
	<h1>Guidelines for FPS Licence Management</h1> <p>(Part II: Step-by-Step Guideline for Creation of Licence Code for a Compassionate Ground (incapacitation) Licence, Linking of FPS with it and Generation of Dealership Licence)</p>	
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Version: 2.0

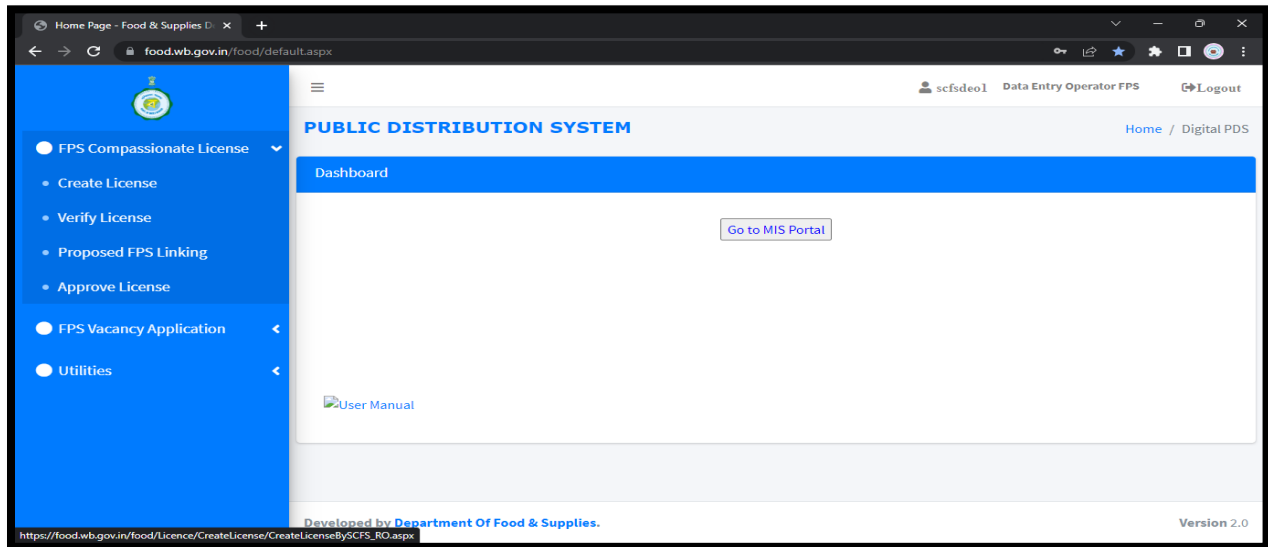
Release Date: 30.11.22

Supplementary Annx. to GO No.: 3656-FS/Sectt/SUP/4M-195/19 Dated 06.09.2022

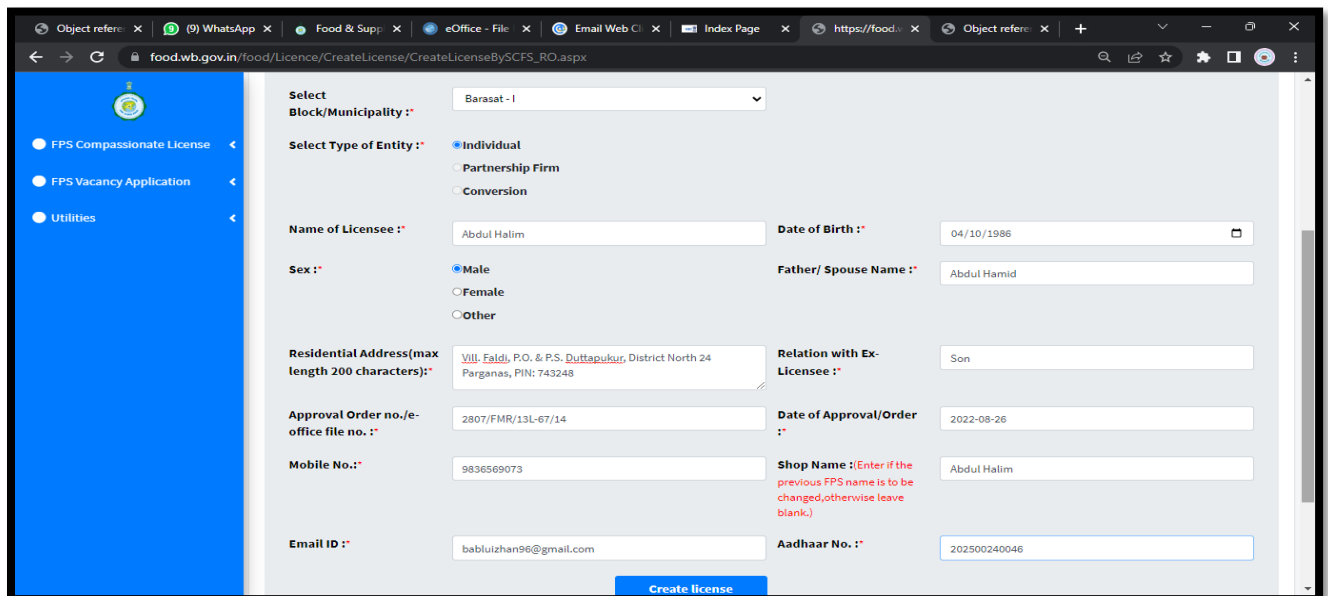
1. Generation of a licence code for the approved applicant:

Login of Data Entry Operator of SCF&S/RO

1.1. In his login the DEO of SCF&S/RO will go to 'FPS Compassionate Licence' > 'Create Licence Code'.



1.2. He will enter data as per "Proforma for Basic Information of Approved Applicant for FPS Dealership on Compassionate Ground" filled up and submitted by the applicant.





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1.3. The following must be kept in mind while filling up the fields.

- 1.3.1. The DEO will select the block/municipality in which the discontinued FPS functioned. This will not be applicable for ROs.
- 1.3.2. For 'Name of Licensee' the name of the approved applicant will be entered with correct spelling.
- 1.3.3. For 'Approval Order no.' the memo no. of letter granting approval in favour of the applicant from the Director, DDP&S/DR (or any other authority if declared competent by the Department from time to time) is to be entered. If the approval is granted in note sheet of a file, no. of such file may be entered.
- 1.3.4. 'Mobile no.' and 'Email ID' of the approved applicant is to be entered. This will be used in various other functions when his Dealership commences.
- 1.3.5. For 'Shop Name', if the name of the FPS (to be linked with this licensee) needs to be changed then the new name is to be entered. In case of individual to individual transfer this will be applicable mainly.

However, some FPSs have non-person specific names like 'M/s XYZ Enterprise' etc. If such name is to be continued under the new licensee as well, then this field is not to be filled up.



1.4. After filling up, the 'Create Licence' button is to be pressed. The new licence code created will be shown on the screen which must be kept noted.

The screenshot shows a web browser window with the URL `food.wb.gov.in/food/Licence/CreateLicence/CreateLicenceBySCFS_RO.aspx`. The page contains a form for creating a license with the following fields and values:

- Sex:** Male (selected)
- Father/ Spouse Name:** Abdul Hamid
- Residential Address(max length 200 characters):** Vill. Faldi, P.O. & P.S. Duttapukur, District North 24 Parganas, PIN: 743248
- Relation with Ex-Licensee:** Son
- Approval Order no./e-office file no.:** 2807/FMR/13L-67/14
- Date of Approval/Order:** 2022-08-26
- Mobile No.:** 9836569073
- Shop Name:** Abdul Halim (Note: Enter if the previous FPS name is to be changed, otherwise leave blank.)
- Email ID:** babluizhan9@gmail.com
- Aadhaar No.:** 202500240046

A green message at the bottom of the form states: **New license code (33743700301) created successfully.**

The footer of the page includes: **Developed by Department Of Food & Supplies.** and **Version 2.0**.

