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Date of Release: 21/12/2023

Ref. GO no. 4861-FS/Sectt/Food/4P-09/2023 (Pt.IV) dated 02.11.2023

Communicated vide letter no.: 5860-FNS-24022/1/2023-REFORM SEC-Dept. of FNS-Part(2) Date: 21.12.2023 by the Secretary, Department of Food & Supplies

User Creation for Extension Officer(s):

1. In his login, the BDO will go to 'Create User Login' menu.

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o e-Paddy	Welcome, (KMS : 2324)			BDO_NandaKumar 👻
Weicome, Paddy Procurment	Create User Login Enter Name of the User* Enter Email id *			
Create User Login Land Verification	Enter Mobile No. * Attached Office * Role Name * Select Block * HRMS ID/User ID *	Block_Extension_Officer EXTENSION_OFFICER Nanda Kumar EO_01_NandaKumar	¢ ¢	
		SUBMIT	2Department of Food & Supplies, Govern	ment of West Bengal 2020.

2. He will enter name, email ID, mobile no. of the Extension Officer for whom he seeks to create user. Fields named 'attached office', 'role name' and 'select block' will remain pre-filled.

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o e-Paddy	Welcome, (KMS : 2324)		BDO_NandaKumar 👻
Welcome,	Create User Login		
Paddy Procurment	Enter Name of the User*	Soumendranth Ghosh	
Create User Login ~	Enter Email Id *	inspndkblk@gmail.com	
Create User Login	Enter Mobile No. *	7908982050	
	Attached Office *	Block_Extension_Officer \$	
	Role Name *	EXTENSION_OFFICER \$	
	Select Block *	Nanda Kumar 💠	
	HRMS ID/User ID *	EO_01_NandaKumar	
		SUBMIT	
		@Department of Food & Supplies, Government of West Beng	al,2020.





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- 3. When the BDO clicks 'Submit' button, the user will be created and the credentials sent to the user in the given mobile no. via SMS. This confirmation will be shown on the screen to the BDO.

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o e-Paddy	Welcome, (KMS : 2	2324)	Alert		×				BDO_NandaK	lumar 🔻	
Welcome, Paddy Procurment	Create User Logi	in iser*	Login created s Login Id is : EO	Login created succesfully. Login Id is : EO_01_NandaKumar							
Create User Login Land Verification	Enter Mobile No. * Attached Office * Role Name *		Blo	ck_Extension_ TENSION_OFF	Officer	¢					
	Select Block * HRMS ID/User ID *		Nanda Kumar EO_02_NandaKumar SUBMIT						-		
	Login Details User ID EO. 01. NandaKumar	Office Name Block, Extension_Officer	Role Name EXTENSION_OFFICER	User Name Sourmendranth	Email Id	Mobile No.	Sub-Division Name	Block Name	Login Created Date		
				Ghosh				Kumar			

4. Users thus created will be shown in a grid below in the same screen.

			9 01			<u> </u>			
e-Paddy	Welcome, (KMS : 2	2324)							BDO_Nandał
	Create User Log	in							
Paddy Procurment	Enter Name of the U	ser*							
ate User Login 🛛 🗸	Enter Email Id *								
ate User Login	Enter Mobile No.*								
d Verification 🗸 🗸 🗸 🗸	Attached Office *		Blog	ck_Extension_	Officer	\$			
	Role Name *		EXT	ENSION_OFF	FICER				
	Select Block *		Nar	Nanda Kumar 🗘					
	HRMS ID/User ID *		EO	_02_NandaKu	ımar				
				- au					
				SU	BIVIT				
	Login Details								
	User ID	Office Name	Role Name	User Name	Email Id	Mobile No.	Sub-Division Name	Block Name	Login Created Date
	EO_01_NandaKumar	Block_Extension_Officer	EXTENSION_OFFICER	Soumendranth	inspndkblk@gmail.com	7908982050		Nanda	2023-12-16
				13DOSD				Bumar	



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Assignment of Enquiry:

5. Registration or update applications by farmers are assigned to BDOs and are visible in his 'Land Verification' menu.

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o e-Paddy	Welcome, (KMS : 2324))						EO_01_NandaKumar -
Welcome, Paddy Procurment	Land Verification fo	r New Registra SV Excel PDF	tion* Print				Search:	
	Application ID 1	Aadhaar Number	Name as per aadhaar î↓	Bank Account Number as per registration	Bank Response ↑↓	Name as per bank ↑↓	Status 斗	Preview 1
	345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View
	345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View
	345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View
	Showing 1 to 3 of 3 entries						Previor	us 1 Next
	MARK MARK HARK (1971				@Department of Fo	od & Supplies Gover	oment of West Bengal 2	020

