

**KHADI & VILLAGE INDUSTRIES
COMMISSION**

**Standard Operating Procedures (SOPs)
Compendium**

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Return or Refund of PMEGP Margin Money Subsidy

Case 1. On the basis of the Adjustment letter issued based on Physical Verification

On the basis of the physical verification report, the implementing agency generates the adjustment letter and uploads it on the PMEGP portal with duly signed for adjustment of Margin Money by the respective financing bank branches.

The financing bank shall download the adjustment letter from the PMEGP portal and adjust the eligible Margin Money amount in the beneficiary loan account. And, if any ineligible amount is mentioned in the adjustment letter, the financing bank shall refund/return such ineligible Margin Money amount to KVIC through the e-challan system. The procedure for generating the e-challan is as under,

Step 1 - Go to Bank login under the PMEGP portal through the link, (<https://www.kviconline.gov.in/pmegportal/bankModule/index.jsp>)

Step 2 - Fill up your branch login credential and click on the login button.

The screenshot displays the PMEGP Portal interface. At the top, there is a navigation bar with 'Home' and 'NODAL OFFICER LOGIN' buttons. Below this, a banner for 'Prime Minister's Employment Generation Programme' is visible. The main content area features a 'FINANCING BRANCH LOGIN FORM' with fields for 'User Name' and 'Password', a 'LOGIN' button, and a 'Reset Password' link. An orange arrow labeled 'Step 1' points to the URL in the browser's address bar. Another orange arrow labeled 'Step 2' points to the 'LOGIN' button.

3 Go to MM Adjustment Tab,

The screenshot shows the PMEGP portal interface. The 'MM Adjustment' tab is highlighted with a blue circle, and an orange arrow labeled 'Step 3' points to it. Below the navigation bar, there are several summary cards:

Application Received 205 More Info	Application Under Process 4 More Info	Application Rejected/Returned 109 More Info
Sanctioned By Bank 92 More Info	MM Claimed 87 More Info	Pending For MM Claim 5 More Info

Step 4 - Select the Applicant ID and check their ineligible amount of Margin Money as per the adjustment letter, then click on Generate Challan.

The screenshot shows the PMEGP portal interface with the 'MM Adjustment' tab selected. Below the navigation bar, there are several summary cards:

Application Received 205 More Info	Application Under Process 4 More Info	Application Rejected/Returned 109 More Info
Sanctioned By Bank 92 More Info	MM Claimed 87 More Info	Pending For MM Claim 5 More Info

(Note: Rs.500 will be Deducted as Application Fees) [Download Circular](#)
Physical Verification of PMEGP Units through Geo-tagging -Reg [Download Circular](#)

Smo	ID	Name	Verification Date	Verification Status	MM Adjustment	Call Back Amount	MM Adjustment Status	Adjustment Letter	Callback Margin Money
1			22-NOV-2021	Working	75000	30000	MM Adjusted	View	Generate Challan
2			19-NOV-2021	Working	250000	100000	MM Adjusted	View	Generate Challan
3			19-NOV-2021	Working	70000	0	MM Adjusted	View	-
4			19-NOV-2021	Working	105000	0	MM Adjusted	View	-

5 Fill the Branch contact no. with proper remarks before submitting.

PMEGP E- Challan

Steps to generate e-challan

- 1): Enter Branch Manager Mobile No.
- 2): Enter Financing Branch Remarks (if any) & click on Submit
- 3): Click on NEFT/RTGS and Proceed
- 4): Please accept terms & condition and enter Mobile no. & Email Id
- 5): Then Save Challan as pdf or print

Transaction Id :		Applicant's Name :	
PMEGP e-portal Applicant Id :		Financing Branch IFSC Code :	
Margin Money Refund Amount :		Margin Money Callback	
Financing Bank Name :		Branch Name :	
Branch Manager Mobile No. *:		Branch Manager Email Id *:	
Financing Branch Remark :	<input type="text"/>		
<input type="button" value="Submit"/>			

Step 5

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Step 6 - Verify beneficiary details and refund amount before clicking on Confirm.

