

User Manual for Self Declaration Portal of Procurement Center

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What kind of image needs to be uploaded as evidence on the portal?

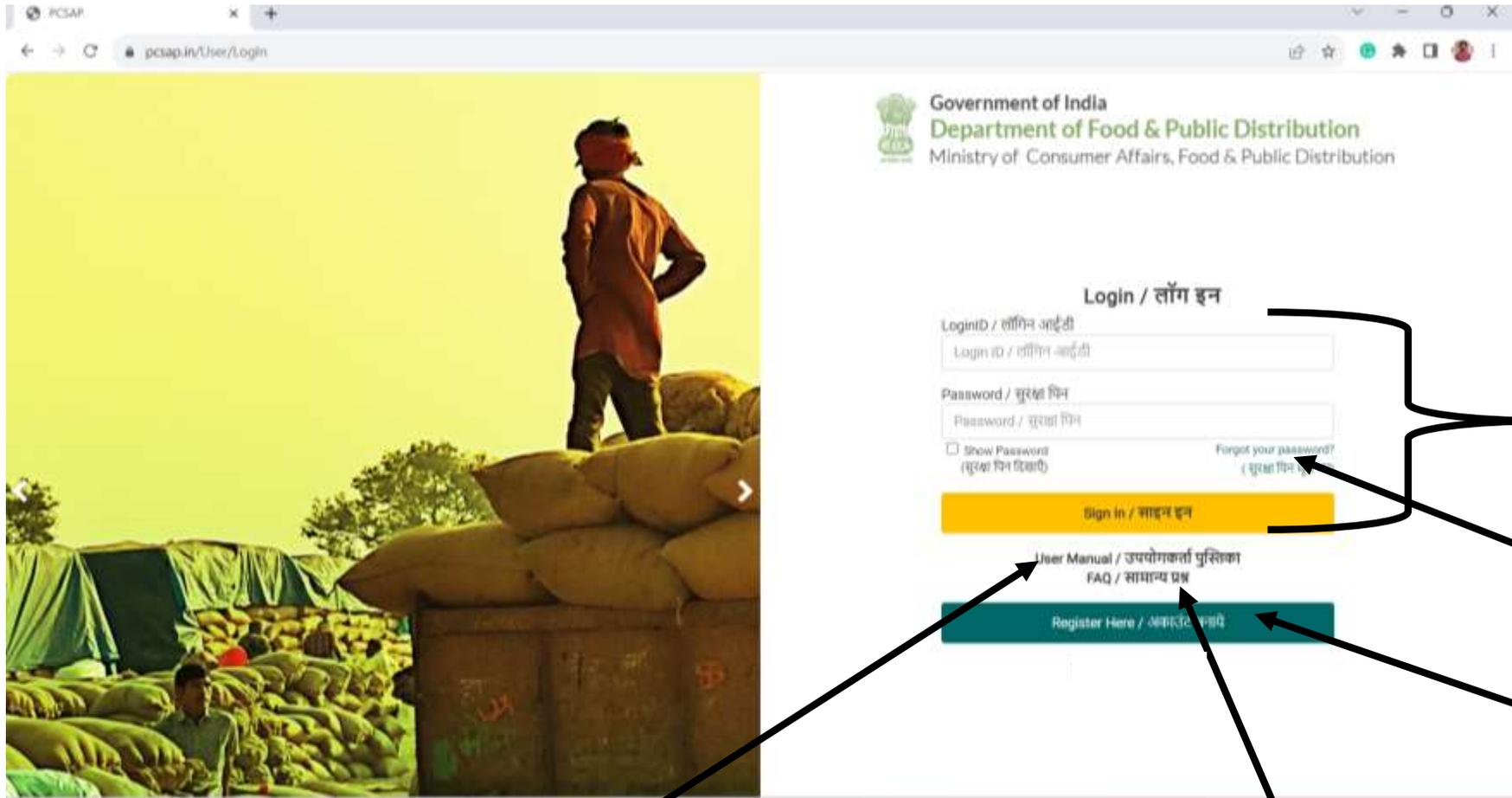
Ans. - The image is evidence of the infrastructure or services present at the procurement center

- Hold your camera or mobile device steady and take a clear picture.
- The object in the picture should be focused and clearly visible.
- Ensure that your device is not shaken while taking the picture.
- Ensure there is proper lighting while you are taking the picture.
- The image is required to be in jpeg or jpg format. Most cameras click the pictures in this format.

Images that you might require during the Assessment Process

1. Center-In-Charge/Purchase Officer Photo (Mandatory)	7. Help Desk	13. Weighing Scale	19. Storage Facilities	25. Parkhi
2. Interior & Exterior Photo of PC (Mandatory)	8. Administrative building	14. Source of Power/Electricity	20. Dunnage material	26. Set of sieves
3. Biometrics verification	9. Quality check room	15. Lights at different places inside PC	21. Boundary Wall	27. Sample divider
4. Procurement Center board/Banner	10. Drainage	16. Manual Register, Computer, Tablet used for registration of farmers details	22. Entry Gate	28. Analysis Kit (Field Balance, Magnifying lens, Scoops and Callipers)
5. Drinking water facility	11. Waiting Room	17. Internet Speed at PC	23. Sample Collection Pan (Enamel Plate)	29. AI – Enabled Grain Analyser
6. Toilet facility	12. Unloading Floor	18. Information display banner/board	24. Moisture meter with or without calibrated certificate	30. Grain Cleaning or Drying Equipment

1. Login Page



If, Already Registered:

- 1. Enter your Login ID & Password**
- 2. Click on Sign In**

Click here to receive your password on email if forgotten password

**New User:
Click Here to Register**

Click here to access the 'User Manual' Guide

Click here to access the 'FAQs'

2.1 Registration Page

Click on 'Allow' to enable location permissions



Procurement center details: खरीद केन्द्र का विवरण

State / राज्य	Select
District / ज़िला	Select
Procurement season / खरीद मौसम	KMS
Name of the Procurement Centre / उपार्जन केन्द्र का नाम	Procurement Centre
Type of procurement center / खरीद केन्द्र का प्रकार	Select Type of Procurement Center
Address of the Procurement Centre / खरीद केन्द्र का पता	
Pin code / पिन कोड	
Quantity of grains expected to be procured (in MT) खरीदे जाने वाले अनाज की अपेक्षित मात्रा (एमटी में)	
Storage Capacity (in MT) भंडारण क्षमता (एमटी में)	

Select your State

Select your District or Search the district name by typing in the search bar

Select the current procurement season

Select your procurement centre or search for it by typing in the search bar

Select type of your Procurement Center

Enter Full Address of your Center

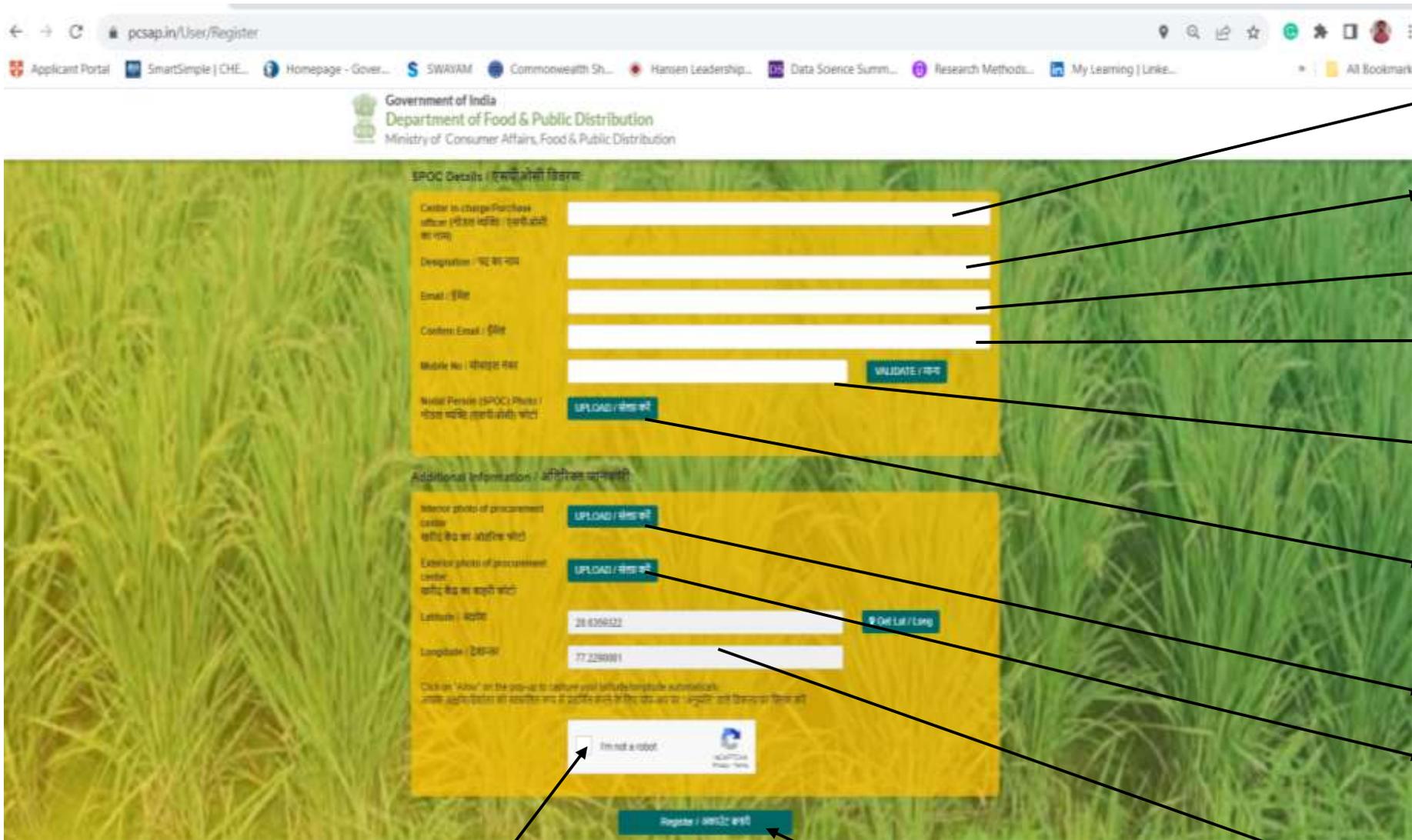
Enter a valid 6 digit Pin Code of your area

Enter the quantity to be procured at your Center.

Enter the quantity of grains that can be stored at your Center.

For further details on specifics you may refer to the FAQs

2.2 Registration Page



Enter Center-In-Charge/Purchase Officer Name

Enter the designation of Center-In-Charge/Purchase officer

Provide an email ID

Confirm your Email ID

Enter your Mobile No. & Click on 'Validate' button to get OTP. Enter OTP in Pop-Up to verify.

