



# SOP for Application for Empanelment by a New Rice Mills



Ver. 1.0

Date of Release: 10.06.25

In [www.epaddy1.wb.gov.in](http://www.epaddy1.wb.gov.in) there is a facility for a new Rice Mill to apply for empanelment towards working in paddy procurement operations. After application, it is enquired into and disposed of by the officials. If approved, the Rice Mill is synced to [www.epaddy.wb.gov.in](http://www.epaddy.wb.gov.in).

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

**New Rice Mill:** This facility is for a Rice Mill which after the start of online empanelment system, has never been empanelled. Or, in simpler word, whose name is not in the online database of the Department. The owner of the Rice Mill, though, may have another Rice Mill which has been empanelled before or is currently empanelled.

For an applicant Rice Mill, the facility will be covered in the following workflow:

Sl. No.	Function	User	Page no.
1	Registration	Rice Mill who is yet to have user credentials	1
2	Submission of complete application	Rice Mill user	6
3	Actions when received back seeking clarification	Rice Mill user	8
4	Actions after approval/ rejection	Rice Mill user	14

## 1. Online Registration Application:

- 1.1. New Rice Mills that have not previously been empanelled, will first apply for registration. On the homepage of [https://epaddy.wb.gov.in](http://epaddy.wb.gov.in) the applicant will go to 'New Rice Mill' > 'New Rice Mill Registration'.

The screenshot shows the homepage of the epaddy.wb.gov.in website. The top navigation bar includes the Government of West Bengal logo, the Department of Food and Supplies, and the Online Paddy Procurement System. The main menu has options like 'Old Site', 'New Rice Mill' (which is highlighted with a red box), 'PPS', 'Enrolment Application', 'Order & Circular for KMS 2024-25', 'SOP', and 'FAQ'. On the left, there's a sidebar with links for 'Locate Your Purchase Centre', 'Farmer Self Registration', 'Farmer Self scheduling', 'Cancel Self scheduling', 'Reg. Certificate Download', and 'Update Farmer Details/NONKB TO KB'. The right sidebar is titled 'LOGIN AS' and lists 'Government Officials', 'CPC/MCPC/PPS', 'CMR Agency', 'Empanelled Rice Mill', and 'Other Stake Holders'. The central content area features a photograph of a woman in a white sari with her hands joined in a greeting, standing in a field of green rice plants. In front of her are two bags of white rice and a wooden bowl filled with rice.



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1.2. From the district drop-down, the district in which the Rice Mill is located is to be selected. Then in the Select Rice Mill Name dropdown, the Rice Mill name is to be selected. If the Rice Mill is not listed, the applicant is to select 'Not in this list'.

New Rice Mill Registration  
[All fields marked with an asterisk (\*) are required]

District\*  
ALIPURDUAR

Select Rice Mill Name\*  
ROY RICE MAIL PVT.LTD  
Not in this list

1.3. Next, the PAN of the Owner is to be entered. If the PAN already exists for another registered Rice Mill, the system will display a message as shown below. On clicking 'Yes' the system will let the applicant to proceed.

New Rice Mill Registration  
[All fields marked with an asterisk (\*) are required]

District\*  
ALIPURDUAR

PAN of the owner\*  
A [redacted] P

This PAN already exists for RAIGANJ AGRO TECH PVT. LTD. (rice mill code - [redacted]).

If the same owner owns another Rice Mill, you can proceed to register the new Rice Mill with the same PAN. Proceed?

Yes No



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1.4. Next, the applicant must select the appropriate electricity provider from the dropdown (CESC, WBSEDCL, DVC – *Private Generator is not allowed*). Then, they must enter the Consumer ID issued by the provider and click on the ‘Proceed’ button. If the Consumer ID is already saved for another Rice Mill, the applicant will be shown this message. He can proceed only in case of a fresh Consumer ID.

