

**Government of West Bengal**  
**Food and Supplies Department**  
**Khadyashree Bhavan**  
**11A, Mirza Ghalib Street, Kolkata – 700087**

No. 4861-FS/Sectt./Food/4P-09/2023 (Pt. IV)

Date: 02.11.2023.

**ORDER**

**Sub: Verification of land & paddy production details by the BDOs**

With the objective of preventing distress sale of paddy by the small and marginal farmers, the Government of West Bengal has decided to procure paddy from the farmers at Minimum Support Price and order has been issued accordingly in this regard vide No 4511-FS dated: 16.10.2023 for KMS 2023-24.

In terms of para-8 of the said order, it is mandatory for a farmer to get registered in Paddy Procurement Portal (<https://epaddy.wb.gov.in/>) before selling paddy at a CPC/mCPC or any Paddy Purchase Centers / Camps operated by cooperative society/SHG/FPO/FPC/BSK or Food Inspector Office.

A farmer who is **not registered in the paddy procurement portal but is already registered in the KB portal of the Agriculture Department**, can get registered through portal himself or at any of the Paddy Purchase Centers / Camps operated by this Paddy Procuring Society, BSK or Food Inspector Office.

In case of a **registered farmer in the KB portal, land details of the farmer are provided by the Agriculture Department through API as available in the Krishak Bandhu portal and same is verified from the portal of the Land and Land Reforms Department. But, in case of an unrecorded bargadar**, who is farmer cultivating a land as oral lessee, on rent or lease etc., the land details cannot be fetched from the portal of Agriculture Department through API due to absence of KB Id.

Across the State, there are large number of farmers who has no recorded land but cultivating paddy as sharecropper, oral lessee etc. In view of providing the benefit of Minimum Support Price to these non-KB farmers, who are actually farmer/cultivator but may not be a land owner or recorded bargadars and needs to sell their paddy, the Department has decided to register these farmers also to protect them from any eventuality of distress sale.

A farmer who is an unrecorded bargadar and not enlisted in Krishak Bandhu, can get registered with the self-declaration mentioning details of cultivated land in Annexure – VIA/VIB, along with their EPIC, Aadhaar, mobile number and the Bank passbook through portal himself or at any of the Paddy Purchase Centers / Camps operated by this Paddy Procuring Society, BSK or Food Inspector Office.

In terms of para 8(1) of the said order, the quantity of paddy which a farmer can sell, will be subject to the limit of paddy quantity as calculated against each farmer depending upon his land size and productivity. As the land details for non-KB farmers will not be

available from Agriculture Department portal, the paddy quantity cannot be calculated for him.

Therefore, it has been decided by the competent authority of the state government that applications for registration or update of existing registration of non-KB farmer will be verified by the concerned BDO through ADA or any other Extension Officer, as may be assigned by him and if it is found that the applicant is a bona fide farmer, the quantum of land cultivated by him under paddy will be ascertained and entered from his login in an expeditious manner so that the farmers can schedule his date and slot for selling the paddy without any hassles. This cases will be forwarded to the login of BDOs through system.

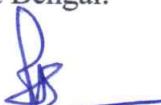
To enable the farmers to sell paddy at the earliest and to prevent distress sale the applications need to be disposed in the quickest manner and monitored by BDOs.

Detailed SOP for disposal of the applications in portal and the copy of the aforesaid order are attached with this order.

District Magistrates are requested to closely and weekly monitor the exercise so that the farmers details regarding cultivation are timely and expeditiously disposed by the Office of BDOs.

This has got approval of the Chief Secretary to the Govt. of West Bengal.

Encl: As stated



Secretary

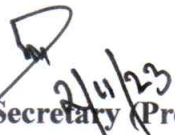
to the Govt. of West Bengal

No. 4861/1(15) –FS

Date: 02.11.2023.

Copy forwarded for information and necessary action:

1. The Secretary in Deptt. of Food & Supplies
2. The Managing Director, WBECSC Ltd.
3. The Managing Director, BENFED.
4. The Director, DDP&S, F&S Department.
5. The CEO, CONFED.
6. The Managing Director, PBAMCL.
7. The Branch Manager, NCCF.
8. The State Head (WB), NAFED.
9. The District Magistrates (All).
10. The Addl. Secretary (Proc./IT&R), Deptt. of Food & Supplies.
11. The DCF&Ss (All).
12. The P.S. to the Hon'ble MIC, Deptt. of Food & Supplies.
13. The P.S. to the Hon'ble MoS, Deptt. of Food & Supplies.
14. The Sr. PA to the Chief Secretary to the Govt. of West Bengal.
15. The Sr. PA to the Principal Secretary, Agriculture Department.



