



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

NO.PMU.3/2014/PT.IV/299

Dated Shillong, the 14th May, 2020

From :- Shri P. Bakshi, 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 Wholesalers under Public Distribution System

Sir/Madam,

With reference to the subject cited above, I am to enclose herewith the Guidelines for Wholesalers under Public Distribution System which has been approved by the Government vide letter No.SUP.35/2020/19 dated 11/05/2020 (copy enclosed). You are requested to kindly instruct the Supply Officials and the wholesalers to follow the same accordingly.

Yours Faithfully

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

Memo NO.PMU.3/2014/PT.IV/299

Dated Shillong, the 14th May, 2020

Copy to:-

1. The Under Secretary, Govt. Of Meghalaya, Food Civil Supplies and Consumer Affairs Department, Shillong with reference to letter No.SUP.35/2020/19 dated 11/05/2020
2. Smti. W. Rynjah, Senior Technical Director, NIC, Meghalaya, Shillong – 793001 with a request to upload the Guideline for Wholesalers under Public Distribution System (enclosed) on the Department website.

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

Office of the Directorate
Food Civil Supplies
& Consumer Affairs,
Meghalaya, Shillong
Diary No. 4732
Date 12.5.20

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GOVERNMENT OF MEGHALAYA
FOOD CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

NO.SUP. 35/2020/19

Dated Shillong the 11th May, 2020

From : Smti. W. D. Mairom,
Under Secretary to the Govt. of Meghalaya,
Food Civil Supplies & Consumer Affairs Department.

To,
The Director,
Food Civil Supplies & Consumer Affairs,
Meghalaya, Shillong.

Sub : Guidelines for Wholesalers under Public Distribution System.

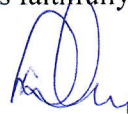
Ref : No.PMU 3/2014/Pt IV/289 dtd: 29.4.2020

Sir,

I am directed to refer to your office letter cited above on the subject and to convey the approval of the Government to the Guidelines for Wholesalers under Public Distribution System for further necessary action from your end.

Enclo : As stated above.

Yours faithfully,



Under Secretary to the Govt. of Meghalaya,
Food Civil Supplies & Consumer Affairs Department.

Guidelines for Government Approved Wholesalers under TPDS



Prepared by:

Project Management Unit (PMU)

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 Shop/S.K. Oil Dealers (FPS).

The guidelines is prepared to streamline the operational aspects and guide the Wholesalers/SK Oil Agency to effectively operate his/her Godown with the intention of discharging responsibilities for distributing the foodgrain and commodities to the Fair Price Shop/S.K. Oil Dealers (FPS).

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 Appointment of approved wholesalers shall be for one year. Approval shall be from the Department of Food, Civil Supplies & Consumer Affairs (FCS&CA) and appointment shall be from the DC/SDO office. Wholesalers are to re-apply before the ending of the appointment of Government approved Wholesalers in their respective DC/SDO office.
- II. The allocation made by the Central Government under the Targeted Public Distribution System (TPDS) to the State Government shall be used for distribution of foodgrain and commodities as per the schemes and provisions of the Government. The Wholesalers/SK oil Agency are to strictly adhere to the guidelines and schemes of the Government.
- III. The appointed Wholesalers/SK Oil Agency shall adhere the Appointments/Licensing, regulation and operation of Godown as mentioned in the PDS control order 2015, Meghalaya Foodgrains (Public Distribution System) Control Order, 2004 and Meghalaya Foodgrains (Public Distribution System) Control (Amendment) Order, 2012, PDS Calendar or any other order as notified by the Government from time to time. All the lifting and distribution shall be as per the dates mentioned in the PDS Calendar. Wholesalers, Lifting officer and District Supply officials are to strictly adhere the PDS calendar so as to ensure smooth functioning of the PDS operations. Failure to comply with and

violation of the above rules/term and condition will be prosecuted as per the provision mentioned above.