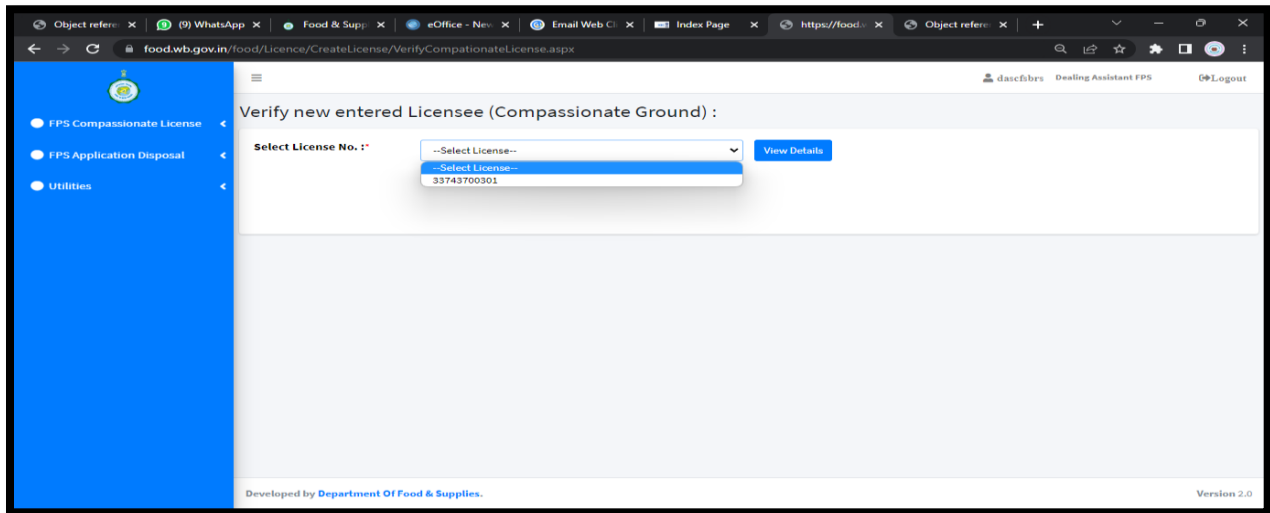
	<h1 style="margin: 0;">Guidelines for FPS Licence Management</h1> <p style="margin: 0;">(Part II: Step-by-Step Guideline for Creation of Licence Code for a Compassionate Ground (incapacitation) Licence, Linking of FPS with it and Generation of Dealership Licence)</p>	
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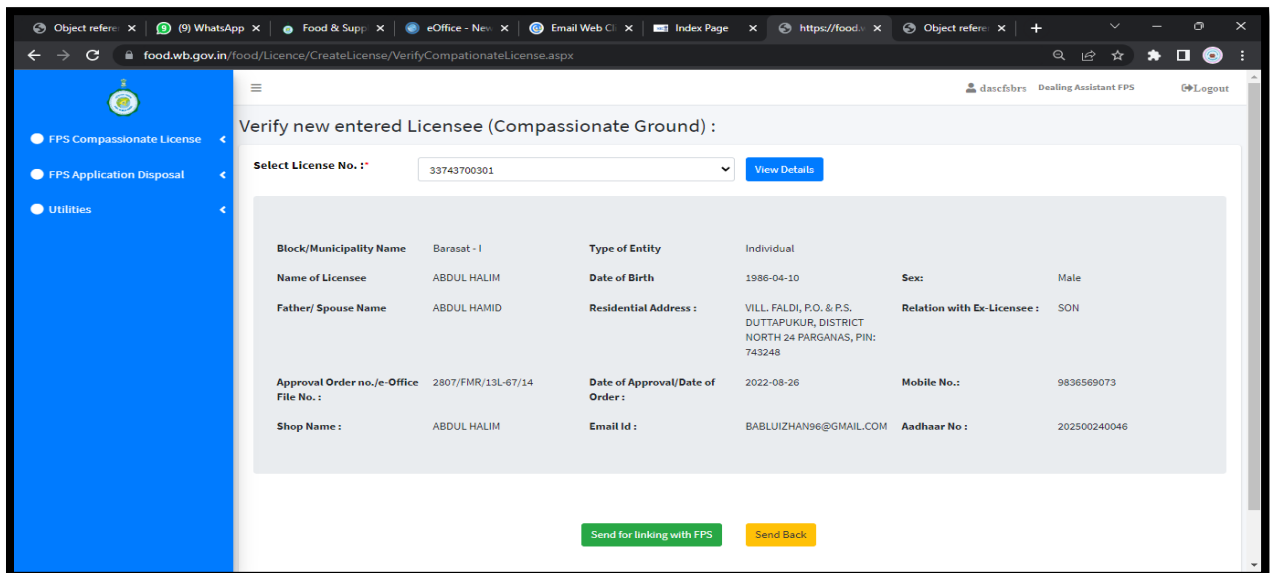
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Login of Dealing Assistant of SCF&S/RO (Verifier)