6. The BDO will select the user from drop down menu to whom he wants to assign applications for enquiry.

		e epaddy.wb.go	ov.in 🗎	-				
Welcome, (KMS : 2324)							BDO_NandaKumar	
and Verification for New Regi	istration*	(_		
Extension Officer*		✓ Select Exter EO_01_Nan	Select Extension Officer SUBMIT SUBMIT					
Show 25 rows - CSV Excel	PDF Print				Sec	arch:		
Select †	Aadhaar Number ⊺⊥	Name as per aadhaar ⊺⊥	Bank Account Number as per registration ↑↓	Bank Response †	Name as per bank ⊺⊥	Status 👘	Preview 1	
345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View	
345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View	
345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View	
345002825020200107	321006263138	Ashalata Maity	1048010264389		Ashalata Maity	Decision need to be taken	View	
345003546420200113	778991690695	Tuturani Samanta Maity	1048010484831		Tuturani Samanta Maity	Decision need to be taken	View	
345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View	
	Application for New Reg Extension Officer* Select 1 Application ID 345000916420191220 34500282502020107 345003546420200113 345003980920200116	Acchae Acchae Select 1: Application 1D 1: Acchae 345000916420191220 853694632845 913306038689 345002797920200108 357721427194: 345003546420200113 778991690695 345003980920200116 595365702821	Application ID Aadhaar Name is per Leo La	Application for New Registration* Select Extension Officer Extension officer* Select Extension Officer Show 25 rows ~ CSV Excel PDF Print Name as per 18 adhaar Bank Account Number 11 adhaar 345000916420191220 853694632845 Qurupada Parya 3305000102013019 345000916420191220 853694632845 Qurupada Parya 3305000102013019 3450029797820200106 357721427194 KARUNA ADAK 1636010290074 345002825020200107 321008263138 Ashalata Maity 1048010264389 345003546420200113 778991690695 Tuturani 1048010264389 345003980920200116 595365702821 CHANDAMA 163601029171	Application for New Registration* Select Extension Officer Select Extension Officer <t< td=""><td>Application ID Aadhaar Name as per aadhaar Bank Account Number a 945000916420191220 Bask Account Number a 345000916420191220 Mame as per asses Bank Account Number as per registration Bank Response Name as per per bank Bank Account Number as per registration Mame as per asses Bank Account Number as per registration Bank Response Name as per ber bank Name as per bank Name as per ber bank Name as per bank Name as per ber bank Name as per ber bank Name as per bank Name as pe</td><td>Application ID Aadhaar Name as per laddard Bank Account Number Bank Account Number Bank I Name as per laddard Status I Select 1: Application ID Aadhaar Marrie as per registration* Bank Account Number Bank Account</td></t<>	Application ID Aadhaar Name as per aadhaar Bank Account Number a 945000916420191220 Bask Account Number a 345000916420191220 Mame as per asses Bank Account Number as per registration Bank Response Name as per per bank Bank Account Number as per registration Mame as per asses Bank Account Number as per registration Bank Response Name as per ber bank Name as per bank Name as per ber bank Name as per bank Name as per ber bank Name as per ber bank Name as per bank Name as pe	Application ID Aadhaar Name as per laddard Bank Account Number Bank Account Number Bank I Name as per laddard Status I Select 1: Application ID Aadhaar Marrie as per registration* Bank Account Number Bank Account	





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7. He will select the applications by ticking check boxes against each application and click 'Submit' button.

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🍐 e-Paddy 📃 📃	Welcome	, (KMS : 2324)							BDO_Nand	aKumar 🝷
Welcome, Paddy Procurment	and Verif	ication for New Reg	istration*	EO_01_Nan	EO_01_NandaKumar \$ SUBMIT					-
Create User Login Create User Login Land Verification	Show 25 i	rows - CSV Excel	PDF Print				Sea	arch:		
	Select †	Application ID	Aadhaar Number 🌐	Name as per aadhaar 11	Bank Account Number as per registration	Bank Response	Name as per bank	Status 📊	Preview	
	2	345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View	
		345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View	
		345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View	
		345002825020200107	321006263138	Ashalata Maity	1048010264389		Ashalata Maity	Decision need to be taken	View	
		345003546420200113	778991690695	Tuturani Samanta Maity	1048010484831		Tuturani Samanta Maity	Decision need to be taken	View	
		345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View	

8. The selected applications will be assigned to the selected Extension Officer and this confirmation message shown to the BDO.

