

THE WEST BENGAL PUBLIC DISTRIBUTION SYSTEM (MAINTENANCE AND CONTROL) ORDER, 2013

(Updated till 31.3.2023 by incorporating the last amendment dated 10.02.2023)



**Government of West Bengal
Department of Food & Supplies
11A Mirza Ghalib Street Kolkata – 700087**

THE WEST BENGAL PUBLIC DISTRIBUTION SYSTEM (MAINTENANCE AND CONTROL) ORDER, 2013¹

WHEREAS the Governor is of the opinion that it is necessary and expedient so to do for maintaining supplies and securing availability and distribution of essential commodities under the Public Distribution System;

Now, THEREFORE, in exercise of the power conferred by section 3 of the Essential Commodities Act, 1955 (10 of 1955) read with the Government of India, Ministry of Consumer Affairs, Food & Public Distribution (Department of Food & Public Distribution) Order No. GS.R. 630(E), dated 31st August, 2001, the Governor is pleased hereby to make the following Order, namely:-

**ORDER
PART I
Preliminary**

1. Short title, extent and commencement.—(a) This Order may be called the West Bengal Public Distribution System (Maintenance and Control) Order, 2013.

(b) It extends to the whole of West Bengal except the areas where the West Bengal Urban Public Distribution System (Maintenance and Control) Order, 2013 is in force.

(c) It shall come into force on the date of publication in the *Official Gazette*.

2. Definitions.— In this Order, unless the context otherwise requires, —

(a) "Act" means the Essential Commodities Act, 1955 (10 of 1955);

(b) "Above Poverty Line (APL) Families" means those families who have been issued Above Poverty Line ration cards by the Department of Food and Supplies, Government of West Bengal, for issue of public distribution commodities along with certain other specified items of daily use under the Public Distribution System;

(c) "Antyodaya Anna Yojana (AAY) Families" means those poorest families from amongst the Below Poverty Line (BPL) families identified as such by the concerned authority under the Government of West Bengal and to whom Antyodaya Anna Yojana (AAY) ration cards have been issued for distribution of public distribution commodities under the Antyodaya Anna Yojana (AAY) Scheme along with certain other specified items of daily use under the Public Distribution System;

¹ Vide Notification No. 2347-FS/Sectt/Food/4P-09/2012, dated 8th August, 2013 published in the *Kolkata Gazette, Extraordinary*, Part I dated August 8, 2013.

- (d) "Appellate Authority" means the authority appointed by the State Government to exercise the powers of the Appellate Authority under this Order;
- (e) "Annapurna beneficiaries" means persons identified as such by the concerned authority of the Government of West Bengal and to whom Annapurna Ration Cards have been issued for distribution of food grains of specified quantity on monthly basis under the Annapurna Scheme;
- (f) "Below Poverty Line (BPL) Families" means those families who have been identified by the concerned authority under the Government of West Bengal and to whom BPL ration cards have been issued for distribution of public distribution commodities under BPL scheme along with other specified items of daily use under Public Distribution System;
- (g) "Collector" in relation to a district means the District Magistrate and includes an officer not below the rank of SDO as may be authorized by the Collector;
- ¹[(h) "Dealer" or "Fair Price Shop Owner" means a person and includes the Company or Corporation of the Government, an individual, registered partnership firm, registered Co-operative society, Sangha or mahasangha of self-help group working within a district, in whose name a shop has been licensed to distribute and sell public distribution commodities to ration card holder under the Public Distribution System by an order issued under Part III;]
- (i) "Director" means the Director of District Distribution, Procurement and Supply, Department of Food and Supplies, Government of West Bengal and includes an officer not below the rank of Assistant Director in the said Directorate authorized by the said Director in writing to perform all or any of the functions of the Director under this Order;
- ²[(ii) "District Grievance Redressal Officer" means an officer appointed or designated as such in terms of section 15(1) of the National Food Security Act, 2013;]

¹ Sub-clause (h) subs. by (1) of the Notification No. 1505-FS/Sect/Food/4P-09/2012, dated 11th April, 2022 (w.e.f. 11.04.2022), which was earlier amended by cl. (1)(a) of the Notification No. 3207-FS/Sectt/Food/4P-11/2015, dated 30th October, 2015 (w.e.f. 4.11.2015) and cl. (1)(a) of the Notification No. 3034-FS/Sect/Food/4P-09/2012 (Pt. II) dated 14th December, 2020 (w.e.f. 16.12.2020).

² Sub-clause (i) ins. by cl. 2 of the Notification No. 678-FS/Sectt/Food/4P-09/12, dated 2nd March, 2015 (w.e.1.3.3.2015).

¹[(j) "Distributor" means a person and includes an individual, registered partnership firm, registered Co-operative society, corporation or company, Sangha or mahasangha of self-help group working within a district, in whose name a distributorship has been licensed to distribute and sell public distribution commodities to Fair Price Shops as may be specified by the licensing authority under the provisions of this Order.

Explanation—This is clarified that inclusion of corporation or company in this definition is for the purpose of these Order. The eligibility for applicant for filling the vacancy/resultant vacancy shall be governed as per the provisions of sub-clause (ib) of clause 26;]

²[(jj) "Eligible households" means households covered under the priority households and the Antyodaya Anna Yojana referred to in section 2(3) of the National Food Security Act, 2013;]

(k) "Essential Commodities" means essential commodities as defined section 2A of the Essential Commodities Act, 1955;

(l) "Fair Price Shop" means a shop engaged and licensed under this Control Order for distribution of public distribution commodities against ration documents;

³[(m) "family member(s)" means—

(i) spouse; or

(ii) parents; or

(iii) son (including son legally adopted before death or incapacitation); or

⁴(iv) Son's Spouse; or

¹ Sub-clause (j) subs. by cl. (1)(b) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

² Sub-clause (jj) ins. by cl. 3 of the Notification No. 678-FS/Sect/Food/4P-09/12, dated 2nd March, 2015 (w.e.f.3.3.2015).

³ Sub-clause (m) subs. by cl. (I)(c) of the Notification No. 3034-FS/Sect/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

⁴ Item (iv) of Sub-clause (m) subs. by cl. (I)(c) of the Notification No. 4644-FS/Sect/Food/4P-09/2012 (Pt. II), dated 29th November, 2022 (w.e.f. 29.11.2022).

(v) daughter (including daughter legally adopted before death or incapacitation, divorced daughter and widowed daughter).

who is wholly dependent on the dealer or distributor at the time of death;]

(n) "Holder of the ration card" means and includes a person whose name, age and other particulars as may be required by the State Government are included in a ration card;

(o) "Licensee" means a Distributor or a Fair Price Shop Owner or any other person or establishment holding a valid licence granted under this Order;

(p) "Licensing Authority" means the District Controller (F&S) in case of a Distributor and the Sub-divisional Controller (F&S) in case of "Dealer" or "Fair Price Shop Owner" within their jurisdiction;

¹[(pa) "manager" with respect to a tea garden means a person appointed by the authorities of respective tea garden for managing its affairs:]

(q) "Monitoring/Vigilance Committees" shall mean and include several Committees constituted from time to time by the Government of West Bengal in the Food & Supplies Department;

(r) "Market price" of a public distribution commodity means the Economic Cost of the commodity as determined by the Government of India once in each year;

(s) "Notification" means notification published in the *Official Gazette*;

(t) "Place of business" means a place in the shop-cum-godown of FPS owners and in an office in the approved godown or in an office adjacent to the approved godown of distributors where books of accounts are kept.

²[(tt) "priority households" means households identified as such under section 10(1) of the National Food Security Act, 2013;]

(u) "Public distribution commodity" means such commodities from the list of essential commodities as may be declared to be public distribution commodity by the State Government and distributed from fair price shops, licensed under this Order; rice and wheat including fortified atta resulted from wheat being crushed and fortified by iron,

¹ Sub-clause (pa) ins. by cl. (1)(b) of the Notification No. 3207-FS/Sect/Food/4P-11/2015, dated 30th October, 2015 (w.e.f.4.11.2015).

² Sub-clause (tt) ins. by cl. 4 of the Notification No. 678-FS/Sectt/Food/4P-09/12, dated 2nd March, 2015 (w.e.f.3.3.2015).

vitamin and folic acid are declared as Public Distribution Commodities under the provisions of this Order;

(v) "Public Distribution System" means a system for distribution of public distribution commodities to the holders of ration documents through the Fair Price Shops;

(w) "Ration document" means an individual ration card including a family ration card, or a ration permit, or any other documents issued by the authority under Food and Supplies Department, Government of West Bengal, for the purchase of public distribution commodities and other commodities of daily use as specified by the Government from time to time, from the Fair Price Shops;

(x) "Ration Card Issuing Authority" means Sub-divisional Controller of Food and Supplies, Government of West Bengal and includes an officer not below the rank of a Sub-Inspector of Food and Supplies Department having jurisdiction;

¹[(xa) "relative" includes the family member and the following kin:

(i) son's son or daughter;

(ii) daughter's spouse, son or daughter;

² [(iii) brother, his spouse, son or daughter;

(iv) sister, her spouse, son or daughter;]

(v) parents brother or sister;

(vi) spouse brother or sister;]

³[(xx) "State Food Commission" means a Commission constituted by the State Government in terms of section 16 of the National Food Security Act, 2013;]

(y) "State Government" means the Government of West Bengal in the Department of Food and Supplies;

¹ Sub-clause (xa) ins. by cl. (1)(d) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt II), dated 14th December, 2020 (w.e.f. 16.12.2020).

² Item (iii) & (iv) of sub-clause (xa) subs. by clause (1) of the Notification No. 241-FS/Sectt/Food/4P-09/12(Pt. II), dated 17.01.2023(w.e.f.17.1.2023).

³ Sub-clause (xx) ins by cl. 5 of the Notification No. 678-FS/Sectt/Food/4P-09/12, dated 2nd March, 2015 (w.e.f.3.3.2015).

¹ [(ya) "self-help group" means a group of persons duly recognized by the District Magistrate of the concerned district as self-help group comprising of men or women of five to twenty in number coming from different families and belonging to economically weaker section of the society and having their residential address within a contiguous place for effective implementation of economic activities;]

(aa) "Vigilance Squad" means squad formed by the State Government or by the Director or by the licensing authority for the purpose of close surveillance over the functioning of Dealers and Distributors;

(ab) "Welfare Schemes" means such schemes as are launched by the Government of India from time to time like Mid-Day Meal, Annapurna Yojana etc., where dealers and distributors are required to function in the process of lifting and distributing food grains for the beneficiaries.

Unless the context otherwise requires words and explanation used in this Order and not defined shall have the same meaning as assigned in the Act.

PART II

Issue of Ration Card

²**[3. Entitlement.** – The State Government in the Food and Supplies Department shall issue ration cards only to citizen of India who is resident of the State of West Bengal as per the procedure laid down in clause 4 for the purpose of using it under the Targeted Public Distribution System, or schemes mentioned in the National Food Security Act, 2013 (20 of 2013) or a specific scheme of the State Government for distribution of essential commodities for following categories of people: –

- (a) enlisted under Antyodaya House Hold and Priority Household;
- (b) enlisted under the Rajya Khadya Suraksha Yojana Scheme,
- (c) Any other welfare schemes, as the State Government may, by notification publish in the *Official Gazette*, declare for distribution of essential commodities.

4. Procedure for issue of ration card. – (1) Any person, who is a resident of the State having no ration card anywhere in India may apply to the Ration Card Issuing Authority, having jurisdiction –

¹ Sub-clause (ya) ins. by cl. (1)(c) of the Notification No. 3207-FS/Sect/Food/4P-11/2015, dated 30th October, 2015 (w.e.f.4.11.2015).

² Clause 3 and 4 substitute. by cl. (1) & (2) of the Notification No. 3156-FS, dated 25th November, 20156(w.e.f.25.11.2016)

- (i) in Form III-U or Form III-R, as the case may be, for inclusion of his name in the eligible beneficiary list mentioned in clause 3; or
- (ii) in Form IV-U or Form IV-R, as the case may be, for inclusion of name of one or more member of a family to the existing beneficiary list already belonging to the respective categories mentioned in clause 3.

Explanation.— For the purpose of this Order, the Form with specification of letter “U” is applicable to urban areas and the Form with specification of letter “R” is applicable to rural areas of State of West Bengal.

(2) On receipt of the application under clause (1), the concerned Ration Card Issuing Authority shall cause an enquiry with respect to entitlement of the ration card of such person in a particular category keeping in view the particulars furnished by the applicant and after having been satisfied with the categorization may issue a ration card:

Provided that if the concerned Ration Card Issuing Authority does not find the application suitable for issue of ration card after the enquiry, he shall, after recording the reasons in writing, refuse to issue ration card, and communicate its decision to the applicant within the period stipulated in sub-clause (3).

(3) Every application made under clause (1) shall be disposed of within 30 days from the date of application.]

5. Appeal against refusal of Ration Card.—An applicant having denied a ration card shall be at liberty to appeal against such denial to the District Controller, Food and Supplies and the concerned District Controller, Food and Supplies, after examination and also after giving a personal hearing to the applicant shall dispose of the said appeal within fifteen days from the date of filing of such appeal.

6. Validity of Ration Card.— Ration Card so issued shall remain valid till the holder of the ration card resides at the given address for which ration card has been issued or his/her death.

¹7. Omitted

8. Issue of safe custody slip— If a ration card holder deposits his/her ration card to the Ration Card Issuing Authority for his/her leaving the area for a considerable period, the said authority shall issue a safe-custody slip on an application made by him/her, preserve the card and intimate the dealer accordingly and return the same to the card holder on being so requested by him/her. In such case card will not be invalid.

¹ Omitted by cl. (3) of the Notification No. 3156-FS, dated 25th November, 20156(w.e.f.25.11.2016).

9. Cancellation of Ration Cards.— In the event of death of the holder of Ration Card, or change of residence by any holder of ration card without giving any information to the concerned Ration Card Issuing Authority, or ration card issued in a fraudulent manner, the issuing authority shall forthwith cancel the ration card so issued after recording the reasons for such cancellation.

Where a person is found to obtain a ration card in a fraudulent manner by furnishing false documents / certificate or by impersonation or in any other fraudulent manner, the issuing authority besides cancelling the said card, if already issued, shall lodge an FIR with the local Police Station against the person or person(s) found to obtain or assisting to obtain a ration card in a fraudulent manner for taking necessary action against the concerned person in accordance with the relevant provisions of the Indian Penal Code.

10. Suspension of Ration Card for long absence or for non-drawal of ration commodities for a period of exceeding eight weeks.— (a) If a ration card holder is found absent from his recorded residence for a period of more than eight weeks consecutively or if he fails to draw any public distribution commodity from the fair price shop for a period exceeding consecutive eight weeks, the issuing authority shall place the said ration card under suspension with an intimation to the fair price shop.

(b) If a ration card holder fails to produce his/her ration card on demand by an Inspecting Officer forthwith, the ration card shall be suspended with immediate effect by the officer, who, following suspension, will report it to the Card Issuing Authority.

11. Revalidation of suspended Ration Card.— If a ration card holder applies for revalidation of his/her card which had been placed under suspension by the issuing authority, the said issuing authority if satisfied after consideration of the prayer for such revalidation may arrange for revalidation of the card within seven days from the date of receipt of such application.

¹[**12. Correction of name, address etc. in a ration card.** – In the event of any spelling mistake in name on the Ration Card in use, address etc., the holder of the ration card may apply to the Ration Card Issuing Authority in Form V-U or Form V-R, as the case may be, and the authority concerned shall after making such enquiry as he may think fit, allow the changes as prayed for by the holder.]

¹ Clause 12 substituted by cl. (3) of the Notification No. 3156-FS, dated 25th November, 20156(w.e.f.25.11.2016).

¹[**12A. Change of Fair Price Shop.** – A person may apply for change of location of the Fair Price Shop as recorded in his Ration Card in Form VI-U or Form VI-R, as the case may be, and the Ration Card Issuing Authority may after examining the application form, allow the changes as prayed for.

12B. Exclusion of name from eligible beneficiaries list.– A person may apply for exclusion of his name or name of any member of his family from a beneficiary list in Form VII-U or Form VII-R, as the case may be, and the Ration Card Issuing Authority may, after verification as he may thinks fit, allow the exclusion as prayed for.]

13. Re-issue and replacement of mutilated, defaced, lost card, etc.— On surrender of mutilated and defaced ration card or reporting of loss of ration card, along with the prescribed fee as may be specified by notification, a fresh ration card against the mutilated, defaced or lost card shall be issued. Application shall be made in Form 3.

14. Introduction of new format of Ration Card.— Government shall have the power to introduce individual Ration Card or Family Ration Card or any Identity Card for the consumers for the drawal of public distribution commodities from Fair Price Shops by issuing notification separately. The Government shall also have the power to introduce Photo Ration Card / Digitised Bar Coded Ration Card/general/ or in any shape and form for better management of Public Distribution System. In the event of introduction of new cards in any form, the existing ration cards shall automatically be cancelled.

15. Power of the State Government to make addition or alteration or amendment or refusal.—Whenever in the opinion of the State Government, it is necessary or expedient so to do in the interest of the public, the State Government, may, add to, amend, vary or rescind any ration card after giving the ration card holder an opportunity of being heard and in every such case the ration card holder shall be bound to surrender the same for endorsement or cancellation.

PART III

Distribution of Public Distribution Commodities;

Engagement of Dealers & Distributors and Monitoring

16. Submission of indents.— Every dealer shall submit an indent to the S.C.F.S/Inspector/Sub-Inspector of Food and Supplies Department indicating his requirement and closing stock in Form B and the said Inspector shall make allotment of public distribution

¹ Clause 12A and Cl. 12B inserted by cl. (4) of the Notification No. 3156-FS, dated 25th November, 20156(w.e.f.25.11.2016).

commodities for taking delivery from the authorized agencies engaged in distribution of essential commodities under the Public Distribution System.

¹[17. Door Step delivery of food grains- (1) A fair price shop may get allotted foodgrains, as may be made by the licensing authority by way of door step delivery.

(2) The concerned Sub-divisional Controller, Food & Supplies, shall take measures to cause door step delivery of food grains to fair price shop through a distributor or through an authorised agency.

Explanation.- For the purpose of this sub clause “ authorised agency” means the State Government or a body corporate owned by the State Government or a company owned by the State Government.

(3) While making an allotment of foodgrains, the Sub-divisional Controller, Food & Supplies shall take into consideration the requirement of the ration card holder tagged with the concerned fair price shop, scale of foodgrains as may be fixed by the State Government from time to time and the balance stock in hand of the dealer and distributor.]

²[18. **Distribution of public distribution commodities against Ration Cards.**— Every Dealer shall arrange for distribution of public distribution commodities against the ration cards either at door steps of the ration cards holder or through Fair Price Shops, as the case may be, between 7.00 a.m. to 11.30 a.m. in the morning session and between 3.30 p.m. to 6 p.m. in the evening session on Tuesday to Saturday and morning Session on Sunday and shall not deny the distribution of public distribution commodities to any ration card holder during the working hours:

Provided that the timing of distribution of public distribution commodity under the hill areas of the districts of Kalimpong and Darjeeling shall be between 9.00 a.m to 1.00 p.m in the morning session and between 2.00 p.m to 4.00 p.m. in the evening session on Tuesday to Sunday.]

19. Duties and responsibilities of Dealers.— (1) **Easily identifiable location of the shop:** Every dealer shall arrange conspicuous display of a glowing signboard of suitable size and format in front of his/her shop as prescribed by the State Government.

¹ Subs. by cl. (2) of the Notification No. 241-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 17.01.2023 (w.e.f. 17.01.2023)

² Subs. vide Notification No. 3147-FS/Sectt/Food/4P-09/2012, dated 13.09.2021 (w.e.f. 13.09.2021)

(2) **Display of BPL, AAY and Annapurna list:** Every dealer shall display list of BPL, AAY and Annapurna beneficiaries in a conspicuous place of the shop so that it becomes visible and clearly legible for any visitor to the shop.

(3) **Registration and authentication of Ration Cards:** On presentation of a card for registration, a dealer shall enter the particulars of the Ration Card in the Ration Card Register, post a folio No. in the Ration Card in accordance with page no. and serial no. of entry of Ration Card, detach the counterfoil from the Card and return the Ration Card to its holder. The Ration Card having thus been registered, the dealer shall not refuse distribution of food grains to him/her from the following week. The dealer shall produce the detached counter-foil before the Ration Card Issuing Authority for authentication of Registration.

(4) **Maintenance of a Notice Board:** Every dealer shall maintain a Notice Board to be displayed at a conspicuous place of the shop within easy and clear view of the ration card holder containing the following details:-

- (a) Date;
- (b) Registration Position;
- (c) Opening Balance of Available Commodities;
- (d) Scale of Distribution and retail price of each commodity.
- (e) Name of the authority for redressal of grievances/ lodging of complaints;
- (f) Opening and Closing hours of the shop;
- (g) Information on the availability of the Complaint Book in the form "Complaint Books are available here for registering complaint".

(5) **Display of sample Jar/Bottles:** Every dealer shall display samples of commodities on sale in different Jars/ Polythin Bags at shop counter for inspection by the card holders. As and when a new bag is opened for sale, the sample should be changed to represent the stock of the new bag.

(6) **Maintenance of stock for distribution to Ration Card holders:** Every dealer shall maintain adequate stock of all varieties of public distribution commodities and some specified articles of daily use for distribution to Ration Card holders. He/ She shall be responsible for timely replenishment of stock against indents passed by the Inspector. In case of delay or shortfall in supply for reason beyond his/her control, a dealer shall report it to the Inspector for replenishment by inter-shop transfer or by any other means as may be decided by the Inspector. Every dealer shall ensure the quality of public distribution commodity during the time of obtaining its delivery

from the authorised agencies. A dealer shall issue all stocks strictly in order of priority of receipts i.e. "First in - First Out" basis.

(7) **Regulation for storage and sale:** (a) A dealer shall not store or sell any commodity outside the selected public distribution commodities as allotted to him/her, provided that a dealer may be permitted to store and/or sell such other articles at such price and in such quantities and in such manner as may be directed by the Central/State Government under different schemes including welfare schemes to be operated separately and not forming a part of this Order.

(b) A dealer shall not store any public distribution commodity in any place outside the shop-cum-godowns as endorsed in the licence without previous written permission of the licensing authority. Notwithstanding this provision, if a dealer is compelled to change the place of storage of the public distribution commodities temporarily due to any natural calamities, he/ she shall report the matter to the licensing authority within the next working day. For permanent shifting of shop-cum-godown, written permission of the concerned District Controller, Food & Supplies is required.

(8) **Calibration of weighing devices:** Every dealer shall get his/her weighing devices calibrated by the competent authority of the Government periodically and shall keep the calibration certificate in the shop premises for production on demand before the authorized officials. The dealer shall be responsible for correct weight and measure of the public distribution commodities, delivered to the holders of ration documents.

(9) **Physical verification of stock:** Every dealer shall extend all sorts of co-operation to the authorised officials for arranging physical certification of stock. Under any circumstances he/ she shall have to arrange for sufficient number of labourers for weighment of the stock so that even minimum delay is avoided. For this purpose, the dealer shall make available a big scale with suitable weight stones of appropriate denominations.

(10) **Issue of Cash Memo:** A dealer shall issue cash memo in duplicate for every transaction stating the number of units served, quantity and commodity supplied, prices charged for each item and total prices charged. The original copy of the cash memo shall be given to the holder of ration document while the duplicate copy shall be retained in the Cash Memo Book. The dealer shall not charge any excess price over the issue price fixed by the State Government from time to time.

