



Government of West Bengal
Food & Supplies Department
Khadyashree Bhawan

11 A, Mirza Ghalib Street, Kolkata- 700087

<https://food.wb.gov.in>



File No. E-1008830

No.I/580854/2024

Date: 30-11-2024

ORDER

Sub : SOP regarding inspection and physical stock verifications of Rice Mills

In clause no. 16.19 and 16.20 of the order vide no. 3901- FS/Sectt./Food/4P-18/2024 dated 27th September, 2024, it was clearly stated that the Rice Millers engaged/ not engaged in private milling of paddy and have executed agreement with the Food and Supplies Department for milling of CMR shall have to maintain separate stock as well as stock register of both paddy and rice in the Rice Mill premises.

Government of India has also issued Guidelines vide memo no. 1(6)/2023-Py.I dated 13.08.2024 of Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution regarding Inspection and Physical verification of stock of paddy and CMR in the empanelled Rice Mills.

In the interest of securing govt. paddy as well as CMR, to ensure a smooth and transparent paddy milling process, regular inspection and physical stock verifications shall be conducted at the empanelled Rice Mills. In this regard detailed Standing Operating Procedures (SOP) are issued as below for strict compliance, coordination and monitoring by all concerned. The Rice Mills are expected to assist all officials in this regard.

1. Inspection authority and period of Inspection:

1.1 Inspector in Charge of the Rice Mills -

1.1.1. DCF&S shall appoint within 15 days of commencement of the KMS season an officer (Chief Inspector / Inspector / Sub -Inspector) against each Rice Mill who shall be known and function as **Inspector in charge of the empanelled Rice Mill** at all the times.

1.1.2. DCF&S shall appoint another officer, as and when, such officer in charge of a Rice Mills is transferred or superannuates.

1.1.3. Inspector in Charge of a Rice Mill shall have to regularly visit the assigned Rice Mill at least once every fortnight.

1.1.4. He shall also conduct a **detailed inspection** of the tagged Rice Mill **at least once every month**. Gap between two detailed inspections shall not be more than 30 days.

1.1.5. He shall be responsible for monitoring and ensuring that the activities in the Rice Mill regarding receipt of paddy, physical stacking and maintenance of stocks (government and private, if any) of paddy and CMR, blending of FRK and CMR, packaging, usage and management of packaging material, dispatch / delivery of CMR to the godowns is being done as per the procurement guidelines and subsequent orders.

1.1.6. He shall maintain the records of reports, copies of videography, letters issued and response received from the Rice Mill and share with SCFS.

1.2 Sub-Divisional Controller (F&S) -

1.2.1. SCF&S shall conduct detailed regular inspection of at least 03 empanelled Rice Mills within his jurisdiction every month on the points mentioned above. In next month other Rice Mills shall be selected, or some of the Rice Mills already inspected may be inspected again surprisingly.

1.2.2. He shall also ensure that Inspector in charge of the empanelled Rice Mill is conducting the monthly inspections as per norms without fail and submitting & uploading reports within stipulated time schedule.

1.2.3. He shall examine the monthly reports submitted by the Inspector in charge of the empanelled Rice Mill or the reports of the inspection submitted by any other officials, take necessary corrective action to ensure the compliance by Rice Mill, issue written instructions to the Rice Mill in consultation with the DCF&S.

1.2.4. He shall maintain the records of all reports, copies of videography, letters issued and response received from the Rice Mill or the Inspectors.

1.3 Assistant District Controller (F&S) -

1.3.1. ADCF&S shall conduct detailed regular inspection of at least 03 empanelled Rice Mills within his jurisdiction every month on the points mentioned above and submit the report to DCF&S.

1.3.2. He shall examine the monthly reports submitted by the SCF&S or by any other officials, take necessary corrective action to ensure the compliance, issue written instructions to the Rice Mill in consultation with the DCF&S.

1.3.3. He shall prepare a Detailed Monthly Analytical Report on the nos. and outcomes of the Inspections done by Inspector in charge of the empanelled Rice Mill, SCF&S,

DCF&S, himself and inspection done by any other officer to the DCF&S with his findings, observations, action taken and compliance / non-compliance for onward forwarding by DCF&S to DDP&S.

