


SOP for Bank Guarantee Management for Empanelled Rice Mills (Replacement of BG – Same Bank)



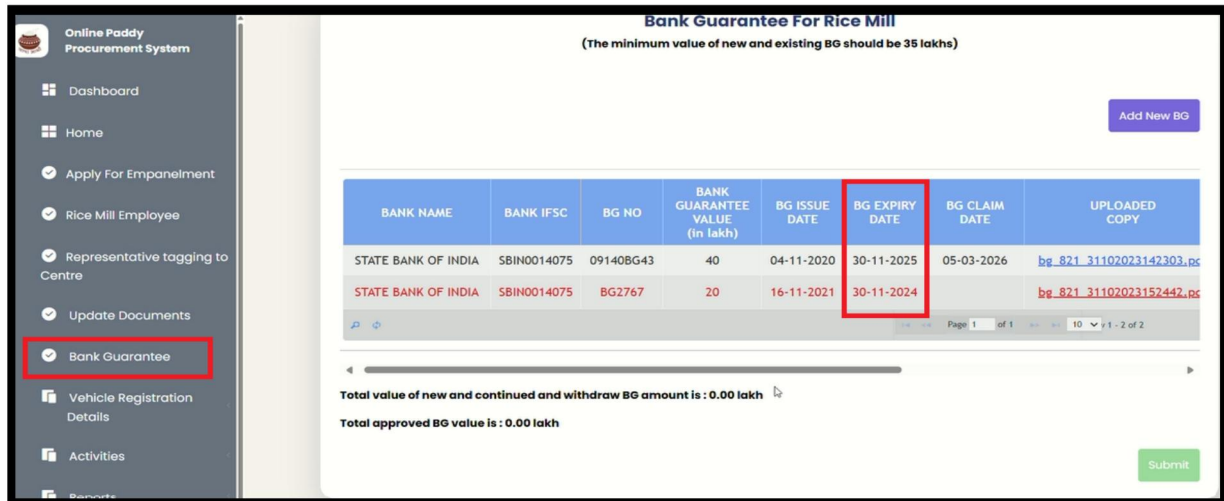
Ver. 2.0

Date of Release: 14.01.24

A facility for empanelled Rice Mills to continue BGs from last KMS and enter new BGs is already live and functional. Now, the facility of replacing a BG that is going to expire, has been incorporated in the same module with the following workflow:

Rice Mill Login

- The Rice Mill will do the work from 'Bank Guarantee' menu. Bank guarantees already entered into the system will be shown with all details including expiry date.

