

**KERALA CIVIL
SUPPLIES MANUAL
1978**

Government of Kerala

1978

PREFACE

In this Manual, an attempt has been made to bring together for the convenience of the staff the numerous instructions and orders that have issued from time to time on various aspects of the Civil Supplies Department's work relating to distribution and in other areas. While every attempt had been made to make the Manual comprehensive and precise it is not meant to replace the orders and standing instructions.

This Manual is meant solely for official use. It is hoped that this compilation will be of use to all officials working in the Civil Supplies Department.

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Special Secretary Food and
Commissioner of Civil Supplies

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PART I

CHAPTER I

ADMINISTRATIVE LAYOUT AND HEADQUARTERS OFFICES

1.01. Administrative layout of the department

(a) The member in charge of the Civil Supplies Department is the ex officio Commissioner of Civil Supplies and the head of the department. The Director of Civil Supplies is the administrative head and chief executive officer of the department. There is one Controller of Rationing and a Chief Accounts Officer to advise the Director of Civil Supplies on rationing and financial/accounting matters respectively. The Board of Revenue (Civil Supplies) consists of two branches viz. the Administrative and Finance. Administrative branch deals with matters connected with general establishment, rationing and procurement schemes supervised by three

Assistant Secretaries. The finance branch is supervised by the Chief Accounts Officer assisted by a Financial Assistant.

(b) There are three Taluk Supply Officers (Surprise squad) under the direct control of the Controller of Rationing with their headquarters at Trivandrum, Ernakulam and Kozhikode.

(c) There is one District Supply Officer in each Revenue Districts He is functioning under the general supervision and control of the District Collector.

(d) Chart showing the administrative layout of the Board of Revenue (Civil Supplies) and the Civil Supplies Department is given in Chapter 2 (Para 18).

1.02. Board of Revenue-General supervision and control

The Board of Revenue is the administrative head of the departments mentioned below:-

- (1) Land Revenue including Survey and Settlement.
- (2) Excise and prohibition,
- (3) Agriculture Income Tax.
- (4) Court of wards.
- (5) Sales Tax
- (6) Famine relief
- (7) Civil Supplies
- (8) Housing
- (9) Colonisation

1.03. Subjects for Full Board

(a) The subjects reserved for disposal by the Full Board are:-

- (1) Acts and Bills (new) of the Legislature.
- (2) Appointment and transfers of all gazetted officers under the control of the board other than officers of the lowest category in the gazetted cadre.
- (3) Periodical reports on Deputy Collectors/Assistant Collectors and district officers of all departments under the Board of Revenue.
- (4) Creation and redistribution of districts/division/taluks.
- (5) All matters affecting fundamental changes in policy and administration.
- (6) Conduct of gazetted officers of the rank of Deputy Collectors and above.
- (7) Remission and write off of irrecoverable revenue above Rs.2,000 and upto Rs.10,000 in each case.
- (8) Amendment to the board's standing orders.
- (9) Change of food policy of the State.

(10) Confirmation of Abkari sales other than resales by Assistant Excise Commissioner.

(11) Any function of a member which is referred by him to the Full Board.

(b) The Board will be responsible for the collection of revenue and for the control of expenditure pertaining to the departments under its administrative control. The Board has to advise the Government on matters pertaining to the administration of the departments under its control generally with a view to augmenting the revenue, reducing expenditure and increasing the efficiency, etc.

(c) Under the Board of Revenue rules, all proposals involving questions of general administration, introduction of new schemes or new legislative measures relating to Civil Supplies matters should be forwarded to the Government by the Board.

(d) The Board will in respect of all matters subject to its appellate or revisional jurisdiction have superintendence overall authorities in so far as such authorities deal with any such matter and may also do any of the following things:-

(i) Call for returns

(ii) Make and issue general rules and prescribe forms for regulating the practice and proceedings in respect of each matter.

(iii) Prescribe the form in which books, entries and accounts should be kept by such authorities provided that such rules and forms shall not be consistent with the provisions of any law for the time being in force, and shall require previous approval by Government. The Board should issue executive orders from time to time for the proper transaction of business of the department. It shall be competent to the board to inspect all offices and institutions under the control of the department and to call for such information as they consider necessary in respect of the working thereof.

(iv) The annual budget estimate of the department should also be forwarded to the Government through the Board and the Board should examine and forward them to Government with its views.

(v) The board will dispose of the suit notices and subject matters relating to which are of such a nature, they cannot be disposed of at district level.

(vi) It shall be competent for the board to sanction all items of expenditure for which provisions have been made in the sanctioned budget and to transfer allotments from one sub head to another as laid down in para 80 of the Budget Manual.

(e) Punishments.- (i) To impose the penalties of censure, with-holding of increments and recovery from pay i.e. penalties specified in item (iv) of sub-rule (1) of rule 11 of K.C.S. (C.C. and A.) Rules, 1960 on all officers in the grade of District Supply Officers in the Civil Supplies Department.

(ii) To impose the penalties specified in item (vi), (vii) and (viii) of sub-rule (1) of rule 11 of K.C.S. (C.C. and A.) Rules, 1960 on the officers in the grade of

Taluk Supply Officers in the Civil Supplies Department. [G.O. (P) No. 165/77/GAD., dated 4th June 1977].

1.04. Member, Board of Revenue

(a) One member of the board of revenue is the commissioner of civil supplies who is also the Special Secretary to Government (Food Department). The major responsibility of the post includes the formulation of policies of the State Government in the field of procurement and rationing.

(b) Appointment – To appoint officers in the cadre of Taluk Supply Officers in the Civil Supplies Department subject to Public Service Recruitment Rules.

(c) Disciplinary – (i) To institute disciplinary proceedings and to place under suspension all officers of and below the rank of lowest gazetted officers in the Civil Supplies Department.

(ii) To impose all penalties specified in clauses (a) and (b) of sub-rule (2) of rule 13 of K.C.S. (C.C. and A.) Rules, 1960 on members of the subordinate services employed in the Civil Supplies Department [K.C.S. (C.C. and A.) Rules. 1960].

1.05. Commissioner of Civil Supplies

The Member, Board of Revenue in charge of the Civil Supplies is the Ex officio Commissioner of Civil Supplies and Special Secretary to Government (Food Department). The Commissioner of Civil Supplies is the Principal Advisor to the Minister in charge of Food and Civil Supplies. The Civil Supplies Department is entrusted with the work of obtaining the quotas of foodgrains and other essential commodities like rice/wheat/sugar/kerosene/pulses/controlled cloth, etc. and their distribution within the State to ration cardholders/permit holders, through a network of licensed dealers. The Commissioner of Civil Supplies exercises the statutory powers conferred on him by the control orders issued under the Essential Commodities Act.

1.06. Powers of Commissioner of Civil Supplies

A. ADMINISTRATIVE

1. Appointment:- (i) To appoint and promote all officers upto and including the lowest category of officers in the cadre of Assistant Taluk Supply Officers in the Civil Supplies Department subject to the Public Service Recruitment Rules.

(ii) To transfer and post all officers upto and including the lowest category of officers in the gazetted cadre from one district to another or to and from the Board of Revenue (Civil Supplies).

2. Sanctioning of increments.-(i) To sanction or to withhold increments including those at the stage of efficiency bar in the case of all officers whom he is

competent to appoint. The provisions of the K.C.S. (C.C. and A.) Rules, 1960 should be observed before an order withholding increment is passed.

(ii) To sanction payment of belated increments in respect of officers whom he is competent to appoint [G.O. (P) 248/Pub., dated 24th April 1962.]

3. Creation of posts. – To sanction the creation of posts paid from contingencies (Part-time) subject to budget provision and subject to standing orders in the matter [G.O. (P) 248/Pub., dated 24th April 1962].

4. Shifting of headquarters.- To sanction the shifting of headquarters of officers below the rank of district officers and their offices if the posts and officers are sanctioned as a temporary measure or for projects not confined to any specified area [G.O. (P) 248/Pub., dated 24th April 1962].

5. Fixing of headquarters and shifting of offices.- To detach officers from one office and fix another office as their headquarters as a working arrangement for a period not exceeding six months depending on the exigencies of public service. In such cases to authorise payment of T.A. and meet the M.O. commission for sending their pay, where found necessary [G.O. (P) 248/Pub., dated 24th April 1962].

6. Sanction of journey.- (i) To sanction journey of subordinate officers and adjoining districts of neighbouring States in public interest or for Government business after intimating Government [G.O. (P) 248/Pub., dated 24th April 1962].

(ii) To undertake journeys outside the State and in the adjoining districts of neighbouring States in public interest.

7. Change of names of officers.- To accord permission to the officers of the department whom they are competent to appoint to change their names (RM2-8203/56/RD., dated 5th May 1956).

8. Sanctioning of leave.- To sanction all kinds of leave except study leave and special disability leave to officers and also to make arrangements in such cases [G.O. (P) 248/Pub., dated 24th April 1962].

9. Mutual and inter-departmental transfers.- To sanction mutual and inter-departmental transfer of persons from one subordinate service to another such service subject to the conditions mentioned in G.O. M.S. No. 445/Public, dated 18th April 1959.

10. Appellate and Revisional powers.-To be the appellate and revisional authority in respect of all control and licensing orders issued by Government in Civil Supplies matters.

11. Sanctioning of casual leave.- To sanction casual leave to the Director of Civil Supplies and other officers in the Board of Revenue (C.S.) [G.O. (P) 248/Pub., dated 24th April 1962 and G.P., D. Dis. 32313/56/PD, dated 29th September 1956].

12. Convene conferences etc.- To convene or issue sanction to convene conferences of departmental officers and sanction payment of T.A.

B. DISCIPLINARY

1. Power to suspend, etc.- (i) To institute disciplinary proceedings and to place under suspension all officers of and below the rank of Assistant Taluk Supply Officers in the Civil Supplies Department [K.C.S. (C.C. and A) Rules 1960].

(ii) To impose all penalties specified in clauses (A) and (B) of sub-rule (2) of rule 13 of K.C.S. (C.C. and A.) Rules, 1960 on members of the Kerala Civil Supplies Subordinate Service.

(iii) To impose the following penalties on officers in the cadre of Taluk Supply Officers in the Civil Supplies Department (Notification No. 2777/A1/Fd. D. dated 24th September 1974).

(a) Censure

(b) Withholding of increments

(c) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local authority by negligence or breach of orders.

(d) Recovery from pay to the extent necessar of the monetary value equivalent to the amount of increment ordered to be withheld where such an order cannot be given effect to (Government Notification No. 2774/A1/74/Food, dated 24th September 1974).

(e) Reduction to the lower rank in the seniority list or to a lower grade or post or time scale whether in the same service or in another servie or to a lower stage in a time scale [G.O. (P) No. 165/77/GAD, dated 4th June 1977].

2. Appellate powers.- To be an Appellate Authority in respect of original orders imposing penalty on Government servants by subordinate officers and to dispose of appeals as per Kerala Civil Service (Classification, Control and Appeal) Rules, 1960.

3. Financial Powers.- The Commissioner of Civil Supplies being the principal head of the Civil Supplies Department exercises the financial powers delegated by Government to the head of Department from time to time.

1.07. Director of Civil Supplies

The Director of Civil Supplies is the administrative head of the Department of Civil Supplies. All correspondences made by the Board of Revenue (Civil Supplies) is made under his name [Vide G.O. (P) 205/74/Fin., dated 30th July 1974]. The

administrative, financial and disciplinary powers common to the heads of Departments are exercised by the Director of Civil Supplies also.

(A) ADMINISTRATIVE

1. Appointment.- To appoint and promote all offices of and below the cadre of Head Accountants/Head Clerks in the Civil Supplies Department subject to the Public Service Commission Recruitment Rules.

2. Transfer.- To make transfer and posting of non-gazetted officers from the jurisdiction of one district office to another and from and to the Board of Revenue (Civil Supplies) [G.O. (P) 248/PD, dated 24th April 1962].

3. Sanctioning of leave.- To sanction all kinds of leave except study leave and special disability leave to all N.G.Os and to all G.Os. of the lowest category and to make charge arrangements in such cases.

4. To sanction casual leave to all officers working in the Board of Revenue (Civil Supplies) [G.O. (P) 248/PD, dated 24th April 1962].

(B) DISCIPLINARY

1. Power to suspend, etc.- To institute disciplinary proceedings as per Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 against all officers whom he is competent to appoint [K.C.S. (C.C. and A.) Rules, 1960].

2. Appellate power.-To be revisional authority on original orders passed by the Deputy Commissioner of Civil Supplies and Controller of Rationing under the provisions of control orders on Rationing and levy Procurement with the prior approval by Government [K.C.S. (C.C. and A.) Rules, 1960].

3. Withholdings of increments.- To withhold increments in the case of all officers whom he is competent to appoint [provisions of the K.C.S. (C.C. and A.) Rules, 1960 should be observed before an order withholding increment is passed].

4. Sanctioning of increments.- To sanction payment of increments in respect of allofficers whom he is competent to appoint (G.P.D. Dis. 1067/57/RD, dated 11th February 1957 and G.O.MS. 140/Rev., dated 4th February 1959).

5. Power to impose penalties.- To impose minor penalties such as censure, withholding of increments, recovery from pay or whole or part of any pecuniary loss caused to the State Government or Central Government or to a local authority by negligence or breach of orders and recovery from pay to the extent necessary of the monetary value equivalent to the amounts of increments ordered to be withheld and reduction to a lower rank in the seniority list or to a lower grade or post or time-scale whether in the same service or in another service or to a lower stage in a time-scale [Notification No. 2777/A1/74/Fd. D. dated 24th September 1974 and G.O. (P) No. 165/77/GAD, dated 4th June 1977].

(N) FINANCIAL

The Director of Civil Supplies has been declared as a head of the Department. He exercises the general financial powers delegated to the heads of Department from time to time.

1.08. Controller of Rationing

When the informal rationing prevalent in the State was put on a statutory basis under the Kerala Foodgrains (Regulation of Distribution) Order, 1965, a new post of Controller of Foodgrains distribution was created to be in overall charge of the distribution

system. The post of Controllers of Foodgrains distribution was re-designated as Controller of Rationing from 1st July 1966 when the Kerala Rationing Order, 1966 was introduced in the place of the Kerala Foodgrains (Regulation of Distribution) Order, 1965.

1.09. Powers of Controller of Rationing

Appellate.- To entertain and dispose of appeals on the original orders passed by the Taluk Supply Officers of the Surprise squad under the provisions of the Kerala Rationing Order, 1966, and Kerala Kerosene Control Order, 1968.

Revisional.- To entertain Revision Petitions against the decisions of the District Supply Officers under the provisions of the Kerala Rice and Paddy (Procurement by Levy) Order, 1966.

1.10. Specific duties and responsibilities

1. Proper allocation of rationed articles to the various districts.
2. Making arrangements for the maintenance of adequate stock with the wholesalers and retail distributors.
3. Ensuring proper distribution of rationed articles to the consumers by the retail distributors and to the retail distributors by the wholesale distributors.
4. Supervision of the work of the District Supply Officers, Taluk Supply Officers, City Rationing Officers and other executive officers of the Civil Supplies Department.
5. Making arrangements for the timely printing and distribution of ration cards and ration permits.
6. Suggesting improvements in the working of the scheme of rationing.
7. Conducting inspection of wholesale depots and retail shops.
8. Advising the Commissioner of Civil Supplies on the working of the scheme of rationing.
9. Implementation of the scheme of procurement by levy.

The Controller of Rationing should submit a Monthly Report on the working of the scheme of rationing in the State before the 15th of every month. The report should cover the stock position, trends of off take and other important features of the working of the scheme of rationing during the previous month.

The Controller of Rationing should be on tour for at least 10 days in a month. He should try to cover at least one taluk in each district once in two months intensively in addition to surprise inspection.

The Controller of Rationing should submit a half yearly assessment reports on the performance of District Supply Officers to the Commissioner of Civil Supplies through Director of Civil Supplies before the 31st July and 31st January. A copy of the report of the District Supply Officers should be sent to the concerned District Collectors also.

1.11. Chief Accounts Officer

To deal with the accounts of the department a post of Chief Accounts Officer was sanctioned in G.O.M.S. 1/65/Food, dated 12th January 1965 in the Board's Office. The Chief Accounts Officer is the Principal Adviser to the Commissioner of Civil Supplies and Director of Civil Supplies on accounts and finance matters.

1.12. Specific duties and responsibilities

1. The Chief Accounts Officer is the liaison officer between the Accountant General Kerala and the Commissioner of Civil Supplies and Director of Civil Supplies in respect of financial matters.
2. Assessment of the dues to State account and collection thereof.
3. Allotment and control of expenditure subject to budget allotment.
4. Preparation of Proforma Accounts of the Grain Supply Scheme.
5. Supervision of the work of the Local Audit Parties.

1.13. Administrative powers of Chief Accounts Officer, Correspondence and Supervision:

1. To carry on correspondence with subordinate officers on account of financial matters and the disposal of audit inspection reports.
2. To sign fair copies of the communication relating to finance and accounts to Government, drafts of which have been approved by the Director of Civil Supplies.
3. To send communication to the Accountant General furnishing information relating to finance and accounts.
4. To send communications to Government furnishing information of a routine nature relating to financial accounts.

5. To review progress in the disposal of audit objections and to deal with audit inspection reports.

6. To issue instructions to departmental officers regarding maintenance of accounts and observance of Account Rules and

7. To advise the Board of Revenue (Civil Supplies) on all matters relating to Civil Supplies Account and application of the rules and standing orders issued from the Board of Revenue (C.S.) and Government for the working of the rationing and procurement schemes.

8. To sanction casual leave to the staff working under him.

9. To call for explanation from the staff working under him for dereliction of duty and recommend suitable disciplinary action.

10. To tour the entire State.

11. To inspect the accounts of the subordinate offices and to submit the notes of such inspection for orders of the Board of Revenue (Civil Supplies).

12. To inspect the accounts of the authorised wholesale and retail dealers of essential commodities.

1.14. Assistant Secretary (General) Board of Revenue (C.S.)

The Assistant Secretary (General) Board of Revenue (Civil Supplies) is the officer in charge of establishment, bills, as also the Estate Officer. he is the controlling officer in respect of staff cars/jeeps. As controlling officer he will be responsible for the proper use, care and maintenance of the car/jeeps and for regulating its journeys generally in accordance with the Staff Car Rules [G.O. (P) 28/65/Fin. dated 16th January 1965]. He should maintain the log books and record of repairs carried out and replacement of spare parts and an inventory of the equipments. As officer in charge of cash and cash accounts of the Board of Revenue (Civil Supplies) he should maintain the cash book in the proper form.

1.15. Powers of the Assistant Secretary (General)

(A) ADMINISTRATIVE

1. Correspondence.- To approve drafts of routine/interim references and reminders to Government and sign their fair copies and to sign fair copies of letters to Government; the office copies of which are approved by the Director of Civil Supplies (G.O. MS. 669/Rev., dated 30th June 1958).

2. Increments.- To sanction annual increments to non-gazetted officers working in the Board of Revenue (Civil Supplies) (G.O.MS. 73/Rev., dated 25th January 1964).

3. Pay and T.A. bills.- To draw establishment pay bills and T.A. bills and office contingent bills of the Civil Supplies branch of the Board of Revenue without counter signature. To be controlling officer for T.A. purposes of the non-gazetted

establishment of the Board of Revenue (Civil Supplies) (G.O. MS. 819/Rev., dated 11th October 1963).

4. Sanction under Article 43 of K.F.C.- To sign and forward sanctions falling within the scope of Article 43 of the K.F.C. provided it is duly indicated in the order that the sanction is accorded by the Board of Revenue (Civil Supplies) G.O.MS. 669/Rev., dated 30th June 1956, G.O.MS. 165/Rev., dated 5th March 1960, G.O. Rt. 1931/Rev, dated 17th December 1962.

5. Leave.- To sanction all kinds of leave other than study leave and special disability leave to all non-gazetted members of the staff working in the Board of Revenue (Civil Supplies) (Board's Proceedings No. R. B3/6340/63, dated 26th May 1963).

6. Miscellaneous.- To attest entries in the Service Books of all non-gazetted members of the staff working in the Board of Revenue (Civil Supplies) (Board's Proceedings No. RB3/6340/63, dated 26th May 1963).

To order the transfer of clerks within the sections in his charge.

To order the closure of files on which no further action is necessary.

To send U.O. reference to other Assistant Secretaries and the Financial Assistant.

To issue office orders and instructions (not repugnant to those issued by the higher authorities) to carry on the working in the sections in his charge.

To grant permission to all members of the staff working under him to attend office late or leave office early.

(B) FINANCIAL

1. To sanction provident fund advance upto Rs.1000 in normal cases only subject to rules in respect of both gazetted and non-gazetted officers borne on the Civil Supplies establishment (vide G.O. MS. No.20/74/Food, dated 11th October 1974).

2. To incur repair charges of motor vehicles upto Rs.50 at a time without inspection of the Assistant Engineer, Regional Engineering Workshop Subdivision.

1.16 Assistant Secretaries other than Assistant Secretary (General)

Powers and responsibilities:

ADMINISTRATIVE POWERS

1. Correspondence.- To approve drafts of routine interim references and reminders to Government and sign their fair copies and to sign fair copies of letters to Government, the office copies of which are approved by the Director of Civil Supplies (G.O. MS. 669/Rev. dated 30th June 1958).

2. Casual leave.- To grant casual leave to all officers including superintendents working in the sections in his charge. (Board's Proceedings No. RB3/6340/63 dated, 26th May 1963).

3. Miscellaneous.- (a) To order the transfer of clerks within the sections in his charge.

(b) To order the closure of files on which no further action is necessary.

(c) To send U.O. references to other Assistant Secretaries and the Financial Assistant.

(d) To issue office orders and instructions (not repugnant to those issued by the higher authorities) to carry on the work in the sections in his charge.

(e) To grant permission to all members of the staff working under him to attend office late or leave the office early. (Board's Proceedings No. RB3-6340/63, dated 26th May 1963).

1.17. Financial Assistant, Board of Revenue (C.S.)

The Financial Assistant, Board of Revenue (Civil Supplies) assists the Chief Accounts Officer in the supervision of work in the Finance Branch. He has got co-extensive powers that are exercised by the Chief Accounts Officer also, in the matter of preparation of Budget Estimates, control over the departmental revenue and expenditure and reconciliation of departmental accounts with the figures booked in the Accountant General's Office.

1.18. Specific duties and powers

(A) ADMINISTRATIVE

1. Control and supervision.- (i) To carry on correspondence with the subordinate offices on accounts and financial matters and the disposal of objections and audit inspection reports [G.O. (P) 496/Fin. dated 11th December 1961].

(ii) To sign fair copies of communications relating to finance and accounts to Government, drafts of which have been approved by the Chief Accounts Officer/Director of Civil Supplies.

(iii) To send communications to the Accountant General furnishing information relating to finance and accounts.

(iv) To send communications to Government furnishing information of a routine nature relating to financial accounts.

(v) To sign fair copies forwarding sanctions falling within the scope of Article 43 K.F.C. Vol. II.

(vi) To review progress in the disposal of audit objections and to deal with audit inspection reports.

(vii) To issue instructions to departmental officers regarding.

(a) Maintenance of accounts and observance of account rules.

(b) Correct accounting of stores and observance of stores rules.

(viii) To advise the Board on all matters relating to Civil Supplies accounts and application of code rules [G.O. (P) 496/Fin., dated 11th December 1961].

2. Leave.- To sanction causal leave to the staff working under him.

3. Disciplinary.- To call for explanations from the staff working under him for dereliction of duty and recommend suitable disciplinary action through the Chief Accounts Officer [G.O. (P) 496/Fin., dated 11th December 1961].

