SOP for billing of Crushing Charges claim of Flour Millers through Online billing module

- A. Flour Miller shall enter Bank details through their login
- B. DC shall approve the Bank details after verifying the uploaded documents.
- 1. Flour Miller shall login in the portal with the login credentials in Supply Chain Portal (food.wb.gov.in)

FOOD & SUP Governme	PLIES DEPARTMENT ent of West Bengal	
I	ogin	
🛔 User ID		
Password		
P0DN5	Enter Captcha	
1	Login	

Then Click on Enter Bank Details link

ė	Enter Flour Mill Details	i.				
	Flour Mill Details					
• Utilities <	Flour Mill Name :	NAV BHARAT ROLLER FLOUR MILLS	S PVT. LTD			
FlourMill C Enter Bank Details	Entity Type : *	Select Entity Type	~	Address : *	SALUGARA	
	Agreement Number : *			City:*	SILIGURI	
	Agreement Valid Till: *	dd-mm-yyyy		PIN:*	734008	
	Bank Account No: *			IFSC : *		
	Name as Bank:	NAV BHARAT ROLLER FLOUR MILLS PVT. LTD		Bank:		
	Account Type: *	Select Account Type	~	Branch:		
	Mobile No.:*			E-Mail:*		
	PAN: *			GSTN: *		
	Upload Documents (Copies of al	Enclosures should be attached in JPG or JPEG or P	df format only) :			
	Upload Agreement Copy	Choose File No file chosen (File size	should be within 150 kb)			
	Upload Bank Details :	Choose File No file chosen (Upload	Front page of Bank PassBook	or Cheque Book wi	thin 100 kb)	
	Upload PAN Copy :	Choose File No file chosen (File size	should be within 100 kb)			
	Upload GSTN Copy :	Choose File No file chosen (File size	should be within 100 kb)			
localhost58029/FlourMill/Flou	urMillBankDetailsEntry.aspx					

Details viz. Agreement Number, Agreement valid upto details, Bank Account details, PAN, GSTN etc details to be entered mandatorily.

Softcopy of the Agreement Copy, Bank Accounts Passbook/Blank Cheque Leaf, PAN and GSTN (maximum 200 kb) need to be uploaded mandatorily.

Once details have been entered and documents uploading completed then Flour Miller shall click on "Submit" button.

Once submitted by Flour Miller then it will be available in DC login for approval.

2. DC shall login again in Supply Chain Portal and click on "Approve Flour Mill" details sub-menu under "Flour Mill" main menu.

 vaccination Report 	-						
SKO Dealer to Beneficiary Maj	=				dcfsjal DistCont		L*Logout
Administration	Approve	Flour Mill Details:					Home
Lifting / Distribution							
Supply	Flour Mill De	etails					-
• SMS		Flour Mill Id	Flour Mill Name	Status	View Details	View Images	
Licence		957	NORTHERN FLOUR MILLS	Waiting For Approval	(MEW)		
Godown Entry/Edit				0 11	VIEW	IMAGE	
TPDS		958	HIMALAYAN FLOUR MILL Pvt. LTD	Waiting For Approval	VIEW	IMAGE	
Service Book							
Report							
 Utilities 							
Create Officer							
Duare Ration Bill Claim							
FlourMill							
O Create Flour Mill Login							
O Approve Flour Mill							

The list of Flour Mills which have submitted the required Bank details shall be available in DC login for approval.

DC shall click on "View Image" tab and verify the Bank Account and other details with respect to the documents uploaded by Flour Mill.

DC shall then click on "View Details" tab to view the details. Upon click the details will be shown in the window as below.

lour Mill Name :	NORTHERN FLOUR MILLS		
ntity Type : *	Partnership	Address : *	AA 352 Prafullakanan, Kestopur Opposite of SD Tower
greement Number : *	12345564	City : *	Kolkata
greement Valid Till: *	28-08-2022	PIN:*	734001
ank Account No: *	154945478	IFSC : *	SBIN0010500
ame as Bank:	NORTHERN FLOUR MILLS	Bank:	STATE BANK OF INDIA
ccount Type: *	Current	Branch:	SAN JAY NAGAR
lobile No. : *	0963516515	E-Mail : *	s54556ion.dnk@gmail.com
AN: *	ASDER4000Y	GSTN: *	19AADCK0054E1ZW

DC shall click on APPROVE if the details are found correct. A success message will appear accordingly.

≡ Approv	e Flour Mill Details:			Lefsj Flour Mill Details Approved Successfully.			
Flour Mill	Details					-	
	Flour Mill Id	Flour Mill Name	Status	View Details	View Images		
	957	NORTHERN FLOUR MILLS	Approved	VIEW	IMAGE		
	958	HIMALAYAN FLOUR MILL Pvt. LTD	Waiting For Approval	VIEW	IMAGE		

In case DC found any mismatch in between entered details and documents uploaded by Flour Mill then DC may SEND BACK the same to Flour Mill.

Flour Mill shall then re-submit the details again for approval by DC.

3. Submission of claim by Flour Mill:

Two steps are involved in claim submission process.

- (a) Closing of month
- (b) Submission of claim.

3(a). Closing of Month:

Flour Mill shall need to close the month before submission of claim.

	<u>(</u>		PUBLIC DISTRI	BUTION SYST	EM		
	Utilities		Dashboard				
	HourMill		Enter Bank Details				
			View and Print DO				
			Despatch Entry				
			Month Closing				
			Claim Bill				
			View Claim				
	Ξ					\$	FMILL_335_7 FlourMill
	Month Closing :						
tilities	Select Details:						
lourMill	Enter Bank Details ar:	2023	~ Month	July	×	District:	Select District
	View and Print DO			SEARCH			Select District
	Despatch Entry						PASCHIM BARDHAMAN
	Month Closing						
	Claim Bill						
	View Claim						

Flour Mill shall select the Year, month and District from the drop-down. Then click on SEARCH.

Month Closi	ing :										
Select Details:											
	Year:	Par: 2023 ~		Month:	April	✓ Distric	PURBA BARDHAMAN				
						SEARCH					
Month Close :											
	SLNo	Ditributor Name	Item Name	D.O Number	ATTA D.O Quantity(in Qt.)	ATTA Delivery Quantity (in Qt.)	ATTA Qty Pending for Delivery (in Qt.)	Quantity Accepted by Distributor (in Qt.)			
	1	MS Kalimata Trading Co.	PHH-ATTA	23AN484	2906.56300	2906.56300	0.00000	2906.56300			
	2	MS Kalimata Trading Co.	AAY(NFSA)-ATTA	23AN268	475.20900	475.20900	0.00000	475.20900			
	3	M/s Sujit Biswas	AAY(NFSA)-ATTA	23AN269	250.74100	250.74100	0.00000	250.74100			
		Total :			3632.51300	3632.51300	0.00000	3632.51300			
<u> </u>	Vwe de	clare that the delivered qua	ntity of ATTA shown a	bove have also be	een delivered to the Distributors	physically					
-			,		Close Month						

Here in this screen the Distributor wise ATTA item wise D.O details will be shown.

Month Closing Logic: ATTA D.O Quantity and ATTA Delivery Quantity and Quantity of ATTA accepted by Distributor must be equal in respect of all individual D.O. Simultaneously the Quantity of ATTA pending for delivery to Distributors must be ZERO.

In case where a Flour Miller have transacted with multiple DCFS/DDR then month closing need to be done separately for each Districts/DDR.

Upon closing of Month a Success message will appear.

3(b). Submission of claim:



Select Month/Year, District Name from the drop-down and click on Search

=								EMILL_335_7 FlourMill	GeLogout
Crushing Cha	rges Claim Submiss	ion :							
Select Details:									-
	Year:	2023	v	Month:	July	~	District:	Select District	~
- · · ·			_	' (SEARCH			Select District PURBA BARDHAMAN	
					Δ			PASCHIM BARDHAMAN	
					U				
					ប				

