



Government of West Bengal
Food & Supplies Department
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<https://food.wb.gov.in>



File No. FS/Sectt./Food/4M-06/18	
No. 2394-FS	Date: 20/06/2025

ORDER

Sub: Online I & QC Module

The commodities supplied through PDS and other government schemes must meet the desired quality standards and be fit for human consumption, necessitating laboratory testing of the same. The quality is monitored through field inspections and collection of samples by the Inspectorate cadre officials in the districts and subordinate field offices, as well as Vigilance Teams of the Directorate of I&QC and other directorates, subsequent lab testing of the samples and necessary follow-up action. Directorate of I&QC and IT&R Cell of this Department have been working together on the creation of an online I&QC module for sometime past so that these functions can be supported by an automated **Inspection & Quality Control Module** in the supply chain portal for streamlining the processes.

The concerned officials/stakeholders can now access the functions and menus related to **Inspection & Quality Control Module** in the Supply chain portal (<https://food.wb.gov.in/food/UserLogin/Login.aspx>). It will enable online sample data capture, transparent tracking of the sample movement and faster lab results to enhance efficiency. An SOP detailing the user guidelines on how to proceed with the sample collection and forwarding to the labs in the online module is enclosed herewith.

Further, the obligation and responsibility of the empanelled flour mills regarding testing of milled Wholemeal Atta at their in-house labs and, on passing the quality analysis tests, inputting/uploading the batch-wise sample details including batch no., date of production, date of expiry and test values found against the specified quality parameters on the Department's portal using their login credentials shall be started w.r.t. allocation of July-2025.

Enclo: SOP for Inspection & Quality Control Module


Deputy Secretary
to the Govt. of West Bengal

Contd-----p/2

No. 2394/1(8)-FS/Sectt/Food/4M-06/18

Dated: 20/06/2025

Copy forwarded for information and taking necessary action to:

1. The Director of DDP&S, Food & Supplies Department.
2. The Director of Rationing, Food & Supplies Department.
3. The Director of I & QC, Food & Supplies Department.
4. The Special Secretary (IT&R Cell), Food & Supplies Department. **He is requested to implement the module in the portal.**
5. The PS to MIC, Food & Supplies Department.
6. The PS to MOS, Food & Supplies Department.
7. The District Controller, Food & Supplies (All).
8. The JDR/DDR (All).


Deputy Secretary
to the Govt. of West Bengal

SOP for Inspection & Quality Control Module

1. INTRODUCTION:

The commodities supplied through PDS and other government schemes must meet the desired quality standards and be fit for human consumption, necessitating laboratory testing before distribution. The quality is monitored through field inspections and collection of samples by the inspecting officials in the districts and subordinate field offices, as well as vigilance teams of the Directorate of I&QC, subsequent lab testing of the samples and necessary follow up action. These functions are now to be supported by an automated **Inspection & Quality Control Module** in the supply chain portal for streamlining the processes. It will enable online sample data capture, transparent tracking of the sample movement and faster lab results to enhance efficiency.

2. GOVT. ORDERS / RULES TO BE FOLLOWED FOR SAMPLING:

- i) BIS method for sampling- IS:14818-2000 (as amended from time to time).
- ii) Policy and Guidelines for procurement of paddy from farmers at MSP during KMS 2024-25 vide 3901-FS/Sectt./Food/4P-18/2024 Dtd. 27/09/2024.
- iii) West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Atta and its distribution) Guidelines, 2024 vide Memo no. 3842-FS dated 01/10/2024 (including its amendments).

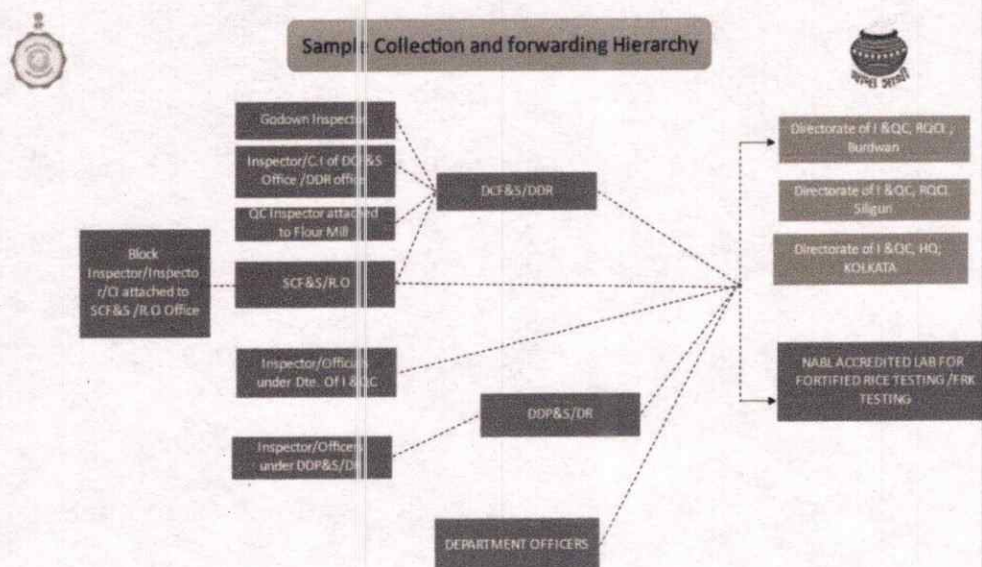
3. PORTAL ADDRESS

The concerned officials can access the functions and menus related to **Inspection & Quality Control Module** in the Supply chain portal (<https://food.wb.gov.in/food/UserLogin/Login.aspx>) and proceed as per the user guidelines provided below:

4. SAMPLE COLLECTION & FORWARDING

- 4.1 **ROLES ASSIGNED:** The sample drawing official can be any officer of the Department, an officer/inspector of Directorate of DDP&S / Dte. Of Rationing / Other Directorates, DCF&S, SCF&S, JDR/DDR, RO, Chief Inspector, Block/Area Inspector, Godown Inspector, inspecting staff / Officer attached to Dte. Of I&QC, QC-trained Inspector attached to Flour Mill etc.
- 4.2 After collecting the samples following the norms (as referred above) it should be forwarded for quality analysis, through the portal as per jurisdictional hierarchy e.g. a block inspector would be able to forward samples to the concerned SCF&S who in turn can send the sample for testing to any of the three (3) testing labs under Dte. of I&QC or the empaneled NABL accredited lab (only for FR or FRK) or forward it to the concerned DCF&S who can, in turn, forward the samples for testing.

FLOW DIAGRAM FOR THE SAMPLE MOVEMENT:



4.3 Sample Collection in the portal:

4.3.1 First, the sample collecting official shall have to login to the supply chain portal.

4.3.2 Navigate to the menu – **Inspection and Quality Control > Sample Collection**.

4.3.3 And enter the details of the sample in the following **Sample Collection** page:

Sample Details:

Please Select Office	DCFS-HOWRAH
Please Select Sub Division Office	SCFS-Utuberia
Please Block/Municipality	Block Office-Utuberia - I
Purpose of Testing Sample	Random Sample drawn by Inspection
Please Select Commodity Type	PACKED ITEM
Please Select Commodity Category	AAV/PRH
Please Select Commodity	Whole Meal Atta
Please Select Sample Source Type	Fair Price Shop
Please Select Sample Source	SIBANI KUNDU (134100900001)
Please Select Atta Source	FINE FLOUR MILLS P. LTD. (3415)
Batch No	B/25
Total Quantity for the Batch(in Qnt)	0
Date of Production or Receipt by FFS/Distributor/Godown etc.	28-05-2025
Date of Collection of The Sample	28-05-2025

Next

4.3.4 The commodities have been broadly classified as packed items and non-packed items to allow for certain distinctions in the sample collection page. Commodities that occur in packaged conditions having date of production/packing, best before date, Batch no. etc. such as Wholemeal Atta, whose samples are to be collected in intact packages are classified as packed items, whereas foodgrains such fortified rice, wheat etc. whose samples are generally representative samples drawn from several bags are classified as non-packed items.

4.3.5 After entering all the relevant fields pertaining to the sample and clicking on the Next button, a preview is generated.

Sample Details:

Preview:

Office	DCFS-HOWRAH
Sub Division Office	SCFS-Utuberia
Block/Municipality	Illock Office-Utuberia - I

Purpose of Testing Sample	Random Sample drawn by Inspection
Commodity Type	PACKED ITEM
Commodity Category	AAAY/PHH
Commodity	Whole Meal Atta
Sample Source Type	Fair Price Shop
Sample Source	SEBANI KUNDU [134100900001]
ATTA Source	
FINE FLOUR MILLS	
P. LTD. [3415]	

Quantity Involved	0
Date of Production or Receipt by FPS/Distributor/Godown etc.	2025-05-28
Date of Collection of The Sample	2025-05-28

☒ here by declare that the above informations are correct and known to me.

4.3.6 Now the user can either click the Back button to go back and make any changes or he may click the Save button to **generate the Sample ID**.

Sample Details: **Sample ID: 2025050001 (Click on the ID to download Slip)**

Please Select Office: DCFS-HOWRAH

Please Select Sub Division Office: SCFS-Utubaria

Please Block/Municipality: Please Select

Purpose of Testing Sample: Random Sample drawn by Inspection

Please Select Commodity Type: PACKED ITEM

Please Select Commodity Category: AAY-PHH

4.3.7 The green bar indicating the sample ID can be clicked to generate Sample Slips in quadruplicate. However during forwarding there is another provision for printing the sample slip, as described later.

SAMPLE SLIP Sample ID: 2025050001 Commodity: AAY/PHH [Whole Meal Atta] Signature of Fair Price Shop Representative Signature of Sample Drawing (SCFS)	SAMPLE SLIP Sample ID: 2025050001 Commodity: AAY/PHH [Whole Meal Atta] Signature of Fair Price Shop Representative Signature of Sample Drawing (SCFS)
SAMPLE SLIP Sample ID: 2025050001 Commodity: AAY/PHH [Whole Meal Atta] Signature of Fair Price Shop Representative Signature of Sample Drawing (SCFS)	SAMPLE SLIP Sample ID: 2025050001 Commodity: AAY/PHH [Whole Meal Atta] Signature of Fair Price Shop Representative Signature of Sample Drawing (SCFS)

4.3.8 The sample slips shall bear only the sample ID and the name of the commodity. The sample collecting official shall also put across his/her signature and that of the representative of the sample source unit in all the sample slips. They may be printed thereafter on-site and inserted within double cover in all samples before sealing them.

4.3.9 However it may happen at certain locations like FPSs, etc. where it is not feasible to get the sample slips printed. In that case the sample collecting official may carry pre-printed sample slips (format enclosed as Annexure – A for reference) where the sample ID and commodity name are blank. These may be handwritten after sample collection and Sample ID generation in the portal.

4.4 Sample Forwarding:

4.4.1 The user is to navigate to the menu – **Inspection and Quality Control > Sample Forwarding**.

4.4.2 In the **Inbox** rows of samples which have been collected through the module by a particular user, are displayed along with Sample ID and other details.

Sample Status :

 **Inbox (1)** **Sentbox**

Show 10 entries Search:

Sample Id	District Name	Subdivision Office Name	Block / Municipality Name	Source(Name of Floor/Mill/Codown/Distributor/Wholesaler/FPS/Other)	Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.
2025050001	DCFS-HOWRAH	SCFS-Utuberia	Block Office-Utuberia - I	SIBANI KUNDU [134100900001] [134100900001]	Whole Meal Atta	2025-05-28	2025-05-28	AAY/PHH	

Showing 1 to 1 of 1 entries Previous 1 Next

4.4.3 For the **Forward** button to be active, “**Print Sample Slip**” is to be clicked whereby sample slips can be generated in quadruplicate.

Sample Status :

Inbox (1) **Sentbox**

Search:

Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.	Batch No.	Total Quantity for the Batch	WQSC NO.	Physical Sample Presently Laying With	View/Upload Photo Of Sample	Action
Whole Meal Atta	2025-05-28	2025-05-28	AAY/PHH		B/25	0.00000		Laying In [SCFS-Utuberia] Received on : 2025-05-28	Choose File No file chosen (.JPG/.JPEG 300 KB MAX) Upload	Print Slip

Previous 1 Next

4.4.4 After uploading a photograph of the sealed sample with its accompanying slip, the official may proceed to forward it to the next designated office in the hierarchy, selecting both the recipient office and preferred transportation method in the dialogue box.

Sample Status :

Inbox [1] Sentbox

Search:

Source/Wholesaler/FPS/Other	Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.	Batch No.	Total Quantity for the Batch	WQSC NO.	Physical Sample Presently Laying With	View/Upload Photo Of Sample	Action
0900001] [134100900001]	Whole Meal Atta	2025/05/28	2025/05/28	AAY/PHH		B/25	0.00000		Laying In [SCFS-Utuberia] Received on : 2025-05-28		

Previous 1 Next

Sample Status :

Inbox [1] Sentbox

Show 10 entries

Search:

Sample Id	District Name	Sub-Office Name	Block Office	Inspector Name	Source/Wholesaler/FPS/Other	Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.
2025050001	DCFS-HOWRAH	SCFS-Utuberia	Block Office-Utuberia - I	SIBANI KUNDU [134100900001] [134100900001]		Whole Meal Atta	2025/05/28	2025/05/28	AAY/PHH	

Forward Sample

Select Next Forwarding Office

Directorate of Inspection & Quality Control (HQ)

Please Enter Mode of Transport during Sample forwarding from your office to Destination

By Office Staff

Submit Close

4.4.5 After forwarding, this sample will be reflected in the sent box of the official.

4.4.6 The sample status can also be viewed under **INQC Reports> Sample Status**.

5. RECEIVING & FORWARDING SAMPLES BY INTERMEDIATE OFFICES.

5.1 **ROLES ASSIGNED:** SCF&S/ RO/ DDR/ DCF&S/ DR/ DDP&S.

5.2 In cases, where a sample is collected and then forwarded through intermediate offices in the channel as per hierarchy (please refer to the above Sample Flow Diagram pg.2) for final testing, the sample is to be first received and then forwarded in the manner already described e.g. when a block inspector draws samples from FPS points, he/she has to first send it to the concerned SCF&S, who in turn shall receive it first and then forward it to either DCF&S or directly to one of the labs for testing.

5.3 Once a sample is forwarded, this will appear under the menu **Inspection & Quality Control > Sample Forwarding > Inbox**. On receiving the physical sample, it is to be received in the portal by clicking on the Receive button and by entering the date of receipt in the dialogue box.

Sample Status :

Inbox (1)

Sentbox

Search:

Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.	Batch No.	Total Quantity for the Batch	WQSC NO.	Physical Sample Presently Laying With	View/Upload Photo Of Sample	Action
Fortified Rice (Parboiled)	2025/05/29	2025/05/29	CENTRAL POOL (RICE)	1/B/1		0.00000	Please Select	On Transit from [SCFS- Uluberia] to [DCFS- HOWRAH]	View Document	Receive

Previous

1

Next

Sample Status

Inbox [1]

Sentbox

Search:

Receive Physical Sample

Please enter the Physical Sample Receive Date

29-05-2025

Submit

Close

←

Sample Id	District Name	Subdivision Office Name	Block / Municipality Name	Source(Name of Flour/Mill/Godown/Distributor/Wholesaler/FPS/Other)	Commodity	Date Of Production	Date of Collection of Sample
2025050003	DCFS- HOWRAH	SCFS- Uluberia	Block Office- Uluberia - I	RIDF Uluberia SWC [720] [720]	Fortified Rice (Parboiled)	2025/05/29	2025/05/29

Showing 1 to 1 of 1 entries

Previous 1 Next

5.4 Once the sample is received its status will show where it has been received and date of receipt. Under the **Action Column** the **Forward** button will be active and the sample can be forwarded to the next office or to the required lab for quality testing.

dcfshwh

Logout

Sample Status :

Inbox (1)

Sentbox

Search:

Commodity	Date Of Production	Date of Collection of Sample	Category	Stack No.	Batch No.	Total Quantity for the Batch	WQSC NO.	Physical Sample Presently Laying With	View/Upload Photo Of Sample	Action
Fortified Rice (Parboiled)	2025/05/29	2025/05/29	CENTRAL POOL (RICE)	1/B/1		0.00000	Please Select	Lying In [DCFS-HOWRAH] Received on : 2025-05-29	View Document	Forward

Previous

1

Next

Forward Sample

Select Next Forwarding Office

Directorate of Inspection & Quality Control (HQ)

Please Enter Mode of Transport during Sample forwarding from your office to Destination

By Office Staff

Submit Close

Sample Status

Inbox [1]

Show 10 entries

Search:

Sample Id	Dist. Name	Sample Source	Sample Collected By	Physical Sample Presently Lying With	Commodity Name	Sample Collection Date	Category	Date of Analysis	Report Status
2025050003	DCFS-HOWRAH	SCFS-Uluberia	Block Office-Uluberia - I	RIDF Uluberia SWC [720] [720]	Fortified Rice (Parboiled)	2025-05/29		2025-05/29	

Showing 1 to 1 of 1 entries

Previous 1 Next

5.5 The samples once sent will be populated in the **Sent box**, along with the present status.

Sample Status :

Inbox [0] **Sentbox**

Show 10 entries

Search:

Sample Id	Status	SampleSource	Sample Collected By	Physical Sample Presently Lying With	Commodity Name	Sample Collection Date	Category	Date of Analysis	Report Status
2025050003	Sent to Lab	RIDF Uluberia SWC [720] [FSD/RIDF/Hired Godown]	SCFS-Uluberia scfsulu	Sample is Lying in LAB	Fortified Rice (Parboiled)	29-05-2025	CENTRAL POOL (RICE)		Pending
2025050002	Report Approved	MUNMUN KUNDU [134100500002] [Fair Price Shop]	Block Office-Uluberia - I BIFS_HWH_1407	Sample is Lying in LAB	Raw Rice (Fortified)	29-05-2025	AAY	2025-05/29	Conforms

Showing 1 to 2 of 2 entries

Previous 1 Next

6. RECEIVING SAMPLES.

6.1 **ROLES ASSIGNED:** SAMPLE RECEIVER UNDER DTE. OF I&QC / RQCL LABS.

6.2 Once the samples are digitally forwarded, the sealed samples (in duplicate) are to be physically forwarded to Dte. of I&QC / designated RQCL labs / NABL lab.

6.3 On receiving the physical sample, the sample receiving staff is to login in the supply chain portal and navigate to the menu – **Inspection & Quality Control > Sample Receive.**

Sample Receiving by Lab :

Inbox
Sentbox

Received by LAB	Accepted by LAB	Code Generated and Sent for Testing	Pending
3	1	1	0

Select District Office : DCFS-HOWRAH

Get Details

Show 10 entries
Search:

# Select all	Sample Id	Sample Source Name	Commodity Name	Sample Collection Date	Category	Action
☐	2025050003	RIDF Uluberia SWC [720] [720]	Fortified Rice (Parboiled)	29/05/2025 00:00:00	CENTRAL POOL (RICE)	Reject Sample
☐	2025050001	SIBANI KUNDU [134100X0001] [134100900001]	Whole Meal Atta	28/05/2025 00:00:00	AAV/PHH	Reject Sample

Showing 1 to 2 of 2 entries

Previous
Next

Receive Sample
←

- 6.4 After selecting the district from dropdown menu, the samples which have been forwarded for testing from that particular district will be shown in the grid.
- 6.5 Now the physical samples should be verified whether they are received in good condition, sealed properly, are of adequate weight, are in duplicate etc. On satisfaction, after selecting the relevant samples through the checkboxes, the Receive Sample button is to be pressed and a window open for generating an Acknowledgement Receipt as illustrated below. Multiple samples can be selected for receipt.

Sample Receiving by Lab :

Inbox
Sentbox

Received by LAB	Accepted by LAB	Code Generated and Sent for Testing	Pending
3	1	1	2

Select District Office : DCFS-HOWRAH

Get Details

Print Receipt :

Office Name	Received On	Action	Action
DCFS-HOWRAH	30/05/2025 12:18:10	View Details	Generate Acknowledgement Receipt

Government of West Bengal
 Department of Food & Supplies
 Directorate of Inspection & Quality Control
 11/A Mirza Ghalib Street, Kolkata - 700087

To,
 DIST, DCFS-HOWRAH

Subject: Receipt of the following Samples -

S.No	Sample ID	Commodity Name
1	2025050001	Whole Meal Atta

Sir,
 We hereby acknowledge receipt of the samples, as per details given in the subject above, for QC testing.

With Regards
 Receiving Section
 Dte. of I & QC

- 6.6 However if any of the sample fails to meet the stipulated required for testing, it can be rejected by selecting the reason.

Sample Receipt

Please Select Reject Reason :

Please Select

Please Select

Sample not received in good condition

Inadequate Sample weight

Sample not received in Duplicate

Received by : 3

Code Generated and Sent for Testing : 1

Pending : 0

Select District Office : DCFS-HOWRAH

Get Details

Search:

Show 10 entries

Select all	Sample Id	Sample Source Name	Commodity Name	Sample Collection Date	Category	Action
☐	2025050003	RIDF Uhuberia SWC [720] [710]	Fortified Rice (Parboiled)	29/05/2025 00:00:00	CENTRAL POOL (RICE)	Reject Sample
☐	2025050001	SIBANI KUNDU [134100900001] [134100900001]	Whole Meal Atta	28/05/2025 00:00:00	AAY/FHH	Reject Sample

Showing 1 to 2 of 2 entries

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7. SAMPLE CODING & FORWARDING TO LAB FOR TESTING

7.1 ROLES ASSIGNED: SAMPLE CODER UNDER DTE. OF I&QC / RQCL LABS.

- 7.2 Once the samples have been received, they are to be physically moved to the coding room for generating lab code.
- 7.3 The concerned user shall navigate to the menu - **Inspection and Quality Control > Sample Coding**.

