



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

In adherence of Standard Operating Procedure vide no. I/580854/2024 dated 30.11.24, the Department issued GO no. I/582035/2024 dated 04.12.24 and no. I/585192/2024 dated 11.12.24 for setting norms of Rice Mill and CPC/mCPC/PPS inspection respectively.

Accordingly, a facility has been developed in <https://epaddy.wb.gov.in/> towards uploading of inspection reports by all concerned officials. The following table shows which user can submit inspection report for which area.

Type of User	Area
Secretariat Users	State
Directorate Users	State
CMR Agency HQ Users	State
DCF&S and users in his office	District
CMR Agency District Manager and users in his Office	District
SCF&S and users in his office	District
Tagged RO	District

After conducting the inspection and completing his report, the user will do the upload through the following steps:

1. The user, in his login, will go to the Activities > Inspection File Upload menu.

The screenshot shows the 'Upload Inspection' interface. On the left is a dark sidebar menu with 'Inspection File Upload' highlighted in red. The main content area has the title 'Upload Inspection'. Below it, there are radio buttons for 'Choose type of Centre \*' with options: CPC, MCPC, PPS, Rice Mill, Godown, and Godown storing Packaging Materials. A 'Select From Dropdown \*' field is labeled 'Select Centre'. To the right is a 'Select Inspection Date' field with a date picker icon. A red note says 'File should be JPG or PDF format. Size less than 1 MB.'. Below that is an 'Upload File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom is a 'Remarks' section with a text area labeled 'Type your remarks here...'. In the bottom right corner, there is a 'Activate Windows' watermark.



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

2. The State-level users will select the district. Then he will select the type of centre where he has conducted the inspection. A district-level user will select the type of centre directly.

**Upload Inspection**

**Choose type of Centre \***

CPC  MCPC  PPS  Rice Mill  Godown  Godown storing Packaging Materials

**Select From Dropdown \*** **Select Inspection Date**

--Select-- dd-mm-yyyy

File should be **JPG or PDF** format. Size less than **1 MB**.

Upload File

Choose File No file chosen

Remarks

Type your remarks here...

Activate Windows  
Go to Settings

3. Based on the type of centre selected, the user will have the list of such centres open in this drop-down. He will select one of those.

Badalpur Ramchandrapur GP, Tapan(202220533110010)

Balurghat Krishak Bazar(202220533110002)

Banshihari Krishak Bazar(202220533110005)

Community Hall of Ganguria GP (Opposite to Daulatpur High School), Village-Daulatpur(202220533110013)

Deulbari (near Bilandbati FP School), Vill-Bilandbati(202220533110014)

Ellahabad FP School Playground(202420533110001)

**Gangarampur Krishak Bazar(202220533110004)**

Harirampur 2nd CPC at Dangram Karmathirha(232420533110001)

Harirampur Krishak Bazar(202220533110007)

Hilli Krishak Bazar(202220533110012)

Kamarpara, Amritakhanda GP, Balurghat(202220533110008)

Karmathirha at Suhari, Rampur(202200633110001)

Karunsur Chaloon GP Gangarampur(202220533110011)

Kumarganj Krishak Bazar(202220533110003)

--Select-- dd-mm-yyyy

File should be **JPG or PDF** format. Size less than **1 MB**.

Upload File

Choose File No file chosen

Remarks

Type your remarks here...

Activate Windows  
Go to Settings to activate Windows



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

- From the calendar he will select the date on which the inspection was done.

**Upload Inspection**

Choose type of Centre \*

CPC  MCPC  PPS  Rice Mill  Godown  Godown storing Packaging Materials

Select From Dropdown \*

Ellahabad FP School Playground(202420533110001)

Select Inspection Date

dd-mm-yyyy

File should be JPG or PDF format. Size less than 1 MB.

Upload File

Choose File No file chosen

Remarks

Type your remarks here...

- Next, he will upload a scanned copy of the inspection report.

Open

Downloads

Organize New folder

Name	Date modified	Type
dfscooh_30122024185412	31-12-2024 12:14	Chrome HTB
MORPHO L1 For HTTPS setup	06-12-2024 18:00	File folder
Sample-jpg-image-100kb	28-10-2024 16:52	JPG File
sample (1)	28-10-2024 13:26	Chrome HTB
sample	29-09-2024 07:44	Chrome HTB

File name: | Custom Files

Open Cancel

jjp (Dakshin Dinajpur!)

Godown storing Packaging Materials

Select Inspection Date

11-12-2024

Remarks

Type your remarks here...



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

- On clicking the 'Preview' button the user will be shown preview of the file uploaded. If he finds he has uploaded a wrong file, he can go back to the previous step and upload again.

**Upload Inspection**

Choose type of Centre \*

CPC  MCPC  PPS  Rice Mill  Godown  Godown storing Packaging Materials

Select From Dropdown \* Select Inspection Date

Ellahabad FP School Playground(202420533110001) 11-12-2024

File should be JPG or PDF format. Size less than 1 MB.

Upload File

Choose File sample.pdf Preview

Remarks

Type your remarks here...





# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

7. Finally, he will enter his comments and click on 'Submit' button.

Choose type of Centre \*

CPC  MCPC  PPS  Rice Mill  Godown  Godown storing Packaging Materials

Select From Dropdown \*

Eilahabad FP School Playground(202420533110001)

Select Inspection Date

11-12-2024

File should be **JPG** or **PDF** format. Size less than **1 MB**.

Upload File

Choose File sample.pdf Preview

Remarks

Test remark

Submit Reset

Activate Windows

8. On successful submission, this message will be shown.

Upload Inspection

Your application has been successfully submitted.

Ok



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

9. Towards proper monitoring of the work, MIS reports can be viewed. There are two MIS reports related to this. First, he can go to 'Inspection Report on Location Type' to find the MIS based on type of centre/location i.e. CPC, mCPC, PPS, Rice Mill, Godown and Godown of packing materials (with date range selection).

Existing PPS Enrollment

Center Creation

PPS Enrollment Sent Box

Bipartite Agreement

Center Infrastructure

No. of CPC's Registered

Delink Disabled Services

**Inspection Report On Location Type**

Inspection Report On User Type

### Inspection Upload Report

From Date: 01-12-2024 To Date: 07-01-2025 [Search] [Reset]

STATE : WEST BENGAL DCFS : DAKSHIN DINAJPUR

Location Type	Location Name	IO Name	IO Designation	Inspection Date
CPC	Ellahabad FP School Playground(202420533110001)	Surajit Kumar Debsharma	DCFS	11/12/2024

Export to Excel

Page 1 of 1

Activate Windows  
Go to Settings to activate Windows.

10. Here, the file uploaded by the IO can also be viewed.

### Inspection Upload Report

From Date: 01-12-2024 To Date: 07-01-2025 [Search] [Reset]

STATE : WEST BENGAL DCFS : DAKSHIN DINAJPUR

IO Name	IO Designation	Inspection Date	Upload Date	View Report
Surajit Kumar Debsharma	DCFS	11/12/2024	07/01/2025	<b>View Inspection Report</b>

Page 1 of 1

View 1 - 1 of 1

Activate Windows  
Go to Settings to activate Windows.



# SOP for Inspection Report Upload by Officials of Department and CMR Agencies



Ver. 1.0

Release Date: 07.01.25

11. In 'Inspection Report on User Type', the MIS can be seen user-wise. Firstly, the report will show inspection count for each level of user i.e. Secretariat level, Directorate level, District level and Sub-division Level. On expanding a level, count for each user within that level will be shown. Additional filters of centre type and user type can be used.

**Inspection Upload Report**

From Date: 01-12-2024 To Date: 07-01-2025 District: --select-- Center Type: --select--

Select User Type: --select-- Search Reset

District Name	User Type				
	Secretariat Officers	Directorate Officers	District Level Officers	Sub-Divisional Level Officers	Tagged RO
- 10 Item(s)					
DAKSHIN DINAJPUR	0	0	1	0	0
MALDAH	0	0	1	0	0
NORTH TWENTY FOUR PARGANAS	0	0	1	0	0
SOUTH TWENTY FOUR PARGANAS	0	0	0	0	1
ALIPURDUAR	0	0	2	0	0

12. On expanding a level, count for each user within that level will be shown.

**Inspection Upload Report**

From Date: 01-12-2024 To Date: 07-01-2025 District: --select-- Center Type: --select--

Select User Type: --select-- Search Reset

STATE : WEST BENGAL STATE : WEST BENGAL

User Name	Center Type					
	CPC	MCPC	PPS	Rice Mill	Rice Godown	Packaging Material Godown
DISTRICT - 1 Item(s)						
dcfsddjp	1	0	0	0	0	0

Export to Excel

Page 1 of 1