DIRECTORATE OF AGRICULTURE AND FOOD PRODUCTION, ODISHA, BHUBANESWAR

Online Registration of Farmers
for Direct Benefit Transfer (DBT) of Seed Input Subsidy

GENERAL INSTRUCTIONS:

🌾Few technical terminologies used for understanding the instruction manual.

Enter	: means you have to type out details in the Text Box
Select	: means you have to select one of the options given in the dropdown list or click on one of the radio buttons 🔘
Check :	means you can select, if applicable by clicking on the check box

🌾All entries must be done in English language.

🌾A farmer has to compulsorily submit photocopy of voter id as proof of identity & first page of the savings bank pass book of the account holder, to the nearest PACS/LAMPS, besides providing other necessary information in the prescribed format

Abbreviations used:

- FR   –   Farmer Registration
- GP   –   Gram Panchayat
- HOF   –   Head of family
- NPR   –   National Population Register
- FS &CW   –   Food Supplies and Consumer Welfare
- GP   –   Gram Panchayat
- PACS   –   Primary Agriculture Co-operative Society.
- LAMPS   –   Large Area Adivasi Multipurpose Co-operative Society

STEPS TO BE FOLLOWED FOR REGISTERING FARMERS:

1. Access Food Odisha Portal URL available at the: http://portal.foododisha.in in any browser. All PACS/LAMPS are requested to use their respective Login ID and Password, available with them, to login into the system.

2. After successful login by the PACS/LAMPS, click on "**FR for Seed DBT**" under "**Registration**". Three types of cases of farmers can be registered in the said portal.

3. **CASE-A: If the farmer is already registered in FS&CW Deptt. database and have a farmer code.**

