

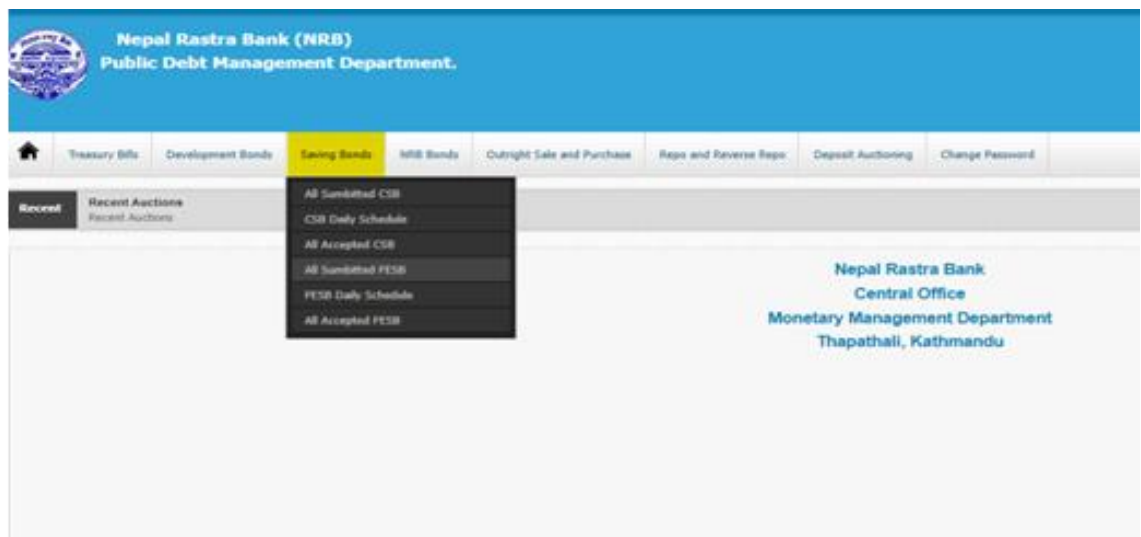
Nepal Rastra Bank
Monetary Management Department
Baluwatar, Kathmandu

Foreign Employment Saving Bond Bank Section User Guide

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

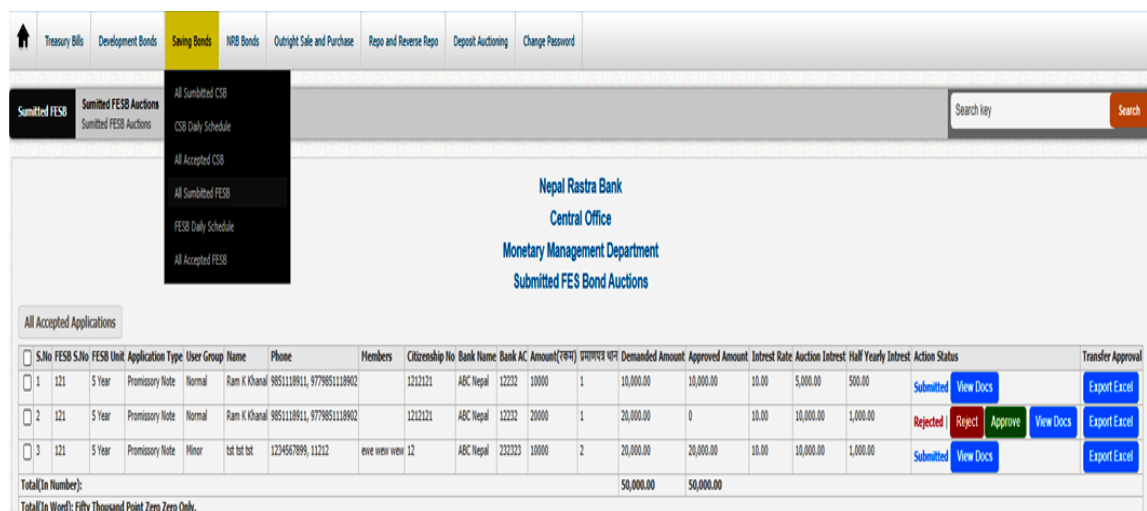
1. Landing Page or Home Page:

Landing Page Navigation menus for saving bonds is shown below.



2. All Submitted Menu:

- a) All the submitted applications are listed in “**All Submitted**” menu in the tab “**Saving Bonds**”. It lists all the FESB applications for further processing as shown in the figure below.
- b) Click the **Saving Bonds > All Submitted FESB**



3. **Application Process and User Roles to Primary Users:**
 - a) Primary users (Maker) have the privilege to **Approve or Reject** the applications and submit the application to the supervisor user for further processing.
 - b) Primary user can review all supportive document attached in the FESB application through **View Docs** action button to verify documents prior to approval or rejection.
 - c) The action buttons are shown in the image above.
 - d) The applicant too, can see their application status. **(Pending Approval or Approved or Rejected)**
 - e) Primary users are responsible for checking the information of the applicant such as their name, personal information, citizenship information, their respective account number and the availability of fund in their account. If the primary user finds the information missing or any other problem in the application, he/she can reject the application and inform the applicant regarding the issue.

