

Report of Inspection of FPS(M.R Shop)

1. FPS No: _____ Name of the FPS dealer: _____
2. Address of the FPS: _____
3. Date and time of inspection: _____
4. Whether the signboard of the FPS displayed properly and conspicuously: Yes/No.
5. Whether Annapurna list displayed properly and conspicuously: Yes/No.
6. Whether notice board of the FPS displayed properly and conspicuously: Yes/No.
7. Whether notice board contains following details:
 - a) Date: Yes/No
 - b) Registration position: Yes/No
 - c) Opening balance of the available commodities: Yes/No
 - d) Scale of distribution and retail price of each commodity: Yes/No
 - e) Name and Toll free phone number of the authority for redressal of grievances / Lodging of complaints: Yes/No
 - f) Opening and closing hour of the shop: Yes/No/Not properly written.
 - g) Information on the availability of the complaint book in the form "Complaint books are available herefor registering complaint": Yes/No.
8. Whether stock cum rate cum scale board displayed properly and conspicuously: Yes/No.
9. Whether sample boxes/jars/bottles of all commodities displayed properly and conspicuously on the sales counter: Yes/No.
10. Whether following certified registers present in the shop and they are maintained up to date:
 - a) Ration card register:
 - b) Daily stock registers:
 - c) Daily sales registers:
 - d) Indent registers:
 - e) Non-drawal register:
 - f) Register of blank cash-memo books:
 - g) Inspection book:
 - h) Complaint book:
11. Whether cash memos were available & were being properly issued to consumers against every transaction: Yes/No.
12. Whether cash memo books properly certified by the F&S officials: Yes/No.
13. Number of rationees found in the FPS drawing ration (please note down the Name, R/C no and Folio Number in separate sheets.): _____
14. Impression of the rationees: _____
15. Whether quality of the stock found in the FPS appeared fit for human consumption on eye estimation: _____
16. Whether all Non P.D items were available in the FPS: _____

17. Assessment of the stock position of FPS: As on (All figures in quintals)

Commodity	O/B	Received	Sale (Mention last cash memo number)	Book balance	Physical Balance (by counting of bags)	Shortage/Ex cess in stock.
AAV NFSA(Wheat /Atta)						
SPHH NFSA(Wheat /Atta)						
PHH NFSA(Wheat /Atta)						
RKSY-I (Wheat/ Atta)						
RKSY-II (Wheat/Atta)						
Additional Wheat						
AAVNFSA (Rice)						
SPHH NFSA (Rice)						
PHH NFSA (Rice)						
RKSY-I (Rice)						
RKSY-II (Rice)						
Additional Rice						
AAV NFSA Sugar						
SPHH NFSA Sugar						

18. Whether all rationed commodities kept in proper hygienic manner and adequate care including rodent control measures taken to ensure safe and proper storage of stocks: Yes/No/Not adequate.

19. Whether scales/stones in use in the FPS are duly certified by the officials of legal metrology: Yes/No.

20. Date of last visit by the officials of legal metrology:

21. Date of last P.V/inspection by any other official of F&S:

22. Remarks (if any):

Signature of the FPS dealer with seal:

Signature of the members of the inspection team: