# **User Manual for Self Assessment Portal of Procurement Center**

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# **Requirement for the Evidences**

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

**Ans.** - The image should be clear evidence of **the infrastructure or services available at the Procurement Center**. Please ensure that the photo accurately represents the facility you are providing as evidence.

# What are the requirements for the image to be uploaded as evidence?

**Ans.** - While capturing and uploading the image, please follow these guidelines:

Hold your camera or mobile device steady and take a clear picture.

Ensure the object in the picture is focused and clearly visible.

Avoid shaking the device while taking the picture.

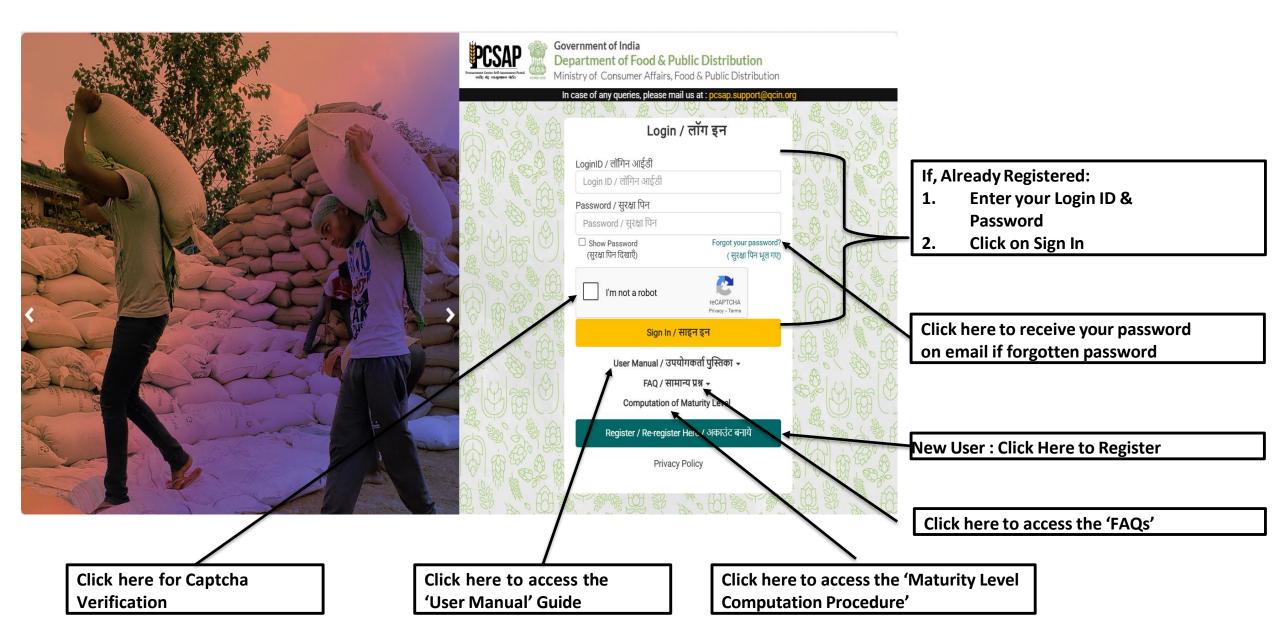
Make sure there is proper lighting.

The image must be in **JPG or JPEG format** (most cameras and mobile devices automatically capture in this format).

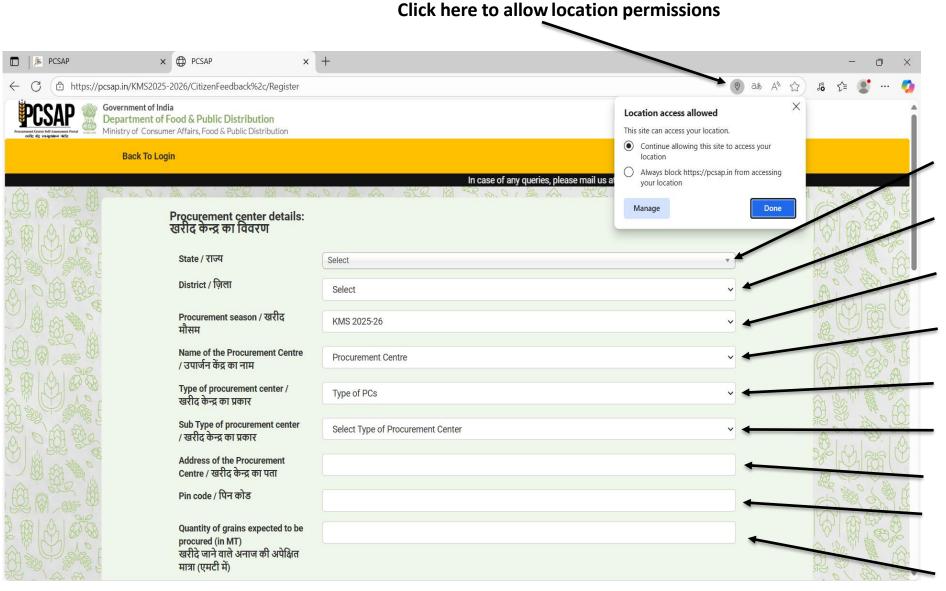
# **Images that you might require during the Assessment Process**

1. Center-In- Charge/Purchase Officer Photo (Mandatory)	7. Help Desk	13. First Aid Box	19. Manual Register, Computer, Tablet used for registration of farmers details	25. Entry Gate
2. Interior & Exterior Photo of PC (Mandatory)	8. Administrative building	14. Canteen Facility	20. Internet Speed at PC	27. Security and fire fighting Arrangements
3. Biometrics verification	9. Approach Road	15. Unloading Floor	21. Information display banner/board	27. Sample Collection Pan (Enamel Plate)
4. Procurement Center board/Banner	10. Drainage	17. Weighing Scale	22. Storage Facilities	28. Moisture meter with or without calibrated certificate
5. Drinking water facility	11. Waiting Room	17. Source of Power/Electricity	23. Dunnage material	29. Analysis Kit (e.g.: weighing balance, magnifying glass, scoop, callipers and fractional weight box set)
7. Toilet facility	12. Waste Handling Arrangements	18. Lights at different places inside PC	24. Boundary Wall	30. Grain Cleaning or Drying Equipment

# 1. Login Page



# 2.1 Registration Page



Select your State or Search it by typing in the search bar

Select your District or Search it by typing in the search bar

Select the current procurement season

Select your procurement center or Search it by typing in the search bar

Select type of your procurement center

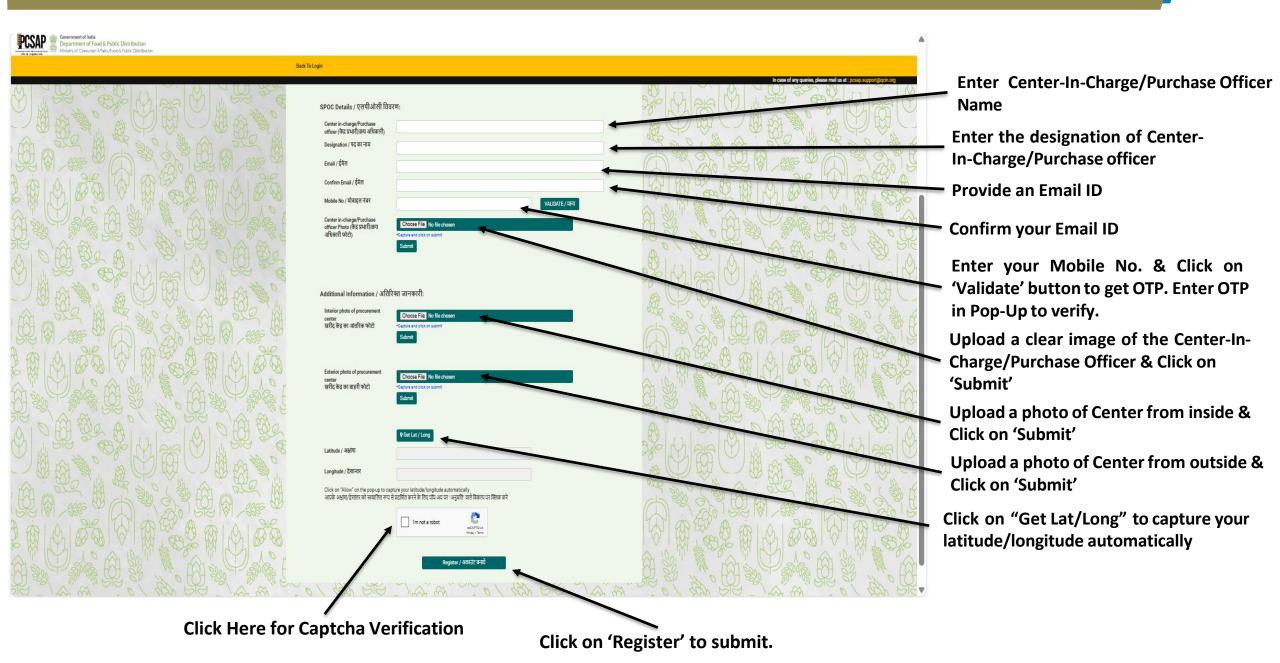
Select sub type of your procurement center

