



Government of West Bengal  
Food & Supplies Department  
Khadyashree Bhawan  
11 A, Mirza Ghalib Street, Kolkata-700087  
<https://food.wb.gov.in>



File No. FS/Sectt./Sup/4M- 30/2022 (Pt- II)

No.: 5623

Dated: 01/12/2025

**ORDER**

**Subject: Implementation of Uniform Batch Number format in I&QC Module.**

In order to prevent erroneous or duplicate entries of Batch Numbers during in-house testing and challan generation in the Supply Chain Portal, a uniform Batch Number format for all empanelled Flour Mills is hereby introduced.

A standardized Batch Number format has been adopted in the I&QC Module of the Supply Chain Portal.

The approved Batch Number format is: **MMMYXX** (Where MMM = 3-letter Month Code, YY = last two digits of the year, XX = 2-digit running serial number for the respective month.)  
Example: "NOV2501". *[An annexure of month code (MMM) in 3 digits is enclosed herewith]*

All empanelled Flour Mills must be informed and sensitized about the revised Batch Number format to ensure correct printing on packets and smooth operational transition. The Directorate of DDP&S, Directorate of Rationing, all DCF&S & DDR/JDR offices, and other relevant stakeholders shall ensure wide communication of this instruction.

This is issued with the approval of the competent authority.

  
01/12/2025  
Sr. Deputy Secretary  
to the Govt. of West Bengal

Memo No. 5623- 1(4)/FS/Sectt./ Sup/4M- 30/2022 (Pt- II)

Date: 01/12/2025

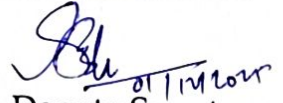
Copy forwarded for information and necessary action to:

1. The Senior Special Secretary, Food & Supplies Department.
2. The Special Secretary (IT & Reforms), Food & Supplies Department.
3. The Director, Directorate of DDP&S/Rationing/Consumer Goods/I&QC.
4. The DCF&S, DDR/ JDR (All).

  
01/12/2025  
Sr. Deputy Secretary  
to the Govt. of West Bengal

**ANNEXURE- I**

| Sl. No. | Month     | 3-Letter Month Code |
|---------|-----------|---------------------|
| 1       | January   | JAN                 |
| 2       | February  | FEB                 |
| 3       | March     | MAR                 |
| 4       | April     | APR                 |
| 5       | May       | MAY                 |
| 6       | June      | JUN                 |
| 7       | July      | JUL                 |
| 8       | August    | AUG                 |
| 9       | September | SEP                 |
| 10      | October   | OCT                 |
| 11      | November  | NOV                 |
| 12      | December  | DEC                 |

  
Sr. Deputy Secretary  
to the Govt. of West Bengal



## SOP for Unique Batch Number Generation by Flour Mill



Ver. 1.0

Release Date: 27.11.25

### Requirement:

- At present, flour millers are allowed to print the Batch Number on the bag as per their own choice and subsequently enter the same in the portal. It has been observed that the same Batch Number is sometimes used multiple times, resulting in system errors. Therefore, a process for automatic generation of a Unique Batch Number in specific format by the system itself has now been adopted.



# SOP for Unique Batch Number Generation by Flour Mill



Ver. 1.0

Release Date: 27.11.25

## Flour Mill Login

First Flour Mill authority shall enter their User name & password.

Home

Please don't share password and OTP with anyone. Use only your own Mobile number and personal email id which is not accessible to anyone. Unauthorised access to anyone through OTP will be your responsibility.

Login

FMILL\_339\_3

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TSNGJ Enter Captcha

[Forgot/Change Password?](#)

