

# SOP for Execution of Bipartite Agreement (BA-I, II & III)



Ver 1.0

30.08.2024

## BA-1:-Bipartite Agreement-I between DCF&S and RiceMill:-

**Bipartite Agreement-I (BA-I) is being done between DCF&S and Rice Mill.**

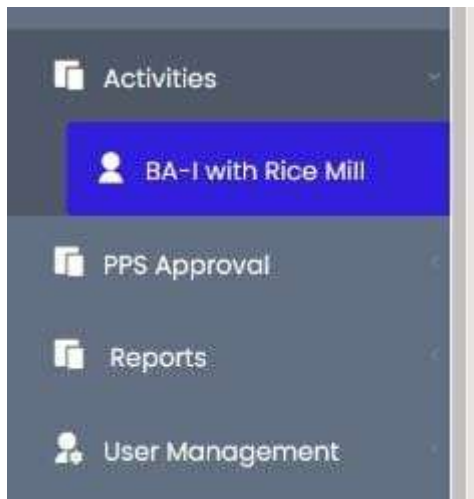
BA-I can only be done when the following condition is met:-

- a. In case of already existing rice mills - The rice mill has been-empanelled for the KMS 2024-25
- b. In case of New Rice Mills - Application of rice mill has been approved by the Department and the rice mill has been empanelled for the KMS 2024-25

DCF&S from his login will enter details of Bipartite Agreement-1.

Following points are to be kept in mind:-

- ✓ This is a one-time exercise. DCF&S will not be able to edit Bi-partite agreement after entering it once.
- ✓ It is to be noted that physically, BA-I must be executed before uploading in the portal and the system will not allow to upload BA-I after 3 days of executing original agreement or as decided by the Department.
- DCF&S will click on the menu titled“Activities” ->“BA-I with Rice Mill”.



- Upon clicking that menu, the DCF&S will be prompted select the eligible rice mills in the upper pane.

A search facility has been provided by which the desired rice mill can be located and then selected.

The screenshot shows the 'BA-I with Rice Mill' interface. At the top, there is a search bar with a 'Reset' button. Below it is a table with the following data:

Sr No	Rice Mill Code	Name	Date of Agreement	Agreement No (30 max)	Upload Docs (Pdf format only) 2MB
1	1039	MA GOURI MINI RICE MILL	Select Date		Choose File   No file chosen
2	1051	PANDA MINI RICE MILL	Select Date		Choose File   No file chosen
3	1230	Maa Annapurna Mini Rice Mill	Select Date		Choose File   No file chosen
4	1245	MS SABITA RICE MILL	Select Date		Choose File   No file chosen

Below the table, there is a section titled 'List of completed Bipartite Agreement-I for 2024-25' with the following data:

Sr No	Rice Mill Code	Name of Rice Mill	Date of Agreement	Date of entry into the portal	Agreement No	Uploaded Docs
1	1027	BINDUBALA TRADING PVT LTD	09-09-2024	09-09-2024	abcd/23	Download Document

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- Upon clicking that menu, the DCF&S will be prompted to enter the following details:-

Date of Agreement (dd-mm-yyyy)

Only present date and last 3 days (or prescribed by the Deptt.) can be selected

Agreement Number- (alphanumerical, 30 characters max.)

Name of Rice Mill	Date of Agreement	Agreement No (30 max)	Upload Docs (Pdf format only) 2MB	Action
MA GOURI MINI RICE MILL	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
PANDA MINI RICE MILL	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
Maa Annapurna Mini Rice Mill	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
MS SABITA RICE MILL	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>

- Copy of the Agreement to be uploaded (.pdf format, maximum 2 MB). This is to mention here that file name should not contain any special character and pdf so created must be of proper type.

- After entering all the details,  button to be pressed.

A caution message will be flashed:-

**Confirmation** ✕

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Do you want to save the details? Data once saved cannot be edited.

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After that, if the DCF&S presses the “Yes” button, then a confirmatory message will appear on screen

### Bipartite Agreement

Bipartite Agreement-I has been submitted successfully.



