Government of West Bengal
Department of Food & Supplies
Khadyashree Bhavan
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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
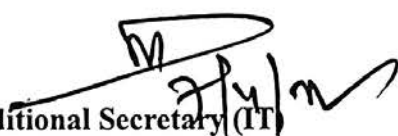
Additional Secretary (IT)
to the Govt. of West Bengal

No.: 1470/1(34)-FS/O/sect/IT-30/2018(Part-I)   Date: 07.04.2022
Copy forwarded for information to:
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5. The PA to the Secretary, F&S Department
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

	Guidelines for	
	FPS Licence Management	
	(Part I: Reconciliation of Status of FPSs)	

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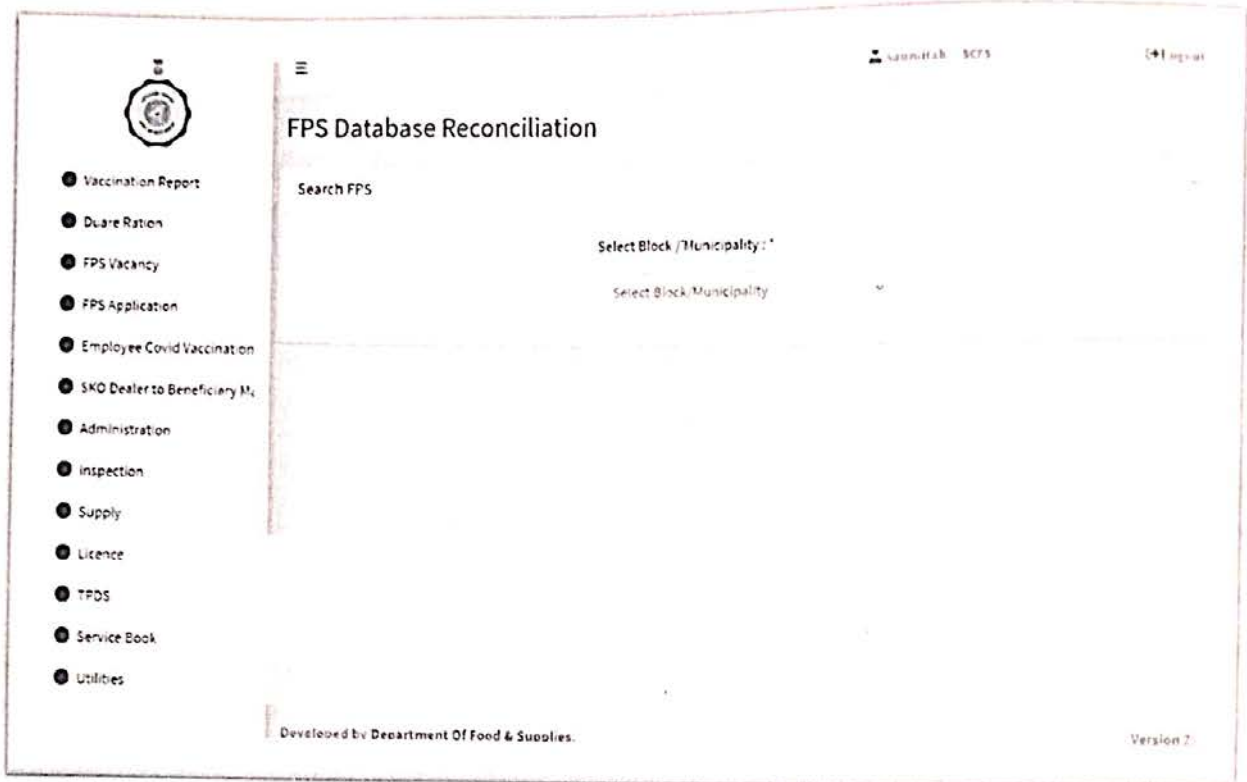
