

## Report of Inspection of S.K.oil Shop

1. S.K.oil shop No: \_\_\_\_\_ Name of the S.K.Oil dealer: \_\_\_\_\_
2. Address of the S.K.Oil shop: \_\_\_\_\_
3. Date and time of inspection: \_\_\_\_\_
4. Whether the signboard of the S.K.Oil shop displayed properly and conspicuously: Yes/No.
5. Whether notice board of the S.K.Oil shop displayed properly and conspicuously: Yes/No.
6. Whether notice board contains following details:
  - a) Date: Yes/No
  - b) Registration position (Total no. of ration card holders): Yes/No
  - c) Entitlement of S.K.Oil : Yes/No.
  - d) Scale of distribution of S.K.Oil : Yes/No.
  - e) Selling price of S.K.Oil: Yes/No.
  - f) Name and Toll free phone number of the authority for redressal of grievances / Lodging of complaints: Yes/No.
  - g) Opening and closing hour of the shop: Yes/No/Not properly written.
  - h) Stock of S.K.Oil received during the week/fortnight/month: Yes/No.
  - i) Daily opening and closing stock of S.K.Oil : Yes/No.
7. Whether stock cum rate cum scale board displayed properly and conspicuously: Yes/No
8. 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) Log book:
  - f) Non-drawal register:
  - g) Register of blank cash-memo books:
  - h) Inspection book:
  - i) Complaint book:
9. Whether cash memos were available & were being properly issued to consumers against every transaction: Yes/No.
10. Whether cash memo books properly certified by the F&S officials: Yes/No.
11. Number of rationees found in the S.K.Oil shop drawing S.K.Oil (please note down the Name, R/C no and Folio Number in separate sheets.):
12. Impression of the rationees:

13. Assesment of the stock position of S.K.Oil : As on ..... (All figures in quintals)

Commodity	O/B	Received	Sale (Mention last cash memo number)	Book balance	Physical Balance (by counting of barrels)	Shortage/Ex cess in stock.
S.K.Oil						

14. Whether measurement devices in use in the S.K.Oil shop are duly certified by the officials of legal metrology: Yes/No.

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

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

17. Remarks ( if any):

Signature of the FPS dealer with seal:

Signature of the members of the inspection team: