<u>Standard Operating Procedure (SOP) on paddy purchaseDetails</u> <u>by doing Biometric e-KYC :-</u>

Now, paddy purchase has been made mandatory by **e-KYC through biometric authentication** through the biometric scanners.

1. Driver Software Installation:- At first, the purchasing officer must install the software required to use the biometric scanner provided to him. Now, presently biometric scanners are any of the two varieties:-

(1) Precision and (2) Secugen

Depending upon the type of scanner, the concerned Purchasing Officer has to download the driver software and then install the software for using the biometric device connected with the computer before clicking Capture Finger Print

The biometric device already supplied to the P.O.s must be set up with the computer in use in the paddy purchase center. Concerned P.O. has to download that software for using this module for the first time.

If the Biometric Scanner device is of type Secugen, then both *Secugen RD Service and Secugen Driver for Windows* are needed to be downloaded and then installed. If the Biometric Scanner device is of type **Precision**, then only *Precision RD Service* is needed to be downloaded and then installed.

To do the same, the required software can be downloaded by clicking on the "SOP" tab in the portal <u>https://procurement.wbfood.in/</u>, as shown below.

curement.wb100d.lh/SOP/S	Огазрх	E X
	SOP List	
SI. No.	SOP Subject	Download
1.	How to Fix date for selling Your Paddy	[*]
2.	SOP on Changing mobile and bank account details by doing eKYC	[1]
3.	SOP on Blending Machine inspection	[*]
4.	SOP on FRK	[*]
Download	the required software from the link :	
SI. No.	Driver Name	Download
1.	Paddy purchase with biometric fingerprint authentication Video	(± 1)
2.	Secugen RD Service	[*]
3.	Secugen Driver For Windows	[土]
4.	Precision RD Service	[±]

Screenshot 1: SOP as uploaded in procurement portal

2. Purchase through Biometric Scanner:-

After successful installation of driver software, paddy can be purchased by doing Biometric e-KYC.

While initiating purchase, details of the farmers (who have pre-scheduled selling their paddy in that CPC) will appear in the login of the purchasing officer. He should select the concerned farmer from whom paddy would be purchased.

6		Purchase					
		Procurement Rate Rs. 2,060/-	Patitly Purchase Limit 95000 QTL			Paddy Purchased 87361.6 QTL	Parity Purchase Balance 7638.4 QTL
Equipments verification	Y						
Registration	*	Name	₩ SCHEDULI	5 FOR - 02 Apr 202		🗰 go home	Asdha number
Schedule	۲						
	ř	Account No.		Sea	rch:		
Dispetch	۷	Quantity	FARMER NAME	REGISTRATION NO	SLOT NO	PURCHASE	Amount (in Rs.)
Hank Validation	¥	Quintal		3270040563	6	TE PURCHASE	
Reports	۷		Phan	ing 4 (n 4 (N 4) mining			
Muster Roll	¥		5100	ing FIC FOFTEnnies		Previcus Next	
	¥				Reset	Save	
Feedback	Y						

Screenshot 3: Purchase link in procurement portal

On clicking of purchase tab, as shown in the screen shot (no.3) above, a screen would appear by prompting the farmer to scan his finger for doing e-KYC. (Screenshot no. 4)

Online Procurer	nent	Welcome, CPCS240043 (KMS : 2223)		Logour		
		Purchase				
		Procurement Rate Paddy	Fingerprint Validation X	Paddy Purchase Balance		
		Rs. 2,040/- & incentive Rs. 20/- 66950	Put your Finger on the Device	261.049999999996 QTL		
		Name	Port : 11100 Status : NOTREAI ~	Aadhar number		
Schedule						
Purchase		Account No.				
Dispatch		Quantity		Amount (in Rs.)		
Bank Validation Reports			Attention: You cannot proceed/purchase paddy without biometric fingerprint authentication of			
			the farmer. Please download the required software from the below link and proceed to purchase paddy.			
Search IFS Code						
Feedback			Secugen Secugen Driver Precision RD Service For Windows RD Service			
Utilities						
CPC Picture Upload	Ť					
\$ 25 Ø	O					

Screenshot 4: Link for biometric authentication

If an only if biometric authentication is done, the P.O. would be able to proceed further.

Finally, the P.O. should enter the amount of paddy to be procured in the scheduled text box and thus the process of paddy purchase would be completed. (Screenshot 5)

		Purchase					
		Procurement Rate	Paddy Purchase Limit	Paddy Purchased 87361.6 OTL	Paddy Purchase Balance 7638.4 OTI		
Equipments verification	۲						
Registration	۲	Name	Total procurement f	rom this farmer	Aadhar number		
Schedule	۲	NURJAHAN KHATUN	0.00 Qtl		635521707204		
Purchase	۲				UPDATE		
Dispatch	۲	Account No.	IFS Code				
Bank Validation	*	4000 4710 3015 8139	CBIN0R40012				
Reports	*	Quantity	Re Enter Quantity		Amount (in Rs.)		
Muster Roll	•	Quintal KG	Quintal	KG			
Search IFS Code	•						

Screenshot 5: Purchase screen of procurement portal