

# Step-By-Step process for Physical Verification (PV) of Godown

## DCF&S Login

**Step: - 01 :** DCF&S will log into the Supply portal and Go to the menu-“**Godown PV**” and then submenu “**Assign PV Incharge**”. Thereafter he/she shall select the godown which he wants to assign. The dashboard shall show current status against each godown of the district as well.

dcfs24pgn DistCont Please Select Logout Raise Support Ticket

### Current Status

PV Process

ASSIGN PV INCHARGE INITIATE PV GWN-LOCK PV-START PV-APPROVE GWN-UNLOCK

#### Summary of PV Process

Total Godown	Total Assigned	Total Initiated	Total Locked	Total Completed	Total SendBack	Total Approve
17	1	0	0	0	0	0

#### PV Assign/Approval Status

Show 10 rows CSV Excel PDF Print

Show  entries

Search:

Search:

SlNo	Godown Name	PV status	Assigned User	Last Updated Date	Action
1	KAWKEPARA-III HIRED GODOWN(140)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>
2	GFD, COSSIPUR(632)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>
3	RIDF BASIRHAT UNIT-I(634)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>
4	RIDF BASIRHAT UNIT-II(636)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>
5	RIDF DEGANGA(638)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>
6	RIDF HABRA(640)	Not Assign	NA	20/11/2025 13:18:33	<span>Assign</span>

**Step: - 02** Click **Assign** to view godown details. **Select PV type:** Choose **PV Type** (RANDOM, BIANNUAL) and then select **PV In-charge** from the dropdown . **Then** select **Assign** button.

### Current Status

PV Process

ASSIGN PV INCERGE

INITIATE PV

GWN-LOCK

PV-START

PV-APPROVE

GWN-UNLOCK

### Assign PV Incharge

Godown Name : RIDF GAIGHATA(642)

Total Shed	Total Chamber	Total Stack	Capacity (Qtl)	Current Capacity (Qtl)
1	3	48	50000	31271

Print

Back

Select PV Type

BIANNUAL

Select PV Incharge

SCFSBON - SAGAR HALDER [M-7908071978]

Assign

**Step: - 03.** A popup is displayed: “Godown Assigned Successfully,” then press **OK**. **Multiple Godowns** can be assigned to one person if needed in the same way.

**Current Status**  
PV Process

ASSIGN PV INCHERGE + INITIATE PV + GWN-LOCK + PV-START + PV-APPROVE + GWN-UNLOCK

Summary of PV Process

Total Godown	Total Assigned	Total Initiated	Total Locked	Total Completed	Total SendBack	Total Approve
17	1	0	0	0	0	0

PV Assign

Godown Assigned Successfully

OK

PV Assign/Approval Status

Show 10 rows ▾ CSV Excel PDF Print

Show 10 entries

Sl.No	Godown Name	PV status	Assigned User	Last Updated Date	Action
1	KAWKEPARA-III HIRED GODOWN(140)	Not Assign	NA	20/11/2025 13:22:19	Assign
2	GFD, COSSIPUR(632)	Not Assign	NA	20/11/2025 13:22:19	Assign
3	RIDF BASIRHAT UNIT-I(634)	Not Assign	NA	20/11/2025 13:22:19	Assign
4	RIDF BASIRHAT UNIT-II(636)	Not Assign	NA	20/11/2025 13:22:19	Assign
5	RIDF DEGANGA(638)	Not Assign	NA	20/11/2025 13:22:19	Assign
6	RIDF HABRA(640)	Not Assign	NA	20/11/2025 13:22:19	Assign

**Step: - 04** Return to the dashboard; the godown should now show as **Assigned**

### STATUS

PV Process



#### Initiate PV

Sl.No	Godown Name	PV status	Last Updated Date	DC - Remarks	Action
1	 RIDF GAIGHATA(642)	Assigned	20/11/2025 13:22:19		

