

## SOP for payment of old online claim bills of FPS Dealers

FPS Dealers can submit their claim of Margin and Addl. Commission incl. e-KYC Commission of a month after 15<sup>th</sup> of the following month through their login. At present submission of claim of last consecutive 3 months are allowed in Dealers login.

In case any FPS Dealer did not submit his/her/their claim of Margin, Margin + Addl. Commission for Duare Ration incl. e-KYC Commission for the month(s) prior to last 3 month from the current month then concerned FPS Dealer shall need to apply before the DCFS/DDR for allowing him/her in submitting claim.

Then DCFS/DDR through his/her login may allow the FPS for submission of claim of previous months before the last 3 month from the current month.

DCFS/DDR login > Billing Menu > Allow >

The screenshot shows the FPS Dealer login interface. On the left, a blue sidebar menu contains various options, with 'Billing' and '+ Allow Bill' highlighted in yellow. A green arrow points from this menu to the 'Select Dealer' form area. The form includes dropdown menus for 'Sub-Division', 'Dealer', 'Year', and 'Month', and a 'SEARCH' button. The interface is developed by the Department of Food & Supplies, Version 2.0.

The screenshot shows the 'Allow Dealer For Bill Submission' interface. The 'Select Dealer' form is filled with the following values: Sub-Division: SCFS-Bardhaman Sadar(North), Dealer: HARAPADA MALLICK(133505000037), Year: 2021, Month: August. Below the form is a table titled 'Dealer Allocation & Bill Quantity' with the following data:

Sl. No.	Item Name	Allocation Quantity	Bill Quantity	Balance Quantity	Allow Item for Bill
1	AAY(NFSA)-RICE	13.05000	0.00000	13.05000	Allow
2	PHH-RICE	49.10000	0.00000	49.10000	Allow
3	PHH-ATTA	69.96750	0.00000	69.96750	Allow
4	RKSY-I-RICE	14.19500	0.00000	14.19500	Allow
5	RKSY-I-ATTA/WHEAT	21.29250	0.00000	21.29250	Allow

Through this link DCFS/DDR shall allow the FPS (against FPS Code) for submission of claim against a particular month. Here DCFS/DDR shall need to allow submission of bill item wise. In case bill allow is

required for multiple months then same process need to be followed for all months for which bill allow is required.

**Once allowed by DCFS/DDR then concerned FPS (if ACTIVE) shall be able to submit claim from his/her concerned FPS login wherefrom regular claims are submitted at present.**

**In case of de-active FPS code, the old claim (once allowed by DCFS/DDR) shall need to be submitted from SCFS/RO login.**

However all other modalities of submission and processing of claims shall remain unchanged.