- IV. The DC/SDO Supply Office shall accord preference to the public institutions or public bodies such as Self-Help Group, Co-operative societies in appointments/licensing of Wholesalers/SK oil Agency.
- V. The appointed Wholesalers/SK oil Agency shall deposit the security of the value of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of National Savings Certificate pledge in favour of the undersigned. The security deposit is refundable.
- VI. The appointed Wholesalers/SK oil Agency shall own the godown at the appointed centre and shall display the signboard of the Wholesalers/SK oil Agency with working hours in it and the stock and price board and displayed prominently.
- VII. The appointed Wholesaler/ SK oil Agency shall lift the monthly allotted PDS foodgrains/S.K Oil on payment of value from the FCI/IOC and issue to Fair Price Shop/S.K oil dealers attached to him as per the retail allotment order issued by the undersigned. Sample foodgrains of the monthly allocation must be kept on a monthly basis before issuing to the FPS dealers.
- VIII. The appointed Wholesalers/SK oil Agency must have computer hardware with network connectivity in their office/godown. The Wholesalers/SK oil Agency are to mandatorily use the Supply Chain Management application software by updating their stocks and also issue foodgrains/commodities/Wheat/SK Oil to the Fair Price Shop/S.K. Oil Dealer as per the timeline mentioned in the PDS Calendar, failing which a penalty may be deducted.
- IX. The appointed Wholesaler/ SK oil Agency will sell PDS foodgrains/S.K Oil to the Fair Price Shop/S.K Oil dealers as per the quantity and prices as fixed by the Government.
- X. The appointed Wholesaler/ SK Oil Agency shall immediately on receipt of the foodgrains from the FCI/IOC enter the same in the Stock Register and Sale Register to be maintained by him. The dealer shall maintain daily Sales Register which shall be made up-to-date at the end of each day. The dealer shall also issue cash memo/receipt generated from the Supply Chain Management software for sale of PDS foodgrains/S.K. Oil and to note in such cash memo/receipt, the name and address of the Fair Price Shop/ S.K. Oil dealer and quantity and price of the PDS foodgrains/ S.K. Oil issued/sold.

- XI. The appointed Wholesaler/ SK oil Agency shall submit to the Appointing Authority or any Officer authorised a monthly returns in such forms as may be prescribed so as to reach him/her on the date as may be fixed by the competent authority.
- XII. The appointed Wholesaler/ SK oil Agency, when so required by an Officer authorized by the Director or the Deputy Commissioner/Sub-Divisional Officer(Supply) shall :
- i). Surrender to such officer all documents delivered to such appointed Wholesaler/SK Oil Agency for official purpose and
 - ii).Furnish such particulars, accounts and information relating to his dealing in and stocks/sales of any PDS foodgrains/S.K.Oil as may be required.
- XIII. If any financial crisis arises in the Wholesalers/SK oil Agency failing to deposit the monthly amount for lifting of foodgrains/commodities/Wheat/SK.Oil, he/she must report to the DC/SDO supply office within the date of generation of Allocation as mentioned in the PDS calendar, and the allocation may be diverted to the nearest centre till his financial crisis is stable. Also the same follows if there is any disagreement or insubordination by Wholesalers/SK oil Agency.
- XIV. The wholesaler are not to hold or store any commodity in their godown if their re-appointment is not approved. They will have to issue all the commodity to the FPS Dealers based on the monthly Sub-Allotment of the DC/SDO supply office. Any wholesaler who deny distribution to the FPS tagged under them, they shall face penalty charges of 20% of the total amount of the Monthly Allocation or face legal actions.
- XV. The Wholesalers are to ensure the storage structures are either scientific or conventional Godown. The Godown should be proper RCC Building with ventilation facilities.
- XVI. Arrangement of foodgrains bags should be in stack with space between the stacks and also there should be space from the walls surrounding the wall.
- XVII. All Godowns should avoid low lying areas in order to safeguard against floods. The Godowns should have proper drainage in and around it to avoid the possibility of water accumulating or stagnating in its vicinity. It should not be in close proximity of garbage dumping grounds, sewage

pits, diaries, poultry farms, stables, slaughter house or any other places to avoid contamination of foodgrains.

XVIII. The Wholesalers are to maintain Quality control of foodgrains. It is also essential to keep adequate number of chemicals for treatment of stocks. Regular inspection of Godowns will be conducted by the Department of FCS&CA, Department of Legal Metrology, DC/SDO supply office, District Vigilance Committee/Block Vigilance Committee.

