



**Standard Operating Procedure (SOP)
for FARMERS regarding new Functionalities in
Paddy Procurement Portal for Boro season, 2022-23**



Version 2.0

Release Date: 24.07.2023

The Department of Food & Supplies has introduced further process reforms in the **online paddy procurement system** to ensure that paddy is purchased from the genuine farmers. Accordingly, a set of new functionalities have been introduced in the portal. In the following SOP, details of new functionalities for new registration given, change of farmers particulars, self-scheduling and downloading FRS for easy comprehension of farmers.

New provisions/ changes related to Farmer's Registration and Update:

Sl.	Functionality	Changes in functionality for Boro season, 2023
1	New registration and Update of farmers	<ul style="list-style-type: none">i. Farmer can visit CPCs or any camp under CMR Agencies or login in the webportal https://epaddy.wb.gov.in/ for registering himself or update of his details.ii. The registration or update will be done following the complete verification/ validation of all particulars of farmers including mobile number, Aadhar, Bank account. Accordingly, changes have been made in the format of application form.iii. Aadhar will be verified through biometric or OTP (in Aadhar-linked mobile no.) Authentication.iv. Bank account will be verified through Bank. If it is already verified, it can't be changed.v. Mobile number will be verified through OTPvi. If the farmer is not registered in Krishak Bandhu he will submit declaration about being an unrecorded bargadar/sharecropper in Annx-III. Step by step guideline is given in point no. 1 below.

1. Registration or Update of Farmer

The farmer may visit a CPC or a camp under CMR Agencies for registration or update of his details. He may also choose to do it himself at the webportal <https://epaddy.wb.gov.in/> from the 'Farmer Self-Registration' menu following the steps as given below:

- a. Before start of the work, the farmer must ensure his (i) Aadhar Card, (ii) EPIC i.e. Voter ID, (iii) bank passbook and (iv) land documents or declaration in Annx-III are with him and scanned copies of such documents are ready in the computer from which he is going to do the work.
- b. If the farmer is registered in **Krishak Bandhu** his **Voter ID no.** is to be entered and 'Validate KB' button is to be pressed. His name as in Krishak Bandhu database will be shown 'Name as per Krishak Bandhu' field. The declaration that the Voter ID has been checked in the website of the Election Commission needs to be checked.
If the farmer is not registered with Krishak Bandhu, he can skip this step.
- c. Next, his **Aadhar no.** is to be entered and 'eKYC (OTP)' button is to be pressed. This will trigger an OTP to the Aadhar-linked mobile no. The OTP is to be entered correctly and 'Verify' button is to be pressed. This will verify the Aadhar of the



**Standard Operating Procedure (SOP)
for FARMERS regarding new Functionalities in
Paddy Procurement Portal for Boro season, 2022-23**



Version 2.0

Release Date: 24.07.2023

farmer and the name and photograph as in Aadhar will be fetched here. This step will help in **update of Aadhar** for existing farmers also.

Once Aadhar is e-KYC verified, it can not be changed any further for a farmer.

- d. Next, the farmer will enter his **mobile no.** and click 'Generate OTP' button. The OTP received in the given mobile no. will have to be entered and 'Validate OTP' button clicked. This will validate the mobile no. This step will help in **update of mobile no.** for existing farmers also.
- e. The farmer's **gender** and **caste** will also be fetched from Aadhar, but the farmer can edit them here.
- f. After that '**Father/Mother/Spouse**' name and '**Relation**' with the person will be entered.
- g. In the next step, **residential details** of the farmer will be entered by selecting appropriate option in the fields of district, block/municipality, GP/Ward, village and pin code.
- h. Based on the selected district, the farmer can now choose any **purchase centre** situated in the district.
- i. The next section is for capturing details of the **agricultural land of the farmer** where details of district, block, mouza name, khatian no., dag no. and land area under cultivation will be entered. For 'Ownership Type' the farmer can choose any one of Owner, Rented, Leased, Shared Cultivation and Multiple Ownership options.
For farmers registered under Krishak Bandhu, the agricultural land details in Krishak Bandhu will be fetched automatically here.
When the 'Verify' button is pressed, the given details will be verified from the Land Deptt. portal and results shown. The same will be incorporated will the farmer when 'Accept' button is clicked.
If the farmer has land parcels in other district(s), block(s) or mouza(s), he can add such details by pressing 'Add' button and repeating the process.
- j. In the next section details of the **bank account** of the farmer will have to be entered. If the account is jointly held, details of the 2nd holder will also be entered. However, **for existing farmers the account details can be updated only if the previous details has been returned from bank as invalid.**
- k. In the '**Document Upload**' section, the farmers will have to upload scanned copies of his Voter Card, Aadhar Card and bank account passbook. If the farmer is Krishak Bandhu registered (as found in point no. a) he will upload land documents. Else, he will upload a declaration in Annx-III. Accordingly, he will choose 'Submitted Khatian' or 'self declaration' radio button and click 'Submit'.