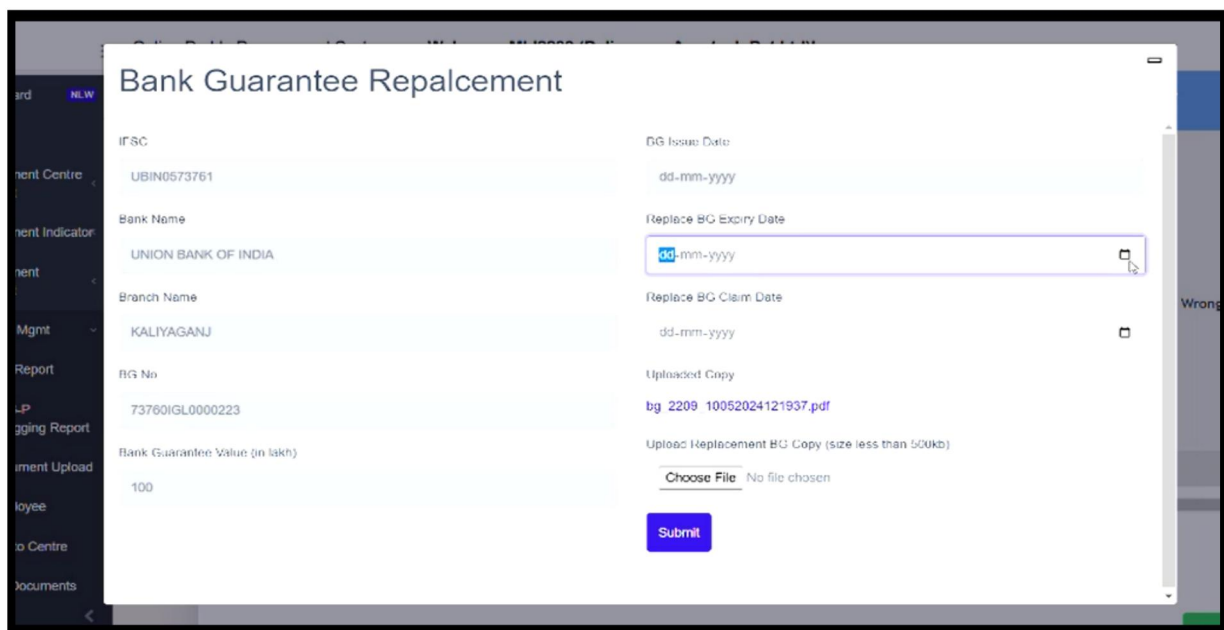


Bank Guarantee For Rice Mill
(The minimum value of new and existing BG should be 35 lakhs)

BANK NAME	BANK IFSC	BG NO	BANK GUARANTEE VALUE (in lakh)	BG ISSUE DATE	BG EXPIRY DATE	BG CLAIM DATE	UPLOADED COPY
STATE BANK OF INDIA	SBIN0014075	09140BG43	40	04-11-2020	30-11-2025	05-03-2026	bg_821_31102023142303.pc
STATE BANK OF INDIA	SBIN0014075	BG2767	20	16-11-2021	30-11-2024		bg_821_31102023152442.pc

Total value of new and continued and withdraw BG amount is : 0.00 lakh
Total approved BG value is : 0.00 lakh

- As such, the BGs approved by DCF&S and are due to expire in next 45 days will be available for replacement. A BG will cease to have its paddy holding limit value with 30 days to go for expiry. Already expired BGs cannot be replaced. However, since it is observed in the database that some BGs have expired since 02.01.25, all such BGs will be available for replacement. To start the process of replacement, the Rice Mill will click on the replace button in the concerned row. This pop-up screen will open. The IFSC, bank name, branch name, BG no., BG value and BG issue date will not be allowed to be changed.



Bank Guarantee Replacement

IFSC: UBIN0573761
Bank Name: UNION BANK OF INDIA
Branch Name: KALIYAGANJ
BG No: 73760IGL0000223
Bank Guarantee Value (in lakh): 100

BG Issue Date: dd-mm-yyyy
Replace BG Expiry Date: dd-mm-yyyy
Replace BG Claim Date: dd-mm-yyyy

Uploaded Copy: bg_2209_10052024121937.pdf
Upload Replacement BG Copy (size less than 500kb)
Choose File: No file chosen

Submit



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3. The Rice Mill will select the expiry date of the replacement BG. It cannot be earlier than 30.09.25.

