

**Government of Jammu and Kashmir**  
**Department of Food, Civil Supplies & Consumer Affairs**  
**Civil Secretariat, Jammu**

-.-  
**CIRCULAR No:- 01 -FCS&CA OF 2017**  
**D A T E D:- 11 - 01 - 2017**

To ensure transparency; proper implementation of e-PDS system; time bound delivery of PDS items-Rice/Atta/K.oil to beneficiaries; stop pilferage of PDS commodities; Ensure proper monitoring of release, transport and distribution of food grains by concerned authorities and also to ensure timely availability of food grains to the beneficiaries. it is impressed upon the Deputy Commissioners of the State and Director, FCS&CA Department Kashmir/Jammu and all other concerned officers of the Department that following instructions/practices should be implemented in letter and spirit in the State with immediate effect:-

- I. Availability and Doorstep delivery of food grains be ensured by the Department.
- II. 3 months buffer stock be maintained in all distribution centres.
- III. Supply of commodities to FPS for a month be made by the end of previous month.
- IV. SMS alert be given to 5-10 renowned people of that village about release/delivery of food grains to the FPS shops as soon as food grains are released/delivered.
- V. Food grains/other commodities be released only after the FPS shop owner clears previous liability (cost) and gives a statement clearly indicating the details about the quantum of food grains received in previous month; quantity distributed and balance quantity lying in centre.
- VI. The FPS owner shall distribute the commodities by or before 7<sup>th</sup> of every month.
- VII. The Food Inspector of the area shall inspect 10-15 FPS Shops of his area during a month and submit his report regarding the distribution of the commodities in these shops. He shall submit his report to the District Level Officer/AD,FCS&CA concerned.
- VIII. The District Level Officers/AD FCS&CA concerned shall have a cross check of at-least 10% of the shops checked by the Inspectors.

- IX. The allotment of food grains/other items be made on line only.
- X. Truck dispatch/allotment information be made through SMS to all concerned.
- XI. Online real time monitoring of distribution of food grains be enabled.
- XII. Grievance Redressal with toll free number be created, and Grievances be addressed in time bound manner and remedial action taken accordingly.
- XIII. The Deputy Commissioner concerned is authorized to confiscate material/FPS shop in case of default by that shop holder.
- XIV. The Deputy Commissioners are designated as District Monitoring authorities for their respective Districts to monitor the supply/distribution of PDS commodities and are accountable before the Government for the same.
- XV. Deputy Commissioners shall nominate a Nodal Officer for every FPS.
- XVI. The performance in PDS Shall be reflected in APRs of District Collectors, and Officers of the FCS&CA Department..

This issues with the approval of Hon'ble Chief Minister.

Sd/-

**(Shafiq Ahmed Raina)IAS**

Secretary to Government

Department of FCS&CA

Dated:- 11 -01-2017

**No.FCS&CA/Adm/104/2016**

1. Secretary, Government of India, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi 110001.
3. Principal Secretary to the Hon'ble Chief Minister.
4. Divisional Commissioner, Kashmir/ Jammu.
5. Director, Department of Food, Civil Supplies and Consumer Affairs, Jammu/Kashmir
6. All Deputy Commissioners.
7. OSD to Hon'ble Minister for Department of Food, Civil Supplies and Consumer Affairs for information of Hon'ble Minister.
8. Special Assistant to Hon'ble MOS, Food, Civil Supplies & Consumer Affairs for the information of Hon'ble MOS.
9. Private Secretary to the Chief Secretary for information of worthy Chief Secretary.
10. All Assistant Director of Department of Food, Civil Supplies and Consumer Affairs.
11. Incharge website, Department of Food, Civil Supplies and Consumer Affairs.
12. Government Order file/Stock file.

**(Nisar Ahmad Wani)KAS**

Special Secretary to Government

Department of FCS&CA