
	<h2 style="margin: 0;">SOP for Application for PPS Enrolment and Disposal KMS 2024-25</h2>	
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Ver. 1.0

Date: 29.07.2024

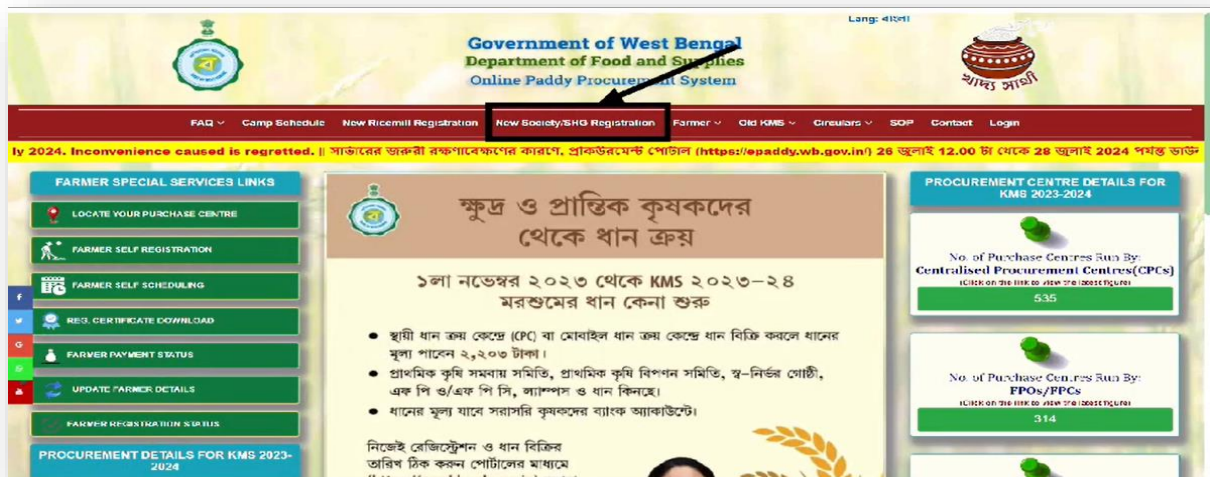
Paddy purchasing societies i.e. Cooperative Societies, SHGs, PAMS, LAMPS, FPO/FPCs play an important role in Government's outreach towards including small and marginal farmers in the paddy procurement operations. They enter into a bipartite agreement with one or the other CMR Agency, and on the basis of approval from the District Level Monitoring Committee of a district, carry out purchase of paddy directly from farmers.

Till now, their enrolment, enquiry report by the controlling authority, opinion of the CMR Agency and approval by the DLMC took place offline.

Now, the process has been replicated online in portal <https://epaddy.wb.gov.in/> for enrolment of the PPSs in KMS 2024-25 An SOP for the concerned users is given herein:

### New PPS:

1. A PPS which has not participated in paddy procurement operations since KMS 2019-20 will have to apply as a new PPS. In the home page of the portal there is a menu 'New PPS Enrolment'.



2. On clicking the menu, the following page will open where the PPS will have to first enter its PAN and search the same.





# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

- If the PAN is not stored in database with any PPS, the full application page will be opened for entry as a new PPS.

## Existing PPS

- If the PAN is already stored in the database with any PPS, the user will be shown the name of such PPS and will be requested to login to file the application. On logging in, the PO will select the menu 'Apply for Enrolment'. Thereby, the entire application form will open.

From here on, application procedure for both new PPSs and existing PPSs will be same.

- The PPS user will have to upload a scanned copy of their PAN and then enter the address details by selecting district, block, Gram Panchayat and entering the name of the village.

The screenshot shows a web form with the following fields and values:

- PAN \***: BQAFP7678H
- Submit**: A green button.
- Upload PAN \***: [Max size: 500KB] [Allowed formats: .jpg, .jpeg, .pdf]. File chosen: 3340000011.pdf
- District \***: NADIA
- Block \***: Karimpur - I
- Gram Panchayat \***: KARIMPUR I
- Village Name \***: nadia

- Next, the type of the applying PPS will have to be selected from the drop-down list from among the options of Cooperative Societies, SHGs, PAMS, LAMPS, FPO/FPCs.

