

# 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)



Then Click on Enter Bank Details link

Enter Flour Mill Details:

Flour Mill Details

Flour Mill Name : NAV BHARAT ROLLER FLOUR MILLS PVT. LTD

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 all Enclosures should be attached in JPG or JPEG or Pdf 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 within 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)

localhost:58029/FlourMill/FlourMillBankDetailsEntry.aspx

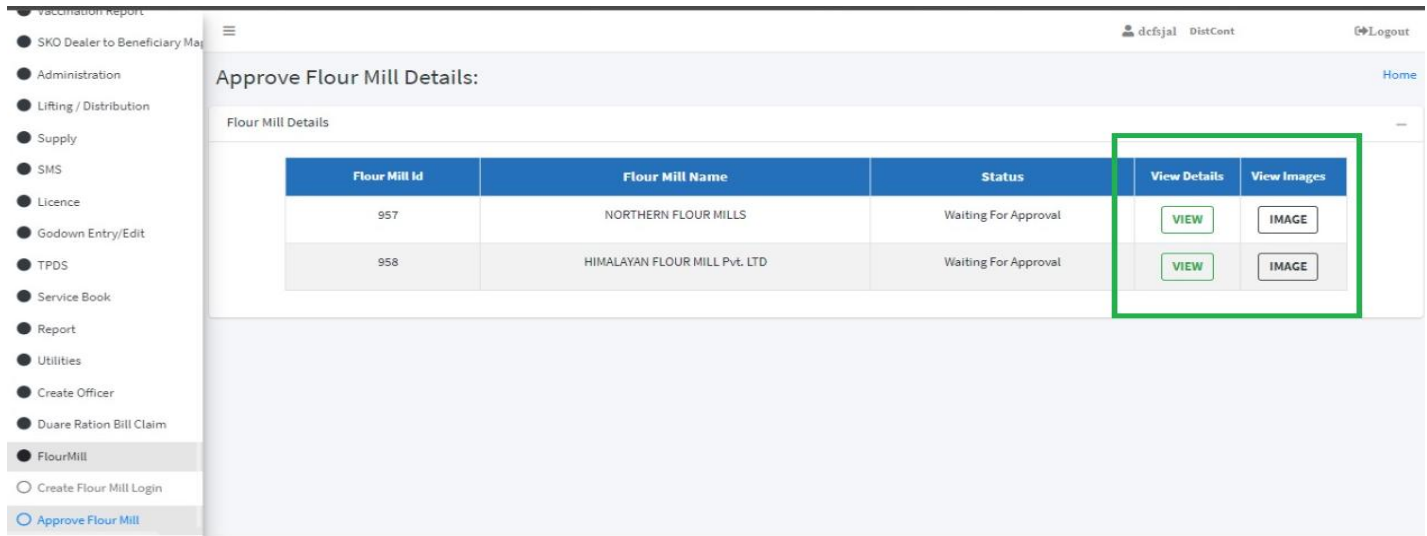
Details viz. Agreement Number, Agreement valid upto details, Bank Account details, PAN, GSTN etc details to be entered mandatorily.

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.

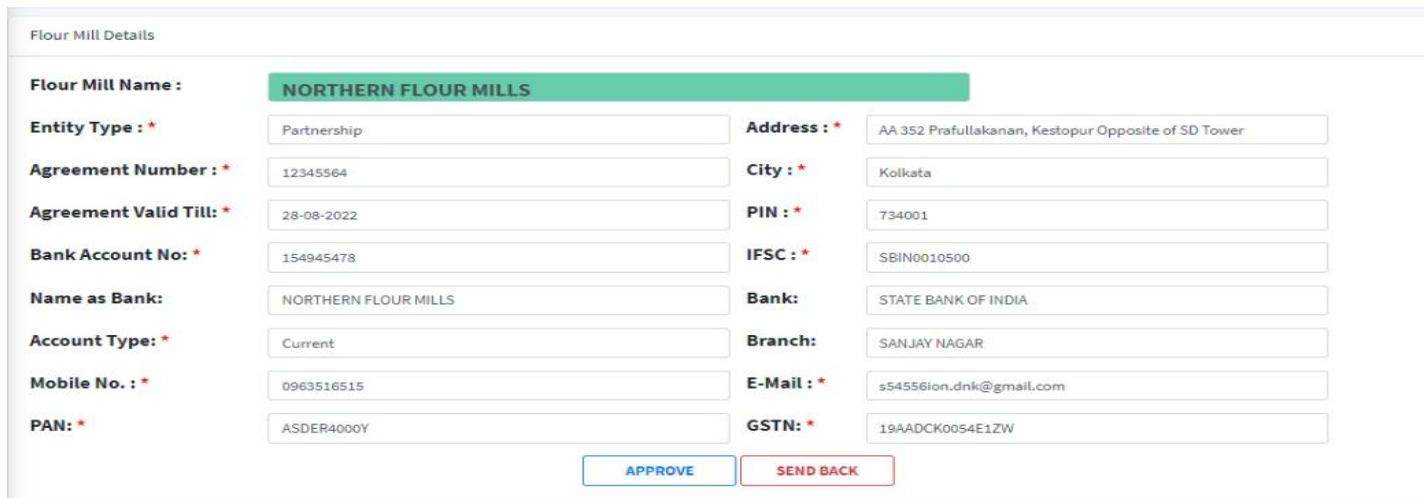
2. DC shall login again in Supply Chain Portal and click on "Approve Flour Mill" details sub-menu under "Flour Mill" main menu.



