

**Government of West Bengal**  
**Department of Food & Supplies**  
Khadyashree Bhavan  
11A, Mirza Ghalib Street, Kolkata 700087  
E-file FNS-19099/21/2021-FOOD SEC-Dept. of FNS

No.: 1470-FS/O/sect/IT-30/2018(Part-I)

Date: 07.04.2022

**ORDER**

The Department of Food & Supplies has taken a number of beneficiary-centric reformative measures like Aadhaar-linking and biometric authentications in which services are provided at the Fair Price Shops. Also, a number of online facilities like licence renewal, billing, application for death benefit etc. have been provided for the FPS Dealers. On the other hand, in online supply chain management FPS is an important station on which food grains allocation and distribution are based.


However, while an FPS remains a constant entity, the Dealership running the FPS is dynamic due to demise/surrender of the Dealer or due to official actions like suspension, termination etc. Consequently, at the time of running the aforementioned processes in the Departmental webportal, necessity has been felt to identify the exact FPSs active at a certain point of time, and the Dealers running them.

Therefore, to reconcile the FPS database with the present field reality, a one-time online facility in <https://food.wb.gov.in/> has been devised for the licensing authorities i.e. the SCF&Ss and ROs to mark statuses of individual FPSs.

A visual step-by-step detailed guideline for SCF&Ss, ROs, DCF&Ss and DDRs is enclosed herewith. The SCF&S/ROs will complete their work within 15.04.22 and the DCF&Ss/DDRs will do theirs within 30.04.22. After completion of work at the field level, reconciliation of the data with live database will be taken up by the Reforms Cell.

Module for creation of new Dealers (compassionate ground), linking of Dealer with FPS and tagging/de-tagging will be taken up in the next phase.

Encl: As stated

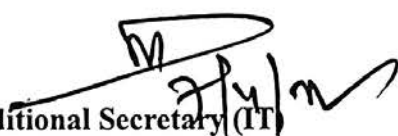
  
Additional Secretary (IT)  
to the Govt. of West Bengal

No.: 1470/1(34)-FS/O/sect/IT-30/2018(Part-I)

Date: 07.04.2022

Copy forwarded for information to:

1. The Secretary in F&S Department
2. The Director, DDP&S/Rationing
3. The Addl. Secretary (Food), F&S Department
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6. The PA to the Sr. Special Secretary (IT & Reforms), F&S Department
7. The DCF&Ss (all)
8. The DDRs (all)

  
Additional Secretary (IT)  
to the Govt. of West Bengal



**Annx. to GO no. No.: 1470-FS/O/sect/IT-30/2018(Part-I) Dated 07.04.2022**

In PDS the terms 'Fair Price Shop' and 'FPS Dealer' or simply 'Dealer' is often used interchangeably. However, they are two different entities. Let us look at their definitions given in WBPDS (M&C) Order, 2013 and WBUPDS (M&C) Order, 2013.

Fair Price Shop	Dealer or Fair Price Shop Owner
"Fair Price Shop" means a shop engaged and licensed under this Control order for distribution of public distribution commodities against ration documents.	"Dealer or Fair Price Shop Owner" means a person and includes an individual, registered partnership firm, registered Co-operative Society, Sangha or mahasangha of a self-help group working within a district, in whose name a shop has been licensed to distribute and sell public distribution commodities to ration card holders under Public Distribution System by an order issued under Part-III.

From the above it is amply clear that an FPS is the gateway of distribution to the ration beneficiaries, and FPS Dealer is the person (individual or otherwise) who runs and operates this gateway. Hence, an FPS is a permanent entity while the Dealer may change.

