



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



File No. FS/Sectt./Sup/4M- 30/2022 (Pt- II)

No.: 459

Dated: 12/02/2026

ORDER

In order to streamline the process of notification and re-notification of Fair Price Shop (FPS) vacancies approved through offline mode, and to eliminate the inconvenience of manual beneficiary mapping due to absence of ration card pooling, the Food & Supplies Department has developed a facility within the RCMS/Supply Chain Portal enabling pooling of Ration Cards for offline-approved vacancies in the same manner as vacancies initiated online.

Under this mechanism, vacancy proposals approved offline by the Department shall be initiated online by the concerned SCFS/RO and, after completion of enquiry and due scrutiny, shall be finally approved by the concerned DCFS/DDR/JDR upon verification of the departmental offline approval order. Upon such approval, the vacancy ID will automatically become available in the notification module of the Supply Chain Portal for further action.

A **Standard Operating Procedure (SOP)** detailing the workflow and responsibilities at various administrative levels has been prepared and placed on record for operational guidance.

All concerned authorities shall follow the procedure prescribed therein for notification and re-notification of FPS vacancies approved offline.

Encl: SOP for Notification/Re-notification of FPS vacancies Approved Offline.


Deputy Secretary
to the Govt. of West Bengal

Memo No. 459- 1(3)/FS/Sectt./ Sup/4M- 30/2022 (Pt- II)

Date: 12/02/2026

Copy forwarded for information and necessary action to:

1. The Special Secretary (IT & Reforms), Food & Supplies Department.
2. The Director, Directorate of DDP&S/Rationing/Consumer Goods/I&QC.
3. The DCF&S, JDR/DDR (All).


Deputy Secretary
to the Govt. of West Bengal



Standard Operating Procedure (SOP) for Notification/Renotification of FPS Vacancies Approved Offline



Ver:2.0 e-file number - 957791

Date:09.01.2026

There is already a facility in the notification/re-notification webpage in Supply Chain portal to select 'Offline' option so as to notify/ re-notify vacancies approved offline. That option would be made available to the notifying authority based on requirement on a case-to-case scenario.

However, since these vacancies would involve no Ration Card pooling, on final selection of an applicant, the licensing authority would have to map beneficiaries manually.

To avoid the inconvenience, the IT & Reforms Cell has developed a facility for notification of an FPS vacancy approved offline, after pooling Ration Cards in the same way as vacancies initiated online in the RCMS portal.

The point of difference would be, whereas online initiated vacancy proposals are finally approved by the highest authority in the Department, here the vacancy proposal will be finally approved by the concerned DCFS/DDR/JDR after reviewing the online proposal as forwarded by the SCFS/RO vis a vis offline approval copy of the vacancy by the Department. On approval by the DCFS/DDR/JDR, the vacancy ID will be available in notification page of the online supply chain portal of the concerned SCFS/RO.

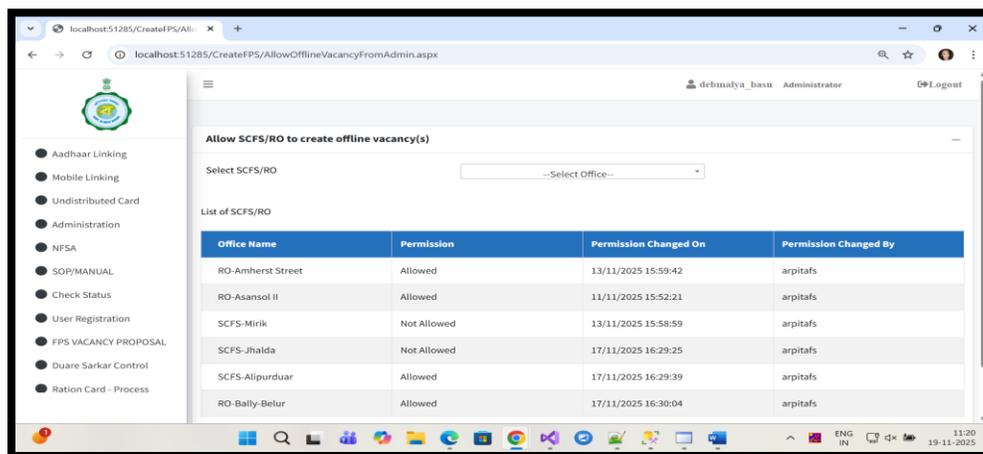
1. Admin Permission (Head Quarter Level) (This step is not required in case of **renotification** of offline approved vacancies)

An Admin Level user has to enable offline vacancy proposal initiation to the concerned SCFS/RO. So, the SCF&S/RO will initiate request for enabling the facility, preferably through e-office, which the Directorate would send to the IT&R Cell.

1.1 Role: Administrator

1.1.1 The admin user will login into the online RCMS Portal using Administrator credentials.

1.1.2 He will go to the 'Allow SCFS/RO to create offline vacancy(s)' menu and select office from the 'Select SCFS/RO' dropdown.





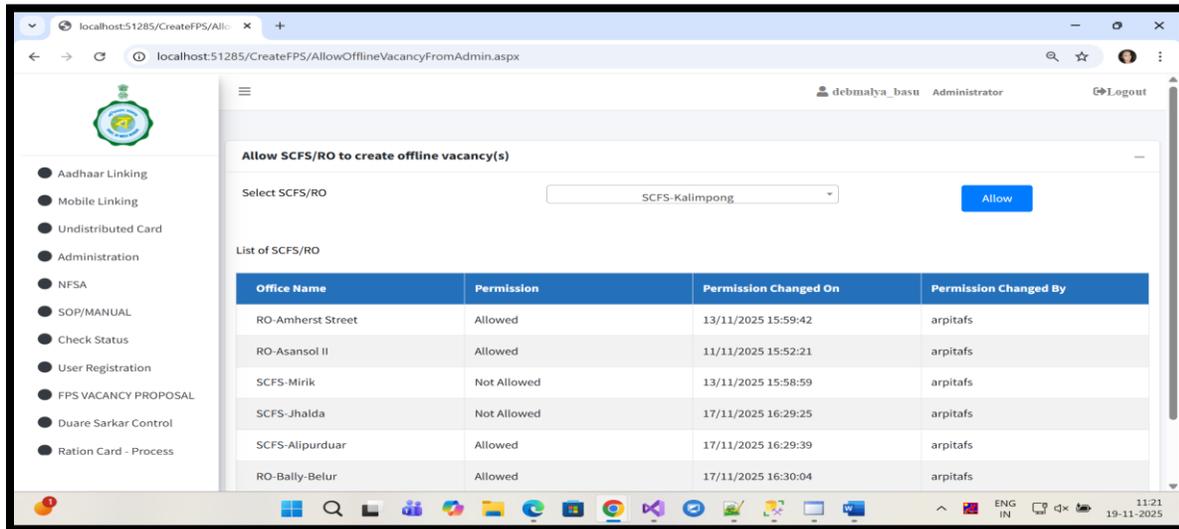
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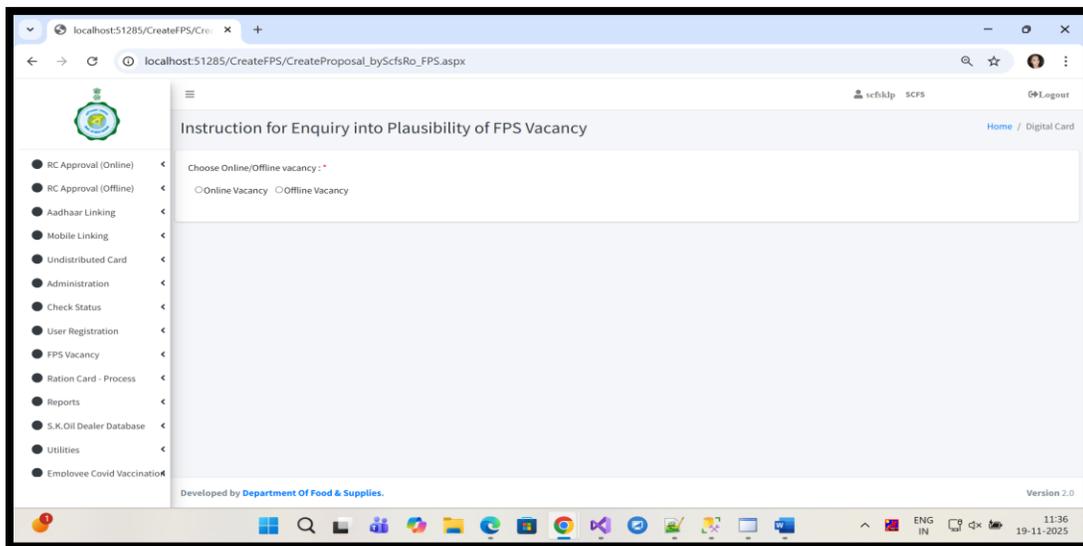
1.1.3 On clicking the 'Allow' button, the facility would get enabled to the concerned SCF&S/RO.



2. Vacancy Proposal Creation (SCFS/RO Level)

2.1. Role: SCFS/RO (For Offline Notification)

2.1.1. The SCF&S/RO in his RCMS login will go to the "Instruction for Enquiry into Plausibility of FPS Vacancy" page.



2.1.2. He will select Vacancy Mode and Choose the Offline Vacancy radio button.



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Note: A red warning text "You are going to create Offline Vacancy. Check to confirm" will appear. Check the confirmation box.

2.1.3. Enter Vacancy Details: Fill in the following mandatory fields:

The screenshot shows a web application interface for creating an FPS vacancy. The page title is "Instruction for Enquiry into Plausibility of FPS Vacancy". The form includes the following fields and options:

- Choose Online/Offline vacancy:** Radio buttons for Online Vacancy and Offline Vacancy.
- Choose type of vacancy:** Radio buttons for Fresh Vacancy and Resultant Vacancy.
- Select Reason:** A dropdown menu with "Surrender" selected.
- Select Block / Municipality:** A dropdown menu with "Kallimpong 1" selected.
- Warning Message:** "You are going to create Offline Vacancy. Check to confirm." (in red text).
- Discontinued FPS Name:** A dropdown menu with "R S PRASAD (132708700001)" selected.
- Discontinued FPS Code:** A text field with "132708700001" entered.
- Filter by Block / Municipality:** A dropdown menu with "Select Block/Municipality" selected.
- Name of FPS with which now Tagged:** A dropdown menu with "...Select FPS..." selected.
- Code of FPS with which now Tagged:** A text field.
- Filter by Block / Municipality:** A dropdown menu with "Select Block/Municipality" selected.
- No. of Beneficiaries involved in Discontinued FPS:** A table with columns for AAY Count, PHH Count, SPHH Count, RKSY-I Count, RKSY-II Count, and Total RC Count. The AAY Count is 695, and the Total RC Count is 695.
- Date of Occurance of Vacancy:** A text field.
- No. of FPS vacancy(s) that may be created:** A text field.

