



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



File No. FS/Sectt./ Sup/4M- 30/2022

No.: 677

Dated: 02/03/2026

ORDER

**Introduction of facility for Authorised Signatory and Office Bearer
Management in FPS Profile Module.**

Whereas, under the provisions of the *West Bengal Targeted Public Distribution System (Maintenance and Control) Order, 2024*, “Fair Price Shop (FPS)” and “Fair Price Shop Dealer” are two distinct identities;

And whereas, an **FPS Profile Module** has already been developed to standardise and digitise comprehensive data relating to the Fair Price Shop, the Dealer/Licensee and the Licence, providing a 360-degree view of all relevant information vide Memo No.: 4224- FS Dt: 05/11/2024;

And whereas, during implementation of the said module, it has been observed that certain additional operational requirements have arisen, particularly in cases where –

- 1) the **Authorised Signatory** of an FPS Licensee, being a **Partnership Firm, Co-operative Society or Self-Help Group (SHG)**, is required to be designated or changed; and
- 2) the **Office Bearers** of a **Co-operative Society or SHG** have undergone change and such changes need to be reflected in the FPS Dealership data;

And whereas, in order to address the above requirements, a **new system facility** has been developed in the FPS Profile Module to –

- 1) designate an existing **Office Bearer** as the “**Authorised Signatory**” for an FPS Licensee; and
- 2) **Add or remove office bearers**, as applicable, in respect of FPSs operated by **Partnership Firms, Co-operative Societies or Self-Help Groups**;

Now, therefore, the **Department of the Food and Supplies Department** has approved the introduction of the aforesaid facility in the **FPS Profile Module**, along with the **Standard Operating Procedure (SOP)** governing the process for adding or changing the **Authorised Signatory** and for modification of office bearer details.

All concerned authorities, including SCF&Ss, Rationing Officers and other field-level functionaries, shall ensure **strict compliance with the SOP** while processing such changes in the FPS Profile.

This is issued with the approval of the **competent authority**.

Enclo.: SOP for Authorised Signatory and Office Bearer Management in FPS Profile Module.


Deputy Secretary
to the Govt. of West Bengal

Memo No. 677- 1(6)/ FS/Sectt./Sup/4M- 30/2022

Date: 02/03/2026

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 P.S to HMIC, Food & Supplies Department.
5. The P.S to HMOS, Food & Supplies Department.
6. The DCF&S/DDR (All).


Deputy Secretary
to the Govt. of West Bengal



Standard Operating Procedure (SOP) for Adding Authorized Signatory for FPS Licensee (Partnership / Co-operative Society / SHG)



Ver:2.0 e-file number 746725

Date: 13.02.2026

FPS Profile has been developed to standardise data of an FPS and the Dealer running the FPS. However, it has been observed that a few requirements have cropped up where

- i. Authorised signatory needs to be marked/ changed in a partnership firm, cooperative society or SHG
- ii. Office bearers of cooperative society or SHG has changed and the same needs to be reflected in Dealership data.

So, a new facility has been developed to designate an existing Office Bearer as the "Authorized Signatory" for FPS Licensee, and to add/remove new/existing office bearer (Partnership firms, Co-operative Societies, or Self-Help Groups). The workflow is given below:

1. Initiation of Request (Inspector Level)

1.1. Authorised Signatory Marking

- 1.1.1. The Inspector will log in into the Supply Chain Portal using Inspector credentials and choose "FPS Profile" Menu and then select "Edit".





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1.1.2. From the FPS Profile Dashboard, the user will select the specific Licensee from the dropdown list and click the Proceed button.

The screenshot shows a web interface with a dropdown menu labeled "Licensee" containing the text "-- Select Licensee --". Below the dropdown is a blue button labeled "Proceed".

1.1.3 The system will display the **Profile Page**. Click on the **Licensee** tab to view entity details.

1.1.4 Under the **Licensee** tab, verify the "License Type" (e.g., Co-operative Society). In the **Office Bearer Details** section, click the **Authorized Signatory** button located on the right side of the office bearer's row.


The screenshot shows the "PROFILE PAGE" with a breadcrumb "Utility / Starter Page". There are three tabs: "License", "Licensee" (selected), and "FPS".