(11) **Prompt Distribution:** Every dealer shall serve ration promptly without any undue delay and causing inconvenience to the ration card holders for which a dealer shall arrange space for convenient standing of the rationees below a suitable shade.

(12) **Maintenance and preservation of different registers:** Every dealer should maintain proper books of accounts including Ration Card Register, Daily Stock Register, Daily

Sales Registers, Indent Register, non-Drawal Register, Register of Blank Cash Memo Books, Inspection Book and Complaint Book of 200 pages each serially numbered and such other registers as the Director may prescribe. All such registers and books are to be duly certified by an official of F & S Deptt. not below the rank of Sub-Inspector and shall be maintained and preserved at the shop premises as permanent records for a period of not less than two years from the date of closure of the registers so that they are readily available for inspection on demand. Duplicate carbon copies of each memo shall also be preserved for the same period in a chronological order. The dealer shall maintain Daily Sales Register preferably as and when sale proceeds but under no circumstances shall be allowed to fall arrear even for a day.

(13) **Safe storage of stock:** Every dealer shall ensure the storage of public distribution commodities in proper and hygienic manner and shall take quality maintenance measures including rodent control ones to ensure safe and proper storage of stock.

(14) **Withholding of stock from sale:** The dealer shall not sell any stock of bad or doubtful quality to the holders of ration documents.

(15) **Non-possession of ration document:** No dealer shall retain any ration document including ration card in his/her shop except under specified instruction of the concerned Sub-divisional Controller or his authorized officials. Any such ration document left behind by a person shall be deposited forthwith with the concerned Sub-divisional Controller or his authorized officials.

(16) **Obedience to the instructions of the Director:** Every dealer shall abide by the instructions as may be issued from time to time by Director or by any other officers authorised by him/her in this behalf, including the licensing authority.

(17) **Social Audit:** Every dealer shall be subjected to social audit to be conducted by formal and informal institutions as prescribed by the State Government.

(18) **Lodging of FIR:** If a crowd is assembled in front of a F.P.S where inspection is in progress, the dealer shall lodge an FIR with local Police Station, stating his/her apprehension of breach of peace.

¹[19A. **Manner of distribution of public distribution commodities to the Ration Card holder.**— Save as otherwise provided under any other provisions of this order for distribution of public distribution commodities to the Ration Card holder, the State Government may frame scheme for delivery of public distribution commodities by the Dealer to the Ration Card holder at his door steps or in any other manner, as may be specified in the

¹ Clause 19A ins. by cl. (1) of the Notification No. 3836-FS/Sect/Food/4P-09/2012, dated 8th November, 2021 (w.e.f.9.11.2021).

Scheme and the dealer shall be duty bound to distribute the public distribution commodities in that manner on ePoS based authenticated transaction.]

20. Engagement of Dealer.— (i) In the event of—

- (a) resignation of any dealer; or
- (b) death or incapacitation of the existing individual dealer on medical ground, unless any of his/her family members is found suitable for engagement on compassionate ground as per sub-clause (vi); or
- (c) dissolution of firm formed by a group of people; or
- (d) Cancellation of licence issued to a dealer for any reason whatsoever; or
- (e) (in the case of private limited company) the transfer of majority shareholding of that company in favour of the third party i.e. other than promoters / Directors of that company;

the resultant vacancy has to be notified by the Sub-divisional Controller, Food and Supplies with prior approval of the department.

¹[(ii) If it appears necessary for the District Administration to declare a new vacancy of dealer for catering to the need of consumers in any particular area, the vacancy has to be declared with the approval of the State Government. In that case the concerned Sub-divisional Controller, Food and Supplies, shall submit the proposal of such vacancy to the concerned District Controller, Food and Supplies, who, in turn, shall send the same to the Director. The Director shall examine the proposal, if necessary, make re-enquiry and send the proposal to the Department for approval.

(iia) After obtaining the approval of the State Government, the Sub-divisional Controller, Food & Supplies shall declare such vacancy stating the eligibility criteria through notice in the office notice board and ²[also publish the same on the official website of the Department.] The Sub-divisional Controller, Food and Supplies shall Simultaneously publish an indicative advertisement of the said vacancy for information to the General Public in atleast one Bengali newspaper and one English newspaper having State-wise circulation:

Provided that in case of re-notification of any vacancy on account of non- availability of suitable candidates against such vacancy, the concerned SCF&S shall publish the same with the approval of the concerned District Magistrate under intimation to the State Government.]

¹ Sub-clauses (ii) subs, by cl. (1)(a) of the Notification No. 2596-FS/Sectt/Food/4P-09/ 2012 (Pt. II), dated 9th August, 2021 (w.e.f. 9.8.2021) for existing sub-clause (ii).

² Subs. by the Notification No. 1499-FS/Sectt/Food/4P-09/ 2012(Pt.II), which was earlier subs, by cl. (1)(a) of the Notification No. 2596-FS/Sectt/Food/4P-09/ 2012 (Pt. II), dated 9th August, 2021 (w.e.f. 9.8.2021) for existing sub-clause (ii).

¹[(iii) Subject to the date sheet mentioned in sub-clause (iiia), applications for filling up the vacancies as notified in sub-clause (ii) hereinbefore shall be invited ²[from an individual permanently residing in the concerned sub-division, registered partnership firm,] registered co-operative society, Sangha or Mahasangha of Self-Help Groups working within a district. On receipt of the application in Form C alongwith Annexure-I, requisite fee as prescribed in Schedule A and corroborating documents as per checklist within the stipulated period, the Sub-divisional Controller, Food and Supplies, shall process the case and get the case enquired into by a competent officer or group of officers and send a report in Form L with his comments in Form M to the concerned District Controller, Food and Supplies. The said District Controller, Food and Supplies, shall place the matter before the District Fair Price Shop Selection Committee and forward their decision with his comments to the Director, DDP&S. The Director, DDP&S, in turn, shall forward the same to the Department with his specific opinion:

³[Provided that if the State Government so desire, it may, by an order, offer license of Fair Price Shops to the West Bengal Essential Commodities Supply Corporation, a company of the Government, for such areas, in such manner and on such conditions, as it may specify in the order:

Provided further that the Government may also give such opportunities only to company or corporation of the Government, sangha or mahasangha of Self Help Groups or a registered co-operative Societies, by separate order.]

(iii) The entire process of selection of dealers under sub-clauses (i) and (ii) shall, as far as possible, be completed as per the date schedule specified in the Table below:

TABLE

SL. No.	Particulars	Period
1	Last date of submission of the application by the applicant	Twenty-one days from the date of publication of vacancy notice in the Official Gazette or in the newspaper, whichever is later.

¹ Sub-clauses (iii) and (iiia) subs, by cl. (1)(b), *ibid* (w.e.f. 9.8.2021) for existing clause (iii), which was earlier amended by cl. (2) of the Notification No. 3207-FS/Sectt/Food/4P-11/2015, dated 30th October, 2015 (w.e.f.4.11.2015). Note: Earlier, another clause (iiia) has already been inserted in 2020-see Footnote No. 1, p. 1.19.

² Subs. by Notification No. 2886-FS/Sectt/Food/4P-09/2012(Pt.II) dated 27.08.2021(w.e.f 28.8.2021).

³ Subs. by cl. (2) of Notification No. 1505-FS/Sectt/Food/4P-09/2012, dated 11th April, 2021 (w.e.f. 11.04.2022).

2	Completion of the enquiry by the Sub-divisional Controller, F&S or his authorised officer and submission of report thereof to the District Controller, F&S	Twenty-one days from the last date of submission of the application
3	Submission of report by the District Controller, F&S to the District Fair Price Shop Selection Committee	Five days from the date of receipt of enquiry report from the Sub-divisional Controller.
4	Submission of report by the District Controller, F&S to the Director, DDP&S	Five days from the date of receipt of recommendation from the District Fair Price Shop Selection Committee.
5	Submission of report by the Director, DDP&S to the State Government	Three days from the date of receipt of report from the DCF&S.

¹[(iiiia) Following person shall not be eligible to apply for a licence of a dealer, namely—

- (a) a person holding a licence of dealer or distributor or wholesaler his name or a person whose relative already has a dealer or distributor or wholesaler licence;
- (b) a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity;
- (c) a minor or person of unsound mind or an insolvent;
- (d) a person convicted by the court under the Act or in any other criminal proceedings connected with essential commodities;
- (e) a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of local self-Government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government;

¹ Sub-clause (iiiia) ins. by cl. (3)(b) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

(f) a limited liability partnership;

(g) a corporation or company;

¹[(h) a dealer, who has been terminated for contravention of the provisions of the Act or the Control Order;

(i) a dealer, who has resigned or voluntarily surrendered his license:]

Provided that nothing in this clause shall affect the continuance of existing license of dealer.]

²[(iv) Notwithstanding anything contained in sub-clause (iii), if the State Government deems it necessary in the exigency of public interest to expedite the process of engagement of dealer, it may, by an order, take up under its control the engagement of the dealer at any stage of processing of application and if necessary cause the enquiry referred to in sub-clause (iii) by the enquiry committee comprising of an officer or group of officers of the Food & Supplies Department duly authorized in this behalf and the concerned Sub-divisional Controller, Food & Supplies and on receipt of the report under sub-clause (iii) or this sub-clause, as the case may be, grant approval for engagement of the most suitable candidate for filling up the vacancy.

(iva) For the purpose of choosing the most suitable candidate, the State Government may, by an order, constitute District Level Fair Price Shop Selection Committee and shall also devise a marking system covering the size of godown, accessibility of the shop from main road, area of location of shop, etc. in the manner specified in the said order.]

³[(iva) Notwithstanding anything contained in this clause, the State Government may, for the reasons to be recorded in writing, cancel the vacancy at any time before the approval is granted.]

(v) After obtaining Government approval, the Sub-divisional Controller, Food and Supplies shall issue an offer letter in Form D to the approved candidate/ organization with the direction for furnishing recent passport size photograph(s), security deposit and licensing fee as per clause 21(i) and Schedule A.

¹ item (h) and (i) ins. By cl. (1) of the Notification No. 2724-FS/Sectt/Food/4P-09/2012 (Pt. II) dated 28th June, 2022 (w.e.f. 04.07.2022)

² Sub-clauses (iv) and (iva) subs. by cl. (1)(c) of the Notification No. 2596-FS/Sectt/Food/4P-09/ 2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021). Note: Earlier, another clause (iva) has already been inserted in 2020—see Footnote No. 2 below:

³ Sub-clause (iva) ins. by cl. (3) (c) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II) dated 14th December, 2020 (w.e.f. 16.12.2020).

¹[Provided that in case of engagement of a dealer on compassionate ground, the security deposit, which has already been deposited against such license, shall be adjusted and the prospective licensee shall only be liable to pay the difference of sum of stipulated security deposit for the time being in force *minus* the amount of security deposit, which has already been deposited against such license.]

²[(vi) **Engagement on compassionate grounds:** (a) In case of death or in case of incapacitation on medical ground subject to satisfaction of the authority, of any existing dealer, prayer of any of the family members of the deceased/incapacitated dealer having no regular means of income, may be considered on compassionate ground if such prayer along with formal application in Form C2 alongwith Annexure-I with requisite fee as prescribed in Schedule A, corroborative documents as per checklist and "No Objection" from other family member in the form of an Affidavit to be sworn before a Magistrate in Annexure-II is submitted:

Provided that in case of death of a licensee such prayer is submitted within 90 days from the date of death of the licensee:

Provided further that the licensing authority may, on just and sufficient grounds shown by the applicant and for the reasons to be recorded in writing, accept such application upto 120 days from the date of death of the licensee:

Provided further that "No Objection" is not required if the applicant be the spouse of the deceased licensee or if the licensee, because of his/her being Incapacitated / infirm opts the name of the applicant.

(b) The Sub-divisional Controller, Food & Supplies shall arrange for an enquiry to verify the eligibility of the applicant and submit the report in Form L1 with his opinion and recommendation in Form M1 to the District Controller, Food and Supplies within fifteen days. While forwarding a case on medical ground the Sub-divisional Controller should satisfy himself on examination of the medical prescription and certificate issued by a Registered Government Medical Practitioner that the ex-licensee is not in a position to run dealership business considering his health ground. The District Controller, Food & Supplies, shall forward the same with his comments and recommendation to the Director, DDP&S for necessary approval within seven days from the date of receipt of report from the Sub-divisional Controller and the Director may grant such approval within seven days.

¹ Proviso added by the Notification No. 573-FS/Sectt/Food/4P-09/2012 dated 10th February,2023 (w.e.f. 10.02.2023).

² Sub-clause (vi) subs. by cl. (1)(d) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f. 9.8.2021), which was earlier amended by cl. (3)(d) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

(c) The Sub-divisional Controller, Food & Supplies after having the approval of the Director, DDP&S, shall issue offer letter in Form D1 to the approved candidate, directing him to furnish recent passport size photograph(s). Security Deposit and Licensing Fee as per clause 21 (i) and Schedule A.]

¹[(vii) Whenever—

(a) an individual licensee opt to convert its business into partnership firm for the reason of his physical incapacitation, or

(b) a licensee of a partnership firm opt to induct a new partner or substitute the name of an existing partner,

the licensing authorities may, ²[on an application in Form C3 along with Annexure-1, requisite fee as prescribed in Schedule A and corroborative documents as per Checklist made by the licensee in this behalf, allow him to do so on examination of the enquiry report in Form L2 and comments of the SCF&S in Form M2, with the approval of the Director,] if and only if any of the family member of licensee having no regular means of income is inducted or substituted as partner and not otherwise:

Provided that in case of death of one of the partners of a partnership firm comprising of only two partners having the dealer's license, the surviving partner shall reconstitute the partnership firm by inducting only the family member of the deceased partner having no regular means of income and not otherwise :

Provided further that—

(A) in case of death of a partner of partnership firm having the dealer's license, the licensing authorities may, on an application made by the surviving partner, allows him to continue the business for a period of ninety days or till the new license is granted, whichever is earlier;

(B) in case of death of a partner of partnership firm having the dealer's license and if no eligible family members found to become the partner or partners, as the case may be, of the said partnership firm, the surviving partner, may apply for the conversion, before the licensing authority, and upon satisfaction of the licensing

¹ Sub-clause (vii) subs. by cl. (3)(e) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II). dated 14th December, 2020 (w.e.f. 16.12.2020).

² Subs. by cl. (1)(e)(A) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f. 9.8.2021) for the words "on an application made by the licensee in his behalf, allow him to do".

authority, the said surviving partner will be allowed to continue the business, as a sole licensee, subject to the approval given by the ¹[Director, DDP&S] in this behalf:

Provided also that in case of death of an individual licensee, the eligible family member or members, as the case may be, may apply before the licensing authority, for running its business, either as an individual licensee or as the registered partnership firm, subject to the approval given by the ¹[Director, DDP&S] in this behalf.]

²[(viii) Notwithstanding anything contained in this clause, the State Government may conduct the aforementioned workflow of selection process through online partially or fully, as the case may be.]

³**[20A. Issue of temporary license of a fair price shop on happening of certain contingencies.** – Notwithstanding anything contained in any provision of this Order, in case a dealer has resigned or his license has been suspended, or cancelled or terminated and the concerned Licensing Authority finds that no nearest fair price shop is available for tagging of the ration cards, he may either request the District Magistrate to identify and select a Sangha/ Maha Sangha of Self-Help Group or a Self-Help Group or a registered Co-operative Society of the district or request the Director to identify and select a company or corporation of the State Government, for issuance of a temporary license of a Fair Price Shop by the licensing authority for supply and distribution of food grains to the concerned ration card holders, so that the ration card holders of such a shop can get uninterrupted supply of food grains and other commodities and their food security is ensured:

Provided that such temporary engagement of Sangha/ Maha Sangha of Self-Help Group or a Self-Help Group or a registered Co-operative Society or a company or corporation of the State Government, as the case may be, for supply and distribution of food grains shall not create any right whatsoever in his favour and such tagging or engagement shall automatically deemed to be expired after a period of six months or until reinstatement of the suspended dealer or a new Dealer is engaged against such fair price shop, whichever is earlier:

Provided further that if a new dealer is not engaged within a period of six months, the licensing authority may extend the validity of tagging with the Sangha/ Maha Sangha of Self-Help Group or a Self-Help Group or a registered Co-operative Society of the district or a company or corporation of the State Government for a further period not exceeding three months.]

¹ Subs. by cl. (1) (e)(B) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021) for the words "State Government".

² Sub-clause (viii) ins. by cl. (1)(f), *ibid* (w.e.f.9.8.2021).

³ Ins. by Notification No. 885-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 10th March, 2022 (w.e.f. 10.03.2022).

21. Issue of License to a dealer, renewal of License etc.— ¹(i) The Sub-divisional Controller, Food & Supplies shall grant a license to the West Bengal Essential Commodities Supply Corporation Limited on the recommendation of the State Government or, as the case may be, grant provisional licence to the approved candidate/ organization who has complied with the terms and conditions as laid down in the offer letter with validity for a maximum period of one year. The licence shall be issued in Form-‘E’ authorizing such dealer or the said Corporation to carry on trade in public distribution commodities under Public Distribution System and shall be subject to such conditions as are specified therein and such other conditions as the Director or Licensing Authority may prescribe from time to time in the interest of Public Distribution System.]

²[(ii) Every licence issued under sub-clause (i) of this Order shall be valid upto 31st December of the year in which it has been issued. Thereafter such licence shall be ³[renewed for successive period of three years] at a time subject to satisfactory performance and confirmation of the dealer. The licensee shall submit the application for renewal of licence in Form F within the period of validity to the licensing authority together with the renewal fee as mentioned in Schedule A.

(iii) If the licensee fails to submit the application for renewal within the period of validity, he may submit application for renewal of licence within 30 days from the date of expiry of validity of licence on payment of such fine as specified in Schedule A:

Provided that the licensing authority may allow a licensee to submit renewal Form beyond 30 days from the date of expiry, as mentioned above and upto a period of next 60 days, on realization of the fine specified in Schedule A, if it thinks that non-submission of renewal Form was beyond the control of the licensee.

(iiia) The licensing authority shall, on receipt of the application of renewal under sub-clause (ii) or sub-clause (iii), as the case may be, renew the licence.

(iiib) If the licensee fails to submit the renewal Form as per sub-clause (ii) or sub-clause (iii), as the case may be, the licensing authority may terminate his license from the 1st day of April of the year, in which such renewal was due, and also take administrative and

¹ Subs. by cl. (3) of Notification No. 1505-FS/Sectt/Food/4P-09/2012, dated 11th April, 2021 (w.e.f. 11.04.2022).

² Sub-clauses *(ii)*, *(iii)*, *(iiia)* and *(iiib)* subs, by cl.(1)(a) of the Notification No. 3169-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 24th December, 2020 (w.e.f. 29.12.2020) for existing sub-clauses *(ii)* and *(iii)*.

³ subs. by cl. 1 of the Notification No. 431-FS/Sectt/Food/ 4P-09/2012 (Pt. II), dated 2nd February, 2021 (w.e.f. 02.02.2021)

legal action against the licensee, so terminated, for smooth running of the Public Distribution System in the interest of public.]

(iv) Apart from the said licence fees, every dealer shall be liable to pay security deposit of an amount as mentioned in Schedule A through Treasury Challan in T.R. Form No. 7 under the Head of Account as prescribed by the Government.

(v) In the event of loss/defacement/damage of the licence granted under this Order, the dealer may apply for a duplicate licence on deposit of a fee as mentioned in Schedule-A hereinafter and the Sub-divisional Controller, Food and Supplies shall arrange for issue of a fresh licence in place thereof after proper enquiry. Thereupon the lost/defaced/damaged licence shall be deemed to be cancelled.

(vi) The Government shall not be liable for payment of any interest for the security deposit.

(vii) All kinds of fees shall be deposited through Treasury Challan in TR Form No. 7 under the Head of Account as prescribed by the Government.

22. Power of the licensing authority to refuse, grant, re-issue or renewal of licence.—The licensing authority may after giving licensee an opportunity of stating his / her case in writing, and after giving him / her an opportunity of being heard and for reasons to be recorded in writing refuse to grant or re-issue or renew a licence.

23. Power to enter and inspect premises and to require information, accounts, etc.— With a view to securing the equitable distribution of food grains and other public distribution commodities and for the purpose of securing compliance with the provisions of this Order or any regulation made thereunder or any direction issued under such order, any official not below the rank of a Sub-Inspector of the Food and Supplies having jurisdiction in the area or a vigilance squad having been duly constituted or any police officer not below the rank of Sub-Inspector of Police with prior intimation to the licensing authority and accompanied by an officer not below the rank of Sub-Inspector of F&S Department may—

(a) enter any premises used or believed to be used for the sale, distribution or storage for sale or distribution of public distribution commodities and inspect any such premises and public distribution commodities therein or thereon;

(b) require any person to make any statement or furnish any information or to produce any document or article in his / her possession or under his/her control relating to the purchase, sale, distribution or storage of any public distribution commodity and every person so required shall comply with the requirement;

- (c) require any person to render any account or to produce books of accounts or documents believed to be in his/her possession relating to purchase and sale of public distribution commodities;
- (d) take or cause to be taken extracts from the copies of any documents relating to the purchase, sale, distribution or storage of public distribution commodities which is produced under sub-clause (b) or sub-clause (c) above or otherwise found in any such premises;
- (e) test or cause to be tested the correctness of any weight or measure used or believed to be used in any transaction relating to the sale or distribution of public distribution commodities;
- (f) take or cause to be taken the weight of all or any of the public distribution commodities found in any such premises, prepare weighment chart and chart of physical verification of stock;
- (g) inspect and seize any stock of public distribution commodities (including atta/wheat flour) or any document relating to the purchase, sale, distribution or storage of public distribution commodities in respect of which the concerned official has reason to suspect that a contravention of these orders or of any directions issued under such order has been, is being, or is about to be committed.

24. Power to take action against a licensee for committing irregularities.— (i) If a licensee or his/her agent or any other person acting on his/ her behalf contravenes any of the provisions of this Order or any of the regulations made thereunder or any of the conditions of his/her licence, or any discrepancy of stocks or in the weighment device is detected, the Sub-divisional Controller, Food and Supplies, shall issue a notice to the concerned Dealer asking for explanation in writing for such contravention & discrepancy and may also place the dealership under suspension till the disposal of the proceedings by the Sub- divisional Controller, Food and Supplies. In case of suspension, the concerned ration card holders shall be tagged temporarily with the neighbouring Dealer for uninterrupted supply of public distribution commodities.

(ii) The licensing authority after giving the licensee an opportunity of being heard and after recording the reasons thereof, may terminate the licence or may reduce the volume of business through reduction of tagged ration cards and/or impose fine according to the gravity of the offence as annexed in Schedule A.

In case of imposition of fine the licensee shall have to deposit the fine with the Sub-divisional Controller, Food and Supplies through Treasury Challan in TR Form No. 7 under the Head of Account as prescribed by the Government.

Entire proceedings shall be completed within 60 days from the date of issue of the show-cause notice.

