



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/4P-21/2024

No. : 3499

Dated: 02.09.2024

ORDER

Sub: Format/Template of Display Board, Notice Board and Inspection books to be maintained by Dealers and Distributors

All Dealers and Distributors shall have to display a Board containing certain information of permanent nature and a Notice board containing information of variable nature at a conspicuous place in their place of business in pursuance of **Clause 16 (1) and (2) and Clause 35 (1) and (2)** of the newly introduced **West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024** which deals with the **Duties and responsibilities of Dealers** and the **Duties and responsibilities of Distributor** respectively and all Dealers shall have to maintain inspection Books in prescribed format in pursuance of **Clause 43 (2)**. Inspection Books should also be maintained by Distributors.

Hence formats/templates of Boards containing information of permanent and variable nature and formats of inspection books to be maintained by both dealers and Distributors have been devised by the Food & Supplies Department to maintain uniformity in this respect across the State.

All Dealers and Distributors shall hence forth ensure strict adherence in maintaining these formats.

This has got the approval of the authority in the Department

Encl. Templates for Display Board, Notice Board
Formats of Inspection Book of dealers &
Distributors.


Joint Secretary 2/9/24.
to the Govt. of West Bengal
email: food.cellwb@gmail.com

Memo No. 3499/1(4)

Date: 02.09.2024

Copy forwarded for information and taking necessary action to:

1. The Senior Special Secretary, Food/DP/Budget/Audit, Food & Supplies Department
2. The Special Secretary, GE&EM/Procurement/IT & Reforms, Food & Supplies Department
3. The Director, DDP&S/Rationing/Consumer Goods/Storage/Textile/NCEC
4. The DCF&SDDR (All)


Joint Secretary

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