



**Annexure to the GO No.3899-FS/Secff/Food/4P-09/2012-Part
dated: 12/11/2021**

Engagement of a Dealer in a new/resultant FPS vacancy is done in 4 broad steps. They are

1. Creation of new/resultant vacancy,
2. Application by candidates,
3. Selection of most eligible applicant through due disposal of applications, and
4. Engagement of such selected applicant as FPS Dealer.

Towards making the process entirely online, a web-module in the Departmental web-portal has been devised covering the first 2 steps i.e. creation of a new/resultant vacancy and application by candidates. A guideline for all levels of users is hereby laid down for convenience of operation.

Glossary:

UPWARD INBOX = Inbox of a user for receiving files from subordinate officials

DOWNWARD INBOX = Inbox of a user for receiving files from superior officials

SENT BOX = Storage for all communications sent by a user

1. Creation of new/resultant vacancy:

Functions of different level of officers in FPS Vacancy module are appended hereunder in details:

SCF&S/ RO:

- 1.1. An SCF&S/RO may feel there is a possibility of creation of a vacancy due to any one of the following reasons:
 - 1.1.1. Reasons for resultant vacancy: discontinuation of an FPS due to resignation/termination/liquidation of a firm or where no eligible applicant has been found for engagement on compassionate ground.
 - 1.1.2. Reasons for new vacancy: (a) excess number of beneficiaries in an FPS or a group of FPSs in close proximity, (b) beneficiaries living in remote location, and (c) existence of natural barriers hindering access.
- 1.2. He will then enter in webportal <https://wbpds.wb.gov.in> and from his log in instruct the Inspector to enquire into plausibility of creation of a vacancy (FPS Vacancy > Creation of Vacancy).
- 1.3. For resultant vacancy, if the discontinued FPS has a system generated FPS code with tagged beneficiaries, the SCF&S/RO will earmark such code. Otherwise, code of the FPS with which the beneficiaries are presently tagged will be used for identifying the beneficiaries of the proposed FPS.
- 1.4. For new vacancy, minimum no. of RCs to be retained at the end of the existing FPS and no. of RCs to be de-linked from it will be mentioned. Here, village-wise number of beneficiaries under the existing FPS may be referred to from 'Show Village-wise Count'. For pooling RCs from multiple FPSs, the exercise can be repeated through 'Add More FPS'.
- 1.5. Also, the number of FPSs which may be created will be mentioned.
- 1.6. When the instruction is sent, a letter and a **vacancy ID** will be generated by the system.

- 1.7. **After completion of enquiry by the Inspector the proposal will be submitted to end of SCF&S. Then** the enquiry report will be scrutinised in light of the following:
- 1.7.1. Whether all villages/wards of the vacancy area have been covered as shown in the sketch map.
 - 1.7.2. The Inspector will not be able to override the threshold mentioned in 1.4. except for a margin of ± 20 .
 - 1.7.3. Whether ratio of category wise beneficiaries in the existing FPS as well as in the proposed FPS are in parity with category wise deviation $\pm 20\%$.
- 1.8. If the report does not seem acceptable to the SCF&S/RO, he can send it back to the Inspector for re-enquiry on certain aspects; or he can form a team of 3 Inspectorate staff for re-enquiry.
- 1.9. If the report is deemed acceptable, he will send it to the DCF&S with his own comments. Before sending 2 declarations at the bottom need to be checked.
- 1.10. (For SCF&S only) **When the proposal is approved by the MIC**, Food & Supplies Department it will directly be reflected in his Inbox as well as in the FPS vacancy > Notify FPS vacancy in food.wb.gov.in.
- 1.11. From there vacancy notification will be generated and a signed copy be uploaded.
- 1.12. For the vacancies already approved off-line, the SCF&S can generate notification through “Check to Manual Entry” to enable people to apply online.
- 1.13. To re-notify a vacancy, the SCF&S will go to FPS vacancy > Re-notify FPS vacancy and select whether the previous notification was generated online or offline. Thereafter, it is same process as “check to manual entry” except that offline approval of the DM will have to be uploaded here.
- 1.14. In all 3 aforementioned cases, he/she has to enter notification no. which is his/her office memo and date.
- 1.15. After publication of indicative advertisement in the newspaper, name of the newspaper and date of publication will be entered in the FPS vacancy> Upload Gazette Notification. Thereafter, it will be available in public domain for submission of application by intending entities.

