



## Directorate of Horticulture

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FPO User manual, Version.1.0

FPO Odisha Portal

<https://fpoodisha.nic.in/>

## ABBREVIATION

FPO	Farmer Producer Organization
FPC	Farmer Producer Company
DOH	Directorate of Horticulture
CBBO	Cluster Based Business Organization
IA	Implementing agency
NABARD	National Bank for Agriculture & Rural Development
NAFED	National Agricultural Cooperative Marketing Federation of India Ltd
NCDC	National Cooperative Development Corporation
SFAC	Small Farmers Agribusiness Consortium
FDRVC	Foundation for Development of Rural value chains
e-NAM	Electronic- National Agriculture Market
RoC	Registrar of Company
MCA	Ministry of Corporate Affair
CIN	Certificate of incorporation. Eg: "U01409MH021PTC366383"
OTP	One Time Password
BOD	Board of Director
DIN	Director Identification Number
MIS	Management Information system
AGM	Annual General Meet
MoU	Memorandum of Understanding

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### **Disclaimer**

The current version of the system- FPO Odisha (version 1.0 <https://fpo odisha.nic.in/>) is under the ownership of Directorate of Horticulture, Department of Agriculture and Farmer's Empowerment. The functional design and features of the portal is done by National Information Centre (NIC), Odisha in collaboration in collaboration with the TSU (PSFPO under DOH). Web based development and maintenance are under the complete purview of NIC.

This document is a user manual on the features, functionalities, and process flow of the FPO Odisha Portal for FPOs. The user manual has been authored and proofread by the TSU PSFPO under DOH) and vetted by National Information Centre (NIC), Odisha.

## ABOUT FPO ODISHA PORTAL

FPO Odisha portal is a single point web system for accessing all FPO related information in the state of Odisha. It is intended to bring- Government-to-FPO, Private player-to-FPO & FPO-to-FPO interaction & linkages on a common platform for business facilitation. Government, FPO, Trades/ Private players, Farmers, FPO scheme implanting agencies, and cluster-based business organizations are the key stakeholders of the portal.

The portal provides stakeholder facilities to- create an account and utilize underlying services, connect to other relevant stakeholders for business linkages, get Information on schemes, navigate to other government service platform, get latest updates and announcements & access relevant knowledge resources available in the FPO ecosystem.

Main features of the FPO Portal includes: -

- Overview of state FPO landscape
- Online enrolment & profile management on the portal
- Access to digitized information on all FPO relevant schemes from single point
- Online search for relevant stakeholders
- Online connect with relevant stakeholders
- Integration with e-licensing for seed, fertilizer, and insecticide
- Integration with Farmer registration portal for KYC free membership addition
- Digitalization of FPO records including: -
  - ✓ FPO profile
  - ✓ Stock and warehouse records
  - ✓ Real time aggregation and demand records
  - ✓ Sales record
- Provision for Query and grievance posting.
- Access to digital knowledge resources
- Governance of FPO schemes (state/ central sector)

## OBJECTIVE OF THE MANUAL

The objective of this manual document is to provide guidance to FPOs on accessing relevant features of the portal.

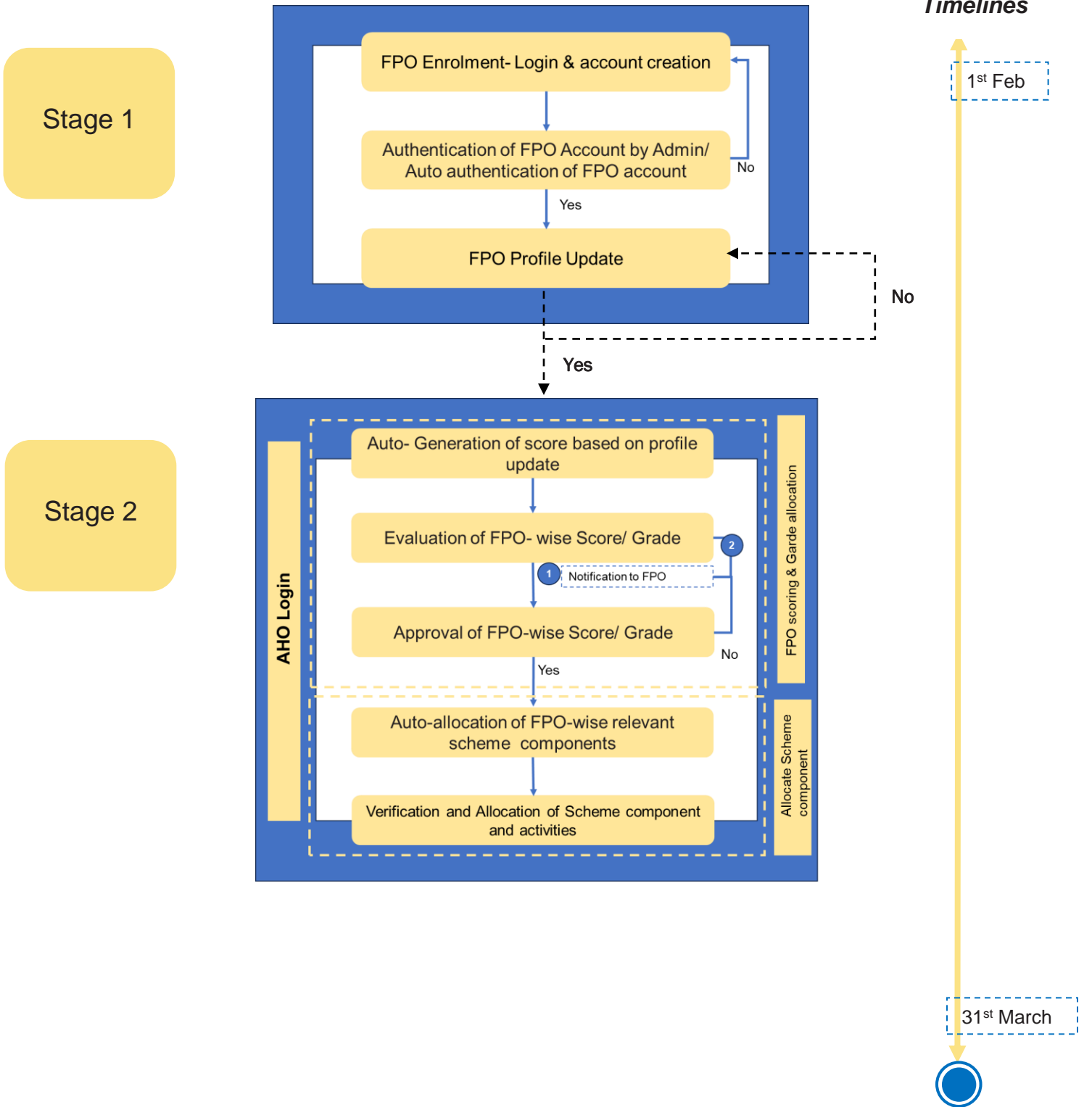
The manual covers step- by- step process flow, navigation and interaction illustrated through diagrams in the document for ease of usage.

## KEY SERVICES FOR FPO

- Scheme information- synthesized information on FPO related schemes
- Provision to create a public profile view to connect with traders and other stakeholders.

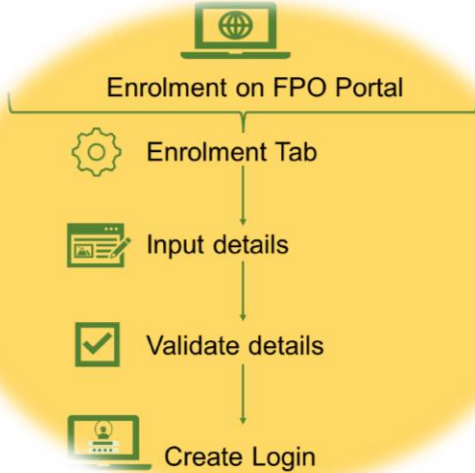
- Enrolment on the portal for utilizing underlying services including: -
  - ✓ Update FPO profile for eligibility under Support to FPO scheme.
  - ✓ Manage FPO membership
  - ✓ Create Produce aggregation and sales record- visible on public profile view
  - ✓ Create Demand(input) aggregation record- visible on public profile view
  - ✓ Stock management record
  - ✓ Access to e-licensing system for seed, fertilizer, and insecticide

**Process flow- For evaluation under support to FPO**



# 1. FPO ENROLMENT

## 1.1. Process Flow

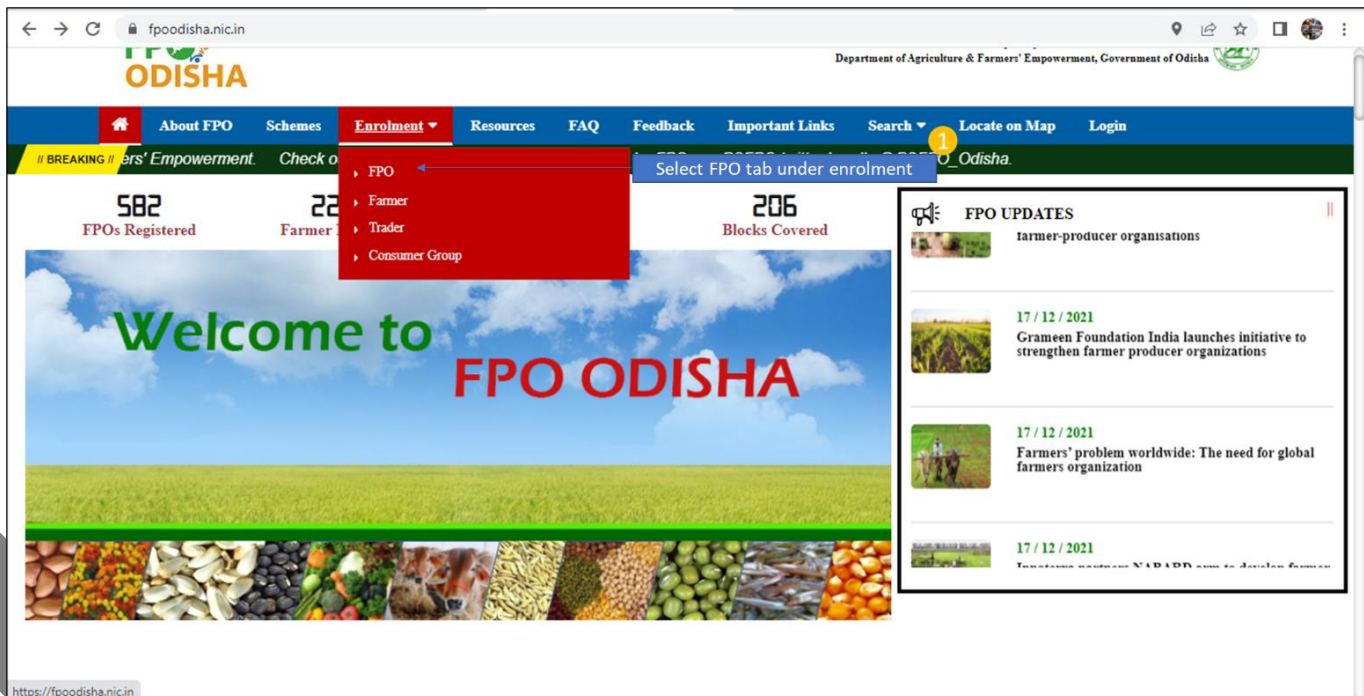


## 1.2. Objective

The object of the feature is to enable onboarding of key stakeholder on the FPO Portal through login creation. For the current version four type of enrolment is being serviced through the FPO portal including FPO enrolment, Farmer enrolment., Trader enrolment and consumer group enrolment.

Path-Go to <https://fpoodisha.nic.in/> < Go to home page < click on Enrolment tab

Step 1) Select FPO under enrolment tab



## 2) Step 2 Go to FPO Enrolment Page

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Go to FPO Enrolment page

**FPO Enrolment**

Name of the FPO\* FPO Contact Number\*

Email\* District\*

Block\* Gram Panchyat\*

Village\* CIN Number\*

Send OTP

Login

## 3) Step 3 Input Basic FPO details

### Step 3.1) Input Name of FPO, FPO contact number, Email

**FPO Enrolment**

Name of the FPO\* FPO Contact Number\*

Sahabhagi Farmer producer Company 7718046893

Email\* District\*

shabhagifpc@gmail.com --Select--

Block\* Gram Panchyat\*

--Select-- --Select--

Village\* CIN Number\*

--Select--

Send OTP



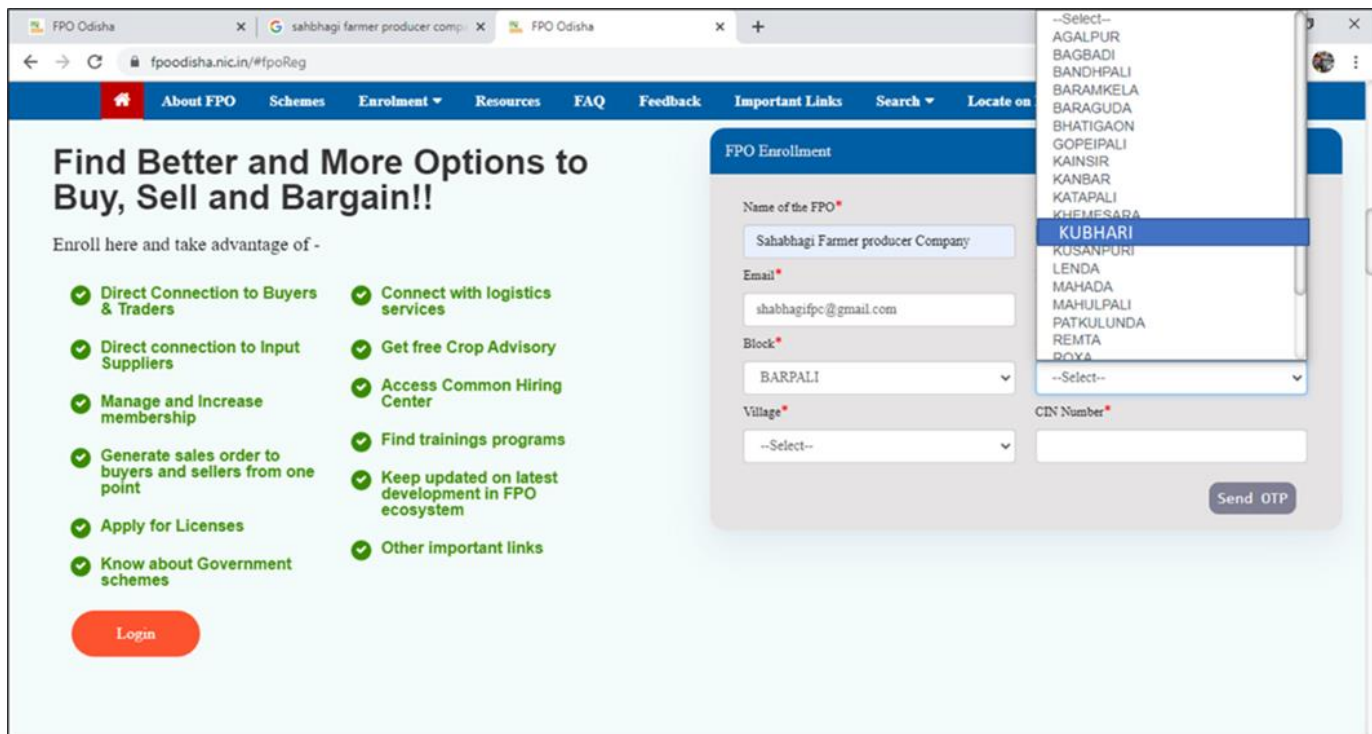
### Step 3.2) Select District from drop down

The screenshot shows the FPO Odisha portal's enrollment page. The page has a blue header with navigation links: About FPO, Schemes, Enrolment, Resources, FAQ, Feedback, Important Links, Search, Locate on Map, and Login. The main heading is "Find Better and More Options to Buy, Sell and Bargain!!". Below this, it says "Enroll here and take advantage of -" followed by a list of 10 benefits, each with a green checkmark icon. A red "Login" button is at the bottom left. On the right, the "FPO Enrollment" form is displayed. The "Name of the FPO" field contains "Sahabhagi Farmer producer Company" and the "FPO Contact Number" field contains "7718046893". The "Email" field contains "shabhagifpc@gmail.com". The "District" dropdown menu is open, showing a list of districts with "BARGARH" highlighted in blue. The "Block" and "Village" dropdown menus are currently set to "--Select--".

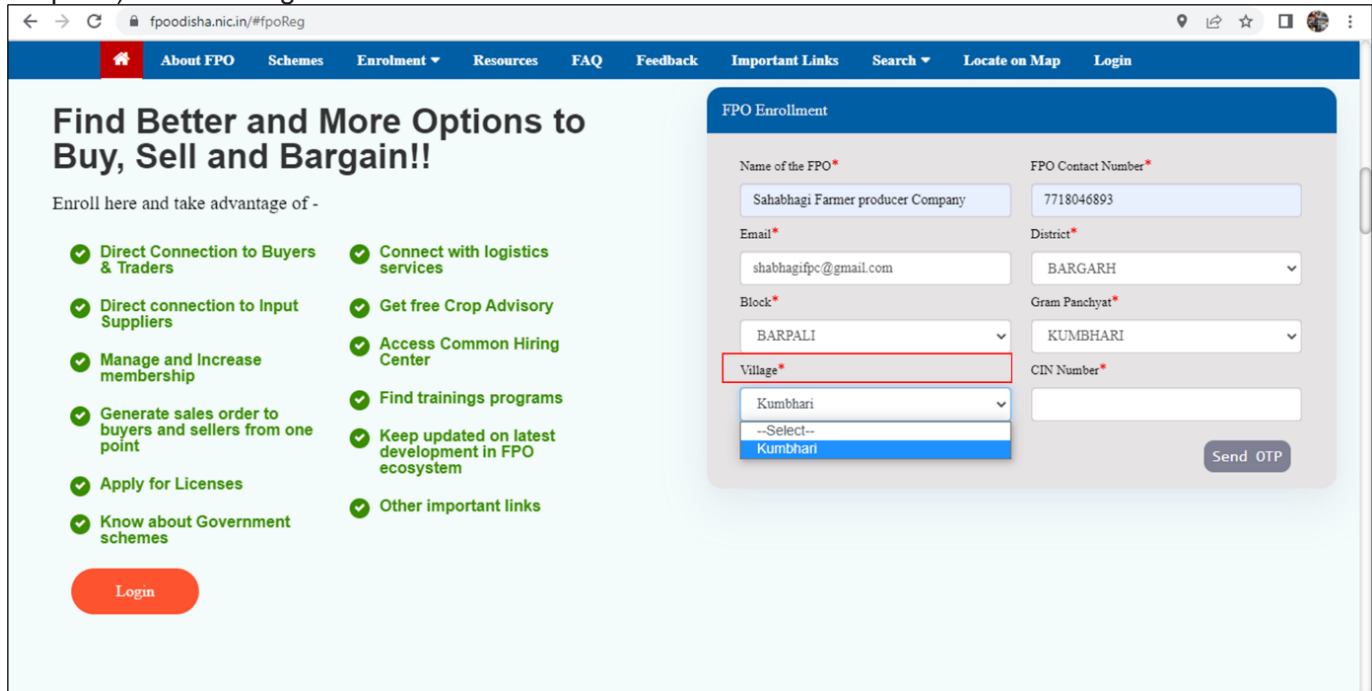
### Step 3.3) Select Block from drop down

This screenshot shows the same FPO Odisha portal enrollment page as the previous one, but with the "Block" dropdown menu open. The "District" dropdown is now closed and shows "BARGARH" selected. The "Block" dropdown menu is open, showing a list of blocks with "BARPALI" highlighted in blue. The "Gram Panchayat" dropdown menu is set to "--Select--". The "CIN Number" field is empty. A "Send OTP" button is visible at the bottom right of the form.

### Step 3.4) Select Gram Panchayat



### Step 3.5) Select Village



### Step 3.6) Input CIN/ Registration Number

Find Better and More Options to Buy, Sell and Bargain!!

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Login

**FPO Enrollment**

Name of the FPO\* Sahabhagi Farmer producer Company FPO Contact Number\* 7718046893

Email\* sahbhagifpc@gmail.com District\* BARGARH

Block\* BARPALI Gram Panchyat\* KUMBHARI

Village\* Kumbhari CIN Number\* U01409OR2018PTC029914

Send OTP

### Step 3.7.1) FPO contact No. verification through OTP<Send OTP

Find Better and More Options to Buy, Sell and Bargain!!

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Login

**FPO Enrollment**

Name of the FPO\* Sahabhagi Farmer producer Company FPO Contact Number\* 8830315237

Email\* efgfpc@gmail.com District\* BARGARH

Block\* BARPALI Gram Panchyat\* KUMBHARI

Village\* Kumbhari CIN Number\*

Send OTP

Step 3.7.2) Message pop-up, OTP has been sent to the above entered mobile number

fpoodisha.nic.in/#fpoReg

About FPO Schemes Enrolment Resources FAQ Feedback Important Links Search Locate on Map Login

## Find Better and More Options to Buy, Sell and Bargain!!

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Login

### FPO Enrollment

Name of the FPO\* Sahabhagi Farmer producer Company FPO Contact Number\* 8830315237

Email\* efgfpc@gmail.com District\* BARGARH

Block\* BARPALI Gram Panchyat\* KUMBHARI

Village\* Kumbhari CIN Number\* U01409OR2018PTC029914

Otp has been sent to the above entered mobile number

Enter OTP Submit

Step 3.7.3) Enter the OTP received on FPO contact Number and click Submit

fpoodisha.nic.in/#fpoReg

About FPO Schemes Enrolment Resources FAQ Feedback Important Links Search Locate on Map Login

## Find Better and More Options to Buy, Sell and Bargain!!

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Login

### FPO Enrollment

Name of the FPO\* ABC FPO FPO Contact Number\* 7718046893

Email\* sahabhagifpc@gmail.com District\* BARGARH

Block\* BARPALI Gram Panchyat\* KUMBHARI

Village\* Kumbhari CIN Number\* U01409OR2018PTC029914

Otp has been sent to the above entered mobile number

Enter OTP 556709 Submit

Step 3.7.4) FPO Application reference number generated. Note down Application Reference Number> Wait for approval from FPO Cell (Admin)

Find Better and More Options to Buy, Sell and Bargain!!

Enroll here and take advantage of -

- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring Center
- Find trainings programs
- Keep updated on latest development in FPO ecosystem
- Other important links

Login

FPO Enrollment

Your Enrollment request is sent to concerned authority for approval.

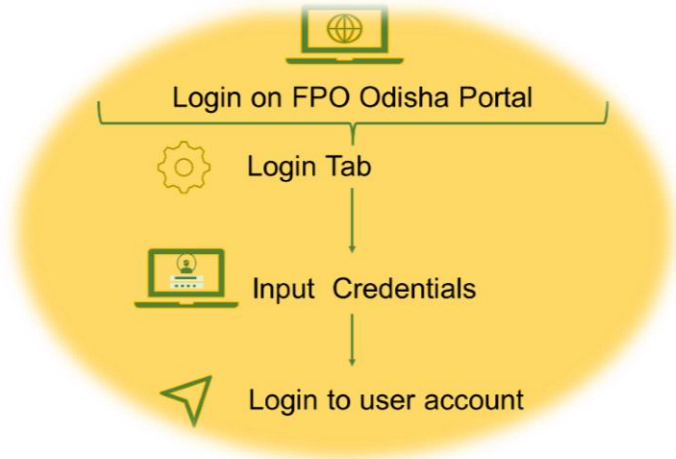
Once approved then User ID and Password will be sent through sms .

Application Reference Number:  
ODTUMFPO37

The enrolment application goes to the FPO Cell (Admin) for verification of FPO company details corresponding to CIN Number.

## 2. LOGIN

### 2.1. Process flow



### 2.2. Objective

The object of the feature is to enable onboarding of Implementing agencies (IAs), CBBOs, FPOs and Admin by login creation. For the current version direct logins are provisioned for IAs, CBBO, Admin. Enrolment based login is provisioned for FPO, Farmer, Trader, Consumer group.

### 2.3. Navigation

#### 2.3.1. Login Process

**Path-**Go to <https://fpoodisha.nic.in/> <Go to home page< Click Login

The screenshot shows the login page of the FPO Odisha Portal. The page header includes the FPO ODISHA logo and the Department of Agriculture & Farmers' Empowerment, Government of Odisha. The main content area features a login form with the following elements:

- User Id:** A text input field containing "777". A blue callout box labeled "1" points to this field with the text "Enter test User Name".
- Password:** A password input field with masked characters. A blue callout box labeled "2" points to this field with the text "Enter test password".
- Remember me:** A checkbox.
- Forgot Password?:** A link.
- Login:** A blue button. A blue callout box labeled "3" points to this button with the text "Click Login".

Below the login form, there is a disclaimer:

**Disclaimer:**  
The information contained in this website is for general information purposes only and is provided by Department of Agriculture & Farmers' Empowerment, Odisha. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

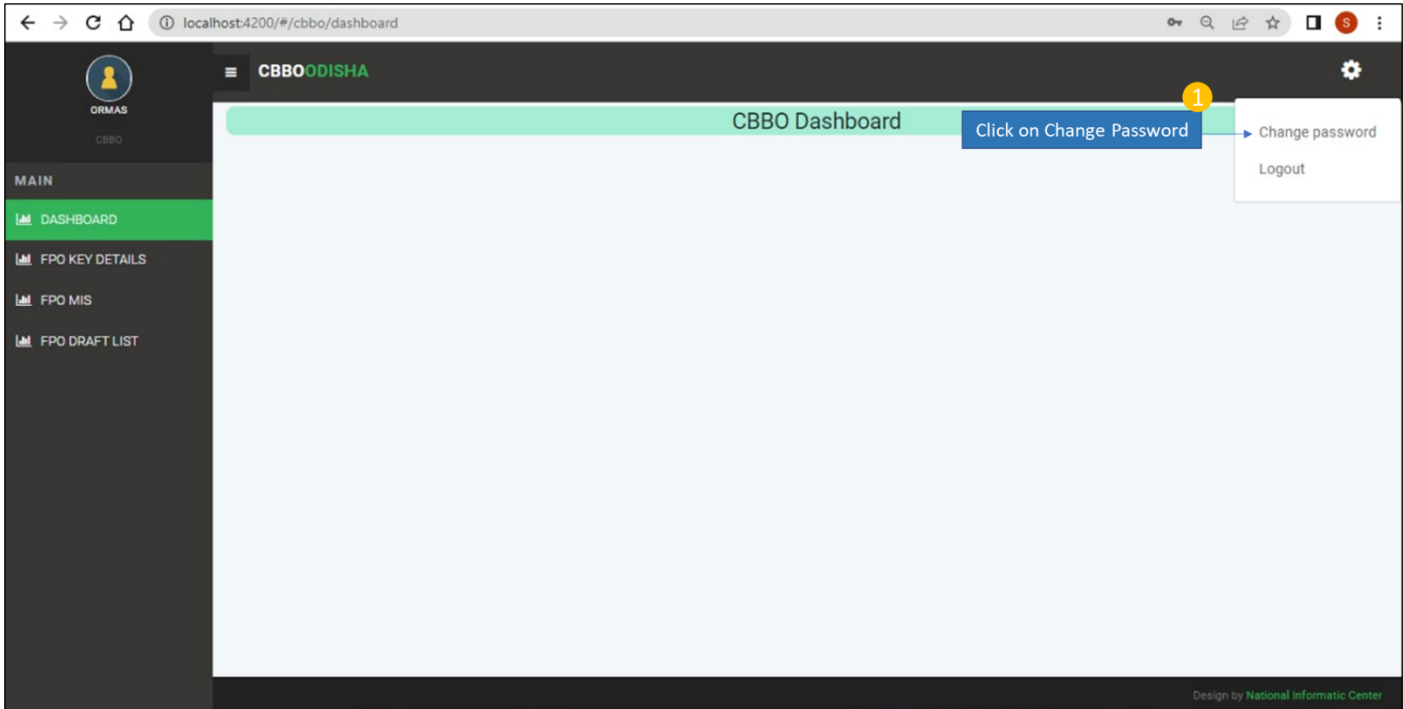
Step 1)-Enter test User ID

Step 2- Enter test password

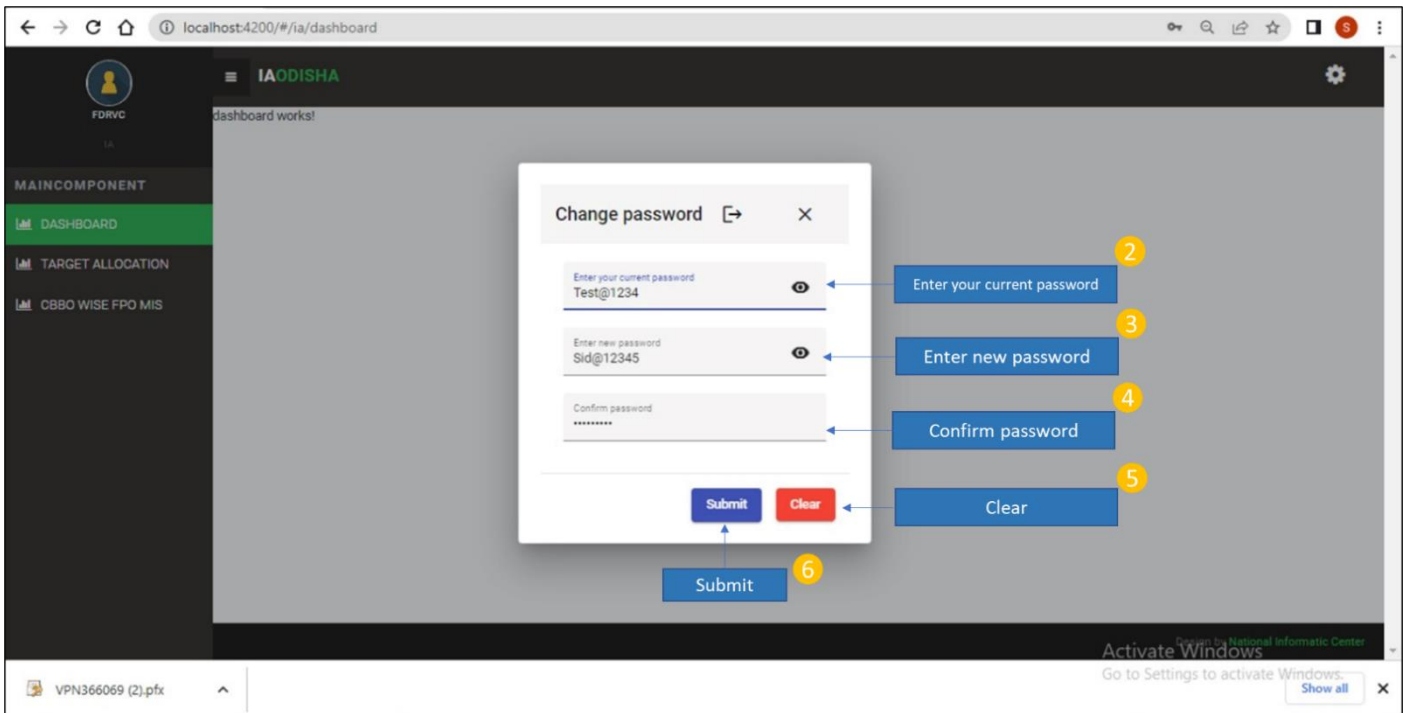
Step 3)- Click Login

### 2.3.2. Change Password

**Path-** Click Login<Change password



Step 1)- Click on change password



Step 2)-Enter your current password

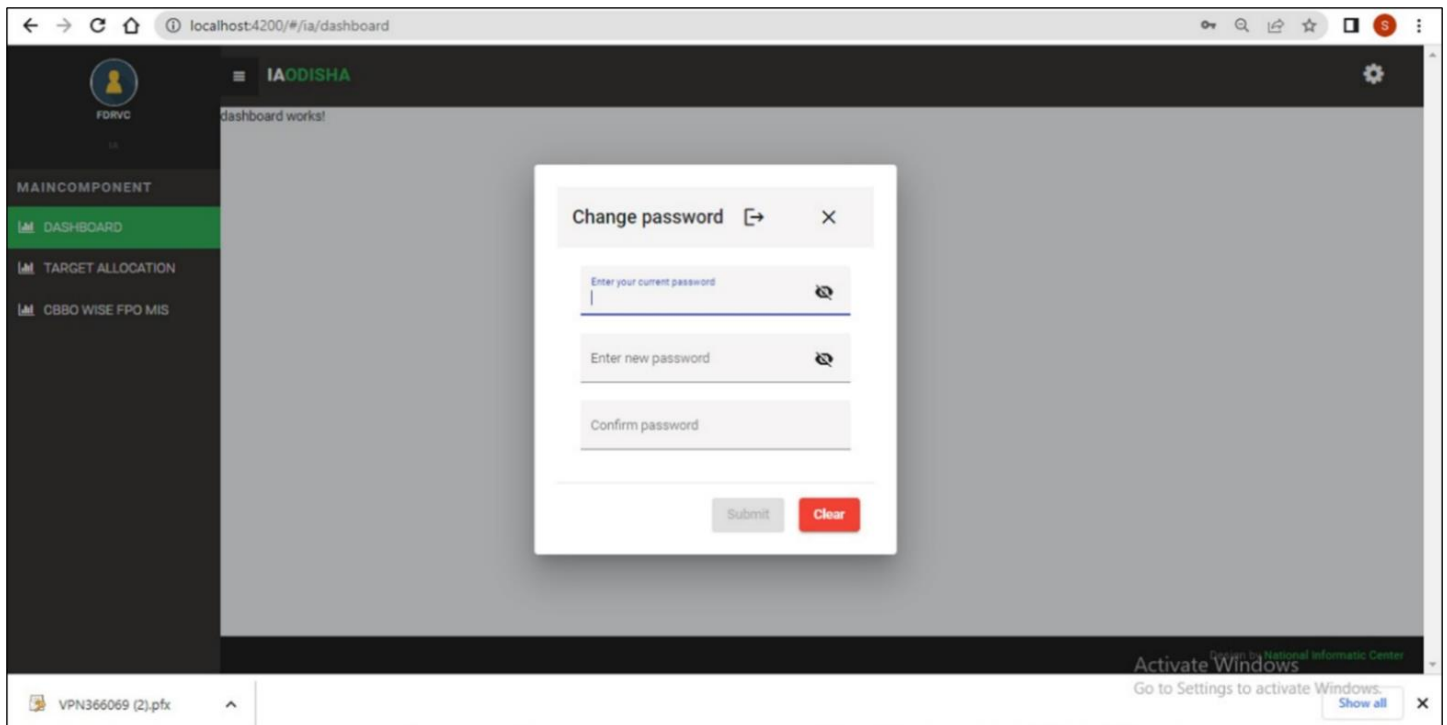
Step 3)- Enter new password

Step 4)- Confirm password

Step 5)- Submit

Step 6) Clear

**Path-** Clear<Change password



If the user wants to do any correction in the new password, they can click on clear, repeat step 2) 3) 4) and submit again. Post submission user gets a message of – **“Password Changed successfully”**.



### 3. FPO Profile update

#### 3.1. Objective

Objective of the feature is to facilitate FPOs in keeping

company information updated on the FPO Odisha Portal. Updated FPO profile is required and is beneficial in the following: -

- a) Evaluation of FPO for eligibility under Support to FPO state scheme
- b) Useful to FPOs in keeping an updated records for self-administrative purposes.
- c) Helpful in keeping the respective POPI/CBBO and IA apprised for better governance and support like application to Grants/Schemes assistance, Business plan formulation for availing Loan.
- d) Keeping the Nodal agency (DoH, Gov of Odisha) updated on the status and health of FPOs so that required interventions may be done to better off the FPO ecosystem and make the FPO centric schemes accessible to FPO.

***The feature is available only to FPOs and can be accessed through Enrolment on FPO Odisha Portal and FPO Login.***

FPO Odisha portal facilitated FPOs to keep respective profile updated under profile heads - A) Incorporation details, B) Management Details C) Membership and Shareholder details D) Financial & Scheme Assistance Details E) Business activities F) Other Details.

**The key records/ fields that need to be updated, respective Navigation/ Path to be followed is summarized below: -**

S.No	Profile Head/ Sub-Head	Key Record/ field to be updated	Path to be followed	Action to taken
A)	Incorporation details			
A.i)		Year of formation of FPO	Login< Profile update< Incorporation Details	Login< Go to Profile update< Go to Incorporation Details<Input year of formation of FPO
A.ii)		Date of FPO registration	Login< Profile update< Incorporation Details	Login< Go to Profile update< Go to Incorporation Details<Select date/ month/ year from the calendar
A.iii)		Registration under	Login< Profile update< Incorporation Details	Login< Go to Profile update< Go to Incorporation Details<Click on the drop down< select from the list - <b>Company Act</b> or <b>Cooperative Act</b>
A.iv)		No. of villages under FPO	Login< Profile update< Incorporation Details	Login< Go to Profile update< Go to Incorporation Details< input number of villages under the FPO
A.v)		Select villages	Login< Profile update<	Login< Go to Profile update< Go to

		Incorporation Details	Incorporation Details< Select the drop down< check the boxes for villages coming under the FPO
A.v)	Certificate of incorporation	Login< Profile update< Incorporation Details< Certificate of incorporation	Login< Go to Profile update< Go to Incorporation Details< Upload a copy of the Incorporation certificate in JPEG or JPG or PDF format only
A)	Incorporation details/ Office Details		
A.vi)	FPO have a registered office	Login< Profile update< Incorporation Details< Office Details	Login< Go to Profile update< Incorporation Details< Office Details<Go to FPO have a registered office<Select from the drop down- <b>Yes or No</b> depending on the
A.vii)	Office Ownership	Login< Profile update< Incorporation Details< Office Details< Office ownership	Login< Go to Profile update< Incorporation Details< Go to office ownership< select from the radio button- <b>Rented or Owned</b>
A.viii)	Upload an image of the office with the name of the FPO in background	Login< Profile update< Incorporation Details< Office Details< Upload FPO image	Login< Go to Profile update< Incorporation Details< Go to upload field< Upload image in JPEG/ JPG or PNG or GIF or TIFF
A)	Incorporation details/ Incorporation Details-Institutional		
A.ix)	Name of Scheme under which FPO is formed	Login< Profile update< Incorporation Details< Incorporation Details-Institutional	Login< Go to Profile update< Incorporation Details< Incorporation Details-Institutional< Name of Scheme under which FPO is formed< <b>Select from the list of schemes under which the FPO is formed.</b> In case the FPO is formed independent of any scheme select – <b>Independent.</b>
A.x)	Name of Implementing agency	Login< Profile update< Incorporation Details< Incorporation Details-Institutional	Login< Go to Profile update< Incorporation Details< Incorporation Details-Institutional< <b>Select name of implementing agency from the list.</b> In case of Independent FPO select Independent.
A.xi)	Is the FPO Promoted by a NGO/ POPI/CBBO?	Login< Profile update< Incorporation Details< Incorporation Details-Institutional	Login< Go to Profile update< Incorporation Details< Incorporation Details-Institutional< Select <b>“Yes</b> from the <b>list</b> If the FPO is promoted by an NGO/ POPI/ CBBO, if not select <b>“No”</b>
A.xii)	Mention the name of the NGO/	Login< Profile update< Incorporation Details<	Login< Go to Profile update< Incorporation Details< Incorporation

	POPI/CBBO	Incorporation Details- Institutional	Details-Institutional< Input name of NGO/ POPI/ CBBO
A.xiii)	Key contact details of the NGO/ POPI/CBBO	Login< Profile update< Incorporation Details< Incorporation Details- Institutional	Login< Go to Profile update< Incorporation Details< Incorporation Details-Institutional< input the contact number of NGO/ POPI/ CBBO
A.xiv)	Baseline study report submitted by FPO	Login< Profile update< Incorporation Details	Login< Go to Profile update< Go to Incorporation Details< Click on the drop down- Name of Scheme under which FPO is formed< Select – Central sector scheme formation and promotion of 10,000 FPOs< Drop down Baseline Survey Completed gets enabled< Select “ <b>Yes</b> ” from the drop down if Baseline completed, if not select “ <b>No</b> ”
B)	Management Details		
B.i)	Details of BOD	Login< Profile update < Management Details/< Details of Bords of Directors	Login< Go Profile update < Management Details/< Go to Details of Bords of Directors < <b><i>Input- name, Input Phone number, Select Gender from drop down list (Male/ Female), Input age, Select Educational qualification from drop list, Input DIN number.</i></b> Click <b>Add button</b> to update  <b>Alternatively Add using Excel</b> 1)Download sample excel format will all the Fields as mentioned above 2)Fill information corresponding to each field 3)Upload excel
B.ii)	Details of Staff	Login< Profile update < Management Details/< Details of Bords of Directors	Login< Go Profile update < Management Details/< Go to Details of Bords of Directors < <b><i>Input- name, Select – designation from drop down list (CEO, accountant, MIS officer, Marketing manager, Admin) Input Contact number, input email, Select Gender from drop down list (Male/ Female)</i></b>

B.iii)	FPO Meetings	Login< Profile update < Management Details< FPO Meeting<	Login< Profile update < Management Details< FPO Meeting< <b>Select date of meeting from calendar&lt;Go to Type of meeting drop down and select (BoD meeting, AGM, General body meeting, General awareness meeting, sensitization meeting, other meeting) &lt; Input meeting attendance&lt; Minutes of meeting</b>  Click <b>Add Button</b> to update record
C) Membership and Shareholder details			
C.i)	Financial Year	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Select Financial year
C.ii)	Number of members (including shareholder & non-shareholders)	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Go to Number of members (including shareholder & non-shareholders) < <b>Input value in the Male and Female member fields</b>
C.iii)	Number of SC/ST members	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< <b>input number of SC/ST members</b>
C.iv)	Number of Small/Marginal farmer members	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Go to Number of Small/Marginal farmer members < <b>Input value in the Male and Female member fields</b>
C.v)	Number of shareholder members	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Go to Number of shareholder members< <b>Input value in the Male and Female member fields</b>
C.vi)	Number of FIG under FPO	Login< Profile update< Membership and Shareholder details<	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Go to

		Membership details	Number of FIG under FPO< <b><i>Input number of FIGs working under FPO</i></b>
C.vi)	Number of FIG actively engaged	Login< Profile update< Membership and Shareholder details< Membership details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to membership details< Go to Number of FIG actively engaged< <b><i>Input number of FIGs actively engaged</i></b>
C) Membership and Shareholder details/ By-laws & shareholding details			
C.vii)	Authorized capital (In INR)	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< Go to Authorized capital (In INR) < <b><i>Input value of Authorized capital</i></b>
C.viii)	Shared/Paid up capital raised till date (In INR)	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< Go to Shared/Paid up capital raised till date (In INR) < <b><i>Input value of shared capital</i></b>
C.ix)	Share certificate issued to FPO	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< Go to Share certificate issued to FPO< <b><i>Select “Yes”</i></b> from the drop-down if share certificate has been issued, else select <b><i>“No”</i></b>
C.x)	Number of No. of shares issued	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< Go to Number of No. of shares issued< <b><i>Input number of shares issued</i></b>
C.xi)	FPO issue dividends/ patronage bonus to members	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details<Go to FPO issue dividends/ patronage bonus to members< <b><i>Select “Yes”</i></b> from the drop-down if FPO issues dividends/ patronage bonus, else select <b><i>“No”</i></b>
C.xii)	No. of times dividends/	Login< Profile update< Membership and	Login< Go to Profile update< Go to Membership and Shareholder details<

	patronage bonus issued	Shareholder details< By-laws & shareholding details	Go to By-laws & shareholding details<Go to FPO issue dividends/ patronage bonus to members< <b>If FPO issues dividends/ patronage bonus to members – Yes</b> < Go to No. of times dividends/ patronage bonus issued< <b>Input No. of times</b> dividends/ patronage bonus issues
C.xiii)	FPO extend loan to members	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< Go to FPO extend loan to members< <b>Select “Yes”</b> from the drop-down if FPO extends loan, else select <b>“No”</b>
C.xiv)	Upload AOA File	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< <b>Upload a copy of AoA</b>
C.xv)	Upload MOA File	Login< Profile update< Membership and Shareholder details< By-laws & shareholding details	Login< Go to Profile update< Go to Membership and Shareholder details< Go to By-laws & shareholding details< <b>Upload a copy of MoA</b>
D) Financial Details/ Account Details			
D.i)	Account Details	Login< Profile update< Financial Details< Account Details	Login<Go to Profile update< Financial Details< Go to Account Details< Go to -Do the FPO have a bank account? < <b>Select Yes is account opened otherwise select No.</b>  <b>-If the response is Yes&lt; Select Bank name &lt; Branch name from the drop down&lt; Input account</b>
D.ii)	PAN number of the FPO	Login< Profile update< Financial Details< Account Details	Login<Go to Profile update< Financial Details< Go to Account Details< Go to PAN number of the FPO< <b>Input PAN number</b>
D.iii)	TAN number	Login< Profile update< Financial Details< Account Details	Login<Go to Profile update< Financial Details< Go to Account Details< Go to TAN number of the FPO< <b>Input TAN number</b>

D) Financial Details/ Digital Transactions			
D.iv)	Digital Transactions	Login< Profile update< Financial Details< Digital Transactions	Login<Go to Profile update< Financial Details< Go to Digital Transactions< <b>select financial Year&lt; Input approx. % of digital transactions.</b> Click Add
D) Financial Details/ Turnover & P&L			
D.v)	Financial Year wise Turnover Data	Login< Profile update< Financial details< Financial Year wise Turnover Data	Login< Go to Profile update< Go to Financial details< Financial year wise turn-over data< <b>Select financial year&lt;Input Turn over&lt; upload audited turnover file</b> Click Add
D.vi)	Financial Year wise Profit & Loss Data	Login< Profile update< Financial details< Financial Year wise Profit & Loss Data	Login< Go to Profile update< Go to Financial details< Financial year wise Profit & Loss Data< <b>Select financial year&lt;Select Profit value from the drop-down list &lt; upload audited profit &amp; Loss statement</b> Click Add
D) Financial Details/ Scheme covered in			
D.iii)	Equity Grant Scheme	Login< Profile update< Financial Details< Scheme covered in<Equity Guarantee Scheme	Login< Go to Profile update<Go to Financial Details< Go to Scheme covered in < Go to Equity Guarantee Scheme availed < <b>Select “Yes” from Equity Grant availed if availed, else select “No”,</b> <b>Input Name of Granting Organization,</b> <b>Select Year of Equity Availed</b> <b>Input Amount of equity grant availed.</b> <b>Input Purpose of Grant utilization</b> Click Add
D.iv)	Credit Guarantee Scheme	Login< Profile update< Financial Details< Scheme covered in< Credit Guarantee Scheme	Login< Go to Profile update<Go to Financial Details< Go to Scheme covered in< Go to Credit Guarantee Scheme availed < <b>Select “Yes” from Credit Grant availed if availed, else select “No”,</b> <b>Input Name of Granting Organization,</b> <b>Select Year of Credit Grant Availed</b>

			<p><b>Input value of credit covered</b></p> <p><b>Input name of facilitating bank</b></p> <p>Click Add</p>
D.v)	Other Financial Aid	Login< Profile update< Financial Details< Scheme covered in< Other Financial Aid	<p>Login&lt; Go to Profile update&lt;Go to Financial Details&lt; Go to Scheme covered in&lt; Go to other Financial Aid &lt;</p> <p>--Select <b>“Yes”</b> from Financial Aid availed if availed, else select <b>“No”</b>,</p> <p>-Select <b>Government Scheme</b> from Type of financial aid if source scheme is Government, else select <b>Other Grant</b></p> <p>-Input name of Name of Scheme/ Grant</p> <p>-Input Amount of grant/ scheme benefit</p> <p>- Input purpose of utilization</p>
D.iv)	Loan availed	Login< Profile update< Financial details< Loan availed	<p>Login&lt; Go to Profile update&lt; Go to Financial details&lt; Go to Loan Availed&lt; Go to Term/ working capital loan/ CC Limit availed by FPO,</p> <p>-If the FPO has availed any term loan/ working capital/loan/CC Limit select <b>Yes</b> from the drop down if not select <b>No.</b></p> <p><i>If, FPO have availed any term loan/ working capital/loan/CC Limit select- <b>Yes</b></i></p> <p>-Select Financial year of loan</p> <p>-Input source of loan/working capital /CC limit</p> <p>-Input Amount of loan/working capital /CC limit (in INR).</p> <p>-Upload sanction letter</p> <p>-Select Status of loan account as <b>“Ongoing”</b> if repayment is going on, else select <b>“Closed”</b></p> <p>-Select Status of closure as <b>Successfully closed</b> if all repayments</p>



			<p>done and loan account closed, else select <b>Defaulted</b> if all repayments done and loan account closed.</p> <p>- Has the FPO missed any EMI or repayment schedule?- select <b>“Yes”</b> if missed, else select <b>“No”</b></p>
E) Business Activities			
E.i)	Primary business activities	Login< Profile update< Business activities< Primary business activities	Login< Go to Profile update< Go to Business activities< Go to Primary business activities < -Select from the check box the primary business of the FPO
E.ii)	Business Activity Details of FPO	Login< Profile update< Business activities< Business Activity Details of FPO	Login< Go to Profile update< Go to Business activities< Go to Business Activity Details of FPO< -Select Year from Dropdown -Select Business activity from the list of business activities -Input Number of member farmers purchasing/selling/ engaged -Input Number of non-farmer member purchasing/selling/ engaged -Input value of transaction
E) Business Activities/ Business Readiness of FPO			
E.iii)	Financial year	Login< Profile update< Business activities< Business Readiness of FPO< Financial year	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Select Financial year from drop down
E.iv)	Business plan	Login< Profile update< Business activities< Business Readiness of FPO<Business plan	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Under Business plan if Business plan is ready select <b>“Yes”</b> , else select <b>“No”</b> -Upload business plan in JPEG or PDF format -Click add button
Annual Audit	KYC Update	Login< Profile update< Business activities< Business Readiness of	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO

		FPO< KYC update	-Under KYC Update, if KYC is updated select <b>“Yes”</b> , else select <b>“No”</b> - Upload DIR-3 in JPEG or PDF format - Click add button
E.vi)	Annual Audit	Login< Profile update< Business activities< Business Readiness of FPO< Annual Audit	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Under Annual audit, if Annual audit is updated select <b>“Yes”</b> , else select <b>“No”</b>
E.vii)	RoC filling	Login< Profile update< Business activities< Business Readiness of FPO< RoC filling	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Under RoC filling if RoC filling is complete select <b>“Yes”</b> , else select <b>“No”</b> -Upload RoC filling documents. In case of multiple documents, do multiple uploads.
E.viii)	ITR Filling	Login< Profile update< Business activities< Business Readiness of FPO< ITR filling	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Under ITR Filling, if ITR filling is complete select <b>“Yes”</b> , else select <b>“No”</b>
E.ix)	Tie-ups & MoUs	Login< Profile update< Business activities< Business Readiness of FPO< Tie-ups & MoUs	Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO -Under Tie-ups & MoUs, select type of association from list - Tie-up or MoU -Input name of company -Input number of transactions -Click add button
E.x)	GST Details	Login< Profile update< Business activities< GST details	Login< Go to Profile update< Go to Business activities< Go to GST details -Input License number -Select GST License issue date -under GST filling updated, select <b>“Yes”</b> if GST filling updated, else select <b>“No”</b> - Select last date of GST update from the calendar -Click add

E.xi)	Other License/ certification details	Login< Profile update< Business activities< Other License/ certification details	Login< Go to Profile update< Go to Business activities< Go to Other License/ certification details -Under license type, select license type from the list of List -Input license number -Select date of license issue -Select date of license renewal -Click add
E.xii)	Details of Commodities/Crops	Login< Profile update< Business activities< Details of Commodities/Crops	Login< Go to Profile update< Go to Business activities< Go to Details of Commodities/Crops -Select year from calendar -Select season from drop down -Select product type as crop/ commodity in case of Crop or select seed -Select category from drop down list -Select sub-category from drop down list -Select variety -Input area under production -Input production volume -Select Sowing date from calendar -Select Harvesting date from calendar -Under Status of sales <ul style="list-style-type: none"> <li>- select “ <b>Ready for sales</b>” if the product is Ready to sale but not sold yet</li> <li>- select <b>Sold in domestic market</b> if the produce is sold in Odisha</li> <li>- Select <b>Exported to other state/ international market</b> if produce is sold in to other state or international market</li> </ul> -Input sales value if the status of sale is under last two categories
E.xiii)	Secondary Business Activities	Login< Profile update< Business activities< Secondary Business Activities	Login< Go to Profile update< Go to Business activities< Go to Secondary Business Activities -Under FPO engaged in other

			<p>secondary business if FPO is engaged in secondary business select “<b>Yes</b>”, else select “<b>No</b>”.</p> <p><b>If Yes</b></p> <ul style="list-style-type: none"> <li>- Select year</li> <li>-Input Type of secondary business activities</li> <li>-Input Commodity/ Crop/ Services</li> <li>-Input Quantity Sold(in Qtls)</li> <li>- Value of Transaction</li> <li>-Click Add</li> </ul>
<b>E) Business Activities /Access to Infrastructure &amp; Other facilities</b>			
E.xiv)	Storage	<p>Login&lt; Profile update&lt; Business activities&lt; Access to Infrastructure &amp; Other facilities&lt; Storage</p>	<p>Login&lt; Go to Profile update&lt; Go to Business activities&lt; Go to Access to Infrastructure &amp; Other facilities&lt;</p> <ul style="list-style-type: none"> <li>-Under Storage select “<b>Yes</b>” if FPO have access to storage facility, else select “<b>No</b>”</li> </ul> <p><b>If access to storage facility is Yes</b></p> <ul style="list-style-type: none"> <li>- Storage/Warehouse Type from list of storage, depending on the type of storage</li> <li>-Input commodity stored</li> <li>-Select ownership as <b>Owned</b> if the FPO storage id owned by the FPO, else select <b>Rented</b></li> <li>- Input Storage/Warehouse Capacity</li> <li>-Input Storage/Warehouse Utilization</li> <li>-Click Add</li> </ul>
E.xv)	Processing Infrastructure	<p>Login&lt; Profile update&lt; Business activities&lt; Access to Infrastructure &amp; Other facilities&lt; Processing Infrastructure</p>	<p>Login&lt; Go to Profile update&lt; Go to Business activities&lt; Go to Access to Infrastructure &amp; Other facilities&lt;</p> <ul style="list-style-type: none"> <li>- Under Processing Infrastructure select “<b>Yes</b>” if FPO have access to Processing Infrastructure, else select “<b>No</b>”</li> <li>- Under Packaging /Branding, select “<b>Yes</b>” if the FPO is engaged in Packaging /Branding, else select “No”</li> <li>-Input Machine Name</li> <li>-Select ownership as <b>Owned</b> if the Processing Infrastructure is owned by the FPO, else select <b>Rented</b></li> </ul>

			<p>-Input Capacity Utilization of the machine per Day</p> <p>-Select Utility of Machine from the list based on the Duration for which it is used</p> <p>-Input age of the machine</p> <p>-Input Ph. no. of Infrastructure supplier</p> <p>-Click Add</p>
E.xvi)	Quality control	<p>Login&lt; Profile update&lt; Business activities&lt; Access to Infrastructure &amp; Other facilities&lt; Quality control</p>	<p>Login&lt; Go to Profile update&lt; Go to Business activities&lt; Go to Access to Infrastructure &amp; Other facilities&lt; Go to Quality control</p> <p>-If FPO have access to assaying Facility, select “<b>Yes</b>”, else “<b>No</b>”</p> <p><b>If, Access to Assaying Facility -Yes</b></p> <p>-Select type of assaying facility,</p> <ul style="list-style-type: none"> <li>- as <b>Owned</b> if the Processing Infrastructure is owned by the FPO owned,</li> <li>- as <b>Private service provider</b> if owned by private player</li> <li>- as <b>APMC</b> if owned by APMC</li> <li>- as Buyer if owned by the procurement company</li> </ul> <p>-Select location of assaying facility from list.</p> <p>-Click Add</p>
		<p>Login&lt; Profile update&lt; Business activities&lt; Access to Infrastructure &amp; Other facilities&lt; Common Facility Centre</p>	<p>Login&lt; Go to Profile update&lt; Go to Business activities&lt; Go to Access to Infrastructure &amp; Other facilities&lt; Go to Common Facility Centre</p> <p>If the FPO have access to Common Facility Centre select “<b>Yes</b>”, else “<b>No</b>”</p> <p><b>If, Access to Common Facility Centre -Yes</b></p> <p>-Under Type of assaying facility, select <b>FPO owned</b> if FPO owns the facility, else select Owned by other agency</p> <p><b>If, Access to Common Facility Centre -Yes</b></p> <p>-Under FPO want to open a Common Facility Centre- select “<b>Yes</b>” if FPO want to open a Common Facility</p>

			<p>Center, else <b>“No”</b></p> <ul style="list-style-type: none"> <li>- <b>If FPO want to open a Common Facility Centre- Yes</b></li> <li>- Check if FPO have land available for opening a Common Facility Centre, select <b>–“Yes”</b> if available, else select <b>“No”</b></li> <li>- <b>If FPO have land available for opening a Common Facility Centre- Yes</b></li> <li>- Select ownership from list as <b><i>owned or rented</i></b></li> <li>- Upload Land registry/ Lease agreement</li> </ul>
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F) Other Details

F) Other Details			
F.i)	Trainings undergone /Exposure Visit	Login< Profile update< Others Details< Trainings undergone /Exposure Visit	Login< Go to Profile update< Go to Others Details< Go to Trainings undergone /Exposure Visit -Under Training/Exposure Visit Select from Training, Exposure Visit or Industry emersion program -Select date of training from the Calendar -Input purpose of Training -Input No Of Male Attendees -Input No Of Female Attendees -Input Nane of Organization under <b>Organized By</b> -Click Add
F.ii)	Reward/ Recognition	Login< Profile update< Other Details< Reward/ Recognition	Login< Go to Profile update< Go to Other Details< Go to Reward/ Recognition -Under Type of Reward/Recognition select from Reward, award, facilitation -Select year received in from list of year -Input Name of Rewarding organization -Click Add
F.iii)	Record Management	Login< Profile update<	Login< Go to Profile update< Go to

		Other Details< Record Management	Other Details< Go to Record Management -Under Type of Record, Select from List of record- Register, Document, Software license, Receipt Book as applicable -As per the selected Type of Record, select respective Sub-record -Upload respective document corresponding to the sub-record selected -Click add
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### 3.2. Sub-menus and respective Navigation

#### A) Incorporation details- Office Details, FPO Promoted by a NGO/ POPI/CBBO, Baseline Study

##### A.i) Office Details

**Path-** Login< Profile update< FPO Incorporation Details< Office Details

Step 1) Go to drop down FPO have a registered office ?- Select -Yes or No

The screenshot shows the 'Office Details' section of the FPO incorporation form. The 'FPO have a registered office?' dropdown menu is open, showing options: 'Yes', '--Select--', 'Yes', and 'No'. The 'Yes' option is highlighted. A yellow circle with the number '1' is placed over the dropdown menu. Other fields include 'Year of formation of FPO' (2016), 'Date of registration of FPO' (18-07-2016), 'Registration number' (U01100R2016PTC025536), 'Vision of FPO', 'No. of village under FPO', 'Select villages', and 'Upload Certificate of Incorporation/Registration'.

Step 2) If, the value selected in the drop-down FPO have a registered office is -Yes. Office Ownership get enabled. Select from the radio button – Rented or Owned

The screenshot shows the 'Office Ownership' section of the FPO incorporation form. The 'Rented' radio button is selected. A yellow circle with the number '2' is placed over the radio button. The 'FPO have a registered office?' dropdown menu is now closed and shows 'Yes'. Other fields include 'Year of formation of FPO' (2016), 'Date of registration of FPO' (18-07-2016), 'Registration number' (U01100R2016PTC025536), 'Vision of FPO', 'No. of village under FPO', 'Select villages', and 'Upload Certificate of Incorporation/Registration'.



Step 3) Go to Upload an image of the office with the name of the FPO in background, click choose file, upload picture of FPO office

The screenshot shows the 'Profile Update' form for 'Tapasani farmers producer company Ltd'. The form includes fields for 'Year of formation of FPO' (2016), 'Date of registration of FPO' (18-07-2016), 'Registration number' (U01100R2016PTC025536), and 'Vision of FPO'. There are also dropdowns for 'No. of village under FPO' and 'Select villages'. A 'Choose File' button is highlighted with a red box and a yellow circle '3', indicating the step to upload an office image. Below this, there are sections for 'Office Details' (with a dropdown for 'FPO have a registered office?') and 'Office Ownership' (with radio buttons for 'Rented' and 'Owned').

A.ii) FPO Promoted by NGO/ POPI/CBBO

A.ii) Baseline study report submitted

Step 1) Click on the drop down- Name of Scheme under which FPO is formed

The screenshot shows the 'Profile Update' form with a dropdown menu open for 'Select Central Sector Scheme- Formation and Promotion of 10,000 FPOs'. The dropdown list includes various schemes such as 'Agriculture Production Cluster (APC)', 'Central Sector Scheme - Formation and Promotion of 10,000 FPOs', 'Common Service Center (CSC)', 'MANDI Project', 'NABARD / Special Programme for Promotion of Millets - Odisha Millet Mission', 'NABARD PODF ID/support under MIDH', 'NABARD PPIF SCHEME', 'NABARD PRODUCE Fund', 'NABARD Producer Organization Development Fund (PODF)', 'NABARD WADI', 'National Demonstration Project - NFSM (Pulse Village program)', 'NRETP', 'NRLM', 'OLM', 'OMBADC', 'Paramparagat Krishi Vikas Yojana (PKVY)', 'RKVY', 'support provided under MIDH', and 'Vegetable Initiative for Urban Cluster (VIUC)'. The dropdown is highlighted with a red box and a yellow circle '1'. Below the dropdown, there are fields for 'Mention the name of the NGO/ POPI/CBBO' (Sahabhagi Vikas Abhijan NABARD) and 'Key contact details of the NGO/ POPI/CBBO' (9438687589). A yellow circle '1' is also present on the 'Update' button.

Step 2) Click on Drop down list- Name of Implementing agency-Select Implementing agency from the drop down list

**Office Details:**

FPO have a registered office ?

**Office Ownership :**  
 Rented:  Owned:

Upload an image of the office with the name of the FPO in background:  
 No file chosen

**Incorporation Details-Institutional :**

Name of Scheme under which FPO is formed \* :

Name of Implementing agency  
  
 --Select--  
 APC(DAFE, DPDW,BRLF, PRADAN)  
 NABARD  
 NAFED  
 GRMAS  
 SFAC  
 CSC  
 NCDC  
 FDRVC  
 Directorate of Agriculture & Food Production  
 Not aware

Mention the name of the NGO/ POPI/CBBO

Is the FPO Promoted by a NGO/ POPI/CBBO ?

Step 3) Click on Drop down list - Is the FPO Promoted by a NGO/ POPI/CBBO ?- Select – Yes/No

**Office Details:**

FPO have a registered office ?

**Office Ownership :**  
 Rented:  Owned:

Upload an image of the office with the name of the FPO in background:  
 No file chosen

**Incorporation Details-Institutional :**

Name of Scheme under which FPO is formed \* :

Name of Implementing agency

Mention the name of the NGO/ POPI/CBBO

Key contact details of the NGO/ POPI/CBBO

Is the FPO Promoted by a NGO/ POPI/CBBO ?  
  
 --Select--  
 Yes  
 No

Step 4) Under Mention the name of the NGO/ POPI/CBBO input name of NGO/POPI/CBBO

Taptapani farmers producer company Ltd  
FPO

MAIN


- Dashboard
- Profile Update
- Members Corner
- Produce aggregator
- Demand Aggregator
- Stock Management
- Relevant Consumer Groups
- Relevant Traders
- External Services

### Office Details:

FPO have a registered office ?

Office Ownership :  
Rented:  Owned:

Upload an image of the office with the name of the FPO in background:  
 No file chosen



### Incorporation Details-Institutional :

Name of Scheme under which FPO is formed * :	Name of Implementing agency	Is the FPO Promoted by a NGO/ POPI/CBBO ?
<input type="text" value="Central Sector Scheme - Formation and Promotion of 10,000 FPOs"/>	<input type="text" value="NABARD"/>	<input type="text" value="Yes"/>
Mention the name of the NGO/ POPI/CBBO	Key contact details of the NGO/ POPI/CBBO	Baseline Survey Completed * :
<input type="text" value="Sahabhagi Vikas Abhijan NABARD"/>	<input type="text" value="9438687589"/>	<input type="text" value="Yes"/>

Step 5) Under Key contact details of the NGO/ POPI/CBBO input contact details of NGO/ POPI/CBBO

**Office Details:**  
 FPO have a registered office ? Yes  
 Office Ownership : Rented:  Owned:   
 Upload an image of the office with the name of the FPO in background: [Choose File] No file chosen

**Incorporation Details-Institutional :**  
 Name of Scheme under which FPO is formed \* : Central Sector Scheme - Formation and Promotion of 10,000 FPOs  
 Name of Implementing agency : NABARD  
 Is the FPO Promoted by a NGO/ POPI/CBBO ? Yes  
 Mention the name of the NGO/ POPI/CBBO : Sahabhagi Vikas Abhijan NABARD  
**5** Key contact details of the NGO/ POPI/CBBO : 9438687589  
 Baseline Survey Completed \* : Yes  
 [Update] [Next]

Step 6) Under Name of Scheme dropdown list if the name of selected scheme is – Central sector scheme for formation & promotion of 10,000 FPOs. Baseline Survey Completed gets enabled< Go to Baseline Survey Completed Drop Down list Select -Yes/No

**Office Details:**  
 FPO have a registered office ? Yes  
 Office Ownership : Rented:  Owned:   
 Upload an image of the office with the name of the FPO in background: [Choose File] No file chosen

**Incorporation Details-Institutional :**  
 Name of Scheme under which FPO is formed \* : Central Sector Scheme - Formation and Promotion of 10,000 FPOs  
 Name of Implementing agency : NABARD  
 Is the FPO Promoted by a NGO/ POPI/CBBO ? Yes  
 Mention the name of the NGO/ POPI/CBBO : Sahabhagi Vikas Abhijan NABARD  
 Key contact details of the NGO/ POPI/CBBO : 9438687589  
**6** Baseline Survey Completed \* :  
 Yes  
 --Select--  
 Yes  
 No  
 [Update] [Next]

Step 7) Click Update

**Incorporation Details-Institutional :**  
 Name of Scheme under which FPO is formed \* : Central Sector Scheme - Formation and Promotion of 10,000 FPOs  
 Name of Implementing agency : NABARD  
 Is the FPO Promoted by a NGO/ POPI/CBBO ? Yes  
 Mention the name of the NGO/ POPI/CBBO : Sahabhagi Vikas Abhijan NABARD  
 Key contact details of the NGO/ POPI/CBBO : 9438687589  
 Baseline Survey Completed \* : Yes  
**7** [Update] [Next]

**B) Management Details- FPO Meetings**

## B.i) Details of Meetings (for BOD meetings & AGM)

**Path-** Login<Go to Profile update< Management Details< FPO Meetings

Step 1) Click on -Date of meeting, select date of meeting

The screenshot shows the 'FPO Meetings' form with the 'Date of Meeting' dropdown menu open, displaying a calendar for December 2023. A red box highlights the calendar, and a yellow circle with the number 1 is next to it. The form includes fields for 'Date of Meeting', 'Type of Meeting', 'Agenda', 'Meeting Attendance', and 'Minutes of Meeting'. Below the form is a table listing existing meetings.

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar462@gmail.com	M		
2	hgdhjadg	Accountant	565756575		undefined		

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MillerDay				

Step 2) Click Type of meeting- select type of meeting from drop down list

The screenshot shows the 'FPO Meetings' form with the 'Type of Meeting' dropdown menu open, displaying a list of meeting types. A red box highlights the dropdown menu, and a yellow circle with the number 2 is next to it. The form includes fields for 'Date of Meeting', 'Type of Meeting', 'Agenda', 'Meeting Attendance', and 'Minutes of Meeting'. Below the form is a table listing existing meetings.

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar462@gmail.com	M		
2	hgdhjadg	Accountant	565756575		undefined		

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MillerDay				

### Step 3) Input Agenda of Meeting

The screenshot shows the 'FPO Meetings' form with the following data:

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar463@gmail.com	M		
2	hgthjadg	Accountant	565756575		undefined		

**Meeting Details Form:**

- Date of Meeting: dd-mm-yyyy
- Type of Meeting: --Select--
- Agenda:  (highlighted with a red box)
- Meeting Attendance: Enter Attendance
- Minutes of Meeting: Enter Minutes

**Meeting List Table:**

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MillerDay				

Buttons: Add, Back, Next

### Step 4) Input Attendance of meeting

The screenshot shows the 'FPO Meetings' form with the following data:

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar463@gmail.com	M		
2	hgthjadg	Accountant	565756575		undefined		

**Meeting Details Form:**

- Date of Meeting: dd-mm-yyyy
- Type of Meeting: --Select--
- Agenda: Enter agenda
- Meeting Attendance:  (highlighted with a red box and circled with a yellow '4')
- Minutes of Meeting: Enter Minutes

**Meeting List Table:**

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MillerDay				

Buttons: Add, Back, Next

## Step 5) Input Minutes of Meeting

The screenshot shows the 'FPO Meetings' form with the following fields: Date of Meeting (dd-mm-yyyy), Type of Meeting (-Select-), Agenda (Enter agenda), Meeting Attendance (Enter Attendance), and Minutes of Meeting (Enter Minutes). The 'Minutes of Meeting' field is highlighted with a red box and a yellow circle with the number 5. Below the form is a table with the following data:

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MilletDay				

## Step 6) Click Add to add the updates corresponding to FPO Meetings

The screenshot shows the 'FPO Meetings' form with the following fields: Date of Meeting (01-01-2024), Type of Meeting (Sensitisation), Agenda (To discuss shareholder), Meeting Attendance (10), and Minutes of Meeting (Discussed the patronage bonus). The 'Add' button is highlighted with a red box and a yellow circle with the number 6. Below the form is a table with the following data:

SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MilletDay				

## B) Management Details- Details of Board of Directors

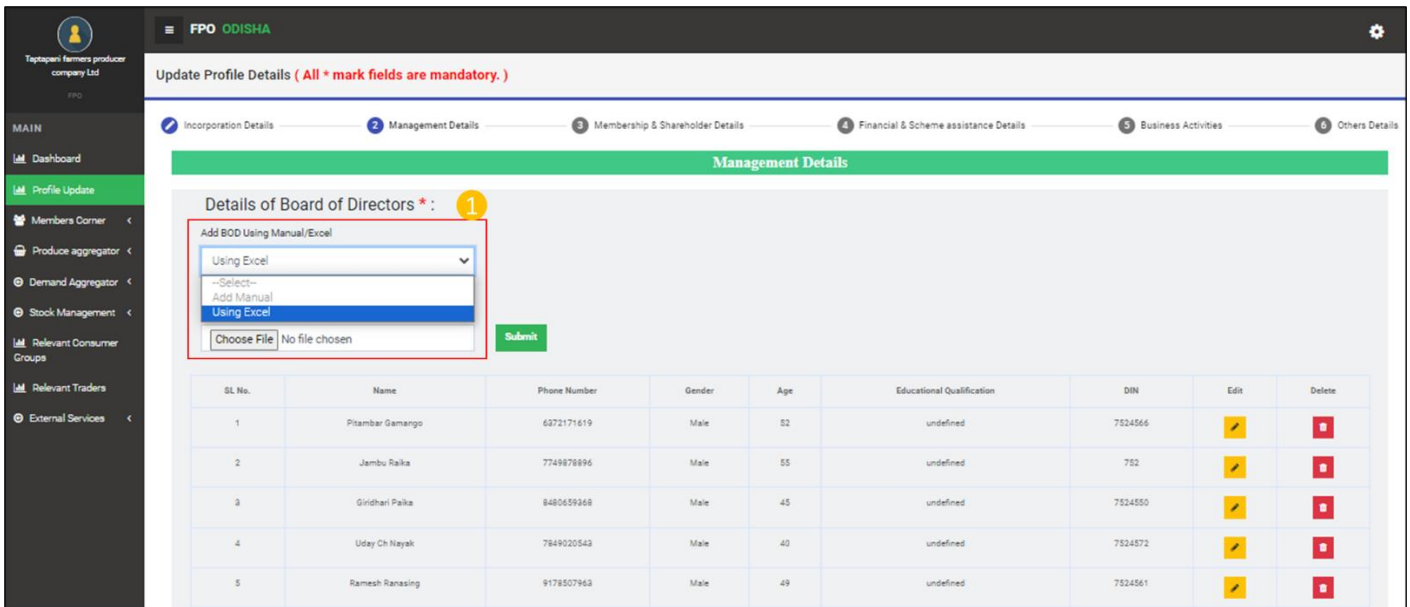
### B.ii) Details of Board of Directors (For Management Details)

**Path-** Login<Go to Profile update< Management Details< Details of Board of Directors

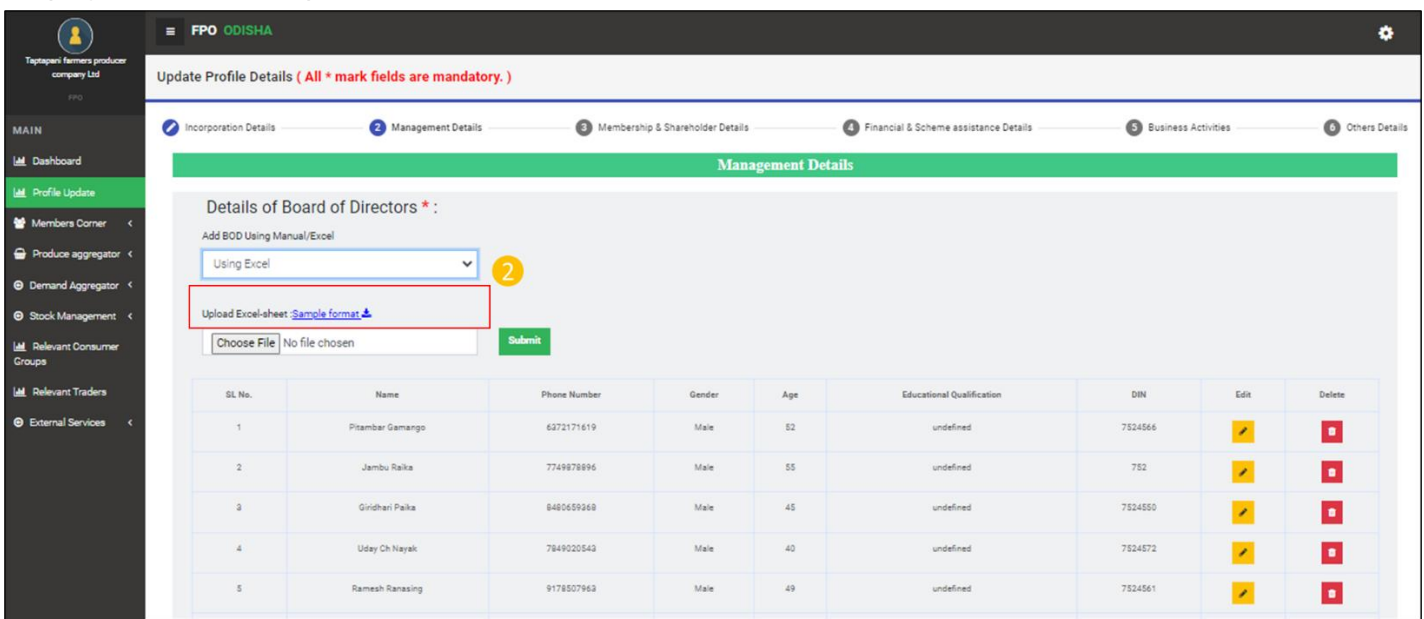
Click on - Add BOD Using Manual/Excel- Select from drop down either- a) Using Excel b) Add Manual

a) Using Excel

Step 1) Select Using Excel from the drop down



Step 2) Download Sample Format and fill the details



Step 3) Chose filled excel



**Update Profile Details ( All \* mark fields are mandatory. )**

1 Incorporation Details   2 Management Details   3 Membership & Shareholder Details   4 Financial & Scheme assistance Details   5 Business Activities   6 Others Details

**Management Details**

Details of Board of Directors \* :

Add BOD Using Manual/Excel

Using Excel

Upload Excel-sheet: [Sample format](#)

Choose File No file chosen   **Submit**

No file chosen

Sl No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6272171619	Male	52	undefined	7524566		
2	Jambu Raika	7749878896	Male	55	undefined	752		
3	Girdhari Paika	8480659268	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ransing	9178507963	Male	49	undefined	7524561		

Step 4) Click Submit to upload

**Update Profile Details ( All \* mark fields are mandatory. )**

1 Incorporation Details   2 Management Details   3 Membership & Shareholder Details   4 Financial & Scheme assistance Details   5 Business Activities   6 Others Details

**Management Details**

Details of Board of Directors \* :

Add BOD Using Manual/Excel

Using Excel

Upload Excel-sheet: [Sample format](#)

Choose File No file chosen   **Submit**

Sl No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6272171619	Male	52	undefined	7524566		
2	Jambu Raika	7749878896	Male	55	undefined	752		
3	Girdhari Paika	8480659268	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ransing	9178507963	Male	49	undefined	7524561		

As soon as Submit Button is clicked a BOD details are added in table below:-

Sl No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6272171619	Male	52	undefined	7524566		
2	Jambu Raika	7749878896	Male	55	undefined	752		
3	Girdhari Paika	8480659268	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ransing	9178507963	Male	49	undefined	7524561		
6	Siyanghara Raika	998890283	Male	45	undefined			
7	Tirash Malik	7751920799	Male	56	undefined			
8	Sabita Mishri	993119422	Female	47	undefined			
9	Dumanta Dalai	8480175792	Male	63	undefined			
10	Indira	77185447893	Male	56	Senior secondary	67687878		

b) ) Add Manual

Step 1) Select Add Manual from the drop down menu

Update Profile Details ( All \* mark fields are mandatory. )

1 Incorporation Details 2 Management Details 3 Membership & Shareholder Details 4 Financial & Scheme assistance Details 5 Business Activities 6 Others Details

**Management Details**

Details of Board of Directors \* : 1

Add BOD Using Manual/Excel

Add Manual --Select-- Add Manual Using Excel

Phone Number: Enter phone no. Gender: --Select-- Age: Enter age

Educational Qualification: --Select-- DIN: Enter DIN no. Add

Sl. No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6372171619	Male	52	undefined	7524566		
2	Jambu Raika	7749979896	Male	55	undefined	752		
3	Grishari Paika	8480659368	Male	45	undefined	7524550		

Step 2) Input name of Board of director.

FPO Odisha.nic.in - Google Search x FPO ODISHA x 1.Mode\_scheme\_on\_constructio x +

foodisha.nic.in/userLogin#/fpo/update-profile-data

Update profile details

Fpo details 2 BODs 3 Group details 4 Financial details Business activity 6 Others

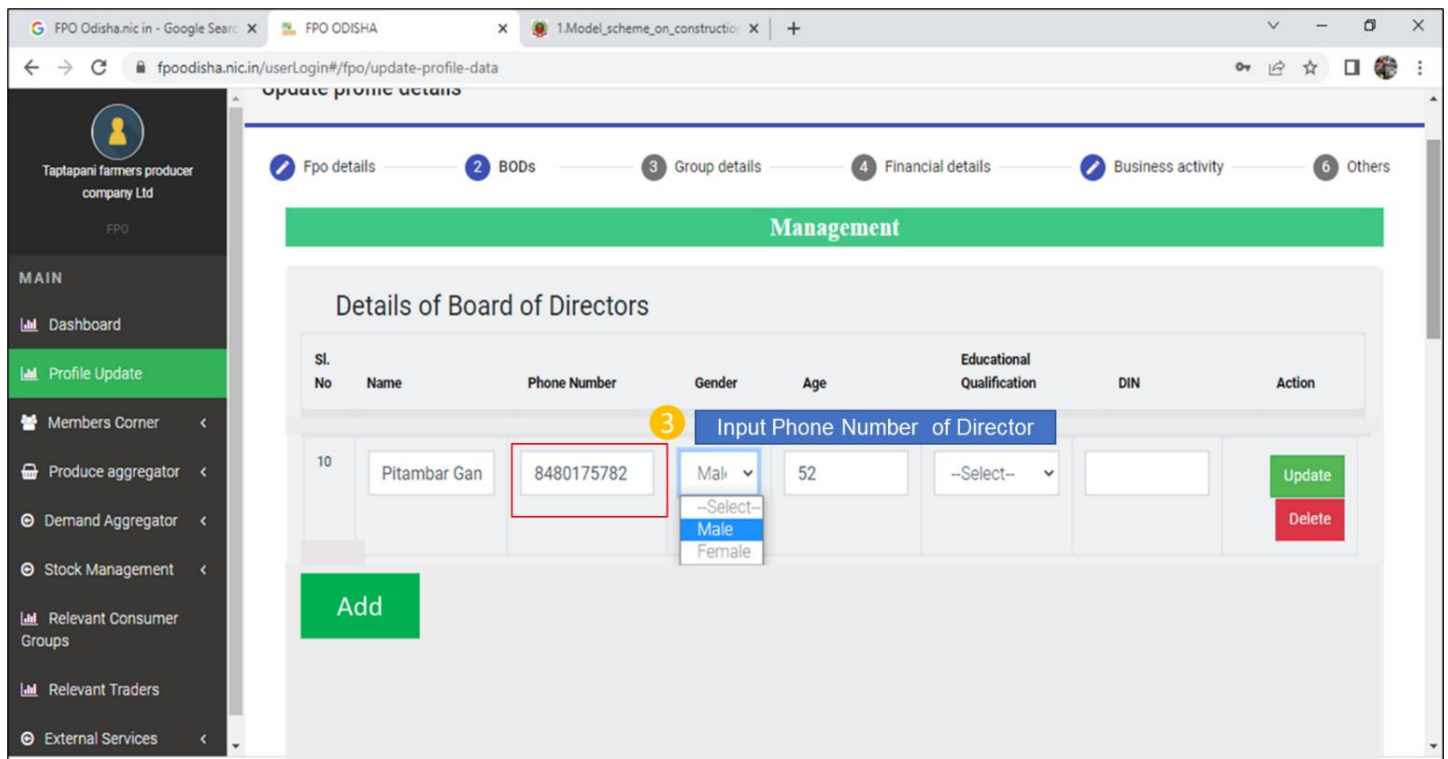
**Management**

Details of Board of Directors

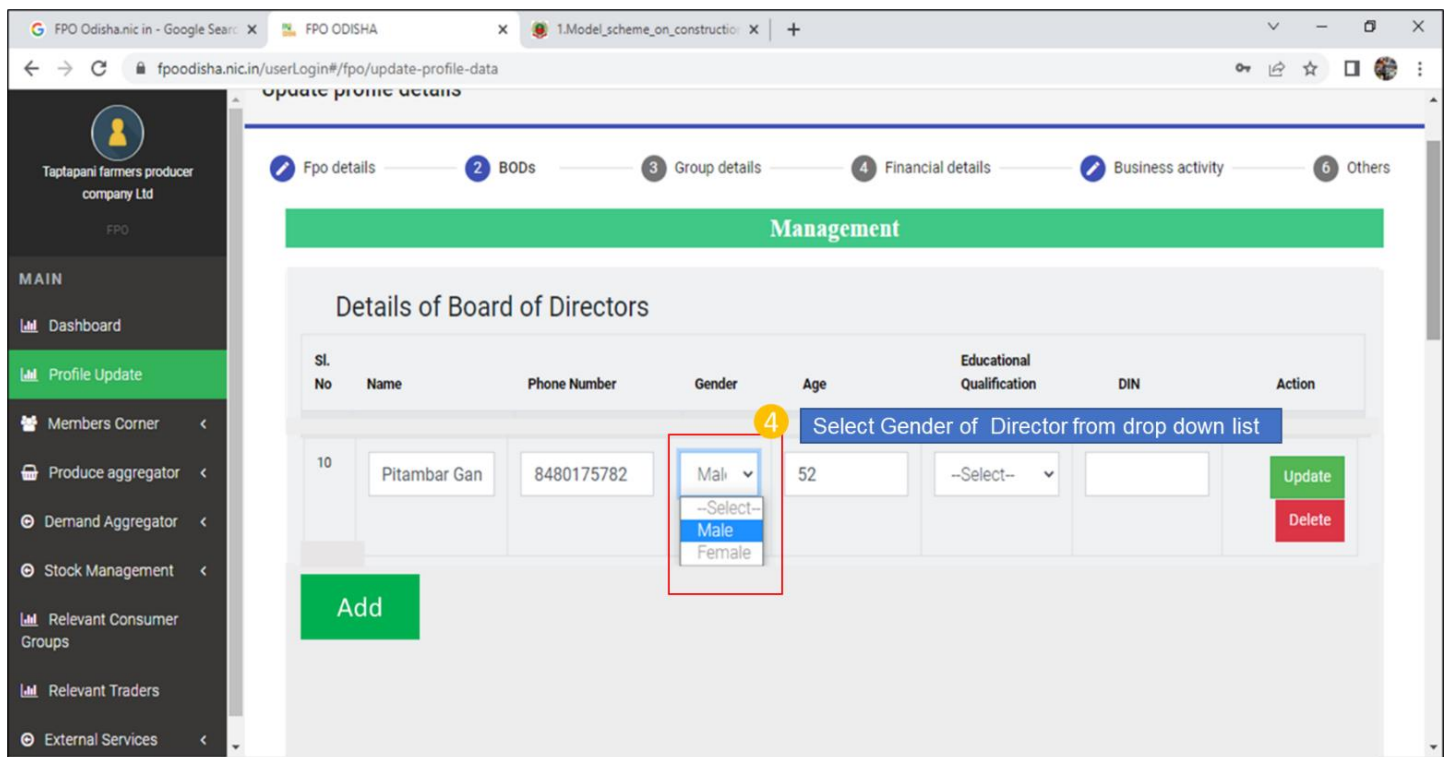
Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Pitambar Gan	8480175782	Male	52	--Select--		

Add

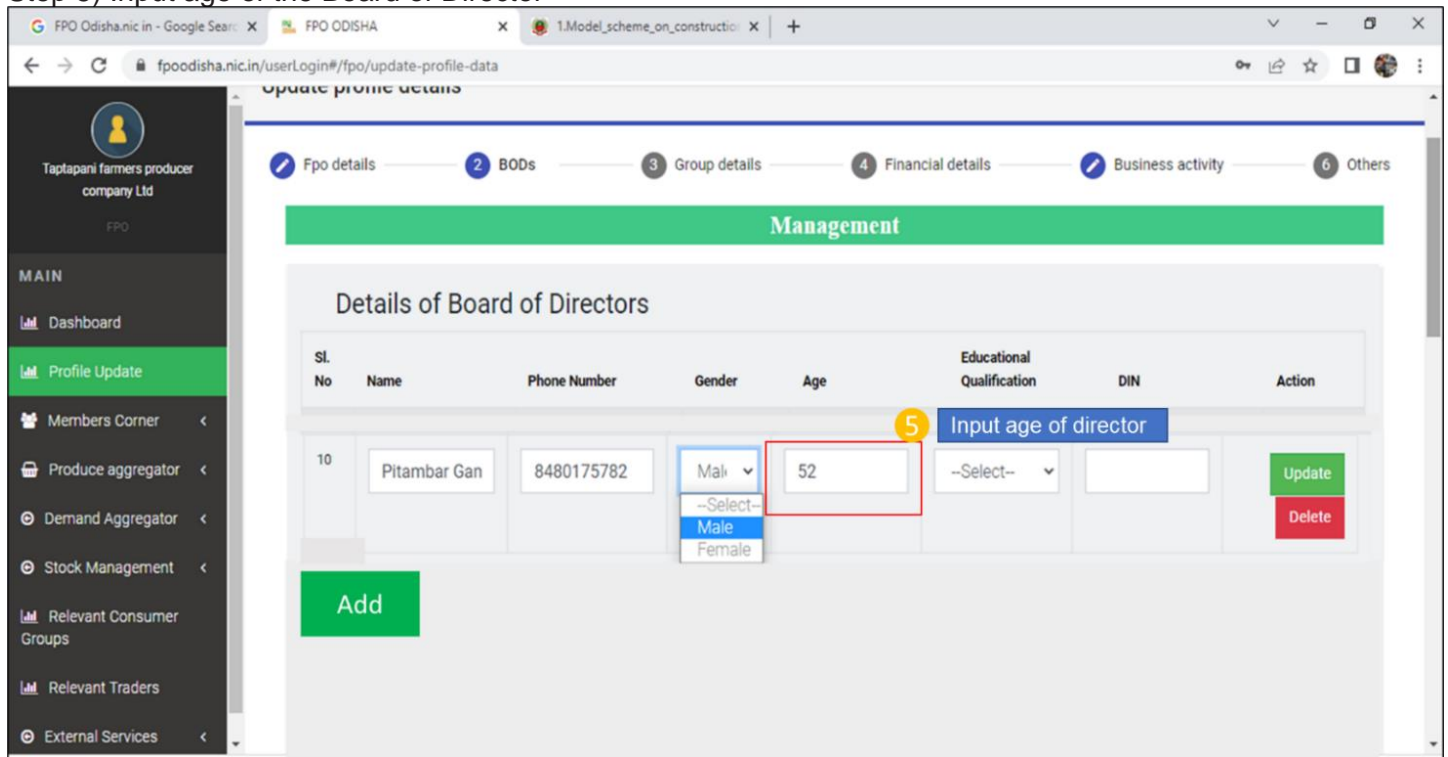
### Step 3) Input mobile Number of Board of director.



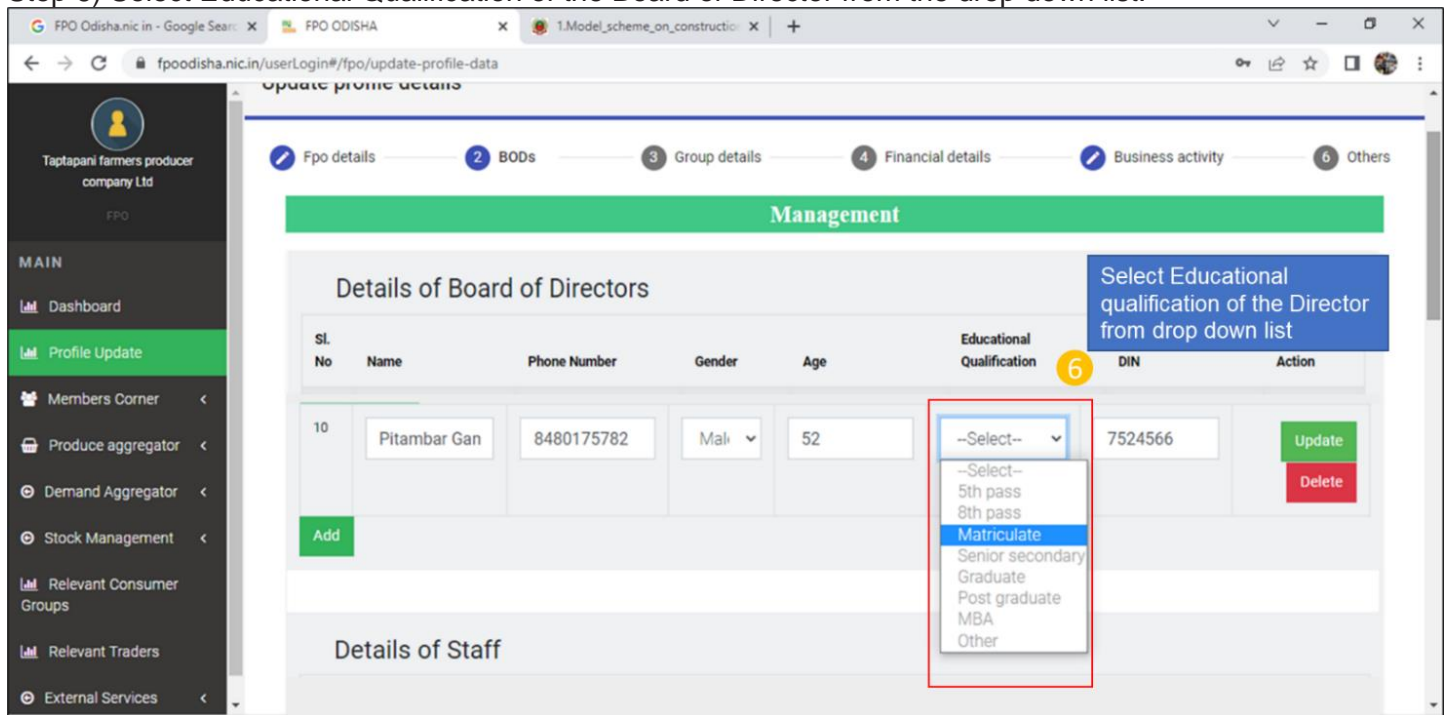
### Step 4) Select Gender of Board of Director from the drop down.



### Step 5) Input age of the Board of Director



### Step 6) Select Educational Qualification of the Board of Director from the drop down list.



## Step 7) Input DIN Number of the Board of Director

The screenshot shows the 'Update profile details' page for 'Taptapani farmers producer company Ltd'. The 'BODs' tab is active. The 'Details of Board of Directors' table has the following data:

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Pitambar Gan	8480175782	Male	52	--Select--	7524566	Update Delete

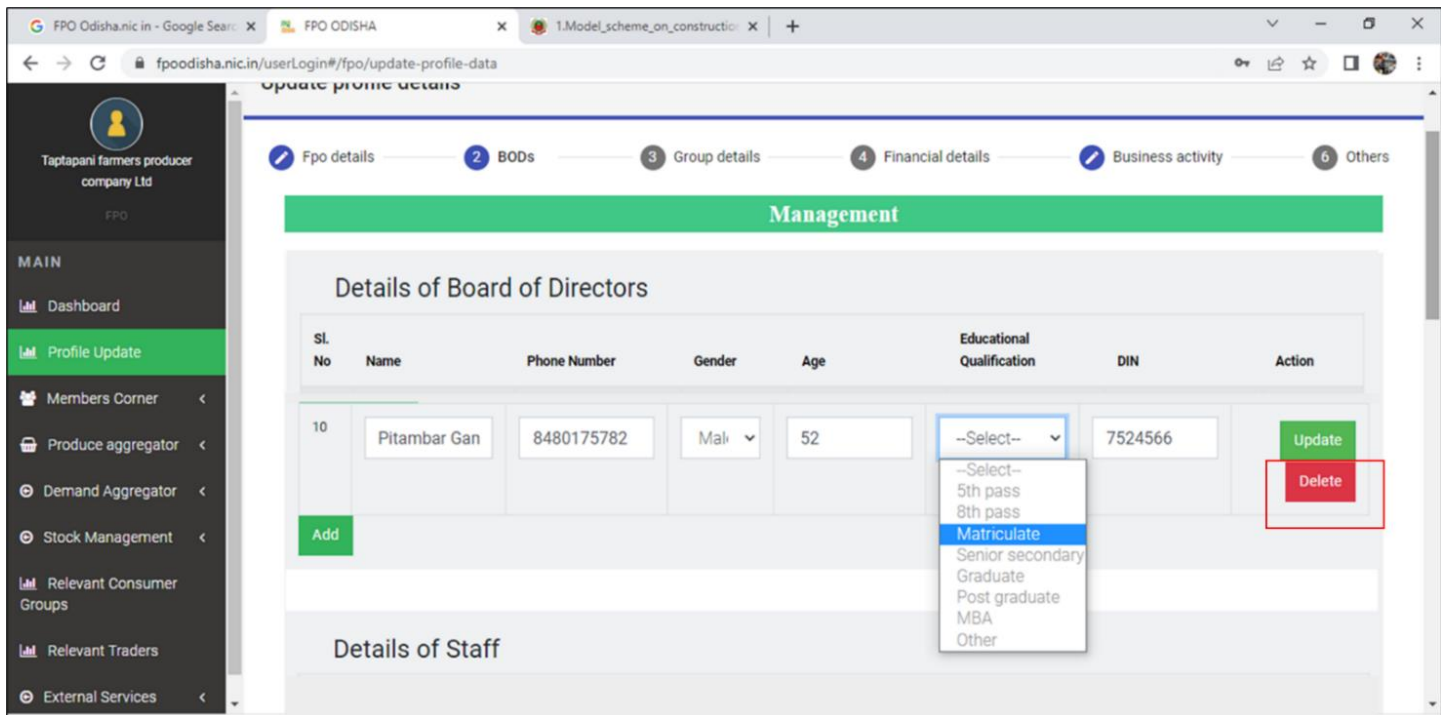
A dropdown menu for 'Educational Qualification' is open, showing options: --Select--, 5th pass, 8th pass, Matriculate, Senior secondary, Graduate, Post graduate, MBA, Other. A yellow circle with the number 7 is placed over the 'DIN' field. A blue callout box with the text 'Input DIN Number of the Director' points to the 'DIN' field.

## Step 8) Click Update to save the record

The screenshot shows the same 'Update profile details' page. The 'Update' button for the first director is highlighted with a red box and a yellow circle containing the number 8. A blue callout box with the text 'Click update' points to the 'Update' button.

Repeat the same until all the board of directors are added.

Click delete in case any wrong record is created or a director resigns, and record need to be updated.

