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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Food and Supplies
11A, Mirza Galib Street, Kolkata-700 087.

No 2371 -FS/Sectt/Food/4P-09/2012

Kolkata, the 12th August, 2013.

Whereas the Governor is of the opinion that it is necessary and expedient so to do for maintaining supplies and securing availability and distribution of essential commodities under the Public Distribution System:

Now, therefore, in exercise of the power conferred by section 3 of the Essential Commodities Act, 1955 (10 of 1955), read with the Government of India, Ministry of Consumer Affairs, Food & Public Distribution (Department of Food & Public Distribution) Order No.G.S.R.630(E) dated 31st August, 2001, the Governor is pleased hereby to make, the following Order, namely:—

ORDER

PART I

1. (1) This order may be called the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013.
1. (2) It extends to the urban areas and certain other areas which are urban in nature as specified in Schedule A of this order.
1. (3) The State Government may, by separate gazette notification include or exclude any area and re-constitute the sub-areas/sub-controls in the schedule.
1. (4) It shall come into force on the date of publication in the official Gazette.
2. (a) "Above Poverty Line Families" means those families who have been issued Above Poverty Line (APL) ration cards by the Department of Food & Supplies, Government of West Bengal, for issue of Public Distribution Commodities and certain other specified items of daily use under the Public Distribution System.
2. (b) "Act" means the E.C. Act, 1955 (10 of 1955).

- (c) "Annapurna beneficiaries" means persons identified as such by the concerned authority of the Govt. of West Bengal and to whom Annapurna Ration Cards have been issued for distribution of food grains of specified quantity on monthly basis under the Annapurna Scheme.
- (d) "Antyodaya (AAY) Families" means those poorest families from amongst the Below Poverty Line families, who have been identified as such by the concerned authority under the Government of West Bengal and to whom Antyodaya Anna Yojana Ration Cards have been issued for distribution of Public Distribution Commodities under the Antodaya Anna Yojana scheme along with certain specified items of daily use, under the Public Distribution System.
- (e) "Appellate Authority" means the authority appointed by the State Government to exercise the powers of Appellate Authority under this order.
- (f) "Below Poverty Line families" mean those families who have been identified as such by the concerned authority under the Government of West Bengal and to whom BPL Ration Cards have been issued for distribution of Public Distribution Commodities under BPL Scheme along with other specified items of daily use under Public Distribution System.
- (g) "Collector" in relation to a district means the District Magistrate and includes an officer not below the rank of SDO as may be authorized by the collector.
- (h) "Dealer" or "Fair Price Shop Owner" means and includes a Self Help Group or registered co-operative societies or semi-government bodies or a person/association of persons in whose name a shop has been licensed to distribute public distribution commodities and certain specified items of daily use under the Public Distribution System by an Order under part III.
- (i) "Director" means the Director of Rationing, West Bengal, Deptt. Of Food & Supplies and includes an officer not below the rank of Asstt. Director of Rationing in the Department of Food & Supplies, Govt. of West Bengal, authorised by the said Director to perform all or any of the functions of the Director under this Order.
- (j) "Essential Commodities" means essential commodities as defined under Section 2A of the Essential Commodities Act, 1955
- (k) "Establishment" means hospitals, sanatoriums, orphanages, workhouses, asylums, educational institutions, boarding houses, nursing homes, stables, zoos, poultry farms, menageries,, voluntary hospitals and pinjrapoles and includes all other non profit making establishments of like nature.
- (l) "Fair Price Shop" means a shop licensed under this Control Order for distribution of Public Distribution Commodities and certain other specified articles of daily use under Public Distribution System.
- (m) "Family members" means spouse, dependent parents, dependent sons and daughters for the purpose of considering engagement of dealers/whole sellers on compassionate ground.
- (n) "Issuing Authority" means any officer not below the rank of Inspector working in the Directorate of Rationing, Department of Food & Supplies, Govt. of W.B.
- (o) "Licensee" means a wholeseller or a Fair Price Shop owner or any other persons or establishment holding a valid licence granted under this Order.
- (p) "Licensing Authority" means the Joint Director of Rationing/ Deputy Director of Rationing in charge of a Sub-control in the case of wholeseller and Rationing Officer of a sub-area in the case of dealer.
- (q) "Market price" of a public distribution commodity means the Economic Cost of the commodity as determined by the Government of India once in each year.
- (r) Monitoring/vigilance Committee means and includes several committees constituted by the State Govt. from time to time for close monitoring of Public Distribution System.
- (s) "Notification" means notification published in the official gazette.

- 2 (t) "Place of business" means a place in the shop-cum-godown of FPS owners and in an office in the approved godown or adjacent to an approved godown of wholesalers where books of accounts are kept.
- 2 (u) "Public distribution commodity" means such commodities from the list of essential commodities as may be declared to be the public distribution commodity by the State Govt and distributed from the Fair Price Shops licensed under this order; rice and wheat including atta / fortified atta resulted from wheat being crushed and fortified by iron vitamin and folic acid are declared as Public Distribution Commodities under the this provision of this order.
- 2 (v) "Public Distribution System" means a system for distribution of public distribution commodities and certain other specified articles of daily use to the holders of ration documents through the Fair Price Shops.
- 2 (w) "Ration document" means a valid ration card including a family ration card, or a ration permit.
- 2 (x) "Ration Card issuing authority" means Rationing Officer appointed as such by the State Government and includes any officer not below the rank of Inspector authorised in this behalf by the Rationing Officer.
- 2 (y) "State Govt." means the Govt. of West Bengal in the Food & Supplies Deptt.
- 2 (z) "Sub area" means the area under the jurisdiction of a Rationing Officer.
- 2 (aa) "Sub-Control" means as area comprising more than one sub-area specified by the State Government to be under the jurisdiction of a Joint/Deputy Director of Rationing-in-charge.
- 2 (bb) "Vigilance Squad" means squad formed by the State Govt. or by the Director/Joint or Deputy Director of Rationing/licensing authority for the purpose of close surveillance over the functioning of dealers and wholesalers.
- 2 (cc) "Week" means the period commencing from the hour of start of Monday and ending at midnight of Sunday next and, each successive period of seven days thereafter.
- 2 (dd) "Welfare Schemes" means such schemes as are launched by the Govt. of India from time to time like Mid-day meal, Annapurna Yojona etc, where dealers and wholesalers are required to act in the process of lifting and distributing foodgrains to the beneficiaries.
- 2 (ee) "Wholeseller" means a person and includes a co-operative society or a corporation or a company or a Self-Help Group or an association of persons as has been licensed to distribute and sell public distribution commodities to those dealers as may be specified by the licensing authority under the provisions of this order.

PART-II

3. Entitlement of Ration Cards :-

- a) Every bonafide citizen of India or every family having resided ordinarily in any of such places in West Bengal as mentioned in Schedule A as annexed to this order and having no ration cards anywhere, shall be entitled to have ration card to be issued or cause to be issued by Rationing Officer.
- b) An individual having the ration card in his/her name shall be entitled to draw public distribution commodities and other certain specified articles of daily use under Public Distribution System from a Fair Price Shop as specified on weekly/fortnightly basis on production of a valid ration card.
- c) Any bonafide establishment situated in any of the places as mentioned in the said Schedule A and having need of any public distribution commodity for its own consumption may apply for a ration permit to be issued by the Director with validity for a period of one year in terms of recommendation as may be made by the concerned Joint/Deputy Director. Such permit shall be renewed by the Director in each year with validity for one year next. The Establishment to which such permit is issued is entitled to public distribution commodities under this Order.

The said Joint/Deputy Director before sending recommendation shall satisfy himself about the need of such ration permit by way of conducting an enquiry in this regard.

4. Issue of Ration Card :-

Every application for Ration Card shall be made in Form R.O-I (Schedule - C) addressed to the Rationing Officer of the sub-area and the Rationing Officer after causing an inquiry in regard to the particulars as furnished by the applicant and having been satisfied with the correctness of the information will issue ration card preferably within one month from the date of receipt of application mentioning therein the name, age, address and such other particulars of the persons as may be required by the State Government and on receipt of necessary fee as prescribed by the State Govt. However, if the Rationing Officer does not find the application to be suitable he may refuse to issue ration card in respect of any or all members of the family mentioned in the R.O-I Form after recording the reasons in writing with intimation to the applicant preferably within 30 days from the date of application.

While issuing BPL and AAY Ration Cards and Annapurna Ration card, categorisation shall be made according as the competent authority of the Govt. of West Bengal identifies. Distinctive Ration Card shall be issued to APL, BPL, AAY and Annapurna category.

5. Appeal Against Refusal Of Ration Card :- An applicant having been denied of a ration card shall be at liberty to appeal against such denial to the Joint Director / Deputy Director who after examination and after giving a personal hearing to the applicant shall dispose of the said application within 15 days from the date of filing of such appeal.

6. Power Of The State Government To Make Addition Or Alteration Or Amendment Or Refusal :- Whenever in the opinion of the State Government, it is necessary or expedient so to do in the interest of the public, the State Govt. may, add to, amend, vary or rescind any ration card after giving the ration card holder an opportunity of being heard and for reason to be recorded in writing, and in every such case the ration card holder shall be bound to surrender the same for endorsement or cancellation.

7. Validity Of Ration Card :- A Ration Card so issued to a bonafide citizen of India shall remain valid as long as the ration card holder ordinarily resides at the given address of the sub-area for which the ration card has been issued by the Rationing Officer or till his/her death. A Ration Card having so lost its validity shall be surrendered by any other member of the family to which the person belongs/belonged and the Rationing Officer shall issue a certificate with the caption -- Acknowledgement of Surrendered Ration Card (Form-D) as given in the schedule - D. If any person is found to be using such ration card which has lost its validity, in procuring public distribution commodities from FP shop, he/she is liable to be prosecuted u/s 7 of E.C. Act of 1955.

8. Surrender Of Ration Card/Family Ration Card And Issue Of Surrender Certificate :- In the event of change of residence from the sub-area for which the ration card is meant, the ration card holder shall surrender the ration card to the Rationing Officer along with an application accordingly made and the Rationing Officer shall issue a surrender certificate in Form 'E'(Schedule- E) to the applicant after cancelling the ration card or cancelling the name of the concerned person from the family ration card as the case may be. The cancelled ration card(s) shall be attached to the surrender certificate.

In case the ration card is a family ration card and surrender certificate is issued for any member/ some members, the card shall be cancelled and it is to be duly noted in the surrender certificate. On the family ration card being so cancelled individual ration card shall be issued to the remaining members of the family who was/were included in the cancelled family ration card. In case any ration card for which surrender certificate is to be issued is found missing, the fact of missing shall be noted in the surrender certificate with necessary General Diary Receipt No. given by the local Police Station. Simultaneously with the issue of surrender certificate, an intimation should be given to the concerned FPS owner to ensure safeguard against unauthorised drawal.

