Report of Inspection into Distributorship/ Wholesalership



|  |  |  |  |
| --- | --- | --- | --- |
| Name of Distributor/Wholesaler |  | Name of IO |  |
| Code |  | Designation of IO |  |
| District/ Sub-Area |  | Date of Inspection |  |
| Sub-Division |  | Time of arrival of IO |  |
| Block |  | Time of departure of IO |  |

Part-I: Display

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Glow signboard indicating Distributorship | Displayed | Not displayed | Displayed, but not properly |
| 2. Toll free no. for grievance redressal | Displayed | Not displayed | Displayed, but not properly |
| 3. Category-wise opening stock for the day | Displayed | Not displayed | Displayed, but not properly |

Part-II: Storage Condition

|  |  |  |
| --- | --- | --- |
| 4. Whether dedicated office space available | Yes | No |
| 5. Whether computer with internet facility available | Yes | No |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Storage Condition of the Individual Godowns (use separate table for each Godown mentioned in Licence)** | | | | | | | | | | | |
| 6. No. of chambers |  | |  | | | | | | | | |
| 7. Whether secure with boundary walls | | | | | | Yes | | | No | | |
| 8. Whether covered under CCTV | | | | | | Yes | | | No | | |
| 9. Whether storage condition is satisfactory | | | | | | Yes | | | No | | |
| 10. If not, then give reason(s) | Not pacca structure | | | | | | | | | | |
| Leaky roof | | | | | | | | | | |
| Insufficient aeration | | | | | | | | | | |
| Damp floor and/or walls | | | | | | | | | | |
| Insufficient plinth height | | | | | | | | | | |
| Premises is prone to water logging | | | | | | | | | | |
| Insufficient light | | | | | | | | | | |
| Specify, if any other reason | | | | | | | | | | |
| 11. Whether proper stacks with alleyways and gangways are maintained | | | | | | | | | | Yes | No |
| 12. Whether dunnage is being used | | | | | | | | | | Yes | No |
| 13. Whether quality control  exercises are being carried out | Yes, regularly | | | Irregularly | | No | | Not required as average  storage period is less than a fortnight | | | |
| 14. If yes, details of last 3 treatments | Date |  | | | Chemical(s) used | |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date |  | Chemical(s) used |  | |
| Date |  | Chemical(s) used |  | |
| 15. Whether food grains are maintained cleanly and hygienically | | | | Yes | No |
| 16. If not, give details | Rodent/their excreta found | | | | |
| Pests breeding due to poor storage | | | | |
| Excess spillage | | | | |
| Potential contaminant in the same godown | | | | |
| Specify, if any other reason | | | | |
| 17. Whether any article other than PDS and approved non- PDS items are found to be stored | | | | Yes | No |
| 18. If yes, give details | | | |  | |

Part-III: Stock Details (in last sheet) Part-IV: Record Maintenance



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 20. Whether Daily Stock Register is up to date | | Yes | No, updated till the date of | |
| 21. Whether Daily Sale Register is up to date | | Yes | No, updated till the date of | |
| 22. Whether Cash Memo Register is up to date | | Yes | No, updated till the date of | |
| 23. Inspection Book | | Maintained | | Not maintained |
| 24. Whether calibrated weighing  devices are being used | Yes | No | Calibration certificate does not  correspond to the devices being used | |

Part-V: Miscellaneous

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 25. No. of FPSs tagged with the Distributorship/ Wholesalership | | | | | | | |  | | |
| 26. No. of total RCs tagged | | AAY | | PHH | | RKSY-I | RKSY-II | Total | | |
|  | |  | |  |  |  | | |
| 27. Whether doorstep delivery was going on at the time of inspection | | | | | | | | | Yes | No |
| 28. If  yes, | Names of destination FPSs | | |  | | | | | | |
| Registration no(s) of vehicles plying | | |  | | | | | | |
| 29. Whether the Distributor/ Wholesaler owns carriage vehicles for PDS | | | | | | | | | Yes | No |
| 30. If  yes, | Registration no(s) | | |  | | | | | | |
| Whether colour coded | | | | | | | | Yes | No |
| 31. Last  inspection | | Date |  | | Name(s) & designations of the IO(s) | |  | | | |
| 32. Whether findings of such inspection correspond to present situation | | | | | | | | | Yes | No |
| 33. If not, | | Describe the improvements | |  | | | | | | |
| Describe the deteriorations | |  | | | | | | |
| 34. Overall  opinion of the IO/ team | |  | | | | | | | | |

Part-III: Stock (in Qtl) at the time of inspection

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19. | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|  | Food Grain | Category | Openingbalance for the month | Lifted tilldate from Govt/FCI Godowns | Total stock for the month till date (C+D) | Doorstep delivery to the FPS Dealers forthe month as per register | Doorstep deliveryto the FPS Dealers for till date as per system generatedchallans | Book balance as per | | No of bags in book balance as per | | Physical balance | Whether physical verification on weighment done | Difference between book balance and physical balance (H-L) | Difference between system balance and physical balance (I-L) |
| Register (E- F) | System Gen. Challan (E-G) | Register (E- F) | Estimated as col. I/50 |
| Rice | AAY |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| PHH (including SPHH) |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| RKSY-I |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| RKSY-II |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| All categories combined |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Fortified Atta | AAY |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| PHH (including SPHH) |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| RKSY-I |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| RKSY-II |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| All categories combined |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Wheat | RKSY-I |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| RKSY-II |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| All categories combined |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Sugar | AAY |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Festival Items | Sugar |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Flour |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Mustard Oil |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Rice Bran Oil |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| Bengal Gram |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
|  |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
|  |  |  |  |  |  |  |  |  |  | |  | Yes/ No |  |  |
| If requisitioned, whether personnel and equipment for physical verification of stock on weighment were arranged by the Distributor/ Wholesaler | | | | | | | | | | | Yes | No |  |  |
| Reason for Difference between book balance and physical balance, and system balance and physical balance, if any (col. N & O) | | | | | | | | | | | | | | |

Seal & Signature of IO(s)