### GOVERNMENT OF ODISHA FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

No. 2559 /FS&CW., Bhubaneswar, dated the 20/02/2029

From:

Shri Vir Vikram Yadav, IAS Principal Secretary to Government.

To

The Collectors,

(Balasore/ Bargarh/ Balangir/ Boudh/ Cuttack/ Jajpur/ Jharsuguda/ Kalahandi/ Khordha/ Koraput/ Mayurbhanj/ Nabarangpur/ Nuapada/ Puri/ Rayagada/ Sambalpur/ Subarnapur)

Sub: Farmer Registration for ensuing procurement of paddy (Rabi crop) for the KMS 2023-24.

Madam/Sir,

I am to say that in the State we have two paddy procurement seasons - Kharif and Rabi in which the State Government, through its agencies, procures the surplus paddy of farmers by way of payment of Minimum Support Price (MSP) for their produce. At present, Odisha State Civil Supplies Corporation (OSCSC) is the only State agency engaged in paddy procurement operations.

Online registration of farmers across the whole State was started from KMS 2014-15. It is a mandatory process which requires every farmer, willing to deliver surplus paddy at MSP to Government, to register with the nearest authorized PACS/LAMPCS/WSHG/Pani Panchayat (societies, in short). These societies are engaged by OSCSC to undertake paddy procurement operations on its behalf on payment of commission fees. Societies digitize the information submitted by farmers as regards their personal/land/bank details and upload these data on the website of the Department, www.foododisha.in, through the web-based Farmer Registration software application. As a result, before the start of every procurement season (Kharif / Rabi) each society is ready with a list of farmers, with their marketable surplus to commence procurement operations. Surplus is calculated @ acreage of land the farmer has cultivated for the crop season multiplied by yield rate for the specified nature of land (irrigated/unirrigated). Yield rate of paddy is fixed every year for Kharif/ Rabi season with approval of Government. This helps in making advance planning to manage procurement of paddy for each crop season.

Procurement of paddy (Rabi Crop) will start from **01.05.2024** in the State and will close on **30.6.2024**. Cultivation of Rabi paddy is dependent upon assured irrigation and not all districts go for cultivation of paddy during Rabi. Last year 17 districts participated in procurement of paddy (Rabi Crop). This year also it has been

decided to conduct procurement operations for paddy (Rabi crop) in those districts only as specified above.

Farmers who wish to deliver their surplus paddy to Government at MSP during the ensuing Rabi procurement season are required to register with their societies. Prior registration is, thus, a mandatory process.

**Draft data base for Rabi:** As per the modalities being adopted for the ensuing Rabi procurement, this registration is, however, a simple process for farmers who got registered for the Rabi season of KMS 2022-23. *Unless such farmers propose to modify the irrigated land details that were registered during* Rabi season of KMS 2022-23, *it can be done by just giving a declaration in Part 3 of the Registration Form (for renewal) that no change is proposed as regards cultivated land details.* 

To enable the process of renewal, a draft database of farmers for Rabi season will be created basing on irrigated land details registered in Rabi season of KMS 2022-23 as well as details of farmers in whose names such lands are registered. This draft list will be generated in respect of each procuring society participating in Rabi procurement to facilitate registration for Rabi (by way of renewal).

Applications for renewal can be submitted by society secretary in the portal by clicking one or two button(s). This means that for a vast majority of farmers who have cultivated paddy during Rabi, registration would be a hassle-free experience as it is in the nature of renewal of existing data.

Registration activities will primarily be performed by PACS/ LAMPCS except when specifically authorized by districts in favour of WSHGs/ Pani Panchayats.

### 1. Registration of New Farmers for Rabi:

- a. Farmers who did not register in Rabi season (of KMS 2022-23) have to fill up a new Farmer Registration Form (A sample form is at <u>Annexure-1</u>).
- b. Societies will print the new Registration Forms at their level and keep at least 50 forms with them at any point of time. Secretaries of societies will hand over the blank Registration Forms to farmers who have cultivated paddy in Rabi Season and help them fill up such Forms. A farmer will submit the filled up Form along with the copies of RoR, first page of Bank Pass book and copy of his Aadhaar card at the society office between 01.03.2024 to 20.03.2024.
- c. A sharecropper (Bhagchasi) is required to obtain consent letter from the landholder, and deposit it along with Registration Form. A model form of consent letter is annexed at <u>Annexure-2</u>. A sharecropper has to submit mobile number and a copy of the Aadhaar card of his landowner. There shall be no other way for a sharecropper to apply for registration except by way of submission of landowner's consent.

