Annexe to the Public Distribution System Control Order, 2001

[See clauses 3,4,5,6,7,8,10 & 12]

1. Identification of families living below the poverty line :

1. State Governments shall formulate suitable guidelines for the purpose of identification of families living Below the Poverty Line (BPL), including the Antyodaya families, as per the estimates adopted by the Central Government. Care will be taken to ensure that the families so identified are really the poorest. The exercise of identification of BPL and Antyodaya families, wherever it has not been done already, shall be completed within three months of the issue of this order.
2. State Governments shall get the lists of BPL and Antyodaya families reviewed every year for the purpose of deletion of ineligible families and inclusion of eligible families.
3. While undertaking the exercise of identification or review of BPL and Antyodaya families, each State Government shall prescribe a suitable proforma to be filled up by or on behalf of the head of a family.
4. The data provided in the prescribed proforma shall be verified by the authority designated by the State Government for the purpose. The said authority shall also certify the correctness of the information contained in the proforma.
5. Gram Sabhas shall finalise the list of beneficiaries belonging to BPL and Antyodaya categories drawn up by the designated authority in respect of the area under their respective jurisdiction.
6. Where there are no Gram Sabhas, the local representative bodies shall finalise the list of beneficiaries belonging to BPL and Antyodaya categories within their respective jurisdiction.
7. The designated authority of the State Government or the local representative bodies including Gram Sabhas and Gram Panchayats which have been entrusted with the task of identification of the beneficiaries, shall verify and certify the information in the prescribed proforma for BPL and Antyodaya families.

2. Ration Cards :

1. State Governments shall ensure that no eligible applicant is denied a ration card under the Public Distribution System.
2. The ration card holder shall be entitled to draw essential commodities from a fair price shop on weekly basis.

3. State Government shall issue distinctive ration cards to APL, BPL and Antyodaya families.

4. The designated authority shall issue a ratin card within one month of the date of receipt of the application after necessary checks and verification.

5. State Governments shall specify a timeframe for making additions or alterations in the ration card. In case this time limit is not adhered to, the reasons thereof shall be intimated to the applicant in writing.

6. State Government shall conduct periodical checking of ration cards to weed out ineligible and bogus ration cards and bogus units in ration cards.

7. A ration card shall be valid for a specified period. A ration card shall be issued afresh or renewed after fresh verification of antecedents and such other checks as may be prescribed by the State Governments in this regard.

8. Elimination of bogus ration cards as well as bogus units in the ration cards shall be a continuous exercise by the State Governments to check diversion of essential commodities.

9. Ration cards shall not be used as documents of identity.

3. Scale of issue and issue price :

1. The Central Government shall make available to the State Governments foodgrains for distribution under the Public Distribution System to various categories of beneficiaries at such scales and prices, as may be specified from time to time.

2. The State Governments shall not divert the allocations made by the Central Government for distribution under the Public Distribution System.

4. Distribution

1. The Food Corporation of India (FCI) or any other agency designated for the purpose by the Central Government shall ensure physical delivery of foodgrains of fair average quality to State Governments for distribution under the Public Distribution System, as per the allocations made by the Central Government, within two weeks of the receipt of payment from the State Governments and issue of release orders.

2. State Governments shall, on getting allocation of foodgrains from the Central Government, issue district-wise allocation orders authorising their agencies or nominees to draw foodgrains from the FCI within ten days of the receipt of allocation orders made by the Government of India.

3. The designated authority of the State Governments shall ensure delivery of one copy of allocation order made to the fair price shop simultaneously to Gram

Panchayats or Nagar Palikas or Vigilance Committees or any other body nominated for monitoring the functioning of the fair price shops by the concerned State Government.

4. Gram Panchayats or Nagar Palikas or Vigilance Committees or any other body nominated for monitoring the functioning of the fair price shop by State Governments shall display the stocks of essential commodities allotted during the month to the fair price shops on a notice board outside their office.

5. While making monthly allocations to the fair price shops the designated authority of State Governments shall take into account the balance stock, if any, lying un-distributed with the fair price shop owners for the subsequent allocations.

