



EDIT - USER MANUAL  
(BRANCH HEAD)

**1. FOR RABI SEASON, “EDIT” OPTION IS GIVEN IN :-**

*LOANEE> PENDING LIST*  
*LOANEE> SUBMITTED LIST.*  
*LOANEE>UTR APPROVED LIST.*

2. EDIT OPTION CAN BE AVAILED BEFORE FINAL APPROVAL.

3. IT IS ALSO GIVEN TO THE PACS, FROM THEIR RESPECTIVE “REVERT” LIST.

LET'S START WITH EDIT OPTION FROM THE **PENDING** OPTION.  
LOGIN INTO BRANCH HEAD ACCOUNT. DIRECTLY CLICK ON THE "PENDING" UNDER THE  
"LOANEE" TAB.

**Bangla Shasya Bima**  
Department of Agriculture, Govt. of West Bengal

Home Profile User Non Loanee **Loanee** Report Download Revert

WEST BENGAL STATE COOPERATIVE BANK LTD  
Srijan Kumar Pahar ( BRANCH HEAD ), DIAMOND HARBOUR

Year: **2019-2020** Season: **RABI**

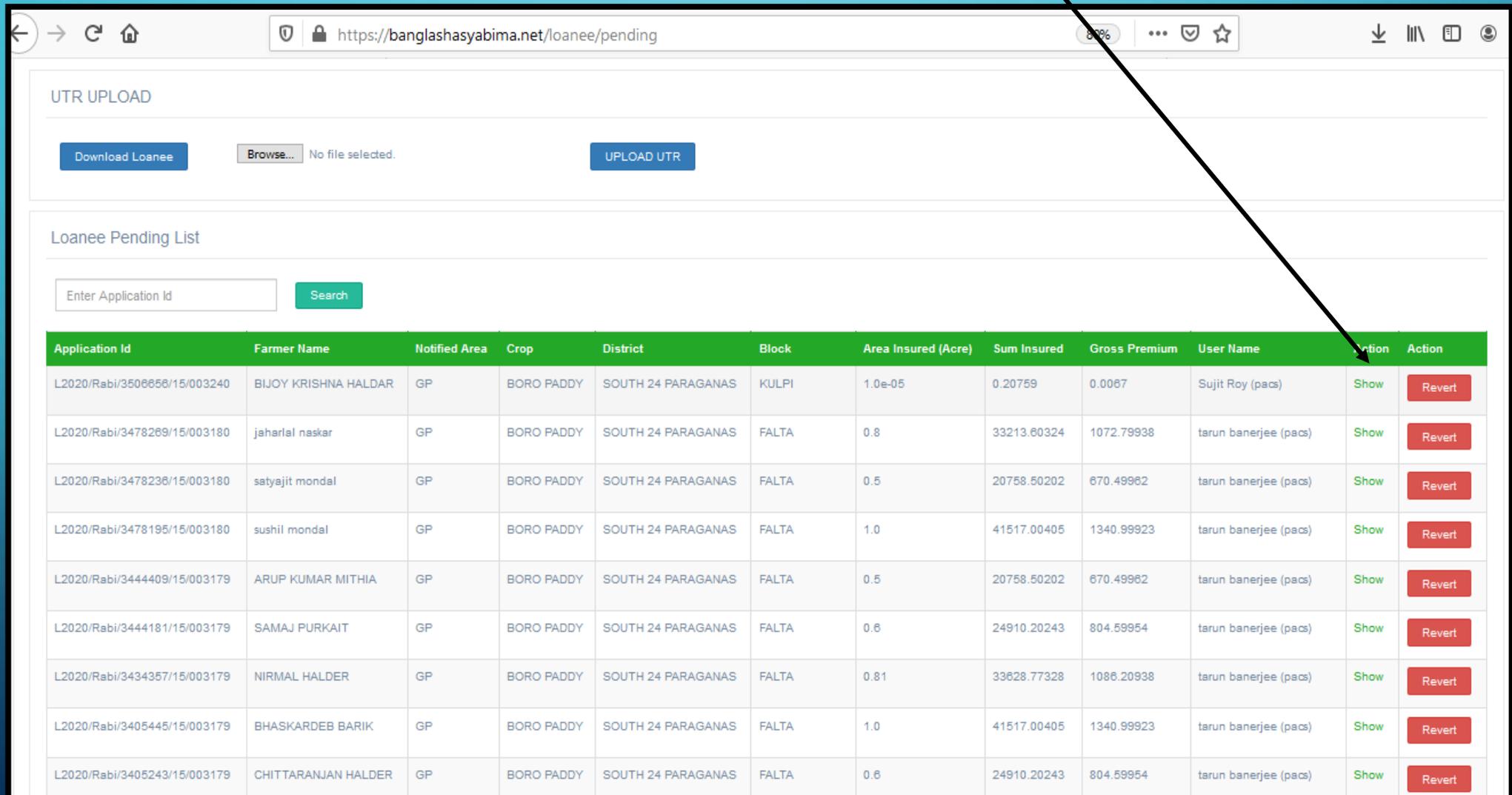
UTR Approved List  
Bank Rejected List  
New Registration  
**Pending**  
Submitted  
Approved List

<b>Total</b>	<b>513</b>	<b>195</b>	<b>1</b>	<b>0</b>
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Branch Name	Loanee	UTR Uploaded(Loanee)	Non Loanee	UTR Uploaded(Non Loanee)
DIAMOND HARBOUR	513	195	1	0

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THE **PENDING** WINDOW OPENS. CLICK ON THE **SHOW BUTTON** BESIDE ANY INDIVIDUAL APPLICATION THAT IS TO BE EDITED.



The screenshot displays a web browser window with the URL <https://banglashasyabima.net/loanee/pending>. The page features a 'UTR UPLOAD' section with buttons for 'Download Loanee', 'Browse...' (No file selected), and 'UPLOAD UTR'. Below this is the 'Loanee Pending List' section, which includes a search bar with the placeholder 'Enter Application Id' and a 'Search' button. The main content is a table with the following data:

Application Id	Farmer Name	Notified Area	Crop	District	Block	Area Insured (Acre)	Sum Insured	Gross Premium	User Name	Action	Action
L2020/Rabi/3508658/15/003240	BIJOY KRISHNA HALDAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	KULPI	1.0e-05	0.20759	0.0067	Sujit Roy (pacs)	Show	Revert
L2020/Rabi/3478289/15/003180	jaharlal naskar	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.8	33213.60324	1072.79938	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3478236/15/003180	satyajit mondal	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.5	20758.50202	670.49962	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3478195/15/003180	sushil mondal	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	1.0	41517.00405	1340.99923	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3444409/15/003179	ARUP KUMAR MITHIA	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.5	20758.50202	670.49962	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3444181/15/003179	SAMAJ PURKAIT	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.6	24910.20243	804.59954	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3434357/15/003179	NIRMAL HALDER	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.81	33628.77328	1086.20938	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3405445/15/003179	BHASKARDEB BARIK	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	1.0	41517.00405	1340.99923	tarun banerjee (pacs)	Show	Revert
L2020/Rabi/3405243/15/003179	CHITTARANJAN HALDER	GP	BORO PADDY	SOUTH 24 PARAGANAS	FALTA	0.6	24910.20243	804.59954	tarun banerjee (pacs)	Show	Revert

THE **EDIT BUTTON** WILL BE PRESENT NEAR THE **CROP DETAILS** SECTION NEAR THE CASE. CLICK ON IT.

Application Id L2020/Rabi/3508858	Voter Card JZJ1231554	KCC Card
Name BIJOY KRISHNA HALDAR	Father's/ Husband's Name BHUSAN	Relation with the Farmer SON
Age 39	Gender MALE	Caste SC
Mobile No. 9874883022	Farmer Category MARGINAL	Relation with Nominee BROTHER
<b>Farmer's Residential Address</b>		
Address VILL-KAUTALA, P.O- D/GANGADHARPUR,P.S-DHOLAHAT, PIN-743399	District SOUTH 24 PARAGANAS	Block KULPI
Gram Panchayat DHOLA	Village KAUTALA	Pin Code 743399
<b>Farmer's Bank Details</b>		
Account Holder's Name BIJOY KRISHNA HALDAR	Account No. 101009885513	Account Type SAVINGS
IFS Code WBSC0000016	Bank Name WEST BENGAL STATE CO-OPERATIVE BANK	Branch Name DIAMOND HARBOUR BRANCH
Bank Document Proof		
<b>Crop Details</b>		
District SOUTH 24 PARAGANAS	Status submit	<a href="#">Edit</a>
Notified Unit GP	Block KULPI	Crop BORO PADDY
JI No 178	Gram Panchayat DHOLA( 3240 )	Mouza (178) SHIMULBERIYA
Area(in Decimal) 0.0005	Plot number 181	Nature of Farmer OWNER
Sum insured 0.20759	Area(in Acre) 1.0e-05	Area(in Ha) 0.0
	Gross Premium 0.0067	Farmer Premium Amount 0.0

THE **EDIT PAGE** OPENS. IT APPEARS SOMEHOW LIKE THIS.  
NOW, THIS EDIT PAGE HAS BEEN DIVIDED INTO **4 SEPARATE SECTIONS** FOR BETTER CONVENIENCE.

**Farmer Details** | Address Details | Bank Details | Cultivable Land Details

<b>Voter Card Number(Compulsory) *</b> JZJ1231554 <small>Voter Card number must be in capital</small>	<b>KB Number</b> <input type="text"/>	<b>KCC Number(Optional)</b> <input type="text"/>
<b>Name *</b> BHOY KRISHNA HALDAR	<b>Father's/ Husband's Name *</b> BHUSAN	<b>Relation with the Farmer *</b> Son
<b>Age *</b> 39	<b>Gender *</b> Male	<b>Caste *</b> SC
<b>Mobile No. *</b> 9674883022	<b>Farmer Category *</b> Marginal	<b>Nominee Name</b> DHANANJOY HALDER
<b>Relation with Nominee</b> Brother	<b>Identity Card Type(Not Compulsory)</b> Select Identity Card Type	<b>Identity Card No.(Not Compulsory)</b> <input type="text"/>

Upload Voter ID Proof Document  
 No file selected.

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LET'S COME TO THE VERY FIRST SECTION, VIZ. **THE FARMER DETAILS SECTION**. HERE THE NAME, PH NO., ALONG WITH OTHER PERSONAL DETAILS OF THE FARMER CAN BE EDITED.

[THE VOTER ID FIELD HAS BEEN KEPT FROZEN SINCE IT'S THE UNIQUE ID DETAILS OF THE FARMER USED IN THIS SCHEME. HENCE, IT CANNOT BE CHANGED.]

Farmer Details | Address Details | Bank Details | Cultivable Land Details

Voter Card Number(Compulsory) \*  KB Number  KCC Number(Optional)

Voter Card number must be in capital

Name \*  Father's/ Husband's Name \*  Relation with the Farmer \*

Age \*  Gender \*  Caste \*

Mobile No. \*  Farmer Category \*  Nominee Name

Relation with Nominee  Identity Card Type(Not Compulsory)  Identity Card No.(Not Compulsory)

Upload Voter ID Proof Document  
 No file selected.

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Click here to save the changes you made while editing.

NOW LET'S COME TO THE "ADDRESS DETAILS" PART. MAKE THE NECESSARY CHANGES AND CLICK ON "UPDATE FARMER" BUTTON AT THE BASE.

**Bangla Shasya Bima**  
Department of Agriculture, Govt. of West Bengal

Home Profile User Non Loanee Loanee Report Download Revert

WEST BENGAL STATE COOPERATIVE BANK LTD  
Srijan Kumar Pahar ( BRANCH HEAD ), DIAMOND HARBOUR

Year: 2019-2020 Season: RABI

Farmer Details Address Details Bank Details Cultivable Land Details

Address \*  
VILL-KAUTALA, P.O- D/GANGADHARPUR, S-DHOLAHAAT, PIN-743399

Gram Panchayat \*  
DHOLA

District \*  
SOUTH 24 PARAGANAS  
BANKURA  
BIRBHUM  
COOCHBEHAR  
DAKSHIN DINAJPUR  
DARJEELING  
HOOGHLY  
HOWRAH  
JALPAIGURI  
JHARGRAM  
KALIMPUNG  
MALDAH  
MURSHIDABAD  
NADIA  
NORTH 24 PARAGANAS  
PASCHIM BARDHAMAN  
PASCHIM MEDINIPUR  
PURBA BARDHAMAN  
PURBA MEDINIPUR  
PURULIA  
SOUTH 24 PARAGANAS

Block \*  
KULPI

Pin Code \*  
743399

Update Farmer

IN SIMILAR WAYS, “**BANK DETAILS**” CAN BE CHANGED.

