

PROCUREMENT OF PADDY

Procurement of Paddy is the base/ the backbone of the entire public distribution system. Arrangement of foodgrain (rice) became the sole responsibility of the State since 1997 when it was declared as a 'Decentralised Procuring State'.

Since then, the State is procuring its entire requirement of rice in PDS on its own through the active involvement and participation of the field level officers in District, Sub-Division and Blocks. In this journey since inception, the modus operandi of procurement underwent a sea change during the KMS 2015-16. Earlier rice was procured from the Rice Mills through Levy System, when it was the obligation of the rice mills to give a mandated percentage of their production as levy to Government under the purview of 'Levy Control Order'.

Consequently, responsibility of field level officers increases manifold for successful implementation of one of the paramount schemes of the Government - 'PADDY PROCUREMENT'.

CMR Control Order, 2015 along-with the Procurement Order for a specific KMS are the guiding force of paddy procurement process. All these Orders are well circulated and well-read by and among the WBF&SS officers. Hence, rather than going into the nitty-gritties of the orders, we will deliberate over the following points

Objective: To make it across to the trainees the role and responsibilities of field officers in the procurement process.

Purpose of the Training: To equip officers with the knowledge of the paddy procurement system, processes, and best practices.

Importance of Paddy Procurement: To explain the significance in ensuring food security, fair pricing for farmers, and maintaining the supply chain.

In the following chapters of this segment of the Training Booklet we have tried to peep in to all the relevant features of procurement one by one:

First, by indexing all the relevant clauses of the procurement order and locating the relevant Govt orders.

Second- the process flow of portal

Thirdly- Major issues emerge through learning process from and to the Dias.

Needless to say, these are not at all exhaustive. Learning swimming in a training center, and enjoying the same in open waters alone is completely different. As all the participants are already in the vast Pool of PDS and Procurement, both the end will be enriched sharing their experience. Hence the Department *has, therefore, kept all its doors open to let the air from the field come in with all its freshness and vitality.*

Thanks

I. Overview of the Procurement System

Role of Government Agencies:

DCFS (District Controller of Food and Supplies): Supervises procurement at the district level.

SCFS (Sub-Divisional Controller of Food and Supplies): Manages procurement at the sub-divisional level.

Other Key Agencies: Different CMR Agencies, guided by DCFS as well as the DLMC.

MSP (Minimum Support Price): Introduction and significance.

Procurement Centers: Types and their role in facilitating smooth procurement.

II. Detail Procurement Process

Step 1: Announcement of Minimum Support Price (MSP)

Government's role in setting the price - Prior to start of any Kharif Marketing Season (KMS), rather before the upcoming sowing season of the staple crops, Union Government in consultation with all the procuring State Government fixes the MSP of different Crops including paddy, through its Apex body '**Commission for Agricultural Costs and Prices**' (CACP).

Incentive over and above MSP – After having the Notification of MSP, the States may declare any incentive over and above MSP with approval of the State Cabinet.

The Importance of Minimum Support Price (MSP) for Farmers

The Minimum Support Price (MSP) is a crucial benchmark for farmers, enabling them to estimate potential revenue. Declaring the MSP before the sowing season provides several key benefits:

- **Price Protection:** MSP safeguards farmers from selling crops at extremely low, distress prices.
- **Price Stabilization:** MSP contributes to stabilizing agricultural product prices, which also benefits consumers.
- **Production Incentive:** MSP encourages increased agricultural production by guaranteeing a fair price for farmers' crops.
- **Food Security:** MSP promotes food security by incentivizing the production of staple crops.
- **Reduced Import Dependence:** MSP helps decrease reliance on imports by encouraging domestic production of staple crops.
- **Rural Economic Stimulus:** MSP injects financial resources into rural areas.

Ensuring MSP, especially for small and marginal farmers, is a primary objective of the Paddy Procurement scheme. This underscores the importance of field-level officers like the District Controller of Food and Supplies (DCFS) and the Sub-Divisional Controller of Food and Supplies (SCFS).

Step 2: Setting Up Procurement Centres: The Role of DCFS and SCFS

The establishment of efficient procurement centres is vital for successful paddy procurement.

- **Location Selection:** The SCFS at the Sub-Division level and the DCFS at the District level, in consultation with stakeholders under the Sub-Divisional Level Monitoring Committee (SDLMC) and District Level Monitoring Committee (DLMC), are responsible for selecting locations for Central Procurement Centres (CPC), mobile CPCs (mCPC), and engaging paddy procuring bodies (PPS) like PACs, SHGs, PAMS, LAMPS etc. This should ideally be completed well before the next Kharif Marketing Season (KMS), preferably by July-August.
- **Oversight of Setup and Operations:** The DCFS and SCFS are responsible for overseeing the setup and operations of these centres. This includes ensuring all infrastructural requirements, such as network connectivity, are in place by August of the preceding KMS. They are also responsible for ensuring that necessary manpower is trained accordingly.

Step 3: Flowchart of the Procurement Process:

FARM to PLATE

Both KB & Non KB farmer may register at any PC/through portal/ at BSK/ on his own update of farmer can only be done at CPC Detail of farmers are verified through system and they treated as Registered farmer Registered farmer can schedule slots for selling their Approved PPS shall produce at any PC. Bring paddy on pre-scheduled date schedule camp 7-30 and can sell paddy through biometric authentication days prior to camp date Purchase official procure paddy after



verifying the genuinity of the farmer. Purchase official send procured paddy to prior tagged rice mills online on the same date of procurement Rice mill shall submit offer online and deliver CMR to the tagged godown after having RRO

Step 4: Quality Inspection of Paddy

Quality Standards and Inspection Process

- **Public Awareness:** Intense publicity campaigns, utilizing local languages and involving all stakeholders, should educate farmers about Fair Average Quality (FAQ) paddy specifications, including moisture content limits and acceptable grain quality (clean and free from foreign matter). Block Level Monitoring Committees should lead these efforts, sensitizing local elected representatives as well, to prevent complications during procurement. Locally accepted cleaning processes can be practiced.
- **Inspection Tools:** All available tools and equipment at purchase centres must be in active and certified condition. Post-procurement, the quality and quantity of procured paddy should be closely monitored through regular inspections at rice mills.

Step 5: Weighing and Acceptance

- **Calibration:** Weighing scales and weighbridges (where available) should be checked and calibrated at least twice during the Kharif Marketing Season (KMS): once in September and again at a convenient time, preferably in March or April.
- **Training:** Purchase officers should be trained on the proper handling of weighing scales to prevent discrepancies in weight measurements.

Step 6: Payment to Farmers

- **Payment Tracking:** Sub-Divisional Controllers of Food and Supplies (SCFS) should monitor payment timelines within their sub-divisions and regularly report any deviations to the District Controllers of Food and Supplies (DCFS) for resolution.
- **Payment Transparency:** While farmer bank accounts are verified during registration, manual verification of payments to the actual farmer through portal-generated Management Information System (MIS) reports is recommended to prevent system errors.

Step 7: Storage and Distribution

- **Storage Guidelines:** DCFS and SCFS should have a thorough understanding of paddy storage guidelines for both rice mills and Central Marketing Region (CMR) godowns.
- **Regular Inspections:** Regular training should be provided to rice mill and godown inspectors. Every rice mill and storage depot should be regularly inspected, and appropriate measures taken to ensure the quality and quantity of subsidized food grains.
- **Security:** Security measures should be enforced at both purchase centers and storage points. Any deviations should be immediately reported to the concerned authority.

