

Government of West Bengal
Department of Food & Supplies
11A, Mirza Ghalib Street, Kolkata 700087

No.: 3899-FS/Sectt/Food/4P-09/2012-Part

Date: 12.11.2021

ORDER

Engagement of a Dealer in a new/resultant FPS vacancy is governed under clause 20 of WBPDS (M&C) Order, 2013 and clause 16 of WBUPDS (M&C) Order, 2013. The process is done in 4 (four) broad steps as follows:

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.

Concerned provisions of the Control Orders have recently been streamlined towards speedier disposal of cases. However, making the entire process online has been under consideration of the Department.

Recently, a module has been introduced in the webportal <https://wbpds.wb.gov.in> for creation of a new/resultant FPS vacancy and one in the webportal <https://food.wb.gov.in> for notification of such vacancy and receiving applications thereof. Now, in terms clause 20(viii) of WBPDS (M&C) Order, 2013 and clause 16(h) of WBUPDS (M&C) Order, 2013 and to infuse complete transparency in the system as well as to ensure the timelines of disposal, the entire process of creation of new/resultant vacancy and engagement of dealer in the said vacancy is hereby made online **partially**.

Detailed step-by-step guidelines for the step 1 & 2 enclosed herewith. In the next phase the remaining steps would be taken up.

This has been approved by the competent authority in the Department of Food & Supplies.

Encl: As stated


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

No.: 3899/1(5)-FS/Sectt/Food/4P-09/2012-Part

Date: 12.11.2021

Copy forwarded for information and necessary action to:

1. The Secretary in F&S Department
2. The Additional Secretary (IT & Reforms), F&S Department
3. The Director, DDP&S/Rationing
4. The DCF&Ss (all)
5. The DDRs (all)


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



Annexure to the GO no. dated /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'.

