User Manual

For

Department of UP Food and Civil Supply

(e-Procurement System)

Government of Uttar Pradesh

National Informatics Centre
Uttar Pradesh State Centre
Ministry of Electronics and Information Technology
Government of India
Department Portal for Food & Civil Supplies Dept, UP (http://fcs.up.nic.in)
LOGIN IN WEBSITE

- User can login by clicking on “गोंह क्रय प्रबंधन प्रणाली” as shown above in the image.

- User can select branch and user type and provide the login id and password followed by captcha for successful login as shown above in the image.
1. **DFMO Login:**

After login DFMO Home page will open as shown above in the image.

I. **Mandi Details (मास्टर डाटा मण्डी विवरण):**

- DFMO can Add/Update Mandi details using the above page.

- DFMO can Add/Update Mandi details using the above page.
DFMO can add new mandi as shown above in the image.

**II. Purchase Agency Activation (क्रय एजेंसियों का उपयोग करना):**

- DFMO can activate/de-activate procurement agency using the above page.
- DFMO can check the procurement agency to activate them as shown above in the image.
• Procurement Agency cannot be de-activated if its procurement centre has started the purchase from farmers.

III. Purchase Agency Details (क्रप्य एजेंसी →क्रप्य एजेंसी विवरण):

- DFMO can add/Update the details of activated procurement agency using the above page.

- DFMO can add the details of activated procurement agency as shown above.
- After entering the details login of procurement agency will be created.
- DFMO will be prompt for the login id and password of the procurement agency which will be further used for procurement agency login.
IV. Purchase Centre Details (क्रय केंद्र क्रय केंद्र विवरण):

- DFMO can Add/Update/Delete the details of procurement centre using the above page.

- DFMO can add the details of procurement centre as shown above.

- After entering the details login of procurement centre will be created.
• DFMO will be prompt for the login id and password of the procurement centre which will be further used for procurement centre login.

• Procurement centre cannot be deleted in case the balance is added to it or gunny bags are added to it or the purchase has been done from the procurement centre.

V. **Purchase Centre to Godown Attachment (क्रय केंद्र का गोदाम से सम्बंधितकरण):**

<table>
<thead>
<tr>
<th>क्रय केंद्र का नाम</th>
<th>भ्रमण केंद्र का नाम</th>
<th>भ्रमण गोदाम का नाम</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 आयकालू</td>
<td>आयकालू</td>
<td>आयकालू</td>
</tr>
<tr>
<td>2 आदर</td>
<td>आदर</td>
<td>आदर</td>
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</tbody>
</table>

DFMO can attach the godown to the procurement centre by using the above page.

VI. **Purchase Unlock Request (क्रय प्रिविषु अनलॉक करें):**
• DFMO can view the requests to unlock the purchase made by procurement centre by using the above page.

• DFMO can unlock the request by clicking on link as show above.

• DFMO can view the purchase details requested to unlock as shown above.

• DFMO can unlock the purchase request using the above page.
### VII. Purchase Centre Inspection Checklist

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFMO can enter the inspection details of procurement centre using the above page.</td>
<td></td>
</tr>
</tbody>
</table>
VIII. Multi State Co-operative Society Details (क्रय केंद्र → मल्टीस्टेट कोऑपरेटिव सोसाइटी विवरण):

- DFMO can add the details of Multi State Co-operative Society Details as shown above.
- After entering the details login of Multi State Co-operative Society Details will be created.
- DFMO will be prompt for the login id and password of the Multi State Co-operative Society Details which will be further used for procurement centre login.
IX. Registered Sahkari Samiti Details (पंजीकृत सहकारी समिति विवरण):

- DFMO can add the details of Sahkari Samiti Details as shown above.
- After entering the details login of Sahkari Samiti Details will be created.
- DFMO will be prompt for the login id and password of the Sahkari Samiti Details which will be further used for procurement centre login.

X. Farmers Producers Organizations/Companies Details (फार्मर्स प्रोड्यूसर्स आर्ग्युमेंट फॉर मार्गनिज्म विवरण):

- DFMO can add the details of Farmers Producers Organizations/Companies Details as shown above.
- After entering the details login of Farmers Producers Organizations/Companies Details will be created.
- DFMO will be prompt for the login id and password of the Farmers Producers Organizations/Companies Details which will be further used for procurement centre login.
• DFMO can add the details of Farmers Producers Organizations/Companies Details as shown above.

• After entering the details login of Farmers Producers organizations/Companies Details will be created.

• DFMO will be prompt for the login id and password of the Farmers Producers Organizations/Companies Details which will be further used for procurement centre login.