9. Cancellation Of Ration Card :-

The Rationing Officer shall cause cancellation of ration cards in the following cases:-

- (i) Death of a ration card holder
- (ii) Change of residence of a ration card holder without giving any information to the Rationing Officer
- (iii) Ration card issued by mistake
- (iv) Ration card obtained in a fraudulent manner.

Date of death of a ration card holder shall normally be reported by any member of this deceased's family. Even if not so reported the Rationing Officer shall act on a monthly statement of death cases to be forwarded to him/her by the death registration certificate issuing authority of local bodies i.e. Municipality /Corporation/ Panchayat/ Cantonment Board/ Notified area as the case may be.

Where a person is found to obtain or to be attempting to obtain or assist in obtaining a ration card by furnishing false document/ certificate or by impersonation or in any fraudulent manner, Rationing Officer shall besides cancelling the said ration card, if issued, shall lodge an FIR with the local police station against such person(s) under section 7 of E.C. Act of 1955. Committing or attempting to commit such an offence is punishable with imprisonment for a term which may extend up to 7 years or with fine or with both.

10. Suspension Of Ration Card :-

- (a) If ration card holder is found to be absent from his residence for a period of more than 8 weeks consecutively or if he fails to draw any public distribution commodity from the fair price shop for a period exceeding 8 weeks, the issuing authority shall place the ration card under suspension with an intimation to the fair price shop with which the card is tagged.
- (b) If a ration card holder fails to produce his /her ration card on demand by an inspecting officer forthwith, the ration card shall be suspended with immediate effect by the officer who, following suspension, will report it to the issuing authority.

11. Revalidation Of Ration Card :- If a ration card holder applies to the issuing authority for revalidation of his card which had been placed under suspension, the said issuing authority after consideration of prayer for such revalidation shall arrange for revalidation of the ration card within 7 days from the date of receipt of such application.

12. Re-issue And Replacement Of Mutilated, Defaced, Lost Card Etc. :- On surrender of mutilated and defaced ration card or reporting loss of ration card, along with the fee as may be specified by notification a fresh ration card against the mutilated, defaced and lost card shall be issued. Application for replacement of ration card under this clause shall be in Form-'F'(schedule-F).

13. Change Of Address, Age, Name, Surname, Head Of The Family In Ration Card :- In the event of any change of address, name, surname, head of the family, the ration card holder shall apply to the concerned Rationing Officer of Food & Supply Deptt. in Form R.O.-2 (Schedule-G). The Rationing Officer after making such inquiry as he may think fit, allow the changes as prayed for by the ration card holder.

14. Issue Of Safe Custody Slip :- If a ration card holder deposits his/her ration card to the Rationing Officer for his/her leaving the area for a considerable period, the Rationing Officer shall issue a safe custody slip on an application made by him/her, preserve the card, intimate the dealer accordingly and return the same to the ration card holder on being so requested by him/her. In such cases the ration cards shall not get lapsed.

15. Introduction Of New Format Of Ration Card :- The state Government shall have the power to introduce digitised Ration card/photo-ration card/bar-coded ration card/smart card/ration card in any other shape and form for the purpose of better management of public distribution system either for every individual or for every family in either any particular sub-area/ sub-areas or in whole/part of UPDS areas as given in the Schedule 'A'. In the event of introduction of new cards in any form, the existing ration cards will automatically be cancelled.

PART - III

16. Engagement of Dealer :-

With a view to controlling the distribution of public distribution commodities among different categories of ration card holders the State Government may take action towards engagement of dealers in the manner as prescribed below ;

- (a) When a new vacancy for a dealer is created, the Director of Rationing with the prior approval of the State Government shall notify the vacancy and said notice shall contain the eligibility criteria for engagement of a dealer for which an application has to be made in form A-1 (Schedule-H) along with annexure-I and necessary

fee as prescribed in Schedule 'B'. The applicant should be permanent resident of the sub-area in the case of individual(s). Notification of vacancy shall be published in the widely circulated dailies, local newspaper of the area, if any.

Proposal for creating a dealer's vacancy in any sub-area shall be initiated by the Rationing Officer of the concerned sub-area with sufficient justification thereof and in consideration of local need.

- (b) In the case of a vacancy arising out of retirement or resignations of the existing dealer or due to dissolution of the Firm formed by a group of persons or transfer of majority shareholding of a Private Limited Company in favour of third party other than promoters/Directors of that company or due to cancellation of licence issued to a dealer for any reason whatsoever, the Director of Rationing, West Bengal shall notify the vacancy with the concurrence of the State Government, in the manner as laid down in the Sub-clause (a) hereinbefore.
- (c) Where a vacancy arises due to death or incapacitation on medical ground or any other infirmity of any dealer, any of his /her family members may apply to the Director of Rationing, West Bengal for engagement on compassionate ground provided the family have no other means of subsistence. For such vacancies, no notification shall initially be issued.

In such cases the prayer of the applicant addressed to the Director of Rationing, West Bengal and accompanied with a formal application in form A1 along with annexure and requisite application fee shall be submitted to the concerned Joint Director/Deputy Director of Rationing in charge of the Sub-Control within 30 days from death or incapacitation. While applying, the applicant shall have to furnish "No Objection" (as per schedule X) from other family members in the form of an affidavit executed before a 1st Class Magistrate except in the following cases;

- (I) If the applicant be the spouse of the deceased licensee
- (II) If the ex-licensee because of his/her being incapacitated/infirm has opted for the applicant.

If no such application is received for engagement on compassionate ground within the stipulated time, the vacancy will be treated as a new vacancy and will accordingly be notified in the manner as prescribed in Sub-clause (a) hereinbefore.

- (d) Application for filling up of vacancies as notified vide Sub-Clause (a) hereinbefore shall be invited from Self Help Groups/Registered Co-operative Societies/Semi -Government bodies/ individuals /group of individuals as an entity. Preference may be given to Self-help Groups, specially women Self-help Groups. If the applicant be individual(s), he/she/they should be permanent resident(s) of the sub-area as mentioned in sub-clause (a) hereinbefore.

Provided that if the Government so desires in public interest, it may give such opportunities to only Self-help Groups or Co-operative Societies or Semi-Government bodies or such other public agencies by separate notification.

- (e) In case of engagement of a dealer in respect of Sub-clauses (a) & (b) hereinbefore, application from the intending candidates shall be received by the concerned office of Joint /Deputy Director of Rationing and after causing necessary inquiry by the Rationing officer of the concerned sub-area shall forward the applications with the inquiry report and his/her comments thereon not in the form of any specific recommendation within forty five days from the specified last date of receipt of those applications to a committee as may be set up by the Director of Rationing. The committee shall, within forty five days thereon, hold meeting (s), examine the applications and inquiry reports, comments of Joint / Deputy Director and place their finding to the Director of Rationing. The said Director on receipt of findings of the committee will form his/her opinion and send the case records along with his specific views to the State Govt within 15 days for selection of the candidate. After final decision of the State Government in the matter, it shall be communicated to the Joint Director/Deputy Director of Rationing of the respective Sub-Control within 30 thirty days for subsequent course of action like issue of offer letter and licence by the concerned Rationing officer.
- (f) In the case of engagement on compassionate ground in respect of Sub-clause (c), hereinbefore, the concerned Joint Director/Deputy Director of Rationing shall arrange to cause an inquiry and send the inquiry report along with his/her comments to the Director within 30 (thirty) days from the date of receipt of the application. The

Director shall examine the report, satisfy himself/herself about the sole means of subsistence of the family-members of the deceased or ex-licensee and in the case of vacancy arising out of medical ground, the Director shall also satisfy himself/herself on examination of the medical prescriptions and certificate issued by a Registered Government Medical Practitioner that the ex-licensee was not in a position to run dealership business considering his/her health ground. On being duly satisfied the Director of Rationing will forward the case records to the State Government along with his comments for obtaining approval to the applicant being engaged as a dealer. On obtaining such approval, the Director of Rationing shall issue necessary directions to the Joint Director/Deputy Director of Rationing of the concerned sub-control.

- (g) On receipt of necessary directions from the Director of Rationing, West Bengal as to the engagement of a dealer, the Joint Director/Deputy Director of Rationing of the concerned Sub-control shall forward the case-record of the approved candidate to the Rationing officer for issue of offer letter in Form 'V' (Schedule-V) in which necessary direction will be given for furnishing recent passport size photograph(s), security deposit and licence fee as per clause 22 and Schedule-B.

17. Engagement of Wholeseller :-

With a view to controlling the distribution of public distribution commodities among different categories of ration card holders the State Government may take action towards engagement of wholesalers in the manner as prescribed below ;

- (a) When a new vacancy for a wholeseller is created, the Director of Rationing with the prior approval of the State Government shall notify the vacancy and said notice shall contain the eligibility criteria for engagement of a wholeseller for which an application has to be made in form A 2 (Schedule I) along with annexure-I &II and necessary fee as prescribed in Schedule B and the applicant should be permanent resident of the sub-control in the case of individual(s). Notification of vacancy shall be published in the widely circulated dailies, local newspaper of the area, if any.

Proposal for creating a wholeseller's vacancy shall be initiated by the Joint Director/Deputy Director, in-charge of the concerned sub-control with due regard to the public interest and with adequate justification thereof.

- (b) In the case of a vacancy arising out of retirement or resignations of the existing wholeseller or due to dissolution of the Firm formed by a group of persons or transfer of majority shareholding of a Private Limited Company in favour of third party other than promoters/Directors of that company or due to cancellation of licence issued to a wholeseller for any reason whatsoever, the Director of Rationing, West Bengal shall notify the vacancy with the concurrence of the State Government, in the manner as laid down in the Sub-clause (a) hereinbefore.
- (c) Where a vacancy arises due to death or incapacitation on medical ground or any other infirmity of any wholeseller, any of his /her family members may apply to the Director of Rationing, West Bengal for engagement on compassionate ground provided the family have no other means of subsistence. For such vacancies, no notification shall initially be issued.

In such cases the prayer of the applicant addressed to the Director of Rationing, West Bengal and accompanied with a formal application in form A2 along with annexure(s) and requisite application fee shall be submitted to the concerned Joint Director/Deputy Director of Rationing in charge of the Sub-Control within 30 days from death or incapacitation. While applying, the applicant shall have to furnish "No Objection" (as per schedule X) from other family members in the form of an affidavit executed before a 1st Class Magistrate except in the following cases;

- (III) If the applicant be the spouse of the deceased licensee
- (IV) If the ex-licensee because of his/her being incapacitated/infirm has opted for the applicant.

If no such application is received for engagement on compassionate ground within the stipulated time, the vacancy will be treated as a new vacancy and will accordingly be notified in the manner as prescribed in Sub-clause (a) hereinbefore.