The screenshot shows a web form with the following fields and values:

- PPS Type \***: A dropdown menu with options: Select, Select, CO-OP SOCIETY, FPO/FPC, LPAMS, PAMS, SHG.
- PPS Name \***: Enter Your PPS Name
- Upload GST Certificate (optional)**: [Max size: 500KB] [Allowed formats: .jpg, .jpeg, .pdf]. File chosen: No file chosen
- Upload Trade License \***: [Max size: 500KB] [Allowed formats: .jpg, .jpeg, .pdf]. File chosen: No file chosen
- Trade License \***: Enter Your License Number



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

- Now, the name of the PPS will have to be entered in full. If the PPS is GST registered, its GST no. will be entered and copy of GST certificate uploaded. This is optional. In the next field, trade licence no. entry and uploading of trade licence are mandatory.

<b>PPS Type *</b> <input type="text" value="SHG"/>	<b>PPS Name *</b> <input type="text" value="SHG-Karimpur"/>
<b>GST Number (optional)</b> <input type="text" value="Enter Your GST Number"/>	<b>Upload GST Certificate (optional) [Max size: 500KB][Allowed formats: .jpg, .jpeg, .pdf]</b> <input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>
<b>Trade License *</b> <input type="text" value="34532WEF"/>	<b>Upload Trade License * [Max size: 500KB][Allowed formats: .jpg, .jpeg, .pdf]</b> <input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>

- Next, name of one of the top office-bearers viz. Chairman/ President/ Secretary/ Director/ Special Officer/ CEO of the PPS will have to be entered. The designation of the person whose name has been entered will be selected from the drop-down list.

<b>Name of the Chairman/ President/ Secretary/ Director/ Special Officer/ CEO *</b> <input type="text" value="SK Pradhan"/>	<b>Designation (Chairman/ President/ Secretary/ Director/ Special Officer/ CEO) *</b> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="Select Designation"/>  <div style="background-color: #007bff; color: white; padding: 2px;">Select Designation</div> <div style="padding: 2px;">Chairman</div> <div style="padding: 2px;">President</div> <div style="padding: 2px;">Secretary</div> <div style="padding: 2px;">Director</div> <div style="padding: 2px;">Special Officer</div> <div style="padding: 2px;">CEO</div> <div style="padding: 2px;">Select_</div> </div>
<b>Mobile No *</b> <input type="text" value="Enter Your Mobile Number"/> <input type="button" value="Generate OTP"/>	
<b>Purchase Officer Name *</b> <input type="text" value="Enter Purchase Officer Name"/>	

- Mobile no. of the office-bearer, whose name and designation has been entered, will be entered and 'Generate OTP' button clicked. On entering the correct OTP received in the given mobile, the mobile no. will get verified.

<b>Name of the Chairman/ President/ Secretary/ Director/ Special Officer/ CEO *</b> <input type="text" value="SK Pradhan"/>	<b>Designation (Chairman/ President/ Secretary/ Director/ Special Officer/ CEO) *</b> <input type="text" value="President"/>
<b>Mobile No *</b> <input type="text" value="91 [redacted] 00"/> <input type="button" value="Generate OTP"/>	<b>Enter OTP *</b> <input type="text" value="844105"/>
<b>Mobile Number Validated</b>	



## SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

10. Next, the email ID of the PPS will be entered and similarly OTP-verified. This step is not mandatory.

The name of the person who will function as Purchase Officer for the PPS will be entered and his mobile no. entered and verified. This is mandatory for new PPS. For existing PPSs, name and mobile no. of the PO already stored in the system will be pre-filled. The same cannot be changed.

The screenshot shows two verification steps. The first step involves entering an email ID (optional) and an OTP. The email ID 'sourpred@gmail.com' is entered, and the OTP '913591' is entered. A 'Validate OTP' button is present. Below this, a green message states 'OTP is valid.'. The second step involves entering a Purchase Officer Mobile No. and an OTP. The mobile number '90 [redacted] 20' is entered, and the OTP '70534E' is entered. A 'Generate OTP' button is present. Below this, a green message states 'Mobile Number Validated'.

11. Lastly, the CMR Agency whom the PPS wants to work with will have to be selected from drop-down list. If the PPS does not have any particular choice in this regard, he will select 'Any one'.

The screenshot shows a dropdown menu titled 'Agency Type (whom you want to work with)'. The menu is open, showing a list of options: 'Select', 'Select', 'BENFED', 'CONFED', 'NAFED', 'PAMCI', 'WBECSC', and 'No Choice'. The 'Select' option is currently selected.

12. In the end, the PPS user will click 'Submit' to finally submit the application.

### Login of Departmental Officers (ARCS/ PD, DRDC/ AD, Agri-Marketing/ RM, TDCC)

13. The applications submitted by the PPS will land in the login of their controlling authorities as follows:

- Cooperative Societies (PACS) and PAMS : ARCS
- FPO/FPC : AD, Agri-Marketing
- LAMPS: RM, TDCC

These officers will have district-wise login IDs created by the concerned DCF&S. They will login with their user credentials.