XI. Bank/Branch Details (बैंक/ब्रांच विवरण) :

• DFMO can add the details of Bank-Branch using the above page.

2. Purchase Agency District HQ Login :

• After login Procurement Agency Home page will open as shown above in the image.
I. Purchase Centre Registration (क्रयकेंद्र पंजीकरण):

- Procurement Agency can Add/Update/Delete the details of their procurement centre using the above page.

- Procurement Agency can add the details of procurement centre as shown above.

- After entering the details login of procurement centre will be created.

- Procurement Agency will be prompt for the login id and password of the procurement centre which will be further used for procurement centre login.

- Procurement centre cannot be deleted in case the balance is added to it or gunny bags are added to it or the purchase has been done from the procurement centre.
II. **Purchase Centre Inspection Checklist**

**बेच केंद्र के निरीक्षण हेतु चेक लिस्ट:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Procurement Agency can enter the inspection details of procurement centre using the above page.</td>
</tr>
</tbody>
</table>
3. **Procurement Centre Login:**

After login Procurement Centre Home page will open as shown above in the image.

**I. FARMER REGISTRATION ENTRY (किसान विवरण →नया किसान पंजीयन):**

- **Registration Instruction (स्टेप 1. पंजीकरण प्रारूप) will be displayed to the Procurement Centre as shown above in the image.**
- Farmer Registration Form (स्टेप 2. पंजीकरण प्रप्त):

**किसान पंजीकरण पत्र**

<table>
<thead>
<tr>
<th>नंबर</th>
<th>विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>नाम:</td>
</tr>
<tr>
<td>2.</td>
<td>नाम का शब्दांक:</td>
</tr>
<tr>
<td>3.</td>
<td>नाम का शब्दांक:</td>
</tr>
<tr>
<td>4.</td>
<td>वित्तीय शुल्क:</td>
</tr>
<tr>
<td>5.</td>
<td>शुल्क:</td>
</tr>
<tr>
<td>6.</td>
<td>जीवन में का इंतजाम:</td>
</tr>
<tr>
<td>7.</td>
<td>भर्ती:</td>
</tr>
<tr>
<td>8.</td>
<td>भर्ती देखकर का आयाम:</td>
</tr>
<tr>
<td>9.</td>
<td>भर्ती देखकर का आयाम:</td>
</tr>
<tr>
<td>10.</td>
<td>भर्ती का आयाम:</td>
</tr>
<tr>
<td>11.</td>
<td>भर्ती का आयाम:</td>
</tr>
</tbody>
</table>

**Procurement Centre can register the farmer using the above registration form by providing the necessary details as shown above in the image.**
• Farmer Registration Draft (स्टेप 3. पंजीकरण ड्राफ्ट):

After successful registration Procurement Centre can view the entered farmer details as draft by providing farmer registration id and mobile number of farmer followed by captcha.

• Farmer Details Modification (स्टेप 4. पंजीकरण संशोधन):

Procurement Centre can modify the details of farmer using the above page.

Procurement Centre will have to provide the farmer id and mobile number followed by captcha to get the farmer details for modification.
After providing the required details of farmer the above page will open. Procurement Centre can modify the farmer details using the above page.
Farmer Registration Lock (स्टेप 5. पंजीकरण लॉक):

1. Enter farmer registration number
2. Enter mobile number
3. Enter captcha

Procurement Centre can lock the details of farmer using the above page.

Procurement Centre will have to provide the farmer ID and mobile number followed by captcha to get the farmer details to lock.
- Procurement Centre can view farmer details as shown above and can lock the details of farmer to complete registration process.

II. REGISTERED FARMER SEARCH (किसान विवरण पंजीकृत किसान खोजे):

- Procurement Centre can search registered farmer using the above page.
- Multiple search criteria’s are provided to the Procurement Centre to search the farmer details.
- Procurement Centre can provide the required information in any of the search criteria’s as shown above in the image.

- After providing the information in search criteria Procurement Centre will get farmer details as shown above in the image.
- Procurement Centre can click on ‘विवरण देखे’ to view the details of the farmer.
COMPUTERISATION OF U.P. FOOD AND CIVIL SUPPLY DEPARTMENT, GOVERNMENT OF UTTAR PRADESH

- Farmer details will be displayed as to the Procurement Centre as shown above in the image.

