



FPS License USER MANUAL



**Food Supplies & Consumer Welfare Department
Government of Odisha**

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1. Introduction

1.1 Purpose

The Food Odisha Portal aims at appointing of dealers and grant license for dealership of kerosene and retailer. This license is for Fair Price Shop dealers. On applying for license through the portal, the same on approval by the respective authorities can proceed on for registration. This portal also enables the users to renew their dealership after expiry of the same. License shall be provided for each place of business dealing with essential commodity under the Public Distribution System. The licensee shall use Point of Sale (PoS) device and execute all the sale transactions under PDS through this device as a precondition to get the license to run the fair price shop from a date as notified by the Government. Dealers shall be appointed by licensing authorities by following such procedure and in such manner as may have been or may be prescribed by the State Government.

1.2 Getting Started

To start using the application, visit www.foododisha.in and click on "**Apply/Renew FPS License**" link as mentioned below. Once clicked following Welcome screen will appear enter the URL in the browser to view the following Welcome screen:



Fig 1: Link for Welcome Screen

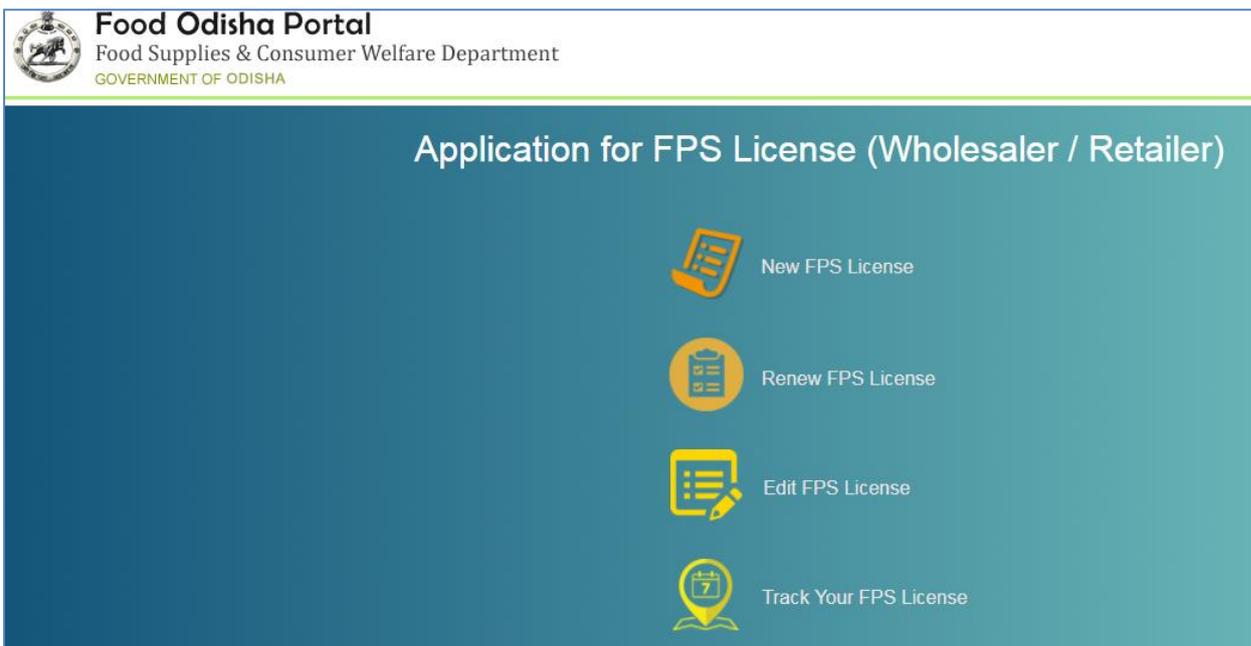


Fig 2: Welcome Screen

Here the landing page is known as the “Welcome Screen” having three options for the users to apply or renew for license. Refer Fig 1.

- **New FPS License**
- **Renew FPS License**
- **Edit FPS License**
- **Track Your FPS License**

The **New FPS License** is for the new users who are interested in taking up dealership of various commodities.

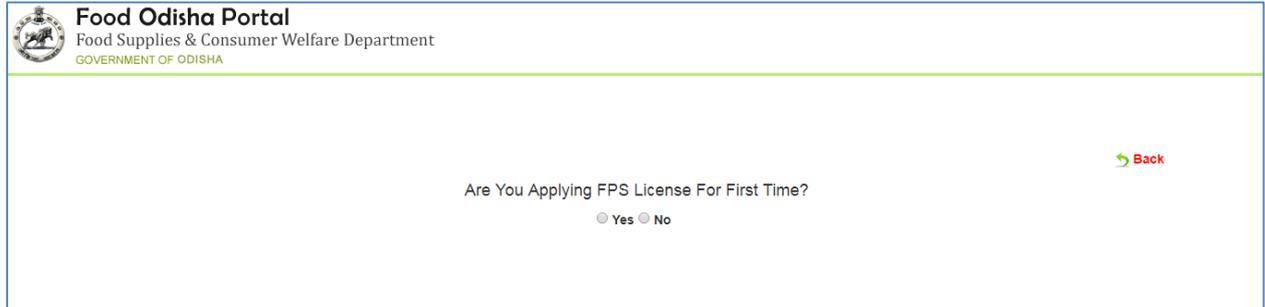
The **Renew FPS License** is for the new users who are interested in renewing the License on attaining the expiry date.

Edit FPS License enables the dealers to modify the data entered while registration.

To get the status of the license and Print of License Copy after approval the user can make use of the **Track your FPS License** option.

2. Apply/Renew FPS License

In case of a new user who opts for license for taking the dealership of different commodities, can choose the **New/Renew Apply License** option in the Welcome screen-



The screenshot shows the top header of the Food Odisha Portal. The header includes the logo of the Government of Odisha, the text 'Food Odisha Portal', and 'Food Supplies & Consumer Welfare Department GOVERNMENT OF ODISHA'. Below the header, the main content area contains the question 'Are You Applying FPS License For First Time?' with two radio button options: 'Yes' and 'No'. A 'Back' button with a left-pointing arrow is located in the top right corner of the content area.

Fig 3: New/Renew Apply License

If the user is applying the FPS License for the very First time, then choose **Yes-**

On doing so, the user is redirected to the following Application i.e. for grant of license-

All * marked fields are mandatory

FORM 'A-I'			
[See clause 6(1) and clause 18]			
Application for Grant of License (Wholesaler /Retailer)			
1. Applicant's name:*	<input type="text"/>	1.(a) Father/Husband's name:*	<input type="text"/>
1.(b) Whether SC/ST/SCBC/PH:*	--Select--	2. Applicant's Profession:*	<input type="text"/>
3. Whether, the applicant wants to act as:*	--Select--	4. Applicant's Residence Address: *	<input type="text"/> (Maximum 200 characters allowed)
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	<input type="text"/> (Maximum 200 characters allowed)		
5.(b) Place of business: *			
(i). Plot No.:	<input type="text"/>	(ii). Khata No.:	<input type="text"/>
(iii). Mouza:	<input type="text"/>	(iv). Street Address:	<input type="text"/> (Maximum 200 characters allowed)
(v). Pin Code.:	<input type="text"/>	(vi). P.S.:	<input type="text"/>
(vii). District:	--Select--		
(viii). Description of boundary: *			
	To the East	North	West
	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	No	(iv) Under ground storage:	No
(v) Capacity (in kilolitre):*	<input type="text"/>	(vi) Is POS available ? :	No
5.(d) Ownership of premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	<input type="checkbox"/> Rice <input type="checkbox"/> Wheat <input type="checkbox"/> Kerosene		
8. Quantity of each of the PDS commodities handled annually during last three years :	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>	9. Quantity of each of the PDS commodities likely to be handled during the current year:	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>
10. Income-tax paid in the two years preceding the year of application.:			
(a).i Income-tax paid in the 1st year :*	<input type="text"/>	(a).ii Copy of Acknowledgement Slip:*	<input type="button" value="Choose File"/> No file chosen
(b).i Income-tax paid in the 2nd year :*	<input type="text"/>	(b).ii Copy of Acknowledgement Slip:*	<input type="button" value="Choose File"/> No file chosen
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>	11.(b) Complete address of places where the essential commodities are proposed to be stored:	<input type="text"/> (Maximum 200 characters allowed)
12. Whether electric connection is available in the place where fair price shop is proposed to function :*	No	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	No
Other Information			
Mobile No.:	<input type="text"/>	Aadhaar Number :	<input type="text"/>
Photograph of applicant :*	<input type="button" value="Choose File"/> No file chosen		
<input type="checkbox"/> I declare that the quantities of each of the essential commodities specified above are in my possession this day and are held at the places noted above. I have carefully read the conditions of license given in FORM 'A-I' appended to the Orissa Public Distribution System (Control) Order, 2016 and I agree to abide by them. I declare that the data/information furnished by me in the application are true and correct to the best of my knowledge and belief.			

Fig 4: Application for Grant of License

- Enter the user details including Applicant's Name, his/her Father/Husband's Name and the category to which they belong, i.e. SC, ST, General, etc. in the respective fields.
- Provide the details of Applicant's Profession in the space given.
- Select the type of dealership to be taken from the drop down list, i.e. either Kerosene Wholesaler or Retailer.

- Enter the Applicant's Residential Address in the text area given.
- Provide the detailed Address of the place where the applicant wants to act as wholesaler/retailer including Plot No., Mouza, Street, District, etc.
- Enter the detailed Description of the boundary mentioning the dimensions from all the sides.
- Select the Nature of Premises including that of building, compound wall, capacity, etc. from the respective fields.
- Choose the type of Ownership of the Premises from the drop down list.
- Select the checkbox for the Name of the commodity which the applicant wants to deal with, i.e. either Rice, Wheat or Kerosene.
- Select either Yes or No, if the applicant holds any license previously.
- Mention the quantity of each of the PDS commodities handled annually during last three years along with that to be handled during the current year.
- Provide the details of the Income-tax paid in the two years preceding the year of application.
- Select either Yes or No for whether electricity and internet connection is available in the proposed fair price shop to run the POS device.
- In the Other Information column, enter the contact number and Aadhaar number of the applicant uploading his/her photograph.
- If the applicant agrees by the terms and conditions given, then select the checkbox for the Disclaimer and click the **Submit** button.

On submitting, the applicant is proceeded to the payment screen, (refer Fig. 4)-

Fig 5: Online Payment Screen

The online payment screen appears as the default page. Here the applicant can proceed with the **Offline** mode & **Online** mode of payment.

Choose the **Online** radio button-

Rice	Wheat	Kerosene
Rs. 500	Rs. 0	Rs. 0
Your are Proceeding to pay above total amount for		Rs. 500

Fig 6: Online Payment Screen

Applicant shall select online payment option and as per the commodities the amount is reflected for payment and select **Pay** tab.

