



# भारतीय बीमा संस्थान INSURANCE INSTITUTE OF INDIA

'जी' ब्लॉक, प्लॉट नं. सी-46, बान्द्रा - कुर्ला संकुल, बान्द्रा (पूर्व), मुंबई - 400 051.  
'G' Block, Plot No. C-46, Bandra - Kurla Complex, Bandra (East), Mumbai - 400 051.  
Phone : 022 - 26544200 • Website : [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com)

Date: 14<sup>th</sup> December, 2012.

All Associated Institutes,

Re: Study Courses related jobs on portal.

Our web portal for study courses is now fully functional. It has been decided that henceforth, the following jobs will be done through the web portal only.

1. Indent for study Courses.
2. Follow-up of Indent.
3. Counter sale at your end.
4. Web portal generated stock statement.

The procedure to be followed is given in the following annexure's. These instructions come into force immediately.

Annexure I - User Manual.

Annexure II - Flow chart of each process.

Annexure III - Screen-shots of various processes.

Please note the following points carefully:

1. We have entered the stock position of 30<sup>th</sup> September 2012 after reconciling your statement with our system record (after solving all discrepancies). We have also entered the stock which we have supplied to your institute after 30<sup>th</sup> September 2012 to till date (if we have attended any of your indents).
2. You have to record the entry of sold books from 1<sup>st</sup> October 2012 to till date as per your record. (Please enter subject wise single entry for fast updation).
3. You are requested to do physical stock checking after recording your sale. After that the stock on hand and the stock as per portal should match. In case, if there is any discrepancy you need to investigate the matter. In case you find any error from our side, kindly revert immediately.
4. During this quarter (from October 2012 to December 2012) the old and new version of IC 22, 24, 26, 45 & 46 (English & Hindi) books are sold. Kindly take a note of this, we have created two different ID's to show two separate stock items.

For Eg: IC (22) - Life Insurance Underwriting - for new version.

IC (22) - Life Insurance Underwriting (old) - for old version.

For updating the sale of old IC 22, please select the subject in which (old) is written which will update the sale of old one.

....Contd.



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'जी' ब्लॉक, प्लॉट नं. सी-46, बान्द्रा - कुर्ला संकुल, बान्द्रा (पूर्व), मुंबई - 400 051.  
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5. From quarter ending December 2012, you need not send us physical statement of stock. We will be downloading your statement from the portal. You are required to remit the net sale proceed (after discount of 15%) to I.I.I through CMS by 5<sup>th</sup> of the month following the close of the quarter. i.e. sale of 30<sup>th</sup> June remittance to be sent by 5<sup>th</sup> July and so on.
6. In case, if you are exceeding your credit limit, the portal may not allow you to indent for further books. For creating the margin you may remit the sale proceed without waiting for the quarter end. After updating the receipt of remittance in the system, the system will enable you to indent for fresh stock to that extent.

Please take up the job immediately so that December 2012 statement can be downloaded from the portal on 1<sup>st</sup> of January 2013.

For any query please contact:-

| Concern Person   | Contact details | E-mail id  |
|------------------|-----------------|--|
| Vinita V. Sarang | 022-26544255    | <a href="mailto:rajeshirke@iii.org.in">rajeshirke@iii.org.in</a>             |
| Disha D. Diwale  | 022-26544236    | <a href="mailto:ambekar@iii.org.in">ambekar@iii.org.in</a>                   |
| Direct line (SC) | 022-26541168    | <a href="mailto:iii_studycourses@iii.org.in">iii_studycourses@iii.org.in</a> |

Yours faithfully,

(Pratibha Mehta)  
Secretary - Study Courses.

**Encl:**

1. Annexure I - User Manual.
2. Annexure II - Flow chart of each process.
3. Annexure III - Screen-shots of various processes.

## User Manual.

| Sr. No                        | Links                                     | Its Usage   |
|-------------------------------|---|---|
| 1.                            | <b>Apply for E-learning</b>               | This is for introducing the candidates for e-learning module. For more details please refer our Examination Handbook. E-learning is introduced only for licentiate level.   |
| 2.                            | <b>Price-list</b>                         | This is for downloading the latest price-list of books with its edition.  |
| 3.                            | <b>Request for Study material</b>         | This is for Indenting /ordering the books from I.I.I. This will be the only process for acquiring the stock for your institute. This will also automatically update the records in the stock statement, at both ends i.e. at I.I.I & at A.I.I. (No e-mails or phone-calls / hard copy of indent will be entertained). |
| 4.                            | <b>Study Material Dispatch Status</b>     | This is for checking the status of the ordered books. After updation in the lined up orders, you can see the dispatch details.  |
| 5.                            | <b>Counter Sale</b>                       | This is for recording the sale of books at your end and also issuing the webportal generated receipt to the candidate. This will also automatically update the records in the stock statement at both ends.   |
| 6.                            | <b>Purchase Online</b>                    | If the stock is not available at your end, you can advise the candidate to purchase books through online (by paying through debit or credit card / net banking).  |
| <b>Reports for Institutes</b> |   |   |
| 7a)                           | <b>Counter Sale - Transaction Details</b> | In this report, you can see the daily transactions of books with its details.   |
|                               |   | It will help you to maintain and reconcile the daily transactions with the cash at counter and stock in hand.   |
|                               |   | It will facilitate to maintain a proper track on physical stock at your institute with the details  |

|     |  |   |
|-----|--|---|
|     |  | on portal.  |
| 6b) | <b>Institute Stock Summary</b>           | In this report, you can see the status of stock statement with its details at any given point of time.  |
|     |  | This will eliminate the need for preparation of stock statement henceforth.   |
|     |  | Receipt of net sale at our end will extend the credit limit immediately (increase the purchasing power).  |
|     |  | At any point of time, you can see the total sale value and remit us the net sale amount. (After deducting 15% discount on total sale value). For remitting the net sale to I.I.I you need not wait for the quarter to end. You can remit the amount on monthly basis too. |
| 6c) | <b>Letter for remitting sale proceed</b> | Here you can download the ready letter for remitting the sales proceed for the selected period (as per your requirement).   |

## Flow chart of each process

**Request for Study material -**

Login → Go to Study Material link → Go to Request for Study Material → Select Courses title and its language from the drop box (the fields are mandatory) → Current stock position of the select book at your end will appear automatically → Rate per copy is by default → Enter no. of copies required → After selecting the study material, it will check the availability at I.I.I → Total amount will appear automatically → The pop-up window will show your remaining credit limit → Click on **Add Course to request** for next book and so → Use "delete" option to change / correct the request, if required → Every time you have to add the course to request for creating your order list → After completing the selection of books click to "Order" → Take print of the Order or Save the file for your further reference.

**Study Material Dispatch Status -**

Login → Go to Study Material link → Got to Study Material Dispatch Status → Enter Reference ID/ Order No. and click on Search Button → You will see the dispatch details → Track the consignment on the postal site using the barcode appearing on the screen. (shown on the screen-shot of Pg no.6 on bottom line)

**Counter Sale -**

Login → Go to Study Material link → Go to Counter Sale → Enter Registration ID or Name of the Candidate → Select type "Study Course" from the drop box → Select Study Material and its language from the drop box → After selecting the study material it will check the availability at your place → Enter no. of copies for the above selected book → Total Cost will be generated automatically → Click on "Add to selection" → Use "delete" option to change / correct the request, if required → Select "Mode of Payment" from the drop box → If selected "Demand Draft" enter D.D. no and select the D.D date → Click "Proceed" to complete the transaction and generate receipt → Click on print button

## Reports for Institutes -

### Counter Sale - Transaction Details

Login → Go to Study Material link → Go to Reports for Institutes → Select the required date range and Click on Search button. → The report will be generated as shown in the screen-shots on Pg. no.8 → If, needed export to excel

### Institute Stock Summary

Login → Go to Study Material link → Go to Reports for Institutes → Select the required date range and Click on Search button. → The report will be generated as shown in the screen-shots on Pg. no.9 → If, needed export to excel → After exporting to excel, you will see the report shown on Pg no.11

**Note:** Page.nos mentioned above is of the User Manual (enclosed to this copy).

### Letter for Remittance

Login → Go to Study Material link → Go to Letter for Remittance → Select the required date range and Click on Search button. → The letter will be generated in PDF file in another tab (Screen-shot not provided as it is under construction) → Make the payment through CMS Account → Enclose the CMS Slip to this letter and despatch to I.I.I office.

# Study Courses Deptt

## Web Portal User Manual for Associated Institutes.

Please follow the steps given below:

Log on to website: Click here [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) .  
(Site is compatible with Internet Explorer, Mozilla Firefox and Google Chrome).



After opening the site, [Sign In](#) for login to your institute account.  
(For login please enter the username and password which is already forwarded to you for Exam Registration).  
Kindly use the same for Study Courses)



For Study Courses you have to operate through [Study Material](#) link.  
Following is the procedure and operations through available screen.



Description of User Manual and Screen-shots of web portal screens are enclosed for reference.



**1) For information:** Candidates who want to purchase books by paying through debit / credit card can apply through this gateway.

**2) For information:** Candidates who want to apply for E-learning by paying through debit / credit card can apply through this gateway.

**3) Link for soft copy of Price-list can be downloaded.**

**4) Link for counter sale of your institute.**

**5) Link for checking the dispatch status of order study material.**

**6) Link for placing order / indent from Associated Institute to I.I.I.**

**7 a) Link for the report of counter sale of your institute (Day wise report of sold**

**7 b) Auto generated stock statement of your institute.**

**Request for Study Material.** Following screen will be opened naming Study Material Request from Institutes.

The screenshot shows a web browser window with the URL <https://www.insuranceinstituteofindia.com/web/guest/request-for-study-material>. The page header includes the date "Friday, November 16, 2012" and a welcome message "Welcome AMRAVATI Insurance Institute". The main navigation menu contains links for Home, About us, Examinations, FAQs, Contact us, Affiliates, Exam Registration, Study Material, Sitemap, Help Desk, and Circulars. The "Study Material" link is highlighted.

The "Study Material Request From Institutes" form is displayed, with the following fields and instructions:

- Course Title:\*** A dropdown menu with "----Select-----" and a downward arrow.
- Language:\*** A dropdown menu with "----Select-----" and a downward arrow.
- Current Stock Position:\*** A text input field.
- Rate Per Copy:** A text input field.
- Number of Copies Required:\*** A text input field.
- Total Amount(INR):** A text input field.
- Add Course to request:** A button.


Five numbered callouts provide instructions for using the form:

- 1) For ordering the books you have to select Course Title and language.
- 2) Current Stock Position & Rate per copy will be generated automatically for your reference. Current Stock Position will show stock in hand with your institute.
- 3) Enter the no. of copies required to order for the above selected books.
- 4) Through this you can add the above selected book to your order list.
- 5) Total Amount (INR) will be generated automatically. (Rate per copy x Number of copies Required).

Vinita Sarang - Outlook Web / x Request For Study Material - x

https://www.insuranceinstituteofindia.com/web/guest/request-for-study-material

Vinita Sarang - Outloo... Webmail Login Home - College Of Ins... Home - Insurance Inst... IRCTC Online Passeng... Personal Banking | Int... India Post | Home

 भारतीय बीमा संस्थान  
INSURANCE INSTITUTE OF INDIA

Reset Passwo

Home About us Examinations FAQs Contact us Affiliates Exam Registration Study Material Sitemap Help Desk Circulars

Useful Links Reports

Study Material Request From Institutes AMRAVATI Insurance Institute

\* Fields are Mandatory

Course Title:\* -----Select-----

Language:\* -----Select-----

Current Stock Position:\*

Rate Per Copy:

Number of Copies Required:\*

Total Amount(INR):

Add Course to request

Your Current Selection

| Subject  | Language | No. of Copies | Total Cost per subject |        |
|--|----------|---------------|------------------------|--------|
| (24) Legal Aspects of Life Assurance   | English  | 10            | 1300                   | Delete |
| (11) Practice of General Insurance (Licen/CIS/Specialised fire/marine /Act.) | English  | 10            | 1500                   | Delete |
| Total Amount   |          |               | 2800                   |        |

Order Cancel Order

Study M... Associate Institute (U... 12:26 PM

2) If you have wrongly selected any book you can **delete** the same from Your Current Selection.

1) The books which you have selected for indent /order can be seen below in Your Current Selection.

2) After selecting the required books you have to click to **Order** for placing the order to I.I.I. on portal. In any point of time, if you don't want to proceed you can click to **Cancel Order** and clear the selection.

**Note:** Credit Limit is activated in above procedure of requesting or indenting for study material to I.I.I. Below is the screenshot of pop-up window showing Credit limit.

**Study Material Request From Institutes** AMRAVATI Insurance Institute  
\* Fields are Mandatory

Course Title:\* (24) Legal Aspects of Life A

Language:\* English

Current Stock Position:\*

Rate Per Copy:

Number of Copies Required:\*

Total Amount(INR): 1300

**Your Current Selection**

| Subject  | Language | No. of Copies | Total Cost per subject |        |
|--|----------|---------------|------------------------|--------|
| (11) Practice of General Insurance (Licen/CIS/Specialised fire/marine /Act.) | English  | 10            | 1500                   | Delete |
| Total Amount   |          |               | <b>1500</b>            |        |

Order Cancel Order

The page at https://www.insuranceinstituteofi...  
Your's Remaining Credit Limit is 90000  
OK

Press OK to proceed. Credit Limit varies from Institute to Institute and fixed as per your performance.

# Study Material Dispatch Status

Thursday, November 29, 2012 Welcome AMRAVATI Insurance Institute

Search:  Sign Out

Reset Password

Home About us Examinations FAQs Contact us Affiliates Exam Registration Study Material Sitemap Help Desk Circulars

Search By ::  
Reference ID:- Candidate ordered through Direct Sale.  
Registration ID:- Candidate ordered through Paper enrollment.  
Order No:- For Both Direct Sale / Paper Enrollment.

Reference ID / Order No:  Registration ID:

| Reference Id                   | Registration Id | Name   |                      |                 |                    |                        |                            |
|--------------------------------|-----------------|--|----------------------|-----------------|--------------------|------------------------|----------------------------|
| 1000015958                     |                 | AWADHESH KUMAR MANJHI                          |                      |                 |                    |                        |                            |
| Subject                        | Language        | Ordered Copies (Not applicable for E-learning) | Sub Total Cost (INR) | Delivery Status | Mode of Dispatch   | Dispatch Reference No. | Dispatch Date (dd-mm-yyyy) |
| 1 (77) Engineering Insurance   | English         | 1  | 130                  | dispatched      | Speed Post-Parcels | EM934739413IN          | 01-08-2012                 |
| 2 (78) Miscellaneous Insurance | English         | 1  | 130                  | dispatched      | Speed Post-Parcels | EM934739413IN          | 01-08-2012                 |
| Payment Status                 |                 |  | Paid Successful      |                 |                    |                        |                            |

Dear candidate please enter barcode number to get status of your study couress odered by visiting <http://www.indiapost.gov.in>

Enter the Reference ID generate on the receipt after placing the order to I.I.I. And Click on Search button to generate the status.

You can see the dispatch details generated on the screen. With this details you can track the details on the below given site.

# Counter Sale. Following screen will be opened naming Counter Sale.

Saturday, November 17, 2012 Welcome AMRAVATI Insurance Institute

INSURANCE INSTITUTE OF INDIA भारतीय बीमा संस्थान INSURANCE INSTITUTE OF INDIA

Search:  [Sign Out](#)

[Home](#) [About us](#) [Examinations](#) [FAQs](#) [Contact us](#) [Affiliates](#) [Exam Registration](#) [Study Material](#) [Sitemap](#) [Help Desk](#) [Circulars](#)

[Useful Links](#) [Reports](#)

**Counter Sale** AMRAVATI Insurance Institute  
\* Fields are Mandatory

Registration Id:   
(TO GET DETAIL FROM DATABASE)

Name:\*

**Enter Study Material/Miscellaneous Payment Details/Associated Institutes.**

Select Type:\*

Study Material Selection:\*

Language:\*  Availability of Stock: Available

Number Of Copies(Not applicable for Elearning):\*

Total cost(INR):

**Your Current Selection**

| Subject               | Language | No. of Copies | Total Cost per subject |                                       |
|-----------------------|----------|---------------|------------------------|---------------------------------------|
| (27) Health Insurance | English  | 1             | 130                    | <input type="button" value="Delete"/> |
|                       |          |               | Total Amount(INR)      | 130                                   |

Mode of Payment:

DD Number  DD Date(dd-mm-yyyy)

**1) You can get registered candidates details by entering Reg. ID. Or by keying Name.**

**2) To order multiple books at a time, you need to add to selection.**

**3) If you have wrongly selected any book you can delete the same from Your Current Selection.**

**4) Mode of Payment to be selected by Demand Draft / Cash.**

**5) If Demand Draft given you can enter the D.D details.**

**6) Date of D.D to be selected.**

**7) By clicking, you will proceed to generate receipt which you have to give to the concern person.**

We have provided you two reports to generate on web portal for study material. In following link - Study Material - Reports for Institutes - 1) Counter Sale - Transaction details. 2) Institute Stock Summary.

1) Counter Sale - Transaction details - Summary of Transaction of Books Report.

1) After selecting **DATE RANGE** click on **"Search"** button to generate the report.

2) You can download and save in excel file and take the print of the

**Instruction:** This report will help you to get the daily / monthly status or status from any date range of the transaction (the books which are sold on counter of your institute) the entry which you record on portal by giving portal generated receipt.

| Sr.No | ReferenceId | Candidate Receipt no.(Order no.) | Transaction Date | Name          | Address Line1                | Address Line2        | Address Line3 | City   | PinCode | State       | Country | Email Id          | Mobile No  | Total Qty | Total Amount |
|-------|-------------|----------------------------------|------------------|---------------|------------------------------|----------------------|---------------|--------|---------|-------------|---------|-------------------|------------|-----------|--------------|
| 1     | 1000026494  | 96200868                         | 02-11-2012       | Keshav Jadhav | vanlfgn                      | vadfngj'             | Dombviali     | Thane  | 421201  | Maharashtra | India   | vaidya@iii.org.in | 9819808950 | 1         | 150          |
| 2     | 1000026567  | 95069670                         | 05-11-2012       | Keshav Jadhav | Insurance Institute of India | Bandra Kurla Complex | Bandra        | Mumbai | 400051  | Maharashtra | India   | vaidya@iii.org.in | 9819808950 | 1         | 150          |

## 2) Counter Sale - Transaction details - Institute Stock Summary.

1) After selecting DATE RANGE click on "Search" button to generate the report.

| S.No | Institute ID | Subject ID | Subject Name   | Language | Opening Stock | Inward Stock | Outward Stock | Closing Stock |
|------|--------------|------------|--|----------|---------------|--------------|---------------|---------------|
| 1    | 212          | 1          | (01) Principles of Insurance (Licen/CIS/Specialised fire/marine /Act.)       | English  | 0             | 10           | 1             | 9             |
| 2    | 212          | 1          | (01) Principles of Insurance (Licen/CIS/Specialised fire/marine /Act.)       | Hindi    | 0             | 0            | 0             | 0             |
| 3    | 212          | 2          | (02) Practice of Life Assurance (Licen/CIS)                                  | English  | 0             | 0            | 0             | 0             |
| 4    | 212          | 2          | (02) Practice of Life Assurance (Licen/CIS)                                  | Hindi    | 0             | 0            | 0             | 0             |
| 5    | 212          | 11         | (11) Practice of General Insurance (Licen/CIS/Specialised fire/marine /Act.) | English  | 0             | 10           | 1             | 9             |
| 6    | 212          | 11         | (11) Practice of General Insurance (Licen/CIS/Specialised fire/marine /Act.) | Hindi    | 0             | 0            | 0             | 0             |
| 7    | 212          | 14         | (14) Regulation Insurance Business   | English  | 15            | 10           | 0             | 25            |
| 8    | 212          | 14         | (14) Regulation Insurance Business   | Hindi    | 0             | 0            | 0             | 0             |
| 9    | 212          | 21         | (21) Information Technology  | English  | 0             | 0            | 0             | 0             |
| 10   | 212          | 21         | (21) Information Technology  | Hindi    | 0             | 0            | 0             | 0             |
| 11   | 212          | 22         | (22) Life Assurance Underwriting   | English  | 0             | 0            | 0             | 0             |
| 12   | 212          | 22         | (22) Life Assurance Underwriting   | Hindi    | 0             | 0            | 0             | 0             |
| 13   | 212          | 23         | (23) Application of Life Assurance   | English  | 0             | 0            | 0             | 0             |
| 14   | 212          | 23         | (23) Application of Life Assurance   | Hindi    | 0             | 0            | 0             | 0             |
| 15   | 212          | 24         | (24) Legal Aspects of Life Assurance   | English  | 0             | 0            | 0             | 0             |
| 16   | 212          | 24         | (24) Legal Aspects of Life Assurance   | Hindi    | 0             | 0            | 0             | 0             |
| 17   | 212          | 25         | (25) Life Insurance Administration   | English  | 0             | 0            | 0             | 0             |
| 18   | 212          | 25         | (25) Life Insurance Administration   | Hindi    | 0             | 0            | 0             | 0             |
| 19   | 212          | 26         | (26) Life Assurance finance  | English  | 0             | 0            | 0             | 0             |
| 20   | 212          | 26         | (26) Life Assurance finance  | Hindi    | 0             | 0            | 0             | 0             |
| 21   | 212          | 27         | (27) Health Insurance  | English  | 15            | 0            | 0             | 15            |
| 22   | 212          | 27         | (27) Health Insurance  | Hindi    | 0             | 0            | 0             | 0             |
| 23   | 212          | 28         | (28) Foundation of Actuarial Science (Life)                                  | English  | 0             | 0            | 0             | 0             |
| 24   | 212          | 31         | (31) Insurance Salesmanship - For CIS/Agents only. No credit for             | English  | 0             | 0            | 0             | 0             |

Contd....

[Reset Password](#)

[Useful Links](#) | [Reports](#)

|    |     |     |  |         |   |   |   |   |
|----|-----|-----|--|---------|---|---|---|---|
| 71 | 212 | 74  | (74) Liability Insurance   | Hindi   | 0 | 0 | 0 | 0 |
| 72 | 212 | 77  | (77) Engineering Insurance   | English | 0 | 0 | 0 | 0 |
| 73 | 212 | 77  | (77) Engineering Insurance   | Hindi   | 0 | 0 | 0 | 0 |
| 74 | 212 | 78  | (78) Miscellaneous Insurance   | English | 0 | 0 | 0 | 0 |
| 75 | 212 | 78  | (78) Miscellaneous Insurance   | Hindi   | 0 | 0 | 0 | 0 |
| 76 | 212 | 79  | (79) Liability and Engineering Insurance                                       | English | 0 | 0 | 0 | 0 |
| 77 | 212 | 79  | (79) Liability and Engineering Insurance                                       | Hindi   | 0 | 0 | 0 | 0 |
| 78 | 212 | 81  | (81) Mathematical Basis of Life Assurance                                      | English | 0 | 0 | 0 | 0 |
| 79 | 212 | 82  | (82) Statistics  | English | 0 | 0 | 0 | 0 |
| 80 | 212 | 83  | (83) Group Insurance & Retirement Benefit Scheme                               | English | 0 | 0 | 0 | 0 |
| 81 | 212 | 85  | (85) Reinsurance   | English | 0 | 0 | 0 | 0 |
| 82 | 212 | 86  | (86) Risk Management   | English | 0 | 0 | 0 | 0 |
| 83 | 212 | 87  | (87) Law and Economics   | English | 0 | 0 | 0 | 0 |
| 84 | 212 | 88  | (88) Marketing and Public Relations  | English | 0 | 0 | 0 | 0 |
| 85 | 212 | 89  | (89) Management Accounting   | English | 0 | 0 | 0 | 0 |
| 86 | 212 | 90  | (90) Human Resources Management  | English | 0 | 0 | 0 | 0 |
| 87 | 212 | 92  | (92) Actuarial Aspects of Product Development                                  | English | 0 | 0 | 0 | 0 |
| 88 | 212 | 97  | (97) Legal Aspects of Industrial Relations                                     | English | 0 | 0 | 0 | 0 |
| 89 | 212 | 98  | (98) Advanced Information Technology   | English | 0 | 0 | 0 | 0 |
| 90 | 212 | 99  | (99) Asset Management  | English | 0 | 0 | 0 | 0 |
| 91 | 212 | 100 | (A-01) Foundation CAS-I  | English | 0 | 0 | 0 | 0 |
| 92 | 212 | 102 | (A-02) Foundation CAS-II   | English | 0 | 0 | 0 | 0 |
| 93 | 212 | 103 | (A-03) Basic Ratemaking (Comp. Actuarial)                                      | English | 0 | 0 | 0 | 0 |
| 94 | 212 | 104 | (A-04) Estimating Unpaid Claim using basic Techniques(Comp. Actuarial)         | English | 0 | 0 | 0 | 0 |
| 95 | 212 | 105 | (S-01) Principles & Practice of General Insurance & Survey and Loss Assessment | English | 0 | 0 | 0 | 0 |
| 96 | 212 | 113 | (101) Insurance Broking  | English | 0 | 0 | 0 | 0 |

XLS

2) You can download and save in excel file and take the print of the report.

### **Details of Institute Stock Summary:**

- 1) The opening stock as on 30<sup>th</sup> September 2012 is uploaded by I.I.I.
- 2) The indent raised till date will be entered by I.I.I.
- 3) For Eg. Below is the stock summary which will generate on portal and after exporting to excel in will view as follows:

| S<br>N | Institute<br>ID | Subject<br>ID | Subject<br>Name | Language | Rate | Opening<br>Stock | Opening<br>value | Inward<br>Stock | Inward<br>value | Sub-<br>total<br>Stock | Sub-<br>total<br>Value | Outward<br>Stock | Outwar<br>d value | Closing<br>Stock | Closin<br>g<br>value |
|--------|-----------------|---------------|-----------------|----------|------|------------------|------------------|-----------------|-----------------|------------------------|------------------------|------------------|-------------------|------------------|----------------------|
|        |                 |               |                 |          |      |                  |                  |                 |                 |                        |                        |                  |                   |                  |                      |
|        |                 |               |                 |          |      |                  |                  |                 |                 |                        |                        |                  |                   |                  |                      |
|        |                 |               |                 |          |      |                  |                  |                 |                 |                        |                        |                  |                   |                  |                      |
|        | Total           |               |                 |          |      |                  |                  |                 |                 |                        |                        |                  |                   |                  |                      |

- 4) The other adjustment entries for respective institutes account on portal will be done by I.I.I. Like – Books returned to I.I.I, Short dispatch of books, Loss in transit etc.

### **Letter for Remittance of Sale Proceeds:**

We have developed a ready format of letter for sending us the sale proceeds. You are required to pay the amount through CMS Account and send us the CMS Slip enclose to this letter. This link will be provided under Study Material link after link of Reports for the Institutes.