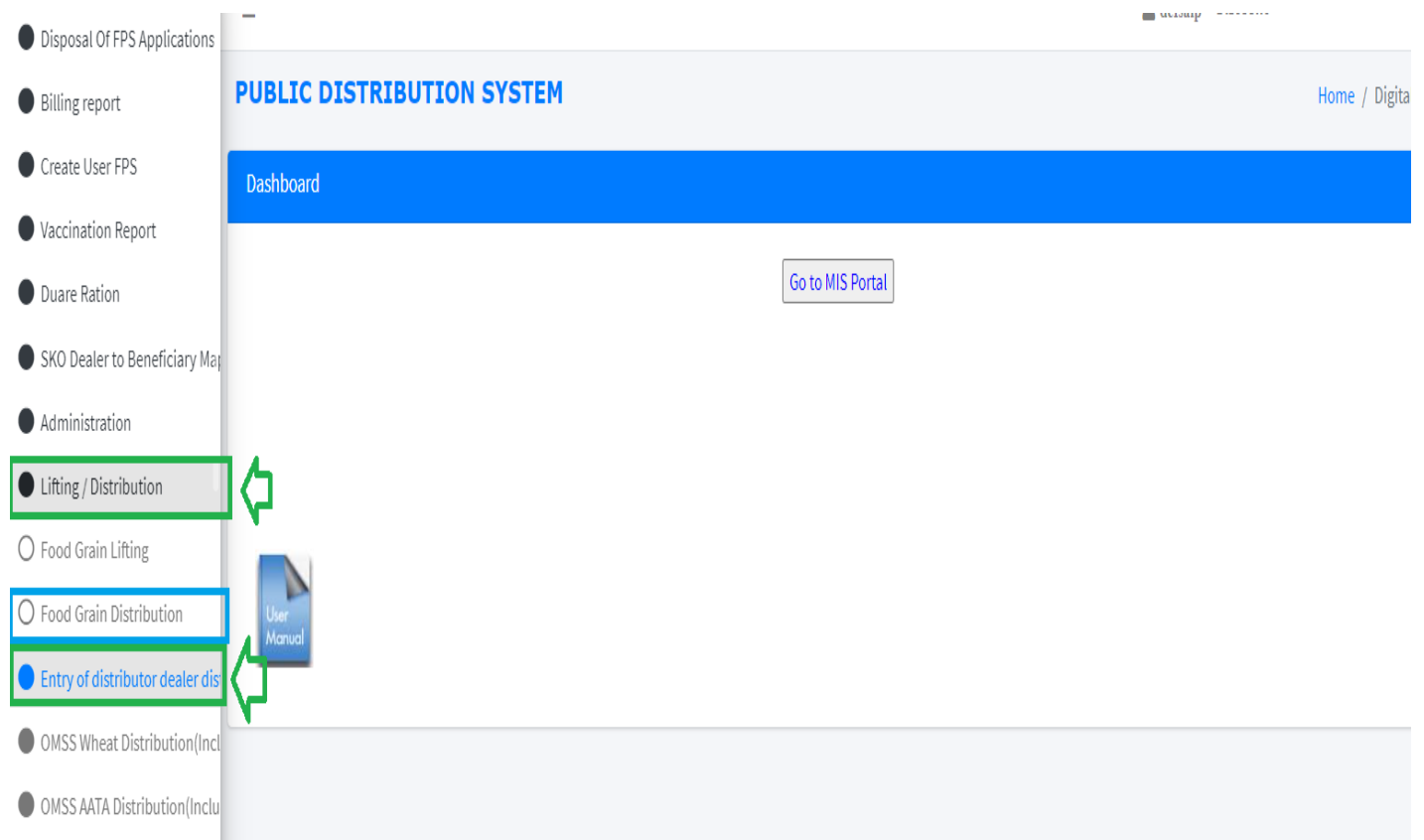


SOP/User Manual for entry of Distance between Distributor point and FPS Point for submission of claim of Additional Transport Rebate for door-step delivery beyond 8 k.m. by Distributors

A new facility has been provided in DC/DDR login in Supply Chain portal for capturing the distance between Distributor Point and FPS Dealer point **so that Distributors claim of Additional Transport Rebate for door-step delivery beyond 8 k.m. can also be brought into the purview of Online billing module**. Necessary development for submission of online claim of Additional TR is in the verge of completion. As the distance between Distributor Point and FPS Dealer point is already available in DC/DDR office on the basis of which offline/manual claim is sent to DF thus the said distance need to be entered in online interface so that claim for beyond 8 k.m can be generated in online mode. In case where a Dealer receive food grain from multiple Distributor then distance between FPS point and all linked Distributor need to be entered. Additional TR claim of Distributor w.e.f. April, 2022 will be made/ paid through Online billing module only and thus all are requested to complete the distance entry immediately. SOP/User manual is attached herewith and also available in the portal of F&S Department for downloading.

Steps

DCFS/DDR shall login in Supply Chain Portal and click on “Entry of Distributor-Dealer Distance” sub-menu under Main menu “Lifting/Distribution- Food Grain Distribution”.



The screenshot displays the 'PUBLIC DISTRIBUTION SYSTEM' dashboard. On the left, a vertical navigation menu lists various options, including 'Disposal Of FPS Applications', 'Billing report', 'Create User FPS', 'Vaccination Report', 'Duare Ration', 'SKO Dealer to Beneficiary Map', 'Administration', 'Lifting / Distribution', 'Food Grain Lifting', 'Food Grain Distribution', 'Entry of distributor dealer distance', 'OMSS Wheat Distribution(Incl', and 'OMSS AATA Distribution(Inclu'. The 'Lifting / Distribution' option is highlighted with a green box, and a green arrow points to it. Below it, the 'Food Grain Distribution' option is also highlighted with a green box, and a green arrow points to it. The 'Entry of distributor dealer distance' option is highlighted with a blue box and a green arrow points to it. A 'User Manual' icon is visible next to the 'Food Grain Distribution' and 'Entry of distributor dealer distance' options. The main content area of the dashboard shows a 'Dashboard' header, a 'Go to MIS Portal' button, and a breadcrumb trail 'Home / Digita'.

Next screen will appear as below

Entry of dealer point distance from distributor godown by DCFS/DDR :

Select Distributor :

[Enter distance against actual tag dealer list](#)

[Enter distance against multiple distributor tagging](#)

Select Distributor :

- Select Distributor--
- ADHIR KUMAR SAHA(233)
- Alipurduar Wholesaler(1158)
- GOPAL CHANDRA ROY(230)
- ICDS supplier - Alipurduar (1238)
- KAILASH JINDAL(232)
- KALCHINI COOPERATIVE CONSUMER SOCIETY LIMITED, HAS(251)
- KALCHINI COOPERATIVE CONSUMER SOCIETY LIMITED, KAL(250)
- M/S DHAR BROTHERS(228)**
- M/S HEMENDRA CHANDRA SAHA ROY(229)
- M/S PARUL BALA SAHA(234)
- M/S RADHA DISTRIBUTOR(224)
- M/S RAJ TRADING(231)
- M/S S. R. MOULIC AND SONS(226)
- Mid day mill supplier - Alipurduar(1237)
- MS PARUL BALA SAHA AC MS ASHOKE STORES(1326)
- MS RADHA GOBINDA DISTRIBUTOR(1194)
- MS TARAPADA MUKHERJEE(235)
- MURARI LAL AGARWALA(225)
- SPECIAL G.R Supplier-Alipurduar(1320)

At first DC/DDR shall require to map distance between the Selected Distributor and FPS Dealers mapped with the said Distributor through the link **"Enter Distance against actual tag Distributor"**

The screen will appear as below where the list of FPS Dealers mapped with the selected Distributor i.e. own FPS Dealer will appear in screen for entering Distance:-

Sl.No	Dealer Name	Dealer Code (FPS Code)	Parent Distributor Name	Enter Distance From Distributor Point (in Km)	Edit Distance	Submit Distance
1	ANJALI ADHAKARY	132800400021	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
2	MINATI RANI GHOSH	132800400043	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
3	ANIMA ROY	132800400044	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
4	DEBDAS DUTTA	132800400045	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
5	TAPAN KUMAR ROY	132800400047	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
6	SUNIL RANJAN DHAR	132801400001	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit
7	SUBENDHU DHAR	132801400002	M/S DHAR BROTHERS	<input type="text" value="0"/>	Edit	Submit

Here DC/DDR shall enter actual Distance in K.M and click on SUBMIT tab individually. Once submitted a success message will appear.

Distance mapping successfully done against FPS : ANIMA ROY

Similar process need to be followed for entering distance for other Distributor + FPS Dealers

In case where Distributor delivers food grains to a Dealer who is actually mapped with another Distributor then the distance need to be entered through the link **“Enter Distance against multiple Distributor tagging”**

Exp: (a) Suppose a Dealer namely “ANJALI ADHIKARY” is mapped with parent Distributor namely “M/S DHAR BROTHERS” and the distance in between those 2 points is 20 k.m.

(b) Another Distributor namely “M/S RAJ TRADING” also delivers food grain to the Dealer namely “ANJALI ADHIKARY” and the distance in between those 2 points is 15 k.m.