4. Tour.- (a) To check internally the accounts and expenditure of the office of the Board of Revenue (Civil Supplies) [G.O. (P) 496/Fin., dated 11th December 1961].

(b) To inspect the accounts of subordinate offices on the order of the Director of Civil Supplies and to submit the note of such inspection for orders of the Board through the Chief Accounts Officer (G.O. MS. 658/Rev., dated 17th June 1959).

(B) FINANCIAL POWERS

1. Budget.- (a) To prepare the budget estimate of the Board of Revenue (Civil Supplies).

(b) To distribute allotments among the subordinate controlling officers with the approval of the Chief Accounts Officer and Director of Civil Supplies.

(c) To reconcile departmental accounts with the figures booked in Accountant General's Office (G.O. MS. 658/Rev., dated 17th June 1959).

2. Control and scrutiny.- (a) To control departmental expenditure including.

(i) Watching the progress of departmental expenditure and issuing instructions from time to time to the subordinate officers to keep the expenditure within the allotment where any likelihood of excess is anticipated.

(ii) Reporting to the Board deviation from rules relating to control of expenditure noticed on the part of subordinate officers.

(iii) Inspecting and dealing with proposals relating to reappropriation, re-allotments, supplementary grants and surrender of avings.

(iv) To scrutinise all cases involving.

(a) Abandonment of revenue.

(b) Refund to revenue.

(c) Enhancement of revenue

(d) Write off of departmental dues and liabilities (G.O. MS. 658/Rev., dated 17th June 1959)

(v) To scrutinise all proposals involving financial commitments submitted by Board of Revenue (Civil Supplies) to Government [G.O. (P) 496/Fin., dated 11th December 1961].

(vi) To verify claims for pension and gratuity.

(vii) To arrange for the proper maintenance of accounts relating to loans sanctioned and/or disbursed by the department and to watch the prompt recovery of such loans.

(ix) To scrutinise the expenditure relating to plan schemes. [G.O. (P) 496/Fin., dated 11th December 1961].

CHAPTER II

DISTRICT/TALUK LEVEL OFFICERS-POWERS, DUTIES AND RESPONSIBILITIES

2.01 District Collectors

The general supervision and control of Civil Supplies Organisation at the district level rest with the District Collector. As the head of the district

administration, the District Collector exercises effective supervision and control over the work of the officers of the Civil Supplies Department from the Village Assistant to the District Officer. Powers under various control orders are vested with the District Collector as the Inspecting Authority, Appellate Authority and Licencing Authority. He is primarily responsible for the maintenance of adequate stock of rationed articles for distribution through the public distribution system. The District Collector should decide from week to week the variety or varieties of rice to be released in the taluks of the district and the percentage of different varieties that should be distributed during the week according to the availability of stock. The decision of the District Collector will be final and the F.C.I. should act accordingly.

2.02. Powers of District Collectors

(A) ADMINISTRATIVE POWERS

1. Supervision and control.- (1) To inspect all offices of the Civil Supplies Department in the district. To request the presence of the District Supply Officer to assist him at any conference or at inspections and call for reports from him.

2. To receive in advance the tour programme of the District Supply Officer for information.

3. To be the custodian officer of the annual properly statements of the gazetted officers of the Civil Supplies Department in the district vide G.O. MS. No.25/76/Food, dated 9th October 1976.

2. Appointment, Transfers, Postings, etc.- To transfer Taluk Supply Officers and Non-gazetted Officers within the District under intimation to the Board of Revenue (Civil Supplies).

3. Vehicles.- To requisition departmental vehicles in their district with their drivers on cases of emergency.

(B) DISCIPLINARY POWERS

1. To place under suspension at any time any of the officers of the Civil Supplies Department, of and below the rank of Taluk Supply Officers.

(a) Where a disciplinary proceedings against him is contemplated or pending; or

(b) Where a case against him in respect of any criminal offence is under investigation or trial; or

(c) Where final orders are pending in the disciplinary proceedings, if the District Collector considers that in the then prevailing circumstances it is necessary in public interest that the Government servant should be suspended from service (Notification SRO No. 116/74, dated 13th February 1974).

2. To impose penalties specified in clause (a) and (b) of sub-rule (2) of rule 13 of Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 except penalties specified in items (v) and (vi) of Civil Supplies Department working in the districts, other than those employed in the Office of the Board of Revenue (Civil Supplies) [Amendment issued in G.O. (P) No. 224/74/PD, dated 12th September 1974].

3. To impose the following penalties on the officers of the rank of Taluk Supply Officers working in the district (Notification No. 277/A/1/74/Fd.D, dated 24th September 1974).

(a) Censure

(b) Withholding of increments

(c) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to local authorities by negligence or breach of orders.

(d) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments orders to be withheld where such an order cannot be given effect to.

4. To record, assessment of work of the District Supply Officer and send it to the Director of Civil Supplies/Commissioner of Civil Supplies.

5. To receive grievance petitions and complaints of corruption against officers upto the level of District Supply Officers of the Civil Supplies Department and to order investigation, if need be, and on receipt of report, to take up the matter with appropriate authorities, if further action is called for [G.O. (P) 3/77/Food, dated 28th January 1977].

(C) APPELLATE POWERS

To be an appellate authority in respect of original orders passed by the District Supply Officer under the provisions of the Kerala Rationing Order, 1966.

(D) FINANCIAL POWERS

1. To sanction withdrawals from provident fund deposits which are permissible according to normal rules [G.O. (P) 248/PD, dated 24th April 1962].

2. To sanction repairs to motor vehicles upto a monetary limit of Rs.2000 in each case without annual limit (G.O. MS. 1486/75/RD, dated 3rd November 1975).

3. To sanction grants upto a limit of Rs.1000 to cultivators of paddy in Kuttanad [G.O. (P) 991/Agri, dated 14th October 1959].

4. To sanction financial assistance to agriculturists for loss of crops on account of natural calamities [G.O. (P) 319/Agri, dated 4th April 1961].

5. To issue rewards to those who give information leading to the detection of offences or otherwise help the staff for the better enforcement of the food laws in order to curb smuggling and hoarding of foodgrains in the State [Vide G.O. Rt. No. 467/65/Food dated 22nd November 1965].

2.03 District Supply Officer

District Supply Officer is functioning under the general supervision and control of the District Collector. The District Supply Officer is responsible for the implementation of the scheme of rationing within the District, subject to the directions of the District Collector and the Controller of Rationing. He should watch the receipt of allotment of foodgrains from the Board of Revenue (Civil Supplies) and the lifting and movement of foodgrains sugar and kerosene oil by the wholesalers/retailers within the district. He is also responsible for the procurement of paddy under levy scheme and for the enforcement of licensing and control order.

2.04. Specific duties and responsibilities

1. Maintenance of adequate supplies of rationed articles in the district.
2. Making arrangements for keeping adequate stocks of rationed articles with wholesalers and retailers within the district.
3. Detailed inspection of Taluk Supply Office/City Rationing Office under his jurisdiction at least once in a half year.
4. Inspection of wholesale depots and retail depots. he shall inspect at least 36 retail shops and 5 wholesale depots in a month.
5. Supervision of the work of the Taluk Supply Officers/City Rationing Officers/Assistant Taluk Supply Officers/Rationing Inspectors/Grain Purchase Inspectors and other members of the Civil Supplies staff in the district.
6. Preventing undue increase in the offtake of rationed articles by keeping a constant watch over the trend of the offtake of rationed articles.
7. Conducting enquiries on matters referred to by the District Collectors and other superior officers.
8. Ensuring proper implementation of the scheme of procurement of paddy by levy.
9. The District Supply Officer should be on tour at least 10 days in a month of which a minimum of 5 should be night halts. He should cover all the taluks within his jurisdiction at least once in a fortnight. his advance tour programme will be approved by the District Collector every fortnight.
10. He should verify some of the card registers during his visit to the sub offices in order to ensure that the card registers are maintained properly.

11. He should submit his fortnightly tour diaries to the Board of Revenue (Civil Supplies) through District Collector before 10th and 25th of every month.

12. He should obtain fortnightly tour diaries of the Taluk Supply Officer/City Rationing Officer in duplicate before 5th and 20th of every month and return one copy of the diary to them with his remarks before 10th and 25th.

13. The District Supply Officer should submit a monthly report on the working of the scheme of rationing within the district to the Controller of Rationing. The report should cover stock position, trend, of offtake and other important features of the working of the scheme of rationing and procurement during the previous month.

14. The District Supply Officer should send a half yearly certificate to the Board to the effect that the quarterly certificates have been obtained from all Taluk Supply Officers and City Rationing Officers regarding the proper maintenance of the card registers.

15. The District Supply Officer should forward a monthly performance report in the prescribed form to the Board.

16. The District Supply Officer should have an up-to-date knowledge of the stock position, requirements availability of stock with F.C.I. and should also conversant with any special feature in regard to the district relating to civil supplies matters.

17. He can exercise all original powers vested to him under the various control orders, notified by Government.

2.05. Powers of the District Supply Officers

(A) ADMINISTRATIVE POWERS

1. To transfer all non-gazetted officers under their control within the district.

2. To sanction all kinds of leave except study leave, leave without allowances exceeding four months special disability leave, examination leave to all non-gazetted officers under their control.

3. To sanction increments of all non-gazetted officers under their control.

4. To make temporary appointments on the advice of the Employment Exchange for a period of not exceeding three months of all non-gazetted staff of and below the rank of L.D. clerks/L.D. typists.

5. To sign all establishment bills, T.A. bills and contingent bills of the District Supply Office.

6. To countersign the T.A. bills of Taluk Supply Officers/City Rationing Officers and their subordinates.

7. To countersign the contingent bills of Taluk Supply Officers/City Rationing Officers under their control.

8. To be the custodian officer of the annual property statement of non-gazetted officers of the Civil Supplies Department in the District-vide G.O. MS. No. 25/76/Food, dated 9th October 1976.

(B) FINANCIAL POWERS

1. To sanction temporary withdrawals from the General Provident Fund deposits to all subordinate officers upto Rs.2000 at a time, subject to the General Provident Fund (Kerala) Rules.

2. To sanction repairs to motor vehicles in urgent cases through approved workshops when the cost does not exceed Rs.150 in each case. the spare parts being purchased under the Stores Purchase Rules and the repair charges got verified by the Transport Department.

3. To sanction purchase of stationery articles upto a limit of Rs.25 in each case in urgent and unforeseen cases subject to a maximum of Rs.250.

4. To sanction purchase of furniture locally upto Rs.100 per annum subject to Stores Purchase Rules when no Government agency is able to effect the supply of the furniture required in time and subject to the scale prescribed.

5. To sanction refunds against original credits relating to foodgrains/sugar/kerosene/pulses upto Rs.200 in each case subject to the condition that it should be beyond doubt that Government are not entitled to the amount to be so refunded.

6. To sanction purchase of reference books for the use of his office and for the subordinate offices upto a limit of Rs.15 at a time and annual limit of Rs.100 subject to budget provision and to the general conditions in item 11 (Appendix 4 of the K.F.C.)

7. To execute agreements with authorised wholesale dealers of kerosene oil and to release the security deposited by those dealers.

8. To execute all instruments or deeds witnessing the acceptance of National Plan Certificate, Defence Certificates as security or release from pledge (Vide Notification No. 69530/M3/64/PD, dated 22nd February 1965).

9. To sanction medical reimbursement to all subordinate offices working under him subject to the rules thereon upto Rs.100 in each case (C.S.) b1-32621/72, dated 18th October 1972.

(C) DISCIPLINARY

1. To call for explanations from the subordinates working under him for dereliction of duty and recommend suitable disciplinary action to District Collector/The Director of Civil Supplies/Commissioner of Civil Supplies.

2. To impose the penalties of censure, fine and withholding of increments on the members of the subordinate service in the Civil Supplies Department working in his jurisdiction as per rule 13 (1) (A) of the K.C.S. (C.C. and A) Rules, 1960.

3. To dispose of appeals against penalties imposed by the Taluk Supply Officers/City Rationing Officers of his control.

2.06. Taluk Supply Officers (Surprise Squad)

Three Taluk Supply Officers have been appointed for the purpose of conducting surprise inspections of ration shops, enquiry into allegations of malpractices in the wholesale and retail shops and investigation of complaints of hoarding and black marketing foodgrains etc. and corruption in the Civil Supplies Department, with headquarters at Trivandrum, Ernakulam and Kozhikode with jurisdiction over the districts of Trivandrum, Quilon, Alleppey (South Zone) Kottayam, Idikki, Ernakulam, Trichur (Central Zone) and Palghat, Kozhikode, Malappuram and Cannanore (North Zone). These officers can also pass orders in respect of the irregularities detected by them or by the Rationing Inspectors under them as provided in the various Control/Licensing Orders. These officers are placed under the direct control of the Board of Revenue (Civil Supplies) and the Controller of Rationing has been declared as the authority to entertain and dispose of appeals on the original orders passed by them.

2.07. Taluk Supply Officers / City Rationing Officers

There is a Taluk Supply Officer for each taluk. The Taluk Supply Officer is responsible for the implementation of the scheme of rationing and procurement by levy subject to the directions of the District Collector/District Supply Officer and other superior officers of the Civil Supplies Department. There are 6 City Rationing Officers also in the State 2 each in the cities of Trivandrum, Ernakulam and Kozhikode. The work of these officers are similar in nature to that of the Taluk Supply Officers and the City Rationing Officers exercise the same powers vested with Taluk Supply Officers and the duties and responsibilities are also same. He has to issue ration authorities for wholesalers and retailers for drawal of rationed articles from the Food Corporation of India and wholesalers as the case may be. The receipt of rationed articles by the A.W.Ds. and A.R.Ds. and their issue are to be watched.

2.08. Powers of Taluk Supply Officers/City Rationing Officers

(A) ADMINISTRATIVE

(i) To sanction all kinds of leave, except study leave, leave without allowance exceeding four months, special disability leave and examination leave to all non-gazetted staff of and below the rank of U.D. clerks/U.D. typists under their control.

(ii) To sanction increment to all non-gazetted staff of and below the rank of U.D. clerks/U.D. typists under their control.

(iii) To sign all establishment pay bill and contingent bills of his office for recurring expenditure like office rent/telephone charges/electric charges/pay of menials and purchase of service stamps without counter signature.

(B) FINANCIAL POWERS

1. To sanction purchase of stationery articles locally in urgent and unforeseen cases upto Rs.50 in each case subject to a maximum of Rs.500 per annum (G.O. MS. No. 8/77/Food, dated 7th April 1977).

2. To sanction temporary withdrawals from Provident Fund upto a maximum of Rs.500 at a time to all staff under their control subject to the provisions under the G.P.F. Rules.

3. To sanction repairs and replacement of spare parts to motor vehicles upto Rs.50 at a time with a maximum of Rs.500 per annum observing Stores Purchase Rules [Vide G.O. (MS) 8/69/Food, dated 20th May 1964, G.O. (P) 11/70, dated 7th May 1970, G.O. MS. No. 23/74/Food, dated 15th November 1974].-

4. To execute agreements with retail dealers of rationed articles and for the release of security deposited by these dealers.

(C) DISCIPLINARY

To call for explanation from the staff working under him for dereliction of duty and recommend suitable disciplinary action through the District Supply Officer to the Director of Civil Supplies/Commissioner of Civil Supplies.

To impose the penalties of censure, fine and withholding of increment on the members of the subordinate service of the Civil Supplies Department working in his jurisdiction as per rule 13 (2) (a) of the K.C.S. (C.C. and A) Rules, 1960.

2.09. Duties and responsibilities of the Supply Officer/City Rationing Officer

1. Maintenance of adequate stocks of rationed articles with the wholesale and retail distributors.

2. Making arrangements for lifting of adequate stocks of rationed articles in time by the wholesalers and retailers.

3. Ensuring proper distribution of rationed articles to the retailer by the wholesalers and by the retailers to the cardholder.s

4. Ensuring proper functioning of wholesale dealers and retail dealers by constant and continuous inspections. The Taluk Supply Officer/City Rationing Officer should inspect at least three/four retail depots respectively a day. All the wholesale depots should be inspected at least once in a month.

5. Issue and renewal of ration cards and ration permits for household consumption and establishment consumption respectively.

6. Verification of cards and permits to prevent malpractices.

7. Conduct of enquiries into complaints made by the consumer and other against authorised wholesale distributors and authorised retail distributors and staff of his office.

8. Ensuring proper implementation of the scheme of procurement of paddy by levy.

9. Supervision of work of Assistant Taluk Supply Officer Manager/Deputy Tahsildars (Procurement) Rationing Inspector Grain Purchase Inspectors, Village Officers/Village Assistants and other members of his staff.

10. Prompt collections of amounts due to Government.

11. The Taluk Supply Officer should be on tour for at least 15 days a month. During the course of his tours, he should inspect wholesale and retail depots, establishments, rice mills, and also households to verify ration cards. His advance tour programme should be got approved by the District Supply Officer every fortnight.

12. The Taluk Supply Officer/City Rationing Officer should submit his fortnightly tour diary to the District Supply Officer before the 5th and 20th of every fortnight. He should also obtain tour diaries of the field staff in duplicate before the 5th and 20th of the fortnight and should return one copy along with his remarks before 10th and 25th of the fortnight. A copy of the review of the tour diaries should also be submitted to the District Supply Officer for perusal.

The Taluk Supply Officer/City Rationing Officer should submit a monthly report on the working of the scheme of rationing before the 5th of every succeeding month to the District Supply Officer, covering the stock position, offtake and important features relating to rationing. He should also have an up-to-date knowledge of the stock position in the taluk, actual requirement, offtake, particulars of levydars in his jurisdiction. He should be in constant touch with the authorised wholesale depots and authorised retail depots to know the availability of stock in the depots. He should also verify whether all the authorised retail distributors have lifted stock required for distribution during week on or before Saturday of the previous week.

2.10. Special Tahsildar (Procurement)

The Special Tahsildar (Procurement) will be in charge of the procurement operations of paddy in Kuttanad taluk and is under the administrative control of the District Supply Officer, Alleppey. In procurement work he is assisted by two Deputy

Tahsildars (Procurement) and in office one U.D. Clerk-cum-cashier. Supervision of the procurement operations is being done at present jointly by the Taluk Supply Officer, Kuttanad and the Special Tahsildar (Procurement). So also, hearing of levy objection petitions is also done jointly in respect of the areas specified by the District Supply Officer, Alleppey for Special Tahsildar (Procurement) and the Taluk Supply Officer, Kuttanad. The main duties and responsibilities.

1. To make detailed assessment of the quantity of paddy procurable from the cultivators in Kuttanad taluk on the basis of which funds will be drawn and disbursed to the village officers for procurement work on proper acknowledgement.
2. The Special Tahsildar (Procurement) should maintain proper accounts for the drawal and disbursement of the amount.
3. He should keep a ledger of repayments made village/office-wise.
4. He should check the stocks and accounts of the Village Officer.
5. The Special Tahsildar (Procurement) should furnish the accounts for the advance drawn together with the supporting vouchers to the District Supply Officer, Alleppey.

As in the case of Taluk Supply Officers/City Rationing Officers, the Special Tahsildar (Procurement) could exercise the following administrative financial and disciplinary powers.

(A) ADMINISTRATIVE

1. To sanction all kinds of leave except study leave, leave without allowance exceeding four months, special disability leave and examination leave, to all non-gazetted staff of and below the rank of U.D. Clerk / U.D. typist under their control.
2. To sanction increment to all non-gazetted staff of and below the rank of U.D. clerks/U.D. typists under their control.
3. To sign all establishment pay bills and contingent bills of his office for recurring expenditure like office rent, telephone charges, electric charges, pay of menials and purchase of service stamps without counter signature.

(B) FINANCIAL

1. To sanction temporary withdrawal from General Provident Fund up to a maximum of Rs.250 at a time to all staff under his control subject to the provisions under P.F. Rules.
2. To sanction repairs to vehicles and replacement of spare parts up to a monetary limit of Rs.50 at a time subject to a maximum of Rs.500 per annum observing purchase rules and rules regarding repairs to Government vehicles.

(C) **DISCIPLINARY**

To call for explanations from the staff working under him for dereliction of duty and recommend suitable disciplinary action to the District Supply Officer.

2.11. Special Deputy Tahsildar (Civil Supplies)

Special Deputy Tahsildar (Civil Supplies) are sanctioned to be created in the department exclusively for procurement work and to man the check posts.

2.12. Assistant Taluk Supply Officers

Assistant Taluk Supply Officers are working in the taluks where major municipalities exist. He should be responsible for the implementation of the scheme of rationing within the municipal area subject to the directions of the Taluk Supply Officer/City Rationing Officer and other superior officers of the Civil Supplies Department.

2.13. Duties and Responsibilities

1. The Assistant Taluk Supply Officer will be in charge of the Taluk Supply Officer/City Rationing Office during the absence of Taluk Supply Officer/City Rationing Officer on leave or when he is away from the headquarters.

2. He will perform the same duties and responsibilities of the Taluk Supply Officer with regard to the taluk to which he is appointed.

3. He will be on tour for at least 15 days a month and should submit his fortnightly tour diary to the Taluk Supply Officer before 5th and 20th of every month.

4. He may order enquiry on the application or complaint petitions received in the office.

5. He may issue suitable directions to the village staff regarding procurement of paddy by levy.

6. He may order enhancement of units in a ration card, provided the application is supported by necessary surrender certificate issued by competent authorities.

7. He may also order issue of surrender certificates on the rationcards on application.

8. He may approve draft letters addressed to the officers of and below the rank of Taluk Supply Officers.

9. He may sign all fair copies except those addressed to the Board/Government and D.O. letters.

10. He may also supervise the work of Rationing Inspectors and Grain purchase Inspectors and other staff employed in his office.

11. He will comply with all directions issued by Taluk Supply Officers from time to time.

2.14. Managers/Head Clerks

The Manager/Head Clerk is the head ministerial officer of the office in which they are posted. They should act on behalf of the Taluk Supply Officer/City Rationing Officer during his absence subject to post approval by the Taluk Supply Officer/City Rationing Officer or return.

2.15. Duties and Responsibilities

1. Custody of office cash, cash book and connected subsidiary registers.
2. Maintenance of discipline in office.
3. To sign all fair copies except those addressed to Board/Government and D.O. letters.
4. To approve draft letters to officers of and below the rank of Taluk Supply Officers.
5. To sign the list of authorities of retailers for making issue from the wholeslaers, including those to the F.C.I. sub depots.
6. To issue surrender certificates/reduction certificates on applications for ration cards and permits subject to ratification by the Taluk Supply Officer/City Rationing Officer.
7. To sanction additional units in the ration cards and permits on application supported by surrender/reduction certificates.
8. To pass indents of the retailers in the absence of the Rationing Inspectors at the time of emergency and to scrutinise the indents passed by the Rationing Inspectors.
9. To order enquiry on applications and petitions presented in the office by Rationing Inspectors and Village Officers and to get the reports in time.
10. To supervise the works of Rationing Inspectors/Grain Purchase Inspectors and to issue suitable directions to them in the absence of the Taluk Supply Officer/City Rationing Officer subject to ratification.
11. To supervise the work of the entire staff in office and inspection of personal registers, fair copy, despatch and stamp Account Registers.
12. To maintain the consolidated periodical registers.
13. He will be solely responsible for the prompt despatch of a periodicals from the office to the superior officers.
14. Maintenance of adequate stock with wholesale dealers and retail dealers.
15. Making arrangements for lifting the stock in time by the wholesale dealers and retail dealers.
16. Verification of accounts of wholesalers every week in office.
17. To obtain fortnightly tour diaries from the field staff of office.

18. He should also comply with all directions issued by the Taluk Supply Officer/City Rationing Officer from time to time.

