



File No. FS/Sectt/Sup/4M-30/2022 (Part – I)

No. : 3549

Dated: 04.09.2024

ORDER

Sub: Comprehensive Procedure and Guidelines regarding Renewal of Licenses of FPS Dealers and Distributors / Wholesalers

Whereas, West Bengal Targeted Public Distribution System (Maintenance and Control) Order, 2024 has been promulgated w.e.f. 1st August, 2024, it has become necessary to implement the provisions of the Order regarding license renewal therein through a new online facility in the Departmental portal <https://food.wb.gov.in/>.

Whereas an Order was issued vide No. 3411-FS dated 23.08.2024 in this regard, which needed certain clarifications/modifications.

Now, therefore, in supercession of the aforesaid order, the guideline regarding renewal of licenses of FPS Dealers and Distributors / Wholesalers is issued as hereunder:

1) **License Renewal Fee, Late Fee and Penalty:**

As per Clause 42 of the order read with Schedule-B of the same, timelines, fees and fines for renewal application are as given hereunder:

SL. No.	Category/Item	FPS Dealer		Distributor	
		Relevant Clause	Amount	Relevant Clause	Amount
(1)	(2)	(3)	(4)	(5)	(6)
5.	<u>License Renewal Fee</u> if renewal application submitted within 15 th October	42(2)	Rs.3,000/-	42(2)	Rs. 15,000/-
6.	<u>Late Fee per day in addition to license renewal fee</u> if renewal application submitted during 16 th October till 31 st December	42(3)	Rs. 500/-	42(3)	Rs. 1,000/-

7.	Penalty including late fee if renewal application during 1st January to 31st January after expiry of license	42(3)	Rs. 1,00,000/-	42(3)	Rs. 2,00,000/-
----	---	-------	-------------------	-------	-------------------

2) **Master Data:**

To give effect to these, the In-Charge of Food Cell in the Department will enter and manage the following **master data** from his login:

- a) Renewal start month (September)
- b) Renewal start day (1)
- c) Renewal period in year (3)
- d) Period without fine in days (45)
- e) Licensee type (Dealer/ Distributor)
- f) License renewal fee in Rs. (3000/ 15000)
- g) Fine amount per day in Rs. (500/ 1000)
- h) Penalty including late fee RS. (1,00,000/- / 2,00,000/-)

There will be an arrangement for making any change/ extension at any time.

3) **Procedure for submission of Application for Renewal by the Licensee:**

- i). After the master data is entered, application by licensees will commence on and from 1stSeptember. Only those licensees whose license has validity up to 31stDecember of the year (for present year, 2024) will be required to submit application.
- ii). At the time of application, the licensee will need to upload up-to-date trade license, calibration certificate, professional tax receipt and receipt of Security Deposit (in case of Distributor only). Also, if the licensee has rental possession he will need to upload rent agreement & rent receipt; for ownership he will upload RoR/Mutation Certificate of the shop-cum-godown.
- iii). Payment of Renewal fees, late fee and penalty will mandatorily have to be paid in GRIPS portal through the Licensee login only. The application will be deemed to have been submitted on successful payment.
- iv). In case of Distributors, deposit of Security money of Rs. 5,00,000/- is mandatory. Therefore, before application for renewal of license is submitted, Security money of Rs. 5, 00,000/- should be deposited through GRIPS through login of Distributor. If Rs. 5,00,000/- has been deposited earlier as Security Deposit, copy of deposit slip should be uploaded by the concerned Distributor and verified by the DCF&S before approving the renewal of the license.

4) **Procedure for submission of Application for Renewal by the Licensee:**

- i). During disposal, a Dealing Assistant under Licensing Authority will scrutinize the applications and uploaded documents. He will indicate whether the documents are proper or not. He will also verify the Security Deposit of Rs 5, 00,000/- in case of Distributor
- ii). The Licensing Authority himself will also be able to do the scrutiny work.
- iii). When scrutiny is done, the Licensing Authority can either approve, or reject, or send the application back to either the Dealing Assistant or to the Licensee, as selected through drop down, if some document is found to be not proper. In such case, the licensee will be able to upload the said document and resubmit the application again.