III. Balance Entry (क्रय प्रक्रिया → धनराशि प्राप्ति की प्रविष्टी करें):

- Procurement Centre can enter the allotted amount for purchase using the above page.
- It is mandatory for the Procurement Centre to enter the amount before starting the purchase.
IV. Gunny Bags Entry (कृष्ण प्रक्रिया → बोरा प्राप्ति की प्रविष्टी करें):

- Procurement Centre can enter the number and types of gunny bags using the above page.
- Procurement Centre can select the date on which gunny bags are allotted.
- Before entering the number of bags Procurement Centre will have to select the purchase year of gunny bags with details as shown above in the image.

- Procurement Centre can select the types of bags and enter number of bags as shown above in the image.
- It is also mandatory to enter bag details before starting the purchase.
V. Purchase Entry (क़याप्रक्रिया क़याप्रविष्टी करने):

- Procurement Centre can do the purchase from farmers by using the above page.

- Search criteria are given to the Procurement Centre to search for the farmer.

- Procurement Centre can get farmer details by providing the information in any of the search criteria to start the purchase from farmer.
- Procurement Centre can do the purchase using the above page by providing the necessary details.

For e.g.: Quantity, type of wheat and other deductions if any.
- After filling all the details Procurement Centre can click on ‘खरीद का विवरण सुरक्षित करें’ to complete the purchase.
• After the purchase is done, purchase receipt will be generated with two copies: Procurement Centre copy and farmer copy as shown above in the image.

VI. Purchase Modification (क्रय प्रक्रिया → नवीन प्रविष्टी संशोधित/डिलीट करें):

• Procurement Centre can Edit/Delete the purchase using the above page.
Procurement Centre can modify the purchase as shown above in the image.
VII. **Purchase Lock (क्रय प्रक्रिया लॉक करें):**

- After the purchase is done Procurement Centre can view the details of the purchase as shown above in the image.

- To complete the purchase process Procurement Centre will have to lock day by day purchase as shown above in the image.

- It is mandatory to lock everyday purchase.

- If purchase is not done then also Procurement Centre will have to lock the current date to get the next date for purchase.
VIII. **Purchase Unlock (क्रय प्रक्रिया क्रय प्रविष्टी अनलॉक आवेदन करें):**

**क्रय प्रविष्टी अनलॉक करें**

- Procurement Centre can send the request to unlock the last purchase to DFMO using the above page.
- After the DFMO approves the request to unlock the purchase, Procurement Centre can cancel the previous purchase.
- Procurement Centre can cancel /Re-activate the unlocked purchase.
- Movement challan will also be cancelled associated with the cancelled purchase.
- On re-activating the cancelled purchase, movement challan will also be activated associated with the purchase.
IX. Transporter Registration (परिवहन रजिस्ट्रेशन):

- Procurement Centre can register the transporter using the above page as shown above in the image.

X. Movement Challan (परिवहन चालान जारी करें):

- Procurement Centre can generate the transport the purchase quantity to godown by generating the movement challan.
- Procurement Centre can select up to date of which movement challan has to be generated.
- The last date quantity can be edited as shown above in the image.
Procurement Centre can generate the movement challan by providing the necessary details as shown above in the image.

As per the quantity Procurement Centre has to provide the details of the bags in which the transport will be done.

After entering the details the movement challan is generated as shown above in the image.
XI. Wheat Receipt Entry (परिवहन → गेहूं पावती रसीद प्रविष्टी):

- Procurement Centre can acknowledge the movement challan details according to the status of acceptance at godown.
- Procurement Centre can acknowledge the acceptance by using the above page.
- Procurement Centre can fill the necessary details as per the acceptance of movement challan at godown.

**XII. Movement Challan Cancel (परिवहन → मूवमेंट चालान कैंसिल करें):**

- Procurement Centre can acknowledge the Cancel/ Reject movement challan by using the above page.

- Procurement Centre can provide the reason for cancel/reject as shown above in the image.
XIII. RTGS Generation (रसीद → RTGS मांगपत्र जारी करें):

- Procurement Centre can generate RTGS receipt for the payment against the purchase done from farmers.
- Procurement Centre can select the purchase date as shown above in the image to generate the RTGS receipt.
- RTGS receipt will be generated as shown above in the image.
4. **Procurement Agency State HQ Login**:

- After login Procurement Agency State HQ Home page will open as shown above in the image.

5. **RMO Login**:

- After login RMO Home page will open as shown above in the image.

6. **RFC Login**:

- After login RFC Home page will open as shown above in the image.

7. **Addl. Commissioner**:

- After login Addl. Commissioner Home page will open as shown above in the image.
## I. Purchase Centre Inspection Checklist (गैरूँ क्रय केंद्र के निरीक्षण हेतु चेक लिस्ट):

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