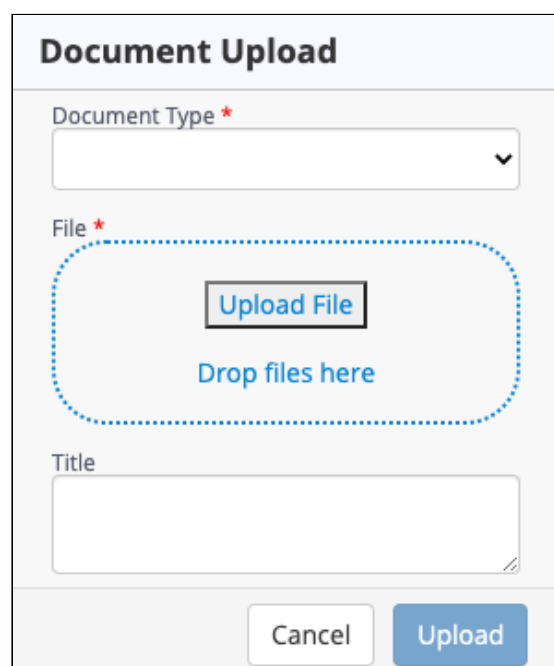
Upload File

Drop files here

Title

Cancel Upload

- **Other Supportive Document**
 - Select **Other Supportive Document**
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**
 - Click on **Close** once upload is completed



Document Upload

Document Type *

File *

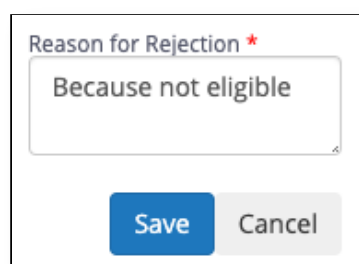
Upload File

Drop files here

Title

Cancel Upload

- **Reject** – (Applicable for Case Manager)
 - Click on **:** button to which you want to reject
 - Select **Reject**
 - Enter **Reason for Rejection**
 - Click on **Save** button



Reason for Rejection *

Because not eligible

Save Cancel

- Click on **✓ Yes** for confirmation
- **Consider** – (Applicable for Case Manager)
 - Click on **:** button of rejected Resolution Applicant to which you want to consider
 - Select **Consider**
 - Click on **✓ Yes** for confirmation
- **Delete** – (Applicable for Case Manager)
 - Click on **:** button to which you want to Delete
 - Select **Delete Permanently**

- Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

Message & Notes:

Authorized Representative

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Authorized Representative details ready

Follow these steps:

- Click on  button of the Resolution Applicant
- Select **Authorized Representative**
- **Add**
 - Click on **Create Authorized Representative**

Authorized Representative of **Raghav Guru**

Create Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
No record found...				

Close

- To enter details of Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Authorized Representative Details
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on **Save**

Authorized Representative

Identification Type *

PAN

Search (Name/PAN)

Same as Resolution Applicant

Clear

Title

Mr

First Name *

Praveen

Last Name

S

PAN *

HYUII8765T

Position

Manager

Primary Contact

Address

Address Line 1 *

#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th

Address Line 2

Nagarbhavi

Town/City *

Bangalore

PIN Code *

560072

State *

Karnataka

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Cancel

Save

- Edit

- Click on Update Authorized Representative

Authorized Representative of Praveen Kumar S

Assign RA Role

Update Authorized Representative

Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		

Close

- Modify the details
- Click on Close once modification is completed

Authorized Representative

Title

Mrs

First Name

Nithya F

Last Name

-

Position

-

Identification

#	Identification Type	Identification Number	Actions
1	PAN	XYZAS5672A	

Contact Info

Primary Contact

Address

Address Line 1

addressline1642

Address Line 2

-

Town/City

Mysuru-3

PIN Code

560025

State

Karnataka

Email

Type	Email	Start Date	Preferred
Personal	xyz388@gmail.com	19-11-2019	

Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

- Change

- Click on Change Authorized Representative

Authorized Representative of **Praveen Kumar S**

Assign RA Role
Update Authorized Representative
Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		

Close

- To enter details of Authorized Representative,
 - If Authorized Representative is already Registered in PDA
 - Start entering **Identification Number/Name** of the Authorized Representative
 - A list will appear with Name and Identification Number
 - Scroll up or down the list and select Entity
 - Check Authorized Representative Details
 - If Authorized Representative is not Registered in PDA
 - Enter **Name**
 - Enter **Identification Number**
 - Enter **Address**
 - If Authorized Representative is same as the Resolution Applicant Check ☐ **Same as Resolution Applicant**
- Click on **Save**

Authorized Representative

Identification Type *
PAN
Search (Name/PAN)
☐ Same as Resolution Applicant
Clear

Title
Mr
First Name *
Praveen
Last Name
S
PAN *
HYUII8765T
Position
Manager

Primary Contact

Address

Address Line 1 *
#590, 2nd A main, nagarbhavi 2nd stage, papareddypalya 11th
Address Line 2
Nagarbhavi

Town/City *
Bangalore
PIN Code *
560072
State *
Karnataka

Email

Telephone

Type Email Start Date Preferred
No record found...

Type Number Start Date Preferred
No record found...

Cancel Save

- **Assign RA Role**
 - Click on **Assign RA Role**

Authorized Representative of **Praveen Kumar S**

Assign RA Role
Update Authorized Representative
Change Authorized Representative

Name	Identification Number	Start Date	End Date	Actions
Raghav Guru	TYUHH6789T	02-09-2020		

Close

- Click on **Yes** for confirmation
- Click on **Close**

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

Message & Notes:


- If current Authorized Representative is not an PDA user, then you can not assign RA Role for Authorized Representative

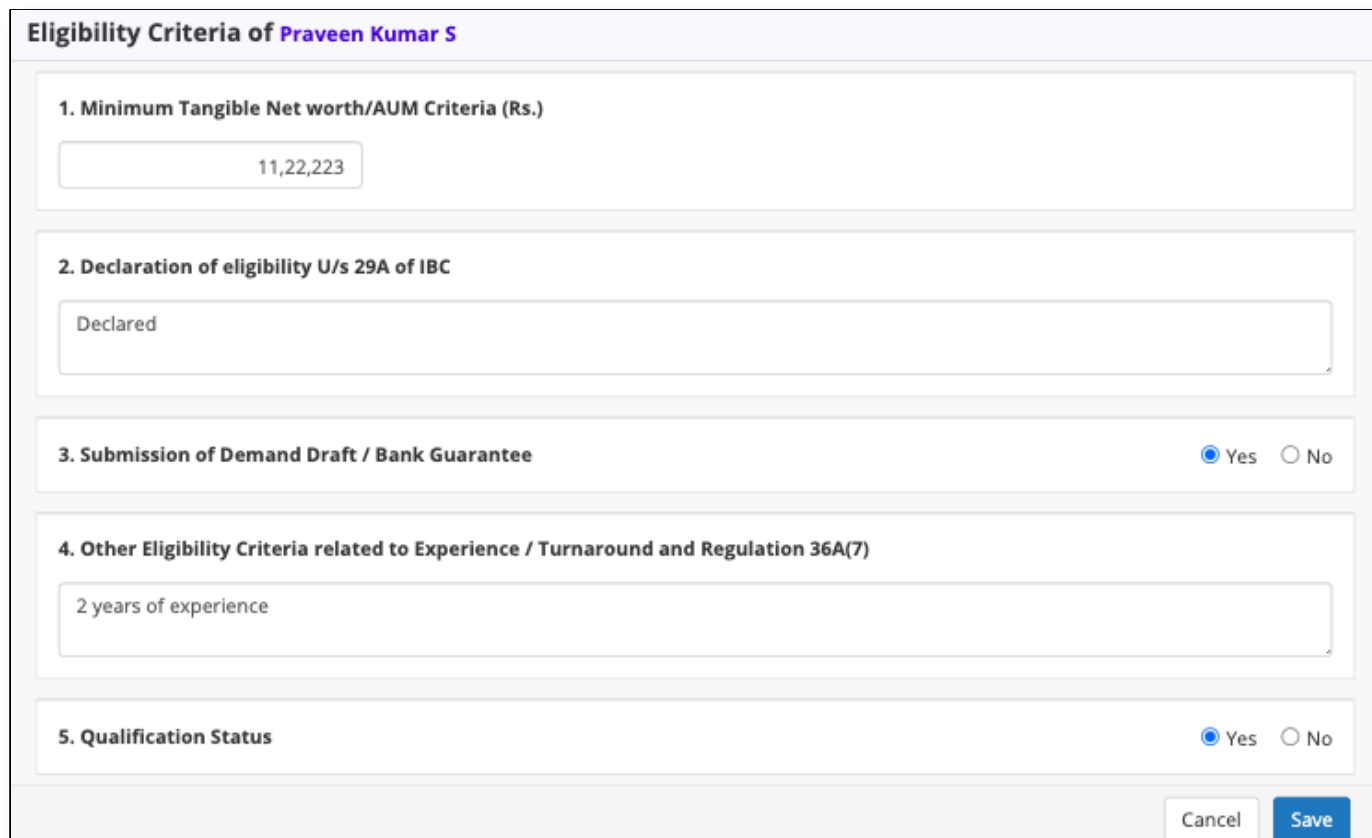
Eligibility Criteria

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Resolution Applicant Eligibility Criteria details ready

Follow these steps:

- Click on  button of the Resolution Applicant
- Select **Eligibility Criteria**
- **Add**
 - Enter the details of Eligibility Criteria
 - Click on **Save**



The screenshot shows a web form titled "Eligibility Criteria of Praveen Kumar S". The form contains five sections:

- 1. Minimum Tangible Net worth/AUM Criteria (Rs.)**: A text input field containing "11,22,223".
- 2. Declaration of eligibility U/s 29A of IBC**: A text input field containing "Declared".
- 3. Submission of Demand Draft / Bank Guarantee**: Radio buttons for "Yes" (selected) and "No".
- 4. Other Eligibility Criteria related to Experience / Turnaround and Regulation 36A(7)**: A text input field containing "2 years of experience".
- 5. Qualification Status**: Radio buttons for "Yes" (selected) and "No".

At the bottom right of the form are "Cancel" and "Save" buttons.

- **Edit**
 - Modify the details
 - Click on **Save**

Eligibility Criteria of Praveen Kumar S

1. Minimum Tangible Net worth/AUM Criteria (Rs.)

11,22,223

2. Declaration of eligibility U/s 29A of IBC

Declared

3. Submission of Demand Draft / Bank Guarantee

☒ Yes ☐ No

4. Other Eligibility Criteria related to Experience / Turnaround and Regulation 36A(7)

2 years of experience

5. Qualification Status

☒ Yes ☐ No

Cancel

Save

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details


Message & Notes:

Provision for Stakeholder

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final
- Have on hand Provision for Stakeholder under the Resolution Plan of the Resolution Applicant ready

Follow these steps:

- Click on  button of Resolution Applicant with Category Final
- Select **Provision for Stakeholder**
- **Add**
 - To enter the details of Provision for Stakeholder,
 - Enter **Plan Received Date**
 - Enter details for each category of stakeholder
 - Click on **Save**

Provision for Stakeholder Under the Resolution Plan of "Thirumal M"						
					Plan Received Date *	
						01-09-2020
Category of Stakeholder	Sub Category of Stakeholder	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)	Actions
Secured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	7,68,800	21,234	2,34,224	30.47	
Secured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	46,646	7,65,765	6,576	14.10	
Secured Financial Creditors	(b) Other than (a) above: (ii) who voted in favour of the resolution plan	7,65,767	75,765	75,566	9.87	
Unsecured Financial Creditors	(a) Creditors not having a right to vote under sub-section (2) of section 21	75,765	6,87,757	57,056	75.31	
Unsecured Financial Creditors	(b) Other than (a) above: (i) who did not vote in favour of the resolution Plan	68,768	68,768	6,886	10.01	
Unsecured Financial	(b) Other than (a) above: (ii) who voted in favour of	76,876	86,786	86,888	113.02	
					Close	Save

- **Edit**

- To modify the details of particular category of stakeholder,
 - click on button of the particular category of stakeholder
 - Modify the details
 - Click on **Save**

Provision for Stakeholder Particulars

Category of Stakeholder
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21

Amount Claimed(Rs.) * Amount Admitted(Rs.) * Amount Provided under the Plan(Rs.) *

Amount Provided to the Amount Claimed (%)

- To add new category of stakeholder,
 - Click on **+**
 - Enter the details
 - Click on **Save**

Provision for Stakeholder Particulars

Category of Stakeholder
Operational Creditors - (a) Related Party of Corporate Debtor

Amount Claimed(Rs.) * Amount Admitted(Rs.) * Amount Provided under the Plan(Rs.) *

Amount Provided to the Amount Claimed (%)

- To delete category of stakeholder,
 - Click on button of that particular category of stakeholder
 - Click on **✓ Yes** for confirmation
- Click on [Back](#)

Expected Outcome:

- You will be redirected to [Resolution Applicant](#) page, with updated details

Message & Notes:

Plan

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Category of the Resolution Applicants should be updated to Final
- Provision for Stakeholder should be added to system

Follow these steps:

- Click on Plan
- **All (Plans)**
 - Select **All**
 - You will be redirected to Consolidated View which has all Resolution Applicant Plans
 - Click on the Resolution Applicant Name to which you want to see plan
 - Click on Close

Consolidated View					
▼Praveen Kumar S					
Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %
►Raghav Guru					
					Close

- **Active (Plans)**
 - Select **Active**
 - You will be redirected to Consolidated View which has all active Resolution Applicant Plans
 - Click on the Resolution Applicant Name to which you want to see plan
 - Click on Close

Consolidated View					
▼Praveen Kumar S					
Category of Stakeholder	Plan Received	Amount Claimed(Rs.)	Amount Admitted(Rs.)	Amount Provided under the Plan(Rs.)	Amount Provided to the Amount Claimed (%)
Secured Financial Creditors - (a) Creditors not having a right to vote under sub-section (2) of section 21	01-09-2020	75,657	7,577	85,787	113.39 %
Other debts and dues - Other	01-09-2020	0	0	0	0 %
Other, Please specify - Other, Please specify	01-09-2020	0	0	0	0 %
►Raghav Guru					
					Close

Expected Outcome:

- You will be redirected to Resolution Applicant page



Message & Notes:

RFRP












Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- All Resolution Applicants should be added to system
- Category of the Resolution Applicants should be updated to Final

Follow these steps:

- Click on  button of the Final Resolution Applicant
- Select **RFRP**
- Click on 

RFRP of Praveen Kumar S

RFRP	Report
Request For Resolution Plans(RFRP)	
RFRP-APPENDIX 1: Evaluation Criteria	
RFRP-APPENDIX 2: Contents of Resolution Plan	
APPENDIX 3: Bank Guarantee	<div>Generate Upload</div>
APPENDIX 4: Performance Guarantee	
APPENDIX 5: Undertaking by Resolution Applicants(s)	
APPENDIX 6: Power of Attorney	
APPENDIX 6A: Power of Attorney for Lead Member	
APPENDIX 6B: Board Resolution	
APPENDIX 7: Earnest money deposit amount payment by parent company	
APPENDIX 8: Performance guarantee amount payment by parent company	
APPENDIX 9: Composition and ownership structure of the Resolution Applicant(s)	
APPENDIX 10: Affidavit on Rs 100 stamp paper	

Close

- **Generate/Re-Generate**
 - Select **Generate** or **Re-Generate**
 - To Generate RFRP Report,
 - Select **Report Type** (PDF_A/PDF_UA/DOCX/EXCEL)
 - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
 - Click on **Generate** - RFRP will be generated
 - Generated versions will be shown in Green color
 - Click on

Close

 once RFRP is generated
- **Upload**
 - Select **Upload**
 - You will be directed to Documents page
 - Upload Documents
 - Click on

Close

 once RFRP is uploaded
 - Uploaded versions will be shown in Blue color

Expected Outcome:

- You will be redirected to Resolution Applicant page, with updated details

Message & Notes:

Resolution Plan Compliance

Before you begin:













- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Compliance details ready



Follow these steps:

- Click on Case to which you want to perform any action on Compliance
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Compliance**
- You will be redirected to [Compliance](#) Page
- Compliance list will appear

Compliance

Compliance Report +

Section of the Code / Regulation No.	Requirement With Respect to Resolution Plan	Clause of Resolution Plan	Compliance (Yes/No)	Actions
25(2)(H)	Whether the Resolution Applicant meets the criteria approved by the CoC having regard to the complexity and scale of operations of business of the CD?		Yes	 
Section 29A	Whether the Resolution Applicant is eligible to submit resolution plan as per final list of Resolution Professional or Order, if any, of the Adjudicating Authority?		Yes	 
Section 30(1)	Whether the Resolution Applicant has submitted an affidavit stating that it is eligible?		Yes	 
Section 30(2)	Whether the Resolution Plan provides for the management of the affairs of the Corporate debtor?		Yes	 
Section 30(2)	Whether the Resolution Plan provides for the payment of the debts of operational creditors?		Yes	 
Section 30(2)	Whether the Resolution Plan provides for the payment of insolvency resolution process costs?		No	 