5) **Time limit for submission of Renewal Application:**

- i). **If a licensee has not applied for renewal in due time without fine, he will not be able to raise any bill after expiry of the period of application without fine till the suspension.**
- ii). If the application for renewal of FPS License is not submitted within **in due time without fine**, the allocation of the FPS of the said licensee for the month of January will not be delivered by distributors (in case of FPS) or allowed to be lifted from the godown (in case of Distributors). Allocation will be made from the Department and foodgrains will be lifted by the distributor but the system will not allow him to generate challan for doorstep delivery to the concerned FPS for the month of January till the application for renewal is submitted. Similarly, if the application for renewal of **Distributor/Wholesaler** license is not submitted within **due time without fine**, the total allocation of the said Distributor/Wholesaler for the month of February will not be allowed to be lifted from the godown (in case of Distributors) till application for renewal is submitted.
- iii). **After expiry of the validity period of license the Licensing Authority shall mandatorily tag the FPS / Distributorship/ Wholesalership with a nearby licensee and this license will be treated as suspended till further order.**
- iv). **When thus tagged, the licensee whose application is rejected / not approved will be able to submit bill in billing module only for the period he has run the FPS / Distributorship.**
- v). The Licensing Authority may seek clarification from the applicant, if required within 7 days from the date of application but, not after that.
- vi). The Licensing Authority must finally dispose (approve / reject) an application for renewal of license within 15 days from the date of application or within 7 days from the date of re-submission, latest by 30th November if application submitted without fine and by the last working date of December, if application submitted with fine.
- vii). If the Licensee fails to submit application for renewal with requisite documents even after allowing by the Licensing Authority under provision of clause 42(3), within 31st January of the next calendar year or the Licensing Authority rejects the renewal on any ground, the Licensing Authority shall proceed to declare the vacancy after giving

an opportunity of being heard through a notice, to be issued within 7th of February, completing the hearing within 22nd of February and declaring vacancy within 28th of February. An order to that effect should be issued within 28th of February.

6) Monitoring and Coordination for timely application for renewal by Licensees:

- i). It shall be the duty of the Licensee to regularly see their portal details and apply for renewal of license with requisite fee and documents within the stipulated time.
- ii). Licensee shall keep in mind that non-submission of renewal application in time may lead to non-renewal and termination of License.
- iii). The Licensing Authority shall also monitor the progress of application for renewal by all licensees under his jurisdiction and ensure that all licensees whose license is becoming due for renewal shall apply within due date.
- iv). MIS report will be available to all officials and due care shall be taken so that no licensee is left to apply and every application is disposed of within time.
- v). It shall be the responsibility of SCF&S / ROs and DDR/DCF&S and DDPS/DR to put in place adequate mechanism in their offices with specific responsibilities to concerned officers and staff to monitor the progress for timely submission and timely disposal of all such applications.
- vi). Licensing Authority shall ensure that no hindrances or disruption occurs due to delay in application by licensees or disposal of application, tagging of the licensee, etc. in contravention of the provisions of control orders or this order.

SOPs for (i) master creation, (ii) application submission and (iii) disposal of applications are enclosed herewith.

It issues with the approval of the competent authority of this Department.

Encl: As stated.


Joint Secretary
to the Govt. of West Bengal

No. : 3549/1(5) - FS/Sectt/Sup/4M-30/2022 (Part-I)

Dated: 04.09.2024

Copy forwarded for information to:

1. The Senior Special Secretary, Food & Supplies Department
2. The Special Secretary (IT & Reforms), Food & Supplies Department
3. The Joint Secretary, (IT & Reforms), Food & Supplies Department
4. The Directors, Dte of DDP&S/ Rationing/ Finance
5. The DCF&S/DDR (All)


Joint Secretary
to the Govt. of West Bengal



SOP for FPS Dealership & Distributorship Licence Renewal (Master creation by Admin User)



