



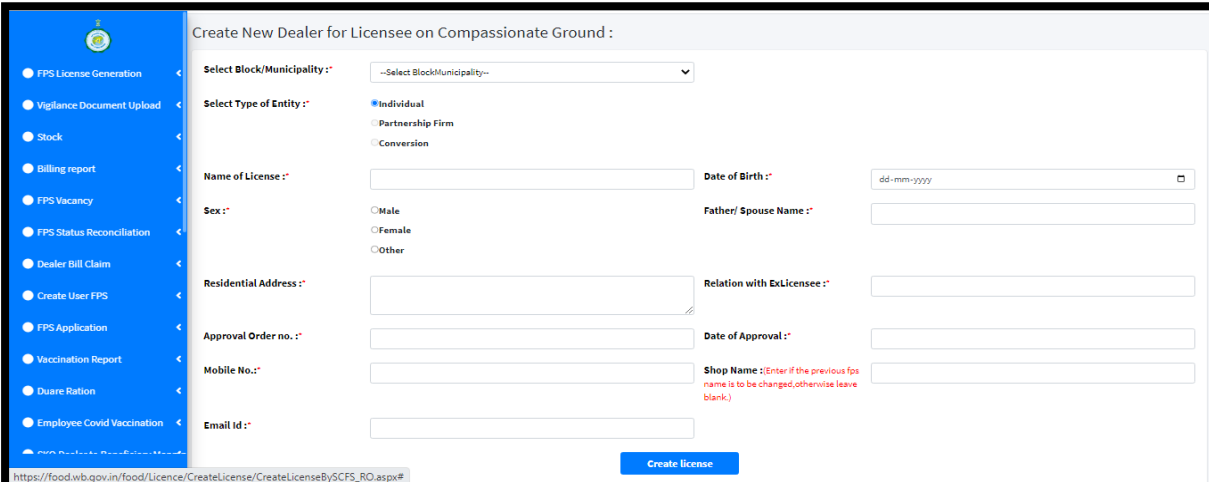
|   |   |   |
|---|---|---|
|  | <h2 style="margin: 0;">Guidelines for<br/>FPS Licence Management</h2> <p style="margin: 0;"><b>(Part II: Step-by-Step Guideline for Creation of Licence Code for a<br/>Compassionate Ground Licence, Linking of FPS with it and Generation<br/>of Dealership Licence)</b></p> |  |
|---|---|---|

**Annx. to GO No.: 3656-FS/Sectt/SUP/4M-195/19 Dated 06.09.2022**

## 1. Generation of a licence code for the approved applicant:

### *Login of Data Entry Operator of SCF&S/RO*

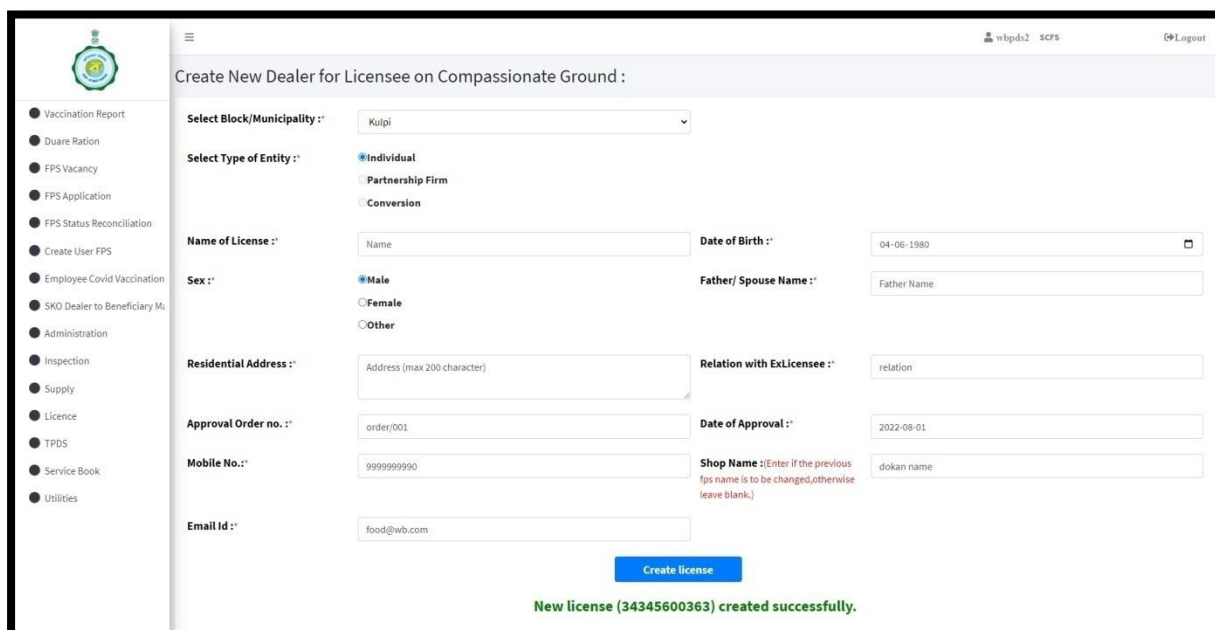
- 1.1. In his login the DEO of SCF&S/RO will go to 'FPS Compassionate Licence' > 'Create Licence Code'.
- 1.2. He will enter data as per "Proforma for Basic Information of Approved Applicant for FPS Dealership on Compassionate Ground" [annexed with this guideline] filled up and submitted by the applicant.



1.3. The following must be kept in mind while filling up the fields.

- 1.3.1. The DEO will select the block/municipality in which the discontinued FPS functioned. This will not be applicable for ROs.
- 1.3.2. For 'Name of Licensee' the name of the approved applicant will be entered with correct spelling.
- 1.3.3. For 'Approval Order no.' the memo no. of letter granting approval in favour of the applicant from the Director, DDP&S/DR (or any other authority if declared competent by the Department from time to time) is to be entered. If the approval is granted in note sheet of a file, no. of such file may be entered.
- 1.3.4. 'Mobile no.' and 'Email ID' of the approved applicant is to be entered. This will be used in various other functions when his Dealership commences.
- 1.3.5. For 'Shop Name', if the name of the FPS (to be linked with this licensee) needs to be changed then the new name is to be entered. In case of individual to individual transfer this will be applicable mainly. However, some FPSs have non-person specific names like 'M/s XYZ Enterprise' etc. If such name is to be continued under the new licensee as well, then this field is not to be filled up.

1.4. After filling up, the 'Create Licence' button is to be pressed. The new licence code created will be shown on the screen which must be kept noted.



Create New Dealer for Licensee on Compassionate Ground :

Select Block/Municipality :\* Kulpi

Select Type of Entity :\*  Individual  Partnership Firm  Conversion

Name of Licensee :\* Name Date of Birth :\* 04-06-1980

Sex :\*  Male  Female  Other Father/ Spouse Name :\* Father Name

Residential Address :\* Address (max 200 character) Relation with ExLicensee :\* relation

Approval Order no. :\* order/001 Date of Approval :\* 2022-08-01

Mobile No. :\* 9999999990 Shop Name :\*(Enter if the previous fps name is to be changed,otherwise leave blank.) dokan name

