



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



File No. E- 992268

No. 4728 -FS/Sectt/Food/4P-08/2025

Date: 24/09/2025

ORDER

Sub:Submission of electronic Bank Guarantee (e-BG) by the Rice Mills

The registration process in the NeSL Platform has been completed in respect of Food & Supplies Department, Government of West Bengal with the detail, **Name: Dept of Food and Supplies Govt. of West Bengal, UIN: NCTGC2526P.**

Accordingly, empanelled Rice Millers may now submit **electronic Bank Guarantees (e-BGs)** in favour of Food & Supplies Department, Government of West Bengal using the above registration details.

Now, in cancellation of Order issued vide number I/693643/2025 Dated 19.09.2025 it is hereby ordered in partial modification of existing system of submission of Bank Guarantee by the Rice Mills as well as verification of Bank Guarantee by the departmental official and for introduction of submission and verification of e-BG following steps will be taken-

1. In case of new BG submitted by Rice Mill it shall be submitted in e-BG format only from NeSL listed banks(copy enclosed).
2. In case of other banks (non-NeSL listed)only the physical BG may be submitted. In such cases, those physical BGs shall have to verified by the DCFS from original and marked in the portal and shall also be verified by the Account Officer from the issuing bank and marked in the portal as detailed in Order number I/688649/2025 dated 09.09.2025. However, the facility of submission of physical BG will be discontinued after 31st March 2026 and in the meanwhile Rice Mills shall make arrangements to comply with the mandatory submission of eBG.
3. In case of replacement of BG by a Rice Mill only e-BG shall be submitted with the same amount.
4. e-BGs shall be verified by the DCFS from original and marked in the portal within 24 hours of submission. Verification of the e-BG shall be done by the officials of the Directorate of DDP&S only after checking from e-BG NeSLportal (<https://nesl.co.in/>) till integration of e- paddy procurement portal (<https://epaddy.wb.gov.in/>) with NeSL portal (<https://nesl.co.in/>) to avoid any disruption. Director, Directorate of DDP&S shall nominate such officials for verification of e-BG. Once e- paddy procurement portal is integrated with NeSL portal verification of e-BG by office of DDPS will be dispensed with.
5. To outline the step-by-step workflow for Rice Mills and departmental officers in handling electronic Bank Guarantees (e-BGs) through the e- paddy procurement portal and the NeSL e-BG platform the detailed workflow for **submission and verification of e-BG** is placed below-

6.1 Initiation by Rice Mill-

- 6.1.1 The Rice Mill shall loginto the e-paddy procurement portal (<https://epaddy.wb.gov.in/>).
- 6.1.2 Then the Rice Mill will select the type of Bank Guarantee as either:-**"Offline"** or **"e-BG"**
- 6.1.3 If e-BG is selected:

- i. The Rice Mill will enter all mandatory data fields (same as for existing BG), **except IFSC.**
 - ii. The Mill will then upload a **PDF copy of the e-BG document.**
 - iii. Finally, the Mill will submit the e-BG form.
- 6.1.4** Misrepresentation or error in e-BG data entry by Rice Mill will lead to delay in benefit initiation and/or rejection of the BG. Any misrepresentation will lead to immediate de-tagging of the Rice Mill with Purchase Centre and initiation of penal action against the Rice Mill.

6.2 Role of the DCF&S

- 6.2.1** The DCF&S will log in the e- paddy procurement portal (<https://epaddy.wb.gov.in/>) to view and verify newly submitted e-BG entries and uploaded document.
- 6.2.2** DCF&S shall verify the details of each Bank Guarantee submitted by a Rice Mill from the printed copy of e-BG. He shall mark "**verified from original BG**" in the portal and upload the scanned copies of Agreement (BA-I) in the portal on the same day but not later than next day under any circumstances.
- 6.2.3** The e-BG shall move to the login of the authorised official of the DDPS.

6.3 Approval of e-BG by DDPS authorised Official

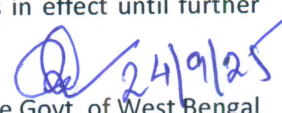
- 6.3.1** The authorised official of the DDPS will log in the e- paddy procurement portal (<https://epaddy.wb.gov.in/>) to view newly submitted e-BG entries and uploaded document.
- 6.3.2** Then he will login in **NeSL e-BG Portal** (<https://nesl.co.in/>) to verify the detail of e-BG (searching by BG ID) and correctness of the e-BG.
- 6.3.3** Thereafter, he will compare the data submitted by the Rice Mill with the details available in the NeSL portal.
- 6.3.4 Approval / Rejection Process**
 - i. If there is any **discrepancy** between the data in e-Paddy and NeSL portal, he will click **Reject button**. Remarks shall be added specifying the reason for rejection.
 - ii. If **all details match**, he shall tick a **declaration checkbox** "I have tallied the e-BG details from e-BG portal <https://nesl.co.in/e-bg/> and found to be correct."
 - iii. He will then Click **Approve button**.

On approval, the **benefits of e-BG will start immediately.**

6. Responsibilities of different stakeholders are appended below-

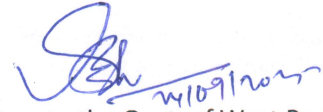
Role	Responsibility
Rice Mill	Submit accurate e-BG details and upload valid e-BG document
DCF&S	Verify e-BG data, reject or approve based on matching with physical copy of e-BG
DDPS Officials	Final verification and approval of e-BG through NeSL portal till

This Order is issued with the approval of the authority, and remains in effect until further notice or revision.


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

Copy forwarded for information and taking necessary action to:-

1. The Managing Director, BENFED,
2. The Managing Director, WBECSC Ltd.,
3. The Director, Dte. of DDP&S, F&S Department,
4. The Managing Director, PAMCL,
5. The Special Secretary, ITR Cell, F&S Department,
6. The Special Secretary, Procurement Cell, F&S Department,
7. The CEO, CONFED,
8. The Branch Manager, NAFED,
9. The P.S. to the Hon'ble MIC, F&S Department,
10. The P.S. to the Hon'ble MoS, F&S Department,
11. The President Bengal Rice Mills Association.
12. The President West Bengal Rice Mill Owners' Association.



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

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