Ver. 1.0

Release date: 23.08.2024

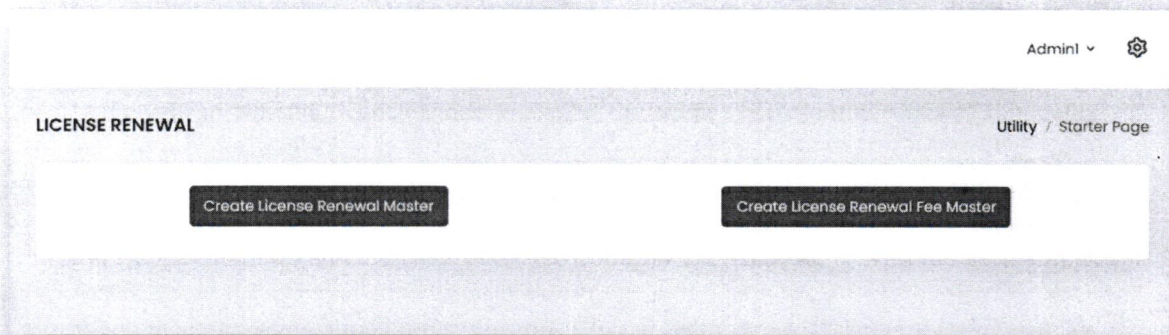
A new module for conduction of licence renewal has been developed. The functions for FPS Dealership and Distributorship licence renewal – master creation by Admin User, application by licensees and disposal of applications by the licensing authorities i.e. SCF&Ss/ROs and DCF&Ss/JDRs have been deployed in the Departmental portal <https://food.wb.gov.in/>.

The Head of the Food Cell of the Department will do the master data entry in the following way:

As per newly promulgated West Bengal Targeted Public Distribution System (Maintenance and Control) Order, 2024

- Every new licence issued will be initially valid till 31st December of the issue year
- Thereafter, the licence will be renewed for a period of 3 (three) years.
- In the year in which a licence is due to expire, the licensee can submit renewal application on and from 1st September.
- If application is submitted within 15th October no fine will be required.
- If application is submitted in the period from 16th October to 31st December, the Dealer will have to pay Rs. 500 and the Distributor Rs. 1000 for each day along with the normal renewal fees.
- When the application submission takes place in the period from 1st January to 31st January (of the next year), the applicable fine will be Rs. 1,00,000 for a Dealer and Rs. 2,00,000 for a Distributor beside normal renewal fee.

1. To implement the above, 2 (two) types of masters are to be entered into.



2. The 'Licence Renewal Master' i.e. the **time-related master** may be entered keeping in mind the timeline.

Sl. No.	Master Field	Data Entry as per WBTPDS (M&C) Order, 2024
1	Renewal start month	September
2	Renewal start day	1
3	Renewal period (year)	3
4	Day count without fine	45



SOP for FPS Dealership & Distributorship Licence Renewal (Master creation by Admin User)



Ver. 1.0

Release date: 23.08.2024

saumitah

LICENSE RENEWAL MASTER Utility / Starter Page

Renewal Start Month : * Renewal Start Day : *

Renewal Period (Year) : * Day Count Without Fine : *

saumitah

LICENSE RENEWAL MASTER Utility / Starter Page

Renewal Start Month : * Renewal Start Day : *

Renewal Period (Year) : * Day Count Without Fine : *

- The data can be changed by the User whenever the Department modifies the policy. Once entered, the master data will be shown to the user.

saumitah

Master Saved Successfully.



LICENSE RENEWAL MASTER Utility / Starter Page

Renewal Start Month : * Renewal Start Day : *

Renewal Period (Year) : * Day Count Without Fine : *

Created Renewal Master :

Renewal Period (Year)	Start Day	Start Month	No of Days Without Fine	No of Days With Fine	Date
3	1	9	45	77	16-08-2024 14:59:51

