



No.5311- FS/Sectt./Food/4P-12/Pt/2024

Date: 12/11/2025

ORDER

Sub: Management of Gunny Bags

In order to streamline the process of allocation, receive stock maintenance and delivery of gunny bales, the Department of Food & Supplies, Government of West Bengal felt it necessary to issue an order for management of gunny bags.

Till previous KMS, ECSC used to maintain the stock of gunny bags. From this KMS onwards, DCF&S will be the stock holding authority and custodian of the gunny bags. The DCF&S may designate any P.O. of the nearest CPC/ Godown in-Charge or QC In-Charge of the nearest Rice Storage Godown/ any Inspecting official / any clerical staff or staff on deputation from DCL / DPL / RMC under his or her jurisdiction as Jute godown in-charge. One Godown In-Charge may be given the responsibility of more than one godown, if required. Daily stock entry shall be done by the Godown In-charge deputed by DCF&S. As the earlier stock was maintained by a godown in-charge of ECSC, a proper take over and make over report of the existing gunny bags and what should have been there at the godown point should be made between the godown in-charge engaged by the DCF&S and that of ECSC after due physical verification at the time of taking over the charges from the ECSC. This stock has to be entered in the gunny management portal and the charge report showing the opening balance has to be uploaded. This balance has to be shown under Common pool of gunny bags. This stock at each godown should be reconciled from records by DCFS and approved, if convinced.

Henceforth, DCF&S will decide upon allocation of gunny bales to the designated gunny bags storage depot. After receiving, the same will be delivered to the empaneled Rice Mills on the basis of the paddy handed over to them only after OB of Rice Mill has been approved by DCFS after reconciling with the stock of each rice mill. The entry of receiving of gunny bales at the godown and delivery to the Rice Mills shall be done by the Godown In-Charge both in physical register and also in the portal on daily basis as and when transaction takes place. All entry of indent and allocation entered by the godown in-charge has to be approved by the DCF&S and these will be entered only under common pool only.

Rice Mill(s) worked in earlier KMS but not in current KMS, shall transfer its unused gunny bags to a working Rice Mill or to a designated jute godown subject to the directive of the concerned District Controller. The receiving Rice Miller/ godown in-charge shall show the same in his stock.

All indent and allocation entry will be done under common pool only.

Distribution of gunny bags to the rice mills in this KMS will only commence after completion of stock entries at the godown point and rice mill point in the district as a whole and approved by DCFS and sending a reconciliation report for rice mills and godowns of the district.

Gr.D and/or Paddy Procurement Helper (PPH) shall be tagged by DCF&S with the Godown In-charge for assisting the receipt-delivery activities. Services of the Employees deputed from DCL/ DPL/Agri Marketing Department may also be utilized for such purpose.

Adequate training shall be imparted to such godown in-charge and Rice Miller about Jute management by the DCF&S.

Placing of indents to JCI, Quality Control, payment process and lifting of bales from JCO and delivery and stacking in district gunny bags storage godown shall continue to be done by WBECSC Ltd as earlier.

The IT&R Cell shall prepare a Mobile Application for the Godown In-Charges for online entry of opening balance, receipt and delivery of gunny bales in the godowns.

Deployment of Night Guards in the gunny bags storage godowns shall be done by WBSWC through the security agency already selected by them through tender process or through new tenders, if needed. The arrangement which is in place now shall be continued till the December, 2025 by WBECSC Ltd. at the said jute storage godowns for the safety and security of stored jute stock or until further deployment of such Night Guards by WBSWC which is later. Payment of night guards shall be done by WBSWC and shall be reimbursed along with 15% supervision charge from the administrative contingency fund of PDS operations on actual basis on submission of Bills to Director of Finance.

All types of repairing of the gunny bags storage godowns (under the management of F&S Deptt.) shall be done by WBSWC. Necessary funds will be provided to WBSWC for that purpose.

The detail SOP regarding allocation-distribution of gunny bags shall be followed strictly.

This issues with the approval of competent authority.



12/11/25

Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

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Copy forwarded for information and taking necessary action to:

1. The Managing Director, WBECSC Ltd.
2. The Managing Director, WBSWC.
3. The Director of DDP&S, Food & Supplies Department.
4. The Director of Finance, Food & Supplies Department
5. The District Controller, Food & Supplies (All except Kalimpong).
6. The P.S. to the Hon'ble MIC, Food & Supplies Department.
7. The P.S. to the Hon'ble MoS, Food & Supplies Department.
8. The President, Bengal Rice Mills Association.
9. The President, West Bengal Rice Mill Owner's Association.



12/11/2025

Senior Deputy Secretary to
the Government of West Bengal

Any further correspondence or communication in reference to this communication should be addressed to the signing authority and sent to email ID : proccell.fs-wb@bangla.gov.in