



# SOP for Purchase Centre to ePoP Mapping By DCF&S



Ver. 1.0

Release Date: 03.09.24

In <https://epaddy.wb.gov.in/> ePoP devices are mapped with purchase centres by the DCF&S.

For KMS 2024-25 too, all purchase centres – CPCs, mCPCs, PPSs will be assigned ePoP. Towards this, the following conditions need to be fulfilled in the first place.

- **Purchase Centre:**
  - i. For a new CPC/mCPC, the DCF&S needs to create it first.
  - ii. For an existing CPC/mCPC, if it is notified by the Department for the new KMS, it will be visible.
  - iii. For a PPS, its application needs to be approved by the DCF&S on behalf of the DLMC.
  - iv. Also, for a PPS, BA-3 must have been signed and entered into the portal.
  - v. For all Purchase Centres – CPCs, mCPCs and PPSs, PO assignment must have been done.
- **ePoP:** An ePoP allotted to the concerned district and unmapped as of now will be available for mapping.

The facility of mapping will follow the workflow in the login of the DCF&S as given hereunder:

1. The DCF&S in his login with go to Activities > ePoP to PC Mapping menu.

The screenshot displays the 'Online Paddy Procurement System' interface. On the left is a dark sidebar menu with various options. The 'E-Pop Device Registration' option is highlighted with a red box. The main content area shows the 'E-Pop Device Registration' form with the following fields:

- Select Block: --select--
- Select Agency: Select
- Select Center \*: --Select--
- From Date\*: dd-mm-yyyy
- To Date: dd-mm-yyyy
- Select Device Serial No \*: Device SerialNo (with an Attach button)
- Search By: Center Code/Device SerialNo /User Id (with Search and Reset buttons)

At the bottom, a table header is visible with columns: SI No., Center Code, Agency, Center, Center Name, User Id, E-POP Device, Mapping, Status, and Action.



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2. The DCF&S will first select block from the drop-down menu.

The screenshot shows the 'E-Pop Device Registration' form. The 'Select Block' dropdown menu is open, displaying a list of blocks: Darjeeling Pulbazar, Gorubathan, Jorebunglow Sukiapokhri, Kalimpong - II, Kalimpong - I, Kharibari, Kurseong, Matigara, Mirik, Naxalbari, Phansidewa, and Rangli Ranglot. The 'Select Agency' dropdown menu is also visible, showing a 'Select' option. Below the agency selection is a 'To Date' field with a date format 'dd-mm-yyyy' and a calendar icon. A green 'Attach' button is located below the 'To Date' field. At the bottom of the form, there are 'Search' and 'Reset' buttons. The footer of the form contains the text 'Center Code/Device SerialNo /User Id'.

3. Next, he will select the agency to which the Purchase Centre belongs.



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**E-Pop Device Registration**

**Select Block**  
Matigara

**Select Agency**  
Select  
DCFS  
**BENFED**  
CONFED  
NAFED  
PAMCL  
WBECSC

**Select Center \***  
--Select--

**From Date\***  
dd-mm-yyyy

**Select Device Serial No \***  
Device SerialNo

**Attach**

**Search By:**  
Center Code/Device SerialNo /User Id

**Search** **Reset**

4. He will select the Purchase Centre now. Only the PCs not yet assigned with ePoP will appear here.

**E-Pop Device Registration**

**Select Block**  
Matigara

**Select Agency**  
BENFED

**Select Center \***  
--Select--  
--Select--  
**BARA MOHANSINGH SKUS LTD**

**To Date**  
dd-mm-yyyy

**Select Device Serial No \***  
Device SerialNo

**Attach**

**Search By:**  
Center Code/Device SerialNo /User Id

**Search** **Reset**

5. The start date and end date for the ePoP mapping will have to be entered by the DCF&S. While start date is mandatory, end date is optional.



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Center Code	Agency Name	Center Type	Center Name	User Id	E-POP Device Serial No	Mapping History	Status	Action
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6. Lastly, the DCF&S will select the ePoP he wants to map with the Centre. Here, he can search the ePoP by its device serial no. Only the devices not mapped with any Purchase Centre for the selected date range will appear here. After selection, the DCF&S will click 'Attach' button to assign the ePoP to the selected Purchase Centre for the selected date range.



