

## Manual of BC Registry (KO Additional Details)

### Bank of India

#### Version 1.2

| Version No | Date                       | Author          | Remarks                               |
|------------|----------------------------|-----------------|---------------------------------------|
| 1.0        | 03 July, 2019              | Ritesh Dubey    | BC Registry MIS                       |
| 1.1        | 15 July, 2019              | Varsha Masurkar | BC Registry Update                    |
| 1.2        | 28 <sup>th</sup> Sep, 2022 | Ritesh Dubey    | Certificate Status and Alert messages |


## ❖ BC REGISTRY (KO Additional Details):

- As per RBI guidelines, Bank has to capture specific details of the block coordinator (BC) in the system which is not a part of agent creation module. In order to capture additional details, BC registry module is introduced.
- This is ONE TIME activity and agents can login seamlessly once the valid details are captured in the system. Without feeding the required details, agent cannot log in to the application.
- Access the BOI FI Portal using below mentioned URL :  
<https://fi1.bankofindia.co.in/>



User

Password

 [Regenerate the image](#)

Please enter the case sensitive characters in the image above to verify your login.

Enter Text

- To login the application, BC user have to enter their User Id, Password and Captcha. After that BCs have to capture the Finger print for authentication.

**Finger Print Verifying Process**  
Verifying finger for User ID 11000127

I hereby provide my consent in accordance with Aadhaar Act 2016 and regulations made under, for being authenticated for this transaction initiated by myself using my above mentioned Aadhaar number. I declare that I am aware that this Aadhaar authentication will lead to authorization for a financial transaction from my Aadhaar-linked bank account. I understand that bank will not receive from Aadhaar any personal information other than positive/negative authentication response. Aadhaar number will be securely retained as per UIDAI guidelines.

- After successful authentication of the Agent, a new page will open for the “**BC Agent Additional Details**” for the BC User to input.
- BC User must fill all the mandatory fields of “**Personal Details**” and “**MIS Information**” page along with optional details if required.
- BC agent has to fill IIBF certification details.

**Note: If BC Agent enter certification status as “Yes” then BC agent must be submit IIBF certificate copy to their respective linked Branch for Authorization.**

**PERSONAL DETAILS TAB:**

**BC Agent Additional Details**

Personal Details MIS Information

**Personal Details**

|   |  |
|---|--|
| User ID :   | 11000127   |
| User Name :                                       | VARSHA MASURKAR  |
| User Branch ID :                                  | 01220  |
| Mobile No. : *                                    | <input type="text" value="9876543210"/>                                      |
| Father's Name : *                                 | <input type="text"/>   |
| Spouse's Name :                                   | <input type="text"/>   |
| Category : *                                      | <input type="text" value="Select"/>  |
| Highest Educational Qualification (Completed) : * | <input type="text" value="Select"/>  |
| Date of Passing of Highest Qualification *        | <input type="text" value="01/07/2019"/>                                      |
| Certificate Completion Status : *                 | <input type="radio"/> Complete <input checked="" type="radio"/> Not Complete |
| Remark : *  | <input type="text"/>   |
| Planned Date of Certification *                   | <input type="text" value="23/07/2019"/>                                      |
| Alternate Occupation Type : *                     | <input type="text" value="Select"/>  |
| Alternate Occupation Detail : *                   | <input type="text"/>   |
| PAN number : *                                    | <input type="text"/>   |
| Physically Handicapped : *                        | <input type="radio"/> Yes <input checked="" type="radio"/> No                |

I confirm and acknowledge that, the above information furnished is true, complete and accurate to best of my knowledge. The Bank reserves the right to take disciplinary action against me if found to be false.

**MIS INFORMATION TAB:**

**BC Agent Additional Details**

Personal Details
MIS Information

**MIS Information**

Sanctioned Amount Limit of OD Account : \*

State Census Code \*

District Census Code \*

Sub-District Census Code \*

Village Census Code \*

BC Type : \*

Previous Experience as Other Bank BCA : \*  Yes  No

Experience Description : \*

Bank BCA standard Signage is available : \*  Yes  No

Connectivity Type : \*

Internet Service Provider : \*

Other Provider Name : \*

PinPad Device Deployed : \*

NREGA Card Number :

Product Group Code :

Number of Complaint :

I confirm and acknowledge that, the above information furnished is true, complete and accurate to best of my knowledge. The Bank reserves the right to take disciplinary action against me if found to be false.

