

# **Electronic - Public Distribution System (ePDS)**

**Generic Instance** 

# **User Documentation**

# For

# **Fair Price Shop Module (FPS)**

Version 1.0 Prepared by National Informatics Centre, Department of Electronics & Information Technology Govt. of India



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Prepared By	Anita Sharma
Reviewed By	
Approved By	

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### **1. NEW FPS LICENSE**

For New FPS license process starts from DFSO login.

# 1.1 SUBMIT NEW FPS LICENSE APPLICATION

#### **Step 1** Login through DFSCO login gateway



#### Figure 1. DFSCO Login

After logging in, DFSO Home page will be displayed.

### 1.1.1 Open new FPS application form

Step 2 Click on the FPS License > New License Link



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#### Figure 2. DFSCO Dashboard

Step 3 Registration page will appear for new license

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# 1.1.2 Fill and Submit application form



#### Figure 3. New FPS Form

# **Field Mapping**

# (All fields marked with \* are mandatory)

# The New License Application Form [FORM A]

- \*Applicant's Name
- \*Father / Husband Name
- \*Mother's Name
- \*Education
- \*Whether SC/ST/SCM/PH
- \*Applicant's profession
- \*Applicant's residence Address
- $\circ$  \*Name of PDS commodity which the applicant wants to deal with
- \*Details of place where applicant wants to act as FPS/Dealer
- $_{\odot}$  \*Address of the applicant's place of business with particulars of house,
- \*Plot No, Khata No, Mouza, Street Address, Pin Code, P.D, District
- \*Description of boundary (east, north, west, south)
- \*Nature of premises
- \*Building (Pucca/Kacha)
- \*Roofing (RCC, Asbestos sheet etc.)
- \*Compound Wall (Yes/No)
- \*Ownership of premises (Own/Rent)

- $\circ$  If rented, the details of agreement made with owner should be uploaded.
- Income tax details (if income tax paid)
- \*Declaration Content
- Applied FPS License previously
- Applied FPS License in other District
- IF YES then License NO;
- o IF Application is for renewal then, License Number, Date
- IF Application is for issue of duplicate copy of license then, License Number, Date
- IF Application is for reissue then, License Number, Date
- \*Signature of applicant /Thumb impression
- o Place
- o Date
- **Step 4** Once mapping has been done, click on submit button. On successful submission, a unique reference number will be generated through which the status can be checked.
- **Step 5** Click on print button to generate and print acknowledgement slip for the application request.



Figure 4. New FPS Form submission acknowledgement

And the data will go to respective (District for which you have applied new FPS) DFSC

#### 1.2 FORWARD APPLICATION FOR INSPECTION

**Step 1** Login to the application using DFSC role to forward the application for inspection.

# DFSC (District Food and Supplier Controller) Home Page

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Figure 5. DFSC Dashboard					

- **Step 2** DFSC will forward request to the AFSO (AFSO is internally determined based on the tehsil selected while filling the form) along with remarks for verification.
- **Step 3** Select the application for forwarding to AFSO for inspection by clicking on the **Forward** button.

### **Remarks Page**

- **Step 1** The remarks page will be displayed. Default remarks is provided in the text box, enter endorsement Id and date.
- **Step 2** The remarks can be optionally edited.

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**Step 3** After entering remarks and choose afso then click on **Submit** button to proceed to the next page



Figure 7. DFSC Remarks Confirmation

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**Step 4** Click on the **Submit** button to send the application for inspection to AFSO.

Figure 8. DFSC Acknowledgement



# **1.3 ASSIGN INSPECTOR**

Login as a user with AFSO role for the tehsil where the FPS application was submitted for.



AFSO (Assistant Food Supplier Official) Home Page...

Figure 9. AFSO Dashboard

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Step 1 Click on the **FPS** tab to view the list of application pending with current user.

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- Step 2 In FPS section AFSO will find the forwarded details (by DFSC)
- **Step 3** AFSO will forward the same request by selecting the inspector (from the list of inspector available within the same tehsil) for verification along with remarks.
- **Step 4** Click on the **Forward** button to assign an Inspector to the application.

