



SOP for Documents Upload for Empanelled Rice Mills



Ver. 1.0

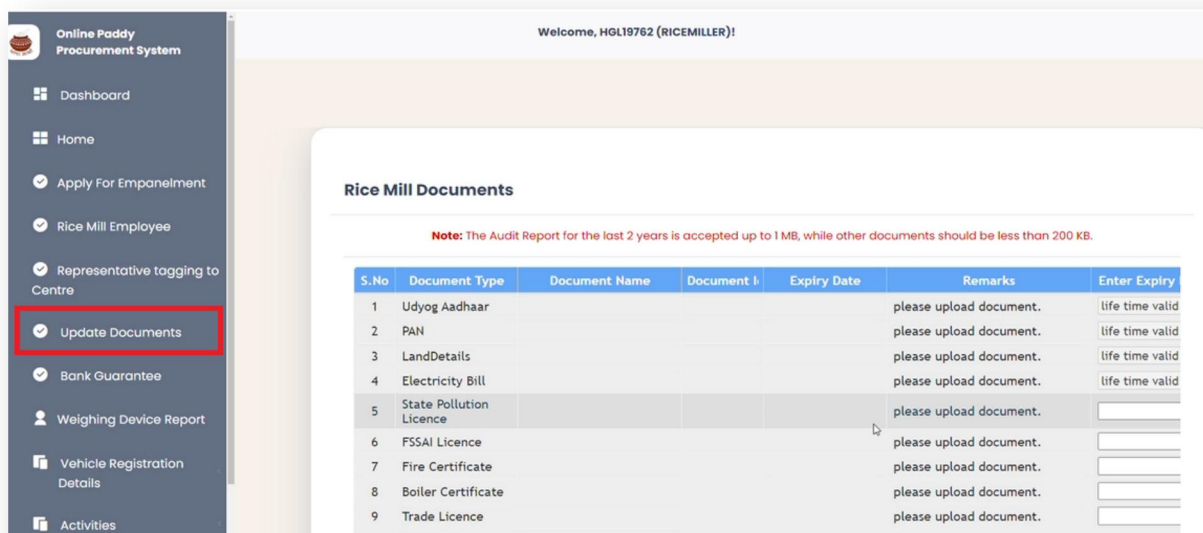
Date of Release: 22.10.24

Previously, Rice Mills would upload documents at the time of initial approval for empanelment only. Those documents, even after their expiry would continue in the portal.

Now, a facility for uploading of documents by Rice Mills and approval/rejection of the same by the DCF&S is introduced with the following workflow:

Rice Mill Login

- The Rice Mill will go to ‘Document Upload’ menu. The checklist of required documents will open.



Online Paddy Procurement System

- Dashboard
- Home
- Apply For Empanelment
- Rice Mill Employee
- Representative tagging to Centre
- Update Documents**
- Bank Guarantee
- Weighing Device Report
- Vehicle Registration Details
- Activities

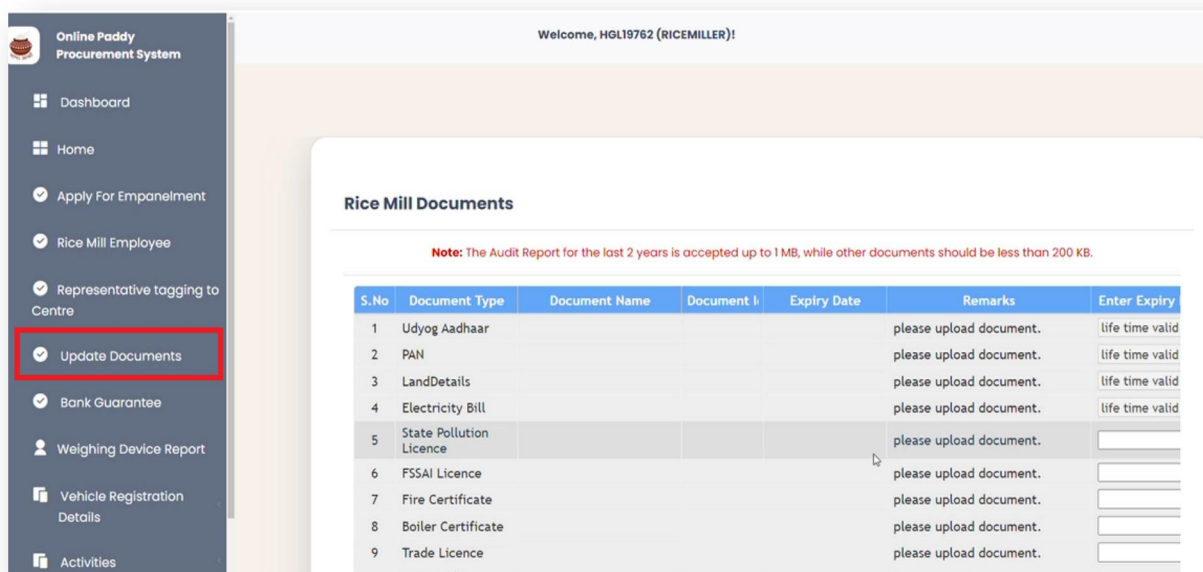
Welcome, HGL19762 (RICE MILLER)!

Rice Mill Documents

Note: The Audit Report for the last 2 years is accepted up to 1 MB, while other documents should be less than 200 KB.

S.No	Document Type	Document Name	Document I	Expiry Date	Remarks	Enter Expiry
1	Udyog Aadhaar				please upload document.	life time valid
2	PAN				please upload document.	life time valid
3	LandDetails				please upload document.	life time valid
4	Electricity Bill				please upload document.	life time valid
5	State Pollution Licence				please upload document.	
6	FSSAI Licence				please upload document.	
7	Fire Certificate				please upload document.	
8	Boiler Certificate				please upload document.	
9	Trade Licence				please upload document.	

- Against each row representing each document, the Rice Mill user will have to upload the scanned copy of the concerned document.



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2	PAN				please upload document.	life time valid
3	LandDetails				please upload document.	life time valid
4	Electricity Bill				please upload document.	life time valid
5	State Pollution Licence				please upload document.	
6	FSSAI Licence				please upload document.	
7	Fire Certificate				please upload document.	
8	Boiler Certificate				please upload document.	
9	Trade Licence				please upload document.	



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3. In the text box as shown, the number of the document (eg. Udyog Aadhaar no. in the concerned row) is to be entered.

Rice Mill Documents

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Expiry Date	Remarks	Enter Expiry Date	Upload New Document	Enter New Document
	please upload document.	life time valid	Choose File challan.pdf	Test
	please upload document.	life time valid	Choose File No file chosen	
	please upload document.	life time valid	Choose File No file chosen	
	please upload document.	life time valid	Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	
	please upload document.		Choose File No file chosen	

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4. Expiry date of each document will have to be entered. For the 1st four documents in the list i.e. Udyog Aadhaar, PAN, land documents and electricity bill this will not be required.

Rice Mill Documents

Note: The Audit Report for the last 2 years is accepted up to 1 MB, while other documents should be less than 200 KB.

S.No	Document Type	Document Name	Document I.	Expiry Date	Remarks	Enter Expiry Da
1	Udyog Aadhaar				please upload document.	life time valid
2	PAN				please upload document.	life time valid
3	LandDetails				please upload document.	life time valid
4	Electricity Bill				please upload document.	life time valid
5	State Pollution Licence				please upload document.	23-04-2025
6	FSSAI Licence		I		please upload document.	
7	Fire Certificate				please upload document.	
8	Boiler Certificate				please upload document.	
9	Trade Licence				please upload document.	
10	Net worth statement				please upload document.	
11	Audit report for last 2 Years				please upload document.	

