Report of Inspection into Fair Price Shop

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| --- | --- | --- | --- |
| Name of FPS |  | 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. FPS signboard | Displayed | Not displayed | Displayed, but not properly |
| 1. Toll free no. for grievance   redressal | Displayed | Not displayed | Displayed, but not properly |
| 3. FPS opening schedule | Displayed | Not displayed | Displayed, but not properly |
| 4. No. of category-wise beneficiaries | Displayed | Not displayed | Displayed, but not properly |
| 5. Scale cum rate board | Displayed | Not displayed | Displayed, but not properly |
| 6. Category-wise opening stock for the day | Displayed | Not displayed | Displayed, but not properly |
| 7. Sample of category-wise food grains | Displayed | Not displayed | Displayed, but not properly |

**Part-II: Stock (given at the end)**

**Part-III: Record Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9. Whether ePOS is being used for every sale | | Yes, live use | Yes, offline use | Partial use | Not used |
| 10. If not used, reason | | | Negligence | Lack of paper roll | |
| 11. Cash memo | | ePOS generated | Manual | Not being issued | |
| 12. Whether Daily Stock Register is up to date | | | Yes | No, updated till the date of | |
| 13. Whether Daily Sale Register is up to date | | | Yes | No, updated till the date of | |
| 14. InspectionBook | | | Maintained | Not maintained | |
| 15. Whether calibrated weighing devices are being used | Yes | | No | Calibration certificate does not correspond to the devices being used | |

**Part-IV: Storage Conditions**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Storage Condition of the Individual Godowns**  **(use separate table for each Godown mentioned in Licence)** | | | | | | | | | | | | | |
| 16. Godown sl. no. |  | 17. Dimensions (in ft.) | | | Length | | |  | | | | | |
| 18. Location latitude |  | Breadth | | |  | | | | | |
| 19. Location longitude |  | Height | | |  | | | | | |
| 20. No. of chambers |  |  | | | | | | | | | | | |
| 21.Whether storage condition is satisfactory | | | | | Yes | | | No | | | | | |
| 22.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 waterlogging | | | | | | | | | | | | |
| Insufficient light | | | | | | | | | | | | |
| Specify, if any other reason | | | | | | | | | | | | |
| 23. Whether shed for queue of beneficiaries is available | | | | Inadequate size | | | | | | Yes | | No | |
| 24. Size of sale counter | Less than 200 sqft. | | More than 200 sqft | | | | Same room/chamber as godown | | | | | | |
| 25. Size of godown | Less than 400 sqft. | | More than 400 sqft | | | | Same room/chamber as sale counter | | | | | | |
| 26. Whether FIFO is being maintained | | | | | | | | | Yes | | No | |
| 27. Whether food grains are maintained cleanly and  hygienically | | | | | Yes | | | No | | | | |
| 28. If not, give details | Rodent/theirexcretafound | | | | | | | | | | | |
| Live insects/pest due to poor storage | | | | | | | | | | | |
| Excess spillage | | | | | | | | | | | |
| Potential contaminant in the same godown | | | | | | | | | | | |
| PDS SK Oil stored in same godown | | | | | | | | | | | |
| Specify, if any other reason | | | | | | | | | | | |
| 29. Whether sample collected | | | | | Yes | No | | | | | | |
| 30. If yes, mention item and category | | | | | Item | Category | | | | | | |
|  |  | | | | | | |
| 31. Whether one copy of sample received by FPS Dealer | | | | | Yes | No | | | | | | |
| 32. Whether all food grains are stored in approved godown | | | | | Yes | No | | Application for additional godown pending | | | | |
| 33. Whether any article other than PDS and approved non-  PDS items are found to be stored | | | | | Yes | No | |  | | | | |

**Part-V: Miscellaneous**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 34. Whether distribution was going on at the time of inspection | | | Yes | No |
| 35. Feedback from beneficiaries  *[A= irregular opening*  *B= poor quality*  *C= less quantity*  *D= bad behavior*  *E= other complaint(write briefly)*  *F= no complaint]* | Name of beneficiary | DRC No | Feedback type | |
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| 36.Last  inspection | Date | |  | | Name(s)&  designations of theIO(s) |  | | |
| 37.Whether findings of such inspection correspond to present situation | | | | | | | Yes | No |
| 38.If not, | | Describethe  improvements | |  | | | | |
| Describethe  Deteriorations | |  | | | | |
| 39.Overall  opinion of the IO/team | |  | | | | | | |

Part-II: Stock (in Qtl) at the time of Inspection

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. | A | B | C | D | E | F | G | H | I | J | | K | L |
|  | FoodGrain | Category | Openingbalanceforthemonth | Doorstep delivery received | Totalstock forthemonthtill date(C+D) | Distributed to beneficiaries | Book balance (E-F) | ePOS balance | Physical balance at thetime of inspection | Whether physical verification on weighment done | | Differencebetween Bookbalance andphysicalbalance(G-I) | Difference between ePOS balance and physical balance (H-I) |
| Rice | AAY |  |  |  |  |  |  |  | Yes | No |  |  |
| PHH(includingSPHH) |  |  |  |  |  |  |  | Yes | No |  |  |
| RKSY-I |  |  |  |  |  |  |  | Yes | No |  |  |
| RKSY-II |  |  |  |  |  |  |  | Yes | No |  |  |
| Allcategoriescombined |  |  |  |  |  |  |  | Yes | No |  |  |
| FortifiedAtta | AAY |  |  |  |  |  |  |  | Yes | No |  |  |
| PHH(includingSPHH) |  |  |  |  |  |  |  | Yes | No |  |  |
| RKSY-I |  |  |  |  |  |  |  | Yes | No |  |  |
| RKSY-II |  |  |  |  |  |  |  | Yes | No |  |  |
| Allcategoriescombined |  |  |  |  |  |  |  | Yes | No |  |  |
| Wheat | RKSY-I |  |  |  |  |  |  |  | Yes | No |  |  |
| RKSY-II |  |  |  |  |  |  |  | Yes | No |  |  |
| Allcategoriescombined |  |  |  |  |  |  |  | Yes | No |  |  |
| Sugar | AAY |  |  |  |  |  |  |  | Yes | No |  |  |
| FestivalItems | Sugar |  |  |  |  |  |  |  | Yes | No |  |  |
| Flour |  |  |  |  |  |  |  | Yes | No |  |  |
| MustardOil |  |  |  |  |  |  |  | Yes | No |  |  |
| RiceBranOil |  |  |  |  |  |  |  | Yes | No |  |  |
| Bengal Gram |  |  |  |  |  |  |  | Yes | No |  |  |
| Addother items |  |  |  |  |  |  |  | Yes | No |  |  |
| Add item |  |  |  |  |  |  |  |  | Yes | No |  |  |
| Ifrequisitioned,whetherpersonneland equipmentforphysicalverification ofstockonweighment werearrangedbythe Dealer | | | | | | | | | | | Yes | No |
| ReasonforDifferencebetweenBookbalanceandphysicalbalance,ifany | | | | | | | | | | | | |
|  | Reason for difference between ePOS balance and physical balance, if any | | | | | | | | | | | | |

Seal&SignatureofIO(s)