



SOP for Purchase Centre (CPC & mCPC) Creation by DCF&S



Ver. 1.0

Date: 30.08.2024

In <https://epaddy.wb.gov.in/> purchase centres are created by DCF&S (for CPC and mCPC) and District Manager of CMR Agency (PPSs) after approval from the competent authority.

In the ensuing KMS 2024-25, PPSs are applying for participation in paddy procurement on their own. When such application is approved for a new PPS, a new purchase centre would be created through system.

For CPCs and mCPCs on receiving approval from the Director, DDP&S, the DCF&S will execute the work in the portal through the following steps:

Uploading Centre Creation Order

1. The DCF&S will go to 'Upload Centre Creation Order' menu.

Online Paddy Procurement System

Welcome, Dcfsdrj (DCFS)!

Upload Centre Creation Order

Order Number *
Enter Order Number

Select Date *
dd-mm-yyyy

Upload the Order * [Size:500KB][Format: .pdf]
Choose File No file chosen

Reset Submit

Sl No	Order NO	Uploaded Date	Uploaded Order
Page 1 of 0 No records to view			

2. He will enter the order no. and select date of the order vide which the Purchase Centre is notified. He will also upload the order in pdf. After these have been done, he will click the 'Submit' button.

Upload Centre Creation Order

Order Number *
1234

Select Date *
dd-mm-yyyy

Upload the Order * [Size:500KB][Format: .pdf]
Choose File No file chosen

Reset Submit

Sl No	Order NO	Uploaded Date
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3. A confirmation message regarding successful submission will be shown.

The screenshot shows the 'Upload Centre Creation Order' form. A modal dialog box is displayed in the center with the title 'Upload Centre Creation Order' and the message 'The Form has been submitted successfully.' Below the message is an 'Ok' button. The form behind the dialog has an 'Order Number' field with the placeholder 'Enter Order Number'. To the right is an 'Upload the Order' section with a file upload button labeled 'Choose File' and the text 'No file chosen'. Below this are 'Reset' and 'Submit' buttons. At the bottom, there is a table with the following structure:

Sl No	Order NO	Uploaded Date	Uploaded Order
Loading...			

4. All such orders thus saved will be shown in the lower panel.

The screenshot shows the 'Upload Centre Creation Order' form with a list of uploaded orders. The form has an 'Order Number' field with the placeholder 'Enter Order Number', a 'Select Date' field with the placeholder 'dd-mm-yyyy', and an 'Upload the Order' section with a file upload button labeled 'Choose File' and the text 'No file chosen'. Below this are 'Reset' and 'Submit' buttons. The table at the bottom contains the following data:

Sl No	Order NO	Uploaded Date	Uploaded Order
1	1234	29-08-2024 11:28:40	1234_29082024112834.pdf

A red arrow points to the table.



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Purchase Centre Creation

- After the order has been saved, the DCF&S will go to 'Centre Creation' menu.

Online Paddy Procurement System

Welcome, Dcfdsrj (DCFS)!

Centre Creation

Centre Type * **Centre Name(As per the notification) *** **Select Centre Creation Order ***

Select Enter Centre Name Select

District * **Select Block(Function of the centre will not be limited to this block) ***

DARJEELING Select Block

Reset Submit

- The DCF&S will first select the type of Purchase Centre – CPC or mCPC (mobile CPC) he wants to create.

Centre Creation

Centre Type * **Centre Name(As per the notification) *** **Select Centre Creation Order ***

Select Enter Centre Name Select

Select Block(Function of the centre will not be limited to this block) *

Select Block

Reset Submit



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7. He will enter the name of the Centre. This must strictly be as the name appears in the notification only.

Centre Creation

Centre Type * **Centre Name (As per the notification) *** **Select Centre Creation Order ***

CPC CPC new Test Select

District * **Select Block (Function of the centre will not be limited to this block) ***

DARJEELING Select Block

Reset Submit

8. Now, the order earlier uploaded and saved will be selected from the drop-down menu.

Centre Creation

Centre Type * **Centre Name (As per the notification) *** **Select Centre Creation Order ***

CPC CPC new Test Select

District * **Select Block (Function of the centre will not be limited to this block) ***

DARJEELING Select Block

1234

Reset Submit



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- The district will be pre-filled with the district of the DCF&S. It cannot be changed. The DCF&S will select the block in which the Centre will be located. However, in case of an mCPC, it can hold camps outside the periphery of the block.

The screenshot shows a web form titled 'Centre Creation'. A dropdown menu is open, listing various blocks: Darjeeling Pulbazar, Gorubathan, Jorebunglow Sukiapokhri, Kalimpong - II, Kalimpong - I, Kharibari, Kurseong, Matigara, Mirik, Naxalbari, Phansidewa, Rangli Rangliot, and a 'Select Block' option at the bottom. The form fields include 'Centre Type' (set to CPC), 'District' (set to DARJEELING), and 'Centre Creation Order'. There are 'Reset' and 'Submit' buttons at the bottom right.

- On clicking the 'Submit' button, the Centre will be created. The DCF&S will be shown the name and the Centre Code of the Purchase Centre now created.

The screenshot shows the 'Centre Creation' form with a modal dialog box displayed. The dialog box has a title bar 'Centre Creation' and contains the text: 'The Center is created successfully with Centre name: CPC new Test and PC Code:- 202420132710005'. Below the text is an 'Ok' button. The background form shows the 'Centre Creation Order' field and 'Reset' and 'Submit' buttons.



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Purchase Centre Renaming

11. The Director, DDP&S in his login will have a specific menu 'Rename Centre'. It will remain enabled login till 30.11.24.
12. On clicking, he will select district and block (optional) and search.
13. All CPCs and mCPCs in the concerned area will show.
14. The Director can select any one, enter the new name and click 'Submit'.
15. He will be shown an alert in a pop-up screen reading "You are going to change name of CPC/mCPC <centre code> from <old name> to <new name>. Continue?"
16. If he selects 'Yes', the new name will take effect.

Update Center Name

Search By:

District * Block * Procurement Centre *

Select District Select Block -- Select --

Old Center Name New Center Name *

Enter your New Center Name Submit

Sl.No	Procurement Centre Code	Old Procurement Centre Name	New Procurement Centre Name	Updated Date
1	202220132710002	Naxalbari BDO Office Campus	Naxalbari BDO Office Campu	27/08/2024
2	202220332910014	Sitalkuchi Krishak Bazar	Sitalkuchi	29/08/2024
3	202222034710006	Itapara	ITAPARA	27/08/2024

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