



Government of West Bengal

Food & Supplies Department

Khadyashree Bhawan

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<https://food.wb.gov.in>



File No. FS/Sectt./Sup/4M-77/2018

No.: 2849

Dated: 22/07/2025

ORDER

Sub: Launch of Portal-Based Facility for Planning Distributorship Vacancies across the State.

In continuation of this Department's Order No. 2059-FS/Sectt./Sup/4M-77/18 (Pt.) dated 29.05.2025 regarding rationalization of the number of FPS Dealers and tagged Digital Ration Cards (DRCs) with Distributors, and in terms of the recommendations of the Committee constituted vide Order No. 4016-FS/Sectt./Sup/4M-77/18 (Pt.) dated 04.10.2024, a dedicated portal-based facility for planning Distributor vacancies has been developed.

To facilitate the District Controllers, Joint Directors, and Deputy Directors in planning new vacancies in accordance with rationalization norms, a dedicated module has been made live on the Department's website <http://food.wb.gov.in>.

This module enables:

- Planning of fresh/resultant Distributor vacancies at Sub-Division level.
- Block/Municipality-wise and Distributor-wise analysis of tagged FPS and DRC population.
- Consolidated view of proposed FPSs and allocations for each planned vacancy.
- Finalization and report generation for use by Directorate and Secretariat-level officers.

The **Standard Operating Procedure (SOP)** for use of this module has been prepared and released as **Version 1.0** dated 11.07.2025, and is enclosed herewith for reference and strict compliance.

All concerned officials at the district and sub-control levels are hereby directed to use the module henceforth for any vacancy planning related to Distributors. The Directorate and Secretariat officials may regularly monitor such plans and take necessary steps based on the finalized proposals.

This issues with the approval of the competent authority.

Enclosure: SOP on Planning a Distributor Vacancy (Version 1.0, Dated 11.07.2025).

Yours faithfully,

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Deputy Secretary
to the Govt. of West Bengal

Contd...2

Memo No. 2849- 1(4)/FS/Sectt./ Sup/4M- 77/2018

Date: 22/07/2025

Copy forwarded for information and necessary action to:

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



Deputy Secretary
to the Govt. of West Bengal



SOP on Planning a Distributor Vacancy



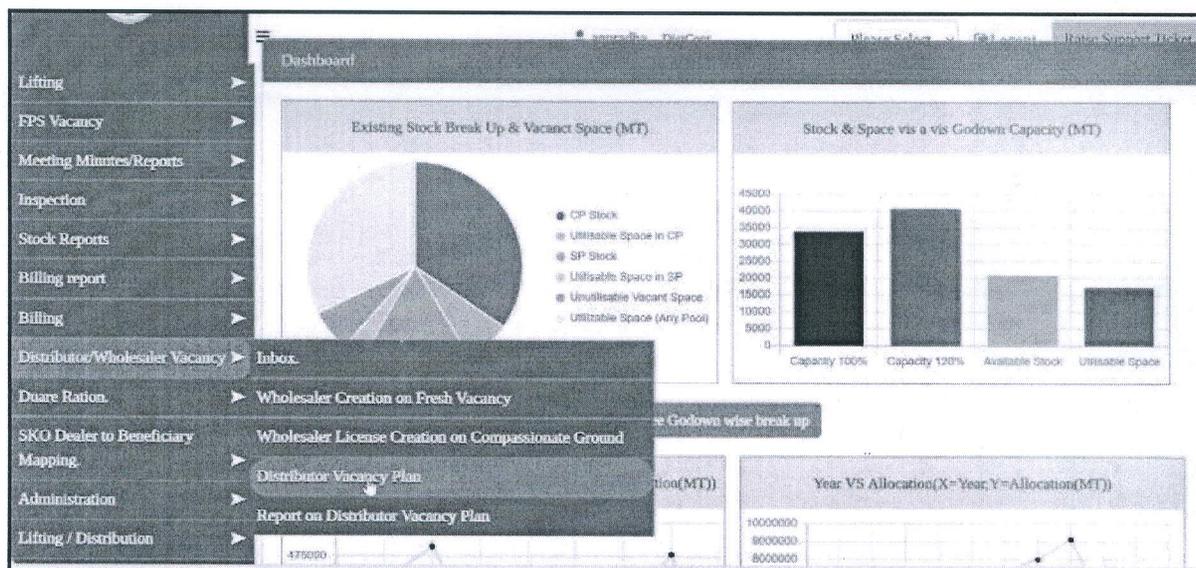
Ver. 1.0

Date of Release: 11.07.25

The Department has issued guidelines for rationalization of the number of FPS Dealers and Digital Ration Cards with Distributors through declaration of new vacancies or merger of neighbouring FPSs with the Distributors vide no. 2059-FS/Sectt./Sup/4M-77/18(Pt) dated 29.05.25. To facilitate the DCF&Ss and JDRs/DDR in envisaging the creation of new Distributorship vacancies, a module in <http://food.wb.gov.in/> has been made live. The workflow will be as given below:

DCF&S/JDR/DDR Login

1. The user will go to the menu 'Distributor/Wholesaler Vacancy' > 'Distributor Vacancy Plan'.



2. On clicking this menu, a subdivision-wise summary report is displayed in grid format. The grid includes details such as the name of the subdivision, number of blocks under the subdivision, number of distributors currently operating, average number of Fair Price Shops (FPSs) tagged to each distributor, average number of Digital Ration Cards (DRCs) tagged, and the average monthly allocation in quintals. At the bottom of the grid, there are two filter options provided in the form of radio buttons:
 - Block/Municipality Wise
 - Distributor Wise

These options enable the DCF&S to view and filter data based on either a specific block/municipality or an individual distributor. This allows for detailed analysis and identification of areas where planning for a distributor vacancy is required.

SL.No	Name of Sub-Division	No. of Block	No. of Distributor	Average no. of FPSs tagged	Average no. of DRCs tagged	Average Monthly Allocation(QTY)
1	Kalyani	6	20	10.35	41020	1906.30
2	Krishnanagar (Sadar)	9	18	20.56	114784	5731.55
3	Ranighat	9	31	10.55	45963	2267.76
4	Tehatta	4	11	21.45	75108	3882.03

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SOP on Planning a Distributor Vacancy



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- When the 'Block/Municipality Wise' view is selected, a report appears showing details of existing Distributors under each block or municipality. The grid displays information such as subdivision name, block/municipality name, distributor name, number of FPSs tagged, and DRC counts under AAY, PHH, SPHH, RKSYS1, and RKSYS2 schemes. The number shown under 'No. of FPSs Tagged' is hyperlinked, and clicking it opens the list of all FPSs tagged to that particular Distributor where distance of each Dealer from the Distributor can also be found. This view is helpful to have a bird's eye view on presence and volume of Distributors in each block.

***Block/Municipality Wise** **Distributor Wise**

Show 10 entries Search:

SL.No	Name of Sub-Division	Name of Block / Municipality	Name of Distributor	No. of FPSs tagged	AAY	PHH	SPHH	RKSYS1	RKSYS2
1	Kalyani	Chakdaha	ANNAKUT [1183]	1	157	749	1726	1265	909
2			Minu Biswas [1195]	10	1473	9993	11485	11938	4434
3			Smt Kaberi Basu and Jhama Dey [381]	24	4408	29283	44665	24137	9464
4			Tapan Kumar Biswas [179]	19	4335	24268	33013	26062	11289
5		Chakdaha (M)	Minu Biswas [1195]	13	3553	9008	15355	10018	4660
6			Smt Kaberi Basu and Jhama Dey [381]	5	1969	4019	4776	3975	2264
7			Tapan Kumar Biswas [179]	6	1793	3668	7391	5017	2848
8		Chakdaha (M)	ANNAKUT	8	647	3305	6635	4654	1994

- On selecting the 'Distributor-wise view', distributor-wise details under the selected subdivision will be displayed, showing FPS count in each block/municipality and allocation. The count in the 'No. of FPSs Tagged' column is hyperlinked to the list of tagged FPSs. This view is helpful to see presence and volume each Distributor has in different blocks.
- Planning a Distributorship vacancy can be done for only one Sub-Division at a time. The DCF&S/JDR/DDR can select multiple blocks/municipalities within a Sub-Division from the source Distributor to constitute the planned vacancy.

https://food.wb.gov.in/food/SupplyChain/PlanDistributorVacancy.aspx

1	Kalyani	6	20	10.35	41026	1906.30
2	Krishnamagar (Sadar)	9	18	29.56	114384	5731.55
3	Ranaghat	9	31	10.55	45963	2263.76
4	Tehatta	4	11	21.45	75108	3882.03

Showing 1 to 4 of 4 entries Previous Next

***Block/Municipality Wise** **Distributor Wise**

Plan vacancy should be allowed for only one Sub-Division at a time.

