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OPS	**OPERATING PROCEDURE FOR NDML-KRA DATA ENTRY, SCANNING AND STORAGE PROJECT**	PAGES	
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PURPOSE

- HDFC Bank is transferring all their depository department's Account opening forms and its supporting to NDML-KRA (NSDL Database Management Ltd) which is Key Registration Agency as per regulatory act.
- The records needs to be inventoried, scanned and stored with OEC

SCOPE

This process will be closely monitored and followed at all the warehouses across India. Branch Manager will responsible for the process to be followed at the respective locations.

REFERENCE

NA

RESPONSIBILITY

Manager Operations

PROCEDURE / DESCRIPTION OF ACTIVITIES

1. CS (Customer Service) team creates Permanent Out work order in the system on the request received from authorized person from HDFC bank Depository Department.
2. Warehouse supervisor depute the warehouse assistant for the retrieval of this forms from the respective location. Retrieved forms are read in the system for warehouse confirmation and handover to dispatch team to perm out the forms from the system.
3. *Merge the application forms with the KYC and handover to Data entry department for Inventory. Data entry team to do the inventory in the system as per the format provided by NDML KRA.* These forms are placed in the new universal box with new box bar-code *Data entry,* but file bar-code remains the same. New box number and the count of forms is provided to pick-up team to do the pick-up entry of box and forms in the system.
4. The boxes are handed over to *scanning team for scanning*.
5. Archived boxes are moved to warehouse for storage and images are shared with NDML team in DVD.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA