



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



File No. FS/Sectt./Sup/4M-90/2018 (Pt.)

No. : 1739

Dated: 19.04.2024

ORDER

Sub: Procedure to be followed during tagging of FPSs

In order to ensure that during tagging/re-tagging of FPSs, deviations/mis-matches in stock balances do not occur and even if they do occur are dealt with immediately and strictly, it is of utmost importance that proper Stock Accounting is done by the Licensing authority i.e., the Sub-Controller of Food & Supplies and Rationing Officer at every instance of tagging or mapping of an FPS Code with any Licensee other than the existing one. This is also important to avoid any unnecessary potential loss to Government exchequer.

Hence in order to achieve both the above mentioned objectives the following guidelines are being issued to deal with all instances of tagging. The Licensing authorities shall follow these guidelines strictly without fail.

Guidelines to be followed in case of tagging/mapping of an FPS Code with another Licensee

A. Events requiring Tagging/Mapping:

- 1) Tagging to nearby Dealer on Suspension of FPS of errant FPS Licensee
- 2) Tagging back to original Licensee on Revocation of Suspension
- 3) Tagging of FPS with a new Licensee appointed on Compassionate ground in the event of Death of a Dealer
- 4) Tagging of FPS with a new Licensee appointed on Compassionate ground due to Medical Incapacitation
- 5) Tagging on receiving new FPS license due to resultant Vacancy
- 6) Tagging due to any other exigency

Action to be taken by Licensing Authority while tagging/mapping an FPS code with another licensee in the above mentioned cases:

1. Along with issuance of order of tagging/mapping an FPS Code with any other Licensee, the Licensing Authority shall:
 - i. **Issue an order causing physical verification and transfer of stock** of food grains from the Godown of the current FPS Dealer to the Godown of the tagged FPS Dealer.

- ii. The quantity of food grains found during physical verification and transferred shall be entered in the online module to be developed by Reforms Cell.
 - iii. A certificate of stock transfer jointly signed by the Inspecting official and both FPS Dealers shall also be uploaded by the Inspecting official in the online module along with pictures of the Godown and Stock.
2. **If there is no difference** in the System balance and physical quantity of foodgrains found in the godown and transferred, then:
- i. The Licensing Authority shall simply complete the tagging process and tag the FPS with the desired FPS Dealer.
 - ii. A certificate of stock transfer jointly signed by the Inspecting official and both FPS Dealers shall also be uploaded by the Inspecting official in the online module along with pictures of the Godown and Stock.
3. **If there is any difference in the System balance and physical quantity** of foodgrains found in the godown and transferred then the Licensing Authority shall proceed in the **following way**:
- i. Licensing Authority shall immediately raise a request for freezing payment of all pending bills to the errant FPS Dealer. Feature for raising such request and halting of payment of an FPS Dealer shall be developed by reforms Cell by 30.04.24.
 - ii. Till development of the feature, such requests shall be intimated by email and over phone to the office of Director of Finance and Reforms Cell.
 - iii. Licensing Authority in consultation with Accounts Officer of the District / DDR shall calculate the amount of pending bills and the amount to be realized to recover the economic cost of food grains as per provisions of the WBPDS (M&C) Order, 2013 as amended.
 - iv. **If the amount of pending bills of the FPS matches or is greater than the penal amount to be recovered** the licensing authority shall pass a reasoned order on completion of the proceedings for recovery of the amount from the unpaid bills and send a copy of the same to the office of Director of Finance.
 - v. **If the amount of pending bills of the FPS is less than the penal amount to be recovered** the licensing authority shall issue a notice to the errant FPS Dealer to pay the **residual penal amount** within 15 days in order to recover the economic cost of food grains as per provisions of the WBPDS (M&C) Order, 2013 as amended from time to time. Apart from this the Licensing authority may also proceed for other actions like lodging an FIR, etc. as per provisions of Essential Commodities Act, 1955 as amended.
 - vi. In the meantime the Licensing Authority shall raise a request for providing Additional Allocation to the newly Tagged Dealer through the online module already available so that food grains are available for distribution to the beneficiaries. On approval of the Director, Additional allocation shall be released to the tagged FPS Dealer. This would be recorded by the system automatically & lead to a temporary increase in System Balance of the FPS which is required to be settled later after completion of all the process related with such shortage as per provisions of the Control Orders.

