



SOP for User Management



Ver. 1.0

Release Date: 10.01.25

In epaddy.wb.gov.in user management module has been developed by the System Integrator. The following are central ideas in the module:

User: Denoted by a User ID. It is like an office/post which are fixed in the hierarchy.

Employee: It is the person who occupies an office. When mapped with a User ID, he executes the works assigned to said office. An employee created in the system is inextricably linked to the person himself.

Role: It is the function or a bunch of functions which are assigned to a User. It is denoted by the menus shown in the login of a User.

Users would generally come created by the SI. A list of users shown in hierarchy of different levels created by the SI is attached herewith. The higher officials would be able to create employees, map them with Users under them and delegate roles to them. There will be roles which the higher officials will be able to delegate, and some roles will remain undelegable.

The workflow will be as following:

1. Employee Creation:

1.1. A superior officer can create employee for his subordinates. In his login in 'Employee Master' menu, he can create an employee through biometric eKYC of Aadhaar. In 'Employee Master (Mobile eKYC)' menu he can create an employee through OTP validation to Aadhaar-linked mobile no. In this example the workflow is shown through 'Employee Master (Mobile eKYC)'. The creating officer will enter the Aadhaar no. of the employee and click on 'eKYC OTP' button.

The screenshot displays the 'Employee Master' interface. On the left is a navigation menu with 'Employee Master (Mobile e-KYC)' highlighted. The main form includes:

- Aadhaar Number ***: Input field with a masked value and an **eKYC OTP** button.
- Authorised Person Name**: Input field with the placeholder 'Enter Name'.
- Mobile No ***: Input field with the placeholder 'Enter Your Mobile Number' and a **Generate OTP** button.
- Save** and **Reset** buttons.

Below the form is a table with the following data:

Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
Shirshando Roy	**** *1146	9 [masked] 5	dcsudj	[icon]

Page 1 of 1, View 1 - 1 of 1. A **Seek** button is located at the bottom right.



SOP for User Management



Ver. 1.0

Release Date: 10.01.25

- 1.2. The OTP received in the Aadhaar-linked mobile no. will have to be entered and click on 'Validate OTP' button.

Employee Master

Aadhaar Number *

 Resend OTP in: 01:45

Enter OTP *

Authorised Person Name

Mobile No *

Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
Shirshando Roy	**** * 1146	9 [REDACTED] 5	dcfsudj	

Page 1 of 1 View 1 - 1 of 1

- 1.3. If OTP is entered correctly, the Aadhaar eKYC will be successful. This success message will show and the name from Aadhaar will be fetched.

Aadhaar Verification

Aadhaar verification successfully completed

Aadhaar Number	Mobile No	Created by	Action
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SOP for User Management



Ver. 1.0

Release Date: 10.01.25

1.4. The name from Aadhaar will not be allowed to be changed.

Employee Master

Aadhaar Number *
524817980849 eKYC OTP

Authorised Person Name
SUMAN GHOSH

Mobile No *
Enter Your Mobile Number Generate OTP

Save Reset

Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
Shirshando Roy	**** * 1146	9800005015	dcfsudj	

Page 1 of 1 View 1 - 1 of 1

1.5. Next, the creating officer will enter the mobile no. of the employee and click on 'Generate OTP' button. The OTP received in the given mobile no. will be entered and 'Validate OTP' button clicked.

Employee Master

Aadhaar Number *
[Redacted] eKYC OTP

Authorised Person Name
SUMAN GHOSH

Mobile No *
9 [Redacted] Generate OTP

Enter OTP *
Enter You Recieved OTP Validate OTP

OTP Sent Successfully

Save Reset

Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
Shirshando Roy	**** * 1146	9 [Redacted]	dcfsudj	

Page 1 of 1 View 1 - 1 of 1



SOP for User Management



Ver. 1.0

Release Date: 10.01.25

1.6. If the OTP is correct, the mobile no. will get successfully validated. Now he will click the 'Save' button to finally save the employee.

Employee Master

Aadhaar Number *
 eKYC OTP

Authorised Person Name

Mobile No *
 Generate OTP
 Mobile Number Validated

Save Reset

1.7. A saved employee will be shown in the grid at the bottom of the page. If required, the creating officer will delete the employee by clicking on the recycle bin icon in the concerned grid.

Employee Master

Aadhaar Number *
 eKYC OTP

Authorised Person Name

Mobile No *
 Gen
 Mobile Number Validated

Save Reset

Mobile Verification
 Data processed successfully
Close

Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
Shirshando Roy	**** * 1146	9800005015	dcfsudi	
SUMAN GHOSH	**** * 0849	9 ██████████ 0	dcfsudj	

Page 1 of 1 | 20 | View 1 - 2 of 2



SOP for User Management



Ver. 1.0

Release Date: 10.01.25

2. Employee to User Mapping:

2.1. As mentioned before, User IDs would be created beforehand. At every level (Secretariat, Directorate, District, Sub-division) there would be fixed no. of User IDs created for every type of employee (officer, clerical staff and inspectorate staff). All User IDs are given in the hierarchy matrix attached herewith. A User ID works only when attached to an employee, and vice versa.

To map an employee with a User, the designated officer will go to 'Employee User Mapping' menu. He will type the first few letters of a User to find all matching User IDs. He can select any one of them. It is to be mentioned that just typing a User ID in the field will not suffice. One of the matching options need to be taken to proceed.

The screenshot shows the 'Employee User Mapping' interface. On the left, a sidebar menu has 'Employee User Mapping' highlighted. The main area has a 'User' search box containing 'cl' and a list of user IDs: CL_UDP_10, CL_UDP_9, CL_UDP_8, CL_UDP_7, CL_UDP_6, CL_UDP_5, CL_UDP_4, CL_UDP_3, CL_UDP_2, and CL_UDP_1. A red arrow points to the 'User' search box. To the right, there is a 'Search Employee' section with a search box containing 'S', 'Submit', and 'Reset' buttons. Below it is a table of employees with columns for Employee Name, Employee Mobile, Status, and Actions. The 'Employee Mobile' column is highlighted with a black box.

Employee Name	Employee Mobile	Status	Actions
Bikash Das	9844444444	Un-Mapped	
ABHIJIT SARKAR	6244444444	Un-Mapped	
AJMAT HOSSEN MONDAL	9844444444	Un-Mapped	
Subir Naiya	7244444444	Un-Mapped	
Bikash Das	9844444444	Un-Mapped	
Md. Wabaidur Rahaman	9844444444	Un-Mapped	
Sandip Sen	9844444444	Un-Mapped	
Shubhankar Roy	7244444444	Un-Mapped	
Pratik Sarkar	9844444444	Un-Mapped	
Subhajit Pal	9844444444	Un-Mapped	

2.2. He can similarly search an employee.

The screenshot shows the 'Employee User Mapping' interface. The 'User' search box contains 'CL_UDP_1'. The 'Search Employee' search box contains 'S', and a dropdown menu shows 'SUMAN GHOSH (9475723060)'. A red arrow points to the 'Search Employee' search box. Below it is a table of employees with columns for User Name, Employee Name, Employee Mobile, Status, and Actions. The 'Employee Mobile' column is highlighted with a black box.

User Name	Employee Name	Employee Mobile	Status	Actions
CPCJHG0010	Bikash Das	9844444444	Un-Mapped	
CPCEBD0075	ABHIJIT SARKAR	6244444444	Un-Mapped	
CPCNAD0019	AJMAT HOSSEN MONDAL	9844444444	Un-Mapped	
CPCN240039	Subir Naiya	7244444444	Un-Mapped	
CPCJHG0010	Bikash Das	9844444444	Un-Mapped	
CPCBNK0026	Md. Wabaidur Rahaman	9844444444	Un-Mapped	
DO_CPCHGL0025	Sandip Sen	9844444444	Un-Mapped	
CPCWMD0025	Shubhankar Roy	7244444444	Un-Mapped	
DO_CPCWMD0002	Pratik Sarkar	9844444444	Un-Mapped	
CPCBNK0028	Subhajit Pal	9844444444	Un-Mapped	



