

E. No. 9(1)/2017-Comp. (E:341245).

Government of India

Ministry of Consumer Affairs, Food and Public Distribution

Department of Food & Public Distribution

R. No. 275, Krishi Bhawan, New Delhi-110001

Dated: 12/09/2019

To

**Principal Secretary / Secretary,
Food & Civil Supplies Department,
All States/UTs**

Subject: Completeness/correctness of distribution data on Annavitran portal – reg.

Madam/Sir,

As you are aware for monitoring the progress of FPS automation and distribution of subsidised foodgrains in States/UTs, this Department has developed Annavitran Portal (<https://annavitran.nic.in>) and the time-frames for reporting of correct and complete monthly distribution details on Annavitran portal in respect of both automated distribution (using ePoS devices) and un-automated distribution (without using ePoS devices) were communicated to all States/UTs vide letter of even no. dated 19/06/2019.

2. It was communicated that the data reported on Annavitran portal within given timeframes, i.e. 10th of every subsequent month in respect of ePoS data and by 20th of every subsequent month in respect of without ePoS data, shall be deemed final and a certificate of distribution in the previous month shall be auto generated on Annavitran portal on mid-night of every 20th day of the month, which shall be digitally signed and submitted by Secretary/ Commissioner in-charge of Food & Civil Supplies in the State/UT on the Annavitran portal itself. This mechanism is already enabled on Annavitran portal w.e.f. July 2019.

3. However, despite sufficient time given for complete reporting, States/UTs are regularly approaching this Department/NIC to allow them to amend/modify the past distribution details without proper reasons for discrepancy, month wise discrepancies & correct details to be uploaded, etc. Besides, discrepancies are also observed by this Department in the figures of distributed quantity of foodgrains appearing on Annavitran portal and the subsidy bills/claims of State Governments.

4. Thus, to streamline the process of reporting and correction of distribution data on Annavitran portal by States/UTs, this Department has prepared a step-by-step process flow (Annexure-I) for understanding of all concerned officers in States/UTs, and a proforma for properly placing request for amendment/modification of past distribution data (Annexure-II). These may be shared with all field level/concerned officers to ensure timely and correct reporting of distribution on Annavitran Portal.

5. Further, the nodal officers of concerned States/UTs are requested to submit their request, if any, for the amendment/modification of previously reported data, using the above proforma format only for the consideration and approval of this Department.

Yours faithfully,

Digitally signed by DINESH KUN GUPTA
Date: Thu Sep 12 10:44:30 2019
Reason: approved

Encl: As above.

(D. K. Gupta)
Director (PD)
011-23070429

Copy to:

1. Sh. B.V.C. Rao, Sr. Technical Director & HoD, NIC HQ, New Delhi

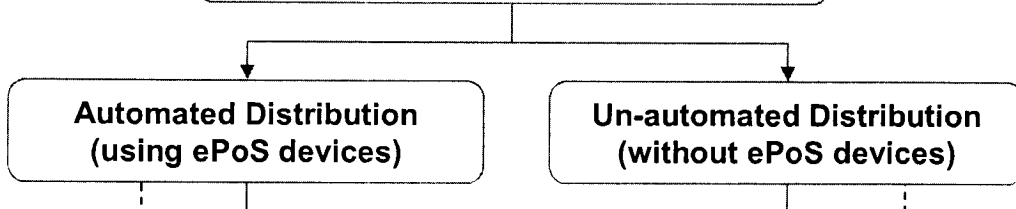
**PROCESS FLOW FOR ENSURING CORRECT DISTRIBUTION DATA ON ANNAVITRAN PORTAL
(INCLUDING CORRECTIONS/UPDATES)**

DISTRIBUTION MONTH

On-ground distribution of foodgrains at the FPSs as per distribution calendar

1 Beginning of the Distribution Month / Cycle

Foodgrains Distribution Starts



2 End of the Distribution Month / Cycle

Foodgrains Distribution Ends

REPORTING MONTH

Reporting of total distribution on Annavitran Portal in subsequent / next month

3 FPS-wise distribution details are captured electronically from the State ePoS server through web-services

Automated Distribution (by 10th of reporting month)

State Nodal Officers / Admin Users of Annavitran shall ensure completeness and correctness of data submitted by DFSOs before 20th Min-night. In case of any discrepancy, Admin User shall correct from his/her own login.

4 District-wise manual distribution details of the previous/distribution month are entered by respective DFSOs in the Annavitran Portal by up to or before 20th of every reporting month.

Un-automated Distribution (by 20th of reporting month)


5 Reporting window is closes by mid-night of 20th of every reporting month. Uploaded data is frozen and Certificate gets generated automatically for Food Secretary to sign digitally and submit.

Certificate of Total Distribution in previous Month (by mid-night of 20th of reporting month)

CORRECTIONS

Correction / modification of data after freezing

6 State/UT may request DFPD for the correction/ modification of distribution data for closed periods for genuine cases only.

 State/UT shall submit duly filled "Annavitran Correction Proforma" signed by the State Food Secretary for the Correction/Updation of frozen distribution data to DFPD

7 If the request is approved, State Nodal Officer / Annavitran Admin User in State gets access to edit the data

If approved by DFPD, NIC shall allow only the State Nodal Officer / Admin User to edit the requested data within approved timeframe of max. up to 1 week

8 Updated data by State is frozen again and revised Certificate is immediately available for Food Secretary to digitally sign and submit

Revised distribution data is freezed again after given window and Updated Distribution Certificate is Generated

ANNAVITRAN DATA CORRECTION PROFORMA

(Form for placing request for gaining access to closed period on Annavitran Portal to correct/update foodgrains distribution data of previous/freezeed period/months)

Dated : ___/___/___

| | | |
|-----|--|--|
| 1. | Name of the State/UT: | |
| 2. | Data correction required for: (please tick) | <input type="checkbox"/> Automated distribution data |
| | | <input type="checkbox"/> Un-automated distribution data |
| | | <input type="checkbox"/> Both |
| 3. | No. and names of district(s) for which data correction is requested: | |
| 4. | Data correction required for the period / month(s) of: | |
| 5. | Period / month-wise existing details on Annavitran portal which requires correction: | |
| 6. | Period / month-wise correct details which shall to appear on Annavitran portal after correction: | |
| 7. | Whether State Nodal Officer / Annavitran Admin User approved the data submitted by DFSOs, before freezing? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. | Reason(s) for error / discrepancy in earlier reported data/details on Annavitran portal | Un-automated distribution: |
| | | Automated distribution: |
| 9. | Timeframe / no. of days required for correction (Max. 7 working days) | |
| 10. | Contact details with email ID of State Nodal Officer / Admin User of Annavitran portal in State/UT | |

Sign & Stamp
(State Food Secretary In-charge)