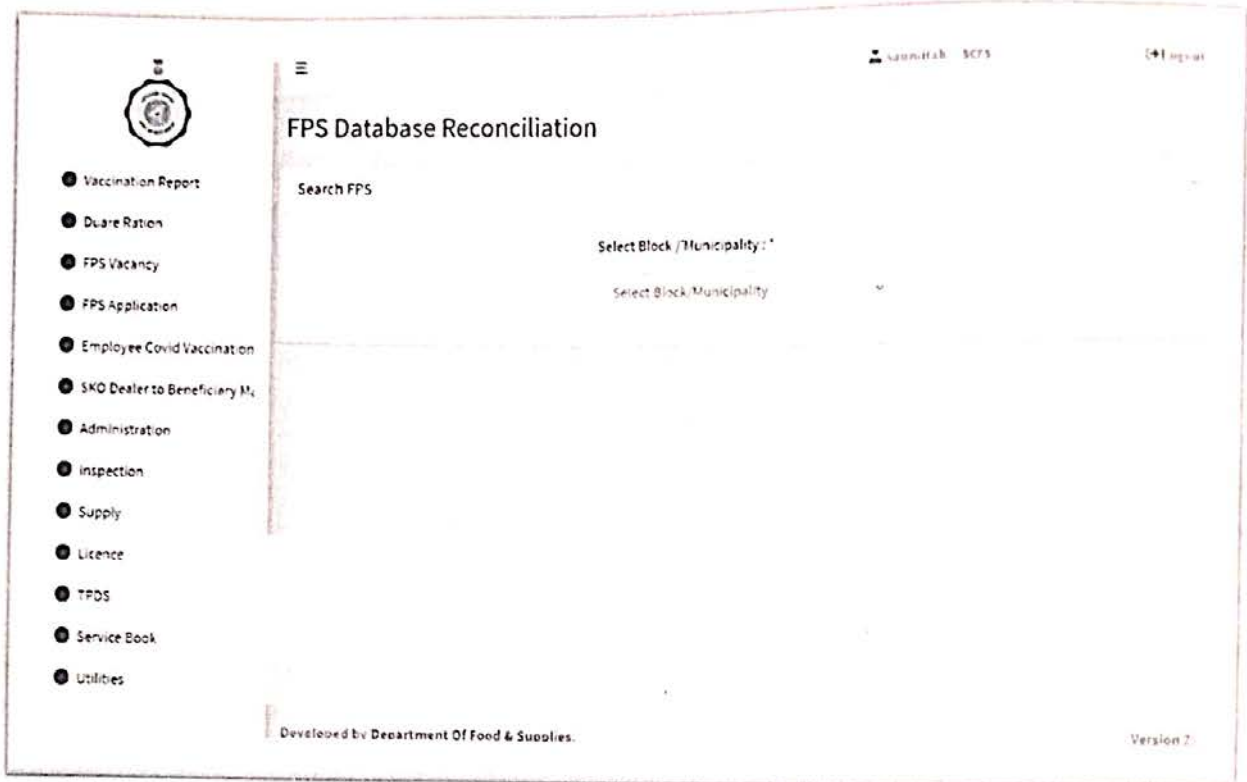
Through this module an FPS will be marked by its unique FPS Code while an FPS Dealer will be identified by his unique License Code.

This guideline covers reconciliation of the existing FPS and FPS Dealer database with their present status.

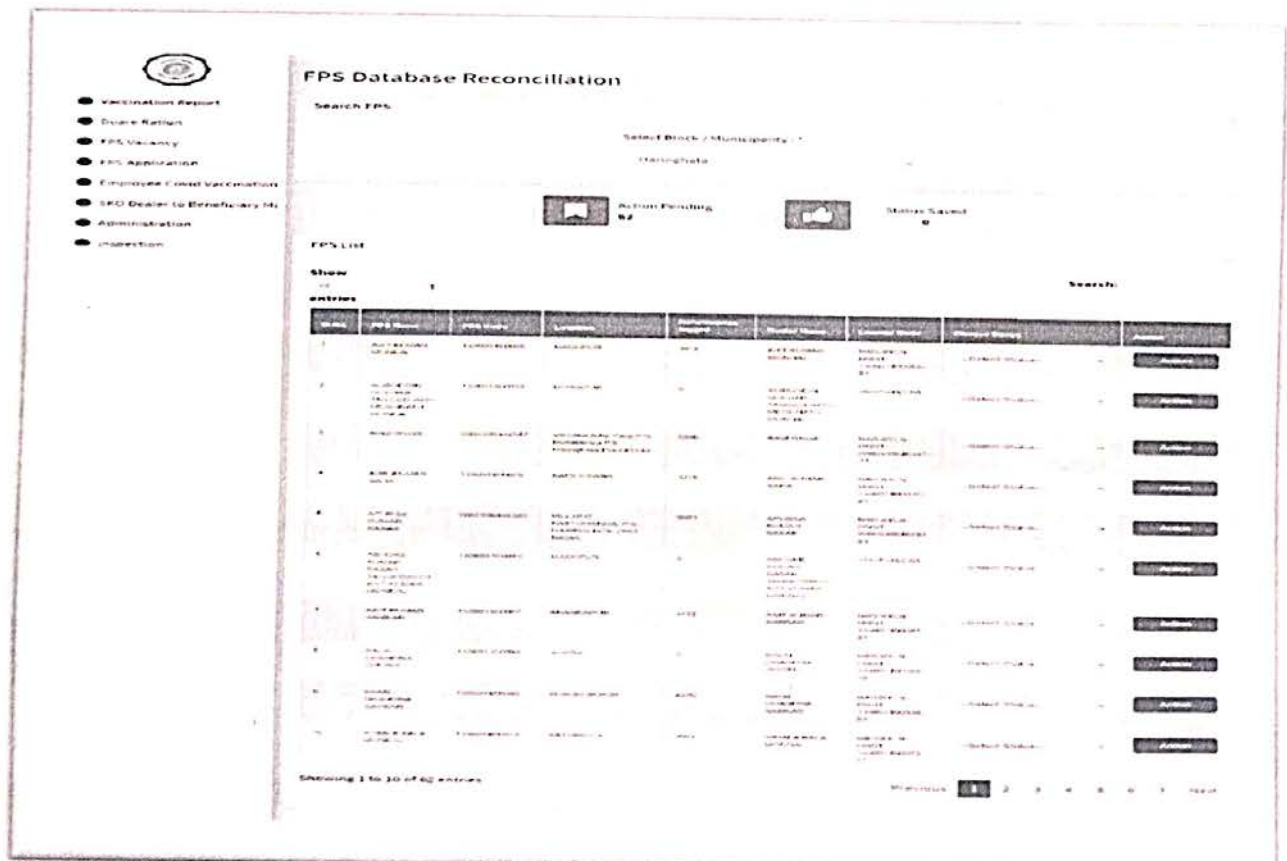
## 1. Login of SCF&S/RO:

1.1. The SCF&S/RO will go to the webportal <https://food.wb.gov.in/> and log in the 'Official login'.

1.2. Click 'FPS Status Reconciliation' from the menu. A dropdown menu will open containing all blocks and municipalities under the SCF&S. For ROs, no dropdown will be there.



1.3. The list of all FPSs in the selected block/municipality (in entire Sub-Area for ROs) will open. In the 2<sup>nd</sup> column from right hand side, the current status of the FPS is to be selected from dropdown menu.



Elaboration of the names of the statuses is given below:

- i. **Own-run:** The FPS is run by the Dealer to whom licence was issued towards the same.
- ii. **Tagged as Dealer Deceased:** The Dealer to whom licence was issued to run the FPS has passed away; and at present the FPS is temporarily run by a Dealer of nearby FPS (irrespective of application on compassionate ground).
- iii. **Tagged as Dealer suspended:** The Dealer to whom licence had been issued to run the FPS has been suspended; and at present the FPS is temporarily run by a Dealer of nearby FPS.
- iv. **Tagged as Dealer Terminated/Surrendered:** The Dealer to whom licence had been issued to run the FPS has been terminated or he has surrendered the Dealership voluntarily; and at present the FPS is temporarily run by a Dealer of nearby FPS.
- v. **Otherwise Defunct:** The FPS itself is not operative. Eg. An FPS whose beneficiaries have been merged with another FPS will be put in this category.
- vi. **Wrong/Duplicate Entry:** The FPS was entered wrongly into database; or another FPS of same name is active.

1.4. When 'Own-Run' is selected, the following screen opens. On pressing 'OK' the status is saved.

**FPS Database Reconciliation**

Search FPS

Select Block / Municipality :  
Chakdah

Selected Status : Own-run

Name of FPS	FPS Code
AJIT BISWAS	133601200098

Name of Dealer	Licence Code	Mobile No
AJIT BISWAS	NAD-KYLN-CHKD-133601200098-01	9735391708

No. of Beneficiaries					
AAY Count	PHH Count	SPHH Count	RKS-1 Count	RKS-2 Count	General Count
116	1152	502	696	282	4
<b>Total Beneficiary Count</b>					
2782					

Back OK

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1.5. If 'Tagged as Dealer Deceased' or 'Tagged as Dealer Suspended' or 'Tagged as Dealer Terminated/Surrendered' is selected the following screen will open. The SCF&S/RO will

select the Dealer with whom the FPS is presently tagged. He will also input the date of such tagging (dd/mm/yyyy). If exact date of tagging is not available in office records, check box of 'Month view' is to be ticked to switch to 'mm/yyyy' format and give input. On pressing 'Save' the data will be saved.

The screenshot shows the 'FPS Database Reconciliation' page. On the left is a navigation menu with options like Vaccination Report, Duare Ration, FPS Vacancy, FPS Application, Employee Covid Vaccination, SKO Dealer to Beneficiary M., Administration, and Inspection. The main content area includes a search bar for FPS, a dropdown for 'Select Block / Municipality' (set to Chakdah), and a 'Selected Status' dropdown (set to Tagged as Dealer Deceased). Below this is a table with fields for Name of FPS, FPS Code, Name of Deceased Dealer, and Licence Code of Deceased Dealer. A summary table shows beneficiary counts for AAY, PHH, SPHH, RKS-V, and General categories, with a total beneficiary count of 8254. At the bottom, there are fields for 'Name of Licencee with Whom Tagged', 'FPS Code of Licencee with Whom Tagged', and 'Date of Tagging', along with a 'Month View' checkbox and 'Back'/'Save' buttons.

1.6. If 'Otherwise Defunct' or 'Wrong/Duplicate Entry' is selected, the following screen will open. The SCF&S/RO will click 'Save & Deactivate' to mark the status.

The screenshot shows the 'FPS Status Reconciliation' page. The navigation menu on the left includes options like Vaccination Report, Duare Ration, FPS Vacancy, Administration, Inspection, Supply, Licence, YPS, and Service Book. The main content area features a search bar for FPS, a dropdown for 'Select Sub Area' (set to Mohalin (General)), and a 'Selected Status' dropdown (set to Otherwise Defunct). It contains fields for Name of FPS, FPS Code, Name of Dealer, and Licence Code. A summary table displays beneficiary counts for AAY, PHH, SPHH, RKS-V, and General categories, with a total beneficiary count of 7049. At the bottom, there are 'Back' and 'Save & Deactivate' buttons.

- 1.7. When status of an FPS is saved in any of the aforesaid ways, it will go to the end of the list of the block/municipality/Sub-Area so that the SCF&S/RO can always work conveniently with the FPS shown at the beginning of the list. The count of FPSs against which status has been saved and those against which action is pending, will show right below the block/municipality selection dropdown.
- 1.8. After saving status of an individual FPS, the SCF&S/RO can revise the same by clicking 'Edit'.

**FPS Database Reconciliation**

Search FPS

Select Block / Municipality :  
Chakidah

Action Pending 142      Status Saved 5

**FPS List**

Show 15 entries


S.No.	FPS Name	FPS Code	Location	Distribution Method	Dealer Name	License Code	Current Status	Action
141	GAAL CHAKIDAHCHITRY	W802040102	VILL BHANABAR PO BAJURABATH P.S CHAKIDAH DIST NALDA	BFB	GAAL CHAKIDAHCHITRY	NAD-KYLN-CHRD-W802040102-21	--Select Status--	Action
142	UTTAU KR BTH	V3M2050201	KALIA CHAKIDAH	KBP	UTTAU KR BTH	NAD-KYLN-CHRD-K3M2050201-14	--Select Status--	Action
143	AROLA JALS MONDAL	F3M2050300	SARAPUR	KBP	AROLA JALS MONDAL	NAD-KYLN-CHRD-F3M2050300-21	Overdue	Edit
144	AROLA JALS MONDAL AC OF TARA CHAKIDAH T.NAL	F3M2050300	SARAPUR	B	AROLA JALS MONDAL AC OF TARA CHAKIDAH T.NAL	KBP	Report to Dealer Submitted Reported on: 04/04/2024 SARAPUR (1190-100-74)	Edit
145	ALAY KR BARKAR	V3M2050201	SALIGURPUR HAZRATPUR	BFB	Overdue	Overdue	Wrong/Invalidate Entry Report to: KALPANA BANA (0802040110)	Edit
146	ALAY KR BARKAR	F3M2050300	SARAPUR CHAKIDAH	BFB	Overdue	Overdue	Wrong/Invalidate Entry Report to: CLARBY FPS NALDA (21802030001)	Edit
147	ALAY KR SARANAN AC NIPANURAN CHAKIDAHCHITRY	F3M2050300	SARAPUR CHAKIDAH	BFB	Overdue	Overdue	Wrong/Invalidate Entry Report to: CLARBY FPS NALDA (21802030001)	Edit

Showing 141 to 147 of 147 entries

Previous 1 11 12 13 14 15 Next

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1.9. When status of all FPSs of a block/municipality/Sub-Area in a block has been satisfactorily saved, the SCF&S/RO will press 'Finalize all FPSs of this Area' to finalise the statuses and send to the DCF&S/DDR.



