



Government of West Bengal
Food & Supplies Department
KhadyashreeBhawan
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<https://food.wb.gov.in>



File No. FS/Sectt/Food/4P-21/2024

No. : 4657

Dated: 03.12.2024

ORDER

Sub: Format for “Daily Stock & Sale Register” to be maintained by every Dealer

All FPS Dealers shall have to maintain and update “Daily Stock & Sale Register” in prescribed format and preserve for at least five (5) years in pursuance of **Clause 43 (2) of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024.**

In view of the above format for the “Daily Stock & Sale Register” to be maintained by every FPS Dealer has been devised by the Food & Supplies Department to maintain uniformity in this respect across the State.

Every FPS Dealer shall maintain separate card category-wise registers for AAY, PHH, SPHH, RKSU-I, RKSU-II and Special Package (wherever applicable) for every public distribution commodity (rice, wheat/atta, sugar).

Every register should have one or two pages designated for each month of a year. The Cover page of the register should bear the name of the FPS Dealer, FPS Code and License Code mandatorily. Every page should be numbered. A certificate that “This Register contains pages” should be mentioned on first page.

All Dealers and Distributors shall hence forth ensure strict adherence in maintaining these formats. This Register will help the FPS dealer and Inspecting Official to quickly view the stock balance (both in the portal and physical register) and verify with physical stock.

This has got the approval of the authority in the Department
Encl. Format of Daily Stock & Sale Register


Joint Secretary
to the Govt. of West Bengal
email: food.cellwb@gmail.com

Memo. No. 4657/1(5) -FS/Sectt/Food/4P-21/2024

Date 03.12.2024

Copy forwarded for information and taking necessary action to:

1. The Senior Special Secretary, Food & Supplies Department
2. The Special Secretary, Procurement/IT & Reforms, Food & Supplies Department
3. The Joint Secretary, IT & Reforms, Food & Supplies Department
4. The Director, DDP&S/Rationing/I&QC
5. The DCF&S/DDR (All)


Joint Secretary
to the Govt. of West Bengal

Cover Page

Daily Stock & Sale Register

MonthYear

of Opening the Register

Name of the FPS Dealer:

FPS Code:

License Code:

Card Category: RKS Y I

Page 1

Format for Daily Stock & Sale Register

Category: RKS Y I		Commodity: Rice		Month/Year: January, 2025	
Date	Opening balance	Stock Received during the day	Stock Distributed during the day	Closing Balance	
01.01.2025					
02.01.2025					
-					
-					
-					
30.01.2025					
31.01.2025					
Name of Inspecting Staff:				Remarks (if any):	
Designation:					