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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Food & Supplies Department
11/A, Mirza Ghalib Street, Kolkata-700087

NOTIFICATION

No. 3842-FS/Sectt./Food/4P-19/2021 (Pt.IV)

Dated, the 1st October, 2024

Whereas the Governor is of opinion that it is necessary and expedient to provide necessary Guidelines for empanelment of flour mills / atta chakki to convert wheat into atta and its distribution in pursuance of clauses 61 and 62 of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024;

Now, therefore, the Governor, in supersession of the notification issued vide Order No. 2834-FS/Sectt/Food/4P-14/2013 (Pt-IV) dated, the 6th September, 2017 is pleased to notify the following Guidelines for the empanelment of flour mills for milling of atta by them and its distribution:

Guidelines

- 1. Short title, commencement and application.**— (1) These Guidelines shall be called the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Atta and its distribution) Guidelines, 2024.
 - (2) It shall come into force from the date of publication in the *Official Gazette*.
 - (3) It shall be applicable to all the flour mills empanelled by the State Government for distribution of atta in lieu of wheat through the public distribution system.
- 2. Definitions.**— (1) In these Guidelines, unless the context otherwise requires,—
 - (a) “Act” means the Essential Commodities Act, 1955 (10 of 1955);
 - (b) “agreement” means the agreement made between the State Government or any officer authorized by the State Government and the owner of flour mill and includes all schedules, supplements, appendices, appendages, notices, notifications and modifications and amendments made thereof in accordance with the provisions of these Guidelines and the Control Order;
 - (c) “atta” means fortified atta or wholemeal atta of the specification as specified by the State Government;

- (d) “Control Order” means the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024;
- (e) “Director” means the Director of District Distribution, Procurement and Supply or the Director of Rationing, Food & Supplies Department, Government of West Bengal, as the case may be;
- (f) “District Controller” means District Controller of Food & Supplies or Joint / Deputy Director of Rationing, as the case may be,
- (g) “flour mill” means the roller flour mill engaged in the business of conversion of wheat into atta and shall include the atta chakki having the infrastructure specified in Appendix-I;
- (h) “owner of flour mill” includes the proprietor, partner, director or designated partner or shareholder(s) of a flour mill;
- (i) “State Government” means the Government of West Bengal in the Food & Supplies Department.
- (2) Save as otherwise provided hereinunder, words and expressions used in these Guidelines and not defined shall have the same meaning as defined in the Control Order.

3. Empanelment of flour mill. – With a view to control the production and distribution of atta through the public distribution system amongst different categories of ration card holders, the State Government may empanel flour mills in the districts of West Bengal in the manner laid down hereinbelow:

- (1) The State Government may, by notification, invite applications from eligible flour mills for empanelment for the purposes of conversion of wheat into atta through the public distribution system for a district or group of districts.
- (2) There shall be no application fee for applying for empanelment of flour mills for conversion of wheat into atta but each selected flour mill shall have to pay a non-refundable empanelment fee of 5,00,000/- (Rs Five lakh only) before execution of the agreement.
- (3) No person holding a Distributor License or Wholesaler License or Fair Price Shop (FPS) Dealer License under the provisions of Control Order in the capacity of flour mill or owner / proprietor / partner / director or designated partner shall be eligible to apply for selection of his flour mill in the above-mentioned capacity under the scheme of conversion of wheat into atta. If any person applies, suppressing the facts of holding a Distributor License or Wholesaler License or FPS Dealer License under the provisions of Control Order in the capacity of flour mill or owner / proprietor / partner / director or designated partner, his application shall be cancelled or if already empaneled, his empanelment shall be de-empanelled from the panel at any point of time by the State Government.
- (4) Any mill, which was empanelled earlier and has defaulted in supply of atta to the State Government or its Agency or has not maintained the proper quality of atta or whose performance has not been found satisfactory or any criminal proceedings are pending or have been initiated against the flour mill or its owner / proprietor / partner / director or designated partner under EC Act or any criminal proceedings are pending or have been initiated by the department against the flour mill or its owner / proprietor / partner / director or designated partner, shall not be eligible to apply for empanelment.
- (5) The State Government reserves its right to, without assigning any reason, to:–
 - (i) not to empanel all the flour mills who have applied; or
 - (ii) select only that number of flour mills as it may consider as required for conversion of wheat into atta for the district and/or a group of districts; or
 - (iii) empanel only those flour mills which it may consider are good performing or would perform satisfactorily as per the provisions of these Guidelines and Control Order.
- (6) Mere submission of application and/or fulfilling the eligibility criteria and/or deposition of empanelment fee or renewal fee does not make a flour mill eligible for empanelment or renewal.

4. Empanelled flour mill to do certain acts with the prior consent of State Government. – (1) The flour mill or owner / proprietor / partner / director or designated partner of a flour mill during the stipulated tenure of the agreement shall not transfer the ownership / proprietorship / partnership / directorship or designated partnership of the mill or lease or assign its business to any other person or reconstitute the partnership without the prior approval

of the State Government. The State Government shall have every right to withhold such permission if it deems fit and proper. If any flour mill is found to have transferred the ownership / proprietorship / partnership / directorship or designated partnership of the flour mill or leased it out or assigned its business to any other person or have reconstituted the partnership by suppressing the above stated facts during the stipulated tenure of the agreement, the said flour mill shall be de-empanelled from the panel.

- (2) The empanelled flour mill shall not indulge in private milling or engage in any activity for commercial purpose except with the prior written consent of the State Government.
 - (3) The empanelled flour mill shall not enter into any arrangement or contract or understanding whereby the operation of the flour mill may be controlled or carried out or leased out or financed by any other person, firm or company or LLP, directly or indirectly, without the prior express written consent of the State Government.
 - (4) The flour mill shall not affect any change in its constitution, whether in the identity of its entity or partners or in the share / shareholding or any of them or in the terms of the deed of partnership or of the bye-laws, as the case may be, without the prior written consent of the State Government.
- 5. Application for selection of flour mill for empanelment.** – (1) Flour mill or an owner / proprietor / partner / director or designated partner of a flour mill desirous to be empanelled by the State Government shall make an application to the State Government in **Form K** prescribed under these Guidelines.
- (2) The State Government may invite the applications in online or offline or in combined mode.
 - (3) Notwithstanding anything contained in the application form or **Appendix-I** to these Guidelines, the State Government may, on receipt of the application for empanelment, seek additional information or document on any parameters as it may deem fit and proper in the public interest and shall undertake the empanelment procedure only after receipt of such information from the said applicant or may not proceed with the process if such additional information or document is not received in prescribed format or within prescribed date.
- 6. Procedure for Inquiry and Selection of Flour Mill.** – (1) The State Government shall constitute a High Powered Enquiry Committee for determination of effective / net production capacity of a flour mill and for ascertaining the suitability of the mill and its owner / proprietor / partner / director or designated partner for empanelment and subsequent execution of agreement.
- (2) The State Government may also constitute Enquiry Teams as many as required for inspection of flour mills, ascertaining the constitution, ownership, land details, plant & machinery installed, capacity, examine and verify documents, NOCs & clearances and determination of effective / net production capacity of a flour mill and for ascertaining the suitability of the mill and its owner / proprietor / partner / director or designated partner for empanelment and subsequent execution of agreement.
 - (3) The High Powered Enquiry Committee shall examine the Inspection Report of the Enquiry Teams and make its recommendation to the State Government for selection of flour mills for empanelment. The State Government may or may not agree with the recommendation and select such flour mills for empanelment. In case, the State Government does not agree with the said recommendation, it may ask the High Powered Enquiry Committee to make arrangement of re-inquiry of the application by the same team or another team for taking its final decision or it may get the case inquired through another team and take a decision.
- 7. Signing of Agreement and Security Deposit.** – (1) The selected flour mill shall enter into an agreement clearly mentioning the duration of Agreement with respective District Controller, according to proforma prescribed by the State Government within 15 (fifteen) days from the date of offer. The agreement shall be duly notarized with Notarial certificate.
- (2) The empanelled flour mill has to deposit a Security Deposit in the form of a Bank Guarantee from the Scheduled commercial banks excluding Foreign Scheduled Banks valid till the last date of the agreement with a claim period of, at least, 3 (three) months beyond the validity period of the agreement.
 - (3) The flour mill or owner / proprietor / partner / director or designated partner of mill shall submit valid Bank Guarantee to the tune of one time of economic cost of the estimated monthly quantum of wheat to be allocated:

Provided that the economic cost is variable and may change from time to time and the owner of the mill shall be liable to submit revised / additional Bank Guarantee in accordance with the quantity and economic cost of wheat for allocation for a particular month.

- (4) The State Government may also ask for submission of additional Bank Guarantee to be submitted by a flour mill depending upon additional quantity of allocation of foodgrains or the credibility or performance of the flour mill.

8. Validity, renewal etc. of empanelment. – (1) Every agreement of empanelment made in accordance with these Guidelines shall be valid for the period of one (1) year. The agreement, unless an application for renewal is made within the period of validity, shall stand terminated after the expiry of the validity period.

- (2) The respective District Controller of Food & Supplies with prior permission of the Director may renew the empanelment and execute a fresh agreement with such terms and conditions as deemed necessary at the time of renewal after expiry of one year for another one (1) year or part of a year each time subject to a maximum period of two (2) years on satisfactory performance of the previous year and subject to fulfilment of provisions mentioned in Clause 8. The State Government may renew the empanelment for only a part of the year also.
- (3) The application for such renewal of empanelment shall be made at least sixty (60) days before the expiry of the validity period of the agreement.
- (4) Mere satisfactory performance may not be a sole criterion for renewal of empanelment of a flour mill. While considering the renewal of the flour mill, the State Government reserves its right to:
 - a. not to renew the empanelment of all the mills who are empanelled for the year prior to the year of renewal; or
 - b. renew empanelment of only that number of flour mills as it may consider necessary for conversion of wheat into atta at that point of time; or
 - c. renew empanelment of only those flour mills which it may consider good performing or would perform satisfactorily as per the provisions of these Guidelines and Control Order.
- (5) State Government may not renew empanelment of a flour mill, which has defaulted in supply of atta to the State Government or its Agency or has not maintained the proper quality of atta or whose performance has not been satisfactory or any criminal proceedings are pending or have been initiated against its owner / proprietor / partner / director or designated partner.
- (6) The selected flour mill shall have to pay annual renewal fee of 1,00,000/- (Rs. One lakh only) for each such renewal.
- (7) The State Government may ask an empanelled Flour Mill to deposit a Bank Guarantee of such amount with such terms and conditions, validity period and claim period as may be required at the time of the renewal of empanelment depending upon economic cost of the quantity of allocation of wheat or the credibility or performance of the flour mill.
- (8) The flour mill as may be renewed for empanelment hereinunder shall have to execute an agreement again for the renewed period and to abide by the terms and conditions of the agreement and submit Bank Guarantee as may be required and incorporated in the agreement.
- (9) The agreement for renewal, *inter alia*, shall specify clearly that –
 - a. The flour mill must turn up in time and lift the allotted wheat from the concerned godowns;
 - b. The flour mill shall mill the wheat and pack the atta within the stipulated time frame as per the procedure laid down by the State Government;
 - c. It shall deliver the resultant atta in time as per direction of the District Controller of Food & Supplies or Joint / Deputy Director of Rationing;
 - d. The wheat delivered must have the desired quantity at the prescribed out turn ratio and conform to the requisite quality specifications;
 - e. It shall deliver the resultant atta as per the quality specification and in the packaging as specified and shall also ensure a minimum shelf life and best before period as specified by the State Government.

- (10) Breach of any clause of the said agreement or any directions as may be issued by the Director or District Controller or the State Government from time to time in this regard shall be deemed to be a violation of these Guidelines, agreement and Control Order and shall attract penal action accordingly. Breach of any clause of the said agreement, these Guidelines, Control Order or any directions as may be issued by the Director or District Controller or State Government may lead to suspension, make the flour mill as defaulter, de-empanelment or refusal to renew the empanelment or reduction in the allocation of quantity of wheat to the flour mill.
- 9. Infrastructure needed for empanelment.** – (1) A flour mill desirous to be empanelled by the State Government shall need to put in place such infrastructure and install such plant and machinery as given in **Appendix-I** at the time of making the application and inquiry and shall maintain such infrastructure and such plant & machinery throughout the period of empanelment at all times.
- (2) All the machineries shall have the installation certificate from the General Manager, District Industries Centre of the concerned district and shall be in running condition on the date of submission of application for selection and throughout the period of empanelment.
- (3) The flour mill should have such other infrastructure and should fulfill such other terms and conditions as may be specified by the State Government at the time of inviting the applications for empanelment.
- (4) For the purpose of determining effective / net production capacity of a mill, the crushing capacity, cleaning capacity and the output generated from its packaging capacity, whichever is minimum, shall be considered as the effective / net capacity for the purpose of empanelment. However, such assessed effective / net capacity is only for assessment purpose and may not be a ground for allocation of wheat for milling as per the capacity so assessed.
- 10. Allocation of wheat.** – (1) Tentative quantum of monthly allotment to a particular flour mill will be made by the Director with the prior approval of the State Government.
- (2) The Director shall make normal monthly allotment of wheat to concerned District Controller with the prior approval of the State Government.
- (3) After a flour mill is empanelled by the State Government for a particular district and after execution of the agreement, the concerned District Controller may tag such number of distributors with a particular empanelled flour mill, as deemed necessary irrespective of its net / effective production capacity, allocate wheat meant for such distributors to the flour mill for crushing and proper distribution of atta through the public distribution system.
- (4) The concerned District Controller shall allocate wheat to the concerned flour mill meant for a distributor tagged with such flourmill on a fortnightly or monthly basis irrespective of its full production capacity.
- (5) The flour mill shall not insist on allocation of wheat or allocation of a desired or demanded quantity of wheat or allocation of a quantity as per the milling capacity or effective /net milling capacity of the flour mill or allocation with any particular district or distributor(s) or on the ground that it is not engaging itself in any private milling or any other ground.
- (6) The State Government or the Director or the District Controller reserves the right to:
- f. not to allocate any wheat to a flour mill for a month or for any number of months; or
- g. to reduce / alter the allocated quantity anytime without assigning any reason; or
- h. may alter the allocated quantity at any point of time.
- 11. Procedure for lifting and milling of wheat.** – (1) Distributors shall obtain indents from the concerned Sub-divisional Controller of Food and Supplies or Rationing Officers and lift the stock of atta, as the case may be, from the assigned flour mill on deposition of money at the rate, if any, fixed by the State Government.
- (2) In case there is no flour mill or there are insufficient flour mills in a District or no mill qualifies for selection or operation of any existing running mill in a district is suspended or its agreement is terminated the concerned Director shall, with the approval of the State Government, engage temporarily an empanelled mill from the adjoining district for milling of wheat of the distributors tagged with the closed or suspended flour mill:
- Provided that such temporary engagement does not create any right whatsoever in favour of the tagged mill for future engagement or allocation of wheat.

