



**Government of Jammu and Kashmir
Consumer Affairs & Public Distribution Department
Civil Secretariat, Srinagar**

Subject: Empowerment of the Panchayati Raj Institutions (PRIs) in the J&K State.

**Government Order No. 44- CAPD of 2012
D a t e d 01 . 06 . 2012**

Whereas, the Government in the General Administration Department in pursuance of the orders of the cabinet ordered devolution of functions and activities to PRIs vide Government Order No. 1126-GAD of 2011 dated 22.09.2011;

Whereas, the functions pertaining to CA&PD Department and an indicative list of functionaries of the Department to assist respective PRIs have been specified in Annexure-3 thereto;

Whereas, it has become imperative to synchronize functioning of PRIs/departmental functionaries at their respective levels for overall monitoring/ distribution of foodgrains under public distribution system;

Now, therefore, following instructions are issued in this regard for strict compliance by the PRIs/functionaries of CAPD Department in respect of functions delegated vide Government Order referred to above:-

Section I
(Identification of beneficiaries)

- (a) Identification and recommendation for elimination of bogus Ration Cards and issuance of new Ration Cards.**

Halqa Panchayat

- (1) The concerned Assistant Director shall furnish a copy of list of rationees, duly authenticated, to the concerned Halqa Panchayats

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for displaying at appropriate place with a view to identify and recommend deletion of bogus/ fake/ ineligible BPL/AAY and Annapurna ration cards with the assistance of concerned Storekeeper/ Salesman/ F. P. Shop dealer. The list shall be prepared by the Panchayat and forwarded to the concerned Tehsil Supply Officer for appropriate action. The process of identification shall be completed by Halqa Panchayat expeditiously.

(2) The department has already initiated the process of seeking applications on prescribed form (Form-D) for issuance of ration cards to the hitherto uncovered families and such PDS families who intend to and / or desirous of splitting/bifurcating their existing ration cards on account of separate family units having come into existence. The income of the applicant and the fact of having independent family / chula shall be certified by the concerned Halqa Panchayat. The committee constituted for verification of the contents of declaration form (Form-D) of which concerned Sarpanch is a Member shall complete the process within stipulated time.

Block Development Council

Block Development Council shall periodically monitor identification/ elimination of bogus/ fake/ ineligible BPL/ AAY and ANP Ration Cards and shall bring shortcoming, if any, to the notice of Assistant Director concerned.

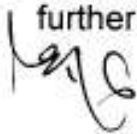
(b) To assess coverage of consumers by F.P. Shops/ Sale Centres especially of weaker sections.

Halqa Panchayat

Halqa Panchayats shall identify the uncovered families under PDS especially belonging to weaker sections of the society with a view to assess the coverage of the consumers in their respective areas with the assistance of concerned Salesman/ F. P. Shop dealer/ Storekeeper and furnish the list of such families to Block Development Council.

Block Development Council

The Block Development Council shall assess the extent of uncovered families in the Block in consultation with Tehsil Supply Officer(s) and furnish the list to the concerned Assistant Director for further action.



Section II
(Supervision and monitoring)

- (A) Supervise functioning of the Fair Price Shops/ Govt. Sale Centres/ Kerosene Oil dealers within the jurisdiction of Halqa Panchayats.

Halqa Panchayat

» The concerned Panchayat shall certify the receipt of food grains, sugar, kerosene oil and other essential commodities at Sale Centres/F.P. Shops/ Kerosene Dealers/Licensees. The Halqa Panchayat may nominate one or more Panchayat members who shall remain present at the time of receipt of food grains and other items. Such representative/s shall be given prior intimation by the concerned Store Keeper/ F.P. Shop dealer/Salesman/ Retail Kerosene dealer regarding the expected date/time of arrival of food grains and other essential commodities and shall accordingly ensure their presence at the time of receipt. The certificate of receipt shall be signed by the concerned Store Keeper/ F.P. Shop dealer/Salesman/ Kerosene Oil dealer as well as the representative/s nominated by Panchayat Halqa in token of having received the food grains/other essential commodities as per the format given below. The Panchayats will also monitor and supervise distribution of food grains/ other essential commodities. Shortcoming, if any noticed, shall be reported to Tehsil Supply Officer immediately for further necessary action by appropriate authority.

**CERTIFICATE OF RECEIPT OF FOODGRAINS/ KEROSENE OIL AND
OTHER ESSENTIAL COMMODITIES.**

Certified that _____ Quintals of Rice _____ Quintals of wheat/Atta _____ Quintals of Sugar/ _____ liters of K. Oil etc. have been received at _____ Sale Centre/ F. P. Shop/ Kerosene dealer on _____ through vehicle No. _____ under Challan No. _____ for the month _____ year _____.

*Name/Signature of Salesman/Storekeeper/
F.P. Shop dealer/Kerosene Oil dealer*

*Name/Signature of Rep. of
Panchayat*

1. _____

1. _____

2. _____

3. _____



- (ii) The Panchayat or their nominated representatives shall periodically visit concerned Sale Centre/ F.P. Shop for overseeing the general functioning thereof and bring to the notice of concerned Tehsil Supply Officer/ Store Keeper/ Salesman/ F. P. Shop dealer/ Kerosene Oil dealer, such shortcomings like overcharging, under-weightment, non-display of rate lists and lists of beneficiaries, etc. for corrective action by the concerned. The concerned Tehsil Supply Officer shall prepare a brief of the reporting and furnish it to the concerned Assistant Director for further necessary action with approval of competent authority, as may be required.

(B) Supervision and Monitoring of the Public Distribution System including movement and availability of Essential Commodities.

Block Development Council

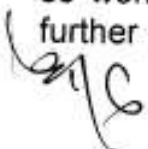
Block Development Council shall review the functioning and working of Government Sale Centres/ F.P. Shops/ Kerosene Oil dealers every month with a view to monitor movement/ availability of foodgrains/ Essential Commodities in their respective areas.

Assistant Director concerned shall provide copy of allocation of foodgrains and other essential commodities Centre wise/ F.P. Shop/ Kerosene Oil dealer wise to the Block Development Council for supervision and monitoring at their level. A copy of the schedule of movement of trucks carrying foodgrains etc. to the Sale Centres / F.P. Shops/ Kerosene Oil dealers shall also be made available to Block Development Council at the beginning of the month. Any shortcoming shall be reported to concerned Asstt.Directors for necessary action.

(C) To assist Block Development Council in preparation of plan of action to link PDS with Mid Day Meals Scheme.

Halqa Panchayat

The Halqa Panchayat shall work out requirement of foodgrains in coordination with Headmasters of the schools in the Halqa and link with the nearest Sale Centre/ F.P. Shop of CAPD to ensure timely availability of foodgrains for Mid Day Meals. The requirement so worked out shall be provided to Block Development Council for further action.



(D) Redressal of grievance.

The Halqa Panchayat shall meet periodically, for looking into the grievances received and redressal thereof. The meeting will be attended by the concerned Store Keeper/F.P. Shop dealer/ Salesman/ Kerosene Oil dealer as and when convened. However, the Halqa Panchayats shall convene meeting at least once in a fortnight and furnish, the record of proceedings to the concerned Tehsil Supply Officer through Store Keeper / F.P. Shop dealer / Salesman concerned for necessary action, as may be required/ deemed necessary in a time bound manner. Wherever, it is not within the competence of the Tehsil Supply Officer to take remedial action, the matter shall be referred to Assistant Director concerned for appropriate action with the approval of competent authority.

Block Development Council shall periodically review the action taken by Assistant Director vis-à-vis the recommendations of Panchayat Halqa and furnish their report to District Planning & Development Board and Director CA&PD for corrective action, if any required.

(E) Opening of Sale Centres by internal adjustment wherever required.

The proposals for opening of proposed Sale Centres on internal adjustment basis will be disposed off by the department after consulting concerned Panchayats/ Block Development Council in accordance with existing policy/ guidelines.

(F) Submission of reports and returns about Public Distribution System to the District Planning and Development Board.

Block Development Council shall prepare monthly reports/ returns about Public Distribution System to the District Planning and Development Board under intimation to Director CAPD Department.

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Section III
(Information, communication and advocacy)

Block Development Councils shall organize awareness camps in their areas during which the locals shall be educated/ informed regarding distribution of foodgrains, Kerosene Oil, LPG and other essential items. Public in general shall be made aware of the scale of food grains under various categories like APL, BPL, AAY & ANP and the details of rationees and rates thereof. Rights of consumers, issues regarding Weights & Measures, services provide by the Oil Companies in respect of Kerosene Oil, LPG and redressal available in State & District Consumer Forums shall be advocated from time to time.

By order of the Government of Jammu and Kashmir.

Sd/-
Secretary to Government
CA&PD Department


No: CAPD/Plan/Panchayats/2011/37 Dated: 01.06.2012

Copy to the:-

1. All Principal Secretaries to Government.
2. Director General, J&K Institute of Management, Public Administration and Rural Development.
3. Commissioner of Vigilance, J&K, Srinagar.
4. Principal Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
5. Financial Commissioner, Revenue.
6. Principal Secretary to Hon'ble Chief Minister/ H. E. the Governor.
7. All Commissioner/Secretaries to Government.
8. Divisional Commissioner, Kashmir/Jammu.
9. Director, CA&PD Department, Jammu/Kashmir. The guidelines may be circulated to all District / Tehsil Offices for necessary action.
10. All Heads of Departments/Managing Directors.
11. All Deputy Commissioners.
12. Director Information, J&K. **He is requested to ensure publication of the Government Order in electronic media and all local dailies.**

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13. Director Archives, Archaeology and Museums.
14. Secretary, J&K State Information Commissioner, Srinagar.
15. Secretary, J&K State Accountability Commissioner, Srinagar.
16. Secretary, J&K Backward Classes Commissioner, J&K, Srinagar.
17. General Manager, Government Press, Srinagar/Jammu.
18. Principal Private Secretary to Chief Secretary.
19. Private Secretary to Hon'ble Chief Minister.
20. Special Assistants/Private Secretaries to Hon'ble Cabinet Ministers/Hon'ble Ministers of State.
21. Special Assistant to Advisor to Hon'ble Chief Minister.
22. OSD to Political Advisor to Hon'ble Chief Minister.
23. Private Secretary to Advocate General, J&K.
24. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
25. Private Secretary to Secretary to Government, CA&PD Department.
26. Government Order File/Stock file/CA&PD Website.


Deputy Secretary to Government
CA&PD Department

1.6.2012