

**USER MANUAL FOR LETTER OF RECOMMENDATION  
(LoR) MODULE ON PMSVANIDHI PORTAL**



## USER MANUAL FOR LETTER OF RECOMMENDATION (LoR) MODULE ON PMSVANIDHI PORTAL

### 1. LoR Applicant's Module

Street Vendors who have not been identified in the survey and does not have Letter of Recommendation (LoR), can apply for LoR through PMSVANidhi Portal.

Following is the step by step procedure for Applicants/Street Vendors to apply for LOR.

**Step 1: Go to the URL <https://pmsvanidhi.mohua.gov.in/>**

**Step 2: Click on 'Apply for LoR' button on the homepage**



**Step 3: Enter Aadhaar registered mobile number. Enter Captcha and click on 'Request OTP' button.**

**Step 4: Applicant will receive a six digits OTP on his/her registered mobile number. Enter the OTP and Click on 'Verify OTP' button.**

The screenshot shows the PM SVANidhi website interface. On the left, there is a banner titled "Request for Letter of Recommendation (LoR) (For the purpose of availing benefits under PM SVANidhi scheme) Government of India" with several small images of people and markets. On the right, a white modal box titled "Welcome to PM SVANidhi" contains the text "You have a Mobile Phone linked to Aadhaar Number". Below this, it says "One Time Password" and "Please enter the OTP sent to your registered Mobile Number 99XXXXXX14". There is an input field for "Enter OTP\*" with a timer showing "02:54". A blue arrow points to the "Verify OTP" button. Below the button is a "Resend OTP" link. At the bottom right, a green notification box says "✓ OTP sent...". The footer includes links for "Disclaimer", "Privacy policy", and "Terms and conditions".

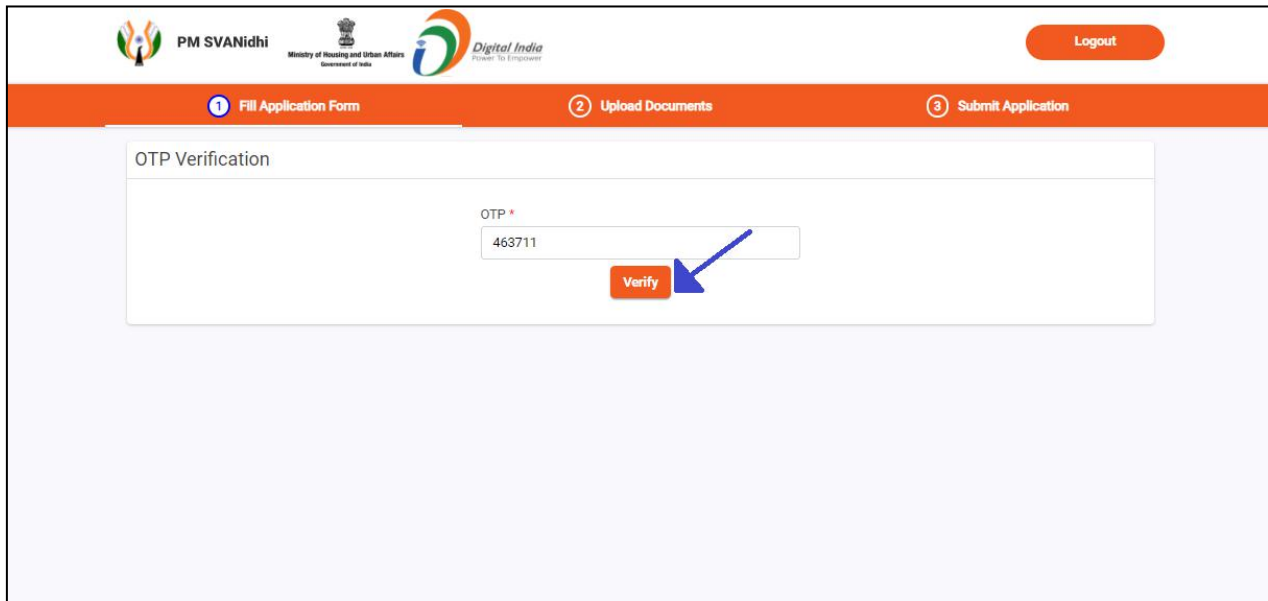
**Step 5: Once the OTP is verified, applicants will be asked to enter their Aadhaar card number.**

The screenshot shows the PM SVANidhi website interface after OTP verification. The top navigation bar includes the PM SVANidhi logo, the Ministry of Housing and Urban Affairs, the Digital India logo, and a "Logout" button. Below the navigation bar, there are three steps: "1 Fill Application Form", "2 Upload Documents", and "3 Submit Application". The main content area is titled "Aadhaar Verification" and contains an input field for "Aadhaar Number \*". To the right of the input field is a checkbox labeled "I'm not a robot" and a CAPTCHA image. Below the input field are two buttons: "Verify with OTP" and "Verify with Biometric". At the bottom right, a green notification box says "✓ Your mobile number has been verified successfully."

**Step 6: Enter Aadhaar card number, enter captcha and click on 'Verify with OTP'.**

(Please Note: CSC users can verify Aadhaar with Biometric authentication as well. Upon clicking of 'Verify with Biometric' button, CSC user will be asked to enter their remote desktop URL. Once the RD URL is entered, they can proceed further for Aadhaar verification with Biometric)

**Step 7: Upon clicking of 'Verify OTP' button, applicant will receive 6 digits OTP on their registered mobile number. Enter the OTP and click on 'Verify' button.**



The screenshot displays the PM SVANidhi web portal's OTP Verification interface. At the top, the header includes the PM SVANidhi logo, the Ministry of Housing and Urban Affairs Government of India, the Digital India logo, and a Logout button. Below the header, a navigation bar shows three steps: 1. Fill Application Form (active), 2. Upload Documents, and 3. Submit Application. The main content area is titled 'OTP Verification' and contains a text input field labeled 'OTP \*' with the value '463711'. A blue arrow points to the 'Verify' button, which is located below the input field.

**Step 8: Once the OTP is verified, applicant will be navigated to LoR application form.**

**Step 9: Fill the Loan application form and click on 'Submit' button to proceed further. Applicant can also partially save the details by clicking on 'Save' button.**

1 Fill Application Form
2 Upload Documents
3 Submit Application

Street Vendor Details
Mobile No : +91-9661499677

Aadhaar Verification
Verified

Aadhaar details have been verified. Kindly fill up the loan application form.

