



**SATHI**

## **Seed Authentication, Traceability & Holistic Inventory**

# **Seed Authentication, Traceability & Holistic Inventory (SATHI) Portal**

*Set of Instructions cum User Manual (Version 3.0) for  
Seed Processing Plant (SPP)*

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National Informatics Centre (NIC)  
Ministry of Electronics and Information Technology  
Government of India

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## 1. INTRODUCTION TO THE SATHI PORTAL

### 1.1 OVERVIEW OF SATHI PORTAL –

SATHI Portal recognizes three generations namely Breeder, Foundation and Certified seeds and provides adequate safeguard for quality assurance in the seed multiplication chain to maintain the purity of the variety as it flows from the Breeder to the farmer. Nucleus Seed/Basic seed is the original or first seed, propagating material of a variety available with producing breeder or any other recognized breeder of the crop. This seed has 100% genetic and physical purity along with high standards of all other seed quality parameters. This portal has three modules i.e. Nucleus to Breeder, Breeder to Certified and Inventory module. In this document, we'll capture the information/steps related to Nucleus to Breeder Module.

As previously mentioned, SATHI is an integrated, multi-user and menu-driven software package that can be used to generate various kinds of decision supportive information pertaining to Breeder Seed management, Seed Certification, Progress report of Seed Testing Laboratories (STLs) and database of notified varieties. The front-end of online application is developed using Node.js, Angular technologies while the back-end is developed using Node.js and Postgres and is hosted on [seedtrace.gov.in](http://seedtrace.gov.in). SATHI portal is divided into following sub-systems -

- Breeder Seed Requirement
- Breeder Seed Production on the basis of requirement
- Breeder Seed Management
- Breeder Seed Monitoring and Testing
- Breeder Seed Distribution and Supply
- Breeder Seed Monitoring and Supply



## 1.2 OBJECTIVES OF SATHI PORTAL –

A. To upkeep databases to monitor the performance of the stakeholders involved in it –

- Department of Agriculture & Farmers' Welfare (DAFW) / Seed Division
- Indian Council of Agriculture Research (ICAR) / Nodal Officer
- Project Coordinators/ Project Directors (PC/PD)
- Seed Producing Agencies (SPAs)
- Breeder Seed Production Centres (BSPCs)
- Seed Processing Plants (SPPs)

B. To provide information on Requirement/Indent, Production and Availability and Supply of produced Breeder Seeds so that appropriate action can be taken in real time.

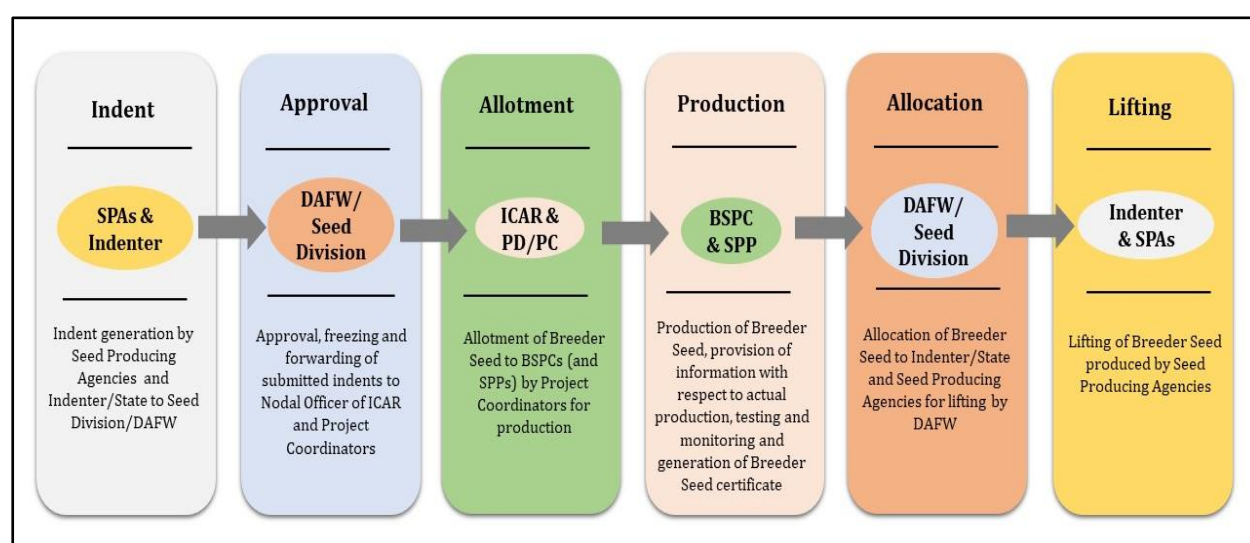
C. To help in monitoring and tracking of the functioning of stakeholders involved.

