
	<p><b>SOP for</b>  <b>Various Modifications in FPS Vacancy Disposal Module -</b>  <b>Enquiry and Disposal in sub-areas and hill areas of Darjeeling</b>  <b>and Kalimpong for vacancies notified between 01/02/2023 to</b>  <b>31/03/2023</b></p>	
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Version 1.0

Released on 01/08/2023

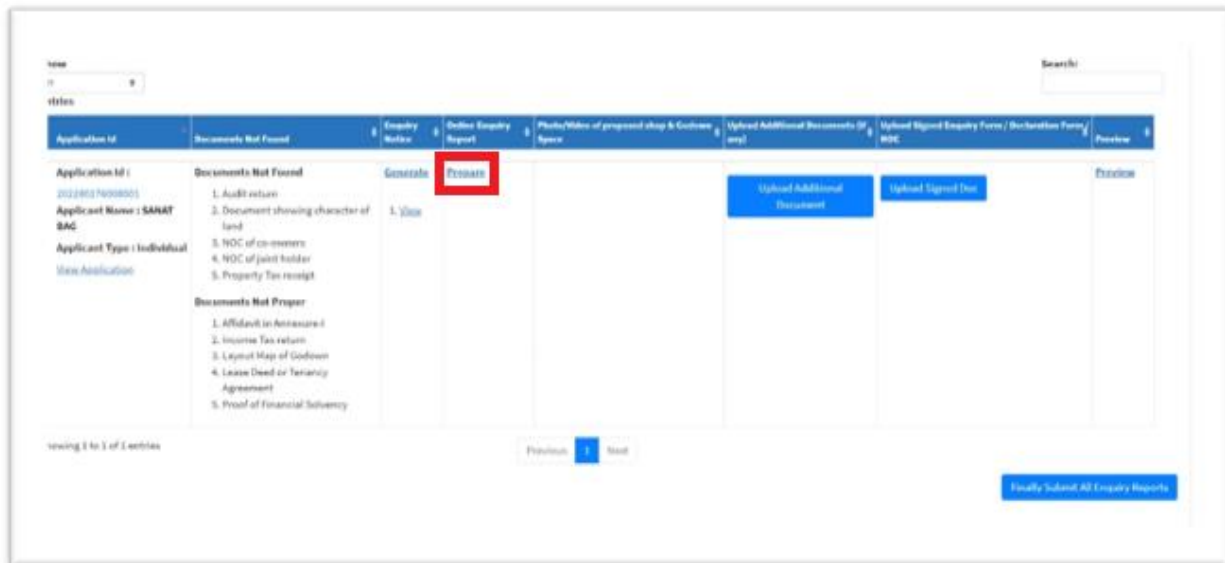
Annex to GO No. 3161 -FS dt. 01.08.23

The Government in the Department of Food & Supplies, vide 386-FS dated 31/01/2023, has modified the godown specifications in the sub-areas and the hill areas of Darjeeling and Kalimpong district whereby specific godown specifications have been laid down for the above-mentioned areas. Accordingly, changes in enquiry and disposal of applications have now been done and published in the departmental portal. These modifications will be effective for vacancies notified from 01.02.2023 to 31.03.2023 as from 01.04.2023 onwards GO no. 1465-FS dt. 10.04.2023 has come into effect.

The workflow of the modification is as follows:

## 1. Login of the Enquiry Officer

1.1. The Enquiry Officer will go to his official login to process the enquiry report as seen in the below screenshot:



After clicking 'prepare' in the 'Online Enquiry Report' column, the enquiry report will open.

No modification has been made in the Part – I (Details of Vacancy/Notification and crucial date), Part – II (Details of individual applicant) and Part – III (Details of applicant in case of partnership) of the report.

1.2. In Part – IV of the Report i.e. Godown Specification and Office Details, the following provisions are introduced at Sl. No. 51, i.e.

- i. Single Compartment without shop/office
- ii. 2 Compartments in Godown with separate shop/office

iii. 1 Compartment in Godown with separate shop/office

According to the option chosen, dimensions (length, breadth, height and plinth height) of the proposed godown and shop/office will open and the data entered by the applicant during application will get pre-filled. The Enquiry Officer will modify/keep the details entered, as the case may be.

Option of adding more compartments to the godown, if felt necessary by the Enquiry Officer is given.

