



**Government of West Bengal
Finance Department**

Kisan Credit Card Issuance Monitoring System (KCC-IMS)

GUIDELINE

1. Mobile Numbers of all DMs are already registered with KCC-IMS.
2. For first time login, 6 digit Secret PIN will be sent to the Mobile Number of DM as system generated SMS. This Secret PIN (Password) may be changed by the DM. She / He can use this Secret PIN during subsequent login (*same rule applies to all users whose mobile numbers are registered in KCC-IMS*).
3. DM can register Mobile Number of any official as Nodal Officer for that District.
4. DM or District Nodal Officer can register (a) Mobile Numbers of some other District Officials with same privilege or with MIS user role and (b) Mobile Numbers of BDOs.
5. **DM or District Nodal Officer can update the KCC Draft Target figures (set by State Nodal Officer) for her/his district.**
6. Similarly, BDOs can register Mobile Numbers of her/his officials and the Bank Branch Managers of the Block. BDOs can enter New Bank Branch, if needed.
7. BDO/Block level Officials need to enter **Daily Progress Report** (Total Application Received & Total KCC Sponsored) **at the day end**. There is a provision of Draft Save. Once finalized, data may be submitted on clicking <Approve & Submit> button. **Submitted data by Block Officials can't be changed further at any level**. So, care should be taken to submit correct data.
8. Bank Branch Manager / Bank Official to enter Daily Progress Report (Total KCC Issued) at the day end. There is a provision of Draft Save. Once finalized, data may be submitted on clicking <Submit> button. **Submitted data by Banks can't be changed further at any level**. So, data may be submitted after ensuring that it is correct.
9. Besides online system, KCC-IMS Mobile App has also been made available for downloading after login to the system.