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**E-Pop Device Registration**

Select Block: Matigara

Select Agency: BENFED

Select Center\*: BARA MOHANSINGH SKUS LTD

From Date\*: 03-09-2024

To Date: 30-09-2024

Select Device Serial No \*

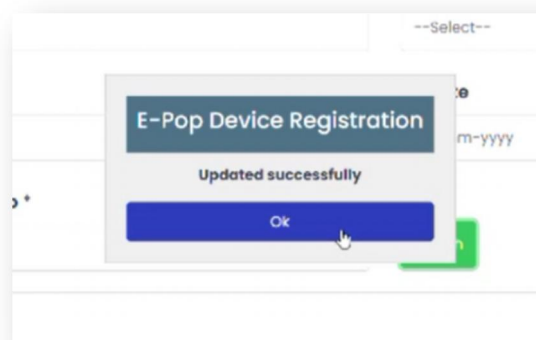
VA

- VA0723111A051538
- VA0723111A051512
- VA0723111A051522
- VA0723111A051507
- VA0723111A050288
- VA0523111A037771

Attach

Search Reset

7. A confirmation message will be shown to the DCF&S.



8. All Purchase Centres under the relevant district will be shown to the DCF&S in the following panel which he can see scrolling down. For Centres not yet mapped with any device 'ePoP Device Sl. No.' will be blank.



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Sl No	Center Code	Agency Name	Center Type	Center Name	User Id	E-POP Device Serial No	Mapping History	Status	Action
1	192000232720001	BENFED	SOCIETY	TERAI FARERS SERVICE CO-OP SOCIETY LTD	DRJ0001	VA0723111A051507	<a href="#">View</a>	Active	<a href="#">Detach</a>
2	192000232720002	BENFED	SOCIETY	BARA MOHANSINGH SKUS LTD	DRJ0002	VA0723111A051538	<a href="#">View</a>	Inactive	
3	192000232720004	BENFED	SOCIETY	BUDHKARANJOTE SKUS new	DRJ0004	VA0723111A051536	<a href="#">View</a>	Active	<a href="#">Detach</a>
4	192000332720001	WBECSC	SOCIETY	PETKI SAMABAY KRISHI UNNAYAN SAMITI LTD.	DRJ0005	VA0723111A051538	<a href="#">View</a>	Active	<a href="#">Detach</a>
5	192000632720001	BENFED	SOCIETY	NETAJI SAMABAYA KRISHI UNNAYAN SAMITY LTD.	DRJ0006	VA0823111A054433	<a href="#">View</a>	Active	<a href="#">Detach</a>
6	192000632720002	WBECSC	SOCIETY	BIDHANNAGAR S K B S LTD.	DRJ0007	VA0723111A051535	<a href="#">View</a>	Active	<a href="#">Detach</a>
7	192000632720003	BENFED	SOCIETY	BIDHANNAGAR SAMABAYA KRISHI UNNAYAN SAMITI LTD.	DRJ0008	VA0723111A051509	<a href="#">View</a>	Active	<a href="#">Detach</a>
8	192000632720004	WBECSC	SOCIETY	MADATI NO-10 GRAMSABA SAMABAY KRISHI UNNAYAN SAMITY LTD.	DRJ0009	VA0723111A051513	<a href="#">View</a>	Active	<a href="#">Detach</a>
9	192000632720005	WBECSC	SOCIETY	BATASI SKUS LTD.	DRJ0010	VA0723111A051510	<a href="#">View</a>	Active	<a href="#">Detach</a>
10	192000632720009	WBECSC	SOCIETY	HOWDAVITA SKUS LTD	DRJ0014	VA0723111A051519	<a href="#">View</a>	Active	<a href="#">Detach</a>

9. Any record in the grid can be found by searching the Centre Code or device serial no.

Search By:

192000232720002 - VA0723111A051538 - DRJ0002

[Search](#) [Reset](#)

Sl No	Center Code	Agency Name	Center Type	Center Name	User Id	E-POP Device Serial No	Mapping History	Status	Action
1	192000232720002	BENFED	SOCIETY	BARA MOHANSINGH SKUS LTD	DRJ0002	VA0723111A051538	<a href="#">View</a>	Active	<a href="#">Detach</a>

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10. History of all mapping with a Purchase Centre can be seen by clicking 'View' button in the 'Mapping History' column.