- (3) (a) The selected flour mill shall bring it to the notice of the concerned District Controller the stock of unlifted atta, if any, within 3(three) days from the last date of lifting and on receipt of the notice, the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be, shall review the situation and ensure that the entire unlifted stock of atta is lifted and distributed amongst the consumers within the month.
 - (b) Unlifted atta remaining with any flour mill in a particular month shall be carried forward to the next month and adjusted against the next month's allotment of wheat.
 - (4) The flour mill shall convert atta from wheat at an out turn ratio of not less than 95%, refraction of 1% will be allowed for cleaning and 4% for debraning to the maximum.
 - (5) The atta produced by the flour mill should be produced adhering to the best industry process practices maintaining all the requirements of cleaning and drying of wheat, milling and packaging and packaged product shall conform to quality parameters as specified in the IS: 1155:1968.
 - (6) The atta is to be delivered to the distributors, after due quality analysis and receipt of test reports, within maximum five (5) days from the date of packaging.
 - (7) (a) All decisions regarding allocation of wheat shall be at the discretion of Director or the Secretary, Food & Supplies Department, Govt. of West Bengal and his decision thereon shall be final.
 - (b) The State Government and the Directorates do not guarantee any definite volume of work relating to conversion of wheat to atta within the period of contract.
- 12. Packaging.** – (1) The packets of atta shall be of prescribed material and stitched / locked in such a way that the quality of the atta is ensured up to Best Before Period.
- (2) The flour mill shall pack the atta in packets of 950 g, or any other quantity as may be specified, in properly labelled poly-packs having thickness of 50 microns or above.
 - (3) Each packaging of atta shall bear a printed label as prescribed by the State Government. The packaged atta milled from one allocation must have a label / stencil mentioning the **Batch Number, Date of Packaging, Date of Expiry** and clear instructions saying “**SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING**”.
 - (4) Each delivery bag containing 50 (fifty) packets of atta, weighing about 950 g each, should have packets of the same batch number only.
 - (5) The delivery bag containing the packets of atta must have a label/stencil mentioning the **Batch Number, Date of Packaging, Date of Expiry** and clear instructions saying “**SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING**”.
- 13. Obligation of the owner / proprietor / partner / director or designated partner of a flour mill regarding post empanelment infrastructure.** – (1) The owner of a flour mill shall have to –
- i). install CCTVs and Cameras at the places of Storage, Cleaning, Milling, Packaging and Storage, Transportation points within one month from the date of offer of selection;
 - ii). ensure computerised infrastructure with internet and competent manpower as per the agreement;
 - iii). maintain record of the quantity of wheat received and atta supplied by them and shall be required to submit a monthly report in the prescribed format to the concerned District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be;
 - iv). use dunnage of, at least, 300 gauge black polythene sheets at storage points of both wheat and atta;
 - v). have a particular Dress Code preferably of white colour for its workers and staff. All the workers of flour mills should use Hand Gloves during working hours positively, particularly in production and packing units. All the workers of flour mills should use Rubber Shoes during working hours positively.
 - vi). cover the entire floor and wall upto 5 ft. inside the packaging unit of all flour mills with white colour marbles or tiles.
 - vii). segregate the storage areas of Wheat and Atta and also that of private stock, if any, maintained by the flour mill and also install display signage / labels to clearly identify each stock properly and at all times.

viii). do such other things as the State Government or the Director directs regarding the above stated matters from time to time.

14. Obligation of owner / proprietor / partner / director or designated partner of mill regarding quality control. –

- (1) (a) The flour mill must have at least 1(one) analyst/chemist having requisite qualification for analysis and to provide quality certification of the flour produced by the mill.
- (b) The atta of a particular batch produced on a particular date shall be analysed in the flour mill laboratory for checking its conformity with the specified standards, after which the same shall be sent for packaging.
- (c) The flour mill shall maintain batch and date-wise Production-cum-Analytical Register duly certified by the analyst/ chemist.
- (2) (a) The flour mill shall offer for drawal of batch-wise samples and analysis of the same in the I&QC laboratories of Food and Supplies Department.
- (b) Quality Control trained inspectorate staff attached to the District Controller of respective district / sub-control shall draw batch-wise samples from flour mill.
- (c) BIS method IS 14818:2000 may be followed for drawal of samples at flour mill point. Quadruplicate samples with joint signatures of the QC trained inspectorate staff of District Controller concerned and flour miller should be drawn and sealed and labelled with the particulars like name of the mill, quantity, batch no., date of production, date of drawal of sample, etc. One sample should be handed over to the flour miller and one should be submitted to the concerned District Controller. The other two samples should be sent to the I&QC laboratory of Food and Supplies Department. Out of these two samples, one sample shall be analysed in the I&QC laboratory, report of which shall be communicated to the concerned Director and concerned District Controller and the other sample shall be preserved for ready reference. In both mill point and I&QC laboratory sample should be preserved for one month.
- (3) No stock of atta should be delivered in the PDS channel by the District Controller without getting quality certificate from the Directorate of I&QC.
- (4) If any stock of atta does not conform to the desired specifications, the stock should be reprocessed/ replaced as the case may be, by the miller at his own cost and re-offered for drawal of samples and quality checking within two (2) days from the date of issue of analytical report. In case of rejection of any stock by I&QC laboratory due to non-conformity to the specifications, the miller shall be asked to show cause by the District Controller as to why appropriate should not be taken against the flour mill. If the reply of the miller does not appear to be satisfactory, it may attract penal action as per provision of Schedule-A of these Guidelines.
- (5) “First-in, first-out” system of delivery of atta according to the date of production should be maintained strictly at the Flour Mills, Distributors’ point and FPS Dealers’ shop.
- (6) Proper hygienic condition of the cleaning place, milling place, online packaging place, storing places of wheat and atta should be maintained at all times.
- (7) Cleanliness of the milling equipment at all points and at all times are required to be maintained regularly. Fumigation of all equipments and machinery parts should be done every fortnight. Magnetic separator device, net/sieve and calibrations of the various machineries should be checked regularly.

15. Obligation of a flour mill which is acquired by way of open auction by adoption of proceedings under the SARFAESI Act or other applicable law. –If the premises of a defaulter flour mill is sold by a Bank / financial institution by way of open auction, or otherwise disposed of by such Bank / financial institution, either by adoption of proceedings under the SARFAESI Act or other applicable law after the date of issue of this policy, the purchaser of such premises and the premises itself shall be treated as defaulter and has to discharge all the obligations under this agreement under the West Bengal Targeted Public distribution System (Empanelment of Flour mill, Milling of atta and its distribution) Guidelines, 2024 and other orders.

16. Inspection regarding quality control. – (1) The Director of Inspection and Quality Control having overall supervision power to inspect any empanelled flour mill at any point of time shall ensure time to time checking, preferably once in a month by I&QC Officials.

- (2) The flour mill or owner / proprietor / partner / director or designated partner of the mill shall submit a copy of test certificate of every purchase of micronutrients from the companies to the officials of Directorate of I&QC.
- (3) The State Government may arrange for surprise checking at Flour mill / dealer's point/distributor's point at any point of time and draw samples which shall be analysed as per BIS norms in the I&QC laboratories.
- (4) The Director having overall supervision power and responsibility to ensure delivery of good quality and quantity of packed atta to the beneficiaries of PDS, and shall inspect any empanelled flour mill at any point of time and also shall ensure from time to time checking, preferably once in a month through his own office and through the offices of District Controller of Food & Supplies or the Joint / Deputy Director of Rationing or through Assistant District Controller of Food & Supplies or through the Offices of Sub-Divisional Controller of Food & Supplies or through Rationing Officers.
- (5) The District Controller of Food & Supplies or the Joint / Deputy Director of Rationing or Assistant District Controller of Food & Supplies or the Sub-Divisional Controller of Food & Supplies or Rationing Officers shall inspect, at least, one Flour Mill every month themselves and shall cause inspection of every flour mill through their inspectorate staff every month. Every flour mill in the district / sub-division / sub-control shall be inspected by the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing or Assistant District Controller of Food & Supplies or the Sub-Divisional Controller of Food & Supplies or Rationing Officer at least once every quarter.
- (6) The report on findings should be submitted to the Food Cell of the Food and Supplies Department of the State Government through the Director concerned.

17. Maintenance of registers and furnishing returns:— (1) Quality Control register—(i) The mill shall maintain batch and date wise Production-cum-Analytical Register duly certified by the analyst / chemist.

- (ii) Quality Control trained inspectorate staff attached to the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be, of respective district / sub-control shall draw batch-wise samples from flour mill. The test reports received against such samples from the I&QC labs shall be recorded in a separate Quality Control Register and made available for scrutiny to the Inspectorate and Quality Control officials of Food and Supplies Department under the Directorate of Inspection and Quality Control and the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing or the Sub-Divisional Controller of Food & Supplies or Rationing Officer.
 - (iii) The flour mill shall maintain separate registers and submit report/returns, according to the Proforma laid down by the concerned Director, to the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing.
 - (iv) The District Controller of Food & Supplies or the Joint / Deputy Director of Rationing shall analyse the QC reports of the flour mill to assess the quality profile of the atta produced by the said mill every month and advise/instruct the concerned mill to take suitable preventive and corrective measures to ensure that the atta is of the specified quality specifications and shelf-life.
- (2) **Stock register—** (i) A separate register shall be maintained by the owner of flour mill to keep records of wheat received, milled and atta delivered by the miller and stock present in the flour mill. The records and registers should be maintained and updated regularly and daily.
- (ii) The records and registers should be maintained and updated for the wheat and atta belonging to the State Government and that of private milling operations, if any, separately.
 - (iii) It shall be the responsibility of the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing to examine the records of wheat received, milled and atta delivered by the miller and stock present in the flour mill on monthly basis from book/online stock register.
 - (iv) The physical verification of stock balance exercise for each empanelled flour mill shall also be conducted by the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be, once in every quarter.

- 18. Storage of wheat and atta by the flour mill.** – (1) The standard of godown offered by the applicant shall be in keeping with the norms stipulated by the Central Warehousing Corporation. A registration and certification from the Warehousing Development & Regulatory Authority shall need to be furnished within two (2) months from the date of offer of selection.
- (2) The flour mill shall store stock of PDS wheat and atta in separate godowns approved by the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing and also maintain separate godown for private stocks, if any. The stocks should be stacked in such a manner that bags can be counted easily.
 - (3) The flour mill shall under no circumstances keep any stock of PDS wheat / atta in the godown(s) which is not approved by the District Controller.
 - (4) The flour mill shall under no circumstances keep any stock of private wheat / atta in the godown(s) which is approved by the District Controller.
 - (5) The flour mill shall be responsible for maintaining a clean, dry and hygienic space and facility in the premises for storing and packaging the wheat and atta.
 - (6) Any stocking of wheat or atta in violation of the provisions in 18(2), 18(3), 18(4) and 18(5) shall deemed to be a violation of Control Order, these Guidelines and shall attract penal provisions also.
 - (7) There has to be adequate space for loading and unloading of wheat and atta to be indicated by way of a layout map. The colouring of storage godown(s) shall also be undertaken as per the specifications given by the Department.

19. Roles and Responsibilities of the Flour Millers

(1) Maintenance of Delivery timelines

- i. The flour mill must turn up in time and lift the allotted wheat from the concerned godowns;
- j. The flour mill shall mill the wheat and pack the atta within the stipulated time frame as per the procedure laid down by the State Government;
- k. The flour mill shall deliver the resultant atta in time as per direction of the District Controller;
- l. The flour mill shall bring it to the notice of the concerned District Controller, the stock of unlifted atta, if any, within 3 (three) days from the last date of lifting.

(2) Maintenance of Quality & Quantity Specifications

- (i) The flour mill must have at least 1 (one) analyst / chemist having requisite qualification for analysis and to provide quality certification of the flour produced by the mill.
- (ii) The atta of a particular batch produced on a particular date shall be analysed in the flour mill laboratory for checking its conformity with the specified standards, after which the same shall be sent for packaging.
- (iii) The flourmill shall maintain batch and date-wise Production-cum-Analytical Register duly certified by the analyst / chemist.
- (iv) The atta delivered must have the desired quantity at the prescribed out turn ratio and conform to the requisite quality specifications;
- (v) The flour mill shall deliver the resultant atta as per the quality specification and shall also ensure a minimum shelf life and best before period as specified by the State Government.
- (vi) If any stock of atta does not conform to the desired specifications, as per quality analysis test reports of the I&QC labs, the stock should be reprocessed / replaced as the case may be, by the miller at his own cost and re-offered for drawal of samples and quality checking within two (2) days from the date of issue of analytical report. It is to be mentioned that presence of larvae/living insects in the atta samples shall be treated as serious contravention which will attract severe penal action.
- (vii) The atta is to be delivered to the distributors, after due quality analysis and receipt of test reports, within maximum five (5) days from the date of packaging.

