



SOP on Authorisation of an Employee to a Purchase Centre by Rice Mill KMS 2023-24



Version 1.0

Date of Release: 01.11.23

The Purchase Officer of a purchase centre, after purchase of paddy from farmers, needs to despatch the accumulated paddy to tagged Rice Mill. The representative of the Rice Mill, whom the Rice Miller is to authorise online, will receive the despatched paddy.

For this, before purchase, the Rice Mill in the webportal <https://epaddy.wb.gov.in/> has to authorise a representative through the following steps:

Login of Rice Mill:

1. The Rice Miller from his login will go to 'Rice Mill Employee Master' menu and enter the employees he wants to authorise one by one. At first, he will enter the name of the employee.

The screenshot shows the 'Rice Mill Employee Master' web portal. The form includes the following fields and buttons:

- Enter Authorised Person Name: test1
- Enter Mobile No.: [Redacted]
- Enter Aadhaar No.: [Redacted]
- Procurement Centre Name: BAGMUNDI KRISHAK BAZAR
- Buttons: Generate OTP, Ekyc(OTP), SUBMIT
- Status: Mobile No. Validated, Aadhaar No. Validated

2. In the 'Enter mobile no.' field, the mobile no. of the employee is to be entered and 'Generate OTP' button pressed. When OTP is received, the same is to be entered and 'Verify OTP' button clicked. If the OTP has been entered correctly, the mobile no. will get validated.

The screenshot shows the 'Rice Mill Employee Master' web portal with a 'Mobile OTP Verification' modal box open. The modal box contains the following fields and buttons:

- Enter OTP: [Input field]
- Button: VERIFY OTP
- Status: Sent successfully



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- Next, for validation of Aadhaar of the employee, the Rice Miller will enter the Aadhaar no. and press 'eKYC (OTP)' button. The OTP, sent to the Aadhaar-linked mobile no. of the employee will have to be entered and 'Validate OTP' button clicked. If the OTP is correct, the Aadhaar will get validated.

The screenshot shows the 'Rice Mill Employee Master' form. The 'Enter Authorized Person Name' field contains 'test1'. The 'Enter Mobile No.' and 'Enter Aadhaar No.' fields are redacted. The 'Generate OTP' button is active, and the 'Ekyo(OTP)' button is also active. A modal window titled 'Aadhaar OTP Verification' is open, showing an 'Enter OTP' field and a 'Validate OTP' button. The background form is dimmed.

- Now, the Rice Miller will authorise the employee for a purchase centre. In the 'Procurement Centre Name' drop down, he will see the list of purchase centres assigned to him by the DCF&S or CMR Agency. He will choose a centre from the list and click 'Update'. The list of authorised representatives will thus be created. If need be, the Rice Miller can change the arrangement through the 'Edit' button against each authorised representative.

The screenshot shows the 'Rice Mill Employee Master' form. The 'Enter Authorized Person Name' field contains 'test1'. The 'Enter Mobile No.' and 'Enter Aadhaar No.' fields are redacted. The 'Generate OTP' and 'Ekyo(OTP)' buttons are active. The 'Procurement Centre Name' dropdown menu is set to 'BAGMUNDI KRISHAK BAZAR'. The 'UPDATE' button is active. Below the form is a table with the following data:

| Authorised Person | Mobile No | Aadhaar No | Procurement Centre | Action |
|-------------------|------------|------------|------------------------|--------|
| test1 | [Redacted] | [Redacted] | BAGMUNDI KRISHAK BAZAR | EDIT |

Note: It is relevant to mention here that, the Rice Miller can authorise an employee to multiple purchase centres, but multiple employees cannot be assigned to a purchase centre at a time.