Head of Account	Purpose	Amount
1456-00-800-0011-02082-000	FPS License Fee	500.00

Fig 7: Online Challan Entry Screen

Here applicant can enter the details in online Challan form for payment in online mode.

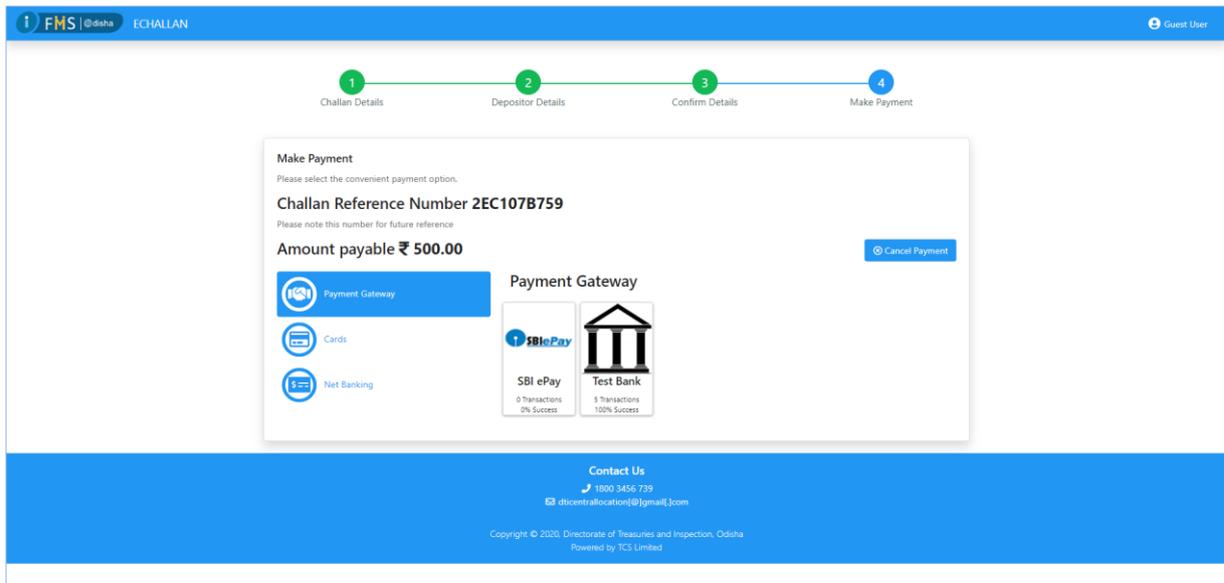


Fig 8: Selection of payment Gateway Screen

Here applicant can select the option for payment. Applicant can deposit the amount through **Payment Gateways, Cards & Net Banking**.

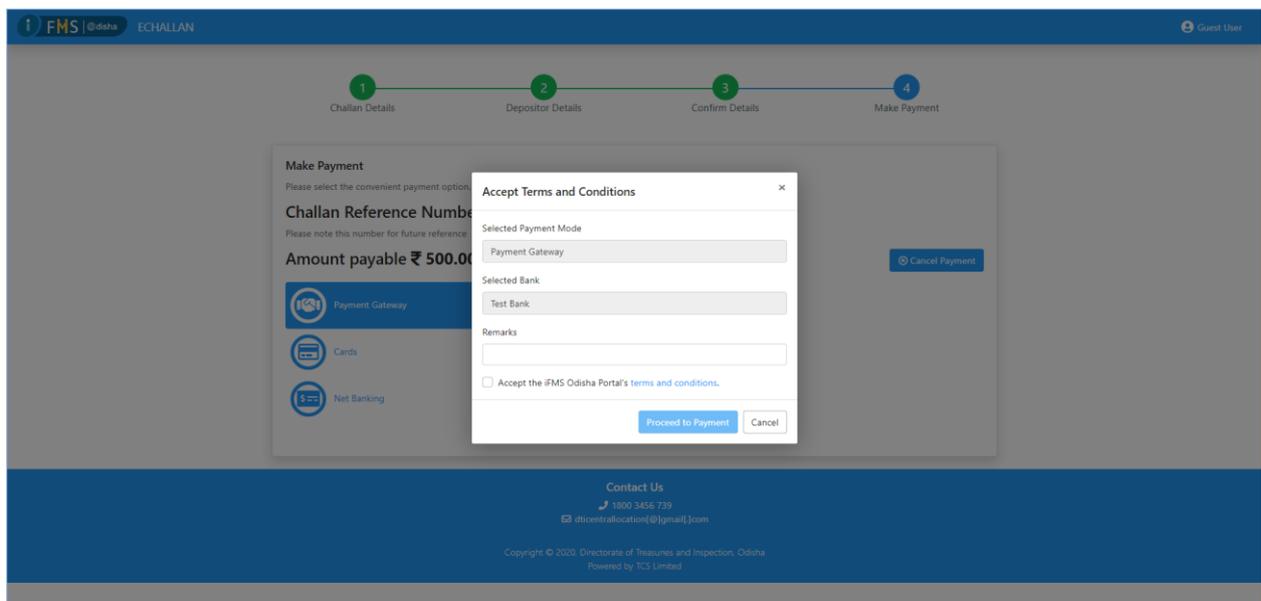


Fig 9: Selection of Selected Banks in Payment Gateway Screen

Here applicant can select the Bank from the listed Bank and select **Proceed to Payment** option.

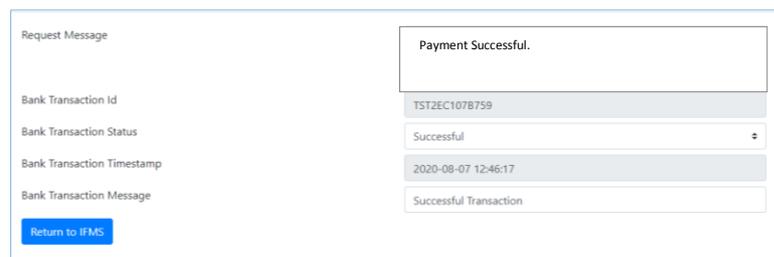


Fig 10: Payment Successful Screen

After payment successfully received this screen appears for conformation.

Challan Details

Head of Account	Purpose	Amount
1456-00-800-0011-02082-000	FPS License Fee	500.00

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
R/W192020002602			
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
RAMESH CHANDRA MISHRA	AT - RAJABAZAR, P.O./P.S. - JATNI		odisha
District	Pin	Phone Number	Email
KHORDHA	754005	9861108057	
Total Amount	500.00	Remarks	OK

Depositor Identification

Identification Type	ID number
ID description	

Transaction Details

e-Challan Reference ID	Name of the bank	Mode of Payment
2EC107B759	Test Bank	Payment Gateway
Bank Transaction ID	Bank Transaction Date & Time	Bank Transaction Message
TST2EC107B759	07/08/2020 12:46:17 AM	Successful Transaction

[Download Challan](#)

Contact Us
 1800 3456 739
 dticentralization@ignmail.com

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Fig 11: Download Challan Screen

After complete the payment process successfully, applicant can download the Challan for further reference.

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Your Payment Successful

Challan Amount	500/-
Bank Transaction Id	TST2EC107B759
Challan Ref Id	2EC107B759
Transaction Date	2020-08-07 00:46:17

[Proceed](#)

Fig 12: Payment Completed Screen

After download the payment Challan, applicant can select the **Proceed** tab for complete the payment cycle.

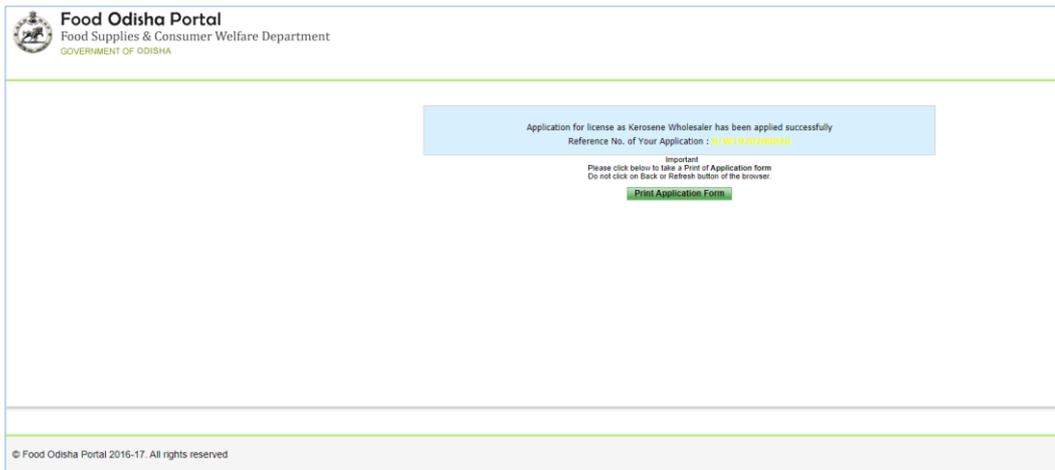


Fig 13: Print Application Form Screen

Applicant can finally download the registered Application Form with all updated payment details. It should kept for future reference.

Choose the **Offline** radio button-

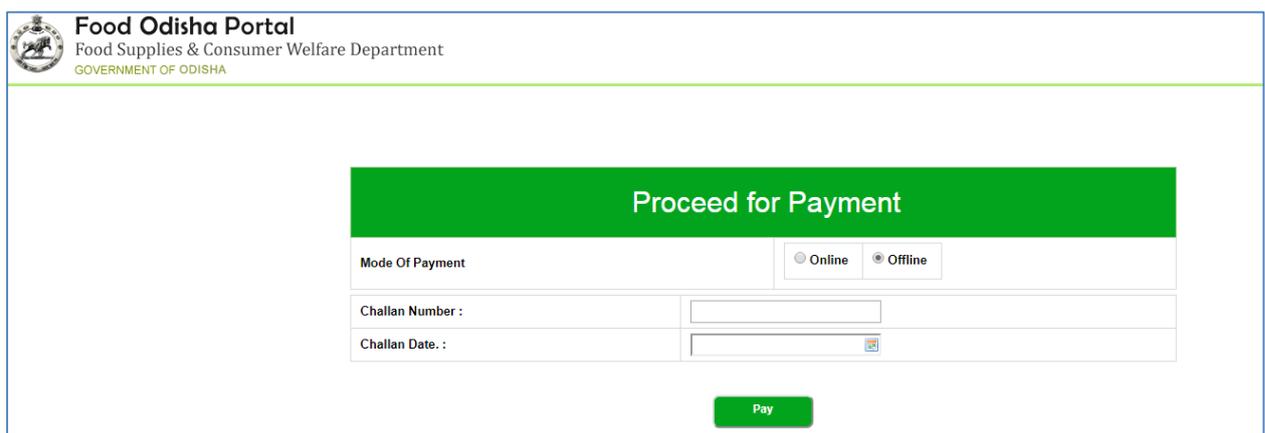


Fig 14: Offline Payment Screen

Enter the Challan Number for payment of application fees followed by selecting the Challan Date from the calendar control to choose for the date when the challan was made.

Click the **Pay** button to confirm payment.

Referring to Fig. 6, the confirmation for the payment being successful is displayed-

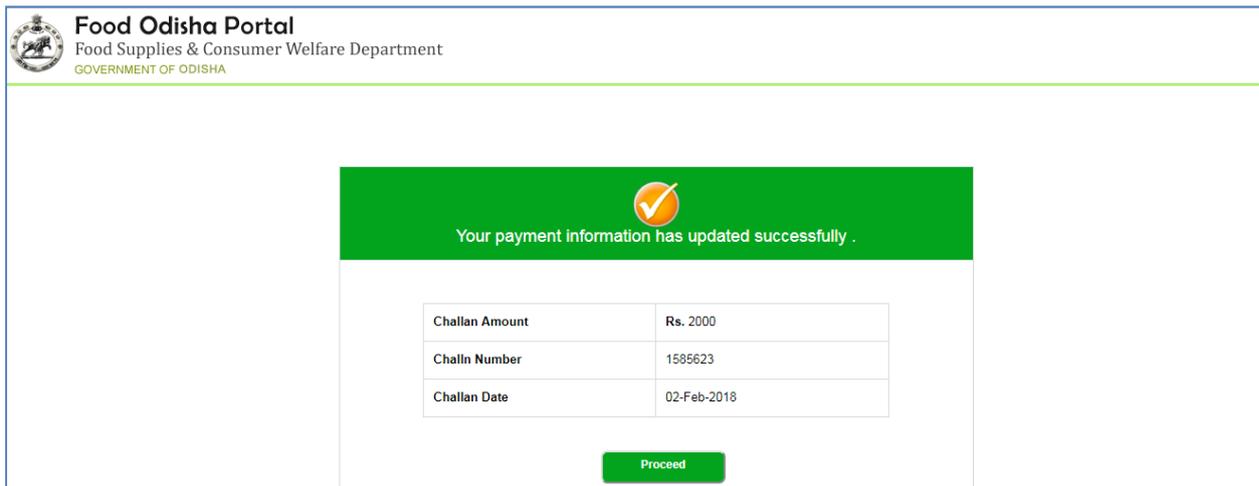


Fig 15: Payment Successful Screen

Click the Confirm button to confirm the payment message-

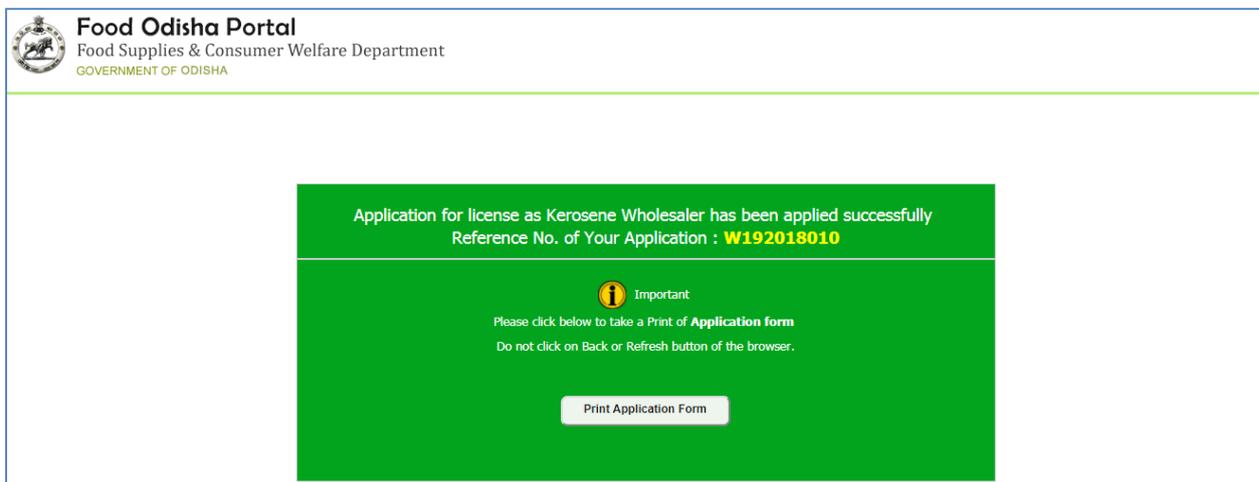


Fig 16: Payment Confirmation Screen

Thus a serial number for the application is generated for the applicant. This application number needs to be retained for future use. The same is intimated to the applicant through the mobile number provided.

To generate printout of the application form, click the Print Application Form button in Fig. 16 wherein the following application can be printed-

 FORM 'A-I' [See clause 6(1) and clause 18] Application for Grant of License (Wholesaler /Retailer)			
1. Applicant's name:	SONALI PARIDA		 R/W192018005
1.(a) Father/Husband's name:	D N Parida		
1.(b) Whether SC/ST/SCBC/PH:	GENERAL	2. Applicant's Profession:	Private Job
3. Applicant's Residence Address:	BBSR	4. Whether, the applicant wants to act as :	Kerosene Wholesaler
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	Hanspal		
5.(b) Place of business:			
(i). Plot No.:	231/768	(ii). Khata No.:	1341
(iii). Mouza:	sxds	(iv). Street Address:	Bharat Villa
(v). Pin Code.:	752101	(vi). P.S.:	Balianta
(vii). District:	KHURDHA		
(viii). Description of boundary: *			
	To the East	North	West
	23	50	43
			South
			56
5.(c) Nature of premises:			
(i) Building:	PUCCA	(ii) Roofing:	RCC
(iii) Compound wall:	NO	(iv) Under ground storage:	NO
(v) Capacity (in kilolitre):	1000.00	(vi) Is POS available ?:	No
5.(d) Ownership of premises :	OWN		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	RICE, WHEAT	7. Did the applicant hold a license on any previous occasion?	NO
8. Quantity of each of the PDS commodities handled annually during last three years :	Rice - 1000.00 Wheat - 90.00 Kerosene - 90.00	9.Quantity of each of the PDS commodities likely to be handled during the current year:	Rice - 1200.00 Wheat - 1000.00 Kerosene - 2000.00
10. Income-tax paid in the two years preceding the year of application.:			
(a)(i) Income-tax paid in the 1st year :	67890.00	(b)(i) Income-tax paid in the 2nd year :	675456.00
(ii) Copy of Acknowledgement Slip :	Submitted	(ii) Copy of Acknowledgement Slip :	Submitted
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :	Rice - 500.00 Wheat - 600.00 Kerosene - 1000.00	11.(b) Complete address of places where the essential commodities are proposed to be stored:	Hanspal
12. Whether electric connection is available in the place where fair price shop is proposed to function :	YES	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	NO

Fig 17: Application Print Screen

This printout needs to be retained by the applicant for further process.

In case the applicant has already applied for the license and wants to renew it now, then choose the **No** option for Are You Applying FPS License For the First Time (Refer Fig. 17)-

Fig 18: New/Renew Apply License Screen

The applicant here gets the option if he/she wants to renew the FPS License or not. On choosing the **Yes** radio button, the user is redirected to the following screen wherein on entering the FPS code, the details of the applicant can be modified-

Fig 19: FPS Code Screen

Here there are options for two types of applicants whose license can be renewed. One is who has only applied for license but has not registered yet, and the other is who has already registered and wants to renew the license now.

Going with the first option, to renew the license of the applicants who has only applied for license but has not registered for it yet-

All * marked fields are mandatory.

FORM 'A-I'			
[See clause 6(1) and clause 18]			
Application for Grant of License (Wholesaler/Retailer)			
1. Applicant's name:*	RAMESH CHANDRA MISHI	1.(a) Father/Husband's name:*	
1.(b) Whether SC/ST/SCBC/PH:*	-Select--	2. Applicant's Profession:*	
3. Whether, the applicant wants to act as:*	--Select--	4. Applicant's Residence Address: *	AT - RAJABAZAR, P.O./P.S. - JATNI (Maximum 200 characters allowed)
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	(Maximum 200 characters allowed)		
5.(b) Place of business: *			
(i). Plot No.:	1392	(ii). Khata No.:	
(iii). Mouza:		(iv). Street Address:	(Maximum 200 characters allowed)
(v). Pin Code.:		(vi). P.S.:	
(vii). District:	KHURDHA		
(viii). Description of boundary: *			
To the East	North	West	South
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	No	(iv) Under ground storage:	No
(v) Capacity (in kilolitre):*		(vi) Is POS available ? :	No
6.(a) Ownership or premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	<input type="checkbox"/> Rice <input type="checkbox"/> Wheat <input type="checkbox"/> Kerosene		7. Did the applicant hold a license on any previous occasion?
			No
8. Quantity of each of the PDS commodities handled annually during last three years :	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>	9. Quantity of each of the PDS commodities likely to be handled during the current year:	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>
10. Income-tax paid in the two years preceding the year of application.:			
(a).i Income-tax paid in the 1st year :*		(a).ii Copy of Acknowledgement Slip:*	Choose File No file chosen <small>* Only .pdf document are allowed which is not more than 2mb</small>
(b).i Income-tax paid in the 2nd year :*		(b).ii Copy of Acknowledgement Slip:*	Choose File No file chosen <small>* Only .pdf document are allowed which is not more than 2mb</small>
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :	Rice <input type="text"/> Wheat <input type="text"/> Kerosene <input type="text"/>	11.(b) Complete address of places where the essential commodities are proposed to be stored:	(Maximum 200 characters allowed)
12. Whether electric connection is available in the place where fair price shop is proposed to function :*	No	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	No
Other Information			
Mobile No.:	9861108057	Aadhaar Number :	
Photograph of applicant :*	Choose File No file chosen		
<input type="checkbox"/> I declare that the quantities of each of the essential commodities specified above are in my possession this day and are held at the places noted above. I have carefully read the conditions of license given in FORM 'A-I' appended to the Orissa Public Distribution System (Control) Order, 2016 and I agree to abide by them. I declare that the data/information furnished by me in the application are true and correct to the best of my knowlwdgw and belief.			

Submit Reset Back

Fig 20: Renew Application for Grant of License Screen

In the above displayed screen, the applicant can modify the data in the respective fields and Submit the same. Thus, the application is applied successfully for renewal which is forwarded to the action taking authority for approval.

Coming to the second case, where the applicant has already registered and wants to renew the license, enter the FPS Code for the same in the space provided-

Food Odisha Portal
Food Supplies & Consumer Welfare Department
GOVERNMENT OF ODISHA

[Back](#)
All * marked fields are mandatory.