- (d) Application for filling up of vacancies as notified vide Sub-Clause (a) hereinbefore shall be invited from Self Help Groups/Registered Co-operative Societies/Semi -Government bodies/ individuals /group of individuals as an entity. Preference may be given to Self-help Groups, specially women Self-help Groups. If the applicant be individual(s), he/she/they should be permanent resident(s) of the sub-control as mentioned in sub-clause (a) hereinbefore.

Provided that if the Government so desires in public interest, it may give such opportunities to only Self-help Groups or Co-operative Societies or Semi-Government bodies or such other public agencies by separate notification.

- (e) In case of engagement of a wholeseller in respect of Sub-clauses (a) & (b) hereinbefore, application from the intending candidates shall be received by the concerned office of Joint /Deputy Director of Rationing and after causing necessary inquiry by any officer in his/her office not below the rank of Assistant Director of Rationing, the said Joint/Deputy Director shall forward the applications with the inquiry report and his/her comments thereon not in the form of any specific recommendation within forty five days from the specified last date of receipt of those applications to a committee as may be set up by the Director of Rationing. The committee shall, within forty five days thereon, hold meeting (s), examine the applications and inquiry reports, comments of Joint / Deputy Director and place their finding to the Director of Rationing. The said Director on receipt of findings of the committee will form his/her opinion and send the case records along with his specific views to the State Govt within 15 days for selection of the candidate. After final decision of the State Government in the matter, it shall be communicated to the Joint Director/Deputy Director of Rationing of the respective Sub-Control within 30 thirty days for subsequent course of action like issue of offer letter and licence by the Joint Director/Deputy Director of Rationing.
- (f) In the case of engagement on compassionate ground in respect of Sub-clause (c), hereinbefore, the concerned Joint Director/Deputy Director of Rationing shall arrange to cause an inquiry and send the inquiry report along with his/her comments to the Director within 30 (thirty) days from the date of receipt of the application. The Director shall examine the report, satisfy himself/herself about the sole means of subsistence of the family-members of the deceased or ex-licensee and in the case of vacancy arising out of medical ground, the Director shall also satisfy himself/herself on examination of the medical prescriptions and certificate issued by a Registered Government Medical Practitioner that the ex-licensee was not in a position to run wholeseller's business considering his/her health ground. On being duly satisfied the Director of Rationing will forward the case records to the State Government along with his comments for obtaining approval to the applicant being engaged as wholeseller. On obtaining such approval, the Director of Rationing shall issue necessary directions to the Joint Director/Deputy Director of Rationing of the concerned sub-control.
- (g) On receipt of necessary directions from the Director of Rationing, West Bengal as to the engagement of a wholeseller, the Joint Director/Deputy Director of Rationing of the concerned Sub-control shall issue an offer letter to the approved candidate/organisation as wholeseller in Form 'U' (Schedule-U) with the direction for furnishing recent passport size photograph(s), security deposit and licensing fee as per clause 22 and schedule B respectively.

18. Grant of licence to wholeseller :- The concerned Joint Director/Deputy Director of Rationing shall grant a provisional licence to the approved candidate/organisation with validity for a maximum period of one year on compliance with necessary terms and conditions, as laid down in the offer letter. The licence shall be issued in Form "A" (Schedule - J) authorising such wholesaler to carry on trade in Public Distribution Commodities under Public Distribution System and shall be subject to such conditions as the Director may prescribe from time to time in the interest of Public Distribution System.

An individual person functioning as the wholeseller shall not be allowed to include any partner(s). In the case of inclusion of a new partner or substitution or exclusion of existing partner(s) in an existing partnership licence, the same may be considered on merit subject to the provisions of the Indian Partnership Act 1932, as amended from time to time.

19. Grant of licence to Dealers :- The Rationing Officer shall grant a provisional licence to the approved candidate/organisation who has complied with the terms and conditions as laid down in the offer letter with validity for a maximum period of one year. The licence shall be issued in form 'B' (Schedule K) authorising such dealer to carry on trade in public distribution commodities under Public Distribution System and shall be subject to such conditions as are specified therein and such other conditions as the Director may prescribe from time to time in the interest of Public Distribution System.

Dealership run by an individual shall not be allowed for inclusion of any partner(s). In the case of inclusion of a new partner or substitution or exclusion of existing partner(s) in an existing partnership licence the same may be considered on merit subject to the provisions of the Indian Partnership Act 1932, as amended from time to time.

20. Renewal of licenses, licenses fees etc. :-

- i) Every licence issued under clause 18 or 19 of this order shall normally be valid for a period of one year from the date of issue and first renewal will be made upto 31st December next subject to satisfactory performance of the licensee and confirmation of the licence and thereafter every licence may be renewed for successive periods of one year on application made in proper form in that behalf to the licensing authority.
- ii) Every application for the issue of licence under clause 18 or 19 of this order or for the renewal of such licence under this clause shall be made in Form C (Schedule- L).
- iii) Every application for issue of licence under clause 18 or 19 of this order or for renewal of such licence shall be accompanied by a fee as mentioned in the schedule B hereinafter.
- iv) All fees for issue or for renewal of licences shall be payable in the form as given in the Schedule B.
- v) If a licence granted under this order is defaced, lost or destroyed, the licensing authority may issue a fresh licence in place thereof on payment of a fee as mentioned in schedule B hereinafter both in case of a Dealer and also in case of a wholesaler, which shall be payable in the form as prescribed by the State Government and thereupon the licence that has been defaced, lost or destroyed shall be deemed to be cancelled.
- vi) Unless an application for renewal is made within the period of validity, it will stand revoked after expiry of the period of validity and the ration cards/dealers tagged with a Fair Price Shop/Wholeseller shall be delinked and relinked with the nearest Fair Price Shop(s)/Wholeseller(s), as the case may be. The licence so lapsed may be issued afresh on an application made by the ex-licensee to the licensing authority within thirty (30) days, provided that the licensing authority is duly satisfied that non-renewal within the period of validity was caused due to circumstances beyond the control of the applicant and the applicant pays fine of requisite amount as given in the Schedule-B.

21. Power of the licensing authority to refuse, grant, re-issue or renew a licence :-

The licensing authority may, after giving the applicant an opportunity of stating his/her case in writing and after giving him/her an opportunity of being heard and for reasons to be recorded in writing, refuse to grant or re-issue or renew a licence.

22. Deposit of Security :-

- 1) Every dealer and wholesaler shall deposit a security of Rs. 25000/- (Rupees Twenty Five Thousand) and Rs. 100000/- (Rupees One Lakh) respectively with the licensing authority before issue of license as a measure of security for dealing in subsidized Public Distribution Commodities. The security shall be deposited in Treasury Challan under the Head of Account as prescribed by the State Government.
- 2) The Licensing Authority shall not be liable for the payment of any interest for the security deposit or for any depreciation.
- 3) If at any time the security money deposited by a licensee falls short of the amount specified in sub-clause 1, the licensee shall on being directed by the licensing authority, forthwith deposit such other security money as would make up such amount.

- 4) The security may be adjusted towards recovery of any amount found due to the State Govt. from the licensee in the event of his /her failure to pay the same within 15 days of his getting a notice of demand in this behalf from the licensing authority.

23. Submission of indents by dealers :- Every dealer shall submit duly an indent weekly/ fortnightly to the Rationing Officer indicating his/her requirement, closing stock in form R.I (Schedule M), and the said Rationing Officer shall make allotment of Public Distribution Commodities and other articles of daily use for taking delivery from the authorized agencies engaged in the distribution of Public Distribution Commodities and /other specified articles of daily use under the Public Distribution System. FPS dealers shall submit a statement of registration in AR-II (Schedule N) along with indents.

24. Submission of indents by wholesalers :- Every wholeseller shall submit duly an indent fortnightly to the Jt. Director/ Deputy Director of Rationing as the case may be, indicating his/her requirement, closing stock in form R.I (Schedule M), and the said Jt. Director/Deputy Director of Rationing shall make allotment of Public Distribution Commodities and other articles of daily use for taking delivery from the authorized agencies engaged in the distribution of Public Distribution Commodities and /other specified articles of daily use under the Public Distribution System.

25. Lifting of Public Distribution Commodities :- Every dealer / wholeseller after having his/ her indents and necessary allotment made and passed by the authorities shall arrange for lifting of the allotted stock within such time as may be decided by the concerned Jt. Director /Deputy Director of Rationing of a Sub-control. While making an allotment, the allotting authorities shall consider weekly or fortnightly requirement of the concerned dealer / wholesaler on the basis of number of Ration Cards and scales of distribution as may be fixed by the State Govt. from time to time.

26. Duties and responsibilities of dealers :-

- 1) **Easily identifiable location of the shop:-**Every dealer shall arrange conspicuous display of a glowing signboard of suitable size and format in front of his/her shop as prescribed by the State Government.
- 2) **Display of BPL, AAY and Annapurna list:-**Every dealer shall display list of BPL , AAY and Annapurna beneficiaries in a conspicuous place of the shop so that it becomes visible and clearly legible for any visitor to the shop.
- 3) **Registration and authentication of Ration Cards:-**On presentation of a card for registration a dealer shall enter the particulars of the Ration Card in AR-I Part A register(Schedule -O), post a folio No. in the Ration Card in accordance with page no and serial no . of entry of Ration Card, detach the counterfoil from the Card and return the Ration Card to its holder. The Ration Card having thus been registered, the dealer shall not refuse distribution of food grains to him/ her from the following week. The dealer shall produce the detached counter-foil before the Rationing Officer for authentication of Registration.
- 4) **Maintenance of a Notice Board:-**Every dealer shall maintain a Notice Board to be displayed at a conspicuous place of the shop within easy and clear view of the Ration Card holder containing the following details.:-
 - a) Date
 - b) Registration Position
 - c) Opening Balance of Available Commodities
 - d) Scale of Distribution and retail price of each commodity
 - e) Name of the authority for redressal of grievances/ Lodging of complaints
 - f) Opening and Closing hours of the shop.
 - g) Information on the availability of the complaint Book in the form "Complaint Books are available here for registering complaint". The registers are given in schedules from P to T.