SCF&S


- Vaccination Report
- Diare Ration
- FPS Vacancy
- FPS Application
- Employee Covid Vaccination
- SKO Dealer to Beneficiary M.
- Administration
- Inspection
- Supply

## FPS Database Reconciliation


Search FPS

Select Block / Municipality :\*

Gayaspur (M)



Action Pending  
**0**



Status Saved  
**24**

**FPS List**

Show  entries

Search:

S.No.	FPS Name	FPS Code	Location	Block/Block Group	Block Name	License Date	Current Status	Action
1	HALDI BIVA & CO. (A) (M) (M) (M) (M) (M)	1348220085	2006 HALDI BIVA & CO. (A) (M) (M) (M) (M) (M)	2006	HALDI BIVA & CO. (A) (M) (M) (M) (M) (M)	13/01/2019	Denial	<a href="#">Edit</a>
2	Pravasi SONU (M) (M) (M) (M) (M) (M)	1348220086	GAYASPUR (M) (M) (M) (M) (M) (M)	1348	GAYASPUR (M) (M) (M) (M) (M) (M)	13/01/2019	Tagged as Dealer Deceased	<a href="#">Edit</a>
3	MISHRA (M) (M) (M) (M) (M) (M)	1348220087	31/01/2019 (M) (M) (M) (M) (M) (M)	3431	MISHRA (M) (M) (M) (M) (M) (M)	13/01/2019	Tagged as Dealer Suspended	<a href="#">Edit</a>
4	Prithvi (M) (M) (M) (M) (M) (M)	1348220088	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Tagged as Dealer Terminated & Surrendered	<a href="#">Edit</a>
5	Devi (M) (M) (M) (M) (M) (M)	1348220089	Devi (M) (M) (M) (M) (M) (M)	1348	Devi (M) (M) (M) (M) (M) (M)	13/01/2019	Off Licence Deceased	<a href="#">Edit</a>
6	Prithvi (M) (M) (M) (M) (M) (M)	1348220090	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Denial	<a href="#">Edit</a>
7	Prithvi (M) (M) (M) (M) (M) (M)	1348220091	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Tagged as Dealer Deceased	<a href="#">Edit</a>
8	Prithvi (M) (M) (M) (M) (M) (M)	1348220092	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Tagged as Dealer Suspended	<a href="#">Edit</a>
9	Prithvi (M) (M) (M) (M) (M) (M)	1348220093	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Denial	<a href="#">Edit</a>
10	Prithvi (M) (M) (M) (M) (M) (M)	1348220094	Prithvi (M) (M) (M) (M) (M) (M)	1348	Prithvi (M) (M) (M) (M) (M) (M)	13/01/2019	Denial	<a href="#">Edit</a>


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[Finalize](#)

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1.10. After finalization, no action can be taken by the SCF&S/RO. He can now generate the list in MS-Excel for record.



vaumitab 89
04 August

## FPS Status Reconciliation

**Search FPS**

Select Sub Area \*

Howrah (Central)

Action Pending (Selected RO)  
0

Status Saved (Selected RO)  
33

**FPS List**

Search:

Show  entries

S No.	FPS Name	FPS Code	Location	Sanitation Type	Order Code	Linked Code	Change Status
1	A VIN BUDHENDU ANANDPURI	241010000	26 RAJESWAR SHARMA LANE HOWRAH	730	Discontinued	Discontinued	Discontinue Default
2	A V KUNDE	092000004	26 RAJESWAR SHARMA LANE HOWRAH	704	Discontinued	Discontinued	Discontinue Default Linked with: 092000004 (241010000)
3	ABHIRAM SARKAR	241010000	43 RAJESWAR SHARMA LANE HOWRAH	748	ABHIRAM SARKAR	JD 1004 00000 1234567890 22	Discontinued
4	ANANDU SARKAR	241010000	26 RAJESWAR SHARMA LANE HOWRAH	770	ANANDU SARKAR	JD 1004 00000 1234567890 22	Reported as Devoid (Discontinued) Linked with: ANANDU SARKAR ANANDU SARKAR (241010000)
5	ANANDU SARKAR	241010000	26 RAJESWAR SHARMA LANE HOWRAH	970	Discontinued	Discontinued	Discontinue Default
6	ANANDU SARKAR	241010000	161 RAJESWAR SHARMA LANE HOWRAH	400	ANANDU SARKAR	JD 1004 00000 1234567890 22	Discontinued
7	ANANDU SARKAR	241010000	161 RAJESWAR SHARMA LANE HOWRAH	200	Discontinued	Discontinued	Wrong Duplicate Entry Linked with: ANANDU SARKAR (241010000)
8	ANANDU SARKAR	241010000	26 RAJESWAR SHARMA LANE HOWRAH	800	ANANDU SARKAR	JD 1004 00000 1234567890 22	Discontinued
9	ANANDU SARKAR	241010000	26 RAJESWAR SHARMA LANE HOWRAH	99	ANANDU SARKAR	JD 1004 00000 1234567890 22	Discontinued
10	ANANDU SARKAR	241010000	161 RAJESWAR SHARMA LANE HOWRAH	000	ANANDU SARKAR	JD 1004 00000 1234567890 22	Discontinued

