



Ver. 1.0

Date of Release: 23.09.25

In [www.epaddy1.wb.gov.in](http://www.epaddy1.wb.gov.in) there is a facility for update of milling capacity of a Rice Mill in the login of the Director, DDP&S.

Towards simplification of the process and to enable the officials to work in a single website in this regard, the facility has been developed anew with further refinement in [www.epaddy.wb.gov.in](http://www.epaddy.wb.gov.in).

The process flow will be as following:

## DCF&S Login

1. The DCF&S will go to menu Rice Mill Management > Milling Capacity Update. The page as shown below will open. The DCF&S will select the Rice Mill from drop-down list.

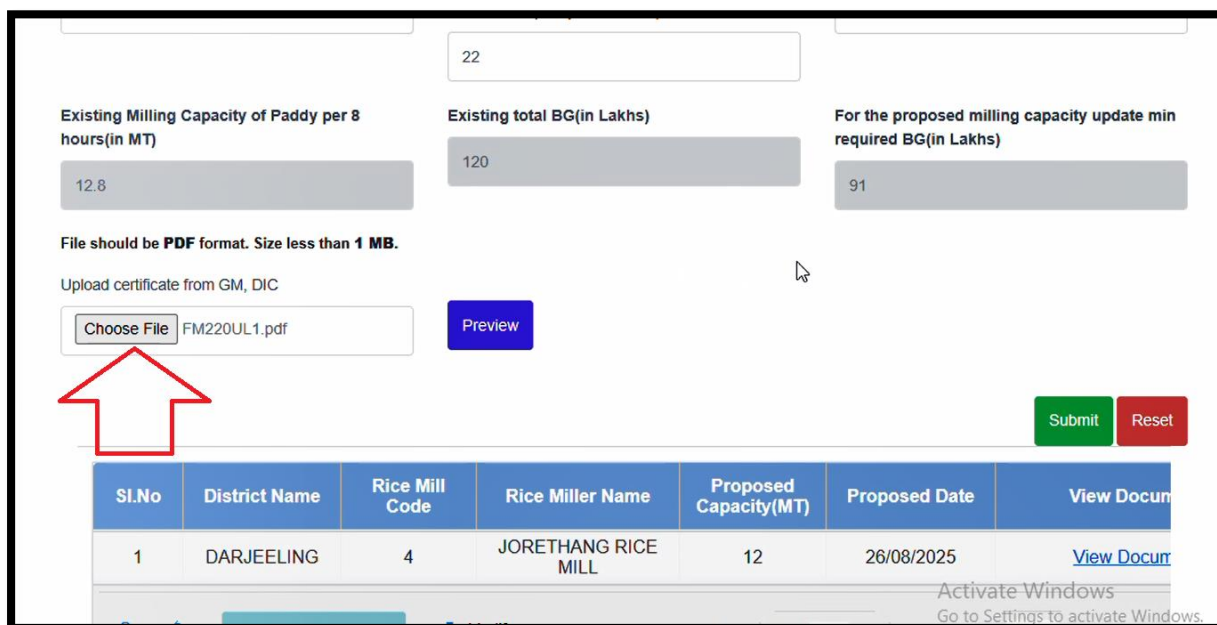
2. Since a Rice Mill has to submit BG commensurate with its milling capacity, the maximum milling capacity (per shift) allowed as per existing BG amount will be shown. The DCF&S will enter a quantum less than or equal to the same. He will also type in his remarks in support of the proposed update.

|                                                                                  |                                                                                       |                                                                                    |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <h2 style="margin: 0;">SOP for<br/>Update of Milling Capacity<br/>of a Rice Mill</h2> |  |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

Ver. 1.0

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3. Next, he will upload a scanned copy of the milling capacity certificate issued by the GM, DIC. After upload he can click on 'Preview' to check whether he has uploaded the correct document or not.



Existing Milling Capacity of Paddy per 8 hours(in MT): 12.8

Existing total BG(in Lakhs): 120

For the proposed milling capacity update min required BG(in Lakhs): 91

File should be **PDF** format. Size less than **1 MB**.