D. Analysis and projection of requirement of various seeds in future.

E. To keep users abreast of salient features of varieties released/notified.

## 1.3 PROCESS FLOW OF SATHI PORTAL –

Processes Involved in Nucleus to Breeder Module of SATHI are as follows –



**Process flow for Nucleus to Breeder Module of SATHI**



### 1.3.0 Inventory -

The Seed Processing Plants (SPPs) will use the *Seed Inventory* form to oversee and manage the inventory of leftover seed stocks accumulated from previous years and seasons for every BSPC. The user will be able to enter specific details such as class of seed, stage, LOT numbers, Tag numbers and bag sizes for comprehensive record-keeping.

Timely filling of this form will allow BSPCs to make informed decisions related to seed availability, ability to fulfil indent requirements and bags to be used for sowing.

### 1.3.1 INDENT -

- A. Release of Notification for Indent Submission - Seed Division will first release the notification on the portal for Indent Submission. On the basis of start date of indent submission, the link for the same will be activated. It will be functional till the end date, defined by Seed Division for submission of indent.
- B. Onboarding of SPAs – It will be mandatory for SPAs to onboard themselves on SATHI Portal, to raise the indents. Once SPAs are onboarded, they can seamlessly login to SATHI portal and submit the indents by specifying the variety, season, year and quantity required by them, with the defined timeline.

**(Note:** It will be possible for both onboarded and non-onboarded SPAs to directly submit indents to the BSPCs. In such instances, SPAs will be required to furnish indent details to the BSPCs, who will then proceed to complete the “**Additional Indent**” form for uploading the information onto the SATHI Portal. These details are exclusively accessible to and can be viewed only by the BSPCs; they will not be reflected in the dashboards of other stakeholders.)

- C. After the timeline is over, indenter will examine the indents received from their respective SPAs and after its approval, the consolidated list of indents made will be submitted to Seed Division for further processing.



### 1.3.2 APPROVAL -

Approval of submitted Indents by Seed Division - Seed Division will review the submitted Indents through portal. In case of any correction, Seed Division can extend the timeline for SPAs to make the necessary changes.

After reviewing the submitted indents, Seed Division makes a consolidated list of submitted indents, freezes them and then forwards it to respective Nodal officers of Indian Council of Agricultural Research (ICAR) i.e. ADG (seeds) for Agriculture Crops and ADG (Horticulture) for Horticulture Crops.

### 1.3.3 ALLOTMENT -

- A. Allotment for Production - Nodal Officer will allot the Crop wise production of Breeder Seeds to mapped Project Coordinators/Director (PC/PD).
- B. Assignment for Production - PC/PD will further assign the Crop/Variety to BSPCs for production through the portal. BSPCs will express their willingness and submit the nucleus/breeder seed availability for assigned varieties.
- C. Creating monitoring teams – PC/PD will compose monitoring teams that will inspect the sown lands for every crop and state. They will include basic details like the designation, type of agency, state and district to which each team member will belong.
- D. Allotment of target quantities of breeder seeds to be produced - On the basis of available nucleus/breeder seed with BSPCs, PC/PDs will fill *BSP I* to allot the target Breeder Seed quantity and assign monitoring teams who will complete the inspection process.

