

(Deletion of Unnecessary FPS Vacancies)



Version 1.0

Date of Release 16.08.2022

Numerous field offices have reported that while initiating FPS Vacancy proposals through the webportal, they have created some unnecessary proposals – either by selecting a wrong FPS to deduct beneficiaries from or a wrong block/municipality to create the vacancy in. Also, after deactivation of considerable number of RCs, some FPSs are found to have too few beneficiaries to deduct from.

These proposals are left in the inboxes of the Inspectors or the SCF&Ss/ROs or DCF&Ss/DDRs. Although they are not further processed, they appear in proposals initiated from the same FPS in 'Other Vacancies Linked' and skew the number of beneficiaries. Also, the MIS report of initiated proposals gets misleading because of presence of these unnecessary proposals.

Therefore, a facility has been introduced in <u>https://food.wb.gov.in/food/</u> in the web-module to delete these unnecessary vacancy proposals. A step-by-step guideline is given here for operation of the same.

It is emphasized here that <u>all possible cautions must be practiced before deleting</u> <u>a vacancy proposal since a proposal once deleted cannot be revived.</u>

1. Log in of SCF&S/RO:

1.1. The SCF&S/RO in his login will go to the menu 'FPS Vacancy' > 'Request Deletion'.

Billing report	=	💄 rodurw 🛛 RO	⊕Logout
🔵 FPS Vacancy 🗸 🗸	PUBLIC DISTRIBUTION SYSTEM		Home / Digital PDS
 Notify FPS vacancy 	Dashboard		
Re notification			
 Download FPS Vacancy Notification 	Go to MS Portal		
Apply for FPS Dealership			
Request Deletion			
Upload Gazatte Notification			
Enter Newspaper Details	Ruser Manual		
• FPS Status Reconciliation			
🔵 Dealer Bill Claim 🛛 🖌			
FPS Application			
	Developed by Department Of Food & Supplies.		Version 2.0



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1.2. He will find all vacancy proposals pending with the block/municipality Inspectors, himself and the DCF&S/DDR (only from the concerned Sub-Division/Sub-Area). Vacancy proposals pending with levels higher than the DCF&S/DDR and the ones already approved will not be available for deletion.

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۲	Vacancies from t	he Sub-Division/Sub-Ar	rea Pending till District/DDR Level:								
FPS License Generation	Vacancy Id	Vacancy Id BlockName Landmark									
Vigilance Document Upload <	202180167402	Durgapur (M Corp.)		Request Deletion							
Stock <	202180167407	Durgapur (M Corp.)	NEAR MASJID	Request Deletion							
 Billing report 	202180167408	Durgapur (M Corp.)	SCHOOL PARA	Request Deletion							
FPS Vacancy <	202280167403	Durgapur (M Corp.)	Viringi kali Mandir	Request Deletion							
FPS Status Reconciliation	202280167404	Durgapur (M Corp.)		Request Deletion							
🔵 Dealer Bill Claim 🔹 🔇	202280167405	Durgapur (M Corp.)	Kada Road Shiv Mandir	Request Deletion							
FPS Application	202280167406	Durgapur (M Corp.)	MAA KARUNAMOYEE LODGE	Request Deletion							
● Vaccination Report	202280167409	Durgapur (M Corp.)	NEARBY BENACHITY NETAJI VIDYALAYA (GIRLS)	Request Deletion							
Duare Ration	202280167414	Durgapur (M Corp.)		Request Deletion							
	202280167415	Durgapur (M Corp.)	MAYA BAZAR MARKET	Request Deletion							

1.3. He can view the beneficiary families mapped with a vacancy by pressing 'View' as shown below.

Food and Supplies Department, X	localhost:58029/insp	ector/Inspe × 🗅 Depar	rtment of Food & Supplies 🗙 🕒 Food and Supplies Department, 🗙 🎦 https:/	/food.wb.gov.in/food/Cre × +	- o ×
← C 🖻 https://food.wb.gov.in	/food/Create_New_Fps/	RequestDeletion.aspx			^ ☆ ☆ @ @ …
à	=			SCFS SCFS	GeLogout
FPS Vacancy	Notificatio	ons to be Rect	ified :		
FPS Compassionate License	Vacancy Id	BlockName	Location	View Mapped RC's	Action
FPS License Generation	202100216204	Matigara	Near Durga Mandir	View	Request Deletio
Meeting Minutes/Reports	¢.				Send Request
Stock	¢				Close
Billing report	202100216205	Matigara	Tiny Toys Nursery School	View	Request Deletio
FPS Status Reconciliation	202100216403	Phansidewa	MILANGARH HIGH SCHOOL	View	Request Deletio
Dealer Bill Claim	202100216404	Phansidewa	Murikhowa Primary School	View	Request Deletio
Vaccination Report	202180163801	Siliguri (M Corp)	Near Jyotinagar Bridge	View	Request Deletio
Duare Ration	202180163803	Siliguri (M Corp)	Near Bhai Bhai Sporting Club, Baghajatin Colony Main Road.	View	Request Deletion
Employee Covid Vaccination	202200216201	Matigara	Tiny Toys Nursery School	View	Request Deletio
	202200216203	Matigara	Near Tomba Sporting Club	View	Request Deletion
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1.4. Against the vacancy proposal required to be deleted, he will press 'Request Deletion' button. He will have to write the reason for deletion proposal in the comment box. For sending the proposal to DCF&S/DDR, he will press 'Send proposal'.

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FPS Vacancy	Notificatio	ons to be Rect	ified :		
FPS Compassionate License	Vacancy Id	BlockName	Location	View Mapped RC's	Action
FPS License Generation	202100216204	Matigara	Near Durga Mandir	View	Request Deletio
Meeting Minutes/Reports <					Send Request
Stock <					Close
 Billing report 	202100216205	Matigara	Tiny Toys Nursery School	View	Request Deletio
FPS Status Reconciliation	202100216403	Phansidewa	MILANGARH HIGH SCHOOL	View	Request Deletion
🔵 Dealer Bill Claim 🔹 📢	202100216404	Phansidewa	Murikhowa Primary School	View	Request Deletio
Vaccination Report	202180163801	Siliguri (M Corp)	Near Jyotinagar Bridge	View	Request Deletion
Duare Ration	202180163803	Siliguri (M Corp)	Near Bhai Bhai Sporting Club, Baghajatin Colony Main Road.	View	Request Deletio
Employee Covid Vaccination	202200216201	Matigara	Tiny Toys Nursery School	View	Request Deletio
	202200216203	Matigara	Near Tomba Sporting Club	View	Request Deletio
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1.5. When a deletion proposal is sent, the button against concerned vacancy will change to 'Requested'.

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۲	Vacancy Id	BlockName	Landmark	Action
FPS License Generation	202180167402	Durgapur (M Corp.)		Request Deletion
Vigilance Document Upload <	202180167407	Durgapur (M Corp.)	NEAR MASJID	Request Deletion
Stock <	202180167408	Durgapur (M Corp.)	SCHOOL PARA	Request Deletion
Billing report	202280167403	Durgapur (M Corp.)	Viringi kali Mandir	Request Deletion
FPS Vacancy	202280167404	Durgapur (M Corp.)		Request Deletion
FPS Status Reconciliation	202280167405	Durgapur (M Corp.)	Kada Road Shiv Mandir	Request Deletion
🔵 Dealer Bill Claim 🖌	202280167406	Durgapur (M Corp.)	MAA KARUNAMOYEE LODGE	Request Deletion
FPS Application	202280167409	Durgapur (M Corp.)	NEARBY BENACHITY NETAJI VIDYALAYA (GIRLS)	Requested
Vaccination Report <	202280167414	Durgapur (M Corp.)		Request Deletion
Duare Ration	202280167415	Durgapur (M Corp.)	MAYA BAZAR MARKET	Request Deletion
https://food.wb.gov.in/food/Create_New_Fr	Developed by Department O	f Food & Supplies.		Version 2.0



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2. Log in of DCF&S/DDR:

2.1. The vacancy proposals requested by the SCF&S/RO for deletion will appear to the DCF&S/DDR in his login in the menu 'FPS Vacancy' > 'Deletion Requests'.

Stock <	=	💄 jdasn 🛛 JD	€Logout
Disposal Of FPS Applications	PUBLIC DISTRIBUTION SYSTEM		Home / Digital PDS
Billing report	Dashboard		
• FPS Vacancy	Go to MIS Portal		
FPS Vacancy			
Deletion Requests			
FPS Status Reconciliation <			
Create User FPS			
Distributor/Wholesaler Vacancy	wkUser Manual		
FPS Application <			
• Vaccination Report <			
Duare Ration			
Administration			
https://food.wb.gov.in/food/default.aspx#	Developed by Department Of Food & Supplies.		Version 2.0

- 2.2. When the DCF&S/DDR selects a SCF&S/RO, he can see all deletion requests received from such office. He can view the reason of the SCF&S/RO for deletion.
- 2.3.If the DCF&S/DDR clicks 'Cancel' the deletion request will be turned down. All functions for the concerned vacancy can be done in such case.



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Date of Release 16.08.2022

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FPS Vacancy	Vacancies to be Deleted :					
Meeting Minutes/Reports	Vacancy Id	BlockName	Location	Action	Cancel	Comment of SCFS
Stock	202180167111	Asansol (M Corp.)		Delet	Car	The given ID was created for Resultant vacancy against A/26 C2 of Gour Ch Das. This was wrongly created and the final resultant vacancy against A/26 C2 was submitted to DDRASL against ID: 202280167107 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.
Billing report FPS Status Reconciliation	202180167112	Asansol (M Corp.)		Delet	Car	The given ID was created for Resultant vacancy against A/27 C2 of Tilsk for Lahiri. This was wrongly created and the final resultant vacancy against A/27 C2 was submitted to DDRASL against ID: 202260157109 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.
Distributor/Wholesaler Vacancy	202180167113	Asansol (M Corp.)	NEAR DURGA MANDIR	Delet	Can	The given ID was created for Resultant vacancy against A/17 C2 of Rajesh Khemka. This was wrongly created and the final resultant vacancy against A/17 C2 was submitted to DDRASL against ID: 202280157108 which is now active and under processing. This vacancy ID in Column B is requested to be deleted
Vaccination Report	202180167114	Asansol (M Corp.)		Delet	Car	The given ID was created for Resultant vacancy against A/03 C2 of Asit Kumar Laha . This was wrongly created and the final resultant vacancy against A/03 C2 was submitted to DDRASL against ID: 202260157101 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.
Duare Ration Administration	202180167115	Asansol (M Corp.)		Delet	Can	The given ID was created for another Resultant vacancy against A/03 C2 of Asit Kumar Laha. This was wrongly created and the final resultant vacancy against A/03 C2 was submitted to DDR,ASL against ID: 202280167101 which is now active and under processing. This vacancy ID is requested to be deleted.
Lifting / Distribution	202180167101	Asansol (M Corp.)		Delet	Car	The given ID was created for fresh vacancy due to excess population in the FPS A/31 of Chandra Sekhar Pathak. This was wrongly created and had ward mapping issues, the final resultant vacancy against A/31 was submitted to DDR,AS1 against ID 2022303/271154 within in now active and vacancy has also been notified at Sripally. This vacancy (D in is resourced to be featured.
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2.4. When he presses 'Delete' button, he will have to write his comments.

