

SOP on checking Closing Stock of FPS

Index

- ***Important Points to note (Page 2)***
- ***How to check Balance of an FPS (Pages 3-7)***
- ***FAQs (Pages 8-11)***

Some important points to note:

- 1. Balance in POS is only indicative. It is not considered for calculation of Closing Balance or for making Food Grain allocation.*
- 2. Balance of stock in any FPS should be tallied only with balance in food portal i. e <https://food.wb.gov.in/>*
- 3. Balance of any FPS can be checked by logging into the supply chain portal through <https://food.wb.gov.in/>*
- 4. All stakeholders can see balance of any FPSs in their jurisdiction. So,*
 - Admin can see balance of all FPSs in the state*
 - DDPS/DR can see balance of all FPSs in the Directorate*
 - DCFS/DDR can see balance of all FPSs in the District/Sub Control*
 - SCFS/ROs can see balance of all FPSs in the subdivision/Sub area*
 - Inspectors can see balance of all in the Block/Municipality*
 - FPS Licensee can see balance of his own FPS only.*

How to check Balance of an FPS

Step-01: User will go to <https://food.wb.gov.in/> and then login as *FPS Dealer* or **Government Official For Supply Chain**. After logging in he/she shall then click on “**Stock Reports**” & then “**Closing Stock (Current)**” as shown below

The screenshot displays the 'PUBLIC DISTRIBUTION SYSTEM' dashboard. On the left, a navigation menu lists various options, with 'Stock Reports' and 'Dealer Closing Stock(Current)' highlighted. The main content area features several charts and reports:

- Existing Stock Break Up & Vacant Space (MT):** A pie chart showing the distribution of stock and space. The legend includes:
 - CP Stock
 - Utilisable Space in CP
 - SP Stock
 - Utilisable Space in SP
 - Unutilisable Vacant Space
 - Utilizable Space (Any Pool)
- Stock & Space vis a vis Godown Capacity (MT):** A bar chart comparing Capacity 100%, Capacity 120%, Available Stock, and Utilisable Space.
- Month VS Allocation of Current Year (X=Month, Y=Allocation(MT)):** A line chart showing monthly allocation trends.
- Year VS Allocation (X=Year, Y=Allocation(MT)):** A line chart showing annual allocation trends.

A button labeled 'See District wise break up' is visible below the pie chart. At the bottom left, the URL https://food.wb.gov.in/food/Transaction_Alloc/stockSummarydatewise.aspx is provided.

Step-02: FPSs list will be shown as per the jurisdiction of the user. The user can search the FPS by name or FPS code and then he/shewill select the date balance of which he wants to see. This report shows (Opening balance as on 1st April, 2022 + Sum of all monthly Allocation since then – Sum of all Monthly distribution since then = Closing balance of selected date).

Select District: *

Select FPS Name: *

Closing Balance as On Date: *



N.B: For Atta items Opening, Allocation and Distribution Quantities are in Wheat. But Stock is shown in Atta after multiplying the stock with 0.95

Item Name	Opening as On 01.04.2022 (In KG)	Allocation Quantity (In KG) (Click to View Details)	Distribution Quantity (In KG) (Click to View Details)	Balance (In KG)
Rice (AAY-NFSA)	270.00	16428.00	16236.00	462.00
Atta (PHH&SPHH)	1067.01	20851.00	21488.00	408.51
Rice (RKSJ-I)	418.00	4462.00	4652.00	228.00
Wheat (RKSJ-I)	735.00	1977.00	2712.00	0.00
Rice (RKSJ-2)	0.00	0.00	0.00	0.00
Wheat (RKSJ-2)	0.00	0.00	0.00	0.00

Step-03: The “Allocation Quantity” and “Distribution Quantity” are both hyperlinked and on clicking them allocation & distribution of each month will be visible.

Select District: *


Select FPS Name: *

Closing Balance as On Date: *  

N.B: For Atta items Opening,Allocation and Distribution Quantities are in Wheat.But Stock is shown in Atta after multiplying the stock with 0.95

Date	Item Name	Quantity (In KG)
01/04/2022	Rice (AAY-NFSA)	225.00
01/05/2022	Rice (AAY-NFSA)	315.00
01/06/2022	Rice (AAY-NFSA)	285.00
01/07/2022	Rice (AAY-NFSA)	585.00
01/08/2022	Rice (AAY-NFSA)	465.00
01/09/2022	Rice (AAY-NFSA)	504.00
01/10/2022	Rice (AAY-NFSA)	336.00
01/11/2022	Rice (AAY-NFSA)	798.00
01/12/2022	Rice (AAY-NFSA)	1092.00

Step-04: If there is any confusion as to how the OB as on 01.04.22 same can be checked from another report named “Dealer Closing Stock up to 31st March,2022.”



Stock Report
Home

FPS Vacancy >

BSNL FTTH Connection >

Meeting Minutes/Reports >

Inspection >

Stock Reports >

Billing report >

Distributor/Wholesaler Vacancy. >

Duare Ration. >

Administration >

Lifting / Distribution >

Supply >

Licence >

Godown Entry/Edit >

TPDS >

Select District: *

Select FPS Name: *

on Quantities are in Wheat.But Stock is shown in Atta after multiplying the stock with 0.95

	01.04.2022 (In	Allocation Quantity (In KG) (Click to View Details)	Distribution Quantity (In KG) (Click to View Details)	Balance (In KG)
Rice (AAY-NFSA)	270.00	16428.00	16236.00	462.00
Atta (PHH&SPHH)	1067.01	20851.00	21488.00	408.51
Rice (RKSY-I)	418.00	4462.00	4652.00	228.00

Step-05: This report shows

- ***OB as on 1.07.21 +Sum of monthly allocation from Aug 21 to Jan 22- Sum of monthly distribution from Aug 21 till January, 2022 =CB as on 31.01.22**
- ***CB as on 31.01.22+Sum of allocation Feb,22 & March,22- Sum of Distribution of Feb,22 & March,22= Closing balance as on 31.03.22**
- ***OB as on 01.7.21 & CB as on 31.01.22 was verified from Field offices for each and every FPS and revised accordingly.**

Select District: *

Select FPS Name: *

- Closing Balance of PMGKAY = Allocation - Distribution (from May,21 to March,2022) (Allocation of march,2022 for PMGKAY is not included as the distribution is being done in April.)
- Closing Balance of NFSA/RKSY = Allocation - Distribution (from August,21 to March,2022) + OB of 1st August, 2021. [Note: OB is not considered where corrected figure of Inspector is less than difference (Allocation - Distribution)]
- For Atta items OpeningQty,AllocationQty and Distribution Quantities.Closing of 31.01.2022 are in Wheat.But 31.03.2022 Stock is shown in Atta after multiplying the stock with 0.95

Item Name(Click to View Details)	Opening as On 01.08.2021 (In KG)	Allocation Quantity from Aug,21 to Jan,22 (In KG)	Distribution Quantity from Aug,21 to Jan,22 (In KG)	Closing Quantity as on 31.01.2022 /Opening of 01.02.2022 (In KG)	Allocation Quantity from Feb,22 to Mar,22 (In KG)	Distribution Quantity from Feb,22 to Mar,22 (In KG)	Closing Balance as on 31.03.2022 /Opening of 01.04.2022 (In KG)
----------------------------------	----------------------------------	---	---	--	---	---	---

FAQs for Dealers

1. My balance for all items is showing negative .Why?

Ans: Negative balance occurs when any FPS distributes more than the allocated quantity. It can happen in case of 1-2 items normally but if the balance is showing negative for almost all items and that too at the very beginning of the month then it is in all probability a case of Tagging.

eg:

- Bikash Mukherjee (FPS code 100) got a licence on compassionate ground in in November 21 in lieu of his father Biren Mukherjee(FPS code 99) .*
- Allocation for the month of November21 had already been released in favour of Biren Mukherjee(FPS code 99) .*
- So when distribution was made by Bikash Mukherjee(FPS code 100) in spite of not receiving allocation it turned negative.*
- Again positive balance remained in FPS code 99 of Biren Mukherjee.*
- Balance of both FPS codes need to be merged to rectify.*