6. State Governments shall make arrangements for taking delivery of essential commodities issued by the Central Government by their designated agencies or nominees from the FCI depots/godowns and ensure further delivery to the fair price shop within the first week of the month for which allocation is made.

7. Before making the payment to the FCI the representatives of State Governments or their nominees and the FCI shall conduct joint inspection of the stocks of foodgrains intended for issue to ensure that the stocks conform to the prescribed quality specifications.

8. The FCI shall issue to the State Governments stack-wise sealed samples of the stocks of foodgrains supplied to them for distribution under the Public Distribution System at the time of despatch.

9. State Governments shall exercise necessary checks to ensure that full quantity lifted by them reaches their godowns and in turn the fair price shops.

10. State Governments shall ensure that stocks of essential commodities under the Public Distribution System, as issued from the FCI godowns, are not replaced by stocks of inferior quality during storage, transit or any other stage till delivery to the ration card holder.

5. Licensing

State Governments shall issue an order under section 3 of the Act for regulating the sale and distribution of the essential commodities. The licences to the fair price shop owner shall be issued under the said order and shall lay down the duties and responsibilities of the fair price shop owner. The responsibilities and duties of fair price shop owners shall include, inter alia :

(i) sale of essential commodities as per the entitlement of ration card holders at the retail issue prices fixed by the concerned State Government under the Public Distribution System;

(ii) display of information on a notice at a prominent place in the shop on daily basis regarding (a) list of BPL and Antodaya beneficiaries, (b) entitlement of essential commodities, (c) scale of issue, (d) retail issue prices, (e) timings of opening and closing of the fair price shop, (f) stock of essential commodities received during the month, (g) opening and closing stock of essential commodities and (h) the authority for redressal of grieveness/lodging complaints with respect to quality and quantity of essential commodities under the Public Distribution System;

(iii) maintenance of records of ration card holders (APL, BPL and Antyodaya), stock register, issue or sale register;

(iv) furnishing of copies of specified documents, namely, ration card register, stock register, sale register to the office of the Grama Panchayat or Nagar Palika or Vigilance Committee or any other body authorized by State Governments for the purpose;

(v) display of samples of foodgrains being supplied through the fair price shop;

(vi) production of books and records relating to the allotment and distribution of essential commodities to the inspecting agency and furnishing of such information as may be called for by the designated authority.

(vii) accountal of the actual distribution of essential commodities and the balance stock at the end of the month to the designated authority of the concerned State Government with a copy to the Gram Panchayat.

(viii) opening and closing of the fair price shop as per the prescribed timings displayed on the notice board.

6. Monitoring

1. State Governments shall ensure a proper system of monitoring of fair price shops and prescribe model sale register, stock register and ration card register.

2. State Governments shall ensure regular inspections of fair price shops not less than once in six months by the designated authority. State Governments may issue orders specifying the inspection schedule, list of check points and the authority responsible for ensuring compliance with the said orders.

3. Meeting of the Vigilance Committees on the Public Distribution System at the State, District, Block and FPS level shall be held on a regular basis. The date and periodically shall be notified by State Governments. However, the periodicity shall not be less than one meeting a quarter at all levels.

4. State Governments shall ensure a periodic system of reporting and the complete information in this regard shall be sent in the prescribed form as follows :

(i) By fair price shops to the District Authorities by the 7th of the month following the month for which allocation is made in Form 'A'.

(ii) By the District Authorities to State Government by the 15th of the month following the month for which allocation is made in Form 'B'.

(iii) By the State Government to the Central Government the end of the month following the month for which allocation is made in Form 'C'.

5. Future allocation of foodgrains to States shall be linked to receipt of regular reports from the respective states furnishing of utilization certificates by them within a period of two months from the month for which allocation is made.

6. State Governments shall ensure monitoring of the functioning of the Public Distribution System at th fair price shop level through the computer network of the NIC installed in the District NIC centres. For this purpose computerized codes shall be issued to each FPS in the district.

7. State Governments shall educate the ration card holders regarding their rights and privileges under the Public Distribution System by use of electronic and print media as well as display boards outside fair price shops.

8. State Governments shall issue and adopt the Citizen's Charter based on the model Citizens Charter issued by the Central Government.