**New Rice Mill Registration**

[All fields marked with an asterisk (\*) are required]

**District\*** ALIPURDUAR      **Select Rice Mill Name\*** Not in this list

**PAN of the owner\*** A [REDACTED] P

**Electricity Provider\*** CESC

**This Consumer ID already exists for ANUP KUMAR PAUL(rice mill code - 2 [REDACTED] 3). You cannot proceed with the same. Please enter a different Consumer ID.**

**OK** **Proceed**

1.5. If PAN was found common in step 1.3, the name of the Rice Mill and the Rice Miller would be fetched. The applicant will be able to modify the name of the Rice Mill, but not that of the Rice Miller. He also needs to select the type of Rice Mill (raw or par-boiled) at this point of time.

[epaddystg.wb.gov.in/PublicProfile/NewRiceMillRegistration](http://epaddystg.wb.gov.in/PublicProfile/NewRiceMillRegistration)

New Rice Mill Registration

[All fields marked with an asterisk (\*) are required]

**District\*** ALIPURDUAR      **Select Rice Mill Name\*** Not in this list

**PAN of the owner\*** A [REDACTED] P

**Electricity Provider\*** CESC      **Electricity Consumer ID\*** 9 [REDACTED] 1

**Rice Mill Name\*** M/S. DAS RICE MILL

**Rice Miller Name\*** A [REDACTED] JL

**Rice Mill Type\***   
 --select--   
 --select--   
 **RAW** **PARBOILED**



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1.6. Subsequently, the applicant is required to provide the complete address of the Rice Mill by selecting the District, Sub-Division, Block, Police Station (PS), and PIN Code from the respective dropdowns. The dag number and khatian number must be entered manually.

Address Details [Enter address in the following structure]

Sub-Division\* Alipurduar

Block\* Falakata

Police Station\* Birpara

PIN Code\* 721429

Dag Nos.\* 16254

Khatian No.\* 3321

Mobile No.\* 8XXXX5

Generate OTP

Mobile Number Validated.

Email\* XXXX@gmail.com

Generate OTP

Email Validated.

1.7. Finally, the applicant must enter a valid mobile number and email address, both of which will be OTP-verified and used for all future official communications.

Address Details [Enter address in the following structure]

Sub-Division\* Alipurduar

Block\* Falakata

Police Station\* Birpara

PIN Code\* 721429

Dag Nos.\* 16254

Khatian No.\* 3321

Mobile No.\* 8XXXX5

Generate OTP

Mobile Number Validated.

Email\* XXXX@gmail.com

Generate OTP

Email Validated.

1.8. After completing all the aforementioned steps, the applicant must click the 'Submit' button to submit the registration application. Upon successful submission, an SMS and email notification



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will be sent to the registered mobile number and email address, stating: “Your application for registration of <RM Name>, <RM Code> has been submitted successfully.” Additionally, a temporary Rice Mill Code will be auto-generated for the newly registered Rice Mill.

Address Details[Enter address in the following structure]

Sub-Division\* Alipurduar

Block\* Falakata

Police Station\* Birpara

Dag Nos.\* 16254

PIN Code\* 721429

New Rice Mill Registration

Your application for registration of M/S. DAS RICE MILL( Rice Mill Code-3 XXXXX) is submitted successfully.

Mobile No\* 8XXXX5

Mobile Number Validated.

Email\* aXXXX@gmail.com

Generate OTP

Ok

1.9. The applicant can check the status of their registration application by entering the Electricity Consumer ID and validating it through an OTP sent to the registered mobile number.

New Rice Mill Registration Status

Electricity Consumer ID 9XXXX

Mobile No 8XXXX

Mobile Number Validated.

Check Status

Application In Progress!

1.10. The DCF&S can accept or reject application.



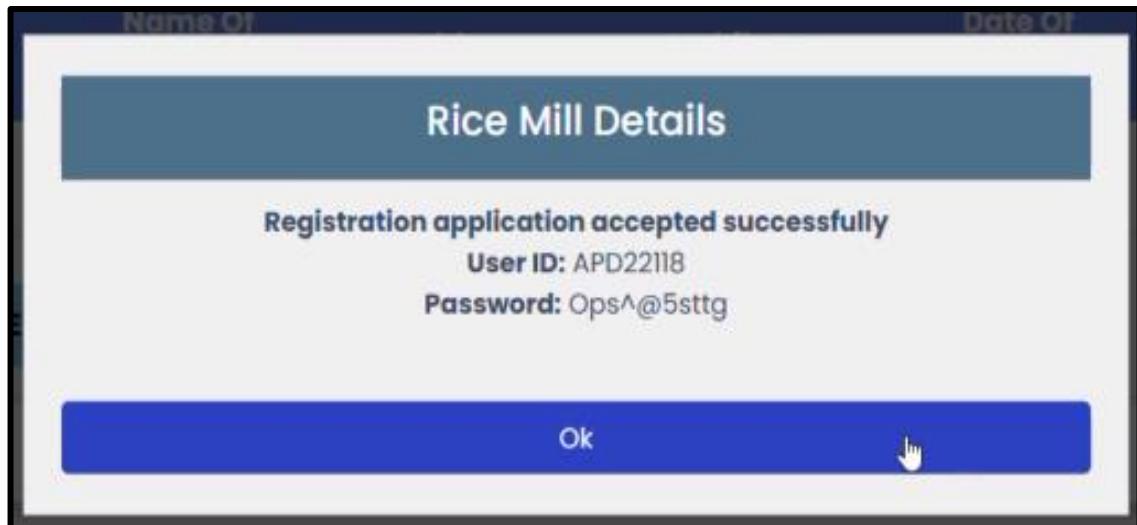
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1.11. If the application is accepted, the system will automatically generate a unique User ID and password for the respective Rice Mill. The same will be informed to him through SMS and email ID also.



1.12. If the application is rejected, the applicant will be able to view the reason for rejection in status check page, as well as in SMS and email.

## 2. Empanelment Application Submission:

2.1. The applicant will login with the credentials received in SMS and email and fill up the detailed application form. Information already furnished at the time of registration application will remain pre-filled and cannot be edited.

Rice Mill Details	
<b>Basic Information</b>	
Rice Mill Name	Rice Mill Type
M/S. DAS RICE MILL	RAW
<b>Address Details</b>	
District	Sub-Division
ALIPURDUAR	Alipurduar
Block	Police Station
Falakata	Birpara
PIN Code	Khatian No.
721429	3321
Dag Nos.	
16254	



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2.2. The applicant will have to enter the year in which the Rice Mill was established, and the type of ownership.

Mobile No: 8 [REDACTED] 15

Email: [REDACTED]@gmail.com

PAN of the owner: A [REDACTED] P

Electricity Consumer ID: 9 [REDACTED] 0

Electricity Provider: CESC

Year of Establishment: 2003

Aadhaar No. Of Owner/Partner/Office Bearer:

Ownership Type:    
Select Ownership Type: Individual, Partnership Firm, Limited Liability Partnership, Company

2.3. Now, towards Aadhaar eKYC the applicant will enter his Aadhaar, send OTP to the Aadhaar-linked mobile no., enter the OTP and click on 'Verify OTP' button. If the OTP is entered correctly, Aadhaar eKYC will be successful and the name from Aadhaar will be fetched.

Electricity Consumer ID: 9 [REDACTED] 0

Electricity Provider: CESC

Year of Establishment: 2003

Ownership Type: Individual

Aadhaar No. Of Owner/Partner/Office Bearer:

Enter OTP:



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2.4. In the next part, the applicant will enter the measurements of rice and paddy storage godowns. He can add multiple godowns in each case with the help of 'Add' button.

### Rice Mill Details

Information on Infrastructure		
<b>Size of Paddy Godown</b>		
Length(in ft.)	Breadth(in ft.)	Height(in ft.)
8	6	7
Add		
Length(in ft.)	Breadth(in ft.)	Height(in ft.)
7	8	1
Delete		
<b>Size of Rice Godown</b>		
Length(in ft.)	Breadth(in ft.)	Height(in ft.)
Add		

2.5. Next, the user will have to enter the milling capacity, drier capacity (both in MT for an 8-hour shift) and whether dynamic blending machine is installed. The electricity consumption will be fetched from the service provider and shown. The applicant will not be allowed to change it.

<b>Size of Rice Godown</b>		
Length(in ft.)	Breadth(in ft.)	Height(in ft.)
5	9	6
Add		
<b>Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)</b>		<b>Electricity consumption in last 1 years</b>
456		723422.25
<b>Drier Capacity of Paddy per 8 (eight) hours' shift</b>		<b>Whether dynamic blending machine is installed?</b>
87678		<input type="button" value="Yes"/>
		<input type="button" value="No"/>
<b>Consumption</b>		
Year	Month	Consumption (kW)
2025	April	41869.75
2025	March	67923.5
2025	February	67105.25
2025	January	101267.5



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2.6. Next, the applicant will enter the no. of 10 MT or larger trucks owned by the Rice Mill, no. of staff, annual turn over of the Rice Mill in the last Financial Year and the amount of money that the Rice Mill can invest if empanelled for paddy procurement operations. After these, he will click 'Next' button to go to the next part of application.

2024	July	37071
2024	June	49959.75

**No. of 10 MT (OR More) trucks owned**  
876

**No. of staff**  
57788

**Annual turnover in last FY (in Rs.)**  
56675868

**Amount which can be invested for working in paddy procurement operations, if empaneled (in Rs.)**  
67976966

**Previous** **Next**

2.7. Now, the applicant has to upload relevant documents. Here, the applicant will be uploading scanned copy of each document as shown in checklist. After file upload, number of that document is to be entered (eg. milling capacity certificate no., Udyog Aadhaar no. etc.) and enter its validity where applicable.

### Rice Mill Details

### Checklist of Documents to be Uploaded

PAN	Document No
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/> A- <span style="background-color: #e0e0e0; border: 1px solid #ccc; padding: 2px 5px;">      </span> P
Electricity Bill	Document No
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/> G- <span style="background-color: #e0e0e0; border: 1px solid #ccc; padding: 2px 5px;">      </span> 1
Milling Capacity Certificate	Valid Till
<input type="button" value="Choose File"/> No file chosen	<input type="text" value="-----, -----"/>
Udyog Aadhaar	Document No
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Land Record Of Right	Document No
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Registered Partnership Deed OR Company Registration and MoA	Document No
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>



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2.8. At the tail end of the checklist there is also an option for the applicant to upload any document he finds not covered in the checklist. He also needs to tick the declaration at the bottom of the checklist.

Choose File DOC.pdf View  
Documents regarding machinery  
Choose File DOC.pdf View  
BIS certification of the supplier of automatic blending machine  
Choose File DOC.pdf View  
arpa I  
Choose File arpan View  
Add Row

I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise.

Previous Preview Submit

2.9. When the uploading is complete, he can see a preview of the entire application and documents submitted. If he wants, he can go back and edit data or uploaded documents. He will be able to download the preview in pdf.

DOCUMENT NO: Expiry Date:  
**Registered Partnership Deed OR Company Registration and MoA:** Download  
Document No: Expiry Date:  
**State Pollution Licence:** Download  
Document No: 8765 Expiry Date: 2025-06-05  
**Boiler Certificate:** Download  
Document No: 8765 Expiry Date: 2025-06-13  
**FSSAI Licence:** Download  
Document No: 67543 Expiry Date: 2025-06-14  
**FASSI+Licence:** Download  
Document No: 9876 Expiry Date: 2025-06-12  
**Fire Certificate:** Download  
Document No: 98765 Expiry Date: 2025-05-30  
**Trade Licence:** Download  
Document No: 89768 Expiry Date: 2025-06-06  
**PL and Balance Sheet:** Download  
Document No: 984567 Expiry Date: 2025-06-13  
**Declaration in affidavit:** Download  
Document No: Expiry Date:  
**Documents regarding machinery:** Download  
Document No: Expiry Date:  
**BIS certification of the supplier of automatic blending machine:** Download  
Document No: Expiry Date:  
: Download  
Document No: arpan Expiry Date:  
: Download  
Document No: jana Expiry Date:  
I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise.