- To **Add**
 - Click on 
 - Enter **Compliance** details
 - Click on 

Compliance Particulars

Requirement With Respect to Resolution Plan *

Whether the Resolution Plan has been approved by the CoC with 66% voting sha

Clause of Resolution Plan *



sec

Compliance *

☒ Yes ☐ No

Cancel

Save

- To **Edit**
 - Click on  button to which you want to edit compliance details
 - Modify **Compliance** details
 - Click on 

Compliance Particulars

Requirement With Respect to Resolution Plan *

Whether the Resolution Applicant meets the criteria approved by the CoC having ▾


Clause of Resolution Plan *

Compliance *

☒ Yes ☐ No

Cancel

Save

- To **Generate Report**
 - Click on **Compliance Report**
 - Compliance Report will be downloaded
- To **Delete** – (By Case Manager Only)
 - Click on  button to which you want to delete Compliance
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to [Compliance](#) Page, with Compliance details

Message & Notes:



Deviation/Non-Compliance

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Deviation/Non-Compliance details ready

Follow these steps:

- Click on Case to which you want to perform any action on Deviation/Non-Compliance
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Deviation/Non-Compliance**
- You will be redirected to [Deviation/Non-Compliance](#) Page
- Deviation/Non-Compliance list will appear

Deviations / Non-Compliance						
Deviation/Non-Compliance Observed	Section	Regulation Number	Circular Number	Reasons	Rectified	Actions
Non-Compliance 1	2	23	843	-	No	 

- To **Add**
 - Click on 
 - Enter **Deviation/Non-Compliance** details
 - Click on **Save**

Non-Compliance Particulars

Deviation/Non-Compliance Observed *

Section

Regulation Number

Circular Number

Legal Provisions *

IBC

Period of non-compliance

Start Date

End Date

Reasons


Observed Date

Select Date

☐ Rectified

Cancel

Save

- To **Edit**
 - Click on  button to which you want to edit deviation/non-compliance details
 - Modify **Deviation/Non-Compliance** details
 - Click on **Save**

Non-Compliance Particulars

Deviation/Non-Compliance Observed *

Non-Compliance 1

Section

Regulation Number

Circular Number

Legal Provisions *

IBC

Period of non-compliance

Start Date

End Date

Reasons


Observed Date

Select Date

☐ Rectified

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on  button to which you want to delete Deviation/Non-Compliance
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to Deviation/Non-Compliance Page, with Deviation/Non-Compliance details

Message & Notes:

Contingency

Before you begin:



- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Contingency details ready

Follow these steps:

- Click on Case to which you want to perform any action on Contingency
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Contingency**
- You will be redirected to [Contingency](#) Page
- Contingency list will appear

Contingency

Title	Description	Actions
Contingency	ddsf sdfsf hhv jhj hv	  

- To **Add**
 - Click on 
 - Enter **Contingency** details
 - Click on 

Contingency Particulars

Title *

Sample

Description



Normal

Sans SerifB I U A [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

description

Cancel

Save

- To **Edit**
 - Click on  button to which you want to edit contingency details
 - Modify **Contingency** details
 - Click on 

Contingency Particulars

Title *

Contingency

Description

Normal

Sans Serif

B I U A

ddsf sdfsf hhv ihhvj

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on button to which you want to delete Contingency
 - Click on

✓ Yes

 for delete confirmation

Expected Outcome:

- You will be redirected to [Contingency](#) Page, with Contingency details

Message & Notes:

Transaction

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Transaction details and documents ready

Follow these steps:

- Click on Case to which you want to perform any action on Transaction
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Transaction**
- You will be redirected to [Transaction](#) Page
- Transaction list will appear

Transactions <div>+</div>				
Type of Transaction	Date of Filing with Adjudicating Authority	Date of Order of the Adjudicating Authority	Brief of the Order	Actions
Fraudulent transactions under section 66	05-05-2020	21-05-2020	-	

- To **Add**
 - Click on

+
 - Enter **Transaction** details
 - Click on

Save

Transaction Particulars

Type of Transaction *
 Fraudulent transactions under section 66

Date of Filing with NCLT
 Select Date

Date of Order of the NCLT
 Select Date

Brief of the Order
 [Empty text area]

Cancel Save

- To **Edit**
 - Click on button to which you want to edit transaction details
 - Modify **Transaction** details
 - Click on **Save**

Transaction Particulars

Type of Transaction *
 Fraudulent transactions under section 66

Date of Filing with NCLT
 05-05-2020

Date of Order of the NCLT
 21-05-2020

Brief of the Order
 [Highlighted text area]

Cancel Save

- To **Upload Document**
 - Click on button to which you want to upload documents.
 - Click on **+** button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on **Upload**

Document Upload

Document Type *
 [Empty dropdown]

File *
 Upload File
 Drop files here

Title
 [Empty text area]

Cancel Upload

- Click on **Close** once upload is completed
- To **Delete** – (By Case Manager Only)
 - Click on button to which you want to delete transaction
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to Transaction Page, with Transaction details

Message & Notes:

Approval


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Approval details ready

Follow these steps:

- Click on Case to which you want to perform any action on Approval
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Approval**
- You will be redirected to [Approval](#) Page
- Approval list will appear

Approvals					
Nature of Approval	Name of Law	Name of Authority	Status	When To Be Obtained	Actions
approval	-	-	Proposed	-	  

- To **Add**
 - Click on 
 - Enter **Approval** details
 - Click on **Save**

Approval Particulars

Nature of Approval *

sample

Name of Law

Name of Authority

When To Be Obtained

Remarks

Approve or Reject

Propose

Proposed Date


Select Date

Approved or Rejected Date

Select Date

Cancel

Save

- To **Edit**
 - Click on  button to which you want to edit approval details
 - Modify **Approval** details
 - Click on **Save**

Approval Particulars

Nature of Approval *

approval

Name of Law

Name of Authority

When To Be Obtained

Remarks

Approve or Reject

✓ Propose

Approve

Reject

Proposed Date




Select Date

Approved or Re

Select Date

Cancel

Save

- To **Upload Document**
 - Click on  button to which you want to upload documents.
 - Click on  button in documents list page
 - Select **Document Type**
 - Select **file** to Upload
 - Click on 

Document Upload

Document Type *

File *




Upload File

Drop files here

Title

Cancel

Upload

- Click on  once upload is completed
- To **Delete** – (By Case Manager Only)
 - Click on  button to which you want to delete approval
 - Click on  for delete confirmation

Expected Outcome:

- You will be redirected to Approval Page, with Approval details

Message & Notes:

Information Memorandum

Statutory IM

Before you begin:





















- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- IM Details should be entered into system to generate
- Keep IM Documents ready to upload

Follow these steps:

- Click on Case to which you want to perform any action on Statutory IM
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **Information Memorandum**
- You will be redirected to [Statutory IM](#) Page
- Statutory IM list will appear

Statutory IM

Business Transaction IM

Statutory Information Memorandum	PDF	EXCEL
List of all Resolution Process Creditors		
Dues to/from Related Party		
Guarantor Details		
Number of Workers and Employees and their Dues		
Material Litigations		
Description of Assets (IM)		
Liability		
Latest Annual Financial Statements		
Audited Financial Statements of CD for last financial 2 years		
Provisional Financial Statements for Current Year		

- To **Generate / Re-generate**
 - Click on (for PDF) or (for EXCEL) and select **Generate** option to which you want to generate IM report.
 - Select **Report Type**
 - Check ☐ **Digital Signature/Barcode** as applicable
 - Enter **Password**, if you want to generate report in protected file – (applicable for PDF)
 - Click on **Generate** – selected IM report will be generated

Generate Creditor List

Report Type *

PDF_A

Language *

English

☒ Digital Signature

☒ Barcode



Password

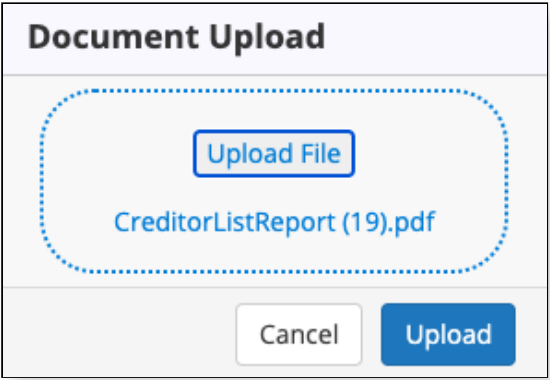
.....



Cancel

Generate

- A new version will be added and will be displayed in Green color
 - If you find any error and need to edit this version of IM report, edit the details and click on (for PDF) or (for EXCEL) and select **Generate**, you will get a new Version of IM report in Green color
- IM report can be downloaded to your system

- To **Upload**
 - Click on  (for PDF) or  (for EXCEL) and select **Upload** option to which you want to upload IM report
 - Upload respective IM (signed) Document
 - Click on **Upload**



- Click on  (for PDF) or , all uploaded and generated versions will be visible and uploaded versions are displayed in Blue color and generated versions are displayed in Green color

Expected Outcome:

- You will be redirected to Information Memorandum Page, with updated details

Message & Notes:





















Business Transaction IM


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Keep IM Documents ready to upload

Follow these steps:

- Click on Case to which you want to perform any action on Business Transaction IM
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to Resolution Plan Dashboard Page
- Go to Side bar and navigate to **Information Memorandum**
- You will be redirected to Information Memorandum Page
- Click on **Business Transaction IM** tab
- You will be redirected to Business Transaction IM Page
- Business Transaction IM list will appear

Statutory IM	Business Transaction IM
Business Transaction Information Memorandum	
	PDF
Executive Summary, Key Investment Highlights and Indicative Project Timelines	
Company Overview(Corporate Debtor Profile)	
Company Overview(Business Evolution)	
Company Overview(Current Scenario, Snapshot of Financial Performance and Interim Finance)	
Capital Structure of Corporate Debtor	
Shareholding Pattern of Corporate Debtor	
Financial and Operational Claims	
Division and Customer Overview	
Key Contracts	
Supply Chain Infrastructure	
Facilities and Capability	
Summary of Contracts	
Details of Manufacturing Facilities	
Additional Capex Requirement	
Organization Structure	
Board of Director	
Key Management	
Details of Statutory Approvals and Compliances	
Investment Overview(Snapshot)	
Investment Overview(Sector Fundamentals)	

- To **Upload**
 - Click on  and select **Upload** option to which you want to upload IM report.
 - Upload respective IM (signed) Document
 - Click on **Upload**

Document Upload

Upload File

Brief Profile.pdf

Cancel

Upload

- Click on , all uploaded versions will be visible and displayed in Blue color

Expected Outcome:

- You will be redirected to Information Memorandum Page, with updated details


Message & Notes:

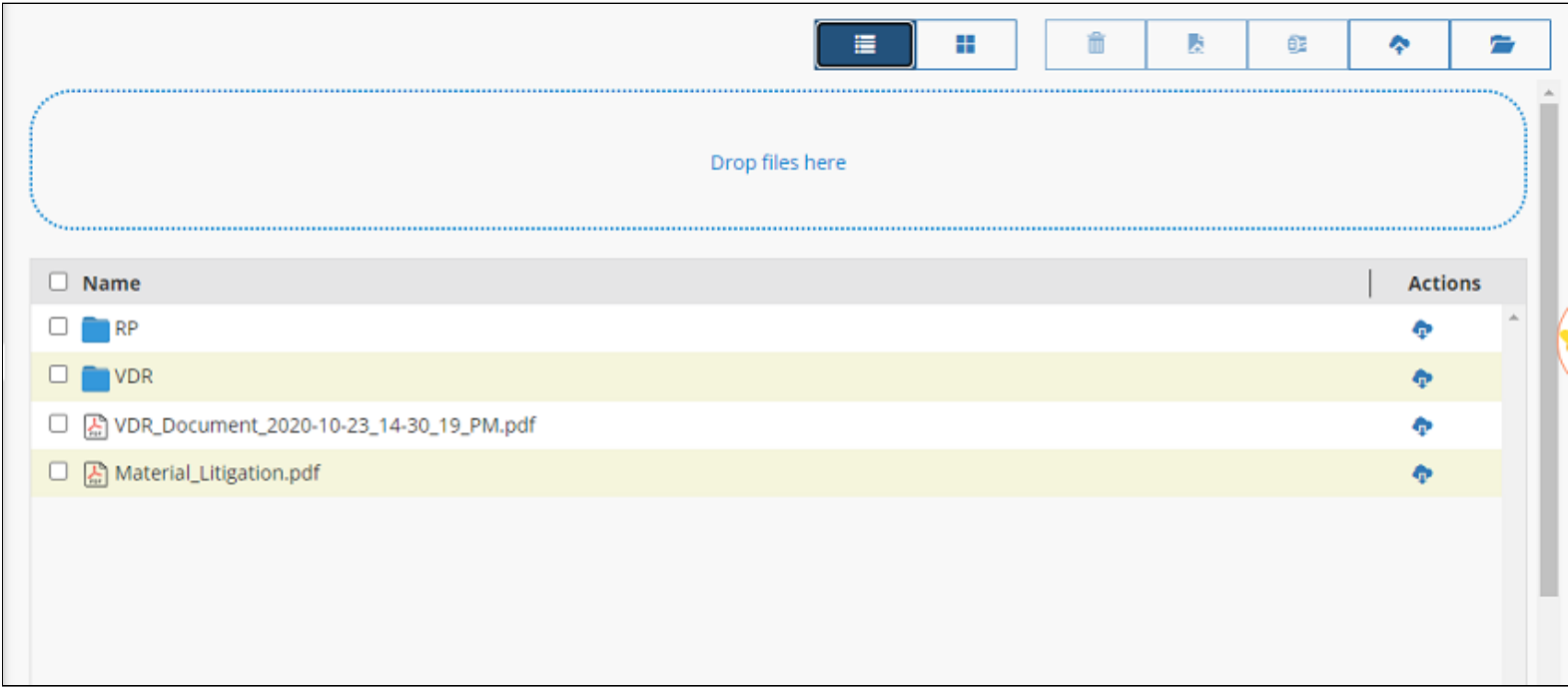
VDR Document

Before you begin:

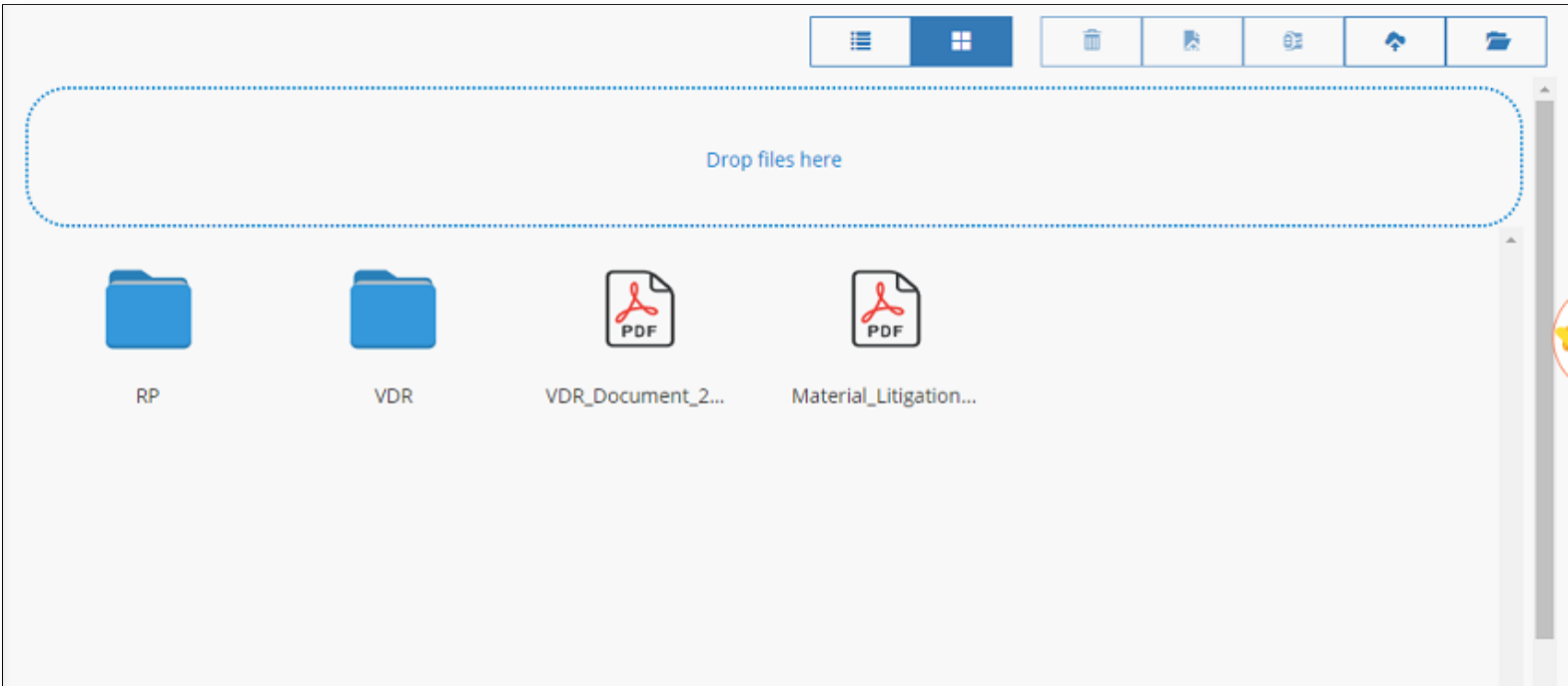
- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand document ready