Upload a clear image of the Center-In-Charge/Purchase Officer

Upload a photo of Center from inside

Upload a photo of Center from outside

Click on "Allow" on the pop-up to capture your latitude/longitude automatically

Click Here for Captcha Verification

Click on 'Register' to submit.

For further details on specifics you may refer to the FAQs

3. Login ID & Password Email

On registration an email as below would appear:

The screenshot shows a Gmail interface with an email titled "Registration Confirmation (3416453)" from pcsap_donoreply@qc.in.org. The email content is as follows:

Government of India
Department of Food & Public Distribution
Ministry of Consumer Affairs, Food & Public Distribution

Dear Sir/Madam,
Greetings!

Login at [PCSAP \(Procurement Center self assessment portal\)](#)

Your login details as below:

User Name	3416453
Password	82827033

(Remember to use your Username in all future correspondence with the PCSAP Team)

[Click here to Login](#)

In case of any queries, please mail us at: pcsap_support@qc.in.org. Please mention your User ID in the subject line of the email for all your future correspondence.

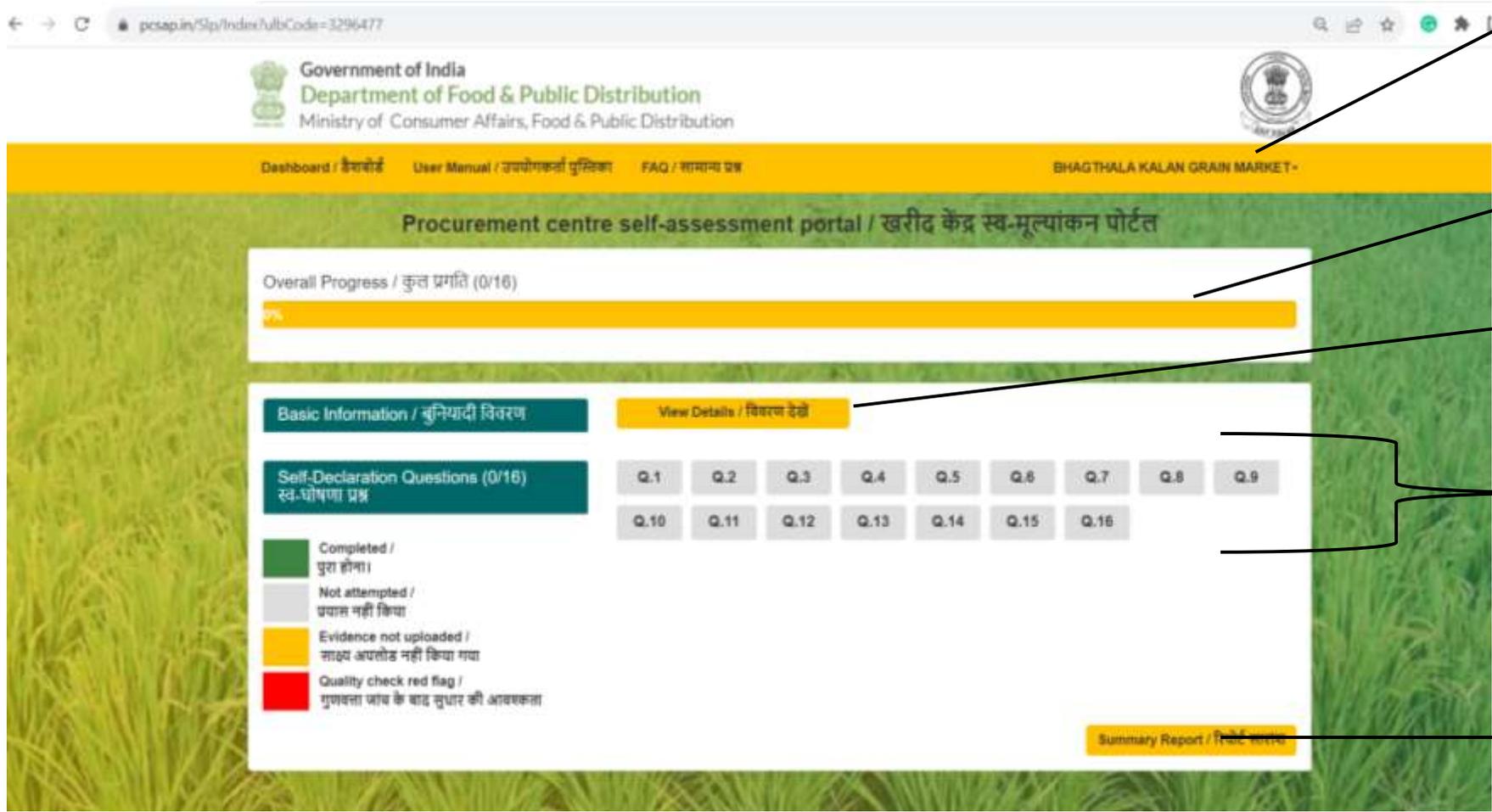
Thanks and Regards,
PCSAP 2023 Team

© PCSAP

Annotations with arrows point to the "User Name" and "Password" fields in the table, with the following text:

- Enter the 'User Name' as Login ID on the Login Page
- Enter the 'Password' as provided in this mail on Login Page.

4. Dashboard



Click here to 'Change Password' or 'logout'

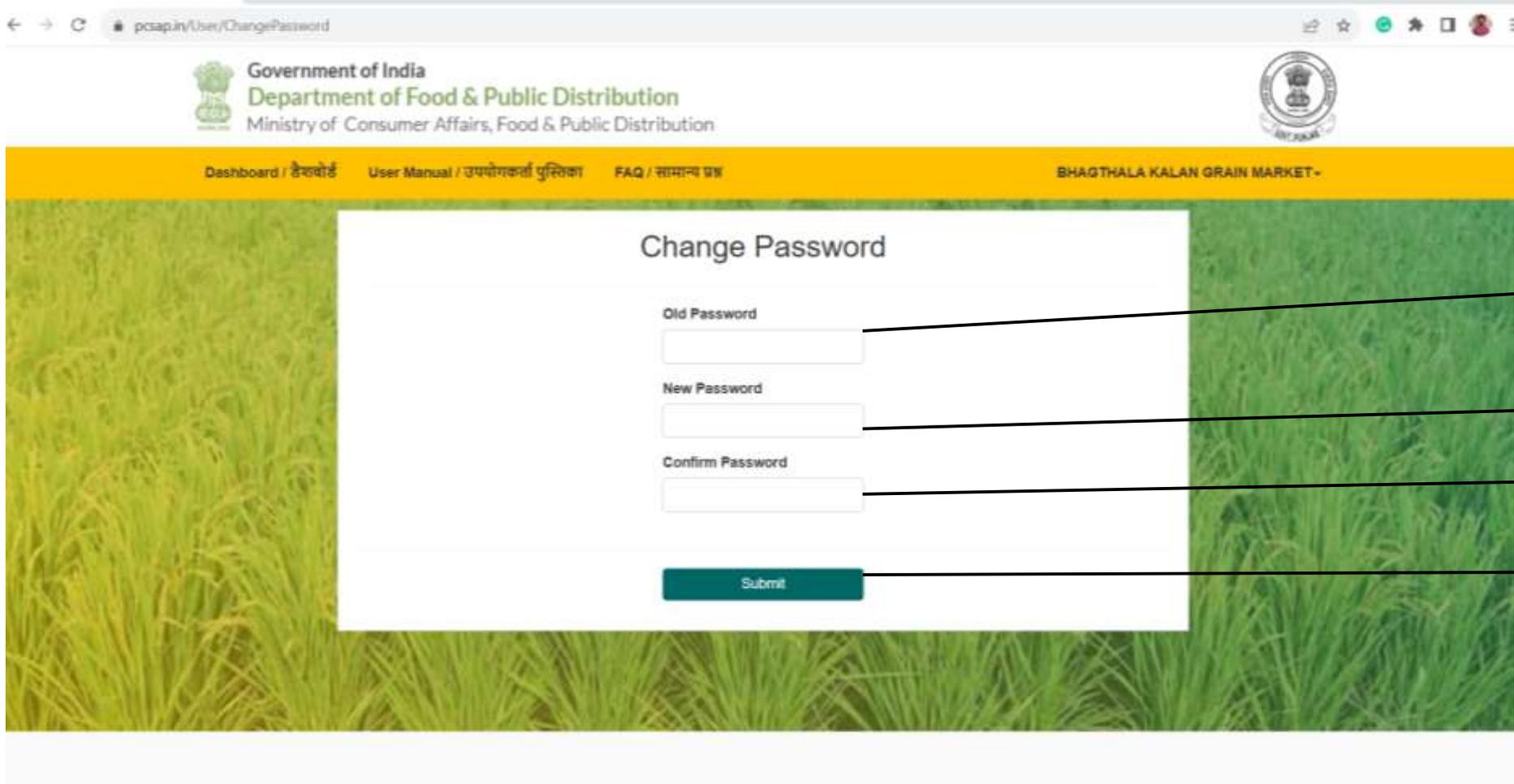
Progress Bar: Shows the number of questions attempted out of the total questions

