



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



File No. **E-1008830**

No. I/670465/2025

Date: 25.07.2025

From: The Special Secretary to the
Government of West Bengal.

- To: 1. The Managing Director, BENFED.
2. The Managing Director, WBECSC Ltd.
3. The Managing Director, PBAMCL.
4. The Director of DDPBS, F&S Department.
5. The Director, Finance, F&S Department.
6. The CEO, CONFED.
7. The Branch Manager, NAFED.

Sub: Activity Calendar for preparatory actions, co-ordination and monitoring works for paddy procurement in KMS 2025-26.

Ref: The minutes of the meeting issued vide no. 2769-FS dated 16.07.2025 held on 09.07.2025 on framing of policies on paddy procurement in KMS 25-26.

Sir,

With reference to the subject and in pursuance of the memo mentioned above, I am directed to forward herewith the "**Activity Calendar for paddy procurement in KMS 2025-26**" for planning, taking preparatory steps, co-ordination and monitoring.

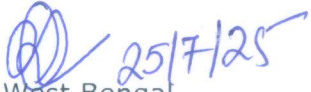
You are requested to kindly adhere to the timelines as mentioned in the calendar for smooth planning and implementation of paddy procurement operation in the ensuing KMS 2025-26. To ensure that the benefit of this calendar is properly derived, it is requested that necessary action pertaining to different activities / items should be initiated on or before the suggested start dates and completed on or before the suggested end date. A review should also be made intermediately so that no timeline is missed or delayed. A track should also be kept on the dependencies with other offices / levels and a timely coordination or follow up with them should be made to avoid any gap.

In case of any issues the matter may be brought to the notice of the higher authority for advise to resolve the issue.

This has got the approval of the competent authority.

Yours faithfully,

Enclo: As stated.

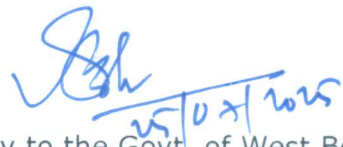
 25/7/25
Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

No. I/670465/2025/1(4)

Date: 25.07.2025

Copy forwarded for information and taking necessary action to:

1. The Director, Dte. of Rationing/ Consumer Goods/ Storage/ I&QC Transportation/ NCEC/ Statistics.
2. The District Magistrate (All).
3. The Special Secretary (IT & Reforms Cell)- with the request to upload the "Activity Calendar for paddy procurement in KMS 2025-26" in the procurement portal.
4. The District Controller, F&S (All).

 25/07/2025
Sr. Deputy Secretary to the Govt. of West Bengal
Food & Supplies Department

ACTIVITY CALENDAR

FOR PREPARATORY, COORDINATION AND MONITORING WORKS FOR

PADDY PROCUREMENT IN **KMS 2025-26**

Sl. No.	Activities	Stakeholders	Start date	End Completion Date /	Status of works
CELLS & DIRECTORATES OF THE F&S DEPARTMENT					
1	Meeting with all the stake holders for fixing target	Procurement Cell	05-July-2025	10-July-2025	Done on 09.07.2025
2	Submission of Proposal to Finance Department	Procurement Cell	10- July-2025	22- July-2025	Initiated
3	Commencement of Farmer registration / unrecorded bargadar	Reforms Cell and DCFS	Immediate	Continuing	Continuing
4	Completion of development, testing and deployment in live of provision for intent by Rice Mills and PPS	Reform Cell	Immediate	15-July-2025	Completed
5	Issuance of orders for Deployment of Staffs (PO/DO/PPO)	DP Cell and DDPS	Immediate	12-Aug-2025	
6	Cabinet Note for Paddy procurement Policy, KMS 25-26.	Procurement Cell	Immediate after receiving FD concurrence	25-Aug-2025	
7	Finalization of Procurement Guidelines, KMS 25-26 (after cabinet meeting)	Procurement Cell	Immediate	01-Sep -2025	
8	Completion of development, testing and deployment in Live all functionalities as per guidelines and FRS requirement and MIS reports	Procurement & ITR Cell	Immediate	04-Sep-2025	
9	Approval of the District wise, Agency wise target of procurement recommended by DDPS	Procurement Cell	28-July-2025	31- July-2025	