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- Step 5 A default remark is provided in the text box. The remarks can be optionally edited.
- **Step 6** The drop down list will contain all the inspectors for the tehsil. Select one of the inspector and click on **Submit** button.
- **Step 7** Click **Submit** button in the confirmation screen to assign the application to inspector selected in the previous step.

# 1.4 ENTER INSPECTION DETAILS

Login using Inspector role, to view all pending application for inspection with the current logged in user.

- **Step 1** Click on **FPS** tab to view list of all pending applications.
- **Step 2** Under FPS section inspector will find the forwarded details (by AFSO)



Figure 11. Inspector Dashboard

- **Step 3** Click on the **Forward** button to enter the inspection details.
- **Step 4** Default remarks is provided in the text box, enter DOB, qualification. The remarks can be optionally edited.





Figure 12. Inspector Remarks

- **Step 5** Click on the **Submit** button, after filling the inspection details.
- **Step 6** Confirmation screen with remarks entered in the previous step will be displayed. Click on **Submit** button to forward the application to AFSO.



#### **Figure 13. Inspector Confirmed Remarks**

**Step 7** On clicking the Submit button the application is forwarded to AFSO, below screen has confirmation that the application was sent for further processing.



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Figure 14. Inspector Ac	knowledgen	nent				

### 1.5 FORWARD INSPECTION DETAIL TO AFSO

Login using AFSO role to forward the inspection completed application to the DFSC.

# After login AFSO Dashboard will appear.



Figure 15. AFSO Login

- **Step 1** Click on FPS tab to view list of all pending applications.
- **Step 2** Under FPS section of dashboard AFSO will find the processed application details (Application verified by inspector as well as new one forwarded by DFSC).
- **Step 3** Click on the Forward button to forward the application to DFSC and complete inspection phase.
- **Step 4** A default remark is provided in the text box. The remarks can be optionally edited.



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Figure 16. AFSO Remarks					

- **Step 5** Edit the remarks if required and click on Submit button.
- **Step 6** This will display the confirmation screen as shown below.





**Step 7** Click on Submit button to send the application back to DFSC for approval or rejection based on inspection report.



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Figure 18 . AFSO Acknowledgement

**Step 8** DFSC will approve the request based on remarks sent by the AFSO.

### 1.6 FORWARD TO COMMITTEE FOR FPS SELECTION

Login as a user with DFSC role.

**Step 1** Click on FPS tab to view list of all pending applications.

**Step 2** Click on the Approve button to forward the application to DFSC Official for reporting details on the FPS application request.



**Figure 19 DFSC Dashboard** 

Step 3 Default remark is provided in the text box. The remarks can be optionally edited.

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**Step 4** Edit the remarks if required and click on Continue button to show the confirmation screen.

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Step 5 Click on the Submit button, once submit button has been clicked reference number (same as previous one) will be generated and details will be forwarded to DFSC Official for further processing.





#### 1.7 REPORT CONDITION FULFILMENT TO DFSC

Login to the application using DFSC Official role.

**Step 1** Click on FPS tab to view list of all pending applications.

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**Step 2** Click on the Forward button to forward the application to DFSC with report on FPS license request.

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Remarks screen with default remarks will be displayed, edit remarks if required Step 3 and click on Continue Button.



Attp://10.23.252.238:... **Figure 25 DFSC Official Remarks Confirmation** 

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Step 4 Click on the Submit button, once submit button has been clicked reference number (same as previous one) will be generated and details will be forwarded to DFSC for further processing.

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# 1.8 APPROVE BASED ON DFSC OFFICIAL REPORT

Login using DFSC role.

# **Step 1** Click on **FPS** tab to view list of all pending applications.



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#### Figure 27 DFSC Dashboard.

**Step 2** Click on the **Approve** button to approve the application and forward the application to DFSC Official for collection license fee.



Figure 28 DFSC Remarks screen

**Step 3** Edit default remarks if required and click on **Continue** button.





#### Figure 29 DFSC remarks confirmation

**Step 4** Click on the **Submit** button, once submit button has been clicked reference number (same as previous one) will be generated and details will be forwarded to DFSCO for further processing.





