

**User Manual For Daily Paddy Procurement Entry**

Go to "Google" click (osscsc.in)

It will take you to the home page Odisha State Civil Supplies Corporation

- On the left panel click on **farmer data**. It will take you to a screen shown **e-Paddy Procurement System (EPPS)**.
- A **login** screen will appear. Login by providing the following information
  - Select **Agency** from drop down list
  - Enter **User Id** (same as your Society code)
  - **Password** is same as the society code. It is advised to change your default society password.

Click on **Sign in** to enter into the system.

A welcome page will appear showing name of District, Block and Society.

- Click on the Data Entry

**Data entry screen will appear**

**Paddy Procurement (Purchase Register)**

In this section Sl. No. 1, 2,3,4,6 & 7 are automatically populated.

Sl. No. 5. Select procurement date from the calendar.

Sl. No. 8. Select KMS Season from dropdown list

**Farmer's Details**

Sl. No. 10. Select the **Block/ULB Name** from dropdown list

Sl. No. 11. Select the **Panchayat Name** from dropdown list

Sl. No. 12. Select the **Village Name** from dropdown list

Sl. No. 13. Select the **Farmer's ID** Proof type from dropdown list  
(FIC/ KCC/ EPIC/ LPB/ROR and Other)

Sl. No. 14. Enter Farmer's ID number of farmer ID proof in the text box  
(Which has been selected in previous Sl. No. 13)

Sl. No. 15. Enter **Farmer's Name** in the Text Box.

Sl. No. 16A. Select **Farmer's Relation** from the Drop down list.

Sl. No. 16B. Enter **Farmer's Relation Name** (Father or Husband's Name) in Text Box.

**Procurement Details**

Sl. No. 17- Select the Variety & Grade of Paddy from dropdown list

Sl. No. 20- Enter Quantity of Paddy (in Bags) in Text Box.

Sl. No. 21- Enter Quantity (Quantity contained in bags in Quintal) in Text Box.

Sl. No. 24- Enter Vendor Receipt No. in Text Box.

Sl. No. 25. Mode of **Payment (Cheque / Transfer)**

(Here you have to select one type of payment option from the radio button list)

**In case of Cheque:**

Sl. No. 26. Enter Farmer's Bank A/c **Number** in Text Box.

Sl. No. 27. Select Farmer's Bank **Name** from dropdown list

Sl. No. 28. Select Farmer's Bank **Branch** Name from dropdown list

Sl. No. 29. Enter Cheque/ MR **Number** in the Text Box.

Sl. No. 30. Select Cheque/ MR **Date** from the Calendar.

Sl. No. 31. Enter **Amount** of Purchased Paddy in the Text Box.

Sl. No. 32. Select Cheque Issuing Bank **Name** from dropdown list

Sl. No. 33. Select Cheque Issuing Bank **Branch Name** from dropdown list

**In Case of Online Transfer:**

Sl. No. 26. Enter Farmer's Bank A/c **Number** in Text Box.

Sl. No. 27. Select Farmer's Bank **Name** from dropdown list

Sl. No. 28. Select Farmer's Bank **Branch** Name from dropdown list

Then Click on **Submit** to save the data you have entered in the screen. A transaction ID (unique) will be generated, if the data is submitted successfully.

**Update/Delete:** The paddy purchase data entry can be updated or deleted using update/delete option. Once this option is selected the user has to enter the date of transaction and transaction id and the data which was entered earlier will be displayed.

**Report:** Paddy Purchase Register can be generated by selecting the from date and to date.