



SOP for Disposal of Registration Application of Non- Krishak Bandhu Farmer by BDO (Enquiry by Extension Officer)



Version 2.0

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.

The screenshot shows the 'Create User Login' form in the e-Paddy application. The form fields are:

- Enter Name of the User*
- Enter Email Id*
- Enter Mobile No.*
- Attached Office* (dropdown menu)
- Role Name* (dropdown menu)
- Select Block* (dropdown menu)
- HRMS ID/User ID*

A SUBMIT button is located at the bottom of the form.

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.

The screenshot shows the 'Create User Login' form in the e-Paddy application with data entered. The form fields are:

- Enter Name of the User*: Soumendranth Ghosh
- Enter Email Id*: inspndkblk@gmail.com
- Enter Mobile No.*: 7908982050
- Attached Office* (dropdown menu)
- Role Name* (dropdown menu)
- Select Block* (dropdown menu)
- HRMS ID/User ID*: EO_01_NandaKumar

A SUBMIT button is located at the bottom of the form.



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- 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.

The screenshot shows the 'Create User Login' form in the e-Paddy application. A success alert is displayed, stating 'Login created successfully. Login Id is : EO_01_NandaKumar'. Below the form, a 'Login Details' table is visible, containing the following data:

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	Sourmendranth Ghosh	inspndkbl@gmail.com	7908982050		Nanda Kumar	2023-12-16

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

The screenshot shows the 'Create User Login' form in the e-Paddy application. The form fields are: Enter Name of the User*, Enter Email Id*, Enter Mobile No.*, Attached Office* (Block_Extension_Officer), Role Name* (EXTENSION_OFFICER), Select Block* (Nanda Kumar), and HRMS ID/User ID* (EO_02_NandaKumar). A 'SUBMIT' button is located below the form. Below the form, a 'Login Details' table is visible, containing the following data:

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	Sourmendranth Ghosh	inspndkbl@gmail.com	7908982050		Nanda Kumar	2023-12-16



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Assignment of Enquiry:

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

The screenshot shows the 'Land Verification for New Registration' page in the e-Paddy system. The user is logged in as EO_01_NandaKumar. The page displays a table with 3 rows of application data. The table has columns for Application ID, Aadhaar Number, Name as per aadhaar, Bank Account Number as per registration, Bank Response, Name as per bank, Status, and Preview. The status for all three entries is 'Decision need to be taken'.

Application ID	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

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

The screenshot shows the 'Land Verification for New Registration' page in the e-Paddy system. The user is logged in as BDO_NandaKumar. The page displays a table with 6 rows of application data. The 'Extension Officer' dropdown menu is open, showing 'EO_01_NandaKumar' selected. The table has columns for Select, Application ID, Aadhaar Number, Name as per aadhaar, Bank Account Number as per registration, Bank Response, Name as per bank, Status, and Preview. The status for all six entries is 'Decision need to be taken'.

Select	Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
<input type="checkbox"/>	345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View
<input type="checkbox"/>	345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View
<input type="checkbox"/>	345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View
<input type="checkbox"/>	345002825020200107	321006263138	Ashalata Maity	1048010264389		Ashalata Maity	Decision need to be taken	View
<input type="checkbox"/>	345003546420200113	778991690695	Tuturani Samanta Maity	1048010484831		Tuturani Samanta Maity	Decision need to be taken	View
<input type="checkbox"/>	345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View



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

Select	Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
<input checked="" type="checkbox"/>	345000916420191220	853694632845	Gurupada Parya	3305000102013019		Gurupada Parya	Decision need to be taken	View
<input checked="" type="checkbox"/>	345001343520191224	913306038689	BISHWANATH ADAK	1636010290074		BISHWANATH ADAK	Decision need to be taken	View
<input checked="" type="checkbox"/>	345002797920200106	357721427194	KARUNA ADAK	1636010113298		KARUNA ADAK	Decision need to be taken	View
<input type="checkbox"/>	345002825020200107	321006263138	Ashalata Maitly	1048010264389		Ashalata Maitly	Decision need to be taken	View
<input type="checkbox"/>	345003546420200113	778991690695	Tuturani Samanta Maitly	1048010484831		Tuturani Samanta Maitly	Decision need to be taken	View
<input type="checkbox"/>	345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View

