



Government of West Bengal
Food & Supplies Department
(Procurement Cell)
KhadyashreeBhawan
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<https://food.wb.gov.in>



File No. E- 992268

No. I/693643/2025

Date: 19-09-2025

ORDER

Sub: Submission of electronic Bank Guarantee (e-BG) by the Rice Mills and verification of Bank Guarantee by the departmental official

The registration process in the NeSL Platform has been completed in respect of Food & Supplies Department, Government of West Bengal with the detail, **Name: Dept of Food and Supplies Govt of West Bengal, UIN: NCTGC2526P.**

Accordingly, Rice Millers may now submit **electronic Bank Guarantees (e-BGs)** in favour of Food & Supplies Department, Government of West Bengal using the above registration details for empanelment.

Hence, in partial modification of existing system of submission of Bank Guarantee by the Rice Mills as well as verification of Bank Guarantee by the departmental official and for introduction of submission and verification of e-BG following steps will be taken-

1. All empanelled Rice Mill shall submit e-BG only from KMS 2025-26 onwards.
2. The existing facility for extension of old BG submitted by the Rice Mill during KMS 2024-25 or earlier KMS which is due to be expired after September, 2026 will continue.
3. Facility for extension of old BG submitted by the Rice Mill during KMS 2024-25 or earlier KMS which is due to expire before September, 2026 shall be stopped.
4. Such BG mentioned at point 3 above may be released to facilitate the Rice Mill for submission of e-BG subject to fulfilment of the following conditions-
 - a) The Rice Mill have completed the CMR delivery for KMS 2024-25.
 - b) The Rice Mill concerned have deposited multiple BG during KMS 2024-25, the BG to be released is one of the BGs submitted by the Rice Mill which is due to be expired before September 2026.
5. Verification of the e-BG shall be done by the officials of the Directorate of DDP&S only after checking from e-BG NeSL portal (<https://nesl.co.in/>) till integration of e- paddy procurement portal (<https://epaddy.wb.gov.in/>) with NeSL portal (<https://nesl.co.in/>) to avoid any disruption. Director, Directorate of DDP&S shall nominate such officials for verification of e-BG. Once e- paddy procurement portal is integrated with NeSL portal verification of e-BG will be dispensed with later.

6. To outline the step-by-step workflow for Rice Mills and departmental officers in handling electronic Bank Guarantees (e-BGs) through the e- paddy procurement portal and the NeSL e-BG platform the detailed workflow for submission and verification of e-BG is placed below-

6.1 Initiation by Rice Mill-

- 6.1.1** The Rice Mill shall log into the e- paddy procurement portal (<https://epaddy.wb.gov.in/>).
- 6.1.2** Then the Rice Mill will select the type of Bank Guarantee as either:- **"Offline or e-BG"**.
- 6.1.3** If **e-BG** is selected:
- The Rice Mill will enter all mandatory data fields (same as for existing BG), **except IFSC**.
 - The Mill will then upload a **PDF copy of the e-BG document**.
 - Finally the Mill will submit the e-BG form.
- 6.1.4** Misrepresentation or error in e-BG data entry by Rice Mill will lead to delay in benefit initiation and/or rejection of the BG. Any misrepresentation will lead to immediate de-tagging of the Rice Mill with Purchase Centre and initiation of penal action against the Rice Mill.

6.2 Role of Account Officer of the Office of the DCF&S

- 6.2.1** The Account Officer will have a login in the e-BG portal side by side his e-paddy login.
- 6.2.2** Account Officer will logs in to e- paddy procurement portal (<https://epaddy.wb.gov.in/>) to view newly submitted e-BG entries and uploaded document.
- 6.2.3** **Then he will logs into NeSL e-BG Portal** (<https://nesl.co.in/>) to verify the detail of e-BG (searching by BG ID) and correctness of the e-BG.
- 6.2.4 Steps to verify:**
- In e- paddy procurement portal (<https://epaddy.wb.gov.in/>), the Accounts Officer will open the submitted e-BG entry with all details and uploaded document.
 - Then he will search for the e-BG using the **BG ID** in NeSL portal.
 - Thereafter, he will compare the data submitted by the Rice Mill with the details available in the NeSL portal.

6.2.5 Approval / Rejection Process

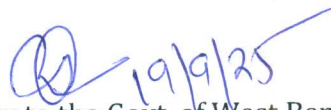
- If there is any **discrepancy** between the data in e-Paddy and NeSL portal, Account Officer will click **Reject button**. Remarks shall be added specifying the reason for rejection.
- If **all details matches**, Account Officer shall tick a **declaration checkbox** *"I have tallied the e-BG details from e-BG portal <https://nesl.co.in/e-bg/> and found to be correct."*
- He will then Click **"Approve" button**.
On approval, the **benefits of e-BG will start immediately**.

7. **Verification of e-BG by DDPS Officials-** Until the integration of the e-paddy procurement portal (<https://epaddy.wb.gov.in/>) with NeSL portal is completed **manual verification** of e-BGs is to be done by the designated officials of the Directorate of DDP&S. Designated officials of the Directorate of DDP&S shall **cross-check each e-BG from the NeSL portal** (<https://nesl.co.in/>). Manual verification of each e-BG is mandatory till full automation is completed.

8. **Responsibilities of different stakeholders are appended below-**

Role	Responsibility
Rice Mill	Submit accurate e-BG details and upload valid e-BG document within the stipulated timelines
Account Officer	Verify e-BG data, reject or approve based on matching of details with NeSL portal
DDPS Officials	Final verification of e-BG through NeSL portal till full system integration occurs

This Order is issued with the approval of the authority, and remains in effect until further notice or revision.

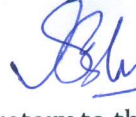

Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

No. I/693643/2025 /1(14)

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Copy forwarded for information and taking necessary action to:-

1. The Managing Director, BENFED,
2. The Managing Director, WBECSC Ltd.,
3. The Senior Special Secretary, Food Cell, F&S Department,
4. The Director, Dte. of DDP&S, F&S Department,
5. The Managing Director, PAMCL,
6. The Special Secretary, ITR Cell, F&S Department,
7. The Special Secretary, Procurement Cell, F&S Department,
8. The CEO, CONFED,
9. The District Controller, F&S (all except Kalimpong)
10. The Branch Manager, NAFED,
11. The P.S. to the Hon'ble MIC, F&S Department,
12. The P.S. to the Hon'ble MoS, F&S Department,
13. The President Bengal Rice Mills Association,
14. The President West Bengal Rice Mill Owner's welfare Association.


19/09/2025

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

Any further correspondence or communication in reference to this communication should be addressed to the signing authority and sent to email ID: proccell.fs-wb@bangla.gov.in