Instruction Manual to Register Farmer for Seed-DBT

Logout
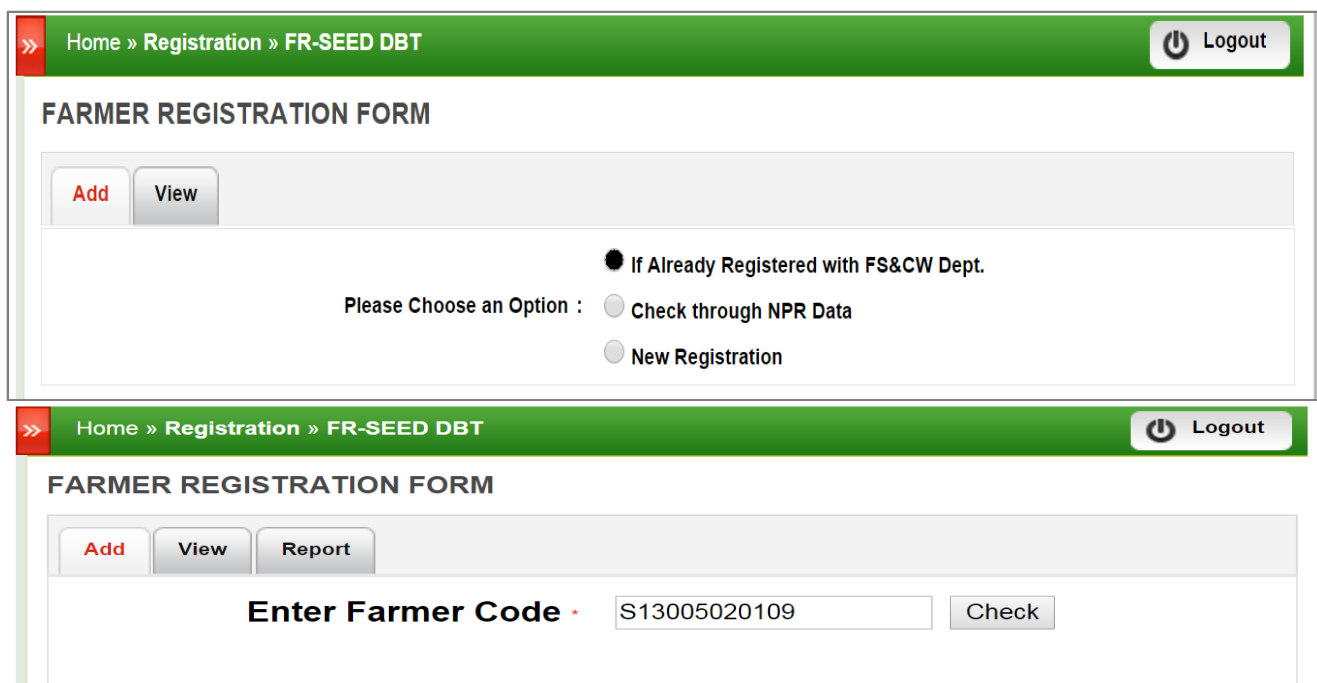
FARMER REGISTRATION FORM

Add | View

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Farmer Registration Code	**S13005020109**		
1. District*	SUNDERGARH ▼	**2.** Block*	GURUNDIA ▼
3. GP*	BANKI ▼	**4.** Village*	BANKI ▼
5. PIN Code*	752019	**6.** Name of the HOF*	Mr ▼ RATI KANTA DAS
7. Gender*	Male ▼	**8.** Category*	SC ▼
9. Date Of Birth		**10.** Age*	45
11. Relation with HOF*	Father ▼	**12.** Father/Husband Name*	RASMI KANTA DAS
13. Voter ID Card No.*	4324234238	**14.** Aadhar No.	324234234234
15. Mobile No.*	9439106690	**16.** No of Family Members*	6

17. Family Member Details

Sl.No#	NAME OF THE MEMBER(*)	RELATION WITH HOF(*)	AGE(*)
1	RASMI KANTA DAS	ପିତା ▼	80
2	SABITA DAS	ସ୍ତ୍ରୀ ▼	40
3	SMITA DAS	ଝିଅ ▼	25
4	UMA KANTA DAS	ପୁଅ ▼	20
5	RENUKA DAS	ଝିଅ ▼	18
6	RAMA KANTA DAS	ପୁଅ ▼	15

18. Bank Details

a. Account Holder Name	**RATI KANTA DAS**
b. Account No.*	0130008120
c. Bank Name*	SUNDERGARH DCCB ▼
d. Branch Name*	GURUNDIA ▼
e. IFSC Code*	DCCB017013

Submit | Reset | Back

Instruction Manual to Register Farmer for Seed-DBT

- Enter Farmer Code and click on the check button for availability of farmer code in FS & CW Dept.
- If data is available in FS & CW database, then system will fetch following information of farmer.
    - District name
    - Block name
    - Name of HOF
    - Name of father/husband (Father Name is available in Odia in FS & CW database). PACS/LAMPS has to type father/husband name (in case a lady is a HOF) in English language.
    - EPIC Card No. (Voter ID) as proof of identity. (If EPIC Card No is not available, then enter the EPIC Card No from Farmer Registartion form provided by Farmer
    - Account (Savings Bank) holder's name
    - Bank account number
    - Bank branch name
    - IFS Code
    - No. of family members
    - Aadhaar number, if available
- Apart from data of FS & CW database system will also fetch following information from NPR database
    - Gender (Male-M/Female-F)
    - Category (General/SC/ST)
    - Family member details
    - Age of the family members.
- The bank account information details is not editable for those farmers who are registered under FS&CW Deptt
- Secretary PACS/LAMPS has to verify the data which have been submitted in form by farmer.
- Once verified by Secretary PACS/LAMPS the data has to be submitted by clicking on the Submit button.
- After successful submission data will be stored in database and an SMS will be fired to registered mobile number (RMN).

4. **CASE-B: If the farmer is not registered in FS & CW Deptt. database but available in NPR data.**

Logout

FARMER REGISTRATION FORM

Add	View

If Already Registered with FS&CW Dept.

Please Choose an Option : ● Check through NPR Data

New Registration

Logout

FARMER REGISTRATION FORM

Add	View	Report

1. District*	BOLANGIR ▼		**2.** Block*	BOLANGIR ▼
3. GP*	TUSURABAHAL ▼		**4.** Village*	TUSHRABAHAL ▼
5. PIN Code*	763889		**6.** Name of the HOF*	Mr ▼ NABA PUTEL ▼
7. Gender*	Male ▼		**8.** Category*	SC ▼
9. Date Of Birth	1952-10-11		**10.** Age*	63
11. Relation with HOF*	Father ▼		**12.** Father/Husband Name*	BANSI PUTEL
13. Voter ID Card No.*	7285875875		**14.** Aadhar No.	861986896787
15. Mobile No.*	9867675675		**16.** No of Family Members*	5

17. Family Member Details

Sl.No#	NAME OF THE MEMBER(*)	RELATION WITH HOF(*)	AGE(*)	NOMINATED (PLEASE TICK)
1	URMILA PUTEL	ସ୍ତ୍ରୀ ▼	61	☐
2	SURESH PUTEL	ପୁଅ ▼	31	☐
3	TIKESWARI PUTEL	ଝିଅ ▼	29	☐
4	BANSI PUTEL	ପିତା ▼	75	☐
5	HEMA PUTEL	ନିଜେ ▼	73	☐

18. Bank Details

a. Account Holder Name	**NABA PUTEL**
b. Account No.*	87268768736576387568
c. Bank Name*	STATE BANK OF INDIA ▼
d. Branch Name*	NUNHAD ▼
e. IFSC Code*	SBI834278678

