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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.

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.

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3. 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.

4. 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.

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.