



**Government of West Bengal
Food & Supplies Department
(Procurement Cell)
Khadyashree Bhawan
11 A, Mirza Ghalib Street, Kolkata-700087
<https://food.wb.gov.in>**



No. 4479-FS/Sectt/Food/4P-12/Pt./2024

Date: 09/09/2025

ORDER

**Sub: SOP for Allocation Distribution of Food Grains packaging materials
(Jute Bags/HDPE/PP Bags etc.)**

In pursuance of the clause 22.12 of the Policy and Guideline for procurement in KMS 2024-25 and to bring transparency in the system of paddy and jute bag procurement, the Food & Supplies Department has developed a module for Allocation-Distribution of Food grains packaging materials (Jute Bags/ HDPE/ PP Bags etc.) and it will be available in the Departmental portal (www.epaddy.wb.gov.in) soon. Now, the Department felt it necessary to issue an SOP for operation of the module assigning different roles for various stakeholders in the procurement chain.

Allocation and distribution of Jute bags which is the core job of this module are to be performed by different levels. The Procurement Cell through HQ user login shall enter the allocation quantity as per the monthly supply plan of GoI and subsequently the same will be visible to the DDP&S user. Then, the DDP&S shall sub-allocate the entire allocation quantity as assigned by HQ user to the respective districts for the concern allocation month.

The DCF&S will assign godowns against the entire monthly allocation of Jute/ HDPE/ PP bags allocated from the end of DDP&S to enable WBECSC (in case of Jute bag) to place indent in Jute-Smart portal with the godown wise and district wise break up or DDP&S (in case of HDPE/PP bag) to place supply order to the supplier. On completion of district wise godown assignment of jute bags or HDPE/PP bags against allocation quantity for the given month, the concerned SPA (WBECSC for jute bags) or DDP&S (for HDPE/PP bags) will freeze/ lock further godown assignment option to prevent the DCF&S for doing any modification thereafter.

On receiving district wise and godown wise break up of allocated jute bags for the respective month, WBECSC (SPA) will place indents to JCO through Jute Smart Portal and will complete all related formalities regarding deposition of fund to JCO to enable issuance of PCSO for the jute millers for supply of allocated quantity.

After issuance of PCSO, WBECSC will enter the district-wise, godown-wise jute mill assignment with deliverable quantity in the Departmental portal. Meanwhile, WBECSC needs to enter the requisite particulars of jute mill masters and transport contractor(s) details in the portal. Upon entering jute mill wise PCSO details in the portal, the system generated work order shall be issued to the transporter by the WBECSC for transportation of jute bales from jute mill to the assigned godowns.

The DCF&Ss will be the custodian of the jute bags so received from jute mills against the respective allocation. For this purpose, the DCF&S shall need to assign a dedicated godown In-

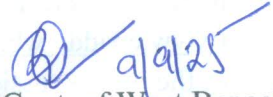
charge for each designated jute storage godown in the district. The DCF&S will create godown masters and map employee with the godowns as the In-charge through this module. At the beginning of the module, the Godown In-Charge can enter the Initial Stock which cannot be changed/ updated if the Initial Stock is already approved by the DCF&S. The Rice Mills will enter the balance of bag lying with them for first time. It is to be mentioned here that due verification at the field level must be done before uploading the details by the Rice Mills. The godown In-charge shall need to share the stock receiving details of jute bags like Consignee Receipt Certificate (CRC), Consignment note and Tax Invoice and eWay bill copy with concerned district manager of WBECSC for onward sending the same to the jute mills for processing of their payment.

The DCF&S will allocate the quantity (in bales and bags) to each Rice Mills based on availability in selected godown. After getting delivery, godown In-charge will enter the quantity of bags received in the portal and then it will be reflected in the stock of the godown. Godown In-charge will supply to the Rice Mills as per the supply order issued by the DCF&S after OTP authentication in Aadhaar linked mobile of authorised representatives of Rice Mill.

The detail SOP regarding allocation-distribution of food grains packaging materials (Jute Bags/HDPE/PP Bags etc.) attached herewith shall be followed strictly.

This issues with the approval of competent authority.

Enclo: As stated.

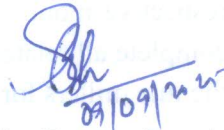

Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

No. 4479/1(8)-FS/Sectt/Food/4P-12/Pt./2024

Date: 09/09/2025

Copy forwarded for information and taking necessary action to:

1. The Managing Director, WBECSC Ltd.
2. The Jute Commissioner of India, Office of the Jute Commissioner, CGO complex, 3rd floor, MSO Building, Building, DF Block, Salt Lake City, Kolkata-700064
3. The Director of DDP&S, Food &Supplies Department.
4. The District Controller, Food &Supplies (All except Kalimpong).
5. The P.S. to the Hon'ble MIC, Food & Supplies Department.
6. The P.S. to the Hon'ble MoS, Food & Supplies Department.
7. The President, Bengal Rice Mills Association.
8. The President, West Bengal Rice Mill Owner's Association.


Senior Deputy Secretary to
the Government of West Bengal

Any further correspondence or communication in reference to this communication should be addressed to the signing authority and sent to email ID: proccell.fs-wb@bangla.gov.in



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025

Before allocation of jute bags by various officials, some preparatory works have to be performed at HQ as well as district level. These tasks are hereby depicted which are to be performed at the initial stage.

A. PREPARATORY WORKS:-

Before allocating jute bags, following preparatory works are to be done the officials, which is depicted in the table below in sequential manner:-

Sl No.	Preparatory Work	To be done by the official
1	Creation of Jute Bag Supplier Master	WBECSC HQ
2	Creation of Jute Bag Transporter Master	WBECSC HQ
3	Creation of Godown Master	DCF&S
4	Mapping of Godown with User	DCF&S
5	Initial Stock entry by Godown Inspector (One Time)	Godown Inspector
6	Approval of initial stock entered by godown inspector	DCF&S
7	Initial Stock entry by Rice Mill (One Time)	Rice Mill

Creation of Jute Bag Supplier Master:- (In the login of WBECSC HQ)

WBECSC HQ login owner will feed master data regarding Jute Mill with Address.