ULB Information
State \*
Name of the ULB \*
Ward Name
Ward Number

Personal Information
Name as per Aadhaar \*
Father's/Spouse's Name \*
Date of Birth \*
Marital Status \*
Mobile No. \*
Gender \*
Social Category \*
Persons with Disabilities (Divyangjan) \*
Minority \*

KYC Documents
Aadhaar No. \*
Do you have a Family?
No of Family Members

Address as per e-KYC
House No. / Locality \*
State \*
Town/Dist \*
Ward/Village \*
Pin \*
Current Address
House No. / Locality \*
State \*
Town/Dist \*
Ward/Village \*
Pin \*

Vending Activity
Name of Activity \*
Place Of Vending \*
Duration Of Vending (MM/YYYY) \*

Location/Area of Vending
Stationary Vendor (Fixed Location)
Nearest Landmark
Mobile Vendor (Locality)
Nearest Landmark
Pin \*

Vending Days
All Days
Thurs
Mon
Fri
Tues
Sat
Wed
Sun

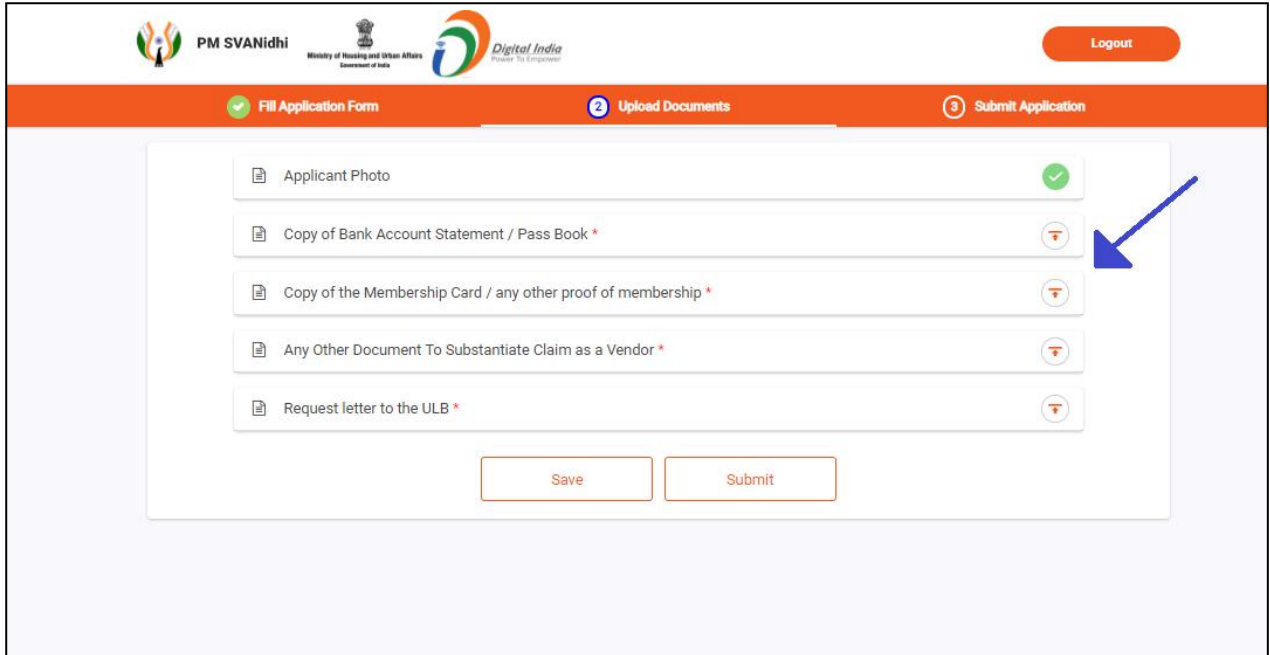
Timing of Vending
From Time \*
To Time \*

Proof as a vendor (At least one should be filled):
Timing of Vending
From Time \*
To Time \*

Proof as a vendor (At least one should be filled):
Documents
Yes/No
Proof of receiving one-time assistance during lockdown (Copy of Bank Account Statement / Pass Book)
Membership details of any street vendors association (Copy of the Membership Card / any other proof of membership)
Any other document in possession of the vendor of ULB to substantiate as a vendor (Any Other Document To Substantiate Claim as a Vendor)
Request for Local enquiry report by the TVC/ULB (Request letter to the ULB)

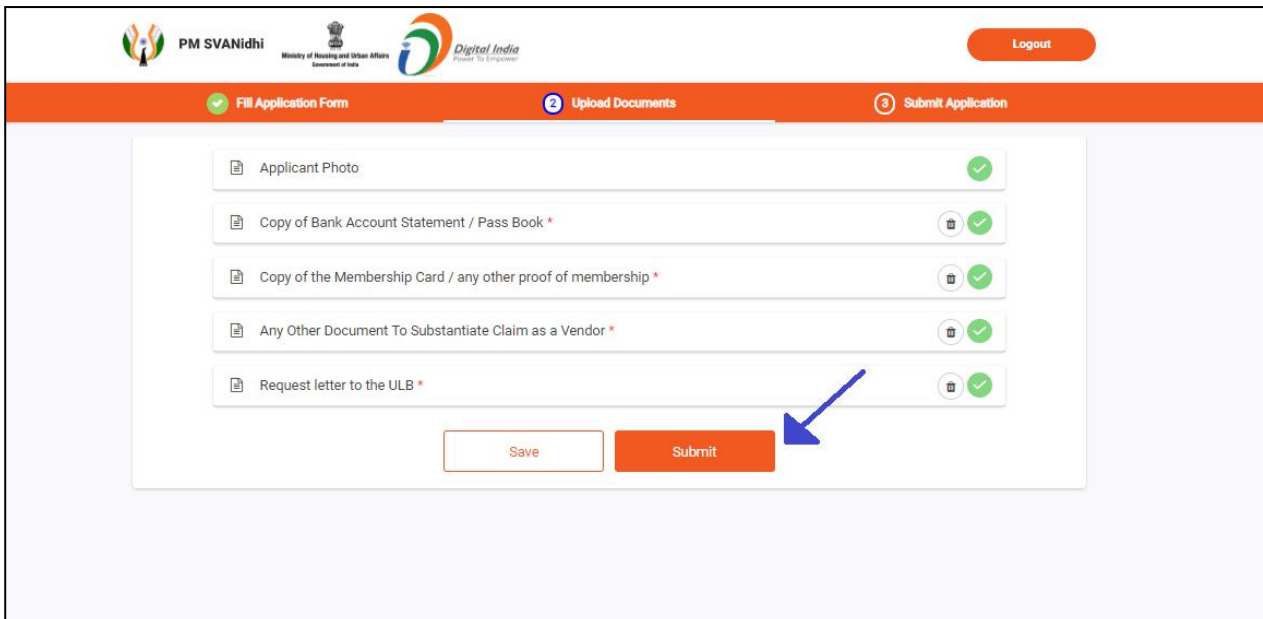
Save
Submit

**Step 10: Upload the required document by clicking on 'Upload' icon.**



The screenshot shows the PM SVANidhi application form interface. At the top, there are logos for PM SVANidhi, Ministry of Housing and Urban Affairs, Government of India, and Digital India. A 'Logout' button is in the top right. Below the logos is a progress bar with three steps: '1 Fill Application Form' (completed), '2 Upload Documents' (active), and '3 Submit Application'. The main content area lists five documents to be uploaded: 'Applicant Photo', 'Copy of Bank Account Statement / Pass Book \*', 'Copy of the Membership Card / any other proof of membership \*', 'Any Other Document To Substantiate Claim as a Vendor \*', and 'Request letter to the ULB \*'. Each document has a green checkmark icon on the right. A blue arrow points to the 'Copy of Bank Account Statement / Pass Book \*' document. At the bottom of the form, there are 'Save' and 'Submit' buttons.

