
Miller Registration Profile

User Manual

*The steps a rice miller completes after logging in to finish
the registration application — a six-step guided wizard.*

Continues from: **Rice Miller Registration Module — User Manual**
Portal: ekharid.haryanafood.gov.in

Contents

1. About this stage
2. The six-step wizard at a glance
3. Step 1 — Basic Information
4. Step 2 — Ownership & Others
5. Step 3 — Machinery Details
6. Step 4 — Upload Documents
7. Step 5 — Guarantor Details
8. Step 6 — Save & Finish
9. Tips, troubleshooting & helpline

1. About this stage

After a rice miller signs in with the username and password received during initial registration, the portal opens the “Update Miller Registration” screen. This is where the miller completes the full profile so the application can be reviewed and approved.

The profile is completed through a **six-step guided wizard**. Each step is saved individually, so the miller can leave and return without losing progress. The application stays **PENDING** until all six steps are done and the final step is submitted.

The six steps: 1. Basic Information · 2. Ownership & Others · 3. Machinery Details · 4. Upload Documents · 5. Guarantor Details · 6. Save & Finish.

2. The six-step wizard at a glance

When the profile screen first opens, a progress tracker across the top shows all six steps and how many remain. application number and its current status are shown on the right.

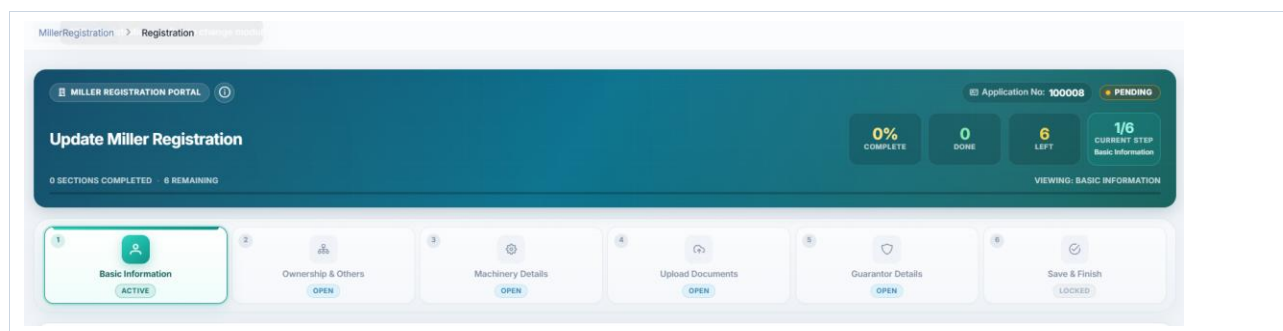


Figure 1 — The Update Miller Registration screen with the six-step progress tracker.

Reading the progress tracker

- **Application No.** — unique application number (for example, 100008), shown with a PENDING status until submission.
- **Sections completed / remaining** — e.g. “0 sections completed · 6 remaining”, updated as you finish each step.
- **Step status labels** — each step shows ACTIVE (currently open), OPEN (available), DONE (completed), or LOCKED (not yet available).

How progress is saved: Each step has its own “Save & Continue” button. Some information entered early (such as ownership details) is loaded once and reused automatically in later steps, so you do not have to type it again.

3. Step 1 — Basic Information

Subtitle on screen: “Mill & contact details — step 1 of 6.” Most of this step is pre-filled from your initial registration. Review it, complete the address and bank sections, then save.

3.1 Basic Information

Confirm the mill identity, tax details, and verified mobile number carried over from registration.

Figure 2 — Basic Information, pre-filled and with the mobile number marked “Verified”.

Field	Req.	Description
Registration Type	Required	Pre-filled, e.g. “New Rice Mill”.
District	Required	Pre-filled district, e.g. Yamunanagar.
Mill Name	Required	Pre-filled registered mill name.
Mill PAN No.	Required	Pre-filled PAN of the mill.
GST No.	Required	Pre-filled GST number.
Milling Type	Required	Pre-filled milling type, e.g. Raw.
Mobile Number	Required	Verified mobile number (shows a “Verified” tag).

3.2 Address of Proposed Rice Mill Premises

Provide the premises address, GPS coordinates, email, and location details.

Figure 3 — Address of the proposed rice mill premises.

Field	Req.	Description
Address Line 1	Required	First line of the premises address.
Address Line 2	Optional	Second line, if needed.
Pin Code	Required	6-digit PIN code of the premises.
Tehsil	Required	Select the tehsil from the drop-down.
Latitude / Longitude	Required	GPS coordinates of the mill premises.
Village / City	Required	Choose Village or City, then select the name.

Field	Req.	Description
Email Address	Required	A valid email address for the mill.

Reminder: The latitude and longitude must be those of the actual mill premises — physical verification is carried out only inside the geo-fenced premises boundary.

3.3 Address of Correspondence

Tick **“Same as premises address”** to copy the premises address, or leave it unticked and enter a different address (Address Line 1/2, Pin Code, Block, Village/City, and name).

Figure 4 — Address of Correspondence with the “Same as premises address” option.

3.4 Bank Details

Enter the account used for payment and settlement, then click **“Save & Continue”** to move to Step 2.

Figure 5 — Bank Details.

Field	Req.	Description
Bank Name	Required	Name of the bank.
A/c No.	Required	Bank account number.
A/c Holder Name	Required	Name as it appears on the account.
IFSC Code	Required	The branch IFSC code.

4. Step 2 — Ownership & Others

Subtitle on screen: **“Owners, land & payments — step 2 of 6.”** This is the largest step. It captures the mill's constitution, members, land, capacity, blender details, stock, and registration-fee challan.

Note: The data entered here is loaded once and shared with the Guarantor Details step (Step 5), so you will not need to re-enter ownership information later.

4.1 Constitution Details

Select the constitution type and enter the firm registration number from the registrar.

The screenshot shows the 'Miller Registration Profile' with a progress bar at the top. Step 2, 'Ownership & Others', is active. Below the progress bar, the 'Ownership & Others' section is titled 'Owners, land & payments — step 2 of 6'. Underneath, the 'Constitution Details' section is highlighted, with the instruction 'Select constitution type and registration number from registrar.' It contains two input fields: 'Type of Constitution *' (a dropdown menu) and 'Firm registration no' (a text field). A red error message 'This field is required.' is visible below the 'Type of Constitution' field.

Figure 6 — Ownership & Others, starting with Constitution Details.

Field	Req.	Description
Type of Constitution	Required	Select proprietorship, partnership, company, etc.
Firm Registration No.	Required	Registration number issued by the registrar.

4.2 Proprietor / Partner / Members

Add each partner, member, or director separately, each with a photo. Use “+ Add Member” to add another. Mark **exactly one member as Primary**; all others are Secondary.

The screenshot shows the 'Miller/Partner Member Details' form. At the top, it says 'Proprietor / Partner / Members 1 member'. Below this, there's a note: 'Add each partner, member or director separately with photo.' and a link to '+ Add Member'. A sub-section '1 Member 1' is active. It contains several input fields: 'State Type' (a dropdown), 'Full Name' (a text field), 'Mobile' (a text field), 'PAN' (a text field), 'Date of Birth' (a date picker), 'CIBIL Score' (a text field), 'Contact Type' (a dropdown), and 'Address' (a large text area). A red error message 'This field is required.' is visible below the 'Address' field. At the bottom, there's a 'Member Photo' section with an 'Upload' button. A footer note says 'Need to add more partners or members? Complete all required fields and upload photo for the current member before adding another.' with a '+ Add Another Member' button.

Figure 7 — Adding a proprietor, partner, or member.

Field	Req.	Description
State Type	Required	Select the state type from the drop-down.

Field	Req.	Description
Full Name	Required	Full name of the member.
Mobile	Required	Member's mobile number.
PAN	Required	Member's PAN.
Date of Birth	Required	Member's date of birth.
CIBIL Score	Required	Member's CIBIL score.
Contact Type	Required	Select the contact type (e.g. Primary / Secondary).
Address	Required	Member's address.
Member Photo	Required	Upload a photo (PDF or image).

Before adding another member: Complete all required fields and upload the photo for the current member first — only then can you add the next one.

4.3 Land Holding & Capacity

Record land details and the mill's capacity and utilisation.

Figure 8 — Land Holding & Capacity.

Field	Req.	Description
Land Owned (Acres)	Required	Area of land owned.
Land Lease (Acres)	Optional	Area of leased land, if any.
Total Area	Required	Total area.
Paddy Storage Area	Required	Area available for paddy storage.
Khasra / Khatoni / Khewat No.	Optional	Land record numbers.
Division Type	Required	Select the division type.
Electricity Account No.	Required	The mill's electricity account number.
Electricity Load (KW)	Required	Sanctioned electricity load.
Milling Capacity (Tons)	Required	Milling capacity in tons.

