



File No. FS/Sectt/Food/4P-08/2025

No. : 2760

Dated: 15.07.2025

ORDER

Subject: Empanelment of Rice Mills (which were empanelled during KMS 2024-25) for Kharif Marketing Season (KMS) 2025-26

In continuation of Order No. **3883-FS dated 19.09.2023**, it's subsequent amendments (if any) and in pursuance of the discussion held in the meeting on 09.07.2025 on procurement operations, the following guidelines are hereby issued for the **Empanelment of Rice Mills** (which were empanelled during KMS 2024-25) for participation during KMS 2025-26:-

1. CMR delivery deadlines

All empanelled Rice Mills of KMS 2024-25 must ensure completion of CMR delivery as per following timeline:

Kharif Crop:

- 1.1. Central Pool: By **15th July 2025**
- 1.2. State Pool : By **31st July 2025**

Rabi Crop:

- 1.3. Central Pool: By **14th August 2025**
- 1.4. State Pool : By **31st August 2025**

Delayed delivery of CMR may have adverse effect on Bank Guarantee and Paddy Holding Limit.

2. Expression of Intention for empanelment during KMS 2025-26

- 2.1. Rice Mills empanelled in KMS 2024-25 and willing to participate in KMS 2025-26 shall express their intent **online** through their login credentials immediately after full delivery of CMR.
- 2.2. However, intentions may also be shown from **15th July 2025**, even without CMR delivery completion. However, empanelment will be conditional upon:
 - a. Complete CMR delivery of KMS 2024-25.
 - b. Compliance with all applicable terms and conditions.

3. Last Date for expression of intension for participation during KMS 2025-26: -

No application for empanelment of rice mill for participation during KMS 2025-26 shall be accepted **after 31st January 2026**. However, considering the PDS requirement of any district, Department shall have the right to extend such date for all or any district.

4. Disqualification for Empanelment

- 4.1. No Rice Mill or Miller – defaulter in terms of delivery of CMR relating to any CPC or CMR Agency in any KMS, shall be considered for empanelment. It is equally applicable for existing / earlier empanelled Rice Mill or a new Rice Mill.
- 4.2. Husking Mills, Rice Mills running on generator set or diesel engine, chatal Mills shall not be eligible for registration/application for empanelment.
- 4.3. Rice Mills operated under lease or similar arrangement shall not be eligible for empanelment.

5. Raw Rice Mills

A Rice Mill capable of producing raw rice only and intending to be empanelled as a raw Rice Mill, will be empanelled only after assessing the requirement of raw rice in PDS.

6. Blending Machine Requirement

Rice Mills having functional dynamic blending machine (BIS registration) shall only be eligible to apply / show interest for empanelment.

7. Uploading of Documents

- 7.1. At the time of application all relevant document and valid certificates are required to be uploaded of in portal (like latest Balance sheet, Pollution Clearance certificate, Boiler certificate, Trade licence, electricity meter consumption, Fire License, milling capacity certificate from GM, DIC, etc.). The portal will also capture the date of expiry of the documents at the time of uploading.
- 7.2. The documents which has expired or capacity has changed shall be updated with a valid / renewed document.
- 7.3. The documents which have already expired should not be uploaded.

8. No Right to Empanelment

Under no circumstances, recommendation by the DLMC or the Director, DDP&S or intimation to sign agreement and submit BG shall constitute right of the applicant Rice Mill to get empanelled with Department for milling of procured paddy.

9. Gap Identification

District Magistrate and DDP&S shall identify districts needed more Rice Mills and invite new registrations accordingly.

10. Mills of Questionable / Poor Performance

- 10.1. Rice Mills with following inadequacies / non-compliance will be treated as of questionable performances –
 - a. habitually causing delayed submission of offer
 - b. habitually causing irregular delivery of RCMR against RRO
 - c. RRO issued but RCMR not delivered even after 30 days,
 - d. poor track record of timely and inadequate placing / reporting of vehicles and manpower / labour at the purchase centers or authorised representatives, etc.
 - e. refusal to report at tagged PCs
 - f. refusal to deliver in the assigned godowns

