



# USER MANUAL





FARMER REGISTRATION

**CM KISAN PORTAL** 

Rev.: 1.0
Page #:2 of 35

## **Table of Contents**

1	1 Overview	3
	1.1 Purpose	3
2	2 Farmer Registration	3
3	3 Getting Started	4
	3.1 Home Page	
	3.1.1 Farmer Registration	7
	3.1.2 Check Status	30



Rev.: 1.0
Page #:3 of 35

#### 1 OVERVIEW

The Government has consistently been proactive for the cause of the farmers and development of agriculture in the State as agriculture remains a prime mover of the socio-economic well-being of a majority of the population in the State. More than 60% of work force depends on agriculture for their livelihood and most of them are small and marginal farmers who are always in financial hardship to take up their cultivation work. Besides, a major group of landless agricultural households, who are dependent on wages by engaging themselves on agricultural activities as their main occupation. To subsistence these difficulties of the farming community of the State, Government have implemented a farmers' welfare scheme named as **CM-KISAN** under the State Plan funding.

- Support to Cultivators for Cultivation
- Livelihood Support for Landless Agriculture Households
- Krushi Bidya Nidhi Yojana

The prime objective of the scheme is to accelerate agricultural prosperity and reduce poverty in the State. The scheme is progressive and inclusive. It covers 92% of the cultivators, loanee as well as non-loanee farmers, and landless agriculture households of the State.

Further the state government have decided that integration of PM\_KISAN with CM-KISAN portal and vice versa shall be done along with other related portals so that other parameters like land details, e-KYC, NPCI seeding status etc. of eligible beneficiaries can be shared automatically through API and all these parameters will be collected for CM\_KISAN beneficiaries for getting assistance as done for PM-KISAN beneficiaries.

#### 1.1 PURPOSE

This document provides a step-by-step guideline on **Farmer Registration** under **CM KISAN** web application of Government of Odisha. The application enables all Small Marginal Farmers, Medium Large Farmers and Landless Agriculture Household to register under CM-KISAN Scheme implement by the State Government of Odisha. The document guides user to navigate easily through various links in website. Users will find it extremely helpful while operating the application, as the user manual provided here guides them through each step.

#### 2 FARMER REGISTRATION

The Farmer Registration facility in **CM-KISAN** portal provides one-step registration platform for all categories of farmers such as Small Marginal Farmers, Medium Large Farmers and Landless Agriculture Household, except government employees and pension holders, to enrol themselves as beneficiary for both PM Kishan and CM Kishan schemes.



Rev.: **1.0**Page #:**4 of 35** 

- The eligible farmers need to provide the Aadhaar Number and one unique mobile number for eKYC under mandatory fields in the portal.
- The mobile number provided is verified through One-Time-Password authentication process.
- On successful verification, choose the farmer and type of residence of farmer, then authenticate the seeding account details, which is useful for transfer of funds to the beneficiary account directly.
- With the successful completion of the Aadhaar authentication process, proceed to update the demographic, profile and land details.
- The MLF type of farmers need not to provide the ration card information and it's optional, whereas Ration Number of LAH is fetched automatically from NFSA database.
- The ration card (PDS) card is mandatory for both SMF & LAH beneficiaries, however it is optional for MLF beneficiaries to be enrolled under both PM-KISAN & CM-KISAN scheme.
- Next, all the land details of the farmer (SMF& MLF) are fetched from Krushak Odisha as registered by the farmers themselves.
- The applicant needs to provide the ownership type details, and upload the photocopy of the land, if the Bhulekh Verification of the land is not done or mutation of the land is not done before 1st of February, 2019.

Once all the fields are filled successfully, submit the farmer registration form. On successful submission, a unique token number is generated for further reference to check the application status of both the schemes in the CM-KISAN portal.

#### 3 GETTING STARTED

To get started with the web application, enter the website link in the browser and navigate to the home page.

#### 3.1 HOME PAGE

The home page shows the detailed information about the CM KISAN Portal, Link for Farmer Registration for PM KISAN & CM KISAN, How to Check Application Status, Benefits of PM KISAN and CM KISAN and much more. Refer to the **Fig 3-1**.



Rev.: **1.0**Page #:**5 of 35** 



Figure 3-1 Home Page (1)



Rev.: **1.0**Page #:**6 of 35** 

With reference to the Fig 3-1, for new farmer registration click on the Register Now button provided in the **Farmer Registration for PM KISAN and CM KISAN** section in the Home page. Take reference from the Fig 3-2.

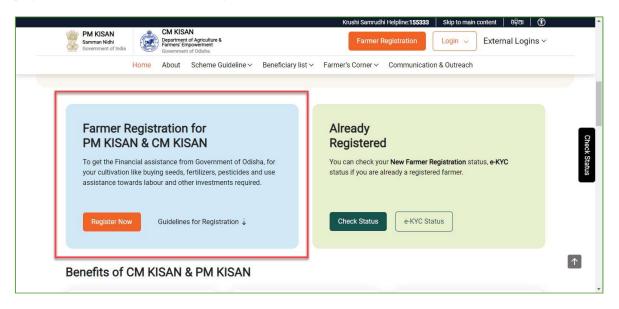


Figure 3-2 Home Page (2)

On clicking the **Register Now** button, get navigated to the Farmer Registration section, as discussed later in this document.

With reference to the **Fig 3-2**, before applying read the guidelines and restrictions applicable by clicking the Guidelines for Registration link provided in the Farmer Registration for PM KISAN and CM KISAN section in the Home page.

If you have already completed Farmer Registration and unaware of the current status of the application, then click on the **Check Status** link under the Already Registered section in the home page.



Rev.: 1.0
Page #:7 of 35

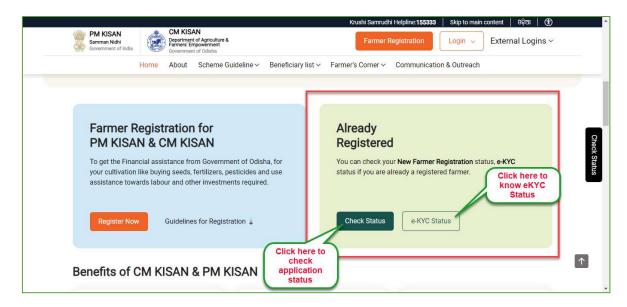


Figure 3-3 Home Page (3)

On clicking the Check Status button, navigate to the Check Your Status section, as discussed later in the document.

 To know the eKYC Status of the AADHAAR number of the farmer, click on the eKYC Status button.

#### 3.1.1 FARMER REGISTRATION

i. For new farmer registration, click on the **Farmer Registration** button and navigate to respective section, as shown in **Fig 3-17**.



Rev.: **1.0**Page #:**8 of 35** 

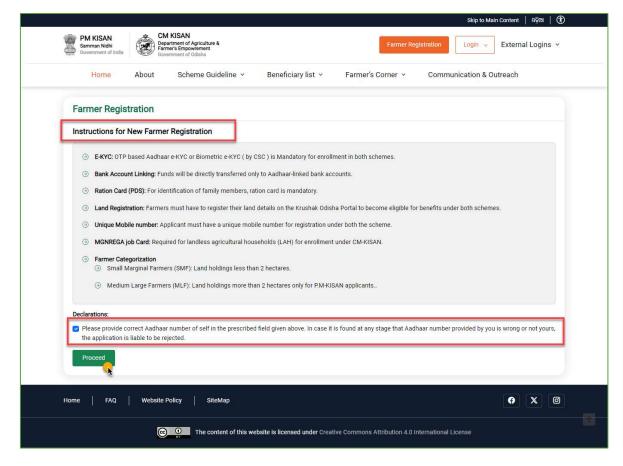


Figure 3-4 Instruction for New Farmer Registration - Home Screen

For new farmer registration, before applying read the instruction provided properly.

- After reading the instruction, click the checkbox of the self-declaration mentioned and confirm that all the details provided is true and best of your knowledge, and you provide authorization to access the Aadhaar details from your Aadhaar number.
- Click on the **Proceed** button and move to eKYC verification.

#### 3.1.1.1 EKYC

For doing eKYC verification of the aadhaar number of the applicant, click on the **eKYC** option under the **Farmer's Corner** link provided in the header section. Or, click on **Proceed** button as shown in Fig 3-17 and navigate to eKYC section, as shown in the figure below.



Rev.: **1.0**Page #:**9 of 35** 

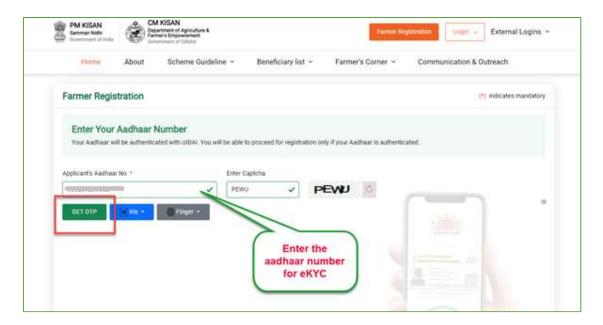


Figure 3-5 Farmer Registration - Aadhaar Number eKYC

- Enter the Aadhaar Number of the applicant in the textbox for eKYC.
- Enter the Captcha Code displayed.

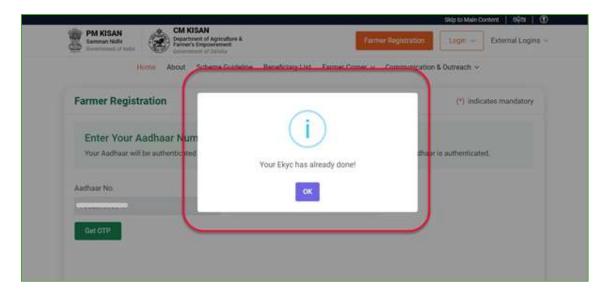
(**Note:** If the Captcha code provided in not understandable, then click on the **Refresh** Icon to change the code and re-enter it again).

- Click on **Get OTP** button.
  - o Or, click on the **IRIS** option for biometric identification of the applicant using the IRIS scanning method.
  - Or, click on the **Finger** option for authenticating the identity of the applicant through the finger prints.
- Enter the OTP received to the mobile number registered in the Aadhaar number, and verify the same.

Doing so, successful eKYC verification is completed and a confirmation message of the same populates on the display screen.



Rev.: 1.0 Page #:10 of 35



**Figure 3-6 eKYC Confirmation Message** 

• Click on **OK** button to close the pop-up message appeared.

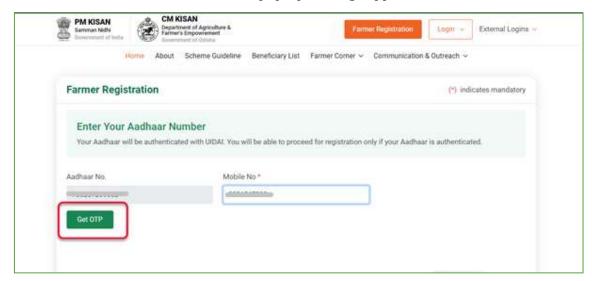


Figure 3-7 Farmer Registration - eKYC

- Enter the Mobile Number.
- Click on **Get OTP** button to receive a One Time Password and verify the mobile number entered.



Rev.: 1.0 Page #:11 of 35

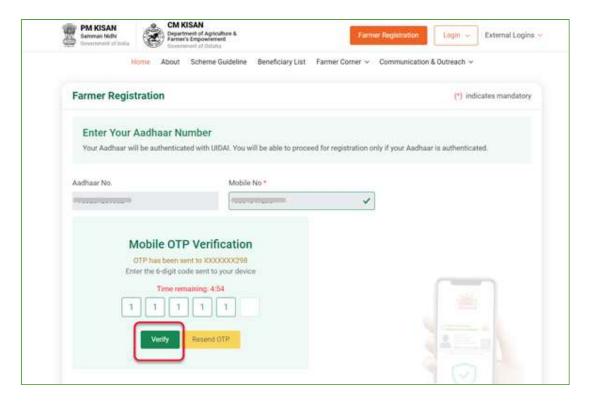


Figure 3-8 Farmer Registration - eKYC

- Enter the OTP received to the mobile number.
- Click on **Verify** button.
  - o Or, click on the **Resend OTP** button to receive the OTP again.
- On successful verification, user is navigated to the select the farmer type and validate the seeding account details.



Rev.: **1.0**Page #:**12 of 35** 

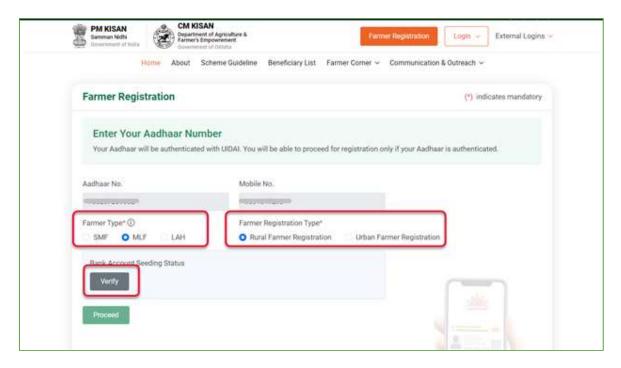


Figure 3-9 Farmer Registration - Verify Seeding Account Details

- Select the Farmer Type as **SMF**, **or MLF or LAH**.
- If the farmer has less than 2 hectares of land, then select **SMF** as farmer type.
- **Or,** if the farmer has more than 2 Hectares of land then select **MLF** as farmer type.
- Or, if the farmer does not have any land, then select the **LAH** as farmer type.
- Select the Farmer Registration Type either, as **Rural or Urban Farmer Registration**.

**Note:** The LAH Users can select the Rural Farmer Registration type only.

Proceed to verify and confirm the account details linked to the Aadhaar number which is used for transfer funds, and other payments to the account directly.

• Click on the **Verify** button to verify the seeding bank account details.



Rev.: 1.0
Page #:13 of 35

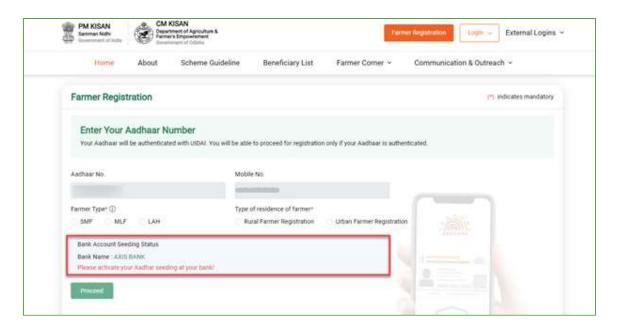


Figure 3-10 Farmer Registration - Verify Seeding Account Details

A. **Condition I-** If the account detail of the farmer is not seeded to the aadhaar number, then on clicking the **verify** button (take reference from **Fig 3-22**), an alert message will appear. Refer to the highlighted section in **Fig 3-23**.



Rev.: 1.0
Page #:14 of 35

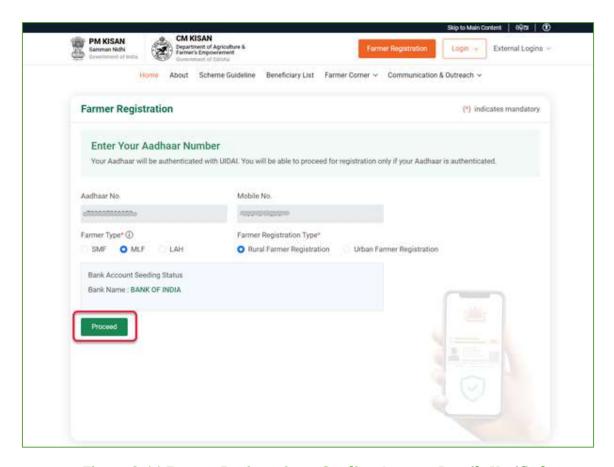


Figure 3-11 Farmer Registration - Seeding Account Details Verified

- Click on the **Proceed** button.
- B. **Condition II** If the land detail of the farmer is not registered in the Krushak Odisha, then an alert message of the same populates on the display screen.



Rev.: 1.0
Page #:15 of 35

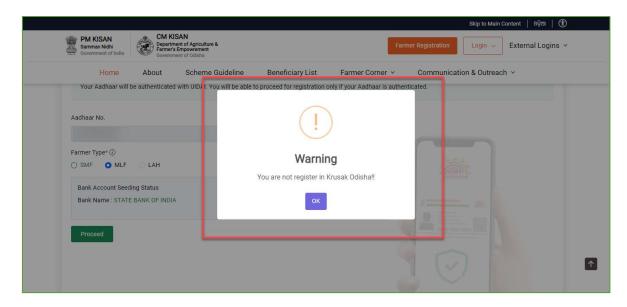


Figure 3-12 Alert Message

- Take reference from the Fig 3-25.
- Click on the OK button to close the pop-up message appeared.
- C. **Condition III -** If the applicant doesn't have valid ration card from FS&CW department, then an alert message of the same populates on the display screen.

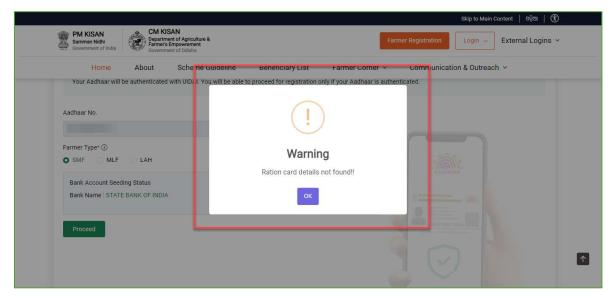


Figure 3-13 Alert Message

- Take reference from the Fig 3-26.
- Click on the **OK** button to close the pop-up message appeared.



Rev.: 1.0
Page #:16 of 35

If the farmer type is selected as **MLF or SMF**, then the applicant needs to provide the land information.

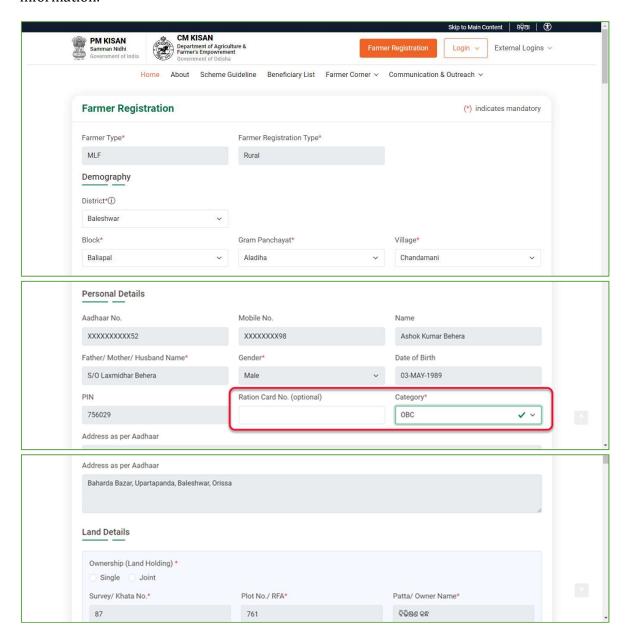


Figure 3-14 Farmer Registration - SMF/MLF Farmer Type (1)

- The demographic details i.e. District, Block, Gram Panchayat, and Village is auto-filled as mentioned in Aadhaar.
- Update the demographic details, if required.
- The personal details i.e. the Aadhaar Number, Mobile Number, Name, Father/Mother Name, Gender, Date of Birth, PIN is auto fetched.



Rev.: 1.0
Page #:17 of 35

- Enter the Ration Card Number in the textspace. (**Note:** The Ration Card Number is not mandatory to be filled by MLF type of farmer, whereas the Ration Card Number of the SMF and LAH are fetched automatically from the database)
- Select the Category of the applicant from the drop-down menu.
- The address as per the aadhaar card is auto filled.

#### **Add the Land Details**

As per the land details recorded/registered under the Krushak Odisha Portal by the applicant themselves will be populated under CM-KISAN for registration.

All the land tagged to respective aadhaar number appears in the land details section.

Provide information about the ownership type, Land Transfer, etc., in this section.



Figure 3-15 Farmer Registration - SMF/MLF Farmer Type (2)

- Select the ownership type of the land as **Single or Joint**.
- If the land is not tagged to the user, then an alert message will appear mentioning the land is not tagged.
- A. If the type of ownership of land is selected as **Single**, then provide related information.

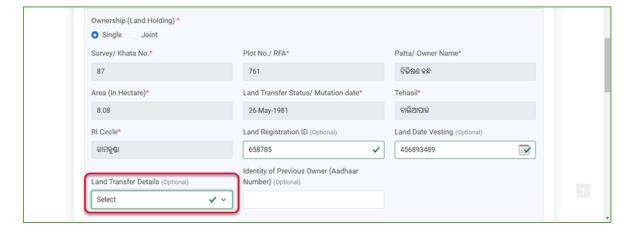


Figure 3-16 Farmer Registration - SMF/MLF Farmer Type (3)



Rev.: 1.0
Page #:18 of 35

- The Survey or Khata Number, Plot Number or RFA, Patta or Owner Name, Area in Hectare, Land Transfer or Mutation Date, Tehasil Name, RI Circle Name is auto-filled.
- Enter the Farm Registration ID, if required.
- Enter the Land Date Vesting, if required.
- Select the Land Transfer Type, if required. Refer to the Fig 3-30 shown below

Note: The Land Registration ID, Land Date Vesting, Land Transfer Type and Identity Card number of the previous owner are optional fields.

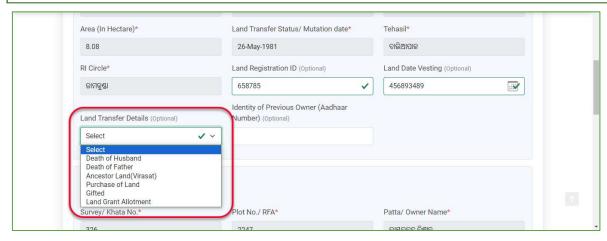


Figure 3-17 Farmer Registration - SMF/MLF Farmer Type (4)

- Select from the options as Death of Husband, or Death of Father, or Ancestor Land, or Purchase of Land, or Gifted, or Land Grant Allotment.
- Enter the aadhaar number of the previous owner, if required.
- B. If the type of owner ship of land is selected as **Joint**, then provide related information.

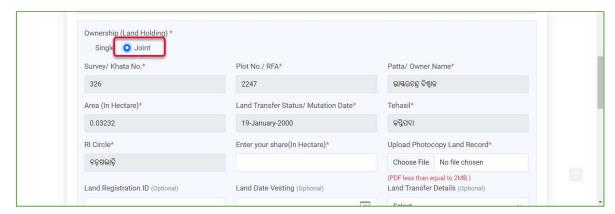


Figure 3-18 Farmer Registration - SMF/MLF Farmer Type (5)

• The Survey or Khata Number, Plot Number or RFA, Patta or Owner Name, Area in Hectare, Land Transfer or Mutation Date, Tehesil Name, RI Circle Name is autofetched.



Rev.: 1.0 Page #:19 of 35

• Enter your share of land measured in hectares in the textbox. Make sure the land share value entered is within the area of land given, and should not exceed the limit.

**Note:** If the Bhulekh Verification of the land is not done, then the applicant needs to upload a copy of the land record.