(3) Maintenance of Packaging & Labelling norms:

- (i) The flour mill shall deliver the resultant atta as per the packaging as specified by the State Government.
- (ii) Each packaging of atta shall bear a printed label as prescribed by the State Government. The packaged atta milled from one allocation must have a label / stencil mentioning the Batch Number, Date of Packaging, Date of Expiry and clear instructions saying "SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING".
- (iii) Each delivery bag containing 50 (fifty) packets of atta, weighing about 950 g each, should have packets of the same batch number only.
- (iv) The delivery bag containing the packets of atta must have a label / stencil mentioning the Batch Number, Date of Packaging, Date of Expiry and clear instructions saying "SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING".

(4) Private Milling:

The flour mill shall not indulge in private milling or engage in any activity for commercial purpose except with the prior written consent of the State Government.

(5) Godown specifications and maintenance of hygiene :

- (i) The standard of godown shall be in keeping with the norms stipulated by the Central Warehousing Corporation.
- (ii) The flour mill shall under no circumstances keep any stock of PDS wheat / atta in the godown(s) which is not approved by the District Controller.
- (iii) The flour mill shall segregate the storage areas of wheat and atta and also that of private stock, if any, maintained by the flour mill and also install display signages / labels to clearly identify each stock properly and at all times.
- (iv) There has to be adequate space for loading and unloading of wheat and atta to be indicated by way of a layout map. The colouring of storage godowns shall also be undertaken as per the specifications given by the Department.
- (v) The flour mill shall use dunnage of, at least, 300 gauge black polythene sheets at storage points of both wheat and atta;
- (vi) Proper hygienic condition of the cleaning place, milling place, online packaging place, storing places of wheat and atta should be maintained at all times.
- (vii) Cleanliness of the milling equipment at all points and at all times are required to be maintained regularly. Fumigation of all equipments and machinery parts should be done every fortnight. Magnetic separator device, net/sieve and calibrations of the various machineries should be checked regularly.

(6) Maintenance of Infrastructure:

- (i) The flour mill shall install CCTVs and Cameras at the places of storage, cleaning, milling, packaging and storage, transportation points within one month from the date of offer of selection;
- (ii) All the machineries shall be in running condition.
- (iii) The flour mill shall ensure computerised infrastructure with internet and competent manpower as per the agreement;
- (iv) The flour mill shall cover the entire floor and wall up to 5 ft. inside the packaging unit of the mill with white colour marbles or tiles.
- (v) The flour mill should have weighing devices (including weigh-bridge) duly calibrated by the Competent Authority of the Government of West Bengal.
- (vi) The flour mill must have installed adequate fire-fighting devices duly certified by the Fire Services Department, Government of West Bengal.
- (vii) The flour mill should have installed Modernised Sealing Machine to seal the packets of atta within their own premises.

(7) Maintenance of Records of Stock:

- (i) The flour mill shall maintain separate registers and submit report/returns, according to the Proforma laid down by the concerned Director, to the District Controller.
- (ii) A separate register shall be maintained by the owner of flour mill to keep records of wheat received, milled and atta delivered by the miller and stock present in the flour mill. The records and registers should be maintained and updated regularly and daily.
- (iii) The records and registers should be maintained and updated for the wheat and atta belonging to the State Government and that of private milling operations, if any, separately.
- (iv) The District Controller of Food & Supplies or the Joint / Deputy Director of Rationing shall examine the records of wheat received, milled and atta delivered by the miller and stock present in the flour mill on monthly basis from book / online stock register.

(8) Maintenance of Updated Documents:

- (i) The flour mill shall have Certificate of Calibration of weighing devices (including weigh-bridge) issued by the Competent Authority of the Government of West Bengal.
- (ii) The flour mill shall have certificate of installed adequate fire-fighting devices issued by the Fire Services Department, Government of West Bengal
- (iii) The flour mill shall have water safety clearance from Public Health Engineering Department for the water source used for cleaning of the wheat.
- (iv) The flour mill must have certificate of fitness in respect of plants and machineries by competent authorities each year.
- (v) The flour mill must have Certificate of Establishment (Trade License) from the competent authority.
- (vi) The flour mill must have Food Safety License (FSSAI) from the competent authority.
- (vii) The flour mill must have clearance from WB Pollution Control Board.
- (viii) All the machineries shall have the installation certificate from the General Manager, District Industries Centre of the concerned district.

20. Charges for milling and other incidentals. – The charges to the empaneled flour mill shall be paid as per the rates and other terms and conditions specified by the Government from time to time.

21. Duty to comply with order or direction. — The flour mill and every owner / proprietor / partner / director or designated partner of the flour mill shall comply with all the provisions of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024, these Guidelines, Notice Inviting Application, Agreement and such order or direction as issued by any authority of the State Government.

22. Power to exempt in special cases. – If the State Government, having regard to the conditions prevailing in any district, considers it necessary or expedient so to do in the public interest, it may by order exempt or relax, subject to such conditions or restrictions, as it may deem fit and proper, such class or classes of millers in that district as it may specify in the order, from the operation of all or any of the provisions of this procedure.

23. Periodical verification of the stock of the flour mill. – (1) The District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be, shall examine the records of wheat received, milled and atta delivered by the flour mill and stock present in the flour mill on monthly basis from book / online stock register. The physical verification of stock balance exercise for each empanelled flour mill shall be conducted by the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing, as the case may be, once in every quarter.

24. Power to inspect, search, seizure etc. – (1) The following officers, in their territorial jurisdiction shall be authorized under these guidelines to enter, inspect, examine, search and seize the premises related to an empanelled flour mill:–

- (i) Principal Secretary, Secretary, Special Secretary, Additional Secretary, Joint Secretary, Deputy Secretary of the department;
- (ii) All Divisional Commissioners;