Download PDF Preview Submit



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2.10. Finally, he can submit the application by clicking ‘Submit’ button. He will be shown an alert reading “You are going to finally submit the application. You will not be able to edit it anymore. Continue?” if he clicks “Yes” the application will be submitted.

Choose File DOC.pdf View

arpan

Choose File

Add Row

jana

Choose File DOC.pdf View

I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable

2.11. The applicant Rice Mill after submission of application, can check the status of disposal in his login in ‘Rice Mill Registration’ menu.

Dashboard NEW

Home

Rice Mill Registration

My Account

Online Paddy Procurement System

Welcome, Bnk22116 (Chhajer Rice Mill Pvt. Ltd.)!

Rice Mill Details

Status	Date
Application submitted	23/05/2025
Enquiry Assigned	23/05/2025
Enquiry report submitted	23/05/2025
Disposed of by DLMC	23/05/2025
Approved/rejected by authority	10/06/2025

Activate Windows  
Go to Settings to activate Windows.

V1.3.8



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## 3. Received Back Seeking Clarification:

3.1. Any of the official users involved in the application disposal process may send a case back to the Rice Mill applicant. Necessary action by the applicant on receiving back from Enquiry Officers and other officials are elaborated hereunder.

### Enquiry Officer

3.2. The EO can mark any data as submitted in the Rice Mill's application as 'incorrect' and any upload document as 're-upload'.

11	Paddy godown storage size	<table border="1"><tr><td>L</td><td>B</td><td>H</td></tr><tr><td>9</td><td>6</td><td>8</td></tr><tr><td>9</td><td>7</td><td>8</td></tr></table>	L	B	H	9	6	8	9	7	8	<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	Enter remarks
L	B	H											
9	6	8											
9	7	8											
12	Rice Godown storage size	<table border="1"><tr><td>L</td><td>B</td><td>H</td></tr><tr><td>9</td><td>7</td><td>6</td></tr></table>	L	B	H	9	7	6	<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	Enter remarks			
L	B	H											
9	7	6											
13	Milling Capacity of Paddy per 8 (eight) hours	345	<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	Enter remarks									
14	Drier Capacity of Paddy per 8 (eight) hours' shift	67543	<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect	Pleas correct									
15	Whether dynamic blending machine is installed	Yes	<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect	Enter remarks									
16	Electricity consumption in last 1 years	723422.25	<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect	Enter remarks									
17	No. of 10 MT trucks owned	876	<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect	Enter remarks									

3.3. If at least one such 'incorrect' or 're-upload' marking has been done, the EO will be required to send it back to the applicant for re-submission.

17	Trade Licence	89768	06/06/2025	22118_26052025181109.pdf	<input checked="" type="radio"/> Ok <input type="radio"/> Re-upload	Enter remarks
18	Udyog Aadhaar	9876908		22118_26052025180843.pdf	<input checked="" type="radio"/> Ok <input type="radio"/> Re-upload	Enter remarks

Approach Road Photo I      Rice Mill Photo I      Blending Machine Photo I

[View](#)      [View](#)      [View](#)

[Download PDF](#)

File should be **JPG** or **PDF** format. Size less than **2 MB**.

Upload Signed ER

DOC.pdf      [Preview](#)

[Send To Applicant](#)      [Close](#)



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3.4. Subsequently, the applicant Rice Mill in his log in can carry out the necessary corrections as indicated by the Enquiry Officer (EO) in the returned report. That information marked as 'Incorrect' and documents marked 'Re-upload' will open to the applicant Rice Mills while fields marked 'Correct' and documents marked 'OK' will remain un-editable.

Online Paddy Procurement System      Welcome, Apd22118 (M/S. Das Rice Mill)!      A- A+ 🔍

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Add
9	7	8	
Size of Rice Godown			
Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Add
9	7	6	
Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)			Electricity consumption in last 1 years
345			723422.25
Drier Capacity of Paddy per 8 (eight) hours' shift <span style="color: red;">⚠</span>			Whether dynamic blending machine is installed?
67543			Yes
Consumption			
Year	Month	Consumption (kW)	
2025	April	41869.75	
2025	March	67923.5	

3.5. The Rice Mill will see the comments of the EO and will comply by entering correct data and/or uploading correct document. The process will be the same as mentioned in points no. 2.1 to 2.10. However, this time additionally he can give a comment before submission.

Paddy Procurement System      Welcome, Apd22118 (M/S. Das Rice Mill)!      A- A+ 🔍

Choose File	No file chosen	View	89768	05-06-2025
Udyog Aadhaar		Document No	9876908	
Choose File	No file chosen	View		
Enter Document Name		View		
Choose File	No file chosen			
Add Row				
Remarks				
Resolved				

I hereby declare that all the information furnished here are true to my knowledge and belief. My application will be liable to be cancelled, if found otherwise.

Previous      Preview      Submit



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## Other Officials

- 3.6. Other officials in their action page can choose to ‘Send Back’ a case. They will have to give comments and send back.
- 3.7. When the case is sent back to the applicant Rice Mill, he will be able to see the comments and comply by entering his remarks and uploading an additional document. The same will then be visible to the official who had sent back.

The screenshot shows the 'Rice Mill Details' section of the system. At the top, a message box contains the text '[Application Received For Correction] DDPS - test', which is highlighted with a red rectangular border. Below this, the 'Basic Information' section is visible, containing fields for 'Rice Mill Name' (SIKHA SAHA M/S MAHARAJ RICE MILL) and 'Rice Mill Type' (RAW). Further down are 'Address Details' fields for 'District' (ALIPURDUAR), 'Sub-Division' (Alipurduar), 'Block' (Kumargram), 'Police Station' (Jaigaon), 'PIN Code' (PIN CODE), and 'Khatian No.' (Khatian No.). A red 'Activate Windows' button with the text 'Go to Settings to activate Windows.' is located on the right side of the page.

## 4. Action after Final Disposal:

### Rice Mill Login

- 4.1. If the application is approved, the applicant Rice Mill will log in and find all necessary menus.

The screenshot shows the 'Dashboard' page of the system. On the left, a sidebar lists 'NEW' items: 'Dashboard', 'Home', 'Jute Mgmt', 'Procurement Centre Management' (which is expanded to show 'Rice Mill Mgmt', 'User Management', 'Reports', and 'My Account'), and 'Reports'. The main content area features several cards: 'Cumulative Paddy Received' (blue), 'Resultant CMR Delivered' (green), 'Cumulative CMR Received' (yellow), 'Paddy In Hand' (grey), 'CMR Pending' (red), and 'Total Bank Guarantee' (blue). Below these are sections for 'Other Vital Facts' and 'Month Wise Paddy Received Overview'. The chart shows the monthly volume of paddy received in MT, with data points for January through December. A red 'Activate Windows' button with the text 'Go to Settings to activate Windows.' is located at the bottom right of the chart area.



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4.2. In case of rejection, may choose to apply again following steps same as 1.1 onwards. This time his name will definitely appear in the drop down.

**New Rice Mill Registration**  
[All fields marked with an asterisk (\*) are required]

**District\***  
BANKURA

**Select Rice Mill Name\***  
ch  
CHHAJER RICE MILL PVT. LTD.  
Not in this list

Activate Windows  
Go to Settings to activate Windows.