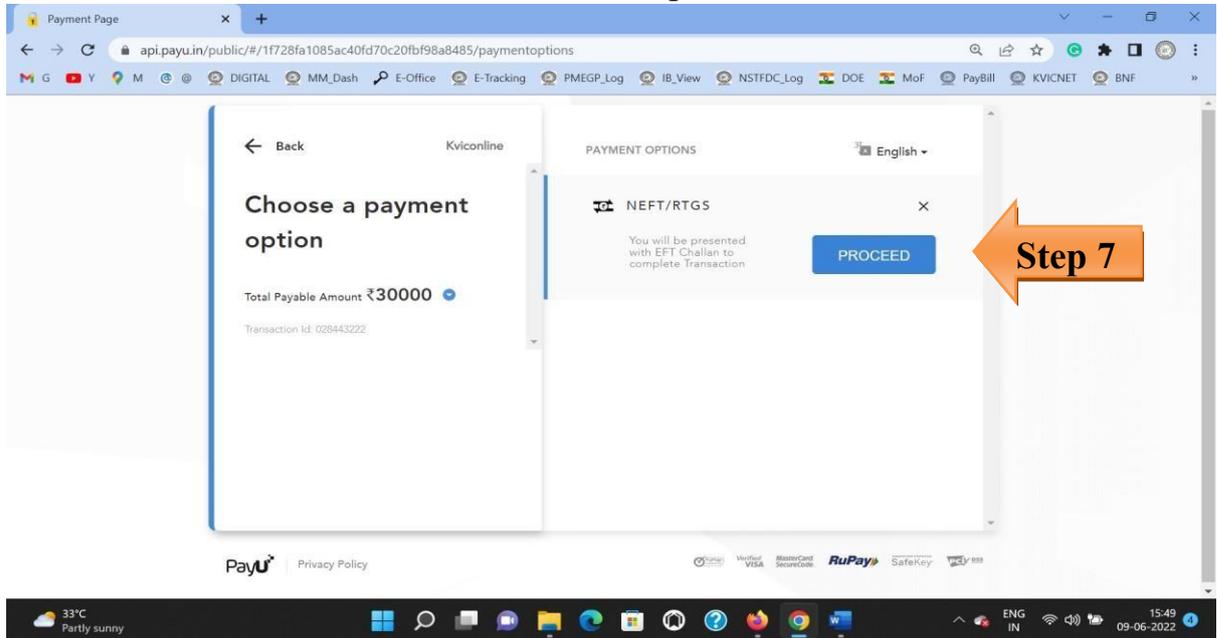
Verify PMEGP E- Challan

Transaction Id :		Applicant's Name :	
PMEGP e-portal Applicant Id :		Financing Branch IFSC Code :	
Margin Money Refund Amount :		Margin Money Callback	
Financing Bank Name :		Branch Name :	
Branch Manager Mobile No. *:		Branch Manager Email Id *:	
Financing Branch Remark :	<input type="text"/>		
<input type="button" value="Confirm"/>			

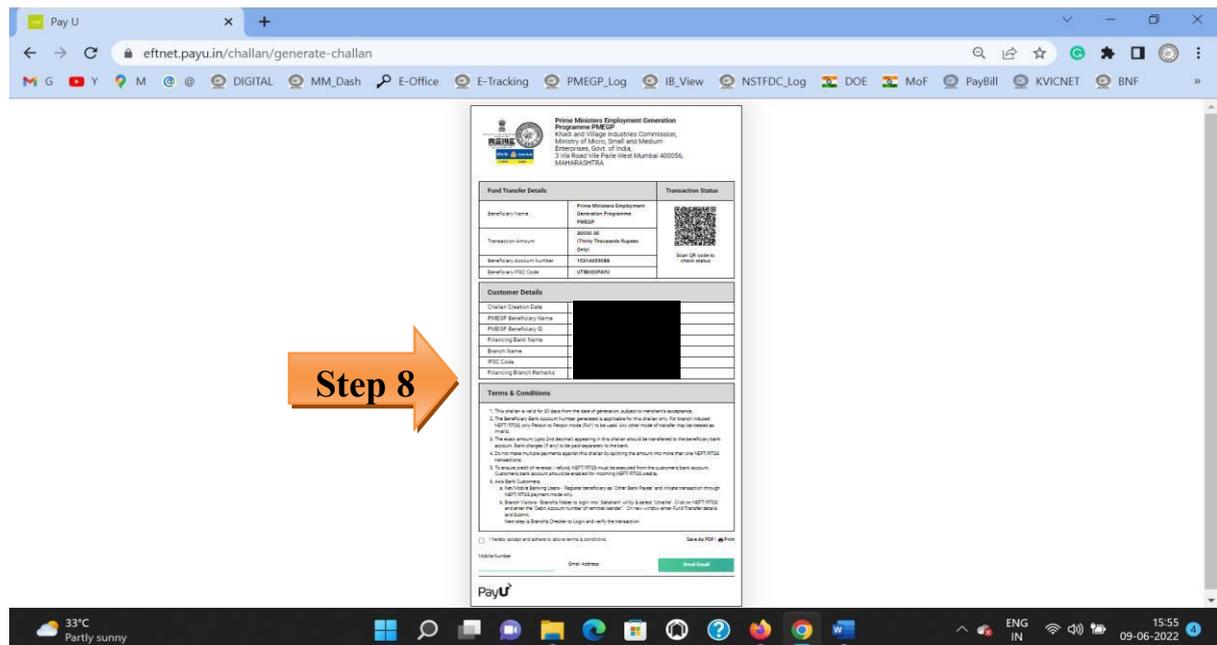
Step 6

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7 Click on NEFT/RTGS Button then proceed,



Step 8 - The e-Challan is generated, you may save the challan in PDF and take the printout for further process.



Step 9 - The financing bank shall remit the ineligible Margin Money amount as per the bank details mentioned in the challan through their internal bank procedure.