2.1.4. Select Type of vacancy: "Resultant Vacancy" or "Fresh Vacancy"

2.1.5. Select Reason and Select Block/Municipality

2.1.6. Select the Discontinued FPS Name that is being replaced and select the "Name of FPS with which now Tagged"

2.1.7. Select the FPS from which beneficiaries are to be drawn and Enter the "No. of FPS vacancy(s) that may be created"

2.1.8. Save: Click the Save button.



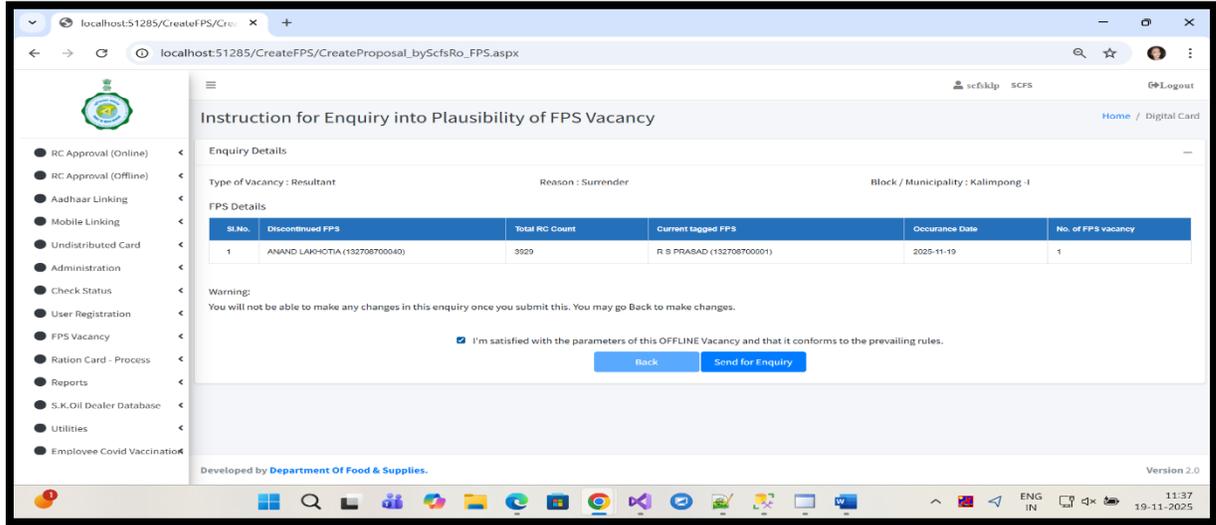
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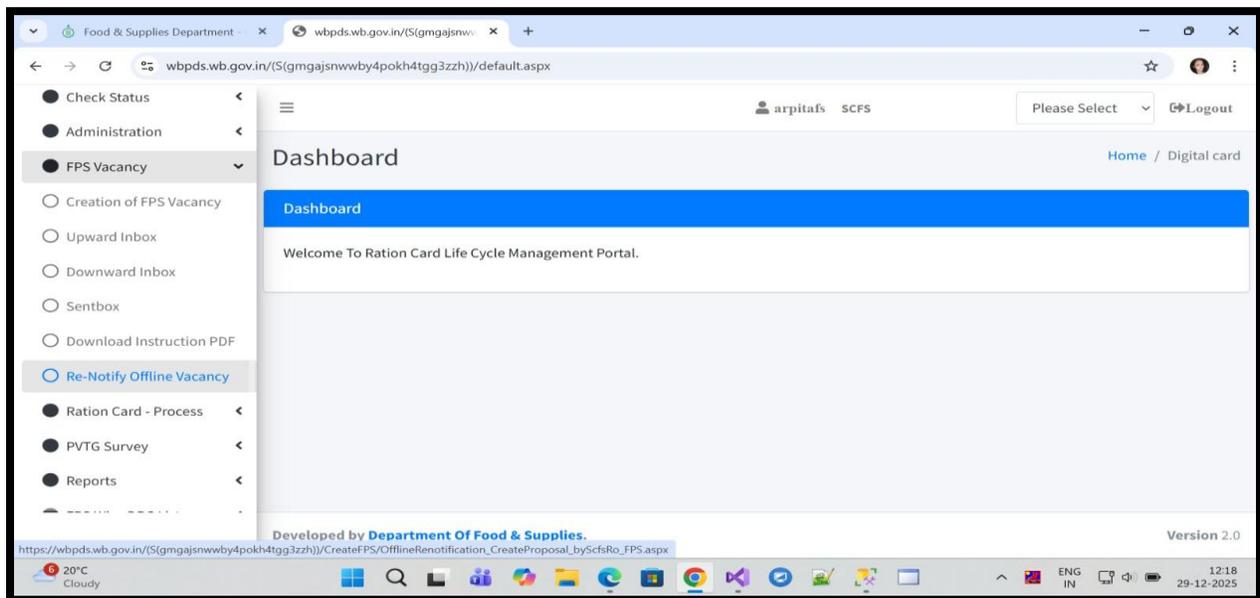
2.1.9. Review and finalize. The system will display the "Enquiry Details" summary. Check the declaration box: "I'm satisfied with the parameters of this OFFLINE Vacancy."



2.1.10. Click Send for Enquiry.

2.2. Role: SCFS/RO (For Offline Re-Notification)

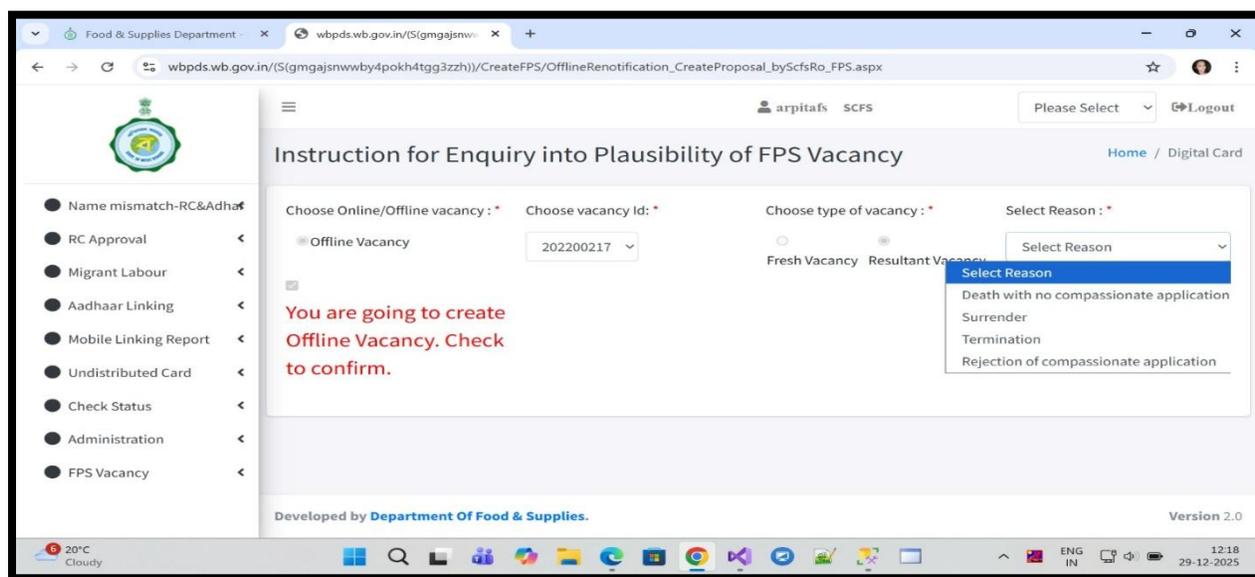
2.2.1. The SCF&S/RO in his RCMS login will go to the "Renotify offline Vacancy menu".



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2.2.2. After that choose Vacancy ID (Vacancy IDs previously notified offline will be shown) and select vacancy type if not auto selected and choose reason from drop down.

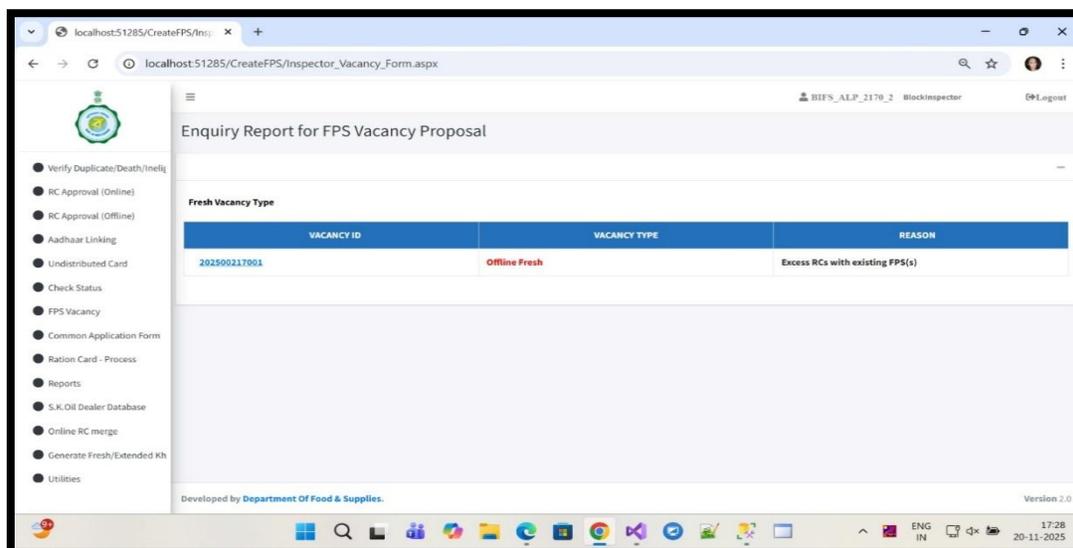


2.2.3. Then proceed as above for vacancy creation and after finalization “send for enquiry”

3. Enquiry (Inspector Level)

3.1. Role: Inspector

3.1.1. Inspector will have to log in RCMS portal and navigate to Enquiry Inbox and locate the offline vacancy and click the vacancy ID.





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3.1.2. In the following page Inspector has to enter detailed information regarding the vacancy. This page is identical to the enquiry page for Online Vacancy.

