

**Duties and Responsibilities of the Information Technology / Management  
Information System (IT/MIS) Expert**

**1. MIS Portal Management**

- Maintain and regularly update all FPO-related data in the 10,000 FPO MIS portal (<https://10kfpomis.dac.gov.in>).
- Ensure timely and accurate data entry related to shareholding, business activities, and compliance status.
- Coordinate with CBBO, FPOs, and implementing agencies to resolve MIS-related issues.

**2. Share Capital Matching Equity Grant Support**

- Guide FPOs in applying for the **Share Capital Matching Equity Grant** through the MIS portal.
- Verify the correctness of uploaded documents and data related to equity grants.
- Track application status and follow up with concerned authorities for approvals.

**3. Training Data Management**

- Update training details of FPO members, Board of Directors, CEOs, and staff in the **Training parameter** of the MIS portal.
- Ensure proper documentation and reporting of capacity-building and training programmes.
- Generate reports as required by CBBO.

**4. LMS Training Guidance**

- Guide the **Board of Directors, CEOs, Accountants, and other key functionaries** of FPOs to enroll and complete the **Learning Management System (LMS) training modules**.
- Provide technical support for login, course navigation, and completion tracking.
- Monitor training completion status and update records in the MIS portal.

**5. e-NAM Registration Support**

- Guide FPO management in completing **e-NAM (National Agriculture Market) registration**.

- Assist in uploading required documents and completing technical formalities.
- Coordinate with mandi officials and e-NAM authorities wherever required.

## 6. **Licenses and Statutory Registrations**

- Guide FPOs in obtaining necessary **licenses and registrations** such as:
  - FSSAI
  - GST
  - Trade License
  - Weights & Measures
  - Any other statutory approvals required for business operations
- Maintain a digital record of licenses and renewal dates in the MIS system.

## 7. **APEDA Registration for Export-Oriented FPOs**

- Guide potential and eligible FPOs in obtaining **APEDA registration** for export of agricultural and processed food products.
- Assist in documentation, online application process, and compliance requirements.
- Support FPOs in aligning data with export standards and reporting requirements.

## 8. **Reporting and Coordination**

- Generate periodic MIS reports and dashboards as required by CBBO.
- Respond to data queries and clarification from Govt. agencies i.e., NCDC, Govt. of India within stipulated time.
- Ensure data confidentiality, accuracy, and system compliance at all times.
- Digitisation of FPO records.
- Maintain supporting documents and digital records for Audit, Review and Inspection purposes.

**9.** In addition to the duties and responsibilities specifically mentioned above, the expert shall also perform any other duties, tasks, or responsibilities that may be entrusted by the CBBO from time to time, as and when required, in the interest of administrative efficiency and smooth functioning. Such duties shall be carried out with due diligence, obedience to lawful instructions, and in accordance with the rules in force.