

Government of West Bengal

Food & Supplies Department

11/A Mirza Galib Street, Kolkata - 87

No. 5889-FS/Sectt./Food/4P-09/23(Pt-III)

Dated: 22.12.23.

To : The Director, Dte. of DDP&S,
Food & Supplies Department.

**Sub: Tagging of P.O.(s)/D.O.(s) in CPCs and mobile CPCs
in KMS 2023-24**

Sir,

The Department has notified total 534 Centralised Procurement Centers (CPCs) and 97 mobile CPCs in this KMS 2023-24, so far. More CPCs or mobile CPCs may be notified in the interest of paddy procurement operations from the small and marginal farmers in this KMS.

All these CPCs and mobile CPCs are manned by the officials of F&S Department, posted under the control of DCF&Ss and works as Purchase Officer(P.O.) and Disbursing Officers(D.O.). A few of these officials are designated as Paddy Purchase Officer (P.P.O.) who are engaged from the retired personnel.

In view of improving service delivery, bringing more transparency and monitoring, following decisions have been taken:

1. 20% of all these officials (other than retired personnel), of a particular district, may be tagged every week with another CPCs and mobile CPCs within the district.
2. Once tagged, the P.O./D.O. may continue for one month (30-35 days) in his new place of tagging after which he/she may be again tagged in another CPC/ mCPC.
3. Both P.O./D.O. posted at CPC etc. cannot be changed simultaneously. There should be a gap of 1-2 weeks between their change.
4. The outgoing P.O./D.O. shall handover the documents, records, reports, registers etc. to the D.O./P.O./P.P.O. of the CPC/ mCPC who is not moving out.
5. Till suitable arrangement is made in the portal for advance tagging of P.O./D.O. with a CPC/mCPC, DCF&S shall issue an administrative order at least 4(four) days in advance of retagging of a P.O./D.O. with another purchase center and ensure that the P.O./D.O. is duly informed at least 3(three) days in advance giving the details of new CPC/mCPC and date of joining at the new CPC/mCPC.
6. The DCF&S shall change name, phone number, Aadhaar number of the incoming P.O./D.O. against the new center on the preceding day, preferably on Sunday

only and authenticate the tagging through Aadhaar OTP or by capturing finger impression.

7. A Nodal Officer of the Office of the DCF&S, preferably, ADCF&S or a Chief Inspector(C.I.)/ Inspector shall communicate/ coordinate and facilitate the tagging, assignment of CPC/mCPCs, communicating concerned P.O./D.O. and following attendance and whether he could log in on the first day of the tagging to new CPC/mCPC. In all situations, DCF&S/ ADCF&S/ C.I. or Inspector shall ensure that no disruption is caused to paddy procurement operations at the CPC/mCPCs.
8. First such tagging shall be attempted with 10% of the P.O./ D.O., during 1st week of January, 2024, so that they join new assigned CPC/mCPC on 8th January, 2024.
9. A briefing meeting with all P.O./D.O./PPOs on various aspects of procurement operations including of P.O./D.O. and Rice Mills should be held on 31st December, 2023, so that the issues and concerns are adequately addressed.
10. D.O.s should also be trained to be able to function as P.O. where ever required. D.O.s shall be fully involved in paddy testing, weighment and registration / updation of farmers and scheduling of date by farmers for sale of paddy through ePoP or desktop/ laptop/ tablets.

In this connection, I am directed to request to instruct the DCF&Ss to do this tagging on random basis.

This is issued on approval of the competent authority.

Yours faithfully,


Additional Secretary to the
Government of West Bengal

No. 5889-FS/1(9)

Dated: 22.12.23.

Copy forwarded for information and taking necessary action to:-

1. All District Magistrates except Kalimpong.
2. All Supervising Officers on paddy procurement etc. of this Department.
3. All Director, F&S Department.
4. The Addl. Secretary (ITR Cell), F&S Department with a request to prepare the system on staff deployment, as per this letter and impart necessary guidance/ trainings in this regard.
5. The Deputy Secretary (DP /SEP Cell) to the Govt. of West Bengal, F&S Department.
6. The P.S. to Hon'ble MIC, F&S Department,
7. The P.S. to the Hon'ble MoS, F&S Department,
8. The OSD, Reforms Cell, F&S Department,
9. The DCF&S (all except Kalimpong).


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Government of West Bengal