- (iii) All District Magistrates, Additional District Magistrates, Sub-divisional Magistrates;
 - (iv) All Directors, Joint Directors, Deputy Directors, Assistant Directors of the Directorates under this department,
 - (v) All licensing authorities under the WBTPDS (M&C) Order, 2024;
 - (vi) Officer-in-Charge of vigilance or inspection team constituted by the department;
 - (vii) All Chief Inspectors, Inspectors and Sub-Inspectors of Department of Food & Supplies;
 - (viii) Officers on Special Duty of this department;
 - (ix) Any other officer as may be authorized by the State Government;
- (2) For the purposes of securing compliance with all the provisions of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024, these Guidelines, Notice Inviting Application, Agreement and such order or direction as issued by any authority of the State Government or to satisfy himself that all the provisions of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024, these Guidelines, Notice Inviting Application, Agreement and such order or direction as issued by any authority of the State Government are being complied with, the Director, or the District Controller of Food & Supplies or the Joint / Deputy Director of Rationing or Assistant District Controller of Food & Supplies or the Sub-Divisional Controller of Food & Supplies or Rationing Officer or such officer of the State Government not below the rank of Sub-Inspector as may be authorised by them or any Police Officer not below the rank of a Sub-Inspector, accompanied by an official of the Food & Supplies Department not below the rank of Sub-Inspector, shall have power to –
- a. inspect or cause to be inspected any book of accounts or documents as well as any stock of wheat or atta belonging to or under the control of an owner / proprietor / partner / director or designated partner of flour mill or their employees and agents;
 - b. require any person to give any information in his possession with respect to any undertaking or business for production or manufacture of atta or for purchase, sale or storage for sale of atta;
 - c. enter and search, with such aid or assistance as may be necessary, any flour mill and storage godown(s) or other premises belonging to or under the control of an owner / proprietor / partner / director or designated partner of flour mill or their employees and agents;
 - d. Seize and take into custody and/or remove with such aid or assistance as may be necessary–
 - i. any stock of wheat or atta in respect of which or a part of which, he has reason to believe, a contravention of any of the provisions of the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024, these Guidelines, Notice Inviting Application, Agreement and such order or direction as issued by any authority of the State Government has been, is being, or is about to be committed;
 - ii. any package, covering or receptacle in which such stock of wheat or atta is found; and
 - iii. the animals, vehicle, vessel or other conveyance used in carrying such stock of wheat or atta if he has reason to believe that such animal, vehicle, vessel or other conveyance is liable to be forfeited under the provisions of the Act and thereafter take or authorised to take all measures necessary under the provisions of section 6A of the Act for securing the production of the package, covering, receptacle, animal, vehicle, vessel or other conveyance so seized, before the Collector of the district or the Presidency town or Judicial authority appointed by the Government under section 6C of the Act, and for their safe custody pending such production;
 - e. Seize and take into custody and/or remove any book of accounts or documents which, in his opinion, shall be useful for, relevant to, any proceeding in respect of any contravention of this procedure and allow the person from whose custody such books of accounts or documents is seized to make copies thereof or to take extracts therefrom in his presence and lodge complaint with the police as per existing law.
- (3) Any contravention of any provision on the part of flour mill or an owner / proprietor / partner / director or designated partner of flour mill or their employees and agents of flour mill shall be dealt with the provisions made in the Act, the Control Order, these Guidelines and Agreement.

- 25. Penal action against a Flour Mill for contravention.** – (1) If a flour mill or an owner / proprietor / partner / director or designated partner of flour mill or their employees and agents Flour Mill or his authorized representative or any other person acting on his behalf,—
- (i) do not keep the stock of each commodity separately and in neatly arranged stacks for easy identification and counting; or
 - (ii) do not timely and properly lift and deliver the public distribution commodities; or
 - (iii) do not store the public distribution commodities in proper category-wise and item-wise stacks with adequate alleys; or
 - (iv) do not keep their mill & godown open and functional on regular working days; or
 - (v) do not maintain the storage space in hygienic and clean conditions; or
 - (vi) do not provide public distribution commodities to the Distributor strictly as per the allocation as per the category and at the rates fixed by the authority concerned; or
 - (vii) do not make weighing of the stock at the time of delivery and deliver exact quantity as per Online Challan.
 - (viii) attempts to manipulate or bypass the electronic system, procedures or records; or
 - (ix) make false entries in books maintained by him; or
 - (x) do not make the transaction through Online portal and through Online Challan or as per the procedure and guidelines laid down in this regard; or
 - (xi) do not store the public distribution commodities in safe and hygienic conditions; or
 - (xii) delivers other items or pay cash in lieu of public distribution commodities; or
 - (xiii) do not make the godown available for inspection and/or do not provide infrastructure and manpower and/or do not facilitate the authorized officials to carry out the inspection; or
 - (xiv) replaces the public distribution commodities with commodities of inferior quality; or
 - (xv) store the public distribution commodities in a place not approved by or without prior written permission of the District Controller of Food & Supplies; or
 - (xvi) delivers any stock of bad or doubtful quality to the Distributor.
 - (xvii) do not adhere to the provisions made in the Act, the Control Order, these Guidelines and Agreement the District Controller or Director may, after giving an opportunity of being heard to the Flour Mill and for the reasons to be recorded in writing, impose penalty according to the gravity of the offence as stipulated in Part-II of Schedule A.
- (2) If a Flour Mill, who was found guilty of an offence committed under clause 25(1), is again found to have contravened the same provisions for the second time or third time, the District Controller or Director may render his empanelment under suspension immediately and after giving him an opportunity of being heard and for reasons to be recorded in writing, impose punishment of either fine or reduction of the volume of business according to the gravity of the offence or termination of his empanelment as stipulated in Part-II of Schedule A.
- (3) If the District Controller or Director, on a complaint received against a Flour Mill or *suo moto*, is *prima facie* satisfied that such Flour Mill is acting in such a manner which is prejudicial to the interest of the PDS or hamper the public distribution, he may discontinue allocation of the flour mill and / or render the flour mill under suspension immediately and after giving him an opportunity of being heard, if found guilty of any of the contravention mentioned in these orders, may for reasons to be recorded in writing, impose punishment of either fine or reduction of the volume of business according to the gravity of the offence, or termination of his empanelment, as per the offences specified in Part-II of Schedule A.
- 26. Punishment for Black marketing, misappropriation or siphoning off etc. of public distribution commodities by Flour Mill.** – If a Flour Mill has committed an offence of—
- (i) black marketing, or
 - (ii) misappropriation, or
 - (iii) siphoning off,

of public distribution commodities, the District Controller or Director may suspend his empanelment immediately and after giving him an opportunity of being heard, if found guilty of such offence, may by passing a reasoned order in writing, impose a punishment of either fine, or reduction of the volume of business according to the gravity of the offence, or termination of his empanelment, as per the offences specified in Part II of schedule A

Explanation I .– Keeping public distribution commodities in a godown other than the designated godown or shortage of stock may be regarded as misappropriation of public distribution commodities and the Flour Mill shall be liable for the penalty under this clause.

Explanation II .– Selling the public distribution commodity on the price higher than the price fixed by the Government shall be regarded as black marketing and the flour mill shall be liable for the penalty as per this clause.

Explanation III- Transferring or Selling the public distribution commodity to any unauthorized person or entity shall be regarded as siphoning and the flour mill shall be liable for the penalty as per this clause.

27. 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 services to the beneficiaries, by an order in writing, issue directions to the flour mill concerned –

- (i) for implementations of the policy of the State Government issued from time to time;
- (ii) for calibration of weighing machines as per the norms of Legal Metrology;
- (iii) stipulating time limit for submission of bills and other instruments etc. relating to public distribution system;
- (iv) for such other matter or matters as the State Government may deem fit and proper.