XIX. The DC/SDO Supply Office shall furnish a monthly utilisation certificate every year. Hence, all Wholesalers/SK oil Agency are to record the lifting and distribution of the foodgrains/commodities/Kerosene oil to the Fair Price Shop/S.K. Oil Dealer.

Qualifications for a Wholesalers/S.K Oil Agency:

1. He/she should be a Resident of Meghalaya for a minimum period of 10 (Ten) years
2. He/she should be literate (should be able to read and write)
3. Wholesalers/SK oil Agency shall not be the Headman/Village Secretary including Members of the Executive Committee of a village/locality
4. A copy of reservation category, whether ST/SC/OBC, if any, should be enclosed in the application form.
5. For Public institutions or Public bodies such as Self-Help Group, Co-operative societies may be preferred based on the production of registration certificate.
6. Every applicant should have weighting scale duly certified by the Legal Metrology Department if selected/ appointed.
7. The location must be feasibly located for storage and distribution
8. The financial position should be satisfactory
9. Should obtain Food Safety License from the Issuing Authority.
10. Application Forms for Wholesalers/SK oil Agency can be obtained from respective Deputy Commissioner (Supply)/Subdivision (Supply) Office. Forms duly filled should include:
 - (a) A copy of Schedule Tribe Certificate / Permanent Resident Certificate of Meghalaya, EPIC of Meghalaya, Bank Passbook, Mobile number
 - (b) 2 nos. recent Passport Photo

Security Deposit by Wholesalers/SK oil Agency:

The appointed Wholesalers/SK oil Agency shall deposit with the Deputy Commissioner/Sub-Divisional Officer a security (refundable) of value of Rs 20,000 /- (Twenty Thousand) only.

- I. The appointment issued to the Wholesalers/SK oil Agency owner shall lay down the duties and responsibilities of the Wholesalers/SK oil Agency owner, which shall include, inter alia, -
 - A. Sale of food grains / Commodities/Kerosene as per the entitlement of Fair Price Shop tagged under them based on the Sub-Allotment issued from the Department FCS&CA to the DC/SDO office, under the Target Public Distribution System at the prescribed wholesale price;
 - B. Display of information on a notice board at a prominent place, ideally, in front the Godown on daily basis regarding –
 - (a) Stock of foodgrains received during the month,
 - (g) Opening and closing stock of foodgrains/Kerosene oil,
 - (h) Display 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.

(Sample Appointment Order)

Government of Meghalaya

**OFFICE OF THE DEPUTY COMMISSIONER/ SUB DIVISIONAL
OFFICER (SUPPLY), District/Subdivision Hq. Name
DISTRICT**

Dated:xx-xx-20xx

APPOINTMENT ORDER

Under Clause 20 Part B of The Meghalaya Foodgrains (Public Distribution System) Control Order, 2004.

Shri/Smt **Wholesaler Name** _____ with Appointment order No. _____ is hereby appointed as Government Approved Wholesaler for the Centre _____ in respect of Essential Commodities and other items specified from time to time for the Calendar Year 20xx and ending on xx/xx/20xx.

The mentioned Government approved Wholesaler (**wholesaler name**) is directed to observe scrupulously all the provision of Essential Commodities Act, 1995, National Food Security Act 2013 and other laws in force. He/she shall obey the orders issued from the OFFICE OF THE DEPUTY COMMISSIONER/ SUB DIVISIONAL OFFICER(SUPPLY), District/Subdivision Hq. Name, DISTRICT from time to time.

Given under my hand and seal this _____ day of _____.

DEPUTY COMMISSIONER (SUPPLY)/
SUB DIVISIONAL OFFICER(SUPPLY)

CONDITIONS OF LICENCE

(Maybe translated in Khasi and Garo)

1. Abide by all instructions given by the Department from time to time.
2. Produce appointment order whenever required so by any officer of the Department.
3. Deal only in commodities and at places mentioned in the appointment order.
4. Shall not close business without the approval of FCSCA Department whether temporary or permanently.
5. Shall not sell any adulterant as defined in prevention of Food Adulteration Act, 1995.
6. Not sublet the appointment order to any third party.
7. Keep the premises neat and clean and free from any sanitary defect.
8. Allow any officer of the Supply Department authorised or empowered to enter any premises, where sale of commodities is carried and storage of such items are done.
9. The appointment order in original shall be displayed in the Godown.