Enquiry Officer (Chief/Area/Sub Inspector):

- 1.16. On receipt of the instruction from the SCF&S/RO, the Inspector will acquaint himself thoroughly with the service area of the proposed vacancy and service area(s) of FPS(s) from where RCs are to be de-linked through physical enquiry.
- 1.16.1. Firstly, the villages/wards are to be identified from where beneficiaries are to be de-linked fully or partly, depending upon the proximity as well as number of beneficiaries in the village.
 - 1.16.2. The list of beneficiaries of the villages/wards selected for moving partly is to be downloaded by clicking on ‘Download’.
 - 1.16.3. Now, the selected village(s)/ward(s) is/are to be visited physically to identify the areas of the village(s)/ward(s) which will be included in the service area of the proposed vacancy.
 - 1.16.4. Beneficiary families residing within such areas (which will be included in the service area of the proposed vacancy) are to be identified and marked in the printed list.
- 1.17. Now, he enter the report by clicking on the vacancy ID in the portal.
- 1.18. He will delineate the service area of the vacancy mentioning village/para/mohalla, street name (if available), mouza, JL no., GP/ward, police station, post office and pin code. Further central location of the service area is to be defined by a nearby landmark like school, market, office etc.
- 1.19. For resultant vacancy,

- 1.19.1. If discontinued FPS has system generated code and tagged beneficiaries, entire data of the FPS can be moved to the proposed FPS by clicking 'Move FPS'.
- 1.19.2. If multiple vacancies are to be created out of the discontinued FPS, beneficiaries can be divided through 'Move FPS Partly'.
- 1.20. For new vacancy,
 - 1.20.1. The SCF&S/RO in his instruction has already earmarked the FPS(s) from which certain number of RCs is to be de-linked to create the proposed vacancy.
 - 1.20.2. If the SCF&S/RO has allowed transfer of entire data of an FPS, the same can be moved to the proposed vacancy by clicking 'Move FPS'.
 - 1.20.3. If the SCF&S/RO has allowed part-transfer of data of an FPS, the same can be moved to the proposed vacancy by clicking 'Move FPS Partly'.
 - 1.20.4. While moving beneficiaries of an existing FPS partly, the screen first shows the villages/ward-wise number of beneficiaries served by the FPS.
 - 1.20.5. Through physical verifications family already identified and marked in the printed list.
 - 1.20.6. By clicking on the village/ward, the list of beneficiary families is accessed. Details of the family including name of HoF, category of RC and number of family members are shown.
 - 1.20.7. Now, against the serial no. as marked under 1.15.4., he will select the identified family by ticking the check box.
 - 1.20.8. After checking all identified movable families in the village/ward, he will press 'Save'.
 - 1.20.9.
- 1.21. Count of category-wise families selected so far from all villages/FPSs will be shown below on pressing refresh.
- 1.22. In this exercise, the Inspector cannot deviate more than 20% from the ratio in which different categories exist in a village/ward. E.g. If in a village 20% of all beneficiaries are AAY, in his proposal the Inspector can keep 16%-24% (20% of 20%=4% up or down deviation) AAY beneficiaries in that village. If there is a bigger deviation it will be highlighted in red which the Inspector will have to revise.
- 1.23. This will be repeated for all movable families in all the villages/wards under the existing FPS(s) to fulfil the threshold of RCs set by the SCF&S/RO. As mentioned in 1.7.2., the Inspector can deviate from such threshold to the extent of ± 20 .
- 1.24. When the proposal is ready, a sketch map of the entire service area of the proposed vacancy with village(s)/ward(s) and central location within it will be uploaded.
- 1.25. 'Submit' button is to be pressed to finalise and send it to the SCF&S/RO.

DCF&S/DDR:

- 1.26. The proposal received from SCF&S/RO may be assigned to a Verifying Officer (ADC/Dealing Assistant/Chief Inspector) for scrutiny.
- 1.27. The proposal received from SCF&S/RO will be scrutinised in light of the following:
 - 1.27.1. Whether all villages/wards of the vacancy area as shown in sketch map have been covered in the proposal.
 - 1.27.2. Whether mandated minimum number of beneficiaries has been retained with existing FPS and assigned to the proposed vacancy.
 - 1.27.3. The Inspector will not be able to override the threshold mentioned in 1.4. except for a margin of ± 20 . Composition of beneficiaries in the proposed FPS as well as in the existing FPS should be checked.

- 1.28. If the report does not seem acceptable to the DCF&S/DDR, he can send it back to the SCF&S/RO for re-enquiry on certain aspects.
- 1.29. If the report is deemed acceptable, he will send it to the Director, DDP&S/Rationing with his own comments and concurrence of the District Magistrate. Before sending, 2(two) declarations at the bottom need to be checked.

Director, DDP&S/Rationing:

- 1.30. The proposal received from DCF&S/DDR may be assigned to a Verifying Officer (Asst./Dy. Director) for scrutiny.
- 1.31. The report will be scrutinised in light as stated in case of DCF&S.
- 1.32. If the report does not seem acceptable to the Director, he can send it back to the DCF&S/DDR for re-enquiry on certain aspects.
- 1.33. If the report is deemed acceptable, he will send it to the Verifying Officer of Secretariat with his own comments. Before sending, 2 (two) declarations at the bottom need to be checked.
- 1.34. (For DR only) **When the proposal is approved by the MIC**, Food & Supplies Department it will directly be reflected in his Inbox as well as in the FPS vacancy > Notify FPS vacancy in food.wb.gov.in.
- 1.34.1. From there vacancy notification will be generated and a signed copy be uploaded.
- 1.34.2. For the vacancies already approved off-line, the DR can generate notification through “check to manual entry” to enable people to apply online.
- 1.34.3. To re-notify a vacancy, the DR will go to FPS vacancy > Re-notify FPS vacancy and select whether the previous notification was generated online or offline. Thereafter, it is same process as “check to manual entry” except that offline approval of the Department will have to be uploaded here.
- 1.34.4. In all 3 aforementioned cases, he/she has to enter notification no. which is his/her office memo and date.
- 1.34.5. After publication of indicative advertisement in the newspaper, name of the newspaper and date of publication will be entered in the FPS vacancy> Upload Gazette Notification. Thereafter, it will be available in public domain for submission of application by intending entities.

Verifying Officer of Secretariat (applicable to VOs of district and Directorate level in respective area):

Log In Credentials		
Level of Verifying Officer	Log In ID	Initial Password
Verifying Officer (DCFS/DDR)	VER_OFFICER5	Wbpds123*
	VER_OFFICER6	Wbpds123*
	VER_OFFICER7	Wbpds123*
Verifying Officer (DDPS)	VER_OFFICER1	Wbpds123*
	VER_OFFICER2	Wbpds123*
Verifying Officer (DR)	VER_OFFICER3	Wbpds123*
Verifying Officer (STATE)	JS_FOOD_1	Wbpds123*

- 1.35. The report will be scrutinised in light of the following:
- 1.35.1. Whether all villages/wards of the vacancy area as shown in sketch map have been covered in the proposal.

- 1.35.2. Whether mandated minimum number of beneficiaries has been retained with existing FPS and assigned to the proposed vacancy.
- 1.35.3. The Inspector will not be able to override the threshold mentioned in 1.4. except for a margin of ± 20 . Composition of beneficiaries in the proposed FPS as well as in the existing FPS should be checked.
- 1.36. If the report does not seem acceptable to him, he can propose sending it back to the Director.
- 1.37. If it seems acceptable, he can propose for approval.
- 1.38. Before sending, 2(two) declarations at the bottom need to be checked.
- 1.39. The Verifying Officer of the Secretariat can propose for rejection of the proposal altogether.

Secretary/Principal Secretary of the Department:

- 1.40. If the report does not seem acceptable to him, he can send it back to the Director.
- 1.41. If it seems acceptable, he can propose for approval.
- 1.42. He can also propose cancellation of the vacancy altogether.

Minister-in-Charge of the Department:

- 1.43. If the report does not seem acceptable to him, he can send it back to the Secretary/Principal Secretary.
- 1.44. If it seems acceptable, he can grant approval by clicking 'Approve'.
- 1.45. He can also cancel the vacancy altogether by clicking 'Cancel'.

2. Application by Candidates:

An application against a notified vacancy may be obtained either online or offline – direct submission at the office of the SCF&S/RO or through post.

2.1. Online Application:

- 2.1.1. An individual or an authorised representative of a partnership firm/cooperative society/Sangha or Mahasangha of an SHG will visit the webportal <https://food.wb.gov.in> and click 'Apply for FPS Vacancy'.
- 2.1.2. He will enter his mobile no. and generate OTP through 'Get OTP'.
- 2.1.3. He will enter the OTP and click 'Proceed' to log in.
- 2.1.4. The list of FPS vacancies notified for the material time will open. A district or notification no. specific search option is available.
- 2.1.5. He will click the vacancy ID of the vacancy against which he wants to apply.
- 2.1.6. Form C/A1 will open. For convenience it is divided into 5 parts.
- 2.1.6.1. Step 1: The nature of the entity – individual/partnership firm/cooperative society/Sangha or Mahasangha of SHG is to be chosen first. Then name of the applicant is to be entered. In case of applicant being an entity other than individual, the name of the firm only has to be given. 'Proceed to Next' to be clicked for next part.
- 2.1.6.2. Step 2: Details of proprietor/office bearer are to be entered. Then permanent address and residential address are to be filled in. For individual applicant, sub-division field cannot be edited will mandatorily be the one in which the vacancy area is located. If residential address and permanent address are same, then the

check box beside 'Permanent Address same as Residential Address' is to be ticked. 'Proceed to Next' to be clicked for next part.

2.1.6.3. Step 3: Location and other details of the shop-cum-storage godown are to be furnished here. For Sangha and Mahasangha of SHG, the district has to be the one in which the vacancy area falls. Suitable data fields will open depending upon possession of the premises is ownership or rental. 'Proceed to Next' to be clicked for next part.

2.1.6.4. Step 4: This step pertains to other details and declarations. In some fields, further details are sought depending upon the initial reply of yes/no. When all required details have been given, a declaration is to be ticked. 'Proceed to Upload Documents' to be clicked for next part.

2.1.6.5. Step 5: In this step required documents are to be uploaded. The applicant will 'Select' pdf/jpg files already kept in his device, and 'Upload' them one by one.

2.1.6.6. If the applicant is satisfied that all required details have been filled up and uploaded duly, he will press 'Finally Submit Application'.

2.1.7. On successful submission of application, the applicant may generate an acknowledgement (in pdf) from 'Download Your Acknowledgement'. The unique **Application ID** is mentioned therein.

2.2. Offline Application:

2.2.1. An offline application may be received by hand or by post. On receipt, the DEO/Dealing Assistant of the SCF&S/RO will log in to the webportal <https://food.wb.gov.in> and click 'FPS Vacancy > Offline Application > Generate Acknowledgement'.

2.2.2. Firstly, 'Application received by hand' or 'Application received by post' will be ticked depending upon in which mode the application has been received.

2.2.3. He will select the vacancy ID as a result of which subsequent details of the vacancy will be auto-populated.

2.2.4. Then in the list of documents, one by one yes/No will be chosen based on availability of such document with the application.

2.2.5. On completion 'Generate Receipt in PDF' is to be clicked.

2.2.6. If the application has been received by hand, the messenger will be handed over the acknowledgement with seal and signature of the receiving DEO/Dealing Assistant. The applicant will also receive an SMS acknowledgement in the given mobile no.

2.2.7. If the application has been received by post, the acknowledgement will be kept for record. SMS acknowledgement will be sent by the system if a mobile no is given.

2.2.8. Now, for entering the application online the DEO/Dealing Assistant will click 'FPS Vacancy > Offline Application > Enter Application Online'.

2.2.9. Form C/A1 will open. It will be filled in in the same way described in 2.1.6.

2.2.10. On successful submission of the application, the DEO/Dealing Assistant will generate an acknowledgement (in pdf) from 'Download Acknowledgement' and keep for record. The unique **Application ID** is mentioned therein.

2.3. Now, both online and offline applications submitted against a vacancy will be visible to the SCF&S/RO.

**Additional Secretary (Food)
to the Govt. of Food & Supplies**