The screenshot shows a web browser window displaying the 'Inspector_Vacancy_Form.aspx' page. The page has a sidebar menu on the left with various options like 'Verify Duplicate/Death/Inelig', 'RC Approval (Online)', 'RC Approval (Offline)', 'Aadhaar Linking', 'Undistributed Card', 'Check Status', 'FPS Vacancy', 'Common Application Form', 'Ration Card - Process', 'Reports', 'S.K.Oil Dealer Database', 'Online RC merge', 'Generate Fresh/Extended Kh', and 'Utilities'. The main content area shows a table with columns 'VACANCY ID', 'VACANCY TYPE', and 'REASON'. The first row contains '202500217001', 'Offline Fresh', and 'Excess RCs with existing FPS(s)'. Below the table, the 'Selected Vacancy ID :202500217001' is displayed. The form fields include: 'Name of EO' (empty), 'Date of instruction for enquiry by SCF & S/RO' (17-Nov-2025), 'Designation of EO' (Blockinspector), 'Date of enquiry' (dd-mm-yyyy), 'Vacancy ID' (202500217001), and 'Type Of Vacancy' (Offline Fresh). There is a section for 'Service Area Of Vacancy' with fields for 'Vill/Para/Mohalla', 'Street Name', 'Mouza Name', and 'JL No.'. The browser's taskbar at the bottom shows the system tray with the date 20-11-2025 and time 17:28.

3.1.3. After entering all the details, the Enquiry Office will click the Submit button to send it to the SCFS.

The screenshot shows the 'Opinion of the Enquiry Officer' section of the 'Inspector_Vacancy_Form.aspx' page. It contains three text areas for providing opinions: 'a. On viability of the proposed FPS(s) *(Max 1000 characters)', 'b. On viability of the FPS(s) from which RCs are to be de-linked *(Max 1000 characters)', and 'c. On convenience of the beneficiaries *(Max 1000 characters)'. Below these are two checkboxes under the heading 'For the Area Inspector: This is to certify that:'. The first checkbox is checked and reads 'I have conducted physical enquiry in the proposed FPS vacancy area and found that it will be beneficial for the PDS beneficiaries if the proposed FPS is set up.'. The second checkbox is also checked and reads 'All the PDS beneficiary families of the area identified for the proposed FPS vacancy have been assigned irrespective of their category of Ration Cards.'. A 'Submit' button is located at the bottom of the form. The browser's taskbar at the bottom shows the system tray with the date 20-11-2025 and time 17:32.



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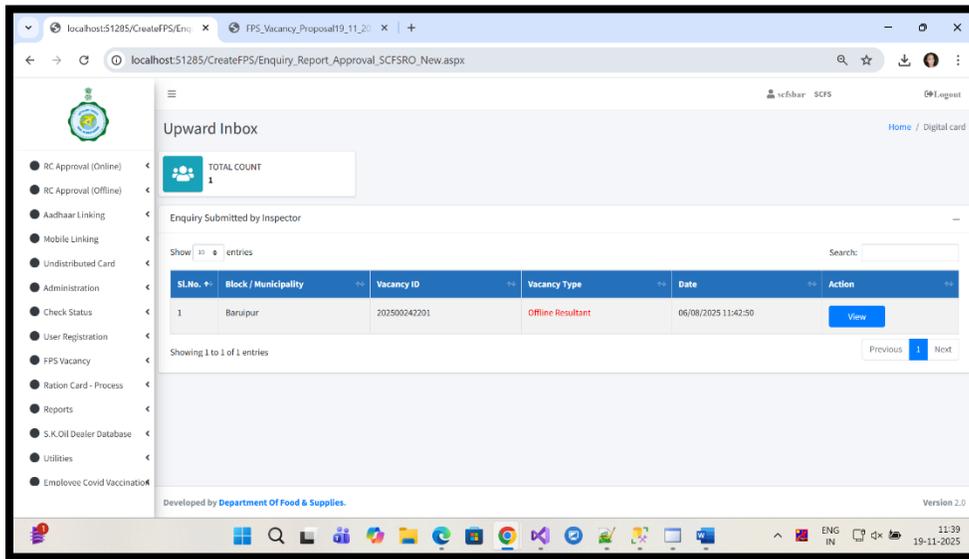
Date:09.01.2026