**Enter full address of your center** 

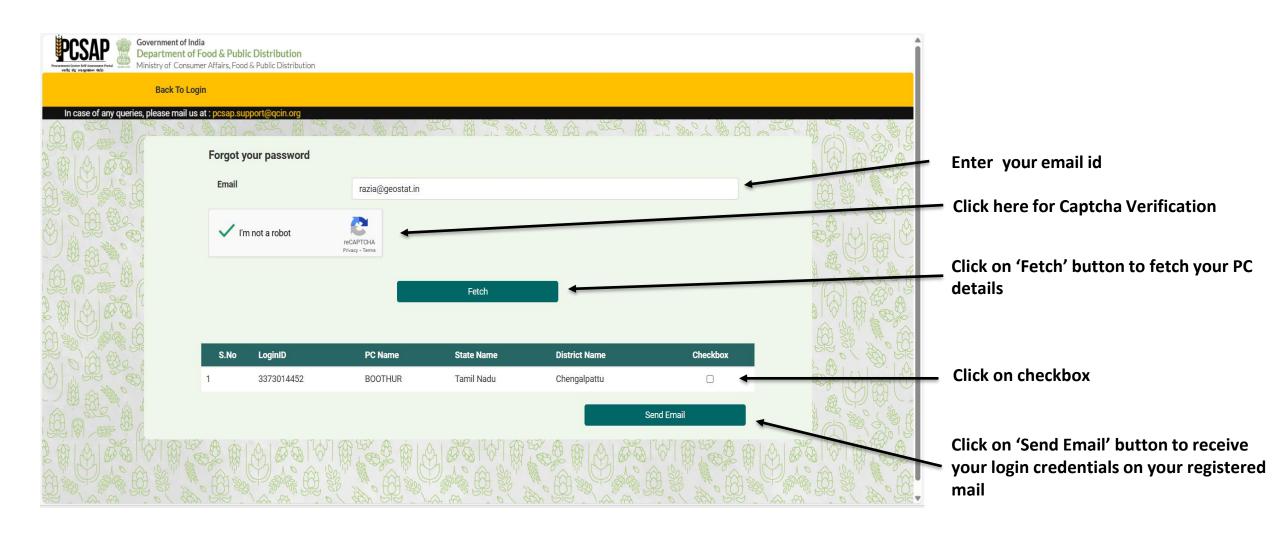
Enter a valid 6-digit Pin Code of your area

