

## SOP for submission of claim bills by Distributors and processing of online claims at all levels

### Distributors Claim of (1) Margin (2) Transport Rebate for the distance from Godown to Distributor point (3) Transport Rebate for the distance from Distributor Point to FPS point upto 8 km and (4) Transport Rebate for doorstep delivery to FPS point beyond 8 k.m

At present Distributors submits two claims per month. One for claim of Margin and TR for lifting of food grains from Godown and delivery to FPS point upto 8 k.m distances & another claim for TR for doorstep delivery to FPS point beyond 8 k.m distance. SCFS, DCFS/DDR-Staff, Accounts Officer, DCFS/DDR and DF also process two bills per month against each Distributor.

Henceforth w.e.f. April, 2023 each Distributor shall submit a single claim which shall include all 3 claims/claim components viz. Claim of (1) Margin (2) TR for lifting of food grains from Godown and delivery to FPS point upto 8 k.m distance (3) TR for doorstep delivery to FPS point beyond 8 k.m distance. So w.e.f. April, 2023 there shall be no need of submitting multiple claims against a particular month.

Upon submission of the single bill w.e.f. April, 2023 three (3) different bill ID will be generated based on the funding pattern of GOI and GOWB. Payment shall be made against each individual bill only. Details of bills are given below.

**1st Bill:** Claim of TR on NFSA items only at the rate of TR fixed by GOI. [Presently upto Rs.70/- per Quintal]

**2nd Bill:** Claim of TR on Non-NFSA items including special packages as per order of the State Government. This bill shall also include the additional TR on NFSA items in excess of the rate fixed by GOI i.e. in excess of Rs.70/- per quintal.

**3rd Bill:** Claim of Margin of all items (NFSA + Non NFSA + Special packages) at the rate fixed by State Government [Rs.18/- per quintal at present].

**Claim Submission procedure:** Distributor shall login in portal (food.wb.gov.in) with login credentials and OTP based verification. Then Distributor shall go to **“Generate Bill”** option under **“Claim Bills”** menu.

The screenshot displays the 'Distributor Claims' interface. On the left, a blue sidebar menu contains several options, with 'Claim Bills' and its sub-option 'Generate Bill' highlighted by a yellow box and a yellow arrow. The main content area shows the 'Generate Bill' form, which includes two dropdown menus: 'Select Year' (set to 2023) and 'Select Month' (set to April). A blue 'Search' button is located to the right of these dropdowns, with a yellow arrow pointing to it. Below the form, a green text message reads: 'After complete doorstep entry closing of Month for selected item should be done for submission of bill'.

After selecting the month and year Distributor shall click on “Search”

Upon click on SEARCH details will be shown as below.

Distributor Claims : Home

**Generate Bill :**

Select Year :

Select Month :

After complete doorstep entry closing of Month for selected item should be done for submission of bill

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**Generate Bill :**

Item Name	Delivery Order No	Quantity (In Qty)	Consumer Issue Price per Qty (Rs.)	TR claim upto distributors designated point (Rs.)	Transport Rebate		Total Claim (Rs.)
					TR upto FPS(upto 8 km.) (Rs.)	Margin (Rs.)	
AAV(NFSA)-RICE	23AM257	2860.41000	200.00	61754.86	75514.82	51487.38	188757.06
PHH-RICE	23AM266	20.00000	200.00	672.00	528.00	360.00	1560.00
PHH-RICE	23AM275	525.00000	200.00	28350.00	13860.00	9450.00	51660.00

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**Additional TR Bill :**

Item Name	No. of Dealer to whom door-step made at the distance beyond 8 k.m. (* 10 k.m for hills)	Total distributed Quantity to those Dealers having distance more than 8 k.m. (* 10 k.m for hills)	Amount of Additional TR (Rs.)
AAV(NFSA)-RICE	27	1109.22000	7627.7800
PHH-RICE	27	1574.43000	11404.3000
PHH-ATTA	27	997.02500	7221.5400
RKSY-I-RICE	27	219.61852	1506.0000
RKSY-II-RICE	17	0.58146	4.3100
AAV(NFSA)-ATTA	27	702.23600	4828.0100
AAV(JM)-RICE	27	436.61520	2899.4300
AAV(JM)-WHEAT/RICE	27	167.48070	1114.2600
PHH(JM)-RICE	27	3148.14420	22821.1900
RKSY-I(JM)-RICE	27	641.67300	4401.8400
RKSY-II-Rice_R1	27	324.80468	2226.6900
RKSY-II-LRice_R2	17	0.58146	4.3100

Additional TR Amount: 66060

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**Submit Bill :**

Then click on “SUBMIT”.

In “View Claim” menu the BILL ID will be shown. PDF can also be downloaded from this page.

View Claims Home

Select Month :

Select Year :

Distributor Code	TransactionID	Total Claim(Rs.)	SCFS Approval	Approve Status	Payment Status	Payment Date	Download File
658	DMR658260542301	371161.00	In SCFS Desk	<input type="button" value="View Status"/>	Not Done Yet		<input type="button" value="DOWNLOAD"/>
658	DNFTR658260542301	541316.00	In SCFS Desk	<input type="button" value="View Status"/>	Not Done Yet		<input type="button" value="DOWNLOAD"/>
658	DTR658260542301	674449.00	In SCFS Desk	<input type="button" value="View Status"/>	Not Done Yet		<input type="button" value="DOWNLOAD"/>

Once SUBMITTED all 3 bills will be available at SCFS/RO login.

# Bill processing at SCFS/RO Login

SCFS/RO shall process the bill from existing link

**Distributor Claims Approval**

Select Year: 2023  
Select Month: April

Distributor Code	Distributor Name	Bill Type	Transaction ID	Status	View Details
658	Silda Trading Society	TR of NFSAs Items	DNFTR658260542301	Not Verified	<a href="#">DETAILS</a>
658	Silda Trading Society	TR of Other Items	DTR658260542301	Not Verified	<a href="#">DETAILS</a>
658	Silda Trading Society	Margin Bill	DMR658260542301	Not Verified	<a href="#">DETAILS</a>
662	Dilip Kumar Sahu	TR of NFSAs Items	DNFTR662250542301	Approved	<a href="#">DETAILS</a>
662	Dilip Kumar Sahu	TR of Other Items	DTR662250542301	Approved	<a href="#">DETAILS</a>
662	Dilip Kumar Sahu	Margin Bill	DMR662250542301	Approved	<a href="#">DETAILS</a>
664	Asish Kumar Khatua	TR of NFSAs Items	DNFTR664250542301	Approved	<a href="#">DETAILS</a>
664	Asish Kumar Khatua	TR of Other Items	DTR664250542301	Approved	<a href="#">DETAILS</a>

So against each individual Distributor 3 bills will be submitted/available at SCFS/RO end.

Upon click on “Details” tab the details will be shown.

SCFS/RO can make deduction (if required)

PHH-RICE	63	23Am275	525.00000	9450.00	0.00	0.00	9450.00
PHH-RICE	63	23Am276	724.76000	13045.68	0.00	0.00	13045.68
PHH-RICE	63	23Am283	1871.62000	33689.16	0.00	0.00	33689.16
RKSY-I(JM)-RICE	91	23Ao271	1585.97790	28547.60	0.00	0.00	28547.60
RKSY-II-LRice_R2	142	23An841	16.70995	300.78	0.00	0.00	300.78
RKSY-II-RICE	69	23An186	16.70995	300.78	0.00	0.00	300.78
RKSY-I-LRice_R1	141	23An786	806.67777	14520.20	0.00	0.00	14520.20
RKSY-I-RICE	66	23An177	547.92875	9862.72	0.00	0.00	9862.72

**Claim Amount :** 371161.00

**Deduction :** 11.00

**Net Amount :** 371150.00

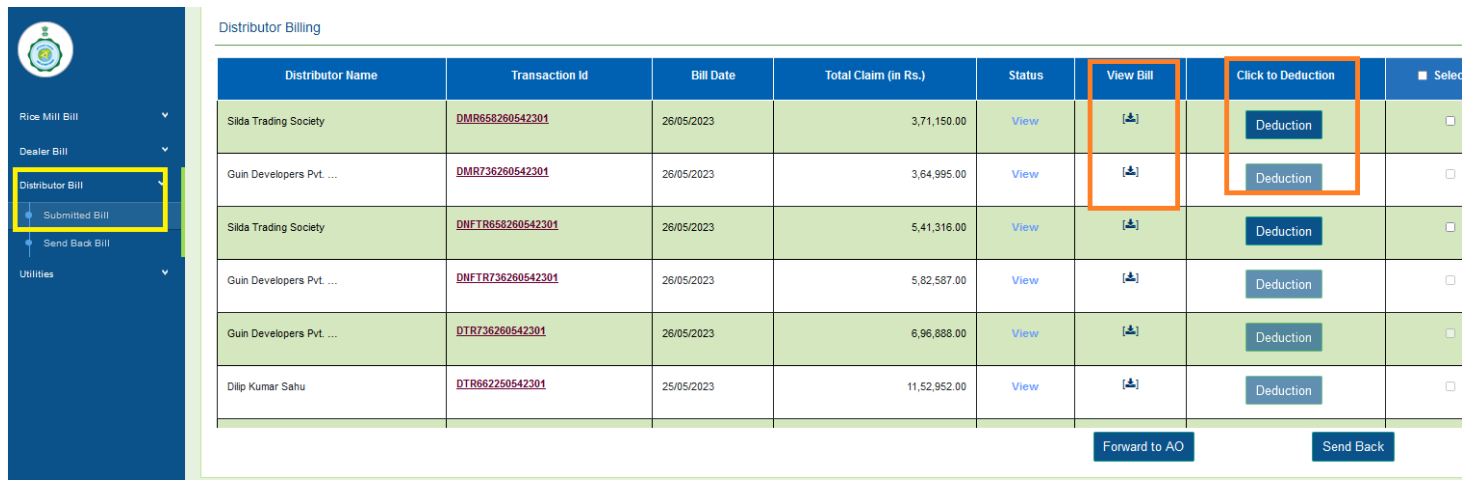
[Approve](#)

[Deduction](#)

Upon click on “Approve” tab bill will be approved.

