	SOP on **Adding Land Quantum of Active KB Farmer** **by PO of CPC in Web-portal**	

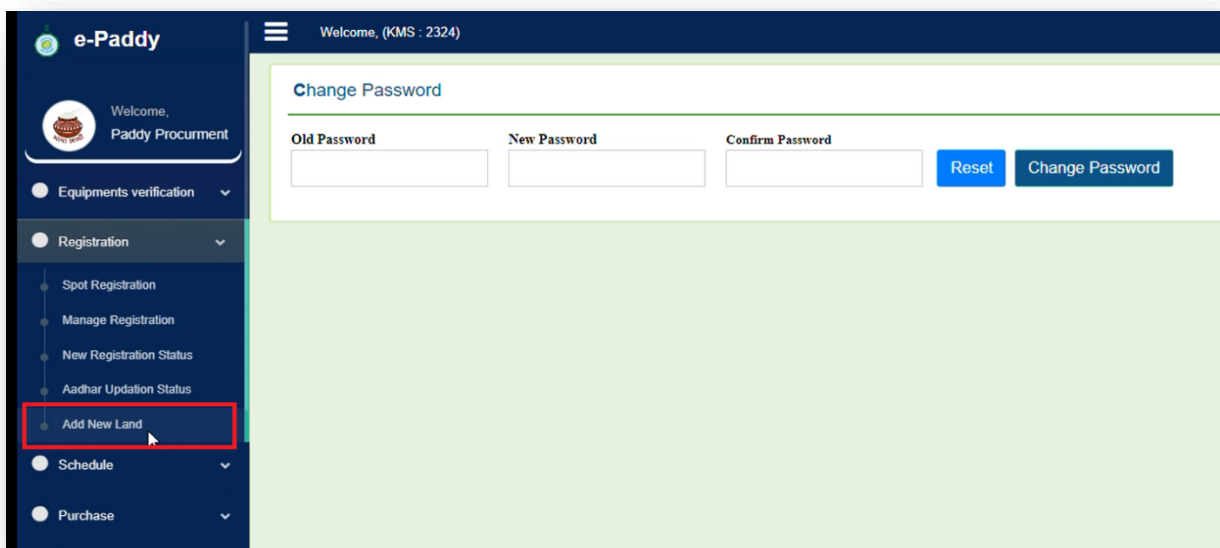Version 1.0   Date of Release: 11.01.2024

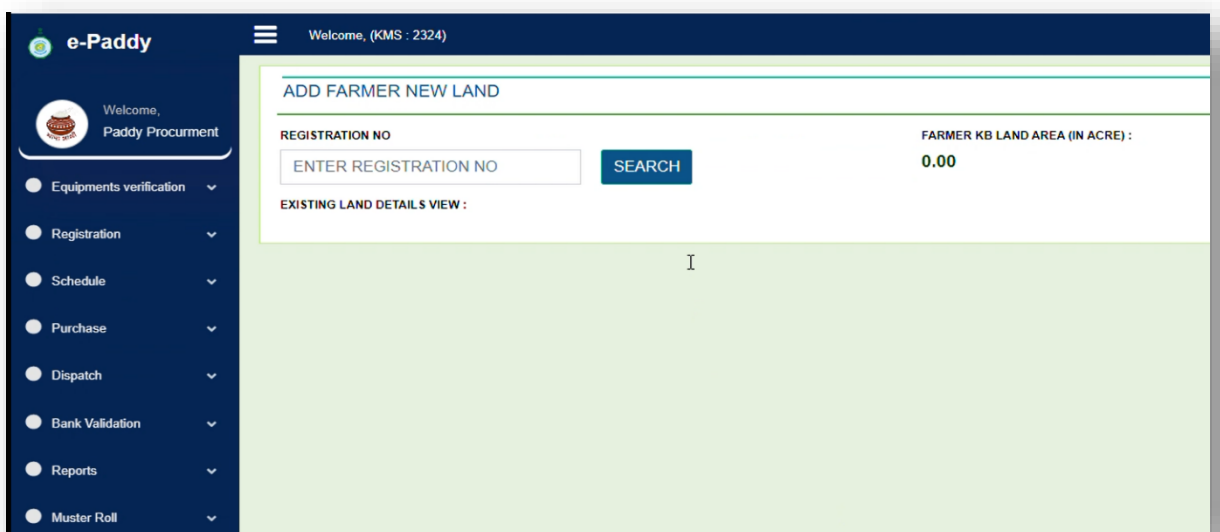At present, during new registration and update of a farmer, land details are recorded as following:

A. <u>For KB Farmers</u>: Land details are fetched from KB which is verified from the database of the L&LR Department.

B. <u>For non-KB Farmers</u>: Land details are entered by the user (district is fixed). It is assigned to BDO who enters the land quantum.

Since quantity of paddy a farmer can sell is now being calculated upon the land quantum, a facility has been added in the web-portal for the POs of CPCs only to add some more land with the existing land, **if the Khatian to be added belongs to the farmer. The process will be available only in login of the PO of a CPC**. The workflow will be as follows:

1. The PO will start the work in portal through Registration > Add New Land menu.

2. He will search a farmer through Registration no./Aadhaar no.

3. If the farmer is active, his existing land details will open.

4. After the existing land details, there will be a grid where the PO will select block, mouza, ownership type of the proposed land and enter the concerned khatian no. then he will click 'Validate from Land Deptt.' button.

5. From the L&LR portal all dag nos. within the same khatian will be shown. The PO will also be able to see the name of the owner of the khatian. **If the khatian belongs to the farmer, then**

Version 1.0   Date of Release: 11.01.2024

only the PO can add the land. The PO will have option to select multiple plots by clicking check boxes against each plot. When selection is complete, he will click 'Add Land' button.

6. If the land verification does not go through or the combination of 'block-mouza-khatian' is found to be already saved with another farmer, the user will be reverted back to the original grid for re-entry of land details.
7. He can add multiple plots spread across multiple khatians through these steps.
8. The PO will be able to see total quantum of the land he has thus selected. If any plot is mistakenly selected he can remove the same by clicking the ⊗ button. When there is no other land to add, the PO will upload scanned copy of the RoR.
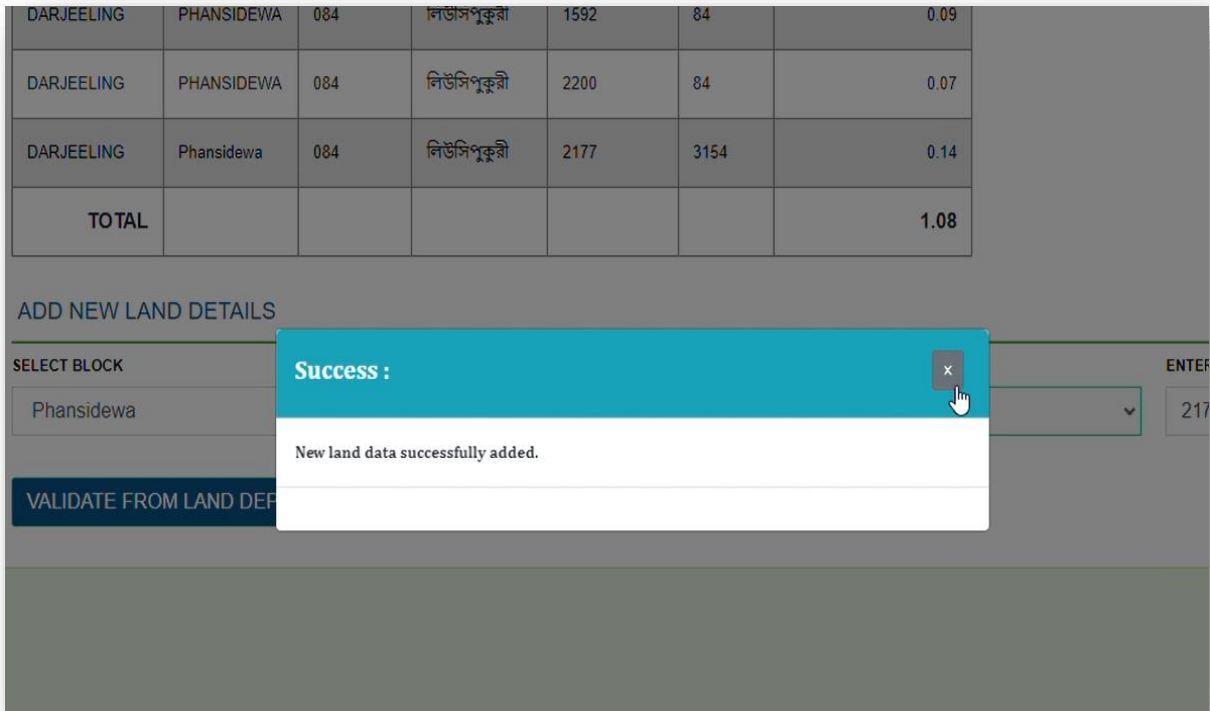
9. In the end, the PO will have to check the declaration that he has checked the RoR and accepts the land he is going to add as land cultivated by the farmer.
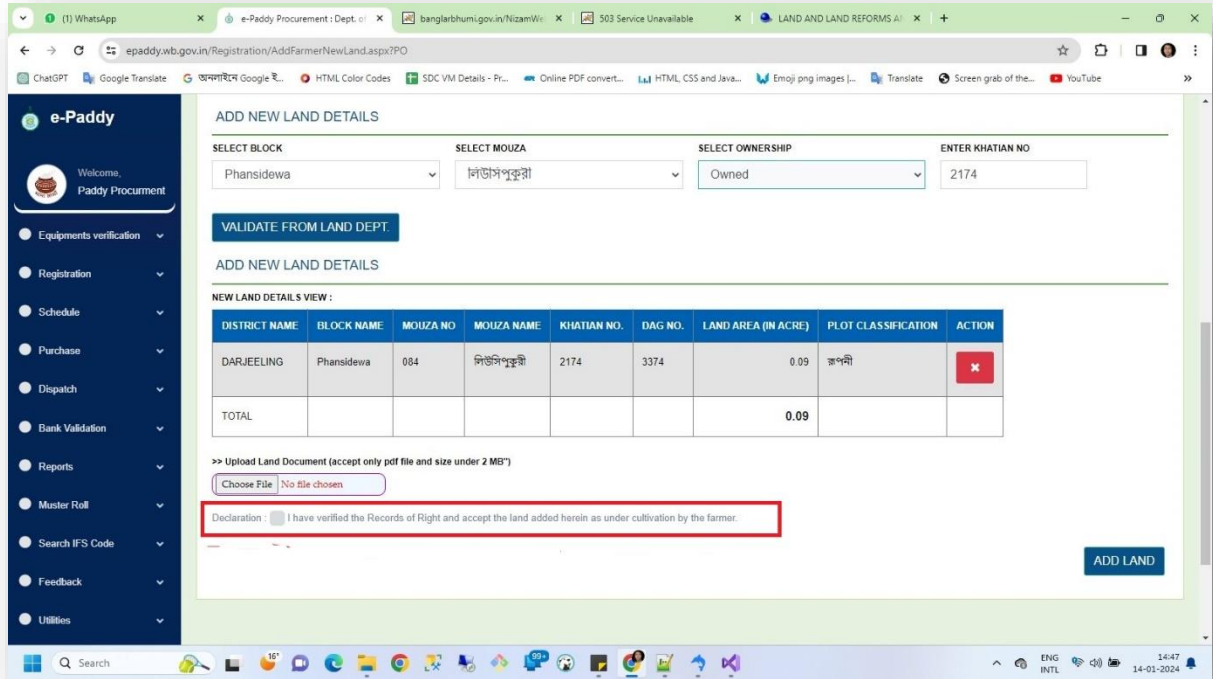
10. Finally, the user will click 'Submit' to save the data and the success message will be shown.

Version 1.0   Date of Release: 11.01.2024

11. However, if the farmer is an Inactive farmer or a non-KB farmer, or an Active farmer belonging to a district different from the PO's district, the process will not go through after the 2nd step.