4. **Application Process and User Roles to Supervisor User:**
 - a) Click on **“All Submitted FESB”** menu, it list all applied FESB applications, including those approved and rejected by Primary Users.
 - b) Supervisor has the privilege of approving or rejecting the submitted FESB applications.
 - c) Supervisor can review all supportive documents as well, through **View Docs** button to verify documents prior to final approval or rejection of the application.
 - d) The applicants too, can see their application status. **(Pending Approval or Submitted or Rejected)**
 - e) Supervisor must ensure that the information submitted by the applicants are correct, the applied amount is available in the applicant’s bank account and the amount is debited from the applicant’s account prior to final submission of the application.

5. **Final Stage to Commit to NRB & Reporting FESB Daily Schedule :**
 - a) Click on **“FESB Daily Schedule”** menu. It list all submitted FESB applications approved by Supervisor Users.
 - b) Then, Supervisor must select (tick) all the applicants approved by them on the list.
 - c) Upon Selection of the applications, the users must click on **“Commit to NRB”** button for the final submission of the applications.
 - d) Upon final commitment, the application is received by NRB for the allocation of the bonds to the applicants.
 - e) Once **“Commit to NRB”** action is executed, the system automatically prepares **Daily Schedule Report (Anusuchi-3)**.
 - f) Supervisor must then click on **“Export to Excel”** to export **Daily Schedule Report** on the same day of committing the applications to NRB, duly sign the report and sent it to Monetary Management Department.

S.No	FESB S.No	FESB Unit	Application Type	User Group	Applicant Name	Mobile	Portfolio No	Members	Citizenship No	Issued District	Bank Name	Bank AC	Amount(रुम)	Certificate Quantity(प्रमाणपत्र खन)	Demanded Amount	Approved Amount	Intrest Rate	Auction Intrest	Half Yearly Intrest	Date To Report	Reported To NRB
1	121	5 Year	Promissory Note	Normal	Ram K Khanal	985118911	2121		1212121	Baglung	ABC Nepal	12232	10000	1	10,000.00	10,000.00	10.00	5,000.00	500.00	2022-04-02	Yes
2	121	5 Year	Promissory Note	Minor	tst tst tst	1234567899	123455	ewe wew wew	12	Arghakhanchi	ABC Nepal	232323	10000	2	20,000.00	20,000.00	10.00	10,000.00	1,000.00		Yes
Total(In Number):															30,000.00	30,000.00					
Total Amount (In Word): Thirty Thousand Point Zero Zero Only.																					

FESB Daily Schedule Format



Nepal Rastra Bank
Monetary Management Department
FES Bond Daily Schedule(अनुसूची-३)
FESB Sales Amount Details Report(वैदेशिक रोजगार बचतपत्र बिक्री रकमको विवरण)
ABC Nepal
Date: Tuesday, 10th May 2022

सम्पर्क व्यक्तिको नाम तथा फोन नम्बर.....

क्र.स.	एफईए सवी क्र.स.	आवेदनको प्रकार	आवेदकको नाम	सदस्यहरू	प्रयोगकर्ताको समूह	पोर्टफोलियो नं	ठेगाना	नागरिकता नं	जारी भएको जिल्ला	खरिदकर्ताको फोन नं	खरिद रकम रु.	माग भएको प्रमाणपत्र थान
1	121	Promissory Note	Ram K Khanal		Normal	2121	Test	1212121	Baglung	985118911	10,000.00	1
2	121	Promissory Note	tst tst tst	ewe wew wew	Minor	123455	test	12	Arghakhanchi	1234567899	20,000.00	2
TOTAL											30,000.00	3

माथि उल्लेखित वैदेशिक रोजगार बचतपत्र खरिदकर्ताहरूबाट आजका मितिमा प्राप्त कूल रकम रु. 30000 (अक्षरूपी: Thirty Thousand मात्र) त्यस बैंकस्थित हाम्रो खाता नम्बर XXXXXX/०४१/०००-५२४ मा खर्च गरी आवश्यक हिसाब मिलान गर्नुहुन अनुरोध छ।

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अधिकृत

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कार्यालय प्रमुख

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कार्यालयको छाप

नोट

१. नेपाल राष्ट्र बैंकका प्रदेशस्थित कार्यालयहरूले वैदेशिक रोजगार बचतपत्र खरीद वाफतको रकम सिधै वैदेशिक रोजगार बचतपत्र आवदेन खातामा जम्मा गर्नुपर्ने भयकोले उपरोक्तबोमोजिम खाता नम्बर उल्लेख गर्नु पर्दैन।