9. The designated authority shall direct the concerned fair price shop owner to provide relevant extracts of the documents maintained by him on an application made by a beneficiary, on payment of a prescribed fee.

7. Appellate Authority :

The State Governments shall appoint the Appellate Authority for the purpose of this order.

FORM A

[See clause 8]

PROFORMA FOR REPORTING THE FUNCTIONING OF FAIR PRICE SHOPS

MONTH : ……..... YEAR : …….....

A. Name of State : ……..... State Code : ……

B. Name of the District : ……..... District Code : ……..

C. Name of the Block : ……..... Block Code : ……

D. Number/Name of the FPS …… FPS Code : …….....

E. No.of the Ration Cards attached to FPS :

Antyodaya

BPL

APL

OTHERS

TOTAL

F.

COMMODI-TI ES	OPENING STOCK AT THE BEGINNING OF THE MONTH	ALLOCATI ON FOR THE MONTH	QTY. ACTUALLY RECEIVED BY FPS	TOTAL QTY (2+4)	QUANTITY DISTRIBUTED	CLOSING STOCK
1	2	3	4	5	6	7
RICE : APL BPL Antodaya						
WHEAT: APL BPL Antodaya						
LEVY SUGAR						
EDIBILE OIL						
KEROSENE						

FORM B

[See clause 8]

PROFORMA FOR REPORTING THE FUNCTIONING OF FAIR PRICE SHOPS AT DISTRICT LEVEL

MONTH : ……..... YEAR : ……....

A. Name of State : …… State Code : ……

B. Name of the District : …… District Code : ……..

C. Total number of Fair Price shops in the District at the end of the month :

D. Details regarding FPS which received the PDS commodities during the month.

Sl.No.	Commodity	No.of FPS
1.	WHEAT	
2.	RICE	
3.	SUGAR	
4.	EDIBLE OIL	
5.	KEROSENE	

E. No.of Ration Cards :

Antodaya

BPL

APL

OTHERS

TOTAL

i) Number of Ration cards at the beginning of the month

ii) Number of Ration cards issued during the month

iii) Number of Ration cards cancelled during the month

iv) Number of Ration card at the close of the month

F. Allocation/Distribution by the Distt. Authorities

COMMODITY	OPENING STOCK	TOTAL MONTHLY ALLOCATION	TOTAL STOCK	ALLOCATI-ON TO FPS		LIFTING BY FPS		QTY DISTRIBUTED	CLOSING STOCK AT END OF THE MONTH
				NO.	QTY	NO.	QTY.		
1	2	3	4	5	6	7	8	9	10
RICE: APL BPL Antodaya									
WHEAT: APL BPL Antodaya									
LEVY SUGAR									
EDIBLE OIL									
KEROS-ENE									

G. Allocation/Distribution by the FPS

CODE	COMMODITY	OPENING STOCK WITH FPS	QUANTITY ALLOCATED TO FPS	QUANTITY RECEIVED BY THE FPS	TOTAL QTY. WITH FPS	QUANTITY DISTRIBUTED BY THE FPS	CLOSING STOCK WITH THE FPS
	RICE APL BPL Antodaya						
	WHEAT APL BPL Antodaya						
	LEVY SUGAR						
	EDIBLE OIL						
	KEROSENE						

MINISTRY OF CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION

(Department of Food and Public Distribution)

CORRIGENDUM

New Delhi, the 23rd October, 2001

G.S.R. 797(E). – In the notification of the Government of India in the Ministry of Consumer Affairs, Food and Public Distribution (Department of Food and Public Distribution No. G.S.R. 630(E) dated the 31st August, 2001, published at pages 15 to 29 of the Gazette of India, Extra-ordinary, Part II, section 3, Sub-section (i) dated the 31st August, 2001.

(i) in clause 11 ralating to Appeal for "Paragraph 8" read "Parag-raph 7",

(ii) for "Antodaya", wherever it occurs, read "Antyodaya",

(iii) in FORM C, in Table E, for column "10" read "11" and before column "11" so renumbered, insert column "10"

No. 9(10)/2000/PD-II

SANJAY KAUL

Joint Secretary