



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



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No. 525

Dated: 17.02.2026

ORDER

Sub: Matters related with Maintenance of Godowns and Equipment, Receipt of Stock, Maintenance of Stacks, Preservation of Stock & Quality Control Measures, Delivery of Stock, Inspection and Physical Verification of Stock.

This Department issued a Standard Operating Procedure (SOP) under Memo. No.1-FS/Sectt./Food/4P-12/2021 (Pt.I) Dated: 03/01/2022 with a view to ensure that food grains of proper quality & quantity are received in all godowns and that received stocks of food grains are stored appropriately in all godowns prior to delivery of such stocks.

In the meantime, the Godown Inventory Management System has undergone a comprehensive digital transformation to enhance transparency, accuracy, and ease of use. **Godown Management Module** has been introduced within the Supply Chain Portal, enabling the DCF&Ss to perform core operations like deactivation (de-hiring) /reactivation of Godowns, capacity adjustment and Physical verification online. This has streamlined receipt (stock-in) and despatch (stock-out) processes with validations for capacity, quality parameters and documentation etc. reducing error and improving traceability.

Now, in supersession of all Government Orders/Guidelines/SOPs issued earlier in this regard, the Governor has been pleased to order that the following Guidelines and Standard Operating Procedure (SOP) shall be followed, without any exception, by all the staff and officers in all godowns (RIDF/GFD managed by SWC/GFD managed by DCFS/godowns in Kishan Mandi/godowns managed by SWC/Private Hired/CWC/PEG/RKVY) which are utilised by the F&S Deptt. in the State through SWC, CWC, PEG Operator, DCF&S, etc.

Godown Inspectors i.e., Godown in-Charge and Quality Control Inspectors and SCF&S, ADCF&S, DCF&S and officials of the Directorates must ensure that these Guidelines and Standard Operating Procedure (SOP) are followed and adhered correctly and without any exception in each and every godown that is under their supervision.

1. REGARDING MAINTENANCE OF GODOWN:

The primary responsibility in this regard shall be of the Godown in Charge and that of the Managerial Authority /Operator.

In this regard following actions shall be undertaken:

- 1.1. Ensuring cleanliness of the surrounding areas of the godown and to see that there is no issue of water logging around the godown and within the premises.

1.2. Unwanted and broken furniture, old bags etc. should be removed from the godown as these things invite dust and web and also form a source of insect infestations of food grains and give shelter to rats/mice where they can breed profusely.

1.3. Proper lighting arrangement should be maintained in godown.

1.4 Proper security arrangement has to be maintained to avoid theft etc. All shutters /iron grill gates are to be mandatorily repaired on urgent basis. Boundary walls with barbed wire fencing have to be constructed around the godowns, if not already constructed.

1.5. The godown inspectors should check the godown regularly to identify any leakage in the roof, gaps in the walls/window/ventilation pans in order to disallow entry of rain water or entry of birds.

1.6. Periodic inspection of the infrastructure, equipment and furniture related aspects of the godown must be done to ascertain the physical condition of the godown, in terms of any deterioration/physical damage of wall, floors, windows, opening in doors and presence of any pest.

1.7. The floor and walls should also be checked for cracks/crevices and necessary repairs and sealing of cracks must be carried out before accepting fresh stocks of food grains in the godown.

1.8. Rat burrows should be closed with sand, broken glass, mud/stones and cement after fumigation with Aluminum Phosphide tablets.

1.9. Godown Inspectors must take pro-active role in case of requirement of any type of repair, minor or major, and they should bring up the issue with the higher authority on urgent basis. The WBSWC/ CWC / DCF&S should take immediate steps for repair of the godown on urgent basis as per Govt. norms.

1.10. Efforts should be undertaken to maintain proper road condition inside the godown area so that the vehicles can move smoothly.

1.11. It is important to maintain the physical structure of the godown in proper condition and to keep it storage-worthy. Godown roof, floor, ventilators, walls should be in good and dry condition so that the food grains are not spoiled due to moisture.

The Godown in charge shall undertake regular inspection / assessment of the above issues and take necessary action to address those. In case the issues require approval of higher authorities, they shall report it to them in writing and maintain a copy of such communication in the records.

The concerned authorities in charges of these matters of SWC, CWC, PEG Operator, DCF&S, etc. shall take prompt action to address the issues reported by the Godown in charge.

2. REGARDING MAINTENANCE OF NECESSARY EQUIPMENTS:

The primary responsibility in this regard shall be of the Godown in Charge and that of the Managerial Authority /Operator.

In this regard the following actions shall be undertaken:

- 2.1. Firefighting arrangements are to be maintained at the depots in workable conditions & to be renewed periodically before expiry date.
- 2.2. All equipment like Moisture Meter, Weighing Devices, etc. are to be used properly and maintained as per norms. In case of any defect or shortage of such equipment, the matter must be brought to the notice of the higher authority immediately by the Godown-in-Charges. At the same time, Quality Control Equipment and Pesticide Registers are to be maintained properly by the Quality Control Inspector. They should also maintain register in form of a checklist on daily basis.
- 2.3. The weighbridge should be checked every day. At the same time, faulty weighbridges are to be repaired immediately and, in this regard, Annual Maintenance Contract may be signed with reputed and competent companies.
- 2.4. All the weighbridges and weighing scales in the godown shall be in functional condition and their calibration shall be done in time every year.
- 2.5. The Godown in Charge shall ensure that the computer and printer of the godown is functional and kept in a safe and secure place. It must be connected to internet with adequate speed.
- 2.6. CCTVs, if installed, shall be in running conditions always. Godown in charge shall check their status every day in the morning and evening. Any defect or non-functioning status shall be reported immediately.
- 2.7. The Godown Managing Authority shall also keep system in place to check the functioning status of CCTVs at their level.

3. REGARDING PREPARATION OF GODOWN BEFORE RECEIVING OF STOCKS:

- 3.1. Thorough cleaning and treatment of the godown should be undertaken before receiving of fresh stock.
- 3.2. Vacant godowns are to be cleaned and treated with ***the combination of Malathion 50%EC+Deltamethrin 2.5% W.P. (1:1).***
- 3.3. Proper dunnage material should be used to ensure storage of stock in proper condition, particularly to maintain the lowest layer of stack in proper condition. Polythene Sheets (100 micron/300 gauge in two layer) may be used as dunnage. In case the floor is uneven, then double layered polythene sheets shall be used.

4. STIPULATIONS PERTAINING TO RECEIVING OF STOCKS:

- 4.1. **The Godown in Charge shall ensure that his user id of Godown Management Module is functional and his password is well protected and kept confidential. He shall not share his login credential with anyone under any circumstances.**
- 4.2. Stocks shall be received only after complete satisfaction regarding the quality of the rice / commodity to be received from each vehicle.

- 4.3. Joint sampling of stocks by the authorized representative of the Rice Miller and the Godown Inspector is to be done when the stocks are received.
- 4.4. Stocks are to be received from the authorized representative of the rice miller and as per the delivery order / Challan (Rice Receipt Order or R.R.O.)
- 4.5. The quantity is also to be verified from the Delivery Challan of that Vehicle and the details in the portal.
- 4.6. The receipt records regarding Quantity and Quality are to be entered online and WQSC (Weight Quality & Stock Certificate) to be generated accordingly.
- 4.7. Sampling of rice should be done as per BIS method of sampling (IS-14818:2000 as amended time to time) and the sample drawn must be a "Representative Sample" **including a minimum 500 gm of stock per sample, clean plastic transparent bag, proper sealing etc. Samples should be preserved still the stock is liquidated.**
- 4.8. (i) Upto 14% of moisture content, rice (both raw and parboiled) shall be received from without any value cut (deduction in receipt quantity).
(ii) Upto 14.5% of moisture content, rice (both raw and parboiled) shall be received with value cut (equal % of deduction of receipt quantity over and above 14%).
(iii) Beyond 14.5 % of moisture content, **NO** rice shall be received at the godowns.
All specifications including moisture must be checked and under no condition rice with moisture level above the specified limit should be accepted.
- 4.9. **The quantity of broken rice percentage should not exceed 10% under any condition in case of parboiled rice and 15 % in case of raw rice as the rice milled in a modern Rice Mill has very little presence of broken grains.**
- 4.10. In case of non-merchantable rice/rice with obnoxious smell/ rice which does not conform to the Govt. specifications, the concerned Godown Inspectors have every right to reject the rice after observing due formalities.
- 4.11. In case of rejection of rice for quality issue, Rejection Register has to be maintained and joint samples are to be kept separately for future reference, if any.
- 4.12. Stock Registers, Delivery Register. Central Registers are to be maintained properly and on regular basis.
- 4.13. In peak procurement period, 20% more than the normal storage capacity of the godown may be received by the godown inspectors strictly after obtaining necessary permission for the same from the district authority. But, even in these days, the quality of stored stock should be maintained in proper condition by taking necessary special care. If any excess stock is received covering of

alleyways and gangways, the same must be delivered with priority after the peak procurement period is over so that proper godown management practices including pest control can be done periodically.

- 4.14. Stock of empty gunny bags should be maintained at the godowns for replacement of damaged bags or handling spillage and Gunny Bag Registers should be maintained.
- 4.15. **Each and every receipt of stock must be entered online within the day beside offline entries in the relevant physical registers, at time of receiving of the stock.**
- 4.16. **Standard Operating Procedure of Mixed Indicator Method for determining the age of raw rice (CMR):**

The Standard Operating Procedure (SOP) of Mixed Indicator Method (MIM) that should be followed for determining the age of milled rice stocks during acceptance of CMR (Raw Rice) is detailed hereunder.

This method is helpful for the procuring agencies to put a check on possibility of acceptance of old rice, along with the various parameters of the Uniform Specifications. SOP of Mixed Indicator Method should also be implemented for determining the age of milled rice stocks during acceptance of Raw CMR for procurement.

Implementation:

Henceforth, all the raw rice consignments shall be subjected to another test i.e. Mixed Indicator Method for determination of age of milled raw rice stocks. As per instructions in vogue, a sample shall be drawn from the offered consignment and analysed in terms of FAQ specifications of GoI. If it is found confirming to the prescribed specifications, the samples would be tested through Mixed Indicator Method. In case the colour of the reagent comes out to be green/avocado green, the consignment would be accepted and any other colour like yellow, yellow orange & orange would be rejected terming the stock as 'Not freshly Milled'.

Method of analysis:

Materials & Equipment:

(A) Glass Ware:

1. Volumetric flasks, amber coloured, 2 no's of 250ml each & 100ml,
2. Graduated measuring Cylinder (100ml), Glass Made A-Grade,
3. Beaker (100 ml & 250 ml),
4. Test tube with stopper (5 no. of 25 ml),
5. Glass stirrer,
6. Measuring pipette (2ml).

(B) Equipment.

1. Balance (with 0.01 gram accuracy).

(C) Consumables.

1. Test tube racks (plastic made),
2. Distilled Water Bottle plastic (500ml),
3. Pipette Sucker (made of rubber),
4. Amber Coloured Glass reagent Bottles (250ml).

(D) Chemical Reagents

1. Methyl red, analytic reagent (0.05 gram/depot),
2. Bromothymol blue, analytic reagent (0.15 gram/depot).
3. Ethyl alcohol, Absolute Grade (75 ml/depot),
4. Distilled water (10.00 litres).

Preparation of stock solution

1. Weigh 0.05 gram of methyl red and 0.15 gram of bromothymol blue.
2. Dissolve the above indicators in 75 ml ethyl alcohol and add distilled water to made 100 ml.
3. Store in a cool and dark place and in an amber coloured flask.

Preparation of working solution

Take an aliquot of stock solution and dilute with distilled water in the volume ratio 2:98. The prepared solution preferably be consumed in same or next day. Accordingly, working solution is to be prepared keeping in view of number of raw rice samples to be tested.

Procedure for staining method using pH indicators (working solution)

1. Weigh 5 grams of the raw rice sample.
2. Place the sample in the test tube.
3. Add 10ml of pH indicator (working solution) and shake well for one minute.
4. Note the resulting color of solution (whether green/avocado green/yellow/yellow orange/orange).