- 10.2. DDP&S shall analyse the database and collect report regarding the performance of the empanelled Rice Mills on all parameters and arrange to submit the list of such Mills of questionable performance to the Department by **31st July, 2025**. After approval, DDP&S will flag such Mills in the portal.
- 10.3. Mills of questionable / poor performances even though they might have delivered CMR within last date, may not be recommended by DLMC, depending upon the gravity of the performance.
- 10.4. The DLMC should make specific recommendation / no recommendation against each Rice Mill in the minutes of the meeting and the signed copies of the reports of DCF&S / CMR agencies shall be annexed with minutes of each DLMC meeting. In case the mill has been identified as a mill of questionable / poor performance, but DLMC recommends for empanelment, it shall also mention extent of **BG (50% to 100%)** against each Rice Mill.
- 10.5. However, if the mill has been identified as a mill of questionable / poor performance DLMC may recommended it for empanelment with BG equivalent to **50% to 100% of the cost of paddy at MSP (as will be decided by DLMC considering the gravity of poor performance)**. These cases may be considered by DLMC for recommendation after due enquiry and considering the gravity of poor performance and CMR delivery in previous KMS periods and also the other eligibility conditions mentioned in these guidelines.

11. Recommendation of DLMC

- 11.1. DCF&S shall start conducting inquiry of New Rice Mills and existing Rice Mills, as required, regularly so that he is able to place all the applications received to DLMC on weekly basis.
- 11.2. **In case of existing Rice Mill**, the case will be recommended by the DLMC after considering the performance of the Rice Mill and delivery of CMR in the KMS in which the Rice Mill previously worked in paddy procurement.
- 11.3. **Special Cases (At least 95% CMR Delivered during KMS 2024-25)**
DLMC may also recommend for the empanelment of a Rice Mill which has delivered at least 95% of the CMR and is otherwise fulfilling all the eligibility criteria and the performance of the mill was good during entire KMS on all parameters and the Rice Mill has already milled the paddy and CMR is ready and mill have also offered the CMR for delivery but DCF&S is not able to receive due to space crunch. This will enable the Director and the Dept. to process the case without loss of time and the approval of the Dept. will be granted for empanelment subject to delivery of full CMR, deposit of BG and execution of the agreement.
- 11.4. The DLMC shall recommend the names of eligible and competent Rice Mills holding **DLMC meetings weekly but not later than 15 days interval at any case starting from 1st August, 2025**. DCF&S has to place full information regarding Rice Mill before the DLMC which shall form part of the minutes.

12. Due diligence of DLMC before recommendation of a rice mill for empanelment

- 12.1. DCF&S and CMR agencies shall analyse the database regarding the performance of the empanelled Rice Mills (DCF&S for all presently empanelled Rice Mills and CMR agencies for Rice Mills with whom they have

worked) on all parameters and place the signed report with remarks on performance against each Rice Mill in the DLMC meeting for enabling the DLMC to take a well-informed decision.

- 12.2. DLMC will satisfy itself that the Rice Mill has not been a defaulter in paddy procurement and CMR delivery in earlier KMSs and that there is no criminal case against the Mill or Miller(s) or owners / partners / directors under EC Act, 1955 or any other act related to purchase, processing, storage, transportation, sale of food grains or that the Miller(s) is not in litigation with the Department of Food & Supplies or any CMR agency in any capacity.
- 12.3. DLMC, on sufficient reasons to be recorded in writing, may also not recommend / reject a Rice Mill for empanelment due to poor performance, non-cooperation and compliance to instructions in last KMS despite the fact that it might have delivered full CMR in time.
- 12.4. The Minutes of the DLMC meeting shall be uploaded in the portal and also shared with DDP&S. DDP&S shall analyse the database regarding the performance of the empanelled Rice Mills on all parameters, minutes of DLMC and Signed reports of the DCF&S/ CMR agencies and fix extent of the BG before recommending such Rice Mills to then government.

13. Assessment by DDP&S

DDP&S shall assess the proposals for recommendation of rice mills received from DLMC and after evaluation on all parameters and performance should recommend to the Department for empanelment in KMS 2025-26 by **10th September 2025**.

14. Final Empanelment Conditions

Final empanelment of a Rice Mill would take place only **after, 100% delivery of CMR**, submission of stipulated **Minimum BG**, signing of Agreements with DCF&S (**BA-I**) and Agreement with at least one CMR agency (**BA-II**) in the district, updating and uploading the details in the portal by DCF&S and CMR agency and registration of the Rice mill at ForTrace portal.

