



Government of West Bengal  
Food & Supplies Department  
Khadyashree Bhawan  
11 A, Mirza Ghalib Street, Kolkata-700087  
<https://food.wb.gov.in>



File No. FS/Sectt. /Food/4M-16/2021(Part-II)

No. 5664

Dated: 31.12.2025

**ORDER**

**Sub: Inspection of Distributors**

In order to ensure effective, accountable, and transparent functioning of the PDS including Supply Chain and Storage, Government Order No. 1770-FS dated 17.06.2021 mandates periodic inspection of Distributors by the Inspectorate Staff posted in the offices of the SCFSs / ROs, as well as by the SCFSs, ROs, ADCFSs, DCFSs and DDRs/JDRs themselves.

**A. Regular Inspections:**

1. Regular Inspections shall be conducted by Inspectorate Staff posted in the offices of the SCFSs / ROs, as well as by the SCFSs, ROs, ADCFSs, DCFSs and DDRs / JDRs at the frequencies prescribed as below:

**All CI / Insp / SI and Area Inspector**-Two inspections every month.

**SCFS / RO** – One inspection every month.

**ADCFS / ADR** – One inspection every month.

**DCFS / DDR / JDR** – One inspection every month.

2. The officials shall ensure that some of the inspections are surprise ones. Inspections shall also be conducted in such a manner that all Distributors are covered within the jurisdiction uniformly at least once every year and **there is not a gap of more than 11 months between two successive Inspection of the same Distributor.**

**B. Special Inspections:**

1. In addition to the above-mentioned regular Inspections, to ensure uniform and comprehensive coverage of all Distributors, verify the quality of the regular inspections done by officers mentioned above, the DDRs/JDRs / DCFSs shall also constitute **Special Inspection Teams** comprising of 2 to 3 Inspectorate Staff, headed by the SCFSs / ROs of the same jurisdiction or other SCFS / ROs and /or ADCFS / ADR to conduct **Special or Verifying Inspections.**

2. The DCFSSs / DDRs/JDRs shall review the details / list of Distributors every month and plan Special Inspections accordingly. Following points may be kept in mind during planning or conducting Special Inspections: –
  - i. Any Distributor within the district / Sub-Control may be inspected.
  - ii. Godown of a Distributor should be re-inspected again after 2-3 days of inspection to verify whether the earlier regular Inspection was done as per rules and properly.
  - iii. All such Inspections shall be surprised only.
  - iv. At least two Inspections shall be conducted every month by the separate Special Teams.
  - v. The DCFSSs/ DDRs/JDRS shall head such Inspections at least once in every 2 months gap.

**C. Special Drive**

1. Since, it has been seen that the frequency of the regular Inspections has not been very good in last few months and a new Mobile App has been developed it would be prudent to conduct Inspection of all Distributors and reconcile the physical Stock of the foodgrains lying with the Distributors by giving a Special Drive.
2. For Special Drive, the JDRs/DDRs / DCFSSs shall constitute Inspection Teams comprising 2 to 3 Inspectorate Staff, headed by the concerned SCFSs / ROs. An inspection schedule shall be drawn up in such a manner that all teams are assigned more or less equal number of inspections within the jurisdiction. The schedule is to be prepared in such a way that Inspection under Special Drive is completed by 15.02.2026.
3. Further, the JDRs /DDRs/ DCFSSs along with ADRs/ADCFSs shall themselves conduct inspections of at least 20% (twenty percent) of the Distributors, preferably within 7 (seven) days from the date of inspection carried out by the Inspection Teams simultaneously, in order to cross-verify the quality and integrity of inspections. In the event of any adverse finding, the matter shall be brought to the notice of the concerned Director forthwith. Such supervisory inspections by the JDRs/DCFSSs must, however, be completed by 28.02.2026.

**D. General Instructions for Regular and Special Inspections:**

1. A dedicated facility has been developed in the Khadyasathi Mobile App to enable capturing the details, figures, pictures, etc. of the Inspection and monitoring through the App.
2. All inspections reports shall be entered / uploaded through the login credentials of the Inspecting official or Head of the Special Inspection Team using the Khadyasathi App.
3. As regards physical verification of stock, the provisions of Government Order No. 1770-FS dated 17.06.2021 shall be strictly adhered to.



4. Photographs of the godowns clearly depicting the stock position of food grains stacked shall be uploaded through the App as part of the inspection record.
5. In cases where any discrepancy or irregularity on the part of the Distributors is detected, appropriate proceedings shall be initiated strictly in accordance with the provisions of the *West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024*.
6. All concerned officers shall ensure strict compliance with the above instructions within the stipulated timelines. Any lapse, delay, or deviation in implementation will be viewed seriously and may invite administrative action. The JDRs / DCFSS shall be responsible for close monitoring of the progress of inspections and for ensuring timely submission of compliance reports to the Directorate.
7. Directorates are also requested to monitor, supervise, coordinate the entire Special Drive as well as Regular and Special Inspections and take necessary actions. The Directorates are to send Monthly Progress Reports to the Food Cell of the Department within 5<sup>th</sup> Day of the next month.



Deputy Secretary  
Food & Supplies Department

No. 5664/1(5)-FS

**Dated:** 31.12.2025

Copy forwarded for information and necessary action to:

1. The Director, Directorate of DDP&S, Food & Supplies Department.
2. The special Secretary (IT& Reforms) Food & Supplies Department.
3. The Director, Directorate of Rationing / Consumer / Goods / Finance / Textiles / Storage / NCEC, Food & Supplies Department.
4. The Joint Director of Rationing (All).
5. The District Controller (F&S) (All).



Deputy Secretary  
Food & Supplies Department