Application URL/Link: [https://obss.nrb.org.np/pd/](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.
### FESB Daily Schedule Format

#### FESB Daily Schedule Format

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**Nepal Rastra Bank**  
**Central Office**  
**Monetary Management Department**  
**FESB Bond Daily Schedule**

**FESB Sales Amount Details Report**

**ABC Nepal**

**Date:** Tuesday, 10th May 2022

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<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Application Type</th>
<th>User Group</th>
<th>Applicant Name</th>
<th>Province Name</th>
<th>District Name</th>
<th>Bank Name</th>
<th>Bank ACC No</th>
<th>Prorated Amount</th>
<th>Approved Amount</th>
<th>Discount Rate</th>
<th>Auction Interest</th>
<th>Half Yearly Interest</th>
<th>Total Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promissory Note</td>
<td>Normal</td>
<td>Ram K Khanal</td>
<td>Baglung</td>
<td>ABC Nepal</td>
<td>ABC Nepal</td>
<td>2121</td>
<td>1212121</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Promissory Note</td>
<td>Minor</td>
<td>see www www</td>
<td>Arghakhcha</td>
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<td>ABC Nepal</td>
<td>21234565</td>
<td>12345679</td>
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<td>20,000.00</td>
<td>0.00</td>
<td>20,000.00</td>
<td>40,000.00</td>
</tr>
</tbody>
</table>

**Total Amount (Rs.):** 60,000.00

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### Notes

1. The amounts are in Nepalese Rupees (Rs.).
2. The total amount is 60,000.00.

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### Additional Notes

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### Acknowledgement

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### Conclusion

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