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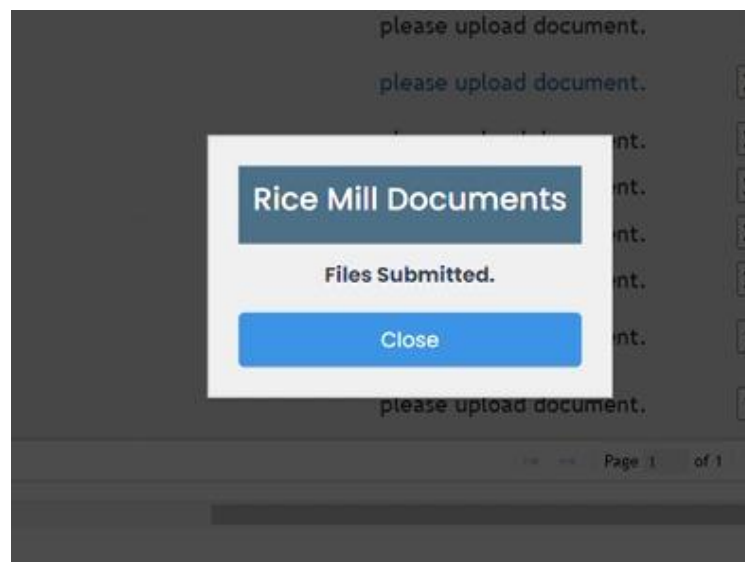
5. When these 3 steps have been done for all documents, the Rice Mill user will click on 'Submit'.

Note: The document report for the last 2 years is accepted up to 11:59 AM. After 12:00 PM, the document report will be closed for the next 24 hours.

Name	Document Id	Expiry Date	Remarks	Enter Expiry Date	Upload New Document
			please upload document.	life time valid	Choose File challan.pdf
			please upload document.	life time valid	Choose File challan.pdf
			please upload document.	life time valid	Choose File challan.pdf
			please upload document.	life time valid	Choose File challan.pdf
			please upload document.	23-04-2025	Choose File challan.pdf
			please upload document.	22-05-2025	Choose File challan.pdf
			please upload document.	26-03-2025	Choose File challan.pdf
			please upload document.	22-05-2025	Choose File challan.pdf
			please upload document.	20-05-2025	Choose File challan.pdf
			please upload document.	16-07-2025	Choose File challan.pdf
			please upload document.	12-03-2025	Choose File challan.pdf

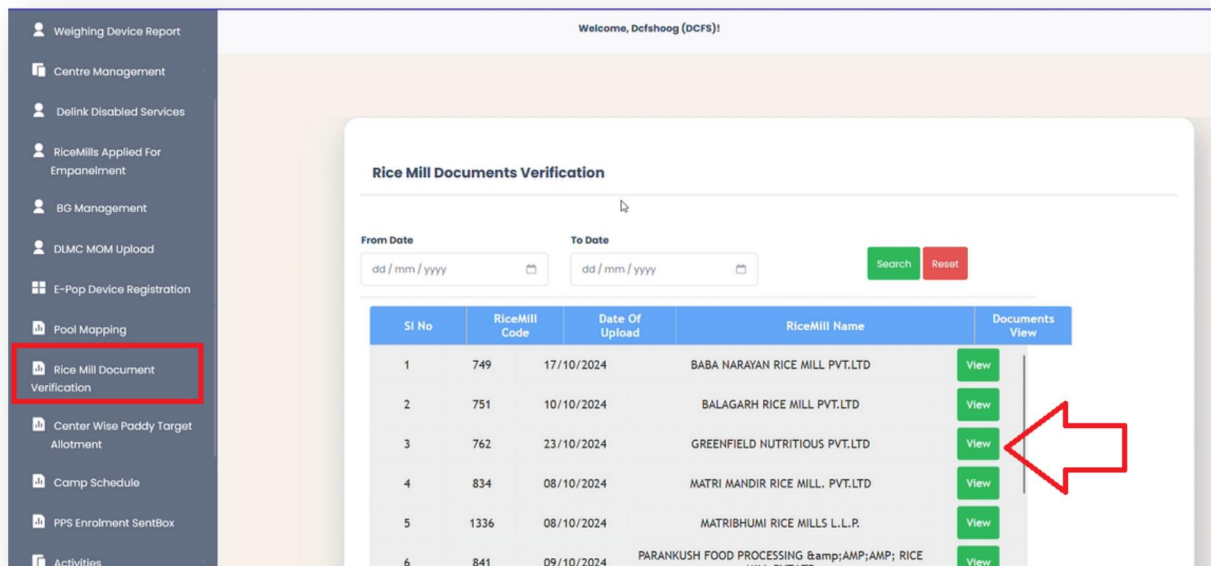
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6. On submission he will be shown this success message.



