

SOP for FPS Dealers License Name correction

Facility has been developed for correction of License Name of Dealer in the login of SCFS/RO. The brief process flow is given through screenshots.

A. SCFS/RO login:

SCFS /RO shall login in Supply Chain Portal and click on “Account Validation” menu

The dashboard features a sidebar menu with the following items: Inspection..., Supply, Licence, TPDS, Service Book, Report., Utilities, Duare Ration Bill Claim, Claim Bills., Claims, Modify Failed Transaction., **Account Validation**, and Sugar D.O Payment Reports. The main content area displays two bar charts. The left chart shows values for January, March, August, and September. The right chart shows values for AAY-Family, AAY, and PHH-SPHH. A button labeled 'Apply for BSNL FTTH Connection' is visible below the charts.

Upon click an INBOX will be shown where the name mismatch cases will be displayed.

The screenshot shows an inbox titled 'Dealer Bank Validation Failed' with a 'PENDING 2' status. Below the status is a table titled 'Account Update For Dealer' with the following data:

OfficeName	FPS Code	Fps Name	Name AS Per Bank	Licence Name	Action
Block Office-Panchla	134100300037	MANAWARA BEGUM	MANOWARA BEGUM	MANAWARA BEGUM	Action
Block Office-Panchla	134100300042	SRI HARI BHANDAR	SUBHENDU CHANDRA	1. NEMAI CH. CHANDRA, 2. SUBHENDU CH. CHANDRA	Action

Labels below the table indicate: 'Account Holder name as per Bank database' (pointing to the 'Name AS Per Bank' column) and 'Existing Licensee Name as in portal' (pointing to the 'Licence Name' column).

In this screen existing Licensee Name as per our database and name as in bank (as per bank database) will be shown for understanding the area of mismatch.

Then SCFS/RO shall click on “Action” tab and the details screen will populate in the screen.

Update Details For Dealer

Old Record	Update Here
Verification Reason: Mismatch between Licensee Name & Name as in Bank	
FPS Name: SRI HARI BHANDAR(134100300042)	
Licence Name: 1. NEMAI CH. CHANDRA, 2. SUBHENDU CH. CHANDRA	Correct Licence Name:* XXXXXXXXXXXXXXXXXXXX
IFSC : BDBL0001061	Correct IFSC:* BDBL0001061
Bank Name: BANDHAN BANK LIMITED	Correct Bank Name: BANDHAN BANK LIMITED
Branch Name: MIRBAZAR	Correct Branch Name: MIRBAZAR
Account No : 50150085835084	Correct Account No:* 50150085835084
Name as per Bank: SUBHENDU CHANDRA	
Remarks :	Save Details

Here in this screen the mismatch reason, existing License Name and Name as per Bank database will be shown.

SCFS/RO shall after verification of all relevant documents relating to License Name shall ascertain the correct License Name and put the same in the “Correct License Name” field. In case the existing License Name is already correct in all respect then there is no need to change the License Name. In that case SCFS/RO shall ask the Dealer to update the changes in Bank database.

In case SCSF/RO wants to put any other Bank Account details then he/she can do so from this menu.

SCFS/RO shall then click on SAVE button. Accordingly, a success message will appear on the screen

Update Details For Dealer

scfshw Data Captured Successfully Logout Home

Once the SUCCESS message appears, then SCFS/RO shall have to upload the following documents in the documents upload section mandatorily

Licence Copy* Choose File No file chosen Bank documents* Choose File No file chosen

Other Documents* Choose File No file chosen

Upload

Please Check the Data Before Submitting. Once Submitted Can't be Edited/Deleted
** File Size Must Be Within 200KB and File Format Will be .pdf/.jpg/.jpeg

Once the documents are uploaded then SCFS/RO shall click on “Upload” button. Upon successful uploading the screen will look like below.

SLNo	File Name
1	CamScanner 02-12-2024 14.34.pdf
2	CamScanner 02-12-2024 14.34.pdf
3	CamScanner 02-12-2024 14.34.pdf
4	CamScanner 02-12-2024 14.34.pdf

Please Check the Data Before Submitting. Once Submitted Can't be Edited/Deleted
** File Size Must Be Within 200KB and File Format Will be .pdf/.jpg/.jpeg

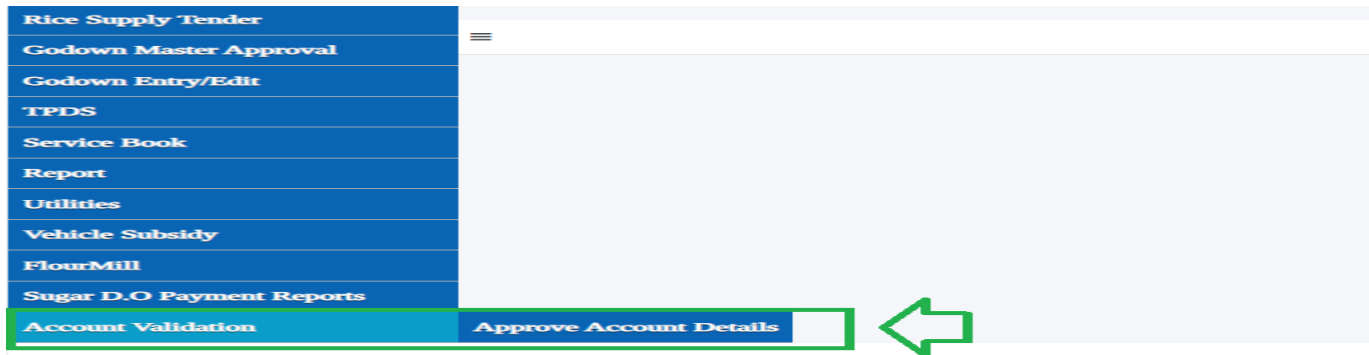
Submit

SCFS/RO shall then click on the declaration check box cautiously and click on SUBMIT.

Upon click on “SUBMIT” a success message will appear and it will land in the login of DCFS/DDR

A. **DCFS/DDR login:**

Once submitted by SCFS/RO it will be available in the DCFS/DDR login in Supply Chain.



dcfshwh DistCont Logout

Licence Name Correction Approval for Dealer

Updated License Name entered by SCFS/RO

SCFS/RO	FPS Code	Fps Name	Old Licence Name	Correct Licence Name	Name AS per Bank	View Account Details
SCFS-Haora (Sadar)	134100300012	MANARANJAN MAL	MANARANJAN MAL	ABC MANARANJAN MAL	MONORANJAN MAL	View
SCFS-Haora (Sadar)	134100300042	SRI HARI BHANDAR(134100300042)	1. NEMAI CH. CHANDRA, 2. SUBHENDU CH. CHANDRA	HARI BHANDAR	SUBHENDU CHANDRA	View

Old/Existing License Name

Name as per Bank record

The screenshot shows a table with columns for SCFS/RO, FPS Code, Fps Name, Old Licence Name, Correct Licence Name, Name AS per Bank, and View Account Details. Annotations include: a green box around the table title, an orange box around the 'Old Licence Name' column, a green box around the 'Correct Licence Name' column, a red box around the 'Name AS per Bank' column, and a yellow box around the 'View' button in the second row. Arrows point from text labels below to the corresponding columns: an orange arrow points to the 'Old Licence Name' column, a green arrow points to the 'Correct Licence Name' column, and a purple arrow points to the 'Name AS per Bank' column.

Here in the screen, DCFS/DDR shall be able to view the existing and updated details along with the documents uploaded by SCFS/RO.