FORM 'A-I'
[See clause 6(1) and clause 18]
Application for Renewal/Reissue of License (Wholesaler/Retailer)/ Issue of duplicate copy of License (Wholesaler/Retailer)

1. Applicant's name:*	SHYAM SUNDAR AGRAWA	1.(a) Father/Husband's name:*	Test
1.(b) Whether SC/ST/SCBC/PH:*	General	2. Applicant's Profession:*	PEG
3. Whether, the applicant wants to act as:*	Retailer	4. Applicant's Residence Address: *	AT - RAJABAZAR, P.O./P.S. - JATNI (Maximum 200 characters allowed)
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	Khurdha (Maximum 200 characters allowed)		
5.(b) Place of business: *			
(i). Plot No.:	192	(ii). Khata No.:	11
(iii). Mouza:	Ballianta	(iv). Street Address:	Ballianta (Maximum 200 characters allowed)
(v). Pin Code.:	751006	(vi). P.S.:	Khurdha
(vii). District:	KHURDHA		
(viii). Description of boundary: *			
To the East	North	West	South
10	10	10	10
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	No	(iv) Under ground storage:	No
(v) Capacity (in kilolitre):*	0.00	(vi) Is POS available ? :	No
5.(d) Ownership of premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	<input checked="" type="checkbox"/> Rice <input checked="" type="checkbox"/> Wheat <input type="checkbox"/> Kerosene	7. Did the applicant hold a license on any previous occasion?	Yes
8. Quantity of each of the PDS commodities handled annually during last three years :*	Rice 1.00 Wheat 1.00 Kerosene 1.00	9. Quantity of each of the PDS commodities likely to be handled during the current year:	Rice 1.00 Wheat 1.00 Kerosene 1.00
10. Income-tax paid in the two years preceding the year of application.:			
(a).i Income-tax paid in the 1st year :*	100	(a).ii Copy of Acknowledgement Slip :*	Choose File No file chosen Download
(b).i Income-tax paid in the 2nd year :*	100	(b).ii Copy of Acknowledgement Slip :*	Choose File No file chosen Download
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :*	Rice 1.00 Wheat 1.00 Kerosene 1.00	11.(b) Complete address of places where the essential commodities are proposed to be stored:	ok (Maximum 200 characters allowed)
12. Whether electric connection is available in the place where fair price shop is proposed to function :*	No	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	No
Other Information			
Mobile No.:	9438295661	Aadhaar Number:	121212221222
Photograph of applicant :*	Choose File No file chosen Download		
<input type="checkbox"/> I declare that the quantities of each of the essential commodities specified above are in my possession this day and are held at the places noted above. I have carefully read the conditions of license given in FORM 'B-I' appended to the Orissa Public Distribution System (Control) Order, 2016 and I agree to abide by them. I declare that the data/information furnished by me in the application are true and correct to the best of my knowledge and belief.			

[Submit](#) [Cancel](#)

Fig 21: Renew Application for Grant of License Screen

For the data entered, enter the changes in the respective fields required for renewal of the license and click the Submit button.

Once submitted user will be directed to update a Payment detail which is paid through Treasury Challan by **Online** or **Offline** mode.

Choose the **Online** radio button-

Proceed for Payment		
Mode Of Payment <input type="radio"/> Offline <input checked="" type="radio"/> Online		
Rice	Wheat	Kerosene
Rs. 500	Rs. 0	Rs. 0
Your are Proceeding to pay above total amount for		
Rs. 500		
Pay		

Fig 22: Online Payment Screen

Applicant shall select online payment option and as per the commodities the amount is reflected for payment and select **Pay** tab.

Head of Account	Purpose	Amount
1456-00-800-0011-0202-000	FPS License Fee	500.00

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
R/W192020002602			

Additional Information 4	Additional Information 5	Additional Information 6

Depositor Name	Address Line1	Address Line2	State
RAMESH CHANDRA MISHRA	AT - RAJABAZAR, P.O./P.S. - JATNI		odisha

District	Pin	Phone Number	Email
KHORDHA	754005	9861108057	

Total Amount: 500.00

Identification Type	ID number

ID description:

[Previous](#) [Next](#)

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dcentrallocation@gmail.com

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Fig 23: Online Challan Entry Screen

Here applicant can enter the details in online Challan form for payment in online mode.

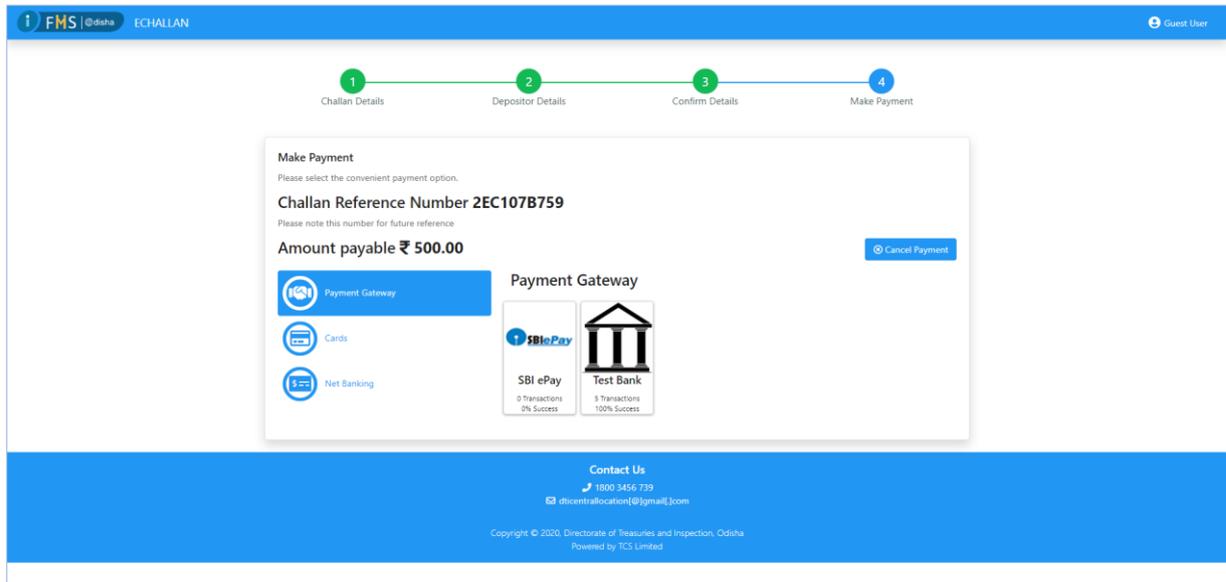


Fig 24: Selection of payment Gateway Screen

Here applicant can select the option for payment. Applicant can deposit the amount through **Payment Gateways, Cards & Net Banking**.

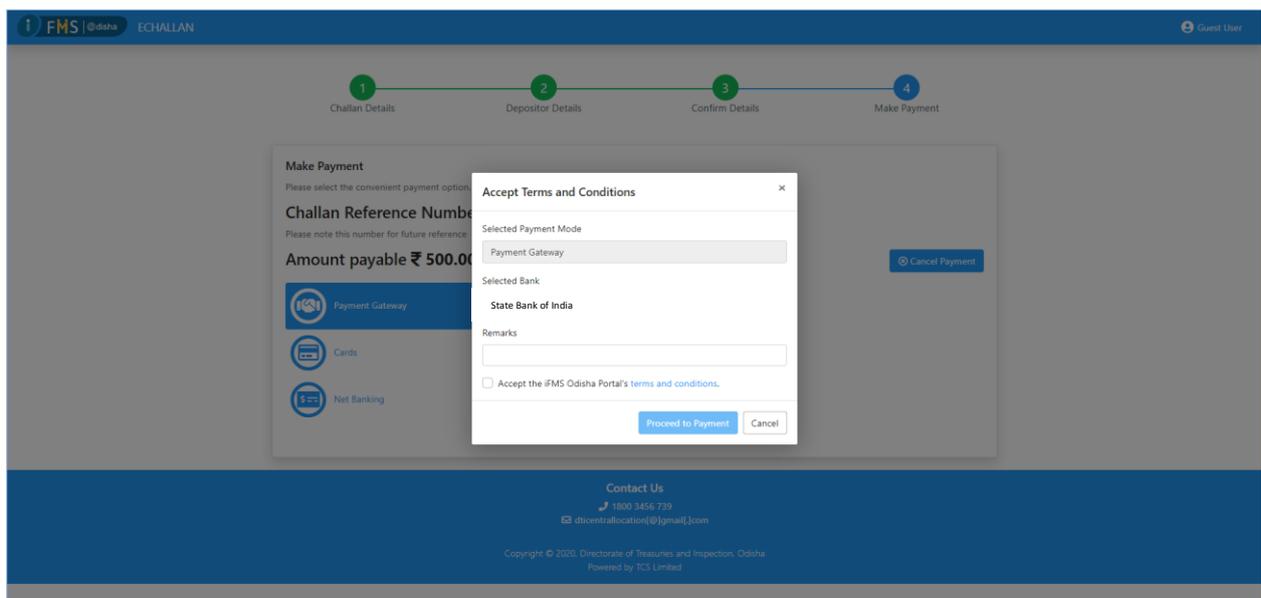


Fig 25: Selection of Selected Banks in Payment Gateway Screen

Here applicant can select the Bank from the listed Bank and select **Proceed to Payment** option.

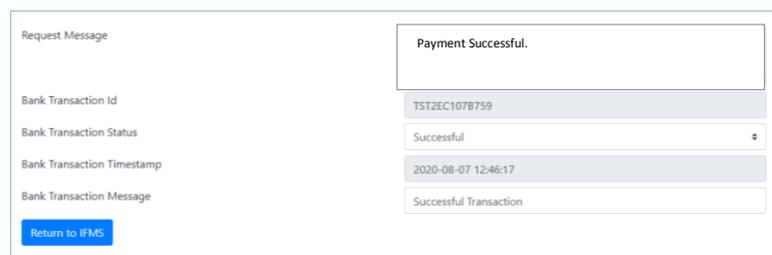


Fig 26: Payment Successful Screen

After payment successfully received this screen appears for conformation.

You will be redirected to the department site in 30 seconds. To return immediately, click [here](#). Please do not press back or refresh button, your transaction will be terminated.

Successful transaction

Challan Details

Head of Account	Purpose	Amount
1456-00-800-0011-02082-000	FPS License Fee	500.00

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
R/W192020002602			
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
RAMESH CHANDRA MISHRA	AT - RAJABAZAR, P.O./P.S. - JATNI		odisha
District	Pin	Phone Number	Email
KHORDHA	754005	9861108057	
Total Amount	500.00	Remarks	OK

Depositor Identification

Identification Type	ID number
ID description	

Transaction Details

e-Challan Reference ID	Name of the bank	Mode of Payment
2EC107B759	Test Bank	Payment Gateway
Bank Transaction ID	Bank Transaction Date & Time	Bank Transaction Message
TST2EC107B759	07/08/2020 12:46:17 AM	Successful Transaction

[Download Challan](#)

Contact Us
 1800 3456 739
 dticentralization@igmail.com

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 Powered by TCS Limited

Fig 27: Download Challan Screen

After complete the payment process successfully, applicant can download the Challan for further reference.

