Software Requirements Specification (SRS) for Member Relief Fund Disbursal System

Contents

1. Introduction

1.1 Purpose

This document outlines the software requirements for a system designed to disburse the Member Relief Fund to members of cooperative societies suffering from specific diseases. The system facilitates application submission with required documents, ration card-based eligibility verification via API, application processing, and fund disbursal.

1.2 Scope

The software will support the following functionalities:

- OTP-based user authentication.

- Application submission with mandatory documents (medical certificate, Aadhar card, ration card).

- Two types of applications can be submitted:

  o Type 1 -Applications by the deseased members of cooperative societies.

  o Type 2 - Applications on behalf of minor children of deceased members.

- Eligibility verification via API integration with the Civil Supplies Department's ration card database.

- Verification and recommendation by cooperative society secretaries, including resolution by the Board of Directors.

- Inspection, validation, and verification by Cooperative Inspectors and the Registrar of Cooperative Societies (RCS).

- High-Level Committee consideration of RCS-verified applications and approval (outside the software).

- Upload of High-Level Committee meeting minutes by the RCS.

- Generation of proceedings by the RCS for fund disbursal to the respective cooperative society's account where the applicant is a member.

- Submission of the fund disbursal statement to the Kerala bank for disbursing funds to the beneficiary account.

- Notification System: Sends notifications to the concerned beneficiaries, secretaries, and cooperative inspectors at key stages, including fund disbursal order generation and confirmation of funds credited to the beneficiary account.

1.3 Intended Audience

- Members of cooperative societies and minor children of deceased cooperative society members applying for the Member Relief Fund.

- Cooperative society secretaries managing applications and Board of Directors' resolutions.

- Cooperative inspectors verifying applications.

- Registrar of Cooperative Societies (RCS) responsible for validation and fund disbursal.

- High-level committee members reviewing applications for final approval.

1.4 Definitions, Acronyms, and Abbreviations

- **SRS**: Software Requirements Specification

- **RCS**: Registrar of Cooperative Societies

- **Member Relief Fund**: Financial aid provided to cooperative society members under specific eligibility criteria.

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2. Overall Description

2.1 Product Perspective

The system will be a web-based application with:

- Centralized database storage for member applications, medical certificates, ration card details, bank account details, Board resolutions, and application statuses.

- API integration with the Civil Supplies Department's ration card database for real-time eligibility verification.

- Role-based access control for members, secretaries, inspectors, and RCS.

- Secure data handling compliant with government regulations.

2.2 User Classes and Characteristics

1. **Member**: Submit applications, edit application if returned for recification, and track application statuses.

2. **Secretary**: Review member applications, mark disease categories, upload Board of Directors' resolutions, certify applications, and forward them to inspectors.

3. **Cooperative Inspector**: Create society login, certify applications, and forward them to RCS or request corrections.

4. **RCS**: Create unit inspector login, verify applications, generate a verified list, upload High-Level Committee minutes, and generate fund disbursal proceedings.

5. **High-Level Committee Member**: Review the verified list submitted by the RCS and approve applications.

2.3 Operating Environment

- Accessible through web browsers on desktops and mobile devices.

- Hosted in the State Data Centre with robust security measures.

- Requires an active internet connection.

2.4 Constraints

- The software must comply with data privacy and security standards from the Government of India and Kerala.

- Only applicants with ration cards validated as pink, yellow, or blue through API integration are eligible.

- The applicant must have been a member of the cooperative society for at least 3 years.

- A member can avail of the benefit of the scheme only once, and this will be verified using the Aadhar card number.

2.5 Assumptions and Dependencies

- Users will have internet access for interaction.

- Approved doctors and hospitals will provide valid medical certificates independently.

- The Civil Supplies Department will provide and maintain API access for ration card validation.

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3. Functional Requirements

3.1 User Profile Creation

Unit Inspector Login:

- Unit inspector login credentials can be created from the RCS login. Credentials include Username, password, and mobile number. Mobile OTP is also used for logging into the website.

- The unit inspector can update the password.

- The unit inspector can create society users by entering the society name, registration number, mobile number, email ID, district, and taluk. The unit inspector may edit the mobile number of society members or reset passwords on request.

- Unit Inspectors certify applications and forward them to the RCS with remarks or send them back to the secretary or applicant for corrections if needed.

Society Secretary:

- Can download the submittted application form and annexures in PDF format.

- Upload Board resolutions.

- Can upload loan repayment statements (for Type 2 applications only).

- The secretary can forward the application to the inspector login with remarks.

RCS Login:

- Can create unit inspector logins.

- Verify applications and can either accept or reject the application.

- From the accepted applications a list is generated to be submitted for the consideration of high power committie.

- Upload minutes of the High-Level Committee and mark the approved applications.

- Generate proceedings and statements for fund disbursal to the approved beneficiaries bank account(Template is given as Annexure 1).

3.2 Application Form Submission

- **Description**: Members can submit applications for the Member Relief Fund by providing the following details:

  o Name, address, phone number, email, society name, member number, Aadhar card number, ration card number, membership date, and bank account details.

- **Uploading Documents**: Medical certificate, ration card, Aadhar card, legal heirship certificate (for Type 2 applications only), affidavit stating that no other member of the family has availed the benefit under the scheme.

- Mobile OTP will be used for user authentication. Upon successful submission, a reference number is generated and sent to the applicant's mobile number and email ID. This reference number can be used for tracking the application.

- The submission of the application should be notified to the society secretary through SMS, WhatsApp, and email.

- With the required documents, applicants will provide their ration card number for API-based validation. Minor children of deceased cooperative society members are allowed to specify their status as legal heirs and upload a valid legal heirship certificate(for Type 2 applications).

3.3 Secretary's Role in Application Processing

- **Description**: Secretaries review applications for correctness, mark the disease category, and present the application to the Board of Directors for resolution. The secretary uploads the resolution and forwards the application with remarks and supporting documents to the inspector .

- **Inputs**: Submitted applications and supporting documents.

- **Outputs**: Verified application with disease category marked, Board resolution uploaded, Secretary's certificate generated, and application forwarded to the inspector.

3.4 Cooperative Inspector's Role

- **Description**: Inspectors verify and certify applications and forward them to RCS with remarks or send back to the secretary or applicant for corrections.

- **Inputs**: Verified applications from secretaries.

- **Outputs**: Certified or returned applications.

3.5 RCS Verification and Management
- **Description**: The RCS verifies applications, generates a verified list, and submits it to the High-Level Committee for consideration.

- **Inputs**:   Certified applications.

- **Outputs**: Verified application list.

3.6 High-Level Committee Approval (Outside the Software)
- **Description**: The committee reviews the verified list submitted by the RCS, approves applications, and provides meeting minutes for upload by the RCS.

- **Inputs**: Verified list from RCS.

- **Outputs**: Approved applications and meeting minutes.

3.7 Fund Disbursal
- **Description**: After committee approval, the RCS marks approved applications and uploads meeting minutes. Finally, the RCS generates proceedings for fund disbursal and submits a statement to the Kerala bank for crediting funds to beneficiary account.

- **Inputs**: Approved list and meeting minutes.

- **Outputs**: High-Level Committee meeting minutes uploaded, fund disbursal proceedings and statement for the bank.

3.8 Notifications
- **Description**: A notification system informs relevant stakeholders of important milestones in the application process.

- **Inputs**:

  o Fund disbursal order generation.

  o Successful submission of application.

  o Successful disbursal of funds to the beneficiary's bank account.

- **Outputs**:

  o **Notification to Beneficiaries**: Inform beneficiaries when a fund disbursal order is generated and when the funds are credited to the bneficiary bank account.

  o **Notification to Secretary and Cooperative Inspector**: Notify both the secretary and the cooperative inspector when an application is submitted, a fund disbursal order is generated, and when funds are credited to beneficiary account.

3. 9 Reports
- Reports are generated at the RCS login, inspector login, and secretary login.

- Reports are designed to generate dynamically from the entire submitted applications database according to the filters provided by the user.(format of Report generating Window is given in Annexure 2)

- There must be provisions to download (in Excel format) and print the report.

- Secretaries can generate reports at the society level, inspectors at the Unit level, and RCS at the Taluk, District and state level.

- Dashboards displaying the following details must be provided at each user level:
    - Total submitted applications (year wise)
    - Approved applications (year wise)
    - Fund disbursed & no. of applications (year wise)
    - Rejected applications (year wise)
    - Pending applications (year wise)

At the RCS login, district-wise pending application details will be available at a glance.

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4. Non-Functional Requirements

4.1 Performance
- Handle up to 1,000 concurrent users.

- Process applications in under 2 seconds per transaction.

4.2 Security
- Encrypt sensitive data, including medical and financial information.

- Role-based access control and two-factor authentication for all users.

4.3 Usability
- Intuitive user interfaces for all user classes.

- Bilingual support in English and Malayalam.

4.4 Availability
- Ensure 99.9% system uptime.

- Regular backups to prevent data loss.

4.5 Regulatory Compliance
- Adhere to Indian data protection laws for user privacy.

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5. System Design and UI/UX
- **Member Dashboard**: Application submission, and certificate upload.

- **Secretary Dashboard**: Application review, disease marking, Board resolution upload and Reports generation.

- **Inspector Dashboard**: Certification and forwarding to RCS. Reports generation.

- **RCS Dashboard**: Verification, High-Level Committee coordination, marking approved applications, proceedings generation and reports

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6. Conclusion

This SRS defines the functional and non-functional requirements for the Member Relief Fund disbursal system. By integrating with the Civil Supplies Department API for automated ration card verification, the system ensures transparency, efficiency, and compliance with regulatory requirements, streamlining the process from application to fund disbursal.

Annexure 1

<u>കേരള സംസ്ഥാന സഹകരണ സംഘം രജിസ്ട്രാർ പുറപ്പെടുവിക്കുന്ന ഉത്തരവ്</u>
(ഹാജർ: #Name of Registrar)

#FileNumber
തിരുവനന്തപുരം,തീയതി :

വിഷയം:-സഹകരണ വകുപ്പ് —സഹകരണ അംഗസമാശ്വാസ
നിധിയിൽ നിന്നുള്ള ധനസഹായം വിതരണം ചെയ്യുന്നത്-
ഉത്തരവ് പുറപ്പെടുവിക്കുന്നത് - സംബന്ധിച്ച്

പരാമർശം:- ബഹു. സഹകരണ വകുപ്പ് മന്ത്രിയുടെ അദ്ധ്യക്ഷതയിൽ
#dateOfHighLevelMeeting - ൽ   കൂടിയ ഹൈലെവൽ കമ്മിറ്റി തീരുമാനം

കേരള സഹകരണ സംഘം നിയമം വകുപ്പ് 56(1) സി, ചട്ടം 53 എന്നിവ
പ്രകാരം രൂപീകൃതമായ കേരള അംഗസമാശ്വാസ നിധിയിൽ നിന്നും തുക
അനുവദിക്കുന്നതിലേയ്ക്കായി **#dateOfHighLevelMeeting** ൽ   ബഹു.
സഹകരണ വകുപ്പ് മന്ത്രിയുടെ അദ്ധ്യക്ഷതയിൽ കൂടിയ ഹൈലെവൽ
കമ്മറ്റിയുടെ തീരുമാനപ്രകാരം സംസ്ഥാനത്തെ **#No.ofBeneficiaries**
ഗുണഭോക്താക്കൾക്ക് **#Amount/-** രൂപ (Amount in words) ധനസഹായം
അനുവദിക്കാൻ തീരുമാനിച്ചു. ആയതിൻ പ്രകാരം സംസ്ഥാനത്തെ
#No.ofBeneficiaries ഗുണഭോക്താക്കൾക്ക് **#Amount /-** രൂപ
ചുവടെപറയും പ്രകാരം അനുവദിച്ച് ഉത്തരവാകുന്നു.

<div align="center">ഉത്തരവ്</div>

കേരള സഹകരണ സംഘം നിയമം വകുപ്പ് 56(1) സി, ചട്ടം 53 എന്നിവ പ്രകാരം രൂപീകൃതമായ കേരള അംഗസമാശ്വാസ നിധിയിൽ നിന്നും സംസ്ഥാനത്തെ #No.ofBeneficiaries ഗുണഭോക്താക്കൾക്ക് #Amount/- രൂപ (Amount words) ഗുണഭോക്താക്കളുടെ ചുവടെ പറയുന്ന അക്കൗണ്ടുകളിലേയ്ക്ക് ട്രാൻസ്ഫർ ചെയ്യനൽകുന്നതിന് കേരള സംസ്ഥാന സഹകരണ ബാങ്കിന് നിർദ്ദേശം നൽകി ഉത്തരവാകുന്നു.

ക്രമ നമ്പർ	ഗുണഭോക്താവിന്റെ പേര്	ഗുണഭോക്താവ് അംഗമായിട്ടുള്ള സംഘത്തിന്റെ പേര്,	ഗുണഭോക്താവിന്റെ അക്കൗണ്ട് നമ്പർ	IFSC code	അനുവദിച്ച തുക
1					
2					

<div align="right">(ഒപ്പ്)
#Name of Registrar
സഹകരണ സംഘം രജിസ്ട്രാർ</div>

പകർപ്പ്:-

1. സഹകരണ ആഡിറ്റ് ഡയറക്ടർ
2. ചീഫ് എക്സിക്യൂട്ടീവ് ആഫീസർ, കേരള സംസ്ഥാന സഹകരണ ബാങ്ക്,
3. സഹകരണ സംഘം ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർ (ജനറൽ) എല്ലാ ജില്ലകളും
4. അസിസ്റ്റന്റ് രജിസ്ട്രാർ (ജനറൽ) മാർ (ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർ മുഖാന്തിരം)
5. ഉത്തരവിൽ പരാമർശിച്ചിട്ടുള്ള ഗുണഭോക്താക്കൾക്ക്( ).

6. സ്റ്റോക്ക് ഫയൽ.

Annexure 2

RCS LOGIN/UNIT INSPECTOR LOGIN

MEMBER RELIEF FUND APPLICATIONS LIST (IN ENTIRE STATE/TALUK)

FILTER	district	Taluk	Application reference No	Name of the Society	Name of applicant	RANGE	APPROVED/ REJECTED/PENDING(OFFICIAL LOGIN)/ SOCIETY LOGIN	RANGE	

	SORT	SORT				SORT	SORT	SORT	
SI NO	DISTRICT	TALUK	Application reference No	NAME OF THE SOCIETY	Name of applicant	APPLICATION DATE	APPROVED/ REJECTED/ @OFFICER / SECRETARY LOGIN	APPROVED DATE/ REJECTED DATE/ Pending days/ Pending days	**Fund disbursement order date**

<div align="center">
PRINT   Download EXCEL
</div>

APPLICATION DATE :   DATE OF RECEIPT OF APPLICATION IN THE SECRETARY LOGIN

RANGE :   FROM_DATE AND TO_DATE

Note :   Note : Data is not mandatory in all filter Tab

Pending days :   No of days the application was kept in OFFICE login/ SECRETARY LOGIN