10	Holding of weekly meeting (Thursday) by Procurement Cell, DDPS, IT&R Cell, DF and OSD, WBECSC	Procurement Cell	04-Aug-2025	31-Jan-2026	After 1 st February 2026 meeting to be held fortnightly
11	Notification on CPCs and mCPCs	Procurement Cell	05-Aug-2025	11-Aug-2025	
12	Order on District wise monitoring team	Procurement Cell	11-Aug-2025	14-Aug-2025	
13	Integration of Procurement Portal with PFMS	Reforms Cell / ITR Cell	11-Aug-2025	04-Sep-2025	
14	Release of Staffs (PO/DO/PPO)	All Directorates. Field offices and Cells	13-Aug-2025	20-Aug-2025	
15	Joining of Staffs (PO/DO/PPO) and taking charges of the CPCs / mCPCs by them	All Directorates. Field offices and Cells	14-Aug-2025	04-Sep-2025	
16	Approval on the list of questionable Rice Mill	Procurement Cell	01-Sep-2025	07-Sep-2025	
17	SMS / Letters to Co-operation / and Agriculture Dept. for informing farmers on MSP and procurement	Procurement Cell / ITR Cell	02-Sep-2025	03-Sep-2025	After Cabinet approval
18	Delivery and installation of e PoP machine by SI in all Notified CPC / mCPC and handing over to CMR agencies for delivery to all PPSs	Procurement / Reforms cell and DDPS & CMR agencies	04-Sep-2025	14-Sep-2025	
19	Entry of Agency wise target of procurement in Portal	Procurement Cell	10-Sep-2025	11-Sep-2025	
20	Training on e-PoP machines, Procurement Guidelines to Master Trainers, DCFS, ADCFS, SCFS/ tagged ROs, CMR agencies	Procurement / Reforms cell / DDPS	10-Sep-2025	19-Sep-2025	
21	Confirmation by SI about providing exact numbers of ePoP devices and weighing scale to DCFS and to CMR agencies through DCFS	Procurement Cell	15-Sep-2025	15-Sep-2025	
22	Activating Online functionality for Scheduling of camps by the CMR agencies and Societies, SHGs, FPOS, etc. for Paddy Purchase	Reforms Cell	17-Sep-2025	Continuing	
23	Publication of Procurement Guidelines, KMS 25-26 Booklet	Procurement Cell	20-Sep-2025	20-Sep-2025	

DIRECTORATE OF FINANCE

1	Holding meeting with the stakeholders / SLC meeting	Director of Finance	23-July-2025	23-July-2025	
2	Drafting of Provisional Cost Sheet for KMS 25-26 and sending to GOI through SCAN portal	Director of Finance	05-Aug-2025	06-Aug-2025	

DIRECTORATE OF DDPS & CMR AGENCIES

1.	Identification and finalization of CPCs and mobile CPCs after receiving the same from the DCF&S concerned and submission of the same to procurement cell	DDPS	15-July-2025	31-July-2025	
2.	Sending proposal on district wise target of CPCs and CMR agencies to procurement cell	DDPS	Immediately	25-July -2025	
3.	Meeting with all stakeholders (DCFS, District in charges of CMR agencies, State level agencies like, SRLM, Agri marketing, Legal Metrology, SI for ePOP, etc.) on finalizing preparatory steps	DDPS + CMR Agencies	Continuing		Every fortnight for Aug to January and thereafter monthly
4.	Recommendation of names of PACS/PAMS/LAMPS/SHGs/FPO/FPCs by district level officers to DCFS for placing before DLSC	CMR Agencies	01-Aug-2025	07-Aug-2025	DLSC meeting should be held every fortnight in Aug, Sep and Oct.
5.	Completion report on submission of ensuring safe custody of documents as per memo No. I/575339 dated 18.11.2024 related to present KMS	DDPS DDPS + CMR Agencies	01- Aug -2025	11- Aug - 2025	
6.	Submission of list of Pool wise Vulnerable / defaulter Rice Mills (as on 31.07.25, 15.08.25, 31.08.25 and 30.09.25) to the Procurement cell	DDPS	02-Aug-2025 16-Aug-2025 02-Sep-2025 01-Oct-2025	02-Aug-2025 16-Aug-2025 02-Sep-2025 01-Oct-2025	
7.	Sending proposal [1st list] to procurement cell for empanelment of intending Rice Mills , who applied for KMS 25-26 by, 31 st July 2025	DDPS	04- Aug-2025	06-Aug-2025	
8.	1 st Detailed Report on Paddy Procurement of earlier	DDPS	Immediate	18-Aug-2025	