Enter the quantity of grains to be procured at your center

# 2.2 Registration Page

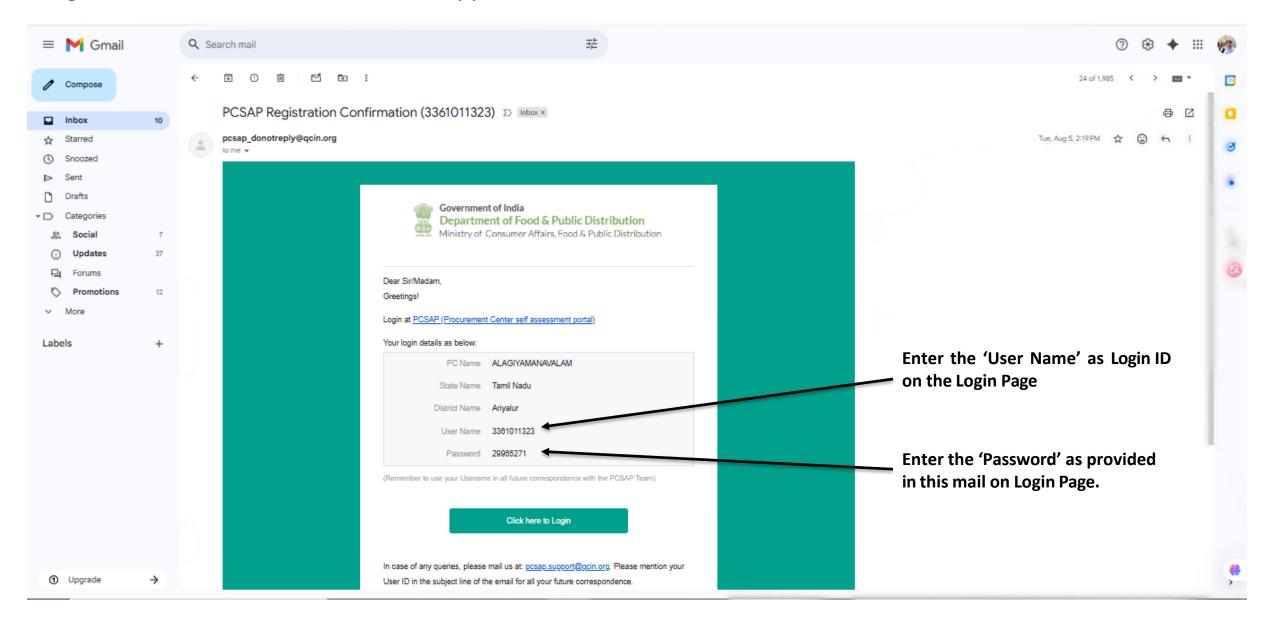


# 3. Forgot Password

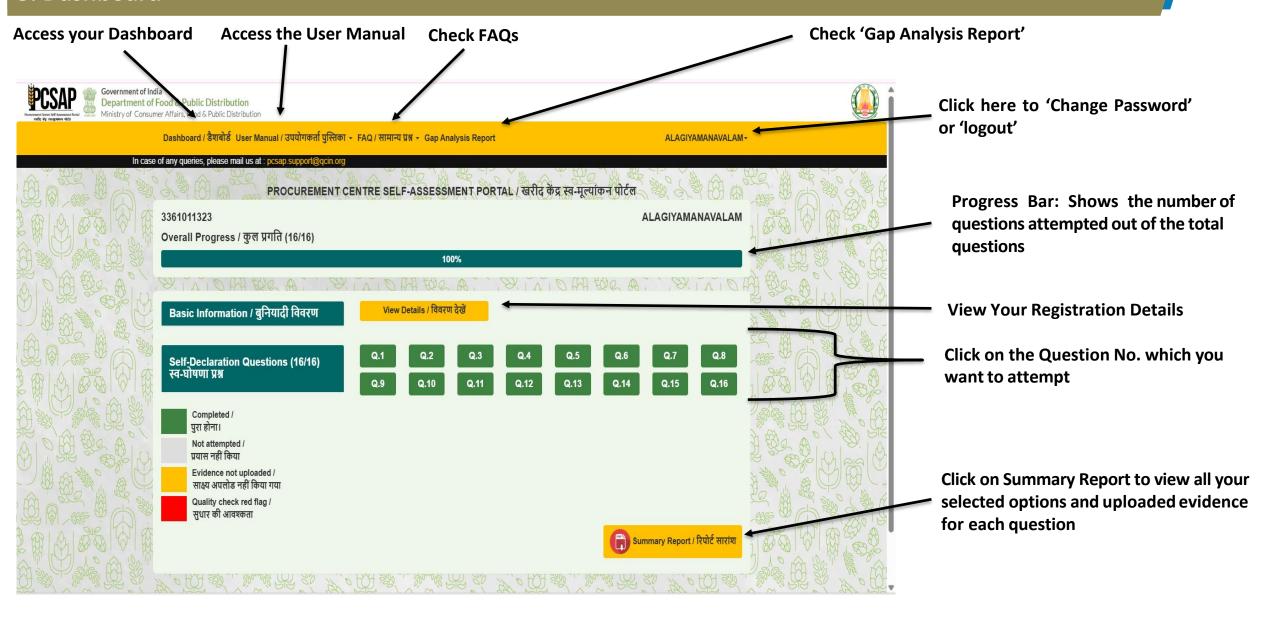


# 4. Login ID & Password Email

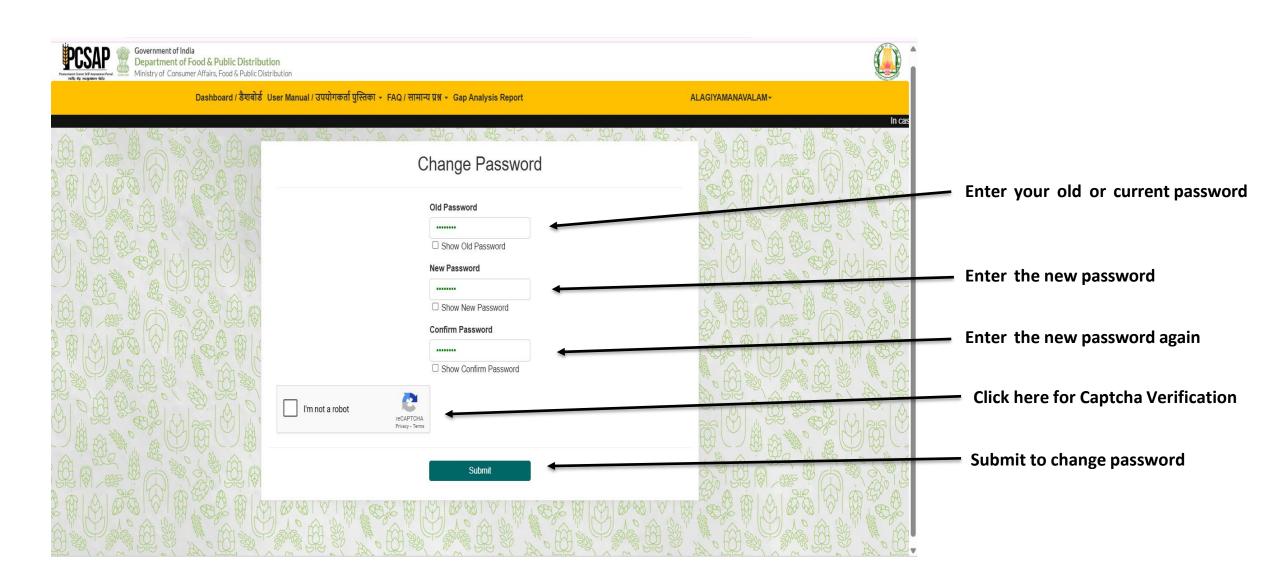
On registration an email as below would appear:



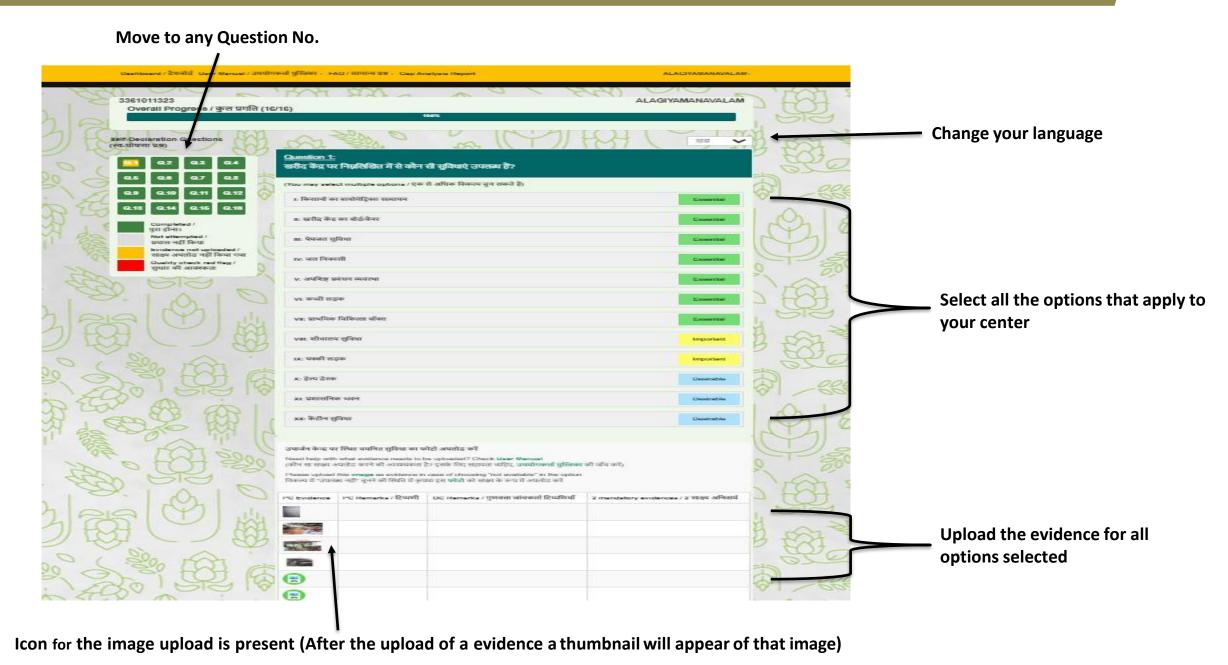
### 5. Dashboard



# 6. Change Password



### 7.1 Assessment Questions



### **Biometric Verification of Farmers**













**Procurement Center Board/Banner** 

# **Drinking Water Facility inside the Center**













**Toilet Facility inside the Center** 

# **Help Desk**













**Administrative Building** 

# Drainage













**Canteen facility** 

# **Approach Road**







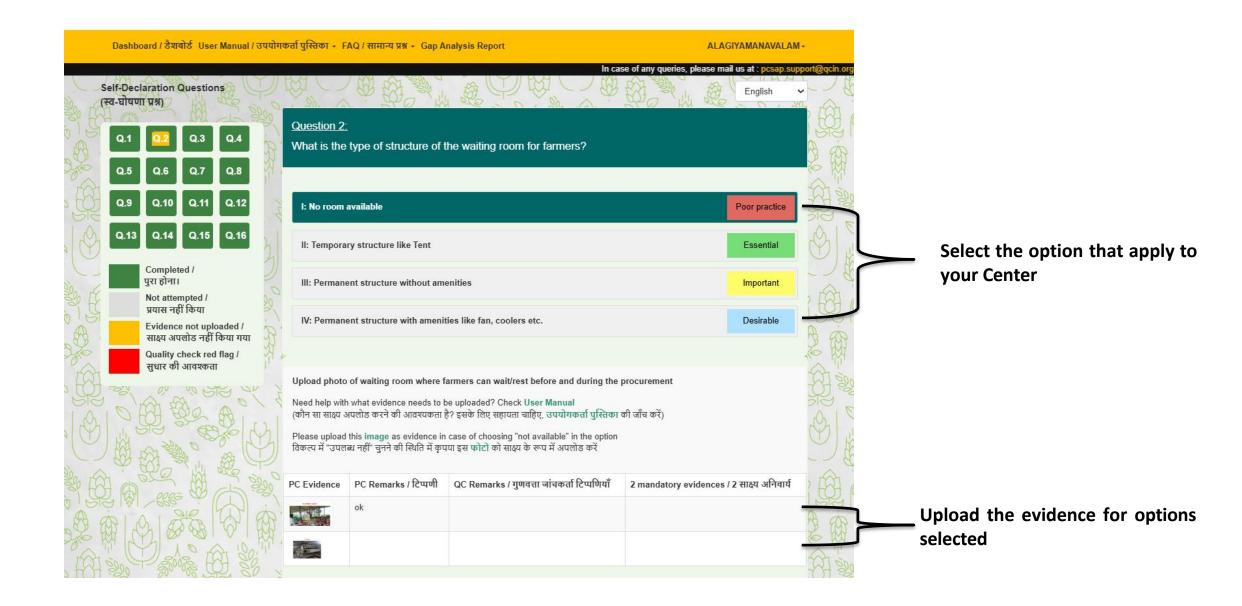






**First Aid Box** 

### 7.2 Assessment Questions



# **Waiting Area for Farmers**





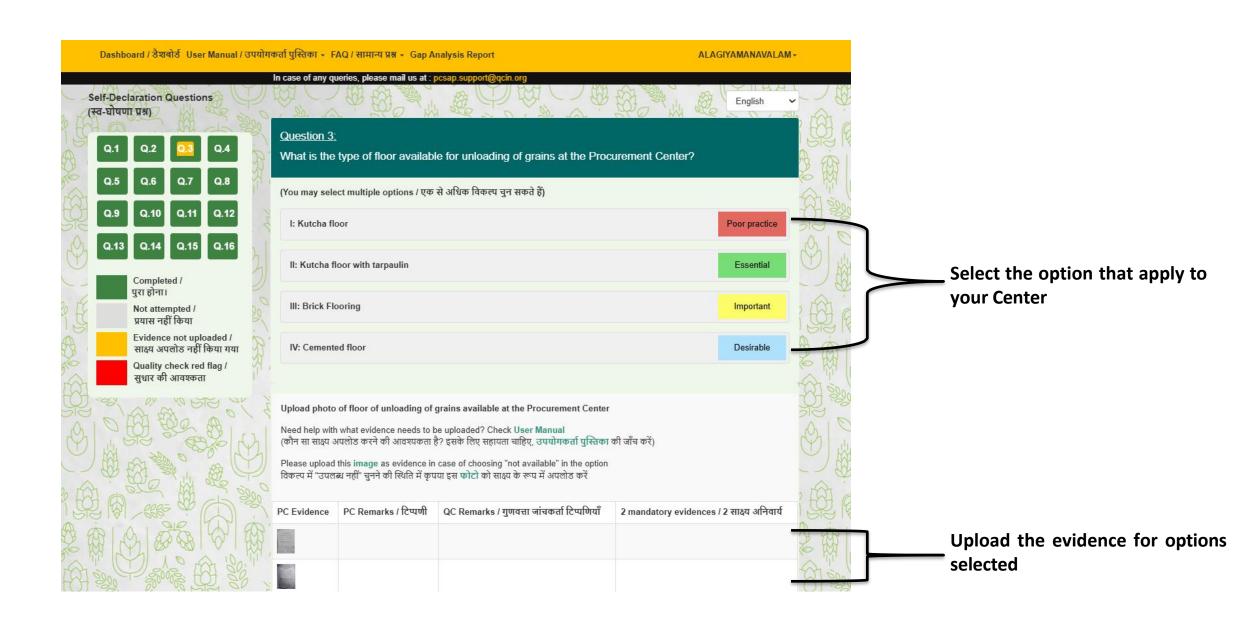








