

# Nepal Rastra Bank Monetary Management Department Baluwatar, Kathmandu

## Citizens Saving Bond Client End User Guide

Application URL/Link: <https://obss.nrb.org.np/saving/>

### 1. Landing Page or Home Page

As soon as the applicant clicks the given link, the following notice appears. The notice displays all the information regarding Citizen Saving Bond (CSB) that has been issued. The information contains serial number, maturity period, offered amount, interest rate, application opening date, application closing date, issue date, maturity date and date of publication of notice. In order to apply for the bond, the applicant must click on **Apply** button, which redirects the applicant to login page.

The screenshot shows the landing page of the Nepal Rastra Bank's online saving bond application system. At the top, there is a blue header with the date "2078-10-22 (Magh/Saturday) | AD 2022-2-5 (February/Saturday)" and links for "Login" and "Register". Below the header is the Nepal Rastra Bank logo. The main content area has a blue navigation bar with "Citizens Bonds" and "Foreign Employment Bonds" and links for "Contact Us", "About Us", and "Terms & Conditions". The page title is "Home". The main heading is "Nepal Rastra Bank Central Office Monetary Management Department Saving Bonds Issue/Application Notices". Below this is a table with the following data:

<input type="checkbox"/>	S.No	CSB S.No	CSB Years	Amount offered (In Crore)	Interest Rate	Date of Issue	Date of Maturity/Payment	Open Date	Close Date	Published Date	Intrest Info	Action
<input type="checkbox"/>	1	1111	5 Year	100.0000	9.0000	2078 Magh 1, Saturday (January 15, 2022)	2084 Ashad 1, Tuesday (June 15, 2027)	2078 Magh 22, Saturday (February 5, 2022)	2078 Magh 27, Thursday (February 10, 2022)	2078 Magh 22, Saturday (February 5, 2022)	Interest is taxable	Apply

At the bottom, there is a blue footer with "2021 © Nepal Rastra Bank. All Rights Reserved" and links for "Home", "About us", "Contact us", "Privacy", and "Terms & condition".

### 2. User Registration

The applicant must then, click on **Register New Account** for the online registration of the application. If the applicant has already registered, the applicant can simply login to proceed ahead. The online registration page is shown below:

## Register Citizens Saving Bonds User

(All the nepali(देवनागरीक) input must be in nepali unicode.)

User Type	First Name	Middle Name	Last Name
--Select any one--	First Name	Middle Name	Last Name
पहिलो नाम(देवनागरीक) *	बीचको नाम(देवनागरीक)	थर (देवनागरीक) *	
पहिलो नाम(देवनागरीक)	बीचको नाम(देवनागरीक)	थर (देवनागरीक)	
District	Municipality	Ward No	
--Select any one--	Select Municipality	Ward No	
Citizenship No	Date Of Birth(BS) YYYY-MM-DD	Phone No	
Citizenship No	YYYY-MM-DD	Phone No	
Mobile No	Email Address	Temp Address	
Mobile No	Email	Address	
बुबाको पहिलो नाम	बुबाको मध्य नाम	बुबाको थर	
बुबाको पहिलो नाम	बुबाको मध्य नाम	बुबाको थर	
आमाको पहिलो नाम	आमाको मध्य नाम	आमाको थर	
आमाको पहिलो नाम	आमाको मध्य नाम	आमाको थर	
पति/पत्नीको पहिलो नाम	पति/पत्नीको मध्य नाम	पति/पत्नीको थर	
जीवनसाथीको पहिलो नाम	जीवनसाथीको मध्य नाम	जीवनसाथीको थर	
हजुरबुबाको पहिलो नाम	हजुरबुबा मध्य नाम	हजुरबुबाको थर	
हजुरबुबाको पहिलो नाम	हजुरबुबा मध्य नाम	हजुरबुबाको थर	
Username	Password	Confirm Password	
@ User Name	Password	Confirm Password	

[Register](#)

- a) The applicant must duly fill all the information of the registration form.
- b) All the information must be filled in the default language (English). But the Applicant's Name (Devnagari) must be filled in Nepali Unicode.
- c) The applicant must first select **User Type** during registration. The applicant can select any of the following **User Type**:
  - i. **Normal** : If the applicant wishes to apply individually.
  - ii. **Minor** : If the applicant wishes to apply on behalf of the minor.
  - iii. **Joint Or/And**: If more than one applicant wishes to apply together.



## 4. Manage CSB User Members

- a) If more than one applicant wishes to apply together, then they can do so by selecting User Type **Joint Or/And**. Once they have completed the registration process through this User Type, the system will ask for the registration of partner members. Applicant can also click on **Manage CSB User Members**, and then add the details of the partner members.

The screenshot shows the 'CSB Joint Or Members' registration form. At the top, there is a navigation bar with links for 'Citizen Saving Bond', 'Foreign Employment Saving Bond', 'Manage Documents', and 'Manage CSB Users Members'. Below the navigation bar, the breadcrumb trail reads 'Home / Citizens Saving Bond Joint Or Members / Add New'. The form itself is titled 'CSB Joint Or Members' and includes a note: '(All the nepali(देवनागरी) input must be in nepali unicode.)'. The form fields are organized into three columns: First Name, Middle Name, and Last Name; पहिलो नाम(देवनागरी) \*, बीचको नाम(देवनागरी), and धर (देवनागरी) \*; District, Municipality, and Ward No; Citizenship No, Date Of Birth(BS) YYYY-MM-DD, and Phone No; Mobile No, Email Address, and Temp Address. Each field has a corresponding input box or dropdown menu.

## 5. Upload Documents

- a) Applicant must upload the copy of their Citizenship as well as all other documents required for the submission of application by clicking on **Manage Document** as shown below.
- b) Applicant must attach these documents by clicking on **Choose File** and then click on **Upload** button.
- c) Applicant can view the uploaded document by clicking on **Click Here to View** button or download it by clicking on **Download** button.

The screenshot shows the 'Upload CSB Documents' page. At the top, there is a navigation bar with links for 'Citizen Saving Bond', 'Foreign Employment Saving Bond', 'Manage Documents', 'Contact Us', 'About Us', and 'Terms & Conditions'. Below the navigation bar, the breadcrumb trail reads 'Home / Manage CSB Documents'. The page displays the user's profile information: '2078-11-26 (Falgun/Thursday) | AD 2022-3-10 (March/Thursday)', 'User Name: SAUNAV SHRESTHA', 'PF No: 11111', and 'User Group: Normal(सामान्य)'. The main content area is titled 'Upload CSB Documents' and contains two rows of document upload fields. The first row is for 'Citizenship Id' and the second row is for 'Nominee Doc'. Each row has a 'Choose File' button, a text box showing 'No file chosen', an 'Upload' button, and a 'Download (pdf)' button.

## 6. View Accepted/Submitted Application

Applicant can view all his/her submitted CSB with application process status by clicking on **Citizen Saving Bond** menu as shown below. They can enlist all the submitted application and all the accepted application by clicking on **All Submitted CSB** and **All Accepted CSB** button.

The screenshot shows the user interface for viewing submitted applications. At the top, there is a header with the date '2078-11-26 (Falgun/Thursday) | AD 2022-3-10 (March/Thursday)', a 'Logout' button, and a settings icon. Below the header, the user's profile information is displayed: 'User Name: SAUNAV SHRESTHA', 'PF No: 11111', and 'User Group: Normal(सामान्य)'. The main navigation bar includes 'Citizen Saving Bond', 'Foreign Employment Saving Bond', and 'Manage Documents'. The breadcrumb trail shows 'Home / CSB Submitted List'. Two buttons are visible: 'All CSB Issues' and 'All Accepted Application'. A table lists three submitted applications with columns for S.No, CSB S.No, CSB Unit, Bank Name, A/C No, Amount (रकम), Certificate Quantity (प्रमाणपत्र थप), Demanded Amount, Approved Amount, Intrest Rate, Auction Intrest, Half Yearly Intrest, and Status. All three applications are in 'Pending Approval' status.

<input type="checkbox"/>	S.No	CSB S.No	CSB Unit	Bank Name	A/C No	Amount(रकम)	Certificate Quantity(प्रमाणपत्र थप)	Demanded Amount	Approved Amount	Intrest Rate	Auction Intrest	Half Yearly Intrest	Status
<input type="checkbox"/>	1	2083ka	5 Year	Machhapuchhre Bank Ltd.	34535	1,000,000.00	2	2,000,000.00	2,000,000.00	9.00	900,000.00	90,000.00	Pending Approval
<input type="checkbox"/>	2	2083ka	5 Year	ABC Nepal	8678686876	200,000.00	1	200,000.00	200,000.00	9.00	90,000.00	9,000.00	Pending Approval
<input type="checkbox"/>	3	2083ka	5 Year	ABC Nepal	8678686876	300,000.00	1	300,000.00	300,000.00	9.00	135,000.00	13,500.00	Pending Approval

## 7. Change Password

Applicant can change their password by clicking on the setting button on the right top end of their account. By clicking on the **Change Password** button, the following page appears. Applicants can simply type the desired password and the click on **Change Password**.

The screenshot shows the 'Change Password' page. The header is identical to the previous page. The user's profile information is shown, and a dropdown menu is open, displaying 'Change Password', 'Profile', and 'Logout'. The breadcrumb trail is 'Home / Change Password'. The main content area contains a form with three input fields: 'Old Password', 'New Password', and 'New Confirm Password'. A blue 'Change Password' button is located at the bottom right of the form.

### Change Password

Old Password

New Password


New Confirm Password

[Change Password](#)

## 8. Reset Password

If the applicant forgot their password, then they can reset their password by clicking on **Forget Password** on the **Log In** Page. They can either type their registered Username or their Email address to reset the password. The system then sends the link to reset the password to their registered email address.

2078-11-26 (Falgun/Thursday) | AD 2022-3-10 (March/Thursday) Logout

 **User Name:** SAUNAV SHRESTHA  
**PF No:** 11111  
**User Group:** Normal(सामान्य) Change Password  
Profile  
Logout

[Citizen Saving Bond](#) [Foreign Employment Saving Bond](#) [Manage Documents](#) [Contact Us](#) [About](#) [Help](#)

[Home](#) / [Change Password](#)

### Change Password

**Old Password**

**New Password**

**New Confirm Password**

[Change Password](#)