



SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



Version 1.0

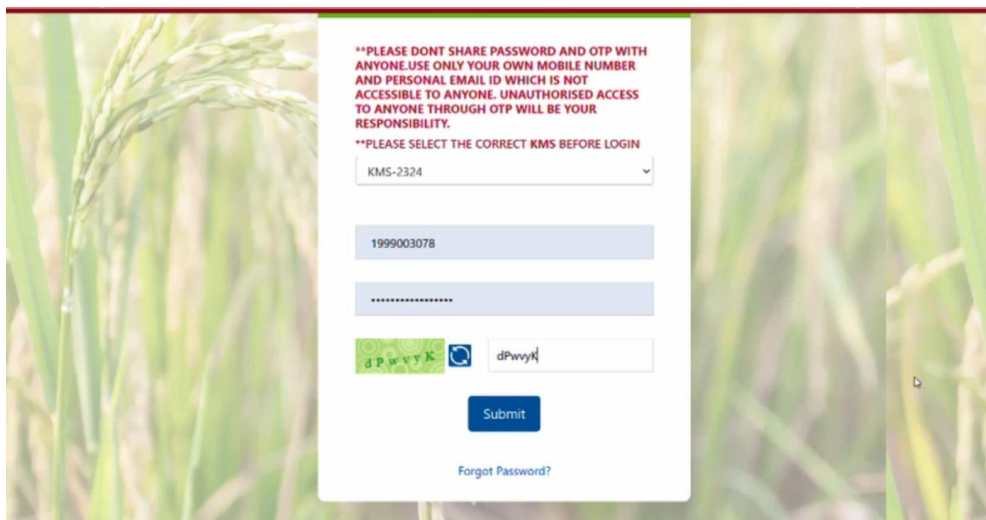
Date: 02.11.23

Annexure to G.O. No. 4861-FS dated: 02.11.23.

It is mandatory for a farmer to get registered in <https://epaddy.wb.gov.in/> before selling paddy at a CPC/mCPC or cooperative society/SHG/FPO/FPC run camp. A farmer who is an unrecorded bargadar, i.e. a farmer who is not enlisted in Krishak Bandhu, can also get registered for selling paddy at MSP.

Such applications will be verified by the Block Development Officer through the following steps:

1. The BDO will log into the portal using his login credentials.



2. In his login, he will go to the 'Land Verification' menu to open list of registration applications from unrecorded bargadars. In the grid, the BDO can see name of the applicant as per Aadhaar, application ID, Aadhaar no., mobile number and response of verification from the bank (success/failed/pending).

Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
332017863520230731	[Redacted]	Samsu Jamal	[Redacted]	Success	Samsu Jamal	Decision need to be taken	View
332017869320230814	[Redacted]	Bishnu Biswas	[Redacted]	Success	Bishnu Biswas	Decision need to be taken	View
33201787820230829	[Redacted]	Gour Mandal	[Redacted]	Success	Gour Mandal	Decision need to be taken	View
332017879120230830	[Redacted]	Tabjul Sekh	[Redacted]	Success	Tabjul Sekh	Decision need to be taken	View
332017898020230926	[Redacted]	Nabagopal Cuna	[Redacted]	Success	Nabagopal Cuna	Decision need to be taken	View



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- By clicking the 'View' button, the BDO will be able to open the entire Application For, Details of a farmer.

Application ID	Aadhaar Number	Name as per aadhaar	Bank Account Number as per registration	Bank Response	Name as per bank	Status	Preview
332017883520230731	6-*****5	Samsu Jansal	3-*****	Success	Samsu Jansal	Decision need to be taken	View
332017869320230814	7-*****3	Bishnu Biswas	3-*****5	Success	Bishnu Biswas	Decision need to be taken	View
332017878220230829	7-*****3	Gour Mandal	3-*****1	Success	Gour Mandal	Decision need to be taken	View
332017879120230830	9-*****3	Tajjal Sekh	2-*****5	Success	Tajjal Sekh	Decision need to be taken	View
332017898020230926	6-*****5	Nabagopal Guria	1-*****	Success	Nabagopal Guria	Decision need to be taken	View

Personal Details of Farmer

Voter ID *

Name as per KB *

Aadhar Number *

Farmer Name *

Mobile No *

Gender *

Caste * SC ST Other

Father/Mother/Spouse Name *

Relation * Father Mother Spouse

Block Municipality GP Name Ward

Village * PIN Code * Center Name *



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4. In the 'Document Upload' section, he can click and open all uploaded documents one by one.