Bank Details

Account No :	0013007191
IFSC :	WIBSC0000014
Bank :	THE WEST BENGAL S
Branch :	BARUIPUR BRANCH
Vendor Id :	WIBSC0000014
Bank Validation :	Validate

License Type : Co-operative Society

Office Bearer Details

 **Shyamsunder Ghosh** [Deactivate](#)

3
Aadhaar: XXXX XXXX 1205

[Add Office Bearer](#) [Authorized Signatory](#)



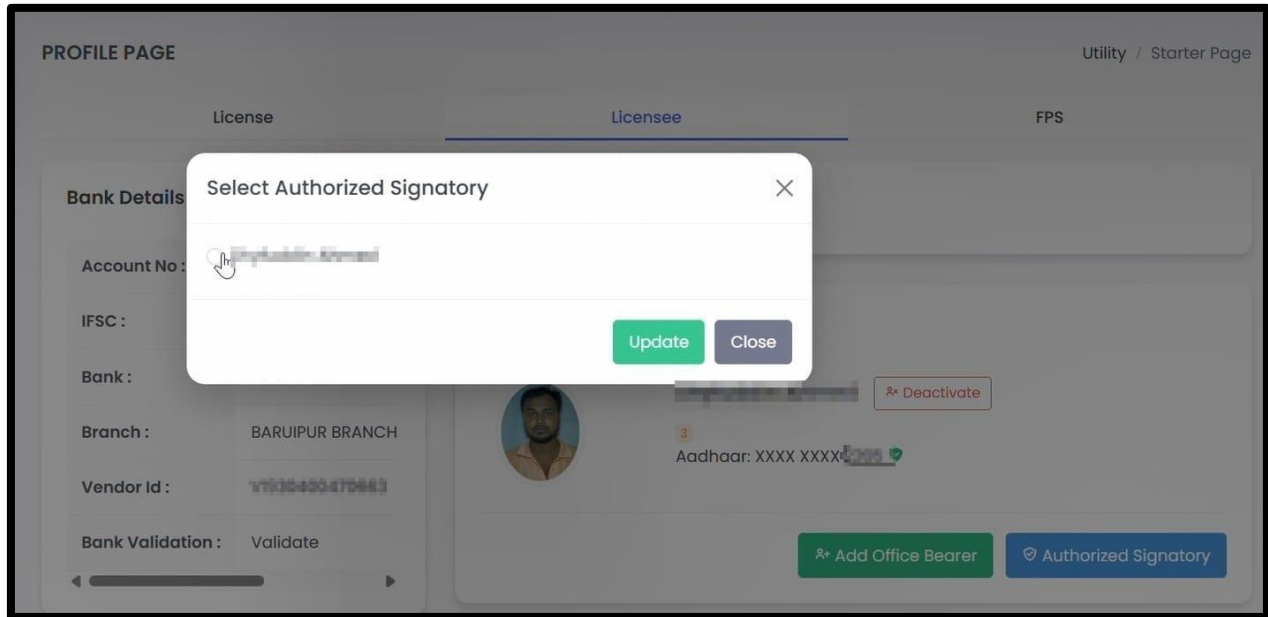
Standard Operating Procedure (SOP) for Adding Authorized Signatory for FPS Licensee (Partnership / Co-operative Society / SHG)