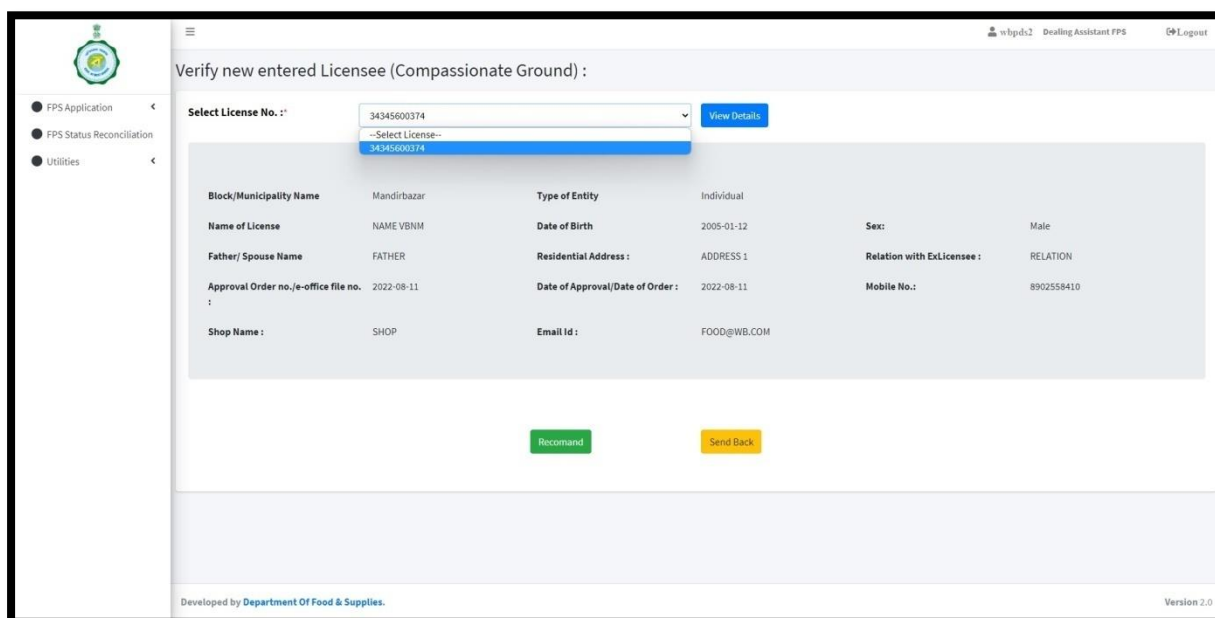
Email Id :\* food@wb.com

[Create license](#)

New license (34345600363) created successfully.

### Login of Dealing Assistant of SCF&S/RO (Verifier)

1.5. The Dealing Assistant in his login will go to 'Verify Licence'. In the drop down he can find the list of licence codes created by the DEO (which are yet to be linked with any FPS). He will select licence codes one by one. On selection of a licence code this screen will open.



Verify new entered Licensee (Compassionate Ground) :

Select License No. :\* 34345600374 [View Details](#)

|  |             |                                  |             |                            |            |
|--|-------------|----------------------------------|-------------|----------------------------|------------|
| Block/Municipality Name                | Mandirbazar | Type of Entity                   | Individual  | Sex:                       | Male       |
| Name of Licensee                       | NAME VBNM   | Date of Birth                    | 2005-01-12  | Relation with ExLicensee : | RELATION   |
| Father/ Spouse Name                    | FATHER      | Residential Address :            | ADDRESS 1   | Mobile No.:                | 8902558410 |
| Approval Order no./e-office file no. : | 2022-08-11  | Date of Approval/Date of Order : | 2022-08-11  |                            |            |
| Shop Name :                            | SHOP        | Email Id :                       | FOOD@WB.COM |                            |            |

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1.6. If the DA finds any discrepancy/mistake in the data of created licence, he will press 'Send back' to send it back to the DEO for correction.

1.7. If he is satisfied, he will press 'Recommend'. Now the licence code is ready for FPS linking proposal.

Verify new entered Licensee (Compassionate Ground) :

Select License No. : 34345600374 [View Details](#)

|  |             |                                  |             |                            |            |
|--|-------------|----------------------------------|-------------|----------------------------|------------|
| Block/Municipality Name                | Mandirbazar | Type of Entity                   | Individual  | Sex:                       | Male       |
| Name of License                        | NAME VBNM   | Date of Birth                    | 2005-01-12  | Relation with ExLicensee : | RELATION   |
| Father/ Spouse Name                    | FATHER      | Residential Address :            | ADDRESS 1   | Mobile No.:                | 8902558410 |
| Approval Order no./e-office file no. : | 2022-08-11  | Date of Approval/Date of Order : | 2022-08-11  |                            |            |
| Shop Name :                            | SHOP        | Email Id :                       | FOOD@WB.COM |                            |            |

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license No. (34345600374) forwarded to SCFS/RO successfully. Now it is available to link with FPS

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## 2. Linking of the newly generated licence code with the tagged FPS code:

### *Login of Dealing Assistant of SCF&S/RO*

2.1. Before proceeding to do this work, the Dealing Assistant must be sure of the FPS that is to be linked with the newly created licensee. He must check the FPS code and whether all the concerned beneficiaries are assigned to this FPS code.

2.2. The Dealing Assistant will go to 'FPS Compassionate Licence' > 'Propose FPS Linking'. This screen will open.

Linking of FPS with New Licensee (Compassionate Ground) :

Select Block/Municipality : Mandirbazar

Select Tagged FPS : 07, GOLAM MOSTAFA MOLLA(134301000005)

Select Licensee with whom to be tagged : NAME VBNM(34345600374)

Do you want to change Godown/shop address of linked FPS ?  Yes  No

Godown/shop Address : address Latitude(in Decimal) : 22.36 Longitude(in Decimal) : 83.69

[Link FPS with licensee](#)

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2.2.1. The DA will select the block/municipality in which the instant licensee has been created (point no. 1.3.1.). This will not be applicable for DA of ROs.