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o e-Paddy	Welcome	, (KMS : 2324)	Aler	E.	×				BDO_NandaKumar 🝷
Welcome, Paddy Procurment	Extension	Officer*	Deta	a submitted successfu	ily I	+	SUBMIT	-	
Land Verification ~	Show 25	rows - CSV Excel	PDF Print				Se	arch:	
	Select 1	Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank	Name as per bank 11	Status 👔	Preview 11
		345002825020200107	321006263138	Ashalata Maity	1048010264389		Ashalata Maity	Decision need to be taken	View
		345003546420200113	778991690695	Tuturani Samanta Maity	1048010484831		Tuturani Samanta Maity	Decision need to be taken	View
		345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View
		345003982020200116	616279635621	MITHU ADAK	1636010007702		MITHU ADAK	Decision need to be taken	View
		345004428720200120	714365388076	Jagannath Adak	1636010242998		Jagannath Adak	Decision need to be taken	View
		345004575920200121	678073794743	Sankari Adak	1636010296816		Sankari Adak	Decision need	View





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9. The Extension Officer, while using his login will have to change the default password before starting to work in the login.

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🍵 e-Paddy	Welcome, (KMS : 232	24)			EO_01_NandaKumar -
	Change Password				
Paddy Procurment	Old Password	New Password	Confirm Password		
Land Verification ~				Reset Change Password	
Land Verification for New Farmer					

10. Afterwards, when he logs in into his account, count of applications pending for enquiry will be shown.

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o e-Paddy	= *	elcome, (KMS : 2324)					EO_01_NandaKumar 👻
Welcome, Paddy Procurment				-	©Department of Food This website is designe	& Supplies,Governr ed and developed b	nent of West Bengal,2020. National Informatics Centre,Govt. of India.
		Pending List					
			No of Transaction To Validate:	Ũ			
				KMS 2021-2022 Procurement	t,Dept. of Food & Supplies, Govt. of	West bengal	





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11. A primary view of all the applications assigned to him can be seen by an Extenson Officer in 'Land Verification' menu.

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Welcome, (KMS : 2324))						EO_01_NandaKumar -
Land Verification fo Show 25 rows • C	r New Registra SV Excel PDF	tion" Print				Search:	
Application ID 1	Aadhaar Number †↓	Name as per aadhaar ↑↓	Bank Account Number as per registration	Bank Response ↑↓	Name as per bank ↑↓	Status †	Preview
345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View
345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View
345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View
Showing 1 to 3 of 3 entries						Previo	us 1 Next
	Welcome, (KMS : 2324 Land Verification fo Show 25 rows * Q Application ID 145000916420191220 345001343520191224 345002797920200106 Showing 1 to 3 of 3 entries	Welcome, (KMS : 2324) Land Verification for New Registrat Show 25 rows × CSV Excel PDF Application ID 1 Aadhaar FL 345000916420191220 853694632845 345001343520191224 913306038689 345002797920200106 357721427194 Showing 1 to 3 of 3 entries	Welcome, (KMS : 2324) Land Verification for New Registration* Show 25 rows • CSV Excel PDF Print Application ID 11 Aadhaar 11 345000916420191220 653694632845 Gurupada Parya 345001343520191224 913306038689 BISHWANATH Addaas Showing 1 to 3 of 3 entries	Application ID Aadhaar Name as per aadhaar Bank Account Number as per registration Application ID 11 Aadhaar 12 Bank Account Number as per registration 13 345000916420191220 653694632845 Gurupada Parya 3305000102013019 345001343520191224 913306038689 BISHWANATH 1636010290074 345002797920200106 357721427194 KARUNA ADAK 1636010113298	Veloome, (KMS : 2324) Land Verification for New Registration* Show 25 rows * CSV Excel PDF Print Application ID 1: Aadhaar 1: Bank Account Number as per registration 1: Bank Account Numb	Image: Welcome, (KMS : 2324) Land Verification for New Registration* Show 25 rows* CSV Excel PDF Print Application ID 1 Aadhaar 1 Bank Account Number as per registration Bank me as per bank 1 Bank Name as per bank 1 345000916420191220 853684632845 Gurupada Parya 3305000102013019 Gurupada Parya 345001343520191224 913306038689 BISHWANATH ADAK 1636010290074 BISHWANATH ADAK 345002797920200106 357721427194 KARUNA ADAK 1636010113298 KARUNA ADAK	Name as per assert Bank Account Number as per registration Application ID 1 Name as per assert Status 1 345000816420191220 85894632845 Gurupada Parya 3305000102013019 Gurupada Parya Decision need to be taken 345001343520191224 913306038689 BISHWANATH 1636010290074 BISHWANATH Decision need to be taken 345002797920200106 357721427194 KARUNA ADAK 1638010113298 KARUNA ADAK Decision need to be taken

12. By clicking 'View' button in the rightmost column of the grid, the EO can see the complete applications and the documents uploaded by the applicant.