The WBECSC user shall create new Jute Mills by providing the following mandatory details:

- Jute Mill Name
- Jute Mill Address
- Supply Product Type (e.g., Gunny Bag/HDPE/PP Bag)
- Authorized Person Name
- Mobile Number of Authorized Person (verification of mobile number of the supplier's authorised representative is optional)
- District
- Pin code

The user can also optionally enter the following fields:

- Jute Mill Capacity
- Validating mobile no with OTP
- Email ID (with optional email validation)



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Online Paddy Procurement System **Welcome, Wbecsc (Wbecschq)!** [A-](#) [A+](#) [id](#) [Logout](#)

Jute Mill/Supplier Master

Jute Mill/Supplier Name*	Jute Mill/Supplier Address*	Supply Product Type*
Test Jute Mill2	Test Jute Mill Address2	Gunny
Jute Mill/Supplier Capacity(optional)	Authorized Person Name*	
10000	Test Jute Mill2 Representative	
Mobile Number *	Generate OTP	
9874793743	Resend OTP	
Mobile Number Validated		
Email ID (optional)	Generate OTP	
Enter Your Valid Email Id	Enter the OTP received on email	Validate OTP
District*	State Name*	Pincode*
NORTH TWENTY FOUR PARGANAS	West Bengal	700028
Submit Reset		

After entering all the required data for the Jute Mill/Supplier, his profile will be created and a confirmatory message will be displayed as "Jute Mill created successfully".

Online Paddy Procurement System **Welcome, Wbecsc (Wbecschq)!** [A-](#) [A+](#) [id](#)

2	R L Jute Mills	Naya Bazar, Near Ratan Lal Agarwal, Siliguri	3000	Sanjay Chiraniya	7981106707
3	Supplier Test1	Jute Mill Supplier Test Address1	1000	Jute Mill Test Representative 1	9874793743
4	abcd Jute Pvt Ltd.	bansberia,hooghly	123	abcd	8013402648
5	Naihati Jute Mill	Naihati Jute Mill, Salt Lake Road	10000	Naihati	9603589297
6	ecsc jute mill	M.G. Street	123	abcd	8013402648
7	Kelvin Jute Mill	Kelvin jute mill	10000	Kelvin	9603589297
8	ecsc jute mill	M.G. Street			3402648
9	TestingJuteMill	kolkata			5323142
10	Hooghly Jute Mills	Hooghly			5323142
11	test jute mill	aaaa			6713592
12	Supplier Test2	Supplier Test2			6713592
13	Victoria Jute Company	Gachibouli			9966713592
14	BBBBBB	SSSSSSSS	30000	BABUA	7604068615
15	Testing2	Testing2		siri	9966713592
16	Test Jute Mill2	Test Jute Mill Address2	10000	Test Jute Mill2 Representative	9874793743

Creation of Transporter Master (In the login of WBECS HQ)

From the designated jute mills/suppliers, transporters would carry the jute bag/HDPE/PP bags to the godowns. Hence, their details are to be entered by the state HQ official of WBECS.

The WBECS user can create new Transporter by providing the following mandatory details:

- Transporter Name
- Transporter Address
- Supply Product Type (e.g., Gunny Bag/HDPE/PP Bag)
- Authorized Person Name

Upload Order No - The engagement order has to be uploaded in .pdf format. (Max 2MB)

- Engagement Order No
- Engagement Date



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g) Mobile Number

The user can also optionally enter the following fields:

h) Validating mobile no with OTP

i) Email ID (with optional email validation)

After successfully creating a Transporter, the user will be able to view the newly created record in the grid along with other existing entries.

Online Paddy Procurement System Welcome, Wbecsc (Wbecschq)! Logout

Transporter Master

Transporter Name*
Test Transporter2

Transporter Address*
Test Transporter Address2

Authorized Person Name*
Test Transporter Authorised 2

Upload Order No. (Size 2MB)(Format: jpg, jpeg, pdf)
Choose File Transporter Engagement order.pdf

Engagement Order No.*
Order123

Engagement Date*
03-06-2025

Supply Product Type*
Gunny

Mobile Number *
9830760270
Generate OTP
Resend OTP
Mobile Number Validated

Email ID (optional)
Enter Your Valid Email Id
Generate OTP

Enter OTP *
Enter the OTP received on email.
Validate OTP

Submit Reset

Online Paddy Procurement System Welcome, Wbecsc (Wbecschq)! Logout

Transpor Id	Transporter Name	Transporter Address	Mobile Number	Email Id	Authorized Person	Order Documen	Engagement Order No	Engagement Date	From D
1	Shiv Shakti Roadlines	Siliguri, West Bengal	7981106707		Aayush Vinod Garg	Shiv Shakti Roadlines_17042 025112637.pdf	SSRW734005	17-04-2025	17-04-21
2	Jai Maa Durga Carriers	Bhutki Hat, Gandhar More, Post-Balaram, District Jaipalguri, Siliguri	7981106707		Mr. Santosh Nandi	ai Maa Durga Carriers_1704202 5144621.pdf	JMD735135	17-04-2025	17-04-21
3	Balaji Transport	Industrial Area, Phase-II, Panchkula	9830760270		Aayush Vinod Garg	Balaji Transport_170420 25145953.pdf	BT1734003	17-04-2025	19-04-21
4	Test Transporter 1	Test Transporter Address 1	9830760270		Test Transporter authorised Representative1	Test Transporter 1_200420250927 35.pdf	123456	01-04-2025	20-04-21
5	prabhu	kolkata	9830760270		prabhu	prabhu_21042025 111210.jpg	47675	21-04-2025	21-04-21
6	Siri	kphb	7981106707		shireesha	Siri_25042025183 640.pdf	56456	25-04-2025	25-04-21
7	Bharat Freightways	Bharat Freightways	7981106707		Bharat Freightways	Bharat Freightways_0506 2025154034.pdf	6767687	05-06-2025	13-06-21
8	Swetha	Kukatpally	9966713592		Sirisha	Swetha_0706202 5152148.pdf	FGH65668686	07-06-2025	12-06-21
9	TESTTransporter	TESTTransporter	9603589297		siri	TESTTransporter 14062025191447 .pdf	757687	14-06-2025	30-07-21
10	Test Transporter2	Test Transporter Address2	9830760270		Test Transporter Authorised 2	Test Transporter2_150 62025084048.pdf	Order123	03-06-2025	26-06-21

y. Details of Agreement with the transporter need to be recorded.

In case of extension of agreement as well termination of agreement, the same may be recorded in portal.



