

## **Uploading Jointly Signed Reconciliation Certificate**

### **Requirement:**

- **In the Government Order number 02(2) FNS 17099/9/20-21-IT Sec dated 02.01.2024 issued by the Department, Area Inspectors were instructed to collect Jointly Signed Reconciliation Certificates from all FPSs in their jurisdiction.**
- **As these are hard copies it would be prudent to upload them in portal so that they can be viewed and tallied whenever required.**
- **Hence a facility for uploading these certificates has been provided in the login of Area Inspectors.**
- **Accordingly an MIS report to be viewed by all has also been made available.**

**Area Inspector shall login to Supply Chain Portal.Go to Administrationthen Additional Allocation and select menu- “Upload Jointly Signed balance certificate”**

<b>FPS Vacancy</b>	<h3>Upload Jointly Signed Balance Certificate</h3>	
<b>BSNL FTTH Connection</b>	<p style="text-align: right; color: red;">In cases where two certificates have l</p>	
<b>FPS Application Disposal</b>	Select FPS	<input type="text" value="-----Please Select FPS-----"/>
<b>Meeting Minutes/Reports</b>	Date of Balance Reconciliation:	<input type="text" value="05-04-2024"/>
<b>Inspection</b>	Remark(If Any):	<input type="text" value="Maximum 150 Letters"/>
<b>Stock Reports</b>	** Upload Signed Doucument (Pdf)	<input type="button" value="Choose File"/> No file chosen
<b>BDO Savapati</b>		<input type="button" value="SUMBIT"/>
<b>Billing report</b>		File Size should be less or equal to 300KB
<b>Duare Ration.</b>		
<b>Administration</b>	<b>Edit User Details</b>	
<b>MIS Reports</b>	<b>Verify Dealer Bank Account Details</b>	
<b>Utilities</b>	<b>Additional Allocation</b>	<b>Upload Jointly Signed Balance Certificate</b>
<b>Confirm Quantity</b>		<b>Report on Jointly Signed Balance Certificate</b>

Then he/she shall select the FPS whose certificate is to be uploaded, then the Date of reconciliation/Date of certificate and shall upload the file. The file should be in PDF and size should be less than 300 Kb. In case two certificates were obtained one for merging and another for reconciliation both shall be merged first and then uploaded. The Area Inspector shall thus Upload certificates of all FPSs in his/her jurisdiction whose reconciliation is complete in this way latest by 20.04.24.

<b>FPS Vacancy</b> >	<h3>Upload Jointly Signed Balance Certificate</h3>	
<b>BSNL FTTH Connection</b> >	<p style="text-align: right; color: red;">In cases where two certificates have l</p>	
<b>FPS Application Disposal</b> >	Select FPS	<input type="text" value="-----Please Select FPS-----"/>
<b>Meeting Minutes/Reports</b> >	Date of Balance Reconciliation:	<input type="text" value="05-04-2024"/>
<b>Inspection</b> >	Remark(If Any):	<input type="text" value="Maximum 150 Letters"/>
<b>Stock Reports</b> >	** Upload Signed Document (Pdf)	<input type="button" value="Choose File"/> No file chosen
<b>BDO Savapati</b> >		<input type="button" value="SUMBIT"/>
<b>Billing report</b> >		<p style="color: red;">File Size should be less or equal to 300KB</p>
<b>Duare Ration.</b> >		
<b>Administration</b> >	<b>Edit User Details</b>	
<b>MIS Reports</b> >	<b>Verify Dealer Bank Account Details</b>	
<b>Utilities</b>	<b>Additional Allocation</b> >	<b>Upload Jointly Signed Balance Certificate</b>
<b>Confirm Quantity</b>		<b>Report on Jointly Signed Balance Certificate</b>

**The FPSs whose certificate is uploaded shall be shown in the grid as below. In case there has been a mistake in uploading Inspector can select the edit button against the particular FPS.**

Stock Reports >

BDO Savapati >

Billing report >

Duare Ration. >

Administration >

MIS Reports >

Utilities >

Confirm Quantity >

Modify Failed Transaction >

**\*\* Upload Signed Document (Pdf)**  No file chosen

**File Size should be less or equal to 300KB**

Show  entries

FPS Name ↑↓	Date of Balance Reconciliation ↑↓	Remark ↑↓	Created On ↑↓	Edit ↑↓	View ↑↓
234200200001 - BASUDEV KUNDU	03/04/2024		03/04/2024	<input type="button" value="Edit"/>	<input type="button" value="View"/>
234200200003 - TAPAN KUMAR PATRA	28/04/2024	testing	02/04/2024	<input type="button" value="Edit"/>	<input type="button" value="View"/>
234200200004 - RUKMANI DEVI SHAH	14/03/2024	ok	02/04/2024	<input type="button" value="Edit"/>	<input type="button" value="View"/>
234200200005 - GITA DEVI	10/04/2024	ssss	02/04/2024	<input type="button" value="Edit"/>	<input type="button" value="View"/>
234200200006 - SHYAMAL PAUL(234200200006)	11/04/2024	ok i am	05/04/2024	<input type="button" value="Edit"/>	<input type="button" value="View"/>

Showing 1 to 5 of 9 entries

The following pop up will be visible. He/ She shall then upload the correct certificate & submit.