1.3.4. Such Reports shall be sent to DCF&S through e-Office within 4th Day of the following month.

1.4 District Controller (F&S) -

1.4.1. DCF&S shall conduct detailed regular inspection of at least 02 empanelled Rice Mills within his jurisdiction every month on the points mentioned above.

1.4.2. DCF&S shall coordinate that detailed inspection by SCF&S / tagged Rationing Officer, ADCF&S and himself are held in such a way that all the Rice Mills are covered at least once every two months. If any Rice Mill is not covered in 2 months, he shall direct either SCF&S of other Sub-division or ADCF&S or tagged Rationing Officer to conduct detailed inspection of such uncovered Rice Mills.

1.5 Tagged Rationing Officer and Inspection Teams:

1.5.1. Senior Special Secretary (Con Cell) in consultation with Special Secretary (Procurement Cell) and Director Rationing shall prepare a pool of Rationing Officers posted in Rationing Area, officers posted in the offices of the Directorates and other officers in the HQ and make available the list to DDP&S for Inspection of Rice Mills.

1.5.2. Special Secretary (DP Cell) in consultation with Special Secretary (Procurement Cell) shall prepare a pool of Inspecting Officers (Chief Inspector / Inspector / Sub - Inspector) posted in Rationing Area, officers posted in the offices of the Directorates and other officers in the HQ and make available the list to DDP&S for Inspection of Rice Mills.

1.5.3. **Tagged Rationing Officer and Inspecting Staff:** DDP&S will assign dedicated Rationing Officers and Inspecting Officers to few Sub-divisions with high numbers of Rice Mills where it may not be possible for the SCF&S to cover all the Rice Mills. These Rationing Officers and Inspecting Officers shall remain tagged with those Rice Mills of the Sub-division throughout the KMS and shall be responsible for monitoring and other duties as assigned to the SCF&S as mentioned above in para 1.2. DDP&S shall bifurcate the Rice Mills between the SCF&S and tagged Rationing Officers for that Sub-division in such way that the tagged team is assigned to a cluster of Rice Mill. However, SCF&S shall remain in charge of the whole Sub-division as jurisdictional head. Tagged R.O.s along-with the Inspectors from the HQ Pool, shall conduct at least 02 inspections of the assigned Rice Mills for the assigned district in every month.

1.5.4. Inspection Teams:

i) In addition to the above tagged Rationing Officers and Inspectors, the remaining Rationing officers, Officers and Inspectors shall be available at the disposal of DDP&S for conducting surprise inspections of the Rice Mills as and when decided by DDP&S. DDP&S shall make best use of such pool and ensure that every officer is utilised for surprise inspection at least 2 visits in a month. Every time the constitution of such team will change. DDPS will constitute a Team and assign to undertake surprise inspections of Rice Mills.

ii) On reaching the assigned district, the names of the Rice Mill(s) to be inspected will be informed to the Inspection Team for inspection.

1.5.5. During such visits, the tagged Rationing Officers and Inspection Teams shall be engaged for the inspection procedure for 2-3 consecutive days and complete the inspections in details including comprehensive weighment and stock verification, if required.

1. 6. By Senior Supervising Officers of the Department or DDP&S :

Supervisory Officers shall also conduct a detailed regular inspection of at least 01 empanelled Rice Mills within his jurisdiction every two (2) months on the points mentioned above.

2. Report submission and verification thereof:

2.1 Inspector in Charge of the Rice Mills:

He shall submit a **Detailed Fortnightly Report [Annexure - A]** of the assigned Rice Mill to SCF&S and also upload in the portal within two (02) days of the inspection, take necessary corrective action to ensure the compliance, issue written instructions to the Rice Mill in consultation with the SCF&S. Such report shall send by email to the SCFS.

2.2 SCF&S, ADCF&S and tagged R.O.s -

2.2.1. He shall submit a **Detailed Inspection Report [Annexure - B]** of the inspection of the assigned Rice Mill to DCF&S and also upload in the portal within two (02) days of the inspection, take necessary corrective action to ensure the compliance, issue written instructions to the rice mill in consultation with the DCF&S.

2.2.2. SCF&S shall also submit a **Detailed Monthly Analytical Report [Annexure - C]** on the nos. and outcomes of the Inspections done by Inspector in charge of the empanelled Rice Mill, himself, tagged RO and inspection done by any other officer to the DCF&S with his findings, observations, action taken and compliance / non-compliance. Such Monthly Report shall be sent to DCF&S through e-Office within 3rd

day of the following month and upload in the portal. SCFS shall also upload the report of the tagged RO.

2.3 DCF&S:

2.3.1. He shall submit and upload in the portal a **Detailed Inspection Report [Annexure - B]** of the inspection of the assigned Rice Mill to DDP&S within two (02) days of the inspection, take necessary corrective action to ensure the compliance, issue written instructions to the Rice Mill.

2.3.2. He shall compile all the report and prepare a **Detailed Monthly Analytical Report [Annexure -D]** on the nos. and outcomes of the Inspections done by Inspector in charge of the empanelled Rice Mill, SCF&S or tagged Rationing Officers, himself and inspection done by any other officer to the DDP&S with his findings, observations, action taken and compliance / non- compliance and suggestions, if any. Such Reports shall be sent to DDP&S through e-Office within 5th day of the following month and upload in the portal.

2.4 Inspection Teams of HQ:

The in charge of the Inspection Team shall either themselves/or through DCFS, upload a **Detailed Inspection Report [Annexure - B]** of the inspection of the assigned Rice Mill to DDP&S within two (02) days of the inspection and as well as to concerned DCFS to take necessary corrective action to ensure the compliance, issue written instructions to the Rice Mill, if required.

2.5 DDP&S:

2.5.1. DDP&S shall constitute a Dedicated Team headed by a Joint Director and consisting of other officers / staff for monitoring the compliance of the SOP by all stakeholders and submit a report to Department.

2.5.2. A detailed Data Analysis on a monthly basis in collaboration with IT&R Cell shall also be done every month.

2.5.3. The dedicated team will verify the findings of the Detailed Monthly Analytical Report of DCF&S and that of Inspection teams and submit the report through Director DDP&S before the Officer in charge of the Procurement Cell within 10th of the succeeding month of inspection.

2.6 Procurement Cell:

Procurement Cell after examination of the Monthly Report of DDP&S shall place, with its specific comments, for perusal of higher authorities. A detailed Data Analysis on a

monthly basis under the supervision of DDP&S and Joint Secretary (Procurement) shall also be done.

3. Inspection procedure:

3.1 DCF&S shall be overall responsible for coordinating the inspections. He shall arrange, coordinate and facilitate inspection of Rice Mills through the officials as stated in para no. 1.

3.2 He shall take necessary action to coordinate and monitor that Inspections by Inspector in charge of the Rice Mill, ADCF&S, SCF&S and tagged Rationing Officer are done as per the detailed guidelines and schedule mentioned above.

3.3 In addition to the above, DCF&S shall also arrange at least 5 % of the Rice Mills or minimum one Rice Mill whichever is more to be inspected randomly and surprisingly every month either through SCF&S of adjoining Sub-division, tagged Rationing Officer or ADCF&S.

3.4 Random selection of the Rice Mill should be done based on the performance in the ongoing KMS and previous KMS or historical or present performance.

3.5 The Inspection of the Rice Mill with 100% BG shall be done in accordance with the order already issued vide No. 4219-FS/Sectt./Food/4P-18/2024 dated 30/10/2024.

3.6 The Inspection of the Rice Mill with questionable performance in this KMS and in last KMS (as per order vide no 3901-FS/Sectt./Food/4P-18/2024 dated 27.09.2024) should be inspected at least once in month and gap between such inspection shall not be more than 20 days.

