



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/362

Dated Shillong, the 13th October, 2020

From :- 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 Fair Price Shop Dealers / Super Kerosene Oil Dealers

Sir/Madam,

With reference to the above, I am to enclose herewith the updated Guidelines for Fair Price Shop Dealers / Super Kerosene Oil Dealers which has been approved by the Government. The Fair Price Shop Dealers / Super Kerosene Oil Dealers are to strictly comply, co-operate the use of e-POS device and to submit their Aadhaar number and the Aadhaar number of their nominee(s) without fail.

You are requested to kindly instruct the Supply Officials and the Fair Price Shop dealers / Super Kerosene Oil dealers to follow the same accordingly.

Yours Faithfully

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

Memo NO.PMU.3/2014/PT.III/362

Dated Shillong, the 13th October, 2020

Copy to:-

1. The Joint Secretary, Govt. Of Meghalaya, Food Civil Supplies and Consumer Affairs Department, Shillong with reference to letter No.SUP.71/2018/109 dated 12/10/2020
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.

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GOVERNMENT OF MEGHALAYA
FOOD CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

NO.SUP.71/2018/109

Dated Shillong, the 12th October, 2020.

From Joint Secretary to the Govt. Of Meghalaya,
Food Civil Supplies & Consumer Affairs Department.

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

Subj. : Revised Guidelines for Fair Price Shop.

Ref. : No.PMU.3/2014/Pt.IV/340 dated 22.09.2020.

Sir,

With reference to the subject on the letter cited above, I am directed to convey the approval of the Government to the Revised Guidelines for Fair Price Shop. A copy of the approved Guidelines is enclosed herewith for favour of further necessary action from your end.

Yours faithfully,


Joint Secretary to the Govt. Of Meghalaya,
Food Civil Supplies & Consumer Affairs Department.

Guidelines for Fair Price Shop / Superior Kerosene Oil Dealer



Prepared by:

Project Management Unit (PMU)

Directorate of Food Civil Supplies & Consumer Affairs

Government of Meghalaya

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1. 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 / Superior Kerosene Oil Dealers (Fair Price Shop).

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

2. 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 Fair Price Shop / Superior Kerosene Oil Dealer shall adhere the Licensing, regulation and operation of Fair Price Shop/Superior Kerosene Oil Dealer as mentioned in the PDS control order 2015 or any other order as notified by the Government.
- ii. 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 / Superior Kerosene Oil Dealer Dealers are to strictly adhere to the guidelines and schemes of the Government.
- iii. The Deputy Commissioner / Sub-Divisional Officer Supply Office shall furnish a monthly utilisation certificate every year. Hence, all Fair Price Shop / Superior Kerosene Oil Dealer Dealers are to record the lifting and distribution of the foodgrain/commodities/Kerosene oil.
- iv. The Deputy Commissioner / Sub-Divisional Officer 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 Shop / Superior Kerosene Oil Dealers by women or their collectives.

- v. The licences to the Fair Price Shop / Superior Kerosene Oil Dealer owners shall be issued keeping in view the visibility of the fair price shop and Kerosene oil dealer.
- vi. The ration card holder may draw his full entitlement of foodgrains/ Kerosene oil in more than one instalment.
- vii. A ration card holder who has not lifted the commodity/ Kerosene oil 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.
- viii. If the Head of family of any ration card holder expires, eldest female member who has attained 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.
- ix. The Fair Price Shop / Superior Kerosene Oil Dealer owner shall not retain the ration card after the supply of the foodgrains/commodities and the same may be handed over to the beneficiaries.
- x. The Fair Price Shop / Superior Kerosene Oil Dealer should function for at least six months; if any Fair Price Shop / Superior Kerosene Oil Dealer resigns, he/she will have to forfeit his/her security deposit. Resignation letter should be sent officially two months in advance to the office of the Deputy Commissioner / Sub-Divisional Officer, with a copy to Village Durbar and Vigilance Committee.
- xi. If any disagreement arises between the Fair Price Shop / Superior Kerosene Oil Dealer and the village authority in a particular village, then the allocation pertaining to that Fair Price Shop / Superior Kerosene Oil Dealer may be diverted to the nearest Fair Price Shop / Superior Kerosene Oil Dealer available in the village till matter is resolved.
- xii. Fair Price Shop / Superior Kerosene Oil Dealer once tagged with any wholesaler will not be allowed to change within a period of six months. Change to tag to a new wholesaler will be allowed only twice a year.
- xiii. The Fair Price Shop / Superior Kerosene Oil Dealer are to mandatorily use the Electronic Point of Sale (e-POS) devices as and when provided by the Government for issuing the foodgrains to the beneficiaries and ensure OTP/Aadhaar authentication is done. The e-pos device should not be tampered and if found penalty/action will be taken against them. Strict compliance of the same is to be ensured.

