



No. 1186- FS/Sectt/Food/4P-17/2022(Pt-IV)

Date: 25-03-2025

### **ORDER**

#### **Subject: Standard Operating Procedure (SOP) for Safe Custody and Handling of e-POP Devices**

The F&S Department decided to automate the paddy procurement process at MSP from small & marginal farmers using Aadhaar Authentication. This was to be achieved through the introduction of electronic Point of Purchase (e-PoP) machines integrated with biometric scanners and IRIS scanners.

E-Pop devices and their peripherals are utilized throughout the year for registration / updation of farmers, procurement, dispatch of paddy and online dispatch of paddy. It is imperative to ensure their security, accountability and proper management.

The District Controller of Food & Supplies (DCF&S) shall act as the custodian of all e-PoP devices, ensuring that these devices are properly kept in safe custody.

The System Integrator shall be responsible for inter district movement of e-PoP devices and its peripherals as and when required as per re allocation/ redistribution of such devices as per the order to be issued by the Department time to time.

As all Societies working in this KMS, may not work in the next KMS and loss or damage of any e-PoP being a costly item will cause a financial liability to the CMR agencies, so it needs to be preserved in safe custody.

Now, therefore, it has become imperative to issue a Standard Operating Procedure for safe custody of these devices, protocols for their storage, distribution, reallocation and optimum utilization of the devices and peripherals. Hence, the following SOP is being framed for safe Custody & Handling of e-PoP devices.

#### **1. Custodian of ePOP Devices and its peripherals**

##### **1.1. e-POP Devices Assigned to CPCs:**

- i. e-POP devices and the peripherals assigned to CPC shall remain under the custody of concerned PO and DO and shall be utilized for the full KMS period and stored securely under the direct supervision of the PO and DO, ensuring the proper maintenance, use and storage of the devices assigned to them.
- ii. In case of the transfer or retirement of any Procurement Officer (PO), the e-POP device assigned to them must be handed over to the relieving officer (either a PO

or DO). The handover must be properly documented and acknowledged by both relieving and relieved officials to ensure accountability.

**1.2. e-POP Devices Assigned to mCPCs:**

e-POP devices and its peripherals assigned to mCPC shall also remain under the custody of concerned PO and DO for the duration of the KMS as long as the mCPCs are engaged in scheduling of purchase camps and registration & updation of farmers details as directed by the respective DCF&Ss. After that DCF&S shall take back these ePoP devices under proper acknowledgement whenever the activities of concern mCPC are discontinued for such KMS and keep under their safe custody.

**1.3. e-POP Devices Allocated to PPSs through CMR Agencies:**

- i. e-POP devices allocated to PPSs through CMR Agencies for the procurement operations shall be kept with the respective PPS and maintained under their custody as long as they are being actively used for registration & updation of farmer details, scheduling of camps, purchase & dispatch of paddy during the procurement season.
- ii. Devices required for Boro season procurement will remain with the PPS for continued use, as per the requirements of the procurement operations. DCF&S shall ensure that any PPS that will not take part in Boro Season, the devices lying with that PPS shall promptly be collected by the District Head of concerned CMR agency and returned to the centralized custody of DCF&S under proper acknowledgement.
- iii. All unused devices that have not been utilized for at least 10 purchase transactions in the current KMS or those no longer in use, shall be collected by the District Head/ Nodal Officer of the CMR agency by January of that KMS and securely stored under the custody of concerned DCF&S or further distribution to other willing and eligible PPS.

**2. Custody and Accountability of e-POP Devices**

- i. All e-POP devices, which have not been used even for 10 purchase transactions by the PPS up to January of current KMS and presently not in use shall be collected from the PPS immediately by the District head/ Nodal Officer of the CMR Agency concerned.
- ii. These devices shall be handed over by the District Head/Nodal Officer of the CMR Agency to the DCF&S immediately but not later than 7 days of the receipt of the same.
- iii. The DCF&S shall assign an official who shall be the sole custodian of all e-POP devices and its peripherals. These devices will be stored securely under lock and key in a dedicated storage facility assigned for this purpose.



- iv. A stock cum movement register shall be maintained by the custodian of e-POP devices and its peripherals.

Device serial number: .....

KMS: .....

| Receipt |                | Delivery |                | Present Custodian<br>(Name & Designation<br>PO/ DO/ PPS/ DCF&S/<br>CMR Agency/ SI) | Remarks | Signature<br>of<br>Recipient |
|---------|----------------|----------|----------------|------------------------------------------------------------------------------------|---------|------------------------------|
| From    | Date &<br>Time | To       | Date &<br>Time |                                                                                    |         |                              |
|         |                |          |                |                                                                                    |         |                              |

The register shall be maintained KMS wise and for each e-PoP one page has to be earmarked for recording the movement history.

- v. No functional e-POP device and its peripherals will be returned to the System Integrator (SI) without the order of the Department. All devices will remain under the sole custody and control of DCF&S until further reallocation or redistribution instructions issued by the Department.
- vi. Acknowledgment receipts shall be issued at every stage of transfer, collection or redistribution to maintain transparency and accountability.
- vii. 5% of the allocated e-PoP devices for the district shall always be kept with the custodian of DCF&S as reserve stock. Nonfunctional/ damaged e-PoPs shall be replaced by the System Integrator within 10 days to maintain the reserve stock of the district.

### 3. Inter District movement of e-PoP & its peripherals:

- i. At the beginning of the next / ensuing KMS, e-POP devices stored with DCF&S may be reallocated or redistributed as per the future redistribution or reallocation order issued by the Department.
- ii. The SI shall be responsible for the inter district movement of e-PoP and its peripherals from the custodian of concerned DCF&S as and when required based on the procurement needs of various centers (CPC, mCPC, PPS) for the upcoming KMS on receipt of redistribution/ reallocation order issued by the Department. In such cases DCF&S will return these e-PoP devices to Linkwell Telesystems Pvt Ltd for inter district movement after getting proper receipt from the SI (Linkwell Telesystems Pvt Ltd).
- iii. The custodian officer nominated by the concerned DCF&S shall maintained stock register of e-PoP devices.

Strict adherence to these protocols is mandatory for all stakeholders to ensure transparency and the preservation of e PoP devices and peripherals.

This order is issued in partial modification of the order issued vide no. I/502422/2024 dated 02-04-2024.

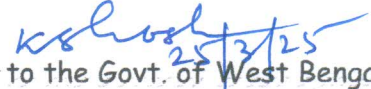
 25/3/25

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Copy forwarded for information and taking necessary action to:-

1. The Managing Director, BENFED.
2. The Managing Director, WBECSCLtd.
3. The Managing Director, PAMCL.
4. The Director, Dte. of DDP&S, F&S Department.
5. The Special Secretary, IT&R, F&S Department.
6. The Director, Dte. of Finance, F&S Department.
7. The District Controller, F&S (all except Kalimpong).
8. The CEO, CONFED,
9. The Branch Manager, NAFED/ NCCF.
10. M/S Linkwell Telesystems Pvt. Ltd.
11. The P.S. to Hon'ble MIC, F&S Department.
12. The P.S. to Hon'ble MOS, F&S Department.
13. The Sr. P. A. to the Principal Secretary, F&S Department.

  
Deputy Secretary to the Govt. of West Bengal  
Food & Supplies Department

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