## PV In-charge Login

**Step: - 05:** After logging in and selecting menu” **Godown PV**” he/she shall then select “**Initiate PV**” In the “Initiate PV” table, then find the godown and press **Initiate**. A warning pop up appears requesting **the PV In charge to ask Godown In charge to complete all pending online entries of stock receipt/despatch.**

The screenshot displays the 'PV Process' interface. At the top, there is a 'STATUS' section with a 'PV Process' label and a sequence of status buttons: ASSIGNED By DC, PV INICIEATED, LOCKED, PV-START, DC-APPROVED, and GWN-UNLCKED. Below this is the 'Initiate PV' section, which contains a table with the following columns: Sl.No, Godown Name, PV status, Last Updated Date, DC - Remarks, and Action. A modal dialog titled 'PV Initiating' is overlaid on the table, containing a note and 'Confirm' and 'Cancel' buttons.

Sl.No	Godown Name	PV status	Last Updated Date	DC - Remarks	Action
1	RIDF GAIGHATA(642)		1/2025 13:22:19		Initiate

**PV Initiating**

Note :: Ask Godown incharge to complete pending online entry if any. once PV starts no entry can be made. After all entrys are completed he may proceed with a complete lockdown of the godown for physical verification (PV)

Confirm Cancel

Step: - 06 On clicking **Confirm** the status of the PV will be **“Initiated”**

## STATUS

PV Process



### Initiate PV

Sl.No	Godown Name	PV status	Last Updated Date	DC - Remarks	Action
1	 RIDF GAIGHATA(642)	Initiated	20/11/2025 13:24:50		

## Godown In-charge Login

**Step: - 07** On selecting the Godown PV menu same popup appears in In charge login The “Godown Locking” section reiterates completing any pending receipts/lifting/entries before locking for PV.; pending receipts/lifting must be completed first.If any entry is pending he/she completes the entry and then selects the button “Lock godown”

Dashboard

### Godown **Locked** Process (PV)

PV Process

ASSIGN PV INCHG

INITIATE PV

GWN-LOCK

PV-START

DC-APPROVE

GWN-UNLOCK

Gown Locking :

The concerned PV-in-charge has initiated physical verification (PV) for the godown; therefore, all pending receipts/lifting must be completed immediately. If completed, proceed with godown locking for PV.

Proceed with a complete lockdown of the godown for physical verification (PV).

Sl.No	Godown Name	PV status	Last Updated Date	Action
1	 RIDF GAIGHATA(642)	Initiated	20/11/2025 13:24:50	<a href="#">Lock Godown</a>

**Step: - 08 :** System again warns him to ensure that all online stock entries (receipt/dispatch) are completed. On confirming the godown gets locked and no stock in and out can be done till entire PV is completed and approved by DCFS.

Dashboard

### Godown **Locked** Process (PV)

PV Process

ASSIGN PV INCHG

INITIATE PV

**GWN-LOCK**

PV-START

DC-APPROVE

GWN-UNLOCK

Godown Locking :

The concerned PV-in-charge has initiated physical verification (PV) for the godown. Proceed with a complete lockdown of the godown for physical verification (PV). If completed, proceed with godown locking for PV.

Sl.No	Godown Name	Last Updated Date	Action
1	RIDF GAIGHATA(642)	20/11/2025 13:24:50	Lock Godown

#### GWN-LOCK PROCESS

Note :: You must complete pending online entry if any. Once PV starts no entry can be made. After all entries are completed you may proceed with a complete lockdown of the godown for physical verification (PV)

Confirm

Cancel

Step: - 09 Select Yes to proceed.

24pgnins3 Godown\_Inspector Please Select Logout Raise Support Ticket

### Dashboard

## Godown Locked Process (PV)

PV Process

ASSIGN PV INCHG INITIATE PV **GWN-LOCK** PV-START DC-APPROVE GWN-UNLOCK

Gown Locking :

The concerned PV-in-charge has initiated physical verification (PV) for the godown. If completed, proceed with godown locking for PV.  
Proceed with a complete lockdown of the godown for physical verification (PV).

