



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 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.

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.

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> the applicant will go to 'New Rice Mill' > 'New Rice Mill Registration'.





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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'.

epaddystg.wb.gov.in/PublicProfile/NewRiceMillRegistration

West Bengal PDS ~... epaddystg.wb.gov.in West Bengal PDS ~...

New Rice Mill Registration

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

District*

ALIPURDUAR

Select Rice Mill Name*

r

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.

The screenshot shows the 'New Rice Mill Registration' form. A modal dialog box is displayed in the center with the following text: 'This Consumer ID already exists for ANUP KUMAR PAUL (rice mill code - 2[redacted]). You cannot proceed with the same. Please enter a different Consumer ID.' The background form shows fields for District (ALIPURDUAR), Select Rice Mill Name (Not in this list), PAN of the owner (A[redacted]P), Electricity Provider (CESC), and a Proceed button.

- 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.

The screenshot shows the 'New Rice Mill Registration' form with the following fields filled: 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]), Rice Mill Name (M/S. DAS RICE MILL), and Rice Miller Name (A[redacted]JL). The Rice Mill Type dropdown is open, showing options: --select--, --select--, RAW (selected), and 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* [Redacted] 5 Generate OTP

Mobile Number Validated.

Email* [Redacted]@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* [Redacted] 5 Generate OTP

Mobile Number Validated.

Email* [Redacted]@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 PIN Code* 721429

Dag Nos.* 16254

Mobile No.* 8[redacted]5

Email* a[redacted]@gmail.com

New Rice Mill Registration

Your application for registration of M/S. DAS RICE MILL (Rice Mill Code-3[redacted]7) is submitted successfully.

Ok

Generate OTP

- 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 98[redacted]

Mobile No 80[redacted]

Proceed

Generate OTP

Check Status

Application In Progress!

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



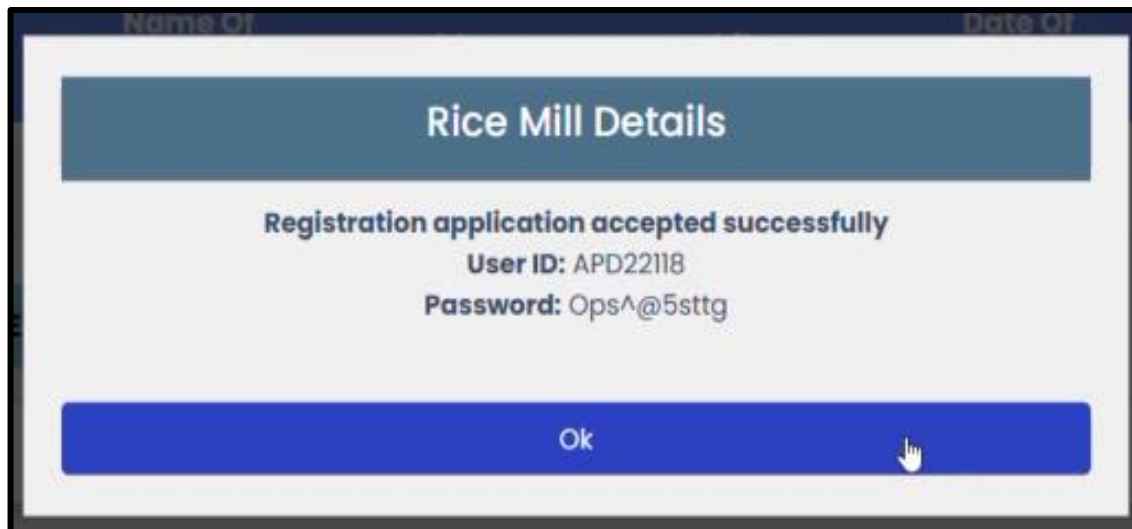
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- 1.11. If the application is accepted, the system will automatically generate a unique User ID and password for the respective Rice Mill. The same will be informed to him through SMS and email ID also.



- 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.



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

Mobile No
8[REDACTED]5

Email
[REDACTED]@gmail.com

PAN of the owner
A[REDACTED]P

Electricity Consumer ID
9[REDACTED]1

Electricity Provider
CESC

Year of Establishment
2003

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

Aadhaar No.Of Owner/Partner/Office Bearer1
Enter Aadhaar Number

- 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]1

Electricity Provider
CESC

Year of Establishment
2003

Ownership Type
Individual

Aadhaar No.Of Owner/Partner/Office Bearer1
2[REDACTED]3

Enter OTP
649127

Arbab Jana



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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

Size of Paddy Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Add
<input type="text" value="8"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	
Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Delete
<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="1"/>	

Size of Rice Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 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.

Size of Rice Godown

Length(in ft.)	Breadth(in ft.)	Height(in ft.)	Add
<input type="text" value="5"/>	<input type="text" value="9"/>	<input type="text" value="6"/>	

Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)

Drier Capacity of Paddy per 8 (eight) hours' shift

Electricity consumption in last 1 years

Whether dynamic blending machine is installed?

Yes
No

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	No. of staff
<input type="text" value="876"/>	<input type="text" value="57788"/>
Annual turnover in last FY (in Rs.)	Amount which can be invested for working in paddy procurement operations, if empaneled (in Rs.)
<input type="text" value="56675868"/>	<input type="text" value="67976966"/>
<input type="button" value="Previous"/>	<input type="button" value="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

Choose File

No file chosen

View

Choose File

No file chosen

View

Choose File

No file chosen

View

Choose File

No file chosen

View

Choose File

No file chosen

View

Choose File

No file chosen

View

Checklist of Documents to be Uploaded

Document No

Document No

Valid Till

Document No

Document No



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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

arpan

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.

Online Paddy Procurement

Document No: Registered Partnership Deed OR Company Registration and MoA: Download

Document No: State Pollution Licence: Download

Document No: 8765 Expiry Date: 2025-06-05

Document No: 8765 Expiry Date: 2025-06-13

Document No: 67543 Expiry Date: 2025-06-14

Document No: 9876 Expiry Date: 2025-06-12

Document No: 98765 Expiry Date: 2025-05-30

Document No: 89768 Expiry Date: 2025-06-06

Document No: 984567 Expiry Date: 2025-06-13

Document No: Declaration in affidavit: Download

Document No: Documents regarding machinery: Download

Document No: BIS certification of the supplier of automatic blending machine: Download

Document No: : Download

Document No: arpan Expiry Date:

Document No: : Download

Document No: jana Expiry Date:

Download PDF

Previous 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.

Online Paddy Procurement System Welcome, Bnk22116 (Chhajer Rice Mill Pvt. Ltd.)! Logout

Dashboard Home Rice Mill Registration My Account

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><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><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	Please correct									
15	Whether dynamic blending machine is installed	Yes	<input type="radio"/> Correct <input type="radio"/> Incorrect	Enter remarks									
16	Electricity consumption in last 1 years	723422.25	<input type="radio"/> Correct <input type="radio"/> Incorrect	Enter remarks									
17	No. of 10 MT trucks owned	876	<input type="radio"/> Correct <input 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 1

Rice Mill Photo 1

Blending Machine Photo 1

View

View

View

Download PDF

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

Upload Signed ER

Choose File

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)!

Length(in ft.) Breadth(in ft.) Height(in ft.)

9 7 8

Size of Rice Godown

Length(in ft.) Breadth(in ft.) Height(in ft.)

9 7 6

Milling Capacity of Paddy per 8 (eight) hours' shift as per certificate of the GM, DIC (in MT)

345

Electricity consumption in last 1 years

723422.25

Drier Capacity of Paddy per 8 (eight) hours'shift

67543

Whether dynamic blending machine is installed?

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.

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

Choose File No file chosen View 89768 05-06-2025

Udyog Aadhaar

Choose File No file chosen View 9876908

Enter Document Name

Choose File No file chosen View

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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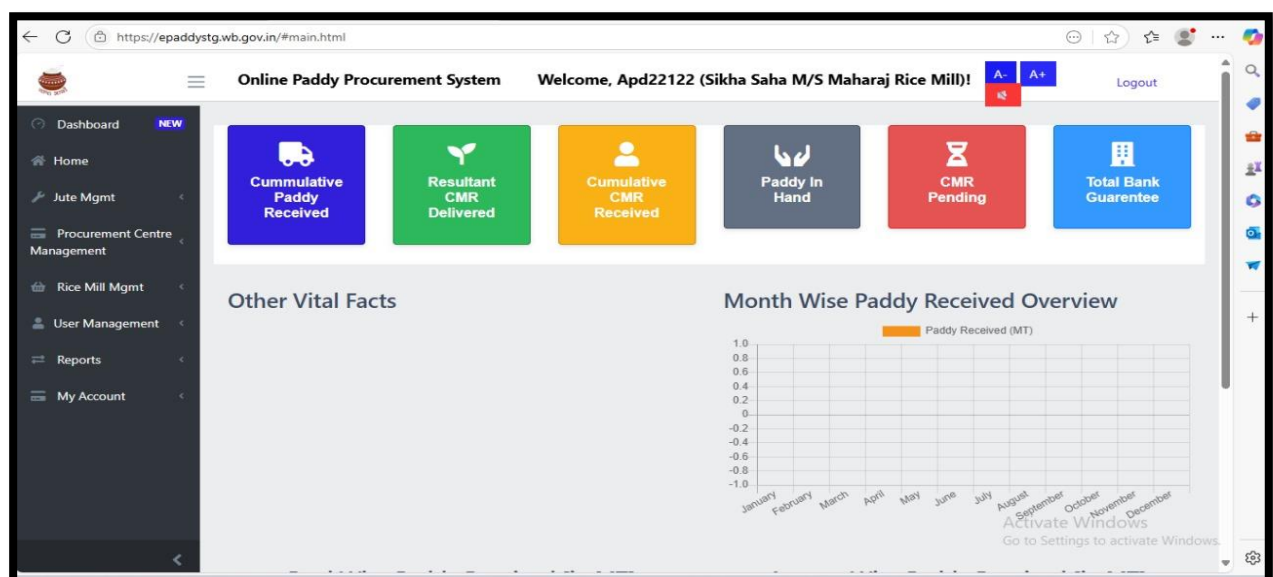
Other Officials

- 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.

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.





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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.