View Your Registration Details

Click on the Question No. which you want to attempt

View all your selected options and uploaded evidence for each question

5. Forgot Password



Enter your old or current password

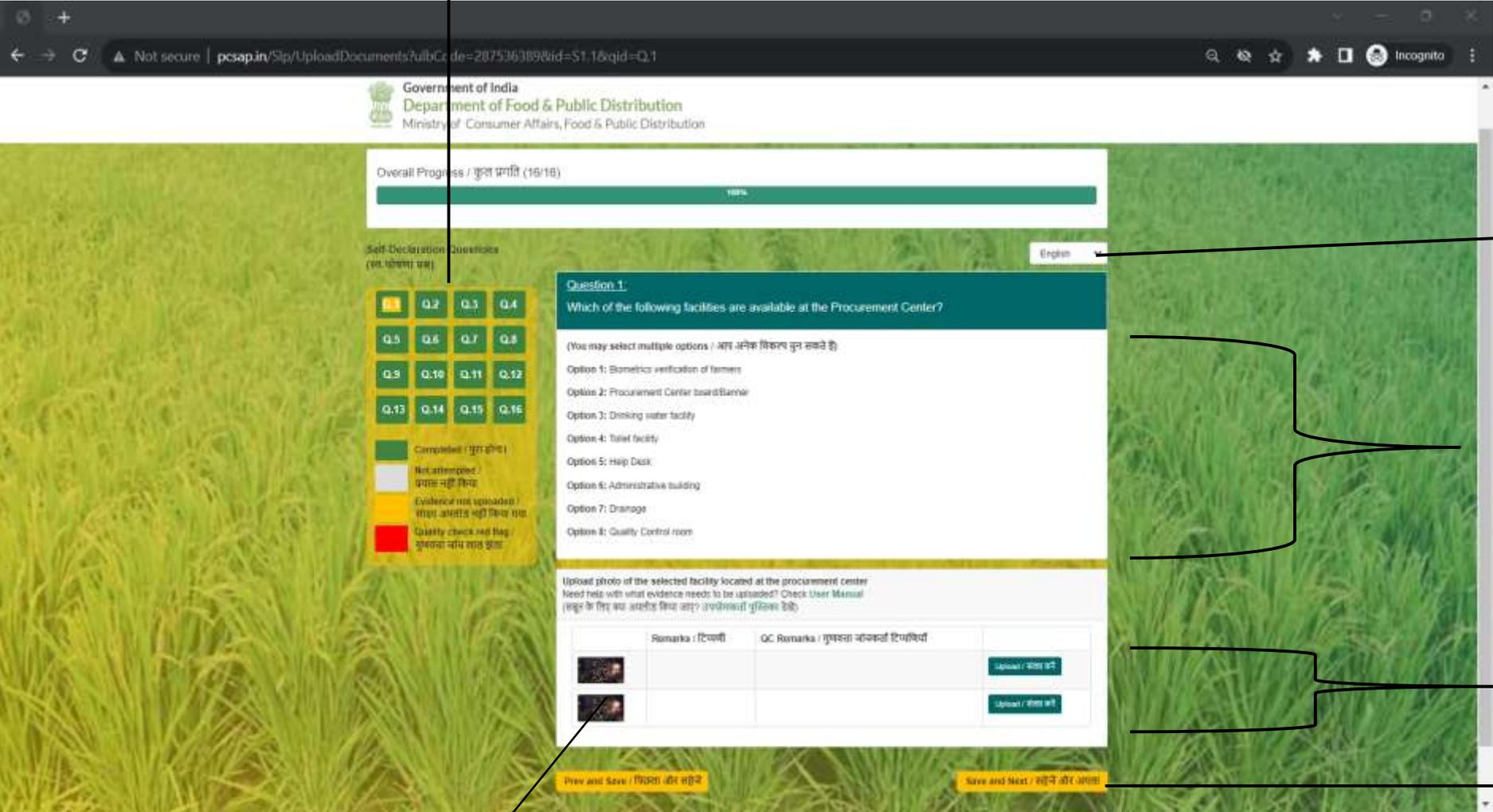
Enter the New Password

Enter New Password again

Submit to change password

6.1 Assessment Questions

Move to any Question No.



Change your language

Select all the options that apply to your Center

Upload the evidence for all options selected

Save your response and move to next question

Icon for the image upload is present (After the upload of a evidence a thumbnail will appear of that image)

6.1 Sample Evidence for Question No. 1

Biometric Verification of Farmers



Procurement Center Board/Banner

6.1 Sample Evidence for Question No. 1

Drinking Water Facility inside the Center



Toilet Facility inside the Center

6.1 Sample Evidence for Question No. 1

Help Desk



Administrative Hall

6.1 Sample Evidence for Question No. 1

Drainage



Quality Check Room

6.2 Assessment Questions

Access your Dashboard → **Access the 'User Manual'** → **Check 'FAQs'**

Select 'No Room Available' if there is no waiting room at Center

Select the option that apply to your Center

Upload the evidence for option selected

Save your response and move to next question

Upload Image for 'Not available' option

Save and Go back to Previous Question

Government of India
Department of Food & Public Distribution
Ministry of Consumer Affairs, Food & Public Distribution

Dashboard / डैशबोर्ड | User Manual / उपयोगकर्ता पुस्तिका | FAQ / सहायता

BHAGTHALA KALAN GRAIN MARKET -

Overall Progress / कुल प्रगति (0/16)

Self Declaration Questions (सह-घोषणा प्रश्न)

English

Question 2:
What is the type of structure of the waiting room for farmers?

Option 1: No room available

Option 2: Concrete building without amenities

Option 3: Temporary structure like Tent

Option 4: Concrete building with amenities like fan, coolers

Upload photo of waiting room where farmers can wait/stand before and during the procurement.

Need help with what evidence needs to be uploaded? Check User Manual (अगर आपको अपलोड करने की आवश्यकता है, इसके लिए सहायता चाहिए, 'उपयोगकर्ता पुस्तिका' की जाँच करें)

Please upload this image as evidence in case of choosing 'not available' in the option (कृपया इस छवि को चयन में 'नहीं उपलब्ध' की सहायता के रूप में अपलोड करें)

Remarks / टिप्पणी	QC Remarks / गुणवत्ता संबंधित टिप्पणियाँ	2 mandatory evidences / 2 सहाय्य प्रमाणियाँ
		Upload / अपलोड करें
		Upload / अपलोड करें

Prev and Save / पिछला और सहेजें | Save and Next / सहेजें और आगे

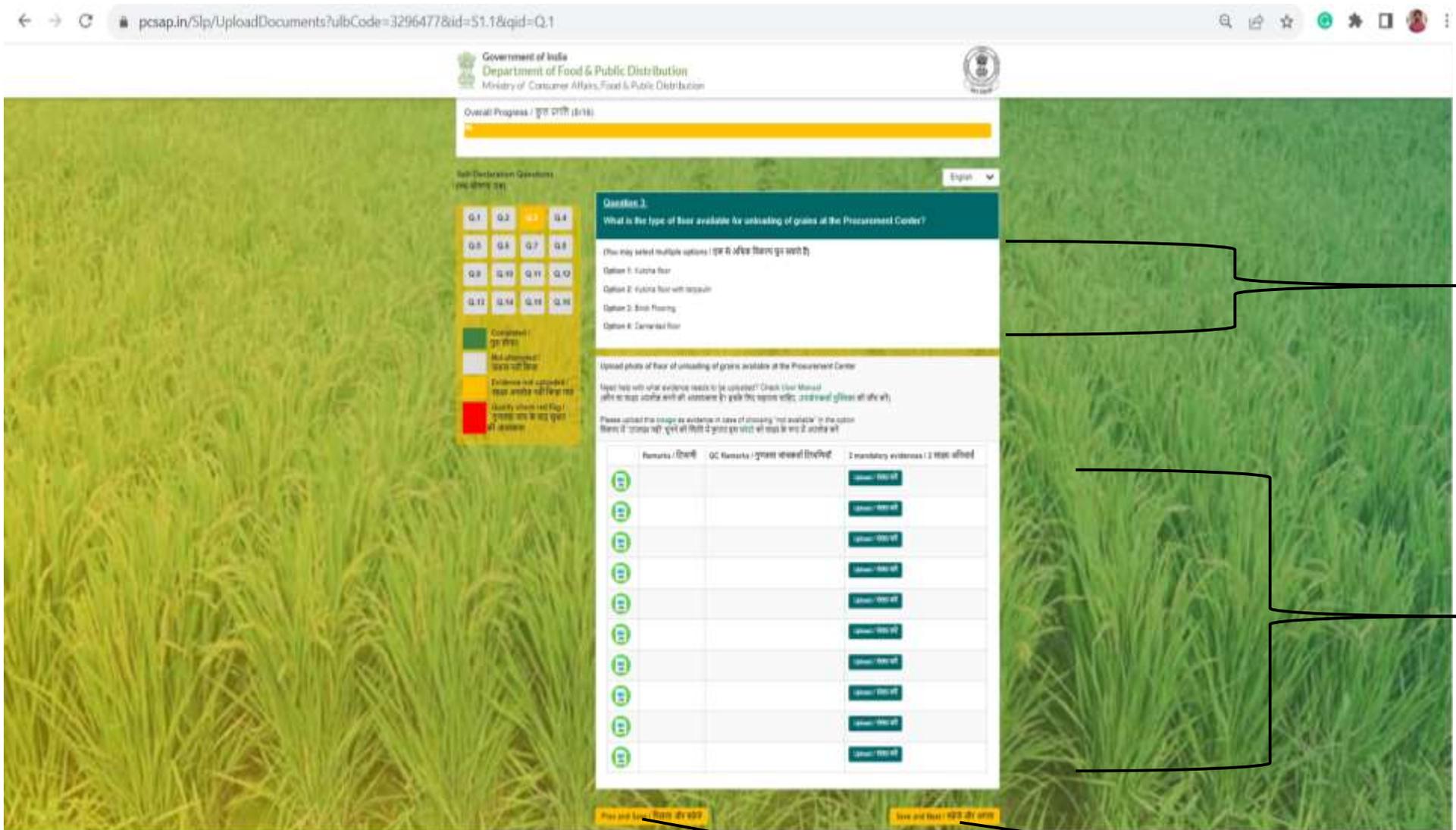
For further details on specifics you may refer to the FAQs

