

## **INSTRUCTIONS TO INSPECTORS ON DISTRIBUTION RELATED ISSUES**

In this section, we will try to give you an outline on distribution of foodgrains through the Public Distribution System(PDS) network in West Bengal. After studying this section, you will be able to:-

- a) Explain your role as an Area Inspector in allocation and distribution of foodgrains to the consumers through the ration cards as per Government prescribed scale and rate,
- b) Define your activities as an Area Inspector in functioning of MR Distributors/ dealers under your jurisdiction,
- c) Inspect a ration shop or Distributor point in accordance with the WBPDS Control Order(s),
- d) Describe your role in formation of Vigilance and monitoring committees,
- e) State how to enquire one application for engagement of MR dealer under compassionate ground or in case of a fresh vacancy.

Let us begin with details.

**A. REGARDING DISTRIBUTION OF PUBLIC DISTRIBUTION COMMODITIES BY MR DEALERS** [Please refer to the Part – III of the West Bengal Public Distribution System (Maintenance & Control) Order 2013, henceforth Control Order]

1. **On scrutiny of indents :** Each MR Dealer/Distributor under your jurisdiction shall submit the indent indicating his weekly/fortnightly requirement of food-grains alongwith Closing Stock in Form B on each week/fortnightly. You, as an Inspector shall verify the requirement as submitted by the MR Dealer/Distributor by calculating the same with Ration Card Population on each category (PHH/AAY under NFSA and RKSYS – I/II/Special Packages etc.) and Scale of food-grains as notified by the Government in F&S Department. The Balance Stock i.e., already in hand may be adjusted by deducting from the actual requirement on approval of the Sub-Divisional Controller, F&S concerned. (Please refer Clause 16 & 29 of Control Order.)

**(For Example:** If a dealer has the PHH population of 300 heads and if he has PHH rice stock in his hand after distributing the same in earlier week is 1.30 quintal, then he shall be allowed with 4.70 quintal( 300 heads X 2kg per head per month = 600 kg for a month = 6 quintal, and adjusting it with the balance stock, his allocation of PHH rice will be 6 quintal – 1.30 quintal = 4.70 quintal) and so forth in case of other categories also. )

2. **On lifting of public distribution commodities :** As per the latest G. O. in this regard, you shall always aware that one MR Dealer shall have the capacity to lift and store the food-grains of at least 45 days' requirement of the Ration Card population tagged with him. In this regard, all you shall take necessary steps in allotting food-grains separately for each categories after receiving the same from the respective Sub-divisional Controller, F&S, and shall monitor the delivery of the allotted stock within 48 hours of such allotment from the concerned Distributor through Door-step Delivery System. You shall have to pass the allotment of the Distributors also, if required and that shall be in accordance with the ration card population tagged with him as given in the example in point no. 1 above. (Please refer Clause 17 of Control Order read with G. O. No.1284-FS dtd.6<sup>th</sup> JUNE 2014)
  
3. **On distribution of PDS commodities :** Please remember that the distribution hour of a MR shop, as stipulated in Clause No.18 of the Control Order, is 7-30 AM to 11-30 AM in the morning and 4-00 PM to 6-00 PM in the evening of the distribution day (from Tuesday to Saturday) and the morning session in case of Sunday which shall be strictly followed by a MR dealer. It is often found during inspection in the districts that the Ration Shops remain closed during the schedule distribution hour as mentioned above. As area Inspector, you should ask the MR Shop Owner/Licencee to obey the schedule, otherwise responsibility will be fixed up on you only, duly ordered for supervision of the same.

4. **On duties and responsibilities of the Dealer :** All duties and responsibilities that shall be followed by an MR Dealer have been vividly described in Sub-Clause 1-18 of Clause 19 of the Control Order. It is the responsibility of yourself, as an Inspector to inform the same to the MR Dealers assigned to him in writing following the order of the Sub-Divisional Controller in toto. Any violation of these provisions by any MR Dealer shall be treated as the failure on the part of you as the Area Inspector of that particular shop in giving instructions to the MR Dealers assigned to you. It is your duty to inform the MR Dealers that they are duty bound to follow the instructions given by you (Clause 23 of the Control Order). Hence, in case of any violation of the Control Order, it may be presumed that it has a silent recommendation/approval of you.
5. **On inspection of MR Shop / MR Distributor:** Please refer to the Clause No.23 and 30 of the Control Order in this regard. It has been clearly defined in this Clause that one Inspector of Food & Supplies Department, having jurisdiction in the area may enter any premises used or believed to be used for sell storage distribution of public distribution commodities therein or thereon. He may require any person to make any statement/furnish any information/ produce any document or article in her/his position relating to purchase/sell/distribution/storage of public distribution commodities. This Clause has authorized an Inspector to inspect and seize any stock or any documents of public distribution commodities in respect of which she/he has every reason to suspect that a contravention of the Control Order is being, or is about to being committed. Being authorized to perform as the Inspector, you

shall take every steps on seizure of documents/stock of food-grains after 100% weighment in presence of at least three independent witness following the procedure on search and seizure as per Section 100 of the Code of Criminal Procedure, 1973. You shall inspect at least ten dealers / one distributors per month as per fixed formats as allotted to you by the Sub-divisional Controller, F&S or the District Controller, F&S, regularly and submit your report to the authority through the immediate senior officer under whom you are working.

6. **On Inspection of Flour Mills:** This is to remind you here that some Flour Mills are engaged by the F&S department to distribute fortified atta in PDS instead of wheat. Those Flour Mills are working on some set of rules/ guidelines vividly described in the G.O. no. 2538-FS dated: Kolkata, 3<sup>rd</sup> September'2013. Being an Inspectors of a particular area, you shall inspect the Flour Mills under your jurisdiction to verify the functioning of the Mills, distribution of atta in accordance with indents passed by you etc. You must be well aware about the functions of the Mills, their plant and machineries, mode of production, packaging of atta etc. Any violation in this respect shall be treated as violation of G.O. and the errant Flour Mills shall be booked for the same and disciplinary proceedings shall be initiated by you as the authority.
7. **On formation of Vigilance Committees :** There are 4 tiers of Vigilance Committees on monitoring of the functioning of public distribution system in each districts, i.e., (1) Shop/G.P. level, (2) Block level, (3) Sub-Division level & (4) District level. You shall go through the latest guidelines on formation/ construction of the committees and the functions of those committees and shall take all steps in functioning of the committees at the base level. In case of the

shop level committees, you shall act as the Secretary of the Committee and in case of the block level committees you shall act as the Convenor of the committee. In case of other tiers, you will act as the members. As the Secretary of the Block level committees, your function will help the MR shops to function better and the common ration card holders/ consumers, associated with that shop shall be enriched with the latest government guidelines, rules and regulations on sheer role of you as its Secretary. In case of Block level committees, being a Convenor of that committee, it is your duty to convene the meeting in the block at regular interval under the Chairmanship of the Sabhapati of the Panchayat Samity/Block and Secretary ship of the B.D.O. of the Block. You shall brief all latest guidelines / orders of the Government in F&S Department in that meeting and shall take note on the resolutions taken in the meeting. It is your duty to inform the decisions of the meeting to the next higher tier, i.e. the Sub-divisional Committee to bring the matter in the notice of the next higher committee and to help the lower level committees to function much better with their views. More better functioning of the committees will help more people to people contact and better functioning of the PDS which will be meaningful and will support your service credentials.

**B. REGARDING ISSUANCE OF LICENCE TO MR DEALERS/DISTRIBUTORS :**

- 1. On enquiry of an applicant of MR Dealership / Distributorship in respect of fresh vacancy :**

While working as Area Inspector in a particular block, very often, you may be required to enquire the applications of individuals/ Co-operatives/ Self Help Groups applied against a vacancy of MR Dealership. Following parameters shall be verified with connected papers/documents and during field enquiry (which shall be done with prior notice to the applicant), the local inhabitants shall be consulted / enquired as eye witness. The parameters are:-

- a) Identity and the Nationality of the applicant,
- b) Residential proof of the applicant,
- c) Proof of subsistence,
- d) Employment status of applicant,
- e) Any relationship/ association of the applicant with Govt./Semi-Govt./Self-Govt. etc. Organizations,
- f) Whether there is any court cases involving the applicant,
- g) Ownership and suitability of godown including open space, office room, computerised infrastructure etc. for running a MR shop from the shop.
- h) Proof of physical and medical fitness.

**2. On enquiry of an applicant of MR Dealership in respect of Compassionate**

**Ground :**

- a) All of the earlier requirement as stated in points no. B.1.a-h. above and,
- b) Proof of relationship with the deceased ration dealer,
- c) No objection certificate from other family members, etc.

**C. On supervision of Paddy & Rice procurement and godown operation:-**

Given separately.