The Manager/Head Clerk will advise the Taluk Supply Officer/City Rationing Officer on important matters relating to rationing and procurement for implementing the various control orders.

He should have an up-to-date and fair knowledge of all items of work connected with rationing and procurement. The files and other records submitted by the staff to the Taluk Supply Officers/City Rationing Officers, should be routed through the Manager/Head Clerk. He should also intimate the developments in the absence of the Taluk Supply Officer/City Rationing Officer, immediately on their return to the headquarters.

2.16. Rationing Inspectors/Grain Purchasing Inspectors

(A) PROCUREMENT

The functions of the Rationing Inspectors/Grain Purchasing Inspectors are mainly of a supervisory nature. In respect of procurement work, the Rationing Inspectors/Grain Purchasing Inspectors are expected to supervise closely the work of the Civil Supplies Village Assistants and Village Officers. He has to visit all the villages in his jurisdiction and check the cultivation registers and procurement accounts maintained by the Village Officers/Village Assistants (Departmental Procurement). Besides, these, he has to enquire and give reports on all levy objection petitions and other miscellaneous papers sent to him by the Taluk Supply Officer / City Rationing Officer.

(B) RATIONING

The Rationing Inspectors/Grain Purchasing Inspectors exercise general supervision in the implementation of the scheme of rationing within the firka/city area subject to the immediate directions and control of the Taluk Supply Officer/City Rationing Officer and other officers of the Civil Supplies Department. The duties and responsibilities of the Rationing Inspectors/Grain Purchasing Inspectors have been made similar as per the orders of the Board of Revenue (Civil Supplies) on 25th June 1974 [Vide (CS) B4-397/74, dated 25th June 1974].

In the discharge of the duties connected with the distribution of ration to the cardholders, the Rationing Inspectors/Grain Purchasing Inspectors have to exercise proper check and vigil in the maintenance of card registers, passing of indents, etc. While scrutinizing the indents, the Rationing Inspectors/ Grain Purchasing Inspectors

should see that the columns in the indents are properly filled up. The A.R.D. should be educated to fill up the columns properly and correctly.

(a) The A.R.Ds. should put the correct week and date for which the indent is indented for.- The indent presented, say on 18th Monday for the week ended 30th, but the A.R.Ds. generally puts the date are 7th of next month. This is because of the standing instruction that they (A.R.Ds.) should keep two weeks requirement as buffer stock. But in practice no A.R.D. keeps any buffer stock. Some others put date as 16th or 23rd and the indent passing officers do not care to see the correctness of the date. "The date has its own importance".

(b) The entries in the card registers are not being made up-to-date then and there even now. If only this is done, the correctness of the entries made by the A.R.D. in Part 'A' of the indent could be checked. The entries in the card register and the abstract thereof should be verified and attested with full date, month and year [to facilitate this a copy of the intimation slip regarding the addition invariably be marked to the Rationing Inspectors/Grain Purchasing Inspectors as well so that they (Rationing Inspectors) could prepare the correct abstracts every week end]. Part 'A' of the indent is only a true copy of the latest "Abstract" worked out in the card register and as such, the figures furnished in the indent and, those available in the card register should tally each other. The Rationing Inspectors Grain Purchasing Inspectors has to record the word "Correct" after checking the entries. It should be ensured that while recording the theoretical requirement for a week, the rate of ration at which the requirement is worked out should be noted.

(c) Again the Rationing Inspector/Grain Purchasing Inspector has to ensure that the date noted in "Part B" of the indent against actual for the week ended is correct (the date should be 16th based on the example mentioned supra). The opening balance for the week both in the indent and the stock register should be verified with the closing balance of the previous week noted in the offtake registers. This verification is according to the present standing instructions-Para 3 of the Circular No. C2-5245/76, dated 6th June 1976 which is not being done at present. It would be sufficient that instead of the closing balance of the offtake register the closing balance noted in the stock register can be referred to for this verification. The receipt has to be checked with the returned list (at least with the purchase bills) and could be relied on only for the passing of indents. For recording the certificate in the offtake register and in the returned list, the returned list should be referred to. For this, the Taluk Supply Officer/City Rationing Officers should make available the returned list of the previous week to the Rationing Inspectors/Grain Purchase Inspectors on Monday morning itself and that too before commencing of passing the indents. The correctness of 'Issues shown in the indent has to be checked with reference to the stock register and the sales register. Now that sales registers are also being produced for verification at the time of passing the indents, the total daily issues, if recorded in detail (i.e. the number of units, quantity issued, etc. date-wise) it would

facilitate a more realistic verification of the issues made during the week. These details can be noted on the reverse side of the indent. For giving a legal coverage to these entries, a qualifying remark should be added in the “total issue” column on the obverse side as under. “Total issue-wise details on the reverse”.

(d) The closing balance has to be worked out independently and the figures shown in the indent and in the Stock Register, verified and the word “correct” recorded bear the closing balance both in the indent and in the Stock Register.

The Rationing Inspectors/Grain Purchasing Inspectors has to affix their full signature with name and full date (date, month and year) after passing the quantity in the column provided for the purpose. (The indent passing officers should affix their signature with ink in all copies, separately i.e. without using carbon paper).

2.17. Specific duties and responsibilities of R.Is./G.P.Is

1. Maintenance of adequate stocks with retailers.
2. Scrutiny of weekly indents submitted by A.R.Ds. and issue of stocks to them according to the directions in force from time to time.
3. Enquiry into petitions from card holders.
4. Inspection of not less than 5 shops a day (Rural area) and 8 shops a day (City area).
5. Should complete one round of inspection of the shops within this jurisdiction in a month.
6. Systematic verification of cards with a view to detecting bogus cards and excess units.
7. Systematic inspection of establishments with a view to finding out bogus permits and excess units.
8. Correct assessment of closing stocks of rationed articles with the A.R.Ds. on the crucial dates of revision of prices, etc.
9. Maintenance of card registers.
10. Miscellaneous inspections-Rice mills business premises of free trade dealers in essential commodities.
11. Ensuring cent per cent procurement of levy paddy and making the procurement scheme a success.
12. Submission of daily progress in procurement weekly offtake statement and weekly stock certificates regarding the agreement between receipt accounted by the A.R.Ds. and issues accounted in the copy of weekly authority list returned by A.W.Ds.
13. Submission of fortnightly work diary to Taluk Supply Officer City Rationing Officers.
14. The Rationing Inspectors need not conduct inspection of retail depots on the following days.

(a) The day on which he has to attend to the passing of indents of A.R.Ds. every week in the office. For this purpose, a day in a week shall be earmarked for each Rationing Inspector.

(b) On days when Rationing Inspectors has to attend to procurement work as per advance programme drawn up. This only to inspectors attached to the Taluk Supply Offices. On the days they should conduct surprise inspections at least in two retail depots.

(c) On all other days irrespective of the fact whether they have to conduct enquiries into miscellaneous petitions or not the Rationing Inspectors/Grain Purchasing Inspectors should conduct inspections.

(d) In case Rationing Inspectors/Grain Purchasing Inspectors are accompanying the Taluk Supply Officers/City Rationing Officers for assisting them in inspections and enquiries, a proportional in the number of retail shops may be allowed.

15. The Rationing Inspectors/Grain Purchasing Inspectors expected to inspect 5 retail shops (Rural area) and 8 retail shops in city area a day. Of this 50 per cent of the inspections should be surprise nature and the inspection of the remaining 50 per cent should be of a detailed nature.

A. SURPRISE INSPECTIONS:

During surprise inspections it should be ensured that:

1. The weights and measures used are correct.
2. Ration is issued in correct quantity according to units.
3. Whether the stock of rationed articles available in depot is adequate.
4. Price realised is at the sanctioned rates.
5. Whether notice board, stock board, price list samples are exhibited.
6. Whether there has been any adulteration or substitution.
7. The quality of rationed articles issued.
8. Whether the A.R.D. issue ration during the prescribed hours.

B. DETAILED INSPECTION:

During detailed inspections the following points should be looked into and remarks recorded:-

1. Maintenance of the prescribed registers and accounts.
2. Issue of bills for rationed articles sold.

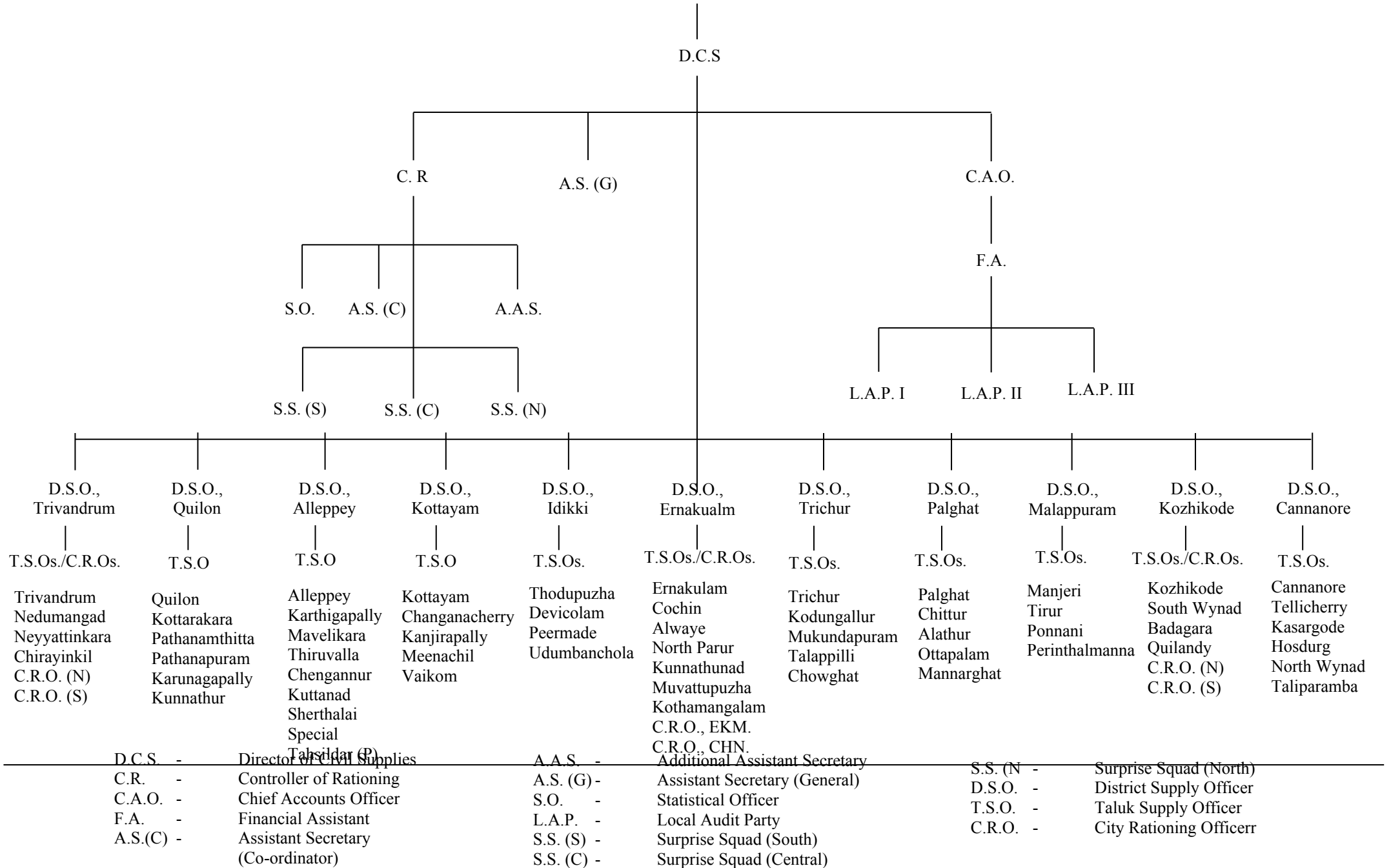
3. Whether stock balance agrees with book balance.
4. Whether the entries in the Sales Register agree with bills issued.
5. Quantity shown as issued agreed with number of units allowed to cardholders as per Card Register.
6. Whether there has been any issues on froen cards, cancelled cards and time expired temporary cards.
7. Whether the price collected relates to the rate allowable to the variety of foodgrains issued from the wholesale depots to the retailer.
8. Whether there has been any delay in bringing stocks to the depot.
9. Whether the offtake in the depot agree with the requirements of registered units as per the Card Register.
10. Quantity shown in the receipt column of stock Register atgrees with the quantity sanctioned as per authority and bills/release orders issued by A.W.Ds./F.C.I. sub depots.
11. Whether the variety of rationed articles distributed agrees with that shown in the bill/release order.
12. It should also be ensured that the approved salesman is working with the A.R.D.

Cent per cent weighment is the only acceptable method for physical verification. The result of inspection has to be recorded in all registers, inspection book and in the inspection form. If irregularities of serious nature are detected, a statement should be recorded from the A.R.D./A.W.D in the presence of two witnesses. A Mahazar should also prepared as per rules. When records are seized, receipts should be given.

The procedure narrated supra should be borne in mind by all Inspecting Officers.

2.18 ORGANISATIONAL CHART OF THE CIVIL SUPPLIES DEPARTMENT

COMMISSIONER OF CIVIL SUPPLIES



PART II
CHAPTER III
RATIONING AND ALLIED MATTERS

3.01. Statistical data on requirements

Kerala State is deficit to the extent of about 60 per cent in the production of foodgrains if we consider 16 ounce rice per adult per day as representing the nutritional optimum. The Nutritional Advisory Committee to the Government of India recommend 18 ounce per adult per day as the desirable norm. In the context of the general scarcity of foodgrains in the country, it may be argued that 18 ounce represents merely the ideal and not the possible; however no one can deny that 12 ounce is the absolute minimum of daily consumption of foodgrains essential for the maintenance of a reasonable standard of health. However the labour (manual worker) class is eligible for 16 ounce daily.

There are about 40-38 lakhs of family ration cards in force as on 31st December 1977 in addition to ration permits for catering institutions, hostels etc. and temporary ration cards for floating population. The distribution of foodgrains in our State is being done through a net work of more than 11849 retail shops and 275 wholesale shops as on 31st December 1977. In conformity with the policy of the Government of India wholesale trade in foodgrains has been entrusted with the F.C.I. in the headquarters taluks of all the districts.

Our net production of rice at present is in the region of 12 lakh tonnes a year. As against this, we require about 28 lakhs tonnes a year, for ensuring availabilities of rice at the rate of 12 ounce per adult other than manual workers per day, 6 ounce per non-adult per day and 16 ounce per manual worker per day. We are over-whelmingly dependent for (1) the allotment from the Central pool (made through F.C.I.) which is distributed through our chain of wholesale and retail shops, as well as (2) the inflow of rice from other States like Andhra Pradesh, Tamil Nadu and Nepal which is mostly arranged by licensed private dealers. Our receipts from the Central pool during the last few years are given below:-

Year	Quantity	Received	Year	Quantity	Received
1966	7.62 lakhs	M.T.	1972	7.74 lakhs	M.T.
1967	5.41	"	1973	6.97	"
1968	6.24	"	1974	7.44	"
1969	9.05	"	1975	5.12	"
1970	7.04	"	1976	8.98	"
1971	8.47	"	1977	13.62	"

It may be seen from the above that our average annual receipt of rice from the Central Pool (for the past 5 years) is around 5.15 lakhs of tonnes. Our average

monthly requirement for distribution of ration at the rate of 160 grams of rice per adult per day is about 95,000 tonnes of rice. At the same scale of 160 grams per adult per day we may require an equal quantity of wheat as well for maintaining wheat ration.

3.02. Legal Sanction and Enforcement

The rationing system in Kerala is governed by the Kerala Rationing Order 1966 issued under the powers conferred by Essential Commodities Act 1955 (Central Act 10 of 1955).

3.03. Advisory Committees

In order to help implementation of the rationing system advisory committees consisting of representatives of the political parties, social workers, hotel catering experts, representatives of dealers etc. have been constituted at State, District and Block levels. Their duties are mainly advisory.

3.04. General System of distribution of rationed articles

The Governments of surplus states make available surplus quantities of rice and wheat to the central pool and the Central Government allots quotas from the central pool to the different deficit states. The stocks received from the central quota are being moved into the state by the Food Corporation of India and is kept in their godowns. The handling of these foodgrains upto the wholesale point (i.e. delivery in the wholesalers lorry) is also done by the F.C.I. The second stage of operation to reach the consumption points starts from the wholesale shop from where the authorised retail dealer takes delivery of the foodgrains for distribution to the cardholders.

The wholesale distribution of rationed articles in the headquarter taluks except Malappuram and Idikki districts has been entrusted to the F.C.I. with effect from 7th December 1969. 23 F.C.I. sub depots are functioning as wholesalers in headquarters taluks.

The allotment for the State received are re-allotted by the Board to the 11 districts based on their requirements and availability of paddy in the districts.

The taluk supply officers/city rationing officers issue the list of authorities to the retailers to the F.C.I. sub depot in the headquarters taluks and to the wholesalers in the rural taluks. The list of authorities are prepared by the rationing inspectors based on the allotments made to the retailers on the indents presented by

them every week. The retailers are grouped in such a way to avoid rush in the F.C.I. sub depots and in the banks to make the remittance of cost. All retailers have to lift the stock from the F.C.I. sub depots before Friday, every week. In case of dealers lifting stock from wholesalers they have to do so before the prescribed day of every

week. If any dealer fails to lift the stock as per the list issued, the allotment is cancelled automatically and he has to lift stock after presenting a fresh indent.

The approved scale of ration in the State is 160 grams of rice and 160 grams of wheat per adult per day. But consistent with the stock of foodgrains in the State, the rate of issue is being decided from time to time.

Wherever a week's ration could not be issued before the close of the week due to delay in lifting stocks by the dealers, the cardholders should be allowed to purchase their weekly ration during the first two or three days of the succeeding week. The procedure to be followed in such cases is given below:-

(a) The details of such issues o arrears of ration should be posted in the regular nalvazhi as well as in a separate nalvazhi to be maintained for this purpose.

(b) The maintenance of the subsidiary nalvazhi will provide facilities for an easy check of issue of arrears with reference to ration cards.

(c) It will also facilitate a close watch being maintained on the weekly offtake.

Due to paucity of stock, the stock may be released from the F.C.I. depot/wholesale depot late during the week and retail dealers may bring the stock to their depots either towards the close of the week (say by Friday or Saturday) or even on Sunday or Monday of the succeeding week only. In the above case, it is essential that the cardholders are allowed at least two full days to draw their ration after the stocks arrives in the retail depot. The following time table, may therefore, be followed in the matter of release of ration.

(i) Where the stocks reach the retail depot on Thursday evening	Cardholders may be allowed to draw ration upto Saturday evening.
(ii) Where the stocks reach the retail depot on Friday evening	Cardholders may be allowed time to draw ration upto Sunday evening of the succeeding week or Monday evening if Sunday is a holiday.
(iii) Where the stocks reach the retail depot on Saturday evening	Cardholders may be allowed time upto Monday evening of the succeeding week or Tuesday evening if Monday is a holiday.
(iv) Where the stock reach the retail depot on Sunday evening of the succeeding week	Cardholders may be allowed time upto Tuesday evening of the succeeding week.

If Sunday or Monday is observed as a holiday for the ration shop, the time for drawal of arrears of ration may be extended by one day more.

3.05. Holidays to Ration shops

The following festival holidays will be observed as holidays for the authorised wholesalers and retailers subject to the following conditions:-

1. Republic day
2. Independence day
3. Second Onam
4. Vishu
5. Mahanavami
6. Bakrid
7. Christmas

In the event of these festival holidays falling on days other than weekly holidays the weekly holidays allowed to the A.R.Ds. should be observed as a working day.

The A.R.Ds. should put up notice in the shops regarding the holiday, at least 3 days prior to the holiday.

CHAPTER IV

RATION CARDS/PERMITS

4.01. Enumeration and verification for the purpose of issuing ration cards

The ration cards now in force in the State are meant to note the issue of rice, wheat, sugar, wheat products, kerosene and controlled cloth to the families through the retail ration depots valid for a period of 5 years. Ration cards will be renewed

either by adopting a house to house enumeration or by renewing the cards after obtaining declarations from the cardholders.

4.02. Quantum of Ration

The ration is in terms of units. The number of units sanctioned to those above the age of 12 is 2 and that sanctioned to non-adults is one. No. unit is sanctioned to children below the age of two. The quantum of ration is likely to vary according to the availability of stock based on the orders issued by Government from time to time.

(ii) Wheat ration to producers.- Government have authorised the issue of ration cards for the purchase of wheat alone to the producers of paddy on application, at the rate of wheat per adult per day as is allowed on the family ration cards with effect from 8th January 1967.

(iii) Children below two years-Under Clause 69 of the Kerala Rationing Order 1996, the children below two years of age residing in the Sri Chitra Poor Home, Trivandrum are exempted from the provision in sub clause (5) of Clause 2 of the above order, as a special case.

(iv) Inpatients in hospitals.- Government have approved the following diet scales:-

	Rice	Other cereals including wheat	Sugar
Ordinary diet (Adults)	340 gms.	160 gms	30 gms.
Ordinary diet (Children)	150 "	..	30 "
Conjee diet (Adults)	200 "		
Conjee diet (Children)	100 "		
Feaver diet (Adults)			30 "
Feaver diet (Children)			15 "
Milk diet (Adults)			40 "
" (Children)			20 "
Diabetic diet		100 gms.	
Low cholesterol diet		100 "	

Rice not exceeding 280 grams per adult per day plus 60 grams wheat, and rice not exceeding 150 grams per non-adult per day. Rice will be given only for patients to whom rice diet is prescribed (Govt. Notification No. 29629/B1/72/Fd; dated 22nd February 1973).

T.B. Sanatoria and Leprosy Sanatoria in the State and the rehabilitation Centre under Leprosy Sanatorium, Noornad will be granted their full quota of sugar sanctioned in their sugar permits as it is difficult for the patient in these institutions to 'get' sugar from the open market (G.O. Rt. No. 369/68 Food dated 6th May 1968).

The scale of ration for private hospitals for T.B. and Leprosy will be enhanced to that allowed for Government hospitals (G.O. MS. No. 8/72/Food dated 6th July 1972).

The quantity of rice and wheat under ordinary diet to be issued to patients in the medical institutions will be 280 grams and 60 grams respectively (G.O. MS. 12/72/HD dated 20th January 1972).

(v) Prisons.- Special permits may be issued to the Superintendent of Jails for purchase of rice and wheat at the scale diet prescribed in Kerala Prisons Rule (Vide G.O. Rt. No. 770/73/Fd., dated 26th January 1973).

The rate now in force is given below:

	Rice	Wheat
A and B class prisoners	396 gms. Per head per day	113 gms. Per head per day
C class prisoners	220 gms. Per head per day	290 gms. Per head per day.

As per Government letter No. 20265/A3/68/Fd., D. dated 27th January 1976 sanction was accorded to one unit of ration for free non-meal to the warden on duty on days on which there are prisoners in each Jail.

Sugar ration:

(Rule 340 of Kerala Prison Rules)

A and B Class prisoners (including MISA prisoners A and B Class) 42 grams/head/day

C class prisoners (MISA) 28 grams/head/day

C class prisoners 10 grams/head/day

(Vide G.O. Rt. 1198/76/Home dated 14th May 1976/and G.O. Rt. No. 2206/76/Food dated 6th November 1976).

(vi) N.C.C., Bharat Scouts and Guides and National Service Scheme.- The scales of ration are 100 grams of rice, 160 grams of wheat and 20 grams of sugar per head per day to the personal referred to above attending training camps in the State vide Government letter No. 17538/D2/75/Fd. dated 11th December 1975.

