



SOP for Application for Rice Mill Empanelment and Its Disposal KMS 2024-25



Ver. 1.0

Date: 29.07.2024

Rice Mills are an important instrument in the process of paddy procurement. They enter into a bipartite agreement with the DCF&S and one or the other CMR Agency, and receive paddy purchased directly from farmers at the centre.

Till now, application for empanelment by existing Rice Mills and disposal thereof by the officials took place offline.

Now, the process has been replicated online in portal <https://epaddy.wb.gov.in/> for their empanelment for KMS 2024-25 (for Rice Mills having worked in KMS 23-24). An SOP for the concerned users is given herein:

Rice Mill Login:

1. An existing Rice Mill i.e. a Rice Mill to have participated in paddy procurement in KMS 2023-24 will login into his account.

2. He will go to the menu 'Apply for Empanelment'. Primarily, he will see 3 buttons – 'View Profile', 'Update mobile no. & email details' and 'Update documents'.

Rice Mill Performance		
Paddy received from no.of CPC:	Paddy received from No. of mCPC :	No. of tagged other centres :
5	1	5
Total paddy received:	Total RCMR:	Total CMR delivered:
1019.513	1051.26884	1007.92906
Percentage of CMR delivery:		



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- The Rice Mill user can view all relevant data pertaining to the Rice Mill by clicking 'View Profile'.

The screenshot shows a web interface for 'Rice Mill Details'. The header includes a welcome message 'Welcome, (KMS : 2324)' and a user profile icon. The main content area is titled 'Rice Mill Details' and contains several input fields:

- Mill Name:** A text box containing 'M [redacted] RICE MILL'.
- Mill Location:** Two text boxes containing '23.310217' and '86.648997'.
- Establishment Year:** A dropdown menu with '1980' selected.
- Mill Operated By:** A dropdown menu with 'SELF' selected.
- Rice Mill Address Details:** A section with four dropdown menus:
 - District:** 'PURULIA'
 - Sub-division:** 'Purulia Sadar'
 - Block/Municipality:** 'Hura'
 - Mouza Name:** 'Hura'

- Through the 'Update Mobile no. & Email Details' button, he can update his mobile no. and email ID. Both will be OTP verified for validation. Update of email ID is mandatory for all Rice Mills.

The screenshot shows a web interface for 'Mobile And Email Details'. The header includes a welcome message 'Welcome, EMD191326 (RICEMILLER)!' and a user profile icon. The main content area is titled 'Next KMS empanelment' and contains a form with the following fields:

- Existing mobile no.:** A text box containing a redacted mobile number.
- Enter new mobile no.:** A text box for entering a new mobile number.
- Existing email ID:** A text box containing a redacted email address.
- Enter new email ID: * [mandatory]:** A text box for entering a new email ID.
- Buttons:** 'Generate OTP' (blue), 'Close' (red), and 'Submit' (blue).



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- With the 'Update Documents' button he can update any or all the documents given in the list if validity of the currently uploaded document has expired.

Name of Document	Exist document in view button	Expiry current date	Document no.	New Document no.	Expiry date	Upload	View current uploaded document
PAN	Not Available			<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Land document	<input type="button" value="View"/>	13/03/2025	img20201007_17471823-converted132608102020182655_2.pdf	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Udyog Aadhaar	Not Available		WB12B0004573	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Electricity bill	<input type="button" value="View"/>		Electric132608102020182655_3.pdf	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Pollution Control Certificate	<input type="button" value="View"/>	13/03/2025	POLU132608102020182655_4.pdf	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
FSSAI Licence	<input type="button" value="View"/>	10/12/2024	FASSI132608102020182655_6.pdf	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Fire Licence	<input type="button" value="View"/>	28/12/2024	FIRE132608102020182655_7.pdf	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	
Audit report for last FY	Not Available			<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/>	

- When the Rice Mill has done at least one of the aforesaid 3 works, the facility of applying for empanelment for KMS 2024-25 will be enabled. There he will see the performance of the Rice Mill in the ongoing KMS and the Bank Guarantees furnished. He will have to express his consent for working in paddy procurement in KMS 2024-25 by ticking a checkbox as shown, and click on 'Submit' button to send the empanelment application to the DCF&S.

