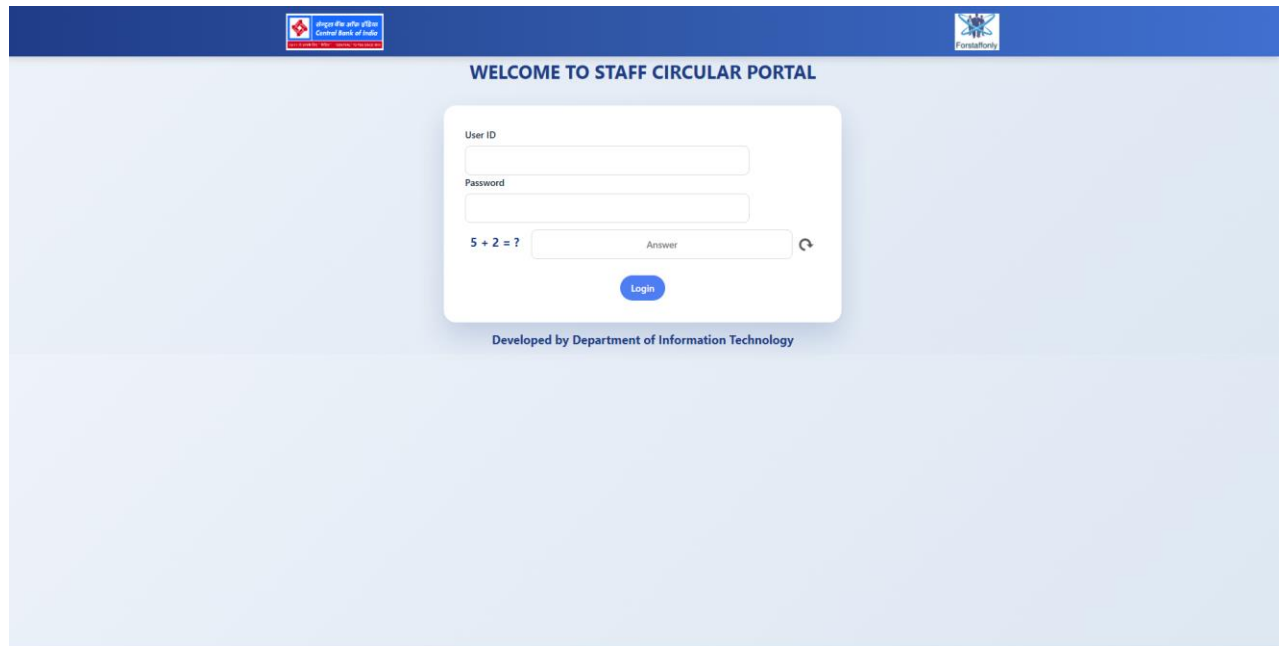


LOGIN

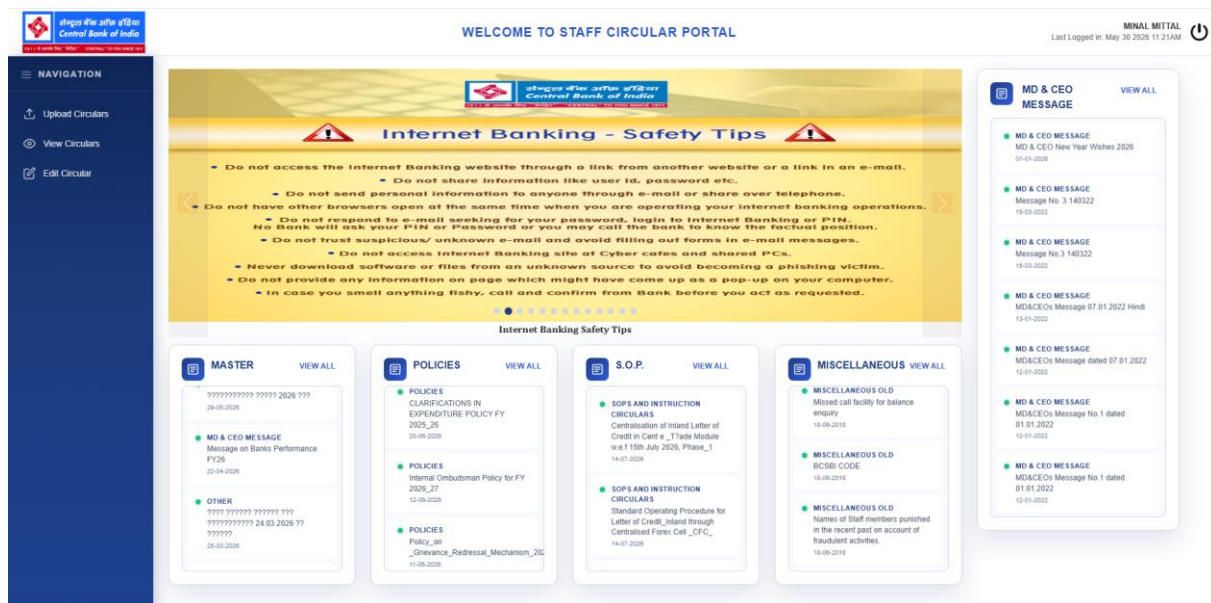


The screenshot shows the login interface of the Staff Circular Portal. At the top, there is a blue header bar with two logos on the left and right. The main heading in the center is "WELCOME TO STAFF CIRCULAR PORTAL". Below this, a white login box contains the following elements: a "User ID" label above a text input field, a "Password" label above another text input field, a CAPTCHA section with the question "5 + 2 = ?" and an "Answer" input field, and a "Login" button at the bottom. A small circular refresh icon is located to the right of the CAPTCHA input field. Below the login box, the text "Developed by Department of Information Technology" is displayed. A large, diagonal watermark reading "In-House Developer" is visible across the lower half of the page.

To login into the staff circular portal enter your 6 digit PF number with AD password, along with the CAPTCHA.

HOME SCREEN

JOB CARD – STAFF CIRCULAR PORTAL



- This is the home screen i.e. the first screen after login.
- Here at the top Photo Gallery is made available.
- The Latest 10 circulars of the category Master, Policies, S.O.P. , Miscellaneous, MD & CEO Message are made available.
- On the left navigation menu is there.
- In the navigation menu, option to upload and edit circular is available only with Central Office.
- Menu to View Circular is made available to all Bank's staff.

UPLOAD CIRCULAR

The screenshot displays the 'STAFF CIRCULAR PORTAL' interface. At the top, there is a header with the portal title and a user profile for 'MINAL MITTAL' who last logged in on May 30, 2026, at 11:21 AM. A navigation sidebar on the left includes options for 'Upload Circulars', 'View Circulars', and 'Edit Circular'. The main content area features the 'UPLOAD CIRCULAR' form, which includes fields for 'CIRCULAR TYPE' (a dropdown menu), 'CAPTION' (a text input), 'VALID FROM' and 'VALID TO' (date pickers), 'LANGUAGE' (radio buttons for English and Hindi), and 'UPLOAD FILE' (a file upload button). An 'Upload Content' button is located at the bottom of the form.

- To upload a circular, firstly the staff must select the circular type, followed by circular sub-type wherever applicable.
- After that they must enter a valid Caption that summarises the purpose of the circular.
- The staff must select the 'From date' and 'To date' from the calendar made available.
- **Please note** that after the 'To date' has passed the circular will automatically be expired.
- The staff has to upload the document before final submitting.

EDIT CIRCULAR



WELCOME TO STAFF CIRCULAR PORTAL

MINAL MITTAL
Last Logged in: May 30 2025 11:21AM

NAVIGATION

- Upload Circulars
- View Circulars
- Edit Circular

CIRCULARS OVERVIEW

21781
TOTAL UPLOADS

19007
ACTIVE

2774
EXPIRED

CONTENT TYPE
ALL

STATUS
ALL

CAPTION
Search by caption...

SEARCH

S.No.	CIRCULAR ID	CAPTION	ACTIVE TILL	CATEGORY	SUB CATEGORY	LANGUAGE TYPE	STATUS	DOWNLOAD	ACTION
1	777	IBA July 2014 IDBT	31-12-2099	IBA Journals	IBA Pre 2020	English	ACTIVE	DOWNLOAD	EDIT DELETE
2	778	Common Rating Sheet	31-12-2099	Retail Schemes		English	ACTIVE	DOWNLOAD	EDIT DELETE
3	779	IC 850 WITHDRAWN	31-12-2099	Retail Schemes		English	ACTIVE	DOWNLOAD	EDIT DELETE
4	780	Process Note	31-12-2099	Retail Schemes		English	ACTIVE	DOWNLOAD	EDIT DELETE
5	781	Letter Of Deposit Of Advance	31-12-2099	Retail Schemes		English	ACTIVE	DOWNLOAD	EDIT DELETE

- To edit a circular, firstly the staff must search for it by selecting the relevant circular type or entering the caption.
- When the staff clicks on the Edit button they are migrated to a screen where the basic details of the circular are pre-filled, they can change them and then re-select the document before final submitting.