15. Agreement & BG Deadlines

- 15.1. Immediately, after the approval of the Government regarding the proposal for empanelment of the Rice Mill, **DDP&S will update the status of application in the portal**, a system generated email as well as **update in the login of the Rice Mill in the portal** will be triggered requesting the Mill to submit the BG details in the portal and a physical copy in the o/o DCF&S and **sign the agreement (BA-I) and (BA-II)** with at least one CMR agency **within 15 days of such intimation**. Failing which the Rice Mill will be treated as a new Rice Mill.
- 15.2. Submission of BG and **Signing of agreements (BA-I) and (BA-II)** with at least one CMR agency **shall be done by 9th October, 2025 / 16th October, 2025**, as the case may be. These Mills will only be considered for special relaxation on BG, if any. **Agreement signed after 16th October, 2025 will not entail the Miller for any relaxation on BG.**

16. Portal Upload Deadline

DCF&S / CMR agencies shall upload the BG details and agreement details on same date of signing without fail. System will not allow uploading after 24 hours.

17. No Agreement Before CMR delivery completion

DCF&S shall not sign and execute the agreement till the concerned Rice Mill has completed the CMR delivery.

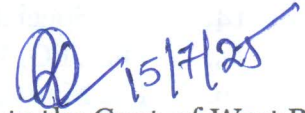
18. Pre-requisites for tagging of a Rice Mill with a purchase center after empanelment

Rice Mills have to fulfil the condition of-

- 18.1. **Signing of Agreement** BA-I and BA-II at least with one CMR Agency
- 18.2. Registration at **ForTrace** Portal of FSSAI
- 18.3. Data entry **related with Private milling**
- 18.4. Installation of **GPS enabled** and VLTS compliant **vehicles** with weight sensors
- 18.5. Submission of valid and prescribed Bank Guarantee (BG) (**preferably e BG**) for KMS 2025-26

19. Readiness for Procurement

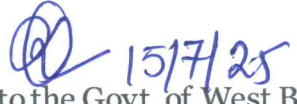
Empanelled Rice Mills shall be ready in all respect for attending paddy purchase centers w.e.f. **1st November, 2025** and shall attend the centers whenever tagged by the DCF&S and CMR agencies.



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Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary, Land & Land Reforms Department, Govt. of West Bengal.
2. The Additional Chief Secretary, Co-operation Department, Govt. of West Bengal.
3. The Principal Secretary, Agricultural Marketing Department, Govt. of West Bengal.
4. The Principal Secretary, Agriculture Department, Govt. of West Bengal.
5. The Principal Secretary, Consumer Affairs Department, Govt. of West Bengal.
6. The Principal Secretary, Tribal Development Department, Govt. of West Bengal.
7. The Secretary, Panchayat & Rural Development Department, Govt. of West Bengal.
8. The Managing Director, BENFED.
9. The Managing Director, WBECSC Ltd.
10. The Chief Commissioner (Monitoring and Supervision), F&S Department.
11. The Senior Special Secretary (Food Cell), Food & Supplies Department.
12. The Director, Dte. of DDP&S, Food & Supplies Department.
13. The Director, I&QC, Food & Supplies Department.
14. The Special Secretary (IT & Reforms Cell), Food & Supplies Department.
15. The CEO, WBSRLM.
16. The Managing Director, WBSWC Ltd.
17. The Managing Director, PBAMCL.
18. The G.M. FCI, WB Region.
19. The Special Secretary (Procurement), Food & Supplies Department.
20. The Special Secretary (HK Cell), Food & Supplies Department-
21. The Joint Secretary (Budget), Food & Supplies Department.
22. The Director, Dte. of Finance, Food & Supplies Department.
23. The CEO, CONFED.
24. The Technical Advisor, NIC.
25. The Senior Technical Director, NIC.
26. The Deputy Secretary (Procurement Cell), Food & Supplies Department.
27. The Branch Manager, NAFED-Kolkata.
28. The O.S.D. Procurement Cell, Food & Supplies Department.
29. The O.S.D. Reforms Cell, Food & Supplies Department.
30. The P.S to the Hon'ble Minister-in- Charge, Food & Supplies Department.
31. The P.S to the Hon'ble Minister-in- Charge, P&RD Department
32. The P.S to the Hon'ble Minister of State, Food & Supplies Department
33. The President, Bengal Rice Mills Association
34. The President, West Bengal Rice Mill Owner's Association


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