### 1.3.4 PRODUCTION -

- A. BSPCs will fill *BSP II* for Production Schedule and Availability of Breeder Seed by mentioning the details such as – plot details, expected production, expected date of inspection, and expected date of harvesting. BSPC will also furnish details of the seeds sown (including Lot No. and Tag No. of bags used) in each plot.



- B.** BSPCs will fill *Monitoring Team Contact Details* form to specify the names and contact details (in addition to the information provided by the PC/PD) of each member expected to visit the sown plots to inspect and report crop conditions.
- C.** Monitoring teams will visit assigned BSPCs and inspect each of their plots. They will use the SATHI Inspection Mobile App to submit their reports.
- D.** BSPCs will be able to view information related to inspection report of monitoring team like – inspection results and final report (Satisfactory/Unsatisfactory/Re-monitoring after 15 days) and download the corresponding reports through the *BSP III* form.



## 2. SET OF INSTRUCTIONS TO USE SATHI PORTAL

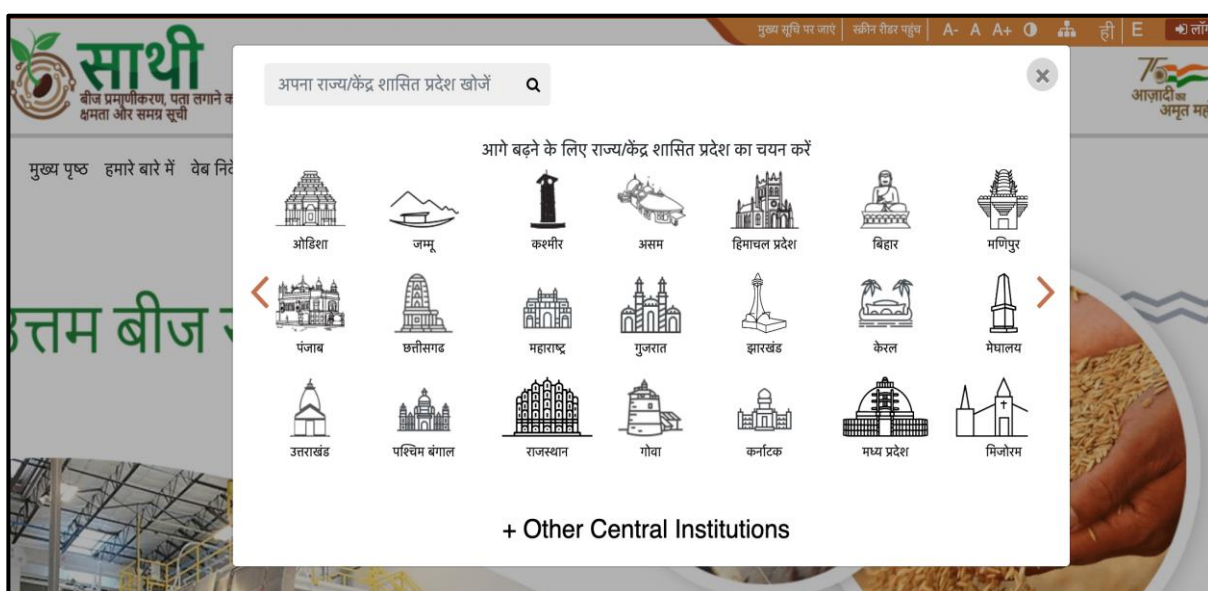
### 2.1 TO LOGIN -

To login to SATHI Portal and avail the options available for SPP, they need to follow the steps mentioned below -

- A. Open URL on chrome browser: <https://seedtrace.gov.in>
- B. Below screen will be opened. Click on **LOGIN** button shown at the right most corner on the top of the screen.



- C. When user will click on login button, It will get a popup screen, shown as below -



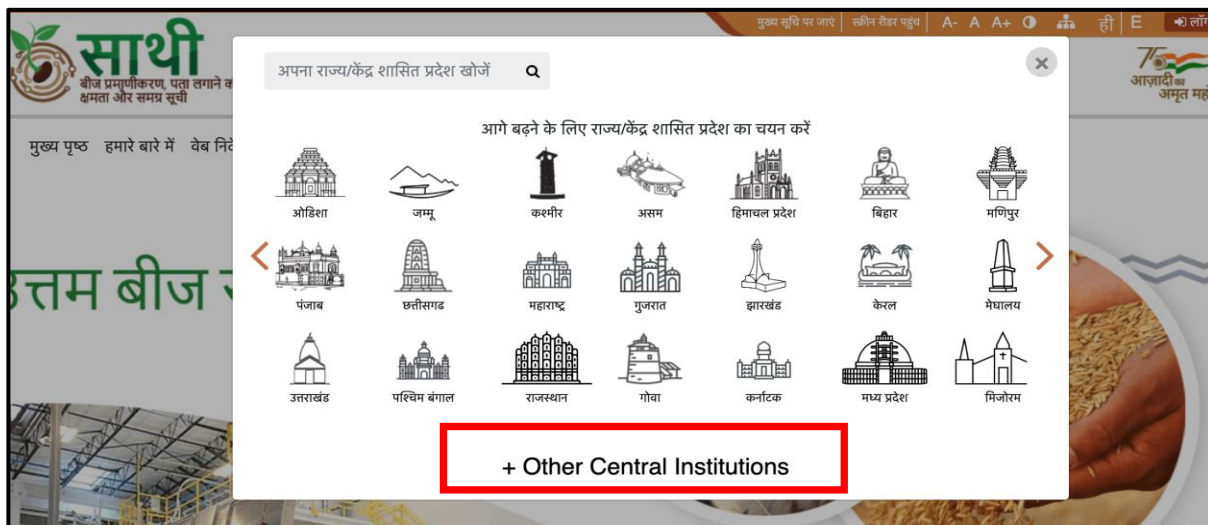
- D. The pop-up screen will have following two sections -



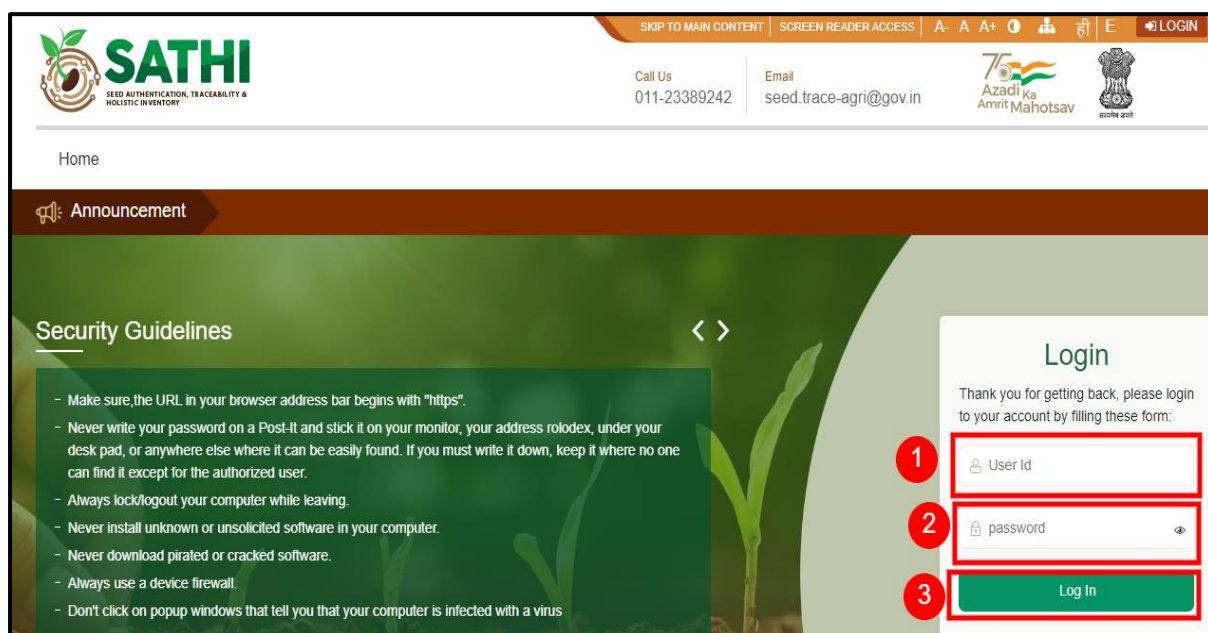


- Select State/UT to Proceed
- Other Central Institutions

#### E. Click on **Other Central Institutions**



#### F. After the selection of **Other Central Institutions**, below screen will be shown –



#### G. This screen will have input box for User ID and Password.

#### H. In user ID - User will enter correct user ID that has been provided by Admin

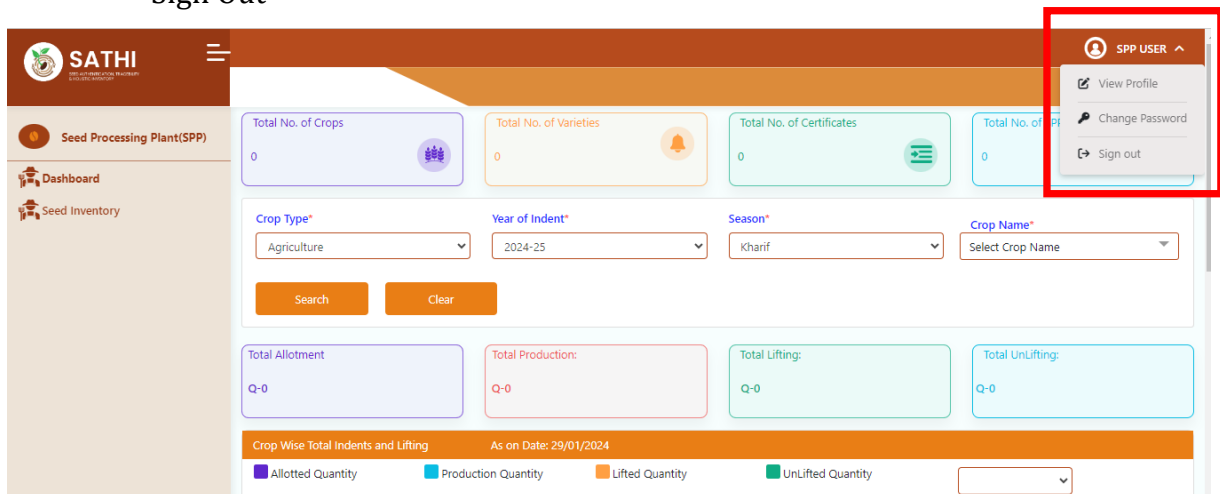
#### I. In Password - User will enter correct password that has been provided by admin

#### J. After filling User ID & Password, click on **LOGIN** button to access the dashboard and other available options to SPP



## 2.2 TO ACCESS PROFILE OPTIONS-

- A. To access user profile options, SPP will first login to their profile
- B. After Login, user will be directed to the Dashboard page.
- C. SPP will click on expandable dropdown placed at the right most corner on the top of the screen
- D. SPP will get three options –
  - View Profile
  - Change Password
  - Sign Out



### 2.2.1 To View user profile:

- SPP will click on **View Profile**



- After the selection of **View Profile** option, SPP can view the details which have been added for the same on the portal



**View User's Profile**

Agency Name*	<input type="text" value="SPP User"/>	Short Name/Display Name*	<input type="text" value="Enter Short Name/Display Name"/>
Category of Agency*	<input type="text"/>	State*	<input type="text"/>
District*	<input type="text"/>	Address*	<input type="text" value="Enter Address"/>
Enter Pincode*	<input type="text" value="Enter Pincode"/>	Contact Person Name*	<input type="text" value="Enter Contact Person Name"/>
Contact Person Designation*	<input type="text" value="Select Contact Person Designation."/>	Mobile Number*	<input type="text" value="Enter Mobile Number"/>
E-mail ID*	<input type="text" value="Enter E-mail ID"/>	Phone Number	<input type="text"/>
Fax Number	<input type="text"/>		
Latitude	<input type="text" value="Enter Latitude"/>	Longitude	<input type="text" value="Enter Longitude"/>

**Cancel** Click on Cancel to go back to the main screen/Dashboard

### 2.2.2 To change the password:

- SPP will have to click on **Change Password**

**SPP USER**

[View Profile](#)

**Change Password**

[Sign out](#)

Total No. of Varieties: 0

Total No. of Certificates: 0

Total No. of SPP: 0

Year of Indent\*:

Season\*:

Crop Name\*:

- Next, the screen below will be displayed.
- To change the password, SPP will first enter their current password and will click on **Change Password** button.

#### Change Password

Current Password:

New Password:

Re-Enter Password:

**Change Password** **Cancel**



- A verification link will be shared to the registered Number and Email address for authentication.
- After verification of the link, SPP will be able to change the password by entering the new/updated password.

**Change Password**

Current Password

New Password

Re-Enter Password

**Change Password** **Cancel**

Click on Change Password to complete the process

Click on Cancel to Cancel the process

### 2.2.3 To Sign Out:

- SPP will have to click on **Sign Out**

SPP USER

- View Profile
- Change Password
- Sign out**

Total No. of Varieties: 0

Total No. of Certificates: 0

Total No. of SPP: 0

Year of Indent\*: 2024-25

Season\*: Kharif

Crop Name\*: Select Crop Name

- After Signing Out, the user will be redirected to the Login Page.

**SATHI**  
SEED AUTHENTICATION, TRACEABILITY & HOLISTIC INVENTORY

Call Us: 011-23389242 | Email: seed.trace-agni@gov.in

75 Azadi Ka Amrit Mahotsav

Home

Announcement

**Security Guidelines**

- ~ Make sure the URL in your browser address bar begins with "https".
- ~ Never write your password on a Post-It and stick it on your monitor, your address rolodex, under your desk pad, or anywhere else where it can be easily found. If you must write it down, keep it where no one can find it except for the authorized user.
- ~ Always lock/logout your computer while leaving.
- ~ Never install unknown or unsolicited software in your computer.
- ~ Never download pirated or cracked software.
- ~ Always use a device firewall.
- ~ Don't click on popup windows that tell you that your computer is infected with a virus

**Login**

Thank you for getting back, please login to your account by filling these form:

User Id

password

Enter the result

**Log In**



## 2.5 IN CASE OF FORGOTTEN PASSWORD -

In case the SPP has forgotten the password, they will have to take the following steps:

- A. Go to the Login screen
- B. Click on **Forgot Password** option

The screenshot shows the SATHI website interface. At the top, there is a navigation bar with the SATHI logo, contact details, and language selection. Below this, a 'Home' link is visible. The main content area features a 'Security Guidelines' section on the left and a 'Login' form on the right. The 'Login' form includes fields for 'User Id' and 'password', a 'Log In' button, and a 'Forgot Password?' link that is highlighted with a red rectangle.

