



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 Affairs
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://fpoodisha.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.

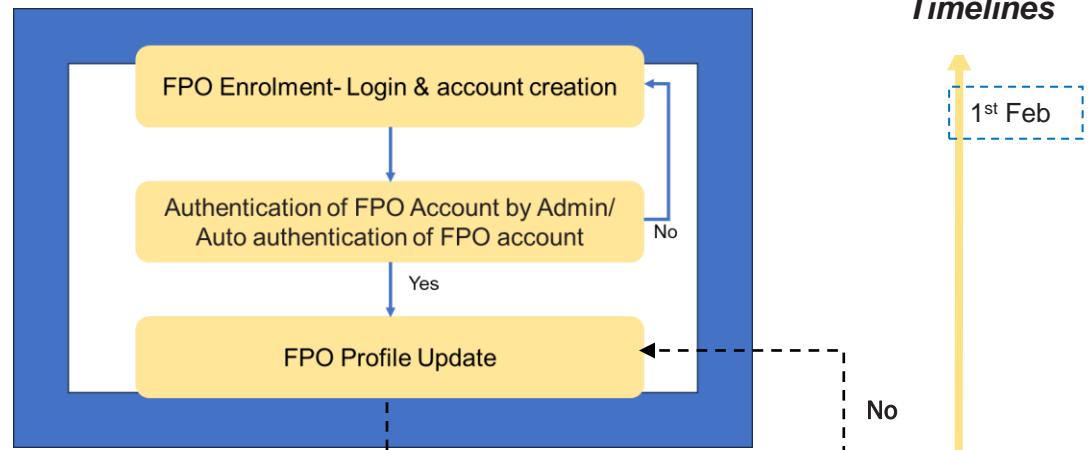
KEY SERVICES FOR FPO

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

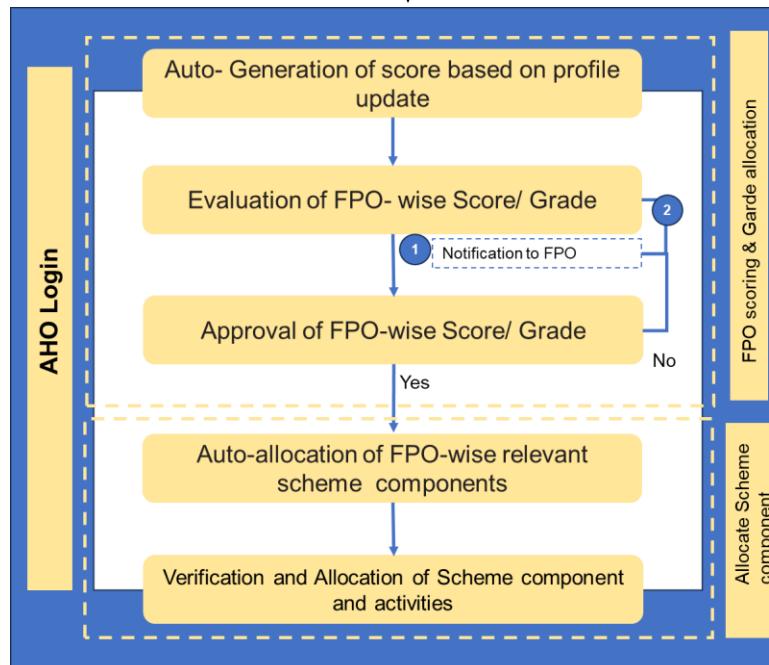
- Enrolment on the portal for utilizing underlying services including: -
- ✓ Update FPO profile for eligibility under Support to FPO scheme.
- ✓ Manage FPO membership
- ✓ Create Produce aggregation and sales record- visible on public profile view
- ✓ Create Demand(input) aggregation record- visible on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

Process flow- For evaluation under support to FPO

Stage 1

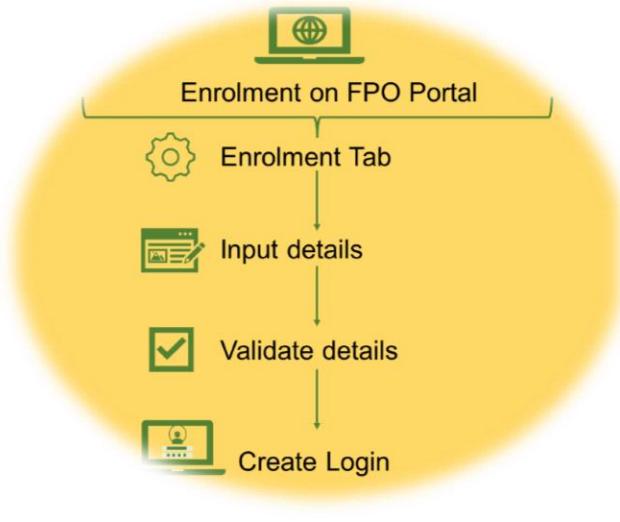


Stage 2



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

The screenshot shows the homepage of the FPO Odisha portal. At the top, there is a navigation bar with links for About FPO, Schemes, Enrolment (which is currently selected and highlighted in red), Resources, FAQ, Feedback, Important Links, Search, Locate on Map, and Login. Below the navigation bar, there is a banner with the text "Welcome to FPO ODISHA" and some statistics: 582 FPOs Registered and 22 Farmer. To the right of the banner, there is a sidebar titled "FPO UPDATES" featuring three news items with dates (17/12/2021) and descriptions. The URL https://fpoodisha.nic.in is visible at the bottom left of the browser window.

2) Step 2 Go to FPO Enrolment Page

The screenshot shows the homepage of the FPO Odisha portal. At the top, there's a navigation bar with links like 'About FPO', 'Schemes', 'Enrolment', 'Resources', 'FAQ', 'Feedback', 'Important Links', 'Search', 'Locate on Map', and 'Login'. Below the navigation, a large banner reads 'Find Better and More Options to Buy, Sell and Bargain!!'. To the right of the banner is a form titled 'FPO Enrollment' with fields for Name of the FPO*, FPO Contact Number*, Email*, District*, Block*, Gram Panchayat*, Village*, and CIN Number*. A 'Send OTP' button is at the bottom right of the form. On the left, there's a list of benefits: 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, and Know about Government schemes. Below this list is a 'Go to FPO Enrollment page' button with a number '2' above it. At the bottom left is a 'Login' button.

3) Step 3 Input Basic FPO details

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

This screenshot shows the 'FPO Enrollment' form. The fields filled in are:

- Name of the FPO*: Sahabhagi Farmer producer Company
- FPO Contact Number*: 7718046893
- Email*: shabhagifpc@gmail.com
- Block*: --Select--
- Gram Panchayat*: --Select--
- Village*: --Select--
- CIN Number*: --Select--

A 'Send OTP' button is located at the bottom right of the form.

Step 3.2) Select District from drop down

The screenshot shows the FPO Odisha enrollment form. The 'District' field is highlighted with a red border. A dropdown menu lists various districts, with 'BARGARH' selected and highlighted in blue. Other options include ANUGUL, BALANGIR, BALESHWAR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GAJAPATI, GANJAM, JAGATSINGHAPUR, JAJPUR, JHARSUGUDA, KALAHANDI, KANDHAMAL, KENDRAPARA, KENDUJHAR, and KHORDHA.

Step 3.3) Select Block from drop down

The screenshot shows the FPO Odisha enrollment form. The 'Block' field is highlighted with a red border. A dropdown menu lists various blocks, with 'BARPALI' selected and highlighted in blue. Other options include AMBABHONA, ATTABIRA, BARGARH, BHATLI, BHEDEN, BIJEPUR, GAISILET, JHARBANDH, PADAMPUR, PAIKMAL, SOHELLA, BARGARH(MUNICIPALITY), ATTABIRA(NAC), BARAPALI(NAC), BIJEPUR(NAC), and PADMAPUR(NAC).

Step 3.4) Select Gram Panchayat

The screenshot shows the 'FPO Enrollment' form. In the 'Gram Panchayat' dropdown, 'KUBHARI' is selected. Other options listed include AGALPUR, BAGBADI, BANDHPALI, BARAMKELA, BARAGUDA, BHATIGAON, GOPEIPALI, KAINSIR, KANBAR, KATAPALI, KHEMESARA, KUSANPURI, LENDA, MAHADA, MAHULPALI, PATKULUNDA, REMTA, ROYA, and --Select--.

Step 3.5) Select Village

The screenshot shows the 'FPO Enrollment' form. In the 'Village' dropdown, 'Kumbhari' is selected. Other options listed include BARGARH, KUMBHARI, and --Select--.

Step 3.6) Input CIN/ Registration Number

The screenshot shows the 'FPO Enrollment' form on the Odisha FPO portal. The 'CIN Number*' field is highlighted with a red border, indicating it is the current step. The form includes fields for Name of the FPO, FPO Contact Number, Email, District, Block, Gram Panchayat, Village, and CIN Number. A 'Send OTP' button is also present.

FPO Enrollment

Name of the FPO*	FPO Contact Number*
Sahabragi Farmer producer Company	7718046893
Email*	District*
sahbhagifpc@gmail.com	BARGARH
Block*	Gram Panchayat*
BARPALI	KUMBHARI
Village*	CIN Number*
Kumbhari	U01409OR2018PTC029914

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

Enroll here and take advantage of -

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

[Login](#)

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

The screenshot shows the 'FPO Enrollment' form on the Odisha FPO portal. The 'CIN Number*' field is highlighted with a red border, indicating it is the current step. The form includes fields for Name of the FPO, FPO Contact Number, Email, District, Block, Gram Panchayat, Village, and CIN Number. A 'Send OTP' button is also present.

FPO Enrollment

Name of the FPO*	FPO Contact Number*
Sahabragi Farmer producer Company	8830315237
Email*	District*
efgfpco@gmail.com	BARGARH
Block*	Gram Panchayat*
BARPALI	KUMBHARI
Village*	CIN Number*
Kumbhari	

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

Enroll here and take advantage of -

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

[Login](#)

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

The screenshot shows the FPO Enrollment page on a web browser. The URL is fpoodisha.nic.in/#fpoReg. The page title is "Find Better and More Options to Buy, Sell and Bargain!!". On the left, there's a sidebar with a list of benefits. On the right, the main form is titled "FPO Enrollment". It contains fields for Name of the FPO (Sahabharti Farmer producer Company), FPO Contact Number (8830315237), Email (efgfpc@gmail.com), District (BARGARH), Block (BARPALI), Gram Panchayat (KUMBHARI), Village (Kumbhari), and CIN Number (U01409OR2018PTC029914). A red box highlights a message at the bottom: "Otp has been sent to the above entered mobile number". Below the message are buttons for "Enter OTP" and "Submit".

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

The screenshot shows the FPO Enrollment page on a web browser. The URL is fpoodisha.nic.in/#fpoReg. The page title is "Find Better and More Options to Buy, Sell and Bargain!!". On the left, there's a sidebar with a list of benefits. On the right, the main form is titled "FPO Enrollment". It contains fields for Name of the FPO (ABC FPO), FPO Contact Number (7718046893), Email (sahbhagifpc@gmail.com), District (BARGARH), Block (BARPALI), Gram Panchayat (KUMBHARI), Village (Kumbhari), and CIN Number (U01409OR2018PTC029914). A red box highlights the "Enter OTP" field, which contains the value "556709". Below the field are buttons for "Enter OTP" and "Submit". A message at the bottom says "Otp has been sent to the above entered mobile number".

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

The screenshot shows the FPO Enrollment page on the fpoodisha.nic.in website. At the top, there's a navigation bar with links like About FPO, Schemes, Enrolment, Resources, FAQ, Feedback, Important Links, Search, Locate on Map, and Login. Below the navigation, a large banner says "Find Better and More Options to Buy, Sell and Bargain!!". A section titled "Enroll here and take advantage of -" lists various benefits with checkmarks:

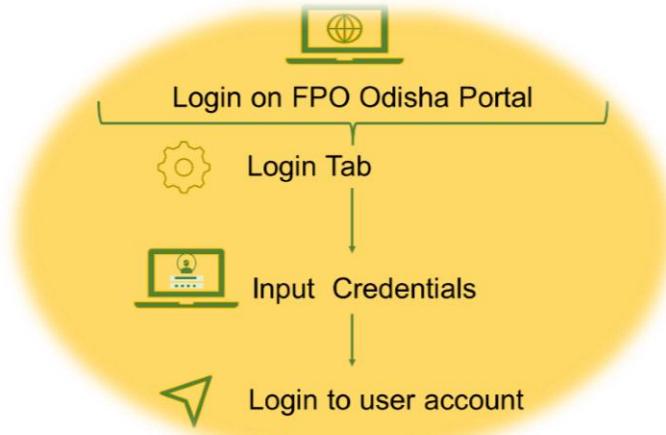
- Direct Connection to Buyers & Traders
- Direct connection to Input Suppliers
- Manage and Increase membership
- Generate sales order to buyers and sellers from one point
- Apply for Licenses
- Know about Government schemes
- Connect with logistics services
- Get free Crop Advisory
- Access Common Hiring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

A red button labeled "Login" is at the bottom left. On the right, a blue box titled "FPO Enrollment" contains the message: "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 interface of the FPO Odisha portal. At the top, there is a banner for the "Odisha FPO conclave 2021". Below the banner, there is a photograph of two hands holding a bowl of tomatoes. The login form is overlaid on the right side of the page. It contains three numbered steps: 1) "Enter test User Name" with a placeholder "777" in the input field. 2) "Enter test password" with a placeholder "*****" in the input field. 3) "Login" button. To the right of the "Login" button is a "Click Login" button with a yellow arrow pointing to it. At the bottom of the page, there is a "Disclaimer" section with fine print about the website's purpose and disclaimer.

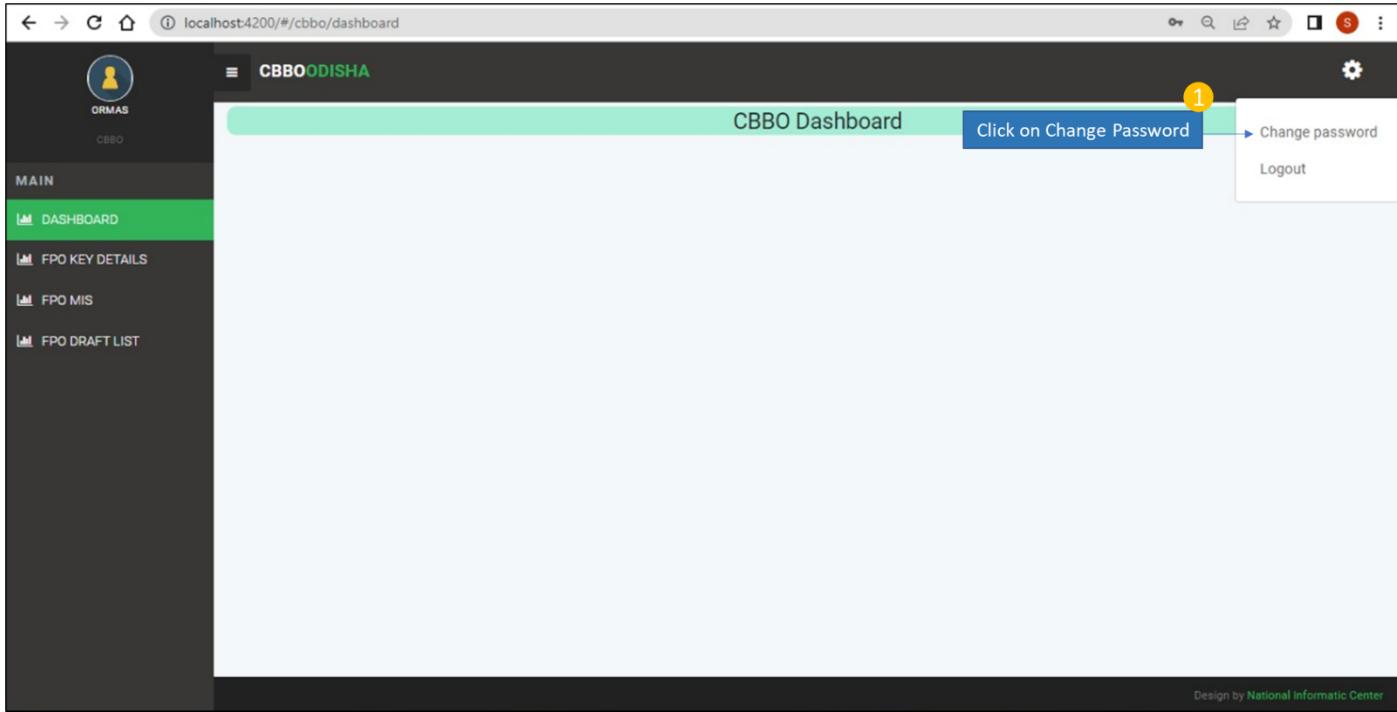
Step 1)-Enter test User ID

Step 2- Enter test password

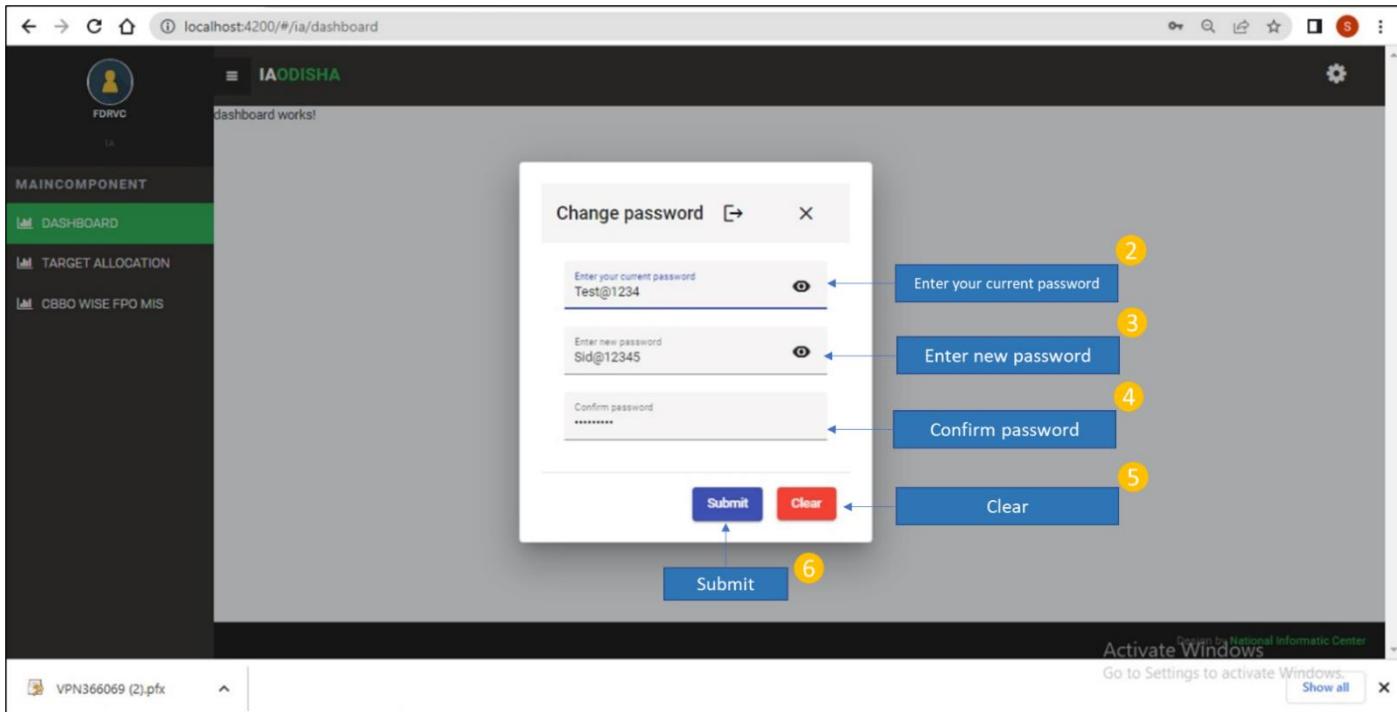
Step 3)- Click Login

2.3.2. Change Password

Path- Click Login<Change password



Step 1)- Click on change password



Step 2)-Enter your current password

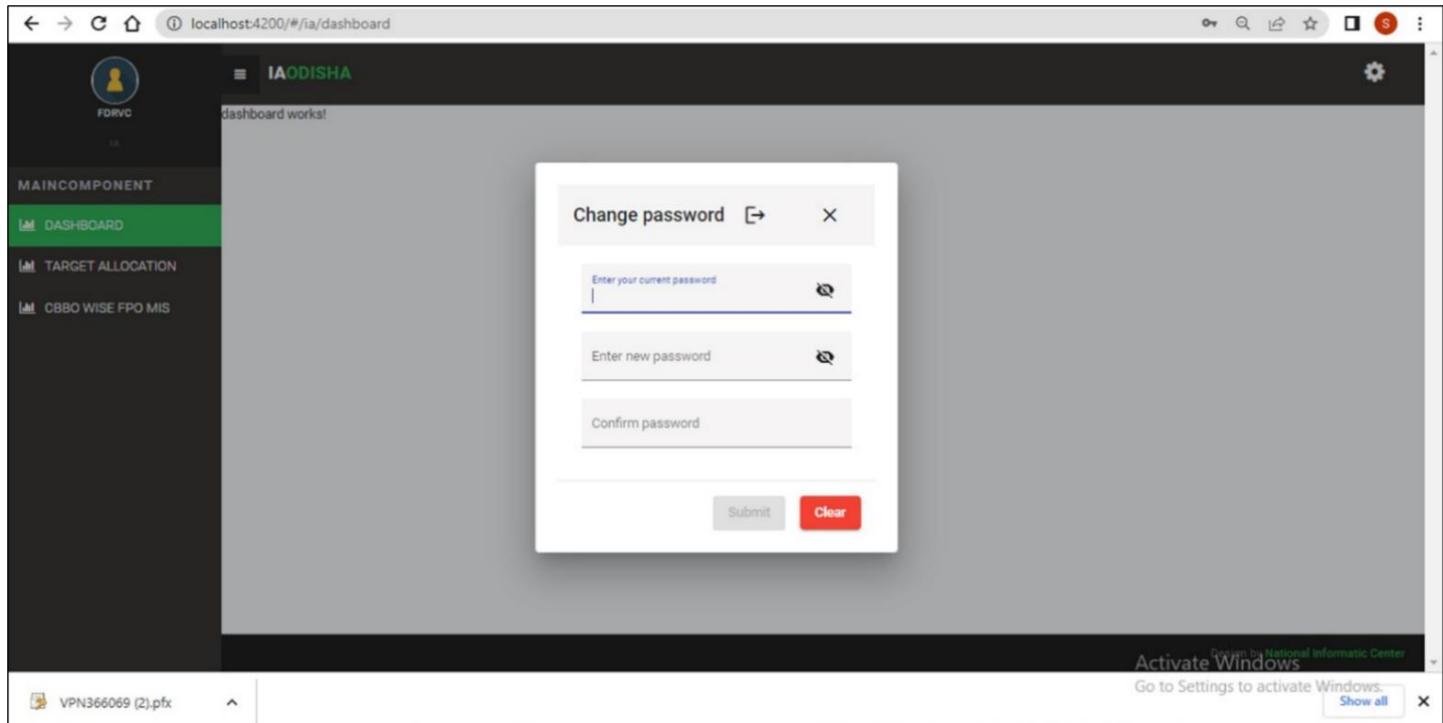
Step 3)- Enter new password

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 - Company Act or Cooperative Act
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- Yes or No 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- Rented or Owned
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< Select from the list of schemes under which the FPO is formed. In case the FPO is formed independent of any scheme select – Independent .
A.x)	Name of Implementing agency	Login< Profile update< Incorporation Details< Incorporation Details-Institutional	Login< Go to Profile update< Incorporation Details< Incorporation Details-Institutional< Select name of implementing agency from the list. 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 “ Yes ” from the list If the FPO is promoted by an NGO/ POPI/ CBBO, if not select “ No ”
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 “ Yes ” from the drop down if Baseline completed, if not select “ No ”
B) Management Details			
B.i)	Details of BOD	Login< Profile update < Management Details/< Details of Bords of Directors	<p>Login< Go Profile update < Management Details/< Go to Details of Bords of Directors < Input- name, Input Phone number, Select Gender from drop down list (Male/ Female), Input age, Select Educational qualification from drop list, Input DIN number.</p> <p>Click Add button to update</p> <p>Alternatively Add using Excel</p> <p>1)Download sample excel format will all the Fields as mentioned above</p> <p>2)Fill information corresponding to each field</p> <p>3)Upload excel</p>
B.ii)	Details of Staff	Login< Profile update < Management Details/< Details of Bords of Directors	<p>Login< Go Profile update < Management Details/< Go to Details of Bords of Directors < 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)</p>

B.iii)	FPO Meetings	Login< Profile update < Management Details< FPO Meeting<	Login< Profile update < Management Details< FPO Meeting< Select date of meeting from calendar<Go to Type of meeting drop down and select (BoD meeting, AGM, General body meeting, General awareness meeting, sensitization meeting, other meeting) < Input meeting attendance< Minutes of meeting Click Add Button 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) < Input value in the Male and Female member fields
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< input number of SC/ST members
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 < Input value in the Male and Female member fields
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< Input value in the Male and Female member fields
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< <i>Input number of FIGs working under FPO</i>
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< <i>Input number of FIGs actively engaged</i>
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) < <i>Input value of Authorized capital</i>
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) < <i>Input value of shared capital</i>
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< Select “Yes” from the drop-down if share certificate has been issued, else select “No”
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< <i>Input number of shares issued</i>
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< Select “Yes” from the drop-down if FPO issues dividends/ patronage bonus, else select “No”
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< If FPO issues dividends/ patronage bonus to members – Yes < Go to No. of times dividends/ patronage bonus issued< Input No. of times dividends/ patronage bonus issued
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< Select “Yes” from the drop-down if FPO extends loan, else select “No”
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< Upload a copy of AoA
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< Upload a copy of MoA
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? < Select Yes is account opened otherwise select No. -If the response is Yes< Select Bank name < Branch name from the drop down< Input account
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< Input PAN number
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< Input TAN number

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< select financial Year< Input approx. % of digital transactions. 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< Select financial year<Input Turn over< upload audited turnover file 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< Select financial year<Select Profit value from the drop-down list < upload audited profit & Loss statement Click Add
D) Financial Details/ Scheme covered in			
D.iii)	Equity Scheme Grant	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 < Select “Yes” from Equity Grant availed if availed, else select “No”, Input Name of Granting Organization, Select Year of Equity Availed Input Amount of equity grant availed. Input Purpose of Grant utilization 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 < Select “Yes” from Credit Grant availed if availed, else select “No”, Input Name of Granting Organization, Select Year of Credit Grant Availed

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

			<p><i>done and loan account closed, else select Defaulted if all repayments done and loan account closed.</i></p> <p><i>- Has the FPO missed any EMI or repayment schedule?- select “Yes” if missed, else select “No”</i></p>
E) Business Activities			
E.i)	Primary business activities	Login< Profile update< Business activities< Primary business activities	<p>Login< Go to Profile update< Go to Business activities< Go to Primary business activities <</p> <p>-Select from the check box the primary business of the FPO</p>
E.ii)	Business Activity Details of FPO	Login< Profile update< Business activities< Business Activity Details of FPO	<p>Login< Go to Profile update< Go to Business activities< Go to Business Activity Details of FPO<</p> <p>-Select Year from Dropdown</p> <p>-Select Business activity from the list of business activities</p> <p>-Input Number of member farmers purchasing/selling/ engaged</p> <p>-Input Number of non-farmer member purchasing/selling/ engaged</p> <p>-Input value of transaction</p>
E) Business Activities/ Business Readiness of FPO			
E.iii)	Financial year	Login< Profile update< Business activities< Business Readiness of FPO< Financial year	<p>Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO</p> <p>-Select Financial year from drop down</p>
E.iv)	Business plan	Login< Profile update< Business activities< Business Readiness of FPO<Business plan	<p>Login< Go to Profile update< Go to Business activities< Go to Business readiness of FPO</p> <p>-Under Business plan if Business plan is ready select “Yes”, else select “No”</p> <p>-Upload business plan in JPEG or PDF format</p> <p>-Click add button</p>
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 “Yes”, else select “No” - 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 “Yes”, else select “No”
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 “Yes”, else select “No” -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 “Yes”, else select “No”
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 “Yes” if GST filling updated, else select “No” - 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 - select “ Ready for sales ” if the product is Ready to sale but not sold yet - select Sold in domestic market if the produce is sold in Odisha - Select Exported to other state/ international market if produce is sold in to other state or international market -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 “Yes”, else select “No”.</p> <p>If Yes</p> <ul style="list-style-type: none"> - Select year -Input Type of secondary business activities -Input Commodity/ Crop/ Services -Input Quantity Sold(in Qtls) - Value of Transaction -Click Add
E) Business Activities /Access to Infrastructure & Other facilities			
E.xiv)	Storage	Login< Profile update< Business activities< Access to Infrastructure & Other facilities< Storage	<p>Login< Go to Profile update< Go to Business activities< Go to Access to Infrastructure & Other facilities<</p> <p>-Under Storage select “Yes” if FPO have access to storage facility, else select “No”</p> <p>If access to storage facility is Yes</p> <ul style="list-style-type: none"> - Storage/Warehouse Type from list of storage, depending on the type of storage -Input commodity stored -Select ownership as Owned if the FPO storage id owned by the FPO, else select Rented - Input Storage/Warehouse Capacity -Input Storage/Warehouse Utilization -Click Add
E.xv)	Processing Infrastructure	Login< Profile update< Business activities< Access to Infrastructure & Other facilities< Processing Infrastructure	<p>Login< Go to Profile update< Go to Business activities< Go to Access to Infrastructure & Other facilities<</p> <p>- Under Processing Infrastructure select “Yes” if FPO have access to Processing Infrastructure, else select “No”</p> <p>- Under Packaging /Branding, select “Yes” if the FPO is engaged in Packaging /Branding, else select “No”</p> <ul style="list-style-type: none"> -Input Machine Name -Select ownership as Owned if the Processing Infrastructure is owned by the FPO, else select Rented

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

			<p>Center, else “No”</p> <ul style="list-style-type: none"> - If FPO want to open a Common Facility Centre- Yes - Check if FPO have land available for opening a Common Facility Centre, select –“Yes” if available, else select “No” - If FPO have land available for opening a Common Facility Centre- Yes - Select ownership from list as <i>owned or rented</i> - Upload Land registry/ Lease agreement
F) Other Details			
F.i)	Trainings undergone /Exposure Visit	Login< Profile update< Others Details< Trainings undergone /Exposure Visit	<p>Login< Go to Profile update< Go to Others Details< Go to Trainings undergone /Exposure Visit</p> <ul style="list-style-type: none"> -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 Name of Organization under Organized By -Click Add
F.ii)	Reward/ Recognition	Login< Profile update< Other Details< Reward/ Recognition	<p>Login< Go to Profile update< Go to Other Details< Go to Reward/ Recognition</p> <ul style="list-style-type: none"> -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

		<p>Other Details< Record Management</p> <p>Other Details< Go to Record Management</p> <ul style="list-style-type: none"> -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
--	--	--

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

Year of formation of FPO: 2016

Date of registration of FPO: 18-07-2016

Registration under:

Registration number: U01100R2016PTC025536

Vision of FPO:

No. of village under FPO :

Select villages : select villages

Upload Certificate of Incorporation/Registration Choose File No file chosen

Office Details:

FPO have a registered office ?

-
-
-
-

Choose File No file chosen

Office Ownership :

Rented: Owned:

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

Year of formation of FPO: 2016

Date of registration of FPO: 18-07-2016

Registration under:

Registration number: U01100R2016PTC025536

Vision of FPO:

No. of village under FPO :

Select villages : select villages

Upload Certificate of Incorporation/Registration Choose File No file chosen

Office Details:

FPO have a registered office ?

-
-
-
-

Upload an image of the office with the name of the FPO in background.

Choose File No file chosen

Office Ownership :

Rented: Owned:

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

Year of formation of FPO: 2016 Date of registration of FPO: 18-07-2016 Registration under:

Registration number: U01100R2016PTC025536 Vision of FPO:

No. of village under FPO: Select villages: Select villages: Upload Certificate of Incorporation/Registration Choose File No file chosen

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

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

-Select-- 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 PPF 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 Vegetable Initiative for Urban Cluster (VIUC)

1 Select Central Sector Scheme- Formation and Promotion of 10,000 FPOs
Rented: Own:

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

Mention the name of the NGO/ POPI/CBBO Key contact details of the NGO/ POPI/CBBO
Sahabagi Vikas Abhijan NABARD 9438687589

Update Next

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 * : NABARD Producer Organization Development Fund (PODF)

Name of Implementing agency :
 ~Select~
 APC/DAFE, DPOW, BRLF, PRADAN
 NABARD
NAFED
 CRIMAS
 SFAC
 CSC
 NCDC
 FDRVC
 Directorate of Agriculture & Food Production
 Not aware

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 * : NABARD Producer Organization Development Fund (PODF)

Name of Implementing agency :

Mention the name of the NGO/ POPI/CBBO : Sahabagi Vikas Abhiyan NABARD

Key contact details of the NGO/ POPI/CBBO : 9438687589

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

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

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 <input type="text" value="Sahabagi Vikas Abhijan NABARD"/>	Key contact details of the NGO/ POPI/CBBO <input type="text" value="9438687589"/>	Baseline Survey Completed * : <input type="text" value="Yes"/>

4

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: Sahabagi Vikas Abhijan NABARD	Key contact details of the NGO/ POPI/CBBO: 9436687589	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: Sahabagi Vikas Abhijan NABARD	Key contact details of the NGO/ POPI/CBBO: 9436687589	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: Sahabagi Vikas Abhijan NABARD	Key contact details of the NGO/ POPI/CBBO: 9436687589	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' section of the portal. On the left, there's a sidebar with various menu items like Profile Update, Members Corner, and so on. The main area has a table of existing meetings. Below it is a form for adding a new meeting. The 'Date of Meeting' input field is highlighted with a red box and a yellow circle labeled '1'. To its right are fields for Type of Meeting, Agenda, Meeting Attendance, and Minutes of Meeting. A large green 'Add' button is at the bottom right of the form.

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

This screenshot is similar to the previous one but focuses on the 'Type of Meeting' dropdown. The dropdown menu is open, showing options like 'Annual General meeting', 'Regular meeting', 'Awareness meeting', 'Capacity building', 'Sensitisation', and 'Board of Directors meeting'. The 'Board of Directors meeting' option is highlighted with a red box and a yellow circle labeled '2'. The rest of the page structure is identical to the first screenshot.

Step 3) Input Agenda of Meeting

The screenshot shows the 'FPO Meetings' section. On the left sidebar, under 'MAIN', 'Dashboard' is selected. In the main area, there's a table of contacts and a form for entering meeting details. The 'Agenda' field in the meeting form is highlighted with a red box.

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

FPO Meetings							
Meeting Details							
Date of Meeting	Type of Meeting	Agenda	Meeting Attendance	Minutes of Meeting			
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="-Select-"/>	<input style="border: 2px solid red;" type="text" value="Enter agenda"/>	<input type="text" value="Enter Attendance"/>	<input type="text" value="Enter Minutes"/>			
SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MilletDay				

[Back](#) [Next](#)

Step 4) Input Attendance of meeting

The screenshot shows the 'FPO Meetings' section. On the left sidebar, under 'MAIN', 'Dashboard' is selected. In the main area, there's a table of contacts and a form for entering meeting details. The 'Meeting Attendance' field in the meeting form is highlighted with a red box and has a circled number '4' above it.

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

FPO Meetings							
Meeting Details							
Date of Meeting	Type of Meeting	Agenda	Meeting Attendance	Minutes of Meeting			
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="-Select-"/>	<input type="text" value="Enter agenda"/>	<input style="border: 2px solid red;" type="text" value="Enter Attendance"/>	<input type="text" value="Enter Minutes"/>			
SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete
1	2022-11-10	Awareness meeting	State MilletDay				

[Back](#) [Next](#)

Step 5) Input Minutes of Meeting

The screenshot shows the 'FPO Meetings' section. On the left, there's a sidebar with various links like Profile Update, Members Corner, etc. The main area has a table of existing meetings and a form for adding new ones. The 'Minutes of Meeting' input field is highlighted with a red box and labeled '5'.

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.com	M		
2	hgdhjdg	Accountant	565756575		undefined		

FPO Meetings																							
Meeting Details																							
Date of Meeting	Type of Meeting	Agenda	Meeting Attendance	Minutes of Meeting																			
dd-mm-yyyy	-Select-	Enter agenda	Enter Attendance	Enter Minutes																			
<input type="button" value="Add"/> <table border="1"> <thead> <tr> <th>SL No.</th> <th>Date of Meeting</th> <th>Type of Meeting</th> <th>Agenda</th> <th>No. of attendees</th> <th>Minutes</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2022-11-10</td> <td>Awareness meeting</td> <td>State Millet Day</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete	1	2022-11-10	Awareness meeting	State Millet Day				
SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete																
1	2022-11-10	Awareness meeting	State Millet Day																				

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

The screenshot shows the 'FPO Meetings' section after entering data. The 'Minutes of Meeting' field now contains 'Discussed the patronage bonus'. The 'Add' button is highlighted with a red box and labeled '6'.

SL No.	Name	Designation	Contact Number	Email Id	Gender	Edit	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.com	M		
2	hgdhjdg	Accountant	565756575		undefined		

FPO Meetings																							
Meeting Details																							
Date of Meeting	Type of Meeting	Agenda	Meeting Attendance	Minutes of Meeting																			
01-01-2024	Sensitisation	To discuss shareholder	10	Discussed the patronage bonus	 <input type="button" value="Add"/>																		
<table border="1"> <thead> <tr> <th>SL No.</th> <th>Date of Meeting</th> <th>Type of Meeting</th> <th>Agenda</th> <th>No. of attendees</th> <th>Minutes</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2022-11-10</td> <td>Awareness meeting</td> <td>State Millet Day</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete	1	2022-11-10	Awareness meeting	State Millet Day				
SL No.	Date of Meeting	Type of Meeting	Agenda	No. of attendees	Minutes	Edit	Delete																
1	2022-11-10	Awareness meeting	State Millet Day																				

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

FPO ODISHA

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

--Select--
Add Manual
Using Excel

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	7749978896	Male	55	undefined	752		
3	Giridhar Paika	8480659368	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ranasing	9178507963	Male	49	undefined	7524561		

Step 2) Download Sample Format and fill the details

FPO ODISHA

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.xls](#)

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	7749978896	Male	55	undefined	752		
3	Giridhar Paika	8480659368	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ranasing	9178507963	Male	49	undefined	7524561		

Step 3) Choose filled excel

FPO ODISHA

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

MAIN

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

Management Details

Details of Board of Directors *

Add BOD Using Manual/Excel

Using Excel

Upload Excel-sheet (Sample format)

Choose File No file chosen

SL No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6372171619	Male	52	undefined	7524566		
2	Jambu Raika	7749978996	Male	55	undefined	752		
3	Girdharai Paika	8480659368	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ranasing	9178507963	Male	49	undefined	7524561		

Step 4) Click Submit to upload

FPO ODISHA

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

MAIN

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

Management Details

Details of Board of Directors *

Add BOD Using Manual/Excel

Using Excel

Upload Excel-sheet (Sample format)

Choose File No file chosen

SL No.	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Edit	Delete
1	Pitambar Gamango	6372171619	Male	52	undefined	7524566		
2	Jambu Raika	7749978996	Male	55	undefined	752		
3	Girdharai Paika	8480659368	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ranasing	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	6372171619	Male	52	undefined	7524566		
2	Jambu Raika	7749978996	Male	55	undefined	752		
3	Girdharai Paika	8480659368	Male	45	undefined	7524550		
4	Uday Ch Nayak	7849020543	Male	40	undefined	7524572		
5	Ramesh Ranasing	9178507963	Male	49	undefined	7524561		
6	Shyamghara Raika	9333990283	Male	45	undefined			
7	Tinath Malik	7751902799	Male	56	undefined			
8	Sabita Majhi	9333199423	Female	47	undefined			
9	Dusamanta Dalai	6480175782	Male	63	undefined			
10	hdhsa	77160467993	Male	56	Senior secondary	67667179		

b)) Add Manual

Step 1) Select Add Manual from the drop down menu

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	Gindhari Paika	8480659368	Male	45	undefined	7524550		

Step 2) Input name of Board of director.

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

Step 3) Input mobile Number of Board of director.

The screenshot shows the 'Management' section of the portal. On the left, a sidebar lists various options like Dashboard, Profile Update, Members Corner, etc. The main area displays a table for 'Details of Board of Directors'. A row is selected with Sl. No. 10, Name Pitambar Gan, and Phone Number 8480175782. A dropdown menu for Gender is open, showing options: Male, Female, and -Select-. Buttons for Update and Delete are visible at the bottom right of the table row.

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

This screenshot is similar to the previous one but focuses on the gender selection step. The 'Gender' dropdown menu is now closed, showing the selected value 'Male'. The other options 'Female' and '-Select-' are still visible. The rest of the table and interface elements are identical to the first screenshot.

Step 5) Input age of the Board of Director

The screenshot shows the 'Management' section of the portal. A table titled 'Details of Board of Directors' is displayed. In the 'Age' column for row 10, the value '52' is entered. A dropdown menu is open next to the gender field, showing options: 'Male', 'Female', and 'Select'. A yellow circle with the number '5' is placed over the 'Age' input field. A blue callout box labeled 'Input age of director' points to the 'Age' field.

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

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

The screenshot shows the 'Management' section of the portal. The same table is displayed. In the 'Educational Qualification' column for row 10, a dropdown menu is open, showing options: 'Select', '5th pass', '8th pass', 'Matriculate', 'Senior secondary', 'Graduate', 'Post graduate', 'MBA', and 'Other'. A yellow circle with the number '6' is placed over the 'Educational Qualification' dropdown. A blue callout box labeled 'Select Educational qualification of the Director from drop down list' points to the dropdown menu.

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

Step 7) Input DIN Number of the Board of Director

Management

Details of Board of Directors

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

Details of Staff

Step 8) Click Update to save the record

Management

Details of Board of Directors

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

Details of Staff

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.

Management

Details of Board of Directors

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
1			-Se		--Select--		Update

Add

Step 2) Input name of Board of director.

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--		Update Delete

Add

Step 3) Input mobile Number of Board of director.

Screenshot of the FPO Odisha Portal showing the 'Update profile details' section for 'Management'. The page displays the 'Details of Board of Directors' table.

The table has columns: Sl. No, Name, Phone Number, Gender, Age, Educational Qualification, DIN, and Action.

Row 10 shows the following data:

Sl. No	Name	Phone Number	Gender	Age	Educational Qualification	DIN	Action
10	Priya	8480175782	Male	52	-Select-		<button>Update</button> <button>Delete</button>

A red box highlights the phone number '8480175782'. A yellow circle with the number '3' is positioned above the gender dropdown, which is currently set to 'Male'. The dropdown menu also includes 'Female'.

The left sidebar shows the main navigation menu with 'Profile Update' selected.

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

Screenshot of the FPO Odisha portal showing the 'Management' section for updating profile details. The 'BODs' tab is selected. A dropdown menu for gender selection is open, showing options: Male, -Select-, Male, and Female. A callout box labeled '4' indicates to 'Select Gender of Director from drop down list'.

Step 5) Input age of the Board of Director

Screenshot of the FPO Odisha portal showing the 'Management' section for updating profile details. The 'BODs' tab is selected. The age field for the director is highlighted with a red box, and a callout box labeled '5' indicates to 'Input age of director'.

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

The screenshot shows the 'Management' section of the FPO Odisha portal. On the left, there's a sidebar with various menu items like 'Dashboard', 'Profile Update', and 'Members Corner'. The main area is titled 'Details of Board of Directors' and shows a table with one row for 'Priya'. The 'Educational Qualification' column has a dropdown menu open, listing options such as 'Select', '5th pass', '8th pass', 'Matriculate', 'Senior secondary', 'Graduate', 'Post graduate', 'MBA', and 'Other'. A blue callout box with the number '6' indicates the step to select the qualification. The 'DIN' column contains the value '7524566'.

Step 7) Input DIN Number of the Board of Director

This screenshot is similar to the previous one but focuses on Step 7. The 'DIN' field now contains the value '7524566', which is highlighted with a red box. A blue callout box with the number '7' indicates the step to input the DIN number. A blue box at the bottom right also says 'Input DIN Number of the Director'.

Step 8) Click Update to save the record.

The screenshot shows the 'Management' section of the FPO Odisha portal. On the left, there's a sidebar with various links under 'MAIN' and 'Profile Update'. The main area displays 'Details of Board of Directors' for a member named Priya. An open dropdown menu for 'Educational Qualification' lists several options, with 'Matriculate' selected. A callout bubble with the number '8' and the text 'Click update' points to the green 'Update' button located at the bottom right of the dropdown menu.

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.

The screenshot shows the 'Management Details' section of the FPO Odisha portal. The sidebar is identical to the previous screenshot. The main area shows a table titled 'Details of Board of Directors *' with 7 rows of data. Each row contains columns for SL No., Name, Phone Number, Gender, Age, Educational Qualification, DIN, and two action icons: 'Edit' (yellow pencil) and 'Delete' (red square). The 'Edit' icon for the first row is highlighted with a red box.

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

The screenshot shows the 'Update profile details' interface. On the left, a sidebar lists various FPO services. The main area is titled 'Management' and contains a table for 'Details of Staff'. The 'Add' button at the bottom left of the table is highlighted with a red box and a yellow circle containing the number '1'. A blue box highlights the text 'Click add to add fields'.

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action
1			-Se	--Select--		<button>Update</button> <button>Delete</button>

Step 2) Input name of staff in the field Name

The screenshot shows the 'Details of Staff' table after adding a new row. The 'Name' field for the first row is highlighted with a red box and a yellow circle containing the number '2'. A green arrow points from the 'Add' button in the previous screenshot to this 'Name' field. The table now contains five rows of staff information.

Sl. No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Kumar				V	<button>Update</button> <button>Delete</button>	
2	Saras Jena	Accountant	6372911711		--Select--	<button>Update</button> <button>Delete</button>	
3	Subarn Ch Patanayak	--Select--	9438032437		--Select--	<button>Update</button> <button>Delete</button>	
4	Kalu Ch paika	--Select--	6370831625		--Select--	<button>Update</button> <button>Delete</button>	
5	Niranjan paika	--Select--	6372282323		--Select--	<button>Update</button> <button>Delete</button>	

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

Details of Staff

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

Step 4) Input contact number of the Staff

Details of Staff

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

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

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

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.com	--Select--	Update	Delete
2	Saras Jena	Accountant	6372911711		Male	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 7) Click update to save

Details of Staff

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

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

Click delete to delete record in case any staff resign.

Details of Staff

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

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

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 of the FPO ODISHA portal. There are two rows of staff information. Row 1: Ajit Ku Sahu (CEO). Row 2: Saras Jena (Designation dropdown is set to 'Select'). A red box highlights the 'Name' field for Saras Jena. A blue box highlights the 'Designation' dropdown for Saras Jena. A yellow circle with the number '1' is positioned above the 'Input Name of Accountant' button.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.co	Male	Update	Delete
2	Saras Jena	--Select--			--Select--	Update	Delete

Step 2) Select Designation- Accountant from the drop down

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. The 'Designation' dropdown for Saras Jena is open, displaying the following options: '--Select--', 'CEO', 'Accountant', 'MIS', 'Marketing Manager', and 'Admin'. The 'Accountant' option is highlighted with a blue background. A red box highlights the 'Designation' dropdown for Saras Jena. A yellow circle with the number '2' is positioned above the 'Select account from drop down list' button.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.co	Male	Update	Delete
2	Saras Jena	--Select--			--Select--	Update	Delete

Step 3) Input Contact Number of the accountant

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. A contact number '7718046893' is being typed into the 'Contact Number' field for staff member Saras Jena. A yellow circle with the number '3' is overlaid on the 'Input Contact Number' button.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.co	Male	<button>Update</button>	<button>Delete</button>
2	Saras Jena	Accountant	7718046893		--Select--	<button>Update</button>	<button>Delete</button>

Step 4) Input Email Id of the accountant

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. An email id 'jsaras123@gmail.com' is being typed into the 'Email Id' field for staff member Saras Jena. A red box highlights the 'Email Id' field, and a yellow circle with the number '4' is overlaid on the 'Input Email id' button.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar4632@gmail.co	Male	<button>Update</button>	<button>Delete</button>
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	--Select--	<button>Update</button>	<button>Delete</button>

Step 5) Select Gender of FPO's accountant.

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal. A dropdown menu for 'Gender' is open, listing four options: '--Select--', 'Male', 'Female', and 'Others'. A yellow circle with the number 5 is placed over the 'Male' option, with the text 'Input Email id' next to it. The staff list includes rows for Shyamghana Raita, Trinath Mallik, Sabita Majhi, and Dusmanta Dalai. The 'Profile Update' tab is selected in the sidebar.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action
1	Ajit Ku Sahu	CEO		sajithkumar463@gmail.co	Male	<input type="button" value="Update"/> <input type="button" value="Delete"/>
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	--Select--	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Step 6) click update toe save the data

The screenshot shows the 'Details of Staff' section of the FPO ODISHA portal after saving the changes. The gender for Saras Jena has been updated to 'Female'. The 'Profile Update' tab is selected in the sidebar.

Sl. No.	Name	Designation	Contact Number	Email Id	Gender	Action
1	Ajit Ku Sahu	CEO		sajithkumar463@gmail.co	Male	<input type="button" value="Update"/> <input type="button" value="Delete"/>
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	Female	<input type="button" value="Update"/> <input type="button" value="Delete"/>

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

The screenshot shows a list of staff members with columns for Name, Contact Number, Gender, and Action (Update/Delete). The 'Delete' button for the accountant record (Saras Jena) is highlighted with a red box.

SL No	Name	Designation	Contact Number	Email Id	Gender	Action	Delete
1	Ajit Ku Sahu	CEO		sajithkumar463@gmail.co	Male	<button>Update</button>	<button>Delete</button>
2	Saras Jena	Accountant	7718046893	jsaras123@gmail.com	Female	<button>Update</button>	<button>Delete</button>

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

The screenshot shows the 'Update profile details' page with the 'Membership' tab selected. The 'Input Number of Male members' field is highlighted with a red box and contains the value '561'.

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

Step 2) Input Number of Female members

Update profile details

Fpo details BODs Group details Financial details Business activity Others

Membership

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

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

No file chosen No file chosen

Step 3) Total Number of members is auto updated.

Update profile details

Fpo details BODs Group details Financial details Business activity Others

Membership

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

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

No file chosen No file chosen

Total Member- Auto-updated

C.ii) Number of Farmers mobilized as shareholders

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

The screenshot shows the 'Update profile details' page for 'Membership'. On the left, there's a sidebar with various FPO services like Members Corner, Produce aggregator, Demand Aggregator, Stock Management, Relevant Consumer Groups, Relevant Traders, and External Services. The main area has tabs for Fpo details, BODs, Group details (selected), Financial details, Business activity, and Others. Under 'Membership', it shows 'Members Details' with columns for Male, Female, and Total. The 'No of members' row shows 561 Male, 179 Female, and 740 Total. The 'No of farmer mobilized as shareholders' row is highlighted with a blue border and contains the value 525. A yellow callout box with the number '1' and the text 'Input farmers mobilized and shareholder' points to this field.

	Male	Female	Total
No of members	561	179	740
SC/ST members		543	
Small/Marginal farmer members		734	
No of farmer mobilized as shareholders	525		

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

The screenshot shows the 'Update Profile Details' page with a note '(All * mark fields are mandatory.)'. It has tabs for Incorporation Details, Management Details, Membership & Shareholder Details (selected), Financial & Scheme assistance Details, Business Activities, and Others Details. Under 'Membership & Shareholder Details', it shows 'Members Details' with a dropdown for 'Year'. The 'Number of Members(including Shareholder & Non-Shareholders)*' row shows 561 Male, 179 Female, and 740 Total. The 'Number of Small/Marginal Farmer Members*' row is highlighted with a red border and contains the value 300. A yellow callout box with the number '1' points to this field.

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

Step2) Input Number of Female members

FPO ODISHA

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

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

Incorporation Details Management Details Membership & Shareholder Details Financial & Scheme assistance Details Business Activities Others Details

Membership & Shareholder Details

Members Details

Year*	Male	Female	Total
-Select-	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*	Male	Female	Total
-Select-	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: 2. Number of FIG Actively Engaged: Authorised Capital (In INR):

Step 2) Input Number of FPO actively engaged.

Membership & Shareholder Details

Members Details

Year*	Male	Female	Total
-Select-	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: 2. Number of FIG Actively Engaged: Authorised Capital (In INR):

C.v) Share capital Mobilized in INR

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

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 No file chosen
Upload AOA document 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 FIC Under FPO :	10	Number of FIC Actively Engaged :	5
Authorised Capital(In INR):	1000000		
Shared/Paid Up Capital Raised Till Date(In INR) *:	100000	Upload AOA File(Pdf only):	<input type="button" value="Choose File"/> No file chosen
		Upload MOA File(Pdf only):	<input type="button" value="Choose File"/> No file chosen
Share certificate issued to FPO members:	<input type="button" value="Select an option"/> Yes <input type="button" value="No"/>		
FPO issue Dividends/ Patronage Bonus To FPO members:	<input type="button" value="Select an option"/>		
FPO Extend Loan To FPO Members:	<input type="button" value="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' section of the FPO Odisha Portal. On the left is a sidebar with various links like Members Corner, Produce aggregator, Demand Aggregator, Stock Management, Relevant Consumer Groups, Relevant Traders, and External Services. The main form area has several input fields: 'Number of Members(including Shareholder & Non-Shareholders)*' with values 561, 179, and 740; 'SC/ST members' with value 543; 'Number of Small/Marginal Farmer Members*' with values 300, 440, and 740; 'Number of Shareholder Members*' with value NaN; 'Number of FIC Under FPO:' with value 10; 'Number of FIC Actively Engaged:' with value 5; 'Authorised Capital(In INR):' with value 1000000; 'Shared/Paid Up Capital Raised Till Date(In INR)*' with value 100000; 'Upload AOA File(Pdf only)' and 'Upload MOA File(Pdf only)' both showing 'No file chosen'; 'Share certificate issued to FPO members:' dropdown set to 'No'; 'FPO issue Dividends/ Patronage Bonus To FPO members:' dropdown (circled in yellow with number 1) showing options 'Select an option', 'Yes' (selected), and 'No'; 'FPO Extend Loan To FPO Members:' dropdown showing 'Select an option'; and a green 'Update' button.

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

This screenshot is similar to the previous one but with a different selection in the dropdown. The 'FPO issue Dividends/ Patronage Bonus To FPO members:' dropdown now has 'Yes' selected (circled in yellow with number 2). The 'No. of Times Dividends/ Patronage Bonus Issued' input field is now enabled and contains the value '30'. All other fields and the layout remain the same as in the first screenshot.

C.viii) FPO Extend Loan To FPO Members:

Step 1) Go to drop down FPO Extend Loan 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 FPO Under FPO : 10 Number of FPO 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

hare certificate issued to FPO members: No FPO Issue Dividends/ Patronage Bonus To FPO members: Select an option

FPO Extend Loan To FPO Members: Select an option
Select an option
Yes
No

1 Update

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

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 FPO Under FPO : 10 Number of FPO 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

hare certificate issued to FPO members: No FPO Issue Dividends/ Patronage Bonus To FPO members: Yes No. of Times Dividends/ Patronage Bonus Issued: 300

FPO Extend Loan To FPO Members: Yes

2 Rate of Loan Repayment (in %)
50 %

Update

Click Update to save the input data

Number of Small/Marginal Farmer Members*: 300 440 740

Number of Shareholder Members*: NaN

Number of FPO Under FPO : 10 Number of FPO 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

hare certificate issued to FPO members: No FPO Issue Dividends/ Patronage Bonus To FPO members: Yes No. of Times Dividends/ Patronage Bonus Issued: 300

FPO Extend Loan To FPO Members: Yes

Rate of Loan Repayment (in %)
50 %

Update

Back Next

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' form. The 'Financial and Legal' tab is active. In the 'Account Details' section, there is a dropdown menu with the question 'Do the FPO have a bank account?'. The 'Yes' option is selected and highlighted with a yellow circle containing the number 1. Other options in the dropdown are 'No' and 'Select-'.

Step 2) Select name of bank from drop down list

The screenshot shows the 'Update profile details' form. The 'Financial and Legal' tab is active. In the 'Account Details' section, there is a dropdown menu for 'Name of the bank'. The 'STATE BANK OF INDIA' option is selected and highlighted with a yellow circle containing the number 2. Other options in the dropdown include 'URBAN COOP BANK', 'SELECT-', 'INDUSIND BANK', 'BOUDH CCB', 'VIJAYA BANK', 'DCCB BALASORE BHADRAK', 'CANARA BANK', 'NAYAGARH DCCB', 'BHARATIYA MAHILA BANK LTD.', 'KALINGA GRAMYA BANK', 'SUNDERGARH DCCB', 'STATE BANK OF BIKANER AND JAIPUR', 'ALLAHABAD BANK', 'STANDARD CHARTERED BANK', 'STATE BANK OF PATIALA', 'BHAWANIPATANA CCB', and 'KORAPUT CCB'. A green 'Update' button is visible at the bottom right of the dropdown menu.

Step 3) Input Bank Branch name

The screenshot shows the 'Update profile details' page under the 'Financial and Legal' tab. In the 'Account Details' section, the 'Name of the bank' dropdown is set to 'STATE BANK OF INDIA'. The 'Branch name' dropdown is open, displaying a list of branches. A yellow box labeled '3' highlights the dropdown menu, and another yellow box labeled 'Select Branch name from drop down' points to the list. The list includes various branch names such as AMBAPUA, HIGHCOURT CAMPUS, TEMPLE ROAD, RBOV, BHUBANESWAR, VYASANAGAR, REGIONAL BUSINESS OFFICE BARIPADA, MATHURA, JALDA, CHASAKHANDA, GUMMA, KINJIREKELA, KOMTALPETA, RESHAM, CHANDAPUR, and BISWANATHPUR.

Step 4) Input Bank Account number

The screenshot shows the 'Update profile details' page under the 'Financial and Legal' tab. In the 'Account Details' section, the 'Name of the bank' dropdown is set to 'STATE BANK OF INDIA' and the 'Branch name' dropdown is set to 'RATNAGIRI'. The 'Account number' field contains the value '3687624567889'. A yellow box labeled '4' highlights the 'Input Bank Account Number' field. A green 'Update' button is visible at the bottom right of the form.

Step 5) Input PAN Number of FPO

The screenshot shows the 'Update profile details' form. The 'Financial and Legal' tab is active. Step 5 is highlighted over the 'PAN number of the FPO' input field, which contains 'AAFCFT9302C'. Other fields visible include 'Do you have a bank account?' (Yes), 'Name of the bank' (STATE BANK OF INDIA), 'Branch name' (RATNAGIRI), 'Account number' (3687624567889), and 'TAN number' (empty).

Step 6) Input TAN Number of FPO

The screenshot shows the 'Update profile details' form. The 'Financial and Legal' tab is active. Step 6 is highlighted over the 'TAN number' dropdown menu, which shows 'E03028'. Other fields visible include 'Do you have a bank account?' (Yes), 'Name of the bank' (STATE BANK OF INDIA), 'Branch name' (RATNAGIRI), 'Account number' (35647892346), and 'PAN number of the FPO' (12345678).

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 'Profile Update' section of the FPO Odisha portal. On the left sidebar, under 'Profile Update', there are links for Members Corner, Produce aggregator, Demand Aggregator, Stock Management, Relevant Consumer Groups, Relevant Traders, and External Services. The main content area displays 'Financial Year wise Turnover Data'. It includes fields for Account number, PAN number of the FPO (AAFCT9302C), TAN number (21AAFCT9302C1ZV), and an 'Update' button. Below these, a table header for 'Financial Year wise Turnover Data' is shown with columns: Financial year, Turnover(In Lakhs), Upload Audited Turnover Report (img/pdf), FPO Management Cost, Other Costs, Income, Action, and Delete. A dropdown menu for 'Financial year' is open, showing options: 2022-2023 (selected), 2022-2023, 2023-2024, 2024-2025, and 2025-2026. A callout bubble '1 Select Financial Year from the drop down' points to the dropdown. Below the table, there is a section labeled 'Schemes covered in:'.

Step 2) Input Turn-over value

This screenshot shows the same 'Profile Update' section as the previous one. The 'Financial year' dropdown is now set to '2022-2023'. The 'Turnover(In Lakhs)' field contains the value '8475885'. A callout bubble '2 Input Turnover value' points to this input field. The rest of the interface is identical to the first screenshot, including the table for 'Financial Year wise Turnover Data' and the 'Schemes covered in:' section.

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

1 Financial Year wise Profit & Loss Data *:

Financial Year	Profit %	Upload Audited P & L Statement(pdf/jpeg)
-Select-	-Select-	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add"/>
2022-2023		
2023-2024		
2024-2025		

Schemes covered in :

Equity Guarantee Scheme *:

Equity Grant Availed	Credit Guarantee Availed	Other Financial Aid
-S-	-Se-	<input type="button" value="Add"/>

Credit Guarantee Scheme :

Other Financial Aid :

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

2 Financial Year wise Profit & Loss Data *:

Financial Year	Profit %	Upload Audited P & L Statement(pdf/jpeg)
2022-2023	-Select-	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add"/>
	<0.5%	
	0.5-0.9%	
	1-1.49%	
	1.5-2%	
	>2%	

Schemes covered in :

Equity Guarantee Scheme *:

Equity Grant Availed	Credit Guarantee Availed	Other Financial Aid
-S-	-Se-	<input type="button" value="Add"/>

Credit Guarantee Scheme :

Other Financial Aid :

Step 3) Go to “Choose file:, Upload Year-wise P&L Statement

3 P&L Statement file upload:

Choose file

File

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

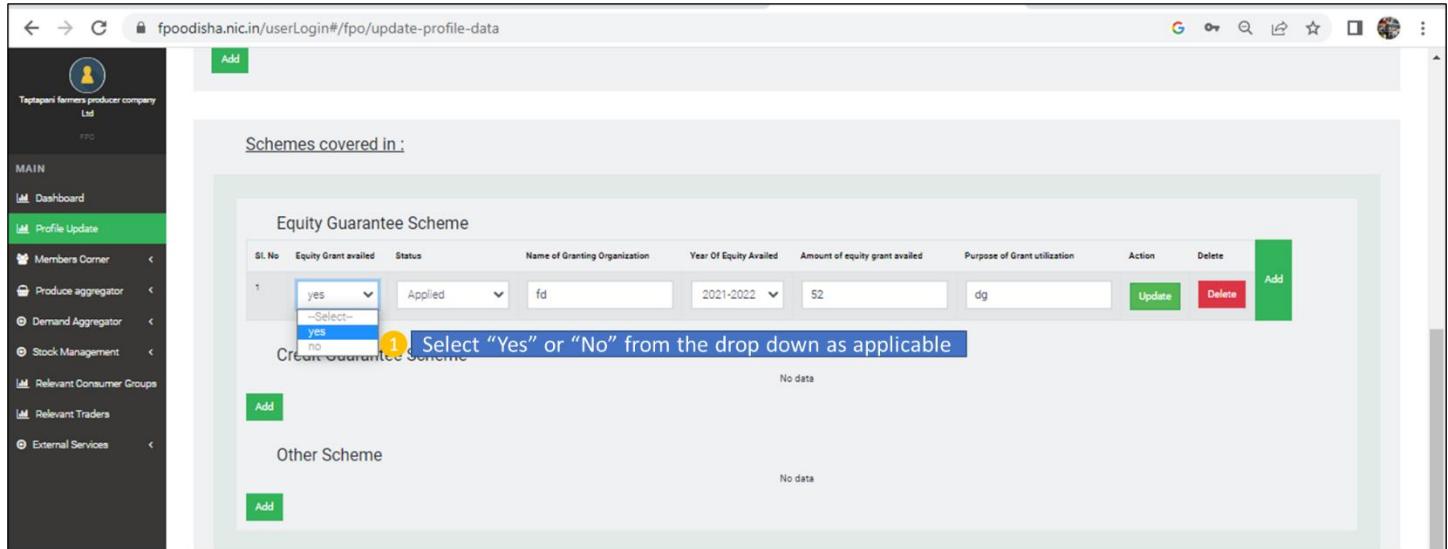
Add

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

2022-2023	0.0-0.9%	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2023-2024	0.0-0.9%	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2024-2025	0.0-0.9%	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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”



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	fd	2021-2022	52	dg	Update	Delete	Add

1 Select “Yes” or “No” from the drop down as applicable

Credit Guarantee Scheme

No data

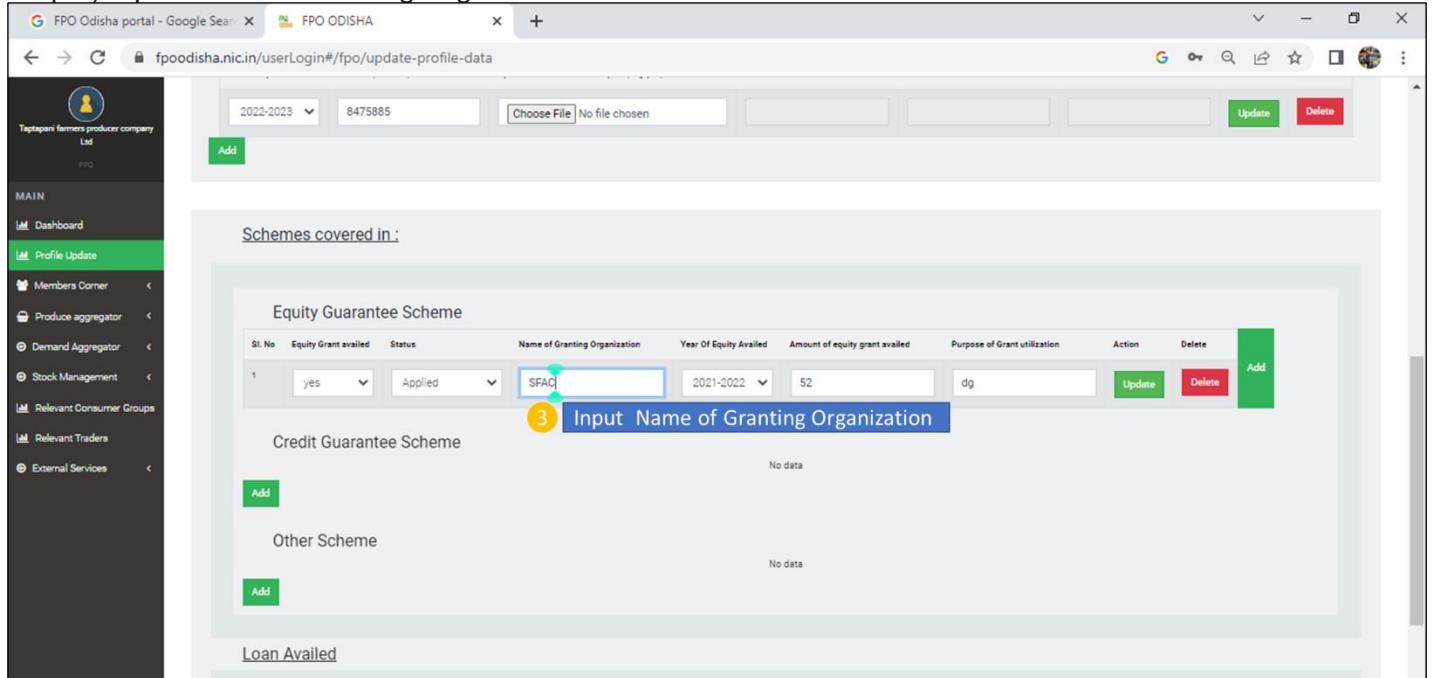
Add

Other Scheme

No data

Add

Step 2) Input Name of Granting Organization



2022-2023 8475885 Choose File No file chosen

Add

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	52	dg	Update	Delete	Add

Credit Guarantee Scheme

No data

Add

Other Scheme

No data

Add

Loan Availed

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

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	52	dg	Update	Delete	Add

Credit Guarantee Scheme

Other Scheme

No data

Loan Availed

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

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	31000	dg	Update	Delete	Add

Credit Guarantee Scheme

Other Scheme

No data

Loan Availed

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
1	yes	Applied	SFAC	2021-2022	31000	Establishment of input shop

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
1	yes	Availed already	SFAC	2022-2023	31000	CHC infrastructure

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Purpose Of Grant utilization	<input type="text"/>		
<input type="text"/>	<input type="button" value="Edit"/>		

Equity Grant availed	Name of Granting Organization	Year Of Equity Availed	Amount Of equity Grant Availed	Purpose Of Grant utilization	Edit	Delete
Yes	NABARD	2022-2023	80000	Processing facility	<input checked="" 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”.

1 Other Financial Aid :
 Other Financial Aid Availed
 Yes
 Select An Option
 Yes
 No

Type Of Financial Aid
 Other Grant
 Name Of Scheme/ Grant
 Enter Name of Organization

Purpose of Financial Aid Utilization
 Enter Purpose

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.

2 Other Financial Aid :
 Other Financial Aid Availed
 Yes
 Type Of Financial Aid
 Other Grant
 Select
 Government Scheme
 Other Grant

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

3 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

4 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
 Enter Purpose

Add

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

5 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

6 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

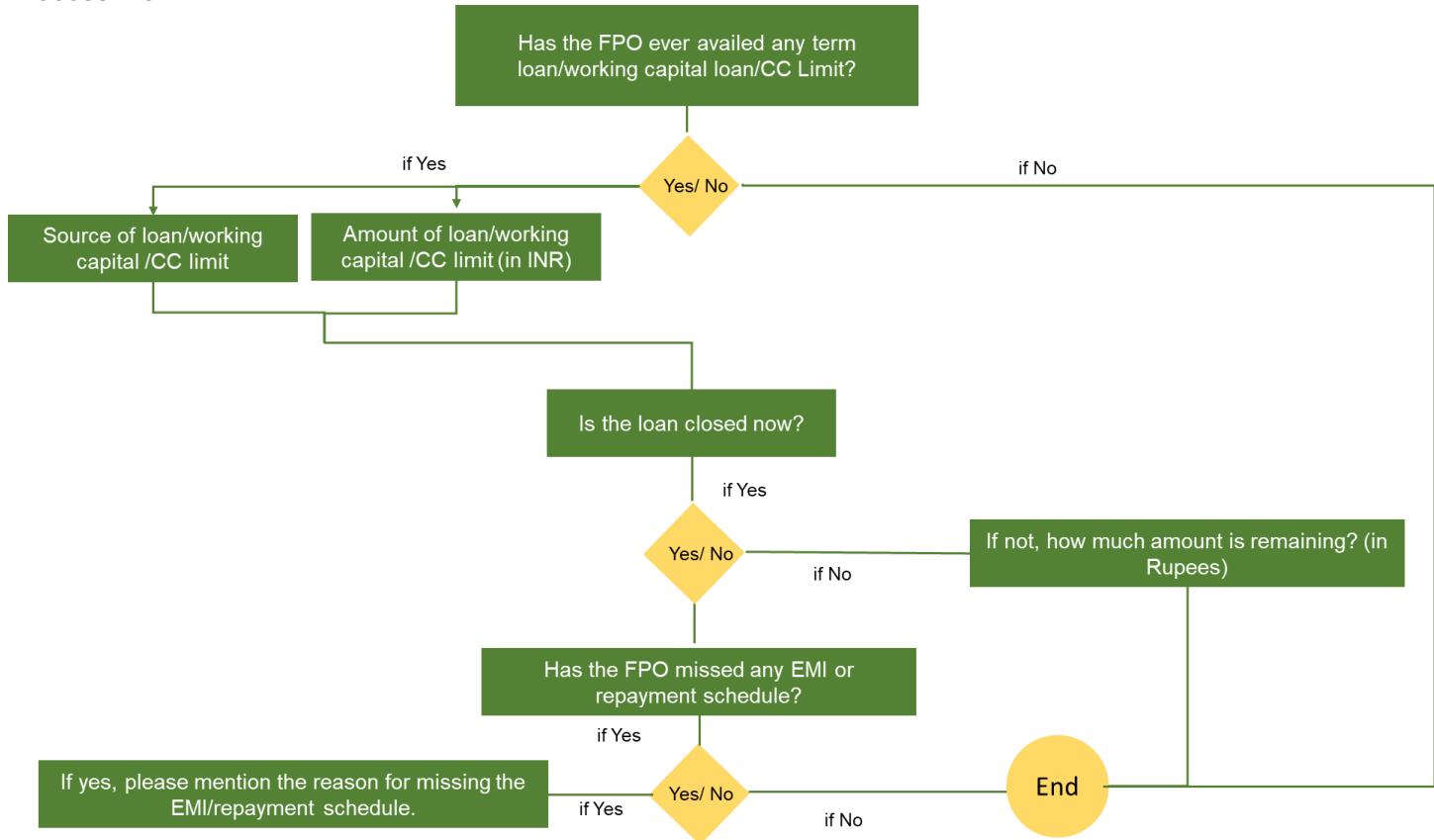
“Edit” in the table of records.

The screenshot shows a user interface for managing financial aid. On the left, there's a sidebar with links like 'Members Corner', 'Produce aggregator', 'Demand Aggregator', 'Stock Management', 'Relevant Consumer Groups', 'Relevant Traders', and 'External Services'. The main area is titled 'Other Financial Aid :'. It has fields for 'Other Financial Aid Availed' (dropdown), 'Type Of Financial Aid' (dropdown), 'Name Of Scheme/ Grant' (text input), 'Amount Of Grant' (text input), 'Purpose of Financial Aid Utilization' (text input), and an 'Add' button. Below these are two rows of data in a table:

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?

Credit Guarantee Scheme

No data

Other Scheme

No data

Loan Availed

Has the FPO ever availed any term loan/working capital loan/CC Limit?

source of loan/working capital /CC limit (in INR).

Amount of loan/working capital /CC limit (in INR).

1 Select "Yes" or "NO"

Yes Sammunati fianance NA

If yes, please mention the reason for missing the EMI/repayment schedule.

Update

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

Loan Availed

2

Term/ Working Capital Loan/ CC Limit Availed By FPO* ?

Financial Year *:

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

Upload Sanction Letter(Pdf only)*

Status of Loan Account

Choose File No file chosen

Has The FPO Missed Any EMI or Repayment Schedule?

Update

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

Loan Availed

3

Term/ Working Capital Loan/ CC Limit Availed By FPO* ?

Financial Year *:

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

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

Status of Loan Account

Upload Sanction Letter(Pdf only)*

Choose File No file chosen

Has The FPO Missed Any EMI or Repayment Schedule?

Update

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

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

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

Taptapani farmers producer company Ltd FPO

Credit Guarantee Scheme

No data

Other Scheme

No data

Loan Availed

② **Input source of loan and Amount**

Has the FPO ever availed any term loan/working capital loan/CC Limit?

Yes

source of loan/working capital /CC limit (in INR). Amount of loan/working capital /CC limit (in INR).

Sammunati fianance 1000000

Is the loan closed now?

Yes

Has the FPO missed any EMI or repayment schedule?

Yes

If yes, please mention the reason for missing the EMI/repayment schedule.

Update

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”

MAIN

Loan Availed

Term/ Working Capital Loan/ CC Limit Availed 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

Has The FPO Missed Any EMI or Repayment Schedule?

Yes

Status of Loan Account

Ongoing
Closed

5

Update

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 Availed' form. On the left is a sidebar with 'MAIN' and various 'Profile Update' options. The main area has fields for 'Term/ Working Capital Loan/ CC Limit Availed By FPO*', 'Financial Year', 'Upload Sanction Letter(Pdf only)*', 'Source of Loan/Working Capital /CC Limit (in INR)', 'Amount of Loan/Working Capital /CC Limit (in INR)', 'Status of Loan Account', and 'Status of Closure'. A dropdown menu for 'Status of Closure' is open, showing options: '-Select-', 'Successfully Closed', and 'Defaulted'. The 'Successfully Closed' option is highlighted with a blue background. A yellow circle with the number 6 is positioned to the left of the dropdown menu.

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 Availed' form. The sidebar and fields are identical to the previous screenshot. The 'Status of Closure' dropdown is now closed. Below it, a dropdown menu for 'Has The FPO Missed Any EMI or Repayment Schedule?' is open, showing options: 'No', 'Yes', and 'No'. The 'No' option is highlighted with a blue background. A yellow circle with the number 7 is positioned to the left of the dropdown menu.

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 Availed' form. The sidebar and fields are identical to the previous screenshots. The 'Has The FPO Missed Any EMI or Repayment Schedule?' dropdown is set to 'No'. To the right of the dropdown, a new text input field is visible with the placeholder text 'If yes,Mention The Reason For Missing EMI/Repayment Schedule.' A yellow circle with the number 8 is positioned to the left of this field.

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

The screenshot shows a user interface for updating loan information. On the left, a sidebar lists various menu items under 'MAIN'. The 'Profile Update' item is highlighted in green. The main content area is titled 'Loan Availed'. It contains several input fields: 'Term/ Working Capital Loan/ CC Limit Availed By FPO?' (Yes), 'Financial Year' (2022-2023), 'Upload Sanction Letter(Pdf only)' (Choose File, No file chosen). Below these are fields for 'Source of Loan/Working Capital /CC Limit (in INR)' (Sam munati finance) and 'Amount of Loan/Working Capital /CC Limit (in INR)' (1000000). There's also a dropdown for 'Status of Loan Account' (Closed). Further down are fields for 'Status of Closure' (~Select~) and 'Has The FPO Missed Any EMI or Repayment Schedule?' (Yes). A note says 'If yes,Mention The Reason For Missing EMI/Repayment Schedule.' At the bottom right, there is a green 'Update' button. The entire 'Update' button is enclosed in a red box, and the number '9' is placed in a yellow circle above it. Navigation buttons 'Back' and 'Next' are at the bottom right.

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

The screenshot shows the 'Business Activities' section of the profile update. A red box highlights the 'Primary business activities:' list. The 'Produce aggregation and Marketing' checkbox is checked. Other options include Input sales, Custom Hiring Center, Insurance services, Ecological Farming, Others, Seed production and Supply, Storage & logistics services, Financial services, Processing and value addition, and Eco/Rural tourism.

Business Activities	
Primary business activities: <ul style="list-style-type: none"> <input type="checkbox"/> Input sales <input checked="" type="checkbox"/> Produce aggregation and Marketing <input type="checkbox"/> Custom Hiring Center <input type="checkbox"/> Insurance services <input type="checkbox"/> Ecological Farming <input type="checkbox"/> Others <input checked="" type="checkbox"/> Seed production and Supply <input type="checkbox"/> Storage & logistics services <input type="checkbox"/> Financial services <input type="checkbox"/> Processing and value addition <input type="checkbox"/> Eco/Rural tourism 	
Business Activity Details of FPO : <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Year <input type="button" value="--Select--"/> </div> <div style="width: 30%;"> List of primary Business Activities <input type="button" value="--Select--"/> </div> <div style="width: 30%;"> No. of member farmers purchasing/selling/engaged : <input type="text" value="Enter No. of farmer"/> </div> <div style="width: 30%;"> No. of member non farmers purchasing/selling/engaged : <input type="text" value="Enter no. of non farmer"/> </div> </div> <div style="margin-top: 10px;"> Value of Transaction (In INR) <input type="text" value="Enter Transaction Amount"/> Add </div>	

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

The screenshot shows the 'Business Activity Details of FPO' section. A red box highlights the 'Year' dropdown menu. The '2022-2023' option is selected. Other options include '2023-2024' and 'Enter Transaction Amount'. Below the dropdown are fields for 'List of primary Business Activities', 'No. of member farmers purchasing/selling/engaged', and 'No. of member non farmers purchasing/selling/engaged'.

Business Activity Details of FPO :			
Year <input type="button" value="--Select--"/> <input checked="" type="button" value="2022-2023"/> <input type="button" value="2023-2024"/> <input type="text" value="Enter Transaction Amount"/>	List of primary Business Activities <input type="button" value="--Select--"/> <input type="button" value="--Select--"/> <input type="button" value="Input sales"/> <input type="button" value="Produce aggregation and Marketing"/> <input type="button" value="improving production technology"/> <input type="button" value="Eco/Rural tourism"/> <input type="button" value="Seed production and Supply"/> <input type="button" value="Storage & logistics services"/> <input type="button" value="Custom hiring Center"/> <input type="button" value="Ecological Farming"/> <input type="button" value="Primary Processing"/> <input type="button" value="Secondary Processing"/> <input type="button" value="Financial services"/> <input type="button" value="Insurance services"/> <input type="button" value="Other"/>	No. of member farmers purchasing/selling/engaged : <input type="text" value="Enter No. of farmer"/>	No. of member non farmers purchasing/selling/engaged : <input type="text" value="Enter no. of non farmer"/>

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

The screenshot shows the 'Business Activity Details of FPO' section. A red box highlights the 'List of primary Business Activities' dropdown menu. The 'Produce aggregation and Marketing' option is selected. Other options include 'Input sales', 'improving production technology', 'Eco/Rural tourism', 'Seed production and Supply', 'Storage & logistics services', 'Custom hiring Center', 'Ecological Farming', 'Primary Processing', 'Secondary Processing', 'Financial services', 'Insurance services', and 'Other'. Below the dropdown are fields for 'Value of Transaction (In INR)', 'Business Readiness of FPO', 'Business Plan', and 'Upload Business Plan (Pdf file only)'.

Business Activity Details of FPO :				
Year <input type="button" value="2022-2023"/> Value of Transaction (In INR) <input type="text" value="Enter Transaction Amount"/>	List of primary Business Activities <input type="button" value="--Select--"/> <input type="button" value="--Select--"/> <input type="button" value="Input sales"/> <input checked="" type="button" value="Produce aggregation and Marketing"/> <input type="button" value="improving production technology"/> <input type="button" value="Eco/Rural tourism"/> <input type="button" value="Seed production and Supply"/> <input type="button" value="Storage & logistics services"/> <input type="button" value="Custom hiring Center"/> <input type="button" value="Ecological Farming"/> <input type="button" value="Primary Processing"/> <input type="button" value="Secondary Processing"/> <input type="button" value="Financial services"/> <input type="button" value="Insurance services"/> <input type="button" value="Other"/>	No. of member farmers purchasing/selling/engaged : <input type="text" value="Enter No. of farmer"/>	No. of member non farmers purchasing/selling/engaged : <input type="text" value="Enter no. of non farmer"/>	
Business Readiness of FPO : Business Plan : Financial Year*				
<input type="button" value="Upload Business Plan (Pdf file only)"/>				

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

Business Activity Details of FPO :

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing | Value of Transaction (In INR): Enter Transaction Amount

No. of member farmers purchasing/selling/engaged:

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

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 | Value of Transaction (In INR): Enter Transaction Amount

No. of member farmers purchasing/selling/engaged: 100

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

Step 5) Input value of transaction

Business Activity Details of FPO :

Value of Transaction (In INR): Add

Business plan ready *?: Yes

KYC Updated *?: Yes

Upload Business Plan (Pdf file only): Choose File No file chosen Add

Step 6) Click “Add” to update record

Business Activity Details of FPO :

Year: 2022-2023 | List of primary Business Activities: Produce aggregation and Marketing | Value of Transaction (In INR): 500000

No. of member farmers purchasing/selling/engaged: 100 | No. of member non farmers purchasing/selling/engaged: 100

Add

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* Business plan ready *? Upload Business Plan (Pdf file only): Choose File No file chosen Add

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”

Business Readiness of FPO :

Business Plan :
Financial Year*
2019-2020

KYC Update :
Financial Year*
KYC Updated * ?

Step 3) Click on choose file to upload business plan

Business Readiness of FPO :

Business Plan :
Financial Year*
2019-2020

Business plan ready * ?
Yes

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

Step 4) Click “Add” to save the updates

Business Readiness of FPO :

Business Plan :
Financial Year*
2019-2020

Business plan ready * ?
Yes

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

Add

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

Trading on e-NAM:

Financial Year*
-Select-
2019-2020
2020-2021
2021-2022
2022-2023
2023-2024

FPO trading through e-NAM* ?
Select An Option

Tie-up/MoUs done* ?
Yes

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

Trading on e-NAM:

Financial Year*
2019-2020

Tie-ups & MoUs :

Financial Year*
-Select--

FPO trading through e-NAM* ?
Select An Option
Yes
No
Not up to date yet* ?

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”

Trading on e-NAM:

Financial Year*
2019-2020

FPO trading through e-NAM* ?
Yes

Is the FPO registered on e-NAM or other e-platform? :

Yes
Select An Option
Yes
No

Add

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

The screenshot shows the 'Profile Update' section of the Odisha Portal. In the 'Trading on e-NAM' section, there are three dropdown menus: 'Financial Year*' (2019-2020), 'FPO trading through e-NAM*?' (Yes), and 'Is the FPO registered on e-NAM or other e-platform?' (Yes). A red box surrounds the green 'Add' button located at the bottom right of the form.

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

The screenshot shows the 'Tie-ups & MoUs' section. The 'Financial Year*' dropdown menu is open, showing options like '2019-2020', '2020-2021', etc. A red box surrounds the dropdown menu, and a yellow circle labeled '1' is positioned above it. Another dropdown menu for 'Tie-up/MoUs done*?' is also visible.

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

The screenshot shows the 'Tie-ups & MoUs' section. The 'Tie-up/MoUs done*?' dropdown menu is open, showing options 'Yes' and 'No'. A red box surrounds the dropdown menu, and a yellow circle labeled '2' is positioned above it.

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 if FPO has not done any Tie-up/ MoU select “No”.

The screenshot shows the 'Tie-ups & MoUs' section. The 'Type Of Association*' dropdown menu is open, showing options like 'Tie-up' and 'MoUs'. A red box surrounds the dropdown menu, and a yellow circle labeled '3' is positioned above it.

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

The screenshot shows the 'Tie-ups & MoUs' section. The 'Name of Company:' input field contains the text 'ITD'. A red box surrounds the input field, and a yellow circle labeled '4' is positioned above it.

Step 5) Input Number of transactions done with respective company

The screenshot shows the 'Tie-ups & MoUs' section. The 'No. of transaction:' input field contains the number '3'. A red box surrounds the input field, and a yellow circle labeled '5' is positioned above it.

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

MAIN

- Dashboard
- Profile Update
- Members Corner
- Produce aggregator
- Demand Aggregator
- Stock Management

Tie-ups & MoUs :

Financial Year*	Tie-up/MoUs done* ?	Type Of Association *	Name of Company :
2019-2020	Yes	Tie-up	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	Date of License Issue	GST filing updated *	Last date of GST update
fhghffgsf123n	dd-mm-yyyy	-Select-	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	Date of License Issue	GST filing updated *	Last date of GST update
fhghffgsf123n	dd-mm-yyyy	-Select-	dd-mm-yyyy

Add

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

Date of License Issue

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

GST Details * :

GST License Number	Date of License Issue	GST filing updated *	Last date of GST update
fhghffgsf123n	07-01-2022	-Select- -Select- Yes No	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

GST Details *:

GST License Number	Date of License Issue	GST filing updated * :
fhghffgsf1233n	07-01-2022	Yes

Last date of GST update: 02-09-2023

Last date of GST update

September, 2023

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Add **Delete**

Step 5) Click “Add” to save updated record

GST Details *:

GST License Number	Date of License Issue	GST filing updated * :	Last date of GST update
fhghffgsf1233n	07-01-2022	Yes	02-09-2023

Last date of GST update

Add **Edit** **Delete**

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

Other License/ Certificate details * :

License type	License/Certificate Number	Date of License Issue	Due Date of License Renewal
-Select-	Enter License Number	dd-mm-yyyy	dd-mm-yyyy

Add

Step 2) Input License/ Certification number

Other License/ Certificate details * :

License type	License/Certificate Number	Date of License Issue	Due Date of License Renewal
Fertiliser	djdgi	dd-mm-yyyy	dd-mm-yyyy

Add

Step 3) Select Date of License Issue from the calendar

Other License/ Certificate details * :

License type: Fertiliser License/Certificate Number: djdg

Date of License Issue: dd-mm-yyyy (January, 2024)

Due Date of License Renewal: dd-mm-yyyy

Add

Step 4) Select Date of License renewal from the calendar

Other License/ Certificate details * :

License type: Fertiliser License/Certificate Number: djdg Date of License Issue: 02-01-2022 Due Date of License Renewal: dd-mm-yyyy (January, 2024)

Add

Step 5) Click "Add" to save updated records

XTZ 2022-07-29

Other License/ Certificate details * :

License type	License/Certificate Number	Date of License Issue	Due Date of License Renewal
Fertiliser	djdg	dd-mm-yyyy (02-01-2022)	dd-mm-yyyy (2024-01-09)

Add

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

Details of Commodities/Crops :

Year: -Select-- 2024 2023	Season: -Select-	Produce Type: -Select-	Crop/Commodity Category: -Select-
Variety: -Select-	Area of production(in acres): Enter production area	Sales Value(INR): Enter production volume	Status of sales: -Select-
Sowing Date: dd-mm-yyyy	Harvesting Date: dd-mm-yyyy	Enter training location	Add

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

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

Year	Season	Produce Type	Crop/Commodity Category
2024	Kharif	-Select-	-Select-
Sub-Category	Variety	Area of production(in acres)	Production volume(in qts.)
Sowing Date	Harvesting Date	Sales Value(INR)	Status of sales
dd-mm-yyyy	dd-mm-yyyy	Enter production area	Enter production volume
		Enter training location	Enter training location

Add

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

Year	Season	Produce Type	Crop/Commodity Category
2024	Kharif	-Select-	-Select-
Sub-Category	Variety	Crop/Commodity	Production volume(in qts.)
Sowing Date	Harvesting Date	Sales Value(INR)	Status of sales
dd-mm-yyyy	dd-mm-yyyy	Enter production area	Enter production volume
		Enter training location	Enter training location

Add

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

Year	Season	Produce Type	Crop/Commodity Category
2024	Kharif	Crop/Commodity	-Select-
Sub-Category	Variety	Area of production(in acres)	Production volume(in qts.)
Sowing Date	Harvesting Date	Sales Value(INR)	Status of sales
dd-mm-yyyy	dd-mm-yyyy	Enter production area	Enter production volume
		Enter training location	Enter training location

Add

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

Year	Season	Produce Type	Crop/Commodity Category
2024	Kharif	Crop/Commodity	VEGETABLE
Sub-Category	Variety	Area of production(in acres)	Production volume(in qts.)
-Select-	-Select-	Enter production area	Enter production volume
Bittergourd	Harvesting Date	Sales Value(INR)	Status of sales
Bottlegourd	dd-mm-yyyy	Enter production area	Enter production volume
Brinjal		Enter training location	Enter training location
Broccoli			
Cabbage			
Carrot			
Cauliflower			
Cucumber			
Fenugreek(Methi)			
Garlic			
Knol kohl			
Lettuce			
Muskmelon			
Okra			
Onion			
Potato			
Pointgourd			
Pumpkin			

Add

Step 6) Select crop variety from variety drop down list

Step 7) Input Area of production

The screenshot shows the 'Details of Commodities/Crops' section. The 'Variety' dropdown is open, showing options like 'Cauliflower' and 'Harvesting Date'. A red box highlights the 'Area of production(In acres)' input field, which is currently empty. Other fields include Year (2024), Season (Kharif), Produce Type (Crop/Commodity), Crop/Commodity Category (VEGETABLE), and a green 'Add' button.

Step 7) Input Area of production

Step 8) Input Production volume

The screenshot shows the 'Details of Commodities/Crops' section. The 'Variety' dropdown is open, showing options like 'Cauliflower' and 'Harvesting Date'. A red box highlights the 'Production volume(in qts.)' input field, which is currently empty. Other fields include Year (2024), Season (Kharif), Produce Type (Crop/Commodity), Crop/Commodity Category (VEGETABLE), and a green 'Add' button.

Step 8) Input Production volume

Step 9) Select date of sowing from sowing date calendar

The screenshot shows the 'Details of Commodities/Crops' section. The 'Variety' dropdown is open, showing options like 'Cauliflower' and 'Harvesting Date'. A red box highlights the 'Sowing Date' calendar, which shows January 2024. Other fields include Year (2024), Season (Kharif), Produce Type (Crop/Commodity), Crop/Commodity Category (VEGETABLE), and a green 'Add' button.

Step 9) Select date of sowing from sowing date calendar

Step 10) Select date of harvesting from Harvesting date calendar

The screenshot shows the 'Details of Commodities/Crops' section. The 'Variety' dropdown is open, showing options like 'Cauliflower' and 'Harvesting Date'. A red box highlights the 'Harvesting Date' calendar, which shows January 2024. Other fields include Year (2024), Season (Kharif), Produce Type (Crop/Commodity), Crop/Commodity Category (VEGETABLE), and a green 'Add' button.

Step 10) Select date of harvesting from Harvesting date calendar

Step 10) Input Harvesting Date

Year	Season	Product Type	Crop/Commodity Category
2021	Kharif	Crop	MILLETS
2021	Kharif	Crop	CEREALS

Step 11) Input sales value

Step 11) Input sales value

Year	Season	Product Type	Crop/Commodity Category
2021	Kharif	Crop	MILLETS
2021	Kharif	Crop	CEREALS

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

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

Step 13) Click “Add” to save updated records

Step 13) Click “Add” to save updated records

Year	Season	Product Type	Crop/Commodity Category	Subcategory	Variety	Area of production(In acres)	Production volume(in qts.)	Sowing Date	Harvesting Date	Production Value(in Rs.)	Status of sale	Edit	Delete
2021	Kharif	Crop	MILLETS	Finger millet(Ragi)	undefined	593	3000	01-06-2021	01-11-2021	10121000	Ready for sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2021	Kharif	Crop	CEREALS	Paddy/Other	undefined	247	2509	01-06-2021	01-12-2021	3000000	Ready for sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2021	Kharif	Crop	LEGUMES AND PULSES	Rajma (French bean)	undefined	10	15	01-06-2021	01-08-2021	60000	Ready for sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2021	Kharif	Crop	VEGETABLE	Bottle gourd	undefined	20	40	01-06-2021	01-11-2021	120000	Ready for sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 ?

Storage/Warehouse Type	Commodity storage type	Ownership Type	If Rented specify?
Cold storage	vegetable	Rented	
Storage/Warehouse Capacity(Qtls)	Storage/Warehouse Utilization(Qtls)	<input type="button" value="Add"/>	
1000	Enter storage utilization		

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 ?

Storage/Warehouse Type	Commodity storage type	Ownership Type	If Rented specify?
Cold storage	vegetable	Rented	
Storage/Warehouse Capacity(Qtls)	Storage/Warehouse Utilization(Qtls)	<input type="button" value="Add"/>	
1000	300		

Step 7) Click “Add” to save updated records

Access to infrastructure & other facilities

Storage :

FPO have access to storage facility ?

Storage/Warehouse Type	Commodity storage type	Ownership Type	If Rented specify?
Cold storage	vegetable	Rented	
Storage/Warehouse Capacity(Qtls)	Storage/Warehouse Utilization(Qtls)	<input type="button" value="Add"/>	
1000	300	<input type="button" value="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”

Processing Infrastructure :

FPO have processing Infrastructure?

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 2) Go to Machine Name field and enter machine name

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?

Machine Name <input type="text" value="Flaker Machine"/>	Ownership Type <input type="button" value="Self owned by FPO"/>	Capacity Utilization per Day (Qlts) <input type="text" value="25"/>	Utility of Machine(Duration when its used) <input type="button" value="Pick seasons only(4-6 months)"/>
Age of the Machine (How old is the machine) <input type="text" value="3"/>	Ph. no. of Infrastructure supplier <input type="text" value="9845678899"/>	Packing/Branding done by FPO <input type="button" value="Select"/>	<input type="button" value="Add"/>

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

Processing Infrastructure :

FPO have processing Infrastructure?

Machine Name <input type="text" value="Flaker Machine"/>	Ownership Type <input type="button" value="Self owned by FPO"/>	Capacity Utilization per Day (Qlts) <input type="text" value="25"/>	Utility of Machine(Duration when its used) <input type="button" value="Pick seasons only(4-6 months)"/>
Age of the Machine (How old is the machine) <input type="text" value="3"/>	Ph. no. of Infrastructure supplier <input type="text" value="9845678899"/>	Packing/Branding done by FPO <input type="button" value="Select"/>	<input type="button" value="Add"/>

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

Processing Infrastructure :

FPO have processing Infrastructure?

Machine Name <input type="text" value="Flaker Machine"/>	Ownership Type <input type="button" value="Self owned by FPO"/>	Capacity Utilization per Day (Qlts) <input type="text" value="25"/>	Utility of Machine(Duration when its used) <input type="button" value="Pick seasons only(4-6 months)"/>
Age of the Machine (How old is the machine) <input type="text" value="3"/>	Ph. no. of Infrastructure supplier <input type="text" value="9845678899"/>	Packing/Branding done by FPO <input type="button" value="Select"/> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	<input type="button" value="Add"/>

Step 9) Click “Add” to save updated records

Processing Infrastructure :

FPO have processing Infrastructure?

Machine Name <input type="text" value="Flaker Machine"/>	Ownership Type <input type="button" value="Self owned by FPO"/>	Capacity Utilization per Day (Qlts) <input type="text" value="25"/>	Utility of Machine(Duration when its used) <input type="button" value="Pick seasons only(4-6 months)"/>
Age of the Machine (How old is the machine) <input type="text" value="3"/>	Ph. no. of Infrastructure supplier <input type="text" value="9845678899"/>	Packing/Branding done by FPO <input style="background-color: #007bff; color: white; border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px; width: fit-content; margin-left: 10px;" type="button" value="Select"/>	<input style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; width: fit-content; margin-left: 10px;" type="button" value="Add"/>

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”

Aggregation/Collection centre :

FPO have access to Aggregation/Collection centre?

- Select--
- Select--
- Yes**
- 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”

Aggregation/Collection centre :

FPO have access to Aggregation/Collection centre?

Yes

Type of Aggregation/ Collection centre

- Select--
- Select--
- Owned**
- Rented

Location of assaying facility

--Select--

Add

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

Aggregation/Collection centre :

FPO have access to Aggregation/Collection centre?

Yes

Type of Aggregation/ Collection centre

Owned

Location of assaying facility

- Select--
- Village level**
- Block level
- District level
- At all level

Common facility centre :

Add

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

Aggregation/Collection centre :

FPO have access to Aggregation/Collection centre?

Yes

Type of Aggregation/ Collection centre

Owned

Location of assaying facility

Village level

Add

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”

Common facility centre :

FPO have access to common facility centre?

- Select--
- Select--
- Yes**
- 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.

Common facility centre :

FPO have access to common facility centre?

Yes

Type of Common Facility Centre

- Select--
- Select--
- FPO owned**
- Owned by other agency

FPO want to open a common facility center

FPO have land available for opening a common facility center

Add

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

FPO

MAIN

Dashboard

Profile Update

Members Corner

Produce aggregator

Demand Aggregator

Stock Management

Relevant Consumer Groups

Relevant Traders

External Services

Aggregation/Collection centre :

FPO have access to Aggregation/Collection centre?

Yes

Type of Aggregation/ Collection centre

Owned

Location of assaying facility

- Select--
- Village level**
- Block level
- District level
- All at level

Add

Common facility centre :

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”

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

- No
- Select--
- Yes**
- No

FPO have land available for opening a common facility center

Add

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”

Common facility centre :

FPO have access to common facility centre?

Type of Common Facility Centre FPO want to open a common facility center

Owned by other agency No

FPO have land available for opening a common facility center

--Select--
--Select--
Yes
No

Add Update

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”.

Common facility centre :

FPO have access to common facility centre?

Type of Common Facility Centre FPO want to open a common facility center

Owned by other agency No

FPO have land available for opening a common facility center

--Select--
--Select--
Yes

Upload Land registry/ Lease agreement (JPEG/ PDF)only:

Choose File No file chosen

Status of land

--Select--
--Select--
Owned
Leased

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

Common facility centre :

FPO have access to common facility centre?

Type of Common Facility Centre FPO want to open a common facility center

Owned by other agency No

FPO have land available for opening a common facility center

--Select--
--Select--
Yes

Status of land

--Select--
--Select--
Owned
Leased

Upload Land registry/ Lease agreement (JPEG/ PDF)only:

Choose File No file chosen

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

Common facility centre :

FPO have access to common facility centre?

Type of Common Facility Centre FPO want to open a common facility center

Owned by other agency No

FPO have land available for opening a common facility center

--Select--
--Select--
Yes

Status of land

--Select--

Upload Land registry/ Lease agreement (JPEG/ PDF)only:

Choose File No file chosen

Add

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 fields for 'Type of Aggregation/ Collection centre' and 'Location of assaying facility'. Below these are sections for 'Common facility centre' and 'Type of Common Facility Centre'. A file upload field for 'Upload Land registry/ Lease agreement (JPEG/PDF) only' is also present. A red box highlights the 'Update' button at the bottom right.

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 'Record Management' section of the FPO Profile Update page. A red box highlights the 'Type of Record' dropdown menu, which has 'Register' selected. The menu also includes options like Document, Software License, Receipt Book, and Temporary Summary Book.

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

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

Others Details

Record Management :

Type of Record: Register

Register:
 -Select-
 -Select-
 Sales Register
 Purchase Register
 Stock Register
 Assets Register
 Meeting & Attendance Register
 Member Application File/ Membership Register
 Books of Account

Capacity Building Activities :

Training/Exposure Visit:

Upload Register(Pdf Only): Choose File No file chosen Add

Purpose of Training: Location of Training:

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

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

Others Details

Record Management :

Type of Record: Register

Register:
 -Select-
 -Select-
 Choose File No file chosen Add

Upload Register(Pdf Only): Choose File No file chosen Add

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

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

Others Details

Record Management :

Type of Record: Register

Register:
 -Select-
 -Select-
 Choose File No file chosen Add

Upload Register(Pdf Only): Choose File No file chosen Add

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