

lok

31C PDS
2/11/99
25/11/99

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
'K' BLOCK: VIKAS BHAWAN : NEW DELHI - 110 002.

No. F.10(15)\97 CFS(D)\ 1540

Dated: 30/3/99

INSTRUCTION No. 5

Sub: Opening of the PDS outlets allotment of category and notification of vacancies.

In continuation of the Memorandum No. F.4(5)\86 CFS(D) dated 18.6.93 on the above subject the following procedure will be followed with immediate effect.

1. Proposals for opening of new Fair Price Shops and Kerosene oil depots will be processed in the circle office and District Food and Supplies office and forward to the Commissioner, Food and Supplies through the Deputy Commissioner, Food & Supplies concerned. In cases where the approval for opening new PDS outlet is granted by the Commissioner the concerned file will be sent by the personal branch of Commissioner, Food & Supplies to the Distribution Branch or Fuel Branch as the case may be for marking the category of reservation.
2. The Fuel Branch\Distribution Branch after diarising the file in their branch will indicate the category of reservation by making necessary entries in the category register and getting it signed by the D.C. incharge of the branch.
3. For the purpose of notification of vacancies through newspapers, these branches will note down seperately the particulars of vacancies and the file will be returned to the Office of the Assistant Commissioner concerned for notification of vacancy through Circle office in the usual prescribed manner. They will ensure that files are not delayed and vacancies are notified well in time. They will informed the Assistant Commissioner office to collect such files by hand.
4. In case of files received in Distribution\Fuel branch upto 10th of the month, the vacancies should be notified on 16th and in case of files received upto 25th of the month, the vacancies should be notified on 1st of the month.
5. On receipt of the file in the Office of the Assistant Commissioner, it will be immediately passed on to Circle office for notification of the vacancy as per prescribed procedure. Circle FSO will ensure that vacancies are notified on the first or on the 16th day as the case may be. The latest terms and conditions of allotment should be displayed on notice board and copy of the same should be provided alongwith the application form to the prospective applicant.

Jr 30/3/99
(JAYSHREE RAGHURAMAN)

ADDITIONAL SECRETARY FOOD AND SUPPLIES

All Zonal Asstt. Commissioners\FSOs of 70 circles.

No.F.10(15)\97 CFS(D)\ 1540

Dated: 30/3/99

1. All DCs, Food & Supplies Department. (10)
2. PS to CFS.
3. All Branches at the Head Quarters.

Jr 30/3/99