



NO.JSM.VI/Pt.48/76-08/29.

Dated Jowai, the 21<sup>st</sup>, January 2019

To,

All Fair Price Shop Dealers,  
Jowai Sadar Sub-Division.

Subject: Instructions/guidelines to be followed up by the Fair Price Shop Dealers.

You are hereby instructed to strictly follow up with the instructions/guidelines given as below:

1. Regular lifting/distribution of TPDS items and also to lift/distribute only good and consumable food grains to the Consumers of your centre. The ration Card holder may draw their full entitlement in more than one instalment. Further if a ration Card holder who has not lifted their entitlement of the previous month should be allowed them to lift within three months' time.
2. To open your Ration shop for the whole month from 8:00 AM to 11:AM and 4:00 PM to 7:00 PM except Sunday.
3. All Ration Cards should be returned to the Card Holder after filling up and signed by you.
4. To maintain proper and separate sale and stock Register as per proforma enclosed for each category of Ration Commodities upto date.
5. To furnish to this office the monthly Utilization Certificate separately for each items of Ration Commodities. The UC should be certified by the Chairman/Secretary vigilance committee.
6. You should also display the list of Card holders along with their Card No. within your shop.
7. You should erect a Sign Board of 4ft x 2 1/2ft showing the names of F.P.Shop Centre and name of F.P.S. Dealer, Licence No & Date and also to write these word " more than 75% Subsidy on the foodgrains being allotted under NFSA is provided by Government of India" in front of your shop.
8. You should possess a separate shop cum godown for the PDS items.
9. You should inform all members of Vigilance Committee as soon as the ration commodities is arrived at your shop.
10. All complain from the consumer should be decided by the Vigilance Committee. If the same could not be decided by the Vigilance Committee, the matter should be brought to this office immediately.
11. You should weight the Ration Commodities with a standard Scale or electronic weight scale.
12. You should sell the Ration Commodities strictly at the scale and rate fixed by the office.
13. You should display rice samples within your shop throughout the year.

This Order should be strictly complied with and with immediate effect. Any violation will be seriously dealt with as per the Existing Law.

Deputy Commissioner (Supply)  
Jaintia Hills District,  
Jowai.

Memo NO.JSM.VI/Pt.48/76-08/29-A,  
Copy to:

Dated Jowai, the 21<sup>st</sup>, January 2019.

1. The Director, Food Civil Supplies & Consumer Affairs, Meghalaya Shillong for information.
2. All Headman/Secretary Vigilance Committee. You are instructed to keep vigil on distribution of TPDS items by the F.P.Shop dealer in your village. If you find any lapse in distribution you should report to the undersigned immediately.

Deputy Commissioner (Supply)  
Jaintia Hills District,  
Jowai