



Ver. 1.0

Date of Release: 10.06.25

In www.epaddy1.wb.gov.in there is a facility for a new Rice Mill to apply for empanelment towards working in paddy procurement operations. After application, it is enquired into and disposed of by the officials. If approved, the Rice Mill is synced to www.epaddy.wb.gov.in.

Towards simplification of the process and to enable the stakeholder Rice Mill and the officials to work in a single website in this regard, it has been decided to develop the facility with further refinement in www.epaddy.wb.gov.in.

New Rice Mill: This facility is for a Rice Mill which after the start of online empanelment system, has never been empanelled. Or, in simpler word, whose name is not in the online database of the Department. The owner of the Rice Mill, though, may have another Rice Mill which has been empanelled before or is currently empanelled.

For an applicant Rice Mill, the facility will be covered in the following workflow:

Sl. No.	Function	User	Page no.
1	Registration	Rice Mill who is yet to have user credentials	1
2	Submission of complete application	Rice Mill user	6
3	Actions when received back seeking clarification	Rice Mill user	8
4	Actions after approval/ rejection	Rice Mill user	14

1. Online Registration Application:

- 1.1. New Rice Mills that have not previously been empanelled, will first apply for registration. On the homepage of <https://epaddy.wb.gov.in> the applicant will go to 'New Rice Mill' > 'New Rice Mill Registration'.





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- 1.2. From the district drop-down, the district in which the Rice Mill is located is to be selected. Then in the Select Rice Mill Name dropdown, the Rice Mill name is to be selected. If the Rice Mill is not listed, the applicant is to select 'Not in this list'.

New Rice Mill Registration
[All fields marked with an asterisk (*) are required]

District*
ALIPURDUAR

Select Rice Mill Name*
ROY RICE MAIL PVT.LTD
Not in this list

- 1.3. Next, the PAN of the Owner is to be entered. If the PAN already exists for another registered Rice Mill, the system will display a message as shown below. On clicking 'Yes' the system will let the applicant to proceed.

New Rice Mill Registration
[All fields marked with an asterisk (*) are required]

District*
ALIPURDUAR

PAN of the owner*
A [redacted] P

**This PAN already exists for
RAIGANJ AGRO TECH PVT. LTD.
(rice mill code - [redacted]).**
 If the same owner owns another Rice Mill, you can
proceed to register the new Rice Mill with the
same PAN. Proceed?"

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- 1.4. Next, the applicant must select the appropriate electricity provider from the dropdown (CESC, WBSEDCL, DVC – *Private Generator is not allowed*). Then, they must enter the Consumer ID issued by the provider and click on the ‘Proceed’ button.
If the Consumer ID is already saved for another Rice Mill, the applicant will be shown this message. He can proceed only in case of a fresh Consumer ID.

New Rice Mill Registration

[All fields marked with an asterisk (*) are required]

District*
ALIPURDUAR

Select Rice Mill Name*
Not in this list

PAN of the owner*
A[REDACTED]P

Electricity Provider*
CESC

Proceed

OK

- 1.5. If PAN was found common in step 1.3, the name of the Rice Mill and the Rice Miller would be fetched. The applicant will be able to modify the name of the Rice Mill, but not that of the Rice Miller. He also needs to select the type of Rice Mill (raw or par-boiled) at this point of time.

epaddystg.wb.gov.in/PublicProfile/NewRiceMillRegistration

West Bengal PDS ~... epaddystg.wb.gov.in West Bengal PDS ~...

New Rice Mill Registration

[Address with an asterisk (*) are required]

District*
ALIPURDUAR

Select Rice Mill Name*
Not in this list

PAN of the owner*
A [redacted] IP

Electricity Provider*
CESC

Electricity Consumer ID*
9 [redacted] 1

Rice Mill Name*
M/S. DAS RICE MILL

Rice Mill Type*
--select--
--select--
RAW
PARBOILED

Rice Miller Name*
A [redacted] JL



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- 1.6. Subsequently, the applicant is required to provide the complete address of the Rice Mill by selecting the District, Sub-Division, Block, Police Station (PS), and PIN Code from the respective dropdowns. The dag number and khatian number must be entered manually.

The screenshot shows the 'New Rice Mill Registration' form on the website epaddystg.wb.gov.in. The form is titled 'Address Details [Enter address in the following structure]'. It contains several input fields: 'Sub-Division' (Alipurduar), 'Block' (Falakata), 'Police Station' (Birpara), 'PIN Code' (721429), 'Dag Nos.' (16254), and 'Khatian No.' (3321). Below these fields, there are sections for 'Mobile No.' and 'Email'. The mobile number field shows a partially masked number ending in 5, and the email field shows a partially masked address ending in @gmail.com. Both fields have a 'Generate OTP' button next to them. Below the mobile number field, it says 'Mobile Number Validated.' and below the email field, it says 'Email Validated.'.

- 1.7. Finally, the applicant must enter a valid mobile number and email address, both of which will be OTP-verified and used for all future official communications.

This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'Mobile No.' and 'Email' sections. The box encloses the input fields, the 'Generate OTP' buttons, and the validation messages ('Mobile Number Validated.' and 'Email Validated.').

- 1.8. After completing all the aforementioned steps, the applicant must click the 'Submit' button to submit the registration application. Upon successful submission, an SMS and email notification



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will be sent to the registered mobile number and email address, stating: “Your application for registration of <RM Name>, <RM Code> has been submitted successfully.” Additionally, a temporary Rice Mill Code will be auto-generated for the newly registered Rice Mill.

- 1.9. The applicant can check the status of their registration application by entering the Electricity Consumer ID and validating it through an OTP sent to the registered mobile number.

- 1.10. The DCF&S can accept or reject application.



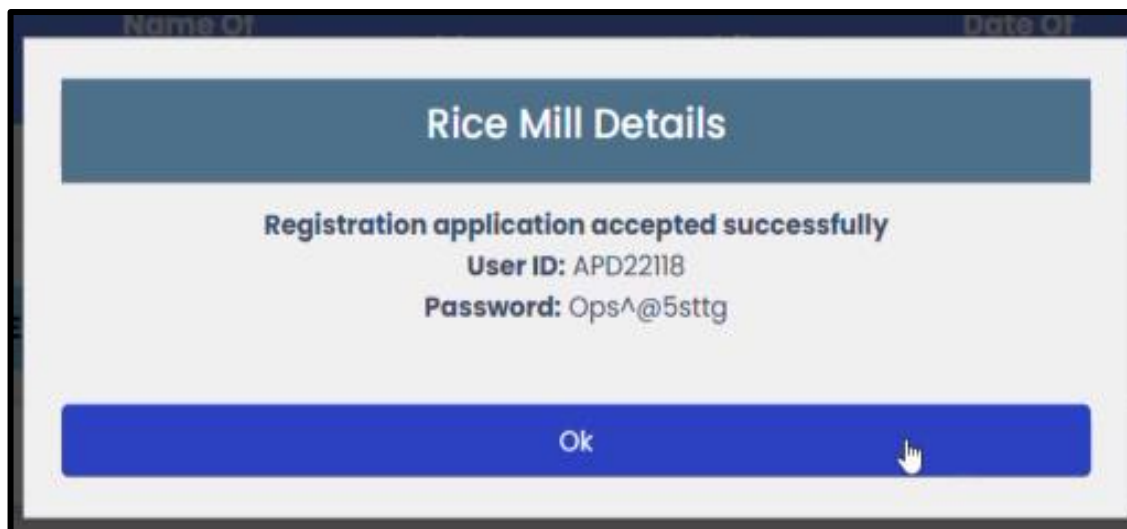
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- 1.11. If the application is accepted, the system will automatically generate a unique User ID and password for the respective Rice Mill. The same will be informed to him through SMS and email ID also.