Food Odisha Portal
 Food Supplies & Consumer Welfare Department
 GOVERNMENT OF ODISHA

Your Payment Successful

Challan Amount	500/-
Bank Transaction Id	TST2EC107B759
Challan Ref Id	2EC107B759
Transaction Date	2020-08-07 00:46:17

[Proceed](#)

Fig 28: Payment Completed Screen

After download the payment Challan, applicant can select the **Proceed** tab for complete the payment cycle.

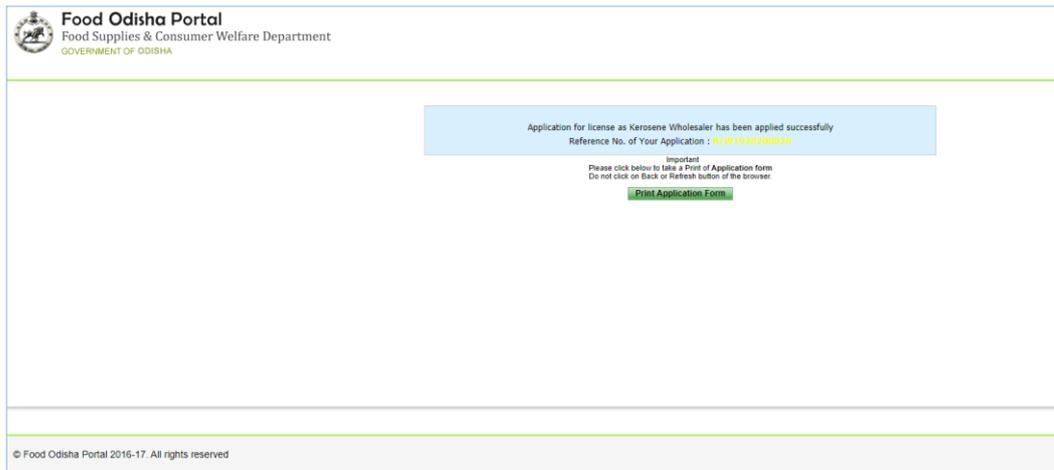


Fig 29: Print Application Form Screen

Applicant can finally download the registered Application Form with all updated payment details. It should kept for future reference.

Offline Payment mode details-

Food Odisha Portal
Food Supplies & Consumer Welfare Department
GOVERNMENT OF ODISHA

Proceed for Payment

Mode Of Payment	<input checked="" type="radio"/> Offline <input type="radio"/> Online
Challan Amount :	Rs. 2000
Challan Number :	<input type="text"/>
Challan Date. :	<input type="text"/>

[Update](#)

Fig 30: Proceed for Payment

Once updated it will be redirected to confirmation screen to complete submission of application for Renewal

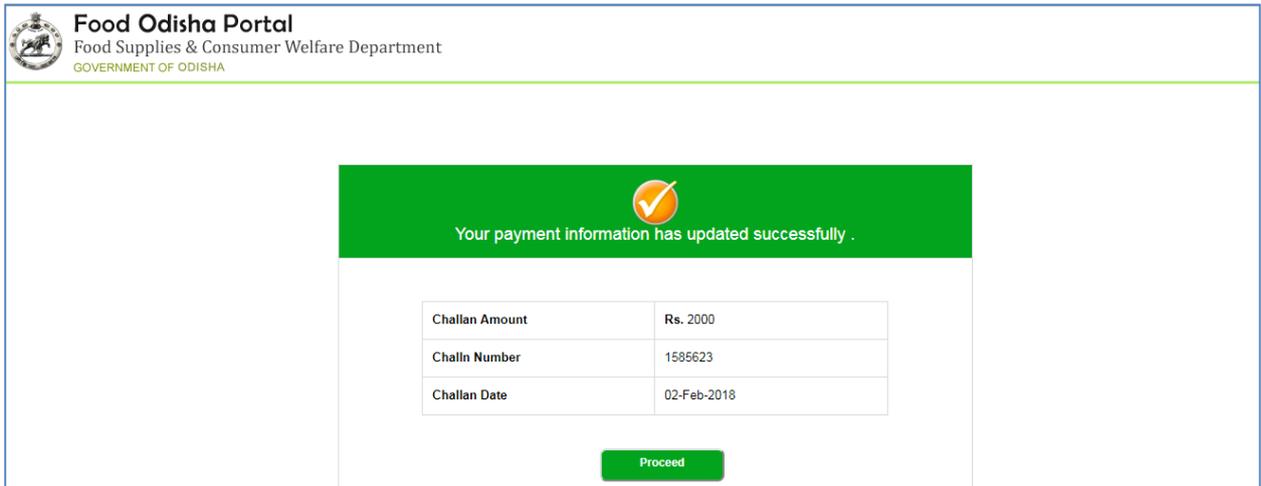


Fig 31: Payment Confirmation

After successful submission of application applicant can take print of submitted application and can note Application Serial number for future reference.

A SMS will be sent to applicant registered mobile number along with Application serial number.

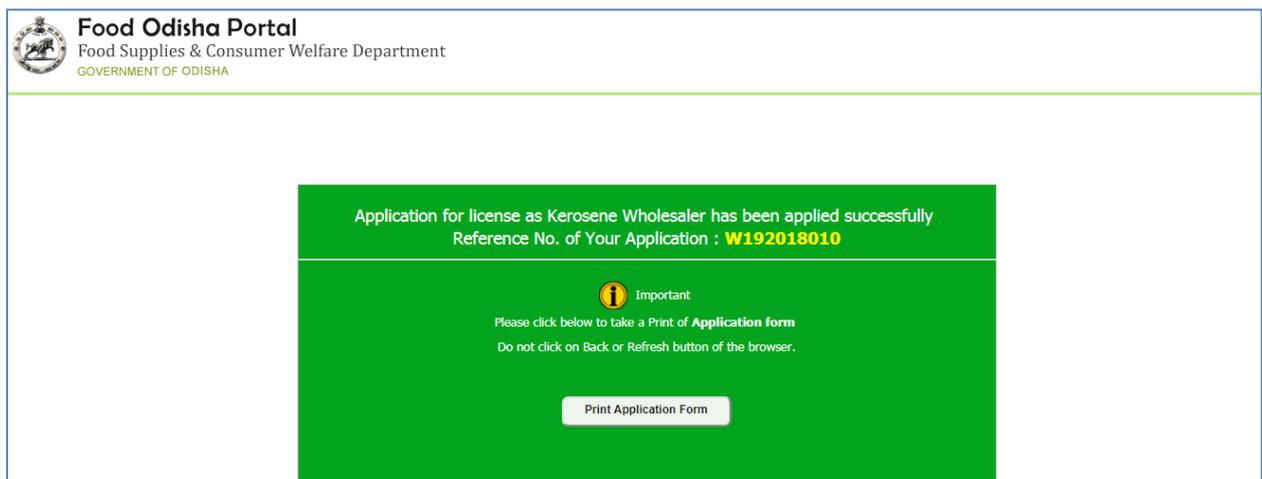


Fig 32: Application Submission

License once applied needs to be taken action by the approving authorities at different levels.

For PDS Retailer dealership, there are two levels of authorities who can verify the application and take the necessary action, i.e. MI and Sub-Collector.

In case of Kerosene Wholesaler, it requires a single level of approval, i.e. the Collector.

For taking action, login with the credentials of the authority through the following login screen-



Fig 33: Approving Authority Login Screen

- Enter the Username and Password of the authority in the respective textbox.
- Enter the Captcha to validate the credentials entered.
- Click the Login button.

In the landing Dashboard screen displayed in Fig. 14, the details of the commodities transferred, delivered and procured are displayed along with the graphical representation for the same.

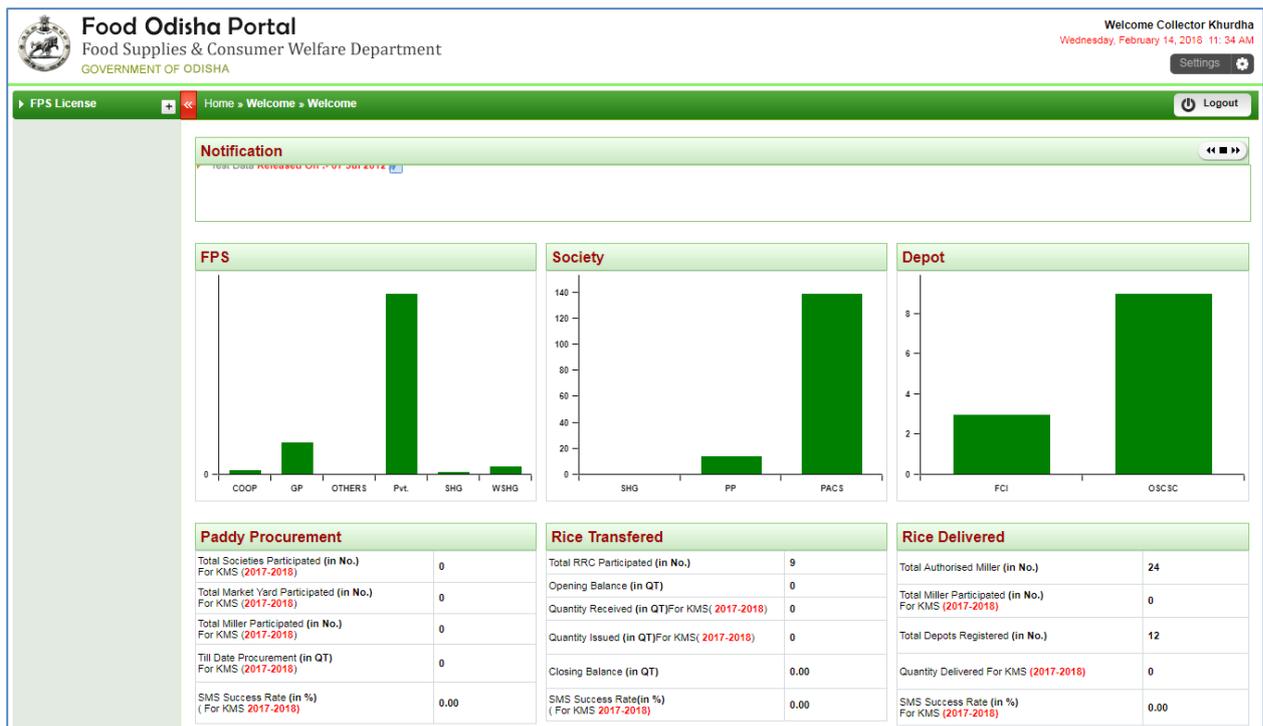


Fig 34: Dashboard

Expand the FPS License global link in the left menu to choose for the Approve License option in order to display the list of new applications received from various applicants-