25. Appeal. – Any dealer or FPS licensee aggrieved by an order of the Sub-divisional Controller, Food and Supplies, denying the issue or renewal of the licence to the fair price shop owner, or cancellation of the licence may prefer an appeal to the District Controller, Food and Supplies concerned within 30 days from the date of receipt of the order of Sub-divisional Controller, Food and Supplies concerned and on receipt of such appeal District Controller, Food and Supplies concerned shall dispose of the appeal within 60 days from the date of receipt of the appeal petition after giving opportunity of hearing to the appellant. If the FP shop owner is aggrieved or dissatisfied with the order of District Controller, Food and Supplies concerned he may appeal against the order of the District Controller, Food and Supplies concerned to the Director, DDP&S, within thirty days of the date of receipt of the order and the Director shall as far as practicable dispose of the appeal within a period of sixty days from the date of receipt of the appeal after giving the person a reasonable opportunity of being heard.

26. Engagement of Distributor.— (i) In the event of –

- (a) resignation of any Distributor; or
- (b) death or incapacitation of the existing Distributor on medical ground, unless any of his / her family members is found suitable for engagement on Compassionate ground as per sub-clause (vi); or
- (c) dissolution of firm formed by a group of people; or
- (d) cancellation of licence issued to a Distributor for any reason whatsoever; or (e)
- (e) in the case of private limited company the transfer of majority shareholding of that company in favour of the third party i.e. other than promoters / Directors of that company;

the resultant vacancy has to be notified by the District Controller, Food and Supplies with prior approval of the department.

¹[(ii) If it appears necessary for the District Administration to declare a new vacancy of Distributor for better functioning of Public Distribution System in a particular area, the concerned

¹ Sub-clauses (ii), (iia), and (iii) subs. by cl. (1) of the Notification No. 1521-FS/Sectt/Food/4P-09/2012, dated 12th April, 2022 (w.e.f. 12.04.2022) for existing sub-clauses (ii), (iia) and (iii), which was

District Controller, Food and Supplies, shall submit the proposal of such vacancy to the Director with the opinion of the concerned District Magistrate. The Director shall examine the proposal, and send it to the State Government with his specific views for consideration. On receipt of the proposal of the vacancy, if the state Government is satisfied, it may approve the vacancy and communicate its decision to the Director.

¹[(*ia*) After obtaining the approval of the State Government, the Director shall declare such vacancy through notice and invite the applications to fill the vacancy in such form, within such period, in such manner and on payment of such fees, as may be specified in the vacancy notice. The vacancy notice shall be displayed in the office of the Director and concerned District Controller(F&S) and shall also be published on the official website of the Department. The Director shall simultaneously publish an indicative advertisement of the said vacancy for information to the General Public in atleast one Bengali newspaper and one English newspaper having State- wise circulation.]

²[(*ib*) Following person shall not be eligible to apply for a licence of a distributor, namely—

- (a) a person holding a license of distributor or wholesaler in his name or a person whose relative already has a distributor or wholesaler license;
- (b) an owner of flour mill or rice mill empanelled by the State Government and his family;
- (c) a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity;
- (d) a minor or person of unsound mind or an insolvent;
- (e) a person convicted by the court under the Act or in any other criminal proceedings connected with essential commodities;

earlier subs. by cl. (1) of the Notification No. 3537-FS/Sectt/Food/4P-09/ 2012, dated 18th December, 2018 (w.e.f. 18.12.2018) for existing sub-clauses (ii), (iii) and (iv).

¹ Sub-clauses (*ia*),and (*ii*) subs. by cl. (1) of the Notification No. 1521-FS/Sectt/Food/4P-09/ 2012, dated 12th April, 2022 (w.e.f. 12.04.2022) for existing sub-clauses (ii), (*ia*) and (*ii*), which was earlier subs. by cl. (1) of the Notification No. 3537-FS/Sectt/Food/4P-09/ 2012, dated 18th December, 2018 (w.e.f. 18.12.2018) for existing sub-clauses (ii), (iii) and (iv).

² Subs, by cl. (4)(*b*) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 14th December, 2020 (w.e.f. 16.12.2020).

(f) a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of local self-Government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government;

(g) a limited liability partnership,

(h) a corporation or company:

¹[(i) a distributor, who has been terminated for contravention of the provisions of the Act or the Control Order;

(j) a distributor, who has resigned or voluntarily surrendered his license.]

Provided that nothing in this clause shall affect the continuance of existing license of distributor.]

²[(iii) Intending applicants must submit an application in the Prescribed Form within the stipulated date along with such documents as may be specified in the vacancy notice. On receipt of the application, the Director shall process the case and cause an enquiry by a team of Officers comprising of an officer not below the rank of Deputy Director, an officer not below the rank of Assistant Director, the concerned District Controller (F&S) and the concerned Sub Divisional Controller(F&S), to determine the suitability of candidature of the applicant and other infrastructure necessary for engagement of Distributor.]

(iiia) On receipt of the enquiry report under sub-clause (iii), the office of the Director shall place the matter before a Directorate Level Selection Committee headed by the Director and such other officers as may be nominated by the State Government for the purpose .

(iiib) The Directorate Level Selection Committee shall convene a meeting for selection of suitable candidate as a Distributor and communicate its recommendation to the State Government.]

³(iv) Notwithstanding anything contained in sub-clause (iii), if the State Government deems it necessary in the exigency of public interest to expedite the process of engagement of

¹ Ins. by clause (2) of notification No. 2724-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 28th June, 2022 (w.e.f. 04.07.2022).

² Sub-clauses (iii) subs. by cl. (1) of the Notification No. 1521-FS/Sectt/Food/4P-09/ 2012, ibid (w.e.f. 12.04.2022).

³ Sub-clause (iv) ins. vide Notification No. 3537-FS/Sectt/Food/4P-09/2012 dated 18.12.2018.

Distributor, it may, by an order, take up under its control the engagement of the Distributor at any stage of processing of application and if necessary cause the enquiry referred to in sub-clause (iii) by the enquiry committee comprising of an officer or group of officers of the Food & Supplies Department duly authorized in this behalf and the concerned Sub-divisional Controller, Food & Supplies and on receipt of the report under sub-clause (iii) or this sub-clause, as the case may be, grant approval for engagement of the most suitable candidate for filling up the vacancy.]

¹[(*iva*) Notwithstanding anything contained in this clause, the State Government may, for the reasons to be recorded in writing, cancel the vacancy any time before the approval is granted.]

(v) After obtaining Government approval District Controller, Food and Supplies shall issue an offer letter in Form H to the approved candidate / organization with the direction for furnishing recent passport size photograph(s), security deposit and licensing fee as per clause 27 (i) and Schedule B.

(vi) **Engagement on compassionate grounds.** – In case of vacancy arising out of death or incapacitation on medical ground of any existing distributor, such vacancy shall not initially be notified. Prayer of any of the family members of the deceased/incapacitated distributor ²[having no regular means of income], will be considered with preference on compassionate ground provided such prayer along with formal application in Form G along with the Annexures I & II and requisite fee is ³[submitted within 90 days from the date of death of licensee. However, the licensing authority may, on just and sufficient grounds shown by the applicant and for the reasons to be recorded in writing, accept such application upto 120 days.] However, the applicant should be capable of running the Distributorship smoothly.

While applying, the applicant shall have to furnish ⁴[No Objection” from other eligible family members] in the form of an Affidavit executed before a 1st Class Magistrate except in the

¹ Sub-clause (iva) ins. by cl. (4)(c) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

² Subs. by cl. (2) of the Notification No. 3537-FS/Sectt/Food/4P-09/2012, dated 18th December, 2018 (w.e.f. 18.12.2018) for the words "having no regular means of subsistence".

³ Subs. by cl. (4)(d) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 14th December, 2020 (w.e.f. 16.12.2020) for the words and number "submitted within 60 days from the occurrence of such vacancy.

⁴ Subs. by cl. (2) of the Notification No. 1908-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 11th May, 2022 (w.e.f. 11.05.2022).

following cases: (a) if the applicant be the spouse of the deceased licensee, (b) if the ex-licensee, because of his/her being incapacitated/infirm has opted for the applicant.

The District Controller, Food and Supplies shall arrange for an enquiry to verify the eligibility of the applicant and submit the report with his opinion to the Director, DDP&S. While forwarding a case on medical ground, the District Controller should satisfy himself/ herself on examination of the medical prescription and certificate issued by a Registered Government Medical Practitioner that the ex-licensee is not in a position to run distributorship business considering his/her health ground. The Director, DDP&S, shall send the same with his comments to the Department for necessary approval. The District Controller, Food and Supplies after having Government approval, shall issue an offer letter to the approved candidate, directing him/her to furnish recent passport size photograph(s), security deposit and licensing fee as per clause 27(i) and Schedule B.

¹[(vii) Whenever—

- (a) an individual licensee opt to convert its business into partnership firm for the reason of his physical incapacitation, or
- (b) a licensee of a partnership firm opt to induct a new partner or substitute the name of an existing partner,

the licensing authorities may, on an application made by the licensee in this behalf, allow him to do so with the approval of the State Government, if and only if, any of the "family member" of licensee having no regular means of income is inducted or substituted as partner and not otherwise:

Provided that in case of death of one of the partner of a partnership firm having the distributor's license, the surviving partner shall reconstitute the partnership firm by inducting only the "family member" of the deceased partner having no regular means of income and not otherwise :

Provided further that—

- (A) in case of death of a partner of partnership firm having the distributor's license, the licensing authorities may, on an application made by the surviving partner, allows him to continue the business for a period of ninety days or till the new license is granted, whichever is earlier,

¹ Sub-clause (vii) subs. by cl. (4)(e) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt.II), dated 14th December, 2020 (w.e.f. 16.12.2020).

(B) in case of death of a partner of partnership firm having the distributor's license and if no eligible family members found to become the partner or partners, as the case may be, of the said partnership firm, the surviving partner, may apply for the conversion, before the licensing authority, and upon satisfaction of the licensing authority, the said surviving partner will be allowed to continue the business, as a sole licensee, subject to the approval given by the State Government in this behalf:

Provided also that in case of death of an individual licensee, the eligible family member or members, as the case may be, may apply before the licensing authority, for running its business, either as an individual licensee or as the registered partnership firm, subject to the approval given by the State Government in this behalf.]

27. Issue of Licence to a Distributor, Renewal of licence etc— (i) The District Controller, Food and Supplies shall grant a licence to the approved candidate/organization in Form I on compliance of what has been laid down in the offer letter provisionally for a maximum period of one year from the date of issue, authorizing such Distributor to carry on trade as per provisions of the order.

¹[(ii) Every licence issued under sub-clause (i) of this Order shall be valid upto 31st December of the year in which it has been issued. Thereafter such licence shall be ²[renewed for successive period of three years] at a time subject to satisfactory performance and ³[confirmation of the distributor]. The licensee shall submit the application for renewal of licence in Form J within the period of validity to the licensing authority together with the renewal fee as mentioned in Schedule B.

(iii) If the licensee fails to submit the application for renewal within the period of validity, he may submit the application for renewal of licence within 30 days from the date of expiry of validity of licence on payment of such fine as specified in Schedule A:

¹ Sub-clauses (ii), (iii), (iiia) and (iiib) subs. by cl. (2)(b) of the Notificaiton No. 3169-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 24th December, 2020 (w.e.f. 29.12.2020) for existing sub-clauses (ii) and (iii).

² Subs. by cl. (2) of the Notification No. 431-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 2nd February, 2021 (w.e.f. 2.2.2021).

³ Subs. by cl. (2) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August,2021 (w.e.f.9.8.2021).

Provided that the licensing authority may allow a licensee to submit renewal Form beyond 30 days from the date of expiry, as mentioned above and upto a period of next 60 days, on realization of the fine specified in Schedule A, if it thinks that non-submission of renewal Form was beyond the control of the licensee.

(iia) The licensing authority shall, on receipt of the application of renewal under sub-clause (ii) or sub-clause (iii), as the case may be, renew the licence.

(iib) If the licensee fails to submit the renewal Form as per sub-clause (ii) or sub-clause (iii), as the case may be, the licensing authority may terminate his license from the 1st day of April of the year, in which such renewal was due, and also take administrative and legal action against the licensee, so terminated, for smooth running of the public distribution system in the interest of public.]

(iv) Apart from the said licence fees, every Distributor shall be liable to pay Security deposit as well for such amount as mentioned in Schedule B through Treasury Challan in T.R. Form No. 7 under the Head of Account as prescribed by the Government.

(v) In the event of loss/defacement/damage of the licence granted under this Order, the Distributor may apply for a duplicate licence on deposit of a fee as mentioned in Schedule-B hereinafter and the District Controller, Food and Supplies shall arrange for issue of a fresh licence in place thereof after proper enquiry.

Thereupon the lost/defaced/damaged licence shall be deemed to be cancelled.

(vi) All kinds of fees shall be deposited through Treasury Challan in TR Form No. 7 under the Head of Account, as prescribed by the Government.

(vii) Government shall not be liable for payment of any interest for the security deposit.

28. Power of the licensing authority to refuse, grant, re-issue or renewal of licence.— The licensing authority may, after giving the Licensee an opportunity of stating his/her case in writing, and after giving him/her a opportunity of being heard and for reasons to be recorded in writing refuse to grant or re-issue or renew a licence.

29. Duties and responsibilities of a Distributor.— (1) **Boards to be maintained by the distributor:**

(a) *Sign Board:* The distributor shall display a glow sign board of suitable size as prescribed by Government at a conspicuous place in front of his/her place of business/godown. It shall contain certain inscriptions as prescribed by the State Government.

(b) *Board indicating stock position:* The distributor shall maintain a Board in each of the approved godowns indicating the daily stock positions of different commodities in the following form:

(i) Dated.....

(ii) Name of commodities.....

(iii) Quantity..... Bags Qtl. Kg. & Gram.

(c) The distributor shall maintain a rate-board indicating the following particulars :

(i) Date

(ii) Name of the commodities

(iii) Distributor's sale price per quintal.

(2) **Submission of indents and obtain delivery order:** Every distributor shall submit an indent to the concerned Sub-divisional Controller, Food & Supplies indicating his requirement and closing stock in Form B and the said Sub-divisional Controller, Food & Supplies shall make allotment of public distribution commodities for taking delivery from the authorized agencies engaged in distribution of essential commodities under the Public Distribution System, after obtaining delivery order from concerned District Controller, Food & Supplies on depositing necessary banking instruments of required amount.

(3) **Maintenance of stock for supply to the dealers:** Every distributor shall maintain adequate stock of all varieties of public distribution commodities for supply to the dealers in accordance with the indents passed by the Inspector, Food & Supplies. He/ She shall be responsible for timely replenishment of stock against indents passed by the SCF&S and delivery orders issued by the concerned District Controller, Food & Supplies. In case of delay or shortfall in lifting of stocks for reasons beyond his/her control, a distributor shall report to the concerned District Controller, Food & Supplies for replenishment of stock by way of inter-godown transfer or by any other means as may be decided by the District Controller, Food & Supplies in this behalf.

Every distributor shall ensure quality of public distribution commodity during the time of taking delivery from the authorized agencies. Every distributor shall keep the stock of each commodity separately and neatly arrange for easy identification. There should be alleys in between the stocks of different commodities. He/She shall attach small Stack Boards to each stock to indicate the quantity both in bags and in weight, pertaining to the stock. Every

distributor shall issue all stocks in order of priority of receipts i.e. "first in, first out" basis to prevent deterioration of stock on account of idle storage.

(4) Regulation for storage and sale:

(a) A distributor shall not store or sell any commodity other than the public distribution commodities provided that a distributor may be permitted to stock and/or sell other articles to dealers only at such prices and in such quantities and in such manner as may be directed by the Central/State Government under different schemes including welfare schemes to be operated separately not forming a part of this Order.

(b) A distributor shall not store any public distribution commodity in any place other than the godown(s) as endorsed in the license without prior written permission of the licensing authority. Notwithstanding this provision, if a distributor is compelled to store public distribution commodities in any other godown due to any natural calamity, he/ she shall report the matter to the licensing authority within the next working day. For permanent shifting of any godown, written permission of the Director of DDP&S is required.

(5) Physical verification of stock : A distributor shall render all facilities for physical verification of stocks of public distribution commodities on demand by the inspecting officers in this behalf. Under all circumstances, he/she shall have to arrange sufficient number of labourers for weighment of the stocks with the help of a big scale with suitable weight stones of appropriate denominations, so that even minimum delay is avoided. The big scale shall be kept in his/her godown.

(6) Calibration and maintenance of weighing devices: Every distributor shall get his/her weighing devices duly calibrated by the competent authority of the Government of West Bengal and shall keep the calibration certificate in his/her place of business for production on demand before the inspecting officers.

Every Distributor shall maintain at least one scale for each godown with pointer with two sets of standard weights of all available denominations for weighment of commodities to the dealers.

(7) Issue of Cash Memos: Every distributor shall issue Cash Memos in duplicate for every transaction of public distribution commodities with the following particulars :

(a) Dealer's address,

(b) commodity.

(c) quantity,

(d) rate i.e. prices charged,

(e) total amount realised.

The original Cash Memo shall be issued to the dealer receiving delivery and the duplicate copy to be retained by the distributor. The Cash Memo shall also bear the signature of the person taking delivery of stock, name and number of the distributor, printed serial number and the seal of the distributor in both original and duplicate.

(8) Maintenance and preservation of different registers: Every distributor shall maintain proper books of accounts including Daily Stock Register, Daily Sales Register, Indent Register, Register of Blank Cash Memo Books, Inspection Book of 200 pages serially numbered and such other registers as the Director may prescribe. All such registers are to be duly certified by an official of F&S Deptt. not below the rank of Sub-Inspector and shall be maintained at the place of business as permanent records for a period of two years at least from the date of closure of the registers so that that are readily available for inspection on demand. Duplicate copies of cash memo shall also be preserved for the same period in a chronological manner.

The distributor shall maintain Daily Sales Register preferably as and when sale proceeds but under no circumstances shall be allowed to fall arrear even for a day.

(9) Safe storage of stock: Every distributor shall ensure safe storage of public distribution commodities in proper and hygienic manner and shall take quality maintenance measures including rodent control ones to ensure safe and proper storage of stocks.

(10) Withholding of stock from sale: The distributor shall not sell any stock of bad and doubtful quality to the dealers.

(11) Obedience to instructions of the Director: Every distributor shall abide by the instruction as may be issued from time to time by the director or by any other officer authorised by him/her in this behalf, including the licensing authority.

(12) Lodging of FIR: If a crowd is assembled in front of place of business or godowns where inspection is in progress, the distributor shall lodge an FIR with local Police Station, stating his/her apprehension of breach of peace.

30. Power to enter and inspect premises and to require information, accounts, etc.— With a view to securing the equitable distribution of food grains and other public distribution commodities and for the purpose of securing compliance with the provisions of this Order or any regulation made thereunder or any direction issued under such Order, any official not below the rank of a Sub-Inspector of the Food and Supplies Department having

jurisdiction in the area or a vigilance squad having been duly constituted or any police officer not below the rank of Sub-Inspector of Police with prior intimation to the licensing authority and accompanied by an officer not below the rank of Sub-Inspector of F&S Department may—

- (a) enter any premises used or believed to be used for the sale, distribution or storage for sale or distribution of public distribution commodities and inspect any such premises and public distribution commodities therein or thereon;
- (b) require any person to make any statement or furnish any information or to produce any document or article in his / her possession or under his/her control relating to the purchase, sale, distribution or storage of any public distribution commodity and every person so required shall comply with the requirement;
- (c) require any person to render any account or to produce books of accounts or documents believed to be in his/her possession relating to purchase and sale of public distribution commodities;
- (d) take or cause to be taken extracts from the copies of any document relating to the purchase, sale, distribution or storage of public distribution commodities which is produced under sub-clause (b) or sub-clause (c) above or otherwise found in any such premises;
- (e) test or cause to be tested the correctness of any weight or measure used or believed to be used in any transaction relating to the sale or distribution of public distribution commodities;
- (f) take or cause to be taken the weight of all or any of the public distribution commodities found in any such premises, prepare weighment chart and chart of physical verification of stock;
- (g) inspect and seize any stock of public distribution commodities (including atta/wheat flour) or any document relating to the purchase, sale, distribution or storage of public distribution commodities in respect of which the concerned official has reason to suspect that a contravention of these orders or of any directions issued under such Order has been, is being, or is about to be committed.

31. Procedure for dealing with the irregularity of distributorship.— (a) Every Distributor shall abide by the instructions as may be issued from time to time by an authority not below the rank of Sub-Inspector working in the Department of Food & Supplies. He shall

also abide by the terms and conditions of the offer letter and licence as may be issued to him as well as the provisions of this Order.

(b) If a Distributor or his authorized agent or employee or any other person acting on his behalf contravenes any of the provisions of this Order or any of the regulations made thereunder or any of the conditions of his licence or any discrepancy is detected on examination of the documents and / or stock of public distribution commodities or weighing devices, the District Controller, Food and Supplies shall issue a notice to the distributor for showing cause in writing of such contravention or discrepancy.

The District Controller, F&S, may also place the licence under suspension till disposal of the proceeding if in the opinion of District Controller, F&S, immediate suspension is necessary in the interest of general public.

In case of suspension the concerned dealers may be tagged temporarily with the neighbouring distributor for uninterrupted supply of public distribution commodities.

(c) On receiving the reply from the distributor, the District Controller, F&S, after giving the licensee an opportunity of being heard and after recording the reasons thereof, may terminate the licence or may reduce the volume of business through reduction of tagged dealers and/or impose a fine according to the gravity of the offence as annexed in Schedule B hereinafter with the approval of the District Magistrate.

In case of imposition of fine, the licensee shall have to deposit the fine amount with the District Controller, F&S, through Treasury Challan in TR Form No. 7 under the Head of Account as prescribed by the Government.

The proceedings drawn against the distributor shall have to be completed by the concerned District Controller, F&S, within sixty days from the date of serving notice asking for show cause.

32. Appeal.— Any Distributor aggrieved by an order of the District Controller, Food and Supplies, denying the issue or renewal of the licence to the distributor, or cancellation of the licence or imposition of the fine may prefer an appeal to the Director, DDP&S within thirty days of the date of receipt of the order and the Director shall, as far as practicable, dispose of the appeal within a period of sixty days from the date of receipt of the appeal after giving the person a reasonable opportunity of being heard.

If the Distributor concerned is aggrieved or dissatisfied with the order of Director, DDP&S, he may prefer an appeal to the Secretary to the State Government within 30 days from the date of receipt of the order passed by the Director, DDP&S. The Secretary to the

Government West Bengal, Food and Supplies Department, upon receipt of the appeal will dispose of the same within 60 days after giving opportunity of hearing to the appellant.

33. Vigilance and Monitoring Committees.— The State Government may constitute Vigilance & Monitoring Committees at various levels. Such Committees will discharge their functions as have been assigned to them for monitoring of Public Distribution System in the concerned areas:

¹[Provided that districts/area where the provisions of the National Food Security Act, 2013 come into force, the District Grievance Redressal Officer as appointed by the State Government shall exercise his power conferred upon him under section 15(1) of the National Food Security Act, 2013 for redressal of grievance of an aggrieved person under the said Act:

Provided further that any person not satisfied with the order of District Grievance Redressal Officer may file an appeal against such order before the State Food Commission constituted by the State Government in terms of section 16(1) of the National Food Security Act, 2013.]