**Step 11: Once all the documents are uploaded, click on 'Submit' button.**



The screenshot shows the PM SVANidhi application form interface after all documents have been uploaded. The progress bar now shows '2 Upload Documents' as completed and '3 Submit Application' as the next step. The document list is the same as in Step 10, but each document now has a green checkmark icon on the right. A blue arrow points to the 'Submit' button at the bottom of the form.

**Step 12: Click on the check box to agree the declaration policy and click on 'Submit' button to submit the LoR application form.**

The screenshot shows the PM SVANidhi web portal. At the top, there are logos for PM SVANidhi, Ministry of Housing and Urban Affairs, Government of India, and Digital India. A 'Logout' button is in the top right. Below the logos is a navigation bar with three tabs: 'Fill Application Form' (active), 'Upload Documents', and 'Submit Application' (marked with a '3'). The main content area is a white box with a 'Declaration' section. It contains a checked checkbox for 'I agree to the PM SVANidhi Declaration' and two lines of text: 'a. I have been vending in the urban local body on or before March 24, 2020' and 'b. I hereby declare that the above information is correct / accurate to the best of my knowledge'. Below the text are 'Save' and 'Submit' buttons. Blue arrows point to the checkbox and the 'Submit' button.


**Step 13: LoR application number will be generated once the form is submitted and request will be sent to respective ULB. Keep the application number for your reference and click on 'Done'**

The screenshot shows the PM SVANidhi web portal with a confirmation modal box. The modal box has a green checkmark icon and the text 'Application Submitted'. Below this, it says 'Your LoR application has been successfully submitted.' and displays the 'Application No : MH/251488/200810/0017'. At the bottom of the modal is a 'Done' button. The background shows the same navigation bar and declaration form as in the previous screenshot, but it is dimmed.



**Step 14: Applicant will be able to view the details and track application status. Click on 'download' button to download the LoR application form.**

The screenshot displays the 'View Application Status' interface for PM SVANidhi. At the top, there are logos for PM SVANidhi, the Ministry of Housing and Urban Affairs, and Digital India. A 'Logout' button is in the top right. The main content area is titled 'View Application Status' and contains a card for a 'Request for LoR'. The card lists the following details:

| Request for LoR                       |                             |  |
|---------------------------------------|-----------------------------|--|
| Applicant Name: Sandeep Ramesh        | Submission Date: 10/08/2020 | <br>Download Form |
| Application ID: MH/251488/200810/0017 | Current status: Pending     |  |

A blue arrow points to the 'Download Form' button. The footer contains links for 'Disclaimer', 'Privacy policy', and 'Terms and conditions'.

**Please note: Once the LoR is Approved by ULB, applicant will be able to apply for Loan under PMSVANidhi Scheme.**

## 2. LoR ULB Module

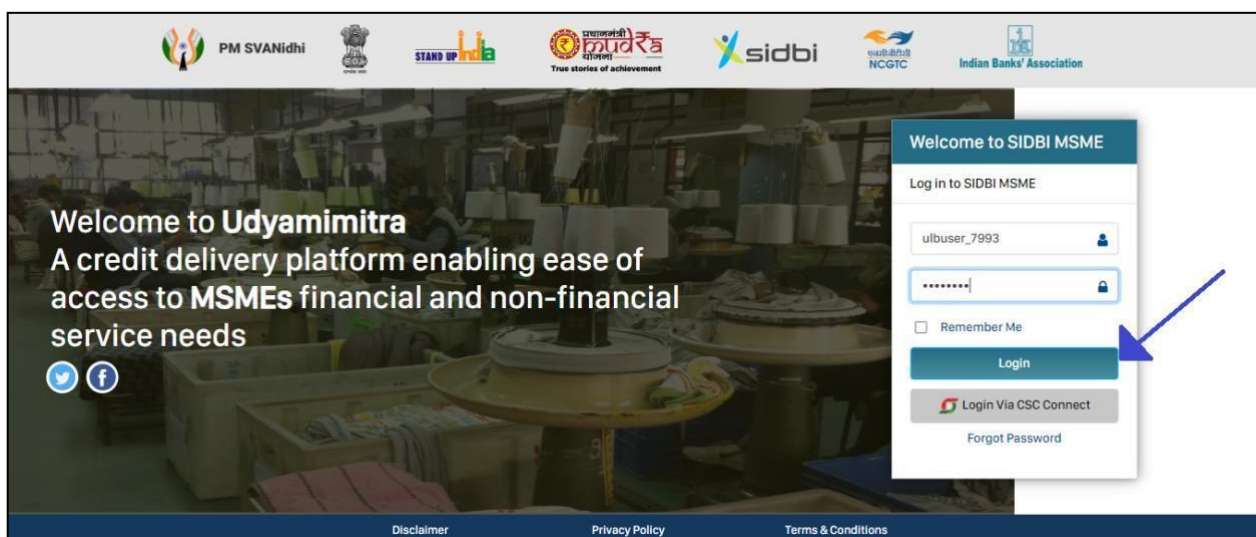
ULB Verifier and ULB Approver will have access to LoR module. Once the applicant has submitted a request for LoR, the application will come to ULB Verifier. The ULB Verifier will verify all the details in the application form and mark the application as 'Recommended or Not Recommended'. Once the Verifier has given his/her recommendations, the application will flow to ULB Approver. ULB Approver will then either 'Approve' or 'Reject' the application. LoR will be issued to only those applicants who are approved by the ULB Approver.

