

Government of West Bengal

Food & Supplies Department

11/A Mirza Ghalib Street, Kolkata - 87

No. 3650-FS/Sectt./Food/4P-09/23(Pt-II)

Dated: 05/09/23

To : All District Controllers except Kalimpong,
Food & Supplies Department

Sub:Preparation and compilation of all Registers, Documents, Challans, etc. and release of the P.O./ D.O. posted in the CPCs and under order of transfer after due handover of documents

Ref: Order no. 3619-FS/O/Sectt./DP/4M-73/19 dated 04.09.2023.

As the paddy purchase process in KMS 2022-23 is coming to an end, DCFS should request the Purchase Officers/ Disbursement Officers posted in CPC/DPC/Mobile CPCs under control of DCFS & ECSC and District In charge(s) of CMR agencies / CMR agencies should request all Purchase Officer/SHG/PACS/etc. running the of Purchase Centers operated by CMR agencies to take following actions immediately –

- i. To sort, list and bundle properly all the documents related with Farmer's registration and update of FRC like – Application for registration with copies of land records, EPIC, Bank Account Passbook, Aadhaar, self-declaration, etc.
- ii. To prepare and compile all Registers like Farmers' Grievances, Muster Rolls and signed Delivery Challans, calibration certificates, etc. or any other documents lying under their custody.
- iii. Purchase Officers/ Disbursement Officers posted in CPC/DPC/Mobile CPCs under control of DCFS should hand over the documents with proper list to SCF&S under proper acknowledgement.
- iv. In case of CPC/mCPC operated by ECSC, **a copy** of Farmers' Grievances, Muster Rolls and signed Delivery Challans, calibration certificates, etc. or any other documents lying under their custody **should be prepared by PO & D.O.** and given to the SCF&S alongwith a list under proper acknowledgement and original should be handed over to the District Manager of ECSC. Copy of documents related with Farmer's registration are not required to be given to ECSC.
- v. In case of Purchase Centers operated by CMR agencies through PACS, SHG, FPO, etc., documents like Farmers' Grievances, Muster Rolls and signed Delivery Challans, calibration certificates, etc. or any other documents lying under their custody **should be prepared by** PACS, SHG, FPO, etc., and the CMR agencies should collect all these registers along with a list under proper acknowledgement and shall preserve it in their offices (KMS wise) for future audit etc.
- vi. SCFS and CMR agencies should properly keep and store these documents and produce whenever required by any authority.

The above instructions are applicable for all Purchase Centers functional for KMS 2022-23.

The existing P.O./ D.O.(s) who are posted in CPC/DPC/Mobile CPCs under control of DCFS and are under order of transfer should be released by DCFS after 15.09.23 only after getting a certificate from the concerned SCF&Ss (and District Manager of ECSC in cases where he was posted in CPC/mCPC operated by ECSC) regarding complete handover of all documents and registers as mentioned above.

The process of the hand over and taking over of the documents and registers and the taking over of charges by newly deployed officials (P.O./ D.O.s) shall be completed by 20.09.2023 and a report shall be forwarded to the DDPS.

This is issued on approval of the competent authority.


Additional Secretary to the
Government of West Bengal

Dated: 05/09/23

No. 3650/1(8)-FS/Sectt./Food/4P-09/23(Pt-II)

Copy forwarded for information and taking necessary action to:-

1. The MD, WBECSCCL/ WBSWC,
2. The Director, DDP&S, with a request to kindly send a compilation report on the complete handing over and taking over of the charges of all employees by 22.09.2023, for taking onward action from this end,
3. The Director,, F&S Department
4. The Deputy Secretary (DP /SEP Cell) to the Govt. of West Bengal, F&S Department.
5. The P.S. to Hon'ble MIC, F&S Department,
6. The P.S. to the Hon'ble MoS, F&S Department,
7. The OSD, Reforms Cell, F&S Department,
8. The SCF&S (all except Kalimpong).


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