Sample Coding :

Labels Settings

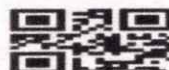
Received by LAB	Accepted by LAB	Code Generated and Sent for Testing	Pending
9	0	5	3

Sample Id	Sample Source Name	Commodity Name	Sample Collection Date	Category	Action	Action
2023060009	NICHIL CHANDRA PRAMANIK [134101300040] [134101310040]	Whole Meal Atta	03/06/2025 00:00:00	AAY	Print Lab Code	Confirm Print

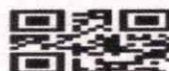


- 7.4 After selecting the relevant sample ID and on clicking the “**Print lab code**” button, 2 stickers with same lab codes are generated against a sample.

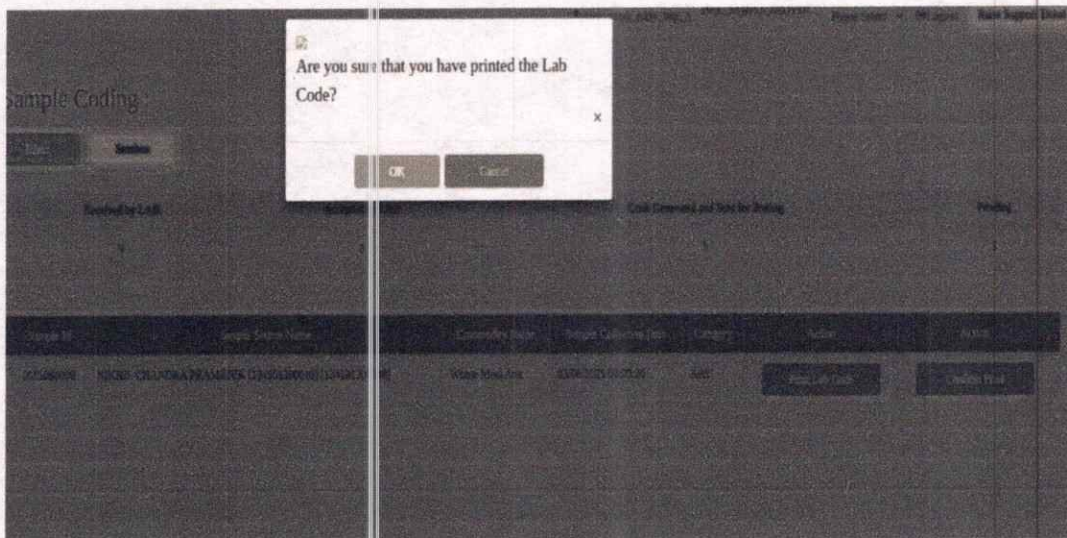
Lab Code
C1DFD96



Lab Code
C1DFD96



- 7.5 The contents of the sample to be sent to lab for testing, is to be poured into a separate pouch and sealed. One of the stickers should be pasted on it, such that at the lab during testing no other details of the sample other than lab code is visible.
- 7.6 The other sticker is to be pasted on the duplicate sample which is to be preserved, as per norms.
- 7.7 Thereafter by clicking on the “**Confirm Print**” button and selecting OK in the dialogue box the sample can be forwarded to the physical or chemical lab, depending on the commodity type, by clicking on the Forward Sample button in the portal and also physically.



Sample Forwarding to Lab :

Received by LAB	Accepted by LAB	Code Generated and Sent for Testing	Pending
3	3	1	2

Show 10 entries Search:

Select all	Sample Id	Sample Source Name	Commodity Name	Sample Collection Date	Category	Action
☒	2025050001	SIBANI KU		28/05/2025 00:00:00	AAV/PHH	Print Lab Code

Showing 1 to 1 of 1 entries

Select Lab Office :

- Select Lab Office
- Physical Lab (HQ)
- Chemical Lab (HQ)
- Select Lab Office

Forward Sample

8. SAMPLE TESTING IN THE LABORATORY

- 8.1 **ROLES ASSIGNED:** CHEMIST/PHYSICAL LAB TESTER UNDER DTE. OF I&QC / RQCL LABS.
- 8.2 Once the physical samples, bearing lab code only, is received at the laboratory for testing, the Chemist or the tester in the physical lab can log in in to the portal, to accept the sample for testing by clicking on the button "Testable". In case the sample is unfit for testing, he/she can mark it as non-testable assigning proper reason and the sample will be rejected.

Sample Acceptation by Lab :

Inbox

Sentbox

Received by Tester/Chemist		Approved by Tester/Chemist		Rejected By Tester/Chemist		Pending
1		0		0		1

Lab Code	Commodity Name	Sample Collection Date	Category	Action	Action
356A192	Whole Meal Atta	28/05/2025 00:00:00	AAY/PHH	Testable	Not Testable

Report Upload by Lab :

Sample Accepted by Tester/Chemist	Report Uploaded by Tester/Chemist	Pending
0	0	0

*Send Back Report Marked As Red
 View Send Back Reason

- 8.3 On selecting it as testable the chemist or the physical lab tester now can enter the test report against the sample by clicking on the **"Upload report"** button.

