



Government of West Bengal
Food & Supplies Department
(Procurement Cell)
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<https://food.wb.gov.in>



File No. E-1034973

No.I/683704/2025

Date:26-08-2025

ORDER

Sub: SOP for declaration of data for Private Milling of Rice Mills

As per clause 16.20 (Obligation of the Rice Mill engaged in Private milling) of the Policy and Guideline for procurement in KMS 2024-25 the Rice Miller shall maintain separate registers for the paddy and/or rice purchased and processed by him under private account and shall keep it updated immediately at the moment when the transaction is made and shall produce the books of accounts and stock to the inspecting officials on demand. The Rice Miller shall have to maintain the stock of the Govt. and private paddy (in bags of uniform weight stacked up in a countable position and in bulk) and its resultant rice (Govt. and private both) (in bags of uniform weight stacked up in a countable position and in bulk) separately in well demarcated places in such a manner that the private and Govt. stock are well identifiable and countable and measurable at all time. Any bulk paddy or rice shall have to be stacked at the time of inspection, if the Govt. paddy or rice is not in countable and measurable condition.

Further, as per the Guideline for custom milling of paddy and delivery of CMR issued by the Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, GoI vide no. 1(6)/2023-Py.I dated 13.08.2024, the Rice Millers shall declare on the SFPP the month-wise paddy received from private sources and from the State Government or FCI towards the central pool procurement. This information should be captured in SFPP for flow of the information to CFPP through APIs.

Hence, to bring transparency in the system of paddy procurement, the Government in the Department of Food & Supplies felt it necessary to issue a detailed guideline and SOP for the empanelled Rice Millers towards declaring data of private milling of paddy and delivery of rice.

Every empanelled Rice Mill shall declare in the portal whether it is engaged in private milling of paddy. The declaration will be reviewed by the District Controller, Food & Supplies who may accept, reject or return it for correction after due enquiry process. If rejected, the Rice Mill will remain suspended from empanelment and no tagging will be allowed, except for pending CMR delivery.

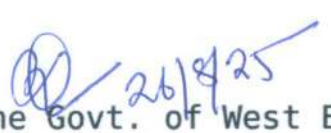
After the declaration is accepted, the Rice Mill must enter the Opening Balances of paddy and rice under its private account. These entries will be checked by the DCF&Ss, and only after approval the Rice Mill will be allowed to proceed further.

Once the Opening Balance is approved, the Rice Mill shall regularly enter daily details of private milling, including paddy purchased, paddy milled, rice produced and rice sold. The portal will show cumulative figures, and the DCF&S will monitor these entries through consolidated reports. During inspection the physical and online stock balances of paddy and rice on Govt. and Private milling shall be verified.

The detail SOP regarding Private milling of Rice Mills attached herewith shall be followed strictly.

This issues with the approval of competent authority and smooth functioning of paddy procurement operations.

Enclo: As Stated

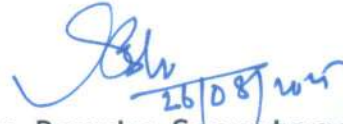

Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

No.I/683704/2025 1/(12)

Date 26-08-2025

Copy forwarded for information and taking necessary action to:-

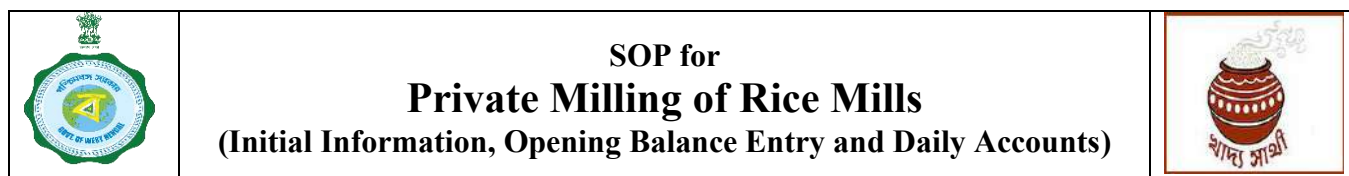
1. The Managing Director, BENFED.
2. The Managing Director, WBECSC Ltd.
3. The Director of DDP&S, Food & Supplies Department.
4. The Special Secretary, IT & R Cell, Food & Supplies Department.
5. The Managing Director, PBAMCL.
6. The CEO, CONFED.
7. The District Controller, Food & Supplies (All except Kalimpong).
8. The Branch Manager, NAFED Kolkata.
9. The P.S. to the Hon'ble MIC, Food & Supplies Department.
10. The P.S. to the Hon'ble MoS, Food & Supplies Department.
11. The President, Bengal Rice Mills Association.
12. The President, West Bengal Rice Mill Owner's Association.



Senior Deputy Secretary to
the Government of West Bengal

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Any further correspondence or communication in reference to this communication should be addressed to the signing authority and sent to email ID: proccell.fs-wb@bangla.gov.in



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Information of private milling of an empaneled Rice Mill will be incorporated in www.epaddy.wb.gov.in through the steps of

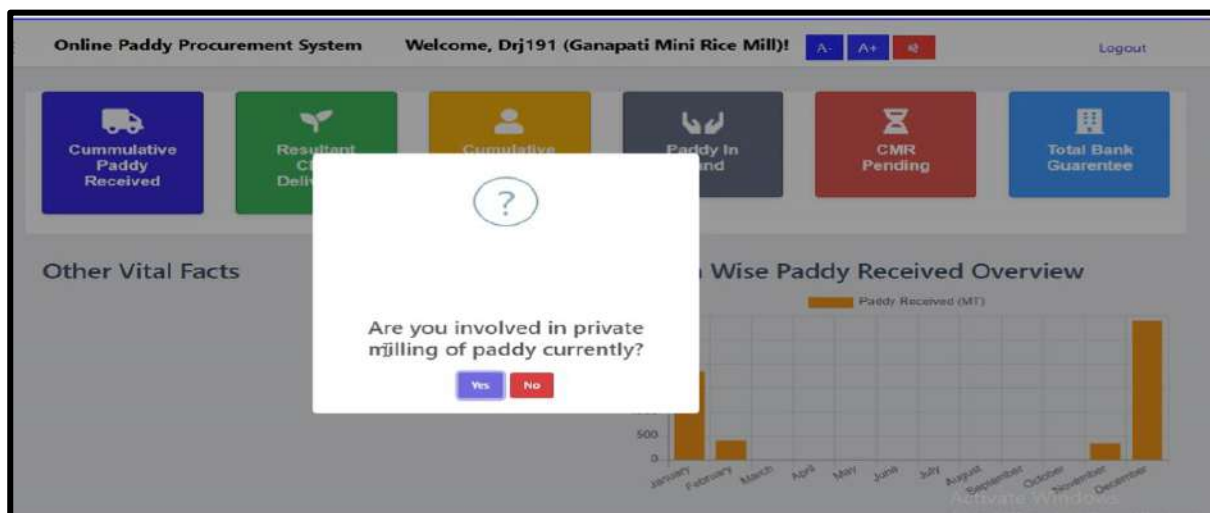
- Initial information
- Opening balance, and
- Daily account.

The work will be done through the following process flow:

1. Initial Information:

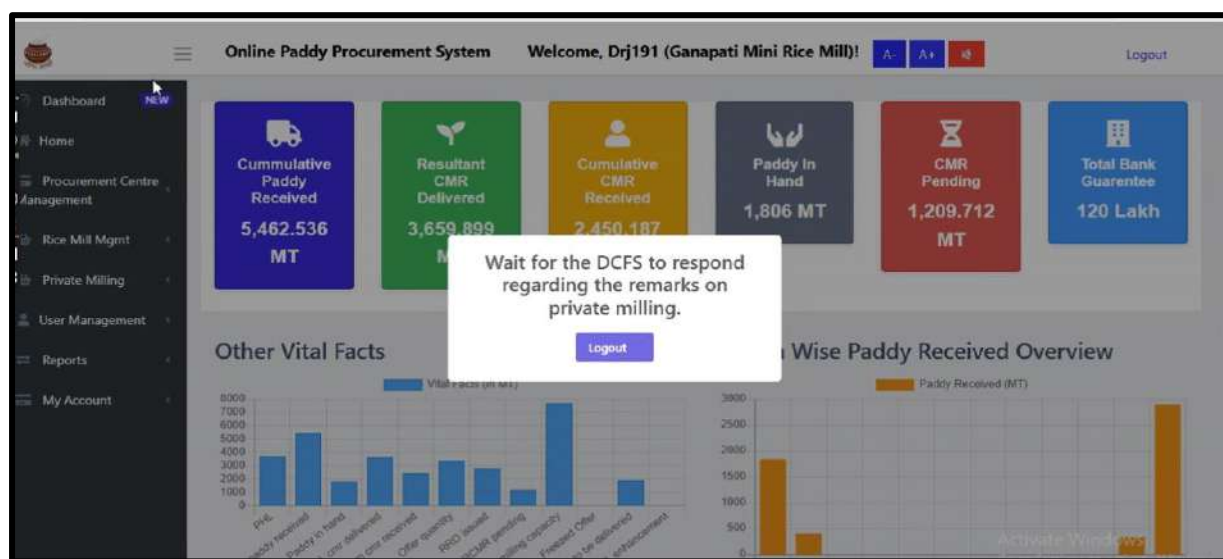
Rice Mill Login

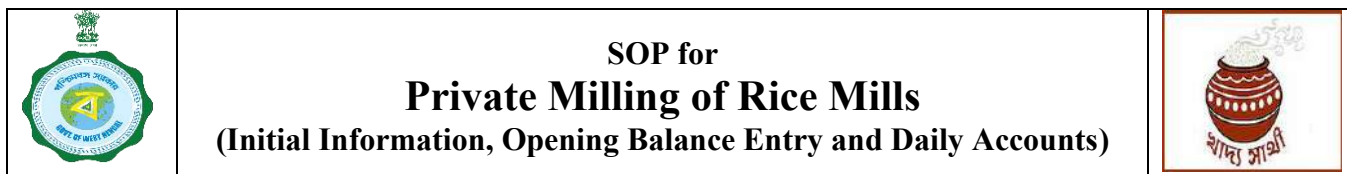
- 1.1. Upon successful login by an empanelled Rice Mille user, the portal shall mandatorily display a pop-up message follows: “Are you currently engaged in private milling of paddy?”



- 1.2. Upon selecting ‘Yes’ and submitting the declaration regarding engagement in private milling of paddy, the portal shall automatically forward the request to the concerned DCF&S for review and necessary action. Subsequently, the portal shall display the following message to the mill,

“Please wait for the DCF&S to provide remarks regarding your private milling status.”





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DCF&S Login

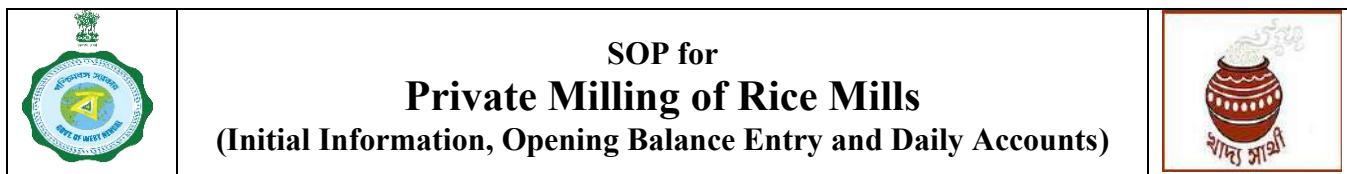
1.3. Upon login to the portal, DCF&S shall navigate to the 'RM Private Milling' > 'Rice Mill Private Milling Information' menu. Here the DCF&S shall be able to view the list of empanelled Rice Mills with mention of which Rice Mill has submitted private milling information, and which has not. For each submitted entry, the DCF&S shall be provided with the following action options:

- Send Back
- Accept
- Reject



1.3.1. If the DCF&S sends it back, the Rice Mill will again have opportunity to start from point no. 1.1. Now, he will also see the comments entered by the DCF&S at the time of sending back.

1.3.2. Rejection of the declaration by the DCF&S will tantamount to suspension of the Mill's empanelment for the remainder of the current KMS. Only functionalities related to pending CMR delivery and associated obligations in www.epaddy1.wb.gov.in shall remain enabled for compliance purposes.



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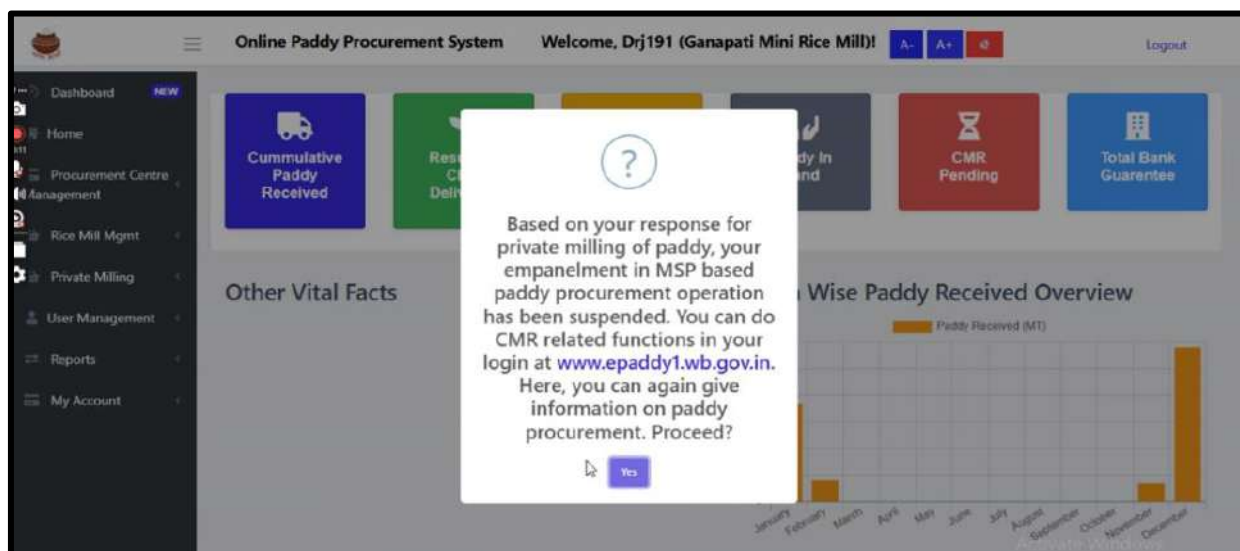
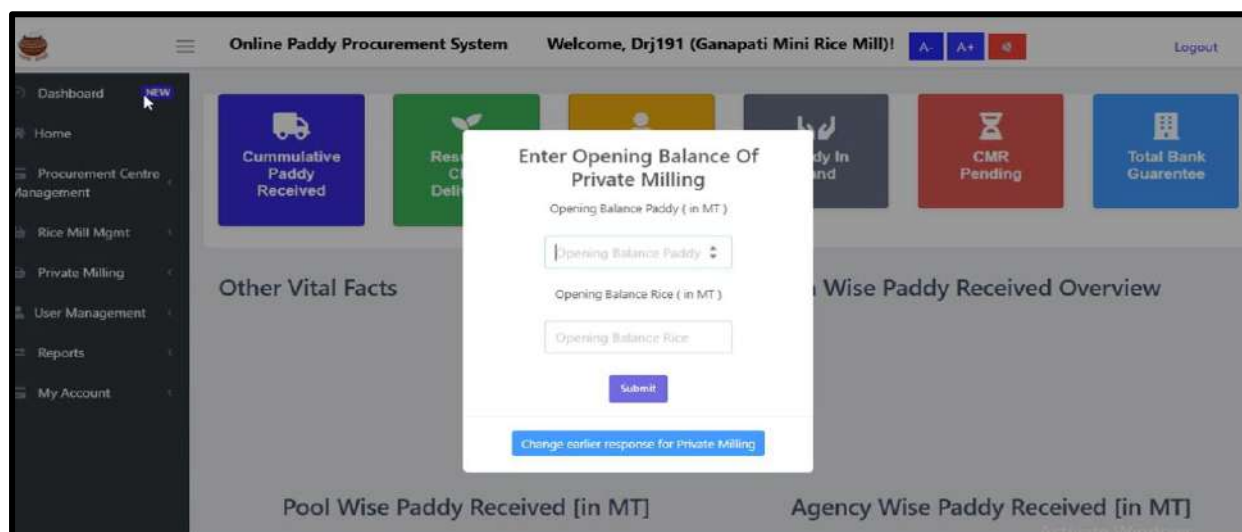
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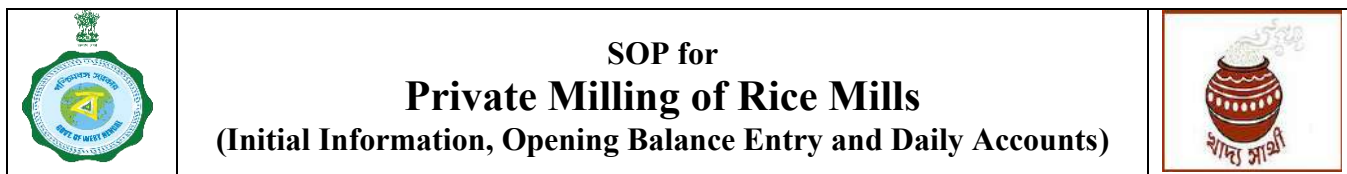
- 1.3.3. However, the Rice Mill will be free to submit a fresh declaration regarding private milling from the beginning (point no. 1.1).
- 1.3.4. Upon acceptance of the initial response by the DCF&S, the Rice Mill shall gain access to the next stage of the private milling module within the portal.

2. Opening Balance

Rice Mill Login

- 2.1. If a Rice Mill declared that he neither is involved in private milling currently, nor does he intend to do so in the ongoing KMS, and if the DCF&S approved it, the Rice Mill will have to do nothing further in the private milling module. However, he can anytime submit a fresh information through 'Private Milling Information' menu following the workflow point no. 1.1 onwards and the same would be disposed of by DCF&S again.
- 2.2. For Rice Mills who informed that it is either currently involved in private milling or intend to do so in the ongoing KMS, and the same got accepted by the DCF&S, it shall be mandatory to enter the Opening Balance details in this pop-up whenever he login next. He will be required to enter the Opening Balance of Paddy (MT) and Opening Balance of Rice (MT) in the private milling account for the day. The portal will not allow any other operations unless these opening balance fields are duly filled and submitted.





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DCF&S Login

2.3. Once the Rice Mill submits the Opening Balance of Private Milling (Paddy and Rice), it will be visible to the DCF&S under the 'RM Private Milling Information' > 'Opening Balance'. The DCF&S will see all empanelled Rice Mills with mention of who has submitted initial response and who has entered OB thereafter.

Sl.No	Rice Mill	Initial Response	Whether Opening Balance Response Submitted	Submission Date	Opening Balance Paddy(in MT)	Opening Balance Rice(in MT)	Action
1	GANAPATI MINI RICE MILL (1)	Approved	Submitted	17-06-2025	20	30	Select
2	GANGA TRADING CO. (2)	Not Submitted	N/A				
3	GOURI RICE MILL (3)	Not Submitted	N/A				
4	JORETHANG RICE MILL (4)	Not Submitted	N/A				
	MAA DURGA RICE MILL						

2.4. The DCF&S will review the OB details entered by each Rice Mill and take appropriate action from the following options:

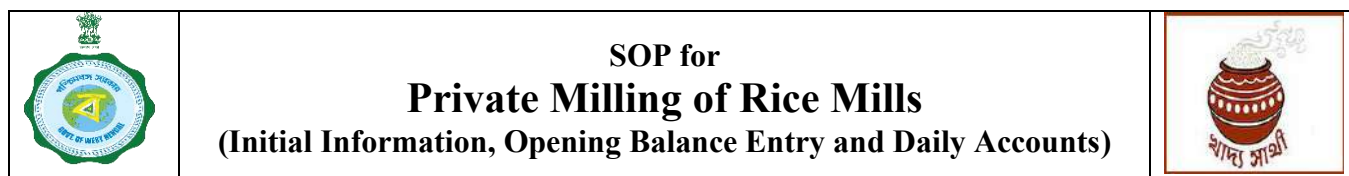
- Accept – If the opening balance entries are found accurate and satisfactory.
- Send Back – If any discrepancy, inconsistency, or clarification is required from the Rice Mill before acceptance.

2.5. After selecting the appropriate action, the DCF&S shall click 'Submit' to finalize the decision, which will be recorded in the portal and notified to the respective Rice Mill.

The screenshot shows the 'Online Paddy Procurement System' interface. The top navigation bar includes 'Online Paddy Procurement System', 'Welcome, Dcfdsrj (Darjeeling)!', and a 'Logout' link. A sidebar on the left lists various management options. The main content area displays a table with the same columns as the previous table. A dropdown menu is open for the first row, showing options: 'Select', 'Accept', and 'Send Back'. A green 'Submit' button is visible to the right of the table.

Rice Mill	Initial Response	Whether Opening Balance Response Submitted	Submission Date	Opening Balance Paddy(in MT)	Opening Balance Rice(in MT)	Action	Action
GANAPATI MINI RICE MILL (1)	Approved	Submitted	17-06-2025	20	15	Select	Submit
GANGA TRADING CO. (2)	Not Submitted	N/A				Select	
GOURI RICE MILL (3)	Not Submitted	N/A				Accept	
JORETHANG RICE MILL (4)	Not Submitted	N/A				Send Back	
MAA DURGA RICE MILL (5)	Not Submitted	N/A					
ENTERPRISE (8)	Not Submitted	N/A					

2.6. If sent back, the Rice Mill will again need to enter the OB details as in point no. 2.1 onwards and the DCF&S will again dispose it of.



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- 2.7. Upon acceptance of the Opening Balance by the DCF&S, the data will be saved in the database. Thereafter, the Rice Mill user will gain access to the next section i.e. entry of daily accounts.

3. Daily Accounts

Rice Mill Login

- 3.1. For a Rice Mill it shall be mandatory to enter the daily accounts of private milling operations in the prescribed format. For this, he will go to 'RM Private Milling Information' > 'Daily Accounts Entry' menu.
- 3.2. The following fields must be updated on a daily basis: On-date Paddy Purchased, On-date Paddy Milled, On-date Rice Produced, On-date Rice Sold. Cumulative Paddy Purchased, Cumulative Rice Produced, and Closing Balance of Paddy and Rice would be auto-calculated based on entry by the Rice Mill.
- 3.3. The Rice Mill is required to enter these details on a daily basis to ensure transparency and traceability of private stock movement.
- 3.4. The portal will allow a flexibility window of data entry as entered through Master by the authorised officer of the Department. Backdated entries will be allowed within this mandated period only.

The screenshot displays the 'Online Paddy Procurement System' interface. The top navigation bar includes the system name, a welcome message for 'DrJ191 (Ganapati Mini Rice Mill)', font size controls, and a 'Logout' link. A left-hand sidebar menu lists various options: Dashboard, Home, Procurement, Centre Management, Rice Mill Mgmt, Private Milling, Apply for Change of Private Milling Status, RM Private Milling Account Entry, and RM Private Milling Account Entry Report. The main content area is titled 'Rice Mill Details' and features a data entry table. The table has columns for 'Cumulative Paddy (in MT)', 'Paddy Milled (in MT)', 'Rice Produced (in MT)', 'Cumulative Rice (in MT)', 'Rice Sold (in MT)', 'Closing Balance Paddy (in MT)', 'Closing Balance Rice (in MT)', and an 'Action' column. A single row of data is visible with values: 32, 25, 40, 37, 0, 0. A green 'Submit' button is located at the end of the row. Below the table, there is a pagination control showing 'Page 1 of 1' and a 'View 1-1 of 1' indicator.