Food Odisha Portal
 Food Supplies & Consumer Welfare Department
 GOVERNMENT OF ODISHA

Welcome MI Khurda
 Wednesday, February 21, 2018 10: 51 AM

FPS License Home » FPS License » Renew License Logout

Approve License View Applications For FPS License Renew

New Application Renew Applications

District : KHURDHA License Type : All
 Applied From : 22-Jan-2018 To : 21-Feb-2018 Show

Sl.No.	Category	License Type	Is SC/ST/SCBC/PH	Application Ref.No.	Applied By	Applied Date	Licence Status	Last Date To Take Action	View Details	Take Action
1	Retailer	New	General	R/R192018002	DURGA PRASAD JENA	08-Feb-2018	Granted	NA	View Details	Print Licence
2	Kerosene Wholesaler	New	SC	R/W192018003	DILIP KUMAR RATERIA	09-Feb-2018	Applied	11-Mar-2018	View Details	Pending at Sub Collector
3	Retailer	New	General	R/R192018004	SHYAM SUNDAR AGRAWALLA	09-Feb-2018	Granted	NA	View Details	Print Licence
4	Retailer	New	General	R/R192018007	RAMESH TEWARY	14-Feb-2018	Granted	NA	View Details	Print Licence
5	Retailer	New	SCBC	R/R192018008	ANNAPURNA SAHOO	15-Feb-2018	Granted	NA	View Details	Print Licence
6	Retailer	New	General	R192018009	PRATIYA MOHANTY	19-Feb-2018	Granted	NA	View Details	Print Licence
7	Kerosene Wholesaler	New	PH	W192018010	SURENDRA KUMAR SAHOO	21-Feb-2018	Applied	23-Mar-2018	View Details	Pending at Sub Collector
8	Retailer	New	General	R192018011	RAMA CHANDRA BALIARSINGH	21-Feb-2018	Applied	23-Mar-2018	View Details	Take Action

Fig 35: Renew Application screen

With the help of Search panel, the user can filter the list by selecting data from the respective fields.

The list of category along with the license type, application no., status, details, etc. is displayed.

Click the View Details option for the respective applicant name to get the details of the application as shown below-

Food Odisha Portal
Food Supplies & Consumer Welfare Department
GOVERNMENT OF ODISHA

Welcome MI Khurda
Wednesday, February 14, 2018 11:45 AM

Settings

FPS License Home > FPS License > Approve License Logout

Approve License View FPS Licence Details

New Application Renew Applications

Back

1. Applicant's name:	SONALI PARIDA		
1.(a) Father/Husband's name:	D N Parida		
1.(b) Whether SC/ST/SCBC/PH:	General		
2. Applicant's Profession:	Private Job		
3. Applicant's Residence Address:	BBSR	4. Whether, the applicant wants to act as :	Kerosene Wholesaler
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	Hanspal		
5.(b) Place of business:			
(i). Plot No.:	231/768	(ii). Khata No.:	1341
(iii). Mouza:	sxds	(iv). Street Address:	Bharat Villa
(v). Pin Code.:	752101	(vi). P.S.:	Balianta
(vii). District:	KHURDHA		
(viii). Description of boundary:	To the East-23,West-43,North-50,South-56		
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	Yes	(iv) Under ground storage:	No
(v) Capacity (in kilolitre) :	1000.00	(vi) Is POS available ? :	No
5.(d) Ownership of premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	RICE, WHEAT		
8. Quantity of each of the PDS commodities handled annually during last three years :	Rice - 1000.00 Wheat - 90.00 Kerosene - 90.00	7. Did the applicant hold a license on any previous occasion?	No
9. Quantity of each of the PDS commodities likely to be handled during the current year.	Rice - 1200.00 Wheat - 1000.00 Kerosene - 2000.00	(a) ii Copy of Acknowledgement Slip:	Download
10. Income-tax paid in the two years preceding the year of application.:	(a) i Income-tax paid in the 1st year : 67890.00 (b) i Income-tax paid in the 2nd year : 675456.00	(b) ii Copy of Acknowledgement Slip:	Download
11. (a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :	Rice - 500.00 Wheat - 600.00 Kerosene - 1000.00	11. (b) Complete address of places where the essential commodities are proposed to be stored:	Hanspal
12. Whether electric connection is available in the place where fair price shop is proposed to function :	Yes	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	No

Other Information

Application On:	12-Feb-2018	Application Status:	Applied
Mobile No.	9437280377	Aadhaar Number	812641443601

Application Approval Flow

S/#	Application Status	Action Taken By	Designation	Action Taken On	Remarks
1	Applied	SONALI PARIDA	Applicant	12-Feb-2018 12:14 PM	APPLY

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Fig 36: Application Details Screen

For taking necessary action against the application, click the **Take Action** option for the respective applicant name as highlighted in Fig. 36-

(b) i Income-tax paid in the 2nd year :*	520000000	(b) ii Copy of Acknowledgement Slip:*	Download
11. (a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. *	1111.00 0.00 555.00	14. (b) Complete address of places where the essential commodities are proposed to be stored:	Jatani (Maximum 194 characters allowed)
12. Whether electric connection is available in the place where fair price shop is proposed to function. *	Yes	13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	Yes

Other Information

Mobile No.	9178650394	Aadhaar Number	694429684387
------------	------------	----------------	--------------

Check List For Approval

1. Status of lifting & distribution of quota	<input checked="" type="radio"/> Satisfied <input type="radio"/> Not Satisfied	2. Compliance to the instructions as per OPDS Control Order 2015	<input checked="" type="radio"/> Good <input type="radio"/> Bad
3. Action taken (if any)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details there of	<input type="text"/> (Maximum 98 characters allowed)

Application Approval Flow

S/#	Application Status	Action Taken By	Designation	Action Taken On	Remarks
1	Applied	RAMESH TEWARY	Applicant	14-Feb-2018 01:23 PM	APPLY
2	Not Recommended	MI Khurda	Marketing Inspector	14-Feb-2018 01:28 PM	this user license is not Recommended.

To be filled in by Departmental Officer of the State Government

Application Serial Number:	R/W192018003
Application On:	14-Feb-2018
Application Status:	Recommended
Remark:	Forward (Maximum 493 characters allowed)

Submit

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Fig 37: Take Action Screen

Choose the desired options for approval of the application in the Checklist for Approval section which includes Status of lifting, Action taken (if any), etc.

For the Application Status section, select the option either as Not-Recommended or Recommended (refer Fig. 18)-

Fig 38: Application Status Option

- If **Not-Recommended** is chosen, then the application is reverted back to the applicant who needs to re-apply the same.
- If **Recommended**, then the same is forwarded to the next higher level for approval.
- Enter Remarks for taking the desired action and click the **Submit** button.

The application is now forwarded to the second level authority for approval. On login, the second level authority can view the list of New Applications under the Approve License primary link-

Sl.No.	Category	License Type	Is SC/ST/SCBC/PH	Application Ref.No.	Applied By	Applied Date	Licence Status	Last Date To Take Action	View Details	Take Action
1	Retailer	New	General	R/R192018002	DURGA PRASAD JENA	08-Feb-2018	Granted	NA	View Details	Print Licence
2	Kerosene Wholesaler	New	SC	R/W192018003	DILIP KUMAR RATERIA	09-Feb-2018	Applied	11-Mar-2018	View Details	Take Action
3	Retailer	New	General	R/R192018004	SHYAM SUNDAR AGRAWALLA	09-Feb-2018	Granted	NA	View Details	Print Licence
4	Retailer	New	General	R/R192018007	RAMESH TEWARY	14-Feb-2018	Granted	NA	View Details	Print Licence
5	Retailer	New	SCBC	R/R192018008	ANNAPURNA SAHOO	15-Feb-2018	Granted	NA	View Details	Print Licence
6	Retailer	New	General	R192018009	PRATIVA MOHANTY	19-Feb-2018	Granted	NA	View Details	Print Licence
7	Kerosene Wholesaler	New	PH	W192018010	SURENDRA KUMAR SAHOO	21-Feb-2018	Applied	23-Mar-2018	View Details	Take Action
8	Retailer	New	General	R192018011	RAMA CHANDRA BALIARSINGH	21-Feb-2018	Recommended	08-Mar-2018	View Details	Take Action

Fig 39: Renew Application Screen

Click the Take Action for the respective applicant name which has been recommended at the first level by MI-



Food Odisha Portal
Food Supplies & Consumer Welfare Department
GOVERNMENT OF ODISHA

Welcome SubCollector Khurda
Wednesday, February 14, 2018 12:16 PM

Settings

FPS License
Home > FPS License > Approve License
Logout

Approve License
Approve License For Wholesaler/Retailer
Back

New Application
Renew Applications

All * marked fields are mandatory.

If you want to do changes Check the checkbox.

1. Applicant's name:*	SONALI PARIDA		
1.(a) Father/Husband's name:*	D N Parida		
1.(b) Whether SC/ST/SCBC/PH:*	General		
2. Applicant's Profession:*	Private Job		
3. Whether, the applicant wants to act as:*	Kerosene Wholesaler		
4. Applicant's Residence Address: *	BBSR <small>(Maximum 196 characters allowed)</small>	5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	Hanspal <small>(Maximum 193 characters allowed)</small>
5.(b) Place of business: *			
(i). Plot No.:	231/768	(ii). Khata No.:	1341
(iii). Mouza:	6xds	(iv). Street Address:	Bharat Villa <small>(Maximum 169 characters allowed)</small>
(v). Pin Code.:	752101	(vi). P.S.:	Balianta
(vii). District:	KHURDHA		
(viii). Description of boundary: *			
	North	West	South
23	50	43	56
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	No	(iv) Under ground storage:	No
(v) Capacity (in kilolitre):*	1000.00	(vi) Is POS available ? :	No
5.(d) Ownership of premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	<input checked="" type="checkbox"/> Rice <input checked="" type="checkbox"/> Wheat <input type="checkbox"/> Kerosene		7. Did the applicant hold a license on any previous occasion?
			No
8. Quantity of each of the PDS commodities handled annually during last three years :*	1000.00	9. Quantity of each of the PDS commodities likely to be handled during the current year:	1200.00
	90.00		1000.00
	90.00		2000.00
10. Income-tax paid in the two years preceding the year of application.:			
(a).i Income-tax paid in the 1st year :*	6789000	(a).ii Copy of Acknowledgement Slip:*	Download
(b).i Income-tax paid in the 2nd year :*	67545600	(b).ii Copy of Acknowledgement Slip:*	Download
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :*	500.00	11.(b) Complete address of places where the essential commodities are proposed to be stored:	Hanspal <small>(Maximum 193 characters allowed)</small>
	600.00		
	1000.00		
12. Whether electric connection is available in the place where fair price shop is proposed to function :*	No		
13. Whether internet connection is available in the proposed fair price shop to run the PoS device :	No		

Other Information

Mobile No.	9437280377	Aadhaar Number	812641443601
------------	------------	----------------	--------------

Application Approval Flow					
Sir	Application Status	Action Taken By	Designation	Action Taken On	Remarks
1	Applied	SONALI PARIDA	Applicant	12-Feb-2018 12:14 PM	APPLY
2	Recommended	MI Khurda	Marketing Inspector	14-Feb-2018 11:30 AM	ok

To be filled in by Departmental Officer of the State Government

Application Serial Number:	R/W192018005
Application On:	12-Feb-2018
Application Status:	--Select--
Remark:	<input type="text"/> <small>(Maximum 500 characters allowed)</small>

Submit

Fig 40: Application Take Action Screen

The detail of the application as entered while applying for the license and verified is displayed.