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Order No	Order Document	Engagement Order No	Engagement Date	From Date	To Date	Order Extension	Order Termination
Vinod	Shiv Shakti Roadlines_17042025112637.pdf	SSRW734005	17-04-2025	17-04-2025	20-04-2025	Order Extension	Order Termination
Nandi	ai Maa Durga Carriers_17042025144621.pdf	JMD735135	17-04-2025	17-04-2025	19-04-2025	Order Extension	Order Termination
Vinod	Balaji Transport_17042025145953.pdf	BTI734003	17-04-2025	19-04-2025	19-04-2025	Order Extension	Order Termination
porter sed ative1	Test Transporter 1_20042025092735.pdf	123456	01-04-2025	20-04-2025	12-05-2025	Order Extension	Order Termination

Creation of Godown master (In the login of DCF&S):-

The DCF&S will also create godown master from his login. After successfully creating a Godown, the user will be able to view the newly created godown in the grid along with Godown address and capacity. Additionally, User Account will be created and Role assigned to the User automatically.

Following details are to be entered for every godown by the state admin:-

- District Name
- Name of godown
- Address of godown
- Most importantly, capacity of the godown. It is to be remembered that here the capacity of the godown means capacity in terms of Bales (where 1 Bale= 500 jute Bags).

Online Paddy Procurement System

Welcome, Dcfstnp (North Twenty Four Parganas)

Logout

Godown Master

Select District*

NORTH TWENTY FOUR PARGANAS

Godown Name*

RIDF Bagdah

RIDF Bagdah

RIDF BASIRHAT UNIT-I

RIDF BASIRHAT UNIT-II

RIDF BONGAON

RIDF DEGAंगा

RIDF GAIGHATA

RIDF HABRA

Godown Address *

Enter Godown Address

Godown Capacity (In Bales)*

Enter Capacity

Submit Reset

District Name	Godown Name	Godown Address	Godown Capacity

Export to Excel

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No records to view

Modify

In case the godown is already in use, then the system will help the DCF&S with suggestions as “auto-suggest” option. However, if the godown is new or not recorded before, then its details are to be entered afresh. It is to be kept in mind by the DCF&S that only details are to be entered here for the godowns which are going to be used as “Jute



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Bag/HDPE/PP Bag” storage godown.

After successful creation of a jute storage godown, a confirmatory message will appear on screen.

Mapping of Godown with user (godown Inspector)

DCFS will tag the Inspector, F&S (or an officer under the WBSWC, duly authorized by the WBSWC, as the case may be,) as the In-charge of the Godown through the GMP.

In case of godowns, which are already in use in the supply chain portal, user mapping will be pre-fixed.

However, in case of newly created godowns, user mapping has to be done afresh by using the “User Management” module.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Recording initial stock of godown (In the login of Godown Inspector):-

At the beginning of every season, the Godown In-Charge can enter the Initial Stock (both in Bales as well as in units), and this action can be performed only once per season.

- The Godown In-Charge shall enter the quantity of bales.
- Once submitted, the initial stock record is forwarded to the DCFS user for approval.
- The DCFS user can either approve or reject the initial stock entry.
- Partial approval or rejection is not allowed.
- If approved, the respective quantities are added to the Godown inventory.
- If rejected, the DCFS user must provide remarks explaining the reason for rejection.
- Upon rejection, the Godown In-Charge is allowed to recreate initial stock.

The Godown In-Charge can view the approval status of the submitted initial stock at any time. Godown in-charge can also see his inventory details.

The screenshot shows the 'Godown Initial Stock' entry form in the OPPS system. The user is logged in as '256_Ramkrishna (Ramkrishna Enterprise)'. The form displays the following information:

- District Name:** DARJEELING
- Godown Name:** Ramkrishna Enterprise
- Total Capacity(In Bales):** 2000
- Initial Qty(In Bales):** 302
- Initial Qty(In Bags):** 280

Pool Name	Product Name	Initial Qty [In Bales]	Initial Qty [In Bags]
SP	HDPE	0	0
SP	PP	0	0
SP	Gunny	302	280
SP	OLD GUNNY/ ZND GUNNY	0	0
CP	HDPE	0	0
CP	PP	0	0

The 'Gunny' row is highlighted with a red box. At the bottom right, there are 'Submit' and 'Reset' buttons.

However, if the initial stock has already approved by the DCF&S, then initial stock can not be changed/updated. If the godown inspector tries to do so (after approval by the DCF&S), then ERROR MESSAGE will appear on screen and he will not be able to proceed further (as in the picture below).



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Online Paddy Procurement System Welcome, 256_Ramkrishna (Ramkrishna Enterprise)!

Godown Initial Stock

District Name: DARJEELING Godown Name: Ramkrishna Enterprise

Total Capacity(In Bales): 2000 Initial Qty(In Bales):

Pool Name	Product Name	Qty
SP	HDPE	0
SP	PP	0
SP	Gunny	0
SP	OLD GUNNY/ 2ND GUNNY	0
CP	HDPE	0
CP	PP	0

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Godown Initial Stock

Cannot process the request. Initial stock already approved by DCFS.

Ok

Approval of godown initial stock entered by godown inspector (In the Login of DCF&S)- In the beginning of the KMS, the concerned godown inspector will enter the initial stock position of gunny bags in the godown (both in Bales as well as in units). Concerned DCF&S has to approve this and this is entirely a one-time job in every KMS.

Online Paddy Procurement System Welcome, Dcfsdrj (Darjeeling)!

Godown Initial Stock Approval

Select Month*: June, 2025

☒ Approved ☐ Rejected ☐ Pending Approval

Transaction Id	Storage Name	Total Qty (In Bales)	Total Qty (In Bags)	Date Time
2025061511160800008	Ramkrishna Enterprise	100	200	15/08/2025 11:16:08

Export to Excel Page 1 of 1 View 1 - 1 of 1

Recording initial stock (In the login of Rice Mill):- Rice Mill will enter the Balance of bag lying with him for first time. It is to be mentioned here that due verification at the field level must be done before uploading the details by the rice mill.

- The Rice Mill or his representative enters the quantity of bales and bags based on Pool Type and Bag Type.
- Once submitted, the initial stock record is forwarded to the DCFS user for approval.
- The DCFS user can either approve or reject the initial stock entry.
- Partial approval or rejection is not allowed.
- If approved, the respective quantities are added to the Rice Mill inventory.
- If rejected, the DCFS user must provide remarks explaining the reason for rejection.
- Upon rejection, the Rice Mill representative is allowed to recreate initial stock.



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The Rice Mill representative can view the approval status of the submitted initial stock at any time. Rice Mill representative can also see his inventory details.

Quantity of Bags must be less than 500, otherwise the system will automatically convert it into equivalent number of Bales.