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

Select	Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
<input type="checkbox"/>	345002825020200107	321006263138	Ashalata Maitly	1048010264389		Ashalata Maitly	Decision need to be taken	View
<input type="checkbox"/>	345003546420200113	778991690695	Tuturani Samanta Maitly	1048010484831		Tuturani Samanta Maitly	Decision need to be taken	View
<input type="checkbox"/>	345003980920200116	595365702821	CHANDANA ADAK	1636010294171		CHANDANA ADAK	Decision need to be taken	View
<input type="checkbox"/>	345003982020200116	616279635621	MITHU ADAK	1636010007702		MITHU ADAK	Decision need to be taken	View
<input type="checkbox"/>	345004428720200120	714365388076	Jagannath Adak	1636010242998		Jagannath Adak	Decision need to be taken	View
<input type="checkbox"/>	345004575920200121	678073794743	Sankari Adak	1636010296816		Sankari Adak	Decision need to be taken	View



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Enquiry:

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

The screenshot shows the e-Paddy website interface. The browser address bar displays 'epaddy.wb.gov.in'. The page title is 'Welcome, (KMS : 2324)'. The user is logged in as 'EO_01_NandaKumar'. The main content area features a 'Change Password' form with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. There are two buttons: 'Reset' and 'Change Password'. The left sidebar contains navigation options: 'Welcome, Paddy Procurement', 'Land Verification', and 'Land Verification for New Farmer'. The footer includes the text '©Department of Food & Supplies, Government of West Bengal, 2020.'.

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

The screenshot shows the e-Paddy website interface after login. The browser address bar displays 'epaddy.wb.gov.in'. The page title is 'Welcome, (KMS : 2324)'. The user is logged in as 'EO_01_NandaKumar'. A modal window titled 'Pending List' is displayed, showing 'No of Transaction To Validate: 0'. The footer includes the text 'KMS 2021-2022 Procurement, 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 Extension Officer in 'Land Verification' menu.

Application ID	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

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.

Bank Details

IFS Code: PUNB0244200
 Bank Name: PUNJAB NATIONAL BANK
 Branch Name: RTGS-HO
 Account Type: Saving
 Account No: 3305000102013019
 Re-enter Account No: 3305000102013019

Please Select Correct Option: Single Account Joint Account
 Second Account Holder Name:
 Relationship with First Account Holder: Spouse Son Daughter Father

Document Upload

Farmer Photo:
 Voter Card:
 Land Document/Self Declaration: [20222183451000414122023123427_3.jpg](#)
 Bank PassBook(Front Page):
 Aadhaar Card:

Declaration

Submitted Khatain Self Declaration



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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.

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.



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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.

The screenshot shows the registration form on the epaddy.wb.gov.in website. The form includes fields for IFS Code (PUNB0244200), Bank Name (PUNJAB NATIONAL BANK), Branch Name (RTGS-HO), Account Type (Saving), Account No (1636010290074), and Re-enter Account No (1636010290074). There are also fields for Second Account Holder Name and Relationship with First Account Holder (Spouse, Son, Daughter, Father). A 'Document Upload' section contains fields for Farmer Photo, Voter Card, Land Document/Self Declaration (20222183451000428112023121818_3.jpg), and Bank PassBook(Front Page). A 'Declaration' section has radio buttons for Submitted Khatain and Self Declaration. A 'Ground of Rejection' dropdown menu is open, showing options: Select, He is not a resident of this block, He is not a farmer, He has not cultivated paddy, Applied by mistake, Not a Farmer, Not cultivated paddy, Applicant cannot be traced, Cited plot belongs to different owner, Khatain does not exist, As per owner applicant has not cultivated the land, and Others.