(2) Every flour mill shall abide by the direction issued by the State Government under sub-clause 26(1).

(3) if a flour mill or his authorized representative acting on his behalf is found to have contravened the direction issued under sub-clause 26(1), the Director has power to take action as per Section 7 of EC Act or impose a penalty according to the gravity of the offence as stipulated in Part II of Schedule A.

(4) If any flour mill or owner / proprietor / partner / director or designated partner of a flour mill convicted under sub-clause 26(3) is again found to have contravened the aforesaid provisions, the State Government or Director or District Controller has power to order for discontinuation of allocation or render his empanelment under suspension immediately and after giving him an opportunity of being heard and for the reasons to be recorded in writing, either impose penalty or take action as stipulated in Part-I of Schedule A or de-empanel the flour mill.

28. Timeframe for disposal of the proceedings. (1) The inspecting authority or the team shall submit their report to the District Controller/Director within twenty one (21) days of the date of inspection or visit. However, the report may be submitted within thirty (30) days of the date of inspection or visit in special circumstances and reasons for such delay shall be recorded in the report.

(2) All the proceedings initiated under this chapter shall be disposed of by the District Controller / Director within sixty (60) days of the date of inspection or visit. However, the case shall be disposed of within ninety (90) days of the date of inspection or visit in special circumstances and reasons for such delay shall be recorded in writing.

29. Consequence of conviction. – The owner / proprietor / partner / director or designated partner of a flour mill, if convicted by a competent court for violation of an order made under section 3 of the Act or for any other offence relating to public distribution system shall be de-empanelled by the Director by a written order.

Provided that if such a conviction is cancelled in appeal or revision, the flour mill may be re-empaneled by the Director, if such flour mill, within one month from the date on which such order of cancellation is passed, makes a written representation to the Director or District Controller with attaching certified copy of such an order.

30. Mode of payment of fee, charges and penalty. – All fee, charges and penalty payable under this Order shall be paid through treasury Challan in T.R. Form No. 7 under the head of account as prescribed by the State Government or by online mode through the GRIPS portal.

31. **Appeal.** – Any owner of flour mill aggrieved by an order of the District Controller under this paragraph shall, within 30 days from date of receipt of the Order, prefer an appeal to the Director. If the owner of flour mill aggrieved by an order of the Director under this paragraph shall, within 30 days from date of receipt of the Order, prefer an appeal to the Secretary of the Department.
32. **Effect of supersession.** – (1) On the supersession of the Order No. 2834-FS dated 06.09.2017, all the agreements of empanelment of the flour mills, which were made in accordance with the erstwhile Guidelines, shall be deemed to be revoked on expiry of the contractual period.
- (2) Notwithstanding anything contained in clause 32(1), if an existing empanelled flour mill desires to continue the milling of atta after expiry of his contractual period, it shall have to apply afresh in accordance with the provisions of these Guidelines along with the fresh applicants, if any, against the notification of empanelment and the application of such flour mills shall be considered and disposed of along with the fresh applicants.

Appendix-I

[See para 9(1)]

A flour mill desirous to be empanelled by the State Government shall need to put in following infrastructure and install the plant and machinery as given below at the time of making the application:

- (1) A flour mill must have following plant and machinery installed and in operating condition:
- Screening machine
 - Cleaning machines including Pre-Cleaner Separator, Separator, Scourer, Destoner, Dampner and Emery
 - Entoleter machine
 - Grinding & Crushing machines
 - Atta Silo for cooling
 - Automatic online modern, high speed LD packaging machine
 - Quality test equipments
- (2) All the above machineries should have the installation certificate from the General Manager, District Industries Centre, of the concerned district and shall be in running condition on the date of submission of application for selection, on the date of inquiry and during the period of empanelment.
- (3) The flour mill shall be capable of giving atta from wheat at an out turn ratio of not less than 95%, allowing refraction of 1% for cleaning and 4% for debranning to the maximum. Packaged product should conform to the specifications laid down under IS: 1155-1968.
- (4) The flour mill shall have Packaging Machine capable of packaging 950 g of atta in properly labelled poly-packs having thickness of 50 microns or above.
- (5) Online Packaging Capacity of the flour mill shall be commensurate with the milling capacity.
- (6) The power connection should be commensurate with the milling capacity of the flour mill.
- (7) The flour mill shall have weighing devices (including weigh-bridge) duly calibrated by the Competent Authority of the Government of West Bengal.
- (8) The flour mill must have installed adequate fire-fighting devices duly certified by the Fire Services Department, Government of West Bengal.
- (9) The flour mill should have a source for clean water to be used for cleaning of the wheat and water safety clearance from Public Health Engineering Department for the water source.
- (10) The flour mill must have certificate of fitness in respect of plants and machineries by competent authorities each year.
- (11) The flour mill must have ownership documents for the land–

(A) In case of ownership:

- i) Land Conversion Certificate / any other document showing character of land as “commercial/homestead/ non-agricultural land/godown” for the entire premise of land and building shown as flour mill
- ii) certified drawings – a) site map layout of the premises b) floor plans of building and plant area,
N.B.– If the land is of other character, the applicant needs to submit application for conversion on or before the date of application and also to submit Conversion Certificate within three months from the date of offer of empanelment.
- iii) Record-of-Rights,
- iv) Deed of conveyance / purchase / gift (Registered) in name of applicant/(s),
- v) Property tax receipt (Current) / land revenue (Current) and,
- vi) In case of shared ownership of land, NOC of other co-owners.
- vii) NOC of the family member / owner in the form of affidavit sworn before a Magistrate (in case of property owned by a family member of the applicant).

(B) In case of Hired/Rental Building/Godown:

- i) Land Conversion Certificate / any other document showing character of land as “commercial/homestead/ non-agricultural land/godown”,
N.B.– If the land is of other character, the applicant needs to submit application for conversion on or before the date of application for distributor license and also to submit Conversion Certificate within three months from the date of offer of distributor license.
- ii) Registered Lease Deed or Tenancy Agreement for at least a period of 10 years and having remaining lease / tenancy period of at least four (4) years on the date of application. (However, if Notarized Lease Deed or Tenancy Agreement is submitted at the time of application then Registered Lease Deed or Tenancy Agreement has to be submitted by the selected candidate within a period of thirty (30) days from the date of offer and empanelment will be effective only after submission.
- iii) Rent receipt (Current),
- iv) Proof of ownership of land of lessor and following documents have to be submitted–
 - (a) Record-of-Rights,
 - (b) Deed of conveyance / purchase / gift (Registered) in name of lessor/(s),
 - (c) Property tax receipt (Current) / land revenue (Current) and,
 - (d) In case of shared ownership of land, NOC of other co-owners.

(12) The flour mill must have Certificate of Establishment (Trade License) from the competent authority.

