	SOP for **Camp Schedule for mCPCs and PPSs** **(by DCF&S and CMR Agency respectively)**	

Ver. 1.0 Date: 25.09.2024

Camps by mCPCs and PPSs are scheduled by DCF&Ss and CMR Agencies respectively. For 2024-25, the facility for scheduling such camps is incorporated in https://epaddy.wb.gov.in/. Before camps can be scheduled for an mCPC or a PPS the following steps must be completed:

Name of Module	To be done by User
Purchase Centre Creation (CPC/mCPC)	DCF&S
PPS Enrolment	DCF&S on behalf of DLMC
Target Fixation	Department and DDP&S users
Pool Mapping	Department and DDP&S users
PO-DO Assignment	DCF&S and CMR Agency (for replacement only)
ePoP Mapping to Purchase Centre	DCF&S
BA-3 Entry	CMR Agency

After the above steps have been completed, camp scheduling can be done with the following workflow:

Login of DCF&S/CMR Agency

1. The user will go to 'Camp Schedule' menu. If the user is DCF&S, he will automatically get to schedule mCPCs, while for CMR Agency user only PPSs will be available.
2. In the grid that opens on clicking the menu - district, block, name of Procurement Centre and centre type will be pre-filled and cannot be edited. However, the place where the camp is going to be held is to be defined by selecting the block (may be same as or different from the original block) and entering the venue address.

3. Next, the 'Get Lat-Long' button is to be pressed.

4. The system will open Google Maps where the 'Venue Address' will be searched. The user can move the red pin on map to define the location accurately. When clicked on pin the coordinates will be copied.
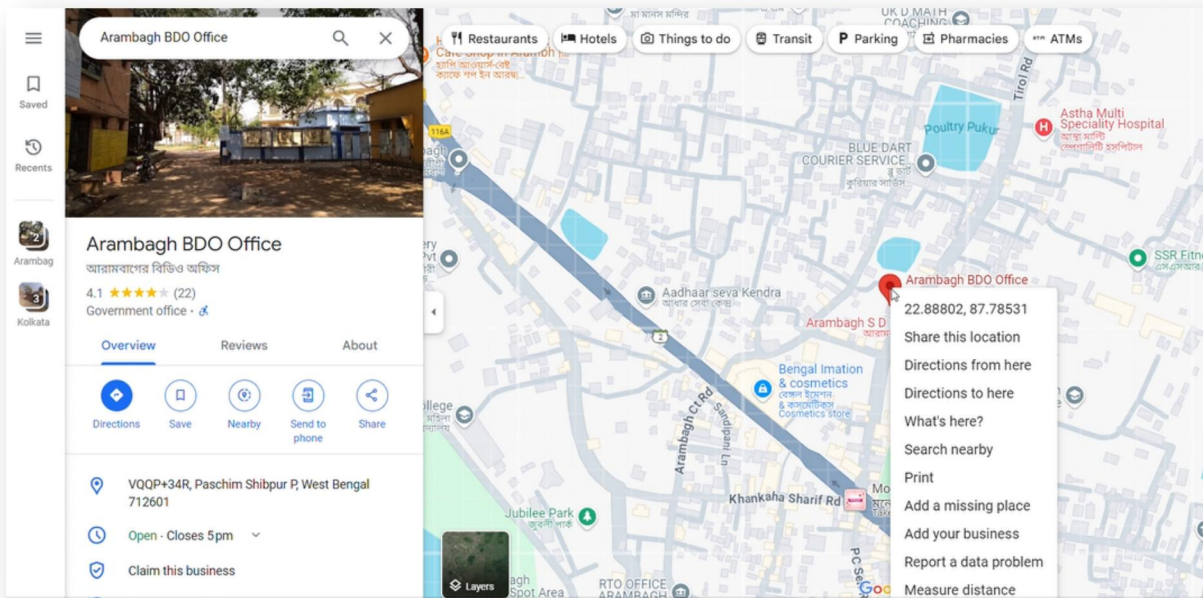
5. The copied coordinates will be pasted in the 'Latitude & Longitude' field.

6. Next, the user will select the start date and end date of the camp. Number of days excluding holidays for which the camp will run will be calculated in the system.

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7. If another camp i.e. same venue with different dates, or different venue with different dates is to be scheduled – the user will click on 'Add' button to add a row for filling in such details. In this way multiple camps under a mCPC or PPS can be scheduled at one go. However, separate camps with same dates cannot be scheduled. Therefore, in this grid each row signifies a camp.
    If required, the user can remove a camp by clicking on 'Delete' button.

8. Finally, the user will click the 'Submit' button to schedule the camp(s).