# 2. Renewal of farmers for Rabi (already registered in Rabi season of KMS 2022-23):

Farmers who got registered in the Rabi season of KMS 2022-23 need only to renew their registration through the society in respect of irrigated plots only. Following steps are to be followed for the renewal process:-

- a. It would be the responsibility of societies to make available to farmers the relevant Renewal Forms. Farmers visiting the society office in connection with Rabi loan can also be handed over the said forms. A sample of the Renewal Form is enclosed at *Annexure-3*.
- b. The society secretary will download the Renewal Form for the farmer concerned from the <u>Renewal Form for 2023-24 Rabi Farmers</u> tab available under society login. Alternatively, the society secretary can download Renewal Forms for all farmers having farmer ID in the Rabi.
- c. The Renewal Form will have four parts. Part-1 of the Renewal Form has the farmer's personal details sourced from Rabi database. In this part, a farmer has to fill up an important field i.e. expected date of sale of paddy.
- d. Part-2 of the Renewal Form has the details of the land (irrigated only) cultivated in the Rabi season of KMS 2022-23. It has Khata/plot number and area apart from other details like area actually cultivated. No action is to be taken in this part either by the farmer or by the society. The area actually cultivated is an important field and has to be most truthfully declared. It must be revised appropriately as per actual fact. Farmers making inflated claims/society secretaries facilitating entry of inflated claims will be appropriately dealt with in case of false declarations.
- e. If during Rabi season the farmer has taken up cultivation of plots shown in Part-2 without any changes, he has to give a declaration in Part-3 to that effect. Such lands would pass for renewal with a single click by the society secretary.
- f. In Part-4 a farmer has to provide details of any changes in land particulars shown in Part-2 in connection with Rabi cultivation. New irrigated plots can also be added with supporting documents.

### 3. Processing at Society Level

- a. <u>Checking at society level</u>: Secretary of the society is to check the correctness of the Registration Form with copy of RoR, Aadhaar card, Bank Passbook, consent letter of *land owner* (in case of *Bhagchasi*). In case of renewal, details of new plots have to be cross-checked with RoR copy submitted by the farmer.
- b. <u>Digitizing the information of New Registration Forms</u>: After checking the Registration Form along with documents, it will be digitized at the society

- office under supervision of the secretary. Forms will be digitized under society login provided for Farmer Registration module.
- c. As the land details are linked to Bhulekh application, while entering the details, plot number has to be entered after selecting Tehsil and Village. The online system will fetch relevant details from the Bhulekh database in respect of Kisam, RT, total plot area in acre etc. Other fields i.e. area under cultivation and source of irrigation (in case of irrigated land) are to be entered by the society. Utmost care must be taken to ensure that uncultivable land types like ଅନାବାଦୀ, ଘରବାଡି, ପର୍ବତ, ନଦୀ, ଖେଳପଡିଆ, ରେଳପଥ etc. are not entered in the system. Similarly, lands which are not irrigated must also not be entered in the system.
- d. Wherever lands are claimed to be irrigated by borewell/ LI Point, the farmer has to quote his electricity consumer number for the same in the specified field on the application/ renewal form. As there have been false claims in the past in respect of irrigated lands, society has to be very careful in admitting such declarations by farmers.
- e. For new registration, a separate screen will be provided under society login.
- f. This year along with Aadhaar, a Mobile number is mandatory before the digitization of a form for new registration and renewal. During receipt of the Registration Form, the society secretary has to validate Aadhaar and Mobile number in the form receipt section of the online farmer registration module.
  - a. After entering the Aadhaar information of a farmer, the society secretary has to click the "Validate" button to check the Farmer's Name and Aadhaar number with the UIDAI database.
  - b. Similarly, the society secretary has to enter the mobile number mentioned in the registration form after which an OTP will be sent to the registered mobile number from the system. The society secretary has to enter the OTP received in the farmer's mobile for validating the correctness of the mobile number mentioned in the registration form submitted by the farmer.
  - c. Once Aadhaar and Mobile number are validated as per the above process, society can digitize the rest of the information of a farmer in the form provided in the online system.
- g. <u>Digitizing the Renewal Forms</u>: The Renewal Forms would be digitized using farmer code number. The renewal entry screen will show the existing details of a farmer as per information provided in the Rabi, including details of irrigated land only. The information about the expected date of sale of paddy in Part-1 has to be digitized by the society secretary. Societies need to digitize Part 4 of the farmer registration form i.e. revised/new land details after verifying with copies of RoR.

