

A Case Study on

Disposal of Application against FPS Vacancy

How NOT to do it



Movement history of application ID 20220023700xxx

Action taken by	Action	Remarks	Date
Dealing Assistant	Dealing Assistant scrutiny done		07/03/2022 11:22:55
SCF&S	SCFS/RO set fit/not fit for enquiry	(Fit For Enquiry)	15/03/2022 10:55:04
SCF&S	SCFS/RO set fit/not fit for enquiry	(Fit For Enquiry)	15/03/2022 12:21:06
Inspector	Inspector enquiry done		08/07/2022 21:58:49
SCF&S	SCFS/RO sent back		02/08/2022 12:12:26
Inspector	Inspector enquiry done		02/08/2022 12:27:20
SCF&S	Recommended	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sqft but showing 750 Sqft, distance from central point 600 Metre, godown & sale counter contains multiple rooms.	25/08/2022 22:27:53
DCF&S	DCFS/DDR Sent Back	Bank balance as on the date of application, Bank passbook image and Domicile status to be verified.	25/11/2022 09:45:20
SCF&S	SCFS/RO sent back		29/11/2022 13:36:17
Inspector	Inspector enquiry done		29/11/2022 23:22:02
SCF&S	Recommended	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sqft but showing 750 Sqft, distance from central point 600 Metre, godown & sale counter contains multiple rooms.	04/01/2023 12:57:44

DCF&S	DCFS/DDR Sent Back	SCFS is hereby instructed to re-enquire personally all applications received against this FPS vacancy and submit Enquiry Reports complying all procedure as prescribed by Food and Supplies Deptt. at the earliest. This has got the approval of District Administration.	02/03/2023 18:45:06
SCF&S	SCFS/RO sent back		12/05/2023 12:58:48
Enquiry Officer	Inspector enquiry done		12/05/2023 12:59:35
SCF&S	SCFS/RO sent back		12/05/2023 13:26:29
Enquiry Officer	Inspector enquiry done		12/05/2023 13:27:03
SCF&S	Eligible but not found most suitable	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sqft but showing 750 Sq. ft, distance from central point 600 Metre, godown & sale counter contains multiple rooms.	12/05/2023 14:26:50
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	12/05/2023 16:31:35
SCF&S	Recommended	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sq. ft but showing 750 Sq. ft, distance from central point 600 Metre, godown & sale counter contains multiple rooms.	12/05/2023 16:37:06
DCF&S	DLFPSSC marks Entered	15	15/05/2023 14:39:13
DCF&S	Recommended	Recommended for FPS licence.	15/05/2023 14:40:50
Verifying Officer of DDPS	Propose Recommendation	Rent agreement is for 600 Sq. ft but showing space around 750 Sq. ft. Distance from central point more than 500 meter. Godown and sale counter contains multiple rooms. Though DLFPSSC has recommended the case . more than 500 meter. Godown and sale counter contains multiple rooms. Though DLFPSSC has recommended the case .	30/05/2023 16:18:26

DDPS	Sending Back	Apart from aforementioned note, Affidavit as per Annx-I not submitted, rent agreement is notarial, solvency proof incomplete. Proposed godown has multiple rooms which is not desirable ,suitability of the godown in PDS needs to be specifically commented. Please reverify.	05/06/2023 12:56:09
DCF&S	DCFS/DDR Sent Back	Resubmit the case after meetup of quarries as raised from the end of DDP&S.	06/06/2023 13:09:52
SCF&S	Eligible but not found most suitable	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sq. ft but showing 750 Sq. ft, distance from central point 600 Metre, godown & sale counter contains multiple rooms.	03/07/2023 13:57:52
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	03/07/2023 14:42:11
SCF&S	Eligible but not found most suitable	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sq. ft but showing 750 Sq. ft, distance from central point 600 Metre, godown & sale counter contains multiple rooms. As per a written letter received from the applicant, the applicant can submit a fresh agreement if needed.(10yrs).	03/07/2023 15:33:24
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	03/07/2023 17:34:41

SCF&S	Eligible but not found most suitable	C - eligible with some conditions, Not leased as FPS, leased agreement only for 5(five) year, leased agreement is for 600 Sqft but showing 750 Sqft, distance from central point 600 Metre, godown & sale counter contains multiple rooms. As per a written letter received from the applicant, the applicant can submit a fresh agreement if needed.(10yrs).	04/07/2023 12:06:06
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	04/07/2023 13:21:58
Verifying Officer of DDPS	Propose Sending Back	Regarding financial solvency the photocopy of the bank-pass book has been uploaded but the first page of the pass book containing the name of the applicant, needs to be uploaded. The tenancy agreement is notarial. The godown contains multiple chambers. Though the DLFPSSC has recommended the applicant and has allotted the highest marks, but the aforementioned points are needed to be verified	10/07/2023 11:27:54
DDPS	Sending Back	Please reverify the case thoroughly , specific comment regarding suitability of the godown in PDS is needed as the proposed godown has multiple rooms with multiple doors.	10/07/2023 15:33:26
DCF&S	DCFS/DDR Sent Back	Resubmit the case after meetup of quarries as raised from the end of DDP&S.	10/07/2023 17:16:41

SCF&S	Eligible but not found most suitable	C - eligible with some conditions, In the system generated FPS Vacancy notification there was nowhere mentioned that multiple room FPS not allowed and also nowhere mentioned about lease agreement time period (10 yrs) . It is also to note that the lease agreement should be only for FPS purpose (mentioning the FPS Business) in case of compassionate FPS vacancy but in the case of Resultant / Fresh Vacancy nothing mentioned. As per a written letter received from the applicant, the applicant can submit a fresh agreement if needed.(10yrs).	18/07/2023 14:30:00
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	19/07/2023 12:34:15
SCF&S	Eligible but not found most suitable	C - eligible with some conditions, In the system generated FPS Vacancy notification there was nowhere mentioned that multiple room FPS not allowed and also nowhere mentioned about lease agreement time period (10 yrs) and lease type(for FPS business). As per a written letter received from the applicant, the applicant can submit a fresh agreement if allowed. (10Yrs)	19/07/2023 12:56:45
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	19/07/2023 13:40:52
Verifying Officer of DDPS	Propose Sending Back	Though the applicant has been recommended by the DLFPSSC and has got the highest marks from the DLFPSSC, but in the inspection report and in the comment section of the concerned SCFS it has been written that "eligible with some conditions". The concerned SCFS may be asked to mention the conditions which will has/have to be taken into consideration in this regard. the comment section of the concerned SCFS it has been written that "eligible with some conditions".	25/07/2023 11:57:37

DDPS	Sending Back	Please verify whether there is any extra exit door in the proposed godown and upload photographs showing all chambers of the godown , ventilation etc. regarding it's suitability in PDS.	26/07/2023 11:49:54
DCF&S	DCFS/DDR Sent Back	Resubmit the case after meetup of quarries as raised from the end of DDP&S.	26/07/2023 13:56:31
SCF&S	Eligible but not found most suitable	As per order of the DDP&S, again a physical enquiry done and we found that there are extra exit door present(two).All Picture taken and uploaded as per instruction of the DDP&S. Forwarded to higher authority for next course of action.	08/08/2023 16:28:25
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	08/08/2023 18:24:16
SCF&S	Eligible but not found most suitable	C - eligible with some conditions. Eligible with some condition mentioned as he submitted notary deed of 5 years and if allowed can submit 10 years agreement. Forwarded to higher authority for approval if there is no issues with the conditions.	09/08/2023 14:26:10
DCF&S	DCFS/DDR Sent Back	Re submit the case after meetup of queries as raised by higher authority.	10/08/2023 13:21:01

SCF&S	Eligible but not found most suitable	As per order of the DDP&S, again a physical enquiry done and we found that there are extra exit door present(two). All Picture taken and uplodged as per instruction of the DDP&S. Forwarded to higher authority for next course of action.	17/08/2023 12:47:06
DCF&S	DCFS/DDR Sent Back	Please comment on extra exit door, ventilation in the proposed godown and it's suitability in PDS and upload photographs showing all chambers of the godown.	17/08/2023 12:57:05
SCF&S	Eligible but not found most suitable	As per order of the DDP&S, again a physical enquiry done and we found that there are extra exit door present(two). All Picture taken and uploaded as per instruction of the DDP&S. Forwarded to higher authority for next course of action.	17/08/2023 13:21:27
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	17/08/2023 14:34:02
Verifying Officer of DDPS	Propose Sending Back	As per the query of the HQ the concerned SCFS has reported that the proposed godown has two exit door and he has marked the applicant as eligible but not recommended.	17/08/2023 16:49:45
DDPS	Sending Back	Reverify.	22/08/2023 11:47:06
DCF&S	DCFS/DDR Sent Back	You are instructed to reverify the present status of exit door and re submit the case after meetup of queries as raised by higher authority.	22/08/2023 16:04:48

SCF&S	Eligible but not found most suitable	As per order of the DDP&S,again a physical enquiry done and we found that godown now as per rule in force(picture uplodged).The applicant seems eligible to get new FPS license.Forwarded for next course of action.	22/09/2023 15:15:28
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	03/10/2023 13:23:19
SCF&S	Eligible but not found most suitable	As per order of the DDP&S,again a physical enquiry done and we found that godown now as per rule in force(picture uplodged).The applicant seems eligible to get new FPS license.Forwarded for next course of action.	03/10/2023 15:12:04
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	12/10/2023 17:44:42
Verifying Officer of DDPS	Propose Sending Back	The concerned SCFS is stating that the applicant is eligible again he is marking the applicant as eligible but not recommended. A clarification from the SCFS in this regard may be asked to conform the actual status of the said application.	13/10/2023 12:08:57
DDPS	Sending Back	An enquiry report needs to be obtained showing specifically measurements of each room which have been shown as godown and the total area of the godown thereby, specific information is needed whether multiple sales counter are there or not . Specific information is also needed whether there are any extra entry/ exit door or not, which is not at all desirable in a FPS under PDS.	21/10/2023 15:13:48