²[**33A. Power to issue direction and to impose penalty thereof.**— (1) Notwithstanding anything contained in any other provisions of this Order, the State Government may, for the purposes of ensuring better administration of Public Distribution System and to enhance quality of service to the beneficiaries, by an order in writing, issue directions to the dealer or distributor or authority concern—

(a) for implementations of the policy of the State Government issued from time to time;

(b) to ensure quality of food grains, service and delivery of appropriate quantum to the beneficiaries;

(c) for use of e-pose and other information technology based equipments and associative guidelines thereof;

(d) for calibration of weighing machines as per the norms of Legal Metrology;

(e) for display of information relating to consumer awareness;

¹ Provisos ins, by cl. 7 of the Notification No. 678-FS/Sectt/Food/4P-09/12, dated 2nd March, 2015 (w.e.f. 3.3.2015).

² Clause 33A ins. by cl. (5) of the Notification No. 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

(f) to stipulate time limit for submission of bills and other instruments etc. relating to Public Distribution System;

(g) for such other matter or matters as the State Government may deem fit and proper.

(2) Every licensee shall abide by the direction issued by the State Govern- under sub-clause (1).

(3) If a licensee or his agent or any other person acting on his behalf is found to violate the directions issued under sub-clasue (1), the licensing authority may, after giving the licensee an opportunity of being heard and for the reasons recorded to be in writing, suspend or terminate the license or reduce the volume of business or impose the fine as stipulated in Schedule A.]

34. Power to issue regulatory orders for all public distribution commodities.—

The State Government shall have the power to declare any essential commodity as public distribution commodity and issue separate orders regulating storage, sale and distribution etc. in respect of such public distribution commodities not covered by the provisions of this Order.

35. Power to amend, vary or introduce fresh provisions.— The State Government may, if it is considered necessary, vary, amend or introduce fresh provisions not inconsistent with the provisions of the Act, and shall notify it in the *Official Gazette*.

36. Power to introduce distribution of fortified atta in lieu of wheat.— The State Government may introduce distribution of atta/fortified atta in lieu of wheat, whether in whole or in part, in any or all districts or its parts covered under the provisions of this Order provided that the Government may prescribe procedure and guideline for engagement of flour mills for this purpose.

37. Power to regulate production of atta.— The Government may prescribe, by notification, the method of selection of a flour mill/atta chakki to convert wheat into atta/fortified atta for a specified period of time, conversion ratio not being less than 95%.

After issue of necessary notification in this regard, application for converting wheat into atta/fortified atta shall be invited in Form K along with affidavit as annexed to this Control Order.

38. Power to exempt.— The Government may, if it is considered necessary for avoiding any hardship or for any other just and sufficient reason, exempt any person or class of persons, the operation of all or any of the provisions of this Order, either generally or for any specified period, by notification in the *Official Gazette*.

PART IV

Miscellaneous

39. Computerization of P.D.S.— Notwithstanding anything contained in this Order Government has the authority to introduce computerization of PDS, digitization of beneficiaries database including supply chain management, FPS automation in terms of policy of the Government of India/State Government.

40. (a) Penalty for contravention of this Order: If any person/organization contravenes any provision of this Order he/the organisation shall be liable to punishment under section 7 of the Essential Commodities Act 1955 (10 of 1955).

(b) Procedure for disposal of seized Stocks: Any stock seized from the custody of an FP Shop Owner or Distributor for contravention of the provisions of this Order shall be disposed of as per order of the Collector as per section 6A of the Essential Commodities Act, 1955.

41. Protection of action taken under Order.— No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Order.

¹[42. Repeal and savings.— (1) The West Bengal Public Distribution System (Maintenance and Control) Order, 2003 and the West Bengal Public Distribution System (Special Provision for Tea Garden) Order, 2006 are hereby repealed.

(2) Notwithstanding such repeal,—

(a) it shall not affect any proceeding, investigation, penalty, for any offence by the licensee in respect of any of the provisions of the Orders so repealed as if the said Orders have not been repealed;

(b) anything done or any action taken or purported to have been done or taken including any inspection done or any order made or any notice issued under the Orders so repealed shall, in so far as it is not inconsistent with the provisions of this Order, be deemed to have been done or made or issued under the corresponding provisions of this Order.]

43. Order not to apply in certain cases.— Nothing in this Order shall apply to—

¹ Clause 42 subs. by cl. (3) of the Notification No. 3207-FS/Sectt/Food/4P-11/2015, dated 30th October, 2015 (w.e.f. 1.1.2016).

(a) ¹[Any other State Government or the Central Government];

(b) The Food Corporation of India;

(c) The West Bengal Essential Commodities Supply Corporation Limited,

in respect of sale and storage for sale of stock of food grains and / or public distribution commodities through Public Distribution System.

¹ Subs. by Notification No. 3395-FS/FS/Sectt/Food/4P-09/2012, dated 13th December, 2013 (w.e.f. 17.12.2013) for the words "Any State Government or the Central Government".

¹[GOVERNMENT OF WEST BENGAL

FORM 1

Omitted

GOVERNMENT OF WEST BENGAL

Form 2

Application for change and correction of Ration Cards]

¹ Form 1 & 2 omitted by cl. (5) of the Notification No. 3156-FS, dated 25th November, 2016 (w.e.f. 25.11.2016).

¹[Government of West Bengal

Form: III-U (Application form for Inclusion in NFSA/RKSY eligible Family List in urban area)

[see clause 4(1)(i)]

To
Sub Divisional Controller Food &Supplies....., / Rationing
Officer,.....
District -

Sir,

None of the member of my family has been included in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List.. I apply for inclusion of names.

Ward No. Corporation /Municipality

Enumeration Block Address - Mobile No. (of any family member)

If Ration Card is possessed/held at present, please mention present Ration Card no., Folio no., Name & No. of the Ration Shop** and Type of Ration Card (APL/BPL/AAY)**	AHL TIN**	Name of the Members of Family	Father's Name	Mother's Name

Gender	EPIC no. or Aadhaar no.	Relation with Head of the Family (in case of Head of the family, please mention as "Head")	Date of Birth / Age (as on 1 st January of current year)	Reason(s) for inclusion (please mention the appropriate sl no. of Deprivation. Index (s) as noted on the reverse side)

*Please write the name of the Ration Shop and Number in the first column. In case of other members of the family mention Ration Card no., Folio no., name of the Ration Shop** and no., type of Ration Card * * AHL TIN.

I do hereby also declare and affirm that –

¹ Forms III-U, III-R, IV-U, IV-R, V-U, V-R, VI-U, VI-R, VII-U and VII-R ins. By cl. (5) of the Notification No. 3156-FS, dated 25.11.2016 (w.e.f. 25.11.2016)

(1) The auto exclusionindices as referred on the reverse page is/are applicable in case of my family (write the Sl. No. of the Depreciation Index) / (2) None is applicable.

[Please strike out which is not inapplicable between (1) & (2)]

Signature of Applicant

ꣳ<-----ꣳ<-----Return this portion to the Applicantꣳ<-----ꣳ<---

The application form III-U (for inclusion in the NFSA/RKSY eligible Family List) has been received from Shri / Smt.....

Address....., Ward no.....

Signature of Authority(with Seal)

[see overleaf]

Sl. No.	Deprivation Criteria
1	The family lives in house with wall and roof made of grass/straw/bamboo/wood/mud
2	The family lives in house with roofs covered with Tali/GI/ Tin/Asbestos and having earthen wall or wall made of un-burnt brick or wood/stone
3	There is no source of drinking water near the house
4	The family does not have any electric connection
5	The family has no concrete latrine
6	Such family that does not have any male member within the age group between 16-59 years and head of the family is a female
7	The family belongs to SC category
8	The family belongs to ST category
9	Such family having no literate adult member
10	Such family that does not have any adult member having primary education
11	Such family having one of the members is handicapped/suffering from prolonged diseases
12	a)Peddler/Cobbler/Hawker b)Construction worker / Plumber / Mason / Labour /Dyer / Welder / Security Guard c)Maid Servant / Worker /Tailor d) Helper / Transport labour / Driver / Conductor / Helper of the Driver and Conductor / Garowan / Rickshaw Puller e) Washerman/Chowkider f) Coolie/Porter
13	Head of the family: Staff of a shop / Sahayak / Helper /Peon of a small concern / Ardali / Waiter / Electric mechanic / Mechanic/Repairing workmen
14	Head of the family works on daily wage or weekly wage
15	Such family that has no permanent job & source of income is mainly from Pension/interest and/or rent
16	Shelter less family
17	Such family living in a single room with Kachha wall and Kachha roof
18	One who lives on Destitution or mendicancy (begging) / Rag-picking / Sweeping / Scavenging /Gardening
19	Such family who does not have income
20	All adult members who work on irregular or daily wage basis
21	The Head of the family is minor
22	All members of a family within the age group between 18-60 years are either handicapped or have been suffering from prolonged diseases
23	All members of a family above 65 years or either handicapped or have been suffering from prolonged diseases
24	Not any of the above but the family is insolvent, want to have food-grains through Ration

The indices for Auto Exclusion – For Urban areas

- (1) Such family having house with 3 or more than 3 rooms made of concrete wall and roof.
- (2) Such family having one of the following consumer goods -
 - a) Four-wheeler Motorized Car
 - b) AC Machine
 - c) Computer or Laptop with internet facilities
- (3) Such family having any 3 of the following consumer goods –
 - a) Refrigerator
 - b) Landline Telephone

Government of West Bengal

Form: **III-R** (Application form for Inclusion in NFSA/RKSY eligible Family List in rural area)

[see clause 4(1)(i)]

To

The Inspector Food & Supplies

.....Block, District -

Sir,

None of the member of my family has been included in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List.. I apply for inclusion of names.

Block – Gram Panchayat–

Enumeration Block – Village Samsad -

Village- Mouza- Mobile No. (of any family member) –

If Ration Card is possessed/held at present, please mention present Ration Card no., Folio no., Name & No. of the Ration Shop** and Type of Ration Card (APL/BPL/AAY)**	AHL TIN**	Name of the Members of Family	Father's Name	Mother's Name

Gender	EPIC no. or Aadhaar no.	Relation with Head of the Family (in case of Head of the family, please mention as "Head")	Date of Birth / Age (as on 1 st January of current year)	Reason(s) for inclusion (please mention the appropriate sl no. of Deprivation. Index (s) as noted on the reverse side)

*Please write the name of the Ration Shop and Number in the first column. In case of other members of the family mention Ration Card no., Folio no., name of the Ration Shop** and no., type of Ration Card * * AHL TIN.

I do hereby also declare and affirm that –

- (1) The auto exclusionindices as referred on the reverse page is/are applicable in case of my family (write the Sl. No. of the Depreciation Index) /
- (2) None is applicable.

[Please strike out which is not inapplicable between (1) & (2)]

Signature of Applicant

✂-----✂-----Return this portion to the Applicant-✂-----✂

The application form III-U (for inclusion in the NFSA/RKSY eligible Family List) has been received from Shri / Smt.....

Address....., Ward no.....

Signature of Authority (with Seal)

[see overleaf]

Sl. No.	Deprivation Criteria
1	Households without shelter
2	Destitute / living on alms
3	Manual scavengers
4	Primitive Tribal Groups
5	Legally released bonded labourers
6	Households with only one room with kucha walls and kucha roof.
7	Households with no adult member between age 16 to 59.
8	Female headed households with no adult male member between age 16 to 59.
9	Households with any disabled member and no able bodied adult member.
10	SC/ST households.
11	Households with no literate adult above 25 years.
12	Landless households deriving the major part of their income from manual casual labour.
13	Not any of the above but the family is insolvent, want to have food-grains through Ration

The indices for Auto Exclusion – For Rural areas

- (1) Motorized Two / Three / Four Wheelers / Fishing boats (which require registration).
- (2) Mechanized Three / Four wheeler agricultural equipment such as tractors, harvesters etc.
- (3) Kisan Credit Card with the credit limit of Rs. 50,000 and above.
- (4) Households with any member as Government Employee : Gazetted / non-gazetted / Central / State Government / PSU government-aided autonomous bodies and local bodies.
- (5) Households with non-agricultural enterprise registered with the Government.
- (6) Any member in the family earning more than Rs. 10,000 per month.
- (7) Paying income tax or professional tax.
- (8) Households with three or more rooms with all rooms having pucca walls and pucca roof.
- (9) Owning refrigerator.
- (10) Owning landline phones.
- (11) Households owning 2.5 acres or more irrigated land with at least one irrigation equipment such as diesel / electric operated bore well / tubewell.
- (12) 5 acres or more land irrigated for two or more crop seasons.

Government of West Bengal

Form: IV-U (Application form for Inclusion of name(s) of one or more than one member of the already included family in NFSA/RKSY eligible Family List in urban area)

[see clause 4(1)(i)]

To

Sub Divisional Controller Food &Supplies....., / Rationing
Officer,.....

District -

Sir,

Some of the members of my family have been included in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. But the name(s) of member / members has / have not been included in the list. I apply for enlistment of his / her / their name(s) in the list.

Ward No.

Corporation /Municipality

Enumeration Block No.–

Address -

Mobile No. (of any family member) –

Mention the name / names of the members of the family for whom Ration card are being sought for	Father's Name	Mother's Name	Gender	EPIC no. or Aadhaar no.	Date of Birth / Age (as on 1 st January of current year)	Name of the Head of the family / member of the family who possesses the card of NFSA / RKSY

NFSA / RKSY Card no.	Type of Card (AAY / PHH / SPHH / RKSY-I / RKSY-II)	State the relation between head of the family or the other card holders and the persons for whom card is being sought for (i.e. relation with the persons as mentioned in column no.5 & column no.1)	State reason for non inclusion in the NFSA/RKSY list (in case of new born baby/ change of places due to marriage/non enlistment in the SECC list/ in case of other reasons, state in details) *

* In case of new born baby / change of place due to marriage or any other reason – birth registration no. or birth certificate or Card surrender and transfer certificate are mandatory.

Signature of Applicant

⌘-----⌘Return this portion to the Applicant⌘-----⌘

The application form IV-U for Inclusion of name(s) of one or more than one members of the already Included family in NFSA/RKSY Eligible beneficiaries' List) has been received from Shri / Smt....., Address....., Ward no.....

Signature of Authority (with Seal)

Government of West Bengal

Form: IV-R (Application form for Inclusion of name(s) of one or more than one member of the already included family in NFSA/RKSY eligible Family List in urban area)

[see clause 4(1)(i)]

To

The Inspector Food & Supplies

.....Block/District.....

Sir,

Some of the members of my family have been included in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. But the name(s) of member / members has / have not been included in the list. I apply for enlistment of his / her / their name(s) in the list.

Block -

Gram Panchayet –

Enumeration Block No.-

Village Samsad -

Village -

Mouza –

Mobile no. (of any family member) -

Mention the name / names of the members of the family for whom Ration card are being sought for	Father's Name	Mother's Name	Gender	EPIC no. or Aadhaar no.	Date of Birth / Age (as on 1 st January of current year)	Name of the Head of the family / member of the family who possesses the card of NFSA / RKSY

NFSA / RKSY Card no.	Type of Card (AAY / PHH / SPHH / RKSY-I / RKSY-II)	State the relation between head of the family or the other card holders and the persons for whom card is being sought for (i.e. relation with the persons as mentioned in column no.5 & column no.1)	State reason for non inclusion in the NFSA/RKSY list (in case of new born baby/ change of places due to marriage/non enlistment in the SECC list/ in case of other reasons, state in details) *

* In case of new born baby / change of place due to marriage or any other reason – birth registration no. or birth certificate or Card surrender and transfer certificate are mandatory.

Signature of Applicant

✂-----✂Return this portion to the Applicant✂-----✂

The application form IV-U for Inclusion of name(s) of one or more than one members of the already Included family in NFSA/RKSY Eligible beneficiaries' List) has been received from Shri / Smt....., Address....., Ward no.....

Signature of Authority (with Seal)

Government of West Bengal

Form: V-U (Application form for Correction of Name & Address for one or more than one members of the already included families under NFSA/RKSY in urban area)

[see clause 12]

To

Sub Divisional Controller Food &Supplies....., / Rationing Officer,.....

District -

Sir,

The names of the members, as noted here-in-under, have already feature in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. I /we apply for change of name / father's or husband's name / address in the Ration Card.

Ward No. -

Corporation /Municipality

Enumeration Block No. -

Address -

Mobile No. (of any family member) –

Name as recorded in the card at present	Card no.	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II etc.)	Name that requires to be recorded after correction	Father's or Husband's Name that requires to be recorded after correction	Address that requires to be recorded after correction

I /We submit the following documents (s) for correction of name / father's name / husband's name / address.

Birth Certificate/ Aadhaar Card/ Voter ID Card/ MGNREGA Card/Kishan Credit Card/Photocopy of the first page of Bank Pass Book/ Photocopy of the Driving Licence /Photocopy of Passport/ Ration card issued before January 2016 .

Signature of Applicant

✂-----✂-----Return this portion to the Applicant-----✂-----

The application form V-U for Correction of Name & Address for one or more than one member of the already included families under NFSA/RKSY has been received from Shri / Smt.....Address....., Ward no.

Signature of Authority (with Seal)

Government of West Bengal

Form: VI-U (Application form for Change of Ration Shop (FPS) in respect of families already Included in NFSA/RKSY eligible family List)

(Please fill PART-I or PART-II or PART-III whichever is applicable)

[see clause 12A]

To

Sub Divisional Controller Food &Supplies, / Rationing
Officer,.....

District -

Sir,

The names of the members, as noted here-in-under has appeared in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. I / We apply for change of the Fair Price Shop (FPS) as recorded in the Ration Card.

Ward No. Corporation / Municipality-

Enumeration Block No. Address - Mobile No. (of any family member) -

PART-I : FPS shifting for all members of family

Name of the beneficiary	Card no.	Type of Card (AAY/PHH/ SPHH/ RKSY-I/ RKSY-II)	Father's/Husband's name	Name of the Head of the family	Mention the name & no. of Ration Shop as recorded in the Ration Card	Mention the name and no. of the Dealer of the Ration Shop of your Choice / Preference	Reason for change of Ration Shop

OR

PART-II : Change of FPS due to shifting of a member from one family to another family due to marriage etc.

Name of the applicant	Ration Card no. of the applicant	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II)	Ration Card no. of Head of the Family where the applicant has been shifted	Relationship of the applicant with of Head of the Family where shifting is requested

PART-III : Change of FPS for shifting more than one member to a new address

Name of the applicant	Ration Card no. of the applicant	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II)	Ration Card no. of Head of the Family *	Name of FPS where shifting is applied for

*Please write "Head" against Head of the Family.

Signature of Applicant

✂-----✂Return this portion to the Applicant✂-----✂

The application form VI-U (for Change of Ration Shop in respect of families already Included in NFSA/RKSY eligible family list) has been received from Shri / Smt.....
..... Address....., Ward no.

Signature of Authority (with Seal)

Government of West Bengal

Form: VI-R (Application form for Change of Ration Shop (FPS) in respect of families already Included in NFSA/RKSY eligible family List)

(Please fill PART-I or PART-II or PART-III whichever is applicable)

[see clause 12A]

To

The Inspector Food & Supplies,

..... Block, District

Sir,

The names of the members, as noted here-in-under has appeared in the Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. I / We apply for change of the Fair Price Shop (FPS) as recorded in the Ration Card.

Block -

Gram Panchayat –

Enumeration Block No.-

Village Samsad -

Village -

Mouza –

Mobile no. (of any family member) -

PART-I : FPS shifting for all members of family

Name of the beneficiary	Card no.	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II)	Father's/Husband's name	Name of the Head of the family	Mention the name & no. of Ration Shop as recorded in the Ration Card	Mention the name and no. of the Dealer of the Ration Shop of your Choice / Preference	Reason for change of Ration Shop

OR

PART-II : Change of FPS due to shifting of a member from one family to another family due to marriage etc.

Name of the applicant	Ration Card no. of the applicant	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II)	Ration Card no. of Head of the Family where the applicant has been shifted	Relationship of the applicant with of Head of the Family where shifting is requested

OR

PART-III : Change of FPS for shifting more than one member to a new address

Name of the applicant	Ration Card no. of the applicant	Type of Card (AAY/PHH/SPHH/RKSY-I/RKSY-II)	Ration Card no. of Head of the Family *	Name of FPS where shifting is applied for

*Please write "Head" against Head of the Family.

Signature of Applicant

✂-----✂-Return this portion to the Applicant-✂-----✂

The application form VI-R (for Change of Ration Shop) in respect of families already

Included in NFSA/RKSY eligible family List) has been received from Shri /

Smt....., Address....., Village.

Signature of Authority (with Seal)

Government of West Bengal

Form: VII-U (Application form for exclusion of name from Ration Card NFSA/RKSY Eligible beneficiaries' List in urban area)

[see clause 12B]

To
Sub Divisional Controller Food & Supplies..... / Rationing Officer,
District -
Sir,

I would like to request you to please exclude My name/ Name of my family member name from Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List. Enclosed is the original card(s)

Ward No. Corporation/ Municipality

Enumeration Block No. Address - Mobile No. (of any family member) -

NFSA/RKSY card no	Card type (AAY/PHH/ SPHH/ RKSY-I/ RKSY-II etc.)	Name of Head of the Family	Name of the other family member of the family who possesses the card of NFSA / RKSY	Reason for exclusion from the NFSA/RKSY *#.

*If surrender application submitted due to death of any family member, please mention date of death. Submission of death registration certificate is mandatory

Signature of the Applicant

✂-----✂Return this portion to the Applicant-✂-----✂

The application form VII-U for Exclusion of name(s) from NFSA/RKSY Eligible beneficiaries' List has been received from Shri/Smt....., Address....., Ward no.....

Signature of Authority (with Seal)

#Reason for surrender –

- (1) Death of family member
- (2) Other reasons.

Government of West Bengal

Form: VII-R (Application form for exclusion of name from Ration Card NFSA/RKSY Eligible beneficiaries' List in rural area)

[see clause 12B]

To
The Inspector Food & Supplies,
..... Block, District
Sir,

I would like to request you to please exclude My name/ Name of my family member name from Rajya Khadya Suraksha Yojana (RKSY) / National Food Security Act (NFSA) List.

Block Gram Panchayet –
Enumeration Block No.-

Village Samsad - Village - Mouza –
Mobile no. (of any family member) -

NFSA/RKSY card no	Card type (AAY/PHH/SPHH/RKSY-I/RKSY-II etc.)	Name of Head of the Family	Name of the other family member of the family who possesses the card of NFSA / RKSY	State reason for exclusion from the NFSA/RKSY list *#

*If surrender application submitted due to death of any family member, please mention date of death. Submission of death registration certificate is mandatory.

✂-----✂-Return this portion to the Applicant-✂-----✂

The application form VII-R for Exclusion of name(s) from NFSA/RKSY Eligible beneficiaries' List has been received from Shri / Smt....., Address....., Village.....

Signature of Authority (with Seal)

#Reason for Surrender –

- (1) Death of family member
- (2) Other reasons.

GOVERNMENT OF WEST BENGAL

FORM 3

Application for replacement of mutilated/defaced or lost Ration Card
 [Vide clause 13 of the WBPDS (M&C) Order, 2013)

Applicant's
 Name.....
 Address: House No..... Flat No..... Ward
 No.....
 Street/Road/Lane.. Para
 Village/Municipality..... Post
 P.S. Name of Head of family.....:

Sl. No.	Name of the family member for whom Ration Card is to be replaced	Age	Relationship with the head of the family	Name of father/husband
(1)	(2)	(3)	(4)	(5)

Reasons	Ration Card No.	F.P.S. No.	Folio No.	General Diary No.of the police station. (in case of lost Card)
(6)	(7)	(8)	(9)	(10)

The circumstances under which the Ration Cards were lost, mutilated or defaced.....