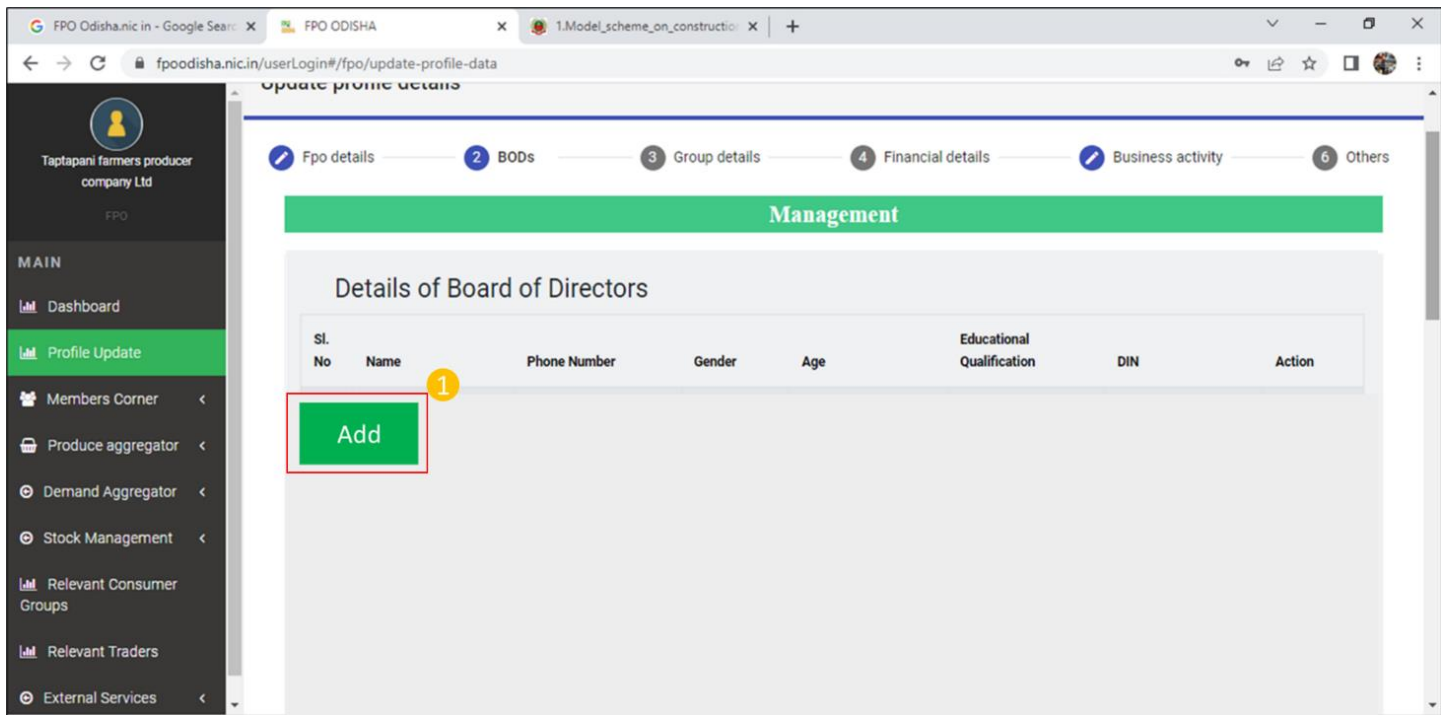


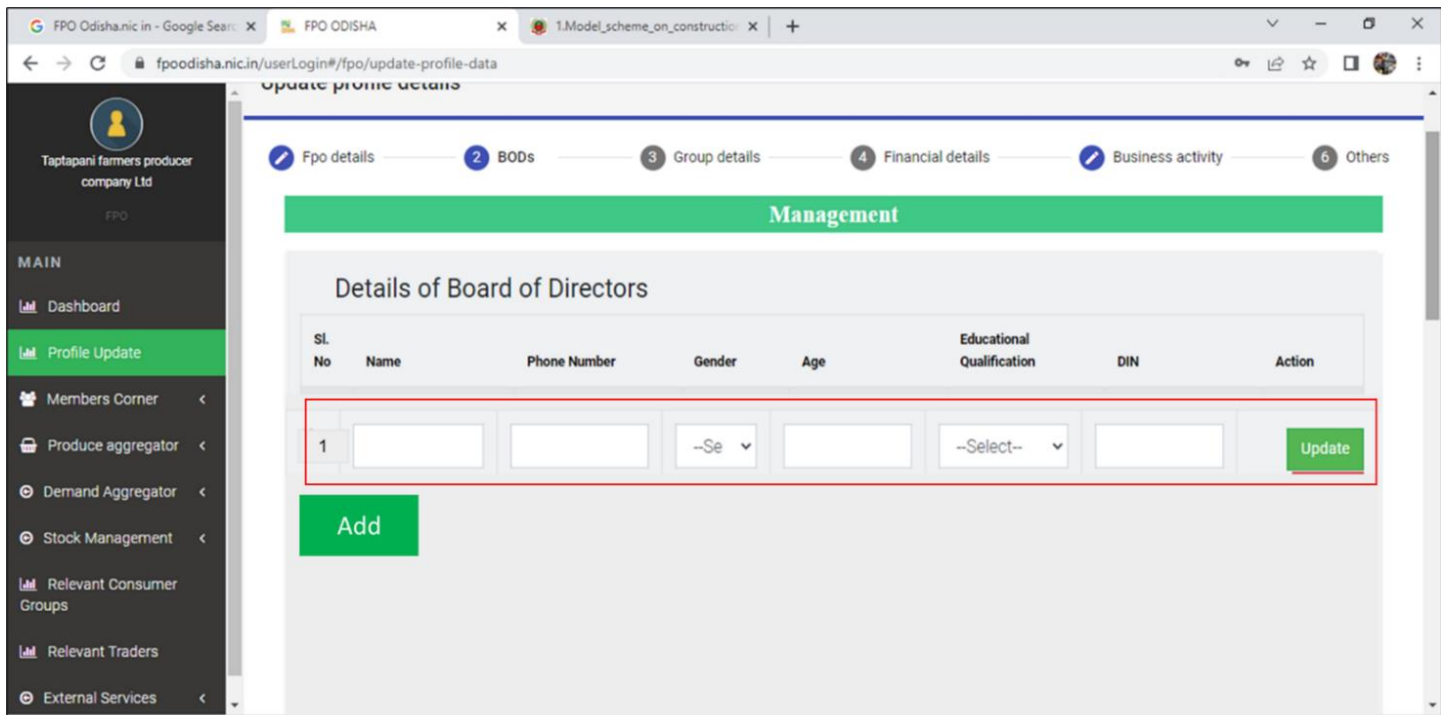
B.iii) Details of women BOD (Minimum 1 women BOD)

**Path-** Login<Go to Profile update< Management Details<Details of Board of Directors

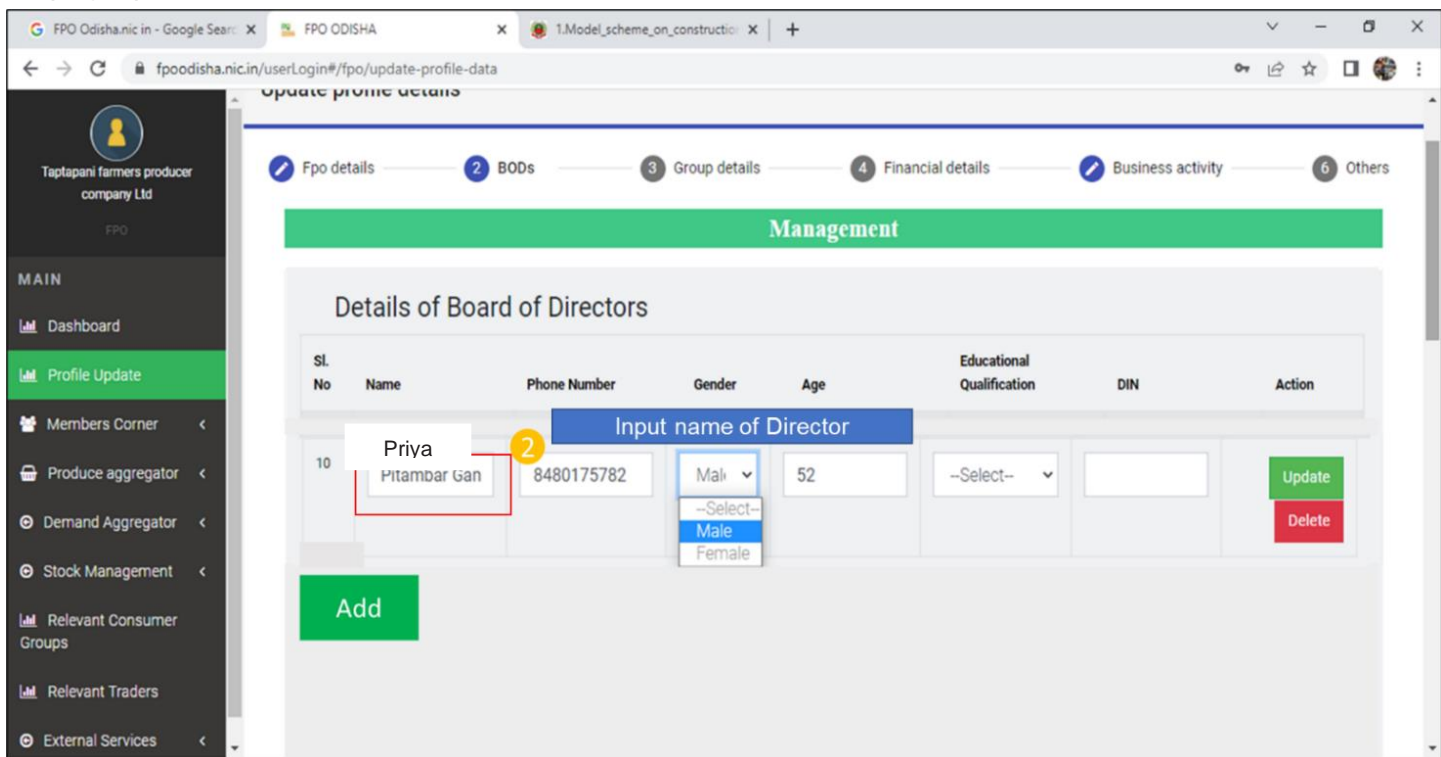
Step 1) Click on Add Button<

Blank fields against -Name, Phone number, Gender, Age, Select Educational, DIN will be added.





Step 2) Input name of Board of director.



Step 3) Input mobile Number of Board of director.

FPO Odisha.nic.in - Google Search: x FPO ODISHA x 1.Model\_scheme\_on\_constructio: x +

fpofoodisha.nic.in/userLogin#/fpo/update-profile-data

Update profile details

Fpo details BODs Group details Financial details Business activity Others

### Management

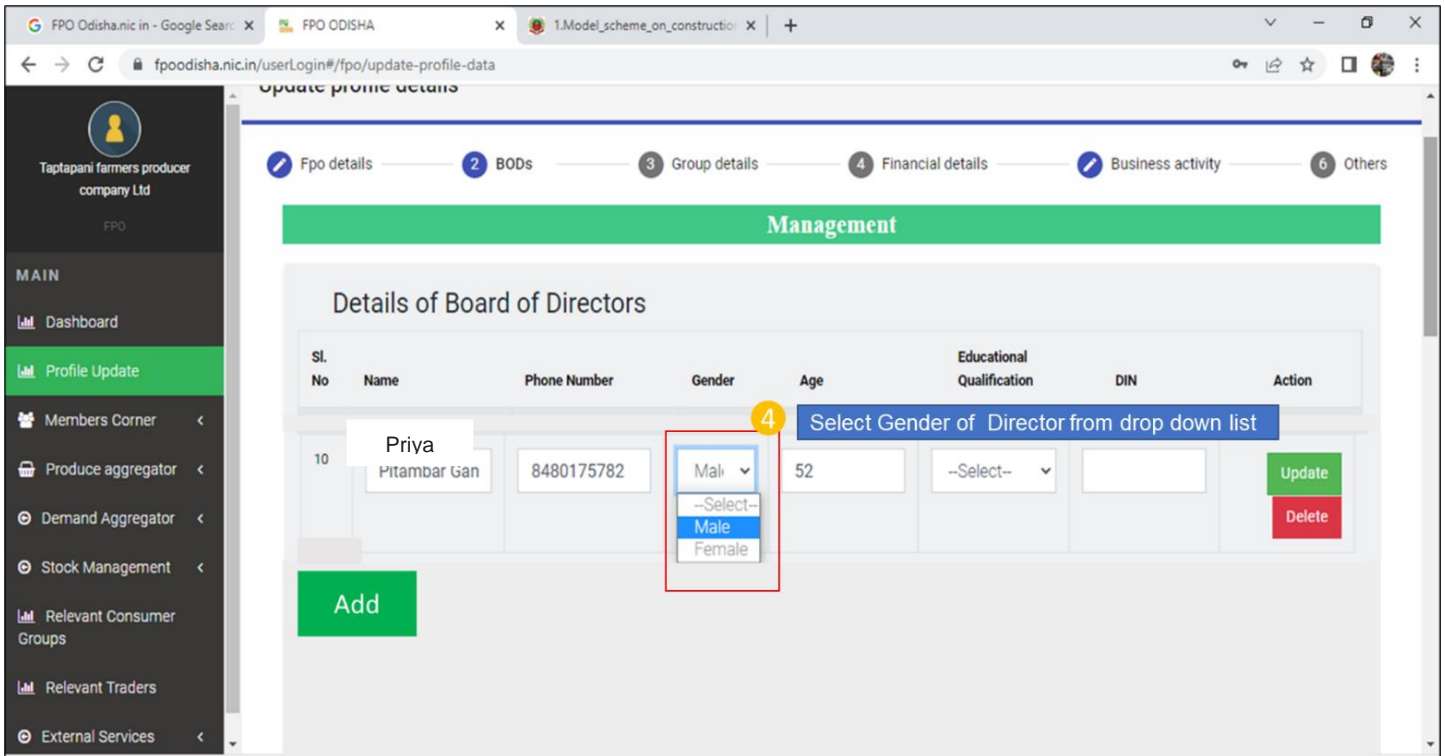
#### Details of Board of Directors

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Priya Pitambar Gan	8480175782	Male	52	--Select--		<input type="button" value="Update"/> <input type="button" value="Delete"/>

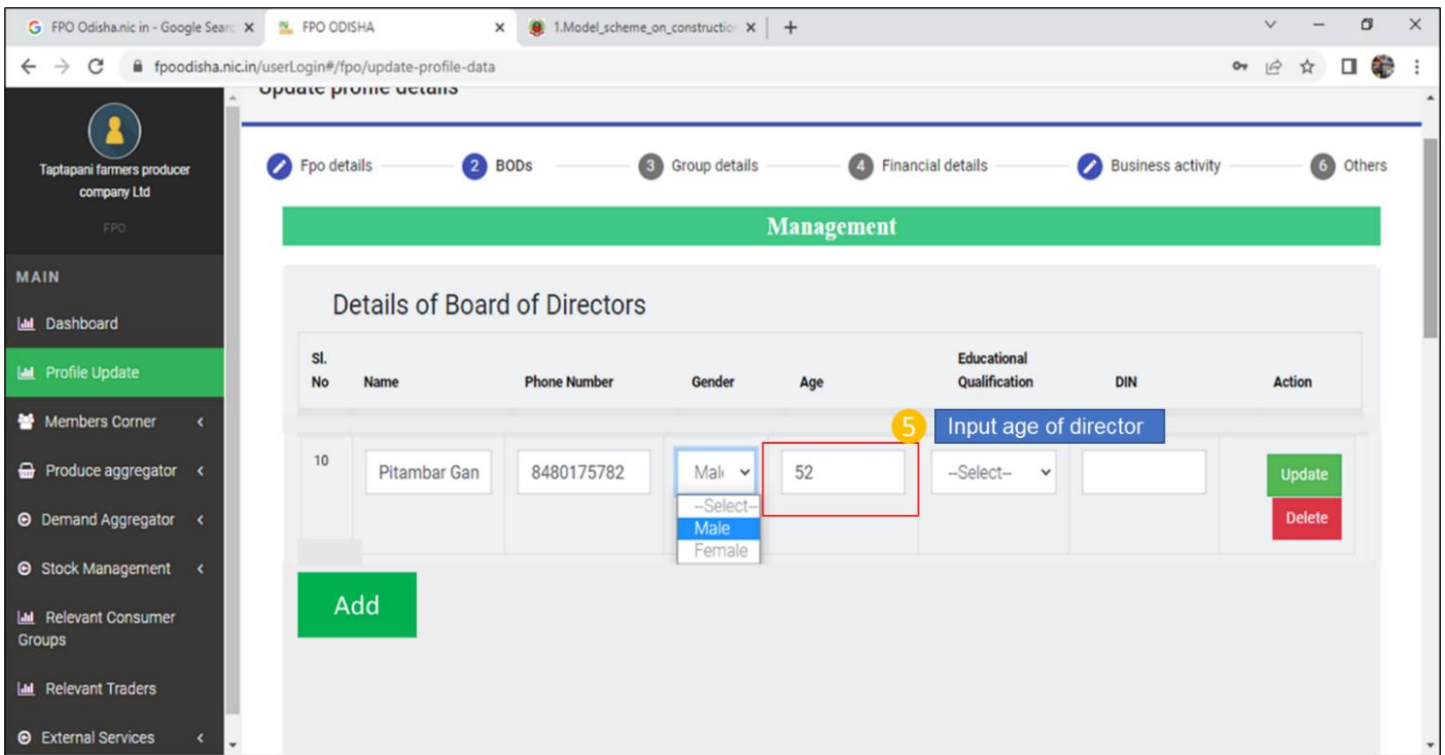
3 Input Phone Number of Director



Step 4) Select Gender of Board of Director from the drop down. In case of Female Board of Director select **Female**



Step 5) Input age of the Board of Director



Step 6) Select Educational Qualification of the Board of Director from the drop down list.

The screenshot shows the 'Update profile details' page for 'Taptapani farmers producer company Ltd'. The 'BODs' tab is selected. The 'Details of Board of Directors' table has the following data:

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Priya	8480175782	Female	52	--Select--	7524566	Update Delete

A dropdown menu is open for the 'Educational Qualification' field, showing options: --Select--, 5th pass, 8th pass, Matriculate, Senior secondary, Graduate, Post graduate, MBA, and Other. A blue callout box with the text 'Select Educational qualification of the Director from drop down list' points to the dropdown. A yellow circle with the number 6 is next to the dropdown.

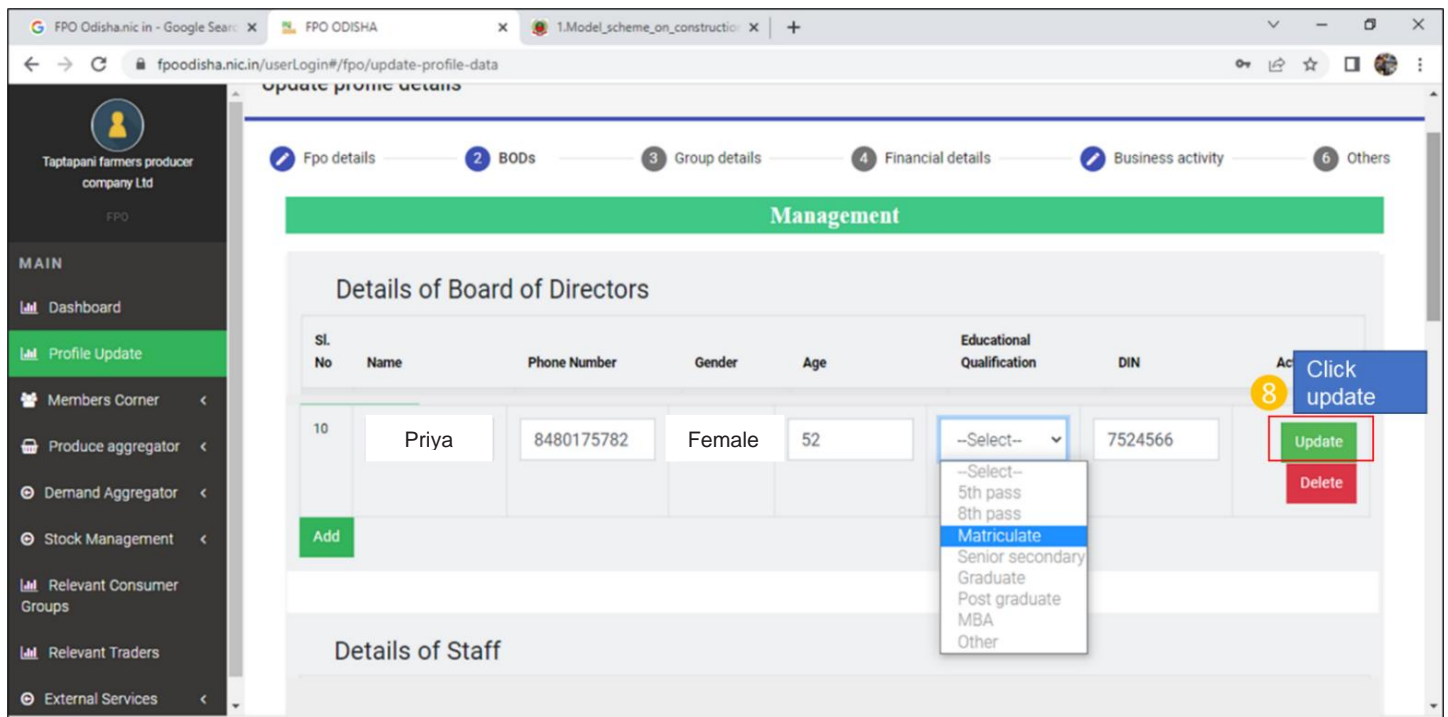
Step 7) Input DIN Number of the Board of Director

The screenshot shows the 'Update profile details' page for 'Taptapani farmers producer company Ltd'. The 'BODs' tab is selected. The 'Details of Board of Directors' table has the following data:

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Priya	8480175782	Female	52	--Select--	7524566	Update Delete

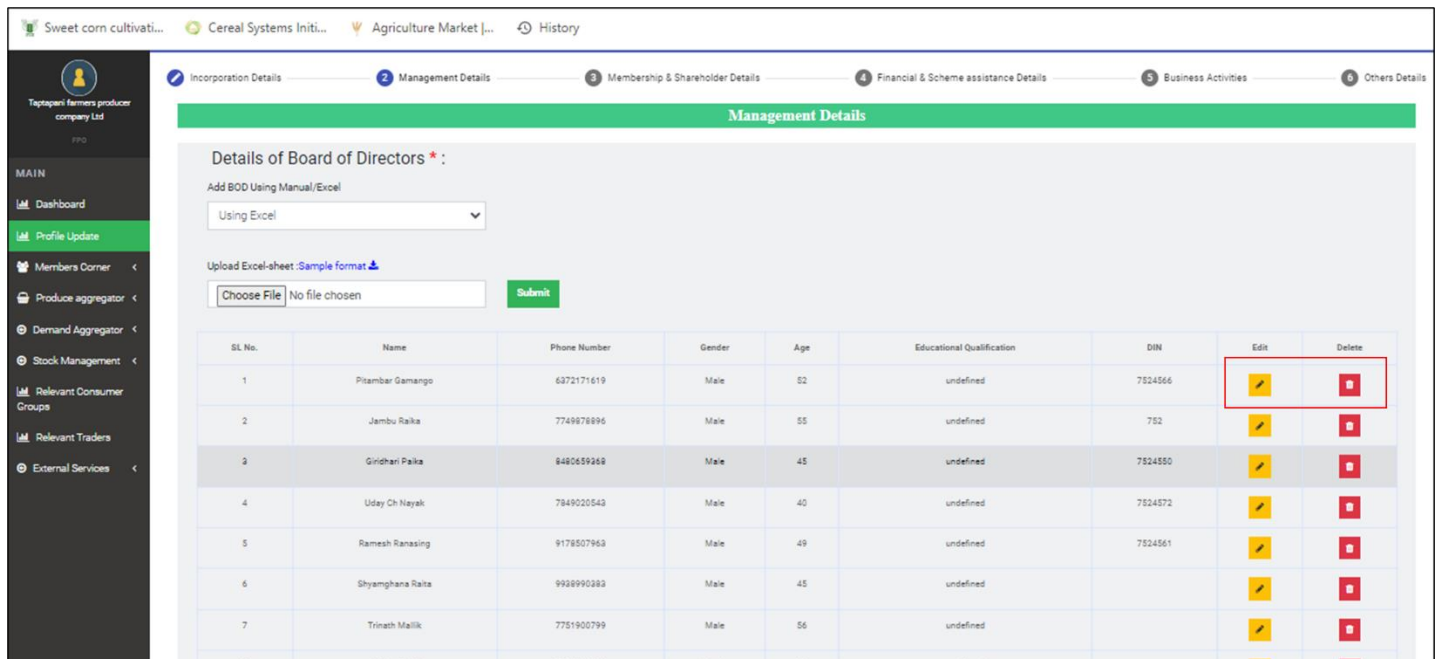
A red box highlights the 'DIN' field containing the value '7524566'. A blue callout box with the text 'Input DIN Number of the Director' points to the DIN field. A yellow circle with the number 7 is next to the callout.

Step 8) Click Update to save the record.



Repeat the same for other female Board of directors.

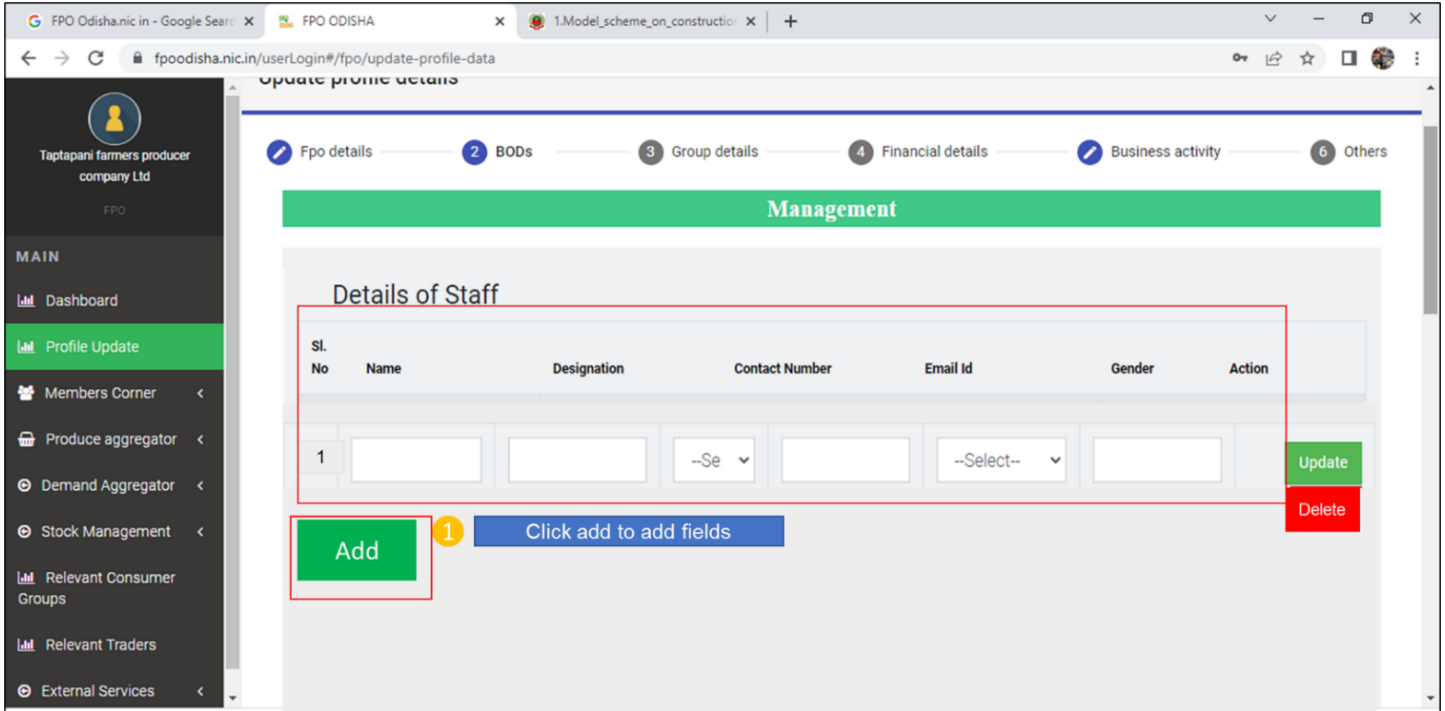
Click Edit to edit any record. Click delete in case any wrong record is created or a director resigns, and record need to be updated.



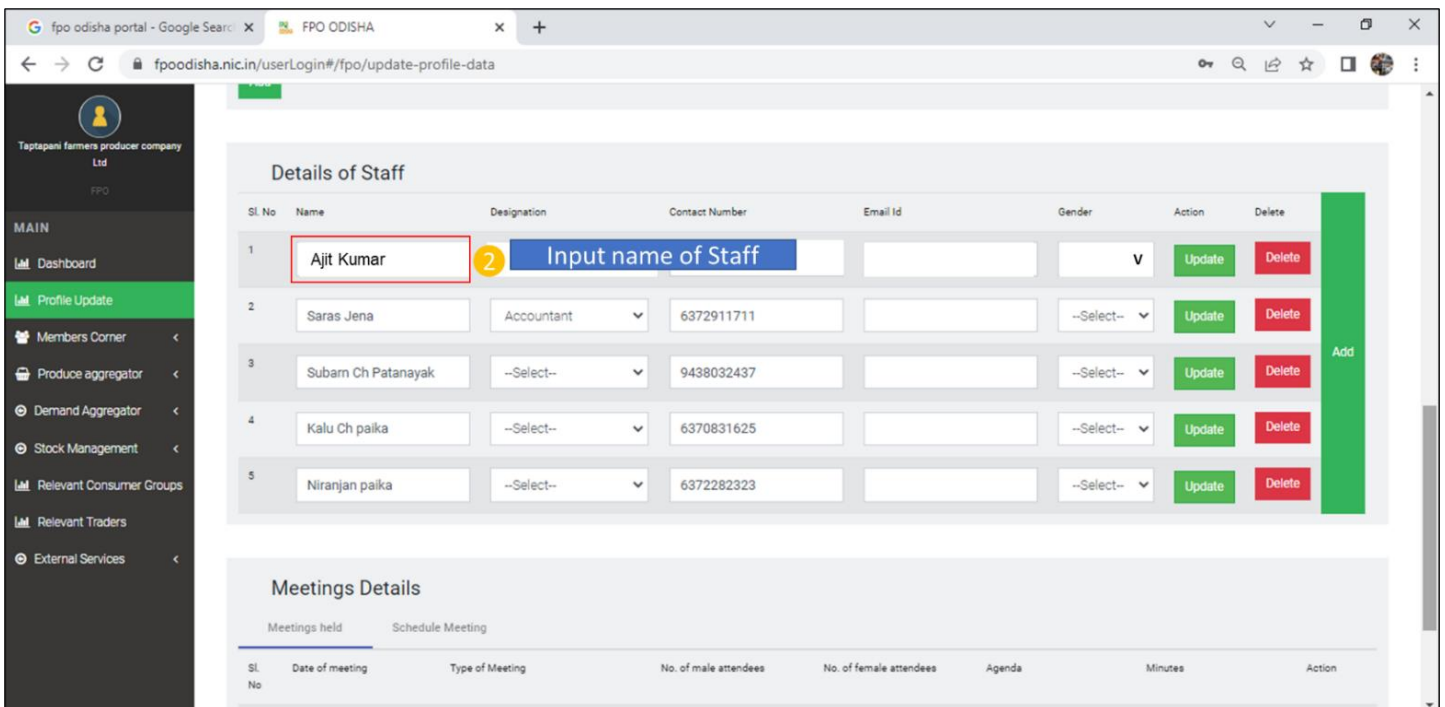
### B.iv) Details of Staff

**Path-** Login<Go to Profile update< Management Details<Details of Staff

Step 1) Click on Add Button> Blank fields against -Name, Designation, Contact Number, Email Id, Gender will be added



Step 2) Input name of staff in the field Name



Step 3) Select designation of the staff from the drop down list. Select CEO for CEO from the drop down

The screenshot shows the 'Details of Staff' table with the following data:

Sl No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	9861025192	sajitkumar463@gmail	--Select--	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	MIS	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	Admin	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

Step 4) Input contact number of the Staff

The screenshot shows the 'Details of Staff' table with the following data:

Sl No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	7718046893		V	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	--Select--	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

### Step 5) Input email id of the staff

Details of Staff

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	7718046893	sajitkumar463@gmail.com	--Select--	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	--Select--	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

Meetings Details

Meetings held | Schedule Meeting

Sl. No	Date of meeting	Type of Meeting	No. of male attendees	No. of female attendees	Agenda	Minutes	Action
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### Step 6) Select Gender from drop down list

Details of Staff

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	9861025192	sajitkumar463@gmail	--Select-- Male Female Others	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	--Select--	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

Add

Step 7) Click update to save

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. The table contains the following data:

Sl. No	Name	Designation	Contact Number	Email id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	7718046893	sajitkumar463@gmail.com	Male	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	--Select--	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

The 'Update' button for the first row is highlighted with a blue circle and the number 7. A green 'Add' button is visible on the right side of the table.

Click delete to delete record in case any staff resign.

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. The table contains the following data:

Sl. No	Name	Designation	Contact Number	Email id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO	7718046893	sajitkumar463@gmail.com	Male	Update	Delete
2	Saras Jena	Accountant	6372911711		--Select--	Update	Delete
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	Update	Delete
4	Kalu Ch paika	--Select--	6370831625		--Select--	Update	Delete
5	Niranjan paika	--Select--	6372282323		--Select--	Update	Delete

The 'Delete' button for the first row is highlighted with a red box. A green 'Add' button is visible on the right side of the table.

### B.iii) Accountant Appointed

**Path-** Login<Go to Profile update< Management Details<Details of Staff

Step 1) Input name of Accountant

The screenshot shows the 'Details of Staff' section in the FPO ODISHA portal. The table below lists the staff members:

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632gmail.co	Male	Update	Delete
2	Saras Jena	--Select--			--Select--	Update	Delete

A blue callout box with a '1' icon and the text 'Input Name of Accountant' is positioned over the 'Name' field of the second staff member.

Step 2) Select Designation- Accountant from the drop down

The screenshot shows the 'Details of Staff' section in the FPO ODISHA portal. The 'Designation' dropdown menu for the second staff member is open, showing the following options: --Select--, CEO, Accountant, MIS, Marketing Manager, Admin. A blue callout box with a '2' icon and the text 'Select accountant from drop down list' is positioned over the 'Accountant' option.