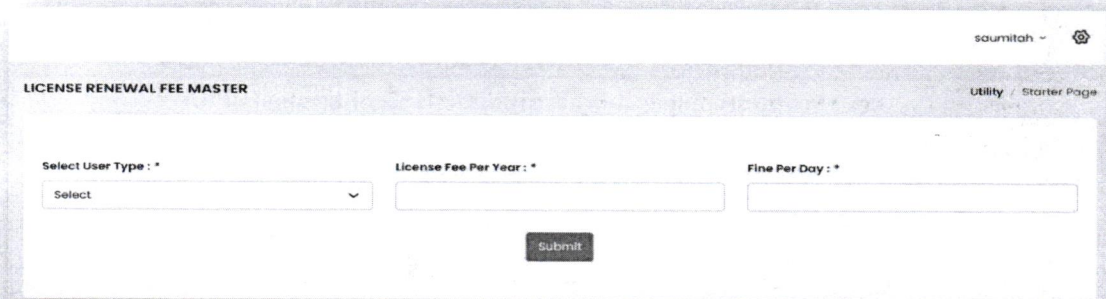
	<h2 style="margin: 0;">SOP for</h2> <h3 style="margin: 0;">FPS Dealership & Distributorship Licence Renewal</h3> <p style="margin: 0;">(Master creation by Admin User)</p>	
---	--	---


Ver. 1.0

Release date: 23.08.2024

4. Similarly, in the **Renewal Fee Master** too, entry may be made.

Sl. No.	Master Field	Data Entry as per WBTPDS (M&C) Order, 2024
1	Select user type	Dealer
2	Licence fee	3000
3	Fine per day	500
5	Select user type	Distributor
6	Licence fee	15000
7	Fine per day	1000

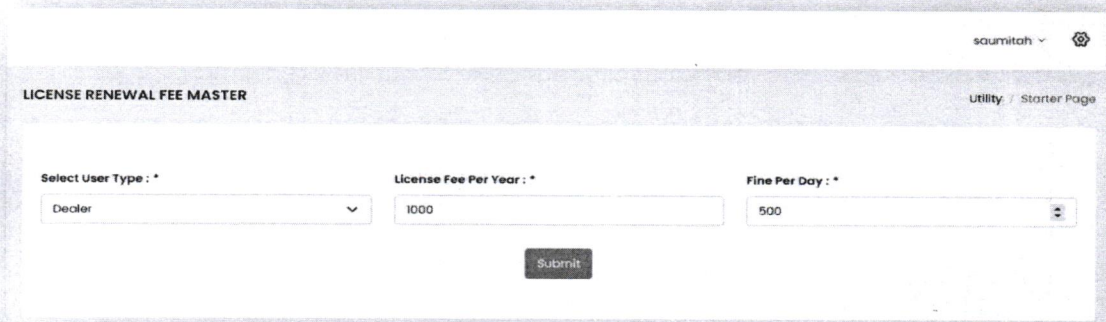



saumitha - 

LICENSE RENEWAL FEE MASTER Utility | Starter Page

Select User Type : * License Fee Per Year : * Fine Per Day : *

Select



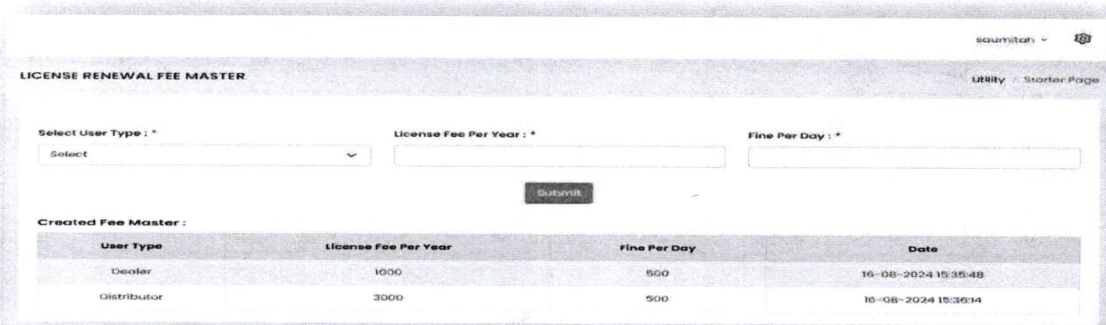
saumitha - 


LICENSE RENEWAL FEE MASTER Utility | Starter Page

Select User Type : * License Fee Per Year : * Fine Per Day : *

Dealer

4. The data can be changed by the User whenever the Department modifies the policy. When 'Submit' is clicked, the master data as entered will be shown to the user.



