



**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/2G-01/2026

No 526

Dated: 17.02.2026

**ORDER**

**Sub: -Physical verification of stock of rice in all Storage Godowns in this State as a Special Drive.**

This Department has issued a SOP vide Memo. No.1-FS/Sectt./Food/4P-12/2021 (Pt.I) Dated: 03/01/2022 and subsequent guidelines mandating periodical inspection and physical verification of stock in the storage godowns in this State.

Now, in continuation of these order/guidelines, the Governor has been pleased to order that as a **Special Drive**, physical verification of stock of all storage godowns (RIDF/GFD managed by SWC/GFD managed by DCFS/godowns in Kishan Mandi/godowns managed by SWC/Private Hired/CWC/PEG/RKVY) will be done simultaneously across this State on a single day for which the following guidelines are framed:

1. Only for the special drive, physical verification of stock will be made by the teams comprising of two inspecting officials (CI/Inspector/Sub-Inspector), by way of counting of bags only, assuming that the bags are standardised and contain 50 kg of rice in each of them and also by weighment for determination of average weight of bags as per the following table:

Quantity of stock	More than 1000 MT	Upto 1000 MT	Upto 500 MT	Upto 100 MT
Minimum % of bags to be taken for weighment	1	2	4	5

However, for other regular inspection, the procedure as laid down in Order No.525-FS/Sectt/Food/2G-01/2026 dated 17.02.2026 shall continue to be followed.

2. Discrepancy, if any, will be determined with reference to Stock Register and/or portal balance.
3. The SCFSs, ROs, ADCs of the adjoining districts/Sub-Controls will act as Supervising Officers in respect of the godowns/units of godowns assigned to them. They shall visit all the godowns under their assignment during the exercise.
4. (i) Inspection teams will prepare the PV report as per the provided format.  
(ii) The Supervising Officers shall scrutinize the same, put his/her signature and shall submit the same to the end of the concerned DCF&S of the district in which the godown is situated.

- (iii) The concerned DCF&Ss shall upload the said reports online after scrutiny from his/her end using his/her log in credentials.
- (iv) One Summary Report in hard copy (in provided format) with the seal and signature of DCF&S shall be forwarded to the end of the Director, Dte. Of DDP&S through email id [ddpsproc.fs.wb@gmail.com](mailto:ddpsproc.fs.wb@gmail.com).
5. The Godown-in-Charge/ In-charge of Quality Control will remain present at his godown and provide necessary assistance to the inspecting officials and Supervising Officers.
6. The DCF&Ss will provide requisite logistic support to the inspecting officials. If required casual hiring of vehicle (for one day) may be made as per prevailing GO. Necessary approval and allotment of fund shall be made from the end of the Department on the basis of requisition made by the DCF&Ss. Based on the same disbursement of fund shall be made by Director of Finance.
7. The Director, Dte. Of DDP&S shall monitor the entire exercise and provide necessary guidance to all officers. One Nodal Officer of the Directorate for each district shall be assigned to aid and advice the DCF&Ss as well as to monitor the inspection in the district along with the DCF&Ss.
8. This exercise shall take place once every year preferably during the period from 2<sup>nd</sup> fortnight of December to 1<sup>st</sup> Fortnight of January. The date as may be fixed for conducting Special Drive for the year 2026 will be intimated in due course. The Officer-in-Charge of Food Cell shall be overall responsible for conducting the exercise every year and also coordinate during the exercise.

  
Additional Secretary

to the Government of West Bengal  
Food & Supplies Department

No.526/1(11)- FS/Sectt/Food/2G-01/2026

Dated: 17.02.2026

Copy forwarded for information and necessary action to:

1. The Secretary-in-the F&S Department
2. The Director, Directorate of DDP&S, Food & Supplies Department. WB.
3. The Special Secretary (Procurement) Food & Supplies Department. WB.
4. The Special Secretary (IT& Reforms) Food & Supplies Department. WB.
5. The Director, Directorate of Rationing / Quality Control/Consumer Goods / Finance /Transportation/ Textiles / Storage / NCEC, Food & Supplies Department.
6. The P.S to Minister-in-Charge, F&S Department
7. The P.S to Minister-of-State, F&S Department
8. The Joint Director of Rationing (All).
9. The District Controller (F&S) (All).
10. \_\_\_\_\_(Supervising Officers)(All)
11. \_\_\_\_\_(Inspecting Officials)(All)

  
Additional Secretary  
Food & Supplies Department