III. KEY SUBJECT AND RELEVANT ORDERS –

A. Procurement ORDER-

Sl. No.	Subject	Memo No.	Date
1	Policy and Guidelines for procurement of paddy from farmers at MSP during KMS 2024-25	3901-FS	9/27/2024

B. West Bengal CMR Control Order

Sl. No.	Subject	Memo No.	Date
1	WB CMR (Obligation & Control) Order, 2015	3774-FS	12/30/2015

C. Proposed TARGET -

Sl. No.	Subject	Memo No.	Date
1.	Proposed District wise target for procurement of paddy in Central Pool/ State Pool for KMS 2024-25	3901-FS	9/27/2024
2.	Month wise & District wise target for procurement of paddy in Central Pool/ State Pool for KMS 2024-25 for the period from November, 2024 to June, 2025	3901-FS	9/27/2024

D. Notification of CPC and mCPCs-

Sl. No.	Subject	Memo No.	Date
1.	Notification of District wise & Block wise name and location of 530 nos. of CPCs	No. I/547147/2024	8/13/2024
2.	Notification of District wise & Block wise name and location of 84 nos. of CPCs	No. I/551308/2024	8/28/2024
3.	Partial modification of notification I/551308/2024 dated 28.08.2024 relating to location changes of 4 CPCs	No. I/552697/2024	8/30/2024
4.	Notification of District wise & Block wise name and location of 04 nos. of CPCs	No. I/562537/2024	9/24/2024
5.	Notification of District wise & Block wise name and location of 01 CPC	No. I/571579/2024	10/30/2024
6.	Notification of District wise & Block wise name and location of 01 CPC	No. I/573783/2024	11/12/2024
7.	Notification on change of location of 4 CPCs	No. I/573782/2024	11/12/2024
8.	Notification of District wise & Block wise name of 99 nos. of Mobile CPCs	No. I/547699/2024	8/14/2024
9.	Notification of District wise & Block wise name of 77 nos. of Mobile CPCs	No. I/551310/2024	8/28/2024
10.	Notification of 3rd Phase of District wise & Block wise name of 02 nos. of Mobile CPCs	No. I/562536/2024	9/24/2024
11.	Notification of District wise & Block wise name of 01 Mobile CPC	No. I/571589/2024	10/30/2024

E. Relevant Proformas: -

Sl. No.	Subject	Memo No.	Date
1.	Proforma of Self-Declaration to be received from the Farmer whose land records are yet to be updated in the “Krishakbandhu” database (English & Bengali)	4511-FS	10/16/2023
2.	Proforma of Self-Declaration to be received from a Share-Cropper/Bhagchasi (English & Bengali)	4511-FS	10/16/2023
3.	Format of Bi Partite Agreements BA-I, II & III for KMS 2024-25	3901-FS	9/27/2024

F. Uniform Specification of Paddy and Rice

Sl. No.	Subject	Memo No.	Date
1	Uniform specifications of paddy, rice, coarse grains and 06 minor millets for KMS 2024-25 for Central Pool	No. 8-1/2022-S&I	9/13/2024

G. Notification regarding 03 Member Committee.

Sl. No.	Subject	Memo No.	Date
1.	Notification regarding three-member committee to monitor any dispute regarding quality of paddy	4014-FS	9/26/2019
2.	Notification regarding Three committee relating to quality of CMR at State Depot	4313-FS	11/13/2019

H. Notifications on Responsibilities of CMR Agencies

Sl. No.	Subject	Memo No.	Date
1.	Arrangement of QC equipment by CMR Agencies	5369-FS	12/6/2023
2.	Notification on responsibilities of CMR agencies	4015-FS	9/26/2019

I. Guideline on Rice Mill Tagging

Sl. No.	Subject	Memo No.	Date
1.	Guideline on Rice Mill tagging	No. I/485174/2024	2/15/2024
2.	Revised order on tagging of Rice Mills	No. I/586235/2024	12/13/2024

J. Godown related Orders

Sl. No.	Subject	Memo No.	Date
1.	G.O. on Hiring of Private Godowns	2713-FS	8/29/2017
2.	G.O. regarding SOP of Godowns operation	01-FS	1/3/2022
3.	Ammendment on G.O. regarding SOP of Godowns operation	3913-FS	9/20/2023

K. Colour coding of gunny bags and approved level of Fortified rice

Sl. No.	Subject	Memo No.	Date
1.	Colour coding of Gunny Bags to facilitate identification of crop year of stock for KMS 2023-24	F No.15(1)/2012-Py-III (367559)	2/19/2024
2.	Approved "LEBEL" for Fortified Rice Bag	768-FS	3/4/2022

L. Bank Guarantee Related Orders

Sl. No.	Subject	Memo No.	Date
1.	Order on Bank Guarantee to be submitted by Rice Mills and related matters	4219-FS	10/30/2024
2.	Extension of relaxation in Paddy Holding Limit on the Bank Guarantee submitted by Rice Mills.	4980-FS	12/24/2024
3.	Bank Guarantee to be submitted by Rice Mills and related matters	No. I/590819/2024	12/27/2024

M. Order for keeping manual records

Sl. No.	Subject	Memo No.	Date
1.	Order on keeping manual records at purchase centers	No. I/575339/2024	11/18/2024

N. Order on roles and functions of mCPC, PPS

Sl. No.	Subject	Memo No.	Date
1.	Order on role, functions and operation of Mobile CPC and PPS	No. I/576210/2024	11/19/2024

O. Order on empanelment of Rice Mills

Sl. No.	Subject	Memo No.	Date
1.	Order on empanelment of Rice Mills for custom milling of paddy for KMS 2024-25 that delivered CMR beyond last scheduled date	No. I/582546/2024	12/5/2024

P. SOP & Order for verification of documents and stock of rice mills

Sl. No.	Subject	Memo No.	Date
1.	Order on verification of statutory documents and electricity consumption by the empanelled Rice Mills	No. I/580767/2024	11/29/2024
2.	SOP regarding inspection and physical stock verifications of Rice Mills	No. I/580854/2024	11/30/2024

Q. Different level Monitoring Committees

Sl. No.	Subject	Memo No.	Date
1.	Constitution, functions and responsibilities of District level Monitoring Committee and Sub-Divisional level Monitoring Committee on procurement of paddy and delivery of CMR	No. I/586230/2024	12/13/2024
2.	Constitution, role and responsibilities of Block level Monitoring Committee on procurement of paddy	No. I/586242/2024	12/13/2024

IV. Usages of different online modules in procurement portal: -

Name of Module	Who can use this module	Device/Portal	URL/Path	Brief Description
Mapping of ePop Device	DCF&S	Portal epaddy.wb.gov.in	ePoPMgmt->ePoP Mapping	Unless a device is tagged with any purchase centre, it cannot perform/function
Mapping of ePop Device of other district	DCF&S	Portal epaddy.wb.gov.in	ePoPMgmt-> Inter District Transfer	If a device is being used in another district, then this facility should be used
Weighing Scale	PO/DO	Portal epaddy.wb.gov.in	ePoPMgmt-> Weighing Device	Details of weighing device should be uploaded
Farmer Registration	Self PO/DO in their login	Portal epaddy.wb.gov.in ePoP Device	Farmer Mgmt-> Farmer Registration	Farmers can register themselves by using this link