- h. Online populating the new fields: As the Farmer Registration system has been integrated with the 'Bhulekh' database system on real time basis, fields of 'Kisam', 'Recorded Tenant in RoR', and 'Plot area' will be automatically populated in the entry screen once the 'Plot Number' is keyed in. There will be no scope to change the plot area at the data entry stage. But area actually cultivated out of area of each plot (furnished by the farmer) has to be entered in the system. Those cultivated plots whose areas are less than or equal to Bhulekh area would be auto-validated by the system and pass for computation of marketable surplus.
- i. <u>Conflicting Claims</u>: There may be cases where the same plot area is claimed to be cultivated by multiple farmers. The online system will veto claims for inclusion of a land particular if the combined cultivated area of all the applicant-farmers in respect of the same plot exceeds the total area of the plot as shown in Bhulekh/ RoR. Such incongruities are to be addressed at the society level / supervising officers upon checking the genuineness of the conflicting claims.
- j. <u>User Manual</u>: A user manual will be provided to the societies for digitization work. Societies must carefully go through the user manual before starting the digitization process.

# 4. Verification by officials of Revenue/ Agriculture & FE/ Co-operation/ Water Resources Department:

- a. Verification by Revenue authorities in respect of new plots which are not available in Bhulekh have to be done by following the procedure given below.
- b. All lands which are not classified as irrigated in revenue records but claimed to be irrigated by borewell/ LI Point shall be verified by officials concerned (DAO/EE, Lift Irrigation) to determine authenticity of such claims.
- c. <u>Printing of digitized farmer information:</u> Digitized copy for verification of land details (Revenue Circle/ Mauza wise) wherever necessary, would be generated and printed by society under their login from 11.03.2024 to 05.04.2024.
- d. <u>Verification of land details</u>: Verification of land details by *Revenue/Agriculture/Lift Irrigation* field functionaries is required under the following circumstances:
  - i. Plot details provided by the farmer are not available in Bhulekh database.
  - ii. The total area of a plot claimed to have been cultivated is more than the actual plot area available in Bhulekh.
- iii. Any plot details that the farmer has added or modified and marked by DRCS/ARCS for field verification.
- iv. Plots claimed to have been irrigated by borewell/ LI Point.

- e. <u>Period of Verification</u>: DRCS/ARCS are required to hand over Verification Reports for lands to Tehsildars concerned so as to complete the verification within one week of receipt of each batch of verification reports. Similarly, list of plots claimed to be irrigated by borewell/ LI Point may be handed over to DAO/ EE, Lift Irrigation who will have them verified by field enquiry through their sub-ordinate officers at sub-district/ Block level.
- f. <u>Verification Procedure:</u> The verification procedure by Revenue Inspectors (RIs) from their records would remain the same as was being done earlier. However, all the Tehsildars may be sensitized about the urgency of this important item of work. *Verification of claimed irrigated lands may be done by* officials concerned from their records or through field enquiry wherever necessary.
- g. <u>Transmission of Verified Reports:</u> Tehsildars/DAOs/ EE, Lift irrigation shall transmit back the verified reports to DRCS/ARCS within one week of receipt of each batch of verification reports. They should not wait to submit verified reports in one final batch but should keep transmitting them in phases at regular intervals so that DRCS/ARCS are able to update farmer data on a continuous basis. This work has to be completed by 20.04.2024.
- h. DRCS will supervise the work in the district where he is stationed. In other districts, where there are ARCS, will supervise the verification work.
- i. Digitization and field verification must go on simultaneously.

#### 5. Verification of Bank Accounts:

After registration process is completed at the level of Society, the bank related information of the farmers will be shared with the PFMS at the State level to validate correctness of bank related information as entered by the societies.

The incorrect bank account information will be reverted back to the society for needful correction with reference to Bank Pass Book of the farmer concerned at the society and uploading of the same under the supervision of DRCS/ARCS.

6. Updating by DRCS/ARCS on the basis of verified reports: DRCS/ARCS will have the responsibility of updating the changes made in the process of verification by Revenue authorities/DAOs/ EE, Lift Irrigation within the period from 15.03.2024 to 22.04.2024. The process of updating will facilitate generation of society wise master farmer list along with marketable surplus. The output of online Farmer Registration module would serve as input for Paddy Procurement Automation System (P-PAS). As you know, all our Paddy Purchase Centres (PPCs) are covered under P-PAS. Hence, timely completion of Farmer Registration is critically important for Rabi procurement. Once marketable surplus has been generated against a registered farmer, no particular can be modified at the society level.