Upload certificate from GM, DIC

Choose File: FM220UL1.pdf

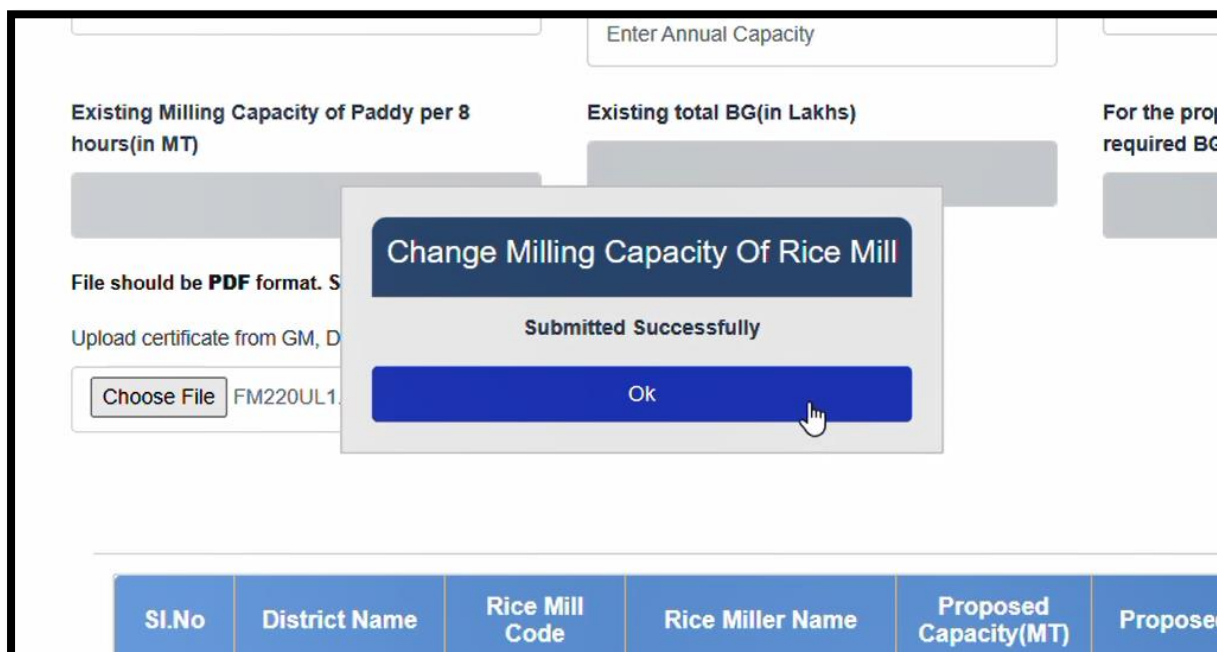
Preview

Submit Reset

| SI.No | District Name | Rice Mill Code | Rice Miller Name    | Proposed Capacity(MT) | Proposed Date | View Document                 |
|-------|---------------|----------------|---------------------|-----------------------|---------------|-------------------------------|
| 1     | DARJEELING    | 4              | JORETHANG RICE MILL | 12                    | 26/08/2025    | <a href="#">View Document</a> |

Activate Windows  
Go to Settings to activate Windows.

4. On clicking 'Submit' button the proposal will be submitted to the Director, DDP&S.



Enter Annual Capacity

Existing Milling Capacity of Paddy per 8 hours(in MT):

Existing total BG(in Lakhs):

For the proposed required BG:

File should be **PDF** format. S

Upload certificate from GM, D

Choose File: FM220UL1.

Change Milling Capacity Of Rice Mill

Submitted Successfully

Ok

| SI.No | District Name | Rice Mill Code | Rice Miller Name | Proposed Capacity(MT) | Proposed |
|-------|---------------|----------------|------------------|-----------------------|----------|
|-------|---------------|----------------|------------------|-----------------------|----------|

|                                                                                  |                                                                    |                                                                                    |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <h2>SOP for<br/>Update of Milling Capacity<br/>of a Rice Mill</h2> |  |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|

Ver. 1.0

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5. All the submitted proposals with their current status can be checked in the following grid at the bottom of the same page.

File should be **PDF** format. Size less than **1 MB**.