Online Paddy Procurement System

Welcome, Drj1914 (Tara Rice Mill)!

RiceMill Name
TARA RICE MILL

Total Qty in Bales: 302 Total Qty in Bags: 67

SI No	Pool Type	Product Nar	Ini [In]
1	SP	HDPE	0
2	SP	PP	0
3	SP	Gunny	302
4	SP	OLD GUNNY/ 2ND GUNNY	0
5	CP	HDPE	0
6	CP	PP	0
7	CP	Gunny	0
8	CP	OLD GUNNY/ 2ND GUNNY	0

RiceMill Initial Stock

Quantity in Bags cannot exceed 499. Automatically converting to Bales.

Ok

Online Paddy Procurement System

Welcome, Drj1914 (Tara Rice Mill)!

Total Qty in Bales: 0 Total Qty in Bags: 0

SI No	Pool Type	Product Nar	Initial Qty [In Bales]	Initial Qty [In Bags]
1	SP	HDPE	0	0
2	SP	PP	0	0
3	SP	Gunny	0	0
4	SP	OLD GUNNY/ 2ND GUNNY	0	0
5	CP	HDPE	0	0
6	CP	PP	0	0
7	CP	Gunny	0	0
8	CP	OLD GUNNY/ 2ND GUNNY	0	0

RiceMill Initial Stock

Stock Inserted Successfully

Ok

Submit Reset

After completion of data entry, a confirmatory message will appear on screen. However, his bag quantity will be adjusted only after approval by the concerned DCF&S.

Approval of initial stock entered by Rice Mill (In the login of DCF&S):-

In the beginning of the KMS, the concerned rice mill will enter the initial of gunny bags in the godown (both in



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Bales as well as in units). Concerned DCF&S has to approve this and this is entirely a one-time job in every KMS.

Online Paddy Procurement System Welcome, Dcfsdrj (Darjeeling)! Logout

Ricemill Initial Stock Approval

Select Month*

June, 2025

☐ Approved ☐ Rejected ☒ Pending Approval

Transaction Id	Mill Name	Total Qty[In Bales]	Total Qty[In Bags]	DateTime	Approve/Reject	Remarks
No records to view						

Export to Excel

It is to be mentioned here that once the initial stock is approved by the DCF&S, the same can not be modified by either the godown Inspector or Rice Mill.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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B. ALLOCATION OF JUTE BAGS:-

Allocation and distribution of Jute Bags is the core job of this module. Following tasks are to be performed by the officials, which is depicted in the table below in sequential manner:-

Sl No.	Task to be performed by official	To be done by the official
1	Bag allocation from HQ to DDPS (For any month and selected pool)	State Admin
2	Issue District-wise allocation of Bags	DDP&S
3	Assigning godown against the allotted bags	DCF&S
4	Lock assignment by choosing the appropriate Allocation ID	WBECSC HQ
5. a	Issue Work Order in case of Jute Bag	WBECSC HQ
5.b	Finalizing Work Order	WBECSC HQ
6	In case of HDPE/PP Bag, issue work Order	DDP&S
7	Receive the consignment at the godown	Godown Inspector
8	Issuing Rice Mill wise, Godown wise, Bag type wise and pool wise supply order	DCF&S
9	Distribution of Jute Bags as per supply order	Godown Inspector
10	Receive Jute Bag by the authorised representative	Rice Mill

Month-wise, Pool Wise allocation for the state (In the login of State Admin)

The HQ user initiates the Jute Bag Allocation by selecting the Month, Pool Type (Common/State), and Bag Type (Gunny/HDPE/PP). After selecting these parameters, the HQ user enters the allocation quantity to create the allocation. Before the allocation is forwarded by the DDPS user to the DCFS level, the HQ user also has the provision to update the Pool Type, Bag Type, and Quantity if required. HQ can also create the allocation for future months. State admin will be able to enter month wise/pool wise/bag type wise quantity for lifting of bags to DDPS as per approved supply plan of GOI.

The screenshot displays the 'Bag Allocation(HQ to DDPS)' interface. At the top, there's a navigation bar with 'Online Paddy Procurement System' and 'Welcome, Commissioner_Food (West Bengal)'. The left sidebar contains a menu with options like Dashboard, Home, e-POP Mgmt, Farmer Management, CPU Mgmt, BDO Mgmt, Jute Mgmt, Masters, Allocations, and Reports. The 'Bag Allocation by HQ' option is highlighted. The main content area shows the 'Bag Allocation' form with fields for 'Select Month', 'Select Pool', 'Select Bag Type', and 'Allocated Quantity(In Bales)'. A 'Submit' button is present. Below the form, a table displays the allocation details. A red box highlights the 'Bag Allocation' button, and another red box highlights the 'Submit' button.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Online Paddy Procurement System Welcome, Commissioner_Food (West Bengal)! A- A+ A

Bag Allocation(HQ to DDPS)

Select Month* Select Pool* Select Bag Type* Allocated Quantity(In Bale)

July, 2025 Central Pool Gunny 20000

Submit Reset

Allocation Id	Month	Pool Type	Bag Type	User Name	Allocation Quantity [In Bales]	Allocation Date
202507CPGunny02	July, 2025	CP	Gunny	commissioner_food	20000	15/06/2025 12:52:47
202507SPGunny01	July, 2025	SP	Gunny	commissioner_food	20000	15/06/2025 12:50:15

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Issue District wise allocation of Bags (In the login of DDPS)

After the HQ user creates an allocation, it becomes visible to the DDPS user. The DDPS is responsible for allocating the full quantity (as assigned by HQ) to the respective districts, partial allocation is not allowed.

The DDPS user has the provision to update district-wise quantities before the allocation is further assigned by the DCFS to the Godowns.

If the DCFS has already assigned quantities to Godowns, and a change is needed, the DDPS can cancel the allocation until the allocation is not locked by the DDPS/WBECSC. Once cancelled by the DDPS//WBECSC, the original allocation created by the HQ user will also be cancelled automatically.

DDPS will be able to sub-allocate pool wise, bag type wise quantity to each district against the month wise allocation made by State HQ order depending upon the requirement of bags by the district.