The screenshot displays a web application interface with a sidebar menu on the left and a main content area. A modal window titled "Edit Document" is open in the center. The sidebar menu includes items like "FPS Vacancy", "BSNL FTTH Connection", "FPS Application Disposal", "Meeting Minutes/Reports", "Inspection", "Stock Reports", "BDO Savapati", "Billing report", "Duare Ration.", "Administration", and "MIS Reports". The main content area shows a table with columns for "FPS Name", "Date of Balance Reconciliation", "Remark", "Created On", "Edit", and "View". The "Edit Document" modal contains the following fields:

- Fps Name:** 234200200001 - BASUDEV KUNDU
- Date of Balance Reconciliation:** 03/04/2024
- Remark:** (empty)
- \*\* Upload Signed Doucument (Pdf):** Choose File No file chosen. A red error message below reads: "File Size should be less or equal to 300KB".

At the bottom of the modal are "SUBMIT" and "CANCEL" buttons. The background interface includes a user profile "naulfe ROInspector" and a "Logout" link at the top right. A table below the modal shows a list of entries with a red error message "File Size should be less or equal to 300KB" overlaid on it.

FPS Name	Date of Balance Reconciliation	Remark	Created On	Edit	View
234200200001 - BASUDEV KUNDU	03/04/2024		03/04/2024		

**To view the report on status of uploading of certificate any official can log into the Supply Chain Portal, go to Administration and then select “Report on Jointly Signed Balance Certificate”.**

The screenshot shows a web browser window with the URL <https://food.wb.gov.in/food/Account/UploadJointCertificatereport.aspx>. On the left, a navigation menu is open, highlighting the 'Administration' section and the 'Report on Jointly Signed Balance Certificate' option under 'Additional Allocation'. The main content area displays a table with the following data:

DCFS-COOCHBEHAR	625	0	625
	305	0	305
	628	0	628
	985	0	985
	650	0	650
	511	0	511
	357	0	357
	144	0	144
	791	0	791
	1414	0	1414
	1289	0	1289
	1151	0	1151
	543	0	543
Additional Allocation	1091	0	1091
DCFS-PURBA MIDNAPORE	845	0	845
DCFS-PURULIA	1071	0	1071
DCFS-SOUTH TWENTY FOUR PARGANAS	1383	0	1383
DCFS-UTTAR DINAJPUR	574	0	574
	143	0	143

**The district wise list with total number of FPSs in the state shall be shown for Admin. For others FPSs as per their jurisdiction shall be visible.**

☰ payalFs Administrator [Logout](#)

### Upload Jointly Signed Certificate

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Show All entries Search:

Office Name	Count	Submitted Count	Pending Count
DCFS-ALIPURDUAR	453	0	453
DCFS-BANKURA	1227	0	1227
DCFS-BARDHAMAN	1358	0	1358
DCFS-BIRBHUM	993	0	993
DCFS-COOCH BEHAR	627	0	627
DCFS-DAKSHIN DINAJPUR	311	0	311
DCFS-DARJEELING	644	2	642

## On selecting the DCFS/DDR office the SCFS/RO wise count shall be visible.

Export To Excel

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Show 5 entries

Search:

Office Name	FPS Count	Submitted Count	Pending Count
RO-Amherst Street	48	9	39
RO-Beliaghata	59	0	59
RO-Beniapukur	47	0	47
RO-BowBazar	16	0	16
RO-Burrabazar	14	0	14
<b>Total</b>	<b>451</b>	<b>9</b>	<b>442</b>

Showing 1 to 5 of 13 entries

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3

Next



**On clicking the counts the list of submitted as well as the pending FPSs can be seen.**

## Upload Jointly Signed Certificate

Export To Excel

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Show 5 entries

Search:

FPS Name ↑↓	FPS Address ↑↓
BABULAL AGARWAL AND RAM CHANDRA AGARWAL(234200200039)	9, RAM NARAYAN BHATTACHARJEE LANE, KOLKATA-700006
BANWARI LAL SHARMA(234200200050)	89/1/1 Durga Charan Mitra Street,kolkata-700006
BHAGBAT NANDY(234200200042)	125A/1 Keshab Chandra Sen Street Kol-9
BHAGWATI PRASAD AGARWAL AND SANDEEP KUMAR AGARWAL(234200200032)	78A Amherst Street Kolkata-9
BISWANATH PAUL(234200200013)	94/1A GARPAR ROAD, KOLKATA - 700009

**The certificates already submitted can also be viewed by selecting the view button.**

Export To Excel

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Show 5 entries

Search:

FPS Name ↑↓	Date of Balance Reconciliation ↑↓	Remark ↑↓	Created On ↑↓	Signed Document ↑↓
234200200001 - BASUDEV KUNDU	03/04/2024		03/04/2024	<a href="#">View</a>
234200200003 - TAPAN KUMAR PATRA	28/04/2024	testing	02/04/2024	<a href="#">View</a>
234200200004 - RUKMANI DEVI SHAH	14/03/2024	ok	02/04/2024	<a href="#">View</a>
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Showing 1 to 5 of 9 entries

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