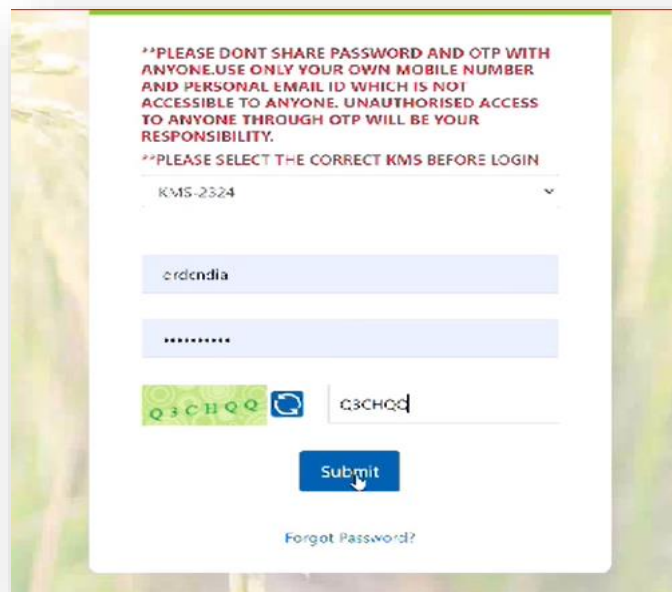


# SOP for Application for PPS Enrolment and Disposal KMS 2024-25

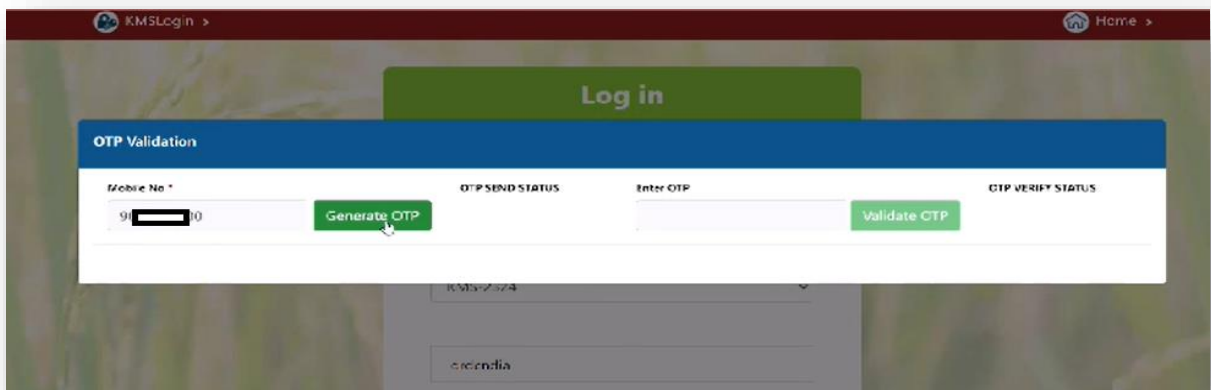


Ver. 1.0

Date: 29.07.2024



14. As per protocol of two-step verification, OTP sent to their registered mobile no. will have to be entered to confirm the login.





# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

15. In the menu 'PPS Enrolment > Inbox' the Departmental Officer will find all concerned PPSs to have applied in the following grid.

The screenshot shows the 'Online Paddy Procurement System' interface. The left sidebar contains navigation options: Dashboard, Home, PPS Enrolment (highlighted), and My Account. The main content area displays a table titled 'Inbox For PPS Enrolment Application 2024-25'. The table has the following columns: SI No, PPS Name, Block, Application For 2024-25, Whether worked In KMS 2023-24, and Selected CMR Agency. A single row is visible with the following data: SI No: 1, PPS Name: SHG-Karimpur, Block: Karimpur - I, Application For 2024-25: View, Whether worked In KMS 2023-24: No, Selected CMR Agency: WBECSC. A 'View' button is present in the 'Application For 2024-25' column.

SI No	PPS Name	Block	Application For 2024-25	Whether worked In KMS 2023-24	Selected CMR Agency
1	SHG-Karimpur	Karimpur - I	<a href="#">View</a>	No	WBECSC

16. Clicking the 'View' button in the concerned column will open the full application submitted by the PPS.

The screenshot shows the 'Applicant Information' form. The form contains the following fields:

PAN	District	Block
BQAPP7E79H	NADIA	Karimpur - I
Gram Panchayat	Village	PPS Type
KARIMPURI	nodkal	SHO
PPS Name	GST Number	Trade License
SHG-Karimpur		34532/EF
Name of the Chairman/ President/ Secretary / Director/ Special Officer/ CEO	Designation (Chairman/ President/ Secretary / Director/ Special Officer/ CEO)	Mobile Number
SK Pradhan	Pres dent	9040570700
Purchase Officer Name	Agency Name	Purchase Officer Mobile Number
Sourav Pradhan	WBECSC	90 [redacted] 0
Email	PC Code	
sourprad3@gmail.com		



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

17. As per Procurement Order KMS 2024-25, the Controlling Authority will have to furnish a report on the PPS. He can open the form of the report by clicking 'Action' button.