Case 2. In case of Loan Account Closure before lock-in period

Wherein, the financing bank has received the Margin Money after disbursement of the PMEGP Loan and the said PMEGP loan closed before the lock-in period then, the financing bank can refund the margin Money through adopting the following steps.

Before returning the Margin Money, it may be ensured by the financing bank that once the Margin Money is refunded to the KVIC then, there is no provision/option to the Financing Bank as well as the Beneficiary to re-claim the Margin Money.

Step 1 - Go to Bank login under the PMEGP portal through the link, (<https://www.kviconline.gov.in/pmegportal/bankModule/index.jsp>)

Step 2 - Fill up your branch login credential and click on the login button.

The screenshot displays the PMEGP Portal interface. At the top, there is a navigation bar with 'Home' and 'NODAL OFFICER LOGIN' buttons. Below this, a banner for 'Prime Minister's Employment Generation Programme' is visible. The main content area features a 'FINANCING BRANCH LOGIN FORM' with the following fields and buttons:

- User Name:
- Password:
- LOGIN button
- Reset Password button

Two orange arrows are overlaid on the image: one labeled 'Step 1' pointing to the browser's address bar containing the URL <https://www.kviconline.gov.in/pmegportal/bankModule/index.jsp>, and another labeled 'Step 2' pointing to the LOGIN button.

Step 3 Go to MM Claim Status Tab,

https://www.kviconline.gov.in/pmegportal/bankModule/BankHomePage.jsp

khadionline.gov.in/pmegportal/bankModule/BankHomePage.jsp

Khadi India
Ministry of Micro, Small and Medium Enterprises,
Government of India

Prime Minister's Employment Generation Programme

Home Application Detail Change Password PV ID card Reports Second Loan Detail MM Adjustment Logout User Manual MM Claim Status Grivences

Bank Name: [Redacted] IFS Code: [Redacted] Branch: [Redacted]

Application Received: 205 (More Info)
Application Under Process: 4 (More Info)
Application Rejected/Returned: 109 (More Info)
Sanctioned By Bank: 92 (More Info)
MM Claimed: 87 (More Info)
Pending For MM Claim: 5 (More Info)

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Step 4 - Select the Applicant ID and click on Generate Challan for Refund.

https://www.kviconline.gov.in/pmegportal/bankModule/bankWiseReport.jsp

khadionline.gov.in/pmegportal/bankModule/bankWiseReport.jsp

Khadi India
Ministry of Micro, Small and Medium Enterprises,
Government of India

Prime Minister's Employment Generation Programme

Home Application Detail Change Password PV ID card Reports Second Loan Detail MM Adjustment Logout User Manual and scheme guidelines MM Claim Status MM Claim Status for Second Loan Grivences

Bank Name: [Redacted] IFS Code: [Redacted] Branch: [Redacted]

(Note: Rs.500 will be Deducted as Application Fees) [Download Circular](#)
Physical Verification of PMEGP Units through Geo-tagging -Reg [Download Circular](#)

Sr No	Application ID	Applicant Name	NEFT IFS Code	MM Claim Amt	MM Claim Date	Batch Id	Batch Date	UTRN No	MM Disbursement Status	Branch Account No	Beneficiary Loan Account No	MM Release Amt	Application Fee	MM Release Date	Update	Fail Disbursement Remarks/ Refer by CO, Mumbai to SVC Field office Remarks
1	[Redacted]	[Redacted]	[Redacted]	105000	09-MAR-2022	952	12-MAR-2022	[Redacted]	[Redacted]	[Redacted]	[Redacted]	104500	500	12-MAR-2022	TDR DETAIL LOAN DISBURSEMENT NPA Details Generate Challan For Refund	
2	[Redacted]	[Redacted]	[Redacted]	175000	25-MAR-2022	957	06-APR-2022	[Redacted]	[Redacted]	[Redacted]	[Redacted]	174500	500	31-MAR-2022	TDR DETAIL LOAN DISBURSEMENT NPA Details Generate Challan For Refund	
3	[Redacted]	[Redacted]	[Redacted]	70000	29-MAR-2022	957	06-APR-2022	[Redacted]	[Redacted]	[Redacted]	[Redacted]	69500	500	31-MAR-2022	TDR DETAIL LOAN DISBURSEMENT	

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Step 5 Fill the Branch contact no. with proper remarks before submitting.

PMEGP E- Challan

Steps to generate e-challan
1): Enter Branch Manager Mobile No.
2): Enter Financing Branch Remarks (if any) & click on Submit
3): Click on NEFT/RTGS and Proceed
4): Please accept terms & condition and enter Mobile no. & Email Id
5): Then Save Challan as pdf or print

Transaction Id :		Applicant's Name :	
PMEGP e-portal Applicant Id :		Financing Branch IFSC Code :	
Margin Money Refund Amount :		Margin Money Callback	
Financing Bank Name :		Branch Name :	
Branch Manager Mobile No. * :		Branch Manager Email Id * :	
Financing Branch Remark :	<input type="text"/>		
<input type="button" value="Submit"/>			

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Step 6 - Verify beneficiary details and refund amount before Confirm.