At this time, balance stock of Bags, pool wise (CP/SP/Common Pool) and bag type wise allocation will be shown to DDPS.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025

Online Paddy Procurement System **Welcome, Ddps_Proc1 (West Bengal)!** [Logout](#)

Bag Allocation(DDPS to DCFS)

Select Month*
July, 2025

Select Pool*
State Pool

Select Bag Type*
Gunny

☒ All ☐ Allocated ☐ Pending

Allocation Id	Month	Pool Type	Bag Type	Allocation Quantity [In Bales]	Allocation Date	Action	Cancel The Transaction
202507SPGunny01	July, 2025	SP	Gunny	20000	15/06/2025 12:50:15	Allocate Edit	Cancel

[Export to Excel](#) Page 1 of 1 View 1 of 1

Bag Allocation

☐	NADIA	0
☐	NORTH TWENTY FOUR PARGANAS	0
☐	PASCHIM BARDHAMAN	0
☐	PASCHIM MIDNAPORE	0
☐	PURBA BARDHAMAN	0
☐	PURBA MIDNAPORE	0
☐	PURULIA	0
☐	SOUTH TWENTY FOUR PARGANAS	0

Page 1 of 2 View 1 - 20 of 21

Bag Allocation

Allocated Successfully

Ok

Submit

Close

Godown wise allocation of Bags (In the login of DCF&S)

After getting confirmation from the supplier, SPA. i.e. WBECSC will enter the supplier wise, district-wise delivery break up against the allotted godown for the respective district and issue the work order details with upload the signed order in portal.

After the DDPS user allocates quantities to the districts, the respective DCFS user can assign the allocated quantities to the Jute Storage Godowns within their district.

The DCFS user is responsible for assigning the full quantity received from the DDPS, partial assignment is not permitted.

District name- godown name Quantity allocated by DDPS (Auto generated)-Name of the Supplier, quantity to be delivered (in bales and Bags) and Work Order no. are to be entered.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025

Dashboard **NEW**

Home

e-POP Mgmt

Jute Mgmt

Masters

Allocations

Godown Bag Assignment By DCFS

Allocation Of Bags To Rice Mill By DCFS

Online Paddy Procurement System

Welcome, Dcfsdrj (Darjeeling)!

Logout

Bag Assignment (DCFS to Godown)

Select Month*

Select Pool*

Select Bag Type*

July, 2025

State Pool

Gunny

All

Allocated

Pending

Allocation Id	Month	Pool Type	Bag Type	Allocation Quantity [In Bales]	Allocation Date	Action
SPGunny05	July, 2025	SP	Gunny	1000	15/06/2025 17:13:32	Assign
SPGunny01	July, 2025	SP	Gunny	20000	15/06/2025 16:26:30	Assign

Bag Allocation

TxnId: 2025061517133200038 Bag Type: SP / Gunny Total Quantity: 1000 Allocated Quantity: 1000 Balance Quantity: 0

Select	Godown Name	Godown Capacity [In Bales]	Current Stock Position [In Bales]	Quantity May Allocate [In Bales]
☒	Ramkrishna Enterprise	2000	1000	1000
☐	BAGRAKOTE GFD-15	3000	0	
☐	Bagrakot shed 13	2000	0	
☐	Someshwar godown	5000	0	

View 1 - 4 of 4

Submit

Close

Bag Allocation

TxnId: 2025061517133200038 Bag Type: SP / Gunny Total Quantity: 1000 Allocated Quantity: 1000 Balance Quantity: 0

Select	Godown Name	Godown Capacity [In Bales]	Current Stock Position [In Bales]	Quantity May Allocate [In Bales]
☒	Ramkrishna Enterprise	2000	1000	1000
☐	BAGRAKOTE GFD-15	3000	0	
☐	Bagrakot shed 13	2000	0	
☐	Someshwar godown	5000	0	

View 1 - 4 of 4

Submit

Close



SOP for

ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING

MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025

Issuing Rice Mill wise Godown wise and Bag type wise and pool wise supply order (In the login of DCF&S):-

DCFS will assign godown/s against month wise allocation of Jute/HDPE/PP bags allocated from the end of DDPS to enable ECSC (**in case of Jute bag**) to place Indent in Jute-Smart portal with the godown wise and district wise break up or DDPS (in case of HDPE/PP bag) to place supply order to the supplier.

The DCFS user is responsible for allocating stock from Godowns to Rice Mills for every month within their district.

Stock Allocation Process:

- The DCFS user selects the Month, Pool Type, and Bag Type, then clicks on Search.
- Upon searching, the system displays Godown-wise stock details for the user's district, including:
 - Stock in Hand
 - Quantity Yet to be Received
 - Quantity Already Allocated
 - Quantity Available for Allocation(All values are shown in both Bales and Bags)
- Below this, a grid of all Rice Mills in the district is displayed.
- The DCFS user selects the Godown and allocates the quantity (in bales and bags) to each Rice Mill based on availability in selected godown. DCFS user can not allocate the stock more than available for allocation quantity.

DCFS will issue Rice Mill wise, Godown wise and bag type wise and pool wise allocation Order as and when required entering the Allocation Order number depending upon the paddy allocated and balance lying with the rice mill. At this time stock balance of pool wise (CP/SP/Common Pool) and bag type wise will be shown to DCFS and remaining capacity in the godown.

The DCFS will enter the approved quantity which will not be more than the quantity entered by DDP&S (after approval of the state government as per procedure so established only) against the godown.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Release Date:- 20.08.2025

Online Paddy Procurement System

Welcome, Dcfsdrj (Darjeeling)!

Logout

Dashboard **NEW**

Home

e-POP Mgmt

Jute Mgmt

Masters

Allocations

Godown Bag Assignment By DCFS

Allocation Of Bags To Rice Mill By DCFS

Reports

Stock in Hand[Bale]/[Bag]:
250 / 30

Yet to be Received: 0

Already Allocated[Bale]/[Bag]:
0/0

Quantity Available For Allocation[Bale]/[Bag]: 250/30

SI No	Rice Mill Name	Godown name	Quantity For Alloc.	Allocation Qty in Bales	Allocation Qty in Bags
1	GANAPATI MINI RICE MILL	--select--	0	0	0
2	GANGA TRADING CO.	--select--	0	0	0
3	GOURI RICE MILL	--select--	0	0	0
4	JORETHANG RICE MILL	--select--	0	0	0
5	MAA DURGA RICE MILL	--select--	0	0	0
6	MINU ENTERPRISE	--select--	0	0	0
7	SUCHI TRADING COMPANY PRIVATE LIMITED	--select--	0	0	0
8	TARA RICE MILL	Ramkrishna Enterprise	250/30	250	30

Delivery of Bags to RiceMill

Quantity allocated successfully.