Sample Acceptation by Lab :

Inbox		Sentbox				
Received by Tester/Chemist		Approved by Tester/Chemist		Rejected By Tester/Chemist		Pending
1		1		0		0

Report Upload by Lab :

Sample Accepted by Tester/Chemist	Report Uploaded by Tester/Chemist	Pending
1	0	1

*Send Back Report Marked As Red

- View Send Back Reason
- View Old report



Lab Code	Commodity Name	Sample Collection Date	Category	Action
356A192	Whole Meal Atta	28-05-2025	AAV/PHH	Upload report

- 8.4 The details of sample such as weight, lab register sl. no. etc. are to be entered and testing standards/specifications against the particular commodity is to be selected.

Lab Code : *	1B64538		
Commodity : *	Whole Meal Atta	Weight of Sample (gms) : *	
Lab Serial no : *		Date of Analysis : *	dd-06-2025
Select Standard : *	Please Select		
Overall Status : *	Please Select	Remarks(Max Length 350) :	
Preview Cancel			

- 8.5 On selecting the testing standard, the parameters along with their acceptable limits are displayed, which are pre-set in the system. The test results are to be entered against the parameters.

Lab Code : *	1B64538		
Commodity : *	Whole Meal Atta	Weight of Sample (gms) : *	950
Lab Serial no : *	45/2025	Date of Analysis : *	02-06-2025
Select Standard : *	Maximum permissible limit for wh...		

Test Parameter	Reference	Values
Acid Insoluble Ash	<= 0.10000 %	.08
Alcoholic Acidity	<= 0.10000 %	.07
Crude Fiber	<= 2.50000 %	2.8
Gluten	>= 7.00000 %	7.8
Granularity test	Pass	☒ Pass ☐ Fail
Moisture	<= 14.00000 %	12.5
Presence of Insects	No	☐ Yes ☒ No
Presence of Larvae	No	☐ Yes ☒ No
Presence of Lump	No	☒ Yes ☐ No
Total Ash	<= 2.60000 %	2.7

- 8.6 The results which conform against the passing ranges are shown in green and those that do not are shown in red.

- 8.7 The overall test result can be selected and remarks are to be entered.

- 8.8 On clicking the preview button, the entered values can be seen again. On confirming and saving the report, the prepared report appears under login of approving official.

Test Result Preview

Lab Code : * 1B64538 Commodity : * Whole Meal Atta
 Weight of the Sample : * 950 Lab SL No : * 45/2025
 Date of Analysis : * 2025-06-02 Standard : * Maximum permissible Limit for wheat Atta as per IS: 1155-1968

Parameter Name	Reference	Values	Status
Acid Insoluble Ash	<= 0.10000 %	.08	Conforms
Alcoholic Acidity	<= 0.10000 %	.07	Conforms
Crude Fiber	<= 2.50000 %	2.8	Not Conforms
Gluten	>= 7.00000 %	7.8	Conforms
Granularity test	Pass	Pass	Conforms
Moisture	<= 14.00000 %	12.5	Conforms
Presence of Insects	No	No	Conforms
Presence of Larvae	No	No	Conforms
Presence of Lump	No	Yes	Not Conforms
Total Ash	<= 2.60000 %	2.7	Not Conforms

Overall Status : * Not Conforms Remarks : * Test

8.9 In case of any error, the user can click on the Back button and re-enter the correct values.

8.10 Once a report is submitted for approval, it appears in the Sentbox of the Chemist/Physical lab tester.

9. REPORT APPROVAL:

9.1 **ROLES ASSIGNED:** APPROVING OFFICER (AD, I & QC /DD, I & QC).

9.2 The reports submitted by the Chemist appear in the inbox of the approving official for final acceptance.

9.3 User to navigate to the menu - **Inspection and Quality Control > Report Approval.**

9.4 The report can be viewed and then either be approved or sent back for any corrections.

Report Approval :

Inbox

Sentbox

Report Received for Approval		Report Accepted	Report Sent Back	Pending
2		1	0	1

Sample Id	Commodity Name	Sample Collection Date	Category	Date of Analysis	Over All Status	Remarks	Action	Action	Action
356A192	Whole Meal Atta	28-05-2025	AAY/PHH	2025/05/30	Not Conformed	Does not conform due to excess moisture and ash	View	Approve	Send Back

10. VIEWING TEST REPORTS, SAMPLE STATUS & MIS:

- 10.1 **Roles assigned:** Officers of the Department, an officer/inspector of Directorate of DDP&S/ Dte. Of Rationing / Other Directorates, DCF&S, SCF&S, JDR/DDR, RO, Chief Inspector, Block/Area Inspector, Godown Inspector, inspecting staff / Officers attached to Dte. Of I&QC, QC-trained Inspector attached to Flour Mill etc. (as per jurisdiction in hierarchy)
- 10.2 Once the report is approved, the status will be updated likewise and the reports can be downloaded in each of logins the samples passed through, under the menu - **Inspection and Quality Control > INQC Reports> Sample Status Reports**. In case a sample does not conform to the standards, it is shown in red and otherwise it is shown in green. Last updated status can also be viewed for those samples whose reports are pending.

Sample Status :

Please Select Month of Sample Collection

Please Select an Option: ☐ Conforms ☐ Not-Conforms ☐ Pending

Download Report

Show 10 entries

Search:

Sample ID	Status	Sample Source	Sample Collected By	Physical Sample Presently Lying With	Commodity Name	Sample Collection Date	Category	Date of Analysis	Report Status	Action
2025050001	Report Approved	SIBANI KUNDU (134100900001) (Fair Price Shop)	SCPS-UG-001	Sample is Lying in LAB	Whole Meal Atta	28-05-2025	AAY PHH	2025-05-30	Not-Conforms	View Details

Showing 1 of 1 entries

Previous Next

- 10.3 On clicking the icon under the **Sample ID**, the detailed report can be viewed and downloaded in .pdf format. An illustration is given below as an example.