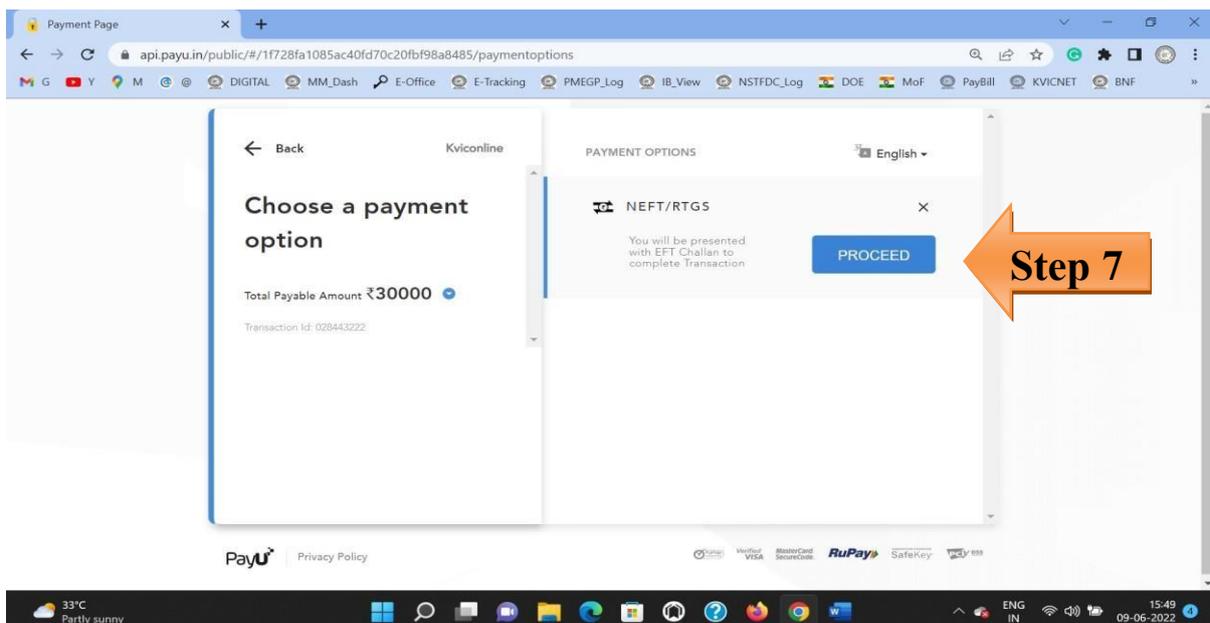
Verify PMEGPE- Challan

Transaction Id :			
PMEGP e-portal Applicant Id :		Applicant's Name :	
Margin Money Refund Amount :		Financing Branch IFSC Code :	
Margin Money Callback			
Financing Bank Name :		Branch Name :	
Branch Manager Mobile No. * :		Branch Manager Email Id * :	
Financing Branch Remark :			
			<input type="button" value="Confirm"/>