I solemnly affirm that the above statements are true to my knowledge and belief.

.....
 Signature or L.T.I of the applicant

Counterfoil of Form 3

Received one application from
Sri/Smt.....of
Address.....
.....
Receipt Sl. No..... & Date
.....
Returnable Date.....

.....
Signature of the receiving official

N.B. To obtain or attempt to obtain a ration card by furnishing false information or suppressing any information is an offence under section 7 of the Essential Commodities Act (Act 10 of 1955) and is punishable with imprisonment for a term which may extend up to seven years or fine or both.

(FOR OFFICE USE ONLY)

Filed on..... Returnable Date.
.....
Serial No..... Date
.....

Report of Enquiry Officer

.....
.....
.....
.....

Order of the Ration Card Issuing Authority.....

Serial No. of the new Ration Card(s) issued in lieu of the
lost or mutilated/defaced Ration Card(s).....

Received the Ration Cards

.....
Signature or L.T.I. of the applicant or his/her authorised representative

.....
Signature of the Delivery Official

**GOVERNMENT OF WEST BENGAL
FORM A**

¹[Omitted]

**GOVERNMENT OF WEST BENGAL
FORM B**

Stock Return and Indent Form

[Vide clauses 16 & 29(2) of the WBPDS (M&C) Order,2013]

Name of Dealer/Distributor..... Indent for week/fortnight commencing
Address..... From....., 20.....
FPS No. /Distributor No.....
Block/PS..... Stock Return for week/fortnight
Sub-division..... commencing from....., 20.....
District.....
No. of Ration Cards attached to the FPS/No. of dealers attached with the distributor.
APL....., BPL....., AAY....., Total.....

To,
The Sub-divisional Controller, F&S,...../Area Inspector, F&S,.....

Sir,
Please allocate public distribution commodities as per requirement given below:-

(Figures in Quintals)

Commodity	Opening Balance of Stock	Allocation for the week/ fortnight	Quantity actually received	Total Quantity (2+4)	Quantity Distributed	Closing Balance of Stock	Requirement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
APL Rice							
BPL Rice							
AAY Rice							
APL Wheat							
BPL Wheat							
AAY Wheat							
Atta							
Levy Sugar							
Edible Oil Pulses							

Dated..... 20.....

Signature of Dealer/Distributor
(Full Name)

¹ Omitted by clause (6) of Notification No. 3156-FS, dated 25.11.2016 (w.e.f. 25.11.2016)

¹[GOVERNMENT OF WEST BENGAL

FORM C

**Application for Issue of Licences for FPS Dealership against a New/
Resultant Vacancy along with Checklist**

[Vide clause 20 (iii) of the WBPDS (M&C) Order,2013]

Self-attested
Photograph(s) Of
applicant/all
partners/all
office-bearers

Part-I (Details of vacancy)

1. Area of Vacancy	:
2. Vacancy Notification No. with date	:

Part-II (Primary details of applicant)

3. Name of the applicant	:
4. Nature of the firm : Individual proprietor /registered Partnership/registered cooperative society/Sangha of SHG/ Mahasangha of SHG	

No field should be left blank. If not applicable, write " Not Applicable"

Part-III (For individual/partnership firm)

	Proprietor/ Partner-1	Partner-2	Partner-3
5. Name(s) of proprietor/partner(s): 6. Citizenship: 7. Date(s) of birth: 8. Aadhaar number(s): 9. PAN of the proprietor/firm: 10. Name(s) of father(s): 11. Residential address(es): 12. Permanent address(es): 13. Mobile No.(s) of proprietor/ partners 14. Educational qualification of proprietor/ partners:			

¹ Form C subs. by cl. (3) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f. 9.8.2021), which was earlier amended by Notifications No. 3395-FS/FS/ Sect/Food/4P-09/2012, dated 13th December, 2013 (w.e.f. 17.12.2013) and No. 1284-FS/Sect Food/4P-09/12, dated 6th June 2014 (w.e.f.6.6.2014).

	Proprietor/ Partner-1	Partner-2	Partner-3
15. If partnership firm, partner who would be responsible for day to day functions/ signatory authority: 16. Whether proprietor/ such partner is physically and mentally fit:			

Part-III (sic) (For Sangha or Mahasangha of SHG/Cooperative Societies)

17. Date of formation :			
18. Registration No. & Date of registration :			
	Office Bearer-1	Office Bearer-2	Office Bearer-3
19. Names of office-bearers: 20. Aadhaar nos. of office-bearers: 21. Citizenship of office-bearers : 22. EPIC nos. of office-bearers:			

23. PAN of the organisation :
24. Office address of the organisation :
25. Name of office-bearer who would be responsible for day to day functions/ signatory authority :
26. Residential address of such office bearer :
27. Educational qualification of such office Bearer :
28. Whether such office-bearer is physically and mentally fit :
29. Mobile No.(s) of such office-bearer :

Part-IV (Storage Godown and Office/Shop-Counter Details)

30. Full address of the Shop-cum-Godown with dag no., khatian no., village, Gram Panchayat, Block, Police Station and Pin Code (in case of rural area) or holding no., street name, ward no. municipality, Police Station and Pin Code (in case of municipal area) :					
31. Dimension of the storage godown :	<table border="1"> <tbody> <tr> <td>(Length x Breadth x Height in ft.)</td> <td></td> </tr> <tr> <td>Area in Sq. Ft.</td> <td></td> </tr> </tbody> </table>	(Length x Breadth x Height in ft.)		Area in Sq. Ft.	
(Length x Breadth x Height in ft.)					
Area in Sq. Ft.					

32. Character of land of the premises
(*Bastu*/commercial/agricultural etc.) :

33. Size of the shop-counter/office (LxBx: H in ft.) :

(Length x Breadth x Height in ft.	
Area in Sq. Ft	

34. Whether godown and shop-counter/
office are adjoining : Yes/No
If not, then distance in meter :

35. Whether constructions of
shop- counter/ office and godown are pucca :

36. Dimension of shed for queue of beneficiaries (L x B x H in ft.) :

37. Whether roof is of concrete :

38. Width of the approach road (in ft.) :

39. Whether godown is accessible by 10 Ton truck : Yes/No

Part-V (Possession of the Storage Godown and Office/Shop-Counter)
Whether godown is ownership or rental (please tick and give details below)

40. Rental Possession :

a. Name(s) of owner(s) of the premises :

b. No. and date of execution of registered lease/tenancy deed (enclose copy) :

c. Period of lease/tenancy under registered agreement deed :

d. Whether expressly rented/leased for FPS as per deed :

41. Ownership:

a. Mode of acquisition: Gift/Purchase/ Inheritance/Others :

b. No. and date of execution of conveyance deed (enclose copy) :

c. Extent of ownership: Absolute/ Shared :

d. If shared, whether other co-owners have given NOC? :

If yes, attach the copy of NOC/ Affidavit sworn in before a Magistrate

Part-VI (Other details)

42. Prior experience of business, if any	:
43. If yes, give details with nature and area of business	:
44. Whether holding a license of FPS Dealer or MR Distributor or wholesaler in his name or he belongs to a family, who already have a dealer or distributor or wholesaler license. If yes, give details	:
45. Whether a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity	:
46. Whether a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government	:
47. Whether has the person ever been convicted under EC Act, 1955 or in any other criminal proceedings connected with essential commodities or has/have litigation against the Department/Govt. (If so, details thereof, else declaration in Annexure-I)	:
48. Whether involved in litigation against Govt. of WB or of India in any court of law	:
49. If yes, give details with case no. and name of court of law	:

Declaration

I/We certify that the statements above are true to the best of my/our knowledge and that for any suppression of fact(s) detected later on, the licence granted to / us is liable to be cancelled.

Date:
Place:

.....
Signature of
Proprietor/Signatory Authority

Checklist to Form C
Checklist of documents to be submitted with Application Form for
New Vacancy of FPS
Part-1: Application fees (Can be deposited through GRIPS Portal also)

	Submitted YES/NO) (to be filled by the applicant)	Found (Y/N) (to be filled by the receiving staff)
1. Application fees deposit challan		

Part-II: For individual or partnership firm

2. Identity proof of the Proprietor/Partners [EPIC(S)/Aadhaar Card(s)/ Passport(s)] 3. Proof of residential address of the Proprietor/Partners (Photocopy of EPIC/Aadhaar/Passport/recent Electricity bill) 4. Proof of date of birth of the Proprietor/Partners (birth certificate/admit card of Madhyamik or equivalent/EPIC/Aadhaar Card/Passport) 5. PAN Card of Proprietor/Firm 6. In case of partnership firm, registered partnership deed 7. Power-of-Attorney in favour of signatory partner - for partnership firm 8. Proof of educational qualification of proprietor/signatory partner (Certificate or Marksheet) 9. Medical certificate of fitness of proprietor/signatory partner from a Govt. Hospital		
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Part-III: For registered Co-operative Society, Sangha or Mahasangha of Self-Help Group

10. Identity proof of all the authorised office-bearers (EPIC(s) / Aadhaar Card(s)/ Passport(s)		
	Submitted (YES/NO) (to be filled by the applicant)	Found (Y/N) (to be filled by the receiving staff)
11. Proof of residential address of the authorised office-bearers (Photocopy of EPIC/Aadhaar/Passport/recent Electricity bill/Driving Licence) 12. PAN Card of the or Mahasangha of SHG 13. Registration Certificate of the Society/		

<p>Sangha or Mahasangha of SHG</p> <p>14. Resolution of Board of Directors/ Governing Body for venture into FPS dealership</p> <p>15. Power of Attorney in favour of authorised office-bearer</p> <p>16. Proof of educational qualification of authorised office-bearer</p> <p>17. Medical certificate of fitness of the authorised office-bearer from a Govt. Hospital</p>		
---	--	--

Part-IV : Details of shop-cum-godown

<p>18. A layout map showing offered godown, office, shed for persons in queue, space for loading & unloading of trucks and approach road</p> <p>19. Rental Possession: a. RoR/Deed of Conveyance of the owner b. Lease Deed or Tenancy Agreement (Registered) c. Up to date rent receipt</p> <p>20. Ownership: a. RoR/Deed of conveyance/purchase/gift (Registered) in name of applicant b. If RoR is not produced, document showing character of land as '<i>dokan</i>/commercial/<i>bastu</i>. c. Up to date property tax receipt d. In case of shared ownership, NOC of other co-owners for Dealership</p>		
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Part V: Financial solvency

	Submitted (YES/NO) (to be filled by the applicant)	Found (Y/N) (to be filled by the receiving staff)
21. Proof of financial solvency [Account statement/Deposit Certificate (FD/TD/ RD/Flexi)]/		

photo copy of updated Passbook issued by a recognized bank as reflected on the day of application and 6 (Six) months preceding the date of application continuously		
22. In case the aforesaid account/deposit is held jointly, NOC of such joint holder for investment in FPS Dealership		

Part VI: Affidavit and others

23. Affidavit in Annexure-I		
24. Recent passport size colour Photo- graph(s) of the Proprietor/all partners/ all office-bears (to be self-attested and affixed on the application form)		
25. Income Tax Return for last 3 FYs, if applicable		
26. Audit Report for last 3 FYs, if applicable		

Date:

Place:

Signature of Proprietor/Signatory Authority

Date:	Signature of the Receiving Staff
	Name:
	Designation:

.....Perforation.....

Acknowledgement

Received the application from Sri..... of
vill/municipality/corporation.....PO. PS.....
Dist..... for Issue of Licences for FPS Dealership.

Date:	Signature of the Receiving Staff
	Name:
	Designation:

¹[GOVERNMENT OF WEST BENGAL
FORM C1
Form of Application for Dealership in Tea Garden by
Tea Garden Authority

[Vide proviso to clause 20 (ii) of the WBPDS (M&C) Order, 2013)]

1. Name and Designation of Applicant (in block letters) :
2. Name of the Tea Garden :
3. Address of the Tea Garden :
4. Name of the Tea Association to which the Tea Garden :
is affiliated
5. Particulars of the shop and godown with Plot No., :
Khatian No., Name of Mouza, Boundary, Holding No. etc.
6. Storage capacity of the godown with length, breath, height :

Declaration

I/We do hereby declare that the above information is true to the best of my/our knowledge and belief. I/We further declare that I/we shall abide by the provisions of the West Bengal Public Distribution System (Maintenance and Control) Order, 2013 as well as the conditions of license as may be granted in Form E. I/We agree to submit requisite security deposit.

Dated, the.....20.....

Signature of applicant

Place.....

For (Name of the Garden)

(Seal)]

¹ Form C1 ins. by cl. (4) of the Notification No. 3207-FS/Sect/Food/4P-11/2015, dated 30th October, 2015 (w.e.f.4.11.2015).

¹[GOVERNMENT OF WEST BENGAL
FORM C2

**Application for Issue of Licences for FPS Dealership under Compassionate Ground
along with Checklist** [Vide clause 20(vi) of the WBPDS (M&C) Order, 2013)

Self-attested
Photograph(s)
of applicant

Part-1 (Primary details of previous dealership)

1. Code and Place of existing FPS dealership	:	
2 Licence renewed till which year	:	
3. Name of deceased/incapacitated dealer	:	
4. Date of demise/incapacitation	:	
5. In case of incapacitation, reason and details	:	

Part-II (Details of applicant)

6. Name of the applicant	:	
7. Name of father/mother/husband	:	
8. Relation with deceased/incapacitated proprietor	:	
9. Date of birth	:	
10. Citizenship	:	
11. Aadhaar no.	:	
12. PAN of the firm	:	
13. Residential address(es)	:	
14. Permanent address(es)	:	
15. Whether physically and mentally fit	:	
16. Mobile No.(s) & email id	:	
17. Educational qualification	:	

Part-III (Storage Godown and Office Details)

18. Full address of the Shop-cum-Godown under previous Dealership with dag no., khatian no., village, Gram Panchayat, Block, Police Station and Pin Code (in case of rural area) or holding no., street name, ward no., municipality, Police Station and Pin Code (in case of municipal area)

¹ Forms C2 and C3 ins. by cl. (4) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

19. Whether the same Shop-cum-Godown would be in use now	
20. If any change has happened in address of the shop-cum-godown despite the premise remaining same and identical, then mention the reason for change	:
21. In case an altogether new shop-cum-godown: is being proposed, distance of it from previous FPS	:
22. Details of proposed shop-cum-godown	:
a) Dimension of the storage godown (L x B x H in ft.)	:
b) Character of land of the premises	:
c) Size of the shop-counter/office (L x B x H in ft.), if separate from godown	:
d) Whether constructions of shop-counter/ office and godown are pucca	:
e) Whether shop-counter/office and godown are adjoining (if separate)	: Yes/No/-- ft. apart
f) Whether roof is of concrete	:
g) Dimension of shed for queue of beneficiaries : (Length x Breadth x Height in ft.)	:
h) Whether measurement containers are calibrated	:
i) Width of the approach road (in ft.)	:
j) Whether godown is accessible by 10 Ton truck	:

Part-IV (Possession of the Shop-cum-Godown)

Whether godown is ownership or rental (please tick and give details below)

23. Rental Possession	:
a) Name(s) of owner(s) of the premises	:
b) No. and date of execution of registered lease/tenancy deed (enclose copy)	:
c) Period of lease/tenancy under registered agreement deed	:
d) Whether expressly rented/leased for FPS as per deed	:

24. Ownership	:
a) Mode of acquisition	:
Gift/Purchase/Inheritance/Others	
b) No. and date of execution of conveyance: deed (enclose copy)	
c) Extent of ownership: Absolute/ Shared:	
d) If shared, whether other co-owners have: given NOC? If yes, attach the copy of NOC/Affidavit sworn in before a Magistrate.	

Part-V (Other details)

25. Monthly family income from sources other than the FPS Dealership (if has an SKO Dealership licence, income from such source is not to be accounted for here)	:
26. Whether the applicant is holding a license of FPS Dealer or MR Distributor or wholesaler in his name or he belongs to a family, who already have a dealer or distributor or wholesaler license If yes, give details :	:
27. Whether a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity	:
28. Whether a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government	:
29. Whether has the applicant ever been convicted under EC Act, 1955 or in any other criminal proceedings connected with essential commodities or has/have litigation against the Department/Govt. (If so, details thereof, else declaration in Annexure-I)	:
30. Whether involved in litigation against Govt. of WB or of India in any Court of law	:
31. If yes, give details with Court of law, case no. and subject	:

Declaration

I/We certify that the statements above are true to the best of my/our knowledge and that for any suppression of fact(s) detected later on, the licence granted to me/us is liable to be cancelled.

Date:
Place:

.....
Signature of Proprietor/Signatory Authority

Checklist to Form C2

**Checklist of documents to be submitted for engagement on
Compassionate Ground in respect of individual person**

Part-1: Personal details

	Submitted (YES/NO) (to be filled by the applicant)	Found (Y/N) (to be filled by the receiving staff)
1. Recent passport size colour Photograph of the applicant(to be self-attested and affixed on the application form)		
2. Application fees deposit challan		
3. Identity proof of the applicant [EPIC/Aadhaar Card/PAN/Passport]		
4. Proof of residential address of the applicant (Photocopy of EPIC/Aadhaar/Passport/recent Electricity bill/ Driving License)		
5. Proof of date of birth of the applicant (birth certificate/ admit card of Madhyamik or equivalent / EPIC/ Aadhaar Card/ Passport)		
6 PAN Card of the applicant		
7. Proof of educational qualification of the applicant (Certificate or Mark sheet)		
8. Medical certificate of fitness of the applicant from a Govt. Hospital		
9. Family income certificate issued by the local Authority		
10. Bank Account details		
11. Proof of financial solvency (Account statement/ Deposit Certificate/FD/TD/RD/Flexi)/ photo- copy of updated Passbook issued by a recognized bank as reflected on the day of		

application and 6 (Six) months preceding the date of application continuously)		
12. In case the aforesaid account/deposit is held jointly, NOC of such joint holder for investment in FPS Dealership		

Part-II: Details of the deceased/incapacitated dealers

13. Copy of licence in the name of the deceased/ incapacitated dealer		
14. Photocopy of death certificate of the deceased dealer		
15. Legal heirs certificate of the deceased/ incapacitated Dealer issued by local elected representative		
16. Medically unfit certificate of the incapacitated dealer issued by a Govt. Hospital in case of transfer of licence due to incapacitation		

Part-III: Details of shop-cum-godown

17. A layout map showing offered godown, office and shed for persons in queue, space for loading & unloading of trucks and approach road		
18. Rental Possession: a. RoR/Deed of Conveyance of the owner b. Lease Deed or Tenancy Agreement (Registered) c. Up to date rent receipt		
19. Ownership: a. RoR/Deed of conveyance/purchase/gift (Registered) in the name of applicant b. If RoR is not produced, document showing character of land as ' <i>dokan/commercial/ bastu</i> '. c. Up to date property tax receipt d. In case of shared ownership, NOC of other co-owners for Dealership		

	Submitted (YES/NO) filled by the applicant)	Found (Y/N) (to be filled by the receiving staff)
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Part-IV: Affidavit and others

<p>20. Affidavit in Annexure-I</p> <p>21. Affidavit of No-Objection of all legal heirs in Annexure-II for engagement of any legal heir other than the spouse when previous Dealer is deceased</p> <p>22. Nomination of the applicant by the incapacitated Dealer</p>		
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Date:
Place:

Signature of Proprietor/Signatory Authority

Date:	Signature of the Receiving Staff Name: Designation:
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-----Perforation-----

Acknowledgement

Received the application from Sriof
vill/municipality/
.....PO.....
PS.....
Dist. for Issue of Licence for FPS
Dealership
under Compassionate Ground

Date:	Signature of the Receiving Staff Name: Designation:
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FORM C3

**Application Form for change of ownership nature of FPS from
Individual to partnership/ from partnership to individual /induction or
substitution of partner along with Checklist**

[Vide clause 20(vii) of the WBPDS (M&C) Order, 2013)

1. Please select the change of ownership nature (please tick in the appropriate box (√):

- a) Individual to Partnership firm due to incapacitation/
death :
- b) Induction of a new partner :
- c) Substitute the name of an existing partner :
- d) Reconstitution of firm by inducting family member
of the deceased partner :
(Where partnership firm only comprised two partners)
- e) Change of nature from partnership to individual :
(Where no eligible person found in the family of
deceased partner)

**2. Comparative view of constitutions of previous entity running
Dealership and the reconstituted entity**

Constitution of Previous Entity

Constitution of the Reconstituted Entity

- i. Name of Proprietor/Partner-1
ii. Name of Partner- 2
iii. Name of Partner-3
iv. Name of Partner-4

- Name of Proprietor/Partner-1
Name of Partner-2
Name of Partner-3
Name of Partner-4

(add row if required)

3. Name of the Applicant [Incapacitated dealer in :
case of 1(a)/one of the legal heirs of the
deceased dealer in case of 1(a)/Partnership firm
in case of 1(b-d)/surviving partner in case of
1(e) of FPS] (In Block letters)
4. Father's/husband's name in case of dealer or :
legal heir or surviving partner
5. Name of FPS (For which change of nature is :
sought by the applicant)
6. Whether the same name & style would be :
continued in reconstituted Dealership
7. If not, the name of the reconstituted firm/entity :

¹ Forms C2 and C3 ins. by cl. (4) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

<p>8. FPS Code : 9. FPS Licence no. : 10. Address of the FPS : 11. Residential address of the applicant : 12. Telephone / Mobile No. of the applicant : 13. E mail ID of the applicant : 14. Present status of the applicant: <i>Incapacitated</i> : <i>Individual dealer/ legal heir of the deceased dealer/ Partnership firm/ surviving partner</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Date of deposit</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Amount</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>		Date of deposit				Amount		
	Date of deposit								
	Amount								
<p>15. Details of application fees:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Challan No.</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>		Challan No.							
	Challan No.								
<p>16. Please specify reason in details for change as selected at Sl. No. 1 : 17. In case of 1 (a), (b), (c) & (d) whether a limited liability partnership firm : 18. Details of Incapacitation of applicant, where prayer for conversion has been made due to incapacitation : 19. Details of person(s) to be inducted [for Para 1(a) (b) (c) & (d)]/ surviving partner (for para 1(e):</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Self-Attested Photograph</td> </tr> </table>		Self-Attested Photograph						
	Self-Attested Photograph								
<p>Details of Person-1 (for more than one person use separate sheet for each)</p> <p>(i) Name (In Block letters) : (ii) Father's/husband's name : (iii) Residential address : (iv) Permanent address : v) Telephone No./mobile No. : (vi) E mail ID : (vii) Applicant's date of birth : (viii) Identity proof: (EPIC/Aadhaar/PAN/Passport) : (ix) Address proof [Bank passbook/Driving licence/Passport/Electricity bill / Document issued by Government (Please specify the document)] : (x) Relation with the deceased/retiring partner :</p>									
<p>(xi) Whether has the person ever been convicted under EC Act, 1955 or in any other criminal proceedings connected with essential commodities or has/have litigation against the Department/Govt. (If so, details thereof, else declaration in</p>									

Annexure-1)

- (xii) Prior experience of business (if any) :
- (xiii) Does the person(s) have any other FPS Dealership/
Distributorship/ Wholesalership in his /her/their
own name/name of any relative (If so, give details) :
- (xiv) Whether the person(s) holding a post in the establishment
of any State Government or Central Government or any
authority or body or institution of Local self-government
established or constituted by or under the Constitution or
by any other law made by the Parliament or a State
Legislature or by notification issued or order made by the
Central Government or a State Government :
- (xv) Whether the newly inducted /surviving partner
is a member of local bodies, local authority, Panchayati Raj
Institutions, board or corporation, or Member of Legislative
Assembly or a Member of Parliament during his tenure
as such capacity :
- (xvi) Whether holds any licence for any other business.
(If so, details thereof) :
- (xvii) Educational qualification :
- (xviii) Whether all other legal heirs of the deceased/ incapacitated
proprietor /partner have declared NOC in Annexure-II (not for
spouse) :

Or

Whether newly inducted partner is nominated by the
incapacitated/retiring proprietor/partner

Declaration

I/We certify that the statements above are true to the best of my/our knowledge and that for any suppression of fact(s) detected later on, the licence granted to me/us, is liable to be cancelled.