- 1.12. If the application is rejected, the applicant will be able to view the reason for rejection in status check page, as well as in SMS and email.

2. Empanelment Application Submission:

- 2.1. The applicant will login with the credentials received in SMS and email and fill up the detailed application form. Information already furnished at the time of registration application will remain pre-filled and cannot be edited.

Online Paddy Procurement System Welcome, A B (M/S. Das Rice Mill)! A- A+ A

Rice Mill Details

Basic Information

Rice Mill Name: M/S. DAS RICE MILL Rice Mill Type: RAW

Address Details

District: ALIPURDUAR Sub-Division: Alipurduar

Block: Falakata Police Station: Birpara

PIN Code: 721429 Khatian No.: 3321

Dag Nos.: 16254



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- 2.2. The applicant will have to enter the year in which the Rice Mill was established, and the type ownership.

Mobile No
8[redacted]5 Send OTP

Email
[redacted]@gmail.com Send OTP

PAN of the owner
A[redacted]P Proceed

Electricity Consumer ID
9[redacted]1 Proceed

Electricity Provider
CESC

Year of Establishment
2003

Aadhaar No. Of Owner/Partner/Office Bearer
Enter Aadhaar Number Send OTP

Ownership Type
Select Ownership Type
Select Ownership Type
Individual
Partnership Firm
Limited Liability Partnership
Company

- 2.3. Now, towards Aadhaar eKYC the applicant will enter his Aadhaar, send OTP to the Aadhaar-linked mobile no., enter the OTP and click on 'Verify OTP' button. If the OTP is entered correctly, Aadhaar eKYC will be successful and the name from Aadhaar will be fetched.

Electricity Consumer ID
9[redacted]1 Proceed

Electricity Provider
CESC

Year of Establishment
2003

Ownership Type
Individual

Aadhaar No. Of Owner/Partner/Office Bearer
2[redacted]3 Send OTP

Enter OTP
649127 Verify OTP

Arbab Jana

Next



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- 2.4. In the next part, the applicant will enter the measurements of rice and paddy storage godowns. He can add multiple godowns in each case with the help of 'Add' button.

Rice Mill Details

Information on Infrastructure

Size of Paddy Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	
8	6	7	Add
7	8	1	Delete

Size of Rice Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	
			Add

- 2.5. Next, the user will have to enter the milling capacity, drier capacity (both in MT for an 8-hour shift) and whether dynamic blending machine is installed. The electricity consumption will be fetched from the service provider and shown. The applicant will not be allowed to change it.

Size of Rice Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	
5	9	6	Add

Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)

Electricity consumption in last 1 years

723422.25

Drier Capacity of Paddy per 8 (eight) hours' shift

Whether dynamic blending machine is installed?

Yes
No

Year	Month	Consumption (kW)
2025	April	41869.75
2025	March	67923.5
2025	February	67105.25
2025	January	101267.5



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- 2.6. Next, the applicant will enter the no. of 10 MT or larger trucks owned by the Rice Mill, no. of staff, annual turn over of the Rice Mill in the last Financial Year and the amount of money that the Rice Mill can invest if empaneled for paddy procurement operations. After these, he will click 'Next' button to go to the next part of application.

2024	July	37071
2024	June	49959.75

No. of 10 MT(OR More) trucks owned

No. of staff

Annual turnover in last FY (in Rs.)

Amount which can be invested for working in paddy procurement operations, if empaneled (in Rs.)

- 2.7. Now, the applicant has to upload relevant documents. Here, the applicant will be uploading scanned copy of each document as shown in checklist. After file upload, number of that document is to be entered (eg. milling capacity certificate no., Udyog Aadhaar no. etc.) and enter its validity where applicable.

Rice Mill Details

Checklist of Documents to be Uploaded

PAN Choose File No file chosen	View	Document No A-███-P
Electricity Bill Choose File No file chosen	View	Document No S-███-I
Milling Capacity Certificate Choose File No file chosen	View	Document No
Udyog Aadhaar Choose File No file chosen	View	Document No
Land Record Of Right Choose File No file chosen	View	
Registered Partnership Deed OR Company Registration and MoA Choose File No file chosen	View	



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- 2.8. At the tail end of the checklist there is also an option for the applicant to upload any document he finds not covered in the checklist. He also needs to tick the declaration at the bottom of the checklist.

The screenshot shows a web form for document upload. It includes fields for 'Choose File' and 'View' for various documents. A red arrow points to the 'Add Row' button. Another red arrow points to the declaration checkbox: ☐ I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise. At the bottom, red arrows point to the 'Previous', 'Preview', and 'Submit' buttons.

- 2.9. When the uploading is complete, he can see a preview of the entire application and documents submitted. If he wants, he can go back and edit data or uploaded documents. He will be able to download the preview in pdf.

The screenshot shows a preview of the application on the 'Online Paddy Procurement' portal. A list of documents is displayed with download links and expiry dates. A 'Download PDF' button is visible at the bottom right of the document list.

Document Name	Document No.	Expiry Date
Registered Partnership Deed OR Company Registration and MoA:		
State Pollution Licence:	8765	2025-06-05
Boiler Certificate:	8765	2025-06-13
FSSAI Licence:	67543	2025-06-14
FSSAI+Licence:	9876	2025-06-12
Fire Certificate:	98765	2025-05-30
Trade Licence:	89768	2025-06-06
PL and Balance Sheet:	984567	2025-06-13
Declaration in affidavit:		
Documents regarding machinery:		
BIS certification of the supplier of automatic blending machine:		
Document No: arpan		
Document No: jana		



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- 2.10. Finally, he can submit the application by clicking 'Submit' button. He will be shown an alert reading "You are going to finally submit the application. You will not be able to edit it anymore. Continue?" if he clicks "Yes" the application will be submitted.

The screenshot shows a web interface for submitting an application. On the left, there are input fields for 'arpan' and 'jana', each with a 'Choose File' button and a 'View' button. A green 'Add Row' button is also present. A modal window titled 'Rice Mill Details' is displayed in the center, showing 'Submitted successfully.' and an 'Ok' button. At the bottom, there is a checkbox declaration: 'I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable'.