6.2 Sample Evidence for Question No. 2

Waiting Area for Farmers



6.3 Assessment Questions



Select the option that apply to your Center

Upload the evidence for options selected

Save and Go back to Previous Question

Save your response and move to next question

For further details on specifics you may refer to the FAQs

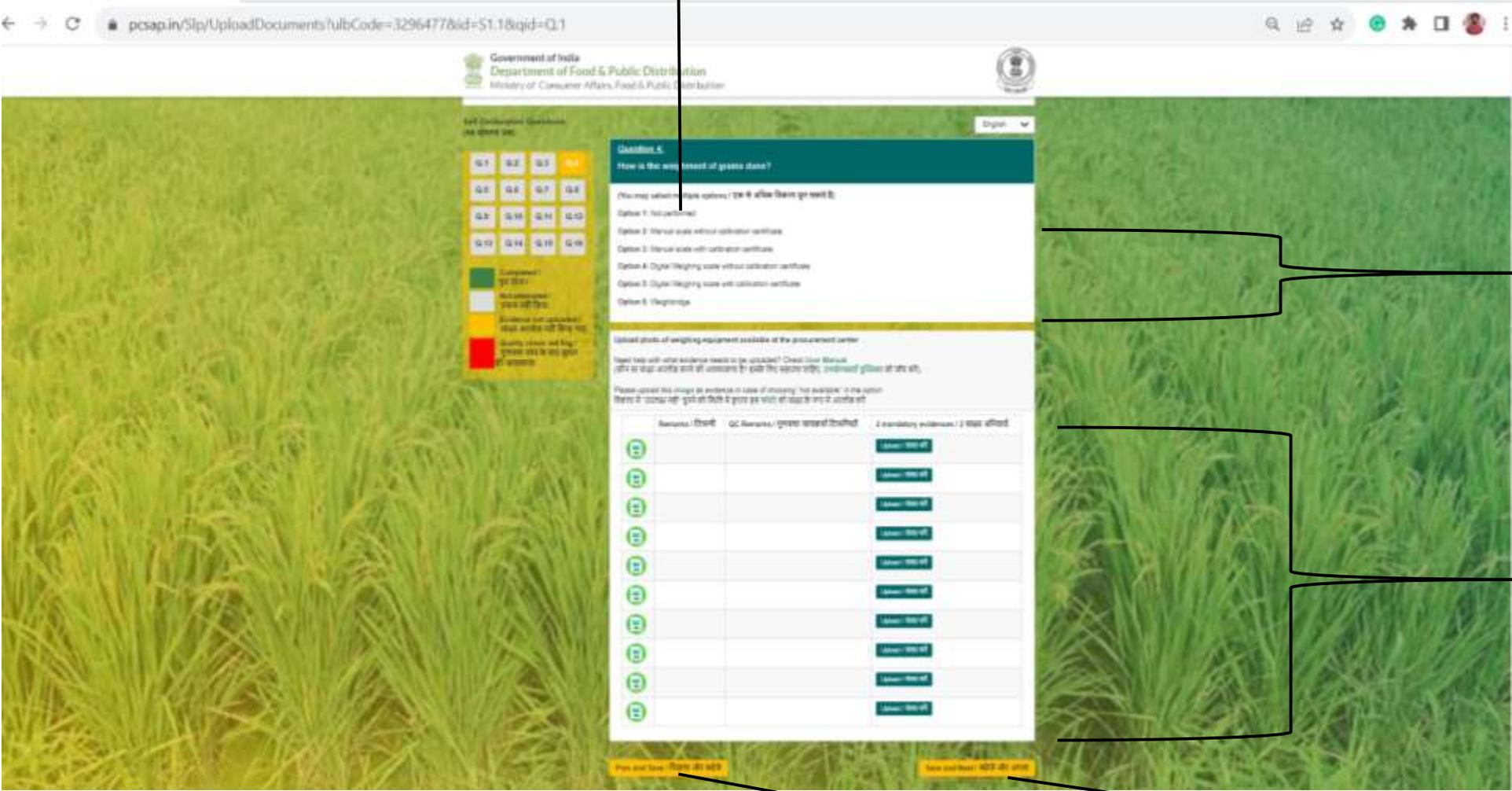
6.3 Sample Evidence for Question No. 3

Unloading Floor



6.4 Assessment Questions

Select 'Not Performed' if weightment is not done at Center



Select the option that apply to your Center

Upload the evidence for options selected

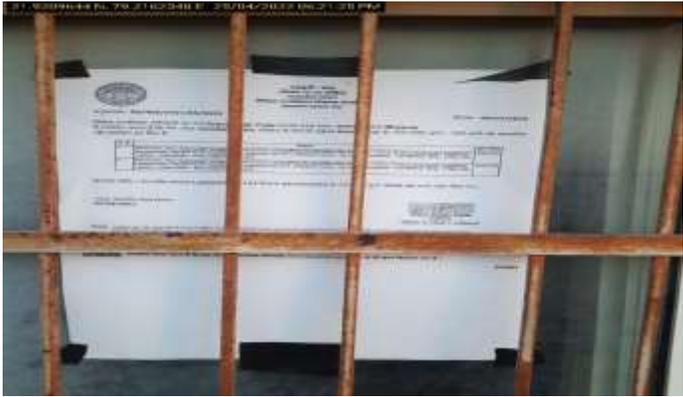
Save and Go back to Previous Question

Save your response and move to next question

For further details on specifics you may refer to the FAQs

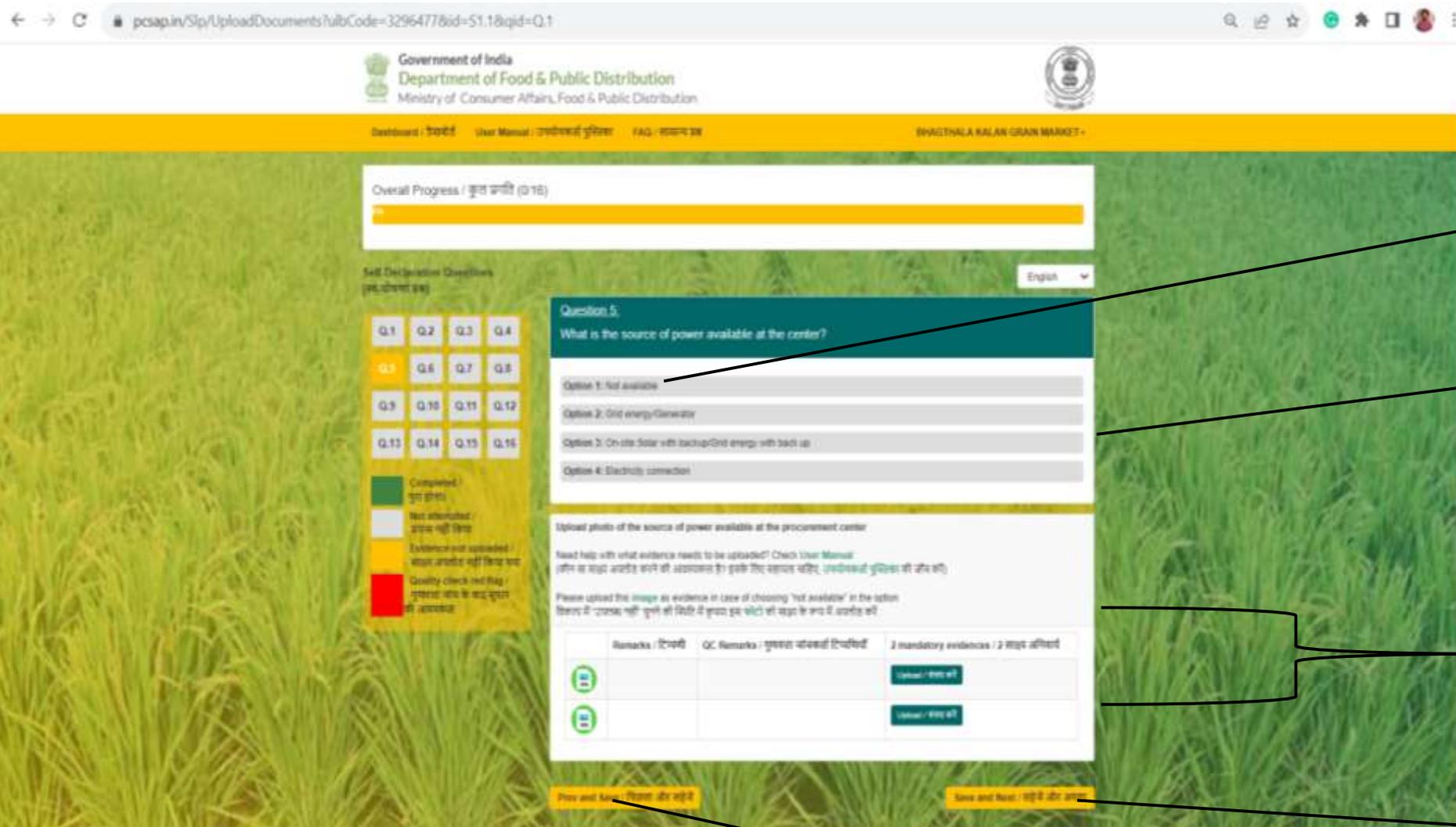
6.4 Sample Evidence for Question No. 4

Weighment of Grains



Digital Weighment Calibaration Certificate

6.5 Assessment Questions



Select 'Not Available' if there is no source of power at Center

Select the option that apply to your Center

Upload the evidence for option selected

Save your response and move to next question

Save and Go back to Previous Question

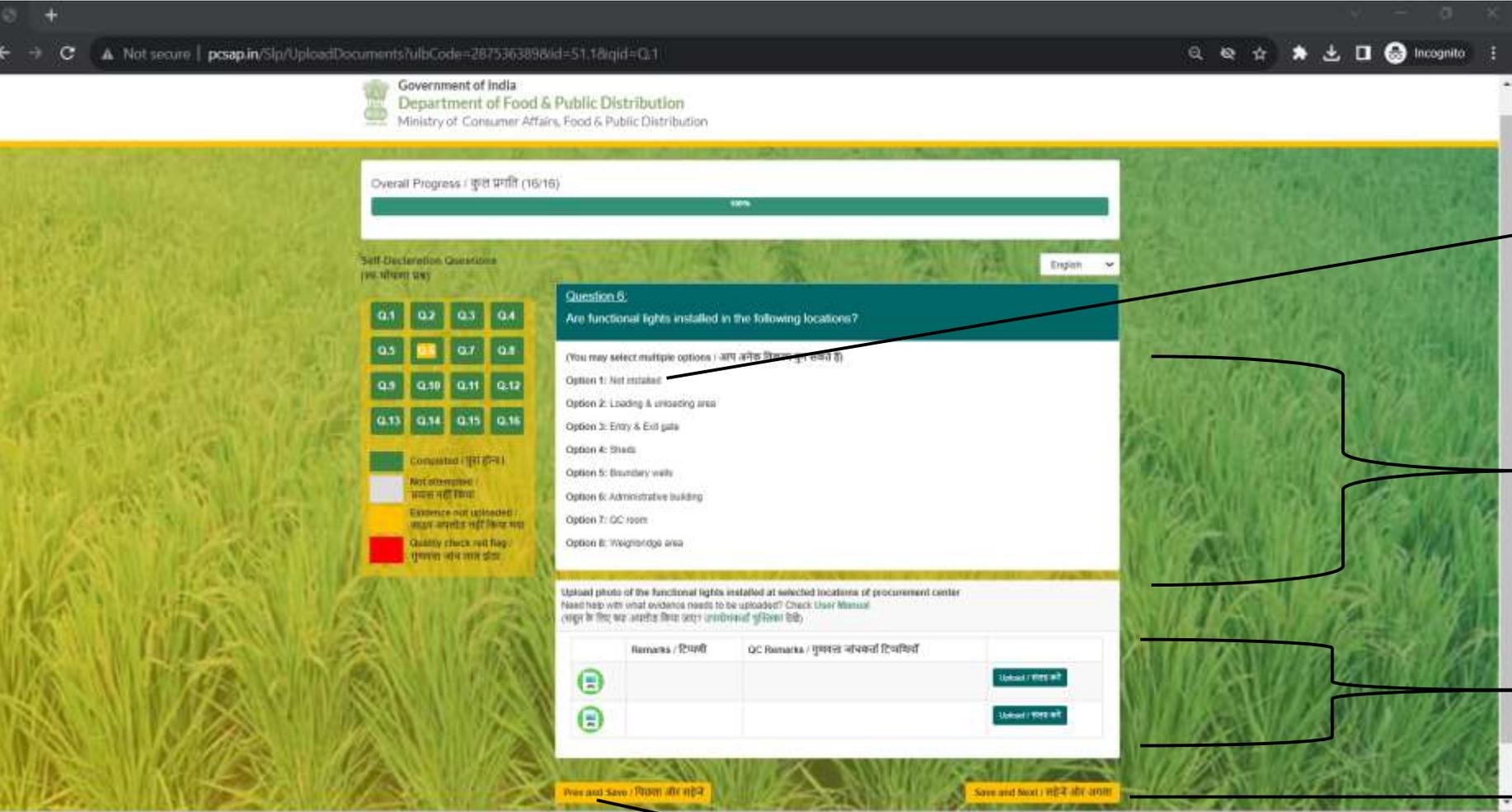
For further details on specifics you may refer to the FAQs

