



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



File No. E-1064154

No. I/580767/2024

date:29-11-2024

**ORDER**

**Sub :Verification of statutory documents and electricity consumption by the empanelled Rice Mills.**

In order to verify the genuinity & authenticity of milling process of paddy by the empanelled Rice Mills KMS 2024-25 onwards, the Government in Food & Supplies Department felt that verification of the statutory documents and electricity consumption data of the Rice Mills now onwards as detailed below :

**1. Electricity Consumption by the Rice Mills:**

1.1 The electricity consumption data of all Rice Mills shall be captured every month through integration with portals of electricity utility entities.

1.2 Electricity consumption data of Rice Mills shall be scrutinised by DCF&S. An officer should be nominated for this.

1.3 It shall be checked that the name of the consumer of the Rice Mill is same as that of the empanelled Rice Mill entity / firm.

1.4 Electricity consumption data of few randomly selected Rice Mills (at least 5 % or minimum of 5 of the empanelled Rice Mills in the district) in every KMS are to be scrutinised and verified with the actual milling activity every alternate month starting scrutiny of data pertaining to November. In next month another set of at least 5 % or minimum of 5 of the empanelled Rice Mills in the district shall be done.

1.5 DCF&S shall take necessary action as per the outcome of the scrutiny.

1.6 DCF&S shall submit a detailed analytical report with his observations and action taken to DDP&S every month for further analysis.

1.7 DDP&S shall also collect and analyse the data of yearly (KMS year) electricity consumption and yearly milling quantity of paddy of different Rice Mills during the months of August and September.

1.8 This individual mill wise data shall have to be compared with the yearly average milling capacity and average electricity consumption per ton of all the empanelled Rice Mills during present and previous KMS. Data may be specifically scrutinised keeping specific thrust for those Rice Mills with 30% above and below from the average of ton /unit of electricity consumption considering all Rice mills for which data has been collected.

**2. Verification of different statutory documents:**

Verification of the statutory documents viz. PCB clearance certificate, Fire licence, Boiler Certificate and other important and relevant NOCs/ licences/ certificates are to be done from the issuing authorities every year.

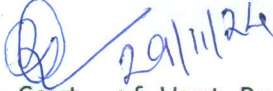
-2-

Above mentioned verification for authenticity of documents shall be done by the concerned DCF&S after sending the certificates/documents to the issuing authority. If, authenticity of any document/certificate could not be done by the DCF&S due to the reason that office of issuing authority is not located within the district, the case shall be sent to the DDP&S and DDP&S office will verify it accordingly from the issuing authority.

In the case of Rice Mill where required certificates and other important required documents which has already expired or going to expire within December, the above-mentioned procedure shall be completed by all DCF&S within 15th of December. After approval from the Department and subsequent approval at DDP&S end in the portal, further tagging of those Rice Mills shall be done by the concerned DCF&S after 31st December.

This process shall be continuous and whenever any required document is going to expire concerned DCF&S shall send the proposal at least before 20 working days to DDP&S as per above mentioned procedure.

Findings of the verification are to be sent to the Department with specific comment and suggestion regularly.

  
Special Secretary to the Govt. of West Bengal  
Food & Supplies Department  
Email: proccell.fs-wb@bangla.gov.in

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Copy forwarded for information and taking necessary action to:-

1. The Director, Dte. of DDP&S, Food & Supplies Department.
2. The Special Secretary, ITR Cell, Food & Supplies Department.
3. The P.S. to the Hon'ble MIC, Food & Supplies Department.
4. The P.S. to the Hon'ble MoS, Food & Supplies Department.
5. The Sr. P.A. to the Principal Secretary, Food & Supplies Department.

  
Special Secretary to the Govt. of West Bengal  
Food & Supplies Department

Any further correspondence or communication in reference to this communication should be addressed to the signing authority and send to the email ID: proccell.fs-wb@bangla.gov.in