



GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS
HORSE SHOE BUILDING, LOWER LACHUMIERE, SHILLONG – 793 001

NO.PMU.3/2014/PT.III/257

Dated Shillong, The 19th December, 2018

From :- Shri C. P Gotmare, I.A.S,
Director,
Food Civil Supplies and Consumer Affairs,
Meghalaya, Shillong.

To :- The Deputy Commissioner (S) Shillong/Nongstoin/Nongpoh/Jowai/
Tura/Williamnagar/Baghmara/Mawkyrwat/Khliehriat/Ampati/Resubelpara

The Sub-Divisional Officer (S)
Sohra/Amlarem/Mairang/Dadenggre

Sub: Guidelines for Fair Price Shop

Sir/Madam,

With reference to the above, I am to enclosed herewith the Guidelines for Fair Price Shop which has been approved by the Government. You are requested to kindly instruct the Supply Officials and the Fair Price Shop dealers to follow the same accordingly.

Yours Faithfully

Director,
Food Civil Supplies and Consumer Affairs,
Meghalaya, Shillong.

Memo NO.PMU.3/2014/PT.III/257

Dated Shillong, The 19th December, 2018

Copy to:-

1. The Under Secretary, Govt. Of Meghalaya, Food Civil Supplies and Consumer Affairs Department, Shillong with reference to letter No.SUP.71/2018/146 dated 11/12/2018
2. Senior Informatics Officer, NIC, Meghalaya, Shillong – 793001 with a request to kindly upload the same in the Department's website.

Director,
Food Civil Supplies and Consumer Affairs,
Meghalaya, Shillong.

Guidelines for Fair price Shop



Prepared by:

**Directorate of Food Civil Supplies & Consumer Affairs
Government of Meghalaya**

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Introduction:

The Public Distribution System (PDS) is an important constituent in bridging the hunger-gap and ensure accessibility of food grains to the public at affordable prices, thereby achieving food security, especially to the poor citizens of the State. The Central and State Government have the responsibility for procurement, storage, transportation and allocation of food grains to the citizens through the wholesalers and Fair Price Shops (FPS).

This guideline is prepared to streamline the operational aspects and guide the Fair Price Shop Dealers to effectively operate his/her FPS with the intention of discharging responsibilities for distributing the foodgrain and commodities to the consumers.

Guidelines:

The guideline will serve as a deterrent to prevent large scale pilferages resulting from diversion and leakages of food grains/commodities meant for the poor.

- I. The allocation made by the Central Government under the Targeted Public Distribution System to the State Government shall be used for distribution of foodgrain and commodities as per the schemes and provisions of the Government. The Fair Price Shop Dealers are to strictly adhere to the guidelines and schemes of the Government.
- II. The DC/SDO Supply Office shall furnish a monthly utilisation certificate every year. Hence, all Fair Price Shop Dealers are to record the lifting and distribution of the foodgrain/commodities.
- III. The DC/SDO Supply Office shall accord preference to the public institutions or public bodies such as Panchayats, Self-Help Group, Co-operative societies in licensing of fair price shops by women or their collectives.
- IV. The licences to the fair price shop owners shall be issued keeping in view the visibility of the fair price. Fair Price Shop owner who do not conform will be strictly punished as per rule.
- V. The ration card holder may draw his full entitlement of foodgrains in more than one instalment.
- VI. A ration card holder who has not lifted the commodity for the previous month will be allowed to lift within three months' time. The carry forward

- allotment should be at least for 3 months, and upon lifting, the beneficiary can lift for the previous month(s) of which lifting has not been done.
- VII. If the Head of family of any ration card holder expires, eldest female member who have attain the age of 18 years and above or if no female members, the eldest male member by default will be the Head of family. Such families should not be deprived of their entitlements.
- VIII. The fair price shop owner shall not retain the ration card after the supply of the foodgrains/commodities and the same may be handed over to the beneficiaries.

Qualifications for a FPS Dealer:

- I. He/she should be a Resident of Meghalaya and should be a Resident in that Village/Area
- II. He/she should be a Literate person (Should be able to read and write)
- III. FPS/SKO dealers shall not be the Headman/Village Secretary including Members of the Executive Committee
- IV. Application Forms for FPS/SKO dealers can be obtained from respective Deputy Commissioner (Supply)/Subdivision (Supply) Office. Forms duly filled should include:
 - a) A Court Fee Stamp of Rs.14/-
 - b) A copy of Schedule Tribe Certificate / Permanent Resident Certificate of Meghalaya, EPIC of Meghalaya, Bank Passbook, Mobile number
 - c) 2 nos. recent Passport Photo

Security Deposit by Fair Price Shop Dealer:

The appointed Fair price Shop Dealer shall deposit with the Deputy Commissioner/Sub-Divisional Officer a security (refundable) of value of Rs.5,000/- (Rupees Five thousand) only.