4.4 Miller / Blender Details

Enter FSSAI details and answer the equipment/facility questions (each is a Yes / No choice).

Figure 9 — Miller / Blender details and FSSAI information.

Field	Req.	Description
FSSAI Number	Required	The mill's FSSAI licence number.
FSSAI Valid Upto Date	Required	Expiry date of the FSSAI licence.
ISI Mark Blender Available?	Required	Yes / No.
Automatic Bagging Unit Available?	Required	Yes / No.
Shela Plant (Par Boiled) Installed?	Required	Yes / No.
Rice Length Grader Available?	Required	Yes / No.
Dryer Available?	Required	Yes / No.
Sortex Available?	Required	Yes / No.

4.5 Stock Detail

Indicate whether stock is available. If **Yes**, select the commodity and enter the quantity held.

Figure 10 — Stock detail.

Field	Req.	Description
Is stock available?	Required	Yes / No.
Select commodity	Required	Paddy or Rice.
Paddy Quantity (Qtl)	Required	Quantity of paddy in quintals (if applicable).
Rice Quantity (Qtl)	Required	Quantity of rice in quintals (if applicable).

4.6 Challan Payment Details

Add the registration-fee payment challan. Use **+ Add Challan** for more than one, then click **Save & Continue** to move to Step 3.

Figure 11 — Challan payment details for registration.

Field	Req.	Description
Challan No.	Required	The challan / transaction number.
Payment Date	Required	Date the payment was made.
Amount (₹)	Required	Amount paid.
Challan Document	Required	Upload the scanned challan (PDF or image).

5. Step 3 — Machinery Details

Subtitle on screen: “Equipment & capacity — step 3 of 6.” List the machinery installed at the mill.

Figure 12 — Machinery details grid.

For each machinery name (Paddy Dehusker, Separator, Polisher / Whitener, Dryer, Pneumatic Air Compressor, and so on), enter a number against **at least one type** — the columns are typically **Traditional**, **Modern**, and **Dandekar**, plus a capacity value (TPH / RICE). Types that do not apply can be left as zero.

Tip: Enter the actual count for each machine have. A machine with no units on any type can be left blank or zero, but every machine you own should be recorded so capacity is calculated correctly. Click “Save & Continue” when done.

6. Step 4 — Upload Documents

Subtitle on screen: “Required attachments — step 4 of 6.” Upload each required document. Where a document does not apply to your mill, mark it “Not Applicable”. You can view uploaded files before continuing.

SR. NO.	DOCUMENT NAME	STATUS	ACTION
1	Affidavit certifying that the Rice Mill premises and the Proprietor/All Partners/Directors/Guarantors have not been declared defaulters or blacklisted.	PENDING	Upload Not Applicable
2	Affidavit declaring detail of liabilities, whether a Proprietor/All Partners/Directors/Guarantors/owner/lessee	PENDING	Upload Not Applicable
3	Affidavit declaring that no loan has been obtained from any Financial Institution against Government Paddy.	PENDING	Upload Not Applicable
4	Audited Turnover Certificate issued by a Chartered Accountant (CA).	PENDING	Upload Not Applicable
5	CIBIL Score Report of all Partners/Directors/Proprietor, duly certified by the concerned Bank.	PENDING	Upload Not Applicable
6	Copy of non-refundable Registration fee Chalan	PENDING	Upload Not Applicable
7	Copy of the Income Tax Return (ITR) for last 5 years	PENDING	Upload Not Applicable
8	Copy of valid Market Committee Licence	PENDING	Upload Not Applicable
9	DIC (District Industries Centre) Certificate	PENDING	Upload Not Applicable

Figure 13 — Upload Documents (items 1–9).

10	Fard of land of mill not more than one month old from date of application for registration of mill	PENDING	Upload Not Applicable
11	Insurance Policy of Rice Mill	PENDING	Upload Not Applicable
12	Latest Audited Balance Sheet, duly certified by a Chartered Accountant (CA).	PENDING	Upload Not Applicable
13	Latest Electricity bill or proof of working electricity connection.	PENDING	Upload Not Applicable
14	Purchase Bill of Rice Milling Machinery (Mandatory for New Millers only).	PENDING	Upload Not Applicable
15	Self Declaration from Partners/Proprietor/Directors/Members of Firm	PENDING	Upload Not Applicable
16	Self-attested copy of PAN CARD of Proprietor/All Partners/Directors/Guarantors	PENDING	Upload Not Applicable
17	Self-attested copy of Proof of Address of Proprietor/All Partners/Directors/Guarantors	PENDING	Upload Not Applicable
18	Self Declaration from the Proprietor/Partners/Directors/Members of the Firm in the prescribed format (Annexure-I).	PENDING	Upload Not Applicable
19	Site Plan indicating the Paddy Storage Area (Self-attested).	PENDING	Upload Not Applicable
20	Surety bonds from owner mill and two other owner rice mills, only in case of leasee mill	PENDING	Upload Not Applicable

Figure 14 — Upload Documents (items 10–20).

Documents

1. Affidavit certifying that the rice mill premises and the Proprietor / all Partners / Directors / Guarantors have not been declared defaulters or blacklisted.
2. Affidavit declaring the liabilities of the Proprietor / all Partners / Directors / Guarantors / owner / lessee.
3. Affidavit declaring that no loan has been obtained from any financial institution against government paddy.
4. Audited Turnover Certificate issued by a Chartered Accountant (CA).
5. CIBIL Score Report of all Partners / Directors / Proprietor, duly certified by the concerned bank.
6. Copy of the non-refundable registration fee challan.
7. Copy of the Income Tax Return (ITR) for the last 5 years.
8. Copy of a valid Market Committee Licence.
9. DIC (District Industries Centre) Certificate.
10. Fard of land of the mill, not more than one month old from the date of application.
11. Insurance Policy of the rice mill.
12. Latest Audited Balance Sheet, duly certified by a Chartered Accountant (CA).
13. Latest electricity bill or proof of a working electricity connection.
14. Purchase Bill of rice-milling machinery (mandatory for new millers only).
15. Self-declaration from the Partners / Proprietor / Directors / Members of the firm.

16. Self-attested copy of the PAN card of the Proprietor / all Partners / Directors / Guarantors.
17. Self-attested copy of proof of address of the Proprietor / all Partners / Directors / Guarantors.
18. Self-declaration in the prescribed format (Annexure).
19. Site plan indicating the paddy storage area (self-attested).
20. Surety bonds from the owner mill and two other owner rice mills — only in the case of a lease mill.

Before continuing: Review each uploaded file to confirm it opens correctly and is the right document. Mark anything that genuinely does not apply as “Not Applicable” rather than leaving it blank.

7. Step 5 — Guarantor Details

Subtitle on screen: “Mill type & guarantors — step 5 of 6.” First confirm the mill type; this decides how many guarantors are required. Ownership details entered in Step 2 are reused here automatically.

7.1 Choose the mill type

Select **Owner Mill** or **Lease Mill**. The number of guarantors required changes based on this choice.

Figure 15 — Selecting the mill type (Owner Mill or Lease Mill).

7.2 Owner Mill — two guarantors

An owner mill requires two registered Aarhtiya guarantors. Search each by licence number and verify by mobile OTP.

Figure 16 — Guarantor 1 (Aarhtiya).

Figure 17 — Guarantor 2 (Aarhtiya).

Field	Req.	Description
Register Licence No. (search)	Required	Search for the Aarhtiya by licence number.
PPP ID	Required	Parivar Pehchan Patra ID of the guarantor.
Address	Required	Guarantor's address (auto-fills on search).
Firm Name	Required	Name of the guarantor's firm.
PAN No.	Required	Guarantor's PAN.
Mobile Number	Required	Enter a valid 10-digit number and verify via Send OTP.

7.3 Lease Mill — four guarantors

A lease mill first needs **Lease Registered** and **Lease Validity** details, then **four guarantors**: two Aarhtiya (with different licences), one Miller, and one Owner Mill. Enter the owner-mill details, and the Owner-Mill guarantor auto-fills from them.

The screenshot shows a web form for 'Lease Mill' registration. The 'Mill Type' section has two tabs: 'Owner Mill' (selected) and 'Lease Mill'. Below the tabs are dropdowns for 'Lease Registered' and 'Lease Validity'. The 'Guarantors' section indicates 'Four guarantors required — 2 Aarhtiya (different licences), 1 Miller and 1 Owner Mill'. The 'Owner Mill Details' section includes fields for 'Owner Mill Name', 'Owner Mill GST No.', and 'Owner Mill PAN No.'. Below this is the 'Member 1 (Primary)' section with fields for 'Member PPP ID', 'Member Mobile No.', 'Owner Mill Member Name', and 'Member PAN No.'. A 'Send OTP' button is visible next to the 'Member Mobile No.' field. A 'Verification required' label is also present.

Figure 18 — Lease Mill: lease details, four guarantors, and Owner Mill details.

OTP verification: Each guarantor's mobile number must be verified with an OTP before the step can be saved. Keep the guarantors reachable during this step.

8. Step 6 — Save & Finish

Subtitle on screen: “Review & submit — step 6 of 6.” The final step confirms your declaration and submits the completed application.

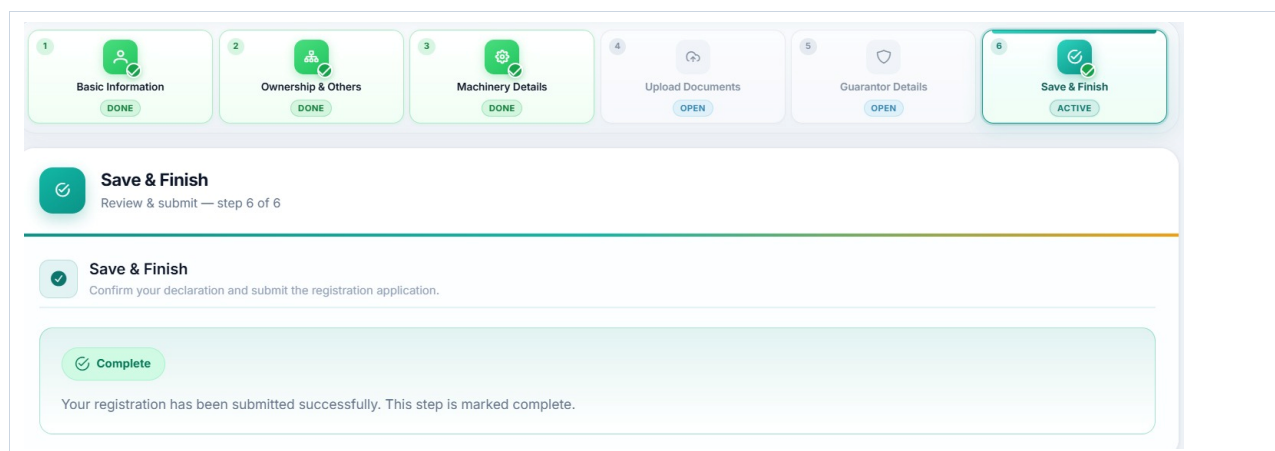


Figure 19 — Save & Finish, with the application submitted successfully.

Completing the application

1. **Check the progress tracker** — all earlier steps should show DONE before you submit.
2. **Confirm the declaration** — read and accept the declaration on this step.
3. **Submit** — the step is then marked Complete and a confirmation message appears: your registration has been submitted successfully.

What happens next: Once submitted, the application moves forward for review and physical verification by the concerned agency within the geo-fenced mill premises.

9. Tips, troubleshooting & helpline

Tips for a smooth submission

- Complete steps in order; each step's "Save & Continue" saves your progress so you can return later.
- Keep scanned documents ready as PDFs or images before starting Step 4.
- Make sure every member and guarantor is reachable by mobile for OTP verification.
- Double-check PAN, GST, FSSAI, and account numbers — errors here are common reasons for rejection.

Common issues

Issue	What to do
A step will not save	A required field is empty or a photo/document is missing. Look for the "This field is required" messages and fill them in.
Cannot add another member	Finish all required fields and upload the photo for the current member first, then use "+ Add Member".
Guarantor OTP not received	Confirm the 10-digit mobile number, wait a moment, and use Send OTP again.
Wrong guarantor count	Re-check the mill type — Owner Mill needs 2 guarantors; Lease Mill needs 4.
Uploaded file will not open	Re-upload a clear PDF or image; view the file before continuing.

Helpline

For assistance, contact the department helpline on **7973160961**, **7973160956**, or **7973160984**.

Working hours: 8:00 AM to 7:00 PM. System maintenance runs every Sunday, 2:00 AM – 6:00 AM IST.