- 2.2.2. All the tagged FPSs (as marked by SCF&S in recent FPS status reconciliation exercise) in the concerned block/municipality (for ROs, in the entire sub-area) will be shown in the drop down list in 'Select Tagged FPS'.
- 2.2.3. From 'Select Licensee with whom to be linked' the instant license code is to be selected.
- 2.2.4. If the licensee has been approved to continue at the same FPS premises as the previous licensee, against 'Do you want to change godown/Shop address of selected FPS?', 'No' is to be clicked. If the licensee is going to use a new premise as per approval, then the SCF&S/RO will press 'Yes' and enter full address of the new premises. Latitude and longitude of the new premises is to be entered in decimal upto 4 (four) places.
- 2.2.5. After completion of entry 'Propose Linking FPS with Licensee' button is to be pressed.

2.3. Now, in the screen confirmation message will show that the selected FPS and licensee have been proposed to be linked to each other.

### *Login of the SCF&S/RO (Approver)*

2.4. In his login the SCF&S/RO will go to 'Approve Licence'.

2.5. From the drop down, he will select a newly created licence code.

Approval of new entered Licensee (Compassionate Ground) :

Select License No. :  [View Details](#)

Enter License No. :  [Export.pdf](#)

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2.6. On pressing 'View Details' the entire details of the licensee as entered by DEO and verified by DA, and details of the FPS with which the DA has proposed linking will open.

Select License No. :  [View Details](#)

|   |               |   |                                       |                                   |            |
|---|---------------|---|---------------------------------------|-----------------------------------|------------|
| <b>Block/Municipality Name</b>                | Mandirbazar   | <b>Type of Entity</b>                   | Individual                            |                                   |            |
| <b>Name of License</b>                        | NAME VBNM     | <b>Date of Birth</b>                    | 2005-01-12                            | <b>Sex:</b>                       | Male       |
| <b>Father/ Spouse Name</b>                    | FATHER        | <b>Residential Address :</b>            | ADDRESS 1                             | <b>Relation with ExLicensee :</b> | RELATION   |
| <b>Approval Order no./e-office file no. :</b> | 2022-08-11    | <b>Date of Approval/Date of Order :</b> | 2022-08-11                            | <b>Mobile No.:</b>                | 8902558410 |
| <b>Shop Name :</b>                            | SHOP          | <b>Email Id :</b>                       | FOOD@WB.COM                           |                                   |            |
| <b>Block/Municipality Name</b>                | Mandirbazar   | <b>Tagged FPS</b>                       | 07. GOLAM MOSTAFA MOLLA(134301000005) |                                   |            |
| <b>Licensee with whom is tagged</b>           | 34345600374   |   |                                       |                                   |            |
| <b>New Godown/shop Name</b>                   | RAMCHANDRAPUR | <b>Latitude(in Decimal)</b>             | 22.122167                             | <b>Longitude(in Decimal)</b>      | 88.306306  |

[Approve](#) [Send Back](#)

Enter License No. :  [Export.pdf](#)

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2.7. If he detects any discrepancy or mistake, he will send it back to the DA by pressing 'Send Back'.

2.8. If he is satisfied, he will press 'Approve'. Accordingly the proposed linking of the licence code and FPS code will be approved.

|  |               |                                  |                                       |                            |            |
|--|---------------|----------------------------------|---------------------------------------|----------------------------|------------|
| Block/Municipality Name                | Mandirbazar   | Type of Entity                   | Individual                            |                            |            |
| Name of License                        | NAME VBNM     | Date of Birth                    | 2005-01-12                            | Sex:                       | Male       |
| Father/ Spouse Name                    | FATHER        | Residential Address :            | ADDRESS 1                             | Relation with ExLicensee : | RELATION   |
| Approval Order no./e-office file no. : | 2022-08-11    | Date of Approval/Date of Order : | 2022-08-11                            | Mobile No.:                | 8902558410 |
| Shop Name :                            | SHOP          | Email id :                       | FOOD@WB.COM                           |                            |            |
| Block/Municipality Name                | Mandirbazar   | Tagged FPS                       | 07. GOLAM MOSTAFA MOLLA(134301000005) |                            |            |
| Licensee with whom is tagged           | 34345600374   |                                  |                                       |                            |            |
| New Godown/shop Name                   | RAMCHANDRAPUR | Latitude(In Decimal)             | 22.122167                             | Longitude(In Decimal)      | 88.306306  |

Approve
Send Back

New license (34345600374) created successfully.

Generate Licence

Enter License No. :  Export.pdf

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2.9.If the SCF&S/RO wants to generate licence in statutory form right now, he will press ‘Generate Licence’.