	KMS 2024-25				
9.	Assess the requirement of moisture meter and other QC equipment and make arrangement including procurement/ tender, if required, to make available at each location (CPC/ mCPC / PPS)	DDPS + CMR Agencies	14-Aug-2025	30- Aug-2025	
10.	Inspection & assessment of all CPCs/ PCs and weighbridges, weighing devices functionality and calibration (1 st round) and infrastructure availability and completion of all requirement as per findings of inspection and assessment	DDPS + CMR Agencies	18-Aug-2025	20-Sep-2025	
11.	Sending proposal [2nd List] to procurement cell for empanelment of intending Rice Mills , who applied for KMS 25-26 by 14 th August, 2025	DDPS	18-Aug-2025	20-Aug-2025	
12.	Preparation of publicity material, creation of various matters for flex / banners, audio / video matters and submission of Awareness generation and Capacity Building Plan for farmers and other stakeholders for procurement of paddy to the Procurement Cell. In addition preparing creatives and videos for Social Media publicity regularly.	DDPS– 1 st Set Draft 2 nd Set Draft 3 rd Set Draft Every Week	Immediately 21-Aug-2025 01-Sep-2025 Immediately	20-Aug-2025 29-Aug-2025 10-Sep-2025 Continue	Creatives and other publicity materials have to be developed regularly and as and when required and utilized through DCFS/ CMR agencies and Social Media
13.	Publicity material – Obtaining approval, releasing ads, creative through TV, social media, sharing designs with DMs and DCFSS, CMR agencies	DDPS– 1 st Set Draft 2 nd Set Draft 3 rd Set Draft Every week	21-Aug -2025 01-Sep -2025 16-Sep -2025 Immediately	29-Aug-2025 15-Sep-2025 16-Oct-2025 Continue	
14.	Ensure availability of moisture meter and other QC equipment at each location (CPC/ mCPC/ PPS)	DDPS + CMR Agencies	Immediate	10-Sep-2025	
15.	Taking all preparatory steps for farmer registration in KMS 25-26 portal at Purchase Centers	DDPS + CMR Agencies	Immediate	Continuing	
	Submission of the list of Rice Mills of questionable	DDPS	22- Aug -2025	31-Aug-2025	

	performance to Procurement Cell for approval				
16.	Sending proposal [3rd List] to procurement cell for empanelment of intending Rice Mills , who applied for KMS 25-26 by 30 th August, 2025.	DDPS	01-Sep-2025	04-Sep-2025	
17.	Ensuring Submission of BG and Signing of BA-I agreement with Rice Mills empanelled through 1st & 2nd list	DDPS	01-Sep-2025	10-Sep-2025	
18.	Ensuring Signing of BA-II and BA-III agreement with Rice Mills empanelled through 1st & 2nd list and PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs and tagging with purchase centers and uploading in portal	CMR Agencies	02-Sep-2025	11-Sep-2025	
19.	Confirmation Report to DP Cell regarding staff (PO/DO and PPO) posting, joining and availability in all CPCs	DDPS	05-Sep-2025	05-Sep-2025	
20.	Flagging of questionable rice mill in portal after approval	DDPS	08-Sep-2025	10- Sep -2025	
21.	Entry of District wise, Agency wise target of procurement in Portal	DDPS & CMR Agencies	11-Sep-25	15 -Sep-25	
22.	Sending proposal [4th List] to procurement cell for empanelment of intending Rice Mills , who applied for KMS 25-26 by 10 th September, 2025.	DDPS	11-Sep-2025	15-Sep-2025	
23.	Completion report of Verification and Calibration of Weighbridge & weighing devices at CPC & Other PC (Twice in a year)	DDPS	1 st 15-Sep-2025 2 nd 25-March-2026	23-Sep-2025 05 th –April- 2026	
24.	Uploading camp details by CMR agencies for purchase of paddy starting from 1st November, 2025 onwards	CMR Agencies	17-Sep-2025	Continuous	
25.	Ensuring Submission of BG and Signing of BA-I agreement with Rice Mills empanelled through 3rd & 4th List	DDPS	18-Sep-2025	22-Sep-2025	
26.	Signing BA-II, BA-III agreement with Rice Mills empanelled through 3rd & 4th list and PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs and tagging with purchase centers and uploading in portal	CMR Agencies	19-Sep-2025	23-Sep-2025	