(vii) Scales of ration to Policemen.- The existing scales of ration to the member of the State Police Force i.e. 1 cal and armed police in the non-gazetted categories are at the rate of 320 grams of rice and 180 grams of wheat per member of the police force per day. Vide G.O. 338/75/Food dated 3rd June 1975 and (CS) A3-23219/75 dated 17th June 1975.

(viii) Advance ration to the manual labour working in fishing vessels attached to the Government of India.- The crew of the fishing vessels attached to the Government of India's off-shore fishing station at Cochin may be issued advance ration for suitable period or on monthly basis and corresponding reductions may be made in the family ration cards of the crew for the duration of the period for which the advance supply is made. The concession may be allowed only to the crew and not to other members of their families (Government letter No. 20 36/B5/67/ Fd. D dated 18th January 1968. The Scale of ration will be the rate prevailing in the State. The permits will be issued only on the specific recommendation of the Regional Officers (Sails) who must ensure the correctness of the number of the crew, their requirement

and the period for which ration is required (Vide Government order No. 14748/B1/73/Fd. D dated 20th December 1973).

(ix) Labourers engaged in the discharge of cargo.- Under the proviso to sub clause (2) of clause 21 of the Kerala Rationing Order 1966, Government are pleased to fix the scale of ration to the labourers working on Board the foodships from more than one shift a day at 320 grams of rice per head per day (G.O. Rt. No. 101/67/Food dated 3rd April 1967).

(x) Temples.- Government direct that the ration allowed to the temples will be fixed at 320 grams per diem per diem. This quantity will be given wholly in rice. Double the usual quantity i.e. 640 grams can be allowed during festival days (Vide Government Memo No. 14326/Fd/B1/65 dated 16th October 1965).

There is a practice of cooked rice being distributed to temple servants as part of their emoluments. This will be allowed to continue provided the ration cards of the beneficiaries are frozen appropriately.

Endowments have also been created in some of the important temples for distribution of cooked rice to the poor. This has now been discontinued except in temples which are able to obtain paddy from their own lands. The charitable endowments, wherever they had been functioning, be allowed to function on condition that the ration cards of the beneficiaries are frozen.

The above instruction will apply only to temples which have no paddy income and are dependent on Government for ration either whole time or for part of the year (Government Memo No. 7337/Fd./B1/65/Fd. D dated 1st June 1965).

The above instruction will not apply to temples which are not open to the public.

(xi) Ration to animals.- Elephants (both private and Government) are allowed 20 pounds of foodgrains as the maximum ration per day per elephant (vide Government memo No. 7067/Fd./B1/Fd.D. dated 22nd May 1965). Only wheat ration can be issued to elephants.

Rice ration can be issued to the departmental sick elephants, pregnant elephants, elephant with calves and new captures when found necessary and if prescribed by Forest Veterinary Officer (G.O. Rt. No. 27/67/Food dated 24th January 1967).

(xii) Ration to Establishments other than educational Institutions.- Full ration will be allowed to the convents where students alone are residing. Even if the rate of rice ration to the cardholders is reduced, these institutions will be allowed to draw full rice ration as has been allowed in the case of students hostels, educational institutions etc. [Board's Circular No. (CS) B6-28296/68 dated 9th November 1968].

In the case of convents where students are residing along with others, the students inmate will be allowed rice ration as shown above, and others will be allowed rice ration at the rate allowed to the card holders from time to time.

Rice ration at the rate allowed to the cardholders from time to time will be allowed to the inmates of other convents (where no students are residing) monasteries

and lodges [Circular No. (CS). C3 27826/68 dated 17th October 1969 of the Board of Revenue [G.S].

When less than full ration is issued to card holders, no cut should be effected in the case of industrial and other similar establishments, full ration should be issued to students hostels, educational institutions, canteens of industrial workers including post workers, jails, hospitals, orphanage and similar institutions (Board's Circular No. (CS) B5-21471/67 dated 10th July 1967).

(xiii) Industrial canteens.- Canteens in industrial undertakings run by Co-operative Societies of workers, will be granted permits for not more than 80 grams of rice and 80 grams of wheat per day per worker taking meals from the canteen (G.O. Rt.22/73 dated 9th January 1973).

(xiv) Levy sugar to private hospitals.- Private hospitals and nursing homes which have to supply diet to inpatients whether on payment or without payment will be eligible to get levy sugar, the quota for such institutions being fixed by the District Collectors.

4.03. Issue of temporary ration cards

A temporary ration card may, on application be issued by the Taluk Supply Officer/City Rationing Officer to any persons who expects to stay in the rationed area for a period exceeding one week but not exceeding 5 months:

Provided that the Taluk Supply Officer/City Rationing Officer may issue a temporary ration card to any person whose stay in the said area is not likely to exceed one week.

For the purpose of obtaining a temporary ration card an application under Clause 8 of the Kerala Rationing Order, 1966, should be submitted to the Taluk Supply Officer/City Rationing Officer of the respective area. The Taluk Supply Officer/City Rationing Officer may, if deemed necessary make necessary enquiries in regard to the application. The temporary ration card shall bear an inscription that it is "temporary". Spaces provided in it are for a period of 5 months. The period for which the card is issued, should be specifically noted in it.

A temporary ration card may also be issued pending issue of a regular ration card.

The holder of a temporary ration card will be eligible for ration on par with the holder of a regular ration card.

The authorised ration dealer may register this card separately and should delete it after the period of validity is over. The temporary ration card will not be valid after the period noted therein. The A.R.D. should not register this card after the period of validity.

4.04. Issue of permanent ration cards

Any person residing or intending to reside in a rationed area to whom a ration card has not been issued and who is not included in any family for which a ration

cards has been issued may apply to the Taluk Supply Officer/City Rationing Officer of the area in which he resides or intends to reside for a ration card either for himself alone or for himself and his family furnishing such true and correct information and in such form prescribed under Clause 8 of the Kerala Rationing Order, 1966. The Taluk Supply Officer/City Rationing Officer may make or cause to be made such enquiry as he deems for verification of the information furnished by the applicant.

Pending issue of a permanent ration card the Taluk Supply Officer/City Rationing Officer may issue a temporary ration card to the applicant.

A permanent ration card may also be issued if the applicant has produced the surrender certificates of the ration card already in his possession or on production of the certificate showing the surrender of the units of his ration from any other card. The Taluk Supply Officer/City Rationing Officer may also issue a permanent ration card, if the applicant surrenders to him his original ration card in possession issued by some other officer, provided the officer issuing the new card should send the old card to the officer who has issued the card.

The card should contain the details such as the name of the head of the family, the names of the members of the families, income, the house No. and ward No. and the name of municipality and panchayat, the number of adults and non-adults and the total number of units allowed. The cards should be legibly written in ink.

The cardholder may register the card with any of the A.R.D. in the area within the local jurisdiction of a panchayat, municipal council, corporator or township in which he resides [vide Board's (CS) C2-20958/76, dated, 24th July 1976] to obtain the rationed articles.

While issuing the card the cages prior to the date of issue of the card should be cancelled legibly with red ink.

No ration card should be issued to a person or family who files a false declaration and to those who are in possession of ration in that area or in another rationed area unless he surrenders the card or produces certificates in token of having surrendered the card.

If the applicant or any member of the family staying with him is in receipt of paddy or any other foodgrains, the ration card issued to him shall be frozen for the period for which the paddy or any other foodgrains in any form will be sufficient for consumption for the applicant and the members of the family according to the scale of consumption prescribed from time to time. The paddy received from the lands upto 50 cents shall not be taken into account for the purpose of freezing the ration card issued.

No application for the issue of a new card in place of a ration card already lost or destroyed shall be accepted by the Taluk Supply Officer/City Rationing Officer except on the payment to him of a fee of one rupee by way of court fee labels, provided that no fee shall be levied, if it is proved to the satisfaction of the Taluk

Supply Officer/ City Rationing Officer that the defacement, loss or destruction was due to reasons beyond the control of the applicant.

When a holder of the ration card leaves the area with all the members of his family for a period of not less than four weeks he shall surrender his card to the Taluk Supply Officer/City Rationing Officer not later than one week after he leaves such area. A certificate in token of the surrender of the card will be issued by the Taluk Supply Officer/City Rationing Officer.

4.05. Issue of ration permits

For the purpose of obtaining any rationed articles, ration permits shall be issued to catering establishments, institutions, residential establishments industries and animal establishments and for the establishments, ration permits shall be the ration documents according to instructions in force from time to time.

Any person requiring rationed articles for the establishments may apply to the Taluk Supply Officer/City Rationing Officer of the area in which he runs or intends to run the establishment furnishing such true and correct information and in the form prescribed. The Taluk Supply Officer/City Rationing Officer may make or cause to be made such enquiry as he deems fit for verification of the information furnished by the applicant and issue the permit. The permit shall be issued in the name of owner or Manager in charge of the establishment. The number of units may be decided having regard to the average number of customers or residents in the establishment or institution. Only the number of units sanctioned should be written on the permits. All entries in the permits should be made legibly in ink.

The ration permit can be registered with either a wholesale or retailer according to the convenience of the establishment proprietor.

The establishment proprietor having a ration permit shall maintain regular, accurate and daily account of each ration articles obtained by him from an authroised wholesale or retail distributor in the form prescribed. He should also follow the instructions contained in the Kerala Rationing Order, 1966.

Whenever establishments are found closed, the permits issued to them should be suspended for the period during which they are closed, as provided in the Kerala Rationing Order, 1966.

No application for the issue of a new ration permit in place of one already issued on the ground that it has been destroyed, lost or defaced shall be accepted by the Taluk Supply Officer/City Rationing Officer, except, on the payment by him of a fee to two rupees by way of court fee labels.

A ledger may be noted in the following form:

Ledger of establishment permits

Name of firka.....

Name of taluk.....

Sl.No.	Name of Corporation/ Municipality/ Panchayat	Ward No. and building No.	Name and address of the permit holder
1	2	3	4

Name of establishment	Nature of the establishment	No. of the permit issued	No. of members included	No. of units sanctioned per week
5	6	7	8	9

Quantity sanctioned per week/month (in kg.)			Name and No. of the A.R.D./ A.W.D. with whom the permit is registered
Rice	Wheat	Sugar	
10	11	12	13

Details of security furnished	Acknowledgement of the permit holder	Remakrs
14	15	16

4.06. Issue of supplementary ration cards

Any heavy manual labourer may, if he desires to obtain a supplementary ration card, apply to the Taluk Supply Officer/City Rationing Officer of the area in which he resides furnishing such true and correct information in the form prescribed. If after making such enquiry as may be necessary, the Taluk Supply Officer/City

Rationing Officer is satisfied that the applicant is a heavy manual labourer a supplementary ration card shall be issued to him.

Each space in the supplementary ration card shall entitle the holder to obtain such quantity of one or more of the rationed articles as may be fixed by Government from time to time and shall be valid during the week in which it is included. In sub-clause 14 of clause 2 of the Kerala Rationing Order, 1966 it is laid down that heavy manual labour means a person who makes his livelihood by hard manual labour and if any question arises as to whether a person is or is not a heavy manual labourer, it shall be decided by the Commissioner. Accordingly Commissioner of Civil Supplies considered and declared the following categories of labourers for the purpose of sub-clause 14 of clause 2 of Kerala Rationing Order 1966 [vide No. (CS) B5-19240/66, dated 22nd July 1966].

LIST OF HEAVY MANUAL LABOURERS

I. Dock worker, stevedoring men, dockside workers, loading and unloading labourers including coal coolies, porters, railway coolies, deck coolies, road making labourers, carpenters and their labourers, masons and their labourers, brick layers and their labourers, quarry workers, dhobbies, malies, hand lorry men, motor lorry drivers and headload labourers (coolies) boat workers engaged in loading and unloading cargo ships, crews of sailing vessels and harbour crafts.

II. The following classes of railway employees

(a) Drivers of locomotives

(b) Firemen

(c) Unskilled labour in loco sheds, electrical depots, carriage and wagon depots and signal depots i.e. coal and yard khalasis, engine cleaners, carriage and wagon, boiler khalasis, fitter khalasis Electrical khalasis and signal khalasis.

(d) Skilled and semi-skilled artisans in loco depots, carriage and wagon depots and electrical and signal depots.

(e) Railway station yard staff such as porters, pointsmen, shuntmen, levermen, cabinmen and shunting jamadar.

(f) Goodshed and parcel office porters for transshipping materials and consignments from wagons.

(g) Permanent way gangmen, keymen and mates employed on maintenance of railway track.

III. Stone carriers, masons, drillers, operators in various machines, drivers, axemen, chiselmens and workers in the field workshops attached to the projects under the K.S.E.Board.

IV. Workers employed in digging pits, removing earth, carrying heavy loads etc. in the scheme of afforestation of grasslands.

V. Toddy tappers and coconut pluckers.

VI. Seagoing fisherman:

VII. Labourers in metal industries including operators of various machines.

Scale of ration-Overall ration for heavy manual labourers is 440 grams, the rice portion being determined by the scale applicable to the area in which the cardholder lives and draws his ration (6 oz. rice and 10 oz. wheat).

4.07. Freezing and defreezing of ration cards

When a ration card is issued for purchase of foodgrains, the Taluk Supply Officer/City Rationing Officer shall consider whether the applicant for the card or any of the members of his family is in receipt of paddy or any other foodgrains in any form. If the applicant or any member of the family staying with him is in receipt of paddy the ration card issued to him shall be frozen for the period for which the paddy will be sufficient for consumption for the applicant and the members of his family according to the scale consumption prescribed.

Scale: Producers.- 675 grams of paddy or 450 grams of rice per day for every member of family who has completed the age of 12 years and 337.5 grams of paddy or 225 grams of rice per day for every member of the family below the age of 12 years but not below the age of 2 years.

Non producers and rent receivers.- 510 grams of paddy or 340 grams of rice per day for every member of the family who has completed 12 years of age and 255 grams of paddy or 170 grams of rice per day for every member of the family below the age of 12 years but not below the age of 2 years.

The paddy received as daily wages by an agricultural labourer shall not be taken into account for the purpose of freezing the card. In the case of holders of paddy lands not exceeding 2 acres, paddy received from such lands up to 50 cents is not to be taken into account for purposes of freezing of ration cards issued to them, provided they or any member of their family staying with them are not in receipt of paddy or any other foodgrains in any form from any other source.

Immediately at the beginning of the harvest the Taluk Supply Officer/City Rationing Officer should give directions to the village officers to freeze the ration cards of the full producers, partial producers and rent receivers who obtain paddy from their own cultivation by rent etc. it is not admissible to allow such persons to receive ration through the retail ration shops. So their cards should be frozen.

The Register No. II maintained in the village will give the details of the persons who have paddy income. At the first instance, the village officer will prepare the list of such persons whose cards have to be frozen. The yield per acre will be communicated to them by the Taluk Supply Officer/City Rationing Officer. From this, it will be possible for the village officer to calculate the saving of each cultivator after setting apart 20 per cent required for seed and other cultivation expenses. The list prepared will be in two parts:

Part A – Full producers

Part B – Partial producers

In the list in Part A the entire period of six months if it is a double crop area and for a full year if it is a single crop area will have to be frozen. Under Part B, the period of freezing will be different based on the area of cultivation of each cardholder. The Taluk Supply Officer will fix a date from which the freezing of cards should begin according to the beginning of the harvest in the area.

The retailers should be directed to approach the village officer to get the period of freezing of each card registered with him. The A.R.D. will prepare a register in triplicate containing two parts (A and B) as stated earlier. Under Part A, the details of full producers will be noted. Under Part B, the details of partial produce will be noted in a tabular form. The period from which freezing should start will be noted first and the cages for each week upto the period of freezing will be cancelled. The total units frozen during every week will also be struck. One copy of the register will be kept in the village office, one in the Taluk Supply Office/City Rationing Office and the third will be retained by the dealer for production at the time of inspection. All the registers will be signed by the Village Officer/Rationing Inspector and Taluk Supply Officer/City Rationing Officer.

The dealer should on no account issue ration within the period of freezing, unless there is specific order from the Taluk Supply Officer regarding the reduction of the period of freezing.

No separate orders are necessary for the A.R.D. to issue ration to the card holder after the period of freezing noted in the register. At the time of freezing of cards, a clear entry will be made in the cards showing the exact date from which the cardholder will be entitled to draw their ration. So there will be no difficulty for the dealer to issue ration from the period specified. Since a copy of the register in respect of each authorised ration dealer is kept in the office also, the required quantity will be allotted to the dealer on request.

A consolidated register based on the register of each A.R.D. will be maintained in the Taluk Supply Office/City Rationing Office to have an up to-date idea of the number of units saved by freezing the cards.

The Village Assistants (C.S.) will be personally responsible for the preparation of the above registers of each of the A.R.Ds. and

for its proper maintenance making up-to-date entries whenever there is any change in the freezing already ordered. He will also maintain a consolidated register for the village. The connected registers have to be maintained in the following manner:-

In Register No. II, an abstract of cultivators and ration cards freezed should be recorded showing the following details which should be verified and certified by Village Officers / Rationing Inspectors / Grain Purchasing Inspectors / Taluk Supply Officers / City Rationing Officers.

1. Total number of cultivators of the village including those having cultivation in other villages or taluks but residing in the village. (This number should correspond with serial number shown in the Register).
2. Number of cultivators of the village residing in other villages.
3. Number of cultivators of the extent of 50 cents and below.
4. Total of columns No. 2 and 3.
5. Number of cultivators whose ration cards to be freezed (Col. No.1 minus Col. No.4).
6. Number of cultivators who have no ration cards in their name or for their family.
7. Number of ration cards in the name of persons other than the cultivators.
8. Number of ration cards, frozen (Column No.5 minus Col.6).
9. Number of full producers.
10. Number of partial producers.
11. Number of units frozen for 365 days as per cards of full producers.
12. Number of units frozen as per cards of partial producers.
13. Details of frozen cards that stand registered with each A.R.D.

Details of frozen cards

Sl.No.	No. of A.R.Ds.	Name and No. of A.R.Ds.	No. of frozen cards	No. of full producers cards	Units frozen
(1)	(2)	(3)	(4)	(5)	(6)
No. of partial producers cards		Units frozen		Total No. of units frozen (Col. 6 + 8)	
(7)		(8)		(9)	

To ensure that ration cards of all the producers residing in the village have been frozen, the Taluk Supply Officers/City Rationing

Officers/Rationing Inspectors/Grain Purchasing Inspectors should satisfy themselves that the number of ration cards shown against item No.9 above agree with the total number of cards shown under column No.5 of all the A.R.Ds. and that the units frozen shown against item No.11 and 12 agree with the total units shown under column No.6 and 8 and that they agree with the units shown in the register of frozen cards maintained by the A.R.Ds. Such a cross verification is absolutely necessary to satisfy the correctness of the details shown by them. For this purpose, the village officers should send copy of the abstract to the Taluk Supply officers/ City Rationing Officers immediately after the harvest of each crop. The Taluk Supply Officers / City Rationing Officers should obtain it from village officers and make them available for verification by the Local Audit Parties attached to the Board of Revenue (C.S.). Immediately after the harvest of each crop, the village officers should prepare a list of frozen cards in the following form and display copy of it on the Notice Board of the village officers for information of the producers.

**The list showing the details of cards of cultivators freezed
in respect of crop..... Year**

Sl.No.	Ward No.	House No.	Card No.	Extent of Cultivation	Sl.No. in the Cultivation Register
(1)	(2)	(3)	(4)	(5)	(6)
Name and address of the cultivator or cardholder			Adult	Children	Unit
(7)			(8)	(9)	(10)
Period of freezing From To		No. of A.R.D. with whom the card stand registered		Remarks	
(11)		(12)		(13)	

Relevant extract of the list should be given to the A.R.D. concerned and their acknowledgements obtained and filed in the village office, so that irregularities of ration on freezed cards, if noticed, could be properly dealt with [vide Board's (CS) D4-38206/74, dated 16th August 1974].

4.08. Splitting of cards

The ration cards already issued to a family may have to be split into two or more for the following reasons:-

1. When any one or more of the members of a family have moved to a separate dwelling and live as a separate family.
2. To obtain ration at their place of new residence.

In the above cases, the cards already issued may have to be splitted. If the applicant for the new card is living within the area itself, the Taluk Supply Officer/City Rationing Officer may on application under clause 8 of the Kerala Rationing Order, 1966 issue a new card splitting from the old card after making proportionate reduction in the old card, if he is satisfied on enquiry that the applicant is living separately in a separate building. If the proposal is to live in a different area, he may issue a reduction certificate for the number of units required after making proportionate reduction in the old card.

If the splitting of the old card is requested for getting additional quantity of sugar or kerosene or to avoid freezing the card, the Taluk Supply Officer may use his discretion and may refuse the request. The issue of a new card need be done only after detailed verification. Necessary corrections may also be made in the counterfoils of the old cards and the card registers of the authorised ration dealer.

4.09. Additions and deletions in the cards

Additional and deletions in the ratio cards will be required in the following cases.

1. When on inspection, the inspecting Officers find that a particular member or some members of the family already included in the card are actually not residing there.
2. When one member of the family shifts to a new residence or leaves the area.
3. When one member of the family becomes adult or one child becomes eligible for ration.

In the first case, before making reduction in the number of units, a notice should served on the cardholder directing him to state his case against the proposed reduction in the units. The Taluk Supply Officer/City Rationing Officer may take a decision after hearing.

The second can be done immediately on application if the applicant produces the card and the consent of the cardholder against the proposed reduction.

The third can be done on receipt of application if the Taluk Supply Officer/City Rationing Officer is satisfied that the request is bona fide.

The changes effected in the units should be correctly recorded in the counterfoils of the respective cards maintained in the Office as also in the office copy of Card Register. Instruction should also be made to the concerned dealers for

making changes in their accounts and card Registers. The Rationing Inspectors should see that the changes are effected without fail.

There may be cases where reduction is made from a particular card registered in one shop and addition of such reduced units in another card registered in another shop is effected. In such cases, the corrections in both the counterfoils cards and duplicate card registers should be made in the office itself and the concerned dealers instructed to give effect the changes. A register in the form given below should be maintained in the office.

Register of transfer of Ration Cards

Serial Number	Card Number	Name of cardholder and Ward No. and House No.	No. of units adults, non-adults and units	No. of A.R.D. from which transferred and date of cancellation in office copy and depot copy of the Card Register
1	2	3	4	5

Serial number in the Card Register of the old A.R.D.	Initials of the T.S.O./C.R.O. who attested cancellation	No. of A.R.D. to which transferred and date of entry in the office copy and depot copy of Card Register	Serial number in the Card Register of the new A.R.D.	Initials with the date of T.S.O./C.R.O. who effect the transfer
6	7	8	9	10

Another register in the form given below should be maintained in the office for the deletions and addition of units on account of surrender, cancellation etc., should be noted in this register.

Date	No. of Card	Total units in the card			Units reduced	
		Adult	Non-adult	Total	Adult	Non-Adult
1	2	3(a)	3(b)	3(c)	4(a)	4 (b)

Units added		Actual units after correction			Remarks
Adult	Non-Adult	Adult	Non-adult	Total	
5(a)	5(b)	6(a)	6(b)	6(c)	7

4.10. Issue of surrender certificates

Surrender certificates may be for the full units or part thereof in the card. When full units are cancelled/surrendered, the card can be cancelled and the counterfoil taken away from the sealed cover for cancellation. Necessary deletion may be made in the office copy of the card register of the authorised ration dealer also. When only a portion of the units in a particular card is surrendered, so much units in the counterfoils as also in the card should be reduced making correction in the card register also. The counterfoil can be retained in the sealed cover. Surrender certificates should then be issued marking copies to the dealer with direction to effect necessary corrections in his records and to produce the original card register in the office for attestation. The Rationing Inspector should see that the corrections are effected without fail. Entries in the register of surrender of cards should also be made.

The original copy of the surrender certificate should be handed over to the applicant/cardholder after putting the signature (signature can be made by the Manager, Assistant Taluk Supply Officer or Head Clerk of office) and affixing the office seal. The duplicate copy of the certificate should be countersigned by the Taluk Supply Officer/City Rationing Officer and should be sent by post to the office to which the new card is intended to be received after affixing the office seal. This will avoid malpractices in the issue of surrender certificates. The officer issuing the new card should issue the permanent card only after the countersigned copy is received through post, temporary card only need be issued first and permanent card issued after conducting proper enquiries.

4.11. Issue of duplicate cards and permits

Application for issue of duplicate cards/permits should be attended to with the maximum possible expedition.

As soon as the application is received, it must be entered in a register to be maintained for the purpose. The application should be immediately sent to the Authorised Ration Dealer where it is registered and a certificate should be obtained from the dealer that the card bearing the old number has been struck off from his Card Register. On receipt of the certificate a duplicate card/permit should be issued. The number of duplicate card/permit should also be entered in the register and attested. The old counterfoil should also be taken from the sealed cover cancelled and kept with the application. The fee for the issue of duplicate card is Re.1 and for permit Rs. 2 in the form of court fee label. The stamp should be cancelled immediately on receipt of the application.

Form of Register

Name of office:

Serial Number	Date	Name and address of the application	Value of stamp affixed	No. of lost card/ permit	Initials of T.S.O./ Head Clerk/ C.R.O
1	2	3	4	5	6

APPOINTMENT OF DEALERS, ETC.

5.01. Enforcement of provisions of the Kerala Rationing Order, 1966

The officers of the Civil Supplies Department can exercise all powers vested on them under the provisions of the various control orders in force. Government are empowered to review an order passed by Commissioner of Civil Supplies as per Clause 71 under Kerala Rationing Order, 1966 vide Notification No. 13027/B1/75/Fd. D., dated 21st October 1975. According to Notification No. 16144/B1/76/Fd. D, dated 2nd February 1976, the Commissioner of Civil Supplies may entertain the belated applications after enquiry, if he is satisfied that the applicant had sufficient reason for not submitting the revision petition in time under Clause 45 (11) and 51 (11) of Kerala Rationing Order, 1966.

Several instances have come to notice in which A.R.Ds. under the Kerala Rationing Order have traded their licences by selling, mortgaging or leasing it. This leads of malpractices and often it becomes difficult to take action against the persons who actually run the shops, since they are not bound by any agreement executed as per clause 45 (6) of the Kerala Rationing Order, 1966. The agreement uses only the term “Bounden”. It does not include his legal heirs, legal representatives or assignees. The definition of the term “authorised Retail Distributor” in Clause 2 (3) in the Kerala Rationing Order also does not include legal representatives, assignees etc. It is, therefore, clear that the appointments of Authorised Retail Distributors are purely personal and the A.R.Ds. cannot sell, mortgage, lease their licences. Rationed articles should not be issued to those who have purchased or taken or mortgage or lease the dealership. Whenever such instances are noticed, strict action should be taken against the Authorised Retail Dealers and their licences should be invariably cancelled.

The seized records of Fair Price shops and wholesale depots run by Co-operative Societies should be made available promptly for the purpose of audit as and when requested by the auditors of Co-operative Department.

5.02. Functions of F.C.I. and agreement with F.C.I.

The F.C.I. is a body established under the Food Corporation of India Act, 1964. The F.C.I. functions as an agency for the procurement and distribution of foodgrains throughout India. The surplus stock of rice and wheat made available to the Central pool is moved from those States to other deficit States where they are having godowns of their own. The F.C.I. also acts as an agent of the Government of India.

The F.C.I. has got storage depots throughout India. The stocks moved are stored in the godowns of their own or in those leased by the State Governments, Warehousing Corporations etc.

The first and foremost duty of the F.C.I. is to arrange to transport rationed articles and other commodities and make them available for distribution through the public distribution system to the State Governments.

The F.C.I. is having a central storage at Cochin in Kerala, main depots at the District level in the Districts and sub depots at headquarters Taluks and one at Kuttikanam. They are also having sub depots at the Taluk Headquarters. The distribution of sugar is also entrusted to them, in the capacity of wholesale dealers with effect from 1st January 1973.

The authorised whole sale dealers lift stock from the depots based on the authority issued by the Taluk Supply Officer. The stocks required for the distribution in the headquarter taluks are moved by the Food Corporation of India to the sub depots based on the requirement in each sub depot.

The dates from which these sub depots are to commence operation and the retail distributors, establishments and other persons to be served from each of the sub depots and such other matters connected with the distribution of rationed articles and other commodities from the sub depots shall be decided by the Corporation strictly in conformity with the directions issued by the Government from time to time. The F.C.I. shall be entitled to collect from the retail distributors, establishments, and other persons over and above the ex-depot price of the rationed articles and other commodities issued to them, the expenses at the rates mutually agreed between the Government and the Corporation from time to time. The F.C.I. shall also before issuing stock, collect from the retail distributors establishments and other persons the amounts due to the Government by way of Administrative Surcharge and Price Equalisation Charge at the rates fixed by Government from time to time.

If the Government decide to give subsidy in respect of any of the rationed articles or other commodities, the amount due by way of subsidy shall be paid by the Government to the Corporation on presentation of bills in this regard. When the Corporation submit to the Government bills towards subsidy, the Government shall pay the bills provisionally within seven days and, if any excess payment is noticed, it will be refunded to Government by the Food Corporation of India.

The corporation shall remit to the Government the amount collected by it every week towards Administrative Surcharge and Price Equalisation charge before the end of the succeeding week. If the amounts are not remitted to the Government within the period the Government shall be entitled to claim interest.

The corporation shall arrange to issue the rationed articles and other commodities from the depots on all working days during working hours, but in times of emergency issues from the depots shall also be arranged by the corporation outside working hours and even on holidays, if so required by any officer of the Civil Supplies Department not below the rank of Taluk Supply Officer.

In the event of failure on the part of the corporation to issue stock as required from any of the depots the concerned District Officer of the F.C.I. shall be intimated

by telegram of the failure and required to arrange issue from the depot within a time to be specified which shall not be less than 6 hours and, if the District Officer fails to ensure issue within the time specified, the Government or any officer of the Civil Supplies Department not below the rank of Taluk Supply Officer shall be competent to make other arrangements to move the stock from wherever it is available within the respective jurisdiction of the officer and issue to the retailers attached to the depots concerned. The corporation shall reimburse to Government all additional expenses incurred for making the above said other arrangements.

The corporation shall move stocks of rationed articles and other commodities promptly to the depots so as to keep in each depot at all times at least two weeks normal requirements of stock as decided by the Taluk Supply Officer / City Rationing Officer. If there is no adequate stock of rationed articles or other commodities in one central storage, such articles should be moved promptly from any other Central Storage where it is available and stored in the depots so as to maintain uninterrupted supply of ration.

Provided that the corporation shall not be responsible for any breakdown or delay in the issue of stocks from the depots on account of non-availability of adequate stock in Central Storages.

The corporation shall not also be liable for any breakdown or delay in the issue of stocks from the depots due to recognised force majeure.

The Food Corporation of India shall give all reasonable facilities at all times to the District Collector or any other officer of the Revenue and Civil Supplies Departments not below the rank of Tahsildar/Taluk Supply Officer to verify the stocks and registers and documents directly related to the receipt and issue of stocks.

The corporation shall, for every issue from a depot, prepare delivery note, in triplicate, one copy of which shall be forwarded to the Taluk Supply Officer/City Rationing Officer along with the daily stock return, another copy shall be given to the purchaser along with the stocks and the third copy shall be kept in the depot. The corporation shall also furnish such statements in respect of stocks as are called for by officers of the Civil Supplies Department of and above the rank of Taluk Supply Officer from time to time in pursuance of the instructions issued by Government.

The corporation shall comply with all general or special directions that may be given to it in writing from time to time, by the State Government, the Commissioner of Civil Supplies or the District Collector concerning the manner in which the conditions subject to which any rationed articles or other commodity may be issued.

The corporation is not entitled to assign or transfer wholesale distribution right to third parties.

The corporation shall be bound by such directions or instructions that may be issued by Government from time to time in regard to matters relating to implementation of the scheme.

In short, the corporation shall be responsible for making available sufficient quantities of rationed articles required for distribution in the State through the public

distribution system, for keeping reasonable quantity of buffer stock to avoid any breakdown in the distribution due to various reasons that may arise at any time. An agreement between the Government of Kerala and F.C.I. regarding the wholesale distribution of foodgrains was signed on 29th November 1969. The gist of the agreement may be seen at pages from 276 to 284 of Appendix I.

5.03. Appointment of wholesalers

The District Collector, may, by order appoint in respect of any area any persons as an authorised wholesale distributor in respect of any rationed articles for the purpose of distributing rationed articles as per clause 51 (1) of the Kerala Rationing Order, 1966.

The application for appointment shall be made to the District Collector in the form prescribed by the Commissioner of Civil Supplies.

In the case of a vacancy caused by cancellation or revocation of authorisation or death of the licensee the District Collector must make an assessment whether there is actual necessity for a substitute wholesaler and whether the purpose can be served by re-linking the retailers with the remaining wholesalers. In re-linking the retailers, care must be taken to see that no change of zone incurring loss to Government is made. If it is found that substitute appointment is necessary, the District Collector will invite applications for the purpose after giving due publicity. He may select a suitable candidate from among the applicants after causing necessary enquiries.

In case of appointment in addition to the exiting one, the District Collector will have to obtain prior sanction of the Board in this respect. After the receipt of the Board's approval, the District Collector can select a new wholesaler in the manner prescribed above.

When any reference is pending in respect of the appointment, the final decision for appointment should be taken only after getting orders in the manner. So also when an appeal is pending, no permanent appointment should be made till the disposal of the appeal petition.

When a wholesale shop is suspended pending enquiry, as far as possible no temporary appointment need be made. In such cases, the retailers may be attached to the nearest wholesaler or wholesalers according to convenience at the discretion of the officer ordering the suspension of the Taluk Supply Officer/City Rationing Officer.

The District Collector may order appointment of the legal heir of the deceased authorised wholesale dealer as authorised wholesale dealer without calling for fresh applications and after conducting such enquiries as he may consider necessary, regarding the financial position of the legal heir and after getting executed a fresh, necessary agreement and security provided for under the rules. The Kerala Rationing Order does not specify the person who shall be regarded as the legal heir for the purpose of the order. Therefore, the legal heir for the purpose of the order has to be determined in accordance with the personal law applicable to the deceased.

Provided further that in the case of disputes relating to heirship or in the event of disagreement among legal heirs either before the appointment or after the appointment, the District Collector may cancel the appointment already ordered, call for applications and make fresh appointments as provided for under the rules.

5.04. Appointment of retail dealers

As per clause 45 (1) of the Kerala Rationing Order, the District Supply Officer, may order, appoint in respect of any area, a person as authorised retail distributor in respect of any rationed articles for the purpose of distribution of rationed articles to the cardholders.

The application for appointment as Authorised Retail Dealer shall be made to the District Supply Officer in the form prescribed by the Commissioner of Civil Supplies.

When a licence is cancelled or revoked or when a licensee dies, the District Supply Officer, has to notify that applications in the prescribed form duly stamped are invited for substitute appointment of retailer specifying the locality and the last date for receipt of application. Publicity has to be given through District Information Office, Taluk office, Village Offices, Block Offices and Panchayat Offices. The applications have to be received by the District Supply Officer on or before the date specified in the notification. The District Supply Officer who is the statutory authority for the appointment of retail dealers, after causing necessary enquires about the antecedents, financial stability, etc. of the applicant, must select the fittest candidate from among the applicants for appointment as substitute dealer. In doing so, he must use his own independent judgement uninfluenced by external considerations. Copy of the proceedings appointing a particular applicant should be sent immediately to all applicants for the ration shop in order to give a chance to them to file appeal, if they so desire.

Whenever it is reported by the Taluk Supply Officer/City Rationing Officer that it is necessary to open new retail depot in a locality, it is for the Collector to decide whether there is actual necessity for a retail shop or not. In taking a decision in this respect, the Collector must make necessary enquiries to ascertain whether there is necessity for opening a retail shop for the convenience of the cardholders and whether at least 100 ration cards would be registered in the new shop for its economic working. If it is decided by the District Collector that there is actual necessity for a new shop, he must issue an order to the District Supply Officer to this effect specifying the locality where the new shop has to be opened. The District Supply Officer must then invite applications and make appointment as laid down above.

When any reference from Government or Board is pending in respect of appointment, the final decision for appointment, should be taken only after getting orders in the matter. So also when an appeal is pending, no permanent appointment should be made till the disposal of the appeal petition.

When a retail shop is suspended pending enquiry, as far as possible no temporary appointment need be made. In such cases, cards registered with the shop suspended must be attached with the shop or shops in the adjacent areas according to the convenience of the cardholders. If acute necessity for making temporary appointment is felt, the Taluk Supply Officer/City Rationing Officer must report the fact to the District Supply Officer and the District Supply Officer will have to make temporary appointment for a period not exceeding two months at a time. While making such temporary appointments, it should be specifically mentioned in the order that the appointment is purely temporary and will not confer any right on the applicant for any further appointment as ration dealer.

In making appointment of retailers, preference has to be given to Co-operative Societies when all applicants are equal when the vacancy is caused by cancellation, suspension or revocation of authorisation issued to another. In the case of appointment of Co-operative Societies, it is better to get the views of the Deputy Registrar of Co-operative Societies also.

When a vacancy is caused by the death of an individual dealer, preference has to be given to the legal heir of the deceased and the appointment can be made without calling for applications, and after conducting such enquiries as he may consider necessary regarding the financial position of the legal heir and after getting a fresh agreement and security as provided for under rules. The Kerala Rationing Order does not specify the person who shall be regarded as the legal heir for the purpose of the order. Therefore, the legal heir for the purpose of the order has to be determined in accordance with the personal law applicable to the deceased.

Provided further that in the case of disputes relating to heirship or in the event of disagreement among legal heirs either before the appointment or after the appointment, the District Supply Officer may cancel the appointment already made, call for applications and make fresh appointments as provided for under the rules.

In the case of Co-operative Societies, if the authorisation for a retail shop is revoked due to administrative inconvenience of the society, in the appointment of substitute dealer in the vacancy caused by such revocation, preference has to be given to the salesman of the depot appointed by the particular society, if he is qualified in all other respects.

In order to have some documentary proof experience as salesman a register of salesman in the appended form should be maintained in the Taluk Supply Office/City Rationing Office.

**Register showing the names of salesman employed in the
A.R.Ds. depots in the Taluk/City**

No. of the retail depot	Name of the A.R.D	Name and full address of the salesman and of the principals salesman if any	Whether full-time or part-time salesman	Date from which continuously employed as salesman principal salesman	Date of termination of services of salesman	Remarks of the inspecting officer as to the identity of the salesman
1	2	3	4	5	6	7

Vide Board's Circular No. (CS) C2-51568/74, dated 16th November 1974

In case of Authorised Wholesale dealers and Authorised Retail dealers, if the vacancy is caused by the surrender of authorisation, the same dealer or co-operative society should not be appointed as substitutes even if they apply for appointment for the same depot again afresh.

The order appointing the Authorised Wholesale Dealer/Authorised Retail Dealer either permanent or temporary should be made in the form prescribed by the Commissioner of Civil Supplies under the provisions of the Kerala Rationing Order, 1966.

Publicity, fixing the last date, stamp in the application and the fundamental requirements for the selection such as financial stability antecedents etc. will be the same for making appointments of Authorised Wholesale Dealers and Authorised Retail Dealers.

Where the Food Corporation of India is not functioning as wholesales agency, the co-operative societies which run ten or more fair price shops each will be allowed to lift stocks at the wholesalers' rate the wholesalers' societies concerned taking wholesaler's profit. This will be subject to the co-operative societies concerned taking wholesaler's licence in respect of their shops. The existing wholesalers should be given notice regarding the detachment of the shops run by the societies.

5.05. Linking of wholesale dealers to the Food Corporation of India

For lifting the requirements of Food Corporation of India, rice and wheat by the authorised wholesale distributors, they should be permanently linked to the F.C.I. Depot by an order of the District Collector. In this connection, the following points should be borne in mind:

- (i) No wholesale distributors should be linked to more than one F.C.I. Depot.

- (ii) The wholesale dealers should be linked to the nearest F.C.I. Depot/Sub depot available.
- (iii) F.C.I. Depot selected should be within the district of the taluk in which the wholesaler's ration business is carried on.

Margin allowed to the wholesale distributors for lifting and distribution of foodgrains is based on the zonal classification decided by the distance from the F.C.I. Depot to the wholesale depot.

The zonal classification is given below:

WHOLESALE ZONE

- 1st zone wholesale dealer upto 16 km.
- 2nd zone wholesale dealer upto 28 km.
- 3rd zone wholesale dealer upto 40 km.
- 4th zone wholesale dealer upto 64 km.
- 5th zone wholesale dealer beyond 64 km.

The distance between the issuing F.C.I. depot and the wholesale depot should be got certified by the Executive Engineer (S) having jurisdiction over the area.

5.06. Linking of retail dealers and establishment permits to the F.C.I. or wholesale depot

Authorised retail distributors or the establishment permit holders whose weekly offtake is one quintal and above are to be permanently linked to the F.C.I. depot/sub depot/wholesale depot as the case may be with reference to the following points:-

- (i) The retail dealer or the establishment permit holders are to be linked to the nearest F.C.I. depot within the district/wholesale depot within the taluk.
- (ii) As far as possible only one retail zone should be attached to the F.C.I. sub depot/wholesale depot.
- (iii) Quantities allotted to each wholesale dealer should as far as possible be equal.

Margin allowed to the retail distributors for lifting and distribution of foodgrains are based on the zonal classification decided by the distance from the F.C.I. depot/wholesale depot to the retail shops. The zonal classification are tabulated below:-

RETAIL ZONE

- 1st zone upto 8 km.
- 2nd zone upto 16 km.
- 3rd zone upto 32 km.

4th zone upto 48 km.

5th zone above 48 km.

For the purpose of classification, the distance between the issuing F.C.I. depot/wholesale depot to the retail shop should be got verified by the revenue authorities.

After linking the wholesale dealers to the F.C.I. and retail dealers to the F.C.I./wholesale depot a register of linking the dealers should be posted in the form given below and kept up-to-date for inspection by the officers of the Civil Supplies Department.

REGISTER OF LINKING DEALERS

Serial number	Name of the dealer	To which the dealer is permanently linked	Certified distance from the retail shops to the issuing depots			Zonal Classification	Initial of the T.S.O.	Reference to file No.
			Other depots					
			A	B	C etc.			
1	2	3	4	5	6	7	8	9

Retail dealers linked to each wholesale dealer (F.C.I. depot) should be posted separately grouping each retail zone and in their serial order and certified distance to other issuing F.C.I./wholesale depots of the taluk should be posted in columns 4, 5, 6, etc.

5.07. Linking of consumers

The cardholders and permit holders with less than one quintal should be linked to the retail dealers according to the choice of the consumer which should be

obtained in writing in the application form and should be registered in the register of cards maintained in the office and the theoretical requirements worked out. As soon as the card/permit is registered in a retail shop, a ledger folio should be immediately opened by the retailer and posted with the relevant details and got attested by the Civil Supplies Rationing Inspectors after verification of the entries with reference to the register of cards maintained in the office. Similarly, the register of cards with the retail shops should also be posted. Issue of surrender certificates/freezing of cards, additions or deletions/issue of duplicate cards/splitting of cards should also be posted in the register of cards which should also be indicated in the consumer ledger maintained by each shop and attested by the C.S. Rationing Inspectors. The date of effect of the change should be correctly noted both in the register of cards and ledger accounts. For this purpose, all changes should be notified by the Taluk Supply Officer to the retail distributor and the Civil Supplies Rationing Inspectors.

CHAPTER VI ACCOUNTS TO BE MAINTAINED

6.01 Accounts to be maintained by the Wholesale Dealers and Retailers

Variety-war and zone-war accounts of all rationed articles allotted to the wholesale dealers should be maintained in the form prescribed in Clause 58 of the Kerala Rationing Order, 1966. The variety is determined by the ex-wholesale price of each commodity. Since the ex-wholesale price for issue of the same commodity to the different retail zones are different separate sets of accounts should be maintained by each wholesale dealer in respect of each retail zones linked to the wholesale dealer. In other words the same wholesaler catering different retail zones are treated as different wholesale dealers for the purpose of accounting. If the stock of rationed articles are stored in different godowns approved by the District Collector, variety-wise accounts of each rationed articles should be maintained separately for each godown according to the instructions contained in Clause 58 of the Kerala Rationing Order, 1966. In respect of sale of rationed articles to the authorised retail distributors or establishment permit-holders, cash bills should be issued for Food Corporation of India rice and wheat and details of issues posted immediately in the ledger account of each retail shop or permit holder and also in the sale registers maintained separately for each retail zone.

Variety-wise accounts of all rationed articles allotted to the retail dealers should be maintained in the form prescribed in Clause 50 of the Kerala Rationing Order, 1966. The variety is determined by the consumer price of each commodity. In respect of sales to cardholders or establishment permit holders cash bills should be issued for rice, wheat, etc., and the details of issues posted immediately in the consumer ledger account and Sales Register in the form prescribed in Clause 50 of the Kerala Rationing Order, 1966.

The wholesale accounts should be closed on every Friday and the zone-wise and variety-wise stock registers, sales registers with the list of retail authorities should be brought to the office on every Saturday for check by the Taluk Supply Officer/City Rationing Officer. Following are the checks to be exercised by the Taluk Supply Officer/City Rationing Officer. Following are the checks to be exercised by the Taluk Supply Officer/City Rationing Officer.

(i) The receipts accounted in the variety-wise stock register by the wholesale dealer should be checked with the issue details recorded in the copy of the release orders received from the F.C.I. so as to ensure that the quantity and the variety accounted are correct and they are receipted on the date of issue by the F.C.I. and that the total issues during the week under the various varieties in each retail zone are the same as that shown in the list of retail authorities returned by the dealer.

(ii) Taluk Supply Officer/City Rationing Officer should record in the Stock Register as well as in the list of retail authorities the fact of checking.

(iii) The verified list should be made available to the C.S. Rationing Inspectors/other officers responsible for checking the retail accounts on every Monday.

The first stage in the issue of authorities is the assessment of the requirements of each wholesaler for the period covered by the authorities. The assessment will be complete and correct only if the card strength and total units registered in each retail shops are worked out and consolidated for the shops under each retail zone linked to the wholesaler. On this basis, the actual requirements of the wholesale dealer for the period should be worked out for each retail zone considering, of course, the balance of foodgrains available with the dealer. Sufficient stock under each retail zone should be authorised. Transfer of stock from one retail zone to the other is not normally allowed. On no account, the quantity passed should exceed the theoretical requirements. The authorities should then be prepared in respect of each retail zone noted on the Foodgrains Distribution Register and put up for approval along with the registers to the Taluk Supply Officer/City Rationing Officer. The dues to Government on account of administrative surcharge are to be collected at the prescribed rates before the authorities are signed by Taluk Supply Officer/City Rationing Officer. After the authorities are duly signed and entries in the Foodgrains Distribution Register attested, the original authority is handed over to the dealer and the duplicate forwarded direct to the issuing depot (F.C.I. or procurement agents) as the case may be.