Government of West Bengal
 Department of Food & Supplies
 Directorate of I&QC
 11/A Mirza Ghalib Street, Kolkata - 700087

Particulars of the Sample

Sample Id : 2025050001

Date of Analysis : 30/05/2025

Weight of the Sample (grms) : 955.00

Commodity Name : Whole Meal Atta

Standard : Maximum permissible Limit for wheat Atta as per IS: 1155-1968

Lab SL No : FR455

Parameter Name	Reference	Value	Status
Acid Insoluble Ash	<= 0.10000 %	.06	Conforms
Alcoholic Acidity	<= 0.10000 %	.04	Conforms
Crude Fiber	<= 2.50000 %	2.1	Conforms
Gluten	>= 7.00000 %	8	Conforms
Granularity test	Pass	Pass	Conforms
Moisture	<= 14.00000 %	14.6	Not Conforms
Presence of Insects	No	No	Conforms
Presence of Larvae	No	No	Conforms
Presence of Lump	No	No	Conforms
Total Ash	<= 2.60000 %	2.8	Not Conforms

Overall Status : Not Conforms

Digitally Signed Chemist, I & QC

Remarks : Does not conform due to excess moisture and ash

Approved By:- Approving Officer

10.4 Further on clicking on the “View details” button, all details captured during collection of the sample can be viewed.

The 'Details' window displays the following information:

Sample Details		Collected Office Details		Commodity	
Sample Id	2025050001	District	DCFS-HOWRAH	Commodity Type	PACKED ITEM
Date of Collection	2025-05-28	Subdivision	SCFS-Udhersa	Category	AAV/PHH
Status	Report Approved	Block / Municipality	Block Office - Udhersa -	Commodity	Whole Meal Atta
Presently With	Directorate of Inspection & Quality Control (HQ) (INQC_Approver)	Collected from	SIBANI KUNDU [13410090001] [Fair Price Shop]	Date Of Production	2025/05/28

Below the details, a table shows the sample's status and actions:

Category	Date of Analysis	Report Status	Action
AAV/PHH	2025-05-28	Not-Conforms	View Details

Showing 1 to 1 of 1 entries

10.5 In case of non-conforming/failed samples, there is a provision for uploading **Action Taken Report (ATR)** by the official from whom the sample was last forwarded for testing.

The 'Sample Status' page includes the following sections:

Sample Status :

Please Select Month of Sample Collection:

Please Select an Option: ☐ Conforms ☒ Not-Conforms ☐ Pending

[Search](#)

Download Report ATR

Show entries

Sample Id	Status	Sample Source	Sample Collected By	Physical Sample Presently Laying With	Commodity Name	Sample Collection Date	Category	Date of Analysis	Report Status	Action
2025050001 Please Upload ATR (PDF:500 KB (Max)) Choose File No file chosen. Upload	Report Approved	SIBANI KUNDU [13410090001] [Fair Price Shop]	SCFS-Udhersa	Sample is Lying in LAB	Whole Meal Atta	28-05-2025	AAV/PHH	2025-05-28	Not-Conforms	View Details

10.6 Under the menu – “**Inspection and Quality Control > INQC Reports> MIS reports**”, by selecting the commodity, test laboratory, sample source type & date range of sample collection, the district wise count of number of samples collected for testing, whose reports are pending, no. of samples whose reports have been generated, whose reports conform and do not conform, for those against which ATR has been submitted etc. can be viewed as per jurisdictional hierarchy.

MIS Reports :

Select Commodity : All Select Test Laboratory : All

Select Source Type : All Select Sample Collection Date Range : 02-06-2024 02-06-2025

Get Reports

Click any of the sample counts below to view more information.

Show 10 entries

Search:

District Name	Commodity Name	Source	No. of Samples collected for QC testing	No. of Samples whose Reports are Pending (In movement / not received)	No. of Samples whose Reports are Pending (Received in lab)	No. of Samples for which Reports generated	No. of Samples whose Reports conforms	No. of Samples whose Reports not conforms	No. of Samples for which ATR submitted
DCFS-HOWRAH	Fortified Rice (Parboiled)	FSD/RIDF/Hired Godown	0	0	0	0	0	0	0
DCFS-HOWRAH	Raw Rice (Fortified)	Fair Price Shop	1	0	0	0	1	0	0

10.7 Also on clicking the figures in any of the columns, details of individual samples can be viewed. An illustration is given below:

localhost:58029/inq/MISReport.aspx

Select Source Type : All Select Sample Collection Date Range : 02-06-2024 02-06-2025

Sample Details

Show 10 entries Search:

District/Sub Division/Block	Commodity	Sample Source Type	Samples Source Name	Category	Sample ID	Sample Collection Date	Sample Photo	Present Status of Sample	Date Received in Lab	Test Laboratory	Report Generation Date	Test Results	View/Details Report
HOWRAH	Raw Rice (Fortified)	Fair Price Shop	MUNMUN KUNDU [134100500002]	AA1	2005050002	29/05/2025 00:00:00		Report Approved	29/05/2025 14:56:15	Directorate of Inspection & Quality Control (HQ)	29/05/2025 14:59:58	Conforms	

Showing 1 to 1 of 1 entries Previous Next

DCFS-HOWRAH	Whole Meal Atta	Fair Price Shop	1	0	0	0	0	1	0
DCFS-HOWRAH	Whole Meal Atta	Flour Mill	1	0	1	0	0	0	0

Showing 1 to 4 of 4 entries Previous Next

11. IN-HOUSE ANALYSIS OF WHOLEMEAL ATTA SAMPLES BY EMPANELLED FLOUR MILLERS:

11.1 **Roles Assigned:** All empaneled Flour Millers.

