

GOVERNMENT OF ODISHA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT
Instruction Manual
for
Online Consumer Registration for generating FPS Sale Register

General Instructions...

'Enter' means you have to type out details in the Text Box

'Select' means you have to select one of the options given in the dropdown list

Following **abbreviations** have been used in this manual.

FPS-Fair price shop; **GP** - Gram Panchayat; **RCH**-Ration Card Holder

How to do online registration of PDS consumers?

Please visit the website of the department www.foododisha.in. On the home page, Click on the banner at the top right mentioning **Consumer Registration for FPS Sale Register**



It will take you to a page where general notice for this activity has been published along with a box "**Online Registration of Consumers**". Click on it and start filling the Online Form for registering the consumers in following steps:

Step 1: Enter your eight digit FPS Code in the Text Box.

Enter FPS Code *:

Step 2: Click on the button to **select** a village/ward of the PDS consumers tagged to your FPS. If there are more than one villages or ward, you need to select one and enter data of all PDS consumers of that village or ward & then move to the next one. Please click on **Continue** button to get the entry screen for consumer data.

Enter FPS Code : 0101P001 Sale Register

FPS Code : 0101P001 Type : Original Location of FPS : GP-BASALA,Village-BASALA

Select Village

Select GP/Ward No. --Select-- Select Village --Select--

Continue

Please Note **that only FPS dealers dealing with Rice in all Districts & Wheat in non KBK districts have to register their consumers.** Others FPS dealers (those dealing with Sugar only or Kerosene only) are not to register,

Step 3: In the following entry screen, please provide the following four information of PDS Consumers of the selected village or ward

- A. Enter the **Ration Card Holder (RCH) Name** in the Text box.
- B. Enter **Ration Card (RC) Number** in the Text Box.
- C. Enter **Number of family members including RCH** in the Text Box.
- D. Select **Type of Card** from Dropdown list.

Sl No#	Ration Card holder Name	Ration Card Number	No. Of Family member including RCH	Type Of Card
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--

Save & Continue Save & Continue with Another Village/Ward Submit

Step 4A: In this screen you can add 15 records at a time. After entering the 15 records, click on the **“Save & Continue”** button to save the 15 records and continue adding consumers in the same village. In this manner, please enter the data of all RC Holders for AAY, BPL, APL & PLO schemes of the selected village/ward.

4B: After completing information of all the consumers of a particular village, click on the **“Save & Continue with another village/ward”** button to select another village/ward. It will take you to the initial screen for selecting a village/ward as per **Step-2** mentioned above. Consumer data entry is to be done as per Step-3

FPS Code : 0101P001 Type : Original Location of FPS : GP-BASALA,Village-BASALA

Sl No#	GP/Ward No.	Village	No. Of Records Updated		Edit
1	BASALA	BASALA	25	Add More	Edit
2	BASALA	BHERUBANIA	30	Add More	Edit
3	BASALA	LAKEIPASI	40	Add More	Edit

Select Village

Select GP/Ward No. --Select-- Select Village --Select--

Continue

4C: In case you leave out some consumers, then you need to come to the above initial screen (which will now show current status of updated records), then click on the “**Add More**” link against the concerned village/ward.

4D: Once data of all the PDS consumers tagged to your FPS have been entered, click the “**Submit**” button in the consumer entry screen as shown after step-3 to save the PDS consumer details. It will redirect you to a **confirmation page** where you can take print of the information which you have entered.

Online Registration of PDS Consumers by FPS Dealers

Congratulations!!!



We are happy to inform you that your Registration for PDS Consumer Details has been submitted successfully.

You are requested to take a print copy of the **PDS Consumer List**. Sign at the appropriate area and Submit the Consumer list to corresponding **MI/IS** of your block/ULB..

 Important
 Please click below to take a Print of **PDS Consumer List**
 Do not click on Back or Refresh button of the browser.