DCF&S Login

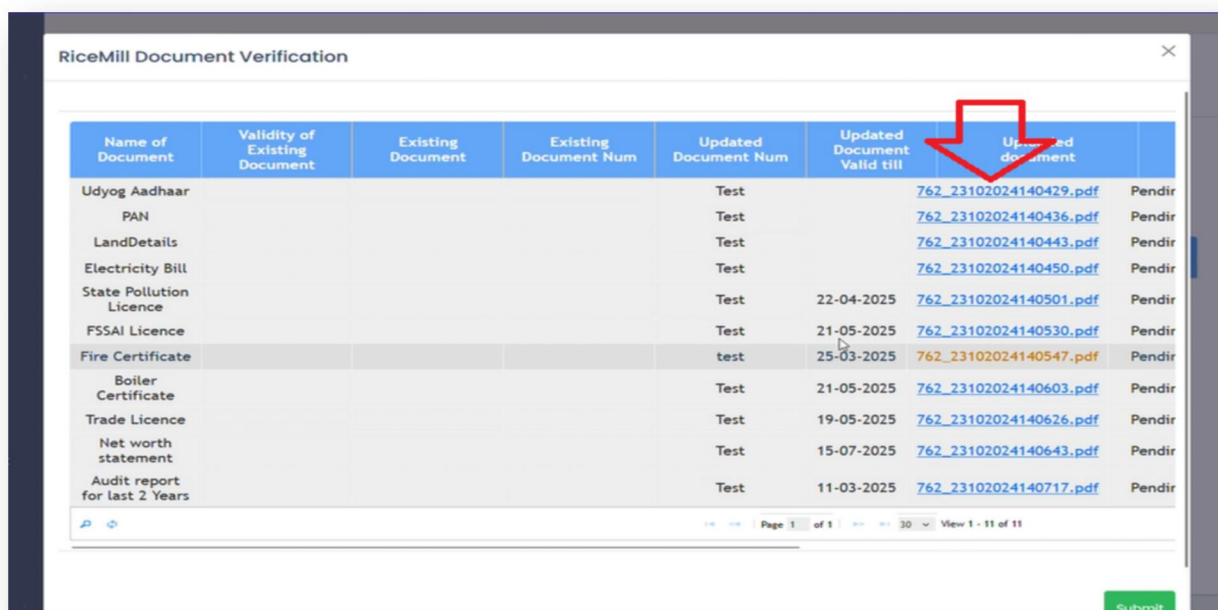
7. The DCF&S in his login will go to ‘Rice Mill Document Verification’ menu. A List of Rice Mills to have uploaded documents will open.



The screenshot shows the DCF&S Login interface. On the left sidebar, the 'Rice Mill Document Verification' menu item is highlighted with a red box. The main content area displays a table titled 'Rice Mill Documents Verification' with the following data:

Sl No	RiceMill Code	Date Of Upload	RiceMill Name	Documents View
1	749	17/10/2024	BABA NARAYAN RICE MILL PVT.LTD	View
2	751	10/10/2024	BALAGARH RICE MILL PVT.LTD	View
3	762	23/10/2024	GREENFIELD NUTRITIOUS PVT.LTD	View
4	834	08/10/2024	MATRI MANDIR RICE MILL. PVT.LTD	View
5	1336	08/10/2024	MATRIBHUMI RICE MILLS L.L.P.	View
6	841	09/10/2024	PARANKUSH FOOD PROCESSING & RICE MILL PVT.LTD	View

8. When he clicks the ‘View’ button, checklist with uploaded documents will open. If the hyperlink on file name is clicked, the file uploaded by the Rice Mill will be downloaded.