Following are step by step procedure for ULB users to process LoR request-

### ULB Verifier

**Step 1: Login as a ULB verifier with username and password through Udyamimitra portal**

<https://portal.udyamimitra.in>



**Step 2: Go to LoR section given on the left navigation menu. A list of all the LoR requests will be displayed here.**

Each request/application will have following status-

- **Pending**- This will be the status when no action has been taken on the LoR application by the ULB verifier
- **Recommended**- This will be the status when the ULB user has marked the application as 'Recommended'
- **Not Recommended**-This will be the status when the ULB user has marked the application as 'Not Recommended'

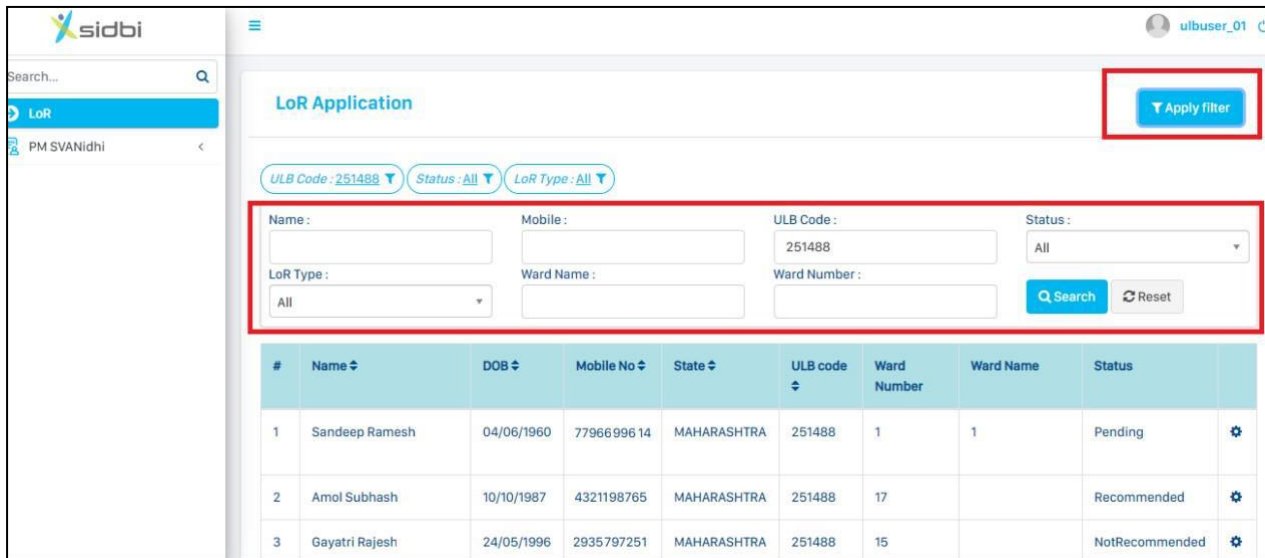
Once the application has been marked as 'Recommended' or 'Not Recommended' by the ULB Verifier, it will go the ULB Approver for further processing

(**Important Note:** LoR Applications which are sourced directly by the applicant, through PMSVANidhi portal will fall under LoR type- LoR Direct. Applications which are sourced by Lender, through mobile app, will fall under LoR type-LoR Lender)

The screenshot shows the 'LoR Application' portal. On the left, the 'LoR' option is highlighted in the navigation menu. The main area displays a table of applications with filters for ULB Code, Status, and LoR Type. The first application, Sandeep Ramesh, is highlighted with a red box and has a 'Pending' status.

| # | Name           | DOB        | Mobile No  | State       | ULB code | Ward Number | Ward Name          | Status         |    |
|---|----------------|------------|------------|-------------|----------|-------------|--------------------|----------------|----|
| 1 | Sandeep Ramesh | 04/06/1960 | 7796699614 | MAHARASHTRA | 251488   | 1           | 1                  | Pending        | ⚙️ |
| 2 | Amol Subhash   | 10/10/1987 | 4321198765 | MAHARASHTRA | 251488   | 17          |                    | Recommended    | ⚙️ |
| 3 | Gayatri Rajesh | 24/05/1996 | 2935797251 | MAHARASHTRA | 251488   | 15          |                    | NotRecommended | ⚙️ |
| 4 | Anil Muwar     | 05/08/1977 | 1390292209 | MAHARASHTRA | 251488   | 17          | ward (M Corp) -245 | NotRecommended | ⚙️ |

ULB Verifier can filter the application based on various parameters by clicking on 'Apply filter button'



**LoR Application**

Search...

PM SVANidhi

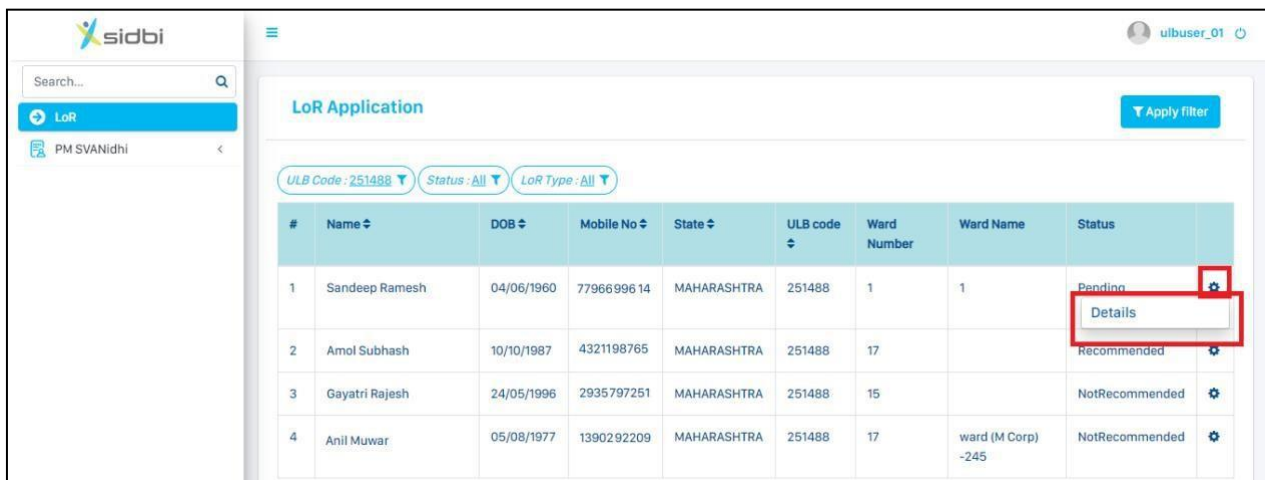
ULB Code : 251488 Status : All LoR Type : All

Name : Mobile : ULB Code : 251488 Status : All

LoR Type : All Ward Name : Ward Number : Search Reset

| # | Name           | DOB        | Mobile No    | State       | ULB code | Ward Number | Ward Name | Status         |
|---|----------------|------------|--------------|-------------|----------|-------------|-----------|----------------|
| 1 | Sandeep Ramesh | 04/06/1960 | 77966 996 14 | MAHARASHTRA | 251488   | 1           | 1         | Pending        |
| 2 | Amol Subhash   | 10/10/1987 | 4321198765   | MAHARASHTRA | 251488   | 17          |           | Recommended    |
| 3 | Gayatri Rajesh | 24/05/1996 | 2935797251   | MAHARASHTRA | 251488   | 15          |           | NotRecommended |

**Step 3: To process any particular request, click on the 'Gear icon' against that application and go to 'Details'**



**LoR Application**

Search...