2.10. Else, he may choose generation of licence later. For this he will enter the licence code in the field shown at the bottom of the screen in 2.8. and press ‘Generate Licence’.

2.11. In both the cases (2.9. and 2.10.) the SCF&S/RO will now be required to plug in his Digital Signature e-Token. When it is in place, he will press ‘Proceed to e-Sign’.

Proceed to E-Sign

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- 2.12. The SCF&S/RO will select the Digital Signature e-Token from the drop down list and enter pin. On pressing the button 'E-Sign and Generate Licence' the licence for the new licensee in statutory form will be downloaded.

The screenshot displays a web application interface. On the left, there is a blue sidebar menu with various options, including 'FPS Vacancy', 'FPS Compassionate License', 'FPS License Generation', 'Meeting Minutes/Reports', 'Stock', 'Billing report', 'FPS Status Reconciliation', 'Dealer Bill Claim', 'Vaccination Report', 'Duare Ration', 'Employee Covid Vaccination', 'SKO Dealer to Beneficiary Mapping', 'Administration', and 'Lifting / Distribution'. The main content area is titled 'DSC' and contains a form with a 'Select Token' dropdown menu (showing 'Epass2003\_New'), an 'Enter PIN' text input field, and a 'Sign PDF' button. The footer indicates 'Developed by Department Of Food & Supplies' and 'Version 2.0'.

The screenshot displays a generated licence form. The form is titled 'GOVERNMENT OF WEST BENGAL FORM E Licence to a Dealer under the West Bengal Public Distribution Systems (Maintenance & Control) Order, 2013 [Vide Paragraph 21 (i)]'. It includes fields for 'Licence No. 34345600375' and 'FPS No. 134300200027'. The first condition is '1. Subject to the provisions of the West Bengal Public Distribution Systems (Maintenance & Control) Order, 2013 and to the terms and conditions of this licence-'.

**Proforma for Basic Information  
of Approved Applicant for FPS Dealership on Compassionate Ground  
Annx. to GO No.: 3656-FS/Sectt/SUP/4M-195/19 Dated 06.09.2022**

|             |  |
|-------------|--|
| Name of FPS |  |
| FPS Code    |  |

|   |  |  |
|---|--|--|
| Applied for FPS Dealership on compassionate ground for which type of change<br><br>(tick whichever is applicable) | Individual Dealer to Individual Dealer                                 |  |
|   | Partner inclusion/exclusion/replacement in Partnership Firm            |  |
|   | Conversion from Partnership to Individual or Individual to Partnership |  |

**For Individual to Individual Transfer**

|   |  |             |         |
|---|--|-------------|---------|
| 1. Name of Applicant (BLOCK LETTERS ONLY) | FIRST NAME                                 | MIDDLE NAME | SURNAME |
| 2. Date of Birth                          | (DD/MM/YYYY)                               |             |         |
| 3. Aadhaar No.                            |  |             |         |
| 4. Sex                                    | Male                                       | Female      | Others  |
| 5. Name of Father/Spouse                  |  |             |         |
| 6. Mobile No.                             |  |             |         |
| 7. Email ID                               |  |             |         |
| 8. Residential Address                    | House/Flat No.                             |             |         |
|   | Road/Village/Locality                      |             |         |
|   | GP/Ward No.                                |             |         |
|   | Block/ Municipality/ Municipal Corporation |             |         |
|   | Sub-Division                               |             |         |
|   | Police Station                             |             |         |
|   | District                                   |             |         |
| Pin Code                                  |  |             |         |

|  |  |
|--|--|
| 9. Name of Previous FPS Dealer         |  |
| 10. Licence No. (Old)                  |  |
| 11. Licence No. (Revised)              |  |
| 12. Relation of Applicant with him/her |  |

|  |                      |    |
|--|----------------------|----|
| 13. Whether FPS name needs to be changed | Yes                  | No |
| 14. If yes, new name                     | (BLOCK LETTERS ONLY) |    |

|  |  |    |
|--|--|----|
| 15. Whether Previous FPS Premises will Continue to be Used | Yes  | No |
| 16. If no, address of the new premises                     | Dag no./Holding No.                        |    |
|  | Khatian No.                                |    |
|  | GP/Ward No.                                |    |
|  | Block/ Municipality/ Municipal Corporation |    |
|  | Sub-Division                               |    |
|  | Police Station                             |    |
|  | District                                   |    |
| Pin Code   |  |    |

**Signature of Approved Applicant**

**Additional Secretary (Food)  
to the Govt. of West Bengal**