Farmer Photo *	Voter Card *	Land Document/Self Declaration *	Bank PassBook(Front Page) *
653719271305_1.jpeg	26092023123308_2.pdf	26092023123308_3.pdf	26092023123308_4.pdf
Aadhaar Card *			
26092023123308_5.pdf			

5. Here he can check the self-declaration uploaded by the applicant.

Proforma of Self-Declaration to be received from a Share-Cropper/Bhagchashi-

Annexure-III

I, S/s/Sheer _____

Address: _____

EPIC No. _____ Caste (SC/ST/Other)- _____

herby declare that I am a non-recorded Bargadar/Bhagchashi. I cultivate paddy in the field, details of which are mentioned below:-

Details of Land:-

(i) Mouja- _____ J.L. No.- _____

LR Plot no. (s) with classification) - _____

Area- _____ Acres

Currently recorded with the following farmer:-

Name: _____ Khatian No. _____

*** (ii) Mouja- _____ J.L. No.- _____

LR Plot no. (s) with classification) - _____

Area- _____ Acres

Currently recorded with the following farmer:-

Name: _____ Khatian No. _____



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- At this stage, if it has been ascertained through an enquiry that the applicant is a genuine farmer and if the details of land mentioned in the application have been verified, the BDO will click the 'Approve' button.

The screenshot shows a web form for account registration. At the top, there are fields for 'Account Type' (set to 'Saving'), 'Account No.', and 'Re-enter Account No.'. Below these are radio buttons for 'Single Account' (selected) and 'Joint Account', and a field for 'Second Account Holder Name'. To the right, there are radio buttons for 'Spouse', 'Son', 'Daughter', and 'Father'. The 'Document Upload' section contains four columns: 'Farmer Photo' (653719271305_1.jpeg), 'Voter Card' (26092023123308_2.pdf), 'Land Document/Self Declaration' (26092023123308_3.pdf), and 'Bank PassBook(Front Page)' (26092023123308_4.pdf). Below this is an 'Aadhaar Card' field (26092023123308_5.pdf). The 'Declaration' section has radio buttons for 'Submitted Khatan' and 'Self Declaration' (selected). At the bottom, there are three buttons: 'Approve' (highlighted with a red box), 'Reject', and 'Back'.

- When 'Approve' is clicked, another field will open where the BDO will have to enter the area of land of the applicant under paddy cultivation (in acre) as per enquiry. He will click 'Confirm and Submit' thereafter.

This screenshot shows the same form as above, but with a new field added at the bottom: 'Area of Land under Paddy Cultivation in Acre: 1.7'. The 'Confirm & Submit' button is now highlighted with a red arrow pointing to it. The 'Self Declaration' radio button remains selected.

In this case, the application is approved from BDO's side. When the bank account details of the farmer are validated by bank, the registration will be successful.



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8. Or, if the BDO is not satisfied of the veracity of the application, he will reject the same by clicking the 'Reject' button. He can also write reasons for rejection in his remark.

The screenshot shows a web form for registration. At the top, there are fields for 'Account Type' (set to 'Saving'), 'Account No.', and 'Re-enter Account No.'. Below these are radio buttons for 'Single Account' (selected) and 'Joint Account', and a field for 'Second Account Holder Name'. To the right, there are radio buttons for 'Spouse', 'Son', 'Daughter', and 'Father'. The 'Document Upload' section contains a table with columns for 'Farmer Photo', 'Voter Card', 'Land Document/Self Declaration', and 'Bank PassBook(Front Page)', each with a corresponding file name. Below this is a 'Declaration' section with radio buttons for 'Submitted Khatan' and 'Self Declaration' (selected). At the bottom, there are three buttons: 'Approve', 'Reject' (highlighted with a red box), and 'Back'.

In this case, the application is rejected and will not be processed hereafter. Applicant will be informed through SMS and also status will show the reasons.