

Child Agency registered as ZBA

User: Agency Admin (Child)

The User Navigates to **“My schemes>Register New scheme”** for Scheme registration.

The Page **“Register New Scheme/Bank account”** page opens.

If Child Agency is Registering Zero Balance Account then user will select

“Scheme” - GLOBAL INITIATIVE FOR ACADEMIC NETWORK (GIAN) - [3356]

“I will receive funds from this Agency”.

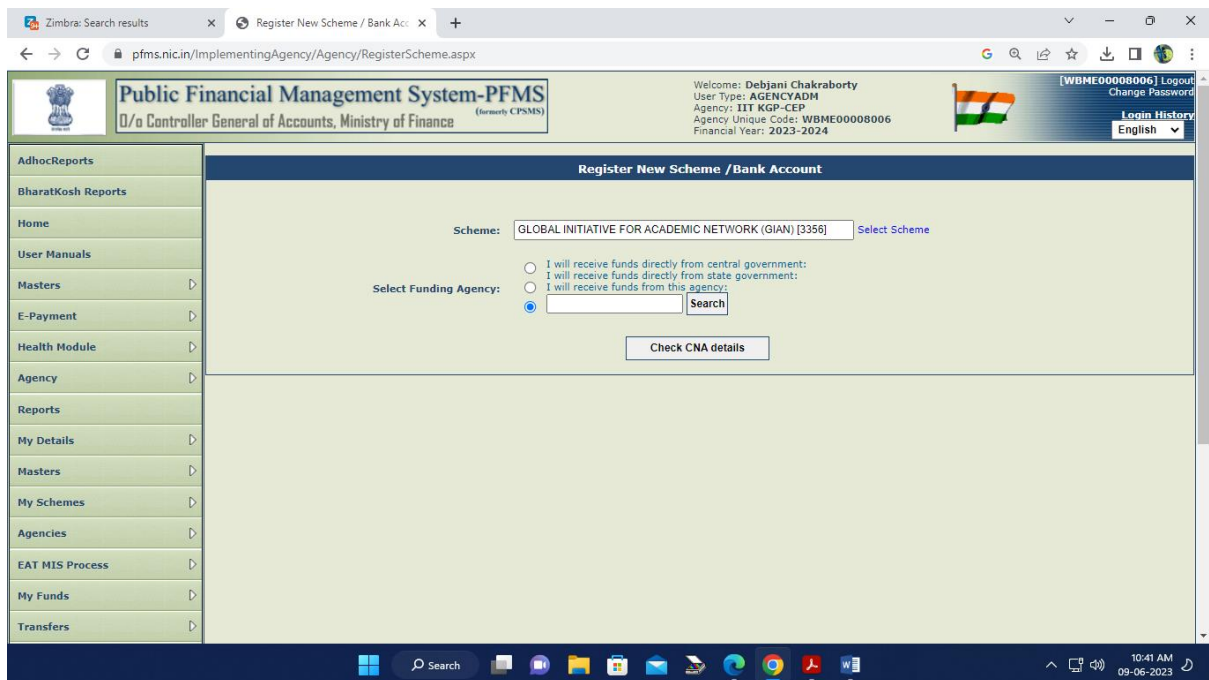
The user enters the **Agency Unique Code- “IITKGP”**