Ok

Lock Assignment (by WBECSC HQ):-

It is to be mentioned that, DDPS/WBECSC can not lock the data if all district users not assigned the quantities to godowns. Once the verification is completed, then DDPS/WBECSC user will lock the allocation, and only after that the respective users can download the allocation details in PDF format.

At first, the WBECSC user will “lock the assignment” issued by the DCF&S by selecting the “Allocation ID”. The WBECSC user can verify and lock the allocation for Gunny bags. During verification, they will ensure that the allocated quantity matches the assigned quantity for each district.

DDPS/WBECSC can not lock the data if all district users were not assigned the quantities to godowns.

Once the verification is completed, then DDPS/WBECSC user will lock the allocation and the respective users can download the allocation details in PDF format.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Online Paddy Procurement System

Welcome, Wbecsc (Wbecschq)!

A-

A+

Logout

CPD Mgmt

BDO Mgmt

Jute Mgmt

Masters

Allocations

Reports

Lock Godown Assignment Report

Godown Stock Summary Report

Detailed Stock Position of Ricemill

Godown Assignment Report

Select Month

July, 2025

Select AllocationId

202507SPGgunny05

--Select--

202507SPGgunny01

202507CPGgunny02

202507SPGgunny05

Select Pool

SP

Select Bag Type

Gunny

Id	Dis	Allocated Qty [In Bales]	Assigned Qty [In Bales]
1	ALIPUR	0	0
2	BANKURA	0	0
3	BIRBHUM	0	0
4	COOCH BEHAR	0	0
5	DAKSHIN DINAJPUR	0	0

Online Paddy Procurement System

Welcome, Wbecsc (Wbecschq)!

A-

A+

Logout

CPD Mgmt

BDO Mgmt

Jute Mgmt

Masters

Allocations

Reports

Lock Godown Assignment Report

Godown Stock Summary Report

Detailed Stock Position of Ricemill

1	ALIPURDUAR	0	0
2	BANKURA	0	0
3	BIRBHUM	0	0
4	COOCH BEHAR	0	0
5	DAKSHIN DINAJPUR	0	0
6	DARJEELING	1000	1000
7	HOOGHLY	0	0
8	HOWRAH	0	0
9	JALPAIGURI	0	0
10	JHARGRAM	0	0
TOTAL		1000	1000

Export to Excel

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Download PDF

Lock Assignment



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025

After clicking on the “Download PDF” option he will get a hard copy of district-wise godown assignment copy.

Online Paddy Procurement System Welcome, Wbecsc (Wbecschq)! Logout

Godown Assignment Report

Lock Updated successfully.

Ok

Id	District	Allocated Qty [In Bales]	Assigned Qty [In Bales]
1	ALIPURDUAR	0	0
2	BANKURA	0	0
3	BIRBHUM	0	0
4	COOCH BEHAR	0	0
5	DAKSHIN DINAJPUR	0	0
6	DARJEELING	1000	1000
7	HOOGHLY	0	0
8	HOWRAH	0	0
9	JALPAIGURI	0	0
10	JHARGRAM	0	0
TOTAL		1000	1000

Download PDF Lock Assignment

Finally, the WBECS HQ login user will finalise the assignment by clicking on the “Lock Assignment” button. After finalising so, the specific assignment can not be altered.

In case of *HDPE/PP Bag*, DDPS user has to use the option “Lock Assignment” in similar manner before proceeding further.

Online Paddy Procurement System Welcome, Ddps (West Bengal)! Logout

Select Month: July, 2025 Select AllocationId: 202507SPHDPE01 Select Pool: SP Select Bag Type: HDPE

Lock Godown Assignment Report

Id	District	Allocated Qty [In Bales]	Assigned Qty [In Bales]
1	ALIPURDUAR	0	0
2	BANKURA	0	0
3	BIRBHUM	0	0
4	COOCH BEHAR	0	0
5	DAKSHIN DINAJPUR	0	0
6	DARJEELING	1000	1000
7	HOOGHLY	0	0
8	HOWRAH	0	0
9	JALPAIGURI	0	0
10	JHARGRAM	0	0
TOTAL		1000	1000

Download PDF Lock Assignment



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Release Date:- 20.08.2025

The WBECSC HQ user will be able to view the “Godown Assignment Report” from his login.



West Bengal Paddy Procurement System

Date: 15/06/2025

Godown Assignment Report

Allocation Month :	Jul 2025	Allocation Id :	202507SPGunny05
Product Type :	Gunny	Pool Type :	SP
Total Qty :	1000	Txn Date :	15/06/2025
LockStatus :	Not Allocated		

Sl. No.	Name of the District	Allocated Qty[in Bales]	Assigned Qty[in Bales]
1	ALIPURDUAR	0	0
2	BANKURA	0	0
3	BIRBHUM	0	0
4	COOCH BEHAR	0	0
5	DAKSHIN DINAJPUR	0	0
6	DARJEELING	1000	1000
7	HOOGHLY	0	0

Before proceeding further, the WBECSC HQ official has to perform some tasks in the offline mode:-

- After getting confirmation from JCO/Supplier WBECSC will put necessary reference of delivery order against each godown to activate BAG DELIVERY ORDER to the district.
- After getting allocation from State Admin and godown tagging details from DCFS, WBECSC will place indent to Jute smart portal (through offline). After finalization of indent, PCSO will be generated in JSP.

Issuance of Work Order for Jute Bags (by WBECSC HQ):-

Only after locking the assignment, work order can be generated by the HQ admin of WBECSC.

To perform the assignment, the user (DDPS/WBECSC) must follow these steps:

- a) Select the Transporter
- b) Enter the Indent Number and select the Indent Date
- c) Select the Districts from the grid (checkboxes)



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Once districts are selected, the "Assign" button becomes active. Upon clicking Assign, the user can:

- Select the Jute Mill
- Enter the PCSO Number
- Enter the Quantity of Bales

The user can assign bales from multiple Jute Mills to a single Godown. Partial quantity assignment is allowed. After entering all details, the user can click Submit to complete the work order assignment process.

Select	Allocation Id	District	Godown Name	Month	Bag Type	Pool Type	Quantity
☒	202507SPGunny05	DARJEELING	Ramkrishna Enterprise	July, 2025	Gunny	SP	1

The official of WBECSO will select month, pool from the drop-down list.

Then he will select the transporter from the drop-down list.

“Indent No.” has to be entered manually.

Thereafter, he has to press the “Assign” button.

Work Order Cre. Quantity	Work Order yet Created Quantit	Assigned Quant	Transporter Name	Indent Numl	Indent Date	Assign
0	1000	0	Balaji Transport	1235		Assign

After pressing the “Assign” button, a pop-up window will appear.

The official has to choose Jute Mill from the drop-down list.

He has to enter the quantity of Bales which is to be delivered.

PCSO number needs to be entered manually.

Finally, he has to press the button “Save Rows to Grid”.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Release Date:- 20.08.2025

Jute Mill/Supplier:
Siliguri Jute Mills

Work order yet to be created quantity: **500**

Enter Delivery Quantity [In Bales]:
500

PCSO Number:
aaaaaa

Add **Save Rows to Grid** **Close**

Rows Added:

Finally, in order to generate the Work order the user needs to select the appropriate checkbox and press the SUBMIT BUTTON.

Online Paddy Procurement System Welcome, Wbecsc (Wbecschq)! Logout

Select Month* Select Pool* Select Bag Type*

Select Transporter* Indent No.*

Select	Allocation Id	District	Godown Name	Month	Bag Type	Pool Type	Quantity to be Delivered [In Bales]	Work Order Cre. Quantity	Work Order yet Created Quantit
☐	202507SPGunny05	DARJEELING	Ramkrishna Enterprise	July, 2025	Gunny	SP	1000	1000	0
☐	202506CPGunny06	DARJEELING	Ramkrishna Enterprise	June, 2025	Gunny	CP	1000	1000	0
☐	202506SPGunny05	DARJEELING	Ramkrishna Enterprise	June, 2025	Gunny	SP	1215	0	1215
☐	202506CPGunny06	DARJEELING	BAGRAKOTE GFD-15	June, 2025	Gunny	CP	500	0	500
☐	202506CPGunny06	ALIPURDUAR	ALIPURDUAR-I KRISHAK BAZAR	June, 2025	Gunny	CP	3000	0	3000
☐	202506CPGunny06	DARJEELING	Bagrakot shed 13	June, 2025	Gunny	CP	500	0	500

Export to Excel

Submit

Finally, work order can be generated and the concerned supplier will be able deliver bags in the designated godown. The user can then download the Work Order PDF, which includes the following details:

- Transporter Name
- Allocation Month
- Allocation ID
- Indent Number
- Indent Date
- Bag Type
- Pool Type
- Work Order ID
- Work Order Date
- Name of the District
- Quantity (in Bales)
- Godown Address and Mobile Number

After entering the same, the information will be available in the login of the concerned Godown in-charge to receive delivery of the same.



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



Ver 2.0

Release Date:- 20.08.2025



West Bengal Paddy Procurement System

Date: 15/06/2025

Total work order

Transporter Name :	Balaji Transport		
Allocation Month :	Jul 2025	Allocation Id :	202507SPGunny05
Indent No. :	1235	Indent Date :	15-06-2025
Bag Type :	Gunny	Pool Type :	SP
Work Order Id. :		Work Order Date :	

District-wise Godown Wise Breakup of Allotted Bags to be Delivered

Sl. No.	Name of the District	Quantity of bags to be delivered (in bales)	Name and Address of the Storage godown where allotted bags to be delivered	Contact Details with Name of Godown In-Charge
1	DARJEELING	500	Ramkrishna Enterprise, 2nd Floor, 12 Burrabazar, 42 Amratala Street, Kolkata,	BISWAJIT BISWAS, 8908828563,
2	DARJEELING	600	Ramkrishna Enterprise, 2nd Floor, 12 Burrabazar, 42 Amratala Street, Kolkata,	BISWAJIT BISWAS, 8908828563,
3	DARJEELING	400	Ramkrishna Enterprise, 2nd Floor, 12 Burrabazar, 42 Amratala Street, Kolkata,	BISWAJIT BISWAS, 8908828563,

Finalizing the work order by using the menu “Issue work order Generation”

After creation of work order, the same has to be finalized from the HQ login of WBECSC by clicking on the menu “Issue Work Order Generation” as mentioned in the picture below.

Online Paddy Procurement System

Welcome, Wbecsc (Wbecschq)!

A- A+

Logout

Masters

Allocations

Lock Godown Assignment Report

Issue Work Order

Issue Work Order Generation

Godown Inventory Details

Procurement Centre Management

Rice Mill Mgmt

Select Transporter Name*

Select Allocation Id*

Workorder Date*

Submit

Quantity of Jute Bags to be Transported (In Bales) State Pool	Name and Address of the Jute storage godown where allotted Jute bags to be delivered	Contact Details of the concerned District Manager as Authorized Receiptant	Work Order No	Work Order
0	Ramkrishna Enterprise	8908828563	2025062501	25-06-2025



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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After successful creation of work order, a confirmatory message will appear on screen by showing the message “Work Order Updated Successfully”.

Issue Work Order Generation

Select Transporter Name* Select Allocation Id* Workorder Date*

Balaji Transport 07-2025

Issue Work Order Details
Work Order Updated Successfully!
Ok

S.No	District Name	Transporter Name	Quantity of Jute Bags to be Transported (In Bales) Central Pool	Quantity of Jute Bags to be Transported (In Bales) State
1	DARJEELING	Balaji Transport	0	100

In case of HDPE/PP Bags, DDPS or his authorised officer will issue work order in similar manner as done by the HQ official of WBECSC.

Online Paddy Procurement System Welcome, Ddps (West Bengal)! Logout

Issue Work Order

Select Month* Select Transporter* Quantity to be Delivered (In Bales) Work Order Quantity

1000 0

Page 1 of 1 10

Jute Mill/Supplier: Select Work order yet to be created quantity: 1000 Enter Delivery Quantity (In Bales): PCSO Number: Add Save Rows to Grid Close

Rows Added:

Jute Mill Name	Delivery Qty	PCSO Number
----------------	--------------	-------------

Submit



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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Receiving the consignment of Bags (In the login of godown Inspector)

After getting delivery godown in-charge will enter the quantity of bags received in the portal and then it will be reflected in the stock of the godown. Once the Issue Work Order is generated for a Godown, the Godown In-Charge can proceed to receive stock against the respective allocation.

Stock Receipt Process:

- The Godown In-Charge selects the Month and corresponding Allocation ID.
- Based on the selected month and allocation ID, the Pool Type and Bag Type are auto-populated.
- The user then selects the Jute Mill Name and Work Order Number, and clicks Search.