	SOP for Private Milling of Rice Mills (Initial Information, Opening Balance Entry and Daily Accounts)	
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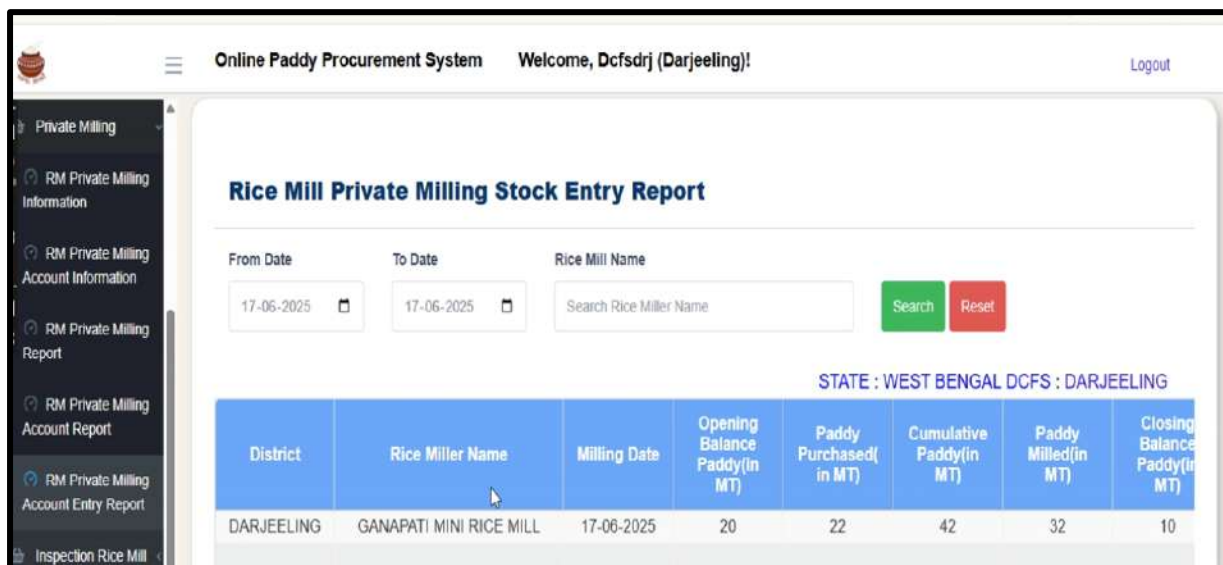
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DCF&S Login

3.5. Under the 'RM Private Milling Information' > 'Daily Accounts' menu, a comprehensive report of daily stock entries submitted by Rice Mills will be available. This report will provide the following functionalities for effective monitoring and oversight:

- Date Range Selection: The DCF&S can select a specific date range to view stock entry submissions within the selected period.
- Rice Mill Name Search: A search bar will be available to filter the report by specific Rice Mill Name, allowing targeted review.
- Rice Mill List Display: A tabulated list of all Rice Mills that have submitted their daily stock position data during the selected date range shall be displayed, along with key metrics.



The screenshot displays the 'Online Paddy Procurement System' interface. The user is logged in as 'Welcome, Dcfsdrj (Darjeeling)'. The left sidebar shows the navigation menu with 'Private Milling' selected. The main content area is titled 'Rice Mill Private Milling Stock Entry Report'. It includes filters for 'From Date' (17-06-2025), 'To Date' (17-06-2025), and 'Rice Mill Name' (Search Rice Miller Name). A 'Search' button is present. Below the filters, the report is for 'STATE : WEST BENGAL DCFS : DARJEELING'. The table shows the following data:

District	Rice Miller Name	Milling Date	Opening Balance Paddy(In MT)	Paddy Purchased(In MT)	Cumulative Paddy(In MT)	Paddy Milled(In MT)	Closing Balance Paddy(In MT)
DARJEELING	GANAPATI MINI RICE MILL	17-06-2025	20	22	42	32	10