6.5 Sample Evidence for Question No. 5

Source of Power



6.6 Assessment Questions



Select 'Not Installed' if lights are not installed at rest of the options

Select all the options that apply to your Center

Upload the evidence for all options selected

Save your response and move to next question

Save and Go back to Previous Question

For further details on specifics you may refer to the FAQs

6.6 Sample Evidence for Question No. 6

Lights Installed at different Places



6.7 Assessment Questions

Note: There might not be sample evidence for this question. You may upload the 'not available' sample image provided above the evidence box

The screenshot displays the PCSAP assessment interface. At the top, it shows the Government of India logo and the Department of Food & Public Distribution. The page title is "Self-Declaration Questions (स.घोषणा प्रश्न)". A progress bar indicates "Overall Progress / कुल प्रगति (0/16)". The current question is "Question 7: How much time is taken for entering the details of the farmers into the system after the procurement is completed?". The options are: Option 1: Not applicable, Option 2: More than 24 hrs, Option 3: 6-24 hrs, Option 4: 1-6 hrs, and Option 5: 0-1 hrs. Below the options is an "Upload the evidence" section with a table for recording responses. The table has columns for "Remarks / टिप्पणी", "QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ", and "2 mandatory evidences / 2 सहाय्य जमावियाँ". There are two rows in the table, each with a green "Upload / सहाय्य" button. At the bottom, there are two buttons: "Prev and Save / पिछला और बचाने" and "Save and Next / सहेने और आगे".

Remarks / टिप्पणी	QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ	2 mandatory evidences / 2 सहाय्य जमावियाँ
		Upload / सहाय्य
		Upload / सहाय्य

Select 'Not Applicable' if farmers details are not entered

Select the option that apply to your Center

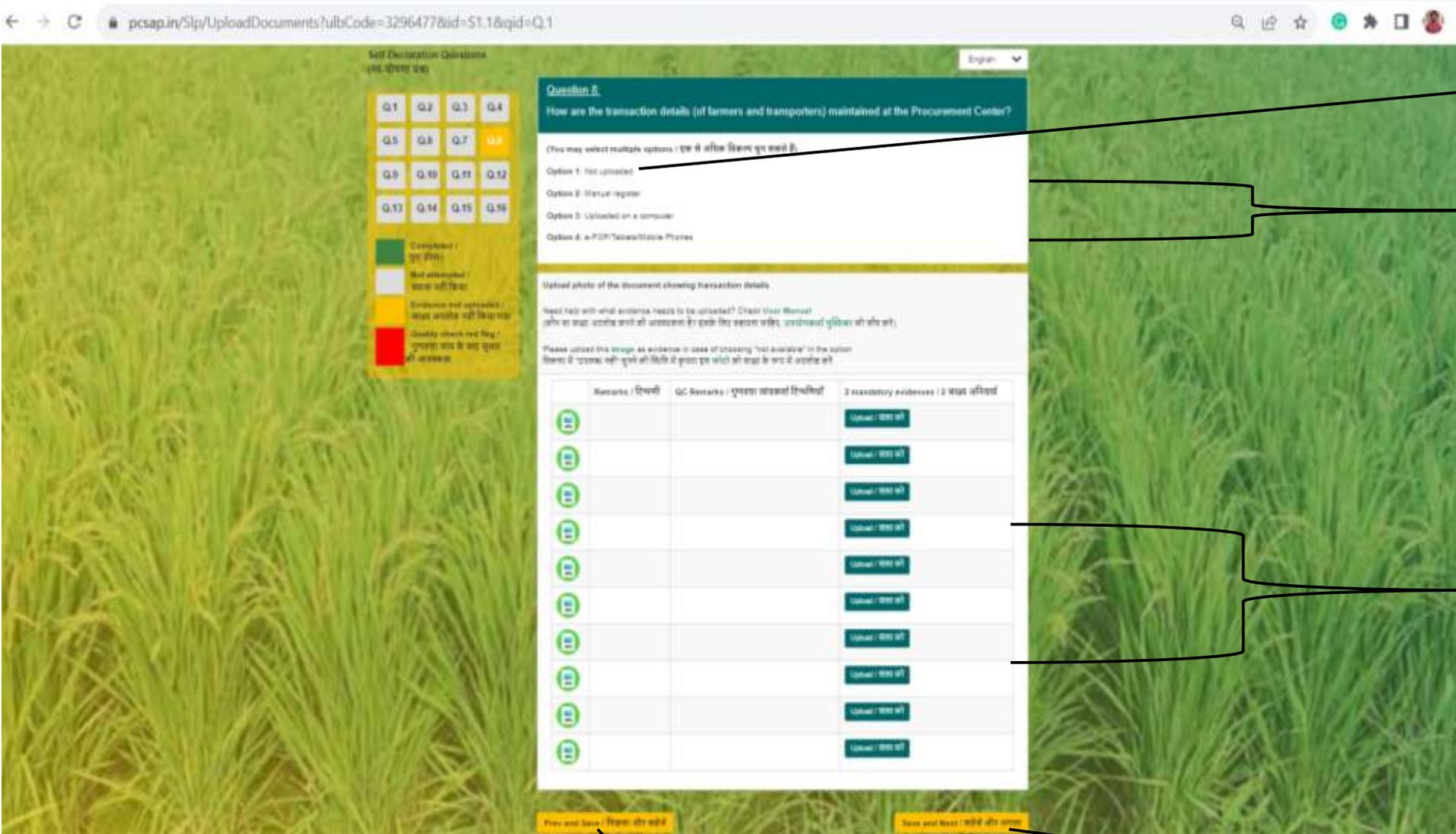
Upload the evidence for the option selected

Save your response and move to next question

Save and Go back to Previous Question

For further details on specifics you may refer to the FAQs

6.8 Assessment Questions



Select 'Not uploaded' if transactions are not recorded

Select the option that apply to your Center

Upload the evidence for all options selected

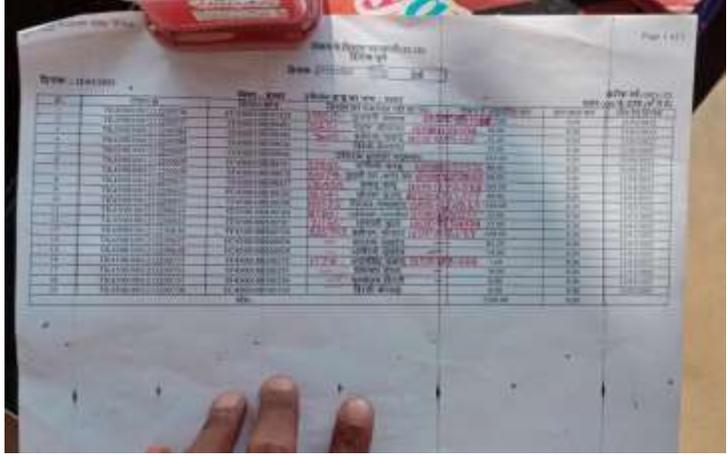
Save and Go back to Previous Question

Save your response and move to next question

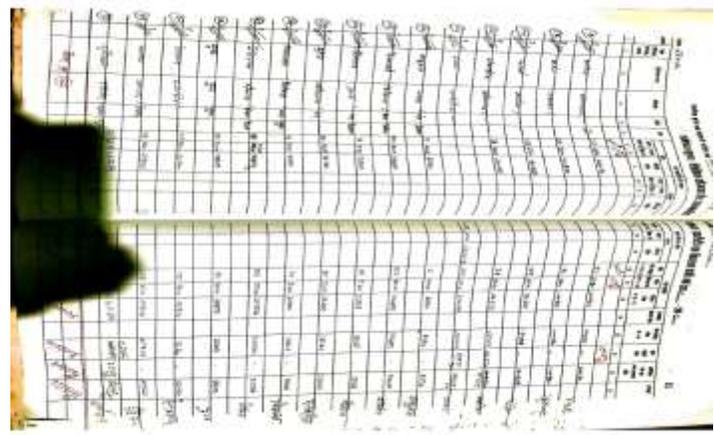
For further details on specifics you may refer to the FAQs

6.8 Sample Evidence for Question No. 8

Transaction Details Registration



A photograph of a printed transaction details registration form. The form features a large grid with multiple columns and rows, containing handwritten and printed text. The grid is organized into several sections, with some cells highlighted in pink. The form is held up by a hand, and a red object is visible at the top edge.



A photograph of a handwritten ledger or notebook. The notebook has a grid of columns and rows, with handwritten text and numbers. The grid is organized into several sections, with some cells containing red markings. The notebook is held up by a hand, and a green object is visible at the top edge.

Scanned with CamScanner



6.9 Assessment Questions

Note: To check your internet speed, search internet speed test on Google and visit one of the websites to record your speed.

Government of India
Department of Food & Public Distribution
Ministry of Consumer Affairs, Food & Public Distribution

Dashboard / डैशबोर्ड User Manual / उपयोक्ताओं के निर्देशन FAQ / सहायक प्रश्न BHAGTMALA KALAN GRAIN MARKET

Overall Progress / कुल प्रगति (0/16)

Self-Declaration Questions (आवश्यक प्रश्न)

English

Question 9:
What is the upload and download speed of the internet?