SL.No	Name of Sub-Division	Name of Distributor	No. of FPSs tagged	AAY	PHH																								
1	Kalyani	Shibi Datta [178]	12	1215	6966																								
		<table border="1"> <thead> <tr> <th>Name of Block / Municipality</th> <th>No. of FPSs tagged</th> <th>AAY</th> <th>PHH</th> <th>SPHH</th> <th>RKSYS1</th> <th>RKSYS2</th> <th>Monthly Allocation(QTL)</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Gayespur (M)</td> <td>11</td> <td>1176</td> <td>5382</td> <td>8004</td> <td>5982</td> <td>4615</td> <td>1,151.220</td> </tr> <tr> <td><input type="checkbox"/> Kalyani</td> <td>1</td> <td>39</td> <td>1584</td> <td>1356</td> <td>1345</td> <td>683</td> <td>222.160</td> </tr> </tbody> </table>				Name of Block / Municipality	No. of FPSs tagged	AAY	PHH	SPHH	RKSYS1	RKSYS2	Monthly Allocation(QTL)	<input checked="" type="checkbox"/> Gayespur (M)	11	1176	5382	8004	5982	4615	1,151.220	<input type="checkbox"/> Kalyani	1	39	1584	1356	1345	683	222.160
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2			26	6182	29681																								



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- When blocks/municipalities are selected from the source Distributor, a consolidated vacancy summary appears showing total tagged FPSs, total DRCs, category-wise allocation, and monthly allocation. All the FPSs within the selected block/municipality will by default be shown in the planned vacancy. The user can uncheck FPSs to unselect them if he wants to retain them with the existing Distributor.

Select FPS(s):

- MENOKA SARKAR [133601200024]
- LT. BIMAL KUMAR BISWAS [133601200020]
- CHAYNA DUTTA AND DEBASISH DUTTA [133601200193]
- BISWAJIT DUTTA [133601200213]
- RUPENDRA NARAYAN ROY [133602300045]
- PRATIHA DUTTA AND SHIBU DUTTA [133602300047]
- PRABIR MAJUMDER [133602300048]
- SATYAJIT DEBNATH [133602300049]
- BHOLA SUR SANKAR SUR [133602300050]

Summary of Vacancy:

- No. of tagged DRCs: 42162
- No. of tagged FPSs: 16

AAY	PHH	SPHH	RKSY1	RKSY2	Monthly Allocation(QTL)
3145	9401	12780	9957	6879	2105.16

- On clicking the 'Preview' button, a list of the selected FPSs with category-wise DRCS and allocation are displayed in a pop-up screen. Remarks must be entered before clicking the 'Next' button to proceed.

https://food.wb.gov.in/food/SupplyChain/PPlanDistributorVacancy.aspx

- FPS Name and Codes: MENOKA SARKAR [133601200024], LT. BIMAL KUMAR BISWAS [133601200020], CHAYNA DUTTA AND DEBASISH DUTTA [133601200193], BISWAJIT DUTTA [133601200213], RUPENDRA NARAYAN ROY [133602300045], PRATIHA DUTTA AND SHIBU DUTTA [133602300047], PRABIR MAJUMDER [133602300048], SATYAJIT DEBNATH [133602300049], BHOLA SUR SANKAR SUR [133602300050], M/S ALOK SAHA LAKSHMAN SAHA [133602300052], SHYAMAL SAHA [133602300053], OF SUBODH DUTTA [133602300054], SUKDEV DUTTA [133602300055], UTTAM KUMAR DHAR [133602300056], PRASANTA DEBNATH [WB0336119319], SHYAMAL SAHA Counter-II [WB3361195424]
- No. of tagged DRCs: 42162

AAY	PHH	SPHH	RKSY1	RKSY2	Monthly Allocation(QTL)
3145	9401	12780	9957	6879	2105.16

Remarks:
Enter remarks here...

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10. On clicking the 'View' button, a summary page opens showing a comparative view of scenarios before and after creation of the planned vacancy(ies). Users can toggle between Sub-Division-wise and Block/Municipality-wise views. Excel and PDF download options are also available for saving the report.

Name of District: NADIA		Date of Finalization: 09-07-2025
Before	After	
No. of Distributor: 39	No. of Distributor: 41	
Average no. of FPS per Distributor: 33	Average no. of FPS per Distributor: 31	
Average no. of DRC tagged per Distributor: 131551	Average no. of DRC tagged per Distributor: 125133	
Average allocation per month per Distributor: 6517 Qt.	Average allocation per month per Distributor: 6199 Qt.	

11. The report mentioned in point no. 8 will also be available to Directorate and Secretariat level users.
12. On viewing the reports, if the higher officials are not satisfied, they can contact the DCF&S/JDR/DDR outside the portal and make the instruction across. In such case, the DCF&S/JDR/DDR can click 'Edit' and do necessary modification in the plan.
13. When both the DCF&S/JDR/DDR and the higher officials are satisfied that the optimum number of Distributorship vacancy has been incorporated in the plan, necessary reports are to be downloaded and proceeded in file.

Signature