PM SVANidhi

ULB Code : 251488 Status : All LoR Type : All

| # | Name           | DOB        | Mobile No    | State       | ULB code | Ward Number | Ward Name          | Status         |
|---|----------------|------------|--------------|-------------|----------|-------------|--------------------|----------------|
| 1 | Sandeep Ramesh | 04/06/1960 | 77966 996 14 | MAHARASHTRA | 251488   | 1           | 1                  | Pending        |
| 2 | Amol Subhash   | 10/10/1987 | 4321198765   | MAHARASHTRA | 251488   | 17          |                    | Recommended    |
| 3 | Gayatri Rajesh | 24/05/1996 | 2935797251   | MAHARASHTRA | 251488   | 15          |                    | NotRecommended |
| 4 | Anil Muwar     | 05/08/1977 | 1390292209   | MAHARASHTRA | 251488   | 17          | ward (M Corp) -245 | NotRecommended |

**Step 4: LoR Application details will be displayed. To view any document uploaded by applicant, click on 'View' link given under documents section.**

Search...

Q

LoR

PM SVANidhi

LoR Application Details

ULB Information

Application No.

MH/251488/200810/0017

State

MAHARASHTRA

Name of Urban Local Body

Greater Mumbai Municipal Corporations

Ward Name

1

Ward Number

1

Personal Information

Name as per Aadhaar

Sandeep Ramesh

Father's/Spouse's Name

q

Date of Birth

04/06/1960

Marital Status

Single

Mobile No.

Gender

Male

Social Category

OBC

Persons with Disabilities (Divyangjan)

No

Minority

No

Aadhaar No.

\*\*\*\*\*

Permanent Address

Search...

Q

LoR

PM SVANidhi

Family Details

#

Name

Age

Relation

Documents

#

Documents

View File

|   |   |      |
|---|---|------|
| 1 | Proof of receiving one-time assistance during lockdown (Copy of Bank Account Statement / Pass Book)                                       | View |
| 2 | Membership details of any street vendors association (Copy of the Membership Card / any other proof of membership)                        | View |
| 3 | Any other document in possession of the vendor of ULB, to substantiate as a vendor (Any Other Document To Substantiate Claim As A Vendor) | View |
| 4 | Request for Local enquiry report by the TVC/ULB (Request letter to the ULB)   | View |

Verification Details

#

Parameters

Yes/No

Reason

|   |   |     |  |
|---|---|-----|--|
| 1 | Satisfied with proof of receiving one-time assistance during lockdown attached with the application | Yes |  |
|---|---|-----|--|

**Step 5: Once the details are verified, enter the Verification details/Remarks and the end of the section by marking the parameters as 'Yes' if satisfactory or valid and 'No' if unsatisfactory or invalid.**

The screenshot shows the 'Verification Details' section of the application. The table below lists the parameters being verified:

| # | Parameters   | Yes/No | Reason |
|---|--|--------|--------|
| 1 | Satisfied with proof of receiving one-time assistance during lockdown attached with the application        | Yes    |        |
| 2 | Satisfied with proof of membership details of any street vendors association attached with the application | Yes    |        |
| 3 | Satisfied with any other document in possession of the vendor of ULB, to substantiate as a vendor          | Yes    |        |
| 4 | Request for Local enquiry report by the TVC/ULB  | Yes    |        |

Below the table, there is a blue button labeled 'Recommended'.

**Step 6: Once all the parameters are entered, mark the application as 'Recommended' or 'Not Recommended' by clicking respective buttons.**

The screenshot shows the 'Verification Details' section of the application. The table below lists the parameters being verified:

| # | Parameters   | Yes/No | Reason  |
|---|--|--------|---|
| 1 | Satisfied with proof of receiving one-time assistance during lockdown attached with the application        | No     | No Assistance provided                          |
| 2 | Satisfied with proof of membership details of any street vendors association attached with the application | Yes    |   |
| 3 | Satisfied with any other document in possession of the vendor of ULB, to substantiate as a vendor          | No     | Document issued not on or before March 24, 2020 |
| 4 | Request for Local enquiry report by the TVC/ULB  | Yes    |   |

Below the table, there are two buttons: 'Recommended' (blue) and 'Not recommended' (red). Both buttons are highlighted with red boxes.

**Step 7: Based on the recommendation, the status of that application will be updated and the application will be visible to ULB Approver for further processing.** (Please note: Once the application is marked as 'Recommended' or 'Not Recommended', the status cannot be changed)

| # | Name           | DOB        | Mobile No   | State       | ULB code | Ward Number | Ward Name             | Status         |
|---|----------------|------------|-------------|-------------|----------|-------------|-----------------------|----------------|
| 1 | Sandeep Ramesh | 04/06/1960 | 96614 99677 | MAHARASHTRA | 251488   | 1           |                       | Recommended    |
| 2 | Amol Subhash   | 10/10/1987 | 43211 98765 | MAHARASHTRA | 251488   | 17          |                       | Recommended    |
| 3 | Gayatri Rajesh | 24/05/1996 | 12935 79725 | MAHARASHTRA | 251488   | 15          |                       | NotRecommended |
| 4 | Anil Muwar     | 05/08/1977 | 13902 92209 | MAHARASHTRA | 251488   | 17          | ward (M Corp)<br>-245 | NotRecommended |

## ULB Approver

**Step 1: Login as an ULB Approver with username and password on Udyamimitra Portal**

<https://portal.udyamimitra.in>

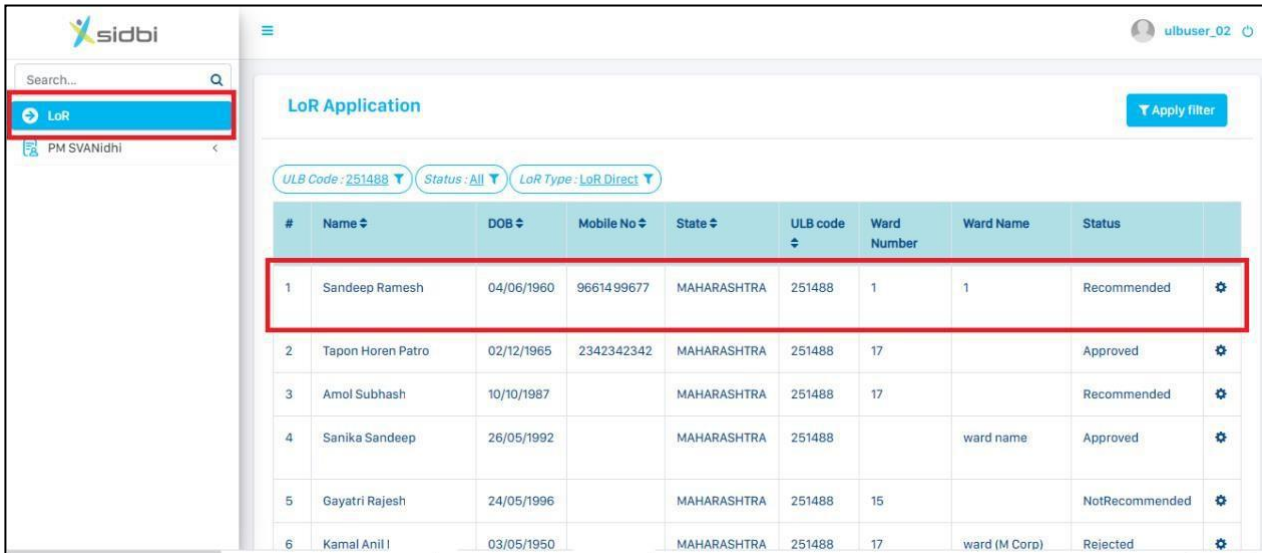


**Step 2: Go to LoR section given on the left navigation menu. A list of LoR requests, which are recommended or not recommended by the ULB Verifier will be displayed here.**