Place:

Date:

.....

.....

(Signature of Person-1 to be Inducted/Substituted)

(Signature of Applicant)

Checklist to Form C3

Checklist of documents to be submitted for change of ownership nature of FPS on Compassionate Ground in respect of partnership firm

Documents	Submitted (Yes/No)	Found (Yes/No) (To be filled by receiving staff)
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Part-1: Personal details of newly inducted partner(s)/ surviving partner

<ol style="list-style-type: none"> 1. Recent passport size colour Photograph of newly inducted partner(s) (to be self-attested and affixed on the application form) 2. Application fees deposit challan 3. Identity proof of newly inducted partner(s) [EPIC/Aadhaar Card /PAN/Passport] 4. Proof of residential address of newly inducted partner(s) (Photocopy of EPIC/ Aadhaar/Passport /recent Electric bill/ Driving License/Document issued by Govt.) 5. Proof of date of birth of newly inducted partner(s) (birth certificate/ admit card of Madhyamik or equivalent/EPIC/Aadhaar Card/ Passport) 6. PAN Card of newly inducted partner(s) 7. Proof of educational qualification of newly inducted partner(s) (Certificate or Mark sheet) 8. Medical certificate of fitness of newly inducted partner(s) from a Govt. Hospital 9. Bank Account details of newly inducted partner(s) 10. Proof of financial solvency (Account statement/ Deposit Certificate/FD/TD/RD/ Flexi)/photocopy of updated Passbook issued by a recognized bank as reflected on the day of application and 6 (Six) months preceding the date of application continuously) 11. In case the aforesaid account/deposit is held jointly, NOC of such joint holder for investment in FPS Dealership 		
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Documents	Submitted (Yes/No)	Found (Yes/No) (To be filled by receiving staff)
12. Family Income certificate issued by the local authority		

Part-II: Details of the deceased/incapacitated dealer/ partner(s)

13. Photocopy of death certificate of the deceased dealer		
14. Legal heirs certificate of the deceased dealer/partner issued by local elected representative		
15. Medically unfit certificate of the incapacitated dealer/ partner issued by a Govt. Hospital in case of transfer of licence due to incapacitation		

Part-II (sic.): Details of the dealership/partnership firm

16. Previous partnership deed		
17. Reconstituted partnership deed		
18. Existing dealership licence		

Part-III: Affidavit and others

19. Affidavit in Annexure-I by the newly inducted partner(s)		
20. Affidavit in the Form of No-Objection of all legal heirs other than the newly inducted partner(s)(not if he/she is spouse of the deceased Dealer/partner) in Annexure-II when previous Dealer is deceased		
21. Nomination of the applicant by the incapacitated Dealer/partner		
22. Income Tax Return for last 3 FYs, if applicable		

Date:

Place:

Signature of Proprietor/Signatory Authority

Date: Receiving Staff	Signature of the Name: Designation:
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.....Perforation.....

Acknowledgement

Received application from Mr/Mrs/Ms..... offor induction/substitution of partner(s) /conversion from partnership to individual/ individual to partnership

Date: Receiving Staff	Signature of the Name: Designation:
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¹[ANNEXURE-I
to Form C, C2 & C3 of the WBPDS (M&C) Order, 2013
[To be customized as per requirement]

AFFIDAVIT

1, Sri/Smt./ , S/O
or D/O or W/O.....aged
about.....years, by religion by occupation by
nationalityresiding at P.O.
..... P.S.
DistWest Bengal, do hereby
solemnly Dist.... affirm and declare as follows:

1. That I am a citizen of India.
2. That I have made an application for license of an FPS Dealer.
3. That I am not a person holding a license of FPS dealer or distributor or wholesaler in my name or not belonging to a family which already has a dealer or distributor or wholesaler license.
4. That I am a member of local bodies, local authority , Panchayati Raj Institutions, board or corporation, or member of Legislative Assembly or a Member of Parliament
5. *That I am presently holding the post /employment in.....
(mention the name of the organization)
Or
That I am not holding the post/employment in the establishment of any State Government or Central Government or any authority or body or institution of Local self- government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government.
6. That my occupation is Business/ Unemployed * (in case of business, give details, i.e. Company/Firm name, address, phone no. etc.).
7. I am Income Tax assessee registered in the Income Tax Ward No.....
.....with Permanent Account No..... and my Taxable
income in the last three assessment year are as follows:

Assessment Year	Taxable Income	Total Income Tax paid

Or

¹ Annexures-I and II subs, by cl. (5) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt.II) dated 9th August, 2021 (w.e.f.9.8.2021) for existing Annexure-I appended with Form C.

That I am not an Income Tax assessee and my income is not taxable under the Income Tax Act in the last three assessment year and

8. That I have not been convicted by any Court of India under the Essential Commodities Act, 1955 or in any other criminal proceedings connected with essential commodities at any time prior to the date of application.

9. That no offence as premised in the previous clause has been committed by me and no criminal proceedings thereof is before any Court of India.

10. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time

11. That, being a family member of the deceased or incapacitated licensee, I reside with his/her family and I undertake that my earning from the FPS dealership business will be a source of support for myself and the other members of the **family (applicable in case of death or incapacitation of the existing FPS dealer)**.

12. That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place:

Date:

.....
Signature of deponent

Identified by me

Advocate]

¹[ANNEXURE-II
to Form C2 & C3 of the WBPDS (M&C) Order, 2013
[To be customized as per requirement]
AFFIDAVIT

I/We, the following person(s),

Sl. No.	Name	S/o or D/o or W/o	Age	Address	Relation with Deceased Dealer/Partner
1	Sri/Smt./....				
2.	Sri/Smt./....				
3.	Sri/Smt./....				

do hereby solemnly affirm and declare as follows:

1. That I/we am/are citizen(s) of India.

2. That Sri/Smt./..... (name of the applicant/newly inducted partner), S/O or D/O or W/O..... is known to me/us since he/she belongs to the same family.

3. That I/we have '**no objection**' if he/she is engaged as an FPS Dealer in place of..... (name of the deceased Dealer/partner).

4. That if any objection is raised by me/us in future about furnishing this '**no objection**', that will not stand valid in the eye of law.

5. That the statements made in the above paragraphs are true to the best of my/our knowledge and belief.

Place:

Date:

.....
Signature of the deponent(s)

1.

2.

3.

Deponent(s) is/are identified by me

.....
(Sig. of Advocate)]

¹ Annexures-I and II subs. by cl. (5) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt II), dated 9th August, 2021 (w.e.f. 9.8.2021) for existing Annexure-I appended with Form C.

¹[GOVERNMENT OF WEST BENGAL
FORM D
Offer letter for running FPS Dealership
[Vide clause 20(vi) of the WBPDS (M&C) Order, 2013]

To

Sri/Smt.

Sub: Offer Letter for Dealership against New/Resultant Vacancy

Sir/Madam,

With reference to your application dated..... in response to the Food & Supplies Department Notification No..... Dated..... for functioning of an FPS Dealer at(location), it is hereby informed that you are being offered to act as an FPS Dealer as per terms and conditions stipulated in the WBPDS (M&C) Order, 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 21(i) of the WBPDS (M&C) Order, 2013. The following documents should be submitted within 30 (thirty) days from receipt of this letter or by..... (mention date), whichever is earlier, failing which this offer letter shall be treated as cancelled.

1. Recent passport sized colour photograph in triplicate.
2. Security deposit of Rs. 25000/- (Rupees twenty-five thousand) in TR form no. 7 under Head of Account 8443-00-103-001-07-Deposits.
3. License fee of Rs. 10000/- (Rupees ten thousand) in TR form no. 7 under Head of Account 0408-00-101-001-13.
4. Trade licence.
5. Calibration certificate of weighing machine(s).
6. (mention any other document not submitted hitherto)

Yours faithfully

Sub-divisional Controller, Food & Supplies]

¹ Form D subs. by cl. (6) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021), which was earlier amended by Notification No. 3395-FS/FS/Sectt/ Food/4P-09/2012, dated 13th December, 2013 (w.e.f. 17.12.2013)

¹[GOVERNMENT OF WEST BENGAL
FORM D1
Offer letter for running FPS Dealership
[Vide clause 20(vi) of the WBPDS (M&C) Order, 2013]

To
Sri/Smt. (name of the applicant)
(Address)

Sub: Offer Letter for Dealership on Compassionate Ground

Sir/Madam,

With reference to your application dated..... for functioning of an FPS Dealer at.....(location) in place of the deceased/incapacitated FPS Dealer named.....(name of the deceased/incapacitated FPS Dealer) on compassionate ground, it is hereby informed that you are being offered to act as an FPS Dealer as per terms and conditions stipulated in the WBPDS (M&C) Order, 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 21(i) of the WBPDS (M&C) Order, 2013. The following documents should be submitted within 30 (thirty) days from receipt of this letter or by..... (mention date), whichever is earlier, failing which this offer letter shall be treated as cancelled.

1. Recent passport sized colour photograph in triplicate.
2. Security deposit of Rs. 25000/- (Rupees twenty-five thousand only) in TR form no. 7 under Head of Account 8443-00-103-001-07-Deposits
3. License fee of Rs. 10000/- (Rupees ten thousand) in TR form no.7 under Head of Account 0408-00-101-001-13.
4. Trade licence.
5. Calibration certificate of weighing machine(s).
6. (mention any other document not submitted hitherto)

Yours faithfully

Sub-divisional Controller, Food & Supplies

(Jurisdiction)]

¹ Forms D1 and D2 ins. by cl. (7) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012/Pt.II) dated 9th August, 2021 (w.e.f.9.8.2021).

¹[GOVERNMENT OF WEST BENGAL
FORM D2
Offer letter for running FPS Dealership
[Vide clause 20 (vii) of the WBPDS (M&C) Order, 2013)

To

(Name of the partnership firm/ applicant)
(Address)

Sub: Offer Letter for FPS Dealership on Reconstitution

Sir/Madam,

With reference to your application dated..... for substitution/inclusion/exclusion of a partner in your FPS Dealership at..... (location), it is hereby informed that on approval of such proposed conversion/ modification, you are being offered to act as an FPS Dealer as per terms and conditions stipulated in the WBPDS (M&C) Order, 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 21(i) of the WBPDS (M&C) Order, 2013. The following documents should be submitted within 30 (thirty) days from receipt of this letter or by(mention date), whichever is earlier, failing which this offer letter shall be treated as cancelled.

1. Recent passport sized colour photograph in triplicate.
2. Security deposit of Rs. 25000/- (Rupees twenty-five thousand) in TR form no. 7 under Head of Account 8443-00-103-001-07-Deposits.
3. License fee of Rs. 10000/- (Rupees ten thousand) in TR form no. 7 under Head of Account 0408-00-101-001-13.
4. Trade licence.
5. Calibration certificate of weighing machine(s).
6. (mention any other document not submitted hitherto)

Yours faithfully,

Sub-divisional Controller, Food & Supplies

(Jurisdiction)]

¹ Forms D1 and D2 ins. by cl. (7) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II). dated 9th August, 2021 (w.e.f.9.8.2021).

¹[GOVERNMENT OF WEST BENGAL
FORM E
Licence to a Dealer under the West Bengal Public Distribution System
(Maintenance & Control) Order ,2013
[Vide clause 21(i)]

Licence No..... F.P.S.
No.....

1. Subject to the provisions of the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 and to the terms and conditions of this licence-

Shri/Smt.

son /wife /daughter of.

Or

*Messrs.

("in case of Co-operative Society/Self Help Group/partnership firm etc.)

of.....

(full address of the applicant) having lawful possession of the godown space at.....is/are hereby authorized to run a fair price shop for distribution of specified essential commodities to the ration card holders under the Public Distribution System.

2. The licensee shall distribute public distribution commodities received through door-step delivery & otherwise to the ration card holders as per their entitlement at the retail issue prices fixed by the Government from time to time and shall issue a cash memo against every sale to the card holders.

¹[2A. The licensee shall have to carry out the direction/instructions given by the State Government from time to time for delivery of public distribution commodities by the Dealer to the Ration Card holder at his door steps or in any other manner, as may be specified, and shall distribute public distribution commodities as per the entitlement of the Ration Card holders, in the manner so specified, on ePOS based authenticated transaction.]

3. The licensee shall maintain books of accounts comprising of Ration Card Registers, Stock Registers, Log Book or Allotment Book, Daily Sale Registers and such other registers in his shop as may be prescribed by the Licensing Authority and shall produce the same for inspection or verification to any authority authorized by the S.C. F&S / D.C. F&S or State Government..

4. The licensee shall display a notice board / notice boards in a prominent place in the shop indicating-(a) list of BPL and Antyodaya Beneficiaries, (b) entitlement of essential commodities, (c) scale of issue, (d) retail issue prices, (e) timings of opening and closing of the fair price shop. (f) stock of essential commodities received during the week, and (g) opening and closing stock of essential commodities.

¹ Condition 2A ins. by cl. (2) of the Notification No. 3836-FS/Sectt/Food/4P-09/2012, dated 8th November, 2021 (w.e.1.9.11.2021).

5. The licensee shall not store or sale any commodity outside the selected public distribution commodities and such other items of daily use as allotted to him by the authority.

6. The licensee shall observe the specified hours of opening and closure of fair price shops throughout the week except 2nd half of Sunday &Monday.

7.The licensee shall display samples of food grains and other public distribution commodities in small pots/polythene bags for inspection by the card holders.

8. The licensee shall submit weekly return of his stocks, receipts and deliveries in prescribed proforma and a monthly list of registered card holders to the authority.

9. The licensee shall abide by any instruction as may be given to him by an authority not below the rank of Sub-Inspector under the Food and Supplies department.

10. The licensee shall not contravene the provisions of any law relating to essential commodities for the time being in force.

11. The licence will cease to be valid in the event of death or resignation of the licensee or re-constitution/dissolution of a firm formed by a group of people or dissolution of a Co-operative Society / Self Help Group.

12. The licence, unless an application for renewal of the licence is made within the period of validity, will stand revoked after the expiry of the period of validity and in that case the licence may be renewed by the licensing authority on realization of requisite fine within a further period of one month if he thinks that the reason for non-renewal of the licence was beyond the control of the licensee.

13. The licence shall be valid up to.....

Place:

Date:

.....
Signature and designation of the licensing authority

(Seal)

GOVERNMENT OF WEST BENGAL
FORM F
Form of Application for Renewal of Licence for Dealership
[Vide clause 21(i) of the WBPDS (M&C) Order, 2013]

Self Attested Photograph

1. (a) Licence No. :
- (b) Date of expiry of the Licence :
2. Name of Applicant (in block letters) :
3. Father's Name :
4. (a) Full residential address of the applicant :
- (b) Permanent address of the applicant :
- (c) Telephone No./Mobile No. :
5. Location of the shop-cum-godown which the Applicant/s is/are in lawful possession :
6. Particulars of the shop-cum-godown with plot No., *khatian* No., name of *mauza*, holding No., boundary, etc. :
7. Measurement of the godown with length, breadth and height :
8. Whether any change in the construction of the godown has been made during the last one year :
9. Whether any Court Case/Departmental Proceedings/Criminal Case/Case under E.C. Act, 1955 is pending against the applicant (if, details thereof) :
10. Whether the applicant has, during last one year, filed any Case against the Government, if so, details :
11. Whether the applicant is in possession of any other Government licence/agency :
12. Details of Licence Renewal Fee :-
 - (a) Amount :
 - (b) T.R. Challan No. with date :
 - (c) Name of the Treasury/ Bank & Branch :

.....
Signature of the Applicant

Declaration

I/We do hereby declare that the above information is true to the best of my our knowledge and belief. I/We further declare that I/we shall abide by the provisions of the West Bengal Public Distribution System (Maintenance Control) Order, 2013 as well as the conditions of licence in Form B.

Dated, the.....
Place.....

.....
Signature of Applicant

GOVERNMENT OF WEST BENGAL
FORM G
Form of Application for Distributorship
[Vide clause 26 (iii) & 26 (vi) of the WBPDS (M&C) Order, 2013]

Self
Attested
Photograph

1. Advertisement/ Notification No. with Date :
2. Place of vacancy :
3. Name of the Applicant (in block letters) :
4. Father's name (in case of individuals) :
5. (a) Full residential address of the applicant :
(b) Permanent address of the applicant :
(c) No./Mobile No. :
6. Whether the applicant is a Self Help Group/
Co-op. Society/ Semi-Govt. Body :
7. Applicant's Date of Birth :
8. Educational Qualification :
9. Caste Certificate, if applicable :
10. Location of the proposed godown :
11. Particulars of the godown with Plot No.,
Khatian No., Name of *Mouza*, Holding No.,
Road/Lane, Boundary etc. (copy of
the sanctioned plan to be attached) :
12. Size/Measurement of the godown with Length,
Breadth, Height and Area in Sq.ft. Length of
the frontage on the street/lane mentioned at
serial No. 11. Nature of possession, viz.
Rental or Ownership :
13. Storage Capacity of the godown in Qts/MT :
14. Whether the godown is pucca ¹[****]
15. Character of the land on which the godown is situated. :
16. (i) Amount of money which can be invested
in the business of dealership/distributorship as capital :

¹ The words "*or kuccha*" deleted by Notification No. 3395-FS/FS/Sect/Food/4P-09/2012,
dated
13th December, 2013 (w.e.f. 17.12.2013).

- (ii) Name of the Bank and its branch in which account is maintained :
- (iii) Credit Balance as on the date of application :
- (iv) Number of own/hired vehicles/boats that the applicant(s) intend to use and an undertaking to implement the unique colour identification and GPS installation as directed by the department from time to time **(in Annexure-I)** :
- (v) Number of hired persons to run the business :
17. Whether the applicant was, at any time convicted by any criminal court, if so particulars [Affidavit sworn in a 1st Class Magistrate Court thereof **(in Annexure-II)**] :
18. Prior experience of business (if any) :
19. Present profession :
20. Does any members of the applicant's family possess : FPS or Distributor licence on PDS. If so give details.
21. Whether the applicant(s) is involved in any litigation with any offices under this department or directorate including the office of District Controller & Sub-divisional Controller, Food & Supplies. If so, give details. :
22. Details of application fee :-
- (a) Amount
- (b) T.R. Challan No. with Date
- (c) Name of the Treasury/ Bank & Branch
23. **An applicant for distributorship must note that he/she shall have to abide by the following terms & conditions in case he/she is offered a license.**

N.B.:

¹[1. The standard of godown shall be in keeping with the norms stipulated by State Government from time to time. There has to be adequate space for loading and unloading within the storage godown precinct to be indicated by way of layout map. The colouring of storage godown shall also be undertaken within two months as per the specification given by the Department.]

¹ Item No. 1 and the entry relating thereto subs. by cl. (6) of the Notification No. 3034-FS/SecFood/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

2. The computerized infrastructure will be placed at the godown for integrated management of entry and exit of food grains having seamless on-line connectivity as stipulated by the Department within a month of the offer.

3. Computerized recording through CCTV and Cameras shall be installed within a month of the offer.

4. Infrastructural arrangements and placement of quality control equipments such as moisture meter, tray, balance etc. shall have be made at the godown as stipulated in the offer letter, within one month.

5. Land Conversion Certificate shall be submitted. In case of hired godown, the Record-of-Rights, a registered rent/lease agreement for at least a period of 10 years shall be submitted.

6. An office shall be set up attached to the godown, by the distributor, and both shall be open for inspection by the Department officials at any point of time.

7. Vehicles used for transportation of food grains shall have to be brought under unique colour identification and GPS installation.]

.....

Signature of the Applicant

Declaration

I/We do hereby declare that the above information is true to the best of my/our knowledge and belief. I/We further declare that I/we shall abide by the provisions of the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 as well as the condition of licence as may be granted to me/us. I/We agree to submit requisite security deposit and Licence Fee.

Dated, the...

Place...

.....

Signature of the Applicant

ANNEXURE-I to Form 'G' of the WBPDS (M&C) Order, 2013

AFFIDAVIT

I, Sri....., S/o Sri/Late.....
aged about..... years, by religion
by occupation..... residing at.....
do hereby solemnly affirm & declare as follows:-

1. That I am a citizen of India.
2. That I intend to do a business as Distributor under the Food & Supplies Department.
3. That I have read the terms & conditions narrated in Form A i.e. the application form as advertised vide notification dated and have understood it
4. That I intend to use & undertake to implement the unique colour coding identification & GPS installation on moving vehicle(s)/boat(s) used for transportation of PDS food grains as directed by the Food & Supplies Department from time to time.

Place
Date

Deponent
Identified by me
Advocate

ANNEXURE-II

to Form 'G' of the WBPDS (M&C) Order, 2013

AFFIDAVIT

I, Sri....., S/o Sri/Late.....
aged about..... years, by religion.....
by occupation....., residing at.....
District..... State

do hereby solemnly affirm & declare as follows:-

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India for any offence and sentenced in respect thereof imprisonment, at any time prior to the date of application.
3. That no criminal proceedings in respect of an offence alleged to have been committed by me and pending before any Court of India.
4. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time being in force.

That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place
Date

Deponent
Identified by me
Advocate

GOVERNMENT OF WEST BENGAL
FORM H
Offer letter for running Distributorship
[Vide clause 26 of the WBPDS (M&C) Order, 2013]

To
Shri/Smt.
Sub: **Offer Letter for Distributorship**

Sir,

With reference to your application dated.....in response to the Food & Supplies Department Notification No.....Dated..... for functioning as a distributor at(location) it is hereby informed that you are being offered to act as a Distributor as per terms & conditions stipulated in the West Bengal P.D.S (Maintenance & Control) Order, 2013.

You are, therefore, directed to furnish the following documents to proceed further in the matter of issue of provisional licence as per clause 27 (i) of the West Bengal PDS (Maintenance & Control) Order, 2013. The following documents should be submitted within 10(ten) days from the date of receipt of this letter, failing which this offer shall be treated as cancelled.

¹[1. Recent passport size colour photograph in triplicate.

2. Security deposit of Rs. 5,00,000/- in TR Form No. 7 to be furnished under Head of Account 8443-00-103-001-07 deposits.

3. Licensing fee of Rs. 60,000/- are to be deposited in TR Form No. 7 under Head of Account 1456-00-800-001-Civil Supplies -27-other receipts.]

Yours faithfully,
District Controller, Food & Supplies

¹ Serial Nos. 1, 2 and 3 and the entries relating thereto subs. by Notification No. 3395-FS/FS/Sect/ Food/4P-09/2012, dated 13th December, 2013 (w.e.f. 17.12.2013) for existing Serial Nos. 4,5 and 6 and the entries relating thereto and vide Notification No. 1908-FS dated 11.05.2022.

GOVERNMENT OF WEST BENGAL
FORM I
**Licence to a Distributor under the West Bengal Public Distribution
System (Maintenance & Control) Order, 2013**
[Vide clause 27 (i)]

Licence No.....

