



Office of the  
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No.DHT/HLS/SUPT/LWS/2017-18

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## **CIRCULAR -2**

### **Weaver Loan waiver scheme 2017**

To,  
All Concerned,

Checklist for Editing and Validating the Weavers data uploaded to the loan waiver web portal

#### ***Phase 1- Date updation and Validation***

#### **To log in to the loan waiver web portal**

1. Open Google Chrome Browser  
(Works best in Google Chrome Browser)
2. In the address bar type the url - [dht.ucbcs.in](http://dht.ucbcs.in) and press enter.
3. In the login page enter the login credentials provided by the department

#### **Edit and Validate the weaver loan data**

1. After logging in- Go to [loan waiver scheme 2017](#) and click [Claim form update/edit menu](#)
2. The weaver wise information will be displayed in the grid
3. Click the link [Click here to Edit Loan Waiver Claim Data](#)
4. Weaver wise information will be displayed in the grid with edit button next to each weaver name
5. Click [Edit Button](#)
6. Verify all the information which is filled and enter all the missing information
7. The system will validate for the basic correctness of the information
8. Tick the check box "[I have checked all the data and found to be correct as per books](#)" and [click save button](#)
9. [This process i.e. S/No 5 to S/No 8 has to be done for all weavers](#)
10. Further processing will be done only after [every account is validated](#) by the society user

#### **Column wise checklist for editing/updating the weaver data**

Below is the column (Field) wise checklist and parameters.

SI No	Filed Name	Parameter	Notes
1	Weaver Name	Mandatory	The name of the weaver borrower
2	S/o, D/o,W/o tag	Mandatory	Mention S/o, D/o,W/o
3	Relation Name	Mandatory	Name of the Father, Husband etc.,

4	Membership No	Mandatory	Membership No as per Share ledger
5	Aadhaar No	Mandatory	12 Digit Aadhaar No of the Borrower. In case the Aadhaar No is not available enter the 14 digit enrolment No.
6	Village Name	Mandatory	Village/Town/City of residence
7	Loan Type	Mandatory	Select the loan type from the drop down list 1.Short Term 2.Medium Term 3.Long Term
8	Category	Mandatory	Select the category from the drop down list
9	Loan Account No	Mandatory	Loan A/c No as per loan ledger
10	Electricity RR No	Optional	Electricity Meter No
11	Purpose of Loan	Mandatory	Select from list 1.Working Capital 2.Term Loan
12	Rate of Interest	Mandatory	The Rate of interest applicable for that loan
13	Date of Advancement	Mandatory	Select the date from the calendar provided
14	Disbursed Amount	Mandatory	The loan amount which was disbursed
15	Activity	Mandatory	The activity for which the loan is provided
16	Due Date	Mandatory	Select the date from the calendar provided
17	Principle OS as on 30.06.2017	Mandatory	The Principle OS as per the loan account
18	Total Due	Mandatory	Enter the total Due i.e. Principle OS + Interest as on 30.06.2017
19	For Over Due- OD Principle	Mandatory only for OD accounts	Enter OD Principle as on 30.06.2017; If Current Account this field should be 0
20	For Over Due-OD Interest	Mandatory only for OD accounts	Enter OD Interest as on 30.06.2017; If Current Account this field should be 0
21	For Current Upto 50000 – Principle	Mandatory only for Current account where total due <=50,000	Enter Principle OS as on 30.06.2017
22	For Current Upto 50000 –Interest	Mandatory only for Current account where total due <=50,000	Enter Interest as on 30.06.2017
23	For Current Above 50000 Date of repayment	Values will be entered after transaction process in second phase	User Entry Disabled
24	For Current Above 50000 Principle repayment	Values will be entered after transaction process in second phase	User Entry Disabled
25	For Current Above	Values will be entered	User Entry Disabled

	50000 Interest repayment	after transaction process in second phase	
26	For Current above 50000 -Principal Waiver	Values will be entered after transaction process in second phase	User Entry Disabled
27	For Current above 50000 -Interest Waiver	Values will be entered after transaction process in second phase	User Entry Disabled
28	For Over Due Upto 50000 Principal	Mandatory only for OD account where total due <=50,000	Enter Principle as on 30.06.2017. This has to be same as SI No 19
29	For Over Due Upto 50000 Interest	Mandatory only for OD account where total due <=50,000	Enter Interest as on 30.06.2017. This has to be same as SI No 20
30	For Over Due - Above 50000 Date of repayment	Values will be entered after transaction process in second phase	User Entry Disabled
31	For Over Due - Above 50000 Principal repayment	Values will be entered after transaction process in second phase	User Entry Disabled
32	For Over Due - Above 50000 Interest repayment	Values will be entered after transaction process in second phase	User Entry Disabled
33	For Over Due - Above 50000 Principal waiver	Values will be entered after transaction process in second phase	User Entry Disabled
34	For Over Due - Above 50000 interest waiver	Values will be entered after transaction process in second phase	User Entry Disabled

**[For Technical Clarifications, the users may contact Technical Helpline no. 9844228449](tel:9844228449)**

(Approved by Textile commissioner)

Sd/-  
Textile Development Commissioner  
And Director of handlooms & Textiles