On receipt of stock by the dealers from the F.C.I. depot, the Taluk Supply Officer/City Rationing Officer should collect copies of the delivery orders from the issuing F.C.I. depot and make necessary entries in the corresponding columns of the Foodgrains Distribution Register. The price equalisation charges for a week which are dependent on the variety of rice etc., received from the F.C.I. and the retail zones to which they are accounted are to be collected before the authorities for the next

week are handed over. The actual administrative surcharge due on the quantity actually lifted should also be calculated and excess/short remittance should be worked out in the columns provided. Short remittance should be immediately realised and excess remittance should be adjusted in the subsequent authorities. The excess/short remittances so adjusted should be rounded off by proper cross referencing.

6.02. Checking the accounts of Retail Dealers and Issuing Authorities

(i) The accounts of the retail dealers should be closed for the ration week and the variety-wise stock registers with the supporting issue registers should be brought to the office on every Monday to checking by the C.S. Inspectors. The receipts accounted by the retail dealers should be checked with the issue details furnished in the list of retail authorities returned by the wholesale dealer. Checking of receipts should be directed to ensure the correctness of the quantity, variety and the date of accounting. In token of check every receipt entry should be attested by the Civil Supplies Rationing Inspector and he should certify that the accounts of all the retailers covered by this list have been verified and found correct. Any discrepancy should be immediately investigated and settled.

(ii) The retail dealers should be required to submit indents in duplicate and after verification of the theoretical requirements, opening balance, receipts and issues and closing balance, the requirement of the retailers should be assessed taking into account the stock available with them.

List of retail authorities separately for each retail zone should be issued to draw the weekly requirement of foodgrains of retail dealers from the wholesale dealers / F.C.I. depots catering retail dealers.

6.03. Validity of authorities and release orders

The following instructions are issued with the concurrence of the F.C.I. for the smooth and effective functioning of the rationing system.

(i) The retailers taking delivery of stocks from wholesalers should take delivery before Wednesday of the preceding week, so that at the close of business on Wednesday, the retailers' stock must aggregate to the theoretical requirements of stock needed for the next week and stock required for distribution during the rest of the current week.

(ii) The retailers must close their accounts on the close of business on Saturday on every week and produce their accounts on the dates fixed for them.

(iii) The wholesalers should bring their accounts to the office on that afternoon of Saturday and get authorities on the forenoon of Monday valid upto Saturday with the instructions that the issue on Saturday will be made only on the basis of special sanction of Taluk Supply Officer/City Rationing Officer.

(iv) The wholesalers must produce the bank drafts and rationing authorities in the F.C.I. Depot on Tuesday and lift the stock before Friday.

(v) In exceptional cases due to unavoidable circumstances, if the wholesaler could not take delivery of the full quantity as per the authority before the close of business on Friday, the stock covered by those authorities will be issued on Saturday on the basis of special order issued by the Taluk Supply Officer/City Rationing Officer.

(vi) The F.C.I. should close the authority and the release order on Saturday itself and in no case the validity of their release order should be extended beyond Saturday of the week concerned.

(viii) The F.C.I. should forward the copies of the closed release orders to the Taluk Supply Officer/City Rationing Officer and the dealer immediately after closing them at least before Monday of the succeeding week.

Any difficulty experienced in following the time schedule should be promptly brought to the notice of the Board.

6.04. Levy paddy and levy rice

(i) Levy paddy/rice procured within the taluk should never be issued to the wholesale dealers within the taluk and should be issued to the retailers only under the orders of the District Collector. However, it can be issued to the neighbouring Taluks through the wholesale nominees of that Taluk. In this case, the price fixation should be given by the receiving Taluk Supply Officer under intimation to the issuing Taluk Supply Officer along with a copy of the authority issued for lifting the paddy/rice. The wholesaler on receipt of the authority should remit the cost, administrative surcharge, price equalisation charge, sales tax, etc., in the treasury of the Taluk of the issuing Taluk Supply Officer after getting the chalans countersigned by him. On receipt of details of remittance, the issuing Taluk Supply Officer should issue the authority in triplicate (original to the village officer or mill, duplicate to the wholesaler and triplicate office copy).

(ii) Issue of levy paddy/rice with the wholesale dealers to the retail dealers should be made by issuing a list of retail authorities in duplicate. The duplicate after completing issue and fully acknowledged by the retail dealer should be returned to the office on every Saturday. The correctness of the list should be verified by the Taluk Supply Officer and such list should be utilised for checking the retail receipts.

(iii) Issue of levy paddy/rice within the Taluk to the retail dealers is dealt within Chapter III.

6.05. Weekly returns for release of foodgrains

The weekly statements for release of foodgrains like rice, wheat, paddy and rice obtained out of paddy are to be forwarded to the Board along with the original chalans for remittance of Government dues collected on behalf of Government and remitted by the wholesale dealer. The weekly statements should be prepared for weeks ending 7th, 14th, 21st and last day of the month (weeks in which the authorities

are issued). The due date for the despatch of the weekly statement for a week is before the end of the subsequent week. The statement should be in the prescribed form.

6.06. Offtake Register

(i) The indents received from the retailers duly verified with their stock registers should be posted in the offtake register for each item of foodgrains such as rice, wheat, levy paddy, etc. (Separate offtake registers should be maintained for sugar and kerosene). The particulars of retailers linked with each wholesaler should be posted in serial order and the totals of the various columns for week should be struck. The details of receipt, issue and balance of the wholesaler to whom these retailers are linked should then be posted. The total quantity noted as receipt by the retailers should agree with the total quantity issued from the wholesale depot excluding issues made to catering establishments. An abstract should be worked out showing the actual issue from the wholesale shop during the week, the quantity accounted by the retail shops linked to that wholesaler, balance, if any, to be accounted by the retailers etc. Normally these should be no difference and difference noticed, if any, should be immediately investigated and reconciled with reference to the indents and the list of retail authorities returned.

(ii) The Taluk Supply officers/City Rationing Officers should scrutinise the balance of stock available with each dealer every week and ensure that the balance with the retailers are sufficient and not much in excess of the requirements. If there is excess action will have to be taken to limit the issues in subsequent weeks after making a note in the register.

6.07. Monthly certificate of check due to the board

The Taluk Supply Officers/City Rationing Officers should forward monthly certificate of verification of accounts of wholesalers/retailers to the Board in the following form. The certificates should reach the Board by the 10th of the succeeding month.

“Certified that the receipts of foodgrains accounted by the authorised wholesale dealers in their stock registers for the weeks ending..... have been verified by me with reference to the variety-wise details posted in the Foodgrains Distribution Register, from the copies of the F.C.I. Release Orders/Authorities returned by the departmental procurement Agents/Bills issued by the private Procurements Agents including millers and found to be correct. Also certified that the total issues under each variety as per the list of retail authorities returned agree with the total issues as per the Stock Register of the wholesalers under each variety for the weeks ending.....

Certified that the receipts accounted by the retail dealers in their stock registers have been verified with the details of issues furnished in the list of retail authorities returned by the F.C.I./wholesale dealer/procurement agent/millers for the weeks ending..... and found that all the quantities issued have been accounted according to the variety and the issues have been verified with the Sales Register and a certificate to this effect has been obtained in the list from the persons responsible for checking retail accounts.

6.08. Safeguards against substitution of foodgrains

1. The retailers and wholesalers taking delivery of the stock from the F.C.I. depots must get sealed sample of rice in polythene bags. Before removing the stock from the F.C.I. depots, it is incumbent on the part of the ration dealers to satisfy themselves that the quality of rice in each bag they receive agrees with the sample obtained.

2. The retail dealers who take delivery of the stock from the wholesale dealers must also be satisfied about the correctness of the quality of rice they receive in small polythene bags or bottles of their own.

3. The samples thus obtained must be exhibited in a conspicuous place in the shops by the wholesale dealers and retail dealers for verification by the consumers and departmental officers.

4. The Taluk Supply Officer/City Rationing Officer/Assistant Taluk Supply Officer and Rationing Inspectors must conduct surprise inspection of the wholesale and retail depots at the time of issue of rice and verify whether the quality of stock agrees with the samples kept in depots. They must also conduct surprise inspections to check whether there is any substitution of rice during transport of the stock. The Taluk Supply Officer should verify the variety of rice in all the wholesale depots in his Taluk before issue of the stock. He must also obtain small sealed packets of rice from the wholesale depots and keep it in his office for further checking, if found necessary. He should also verify the quality of rice at least in 20 retail shops in each firka during every week. Similarly Assistant Taluk Supply Officers and Rationing Inspectors should cover at least 1/3 of the total number of ration shops in their area and verify the quality of rice issued to cardholders. When the quality of stock is checked with that of the rice issued to cardholders, the officer verifying the stock must put his dated initial on the card in token of having verified. In the tour diary submitted by the officers, a special note should be added to show the number and location of the ration shops inspected by the officers for the purpose. The number and name of the cardholder who purchased the rice at the time of verification must also be furnished. The result of inspection should be noted specifically in the inspection book maintained in the authorised retail depot. The tour diaries of Assistant Taluk Supply Officers and Rationing Inspectors should be reviewed every fortnight by the Taluk Supply Officers/City Rationing Officers concerned and a copy

of the review should be forwarded to the District Supply Officer along with his tour diary.

5. The retailers and wholesalers should not in the notice board the variety of rice issued during the week. If both raw and boiled rice are issued, the proportion of raw and boiled rice should also be noted. Similar notices should also be put up in the Taluk Supply Office/City Rationing Office. The District Collector/District Supply Officer should give wide publicity through the press about the variety proposed to be issued every week.

6. Joint inspection by technical staff to the F.C.I. and the District Supply Officer should also be arranged at periodical intervals.

7. The District Supply Officers and Taluk Supply Officers/City Rationing Officers should bear in mind that any amount of vigilance exercised by them in preventing the substitution of rice will not be excessive in the interest of the general public especially at a time when there is regular complaint about the mischief done by the dealers.

8. It is the duty of all the officers to check vigorously the unsocial activities of the dealers engaged in the distribution of rationed articles and to take drastic action against the delinquents. If any officer shows any slackness in this respect, severe disciplinary action will be taken against him.

9. The Board has discontinued the system of procuring and supplying polythene bags. With a view of avoid substitution of bad quality rice for good quality by A.W.Ds. and A.R.Ds. and to enable the inspecting officers and cardholders to verify the samples with the stock issued, the following procedure should be followed. The wholesalers and retailers can use their own glass bottles or polythene bags. The retailers and wholesalers taking delivery of the stock from F.C.I. depots must get sealed samples of rice and wheat in polythene bags or bottles of their own for safeguarding their interest. Before removing the stock from the F.C.I. depots, it is incumbent on the part of the ration dealers to satisfy themselves that the quantity of rice/wheat they receive agrees with the samples obtained. The retailers who take delivery of the stocks from wholesalers must also obtain similar samples in small polythene bags or bottles of their own duly sealed and must be satisfied about the quality of rice/wheat they receive. The samples thus obtained must be exhibited in glass bottles or polythene bags in a conspicuous place in the shops by the A.W.Ds. and A.R.Ds. for verification by the consumers and departmental officers vide G3-25225/76, dated 15th June 1976.

6.09. Damaged Foodgrains

If the Civil Supplies authorities are entrusting damaged grains in the ration shops to the dealers for cleaning, in the absence of any supervision by the departmental officers, the dealers can report any quantity as shortage. In order to avoid such mischief, the work of cleaning and re-conditioning of foodgrains whenever necessary should be done under the supervision of an officer not below the rank of a

Rationing Inspector or Grain Purchasing Inspector. In all such cases, proper mahazar should be prepared giving details of the stock taken for cleaning and the result of reconditioning.

It is likely that the foodgrains may get damaged due to unscientific storage. To avoid such damages, the District Collector/District Supply Officer/Taluk Supply Officer/City Rationing Officer should see that every ration dealer takes adequate measures as contemplated in clause 51 (14) of the Kerala Rationing Order, 1966 to ensure that the rationed articles stored by them are maintained in proper condition and that damages to rationed articles due to ground moisture, rain, insects rodents, birds, fire, etc., are avoided. Suitable dunnage should be used by the dealers to avoid damage from ground in case of long storage moisture and foodgrains shall be fumigated with chemicals approved for the purpose by persons who have undergone practical training in that regard. The District Supply Officer/Taluk Supply Officer/City Rationing Officer will also see that the ration dealers do not store along with the foodgrains fertilisers, insecticides and poisonous chemicals likely to contaminate foodgrains in the same godown or in immediate juxtaposition of foodgrains stocks. Care should also be taken to avoid long storage. If any damage is found on inspection immediate action should be taken to avoid further deterioration.

Normally the cause for the deterioration of stock of foodgrains is long storage. Hence arrangements for distribution of goodgrains may be made in such a manner that the stuff will not have to stand long storage. The Board is pleased to authorise the District Collectors to dispose of rice or wheat found to be unfit for human consumption upto one quintal at a time subject to the condition that they satisfy themselves about the deterioration of the stock and its lack of fitness for human consumption in consultation with public health authorities wherever necessary. The District Collectors are also authorised to deduct such stocks from the accounts of the dealers.

[Circular No. (C.S.) B6-35668/66, dated 12th December 1966].

There is no provision in the Kerala Rationing Order enabling the food inspectors to purchase rationed articles for purpose of analysis. The Food Inspectors have authority to collect samples in respect of all food articles as per the provisions contained in the Prevention of Food Adulteration Act, 1954 (Central Act 37 of 1954) and such powers cannot be curtailed by the provisions in the Kerala Rationing Order.

A special permit will be issued to each of the Food Inspectors of the Department of Health Services to purchase rationed articles from wholesale or retail depot under their jurisdiction. The quantity of rationed articles to be purchased will be shown in their permit as not exceeding 800 grams of any rationed article at a time from a depot. The period of validity of the special permit will be fixed as six months from the date of issue of the permit. The area from which the rationed articles to be purchased will be the area falling within the jurisdiction of the Food Inspector.

Government have also ordered that the condition in clause 42 of the Kerala Rationing Order, 1966, that the permit shall be surrendered to the authorised

distributor at the time of purchase will be relaxed in the case of permit to be issued to each of the Food Inspectors of the Health Services Department. Instead, the permit issued to the Food Inspector will be produced before the authorised distributor at the time of purchase and the quantity and the variety of rationed articles issued at a time got noted on the permit. The Food Inspector should report the purchase made by him to the Taluk Supply Officer/City Rationing Officer concerned immediately after each purchase (G.O. MS. No. 33/69/Food, dated 22nd October 1969).

DETAILS OF THE PROCEDURE TO BE FOLLOWED FOR THE INSPECTION OF WHOLESALE DEPOTS AND ISSUE OF RATION AUTHORITIES TO WHOLESALEERS

(i) At the time of inspection of the shops.- In addition to ensuring that the quantity of stock of foodgrains in respect of each variety in the shop is actually weighed and the weight agrees with the book balance as per the Stock Register of the dealer, the Taluk Supply Officer/City Rationing Officer should check the receipts and issues of foodgrains as follows:-

(1) The quantity and the variety of foodgrains accounted by the dealers should be checked to see that it is the same as that noted in the delivery orders (which are now being issued to the dealers by the F.C.I.) that the different varieties are noted in different pages specifically set apart for the purpose and also that the authority number and date and the delivery order number and date against each quantity are invariably noted.

(2) It should be ensured that the daily closing balance in the Stock Register and also the daily total of the issues in the Issue Register are signed by the dealer himself or by his authorised agent.

(3) The Taluk Supply Officer/City Rationing Officer should record his remarks of verification of all the registers (stock, issue and godown registers) under his full signature and date. Noting the word 'verified' or 'checked' or 'seen' is not a verification. If an Officer fails to note the remarks of verification, he only shirks his duties. He must verify all the records and note his remarks in detail. If any defect is noticed subsequently relating to the period covered by the inspection, the Inspecting Officer will be held responsible.

(4) The correct balance by actual weighment should be recorded in the Stock Registers of each variety of grain both in words and figures. Any discrepancy such as shortage or excess in the stock in hand as seen from the Stock Register should then be recorded both in words and figures.

(5) The Issue Registers should be verified by checking the issue with reference to the list of issues to retailers from the date of the last inspection till date. The total in the Issue Register and the entries in the Stock Register should be checked.

(6) The bill books selected at random relating to the period covered by inspection should be scrutinised to see that the price realised by the wholesaler from

the retailer is the correct rate as per the price fixation done by the Taluk Supply Officer/City Rationing Officer for that particular variety of foodgrains in relation to the retail shops- Zone. Any irregularity of excess realisation of price or wrong realisation of price should be recorded in the Issue Register and in the Inspection Diary of the Taluk Supply Officer/City Rationing Officer.

(7) A note detailing the irregularities found during the inspection of wholesale shops by the Taluk Supply Officer/City Rationing Officer should be prepared, indexed and entered in the Register of punishment and further action pursued. The index number of the notes should be noted in the Inspection Diary of the Taluk Supply Officer/City Rationing Officer.

(ii) At the time of issuing authority to the wholesale dealer.- (1) The Taluk Supply Officer/City Rationing Officer/Assistant Taluk Supply Officer should first check the receipts of stocks with reference to the triplicate copies of the wholesale authority kept in the office.

(2) The authority numbers against which the stocks have not been received and accounted by the dealer should be recorded in the stock register so that the dealer is obliged to show that the stocks in respect of these authorities have been received and accounted for by him subsequently.

(3) The reason for non-accounting the stock by the dealer relating to the authorities already issued should be submitted by the dealer in writing and the Taluk Supply Officer/City Rationing Officer should satisfy himself and record the same in the Stock Register of the dealer, under his full signature with date.

(4) The authority proposed to be issued to the wholesaler should be signed only after signing the entries relating to the authority made in the Foodgrains Distribution Register in order to ensure that the variety of grain is specified and the dues to Government at the correct rate as per the price fixation done have been realised.

(iii) The wholesalers should be insisted on to produce the delivery orders issued to them from the F.C.I. depot as soon as the allotment has been completely lifted. The details of the stock and varieties of foodgrains actually received by the wholesalers from the Food Corporation of India depot against the authorities of the Taluk Supply Officer/City Rationing Officer should then be noted in the prescribed Foodgrains Distribution Register. It is seen that some times the quantities and varieties of foodgrains actually delivered by the F.C.I. depot will be different from those specified in the authorities and hence the necessity to post the details in the Foodgrains Distribution Register with reference to the Delivery Orders issued by the F.C.I. It should be watched whether there is any short realisation of dues to Government to be made good from the dealers. It should also be ensured that the correct selling rates of the foodgrains are intimated to the dealers promptly if the rates already fixed require revision in the light of the delivery orders issued by the F.C.I. It is the duty of the Taluk Supply Officers/City Rationing Officers to see that the dealers realise the correct selling prices and that the dues to Government are remitted

promptly and in full. The Taluk Supply Officers/City Rationing Officers will be held personally responsible for the delay in realisation of dues to Government.

DETAILED PROCEDURE TO BE FOLLOWED BY RATIONING INSPECTORS,
ASSISTANT TALUK SUPPLY OFFICERS

(i) At the time of verification of the indent for the week submitted by the retailer, the following instructions should be strictly observed.-

(1) The opening balance for the week both in the indent and in the Stock Register should be checked with the closing balance of the previous week noted in the Offtake Register.

(2) The receipt during the week, both in the indent and in the Stock Register should be checked with reference to the office copy of the authority list and it should be ensured that the quantity and the variety of foodgrains as authorised in the list have been brought to account, exhibiting different varieties separately. Any difference in the quantity and variety receipted should be explained by the dealer in a separate sheet and the same recorded by the Civil Supplies Inspector Assistant Taluk Supply Officer both in the indent and in the stock register after satisfying himself about the genuineness of the reasons therefore.

(3) The issue for the week noted both in the indent and in the stock register should be checked with reference to the total of the issues for each day of the week noted in the issue register.

(4) The closing balance should then be worked out independently and the figures shown in the indent and in the stock register should be verified. The word 'correct' should be noted near the closing balance both in the indent and in the Stock Register and initialed by the Civil Supplies Inspector/Assistant Taluk Supply Officer.

(5) The number of units noted in the indent should then be checked with reference to the No.4 register (card register) kept in the office and if they agree, the Civil Supplies Inspector should initial with date after recording 'correct' in the indent.

(6) The quantity required for the ensuing week should be checked with reference to the verified units and the quantity due for passing noted as 'due' in the indent taking into account the closing balance already checked. Against the quantity 'due' it should be written 'passed for issue of quintals of rice..... quintals of wheat, Quintals of paddy, etc. and the name and full signature of the Civil Supplies Inspector/Assistant Taluk Supply Officer affixed with date both in the indent and in the stock register.

(7) The list for issues to retailers should then be prepared noting the quantities passed in the indents in respect of each retailers.

(8) In order to ensure the correctness of list, the Taluk Supply Officer/City Rationing Officer should test-check the list with reference to at least 5 stock registers of the retailer selected at random and then record at the bottom of the list the numbers of the retail shops whose registers have been so checked under his initials before the

list is approved and sent to the wholesalers/F.C.I. Responsibility for forwarding incorrect or inadequately scrutinised lists to wholesalers/F.C.I. will be attributed to the Taluk Supply Officer/City Rationing Officer.

The main basis for the passing of indent is the abstract in card register of the A.R.D. maintained in the Taluk Supply Office. The Rationing Inspector should pass the indents only with reference to the abstracts in the card register. The abstracts in the card register should necessarily be attested by the Taluk Supply Officer/City Rationing Officer. In order to avoid breakdown the Rationing Inspector can pass indent in any particular week even if it is not possible to get the abstract attested by the Taluk Supply Officer/City Rationing Officer. But in such cases, the fact that the abstract is unattested should be brought to the notice of Taluk Supply Officer/City Rationing Officer by the Rationing Inspector in writing and the card register abstract should be got attested by the Taluk Supply Officer/City Rationing Officer before passing the indent only on the basis of the abstract in the card register. The A.R.Ds. should be informed that presentation of indent in excess of card register abstracts will be treated as an irregularity committed by him under Kerala Rationing Order for disobedience of instructions.

Separate registers should be maintained for issue of new cards and for transfer cancellation and surrender of cards while effecting corresponding entries of additions or deletions on the concerned card registers of A.R.Ds. The serial number of the particular item in the register of new cards or register of transferred cards should be noted in the card registers. Similarly the card register, serial number with number of A.R.D. should be noted in the concerned register in the new card register and register of transferred cards. A register namely indent register should also be maintained by all Taluk Supply Officers/City Rationing Officers in the prescribed form. The register will be in the custody of the ration clerk. The entries in the register will be recorded by the Civil Supplies Rationing Inspector/Grain Purchasing Inspector who passes the indents and attested by him. This register should be completely filled up when the authority list is prepared and submitted for signature. The Taluk Supply Officer/City Rationing Officer should check at least 10 per cent of indents passed in a week. Every Taluk Supply Officer/City Rationing Officer should have checked once in every two months the indents of all the A.R.Ds. in his area. The Taluk Supply Officer/City Rationing Officer will be responsible for proper maintenance of the register [Vide Board's Circular No. (CS) C-2-5245/76, dated 6th June 1976].

(ii) At the time of inspection of retail shops the following verifications should be specially attended to.-1. The stock balance of all varieties of foodgrains in the shop should be checked with reference to the closing balance to be struck as at the time of inspection in the stock register for each variety of foodgrains and the quantity found on actual weighment recorded under the initials of the Civil Supplies Inspector/Assistant Taluk Supply Officer with date.

2. The card register should be checked to ensure that the entries in the card registers are up-to-date. If the card register has not been checked by the Civil

Supplies Inspector/Assistant Taluk Supply Officer for over a month with reference to the card register of the office, it should be called for, for such verification in the office and certificate of verification recorded.