1. Subject to the provision of the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 and to the terms and conditions of the licence-

Shri/Smt.....
son /wife /daughter of.....

Or

"Messrs.....

(*in case of Co-operative Society / Self Help Group/
company/partnership firm etc.) of
(full address of the applicant)

having lawful possession of the godown space
at..... is/are hereby authorized to act as
Distributor under the West Bengal Public Distribution System (Maintenance and Control)
Order, 2013.

2. The licensee shall arrange for lifting of the allotted stocks from designated storage place within two days from the date of allocation and shall ensure door-step delivery of those commodities to the Dealers tagged with him.

3. The licensee shall not store or sale any commodity outside the selected public distribution commodities and such other items of daily use as may be allotted to him by the authority.

4. The licensee shall issue a cash memo against every sale of the commodities to the Dealers.

5. The licensee shall arrange for display of a stock board and a rate board at a conspicuous place.

6. The licensee shall maintain books of accounts comprising of Stock Registers, Daily Sale Registers, Indent Registers and such other registers as may be prescribed by the licensing authority and shall produce the same for inspection or verification to any authority authorized by the S.C. F&S/D.C. F&S or State Government.

7. The licensee shall ensure the storage of food grains in a hygienic way and shall take adequate quality control measures including rodent control measures.

8. The licensee shall submit weekly/fortnightly return of his stocks, receipts and deliveries in prescribed proforma to the authority.

9. The licensee shall abide by any instruction as may be given to him by an authority not below the rank of Sub-Inspector under the Food and Supplies Department.

10. The licensee shall not contravene the provisions of any law relating to essential commodities for the time being in force.

11. The licence will cease to be valid in the event of death or resignation of the licensee or re-constitution/dissolution of a firm formed by a group of people or dissolution of a Co-operative Society / Self Help Group.

12. The licence, unless an application for renewal of the licence is made within the period of validity, will stand revoked after the expiry of the period of validity and in that case the licence may be renewed by the licensing authority on realization of requisite fine within a further period of one month if he thinks that the reason for non-renewal of the licence was beyond the control of the licensee.

13. Computerized infrastructure to be set up at the godown for integrated management of entry & exit of food grains having seamless on line- connectivity.

14. The licence shall be valid up to.....

Place:

Date:

.....
Signature and designation of the licensing authority.

(Seal)

GOVERNMENT OF WEST BENGAL
FORM J
Form of Application for Renewal of Licence for Distributorship
[Vide clause 27 (ii) of the WBPDS (M&C) Order, 2013]

Self
Attested
Photograph

1. (a) Licence No. :
(b) Date of expiry of the Licence :
2. Name of Applicant (in block letters) :
3. Father's Name :
4. (a) Full residential address of the applicant :
(b) Permanent address of the applicant :
(c) Telephone No. / Mobile No. :
5. Location of the Godown which the Applicant/s is/are :
in lawful possession
6. Particulars of the Godown with plot No., *khatian* :
No., name of *mauza*, holding No., boundary, etc.
7. Measurement of the godown with length, breadth :
and height
8. Whether any change in the construction of the :
godown has been made during the last one year
9. Whether any Court Case /Departmental Proceedings/ :
Criminal Case /Case under E.C. Act, 1955 is pending
against the applicant (if, details thereof)
10. Whether any show-cause notice has been issued by :
the Competent Authority during last one year, if so details
11. Whether the applicant has, during last one year, :
filed any case against the Government, if so, details
12. Whether the applicant has got his own vehicle for :
carrying food grains under PDS, if yes, how many?
(a) Give the number of the vehicles
(b) Whether it/these has/have been brought under :
the unique colour identification & GPS installation
13. Whether the applicant is in possession of any other :
Government licence /Agency.
14. Details of Licence Renewal Fee :-

(a) Amount

(b) T.R. Challan No. with date :

(c) Name of the Treasury/ Bank & Branch :

.....
Signature of the Applicant

Declaration

I/We do hereby declare that the above information is true to the best of my our/knowledge and belief. I/We further declare that I/we shall abide by the provisions of the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 as well as the conditions of licence in Form C.

Dated, the.....

Place.....

.....
Signature of Applicant

¹[GOVERNMENT OF WEST BENGAL
FORM K
Form of Application for conversion of wheat into atta
(Vide clause 37 of the WBPDS (M&C) Order, 2013)

1.	Advertisement/Notification No. with date :	Self Attested Photograph
2.	Place of vacancy :	
3	Name of the Applicant (in block letters) :	
4.	Father's Name :	
5.	(a) Full residential address of the applicant :	
	(b) Permanent address of the applicant :	
	(c) Telephone No./ Mobile No. :	
6.	Applicant's date of Birth :	
7.	Educational Qualification :	
8	Location of the Flour Mill :	
9.	Particulars of the Flour Mills with Plot No., <i>Khatian</i> No., Name of <i>Mouza</i> , Holding No., Road/Lane etc. (copy of the sanctioned plan to be attached) :	
10.	Type, Measurement and capacity of the godown(s) of the Flour Mill :	
	(a) Owned/Hired :	
	(b) Capacity (in MT) :	
11.	Whether it is Flour Mill or Chakki Mill :	
12.	For how many months the mill has been running (electric bill for last 6 months to be attached) :	
13.	Whether there are cleaning machine, dozing machine and automatic online packaging machine capable of packaging 500 gms and 1 Kg. of atta in properly labelled LD polypacks having thickness above 50 micron. :	Yes/No

¹ . Form K subs, by Notification No. 4195-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 1st December, 2021 (w.e.f.2.12.2021), which was earlier amended by Notification No. 2807-FS/Sectt/Food/4P- 09/12, dated 26th November, 2014 (w.e.f. 26.11.2014).

If so, details

14. Capacity of the flour mills :
A. Cleaning capacity in MT/hr. :
B. Milling capacity in MT/hr. :
C. Packaging capacity in MT/hr. :
D. Effective Production capacity (The least of three :
above) in MT/hr. :
15. Whether Entoleter machine is available, : Yes/No
If yes, mention capacity in MT/hr.
16. Whether atta silo for cooling in available :Yes/No
If yes, mention capacity in MT/hr.
17. Whether modern high speed LD Packaging machine :Yes/No
Yes/No is available
If yes, mention capacity in MT/hr.
18. Does the applicant have other Flour Mills :Yes/No
If so, details
19. What are the equipments available for maintaining :
Quality Control
20. Whether the applicant was at any time convicted :Yes/No
any criminal case
If so, particulars thereon [An affidavit in
the prescribed proforma Annexure-I of
Form- 'K' to be furnished.]

N.B.

1. The mill should be capable of giving atta at an out-turn ratio not less than 95% allowing refraction of 1% of cleaning and 4% for debranning to the maximum. Packaged product should conform to the specification laid down under Food Safety and Standards Act, 2006 (as amended).

2. Selected Flour Mills/Chakki Mills will have to install dozing machine of their own cost for Premixing of the Micro Nutrients to be added in whole meal atta according to the following specifications:

<i>Nutrients</i>	<i>Level of fortification per kg</i>
Vitamin A	500 ug RE-750 ug RE
Folic Acid	75 ug-125 ug
Iron	28 mg to 42.5 mg
Vitamin B-12	0.75 ug - 1.25 ug

3. Selected Flour Mills/Chakki Mills will enter into an agreement with the DCF&S/DDR according to the proforma laid down by the Government.

4. The Flour Mills/Chakki Mills will deliver the packets to the distributors as nominated by the DCF&S/DDR for distribution to the consumers.

5. Unlifted fortified atta of the flour mill in a particular month will never be disposed of in the open market but forwarded to the next months and will be adjusted in the following months allotment.

6. Selected Flour Mills/Chakki Mills shall maintain stock of wheat received for crushing and the ingredients used for fortification as well as packaged fortified atta separately to facilitate inspection and quality checking from time to time.

7. The selected Flour Mills/Chakki Mills should clearly indicate the batch no., date of packing and "best use before (date) on the packet of atta.
8. The Mills should also submit valid bank guarantee as prescribed in the agreement in order to cover the difference between the market price and of the issue price of the allotted quantum of wheat.
9. The standard of godown offered by the applicant(s) shall be in keeping with the norms stipulated by the Central Warehousing Corporation. A registration and certification from the Warehousing Development & Regulatory Authority will need to be furnished within 2 months from the date of offer. There has to be adequate space for loading and unloading to be indicated by way of a layout map. The colouring of storage godown shall also be undertaken as per the specification given by the Department.
10. The computerized infrastructure will be placed at the godown for integrated management of entry and exit of foodgrains having seamless online connectivity as stipulated by the Department, within a month of the offer.
11. Computerized recording through CCTV and Cameras shall be installed within a month of the offer.
12. Infrastructural arrangements and placement of quality control equipments such as moisture meter, tray, balance etc. shall have to be made at the godown as stipulated in the offer letter, within one month.
13. Land Conversion Certificate shall be submitted. In case of hired godown, the Record-of-Rights, a registered rent/lease agreement with the validity of coming 5 years shall be submitted.
14. An office shall be set up attached to the godown, by the miller/atta chakki owner and both shall be open for inspection by Department officials at any reasonable point of time.
15. Vehicles used for transportation of Public Distribution Commodities shall have to be brought under unique colour identification and GPS installation [declaration in the Form of an affidavit in Annexure-II]
16. List of documents to be submitted along with application in Form K:-
 - (i) Certificate of Enrolment of the applicant as registered partnership firm, LLP, Co-operative society, Corporation, company.
 - (ii) Balance Sheets, Income Tax Returns, Profit & Loss Accounts, if applicable and available.
 - (iii) A positive net worth certificate from a chartered accountant.
 - (iv) Ownership document for the land (ROR, *Parcha*), if land/ building is leased, lease agreement and lease/rent payment receipt along with NOC from the owner and lease document with the validity of coming 5 years.
 - (v) Certificate of the conversion of land (commercial) and 'consent to establish' flour mill from the appropriate authorities.

(vi) Certificate of the conversion of land (commercial) and 'consent to establish' godown from the appropriate authorities.

(vii) Trade/Certificate of Enrolment.

(viii) Food Licence from competent authority.

(ix) Clearance from WB Pollution Control Board.

(x) Certificate of installation of adequate fire-fighting devices and certificate/clearance/NOC by the Fire Services Department, Government of West Bengal for running the flour mill.

(xi) GSTN

(xii) Blue Print/ lay out of the Roller Flour Mill/Chakki Mill, with all milling machineries installed clearly showing the separate storage places of Wheat/Atta respectively. The blue print should also show a quality control unit with installed equipments for verification of the produced fortified Atta /Atta on the spot.

(xiii) Affidavit as per Annexure-I & II to Form K of WBPDS (M&C) Order, 2013.

(xiv) Water Sample Testing Certificate from West Bengal Public Health Engineering Department.

(xv) Documents related to purchase of following machineries:-

- A. Screening machine
- B. Cleaning machine
- C. Entoleter machine
- D. Grinding & Crushing machine
- E. Dozing/ Federate machine
- F. Atta Silo for cooling
- G. Automatic online modern, high speed LD packaging machine
- H. Quality test equipments.

(xvi) Installation certificate from the General Manager, District Industries Centre.

(xvii) In case of Entoleter machine, Atta Silo for cooling and modern, high speed LD packaging machines are not available, a declaration is to be submitted by the applicant for installation of the same by 30 days of the last date of submission of application.

[Name and Signature of Applicant]]

ANNEXURE-I
to Form 'K' of the WBPDS (M&C) Order, 2013

AFFIDAVIT

I, Sri....., S/o Sri/ Late.....
aged aboutyears, by religion..... by occupation.....
residing at..... District....., State.....
do hereby solemnly affirm and declare as follows:-

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India for any offence and sentenced in respect thereof imprisonment, at any time prior to the date of application.
3. That no criminal proceedings in respect of an offence alleged to have been committed by me and pending before any Court of India.
4. That no warrant or summons for appearance, warrant of arrest has been issued against me by any Court under any law for the time being in force.

That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place.....

Date.....

Deponent
Identified by me
(Advocate)

**¹[ANNEXURE-II
to Form 'K' of the WBPDS (M&C) Order, 2013
SELF DECLARATION IN PLAIN PAPER**

I, Sri....., S/o Sri/Late.....
aged aboutyears, by religion.....
by occupation..... residing at.....
do hereby solemnly affirm & declare as follows:-

1. That I am a citizen of India.
2. That intend to participate in the work of conversion of wheat into atta (wheat flour) under the Food & Supplies Department.
3. That have read the terms and conditions narrated in Form K i.e. the application form as advertised vide notification dated..... and have understood it.
4. That I intend to use & undertake to implement the unique colour identification & GPS installation on moving vehicle(s)/boat(s) used for transportation of PDS food grains as directed by the Food & Supplies Department from time to time.

Place.....

Date.....

Full Name (in BLOCK LETTERS) and
Signature of the applicant]

¹ Annexure-II subs. by Notification No. 2807-FS/Sectt/Food/4P-09/12, dated 26th November, 2014 (w.e.f. 26.11.2014).

¹[GOVERNMENT OF WEST BENGAL

FORM L

Enquiry Report into Application for FPS Dealership against a Vacancy Notification

[Vide clause 20 (iii) of the WBPDS (M&C) Order, 2013)

(Please fill all the fields. If any item is not applicable write "Not Applicable" instead of leaving it blank)

Name and Designation of the Enquiry Officer:	Date of Enquiry:
--	------------------

Part-I (Details of Vacancy Notification and Crucial date)

S.L.No.	Subject	Findings
1	Place of Vacancy :	
2	Vacancy Notification No. & Date :	
3	Date of Publication in the Official Gazette :	
4	Date of publication of indicative advertisement in daily: news paper and the name of the newspaper	
5	Last date for application :	
6	Date of this application :	
7	Whether application has duly been made in Form C under WBPDS (M&C) Order :	
8	Whether application fees has duly been Deposited :	

Part-II (Details of the individual Applicant)

9	Name of the of the Applicant :	
10	Name of father/husband of the applicant :	
11	Residential address of the applicant :	
12	Date(s) of birth :	
13	Sex :	
14	Educational Qualification of the applicant :	
15	Occupation of the applicant :	
16	Whether identity of the applicant is verified, mention the ID card and its number :	
17	Whether residential address of the applicant is verified and he is permanent resident of the sub-division	
18	Whether the applicant is physically and mentally fit as per the Govt. Hospital certificate :	

¹ Form L ins. by cl. (10) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

19	Whether the applicant has submitted Bank Details and you have verified :	
20	Whether the applicant is financially solvent as per Order No.-(please mention the details of the Bank Statement/FD/RD/TD) :	
21	In case such account/deposit is held jointly, NOC of: such joint holder(s) for investment into FPS Dealership	
22	Whether a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government	
23	Whether the applicant has any other FPS Dealership/Distributorship/Wholesalership in his /her/their own name / name of any relative (If so, give details) :	
24	Whether the applicant has prior experience of business, if any, mention it :	
25	Whether the applicant is a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity :	
26	Whether the applicant has submitted all documents as per checklist	
27	Comments :	

Part-III (Details of the Applicant other than individual)

28	Name of the Applicant :	
29	Nature of the Applicant (partnership firm/sangha/ Mahasangha/co-operative society)	
30	Name(s) of the authorised office-bearer(s) :	
31	Name of father/husband of the authorised office- bearer	
32	Educational Qualification of the authorised office- Bearer	

33	Whether the organisation is registered under relevant: act, mention Registration No. with date and registering authority	
----	--	--

SI No	Subject	Finding
34	In case of partnership firm, whether a limited liability : partnership firm	
35	Office address of the Applicant :	
36	Whether registered office address of the appli- clicant is verified and it is in the district :	
37	Whether the applicant is engaged in any other business/trade/profession. If yes, give details :	
38	Whether resolution of Board of Directors/ Governing Body for venturing into dealership submitted :	
39	Whether identity of the authorised office-bearer is verified, mention the ID card and its number :	
40	Whether Power-of-Attorney in favour of authorised office-bearer submitted :	
41	Whether the authorised office-bearer is physically and : mentally fit as per the Govt. Hospital certificate	
42	Whether the applicant has submitted Bank Details and you have verified :	
43	Whether the applicant is financially solvent as per Order No., mention the details of the Bank Statement/FD/RD/TD :	
44	In case the aforesaid account/deposit is held jointly, whether NOC of such joint holder for investment in FPS Dealership is submitted :	
45	Whether the applicant has ever been Convicted under E.C. Act, 1955 or has/have in litigation against the Department /Govt. (If so, details thereof, else whether affidavit declaration in Annexure-I is submitted) :	
46	Whether the applicant has any other FPS Dealership/Distributorship/Wholesaler ship in own/any relative's name :	
47	Whether the applicant has submitted all documents as per checklist :	
48	Comments :	

Part-V(sic) (Storage Godown and Office Details)

49	Full address of the proposed shop-cum-godown : with <i>dag</i> no., <i>khatian</i> no., village, Gram	
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Sl.No.	Subject	Findings
	<i>Panchayat</i> , Block, Police Station and Pin Code (in case of rural area) or holding no, street name, ward no., municipality, Police Station and Pin Code (in case of municipal area)	
50	<p>Details of the shop-cum-godown proposed :</p> <p>a. Dimension of the storage godown (Length x Breadth x Height in ft. & area) :</p> <p>b. Character of land of the premises (commercial/<i>dokan/bastu</i>) :</p> <p>c. Size of the sales counter (LxBxH in ft. & area) :</p> <p>d. Whether godown and sale counter are adjoining : Yes/No/_____ft. apart</p> <p>e. Whether constructions godown and counter are <i>pucca</i> :</p> <p>f. Whether roof is of concrete :</p> <p>g. Whether measurement instrument are calibrated :</p> <p>h. Whether the width of the approach road (in ft.) is sufficient for loading and unloading of food grains :</p> <p>i. Whether the premise is free from encumbrances :</p>	
51	Storage capacity of the godown (in qt.) :	
52	Whether lay out plan has been tallied :	
53	<p>GPS locations of</p> <p>a. The proposed shop-cum-godown (if shop and godown are separate by more than 10 mt. mention locations separately) :</p> <p>b. Central point of the vacancy area :</p> <p>c. The previous FPS (in case of resultant vacancy) :</p>	
54	Distance from the central point (defined by a landmark) of the vacancy area in metre :	
55	In case it is a resultant vacancy, distance from the previous FPS :	
56	Comments on suitability :	

Part-VI (Possession of the Storage Godown)

57	Rental Possession :	
	a. Name(s) of owner(s) of the premises :	Yes/ No/ Not produced by the applicant
	b. No. and date of execution of registered lease/tenancy deed with the applicant :	
	c. Period of lease/tenancy under registered agreement deed :	
	d. Whether expressly rented/leased for FPS as per deed	
	e. Whether RoR of the owner, lease/tenancy agreement and up to date rent receipt have been verified with original and signatures tallied:	
58	Ownership : a. Whether the applicant is absolute owner : b. If yes, mode of acquisition: Gift/Purchase/ Inheritance c. No. and date of execution of conveyance deed d. Absolute owner or shared e. If shared, whether other co-owners agree to conduction of business	Yes/ No/ Not produced by the applicant
59	Whether conveyance/purchase deed (registered), <i>parcha</i> , up to date property tax receipt and NOC of other co-owners (for shared ownership only have been verified with original and signatures tallied	
60	Whether details of the godown corroborate with the aforesaid documents :	
61	Whether the premise is under physical possession of the applicant :	
62	Comments :	

Part-VII (Other details)

63	Local reputation of the applicant :	
64	Any document not submitted by the applicant :	
65	Overall comments with positive/negative recommendation :	

Declaration: Certified that enquiry has been conducted by the undersigned. All the documents have been verified from original by me. Physical inspection is also done by me. All columns have been filled or mentioned "Not Applicable"

Date:

Signature of Enquiry Officer with Seal
Name

Designation:]

FORM L1

**Enquiry Report
into Application for FPS Dealership of Individual Ownership under Compassionate
Ground**

[Vide clause 20(vi) of the WBPDS (M&C) Order, 2013]
(Please fill all the fields. If any item is not applicable write "Not Applicable" instead
of leaving it blank)

Name and Designation of the Enquiry Officer :	Date of Enquiry :
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Part-1 (Details of dealership)

SL No.	Subject	Findings
1	Code and Name of FPS Dealership :	
2	Name of the (ex) owner of FPS Dealership :	
3	Whether the old licence verified :	
4	Year of last renewal. Reason for gap in renewal, if any	
5	Whether any proceedings initiated by the licensing authority is kept pending against the deceased/incapacitated dealer :	

Part-II (Crucial date)

6	Date of demise/incapacitation of deceased/incapacitated proprietor/partner(s) :	
7	Date of Application :	
8	Whether the application for grant of license was submitted within 90 (ninety) days from the date of death/incapacitation :	

Part-III [Details of deceased/incapacitated proprietor/partner(s)]

9	Name(s) of deceased/incapacitated proprietor/partner(s)	
10	Whether Death Certificate issued by competent authority submitted and have you verified with original :	Yes/Not produced by the applicant
11	Legal heirs certificate of the deceased dealer issued by local elected representative :	Yes/Not produced by the applicant
12	In case of incapacitation, details of reason :	

¹ Form L1 ins. by cl. (10) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

Sl. No	Subject	Findings
13	Whether medical certificate from a Govt. Hospital (for incapacitation) submitted and have you verified with original	Yes/Not produced by the applicant

Part-IV (Details of the Applicant)

14	Name of the of the Applicant :	
15	Name of father/husband of the applicant :	
16	Relation with deceased/incapacitated dealer :	
17	Whether application fees deposit challan submitted and verified with original :	
18	Permanent residential address of the applicant :	
19	Date(s) of birth :	
20	Sex :	
21	Educational Qualification of the applicant :	
22	Whether all other legal heirs of the deceased dealer have declared NOC in Annexure-II (not required for spouse) :	
	Or	
	Whether the applicant is nominated by the incapacitated Dealer	
23	Whether identity of the applicant verified, mention the ID card and its number :	
24	Whether residential address of the applicant verified :	
25	Whether the applicant is physically and mentally fit as per the Govt. Hospital certificate :	
26	Whether the applicant has submitted Bank Details and you have verified :	
27	Whether the applicant is financially solvent (please mention the details of the Bank Statement/FD/RD/TD) :	
28	In case the aforesaid account/deposit is held jointly, NOC of such joint holder for investment in FPS Dealership :	
29	Monthly family income of the applicant as per :	

30	certificate from competent authority Whether the applicant has any other means of subsistence (SKO Dealership, if has got any, is not to be taken into account)	:
31	Whether a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government	
32	Whether the applicant has ever been convicted under E.C. Act, 1955 or has/have litigation against the Department/Govt. (If so, details thereof, else whether affidavit declaration in Annexure-I has been submitted)	
33	Whether the applicant has any other FPS Dealership /Distributorship/Wholesalership in his/her/ their own name/name of any relative (If so, give details)	
34	Whether the applicant is a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity	
35	Comments	

Part-V (Storage Godown and Office Details)

36	Full address of the shop-cum-godown under previous Dealership with <i>dag</i> no., <i>khatian</i> no., village, Gram Panchayat, Block, Police Station and Pin Code (in case of rural area) or holding no, street name, ward no. municipality, Police Station and Pin Code (in case of municipal area)	:
37	Whether the same shop-cum-godown would be in use now	:
38	If any change has happened in address of the shop-cum-godown though the premises remaining same and identical, then mention new address with reason for change	:
39	In case an altogether new shop-cum-godown is being proposed, distance of it from previous FPS	:
40	GPS Locations of	:

41	<p>a. Proposed shop-cum-godown (if shop and godown are separate by more than 10 mt, mention locations separately) :</p> <p>b. Shop-cum-godown under previous Dealership :</p> <p>Details of the shop-cum-godown proposed :</p> <p>a. Dimension of the storage godown : (Length x Breadth x Height in ft. & area)</p> <p>b. Character of land of the premises : (commercial/<i>dokan/bastu</i>)</p> <p>c. Size of the sales-counter (L x B x H in ft. & area) :</p> <p>d. Whether godown and sale-counter are adjoining :</p> <p>e. Whether constructed godown and counter are <i>pucca</i> :</p> <p>f. Whether roof is of concrete</p> <p>g. Whether measurement instrument are calibrated</p> <p>h. Whether the width of the approach road (in ft.): is sufficient for loading and unloading of food grains</p> <p>i. Whether the premise is free from encumbrances</p>	<p>Yes/No/_____ft. apart</p>
42	Storage capacity of the godown (in qt.) :	
43	Whether lay out plan has been tallied :	
44	Comments on suitability :	

Part-VI (Possession of the Storage Godown)

45	<p>Rental Possession:</p> <p>a. Name(s) of owner(s) of the premises :</p> <p>b. No. and date of execution of registered : lease/tenancy deed with the applicant</p> <p>c. Period of lease/tenancy under : registered agreement deed</p> <p>d. Whether expressly rented/ : leased for FPS as per deed</p> <p>e. Whether RoR of the owner, lease/tenancy agreement and up to date rent receipt have been verified with original and signatures tallied</p>	<p>Yes/No/Not by the applicant</p> <p>Yes/No/Not Produced by the applicant</p>
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SI.No	Subject	Findings
46	Ownership : a. Whether the applicant is absolute owner : b. If yes, mode of acquisition: Gift/Purchase/Inheritance : c. No. and date of execution of conveyance deed : d. Absolute owner or shared : e. If shared, whether other co-owners agree to conduction of business :	
47	Whether conveyance/purchase deed (registered), <i>parcha</i> , up to date property tax receipt and NOC of other co-owners (for shared ownership only) have been verified with original and signatures tallied :	Yes/No/Not Produced by the applicant
48	Whether details of the godown in Part-II corroborate with the aforesaid documents :	
49	Whether the premise is under physical possession of the applicant :	
50	Comments :	
Part-VII (Other details)		
51	Local reputation of the applicant :	
52	Any document not submitted by the applicant :	
53	Overall comments with positive/negative recommendation :	

Declaration: Certified that enquiry has been conducted by the undersigned. All the documents have been verified from original by me. Physical inspection is also done by me. All columns have been filled or mentioned "Not Applicable".