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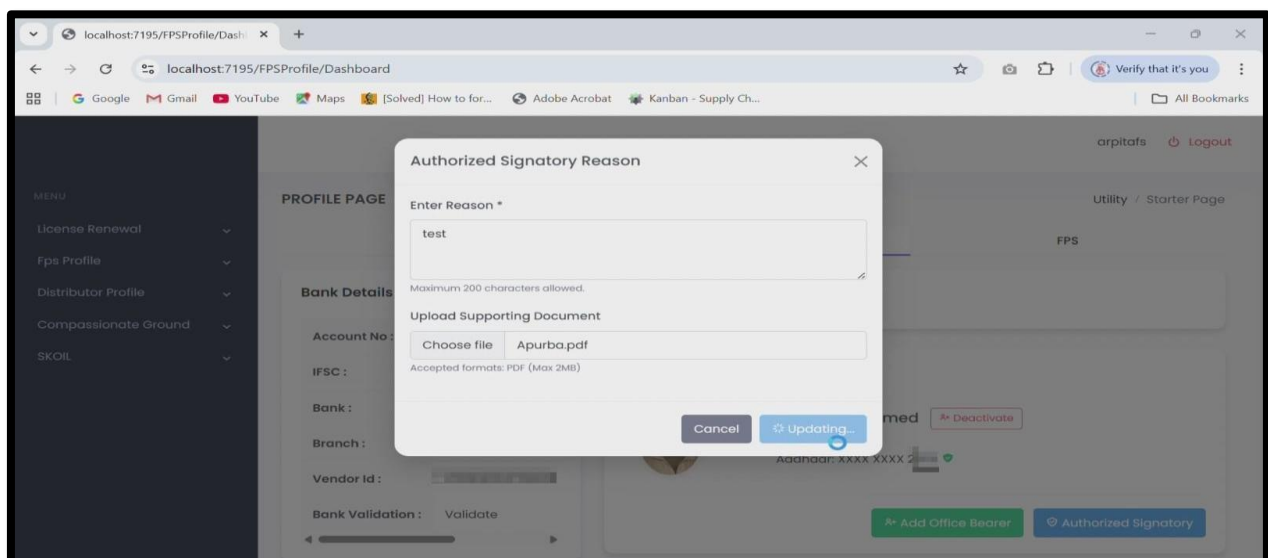
1.1.5 A pop-up window titled "Select Authorized Signatory" will appear. Select the name of an existing Office Bearer from the list and click **Update**.



1.1.6 A form titled **Authorized Signatory Reason** will appear.

- **Enter Reason:** Type the justification for the change (Example: "Resolution passed").
- **Upload Supporting Document:** Click "Choose File" to upload the relevant authorization document (PDF format).

1.1.7 Click the **Submit** button.





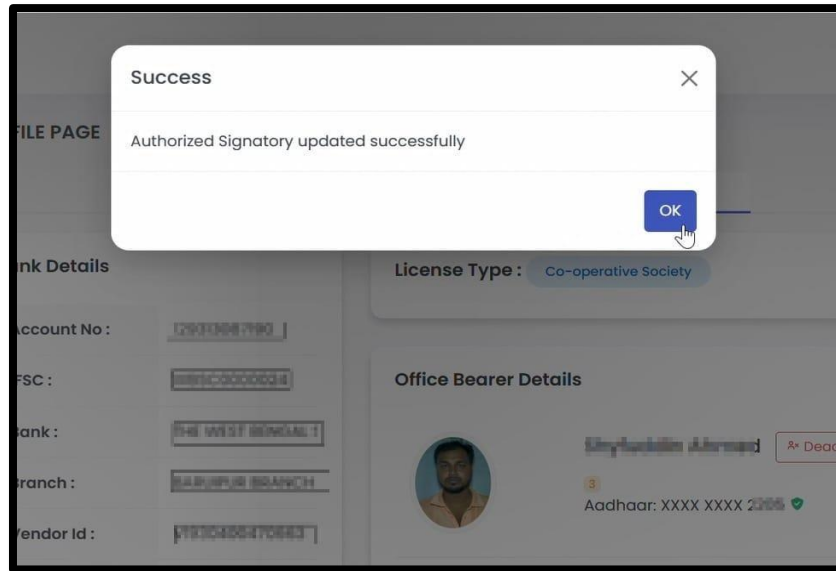
Standard Operating Procedure (SOP) for Adding Authorized Signatory for FPS Licensee (Partnership / Co-operative Society / SHG)



Ver:2.0 e-file number 746725

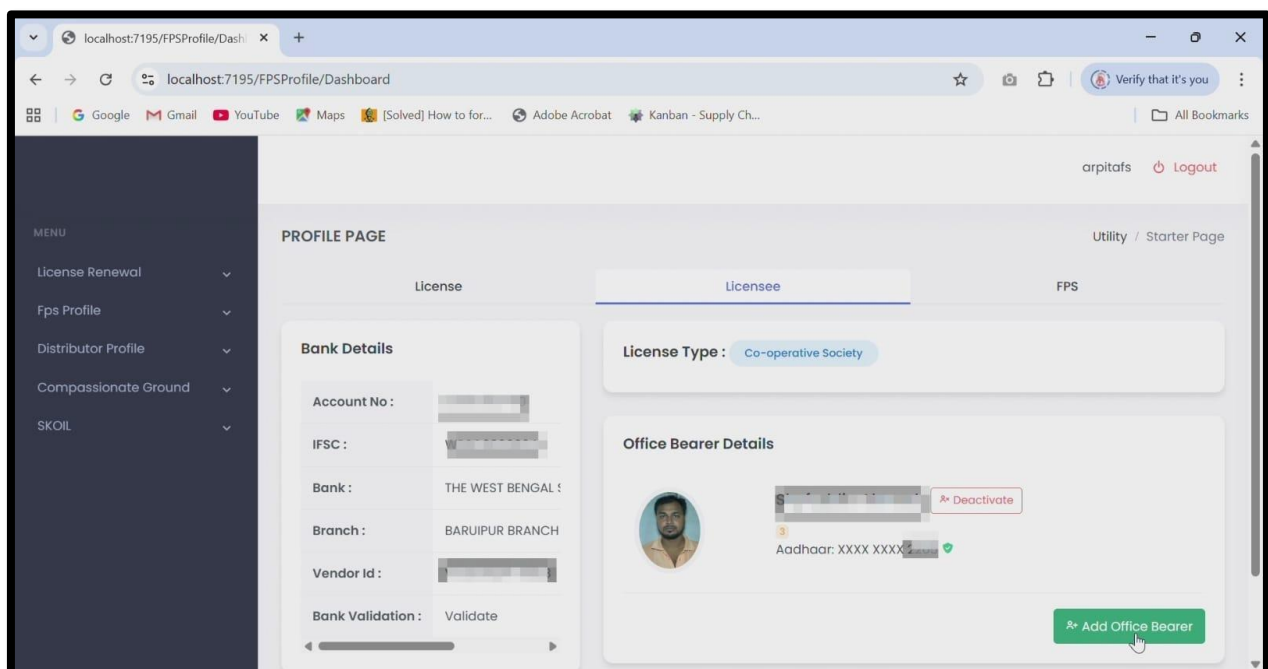
Date: 13.02.2026

1.1.8 A success message "Authorized Signatory update request submitted" will appear. Click OK.



1.2. Reorganisation of Board (add, removal, update of Office Bearers of Cooperative Societies and SHGs)

1.2.1. New Office Bearers can be added by clicking "Add Office Bearer" option.





Standard Operating Procedure (SOP) for Adding Authorized Signatory for FPS Licensee (Partnership / Co-operative Society / SHG)

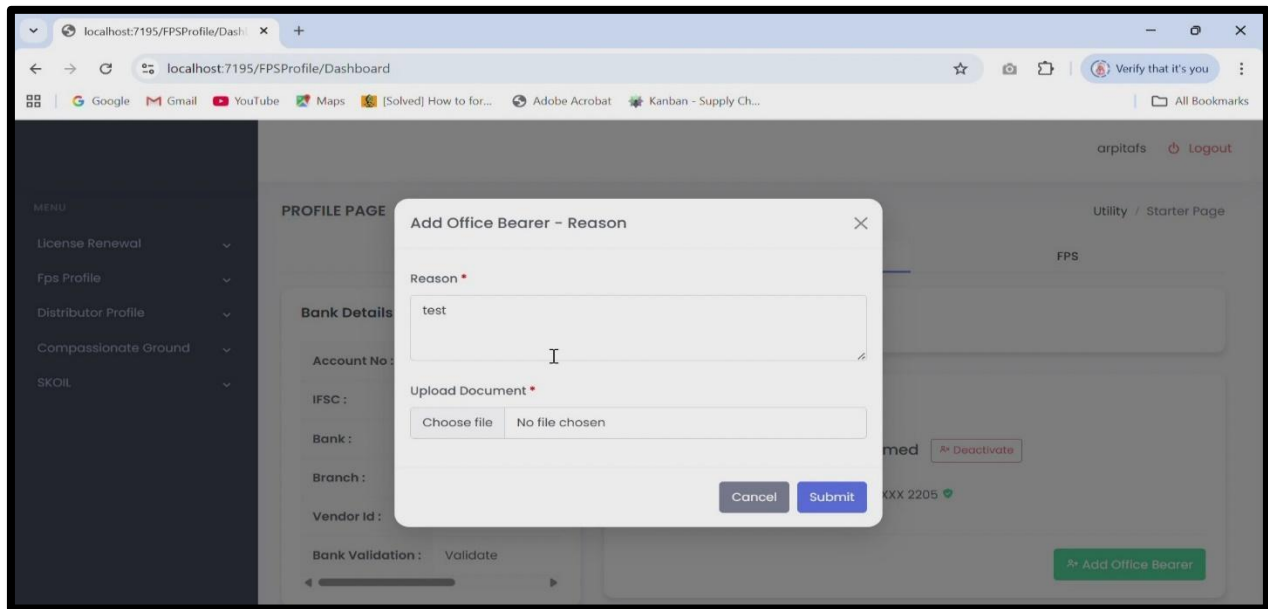


Ver:2.0 e-file number 746725

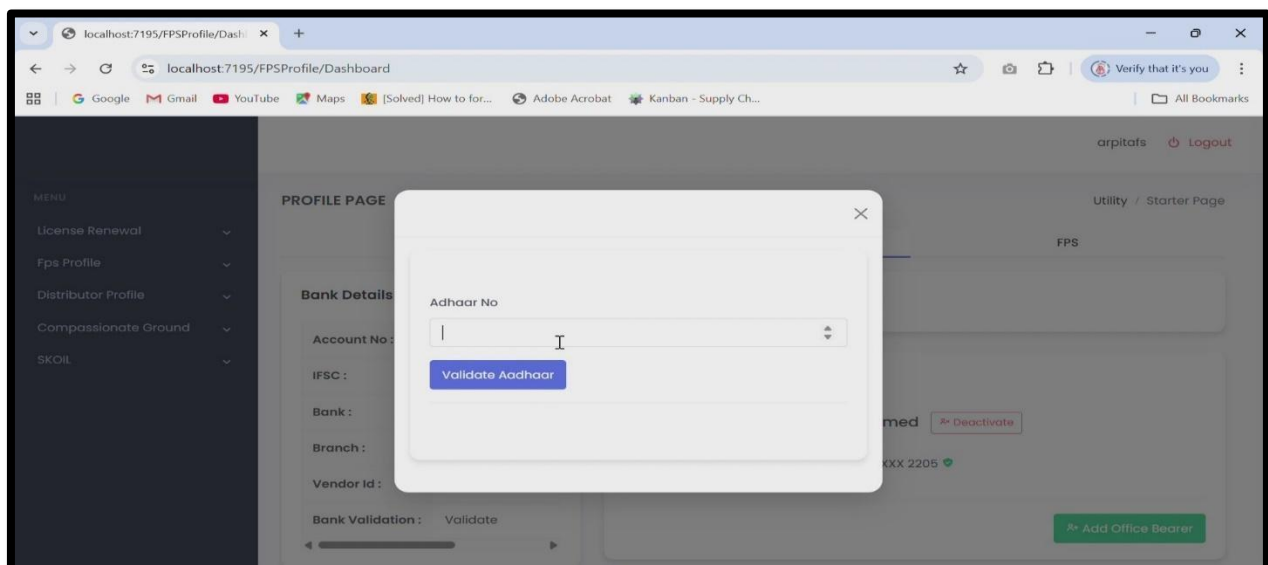
Date: 13.02.2026

1.2.2. On clicking the menu, the following popup will appear

- **Enter Reason:** Type the justification for the change (Example: "Resolution passed").
- **Upload Supporting Document:** Click "Choose File" to upload the relevant authorization document (PDF format).
- **Click Submit Button.**



1.2.3. After Clicking the following Dropbox for providing Aadhaar Number of the office bearer shall appear.





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- 1.2.4. On providing Aadhaar number OTP will be sent to the Aadhaar linked mobile number.
Enter the OTP and submit.

The screenshot shows a web browser window with the URL localhost:7195/FPSProfile/Dashboard. A modal window is open for OTP submission. The modal contains the following fields and buttons:

- Adhaar No: 604900505206
- Account No: [Empty]
- IFSC: [Empty]
- Bank: [Empty]
- Branch: [Empty]
- Vendor Id: [Empty]
- Buttons: Reset, Submit OTP

- 1.2.5. On submitting the OTP following pop up will appear. Enter the details and submit.