# 1.9 COLLECT LICENSE FEE

Login to the application using DFSC Official role.

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# **Step 1** Click on **FPS** tab to view list of all pending applications.



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#### Figure 31 DFSC Official Dashboard

- **Step 2** Click on **Fee Collection** button to capture license fee details for the application.
- **Step 3** FPS License Fee Form appears which consists of fields lke Cheque No., Name of Bank and Cheque issue Date

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Figure 32 FPS License Fee Form

- **Step 4** Fill the fee details and click on **Submit** button to capture license fee details for the application.
- **Step 5** The application license fee is collected and details captured in the application and the request is sent to DFSC for further processing.



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### 1.10 FORWARD REQUEST FOR CARD PREPARATION

Login using DFSC role.

**Step 1** Click on **FPS** tab to view list of all pending applications.



Figure 34 DFSC Dashboard

**Step 2** Click on the **Forward** button to forward the application CP Team for card preparation.

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**Step 3** Edit the default remarks if required, and click on **Continue** button.



Figure 36 DFSC Confirmation Remarks

**Step 4** Click on the **Submit** button, once submit button has been clicked reference number (same as previous one) will be generated and details will be forwarded to Afso.



Figure 379 DFSC forwards to AFSO

#### 1.11 MAP BENEFICIARIES

Login to the application using AFSO role user.

**Step 1** Click on the **FPS** tab to list all application pending with the current user.



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Step 2 Click on Map Beneficiary button on the dashboard for new FPS license request.



Figure 42 Map Beneficiary Screen

Step 3 The screen will display all FPS's under current AFSO and beneficiaries mapped to them in a tree format. Expand and select the beneficiaries to move to newly created FPS by selecting check box against each beneficiary. Once all beneficiaries are selected, click on Map Beneficiary button.

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**Step 4** Confirmation screen will be displayed with RC No of beneficiaries that will be move to the newly created FPS.





**Step 5** Click on Continue button to map the beneficiaries to the FPS.





**Step 6** Click on **Continue** button to proceed with mapping the beneficiaries to FPS and forward the application to DFSC.



Figure 45 Map Beneficiary Acknowledgement

### 1.12 HANDOVER LICENSE TO FPS OWNER

Login to the application using DFSC role.

Step 1 Click on the **FPS** tab to list all application pending with current user.



Complete
Complete</p

**Step 2** Handover the card to the FPS owner, click on **Close** button to close the application.

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### 2. FPS LICENSE RENEWAL

For license renewal, the FPS would be eligible only if it meets below defined criteria -

#### Eligibility criteria is -

- FPS validity Date exceeded from the day of expiry.
- One month before the date of expiry of FPS.

#### 2.1 SUBMIT LICENSE RENEWAL REQUEST

Login to the application using DFSC Official role user.

#### Step 1 Select License Renewal submenu under FPS License menu.



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Figure 47 FPS License Renewal Form

- **Step 2** Field marked with (\*) are mandatory
- **Step 3** Enter License No for the FPS to be renewed and click on the **Submit** button.
- **Step 4** It will display license details with options to edit some of the license details fields.

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Category	SCHEDULED CASTE			
FPS Category Details:				
Reservation Category	SCHEDULE CASTE			
Address:				
House No./House Name*	0	Landmark/Locality/Colony*	DHURKRA	
Taluka/Tehsil/Sub-District	Ambala	Village/Town*	Dhurkra(118)	
District Name	Ambala	Pin*	Jo	
Place of business:				
Business Name*	SUSHIL KUMAR	Plot No.*		-
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Figure 48 FPS License Details Form

Step 5 Update fields if required and click on Submit button to submit renewal request.



Figure 49 FPS License Renewal Acknowledgement

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- **Step 6** On successful submission, a unique reference number will be generated through which the status can be checked.
- **Step 7** Click on Print button to generate and print acknowledgement slip for the application request.

#### 2.2 FORWARD APPLICATION FOR INSPECTION

To forward the application for inspection, login to the application using DFSC role.

Click on **FPS** tab to list all application pending with current user.





