



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.

The screenshot shows the 'Camp Schedule' form in the Online Paddy Procurement System. The form is titled 'Camp Schedule' and is displayed on a dashboard with a sidebar menu. The sidebar menu includes options like Dashboard, Home, Centre Management, Delink Disabled Services, Rice Mills Applied For Empanelment, BG Management, DLMC MOM Upload, E-Pop Device Registration, Pool Mapping, Rice Mill Document Verification, and Center Wise Paddy Target Allotment. The main content area shows the 'Camp Schedule' form with the following fields:

District	Block	Procurement Centre	Centre Type	Venue Block	Venue Address (will be visible to the farmer for scheduling)
HOOGLHY	Arambag	Arambag Block	MCPC	Arambag	Arambag block office

At the bottom of the form, there are 'Reset' and 'Submit' buttons. The 'Venue Block' and 'Venue Address' fields are highlighted with a red box in the screenshot.



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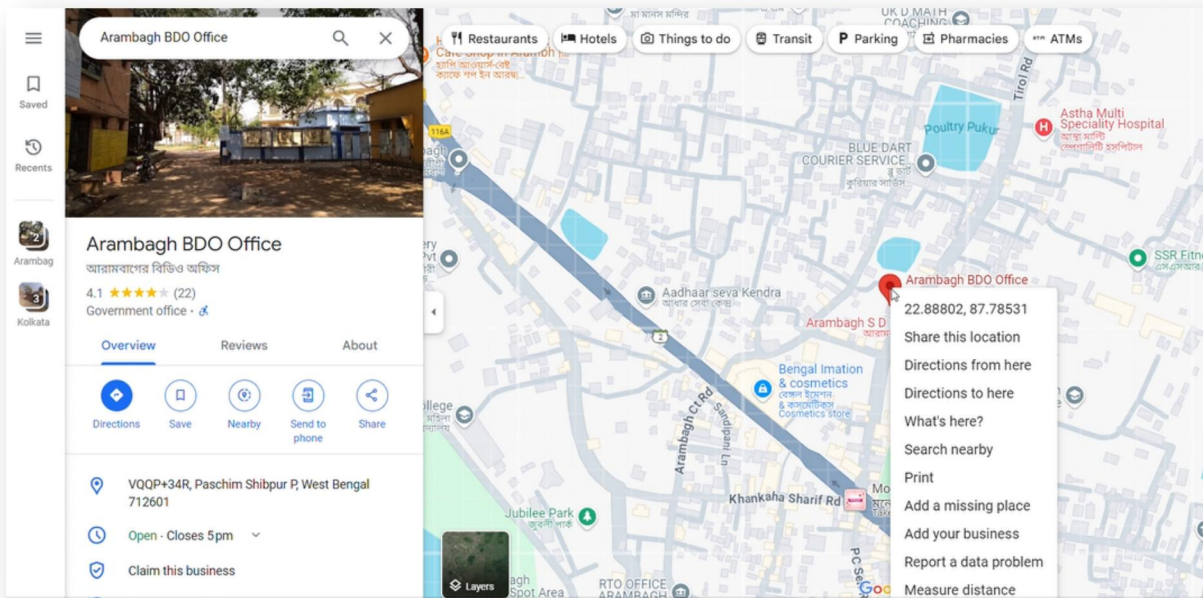
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- Next, the 'Get Lat-Long' button is to be pressed.

Venue Address (will be visible to the farmer for scheduling)	Get Location	Latitude and Longitude	Camp From Date	Camp To Date
<input type="text" value="Arambagh block office"/>	<input type="button" value="GET LAT/LONG"/>	<input type="text" value="Latitude and Longitude"/>	<input type="text"/>	<input type="text"/>

- 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.





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- The copied coordinates will be pasted in the 'Latitude & Longitude' field.

The screenshot shows a web form titled "Camp Schedule". It has several input fields: "Venue Address" (with a note "(will be visible to the farmer for scheduling)"), "Get Location", "Latitude and Longitude", "Camp From Date", and "Camp To Date". The "Venue Address" field contains "Arambag block office". The "Get Location" field has a "Get LAT/LONG" button. The "Latitude and Longitude" field is highlighted with a red box and contains the coordinates "22.88801833491476, 87.78". Below the form is a calendar for "September 2024" with "Reset" and "Submit" buttons.

- 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.

The screenshot shows the same "Camp Schedule" form, but now with a table of camp entries. The table has columns: "Location", "Latitude and Longitude", "Camp From Date", "Camp To Date", "No. of Days Excluding Holidays", "Add Venue", and "Delete Venue". The "Camp From Date" field is highlighted with a red box and contains "2024-09-30". The "Camp To Date" field is highlighted with a red box and contains "2024-10-25". The "No. of Days Excluding Holidays" field is highlighted with a red box and contains "11". The "Add Venue" field has a green "Add" button, and the "Delete Venue" field has a red "Delete" button. Below the table are "Reset" and "Submit" buttons.



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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.

Camp Schedule

Camp Schedule

Location	Latitude and Longitude	Camp From Date	Camp To Date	No. of Days Excluding Holidays	Add Venue	Delete Venue
AT/LONG	22.88801833491476, 87.78	2024-09-30	2024-10-25	11	Add	Delete

Reset Submit

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

Camp Schedule

Camp Schedule

Location	Latitude and Longitude	Camp From Date	Camp To Date	No. of Days Excluding Holidays	Add Venue	Delete Venue
AT/LONG	22.88801833491476, 87.78	2024-09-30	2024-10-25	11	Add	Delete

Reset Submit