saumitha - 

LICENSE RENEWAL FEE MASTER Utility | Starter Page

Select User Type : * License Fee Per Year : * Fine Per Day : *

Select

Created Fee Master :

User Type	License Fee Per Year	Fine Per Day	Date
Dealer	1000	500	16-08-2024 15:35:48
Distributor	3000	500	16-08-2024 15:36:14





SOP for FPS Dealership & Distributorship Licence Renewal (Application by Licensee)



Ver. 2.0

Release date: 04.09.24

A new module for conduction of licence renewal has been developed. The functions for FPS Dealership and Distributorship licence renewal – master creation by Admin User, application by licensees and disposal of applications by the licensing authorities i.e. SCF&Ss/ROs and DCF&Ss/JDRs have been deployed in the Departmental portal <https://food.wb.gov.in/>.

An FPS Dealer or a Distributor user will login into his account and apply for renewal in the following way:

1. On login in, the licensee will go to 'Renewal Application' menu to fill up the application form. In the upper section of the form the user will be shown the details like Licensee name, licence no., licensee type, licence validity etc. In the lower section he needs to respond to the given queries.

132801200032-W45U

LICENSE RENEWAL Utility / Starter Page

Last Date for Application Without Fine is Over. You can Still Apply with Fine

Primary Details — Upload Files — Pay & Finalize — Approval

License will Be Renewed for the Period of : 2025-2027

Licensee Details :

Licensee Name : MANAGER, JITI TEA GARDEN	License Type : Individual
License No : 32840500095	License valid Upto : 31-12-2024
Mobile No : 9733120477	Email ID : jiti@goodricke.com

Address :

Fps Details :

Serial No	Fps Code	Fps Name	Address
1	132801200032	MANAGER JITI T.G.	JALPAIGURI, Dhugguri (M), Ward - 0010, PO - Chauhati

Godown Details :

Serial No	Fps Code	Address	Size (ft)
1	132801200032	JALPAIGURI, Matiali	0 * 0 * 0

Select Godown Pcession Type : *

Rental

Ownership

Whether any change in the construction of the godown has been made during the last one year : *

Yes

No

Whether any Court Case/Departmental Proceed-ings/Criminal Case/Case under E.C. Act, 1955 is pending against the applicant : *

Yes

No

Whether the applicant has, during last one year, filed any Case against the Government : *

Yes



No

Whether the applicant has any other Government licence/agency : *

Yes

No

Proceed

	<h2 style="margin: 0;">SOP for</h2> <h3 style="margin: 0;">FPS Dealership & Distributorship Licence Renewal</h3> <p style="margin: 0;">(Application by Licensee)</p>	
---	--	---

Ver. 2.0

Release date: 04.09.24

2. If the user is Distributor, for 'Godown Possession Type' he will have an additional option of 'Both' beside 'Rental' and 'Ownership'.

Also, he will have to answer an additional query, "Whether you have paid Rs. 5,00,000 as security deposit". If he clicks 'No' he will not be able to proceed.

Select Godown Possession Type : *

Rental
 Ownership
 Both

Whether any change in the construction of the godown has been made during the last one year : *

Yes
 No

Whether any Court Case/Departmental Proceed-ings/Criminal Case/Case under E.C. Act, 1955 is pending against the applicant : *

Yes
 No

Whether the applicant has, during last one year, filed any Case against the Government : *

Yes
 No

Whether the applicant has any other Government licence/agency : *

Yes
 No

Whether you have paid Rs. 500000 as Security Deposit : *

Yes
 No

3. If he clicks 'Yes', he will be required to enter the GRN no. and date of the challan through which he has deposited the same.

Whether the applicant has, during last one year, filed any Case against the Government : *

Yes
 No

Whether the applicant has any other Government licence/agency : *

Yes
 No

Whether you have paid Rs. 500000 as Security Deposit : *

Yes
 No

Enter BRN No : *