#### Figure 50 DFSC Dashboard

- **Step 1** DFSC will forward request to the AFSO (AFSO is internally determined based on the tehsil selected while filling the form) along with remarks for verification.
- **Step 2** Select the application for forwarding to AFSO for inspection by clicking on the **Forward** button.
- **Step 3** The remarks page will be displayed. Default remarks is provided in the text box, enter endorsement Id and date.
- **Step 4** The remarks can be optionally edited.



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Figure 51 DFSC Remarks

Step 5 After entering remarks click on Submit button to proceed to the next page



Figure 52 DFSC confirmation remarks

**Step 6** Click on the **Submit** button to send the application for inspection to AFSO.

Step 7 Once confirmation will be done by clicking submit button, reference number (same as previous one) will be generated and application will be forwarded to the next level (to AFSO) for further processing.



Figure 53 DFSC Acknowledgement

#### 2.3 ASSIGN INSPECTOR

Login as a user with AFSO role for the tehsil where the FPS application was submitted for.

Click on **FPS** tab to display AFSO dashboard for FPS.
Htt	tp://10.23.252.	238:8080/nic-scbpdsGEN/epds/	?x=1UqUGGJFxgZDEd6D7EC	G1go4IGB0fOnSMzeU-FOQDX0	2vWhLjI7uC0g			¢ + ⊠ c ×	6 7 9
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	D F	epartment of ood & Public Dist	tribution		Help Change Passo Welcome Tehsil Foo	vord Feedback Conta d Department AFSO	act Us हिंदी  Sign Out	Ó	
	Home	Ration Card FPS	Reports				3		
	5 No	Applicant Name	Request Type	Status	Applied On	Application	Action	1	
	1.	Vivek Sachan	NPS-New License	Ready to Map Beneficiary	03-04-2013	Details	Map Beneficiary	2	
	2.	KULDEEP KUMAR	FPS-License Renewal	Verified by Inspector	08-04-2013	Details	Forward Rev	ert	
	3.	SUSHIL KUMAR	FPS-License Renewal	Pending(Renew FPS License)	14-04-2013	Details	Forward Rev	ert	>
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Figure 54 AFSO Dashboard

- **Step 1** In **FPS section** AFSO will find the forwarded details (by **DFSC**)
- **Step 2** AFSO will forward the same request by selecting the inspector (from the list of inspector available within the same tehsil) for verification along with remarks.
- **Step 3** Click on the **Forward** button to assign an Inspector to the application.
- **Step 4** A default remark is provided in the text box. The remarks can be optionally edited.



Figure 55 AFSO Assigns Inspectors

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- **Step 5** The drop down list will contain all the inspectors for the tehsil. Select one of the inspector and click on **Submit** button.
- **Step 6** Click **Submit** button in the confirmation screen to assign the application to inspector selected in the previous step.



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**Step 7** Once confirmation will be done reference number will be generated and application will be forwarded to the selected Inspector (within the applied tehsil).





Figure 57 AFSO Assign Inspector Acknowledgement

2.4 ENTER INSPECTION DETAILS

Login using Inspector role, to view all pending application for inspection with the current logged in user.

**Step 1** Click on **FPS** tab to view list of all pending applications.



#### Figure 58 Inspector Dashboard

**Step 2** Click on the **Forward** button to enter the inspection details.

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**Step 3** Default remarks is provided in the text box, enter DOB, qualification. The remarks can be optionally edited.



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### **Figure 59 Inspector Remarks**

- **Step 4** Click on the **Submit** button, after filling the inspection details.
- **Step 5** Confirmation screen with remarks entered in the previous step will be displayed. Click on **Submit** button to forward the application to AFSO.



Figure 60 Inspector Remarks Confirmation

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**Step 6** On clicking the **Submit** button the application is forwarded to AFSO, below screen has confirmation that the application was sent for further processing.



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#### Figure 61 Inspector Acknowledgment

#### 2.5 FORWARD INSPECTION DETAIL TO AFSO

Login using AFSO role to forward the inspection completed application to the DFSC.