- I. The licence issued to the fair price shop owner shall lay down the duties and responsibilities of the fair price shop owner, which shall include, inter alia, -
 - A. Sale of food grains / Commodities as per the entitlement of ration card holders under the Target Public Distribution System at the prescribed retail issue price;

- B. Display of information on a notice board at the prominent place in the shop on daily basis regarding –
- (a) Entitlement of foodgrains,
 - (b) List of Beneficiaries Scheme-wise (AAY, PHH, Non-NFSA, Annapurna, Welfare Institution, Sugar, SK Oil, etc.)
 - (c) Scale of issue (per kg)
 - (d) Retail issue prices (per kg)
 - (e) Timings of opening and closing of the fair price shop
Including lunch break, if any,
 - (f) Stock of foodgrains received during the month,
 - (g) Opening and closing stock of foodgrains,
 - (h) The mechanism including authority for redressal of grievances with respect to quality and quantity of foodgrains under the Targeted Public Distribution System and (i) Toll-free help line number 1967/ WhatsApp No. 9402327737.

The sample Report is as below:

**DISPLAY OF ARTICLES INFRONT OF THE FAIR PRICE SHOP
(To be translated in Khasi and Garo)**

01. Name of the Fair Price Shop Centre:-
02. Fair Price Shop Dealer's Name :-
03. License Number :-
04. Date of Issue from issuing Authority :-
05. Number of Ration Card Category wise:-

Antyodaya Anna Yojana (AAY)	Priority Household (PHH)	Non-NFSA

06. Stock of Foodgrains as on Date / Month / Year :-

Opening Stock (In Kg)				Monthly Allocation for the Month				Closing Stock for the Month			
Antyodaya Anna Yojana (AAY)	Priority Household (PHH)	Non-NFSA		Antyodaya Anna Yojana (AAY)	Priority Household (PHH)	Non-NFSA		Antyodaya Anna Yojana (AAY)	Priority Household (PHH)	Non-NFSA	
		Rice	Wheat			Rice	Wheat			Rice	Wheat

07. Display Sample
08. Scale of Issue Price Category-wise :-

Sl.No	BENEFICIARY	SCALE OF ISSUE (in Kg)	PRICE (per Kg)
(i)	Antyodaya Anna Yojana (AAY) Family		
(ii)	Priority Household (PHH) Beneficiary		

09. As per Right to Information Act (RTI) as per Chapter – II, Section 4 (1) (a), every public authority shall maintain all its record duly catalogued and indexed in a manner and form which facilitates the Right to Information under this Act and ensure that all records that are appropriate to be computerised are within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such record is facilitated

10. NEED HELP ? CALL 1967 (TOLL-FREE)

DONKAM JINGIARAP ? PHONE HA U 1967

(YM DONKAM SIEW PISA)

DOKCHAKANIKO NANGAMA ? PHONE KA BO 1967

EMKAM JINGIARAP ? PHONE HA U 1967

(WYM EMKAM SU POI)

TOOL-FREE NO. 1967

Email : pds.eeg.helpline@gmail.com

Transparency Portal: <http://megfcsca.gov.in/> / http://164.100.128.97/MEGHALAYA_PDS/

NOTE : List of Beneficiaries, Scheme-wise to be displayed in front of Fair Price Shop