Follow these steps:

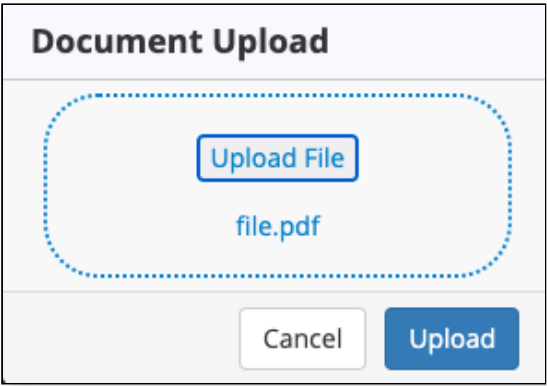
- Click on the case whose VDR Document you wish to upload or download
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Resolution Plan**
- You will be redirected to [Resolution Plan](#) Dashboard Page
- Go to Side bar and navigate to **VDR Document**
- You will be redirected to [VDR Document](#) Page
- Click on  to view as **list**





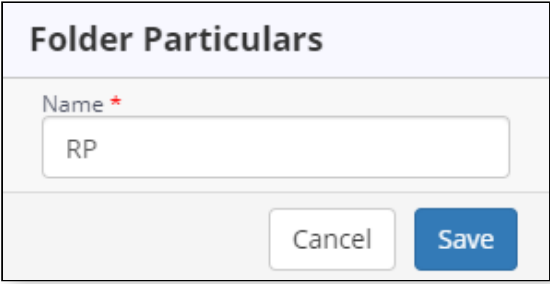
- Click on  to view as **grid**




- To **Upload Document**
 - Click on 
 - Select a **file** to upload
 - Click on  - Document will be uploaded



- To **Create Folder**
 - Click on 
 - Enter Folder **Name**
 - Click on 



- To **Download Document / Folder**
 - Click on  or Right click on **Document / Folder** you wish to Download / Download as Zip respectively
 - Document / Folder will be downloaded

Expected Outcome:

Message & Notes:

Meeting/Committee

Committee/Group

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker/Claimant for the particular case
- Have on hand Committee/Group details ready

Follow these steps:

- Click on Case to which you want to perform any action on Committee/Group
- You will be directed to [Case Profile](#) Page
- Go to Side bar and navigate to **Meeting/Committee**
- You will be redirected to [Meeting/Committee](#) Page
- Click on [Committee/Group](#) tab
- You will be redirected to [Committee/Group](#) Page
- Committee/Group list will appear

Meeting

Committee/Group

<

- **Basic Info**
 - Click on  button to edit basic info
 - Modify **Committee/Group** basic info
 - Click on  button

Type of Committee/Group *

Committee of Creditor[CoC]

Name of Committee/Group



Constitution Date *

26-02-2020 09:00

Dissolution Date

Select Date

Remarks

- **Member**
 - To **Add**
 - Click on  button in '**Members**' block to add member
 - Select **Type of Member**
 - Select **Member** based on Member Type
 - Click on  button

Committee/Group Member Particulars

Select Type of Members to Add *

Claimant

Select Member to Add *

DEPOSIT INSURANCE AND CREDIT GUARANT

Start Date *

26-02-2020 09:00


End Date

Select Date

Description

Cancel

Save

- To **Edit**
 - Click on  button in '**Members**' block to which you want to edit member details
 - Modify **Member** details
 - Click on  button

Committee/Group Member Particulars

Name

CALCUTTA FOOD AND BOTTLING PRIVATE LIMITED

Start Date *

26-02-2020 09:00



End Date

Select Date

Description

Cancel

Save

- To **Delete**
 - Click on  button in '**Members**' block to which you want to delete member
 - Click on  **Yes** for delete confirmation
- To **Delete** – (By Case Manager Only)
 - Click on  button to which you want to delete committee/group
 - Click on  **Yes** for delete confirmation
- **Report** – (Applicable for Committee of Creditor type)
 - To **Generate**
 - Click on  button to which you want to generate constitution report
 - Select **Generate**
 - Enter **Submission Date** and **Date of CoC Constitution**
 - Click on  and select **mimetype**(PDF/Word) of report which you want to generate – CoC Constitution report will be generated

Generate Template

Submission Date

01-09-2020

Date of CoC Constitution

02-09-2020



Member Name	Creditor Type
CALCUTTA FOOD AND BOTTLING PRIVATE LIMITED	Financial Creditor
Leelavathi	Financial Creditor
SUWANEE TECHNOLOGIES PRIVATE LIMITED	Financial Creditor
Praveen Kumar	Financial Creditor

Word

Pdf

Close

Generate

- A new version will be added and will be displayed in Green color
 - If you find any error and need to edit this version of CoC Constitution report, edit the details and click on  button and select **Re-Generate**, you will get a new Version of CoC Constitution report in Green color
- To **Upload**
- Click on  button and to which you want to upload CoC Constitution report
 - Select **Upload**
 - Upload CoC Constitution report
 - Click on **Upload**

Document Upload

Upload File

file.pdf

Cancel

Upload

- A new version will be added and will be displayed in Blue color

Expected Outcome:

- You will be redirected to Committee/Group Page, with updated details

Message & Notes:

User Management

Depending on who you are and what you want to accomplish in a particular case, you may be able to assign the role yourself (self-assign); however, some roles will be assigned to you by another user who has the necessary authority to do so.

Appoint Case Manager

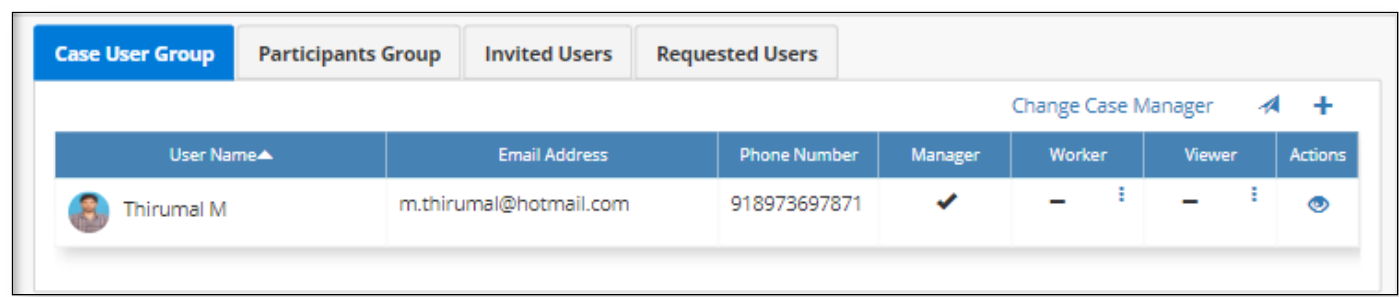
Case Manager is the one who has full permission READ/WRITE over the case and he/she can appoint or revoke any case role

Before you begin:

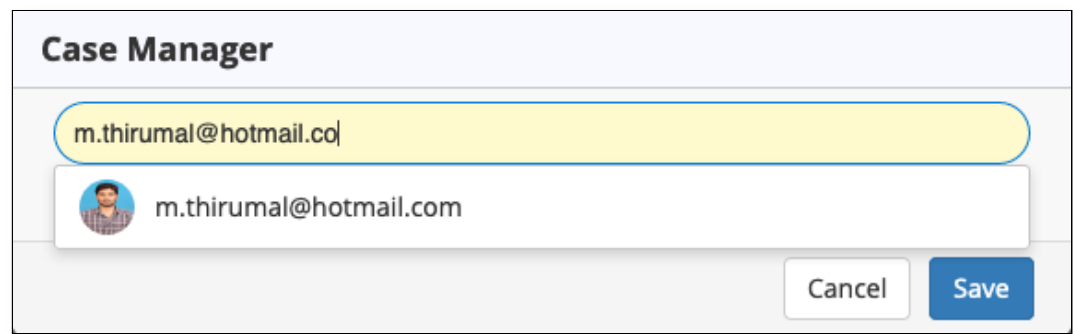
- Ensure that a **Account Administrator** has been appointed for the subscription
- Case Manager should be an User of the System
- Have on hand Case Manager **User ID** details ready

Follow these steps:

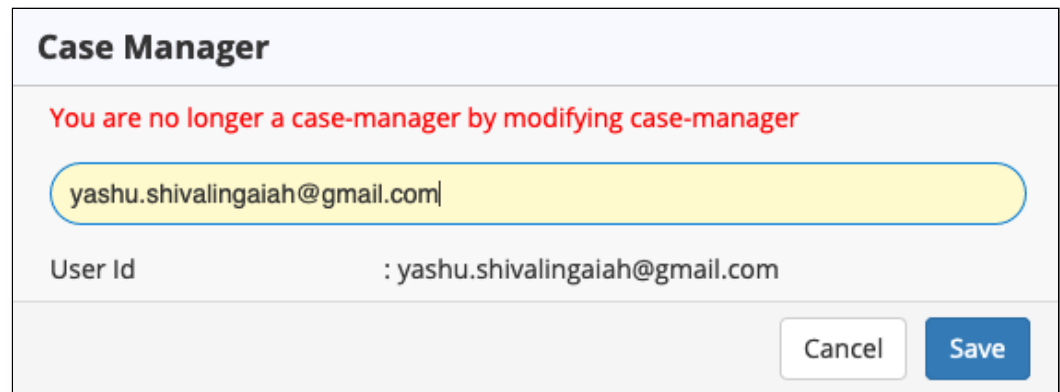
- Select [Case User Group](#) tab



- Click on [Appoint/Change Case Manager](#)
- Start entering Case Manager **User ID** in the Search bar and Select the ID
- Click on **Save**



Appoint Case Manager



Change Case Manager

Expected Outcome:

- You will be redirected to [User Management](#) Page with newly Appointed user information

Message & Notes:

- Case Manager can handover the case to another party.

Appoint Case Worker

Case Worker can perform READ/WRITE in the case except Valuation

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.
- Case Worker should be an User of the System
- Have on hand Case Worker **User ID** details ready

Follow these steps:

- Select **Case User Group** tab

Case User Group						
Participants Group						
Invited Users						
Requested Users						
Change Case Manager						
User Name	Email Address	Phone Number	Manager	Worker	Viewer	Actions
praveen Kumar	sunilvshetty@hotmail.com	917892427354	-	✓	-	
Thirumal M	m.thirumal@hotmail.com	918973697871	✓	-	-	

- Start entering Case Worker **User ID** in the Search bar and Select the ID
- Click on **Save**

Assign User

sunilvshetty@hotmail.com

User *
sunilvshetty@hotmail.com

Group *
ROLE_CASE_WORKER

Cancel Save

Expected Outcome:

- You will be redirected to **User Management** Page with newly Appointed user information

Message & Notes:

Assign Resolution Applicant [RA]

Resolution Applicant [RA]/Authorized Representative can access the case and add their details like claim, contact details, etc,...

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.
- Resolution Applicant(RA)/Authorized Representative should be an User of the System
- Have on hand Resolution Applicant(RA)/Authorized Representative **User ID** details ready

Follow these steps:

- Select **Participants Group** tab

Case User Group							
Participants Group							
Invited Users							
Requested Users							
Assign Valuer Role							
Deny New Claimant Allow New Claimant							
Representative	Party	Phone Number	Claimant	Applicant	Valuer	CoC Member	RA
Sunil	SAILAJA SYNTHETICS PRIVATE LIMITED	918123731747	-	-	-	-	✓

- Start entering the User ID in the search bar and select the user ID

- Select **ROLE_RA** from the **Group**
- Select the **Resolution Applicant[RA] name** from the list
- Click on **Save**

Assign User

m.thirumal@hotmail.com

User *

m.thirumal@hotmail.com

Group *

ROLE_RA

Name *

meghana

Cancel

Save

Expected Outcome:

- You will be redirected to [User Management](#) Page with newly Appointed user information

Message & Notes:

Assign Committee of Creditor [CoC]

CoC Member/Authorized Representative can access the case and view meeting details

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.
- CoC Member/Authorized Representative should be an User of the System
- Have on hand CoC Member/Authorized Representative **User ID** details ready

Follow these steps:

- Select [Participants Group](#) tab

Case User GroupParticipants GroupInvited UsersRequested Users

Deny New Claimant

Allow New Claimant

Assign Valuer Role

+

Representative	Party	Phone Number	Claimant	Applicant	Valuer	CoC Member	RA
Thirumal M	CORPORATION BANK	918973697871	-	-	-	✓	-

+

- Start entering the User ID in the search bar and select the user ID
- Select **ROLE_COC** from the **Group**
- Select the **CoC Member Name** from the list
- Click on **Save**

Assign User

m.thirumal@hotmail.com

User *

m.thirumal@hotmail.com

Group *

ROLE_COC

Name *

ABHYUDAYA COOPERATIVE BANK LIMITED
Pramod Kumar
Thirumal M

Cancel

Save

Expected Outcome:

- You will be redirected to [User Management](#) Page with newly Appointed user information

Message & Notes:

View User Roles

A Case Manager can view the case user roles with timestamp

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Select Case User Group tab

Change Case Manager

User Name▲	Email Address	Phone Number	Manager	Worker	Viewer	Actions
Nithya A	nithya.anandan@enkindletech.com	919535801685	—	✓	—	
Thirumal M	m.thirumal@hotmail.com	918973697871	✓	—	—	

- Click on in the action column from the user list

User Particulars			
User Name Thirumal M		Mobile Number 918973697871	User Id m.thirumal@hotmail.com
Group▲		Start Date	End Date
ROLE_CASE_ADMIN		25-03-2020	
			OK

Expected Outcome:

- You will be redirected to User Particulars Page as it show in the above picture

Message & Notes:

Grant or Revoke User Role

A Case Manager can grant or revoke any case users role

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on in the Role column [i.e, Claimant, Worker, Applicant, Valuer,..] from the user list
- Click on Assign User to Group pop-up button and confirm in the dialog to grant permission

User Name▲	Email Address	Phone Number	Manager	Worker
Thirumal M	m.thirumal@hotmail.com	918973697871	✓	—

Assign User to Group

Actions

- Click on Soft Delete pop-up button and the confirm in the dialog to revoke permission

Representative▲	Party	Phone Number	Claimant	Applicant	Valuer	CoC Member	RA
Thirumal	meghana	918973697872	✓	—	—	—	—
Thirumal M	Thirumal M	918973697871	—	—	✓	—	✓
Thirumal M	ABHYUDAYA COOPERATIVE BANK LIMITED	918973697871	—	✓	—	✓	—
Thirumal M	HANSA HOUSING PVT LTD	918973697879	—	—	—	—	✓

Soft delete

Expected Outcome:

- If the requested action is Revoke then tick mark (✓) will turn it to minus(−) and viceversa for Grant

Message & Notes:

Utils

Announcement/Note

Case Announcement


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Announcement details ready

Follow these steps:

- Click on Case to which you want to perform any action on Announcement/Note
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **Announcement/Note**
- You will be redirected to Announcement/Note Page
- Click on **Case Announcement** tab
- Announcement list will appear



- To **Add**
 - Click on 
 - Enter **Case Announcement** details
 - Click on **Save**

A screenshot of the 'Case Announcement' form. The form has a title field with the text 'Claim verification'. Below the title field, there are two checkboxes: 'Is Announcement' (checked) and 'View in CaseProfile' (checked). To the right of these checkboxes are two date fields: 'Start Date' (01-09-2020 11:44) and 'End Date' (02-09-2020 11:44). Below the date fields is a description field with the text 'Claim verification'. The description field has a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, link, unlink, and source code. At the bottom right of the form are 'Cancel' and 'Save' buttons.