3. The receipt entries in the stock register of different varieties of foodgrains should then be checked with reference to the cash bills (or authorised chits issued by the co-operative societies to their branch retail shops) and the correctness of the accounting of receipts ensured. Any discrepancy found in the quantity and variety of foodgrains authorised as per the list and those noted in the cash bill or chit should be distinctly recorded in the stock registers, in the inspection note book of the dealer and in the inspection diary of the civil supplies Inspector/Assistant Taluk Supply Officer.

4. Similarly, the discrepancy found in the quantity and variety of foodgrains accounted by the dealer in the stock register and those noted in the cash bill/chit should also be recorded distinctly in the stock register and in the inspection diary of the Civil Supplies Inspector/Assistant Taluk Supply Officer.

5. The entries in the issue register should then be checked with reference to the card register to ensure that no excess issue has been made against any card and issue has not been made against cancelled cards and in other unauthorised case. The total of issues for four weeks should then be checked to satisfy the arithmetical accuracy of the issues brought over to the stock registers. The defects found like unauthorised issues and wrong totalling should be clearly recorded in the issue register, in the inspection book of the dealer and in the inspection diary of the Civil Supplies Inspector/Assistant Taluk Supply Officer and full signature affixed in the issue register.

6. It should also be ensured that the issues of different varieties of grains are shown in distinct columns. The closing balance for each day of the week should then be worked out to see whether there was shortage or excess of any day in respect of each variety of foodgrains.

7. It is emphasised that shortage in one variety of foodgrains should not be reconciled with the excess found in another variety of foodgrains.

8. The Civil Supplies Inspector/Assistant Taluk Supply Officer should verify the bills for the period of inspection to ensure that each variety of foodgrains has been sold only at the correct rate as per the price fixation done by the Taluk Supply Officer/City Rationing Officer in relation to the retail shop or shops of that zone.

9. It should be recorded in the issue register that the bill books for the period from (date) to..... (date) have been verified and satisfied that the foodgrains have been sold only at the correct rate as per the price fixation done by the Taluk Supply Officer/City Rationing Officer and full signature affixed in the issue register with date.

10. The maintenance of all the registers in the proper form should be critically scrutinised and remarks made in the registers of the dealer, in the inspection

notebook and in the inspection diary of the Civil Supplies Inspector /Assistant Taluk Supply Officer. Repetition and continuance of defects should be considered for appropriate action.

11. Necessary steps should be taken to see that prompt follow up action is taken on the irregularities detected on inspections of shops. The following instructions should be observed in this regard.

12. At the beginning of each week, a note on the irregularities detected in the course of inspections made during the previous week should be submitted by the Civil Supplies Inspector/Assistant Taluk Supply Officer to the Taluk Supply Officer/City Rationing Officer. The note should be indexed and entered in the Register of Cases and further action taken. Once the cases are registered in the office books, it is the responsibility of the Taluk Supply Officer/City Rationing Officer to take follow up action.

CHAPTER VII INSPECTIONS

7.01. Inspection of ration depots-Irregularities found-Action to be taken on the spot

Instances have come to the notice of the Board in which the inspecting officers have not bestowed sufficient attention to the mode of inspection and to the recording of the irregularities in the registers and in the inspection book maintained in the ration depots. Consequently, it has often happened that the ration dealers on whom action was taken by the inspecting officers for the irregularities detected at the time of their inspection have been able to set right the accounts subsequently and plead innocence. Even if this is not accepted by the inspecting officers when the dealers who are punished go on appeal, the appellate authorities find it difficult to hold that the irregularities have been proved beyond doubt. In such cases, the appellate authorities would be constrained to give the benefit of doubt to the delinquents and let them off altogether or award them mild punishments. This is caused by the want of proper care on the part of the Inspecting Officers while conducting the inspection.

To avoid repetition of such situations, the following instructions are issued for the guidance of all inspecting officers regarding the inspection of ration shops.

1. The book balance should be carefully worked out with reference to the opening balance on the day of inspection, the issues made upto the time of inspection and the balance stock. Proper care should be taken in working out the balance and in avoiding any arithmetical errors. The correctness of the opening balance struck by the dealer should first be verified. For this, the receipts and daily issues noted in the Stock Register from the date of previous inspection should be checked with receipt bills and Sales Registers and the correct book balance on the previous day worked out from the closing balance of the previous verification. Arithmetical errors, if any, should be recorded and the correct closing balance worked out and taken as the opening balance for the date of inspection

2. The actual stock on hand at the time of inspection should be assessed by physical weighment. It is found that sometimes the inspecting officers have assessed the stock in hand by weighing a few bags picked at random and working out the average. The weight of the total stock appears to have been calculated in certain cases on the basis of the average weight. It is needless to say that the quantities calculated by above method cannot be accepted under law if the dealer challenges the accuracy of the stock balance determined in the above manner. It is, therefore most essential that the stock is assessed by cent per cent weighment. There is no other acceptable method.

3. Another important precaution to be taken is that the variation if any, in the stock (i.e. the difference between the book balance and the actual stock found) should be entered in all the relevant records i.e. in the daily sales register, in the stock register and also in the inspection book. There are instances where the inspecting officers noted the variation in stock on a side of the registers enabling the dealers to continue the entries without break. This should never be done. The entries should invariably be made just below the last entry in the registers leaving no space in between for any subsequent entry. In case any column in the relevant pages of the register is found unfilled, such columns should be scored through and initialed by the inspecting officers. Similarly any overwriting or indications of erasure of figures and re-writing of figures noticed at the time of inspection should be noted and record made of the position. The sale register should be totalled page-wise and grand total at the time of inspection struck correctly. Total number of entries in each page should be noted against the page totals noting also corrections or overwriting if any. If there are no corrections the words "No correction" should be noted at the end of each page.

4. In noting the variation found between the book balance and the physical stock, care should be taken to enter the full details. It is not enough if the discrepancy alone (i.e. the quantity found short or in excess) is noted. The difference should be worked out as follows:-

	Qtls.	Kg.
Opening balance on the day of inspection	..	
Receipt if any upto the time of inspection	..	

Total	..	
Total sales upto the time of inspection	..	
Balance	..	
Actual stock found on verification	..	_____

Difference

The above details should be entered in the Daily Sales Register (Nalvazhi) Stock Register and also in the Inspection Book and signed by the Inspecting Officer with date and time. The dealer should be instructed to continue the entries in the Stock Register from that day on the basis of the stock actually found on verification. Thus the dealer when writing the accounts for that day should make two different entries i.e. one for the period upto the time of inspection taking the closing balance of the previous day as the opening balance for the day, receipt and issues upto the time of inspection on that date and the balance worked out from these figures. Then the excess or shortage found on verification should be added or deducted from the balance and the next opening balance noted correctly in accordance with the results of verification. From this opening balance, the accounts for the remaining part of the day should be posted i.e. the receipts after inspection, issues after inspection and closing balance at the close of the day.

5. In addition to noting the details of the variation in stock in the connected records as pointed out above, a mahazar should be prepared showing the difference in the stock, which should be got signed by the licensee or his representative present in the shop and by two independent witnesses. The mahazar should contain information on the following points:-

- (a) Date and time of inspection.
- (b) A brief description of the shop/premises inspected.
- (c) The particulars of the stock, records etc. inspected.
- (d) If any assessment of stock is made, the procedure followed in making the assessment and the results of the weightment difference i.e. excess or shortage found.
- (e) If records are inspected, the condition of the records, with reference to whether-
 - (i) it is maintained up-to-date
 - (ii) whether there are blank columns, overwritings or indications of erasures or other manipulations.
- (f) Particulars of records seized, if any.
- (g) Name and full addresses of the dealer and his assistants/ clerks who are required to sign the mahazar.
- (h) Name and full addresses of the independent witnesses.

6. The mahazar should contain a statement that it has been read by or read over to the dealer or his representative, and the witnesses and that it is a true record of what was done after which it should be signed by all concerned.

7. If any record is seized, a receipt therefore should be given to the dealer or his representative. Such records should be returned to the dealer within 30 days after taking extracts or copies thereof provided the dealer certifies that such extracts or copies are true.

8. Irregularities other than variation in stock will also be detected at the time of inspection. Such irregularities should be noted in detail in the inspection book. In all cases where further action is proposed to be taken a mahazar should be prepared specifying the irregularities detected. If the irregularity is in respect of issues of ration, the nature of irregularity should be noted in the Daily Sales Register also.

7.02. Instructions for surprise inspections

The following points may be verified:

(a) Whether the A.R.D. is using correct weights and measures. If the weights and measures are found to be not correct, an immediate report should be sent to the Inspector of Weights and Measures, through the Taluk Supply Officer/City Rationing Officer.

(b) Whether the rationed articles issued to card-holders are correct quantities according to the units.

(c) Whether the retail distributor is maintaining adequate stock with him as per the instructions issued from the Board of Revenue (Civil Supplies) from time to time.

(d) Whether the A.R.D. is realising only the correct price at the existing rate for the various varieties of foodgrains and for sugar, kerosene and other controlled commodities.

(e) Whether the Authorised Ration Distributor exhibits the notice board, price list and samples.

(f) Whether the rationed articles and other controlled commodities issued through the depot are of good quality.

(g) Whether there has been any adulteration or substitution of one variety for the other, etc.

(h) If any serious irregularity is suspected at the time of a surprise inspection, the Rationing Inspector shall conduct a detailed inspection of the depot immediately.

Instructions for detailed inspections

The following may be verified:

In addition to the instructions issued in regard to the inspection of shops, in previous paras, the following should be verified-

- (a) The inspection should be made in the prescribed proforma.
- (b) Whether the A.R.D. is maintaining all the registers and bill books according to the instructions issued by the Commissioner of Civil Supplies and other competent authorities of the Civil Supplies Department from time to time, and as per the provisions of the Kerala Rationing Order 1966.
- (c) Whether the stock of rationed articles and other controlled commodities agree with the book balance. A physical verification of the stock should be conducted by weighing the stock if found necessary as already instructed.
- (d) Whether the entries made in the Sales Register agree with the bills issued. A few office copies of the bills should be checked with the entries in the Sales Register.
- (e) Whether the quantities shown as issued to a cardholder agrees with the number of units allowed to the card holder as per the Card Register. Entries made in a few cards should also be checked simultaneously.
- (f) Whether there has been any issue of rice/paddy on frozen cards and of all articles on cancelled cards and time expired temporary cards.
- (g) Whether the offtake in the depot agrees with the requirements of registered card-holders as per Card Register.
- (h) The quality of articles distributed in the depot agrees with that shown in the invoice and that exhibited in polythene bags with seals in it./
- (i) Whether the quantity of rationed articles and other controlled commodities shown in the receipt column of the stock register agrees with the quantity sanction as per authority and the invoice issued by the wholesale dealer.
- (j) Whether there has been any delay in bringing the stock to the depot.
- (k) Whether the price collected relates to the rate allowable for the quality of material issued from the wholesale dealer to the retail dealer.
- (l) The arithmetical accuracy of the accounts should also be verified.

7.03. Registers to be maintained by Rationing and Grain Purchasing Inspectors

The Rationing Inspectors and Grain Purchasing Inspectors should be in possession of up-to-date details pertaining to their duties and for this purpose, they should maintain the following registersL

1. Register of authorised retail distributors.- This Register should contain the list of all the retail depots functioning in the firka with columns to note the essential details relating to the depot such as ARD number, name of the shopkeepers, location of the shop, number of cards and persons registered in the shop, the weekly requirement of rice, wheat, sugar, kerosene etc. The total number of A.R.Ds. in the firka and the total weekly procurement of rice, wheat etc. should be noted at the top of the page.

In the same register, after leaving sufficient number of pages for entering the above general details one folio may be used for each shop. The details of allotment and date of lifting and quantity lifted should be entered therein. On the reverse side of

the page, the Rationing Inspector will note the details of the inspection of the shop showing the date of inspection, irregularities detected etc.

2. Register of Establishment permits.- In this Register, the details of the permit holders should be entered viz. name of establishment, location, number of units allotted etc. After leaving the necessary number of pages for entering the above details, one page may be set apart for each establishment for noting the details of inspection such as the date of inspection and the result of inspection.

3. Register of Rice Mills.- This register should contain the details of rice mills such as the permit number licence number, name of licensee type of machine, make of machine, capacity and date of installation. The date of renewal of licence, the date of inspection, details of irregularities detected etc. should be noted in the separate folio to be assigned to each mill.

4. Register of licences under Kerala Foodgrains Dealers Licensing Order, 1967, issued to persons other than ration dealers.- This register should provide the list of the licensees. The name of each licensee, the number of license, place of business, date of first issue of licence, date of renewal of the licence etc. should be noted in the appropriate columns. As in the case of the other registers, prescribed above, separate pages should be earmarked after leaving the first few pages for noting the general details, for entering the details and results of inspection of each licensed shop.

5. Registers of stockists in babyfood, cycle tyres and tubes and dry cells for torches:- A separate register should be maintained showing the details of the stockists for babyfood, cycle tyres and tubes, dry cells for torches etc. (as notified under the Essential Commodities Act) and also for noting the details of inspections.

6. Weekly offtake and closing balance register.- This register should be maintained for each firka in the same form as the one maintained in the Taluk Supply Office.

7. Register of frozen units- This Register should be maintained in the form already prescribed by the Board.

8. Register of procurement of paddy by levy.- This Register should be maintained in the form prescribed in the Board No. D3-11500/67 dated 24th April 1967.

9. Register of objection petitions forwarded by the Taluk Supply Officer for report.- This register should be in the form prescribed by the Board of Revenue (Civil Supplies) in D9-4250/67 dated 27.02.1967.

10. Personal Register

11. Inspection Roster

Of the registers prescribed above, registers 1 to 7 and 11 should be maintained by the Rationing Inspector while the Grain Purchasing Inspector should maintain registers 3, 4, 8 and 9. Register 10 i.e. Personal Register should be maintained by both Rationing Inspectors and Grain Purchasing Inspectors.

The Taluk Supply Officers are requested to verify these registers frequently and ensure that the Civil Supplies Rationing Inspectors and Grain Purchasing Inspectors keep them up-to-date.

7.04. Disposal of irregularities noticed during inspection

Quick disposal of the irregularities detected during the Inspections only will have good effect on the inspections conducted. The inspections will be effective only if punishments are awarded with immediate effect.

Immediately on detecting an irregularity, a charge memo should be served on the delinquent ARD/AWD. A copy of it should be got acknowledged by the licensee and if he cannot be found or not available within a reasonable period it should be served on his authorised agent or representative. If it is not possible to serve the charge memo it can be served by affixture in the presence of two witnesses.

A time limit should be fixed for submitting the written explanation by the licensee. A reasonable opportunity should also be given to him for being heard if he desires so. If the explanation is not received within the time limit fixed in the charge memo, a reminder can be issued at the discretion of the officer issuing the charge memo. If the officer does not intend to give him a further time to submit his explanation, he may proceed further on merits of the case and the case should be disposed immediately. The orders passed should also be communicated to the dealer and acknowledgement obtained.

If the punishment awarded is only a forfeiture of the security deposit, in full or part the dealer may be given time in the proceedings itself to recoup the security. If the dealer fails to recoup the security within the time allowed the officer ordering the forfeiture shall proceed further for recovering the amount from the security of the dealer. If the amount is recovered from the security and the security falls short by the amount prescribed by Government, the dealer has no right to continue business and so steps should be taken immediately to stop his business.

If the punishment awarded is suspension of authorisation, or cancellation of authorisation, it should be given effect to immediately.

Though there is provision in the Kerala Rationing order for imposing punishment of suspension of licence of retail and wholesale shops, suspension as a punishment should not, as far as possible be awarded in final decision. Such suspension involve dislocation of business and put the card-holders to needless inconveniences as they will have to be shifted and accommodated during the period of suspension in some other ration shops. In a case where a dealer is found unworthy of continuing as such, the better course will be cancellation of his licence rather than suspension for any period. This should be understood as quite distinct from suspension of a shop on a prima facie case at the time of enquiry involving grave charges which will eventually result in cancellation of the licence.

7.05. Offences detected – Action to be initiated according to the provisions to the concerned orders and orders to be passed specifying the provision of the clause and giving reason

Whenever irregularities are found in the dealings in ration shops relating to foodgrains, kerosene, sugar etc. in the course of the inspection, the provisions of the law which have been violated and the provisions under which the punishment is proposed to be imposed for the irregularity should be clearly mentioned in all cases in the memo. In the final proceedings also, the relevant statutory provisions violated and the provision under which orders are issued should be stated. In the O.Ps. by the Hon. High Court several decisions have been given in favour of petitioners simply on the ground of procedural irregularity of not showing the provisions of law under which orders were passed by the officers. In certain cases payment of court cost was also ordered by the courts. By this, the culprits often escape punishment; not to mention the loss caused to Government and the impression gaining ground that the existing orders are inadequate to cope with the situation. Therefore, it is reiterated that the officers exercising statutory powers under the control orders should see that such legal failings are avoided in the procedure adopted and in the final proceedings issued by them.

In an appeal petition filed before the Commissioner of Civil Supplies against the decisions of a District Supply Officer, it was found that the orders were passed by the District Supply Officer, without giving reason for rejecting the explanation offered by a dealer. The explanation of the dealer to the various points in the charge was rejected summarily with the remarks “the charge is proved” ‘the explanation is not convincing’ etc. Cases are not rare where the executive officers like Taluk Supply Officers/City Rationing Officers and District Supply Officers who are vested with judicial powers under the statutory orders are rejecting petitions by saying simply “rejected”, “request declined”, “petition recorded” etc.

It must be noted that such orders will not satisfy the requirements of law and it is incumbent on the part of the officers exercising statutory powers to give sufficient reasons in their findings.

There are several decisions of the Hon. Supreme Court and Kerala High Court that quasi-judicial obligation involves giving of reasons for orders and failure to give reason ordinarily voids the order. Therefore instructions that the disclosure of reasons in support of the order is necessary because it gives an opportunity to the party aggrieved to demonstrate before the appellate authority that the reasons which persuaded the authority to reject the case were erroneous and also because it operates as a deterrent against possible arbitrary action by the executive authority invested with judicial power.

Therefore, the District Collectors/District Supply Officers/City Rationing Officers/Taluk Supply Officers while punishing the retailers and wholesalers for irregularities committed by them should see that the order issued should be a speaking

one clearly stating the reasons by which they hold that certain contentions of the parties are not proved.

7.06. Register of punishment-expeditions action against delinquent dealers

One defect found common in all civil supply offices is the half-hearted manner in which penal action is being taken for violation of the various orders under Essential Commodities Act and Rice Milling Industry (Regulation) Act. In cases where irregularities have been detected, the officers content themselves by issuing memos to the licensees. No follow-up action is taken to obtain their explanation in time and to pass final orders on them. The explanations are not being received even after the lapse of several months. The penal action prescribed by Government will lose all its force unless instituted promptly and effectively. Hence it is absolutely essential that the District Supply officers/Taluk Supply Officers/City Rationing Officers ensure that the various stages in penal action against the licensees are completed without any delay.

Due to delay in finalizing action, huge amounts are outstanding collection from the licensees either by way of security amount forfeited or as cost of material found to be short/excess. There is no reason why the deductions should not be made from the security amounts of the licensee. In that case, he will automatically be compelled to recoup the security amount. If the security is insufficient for recoupment of the dues recovery can be effected by invoking the R.R. Act.

The Taluk Supply Officers/City Rationing Officers should inspect the punishment registers maintained in their offices at least once in a week and see that all amounts due for collection are collected within a week from the date of order. During his visits, the District Supply Officer should inspect the punishment register of the Taluk Supply Office regularly.

PART III

CHAPTER VIII

PROCUREMENT AND ALLIED MATTERS

8.01. The Kerala Rice and Paddy (Procurement by Levy) Order, 1966

The Kerala Rice and Paddy (Procurement by Levy) Order, 1966 was promulgated by Government which came into force from 1st July 1966 throughout the State. Only holdings upto and including one acre were exempted from the levy. The concession was not carried over to holdings above one acre.

8.02. Separate scales of levy

The rates of levy to be measured by cultivators for each crop were fixed on the basis of the average mean yield for the past 5 years assessed by the Bureau of Economics and Statistics. The Taluks of State were classified into A, B, C, categories according to the mean yield for the purpose of assessment of levy.

- | | | |
|----|--|--------------|
| 1. | Taluks with a mean average yield of more than 2,500 kg./hect. | Category 'A' |
| 2. | Taluks with a mean average yield of more than 2,000 kg./hect. And upto and including 2,500 kg./hect. | Category 'B' |
| 3. | Taluks with a mean average yield upto and including 2,000 kg./hect. | Category 'C' |

Holdings were grouped into 4 slabs for the purpose of procurement by levy. This position continued till the autumn (Virippu crop 1973) when the holdings were regrouped into 5 slabs from the Mundakan-Punja crop 1973-74 and holdings upto 2 acres were exempted from the scope of levy.

The slab structure as it existed during the Mundakan-Punja crop 1976-77 is as follows:-

1.	Holdings upto 2 acres	..
2.	Holdings upto 2 acres upto and including 3 acres in the aggregate	..
3.	Holdings more than 3 acres upto and including 5 acres in the aggregate	..
4.	Holdings more than 5 acres upto and including 10 acres in the aggregate	..
5.	Holdings more than 10 acres in the aggregate	..

Separate scales of levy are fixed for the above holdings.

8.03. Crops in the State

The main crops raised in the State are the following:-

1. Autumn (Virippu crop) I crop (Commences by August and closes by November).
2. Winter (Mundakan crop) II crop (Commences by December and closes by March).

3. Summer (Punja crop) III crop (Commences by March and closes by May).

In addition there are certain local crops raised in some parts of the State known as 'Taungya', 'Punam', 'Kumri' and Varthuvitha. But procurement is generally confined to Virppu, Mundakan and Punja crops only based on classification of paddy land.

8.04. Classification of paddy in Kerala

In Kerala for purpose of pricing paddy/rice has been classified as coarse variety (old classification) short bold (new classification). The revised classification is in accordance with the Government of India classifications based on the length /breadth ratio of grains.-

The other varieties and classification are.-

- | | | |
|----|-----------|--|
| 1. | Coarse | Short bold |
| 2. | Medium | Long bold |
| 3. | Fine | Medium slender |
| 4. | Superfine | Short/long slender and all scented slender varieties |

8.05. Quality of paddy procured

It is obligatory for the State to adopt uniform specifications prescribed by the Government of India in order to maintain uniformity for procurement of foodgrains throughout the country. Normally, paddy of fair average quality will have to be procured. The specifications for fair average quality of paddy is as given below:

The paddy should be in sound merchantable condition, sweet, dry, clean, wholesome of good food value, uniform in colour and size of grain of free from moulds and weevils, smell, discolouration, admixture of deleterious substances of colouring agents and all impurities except to the extent indicated in the table below.-

<i>Constituents of admixtures or impurities</i>	<i>Tolerance limit Per cent</i>	<i>Rejection limit per cent</i>	<i>Rates at which cuts shall be imposed of admixtures exceeding the tolerance limit specified in column 2</i>
(1)	(2)	(3)	(4)
1. Foreign matter			
(a) Inorganic	1.0	2.0	T.L. to R.L. at full value Beyond R.L. at ½ value
(b) Organic	1.0	4.0	

2. Admixture of lower grades	10.0	25.0	T.L. to R.L. at $\frac{1}{4}$ value beyond R.L. at half value
3. Damaged, weevilled, immature shrinken, sprouted and discoloured grains	3.0	6.0	T.L. to R.L. at full value beyond R.L. also at full value.
4. Moisture	15.0	22.0	..

(Different rates are adopted for imposing cuts on exceeding the tolerance limit in respect of the moisture content of paddy).