Additional Secretary (Proc.)  
to the Govt. of West Bengal



# SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



Version 1.0

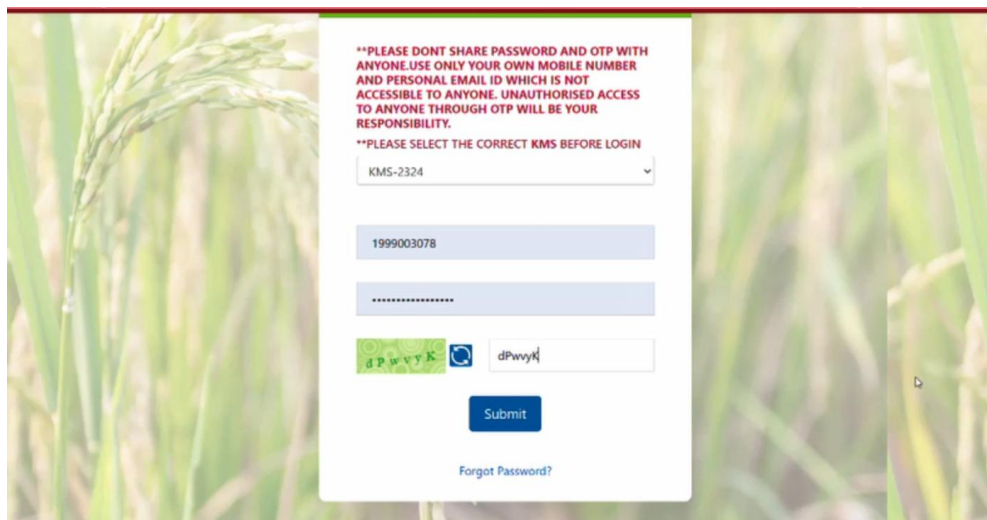
Date: 02.11.23

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	<a href="#">View</a>
332017869320230814	[REDACTED]	Bishnu Biswas	[REDACTED]	Success	Bishnu Biswas	Decision need to be taken	<a href="#">View</a>
33201787820230829	[REDACTED]	Gour Mandal	[REDACTED]	Success	Gour Mandal	Decision need to be taken	<a href="#">View</a>
332017879120230830	[REDACTED]	Tabjul Sekh	[REDACTED]	Success	Tabjul Sekh	Decision need to be taken	<a href="#">View</a>
332017898020230926	[REDACTED]	Nabagopal Cuna	[REDACTED]	Success	Nabagopal Cuna	Decision need to be taken	<a href="#">View</a>



# SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



Version 1.0

Date: 02.11.23

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

Land verification for new registration

Show 25 rows CSV Excel PDF Print

Search:

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	<a href="#">View</a>
332017869320230814	7-*****3	Bishnu Biswas	3-*****5	Success	Bishnu Biswas	Decision need to be taken	<a href="#">View</a>
332017878220230829	7-*****3	Gour Mandal	3-*****1	Success	Gour Mandal	Decision need to be taken	<a href="#">View</a>
332017879120230830	9-*****3	Tajjal Sekh	2-*****5	Success	Tajjal Sekh	Decision need to be taken	<a href="#">View</a>
332017898020230926	6-*****5	Nabagopal Guria	1-*****	Success	Nabagopal Guria	Decision need to be taken	<a href="#">View</a>

Showing 1 to 5 of 5 entries

Previous Next

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This website is designed and developed by National Informatics Centre, Govt. of India.

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 \*



# SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



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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

**Declaration**

Submitted Khatlain  Self Declaration

Approve Reject Back

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

26092023123308\_1.pdf

1 / 2 100%

**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. \_\_\_\_\_



# SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



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6. 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'.

7. 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 highlighted with a red box and 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.



# SOP for Disposal of Registration Application of Unrecorded Bargadars by BDO



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- 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.