4. Submission to DCFS (SCFS/RO Level)

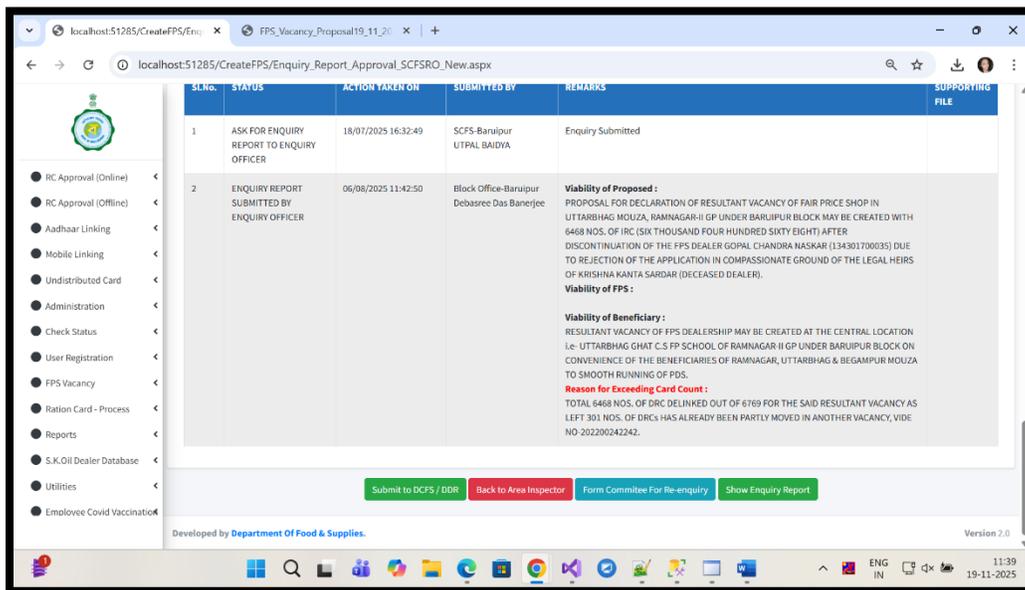
4.1. Role: SCFS/RO

4.1.1. Navigate to Inbox: Go to the Upward Inbox (Enquiry Report Approval page).

4.1.2. Locate Vacancy: Find the proposal with Vacancy Type "Offline Resultant" and click the View button.



4.1.3. Submit Proposal: Review the viability details (Proposed FPS, Beneficiary, Card Count).



4.1.4. Click the green button Submit to DCFS / DDR.

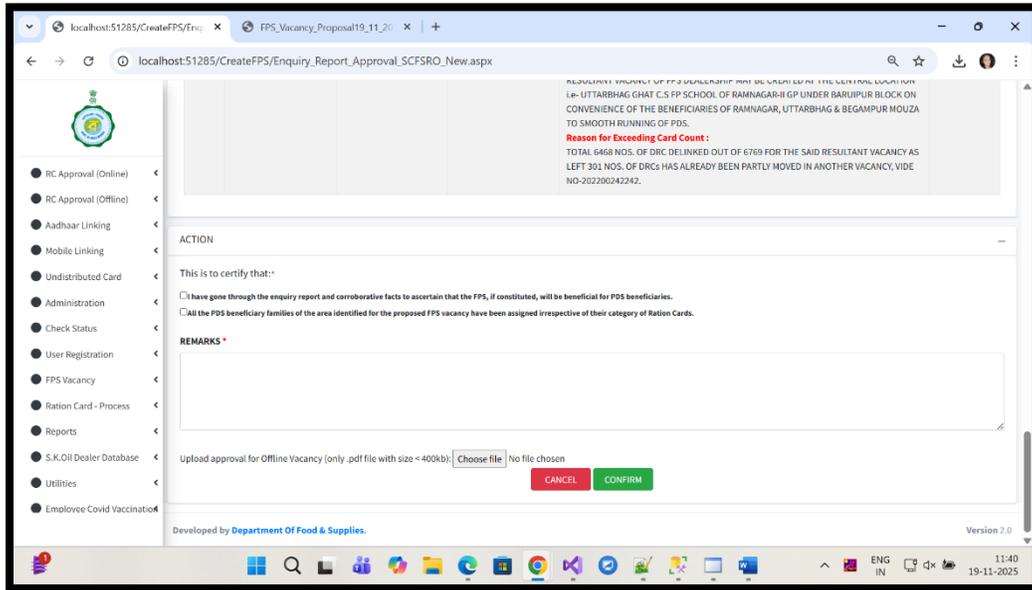


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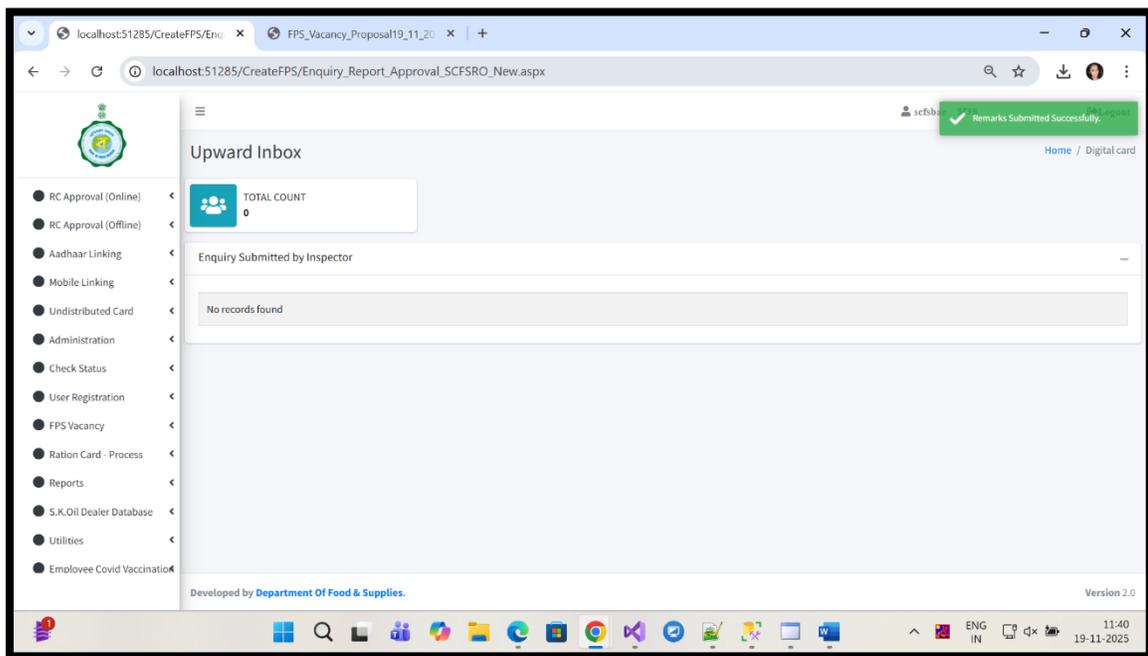