Bank Guarantee Replacement

IFSC: UBIN0573761

Bank Name: UNION BANK OF INDIA

Branch Name: KALIYAGANJ

BG No: 73760IGL0000223

Bank Guarantee Value (in lakh): 100

DG Issue Date: dd-mm-yyyy

Replace BG Expiry Date: dd-mm-yyyy

Replace BG Claim Date: dd-mm-yyyy

Uploaded Copy: bg_2209_10052024121937.pdf

Upload Replacement BG Copy (size less than 500kb): Choose File No file chosen

Submit

Bank Guarantee Replacement

IFSC: UBIN0573761

Bank Name: UNION BANK OF INDIA

Branch Name: KALIYAGANJ

BG No: 73760IGL0000223

Bank Guarantee Value (in lakh): 100

DG Issue Date: dd-mm-yyyy



Replace BG Expiry Date: dd-mm-yyyy

September, 2025

Su	Mo	Tu	We	Th	Fr	Sa
27	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

less than 500kb

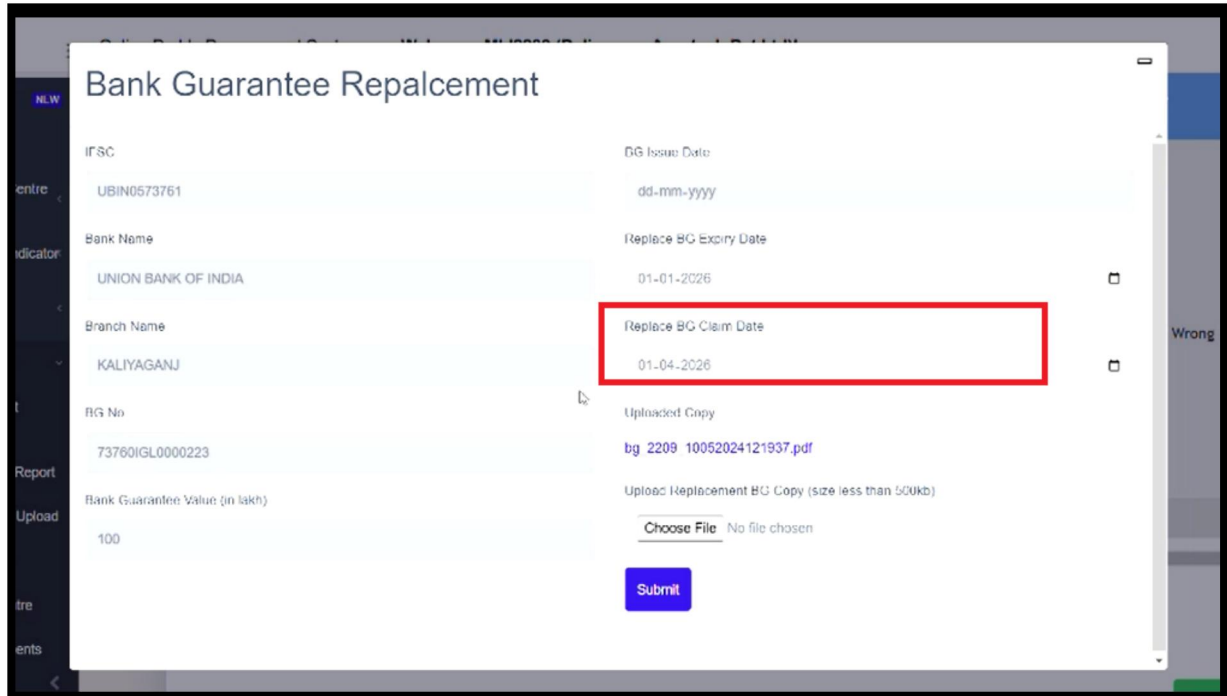
Submit

	<p>SOP for Bank Guarantee Management for Empanelled Rice Mills (Replacement of BG – Same Bank)</p>	
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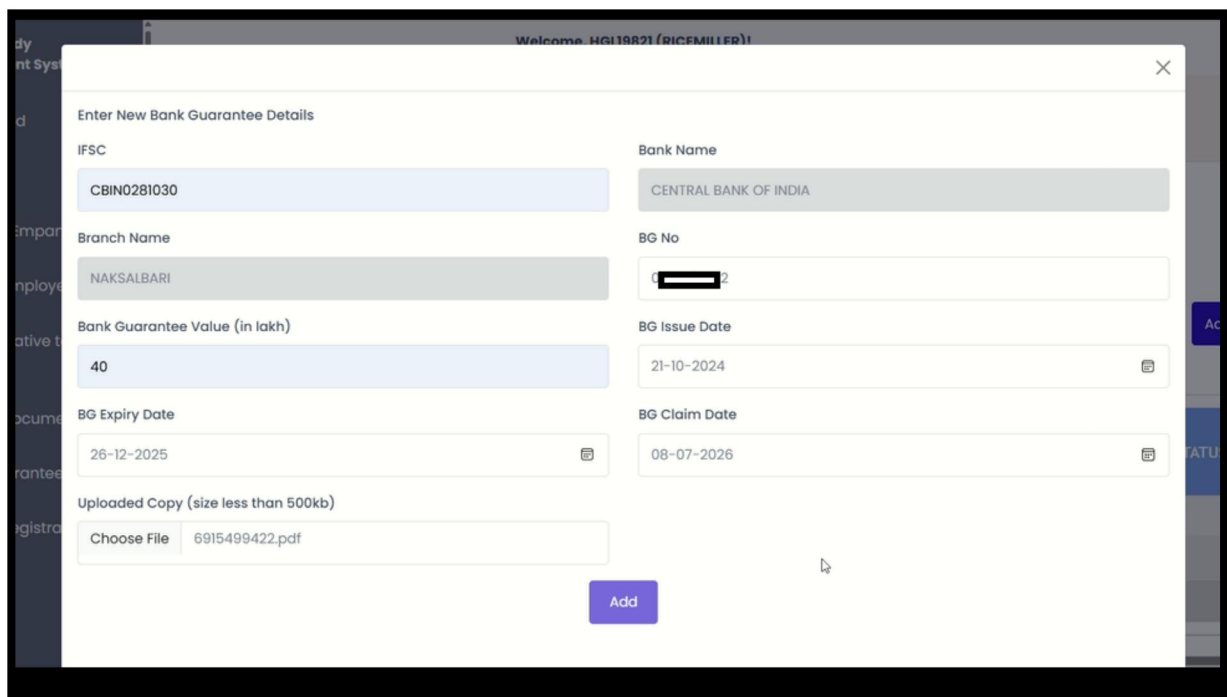
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4. Next, he will enter the claim date of the replacement BG. It must be a date later than 90 days from the expiry date



