

	Government of West Bengal Food & Supplies Department Directorate Procurement Cell Khadyashree Bhawan 11A, Mirza Ghalib Street, Kolkata-700087 https://food.wb.gov.in	
File No. E-1087340		
No.: 2540-FS/Sectt./Food/4P-17/2022 (Pt. I)		Dated: 1 st July 2025

ORDER

Subject: Application by New Rice Mills for Empanelment in KMS 2025-26

In continuation of Order No. **3883-FS dated 19.09.2023** regarding Process for empanelment of Rice Mills from KMS 2023-24 onwards and in accordance with subsequent amendments (if any), the procedure for application by new Rice Mills (not empanelled during KMS 2024-25) for empanelment in **Kharif Marketing Season (KMS) 2025-26** shall be governed by the following directives:

1. Online application process:

The entire process of application, its scrutiny, and disposal shall be completed **online** through the designated portal. No physical application shall be entertained

2. Commencement and Deadline:

- a) New Rice Mills may submit their application through the portal **starting from 1st July, 2025.**
- b) **No application shall be accepted after 31st January, 2026.**

3. GPS & VLTS Requirement:

All new Rice Mills shall ensure that **GPS devices integrated with VLTS (Vehicle Location Tracking System)** are installed on **each vehicle used for transportation of paddy from Purchase Centers to Rice Mills and delivery of CMR (Custom Milled Rice)** to designated godowns before 14th October, 2025.

4. Registration Request by New Rice Mills:

New Rice Mills must submit their **request for registration** under the '**New Rice Mill Registration**' menu of the portal (www.epaddy.wb.gov.in).

- a) The request must include the following basic information:
 - i. Name of the Rice Mill
 - ii. PAN of the owner entity of the Rice Mill
 - iii. Electricity provider
 - iv. Type of Rice Mill (Parboiled / Raw)
 - v. Name(s) of Rice Miller(s)/ Director/ Partners
 - vi. Complete Address (Block / Municipality, P.S. / Sub-Division)
 - vii. Valid Mobile Number (OTP validated)
 - viii. Valid Email ID (OTP validated)

- b) This submission shall be treated as the official Request for Registration. However, mere submission of request or processing of the application or inquiry, etc. shall not be considered to be an empanelment or will accrue any right for empanelment.

5. Preliminary Inquiry and Issuance of Credentials:

Upon receipt of the registration request, the **District Controller, Food & Supplies (DCF&S)** shall conduct a **preliminary inquiry** as per provisions in para 1.3 to 1.5 of the above mentioned Order and issue **user credentials** to the Rice Mill within 3 days, if required for the concerned district for submission of the **detailed application**.

6. Detailed Application and Inquiry:

After receiving user credentials, the Rice Mill shall submit a **detailed application online**. The DCF&S shall assign a Team for conduct of detailed inquiry within 3 days of submission of the detailed application as per the provisions in para 2 of the said order and place the application before the **District Level Monitoring Committee (DLMC)** within 15 days from the date of submission of detailed application.

7. Disposal by District Level Monitoring Committee (DLMC):

- a) The DLMC shall dispose of the application either by recommending the case to the **Director, DDPS** or by **rejecting the application within 7 days of completion of the inquiry or within 22 days from the date of detailed application, whichever is earlier**.
- b) In case of **re-inquiry**, the entire process must be completed within **next 7 days**, and the final decision regarding empanelment or rejection must be communicated to DDPS by DCF&S.

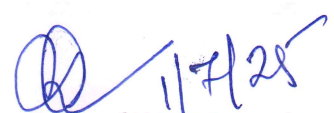
8. Disposal by the DDP&S :

Upon receiving the proposal and recommendation from the DCF&S along with DLMC's decision, the **Director, DDP&S**, shall examine and place the matter within 7 days of receipt from the DCF&S before the **appropriate authority** in the **Department of Food & Supplies** for final disposal with his opinion / observation and recommendation.

9. Final Disposal by the Department of Food & Supplies:

Department shall examine finally approve or reject the application.

This issues with the approval of the Competent Authority,


Special Secretary to the Govt. of West Bengal
Food & Supplies Department
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