3.7 DDPS shall also arrange at least 2 % of the Rice Mills to be inspected randomly and surprisingly every month.

3.8 Submission of Reports:

3.8.1 The Report shall be submitted in following Formats:

A. Format of Detailed Fortnightly Report by Inspector in Charge of the Rice Mill [Annexure - A]

B. Format of Detailed Inspection Report by all other officers except Inspector in charge of the Rice Mill [Annexure - B]

C. Format of Detailed Monthly Analytical Report by SCF&S [Annexure - C]

D. Format of Detailed Monthly Analytical Report by DCF&S [Annexure -D]

3.8.2 Uploading the Report in the Portal:

In addition to submitting to the Inspection reports as mentioned above, all the Inspection Reports shall also be submitted / uploaded by the concerned officials in the portal as per login provided.

3.9 Videography:

3.9.1 Videography of the entire inspection procedure shall be made by SCF&S, ADCF&S, tagged Rationing Officer and HQ Inspection Teams using mobile camera.

3.9.2 Copy of the videography shall also be sent along with inspection report.

3.9.3 The file name of video Clip should be in the Format -

"Name of Rice Mill in brief- district name in short-date of inspection"

For example- "XYZ Rice Mill-ABC District- **/**/*****"

3.9.4 Such copy shall be preserved in a folder in the office of the SCF&S, DCF&S and DDP&S. Folder name should be as-

"Video Clips of Inspection of Rice Mills [KMS 2024-25]"



Principal Secretary to the Government of West Bengal
Food & Supplies Department

Copy forwarded for information and taking necessary action to:-

- (1) The Senior Special Secretary, Food & Supplies Department.
- (2) The Director, Dte. of DDP&S, Food & Supplies Department.
- (3) The Director Rationing, Food & Supplies Department.
- (4) The Special Secretary, ITR Cell, Food & Supplies Department.
- (5) The Joint Secretary (Procurement), Food & Supplies Department.
- (6) The District Controller (F&S) (All Except Kalimpong).
- (7) The Joint Director Rationing (All).
- (8) The SCF&S (All).
- (9) The P.S. to the Hon'ble MIC, Food & Supplies Department.
- (10) The P.S. to the Hon'ble MoS, Food & Supplies Department.
- (11) The Sr. P.A. to the Principal Secretary, Food & Supplies Department.

 30/11/24.
Special Secretary to the Govt. of West Bengal
Food & Supplies Department
Email: proccell.fs-wb@bangla.gov.in

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

Format of Inspection Report by Inspector in Charge of the Rice Mill

[Detailed Fortnightly Report]

[Annexure – A]

Date of Inspection:

Name of Inspecting Official:

Designation of Inspecting Official:

Other members of the Team:

1. Rice Mill Details-

- a. Name of the Rice Mill-
- b. District:
- c. Type of Rice Mill – Raw/ Par-Boiled.
- d. Source of electricity –
- e. Electricity consumer ID-
- f. Month wise consumption of electricity during last three months (in units) -

2. Whether engaged in private milling – Yes/No

In case of non-engagement, it should be supported by declaration of the Rice Miller / authorised representative.

3. Whether stock of govt. & private depositors is stored separately: Yes/No **Remarks -**

4. Rice Mill Godown Detail

4.1. Paddy storage capacity in MT

- a. For Govt. milling :
- b. For Private milling :

4.2. Rice storage capacity in MT

- a. For Govt. milling :
- b. For Private milling :

4.3. Whether godowns are well demarcated or not :

4.4. Whether stacks contain uniform bags or not :

4.5. Whether stacks contain countable bags or not :

5. Stock Detail at Rice Mill

A. Stock Detail at Rice Mill

KMS Season 2024-25 :Inspection-cum-Analytical Tool (All values in MT)

	Progressive Paddy Received (Cumulative)	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive CMR delivered to Govt	Stock of Milled Rice in Rice Mill Godown	Transport	Pending RCMR	Balance of pending RCMR in terms of Paddy	Analytical Tool
(a)	(b)	(c) =	(d)	(e)	(f)	(g)	(h) = (c) - (e)	(i) = (h)	(j)
Portal									SYS
Book Balance (Govt)									BBG
	Stock of Paddy in Rice Mill Godown on date of inspection	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive CMR delivered to Govt	Stock of Milled Rice in Rice Mill Godown	Rice under transportation to Godown	Rice in terms of paddy	Total Paddy (Includes Paddy and Rice in terms of Paddy)	Analytical Tool
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = (f) + (g) / 0.67 or 0.68	(i) = (b) + (d) + (h)	(j)
Physical Balance (Govt) (Stock in Rice Mill Godown)									PBG
Physical Balance (Pvt)									PBP
	Progressive Paddy Received (Cumulative)	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive Rice sold in the market	Progressive Rice sold in the market in terms of paddy	Transport		Progressive Paddy - progressive Rice sold in the market in terms of paddy	Analytical Tool
(a)	(b)	(c)	(d)	(e)	(f) = (e) / 0.67 or 0.68	(g)	(h)	(i) = (b) + (f)	(j)
Book Balance (Pvt)									BBP

Tool for analysis:

1. If RM has given Offer within the due time and there is no lag : No observation
2. If RM has not given any Offer or have given partial Offer, but there is lag regarding further offers : Under process of milling shall not be more than 3 times its milling capacity and it is the responsibility of the RM to prove the actual PHYSICAL quantity under process of milling to the Inspecting Official. Difference to be assessed by the inspecting official.
3. If RM has not delivered RRO within the stipulated time* : Under process of milling shall not be more than 3 times its milling capacity and it is the responsibility of the RM to prove the actual PHYSICAL quantity under process of milling to the Inspecting Official. Difference to be assessed by the inspecting official.

* Subject to availability of Godown space

B. Stock discrepancy analysis

Fig in MT

Balance of pending RCMR in terms of Paddy	Physical Balance (Govt) (Stock in Rice Mill Godown)	Difference (SYS – PBG)	Physical Balance (Pvt)	Book Balance (Pvt)	Difference (PBP – BBP)
SYS	PBG		PBP	BBP	

Remark on the difference:

6. FRK :

- i. **Whether FRK is being kept in hygienic condition- Yes/No.**
- ii. **Whether FRK is kept on – Tarpaulin sheet/ Bamboo Mat.**
- iii. **Whether Blending Machine found in operating condition – Yes/ No.**

7. Does the Mill maintain, Stock Register for paddy, Milling Register, Rice Register and Consolidated Register: Yes/No.

8. Does the Mill maintain Gunny/PP Bag Register: Yes/No.

- i. **Maintain for Own Milling: Yes/No.**
- ii. **Maintain for Govt. Gunny: Yes/No.**

9. Whether the mill was in running condition during inspection:Yes/No.

- i. **If not last date of operation:**
- ii. **Reason of non-operation:**
- iii. **Whether the non-operative condition has been informed to DCFS in writing:**
Yes/No.
- iv. **Whether paddy was handed over to the mill beyond the last date of operation:**
Yes/No.
If Yes, reason thereof.

- v. **Quantity of paddy delivered after the last date of operation (in MT):**

10. Any Other observation during inspection.

Name Inspecting Officials:	Designation of:	Signature

END OF REPORT

Format of Inspection Report by SCF&S / ADCF&S / DCF&S / tagged RO / Supervisory Officers

Detailed Inspection Report [Annexure – B]

Date of Inspection:

Name of Inspecting Official:

Designation of Inspecting Official:

Other members of the Team:

1. Rice Mill Details

- i. Name of the Rice Mill :
- ii. Type of Rice Mill – Raw/ Par-Boiled.
- iii. Ownership patters – Proprietorship/ partnership/ Company/ Other
- iv. Name of the Owner (s)/ Director (s)/ Partner (s) :
- v. Whether newly established/ empanelled in KMS 23-24 and engaged in procurement/ empanelled in KMS 23-24 but not engaged in procurement/ not newly established but was not engaged in KMS 23-24.
- vi. Source of electricity:
- vii. Electricity consumer ID:
- viii. Month wise consumption of electricity during last three months (in unit):

2. Capacity and document Detail –

- 2.1. Milling Capacity per shift: MT/8 hr. (verified with the Certificate issued by GM, DIC).
- 2.2. Issue date of Milling Capacity Certificate :
- 2.3. Validity of Boiler Certificate :
Whether applied for validity extension (in case validity will expire within one month from the date of inspection) - **Yes/No** (verified with documents)
- 2.4. Validity of Fire License :
Whether applied for validity extension (in case validity will expire within one month from the date of inspection) - **Yes/No** (verified with documents)
- 2.5. Validity of FSSAI for production of Rice :
- 2.6. Validity of FSSAI for blending of FRK with Rice :
- 2.7. Validity of Pollution Certificate :

Whether applied for validity extension (in case validity will expire within one month from the date of inspection) : **Yes/No** (verified with documents)

3. Whether engaged in private milling : Yes/No

In case of non-engagement, it should be supported by declaration of the Rice Miller / authorised representative.

Remarks:

4. Whether stock of govt. & private depositors is stored separately : Yes/No

Remarks:

5. Rice Mill Godown Detail

5.1. Paddy storage capacity in MT

a. For Govt. milling :

b. For Private milling :

5.2. Rice storage capacity in MT

c. For Govt. milling :

d. For Private milling :

5.3. Whether godowns are well demarcated or not :

5.4. Whether stacks contain uniform bags or not :

5.5. Whether stacks contain countable bags or not :

6.

A. Stock Detail at Rice Mill

KMS Season 2024-25 : Inspection-cum-Analytical Tool (All values in MT)

	Progressive Paddy Received (Cumulative)	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive CMR delivered to Govt	Stock of Milled Rice in Rice Mill Godown	Transport	Pending RCMR	Balance of pending RCMR in terms of Paddy	Analytical Tool
(a)	(b)	(c) =	(d)	(e)	(f)	(g)	(h) = (c) - (e)	(i) = (h)	(j)
Portal									SYS
Book Balance (Govt)									BBG
	Stock of Paddy in Rice Mill Godown on date of inspection	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive CMR delivered to Govt	Stock of Milled Rice in Rice Mill Godown	Rice under transportation to Godown	Rice in terms of paddy	Total Paddy (Includes Paddy and Rice in terms of Paddy)	Analytical Tool
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = (f) +	(i) = (b) +	(j)

							(g) /0.67 or 0.68	(d) +(h)	
Physical Balance (Govt) (Stock in Rice Mill Godown)									PBG
Physical Balance (Pvt)									PBP
	Progressive Paddy Received (Cumulative)	Resultant Rice (68% for PB and 67% for Raw Rice Mill)	Paddy under process of milling	Progressive Rice sold in the market	Progressive Rice sold in the market in terms of paddy	Transport		Progressive Paddy - progressive Rice sold in the market in terms of paddy	Analytical Tool
(a)	(b)	(c)	(d)	(e)	(f) = (e) /0.67 or 0.68	(g)	(h)	(i) = (b) + (f)	(j)
Book Balance (Pvt)									BBP

Tool for analysis:

1. If RM has given Offer within the due time and there is no lag : No observation
2. If RM has not given any Offer or have given partial Offer, but there is lag regarding further offers : Under process of milling shall not be more than 3 times its milling capacity and it is the responsibility of the RM to prove the actual PHYSICAL quantity under process of milling to the Inspecting Official. Difference to be assessed by the inspecting official.
3. If RM has not delivered RRO within the stipulated time* : Under process of milling shall not be more than 3 times its milling capacity and it is the responsibility of the RM to prove the actual PHYSICAL quantity under process of milling to the Inspecting Official. Difference to be assessed by the inspecting official.