Print PDS Consumer Detail List
Modify

Step 5A: Click on the “**Print PDS Consumers Detail List**” to take print out of the consumer details submitted by you. The printout will be scheme wise (AAY, BPL, APL & PLO) organized alphabetically (A->Z)

 FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT GOVERNMENT OF ODISHA				
Consumer List for FPS Sale Register				
District	BOLANGIR	Block/ULB	BOLANGIR	
GP/Ward	BAIDIPALI	FPS Code	0103G064	
Card Type	APL			
SL No.	Village	Ration Card Holder Name	Ration Card No.	No. of Family Members including RCH
1	BAIDIPALI	ACHYUT JUED	8967	4
2	BAIDIPALI	ANANTA PADHAN	8958	5
3	BAIDIPALI	ANGADA PADHAN	8670	3
4	BAIDIPALI	ASHOK SAHOO	8936	5
5	BAIDIPALI	ASWINI PADHAN	6501	6
6	BAIDIPALI	BAHADUR PADHAN	8998	3
7	BARAGAON	BAIDAR BHOI	960106	3
8	BARAGAON	BALA BARIHA	9601332	2
9	BARAGAON	BANABIHARI BHOI	22358	5
10	BARAGAON	BANCHHA SAHOO	8937	6

5B: If you find any details entered by you need correction, and then click on “**Modify**” button to modify consumers of a particular village/ward. This will take you to the screen which will now show status of updated records for each of the villages/wards

for your FPS as shown after Step-4B. Please click on the “Edit” button against a village/ward to see the list of all consumers updated for that village/ward.

Sl No#	Village	Ration Card Holder Name	Ration Card Number	No. Of Family members including RCH	Type Of Card	Remarks
1	BAIDIPALI	ACHYUT JUED	8967	4	APL	
2	BAIDIPALI	AINTHU BAGARTTI	3355	5	APL	
3	BAIDIPALI	ANANTA PADHAN	8958	3	APL	
4	BAIDIPALI	ANGADA PADHAN	8670	5	APL	
5	BAIDIPALI	ARJUN BARIHA	24556	6	BPL	
6	BAIDIPALI	ASHOK SAHOO	8936	3	APL	
7	BAIDIPALI	ASWINI PADHAN	6501	3	APL	
8	BAIDIPALI	BAHADUR PADHAN	8998	3	APL	
9	BAIDIPALI	BAIDAR BHOI	960106	2	BPL	
10	BAIDIPALI	BALA BARIHA	9601332	5	BPL	
11	BAIDIPALI	BANABIHARI BHOI	22358	6	PLO	
12	BAIDIPALI	BANCHHA SAHOO	8937	3	APL	
13	BAIDIPALI	BASU THARTI	960159	5	PLO	
14	BAIDIPALI	BASUDEB SAA	8733	3	BPL	
15	BAIDIPALI	BATASU THARTY	22360	4	APL	

5C: After editing the particular consumer details, click on “Update” button to save the updated details. It will again take you to the confirmation page where you need to take a printout of list of PDS consumers scheme wise.

5D: After taking print out of bar coded consumer details, FPS dealer has to **sign** each sheet of printout , give and undertaking on the last page of the list and **submit** the list of PDS consumers to concerned MI/IS of Block or MI/ACSO of ULB for verification.

<p>Declaration : I hereby declare that all the particulars furnished in this application are correct to the best of my knowledge . I shall be held responsible for any incorrect information.</p>
<p>_____ Signature of FPS Dealer Date :</p>

Step 6A: Once the computer generated PDS Consumer Lists are received from the FPS dealer, the concerned ACSO/MI/IS will cross check the information with the Ration Card Register available with the Block/ULB. In case no such register is available, then he/she will check the list with the Sale register of FPS dealer for last 2-3 months and verify the authenticity of the submitted list. S/he can modify the any entry in the list in **Red ball point pen** as per available document.

6B: If data in the submitted list is correct as per the records, ACSO/MI/IS is to tick on the section “**Found all data correct**”. If any correction/modification has been done, tick the part “**Made necessary modification to place the correct fact**” section in

the verification certificate appended at end of the list submitted by the FPS dealer. S/he shall submit the verified list to the office of the CSO for tagging & approval.