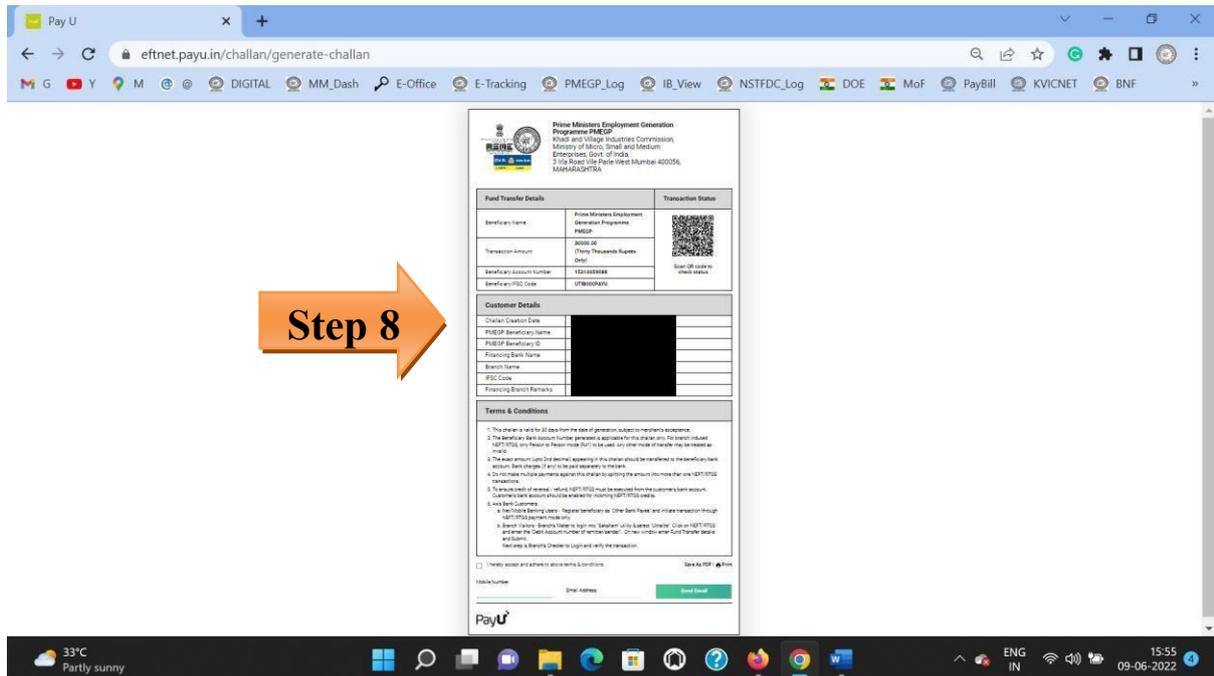
Step 6 →



Step 7 Click on NEFT/RTGS Button then proceed,



Step 8 - Challan is generated, you may save the challan in PDF and take the printout for further process.



Step 9 - The financing bank shall remit the Margin Money amount as per the bank details mentioned in the challan through their internal bank procedure.

Step 10 - After remittance, the financing branch can share the transaction details to the email pmegpclaims.kvic@gov.in for reconciliation purpose.

Refund or Transfer of BFL Funds for UC

Step-1: Login to BFL portal using credentials for your office.

On update UC the following screen shall appear

Office Name: Himachal Pradesh Utilization Certificate For The Year: 2022-23		
(1)	Opening Balance as on 01.04.2022	3460760
(2)	Interest Earned During The Year	Enter Interest Earned in Rs.
(3)	Grant Received From H.O	7651000
(4)	Grant Received From ZO/SO/DO	Grant Received From ZO/SO/DO
	Total Grant Received (3+4)	Total Grant Received (3+4)
(5)	Total Available Funds	11111760
(6)	Refunded to HO	Refunded to HO
(7)	Transferred to ZO/SO/DO	Transferred to ZO/SO/DO
	Total Refund/Transfer (6+7)	Total Refund/Transfer (6+7)
(8)	Earned Interest transferred to HO during the Year	Enter Int. Refunded to HO in Rs.
(9)	Expenditure Incurred during the Year	6085889

Note:

- only S. No. 2 and 8 i.e interest details can be updated here.
- Opening balance is the closing balance as per the previous year’s UC submitted by your office.
- Grant received from HO is updated by the Dte. of PMEGP
- Grant received from ZO/SO/DO is to be updated by the concerned office that has transferred funds to your office. If not reflected, kindly request the remitting office to update the same as per steps below.
- Expenditure is automatically updated on booking under various activities by your office.
- Other fields are auto calculated.

Step-2: Click on fund details

OFFICE NAME	Update UC Data	UC Download	Upload Signed UC	Forward UC to HO
Himachal Pradesh	Update UC	Generate UC	View UC Delete	Forward To HO

UC for the year 2022-23

Step 1
Update details of Interest earned during the year and interest remittance to HO. All other details are auto populated based on details in "Update Performance" Tab.

Step 2 Generate UC
Generate UC & Verify the details as per account statement. In case of difference, kindly update in "Update Performance" Tab.

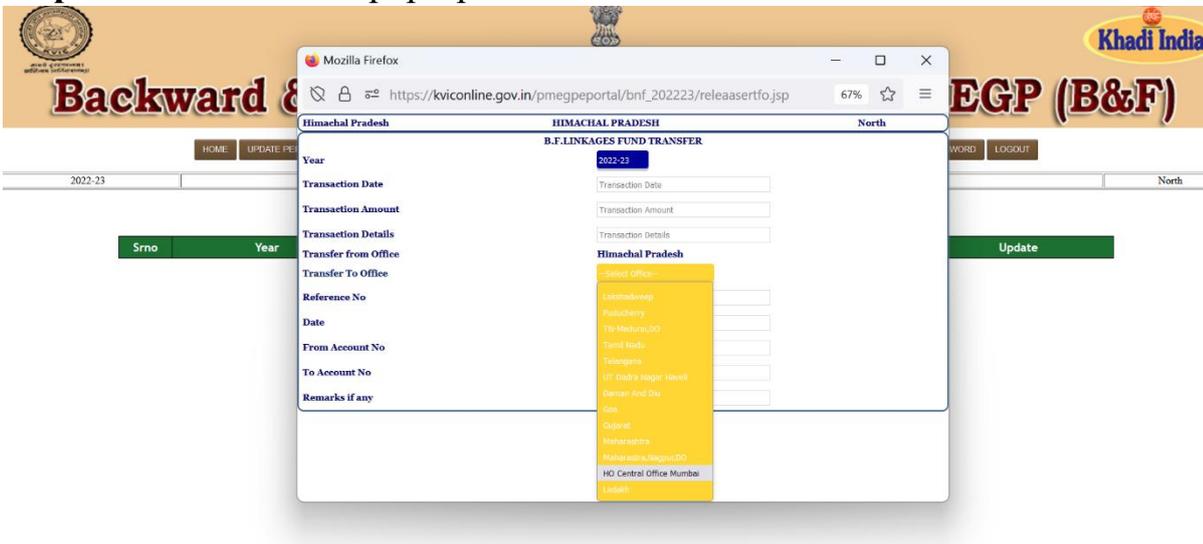
Step 3 Upload UC
Upload signed & stamped UC. Check the details under view.

