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

No.: F.28(4)/97-F&S(P&C)/1003

Dated: 29/8/97

INSTRUCTIONS

GUIDELINES FOR ALLOTMENT OF PDS OUTLETS

1. As per the present norms the vacancy should ordinarily be notified for about 1,000 food cards in case of fair price shop and about 1,400 cards in case of kerosene oil depot. However, in case of JJ Clusters and other areas inhabited by poorer sections of the society in the special cases relaxation of the norms for opening of new PDS Outlet can also be considered.

1.1. Whenever the units are exceeded and new outlet is required, the Circle Food & Supply Officer will make an assessment of the units registered at all the fair price shops / kerosene oil depots, as the case may be, in a particular area where the need for new vacancy is being suggested.

1.11. A proposal containing sketch plan of the entire locality, location of the existing fair price shops / kerosene oil depots as the case may be, alongwith clearly marked area and the number of units attached with each fair price shop or kerosene oil depot and details of the proposed units to be linked with the new fair price shop / kerosene oil depot alongwith its economic viability will be submitted to the District Assistant Commissioner with the recommendations of the Circle Food & Supply Officer.

1.12. The District Assistant Commissioner will in turn make an assessment of the situation and then with his specific recommendations will submit the proposal to the area Deputy Commissioner, who keeping in view the overall policy of the department and the interest of consumers will submit the case to Commissioner, Food & Supplies for the creation of the new vacancy.

1.13. Once the approval of the Commissioner, Food & Supplies is accorded, the vacancy will be intimated to the Distribution Branch in case of fair price shops and to the Fuel Branch in case of kerosene oil depot for assigning the category of the vacancy as per the roster register for reservation of the vacancy.

1.14. After assigning the category, the Circle Food & Supplies Officer will notify the vacancy on the 1st day of the month in the proforma as appended at Annexure A. Copies of the same will be sent to all persons concerned as mentioned in the proforma.







1.15. Fifteen days time will be allowed for submitting the applications by the applicants from the date of notification in the circle office.

1.2. The applications will be received only on the prescribed proforma as appended at Annexure B-I and B-II for fair price shop and kerosene oil depot respectively, alongwith necessary documents as prescribed in the application form. The applicant will also file an affidavit in prescribed format as given at Annexure B-III.

1.21. The applications on the prescribed proforma will be received at the designated counter in the Circle Office on all working days and upto 2:00 pm on the last day for receipt of applications as notified. The acknowledgement slip will be handed over to the applicant duly signed by the counter official with his name and designation alongwith stamp of the Circle Food & Supply Officer to the applicant immediately. All the applications received upto 2:00 pm on the last date of the receipt of the applications will be scrutinised by the Circle Food & Supply Officer in the presence of the applicants who wish to be present at that time. If the last date for receipt of the applications happens to be a holiday, the applications will be received upto 2:00 pm on the next working day.

1.22. A preliminary scrutiny will be made at this time. Applications received without signatures, without address of the proposed business premises and not in the prescribed application form, not accompanied with the application fee will be summarily rejected and announced before the applicants present at the time of scrutiny.

1.23. All applications will be entered into a register in the format enclosed as Annexure C. The application rejected as in para 1.22 will also be entered and the factum of rejection alongwith the reasons will be recorded and authenticated by the Food & Supply Officer in the remarks column.

1.3. The Circle Food & Supply Officer will mark the applications to the Area Inspector for scrutiny and verification. The verification and scrutiny will be made as per the guidelines regarding terms and conditions of eligibility as placed at Annexure D as amended from time to time. It should be clearly understood that the eligibility criteria are to be made applicable on the date of application.

1.31. After scrutiny, a deficiency memo in the format given at Annexure E will be given to the applicant, if there is any deficiency in the documents submitted by him or any further information is required regarding the eligibility of the applicants on the last day for filing of application. The deficiency memo will be given to those present on the same day







and delivered to others on the same day. The applicants will be required to file reply to the deficiency memo within next five days.

1.32. The Area Inspector will visit the premises of each applicant to conduct detailed enquiry and submit inspection report to the Circle Food & Supply Officer in the prescribed format as per Annexure F.

1.33. At the time of visit, the Area Inspector will get all the documents, submitted by the applicant, authenticated by him by obtaining his / her signatures on each document. He will record statements of the applicants mentioning all the documents / information as required in the inspection report and get it authenticated by the applicant.

1.34. The Area Inspector will submit his report after taking into consideration the reply furnished by the applicant in response to the deficiency memo issued within 15 days from the last date of submission of applications to the Circle Food & Supply Officer.

1.4. The Circle Food and Supply Officer will himself satisfy the authenticity of the facts and Area Inspector report. He will also examine the bona fide of each applicant, his eligibility vis-a-vis the departmental guidelines. He may also make the field enquiries.

1.41. The eligibility of each applicants on each components of the eligibility criteria will be clearly indicated in a proforma prepared and authenticated by the Food & Supply Officer in Annexure 'G'.