					1	1	
Barik Details							_
FS Code *		Bank Name *		Branch Name *			
PUNB0244200	血	PUNJAB NATIONAL BANK	血	RTGS-HO		血	
ccount Type *		Account No *		Re-enter Account No *			
Saving	\$	3305000102013019	m	3305000102013019		血	
lease Select Correct Option		Second Account Holder Name		Relationship with First Account Holder			
Single Account Joint Account			_ ≜	Spouse Son Daughter Father			
Document Upload							
Document Upload	Voter Card *	Land Docume 2022218	nt/Self Declaration * 3451000414122023	Bank PassBook(Front Page) * 3123427_3.jpg			
Document Upload	Voter Card *	Land Docume 2022218:	nt/Self Declaration * 345100041412202:	Bank PassBook(Front Page) * 3123427_3.jpg			
Jarmer Photo * Jarmer Photo * Ludhaar Gard * Declaration	Voter Card *	Land Docume 2022218:	nt/Self Declaration * 3451000414122023	Bank PassBook(Front Page) * 3123427_3.jpg			
Submitted Self Declaration	Voter Card *	Land Docume 2022218	nt/Self Declaration *	Bank PassBook(Front Page) * 3123427_3.jpg			
Document Upload amer Photo * adhaar Card * Declaration Submitted Oself Declaration	Voter Card *	Land Docume 2022218 Recommended Non-	nt/Self Declaration * 3451000414122023	Bank PassBook(Front Page) * 3123427_3.jpg Back			



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13. At this stage the EO is expected to conduct a field enquiry into the application. After the enquiry, if the EO decides to recommend the application, he will be required to enter the land quantum cultivated by the farmer. The EO must be mindful here that the unit of land quantum taken here is in acre, not in any other unit.

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Saving		Account No -		Re-enter Account No *		1.00	
Saving	•	3303000102013013	1.000	3303000102013014		1.70	-
lease Select Correct Option		Second Account Holder Name		Relationship with First Account Holder			
Single Account Joint Account			A	Spouse Son Daughter Father			
Jocument Upload							
armer Photo * Voter C	Card *	Land	Document/Self Declaration *	Bank PassBook(Front Page) *			
		20	0222183451000414122023	123427_3.jpg			
adhaar Card *							
Declaration							
Submitted Khatain Self Declaration							
rea of Land under Paddy Cultivation in Acre : *		2.5					
Either you provide Remarks or Upload Document.							
Either you provide Remarks or Upload Document. temarks : *		To be filled up					
Either you provide Remarks or Upload Document. emarks : * pload Doc. : *		To be filled up Choose File no file selected	Confirm & Submit				

14. He may enter remarks and upload documents. He will be able to upload scanned copy of EPIC, self-declaration and bank passbook. It is not mandatory on his part. He will do this when he finds that the farmer by bona fide mistake had uploaded wrong/illegible documents. If the EO uploads a document, the document uploaded by the farmer will be superseded.

	_	e epadoy.wo.gov.in		
Bank Details				
FS Code *		Bank Name *	Branch Name *	
PUNB0244200	重	PUNJAB NATIONAL BANK	RTGS-HO	血
.ccount Type *		Account No *	Re-enter Account No *	
Saving	\$	1636010290074	1636010290074	血
tease Select Correct Option Single Account Joint Account		Second Account Holder Name	Relationship with First Account Holder Spouse Son Daughter Father	
Document Upload				
armer Photo *	Voter Card *	Land Document/Self Declaration	Bank PassBook(Front Page	•
adhaar Card *		2022218345100042811	12023121818_3.jpg	
Declaration				
Submitted OSelf Khatain Declaration				



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15. If the EO find the application not suitable for recommendation, he will click 'Not Recommended' and in the 'Ground of Rejection' drop down will have to select an option as reason for his not recommending the case.