(13) The flour mill must have Food Safety License (FSSAI) from the competent authority.

(14) The flour mill must have clearance from WB Pollution Control Board.

(15) The flour mill must submit Income Tax Returns and audited Balance Sheet, for last 3 financial years with the application showing positive net worth.

(16) Every flour mill should have laboratory within flour mill premises for independent analysis and testing of atta as per the following parameters as specified in the IS: 1155:1968 (a) Moisture, (b) Total Ash, (c) Gluten, (d) Crude fibre, (e) Granularity test and (f) Fortification test (qualitative test for presence of Iron), if required.

(17) The flour mill should have installed Modernised Sealing Machine to seal the packets of atta within their own premises.

By order of the Governor,

PARWEZ AHMAD SIDDIQUI
 Principal Secretary to the Government of West Bengal
 Commissioner, Food and Supplies Department

SCHEDULE-A**(Part-I)**

Sl. No.	Offences/ contravention under relevant Clause	Penalty for first offence/ contravention	Penalty for second time offence/ contravention of same provision	Penalty on third time or subsequent offence/ contravention of same provision
(1)	(2)	(3)	(4)	(5)
1.	Contravention of the provisions under Clauses 19(3), 19(4), 19(5), 19(6), 19(7), 19(8), 25(1)(i), 25(1)(v), 25(1)(viii), 25(1)(xii), 25(2) & 25(3).	Fine of minimum of ₹10,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹30,000/- for each contravention	Fine of minimum of ₹30,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹1,00,000/- for each contravention	Fine of minimum of ₹1,00,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹2,00,000/- for each contravention
2.	Contravention of the provisions under Clauses 19(1) & 19(2) <i>except</i> for failure of Atta samples on quality analysis due to presence of larvae / living insects	Fine of minimum of ₹1,00,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹3,00,000/- for each contravention	Fine of minimum of ₹3,00,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹5,00,000/- for each contravention	Fine of minimum of ₹5,00,000/- for each contravention committed by the owner of flour mill which may be extended to maximum of ₹10,00,000/- for each contravention
3.	Contravention of the provisions under Clause 19(2) <i>due to</i> failure of Atta samples on quality analysis because of presence of larvae / living insects within best before period	Fine of minimum of ₹4,00,000/- for the contravention committed by the owner of flour mill which may be extended to maximum of ₹6,00,000/-	Fine of minimum of ₹6,00,000/- for the contravention committed by the owner of flour mill which may be extended to maximum of ₹9,00,000/-	Fine of minimum of ₹9,00,000/- for the contravention committed by the owner of flour mill which may be extended to maximum of ₹15,00,000/- and / or terminate the empanelment

SCHEDULE-A**(Part-II)**

Schedule of penalty/fine to be imposed upon the Flour mill for contraventions of the provisions of the West Bengal Targeted Public Distribution System (Empanelment of Flour mill, Milling of atta and its distribution) Guidelines, 2024.

Sl. No.	Offences/contravention under relevant Clause	Penalty for first offence/contravention	Penalty for second time offence/contravention of same provision	Penalty on third time or subsequent offence/contravention of same provision
(1)	(2)	(3)	(4)	(5)
1.	Committing offence under clause 26 for an offence of black marketing or misappropriation or siphoning off public distribution commodities meant for public distribution.	Fine of minimum of 1.5 (one & half) times and maximum of 2 (two) times the economic cost of the public distribution commodities and also a minimum fine of ₹3,00,000/-	Fine of minimum of 2 (two) times and maximum of 3 (three) times the economic cost of the public distribution commodities and also a minimum fine of ₹10,00,000/- and / or reduce the allocation of wheat for up to 6 months.	Fine of minimum of 3 (three) times the economic cost of the public distribution commodities and also a minimum fine of ₹10,00,000/- and / or terminate his license.

GOVERNMENT OF WEST BENGAL

FORM K

**Application Form for selection and empanelment
of flour mill for conversion of wheat into atta**

(Vide the West Bengal Targeted Public Distribution System
(Empanelment of Flour Mill, Milling of Fortified Atta /
Wholemeal Atta and its distribution) Guidelines, 2024)

Self
Attested
Photograph

1. Advertisement / Notification No. with date :
2. District 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.:
- (d) Mobile No.:
- (e) Email address:
6. Applicant's date of Birth :
7. Educational Qualification :
8. Name of the Flour mill or entity :
9. Location and Address of the Flour Mill :
10. Particulars of the Flour Mill with Plot No., Khatian
No., Name of Mouza, Holding No., Road/Lane etc.
(copy of the sanctioned plan to be attached) :
11. Type, Measurement and capacity of the godown(s) of the Flour Mill :
 - (a) Owned/ Leased :
 - (b) Capacity of wheat godown (in MT) :
 - (c) Capacity of atta godown (in MT) :
12. Whether it is a Proprietorship / Registered Partnership Firm / LLP / Company / Registered Cooperative Society
13. ROC No. (for company or LLP) or Partnership/ Cooperative Society Registration No., if any–
14. Whether the flour mill was empaneled earlier? Yes/ No
15. If yes, give the period : (month & year to month and year):
16. If empaneled, whether it was de-empaneled ever: Yes / no
17. If yes, give details and reason. Attach copy of order of de-empanelment.
18. If empaneled, whether it was suspended ever: Yes / no
19. If yes, give details and reason. Attach copy of order of suspension.
20. Whether it is Roller Flour Mill or Chakki Mill :
Details of roller and chakki (Count and machine sl. No.)
21. For how many months the mill has been running :
(electricity bill for last 6 months to be attached)

-
22. Whether there are cleaning machines, and automatic online packaging machine capable of packaging 950 g Atta in properly labelled LD poly-packs having thickness above 50 micron. If so, details : Yes / No
23. Capacity of the flour mills duly certified by GM DIC :
A. Cleaning capacity in MT/hr. :
B. Milling capacity in MT/hr. :
C. online LD Packaging capacity in MT/hr. :
D. Effective Production capacity : (The least of three above) in MT/hr.
24. Whether Entoleter machine is available, If yes, mention capacity in MT/hr. : Yes/No
25. Whether atta silos for cooling is available If yes, mention capacity in MT : Yes/No
26. Does the applicant have other Flour Mills If so, details : Yes/No
27. What are the equipments available for maintaining Quality Control :
28. Attach / upload : Documents related to purchase of following machineries:—
A. Screening machine
B. Cleaning machines: i) Pre-Cleaner Separator, ii) Separator, iii) Scourer, iv) Destoner, v) Dampner and vi) Emery
C. Entoleter machine
D. Grinding & Crushing machines
E. Atta Silos for cooling
F. Automatic online modern, high speed LD packaging machine
G. Quality test equipments
29. Whether the applicant was at any time convicted any criminal case? : Yes/No
An affidavit in the prescribed proforma Annexure-I of Form- 'K' to be furnished / uploaded.]

Place:

Date:

[Name and Signature of Applicant]