Step 4
Forward the uploaded UC to HO.

Step 3: Click Add New on the window shown below



Step 4: A window shall pop-up as below



Step 5: Enter all the details and save. The refund shall be visible in the Update UC Now.

- This is applicable for Refund to HO as well as transfer to ZO/SO/DO form your office.
- If your office has received finds form other ZO/SO/DO, then the funds shall be reflected in grant received form ZO/SO/DO in your login only when the other office has transferred funds in their login using this SoP.

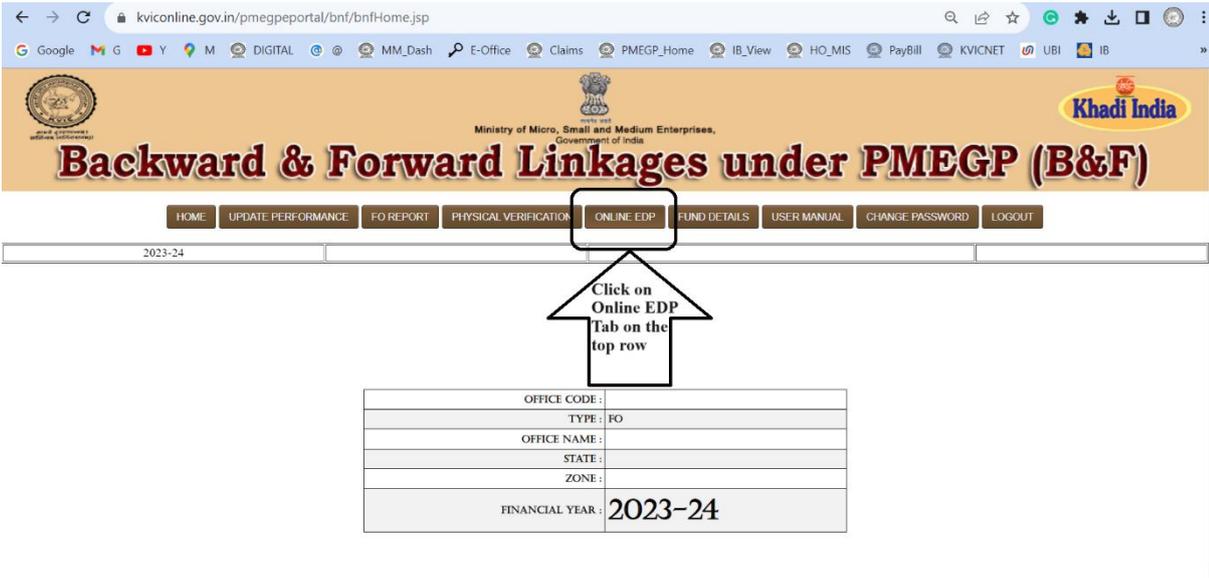
Procedure for uploading the recommendation letter for online EDP bills on BFL portal

Step1. Go to the BFL Portal Login or to Click on the below link,
<https://www.kviconline.gov.in/pmegpeportal/bnf/index.jsp>
And to enter the login credentials before click on “Sign In” button.



Enter the username and password of BFL portal of your office and click on "Sign In" button.

Step 2. To view the Online EDP Bills, click on "Online EDP" tab on the top row.



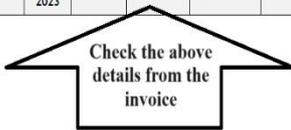
Step 3. Go to respective month and click on "Download Invoice" tab to view the invoice of the respective month.

[HOME](#) | [UPDATE PERFORMANCE](#) | [FO REPORT](#) | [PHYSICAL VERIFICATION](#) | [ONLINE EDP](#) | [FUND DETAILS](#) | [USER MANUAL](#) | [CHANGE PASSWORD](#) | [LOGOUT](#)

2023-24

Online EDP Payment Details

Id.	EDP Month	No. of EDP trained	Total Amount payable	Forwarded Date	Payment Date	Net Payment	Download (1)	EDP Certificate (2)	Update (3)	Download(4)	Upload(5)	View Recom. Letter
	JUN-2023	442	1346262	16-NOV-2023			Invoice	Download	Payment Details	Recom. Letter	Upload Recom.Letter	
	APR-2023	418	1329801	24-AUG-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View
	MAY-2023	375	1135632	10-NOV-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View



 Check the above details from the invoice

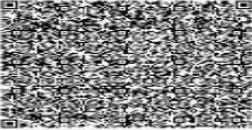


 Click on the above button to view the invoice

Step 4. Invoice contains the details of no. of Beneficiaries, training duration and rates.