- C. After clicking on **Forgot Password**, an Email and Verification message will be sent on registered Email address and Mobile Number for authentication.
- D. SPP will click on the link which will redirect them to the screen where the user will have to Enter and Confirm a new password.
- E. After entering the updated password, they will click on [Change Password](#)



### 3. ROLE OF SPP IN SATHI PORTAL

Following are the roles of SPPs in SATHI portal –

- To oversee and manage the inventory of each BSPC's leftover seed stocks accumulated from previous years and seasons.

**Login** - To login to SATHI portal, SPP will visit to SATHI site URL in browser. After visiting to SATHI portal, below login screen will be displayed -

The screenshot shows the SATHI portal interface. At the top, there is a navigation bar with the SATHI logo, contact details (Call Us: 011-23389242, Email: seed.trace-agri@gov.in), and language options (Hindi, ENG). Below the header, there is an 'Announcement' section. The main content area is divided into two parts: 'Security Guidelines' on the left and a 'Login' form on the right. The 'Login' form is highlighted with a red box and contains the following elements:

- A text prompt: "Thank you for getting back, please login to your account by filling these form:"
- A text input field labeled "spp-user".
- A password input field with a toggle icon.
- A CAPTCHA field showing the number "13" and a visual puzzle.
- A green "Log In" button.
- A link for "Forgot Password?" with a key icon.

After filling User ID & Password, they can click on **Log In** to access the available options.



### 3.1 SEED INVENTORY

SPPs need to keep a comprehensive record of leftover seed stocks accumulated from each year and season for associated BSPCs. The *Seed Inventory* form serves exactly this purpose. To access the form, user will have to click on **Seed Inventory** option from side menu, after login.

The following details are required to fill this form –

- BSPC\*
- Crop\*
- Variety\*
- Class of Seed\*
- Stage\*
- Year of Indent\*
- Season\*
- Lot No.\*
- Tag Range\*
- Bag Size (Kg) \*
- *No. of Bags* is auto calculated using Tag Range
- *Quantity Available* (in Quintal or Kg) is auto calculated using formula Bag Size × No. of Bags
- *Total Quantity Available* (in Quintal or Kg) is auto calculated by summing Quantity Available (in Quintal or Kg) for each Lot.

#### A. To fill the Seed Inventory Form –

The screenshot shows the SATHI Seed Inventory form. The interface includes a sidebar with 'Dashboard' and 'Seed Inventory' links. The main form area has three dropdown menus: 'BSPC \*', 'Crop \*', and 'Variety \*'. The 'BSPC \*' dropdown is open, displaying a list of options: 'AAU ANAND ARS DHANDHUKA', 'AAU ANAND ARS SANSOLI', 'AAU ANAND KVK DAHOD', and 'ABC PRODUCTION'. A 'Search' button is located to the right of the dropdowns. The user is logged in as 'SPP USER'.



- The user needs to select the BSPC name, Crop and Variety, and then click on the **Search** button to open the rest of the form. If there is any existing data, it will be visible in the grid below the form.
- Users can then choose the Class of Seed (Nucleus, Breeder, Foundation, Certified, or TL), Stage (categorized from I to X), Year of Indent and Season for that leftover stock.

**Seed Inventory**

BSPC \* AAU ANAND ARS DHANDHUKA Crop \* PADDY Variety \* ADT-27 Search

Class Of Seed Nucleus Seed Variety Developed By BSPC ☒ Yes ☐ No Stage I

Year Of Indent 2022-23 Season Kharif Total Quantity Available (Qt) Total Quantity Available [Click here to generate this value](#)

Cancel Save

Crop	Crop Variety	Parental Line	Class of Seed	Stage	Year	Season	Quantity Available (Qt)	Action
No Data Found.								

- In the case of Nucleus seeds, users are provided with the option to indicate whether the seed was internally developed.
- For Nucleus seeds not developed in-house, the form facilitates the inclusion of essential details like Reference number and Date of MoA and Cash Memo.