- 5) **Display of sample Jar/ Bottles:**—Every dealer shall display samples of commodities on sale in different Jars/ Polythin Bags at shop counter for inspection by the Card holders. As and when a new bag is opened for sale, the sample should be changed to represent the stock of the new bag.
- 6) **Maintenance of stock for distribution to Ration Card holders:**—Every dealer shall maintain adequate stock of all varieties of public distribution commodities and some specified articles of daily use for distribution to Ration Card holders. He/ She shall be responsible for timely replenishment of stock against indents passed by the Rationing Officers. In case of delay or shortfall in supply for reason beyond his/ her control, a dealer shall report it to the Rationing Officer for replenishment by inter-shop transfer or by any other means as may be decided by the Rationing Officer. Every dealer shall ensure the quality of Public Distribution commodity during the time of obtaining its delivery from the authorised agencies. A dealer shall issue all stocks strictly in order of priority of receipts i.e. "First in - First Out" basis.
- 7) **Regulation for storage and sale:—**
 - a) A dealer shall not store or sell any commodity outside the selected Public Distribution commodities as allotted to him/her, provided that a dealer may be permitted to store and/or sell such other articles at such price and in such quantities and in such manner as may be directed by the Central/ State Government under different schemes including welfare schemes to be operated separately and not forming a part of this Order.
 - b) A dealer shall not store any Public Distribution Commodity in any place outside the shop-cum-godowns as endorsed in the licence without previous written permission of the licensing authority. Notwithstanding this provision, if a dealer is compelled to change the place of storage of the Public distribution Commodities temporarily due to any natural calamities, he/ she shall report the matter to the licensing authority within the next working day. For permanent shifting of shop-cum-godown written permission of the Director of Rationing is required.
- 8) **Calibration of weighing devices:**—Every dealer shall get his/her weighing devices calibrated by the competent authority of the government periodically and shall keep the calibration certificate in the shop premises for production on demand before the authorized officials. The dealer shall be responsible for correct weight and measure of the public distribution commodities, delivered to the holders of ration documents.
- 9) **Physical verification of stock:**—Every dealer shall extend all sorts of co-operation to the authorised officials for arranging physical certification of stock. Under any circumstances he/ she shall have to arrange for sufficient number of labourers for weighment of the stock so that even minimum delay is avoided. For this purpose, the dealer shall make available a big scale with suitable weight stones of appropriate denominations.
- 10) **Issue of Cash Memo:**—A dealer shall issue cash memo in duplicate for every transaction stating the number of units served, quantity and commodity supplied, prices charged for each item and total prices charged. The original copy of the cash memo shall be given to the holder of ration document while the duplicate copy shall be retained in the cash Memo book. The dealer shall not charge any excess price over the issue price fixed by the State Government from time to time.
- 11) **Prompt Distribution:**—Every dealer shall serve ration promptly without any undue delay and causing inconvenience to the Ration Card holders for which a dealer shall arrange space for convenient standing of the rationees below a suitable shade.
- 12) **Maintenance and preservation of different registers:**—Every dealer should maintain proper books of accounts including AR-1 Part - A register, Daily Stock Register, Daily Sales Registers, Indent Register, non- Drawal Register, Register of Blank cash Memo books, Inspection book and Complaint book of 200 pages each serially numbered and such other registers as the Director may prescribe. All Such registers (Schedule 'O' to 'T') and books are to be duly certified by an official of F & S Deptt. not below the rank of Sub- Inspector and shall be maintained and preserved at the shop premises as permanent records for a period of not less than two years from the date of closure of the registers so that they are readily available for inspection on demand, Duplicate carbon copies of each memo shall also be preserved for the same period in a chronological order. The dealer shall maintain Daily Sales Register preferably as and when sale proceeds but under no circumstances shall be allowed to fall arrear even for a day.

- 13) **Safe storage of Stock:**—Every dealer shall ensure the storage of Public distribution commodities in proper and hygienic manner and shall take quality maintenance measures including rodent control ones to ensure safe and proper storage of stocks.
- 14) **Withholding of stock from sale:**—The dealer shall not sell any stock of bad or doubtful quantity to the holders of ration documents.
- 15) **Non-Possession of ration document:**—No dealer shall retain any ration document including ration card in his/her shop except under specified instruction of the Rationing Officer concerned. Any such ration document left behind by a person shall be deposited forthwith with the concerned Rationing Officer.
- 16) **Shop hours and closure of shop:**—Every dealer shall observe the following Shop hours and closure of shops:-
- i) (a) 7-30a.m. to 11-30 a.m in the morning session
 - (b) 4 p.m. to 6 p.m in the afternoon session
 - ii) The shop will remain closed for the full day on Mondays and second half of the day on Sundays- under no circumstances should the shop remain closed on any other day except under specific Orders of the State Government.
- 17) **Obedience to the instructions of the Director:**—Every dealer shall abide by the instructions as may be issued from time to time by Director or by any other officers authorised by him/her in this behalf.
- 18) **Social Audit:**—Every dealer shall be subjected to social audit to be conducted by formal and informal institutions as prescribed by the State Govt.
- 19) **Lodging of FIR:**—If a crowd is assembled in front of a F.P.S where inspection is in progress, the dealer shall lodge an FIR with local Police Station, stating his/her apprehension of breach of peace.
27. **Duties and Responsibilities of a wholeseller :-**
- 1) **Boards to be maintained by the wholeseller :**
 - a) **Sign Board** – The wholeseller shall display a glowing sign board of suitable size as prescribed by Govt at a conspicuous place in front of his/her place of business/godown. It shall contain certain inscriptions as prescribed the State Government.
 - b) **Board indicating stock position** – The wholeseller shall maintain a Board in each of the approved godowns indicating the daily stock positions of different commodities in the following form:-
 - i) Dated ----- ii) Name of commodities----- iii) Quantity _____ Bags Qtl.Kg. Gram
 - c) The wholeseller shall maintain a rate-board indicating the following particulars.
 - i) Date
 - ii) Name of the commodities
 - iii) wholesale price per quintal.
 - 2) **Maintenance of stock for supply to the dealers:**— Every wholeseller shall maintain adequate stock of all varieties of public distribution commodities for supply to the dealers in accordance with the indents passed by the Rationing Officers. He / She shall be responsible for timely replenishment of stock against indents passed and delivery Orders issued by the Joint Director/ Deputy Director of Rationing of a sub-control. In case of delay or shortfall in lifting of stocks for reasons beyond his/ her control, a wholeseller shall report it to the concerned Joint Director of Rationing for replenishment of stock by way of inter godown transfer or by any other means as may be decided by the Joint Director of Rationing in this behalf.

Every wholeseller shall ensure quality of public distribution commodity during the time of taking delivery from the authorised agencies. Every wholeseller shall keep the stock of each commodity separately and neatly arranged for easy identification. There should be alleys in between the stocks of different commodities. He / She shall attach small Stack Boards to each stock to indicate the quantity both in bags and in weight, pertaining to the stock. Every wholeseller shall issue all stocks in order of priority of receipts i.e. "first in, first out" basis to prevent deterioration of stock on account of idle storage.

3) **Regulation for storage and sale:--**

- a) A wholeseller shall not store or sell any commodity other than the public distribution commodities provided that a wholeseller may be permitted to stock and/or sell other articles to dealers only at such prices and in such quantities and in such manner as may be directed by the Central/ State government under different schemes including welfare schemes to be operated separately not forming a part of this Order.
- b) A wholeseller shall not store any public distribution commodity in any place other than the godown(s) as endorsed in the license without prior written permission of the licensing authority. Notwithstanding this provision, if a wholeseller is compelled to store public distribution commodities in any other godown due to any natural calamity, he/ she shall report the matter to the licensing authority within the next working day. For permanent shifting of any godown, written permission of the Director of Rationing is required.

4) **Physical verification of stock:--**A wholeseller shall render all facilities for physical verification of stocks of public distribution commodities on demand by the inspecting officers in this behalf. Under all circumstances, he/ she shall have to arrange sufficient number of labourers for weighment of the stocks with the help of a big scale with suitable weight stones of appropriate denominations, so that even minimum delay is avoided. The big scale shall be kept in his/her godown.

5) **Calibration and maintenance of weighing devices:--**Every wholeseller shall get his/her weighing devices duly calibrated by the competent authority of the Government of West Bengal and shall keep the calibration certificate in his/ her place of business for production on demand before the Inspecting officers.

Every Wholeseller shall maintain at least one scale for each godown with pointer with two sets of standard weights of all available denominations for weighment of commodities to the dealers.

6) **Issue of cash Memos:--**Every wholeseller shall issue cash Memos in duplicate for every transaction of public distribution commodities with the following particulars

- (a) Dealer's address (b) commodity (c) quantity (d) rate i.e. prices charged (e) total amount realised.

The original cash Memo shall be issued to the dealer receiving delivery and the duplicate copy to be retained by the wholeseller. The cash Memo shall also bear the signature of the person taking delivery of stock, name and number of the wholeseller, printed serial number and the seal of the wholeseller in both original and duplicate.

7) **Maintenance and preservation of different registers:--** Every wholeseller shall maintain proper books of accounts including Daily Stock Register, Daily Sales Register, Indent Register, Register of blank cash memo books, Inspector book of 200 pages serially numbered and such other registers as the Director may prescribe. All such registers are to be duly certified by an official of F&S Deptt not below the rank of Sub-Inspector and shall be maintained at the place of business as permanent records for a period of two years at least from the date of closure of the registers so that that are readily available for inspection on demand. Duplicate copies of cash memo shall also be preserved for the same period in a chronological manner.

The wholeseller shall maintain Daily Sales Register preferably as and when sale proceeds but under no circumstances shall be allowed to fall arrear even for a day.

8) **Safe storage of stock:--**Every wholeseller shall ensure safe storage of public distribution commodities in proper and hygienic manner and shall take quality maintenance measures including rodent control ones to ensure safe and proper storage of stocks.

- 9) **Withholding of stock from sale:**—The wholeseller shall not sell any stock of bad and doubtful quality to the dealers.
- 10) **Obedience to instructions of the Director:**—Every wholeseller shall abide by the instruction as may be issued from time to time by the director or by any other officer authorised by him/ her in this behalf.
- 11) **Lodging of FIR:**—If a crowd is assembled in front of place of business or godowns where inspection is in progress, the wholeseller shall lodge an FIR with local Police Station, stating his/her apprehension of breach of peace.

28. Power to enter and inspect premises and to require information, accounts etc :-

With a view to securing the equitable distribution of food grains and other public distribution commodities and for the purpose of securing compliance with the provisions of this Order or any regulation made there under or any direction issued under such order, any official not below the rank of a Sub- Inspector of the Food and Supplies Department having jurisdiction in the area or a vigilance squad having been duly constituted or any police officer not below the rank of Sub-Inspector of police with prior intimation to the licensing authority and accompanied by an officer not below the rank of Sub- Inspector of F& S Deptt. may

- (a) enter any premises used or believed to be used for the sale, distribution or storage for sale or distribution of public distribution commodities and inspect any such premises and public distribution commodities therein or thereon.
- (b) require any person to make any statement or furnish any information or to produce any document or article in his / her possession or under his/ her control relating to the purchase, sale, distribution or storage of any public distribution commodity and every person so required shall comply with the requirement.
- (c) require any person to render any account or to produce books of accounts or documents believed to be in his/ her possession relating to purchase and sale of public distribution commodities.
- (d) take or cause to be taken extracts from copies of any documents relating to the purchase, sale, distribution or storage of public distribution commodities which is produced under sub- clause(b) or sub- clause (c) above or otherwise found in any such premises.
- (e) test or cause to be tested the correctness of any weight or measure used or believed to be used in any transaction relating to the sale or distribution of public distribution commodities.
- (f) take or cause to be taken the weight of all or any of the public distribution commodities found in any such premises, prepare weighment chart, chart of physical verification of stock.
- (g) inspect and seize any stock of public distribution commodities (including atta / wheat flour) or any document relating to the purchase, sale, distribution or storage of public distribution commodities in respect of which the concerned official has reason to suspect that a contravention of these orders or of any directions issued under such order has been, is being, or is about to be committed.