For the Application Status, select the Status either as Grant or Reject from the drop down list (Refer Fig. 21)-

To be filled in by Departmental Officer of the State Government	
Application Serial Number:	R/W192018005
Application On:	12-Feb-2018
Application Status:	--Select-- --Select-- Grant Reject
Remark:	

Fig 41: Application Status section

If rejected, then the applicant has to reapply for the license once more in Edit License module.

If Granted, the applicant can take up the dealership of the commodities. On choosing the Grant option, the license validity duration is auto-generated as highlighted below-

10. Income-tax paid in the two years preceding the year of application :	34.00	0.00			
(a).i Income-tax paid in the 1st year :*	50000000	(a).ii Copy of Acknowledgement Slip:*			
(b).i Income-tax paid in the 2nd year :*	520000000	(b).ii Copy of Acknowledgement Slip:*			
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application :*	1111.00 0.00 555.00	11.(b) Complete address of places where the essential commodities are proposed to be stored: Jatani (Maximum 194 characters allowed)			
12. Whether electric connection is available in the place where fair price shop is proposed to function :*	Yes	13. Whether internet connection is available in the proposed fair price shop to run the PoS device : Yes			
Other Information					
Mobile No.	9178650394	Aadhaar Number 094429684387			
Application Approval Flow					
Sl#	Application Status	Action Taken By	Designation	Action Taken On	Remarks
1	Applied	RAMESH TEWARY	Applicant	14-Feb-2018 01:23 PM	APPLY
2	Not-Recommended	MI Khurdha	Marketing Inspector	14-Feb-2018 01:28 PM	this user license is not Recommended .
3	Recommended	MI Khurdha	Marketing Inspector	14-Feb-2018 03:30 PM	Forward
To be filled in by Departmental Officer of the State Government					
Application Serial Number:	R/W192018003				
Application On:	14-Feb-2018				
Application Status:	Grant				
License Valid From:	14-Feb-2018				
License Valid To:	31-Dec-2018				
Remark:	Granted (Maximum 493 characters allowed)				
Submit					

Fig 42: License Validity section

Enter requisite Remarks for the same and click the **Submit** button.

Once submitted user will be redirected to confirmation screen to validate issuance of license

Food Odisha Portal		Welcome SubCollector Khurdha	
Food Supplies & Consumer Welfare Department		Wednesday, February 21, 2018 10:56 AM	
GOVERNMENT OF ODISHA		Settings	
FPS License	Home > FPS License > Approve License	Logout	
Do you want to proceed to generate license ?			
Applicant's Name :	RAMA CHANDRA BALIARSINGH	Application No. :	R192018011
Residence Address :	AT - KUDIARY BAZAR, P.O./PS - JATNI	District :	KHURDHA
Applied Date :	21-Feb-2018	Mobile No. :	9090281131
Proceed			

Fig 43: License confirmation section

Once granted, the status of the respective application can be checked under the New Application section as highlighted in Fig. 27

Home » FPS License » Logout

View New Applications For FPS License

District : License Type :
 Applied From : To :

Sl.No.	Category	License Type	Is SC/ST/SCBC/PH	Application Ref.No.	Applied By	Applied Date	Licence Status	Last Date To Take Action	View Details	Take Action
1	Kerosene Wholesaler	New	General	R/W192018001	RAHAS BIHARI SAHOO	08-Feb-2018	Granted	NA	View Details	Print Licence
2	Retailer	New	General	R/R192018002	DURGA PRASAD JENA	08-Feb-2018	Granted	NA	View Details	Print Licence
3	Kerosene Wholesaler	New	SC	R/W192018003	DILIP KUMAR RATERIA	09-Feb-2018	Not-Recommended	24-Feb-2018	View Details	Rejected
4	Retailer	New	General	R/R192018004	SHYAM SUNDAR AGRAWALLA	09-Feb-2018	Granted	NA	View Details	Print Licence
5	Kerosene Wholesaler	New	General	R/W192018005	SONALI PARIDA	12-Feb-2018	Granted	NA	View Details	Print Licence
6	Kerosene Wholesaler	New	SCBC	R/W192018006	AAKASH BEHERA	14-Feb-2018	Granted	NA	View Details	Print Licence
7	Retailer	New	General	R/R192018007	RAMESH TEWARY	14-Feb-2018	Granted	NA	View Details	Print Licence

Fig 44: New Application Screen

Now the license can be printed and handed over to the respective applicant by clicking the Print License option-

 <p>FORM B-I [See Clause 6(2)] License for operation as a Retailer or a Wholesaler</p>	<p>License No : LRC19141819011</p>
<p>1. Subject to the provisions of the Odisha Public Distribution System (Control) Order, 2016 and to the terms and conditions of this license is/are hereby authorized to operate as a Retailer in the PDS commodities mentioned below:</p> <p>(i) RICE (ii) WHEAT (iii)</p> <p>2. (a) The licensee shall carry on the aforesaid business, i.e. store and sale essential commodities only at the following place: Business Premises in detail:- (i) Fair Price Shop / Wholesaler Code No. - 1914P031 (ii) Name of the Fair Price Shop / Wholesaler - RAMA CHANDRA BALIARSINGH (iii) Address of the Fair Price Shop Dealer / Wholesaler - S/O : ada , AT - KUDIARY BAZAR, P.O./PS. - JATNI (iv) Building / House / Plot No. - 2149 (v) Street Address - asda (vi) Description of Boundaries: East : 1 West : 1 North : 1 South : 1 (vii) Owner of the land: OWN (viii) Village / Ward covered : GP/WARD : WARD NO.21, VILLAGE/LOCALITY : NA (ix) E-Pos Device ID No. -</p> <p>(b) She / he may purchase the essential commodities from the authorized persons/depots and store the same for sale at places and prices specified under the item (a) above. Note: If the license intends to store her/his stocks of essential commodities in a place other than that specified above, she/he shall obtain prior permission thereof from the Licensing Authority in Writing.</p> <p>3. The License is subject to following terms and conditions: (A) The licensee shall have adequate storage space for entire allotment of the months and she/he shall take adequate measures to ensure that the PDS commodities stored by her/him are maintained in proper condition and that, in case of food grains damages due to ground moisture, rain, insects, rodents, birds and fire etc such other causes are avoided. Suitable dunnage shall be used to avoid damage from ground moisture and the food grains shall be fumigated with chemical approved for the purpose by person who have undergone practical training in that regard. The licensee shall also ensure that materials likely to contaminate food grains are not stored along with the same in the same godown or in immediate juxtaposition of food grains. (B) In case of storage of SK Oil, Following guidelines are to be followed scrupulously: (i) Barrels of at least 215 litres capacities are to be used. (ii) All barrels should be filled uniformly to the level of 200 litres. Only one barrel can be filled in less than 200 litres. (iii) The name of the licensee, license no. and, serial no. of the barrel should be painted on the barrel in white letters. (iv) All barrels should be painted in blue colour. (C) Declaration of business, stock, price and entitlement are to be displayed near the entrance on the outside of the shop. (D) The dealer should operate the Fair Price Shop business herself/himself or through employees. However, accounts must be authenticated by the license herself/himself every day. In case the license desires to engage any employee, family member or agent to assist her/him in running the business, she/he should obtain prior permission from the Licensing Authority and the specimen signature of such persons should be authenticated on the first page of the daily register (Stock register in case of agent wholesalers) by an official of the Civil Supplies Department. (E) The prior permission from the Licensing Authority in writing is to be obtained if the place of business is going to be closed for specific day(s). However, business premises should not be closed, the licensee has to engage any employee or agent to operate the Fair Price Shop. (F) The Dealer should keep certified weights and measures and obtain fire safety clearances and other statutory clearances required for business. (G) The licensee shall keep reserve stock in such quantities as may be directed by the Licensing Authority. (H) The licensee, if retailer, shall install electronic weighing equipments for correct weighing of PDS commodities. If the licensee is a storage agent, she/he shall install computerized weighing equipments with system of pre-printed receipt for the weighing. (I) Citizen's Charter shall be displayed prominently in the business premises. (J) The licensee, and her/his employees/agents shall meticulously comply with their responsibilities enumerated in this rule.</p> <p>4. The licensee shall complete his accounts as specified in clause 14 of the Odisha Public Distribution System (Control) Order, 2016 for each day to which they relate unless prevented, by reasonable cause, the burden of providing which shall be upon her/him. There should be no over writing in the register. In case corrections are necessitated, the old entry will be scored off and new entry be recorded, duly initiated by the license.</p> <p>5. The licensee shall furnish the reports and returns as specified in clause 15 of the Odisha Public Distribution System (Control) Order, 2016. He shall furnish correctly such information relating to her/his business as may be demanded by the Licensing Authority or by any officer authorized in this behalf.</p> <p>6. The licensee shall not contravene the provisions of the Odisha Public Distribution System (Control) Order, 2016 or any other Order or Rule relating to the essential commodities, issued under the Essential Commodities Act, 1955 (10 of 1955) or any other law relating to said essential commodities or business for the time being in force.</p> <p>7. The licensee shall give all facilities at all reasonable times to the Licensing Authority or any officer authorized by it or State Government for the inspection of her/his stocks and accounts at any shop, godown, or other place used by her/him for storage, sale or purchase of essential commodities and for taking samples of such commodities for examination.</p> <p>8. The licensee shall exhibit at the entrance or some other prominent place of her/his business premises, the price list and stock position of essential commodities held by her/him for sale. The board should be painted on the wall of affixed securely thereon in such a manner that the same can not be removed without breaking/damaging the wall. The minimum dimensions of the board should be as follows: Wholesaler: 4 feet by 6 feet Retailer: 3 feet by 4 feet</p> <p>9. A wholesaler licensee shall, except when specially exempted in this behalf, issue to every person from/to whom essential commodities are purchased/ sold, a correct receipt, invoice or memo, as the case may be, giving therein her/his own name, address and license no. and name, address of the person from/to whom purchased/sold with her/his signature, as also the date of transaction, the name of the essential commodities, the quantities purchased/sold, the rate per quintal/kilo/ton or kilogram/litre as the case may be, the total price paid/received for each item as also the grand total of the amount paid/received and shall keep a duplicate of the same to be available for inspection on demand by the Licensing Authority or any officer authorized in this behalf.</p> <p>10. The licensee shall comply with any direction, that may be given to her/him by the State Government or the Licensing Authority in regard to purchase, sale and storage of essential commodities, safe upkeep of the e-Pos Device and in regards to the language in which the register of accounts returns, price list receipt, memo or invoices, mentioned in paragraphs (a) (b) (c) and (d) may be written.</p> <p>11. This license shall be attached to any application for renewal.</p> <p>12. In pursuance of Clause 3(3) of The Odisha Public Distribution System (Control) Order, 2016, the licensee shall use Point of Sale (e-Pos) device with all its operational instructions and execute all transaction under PDS through this device as a precondition to get the license to run the Fair Price Shop from a date as notified by the Government. Provided that failure to implement the provisions of this sub-clause at any time without any valid reason shall lead to cancellation of license".</p> <p>13. This license shall be valid up to the 31st March.</p>	
<p>Licensing Authority :</p> <p>Place :</p> <p>Date :</p> <p>Signature of the Licensees :</p>	