- xiv. The Deputy Commissioner / Sub-Divisional Officer Supply Office shall take prompt action in respect of violation of any condition of licence including any irregularity committed by the Fair Price Shop/Superior Kerosene Oil Dealer owner.
- xv. In case of suspension or cancellation of the licence, the Deputy Commissioner / Sub-Divisional Officer Supply Office shall make alternative arrangements for ensuring un-interrupted supply of foodgrains to the eligible household:
Provided that in case of cancellation of the licence of the Fair Price Shop/Superior Kerosene Oil Dealer owner, new licence shall be issue within a month of cancellation.
- xvi. The Deputy Commissioner / Sub-Divisional Officer Supply Office will ensure regular inspection of Fair Price Shop/Superior Kerosene Oil Dealer not less than once in three months by the designated authority.
- xvii. The Deputy Commissioner / Sub-Divisional Officer 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.
- xviii. 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.

- xix. The Deputy Commissioner / Sub-Divisional Officer Supply Office shall set up vigilance committees for the Targeted Public Distribution System at the state, District, Block and Fair Price Shop/Superior Kerosene Oil Dealer levels as per the provisions of the Food Security Act to perform functions as specified in the said Act.
- xx. Meeting of the vigilance committees shall be held at least once every quarter at all levels and the date and periodicity of the meeting shall be notified by the Deputy Commissioner / Sub-Divisional Officer Supply Office by 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.
- xxi. The Deputy Commissioner / Sub-Divisional Officer Supply Office shall notify grievance redressal mechanism which shall include toll free call number 1967 and use of State web portal <http://megpgrams.gov.in/index.htm>
- xxii. The Deputy Commissioner / Sub-Divisional Officer 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.
- xxiii. The Deputy Commissioner / Sub-Divisional Officer 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/Superior Kerosene Oil Dealer automation.
- xxiv. The Deputy Commissioner / Sub-Divisional Officer 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 Shop/Superior Kerosene Oil Dealers.

- xxv. All Targeted Public Distribution System related records shall be placed in the public domain and kept open for inspection to the public
- xxvi. 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 produced 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/Superior Kerosene Oil Dealer or any premises relevant to transactions of business of the Fair Price Shop/Superior Kerosene Oil Dealer. 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 Deputy Commissioner / Sub-Divisional Officer Supply Office and the State Government the details of the search conducted and the stocks of foodgrains seize by them under that clause.

3. Qualifications for a Fair Price Shop Dealer:

1. He/she should be a Resident of Meghalaya and should be a Resident in that Village/Area for a minimum period of 10 (Ten) years
2. Should have the recommendation letter from the Local Village Authority and Vigilance Committee
3. He/she should be a Literate person (Should be able to read and write)
4. Fair Price Shop / Superior Kerosene Oil dealers shall not be the Headman/Village Secretary including Members of the Executive Committee
5. A copy of Schedule Tribe / Schedule Caste / Other Backward Class certificate, if any
6. If selected, every dealer should install weighting scale duly certified by the Meteorology Department
7. The location must be suitable for ration/Kerosene oil depot
8. The financial position/social activity should be satisfactory
9. Should obtain Food Safety License from the Issuing Authority.
10. Number of ration card holders attached to a Fair Price Shop / Superior Kerosene Oil Dealer and the total allocation should be more than 10 Quintals/Kilolitres.
11. Application Forms for Fair Price Shop / Superior Kerosene Oil dealers can be obtained from respective Deputy Commissioner (Supply) / Subdivision (Supply) Office. Forms duly filled should include:
 - (a) A Court Fee Stamp of Rs.25/-
 - (b) A copy of Schedule Tribe Certificate / Permanent Resident Certificate of Meghalaya, Electoral Photo Identity Card of Meghalaya, Bank Passbook, Mobile number
 - (c) 2 nos. recent Passport size Photo