Login





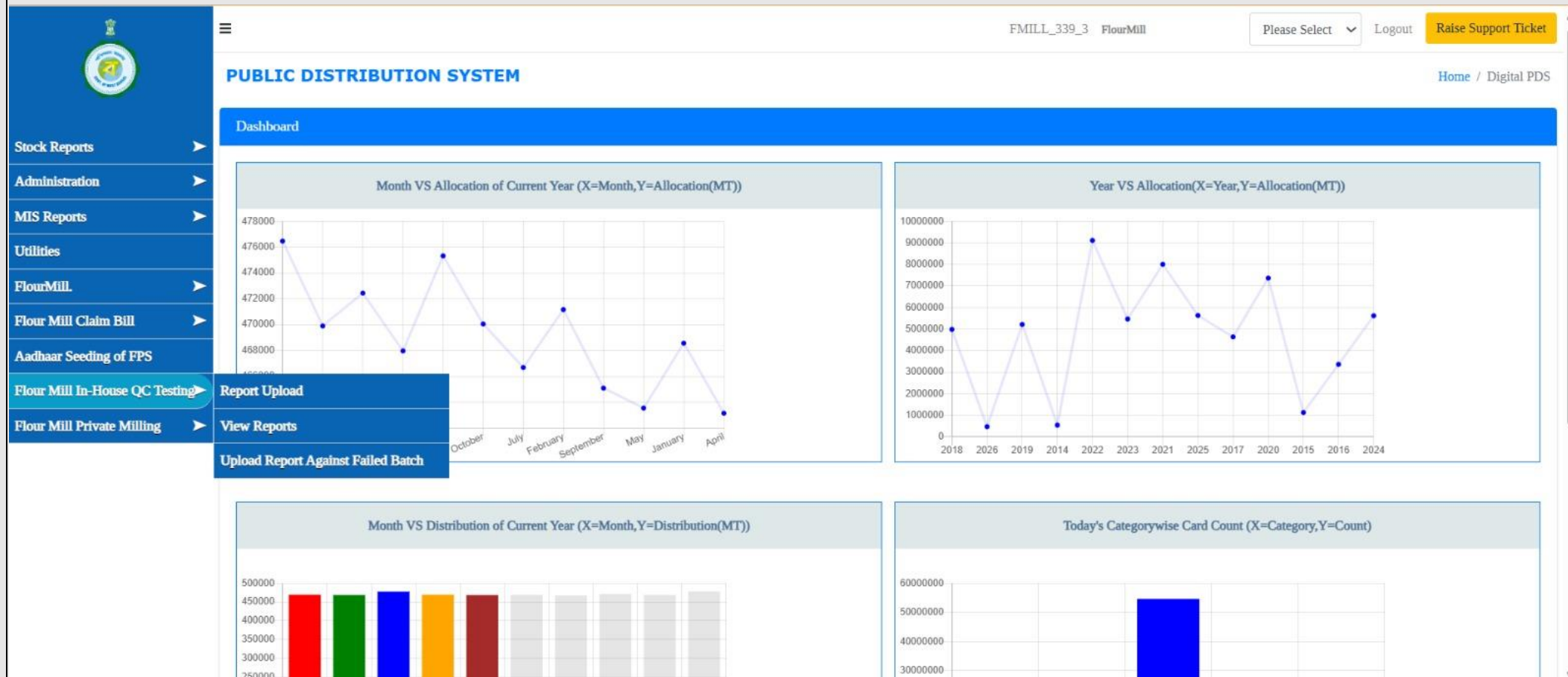
# SOP for Unique Batch Number Generation by Flour Mill



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Then, 'Report Upload' tab of 'Flour Mill In-House QC Testing' option to be selected.





# SOP for Unique Batch Number Generation by Flour Mill



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Next, in the Sample Collection page Unique Batch Number shall be automatically populated.

- Stock Reports
- Administration
- MIS Reports
- Utilities
- FlourMill
- Flour Mill Claim Bill
- Aadhaar Seeding of FPS
- Flour Mill In-House QC Testing
- Flour Mill Private Milling

FMILL\_339\_3 FlourMill

Please Select Logout Raise Support Ticket

## Flour Mill Sample Collection for [Lakshmi Narayan Agro Food Products] :]

Please Select District OfficeDCFS-BANKURA

Please Select CommodityAAY(NFSA)-ATTA

Allocation Month12

Allocation Year2025

| ATTA Allocation(Qntl) | Lifting(Qntl) | Testing Passed Qty | Delivery(Qntl) | Available Qty For Testing (Allocation-Testing) |
|-----------------------|---------------|--------------------|----------------|--|
| 4105.13050            | 4105.13050    | 1643.50000         | 1254.00000     | 2461.63050                                     |

Batch No\*

DEC2510

Date of Production

27-11-2025

Quantity Involved (In Qntl)\*