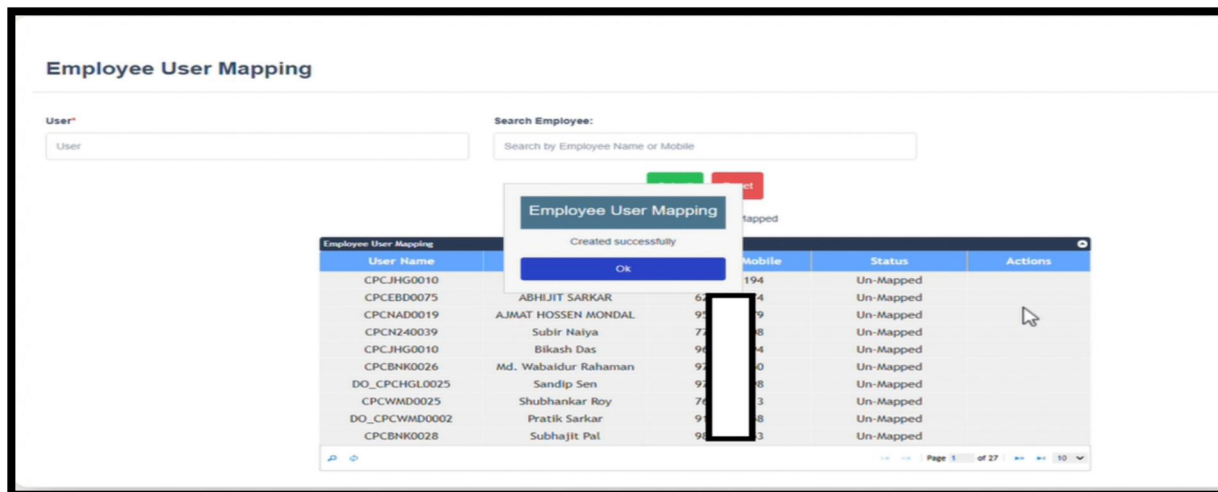
SOP for User Management



Ver. 1.0

Release Date: 10.01.25

2.3. The officer will click 'Submit' button to map the selected User ID with the selected employee. On successful mapping this message will show.

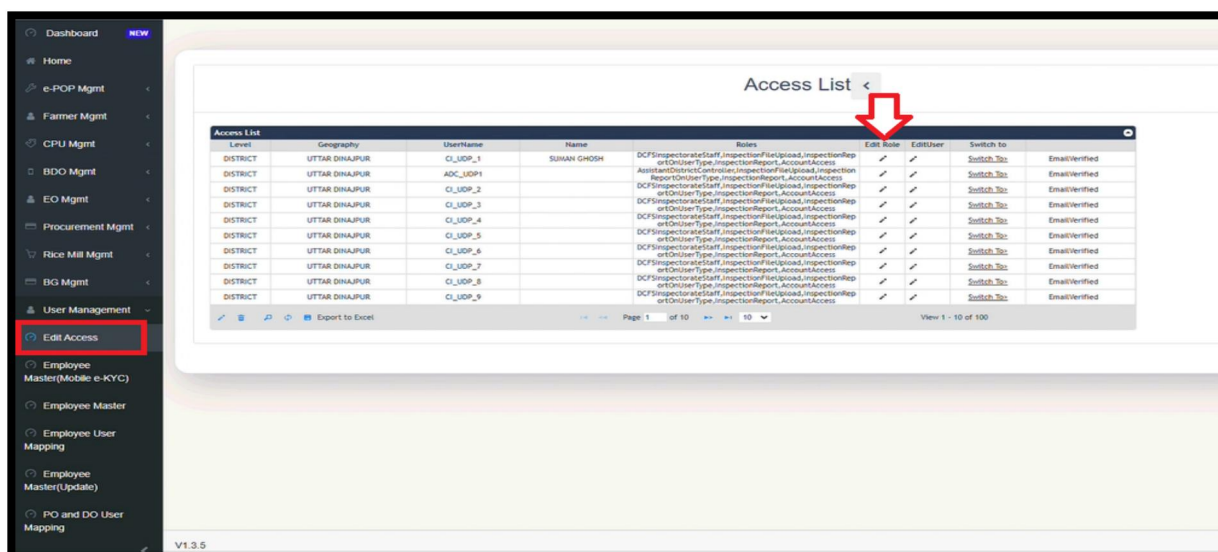


The grid at the bottom of the screen is searchable with 2 radio buttons – 'Mapped' button opens all Users mapped hitherto with employees and 'Unmapped' radio button shows unmapped Users and employees.