- 2.11. The applicant Rice Mill after submission of application, can check the status of disposal in his login in 'Rice Mill Registration' menu.

The screenshot shows the 'Online Paddy Procurement System' dashboard. The user is logged in as 'Bnk22116 (Chhajer Rice Mill Pvt. Ltd.)'. The dashboard includes a sidebar with 'Dashboard', 'Home', 'Rice Mill Registration', and 'My Account'. The main content area displays a table titled 'Rice Mill Details' with the following data:

Status	Date
Application submitted	23/05/2025
Enquiry Assigned	23/05/2025
Enquiry report submitted	23/05/2025
Disposed of by DLMC	23/05/2025
Approved/rejected by authority	10/06/2025

The dashboard also includes a footer with 'V1.3.8' and an 'Activate Windows' watermark.



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3. Received Back Seeking Clarification:

- 3.1. Any of the official users involved in the application disposal process may send a case back to the Rice Mill applicant. Necessary action by the applicant on receiving back from Enquiry Officers and other officials are elaborated hereunder.

Enquiry Officer

- 3.2. The EO can mark any data as submitted in the Rice Mill's application as 'incorrect' and any upload document as 're-upload'.

11	Paddy godown storage size	<table border="1"> <thead> <tr> <th>L</th> <th>B</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>6</td> <td>8</td> </tr> <tr> <td>9</td> <td>7</td> <td>8</td> </tr> </tbody> </table>	L	B	H	9	6	8	9	7	8	☒ Correct ☐ Incorrect	Enter remarks
L	B	H											
9	6	8											
9	7	8											
12	Rice Godown storage size	<table border="1"> <thead> <tr> <th>L</th> <th>B</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>7</td> <td>6</td> </tr> </tbody> </table>	L	B	H	9	7	6	☒ Correct ☐ Incorrect	Enter remarks			
L	B	H											
9	7	6											
13	Milling Capacity of Paddy per 8 (eight) hours	345	☒ Correct ☐ Incorrect	Enter remarks									
14	Drier Capacity of Paddy per 8 (eight) hours' shift	67543	☐ Correct ☒ Incorrect	Please correct									
15	Whether dynamic blending machine is installed	Yes	☐ Correct ☐ Incorrect	Enter remarks									
16	Electricity consumption in last 1 years	723422.25	☐ Correct ☐ Incorrect	Enter remarks									
17	No. of 10 MT trucks owned	876	☐ Correct ☐ Incorrect	Enter remarks									

- 3.3. If at least one such 'incorrect' or 're-upload' marking has been done, the EO will be required to send it back to the applicant for re-submission.

17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

Approach Road Photo 1 Rice Mill Photo 1 Blending Machine Photo 1

[View](#) [View](#) [View](#)

[Download PDF](#)

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER

DOC.pdf



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- 3.4. Subsequently, the applicant Rice Mill in his log in can carry out the necessary corrections as indicated by the Enquiry Officer (EO) in the returned report. That information marked as 'Incorrect' and documents marked 'Re-upload' will open to the applicant Rice Mills while fields marked 'Correct' and documents marked 'OK' will remain un-editable.

Online Paddy Procurement System Welcome, Apd22118 (M/S. Das Rice Mill)!

Length(in ft.) Breadth(in ft.) Height(in ft.)

9 7 8

Size of Rice Godown

Length(in ft.) Breadth(in ft.) Height(in ft.)

9 7 6

Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)

345

Electricity consumption in last 1 years

723422.25

Drier Capacity of Paddy per 8 (eight) hours' shift ▲

67543

Whether dynamic blending machine is installed?

Yes

Consumption

Year	Month	Consumption (kW)
2025	April	41869.75
2025	March	67923.5

- 3.5. The Rice Mill will see the comments of the EO and will comply by entering correct data and/or uploading correct document. The process will be the same as mentioned in points no. 2.1 to 2.10. However, this time additionally he can give a comment before submission.

Paddy Procurement System Welcome, Apd22118 (M/S. Das Rice Mill)!

Choose File No file chosen View 89768 05-06-2025

Udyog Aadhaar

Choose File No file chosen View 9876908

Enter Document Name

Choose File No file chosen View

Add Row

Remarks

Resolved

☒ I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise.

Previous Preview Submit



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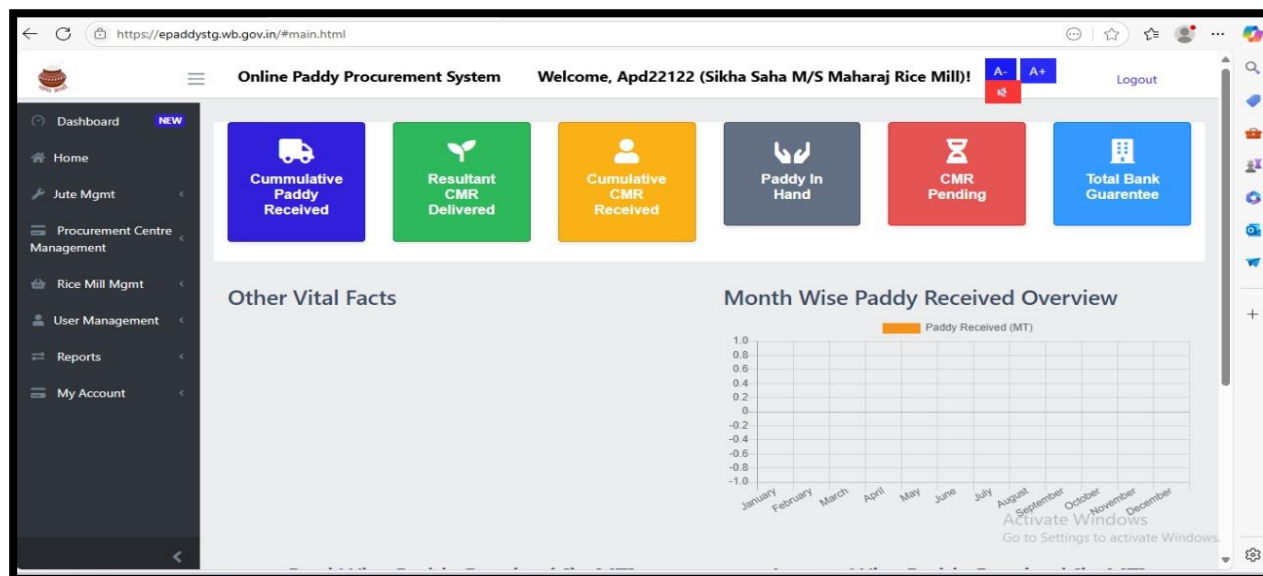
Other Officials

- 3.6. Other officials in their action page can choose to 'Send Back' a case. They will have to give comments and send back.
- 3.7. When the case is sent back to the applicant Rice Mill, he will be able to see the comments and comply by entering his remarks and uploading an additional document. The same will then be visible to the official who had sent back.