27.	Sending proposal [5th and FINAL List] to procurement cell for empanelment of intending Rice Mills, who applied for KMS 25-26 by 22th September, 2025	DDPS	23-Sep-2025	24-Sep-2025	
28.	Commencement of scheduling for booking slots by the farmers for sell of paddy	DDPS + CMR Agencies	02-Oct-2025	continuous	
29.	2nd and Final Report on Paddy Procurement of earlier KMS 2024-25	DDPS	03-Oct-2025	07-Oct-2025	
30.	Ensuring Submission of BG and Signing of BA-I agreement with Rice Mills empanelled through 5th & FINAL List	DDPS	08-Oct-2025	08 -Oct-2025	
31.	Signing BA-II, BA-III agreement with Rice Mills empanelled through 5th & FINAL List and PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs and tagging with purchase centers and uploading in portal	CMR Agencies	08-Oct-2025	08-Oct-2025	
32.	Commencement of purchase of paddy in all CPCs / DPCs / PCs of all societies	DDPS + CMR Agencies	01-Nov-2025	Continuous	

DCFS & DISTRICT MANAGERS / IN-CHARGES OF CMR AGENCIES

1	Holding DLMC meeting	DCFS	Immediate, not later than 25-July-2025	Every week for Aug-November. Thereafter on fortnightly basis	
2.	Obtaining recommendation of names of intending PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs from district level officers for placing it before DLSC	DCFS + District Manager/ In-charges of CMR agencies	Immediate	25-July -2025	Weekly for the month of July & Aug. Fortnightly for September & October. Monthly thereafter
	Identification and finalization of CPCs and mobile CPCs or Identification of new location, if required, for CPCs / mobile CPCs and sending the proposal to DDPS after approval of DLMC	DCFS	Continuing	25-July-2025	
3.	First meeting of DLSC (headed by ADM) with other	DCFS + District	Immediate	28 -July-2025	Weekly for the month of July &

	district level officers for selection and recommendation of PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs etc.	Manager/ In-charges of CMR agencies			Aug. Fortnightly for September & October. Monthly thereafter
4.	Second meeting of DLSC (headed by ADM) with other district level officers for selection and recommendation of PACS/PAMCS/ LAMPS/ SHGs/ FPO/FPCs etc.	DCFS + District Manager/ In-charges of CMR agencies	29-July -2025	05-Aug -2025	
5.	DCF&S and CMR Agency shall ensure safe custody of documents as per memo No. I/575339 dated 18.11.2024 related to present KMS by 31st July 2025 submit completion report to DDP&S and Concerned CMR Agency	DCFS, ADCFS, SCFS and District in-charges of CMR agencies	31-July 2025	06-Aug 2025	
6.	Sending proposal to DDPS for empanelment of intending Rice Mills against 1st list , who have delivered CMR of KMS 24-25 by 31 st July and recommended by DLMC (DLMC to be held from 18-July-25, and weekly thereafter)	DCFS	01-Aug-2025	05-Aug-2025	
7.	Conduct a survey and report regarding non functionalities of weighbridge to RMCs with a copy to Department	DCFS	01- Aug-2025	20-Aug-2025	
8.	Third meeting of DLSC (headed by ADM) with other district level officers for selection and recommendation of PACS/ PAMCS/ LAMPS/ SHGs/ FPO/ FPCs etc.	DCFS + District Manager/ In-charges of CMR agencies	06-Aug -2025	11-Aug -2025	
9.	1st Meeting with ALL RICE MILLERS of the District. DMs and ADMs should be requested to remain present for some time.	DCFS	14-Aug-2025	29-Aug-2025	Minutes of the meeting should be uploaded in the portal within 31-Aug-2025
10.	Sending proposal to DDPS for empanelment of intending Rice Mills against 2nd list , who have delivered CMR of KMS 24-25 by 14 th August and recommended by DLMC (DLMC to be held from 08-Aug-25 or 16-Aug-25)	DCFS	14-Aug-2025	18-Aug-2025	
11.	Verification and Calibration of Weighbridge & weighing devices at CPC & Other PC (Twice in a year)	DCFS	1 st 14-Aug-2025	20- Sep-2025	
			2 nd 15-March-	31- March-2026	

			2026		
12.	Submitting Names of questionable Rice Mills, Society etc. to DDPS after recommendation by DLMC	DCFS + District Manager/ In-charges of CMR agencies	16-Aug-2025	21-Aug-2025	
13.	Handing over of e-PoP, weighing scales and all other equipment and infrastructure etc. The e-PoP, weighing scales and all other equipment and infrastructure etc. purchased in earlier KMS shall be utilised. Equipment shall be collected from the unengaged PPS/ discontinued mCPC or CPC and utilised with PPS engaged and CPC/ mCPC notified in this KMS. e-PoP devices and other equipment shall be handed over to the PPS by CMR agencies.	DCFS + District Manager/ In-charges of CMR agencies	16 -Aug-2025	15 -Sep -2025	
14.	Complete inspection of all CPCs/ DPCs/ PCs and weighbridges/ weighing devices (1 st phase) and calibration, if not done and infrastructure preparation of all CPCs and other purchase centers	DCFS + District Manager/ In-charges of CMR agencies	16-Aug-2025	19-Sep-2025	
15.	Sending proposal to DDPS for empanelment of intending Rice Mills against 3rd list , who have delivered CMR after 30.08.2025 and have been recommended by DLMC (DLMC to be held before 1 st September)	DCFS	30-Aug-2025	02-Sep-2025	
16.	Signing of Bi-partite agreements with Rice Mills and tagging of purchase centers for 1st& 2nd list	DCFS	01-Sep-2025	10-Sep-2025	
17.	2nd Meeting with ALL RICE MILLERS of the District. DMs and ADMs should be requested to remain present for some time.		01-Sep-2025	08-Sep-2025	Minutes of the meeting should be uploaded in the portal within 08-Sep-2025
18.	Weighbridges in all the Kishan Mandis which are being used as Paddy Purchase Centre to be repaired by RMC. Submission of completion Certificate to Department	DCFS	01- Sep-2025	20-Sep-2025	
19.	Inspection of all CPCs/ mCPCs and PCs by DCFS, ADCFS and SCFS and District In-charges of CMR agencies	DCFS, ADCFS, SCFS and District in-charges of	1 st September, 2025	continuing	1. All DCFS, ADCFS, SCFS and District in-charges of CMR agencies should visit at least

		CMR agencies			2 Purchase Centers every week in their area. Every Purchase Center should be inspected by at least one officer every two (2) month.
20.	Confirmation joining and availability of staff (PO / DO and PP) posting in all CPCs and sending a report to DDPS	DCFS	03- Sep-2025	03-Sep-2025	
21.	Sending readiness report on staff deployment in all PCs to DDPS / State HQ of CMR agencies	DCFS + District Manager / In - charges of CMR agencies	05-Sep-2025	08-Sep-2025	
22.	Uploading readiness report of all CPCs/ mobile CPCs/ PCs in the portal	DCFS + District Manager/ In-charges of CMR agencies	08-Sep-2025	09 -Sep-2025	
23.	Send Complete readiness report to DDPS in case of CPCs and other paddy purchase centers	DCFS + District Manager/ In-charges of CMR agencies	10-Sep-2025	15-Sep-2025	
24.	Sending proposal to DDPS for empanelment of intending Rice Mills against 4th list, who have delivered CMR after 30.08.2025 to 10.09.2025 and have been recommended by DLMC (DLMC to be held before 10th September)	DCFS	10-Sep-2025	12-Sep-2025	
25.	Fixing the CPC and PC wise target and pool in the portal	DCFS + District Manager / In-charges of CMR agencies	12-Sep-2025	17-Sep-2025	
26.	Complete readiness of mobile CPCs	DCFS	15-Sep-2025	20-Sep-2025	
27.	3rd Meeting with ALL RICE MILLERS of the District alongwith CMR agencies. DMs and ADMs should be requested to remain present for some time.	DCFS	17-Sep-2025	25-Sep-2025	Minutes of the meeting should be uploaded in the portal within 26-Sep-2025

28.	Signing of Bi-partite agreements with Rice Mills and tagging with purchase centers for 3rd and 4th List	DCFS	18-Sep-2025	22-Sep-2025	
29.	Sending proposal to DDPS for empanelment of intending Rice Mills against 5th list, who have <u>delivered CMR after 10.09.2025</u> and have been recommended by DLMC (DLMC to be held before 22th September)	DCFS	22-Sep-2025	23-Sep-2025	
30.	Signing of Bi-partite agreements with Rice Mills and tagging with purchase centers 5th List	DCFS	08-Oct-2025	08-Oct-2025	

-THE END-