ULB Approver can mark such applications either as 'Approve' or as 'Reject'

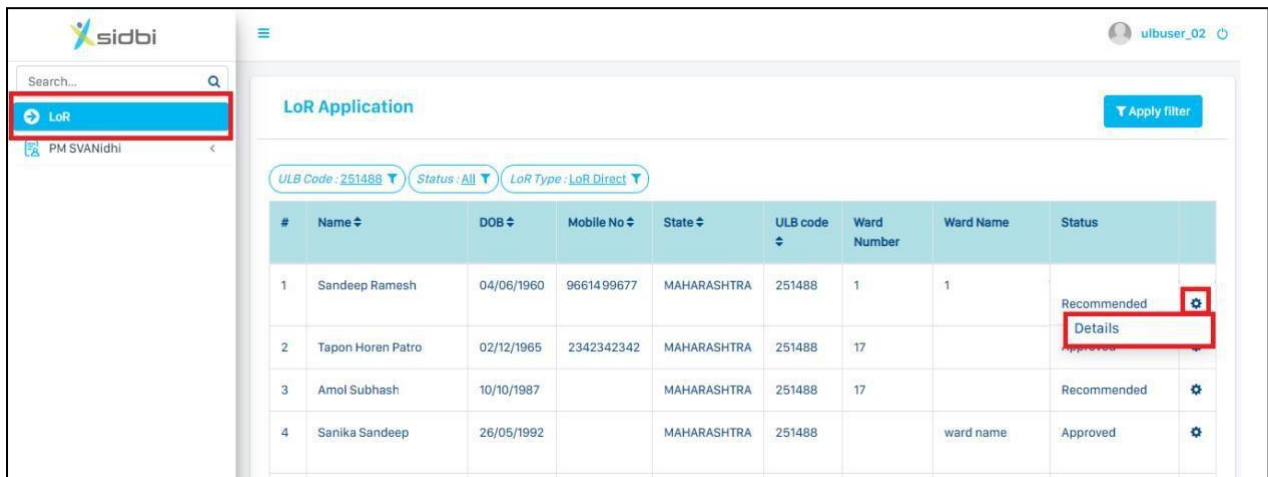
If the application is approved, system generated LoR will be issued to the applicant.

If the application is rejected, no LoR will be issued to the applicant.



| # | Name              | DOB        | Mobile No  | State       | ULB code | Ward Number | Ward Name     | Status         |   |
|---|-------------------|------------|------------|-------------|----------|-------------|---------------|----------------|---|
| 1 | Sandeep Ramesh    | 04/06/1960 | 9661499677 | MAHARASHTRA | 251488   | 1           | 1             | Recommended    | ⚙ |
| 2 | Tapon Horen Patro | 02/12/1965 | 2342342342 | MAHARASHTRA | 251488   | 17          |               | Approved       | ⚙ |
| 3 | Amol Subhash      | 10/10/1987 |            | MAHARASHTRA | 251488   | 17          |               | Recommended    | ⚙ |
| 4 | Sanika Sandeep    | 26/05/1992 |            | MAHARASHTRA | 251488   |             | ward name     | Approved       | ⚙ |
| 5 | Gayatri Rajesh    | 24/05/1996 |            | MAHARASHTRA | 251488   | 15          |               | NotRecommended | ⚙ |
| 6 | Kamal Anil I      | 03/05/1950 |            | MAHARASHTRA | 251488   | 17          | ward (M Corp) | Rejected       | ⚙ |

**Step 3: To process any particular request, click on the 'Gear icon' against that application and go to 'Details'**



| # | Name              | DOB        | Mobile No  | State       | ULB code | Ward Number | Ward Name | Status      |   |
|---|-------------------|------------|------------|-------------|----------|-------------|-----------|-------------|---|
| 1 | Sandeep Ramesh    | 04/06/1960 | 9661499677 | MAHARASHTRA | 251488   | 1           | 1         | Recommended | ⚙ |
| 2 | Tapon Horen Patro | 02/12/1965 | 2342342342 | MAHARASHTRA | 251488   | 17          |           | Approved    | ⚙ |
| 3 | Amol Subhash      | 10/10/1987 |            | MAHARASHTRA | 251488   | 17          |           | Recommended | ⚙ |
| 4 | Sanika Sandeep    | 26/05/1992 |            | MAHARASHTRA | 251488   |             | ward name | Approved    | ⚙ |



**Step 4: LoR Application details will be displayed. To view any document uploaded by applicant, click on 'View' link given under documents section.**

Search...

LoR

PM SVANidhi

LoR Application Details

ULB Information

Application No.

MH/251488/200810/0017

State

MAHARASHTRA

Name of Urban Local Body

Greater Mumbai Municipal Corporations

Ward Name

1

Ward Number

1

Personal Information

Name as per Aadhaar

Sandeep Ramesh

Father's/Spouse's Name

q

Date of Birth

04/06/1960

Marital Status

Single

Mobile No.

Gender

Male

Social Category

OBC

Persons with Disabilities (Divyangjan)

No

Minority

No

Aadhaar No.

\*\*\*\*\*

Permanent Address

Search...