Tax Invoice e-Invoice

IRN : ec23b8825c188058c7bca9c827b56ba532df11ad6e25c-e3d06b6e3e0301e0f16
 Ack No. : 142313768531154
 Ack Date : 16-Nov-23



Samadhan Samiti IIIND FLOOR, SIDDHIVINAYAK BUILDING 27/1/B, GOKHLE MARG Lucknow, 226001 Mobile 9415022215, 9415021744 GSTIN/UIN : 09AAETS7064C1ZD State Name : Uttar Pradesh, Code : 09 E-Mail : samitisamadhan@gmail.com		Invoice No. UD/2023-24/2089	Dated 15-Nov-23			
Buyer (Bill to) Khadi & Village Industries Commission (KVIC) Gramodaya, 3 Irla Road, Vile Parle (West) Mumbai 400056 GSTIN/UIN : 27AAAAK8320NZZD State Name : Maharashtra, Code : 27 Place of Supply : Maharashtra						
Sl No.	Description of Services	HSN/SAC	Quantity	Rate	per	Amount
1	EDP BENEFICIARY FEES 10 Days Training Completed Loan Sanctioned on or After 01 Sep 2022	999294	242 NO	3,300.00	NO	7,98,600.00
2	EDP BENEFICIARY FEES 5 Days Training Completed Loan Sanctioned on or After 01 Sep 2022	999294	186 NO	1,650.00	NO	3,06,900.00
3	EDP BENEFICIARY FEES 10 Days Training Completed Loan Sanctioned Before Sep 2022	999294	7 NO	3,000.00	NO	21,000.00
4	EDP BENEFICIARY FEES 5 Days Training Completed Loan Sanctioned After June and Before Sep 2022	999294	3 NO	1,500.00	NO	4,500.00
5	EDP BENEFICIARY FEES 10 Days Training Returned Loan Sanctioned on or After 01 Sep 2022	999294	2 NO	3,300.00	NO	6,600.00
6	EDP BENEFICIARY FEES 5 Days Training Returned	999294	2 NO	1,650.00	NO	3,300.00

continued to page number 2

This is a Computer Generated Invoice

Step 5. Click the “EDP Certificate (2)” button to view the EDP Certificate.

Online EDP Payment Details

Id.	EDP Month	No. of EDP trained	Total Amount payable	Forwarded Date	Payment Date	Net Payment	Download (1)	EDP Certificate (2)	Update (3)	Download(4)	Upload(5)	View Recom. Letter
	JUN-2023	442	1346262	16-NOV-2023			Invoice	Download	Payment Details	Recom. Letter	Upload Recom.Letter	
	APR-2023	418	1329801	24-AUG-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View
	MAY-2023	375	1135632	10-NOV-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View



Step 6. The list of EDP Beneficiaries along with EDP Certificates are available under “EDP Certificate (2)” tab.

ONLINE EDP CERTIFICATE

Id.	APPLICANT ID	NAME	EDP CERTIFICATE DATE	EDP FROM DATE	EDP TO DATE	NO OF DAYS	PRJ COST ADMITTED BY BANK	SANCTION DATE	LOAN SANCTION BY BANK	MINIMUM NO OF DAYS REQUIRED	CURRENT STATUS	CERTIFICATE
1		Shyma Chandrasekharan	30-JUN-2023	24-MAY-2023	05-JUN-2023	13	766316	24-MAY-2023	728000	10	Sanctioned	View
2		Vinu M	30-JUN-2023	12-MAY-2023	09-JUN-2023	29	300000	09-MAY-2023	285000	5	Sanctioned	View
3		MUHAMMAD ASLAM M P	30-JUN-2023	24-MAY-2023	07-JUN-2023	15	536842	12-MAY-2023	510000	10	Sanctioned	View
4		Preeshma V P	30-JUN-2023	26-MAY-2023	10-JUN-2023	16	527000	24-MAY-2023	500650	10	Sanctioned	View
5		SALMUNNISA N	30-JUN-2023	15-MAY-2023	11-JUN-2023	28	1578947	10-MAY-2023	1500000	10	Sanctioned	View
6		Sanal S	30-JUN-2023	09-JUN-2023	30-JUN-2023	22	2000000	09-JUN-2023	1900000	10	Sanctioned	View
7		IFFIA	30-JUN-2023	24-MAY-2023	06-JUN-2023	14	831579	22-JUN-2023	790000	10	Sanctioned	View



Step 7. Click on “Payment Details” under “Update” tab to update the details of recommended of payment.