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.



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

Flour Mill Id	Flour Mill Name	Status	View Details	View Images
957	NORTHERN FLOUR MILLS	Approved	<a href="#">VIEW</a>	<a href="#">IMAGE</a>
958	HIMALAYAN FLOUR MILL Pvt. LTD	Waiting For Approval	<a href="#">VIEW</a>	<a href="#">IMAGE</a>

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.

Month Closing :

Select Details:

Year: 2023 Month: July

SEARCH

District: --Select District--  
PURBA BARDHAMAN  
PASCHIM BARDHAMAN

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

Month Closing :

Select Details:

Year:  Month:  District:

Month Close :

Sl.No	Distributor 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

I/we declare that the delivered quantity of ATTA shown above have also been delivered to the Distributors physically

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:

**Utilities**

**FlourMill**

**PUBLIC DISTRIBUTION SYSTEM**

- Dashboard
- Enter Bank Details
- View and Print DO
- Despatch Entry
- Month Closing
- Claim Bill**
- View Claim

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

Crushing Charges Claim Submission :

Select Details:

Year:  Month:  District:

Crushing Charges Claim Submission :

Select Details:

Year:  Month:  District:

SEARCH

DO Details :

SLNo	Distributor Name	Item Name	D.O Number	ATTA D.O Quantity(in Q.)	ATTA Delivery Quantity (in Q.)	Equivalent Wheat Quantity Crushed (in Q.)
1	Dilip Kumar Sahu	AAY(NFSA)-ATTA	23AM241	1793.63800	1793.63800	1888.04000
2	Satish Kumar Mahata	AAY(NFSA)-ATTA	23AM245	693.72800	693.72800	730.24000
3	Dilip Kumar Sahu	PHH-ATTA	23AM250	2687.77800	2687.77800	2829.24000
4	Satish Kumar Mahata	PHH-ATTA	23AM254	1257.24900	1257.24900	1323.42000
Total :				6432.39300	6432.39300	6770.94000

SLNo	Particulars of Claim	Rate(Per Qel)	Claim Amount
1	Crushing Charges	90.78	614665.93
2	Other Incidentals(excluding Cash & Non-Cash Considerations)	45.70	309431.96
Total :			924097.89

Upload Documents (Copies of all Enclosures should be attached in JPG or JPEG or Pdf format only) :

Certify that the Quantity of ATTA delivery shown 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.

JGMFLDUR...  Bill Submitted Successfully


Crushing Charges Claim Submission :

Select Details:

Year:  Month:  District:

SEARCH

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


JGMFLOURMILL\_FG FlourMill

View Claim Details:

Flour Mill Details

Enter Bank Details:

View and Print DO:

- Enter Bank Details
- View and Print DO
- Despatch Entry
- Month Closing
- Claim Bill
- View Claim**

Transaction Id	Bill Date	Claim Amount	District	View Documents	View Pdf
NFM6887042301	16-08-2023	924098.00	JHARGRAM	<input type="button" value="View"/>	<input type="button" value="View"/>



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

**Flour Mill Details**

For the month of :	APRIL	Year:	2023
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	IFSC:	IDIB000M701
Transaction Id :	NFM6687042301	Bill Date:	16-08-2023

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	AAAY(NFSA)-ATTA	23AM241	25-02-2023	1793.63800	1793.63800	1888.04000
3	Satish Kumar Mahata	AAAY(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
<b>Total :</b>					6432.39300	6432.39300	6770.94000

Particulars of Claim	Claim Amount(In Rs.)
Crushing Charges :	614665.94
Other incidentals(excluding Cash & Non-Cash Considerations)	309431.96
Gross Claim	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](http://food.wb.gov.in/payment)]

Create User

User Type \*  
Select User Type

District \*  
JHARGRAM

User Name \*  
Mobile No \*  
Designation \*  
Email \*

Reset Submit

Sl.No	Action	User Name	Designation	Mobile No	Email Id	Start Date	User Id	Rice Mill	Dealer	Distributor	Flour Mill	Send SMS
1	<input checked="" type="checkbox"/>	PRADIP RAY	Accounts Officer	9733184789	jhargramao@gmail.com	07/06/2021	ao_jhg	Active	Active	Active	Active	Send SMS
2	<input checked="" type="checkbox"/>	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

Flour Mill Billing

Sl.No	District	Flour Mill	Bill Id	Bill Date	Total Claim (in Rs.)	Net Claim (in Rs.)	View Document	View PDF	Deduction	Select All
1	JHARGRAM	M/S FUTUREGOLD AGROTECH PRIVATE LIMITED	NFM6887042301	16-08-2023	924098.00	924098.00	View	View	Deduction	<input type="checkbox"/>

Approve

- 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.

Deduction

Gross Claim (in Rs.) : 924098.00

Less : Deductions

A. Income Tax  
Remarks

B. GST-TDS  
Remarks

I. CGST  
0.00  
Remarks

II. SGST  
0.00  
Remarks

C. Other Deduction  
Remarks

Net Claim (in Rs.) : 0

Submit

- 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](mailto:reformscell.fs@gmail.com)]



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