LoR

PM SVANidhi

Family Details

| # | Name | Age | Relation |
|---|------|-----|----------|
|   |      |     |          |
|   |      |     |          |
|   |      |     |          |
|   |      |     |          |

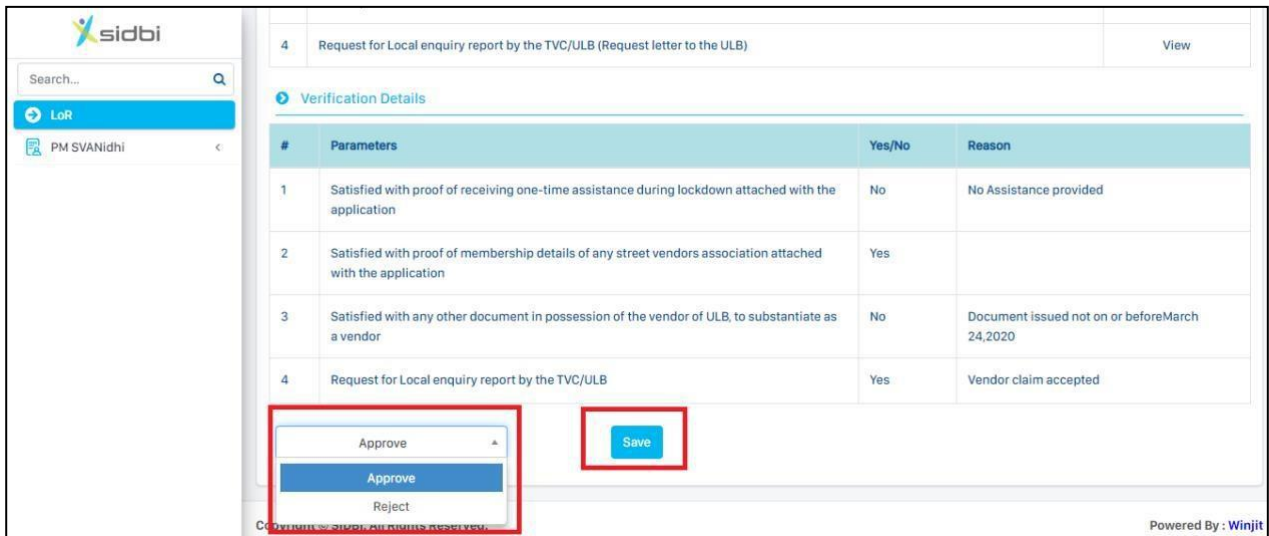
Documents

| # | Documents   | View File |
|---|---|-----------|
| 1 | Proof of receiving one-time assistance during lockdown (Copy of Bank Account Statement / Pass Book)                                       | View      |
| 2 | Membership details of any street vendors association (Copy of the Membership Card / any other proof of membership)                        | View      |
| 3 | Any other document in possession of the vendor of ULB, to substantiate as a vendor (Any Other Document To Substantiate Claim As A Vendor) | View      |
| 4 | Request for Local enquiry report by the TVC/ULB (Request letter to the ULB)   | View      |

Verification Details

| # | Parameters  | Yes/No | Reason |
|---|---|--------|--------|
| 1 | Satisfied with proof of receiving one-time assistance during lockdown attached with the application | Yes    |        |

**Step 5: Once the details are verified, mark the applications as 'Approve' or 'Reject' and click on 'Save' button.**



Search...

LoR

PM SVANidhi

4 Request for Local enquiry report by the TVC/ULB (Request letter to the ULB) View

Verification Details

| # | Parameters   | Yes/No | Reason  |
|---|--|--------|---|
| 1 | Satisfied with proof of receiving one-time assistance during lockdown attached with the application        | No     | No Assistance provided                          |
| 2 | Satisfied with proof of membership details of any street vendors association attached with the application | Yes    |   |
| 3 | Satisfied with any other document in possession of the vendor of ULB, to substantiate as a vendor          | No     | Document issued not on or before March 24, 2020 |
| 4 | Request for Local enquiry report by the TVC/ULB  | Yes    | Vendor claim accepted                           |

Approve

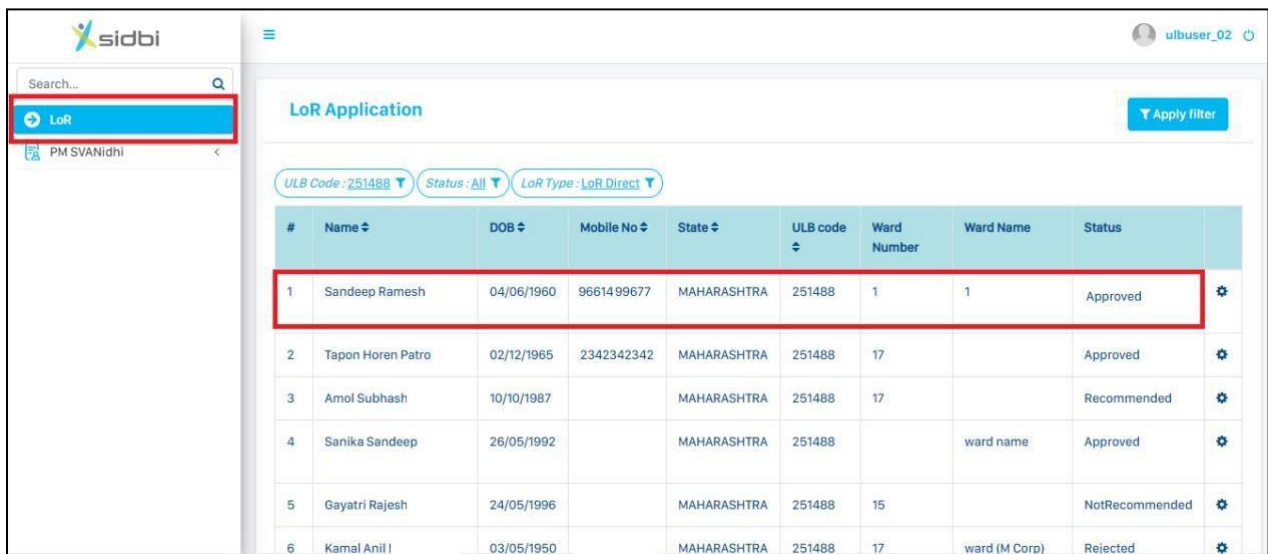
Approve

Reject

Save

Powered By : Winjit

**Step 6: Upon clicking of 'Save', status of the application will be updated.** (Please note once the application is 'Approved or 'Rejected', it cannot be changed). **An SMS will be sent to the applicant to give an update on the status of his/her application.**



Search...