Sl.No	Godown Name	Last Updated Date	Action
1	 RIDF GAIGHATA(642)	20/11/2025 13:24:50	<a href="#">Lock Godown</a>

#### GWN-LOCK PROCESS

Note :: Are you sure that all online entries for stock receipt and despatch have been made. once PV starts no further entry can be made.

[Yes](#) [No](#)

**Step: - 10** After locking, he/she sees “Godown locked Successfully. Please inform PV in-charge to Start PV immediately.” Click **OK**. The godown remains in the **Locked** stage, ready for PV start.

Dashboard

### Godown Locked Process (PV)

PV Process

ASSIGN PV INCHG INITIATE PV **GWN-LOCK** PV-START DC-APPROVE GWN-UNLOCK

Gown Locking :

The concerned PV-in-charge has initiated physical verification (PV) for the godown; therefore, all pending receipts/lifting must be completed immediately. If completed, proceed with godown locking for PV.

Proceed with a complete lockdown of the godown for physical verification (PV).

#### GWN-LOCKING

Godown locked Successfully. Please inform PV incharge to Start PV immediately.

OK

Sl.No	Godown Name	Last Updated Date	Action
1	RIDF GAIGHATA(642)	20/11/2025 13:24:50	Lock Godown

## PV In-charge Login

**Step: - 11 Navigate to PV-START:** Click **PV-START** in the flow bar. The PV in-charge performs on-ground stock checks, stack-wise verification, and records findings as per physical verification.

### STATUS

PV Process



### Initiate PV

Sl.No	Godown Name	PV status	Last Updated Date	DC - Remarks	Action
1	 RIDF GAIGHATA(642)	Locked	20/11/2025 13:28:28		

**Step: - 12** PV In charge will ensure all required data entries in PV process are entered. He/she will enter the measured physical quantity in “Physical Balance found during PV and the bag numbers in “Physical Bag found during PV.” Click **Update** to save each stack.

**STATUS**  
PV Process

Inspector PV Process (Started)

[Back](#)

Godown Name : RIDF GAIGHATA(642)

Total Shed	Total Chamber	Total Stack	Capacity (Qtl)	Online Balance (Qtl)	Physical Quantity(in Quintal)	Physical Bag Quantity
1	3	48	50000.00000	31271.38014	0.00000	0

Select Shed:  Select Chamber:

Shed ID	Chamber ID	Stack ID	Current Status	Stack Capacity (in Quintal)	Online Balance (in Quintal)	Physical Balance found during PV(in Quintal)	Online Bag Quantity	Physical Bag found during PV	Action
1	A	1\A\1	Active	1000.00000	735.49514	<input type="text" value="Enter physical Quantity.."/>	1472	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\2	Active	1000.00000	0.00000	<input type="text" value="Enter physical Quantity.."/>	-2	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\3	Active	1000.00000	0.00000	<input type="text" value="Enter physical Quantity.."/>	-1	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\4	Active	1000.00000	0.00000	<input type="text" value="Enter physical Quantity.."/>	-1	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\5	Active	1000.00000	0.00000	<input type="text" value="Enter physical Quantity.."/>	0	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\6	Active	1000.00000	1189.86040	<input type="text" value="Enter physical Quantity.."/>	2380	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\7	Active	1000.00000	1048.00000	<input type="text" value="Enter physical Quantity.."/>	2096	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>
1	A	1\A\8	Active	1000.00000	1200.00000	<input type="text" value="Enter physical Quantity.."/>	2400	<input type="text" value="Enter physical Bag Quantity.."/>	<input type="button" value="Update"/>

**Step: - 13** Rows with red values indicate mismatches of quantity or bags count entries with online balance. Ensure entries align with physical verification before moving to certificate.