• Upload the photocopy of the Land Receipt in the pdf file format only. (Note: Make sure the file size should not exceed 2MB)

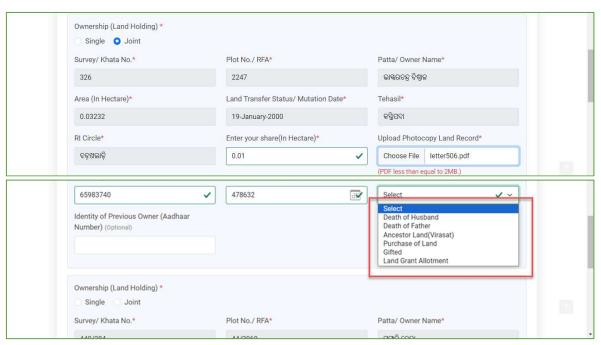


Figure 3-19 Farmer Registration - SMF/MLF Farmer Type (6)

- Enter the Land Registration ID, if required.
- Enter the Land Date Vesting Date Number, if required.
- Select the Transfer Type from the drop-down options, if required.
- Enter the Identify Number or Aadhaar Number of the previous owner, if required.

Note: The Land Registration ID, Land Date Vesting, Land Transfer Type and Identity Card number of the previous owner are optional fields.



Rev.: **1.0** Page #:**20 of 35** 

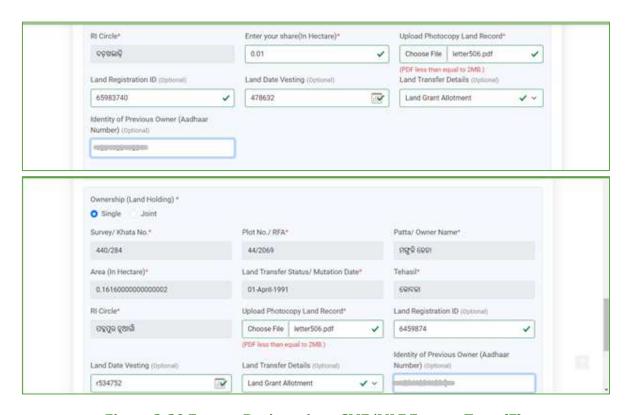


Figure 3-20 Farmer Registration - SMF/MLF Farmer Type (7)

• Similarly, fill in the required fields of other land details owned by the applicant as an individual or joint ownership. Refer **Fig 3-34**.

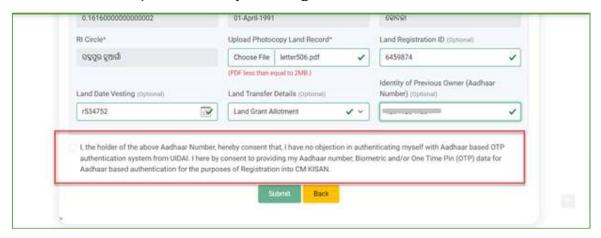


Figure 3-21 Farmer Registration - SMF/MLF Farmer Type (8)



• After all the fields are entered correctly, click on the **Self-Declaration** checkbox to confirm that all the information is correct and you have no objection in authenticating yourself with the Aadhaar based OTP.

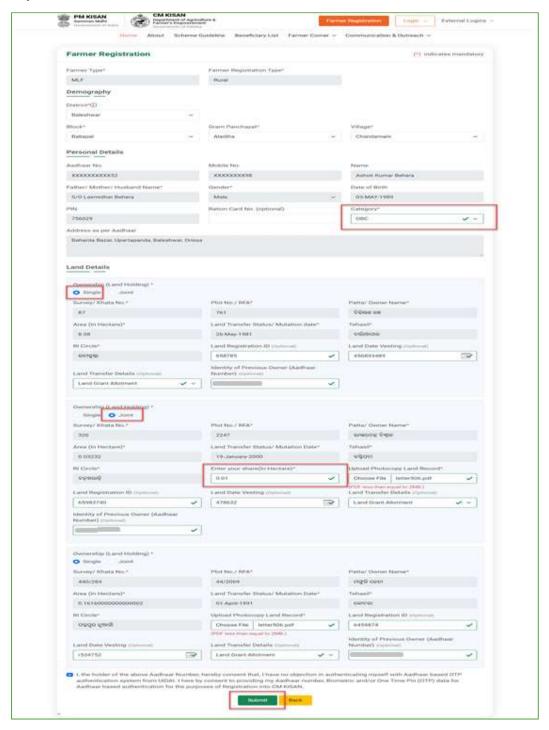


Figure 3-22 Farmer Registration - SMF/MLF Farmer Type (9)



Rev.: 1.0
Page #:22 of 35

- Now, click on the **Submit** button to submit the application.
  - o Or, click on the Back button to go to the previous section.

On clicking the Submit button, a confirmation alert message populates on the display screen saying - *Are you sure? Do you want to submit this form?* 

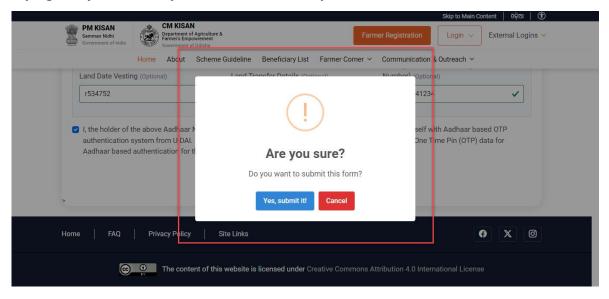


Figure 3-23 Farmer Registration - SMF/MLF Farmer Type - Confirmation Alert Message

- Click on Yes, Submit It button to confirm the action taken and proceed to submission.
  - o Or, click on **Cancel** button to cancel the submission.

On confirmation only, the registration is done successfully and a confirmation message of the same appears on the display screen.



Rev.: **1.0** Page #:**23 of 35** 

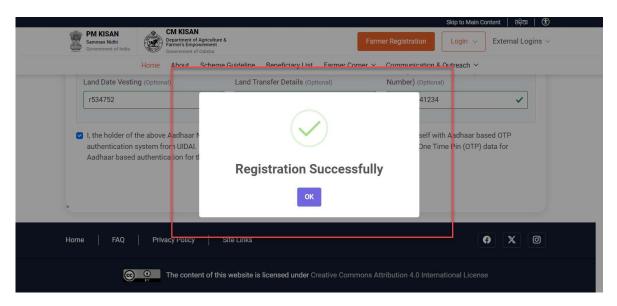


Figure 3-24 Farmer Registration - SMF/MLF Farmer Type - Confirmation Message

• Click on the **OK** button to close the pop-up message appeared.