LoR

PM SVANidhi

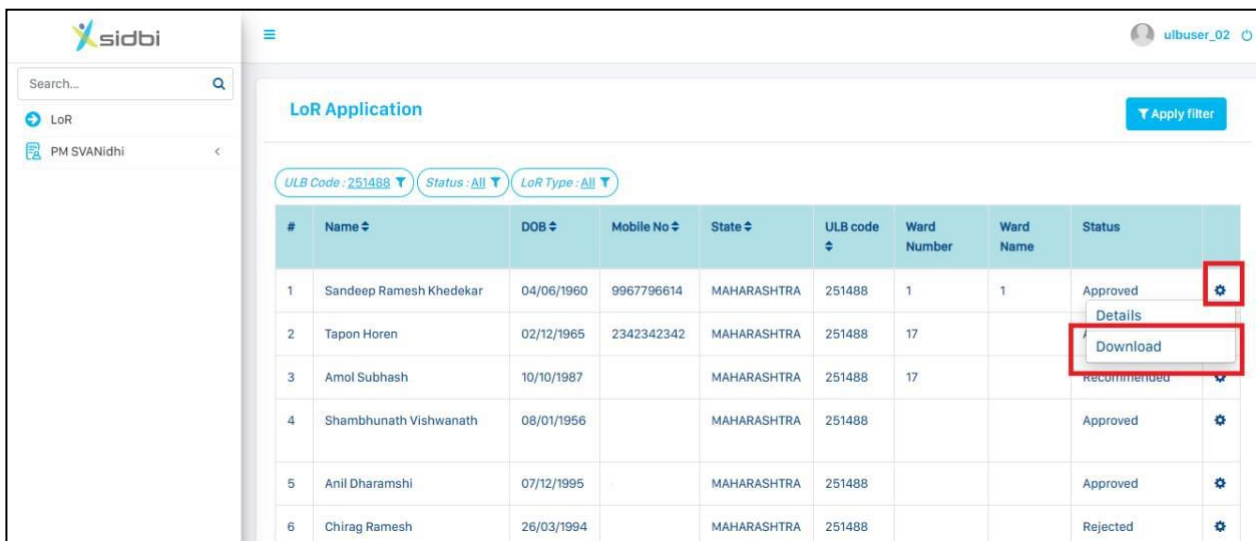
LoR Application

Apply filter

ULB Code : 251488 Status : All LoR Type : LoR Direct

| # | Name              | DOB        | Mobile No  | State       | ULB code | Ward Number | Ward Name     | Status         |
|---|-------------------|------------|------------|-------------|----------|-------------|---------------|----------------|
| 1 | Sandeep Ramesh    | 04/06/1960 | 9661499677 | MAHARASHTRA | 251488   | 1           | 1             | Approved       |
| 2 | Tapon Horen Patro | 02/12/1965 | 2342342342 | MAHARASHTRA | 251488   | 17          |               | Approved       |
| 3 | Amol Subhash      | 10/10/1987 |            | MAHARASHTRA | 251488   | 17          |               | Recommended    |
| 4 | Sanika Sandeep    | 26/05/1992 |            | MAHARASHTRA | 251488   |             | ward name     | Approved       |
| 5 | Gayatri Rajesh    | 24/05/1996 |            | MAHARASHTRA | 251488   | 15          |               | NotRecommended |
| 6 | Kamal Anil I      | 03/05/1950 |            | MAHARASHTRA | 251488   | 17          | ward (M Corp) | Rejected       |

**Step 7: For Approved applications, download the LoR certificate, by clicking on the 'Gear icon' against that application and going to 'Download' tab. LoR certificate will be downloaded in pdf format.**



The screenshot shows the 'LoR Application' portal interface. On the left, there is a sidebar with the 'sidbi' logo and navigation options: 'Search...', 'LoR', and 'PM SVANidhi'. The main area displays a table of applications with columns: #, Name, DOB, Mobile No, State, ULB code, Ward Number, Ward Name, Status, and an action column. The first application, Sandeep Ramesh Khedekar, is highlighted. A red box highlights the 'Gear icon' in the action column, and another red box highlights the 'Download' button in the dropdown menu.

| # | Name                    | DOB        | Mobile No  | State       | ULB code | Ward Number | Ward Name | Status      |  |
|---|-------------------------|------------|------------|-------------|----------|-------------|-----------|-------------|--|
| 1 | Sandeep Ramesh Khedekar | 04/06/1960 | 9967796614 | MAHARASHTRA | 251488   | 1           | 1         | Approved    |  |
| 2 | Tapon Horen             | 02/12/1965 | 2342342342 | MAHARASHTRA | 251488   | 17          |           | Recommended |  |
| 3 | Amol Subhash            | 10/10/1987 |            | MAHARASHTRA | 251488   | 17          |           | Approved    |  |
| 4 | Shambhunath Vishwanath  | 08/01/1956 |            | MAHARASHTRA | 251488   |             |           | Approved    |  |
| 5 | Anil Dharamshi          | 07/12/1995 |            | MAHARASHTRA | 251488   |             |           | Approved    |  |
| 6 | Chirag Ramesh           | 26/03/1994 |            | MAHARASHTRA | 251488   |             |           | Rejected    |  |

**Following will be the format of LoR Certificate which will be issued by ULB**

**Letter of Recommendation (LoR)**  
(Issued for availing benefits under PM SVANidhi Scheme)

Certificate/Registration No : MH/251488/200810/0017



Certified that :

1) Name ..... Sandeep Ramesh .....

2) S / D / W / H of ..... q .....

3) DOB ..... 04/06/1960 .....

4) Sex (Male/Female/Transgender) ..... Male .....

5) Current Residential Address ..... 102 Lata Apartment CHS, MAHARASHTRA, Mumbai, Mumbai .....

6) PIN: ..... 400063 .....

7) Category of Vending ..... Mobile .....

8) Nature/Product of Vending ..... Home Decor& Handicrafts .....

9) Site/Place of Vending ..... q .....

10) State : ..... MAHARASHTRA .....

11) Name of Urban Local Body : ..... Greater Mumbai Municipal Corporations .....

has been a vendor in the urban local body and she/he has been vending in the area on or before March 24, 2020.

Accepting her/his claim as a street vendor, the Letter of Recommendation is  
issued to her/him. **Date of Issue : 11/08/2020**

Note: This is system generated certificate hence does not require a signature.

### 3. LoR Module for Lender

Lender can pick up C2 and D2 category applications which are already in PMSVANidhi Marketplace. After picking up, once the applications are sanctioned by the Lender, it will be visible to the ULB Verifier. These applications will be available to the ULB under LoR type -LoR Lenders. The ULB Verifier can further process the applications. The LoR approval process for ULB Verifier and Approver will be the same as given in steps mentioned in section 1 of this document.

Once LoR is approved by the Approver the category of that applicant will change from C2 to C1 and D2 to D1.

**PM SVANidhi- New Application Section**

| Applicant Name | State          | District | ULB Name                      | Vending Category | Loan Amount (In Rs) | Preferred Lender | Preferred Branch         | Picked up by Bank | Picked up by Branch | Status    |
|----------------|----------------|----------|-------------------------------|------------------|---------------------|------------------|--------------------------|-------------------|---------------------|-----------|
| ja arwal       | UTTAR PRADESH  | Agra     | Agra Municipal Corporations   | D2               | Rs. 10000           | State India      | AGRA SIKANDRA BODLA ROAD | State India       | -                   | Picked    |
| resh harejiya  | MADHYA PRADESH | Indore   | Indore Municipal Corporations | A                | Rs. 10000           | State India      | GUMSHTA NAGAR, INDORE    | State India       | GUMSH NAGAR         |           |
| ina            | MADHYA PRADESH | Seoni    | Seoni Municipality            | A                | Rs. 10000           | State India      | SEONI                    | State India       | SEONI               | Picked Up |

Context Menu Options: Details, Download Application, **Sanction Loan**, Not Interested

**THANK YOU**