Facility for entry of Offline D.O issued by DCFS/DDR in billing module has been deployed in live. Accordingly all the D.O issued through Offline mode for online items (exp:-AAY-ATTA. PHH-ATTA, RKSY-I Rice, RKSY-II Rice etc) due to non-tagging issue, lack of system knowledge, issuance of additional allocation etc can now be entered from DCFS/DDR end. Once entered by DCFS/DDR end all such D.O details shall be available in Distributor login in respective months for making door-step entry to Dealer (if required) and for raising claims against such Offline D.O. In cases where Distributor has already raised their part claims they shall be able to raise claims for this Offline D.O also. Dealers can also generate their part claims against the doorstep quantity entered by Distributor. Claims against such Offline D.Os shall be processed through existing channels.

Steps are details below:

1. **DCFS/DDR shall login in Supply Chain Portal with their login credentials and click on "Entry of Offline D.O" sub-menu under Lifting/Distribution main menu.**
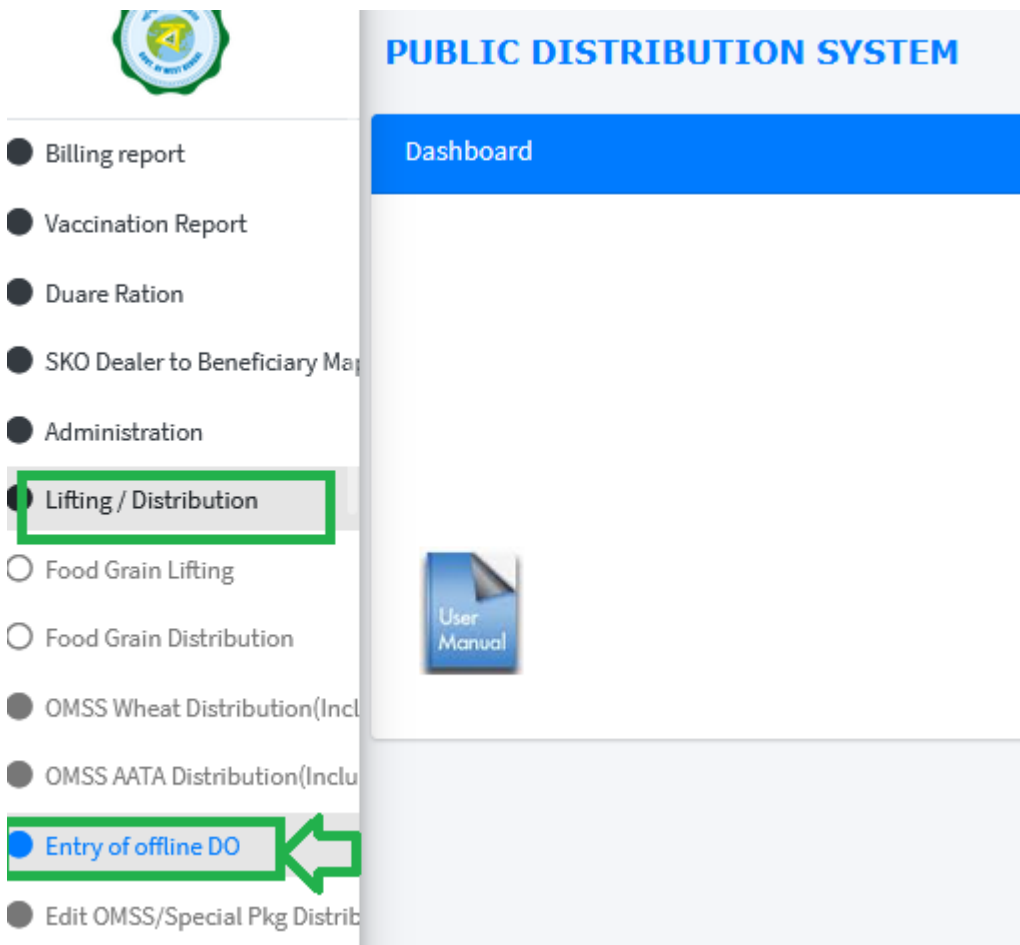
2. In the next screen DC/DDR shall selected the item for which Offline D.O has been given and the month/year.

Entry of Offline D.O by DCFS/DDR :

Select Item :*   --Select Item--

--Select Item--
AAY(NFSA)-RICE
AAY(NFSA)-WHEAT
AAY(NFSA)-ATTA
PHH-RICE
PHH-WHEAT
PHH-ATTA
RKSY-I-RICE
RKSY-II-RICE

Select Year :*

Select Month :*   ----Select Month----

View List

3. Upon Click on "View List" the List of Distributors will be populated.

Entry of Offline D.O by DCFS/DDR :

Select Item :*   PHH-ATTA

Select Year :*   2021

Select Month :*   April

View List

Distributer Name	Allote to distributor
S.C. Pal and P.C. Pal(497)	Distribute
S.C. Pal and P.C. Pal(655)	Distribute
Silda Trading Society(658)	Distribute
Reba Laha(660)	Distribute
Dilip Kumar Sahu(662)	Distribute

4. Upon click in "Distribute" tab shown beside the respective Distributors name the screen as shown below will be populated for entry of Offline D.O Details. Multiple D.O given to same Distributor in a single month for a particular item can be entered from here.

| Sl.No	Distributor Name	Allotted quantity	Select godown	Distance from distributor godown(in km)	Enter DO number	Add Row
1	Pintu Agarwal(745)	0.000	Select			Add
2	Pintu Agarwal(745)		Select			Add
3	Pintu Agarwal(745)		Select			Add

☐ The quantity of food grains entered through this link has not been lifted by distributers against Online D.O

Submit

Here the details viz. D.O Quantity, Godown, D.O Number etc need to be entered followed by click on "Submit". Accordingly a Success message will appear and the D.O details will be available in Distributor login.

1. **Distributor shall login in Supply Chain Portal and click on "Distribution of food item" sub-menu under Lifting/Distribution main menu and select " Online Allocation (NFSA Rice, NFSA Wheat, RKSY-I Rice, RKSY-II Rice) Radio button.**
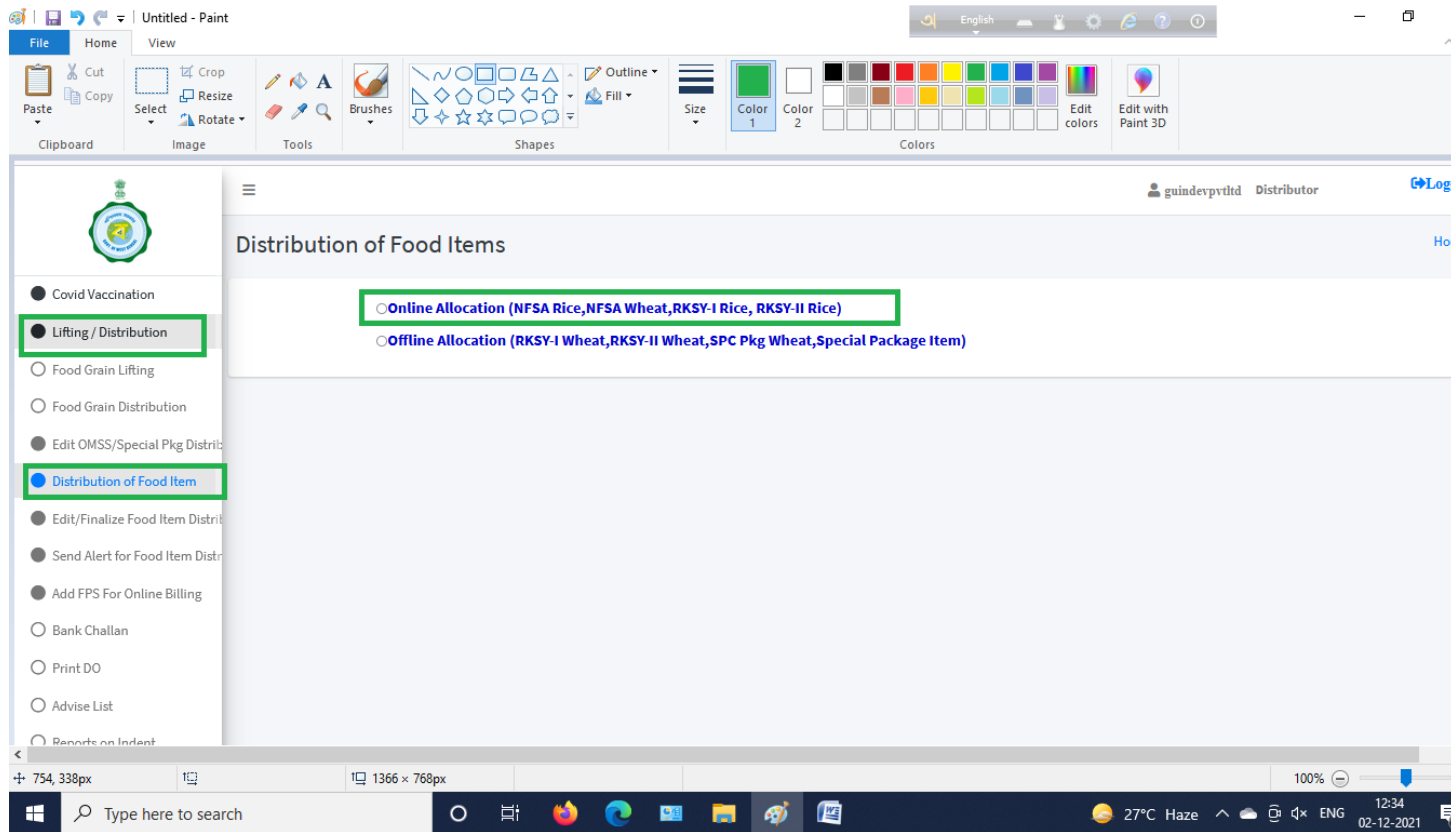
2. **Upon selection of month and Year the list will be populated as below**