DCF&S	DCFS/DDR Sent Back	Re submit the case after meetup of queries as raised by higher authority.	01/12/2023 11:44:45
SCF&S	Recommended	As per order of the DDP&S, again a physical enquiry done(picture uploaded) and we found that the godown is as per rule and plastered. The floor height from ground is 2.5 ft. shed is there and only one exit/entry door. So, the applicant is recommended for next course of action. (A-most eligible)	09/01/2024 15:35:55
DCF&S	DCFS/DDR Sent Back	Eligibility to be verified.	16/01/2024 15:45:45
SCF&S	Recommended	As per order of the DDP&S, again a physical enquiry done(picture uploaded) and we found that the godown is as per rule and plastered. The floor height from ground is 2.5 ft. shed is there and only one exit/entry door. So, the applicant is recommended for next course of action. (A-most eligible)	16/01/2024 16:00:13
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	16/01/2024 16:38:32
Verifying Officer of DDPS	Propose Recommendation	The query raised from the H.Q. has been met up and the Concerned DCFS marked the applicant as Eligible.	17/01/2024 15:31:28

DDPS Admin VO		The queries of the DDP&S seems to have been bypassed by the SCF&S. Would request sending back the case with specific direction upon the SCF&S Bankura to enquire personally and upload a specific report on the suitability of the application and resubmit through the DCF&S Bankura who may be directed to opine properly on the case and resubmit within a reasonable time.	22/01/2024 18:26:50
DDPS	Sending Back	Reverify.	14/03/2024 12:37:48
DDPS Admin VO		Reverify.	18/03/2024 19:10:12
DCF&S	DCFS/DDR Sent Back	Sadar is hereby directed to send justified reply on all queries raised by higher authorities and re submit the case after meet up of queries on urgent basis.	28/03/2024 13:59:17
SCF&S	Recommended	A physical enquiry done again on 16.04.2024 & it is to mentioned that physical enquiry was previously done on 19.04.2023 & 04.01.2024 (picture uploaded previously including hand drawn sketch map) , there are four godowns, 12 x 10= 120 sq. Ft, 12 x 10= 120 sq. ft, 12 x 10= 120 sq. ft & 29 x 7 = 203 sq. ft. total godown area 563 sq. ft. Office cum sale counter 12 x 10= 120 sq. ft, 12 x 7 = 84 sq. ft. total 204 sq. Ft. There are no extra exit/entry door except one. Forwarded to higher authority.	25/04/2024 18:05:28
DCF&S	Recommended	Queries raised by HQ has been met up and accordingly the case is being resubmitted with recommendation for issuing FPS licence in favour of the applicant.	06/05/2024 15:56:32

Verifying Officer of DDPS	Propose Recommendation	A physical enquiry done again on 16.04.2024 & it is to mentioned that physical enquiry was previously done on 19.04.2023 & 04.01.2024 (picture uploaded previously including hand drawn sketch map) , there are four godowns, 12 x 10= 120 sq. ft, 12 x 10= 120 sq. ft, 12 x 10= 120 sq. ft & 29 x 7 = 203 sq. ft. total godown area 563 sq. ft. Office cum sale counter 12 x 10= 120 sq. ft, 12 x 7 = 84 sq. ft. total 204 sq. ft. There are no extra exit/entry door except one. The query has been met up.	07/05/2024 11:38:55
DDPS Admin VO		Affidavit as per Annex-I not submitted, Medical certificate not signed, Property tax of owner not submitted. Even as per latest G.O vide no. 1465-FS dt 10.4.23, total number of compartments for shop and godown should not exceed three. The case needs to be properly reverified.	07/05/2024 13:53:59
DDPS	Sending Back	COMPLY THE OBSERVATIONS OF VO	07/08/2024 11:50:50
DDPS Admin VO		sent back.	08/11/2024 13:34:26
DCF&S	DCFS/DDR Sent Back	Re submit the case after meetup of queries as raised by higher authority.	14/01/2025 12:38:43
SCF&S	Eligible but not found most suitable	As per comments of higher authority it seems that the applicant is ineligible. The vacancy can be notified again.	11/02/2025 18:06:43