g Charges Claim Submis	sion :							
ails:								
Year:	2023	~	Month: April		~	District:	JHARGRAM	
			SEARCH					
Distributor Name	Item Name	D.O Number	ATTA D.O Quantity(in Qt.)	ATTA Delivery Quantity (in Qt.)		Equivalent Wheat (Quantity Crushed (in Qt.)	
Dilip Kumar Sahu	AAY(NFSA)-ATTA	23AM241	1793.63800	1793.638	00	1888.04000		
Satish Kumar Mahata	AAY(NFSA)-ATTA	23AM245	693.72800	693.728	0	730.24000		
Dilip Kumar Sahu	PHH-ATTA	23AM250	2687.77800	2687.778	00	2829.24000		
Satish Kumar Mahata	PHH-ATTA	23AM254	1257.24900	1257.248	00		1323.42000	
	Total :		6432.39300	6432.39	00		6770.94000	
Particulars of Claim				Rate()	Per Qtl)		Claim Amount	
		Crushing Charges			90.78		614665.93	
	Other Incid	lentals(excluding Cash & Non-Cash	Considerations)		45.70		309431.96	
		Total :					924097.89	
								_
d Documents (Copies o	f all Enclosures should	be attached in JPG	G or JPEG or Pdf format only) :					
	g Charges Claim Submiss suls: Year: Distributor Name Dilip Kumar Sahu Satish Kumar Mahata Dilip Kumar Sahu Dilip Kumar Sahu Satish Kumar Mahata Dilip Kumar Mahata Dilip Kumar Sahu Satish Kumar Mahata Dilip Kumar Sahu Dilip Kumar Sahu	s Charges Claim Submission : Its: Year: Year: Distributor Name Dilp Kumar Sahu AY(NFSA)-ATTA Dilp Kumar Sahu AY(NFSA)-ATTA Dilp Kumar Sahu PHH-ATTA Dilp Kumar Sahu PHH-ATTA PHH-ATTA Other Incid DUP Comments (Copies of all Enclosures should Documents (Copies of all Enclosures should Ditter (Copies of all Enclosures should (Copies of all (Copies of a	g Charges Claim Submission : ills: Year: 2023 Distributor Name DIP Name DO Number Dilip Kumar Sahu AAY(NFSA)-ATTA 22AM241 Satish Kumar Mahata AAY(NFSA)-ATTA 22AM25 Dilip Kumar Sahu AAY(NFSA)-ATTA 22AM25 Dilip Kumar Sahu AAY(NFSA)-ATTA 22AM25 Dilip Kumar Sahu PHH-ATTA 22AM25 Dilip Kumar Sahu PHH-ATTA 22AM25 PHTenlaes of Claim Perteculaes of Claim Cushing Charges Other Incidental(sector) Cushing Charges Other Incidental(sector) Documents (Copies of all Enclosures should be attached in JPC	g Charges Claim Submission : ills: Ver. 2023 · Monti: April SEARCH SEARCH SEARCH Diver. April SEARCH SEARCH Diver. April Apr	s Charges Claim Submission : alk:	Charges Claim Submission : the: Yee: 203 203 Mont: April SEARCH SEARCH Databator Name Ima Name D.0 Number ATA D.0 Quarity(in Q.) Dilip kanner Sahu AAY(NYSA)-ATTA 22AM24 193.6300 193.6300 Dilip kanner Sahu AAY(NYSA)-ATTA 22AM25 3287.7800 637.200 Satish Kanner Mahan AAY(NYSA)-ATTA 22AM25 3287.7800 637.200 Satish Kanner Mahan AHH-ATTA 22AM25 3287.7800 637.2300 Satish Kanner Mahan PHH-ATTA 22AM25 6482.3300 6482.3300 Satish Kanner Mahan PHH-ATTA 22AM25 6482.3300 6482.3300 Satish Kanner Mahan PHH-ATTA 22AM25 6482.3300 6482.3300 Perciendures of Claim Conthing Charge A Non-Claim Gate A Non-Cl	Charges Claim Submission :	g Charges Claim Submission : tak Meri:

Certify that the Quanity of ATTA delivery show	n above have been physically delivered to the Distributors in good condition after successful quality testing.
Upload Quality Testing Report:	Browse DocScanner Aug 12, 2023 1-51 PM.pdf (File size should be within 300 kb)
	Submit Claim

Flour Mill shall upload the sample quality testing certificate and click on SUBMIT Claim tab.

=						JEMIELDUR HIL					
Crushing Charges Claim Submission :											
Select Details:											
Year:	2023	v Month:	April	~	District:	JHARGRAM					
			SEARCH								

Flour Miller can check the status of Submitted bill, download/take print out of the submitted bill from View Claim Menu.

1	≡										
<u>@</u>	View Claim De	tails:									
Utilities	Flour Mill Details										
FlourMill	Enter Bank Details	zīts 2023 v									
	View and Print DO	April		v SEARCH	 SEARCH 						
	Despatch Entry										
	Month Closing										
	Claim Bill										
	View Claim	Transaction Id	Bill Date	Claim Amount	District	View Documents	View Pdf				
	1	NFM6687042301	16-08-2023	924098.00	JHARGRAM	View	View				



GOVERNMENT OF WEST BENGAL DEPARTMENT OF FOOD & SUPPLIES Flour Millers Claim bill for Transporation, Handling, Crusing, Packing and fortification

Flour Mill Details

For the month of :	APRIL	APRIL Year:					
District/DDR :	JHARGRAM						
Name of the Flour Mill :	M/S FUTUREGOLD AGROTECH PRIVATE LIMITED						
Bank-Branch :	INDIAN BANK-MIDNAPORE						
Name of Account Holder :	M/S FUTUREGOLD AGROTECH PRIVATE LIMITED						
Bank Account Number :	50467205278	50467205278 IFSC:					
Transaction Id :	NFM6687042301	NFM6687042301 Bill Date:					

Sl No	Distributor Name	Commodity	D.O No	D.O Date	ATTA D.O Qty (In Qtl)	ATTA Delivery Qty (In Qtl)	Equivalent Quantity of Wheat Crushed (In Qtl)
1	Satish Kumar Mahata	PHH-ATTA	23AM254	25-02-2023	1257.24900	1257.24900	1323.42000
2	Dilip Kumar Sahu	AAY(NFSA)- ATTA	23AM241	25-02-2023	1793.63800	1793.63800	1888.04000
3	Satish Kumar Mahata	AAY(NFSA)- ATTA	23AM245	25-02-2023	693.72800	693.72800	730.24000
4	Dilip Kumar Sahu	PHH-ATTA	23AM250	25-02-2023	2687.77800	2687.77800	2829.24000
		6432.39300	6432.39300	6770.94000			

Particulars	Claim Amount(In Rs.)				
Crushing	614665.94				
Other incidentals(excluding Cas	309431.96				
Gross	924097.90				
Amount in words : Nine Lakh Twenty Four Thousand Ninty Eight only					

Certified that:

1. The Claim has not drawn before.

2. The claim has been checked with reference to DO,quantity,rate and amount and found in order.

3. Certify that the Quantity of ATTA delivery shown above has been physically delivered to the

Distributors in good condition after successful quality testing.

4. Any amount if discovered being paid in excess shall be recorved forthwith in one lump.

4. Processing of the claims by DCFS/DDR-Staff, Accounts Officer, DCFS/DDR and Director of Finance Level in payment Module (food.wb.gov.in/payment):

Once the claim is submitted from Flour Mill login, 2 different Bill ID will be generated for NFSA and Non-NFSA ATTA components and the claims will be available at the Staff login at First.

(a) Before processing the claims the access for processing the Flour Mills claim bill need to be given from DCFS/DDR login in Payment Portal [**food.wb.gov.in/payment**]

			Create U	ser											
		User Type *													
			Select User Type												
Activities	•		District *												
AO User			JHARGI	RAM											
Create User		i	Jser Name *									Designation *			
Rice Mill Bill	v										A				
Depler Bill	•		Mobile No *									Email *			
Distributor Bill	Ť												•	ע א	>
Report	*									Reset	Submit			\sim	
Utilities	~		SI.No	Action	User Name	Designation	Mobile No	Email Id	Start Date	User Id	Rice M	ill Dealer	Distributor	Flour Mill	Send SMS
Flour Mill	~			-											
			1	۷	PRADIP RAY	Accounts Officer	9733184789	jhargramao@gmail.com	07/06/2021	ao_jhg	Active	Active	Active	Active	Send SMS
			2	Ø	Pradip Gope	Accountant	9732784211	jhargramao@gmail.com	09/08/2021	34820001	Active	Active	Active	Active	Send SMS

DCFS/DDR shall need to give the Status as "ACTIVE".

(b) Bills submitted by Flour Miller shall land in the Staff/AO/DCFS-DDR/DF login

٢		FI	our Mill	Billing									
Rice Mill Bill	~		SI. No	District	Flour Mill	Bill Id	Bill Date	Total Claim(in Rs.)	Net Claim (in Rs.)	View Document	View PDF	Deduction	Select All
Dealer Bill	~	1		JHARGRAM	M/S FUTUREGOLD AGROTECH PRIVATE LIMITED	NFM6687042301	16-08-2023	924098.00	924098.00	View	View	Deduction	
Distributor Bill	~												
Utilities	Ť												
Flour Mill	•									Approve			
Submitted Bill													

- Sample Quality testing certificate shall be available in VIEW DOCUMENT tab.
- Bill PDF will be available upon click on "View PDF" tab.
- For making deduction towards Income Tax-TDS etc, user shall need to click on "Deduction" tab.

		1	Deduction				
SI. No	District	Flot			•	View Document	View PDF
1	JHARGRAM	M/S FUTUREGOLD AGROTE			.00	View	View
			Gross Claim (in Rs.) : 924098.00				
			A. Income Tax	Remarks		Approve	
		1 + - + +					
			B. GST-TDS	Remarks			
			I. CGST	II. SGST			
			0.00	0.00			
			C. Other Deduction	Remarks			
			Net Claim (in Rs.) : o				
				Submit			
		. / 1 + .	B. OST-TDS I. COST 0.00 C. Other Deduction Net Claim (in Rs.) : 0	Remarks			

- Deduction amount need to be entered in related fields with remarks followed by click on SUBMIT.
- Accordingly the same will be reflected in the Bill PDF copy.

Once forwarded from STAFF login the claim will land in AO login. AO can make Updation in deduction amount entered from STAFF login. Similarly deduction amount can also be updated from DCFS/DDR level and also at DF level.

At DF level claims shall also be forwarded through Operator, Approver and DF level.

Once approved from DF level the claims shall be available for payment through Bank/IFMS.

In case of any technical issue the same need to be informed to Reforms Cell through mail [reformscell.fs@gmail.com]

puty Director - Directorate of Finance Food & Supplies Department, W.B