Upload certificate from GM, DIC

[Choose File](#) FM220UL1.pdf

[Submit](#) [Reset](#)

| Rice Miller Name        | Proposed Capacity(MT) | Proposed Date | View Document                 | Status  | Approved Date |
|-------------------------|-----------------------|---------------|-------------------------------|---------|---------------|
| ETHANG RICE MILL        | 12                    | 26/08/2025    | <a href="#">View Document</a> | Pending |               |
| GANAPATI MINI RICE MILL | 22                    | 26/08/2025    | <a href="#">View Document</a> | Pending |               |

Page 1 of 1

View 1 - 2 of 2

## Director, DDP&S Login

6. The Director in menu Rice Mill Management > Milling Capacity Update can find all proposals sent by DCF&Ss. He can filter the proposals by selecting district (optional).

Search menus...

- Dashboard
- Home
- e-POP Mgmt
- Farmer Management
- CPU Mgmt
- BDO Mgmt
- Jute Mgmt
- Procurement Centre Management
- Rice Mill Mgmt
- BG Mgmt
- User Management
- System Configuration

### Change Milling Capacity Of Rice Mill

District

--select--

| Sl.No | District Name | Rice Mill Code | Rice Miller Name        | Proposed Capacity(MT) | Proposed Date | Existing Total BG(in Lakhs) |
|-------|---------------|----------------|-------------------------|-----------------------|---------------|-----------------------------|
| 1     | DARJEELING    | 4              | JORETHANG RICE MILL     | 12                    | 26/08/2025    | 80                          |
| 2     | DARJEELING    | 1              | GANAPATI MINI RICE MILL | 22                    | 26/08/2025    | 120                         |

[Export to Excel](#)

Page 1 of 1

|                                                                                  |                                                                    |                                                                                    |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <h2>SOP for<br/>Update of Milling Capacity<br/>of a Rice Mill</h2> |  |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|

Ver. 1.0

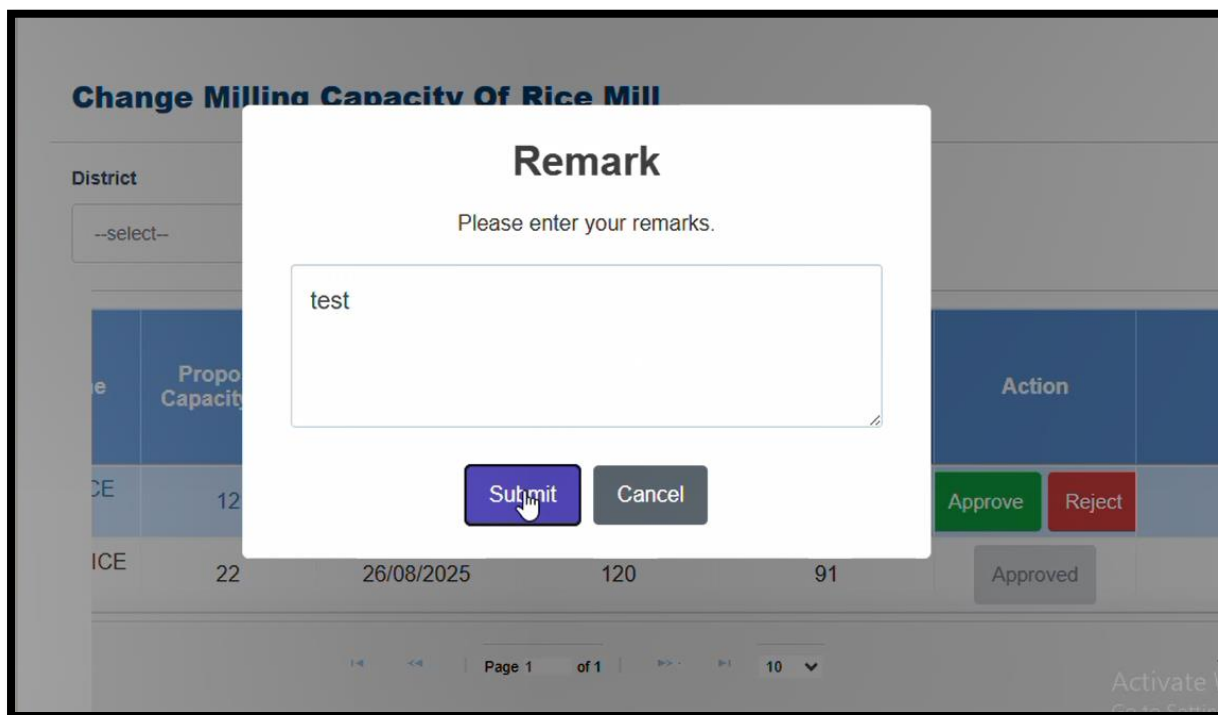
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7. In each proposal the Director can see the existing milling capacity and the revised one proposed by the DCF&S. he can also check the certificate of GM, DIC uploaded by the DCF&S. Against each proposal the Director can either 'Approve' or 'Reject'.