4. Action after Final Disposal:

Rice Mill Login

- 4.1. If the application is approved, the applicant Rice Mill will log in and find all necessary menus.





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- 4.2. In case of rejection, may choose to apply again following steps same as 1.1 onwards. This time his name will definitely appear in the drop down.

New Rice Mill Registration

[All fields marked with an asterisk (*) are required]

District*

BANKURA

Select Rice Mill Name*

ch

CHHAJER RICE MILL PVT. LTD.

Not in this list

Activate Windows
Go to Settings to activate Windows.



SOP for Application for Empanelment by a New Rice Mills and Disposal Thereof



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In www.epaddy1.wb.gov.in there is a facility for a new Rice Mill to apply for empanelment towards working in paddy procurement operations. After application, it is enquired into and disposed of by the officials. If approved, the Rice Mill is synced to www.epaddy.wb.gov.in.

Towards simplification of the process and to enable the stakeholder Rice Mill and the officials to work in a single website in this regard, it has been decided to develop the facility with further refinement in www.epaddy.wb.gov.in.

New Rice Mill: This facility is for a Rice Mill which after the start of online empanelment system, has never been empanelled. Or, in simpler word, whose name is not in the online database of the Department. The owner of the Rice Mill, though, may have another Rice Mill which has been empanelled before or is currently empanelled.

For the officials disposing the applications, the facility will be covered in the following workflow:

Sl. No.	Function	User	Page no.
1	Registration	Rice Mill who is yet to have user credentials	NA
2	Acceptance/ Rejection of registration	DCF&S	2
3	Submission of complete application	Rice Mill user	NA
4	Enquiry assignment	DCF&S	3
5	Enquiry report submission	Enquiry Officer	4
6	Disposal	Accounts Officer	8
7	Disposal	DCF&S	11
8	Officer-in-Charge Master	Director, DDP&S	12
9	Disposal	Officer-in-Charge (Directorate)	13
10	Disposal	Director, DDP&S	14
11	Approval/ Rejection	Head of the Procurement Cell in the Department	15
12	Sending back	All users except Rice Mill	17



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1. Online Registration Application:

- 1.1. New Rice Mills that have not previously been empanelled, will first apply for registration.

2. Registration Application Disposal

- 2.1. The respective DCF&S in menu named 'RM Registration Request Approval' can view the list of Rice Mill Registration requests submitted by applicants. Clicking the name of the Rice Mill will open the entire application filled in by the applicant.

Online Paddy Procurement System Welcome, Dcfsalipur (Alipurduar)!

Rice Mill Details

Sl.No	Rice Mill	Name Of Owner	Address	Mobile No	Date Of Application	Action	Action
1	M/S. DAS RICE MILL	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8-XXXX-XXXX-5	26-05-2025	Accept	Submit

Export to Excel

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- 2.2. The DCF&S can accept or reject application by choosing 'Accept' or 'Reject' option from the action drop-down and clicking on 'Submit'. For rejection, the DCF&S will be required to enter the reason for rejection in text box.

Online Paddy Procurement System Welcome, Dcfsalipur (Alipurduar)!

Rice Mill Details

Sl.No	Rice Mill	Name Of Owner	Address	Mobile No	Date Of Application	Action	Action
1	M/S. DAS RICE MILL	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8-XXXX-XXXX-5	26-05-2025	Accept	Submit

Export to Excel

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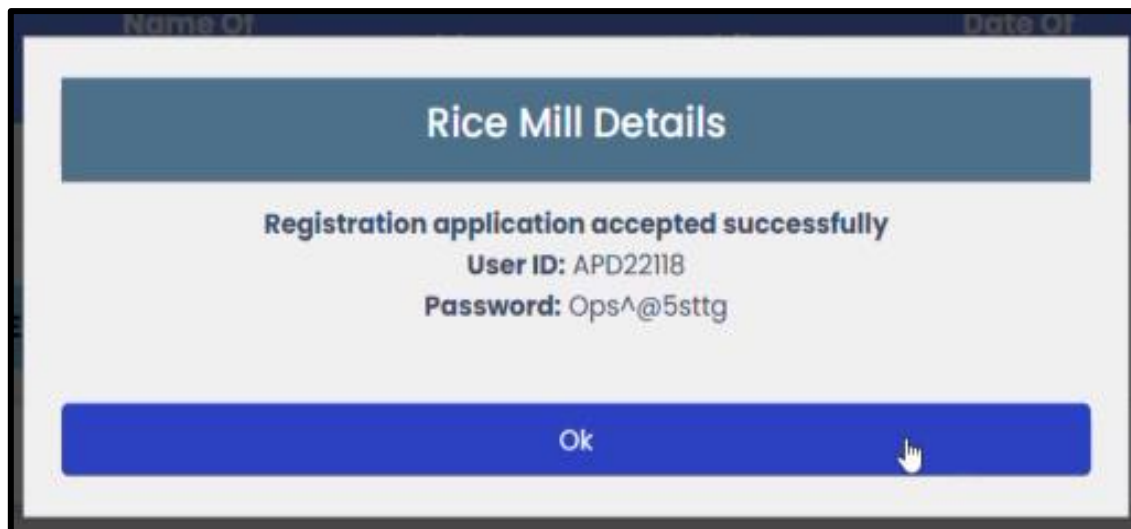
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- 2.3. If the application is accepted, the system will automatically generate a unique User ID and password for the respective Rice Mill. The same will be informed to him through SMS and email ID also.



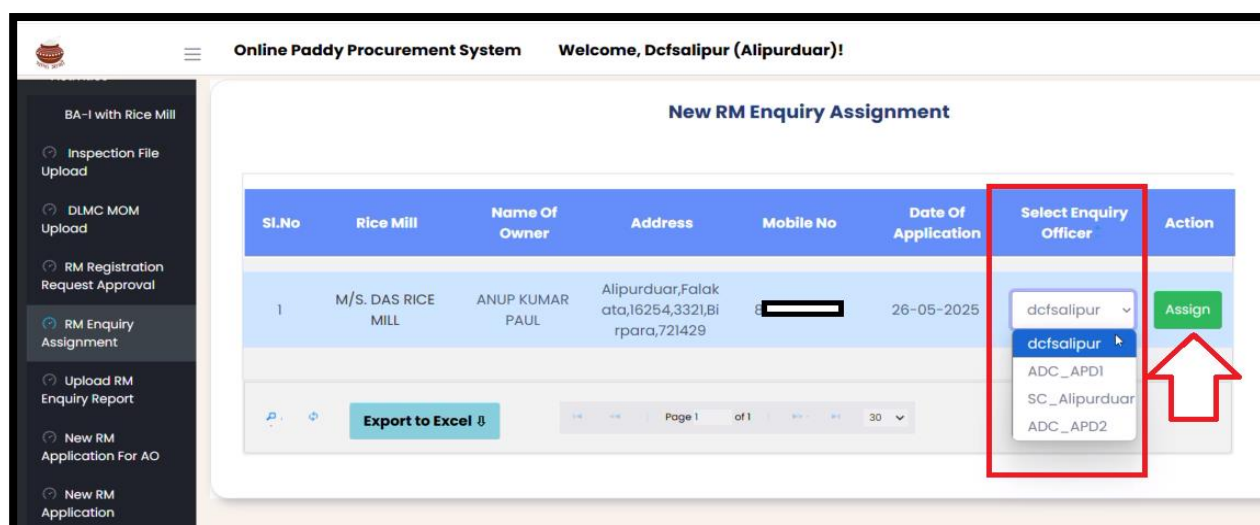
- 2.4. If the application is rejected, the applicant will be able to view the reason for rejection in status check page, as well as in SMS and email.

