

Government of West Bengal  
Department of Food and Supplies  
Directorate of District Distribution Procurement and Supply  
11A, Mirza Ghalib Street, Kolkata-700 087

Memo No: 76(21)/ FP/IL-53/2013(Pt-I)

Dated:07.03.2018

From : The Director,  
Dte. of DDP&S.

To : All District Controllers (F&S)

Sub: Supervision of storage and maintenance of food grains at godowns

With reference to the subject mentioned above, the undersigned is directed to inform him/her that the following steps are to be taken for supervision of storage and maintenance of food grains at godowns utilised by this Department for storage of procured rice in different districts of West Bengal:

1. All godown Inspectors are to enter all details about receipt and despatch about stock on regular basis in the Central Register as per norm with their signature(s) which the visiting Inspection team(s) must verify.
2. SCF&S(s) are to pay a visit to all the godowns under their jurisdiction at least once in three days and record their findings regarding quantity , quality , observations regarding maintenance of FIFO , fumigation etc. in the INSPECTION REGISTER to be maintained in each godown w.e.f 2<sup>nd</sup> week of March, 2018.
3. DCF&S(s) are to pay a visit to all the godowns under their jurisdiction at least once in a week and record their findings in the INSPECTION REGISTER and should arrange to maintain FIFO during delivery of rice for PDS.

The proforma of Inspection Register is attached herewith for immediate implementation.

This issues with the approval of the Principal Secretary and Commissioner, Food, Food & Supplies Department.

Enclo : As Stated.


  
Director,  
Dte.Of DDP&S, F & S.

No. 76(21)/1(3) FP/IL-53/2013(Pt-I)

Dated: 07.03.2018

Copy forwarded for information and necessary action to :

1. The Commissioner in the Department (IT), Food & Supplies Department.
2. The Special Secretary (Proc), Food & Supplies Department.
3. Sr. P.S. to the Principal Secretary and Commissioner, Food, Food & Supplies Department.

  
Director,  
Dte.Of DDP&S, F & S.