### Step 3) Input Contact Number of the accountant

The screenshot shows the 'Profile Update' page for 'Taptapani farmers producer company Ltd'. The 'Details of Staff' table is as follows:

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632gmail.co	Male	Update	Delete
2	Saras Jena	Accountant	7718046893		--Select--	Update	Delete

### Step 4) Input Email Id of the accountant

The screenshot shows the 'Profile Update' page for 'Taptapani farmers producer company Ltd'. The 'Details of Staff' table is as follows:

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632gmail.co	Male	Update	Delete
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	--Select--	Update	Delete

### Step 5) Select Gender of FPO's accountant.

The screenshot shows the 'Details of Staff' section with the following data:

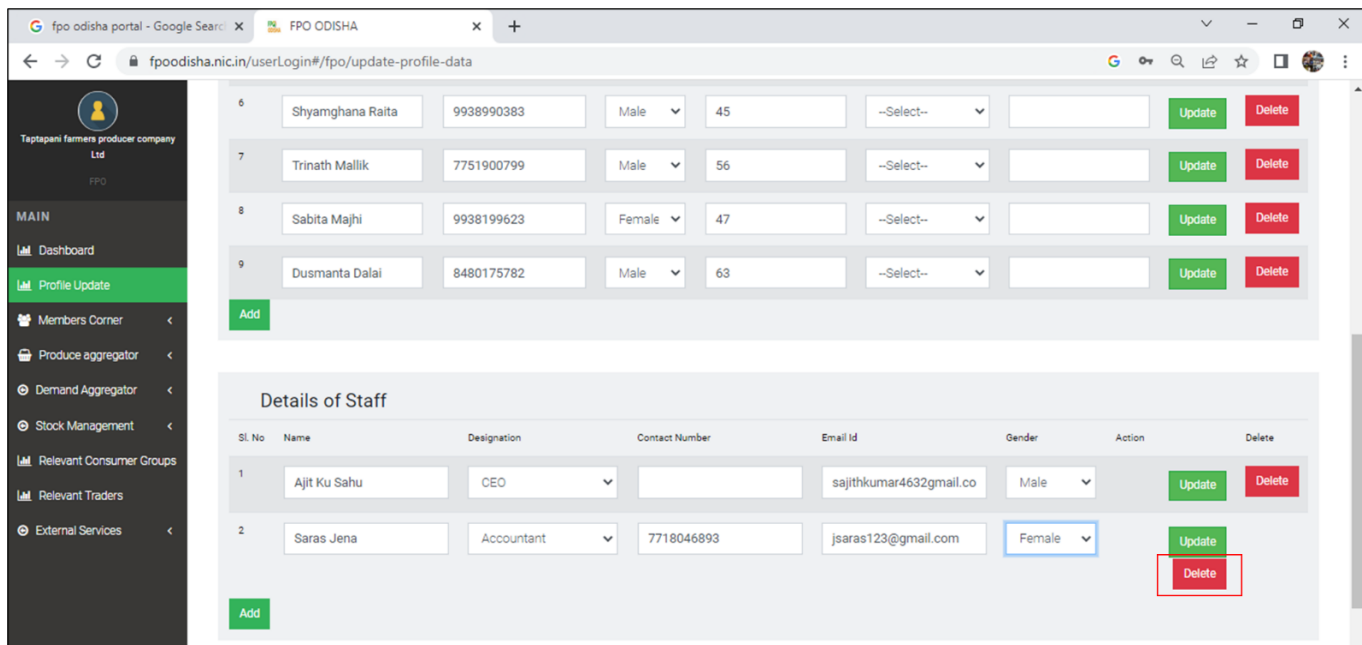
Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632gmail.co	Male	Update	Delete
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	--Select--	Update	Delete

### Step 6) click update toe save the data

The screenshot shows the 'Details of Staff' section with the following data:

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632gmail.co	Male	Update	Delete
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	Female	Update	Delete

Step 7) Click Delete to delete records of accountant (in case accountant resigns)



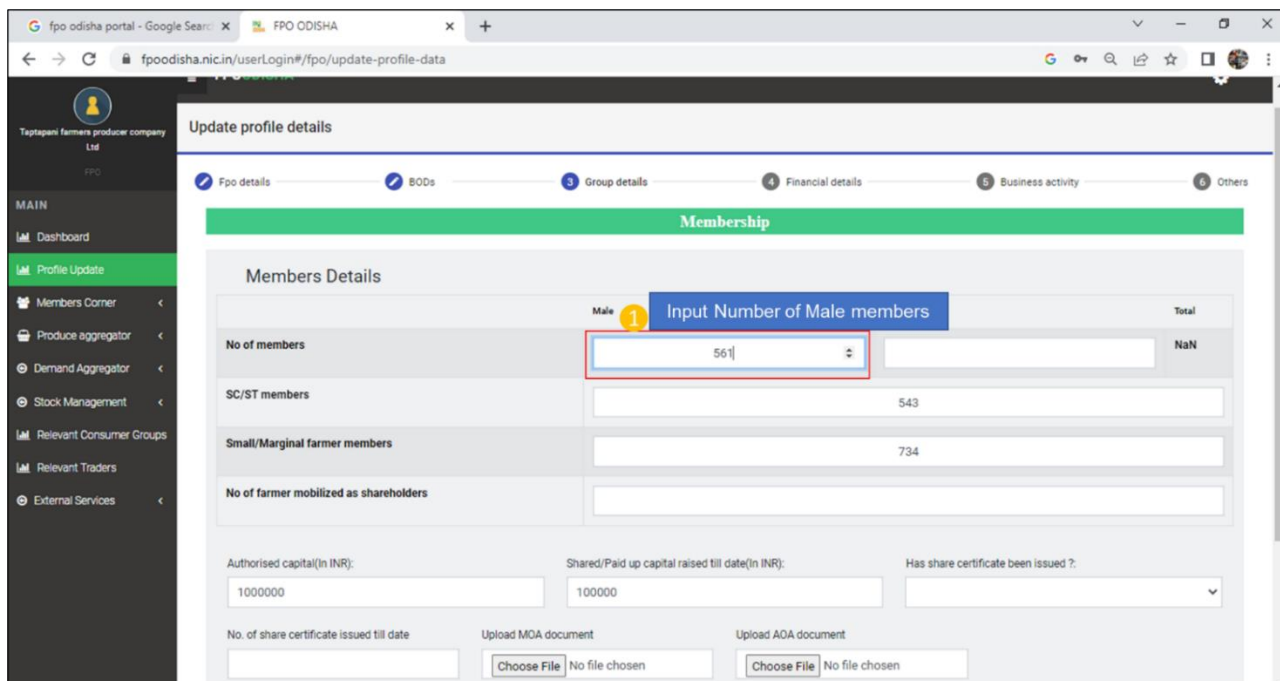
### C) Membership and Shareholder details

Path- Login<Go to Profile update< Membership and Shareholder details

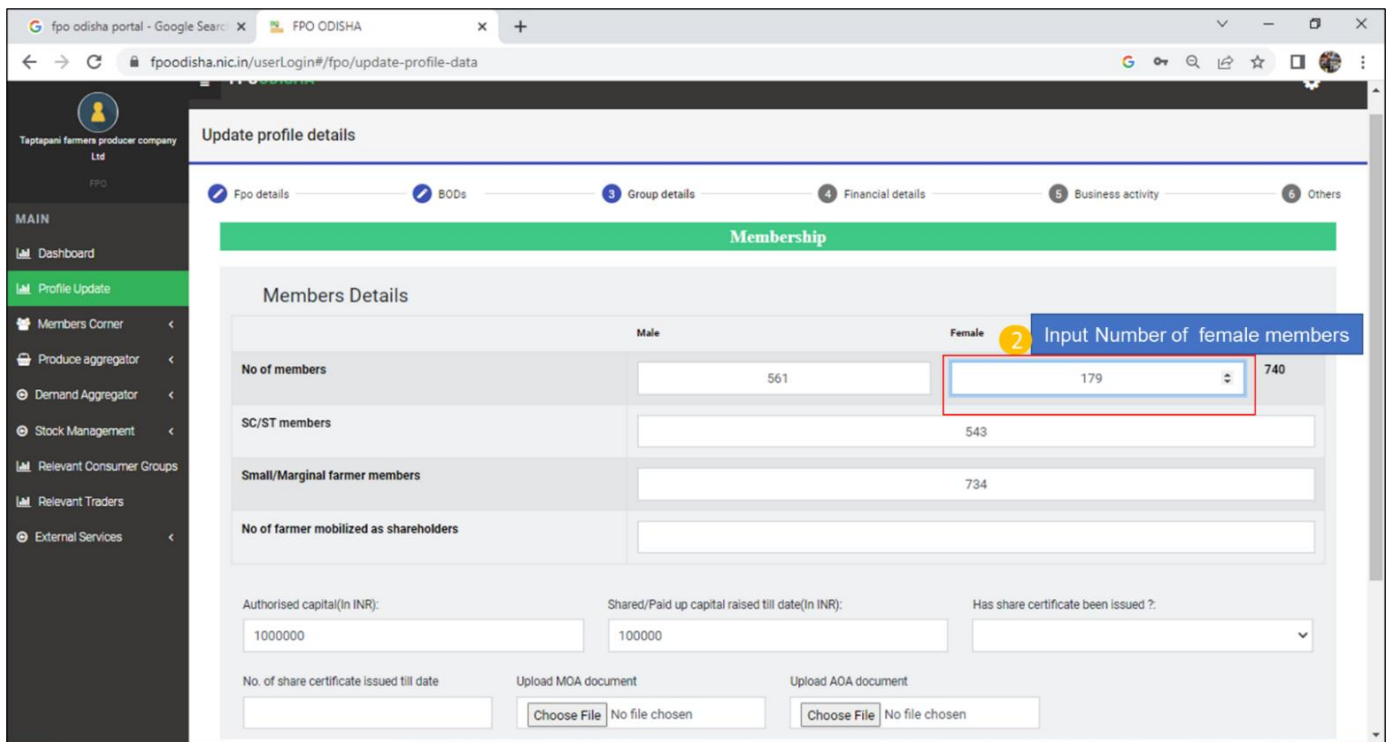
C.i) Number of Farmers Mobilized

Path- Login< Go to Profile update< Membership and Shareholder details< Go to member details

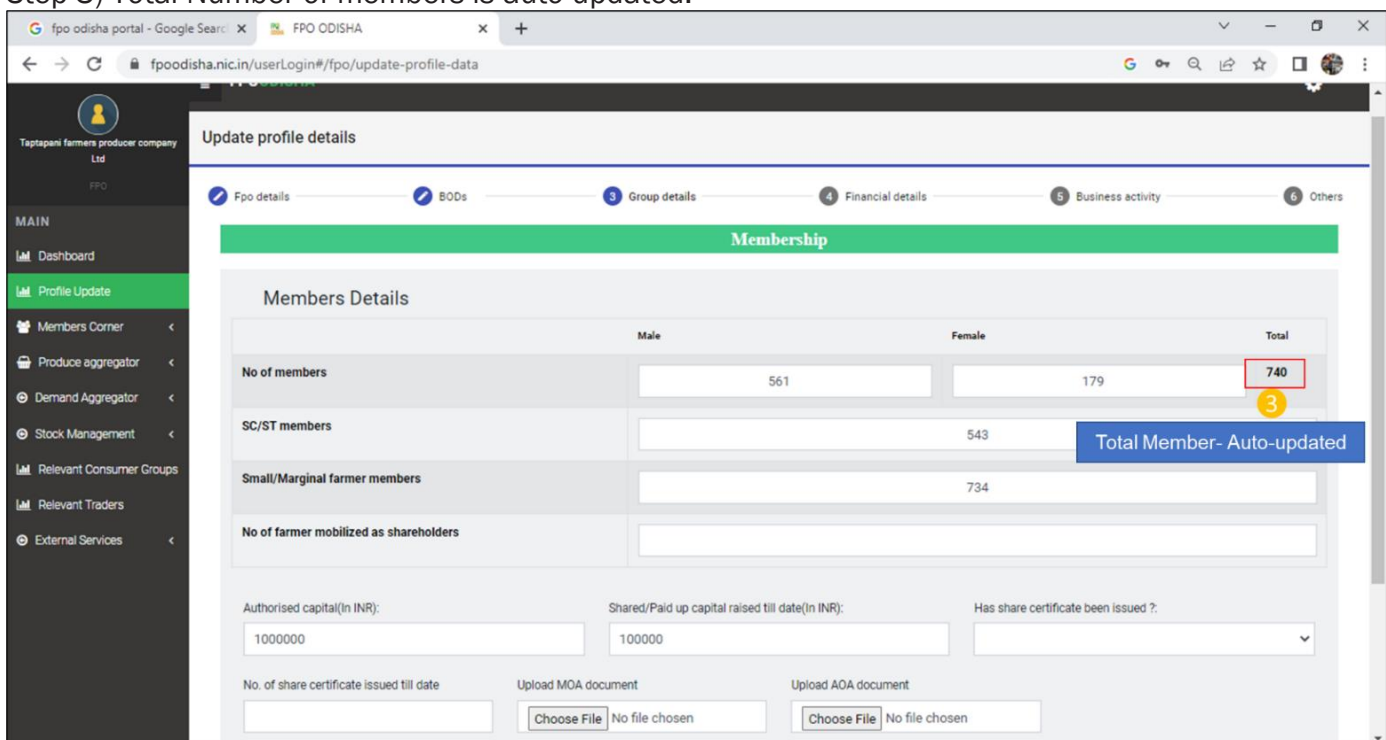
Step 1) Input number of Male members



Step 2) Input Number of Female members



Step 3) Total Number of members is auto updated.



C.ii) Number of Farmers mobilized as shareholders

Path- Login< Go to Profile update< Membership and Shareholder details< Go to member details

Update profile details

Fpo details BODs **3 Group details** 4 Financial details 5 Business activity 6 Others

**Membership**

Members Details

	Male	Female	Total
No of members	561	179	740
SC/ST members		543	
Small/Marginal farmer members		734	
No of farmer mobilized as shareholders		529	

1 Input farmers mobilized and shareholder

Authorised capital(In INR): 1000000 Shared/Paid up capital raised till date(In INR): 100000 Has share certificate been issued?:

No. of share certificate issued till date Upload MOA document Upload AOA document

C.iii) Number of Small/Marginal Farmer Members

Path- Login< Profile update< Membership and Shareholder details< Member details< Number of Small/Marginal Farmer Members

Step 1) Input Number of Male members

Update Profile Details ( All \* mark fields are mandatory. )

Incorporation Details Management Details **3 Membership & Shareholder Details** 4 Financial & Scheme assistance Details 5 Business Activities 6 Others Details

**Membership & Shareholder Details**

Members Details

Year \*: --Select--

	Male	Female	Total
Number of Members(including Shareholder & Non-Shareholders) *	561	179	740
SC/ST members		543	
Number of Small/Marginal Farmer Members* :	300		NaN
Number of Shareholder Members* :			NaN

1

Step2) Input Number of Female members

**Update Profile Details ( All \* mark fields are mandatory. )**

1 Incorporation Details   2 Management Details   3 Membership & Shareholder Details   4 Financial & Scheme assistance Details   5 Business Activities   6 Others Details

**Membership & Shareholder Details**

**Members Details**

Year \* : --Select--

	Male	Female	Total
Number of Members(including Shareholder & Non-Shareholders) * :	561	179	740
SC/ST members		543	
Number of Small/Marginal Farmer Members* :	300	440	740
Number of Shareholder Members* :			NaN

C.iv) Number of FIG actively engaged

Path- Login< Profile update< Membership and Shareholder details< Members Details

Step 1) Input Number of FIG under FPO

**Membership & Shareholder Details**

**Members Details**

Year \* : --Select--

	Male	Female	Total
Number of Members(including Shareholder & Non-Shareholders) * :	561	179	740
SC/ST members		543	
Number of Small/Marginal Farmer Members* :	300	440	740
Number of Shareholder Members* :			NaN

1

Number of FIG Under FPO : 10

Number of FIG Actively Engaged :

Authorised Capital(In INR): 1000000

Step 2) Input Number of FPO actively engaged.

**Members Details**

Year \* : --Select--

	Male	Female	Total
Number of Members(including Shareholder & Non-Shareholders) * :	561	179	740
SC/ST members		543	
Number of Small/Marginal Farmer Members* :	300	440	740
Number of Shareholder Members* :			NaN

2

Number of FIG Under FPO : 10

Number of FIG Actively Engaged : 4

Authorised Capital(In INR): 1000000

C.v) Share capital Mobilized in INR

Path- Login< Profile update< Membership and Shareholder details< Share Capital raised till date

fpo odisha portal - Google Search: x FPO ODISHA x +

fpo odisha.nic.in/userLogin#/fpo/update-profile-data

### Members Details

	Male	Female	Total
No of members	561	179	740
SC/ST members		543	
Small/Marginal farmer members		734	
No of farmer mobilized as shareholders			

1 Input Shared/ Paid up capital raised till date (INR)

Authorised capital(In INR): 1000000

Shared/Paid up capital raised till date(In INR): 100000

Has share certificate been issued?:

No. of share certificate issued till date: Upload MOA document: Upload ADA document:

Choose File No file chosen Choose File No file chosen

Back Next Update

### C.vi) Share certificate issued to FPO members

Step 1) Go to drop down Share certificate issued to FPO members- select Yes or No

Number of Members(Including Shareholder & Non-Shareholders) \*:

	561	179	740
--	-----	-----	-----

SC/ST members: 543

Number of Small/Marginal Farmer Members\*:

	300	440	740
--	-----	-----	-----

Number of Shareholder Members\*:

			NaN
--	--	--	-----

Number of FIG Under FPO: 10

Number of FIG Actively Engaged: 5

Authorised Capital(In INR): 1000000

Shared/Paid Up Capital Raised Till Date(In INR) \* : 100000

Upload ADA File(Pdf only): Choose File No file chosen

Upload MOA File(Pdf only): Choose File No file chosen

1 Share certificate issued to FPO members:

No

Select an option

Yes

No

FPO issue Dividends/ Patronage Bonus To FPO members: Select an option

FPO Extend Loan To FPO Members: Select an option

Update

C.vii) FPO issue Dividends/ Patronage Bonus To FPO members:

Step 1) Go to drop down FPO issue Dividends/ Patronage Bonus To FPO members- select Yes or No

The screenshot shows the 'Profile Update' page for 'Tapapani farmers producer company Ltd'. The page contains several input fields and dropdown menus. A red box highlights the 'FPO issue Dividends/ Patronage Bonus To FPO members' dropdown menu, which is open and shows 'Yes' selected. A yellow circle with the number '1' is next to the dropdown.

Number of Members(including Shareholder & Non-Shareholders) *	561	179	740
SC/ST members	543		
Number of Small/Marginal Farmer Members*	300	440	740
Number of Shareholder Members*			NaN

Number of FIG Under FPO: 10  
Number of FIG Actively Engaged: 5  
Authorised Capital(In INR): 1000000

Shared/Paid Up Capital Raised Till Date(In INR) \*: 100000  
Upload AOA File(Pdf only): Choose File No file chosen  
Upload MOA File(Pdf only): Choose File No file chosen

have certificate issued to FPO members: No  
FPO issue Dividends/ Patronage Bonus To FPO members: Yes  
FPO Extend Loan To FPO Members: Select an option

Update

Step 2) If the drop down FPO issue Dividends/ Patronage Bonus To FPO members is Yes, No. of times Dividends/ Patronage Bonus Issued get enabled. Input number of times Dividends/ Patronage Bonus is issued to members

The screenshot shows the 'Profile Update' page for 'Tapapani farmers producer company Ltd'. The page contains several input fields and dropdown menus. A red box highlights the 'No. of Times Dividends/ Patronage Bonus Issued' input field, which contains the value '30'. A yellow circle with the number '2' is next to the input field.

Number of Members(including Shareholder & Non-Shareholders) *	561	179	740
SC/ST members	543		
Number of Small/Marginal Farmer Members*	300	440	740
Number of Shareholder Members*			NaN

Number of FIG Under FPO: 10  
Number of FIG Actively Engaged: 5  
Authorised Capital(In INR): 1000000

Shared/Paid Up Capital Raised Till Date(In INR) \*: 100000  
Upload AOA File(Pdf only): Choose File No file chosen  
Upload MOA File(Pdf only): Choose File No file chosen

have certificate issued to FPO members: No  
FPO issue Dividends/ Patronage Bonus To FPO members: Yes  
No. of Times Dividends/ Patronage Bonus Issued: 30  
FPO Extend Loan To FPO Members: Select an option

Update

C.viii) FPO Extend Loan To FPO Members:

Step 1) Go to drop down FPO Extend Loan To FPO Members-select Yes or No



The screenshot shows the 'Profile Update' form for 'Taptapan farmers producer company Ltd'. The form includes several input fields and dropdown menus. A red box highlights the 'FPO Extend Loan To FPO Members' dropdown menu, which is open and shows the following options: 'Select an option', 'Select an option', 'Yes', and 'No'. The 'Yes' option is currently selected. A yellow circle with the number '1' is placed next to the dropdown menu.

Step 2) If the drop down FPO Extend Loan To FPO Members is Yes, Rate of Loan Repayment (in %) get enabled. Input % of Laon repayment rate by members

The screenshot shows the same 'Profile Update' form. The 'FPO Extend Loan To FPO Members' dropdown menu is now set to 'Yes'. A red box highlights the 'Rate of Loan Repayment (in %)' input field, which contains the value '50'. A yellow circle with the number '2' is placed next to the input field. The 'Update' button is visible at the bottom right of the form.

Click Update to save the input data

The screenshot shows the 'Profile Update' form with the 'Update' button highlighted by a red box. The 'Rate of Loan Repayment (in %)' field now shows '50'. The 'Update' button is located at the bottom right of the form, and there are 'Back' and 'Next' buttons below it.

## D) Financial & Scheme assistance Details- Account Details

**Path-** Login< FPO Profile update< Financial & Scheme assistance Details< Account Details

D.i) Bank Account Opened

**Path-** Login< FPO Profile update< Financial & Scheme assistance Details < Account Details

Step 1) Go the drop down- Do the FPO have a bank account. Select **Yes** from the drop down if the FPO have account. Otherwise select **No**.

If “Yes” is selected FPO next fields get enabled.

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The 'Account Details' section is active. A callout box with a red '1' points to the 'Do you have a bank account?' dropdown menu, which is open and showing 'Yes' and 'No' options. The 'Yes' option is selected. Other fields like 'Branch name', 'PAN number of the FPO', 'TAN number', and 'Do you have a trade license?' are visible but disabled.

Step 2) Select name of bank from drop down list

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The 'Account Details' section is active. A callout box with a red '2' points to the 'Name of the bank' dropdown menu, which is open and showing a list of banks. The 'STATE BANK OF INDIA' option is selected. Other fields like 'Branch name', 'Account number', 'PAN number of the FPO', and 'Do you have a trade license?' are visible and enabled.

### Step 3) Input Bank Branch name

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The 'Financial and Legal' section is highlighted in green. Under 'Account Details', the 'Do you have a bank account?' dropdown is set to 'Yes'. The 'Name of the bank' dropdown is set to 'STATE BANK OF INDIA'. The 'Branch name' dropdown is open, showing a list of branches including 'AMBAPUA', 'HIGHCOURT CAMPUS', 'TEMPLE ROAD', 'RBOV, BHUBANESWAR', 'VYASANAGAR', 'REGIONAL BUSINESS OFFICE BARIPADA', 'MATHURA', 'JALDA', 'CHASAKHANDA', 'GUMMA', 'KINJIREKELA', 'KOMTALPETA', 'RESHAM', 'CHANDAPUR', and 'BISWANATHPUR'. A blue callout box with a yellow '3' points to the dropdown menu with the text 'Select Branch name from drop down'.

### Step 4) Input Bank Account number

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The 'Financial and Legal' section is highlighted in green. Under 'Account Details', the 'Do you have a bank account?' dropdown is set to 'Yes'. The 'Name of the bank' dropdown is set to 'STATE BANK OF INDIA'. The 'Branch name' dropdown is set to 'RATNAGIRI'. The 'Account number' field is highlighted with a blue callout box and a yellow '4' with the text 'Input Bank Account Number'. The account number '3687624567889' is entered in the field. The 'PAN number of the FPO' and 'TAN number' fields are empty. An 'Update' button is visible in the bottom right corner.

## Step 5) Input PAN Number of FPO

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The user is logged in as 'Taptapani farmers producer company Ltd'. The page has a progress bar with six steps: 1. Fpo details, 2. BODs, 3. Group details, 4. Financial details, 5. Business activity, and 6. Others. The 'Financial and Legal' section is highlighted in green. Under 'Account Details', there are fields for 'Do you have a bank account?' (Yes), 'Name of the bank' (STATE BANK OF INDIA), 'Branch name' (RATNAGIRI), 'Account number' (3687624567889), 'PAN number of the FPO' (AAFCT9302D), and 'TAN number'. A blue box highlights the 'PAN number of the FPO' field, and a yellow circle with the number '5' is next to it. Below this field is a blue button that says 'Input PAN number of FPO'. An 'Update' button is visible at the bottom right of the form.

## Step 6) Input TAN Number of FPO

The screenshot shows the 'Update profile details' page on the FPO ODISHA portal. The user is logged in as 'Taptapani farmers producer company Ltd'. The page has a progress bar with six steps: 1. Fpo details, 2. BODs, 3. Group details, 4. Financial details, 5. Business activity, and 6. Others. The 'Financial and Legal' section is highlighted in green. Under 'Account Details', there are fields for 'Do you have a bank account?' (Yes), 'Name of the bank' (STATE BANK OF INDIA), 'Branch name' (RATNAGIRI), 'Account number' (35647892346), 'PAN number of the FPO' (12345678), and 'TAN number' (E03028). A blue box highlights the 'TAN number' field, and a yellow circle with the number '6' is next to it. Below this field is a blue button that says 'Input TAN number of FPO'. An 'Update' button is visible at the bottom right of the form.

## Step 7) Input Digital transaction percentage Figure

## D.ii) Financial Year wise Turnover Data

**Path-** Login< FPO Profile update< Financial & Scheme assistance Details < Financial Year wise Turnover Data

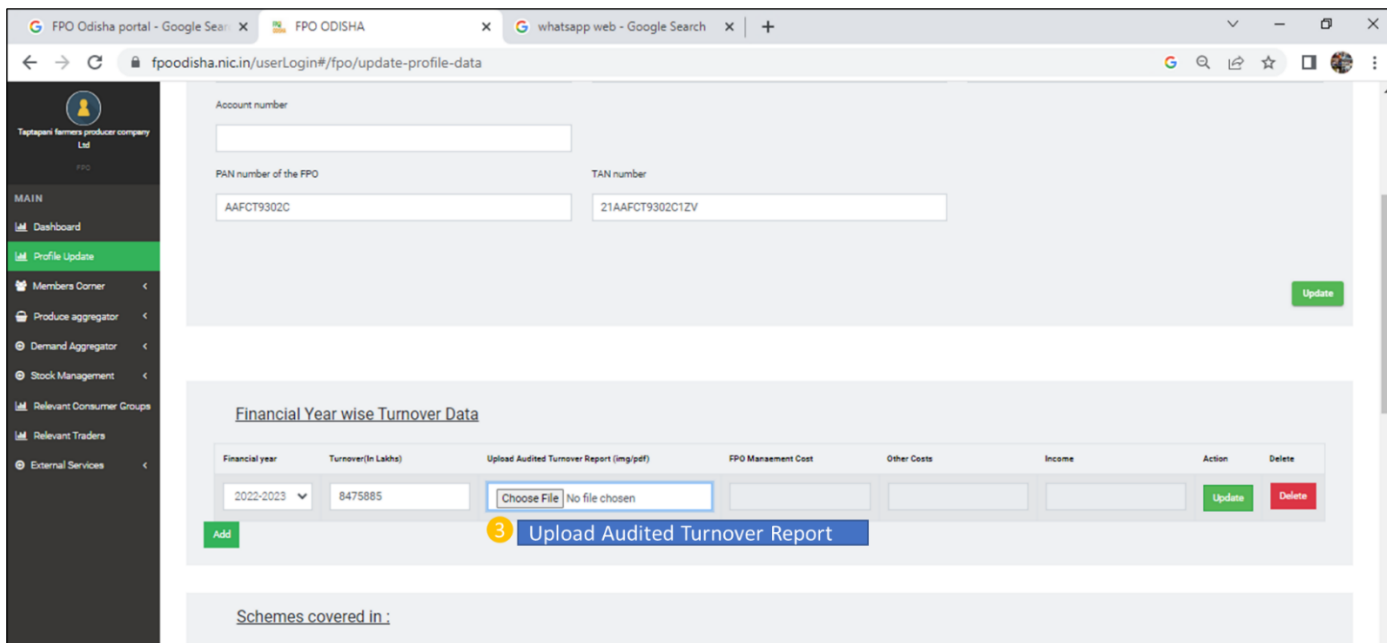
**Step1)** Select Financial year from the financial year drop down

The screenshot shows the 'Financial Year wise Turnover Data' form in the FPO Odisha portal. The form includes fields for Account number, PAN number of the FPO, and TAN number. Below these fields is a table for entering turnover data. The table has columns for Financial year, Turnover(In Lakhs), Upload Audited Turnover Report (img/pdf), FPO Management Cost, Other Costs, Income, Action, and Delete. The 'Financial year' dropdown menu is open, showing options: 2022-2023, 2023-2024, 2024-2025, and 2025-2026. A blue callout box with a yellow circle and the number '1' points to the dropdown, with the text 'Select Financial Year from the drop down'.

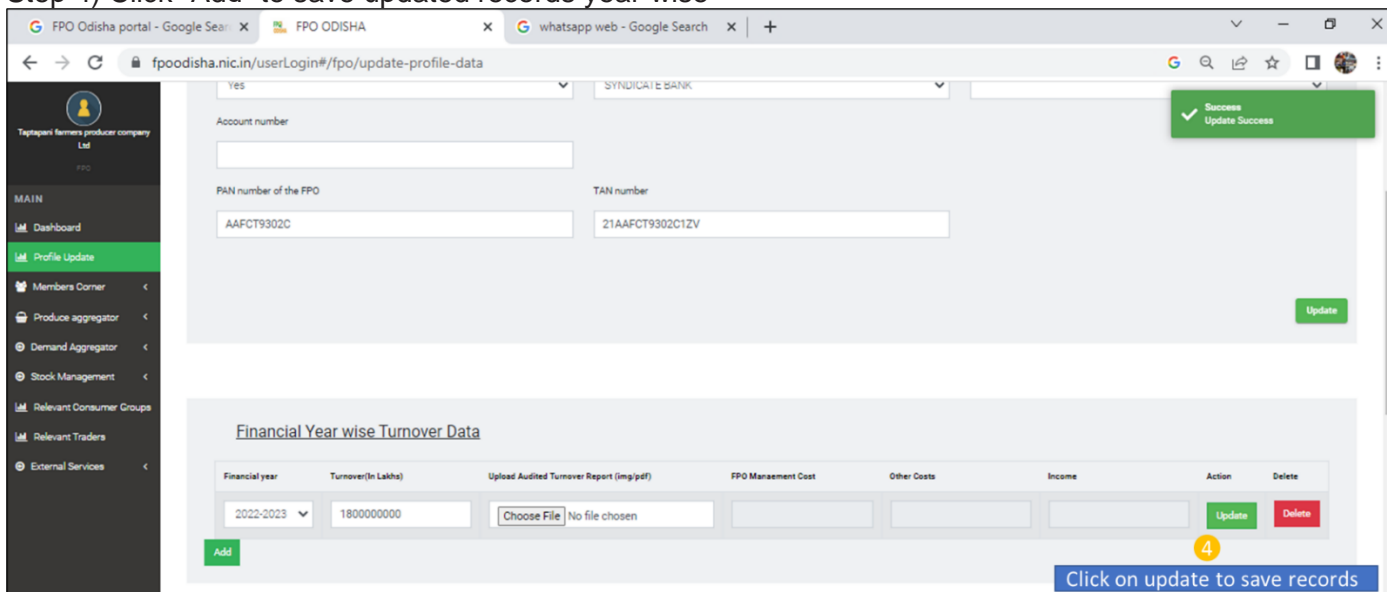
**Step 2)** Input Turn-over value

The screenshot shows the 'Financial Year wise Turnover Data' form in the FPO Odisha portal. The 'Turnover(In Lakhs)' field is highlighted with a blue callout box containing a yellow circle and the number '2', with the text 'Input Turnover value'.