### 7.3 Assessment Questions



# **Unloading Floor**





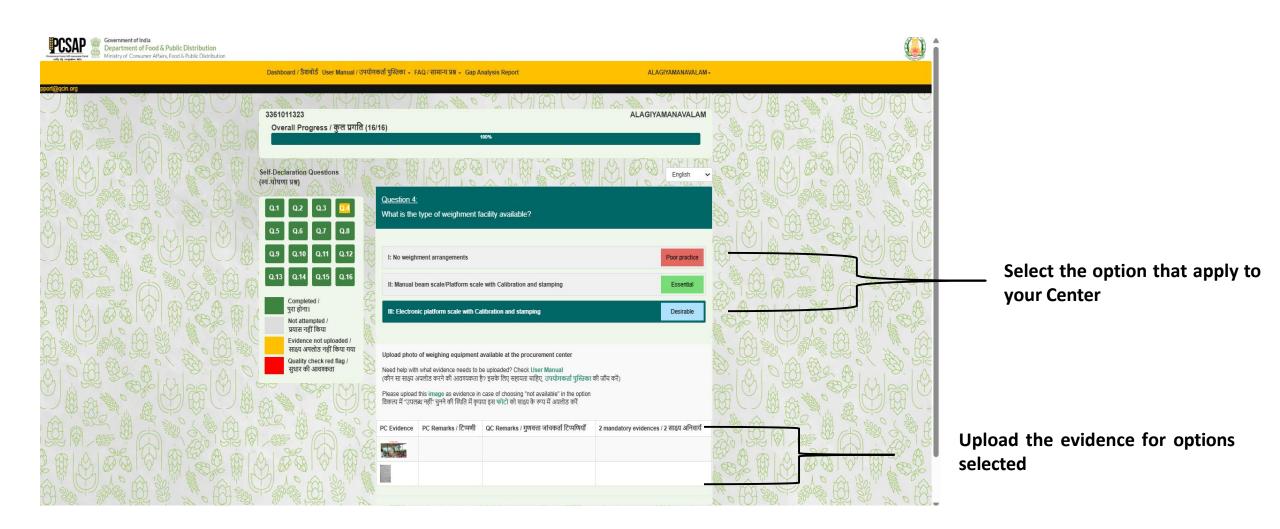








# 7.4 Assessment Questions



### **Weighment of Grains**







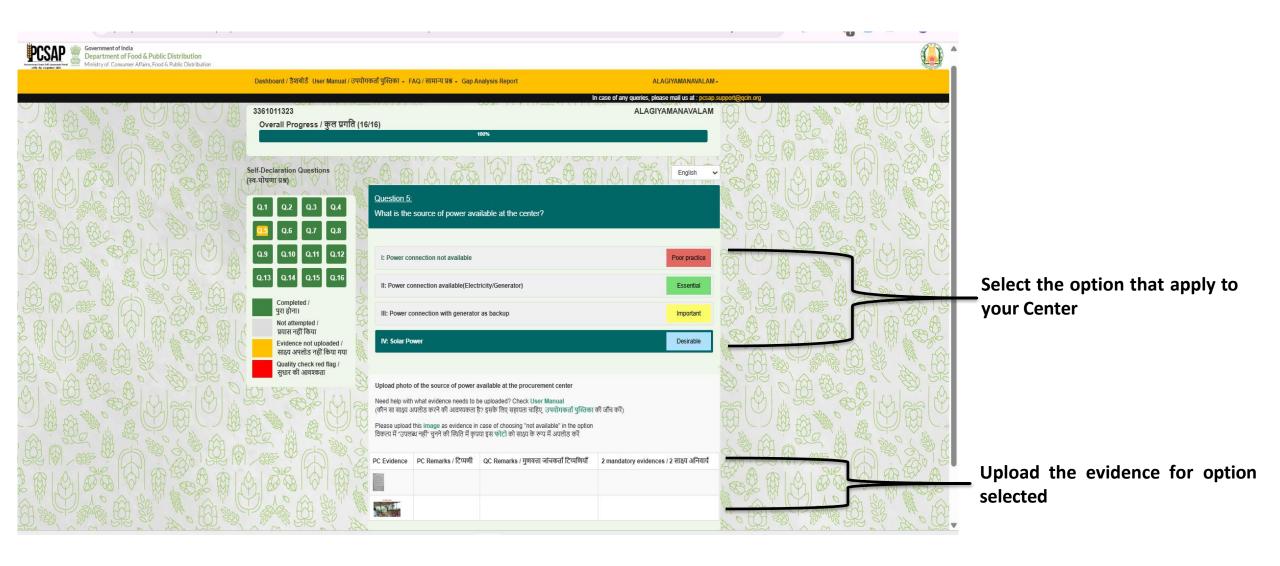






**Calibaration Certificate** 

# 7.5 Assessment Questions



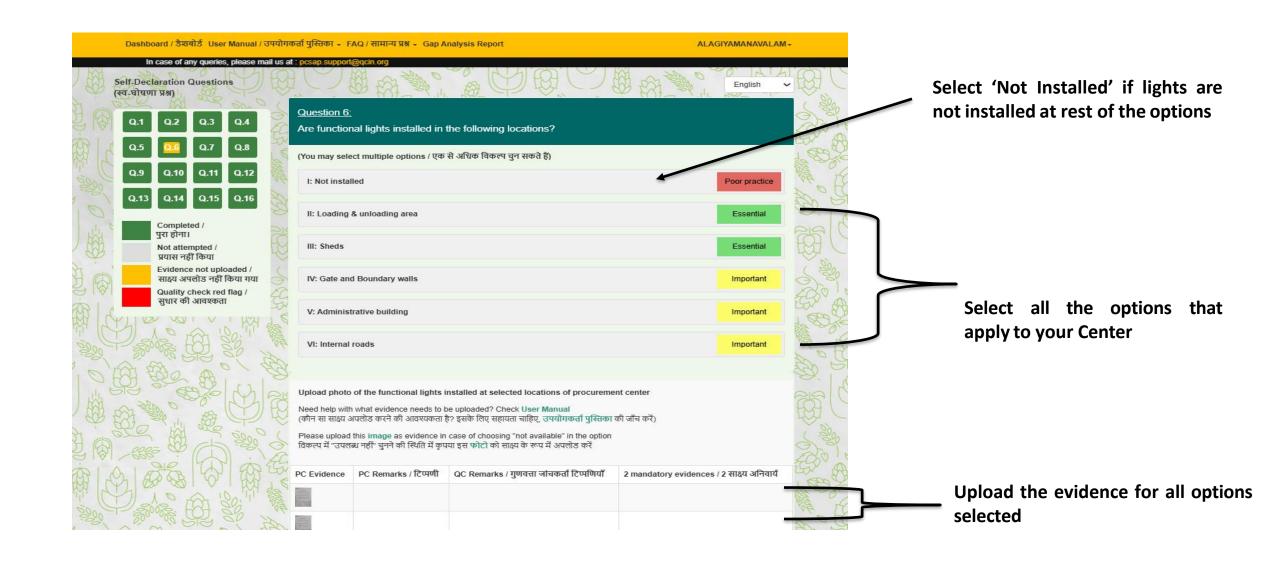
# **Source of Power**







### 7.6 Assessment Questions



# **Lights Installed at different Places**







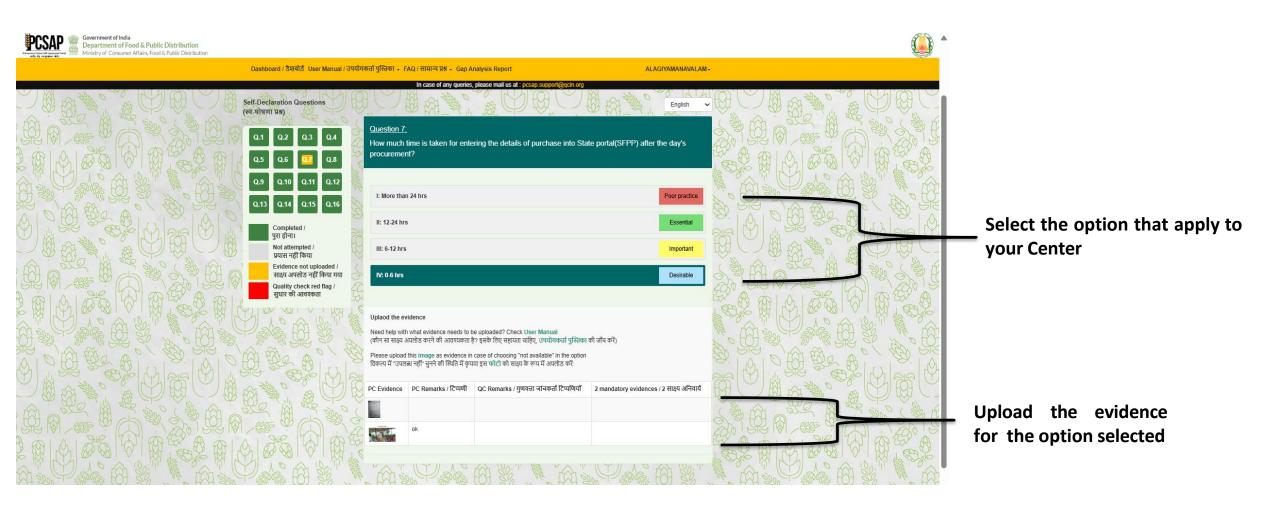




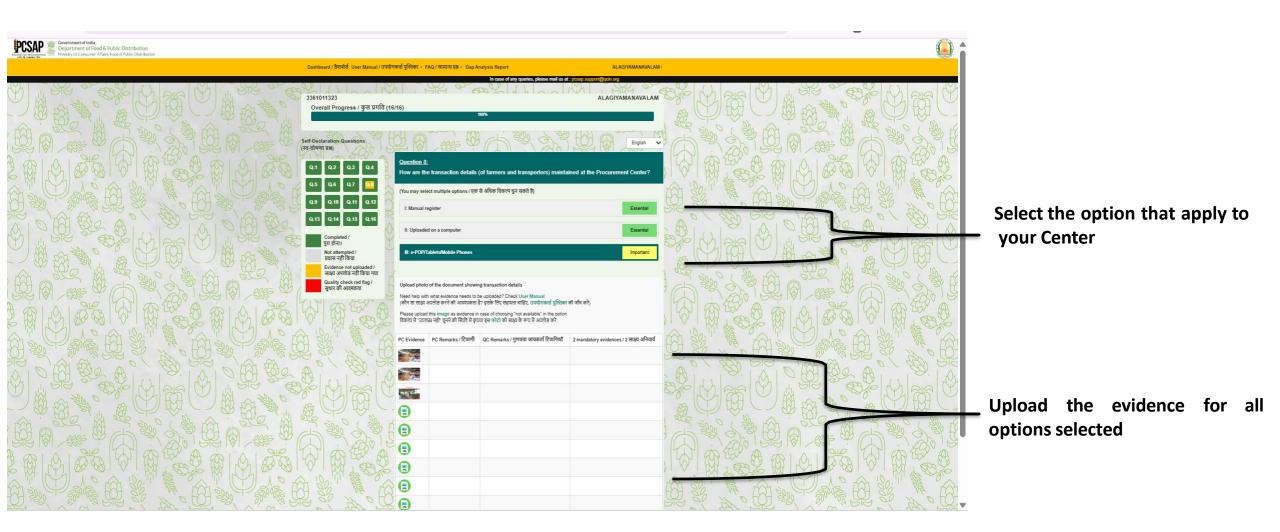