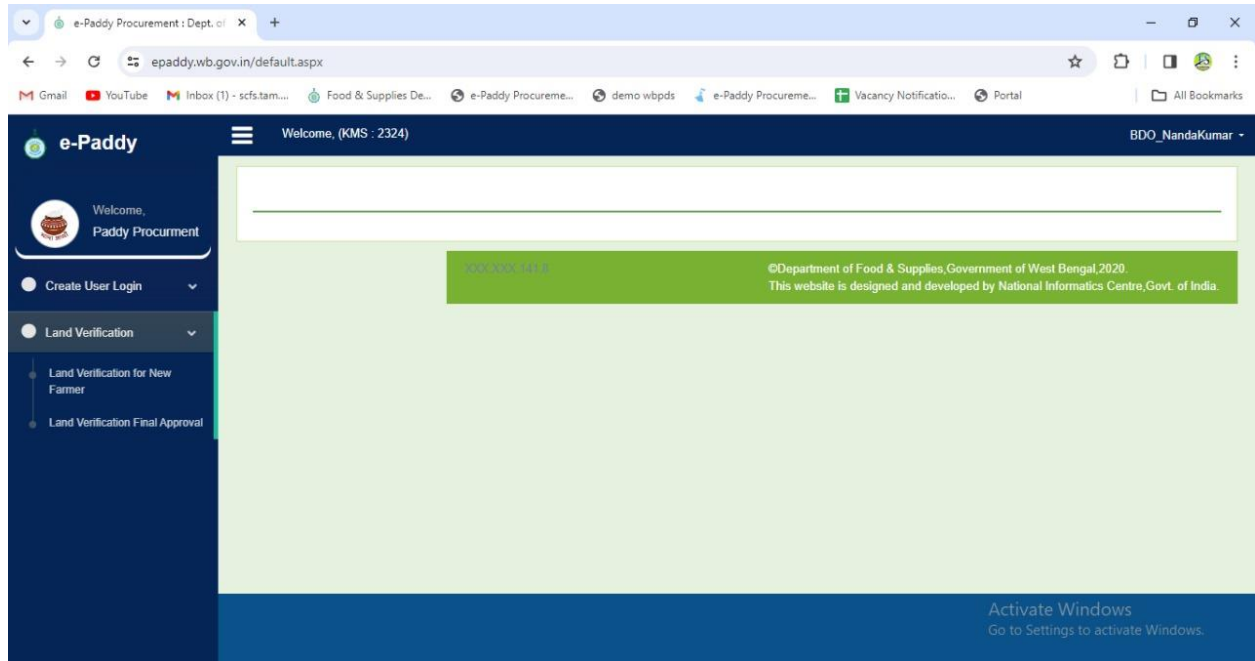
16. Here also, he may upload a document as described in point no. 14.

17. Finally, the EO will click 'Confirm & Submit' button to send the case to the BDO.

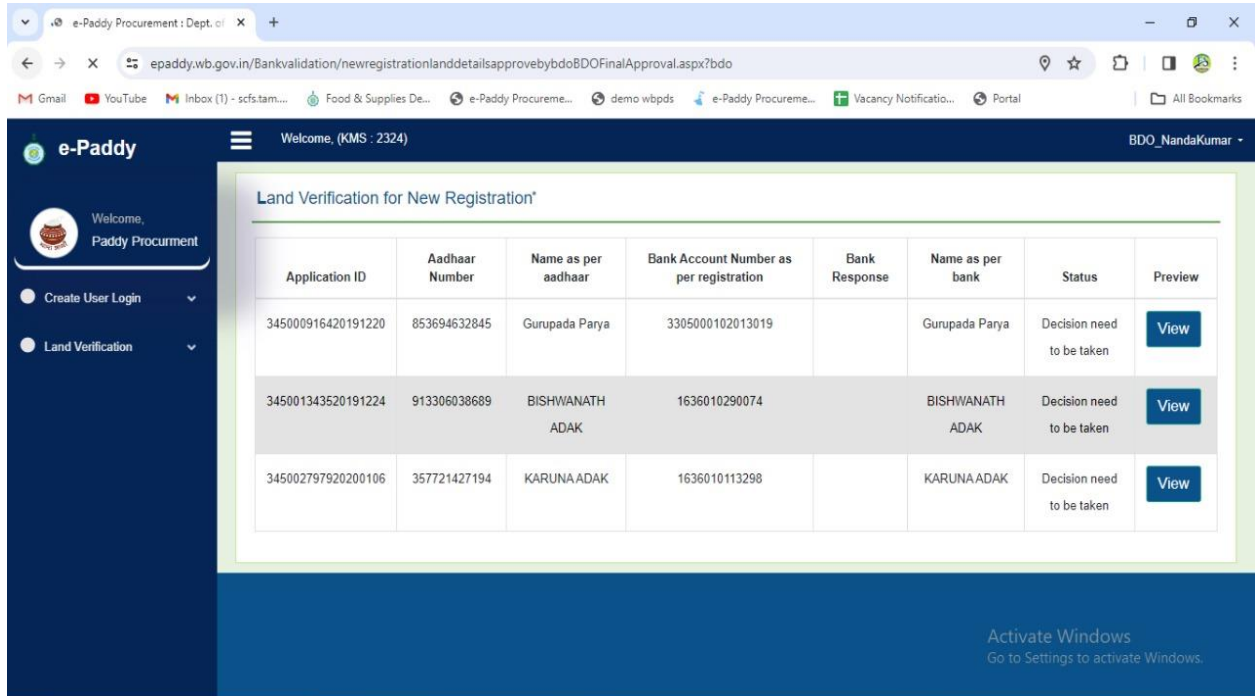
The screenshot shows the registration form on the epaddy.wb.gov.in website. The form includes fields for IFS Code (PUNB0244200), Bank Name (PUNJAB NATIONAL BANK), Branch Name (RTGS-HO), Account Type (Saving), Account No (1636010290074), and Re-enter Account No (1636010290074). There are also fields for Second Account Holder Name and Relationship with First Account Holder (Spouse, Son, Daughter, Father). A 'Document Upload' section contains fields for Farmer Photo, Voter Card, Land Document/Self Declaration (20222183451000428112023121818_3.jpg), and Bank PassBook(Front Page). A 'Declaration' section has radio buttons for Submitted Khatain and Self Declaration. The 'Ground of Rejection' dropdown menu is selected with the option 'He has not cultivated paddy'. There is an 'Upload Doc.' field with a 'Choose File' button and a 'Confirm & Submit' button.