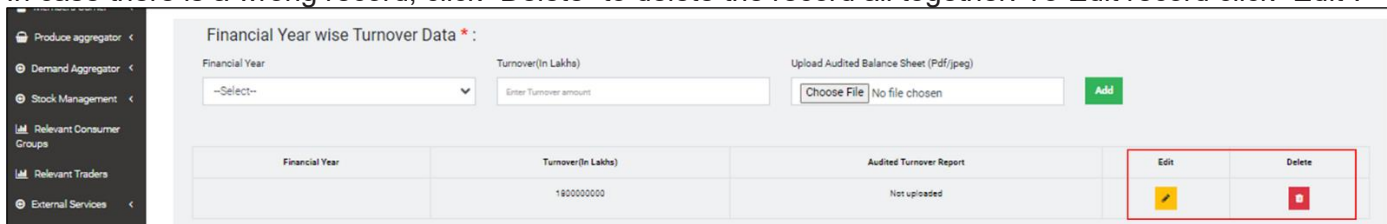
**Step 3)** Upload Audited Financial report corresponding to the financial year (non-mandatory)



Step 4) Click “Add” to save updated records year-wise



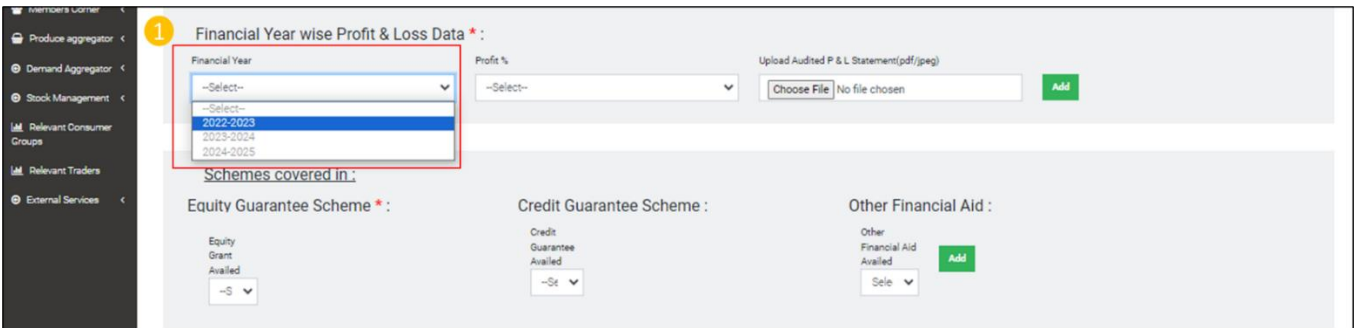
In case there is a wrong record, click “Delete” to delete the record all together. To Edit record click “Edit”.



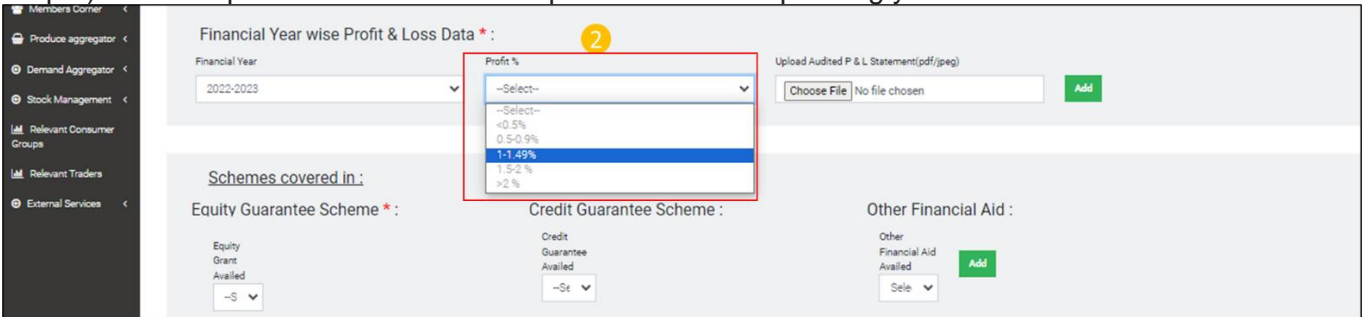
D.iii) Financial Year wise Profit & Loss Data

**Path-** Login< FPO Profile update< Financial & Scheme assistance Details < Financial Year wise Profit & Loss Data

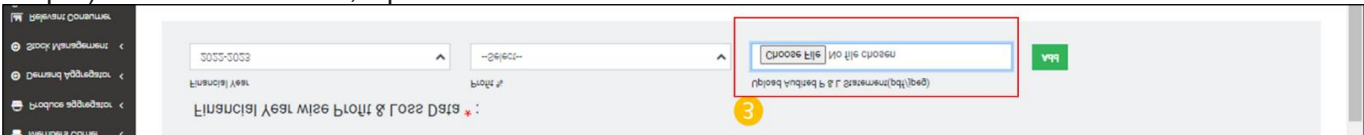
Step1) Select Financial year from the financial year drop down



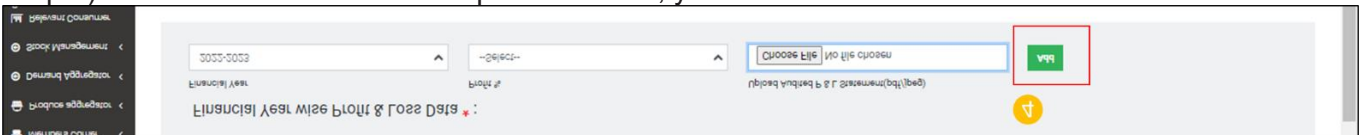
Step 2) Go to drop down Profit % - Select profit % for corresponding year



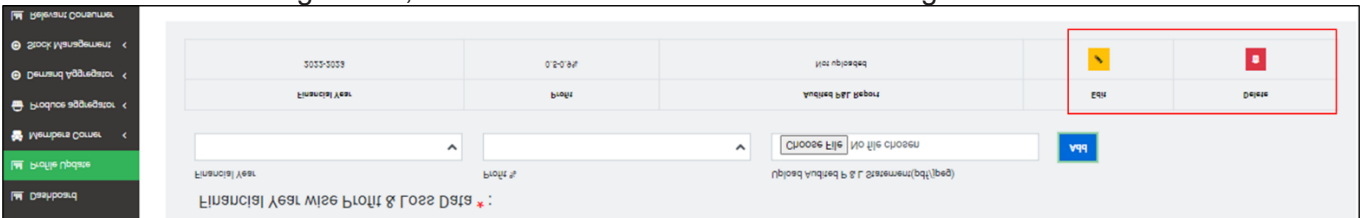
Step 3) Go to "Choose file; Upload Year-wise P&L Statement



Step 4) Click "Add" Button to save updated record, year-wise



In case there is a wrong record, click "Delete" to delete the record all together. To Edit record click "Edit".



#### D. iv) Equity Grant availed

**Path-** Login< Profile update< Financial & Scheme assistance Details< Scheme covered in<Equity Guarantee Scheme  
Step 1)Click the drop down under Equity Grant availed, select “Yes” if availed, if not select “No”

The screenshot shows the 'Equity Guarantee Scheme' section of the FPO ODISHA portal. A table lists the scheme details. The 'Equity Grant availed' column has a dropdown menu open, showing options 'yes', '--Select--', 'yes', and 'no'. A blue callout box with a yellow circle containing '1' points to the dropdown and contains the text 'Select "Yes" or "No" from the drop down as applicable'.

Sl. No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete	Add
1	yes	Applied	fd	2021-2022	52	dg	Update	Delete	Add

#### Step 2) Input Name of Granting Organization

The screenshot shows the 'Equity Guarantee Scheme' section of the FPO ODISHA portal. The 'Name of Granting Organization' field in the table is highlighted with a blue callout box containing a yellow circle with '3' and the text 'Input Name of Granting Organization'.

Sl. No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete	Add
1	yes	Applied	SFAC	2021-2022	52	dg	Update	Delete	Add



Step 3) In case FPO has already availed equity, select Year of equity availed from the drop-down list

The screenshot shows the 'Profile Update' page for 'Taptapani farmers producer company Ltd'. At the top, there are input fields for the year (2022-2023), a unique identifier (8475885), and a file upload button. Below this, a section titled 'Schemes covered in :' contains three sub-sections: 'Equity Guarantee Scheme', 'Credit Guarantee Scheme', and 'Other Scheme'. The 'Equity Guarantee Scheme' section has a table with the following data:

Sl.No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete
1	yes	Applied	SFAC	2021-2022	52	dg	Update	Delete

Below the table are 'Add', 'Update', and 'Delete' buttons. A blue callout box with a yellow circle containing the number 4 points to the 'Year Of Equity Availed' dropdown menu, which is currently open and showing options: 2021-2022, 2022-2023, and 2023-2024. The text 'Select year of equity availed' is written in the callout box.

Step 4) If Equity grant is already availed, Input the amount of Equity Grant availed.

This screenshot is similar to the previous one, but the 'Amount of equity grant availed' field in the 'Equity Guarantee Scheme' table is now highlighted with a blue border and contains the value '310000'. A blue callout box with a yellow circle containing the number 5 points to this field, with the text 'Input Amount of equity grant availed'.

Sl.No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete
1	yes	Applied	SFAC	2021-2022	310000		Update	Delete

## Step 5) Input purpose of Grant utilization

Schemes covered in :

Equity Guarantee Scheme

Sl. No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete	Add
1	yes	Applied	SFAC	2021-2022	310000	tablistment of input shop	Update	Delete	Add

Credit Guarantee Scheme  
No data

Other Scheme  
No data

Loan Availed

## Step 6) Click "Update" to save updated records successfully.

Schemes covered in :

Equity Guarantee Scheme

Sl. No	Equity Grant availed	Status	Name of Granting Organization	Year Of Equity Availed	Amount of equity grant availed	Purpose of Grant utilization	Action	Delete	Add
1	yes	Availed already	SFAC	2022-2023	310000	CHC infrastructure	Update	Delete	Add

Credit Guarantee Scheme  
No data

Other Scheme  
No data

Loan Availed

In case there is a wrong record, click "Delete" to delete the record all together. To edit a existing record click "Edit" in the table of records

Schemes covered in :

Equity Guarantee Scheme \* :

Equity Grant Availed:  Name of Granting Organization:  Year Of Equity Availed:  Amount of Equity Grant Availed:

Purpose Of Grant Utilization:

Add

Equity Grant availed	Name of Granting Organization	Year Of Equity Availed	Amount of Equity Grant Availed	Purpose of Grant utilization	Edit	Delete
Yes	NABARD	2020-2023	500000	Processing facility	<input type="checkbox"/>	<input type="checkbox"/>

## D. v) Other Financial Aid

**Path-** Login < Profile update < Financial & Scheme assistance Details < Scheme covered in < Other Financial Aid  
**Step 1)** Go to other financial aid availed drop-down list. If availed select “Yes” if not availed select “No”.

Other Financial Aid :

Other Financial Aid Availed: Yes (selected)

Type Of Financial Aid: Other Grant

Name Of Scheme/ Grant: Enter Name of Organization

Purpose of Financial Aid Utilization: Enter Purpose

Amount of Grant: Enter Amount of Grant

Add

**Step 2)** If response to other financial aid availed drop down is Yes. Rest of the fields get enabled. Go to Type of Financial aid drop-down- Select Government Scheme if any government grant/ scheme availed or select other grant if grant availed from any other sources like CSR fund/ Bilateral organization aid etc.

Other Financial Aid :

Other Financial Aid Availed: Yes

Type Of Financial Aid: Government Scheme (selected)

Name Of Scheme/ Grant: Enter Name of Organization

Amount of Grant: Enter Amount of Grant

Purpose of Financial Aid Utilization: Enter Purpose

Add

**Step 3)** Input Name of Scheme/ grant under which support availed

Other Financial Aid :

Other Financial Aid Availed: Yes

Type Of Financial Aid: Other Grant

Name Of Scheme/ Grant: Capacity building grant

Amount of Grant: Enter Amount of Grant

Purpose of Financial Aid Utilization: Enter Purpose

Add

**Step 4)** Input value of grant in the Amount of grant field

Other Financial Aid :

Other Financial Aid Availed: Yes

Type Of Financial Aid: Other Grant

Name Of Scheme/ Grant: Capacity building grant

Amount Of Grant: 40000

Purpose of Financial Aid Utilization: Enter Purpose

Add

**Step 5)** Input the purpose for which grant is being used in the filed – Purpose of Financial aid utilization.

Other Financial Aid :

Other Financial Aid Availed: Yes

Type Of Financial Aid: Other Grant

Name Of Scheme/ Grant: Capacity building grant

Amount Of Grant: 400000

Purpose of Financial Aid Utilization: Training on processing of millets

Add

**Step 6)** Click “Add” to save updated records

Other Financial Aid :

Other Financial Aid Availed: Yes

Type Of Financial Aid: Other Grant

Name Of Scheme/ Grant: Capacity building grant

Amount Of Grant: 400000

Purpose of Financial Aid Utilization: Training on processing of millets

Add

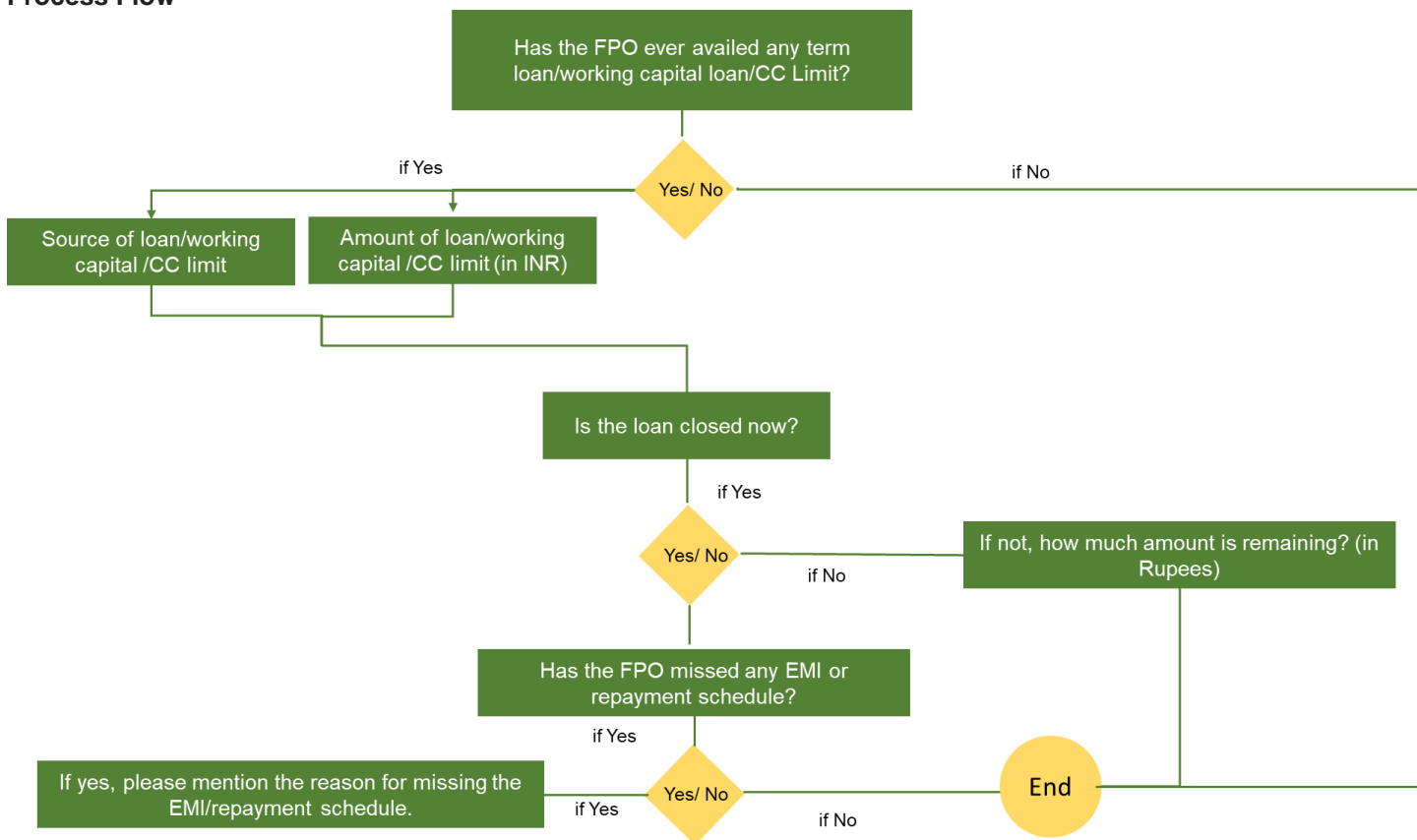
In case there is a wrong record, click “Delete” to delete the record all together. To edit a existing record click

“Edit” in the table of records.

Other financial Aid Availed	Type Of Financial Aid	Name Of Organization	Amount Of Grant	Purpose	Edit	Delete
Yes	Other grant	Capacity building grant	400000	Training on processing of millets		

### D.vi) Loan availed (FPOs received loan from bank)

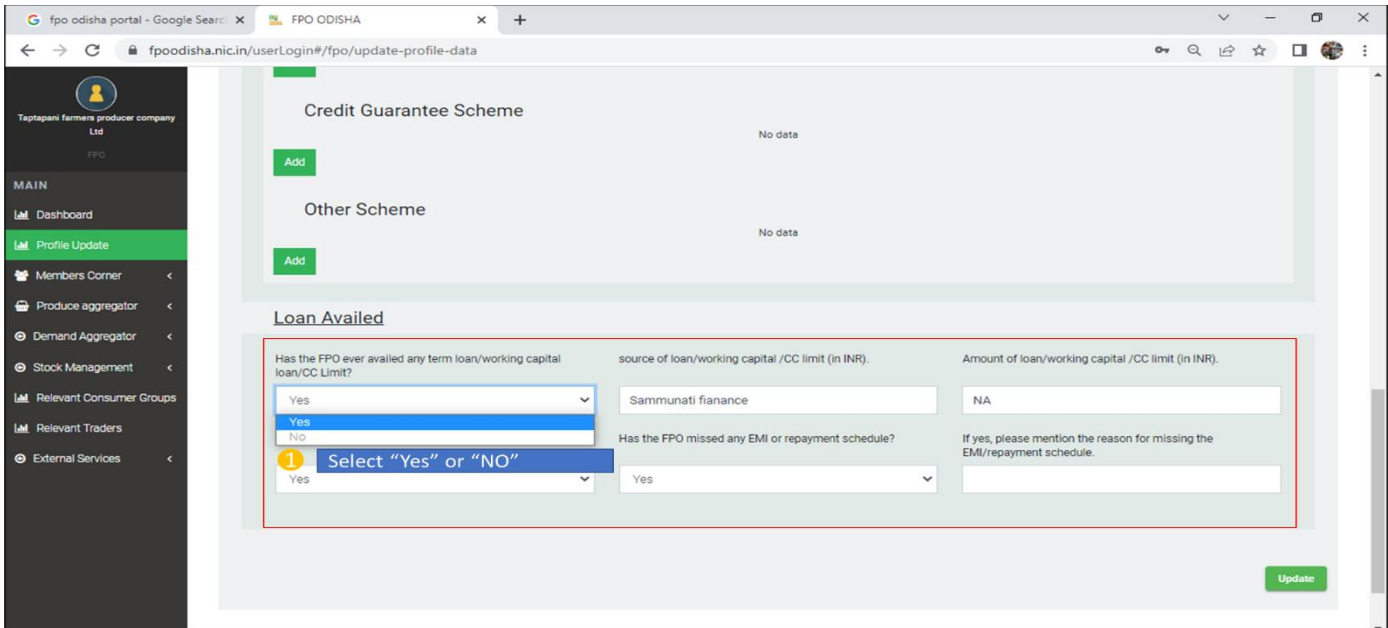
#### Process Flow-



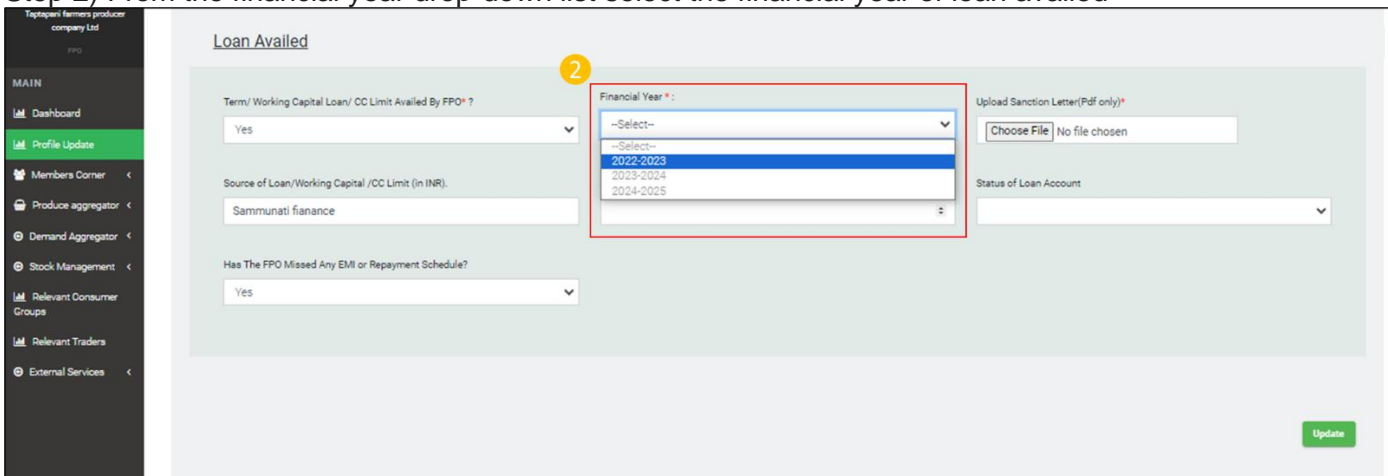
**Path-** Login<Go to Profile update< Financial & Scheme assistance Details details< Loan availed.

Follow the Process flow step wise

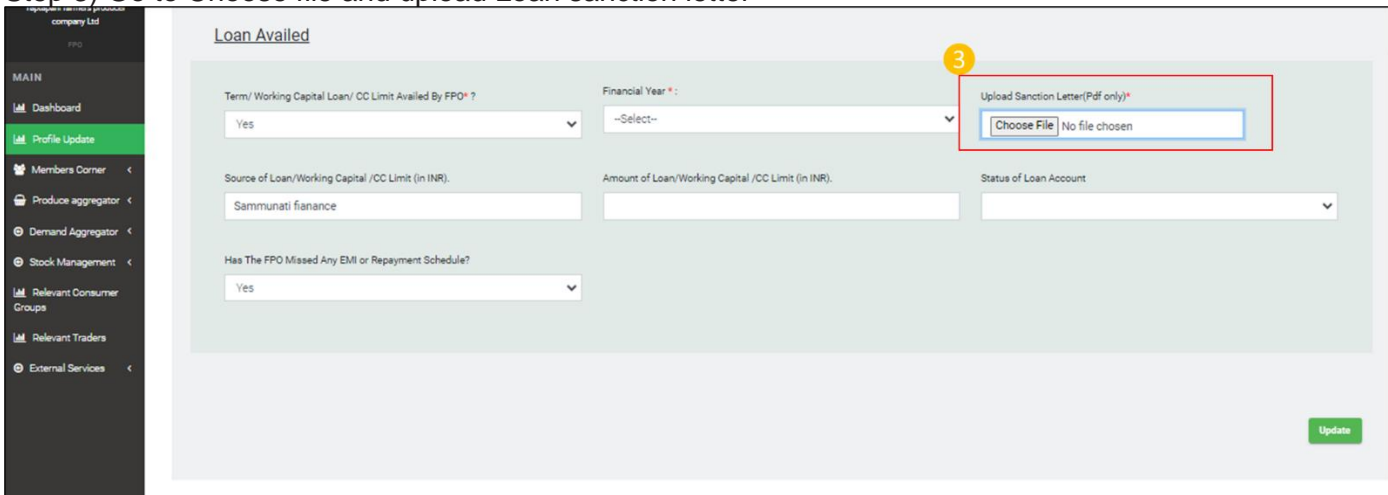
Step 1) From the drop down select “Yes” or “No” for Has the FPO ever availed any term loan/working capital loan/CC Limit?



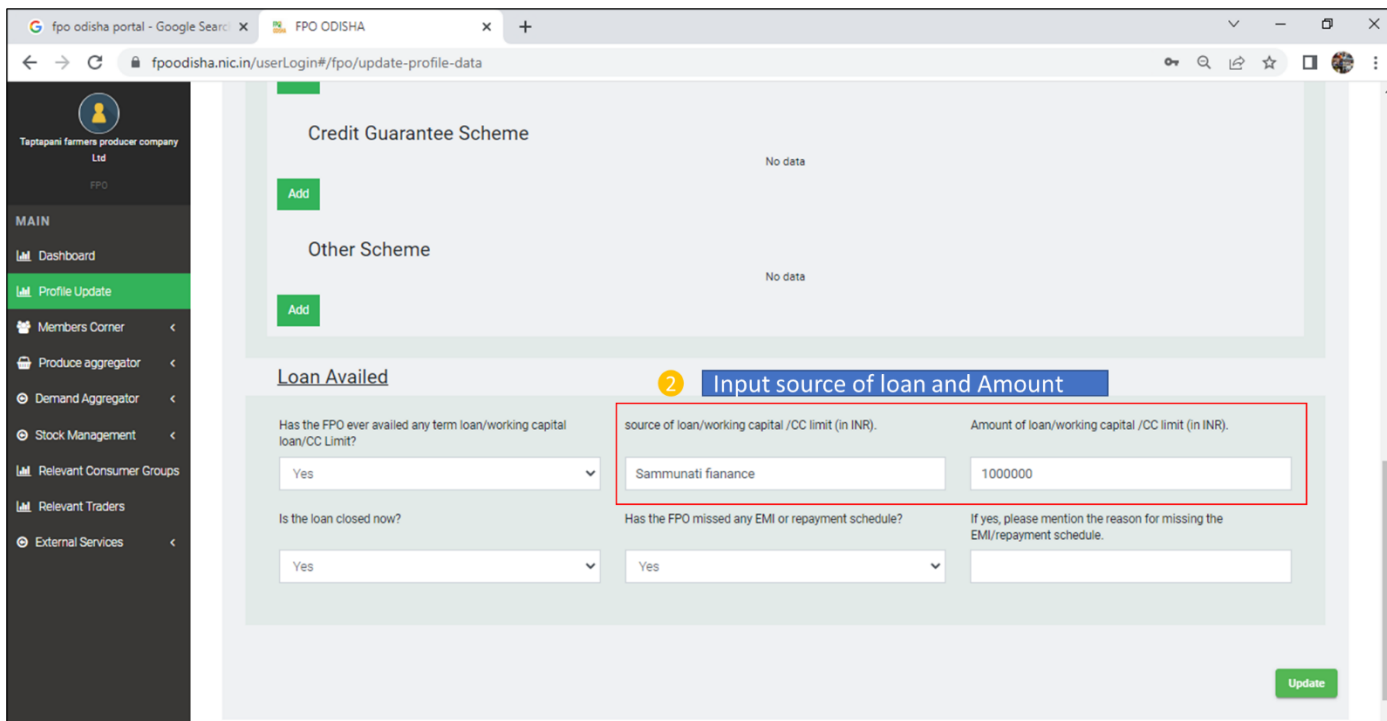
Step 2) From the financial year drop-down list select the financial year of loan availed



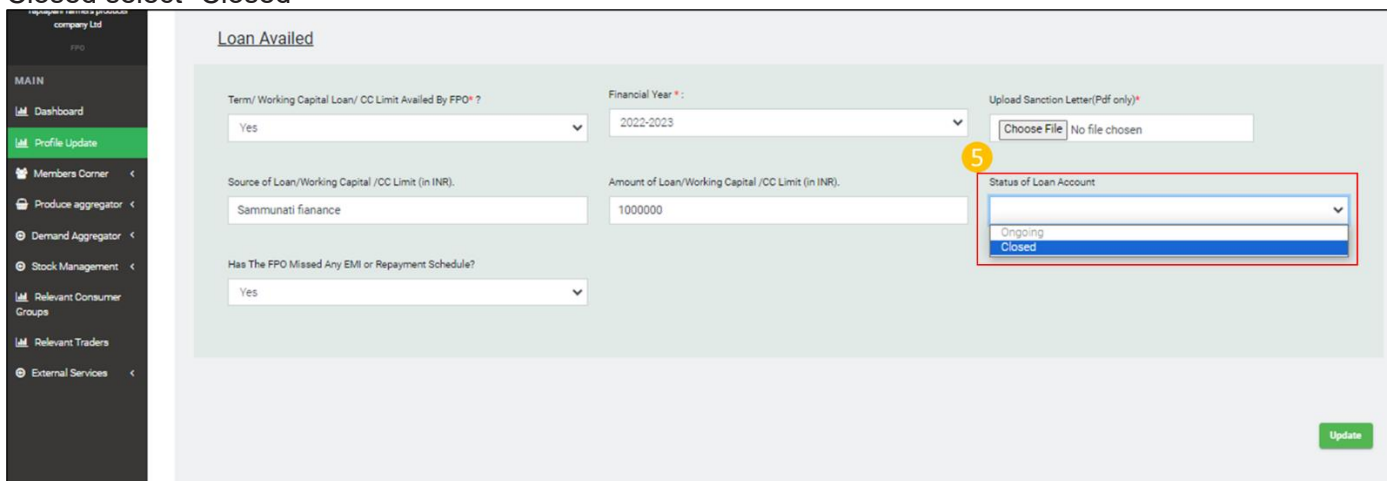
Step 3) Go to Choose file and upload Loan sanction letter



Step 4) Input Source an Amount of Loan/Working Capital /CC Limit (in INR).



Step 5) Go to drop down list Status of loan account- Select “Ongoing” if the loan is still being paid, or if loan is Closed select “Closed”



Step 6) If response to Status of loan account is “Closed” a new drop field will be enabled – “ Status of Closure”  
 From the drop field choose “successfully closed” if repayments completed and account closed or Choose defaulted if FPO failed to repay the loan

The screenshot shows the 'Loan Aailed' form with the following fields:
 

- Term/ Working Capital Loan/ CC Limit Aailed By FPO\* ? : Yes
- Financial Year\* : 2022-2023
- Upload Sanction Letter(Pdf only)\* : Choose File | No file chosen
- Source of Loan/Working Capital /CC Limit (in INR) : Sammunati finance
- Amount of Loan/Working Capital /CC Limit (in INR) : 1000000
- Status of Loan Account : Closed
- Status of Closure\* : --Select-- (dropdown menu open showing options: --Select--, --Select--, Successfully Closed, Defaulted)
- Has The FPO Missed Any EMI or Repayment Schedule? : Yes

 A red box highlights the 'Status of Closure\*' dropdown menu, and a yellow circle with the number 6 is positioned to its left. An 'Update' button is visible at the bottom right.

Step 7) Go to the drop-down field- Has The FPO Missed Any EMI or Repayment Schedule?- select “Yes” if so otherwise select “No”

The screenshot shows the 'Loan Aailed' form with the following fields:
 

- Term/ Working Capital Loan/ CC Limit Aailed By FPO\* ? : Yes
- Financial Year\* : 2022-2023
- Upload Sanction Letter(Pdf only)\* : Choose File | No file chosen
- Source of Loan/Working Capital /CC Limit (in INR) : Sammunati finance
- Amount of Loan/Working Capital /CC Limit (in INR) : 1000000
- Status of Loan Account : Closed
- Status of Closure\* : --Select--
- Has The FPO Missed Any EMI or Repayment Schedule? : No (dropdown menu open showing options: No, Yes, No)

 A red box highlights the 'Has The FPO Missed Any EMI or Repayment Schedule?' dropdown menu, and a yellow circle with the number 7 is positioned to its left. An 'Update' button is visible at the bottom right.

Step 8) If response to field Has The FPO Missed Any EMI or Repayment Schedule is “No”, a new field If -No ,Mention The Reason For Missing EMI/Repayment Schedule gets enabled. Input the reason for missing EMI/Repayment

The screenshot shows the 'Loan Aailed' form with the following fields:
 

- Term/ Working Capital Loan/ CC Limit Aailed By FPO\* ? : Yes
- Financial Year\* : 2022-2023
- Upload Sanction Letter(Pdf only)\* : Choose File | No file chosen
- Source of Loan/Working Capital /CC Limit (in INR) : Sammunati finance
- Amount of Loan/Working Capital /CC Limit (in INR) : 1000000
- Status of Loan Account : Closed
- Status of Closure\* : --Select--
- Has The FPO Missed Any EMI or Repayment Schedule? : Yes
- If yes,Mention The Reason For Missing EMI/Repayment Schedule. : (text input field)

 A red box highlights the 'If yes,Mention The Reason For Missing EMI/Repayment Schedule.' text input field, and a yellow circle with the number 8 is positioned to its left. An 'Update' button is visible at the bottom right.

Step 9) Click on “Update” to save Updated records.

**Loan Aailed**

Term/ Working Capital Loan/ CC Limit Aailed By FPO\* ?  
Yes

Financial Year\* :  
2022-2023

Upload Sanction Letter(Pdf only)\*  
Choose File No file chosen

Source of Loan/Working Capital /CC Limit (in INR).  
Sammunati fianance

Amount of Loan/Working Capital /CC Limit (in INR).  
1000000

Status of Loan Account  
Closed

Status of Closure\* :  
-Select-

Has The FPO Missed Any EMI or Repayment Schedule?  
Yes

If yes,Mention The Reason For Missing EMI/Repayment Schedule.

**9** Update

Back Next



## E) Business activity details

**Path-** Login<Go to Profile update< Business Activity Details.

E.i) Primary business activities

**Path-** Login< Profile update< Business activity Details< Primary business activities

Step 1) Select primary business done by FPO by checking boxes

E.ii) Business Activity Details of FPO

**Path-** Login< Profile update< Business activity Details< Business Activity Details of FPO

Step 1) Go to drop down Financial Year- select financial year

Step 2) Go to drop down List of primary Business Activities- select primary business activities under the FPO

Step 3) Go to No. of member farmers purchasing/selling/engaged- Input number of FPO members availing /engaged in the primary business activities

**Business Activity Details of FPO :**

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing

No. of member farmers purchasing/selling/engaged:  (Step 3)

No. of member non farmers purchasing/selling/engaged:

Value of Transaction (In INR):

Step 4) Go to No. of non member farmers purchasing/selling/engaged- Input number of non-member farmers members availing/ engaged in the primary business activities

**Business Activity Details of FPO :**

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing

No. of member farmers purchasing/selling/engaged:

No. of member non farmers purchasing/selling/engaged:  (Step 4)

Value of Transaction (In INR):

Step 5) Input value of transaction

**Business Activity Details of FPO :**

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing

No. of member farmers purchasing/selling/engaged:

No. of member non farmers purchasing/selling/engaged:

Value of Transaction (In INR):  (Step 5)

Step 6) Click “Add” to update record

**Business Activity Details of FPO :**

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing

No. of member farmers purchasing/selling/engaged:

No. of member non farmers purchasing/selling/engaged:

Value of Transaction (In INR):

(Step 6)

### E.iii) Business Readiness of FPO

**Path-** Login<Go to Profile update< Business Activity Details< Business Readiness of FPO

#### E.iii.a) Business Plan

Step 1) Select financial year from drop-down list

**Business Readiness of FPO :**

**Business Plan :**

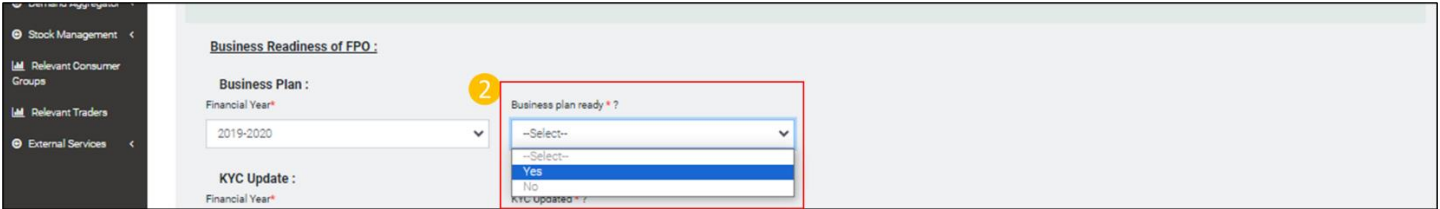
Financial Year\*  (Step 1)

Business plan ready \* ?

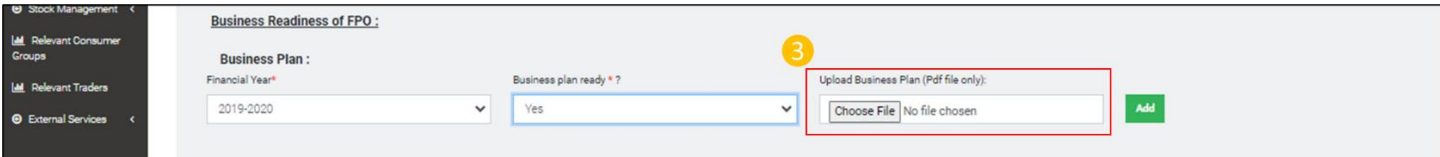
Upload Business Plan (Pdf file only):  No file chosen

KYC Updated \* ?

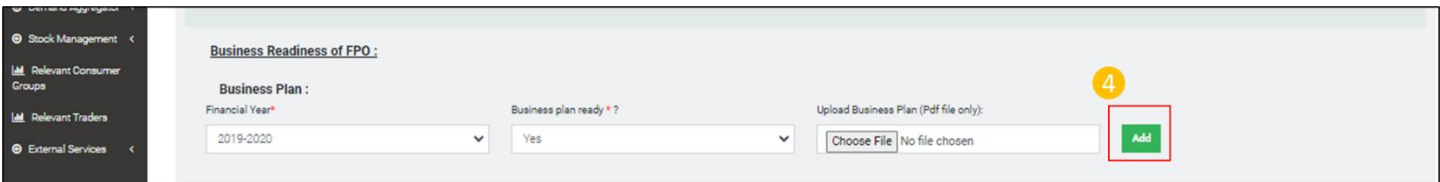
Step 2) Go to drop down- Business plan ready \* ?- Select “Yes” if business plan is ready for corresponding financial year otherwise select “No”



Step 3) Click on choose file to upload business plan



Step 4) Click “Add” to save the updates

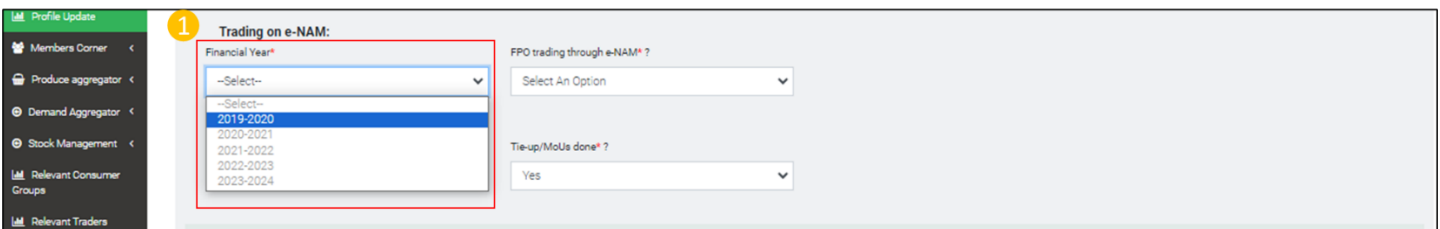


Follow the same steps for updating KYC, Annual Audit, ITR Filling, RoC Filling.

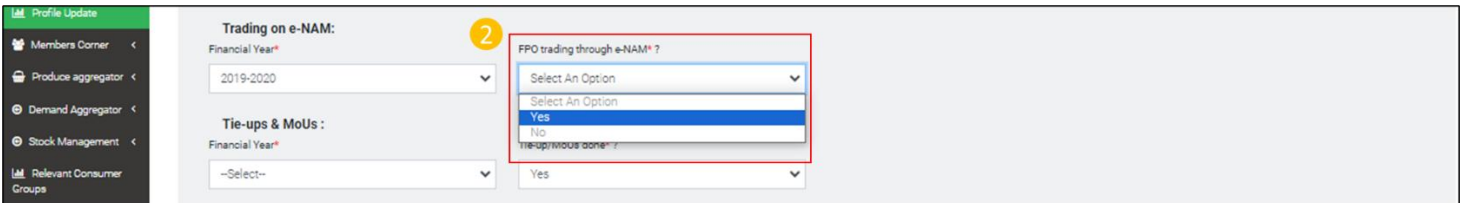
E.iii.b) Trading on e-NAM:

**Path-** Login< Profile update< Business activity Details< Primary business activities< Business Readiness of FPO

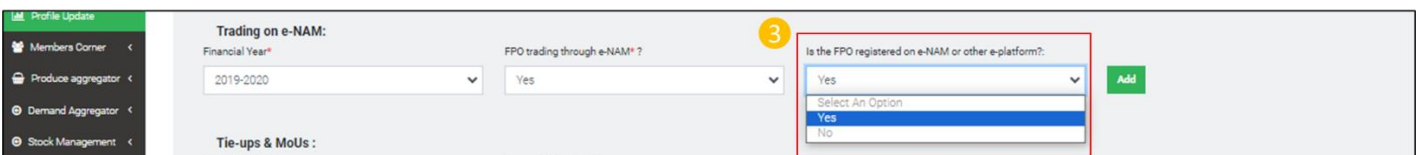
Step 1) Select Financial Year from the Financial year drop-down menu



Step 2) Go to drop down list Is the FPO registered on e-NAM platform?: -select “Yes” from the drop down list if FPO is registered on e-NAM



Step 3) If the response to FPO registered on e-NAM platform? Is “Yes” another drop- down field gets enabled- FPO trading through e-NAM\* ?.- Select “Yes” if FPO trade through e-NAM, If not select “No”



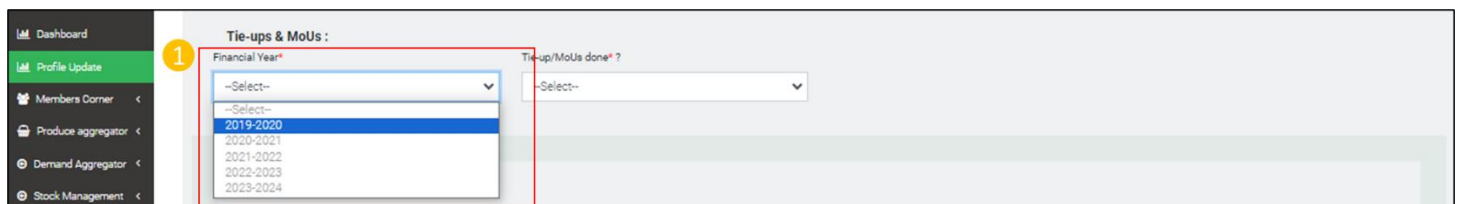
Step 4) Click “Add” to save year-wise update



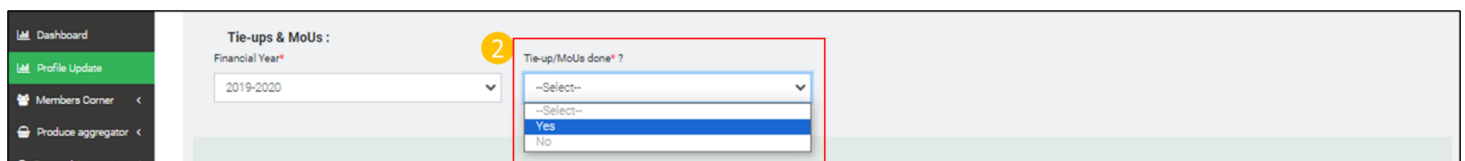
E.iii.c) Tie-ups & MoUs :

**Path-** Login< Profile update< Business activity Details< Primary business activities< Business Readiness of FPO< Tie-ups & MoUs

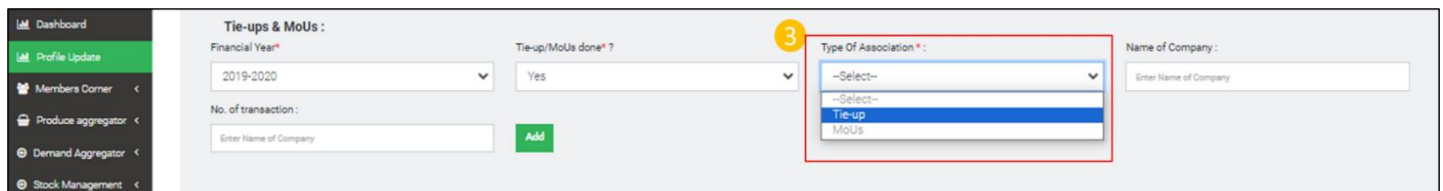
Step 1) Select financial year from Financial Year drop-down



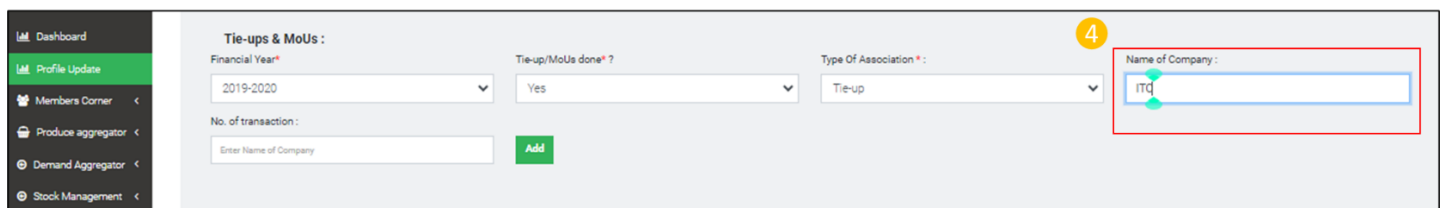
Step 2) Go to Tie-up/MoU done? drop-down- Select “Yes” if FPO has done any Tie-up or MoU otherwise select “No”



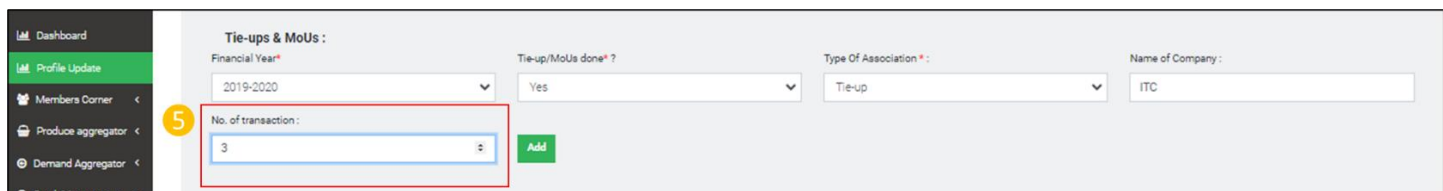
Step3) If response to Tie-up/MoU done? is “Yes” Further fields get enabled.Go to Type Of Association drop-down- Select “Tie-up” of " if FPO has done any Tie-up/ MoU. If FPO has not done any Tie-up/ MoU select “No”.



Step 4) Input Name of Company with which Tie-up or MoU is done



Step 5) Input Number of transactions done with respective company



Step 6) Click “Add” to save financial year wise updated records

**Tie-ups & MoUs :**

Financial Year\* : 2019-2020  
 Tie-up/MoUs done\* ? : Yes  
 Type Of Association \* : Tie-up  
 Name of Company : ITC

No. of transaction : 3

**Add**

E.iv) GST Details

**Path-** Login< Profile update< Business activity Details< Business Readiness of FPO< GST Details

Step1) Input GST License number

**GST Details \* :**

GST License Number : fhghffgsf1233n  
 Date of License Issue : dd-mm-yyyy  
 GST filing updated \* : --Select--  
 Last date of GST update : dd-mm-yyyy

**Add**

GST License Number	Date of License Issue	GST filing	Last Date of GST Update	Edit	Delete
XTZ	2022-07-29				

Step 2) Select date on which the GST License was issued under Date of License issue calendar

**GST Details \* :**

GST License Number : fhghffgsf1233n  
 Date of License Issue : dd-mm-yyyy  
 GST filing updated \* : --Select--  
 Last date of GST update : dd-mm-yyyy

**Add**

GST License Number	Date of License Issue	GST filing	Last Date of GST Update	Edit	Delete
XTZ					

Step 3) Go to drop-down list menu- GST filling updated- Select "Yes" if updated otherwise select "No"

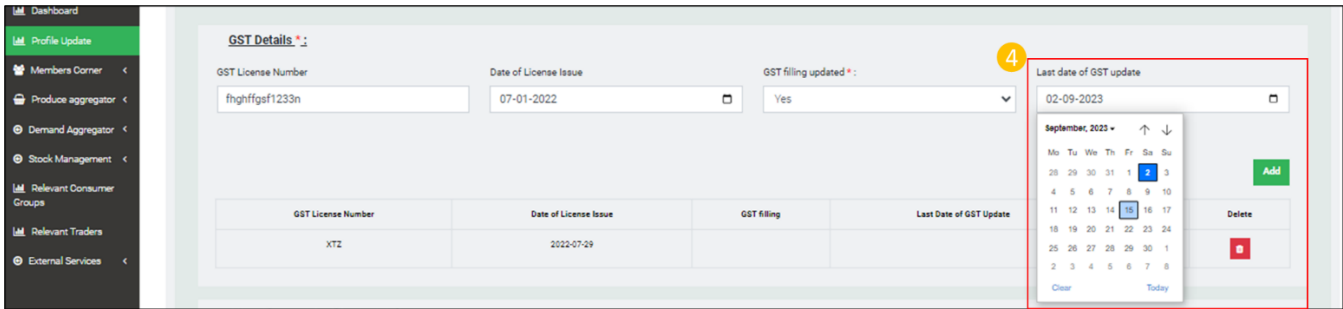
**GST Details \* :**

GST License Number : fhghffgsf1233n  
 Date of License Issue : 07-01-2022  
 GST filing updated \* : --Select--  
 Last date of GST update : dd-mm-yyyy

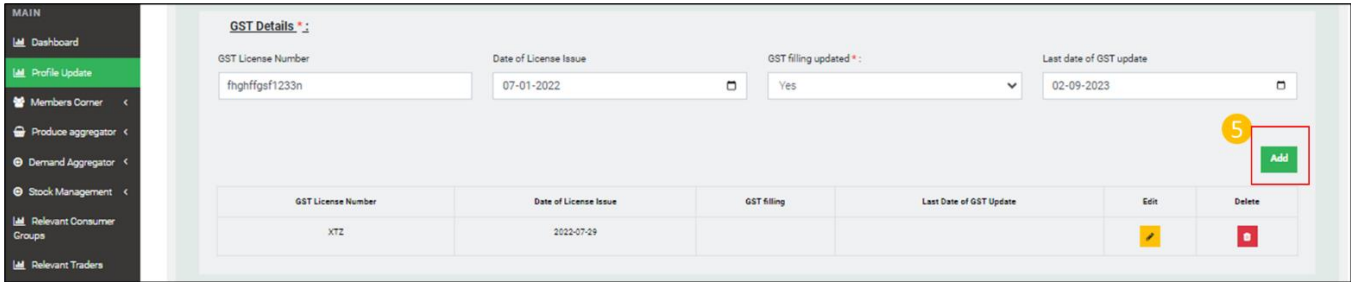
**Add**

GST License Number	Date of License Issue	GST filing	Last Date of GST Update	Edit	Delete
XTZ	2022-07-29				

Step 4) Go to Last date of GST update and select date of update from the calendar



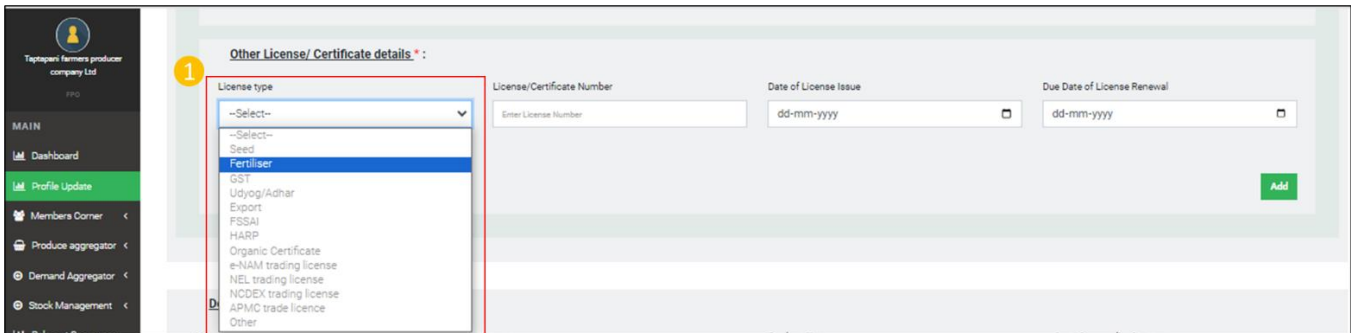
Step 5) Click "Add" to save updated record



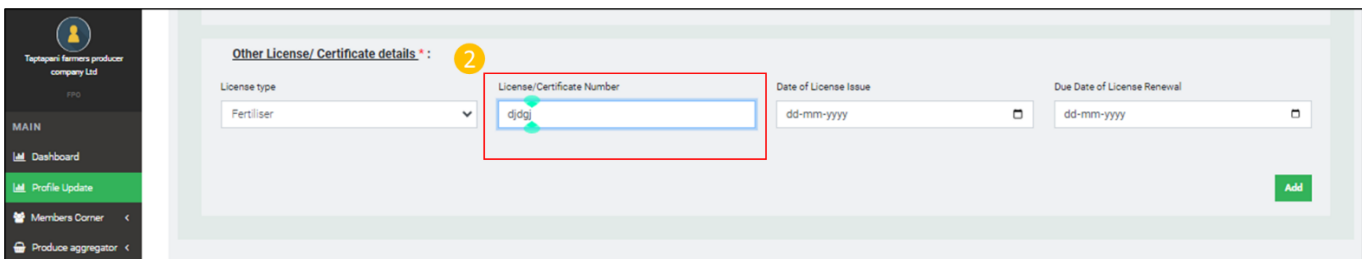
## E.v) Other License/ Certificate details

**Path-** Login< Profile update< Business activity Details< Other License/ Certificate details

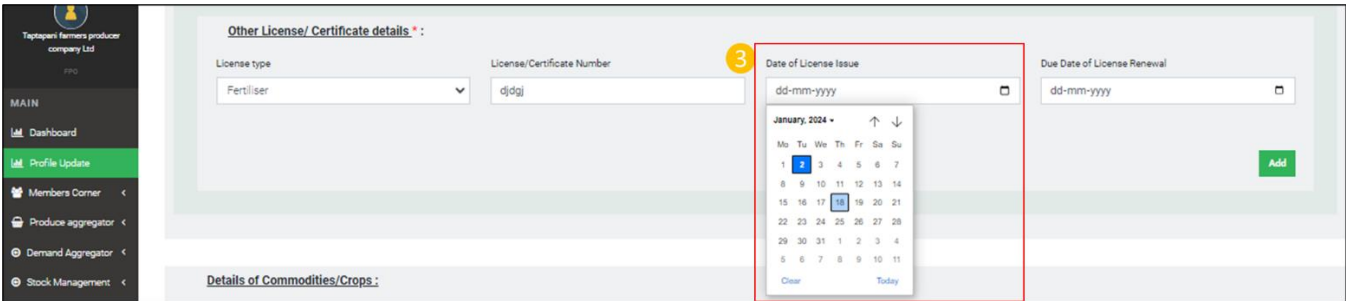
Step 1) Go to License type drop down list and select license or certificate type available with the FPO



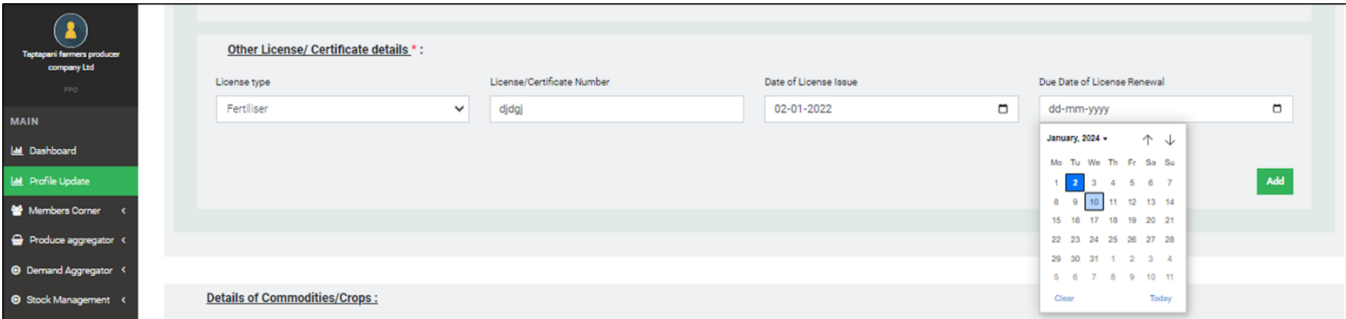
Step 2) Input License/ Certification number



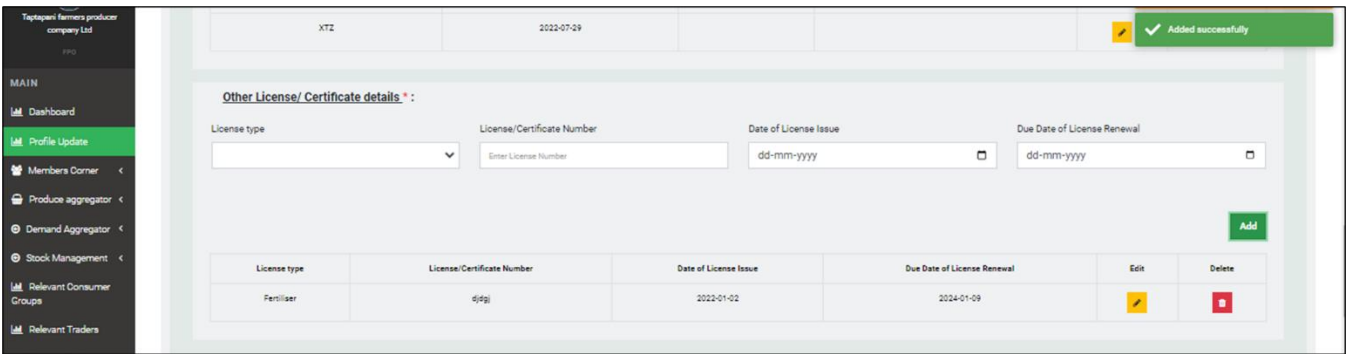
Step 3) Select Date of License Issue from the calendar



Step 4) Select Date of License renewal from the calendar



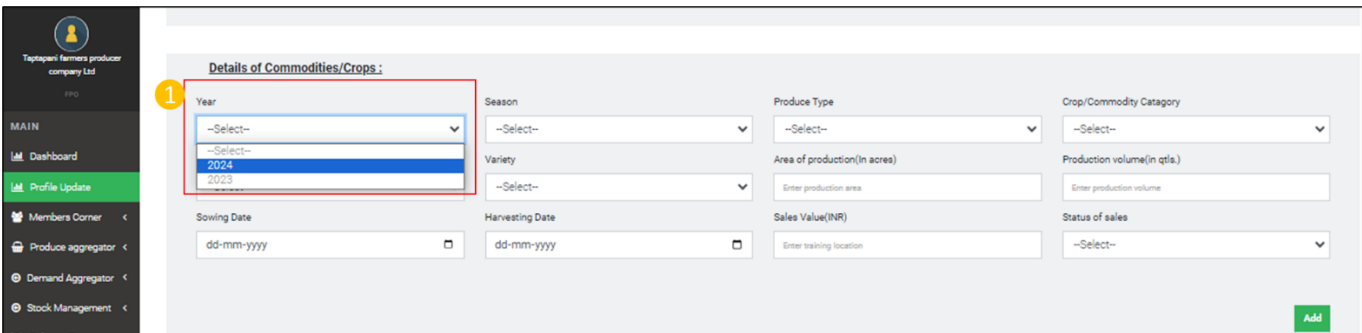
Step 5) Click "Add" to save updated records



### E.vi) Details of Commodities/Crops

Path- Login< Profile update< Business activity Details< Details of Commodities/Crops

Step 1) Go to Financial year drop down and select financial year



Step 2) Go to Season, select cropping season from the drop down

**Details of Commodities/Crops :**

Year: 2024

Sub-Category: --Select--

Sowing Date: dd-mm-yyyy

Season: --Select-- (highlighted)

Produce Type: --Select--

Area of production(In acres): Enter production area

Sales Value(INR): Enter training location

Crop/Commodity Category: --Select--

Production volume(in qtls.): Enter production volume

Status of sales: --Select--

**Add**

Step 3) Select Product type from the product Type drop down list

**Details of Commodities/Crops :**

Year: 2024

Sub-Category: --Select--

Sowing Date: dd-mm-yyyy

Season: Kharif

Variety: --Select--

Harvesting Date: dd-mm-yyyy

Produce Type: --Select-- (highlighted)

Area of production(In acres): Enter production area

Sales Value(INR): Enter training location

Crop/Commodity Category: --Select--

Production volume(in qtls.): Enter production volume

Status of sales: --Select--

**Add**

Step 4) Select Crop/Commodity Category from Crop/Commodity Category drop down list

**Details of Commodities/Crops :**

Year: 2024

Sub-Category: --Select--

Sowing Date: dd-mm-yyyy

Season: Kharif

Variety: --Select--

Harvesting Date: dd-mm-yyyy

Produce Type: Crop/Commodity

Area of production(In acres): Enter production area

Sales Value(INR): Enter training location

Crop/Commodity Category: --Select-- (highlighted)

Production volume(in qtls.): Enter production volume

Status of sales: --Select--

**Add**

Year	Season	Product Type	Crop/Commodity Category	Subcategory	Variety	Area of production(In acres)	Production volume(in qtls.)	Sowing Date	Harvesting Date
2021	Kharif	Crop	MILLETS	Finger millet (Rag)	undefined	593	3000	01-06-2021	01-11-2021

Step 5) Select Sub-Category from Sub-Category drop down list

**Details of Commodities/Crops :**

Year: 2024

Sub-Category: --Select-- (highlighted)

Sowing Date: dd-mm-yyyy

Season: Kharif

Variety: --Select--

Harvesting Date: dd-mm-yyyy

Produce Type: Crop/Commodity

Area of production(In acres): Enter production area

Sales Value(INR): Enter training location

Crop/Commodity Category: VEGETABLE

Production volume(in qtls.): Enter production volume

Status of sales: --Select--

**Add**

Subcategory	Variety	Area of production(In acres)	Production volume(in qtls.)	Sowing Date	Harvesting Date	Production Value(in Rs.)	Status of sale	Edit	Delete			
Finger millet (Rag)	undefined	593	3000	01-06-2021	01-11-2021	10191000						
Paddy/Dhan	undefined	247	2509	01-06-2021	01-12-2021	3000000						
Rajma (French bean)	undefined	10	15	01-06-2021	01-08-2021	60000						
2021	Kharif	Crop	VEGETABLE	Brinjal	undefined	20	40	01-06-2021	01-11-2021	120000		

Step 6) Select crop variety from variety drop down list



### Step 7) Input Area of production

### Step 8) Input Production volume

### Step 9) Select date of sowing from sowing date calendar

Crop/Commodity Category	Subcategory	Variety	Area of production(In acres)	Production volume(in qtls.)	Sowing Date	Harvesting Date	Production Value(In Rs.)	Status of sale	Edit	Delete
MILLETS	Finger millet (Rag)	undefined	592	2000	01-06-2021	01-11-2021	10131000			
CEREALS	PaddyDhan	undefined	247	2509	01-06-2021	01-12-2021	2000000			

### Step 10) Select date of harvesting from Harvesting date calendar

**Tejapatri Farmers producer company Ltd**

**Details of Commodities/Crops :**

Year: 2024 Season: Kharif Produce Type: Crop/Commodity Crop/Commodity Category: VEGETABLE

Sub-Category: Cauliflower Variety: --Select-- Area of production(In acres): 5 Production volume(In qtls.): 260

Sowing Date: 07-06-2023 Harvesting Date: dd-mm-yyyy

Sales Value(INR): Enter trading location Status of sales: --Select--

**10**

Year	Season	Product Type	Crop/Commodity Category	Area of production(In acres)	Production volume(In qtls.)	Sowing Date	Harvesting Date	Production Value(In Rs.)	Status of sale	Edit	Delete
2021	Kharif	Crop	MILLETS	599	2000	01-06-2021	01-11-2021	10121000			
2021	Kharif	Crop	CEREALS	247	2509	01-06-2021	01-12-2021	3000000			

**Step 11) Input sales value**

**Tejapatri Farmers producer company Ltd**

**Details of Commodities/Crops :**

Year: 2024 Season: Kharif Produce Type: Crop/Commodity Crop/Commodity Category: VEGETABLE

Sub-Category: Cauliflower Variety: --Select-- Area of production(In acres): 5 Production volume(In qtls.): 260

Sowing Date: 07-06-2023 Harvesting Date: dd-mm-yyyy

Sales Value(INR): 56000 Status of sales: --Select--

**11**

**Add**

**Step 12) Select for the Status of sales drop down list status of sales from the options- Ready for sales/sold in domestic market/ Export to other state/International market**

**Tejapatri Farmers producer company Ltd**

**Details of Commodities/Crops :**

Year: 2024 Season: Kharif Produce Type: Crop/Commodity Crop/Commodity Category: VEGETABLE

Sub-Category: Cauliflower Variety: --Select-- Area of production(In acres): 5 Production volume(In qtls.): 260

Sowing Date: 07-06-2023 Harvesting Date: dd-mm-yyyy

Sales Value(INR): 56000 Status of sales: --Select--

**12**

- Select--
- Select--
- Ready for sale
- Sold in domestic market**
- Exported to other state
- International market

**Step 13) Click "Add" to save updated records**

**Tejapatri Farmers producer company Ltd**

**Details of Commodities/Crops :**

Year: 2024 Season: Kharif Produce Type: Crop/Commodity Crop/Commodity Category: VEGETABLE

Sub-Category: Cauliflower Variety: --Select-- Area of production(In acres): 5 Production volume(In qtls.): 260

Sowing Date: 07-06-2023 Harvesting Date: dd-mm-yyyy

Sales Value(INR): 56000 Status of sales: Ready for sale

**13**

**Add**

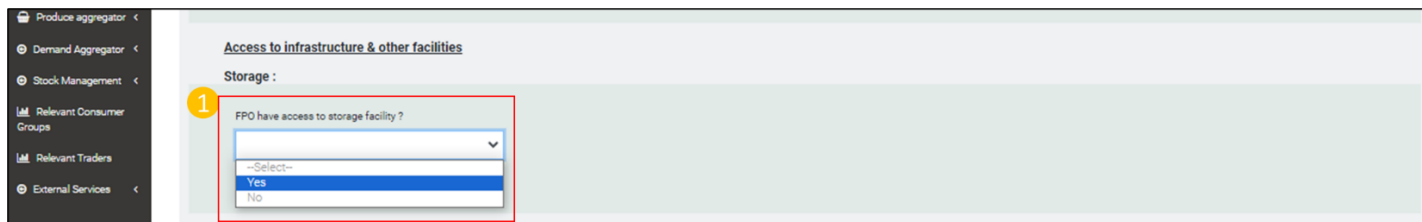
Year	Season	Product Type	Crop/Commodity Category	Subcategory	Variety	Area of production(In acres)	Production volume(In qtls.)	Sowing Date	Harvesting Date	Production Value(In Rs.)	Status of sale	Edit	Delete
2021	Kharif	Crop	MILLETS	Finger millet (Ragi)	undefined	599	2000	01-06-2021	01-11-2021	10121000			
2021	Kharif	Crop	CEREALS	Paddy/Dhan	undefined	247	2509	01-06-2021	01-12-2021	3000000			
2021	Kharif	Crop	LEGUMES AND PULSES	Rajma (French bean)	undefined	10	15	01-06-2021	01-08-2021	60000			
2021	Kharif	Crop	VEGETABLE	Brinjal	undefined	20	40	01-06-2021	01-11-2021	120000			

## E.vi) Access to infrastructure & other facilities

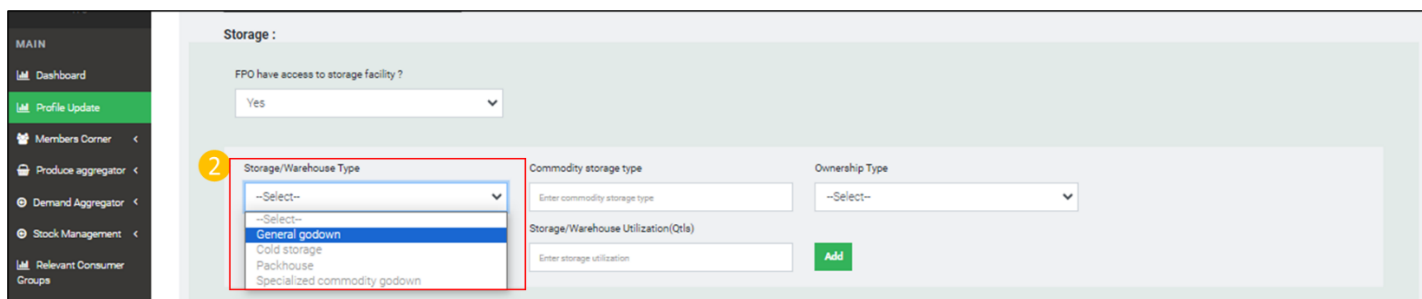
### E.vi.a) Storage

**Path-** Login< Profile update< Business activity Details< Access to infrastructure & other facilities<storage

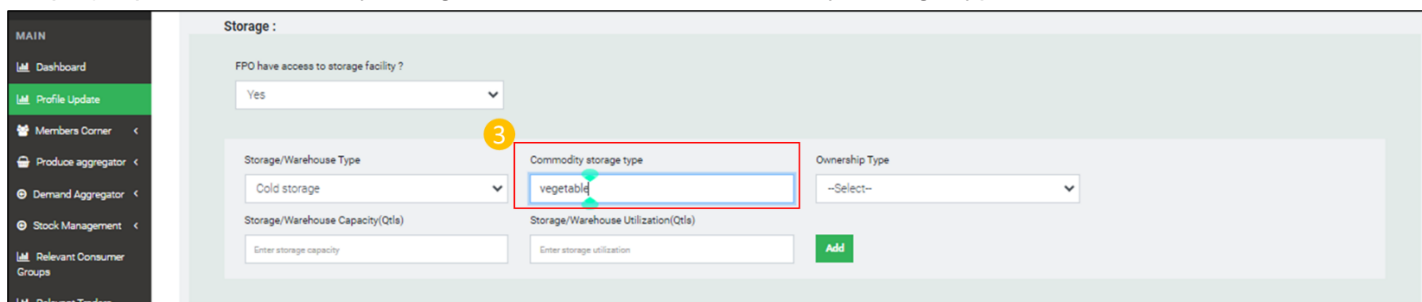
Step 1) Go to drop down- FPO have access to storage facility ? drop down. Select “Yes” if access available otherwise select “No”.