Sr No.	Subject	Findings
50	Full address of the proposed shop-cum-godown with dag no., khatian no., village, Gram Panchayat, Block, Police Station and Pin Code (in case of rural area) or holding no, street name, ward no., municipality, Police Station and Pin Code (in case of municipal area):	<p>PIYAZIMORE,MILANGARH,DAG NO 6075, KHATIAN NO 1870, JL NO 110, MOUZA- BANSGAON, PS -PHANSIDEWA, DARJEELING, PIN 734434</p> <p>Max 500 character(s)</p>
51	Details of the shop-cum-godown proposed:	<p>a. Whether Godown is under construction ?  <input type="radio"/> Yes, incomplete on enquiry day <input checked="" type="radio"/> No, it is completely constructed</p> <p>b. Godown Specifications  <input type="radio"/> Single compartment without separate Shop/Office  <input type="radio"/> 2 compartments in Godown with separate Shop/Office  <input checked="" type="radio"/> 1 compartment in Godown with separate Shop/Office</p> <p>c. Godown(s)            Compartment 1            Length : <input type="text" value="41.20"/>            Breadth : <input type="text" value="14.00"/>            Height : <input type="text" value="11.00"/>            Area (sq ft): <input type="text" value="576.80"/></p>

Height:

Area (sq ft):

Plinth Height:

**Compartment 3**

Length

Breadth

Height

Area

Plinth Height

[Add Additional Compartments](#)

1.3. In sub-point d of Point 51, option of floor of the godown has to be mentioned in either 'complete' or 'incomplete'.

If 'Complete' is chosen, then further details need to be checked among

- i. Kutcha
- ii. Tiles
- iii. Plain Cement

If 'Incomplete' is chosen, then further details need to be checked between

- i. Ready but cement/tiles covering not done
- ii. Not Ready at all

Breadth :  
Height :  
Area (sq ft):  
Plinth Height:  
Less than 2 ft. above road and ground level

Add Additional Compartments

d. Floor  
 Complete  Incomplete

e. If complete  
 Kutcha  Tiles  Plain cement

f. If incomplete  
 Ready but cement/tiles covering not done  Not ready at all

## 2. Changes in Scoresheet of SCF&S/DDR (1<sup>st</sup> Level) due to changes in the Enquiry Report

With the changes in the Enquiry Report as seen in the above point, when the SCFS/DDR (1<sup>st</sup> Level) generates scoresheet, the scoresheet will show as per GO 1697-FS dated 27/04/2023. There will be cases in which the applicant will be deemed 'ineligible' on the following grounds:

2.1. For individual applicants:

- i. Applicants marked to be not residing within the sub-division/sub-area where the vacancy occurs
- ii. Applicants marked physically/mentally unfit
- iii. Applicants marked financially insolvent
- iv. Applicants marked to be persons holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any

other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government

- v. Applicants marked as having any other FPS dealership/Distributorship/Wholesalership in his /her/their own name /name of any relative
- vi. Applicants marked as member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity

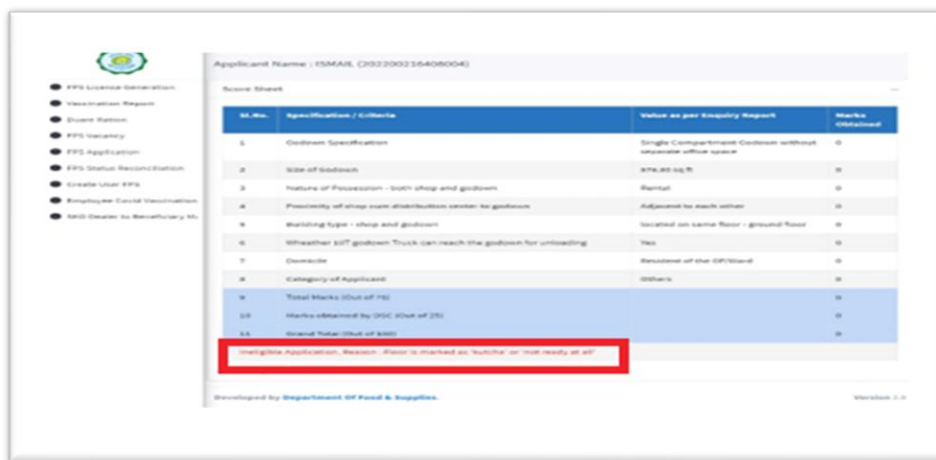
2.2. For applicants other than individual:

- i. If the applicant is marked as not registered
- ii. If marked as a limited liability partnership
- iii. If registered office address is marked to be not located with district where the vacancy has occurred
- iv. If the applicant is marked financially insolvent
- v. If the applicant is marked as having any other FPS Dealership/Distributorship/Wholesalership in his /her/their own name /name of any relative

2.3. Based on newly introduced godown specifications:

- i. Where floor is marked as 'kutchra' or 'not ready at all'
- ii. When size of (i) Shop-cum-Godown is less than 300 sqft. for single compartment (ii) Godown is less than 200 sqft in case of multiple chamber (iii) Shop/Office is less than 70 sqft in case of multiple chamber
- iii. When total no. of chambers in Godown exceeds 2.

All the marks in such cases would be shown as zero (0) and at the bottom of the screen, it will show 'Ineligible Application' with the reason of ineligibility showing besides it.



As per GO no. 2502-FS dated 15/06/2023, Rationing Officers will be given the responsibilities of DDR (1<sup>st</sup> Level) as shown in this SOP. The same would be informed when the development is complete.