### 7.7 Assessment Questions

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



# 7.8 Assessment Questions

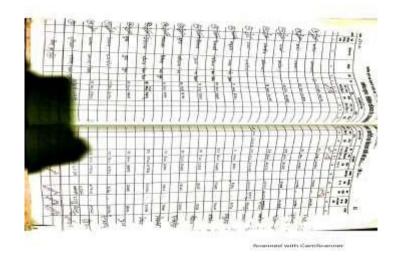


# **Transaction Details Registration**







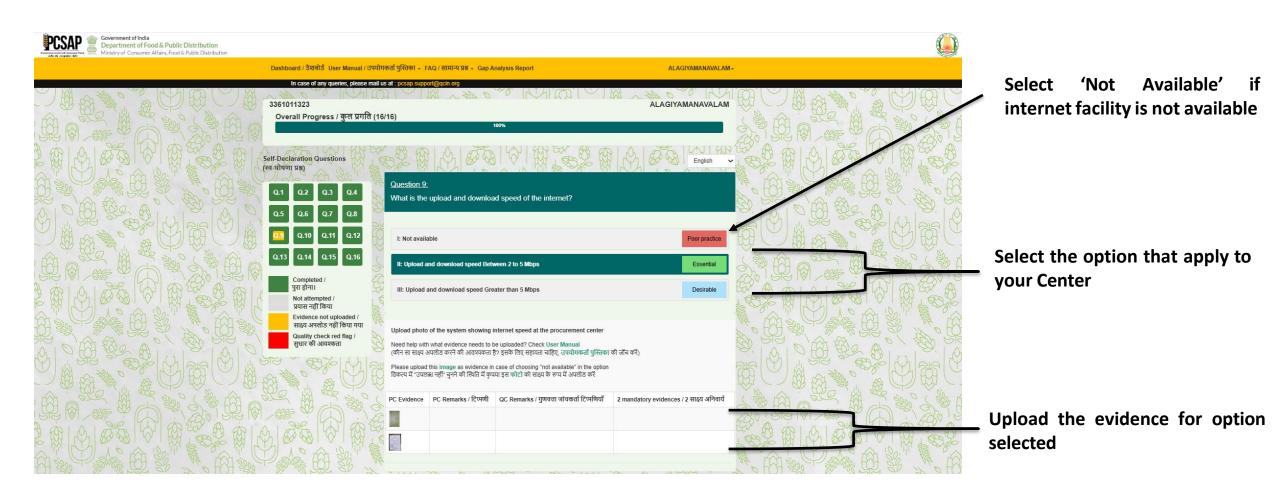




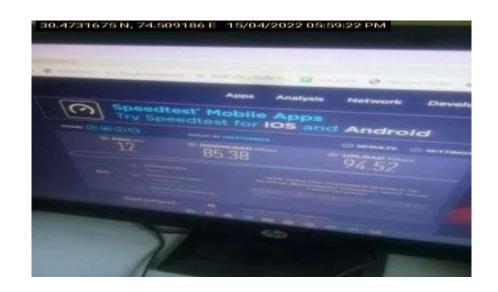


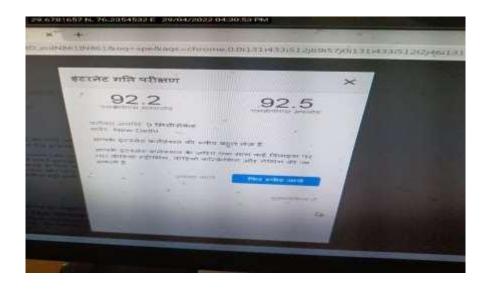
### 7.9 Assessment Questions

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



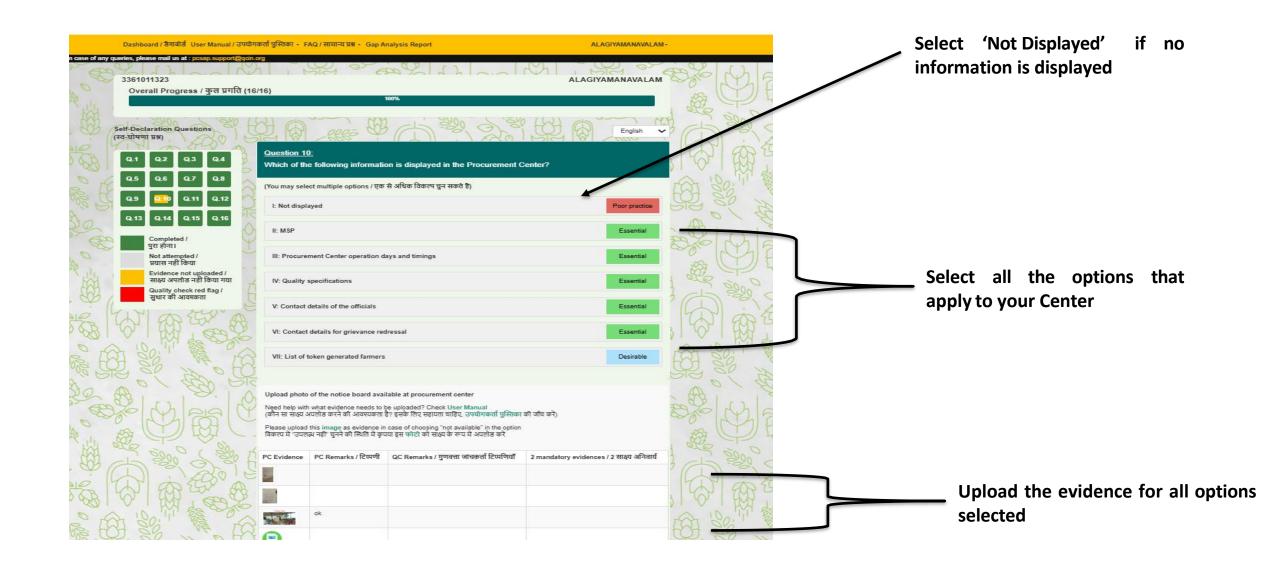
### **Internet Speed**







### **7.10 Assessment Questions**



### **Information Display Inside the Procurement Center**





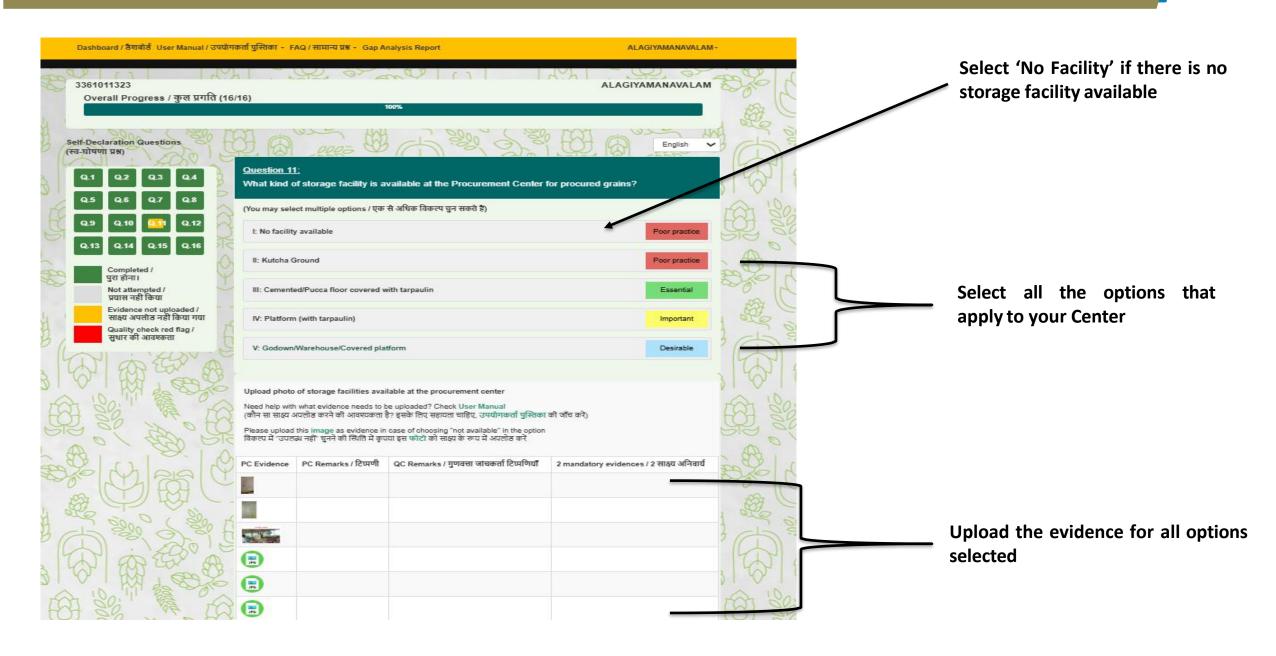