DCF&S	DCFS/DDR Sent Back	The case should be verified in the light of GO-1707 FS, Dt.21.07.2014 in stead of GO-1465 FS, Dt.10.04.2023. SCFS has to resend the application after verifying eligibility of applicant as per GO-1707 FS, Dt.21.07.2014.	11/02/2025 21:08:40
SCF&S	Recommended	A - most eligible. As per GO-1707 FS, Dt.21.07.2014 the applicant is eligible and recommended.	12/02/2025 15:04:19
DCF&S	DCFS/DDR Sent Back		12/02/2025 17:09:57
SCF&S	Eligible but not found most suitable	A - most eligible. As per GO-1707 FS, Dt.21.07.2014 the applicant is eligible and recommended.	12/02/2025 17:18:24
DCF&S	DCFS/DDR Sent Back	Remarks of eligibility to be verified.	12/02/2025 17:29:29
SCF&S	Recommended	A - most eligible. As per GO-1707 FS, Dt.21.07.2014 the applicant is eligible and recommended.	17/02/2025 17:19:42
DCF&S	DLFPSSC marks Entered	15	20/02/2025 14:37:35
DCF&S	Recommended	Recommended for FPS license	20/02/2025 14:46:34
Verifying Officer of DDPS	Propose Recommendation	On the basis of the report the applicant has been recommended by the DCFs , also the applicant has been recommended by the DLFPSSC ,he has got the highest marks from the DLFPSSC.	20/02/2025 15:32:03
DDPS Admin VO		After finding the applicant eligible, DLFPSSC has recommended. The case may be approved.	23/02/2025 19:58:42

Summary of the case

01

The case is running
for 2 year 11
months
(from 07/03/2022
till date)

02

Total no. of times
sent back from the
highest level: 7

03

Total no. of times
observations made
at different level: 6

Observations

Initially, the case was recommended without proper scrutiny.

Original query was about financial solvency. However, replies were made differently.

Previous observations were not clarified but in different levels, new observations were raised.

It appears that SCFS time and again replied in a manner which seems to be copied and pasted from the previous remark.

For thrice the SCFS recommended the case with certain conditions, and the Directorate sent it back seeking further information on such conditions

On 4 occasions the DCFS sent it back to the SCFS; the SCFS has re-submitted with the same opinion and comments, and then the DCFS has sent it onwards to the Directorate

The case is not properly disposed of though a long period of time has elapsed since the submission of the application.

Types of Observations added at different levels

Construction

Financial
solvency

Medical
Certificate

Lease
agreement

Affidavit

Property Tax

Inference drawn

Long time taken for disposal of a case.

Disposal has been done without application of mind.

The dealing officials did not consider all required eligibility criteria as in the vacancy notice at one go.

Lack of specific replies to the queries of the upper level.

How to do it



Movement History of Application ID: 20218017270159 (Applicant name: SROBONA DAS and application submission date: 2022-03-09 13:02:08)

Action taken by	Action	Remarks	Date
Dealing Assistant	Dealing Assistant scrutiny done		09/03/2022 07:59:34
RO	SCFS/RO set fit/not fit for enquiry	(Fit For Enquiry)	09/03/2022 10:49:16
Inspector	Inspector enquiry done		22/03/2022 07:57:16
Inspector	Inspector enquiry done		24/03/2022 05:42:44
Inspector	Inspector enquiry done		24/03/2022 05:42:52
Inspector	Inspector enquiry done		24/03/2022 05:56:13
Inspector	Inspector enquiry done		24/03/2022 05:56:47
Inspector	Inspector enquiry done		24/03/2022 06:56:08
Inspector	Inspector enquiry done		24/03/2022 08:20:21
RO	SCFS/RO sent back		24/03/2022 10:39:33
Inspector	Inspector enquiry done		25/03/2022 06:13:46
RO	Recommended	Most suitable candidate fulfilling all criteria and submitted all papers up to the satisfaction of E.O. ,R.O./ Baidyabati. Grade- A	04/04/2022 14:38:22
JDR	DLFPSSC marks Entered	22	04/04/2022 16:57:33
JDR	Recommended		05/04/2022 15:22:57
Verifying Officer	Recommended		11/04/2022 05:42:52

DR	DDPS/DR recommended		13/04/2022 13:27:13
State Verifying Officer	Recommended	She has secured highest score. She may be engaged as FPS dealer.	21/04/2022 18:44:20
Head Of Department Food & Supplies	Recommended		26/04/2022 15:33:45
MIC	MIC Approved		02/05/2022 16:04:08

Summary of the case

01

The case ran for 2
months
(09/03/2022 to
02/05/2022)

02

Total no. of times
sent back from
the highest level:
0

03

Total no. of times
observations
made at different
level: 0

Inference drawn

Enquiry of 7 applications were completed within 2 days.

R0 sent it back to the EO once. Evidently, the EO met all clarifications at one go.

Overall, the R0 took 11 days to dispose of from his level, the JDR took just 1 day.