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4.1.5. **Upload the Offline Approval PDF Copy**, enter comments in the text box and confirm. A notification "Remarks Submitted Successfully" will appear.





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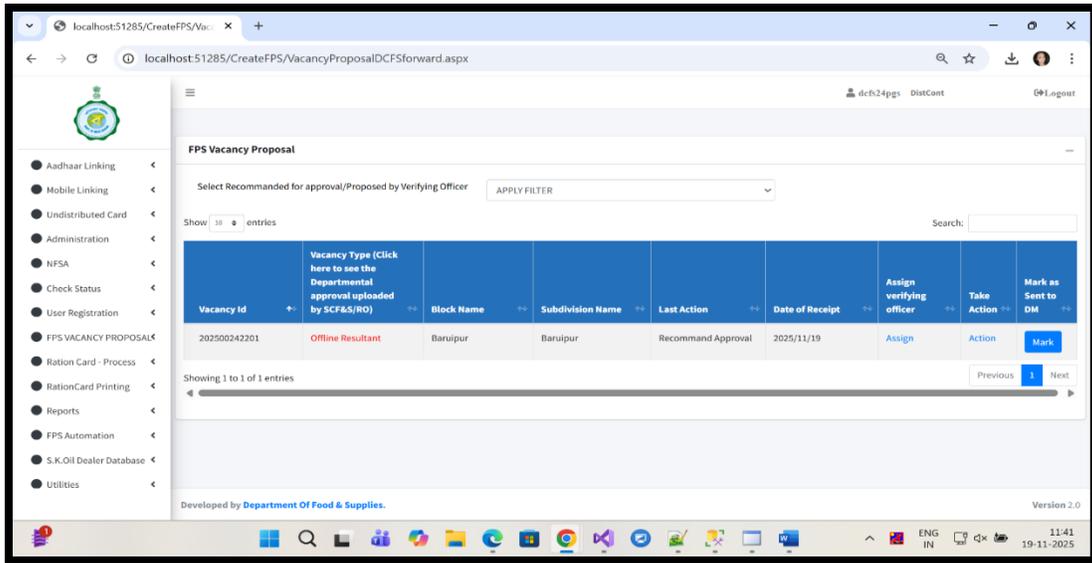
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5. Final Approval (DCFS/JDR Level)