5. The Rice Mill will upload a scanned copy of the replacement BG and click on 'Submit'.





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6. This success message will show.


The screenshot shows a web application interface for 'Bank Guarantee Replacement'. A modal window displays the message 'Data Submitted successfully' with an 'Ok' button. The background form contains the following details:

- Bank Name:** UNION BANK OF INDIA
- Branch Name:** KALIYAGANJ
- BG No:** 737601GL0000223
- Bank Guarantee Value (in lakh):** 100
- Replace BG Claim Date:** 01-04-2026
- Uploaded Copy:** bg_2209_10052024121937.pdf
- Upload Replacement BG Copy (size less than 500kb):** Choose File: 20222153411000612122024213952_1.pdf


7. After submission, the status of the BG can be seen as 'Replacement in Progress'.

BG ISSUE DATE	BG EXPIRY DATE	BG CLAIM DATE	UPLOADED COPY	ACTION	ACTION	BG TYPE	BG STATUS
26-12-2024	26-12-2025	26-03-2026	bg_2209_26122024185654.pdf	Continue		New BG	Approved
28-10-2024	04-12-2025	04-03-2026	bg_2209_28102024182650.pdf	Continue		New BG	Approved
19-01-2024	04-01-2025	04-04-2025	bg_2209_15022024132656.pdf	Replace		Expired BG	Approved
28-10-2024	04-12-2025	04-03-2026	bg_2209_28102024182650.pdf	Continue	Withdraw	New BG	Rejected Reason: Wrong BG Details
19-01-2024	01-01-2026	01-04-2026	bg_2209_10012025183005.pdf			Replace	Replacement In progress
05-12-2023	04-12-2024		bg_2209_11122023162312.pdf			Expired BG	
05-01-2023	04-01-2024		bg_2209_11012023164128.pdf			Expired BG	
02-01-2023	01-01-2024		bg_2209_03012023165531.pdf			Expired BG	
23-12-2022	22-12-2023		bg_2209_27122022141052.pdf			Expired BG	
25-11-2022	24-11-2023		bg_2209_29112022143038.pdf			Expired BG	