1.42. This proforma indicating the eligibility and bona fide of each applicant will be displayed on the notice board of the Circle on the 35th day from the date of notification or on the next working day in case 35th day happens to be the holiday on the format enclosed at Annexure 'G'.

1.43. 5 days time will be given to the applicant or any person for filing any objection / representation regarding the information displayed.

1.44. The Circle Food & Supply Officer will examine the objections filed. He will prepare a comprehensive report. In accordance with Order No. 28 dated 10th July, 1997 placed at Annexure 'H', he will place the complete report alongwith relevant documents including the objections, and the comments on the objections before the Screening Committee consisting of the District Assistant Commissioner, area Sub-Divisional Magistrate and the Circle Food & Supply Officer. Circle Food & Supply



Officer will assist the District Assistant Commissioner and the area Sub-Divisional Magistrate in examining the applications and inspecting the proposed business premises. He will prepare a comparative statement in the proforma given at Annexure I.

1.45. The District Assistant Commissioner will go through the reports of the Circle Food & Supply Officer and the Area Inspector. He will fix up a meeting of the Screening Committee to verify and determine the suitability, eligibility and bona fide of each applicant. The Screening Committee will submit its report in sealed cover as per Annexure 'J' within 10 days to Selection Board consisting of :-

- (i) the Deputy Commissioner of the Food & Supply Department of the concerned area ;
- (ii) the area Deputy Commissioner of the concerned Revenue District under whose jurisdiction the area falls; and
- (iii) any one of the Deputy Commissioners of Food & Supply Department nominated by the Commissioner, Food & Supplies for the purpose.

1.5. A call in the Food & Supply Department functioning as the Secretariat for the Selection Board will receive the files and the reports of the Screening Committee. It will notify the date of the meeting of the Selection Board to all applicants. The Selection Board will consider report of the Screening Committee. The Selection Board will make recommendations as below :-

(a) If there are more than one applicants falling under the preferential categories then recommendation for the most suitable applicant will be made by draw of lots amongst all applicants falling under preferential category.

(b) In case there is no eligible applicant from the preferential categories and there are more than one eligible applicants then the recommendation for the most suitable applicant will be made by draw of lots amongst all eligible applicants.

1.51. Minutes of the meeting of Selection Board will be prepared preferably on the same day and will be communicated to the area District Assistant Commissioner of the Food & Supply Department for issuing the letter as per the recommendation of the Selection Board.



The whole process will be completed within the time frame as given under :-

	Cumulative Time	
1. Submission of the applications	15 days	15 days
2. Visit of the area inspector and issue of deficiency memo plus submission of his report to FSO.	10 days	25 days
2A. Removal of the deficiencies by the applicants to whom deficiency memo has been issued	5 days	30 days
3. Visit/Examination by FSO	5 days	35 days
4. Display of the eligibility on the notice board of the Circle.	35th day from the date of notification.	
5. Filing of objections	05 days	40 days
6. Examination of the objections by the FSO	05 days	45 days
7. Submission of the report to Assistant Commissioner.	01 day	46 days
8. Examination by the Screening Committee and submission of report to Selection Board.	10 days	56 days
9. Report of the Selection Board and Allotment of the Outlet	10 days	66 days

2. In cases where no application has been received against the notified vacancy or none of the applicants is found eligible for allotment and / or the Selection Board has decided for renotification of the vacancy, the vacancy will be renotified with the approval of the area Deputy Commissioner.

2.1. In case of renotification, the usual procedure for the notification / allotment of vacancy enumerated in para 1 above will be followed.

2.12. In the case of reserved vacancies for special categories like Scheduled Castes / Scheduled Tribes, War Widows etc. if no applications are received despite notification of



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vacancies three times, the case will then be submitted for de-reservation to the Commissioner, Food & Supplies. In such cases of de-reservation a future vacancy shall be reserved for that category out of the vacancy of unreserved / general category.

2.13. A register will be maintained by the Distribution Branch in case of all fair price shops to be notified and by the Fuel Branch in case of all kerosene oil depot in the format annexed as Annexure 'K'.

*Ashok Nath*  
( ASHOK NATH )  
PR. SECRETARY-CUM-COMMISSIONER  
FOOD & SUPPLIES

No:F.28(4)/97-F&S(P&C)/1003

Dated : 29 August '97

Copy forwarded for information and necessary action :-

1. The Secretary to Minister of F&S Deptt., Govt. of Delhi.
2. The OSD to Chief Secretary, Delhi.
3. All DCs / ACs, F&S Deptt., Delhi.
4. The PS to Pr. Secy.-cum-CFS.
5. All Circle FSOs, F&S Deptt., Delhi.
6. All Branches of F&S Deptt. at HQs.

*Sanjay K. Saxena*  
( SANJAY K. SAXENA )  
DEPUTY COMMISSIONER:FOOD SUPPLIES  
& CONSUMER AFFAIRS : GOVT. OF DELHI