On confirmation, a unique token number is generated for the farmer registration. Take reference from the **Fig 3-38**.

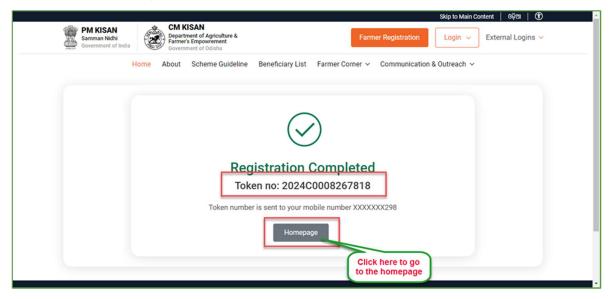


Figure 3-25 Farmer Registration - SMF/MLF Farmer Type - Token Generation

- Click on the **Homepage** button to go back to the home page again.
- Note down the token number for any future references or check the status of the application.



Rev.: 1.0
Page #:24 of 35

#### 3.1.1.3 LAH TYPE FARMER REGISTRATION

If the registration type is for LAH type, (refer Fig 3-22) then select the respective option in the Farmer Registration section, as shown below.

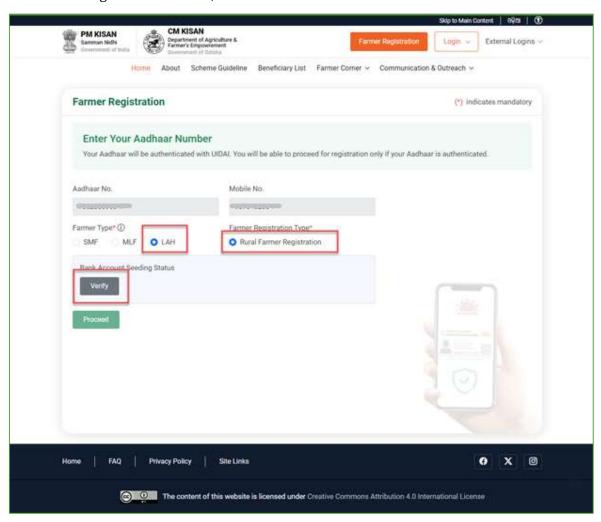


Figure 3-26 Farmer Registration - LAH Farmer Type (1)

- Based on the Farmer Type selected, select the Farmer Registration Type as **Rural Farmer Registration**.
- Now, click on **Verify** button to verify and confirm the seeding account details linked to the Aadhaar number.



Rev.: 1.0
Page #:25 of 35

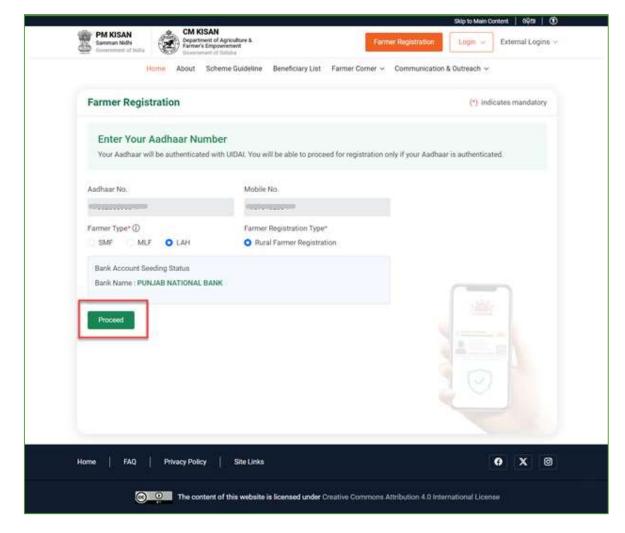


Figure 3-27 Farmer Registration - LAH Farmer Type (2)

• On successful validation, click on the **Proceed** button.

On clicking, the system navigates the user to the **Farmer Registration** form.



Rev.: **1.0**Page #:**26 of 35** 

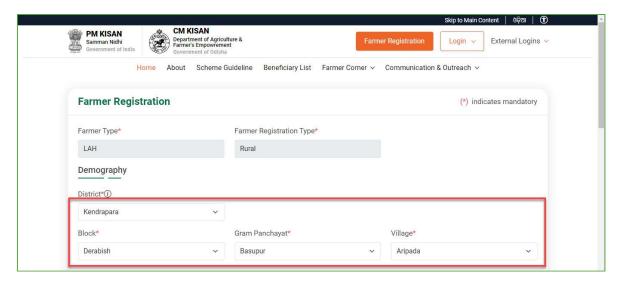


Figure 3-28 Farmer Registration - LAH Farmer Type (3)

• In the Farmer Registration form, the Farmer Type and Farmer Registration Type is auto filled.

#### Add the demographic details

- Select the District, Block, Gram Panchayat and Village Name from the drop-down, if required.
- Otherwise, the demographic details are fetched automatically from the KYC information of the farmer.

#### Add the personal details-



Figure 3-29 Farmer Registration - LAH Farmer Type (4)

 In the personal details, the Aadhaar number, mobile number, name, father/mother name, gender, date of birth, PIN, ration card number is auto fetched from Aadhaar details.



Rev.: 1.0
Page #:27 of 35

• Select the **Category** from the drop-down. This is a mandatory field, so make sure to provide the category details.

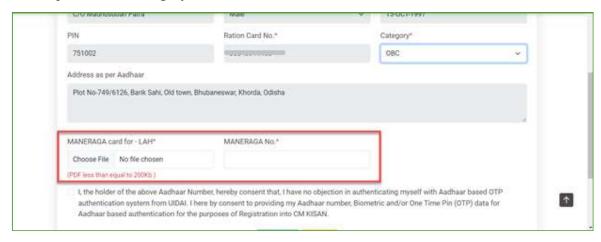


Figure 3-30 Farmer Registration - LAH Farmer Type (5)

- The address of the applicant is auto filled, and as per aadhaar card.
- Upload the MANERAGA card of the applicant in pdf file format and within 2MB file size only.
- Enter the MANERAGA Number in the textbox filled.



