

**Food and Supplies Department
Government of West Bengal
Khadyashree Bhawan
11A, Mirza Ghalib Street, Kolkata-700087**

Memo No. 5837/FNS-17099/9/20-21-IT Sec

Date: 21.12.2023

Sub: SOP on checking Balance at various points

The Department in Food and Supplies in the past 1-2 years has tried to develop an integrated Supply Chain Management System comprising of **Receipt of Stock in the State Godowns to Lifting of stocks from State Godowns & FCI Godowns by the Distributors/Wholesalers to Doorstep Delivery by the Distributors/Wholesalers to the FPS owners for Distribution by FPS Dealers to beneficiaries to Adjustment of Closing Balance while releasing Allocation.**

Obviously the two most important stakeholders in the entire chain of events are the **FPS Dealers** and the **Distributors/Wholesalers**. It is observed that there is confusion amongst the officials as well as stakeholders with regard to the balances at these two points. This **SOP** attempts to clear the doubts and confusion amongst the officials as well as stakeholders like Distributors, Dealers etc.

Balance at FPS points:

- 1) Whenever any official inspects any FPS, he/she should tally the physical balance in the FPS with respect to the balance of the FPS in Departmental Portal and foodgrains received for the subsequent months.

It may be noted here that the **balance in POS is only indicative. Balance in POS is not considered for adjustment of Closing Balance or for making Food Grain allocation.**

So, balance of stock in any FPS should be tallied with current balance in food portal i.e. <https://food.wb.gov.in/>.

Therefore the Physical balance at any point of time in an FPS should be Current Balance in Food portal + Any stock received from next month's allocation- Any stock not received from the running month's allocation.

- 2) **The facility of checking the current balance of an FPS is now available with all stakeholders as per their jurisdiction.** So Admin can see balance of all FPSs in the state, similarly DDPS/DR can see balance of all FPSs in the Directorate, DCFS/DDR can see balance of all FPSs in the District/Sub Control, SCFS/ROs can see balance of all FPSs in the subdivision/Sub area, Inspectors can see balance of all in the Block/Municipality and the FPS Licensee can see balance of his own FPS.
- 3) Whenever any official or an FPS Dealer wants to check the current balance of any FPS in his/her jurisdiction, he/she shall log into Supply chain portal and select **Stock Reports** then **Closing Stock (Current)** then **select the FPS** and then the **date**. The report will show the following:-
- i. The opening balance as on 01.04.2022
 - ii. Total Allocation received from April 2022 till selected date
 - iii. Total distribution made from April 2022 till selected date.
 - iv. The closing balance of the selected date based on above i.e.

(OB as on 01.04.22) + (Allocation from April 22 till selected date) – (Distribution from April 22 till selected date)

4) If the concerned FPS or the official has any doubt as regard to the opening balance as on **01.04.2022** he can go to report “**Dealer Closing Stock up to 31st March, 2022**”. This report shows:

- i. OB as on 1.08.21 (**It may be noted that this OB being shown had been Verified by the Inspectors for each and every FPS in the State**)
- ii. Total allocation from Aug 21 to Jan 22
- iii. Total distribution from Aug 21 till January, 2022
- iv. ***CB as on 31.01.22. (It may be noted that this CB being shown had again been verified from the Inspectors and allowed to be modified for each and every FPS for the second time.**
- v. Total Allocation for Feb,22 & March,
- vi. Total Distribution of Feb,22 & March,22
- vii. Closing balance as on 31.03.22 based on the above data i.e.

(Verified balance as on 01.08.21)+ (Allocation from Aug 21 to Jan 22) – (Distribution from Aug 21 to Jan 22) = (CB as on 31.01.22 which was again verified and modified)

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then Verified balance as on 31.01.22+ Allocation for Feb and March 22 – Distribution of Feb and March 22 = CB as on 31.03.22

The Department in order to remove any ambiguity has reconciled the balance in POS machines with the balance being maintained for the FPSs in <https://food.wb.gov.in/> on 18.12.23. It may be noted that the FPS associations had also raised concerns several times on the balance in POS. However this should be known and clear to each and every FPS in the state and so verification from the FPSs becomes imperative.

A stock verification certificate is being attached herewith which is to be jointly signed by the FPS owner and the Area inspector and then countersigned by the concerned SCFS/RO and shall be preserved in the office of the SCFS/RO. **A user manual for checking balance of an FPS is also attached herewith.**

Balance at Distributors/Wholesalers points:

1. Earlier the department could not record lifting of food grains from FCI by the Distributors/Wholesalers. As a result their balance could not be maintained. However from February 23 a facility to record lifting by Distributors from FCI has been made available and now we maintain a live item wise balance at Distributor point.
2. The facility to check balance of the Distributors/Wholesalers is also available as per jurisdiction.
3. Whenever any official or the Distributor wants to check the balance they have to log into Supply Chain portal, select **Stock Reports** and then select **Distributor Closing stock**. This report will show the following:
 - i. Closing Quantity as on **28.02.23 (Verified by the DCFS/DDR offices)**
 - ii. Total Lifting quantity from Allocation of March 23 till date including H. Loss.
 - iii. Handling loss allowed till date (Both for the distributor and the dealers tagged with it)
 - iv. Total Lifting quantity from Allocation of March 23 till date excluding Handling Loss.
 - v. Total Doorstep quantity made by the Distributor to the Dealers from allocation of March 23 till date.
 - vi. Current Closing stock = (CB as on 28.02.23) + (Total Lifting quantity from Allocation of March 23 till date excluding Handling Loss) - (Total Doorstep quantity made by the Distributor to the

Dealers from allocation of March 23 till date). **A user manual for checking balance at Distributor point is attached herewith.**

Now,

- I. All concerned are thus hereby requested to follow the SOP along with User Manuals attached herewith for checking the balances at both FPS points & Distributor points.
- II. All Inspectors, SCFS/ROs & DCFS/DDR are advised to meet the stake holders and clear all doubts relating to balance.
- III. Most importantly the Inspectors and SCFS/ROs are strictly advised to collect and preserve the signed Joint Verification Certificate from each and every FPS Dealer. In cases where any confusion persists regarding the balance concerned SCFS/RO may contact Reforms Cell for clarification.

Enclosures: As stated above


Additional Secretary
to the Government of West Bengal

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Copy forwarded for information and to:

1. Director, Directorate of DDP&S
 2. Director, Directorate of Rationing
 3. Joint Secretary, IT Cell, F&S
- 4-27. All DCFS/DDRs with request to circulate the SOP along with user manuals amongst all FPS Dealers and Distributors and ensure collection of Stock Verification Certificate from all FPS Dealers under his/her jurisdiction.


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