Following data is Auto-Populated once Godown In-Charge click on Search:

- Godown Balance
- Total Quantity to be Delivered (in Bales)
- Transporter Name
- PCSO Number
- Work Order Number
- Work Order Date
- Quantity to be Delivered from the Selected Jute Mill
- Already Received Quantity
- Quantity Yet to be Received
- Indent Number

Godown In-Charge has to enter the data in following fields:

- Receipt Quantity
- Date of Receipt
- Driver Name
- Truck Number
- E-way Bill Number
- E-way Bill Date
- Consignment Note Number
- Consignment Date
- Tax Invoice Number
- Tax Invoice Date

After entering the above details, the user can click Submit to complete the stock receipt. Received stock will be added to Godown Inventory. The Godown In-Charge is allowed to receive partial quantities as per actual delivery from the Jute Mill.

The screenshot displays the 'Online Paddy Procurement System' interface. The user is logged in as '256_Ramkrishna (Ramkrishna Enterprise)'. The left sidebar shows the navigation menu with 'Jute Mgmt' and 'Receipt Of Consignment' highlighted. The main form is titled 'Receipt of Consignment By Godown InCharge'. It contains several input fields and a search button. The fields are organized into two main sections: 'Select Month*' and 'Select AllocationId*', and 'Select Jute Mill Name*' and 'Work Order Number*'. Below these are fields for 'Godown Balance', 'Total Quantity to be delivered [In Bales]', 'Transporter Name', 'PCSO Number', 'Work Order No', 'Work Order Date', 'Quantity to be delivered By this Jute Mill', 'Already received Quantity [In Bales]', and 'Quantity yet to be received [In Bales]'. The 'Search' button is located below the 'Select Jute Mill Name*' and 'Work Order Number*' fields.

Select Month*	Select AllocationId*	Select Pool	Select Bag Type	Select Jute Mill Name*	Work Order Number*
July, 2025	202507SPGur	SP	Gunny	Siliguri Jute M	2025061502

Search

Godown Balance	Total Quantity to be delivered [In Bales]	Transporter Name
249	500	Balaji Transport

PCSO Number	Work Order No	Work Order Date
sdfg/kk/90	2025061502	15-06-2025

Quantity to be delivered By this Jute Mill	Already received Quantity [In Bales]	Quantity yet to be received [In Bales]
500	0	500



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The screenshot shows the 'Online Paddy Procurement System' interface. The user is logged in as '256_Ramkrishna (Ramkrishna Enterprise)'. The left sidebar contains a menu with options: Jute Mgmt, Masters, Allocations, Reports, Godown Initial Stock, Godown Damaged Initial Stock, Godown Inventory Details, Bales To Bags, and Receipt Of Consignment (which is highlighted). The main form area is titled 'Enter Receipt Quantity [In Bales]*' and contains several input fields: 'Enter Receipt Quantity [In Bales]*' (500), 'Select Date Of Receipt*' (15-06-2025), 'Enter Driver Name*' (TestDriver), 'Enter Truck No*' (Testvehicle1234), 'Enter E-way Bill No*' (123456), 'Select Date Of E-way Bill*' (15-06-2025), 'Enter Consignment Note No*' (1234), 'Select Date Of Consignment*' (15-06-2025), 'Enter Tax Invoice No*' (5677), and 'Select Date Of Tax Invoice*' (15-06-2025). There are 'Submit' and 'Reset' buttons at the bottom right.

Finally, the godown Inspector has to press the SUBMIT button. Thereafter, a confirmatory message will appear on screen.

The screenshot shows a confirmation message box titled 'Receipt of Consignment' with the text 'Stock Received successfully.' and an 'Ok' button. The background shows a form with various input fields: 'June, 2025', '--Select--', 'Name*', 'Number*', 'Godown Balance', 'PCSO Number', 'Quantity to be delivered By this Jute Mill', 'Already received Quantity [In Bales]', 'Quantity yet to be received [In Bales]', 'Indent No', 'Transporter Name', and 'Work Order Date'. A 'Search' button is also visible.

Distribution of Jute Bags (In the login of Godown Inspector)

Godown in charge will supply to the RICE Mill as per the Supply order and enter in portal and accordingly stock will be reduced at godown.

After the DCFS-to-Rice Mill allocation is completed, the Godown In-Charge is responsible for delivering the stock from the Godown to the respective Rice Mills, following the FIFO (First In, First Out) method.

Delivery Process:

- The Godown In-Charge selects the Pool Type, Bag Type, and the target Rice Mill.
- Upon selection, the following details are auto-populated:
 - Quantity Yet to be Delivered (in Bales and Bags)



SOP for ALLOCATION-DISTRIBUTION OF FOOD GRAINS PACKAGING MATERIALS (JUTE BAGS/HDPE BAGS etc.)



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- Godown Stock in Hand (in Bales and Bags)
- Based on these values, the Godown In-Charge enters the:
 - Delivery Quantity (in Bales and Bags)
 - Rice Mill Representative (fetched based on selected Rice Mill)
 - Truck Number
- After entering the required details, the user clicks Submit to complete the delivery process. Godown stock inventory will be deducted based on pool type, bag type and Rice Mill inventory will get added.

The Godown In-Charge cannot deliver more than the allocated quantity. The Godown In-Charge cannot deliver more than the available stock in hand.

Online Paddy Procurement System

Welcome, 256_Ramkrishna (Ramkrishna Enterprise)!

Logout

Allocations

Reports

Godown Initial Stock

Godown Damaged Initial Stock

Godown Inventory Details

Bales To Bags

Receipt Of Consignment

Delivery of Bags to RiceMill

District*

Select Pool*

Select Bag Type*

To RiceMill*

YET TO BE DELIVERED FOR SELECTED RICE MILL: 250 [In Bales] 30 [In Bags]

STOCK IN HAND OF GODOWN: 749 [In Bales] 530 [In Bags]

Enter Quantity in [Bales]*

Enter Quantity in [Bags]*

Select RiceMill Representative*

Enter Order Number*

Enter Truck No.

TESTTRUCK

Reset

District*

Select Pool*

Select Bag Type*

To RiceMill*

YET TO BE DELIVERED FOR SELECTED RICE MILL: 0 [In Bales] 0 [In Bags]

STOCK IN HAND OF GODOWN: 749 [In Bales] 530 [In Bags]

Enter Quantity in [Bales]*

Enter Quantity in [Bags]*

Select RiceMill Representative*

Enter Order Number*

Enter Truck No.

TESTTRUCK

Reset

Delivery of Bags to RiceMill

Stock saved successfully.

OK