29. Power to take action against a licensee for committing irregularities :-

If a licensee or his/ her agent or any other person acting on his/her behalf contravenes any of the provisions of this Order or any of the regulations made thereunder or any of the conditions of his / her licence, the licensing authority shall issue a notice to the licensee for showing cause of such contravention.

The licensing authority himself/herself or under the instruction of the Director may forthwith suspend the licence, if in the opinion of the said authority immediate suspension is necessary in the interest of the general public, whereupon the ration cards/dealers tagged with the dealer/wholeseller shall be delinked and relinked with the nearest Fair Price Shop(s)/ Wholeseller(s), as the case may be.

The licensing authority after giving the licensee an opportunity of being heard and after recording the reasons thereof, may terminate the licence issued to the licensee or reduce the volume of business through reduction of tagged

ration cards or tagged dealers as the case may be and / or impose fine according to the gravity of the offence as Annexed in Schedule B. In such cases the licensing authority shall dispose of the matter within sixty days from the date of issue of the show- cause notice.

30. Appeal :-

- (i) A dealer being aggrieved by an order of the licensing authority passed under clause 29 of this order may prefer an appeal to the Joint Director/ Deputy Director of Rationing as 1st Appellate Authority within 30 days from the date of communication of the order of the licensing authority and the Joint Director /Deputy Director of Rationing, after giving the appellant an opportunity of being heard shall dispose of the appeal within 60 days from the date of receipt of such appeal. If the dealer still remains aggrieved by the order of the 1st Appellate Authority, he/she may prefer a second appeal before the Director of Rationing, West Bengal, as second and final Appellate Authority within 30 days from the date of communication of the order of the 1st Appellate Authority and the Director of Rationing after giving the Appellant an opportunity of being heard shall dispose of the appeal within 60 days from the date of receipt of such second appeal.
- (ii) A wholeseller being aggrieved by an order of the licensing authority passed under the Para 29 of this order may prefer an appeal before the Director of Rationing, West Bengal as 1st Appellate Authority within 30 days from the date of communication of the order of the licensing authority and the Director after giving the Appellant an opportunity of being heard shall dispose of the appeal within 60 days from the date of receipt of such appeal.

If the wholeseller still remains aggrieved by the order of the 1st Appellate Authority, he/ she, may prefer a second appeal before the Commissioner of Food, West Bengal, as second and final Appellate Authority within 30 days from the date of communication of the order of the 1st Appellate Authority and the Commissioner of Food after giving the Appellant an opportunity of being heard shall dispose of the appeal within 60 days from the date of receipt of such second appeal.

31. Power to issue regulatory orders for all Public Distribution Commodities :- The State Government shall have the power to declare any essential commodity as public distribution commodity and issue separate orders regulating storage, sale and distribution etc. in respect of such public distribution commodities not covered by the provisions of this order.

32. Power to amend, vary or introduce fresh provisions :-The State Govt may, if it considers necessary, vary, amend or introduce fresh provisions not inconsistent with the provisions of the Act and shall notify it in the Official Gazette.

33. Power to introduce distribution of atta/fortified atta in lieu of wheat :- The State Government may introduce distribution of atta/fortified atta in lieu of wheat whether in part or in whole in any sub-area or all sub-areas covered under the provisions of this order.

34. Power to regulate production of atta :- The Government may prescribe, the method of selection of a flour mill/atta chaki to convert wheat into atta/fortified atta for a specified period of time, conversion ratio not being less than 95%.

Necessary notification in this regard inviting application for converting wheat into atta/fortified atta to be made in form 'W' (Schedule-W) shall be issued.

PART - IV

Miscellaneous

35. Penal action for contravention of this order :- Notwithstanding any action taken against the licensee under Para 29 of this Order, contravention of any provision of this order shall be tantamount to contravention of Essential Commodities Act 1955 and hence the licensee shall also be liable to be punished under the Act.

36. Procedure for disposal of seized stocks :-Any stock seized from the custody of an FP shop owner or wholeseller for contravention of the provisions of this order shall be disposed of as per order of the Collector as per Section 6A of Essential Commodities Act, 1955.

37. Computerisation of PDS :- Notwithstanding anything contained in this Order, State Govt. has the authority to introduce computerisation of PDS, digitization of beneficiaries database including supply-chain management, FPS automation in terms of policy of Govt. of India.

38. Protection of action taken under this Order :- No suit, prosecution or other legal proceeding shall lie against any person for anything which in good faith done or intended to be done in pursuance of this Order.

39. Repeal and savings :- The West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2003 is hereby repealed but such repeal shall not affect :-

- (a) The previous operation of any of the Orders so repealed; or
- (b) anything duly done or suffered thereunder; or
- (c) any right , privilege, obligation or liability acquired or accrued or incurred under any of the said orders ; or
- (d) any penalty , forfeiture or punishment incurred under any of the said orders ; or
- (e) any investigation, legal proceedings or remedy in respect of any such right , privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty or forfeiture or punishment may be imposed as if the said orders have not been repealed.

40. Order not to apply in certain cases :-

Nothing in this Order shall apply to

- (a) Any State Government/ Central Government
- (b) The Food Corporation of India,
- (c) The West Bengal Essential Commodities Supply Corporation Ltd.

in respect of sale and storage for sale of public distribution commodities through Public Distribution System.

By order of the Governor,

ANIL VERMA, IAS
*Secretary to the Government of West Bengal
& Food Commissioner
Department of Food & Supplies*

Schedule A
Clause 1 (2)

Kolkata South

1. Ward Nos. 66 to 141, part of Ward No 69 under Kolkata Municipal Corporation.
2. Ward Nos. 1 to 13 to Mahestala Municipality and outgrowth areas of Joka-II Gram Panchayat in the District of South 24 Parganas.

Kolkata North

Ward Nos. 1 to 65 and part of Ward No. 69 under Kolkata Municipal Corporation.

Howrah

1. The entire area of Howrah Municipal Corporation and Bally-Balur Municipality in the District of Howrah.
2. Sapuipara, Nischinda, Bally-Ghoshpara, Chawkpara, Bally-Durgapur and Abhoynagar Anchal Panchayats in the district of Howrah.

Barrackpore

1. The entire areas within the Municipalities of
 - a) Kanchrapara (Ward Nos. 1 to 24)
 - b) Halisahar (Ward Nos. 1 to 23)
 - c) Naihati (Ward Nos. 1 to 28)
 - d) Bhatpara (Ward Nos. 1 to 35)
 - e) Garulia
 - f) North Barrackpore
 - g) Titagarh
 - h) Khardah
 - i) Panihati
 - j) Kamarhati
 - k) Baranagar
 - l) South DumDum (Except Ward Nos. 29 to 35)
 - m) North DumDum
 - n) Dumdum
 - o) New Barrackpore
 - p) Barrackpore
 - q) Barrackpore Cantonment Board and Ichapur Defen Estate in the District of North 24 Parganas.
 - r) All Wards of Bidhannagar Municipality, Ward No.29 to 35 South Dumdum Municipality ,part of Ward Nos. 10, full part of Ward Nos. 11 to 17, 21 to 29, Part of 30 and full of 31 to 35 of Rajarhat Gopalpur Municipality.
-

Asansol

- i) Ward Nos., 1 to 30 and 38 to 48 of Asansol Municipal Corporation.
- ii) Ward Nos 22 to 25 and 27 to 28 of Kulti Municipality.
- iii) Ward Nos. 3 to 10, 14 to 15, 17 to 24 and 26 to 42 of Durgapur Municipal Corporation.
- iv) Entire protected area of Chittaranjan Locomotive Works in the district of Burdwan.

Hooghly

The entire areas within the Municipalities of

- a) Uttarpara - Kotrang
- b) Rishra
- c) Konnagar
- d) Serampore
- e) Baidyabati
- f) Champdani
- g) Bhadreswar
- h) Hooghly-Chinsurah
- i) Bansberia
- j) Chandannagar Municipal Corporation in the district of Hooghly.

Schedule-B**[Vide Clauses 16(a), 17(a), 20(iii), 20(v), 20(vi), 29]**

The following amounts are payable as per provisions of the U.P.D.S. (M and C) Order, 2013. The F.P.S. dealers & the Wholesellers shall have to deposit the amount of money mentioned, as per order of the licensing authority, against items as per the table.

Dealers/F.P.S. licencees

Sl. No.	Category/items	Clause	Amount	Remarks
1	Application fee	vide Clause 16(a)	Rs.1,000/-	All amounts shall be payable in Treasury Challans under the Head of Account as prescribed by the State Government.
2	Licence fees	20 (iii)	Rs.10,000/-	
3	Renewal fees	20 (iii)	Rs.1,000/-	
4.	Security Deposit	22 (1)	Rs. 25,000/-	
5.	Duplicate Licence fees	20 (v)	Rs.2000/-	
6.	Fine	29	i) Three times the value arising out of the difference between the market price and the price of purchase by dealer, subject to a minimum of Rs.15,000/-, in case of any discrepancy in stock of public distribution commodity.	
		29	ii) For irregularities of any other nature a minimum penalty of Rs.15,000/-.	
7.		20 (vi)	Rs.5,000/- for defaulting in furnishing renewal application within the period of validity.	

Wholesellers

Sl. No.	Category/items	Clause	Amount	Remarks
1	Application fee	Clause17(a)	Rs.5,000/-	All amounts shall be payable in Treasury Challans under the Head of Account as prescribed by the State Government.
2	Licence fees	20 (iii)	Rs.60,000/-	
3	Renewal fees	20 (iii)	Rs.5,000/-	
4.	Security deposit	22 (1)	Rs. 1,00,000/-	
5.	Duplicate licence fees	20 (v)	Rs.15,000/-	
6.	Fine	29	i) Three times the value arising out of the difference between the market price and the price of purchase by the wholeseller, subject to a minimum of Rs.1,00,000/-, in case of any discrepancy in stock.	
		29	ii) In case of irregularities of any other nature, a minimum fine of Rs.1,00,000/-.	
7.		20 (vi)	Rs.25,000/- for defaulting in furnishing renewal application within the period of validity.	