3. Empanelment Application Submission:

- 3.1. The applicant will login with the credentials received in SMS and email and fill up the detailed application form, upload required documents and submit the application.

4. Enquiry Assignment by DCF&S:

- 4.1. The DCF&S will view all the applications thus submitted in his district in the “New RM Enquiry Assignment” menu.
- 4.2. He will select an Enquiry Officer from among the users under him (eg. ADCF&S, SCF&Ss, Inspectorate staff) or himself. On clicking ‘Assign’ the DCF&S the application of the Rice Mill will be assigned for enquiry to the selected user.





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5. Enquiry Report by the EO:

Clicking Photos through App

- 5.1. In Khadya Sathi Amar Ration app there will be a new menu of 'RM Empanelment Enquiry'.
- 5.2. Names and codes of all Rice Mills assigned to the EO will be shown. The EO can select one at a time.
- 5.3. On selecting the Rice Mill, the EO will be required to click at least 1 and maximum 2 photographs each in the categories of
 - Approach road
 - Overall picture of the entire RM showing the name
 - Dynamic blending machine.

Lat-long and date-time stamp will be imprinted on each photograph.

Enquiry Report Submission

- 5.4. When the physical enquiry is complete, the Enquiry Officer (EO) shall log in to the designated web portal and navigate to the menu option titled 'New Rice Mill Empanelment' > 'Submit ER'.

Sl.No	Rice Mill	Name Of Owner	Address	Mobile No	Date Of Application	Report
1	M/S. DAS RICE MILLS	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	812545	26-05-2025	Report

Export to Excel

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- 5.5. Clicking the 'Report' button, the EO will open the enquiry report page where data submitted by the Rice Mill for each field is shown. The EO needs to indicate whether they are correct or incorrect by clicking 'Correct' or 'Incorrect' button next to each information.

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5.6. For an information to be marked 'Incorrect', comments of the EO for the same is mandatory.

Sl. No.	Details	Data Entered by RM	Ver. Response	Comments									
11	Paddy godown storage size	<table border="1"> <tr> <td>L</td> <td>B</td> <td>H</td> </tr> <tr> <td>9</td> <td>6</td> <td>8</td> </tr> <tr> <td>9</td> <td>7</td> <td>8</td> </tr> </table>	L	B	H	9	6	8	9	7	8	☒ Correct ☐ Incorrect	Enter remarks
L	B	H											
9	6	8											
9	7	8											
12	Rice Godown storage size	<table border="1"> <tr> <td>L</td> <td>B</td> <td>H</td> </tr> <tr> <td>9</td> <td>7</td> <td>6</td> </tr> </table>	L	B	H	9	7	6	☒ Correct ☐ Incorrect	Enter remarks			
L	B	H											
9	7	6											
13	Milling Capacity of Paddy per 8 (eight) hours	345	☒ Correct ☐ Incorrect	Enter remarks									
14	Drier Capacity of Paddy per 8 (eight) hours' shift	67543	☐ Correct ☒ Incorrect	pleas correct									
15	Whether dynamic blending machine is installed	Yes	☐ Correct ☐ Incorrect	Enter remarks									
16	Electricity consumption in last 1 years	723422.25	☐ Correct ☐ Incorrect	Enter remarks									
17	No. of 10 MT trucks owned	876	☐ Correct ☐ Incorrect	Enter remarks									

5.7. Similarly for uploaded documents, the EO will indicate 'OK' if he verifies the uploaded document to be true, and 'Re-upload' if he finds them incorrect, illegible or incomplete.

5.8. He can view the photos taken through app during enquiry.

Sl. No.	Details	Doc No.	Date	Doc Name	Ver. Response	Comments
17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

Approach Road Photo 1 Rice Mill Photo 1 Blending Machine Photo 1

[View](#)
[View](#)
[View](#)

Opinion

[Download PDF](#)

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER 📎

No file chosen

[Submit Onward](#)
[Close](#)

	SOP for Application for Empanelment by a New Rice Mills and Disposal Thereof	
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5.9. The EO can download the filled-up report in pdf.

Registration and MoA						
16	State Pollution Licence	8765	05/06/2025	22118_26052025180916.pdf	☒ Ok ☐ Re-upload	Enter remarks
17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

Approach Road Photo 1

Rice Mill Photo 1

Blending Machine Photo 1

View

View

View

Download PDF

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER

Choose File

No file chosen

Send To Applicant

Close

5.10. He will have to upload the scanned copy of the enquiry report after signing it.

Open

Downloads

Interview Questions for Technical Round (1)

pexels-matthew-montrone-230847-1324803

Interview Questions for Technical Round (1) (1)

Task

Jana

Jana (1)

Jana (2)

Jana (3)

File name:

Custom Files

Open

Cancel

Upload Signed ER

Choose File

No file chosen

_26052025180916.pdf	☒ Ok ☐ Re-upload
_26052025181109.pdf	☒ Ok ☐ Re-upload
_26052025180843.pdf	☒ Ok ☐ Re-upload

	SOP for Application for Empanelment by a New Rice Mills and Disposal Thereof	
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- 5.11. In the event that any item is marked as 'Incorrect' or any documents is verified and marked 'Re-upload', the EO is required to return the report to the Rice Mill for necessary rectification.

17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

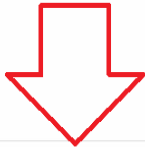
Approach Road Photo 1
[View](#)

Rice Mill Photo 1
[View](#)

Blending Machine Photo 1
[View](#)

[Download PDF](#)
 File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER



- 5.12. Sending back of a case and re-submission thereafter has been elaborated in point no. **11**.

- 5.13. Or, if all information are marked 'Correct' and all documents 'OK', the EO can recommend the case and transmit it onwards.

Activities

BA-I with R

☐ Inspection Upload

☐ DLMC MOM Upload

☐ RM Registration Request Approval

☐ RM Enquiry Assignment

☒ Upload RM Enquiry Report

☐ New RM Application Form

☐ New RM Application

☐ My Account

17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

Approach Road Photo 1
[View](#)

Rice Mill Photo 1
[View](#)

Blending Machine Photo 1
[View](#)

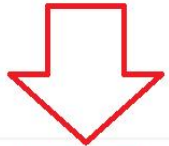
Opinion



[Download PDF](#)

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER





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6. Disposal by Accounts Officer

- 6.1. The Accounts Officer of the office of the District Controller, Food & Supplies will go to 'New Rice Mill Empanelment' > 'Disposal' in his login. He will see the following view:

Sl.No	Rice Mill	Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement
1	M/S. DAS RICE MILL	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8999999999	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement

Export to Excel

- 6.2. The name of the Rice Mill will be hyperlinked to the entire application submitted by the Rice Mill.

Basic Information

Rice Mill Name: [M/S. DAS RICE MILL](#)

Rice Mill Type: RAW

Address Details

District: ALIPURDUAR

Sub-Division: Alipurduar

Block: Falakata

Police Station: Birpara

PIN Code: 721429

Khatian No.: 3321

Dag Nos.: 16254

Mobile No: 8999999999

Email: a.roy@gmail.com



SOP for Application for Empanelment by a New Rice Mills and Disposal Thereof



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6.3. The date of Enquiry Report submission will be hyperlinked to the complete Enquiry Report.

Checklist of Documents						
Sl. No.	Doc Type	Doc ID	Valid Till	Doc	Your Response	Comments
1	arpan			22118_26052025181527.pdf	☒ Ok ☐ Re-upload	Enter remarks
2	BIS certification of the supplier of automatic blending machine			22118_26052025181514.pdf	☒ Ok ☐ Re-upload	Enter remarks
3	Boiler Certificate	8765	13/06/2025	22118_26052025180935.pdf	☒ Ok ☐ Re-upload	Enter remarks
4	Declaration in affidavit			22118_26052025181456.pdf	☒ Ok ☐ Re-upload	Enter remarks
5	Documents regarding machinery			22118_26052025181505.pdf	☒ Ok ☐ Re-upload	Enter remarks
6	Electricity Bill	950004601	06/2025	22118_26052025180814.pdf	☒ Ok ☐ Re-upload	Enter remarks
7	FASSI+Licence	9876	12/06/2025	22118_26052025181023.pdf	☒ Ok ☐ Re-upload	Enter remarks

6.4. The 'View Movement' button will open the complete movement history.

View Movement					
Date	User	Action	Comment	View	Document
26/05/2025	EO	Submitted ER			
26/05/2025	Rice Mill Applicant	Submitted clarification.		View	
26/05/2025	EO	Sought clarification to RM	Not Recommended		
26/05/2025	DCFS	Assigned for enquiry			
26/05/2025	Rice Mill Applicant	Submitted application.			

[Export to Excel](#)

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View 1 - 1 of 1



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- 6.5. With the help of the above, the Accounts Officer will arrive at an opinion and click on the 'Action' button.

Rice Mill Details

Select
Select

	Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement	Action
ICE	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8661616145	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action

to Excel

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View 1 - 1 of 1

- 6.6. In action page, the Accounts Officer will first select whether he wants to 'Send to Higher Level' or 'Send Back'. The AO will next select 'Yes' or 'No' to respond to whether the Rice Mill will be able to submit required BG as per GO and type his comments. If the AO has chosen 'No' in the previous point, he will have to select 'Not recommended' in his opinion, and vice versa. Lastly, he will upload a certificate and click on 'Submit'.

Send To Higher Level Send Back

Comments on Financial Solvency of the Applicant Rice Mill

Whether the rice mill would be able to submit required BG as per G.O?

--select--

Yes

No

0/5000 characters

Select Option

Recommended

Upload Certificate

Choose File No file chosen

Submit



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7. Disposal by DLMC in DCF&S Login:

- 7.1. The DCF&S will go to 'New Rice Mill Empanelment' > 'Disposal' in his login. He will have the same view as described in 5.1 to 5.4.
- 7.2. At this stage the DCF&S is expected to place the matter before the DLMC. The minutes of the meeting of the Committee is to be uploaded from the concerned page.
- 7.3. After that the DCF&S will go to the 'Action' part.

Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement	Action
ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8000000000	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action

- 7.4. In action page, the DCF&S will first select the decision of the DLMC – 'Send to Higher Level' or 'Send Back' or 'Fresh Enquiry'. He will enter comments, select opinion (recommended or not recommended), link already uploaded minutes of DLMC meeting by selecting date of the meeting, upload any other additional document and 'Submit'.
- 7.5. If the DLMC has decided to get the application enquired afresh, the DCF&S will select 'Fresh Enquiry' and assign it for enquiry again through steps as described in point nos. 3.1 and 3.2. here he may assign it to the earlier EO or a different official.

Send To Higher Level Send Back Fresh Enquiry

Comments on Financial Solvency of the Applicant Rice Mill

recommended

0/5000 characters

Select Opinion DLMC Upload Document

Recommended 2025-05-26 Choose File enquiry2.pdf Submit



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- 7.6. The DLMC's opinion can be either 'Recommended' or 'Rejected'. If the DLMC opinion is 'Rejected', the process ends at the district level. If the opinion is 'Recommended', the 'Send to Higher Level' button becomes enabled, allowing the DCF&S to forward the application to the higher authority for further processing.

8. Officer-in-Charge Master

Director, DDP&S Login

- 8.1. The Director is equipped with an Officer-in-Charge Master module, which enables him to assign the role of Officer-in-Charge (OC) to officers such as Joint Directors (JDs), Deputy Directors (DDs), or Assistant Directors (ADs) under his Directorate. As part of this assignment, the Director can allocate one or multiple districts to each Officer-in-Charge.
- 8.2. The Director will go to 'New Rice Mill Empanelment' > 'VO Master' in his login. In this page he can see all the Directorate level officer users in the left column. Against each OC he can assign one more District by selecting the district from drop-down and clicking 'Submit'. Once a district has been assigned to an OC it cannot be assigned to another OC unless removed from the earlier OC. Removal can be done by clicking the 'x' icon next to each district.

OC Name	Assigned Districts	Action
DDPS_Proc2	NORTH TWENTY FOUR PARGANAS, NADIA, MURSHIDABAD	Submit
DDPS_Proc1	DAKSHIN DINAJPUR, COOCH BEHAR, BIRBHUM	Submit
DDPS_Proc12	DARJEELING, BANKURA, ALIPURDUAR	Submit
DDPS_Proc11	ALIPURDUAR, BANKURA, DARJEELING, MALDAH, PURBA MIDNAPORE, UTTAR DINAJPUR	Submit
DDPS_Proc10	ALIPURDUAR, BANKURA, DARJEELING, MALDAH, PURBA MIDNAPORE, UTTAR DINAJPUR	Submit
DDPS_Proc9	SOUTH TWENTY FOUR PARGANAS, PURULIA	Submit
DDPS_Proc8	--Select Districts--	Submit

- 8.3. History of each such assignment will be preserved.