The screenshot shows the 'RiceMill Document Verification' checklist. The table lists various documents and their upload status:

Name of Document	Validity of Existing Document	Existing Document	Existing Document Num	Updated Document Num	Updated Document Valid till	Updated document	
Udyog Aadhaar				Test		762_23102024140429.pdf	Pendir
PAN				Test		762_23102024140436.pdf	Pendir
LandDetails				Test		762_23102024140443.pdf	Pendir
Electricity Bill				Test		762_23102024140450.pdf	Pendir
State Pollution Licence				Test	22-04-2025	762_23102024140501.pdf	Pendir
FSSAI Licence				Test	21-05-2025	762_23102024140530.pdf	Pendir
Fire Certificate				test	25-03-2025	762_23102024140547.pdf	Pendir
Boiler Certificate				Test	21-05-2025	762_23102024140603.pdf	Pendir
Trade Licence				Test	19-05-2025	762_23102024140626.pdf	Pendir
Net worth statement				Test	15-07-2025	762_23102024140643.pdf	Pendir
Audit report for last 2 Years				Test	11-03-2025	762_23102024140717.pdf	Pendir



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9. Against each document the DCF&S will have the option of either approving or rejecting the document.

RiceMill Document Verification

Existing Document Num	Updated Document Num	Updated Document Valid till	Uploaded document	Status	Action	Rejection Reason
	Test		762_23102024140429.pdf	Pending	Select	
	Test		762_23102024140436.pdf	Pending	Select	
	Test		762_23102024140443.pdf	Pending	Approve	
	Test		762_23102024140450.pdf	Pending	Reject	
	Test	22-04-2025	762_23102024140501.pdf	Pending	Select	
	Test	21-05-2025	762_23102024140530.pdf	Pending	Select	
	test	25-03-2025	762_23102024140547.pdf	Pending	Select	
	Test	21-05-2025	762_23102024140603.pdf	Pending	Select	
	Test	19-05-2025	762_23102024140626.pdf	Pending	Select	
	Test	15-07-2025	762_23102024140643.pdf	Pending	Select	
	Test	11-03-2025	762_23102024140717.pdf	Pending	Select	

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Submit

10. If a document is rejected, the DCF&S will mandatorily have to give remarks.

RiceMill Document Verification

Existing Document Num	Updated Document Num	Updated Document Valid till	Uploaded document	Status	Action	Rejection Reason
	Test		762_23102024140429.pdf	Pending	Approve	
	Test		762_23102024140436.pdf	Pending	Approve	
	Test		762_23102024140443.pdf	Pending	Reject	
	Test		762_23102024140450.pdf	Pending	Approve	
	Test	22-04-2025	762_23102024140501.pdf	Pending	Reject	Test
	Test	21-05-2025	762_23102024140530.pdf	Pending	Approve	
	test	25-03-2025	762_23102024140547.pdf	Pending	Reject	
	Test	21-05-2025	762_23102024140603.pdf	Pending	Approve	
	Test	19-05-2025	762_23102024140626.pdf	Pending	Reject	
	Test	15-07-2025	762_23102024140643.pdf	Pending	Approve	
	Test	11-03-2025	762_23102024140717.pdf	Pending	Reject	

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Submit



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11. When all documents are marked as approved or rejected in this way, the DCF&S will click on the 'Submit' button.

The screenshot shows the 'RiceMill Document Verification' window. It contains a table with the following columns: Existing Document Num, Updated Document Num, Updated Document Valid till, Uploaded document, Status, Action, and Rejection Reason. The table lists several documents with their respective upload dates and statuses. A red arrow points to the 'Submit' button at the bottom right of the window.

Existing Document Num	Updated Document Num	Updated Document Valid till	Uploaded document	Status	Action	Rejection Reason
	Test		762_23102024140429.pdf	Pending	Approve	
	Test		762_23102024140436.pdf	Pending	Approve	
	Test		762_23102024140443.pdf	Pending	Reject	Test Data
	Test		762_23102024140450.pdf	Pending	Approve	
	Test	22-04-2025	762_23102024140501.pdf	Pending	Reject	Test data
	Test	21-05-2025	762_23102024140530.pdf	Pending	Approve	
	test	25-03-2025	762_23102024140547.pdf	Pending	Reject	Test Data
	Test	21-05-2025	762_23102024140603.pdf	Pending	Approve	
	Test	19-05-2025	762_23102024140626.pdf	Pending	Reject	test Data
	Test	15-07-2025	762_23102024140643.pdf	Pending	Approve	
	Test	11-03-2025	762_23102024140717.pdf	Pending	Reject	test Data

12. On submission, this success message will be shown.

The screenshot shows a success message overlay on the 'RiceMill Document Verification' window. The message reads 'Action taken Successfully.' and includes a 'Close' button. The background table shows the same list of documents as the previous screenshot, with the 'Status' column updated to 'Pending' for all entries.