Select Year: 2021   Select Month: April

Sl.No	Item Name	Indent Quantity (in Qt.)	Lifted Quantity (in Qt.)
1	AAY(NFSA)-RICE	866	840
2	PHH-RICE	2309	2230
3	PHH-ATTA	3350	0
4	RKSY-I-RICE	1481	1428
5	RKSY-II-RICE	39	38
6	AAY(NFSA)-ATTA	1125	0
7	AAY(NFSA)-ATTA(Offline)	1069	1069
8	PHH-ATTA(Offline)	3181	3181

3. **Then for making door-step entry the Distributor shall select the item from the drop-down (if required)**

5	RKSY-II-RICE	39	38
6	AAY(NFSA)-ATTA	1125	0
7	AAY(NFSA)-ATTA(Offline)	1069	1069
8	PHH-ATTA(Offline)	3181	3181

Select Items to be delivered:

4. **Accordingly the list of FPS Dealers will be populated and Distributor shall enter the actual quantity physically delivered to the Dealers and click on Submit.**

Select Items to be delivered: AAY(NFSA)-ATTA

Sl.No	FPS Name	FPS Code	Alloted Quantity (in Qtl.)	Already Delivered Quantity (in Qtl.)	Delivery Made (in Qtl.)	Download Challan
1	ABDUL MANTU	134402400005	3.23000	0.00000	0.00000	⬇
2	ABUBAKKAR KHAN	134402400018	19.95000	0.00000	0.00000	⬇
3	AJIT PATRA & JALADHAR PATRA	134402400009	35.91000	0.00000	0.00000	⬇
4	AMIO PROTIHAR	134402400073	6.65000	0.00000	0.00000	⬇
5	ANIL KR MANDAL	134402400087	15.77000	0.00000	0.00000	⬇
6	ANSHAR ALI	134402400001	12.54000	0.00000	0.00000	⬇
7	ARUN KR PATRA	134402400042	23.37000	0.00000	0.00000	⬇
8	ASHIS ROY	WB0344109795	20.14000	0.00000	0.00000	⬇

1 2 3 4 5 6 7 8

Submit

5. **Upon entry of door-step by Distributor the said quantities shall be available in Dealer login for "Acceptance of food grains" and "raising bills" as per usual process.**

6. **Where Dealer has already raised a bill for a particular month against the previously received door-step quantity from Distributor in such cases also Dealer shall be able to raise claim against the said item further for the particular month. In that cases bill will be generated only for the quantity accepted after raising the claims.**

7. **Similarly Distributor shall also be able to generate his/her bill (Part bill) against the lifted quantity of food grains through Offline D.O.**

8. **Both the Distributor and Dealers claim bill shall be routed through the existing channels.**

Note:

1. DCFS/DDR should take utmost care so that no D.O which has been entered through online mode is not entered again through Offline mode.*****

2. In cases where Distributor has already made door-step entry in full from the "Online D.O quantity" from a particular item in that case Distributor should not make further door-step entry.

3. This option should be used only for those items for which Online D.O is issued in general but due to some reason viz. Additional allocation, non-tagging issue etc DC/DDR has issued Offline D.O for that items Existing menu available for entry of Offline D.O i.e. "OMSS Wheat entry" for RKSY-I/II Wheat/Special package Rice (Aila Rice/Hill/JM), PMGKAY shall continue to be used for said items

4. This facility should not be used for those scenarios where there is difference between Online D.O Quantity and actual lifting quantity by Distributor (due to adjustment of Stock), Change in Godown which involves change in distance and amount of TR etc. Facility for modifying the Online D.O to update the lifted Quantity, Godown/Distance etc will be provided shortly in the login of DC/DDR *****