10. Compulsorily display information on a notice board at the prominent place in the Godown on daily basis regarding--
 - (a)wholesale issue prices (per Quintal)
 - (e)Timings of opening and closing of the Wholesale Godown
 - (f)Mandatory maintain and update of stock and sale register,
 - (g)Display “**If there is any query/complaint, Call Toll-free number 1967 or WhatsApp No. 9402327737**”.
11. Strictly follow the **PDS Calendar** issued by the Department
12. If the wholesaler contravenes any of the above terms and conditions, then without prejudice to any other, action that may be taken. The appointment will be suspended/ cancelled and the security deposit forfeited.

The sample Report is as below:

**DISPLAY OF ARTICLES INFRONT OF THE Wholesalers/SK oil Agency
(To be translated in Khasi and Garo)**

01. Name of the Wholesalers/SK oil Agency Centre: -
02. Wholesalers/SK oil Agency Name :-
03. License Number :-
04. Date of Issue from issuing Authority :-
05. Stock received in 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. 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

09. NEED HELP? CALL 1967 (TOLL-FREE) / WhatsApp No. 9402327737

DONKAM JINGIARAP? PHONE HA U 1967

(YM DONKAM SIEW PISA)

DAKCHAKANIKO NANGAMA? PHONE KA BO 1967

EMKAM JINGIARAP? PHONE HA U 1967

(WYM EMKAM SU POI)

Email : pds.meg.help@pds.meg.help

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

Maintenance of the monthly records (separate register for all commodity) of Wholesalers/SK oil Agency , e.g. stock register (in KG/LTRS), issue or sale register (in KG/LTRS) shall be in the form below:

Wholesaler Stock Register Report Month:				Wholesaler and Center Name:			Appointment Order No.		Commodity:	
Sl.No	Comodity	Date	Opening Balance (A)	Received Quantity (B)			RO/Truck Challan No.	Issued Qty (C)	Closing Balance (A+B) - (C)	Inspection Officer Signature
				AAY	PHH	NON-NFSA				

Wholesaler Distribution Register Report Month:				Wholesaler and Center Name:						Appointment Order No.		Commodity:	
Sl.No	Comodity	Date	FPS Name and Center	Alloted Quantity						Acknowledgement No.	Total Amount	FPS signature	Inspection Officer Signature
				AAY	Rate	PHH	Rate	NON-NFSA	Rate				

Activate Windows

- C. Display of samples of foodgrains being supplied to the Fair Price Shop/S.K. Oil Dealer;
 - D. 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;
 - E. Accounts of the actual distribution of foodgrains and the balance stock at the end of the month, at the Wholesalers/SK oil Agency, shall be sent to the designated authority of the State Government with a copy to the District Vigilance Committee/Block Vigilance Committee.
 - F. Opening and closing of the Wholesalers/SK oil Agency as per the prescribed timings displayed on the notice board.
 - G. Any Fair Price Shop/S.K. Oil Dealer desirous of obtaining extracts from the records of the Wholesalers/SK oil Agency owner may make a written request to the Wholesalers/SK oil Agency. The Wholesalers/SK oil Agency owner shall provide such extracts of records to the Fair Price Shop/S.K. Oil Dealer within fourteen days from the date of receipt of a request
- I. The DC/SDO Supply Office shall take prompt action in respect of violation of any condition of appointments including any irregularity committed by the Wholesalers/SK oil Agency .
- II. In case of suspension or cancellation of the appointment, the DC/SDO Supply Office shall make alternative arrangements for ensuring uninterrupted supply of foodgrains to the eligible Fair Price Shop/S.K. Oil Dealer by diverting to the nearest Wholesalers/SK oil Agency.
- III. The DC/SDO Supply Office will ensure regular inspection of Wholesalers/SK oil Agency not less than once in three months by the designated authority.