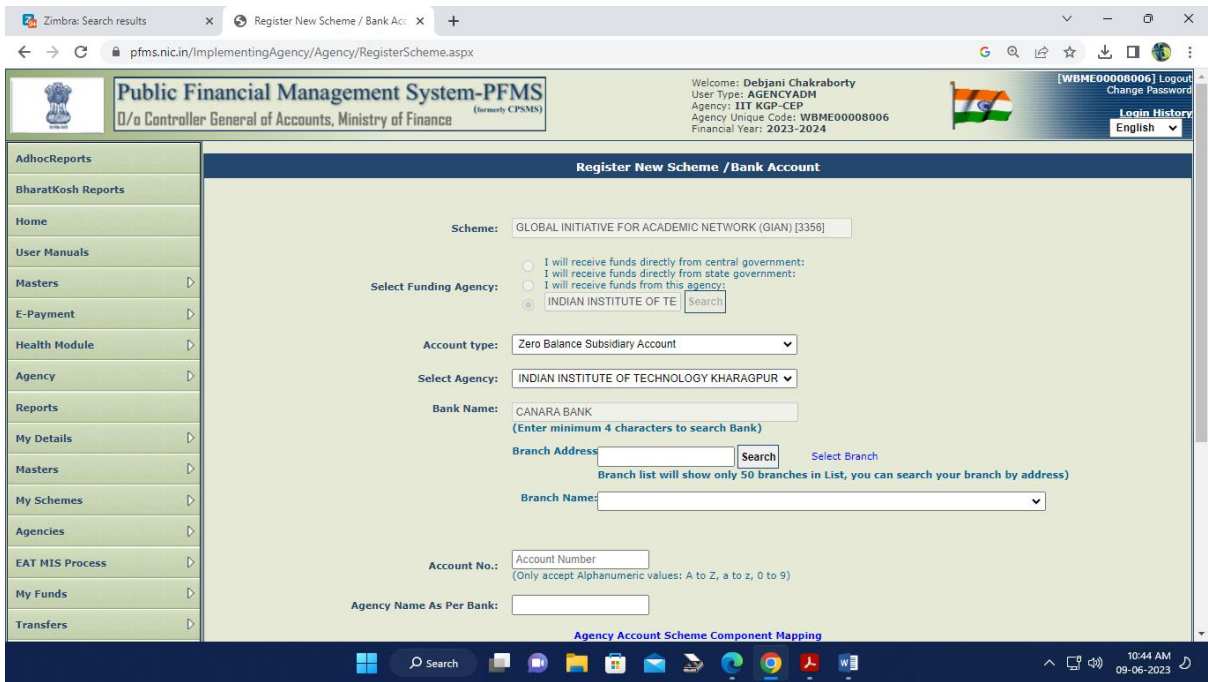
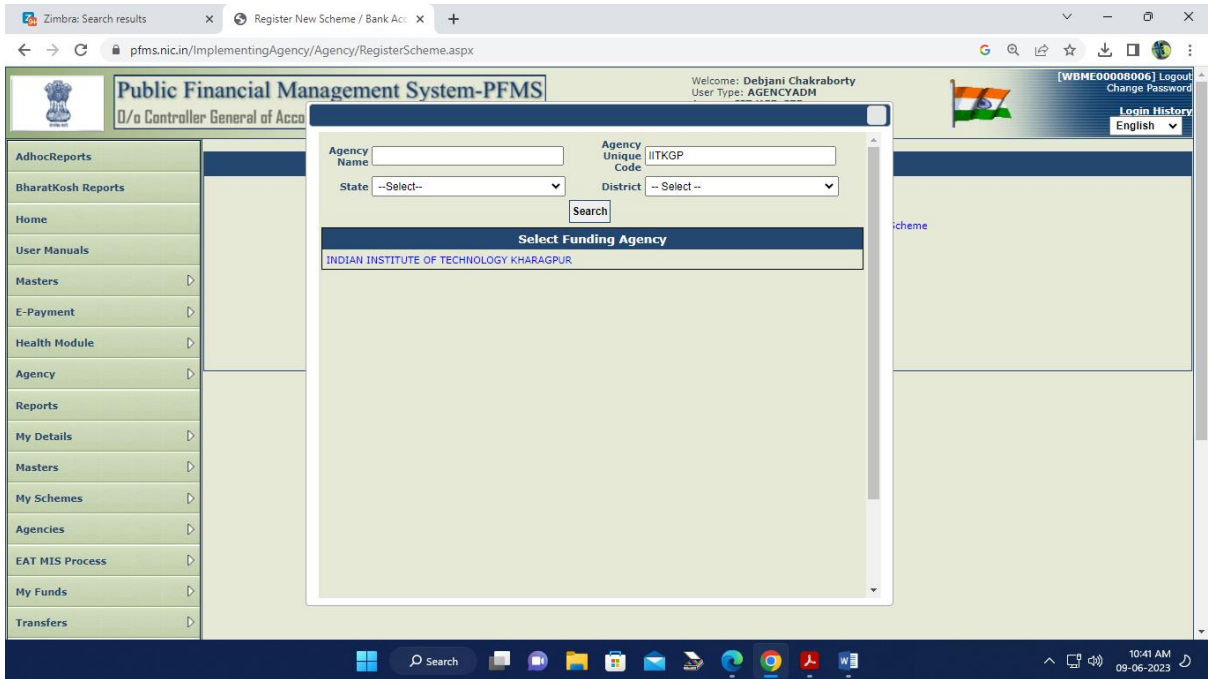
and Clicks on **“Search”** button and

selects the **Funding Agency – “INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR”**

The user Click on **“Check CNA Details”** button, the system auto fill the CNA Bank details. The user then

selects **“Zero Balance subsidiary Account”** option.





The user then

and enters the zero balance subsidiary account number and its branch details.

The user enters the agency name as per bank and selects the scheme components **“bulk”** and clicks on **“Save”** button.

A message **“Scheme Saved Successfully”** is Shown to the user.

Status of the scheme registration will be shown under My Scheme – Manage- Scheme code (3356)- search.

Take the screenshot and send it to the E Mail Id of goutam.bit@adm.iitkgp.ac.in & gian@iitkgp.ac.in

**** Prior to get registration child agencies should ensure that they have opened “ZERO BALANCE SUBSIDIARY ACCOUNT” with Canara Bank as communicated in earlier mail.**