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- After a BA-I has been thus saved, the DCF&S will see the same in a panel at the bottom in following format:

### Table of completed Bipartite Agreement-I for 2024-25

No	Rice Mill Code	Name of Rice Mill	Date of Agreement	Date of entry into the portal	Agreement No	Uploaded Docs
1	1027	BINDUBALA TRADING PVT LTD	09-09-2024	09-09-2024	abcd/23	<a href="#">Download Document</a>
2	1039	MA GOURI MINI RICE MILL	09-09-2024	09-09-2024	4567/24	<a href="#">Download Document</a>

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### **BA-II-Bipartite Agreement-II between CMR Agency and Rice Mill:-**

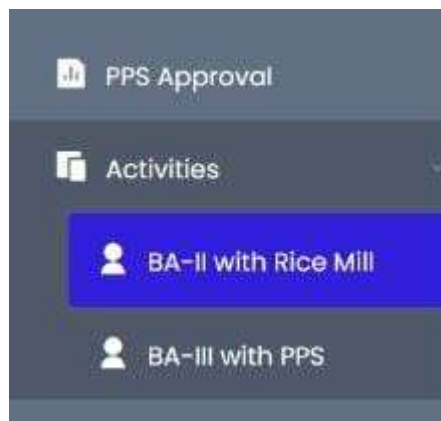
**Bipartite Agreement-II (BA-II) is being done between CMR Agency and Rice Mill.**

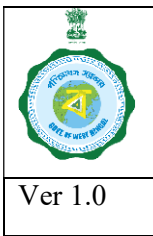
After signing BA-I with DCF&S, the same rice mill may sign BA-II with any CMR Agency, In other words, BA-II can only be done when BA-I is already done by the concerned Rice Mill.

CMR Agency from his login (both state login as well as district login) will enter details of Bipartite Agreement-II.

Following points are to be mentioned:-

- ✓ This is a one-time exercise. CMR Agency will not be able to EDIT Bi-partite agreement after entering it once.
- ✓ It is to be noted that physically, BA-II must be executed before uploading in the portal.
- The user will go to the menu “Activities”> “BA-II with Rice Mill”





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- Upon clicking that menu, the designated user of CMR Agency will be able to see the list of Rice Mills who have executed BA-I in the upper pane. Bipartite Agreement with DC (BP-1) will be fetched by the system automatically and will be displayed in the screen.

Search By:-

By Rice Mill name/RiceMill Code

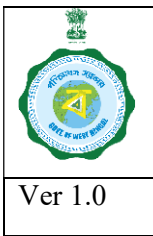
Sl No	Rice Mill Code	Name of Rice Mill	Date of BA-I	Date of Agreement(BA-II)	Agreement No (30 max)	Action (Pdf)
1	1	GANAPATI MINI RICE MILL	24-08-2024	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>
2	3	GOURI RICE MILL	25-08-2024	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/>
3	4	JORETHANG RICE MILL	30-08-2024	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/>
4	1027	BINDUBALA TRADING PVT LTD	09-09-2024	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/>
5	1039	MA GOURI MINI RICE MILL	09-09-2024	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/>

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- The designated user of CMR Agency will be prompted to enter the following details:-
  - Date of Agreement (dd-mm-yyyy)  
This date must be any date after BA-II has been executed for the concerned Rice Mill and also future date can not be selected.
  - Agreement Number- (alphanumerical, 30 characters max.)
  - Copy of the Agreement to be uploaded (.pdf format, maximum 2 MB)

Date of Agreement(BA-II)	Agreement No (30 max)	Upload Docs (Pdf format only) 2MB	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>
<input type="text" value="Select Date"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Submit"/>

- After entering all the details,  button to be pressed.



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- A confirmatory message will be flashed:-



After that, if the DCF&S presses the “Yes” button, then a confirmatory message will appear on screen

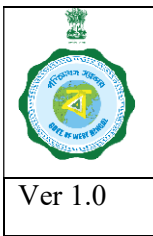


- After a BA-II has been thus saved, the designated user of CMR Agency will see the same in a panel at the bottom in following format:

### List of completed Bipartite Agreement-II for 2024-25

Sl No	Rice Mill Code	Name of Rice Mill	BA-I Agreement Date by DCFS	Date of Agreement(BA-II)	Date of entry into the portal	Agreement No	Upload
1	1	GANAPATI MINI RICE MILL	24-08-2024	09-09-2024	09-09-2024	dfvg-24	<a href="#">Download</a>

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# SOP for Execution of Bipartite Agreement (BA-I, II & III)



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## BA-III or Bipartite Agreement-3 between CMR Agency and Paddy Procurement Societies (PPS) including all PACS/Societies, SHGs, FPO/FPCs, LAMPS:-

**Bipartite Agreement-I (BA-III) is being done between CMR Agency and PPS.**

CMR Agency, HQ or District In-charge of CMR Agency (henceforth, only “CMR Agency”) will able to enter details of Bi-Partite Agreement with PPS (BA-III) from his login.

BA-III can only be done when the PPS has been enrolled for the KMS 2024-25.

CMR Agency from his login will enter details of Bipartite Agreement-III.

Following points are to be kept in mind:-

- This is a one-time exercise. CMR Agency will not be able to EDIT Bi-partite agreement.
- It is to be noted that physically BA-III must be executed before uploading in the portal and the system.
- The user will go to the menu “Activities” > “BA-III with PPS”.



- Upon clicking that menu, the designated user of CMR Agency will able to see the “List of PPSs who were already approved by the DLMC” in the upper pane.

**Online Paddy Procurement System**

- Dashboard
- Home
- Center Wise Paddy Target Allotment
- Camp Schedule
- PPS Enrolment SentBox
- PPS Approval
- Activities
  - BA-II with Rice Mill
  - BA-III with PPS

### Details of Bipartite Agreement-III for 2024-25

Search By:-

By PPS name / PPS userid Reset

Sl No	PPS UserID	Name of PPS	Date of Agreement	Agreement No (30 max)	Upload Docs (Pdf format only) 2MB
1	SHG_DRJ0002	Tribeni Mahila Unnayan Sangha MPCs Ltd	Select Date		Choose File   No file chosen

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### List of completed Bipartite Agreement-III for 2024-25

Sl No	PPS Userid	Name of PPS	Date of Agreement	Date of entry into the portal	Agreement No	Uploaded Docs
1		Dkd private limited	09-09-2024	09-09-2024	ghjk/24	<a href="#">Download Document</a>
2		Dkd private limited	09-09-2024	09-09-2024	uull	<a href="#">Download Document</a>

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- Upon clicking that menu, the CMR Agency will be prompted to enter the following details:-
  - Date of Agreement (dd-mm-yyyy)  
Future date should not be selected
  - Agreement Number- (alphanumeric, 30 characters max.)
  - Copy of the Agreement to be uploaded (.pdf format, maximum 2 MB)  
This is to mention here that file name should not contain any special character and pdf so created must be of proper type.

**Details of Bipartite Agreement-III for 2024-25**

Search By:-

By PPS name /PPS userId Reset

ID	Name of PPS	Date of Agreement	Agreement No (30 max)	Upload Docs (Pdf format only) 2MB	Action
0002	Tribeni Mahila Unnayan Sangha MPCs Ltd	Select Date		Choose File   No file chosen	<span style="border: 1px solid gray; padding: 2px 5px;">Submit</span>

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After entering all the details, SUBMIT button to be pressed.  
A caution message will be flashed:-

Confirmation ✕

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Do you want to save the details? Data once saved cannot be edited.

Yes
No

After that, if the user of CMR Agency presses the “Yes” button, then a confirmatory message will appear on screen

Bipartite Agreement

Bipartite Agreement-III has been submitted successfully.

Ok



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- After a BA-III has been thus saved, the user of CMR Agency will see the same in a panel at the bottom in following format:

## Table of completed Bipartite Agreement-III for 2024-25

Sl No	PPS Userid	Name of PPS	Date of Agreement	Date of entry into the portal	Agreement No	Uploaded Docs
1		Dkd private limited	09-09-2024	09-09-2024	ghjk/24	<a href="#">Download Document</a>
2		Dkd private limited	09-09-2024	09-09-2024	uull	<a href="#">Download Document</a>
3	SHG_DRJ0002	Tribeni Mahila Unnayan Sangha MPCs Ltd	08-09-2024	09-09-2024	bffrrt/23	<a href="#">Download Document</a>