- IV. 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 Fair Price Shop/S.K. Oil Dealer.
- V. 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.
- VI. The DC/SDO Supply Office shall set up vigilance committees for the Targeted Public Distribution System at State, District, Block and Village as per the provisions of the National Food Security Act 2013
- VII. Meetings of the District, Block, and Village vigilance committees shall be held at least once every quarter and the date and periodicity of the meeting shall be notified by the DC/SDO Supply Office by giving wide publicity. The Minutes of Meeting of the District, Block and Village Vigilance Committees should be sent both in soft copy and hard copy to the Directorate of Food Civil Supplies & Consumer Affairs for displaying on the State web portal and mention the action taken on issues discussed in meetings.
- VIII. The DC/SDO Supply Office shall notify grievance redressal mechanism which shall include toll free call number (1967)/WhatsApp No. 9402327737 and use of State web portal.
- IX. The DC/SDO shall ensure that the wholesalers deposit the amount to the Director's account under Non-NFSA (tide-over) for both foodgrains/Wheat.
- X. The Non-NFSA calculation for distributing foodgrains (rice) to Non-NFSA beneficiaries is as below:

Allocation to Non-NFSA beneficiaries = Total Non-NFSA rice allocation (Tideover) – Buffer Stock

Total Non-NFSA households Apart from supply of foodgrains to the public, some quantity (5% of the monthly Non-NFSA allotment) is to be left at District-level for meeting any eventuality/natural calamity like flood, landslide, cyclone, etc. The quantity for meeting such eventuality/natural calamity is called buffer stock. The buffer stock may be kept with one wholesaler for two months and after that the stock is to be released to the Non-NFSA beneficiaries. The buffer stock allotment is to be rotated every two months from one wholesaler to another. No wholesaler should keep the buffer stock for more than 2 months as it may get spoilt if it remains undistributed for more than two months especially during summer/monsoon season as mentioned in the Non-NFSA guidelines.

- XI. The DC/SDO Supply Office shall give wide publicity to the up-to-date details of the Grievance Redressal Officer / Assistant Grievance Redressal Officer such as name, telephone number including mobile number, office address and grievance redressal mechanism.
- XII. The DC/SDO Supply Office shall ensure monitoring of the End-to-End Computerisation of PDS operations under the Targeted Public Distribution System through an electronic platform. ‘End-to-End Computerisation of PDS operations’ shall include activities like digitisation of beneficiary data, ration card, and other databases; computerisation of supply-chain management; setting up of transparency portal, grievance redressal mechanism.
- XIII. 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.
- XIV. All Targeted Public Distribution System related records shall be placed on the public domain and kept open for inspection to the public
- XV. 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 Wholesalers/SK oil Agency or any premises relevant to transactions of business of the Wholesalers/SK oil Agency. 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 FCI 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 Wholesalers/S.K oil agency to lift foodgrains/S.K oil from the Food Corporation of India/ IOC; 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 Wholesalers/SK oil Agency
- 3) While generating allocation to the Wholesalers/SK oil Agency, the DC/SDO Supply Office shall take into account the balance stock, if any, lying undistributed with the Wholesalers/SK oil Agency for the subsequent allocations.
- 4) The DC/SDO Supply Office shall ensure that one copy of the allocation order made to the Wholesalers/SK oil Agency and is delivered to the District/Block vigilance committees, and any other body nominated by the State government for monitoring the functioning of the Wholesalers/SK oil Agency.
- 5) The DC/SDO Supply Office shall ensure that the allocation order depicting the stock of foodgrains allotted during the month to the

Wholesalers/SK oil Agency is delayed on the public domain including on the state portal.

- 6) Before taking delivery of foodgrains from the FCI, an officer of Food Civil Supplies & Consumer Affairs and an Officer of the FCI may 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/S.K. Oil Dealer 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 Allocation Order

1. To bring order in the lifting and allocation of foodgrain, the official PDS Calendar with timelines must be followed.
2. Adhering 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, Wholesalers/SK oil Agency and FPS dealers may go to DC/SDO Supply Office or may download the Sub-Allocation Order-cum-Permit Book by themselves from the Department website and may 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).