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FPS Vacancy	Vacancie	s to be De	leted :				
Meeting Minutes/Reports <	Select SCFS/RO :		RO-As	ansol II 🗸 🗸			
Stock <	Vacancy Id	BlockName	Location	Action	Cancel	Comment of SCFS The share in use resided for Recollect Garage assists 2/26/2 of Group Ch. Day. This was sweeply resided and the Boal recollect Garage assists 2/26/2 was subwitted	
Billing report <	10110010/111	Corp.)		Delete	Car	to DDRASL against ID: 202280167107 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.	
FPS Status Reconciliation	202180167112	Asansol (M Corp.)		Delete	Car	The given ID was created for Resultant vacancy against A/27 C2 of Tilak Kr Lahiri. This was wrongly created and the final resultant vacancy against A/27 C2 was submitted to DDR,ASL against ID: 202280167109 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.	
Distributor/Wholesaler Vacancy	202180167113	Asansol (M Corp.)	NEAR DURGA MANDIR	Delete	Car	The given ID was created for Resultant vacancy against A/17 C2 of Rajesh Khemka. This was wrongly created and the final resultant vacancy against A/17 C2 was submitted to DDR,ASL against ID: 202280167108 which is now active and under processing. This vacancy ID In Column B is requested to be deleted	
Vaccination Report <	202180167114	Asansol (M Corp.)		Delete	Car	The given ID was created for Resultant vacancy against A(03 C2 of Asit Kumar Laha. This was wrongly created and the final resultant vacancy against A(03 C2 was submitted to DDR ASI. against ID: 202280167101 which is now active and under processing. This vacancy ID in Column B is requested to be deleted.	
Duare Ration Administration	202180167115	Asansol (M Corp.)		Delete	Car	The given ID was created for another Resultant vacancy against A/05 C2 of Asit Kumar Laha. This was wrongly created and the final resultant vacancy against A/05 C2 was submitted to DDR,ASL against ID: 202280151101 which is now active and under processing. This vacancy/ID is requested to be deleted.	
Lifting / Distribution	202180167101	Asansol (M Corp.)		Delete	Car	The given ID was created for fresh vacancy due to excess population in the FPS A/31 of Chandra Sekhar Pathak. This was wrongly created and had ward mapping issues, the final resultant vacancy against A/51 was submitted to DORASL against ID: 202180187116 which is now active and vacancy has also been notified at Sripally. This	
🔵 Supply 🔍 🤇				Proceed		vacancy i/J in is requested to be deleted.	
◯ SMS	DATA NOT FOUND	11					
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https://food.wb.gov.in/food/Create	New Eps/Deletic	onRequestDCFS	S.aspx#				

2.5. When he writes comments and presses 'Proceed' button, he will be alerted before final deletion.



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Vacancies to be Deleted : OK Cancel	
Select SCFS/R0 : R0-Adamtol II V	
Meeting Minutes/Reports Vacancy Id BlockName Location Action Cancel Comment of SCFS	
Stock Car Stock Car The given D was created for Resultant vacancy against A/26 C2 of Gour Ch Das. This will the DDB 401 example 10:000000157107 which is pown with and under a	was wrongly created and the final resultant vacancy against A/26 C2 was submitted
Billing report	processing. This vacancy io in column bis requested to be deleted.
PPS Status Reconciliation Corp. PS Status Reconciliation Corp. Co	. This was wrongly created and the final resultant vacancy against A/27 C2 was nder processing. This vacancy ID in Column B is requested to be deleted.
Distributor/Wholesaler Vacancy 202180157113 Asansol (M NEAR DURGA Delete Car The given ID was created for Resultant vacancy against A/17 C2 of Rajech Khemila. submitted to DDRASL against ID: 202280157108 which is now active and un	a. This was wrongly created and the final resultant vacancy against A/17 C2 was inder processing. This vacancy ID in Column B is requested to be deleted
Vaccination Report C 202180167114 Assnol (M Corp.) Car The given 10 was created for Resultant vacancy against A/05 C2 of Ault Rumar Laha. submitted to DDRASL against ID: 202280167101 which is now active and un	a. This was wrongly created and the final resultant vacancy against A/03 C2 was nder processing. This vacancy ID in Column B is requested to be deleted.
Duare Ration 202180167115 Asansol (M Delete The given ID was created for another Resultant vacancy against A (03 C2 of Asit Kumar	ar Laha . This was wrongly created and the final resultant vacancy against A/03 C2
Administration Corp.) was submitted to DDR,ASL against ID: 202280167101 which is now active	ive and under processing. This vacancy ID is requested to be deleted.
Lifting / Distribution Corp. Detet Corp. Corp	of Chandra Sekhar Pathak. This was wrongly created and had ward mapping issues. 80167116 which is now active and vacancy has also been notified at Sripally. This event to be calested
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SMS DATA NOT FOUND!!	
Developed by Department Of Food & Supplies.	Version 2.0

2.6. If the DCF&S/DDR presses 'OK' in the alert pop-up box, the concerned proposal will get finally deleted. It will go off the list. Also, the user in whose login the vacancy proposal lay, will not find it any more after deletion.