Schedule-C

FORM R.O. 1 (Clause-4)

Government of West Bengal

Application for Ration Card

Applicant's name Address : House No.....

Flat No.....

Ward No.....

Street/Road/Lane.....

Name of the Head of the family Para.....

Village/Municipality.....

Post

P.S.

Sl. No.	Name of the member for whom Ration Card is required	Age	Relationship with the Head of family	Name of father/ husband/ parents (in case of married woman)	Occupation	Whether Indian Citizen	Immediate previous address (if any)	Reason for non-possession of R/ Card (in absence of Surrender Certificate)	F.P. Shop No. desired
1	2	3	4	5	6	7	8	9	10

Documents to be attached Tickmark " " in the portion applicable.	<ol style="list-style-type: none"> 1. Proof of Residence : Municipal/Panchayat Tax Receipt/Rent Receipt/ Electric Bill/Telephone Bill/Certificate from local elected Representative for completely new Ration Cards of all the members of family or Ration cards against surrender certificate. 2. Proof of Age : Birth Registration Certificate /School Certificate/ any authorised document indicating the age of members. 3. Possessin/Non-possession Certificate : Surrender Certificate along with cancelled Ration Cards indicating possession of Ration Card/ certificate by a member from the elected representative of the locality where the person previously resided. 4. Proof of Citizenship : EPIC of self, parents or grand parents/Passport/ Electoral Roll/Employment Exchange Registration Card/any Govt. Licence/any other relied document which only an Indian Citizen can have. 	<p>I solemnly affirm that the above statements are true to my knowledge and belief.</p> <p>----- Signature or L.T.I. of the applicant</p>
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Receipt

Received one application from Sri/Smt.of

(Address)

Receipt Sl.No.
& Date

Returnable Date :

.....
Signature of the Receiving Official

Schedule D**Form - D****(Clause 7)****GOVERNMENT OF WEST BENGAL****FOOD & SUPPLIES DEPARTMENT****Acknowledgement for Surrendered Ration Card****Applicants copy'**

Certified that the ration cards details of which are given below have been surrendered and accepted for cancellation.

1. RATION CARD NO:.....
2. RATION CARD FOLIO NO:
3. CATEGORY OF RATION CARD APL/BPL/AAY/ANNAPURNA
4. RATION CARD HOLDER'S NAME:
5. FATHER'S/HUSBAND'S NAME:
6. FPS DEALER'S NAME AND SHOP NO:
7. S.K. OIL DEALER'S NAME AND SHOP NO:
8. NAME OF THE PERSON WHO SURRENDERED THE RATION CARD:

.....
 Certified that the relevant unit has been deducted from the family ration card
 (In case of BPL/AAY ration card)

Office Seal

Signature of the Issuing Authority
 Designation

BRC

Name of Block/Municipality/Sub Area

Schedule - E
(Clause-8)
Form - E

Serial No.....

Date

To

The Rationing Officer,

Sub-area.....

Sub-Control

SURRENDER CERTIFICATE

The following valid ration card(s)/unit(s) are surrendered due to his/her/their leaving the area and cancelled.

Or

The following ration card(s)/unit(s) suspended previously due to non drawal are surrendered due to his/her/their leaving the area and cancelled.*

Card holder's name and age/unit holder's name and age (if the ration card is a family ration card)	Address	Details of Ration Card/Family Ration Card in which the unit(s) are included.		Date of last drawal of Ration.	Whether cancelled Ration Card is enclosed. If not the reasons thereof.
		Ration Card No. and Folio No.	FPS No. and Area Index No.		

Signature of Dealing Assistant

Signature of Issuing Officer

Copy forwarded to :

1. The applicant.
2. Area Inspector.
3. Concerned F.P.S. for noting the cancellation and stopping supply of any commodities from the F.P.S.

Signature of Issuing Officer

*Strike out the portion which is not applicable.

Schedule-F (Clause -12)
GOVERNMENT OF WEST BENGAL
FORM-F

Application for a new Ration Card/Family Identity Card in place of a lost, damage or defaced Card
(Particulars of registration of Cards are to be supplied by the Shop Manager)

Name of applicant.....
(in Block letters)

Address Sub-Area

Details of lost, damaged or defaced Ration Card/Family Identity Card :

Sl. No.	Names of members of the Family (including applicant, if necessary)	Age	Name of father or husband	Reasons for change	Ration Card/Family Identity Card No (State whether permanent or temporary)	F.P. Shop No.	F.P. Folio No.

Name of head of family (if applicant is not himself the head of family)

Circumstances in which the Card was lost, defaced or damaged

Certified that the particulars of registration noted above are correct

I solemnly affirm that the above statements are correct.

.....
Signature of Shop Manager with Shop seal

.....
Signature or left thumb impression of the applicant

Dated201

FORM-F (Counterfoil)

Name of applicant Address

(Letter of authority when the applicant cannot take delivery in person)

I do hereby authorise of (address).....
.....to receive the relevant Ration Card/Family Identity Card and sign the receipt thereof on my behalf at my own risk and responsibility.

Dated201..

.....
Signature or left thumb impression of the applicant

Schedule-G
Government of West Bengal (Clause-13)
Form R.O. 2
Application for change and correction in Ration Cards
 (Fill in the relevant columns only)

I,, age of
 (address).....
 Sub-area apply for the following changes and corrections in the
 Ration Card/Cards of which the particulars are given below :-

Changes/Corrections applied for :

- 1) Address – From to
- 2) Ration shop – From to
- 3) Age/Name – From to
- 4) Head of family – From to

Who is a member of my family and stays with me.

Reason for changes

.....

.....

Particulars of Ration Cards

Name of holder	Ration Card No.	Area Index	Shop No.	Folio No.

.....
 Signature or left thumb impression of the applicant.

Form R.O. 2 (Counterfoil)

Name of applicant.....

Address
 (letter of authority when the applicant cannot take delivery in person)

I do hereby authorise
 of (address)
 to receive the relevant Ration cards and sign re-
 ceipt thereof on my behalf at my own risk and responsibility.

Date
 Signature or left thumb impression of the applicant.

Schedule - H
GOVERNMENT OF WEST BENGAL
FORM A-1(with annexure-I)
Form of Application for Dealership
Clause -16(a)

Self
Attested
Photograph

1. Advertisement/ Notification No. with Date :
2. Place of vacancy :
3. Name of the Applicant (in block letters) :
4. Father's name (in case of individuals) :
5. (a) Full residential address of the applicant :
- (b) Permanent address of the applicant :
- (c) Telephone No./Mobile No. :
6. Whether the applicant is a Self Help Group/
Co-op. Society/ Semi-govt. Body :
7. Applicant's Date of Birth :
8. Educational Qualification :
9. Caste Certificate, if applicable :
10. Location of the proposed godown-cum-FPS. :
11. Particulars of the godown- -cum-FPS with Plot No.,
Khatian No., Name of Mouza, Holding No.,
Road/Lane, Boundary etc (copy of the sanctioned
plan to be attached). :
12. Size/Measurement of the godown-cum-FPS with
Length, Breadth, Height and Area in Sq.ft. Length
of the frontage on the street/lane mentioned at serial
No.11. :
- 12A. Nature of possession, Viz. Rental or Ownership :
13. Storage Capacity of the godown in Qtls/MT. :
14. Whether the godown-cum-FPS is pucca or kuchha :
15. Character of the land on which the godown-cum-FPS
is situated. :
16. i) Amount of money which can be invested in the
business of dealership as capital. :
- ii) Name of the Bank and its branch in which
account is maintained :
- iii) Credit Balance as on the date of application :
- iv) Number of hired persons to run the business :

17. Whether the applicant was, at any time convicted by any criminal court, if so particulars [Affidavit sworn in a 1st Class Magistrate Court thereof (in **Annexure-I**) :
18. Prior experience of business (if any) :
19. Present profession :
20. Does any members of the applicant's family possess FPS on PDS. :
If so give details.
21. Whether the applicant(s) is involved in any litigation with any offices under this department or directorate including the office of Sub-Control Head Quarter or Rationing Officer. If so give Details. :
22. Details of application fee :-
- a) Amount :
- b) T.R. Challan No. with Date :
- c) Name of the Treasury / Bank & Branch :
23. **An applicant for dealership must note that he/she shall have to abide by the following terms & conditions in case he/she is offered a license.**
- N.B. : 1. There has to be adequate space for loading and unloading of stocks as well as for queuing of the rationees under a suitable shade.
2. Installation of Computer for capturing details of Ration Card holders, allotment, lifting and distribution of Public Distribution Commodities.
3. The applicant should have knowledge for both reading and writing of local language prevailing in the area for which the vacancy stands for.
4. The godown offered by the applicant should have sufficient capacity for storage of foodgrains as per two weeks requirement of the ration card holders to be tagged.
5. Land conversion certificate shall be submitted in respect of the shop-cum-godown in the applicant's possessions. In case of hired godown, the record of rights, a registered rent/lease agreement for at least a period of ten years shall be submitted.

.....
Signature of the Applicant

DECLARATION

I/We do hereby declare that the above information is true to the best of my/our knowledge and belief. I/We further declare that I/We shall abide by the provisions of the Urban Public Distribution System (Maintenance & Control) Order, 2013 as well as the condition of licence as may be granted to me/us. I/We agree to submit requisite security deposit and Licence Fee.

Dated, the

Place

.....
Signature of the Applicant

Annex – I
to form 'A-1' of the
U.P.D.S(M & C) Order 2013

AFFIDAVIT

I, Sri _____, S/O Sri/Late _____,
aged about _____ years, by religion - _____, by occupation - _____,
residing at _____, District _____, State _____ do hereby
solemnly affirm and declare as follows: -

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India for any offence and sentenced in respect thereof imprisonment, at any time prior to the date of application.
3. That no criminal proceedings in respect of an offence alleged to have been committed by me and pending before any Court of India.
4. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time being in force.