Rev.: **1.0** Page #:**28 of 35** 

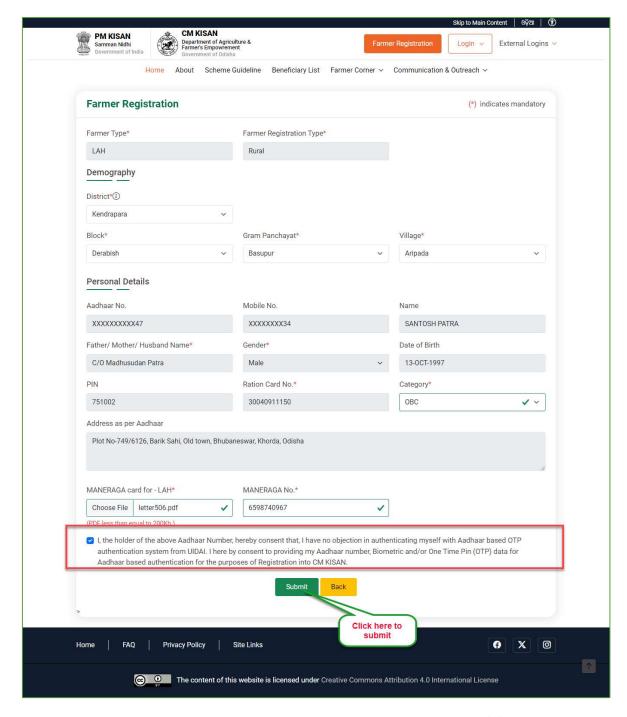


Figure 3-31 Farmer Registration - LAH Farmer Type (6)

- Select the checkbox and confirm the self-declaration mentioned, and permit the system to authenticate the aadhaar number for biometric or OTP based authentication.
- Click on **Submit** button to submit the application.



Rev.: 1.0
Page #:29 of 35

- o Or, click on **Back** button to go back to the previous section.
- On clicking the Submit button, a confirmation alert message populates on the display screen saying *Are you sure? Do you want to submit this form?*

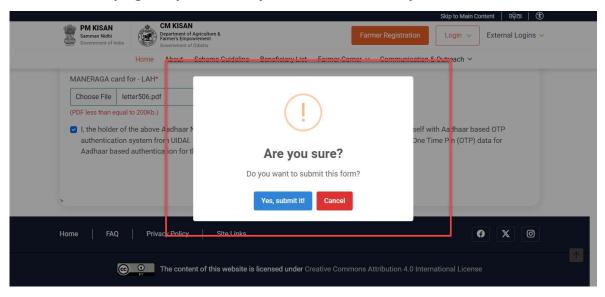


Figure 3-32 Farmer Registration - LAH Farmer Type - Confirmation Alert Message

- Click on **Yes, Submit It** button to confirm the action taken and proceed to submission.
  - o Or, click on **Cancel** button to cancel the submission.

On confirmation only, the registration is done successfully and a confirmation message of the same appears on the display screen.

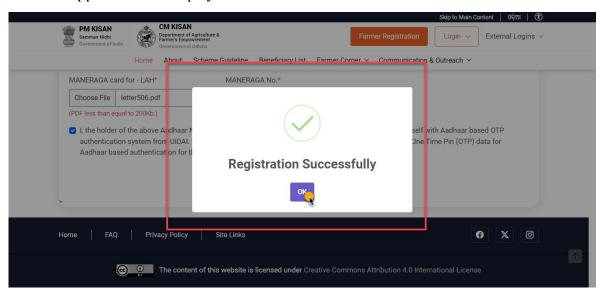


Figure 3-33 Farmer Registration - LAH Farmer Type - Confirmation Message



Rev.: 1.0
Page #:30 of 35

• Click on the **OK** button to close the pop-up message appeared.

On confirmation, a unique token number is generated for the farmer registration. Take reference from the Fig: 3-47

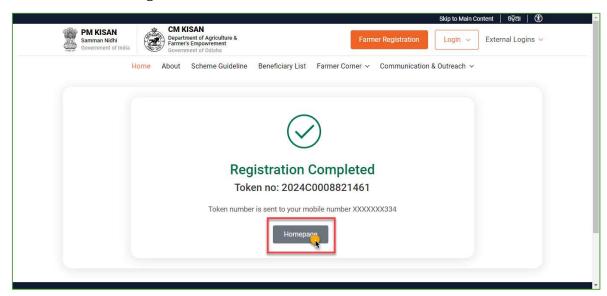


Figure 3-34 Farmer Registration - LAH Farmer Type - Token Generated

- Note down the token number for any future references or check the status of the application.
- Click on the **Homepage** button to go back to the home page again.

#### 3.1.2 CHECK STATUS

Once the application is submitted and forwarded for approval, the user has the facility to check current status of the farmer registration request under the Farmer's Corner link provided in the website.



Rev.: **1.0**Page #:**31 of 35** 

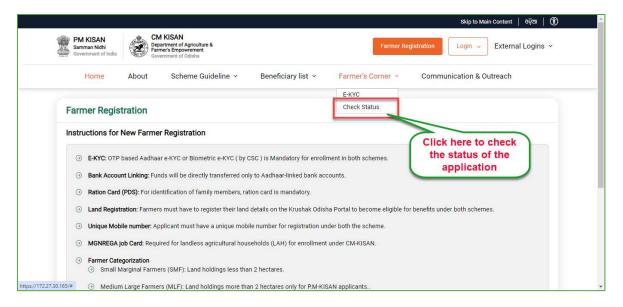


Figure 3-35 Farmer Registration Screen

- Click and expand the Farmer's Corner link, as highlighted in the Fig 3-48.
- Click on the **Check Status** button under the Farmer's Corner link, and navigate to the **Check Your Status** screen.