<p>Checked & verified with records and (found to be correct) / (necessary modification has been done to place correct facts)</p> <p>(✓ which ever applicable)</p> <p>Signature of MI / IS _____</p> <p>Name (in Capital Letters) : _____</p>

Step 7A: Tagging & Approval of PDS Consumer Data for a district is to be done in the office of the Civil Supplies Officer(CSO) by using CSO **Login** to Food Odisha Portal from the homepage of www.foododisha.in

- Go to global link “**Registration**” and then click on “**FPS**”
- Select “**Approve PDS Consumer List**” button.

7B: Enter Bar Code in the Text Box or read the bar code with a reader to tag the PDS consumer list for the FPS into the system.

Enter Bar Code *:	<input type="text"/>	<input type="button" value="Show"/>
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7C: After entering the Barcode in the Text Box or reading the Barcode click on the button. It will show the number of the PDS consumers village/ward wise and scheme wise for the FPS.

Enter BarCode *:		FPS/0101001		<input type="button" value="Show"/>	
FPS Code : 0101P001		Type : Original		Location of FPS : GP-BASALA,Village-BASALA	
Consumer Registered					
S#	Village	BPL	APL	AAY	PLO
1	LAKEIPASI	70	25	45	43
2	BHERUBANIA	123	30	23	456
3	BASALA	80	40	167	453
	TOTAL	273	95	235	952
* Click on the consumer nos against scheme & village to modify any information.					

If there are any corrections & modifications made by the ACSO/MI/IS regarding any entry, click on the **number** against that village/ward & scheme and the relevant page will show on the screen for corrections.

Select	Sl No#	Village	RationCard Holder	Ration Card No.	No. Of Family member Under RationCard Holder	Type Of Card	Remarks
<input checked="" type="checkbox"/>	1	BAIDIPALI	ACHYUT JUED	8967	4	APL	
<input checked="" type="checkbox"/>	2	BAIDIPALI	AINTHU BAGARTTI	3355	5	APL	
<input checked="" type="checkbox"/>	3	BAIDIPALI	ANANTA PADHAN	8958	3	APL	
<input checked="" type="checkbox"/>	4	BAIDIPALI	ANGADA PADHAN	8670	5	APL	
<input checked="" type="checkbox"/>	5	BAIDIPALI	ARJUN BARIHA	24556	6	BPL	
<input checked="" type="checkbox"/>	6	BAIDIPALI	ASHOK SAHOO	8936	3	APL	
<input checked="" type="checkbox"/>	7	BAIDIPALI	ASWINI PADHAN	6501	3	APL	
<input checked="" type="checkbox"/>	8	BAIDIPALI	BAHADUR PADHAN	8998	3	APL	
<input checked="" type="checkbox"/>	9	BAIDIPALI	BAIDAR BHOI	960106	2	BPL	
<input checked="" type="checkbox"/>	10	BAIDIPALI	BALA BARIHA	9601332	5	BPL	
<input checked="" type="checkbox"/>	11	BAIDIPALI	BANABIHARI BHOI	22358	6	PLO	
<input checked="" type="checkbox"/>	12	BAIDIPALI	BANCHHA SAHOO	8937	3	APL	
<input checked="" type="checkbox"/>	13	BAIDIPALI	BASU THARTI	960159	5	PLO	
<input checked="" type="checkbox"/>	14	BAIDIPALI	BASUDEB SAA	8733	3	BPL	
<input checked="" type="checkbox"/>	15	BAIDIPALI	BATASU THARTY	22360	4	APL	

7D: The AP/DEO is to make the necessary corrections for the FPS in the system and save the data by clicking on the **“Update and Approve”** button. By this process, the approval process is to be completed.



Step 8: Generate Issue Register

Once district wise tagging & approval process is completed, the issue register of each FPS dealer will be generated in the system and place in the Transparency Portal on the home page of the department’s website .The FPS Dealer can take a print out of the issue register available in the **“Transparency Portal”** section at department’s website www.foododisha.in. The same register will be used for sale/ issue of PDS items from month of **April’2013**