Farmer Details   Address Details   **Bank Details**   Cultivable Land Details

**Account Holders Name \***   **Account No. \***   **Account Type \***

BUJOY KRISHNA HALDAR   101009685513   Savings

**IFS Code \***   **Bank Name \***

WBSC0000016   West Bengal State Co-operative Bank

Upload Bank Document Proof

No file selected.

Cash

Savings

Current

Credit

Loan

Overdraft

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IN SIMILAR WAYS, FARMER “CROP- DETAILS” & ASSOCIATED LAND DETAILS CAN BE CHANGED. ONE CAN ADD OR REMOVE NEW MOUZA- [ADD LAND] & NEW G.P- [ADD CROP] FROM THIS SECTION.

Farmer Details Address Details Bank Details **Cultivable Land Details**

District name SOUTH 24 PARAGANAS Block name KULPI Crop \* BORO PADDY

Notified unit GP Gram Panchayat \* DHOLA

Gram PanChayat \* DHOLA Mouza \* (178) SHIMULBERIYA JI no 178 Plot Number\* 181

Area Insure(In Decimal) \* 0.0005 Name of owner Relationship owner

Non Owner Cultivator Certificate(Annexure IX) Browse... No file selected. Remove Land

Add land+

Area(in Decimal) \* 0.0005 Area(in Ha) 2.0242914979757085e-06

Sum insured(₹) 0.207585020242915 Farmer premium amount(₹) 0.0

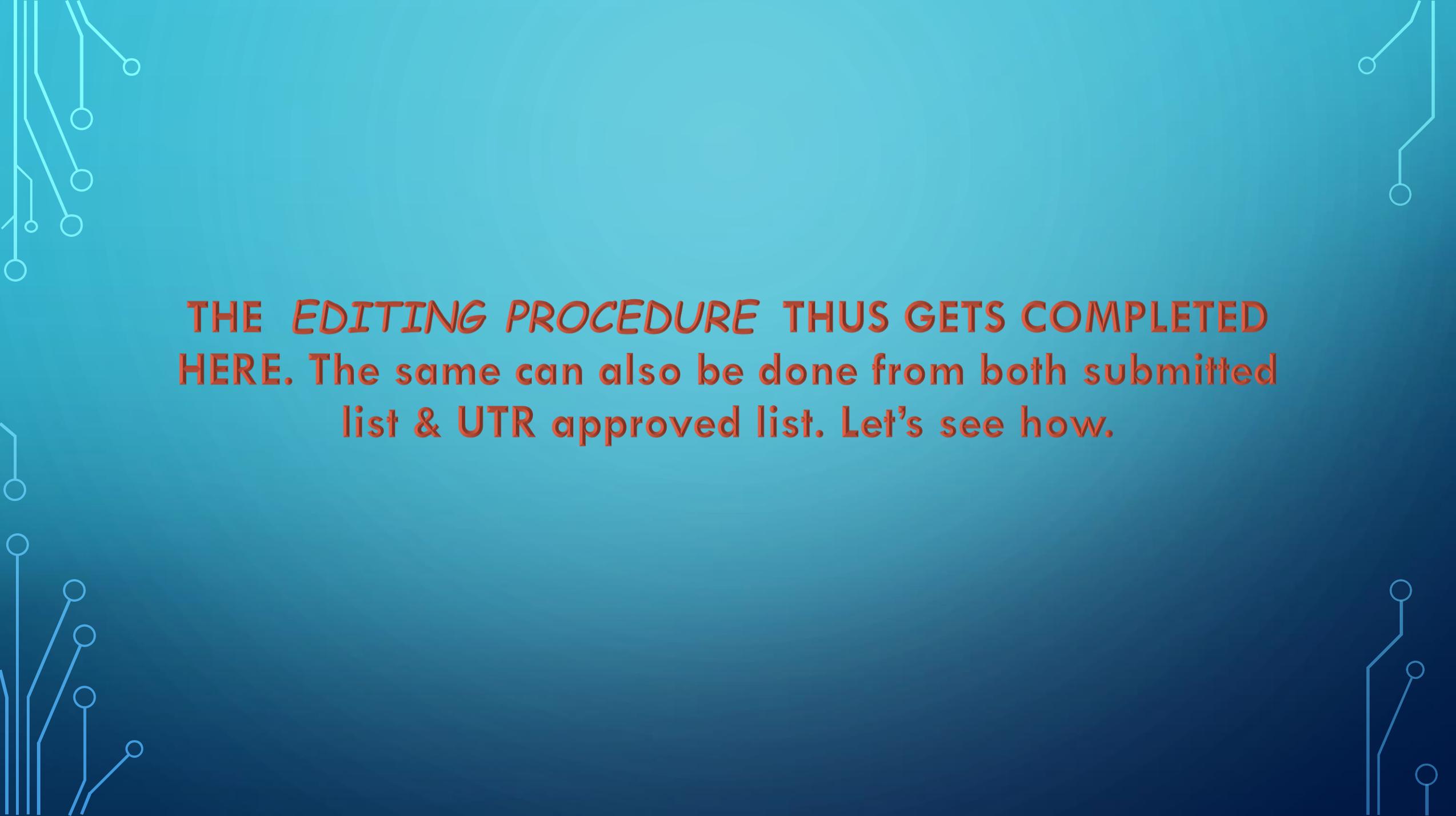
Instrument type Instrument amount

Bank name

Land Document Proof Browse... No file selected. Update Farmer

Mouza list: (147) MOLLARDANGA, (148) ANDULDOHOGOPALPUR, (149) ATJUNGRI, (150) GOBINDAPUR, (151) PATPUKURIYA, (152) JUNGRI, (153) BAMPONPARA, (166) KRISHNABALLAVPUR, (167) KATULIYARKRISHNAMPUR, (168) NANDAKISORPUR, (169) KISORPUR, (170) BAJERAMKRISHNAPUR, (171) KALICHARANPUR, (172) HARINKHOLA, (173) BAIRABITOLA, (174) LAKHIPUR, (175) BHAIABINAGAR, (176) CHTRANAGAR, (177) NAKALI, (178) SHIMULBERIYA

Click here to save the changes you made while editing.

The background is a dark blue gradient. In the corners, there are decorative white circuit-like lines with small circles at the ends, resembling a PCB layout. The text is centered in the middle of the page.

**THE *EDITING PROCEDURE* THUS GETS COMPLETED  
HERE.** The same can also be done from both submitted  
list & UTR approved list. Let's see how.

# EDITING FROM SUBMITTED LIST OF BRANCH HEAD LOGIN

Editing from the branch head login will follow the following steps:-

1. Go to **LOANEE>Submitted List.**
  2. The “Submitted list” window opens.
  3. Click on the “EDIT” button near the crop details section.
  4. Editing will follow the same steps as mentioned before in the previous slides.
  5. Click “Update” button to save whatever changes are made.
- **N.B: Submitted List is the list that contains those forms filled by the branch head itself.**

WEST BENGAL STATE COOPERATIVE BANK LTD  
Srijan Kumar Pahar ( BRANCH HEAD ), DIAMOND HARBOUR

Year: 2019-2020

### Farmer Details

Application Id L2020/Rabi/3508856	Voter Card JZJ1231554	KCC Card
Name BIJOY KRISHNA HALDAR	Father's/ Husband's Name BHUSAN	Relation with the Farmer SON
Age 39	Gender MALE	Caste SC
Mobile No. 974883022	Farmer Category MARGINAL	
	Nominee Name DHANANJOY HALDER	Relation with Nominee BROTHER

### Farmer's Residential Address

Address VILL-KAUTALA, P.O- D/GANGADHARPUR,P.S-DHOLAHAT, PIN 743399	District SOUTH 24 PARAGANAS	Block KULPI
Gram Panchayat DHOLA	Village KAUTALA	Pin Code 743399

### Farmer's Bank Details

Account Holder's Name BIJOY KRISHNA HALDAR	Account No. 101009685513	Account Type SAVINGS
IFS Code WBSC0000016	Bank Name WEST BENGAL STATE CO-OPERATIVE BANK	Branch Name DIAMOND HARBOUR BRANCH
Bank Document Proof		

### Crop Details

District SOUTH 24 PARAGANAS	Status submit	Block KULPI	<a href="#">Edit</a>
Notified Unit GP		Gram Panchayat DHOLA( 3240 )	Crop BORO PADDY
			Mouza (178) SHIMULBERIYA

