

Project EDR (Enterprise Document Repository)

Scanning and Digitization of Loan Documents

Document Categories and File Nomenclature for BUs

SL NO.	BUCKET NAME	SHORT NAME	DESCRIPTION	DOCUMENTS	SUB-BUCKET SHORT NAME	COMMON FILE NOMENCLATURE	MANDATORY / NON MANDATORY
1	KYC BUCKET	KYCBC	KYC Documents	Adhar card	KYCDC	KYC_KYCDC_12345678901_YYYYMMDD_NNN.PDF	Mandatory
				Certificate of Incorporation			
				PAN Card			
				partnership Deed			
				Partnership Letter			
				Trust Deed			
				Udyog Registration Certificate			
				Any other Document			
2	LOAN PROPOSAL BUCKET	LPRBC	Loan Proposal	Loan Application	LPRDC	LPR_LPRDC_12345678901_YYYYMMDD_NNN.PDF	Mandatory
				Project Report			
				Proposal and Resolution			
				Appraisal Cum Sanction			
				Sanction Resolution			
				Control Resolution			
				Control Return			
				CMA			
				ESR/LRM Closure			
				ESR/LRM Report			
				Other			
				Qualification / Training Doc			
				Recommendation Ltr-GSS			
				KCC Review Request			
3	LOAN DOCUMENT S BUCKET	LNDBC	Executed Loan Documents	Executed Documents	EXEDC	LND_EXEDC_12345678901_YYYYMMDD_NNN.PDF	Mandatory
4	DUE DILIGENCE BUCKET	DDGBC	Due Diligence Documents	Salary Slip	DDGDC	DDG_DDGDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
				Salary Certificate			
				CIC report			
				ECR report			
				Financial Statements			
				Income tax Return			
				Opinion Report			
				Statement of Asset and liability			
				MoA			
				AoA			
				Trust Deed			
				Partnership Letter			
				SHG Verification Document			
				Activity Project Doc.			
5	CRA DOCUMENT	CRABC	CRA Documents	CRA Documents	CRADC	CRA_CRADC_12345678901_YYYYMMDD_NNN.PDF	Non Mandotory
6	EXTERNAL CREDIT RATING DOCUMENT	ECRDC	External Credit Rating Documents	External Credit Rating Documents	ECRDC	ECR_ECRDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory

7	INSPECTION REPORTS BUCKET	ISPBC	Inspection Pre & Post Sanction	Post Sanction	POSDC	ISP_POSDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
				Pre-Sanction	PREDC	ISP_PREDC_12345678901_YYYYMMDD_NNN.PDF	
8	VALUATION REPORTS BUCKET	VALBC	Valuation Reports	Valuation Reports	VALRP	VAL_VALRP_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
9	TITLE DEEDS BUCKET	TIDBC	Title Deeds	ROC	RODCD	TID_ROCD_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
				CERSAI	CERDC	TID_CERDC_12345678901_YYYYMMDD_NNN.PDF	
				Title Deed	TIDDC	TID_TIDDC_12345678901_YYYYMMDD_NNN.PDF	
				Link Deeds			
Sale Agreement							
Affidavits							
10	TIR REPORT BUCKET	TIRBC	TIR reports	TIR reports	TIRRP	TIR_TIRRP_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
11	ENCUMBERANCE CERTIFICATE BUCKET	ENCBC	ENCUMBERANCE CERTIFICATE	ENCUMBERANCE CERTIFICATE	ENCDC	ENC_ENCDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
12	INSURANCE POLICY BUCKET	INSBC	Insurance Policies	Insurance Policy	INSDC	INS_INPDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
13	PERIODIC STATEMENTS BUCKET	PSTBC	Periodic Statements	FFR 1	SFFR1	PST_SFFR1_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
				FFR 2	SFFR2	PST_SFFR2_12345678901_YYYYMMDD_NNN.PDF	
				QRR 1	SQRR1	PST_SQRR1_12345678901_YYYYMMDD_NNN.PDF	
				QRR2	SQRR2	PST_SQRR2_12345678901_YYYYMMDD_NNN.PDF	
				Stock Statement	STKST	PST_STKST_12345678901_YYYYMMDD_NNN.PDF	
14	Post Disbursement Documents Bucket	PDSBC	Invoice /RC Book/Progrees Reports/Reciepts of payment/Cource certificaite/ Cust. Request letters	Invoice/RC Book/Vahan Registration / Noting of Charge, lien /Progrees Reports/Reciepts of payment/Cource certificaite/ Cust. Request letters/ Receipt pf payments/ Marklist and Course Certificate	PDSDC	PDS_PDSDC_12345678901_YYYYMMDD_NNN.PDF	Non Mandatory
15	CONTROLLER REPORTS BUCKET	CRPBC	Controller Reports	Irregularity	IRRRP	CRP_IRRRP_12345678901_YYYYMMDD_NNN.PDF	Non mandatory
				SMA	SMARP	CRP_SMARP_12345678901_YYYYMMDD_NNN.PDF	
				Other	OTHER	CRP_OTHER_12345678901_YYYYMMDD_NNN.PDF	