- To **Edit**
 - Click on **Case Announcement** for which you want to edit announcement details
 - Modify **Case Announcement** details

- Click on **Save**

Case Announcement

Title *

Claim verification

☒ Is Announcement

☒ View in CaseProfile

Start Date *

01-09-2020 11:44

End Date *

02-09-2020 11:44

Description *

Normal ⚙ Sans Serif ⚙ **B** *I* U A

Claim verification

Cancel

Save

- To **Delete** – (By Case Manager Only)
 - Click on button to which you want to delete Announcement
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to Case Announcement Page with Case Announcement details

Message & Notes:

- **Case Manager** can add/modify/delete Case Announcement
 - User with roles other than Case Manager can view the Case Announcement Details
-

Personal Note

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Personal Note details ready

Follow these steps:

- Click on Case to which you want to perform any action on Announcement/Note
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **Announcement/Note**
- You will be redirected to Announcement/Note Page
- Click on **Personal Note** tab
- Personal Note list will appear

Case Announcement

Personal Note

+

Form Submission



Last Modification Date 07-09-2020 19:18:51

Creation Date 07-09-2020 19:18:51

Form Withdrawal

Last Modification Date 07-09-2020 19:28:19

Creation Date 07-09-2020 19:28:19

- To **Add**
 - Click on 
 - Enter **Personal Note** details
 - Click on 

Note

Title *

Claim verification


Description *

Normal Sans Serif B I U A A [list icons] [link icon] [image icon] [code icon] [link icon]

claim verification done for the case.

Cancel

Save

- To **Edit**
 - Click on **Personal Note** for which you want to edit note details
 - Modify **Personal Note** details
 - Click on 

Note

Title *

Claim verification



Description *

Normal Sans Serif B I U A A [list icons] [link icon] [image icon] [code icon] [link icon]

claim verification done for the case.

Cancel

Save

- To **Delete** – (Applicable for Case Manager)
 - Click on  button to which you want to delete Personal Note
 - Click on  for confirmation

Expected Outcome:

- You will be redirected to Personal Note Page with Personal Note details

Message & Notes:

- **Personal Note** is Login User notes

To Do

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand details ready

Follow these steps:

- Click on Case to which you want to perform any action on To Do
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **To Do**
- You will be redirected to [To Do](#) Page
- To Do list will appear

Case To Do List

Enter title...

Due Date

Add

tes

Due Date: 19-10-2020 11:39

Created by Ahmadi on 19-10-2020

sample

Due Date: 19-10-2020 11:39

Created by Ahmadi on 19-10-2020

- To **Add**
 - Enter **Title**
 - Enter **Due Date** and **Time**
 - Click on **Add**



Case To Do List

Submit Form

04-09-2020 12:03

Add

There is no item to do

- To **Edit** – To change the status of **To Do** to done
 - Click on  button to which you want to mark as done
 - Click on **✓ Yes** for confirmation
- To **Delete**
 - Click on  button to which you want to delete
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to [To Do](#) Page, with To Do details

Message & Notes:




SMS

Before you begin:


- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand SMS details ready

Follow these steps:

- Click on Case to which you want to perform any action on SMS
- You will be directed to [Case Profile Page](#)
- Go to Side bar and navigate to **Utils**
- Go to Side bar and navigate to **SMS**
- You will be redirected to [SMS Page](#)
- SMS list will appear

SMS +							
SMS Event	Description	Amount (Rs.)	Total Price (Rs.)	SMS Count	Start Date	End Date	Actions
CoC Meeting	A	0	0	0	07-08-2020 14:18:35		  

- To **Add**

- Click on 
- Select **Event** and enter the **Description** in SMS Detail Page
- Click on **Save**

SMS Event

Event *

CoC Meeting


Description *

Meeting held on 26/08/2020

Cancel

Save

- To **Edit**

- Click on  button to which you want to edit sms details
- Modify **SMS** details
- Click on **Save**

SMS Event

Event *

CoC Meeting

Description *

Meeting held on 24/08/2020

Cancel

Save

Expected Outcome:

- You will be redirected to SMS Page, with SMS details

Message & Notes:

- Message & Notes:





Timesheet


Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case
- Have on hand Timesheet details ready

- Follow these steps:**
- Click on Case to which you want to perform any action on Timesheet

- Click on Case to which you want to perform any action on Timesheet
- You will be directed to Case Profile Page
- Go to Side bar and navigate to **Timesheet**
- You will be redirected to Timesheet Page
- Timesheet list will appear

- | Timesheet | | | | | |
|------------------|--------------------|-------|------------|--------|---|
| Timesheet Report | | | | | + |
| Name | Task Name | Title | Time Spent | Status | Actions |
| keerthi S | Claim Verification | test | | Todo |     |

- To **Add**
 - Click on 
 - Enter **Timesheet** Details
 - Click on 

- Timesheet

Assignee *

Task Name *

Title *

keerthi S

Claim Verification

Claim

Status *

Priority *

Start Date *

End Date

Todo

Normal

01-09-2020 1

Select Date

☐ Access Permission

Estimated Time



years months days hours minutes



00000

Description

Normal Sans Serif B I U A [icon] [list icons] [link icon] [image icon] </> [code icon]

Cancel Save

- To **Edit**
 - Click on  for which you want to edit timesheet details
 - Modify **Timesheet** details
 - Worklog
 - To **Add**
 - Click on 
 - Enter **Worklog** details

- To **Edit**
 - Click on  for which you want to edit timesheet details
 - Modify **Timesheet** details
 - Worklog
 - To **Add**
 - Click on 
 - Enter **Worklog** details

- Click on **Save**

Work Log

Start Date *

End Date

02-09-2020 11:24

11-03-2026 11:24

Time Spent *

years

months

days

hours

minutes

4

0

0

0

0

Description

Normal

Sans Serif

B

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A

coc

Cancel

Save

- To **Edit**
 - Click on  for which you want to edit worklog details
 - Modify **Worklog** details
 - Click on **Save**

Work Log

Start Date *

End Date

02-09-2020 11:24

11-03-2026 11:24

Time Spent *

years

months

days

hours

minutes

4

0

0

0

0

Description

Normal

Sans Serif

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coc

Cancel

Save

- To **Delete**
 - Click on  to which you want to delete Worklog
 - Click on **Yes** for delete confirmation
- Click on  button
- Click on **Close** once modification is completed

Timesheet

keerthi S

Access Permission

Claim Verification

Title

test

Estimated Time

years

months

days

hours

minutes

-

-

-

-

-

Status

In Progress

Priority

Normal

Remaining Time

years

months

days

hours

minutes

-

-

-

-

-

Start Date

End Date

03-09-2020 11:24

09-09-2020 11:26

Total Time Spent

years

months

days

hours

minutes

4

0




0

0

0

Description

Worklog

Start Time	End Time	Time Spent	Actions
02-09-2020 11:24:12	11-03-2026 11:24:12	4-years	  

Close

- To Report Generation for Each Assignee
 - Click on  corresponding to timesheet
 - Select **Template**
 - Select **Report type**
 - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
 - Enter the **password**, if you want to generate a report in protected file – (applicable for report type PDF-A, PDF -UA)
 - Click on **Generate** – Timesheet Report will be generated for each Assignee
- To Report Generation for Timesheet
 - Click on **Timesheet Report**
 - Select **Template**
 - Select **Report type**
 - Check ☐ **Digital Signature/Barcode/Attachment** as applicable
 - Enter the **password**, if you want to generate a report in protected file – (applicable for report type PDF-A, PDF -UA)
 - Click on **Generate** – Timesheet Report will be generated

Generate Timesheet Report

Template *

Timesheet Report

Report Type *

PDF_A

Language *

English

☐ Digital Signature

☐ Barcode


☐ Attachments

Password

.....

Cancel

Generate

- To **Delete** – (Applicable for Case Manager)
 - Click on  to which you want to delete Timesheet
 - Click on **✓ Yes** for delete confirmation

Expected Outcome:

- You will be redirected to Timesheet Page, with Timesheet details











Message & Notes:

Audit Trail

Audit Trail records the events(Read, Create, Modify, Delete) of the case. However, **Case Manager** can disable certain events except VDR activities

The information recorded are – Who did What, When, Where and How

- Who – Action performed [Read, Write]
- When – Event occurrence – Date/Time
- Where – Event Type and Description
- What – Type of action [Add new entry, Edit, Delete, Read/View]
- How – API/Bulk upload, etc

Audit Trail					Select By Event	Audit Report
Event	Activity Description	Activity				
Asset	Asset TestCreateK is deleted in the asset type Land		Thirumal	03-09-2020 15:06:49		
Asset	Asset TestCreateH is deleted in the asset type Land		Thirumal	03-09-2020 15:06:46		
Asset	Asset TestCreateF is deleted in the asset type Land		Thirumal	03-09-2020 15:06:43		
Resolution Applicant	Nilesh is updated		Thirumal	03-09-2020 15:06:14		
Resolution Applicant	Nilesh is moved to Provisional from Prospective		Thirumal	03-09-2020 15:06:14		
Resolution Applicant	Nilesh		Thirumal	03-09-2020 15:06:09		
Resolution Applicant	Nilesh		Thirumal	03-09-2020 15:05:58		
Valuer	Thirumal M is added		Thirumal	02-09-2020 21:00:50		
Document	AssetSale_Report_2020-09-01_18-28_10_pm.xml[fa37439e-ecf7-441c-9836-4959c2924c0c;1.0]		Thirumal	01-09-2020 23:59:05		
Asset	Asset 12312312 is added in the asset type Buildings		Thirumal	01-09-2020 19:16:52		


Disable/Enable Audit Trail events

Case Manager can enable or disable the audit trails event

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on 
- Check the box to enable the event and uncheck the box to disable the events
- Click on **Update**

Audit Trail Log Settings

Uncheck the events that you don't want to log

Select All

☒ Case Status

☒ Claimant ICMS User

☒ Invoice security

☒ Asset

☒ Liquidator

☒ Resoulion Form

☒ KMP

☒ Case Ownership

☒ Compliance/Non-Compliance

☒ Salary Adjudication

☒ Time Sheet/Task

☒ RA-Authorized Representative

☐ Approval

☒ Add Case

☒ Loan

☒ Salary

☒ Valuer

☒ Meeting

☒ Liquidation Form

☒ Guarantor

☒ Case Expense

☒ Timeline

☒ Other Creditor Adjudication

☒ Statutory Debt

☐ Liabilities

☐ Contingency

☒ Document & Record System

☒ Loan Security

☒ Other Claim

☒ IRP

☒ Complaint

☒ Public Announcement Form

☒ Promotor

☒ Real Estate Debt

☒ Loan Adjudication

☒ Stakeholder Adjudication

☒ Document

☐ IM

☐ Eligibility Criteria

☒ Claimant

☒ Invoice

☒ Stakeholder claim

☒ RP

☒ Application Form

☒ Director

☒ Case Admin/Manager

☒ Resolution Plan

☒ Invoice Adjudication

☒ Real Estate Adjudication

☒ Resolution Applicant

☐ Transaction

Cancel

Update

Expected Outcome:

- Logs will appear in the audit trail based on the checked/un-checked events

Message & Notes:

Audit Trail Report

Case Manager can generate audit trail report in the format of PDF-A, PDF-UA and EXCEL

Before you begin:

- Ensure that a Case Manager has been appointed for a registered case.

Follow these steps:

- Click on Audit Report
- Based on your requirements, Select the following
 - Audit Type
 - Start & End Date
 - Order of the report Check ASC - Ascending order, Un-Check ASC - Descending order
 - Select the report Type [PDF-A, PDF -UA, EXCEL]
 - Enter the password, if you want to generate a report in protected file
- Click on Generate

Generate

Audit_Type*

51 items selected

▼

Start Date*

04-07-2017 09:34

End Date*

02-09-2020 09:34

☒ ASC

Report Type *

✓ PDF_A

PDF-UA

EXCEL

Language *

English

▼

Password

Cancel

Generate

Expected Outcome:

- The generated report will download in the selected format

Message & Notes:

Case Forum

- 1. Case Forum can be used for the various purposes
- 2. The case forum will work based on who logs in and their roles in the case

Functionality:-

1. Anyone whos is involved in the case can post questions

2. Anyone whos is involved in the case can post answer/reply to the question

a. A reply can get another reply

3. Upvote/downvote & their details

4. Read count

a.The person who posted question/forum read count will not be considered

5. Only one case forum is allowed in a minute

6. Only 10 case forum is allowed in a day

7. Case forum can't be deleted once it receives the reply

8. The leaf level reply is allowed to delete but by the same person who replied.

9. Total count of reply & read/view will be shown to the user at the forum list

10. Not allowed to modify the forum once it gets the reply

11. The total size of the forum should not be more than 1 MB

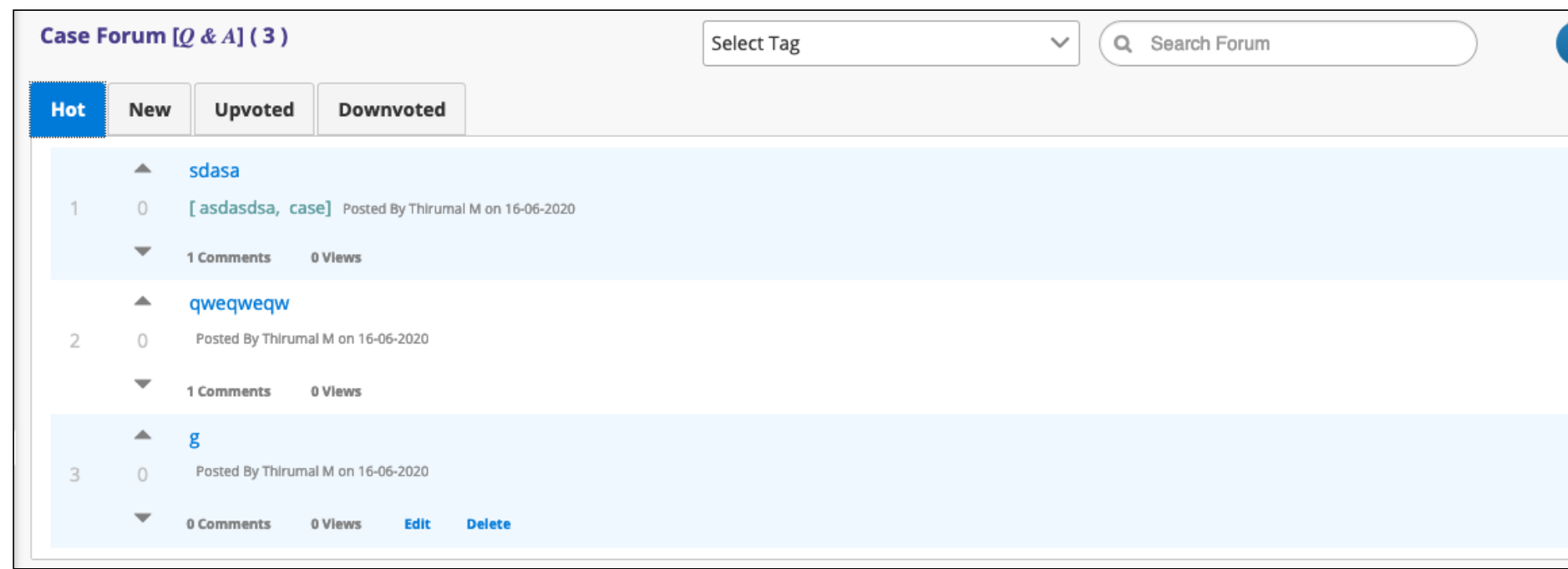
12. Can't vote for yourself

13. Tags are allowed only at the parent level

14. Only 5 tags are allowed for a forum

15. Unlimited depth

16. The name will be hidden or proxy name will be used if RA post any question or role is added



Plan

Before you begin:

- You must have one or more registered VDR Case(s) that you are authorized to access
- Ensure that a Case Manager has been appointed for a registered case
- You must be assigned the role of Case Manager/Case Worker for the particular case

Follow these steps:

- Click on

PDA-VDR

ICMS

 to change the service from PDA-VDR to ICMS

Plan				
Type Of Service	Start Date	End Date	Subscribed By	Remarks
PDA-VDR	30-06-2020 16:44:32	-	Ashok Kumar praveen.kumar@enkindletech.com	-

- Click on

✓ Yes

 for confirmation

Expected Outcome:

- You will be redirected to Plan Page, with updated navigation list of PDA service

Message & Notes:

- Once the case is switched from PDA-VDR to ICMS, case cannot be switched back to PDA-VDR as ICMS service includes PDA-VDR
-

Admin Tool

Admin Tool option is accessible only from the Subscription Account.