Existing Document Num	Updated Document Num	Updated Document Valid till	Uploaded document	Status	Action	Rejection Reason
	Test		762_23102024140443.pdf	Pending	Reject	
	Test		762_23102024140450.pdf	Pending	Approve	
	Test	22-04-2025		Pending	Reject	
	Test	21-05-2025		Pending	Approve	
	Test	25-03-2025		Pending	Reject	
	Test	21-05-2025		Pending	Approve	
	Test	19-05-2025		Pending	Reject	
	Test	15-07-2025	762_23102024140643.pdf	Pending	Approve	
	Test	11-03-2025	762_23102024140717.pdf	Pending	Reject	



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Rice Mill Login

13. Only the rejected documents now will be open for the Rice Mill to again upload. For each of them, the Rice Mill will again do the steps no. 3 to 5.

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Document Name	Document Id	Expiry Date	Remarks	Enter Expiry Date	Upload New Document
762_23102024140429.pdf	Test			life time valid	Choose File No file chosen
762_23102024140436.pdf	Test			life time valid	Choose File No file chosen
762_23102024140443.pdf	Test		Test Data	life time valid	Choose File challan.pdf
762_23102024140450.pdf	Test			life time valid	Choose File No file chosen
762_23102024140501.pdf	Test	22-04-2025	Test data		Choose File No file chosen
762_23102024140530.pdf	Test	21-05-2025			Choose File No file chosen
762_23102024140547.pdf	test	25-03-2025	Test Data		Choose File No file chosen
762_23102024140603.pdf	Test	21-05-2025			Choose File No file chosen
762_23102024140626.pdf	Test	19-05-2025	test Data		Choose File No file chosen
762_23102024140643.pdf	Test	15-07-2025			Choose File No file chosen
762_23102024140717.pdf	Test	11-03-2025	test Data		Choose File No file chosen

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Report

14. All official users from DCF&S onwards (higher ups) will have an MIS report in their login in the menu Report > Rice Mill Document Upload Report.

Rice Mill Document Upload Report				
STATE : WEST BENGAL				
Serial No	District Name	Total Rice Mill	Rice Mill Uploaded Documents	Rice Mill Not Uploaded Documents
1	ALIPURDUAR	13	0	13
2	BANKURA	42	1	41
3	BIRBHUM	55	0	55
4	COOCH BEHAR	12	0	12
5	DAKSHIN DINAJPUR	13	1	12
6	DARJEELING	15	1	14
7	HOOGHLY	85	8	77
8	HOWRAH	5	0	5
9	JALPAIGURI	33	0	33
10	JHARGRAM	18	1	17
11	MALDAH	23	0	23
12	MURSHIDABAD	40	1	39
13	NADIA	12	0	12
14	NORTH TWENTY	17	0	17



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15. When drilled down from a district, Rice Mill level report will be shown.

Serial No	District Name	Rice Mill Name	Document Uploaded	Document Not Uploaded
1	HOOGHLY	AJIT RICE MIL PVT.LTD		NO
2	HOOGHLY	ASHIRBAD AGRO PRIVATE LIMITED		NO
3	HOOGHLY	BABA NARAYAN RICE MILL PVT.LTD	YES	
4	HOOGHLY	BALAGARH RICE MILL PVT.LTD	YES	
5	HOOGHLY	BASANTI DEVI RICE MILL. PVT.LTD		NO
6	HOOGHLY	BENGAL RICE MILL PVT.LTD.		NO
7	HOOGHLY	BISHALAXMI RICE MILL P LTD		NO
8	HOOGHLY	DIGAMBARI RICE MILL PVT.LTD		NO
9	HOOGHLY	FOUR STAR RICE MILL PVT.LTD		NO
10	HOOGHLY	GEETANJALI RICE MILL PVT LTD		NO
11	HOOGHLY	GREENFIELD NUTRITIOUS PVT.LTD	YES	
12	HOOGHLY	HIGHRISE ROLLER FLOUR MILLS PVT. LTD. RICE UNIT		NO