Name of Module	Who can use this module	Device/Portal	URL/Path	Brief Description
Farmer Profile	Self DCF&S, SCF&S	Portal epaddy.wb.gov.in ePoP Device	Farmer Mgmt-> Farmer Registration	Status of Farmer's Registration can be seen/ checked
Locate Your Purchase Centre	Self DCF&S, SCF&S PO/DO	Portal epaddy.wb.gov.in ePoP Device	Dashboard	Farmers are able to know the details of PPS/mCPC camps Als, farmers can fix slot
Rice Mill Tagging	DCF&S District Managers of CMR Agencies	Portal epaddy.wb.gov.in	Rice Mill Mgmt-> RM Tagging	To tag rice mills with Purchase Centres, which is mandatory
RM Document Verification	DCF&S	Portal epaddy.wb.gov.in	Rice Mill Mgmt-> RM Document Verification	To verify and approve updated documents by rice mills
BG Management	DCF&S	Portal epaddy.wb.gov.in	Rice Mill Mgmt-> BG Management	Initial verification of the BG
BG Verification	DCF&S	Portal epaddy.wb.gov.in	Rice Mill Mgmt-> BG Verification	To verify and cross-check the BG uploaded by the Bank by contacting the Bank
User Management	DCF&S	Portal epaddy.wb.gov.in	User Management-> User Access	Access control of officers under his control
BA-I/II/III Uploading	DCF&S/ District Manager of CMR agencies	Portal epaddy.wb.gov.in	Activities-> BA-I with Rice Mill	To Upload Agreement with rice Mill or Society, as the case may be
DLMC MOM Upload	DCF&S	Portal epaddy.wb.gov.in	Activities-> DLMC MOM Upload	To upload the MOM of DLMC Meeting
Inspection File Upload	DCF&S/ SCF&S/ ADCF&S	Portal epaddy.wb.gov.in	Activities-> Inspection File Upload	To upload the inspection report to the portal on regular basis
Employee Master (Mobile eKYC)	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	User Management	To enter and update details of PO, DO under his jurisdiction and also tagging with the PO/DO with the PC
Employee Master	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	User Management	
Employee User Mapping	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	User Management	
Employee Master (Update)	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	User Management	

Name of Module	Who can use this module	Device/Portal	URL/Path	Brief Description
Infrastructure	PO/DO of CPCs	Portal epaddy.wb.gov.in	Centre management	To update infrastructural status of CPCs
Camp Schedule	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	Centre management	Uploading camp schedule of mCPCs or PPSs
Camp Schedule Cancellation	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	Centre management	Cancelling camp schedule of mCPCs or PPSs, if no slot is booked
Centre Suspension	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	Centre management	Suspending a PC for the time being
Centre Reactivation	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	Centre management	Revoking suspension of a PC
Centre wise Paddy Target Allotment	DCF&S/ District Manager of CMR Agencies	Portal epaddy.wb.gov.in	Centre management	Allocating paddy target against a PC
Pool Mapping		Portal epaddy.wb.gov.in		
GPS Location of Rice Mill	DCF&S	Portal Epaddy1.wb.gov. in	Activities-> Rice Mill LatLng	To fix GPS Location of Rice Mills
Sending farmer payment to upper level	DCF&S	Portal Epaddy1.wb.gov. in	Payment Recommendation	DCF&S can send transaction to higher level even if paddy is not despatched
Disposing Returned Transactions (2024-25)	PO	epaddy.wb.gov.in	Farmer Management -> Bank Validation	To dispose returned transactions which are available in the login of PO for KMS 2024-25
Disposing Returned Transactions (2024-25)	Accounts Officer	epaddy1.wb.gov. in	By logging in to the KMS 2023-24	To dispose returned transactions which are available in the login of PO for KMS 2023-24
Disposing Returned Transactions (2022-23 or before)	PO	epaddy1.wb.gov. in	Bank Validation-> Bank validation by logging in to the particular KMS	To dispose returned transactions which are available in the login of PO for KMS 2022-23 or before
Add Land	PO/DO	ePoP Device		KB farmers are allowed to add more land if it is not listed in their KB Account although existing in L&LR

Name of Module	Who can use this module	Device/Portal	URL/Path	Brief Description
Fixing Emergency Schedule	PO/DO	ePoP Device		Upto 10 Emergency Schedule can be fixed
Adding Authorised Representative by Rice Mills	Rice Mill	epaddy.wb.gov.in	Procurement Centre Management-> RM Employee Procurement Centre Management-> Tagging To Centre	Rice Mill should enter his representative details and then tag him to centre(s)
Uploading BG by Rice Mills	Rice Mill	epaddy.wb.gov.in	Procurement Centre Management-> Bank Guarantee	Rice Mill should upload details of BG into the portal
Vehicle Tagging	Rice Mill	epaddy.wb.gov.in	Procurement Centre Management-> Enter Registration Vehicle	Uploading details of vehicle for verification through ULIP portal
De-Linking of Aadhaar, Bank Account, EPIC, KB	PO/DO o	ePoP Device		To de-link Aadhaar/EPIC/ Bank A/c/ KBID already tagged with a wrong farmer
Disposal of Application of New Rice Mill- Initial stage	DCF&S	Portal epaddy1.wb.gov.in	Requested Rice Mill-> New Rice Mill	When a NEW Rice Mill applies for the first time, DCF&S uses this module to provide him user ID & Password
Disposal of Application of New Rice Mill- After generating user credentials	DCF&S	Portal epaddy1.wb.gov.in	Requested Rice Mill-> Rice Mills who have uploaded documents	A new rice mill, when after getting user credentials, upload documents for getting empanelled
Paddy Purchase	PO of PPS or CPC or mCPC	ePoP Device		From farmer, to purchase paddy from farmers who have booked slots
Paddy Despatch	PO/DO of PPS or CPC or mCPC	ePoP Device		To despatch paddy to the tagged Rice Mill

V. Various MIS report: -

ePoP Management

1. ePoP Mapping
[To view the status e-PoP Device Registration]
2. ePoP Mapping Report
[To view the status of active centres vis-à-vis mapped e-PoP devices]
3. Device Users Login Report
[To view the users logged in any given date]

Farmer Registration and paddy sale Related Report

1. Farmer Sold Paddy report: -
[To view the details of Agency-wise farmers who sold paddy]
2. BDO Disposal Report (Not Sent to EO)
[To view Block-wise Pending disposal Report]
3. BDO Approval Pending Report
[To view the status of pendency in the login of BDO]
4. EO Recommendation Pending Report
[To view the status of pendency in the login of EO]
5. Procurement Centre wise Registration Count
[This report can be filtered on the basis of a. District, b. Agency and c. Season.
It will help us to PC-wise application submitted for farmer registration.]
6. Registered and Active Farmers Report
[Status of farmer registration can be viewed]

Centre Management

1. Procurement Centre's Detail Report
[To view the details of PC, including details of PO in drilled- down manner]
[Report can be generated by selecting the (a) Centre Type & (b) Agency]
2. Centre Creation Report
[Centre Name (s) can be seen by using this report]
3. Center Infrastructure Report
[The report will show the details of CPCs where infrastructure reports were uploaded]
4. No. of CPCs Registered–
Weighing Device Report

Paddy Procurement and Paddy Despatch Report: -

1. Despatch Transaction Report
despatched paddy quantity and paddy despatch date can be seen]
2. Procurement and Despatch Report
[This is a detailed report regarding paddy procurement and paddy despatch. Report can be generated by filtering the following parameters: -a. Selecting Date range, b. Pool (CP/ SP). This report is a drilled-down one. Report can have generated – Centre-type wise, Agency wise and PC-wise.]
3. State Procurement Transaction Report
[By selecting date range, this detailed report can be generated in drilled-down manner.
a. Centre-wise Registration, b. paddy procurement, c. no. of farmers who sold paddy and d. paddy despatch quantity can be ascertained.]
4. RM Wise Paddy Despatched Report
RM wise and Agency wise cumulative paddy despatched report
5. RM Wise Pool Wise Agency wise Centre type wise paddy despatch, rice offer and delivery report
6. District wise Rice Mill BG and CMR Details Report
[1. District wise Rice Mill-status of BG, Paddy Holding Limit can be ascertained]
[2. By clicking on the link of the amount of BG submitted, the Category of the rice mill can be seen]
7. PC wise Paddy Despatch report

Inspection Report Upload

1. Inspection Report Upload (Location Based)
Inspection Report can be viewed and downloaded by selecting the centre by drill-down manner
2. Inspection Report Upload (User Based)
Inspection Report can be viewed and downloaded by selecting the user by drill-down manner

CPU Disposal Report

1. Status of Pending CPU Disposal Cases
Reflects the status of pending cases at the end of CPU users
2. Status of Pending CPU Nodal Disposal Cases
Reflects the status of pending cases at the end of Nodal officers of CPU