Option 1: Not available

Option 2: Upload and download speed Between 2 to 5 Mbps

Option 3: Upload and download speed Greater than 5 Mbps

Option 4: Upload and download speed less than 2 Mbps

Upload photo of the system showing internet speed at the procurement center

Need help with what evidence needs to be uploaded? Check User Manual (यदि आप सहायक जानकारी चाहते हैं, तो उपयोगकर्ता निर्देशन देखें, उपयोक्ताओं के निर्देशन देखें)

Please upload this image as evidence in case of choosing 'not available' in the option (यदि आप 'उपलब्ध नहीं' चुनते हैं, तो इस छवि को अपलोड करें)

Remarks / टिप्पणी	QC Remarks / गुणवत्ता जांच टिप्पणी	2 mandatory evidences / 2 साक्ष्य अपलोड करें
		<input type="button" value="Upload / अपलोड करें"/>
		<input type="button" value="Upload / अपलोड करें"/>

Previous and Save / पिछले और बचाने Save and Next / बचाने और अगले

Select 'Not Available' if internet facility is not available

Select the option that apply to your Center

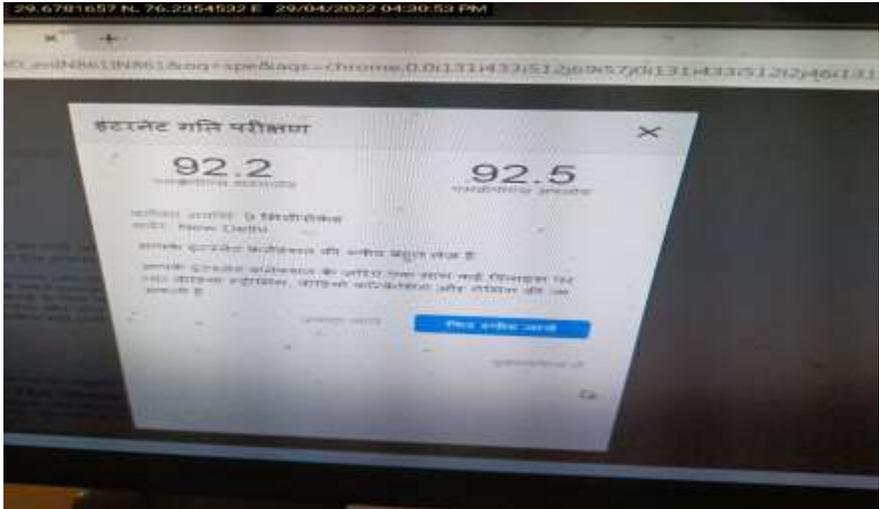
Upload the evidence for option selected

Save your response and move to next question

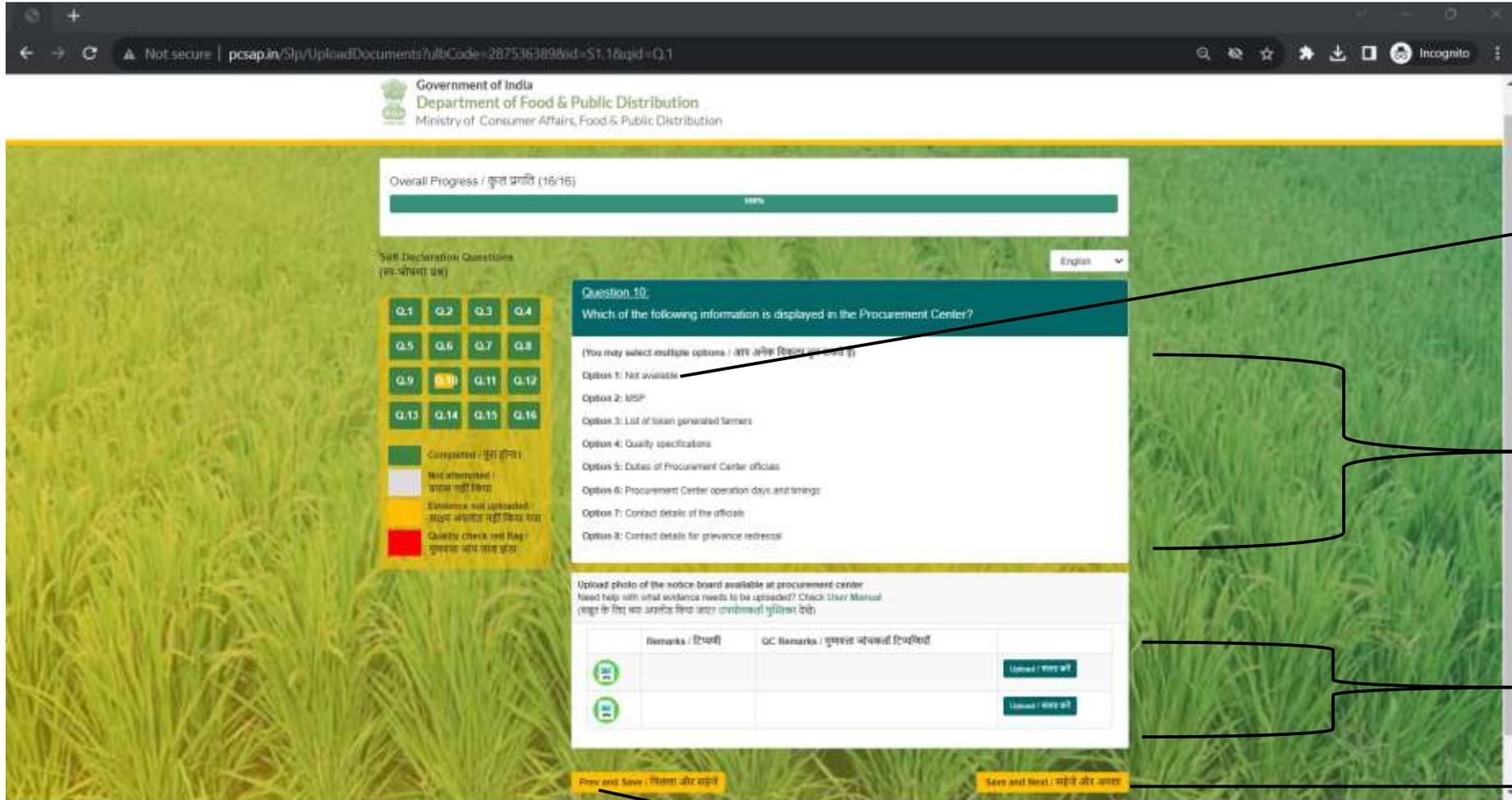
Save and Go back to Previous Question

6.9 Sample Evidence for Question No. 9

Internet Speed



6.10 Assessment Questions



Select 'Not Available' if no information is displayed

Select all the options that apply to your Center

Upload the evidence for all options selected

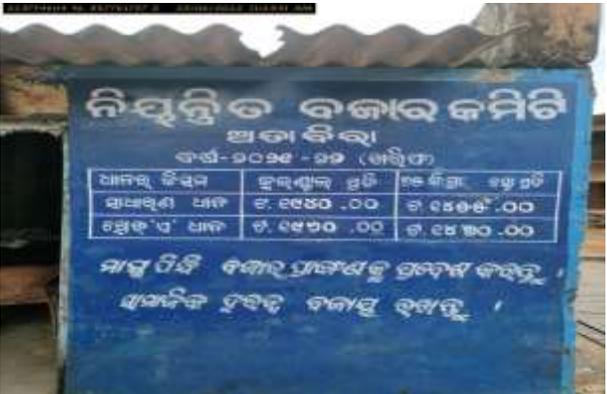
Save your response and move to next question

Save and Go back to Previous Question

For further details on specifics you may refer to the FAQs

6.10 Sample Evidence for Question No. 10

Information Display Inside the Procurement Center



6.11 Assessment Questions

pcsap.in/Slp/UploadDocuments?subCode=3296477&id=51.1&qid=Q.1

Self-Declaration Questions (16 of 16) [Export]

Question 11:
What kind of storage facility is available at the Procurement Center for procured grains?
(You may select multiple options / OR if after then you can't do)

Option 1: No facility
Option 2: House Ground
Option 3: Road Cemented/Paved floor covered with tarpaulin
Option 4: Platform with tarpaulin
Option 5: Covered/Over-roofed Covered platform

Upload photos of storage facilities available at the procurement center
Need help with what evidence needs to be uploaded? Click here: [Remarks](#)
[photo](#) [video](#) [document](#) [gallery](#) [all files](#)

Please upload the image as evidence in case of choosing "not available" in the option
Remarks: [photo](#) [video](#) [document](#) [gallery](#) [all files](#)

Remarks / टिप्पणी	QC Remarks / गुणवत्ता अंतराल/टिप्पणी	2 mandatory evidences / 2 आवश्यक सबूत

Previous Question / पिछले सवाल / [Go back](#)
Save and Next / [Save and Next](#) / [Next Question](#)

Select 'No Facility' if there is no storage facility available

Select all the options that apply to your Center

Upload the evidence for all options selected

For further details on specifics you may refer to the FAQs

Save and Go back to Previous Question

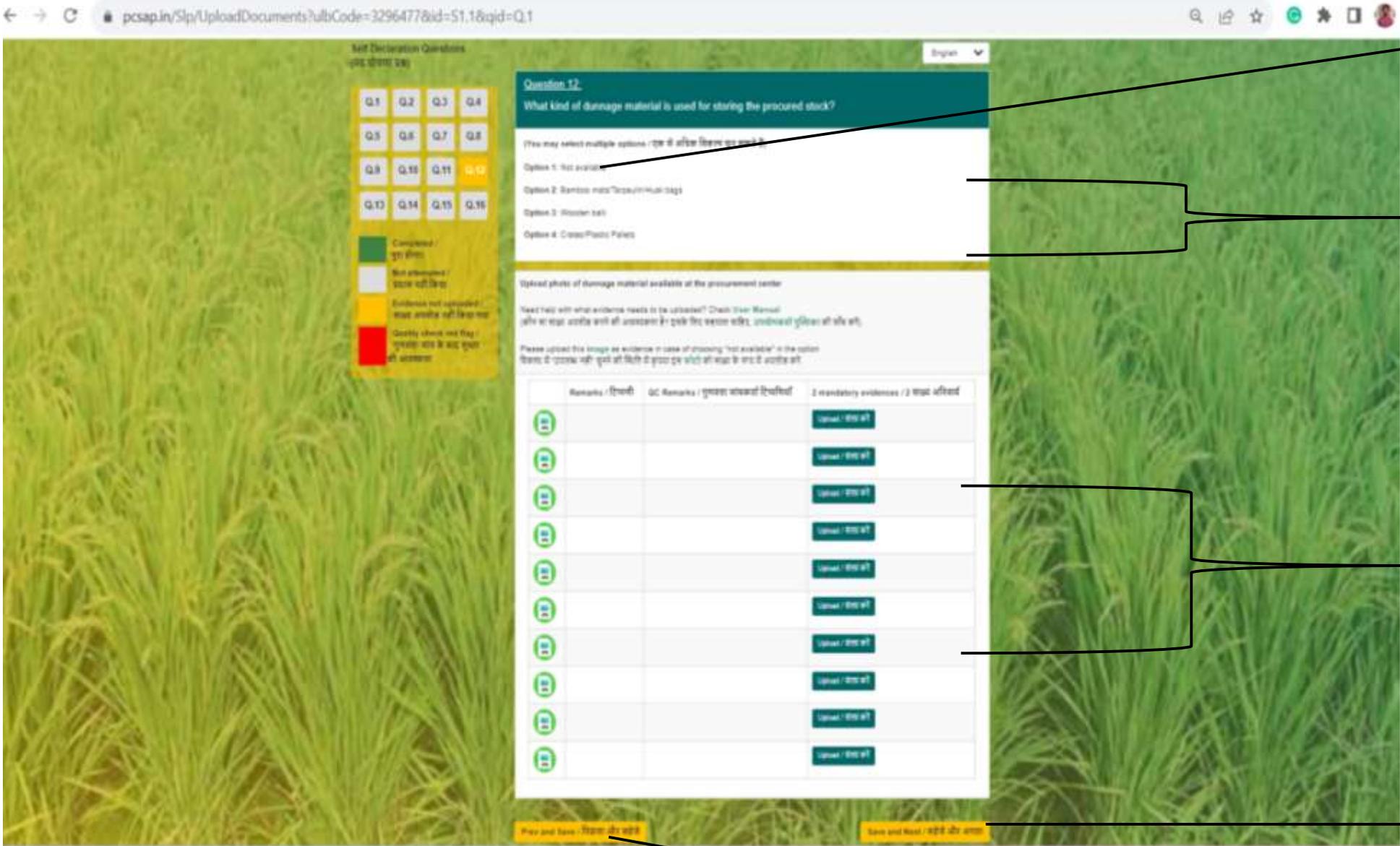
Save your response and move to next question

6.11 Sample Evidence for Question No. 11

Storage facility inside the center



6.12 Assessment Questions



Select 'Not available' if there is no dunnage facility available

Select all the options that apply to your Center

Upload the evidence for all options selected

Save your response and move to next question

For further details on specifics you may refer to the FAQs

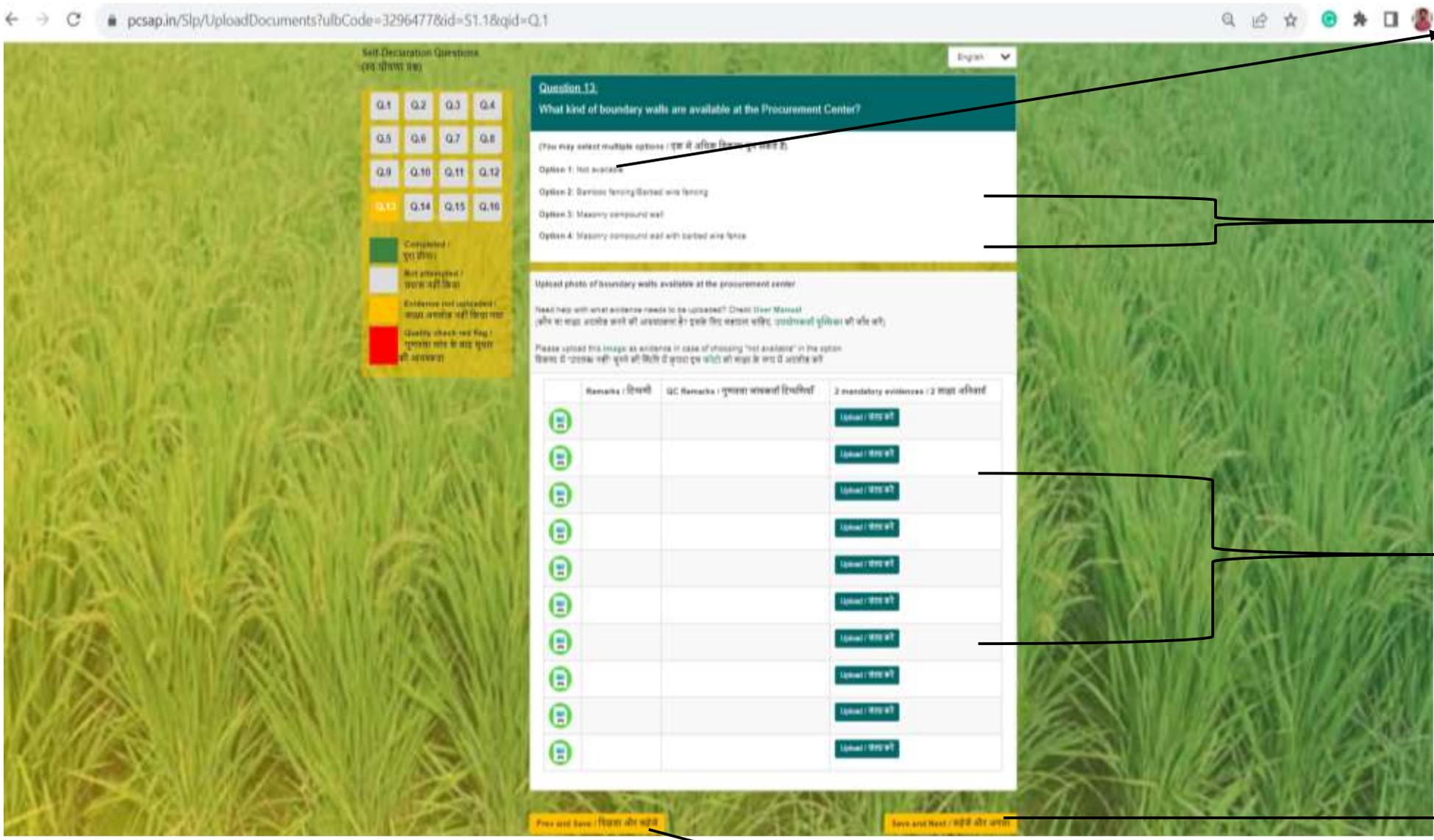
Save and Go back to Previous Question

6.12 Sample Evidence for Question No. 12

Dunnage Material used inside the Center



6.13 Assessment Questions



Select 'Not Available' if there are no boundary walls at PC

Select all the options that apply to your Center

Upload the evidence for all options selected

Save your response and move to next question

For further details on specifics you may refer to the FAQs

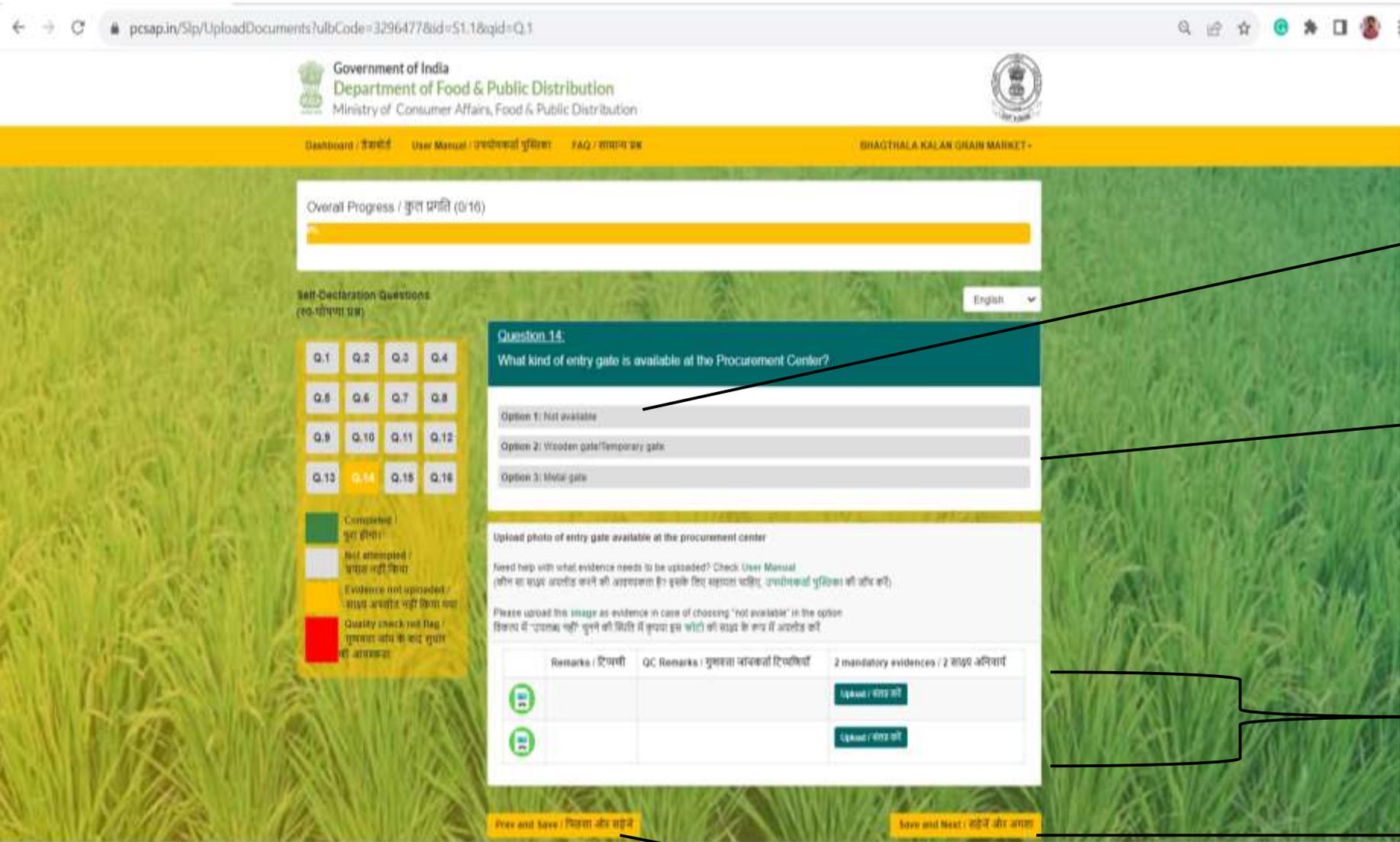
Save and Go back to Previous Question

6.13 Sample Evidence for Question No. 13

Boundary walls of the Center



6.14 Assessment Questions



Select 'Not Available' if there is no entry gate to the Center

Select the option that apply to your Center

