

**Government of West Bengal
Food & Supplies Department
11-A/Mirza Ghalib Street. Kolkata-87**

Memo No- 807 / FS/ P /Sectt/IT- 01/2014 (Part-I)

Date- 1 /10/18

ORDER

To streamline the process of Digital Ration Card Distribution and to capture in real time the details of distributed Ration card at the time of card distribution, Government in Food &Supplies Department has decided that, henceforth, digital ration cards will be distributed only from the Office of Inspector F&S in Modified Rationing (M.R) area and from office of the Rationing Officer in Statutory Rationing (S.R) Area. For this purpose, the under noted process should be followed in the office of the Rationing Officer/ Inspector F&S.

1. A software will be provided to the DCF&S/DDR with Form-IV online Ration card data sent for printing in March-2018 and Form-III and Form-IV online data sent for printing in June and July-2018 and still unmerged in portal. It will be merged as and when distribution data will be uploaded in portal and subsequently effect online allocation will be made after uploading and this process will continue henceforth.
2. This software should be installed at the office of the Rationing Officer/ Inspector F&S.
3. After installation of software, distributed Ration card data should be entered in the software.
4. After entering the data, an excel file should be generated from software.
5. Generated excel file should be uploaded in wbpds.gov.in using NFSA log.in of Rationing Officer/Inspector F&S.
6. Ration card data which will be sent for printing from now on will be made available to the DCF&S/DDR for distribution to Inspector/Rationing Officer. There is an option in the software to **import newly printed Ration card data**. Inspector/Rationing officer have to import this data to incorporate subsequently printed digital ration card data.
7. User manual for using this software will be provided to the DCF&S/DDR along with the Software.

This order will take an immediate effect and all concerned will implement it in letter and spirit.

Sd/-

**Principal Secretary
Food & Supplies Department**

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Copy forwarded for information and necessary action to-

1. All District Magistrates.
2. Additional Secretary, F&S Department.
3. Director of Rationing.
4. Director of DDP&S.
5. Commissioner of all Municipal Corporation
6. All Deputy Director of Rationing.
7. All DCF&S.
8. All SCF&S.
9. All Rationing Officer.
10. P.S to HMIC F&S.
11. Sr. PS to Principal Secretary, F&S Department.


Joint Secretary
to the Govt of West Bengal