



# SOP for Assignment of Authorise Representative to Purchase Centres by Empanelled Rice Mills



Ver. 1.0

Date of Release: 25.10.24

Authorised representatives of Rice Mills receive paddy at the Purchase Centres on behalf of the Rice Mill. The Rice Mill user can assign such representatives through the following process:

## Creation of Employee

1. The Rice Mill user will first create an employee under his Rice Mill. He, in his login, will go to 'Rice Mill Employee' menu.

The screenshot shows the 'Online Paddy Procurement System' interface. On the left is a navigation menu with options: Dashboard, Home, Apply For Empanelment, Rice Mill Employee (highlighted with a red box), Representative tagging to Centre, Update Documents, Bank Guarantee, and Weighing Device Report. The main content area is titled 'Rice Mill Employee Master' and contains the following fields and buttons:

- Aadhaar Number \***: A text input field with the placeholder 'Enter Aadhaar Number' and a blue button labeled 'eKYC OTP'.
- Authorised Person Name**: A text input field with the placeholder 'Enter Name'.
- Mobile No \***: A text input field with the placeholder 'Enter Your Mobile Number' and a blue button labeled 'Generate OTP'.
- At the bottom, there are two buttons: a green 'Save' button and a red 'Reset' button.

2. He will enter Aadhaar no. of the employee and click on 'eKYC OTP' button. The OTP received in the Aadhaar-linked mobile no. of the employee will have to be entered and 'Validate OTP' button clicked.

This screenshot shows the 'Rice Mill Employee Master' form after the 'eKYC OTP' button has been clicked. The form now includes an OTP validation step:

- Aadhaar Number \***: The input field now contains a masked Aadhaar number (8-■■■■-8) and a 'Resend OTP in: 01:41' timer below it.
- Enter OTP \***: A new text input field with the placeholder 'Enter OTP' and the value '770662' entered. A blue button labeled 'Validate OTP' is positioned to its right.
- The 'Authorised Person Name' and 'Mobile No \*' fields remain the same as in the previous screenshot.
- The 'Save' and 'Reset' buttons are still present at the bottom.



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3. If the OTP is given correctly, this success message will pop up.

The screenshot shows the 'Rice Mill Employee Master' form. A modal window titled 'Aadhaar Verification' is displayed in the center, with the message 'Aadhaar verification successfully completed' and an 'Ok' button. The background form fields include 'Aadhaar Number \*', 'eKYC OTP', 'Authorised Person Name', 'Mobile No \*', and 'Generate OTP'. There are also 'Save' and 'Reset' buttons at the bottom.

4. The employee's name as in Aadhaar will be obtained. Next, the mobile no. of the employee is to be entered and 'Generate OTP' button clicked. The OTP received is to be entered and 'Validate OTP' button clicked.

The screenshot shows the 'Rice Mill Employee Master' form with the following details: 'Aadhaar Number \*' is filled with '8 [redacted] 6'. 'Authorised Person Name' is filled with '[redacted] J'. 'Mobile No \*' is filled with '9 [redacted] 6'. The 'Enter OTP \*' field contains '330999'. The 'Generate OTP' button is highlighted, and the 'Validate OTP' button is also visible. A green message 'OTP Sent Successfully' is displayed, along with a timer 'Resend OTP in: 01:47'. 'Save' and 'Reset' buttons are at the bottom.



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- If the entered OTP is correct the mobile no. will be successfully validated. Now, the Rice Mill user will click 'Save' button to create the employee.

The screenshot shows a form for eKYC OTP validation. It includes fields for Aadhaar Number (8 [redacted] 6), Authorised Person Name (E [redacted] U), and Mobile No (9 [redacted] 6). There are buttons for 'eKYC OTP', 'Generate OTP', 'Save', and 'Reset'. A green message 'Mobile Number Validated' is displayed below the mobile number field.

## Assignment to Purchase Centre

- For assignment of an already created employee, the Rice Mill user will go to 'Representative Tagging to Centre' menu.

The screenshot shows the 'Representative tagging to Centre - DUTTA MINI RICE MILL' menu. The menu is highlighted in red. The main content area shows a form with three dropdown menus: 'Employee Name \*', 'Centre Type', and 'Procurement Centre Name'. Below the form are 'Save' and 'Reset' buttons. At the bottom, there is a table with columns: 'Authorised Person Name', 'Aadhaar Number', 'Mobile No', 'Procurement Centre', and 'Action'. The table is currently loading.

Authorised Person Name	Aadhaar Number	Mobile No	Procurement Centre	Action
Loading...				



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7. Employees already created will appear in the drop down menu. He can choose any one.

**Representative tagging to Centre - DUTTA MINI RICE MILL**

Employee Name \*  
Select Employee Name  
Select Employee Name  
Nirakar Mohapatra : 9

Centre Type  
All

Procurement Centre Name  
Select Procurement

Save Reset

Authorised Person Name	Aadhaar Number	Mobile No	Procurement Centre	Action
No records to view				

8. The Rice Mill will choose the Purchase Centre and click 'Save' button to assign the employee to the selected Purchase Centre.

**Representative tagging to Centre - DUTTA MINI RICE MILL**

Employee Name \*  
Nirakar Mohapatra : 9

Centre Type  
All

Procurement Centre Name  
Barrackpore-I Krishak Bazar : 202221133710004

Rice Mill Employee  
Data processed successfully  
Close

Save Reset

Authorised Person Name	Aadhaar Number	Mobile No	Procurement Centre	Action
Nirakar Mohapatra	**** * 1613	90	202221133710004 : Barrackpore-I Krishak Bazar	
Nirakar Mohapatra	**** * 1613	90	202221133710004 : Barrackpore-I Krishak Bazar	