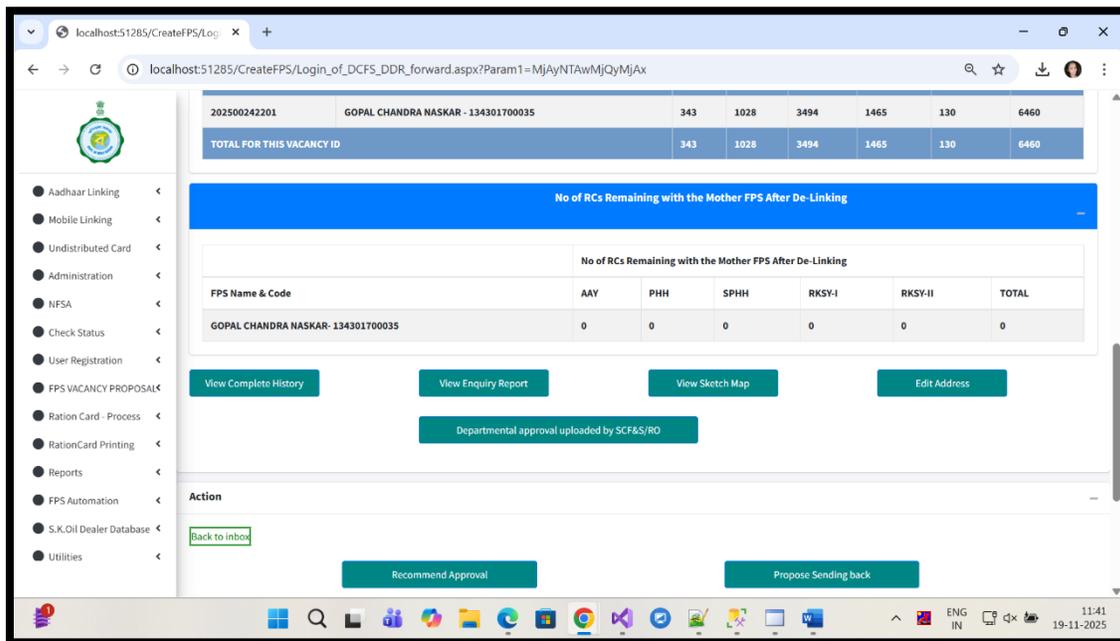
5.1. Role: DCFS / JDR

5.1.1. Login: Log in to the portal and navigate to the FPS Vacancy Proposal.

5.1.2. Locate the "Offline Resultant" vacancy and click the Action link. Review Documents:



5.1.3. Review the FPS details and RC counts.





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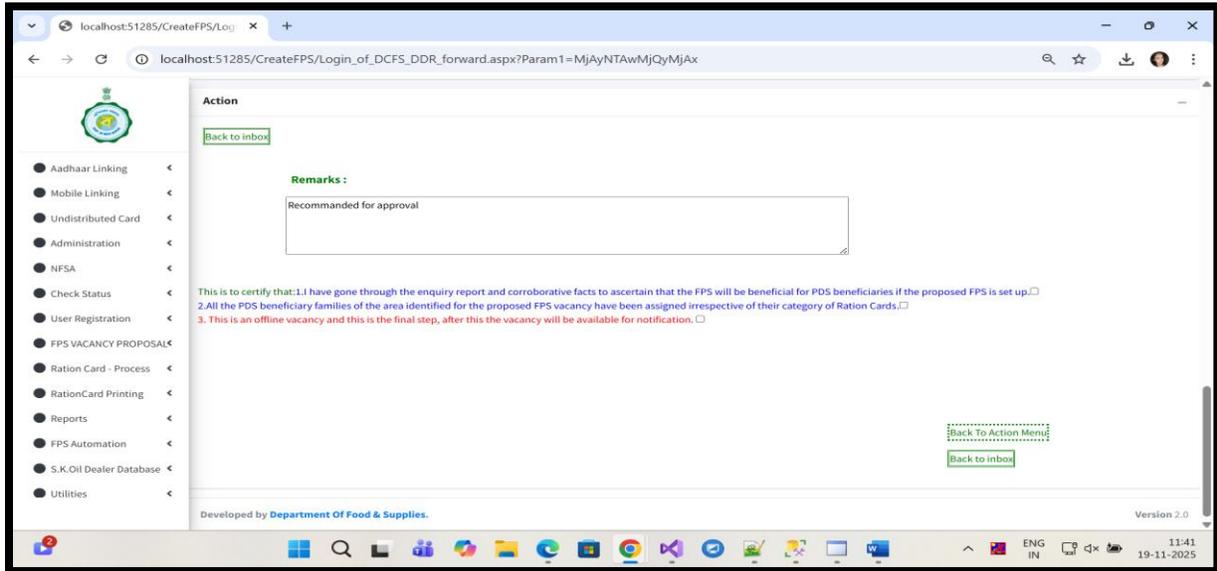


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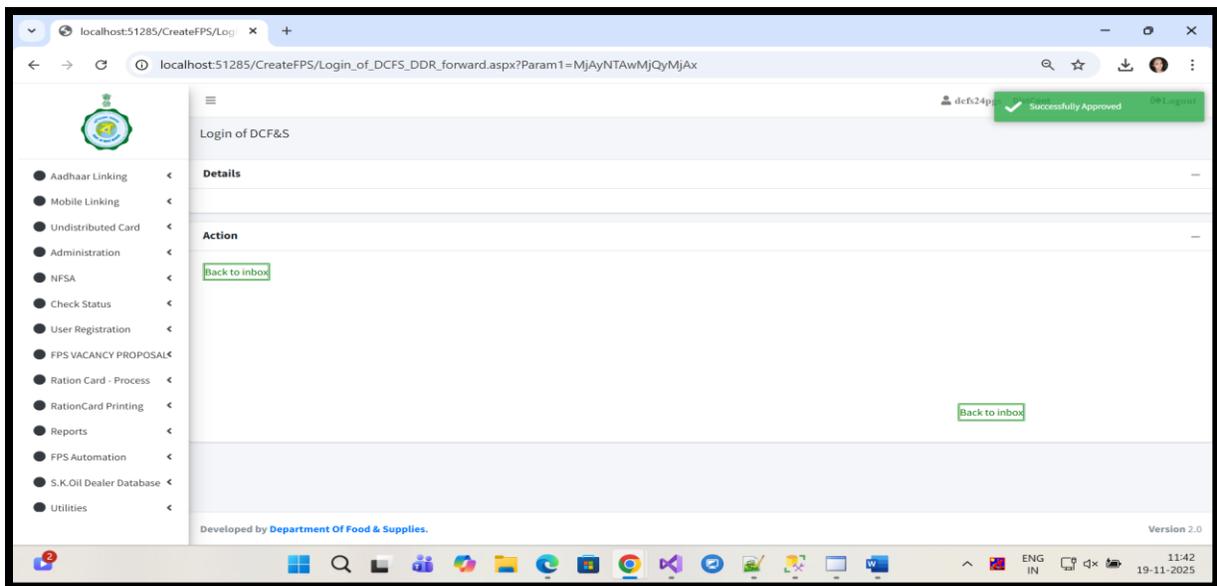
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5.1.4. Click the button 'Departmental approval uploaded by SCF&S/RO' to view and verify the uploaded PDF document of Departmental Approval.

5.1.5. DCFS/JDR can "Recommend Approval" or "Send Back".



5.1.6. Enter final approval/send back comments. If Approval is given then there are three Mandatory Checkboxes. Check all three certification boxes and Click Submit.



5.1.7. A confirmation message "Successfully Approved" will appear.

Now the vacancy id will be available for online notification in Supply Chain Portal.