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Instruction Manual to Register Farmer for Seed-DBT

- If a farmer is not registered with FS & CW Deptt. database but available in the NPR database then Secretary PACS/LAMPS has to search the farmer under given village as submitted by the farmer.
- The Secretary, PACS/LAMPS has to select district, bock, Gram Panchayat (GP) and village to check farmer name in NPR database.
- If the farmer name is available in the list then after selecting the name following details will be populated automatically in screen
    - Gender (Male – M/ Female- F)
    - Category (Gen/ SC/ ST)
    - Proof of Identity (Voter ID card number).
    - Family member details
    - Age
- Apart from the above data rest details has to be filled up by the Secretary PACS/LAMPS mentioned in the self-declaration form by farmer.
    - Aadhaar Number if available
    - Mobile Number
    - Age
    - No. of Family Members
    - Name of the Account Holder (either HOF/any one of the family member)
    - Bank Account No.
    - Bank Name
    - Bank Branch Name
    - IFS Code
- PACS/ LAMPS secretary has to verify the data with the submitted form by farmer.
- Once verified by PACS/ LAMPS secretary the data has to be submitted by clicking on Submit button.
- After successful submission data will be stored in database and a SMS will be fired to registered mobile number.

5. **CASE - C: If the farmer is not available in FS & CW database and NPR database.**

FARMER REGISTRATION FORM

| Add | View |

Please Choose an Option :
- ○ If Already Registered with FS&CW Dept.
- ○ Check through NPR Data
- ● New Registration

FARMER REGISTRATION FORM

| Add | View |

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1. District*	SUNDERGARH ▼	**2.** Block*	GURUNDIA ▼
3. GP*	BANKI ▼	**4.** Village*	BANKI ▼
5. PIN Code*	753921	**6.** Name of the HOF*	Mr ▼ BIDESI KISAN
7. Gender*	Male ▼	**8.** Category*	ST ▼
9. Date Of Birth		**10.** Age*	32
11. Relation with HOF*	Father ▼	**12.** Father/Husband Name*	SIDESI KISAN
13. Voter ID Card No.*	2534647687	**14.** Aadhar No.	
15. Mobile No.*	2367678587	**16.** No of Family Members*	3

16. Family Member Details

Sl.No#	NAME OF THE MEMBER(*)	RELATION WITH HOF(*)	AGE(*)	NOMINATED (PLEASE TICK)
1	SANGITA KISAN	ସ୍ତ୍ରୀ ▼	30	☐
2	SWARUP KISAN	ପୁଅ ▼	18	☐
3	DIVYA KISAN	ଝିଅ ▼	15	☐

17. Bank Details

a. Account Holder Name	**BIDESI KISAN**
b. Account No.*	98687565644455
c. Bank Name*	STATE BANK OF INDIA ▼
d. Branch Name*	JARDA ▼
e. IFS Code*	SBI12454365

| Submit | Reset | Back |

Instruction Manual to Register Farmer for Seed-DBT

- If a farmer is neither registered with FS & CW Deptt database nor available in NPR database then society secretary has to fill up all fields as received from farmer.
- The below mentioned fields has to be filled up by society Secretary
  - Name of district
  - Name of block
  - Name of GP
  - Name of village
  - Name of HOF
  - Name of Father / Husband
  - Gender (Male- M ; Female – F)
  - Category (General, SC, ST)
  - Proof of identity (voter ID number) - compulsory
  - Aadhaar number (optional)
  - Mobile number
  - Date of birth
  - Age
  - No. of family members
  - Family member details (Name/ relation with the HOF/age)
  - Name of the account holder (either HOF/any one of the family member)
  - Savings bank account number
  - Bank name
  - Bank branch name
  - IFS Code
- Apart of above data rest details has to be filled up by PACS/LAMPS Secretary mentioned in the self-declaration form by farmer.
- Secretary PACS/LAMPS has to verify the data with submitted form by farmer.
- Once verified by Secretary PACS/LAMPS the data has to be submitted by clicking on Submit button.
- After successful submission data will be stored in database and an SMS will be fired to registered mobile number.

Instruction Manual to Register Farmer for Seed-DBT

6. Farmer Account Validation with PFMS Software

- After Successful registration of Farmer details by Secretary PACS/ LAMPS the registered data will be sent to NIC, for account verification with PFMS software.
- Once verified the farmer information will be considered to be authentic and an unique code will be assigned by NIC which will be utilized for further Seed- DBT transactions.
- In case registered account number is found invalid by PFMS software then the society Secretary will get intimation about the same and has to update correct account information of the farmer.