1.5. The Dealing Assistant in his login will go to 'Verify Licence'. In the drop down he can find the list of licence codes created by the DEO (which are yet to be linked with any FPS). He will select licence codes one by one. On selection of a licence code this screen will open.



1.6. If the DA finds any discrepancy/mistake in the data of created licence, he will press 'Send back' to send it back to the DEO for correction.

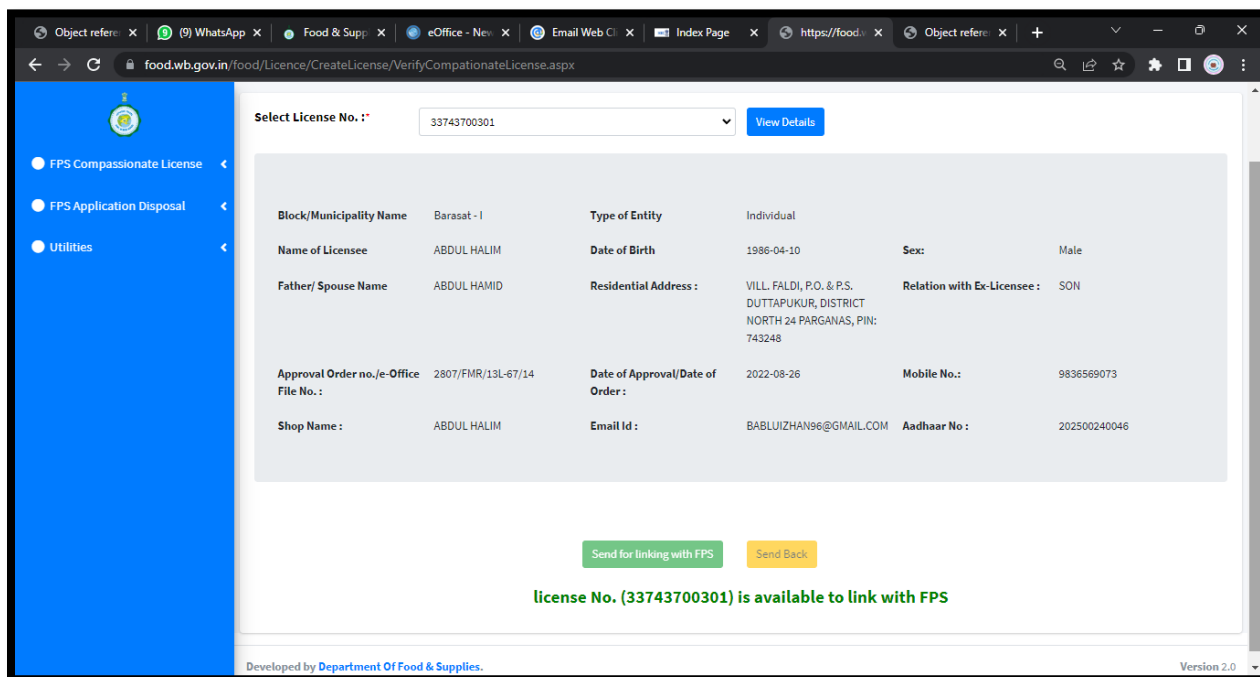


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1.7. If he is satisfied, he will press 'Send for Linking with FPS'. Now the licence code is ready for FPS linking proposal.