# After login AFSO Dashboard will appear.





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- **Step 1** Click on **FPS** tab to view list of all pending applications.
- **Step 2** Under FPS section of dashboard AFSO will find the processed application details (Application verified by inspector as well as new one forwarded by DFSC).
- **Step 3** Click on the **Forward** button to forward the application to DFSC and complete inspection phase.
- **Step 4** A default remark is provided in the text box. The remarks can be optionally edited.

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Figure 63 AFSO Remarks

Step 5 Edit the remarks if required and click on **Continue** button. This will display the confirmation screen as shown below.



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**Figure 64 AFSO Confirmed Remarks** 

**Step 6** Click on **Submit** button to send the application back to DFSC for approval or rejection based on inspection report.





Figure 65 AFSO Forward Acknowledgement

DFSC will approve the request based on remarks sent by the AFSO.

#### 2.6 APPROVE FPS LICENSE RENEWAL

Login as a user with DFSC role.

- **Step 1** Click on **FPS** tab to view list of all pending applications.
- **Step 2** Under the FPS section DFSC will find the FPS License renewal detail along with status message **"Verified by AFSO".** Click on **Approve** button.
- **Step 3** Default remark is provided in the text box. The remarks can be optionally edited.
- **Step 4** Edit the remarks if required and click on **Continue** button to show the confirmation screen.
- **Step 5** Confirm the approval request by clicking on **Submit** button, once he will click on submit button reference number will be generated along with confirmation message.
- **Step 6** Card will be renewed and expiry data for the license will be extended by one year.

# **3. FPS LICENSE SURRENDER**

## 3.1 SUBMIT SURRENDER FPS LICENSE APPLICATION

Login as DFSC Official role user.

## Step 1 Click on the FPS License > License Surrender

ttp://10.23.252.238.8080/nic-scbpdsGEN/epds/?x=bX8Ivuf0WQFKwKx4Gr80SewDpUhyPDDtcpynYJLokgKo-7E*wRXhhK0w-	Zzu2HmsMe0Wpddqf5w
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Department of food & Public Distribution Help Charge New License Renewal License Suspend License Click here to Supperd License Click here to Supperd License Suspend License Click here to Supperd License Suspend License Click here to Supperd License Click here to Supperd License Click here to Supperd License	pe Password Feedback Contact Us TRAT Welcome DFSC OFFICIAL ISign Out
Fill the Details:	
Submit Reset Back	
Designed and Developed by . National Sector	All contents Copyright of NIC 2012. All Rights Reserved
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Figure 66 Surrender License Form

- Step 2 Enter license number, reason for surrender and click on Submit button.
- **Step 3** If license number is valid and exists in system then the details of the license are displayed.

Name Father's Name	DIDAR SINGH		
Father's Name		Mother's Name	
		Category	GENERAL
Gender(m/f/t)	MALE	Education	Others
Reservation Category	GENERAL		
Address:			
House No./House Name	0	Landmark/Locality/Colony	THARWA
Village/Town	Tharwa(166)	Taluka/Tehsil/Sub-District	Ambala
District Name	Ambala	Pin	0
Place of business:			
Business Name	DIDAR SINGH	Khata No.	
Plot No.		Street Address	
Mouza		Pin	0
Description of the boundary:			
East		West	
North		South	
Applied PDS Commodities:			
Commodities Applied	Wheat, Rice, Sugar, K	erosene Oil	
Professional Details:			
Occupation	OTHER	Annual Income	0
Designation		Income Tax Paid	no
Nature of premises:			
Building	Kuccha	Roofing	RCC
Compound Wall	No	Ownership of premises	Own
PDS Store address:			
Shop No./Shop Name	0	Landmark/Locality/Colony*	THARWA
Village/Town*	Tharwa(166)	Taluka/Tehsil/Sub-District*	Ambala
Pin	0		

Figure 67 FPS License Details Form

- **Step 4** Enter the Reason for suspension, Click on **Submit** button to submit the request and send it for approval.
- **Step 5** Once form has been filled, click on submit button. On successful submission, a unique reference number will be generated through which the status can be checked.
- **Step 6** Click on **Print** button to generate and print acknowledgement slip for the application request.



