



## Manage bank branch – By HO

Version 1.0

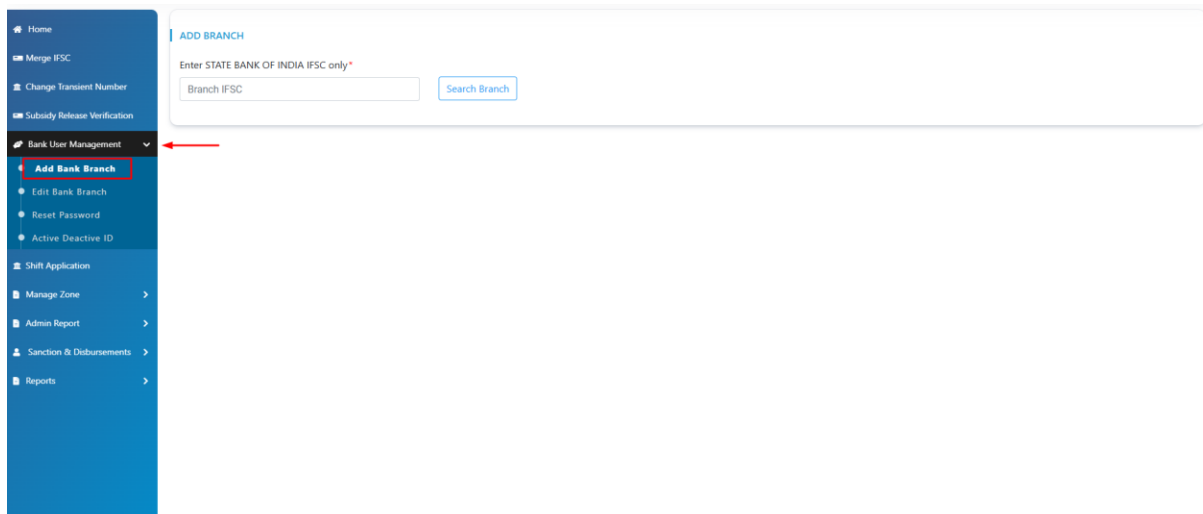
Date 19.12.2024

The purpose of this document to show how a Ho user can manage their respective bank branch in PMFME portal. The user has the option to Add & Edit the details of the bank branch.

S. No.	Option	Description	Details
1.	Add Bank Branch	Add a new branch to the portal with all mandatory details.	- Enter the branch IFSC, MICR, address, and other mandatory fields. - Save the branch details.
2.	Edit Bank Branch	Modify existing branch details or enable/disable branch visibility in searches.	- Search by IFSC code to retrieve branch details. - Update address, MICR, or any other fields. - Set the status to Enable or Disable and save changes.

### Adding a Bank Branch

Step 1: Log in to the system using valid HO credentials. Navigate to the left-side menu and click on "Bank User Management". From the submenu, select "Add Bank Branch".





Step 2: Enter the correct IFSC code of the branch you want to add and click on search Branch.

ADD BRANCH

Enter STATE BANK OF INDIA IFSC only\*

If the bank is already added to the portal, it will give a warning message “Bank already added” else a form to add the details will be visible.

Warning !  
Bank Already Added

ADD BRANCH

Enter STATE BANK OF INDIA IFSC only\*

Note: Only IFSC codes belonging to the respective bank (e.g., State Bank of India) can be added. IFSC codes from other banks are restricted.

Step 3: Fill in the details of the Branch.

ADD BRANCH DETAILS

Enter Branch IFSC *	Enter MICR	Enter Branch Name *	Enter address *
<input type="text" value="SBIN0055468"/>	<input type="text" value="micr"/>	<input type="text" value="branch"/>	<input type="text" value="address"/>
Enter Email	Enter mobile	Enter Transient A/C	Enter city *
<input type="text" value="email"/>	<input type="text" value="mobile"/>	<input type="text" value="Transient A/C"/>	<input type="text" value="city"/>
Select State *	Select District *	Enter Bank Name Code *	
<input type="text" value="Please Select a Value"/>	<input type="text" value="Please Select a Value"/>	<input type="text" value="340"/>	<input type="button" value="Add Bank"/> <input type="button" value="Clear Form"/>



Step 4: Click on "Add Bank" button to submit the details.

The screenshot shows the 'ADD BRANCH' form with the following fields filled out: 'Enter STATE BANK OF INDIA IFSC only\*' with 'sbin0055468', 'Enter Branch IFSC\*' with 'SBIN0055468', 'Enter MICR' with 'micr', 'Enter Branch Name\*' with 'branch', 'Enter address\*' with 'address', 'Enter Email' with 'email', 'Enter mobile' with 'mobile', 'Enter Transient A/C' with 'Transient A/C', 'Enter city\*' with 'city', 'Select State\*' with 'Please Select a Value', 'Select District\*' with 'Please Select a Value', and 'Enter Bank Name Code\*' with '340'. The 'Add Bank' button is highlighted with a red arrow.

Step 5: Click on "Add" on confirmation box to successfully add the branch.

The screenshot shows the 'ADD BRANCH' form with a 'Confirm Add' dialog box overlaid. The dialog box contains the text 'Are You sure , You want to add this bank' and two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red arrow. The background form is dimmed.

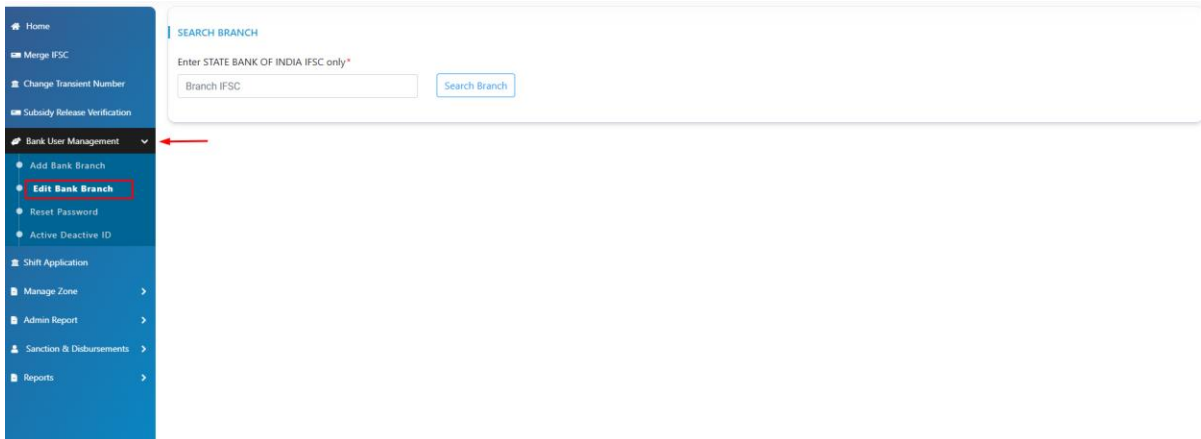
Upon successful submission, a confirmation message will appear.

The screenshot shows the 'ADD BRANCH' form with a green confirmation message box in the top right corner. The message box contains a checkmark and the text 'Success! Bank Added Successfully'. The background form is dimmed.

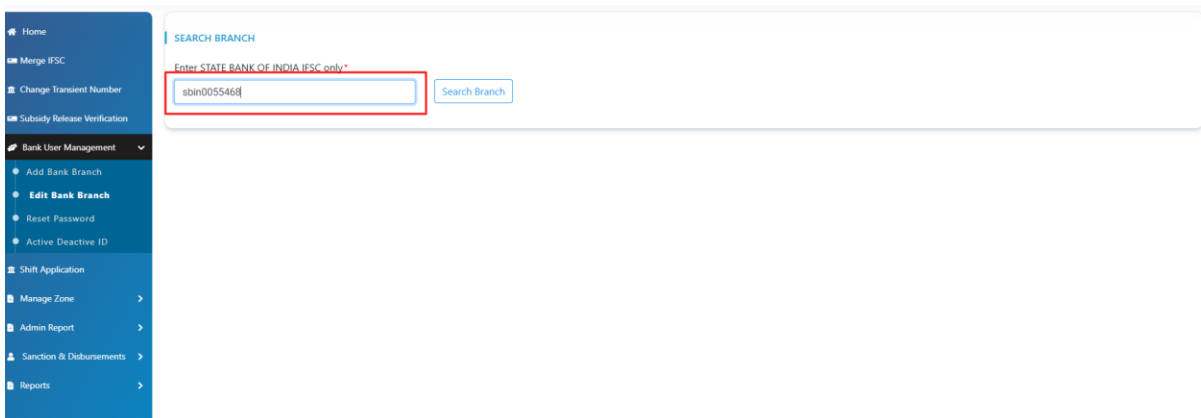


## Editing a bank branch details

Step 1: Log in to the system using valid HO credentials. Navigate to the left-side menu and click on "Bank User Management". From the submenu, select "Edit Bank Branch".



Step 2: Enter the correct IFSC code of the branch you want to edit and click on search Branch.



Note: The IFSC code must belong to the respective bank (e.g., State Bank of India).

If the bank hasn't been added to the portal, it will give a warning message "No data available" else a form to edit the details will be visible.

SEARCH BRANCH

Enter STATE BANK OF INDIA IFSC only\*

sbIn0055469

### Step 3: Update / Modify the Branch Details

SEARCH BRANCH

Enter STATE BANK OF INDIA IFSC only\*

sbIn0055468

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UPDATE BRANCH

Master Bank Name \*  
STATE BANK OF INDIA

Branch IFSC\* SBIN0055468      Enter MICR micr      Enter Branch Name\* test      Enter address \* test

Enter city \* test      Enter Transient A/C Transient A/C      Select State\* Delhi      Select District\* Central

Status\* Enable

Use the "Status" dropdown to determine whether the branch should be Enabled or Disabled:

Enable: The branch will be visible when searched using its IFSC code.

Disable: The branch will not appear in search results.

Enter city \*  
test

Enter Transient A/C  
Transient A/C

Status\*  
Enable  
Enable  
Disable



Step 4: Click on the "Update Bank" button to save the changes.

Select State\* Select District\*

Delhi Central

**Update Bank**

Step 5: Click on "Update" on confirmation box to successfully add the branch.

SEARCH BRANCH

Enter STATE BANK OF INDIA IFSC only\*

sbini0055468 Search Branch

UPDATE BRANCH

Master Bank Name\* STATE BANK OF INDIA

Branch IFSC\* SBIN0055468

Enter city\* test

Transient A/C Delhi

Status\* Enable

Enter address\* test

Select District\* Central

**Update Bank**

**Confirm Update**

Are You sure, You want to update this bank details

**Update** **Cancel**

A confirmation message will appear to indicate that the branch details have been successfully updated.

MPFI Ministry of Food Processing Industries

Menu

SEARCH BRANCH

Enter STATE BANK OF INDIA IFSC only\*

sbini0055468 Search Branch

**Success!**  
Bank Updated Successfully