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## 2. Log in of DCF&S/DDR:

2.1. Click 'FPS Status Reconciliation' from the menu. For DCF&Ss, 2 (two) separate dropdown menus will open containing all sub-divisions and all blocks and municipalities respectively. For DDRs, dropdown menu will show Sub-Areas for selection.

**FPS Status Reconciliation**

Search FPS

Select Sub Division:  Select Block / Municipality:

Total Count (Sub Division): 207    Active FPS (Sub Division): 205    Status Saved (Selected Block): 24

**FPS List**

Show:  entries

S.No.	FPS Name	FPS Code	Location	Registration Type	Dealer Name	License Date	Dealer Status	Action
1	SUNSHINE CHANDRA SAKI	1380220005	475 KALYANI ROAD, 17A KALY	DDT	SUNSHINE CHANDRA SAKI	24/03/2015	Deactive	<a href="#">Edit</a>
2	LAKSHMI BANK	1380220001	Debra, CAT No. 70, 100/104 No. 8/100, G. No. 10, P.O. KALYANI, Kalyani Dist. Nadia Under direct license category	A	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>
3	KALYANI BANK	1380220002	170/104 Kalyanipara P.O. Kalyanipara P.O. Kalyani Dist Nadia	DDT	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>
4	KALYANI CHANDRA SAKI	1380220003	67, Kalyani Road, A.P. Road No. 11, 17A Kalyani Dist. Nadia	A	KALYANI CHANDRA SAKI	01/01/2015	Deactive	<a href="#">Edit</a>
5	KALYANI CO OPERATIVE STORES LTD	1380220004	KALYANI (DUTI ROAD) BARBEY	B	KALYANI CO OPERATIVE STORES LTD	20/01/2015	Deactive	<a href="#">Edit</a>
6	KALYANI CO LPS LTD	1380220006	Road No. 12, 14, 12, 17, 20, 14, 14, 14	DDT	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>
7	KALYANI CHANDRA SAKI	1380220002	64/104	DDT	KALYANI CHANDRA SAKI	24/03/2015	Deactive	<a href="#">Edit</a>
8	KALYANI CHANDRA SAKI	1380220003	22/14 KALYANIPARA P.O. KALYANIPARA P.O. KALYANI DIST NADIA	DDT	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>
9	KALYANI CHANDRA SAKI	1380220004	22/14 KALYANIPARA P.O. KALYANIPARA P.O. KALYANI DIST NADIA	DDT	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>
10	KALYANI CHANDRA SAKI	1380220005	22/14 KALYANIPARA P.O. KALYANIPARA P.O. KALYANI DIST NADIA	DDT	Deactive	12/01/2015	Under Licence Deactive	<a href="#">Edit</a>

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- 2.2. On selection of block/municipality/Sub-Area, the DCF&S/DDR will have the same grid view of FPSs as the SCF&S/RO had.
- 2.3. He can edit status of individual FPSs as described in points 1.4. to 1.7.
- 2.4. When he is satisfied about the work of a block/municipality/Sub-Area, he will press 'Finalize All FPSs of this Area' to finally save the statuses. No revision can be done after this.
- 2.5. Data of a block/municipality/Sub-Area will get automatically finalized if the DCF&S/DDR does not take any action in 15 (fifteen) days from when the data reached his log in.

  
Addl. Secretary (IT)  
to the Govt. of West Bengal