# EDITING FROM UTR APPROVED LIST OF BRANCH HEAD LOGIN

Application Id  UTR Number

UTR approved List

Application Id	Farmer Name	Notified Area	Crop	District	Block	Account No	UTR No	Area Insured (Acre)	Sum Insured	Gross Premium	User Name	<input type="checkbox"/> Select All	Approve	Action	Action	Action
L2020/Rabi/3208813 /15/003176	TAPAN DAS	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004294568	WBSCN20060988783	1.5	62275.50607	2011.49885	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3206794 /15/003176	SWAPNA JANA	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004294422	WBSCN20065128087	1.5	62275.50607	2011.49885	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3206776 /15/003176	HASANAT JAMADAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004563598	WBSCN20065128086	1.4	58123.80567	1877.39892	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3206008 /15/003176	NOOR SELIM MIR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	60205227229	WBSCN20065128085	1.7	70578.90888	2279.69869	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205976 /15/003176	SUJATA NASKAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004294579	WBSCN20065128084	2.0	83034.0081	2681.99846	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205572 /15/003176	MONORANJAN KARMAKAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004563600	WBSCN20065128082	1.0	41517.00405	1340.99923	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205565 /15/003176	ANIMA NASKAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004294591	WBSCN20065128080	1.0	41517.00405	1340.99923	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205550 /15/003176	SARAMA NASKAR	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101004294670	WBSCN20065128079	1.0	41517.00405	1340.99923	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205540 /15/003176	TINKU CHAKRABORTY	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101005121048	WBSCN20065128077	1.0	41517.00405	1340.99923	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205523 /15/003176	MITA HALDER	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101005121559	WBSCN20065128071	1.48	61445.16599	1984.67886	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205515 /15/003176	TINKU BHANGI	GP	BORO PADDY	SOUTH 24 PARAGANAS	DIAMOND HARBOUR - II	101005123715	WBSCN20065128070	1.68	69748.6668	2252.87871	Avjit mondal (pacs)	<input type="checkbox"/>	Approve	Reject	Show	Revert
L2020/Rabi/3205504	OHAIDA BIBI	GP	BORO	SOUTH 24	DIAMOND	10105121284	WBSCN20065128069	1.1	45688.70445	1475.09915	Avjit mondal	<input type="checkbox"/>	Approve	Reject	Show	Revert

**Step 1: Login → LOANEE → UTR APPROVED LIST.**

**Step 2: Click on SHOW Button.**

Note: [Also, Now even "**REVERT**" is present in "UTR APPROVED LIST"]

← → ↻ 🏠 <https://banglashasyabima.net/loanees/2390024> 80%

### Farmer Details

Application Id L2020/Rabi/3206813	Voter Card FLL3418318	KCC Card
Name TAPAN DAS	Father's/ Husband's Name SHIBU DAS	Relation with the Farmer SON
Age 52	Gender MALE	Caste SC
Mobile No. 9732704182	Farmer Category SMALL	

### Farmer's Residential Address

Address SARISHA	District SOUTH 24 PARAGANAS	Block DIAMOND HARBOUR - II
Gram Panchayat SARISHA	Village SARISHA	Pin Code 743388

### Farmer's Bank Details

Account Holder's Name TAPAN DAS	Account No. 101004294568	Account Type LOAN
IFS Code WBSC0000016	Bank Name WEST BENGAL STATE CO-OPERATIVE BANK	Branch Name DIAMOND HARBOUR BRANCH
Bank Document Proof		

### Crop Details

	Status submit	<a href="#">Edit</a>
District SOUTH 24 PARAGANAS	Block DIAMOND HARBOUR - II	Crop BORO PADDY
Notified Unit GP	Gram Panchayat SARISHA( 3176 )	Mouza (108) SARISHA
JI No 108, 108	Plot number 858, 871	Nature of Farmer OWNER
Area(in Decimal) 150.0	Area(in Acre) 1.5	Area(in Ha) 0.60729
Sum insured 62275.50607	Gross Premium 2011.49885	Farmer Premium Amount 0.0

**Step 3: Click on the **edit** button.**

**Step 4: Follow the editing process as shown before & click “update farmer details” to save the changes.**

A yellow sticky note is pinned to a corkboard with a red pushpin. The note has the words "Thank you" written in red cursive. The corkboard is set against a blue background with white circuit-like patterns in the corners.

Thank you