* Subject to availability of Godown space

B. Stock discrepancy analysis

Fig in MT

Balance of pending RCMR in terms of Paddy	Physical Balance (Govt) (Stock in Rice Mill Godown)	Difference (SYS – PBG)	Physical Balance (Pvt)	Book Balance (Pvt)	Difference (PBP – BBP)
SYS	PBG		PBP	BBP	

Remark on the difference:

7. Last Inspection made

- Last inspecting authority: *Name & Designation*
- Last Inspection date:
- Major findings detected and communicated to the Rice Mill
- Corrective measure made or not:
- Whether penal measure was imposed**

- Whether show caused: Yes/No
- Whether reply submitted: Yes/No
- Whether pecuniary action taken: Yes/No, Amount Rs./-
- Whether deposited fine amount: Yes/No

8. FRK

- Whether FRK is being kept in hygienic condition:** Yes/No.
- Whether FRK kept on – Tarpaulin sheet/ Bamboo Mat.**
- Whether Blending Machine found in operating condition:** Yes/No.

- Does the Mill maintain, Stock Register for paddy, Milling Register, Rice Register and Consolidated Register: Yes/No.

10. Does the Mill maintain Gunny Bag Register

- i. Maintain for Own Milling:
- ii. Maintain for Govt. Gunny:

11. Whether the mill was in running condition during inspection: Yes/ No

- i. If not last date of operation:
- ii. Reason of non-operation:
- iii. Whether the non-operative condition has been informed to DCFS in writing:
Yes/ No.
- iv. Whether paddy was handed over to the mill beyond the last date of operation:
Yes/No.
- v. If Yes, reason thereof.

- vi. Quantity of paddy delivered after the last date of operation (in MT) :

12. Any Other observation during inspection.

Name of Inspecting Official(s)	Designation	Signature

END OF REPORT

Detailed Monthly Analytical Report

(By SCF&S)

[Annexure – C]

Name of the District: _____ Sub-division: _____ Reporting Month: _____
 KMS: _____ Date of submission of report: __/__/__

1. (A) Inspections carried out during the month ending __/__/__

Date of inspection	Name of the Rice Mill	By Officer/Team	Level (Inspector/ SCFS/DCFS/Inspection team if any)	Adverse Remarks, if any

(B) Number of Schedule Inspections as per SOP by Officials:

Officer Level and Name (In case of team – all the names)	Number of Inspections to be done as per SOP	Number of Inspections carried out	Defaulters (Yes/No) and Count	If Defaulter, Show cause issued

(C) Report on Nos. of Inspection during the month ending __/__/__

Sl.No.	Nos. of Rice Mills in the sub-division	Nos. of Rice Mills inspected

- Name of Rice Mills which have not been inspected so far:
- Names of Rice Mills where no non-compliance as per the provisions of Guidelines on paddy procurement was found:
- Report on non-compliance and action taken

Sl. No.	Name of Rice Mill	Major non-compliances	Action taken	Remarks

- Suggestions, if any.

Name	Designation	Signature

The report shall be submitted invariably by the SCFS by the 3rd day of the following month.

END OF REPORT
Detailed Monthly Analytical Report

(By DCF&S)
[Annexure – D]

Name of the District:

Reporting Month:

KMS:

Date of submission of report: __/__/__

1. Inspections carried out during the month ending __/__/__

Date of inspection	Name of the Rice Mill	By Officer/Team	Level (HQ Team/DCFS/ADC/SCFS/Inspector)	Adverse Remarks, if any

2. Follow-up on Inspections carried out during the previous month ending __/__/__

Name of the Rice Mill	Inspected On	Adverse Remarks	Rice Mill intimidated/Show caused with Memo No. & Date	Action taken	Further action recommended by DCFS

3. Number of Schedule Inspections as per SOP by Officials:

Officer Level and Name (In case of team – all the names)	Number of Inspections to be done as per SOP	Number of Inspections carried out	Defaulters (Yes/No) and Count	If Defaulter, Show cause issued

4. Follow-up on defaulters during the previous month ending __/__/__

Officer Level and Name (In case of team – all the names)	Defaulters (Yes/No) and Count	If Defaulter, Show cause issued Yes/No	Action taken	Further action recommended by DCFS

5. Report on Nos. of Inspection during the month ending __/__/__

Sl.No.	Nos. of Rice Mills in the district	Nos. of Rice Mills inspected

Name	Designation	Signature

The report shall be submitted invariably by the DCFS by the 5th day of the following month.

END OF REPORT

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