[HOME](#) | [UPDATE PERFORMANCE](#) | [FO REPORT](#) | [PHYSICAL VERIFICATION](#) | [ONLINE EDP](#) | [FUND DETAILS](#) | [USER MANUAL](#) | [CHANGE PASSWORD](#) | [LOGOUT](#)

2023-24

Click on "Payment details" tab to recommend the EDP Beneficiaries No and Amount

Id.	EDP Month	No. of EDP trained	Total Amount payable	Forwarded Date	Payment Date	Net Payment	Download (1)	EDP Certificate (2)	Update (3)	Download(4)	Upload(5)	View Recom. Letter
	JUN-2023	442	1346262	16-NOV-2023			Invoice	Download	Payment Details	Recom. Letter	Upload Recom.Letter	
	APR-2023	418	1329801	24-AUG-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View
	MAY-2023	375	1135632	10-NOV-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View

Step 8. Enter the details of online EDP Beneficiaries recommended by State/ Divisional Director along with rates and mention the disallowed reason if any before click on "SAVE DATA" button.

Online EDP Upload Invoice Form				
Office Name:	Kerala	State:		
Month:	30-JUN-2023	Training Completed	442	
(1) Invoice Date:		Invoice No:	UD/2023-24/2089	
Particulars	Claimed by Samadhan Samiti Vendor	Recommended for Payment		
(2) NEW RATE	No of Trainees	Amount(In Rs.)	No of Trainees	Amount(In Rs.)
5 Days Training @Rs. 1650	188	310200		0
10 Days Training @ Rs. 3300	244	805200		0
(3) OLD RATE	No of Trainees	Amount(In Rs.)	No of Trainees	Amount(In Rs.)
5 Days Training @Rs. 1500	3	4500		0
10 Days Training @ Rs. 3000	7	21000		0
(4) EDP Arrear Remark (If Any)	Any Arrear Amount		Any Arrear Recommend Amount	
(5) Total EDP	442	1140900	0	0
GST@18%*		205362		0
Total EDP Fees with GST:		1346262		0
Disallow Reason				
SAVE DATA				

Enter the details of no. of EDP Beneficiaries recommended by your office with the respective rates of EDP. Also enter the details of disallow beneficiaries with reason, if any.

Step 9. Click on "Recommendation Letter" button under "Download" Head to generate the recommendation letter of respective months online EDP bill.

2023-24

After Save the Recommendation data click on "Recommendation Letter"

Id.	EDP Month	No. of EDP trained	Total Amount payable	Forwarded Date	Payment Date	Net Payment	Download (1)	EDP Certificate (2)	Update (3)	Download(4)	Upload(5)	View Recom. Letter
718	JUN-2023	442	1346262	16-NOV-2023			Invoice	Download	Payment Details	Recom. Letter	Upload Recom.Letter	
581	APR-2023	418	1329801	24-AUG-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View
674	MAY-2023	375	1135632	10-NOV-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View

Step 10. A system generated recommendation shall be generated that shall be signed by the State/Divisional Director/Incharge along with stamp/seal.




Backward & Forward Linkages under PMEGP (B&F)

EDP Online Payment Recommendation Form

Office: Kerala
 Month Date: JUN-2023 Training Completed No: 442

(1) Invoice Date:	11/15/2023	Invoice No:	UD/2023-24/2089			
Particulars	Claimed by Samadhan Smiti Vendor		Recommended For Payment		Disallowed Amount	
	No of Trainees	Fees(In Rs)	No of Trainees	Fees(In Rs)	No of Trainees	Fees(In Rs)
(2) New Rate						
5 Days Training @Rs.1650	188	310200.00				
10 Days Training @Rs.3300	244	805200.00				
(3) Old Rate						
5 Days Training @Rs.1500	3	4500.00				
10 Days Training @Rs.3000	7	21000.00				
(5) Any Arrear Amount		Any Arrear Recommended Amount				
(6) Total edp	442	1140900.00				
GST @18%		205362.00	GST @18%			
Total Edp Fees with GST		1346262.00	Total Recommended amount			
(7) Disallow Reason						

State/Divisional (Director)

Seal with Signature

Check the all details before "Sign" the recommendation letter

Put the Signature of Director/Incharge

Step 11. Such recommendation letter shall be uploaded under “Upload” head in the respective month.

RECOMMENDATION LETTER UPLOAD FORM

(file format should be in pdf,jpg,png)

Invoice ID

MONTH: 30-JUN-2023

Document: Choose file | No file chosen

Upload Close Form

Upload the signed copy of Recommendation letter in the respective month

Step 12. After uploading the said recommendation letter the same will be visible under “View Recommendation Letter” head and the same will be visible to Directorate of PMEGP, Central Office, KVIC, Mumbai for payment. No update will be available, once the recommendation letter uploaded on the portal.

Online EDP Payment Details

Id.	EDP Month	No. of EDP trained	Total Amount payable	Forwarded Date	Payment Date	Net Payment	Download (1)	EDP Certificate (2)	Update (3)	Download(4)	Upload(5)	View Recom. Letter
718	JUN-2023	442	1346262	16-NOV-2023			Invoice	Download	Payment Details	Recom. Letter	Upload Recom.Letter	
581	APR-2023	418	1329801	24-AUG-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View
674	MAY-2023	375	1135632	10-NOV-2023			Invoice	Download	Data Locked	Data Locked	Data Locked	View

You can view the uploaded recommendation letter from this tab.