| Name | Proposed Capacity(MT) | Proposed Date | Existing Total BG(in Lakhs) | For the proposed milling capacity update min required BG(in Lakhs) | Action         | View Document                 |
|------|-----------------------|---------------|-----------------------------|--------------------------------------------------------------------|----------------|-------------------------------|
| ICE  | 12                    | 26/08/2025    | 80                          | 50                                                                 | Approve Reject | <a href="#">View Document</a> |
| RICE | 22                    | 26/08/2025    | 120                         | 91                                                                 | Approve Reject | <a href="#">View Document</a> |

8. If he clicks on 'Reject' button, he will have to enter reason for the rejection. Then when he clicks 'Submit' the proposal will finally be rejected.



### Remark

Please enter your remarks.

|                                                                                  |                                                                  |                                                                                    |
|----------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <b>SOP for<br/>Update of Milling Capacity<br/>of a Rice Mill</b> |  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------|

Ver. 1.0

Date of Release: 23.09.25

9. On the other hand, if he clicks on 'Approve' the proposed milling capacity will be approved and the same incorporated in the database.



**Change Milling Capacity Of Rice Mill**

District: --select--

Capacity change approved.

Ok

| Sl.No | District   | Existing Total BG(in Lakhs) | For the proposed milling capacity update min required BG(in Lakhs) | Proposed capacity(MT) | Proposed Date |
|-------|------------|-----------------------------|--------------------------------------------------------------------|-----------------------|---------------|
| 1     | DARJEELING | 4                           | JORETHANG RICE MILL                                                | 12                    | 26/08/2025    |

10. The Director can see all cases disposed of by him in this grid in the same page.



**Change Milling Capacity Of Rice Mill**

District: --select--

| Sl.No | Miller Name         | Proposed Capacity(MT) | Proposed Date | Existing Total BG(in Lakhs) | For the proposed milling capacity update min required BG(in Lakhs) | Action   | View Details                 |
|-------|---------------------|-----------------------|---------------|-----------------------------|--------------------------------------------------------------------|----------|------------------------------|
| 1     | JORETHANG RICE MILL | 12                    | 26/08/2025    | 80                          | 50                                                                 | Rejected | <a href="#">View Details</a> |
| 2     | MINI RICE MILL      | 22                    | 26/08/2025    | 120                         | 91                                                                 | Approved | <a href="#">View Details</a> |

Page 1 of 1

View 1 - 2 of 2

Activate Windows  
Go to Settings to activate Windows

|                                                                                  |                                                                  |                                                                                    |
|----------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <b>SOP for<br/>Update of Milling Capacity<br/>of a Rice Mill</b> |  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------|

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## DCF&S Login

11. The DCF&S can check status of disposal of each of his proposals in this grid at the bottom of the same page.

Existing Milling Capacity of Paddy per 8 hours(in MT)

Existing total BG(in Lakhs)

For the proposed milling capacity update min required BG(in Lakhs)

File should be **PDF** format. Size less than **1 MB**.

Upload certificate from GM, DIC

No file chosen

| Miller Name         | Proposed Capacity(MT) | Proposed Date | View Document                 | Status   | Approved Date |
|---------------------|-----------------------|---------------|-------------------------------|----------|---------------|
| ETHANG RICE MILL    | 12                    | 26/08/2025    | <a href="#">View Document</a> | Rejected | 26/08/2025    |
| PATI MINI RICE MILL | 22                    | 26/08/2025    | <a href="#">View Document</a> | Approved | 26/08/2025    |

Page 1 of 1

View 1 - 2 of 2