- D. Display of samples of foodgrains being supplied through the fair price shop;
 - E. Production of books and records relating to the allotment and distribution of foodgrains to the inspecting agency and furnishing of such information as may be called for by the designated authority;
 - F. Accounts of the actual distribution of foodgrains and the balance stock at the end of the month, at the fair price shop, shall be send to the designated authority of the State Government with a copy to the local authority;
 - G. Opening and closing of the fair price shop as per the prescribed timings displayed on the notice board.
 - H. Any ration card holder desirous of obtaining extracts from the records of the fair price shop owner make a written request to the FPS owner. The fair price shop owner shall provide such extracts of records to the ration cardholder within fourteen days from the date receipt of a request
- IX. The DC/SDO Supply Office shall take prompt action in respect of violation of any condition of licence including any irregularity committed by the fair price shop owner.
- X. In case of suspension or cancellation of the licence, the DC/SDO Supply Office shall make alternative arrangements for ensuring uninterrupted supply of foodgrains to the eligible household, provided that in case of cancellation of the licence of the fair price shop owner, new licence shall be issue within a month of cancellation.
- XI. The DC/SDO Supply Office will ensure regular inspection of fair price shop not less than once in three months by the designated authority.
- XII. The DC/SDO Supply Office shall ensure that stocks of foodgrains under the Targeted Public Distribution System, as issued from the FCI are not replaced or tampered with during storage, transit or any other stage till delivery to the ration card holder.

- XIII. Any Authority or any person authorised by it in this behalf or any other person, who engaged in the distribution and handling of foodgrains under the Targeted Public Distribution System, shall not indulge in substitution or adulteration or diversion or theft of stocks at any stage till delivery to the Ration Card holder. "Diversion" means unauthorised movement or delivery of foodgrains released from godowns but not reaching the intended beneficiaries under the Targeted Public Distribution System. "Substitution" means replacement of foodgrains released from godowns with the same articles of inferior quality for distribution to the intended beneficiaries under the Targeted Public Distribution System.
- XIV. The DC/SDO Supply Office shall set up vigilance committees for the Targeted Public Distribution System at the state, District, Block and fair price shop levels as per the provisions of the Food Security Act to perform functions as specified in the said Act.
- XV. Meeting of the vigilance committees shall be held at least once every quarter at all level and the date and periodicity of the meeting shall be notified by the DC/SDO Supply Office and giving wide publicity. The Minutes of Meeting of the Vigilance Committee should be sent both in soft copy and hard copy to the Directorate of Food Civil Supplies & Consumer Affairs as the number of meetings held by the vigilance committees shall be displayed on the State web portal and the action taken on issue discussed in meetings of vigilance committees shall be reviewed in the next meeting.
- XVI. The DC/SDO Supply Office shall notify grievance redressal mechanism which shall include toll free call number (1967) and use of State web portal (http://164.100.128.97/MEGHALAYA_PDS/).
- XVII. The DC/SDO Supply Office shall give wide publicity to the up-to-date details of the Grievance Redressal Officer / Assistance Grievance Redressal Officer such as name, telephone number including mobile number, office address and grievance redressal mechanism.
- XVIII. The DC/SDO Supply Office shall ensure monitoring of the end-to-end operation of the Targeted Public Distribution System through the electronic platform. "End-to-end operation" shall include activities relating to digitisation of beneficiary, ration card, and other databases;

computerisation of supply-chain management; setting up of transparency portal, grievance redressal mechanism and fair price shop automation.

- XIX. The DC/SDO Supply Office shall take necessary steps to educate the ration card holders regarding their rights and privileges by the use of electronic and print media as well as display boards outside the fair price shops.
- XX. All Targeted Public Distribution System related records shall be placed in the public domain and kept open for inspection to the public
- XXI. An officer authorised, shall be competent to inspect or summon such records or documents as may be considered by him necessary for examination and take extracts or copies of any records or documents products before him. If the officer has reasons to believe on receipt of a complaint or otherwise that there has been any contravention, he may enter, inspect or search the Fair price shop or any premises relevant to transactions of business of the fair price shop. The officer may also search, seize or remove such books of accounts or stocks of foodgrains where such authority has reason to believe that these have been used or will be used in contravention of the provisions of Government Orders. The officer conducting search and seizure shall inform the DC/SDO Supply Office and the State Government the details of the search conducted and the stocks of foodgrains seize by them under that clause.

Lifting of Foodgrains by the DC/SDO Supply Office:

- 1) The DC/SDO Supply Office shall lift food grains from the designated depots of the corporation through its authorised entity.
- 2) The DC/SDO Supply Office shall, on getting allocation of food grains from the central Government, issue allocation orders authorising their agencies to lift foodgrains from the Corporation and such order among others shall specify-
 - a) Number of cards and units;
 - b) Balance in hand; and
 - c) Allocation made for each month in respect of a fair price shop.
- 3) While making allocation to the fair price shop, the DC/SDO Supply Office shall take into account the balance stock, if any, lying undistributed with the fair price shop owner for the subsequent allocations.