### 7.11 Assessment Questions



# Storage facility inside the center





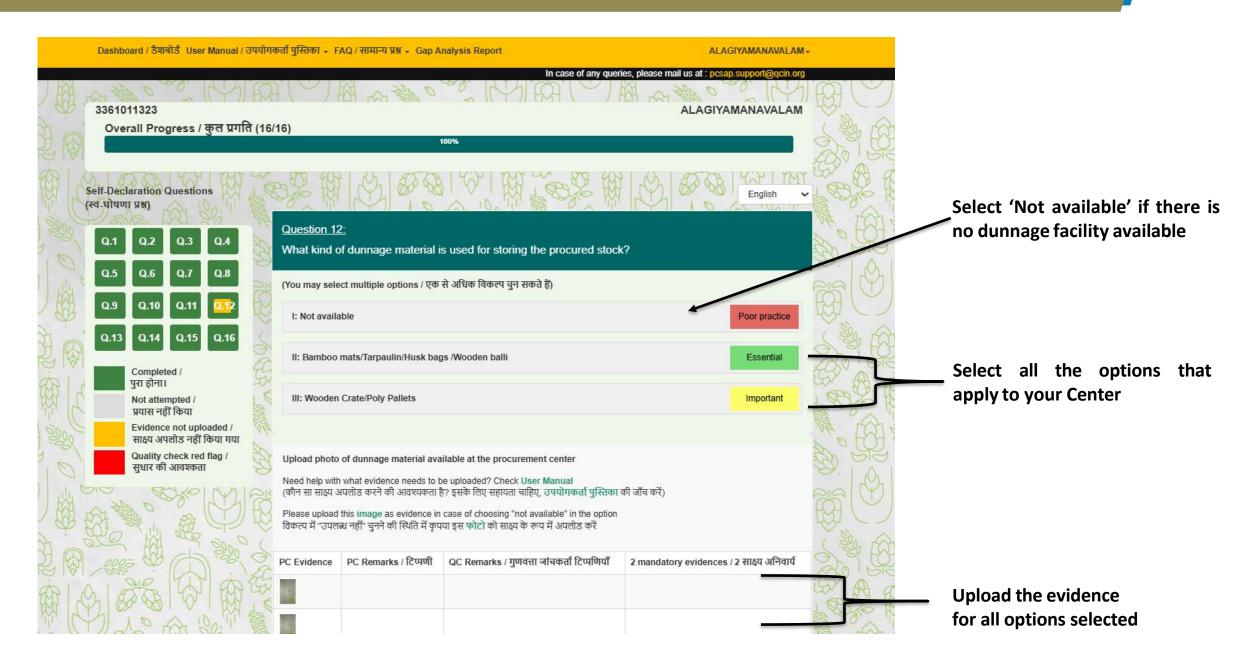








### **7.12** Assessment Questions



# **Dunnage Material used inside the Center**

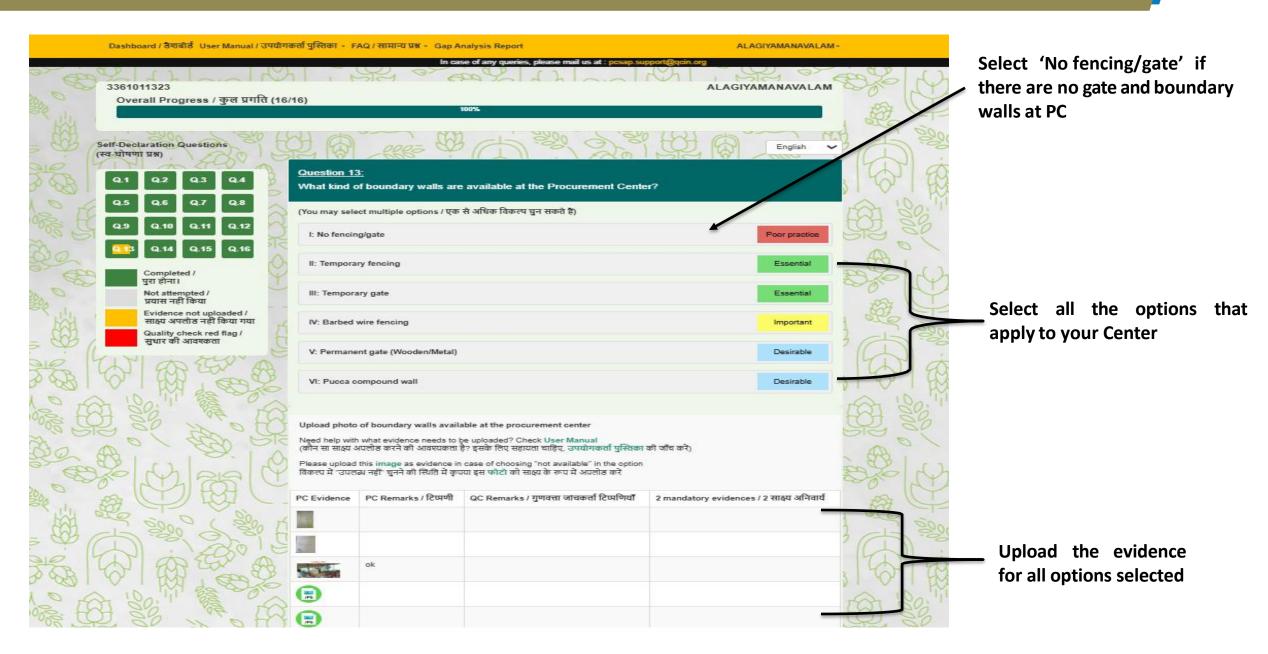








# 7.13 Assessment Questions



### Gate







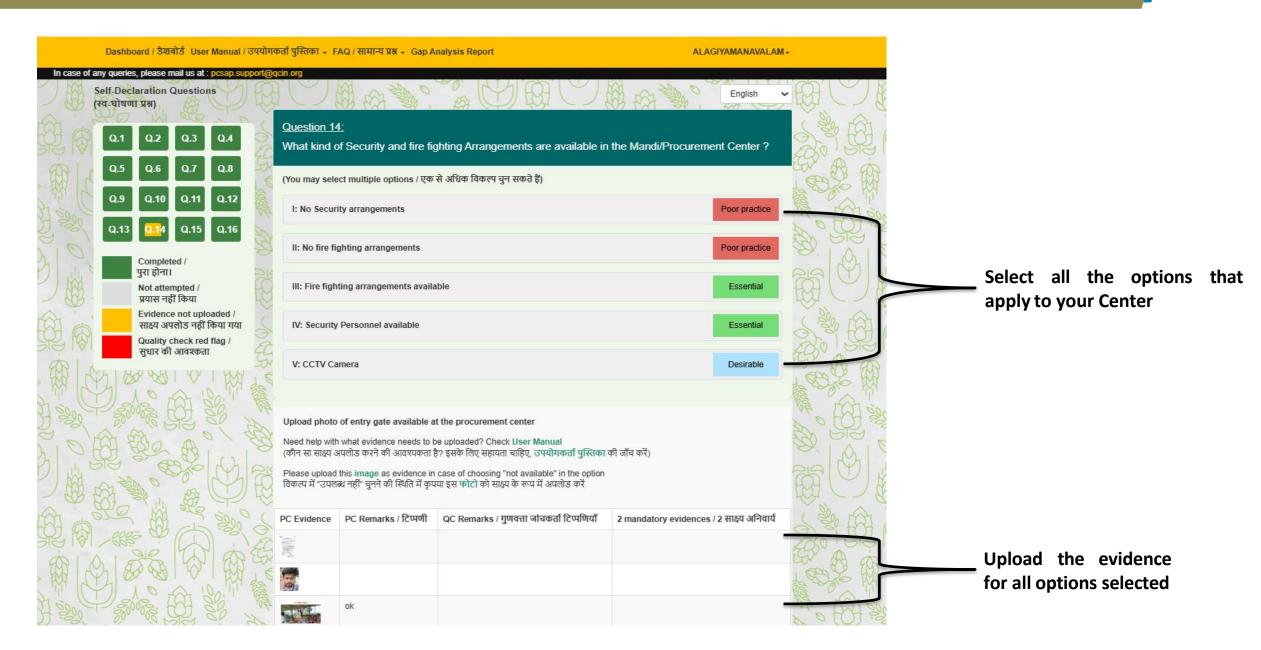






**Boundary Wall** 

### 7.14 Assessment Questions



### **Fire Fighting Arrangements**







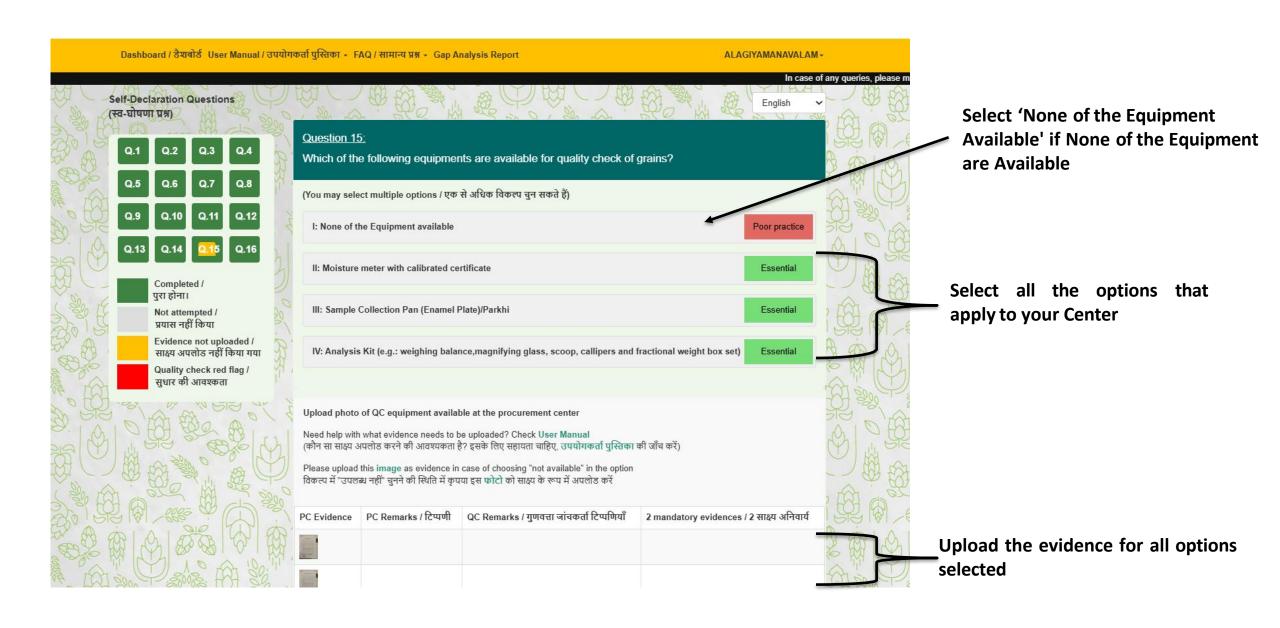






**Security Arrangements** 

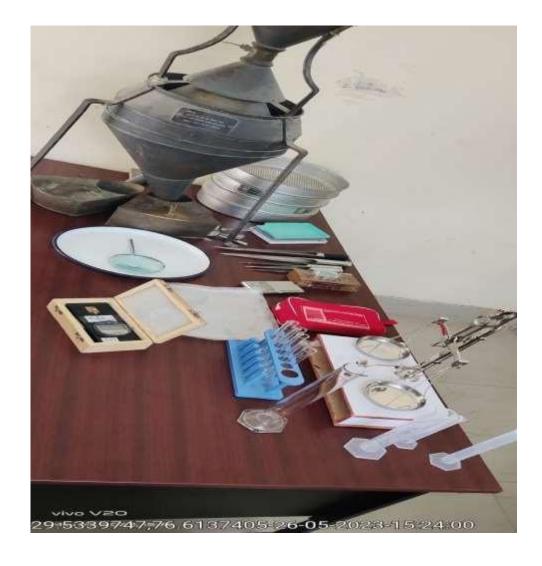
