

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 <u>https://epaddy.wb.gov.in/</u> 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.

Rice Mill Mgmt			
🗖 BG Mgmt 🦂	Upload Inspection		
🛔 User Management	Choose type of Centre *		
PPS Approval <	○ CPC ○ MCPC ○ PPS ○ Rice Mill ○ Godown ○ Godown storing	Packaging Materials Select Inspection Date	
≓ Reports <	Select Centre	dd-mm-yyyy	m
Centre Management <	File should be JPC or PDE format. Size less than 1 MB		
Activities ~	Upload File		
BA-I with Rice Mill	Choose File No file chosen		
 List of BA-III For 24- 25 	Remarks		
Inspection File Upload	Type your remarks here		
O DLMC MOM Upload			
Π My Account	ł.		Activate Windows Go to Settings to activate Window
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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.

Choose type of Centre * O CPC O MCPC O PPS O Rice Mill O Godown O Godown	lown storing Packaging Materials	
Select From Dropdown *	Select Inspection Date	
Select	✓ dd-mm-yyyy	c
Choose File No file chosen		
Type your remarks here		

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.

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

Jpload Inspection									
Choose type of Centre *							Г		
CPC OMCPC OPPS ORice Mill O Godown O Godo	wn storing Pack	aging	Mat	erial	s	7	1		7
Select From Dropdown *	s	elect	Ins	pecti	ion [Date		\checkmark	
Ellahabad FP School Playground(202420533110001)	~	dd-n	nm-	уууу					•
File should be JPG or PDF format. Size less than 1 MB.		Janua	ary, 2	025 -	•		\uparrow	\downarrow	
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Remarks		12	13	14	15	16	17	18	
Type your remarks here		19	20	21	22	23	24	25	
		26	27	28	29	30	31	1	
		2	3	4	5	6	7	8	
		Cla					To	tav	

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

Open			×		-
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BA-I with Rice List of BA-III F 25 Inspection File	For 24- Remarks Type your remarks	here			
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6. 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.

choose type of centre		
CPC OMCPC OPPS ORice Mill O Godown OC	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.	Λ	
		7
Choose File sample.pdf	Prillew	
Remarks	N	
Type your remarks here		





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

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

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	Upload Inspection	
chosen	Your application has been successfully sub-	mitted.
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re	Ok	
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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).

Center Creation							
PPS Enrollment Sent Box	Inspection	Upload	Report				
Bipartite Agreement	From Date		To Date				
 Center Infrastructure 	01-12-2024		07-01-2025		Search Reset		
No. of CPC's Registered					STATE : WEST BE	ENGAL DCFS : DAKSHIN DINAJ	PUR
Delink Disabled	Location Type	Loca	tion Name	10 1	Name	IO Designation	Inspection Date
Services	CPC	Ellahat Playground(oad FP School 202420533110001)	Surajit Kum	ar Debsharma	DCFS	11/12/2024
 Inspection Report On Location Type 			B				
 Inspection Report On User Type 	P ¢ Export to	Excel D			14 K4 P	age 1 of 1 ⊨> ⊨ 50 ❤ Activa	te Windows

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

Inspection Uploa	d Report			
From Date	To Date			
01-12-2024	07-01-2025	Search Res	set	
STATE : WES	T BENGAL DCFS : DAKSHIN DINAJPUR	2		
IO Name	IO Designation	Inspection Date	Upload Date	View Report
Surajit Kumar Debsharma	DCFS	11/12/2024	07/01/2025	View Inspection Report
				Ũ
14 14	Page 1 of 1 (>> > > 50 🗸		View 1 - 1 of 1	
				Activate Windows



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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.

 PPS Enrollment Sent Box 	Inspectior	u Upload	Report				
Bipartite Agreement	From Date		To Date		District		Center Type
Center Infrastructure	01-12-2024		07-01-2025		select	~	select
No. of CPC's Registered	Select User Type			_			
O Delink Disabled Services	select	~	Search Reset	liser Type			
Inspection Report On ocation Type	District Name	Secretariat Officers	Directorate Officers	District Level Officers	Sub-Divisional	Tagged RO	
	- 10 Item(s)	Ν					
Inspection Report On ser Type	DAKSHIN DINAJPUR	0	0	1	0	0	
Contro Management	MALDAH	0	0	1	0	0	
	NORTH TWENTY FOUR PARGANAS	0	0	1	0	0	
Activities	SOUTH TWENTY FOUR PARGANAS	0	0	0	0	1	Activate Windows Go to Settings to activate Win
<	ALIPURDUAR	0	0	2	0	0	

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

From Date		To Date		District		Center Type	
01-12-2024		07-01-2025	•	select	~	select	~
Select User Type			_				
select	~	Search Rese	et				
			_				
		S	TATE : WEST BENG	AL STATE : WEST BE	NGAL		
		S	TATE : WEST BENG	AL STATE : WEST BE	NGAL er Type		
User Nam		CPC	TATE : WEST BENG	AL STATE : WEST BE Cente PPS	NGAL r Type Rice Mill	Rice Godown	Packagin Material God
User Name	×	CPC	TATE : WEST BENG	AL STATE : WEST BE Cente PPS	NGAL er Type Rice Mill	Rice Godown	Packagin Material Goo