Government of West Bengal
Food & Supplies Department
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File No. FS/P/Sectt/GE&EM/6C-13/2018	
No.: 2194	Date: 09th June 2025

ORDER

Sub: Strengthening of Monitoring and Supervision of Management, Maintenance, Security, Quality and Operation of Cossipore GFD

WBSWC has been entrusted with the Management, Maintenance, Security and Operation of the Government Food Depot (GFD) at Cossipore consisting of 74 godown-sheds having capacity of 80,364 MT vide GO No. 3851-FS dated 05/12/2017 read with GO No. 727-FS dated 17/12/2015.

GFD Cossipore is the largest food storage depot in the State for storage of food grains and procured foodgrains is received from different districts of West Bengal for onwards distribution through Public Distribution System and other Welfare schemes mostly in Kolkata, North 24-Parganas and South 24-Parganas districts.

Government has been contemplating for some time past for strengthening of **Monitoring and Supervision of Management, Maintenance, Security, Quality and Operation** (receipt, dispatch and handling) **of Cossipore GFD**. Accordingly, a monitoring cell is being set up by posting (on derailment) of an officer not below the rank of Deputy Director **functioning as General Manager** along with two inspectors, two clerical staff and two Group-D staff (on derailment) at GFD Cossipore. All the officer and staff posted at GFD Cossipore will give biometric attendance in the godown.

1. Roles and responsibilities of General Manager

The General Manager shall act as overall in-charge of the **Monitoring and Supervision of Management, Maintenance, Security, Quality and Operation** (receipt, dispatch and handling) at GFD Cossipore godown. He/ she will act under direct supervision of the Director of DDP&S.

The General Manager and other staff posted at GFD Cossipore shall be responsible for the following activities at the godown:

A. Receiving / Delivery and Quality Control of Stock:

i. Monitor and supervise the activities of the officers, staff and other stakeholders in connection with day to day receiving of CMR.

ii. Take random samples from the truck during receiving of stock and send them to the I&QC Laboratory at head quarter for quality checking. This will be in addition to the sampling and quality check & control by the officers and staff already posted therein.

iii. Monitor the movement of stock to and from other districts.

iv. Coordinate with the DCF&Ss of dispatching & receiving districts and coordinate day wise programme for quantity of CMR to be received and dispatched. The programme shall be fixed in such a way that not even a single day is wasted.

v. The DCF&S shall share the list of RROs and DOs with the General Manager posted at GFD Cossipore godown as and when issued by them. Then the General Manager of GFD Cossipore will plan receiving of CMR from the Rice Mills and delivery of rice for PDS and other welfare schemes.

vi. Supervise the prophylactic and curative treatment of stock on regular basis as per the detailed guidelines issued in this regard.

vii. It shall be the responsibility of the General Manager to ensure receipt of good quality stock from the Rice Millers, maintain it in good quality conditions and deliver good quality stock to the distributors in PDS channel.

viii. Discrepancy of stock in respect of quantity and quality, if any, shall be brought to the immediate notice of the Director, DDP&S and Director Q & ICA.

B. Coordination with WBSWC for Maintenance of Godown:

i. Keep the godown fit for receipt and storage of foodgrains and maintain overall hygienic condition of the godown.

ii. Monitor and supervise the activities of the security agency and its personnel / guard, weighbridge operator and H&T Contractors engaged by the WBSWC.

iii. The issues related to structural damage of the godown-sheds, internal road, drainage system, weighbridge, etc. shall be brought to the notice of the WBSWC. The repairing/ maintenance of urgent nature viz. roof leakage, breakdown of weighbridge at the time of receiving / delivery etc. shall be given priority and shall be informed to WBSWC for immediate intervention and followed up for timely redressal / action.

iv. The issues related to CCTV shall also be brought to the notice of the WBSWC/ System Integrator for immediate intervention and followed up for timely redressal / action.

v. To coordinate with WBSWC regarding timely supply of dunnage material, supply of QC equipment and chemicals required for quality checking of stock, AMC of weighbridge and issues related to supply of labours by the H&T contractor.

vi. Monitor inward and outward movement of truck inside the godown premises and randomly check the gate pass issued for the trucks during receiving as well as delivery of stock. No unauthorized person will be allowed to enter into the godown premises.

2. Roles and responsibilities of Inspectorate Staff

i. The inspectorate staff will assist the General Manager during receiving / delivery of stock and in supervising QC treatment of stock and checking the quality of stock after QC treatment.

ii. They will collect samples from the trucks randomly (in addition to the samples taken by the QC trained inspectors of the godown) and arrange to send the samples to the I&QC Laboratory at head quarter for double checking of quality.

iii. They will verify the stock physically as well as from the portal after receiving/ delivery of stock every week and certify the same in the register maintained by the General Manager. Discrepancy of stock, if any, shall be brought to the notice of the General Manager.

iv. They will keep track of every sample drawn and tested by the I&QC lab. If there is any deviation on the test results of I&QC lab and the sample tested by the QC trained inspector at the godown, that is to be brought to the notice of the General Manager.

v. They shall perform any other function as may be entrusted to them by DDPS or General Manager.

3. Roles and responsibilities of Clerical Staff

i. The clerical staff will create specific email id, immediate after creation of the office of the General Manager, Cossipore godown for themselves and for the office of the General Manager. They will keep track of the mails received and to be delivered on regular basis.

ii. The clerical staff will assist the General Manager in preparing and implementing plan for receiving / delivery of rice. They will share the plan with the dispatching and receiving district well in advance and coordinate with DCFS and their officers / staff.

iii. They will maintain register for day to day physical verification of the stock.

iv. They will tally and analysis the report of the quality test done by the I&QC lab with the report of the QC trained inspector of the godown and place the analysis before the General Manager.

v. They will maintain the samples in their office till distribution of the stock through PDS.

This setup shall start functioning w.e.f. 13.06.2025.

9/6/25

Special Secretary
to the Govt. of West Bengal

Memo No. 2194/1(4)-FS/P/Sectt/GE&EM/6C-13/2018 Date: 09/06/2025

Copy forwarded for information and taking necessary action to:

1. The Senior Special Secretary (DP Cell)- with request to depute two inspectorate staff, two clerical staff and two Group-D staff exclusively at GFD Cossipore in the office of General Manager in charge of GFD Cossipore.
2. The Special Secretary (Con Cell) – with request to depute one officer not below the rank of Deputy Director exclusively at GFD Cossipore.
3. The Special Secretary (IT&R) – with request to provide login facility for the General Manager for viewing of MIS report for RRO & DO issued against GFD Cossipore and performing other functions which shall be required to enable him discharge his duties.
4. The Director, DDP&S – with request to regularly monitor the functioning and performance of this setup and take necessary and appropriate steps as and when required.

09.06.25

Deputy Secretary
to the Govt. of West Bengal