### **7.15** Assessment Questions



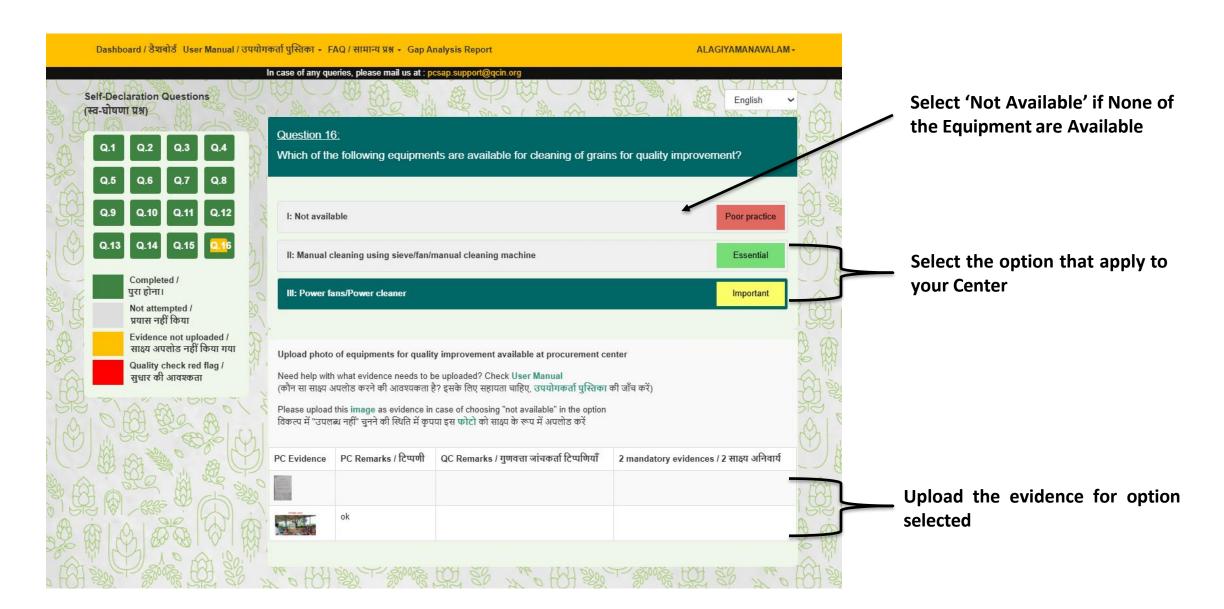
# **Equipment's for Quality Check of Grains in the Center**







### 7.16 Assessment Questions



# **Equipment's for Quality Improvement of Grains in the Center**

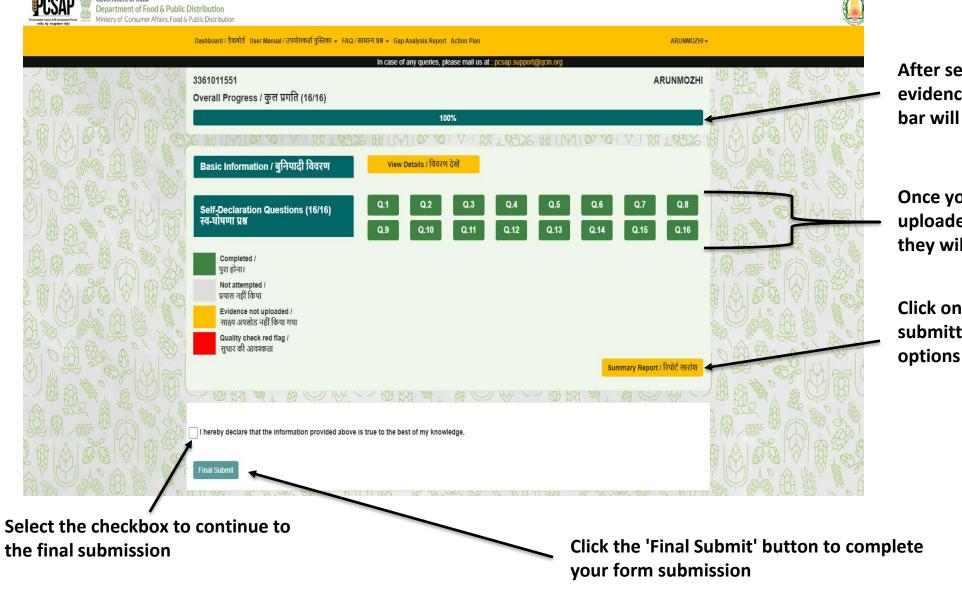








# 8. Final Submission



After selecting options and uploading evidence for all questions, the progress bar will reach 100%

Once you have selected options and uploaded evidence for all questions, they will be highlighted in green

Click on Summary Report to view your submitted evidences with selected options