Rice Mill Performance

Paddy received from no. of CPC: Paddy received from No. of mCPC : No. of tagged other centres :

Total paddy received: Total RCMR: Total CMR delivered:

Percentage of CMR delivery:

BG Details

BG Amount (in lakhs)	BG Date	BG Expiry Date	Uploaded Document	Status as on today
100	2023-10-17	2024-10-31	bg_1745_20102023103803.pdf	Active

I intend to work as an empanelled Rice Mill for paddy procurement in the next KMS observing all rules and regulations.

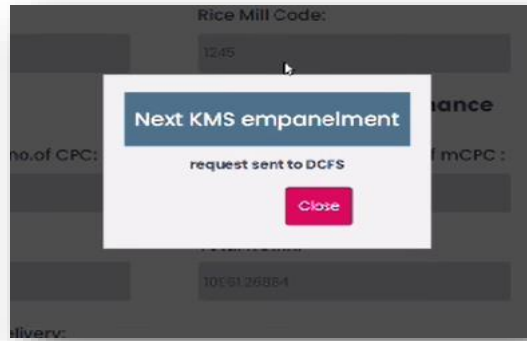


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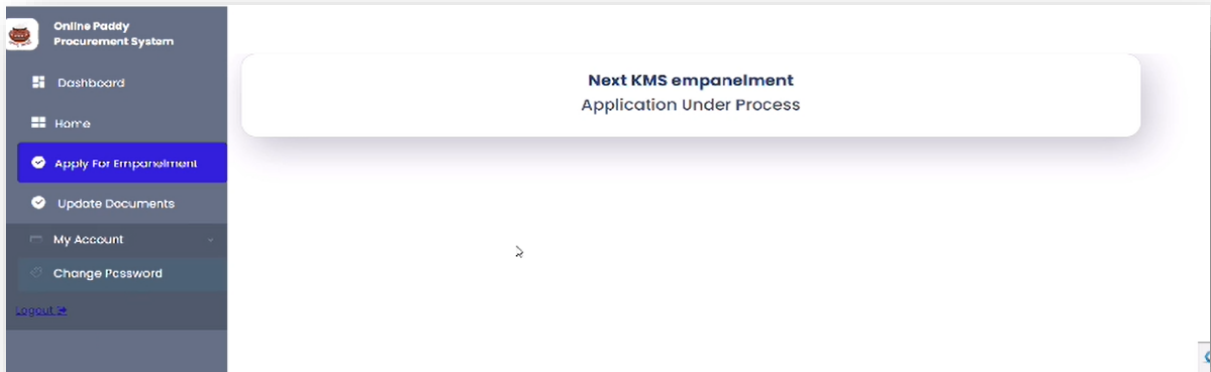


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7. After the application is submitted, during the time of its processing by the officials, the Rice Mill will see the status as 'Application under process'.



DCF&S Login

8. The DCF&S in his login will go to 'Rice Mill Empanelment > Inbox' menu to view the applications submitted by Rice Mills.





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9. On clicking the 'View' button, in a pop-up screen the DCF&S will see the performance of the Rice Mill in the ongoing KMS, BGs furnished by him with status of each BG.

Rice Mill And BG Details
✕

Rice Mill Performance

Paddy received from no.of CPC:	Paddy received from No. of mCPC :	No. of tagged other centres:
5	1	5
Total paddy received:	Total RCMR:	Total CMR delivered:
16119.513	10961.26834	10007.928906
Percentage of CMR delivery:		
90.35%		

BG Amount (in lakh)	BG Date	BG Expiry Date	Uploaded Document	Status as on today
100	2023-10-17	2024-10-31	bg_1245_20102023103803.pdf	Active

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Opinion:

--Select--

Enter Remarks

Select Mom Date:

Select

Reset
Submit

10. At the bottom of the pop-up screen the DCF&S will select the decision of the DLMC (recommended/ not recommended), enter remarks (mandatory if not recommended) and select date on which the concerned DLMC meeting took place. On his clicking the 'Submit' button the case will be sent to the Director, DDP&S

BG Amount (in lakh)	BG Date	BG Expiry Date	Uploaded Document	Status as on today
100	2023-10-17	2024-10-31	bg_1245_20102023103803.pdf	Active

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Opinion:

Recommended

Enter Remarks

test

Select Mom Date:

Select

21-09-2023

17-10-2023

10-11-2023

08-07-2024

Select

Reset
Submit



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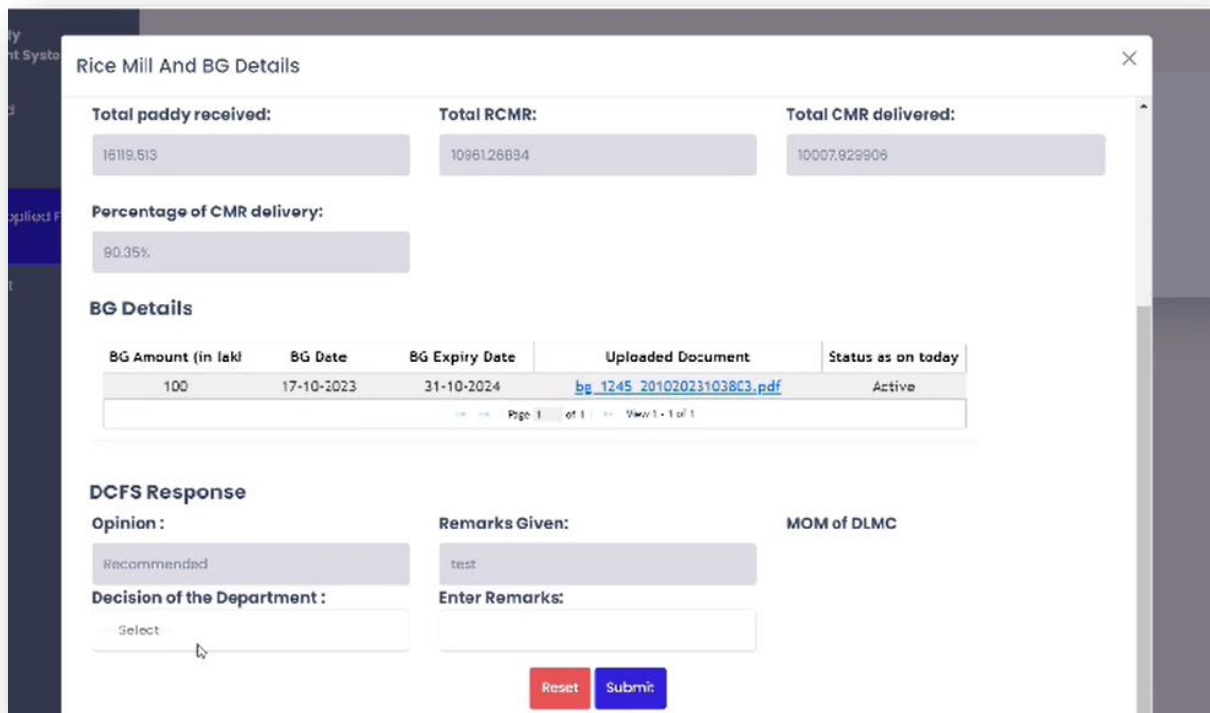
Date: 29.07.2024

Director, DDP&S Login

- The Director in his login will go to 'Rice Mill Empanelment > Inbox' menu to view the cases forwarded by the DCF&Ss.



- On clicking the 'View' button, in a pop-up screen the Director will see the performance of the Rice Mill in the ongoing KMS, BGs furnished by him with status of each BG along with decision and remarks of the DLMC as entered by the DCF&S.





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13. Now, the Director will denote the Departmental decision 'Approved' or 'Rejected' for the Rice Mill. If rejected, remarks will be mandatory.

DCFS Response

Opinion :	Remarks Given:	MOM of DLMC
Recommended	test	
Decision of the Department :	Enter Remarks:	
Approve		

Effects:

14. **If Approved:** If the Director marks a Rice Mill application as approved the following events will occur:
- 14.1. The Rice Mill will receive an SMS and an email informing him of the approval of his application. In the messages the Rice Mill will be asked to deposit requisite Bank Guarantee, upload the same in portal and submit hard copy in original before DCFS immediately. He will also be asked to execute Bipartite Agreement-1 and Bipartite Agreement-2 immediately.
 - 14.2. The DCF&S will receive system generated SMS and email informing him of the approval. He will be requested to take BG from the Rice Mill and enter into BA-1 with him.
 - 14.3. The District Managers or other authorised officials of the CMR Agencies will receive similar messages asking them to execute BA-2 with the Rice Mill.
15. **If Rejected:** If the Director, marks a Rice Mill application as rejected the following events will occur:
- 15.1. The Rice Mill will be notified of the rejection through system-generated SMS and email.
 - 15.2. He will be able to apply again.