Name	Block	Application For 2024-25	Whether worked In KMS 2023-24	Selected CMR Agency	Action
arimpur	Karimpur - I	<a href="#">View</a>	No	WBECSC	<a href="#">Action</a>

18. In the report, he will enter Registration no. of the PPS (as society), date of such registration and whether the registration is currently active. For SHGs, the PD, DRDC will also have to enter the NRLM code and whether the same is active now (not required for other type of PPSs).

ANNEXURE-XII FORM	
Registration no. of PPS *	Date Of Registration *
456789BE76	17-07-2024
NRLM code for SHG	Whether NRLM code is active
456789	YES
Whether Registration Active *	Date Of Formation of Board *
YES	08-07-2024

19. He will enter date of formation of board of the PPS, mark whether the board is active now and indicate whether the PPS is financially solvent.

ANNEXURE-XII FORM	
NRLM code for SHG	Whether NRLM code is active
456789	YES
Whether Registration Active *	Date Of Formation of Board *
YES	08-07-2024
Whether the Board is functional *	Financially solvent or not *
YES	Yes



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

20. Next, he will indicate the infrastructural facilities the PPS has for paddy procurement.

**Infrastructural facilities available:**

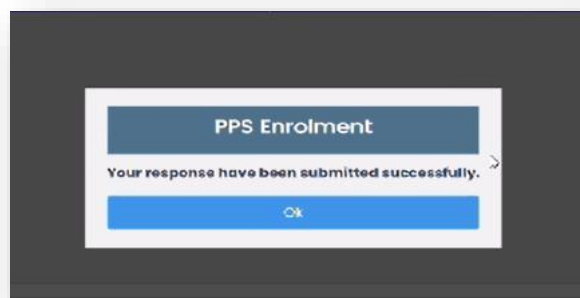
<b>Office type *</b> Owned	<b>Computer with internet *</b> YES
<b>2 (Two) permanent staff *</b> YES	<b>Godown *</b> YES
<b>Others, if any *</b> Enter here	

21. He will complete the rest of the form and exert his opinion at the end i.e. he is recommending or not recommending the PPS.

<b>Previous experience in paddy procurement *</b> 2022-23	<b>Is there any case pending/FIR lodged against the PPS or its staff w.r.t. paddy procurement *</b> Yes
<b>Has the PPS ever been blacklisted by any CMR Agency *</b> Yes	<b>Number of member farmers in the PPS *</b> 4568
<b>Whether the PPS maintains virtual account of its members *</b> Yes	<b>Whether the PPS has incurred profit in any 3 (three) of the last 5 (five) FYs *</b> Yes
<b>For how many years in last 3 (three) years has audit been done *</b> 3	<b>Your opinion on its suitability for paddy procurement in next KMS *</b> Recommended

**Reset** **Submit**

22. By clicking 'Submit' he will finally submit the report from his side.







# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

## Login of CMR Agency

23. After disposal by the Departmental Officers, the application will be visible in the login of the District Manager or authorised person's login of the concerned CMR Agency. The user can view all such applications in 'PPS Enrolment > Inbox' menu.

The screenshot shows the 'Online Paddy Procurement System' (OPPS) interface. The left sidebar contains navigation options: Dashboard, Home, PPS Enrolment (highlighted with a red box), and My Account. The main content area displays the 'Inbox For PPS Enrolment Application 2024-25' with a table of applications.

Sl No	Name of the PPS	PPS Type	Block Name	Opinion of Department Officer	View ANN Form	Action
1	SHG-Karimpur	SHG	Karimpur - I	Recommended	<a href="#">View</a>	<a href="#">Recommend</a> <a href="#">Not Recommend</a>

24. On clicking the name of the PPS the CMR Agency user will see the application form submitted by the PPS, and on clicking the 'View' button in a row, the enquiry report against the concerned PPS by the Departmental Officer will open.