That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place –

Date -

Deponent
Identified by me

(Advocate)

Schedule - I
GOVERNMENT OF WEST BENGAL
FORM A-2 (with annexure I & II)
Form of Application for engagement of Wholeseller
Clause - 17(a)

Self
Attested
Photograph

1. Advertisement/ Notification No. with Date :
2. Place of vacancy :
3. Name of the Applicant (in block letters) :
4. Father's name (in case of individuals) :
5. (a) Full residential address of the applicant :
- (b) Permanent address of the applicant :
- (c) Telephone No./Mobile No. :
6. Whether the applicant is a Self Help Group/
Co-op. Society/ Semi-govt. Body :
7. Applicant's Date of Birth :
8. Educational Qualification :
9. Caste Certificate, if applicable :
10. Location of the proposed godown :
11. Particulars of the godown- with Plot No.,
Khatian No., Name of Mouza, Holding No.,
Road/Lane, Boundary etc (copy of the sanctioned
Plan to be attached). :
12. Size/Measurement of the godown with Length, Breadth,
Height and Area in Sq.ft. Length of the frontage on the
street/lane mentioned at serial no.11. :
- 12A. Nature of possession, Viz. Rental or Ownership :
13. Storage Capacity of the godown in Qtls/MT. :
14. Whether the godown is pucca or kuchha :
15. Character of the land on which the godown
is situated. :
16. i) Amount of money which can be invested in the
business as capital. :
- ii) Name of the Bank and its branch in which
account is maintained :
- iii) Credit Balance as on the date of application :

- iv) Number of own/hired vehicles/boats that the applicant(s) intend to use and an undertaking to implement the unique colour identification and GPS installation as directed by the department from time to time (in **Annexure - I**) :
- v) Number of hired persons to run the business :
17. Whether the applicant was, at any time convicted by any criminal court, if so particulars [Affidavit sworn in a 1st Class Magistrate Court thereof(in **Annexure-II**)] :
18. Prior experience of business (if any) :
19. Present profession
20. Does any member(s) of the applicant's family possess FPS or Wholesaler licence on PDS. If so give details. :
21. Whether the applicant(s) is involved in any litigation with any offices under this department or directorate including the office of Sub- Control H.Qr and Rationing Officer. If so give details. :
22. Details of application fee :-
- a) Amount :
- b) T.R. Challan No. with Date :
- c) Name of the Treasury / Bank & Branch :
23. **An applicant for wholesalership must note that he/she shall have to abide by the following terms & conditions in case he/she is offered a license.**
- N.B. :
1. The standard of godown offered by the applicant(s) shall be in keeping with the norms stipulated by Central Warehousing Corporation. A registration and certification from the Warehousing Development & Regulatory Authority will need to be furnished within 2 months from the date of offer. There has to be adequate space for loading and unloading to be indicated by way of a layout map. The colouring of storage godown shall also be undertaken as per the specification given by the Department.
 2. The computerized infrastructure will be placed at the godown for integrated management of entry and exit of foodgrains having seamless on-line connectivity as stipulated by the Department, within a month of the offer.
 3. Computerized recording through CCTV and Cameras shall be installed within a month of the offer.
 4. Infrastructural arrangements and placement of quality control equipments such as moisture meter, tray, balance etc. shall have to be made at the godown as stipulated in the offer letter, within one month.
 5. Land Conversion Certificate shall be submitted. In case of hired godown, the Record of Rights, a registered rent/lease agreement for at least a period of 10 years shall be submitted.
 6. An office shall be set up attached to the godown, by the wholesaler, and both the office and godown(s) shall be open for inspection by the Department officials at any point of time.

-
-
7. Vehicles used for transportation of foodgrains shall have to be brought under unique colour identification and GPS installation.

.....
Signature of the Applicant

DECLARATION

I/We do hereby declare that the above information is true to the best of my/our knowledge and belief. I/We further declare that I/We shall abide by the provisions of the Urban Public Distribution System (Maintenance & Control) Order, 2013 as well as the condition of licence as may be granted to me/us. I/We agree to submit requisite security deposit and Licence Fee.

Dated, the

Place

.....
Signature of the Applicant

Annex - I
to form 'A2' of the
U.P.D.S(M & C) Order 2013

Affidavit

I, Sri..... S/o Sri/Late.....
aged about..... years, by religion.....
by occupation, residing at

do hereby solemnly affirm & declare as follow :-

1. That I am a citizen of India
2. That I intend to do a business as Wholeseller under the Food & Supplies Department.
3. That I have read the terms & conditions narrated in Form A2 i.e. the application form as advertised vide notification dated and have understood it.
4. That I intend to use & undertake to implement the unique colour coding identification & GPS installation on moving vehicle(s)/boat(s) used for transportation of PDS foodgrains as directed by the Food & Supplies Department from time to time.

Place

Deponent

Date

Identified by me

Advocate

Annex - II
to form 'A2' of the
U.P.D.S (M & C) Order, 2013

Affidavit

I, Sri, S/O Sri/ Late,
 aged about years, by religion, by occupation,
 residing at, District, State do hereby
 solemnly affirm and declare as follows: -

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India for any offence and sentenced in respect thereof imprisonment, at any time prior to the date of application.
3. That no criminal proceedings in respect of an offence alleged to have been committed by me and pending before any Court of India.
4. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time being in force.

That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place -

Date -

Deponent

Identified by me

(Advocate)

Schedule - J**[Clause 18]****FORM A**

Licence to a wholeseller under the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013

Licence No..... Wholeseller No.....

Subject to the provisions of the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013 and to the terms and conditions of this licence.

Shri/Smt.

Son/wife/daughter of

OR

Secretary/Managing Director/Group Leader

*Messers.....

(* In case of Semi Government bodies/ Co-operative society/Self Help Group/Association of Persons) having lawful possession of the godown(s) at (1)

(2)

(3)

is/are hereby authorized to act as wholeseller under the West Bengal Urban public Distribution System (Maintenance and Control) Order, 2013 for the purpose of lifting allotted public distribution commodities and to deliver the same to the Fair price Shop (FPS) owners tagged with him as per indent issued by the competent authority.

CONDITIONS

1. The licensee shall arrange for lifting of the stock from designated storage place within a specified period as prescribed by the licensing authority and shall ensure adequate storage of commodities as may be allotted to him/her from time to time and/or shall ensure door step delivery to those commodities to the dealers tagged with him.
2. The licensee shall not store any commodity outside the public distribution commodities as allotted to him/her by the authority.
3. The licensee shall issue printed cash memo against each sale of the commodities to the FPS owners.
4. The licensee shall arrange for display of a stock board and a rate board at a conspicuous place.
5. The licensee shall maintain books of accounts comprising of stock register, daily sales register, log book at least for two years and shall produce the same for inspection or verification to any authority authorized by the licensing authority.

6. The licensee shall ensure the storage of foodgrains in a hygienic way and shall take adequate quality control measures including rodent control measures.
7. The licensee shall submit weekly/fortnightly returns of his stocks, receipts and deliveries in prescribed proforma to the authority and authorized by the licensing authority.
8. The licensee shall abide by any instruction as may be given to him by an authority not below the rank of Inspector under the Food & Supplies Department.
9. The licensee shall not contravene the provisions of any law relating to essential commodities for the time being in force.
10. The licensee shall cease to be valid in the event of death or resignation of the licensee or dissolution of a firm of group of individuals.
11. The licensee, unless an application for renewal of the licence is made within the period of validity will stand revoked after the expiry of the period of validity.
12. The licensee shall comply with all the provisions of West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013 as relevant to a wholeseller.
13. The licence shall be valid upto.....

Place:

Date:

.....

Signature and designation of the
Licensing authority

Schedule - K**[Clause 19]****FORM B**

Licence to a Fair Price Shop Owner under the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013

Licence No..... FPS No.....

Subject to the provisions of the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013 and to the terms and conditions of this licence.

Shri/Smt.....

Son/wife/daughter of.....

OR

Secretary/Director of/Group Leader

*Messers

.....
 (* IN case of Semi Government bodies/ Co-operative society/ Self Help Group/ Association of Persons) of.....
 (full residential address of an individual applicant and registered addresses in case of others having lawful possession of the shop cum godown at.....)
 is/are hereby authorized to run a Fair Price Shop for distribution of specified essential commodities to the ration card holders under the Public Distribution System.

CONDITIONS

1. The licensee shall distribute public distribution commodity and other specified articles at retail issue prices fixed by the Govt from time to time and shall issue a printed cash memo against every sale to the card holders.

2. The licensee shall maintain books of accounts comprising of ration card register, stock register, log book or allotment book, indent register, daily sales register, non-drawal register and preserve them at least for a period of two years in his shop as may be prescribed by the authority and shall produce the same for inspection or verification to any authority authorized by the licensing authority. The licensee shall also maintain compliant book and inspection book.

1. a) The licensee shall display a notice board in a prominent place in the shop indicating-
 - i) Daily stock position of Public Distribution Commodities and other specified articles of daily use
 - ii) Retail issue prices of each item under different categories.
 - iii) Timings of opening and closing the Fair Price Shop
- b) The licensee shall display list of BPL, AAY and Annapurna beneficiaries at a conspicuous place in the shop.

2. The licensee shall not store any commodity outside the selected foodgrains and other P.D items as allotted to him by the authority.
3. The licensee shall observe the specified hours of opening and closing of Fair Price Shops throughout the week except second half of Sunday & Monday.
4. The licensee shall display samples of public distribution commodities for inspection by the card holders.
5. The licensee shall submit weekly and monthly returns of his stocks, receipts and deliveries in prescribed proforma to the authority and authorized by the licensing authority.
6. The licensee shall abide by any instructions as may be given to him by the competent authority under the Food & Supplies department.
7. The licensee shall not contravene the provisions of any law relating to essential commodities for the time being in force.
8. The licensee shall comply with all the provisions of West Bengal Urban Public Distribution System (maintenance and Control) Order, 2013 as relevant to a dealer.
9. The licence will cease to be valid in the event of death or resignation of the licensee or dissolution of a firm of group of individuals.
10. The licence, unless an application for renewal of the licence is made within the period of validity, will stand revoked after the expiry of the period of validity.
11. The licence shall be valid upto.....

Place:

Date:

.....

Signature and designation of
the Licensing authority

Schedule - L
GOVERNMENT OF WEST BENGAL
FORM C

Form of Application for Renewal of Licence for FPS/Wholeseller
[Clause-20(ii)]

Self Attested Photograph

1. (a) Licence No. :
- (b) Date of expiry of the Licence :
2. Name of applicant (in block letters) :
3. Father's Name :
4. (a) Full residential address of the applicant :
- (b) Permanent address of the applicant :
- (c) Telephone No. / Mobile No. :
5. Location of the Godown which the Applicant/s is/are in lawful possession :
6. Particulars of the Godown with plot No. Khatian No., name of mauza, holding No., boundary, etc. :
7. Measurement of the godown with length, breadth and height :
8. Whether any change in the construction of the godown has been made during the last one year :
9. Whether any court case /Departmental Proceedings / Criminal Case / Case under E.C. Act, 1955 is pending against the applicant (if, details thereof) :
10. Whether any show-cause notice has been issued by the Competent authority during last one year, if so details :
11. Whether the applicant has, during last one year, filed any case against the Govt., if so details. :
12. Whether the applicant has got his own vehicle for carrying Foodgrains under PDS, if yes, how many ? :
- (a) Give the number of the vehicles :
- (b) Whether it/these has/have been brought under the Unique color identification & GPS installation :
13. Whether the applicant is in possession of any other Govt. licence /Agency. :
14. Details of Licence Renewal Fee:-
- (a) Amount :
- (b) T.R. Challan No. with date :
- (c) Name of the Treasury / Bank & Branch :

.....
Signature of the Applicant

DECLARATION

I/We do hereby declare that the above information is true to the best of my/our knowledge and belief. I/We further declare that I/we shall abide by the provisions of the West Bengal Urban Public Distribution System (Maintenance & Control) Order, 2013 as well as the conditions of licence in Form A/Form B.