#### 7. Paddy Crop Area validation through satellite survey:

In this Rabi season, Government have decided that all plots registered in the "Farmer Registration Module" will be verified through satellite image for all the 17 Rabi paddy procuring districts.

The satellite survey data on the suspected plots will be shared with DRCS/ARCS officials of the districts for further validations at their level through ORSAC land survey mobile app and portal.

8. Claims of all registered farmers as regards the extent of cultivation in the Rabi season shall be verified. Where such claims are found to be false, such farmers may be debarred from paddy procurement operations in the future. Officials facilitating wrongful entries with mala fide intention are also liable for disciplinary/criminal action.

#### 9. Validation of data by DRCS/ARCS in the Farmer Registration Portal:

All the data entered by the societies for Rabi, KMS 2023-24 for registration of farmers are to be validated by DRCS/ARCS of the concerned district under their P-PAS login.

#### 10. Training and Supervision

- Society officials and supervisory officers shall be trained in the modalities of registration process within timelines prescribed.
- b. <u>Master Trainers' Training:</u> Master Trainers from 17 Rabi procuring districts will be imparted training in the last week of February on modalities laid out herein in Video Conferencing mode. Separate letter will go for the purpose, indicating date of training.
- c. <u>Training of society secretaries and others:</u> The training of society secretaries/DEOs/MIs/ISs/Co-operative Inspectors and related officials will be completed by 28.02.2024 in the districts with the help of Master Trainers. Chief CSO/CSO shall be the nodal officer for the training and he shall be assisted by DRCS/ ARCS/ DSWO/ DCCB in this regard, as done in previous years. Wherever WSHGs/ Pani Panhayats are participating, care must be taken to train their secretaries. DSWO/ Mission Shakti Co-ordinator shall be involved where WSHGs are proposed to participate.
- d. Monitoring of Registration process: Overall, DRCS/ ARCS shall be responsible for the quality of registration work in their jurisdictional areas. Senior functionaries like DSWO/ DRCS/ ARCS/ DCCB Secretary/ Chief CSO/CSO/ ACSO/ Inspector of Supplies shall also be assigned with specific societies for supervising the registration work. DSWO shall involve officials of her Department based in the subdivision/ Blocks in the process of supervision of registration/ procurement by WSHGs.

Collectors shall take review of supervising officers periodically to monitor the progress made in respect of farmer registration work.

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timelines prescribed.	
	Yours faithfully,
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Managing Director, Odisha State Co-operative Bank, Bhubaneswar for information
and necessary action.
The RCS is requested to communicate forthwith the aforesaid letter to concerned
DRCS/ ARCS for circulation among society officials for taking necessary action.
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and necessary action. User Manual (in Odia) may be circulated by
28.02.2024 among societies for ease of data entry work for Farmer Registration
programme.
21/1/2027
Special Secretary to Government

## Annexure-1

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B. 91	ଷ ହେଇଥିବା ଜନିର ବିବ	ତଶୀ (କୁମଣଃ)	Farmer C	lode :							ଅନି	ରିକ୍ର ଫର୍ମ ସଂଖ୍ୟ		]
କୁ. ସଂଖ୍ୟ	ଚହସିଲ	ରେଲେନ୍ୟୁ ସକଲ	ସ୍ତାନ / ମୌକା	ଷାତା ନମ୍ବ	ପୁଟ ନମ୍ବର	ଜନି ମାଲିକ (ଖାଚାବାର)ଙ୍କ ନାମ	ଚାନୀଙ୍କ ପ୍ୟର୍କ (ର. ସାମୀ,	ଭାଗତାଶୀ ହୋଇଥିଲେ ସହମତି ପତ୍ର ଆଣିଜ୍ଞିତ କି ନାହିଁ?	କ୍ରିମ ନାଲିକଙ୍କ ନାମ	ଜମି ମାଲିକଙ୍କ ଅଧାର ନମ୍ବର	999	ଜନି ପରିନାଶ (ଏକରରେ) ପଜା ଅନୁଯାଇୀ ତାଶ ହୋଇଥିବା	କିସମ	ଜଳସେଚନର ଇଷ (କେନାଲାଲିସ୍)
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# (ନମୁନା ଫର୍ମ)

# ଭାଗ ଚାଷୀଙ୍କ ହାରା ଧାନ ବିକ୍ରି ପାଇଁ ସମ୍ମତି ପତ୍ର

ପ୍ରାପକ,						
ମାନନ	ୀୟ ସମ୍ପାଦକ,					
ପ୍ରାଥମି	ାକ କୃଷି ସମବାୟ	ସମିତି*		_/		
ବୃହତ	ଆଦିବାସୀ ବହୁମୁ	ଖୀ ସମବାୟ ସମିର୍	ତି*	/		
ମହିଳ	। ସ୍ପୟଂ ସହାୟକ 6	ଗୋଷ୍ଟୀ*				
ବିଷୟ: ଭାଗ ଚ	।ଷୀଙ୍କ ହାର। ଧାନ	ବିକ୍ରି ପାଇଁ ସମ୍ମତି	ପତ୍ର			
ମହାଶୟ/ ମହା	ଶୟା,					
ନିମ୍ନ ଟ	ବର୍ତ୍ତିତ ଚାଷ ଜମିର	ମୁଁ ଖାତା ମାଲିକ	ଅଟେ । ବିଭିନ୍ନ କ	ାରଣରୁ ଚଳିତ ଖରି	ରିଫ/ ରବି* ରତ୍ 2	2023-24 ରେ
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ସହରାଞ୍ଚଳ					ଙ୍କ ଦ୍ୱାରା ଚା	
ତହସିଲ	ମୌଜା	ଖାତା ନମ୍ବର	ପ୍ଲଟ ନମ୍ବର	କିସମ	ରକବା	ଭାଗ ଚାଷରେ
						ଲାଗିଥିବା
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250	282 22182					
		ଧାନର ଶତକଡା				<b>a</b>
		।ଙ୍କୁ ଚଳିତ ଖରିଫ <i>।</i>				ନ କରୁଛି । ଏହି
ସମ୍ମତ କେବଳ ଧ	ଧାନ ବକୁ ପାଇ ଉଦ	ଦିଷ୍ଟ ଅଟେ ଏବଂ ଅ	ାନ୍ୟ କୋଣସ ଉଟେ	ଦଶ୍ୟରେ ବ୍ୟବହାର	& 1	
					ଆପଣଙ୍କ ବିଶ୍ୱ	3
					(ସ୍ପାକ୍ଷର)	
		ଖାତ	ଧା ମାଲିକଙ୍କ ନାମ	:		_
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			ବ୍ଲ	ਜੇ :		
			ଜିନ୍ନ	રો : _		
			68	୩ବାଇଲ ନଂ:		
				 ଆଧାର ନମ୍ବର:		

ଆଧାର ପତ୍ରର ନକଲ ଦିଅନ୍ତୁ ।

<sup>\*</sup>ଯେଉଁଟି ପ୍ରକୁଯ୍ୟ, ତାହା ଟିକ୍ ମାରି ଦର୍ଶାନ୍ତୁ ।

## Annexure-3

t-1 (one soon )			ଓଡ଼ିଶା ସତଦାତ ବା ସେଖନ ଓ ଅପତି ବୃତ୍ୟନ ବିଜନ 2023-24 ବାଷୀ ନବୀବରଣ ସା	d .		
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### Annexure - 4

## TIME SCHEDULE

SI.No	Activity	New/ Renewal registration	Responsibility
1	Download/ Printout/ Distribution of new/ renewal registration forms	01.03.2024 to 15.03.2024	Secretary, PACS/ MD, LAMPCS/ Secretary, WSHG/ Pani Panchayat (PP)
2	Filling and Submission of Registration forms at society	01.03.2024 to 20.03.2024	All farmers willing to sell paddy to Government
3	Digitization of forms	01.03.2024 to 27.03.2024	PACS/ LAMPCS/ WSHG/ PP Officials
4	Generation of digitized copy of registered data	11.03.2024 to 05.04.2024	Society/DRCS/ARCS Office
5	Dispatch for verification of * land details to RIs through Tehsildar	11.03.2024 to 15.04.2024	DRCS/ARCS Office
6	Verification of land/ bank details and transmitting back reports to DRCS/ARCS	11.03.2024 to 20.04.2024	Tehsildar/ Society
7	Updating of verified reports	15.03.2024 to 22.04.2024	DRCS/ARCS Office
8	Generation of final farmer Master List	By 30.04.2024	State Team