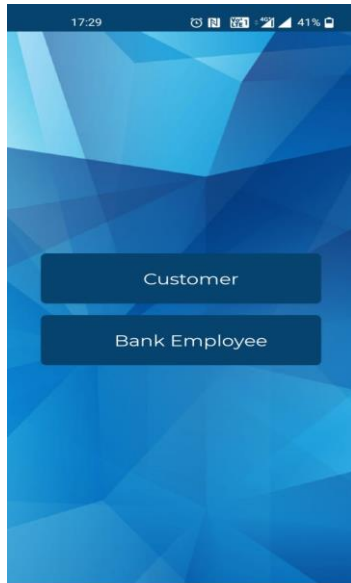




## Odisha Gramya Bank

### POSTIVE PAY SYSTEM (PPS) ON CHEQUE TRUNCATION SYSTEM STANDARD OPERATING PROCEDURE (SOP)

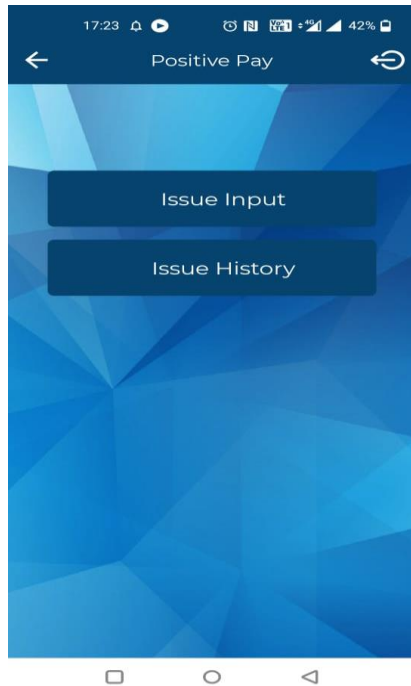
Menu screens and operational guideline for the customers:-



<- After opening the application, this screen will appear and click on 'Customer'



<- Insert mobile number which is registered with the account number and click on login. Receive an OTP for validation. On next screen:



<- Click on 'Issue Input'.

- Select your account number from the drop down list.
- Put the date mentioned in the cheque.
- Write the Payee name to whom you want to pay through the cheque.
- Put the cheque number and amount.
- Transaction code and MICR code will automatically appear.
- Then click on '**ADD TO LIST**'.

17:25 42%

Issue Input

Payee\*

Cheque Number\*

Amount\*

Transaction Code\*

Select One

MICR Code\*

SAN

ADD TO LIST SUBMIT

CHEQUE: 580535  
ACCOUNT: [redacted]  
AMOUNT: 51000  
ISSUE DATE: 02/08/2022  
PAYEE: [redacted]

Pending

<-Then in the below screen verify the details you have entered and click on submit.

17:25 42%

Issue Input

Payee\*

Cheque Number\*

Amount\*

Transaction Code\*

Select One

MICR Code\*

SAN

ADD TO LIST SUBMIT

CHEQUE: 580535  
ACCOUNT: [redacted]  
AMOUNT: 51000  
ISSUE DATE: 02/08/2022  
PAYEE: [redacted]

Pending

Issue Input saved succesfully

CLOSE

<-After successful submission the screen will appear like this.

6:40 PM ET

Issue History

Account Number [Redacted]

Issue Date [Calendar Icon] To Issue Date [Calendar Icon]

Issue Amount To Issue Amount

Cheque Numb... To Cheque Numb...

SEARCH EXPORT

Account Number [Redacted]

Cheque Number	Issue Date
406053	02/10/2022
Status	Amount
Processed by NPCI	10000
Payee	Origination
Satyapal	Manual

Account Number [Redacted]

Cheque Number	Issue Date
506050	10/08/2022

- Then you can go back and see the issue history.
- After the cheque got processed by the Bank, the status will be shown as 'Processed by NPCI'