If the mapping of an employee and User is to be undone, the officer in the 'Mapped' grid can click on the recycle bin icon in the concerned row.

3. Role Access to User:

3.1. Roles accessible by a specific User is decided by his designated superior officer. The superior officer in his login will go to 'Edit Access' menu. He will see all users under him in this grid. Each row shows a User. If employee is already mapped, it shows in 'Name' column. Roles already given to a User show in 'Roles' column. To delegate roles to a User, the superior officer will click the 'Edit Role' icon in the concerned row.





SOP for User Management



Ver. 1.0

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3.2. Account access i.e. login function and inspection report upload and related MIS report viewing roles be default to every User. Other roles will be listed with check box given against each function.

Roles List	Role
<input checked="" type="checkbox"/>	AccountAccess
<input type="checkbox"/>	AccountsOfficer
<input type="checkbox"/>	ActiveFarmers
<input type="checkbox"/>	BAIwithRiceMill
<input type="checkbox"/>	BDOApprovalPending
<input type="checkbox"/>	BDODisposalPending
<input type="checkbox"/>	BDODisposalReport
<input type="checkbox"/>	BDOLandUpdateStatus
<input type="checkbox"/>	BGBankVerification
<input type="checkbox"/>	BGManagement
<input type="checkbox"/>	BGReport
<input type="checkbox"/>	BipartiteAgreement
<input type="checkbox"/>	CampSchedule
<input type="checkbox"/>	CampScheduleCancellation
<input type="checkbox"/>	CampScheduleReport
<input type="checkbox"/>	CenterCreation
<input type="checkbox"/>	CenterInfrastructure
<input type="checkbox"/>	CenterPoolMapping
<input type="checkbox"/>	CenterWisePaddy/TargetAllotment
<input type="checkbox"/>	CPUHodalPendingCases

<input type="checkbox"/>	DLACNOnUpload
<input type="checkbox"/>	EOIRReport
<input type="checkbox"/>	EORecommendationPending
<input type="checkbox"/>	EPopMapping
<input type="checkbox"/>	EPopMappingReport
<input type="checkbox"/>	ExistingPPSEnrollment
<input type="checkbox"/>	FarmerProfilePO
<input type="checkbox"/>	FarmerSchedule
<input type="checkbox"/>	FarmerSoldPaddy
<input type="checkbox"/>	Inbox
<input type="checkbox"/>	InfraStructure
<input checked="" type="checkbox"/>	InspectionFileUpload
<input checked="" type="checkbox"/>	InspectionReport
<input checked="" type="checkbox"/>	InspectionReportOnUserType
<input type="checkbox"/>	ListofBAIForCurrentYear
<input type="checkbox"/>	MCPCCampCount
<input type="checkbox"/>	NoOfCPCsRegistered
<input type="checkbox"/>	PCDetailedReport
<input type="checkbox"/>	PCWisedispatchpaddy
<input type="checkbox"/>	PCWisefarmerscount
<input type="checkbox"/>	PCWiseRegistrationCount
<input type="checkbox"/>	PendingDetailsReport
<input checked="" type="checkbox"/>	PPSEnrollmentSentBox
<input type="checkbox"/>	ProcurementAndDispatch
<input type="checkbox"/>	Report

Page 1 of 2 | 50 | View 1 - 50 of 57



SOP for User Management



Ver. 1.0

Release Date: 10.01.25

- 3.3. The superior officer can tick any role and click on 'Submit' button to delegate that role to the user. Likewise, if he unchecks a role, the role stands withdrawn from the user. The Department has decided which role a user can delegate, and which are not delegable. Only delegable roles can be assigned this way.



4. The User with whom employee is mapped can login in www.epaddy.wb.gov.in and find the roles allowed to him in his menu. To login for the first time, he will have to use the 'Forgot Password' option and reset his password through OTP authentication.