Subscriber Detail

Modify Subscriber

Before you begin:

- You must be Registered User of PDA
- You must be a Subscriber Account Admin of the Subscribed Account

Follow these steps:


- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Click on  button to edit Subscriber details
- Modify **Subscriber** Details
- Click on  button

Subscriber Detail

PAN
GSEPK4583K

First Name
Yashaswini

Last Name
Shivalingaiah



Account Manager

User Id
yashaswini.shivalingaiah@enkindletech.com

Name
Yashaswini Shivalingaiah

Date of Birth

Mobile Number
919902821896

[Cancel Subscription](#)

Billing Address

Address




Address Line 1
#56, 5th Main, Rajaji Nagar

Address Line 2
-

Town/City
Bengaluru

PIN Code
560010

State
Karnataka



Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Expected Outcome:

- You will be redirected to [Subscriber](#) Page, with updated details

Message & Notes:

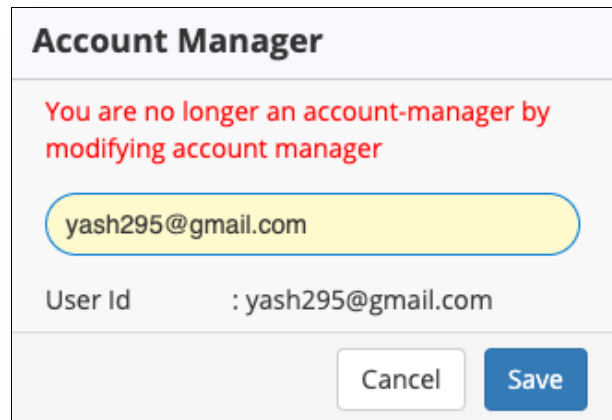
Change Account Manager

Before you begin:

- You must be a Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Subscribed Account should be a Corporate Subscription
- Account Manager should be an user of the System
- Have Account Manager User ID details ready

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Click on **Change** button
- Start entering Account Manger **User ID** in the Search bar and Select the ID
- Click on **Save**



Expected Outcome:

- You will be redirected to [Subscriber](#) Page, with updated navigation list

Message & Notes:

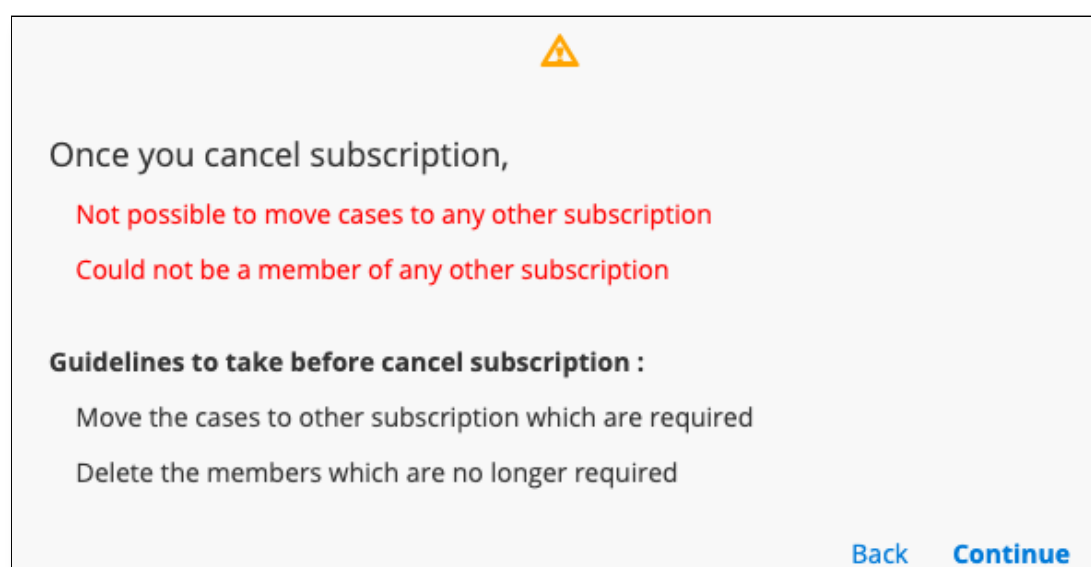
Cancel Subscription

Before you begin:

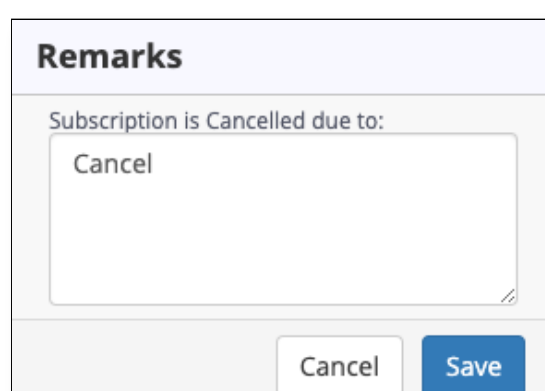
- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Click on **Cancel Subscription**
- You will be prompted with the Pros and Cons of canceling subscription, to proceed click on **Continue**



- Enter **Reason for Subscription**
- Click on **Save**



- Click on **✓ Yes** to confirm cancellation

- If Cancel Subscription is successful, a success message will be displayed, on the confirmation, you will be redirected to the [Login](#) Page

Success

Subscription is Cancelled
Please login with your credentials

OK

Expected Outcome:

- You will be redirected to [Login](#) Page

Message & Notes:

Payment

User / Group





Account Administrator



Before you begin:



- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Account Administrator should be an User of the System
- Have Account Administrator **User ID** details ready

Follow these steps:


- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Go to Side bar and navigate to **User/Group**
- You will be redirected to [User/Group](#) Page
- User/Group list will appear

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Ashok Kumar	ashokkumar@gmail.com	919964417008	– ⋮	✓ ⋮	
 Sunil	sunil.shetty@enkindletech.com	918123731747	✓ ⋮	– ⋮	

- **Self Assignment**
 - Click on  in Administrator Column
 - Select **Assign User to Group**
 - Click on  **Yes** for confirmation

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Yashaswini Shivalingaiah	yash@gmail.com	912122123212	– ⋮	– ⋮	

Assign User to Group

- **To Assign Others**
 - Click on 
 - Start entering the user id in the search bar and select the user ID

- Select **ROLE_ADMINISTRATOR** from the **Group**
- Click on **Save**

Assign User


yashu.shivalingaiah@gmail.com






User *
yashu.shivalingaiah@gmail.com

Group *
ROLE_ADMINISTRATOR

Cancel

Save

- **Revoke**
 - Click on  in Administrator Column
 - Select **Soft Delete**
 - Click on **✓ Yes** for confirmation

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Yashaswini Shivalingaiah	yash@gmail.com	912122123212	 	- 	

Expected Outcome:

- You will be redirected to User/Group Page with updated details

Message & Notes:











Account Monitor


Before you begin:





- You must be Registered User of PDA
- You must be a Subscriber Account Manger of the Subscribed Account
- Account Monitor should be an User of the System
- Have Account Monitor **User ID** details ready

Follow these steps:


- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **User/Group**
- You will be redirected to User/Group Page
- User/Group list will appear

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Ashok Kumar	ashokkumar@gmail.com	919964417008	- 	 	
 Sunil	sunil.shetty@enkindletech.com	918123731747	 	- 	

- **Self Assignment**
 - Click on  in Monitor Column
 - Select **Assign User to Group**
 - Click on **✓ Yes** for confirmation

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Yashaswini Shivalingaiah	yash@gmail.com	912122123212			

Assign User to Group

- To Assign Others**
 - Click on 
 - Start entering the user id in the search bar and select the user ID
 - Select **ROLE_MONITOR** from the **Group**
 - Click on **Save**

Assign User

meghanabkgowda100@gmail.com

User *



meghanabkgowda100@gmail.com





Group *

ROLE_MONITOR

Cancel

Save

- Revoke**
 - Click on  in Monitor Column
 - Select **Soft Delete**
 - Click on  **Yes** for confirmation

User / Group Information					
User Name▲	Email Address	Phone Number	Administrator	Monitor	Actions
 Yashaswini Shivalingaiah	yash@gmail.com	912122123212			

Soft delete

Expected Outcome:

- You will be redirected to User/Group Page with updated details

Message & Notes:


Mail

Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications.

Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- Send Invitation**
 - Click on 
 - Enter the Mail Address to which you want to **Send Invitation**
 - Click on **Send**


Invitation

From : praveen.kumar@enkindletech.com

To :

Cancel

Send

- **Send Mail**
 - Click on 
 - Search the Mail address of the Registered User or Subscriber Name to which you want to Send a Mail
 - Enter the **Subject**
 - Enter the **Message**
 - Click on **Send**

Mail

From: Ashok Kumar

To:

Subject:

Message:

Normal Sans Serif B I U A A [list icons] [link icon] [code icon] [link icon]

Welcome Message

Cancel

Send

Expected Outcome:

Message & Notes:

Inbox







An inbox is the main folder that your incoming mail gets stored in.




Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

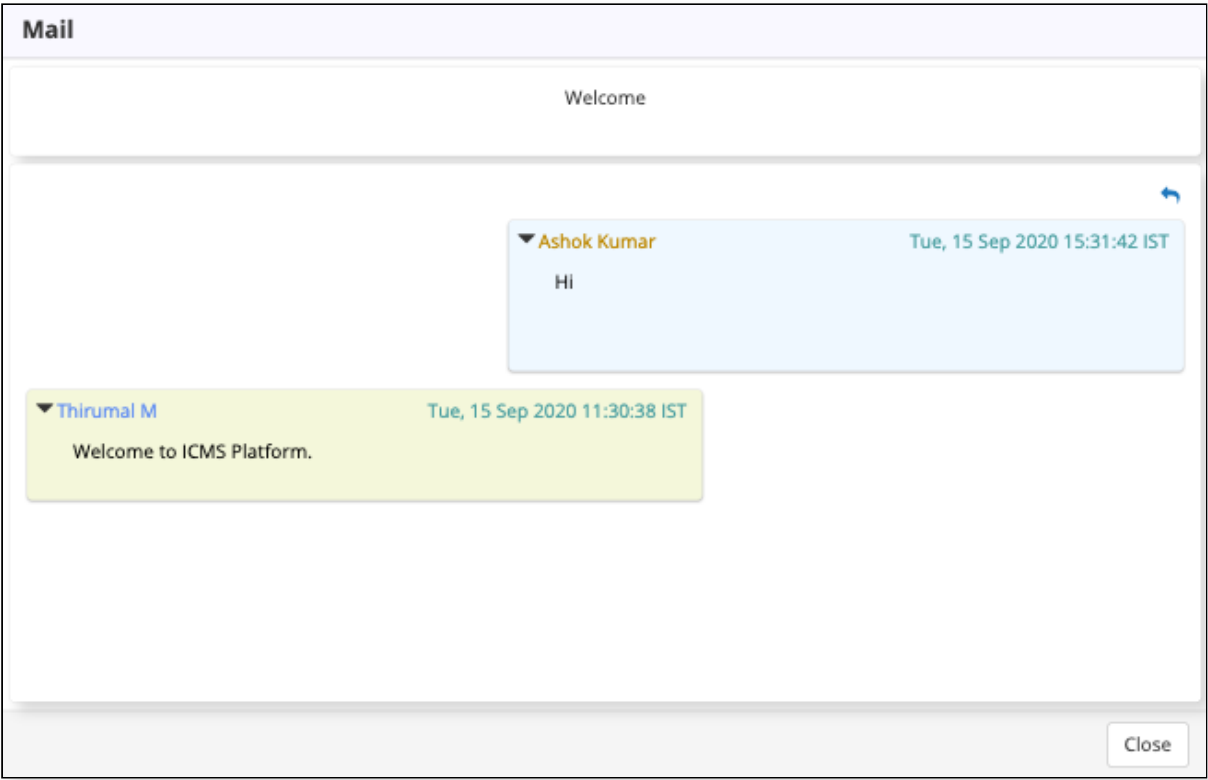
Follow these steps:





- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Inbox**
- Inbox list will appear

Inbox			
From▼	Subject		
Thirumal M Tue, 15 Sep 2020 15:31:42 IST	Welcome Hi		  

- **Open Conversation**
 - Click on  of the Conversation you want to view
 - To reply to the conversation click on 
 - Enter the message in the **Message** Block
 - Click on  to Send
 - Click on

Close



- **Flag**
 - Click on  of the mail to which you want to Flag it
 - Click on  of the mail to which you want to Un-Flag it
- **Move**
 - Click on  of the mail to which you want to Move
 - **Junk mail**
 - Select **Junk Mail**
 - The Particular mail will be moved to **Junk mail**
 - **Archive**
 - Select **Archive**
 - The Particular mail will be moved to **Archive**
- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to [Inbox](#) Page with updated details

Message & Notes:

Sent Mail



Sent is a folder or area that stores any e-mails that have been successfully delivered.


Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to [Admin Tool](#) Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to [Mail](#) Page
- Go to Side bar and navigate to **Sent Mail**
- Sent Mail list will appear

Sent Mail		
To▼	Subject	
Thirumal M Tue, 15 Sep 2020 11:53:02 IST	welcome Welcome to ICMS.	 

- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**
 - Click on

Close

Mail


welcome

▼ Ashok Kumar

Tue, 15 Sep 2020 11:53:02 IST

Welcome to ICMS.

Close

- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to [Sent Mail](#) Page with updated details

Message & Notes:

Junk Mail




Junk Mail is the location for storing unwanted email as determined by a spam filter.


Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

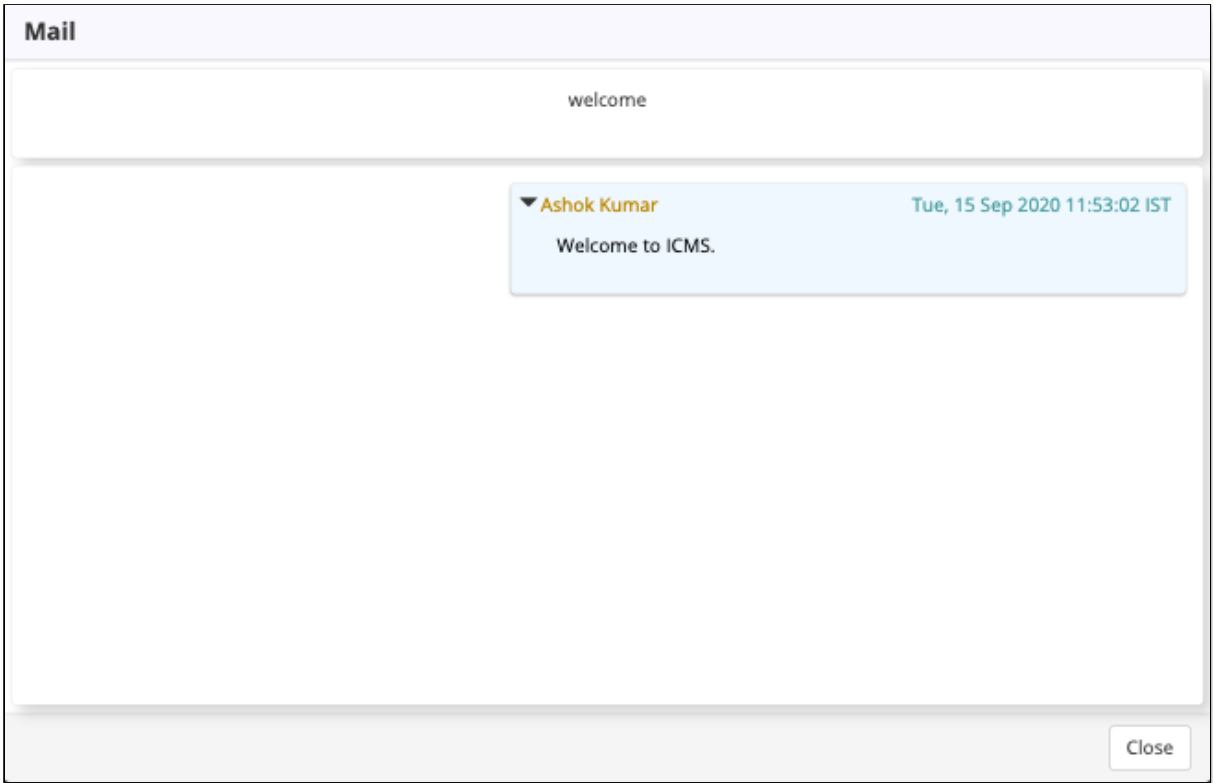
Follow these steps:



- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to [Admin Tool](#) Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to [Mail](#) Page
- Go to Side bar and navigate to **Junk Mail**
- Junk Mail list will appear

Junk Mail		
From▼	Subject	
Zoho Tes Wed, 11 Dec 2019 14:28:10 IST	CSXS dsdsd	  

- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**
 - Click on

Close



- **Move**
 - Click on  of the mail to which you want to Move
 - **Junk mail**
 - Select **Inbox**
 - The Particular mail will be moved to **Inbox**
 - **Archive**
 - Select **Archive**
 - The Particular mail will be moved to **Archive**
- **Delete**
 - Click on  of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to Junk Mail Page with updated details

Message & Notes:

Archive

When you archive emails, the messages disappear from your inbox without being deleted.


Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

Follow these steps:

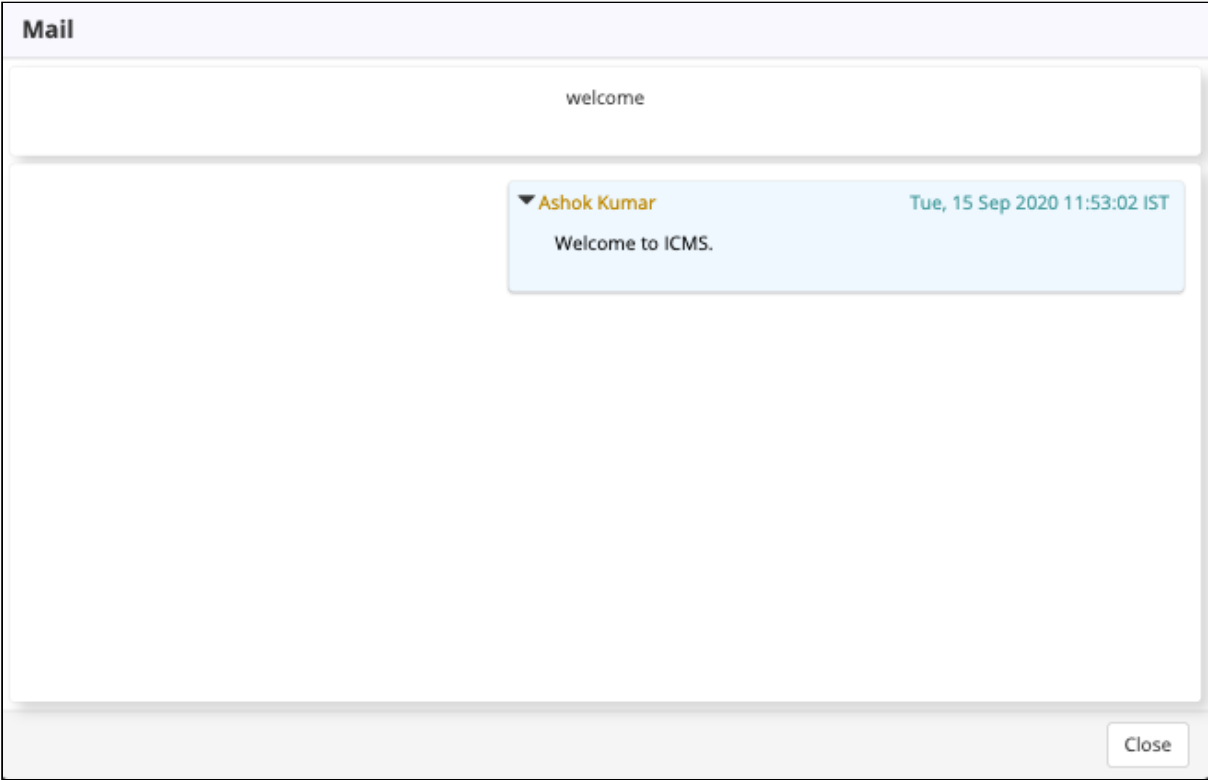
- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to Admin Tool Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to Mail Page
- Go to Side bar and navigate to **Archive**
- Archive list will appear



- **Open Conversation**
 - Click on  of the Mail which you want to **Open Conversation**

- Click on

Close



- **Flag**
 - Click on of the mail to which you want to Flag it
 - Click on of the mail to which you want to Un-Flag it
- **Move**
 - Click on of the mail to which you want to Move
 - **Junk mail**
 - Select **Inbox**
 - The Particular mail will be moved to **Inbox**
 - **Junk Mail**
 - Select **Junk Mail**
 - The Particular mail will be moved to **Junk Mail**
- **Delete**
 - Click on of the mail to which you want to Delete
 - The Particular mail will be moved to **Deleted Mail**

Expected Outcome:

- You will be redirected to [Archive](#) Page with updated details

Message & Notes:

Deleted Mail

The Trash or Deleted Mail folder is where any emails you've deleted, are moved.


Before you begin:

- You must be a Subscriber Account Administrator of the Subscribed Account

Follow these steps:

- Click on Admin Tool to which you want to perform any action on Mail
- You will be directed to [Admin Tool](#) Page
- Go to Side bar and navigate to **Mail**
- You will be redirected to [Mail](#) Page
- Go to Side bar and navigate to **Deleted Mail**
- Deleted Mail list will appear

Deleted Mail		
From▼	Subject	
keerthi S Tue, 15 Sep 2020 11:54:40 IST	HI	HI

- **Undo Delete**
 - Click on  of the Mail to **Undo Delete**
 - The Particular Mail will be recovered to the previous folder

Expected Outcome:

- You will be redirected to [Deleted Mail](#) Page with modified Details

Message & Notes:

Space Management

Provides simplified view of Document and Record storage of subscription by Cases.

Before you begin:

- You must be a Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Go to Side bar and navigate to **Space Management**
- List of Cases will appear with Document and Record storage details

Space Management					Total Document Size: 55.42 Mb	Total Record Size: 3.55 Mb
#	Case ID	Case Ref. No.▲	CP Number	Case Status	Document Size (MB)	Record Size (MB)
1	1	2019-IBC-001	IBBI-929-12	Liquidation order passed	1.940	0.000
2	21	34534	IB-0304-21	Liquidator appointed	0.060	0.000
3	27	34534534	-	Case registered	0.010	0.000
4	111	3456756	IB-2020-21-01	Resolution Plan approved by AA	12.480	0.450
5	221	345676	-	Case registered	2.150	0.000
6	179	3456787	4356787	Liquidation order passed	0.010	0.000
7	109	435	-	Case registered	0.000	0.000
8	180	436455667	-	Application filed	3.670	0.000
9	112	4567808	IB-2020-01	Public Announcement made	1.270	0.100
10	28	756756	-	Case registered	0.540	0.000
11	219	763293	IB-2020-0103	Liquidation order passed	0.000	0.000
12	60	765434	IB-893-01	RP appointed	9.080	0.030
13	10	Case-1	120	Withdrawal of application admitted	13.540	1.750
14	168	dfg	-	Case registered	3.070	0.000
15	110	oc	-	Case registered	0.000	0.000
16	87	SBI-19-002	IB-HYD-2019-0351	Stakeholders Consultation Committee constituted	4.560	1.210
17	233	vdr0001	-	Case registered	3.030	0.000

- Click on any list item to see **Daily Audit Details of Case**

Daily Audit Details Of Case ID: 1		
Date	Document Size (MB)	Record Size (MB)
03-03-2020	0.32	0
02-03-2020	0.32	0
01-03-2020	0.32	0
29-02-2020	0.32	0
28-02-2020	0.32	0
27-02-2020	0.32	0
26-02-2020	0.32	0
25-02-2020	0.32	0
24-02-2020	0.32	0
23-02-2020	0.32	0

- Click on 

Expected Outcome:

- You will be redirected to [Space Management](#) page

Message & Notes:

Transfer Case

As the **Case** move on from one process to another process, the case can be transferred to authorised person

- Applicant -> IRP
- IRP -> RP
- RP -> RP (In case of change in RP)
- RP -> Liquidator



Handover


Before you begin:

- You must be Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account
- Case should be under your subscription

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to [Subscriber Detail](#) Page
- Go to Side bar and navigate to **Transfer Case**
- You will be redirected to [Handover](#) Page
- Handover list will appear

Handover 					
Case Ref. No.▲	Status	To	Invited Date	End Date	Actions
2019-IBC-001	Invited	Prakash Sharma	2020-09-08T09:39:28.051232		
2019-IBC-002	Accepted	Praveen Kumar	2019-11-15T10:36:28.557555	2019-11-15T10:37:05.457562	

- To **Send Invitation**
 - Click on 

- Select **Case**
- Select **Subscriber**
- Click on **Save**

Invitation

Select Case *

2019-IBC-002


Select Subscriber *

Prakash Sharma

Note

Cancel

Save

- To **Delete**
 - Click on  button to which you want to delete Invitation
 - Click on **Confirm** for delete confirmation

Expected Outcome:

- You will be redirected to Handover Page, with Handover details

Message & Notes:



Takeover



Before you begin:

- You must be Registered User of PDA
- You must be a Subscriber Account Administrator of the Subscribed Account
- You must have received an Invitation to takeover the Case

Follow these steps:

- Click on **Admin Tools** in navigation header
- You will be directed to Subscriber Detail Page
- Go to Side bar and navigate to **Transfer Case**
- You will be redirected to Handover Page
- Go to Side bar and navigate to **Takeover**
- You will be redirected to Takeover Page
- Takeover list will appear

Takeover					
Case Ref. No.▲	Status	From	Start Date	End Date	Actions
VDR-2020-031	Invited	Prakash Sharma rp.ibbi.vdr@gmail.com	2020-10-19T12:57:55.087524		 

- To **Accept Invitation**
 - Click on  button to which you want to accept Invitation
 - Select **Accept**
 - Click on **✓ Yes** for confirmation
- To **Reject Invitation**
 - Click on  button to which you want to reject Invitation
 - Select **Reject**
 - Click on **✓ Yes** for confirmation

Expected Outcome:

- You will be redirected to [Takeover](#) Page, with Takeover details
- Once you **Accept** case will be under your subscription

Message & Notes:

Public Information

Public Announcement

Before you begin:

- You must be a Registered User of PDA










Follow these steps:



- You will be navigated to Public announcement Page, with list of Corporate Debtors


Public Announcements


Form G (Regulation 35A Sub-Regulation (5) ▾

Q Search

Name of Corporate Debtor	Name of Applicant	NCLT Order No.	Date of Public Announcement	Insolvency Professional	Form	Detailed Eol	Action
INDRA TEJ CONSTRUCTIONS PRIVATE LIMITED U45209AP2011PTC075450	ANDHRA BANK ANDB	34etdcf					
UTKARSH ENGICONS PRIVATE LIMITED U00304BR1998PTC008585	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	243r					
ANILAJAY FOOD PRODUCTS PRIVATE LIMITED U01554KA2005PTC036745	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	234598	09-07-2020	Kizhakkekara Kuriakose Jose IBBI/IPA-001/IP-P00445/2017-18/10788			
VIBHAAS POLYMERS PRIVATE LIMITED U25199AP2011PTC073003	STATE BANK OF INDIA SBIN	IB-2020-041	27-02-2020	Surendranathan IBBI/IPA-002/IP-N00550/2017-2018/11632			

- Select **Regulation** from the selection option given at the top to get respective Corporate Debtors
- **Form Download**
 - Click on  button in Form column to which you want download Application Form
 - Application Form will be downloaded to your system
- **Send Request for RA**
 - Click on  button to which you want send request
 - Click on **✓ Yes** for confirmation

Confirmation 

 Are you sure that you want to send request for RA Role?

✓ Yes

✕ No

- Request will be sent to Case Manager for RA Role

Message & Notes:

Submit Claim

Before you begin:

- You must be a Registered User of PDA
- Case should have permission to submit claims
- Have Claimant/Creditor details ready

Follow these steps:

- You will be navigated to [Public announcement](#) Page, with list of Corporate Debtor

Public Announcements						
CIRP Form A (Regulation 6)			Search			
Name of Corporate Debtor	Name of Applicant	NCLT Order No.	Date of Public Announcement	Insolvency Professional	Form	Action
MANICKAM CONSTRUCTIONS PRIVATE LIMITED U45209AN2009PTC000108	STATE BANK OF INDIA SBIN	IB-2020-93041	24-01-2020	Poonam Mehndiratta IBBI/IPA-001/IP-P-01009/2017-2018/11660		
SHADOW EXPORTS PRIVATE LIMITED U51109CH2010PTC032344	CITY UNION BANK LIMITED L65110TN1904PLC001287	mca-reports	02-04-2020	Suresh Kumar Saraf IBBI/IPA-001/IP-P-01429/2018-2019/12237		
ANILAJAY FOOD PRODUCTS PRIVATE LIMITED U01554KA2005PTC036745	ABHYUDAYA COOPERATIVE BANK LIMITED ABHY	234598	22-07-2020	Divyanshu Mishra IBBI/IPA-002/IP-N00782/2019-2020/12479		
VIBHAAS POLYMERS PRIVATE LIMITED U25199AP2011PTC073003	STATE BANK OF INDIA SBIN	IB-2020-041	16-01-2020	Surendranathan IBBI/IPA-002/IP-N00550/2017-2018/11632		
ENKINDLE TECHNOLOGIES PRIVATE LIMITED U72200KA2013PTC071176	ENKINDLE TECHNOLOGIES PRIVATE LIMITED U72200KA2013PTC071176	NCLT-EN007		Jeenendra Mohanlal Bhandari IBBI/IPA-001/IP-P00172/2017-18/10341		

• Submit Claim

- Select **Regulation** from the selection option given at the top to get respective Corporate Debtors
- Click on button to which you want submit claim
- Select **Claimant/Creditor Type**
- Click on **Submit**

Corporate Debtor CIN *

U72200KA2013PTC071176

ENKINDLE TECHNOLOGIES PRIVATE LIMITED

Claimant Type *

Financial Creditor

Submit

Cancel

- You will be redirected to [Claimant/Creditor Particulars](#) Page
- To enter **Claimant/Creditor** and **Authorized Representative** details, refer respective Claimant/Creditor Pages
→ [Financial](#) / [Supplier](#) / [Employee](#) / [Workman](#) / [Other Creditor](#) / [Other Stakeholder](#)
- Click on **Save**
- You will be redirected to [Open Claims](#) Page with list of cases(if applicable)
- To **Claim** the amount,
 - Refer respective CIRP Claim Pages - (Resolution Stage)
→ [Financial](#) / [Supplier](#) / [Employee](#) / [Workman](#) / [Other Creditor](#)
 - Refer respective LP Claim Pages - (Liquidation Stage)
→ [Financial](#) / [Supplier](#) / [Employee](#) / [Workman](#) / [Other Stakeholder](#)

Message & Notes:

NCLT Bench

The National Company Law Tribunal(**NCLT**) is the adjudicating authority for the insolvency resolution process of companies and limited liability partnerships under the Insolvency and Bankruptcy Code, 2016.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [NCLT Bench](#) Page with list of NCLT Benches

NCLT Benches				
Name▲	Location	Image	Jurisdiction	Actions
NCLT Ahmedabad	Anand House, Ground Floor, 1st & 2nd Floor , SG Highway, Thaltej, Ahmedabad, Gujarat, 380054		Gujarat, Dadra and Nagar Haveli, Daman and Diu	
NCLT Allahabad	9th Floor, Sangam Place , Civil Lines Allahbad, Allahbad, Uttar Pradesh, 211001		Uttar Pradesh, Uttarakhand	
NCLT Amravati Bench	Corporate Bhawan, Bandlaguda Tattiannaram Village , Hayatnagar Mandal, Rangareddy District, Hyderabad, Telangana, 500068		Andhra Pradesh	
NCLT Bengaluru	Corporate Bhawan, 12th Floor, Raheja Towers , M.G., Road, Bengaluru, Karnataka, 560001		Karnataka	
NCLT Chandigarh	Ground Floor, Corporate Bhawan , Sector-27 B, Madhya Marg, Chandigarh, Punjab, 160019		Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Chandigarh	
NCLT Chennai	Corporate Bhawan (UTI Building),3rd Floor , No. 29 Rajaji Salai, Chennai, Tamil Nadu, 600001		Tamil Nadu, Puducherry	
NCLT Cuttack	Corporate Bhawan,CDA, Sector-1 , Cuttack, Orissa, 380054		Chhattisgarh, Orissa	
NCLT Guwahati	4th Floor, Prithvi Planet Behind Hanuman Mandir , , G.S. Road, Guahati, Assam, 781007		Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	
NCLT Hyderabad	Corporate Bhawan, Bandlaguda Tattiannaram Village , Hayatnagar Mandal, Hyderabad, Andhra Pradesh, 500068		Telangana	
NCLT Indore Bench	1st & 2nd Floor, Corporate Bhawan , Beside Zydus Hospital, Thaltej, Ahmedabad, Gujarat, 380059		Madhya Pradesh	

- Click on button to which you want to view the details
- Click on

Cancel

NCLT Bench Particulars

Name *
NCLT Ahmedabad

Jurisdiction *
Gujarat, Dadra and Nagar Haveli, and Daman and Diu

Address

Address Line 1
Anand House, Ground Floor, 1st & 2nd Floor

Address Line 2
SG Highway, Thaltej

Town/City
Ahmedabad

PIN Code
380054

State
Gujarat

Email

Type	Email	Start Date	Preferred
Office	registrar-ahm@nclt.gov.in	25-07-2019	✓

Telephone

Type	Number	Start Date	Preferred
Office (📠)	7926854591	25-07-2019	✓

Cancel

Message & Notes:

IPE

The sole objective of an Insolvency professional Entity is to provide support services to Insolvency Professionals. IPE can take the form of an LLP, company or partnership, can provide support services only to the IPs who are its partners or directors.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [IPE](#) Page, with list of IPE's