Godown **PV** Process (Started)  
PV Process

ASSIGN PV INCERGE • INITIATE PV • GWN-LOCK • PV-START • PV-APPROVE • GWN-UNLOCK

Inspector PV Process (Started)

[Back](#)

Godown Name : RIDF GAIGHATA(642)

Total Shed	Total Chamber	Total Stack	Capacity (Qtl)	Online Balance (Qtl)	Physical Quantity(in Quintal)	Physical Bag Quantity
1	3	48	50000.00000	43567.85862	54780.85862	135

Select Shed:  Select Chamber:

Shed ID	Chamber ID	Stack ID	Current Status	Stack Capacity (in Quintal)	Online Balance (in Quintal)	Physical Balance found during PV(in Quintal)	Online Bag Quantity	Physical Bag found during PV	Action
1	A	1A1	Active	1000.00000	1198.96684	1198.96684	0	0	<a href="#">Update</a>
1	A	1A2	Active	1000.00000	0.00000	0.00000	0	12	<a href="#">Update</a>
1	A	1A3	Active	1000.00000	0.00000	12313.00000	0	0	<a href="#">Update</a>
1	A	1A4	Active	1000.00000	0.00000	0.00000	0	0	<a href="#">Update</a>
1	A	1A5	Active	1000.00000	1100.00000	0.00000	0	123	<a href="#">Update</a>
1	A	1A6	Active	1000.00000	1189.86040	1189.86040	0	0	<a href="#">Update</a>
1	A	1A7	Active	1000.00000	1048.00000	1048.00000	0	0	<a href="#">Update</a>
1	A	1A8	Active	1000.00000	1200.00000	1200.00000	0	0	<a href="#">Update</a>
1	A	1A9	Active	1000.00000	1200.00000	1200.00000	0	0	<a href="#">Update</a>

**Step: - 14** Open PV Certificate Preview to see stack-wise summary (capacity, in-use, online vs. actual physical, bags, PV status ✓/✗.


PUBLIC DISTRIBUTION SYSTEM  
FOOD & SUPPLIES DEPARTMENT  
Government of West Bengal


Godown Name : RIDF GAIGHATA(642)

Total Shed	Total Chamber	Total Stack	Capacity (Qtl)	Online Balance (Qtl)	Physical Quantity(in Quintal)	Physical Bag Quantity
<b>1</b>	<b>3</b>	<b>48</b>	<b>50000.00000</b>	<b>43567.85862</b>	<b>54780.85862</b>	<b>135</b>

Shed ID	Chamber ID	Stack ID	Current Status	Stack Capacity (in Quintal)	Stack Capacity in-Used (in Quintal)	Online Bag Quantity	Actual Stack physical Quantity(in Quintal)	Physical Bag found during PV	PV Status
1	A	1\A\1	Active	1000.00000	1198.96684	0	1198.96684	0	✓
1	A	1\A\2	Active	1000.00000	0.00000	0	0.00000	12	✓
1	A	1\A\3	Active	1000.00000	0.00000	0	12313.00000	0	✗
1	A	1\A\4	Active	1000.00000	0.00000	0	0.00000	0	✓
1	A	1\A\5	Active	1000.00000	1100.00000	0	0.00000	123	✗
1	A	1\A\6	Active	1000.00000	1189.86040	0	1189.86040	0	✓
1	A	1\A\7	Active	1000.00000	1048.00000	0	1048.00000	0	✓
1	A	1\A\8	Active	1000.00000	1200.00000	0	1200.00000	0	✓
1	A	1\A\9	Active	1000.00000	928.03363	0	928.03363	0	✓
1	A	1\A\10	Active	1000.00000	800.00000	0	800.00000	0	✓
1	A	1\A\11	Active	1000.00000	1100.00000	0	1100.00000	0	✓
1	A	1\A\12	Active	1000.00000	927.03129	0	927.03129	0	✓
1	C	1\C\13	Active	1000.00000	1099.03028	0	1099.03028	0	✓
1	C	1\C\14	Active	1000.00000	1100.00000	0	1100.00000	0	✓
1	C	1\C\15	Active	1000.00000	1200.00000	0	1200.00000	0	✓
1	C	1\C\16	Active	1000.00000	403.17486	0	403.17486	0	✓

\*\*\*\*\* This is Online Generated Certificate \*\*\*\*\*

Godown Inspector Full Name : \_\_\_\_\_

Godown Inspector Contact No : \_\_\_\_\_

Godown Inspector Sign and Stamp : \_\_\_\_\_

PV Incharge Full Name : \_\_\_\_\_

PV Incharge Contact No : \_\_\_\_\_

PV Incharge Sign and Stamp : \_\_\_\_\_

Back
Print Certificate



**Step: - 15 He/She will then Click on Upload file and Final Submit;**

1	C	1\C\12	Active	1000.00000	0.00000	0	0.00000
1	C	1\C\13	Active	1000.00000	1099.03028	0	1099.03028
1	C	1\C\14	Active	1000.00000	1100.00000	0	1100.00000
1	C	1\C\15	Active	1000.00000	1200.00000	0	1200.00000
1	C	1\C\16	Active	1000.00000	403.17486	0	403.17486

\*\*\*\*\* This is Online Genarated Certificate \*\*\*\*\*

Godown Inspector Full Name : \_\_\_\_\_

Godown Inspector Contact No : \_\_\_\_\_

Godown Inspector Sign and Stamp : \_\_\_\_\_

PV Incharge Full Name : \_\_\_\_\_

PV Incharge Contact No : \_\_\_\_\_

PV Incharge Sign and Stamp : \_\_\_\_\_

[Back](#)

[Print Certificate](#)

**Final PV Certificate (Upload Files)\***

Select File 

PV\_Certificate (2).pdf

[Upload file and Final Submit](#)

## Step: - 16 Press Ok to send to DCFS

1	C	1/C12	Active	1000.00000	0.00000	0	0.00000	0	✓
1	C	1/C13	Active	1000.00000	1099.03028	0	1099.03028	0	✓
1	C	1/C14	Active	1000.00000	1100.00000	0	1100.00000	0	✓
1	C	1/C15	Active	1000.00000	1200.00000	0	1200.00000	0	✓
1	C	1/C16	Active	1000.00000	403.17486	0	403.17486	0	✓

**PV Submission**

Godown PV Completed Successfully

OK

Godown Inspector Full Name : \_\_\_\_\_

Godown Inspector Contact No : \_\_\_\_\_

Godown Inspector Sign and Stamp : \_\_\_\_\_

PV Incharge Full Name : \_\_\_\_\_

PV Incharge Contact No : \_\_\_\_\_

PV Incharge Sign and Stamp : \_\_\_\_\_

\*\*\*\*\*

Back Print Certificate

Final PV Certificate (Upload Files)\*

Select File PV\_Certificate (2).pdf Upload file and Final Submit

## DCF&S Login

**Step: - 17** DCF&S may view, review the certificate and “Online PV Process Status”

Total Godown	Total Assigned	Total Initiated	Total Locked	Total Completed	Total SendBack	Total Approve
12	4	1	1	1	0	0

### PV Assign/Approval Status

Show 10 rows CSV Excel PDF Print

Search:

Sl.No	Godown Name	PV status	Assigned User	Last Updated Date	Action
1	KAWKEPARA-III HIRED GODOWN(140)	Assigned	SCFSBRS - SCFS BARASAT [9830117541]	20/05/2025 21:31:04	<a href="#" style="border: 1px solid #00aaff; padding: 2px 5px;">Re-Assign</a>
2	GFD, COSSIPUR(632)	Not Assign	NA	04/06/2025 17:33:13	<a href="#" style="border: 1px solid #008000; padding: 2px 5px;">Assign</a>
3	RIDF BASIRHAT UNIT-I(634)	Not Assign	NA	04/06/2025 17:34:34	<a href="#" style="border: 1px solid #008000; padding: 2px 5px;">Assign</a>
4	RIDF BASIRHAT UNIT-II(636)	Assigned	SCFSBRK - SCFS BARRACKPUR [M-9062694017]	23/05/2025 18:43:55	<a href="#" style="border: 1px solid #00aaff; padding: 2px 5px;">Re-Assign</a>
5	RIDF DEGANGA(638)	Initiated	SCFSBON - SCFS BONGOAN [8927337517]	09/09/2025 16:23:31	<a href="#" style="border: 1px solid #f00; padding: 2px 5px;">Cancel</a>
6	RIDF HABRA(640)	Locked	SCFSBAS - SCFS BASIRHAT [M-7718324066]	07/06/2025 13:52:14	<a href="#" style="border: 1px solid #f00; padding: 2px 5px;">Cancel</a>
7	RIDF GAIGHATA(642)	Submitted	SCFSBON - SCFS BONGOAN [M-7718324066]	14/11/2025 12:01:58	<a href="#" style="border: 1px solid #ffc000; padding: 2px 5px;">View</a>
8	RIDF BAGDAH(880)	Not Assign	NA	04/06/2025 17:34:25	<a href="#" style="border: 1px solid #008000; padding: 2px 5px;">Assign</a>
9	RIDF BONGAON(896)	Not Assign	NA	04/06/2025 17:34:38	<a href="#" style="border: 1px solid #008000; padding: 2px 5px;">Assign</a>
10	BARRACKPUR KISHAN MANDI(1024)	Assigned	SCFSBAS - SCFS BASIRHAT [M-7718324066]	02/06/2025 16:49:45	<a href="#" style="border: 1px solid #00aaff; padding: 2px 5px;">Re-Assign</a>

Showing 1 to 10 of 12 entries

Previous 1 2 Next

**Step: - 18 DCF&S may take the following actions:**

- **Send Back & Re-Assign:** If he wants a repeat PV
- **Send Back Same In-charge:** If there is some mistake..
- **Approve:** If data is consistent or discrepancies are justified and documented.

Godown PV Process (Assigning / Approval)  
PV Process

ASSIGN PV INCERGE • 
 INITIATE PV • 
 GWN-LOCK • 
 PV-START • 
 PV-APPROVE • 
 GWN-UNLOCK

---

**PV Approval Process** Back

Godown Name : RIDF GAIGHATA(642)

Total Shed	Total Chamber	Total Stack	Capacity (Qt)	Online Balance (Qt)	Physical Quantity(in Quintal)	Physical Bag Quantity
1	3	48	50000.00000	43567.85862	54780.85862	135

Uploading Document by PV Incharge

Online PV Process Status

Shed ID	Chamber ID	Stack ID	Current Status	Stack Capacity (in Quintal)	Stack Capacity in-Used (in Quintal)	Online Bag Quantity	Actual Stack physical Quantity(in Quintal)	Physical Bag found during PV	PV Status
1	A	1\A\1	Active	1000.00000	1198.96684	0	1198.96684	0	✓
1	A	1\A\2	Active	1000.00000	0.00000	0	0.00000	12	✓
1	A	1\A\3	Active	1000.00000	0.00000	0	12313.00000	0	✗
1	A	1\A\4	Active	1000.00000	0.00000	0	0.00000	0	✓
1	A	1\A\5	Active	1000.00000	1100.00000	0	0.00000	123	✗
1	A	1\A\6	Active	1000.00000	1189.86040	0	1189.86040	0	✓
1	A	1\A\7	Active	1000.00000	1048.00000	0	1048.00000	0	✓
1	A	1\A\8	Active	1000.00000	1200.00000	0	1200.00000	0	✓

Back
SendBack & Re-Assign
SendBack DDPS
SendBack Same Incharge
Approve

In case the quantities match and DCFs approves the Godown operations can resume as soon as the PV is approved.

However, in case of mismatch the PV cannot be approved by DCFs.

This part will be dealt after other modalities are decided.