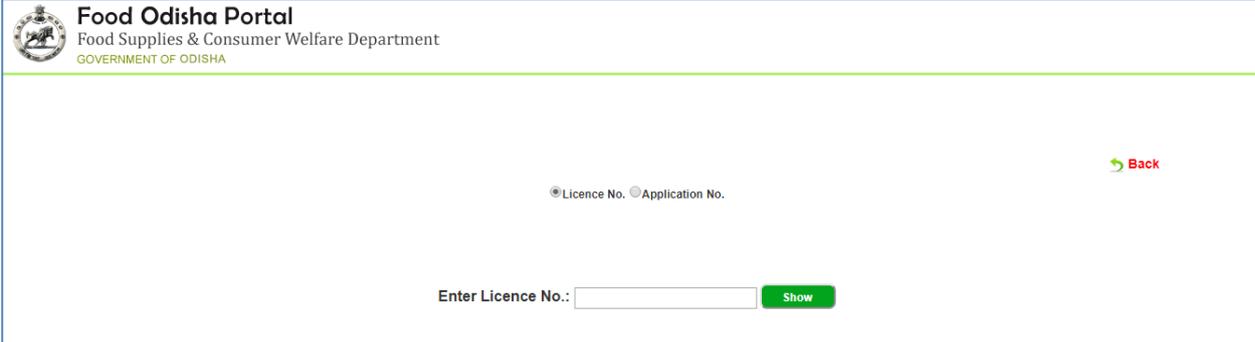
Fig 45: Print License Screen

The license print needs to be duly signed by the Licensing Authority mentioning the Place, Date and name.

This license can now be issued to the respective applicant who is willing to take-up the dealership.

3. Edit FPS License

For any modifications in the license details applied by various applicants, click the **Edit License** option in the landing screen, refer Fig. 1:



The screenshot displays the 'Edit License' interface on the Food Odisha Portal. At the top left, the portal's logo and name are visible, along with the department name and government affiliation. The main content area features two radio buttons for selection: 'License No.' (which is currently selected) and 'Application No.'. A 'Back' button with a red arrow is positioned in the upper right corner. At the bottom, there is a text input field labeled 'Enter Licence No.:' and a green 'Show' button.

Fig 46: Edit License Screen

Here the applicant has two options, i.e.

Firstly, the applicant can modify the license details going by the License No. This case is applicable when the applicant is already issued the license and renewing the license is applicable for him/her

Secondly, by entering the Application No. When a new applicant applies for the license and the application number and barcode is generated.



[Back](#)
All * marked fields are mandatory.

FORM 'A-I'			
[See clause 6(1) and clause 18]			
Application for Renewal/Reissue of License (Wholesaler /Retailer)/ Issue of duplicate copy of License (Wholesaler /Retailer)			
1. Applicant's name:*	DILIP KUMAR RATERIA	1.(a) Father/Husband's name:*	test
1.(b) Whether SC/ST/SCBC/PH:*	SC	2. Applicant's Profession:*	test
3. Whether, the applicant wants to act as:*	Kerosene Wholesaler	4. Applicant's Residence Address: *	AT - HATABAZAR, P.O./PS - JATNI (Maximum 200 characters allowed)
5.(a) Details of place where the applicant wants to act as wholesaler/retailer:	test (Maximum 200 characters allowed)		
5.(b) Place of business: *			
(i). Plot No.:	316/10	(ii). Khata No.:	t5343
(iii). Mouza:	gwerwer	(iv). Street Address:	dsfserwer (Maximum 200 characters allowed)
(v). Pin Code.:	234234	(vi). P.S.:	sdfsdfsdf
(vii). District:	KHURDHA		
(viii). Description of boundary: *			
To the East	North	West	South
2	2	1	1
5.(c) Nature of premises:			
(i) Building:	Pucca	(ii) Roofing:	RCC
(iii) Compound wall:	No	(iv) Under around storage:	No
(v) Capacity (in kilolitre):*	23.00	(vi) Is POS available ? :	No
5.(d) Ownership of premises :	Own		
6. Name of the PDS commodity/commodities which the applicant wants to deal with:	<input checked="" type="checkbox"/> Rice <input checked="" type="checkbox"/> Wheat <input type="checkbox"/> Kerosene		
7. Did the applicant hold a license on any previous occasion?	No		
8. Quantity of each of the PDS commodities handled annually during last three years :*	Rice 3.00 Wheat 23.00 Kerosene 1.00	9. Quantity of each of the PDS commodities likely to be handled during the current year:	Rice 4.00 Wheat 23.00 Kerosene 3.00
10. Income-tax paid in the two years preceding the year of application.:			
(a).i Income-tax paid in the 1st year :*	3400	(a).ii Copy of Acknowledgement Slip :*	Choose File No file chosen <small>* Only .pdf document are allowed which is not more than 2mb</small> Download
(b).i Income-tax paid in the 2nd year :*	4300	(b).ii Copy of Acknowledgement Slip :*	Choose File No file chosen <small>* Only .pdf document are allowed which is not more than 2mb</small> Download
11.(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application. :*	Rice 43.00 Wheat 3.00 Kerosene 234.00	11.(b) Complete address of places where the essential commodities are proposed to be stored:	tgertertert (Maximum 200 characters allowed)
12. Whether electric connection is available in the place where fair price shop is proposed to function :	No		
13. Whether internet connection is available in the proposed fair price shop to run the PDS device .	No		
Other Information			
Mobile No. *	9238960345	Aadhaar Number*	435345345345
Photograph of applicant :*	Choose File No file chosen Download		
<input type="checkbox"/> I declare that the quantities of each of the essential commodities specified above are in my possession this day and are held at the places noted above. I have carefully read the conditions of license given in FORM 'B-I' appended to the Orissa Public Distribution System (Control) Order, 2016 and I agree to abide by them. I declare that the data/information furnished by me in the application are true and correct to the best of my knowledge and belief.			

[Submit](#) [Cancel](#)

Fig 47: Edit License Screen

Referring to Fig. 47, the applicant can enter the modified data in the respective fields.

Select the checkbox for the disclaimer if the applicant wishes to agree the same and click the **Submit** button.

4. Track Your FPS License

To get the details of the license and track its status, click the Track License option in the landing page (refer Fig. 1)-

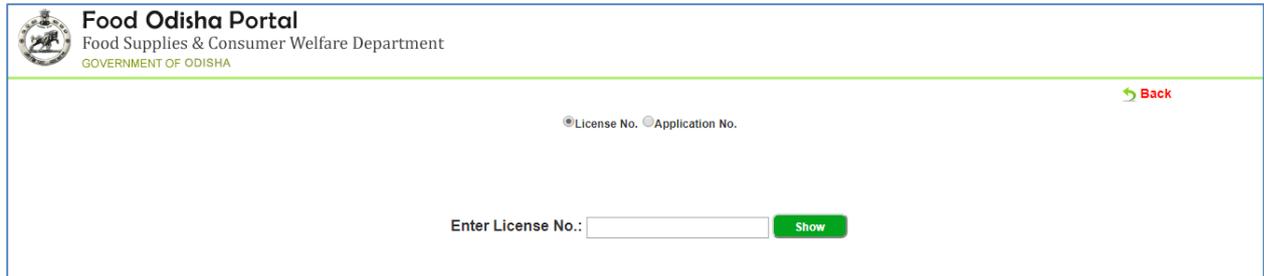
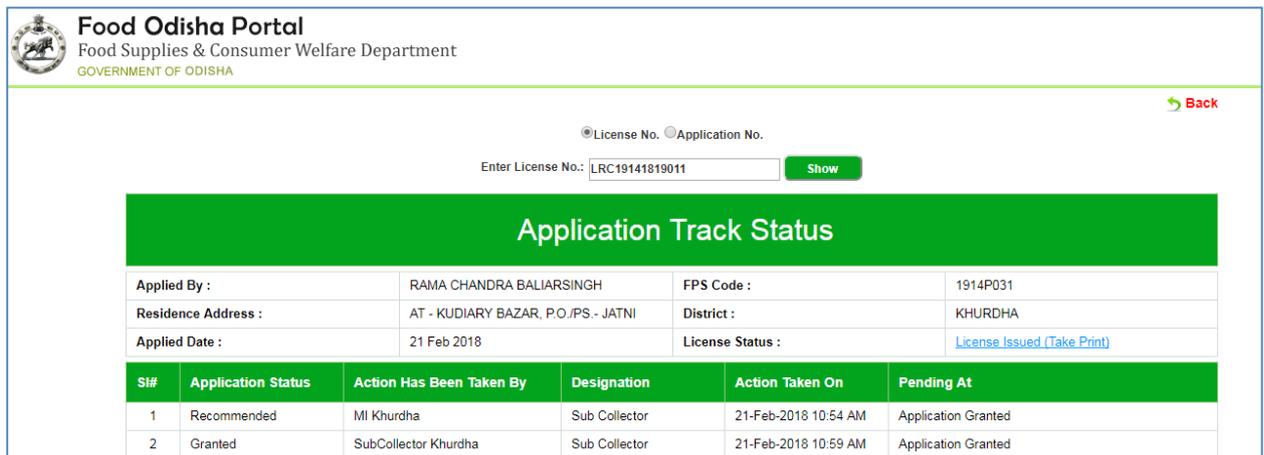


Fig 48: Track License Screen

Here the applicant can track the status either through License No. or through the Application No.

On entering either the license no. or the application no. in the given textbox, the status of the application for the respective applicant is displayed as shown below-



Si#	Application Status	Action Has Been Taken By	Designation	Action Taken On	Pending At
1	Recommended	MI Khurdha	Sub Collector	21-Feb-2018 10:54 AM	Application Granted
2	Granted	SubCollector Khurdha	Sub Collector	21-Feb-2018 10:59 AM	Application Granted

Fig 49: Status Screen

The name of the applicant, address, date of application, status, remarks, etc. is displayed.