Date:

Signature of Enquiry Officer with Seal

Name:

Designation :]

¹[GOVERNMENT OF WEST BENGAL
FORM L2
Enquiry Report
into Application for FPS Dealership under Compassionate Ground
in respect of Partnership Firm
[Vide clause 20(vii) of the WBPDS (M&C) Order, 2013]
(Please fill all the fields. If any item is not applicable write "Not Applicable" instead
of leaving it blank)

Name and Designation of the Enquiry Officer :	Date of Enquiry :
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Part-1 (Details of previous dealership)

SL No.	Subject	Findings
1	Code and Name of FPS Dealership :	
2	Name of the owner of FPS Dealership :	
3	Nature of ownership (proprietorship/partnership) :	
4	Year of last renewal. Reason for gap in renewal, if any :	
5	Whether any proceedings initiated by the licensing authority is kept pending against the deceased/incapacitated dealer :	

Part-II (Exact nature of the transfer applied for)

	Please select one of the following: a. individual to partnership firm due to incapacitation/death b. induction of a new partner in partnership firm c. Substitution of an existing partner d. Reconstitution of firm by inducting family member of the deceased partner (Where partnership firm only comprised of two partners) e. Change of nature from partnership to individual (Where no eligible person found in the family of deceased partner)	
--	--	--

Comparative view of constitutions of previous Dealership and the reconstituted entity

<i>Constitution of Previous Entity</i>	<i>Constitution of the Reconstituted Entity</i>
i. Name of Proprietor/Partner-1	i. Name of Proprietor/Partner-1
ii. Name of Partner-2	ii. Name of Partner-2
iii. Name of Partner-3	iii. Name of Partner-3
iv. of Partner-4	iv. Name of Partner-4

Sl. No.	Subject	Findings
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Part-III (Crucial date)

¹ Form L2 ins. by cl. (10) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

6	Date of demise/incapacitation of deceased/ incapacitated proprietor/partner(s)	:	
7	Date of Application	:	
8	Whether the application for grant of license was submitted within 90 (ninety) days from the date of death/incapacitation	:	

Part-IV [Details of deceased/incapacitated proprietor/partner(s)]

9	Name(s) of deceased/incapacitated proprietor/ partner(s)	:	
10	Whether Death Certificate issued by competent authority submitted and have you verified with original	:	Yes/ Not produced by the applicant
11	Legal heirs certificate of the deceased dealer issued by local elected representative	:	Yes/ Not produced by the applicant
12	In case of incapacitation, details of reason	:	
13	Whether medical certificate from a Govt. Hospital (for incapacitation) submitted and have you verified with original	:	Yes/ Not produced by the applicant

Part-V (Details of the applicant and application fees)

14	Name of the applicant [Incapacitated dealer in case of 5(a)/one of the legal heirs of the deceased dealer in case of 5(a)/Partnership firm in case of 5(b-d)/ surviving partner in case of 5(e) of FPS]	:	
15	Present status of the applicant Incapacitated individual dealer/ legal heir of the deceased dealer/Partnership firm/surviving partner	:	
16	Whether the name & style of the previous Dealership would be continued in reconstituted Dealership	:	
17	If not, the name of the reconstituted firm/entity	:	
18	Whether previous partnership deed submitted and verified	:	
19	Whether Reconstituted partnership deed submitted and includes the newly inducted partner	:	
20	In case of 5 (a), (b), (c) & (d) whether a limited liability partnership firm	:	

SL. No.	Subject	Findings
21	Whether the signatory is authorised in reconstituted partnership deed or by power-of-attorney	
22	Whether application fees deposit challan submitted and verified with original	Yes/Not submitted

Part-VI [Details of the new /surviving partner(s)]

23	Name of the newly inducted/surviving partner(s) :	
24	Date(s) of birth :	
25	Name(s) of father(s) :	
26	Relation with deceased/incapacitated proprietor/ partner :	
27	Whether all other legal heirs of the deceased proprietor/partners : have declared NOC in Annexure-II (not required for spouse)	
	Or	
	Whether the incapacitated Dealer/partner has nominated : the newly inducted partner	
28	Whether identity of newly inducted/surviving partner(s) verified:	
29	Whether residential address of newly inducted / surviving : partner(s) verified	
30	Whether newly inducted /surviving partner(s) are physically : and mentally fit as per a Govt. Hospital certificate	
31	Whether the reconstituted partnership firm/surviving : partner has submitted Bank Details and you have verified	
32	Whether the reconstituted partnership firm/surviving partner : is financially solvent (please mention the details of the Bank Statement/FD/RD/TD)	
33	Whether the newly inducted partner has submitted Bank Details and you have verified	
34	Monthly family income of the newly inducted/surviving \ partner as per certificate from competent authority Whether the newly inducted /surviving partner has any other means of subsistence	
35	Whether a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government.	

Sl. No.	Subject	Findings
36	Whether the newly inducted /surviving partner has ever been convicted under E.C. Act, 1955 or has/have litigation against the Department/Govt. (If so, details thereof, else whether declaration in Annexure-I has been submitted) :	
37	Whether the newly inducted /surviving partner has any other FPS Dealership /Distributorship/Wholesalership in his/her/their own name/name of any relative (If so, give details) :	
38	Whether the newly inducted /surviving partner is a member of local bodies, local authority, <i>Panchayati Raj</i> Institutions, board or corporation, or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity :	
39	Whether the applicant or his relative is the owner of a flour mill or rice mill empanelled by the State Government :	
40	Comments :	

Part-VII (Other details)

41	Local reputation of the applicant	
42	Any document not submitted earlier by the applicant	
43	Overall comments with positive/negative recommendation	

Declaration: Certified that enquiry has been conducted by the undersigned. All the documents have been verified from original by me. Physical inspection is also done by me. All columns have been filled or mentioned "Not Applicable".

Date:

Signature of Enquiry Officer with Seal
Name:
Designation :]

¹[GOVERNMENT OF WEST BENGAL
FORM M
Checklist of SCF&S while sending cases of FPS Dealership against New/Resultant Vacancy
[Vide clause 20 (iii) of the WBPDS (M&C) Order, 2013]

Sl. No.	Documents	Name of applicant-1			Name of applicant-2			Name of applicant-3			Name of applicant-4		
		Whether submitted	CP No	Remarks if any	Whether submitted	CP No	Remarks if any	Whether submitted	CP No	Remarks if any	Whether submitted	CP No	Remarks if any
1	Application in Form-C submitted in due time	Yes/No			Yes/No			Yes/No			Yes/No		
2	Application fee deposited in correct amount and H-o-A	Yes/No			Yes/No			Yes/No			Yes/No		
3	Registered partner-ship deed in respect of partnership firm submitted	Yes/No NA			Yes/No NA			Yes/No/ NA			Yes/No NA		
4	Registration certificate for Coop. Soc./ Sangha or Mahasangha of S	Yes/No NA			Yes/No NA			Yes/No/ NA			Yes/No NA		
5	Identity proof of individual applicant/ authorised office- bearer and ID type	Yes/No			Yes/No			Yes/No			Yes/No		
6	Residential proof of individual applicant/ authorised office- bearer and ID ty	Yes/No			Yes/No			Yes/No			Yes/No		
7	Educational qualification proof of individual applicant/ authorised office- bearer and type of document	Yes/No			Yes/No			Yes/No			Yes/No		
8	Medical fitness certificate of individual applicant/	Yes/No			Yes/No			Yes/No			Yes/No		

¹ Form M ins. by cl. (10) of the Notification No. 2596-FS/Sect/Food/4P-09/2012 (Pt. II), dated 9t August, 2021 (w.e.f.9.8.2021

	authorised office- bearer											
9	Proof of financial solvency submitted as per requirement with details	Yes/No			Yes/No			Yes/No			Yes/No	
10	PAN Card of individual applicant /organisation	Yes/No			Yes/No			Yes/No			Yes/No	
11	Declaration in	Yes/No Not in proper format			Yes/No Not in proper format			Yes/No Not in proper format			Yes/No Not in proper format	
12	Income Tax Return for last 3 years	Yes/No/ NA			Yes/No/ NA			Yes/No/ NA			Yes/No/ NA	
13	Audit Report for last 3 years for applicants other than individuals	Yes/No NA			Yes/No NA			Yes/No NA			Yes/No NA	
14	Lay out map (Drawn Yes/No by whom in remarks	Yes/No			Yes/No			Yes/No			Yes/No	
15 rental possession	RoR of the owner	Yes/No			Yes/No			Yes/No			Yes/No	
	Proof of ownership, if RoR is not submitted	Yes/No NA			Yes/No NA			Yes/No NA			Yes/No NA	
	Registered tenancy/ lease deed b/w owner and applicant	Yes/No			Yes/No			Yes/No			Yes/No	
	Up to date rent	Yes/No			Yes/No			Yes/No			Yes/No	
16 for ownership	RoR of the applicant	Yes/No			Yes/No			Yes/No			Yes/No	
	Registered conveyance deed if RoR is not submitted	Yes/No NA			Yes/No NA			Yes/No NA			Yes/No NA	
	Up to date Property Tax receipt	Yes/No			Yes/No			Yes/No			Yes/No	
	NOC of other co- owners, if applicable	Yes/No			Yes/No			Yes/No			Yes/No	
17	Classification of the land.	Yes/No			Yes/No			Yes/No			Yes/No	

	Mention type of doc. and classification (Dokan/Bastu l commercial) in remarks col												
18	Size of shop/office, godown and shed for queue of rationees												
19	Distance from central point (defined by a landmark) of the vacancy area												
20	Distance from discontinued FPS (in case of resultant vacancy)												
21	Whether Enquiry Officer recommended or not in enquiry report	Yes/No			Yes/No			Yes/No			Yes/No		
22	Whether all criteria fulfilled by the applicant	Yes/No			Yes/No			Yes/No			Yes/No		
23	Views of the SCF&S/ (including grading of the applicant as following A-most eligible, B-eligible, C-eligible with some conditions, D-not eligible, E-absent in enquiry)												

Sub-divisional Controller, Food & Supplies

Jurisdiction)]

¹[GOVERNMENT OF WEST BENGAL

²**SCHEDULE M1**

Checklist of SCF&S while sending cases of FPS Dealership on Compassionate Ground

[Vide clause 20 (vi) of the WBPDS (M&C) Order, 2013]

SL No	Documents	Whether submitted	CP no.	Premise of Required Remarks	Remarks Thereof
1	Death/ Incapacitation certificate of the deceased/retiring Dealer	Yes/No		Date of demise/incapacitation with Issuing authority	
2	In case of incapacitation, nomination of the applicant by existing Dealer	Yes/No/NA		Date of submission	
3	Application in Form C2	Yes/No		Whether submitted in due time.	
4	Application fee	Yes/No		Whether in correct amount & HOA	
5	Old licence	Yes/No		Whether was renewed up to date	
6	Legal heir certificate	Yes/No		Whether the applicant features in it	
7	NOC of other legal heirs in Annx-II in case of death (not for spouse) Or Nomination of newly inducted partner by the incapacitated/retiring Dealer/partner	Yes/No/NA		Whether all other legal heirs have signed Or Whether physically verified by the EO	
8	Identity proof of applicant	Yes/No		Type of ID Type of ID	
9	Residential proof of applicant	Yes/No		Type of ID Type of ID	
10	Educational qualification proof	Yes/No		Nature of document	
11	Medical fitness certificate	Yes/No		Issuing authority and date	
12	Proof of financial solvency	Yes/No		Type of deposit(s) with amount	
13	Declaration i.r.o. GO no. 1706-FS dt. 21.07.14, as amended, if account balance not as per order				
14	Declaration i.r.o. GO no. 1707-FS dt. 21.07.14, as amended, if size of godown & shop not as per the order	Yes/No/NA		Whether in proper format and whether sworn before competent authority	
15	Family income certificate	Yes/No		Issuing authority and date	

¹ Schedule M1 ins. by cl. (10) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.1.9.8.2021).

² Schedule M1 seems to be 'Form M1.

16	Declaration in Annx-1	Yes/No		Whether in proper format and sworn before competent authority	
17	Lay out map of the godown-cum-shop	Yes/No		Drawn by whom	
18 rental possession	RoR of the owner	Yes/No		Type of document	
	Proof of ownership, if RoR is not submitted	Yes/No/NA		Date of execution with period of tenancy/lease	
	Registered tenancy/lease deed between owner and applicant	Yes/No		Rent paid till which month	
	Up to date rent receipt	Yes/No			
19 for ownership	RoR of the applicant	Yes/No		Type of document	
	Registered conveyance deed if RoR is not submitted	Yes/No/NA		Paid till which period	
	Up to date Property Tax Receipt	Yes/No			
	NOC of other co-owners, if applicable	Yes/No			
20	Classification of the land, Dokan/Bastu/commercial	Yes/No		Type of document	
21	Any Court case pending in respect of the dealer	Yes/No		Case No. and ground	
22	Any Departmental enquiry is pending against the dealer	Yes/No		Ground and at which end	
23	Enquiry report	Yes/No		Date of submission	
				Whether positively recommended by the E.O.	
24	Whether personal hearing was conducted	Yes/No		Whether finding was satisfactory	
25	Whether the applicant fulfils all the criteria to be engaged as FPS dealer on compassionate ground	Yes/No		Which criteria is not fulfilled	
26	Whether the application is recommended by the SCF&S, if not recommended, give details				

Sub-divisional Controller, Food & Supplies
(Jurisdiction)]

¹[GOVERNMENT OF WEST BENGAL

²SCHEDULE M2

Checklist of SCF&S while sending cases of FPS Dealership for reconstitution of Partnership Firm

[Vide clause 20(vil) of the WBPDS (M&C) Order, 2013)

Sl. No	Documents	Whether submitted	CP no	Premise of Required Remarks	Remarks thereof
1	Death/incapacitation certificate of the deceased/ retiring Dealer/Partner	Yes/No		Date of demise incapacitation with issuing authority	
2	In case of induction of a new/ surviving partner, nomination of the applicant by existing Partner	Yes/No/NA		Dale of submission	
3	Application in Form C3	Yes/No		Whether submitted in due time	
4	Application fee	Yes/No		Whether in correct amount & HoA	
5	Old licence	Yes/No		Whether was renewed up to date	
6	Legal heir certificate in case of death	Yes/No		Whether the applicant features in it	
7	NOC of other legal heirs in Annx-II in case of death (not for spouse) Or Nomination of newly inducted partner by the incapacitated/retiring Dealer/partner	Yes/No/NA		Whether all other legal heirs have signed Or Whether physically verified by the EO	
8	Identity proof of new/ surviving partner	Yes/No		Type of ID	
9	Residential proof of new/ surviving partner	Yes/No		Type of ID	
10	Educational qualification proof of new/surviving partner	Yes/No		Nature of document	
11	Medical fitness certificate	Yes/No		Issuing authority and date	
12	Proof of financial solvency of the firm	Yes/No		Type of deposit(s) with amount	
13	Declaration i.r.o. GO	Yes/No/NA		Whether in proper	

¹ Schedule M2 ins. by cl. (10) of the Notification No. 2596-FS/Seect/Food/4P-09/2012 (Pt. II), dated 9th August, 2021 (w.e.f.9.8.2021).

² Schedule M2' seems to be 'Form M2'

	no. 1706-FS dt. 21.07.14, as amended, if account balance not as per order			format and whether sworn before competent authority	
14	Declaration i.r.o. GO no. 1707-FS dt. 21.07.14, as amended, if size of godown & shop not as per the order	Yes/No/NA		Whether in proper format and whether sworn before competent authority	
15	Family income certificate	Yes/No		Issuing authority and date	
16	Declaration in Annx-I	Yes/No		Whether in proper format and sworn before competent authority	
17	Previous partnership deed	Yes/No		Whether family member of the new/surviving partner was a partner	
18	Reconstituted partnership deed	Yes/No		Whether new/surviving partner included	
19	Any Court case pending in respect of the dealership	Yes/No		Case No. and ground	
20	Any Departmental enquiry is pending against the dealership	Yes/No		Ground and at which end	
21	Enquiry report	Yes/No		Date of submission Whether positively recommended by the EO	
22	Whether personal hearing was conducted	Yes/No		Whether finding was satisfactory	
23	Whether the applicant fulfils all the criteria to be engaged as FPS dealer on compassionate ground/ reconstitution	Yes/No		Which criteria is not fulfilled	
24	Whether the application is recommended by the SCF&S, if not recommended, give details				

Sub-divisional Controller, Food & Supplies
(Jurisdiction)]

SCHEDULE A

The following amounts are payable by the Dealers/F.P.S Owners as per provisions of the West Bengal Public Distribution System (Maintenance & Control) Order, 2013:

SL. No.	Category/Item	Paragraph	Amount	Remarks
1	Application Fee	20(iii),(vi)	Rs. 1,000/-	
2	Licence Fee	20(v),20(vi), 21(i)	Rs. 10,000/-	
¹ [3	License Renewal Fee	21(ii)	Rs.3,000	
3 A	(i) Fine for submission of renewal application within 30 days from the expiry of period of validity. (ii) Fine for submission of renewal application beyond 30 days and upto a period of next 60 days.	21(iii)	Rs. 5,000/ Rs. 15,000/-]	
4	Security Deposit	20(vi),21(iv) 20(v)	Rs. 25,000/-	
5	Duplicate licence fee	21(v)	Rs. 2,000/-	
² [6	Penalty/fine	24(ii)	(1)For any discrepancy of stock of public distribution commodity, a minimum penalty of Rs. 15,000/-, which may be extended upto maximum of three times the value arising out of the difference between the market price and the price of purchase by dealer of the stock. (ii) For irregularities of any other nature, a minimum penalty of Rs. 15,000/-]	
³ [7	Penalty for- (i) non-switching "ON" the e-Pos machine on the first working day of every month;	33A	Rs. 20,000/-	
	(ii) non-switching "ON" the e-Pos machine on other day		Rs. 10,000/- per day subject to maximum of Rs. 50,000/- per month	
8	Penalty for violation of	33A	Minimum penalty of Rs.	

¹ Serial Nos. 3 and 3A and the entries relating thereto subs. by cl. (2)(c) of the Notification 3169-FS/Sect/Food/4P-09/2012 (Pt. II), dated 24th December, 2020 (w.e.f. 29.12.2020) and subsequently vide notification No. 431-FS dated 02.02.2021. for existing Serial No. 3 and the entries relating thereto.

² Serial No. 6 and the entries relating thereto subs. by cl. (8) of the Notification No. 2596-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 9.8.2021 (w.e.f.9.8.2021).

³ Serial Nos. 7 and 8 and the entries relating thereto ins. by cl. (7) of the Notification No 3034-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 14th December, 2020 (w.e.f. 16.12.2020).

	direction issued by the State Government, other than the penalty mentioned in Sl. No. 7 above.		20,000/-]	
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SCHEDULE B

The following amounts are payable by the Distributor as per provisions of West Bengal Public Distribution System (Maintenance & Control) Order, 2013:

Sl.No	Category/Item	Paragraph	Amount	Remarks
1	Application Fee	26(iii)&(vi)	Rs.5,000/-	
2	Licence Fee	26(v), (vi) & 27(i)	Rs. 60,000/-	
¹ [3	License Renewal Fee	27(ii)	Rs.15 ,000	
3A	(i) Fine for submission of renewal application within 30 days from the expiry of period of validity (ii) Fine for submission of renewal application beyond 30 days and upto a period of next 60 days.	27(iii) 27(iii)	Rs. 25,000/- Rs. 75,000/-]	
4	Security Deposit	26(v),26(vi) & 27(iv)	² Rs. 5,00,000/-	
5	Duplicate licence fee	27(v)	Rs. 15,000/-	
³ [6	Penalty/fine	31(c)	(i) For any discrepancy of stock of public distribution commodity, a minimum penalty of Rs. 1,00,000/-, which may be extended upto maximum of three times the value arising out of the difference between the market price and the price of purchase by distributor of the stock. (ii) For irregularities of any other nature a minimum penalty of Rs. 1,00,000/-)]	

¹ Serial Nos. 3 and 3A and the entries relating thereto subs. by cl. (2)(d) of the Notification No. 3169-FS/Sectt/Food/4P-09/2012 (Pt. II), dated 24th December, 2020 (w.e.t. 29.12.2020) and subsequently vide notification No. 431-FS dated 02.02.2021 for existing Serial No. 3 and the entries relating thereto

² Rs. 1,00,000/- subs. vide Notification No. 1908-FS dated 11.05.2022.

³ Serial No.6 and the entries relating thereto subs. by cl. (9) of the Notification No. 2596-FS/Sectt/ Food/4P-09/2012 (Pt. II), dated 9.8.2021 (w.e.f.9.8.2021).