Figure 68 DFSC Official Surrender Request Acknowledgement

#### 3.2 FORWARD APPLICATION FOR INSPECTION

To forward the application for inspection, login to the application using DFSC role.



Figure 69 DFSC Dashboard

- **Step 1** Select the application for forwarding to AFSO for inspection by clicking on the **Forward** button.
- **Step 2** The remarks page will be displayed. Default remarks is provided in the text box, enter endorsement Id and date.
- **Step 3** The remarks can be optionally edited.



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**Step 4** After entering remarks click on **Continue** button to proceed to the next page



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Figure 71 DFSC confirmation remarks

**Step 5** Click on the **Submit** button to send the application for inspection to AFSO.

**Step 6** Once confirmation will be done by clicking submit button, reference number (same as previous one) will be generated and application will be forwarded to the next level (to AFSO) for further processing.



Figure 71 DFSC Acknowledgement

#### 3.3 ASSIGN INSPECTOR

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Login as a user with AFSO role for the tehsil where the FPS application was submitted for.

Step 1 Click on FPS tab to display AFSO dashboard for FPS.

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### Figure 72 AFSO Dashboard

- **Step 2** In **FPS section** AFSO will find the forwarded details (by **DFSC**)
- **Step 3** AFSO will forward the same request by selecting the inspector (from the list of inspector available within the same tehsil) for verification along with remarks.
- **Step 4** Click on the **Forward** button to assign an Inspector to the application.
- **Step 5** A default remark is provided in the text box. The remarks can be optionally edited.

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Remarks::	
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Select P3 to Assigning interantineedy	
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Figure 73 AFSO Assigns Inspectors

- **Step 6** The drop down list will contain all the inspectors for the tehsil. Select one of the inspector and click on **Submit** button.
- **Step 7** Click **Submit** button in the confirmation screen to assign the application to inspector selected in the previous step.



Figure 74 AFSO assign inspector confirmation

**Step 8** Once confirmation will be done reference number will be generated and application will be forwarded to the selected Inspector (within the applied tehsil).



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Figure 74 AFSO Assign Inspector Acknowledgement

3.4 ENTER INSPECTION DETAILS

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Login using Inspector role, to view all pending application for inspection with the current logged in user.





**Figure 75 Inspector Dashboard** 

- **Step 2** Under FPS section of dashboard Inspector will find the FPS-Licence Surrender request forwarded by the AFSO.
- **Step 3** Inspector will verify all the details of FPS along with any pending complaints and if found correct then he will forward the same details to the AFSO along with remarks (optional).
- **Step 4** Click on the **Forward** button to enter the inspection details.
- **Step 5** Default remarks is provided in the text box, enter DOB, qualification. The remarks can be optionally edited.





**Figure 76 Inspector Remarks** 

- **Step 6** Click on the **Continue** button, after filling the inspection details.
- **Step 7** Confirmation screen with remarks entered in the previous step will be displayed. Click on **Continue** button to forward the application to AFSO.



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Figure 77 Inspector Remain	rks Confirma	ntion			

**Step 8** On clicking the **Submit** button the application is forwarded to AFSO, below screen has confirmation that the application was sent for further processing.



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Figure 78 Inspector Acknowledgment

#### 3.4 FORWARD INSPECTION DETAIL TO AFSO

Login using AFSO role to forward the inspection completed application to the DFSC.

After login AFSO Dashboard will appear



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Figure 79 AFSO Dashboard

- Click on **FPS** tab to view list of all pending applications. Step 1
- Step 2 Under FPS section of dashboard AFSO will find the processed application details (Application verified by inspector as well as new one forwarded by DFSC).
- Step 3 Click on the Forward button to forward the application to DFSC and complete inspection phase.
- A default remark is provided in the text box. The remarks can be optionally Step 4 edited.

Food & Public Distribution Help Change Password Feedback Contact Us Rd Welcome Tehsil Food Department AFSO Sign Out	9
Home Ration Card FPS Reports	
	55
Remarks::	
I am satisfied with IFS report 4 recommend to surrender Public Distribution System License.	
	-
I am satisfied with IFS report & recommend to surrender Public Distribution System License.	