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Sl No	Center Code	Agency Name	Center Type	Center Name	User Id	E-POP Device Serial No	Mapping History	Status	Action
1	192000232720001	BENFED	SOCIETY	TERAI FARERS SERVICE CO-OP SOCIETY LTD	DRJ0001	VA0723111A051507	<a href="#">View</a>	Active	<a href="#">Detach</a>
2	192000232720002	BENFED	SOCIETY	BARA MOHANSINGH SKUS LTD	DRJ0002	VA0723111A051538	<a href="#">View</a>	Inactive	
3	192000232720004	BENFED	SOCIETY	BUDHKARANJOTE SKUS new	DRJ0004	VA0723111A051536	<a href="#">View</a>	Active	<a href="#">Detach</a>
4	192000332720001	WBECSC	SOCIETY	PETKI SAMABAY KRISHI UNNAYAN SAMITI LTD.	DRJ0005	VA0723111A051538	<a href="#">View</a>	Active	<a href="#">Detach</a>
5	192000632720001	BENFED	SOCIETY	NETAJI SAMABAYA KRISHI UNNAYAN SAMITY LTD.	DRJ0006	VA0823111A054433	<a href="#">View</a>	Active	<a href="#">Detach</a>
6	192000632720002	WBECSC	SOCIETY	BIDHANNAGAR S K B S LTD.	DRJ0007	VA0723111A051535	<a href="#">View</a>	Active	<a href="#">Detach</a>
7	192000632720003	BENFED	SOCIETY	BIDHANNAGAR SAMABAYA KRISHI UNNAYAN SAMITI LTD.	DRJ0008	VA0723111A051509	<a href="#">View</a>	Active	<a href="#">Detach</a>
8	192000632720004	WBECSC	SOCIETY	MADATI NO-10 GRAMSABA SAMABAY KRISHI UNNAYAN SAMITY LTD.	DRJ0009	VA0723111A051513	<a href="#">View</a>	Active	<a href="#">Detach</a>
9	192000632720005	WBECSC	SOCIETY	BATASI SKUS LTD.	DRJ0010	VA0723111A051510	<a href="#">View</a>	Active	<a href="#">Detach</a>
10	192000632720009	WBECSC	SOCIETY	HOWDAVITA SKUS LTD	DRJ0014	VA0723111A051519	<a href="#">View</a>	Active	<a href="#">Detach</a>

11. After attachment, if an ePoP is to be detached from a Centre, the DCF&S will click 'Detach' button in the concerned column. If there is pending farmer schedule in the said Centre, the DCF&S will be shown an alert message *"You are going to detach ePoP <device sl. no.> from <name of Purchase Centre>. But, there are pending farmer schedules at the Centre. Have you informed the farmers to change the date? Still do you want to detach the ePoP?"* YES or NO. In case YES is selected, ground of detachment is to be selected from dropdown and "Submit" button is to be clicked to detach the device finally. If "other" reason is selected from dropdown, he has to put the remarks. If 'NO' option is elected, the action will be aborted.

4	192000332720001	WBECSC	SOCIETY	PETKI SAMABAY KRISHI UNNAYAN SAMITI LTD.	DRJ0005	VA0723111A051538	<a href="#">View</a>	Active	<a href="#">Detach</a>
5	192000632720001	BENFED	SOCIETY	NETAJI SAMABAYA KRISHI UNNAYAN SAMITY LTD.	DRJ0006	VA0823111A054433	<a href="#">View</a>	Active	<a href="#">Detach</a>
6	192000632720002	WBECSC	SOCIETY	BIDHANNAGAR S K B S LTD.	DRJ0007	VA0723111A051535	<a href="#">View</a>	Active	<a href="#">Detach</a>
7	192000632720003	BENFED	SOCIETY	BIDHANNAGAR SAMABAYA KRISHI UNNAYAN SAMITI LTD.	DRJ0008	VA0723111A051509	<a href="#">View</a>	Active	<a href="#">Detach</a>
8	192000632720004	WBECSC	SOCIETY	MADATI NO-10 GRAMSABA SAMABAY KRISHI UNNAYAN SAMITY LTD.	DRJ0009	VA0723111A051513	<a href="#">View</a>	Active	<a href="#">Detach</a>
9	192000632720005	WBECSC	SOCIETY	BATASI SKUS LTD.	DRJ0010	VA0723111A051510	<a href="#">View</a>	Active	<a href="#">Detach</a>
10	192000632720009	WBECSC	SOCIETY	HOWDAVITA SKUS LTD	DRJ0014	VA0723111A051519	<a href="#">View</a>	Active	<a href="#">Detach</a>