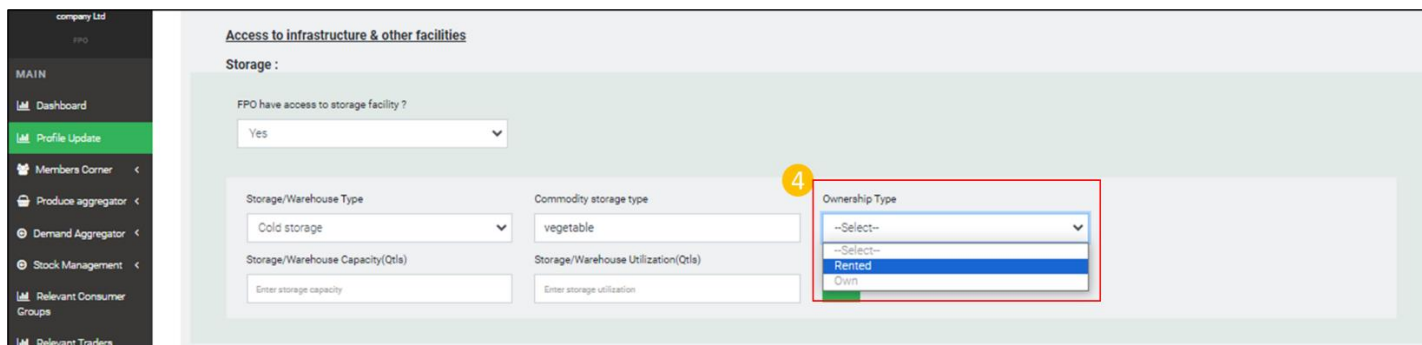
Step 2) If the value corresponding to the drop down field FPO have access to storage facility ? is “Yes”. Other fields will be enabled. Go to Storage/Warehouse Type dropdown list and select the type of storage from the list.



Step 3) Input the commodity being stored in the field Commodity storage type.



Step 4) Select the ownership type -Rented or owned form the ownership type dropdown list



Step 5) Input existing storage capacity of the storage/ warehouse infrastructure.

**Access to infrastructure & other facilities**

**Storage :**

FPO have access to storage facility ?  
Yes

Storage/Warehouse Type: Cold storage  
Commodity storage type: vegetable  
Ownership Type: Rented  
If Rented specify?:

Storage/Warehouse Capacity(Qtls): 1000  
Storage/Warehouse Utilization(Qtls):  
Enter storage utilization:  **Add**

Step 6) Input the storage being utilized by the FPO in the field Storage/Warehouse Utilization (Qtls)

**Access to infrastructure & other facilities**

**Storage :**

FPO have access to storage facility ?  
Yes

Storage/Warehouse Type: Cold storage  
Commodity storage type: vegetable  
Ownership Type: Rented  
If Rented specify?:

Storage/Warehouse Capacity(Qtls): 1000  
Storage/Warehouse Utilization(Qtls): 300  
Enter storage utilization:  **Add**

Step 7) Click “Add” to save updated records

**Access to infrastructure & other facilities**

**Storage :**

FPO have access to storage facility ?  
Yes

Storage/Warehouse Type: Cold storage  
Commodity storage type: vegetable  
Ownership Type: Rented  
If Rented specify?:

Storage/Warehouse Capacity(Qtls): 1000  
Storage/Warehouse Utilization(Qtls): 300  
**Add**

### E.vi.b) Processing Infrastructure

**Path-** Login< Profile update< Business activity Details< Access to infrastructure & other facilities< Processing Infrastructure :

Step 1) Go to drop down- FPO have processing Infrastructure? -Select “Yes” if FPO have a processing infrastructure otherwise select “No”

**1 Processing Infrastructure :**

FPO have processing Infrastructure?  
--Select--  
Yes  
No

Step 2)If response to the field- FPO have processing Infrastructure? is “Yes” other fields get enabled. Go to Machine name, input name of processing machine.

Step 3) Go to Ownership Type drop down list select ownership type from the drop down.

Step 4) Input volume of produce being processed every day in the field -Capacity utilization per day”

Step 5) Go to drop down field -Utility of Machine(Duration when its used), select based on the utility

Step 6) Input age of the machine in Age of the Machine (How old is the machine)

**Processing Infrastructure :**

FPO have processing Infrastructure?  
Yes

Machine Name: Flaker Machine  
Ownership Type: Self owned by FPO  
Capacity Utilization per Day (Qlta): 25  
Utility of Machine(Duration when its used): Pick seasons only(4-6 months)

Age of the Machine (How old is the machine): 3  
Ph. no. of Infrastructure supplier: Enter phone number  
Packing/Branding done by FPO: --Select--

**6**

Step 7) Input phone number of the machine supplier in the field Ph. no. of Infrastructure supplier

**Processing Infrastructure :**

FPO have processing Infrastructure?  
Yes

Machine Name: Flaker Machine  
Ownership Type: Self owned by FPO  
Capacity Utilization per Day (Qlta): 25  
Utility of Machine(Duration when its used): Pick seasons only(4-6 months)

Age of the Machine (How old is the machine): 3  
Ph. no. of Infrastructure supplier: 9845678899  
Packing/Branding done by FPO: --Select--

**7**

Step 8) Go to field - Packing/Branding done by FPO if being done select “Yes” otherwise select “No”

**Processing Infrastructure :**

FPO have processing Infrastructure?  
Yes

Machine Name: Flaker Machine  
Ownership Type: Self owned by FPO  
Capacity Utilization per Day (Qlta): 25  
Utility of Machine(Duration when its used): Pick seasons only(4-6 months)

Age of the Machine (How old is the machine): 3  
Ph. no. of Infrastructure supplier: 9845678899  
Packing/Branding done by FPO: --Select--  
Yes  
No

**8**

Step 9) Click “Add” to save updated records

**Processing Infrastructure :**

FPO have processing Infrastructure?  
Yes

Machine Name: Flaker Machine  
Ownership Type: Self owned by FPO  
Capacity Utilization per Day (Qlta): 25  
Utility of Machine(Duration when its used): Pick seasons only(4-6 months)

Age of the Machine (How old is the machine): 3  
Ph. no. of Infrastructure supplier: 9845678899  
Packing/Branding done by FPO: Yes

**9**

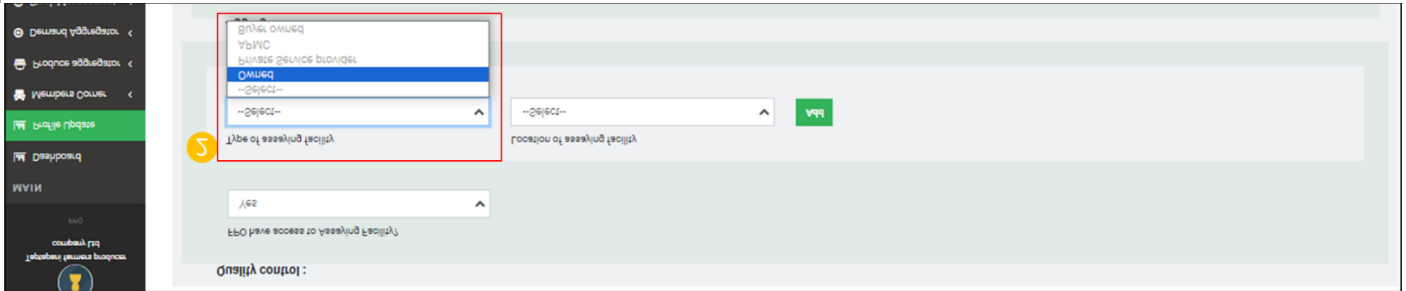
## E.vi.b) Quality control

**Path-** Login< Profile update< Business activity Details< Access to infrastructure & other facilities< Quality control

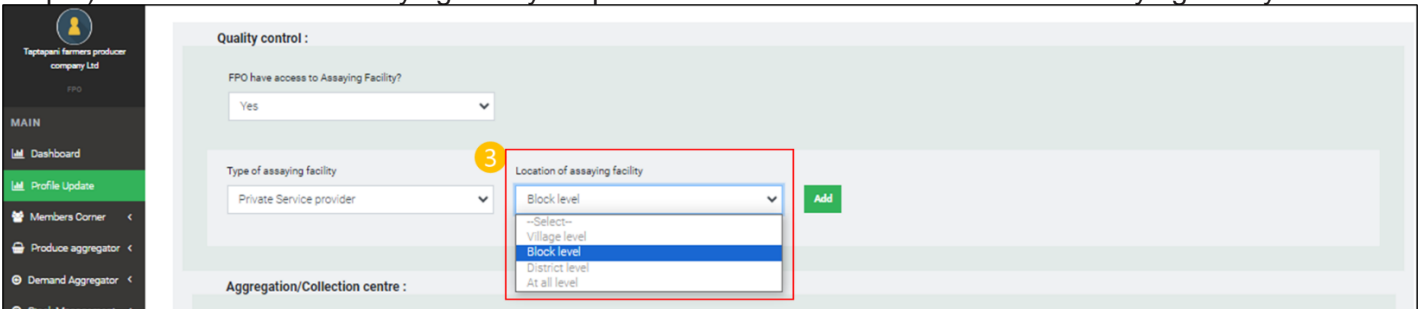
Step 1) Go to drop down field FPO have access to Assaying Facility?- Select “Ye” if FPO have access otherwise select “No”



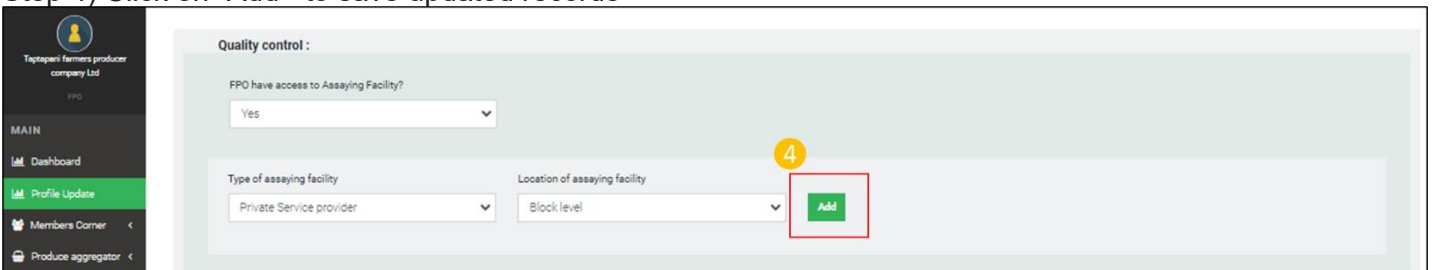
Step 2) If response to the field FPO have access to Assaying Facility? Is “Yes” other fields get enabled. Go to type of Type of assaying facility drop down list – select type of assaying facility based on the service provider.



Step 4) Go to Location of assaying facility drop down list and select the location of assaying facility.



Step 4) Click on “Add” to save updated records



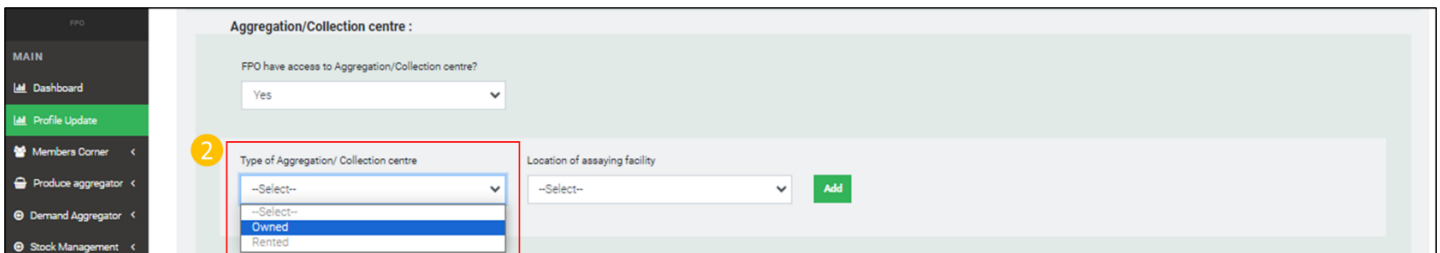
### E.vi.c) Aggregation/Collection center

**Path-** Login< Profile update< Business activity Details< Access to infrastructure & other facilities< Aggregation/Collection center

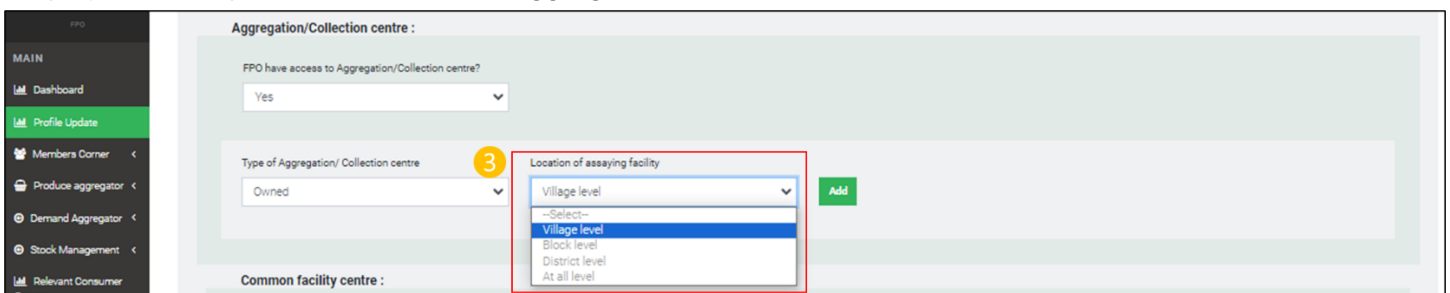
Step 1) Select from drop down list - FPO have access to Aggregation/Collection center ? –“Yes” if FPO have access to Aggregation/Collection center otherwise select “No”



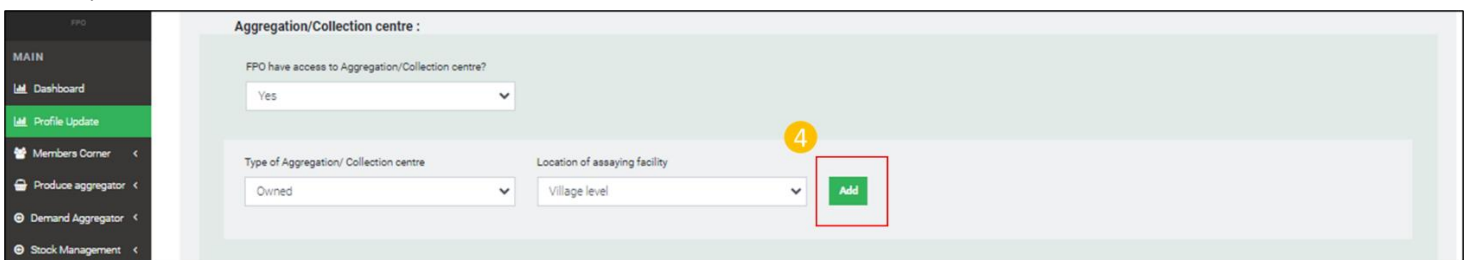
Step 2) Go to drop down list Type of Aggregation/ Collection center- Select record from the list based on the ownership. If it is owned by the FPO select “Owned” if it is not select “Rented”



Step 3) Go to drop-down - Location of Aggregation/ Collection center- select location



Step 4) Click on “Add” to save the updated records

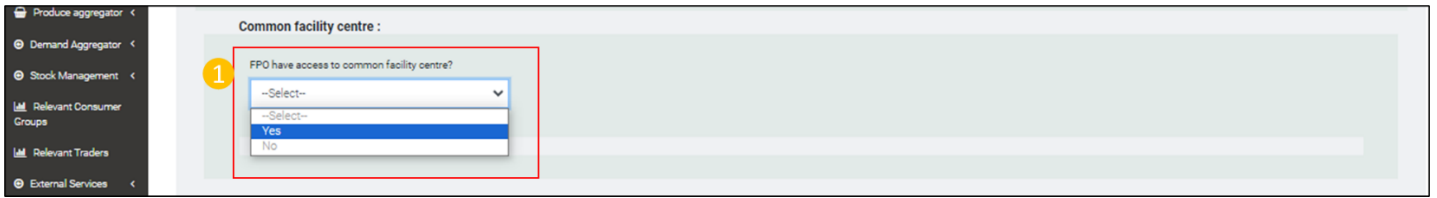


#### E.vi.d) Common facility center

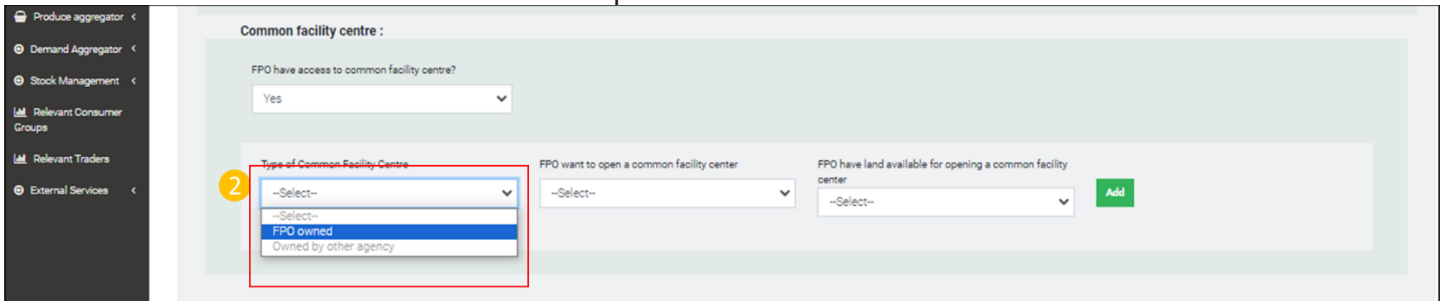
**Path-** Login< Profile update< Business activity Details< Access to infrastructure & other facilities< Common facility center

Step 1) Go to drop down FPO have access to common facility center- select “Yes” if FPO have access to a common facility center otherwise select “No”

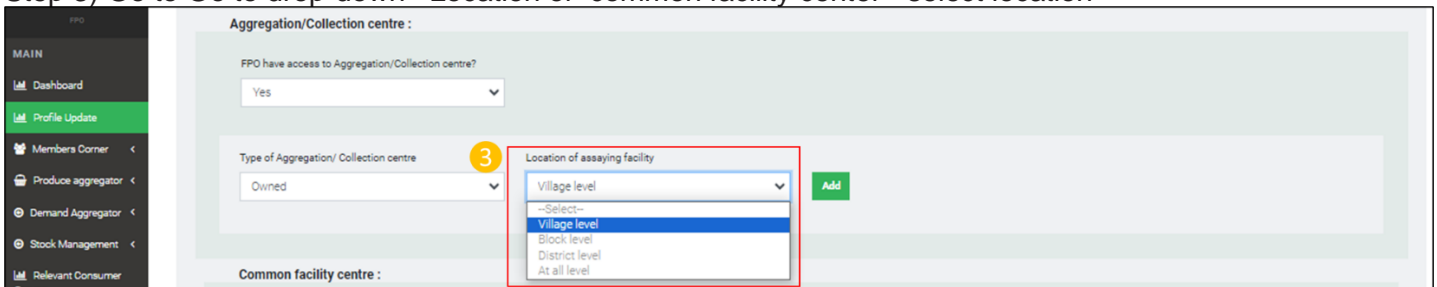




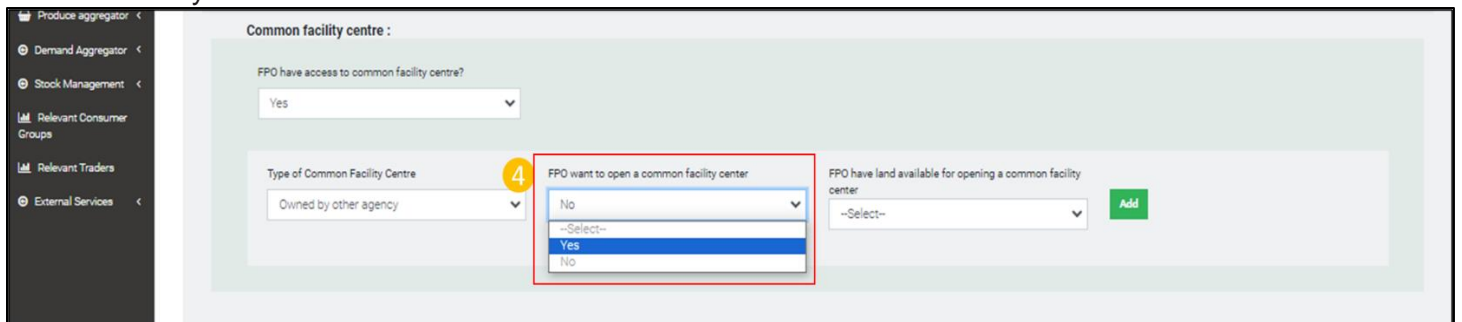
Step 2) If FPO have access to common facility center? is “Yes” other fields Type of Common Facility Centre and Location of common facility center gets enabled. Go to type Type of Common Facility Centre drop down field and select from the list based on ownership.



Step 3) Go to Go to drop-down - Location of common facility center - select location



Step 4) If response to drop down field - FPO have access to common facility center ? is “No” other fields - FPO want to open a common facility center? get enabled. Go to the field and select “Yes” if the FPO want to open a common facility center other-wise select “No”



Step 5) If response to the field FPO want to open a common facility center is “Yes”, Field - *FPO have land available for opening a common facility center* gets enabled. Go to field -FPO have land available for opening a common facility center- select “Yes” if FPO have land otherwise select “No”

Step 6) If response to the field *FPO have land available for opening a common facility center* is “Yes”, Next field - *Status of land* will be enabled. Go to status of Land- select “owned” if the land is owned by FPO other-wise select “Leased”.

Step 7) Go to choose file under -Upload Land registry/ Lease agreement (JPEG/ PDF)only- upload copy of Land registry/ Lease agreement

Step 8) Click “Add” to save updated record.

Step 9) Click on “Update” to save all the records and updates of the Page - Business Activities

The screenshot shows the 'Business Activities' section of the FPO profile update page. It includes the following fields:

- Type of Aggregation/ Collection centre: --Select--
- Location of assaying facility: --Select--
- Common facility centre :
  - FPO have access to common facility centre?: Yes
  - Type of Common Facility Centre: Owned by other agency
  - FPO want to open a common facility center: Yes
  - FPO have land available for opening a common facility center: Yes
  - Status of land: --Select--
  - Upload Land registry/ Lease agreement (JPEG/ PDF)only: Choose File | No file chosen

The 'Update' button is highlighted with a red box and a yellow circle containing the number '9'.

## F) Others Details

Path- Login< FPO Profile update< Other Details

F.i) Record Management

Path -Login< Profile update< Business activity Details< Record Management

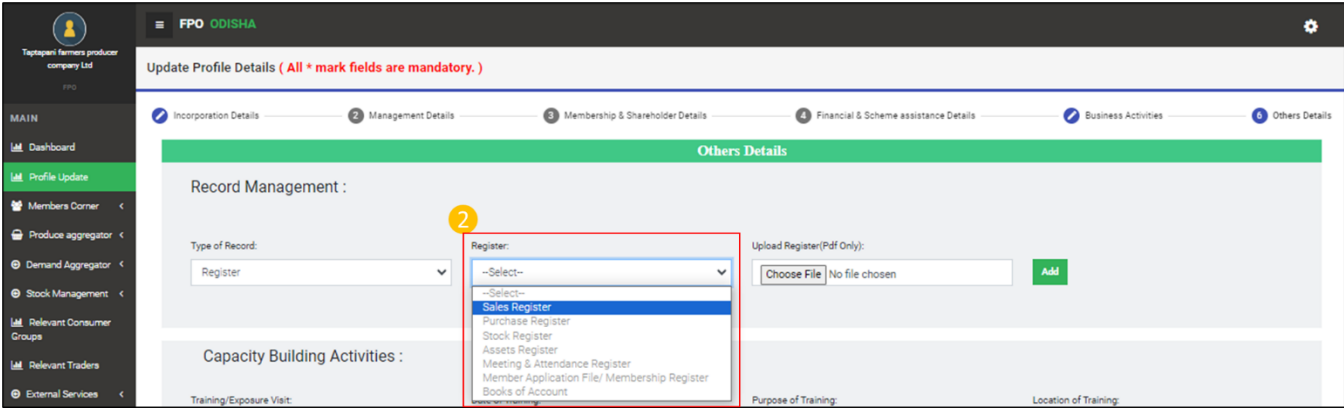
Step 1) Go to Type of Record drop down under Record Management- select type of record depending on the records being maintained by the FPO. Eg in case of Registers select register.

The screenshot shows the 'Others Details' section of the FPO profile update page. It includes the following elements:

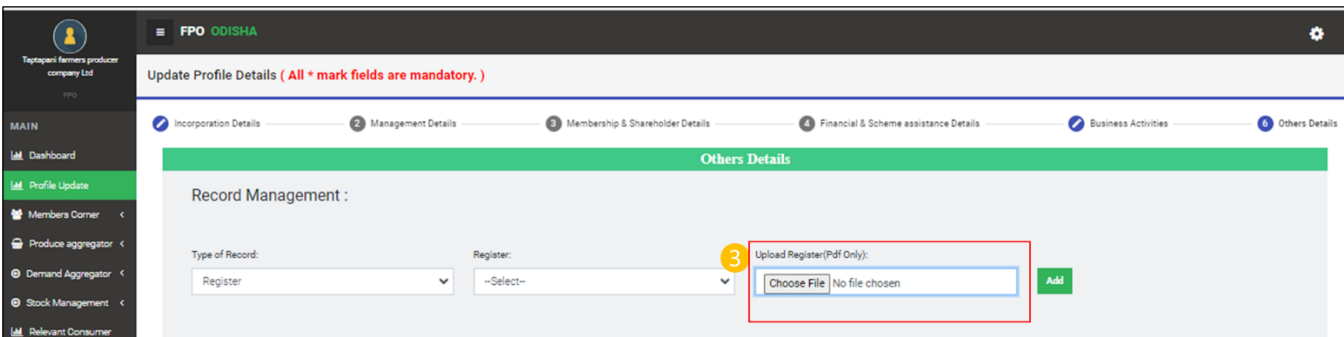
- Progress bar: 1. Incorporation Details, 2. Management Details, 3. Membership & Shareholder Details, 4. Financial & Scheme assistance Details, 5. Business Activities, 6. Others Details
- Record Management :
  - Type of Record: --Select-- (dropdown menu open showing options: Register, Document, Software License, Receipt Book)

The dropdown menu for 'Type of Record' is highlighted with a red box, and a yellow circle containing the number '1' is next to it.

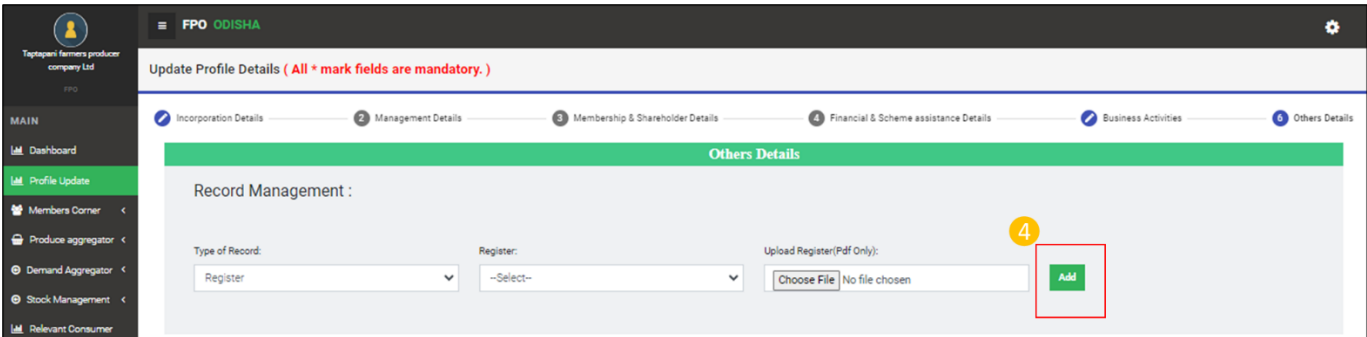
Step 2) Go to next Register type drop down- Select from list of registers



Step 3) Go to Choose file under Upload register to upload



Step 4) Click on “Add” to save updated records



FPO can record as many records as possible. It is mandatory for FPOs to update as much records as possible