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9. Disposal by Officer-in-Charge

- 9.1. The OC will go to 'New Rice Mill Empanelment' > 'Disposal' in his login.
- 9.2. Once assigned by the Director, the OC will see all cases escalated from the concerned district(s). He will have the same view as described in 5.1 to 5.4.
- 9.3. Thereafter, he will go to 'Action' button.

	Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement	Action
ICE	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8130614005	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action

- 9.4. In action page, the OC will first select what he wants to do – 'Send to Higher Level' or 'Send Back'. He will enter comments, select opinion (recommended or not recommended), upload any other additional document and 'Submit'.

Send To Higher Level Send Back

Comments on Financial Solvency of the Applicant Rice Mill

test

0/5000 characters

Select Option: Recommended

Upload Document: Choose File Task.pdf

Submit



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10. Disposal by the Director, DDP&S:

- 10.1. The Director will go to 'New Rice Mill Empanelment' > 'Disposal' in his login. He will see all cases forwarded by the OCs with the same view as described in 5.1 to 5.4.
- 10.2. After that the Director will go to the 'Action' part.

Rice Mill Details

Select

Select

	Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement	Action
ICE	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8001348485	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action

to Excel

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View 1 - 1 of 1

- 10.3. In action page, the Director will first select his decision – 'Send to Higher Level' or 'Send Back' or 'Fresh Enquiry'. He will enter comments, select opinion (recommended or not recommended), upload any other additional document and 'Submit'.

Send To Higher Level Send Back Fresh Enquiry

Logout

Comments on Financial Solvency of the Applicant Rice Mill

test

0/5000 characters

Select Option

--select--

--select--

Recommended

Not Recommended

Upload Document

Choose File No file chosen

Submit

ICE	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8001348485	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action
-----	-----------------	--	------------	------------	----------------	------------	---------------	--------



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- 10.4. If he has decided to get the application enquired afresh, the Director will select 'Fresh Enquiry' and assign it for enquiry again through steps as described in point nos. 3.1 and 3.2. Here he may assign it to any Directorate level user.

11. Disposal by the Head of the Procurement Cell (ic_proc):

- 11.1. The Head of the Procurement Cell in the Department will go to 'New Rice Mill Empanelment' > 'Disposal' in his login. He will see all cases forwarded by the Director, DDP&S with the same view as described in 5.1 to 5.4.
- 11.2. After that he will go to the 'Action' part.

Name Of Owner	Address	Mobile No	Date Of Application	EO	Date Of ER Submission	View Movement	Action
ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8666666666	26-05-2025	Bhaskar Sarkar	26-05-2025	View Movement	Action



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- 11.3. In action page, the Head of the Procurement Cell will first select the final decision of the Department – ‘Final Disposal’ or ‘Send Back’ or ‘Fresh Enquiry’.
- 11.4. If he goes for ‘Final Disposal’, he can choose to ‘Approve’ or ‘Reject’ the application after entering comments. He also needs to upload a document and ‘Submit’.

Application Type	Applicant Name	Address	Phone No.	Date	Officer Name	Date	Action
New RM Application	AJER RICE PVT. LTD.	ANUP KUMAR PAUL	Bankura, Mejhia, 4546, 456, Mejhia, 564567	8908828563	23-05-2025	dcfsbank - DCFS	23-05-2025 View Movement
Questionable Rice Mill with 100% BG	DAS RICE MILL	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8001348485	26-05-2025	Bhaskar Sarkar	26-05-2025 View Movement

- 11.5. If the Department has decided to get the application enquired afresh, he will select ‘Fresh Enquiry’ and assign it for enquiry again through steps as described in point nos. 3.1 and 3.2. Here he may assign it to any user at the Secretariat level.

Application Type	Applicant Name	Address	Phone No.	Date	Officer Name	Date	Action
New RM Application	AJER RICE PVT. LTD.	ANUP KUMAR PAUL	Bankura, Mejhia, 4546, 456, Mejhia, 564567	8908828563	23-05-2025	dcfsbank - DCFS	23-05-2025 View Movement
Questionable Rice Mill with 100% BG	DAS RICE MILL	ANUP KUMAR PAUL	Alipurduar, Falakata, 16254, 3321, Birpara, 721429	8001348485	26-05-2025	Bhaskar Sarkar	26-05-2025 View Movement



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12. Send Back to Lower Level:

- 12.1. Any of the aforementioned users involved in the application process may send a case back to any of the lower-level users in the channel, including the Rice Mill applicant. The process of sending back for Enquiry Officers and other officials are elaborated hereunder.

Enquiry Officer

- 12.2. The EO can mark any data as submitted in the Rice Mill's application as 'incorrect' and any upload document as 're-upload'.

Sl. No.	Data Item	Data Entered by RM	EO Response	Comments									
11	Paddy godown storage size	<table border="1"> <tr> <td>L</td> <td>B</td> <td>H</td> </tr> <tr> <td>9</td> <td>6</td> <td>8</td> </tr> <tr> <td>9</td> <td>7</td> <td>8</td> </tr> </table>	L	B	H	9	6	8	9	7	8	☒ Correct ☐ Incorrect	Enter remarks
L	B	H											
9	6	8											
9	7	8											
12	Rice Godown storage size	<table border="1"> <tr> <td>L</td> <td>B</td> <td>H</td> </tr> <tr> <td>9</td> <td>7</td> <td>6</td> </tr> </table>	L	B	H	9	7	6	☒ Correct ☐ Incorrect	Enter remarks			
L	B	H											
9	7	6											
13	Milling Capacity of Paddy per 8 (eight) hours	345	☒ Correct ☐ Incorrect	Enter remarks									
14	Drier Capacity of Paddy per 8 (eight) hours' shift	67543	☐ Correct ☒ Incorrect	Please correct									
15	Whether dynamic blending machine is installed	Yes	☐ Correct ☐ Incorrect	Enter remarks									
16	Electricity consumption in last 1 years	723422.25	☐ Correct ☐ Incorrect	Enter remarks									
17	No. of 10 MT trucks owned	876	☐ Correct ☐ Incorrect	Enter remarks									

- 12.3. If at least one such 'incorrect' or 're-upload' marking has been done, the EO will be required to send it back to the applicant for re-submission.

17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	☒ Ok ☐ Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	☒ Ok ☐ Re-upload	Enter remarks

Approach Road Photo 1 Rice Mill Photo 1 Blending Machine Photo 1

View

View

View

Download PDF

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER

Choose File

Preview

Send To Applicant

Close



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- 12.4. Subsequently, the applicant Rice Mill in his log in can carry out the necessary corrections as indicated by the Enquiry Officer (EO) in the returned report. That information marked as 'Incorrect' and documents marked 'Re-upload' will open to the applicant Rice Mills while fields marked 'Correct' and documents marked 'OK' will remain un-editable.

Online Paddy Procurement System Welcome, Apd22118 (M/S. Das Rice Mill)!

Length(in ft.) Breadth(in ft.) Height(in ft.)

Size of Rice Godown

Length(in ft.) Breadth(in ft.) Height(in ft.)

Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)

Electricity consumption in last 1 years

Drier Capacity of Paddy per 8 (eight) hours' shift ▲

Whether dynamic blending machine is installed?

Consumption

Year	Month	Consumption (kW)
2025	April	41869.75
2025	March	67923.5

- 12.5. The Rice Mill will see the comments of the EO and will comply by entering correct data and/or uploading correct document. The process will be the same as mentioned in points no. 2.1 to 2.10. However, this time additionally he can give a comment before submission.

Online Paddy Procurement System Welcome, Apd22118 (M/S. Das Rice Mill)!

Choose File No file chosen View 89768 05-06-2025

Udyog Aadhaar Document No

Choose File No file chosen View 9876908

Enter Document Name

Choose File No file chosen View

Add Row

Remarks

Resolved

☒ I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise.

Previous Preview Submit



SOP for Application for Empanelment by a New Rice Mills and Disposal Thereof

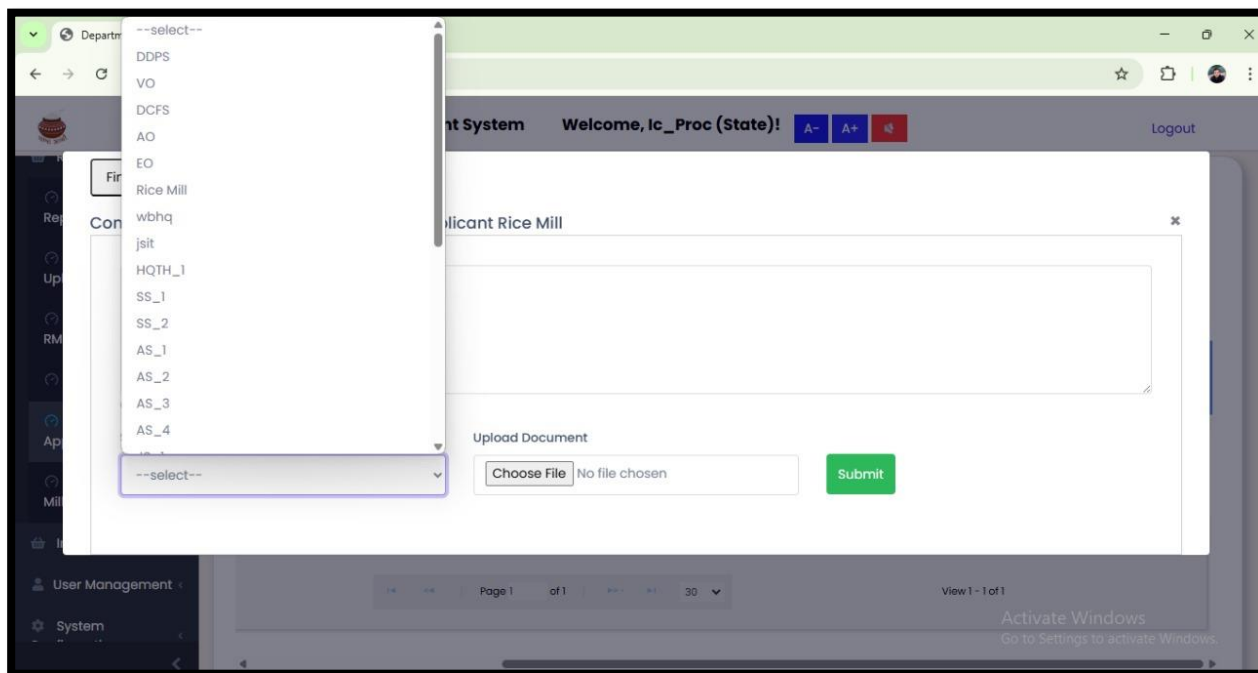


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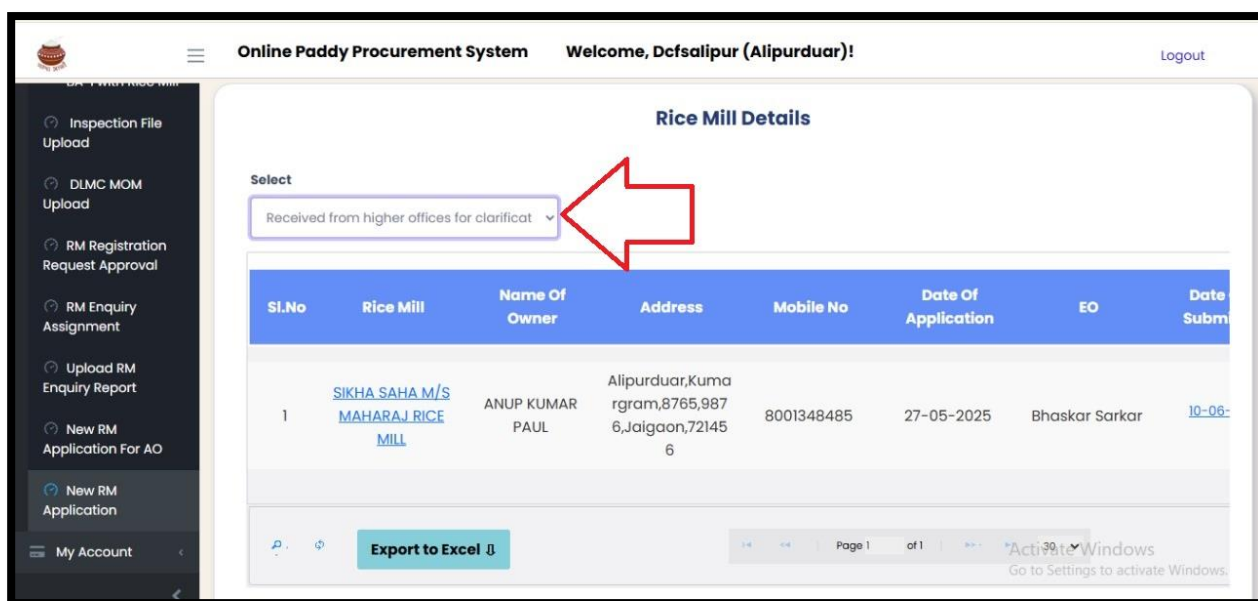
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Other Officials

- 12.6. Other officials in the action page can choose to 'Send Back' a case. He will have to give his comments and select the user to whom he wants to send back. E.g. the Head of the Procurement Cell in the Department can send a case back to any of the users in the channel, or any of the Secretariat officials (eg. JS Law) or a Director other than the DDP&S (eg. DF).



- 12.7. If the case is sent back to the applicant Rice Mill, he will be able to see the comments and comply by entering his remarks and uploading an additional document. The same will then be visible to the official who had sent back.
- 12.8. All officials and the applicant Rice Mill can find a case received back using this filter.



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- 12.9. If officials higher than the EO notice any incorrectness in the data and/or uploaded document submitted in the application and want to get it/them corrected, they will route the send back through the EO.