Insolvency Professional Entities							
IPE Registration No.	Name▲	Address	Email	Telephone	Constitution	Director/Partner	Action
IBBI/IPE/2016-2017/0002	AAA Insolvency Professionals LLP	E 10A LOWER GROUND FLOOR KAILASH COLONY NEW - Delhi 110048	anilgoel@akgindia.in	9811055148	Limited Liability Partnership	Anil Goel , Kanwal Goyal , Sanjay Gupta	
IBBI/IPE/0115	Aarsh Resolution Professionals Private Limited	163 BALCO APARTMENTS PLOT NO. 58 IP EXTENSION PATPARGANJ Delhi Delhi 110092	contact@aarshrp.com	9871830777	Company	Mr. Atul Mittal	
IBBI/IPE/0049	Almondz Insolvency Resolutions Services Private Limited	2ND FLOOR 3 SC HOUSE JANPATH NEW - Delhi 110001	info@almondzipe.com	911143500700/800	Company	Naresh Kumar Munjal , Umesh Garg , Rajinder Kishore Duggal	
IBBI/IPE/0096	Apprise Insolvency Professionals LLP	SCO 7 1ST FLOOR SECTOR 30D - Chandigarh 160030	appriseip@gmail.com	9814280802	Limited Liability Partnership	Manjul Mittal , Sumat Kumar Gupta , Akshay Mehra , Rajesh Kumar Loomba	

- Click on button to which you want to view the details
- Click on

Insolvency Professional Entity Particulars

Name *
AAA Insolvency Professionals LLP I

IPE Registration. No. *
IBBI/IPE/2016-2017/0003

Constitution *
Limited Liability Partnership

Insolvency professionals

IBBI Registration No.	Name	Begin Date	End Date
IBBI/IPA-001/IP-P00838/2017-2018/176876876	Venkat	17-04-2020	
IBBI/IPA-001/IP-P00838/2017-2018/11451	keerthi	10-07-2020	
IBBI/IPA-001/IP-P01359/2018-2019/12101	A Meena Kumari	29-07-2020	
IBBI/IPA-001/IP-P00838/2017-2018/11423	Aashish Kumar Gupta d	23-01-2020	23-01-2020
IBBI/RV/32341235	Hey	05-03-2020	05-03-2020

Directors

Director	Begin Date	End Date
Anil Goel	14-11-2019	
Kanwal Goyal	14-11-2019	
Sanjay Gupta	14-11-2019	
Mr dqwddddd dwqdw	05-12-2019	06-06-2020
Mr yash y	23-01-2020	

Close

Message & Notes:

IP

An Insolvency Professional is one who is registered with the Insolvency and Bankruptcy Board of India (IBBI). They are enrolled with an Insolvency Agency and they are involved in the dissolution process of an insolvent individual, companies, LLPs or partnerships. These professionals are authorised to act on behalf of such insolvent individual, companies etc.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to IP Page, with list of IP's

Insolvency professionals

State-wise List

Search

IBBI Registration No.	Name▲	Address	Email	Date of Reg.	Remarks	Action
IBBI/IPA-002/IP-N00807/2019-2020/12550	Aanchal Jain	192 JAIPUR HOUSE AGRA - , Uttar Pradesh, 282010	aanchaljain05@yahoo.com	16-05-2019		
IBBI/IPA-001/IP-P00687/2017-2018/11164	Aashish Gupta	1/4852 GALI NO 10 BALBIR NAGAR EXTN SHAHDARA NEW NATIONAL CAPITAL TERRITORY OF - , Delhi, 110032	aashish_ca@rediffmail.com	16-10-2017		
IBBI/IPA-001/IP-P00838/2017-2018/11422	Aashish Kumar Gupta	902 9TH FLOOR TOWER CLASSIQUE SPR IMPERIAL ESTATE SECTOR 82 FARIDABAD - , Haryana, 121004	ca.akgupta@yahoo.co.in	17-01-2018		
IBBI/IPA-001/IP-P01369/2018-2019/12154	Aashu Yadav	B 312 KALPATARU TOWERS OFF AKURLI ROAD KANDIVALI E MUMBAI SUBURBAN - , Maharashtra, 400101	aashuyadav@yahoo.com	26-11-2018		

- Click on button to which you want to view the details
- Click on

Close

Insolvency Professional Particulars

TitleMs

First NameAanchal Jain

Last Name

Date of Registration16-05-2019

IBBI Registration No.
IBBI/IPA-002/IP-N00807/2019-2020/12550

IPA

ICSI Institute of Insolvency Professionals

IPE

Remarks

IPA: ICSI Institute of Insolvency Professionals

Registration Number
IBBI/IPA/16-17/02

Address
3RD FLOOR ICSI HOUSE 22 INSTITUTIONAL AREA LODHI ROAD NEW -
110003

Email

Telephone
45341071

Website
www.icsiip.com

Address

Address Line 1
192 JAIPUR HOUSE AGRA

Address Line 2
-

Town/City
-

PIN Code
282010

State
Uttar Pradesh

Email

Telephone

Close

Message & Notes:

IPA

Any agency registered with the IBBI u/s 201 of Insolvency Code, 2016 is referred as an Insolvency Professional Agency. The key function of these agencies are to regulate the activities of Insolvency Professionals and ensure their development in the industry.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to IPA Page, with list of IPA’s

Insolvency Professional Agency		
IPA Registration Number	Name▲	Chief Executive
IBBI/IPA/16-17/02	ICSI Institute of Insolvency Professionals	CS Alka Kapoor
IBBI/IPA/16-17/01	Indian Institute of Insolvency Professionals of ICAI	Sh.Sunil Pant
IBBI/IPA/16-17/03	Insolvency Professional Agency of Institute of Cost Accountants of India	Dr. S K Gupta

- Click on the row which you want to view the detail
- Click on

Close

Insolvency Professional Agency

IPA Registration Number
IBBI/IPA/16-17/02

Name
ICSI Institute of Insolvency Professionals

Chief Executive
CS Alka Kapoor

Website
www.icsiip.com

Address

Address Line 1
3RD FLOOR ICSI HOUSE 22 INSTITUTIONAL AREA LODHI ROAD
NEW

Address Line 2
-

Town/City
-

PIN Code
110003

State
Delhi

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
Office 📞	45341071	14-11-2019	✓
Office 📞	45341018	14-11-2019	

Close

Message & Notes:

NCLT Order

The order passed by National Company Law Tribunal(NCLT).

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to NCLT Order Page, with list of NCLT Order’s

NCLT Orders								
Bench▲	NCLT Order No.	Order Date	Applicant	Applicant Type	Corporate Debtor	Default Amount (Rs.)	IRP Name	Actions
Delhi	Ord	09-06-2020 - LIQUIDATION_ORDERED 01-06-2020 - ADMITTED	AAAA	Corporate Applicant	sssss	2,31,230	ssss	
Delhi	IB-2019-536	07-05-2020 - RESOLUTION_ORDERED 05-05-2020 - ADMITTED	RIGEL PHARMA PVT LTD,	Financial Creditor	NANDAN INFRACON PRIVATE LIMITED	23,45,880	Rakesh Singh Sengar	
dfdefdf	45545ffv	13-08-2020 - LIQUIDATION_ORDERED	AGENCY HOUSE (A&N ISLANDS) PRIVATE LIMITED	Corporate Applicant	IQA TESTER SERVICES PRIVATE LIMITED	45,54,550	vbdgbgf	
rtg	3464w6456	07-06-2020 - LIQUIDATION_ORDERED	SAI SUDHA HARI COMPUTERS AND COMMUNICATIONS SERVICES PRIVATE LIMITED	Financial Creditor	THANGA BISCUITS PRIVATE LIMITED	4,56,780	Rakesh Singh Sengar	
rtg	34646456	04-05-2020 - ADMITTED	SAI SUDHA HARI COMPUTERS AND COMMUNICATIONS SERVICES PRIVATE LIMITED	Financial Creditor	THANGA BISCUITS PRIVATE LIMITED	4,56,780	Rakesh Singh Sengar	

- Click on button which you want to view the detail
- Click on

Close

Order Particulars

Bench *

Delhi

NCLT Order No. *

Ord

Applicant Name *

AAAA

Applicant Type *

Corporate Applicant

Corporate Debtor Name *

SSSSS

Default Amount (Rs.) *

2,31,230

Section *

Section 2

Rules *

Rule 1

IRP/RP/Liquidator Name *

SSSS

IP Registration No. *

SSSS

Order Type	Order Date
LIQUIDATION_ORDERED	09-06-2020
ADMITTED	01-06-2020

Close

Message & Notes:

Bank

Banking means the accepting, for the purpose of lending or investment, of deposits of money from the public, repayable on demand or otherwise, and withdrawal by cheque, draft, order or otherwise.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Bank Page, with the list of Banks

Banks

Search IFSC Code

Bank Name▲	Action	Branch Name▲	IFSC Code	Address	Action
ABU DHABI COMMERCIAL BANK					
ALLAHABAD BANK					
ANDHRA BANK					
ANDHRA PRAGATHI GRAMEENA BANK					
BARCLAYS BANK					
CAPITAL SMALL FINANCE BANK LIMITED					
CITY UNION BANK LIMITED					
DEPOSIT INSURANCE AND CREDIT GUARANTEE CORPORATION					
DOHA BANK QSC					
IDRBT					
KALUPUR COMMERCIAL COOPERATIVE BANK					
KARNATAKA VIKAS GRAMEENA BANK					
KRUNG THAI BANK PCL					
PRAGATHI KRISHNA GRAMIN BANK					
SANT SOPANKAKA SAHAKARI BANK LTD					
SBER BANK					
THE KARNATAKA STATE COOPERATIVE APEX BANK LIMITED					

- To view the Bank Particulars,
 - Click on button to which you want to view the details
 - Click on

Close

Bank Particulars

Bank Name

ABU DHABI COMMERCIAL BANK

Corporate Identification Number (CIN)

F00920

Address

Address Line 1

75, Rehmat Manzil, Veer Nariman Road, Churchgate

Address Line 2

-

Town/City

Mumbai

PIN Code

400020

State

Maharashtra

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

- To view the Branch details,
 - Click on the row in the list of Banks for which you want to view the list of Branches
 - A list of Branches will appear

Banks

Search IFSC Code

Bank Name▲	Action	Branch Name▲	IFSC Code	Address	Action
ABHYUDAYA COOPERATIVE BANK LIMITED		ALIPORE BRANCH,KOLKATA	ALLA0210022	11A RONALDSHAY ROAD KOLKATA - KOLKATA , West Bengal , 700027	
ABU DHABI COMMERCIAL BANK		COLLEGE STREET	ALLA0210029	224/5 B BIDHAN SARANI KOLKATA WEST BENGAL KOLKATA , West Bengal , 700007	
ALLAHABAD BANK					
ANDHRA BANK					
AXIS BANK		DHANBAD	ALLA0210014	CHAUDA MANSION 69 RAJENDRA MARKET BANK MORE KATRAS ROAD DIST DHANBAD- DHANBAD , Jharkhand , 826001	
BANK OF AMERICA					
BANK OF BAHARAIN AND KUWAIT BSC		GOMOH	ALLA0210015	PURNA BAZAR GOMOH DIST- BOKARO JHARKAHAND GOMOH , Jharkhand , -	
BANK OF BARODA					
BANK OF CEYLON		GOVINDPUR	ALLA0210020	VILL & P.O-GOVINDPUR DIST- DHANBAD PIN- JHARKHAND GOVINDPUR , Jharkhand , 828109	
BARCLAYS BANK					
BASSEIN CATHOLIC COOPERATIVE BANK LIMITED		JASIDIH	ALLA0210013	P.O.JASIDIH DIST:DEOGHAR JASIDIH , Jharkhand , -	
CITY UNION BANK LIMITED		KASBA	ALLA0210024	118 B.B. CHATTERJEE STREET KOLKATA - 700 042WEST BENGAL KOLKATA , West Bengal , -	
CREDIT AGRICOLE CORPORATE AND INVESTMENT BANK CALYON BANK					
DBS BANK INDIA LIMITED		KATRASGARH	ALLA0210016	HANUMAN MANSION DIST- DHANBADJHARKHAND DHANBAD , Jharkhand , 828113	
DCB BANK LIMITED					
DENA BANK		KOLKATA B.K. PAL AVENUE	ALLA0210025	88 B.K. PAL AVENUE KOLKATA - WEST BENGAL KOLKATA , West Bengal , 700005	
DHANALAKSHMI BANK					

- Click on button to which you want to view the details
- Click on

Close

Branch Details

Branch Name *
KALYANI IND. ESTATE

IFSC Code *
ALLA0210866

Address

Address Line 1
GHOSHPARA KALYANI DIST- NADIA WEST BENGAL

Address Line 2
-

Town/City
KALYANI

PIN Code
-

State
West Bengal

Email

Type	Email	Start Date	Preferred
No record found...			

Telephone

Type	Number	Start Date	Preferred
Office	2828139	25-07-2019	

Close

Message & Notes:

RVO

Registered Valuers Organisation (**RVO**) is an organisation recognised under. sub-rule (5) of rule 13 of the Companies (Registered Valuers and Valuation) Rules, 2017 and are the first line of regulators.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to RVO Page, with list of RVO’s

RVO				
Name▲	Identification Number	Asset Class	Website	Actions
All India Institute of Valuers Foundation	IBBI/RVO/2020/013	Land and Building, Plant and Machinery, Securities or Financial Assets	www.aiiovf.org	
Association of Certified Valuers and Analysts	IBBI/RVO/2018/009	Securities or Financial Assets	www.acvaindia.org	
CEV Integral Appraisers Foundation	IBBI/RVO/2018/010	Land and Building, Plant and Machinery, Securities or Financial Assets	www.ceviaf.org	
CVSRTA Registered Valuers Association	IBBI/RVO/2018/008	Land and Building, Plant and Machinery	www.cvsrtarva.org	
Divya Jyoti Foundation	IBBI/RVO/2018/011	Land and Building, Plant and Machinery, Securities or Financial Assets	www.djfrvo.org	
ICAI Registered Valuers Organisation	IBBI/RVO/2018/006	Securities or Financial Assets	www.icairvo.in	
ICMAI Registered Valuers Organisation	IBBI/RVO/2018/005	Land and Building, Plant and Machinery, Securities or Financial Assets	www.rvoicmai.in	
ICSI Registered Valuers Organisation	IBBI/RVO/2018/003	Land and Building, Plant and Machinery, Securities or Financial Assets	www.icsirvo.in	
IIV India registered Valuers Foundation	IBBI/RVO/2018/004	Land and Building, Plant and Machinery, Securities or Financial Assets	www.iivrvo.org	
International Business Valuers Association	IBBI/RVO/2020/014	Land and Building, Securities or Financial Assets, Plant and Machinery	www.ibva-rvo.com	
IOV Registered Valuers Foundation	IBBI/RVO/2017/002	Land and Building, Plant and Machinery, Securities or Financial Assets	www.iovrvf.org	

- Click on button to which you want to view the details
- Click on

Close

RVO Particulars

Name

All India Institute of Valuers Foundation

Valuer Reg. No.

IBBI/RVO/2020/013

Date of Incorporation

-

Website

www.aiiovf.org

Asset Class

Land and Building

Plant and Machinery

Securities or Financial Assets

Contact Info

Registered Office Address

Address

Address Line 1

1007, 10th floor, New Delhi House, 27 Barakhamba Road, Connaught Place

Address Line 2

-

Town/City

New Delhi

PIN Code

110001

State

Delhi

Email

Type	Email	Start Date	Preferred
Personal	aiiovf.valuers@gmail.com	14-07-2020	✓

Telephone

Type	Number	Start Date	Preferred
Office (📞)	9871174091	14-07-2020	✓

Close

Message & Notes:

Valuer

A registered valuer means a person registered with the Authority in accordance with the Companies (Registered Valuers and Valuation) Rules, 2017 (the Rules).