Camp Schedule and Farmer Schedule Report

1. Camp Schedule Report
[By selecting a date-range, district-wise, Agency-wise and Centre-type wise report can be generated.]
2. Farmer Schedule Report
[By selecting date range, this drill-down report can show district-wise and Agency-wise report of farmer's schedule]

Rice Mill Empanelment & Bipartite Agreement

1. Rice Mill Empanelment Report
[This is the status report of existing rice mills who expressed willingness to work in the present KMS]
2. Bipartite Agreement Report
[Status of BA-I, BA-II and BA-III Agreement can be seen in drilled-down manner]

PPS Enrolment

1. PPS Enrolment Report
[Report regarding status of PPS enrolment can be seen.]
2. PPS Enrolment Sentbox
[Status of PPS Enrolment applications can be seen]

Tagging of Rice Mill & BG Report

1. Rice Mill Tagging Report
This MIS can be generated in 2 parts: -
 - a. Procurement Centre wise Report-
[It is a drilled-down Block-wise, Procurement Centre-wise Rice Tagging report can be seen]
[By clicking on any centre, all the rice mills and their allotted marks can be seen and thus the tagging status can be assessed]
 - b. Rice Mills tagged-
[It is also a drilled-down Report. Rice Mill-wise tagged centres with date can be seen]
2. View BG Details
[Report regarding submitted BG details of Rice Mills can be seen]

3. RM Tagging
[Report regarding rice mill, their submitted BG and category]

Status of Farmer's Payment

To view status of farmer's payment: -
(epaddy1.wb.gov.in portal-) Report-> Farmer Transaction Status

VI. Roles and Responsibilities of Field Officers

DCFS:

- Supervision and coordination of procurement activities.
- Monitoring registration, scheduling and documentation.
- Ensuring compliance with quality standards.
- Managing disputes and farmer grievances.

SCFS:

- Direct supervision of procurement activities at the sub-divisional level.
- Assisting farmers in understanding the process.
- Reporting and documentation.
- Ensuring timely reporting to DCFS.

VII. Challenges in Paddy Procurement

Challenges Faced by Farmers:

- Delays in payments.
- Quality issues.
- Difficulty in reaching procurement centers.

Challenges Faced by Officers:

- Managing large volumes of paddy.
- Ensuring quality control.
- Dealing with discrepancies in registrations or payments.

Strategies for Overcoming Challenges:

- Streamlining communication with farmers.
- Efficient handling of documents and records.
- Regular audits and checks.

VIII. Best Practices for Efficient Procurement:

- Efficient Registration Process:
- Tips for accurate data collection.
- Training and awareness programs for farmers.
- Training and awareness programs for other stakeholders.

IX. Quality Control Best Practices:

- Regular checks of tools and equipment.

- Ensuring quality inspection is impartial and systematic.

X. Best Practices for farmer payment:

- Timely Payment Processing:
- Coordinating with banks for swift payment transfer.
- Transparent payment records.

XI. Reporting and Documentation

- Beside system generated MIS reports manual Record-Keeping is required
- Proper documentation for transparency and accountability.
- Reporting to higher authorities.

Types of Reports to Maintain:

- Daily procurement reports.
- Farmer registration logs.
- Camp scheduling logs.
- Farmer scheduling logs.
- Quality control logs.
- Payment records.

XII. Common Mistakes and How to Avoid Them

- Mistakes in Documentation: Inaccurate farmer details, incomplete records.
- Mistakes in Payment Processing: Delayed payments, incorrect amounts.
- Mistakes in Quality Inspection: Inconsistent quality checks, overlooking impurities.

How to Avoid Them:

- Regular training for staff.
- Clear instructions and guidelines.

This content would serve as a comprehensive guide for field officers, helping them understand their roles and ensuring smooth paddy procurement operations.

Path for viewing MIS and usages of different online module in procurement portal may vary from time to time.