## Staff/Accounts Officer/DCFS/DDR login:

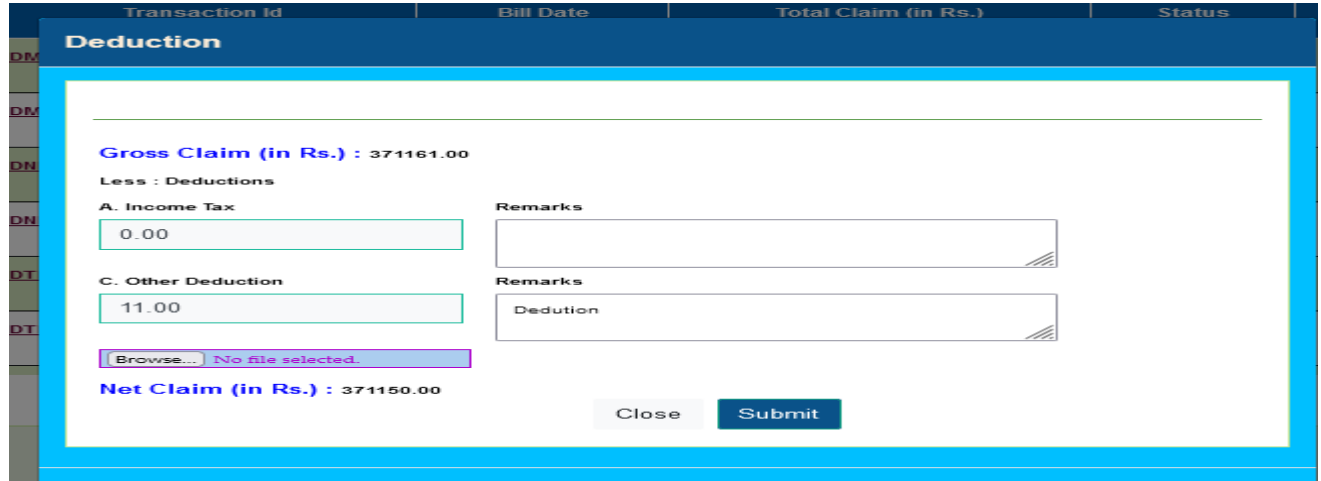
Once approved by SCFS/RO, bills will be available at Staff login.



The screenshot shows the 'Distributor Billing' interface. On the left, a navigation menu includes 'Rice Mill Bill', 'Dealer Bill', 'Distributor Bill' (highlighted with a yellow box), 'Submitted Bill', 'Send Back Bill', and 'Utilities'. The main area displays a table of bills with columns for Distributor Name, Transaction Id, Bill Date, Total Claim (in Rs.), Status, View Bill, Click to Deduction, and a selection checkbox. The 'View Bill' and 'Click to Deduction' columns are highlighted with orange boxes. Below the table are 'Forward to AO' and 'Send Back' buttons.

Distributor Name	Transaction Id	Bill Date	Total Claim (in Rs.)	Status	View Bill	Click to Deduction	Selected
Sida Trading Society	<a href="#">DMR658260542301</a>	26/05/2023	3,71,150.00	View	[Download]	Deduction	<input type="checkbox"/>
Guin Developers Pvt. ...	<a href="#">DMR736260542301</a>	26/05/2023	3,84,995.00	View	[Download]	Deduction	<input type="checkbox"/>
Sida Trading Society	<a href="#">DNFTR658260542301</a>	26/05/2023	5,41,316.00	View	[Download]	Deduction	<input type="checkbox"/>
Guin Developers Pvt. ...	<a href="#">DNFTR736260542301</a>	26/05/2023	5,82,587.00	View	[Download]	Deduction	<input type="checkbox"/>
Guin Developers Pvt. ...	<a href="#">DTR736260542301</a>	26/05/2023	6,96,888.00	View	[Download]	Deduction	<input type="checkbox"/>
Dilip Kumar Sahu	<a href="#">DTR662250542301</a>	25/05/2023	11,52,952.00	View	[Download]	Deduction	<input type="checkbox"/>

- PDF of the bill can be downloaded from “View Bill” link.
- Deduction amount can be checked upon clicking on “Deduction” tab. Deduction amount entered from SCFS/RO/Staff/AO login can be changed here from.



The screenshot shows the 'Deduction' form. It displays the following information:

- Gross Claim (in Rs.) :** 371161.00
- Less : Deductions**
- A. Income Tax**: 0.00
- C. Other Deduction**: 11.00
- Net Claim (in Rs.) :** 371150.00

There are two 'Remarks' fields for the deductions. The 'Submit' button is highlighted in blue.

Once forwarded from Staff login the same will be available at Accounts Officer login.

Accounts Officer shall forward the claim to DCFS/DDR

DCFS/DDR shall forward the claim to DF level.

DF shall make payment component wise i.e. DF shall make payment of 3 bills of each Distributor separately and thus Distributor shall get payment of 3 bills.



Deputy Director  
Directorate of Finance  
Food & Supplies Department, W.B