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [Valuer](#) Page, with list of Valuers

Valuer			
		State-wise List	🔍 Search (Name/Valuer Reg. No.)
Name▲	Identification Number Asset Class	Valuer Organisation	Actions
Ahalada Rao Vummenthala	IBBI/RV/03/2020/13035 Securities or Financial Assets	ICSI Registered Valuers Organisation	👁
Ajay Garg	IBBI/RV/03/2018/10229 Securities or Financial Assets	ICSI Registered Valuers Organisation	👁
Aseem Jain	IBBI/RV/05/2020/12898 Securities or Financial Assets	ICMAI Registered Valuers Organisation	👁
Harish Taneja	IBBI/RV/05/2020/12805 Securities or Financial Assets	ICMAI Registered Valuers Organisation	👁
Joy Kumar Jain	IBBI/RV/06/2019/10665 Securities or Financial Assets	ICAI Registered Valuers Organisation	👁
Kanchan Dutta	IBBI/RV/06/2018/10396 Securities or Financial Assets	ICAI Registered Valuers Organisation	👁
Laxman Digambar Pawar	IBBI/RV/05/2019/10727 Securities or Financial Assets	ICMAI Registered Valuers Organisation	👁

- Click on 👁 button to which you want to view the details
- Click on

Close

Valuer Particulars

Title
Mr

First Name *
Ahalada Rao Vummenthala

Last Name
-

Valuer Registration Information

Valuer Reg. No.	Date of Registration	Asset Class	RVO	RVO Asset Classes
IBBI/RV/03/2020/13035	10-04-2020	Securities or Financial Assets	ICSI Registered Valuers Organisation IBBI/RVO/2018/003	Land and Building , Plant and Machinery , Securities or Financial Assets

Contact Info

Registered Office Address

Address

Address Line 1
FLAT NO. 113 BLOCK B SRI DATTA SAI COMMERCIAL
COMPLEX OPP: SAPTHAGIRI THEATRE RTC X ROADS WEST
MARREDPALLY

Address Line 2
-

Town/City
-

PIN Code
500020

State
Telangana

Email

Type	Email	Start Date	Preferred
Personal	cs.ahaladarao@gmail.com	17-07-2020	
Office	rp.ahaladarao@gmail.com	25-07-2019	✓

Telephone

Type	Number	Start Date	Preferred
No record found...			

Close

Message & Notes:

Information Utility

An information utility is an entity which is registered so under Section 210 of the Code, is authorized to carry on the business of IU and is governed and regulated by IBBI as per the provisions of IBBI subject to conditions specifically provided under the Code.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [Information Utility](#) Page, with list of Information Utilities

Information Utility				
Identification Number	Name	Date of Registration	Website	Actions
IBBI/IU/01	National E-Governance Services Limited	26-06-2016	www.nesl.co.in	

- Click on button to which you want to view the details
- Click on

Close

Information Utility Particulars

Name *
National E-Governance Services Limited

Website
www.nesl.co.in

Identification Number *
IBBI/IU/01

Date of Registration
26-06-2016

▼ Contact Info

Registered Office AddressPrincipal Office Address

Address

Address Line 1
Gresham Assurance House, 4th Floor,Sir PM Road

Address Line 2
-

Town/City
Fort Mumbai

PIN Code
400001

State
Maharashtra

Email

Type	Email	Start Date	Preferred
Office	nesl@nesl.co.in	26-07-2019	✓

Telephone

Type	Number	Start Date	Preferred
Office	022-22721383	26-07-2019	✓

Close

Message & Notes:

Auction

The Liquidator shall ordinarily sell the assets of the Corporate Debtor through an Auction and may sell the assets of the Corporate Debtor by means of private sale in certain circumstances

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [Auction](#) Page, with the list of Auctions categorised by Today's, Upcoming and Completed

Auctions					
Today'sUpcomingCompleted					
Auction Id	Type of Auction	Auction Start Date/Time	Auction End Date/Time	Address	Description
1231231e2	Primary-open descending price auction	02-09-2020 11:34	26-09-2020 11:34	12312 , 312, 12321, Assam - 123321	

Auctions					
Today'sUpcomingCompleted					
Auction Id	Type of Auction	Auction Start Date/Time	Auction End Date/Time	Address	Description
TEST1	Primary-blind auction	10-09-2020 14:22	11-09-2020 14:22	AnantheshwaraNilaya #513, Water Tank Road, BSK 3rd stage, 3rd block, 3rd phase , Bengaluru, Karnataka - 560085	

Auctions

Today's

Upcoming

Completed

Auction Id	Type of Auction	Auction Start Date/Time	Auction End Date/Time	Address	Description
YTR	Primary-sealed-bid second-price auction	27-08-2020 19:06	27-08-2020 19:06	no 3 4 krishna building 1st floor haddo road , *, Andaman and Nicobar Islands - 744104	
1111111111	Primary-blind auction	07-07-2020 16:59	07-07-2020 16:59	P B NO. 6, COLLECTOR OFFICE COMPOUND , PUNE, Maharashtra - 411001	Yes
456788	Primary-open ascending price auction	04-05-2020 15:30	04-05-2020 15:30	#23, M G Road , Bengaluru, Karnataka - 560001	
456	Secondary-Combinatorial auction	15-01-2020 16:10	15-01-2020 16:10	utfrdt , uytr, Jhgft, Haryana - 456777	
989998	Primary-open descending price auction	13-01-2020 14:31	13-01-2020 14:31	rtfyguhij , Tryui, Haryana - 433212	
id-0008	Primary-blind auction	05-01-2020 14:31	05-01-2020 14:31	AnantheshwaraNilaya #513, Water Tank Road, BSK 3rd stage, 3rd block, 3rd phase , Bengaluru, Karnataka - 560085	description

Message & Notes:

Release Information

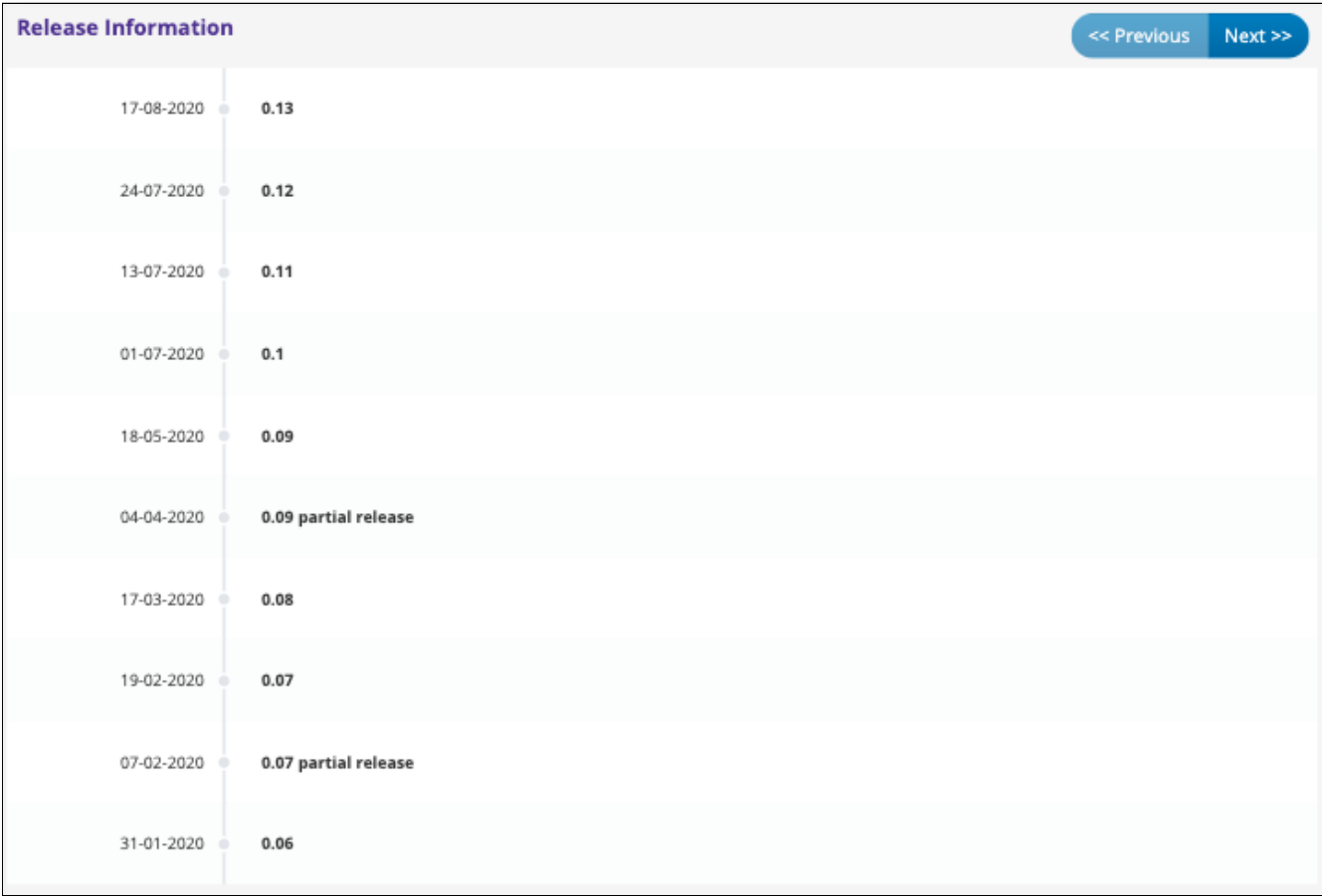
Release Notes/Information is a document, which is released as part of the final build that contains new enhancements that went in as part of that release and also the known issues of that build.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [Release Information](#) Page, with PDA application release information



- Click on the Release Information that you want to view

17-08-2020

0.13

Description

1. Cancel Subscription option for
 - a. Subscriber
 - b. System Admin
2. Re-Subscription
 - a. With/With-out Cases
3. E-mail service improved
4. insolvencysoftware.in instead of et-icms.com & added TLS for the web-site
5. Log-out audit trail

Message & Notes:

Government Authority

A Government Authority is a government body, with the authority to adjudicate legal disputes between parties and carry out the administration of justice.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to [Government Authority](#) Page, with list of Government Authorities

Government Authority		High Court	
Name	Identification Number	Date of Incorporation	Actions
High Court of Jharkhand	HighCourt000000000011	15-11-2000	
High Court of Karnataka	HighCourt000000000012	31-12-1880	
High Court of Patna	HighCourt000000000004	02-09-1916	
High Court of Kerala	HighCourt000000000013	01-11-1956	
High Court of Himachal Pradesh	HighCourt000000000009	25-01-1971	
High Court Of Chhattisgarh	HighCourt000000000005	01-11-2000	
bshvbbvhf	HighCourt0000000000036	07-01-2020	
High Court of Jharkhand	HighCourt0000000000011	15-11-2000	
dc sbdbdbd	HighCourt0000000000008	07-01-2020	

- You can select the type of **Government Authority** from the selection option given at the top
- Click on button to which you want to view the details
- Click on Close

Government Authority

Local Administrator Name
High Court of Jharkhand

Date of Incorporation
15-11-2000

Identification

#	Identification Type	Identification Number
1	ICMS Identification	HighCourt000000000011

Contact Info

Registered Office Address

Address

Address Line 1
Jharkhand High Court, Doranda

Address Line 2
opp-JAP Ground

Town/City
Ranchi

PIN Code
834033

State
Jharkhand

Email

Type	Email	Start Date	Preferred
Office	rgjhc-jhr@nic.in	01-09-2020	✓

Telephone

Type	Number	Start Date	Preferred
Office	06512480307	01-09-2020	✓

Close

Message & Notes:

- Here identification number is just a reference for PDA Application. It is not an official identity of the government authority.

Newspaper

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- You will be navigated to Newspaper Page, with list of Newspapers

Newspaper				
Title	Registration Number	Registration Date	Owner Name	Actions
THE TIMES OF INDIA (VIJAYAWADA)	APENG/2015/64514	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (PANAJI)	GOAENG/2008/25174	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (HYDERABAD)	TELENG/2000/03128	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (GUWAHATI)	ASSENG/2014/57457	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (PATNA)	44374/1986	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (HUBLI)	KARENG/2012/47741	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (RAIPUR)	CHHENG/2013/48687	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (BENGALURU URBAN)	45466/1985	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (VISAKHAPATNAM)	ENG/2012/48308	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (RANCHI)	JHAENG/2014/55436	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	
THE TIMES OF INDIA (CHANDIGARH)	CHAENG/2013/52790	01-11-1913	BENNETT COLEMAN AND COMPANY LIMITED	

- Click on button to which you want to view the details
 - Select **Owner** to view owner particulars

Owner Particulars	
Company Name BENNETT COLEMAN AND COMPANY LIMITED	Date of Incorporation 29-11-1913
<div>Close</div>	

- Select **Newspaper** to view newspaper particulars

Newspaper Particulars		
Title THE TIMES OF INDIA (VIJAYAWADA)	Registration Number APENG/2015/64514	Date of Incorporation 01-11-1913
<div>Close</div>		

- Click on

Close

Message & Notes:

Tools


Calendar

An Event Calendar allows Events to be organized into meaningful, descriptive groupings that help to provide insights into and collaboration about a specific Data Point or range of Data Points.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on 
- Click on **Calendar**
- **Add Event**
 - Click on **New Event**
 - Enter **Event** details
 - Click on **Save**

Event

Title *

new event

Start Date & Time *

01-09-2020 12:10

End Date & Time *

01-09-2020 18:10

Description *

new event

Cancel

Save

- **Edit Event**
 - Click on the **Event** to which you want to edit from the [Calendar](#) Page

monthweekday

September 2020

today<<<>>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 <div>12:10p new event</div>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- Modify **Event** details
- Click on **Save**

Event

Title *

new event

Start Date & Time *

01-09-2020 12:10

End Date & Time *


01-09-2020 18:10

Description *

new event

Cancel

Save

- **Delete Event**
 - Click on the **Event** to which you want to delete from the [Calendar](#) Page
 - Click on 
 - Click on **Confirm**
- You will be Redirected to [Calendar](#) Page with updated Calendar Event

Message & Notes:


Antivirus Scan

Antivirus software, also known as anti-malware, is a computer program used to prevent, detect, and remove malware. Here We are using Clam AntiVirus (**ClamAV**) which is an open source (GPLv2) anti-virus toolkit designed to scan files quickly.

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on 
- Select **Antivirus Scan**
- Upload **file**
- Click on **Scan** - if the file is free of virus, you will see a Success Message

Scan Document

Upload File

file.pdf

Cancel

Scan

Message & Notes:


- If the file is corrupted/virus infected then you will see an Error saying that the file is infected
-

PDF File Compress

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on 
- Select **PDF file compress**
- Select **Compress type**
- Upload PDF **file** which you want to compress
- Click on **Compress** – File will be compressed and downloaded to your system.

Compress Document

Select compress type *

SCREEN

▼

Medium-Resolution with Medium output size

Upload File

formAB.pdf

Cancel

Compress

Message & Notes:


- If the file is corrupted/virus infected then you will see an Error saying that the file is infected
-

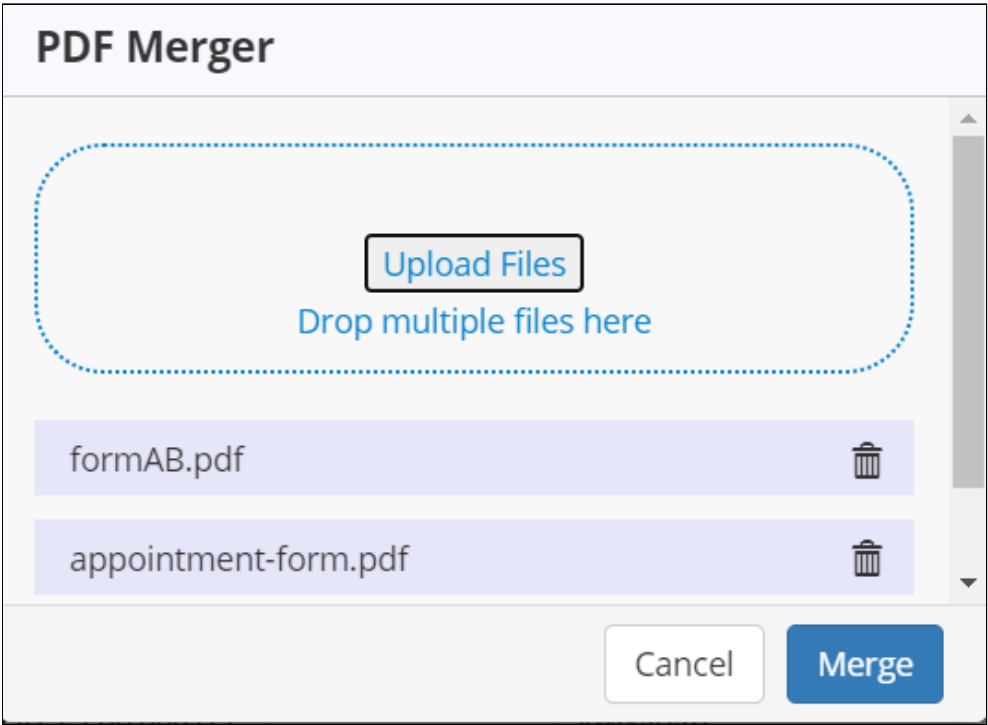
PDF Merger

Before you begin:

- You must be a Registered User of PDA

Follow these steps:

- Click on 
- Select **PDF Merger**
- Upload PDF **files** which you want to merge
- Click on **Merge** – Files will be merged and downloaded to your system.



Message & Notes:

- If the files are corrupted/virus infected then you will see an Error saying that the file is infected

PDA Status

PDA Status page provides Tabular view of **application services** with operational status

- To view operational status of application services click on **PDA Status** menu navigation in the header section of login page

All Services Operational	
API	Opeartional
Document Management	Opeartional
Report Generation	Opeartional
Upload File	Opeartional
Web Interface	Opeartional