**Seed Inventory**

BSPC \* AAU ANAND ARS SANSOLI Crop \* PADDY Variety \* ANAMIKA Search

Class Of Seed Nucleus Seed Variety Developed By BSPC ☐ Yes ☒ No Stage I

Year Of Indent 2022-23 Season Kharif BSPC Developing Nucleus Seed AAU ANAND KVK DAHOD Total Quantity Available (Qt) Total Quantity Available [Click here to generate this value](#)

Reference No. MoA/Authorization REF/123 Date of Reference Number. in MoA 01-01-2021 Reference No. Office Order, Cash Memo SAN/DAHOD/0101 Date of Office Order, Cash Memo 07-01-2021

Cancel Save

- There a link in the form that allows users to input specific details such as LOT numbers and Tag numbers and Bag Size in a separate page. They just need to follow the instructions to enter the tag range carefully.





**Seed Inventory**

BSPC \*  Crop \*  Variety \*

Class Of Seed  Stage  Year of Indent  Season

**Instructions to enter tag range:**

- Tilde symbol ~ should be used to denote a range. Comma symbol , should be used to separate tags/tag ranges.
- Enter all tags of the same lot having the same size together. Example: T1~3,T7,T10~12 will correspond to 7 tags namely - T1,T2,T3,T7,T10,T11,T12.

Enter Lot No.	Enter Tag Range	Enter Bag Size (Kg)	No of Bags.	Quantity Available (Qt)	Action
APR21/ADT27/1(i)	P/27/ns/1~30	50	30	15.00	
	P/27/ns/41~50, P/27/ns/61	25	11	2.75	
APR21/ADT27/1(i)	P/27/ns/71~130	50	60	30.00	

Total Quantity Available (Qt)

- User can fill data for *more than one lot* and also for *more than one tag range* of a different bag size within one lot.
- Once the user fills this part of the form and clicks on **Submit** button, they will get redirected to the earlier page.
- The user can finally click on the **Save** button to save their entry.

**Seed Inventory**

BSPC \*  Crop \*  Variety \*

Class Of Seed  Variety Developed By BSPC ☒ Yes ☐ No Stage

Year Of Indent  Season  Total Quantity Available (Qt)  [Click here to generate this value](#)

Crop	Crop Variety	Parental Line	Class of Seed	Stage	Year	Season	Quantity Available (Qt)	Action
PADDY	ADT-27	NA	Nucleus Seed	I	2022-23	Kharif	47.75	

## B. To Update an entry in the Seed Inventory form –

User will just have to follow these steps:

- Open the Seed Inventory form
- Select BSPC, Crop and Variety and click **Search** button.
- Choose the saved entry they want to edit and click on the update action button.





- Edit the details.
- Click on the **Update** button to save the form with changed details.

**Seed Inventory**

BSPC \*  Crop \*  Variety \*

Class Of Seed  Variety Developed By BSPC ☒ Yes ☐ No Stage

Year Of Indent  Season  Total Quantity Available (Qt)  [Click here to generate this value](#)

Crop	Crop Variety	Parental Line	Class of Seed	Stage	Year	Season	Quantity Available (Qt)	Action
PADDY	ADT-27	NA	Nucleus Seed	I	2022-23	Kharif	47.75	 

Click on Update Icon to Update the details

### C. To Delete an entry in the Seed Inventory form –

User will just have to follow these steps:



- Open the Seed Inventory form
- Select BSPC, Crop and Variety and click **Search** button.
- Choose the saved entry they want to delete and click on the corresponding action button.
- Confirm the action by clicking the **Yes, delete it!** button.

**Seed Inventory**

BSPC \*  Crop \*  Variety \*

Class Of Seed  Year Of Indent

**Are you sure?**  
You won't be able to revert this!

Crop	Crop Variety	Parental Line	Class of Seed	Stage	Year	Season	Quantity Available (Qt)	Action
PADDY	ADT-27	NA	Breeder Seed	I	2022-23	Kharif	12.50	 

\*\*\*\*\*