Upload the evidence for option selected

Save your response and move to next question

Save and Go back to Previous Question

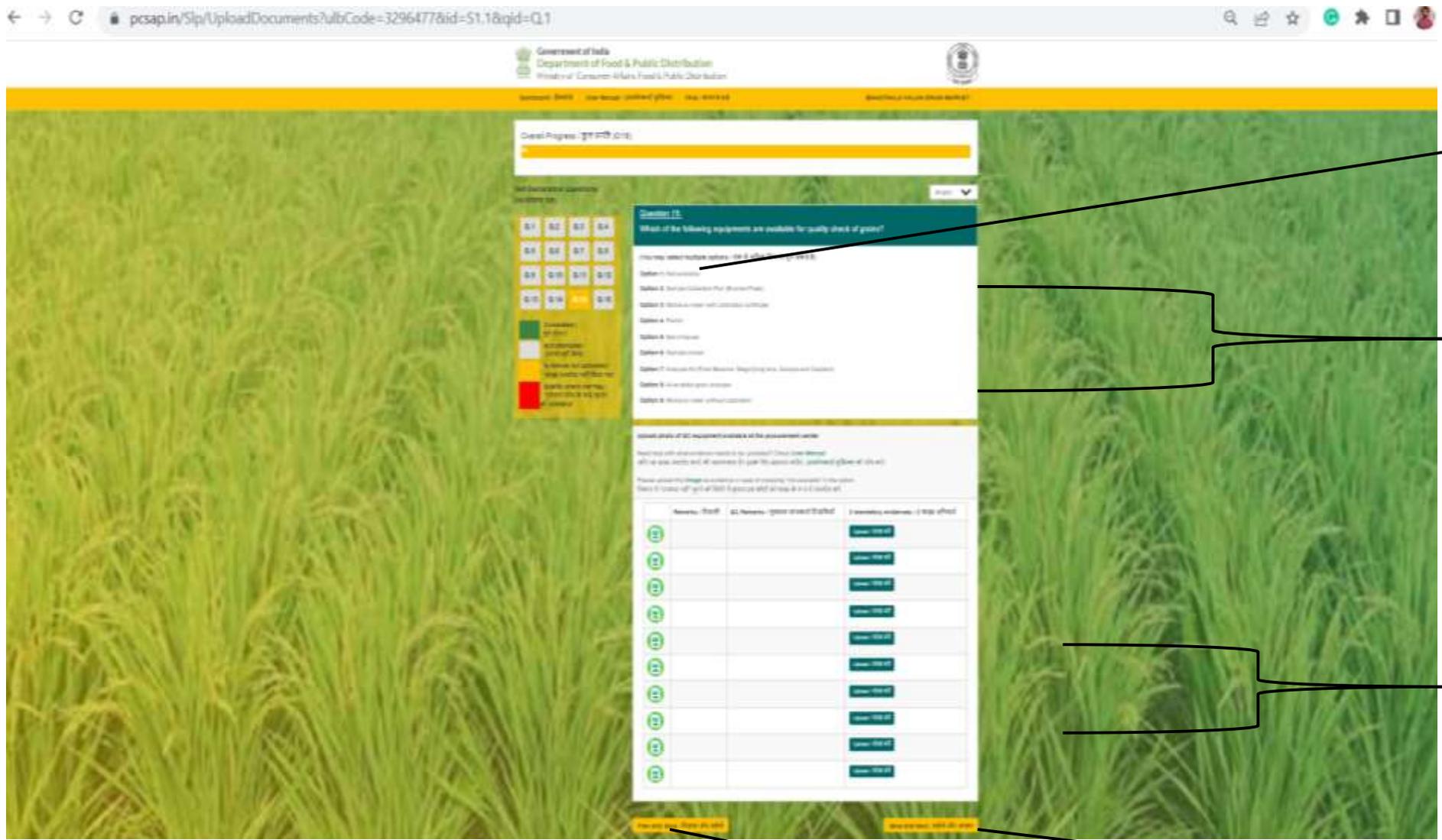
For further details on specifics you may refer to the FAQs

6.14 Sample Evidence for Question No. 14

Entry Gate of the Center



6.15 Assessment Questions



Select 'Not Available' if None of the Equipment's are Available

Select all the options that apply to your Center

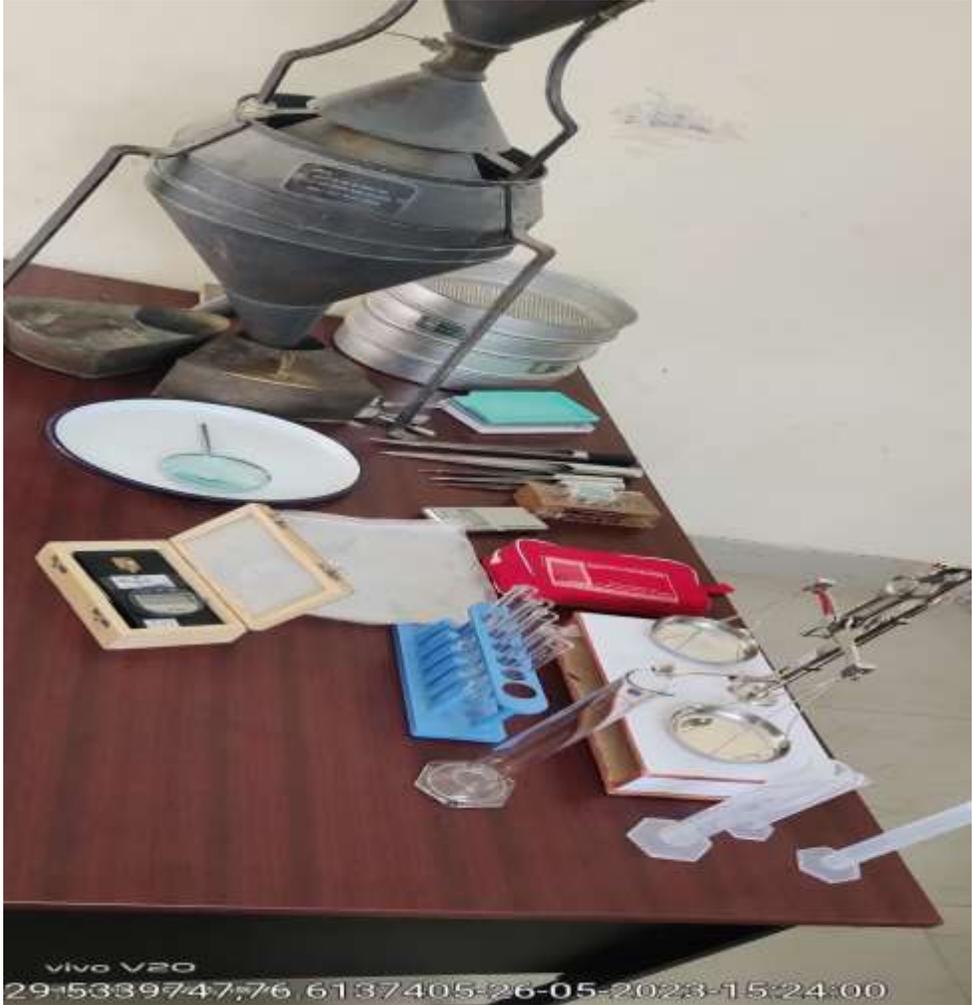
Upload the evidence for all options selected

Save and Go back to Previous Question

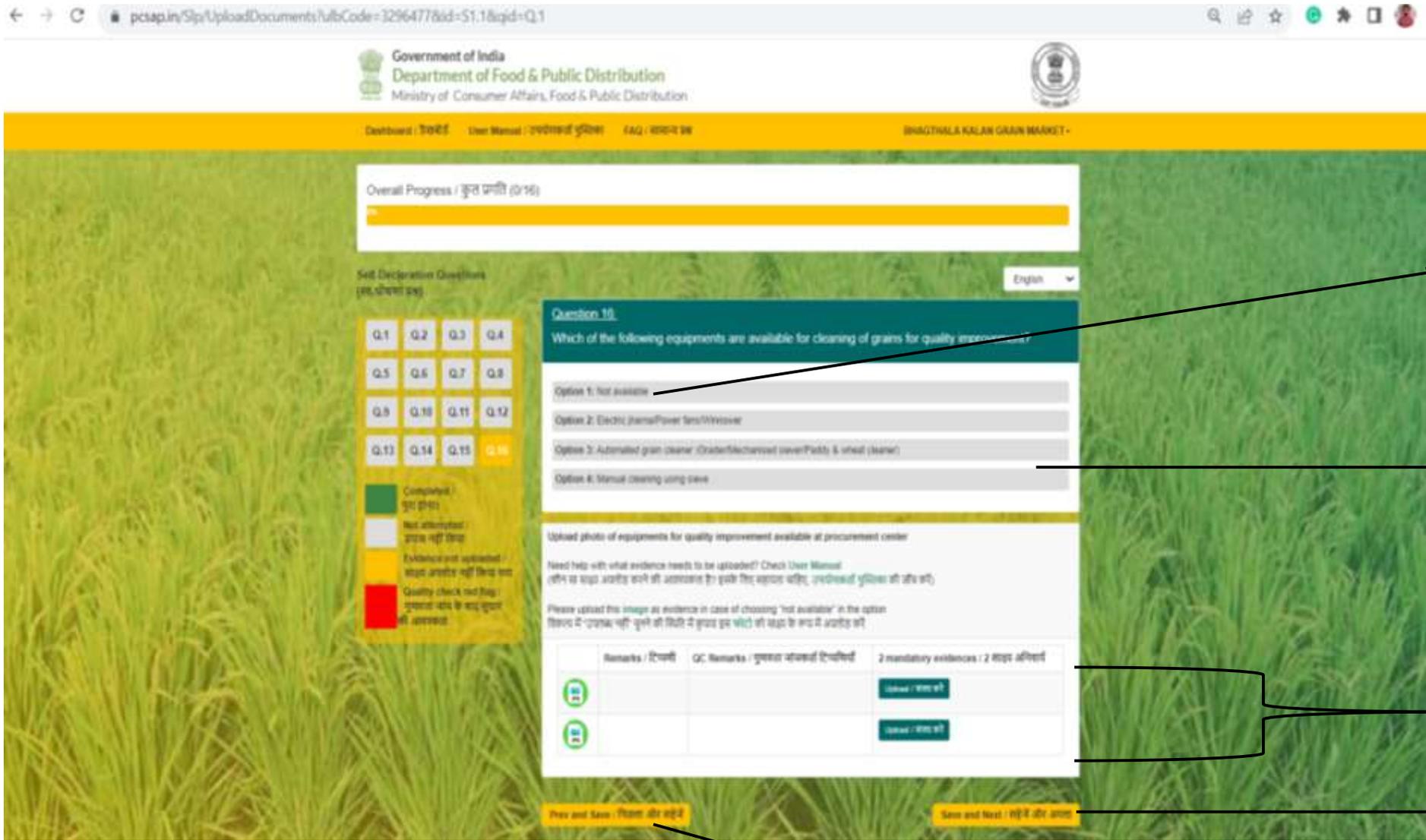
Save your response and move to next question

For further details on specifics you may refer to the FAQs

Equipment's for Quality Check of Grains in the Center



6.16 Assessment Questions



Select 'Not Available' if None of the Equipment's are Available

Select the option that apply to your Center

Upload the evidence for option selected

Save your response and move to next question

Save and Go back to Previous Question

For further details on specifics you may refer to the FAQs

Equipment's for Quality Improvement of Grains in the Center