WELCOME TO STAFF CIRCULAR PORTAL

MINAL MITTAL
Last Logged in: May 30 2025 11:21AM

NAVIGATION

- Upload Circulars
- View Circulars
- Edit Circular

UPLOAD CIRCULAR

CIRCULAR TYPE*

IBA JOURNALS

TYPE*

IBA PRE 2020

CAPTION*

IBA July 2014 IDBT

VALID FROM*

01/05/2018

VALID TO*

31/12/2099

LANGUAGE*

☒ English
 ☐ Hindi

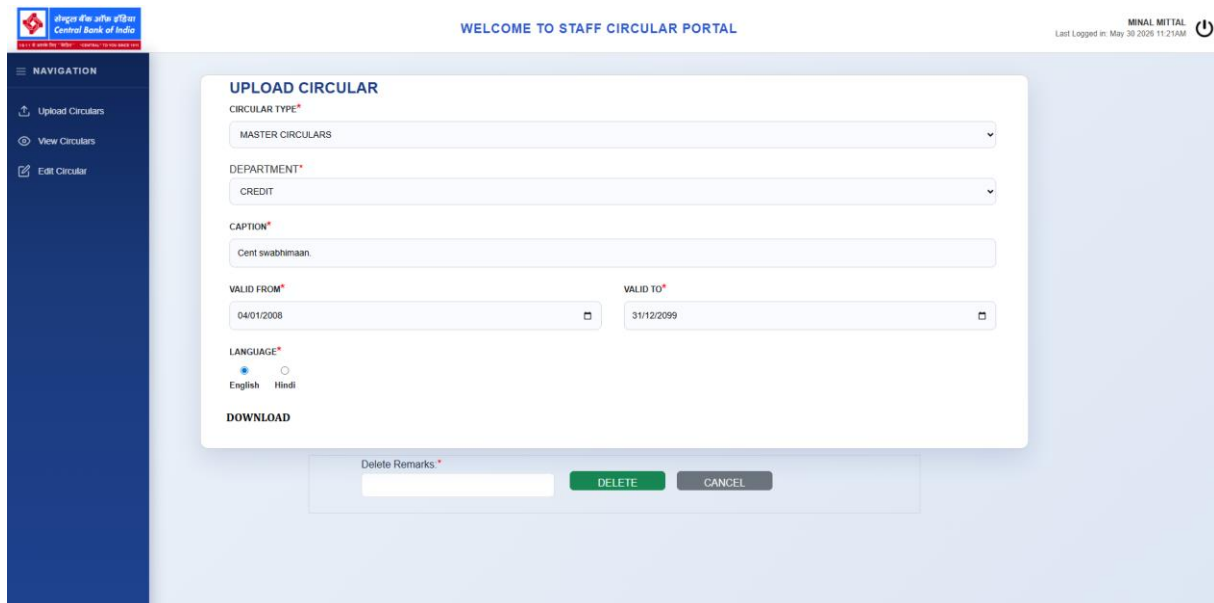
DOWNLOAD

UPLOAD FILE*

Choose File No file chosen

Upload Content

DELETE CIRCULAR



WELCOME TO STAFF CIRCULAR PORTAL

MINAL MITTAL
Last Logged in: May 30 2026 11:21AM

NAVIGATION

- Upload Circulars
- View Circulars
- Edit Circular

DELETE CIRCULAR

CIRCULAR TYPE*
MASTER CIRCULARS

DEPARTMENT*
CREDIT

CAPTION*
Cent swabhimaan.

VALID FROM*
04/01/2008

VALID TO*
31/12/2099

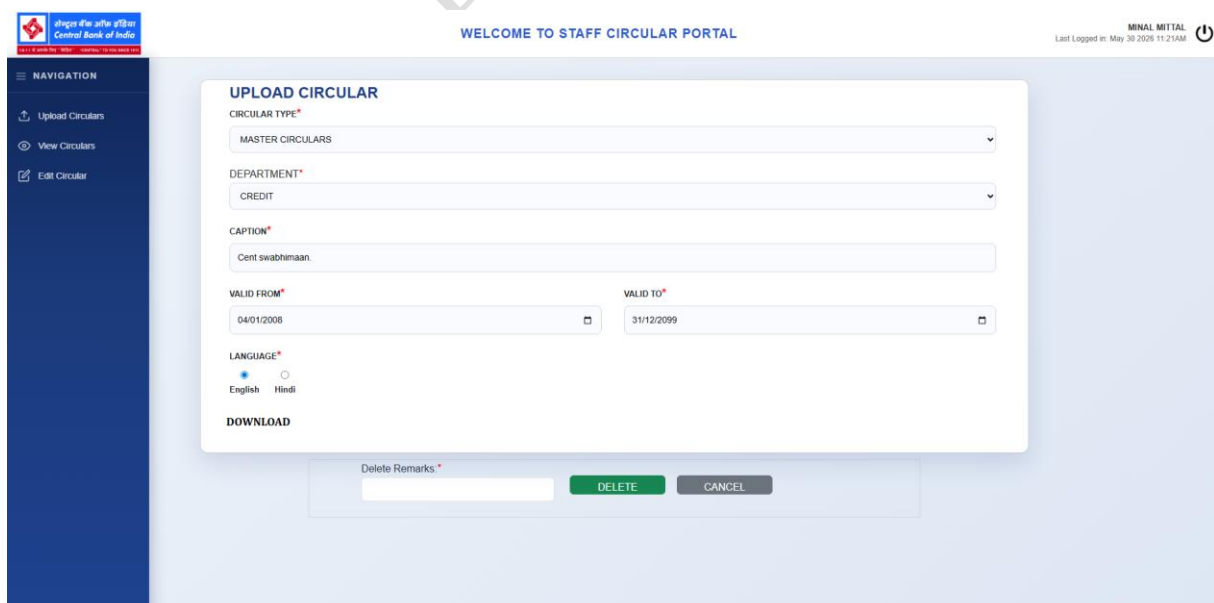
LANGUAGE*
☒ English
 ☐ Hindi

DOWNLOAD

Delete Remarks.*

DELETE CANCEL

- To delete a circular, firstly the staff must search for it by selecting the relevant circular type or entering the caption.
- When the staff clicks on the Delete button they are migrated to a screen where the basic details of the circular are pre-filled then they will have to enter delete remarks before deleting the circular.



WELCOME TO STAFF CIRCULAR PORTAL

MINAL MITTAL
Last Logged in: May 30 2026 11:21AM

NAVIGATION

- Upload Circulars
- View Circulars
- Edit Circular

DELETE CIRCULAR

CIRCULAR TYPE*
MASTER CIRCULARS

DEPARTMENT*
CREDIT

CAPTION*
Cent swabhimaan.

VALID FROM*
04/01/2008

VALID TO*
31/12/2099

LANGUAGE*
☒ English
 ☐ Hindi

DOWNLOAD

Delete Remarks.*

DELETE CANCEL

VIEW CIRCULAR



WELCOME TO STAFF CIRCULAR PORTAL

MINAL MITTAL
Last Logged in: May 30 2025 11:21AM

NAVIGATION

- Upload Circulars
- View Circulars
- Edit Circular

CIRCULARS OVERVIEW

21781
TOTAL UPLOADS

19007
ACTIVE

2774
EXPIRED

CIRCULAR TYPE
MASTER CIRCULARS

DEPARTMENT
COMPLIANCE

STATUS
ALL

CAPTION
quarterly

SEARCH

S.No.	CAPTION	ACTIVE TILL	CATEGORY	SUB CATEGORY	LANGUAGE TYPE	STATUS	DOWNLOAD
1	Quarterly Compliance Gazette for Dec, 2024	31-12-2088	Master Circulars	Compliance	English	ACTIVE	DOWNLOAD
2	Quarterly Compliance Gazette September 2024	31-12-2088	Master Circulars	Compliance	English	ACTIVE	DOWNLOAD
3	Quarterly Compliance Gazette, June 2024	31-12-2088	Master Circulars	Compliance	English	ACTIVE	DOWNLOAD
4	Quarterly Compliance Gazette	31-12-2050	Master Circulars	Compliance	English	ACTIVE	DOWNLOAD

- To view a circular the staff must go to View Circulars menu on the left navigation bar.
- It is a single search menu.
- Here the staff can search the required circular based on various parameters like Circular type, Department, Status and Caption.
- Once the search result is loaded then staff can click on Download option corresponding to the circular of their choice.