

**Government of Tripura**  
**Food CS&CA Department**  
 Gurkhabasti, Agartala, Tripura

Dated, Agartala, the 20<sup>th</sup> May, 2020.**MEMORANDUM****Subject:** Standard Operating Procedure of Offline / Partial Online FPS.

You are aware that the Aadhaar based sale of PDS commodities has been started in the State from May 2018, pursuant to the guidelines of the NFS Act 2013. Since the inception, 1783 FP shops are using online version of epos and 30 FP Shops are operating in Offline mode. With a view to ensure timely downloading of monthly key register, receipt of stock and upload of monthly sales details into AePDS portal, all Sub-Divisional Food Officials concerned are hereby requested to instruct the Offline FPS dealers to follow the below mentioned Standard Operating Procedure:

<b>Event</b>	<b>Responsibility lies with</b>	<b>Date</b>
Downloading of Key Register of sale month.	Area Inspector / TSP / SE (Visiontek)	Within 2 <sup>nd</sup> working day of every sale month.
Receipt of FPS truck challan in ePOS by bringing the machine in a network zone	Area Inspector / TSP / SE (Visiontek)	Whenever PDS stock is placed in FPS throughout the month (2 <sup>nd</sup> -26 <sup>th</sup> day).
Closure of Sales (offline /Partial online)	Area Inspector	27 <sup>th</sup> Day of the sale Month
Closure of upload of Sales data (offline /partial online) to AePDS Portal.	Area Inspector / TSP / SE (Visiontek)	On or before 28 <sup>th</sup> day of the sale Month (upto 7 pm).
Confirmation of upload of sales data by sending email to dfestripura@gamil.com	Area Inspector / AD (Food)/ SDC (Food) concerned	On or before 29 <sup>th</sup> day of the sale month
Verification of FPS wise transaction details on AePDS in respect to all offline FPS.	SPMU	Within last working day of a sales month (upto 7 pm).

It is also requested that the Area Inspector /AD (Food)/SDC (Food) concerned shall monitor that the proper functioning of the Offline FP Shops under their jurisdiction. In case of any violation of the above timeline, the Area Inspector concerned shall be liable.

  
 (Tapan Kr. Das)

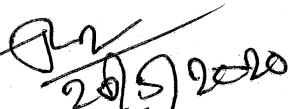
Addl. Secretary to the  
Government of Tripura

**To**

All SubDivisional Magistrates of the State for information and taking immediate action.

**Copy to forwarded for kind information to:**

1. PS to the Principle Secretary Food, CS & CA, Govt of Tripura.
2. Shri Guruprasad Apalla, Sr. Technical Director, NIC AP.
3. Shri A.K De, Sr. Technical Director, NIC Tripura.

  
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