The screenshot shows the 'Annexure Form View' page for a PPS application. The form contains the following details:

PPS Registration Number	4567899876	Date Of Registration	17-07-2024
Registration Valid *	YES	Date Of Formation of Board *	08-07-2024
NRLM Code *	456789	Whether NRLM code is active *	yes
Financially solvent or not *	Yes	Whether the Board is functional *	YES
Office type *	Owned	Computer with internet *	YES
2 (Two) permanent staff *	YES	Godown *	YES



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



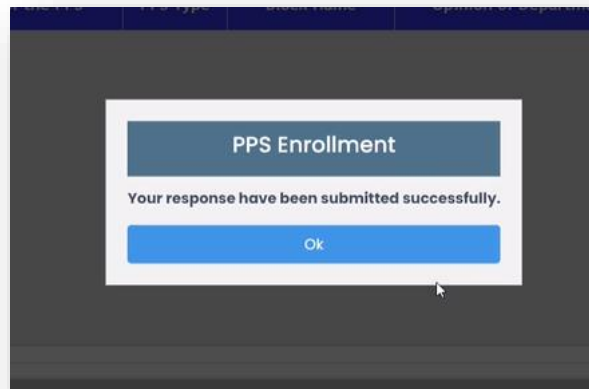
Ver. 1.0

Date: 29.07.2024

25. Action on the part of the CMR Agency lies in the recommendation or not recommending a PPS. He can do that by clicking 'Recommend' and 'Not Recommend' buttons respectively.



26. Once thus disposed, the application will go off the Inbox of the CMR Agency.



## Login of DCF&S

27. The DCF&S does the disposal work on behalf of the DLMC. So, his first job in this regard is to place the entire scenario in front of the DLMC. In his login in 'PPS Enrolment > Report' menu, he will get to see a grid containing all PPS' applications, enquiry reports of the Departmental Officers and opinion of the CMR Agencies. The PPSs opted for 'Any one' while choosing CMR Agency will be visible too. The list can be filtered based on date of application, block, PPS type and CMR Agency opted for and will be downloadable in xl. He will place the same before the DLMC.
28. After meeting of the DLMC the MoM will be required to be uploaded. Towards this he will go to the menu 'DLMC MoM Upload' in his login. He will select date of the meeting of the DLMC and upload a scanned copy of the minutes.



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

Online Paddy Procurement System

- Dashboard
- Home
- Center Registration
- Delink Disabled Services
- RiceMills Applied For Empanelment
- DLMC MOM Upload**
- Upload Inspection Report
- Center Pool Mapping
- PPS Enrolment
- My Account

### DLMC Meeting Minutes Upload

Select Date \*

Upload Document \* [Max size: 1MB && Only PDF]  No file chosen

DLMC Meeting Minutes

Date	Document
DLMC_Meeting/dfsnad_09502023155049.pdf	

29. On clicking 'Submit' the MoM will get uploaded.

Upload Document \* [Max size: 1MB && Only PDF]  3340000011.pdf

**DLMC Meeting**

Meeting minutes added successfully

DLMC Meeting Minutes

Date	Document
DLMC_Meeting/dfsnad_09502023155049.pdf	

30. Every MoM thus uploaded will feature in the list at the bottom of the page.

### DLMC Meeting Minutes Upload

Select Date \*

Upload Document \* [Max size: 1MB && Only PDF]  No file chosen

#### Uploaded DLMC Meeting Minutes

Date	Document
27-09-2023	DLMC_Meeting/dfsnad_09502023155049.pdf
24-07-2024	_24072024234700.pdf



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

31. Now, the DCF&S will go 'PPS Enrolment > Inbox' to view the following grid. As per decision of the DLMC, he may change CMR Agency against a PPS, select the date of DLMC containing such decision and mark the PPS as 'Approved' or 'Rejected'.

32. Once disposed, a PPS will go off the inbox of the DCF&S but will feature with status 'Approved' or 'Rejected' in the report as mentioned in point no. 27.

## Report

33. All the users mentioned herein along with the Directorate, CMR Agency HQ and Departmental users will be able to view a report on application and disposal of PPS applications.

District Name	Total Approved	Total Rejected	Total Under Process
PURBA BARDHAMAN	0	0	1
NADIA	1	0	0
BANKURA	0	0	1



# SOP for Application for PPS Enrolment and Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

34. On clicking a number denoting count of PPS(s), the concerned list of PPS(s) will open.

PPS Enrolment Report

Status of application to work as PPS in KMS 2024-25 and its disposal

District	Block	Name of PPS	Type of PPS	Opted CMR Agency	Pending with Departmental officer	Pending with CMR Agency	Pe
NADIA	Karimpur - I	SHG-Karimpur	SHG	WBECSC	Approved	Approved	Appri

Export to Excel ↴

Page 1 of 1