4. Issue of License

5. Issue of Appointment Order

6. Security Deposit by Fair Price Shop/Superior Kerosene Oil Dealer:

The appointed Fair Price Shop/Superior Kerosene Oil 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 / Superior Kerosene Oil Dealer owner shall lay down the duties and responsibilities of the Fair Price Shop / Superior Kerosene Oil Dealer owner, which shall include, inter alia, -
 - A. Sale of food grains / Commodities / Kerosene 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 as per Sample Report are regarding –
 - (a) Entitlement of foodgrains,
 - (b) List of Beneficiaries Scheme-wise (AAY- Antyodaya Anna Yojana, PHH - Priority Households, Non-NFSA, Annapurna, Welfare Institution, Sugar, Superior Kerosene Oil, etc.)
 - (c) Scale of issue (per kilogram/litres)
 - (d) Retail issue prices (per kilogram/litres)
 - (e) Timings of opening and closing of the Fair Price Shop / Superior Kerosene Oil Dealer including lunch break, if any.
 - (f) Stock of foodgrains received during the month,
 - (g) Opening and closing stock of foodgrains,
 - (h) Refundable of Security deposit will be only after fulfilment of point (X) as mentioned in the guidelines. No refund in case of renewal as the security deposit would be retained by the Deputy Commissioner / Sub Divisional Officer Supply Office.
 - (i) The mechanism including authority for redressal of grievances with respect to quality and quantity of foodgrains under the Targeted Public Distribution System and Toll-free help line number 1967/ WhatsApp No. 9402327737.

7. The sample Report is as below:

DISPLAY OF ARTICLES INFRONT OF THE FAIR PRICE SHOP/SUPERIOR KEROSENE OIL DEALER

(To be translated in Khasi and Garo)

01. Name of the Fair Price Shop/Superior Kerosene Oil Dealer Centre: -
02. Fair Price Shop/Superior Kerosene Oil Dealer 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 :-

SI.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) / 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.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/SUPERIOR KEROSENE Oil Dealer

- C. Maintenance of the records of ration card holders, e.g. stock register (in KG/LTRS), issue or sale register (in KG/LTRS) shall be in the form below:

Table 1

FPS STOCK REGISTER REPORT (Sugar)				DEALER'S NAME:				LICENCE No:			
Sl No	Commodity	Date	Opening Balance (A)	Received Qty (B)			Wholesaler's Name	Invoice No.	Issued Qty (C)	Closing Balance (A+B)- (C)	Inspection Officer Signature
				AAY	PHH	NON NFSA					

Table 2

FPS DISTRIBUTION REGISTER REPORT						DEALER'S NAME:				LICENCE No.	
Sl No	Date	RC ID	RC HOF Name	Father /Husband Name	Foodgrains/ Sugar/K.Oil	Scheme	Quantity	Rate	Amount	Consumer signature	Inspection Officer Signature

Table 3

FPS DISTRIBUTION REGISTER REPORT					DEALER'S NAME:			LICENCE No.			
Sl No	Date	RC ID	RC HOF Name	Father /Husband Name	Foodgrains/ Sugar/K.Oil	Scheme	Quantity	Rate	Amount	Consumer signature	Inspection Officer Signature

Table 4

(Wheat/kerosene, whichever applicable)

FPS STOCK REGISTER REPORT (WHEAT)					DEALER'S NAME:		LICENCE No:				
Sl No	Commodity	Units in Kg	Opening Balance (A)	Received Qty (B)			Wholesaler's Name	Invoice No.	Issued Qty (C)	Closing Balance (A+B)- (C)	Inspection Officer Signature
				AAY	PHH	NON NFSA					

- D. Display of samples of foodgrains being supplied through the Fair Price Shop/Superior Kerosene Oil Dealer;
- 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/Superior Kerosene Oil Dealer, shall be sent to the designated authority of the State Government with a copy to the local authority;
- G. Opening and closing of the Fair Price Shop/Superior Kerosene Oil Dealer 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/Superior Kerosene Oil Dealer owner make a written request to the FPS owner. The Fair Price Shop/Superior Kerosene Oil Dealer owner shall provide such extracts of records to the ration cardholder within fourteen days from the date of receipt of a request

8. *Renewal of Licence:*

- (I) For renewing the licence of the Fair Price Shop / Superior Kerosene Oil Dealer, all prescribed documents have to be resubmitted.
- (II) Security deposit of Rs. 5000/- is not applicable for renewal of License. However, a Court Fee Stamp of Rs.25/- should be included in the application.

9. *Lifting of Foodgrains by the Deputy Commissioner / Sub-Divisional Officer Supply Office:*

- 1) The Deputy Commissioner / Sub-Divisional Officer Supply Office shall lift food grains from the designated depots of the corporation through its authorised entity.
- 2) The Deputy Commissioner / Sub-Divisional Officer 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/Superior Kerosene Oil Dealer.
- 3) While making allocation to the Fair Price Shop/Superior Kerosene Oil Dealer, the Deputy Commissioner / Sub-Divisional Officer Supply Office shall take into account the balance stock, if any, lying undistributed with the Fair Price Shop/Superior Kerosene Oil Dealer owner for the subsequent allocations.
- 4) The Deputy Commissioner / Sub-Divisional Officer Supply Office shall ensure that one copy of the allocation order made to the Fair Price Shop/Superior Kerosene Oil Dealer 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/Superior Kerosene Oil Dealer.
- 5) The Deputy Commissioner / Sub-Divisional Officer Supply Office shall ensure that the allocation order depicting the stock of foodgrains allotted during the month to the Fair Price Shop/Superior Kerosene Oil Dealers 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/Superior Kerosene 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.

10. Public Distribution System Calendar and Sub-Allocation Order-cum-Permit Book

1. To bring order in the lifting and allocation of foodgrain, the official Public Distribution System Calendar with timelines must be followed.
2. Adhering to the timelines of the Public Distribution System Calendar as shown in table 5 below 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, Fair Price Shop dealers may go to Deputy Commissioner / Sub-Divisional Officer Supply Office or may download the Sub-Allocation Order-cum-Permit Book by themselves from the Department website and may be treated as official.

Table 5

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 DFSSO 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 DFSSO 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).

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 **Fair Price Shop Name** with License No. _____ is hereby appointed/renewed as Retail (Fair Price Shop/Superior Kerosene Oil Dealer) Dealer for **Fair Price Shop Name** 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 retail (Fair Price Shop/Superior Kerosene Oil Dealer) Dealer 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 Headquarter, 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 licence whenever required to do so by any officer of the Department.
3. Deal only in commodities and at places mentioned in the licence.
4. Shall not close business without the approval of Food Supply Department whether temporary or permanently.
5. Shall not sell any adulterant as defined in prevention of Food Adulteration Act, 1995.
6. Not sublet the licence to another person.
7. Keep the premises neat and clean and free from any sanitary defect.
8. Allow any officer of the Food Supply Department authorised or empowered to enter any premises, where sale of commodities is carried and storage of such items are done.
9. The Licence in original shall be displayed in the FPS premises.
10. Compulsorily display information on a notice board at the prominent place in the shop on daily basis regarding--
 - (a) Entitlement of foodgrain/kerosene oil,
 - (b) List of Beneficiaries Scheme-wise (AAY, PHH, Non-NFSA, etc.)
 - (c) Scale of issue (per kg)
 - (d) Retail issue prices (per kg)
 - (e) Timings of opening and closing of the Fair Price Shop/Superior Kerosene Oil Dealer
 - (f) Mandatory maintain and update of stock and sale register,
 - (g) If there is any query/complaint, Fair Price Shop Dealer is to direct the public to contact Toll-free number **1967** or WhatsApp No. **9402327737**.
11. Strictly follow the **Public Distribution System Calendar** issued by the Department
12. If the licensee contravenes any of the above terms and conditions, then without prejudice to any other action that may be taken. This licence will be suspended / cancelled and security deposit forfeited.