- vii. In the event of realization of fine or termination of the suspended licensee, the licensing authority shall raise a request for balance correction again in the online module already available and on approval of the Director the balance shall get corrected.

B. Events requiring Tagging / Mapping :

Tagging due to death of an existing FPS Dealer

Action to be taken by Licensing Authority while tagging / mapping an FPS code with another licensee due to Death of an existing Dealer:

1. Along with issuance of order of tagging / mapping an FPS Code with any other nearby Licensee, **the Licensing Authority shall :**
 - i. **Issue an order causing physical verification and transfer of physical stock** of food grains from the Godown of the deceased FPS Dealer to the Godown of the tagged FPS Dealer.
 - ii. The quantity of food grains found during physical verification and transferred shall be entered in the online module to be developed by Reforms Cell.
 - iii. A certificate of stock transfer jointly signed by the Inspecting official, family member/s of the deceased Dealer and the FPS Dealer going to be tagged shall also be uploaded by the Inspecting official in the online module along with pictures of the Godown and Stock.
2. **If there is no difference** in the System balance and quantity transferred then the Licensing Authority shall simply complete the tagging process and tag the FPS with the desired FPS Dealer.
3. **If there is any difference in the System balance and quantity transferred** then the Licensing Authority shall proceed in the **following way:**
 - i. Licensing Authority shall immediately raise a request for freezing payment of all pending bills to the deceased FPS Dealer. Feature for raising such request and halting of payment of an FPS Dealer shall be developed by reforms Cell by 30.04.24. Till development of the feature, such requests shall be intimated by email and over phone to the office of Director of Finance and Reforms Cell.
 - ii. Licensing Authority in consultation with Accounts Officer of the District/ DDR shall calculate the amount of pending bills and the **penal amount** to be realized to recover the economic cost of food grains as per provisions of the WBPDS (M&C) Order, 2013 as amended.
 - iii. If the amount of pending bills of the deceased FPS Dealer matches or is greater than the penal amount to be recovered the licensing authority shall pass a reasoned order for recovery of the amount from the unpaid bills and send a copy of the same to the office of Director of Finance.
 - iv. If the amount of pending bills of the FPS is less than the penal amount to be recovered the licensing authority Issue a letter to family of the deceased FPS Dealer informing them of the findings and to pay the residual amount within 45 days failing which any prayer from any of the member/s for compassionate ground shall be liable to be rejected.

- v. In the meantime the Licensing Authority shall raise a request for providing Additional Allocation to the Tagged Dealer through the online module already available so that no beneficiary is deprived of food grains. On approval of the Director, Additional allocation shall be released to the tagged FPS Dealer. This would be recorded by the system automatically & lead to a temporary increase in System Balance of the FPS which is required to be settled later after completion of all the process related with such shortage as per provisions of the Control Orders.
- vi. In the event of realization of the complete amount, the licensing authority shall raise a request for balance correction again in the online module already available and on approval of the Director the balance shall get corrected.
- vii. In the event of non-payment of the residual amount by any of the family member/s no application from the family shall be processed. On non-payment of penal amount within 60 days the FPS shall be declared for resultant vacancy.

C. In the event of new FPS Creation due to getting license on fresh vacancy:

As an entirely new FPS code is created, the Licensing Authority shall not transfer any physical stock from the existing FPS Dealer. He/She shall create allocation for the newly created FPS from the Additional Allocation Module already live and the FPS shall be able to function immediately from the next month.

The IT & Reforms Cell will develop a comprehensive Tagging Module encompassing all requirements of the Guidelines by 15.05.2024


Joint Secretary

to the Government of West Bengal
Food & Supplies Department

No.: 1739/1(31)- FS/Sectt./Sup/4M-90/2018 (Pt.)

Dated: 19/04/2024

Copy forwarded for kind information and necessary action to:

1. Director, Directorate of DDP&S
2. Director, Directorate of Rationing
3. Additional Secretary (IT & Reforms)

4-31. All DCFS and DDRs for ensuring circulation to all SCFS and ROs in their jurisdiction.


Joint Secretary

to the Government of West Bengal
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