1.3. The list of all FPSs in the selected block/municipality (in entire Sub-Area for ROs) will open. In the 2nd column from right hand side, the current status of the FPS is to be selected from dropdown menu.
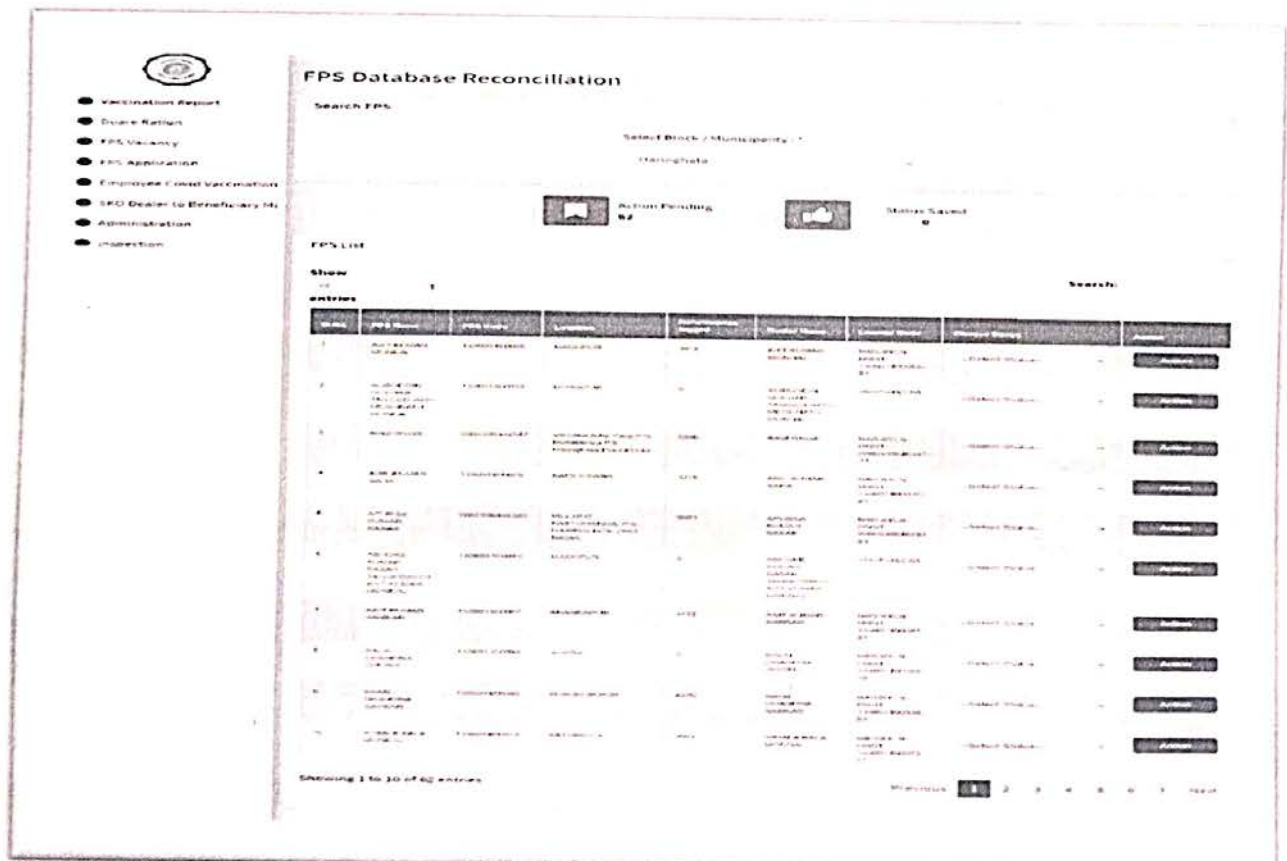
Elaboration of the names of the statuses is given below:

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.

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/yyyyy). 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.

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.

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'.

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.

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.

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.

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.

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