- 4) The DC/SDO Supply Office shall ensure that one copy of the allocation order made to the fair price shop is delivered to the local authority, vigilance committees, and any other body nominated by the State government for monitoring the functioning of the fair price shop.
- 5) The DC/SDO Supply Office shall ensure that the allocation order depicting the stock of foodgrains allotted during the month to the fair price shops is delayed on the public domain including on the state portal.
- 6) Before taking delivery of foodgrains from the corporation, an officer of Food Civil Supplies & Consumer Affairs and an Officer of the FCI shall jointly inspect the stocks of foodgrains intended for issue to ensure that the stocks conform to the prescribed quality specifications.
- 7) After the joint inspection, the FCI shall issue, before dispatch of foodgrains from godown, one stack-wise sealed sample jointly drawn for display at the wholesaler/fair price shop and a duplicate sealed sample drawn shall be kept with the Corporation for future reference. The quantity of the samples to be drawn, retention period of the samples and disposal of the samples shall be as per the instructions issued by the Central Government from time to time.

PDS Calendar and Sub-Allocation Order-cum-Permit Book

1. To bring order in the lifting and allocation of foodgrain, the official PDS Calendar with timelines must be followed.
2. Sticking to the timelines of the PDS Calendar would enable achieve timely lifting and distribution of foodgrain thereby enabling the smooth implementation of online allocation and Supply Chain Management.
3. To enable efficiency, FPS owners may go to DC/SDO Supply Office or may download the Sub-Allocation Order-cum-Permit Book from the Department website and can be treated as official.

PDS CALENDAR

1. TIMELINE FOR ALLOTMENT OF FOODGRAINS UPTO FAIR PRICE SHOP LEVEL

The PDS calendar is 45 days in advance. For example, allotment for the month of December should be initiated from 15th October till lifting by Wholesaler from FCI is completed as specified below.

Syncing of Data from FEAST Application & Generation of the Allotment Order	Depositing of Money by Wholesalers in DC/SDO Account as per his/her allotment	Payment by DFSO to FCI, through the Bank/Preparation of RTGS etc.	Indent order sent to the FCI Area Manager	RO ISSUANCE by FCI	Lifting of foodgrains by the Wholesaler from FCI	Downloading/Issuing of Permit Book. (of The Previous Month Quota)	Lifting of Foodgrains by Fair Price Shop from Wholesaler (of the Previous Month Quota)	Distribution of Foodgrains to the Beneficiaries. (FPS to Beneficiaries)
15th to 20th of every month	21th to 28th of every month Syncing of data from FEAST	28th to 30th of every month after Depositing of Money by Wholesalers in DC/SDO Account	30th - 31th after payment by DFSO to FCI	1st to 3rd every month after Indent	4th - 31st every month after RO issuance by FCI	5th to 10th of every month	10th to 16th of every month (After Downloading/Issuing of Permit Book)	Starts immediately after Lifting from Wholesaler (every month)

NOTE : DC/SDO(S) having less number of Wholesaler/Quantity may complete the Lifting in less than the given period.

2. Approval of the Allotment by DC/SDO(S) on File, on or before 20th of every month.
3. Any updation / Transfer/Surrender of RC's can be done from 21st to 14th of every month. Transferring/shifting of beneficiaries from one FPS to another to be done before generation of allotment. The beneficiary, shifted before 20th of every month can avail the Quota after two months from the new FPS.
4. Whenever the FPS surrenders or is suspended, the quota is transferred to the nearest FPS temporarily identified by DC/SDO(S) till the appointment of a new FPS dealer. All the beneficiaries are automatically transferred to that particular FPS.
5. Whenever the WholeSaler surrenders or is suspended, the quota is transferred to the nearest Wholesaler temporarily identified by DC/SDO(S) till the appointment of a new wholesaler. All the FPSs are to be automatically mapped to that particular Wholesaler.
6. Issuing/Downloading (from www.megfcsca.gov.in) of Permit Book should be completed before the 10th of every month for the previous month quota. Lifting of Foodgrains from the wholesaler by the FPS should be carried out after the 10th of every month.
7. FPS who have lifted the foodgrains (previous month quota) from their respective wholesaler's can start the distribution immediately without waiting for the last date of lifting from the wholesaler.
8. Distribution of foodgrains to the beneficiaries should be completed within the 30th of every month (of the previous month quota).