Dated, the

Place

.....
Signature of Applicant

Schedule-M

R-I (Clause-23, 24)

STOCK RETURN INDENT AND RATION AUTHORITY FORM

Name of appointed FPS Owner/Wholesellers _____

Indent for week No.....

Address : _____

From20 to20

FPS No./Wholeseller No. :

Stock Return for Week No.....

From20 to20

To the Rationing Officer/Jt. Director or Deputy Director of Rationing

Please authorise the issue of Public Distribution commodities as per indent below -

Area

Date :

Signature of FPS Owner/Wholeseller

Sub-Area/Sub-control

1	2			3			4			5			6			7			8			9	10	11
	Opening Balance			Received			Total of columns 2nd & 3rd			Issued during the week			Balance in hand on.....20			Shortage or Excess adjusted			Net Balance					
	Ot.	Kg.	Gr.	Qt.	Kg.	Gr.	Qt.	Kg.	Gr.	Qt.	Kg.	Gr.	Qt.	Kg.	Gr.	Kg.	Gr.	Qt.	Kg.	Gr.				
RICE																								
Atta																								
WHEAT																								
SUGAR																								
M/P OIL																								
D.																								
POWDER																								
BISCUIT																								
HALDI																								

Valid up to

Date20

Signature of R.O.

Schedule - U
GOVERNMENT OF WEST BENGAL
FORM- U
(Offer letter for functioning as Wholeseller)
[vide Clause 17(g) of UPDS (M & C) order, 2013]

To
Shri /Smt.

Sub:-Offer Letter for Wholeseller

Sir,

With reference to your application datedin response to the Food & Supplies Department Notification No. Dated..... for functioning as a wholeseller at(location) it is hereby informed that you are being offered to act as a Whoseller as per terms & conditions stipulated in the W.B. Urban P.D.S (Maintenance & Control) Order 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 17(g) of W.B. Urban PDS (Maintenance & Control) Order, 2013. The following documents should be submitted within 10(ten) days from the date of receipt of this letter, failing which this offer shall be treated as cancelled.

1. Recent Passport size colour photographs in triplicate.
2. Security deposit of Rs. 1,00,000/- in T.R. Form N. 7 under the Head 1456 Civil Supplies, 800 other receipts, 01 Civil supplies, 27 other receipts.
3. Licensing fee of Rs. 60,000/- in TR Form No. 7 under the Head 1456 Civil Supplies, 800 other receipts, 01 Civil supplies, 27 other receipts.

Yours faithfully,

Joint/Deputy Director of Rationing

Schedule - V
GOVERNMENT OF WEST BENGAL
FORM- V
(Offer letter for running FPS/Dealership)
[vide Clause 16(g) of UPDS (M & C) order, 2013]

To
Shri /Smt.

Sub:- **Offer Letter for Dealership**

Sir,

With reference to your application datedin response to the Food & Supplies Department Notification No. Dated.....for functioning as a dealer at(location) it is hereby informed that you are being offered to act as a dealer as per terms & conditions stipulated in the W.B. Urban P.D.S (Maintenance & Control) Order 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 16(g) of W.B. Urban P.D.S(Maintenance & Control) Order 2013. The following documents should be submitted within 10(ten) days from the date of receipt of this letter, failing which this offer shall be treated as cancelled.

1. Recent Passport size colour photographs in triplicate.
2. Security deposit of Rs. 25000/- in T.R. Form N. 7 under the Head 1456 Civil Supplies, 800 other receipts, 01 Civil supplies, 27 other receipts.
3. Licensing fee of Rs. 10000/- in TR Form No. 7 under the Head 1456 Civil Supplies, 800 other receipts, 01 Civil supplies, 27 other receipts.

Yours faithfully,

Rationing Officer , Food & Supplies Deptt.

Schedule - W
GOVERNMENT OF WEST BENGAL
FORM – W(with annexure – I & II)
Form of Application for conversion of wheat into atta
[vide caluse 34 of U.P.D.S(M&C), Order, 2013]

Self
Attested
Photograph

1. Advertisement/Notification No. with date :
2. Place of vacancy :
3. Name of the Applicant (in block letters) :
4. Father's Name :
5. (a) Full residential address of the applicant :
- (b) Permanent address of the applicant :
- (c) Telephone No./Mobile No. :
6. Applicant's date of Birth :
7. Educational Qualification :
8. Location of the Flour Mill :
9. Particulars of the flour mills-with Plot No.,
Khatian No, Name of Mouza, Holding No,
Road/Lane etc. (copy of the sanctioned plan
to be attached). :
10. Size/Measurement of the Flour Mill with milling
Capacity :
11. Whether it is Flour Mill or Chakki Mill :
12. For how many months the mill has been running
(electric bill for last 6 months to be attached) :
13. Whether there are cleaning machine, dozing
machine and automatic online/automatic
packaging machine capable of packaging 750 gms.
of atta in properly labelled polypacks having
thickness above 40 micron. If so, details :
14. Does the applicant has other Flour Mills If so details :
15. What are the equipments available for maintaining
Quality Control :

16. Whether the applicant was at any time convicted by any criminal case if so particulars thereon [An affidavit in the prescribed proforma Annexure – I of Form-‘W’ to be furnished]
17. Details of applicant fee
 - (a) Amount
 - (b) T.R. Chalan & Date
 - (c) Name of Treasury/Bank/Branch :

N.B.1. The mill should be capable of giving atta at an out-trun ratio not less than 95% allowing refraction of 1% of cleaning and 4% for debranning to the maximum. Packaged product should conform to the specification laid down under Food Safety and Standards Act, 2006, as amended.

2. Selected Flour Mills/Chakki Mill will have to install dozing machine of their own cost for premixing of the Micro Nutrients to be added in whole meal atta according to the following specifications:

Vitamin A	3.3 Microns per M.T.
Folic Acid	1.5 gms per M.T.
Iron	60 ms per M.T.

3. Selected Flour Mills/Chakki Mills will enter into an agreement with the Joint/Deputy Director of Rationing according to the proforma laid down by the Government.
4. The Flour Mills/Chakki Mills will deliver the packets to the wholesalers/any authorised Government agent as nominated by the Joint/Deputy Director of Rationing.
5. Unlifted atta/fortified atta of the flour mill in a particular month will never be disposed of in the open market but forwarded to the next months and will be adjusted in the following month's allotment.
6. Selected Flour Mills/Chakki Mills shall maintain stock of which received for crushing and the ingredients used for fortification as well as packaged atta/fortified atta separately to facilitate inspection and quality checking from time to time.
7. The selected Flour Mills/Chakki Mills should clearly indicate the batch no, date of packing and "best use before(date)" on the packet of atta.
8. The Mills should also submit valid bank guarantee as prescribed in the agreement in order to cover the difference in the market price and of the issue price of the allotted quantum of wheat.
9. The standard of godown offered by the applicant(s) shall be in keeping with the norms stipulated by Central Warehousing Corporation. A registration and certification from the Warehousing Development & Regulatory Authority will need to be furnished within 2 months from the date of offer. There has to be adequate space for loading and unloading to be indicated by way of a layout map. The colouring of storage godown shall also be undertaken as per the specification given by the Department.
10. The computerized infrastructure will be placed at the godown for integrated management of entry and exit of foodgrains and atta/fortified atta having seamless on-line connectivity as stipulated by the Department, within a month of the offer.
11. Computerized recording through CCTV and Cameras shall be installed within a month of the offer.
12. Infrastructural arrangements and placement of quality control equipments such as moisture meter, tray, balance etc. shall have to be made at the godown as stipulated in the offer letter, within one month.

-
13. Land Conversion Certificate shall be submitted. In case of hired godown, the Record of Rights, a registered rent/ lease agreement for at least a period of 10 years shall be submitted.
 14. An office shall be set up attached to the godown, by the miller/atta chakki owner, and both shall be open for inspection by the Department officials at any reasonable point of time.
 15. Vehicles used for transportation of Public Distribution Commodities shall have to be brought under unique colour identification and GPS installation [declaration in the Form of an affidavit in Annexure-II]

Place.....

Date.....

[Name and Signature]

Annex - I
to form 'W' of the
U.P.D.S (M & C) Order, 2013

AFFIDAVIT

I, Sri, S/O Sri/ Late,
aged about years, by religion, by occupation,
residing at, District, State do hereby
solemnly affirm and declare as follows: -

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India for any offence and sentenced in respect thereof imprisonment, at any time prior to the date of application.
3. That no criminal proceedings in respect of an offence alleged to have been committed by me and pending before any Court of India.
4. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time being in force.

That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place -

Date -

Deponent

Identified by me

(Advocate)

Annex - II
to form 'W' of the
U.P.D.S (M & C) Order, 2013

Affidavit

I, Sri, S/O Sri/ Late,
 aged about years, by religion, by occupation,
 residing at do hereby solemnly affirm and declare as follows: -

1. That I am a citizen of India.
2. That I intend to participate in the work of conversion of wheat into wheat flour under the Food & Supplies Department.
3. That I have read the terms & conditions narrated in Form W i.e. the application form as advertised vide notification dated and have understood it.
4. That I intend to use & undertake to implement the unique colour coding identification & GPS installation on moving vehicle(s)/boat (s) used for transportation of PDS foodgrains as directed by the Food & Supplies Department from time to time.

Place -

Date -

Deponent

Identified by me

(Advocate)

Schedule - X
Form for "No Objection"

AFFIDAVIT

[Clause 16 (c) & 17 (c) of W.B. UPDS (M&C) Order, 2013]

I, Sri _____,
S/o Sri/Late _____,
W/o _____ aged about _____ years,
by religion _____, by occupation _____,
residing at _____,
do hereby

solemnly affirm & declare as follow :-

1. That I am a citizen of India.
2. That Sri / Smt. _____
S/o _____ is known to
me since he / she belongs to the same family.
3. That I have got no objection if he / she is engaged as a FPS dealer / wholeseller in place of _____
_____ and if licence is issued in his / her favour to run
the dealership / wholesellership.
4. That if any objection is raised by me in future about furnishing this 'no objection' that will not stand valid in the eye of law. That the statements made in the above paragraphs are true to the best of my knowledge and belief.

Place –

Date –

Deponent

Identified by me

(Advocate)