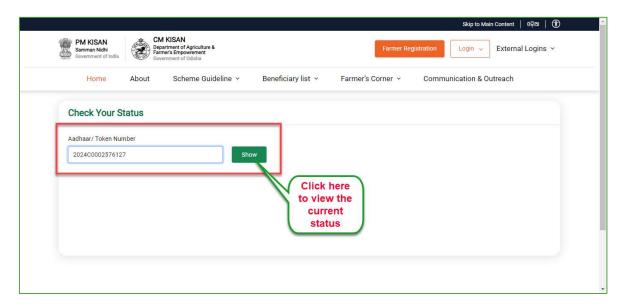


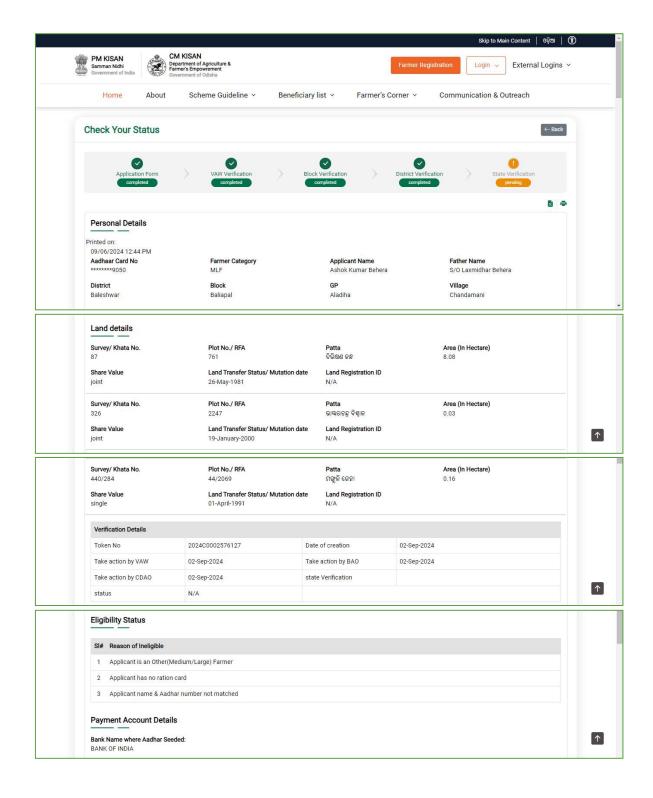
Figure 3-36 Check Your Status

- Enter the Aadhaar Number or Token Number in textspace.
- Click on **Show** button.

On clicking the Show button, the current status of the application form, VAN Verification, Block Verification, District Verification and State Level Verification appears.



Rev.: 1.0
Page #:32 of 35





Rev.: 1.0
Page #:33 of 35



Figure 3-37 Check your Status - Request Details

- Take reference from the **Fig 3-50** shown above.
- The Personal Information, Land Details, Verification Details, Eligibility Status, and Payment Account Details of the applicant is displayed in the Check Your Status section.
- User has the facility to download the data in XLS file format, by clicking the **XLS** ( lcon provided in the top-right corner of the screen.
- To take a print out of the application, click on the **Print** ( •) Icon.
- To go back to the previous page, click on the **Back** ( Back ) button.



Rev.: **1.0**Page #:**34 of 35** 

## **Table of Figures**

Figure 3-1 Home Page (1)	
Figure 3-2 Home Page (2)	
Figure 3-3 Home Page (3)	
Figure 3-17 Instruction for New Farmer Registration - Home Screen	8
Figure 3-18 Farmer Registration - Aadhaar Number eKYC	Ç
Figure 3-19 eKYC Confirmation Message	10
Figure 3-20 Farmer Registration - eKYC	10
Figure 3-21 Farmer Registration - eKYC	11
Figure 3-22 Farmer Registration - Verify Seeding Account Details	12
Figure 3-23 Farmer Registration - Verify Seeding Account Details	13
Figure 3-24 Farmer Registration - Seeding Account Details Verified	14
Figure 3-25 Alert Message	15
Figure 3-26 Alert Message	15
Figure 3-27 Farmer Registration - SMF/MLF Farmer Type (1)	16
Figure 3-28 Farmer Registration - SMF/MLF Farmer Type (2)	17
Figure 3-29 Farmer Registration - SMF/MLF Farmer Type (3)	17
Figure 3-30 Farmer Registration - SMF/MLF Farmer Type (4)	18
Figure 3-31 Farmer Registration - SMF/MLF Farmer Type (5)	18
Figure 3-32 Farmer Registration - SMF/MLF Farmer Type (6)	19
Figure 3-33 Farmer Registration - SMF/MLF Farmer Type (7)	20
Figure 3-34 Farmer Registration - SMF/MLF Farmer Type (8)	20
Figure 3-35 Farmer Registration - SMF/MLF Farmer Type (9)	21
Figure 3-36 Farmer Registration - SMF/MLF Farmer Type - Confirmation Alert Message	22
Figure 3-37 Farmer Registration - SMF/MLF Farmer Type - Confirmation Message	23
Figure 3-38 Farmer Registration - SMF/MLF Farmer Type - Token Generation	23
Figure 3-39 Farmer Registration - LAH Farmer Type (1)	24



Rev.: 1.0 Page #:35 of 35

Figure 3-40 Farmer Registration - LAH Farmer Type (2)	25
Figure 3-41 Farmer Registration - LAH Farmer Type (3)	26
Figure 3-42 Farmer Registration - LAH Farmer Type (4)	26
Figure 3-43 Farmer Registration - LAH Farmer Type (5)	27
Figure 3-44 Farmer Registration - LAH Farmer Type (6)	28
Figure 3-45 Farmer Registration - LAH Farmer Type - Confirmation Alert Message	29
Figure 3-46 Farmer Registration - LAH Farmer Type - Confirmation Message	29
Figure 3-47 Farmer Registration - LAH Farmer Type - Token Generated	30
Figure 3-48 Farmer Registration Screen	31
Figure 3-49 Check Your Status	31
Figure 3-50 Check your Status - Request Details	33