The screenshot shows a web browser window with the URL localhost:7195/FPSProfile/Dashboard. A modal window is open for adding an authorized signatory. The modal contains the following fields and buttons:

- Village: [Dropdown]
- Pin Code: [Dropdown]
- Post Office: [Dropdown]
- Police Station: BARUIPUR [Dropdown]
- Mouza Name: [Text]
- Father/Husband Name: test [Text]
- Designation: Select Designation [Dropdown]
- Adhaar No: 604900505206 [Text]
- Buttons: Add Office Bearer



Standard Operating Procedure (SOP) for Adding Authorized Signatory for FPS Licensee (Partnership / Co-operative Society / SHG)



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2. Approval of Request (SCFS/RO Level)

2.1. Authorised Signatory Marking & Board Reorganisation

2.1.1. The Approving Authority (SCFS/RO) will login to the Supply Chain portal and navigate to the **Profile** menu in the left sidebar and click on **Changes Request Approval**.

The screenshot shows a web browser window with the URL localhost:7195/FPSProfile/ChangesRequestApproval. The page displays a 'Licensee List' table with the following data:

License Number	Licensee Name	Action
34345400392	DEBASHIS GHOSH	View Details

The page also includes a sidebar menu with options like License Renewal, Fps Profile, Distributor Profile, Compassionate Ground, and SKOIL. The footer contains copyright information and the text 'Design & Developed by Food & Supplies Department, Govt. of WB'.

2.1.2. The system will display the **Change Request Details** grid. Locate the request where the **Type of Request** is listed as "Mark as Authorised Signatory".

The screenshot shows a web browser window with the URL localhost:7195/FpsProfile/ChangesRequestApproval?LicenseId=19854&handler=View. The page displays a 'Change Request Details' table with the following data:

Name	Aadhar Number	Address	Type of Request	Uploaded File	Remarks	Action
Shyfuiddin Ahmed	XXXX XXXX 2205	SOUTH 24 PARAGANAS, Baruiipur, Baruiipur, MADARAT, BARUIPUR (P) (CT), Pin Code - 743610, PO - Madarat, PS - BARUIPUR, Mouza - BARUIPUR	Mark as Authorised Signatory	Apurba.pdf	Enter remarks	Select
Anuradha Sasmal	XXXX XXXX 5206	SOUTH 24 PARAGANAS, Baruiipur, Baruiipur, MADARAT, BARUIPUR (P) (CT), Pin Code - 743610, PO - Madarat, PS - BARUIPUR, Mouza - BARUIPUR	Add Office Bearer	Apurba.pdf	Enter remarks	Select

The page also includes a sidebar menu and a 'Back to list' button in the top right corner.



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- 2.1.3. The authority can view the uploaded document by clicking the PDF link under the "Uploaded File" column.
- 2.1.4. In the **Action** column, select **Approve** (or Reject/Send Back) from the dropdown menu.
- 2.1.5. Click the **Submit** button at the bottom of the grid.
- 2.1.6. A confirmation alert "Are you sure you want to Submit this?" will appear. Click **OK**.
- 2.1.7. A notification "**Submitted Successfully**" will appear at the top right of the screen and authorised signatory/office bearer (if add office bearer request is approved) will be updated in the FPS Profile.

3. Transaction History

3.1. A facility of seeing the transaction history of creation, deletion, and modification of the authorised signatory/office bearer with details like name, from date, to date, created by (user) with timestamp, and approved by (user) with timestamp has been provided. It can be viewed by clicking on the "History" button in the Profile page. Screenshots are provided below.

The screenshot shows the 'PROFILE PAGE' for a FPS Licensee. The 'Licensee' tab is selected, showing 'License Type: Co-operative Society'. Under 'Office Bearer Details', Sandipan Chattopadhyay is listed with a 'Deactivate' button and an 'Authorize Signatory' button. At the bottom, there are buttons for 'History', 'Add Office Bearer', and 'Authorized Signatory'.

Name	Request Type	Request Date	Requested By (Inspector)	Reason	Date of Effect as Entered	Valid From	Valid To	View Upload	Status	Remarks by SCF&S/RO	Approve/Rejected By (SCFS/RO)
Anuradha Sasmal	Add Office Bearer	13-02-2026 13:02:25	anuradha	test	10-02-2026	13-02-2026		Test_page.pdf	Approved		anuradha
Anuradha Sasmal	Mark as Authorised Signatory	13-02-2026 13:07:01	anuradha	test	10-02-2026	13-02-2026		Test_page.pdf	Approved		anuradha
Sandipan Chattopadhyay	Office Bearer Deactivation	13-02-2026 15:07:56	anuradha	test	08-02-2026	13-02-2026		Test_page.pdf	Approved		anuradha