

Government of West Bengal  
Food & Supplies Department  
11/A, Mirza Galib Street, Kolkata-700087  
IT Cell, Mail id - [itcfsdwb@gmail.com](mailto:itcfsdwb@gmail.com)

Memo No: 1538 -FS/O/Sectt/IT-04/2021

Date-17<sup>th</sup>, May,2021

ORDER

Sub : Disposal of Forms through CPC (Centralised Processing Cell) instead of block / municipalities level

In supersession of all previous orders, it has been decided by the Department that, from now onward, approval of **Form 6** (For shifting of FPS), **Form 9** (For duplicate card against lost, damaged and defaced card), **Form 11** (For seeding of Aadhaar and mobile number with DRCs) will be done centrally by **Central Processing Centre (CPC)** as these forms are related to some services only and in most of the cases does not require field verification and document verification can be done at desk. **However, in case a particular application needs to be enquired by Field Office, the Application can be send back and get enquired if required.**

In addition to Form 6, Form 9 and Form 11, approval of **Form 10** for **GEN** (Non-subsidized card) will also be processed through CPC.

The following Officers are hereby notified as Approver and Verifier in respect of online processing of Form 6,9,10 &11 through CPC :

<i>Sl no.</i>	<i>Name</i>	<i>Designation</i>	<i>Role</i>
1	<i>Smt Moly Guin</i>	<i>Dy. Director, Dte. of Rationing</i>	<i>Approver</i>
2	<i>Sri Kumud Ranjan Biswas</i>	<i>CI, Dte. of Transport</i>	<i>Verifier</i>
3	<i>Sri Asim Halder</i>	<i>CI, Dte. of Storage</i>	<i>Verifier</i>
4	<i>Sri Manas Majumdar</i>	<i>CI, Dte. of Storage</i>	<i>Verifier</i>
5	<i>Sri Subrata Sardar</i>	<i>CI, Dte. of Storage</i>	<i>Verifier</i>

A room in 4<sup>th</sup> floor has been earmarked for CPC where all such Officers will report for duty. The officers and staff may / will dispose of the cases on top priority even while working from home. No case shall be pending at any level for more than 48 hours.

Salary and other establishment works of these Officers will continue to be arranged by their present DDO / HOO on the basis of working statement received from IT Cell.

  
Special Secretary

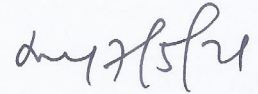
to the Government of West Bengal

Memo No: 1538 -FS/O/Sectt/IT-04/2021

Date-17<sup>th</sup>, May,2021

Copy forwarded for information and necessary action to—

1. Joint Secretary, Reforms Cell. F&S Department.
2. Director of Rationing with request to circulate this order among all Concerned.
3. Director, D.D.P&S with request to circulate this order among all Concerned.
4. Director of Storage, with a request to spare concerned Officers for this purpose.
5. Director of Transport, with a request to spare concerned Officers for this purpose.
6. All DDR with request to circulate this order among all Concerned.
7. All DCF&S with request to circulate this order among all Concerned
8. PS to HMIC
9. Sr PS to the Secretary, F&S Department.



Deputy Secretary  
to the Government of West Bengal



## Annexure

Process flow of these forms will be as follows:

### **Step - 1: Submission of the Application Forms in the online portal:**

**Offline:** Forms submitted offline will be entered by the DEO of that particular office. Original application and supporting documents have to be verified properly. Forms have to be entered within 2 working days from submission.

**Online:** Online forms will be entered by the applicant and all the required documents have to be submitted.

### **Step-2: Verification:**

- a. The verifier will check all the details and the submitted documents properly and if satisfied, verify the application with specific comments (for acceptance or rejection).
- b. Once verified the application will go to the login id of the Approver.
- c. If the verifier is not satisfied with a particular application then he/she will have an option to send it to the respective Area Inspector (AI) for further enquiry.
- d. All the applications received by a verifier either has to be verified or has to be forwarded to the respective area inspector within 2 working days.
- e. Area Inspector has to forward the received application again to the verifier with an enquiry report and specific comments (for acceptance/rejection) within 10 days of receiving such application.

### **Step- 3 : Approver :**

For a particular application, approver can:

- a. Approve the application if he/she is satisfied.
- b. Reject the application with proper comment.
- c. Return to the verifier for further enquiry.

Approver should complete his/her action (approver, reject or return back o verifier) within 3 working days after receiving an application.

### **Step-4: Weekly Report**

Approver will submit a weekly report of the applications disposal through CPC as per format to be given to him/her on each Friday by 5 PM to the Deputy Secretary (IT).

## Flow Diagram