- BC User have to give consent at the end of the page before clicking on the “Submit” button.

BC has to fill below mentioned details:

| MANDATORY COLUMNS(*)  | Conditional Mandatory(*)  | OPTIONAL COLUMNS                                      |
|---|---|---|
| <b>PERSONAL DETAILS &amp; MIS INFORMATION TAB</b>   |   |   |
| Father Name   |   | Spouse Name   |
| Category [GENERAL,OBC,SC AND ST]  |   | NREGA Card Number                                     |
| Alternate Occupation Type(Government, Public Sector, Self Employed, Private)              |   | Product Group(value should be number)                 |
| Alternate Occupation Detail   |   | No of complaint(value should be number)               |
| Highest Educational Qualification(Under 10th, 10th, 12th,Graduate, Post Graduate, Others) | <b>Other Educational Qualification Details</b> (If "Other" is selected)         |   |
| Date of Passing of Highest Qualification  |   |   |
| Certificate Completion Status (Yes/No)  | <b>Course(IIBF Advance, IIBF Basic )</b> (If Certificate Completion Status Yes) | Institute Name (If Certificate Completion Status Yes) |
|   | <b>Date of Passing</b> (If Certificate Completion Status Yes)                   |   |
|   | <b>Remarks</b> (If Certificate Completion Status NO)                            |   |

|   |  |  |
|---|--|--|
|   | <b>Planned Date of Certification</b> (If Certificate Completion Status NO) |  |
| Sanctioned Amount Limit of OD Account                             |  |  |
| PAN Number  |  |  |
| Physically Handicapped  | <b>Disability Description</b> (If Physically Handicapped is Yes)           |  |
| BC Type(1:Full Time,2 Part Time)                                  |  |  |
| Previous Experience as Other bank BCA (Y/N)                       | <b>Experience Description</b> (If previous Experience is Y)                |  |
| Bank BCA Standard Signage is available (Y/N)                      |  |  |
| Connectivity Type [LandLine, Mobile, VSAT]                        |  |  |
| Internet Service Provider   | <b>Other Provider Name</b> (If "Other" is selected)                        |  |
| PinPad Device Deployed: (None,Verifone,Castles,PAX,Kaifa,Sunyard) |  |  |
| Consent Box   |  |  |
| State Census Code   |  |  |
| District Census Code  |  |  |
| Sub District Census Code  |  |  |
| Village Census Code   |  |  |

Please find below Description of some of the Fields for more clarity:

| Field Name                             | Description  |
|--|--|
| Bank BCA Standard Signage is available | Poster/ Hoarding mentioning Bank Name and other Details available at BC Location |
| Sanctioned Amount Limit of OD Account  | Limit of OD Account as approved by Branch  |
| Product Group Code                     | For future use, User should not fill any details in the field currently          |
| Number Of Complaint                    | No. of complaints received from customer against Agent                           |

- If BC agent has entered certification status as ‘Yes’ then agent have to authorize it through respective linked branch and avoid Agent blocking in future due to non-compliance in Certification.
- Below message will be prompt on Agent FI application till their certification status not authorized by Branch.

Bank of India BOI

User: 11000356 Name: Mr. SUSHANT RAUT User Type: Agent Last Login: 27-09-2022 18:46:40 Last Failed Login Attempt: 2022-09-26 14:42:31 Home | Print | Sign Out  
 Password Expires in: 88 Days Number of failed login attempts since last login: 0

Money Transfer | BOI Others Services | Complaints Registration | Lead Source Type | Passbook Issue | Customer Creation | Reports | CARDED SERVICE | Other Services | Customer Login

**User's Certification status is pending to be approved from Branch.**  
 Request you to get in touch with your respective Branch to approve the Certification status and avoid Agent blocking in future due to non-compliance in Certification.

Customer Login

Customer Number (UID/VID)

Customer Type  UID  VID

Re-Print Receipt from Here!!!

- If BC agent has entered certification status as ‘No’ then agent have to complete the certification and update the status in BC Registry Update Module of Agent Login and get it approved from Branch to reflect successful Completion of certification in the system.
- Below message will be prompt on Agent FI application till agent haven’t update certification details in BC registry update module.

Bank of India BOI

User: 11000356 Name: Mr. SUSHANT RAUT User Type: Agent Last Login: 26-09-2022 14:43:02 Last Failed Login Attempt: 2022-09-26 14:42:31 Home | Print | Sign Out  
 Password Expires in: 90 Days Number of failed login attempts since last login: 0

Money Transfer | BOI Others Services | Complaints Registration | Lead Source Type | Passbook Issue | Customer Creation | Reports | CARDED SERVICE | Other Services | Customer Login

**User has not completed IIBF Certification.**  
 Request you to complete the certification and update the status in BC Registry Update Module of Agent Login and get it approved from Branch to reflect successful Completion of certification in the system.

Customer Login

Customer Number (UID/VID)

Customer Type  UID  VID

Re-Print Receipt from Here!!!

- Below message will be prompt whenever BC agent is blocked due to non-compliance in Certification but certification details has entered by BC agent as ‘Yes’ and pending for authorization at branch.



- If BC agent is blocked due to non-compliance in Certification then MIS details page will be prompt to update certification details into application as follows:

**User is Blocked Non-Completion of IIBF Certification. User can update the status of Certification in this page post completion of Certification.**

**BC Agent Additional Details**

Personal Details
MIS Information

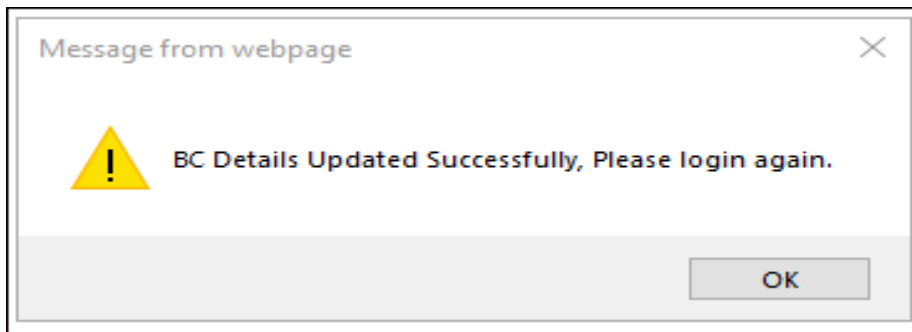
### Personal Details

|  |   |
|--|---|
| User ID :  | 15000001  |
| User Name :                                      | Ritesh Dubey  |
| User Branch ID :                                 | 50021   |
| Mobile No. :*                                    | <input type="text" value="9874663210"/>                       |
| Email ID :*                                      | <input type="text" value="fi.tcs@bankofindia.co.in"/>         |
| Father's Name :*                                 | <input type="text" value="LOG Four J Two"/>                   |
| Spouse's Name :                                  | <input type="text"/>  |
| Highest Educational Qualification (Completed) :* | <input type="text" value="HSC"/>                              |
| Date of Passing of Highest Qualification*        | <input type="text" value="23/02/2022"/>                       |
| Certificate Completion Status :*                 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Remarks :*                                       | <input type="text" value="WILL COMPLETE II"/>                 |
| Planned Date of Certification*                   | <input type="text" value="17/05/2022"/>                       |
| Alternate Occupation Type :*                     | <input type="text" value="OTHERS"/>                           |
| Alternate Occupation Detail :*                   | <input type="text" value="Others"/>                           |
| PAN number :*                                    | <input type="text" value="HFYRG4687U"/>                       |
| Physically Handicapped :*                        | <input type="radio"/> Yes <input checked="" type="radio"/> No |

I confirm and acknowledge that, the above information furnished is true, complete and accurate to best of my knowledge. The Bank reserves the right to take disciplinary action against me if found to be false.

Edit
Cancel

- If certification details has entered by BC agent as 'Yes' then below message will be prompted.



- If certification details has entered by BC agent as 'No' Or BC agent clicked on 'Cancel' button to deny update of certification details then below message will be prompted.



Thank You