



SOP on Adding Land Quantum of Active KB Farmer by PO of CPC through ePoP Device



Version 1.0

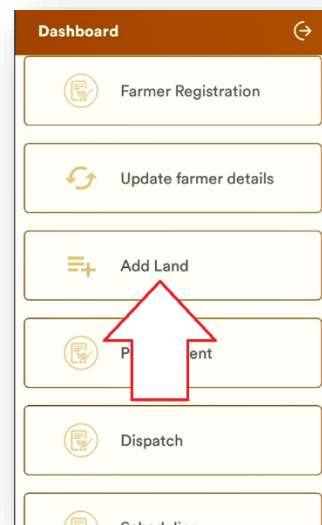
Date of Release: 11.01.24

At present, during new registration and update of a farmer, land details are recorded as following:

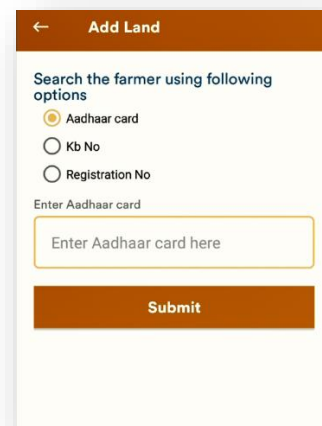
- A. For KB Farmers: Land details are fetched from KB which is verified from the database of the L&LR Department.
- B. For non-KB Farmers: Land details are entered by the user (district is fixed). It is assigned to BDO who enters the land quantum.

Since quantity of paddy a farmer can sell is now being calculated upon the land quantum, a facility has been added in the ePoP for the POs of CPCs only to add some more land with the existing land, **if the Khatian to be added belongs to the farmer**. The process will be available only in login of the PO of a CPC. The workflow will be as follows:

1. The PO will start the work by clicking 'Add Land' button in the home screen.



2. He can search the intending farmer through Aadhaar no., KB ID or registration no.





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3. If the farmer is active, his existing land details will be shown. The PO will tap the '+' button at the top right to go on to add more land.

The screenshot shows the 'Land Details' screen with a list of land records. Each record includes Mouza, Khatian No, Dag No, Land in acre, and Ownership Type. A '+' button is visible at the top right, and a 'PROCEED' button is at the bottom.

| Mouza | Khatian No | Dag No | Land in acre | Ownership Type |
|--------|------------|--------|--------------|----------------|
| बावपुर | 123 | 456 | 10.0 | Owned |
| चान्डी | 25 | 1372 | 0.01 | Owned |

4. The PO, as per the RoR produced by the farmer, will select block, mouza and enter the concerned khatian no. then he will click 'Search' button to validate the data from L&LR Deptt. portal.

The screenshot shows the 'Add Land' screen with a dropdown menu for 'Barasat - I', a 'Mouza Name (Local Language)' dropdown, a 'Khatian No' input field, and a 'SEARCH' button. A keyboard is visible at the bottom.

5. From the L&LR portal all dag nos. within the same khatian will be shown. The PO will also be able to see the name of the owner of the khatian.
If the khatian belongs to the farmer, then only the PO will select the same land.

The screenshot shows the 'Land Details' screen with a list of search results. Each result includes Plot Classification, Plot Share Area, Possessor Name, Plot No, and Plot Share.

| Plot Classification | Plot Share Area | Possessor Name | Plot No | Plot Share |
|---------------------|-----------------|----------------|---------|------------|
| बग | 0.0000 | | 300 | 0.0001 |
| बग | 0.0400 | | 301 | 0.1111 |



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6. If the land verification does not go through or the combination of 'block-mouza-khatian' is found to be already saved with another farmer, the user will be reverted back to the original grid for re-entry of land details.
7. He can add multiple plots spread across multiple khatians through these steps.

8. Next, the PO will select the ownership type of the land from the drop-down menu.

The screenshot shows the 'Add Land' form with the following fields: Block (Barasat - I), Mouza Name (Local Language) (बारपूर), Khatian No (6), Dag No (301), Land Area, Plot share plot area legend (in decimal) (0.0400), and Ownership Type (Owned). A 'SUBMIT' button is at the bottom.

The screenshot shows the 'Add Land' form with the 'Ownership Type' dropdown menu open, displaying options: Owned, Rented, Leased (Duration More than one year), Shared Cultivation, and Multiple Ownership. A 'SUBMIT' button is at the bottom.

9. When there is no other land to add, the PO will upload scanned copy of the RoR.

The screenshot shows the 'Upload Documents' screen with the 'Land Document/Self-declaration' option selected. There are 'CANCEL' and 'SUBMIT' buttons at the bottom.

10. If there are multiple pages in the copy of RoR he will click all pages and upload.

The screenshot shows the 'Upload Documents' screen with a confirmation dialog box: 'Upload Documents Do you want to add one more document for Land?' with 'NO' and 'YES' options.

The screenshot shows the 'Upload Documents' screen with the document upload successful message: 'File has been uploaded'.



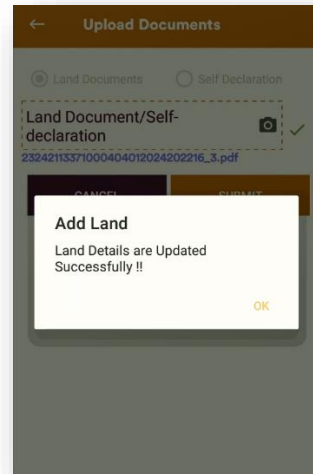
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11. On completion of the process, this success message will show.



12. However, if the farmer is an Inactive farmer or a non-KB farmer, or an Active farmer belonging to a district different from the PO's district, the process will not go through after the 2nd step.

