	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'.

   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.

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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.

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.

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.

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.

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

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.

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.

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

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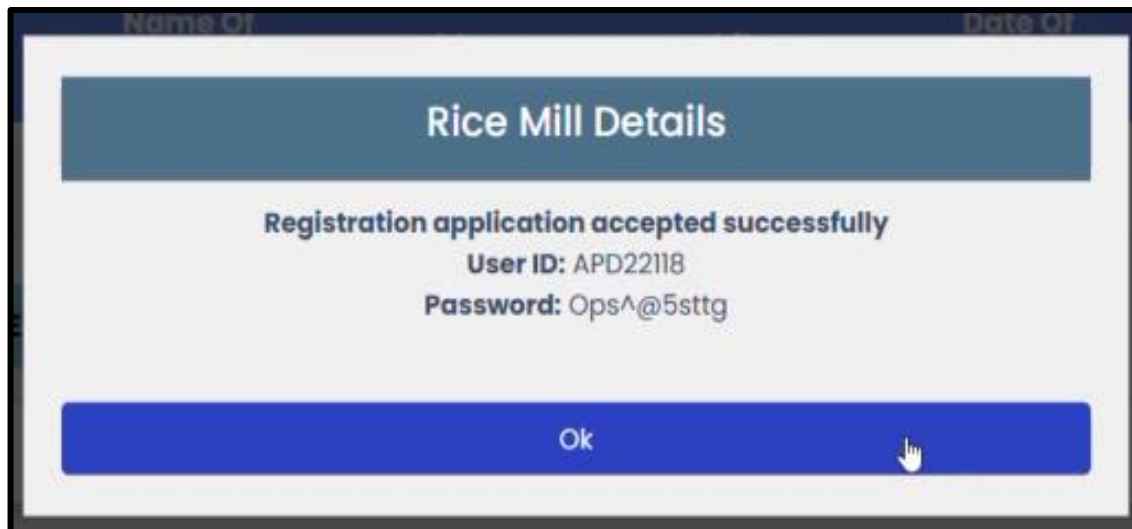
1.12.   If the application is rejected, the applicant will be able to view the reason for rejection in status check page, as well as in SMS and email.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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

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'.

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.

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.

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.

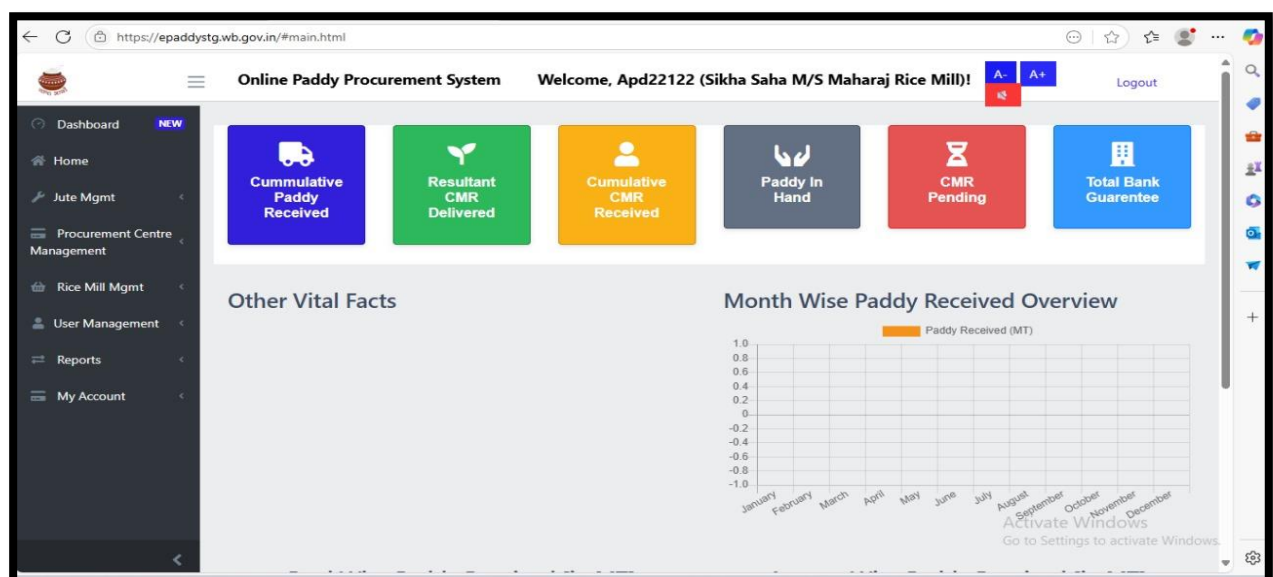Ver. 1.0   Date of Release: 10.06.25

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.

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.