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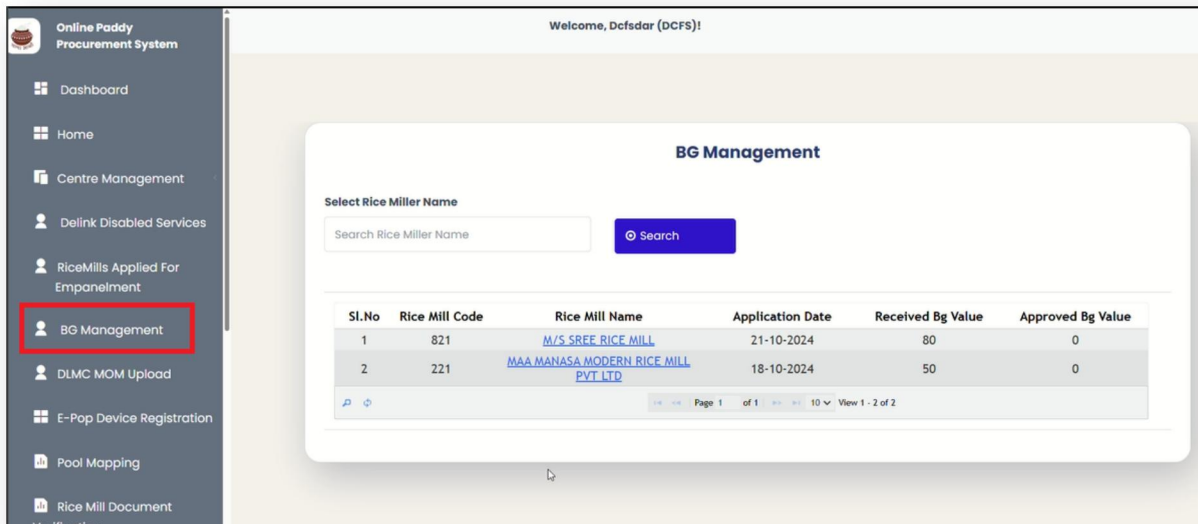


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DCF&S Login

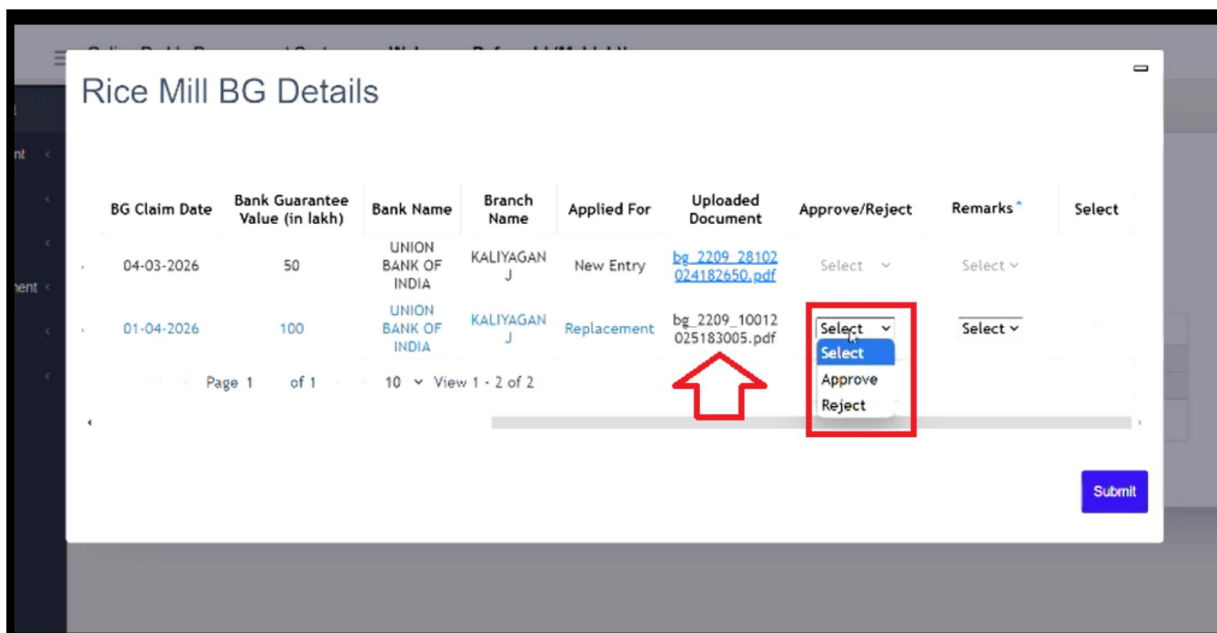
8. The DCF&S will go to 'BG Management' menu. All Rice Mills to have applied will be shown in this grid. He can search any specific Rice Mill using the search box.