11.2 The empaneled flour mills are to deliver Wholemeal atta to the distributors, after due quality analysis by a qualified analyst/chemist at the in-house laboratory of the flour mill, within maximum two (2) days from the date of production.

11.3 For inputting the test results of Batch-wise samples, the flour millers are to login to the Supply chain portal and navigate to the menu **Flour Mill In-house QC Testing > Report Upload**. Then enter the batch no., quantity against the batch, Date

of production, allocation month & year etc. The Allocation Qty. for the selected month, quantity lifted, quantity for which representative samples have passed QC test, Delivery quantity are also shown in a table for reference.



- Stock Reports
- Administration
- IS Reports
- Utilities
- our Mill
- our Mill Claim Bill
- adhaar Seeding of FPS
- our Mill In House QC Testing

Flour Mill Sample Collection for [Ambika Flour Mill] :

Please Select District Office

Please Select Commodity

Allocation Month

Allocation Year

DCFS-BARDE

AAY(NFSA)-P

7

2025

Allocation(Qnt)	Lifting(Qnt)
428.773	428.773

Batch No*

Date of Production

Quantity Involved (In Qntl)*

13-06-2025

Report Upload

View Reports

Flour Mill Sample Collection for [Somnath Flour Mills Pvt. Ltd.] :

Please Select District Office

Please Select Commodity

Allocation Month

Allocation Year

DCFS-COOCH BEHAR

AAY(NFSA)-ATTA

6

2025

Allocation(Qnt)	Lifting(Qnt)	Testing Passed Qty	Delivery(Qnt)	Available Qty For Testing
2123.453	2123.453	0.000	1831.043	2123.453

Batch No*

Quantity Involved (In Qntl)*

4367

200

Report Section

Weight of Sample (gms) : *

Lab Serial no : *

Date of Analysis : *

1

2

05-06-2025

11.4 Test results of the representative sample against the quantity involved, can be entered in the **“Report Section”**, against the test parameters and submitted. Passing ranges for individual parameters as per testing standards are pre-set in the system and whether test values conform or doesn't conform against the passing

limits are auto-generated by the system.

Report Section

Weight of Sample (gms) : *

950

Lab Serial no : *

43/2025

Date of Analysis : *

14-06-2025

Select Standard : *

Maximum Permissibl...

Test Parameters

Test Parameter	Reference	Values
Gluten (on dry wt. basis)	>= 7.00 %	9
Granularity test	<= 0.20 %	.02
Moisture	<= 13.00 %	12.5
Presence of Insects	No	☐ Yes ☒ No
Presence of Larvae	No	☐ Yes ☒ No
Presence of Lump	No	☐ Yes ☒ No
Total Ash on dry basis	<= 2.50 %	1.8

Overall Status : *

Remarks(Max Length 350) : *

Test

11.5 The submitted test results, whether they conform or does not conform, can be viewed from the **“View Reports”** menu as shown below:

Report Details :			
Parameter Name	Reference	Value	Status
Gluten (on dry wt. basis)	>= 7.00 %	8	Conforms
Granularity test	<= 0.20 %	1	Not Conforms
Moisture	<= 13.00 %	1	Conforms
Presence of Insects	No	Yes	Not Conforms
Presence of Larvae	No	Yes	Not Conforms
Presence of Lump	No	Yes	Not Conforms
Total Ash on dry basis	<= 2.50 %	3	Not Conforms
Overall Status	2	Remarks	qwtrwqer

Against the allocation for a particular month, the flour mills can deliver for lifting i.e. challan can be generated, for only that quantity against a batch, for which in- house test reports have been submitted in portal and has conformed to the prescribed quality standards. If atta of any batch produced by the flour miller does not conform to the specifications, the entire batch should be reprocessed /replaced, as the case may be, by the miller at his own cost and the test results are to be entered afresh, following the same process.

12. NODAL OFFICIALS

Any queries and issues regarding the portal may be addressed to Lagnajit Sen, AD, I & QC, or Sourav Ghosh, AD, IT & Reforms Cell.

13. TRAINING

- i. Initial training to be carried out with one Nodal Officer from each Directorates, District & Sub-Controller.
- ii. Nodal Officers will become Master Trainer.
- iii. Refresher training will be carried on regular basis.

Annexure – A

Format of pre-printed Sample Slips to be used where it cannot be printed on-site.

<u>SAMPLE SLIP</u>	
Sample ID -	
COMMODITY -	
CATEGORY -	
_____ Signature (with date) of the Representative of the Unit from where sample was	_____ Signature (with date) of the Sample Drawing Official

<u>SAMPLE SLIP</u>	
Sample ID -	
COMMODITY -	
CATEGORY -	
_____ Signature (with date) of the Representative of the Unit from where sample was	_____ Signature (with date) of the Sample Drawing Official

<u>SAMPLE SLIP</u>	
Sample ID -	
COMMODITY -	
CATEGORY -	
_____ Signature (with date) of the Representative of the Unit from where sample was	_____ Signature (with date) of the Sample Drawing Official

<u>SAMPLE SLIP</u>	
Sample ID -	
COMMODITY -	
CATEGORY -	
_____ Signature (with date) of the Representative of the Unit from where sample was	_____ Signature (with date) of the Sample Drawing Official