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#### Figure 80. AFSO Remarks

Edit the remarks if required and click on **Continue** button. Step 5

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This will display the confirmation screen as shown below.

Figure 81. AFSO Confirmed Remarks

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**Step 6** Click on **Submit** button to send the application back to DFSC for approval or rejection based on inspection report.



Figure 82 . AFSO Acknowledgement

DFSC will approve the request based on remarks sent by the AFSO.

### 3.5 APPROVE FPS SURRENDER REQUEST

Login as a user with DFSC role.

**Step 1** Click on **FPS** tab to view list of all pending applications.

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**Figure 83 DFSC Dashboard** 

- **Step 2** Click on **Approve** button to approve FPS license surrender request.
- **Step 3** Once DFSC will click on approve button next screen will be confirmation screen along with the message license surrendered successfully.





Figure 84. DFSC Remarks

**Step 4** The request will be forwarded to AFSO for mapping beneficiaries of the surrendered FPS to some other existing FPS's.





Figure 85 . DFSC Acknowledgement

### **3.6 TRANSFER BENEFICIARIES**

Login to the application using AFSO role user.

Step 1 Click on FPS tab to list all application pending with current user.

Step 2 Click on Transfer RCs button page to select FPS against each ration card.



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#### Figure 86 AFSO Dashboard

- **Step 3** By default all of the beneficiaries will have a FPS tagged against them, it can be modified by selecting some other FPS from the dropdown list.
- **Step 4** Click on **Submit** button.
- **Step 5** The mapping of the beneficiaries as selected in previous page can be viewed by clicking on the link "Click to view the ration card(s) to FPS mapping."
- **Step 6** Click on **Submit** button to confirm transfer.
- **Step 7** Acknowledgement screen will be displayed with message that the license has been surrendered.



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#### Figure 87 . AFSO Acknowledgement

4. FPS LICENSE DUPLICATE

# 4.1 SUBMIT DUPLICATE LICENSE REQUEST

Login to the application as DFSC Official

Step 1 Clicking on Submit button DFSCO dashboard appears with Duplicate License link

http://10.23.252.238:8080/nic-scbpdsGEN/epds/?x	=Kc2wCh-clBKMNHcOSgy9*lGdTHtTWN5cqV	/qcl4*Rj1AU*Tjjk4OKr6133a04k21q74A-K2	2na2s	ク・Ed×	60 2
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New License					
Duplicate License		ATT SAULE			
Suspend License	A / part			and a second second	
Click here for Duplicate Licer	se all and a set		Reference and the second		
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Fill the Details:					
License No*	AMB-R-251			(J.,	
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## Figure 88 FPS Duplicate License Form

- Step 2 Clicking on Duplicate License Link, field with License No as mandatory field appears
- **Step 3** Clicking on **Submit** button, details page of application to be duplicated appears.

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Personal Details:			
Name	RAHESH KUMAR	Mother's Name	
Father's Name		Category	GENERAL
Gender(m/f/t)	MALE	Education	Others
Reservation Category	GENERAL		
Address:			
House No./House Name	0	Landmark/Locality/Colony	JANDHERI
Village/Town	Jandheri(323)	Taluka/Tehsil/Sub-District	Ambala
District Name	Ambala	Pin	0
Place of business:			
Business Name	RAHESH KUMAR	Plot No.	
Khata No.		Street Address	
Mouza		Pin	0
Description of the boundary:			
East		West	
North		South	
Applied PDS Commodities:			
Commodities Applied	Wheat, Rice, Sugar, Ker	osene Oil	
Professional Details:			
Occupation	OTHER	Annual Income	0
Designation		Income Tax Paid	no
Nature of premises:			
Building	Kuccha	Roofing	RCC
Compound Wall	No	Ownership of premises	Own
PDS Store address:			
Shop No./Shop Name	0	Landmark/Locality/Colony*	JANDHERI
Village/Town*	Jandheri(323)	Taluka/Tehsil/Sub-District*	Ambala
Pin	0		
	S	ubmit Back	

Figure 89 FPS License Details Form

Step 4 Clicking on Submit button, confirmation message and reference no is generated.



