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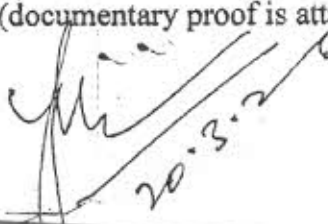
**GOVERNMENT OF NCT OF DELHI**  
**OFFICE OF THE COMMISSIONER; FOOD & SUPPLIES**  
**K-BLOCK, VIKAS BHAWAN, NEW DELHI-110002.**

No.F.3 (34)/2005/F&S/P&C/ 1330-1430

Dated: 20/3/06

**Sub: - Instructions regarding Renewal of Licence/Authorization of PDS Outlet.**

1. The licensee/authorization holder should apply in the prescribed proforma in form 'A' along-with, the proof of deposited fee of Rs.500/- in TR-5, original licensee, three latest passport size photographs and specimen signature before 30 days of expiry of the license/authorization. In case of delay, the Licencing Authority as per rules may impose penalty by issuing a show cause notice.
2. The application should be submitted in the concerned Circle Office and the same should be verified by the Area Inspector/Circle FSO by visiting the site and from the relevant records including the books of accounts.
3. The Licencee should deposit the prescribed fee of Rs.500/- for renewal in the security branch, H.Q., F&S Department well in time before 30 days of expiry of the licence/Authorization.
4. i. The Licencee/authorization holder should submit latest 3-passport size photographs and 3 specimen signatures appended on Original Licence/Authorization duly verified & attested by the Circle FSO. The photographs should be matched with photographs affixed on the authorization and the signatures of all the partners should be attested by the circle FSO. (In case of partnership firm, photographs of all partners are required & in case of Co-op. Store, photographs of duly elected President of Secretary & approved by the Registrar, Co-operative Society, and GNCTD (documentary proof is attached).

  
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- ii. The Licencee should appear in person before the Licencing Authority i.e. the concerned Assistant Commissioner on the day of renewal of Licence.
5. The FSO should certify that the PDS outlet has been physically checked and the NOTICE BOARD displaying the mandatory detail is fixed at a prominent place/on the wall outside the PDS Outlet and that the authorization holder is also abiding by all the rules & regulations/orders/instructions issued by the department from time to time.
6. The FSO should ensure that the PDS outlet holder should deposit the new FDR in the "Security Branch" of the Head Quarter Office (Office of the Commissioner,F&S).
7. The FSO should ensure that the PDS holders submit the periodical returns/statements/ requisite information/claim for AAY commission within time regularly.
8. The FSO should confirm whether the Authorization/Licence has been suspended/ cancelled at any time and whether any show cause notice was issued to him during the last 3 years.



9. i. Whether, the Prop./partner are local resident, of the circle (with documentary proof) and if not, reasons thereof. The factum of residence should be checked from ration card issued to the proprietor/partner(s).
- ii. The details of members of the family of the Proprietor/Partners should be obtained.
10. The detail of the lifting position of SFAs/K.oil by the PDS Outlet in the last six months should be checked.
11. i. Whether the business premises of the PDS outlet was shifted in the last 3 years, if so, the details should be checked and mentioned clearly. The address of business premises of PDS Outlets should be checked with address given in the Authorization Order and in case of any change, whether approval of the competent authority was obtained?
- ii. The size of FPS/KOD should be checked at the time of inspection with the size declared at the time of issue of renewal of authorization. In case of any variation, whether, requisite approval of the competent authority, was obtained.
12. The FSO should confirm whether any departmental action is pending against the licensee, if yes give details.



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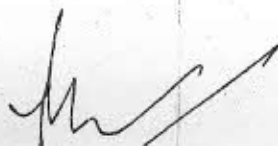
13. It may be ensured that no case of change in the constitution is pending, and the Constitution of partnership firm should be checked from the original file and in case of any variation whether requisite approval of the Competent Authority was obtained and if no approval was obtained, necessary action should be taken against the FPS.
14. The FSO should ensure that the licensee/authorization holder has not been convicted under any provisions of Essential Commodities Act, 1955, if convicted the details should be checked.
15. FSO should also ensure that the licensee/Authorization Holder has Bank Account in his/her name only with sufficient balance and drafts are being prepared from the same account regularly and for only that particular FPS/KOD. The bank A/c. should be matched with that declared by the licensee at the time of grant of authorization. In case of variation, proper justification be obtained.
16. It should also be ensured that the forfeited amount of security in the shape of penalty imposed, if any, has already been recouped by the licensee/Authorization Holder during the last 3 years.



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17. It may be ensured that the information regarding appointment of salesman to run the PDS outlet has been furnished to the Circle Office and the concerned Zonal Office. The signature of licensee signing the appointment of salesman should be checked with original authorization file.
  
18. The details from the FPS/KOD holder/licencee be obtained about the quantity of SFA/K.oil lifted and distributed after the expiry of the date of validity of licence/authorization and should be cross verified from the FSO(Distribution/Fuel) with the relevant books of accounts.
  
19. It may also be ensured that the FPS holder maintains his **Daily Sales Register** in the New Format as per Deptt.'s Policy/Guidelines and Information in the columns are being filled correctly particularly, if, SFAs are sold to another person than the cardholders, then his/her relationship with the Head of the family of card holders, are being mentioned in the relevant columns of the said Register.
  
20. The date of last Special Inspection/Raid by Enf. Branch/Inspecting Team of Distt. held of the said FPS/KOD, if any, during last 3 years and if yes, Violations noticed and result thereof, (whether any inspection has been conducted or not can be gathered from a perusal of 'Inspection Book' of relevant period).
  
21. It may be ensured that the PDS holders deposit self attested copies of relevant books of accounts as per time schedule for Public Audit in the Circle Office regularly for the last one year.

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22. If the FPS/KOD has not been visited during the period of last 3 years i.e. after its last renewal, then reasons therefore, be elucidated.

This issues with the prior approval of Pr. Secretary-cum Commissioner, F&S

*G.L. Meena*  
20.3.2006

(G.L. MEENA)  
JOINT COMMISSIONER (P&C)

No.F.3 (34)/2005/F&S/P&C/ 1330-1430

Dated: 20/3/06

Copy forward for information and necessary action to the:-

1. Controller, Weights & Measures.
2. Secretary to Minister, Food Supplies & Consumer Affairs.
3. Additional Commissioners/Jt. Commissioner, F&S.
4. All Assistant Commissioners of the Districts.
5. All Circle FSOs.
6. All Branches In-charges of Head Quarters.
7. PA to Commissioner, F&S.
8. Guard file.

*Harish Tyagi*  
20/3/06

(HARISH TYAGI)  
FOOD & SUPPLES OFFICER (P&C)