



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



Memo No. 5412 -FS/Sectt./ Food/4P- 19/2025

Date: 18.11.2025

ORDER

Sub : SOP regarding inspection and physical stock verifications of Rice Mills

In clause no. 16.21 and 16.22 of the order vide no. 4929-FS/Sectt./Food/4P-18/2025 (E-992268) dated 15th October, 2025, it was clearly stated that the Rice Millers engaged/ not engaged in private milling of paddy and have executed agreement with the Food and Supplies Department for milling of CMR shall have to maintain separate stock as well as separate stock register of both paddy and rice in the Rice Mill premises.

Government of India has also issued Guidelines vide memo no. 1(6)/2023-Py.I dated 13.08.2024 of Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution regarding Inspection and Physical verification of stock of paddy and CMR in the empanelled Rice Mills.

In the interest of securing govt. paddy as well as CMR, to ensure a smooth and transparent paddy milling process and quality CMR, regular inspection and physical stock verifications shall be conducted at the empanelled Rice Mills. In this regard detailed **Standing Operating Procedures (SOP)** are issued as below for strict compliance, coordination and monitoring by all concerned. The Rice Mills are expected to assist all officials in this regard.

1. Inspection authority and period of Inspection:

1.1 Inspector in Charge of the Rice Mills –

- 1.1.1. DCF&S shall appoint within 15 days of commencement of the KMS season an officer (Chief Inspector / Inspector / Sub -Inspector) against each Rice Mill who shall be known and function as **Inspector in charge of the empanelled Rice Mill** at all the times.
- 1.1.2. DCF&S shall appoint another officer, as and when, such officer in charge of a Rice Mills is transferred or superannuates.
- 1.1.3. Inspector in Charge of a Rice Mill shall have to regularly visit the assigned Rice Mill at least once every fortnightly.
- 1.1.4. He shall also conduct a **detailed inspection** of the tagged Rice Mill **at least once every month**. Gap between two detailed inspections shall not be more than 30 days.

- 1.1.5. He shall be responsible for monitoring and ensuring that the activities in the Rice Mill regarding receipt of paddy, physical stacking, and maintenance of stocks (government and private, if any) of paddy and CMR, storage of FRK, blending of FRK and CMR, packaging, usage and management of packaging material, dispatch / delivery of CMR to the godowns is being done as per the procurement guidelines and subsequent orders.
- 1.1.6. He shall maintain the records of reports, copies of videography / pictures, letters issued and response received from the Rice Mill and share with SCFS.

1.2 Sub-Divisional Controller (F&S) –

- 1.2.1. SCF&S shall conduct detailed regular inspection of **at least 03 empanelled Rice Mills within his jurisdiction every month** on the points mentioned above. In next month other Rice Mills shall be selected, or some of the Rice Mills already inspected may be inspected again surprisingly.
- 1.2.2. He shall also ensure that Inspector in charge of the empanelled Rice Mill is conducting the monthly inspections as per norms without fail and submitting & uploading reports within stipulated time schedule.
- 1.2.3. He shall **examine the monthly reports submitted** by the Inspector in charge of the empanelled Rice Mill or the reports of the inspection submitted by any other officials, take necessary corrective action to ensure the compliance by Rice Mill, issue written instructions to the Rice Mill in consultation with the DCF&S.
- 1.2.4. He shall maintain the records of all reports, copies of videography / pictures, letters issued and response received from the Rice Mill or the Inspectors.

1.3 Assistant District Controller (F&S) –

- 1.3.1. ADCF&S shall conduct detailed regular inspection of **at least 03 empanelled Rice Mills within his jurisdiction every month** on the points mentioned above and submit the report to DCF&S.
- 1.3.2. He shall **examine the monthly reports submitted by the SCF&S or by any other officials, take necessary corrective action to ensure the compliance**, issue written instructions to the Rice Mill in consultation with the DCF&S.
- 1.3.3. He shall prepare a **Detailed Monthly Analytical Report** on the nos. and outcomes of the Inspections done by Inspector in charge of the empanelled Rice Mill, SCF&S, DCF&S, himself and inspection done by any other officer to the DCF&S with his findings, observations, action taken and compliance / non-compliance for onward forwarding by DCF&S to DDP&S.
- 1.3.4. Such Reports shall be sent to DCF&S through e-Office within 4th Day of the following month.

1.4 District Controller (F&S) –

- 1.4.1. DCF&S shall conduct detailed regular inspection of **at least 02 empanelled Rice Mills within his jurisdiction every month** on the points mentioned above.

- 1.4.2. DCF&S shall coordinate that detailed inspection by SCF&S / tagged Rationing Officer, ADCF&S and himself are held in such a way that all the Rice Mills are covered at least once every two months. If any Rice Mill is not covered in 2 months, he shall direct either SCF&S of other Sub-division or ADCF&S or tagged Rationing Officer to conduct detailed inspection of such uncovered Rice Mills.
- 1.4.3. DCF&S shall also analyse the performance of Inspection Reports of Inspectors and ADCF&S / SCF&S and find out who is conducting Inspections as stipulated herein and submitting reports. Those who are not inspecting or submitting reports action shall be initiated and a copy shall be sent to DDPS.
- 1.4.4. DCF&S shall also analyse the Inspection Reports of Inspectors and ADCF&S / SCF&S and find out issues / observation / good practices and take appropriate steps to address the issues.

1.5 Tagged Rationing Officer and Inspection Teams :

- 1.5.1. Senior Special Secretary (Con Cell) in consultation with Special Secretary (Procurement Cell) and Director Rationing shall prepare a pool of Rationing Officers posted in Rationing Area, officers posted in the offices of the Directorates and other officers in the HQ and make available the list to DDP&S for Inspection of Rice Mills.
- 1.5.2. Special Secretary (DP Cell) in consultation with Special Secretary (Procurement Cell) shall prepare a pool of Inspecting Officers (Chief Inspector / Inspector / Sub -Inspector) posted in Rationing Area, officers posted in the offices of the Directorates and other officers in the HQ and make available the list to DDP&S for Inspection of Rice Mills.
- 1.5.3. **Tagged Rationing Officer and Inspecting Staff:** Dedicated Rationing Officers and Inspecting Officers would be assigned to few Sub-divisions with high numbers of Rice Mills where it may not be possible for the SCF&S to cover all the Rice Mills. These Rationing Officers and Inspecting Officers shall remain tagged with those Rice Mills of the Sub-division throughout the KMS and shall be responsible for monitoring and other duties as assigned to the SCF&S as mentioned above in para 1.2. DDP&S shall bifurcate the Rice Mills between the SCF&S and tagged Rationing Officers for that Sub-division in such way that the tagged team is assigned to a cluster of Rice Mill. However, SCF&S shall remain in charge of all the rice mills in the whole Sub-division as jurisdictional head. Tagged R.O.s along-with the Inspectors from the HQ Pool, shall conduct at least 02 inspections of the assigned Rice Mills for the assigned district in every month.
- 1.5.4. **Inspection Teams:**
 - i) In addition to the above tagged Rationing Officers and Inspectors, the remaining Rationing officers, Officers and Inspectors shall be available at the disposal of DDP&S for conducting surprise inspections of the Rice Mills as and when decided by DDP&S. DDP&S shall make best use of such pool and ensure that every officer is utilised for surprise inspection at least 2 visits in a month. Every time the constitution of such team will change.