*** It may be noted here that this issue will not occur now as the same FPS code is now given to the new Licensee in case of compassionate ground. Also Department will provide a front end module to SCFS/ROs by December 31st, 2023 to enable them to merge balance of the two FPSs.*

2. My balance for PMGKY has already been adjusted but the stock remains in POS. Why?

Ans: PMGKY balance has been adjusted with NFSA. Now we need to merge balance of the two items to show the correct balance. Piloting for rectifying balance in POS has been done in Jhargram and RO Baranagar and

results are satisfactory. Merging of balance of NFSA and PMGKY is one of the components of this exercise. Same exercise has now been completed throughout the state on 18.12.23.

- 3. Balance of both PHH Atta and wheat showing in my POS. One item showing positive and one showing negative. Same for AAY Wheat and Atta. Why?**

Ans: Please check the balance in our portal. It will show the correct balance. Earlier POS allowed sale of both Wheat and Atta irrespective of allocation. The bug has since been removed and now FPS can sell only wheat or Atta depending on their allocation.

Piloting for rectifying balance in POS has been done in Jhargram and RO Baranagar and results are satisfactory. Merging of balance of Atta and wheat is also one of the components of this exercise. Same exercise has now been completed throughout the state on 18.12.23.

- 4. Balance of OMSS wheat showing in my POS though the stock has been exhausted. Why?**

Ans: In June 2022 sale of OMSS Wheat was stopped by FCI. Due to this department had to allocate Rice in Lieu of RKSJ I/II wheat. Many FPS dealers instead of exhausting the wheat first from POS sold Lieu Rice though they physically sold wheat to the consumers.

Merging of balance of RKSJ I/II wheat with RKSJ I/II Lieu Rice is also one of the components of the POS balance rectification exercise. Same exercise has now been completed throughout the state on 18.12.23.

Many items which are presently not allocated are also being shown in POS. What should I do?

Ans: This issue has also been taken up in the reconciliation drive & such unnecessary items have been removed.

5. The balance is not correct as I have not received the amount of food grains being shown in the portal.

Ans: The allocation given by the department is due to be received by every FPS. Please mark the month, year and item for which you have not received the allocated quantity and contact the concerned Inspector. In case he fails to satisfy you please contact the SCFS/RO and if unsatisfied you may proceed upwards by contacting the concerned DCFS/DDR and thereafter concerned Directorate. If they are not able to provide satisfactory resolution they will contact IT &Reforms Cell who will take up the issue and resolve it.

6. The distribution figure of a particular month shows less than what I actually distributed. Why?

Ans: Any distribution of food grains made without POS cannot be considered by the system. Any transaction made through POS is instantly recorded in the server and sent to Central Repository as well as stored with us.

7. There was a change in my POS balance on 19.04.2022. Why?

Ans: As already stated above POS balance is only indicative in nature and is never considered by the department for calculating closing balance or making allocation. There were some issues in POS balance which were rectified on 19.04.22 to match it with our portal.

8. Balance shown against my FPS as on 31.03.22 is not correct. As a result the current balance is not correct. What should I do?

Ans: Prior to August 2021 FPS owners manually received allocation against their FPS. Consequently there were chances of entering wrong receipt by the FPS. So the Department got the balance verified in two stages.

- First stage of verification of the balance of each and every FPS was done by Inspectors in July 2021. Based on the balance entered by Inspectors the Closing balance of 31.7.21 was drawn.***
- Second stage of verification was again done in January 2022 and the verified closing balance was drawn on 31.01.22.***
- The balance of 31.3.22 was drawn by calculating (CB as on 31.01.22+ Allocation received from Jan 22 to March 22)- Distribution from Jan 22 to March 22.***

*****You may take up the matter with concerned SCFS/RO informing them of the issue and they will take up the issue with higher authority.***

9. Balance in my POS has changed on 10.12.23 as well as on 18.12.23. Why?

Ans: On 10.12.23 as a first part of the reconciliation exercise several items in POS were merged. Due to this balance in POS changed. On 18.12.23 full reconciliation of balances was taken up with respect to balance of items in Departmental portal and same was superimposed on POS. Hence the change.