Disposal:

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.





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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.

The screenshot shows a web browser window displaying the 'e-Paddy Procurement' application form. The browser address bar shows the URL: epaddy.wb.gov.in/Bankvalidation/newspotregistrationlanddetailsFINALpprovebybdo.aspx?id=345000916420191220®=3450009164. The form is titled 'Document Upload' and contains several sections:

- Farmer Photo ***: Empty field.
- Voter Card ***: Empty field.
- Land Document/Self Declaration ***: Contains a link to [20222183451000414122023123427_3.jpg](#).
- Bank PassBook(Front Page) ***: Empty field.
- Aadhaar Card ***: Empty field.
- Declaration**:
 - Radio buttons for Submitted Khatain and Self Declaration.
 - Area of Land under Paddy Cultivation in Acre : ***: Input field with value 2.500000.
 - Extension Officer Remarks : ***: Input field with value Approve.To be filled up.
 - Uploaded Doc. : ***: Empty field.
 - Buttons: **Approve** (blue), **Reject** (red), **Back** (blue).

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

The screenshot shows the same web browser window as above, but with the 'Confirm & Submit' step. The form is titled 'Document Upload' and contains several sections:

- Farmer Photo ***: Empty field.
- Voter Card ***: Empty field.
- Land Document/Self Declaration ***: Contains a link to [20222183451000414122023123427_3.jpg](#).
- Bank PassBook(Front Page) ***: Empty field.
- Aadhaar Card ***: Empty field.
- Declaration**:
 - Radio buttons for Submitted Khatain and Self Declaration.
 - Area of Land under Paddy Cultivation in Acre : ***: Input field with value 2.500000.
 - Extension Officer Remarks : ***: Input field with value Approve.To be filled up.
 - Uploaded Doc. : ***: Empty field.
 - Remarks :** Input field with value Test_data_Approved.
 - Buttons: **Confirm & Submit** (blue).



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22. The BDO may chose to 'Reject' the application too.

Document Upload

Farmer Photo * Voter Card * Land Document/Self Declaration * Bank PassBook(Front Page) *

20222183451000428112023121818_3.jpg

Aadhaar Card *

Declaration

Submitted Khatain Self Declaration

Extension Officer Remarks : * Reject : He has not cultivated paddy

Uploaded Doc. : *

Approve Reject Back

Activate Windows
Go to Settings to activate Windows.

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

Document Upload

Farmer Photo * Voter Card * Land Document/Self Declaration * Bank PassBook(Front Page) *

20222183451000428112023121818_3.jpg

Aadhaar Card *

Declaration

Submitted Khatain Self Declaration

Extension Officer Remarks : * Reject : He has not cultivated paddy

Uploaded Doc. : *

Ground of Rejection : * Not cultivated paddy Confirm & Submit

Activate Windows
Go to Settings to activate Windows.



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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.