The screenshot shows a web browser window with the URL <https://food.wb.gov.in/food/Licence/CreateLicense/VerifyCompassionateLicense.aspx>. The page has a blue sidebar with navigation options: 'FPS Compassionate License', 'FPS Application Disposal', and 'Utilities'. The main content area shows a form for license verification. At the top, there is a 'Select License No.' dropdown menu with the value '33743700301' and a 'View Details' button. Below this, a table displays the following information:

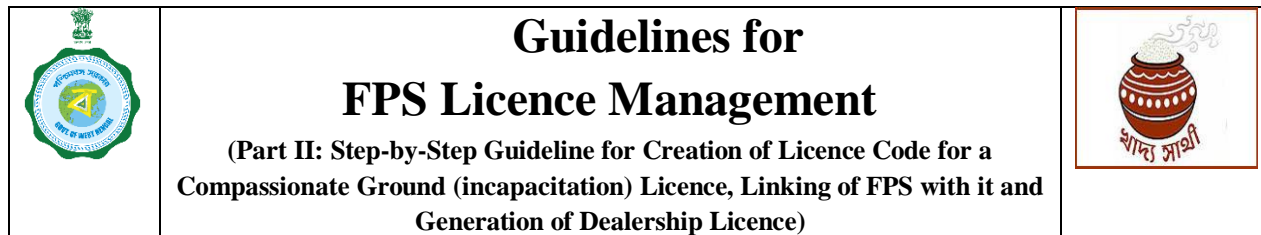
Block/Municipality Name	Barasat - I	Type of Entity	Individual		
Name of Licensee	ABDUL HALIM	Date of Birth	1986-04-10	Sex:	Male
Father/ Spouse Name	ABDUL HAMID	Residential Address :	VILL. FALDI, P.O. & P.S. DUTTAPUKUR, DISTRICT NORTH 24 PARGANAS, PIN: 743248		
Approval Order no./e-Office File No. :	2807/FMR/13L-67/14	Date of Approval/Date of Order :	2022-08-26	Mobile No.:	9836569073
Shop Name :	ABDUL HALIM	Email Id :	BABLUZHAN96@GMAIL.COM	Aadhaar No :	202500240046

At the bottom of the form, there are two buttons: 'Send for linking with FPS' (green) and 'Send Back' (yellow). Below the buttons, a green message reads: 'license No. (33743700301) is available to link with FPS'. The footer of the page includes 'Developed by Department Of Food & Supplies.' and 'Version 2.0'.

2. Linking of the newly generated licence code with the FPS code:

Login of Dealing Assistant of SCF&S/RO


- 2.1. Before proceeding to do this work, the Dealing Assistant must be sure of the FPS that is to be linked with the newly created licensee. He must check the FPS code and whether all the concerned beneficiaries are assigned to this FPS code.
- 2.2. The Dealing Assistant will go to 'FPS Compassionate Licence' > 'Propose FPS Linking'. This screen will open.
- 2.3. In version 1.0 of the guideline, linking on death ground has been dealt with. Now, the Dealing Assistant will select 'Incapacitation'.



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- 2.3.1. The DA will select the block/municipality in which the instant licensee has been created (point no. 1.3.1.). This will not be applicable for DA of ROs.
- 2.3.2. All the own-run FPSs (as marked by SCF&S in recent FPS status reconciliation exercise) in the concerned block/municipality (for ROs, in the entire sub-area) will be shown in the drop down list in 'Select Tagged FPS'.
- 2.3.3. From 'Select Licensee with whom to be linked' the instant license code is to be selected.
- 2.3.4. If the licensee has been approved to continue at the same FPS premises as the previous licensee, against 'Do you want to change godown/Shop address of selected FPS?', 'No' is to be clicked. If the licensee is going to use a new premise as per approval, then the SCF&S/RO will press 'Yes' and enter full address of the new premises. Latitude and longitude of the new premises is to be entered in decimal upto 4 (four) places.
- 2.3.5. After completion of entry 'Propose Linking FPS with Licensee' button is to be pressed.
- 2.3.6. Now confirmation message of linking will show on the screen.



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Login of the SCF&S/RO (Approver)


2.4. In his login the SCF&S/RO will go to ‘Approve Licence’.

2.5. From the drop down, he will select a newly created licence code.



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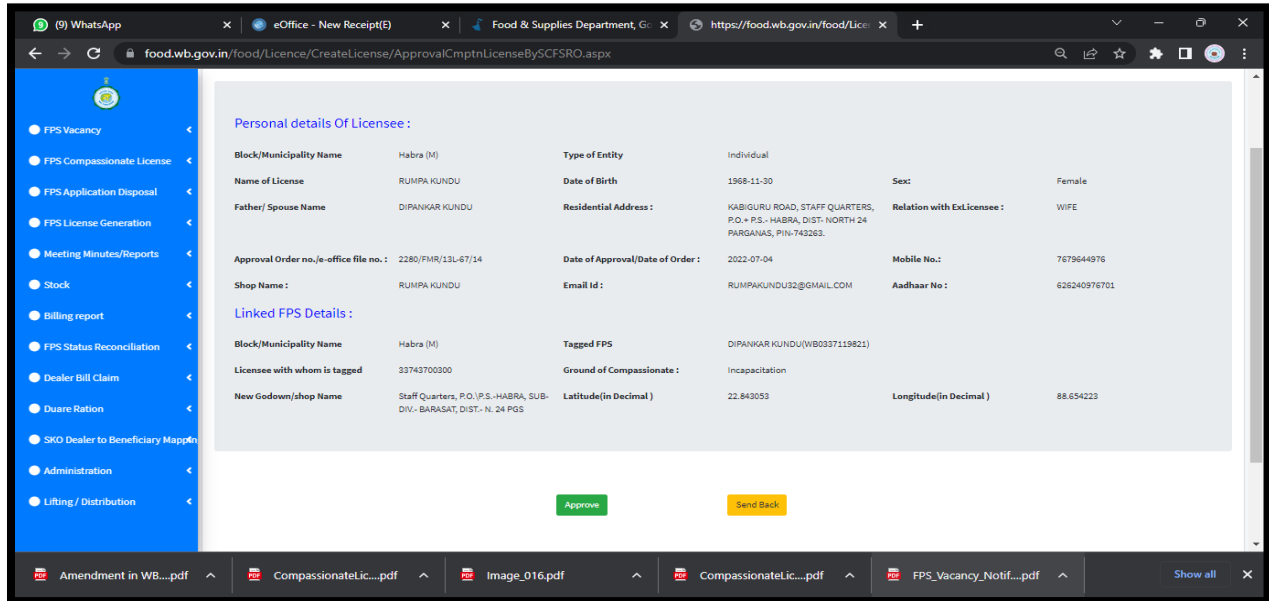
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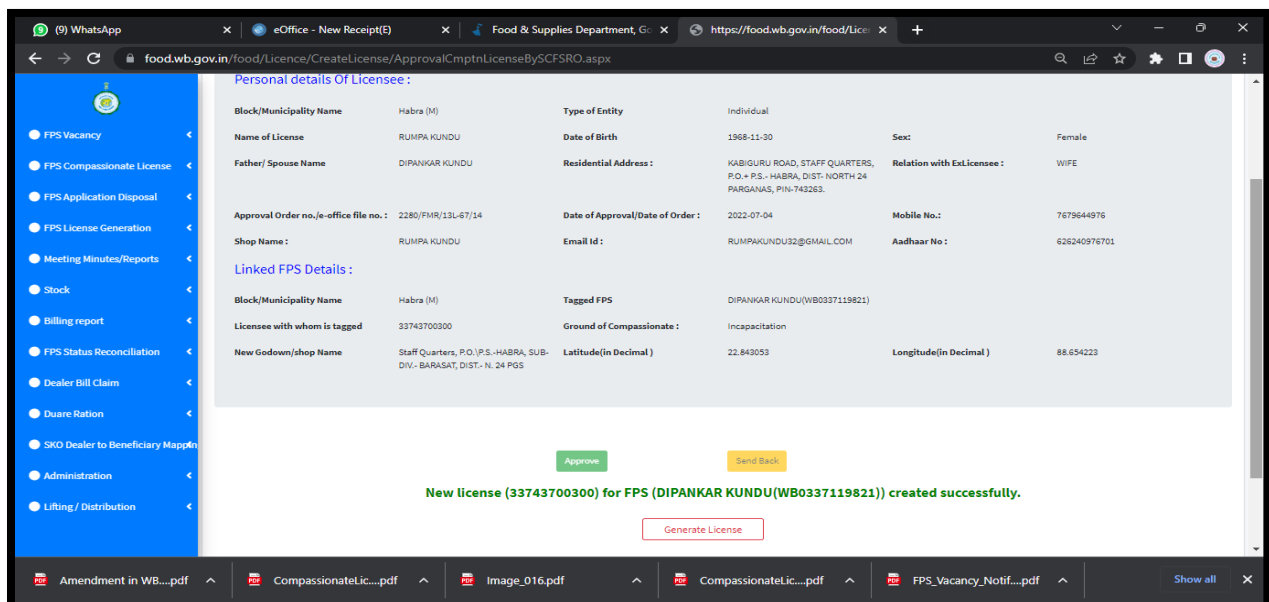
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2.6. On pressing 'View Details' the entire details of the licensee as entered by DEO and verified by DA, and details of the FPS with which the DA has proposed linking will open.



2.7. If he detects any discrepancy or mistake, he will send it back to the DA by pressing 'Send Back'.

2.8. If he is satisfied, he will press 'Approve'. Accordingly the proposed linking of the licence code and FPS code will be approved.



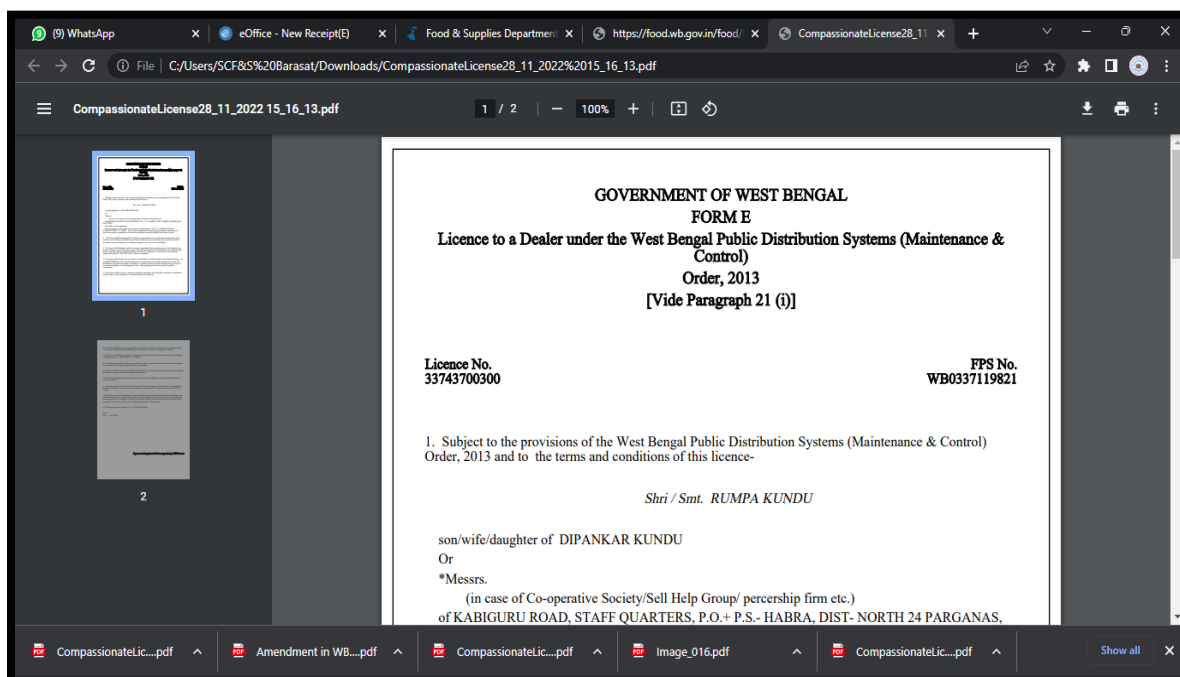
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2.9. If the SCF&S/RO wants to generate licence in statutory form right now, he will press ‘Generate Licence’.

2.10. Else, he may choose generation of licence later. For this he will enter the licence code in the field shown at the bottom of the screen in 2.8. and press ‘Generate Licence’.



2.11. A licence in PDF format gets generated once the entire process gets completed.