Old Record		Updated Record	
Verification Reason:	Mismatch between Licensee Name & Name as in Bank		
FPS Name:	SRI HARI BHANDAR(134100300042)		
Licence Name:	1. NEMAI CH. CHANDRA, 2. SUBHENDU CH. CHANDRA	Correct Licence Name:	HARI BHANDAR
IFSC :	BDBL0001061	Correct IFSC:	BDBL0001061
Bank Name:	BANDHAN BANK LIMITED	Correct Bank Name:	BANDHAN BANK LIMITED
Branch Name:	MIRBAZAR	Correct Branch Name:	MIRBAZAR
Account No :	50150085835084	Correct Account No:	50150085835084
Name as per Bank:	SUBHENDU CHANDRA		

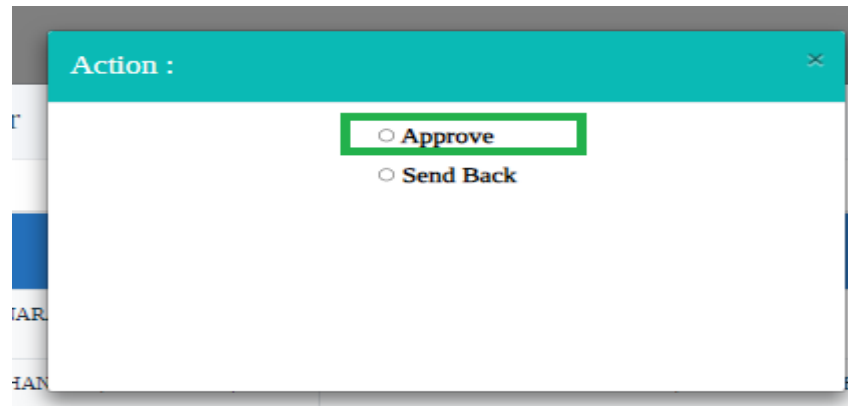
View Documents:

SLNo	File Name	View Document
1	CamScanner 02-12-2024 14.34.pdf	View Document
2	CamScanner 02-12-2024 14.34.pdf	View Document
3	CamScanner 02-12-2024 14.34.pdf	View Document
4	CamScanner 02-12-2024 14.34.pdf	View Document

[Action](#)

DCFS/DDR shall then click on ACTION button.

If DCFS/DDR is satisfied about the correction made by the SCFS/RO then he/she shall click on APPROVE button. If he/she is not satisfied about the changes made by SCFS/RO in license name with respect to the documents uploaded then may reject the case with reason.



Upon approval by DCFS/RO, the updated License Name alongwith Bank details (existing or new Bank details, as the case may be) will be sent again to SBI for validation. Bank will exercise the same checking I.e. tally the License Name and Name as in bank database and share the response. If this time both found matched then bank will share Success response. Accordingly, upon receipt of Success response our system shall mark the Bank Account of the Licensee as validated.

If failed/mismatch response is received from bank, then the case will again land in SCFS/RO login. SCFS/RO shall again check whether mismatch is due to having incorrect details in Bank database or in License name and accordingly, take corrective measures. In case the mistake in Bank part then SCFS/RO shall ask the Dealer for doing the rectification from bank end and then SCFS/RO upon receipt of confirmation of changes made at Bank side/upon receipt of new Bank details (if any) shall repeat the process again.

The Send Back cases i.e. Sent back by DCFS/DDR shall again land in the login (inbox) of SCFS/RO with different colour code alongwith the Send back reason given by DCFS/DDR. SCFS/RO shall then take corrective measures as stated above and submit the case again following the same process. Once submitted it will land again in DCFS/DDR login and upon approval by DCFS/DDR it will move to Bank for validation.

NOTE

** In case SCFS/RO enters new Bank account from his login then such new Account details will be updated in Dealers profile upon approval by DCFS/DDR without requiring further approval of Inspector.

** In case where Licensee is an individual then the Bank Account should be in the name of individual only. In case of Joint Account submitted by the Licensee then SCFS/RO shall ensure that the Name of Licensee should always be the first Account Holder.

** Where the Licensee is a partnership firm then the Bank Account must be in the name of Partnership firm neither in the name of individual partner nor a JOINT Account in the name of Partners.

** Where Licensee is a Society then the Bank Account must be in the name of Society nor in the name of Secretary or President of the Society or otherwise.