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#### Figure 90 FPS Duplicate License Acknowledgement

# 4.2 FORWARD APPLICATION FOR INSPECTION

Login to the application as user with DFSC role.



Figure 91 DFSC Login page

DFSC Dashboard appears which shows current status of the application





Figure 92 DFSC Dashboard

Step 1 Clicking on Forward button, Remarks page appears



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Figure 93 DFSC Remarks

Step 2 Clicking on Continue button, confirmed remarks page appears.





Figure 94 DFSC confirmation remarks

- Step 3 Clicking on Submit button confirmation page and generated reference no appears
- Step 4 Figure 10 DFSC Acknowledgement





### Figure 95 DFSC Acknowledgement

### 4.3 ASSIGN INSPECTOR

Login to the application as user with AFSO role.



Figure 96 AFSO Login page

AFSO Dashboard appears with pending license to be duplicated.



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Figure 97 AFSO Dashboard

Step 1 Clicking on Forward button Remarks page appears with option to select inspector.

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Department of Food & Public Distribution	Help Change Password Feedback Contact Us TR0 Welcome Tehsil Food Department AFSO ISign Out
Home Ration Card FPS Reports	
Remarks::	
Forwarded in original to FSI for report.	
Select FSI to Assign** Incombely	
Submit	Reset Back
Designed and Developed by . National Informatics Centre	All contents Copyright of NIC 2012. All Rights Reserved

Figure 98 AFSO Assigns Inspectors

**Step 2** After selecting the inspector, click on the **Submit** button to get the confirmed remarks page.

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Figure 99 AFSO assign inspector confirmation

Step 3 Clicking on the Submit button, confirmation page and reference no is generated.



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Figure 100 AFSO Assign Inspector Acknowledgement



Login to the application as user with Inspector role.

Figure 101 Inspector Login page

 
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Inspector Dashboard appears with pending application to be duplicated

Figure 102 Inspector Dashboard

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Figure 103 Inspector Remarks

Step 2 Clicking on Continue button, confirmation of remarks page appears



**Figure 104 Inspector Remarks Confirmation** 

Step 3 Clicking on Submit, confirmation message and reference no is generated.



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#### Figure 105 Inspector Acknowledgment

## 4.5 FORWARD INSPECTION DETAILS TO DFSC

Login to the application as user with AFSO role.



Figure 106 AFSO Login page

AFSO Dashboard appears with status of application to be duplicated



Figure 107 AFSO Dashboard

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**Step 1** Clicking on **Forward** button, Remarks page appears.

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Step 2 Clicking on Continue button, Confirmed Remarks page appears.

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Figure 109 AFSO Confirmed Remarks

Step 3 Clicking on Submit button, confirmation page and reference no is generated.



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Figure 110 AFSO Forward Acknowledgement

4.6 APPROVE AND FORWARD TO AFSO FOR CARD PREPARATION

Login to the application as user with DFSC role.


Figure 111 DFSC Login page

DFSC Dashboard appears with status of the license to be duplicated.

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Figure 112 DFSC Dashboard

**Step 1** Clicking on **Approve** button, Remarks page is generated



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Figure 113 DFSC Remarks Screen

Step 2 Clicking on Continue button, confirmed remarks page is generated



Figure 114 DFSC Remarks Confirmation Screen

Step 3 Clicking on Submit button, confirmation page and reference no is generated.4

## 4.7 HANDOVER LICENSE AND CLOSE APPLICATION

Login to the application as user with DFSC role.

DFSC Dashboard appears with status being duplicate license created and Close button

- **Step 1** Clicking on **Close** button, Comments page appears.
- **Step 2** Clicking on **Continue** button, comment confirmation page appears
- **Step 3** Clicking on **Continue** button, final message of Duplicate License being completed is displayed.

## 6. GLOSSARY

Sr. No.	Term	Definition
1	DFSC	District Food and Supplies Controller
2	DFSCO	District Food and Supplies Controller Officer
3	AFSO	Assistant Food and Supplies Officer
4	FPS	Fair Price Shop