Interpretation of Test Results

	Color Change	As per standards	Results
Samples subjected to mixed indicator method	Green	Freshly milled stock	Accepted
	Avocado Green		
	Yellow	Old Stock	Not to be accepted
	Yellow Orange		
	Orange		

Precaution:

1. Keep away the chemicals from face due to volatile nature of alcohol.
2. Avoid contact of the chemicals from eye, nose and skin.

Appeal Procedures:

Normal appeal procedure would be followed in case of rejection of consignment through this method.

Colour Coding for different age groups of rice:

Age of Rice in Months	Resulting color of solution
0 Month	GREEN
1 Month	AVOCADO GREEN
2 Months	AVOCADO GREEN
3 Months	YELLOW
4Months	YELLOW ORANGE
5 Months	ORANGE
6 Months	ORANGE

5. REGARDING MAINTENANCE OF STACK:

- 5.1. Stack plan should be prepared in such a manner that the stack shall not obstruct light and free flow of air in the godown.
- 5.2. A stack plan should be prepared and stack numbers should be painted neatly in bold figure on the floor and also outside wall of the godown.
- 5.3. A model stack area should be marked neatly in bold on the floor and godown inspectors are to follow such plan while stock formation. This would definitely ease the job of gunny bag counting.
- 5.4. Uniform and standard stack (30'X20') with maximum 20 layers of bags in each stack are to be maintained although the size (30' X 20') may be altered considering the shape and capacity of the godown. A standard stack is to have maximum 3,000 bags, i.e., 150 MT rice.
- 5.5. **Stacking should be done rice mill wise only. However, if it is not possible due to some reasons, then only a minimum number of stacks shall be of mixed rice mills.**
- 5.6. Proper alleyways (2.5') and gangways (5 ') are also to be maintained.
- 5.7. Considering the size of godown, some other standard size stack may be formed which are (1) 21' X 18', (2) 18' X 18', (3) 12' X 18'. The floor space shall be divided into convenient blocks of rectangle or square.
- 5.8. Up to date and correct entries on stack cards are to be maintained. Each stack should have a separate Stack Card and quantity of receipt and delivery (date-wise) is to be noted on one side of the card. On the reverse side of the existing stack cards, QC treatment records are to be maintained properly. The card should be placed at a convenient height for making regular entries and should be kept under a polythene jacket. The stack card should be preserved till the end of KMS and till the physical verification of the said godown.
- 5.9. Stack Registers are to be maintained properly and on regular basis.
- 5.10. **Besides offline stack cards, each and every quality control treatment must be entered online in the portal as per prescribed SOP which should be reflected in the MIS report, stack wise, and visible at the end of the DCF&S.**

6. REGARDING GENERAL PRESERVATION PROCEDURES, QUALITY CONTROL TREATMENT PROCEDURES AND RODENT CONTROL MEASURES:

It is extremely important to keep the food grains clean, dry and free from insects for long storage. In order to do so, regular maintenance and monitoring activity is needed.

CLEAR food grains means the lot is free from any living insects of 500 gm representative sample. FEW food grains means the lot is having two living insects of 500 gm representative sample. HEAVY food grains means the lot is having more than two living insects of 500 gm representative sample.

The stored food grains must be clean, dry and CLEAR, i.e. completely free from insects. All godown inspectors need to undergo Quality Control Training in the interest of proper preservation and quality control treatment of stocks.

6.1. GENERAL PRESERVATION PROCEDURES

6.1.1. Godowns are to be opened on regular basis for aeration and all stocks to be brushed properly, preferably in every alternative day, except in rainy and highly moist days.

6.1.2. If the moisture content of stored stocks is found to be higher than the normal/acceptable moisture content, the stock should be preferably aerated so that the moisture may be reduced except in rainy and high moist days. This is to be done by keeping doors and ventilators open.

6.1.3. The surface of bags in stacks should be brushed gently to remove dust, powders of food grains formed as a result of infestation, dead and living insects and webs. Dead insects and uric acid content should not exceed FSSAI limits (ie., not more than 100 ppm).

6.1.4. Brushing of bags after fumigation is a must.

6.1.5. The QC Treatment/Pesticides registers are to be maintained on regular basis.

6.1.6. The insect-affected (Few or Heavy) stock should be separated from the Clear stock to check cross infestation.

6.1.7. The stacks should be cleared properly after disinfestations.

6.1.8. Quality Control Inspectors must ensure that the godown is equipped with necessary quality control treatment chemicals, fumigation cover and rodent control chemicals. In case of unavailability of quality control treatment chemicals/fumigation cover/rodent control chemicals, he must take up the matter with the higher authority on urgent basis.

6.1.9. Schedule of chemical treatment should be chalked out by the Dte. of I&QC for prophylactic treatment as preventive measure for each godown in consultation with the DCF&S concerned in order to safeguard the quality of stock in godowns. At the same time, godowns Inspectors have to check the quality of received stock after 15 days of receiving and decide its quality by proper sampling and checking of a given stack. Accordingly, Categorization Registers are to be prepared.

6.1.10. The physical condition of stock in the godown along with moisture content, degree of infestation are to be measured.

6.1.11. Categorization of stocks as per G.O. No. 8697-FS Dt. 28.11.96 is detailed below:

Commodity (Rice)	Category	Percentage of damaged grains	Percentage of Discoloured Grains	Remarks
Parboiled / Raw	A	Up to 3%	Up to 3%	Issuable stock for Delivery
Parboiled / Raw	B	Above 3% up to 4%	Above 3% up to 5%	Issuable stock for Delivery
Parboiled / Raw	C	Above 4% up to 5%	Above 5% up to 7%	Issuable stock for Delivery
Parboiled / Raw	D	Appreciable quantity of loose bran (more than 5%) or giving obnoxious smell		Non-Issuable stock for Delivery

6.1.12. Based on category of stock, Priority Registers are to be made and maintained on regular basis.

6.2. QUALITY CONTROL TREATMENT PROCEDURES:

6.2.1. **Prophylactic Treatment:** This is periodical, preventive and regular in nature.

i) Malathion 50% EC (dilution 1:100)- To be treated once in every fortnight. Dosage- 3 litre solution per 100 square meter.

ii) Deltamethrin 2.5% w.p. (dilution 40 gms/lit)- Once in 90 days. Dosage- 3 litre solution per 100 square meter. 80:20 (Deltamethrin: Malathion) ration procedure is to be followed in surplus districts where the average period of storage of a stock is more than 90 days.

6.2.2. Curative Treatment:

6.2.2.1. In case of infestation, the insect affected (Heavy/Few) stock should be separated from clear stock to prevent cross infestation and immediate fumigation is to be undertaken. After chemical treatment, the bags of rice should be brushed properly. In case of treatment with deltamethrin 2.5% w.p. the stock should be brushed only before delivery. Dosage-9 gms(3 tabs each of 3 gms) per MT and for chamber fumigation the dosage is 63 gms/28 cmt. However, it is advisable to avoid chamber fumigation if the same is not air tight.

6.2.2.2. In case of heavy infestation like khapra beetle (*Trogoderma granarium*), fumigation by using Aluminum Phosphide is to be used by covering the stacks with polythene covers. After polythene covering, the stacks are to be made air tight by mud plastering or Sand Snake or Musking Tape and the cover should be kept for at least 5/7 days.

6.2.2.3. The entire fumigation should be done properly and the entire stocks should become CLEAR as per classification after the fumigation. Post fumigation classification is to be done before delivery.

6.2.3. **Rodent Control Measures:** Rodent Control Measures should be taken, as and when required, by using traps, glues etc and rodenticides like Zinc Phosphide, Barium Carbonate, Red squill, ANTU etc.

a) Zinc Phosphide (Single dose rodenticides – acute poisoning) is used at 2% concentration mixed in bait as (i) $\frac{3}{4}$ teacup wheat flour/crushed grain (96 gm.), (ii) $\frac{1}{2}$ tsp edible oil(2 gm.) and add (iii) $\frac{1}{2}$ tsp of Zinc Phosphide (2 gm.). Total 100 gm

should be prepared for one compartment of godown with a capacity of 1500 tonnes. Such baits should be kept at four to five places (20-25 gm each). However, it is always desirable to use plain baits of the same food for one to two days. The poison baiting on the third or fourth day leads to immediate death of the rats who consume this bait.

b) Single dose anticoagulant: Out of the single dose anticoagulants mentioned above, only Bromadiolone is registered with Central Insecticides Board and Registration Committee, Faridabad and being used in our country extensively. It is used at 0.005% concentration mixed in bait. The bait (500 gm) is prepared with (i) 4 tea full cups flour/crushed foodgrain (465 gm.), (ii) 3 tsp powdered sugar (15 gm), (iii) 2 tsp edible oil (10 gm.) and (iv) 2 tsp Roban powder (10 gm.). Total 500 gm. preparation is sufficient for keeping it at 4-5 places (120 gms. to 125 gms. at one place) in a compartment with a capacity of 1500 tonnes.

7. REGARDING DELIVERY OF RICE:

- 7.1. FIFO (First In First Out) has to be maintained strictly. All mandatory Registers are to be maintained accordingly.
- 7.2. After killing the stack, all spillages should be collected and cleaned up to FAQ level and bagged in a proper gunny bag / spare bag before issuing them to PDS.
- 7.3. Additional/ spare gunny bags to be requisitioned in advance.
- 7.4. Stocks are to be delivered only to the authorized representatives of MR Distributors and as per the terms of the Delivery Order (D.O.), joint sampling by the authorized representative of the MR Distributor/lifting Agent and the Godown Inspector is to be done when the stocks are issued.
- 7.5. Necessary entries in the Portal shall be made instantly.
- 7.6. Physical Delivery Registers must also be maintained properly.
- 7.7. Replacement of BRL Rice stocks detected by the Joint Inspection Teams formed by MoCAF&PD, GOI, will be guided by the SOP issued by this Department vide No.15558-FS/Sectt./Food/4M-24/2021 dated: 24. 04. 2025.

8. REGARDING INSPECTION OF GODOWN AND PHYSICAL VERIFICATION OF STOCKS:

8.1. Periodic inspection:

- 8.1.1. It shall be carried out on monthly basis. The District Controllers (F&S) shall prepare Inspection Roster in such a manner that each of the godowns are inspected at least once every month either by the Inspecting Officials (CI/Inspector/Sub-Inspector). There shall not be a gap of more than 40 days between two consecutive inspections.
- 8.1.2. The Inspecting Officials shall be assigned godowns on rotational basis so as to ensure that the same set of godowns are not inspected by the same inspecting official for more than two consecutive occasions.
- 8.1.3. ADCF&Ss/SCF&Ss shall also be assigned some of the periodic inspections in addition to the Inspecting Officials (CI/Inspector/Sub-Inspector).
- 8.1.4. The Sub-divisional Controllers (F&S) shall conduct at least one inspection within his jurisdiction every month.

- 8.1.5. The Assistant District Controllers (F&S) shall visit at least one godown within his jurisdiction.
- 8.1.6. The District Controllers (F&S) themselves shall also conduct at least one inspection every month.
- 8.1.7. Inspections shall be done with noting in the Inspection Book as well as Online Godown Reporting System.
- 8.1.8. Periodic inspection may be carried out with the officials of Government of India/FCI on giving prior intimation to the concerned authorities of the State Government at least one week before inspection.

8.2. **Surprise inspection:**

- 8.2.1. The District Controllers (F&S) shall also form Special Inspection Teams comprising of 2-3 Inspecting Officials and headed by SCFSS/ADCFSs to re-verify the findings revealed through periodic inspections.
- 8.2.2. In such Team SCF&S of other sub-divisions may be assigned to conduct surprise inspections in another sub-division.
- 8.2.3. **DCF&S shall conduct at least one such surprise Inspection every month.**
- 8.2.4. Such surprise inspections may also be carried out by the teams of DDP&S/WBSWC or by the Department or by the joint team of State Government and Government of India.
- 8.2.5. **DDP&S shall conduct at least 2 such surprise inspections every month in any district.**
- 8.2.6. All reports of surprise inspection shall be submitted in the portal and a physical copy submitted by DCF&S to DDPS, by DDPS to the Food Cell of the Department for inspections done by his team within seven (7) days of such inspection.

8.3. **Special Drive:**

The DDP&S and/ or Department may also issue order for inspection and conducting physical verification of stock in all or any of storage godowns simultaneously across this State on a single day by the teams as may be constituted by the Department / Directorate, as when deemed necessary.

9. **Disposal of stock beyond FSSAI standard:**

In the event of detection of any stock, detected and analysed as beyond FSSAI standard (unfit for human consumption), such stock shall be disposed off strictly in accordance with the guidelines of disposal issued by the State Government.

9.1. All stocks shall be categorized primarily in two categories: -

- a) Issuable stocks: Fit for human consumption.
- b) Upgradable stocks: Can be upgraded and made issuable.
- b) Non-issuable stocks: Unfit for human consumption.

9.2. Issuable stocks shall also be categorized in two heads:

- a) **Issuable ready stocks:** These stocks may be issued under PDS and other welfare schemes (OWS) of the Government. Stocks conforming to PFA (Prevention of Food Adulteration) standards and free from insects infestation may be issued in PDS & OWS, provided the refraction are upto 20% of the Uniform Specification of the relevant marketing season(with amendments, if any) in respect of broken grains, chalky grains,

red grains, dehusked grains and the incidence of foreign matter does not exceed 1% including rice bran. Inorganic matter should not exceed 0.5%.

b) **Upgradable stocks:** All stocks of rice other than ready stocks but containing damaged grains within PFA standards shall form part of upgradable stocks. These stocks shall be thoroughly examined by a Committee comprising of officers from Directorate of Inspection & Quality Control (I&QC), Finance, DDP&S and Storage at appropriate levels to certify that these stocks are not conforming to ready stocks and not falling in the category of non-issuable stocks. These stocks shall be, wherever possible, be upgraded by manual methods ie. cleaning, reconditioning etc. under the supervision of the I&QC officials. Such upgraded stocks after due certification of the I&QC officials regarding its fitness may be issued in PDS & OWS. In case further upgradation of such stocks is found not economically feasible, which is certified by the Committee, such stocks may be disposed off by Tenders, at the rate not below Central Issue Price (CIP) under NFSA.

9.3. Non-issuable stocks/ damaged stocks: The stock containing damaged grains above 5% in case of rice and 6% in case of wheat shall be treated as non-issuable stocks, unfit for human consumption. (Category D in point no. 6.1.11. shall be referred also)

These stocks shall be further categorized as:

Sl. No.	Particular of wheat/ rice	Percentage of sound grains other than foreign and damaged foodgrain
1.	Feed - I	(i) Sound grains 85% to less than 95% in case of rice and 94% in case of wheat (ii) Weevilled grains alone exceeding 10% by count, (iii) Uric Acid content alone found exceeded 100mg per kg
2.	Feed - II	Sound grains 70% to less than 85%
3.	Feed - III	Sound grains 55% to less than 70%
4.	Industrial use	(i) Sound grains 30% to less than 55% (ii) Contaminated with poisonous chemicals and fertilizers
5.	Manure use	Sound grains 10% to less than 30%
6.	Dumping	Sound grains less than 10% (to be offered as manure once before dumping)

This order will take immediate effect.


 (Debabrata Chakraborty, IAS)
 Secretary to the Government of West Bengal
 Food & Supplies Department

Copy forwarded for information and necessary action to:

1. The Managing Director, WBSWC.
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 of Food & Supplies Department.
6. The District Supervising Officer of the Department (All)
7. PS to the Hon'ble Minister-in-Charge, F&S Department, WB.
8. PS to the Hon'ble Minister-of- State, F&S Department, WB.
9. The Joint Director of Rationing (All).
10. The District Controller (F&S) (All).
11. _____(Supervising Officers for special drive)(All)
12. _____(Inspecting Officials)(All)


Additional Secretary to the Government of West Bengal
Food & Supplies Department