Here in the Exp in Sl. No.(b) distance need to be entered through the link namely **“Enter Distance against multiple Distributor tagging”**.

For entering the Distance in such cases at first the parent Distributor (here in M/S DHAR BROTHERS”) need to be selected from drop-down followed by click on **“Enter Distance against multiple Distributor tagging”**. Accordingly the screen will appear as below.

Select Distributor :

[Enter distance against actual tag dealer list](#)

[Enter distance against multiple distributor tagging](#)

Sl.no	Dealer name	Dealer code (FPS code)	Parent distributor Name	Select distributor for cross tagging	Enter distance from cross tagged distributor point (in Km)	Edit distance	Submit distance
1	ANJALI ADHIKARY	132800400021	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit
2	MINATI RANI GHOSH	132800400043	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit
3	ANIMA ROY	132800400044	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit

Here system will show that the Dealer namely “ANJALI ADHIKARY” is mapped under parent Distributor namely “M/S DHAR BROTHERS” in Col-4. Now to enter the Distance between “ANJALI ADHIKARY” and “M/S RAJ TRADING” as per example given above in Sl. No.(b), User shall click on the dropdown link to chose the Distributor namely “M/S RAJ TRADING”.

Select Distributor :

[Enter distance against actual tag dealer list](#)

[Enter distance against multiple distributor tagging](#)

Select Distributor

- ADHIR KUMAR SAHA(233)
- Alipurduar Wholesaler(1158)
- GOPAL CHANDRA ROY(230)
- ICDS supplier - Alipurduar (1238)
- KAILASH JINDAL(232)
- KALCHINI COOPERATIVE CONSUMER SOCIETY LIMITED, HAS(251)
- KALCHINI COOPERATIVE CONSUMER SOCIETY LIMITED, KAL(250)
- M/S HEMENDRA CHANDRA SAHA ROY(229)
- M/S PARUL BALA SAHA(234)
- M/S RADHA DISTRIBUTOR(224)
- M/S RAJ TRADING(231)**
- M/S S. R. MOULIC AND SONS(226)
- Mid day mill supplier - Alipurduar(1237)
- MS PARUL BALA SAHA AC MS ASHOKE STORES(1326)
- MS RADHA GOBINDA DISTRIBUTOR(1194)
- MS TARAPADA MUKHERJEE(235(235))
- MURARI LAL AGARWALA(225)
- SPECIAL G.R. Supplier-Alipurduar(1320)
- Welfare Institution Supplier -Alipurduar(1288)

Sl.no	Dealer name	Dealer code (FPS code)	Parent distributor Name	Select distributor for cross tagging	Enter distance from cross tagged distributor point (in Km)	Edit distance	Submit distance
1	ANJALI ADHIKARY	132800400021	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit
2	MINATI RANI GHOSH	132800400043	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit
3	ANIMA ROY	132800400044	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit

After selecting the Distributor from drop-down link distance need to be entered followed by click on "Submit". Once submitted a success message will appear.

Sl.no	Dealer name	Dealer code (FPS code)	Parent distributor Name	Select distributor for cross tagging	Enter distance from cross tagged distributor point (in Km)	Edit distance	Submit distance
1	ANJALI ADHAKARY	132800400021	M/S DHAR BROTHERS	M/S RAJ TRADING(231)	15	Edit	Submit
2	MINATI RANI GHOSH	132800400043	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit
3	ANIMA ROY	132800400044	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit

Enter distance against multiple distributor tagging

Distance mapping successfully done against FPS : ANJALI ADHAKARY

Sl.no	Dealer name	Dealer code (FPS code)	Parent distributor Name	Select distributor for cross tagging	Enter distance from cross tagged distributor point (in Km)	Edit distance	Submit distance
1	ANJALI ADHAKARY	132800400021	M/S DHAR BROTHERS	M/S RAJ TRADING(231)	15	Edit	Submit
2	MINATI RANI GHOSH	132800400043	M/S DHAR BROTHERS	Select Distributor	0	Edit	Submit

N.B.

- Care should be taken so that entered distance is correct and as per documentary evidence.
- Actual distance need to be entered in the distance entry field not the excess distance beyond 8 k.m. Suppose the distance between a Distributor and Dealer is 20 k.m. So Additional TR will be given for 12 k.m. Here in the distance entry field the actual distance i.e. 20 k.m need to be entered.
- In case edit is required then user shall require clicking on EDIT tab after selecting the Distributor from Dropdown.

[Signature]
 31/3/2022
 Deputy Director
 Directorate of Finance
 Food & Supplies Department, W.B