The screenshot shows the 'BG Management' section of the 'Online Paddy Procurement System'. A search box is present with the text 'Select Rice Miller Name' and a 'Search' button. Below the search box is a table with the following data:

Sl.No	Rice Mill Code	Rice Mill Name	Application Date	Received Bg Value	Approved Bg Value
1	821	M/S SREE RICE MILL	21-10-2024	80	0
2	221	MAA MANASA MODERN RICE MILL PVT LTD	18-10-2024	50	0

9. On clicking the Rice Mill name in the previous step, details of all BGs submitted will open. The DCF&S can see all data of a BG including the newly entered expiry date, claim date and the newly uploaded BG document. He will either approve or reject a BG. If he selects 'Reject' in the 'Approve/Reject' button, he will have to select a reason from the drop-down list.
10. If the DCF&S wishes to approve the BG, he will select 'Approve' from the 'Approve/Reject' drop-down menu. In such case, remarks will be 'approved'.



The screenshot shows the 'Rice Mill BG Details' section. A table displays the following data:

BG Claim Date	Bank Guarantee Value (in lakh)	Bank Name	Branch Name	Applied For	Uploaded Document	Approve/Reject	Remarks	Select
04-03-2026	50	UNION BANK OF INDIA	KALIYAGAN J	New Entry	bg_2209_28102_024182650.pdf	Select	Select	Select
01-04-2026	100	UNION BANK OF INDIA	KALIYAGAN J	Replacement	bg_2209_10012_025183005.pdf	Select	Select	Select

The 'Approve/Reject' dropdown menu is highlighted with a red box, and a red arrow points to the 'Approve' option.



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11. When all BGs have been worked upon in this way, the DCF&S will click 'Submit' button.

The screenshot shows a web application interface titled "Rice Mill BG Details". It contains a table with the following columns: BG Claim Date, Bank Guarantee Value (in lakh), Bank Name, Branch Name, Applied For, Uploaded Document, Approve/Reject, Remarks, and Select. The table has two rows of data:

BG Claim Date	Bank Guarantee Value (in lakh)	Bank Name	Branch Name	Applied For	Uploaded Document	Approve/Reject	Remarks	Select
04-03-2026	50	UNION BANK OF INDIA	KALIYAGAN J	New Entry	bg_2209_28102_024182650.pdf	Select	Select	
01-04-2026	100	UNION BANK OF INDIA	KALIYAGAN J	Replacement	bg_2209_10012_025183005.pdf	Approve	Select	

Below the table, there is a pagination control showing "Page 1 of 1" and "View 1 - 2 of 2". At the bottom right of the interface, there is a blue "Submit" button, which is highlighted by a red arrow.

12. On submission, this success message will be shown to the DCF&S.

The screenshot shows a success message dialog box overlaid on a blurred background of the application interface. The dialog box has a dark blue header with the text "BG Management". Below the header, the text "BG Application Disposed Of Successfully" is displayed in a bold, black font. At the bottom center of the dialog box, there is a blue button with the text "Close" and a mouse cursor icon pointing at it.



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Rice Mill Login

13. After disposal by the DCF&S, the Rice Mill in his login will be shown the status of each BG. BGs which have been rejected, can be submitted again by clicking 'Modify' button.

The screenshot displays a web interface for managing Bank Guarantees (BGs). At the top right, there is a button labeled "Add New BG". Below it is a table with the following columns: BG ISSUE DATE, BG EXPIRY DATE, BG CLAIM DATE, UPLOADED COPY, ACTION, ACTION, BG TYPE, and BG STATUS. The table contains three rows of data:

BG ISSUE DATE	BG EXPIRY DATE	BG CLAIM DATE	UPLOADED COPY	ACTION	ACTION	BG TYPE	BG STATUS
-11-2020	30-11-2025	05-03-2026	bg_821_31102023142303.pdf	Continue		Old BG	Approved
-10-2024	26-12-2025	08-07-2026	bg_821_21102024150420.pdf	Modify		New BG	Rejected Reason: Wrong BG Documents Uploaded
-11-2021	30-11-2024		bg_821_31102023152442.pdf			Expiring Soon	

A red arrow points to the "Modify" button in the second row. Below the table, there is a pagination control showing "Page 1 of 1" and "10" items per page. At the bottom of the interface, there are two summary lines: "Total value of new and continued and withdraw BG amount is : 0.00 lakh" and "Total approved BG value is : 40.00 lakh". A "Submit" button is located at the bottom right.