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IFS Code *		Bank Name *		Branch Name *			-
PUNB0244200	血	PUNJAB NATIONAL BANK	寙	RTGS-HO		寙	
Account Type *		Account No *		Re-enter Account No *			
Saving	\$	1636010290074	盦	1636010290074		盦	
Please Select Correct Option Single Account Joint Account		Second Account Holder Name	4	Relationship with First Account Holder Spouse Son Daughter Father			
Document Upload							_
Farmer Photo *	Voter Card *	Land Doc 20222	cument/Self Declaration * 2183451000428112023	Bank PassBook(Front Page) * 3121818_3.jpg			
Aadhaar Card *							
Declaration	✓ Select He is not a res He is not a far	ident of this block mer					
Submitted Khatain Self Declaration	He has not cu Applied by mi Not a Farmer	ltivated paddy stake					
Ground of Rejection : *	Not cultivated	paddy	•				
Upload Doc. : *	Cited plot belo Khaitan does As per owner	on se traced ongs to different owner not exist applicant has not cultivated the land					
	Others						

- 16. Here also, he may upload a document as described in point no. 14.
- 17. Finally, the EO will click 'Confirm & Submit' button to send the case to the BDO.

				2002 (
Account Type *	A	ccount No *		Re-enter Account No *	
Saving	\$	1636010290074	<u>m</u>	1636010290074	血
Please Select Correct Option	S	econd Account Holder Name		Relationship with First Account Holder	
 Single Account Joint Account 				Spouse Son Daughter Father	
Document Upload					
Farmer Photo *	Voter Card *	Land Docum	ment/Self Declaration *	Bank PassBook(Front Page	je) *
Farmer Photo * Aadhaar Card *	Voter Card *	Land Docum 202221	nent/Self Declaration * 83451000428112(Bank PassBook(Front Pag 023121818_3.jpg)*)*
Farmer Photo * Andhaar Gard * Declaration	Voter Card *	Land Docun 202221	nent/Self Declaration *	Bank PassBook(Front Pag	••••••••••••••••••••••••••••••••••••••
Farmer Photo * Aadhaar Card * Declaration Submitted Khatain Declaration	Voter Card *	Land Docun 202221	nent/Self Declaration *	Bank PassBook(Front Page	••••
Farmer Photo * Aadhaar Card * Declaration Submitted Khatain Declaration Get	Voter Card *	Land Docum 202221	nent/Self Declaration * 834510004281124	Bank PassBook(Front Pag	• • • • • • • • • • • • • • • • • • •



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18. After the EO has submitted the report, the BDO can find the enquired cases in 'Land Verification Final Approval' menu.



19. The BDO will see a primary view of the applications in the following grid.

Welcome	Land Verification fo	r New Registra	tion"					
Paddy Procurment	Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
reate User Login V	345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View
	345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View
	345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View





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20. When he clicks 'View' in the rightmost column, the BDO will see the complete application along with remarks, land area (for recommended cases only) entered and documents uploaded by the EO.

ooument opioue		n - (1997-1999) (1998) (1998) (1998) (1998) (1998) (1998)				18. 30 <u>-</u>	
armer Photo *	Voter Card *		Land Document/Self Declaration *	Bank PassBook(Front Page) *		
adhaar Card *			2022218345100041412202	3123427_3.jpg			
Declaration							
Submitted Khatain Self Declaration							
rea of Land under Paddy Cultivation in Ac	cre : *	2.500000					
xtension Officer Remarks : *		Approve:To be filled up					

21. The BDO may choose to 'Approve' the application. He may enter remarks and click 'Confirm & Submit'.

imail 🗩 YouTube M Inbox (1) - scfs.tam 🍈) Food & Supplies De	🔇 e-Paddy Procureme	🔇 demo wbpds 🧳 e-F	Paddy Procureme	Tacancy Notificatio	Portal	All Bookn
Farmer Photo *	Voter Card *		Land Document/S 2022218345	elf Declaration *	Bank 3123427 3.jpg	PassBook(Front Page) *	
Aadhaar Card *							
Declaration							
Oclaration							
Occlaration Osubmitted Khatain @Self Declaration Area of Land under Paddy Cultivation in Acre	:*	2.500000					
Declaration Osubmitted Khatain ®Self Declaration Area of Land under Paddy Cultivation in Acre Extension Officer Remarks : *	s *	2.500000 Approve: To be filled u	p				
Declaration OSubmitted Khatain ®Self Declaration Area of Land under Paddy Cultivation in Acre Extension Officer Remarks : * Jploaded Doc. : *	:*	2.500000 Approve: To be filled u	p				

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23. In such case, the ground of rejection entered by the EO will be taken as the reason for rejection.

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Version 2.0

Date of Release: 21/12/2023

If approved, the farmer will be able to schedule and sell his paddy as per the following calculation:

Land quantum entered here X Average productivity of paddy in the block as given by Agriculture Deptt. = Paddy to be sold subject to a maximum ceiling of 90 qt.

If rejected, the farmer will not be schedule and sell any paddy at MSP.