8.06. Storage of paddy

When paddy is procured under levy scheme the Village Officer as the agent of Government for the purchase of levy paddy should see that the paddy purchased by him from the producer conforms to the specification fixed for fair average quality standard. The paddy purchased should be completely dry. If the paddy purchased does not conform to the fair average quality standard and if its storage results in loss to Government such loss will have to be made by the village officer concerned. Shortage allowance, if any, has to be allowed will be limited to the extent specified in G.O. Rt. 120/72/Food., dated 6th March 1972. After purchase of paddy the village officer should arrange for its transportation to a central place. He should select suitable ara or other suitable building for the storage of paddy pending its release to the dealers.

8.07. Upkeep of aras

In selecting aras or other buildings for storage of paddy the following principles should be observed:

1. The ara should be weather proof.
2. The floor of the ara should be damp-proof.
3. Rats or other rodents cannot have any access to the paddy stored in ara.
4. It should be leak proof and cracks and crevies in the walls and floors should be filled up to avoid likely breeding places for weevil.
5. It should be clean and free from weevil infestation.

8.08. Need for vigilance on storage

The area or the storage place of paddy should be inspected by the inspecting officers constantly. Care should be taken to store the paddy in good condition i.e. sufficiently dried. The most essential condition for the place of storage is ventilation to ensure proper aeration. If the paddy has to be stored for considerably long periods it is preferable to pack it in sound gunny bags and kept in stacks with dunnage provided below the bottom layer, keeping sufficient valley space in between the stacks.

CHAPTER IX

POST PROCUREMENT OPERATIONS

9.01. Exempted items from the operations of the provisions of the Levy Order

The Kerala Rice and Paddy (Procurement by Levy) Order, 1963 enacted in exercise of the powers conferred by sub sections (1) and 92) of section 3 of the Essential Commodities Act, 1955 (Central Act 10 of 1955) came into force in the State with effect from 1st July 1966 (vide Government Notification No. 8915/Fd./B1/66-19/Fd. D., dated 1st July 1966) this order envisages that every cultivator should sell to the Government or an agent of the Government appointed by the District Collector in this behalf, paddy derived from lands cultivated by him in accordance with such scale as may be specified by Government from time to time, by notification in the Gazette. If rice is sold in lieu of paddy, 66 2/3 kg. of rice should be

treated as equivalent to one quintal of paddy. The levy order is applicable to all crops other than those exempted by special orders of Government.

Note: 1. As an incentive for raising additional crops in paddy lands, all the cultivators in the State are exempted from levy for an initial period of 3 successive years in respect of additional crop raised by them in single crop or double crop wet lands (vide G.O. Rt. 152/74/Food, dated 15th March 1974).

The cultivators who were unable to enjoy the benefit of exemption mentioned above in respect of additional crop raised by them in the year 1973, would be eligible for such exemption for the next three successive additional crops. A cultivator shall thus be eligible for the benefit for three additional crops only, and no more, including the crops for which he has already enjoyed the benefit.

Note: 2. The paddy field comprising about five acres in Anakkara Village, owned by the Anakkara Basic Training School and cultivated by the students of the school, is exempt from levy subject to the condition that no ration will be issued to the hostel, run by the students of the Basic Training School, for the period for which the paddy harvested in these lands will last for the ration of the inmates of the hostel. (Vide G.O. Rt. 430/66/Food, dated 7th November 1966).

The charitable institutions viz 91) St. Vincent's Orphanage, (2) Homes for the aged, and (3) Little Flower Founding Home (which are managed by the Christy Villa Poor Homes, Ramavarmapuam, Trichur), and (4) St. Joseph's Homes, Olarikara, Pullazhy, Trichur, (5) St. Christina's Home, Pullazhy, Trichur (6) Damien Leprosy Hospital and Institute, Kozhukully, Trichur, and (7) St. Anne's Charitable Institute, West Port, Trichur are exempt from levy subject to the following conditions (vide G.O. Rt. 870/75/Fd. D., dated 11th September 1975, Rt. 919/75/rd. D, dated 16th September 1975 and G.O. Rt. 941/75/Fd. D., dated 20th September 1975).

(i) The exemption will only apply to lands owned and cultivated by the institutions.

(ii) The requirement of the institutions will be worked out in terms of rice at the rate of 12 ounce per adult per day, and half of it for non-adults and the total production of rice (minus 12 per cent of production of paddy for seeds) will be set off for meeting the requirements of the institutions. A ration permit will be issued to meet only the deficit, if any, and while issuing the permit, the rate of issue will be the same as for the general, public, and

(iii) In case a surplus is estimated after meeting the requirements, levy at the rate of 13 of the surplus or at the prescribed levy rate, whichever is lower, will be made.

In the case of Rural Institute, Thavanoor, the area attributable to production being sold as seed will be exempted from levy, and for the rest of the area, the institute should pay levy to the Government (vide G.O. Rt. 1113/75/Fd. D., dated 20th October 1975).

Paddy cultivation raised in school plots as a part of the work experience programme in the schools is exempted from levy (Vide G.O. Rt. 679/76/Fd.D., dated 8th March 1976).

The three Joint Farming Co-operative Societies in the Q.S. and T. Blocks of Kuttanad, which are cultivating the surplus land taken over by Government under the provisions of the Kerala Land Reforms Act, 1963 are exempt from levy (Vide G.O. Rt. 841/76/Fd. D., dated 19th March 1976).

In regard to the paddy cultivation under the Taungya System in forest area, and the punam and kumri cultivation, the levy would be limited to 25 per cent of the total produce. (Vide G.O. Rt. 403, 66/Fd., dated 24th October 1966, G.O. Rt. 30/68/Fd., dated 16th September 1968 and G.O. Rt. 180/71/Fd., dated 10th July 1971).

Levy from the Hill Tribes should be assessed only on the basis of the different households in the settlements, and not on the basis of the entire cultivation in the name of the head of the family or settlement, so that the tribes may not be put to unnecessary hardship. (Vide Govt. letter No. 1020-B2/68/Fd.D., dated 25th June, 1968).

In the case of Agricultural College, Vellayani, the area under cultivation attributable to the production of seed, will be exempt from levy and for the rest of area, the college should pay levy to the Government. If however, the paddy left after payment of levy is sufficient for the consumption of the hostels run by the college at the rate of 160 grams per inmate per day, the rice portion of the ration permit granted to the college hostel will be frozen and if not sufficient, it will be frozen to the extent permissible. (Vide G.O. Rt. 27/76/Fd. D., dated 2nd January 1976).

For every 4 quintals of paddy seeds sold by seed growers to the Agriculture Department, a quantity of 5 quintals of paddy will be set off from the paddy that is to be procured by way of levy from such seed growing cultivators. (Vide G.O. Rt. 125/68/Agriculture, dated 15th January 1968, Rt. 12/68/Food, dated 16th January 1968, Rt. 71/68/Food, dated 31st January 1968 and G.O. Rt. 178/68/Food, dated 17th February 1968).

9.02. Issue of levy notice and Fixation of target

Preliminary to the issue of levy notice, Register Nos. I, II and III should be written up well before the commencement of harvest from a crop in consultation with the village records and by intensive field verification of the lands. Field verification is the primary responsibility of the special village assistants. A cent percent verification of the fields should be undertaken by the Grain Purchasing Inspectors, Revenue Inspectors and Rationing Inspectors. A fair percentage of the verification done by them should be test checked by the Tahsildars and Taluk Supply Officers and subjected to a further check of a few cases in each village, as far as possible by the Revenue Divisional Officers and District Supply Officers. The District Collector, may make arrangements to apportion areas for verification to the Revenue Inspectors,

Grain Purchasing Inspectors and Rationing Inspectors and areas for check by the Tahsildars and Taluk Supply Officers.

Register Nos. I , II and III specified below should be written up and posted up-to-date.

Register No. I – Foodgrains Cultivation Register.- This Register should indicate the survey number and the subdivision number-wise details of holdings of wet lands, the name of cultivator and the extent cultivated with paddy for each crop. The register should be maintained in all villages irrespective of the fact whether procurement is resorted to or not.

Register No. II – Register of paddy producer's and Rent Receivers.- This Register should show the consolidated extent of land cultivated by individual cultivators under different survey numbers, with special reference to the entry in the Register No.1. the extent of cultivation in the name of the cultivator in other villages also should be brought under his name based on the details intimated from other villages. The levy due, for which the ration card of the cultivator is frozen will also be entered in the Register. All the columns must be self explanatory. This Register also should be maintained in all villages irrespective of the fact whether there is procurement or not. In the case of villages where there is no procurement, the columns will be left blank.

Register No. III – Foodgrains Procurement Register.- This register need be maintained only in those villages where procurement of paddy by levy is done. In this register, information regarding the names of the cultivators, quantity to be procured, the quantity actually procured and the balance due from the cultivator will be entered. In column No. 2, the serial number of the cultivators as given in Register No. II will be entered to facilitate cross verification.

For the purpose of levy, the Taluks of the State are classified into 3 categories based on the average yield per hectare as reported by the Bureau of Economics and Statistics. The classification of Taluks and slab-wise scales of levy for each category will be notified by Government for each crop. Immediately after publication of such notification, levy notices should be written and served on the cultivators in accordance with Clauses (4) and (5) of the Kerala Rice and Paddy (Procurement by Levy) Order, 1966. The levy notices should be served sufficiently early so that the cultivators can measure the levy from the Kalam itself. The following instructions should be borne in mind during procurement as they are intended to afford relief in deserving cases. The discretion has to be exercised very carefully.

(i) If the yield in any village is manifestly lower than the average yield computed for the Taluk for purpose of classification the scale of levy may be depressed wherever actually necessary up to the scales for the next below category with a view to prevent hardship.

(ii) In the case of crop failure, arrangements to reduce the demand of levy as contemplated in the Levy Orders should be made.

(iii) In individual cases, where hardships may cause if the scale of levy is not suitably depressed action may be taken according to the guidelines given in (i) above.

(iv) The assessment of levy should be made taking into consideration the total extent of the lands held by the cultivator in different Taluks as provided in Clause 3 D of the Levy Order.

Based on the entries in Register No. III, a provisional target should be fixed for each village and the final target arrived at taking into account remissions, if any, on against levy objection petitions. The procurement of paddy due from a village or taluk is primarily the responsibility of the officer in the village or the taluk concerned whether the cultivator resides in his village or taluk or otherwise. If the cultivator resides in a neighbouring village or taluk, the Village Officer or the Taluk Supply Officer himself should approach the cultivator and effect the purchase of levy paddy with the help of the local officers wherever necessary. It is necessary that all the officers concerned should co-ordinate their concerted effort to achieve the target fixed for procurement from each crop.

9.03. Filing and disposal of objection petitions

Under sub clause (1) of clause 6 of the Kerala Rice and Paddy (Procurement by Levy) Order, 1966 the cultivator is entitled to file an objection petition before the Taluk Supply Officer/Special Tahsildar for procurement within 7 days of the receipt of levy notice provided that the cultivator has measured the quantity of levy paddy admitted by him to be liable to sale under the Levy Order. Such objection petitions should be registered in the register of objection petitions to be maintained village-wise/Firka-wise by every Taluk Supply Officer/ Special Tahsildar for procurement and their prompt disposals pursued. All objection petitions should be disposed of within 10 days of their receipt and the decision communicated within 7 days. The Taluk Supply Officer/Special Tahsildar for procurement should ensure that remissions in levy should not be allowed unless they are personally satisfied that such order will be justified in the circumstances of each case. The Taluk Supply Officers/Special Tahsildars for procurement should chalk out a programme of inspection of villages and dispose of the objection petitions expeditiously within the time limit which should be particularly watched in the register of objection petitions. Under no circumstances, pendency of objection petitions will be accepted as a plea for lack of progress in procurement.

9.04. Purchase price of levy paddy

The purchase price of levy paddy is fixed by Government from time to time under the provision of the Kerala Paddy (Maximum Price) Order, 1968.

9.05. Appointment of procurement agents

In pursuance of Clause 3 of the Kerala Rice and Paddy (Procurement by Levy) Order, 1966, agents of the Government for the purpose of procurement of levy paddy are appointed by the District Collector. In taluks where departmental procurement is in vogue, the Village Officers, and in areas where agency procurement is in vogue private agents, first preference being given to the co-operative societies, should be appointed as procurement agents by the District Collector, by issuing proceedings in respect of each crop. Where procured paddy is hulled, formal orders appointing the millers as agents have to be issued. In selecting the private agents and millers, their financial stability should be considered. Necessary agreements should be got executed in the prescribed agreement forms after realizing the necessary security, etc.

9.06. Hulling of levy paddy and fixation of outturn

(i) The allotment of procured paddy should be made taking into account primarily the capacity of each mill. Preference should be given to the mills run by Co-operative Societies and other things being equal, the private millers will be given more or less equal quantities.

Procured paddy should not be allotted to any mill outside the district except with the prior approval of the Government. The actual outturn or the out turn at the percentage fixed whichever is higher will have to be measured by the hulling agents. Any short fall should be made good from the agents, as per the provisions of the agreement.

(ii) Outturn of rice on hulling the procured paddy has to be fixed for each locality and for each milling agent by test hulling. According to the uniform specification for fair average quality rice, the moisture percentage admissible is 14 in the case of raw rice and 15 in the case of boiled rice. It would be more scientific to fix the standard for test hulling on the basis moisture content of the hulled produce which should be dried to the moisture content referred to above. The moisture content of the produce can be quickly and easily found out by automatic moisture metres. The outturn of rice dehu ked in handpounding units should be 71 per cent of the paddy. The percentage of outturn should not be less than the minimum outturn of 66 2/3 per cent. The allotment of paddy for hulling to the handpounding societies will be subject to the conditions stipulated in G.O. MS.8/70/Food, dated 16th April 1970.

9.07. Progress of procurement

Responsibility of watching the progress of procurement is primarily that of the Taluk Supply Officer who should obtain daily progress reports from the village Officers/agents and they should post the village-wise stock register of paddy procured and watch the progress of procurement against the target in respect of each village. The daily progress should then be intimated to the District Supply Officer.

9.08. Departmental procurement

The funds required for the purpose of procurement departmentally will be placed at the disposal of the District Collector. Taking into account the target fixed for each taluk and charges incidental to procurement allotted funds will be distributed by the District Collector to the Taluk Supply Officers. The Collector shall also keep with him a reasonable amount as reserve to be allotted to any taluk according to demand.

The Taluk Supply Officer should make a retailed assessment of the quantity of paddy procurable from each village in the taluk and determine the maximum amount payable to each village officer for procurement. Taking into account the requirement of each village officer for a week, funds will be drawn from the treasury by the Taluk Supply Officer on contingent bills countersigned by the District Supply Officer. In disbursing the amount to the village officers as advance the following points should also be noted:-

(i) Payment for the paddy purchased and towards incidental charges are to be made immediately. Normally there should not be any unspent balance at the end of the week.

(ii) Payment of advance long before commencement of actual procurement and far in excess of the actual requirements should be strictly avoided.

(iii) Subsequent advances should be made only after verifying the accounts and supporting vouchers with a view to satisfying that the earlier advance(s) has/have been properly utilized and accounted.

(iv) Depositing of the money drawn by the Taluk Supply Officer, or received by the village officer is not permissible.

(v) Any undisbursed balance of advance with the Taluk Supply Officer should be remitted into the treasury immediately.

Taluk Supply Officer should keep proper accounts for the advances drawn and shall keep a ledger of the payments made to each village officer. On receipt of the advance, the village officer should on the same day credit the amount in his nalvazhi. He should then purchase the paddy due to Government from the producers/rent receivers in accordance with the quantum fixed and notices issued. In making the purchase, the village officers should see that the paddy purchased by him from the cultivators conforms to the specifications fixed for fair average quality and standard and is completely dry. The price of paddy payable to the cultivator or rent receiver is fixed in terms of weight. However, test measurement of the paddy of different varieties available in the locality should be conducted by the village officer in the presence of the respective Tahsildars and a weight to volume conversion ratio should be adopted and purchase effected on volumetric basis. Generally one 'Para' of paddy weighs between 16 ½ and 17 lbs. On this basis, one quintal of paddy will be equivalent to 13 ½ standard 'Paras' of paddy. But in accounting the receipts and issues, the village officer shall always adopt the weight basis only.

The purchase price shall be paid immediately when the cultivator measures the paddy and the village officers should prepare the receipt, in triplicate, by carbon

process with copying pencil and obtain the acknowledgement for the price paid from the cultivator in all the three copies of the receipt, the original being properly stamped if the amount paid exceeds Rs.20. the triplicate copy shall be handed over to the cultivator in proof of having measured the levy due from him. If for any reason, the purchase price is to be paid to a person other than the cultivator and if the receipt is given by that person on behalf of the cultivator, such receipts should accompany a letter of authorization from the signatory to receive the amount on behalf of the cultivator. If the purchase price could not be paid to the cultivator, such amounts should be credited to "Revenue Deposits" against the name of the cultivator. All payments made by the village officer should be accounted daily with reference to the receipts and the paddy purchased should be accounted in the 'ARA' and Stock Registers. Daily the accounts should be closed and the balance of advance, paddy and the gunny bags should be worked out.

Government will fix the maximum rates payable for different items of work connected with the procurement, i.e., cost of gunny, measuring charges, transport charges, delivery charges, rent of ara, etc. The District Collectors will fix reasonable charges under these heads applicable to each village, provided that such charges shall not exceed the maximum rates fixed by Government. The rates so fixed should be communicated to the Taluk Supply Officers and the village officers well before the commencement of procurement. All such charges should be supported by proper vouchers to be accounted in the nalvazhi under the proper heads. The vouchers in support of the purchase of gunny bags should indicate invariably the person from whom it is purchased and the number of gunnies purchased. Other vouchers in support of the expenditure incurred in connection with procurement should specify the exact purpose of the expenditure.

After the paddy is purchased and the cost is paid to the cultivator, the village officers should arrange for the transport of the paddy to a suitable ara or other suitable building for the storage of paddy. The Ara or other building selected should be leak proof. Rats and other rodents should not have access to the paddy stored. As far as possible different varieties of paddy should be packed separately in good and sound gunny bags purchased and stored separately. Storing the paddy procured in the depots of authorized retail dealers is irregular. Movement of such paddy to retail shops should be done only after a proper release authority is issued by the Taluk Supply Officer. In case procured paddy is stored in retail shops and paddy issued to the consumers by that retail dealer based on the release authority, such retail dealers should not be allowed transport charges included in their margin.

The village officer should maintain a Daily Stock Register of paddy and gunnies purchased and issued. The transactions should be entered in chronological order. In addition to the Stock Register, if the stock of paddy is held in more than one ara, separate area registers should also be maintained. He will note in the stock register the particular ara in which each item of paddy purchased by him is stored so as to facilitate checking of accounts.

A register of miscellaneous articles like weighing balance, measuring vessels, rods, etc., in use by the village officer in connection with the procurement work, should be maintained by him showing the date of purchase, detailed specification of each item and price thereof.

Nalvazhi, stock and other registers should be closed under the signature of the village officer daily to show the daily progress in transactions and the balance of advances, paddy and gunny bags. The village officer should submit a daily report to the Taluk Supply Officer about the quantity of paddy purchased by him indicating the names of the persons from whom he has purchased, paddy.

9.09. Procurement Accounts

The procured paddy in respect of each crop should be released by the village officers within two weeks from the date of procurement and in any case their accounts should be settled within a month after the procurement season. The stock and accounts of the village officers should be checked by the Grain Purchasing Inspectors/Rationing Inspectors at least once in a week. They should also physically verify the quantity of paddy held in each ara and record the result of the verification in the ara register. Similar checks and physical verification should be conducted by the Taluk Supply Officer weekly and District Supply Officer once in a fortnight. Detailed notes on such checks should be submitted by the District Supply Officers to the District Collectors who are primarily responsible for the money drawn for procurement of paddy. Major defects coming to the notice of the inspecting officers should be reported to the Board of Revenue (Civil Supplies) promptly. The fact and results of physical verification of cash, paddy and gunny bags should be recorded in the concerned registers by the inspecting officers.

Immediately after the purchase from a crop is over or on the last working day of the financial year, the unspent balances with the village officers should be remitted to the treasury on chalan countersigned by the Taluk Supply Officer. As soon as the procurement from a crop and release are over and unspent balances remitted, the nalvazhi with the supporting vouchers and chalans should be submitted to the Taluk Supply Officer for verification. The accounts of each crop should be distinct and separate and no balances of cash, paddy, etc., any previous crop should be incorporated in the accounts of the crop. The transactions should be verified with the help of the Grain Purchase Inspectors/ Civil Supplies Rationing Inspectors and admitted after disallowing irregular expenditure, if any. All vouchers should be passed and admitted by the Taluk Supply Officer and disallowed expenditure if any should be immediately realized. A certificate to the effect that the accounts have been finally checked should be recorded under the initials of the Taluk Supply Officer. The results of verification should also be indicated in the register. Then the accounts of the advance and transactions of the village officers should be abstracted in proforma I, II, II A, III and IV prepared in quadruplicate, vide from XV of the revised booklet on accounting instructions. The proforma should be checked by the Local Audit Party of

the Board of Revenue (Civil Supplies) as soon as they are prepared. After the check, the detailed accounts of the advances drawn for a crop should be furnished by the Taluk Supply Officer to District Supply Officer concerned in Kerala Financial Code Form 11 with two copies of proforma I and II and IIA, original vouchers exceeding Rs.100 and chalans for remittance of undisbursed balance of advance with the Taluk Supply Officer, unspent balance with the village officers and disallowed expenditure. The District Supply Officer should after examination of the accounts satisfy himself that the accounts are complete and are prepared in accordance with the instructions of the board and forward them by 'Registered post acknowledgement due' to the Accountant General after countersignature. Vouchers above Rs.100 and upto Rs.200 should be retained by the District Supply Officer and the vouchers in excess of Rs.200 should be sent to the accountant general. The dispatch of the final accounts of each crop to the Accountant General should be intimated by the District Supply Officer to the finance branch of the Board of Revenue (Civil Supplies) so that proper watch can be kept on the prompt rendering of the accounts to the Accountant General. The detailed accounts in respect of the advances drawn for a particular crop should be forwarded to the Accountant General within 8 months from the date of drawal of the first advance. To ensure this, the District Supply Officers should maintain a Watch Register showing details of advances given for each crop, the date on which the accounts have been rendered by the Taluk Supply Officer, the date on which the accounts have been sent to the Accountant General, etc. The District Supply Officers should also conduct a monthly review of the position of rendering accounts to the Accountant General and send copies of the review notes to the board. The passed vouchers which are not required to be forwarded to the Accountant General should be duly defaced and kept in safe custody along with the accounts and registers to be made available to the inspecting officers.

9.10. Storage/shortage allowance to the departmental procurement agents

Shortage allowance for paddy stored shall be granted to the Departmental Procurement Agents under the following conditions:-

(i) No shortage allowance may be granted to the village staff in case of paddy stored for a period of less than two weeks. In reckoning the period of storage, the date of report of the procurement of paddy by the Village Officers to the Taluk Supply Officers and the last date of validity of the release authority issued by the Taluk Supply Officer may be taken into account.

(ii) Storage allowance not exceeding $\frac{1}{2}$ per cent shall be allowed if the period of storage is not less than two weeks but not more than four weeks and if there is actual shortage on physical verification and the shortage is due to reasons beyond the control of the officers concerned.

(iii) Shortage allowance between $\frac{1}{2}$ per cent to 1 per cent shall be allowed when the period of storage is more than four weeks, in proportion to the period of storage. More than 1 per cent shortage allowance shall on no account be allowed.

(iv) Shortage allowance may not be allowed as a matter of right. Each case shall be considered on independent merits and the shortage shall be written of by the Board of Revenue on the basis of specific investigation reports.

(v) In order to check the correctness of the shortage claimed by the village officer, proper records may be maintained by the Taluk Supply Officers concerned. This includes register of shortage of paddy procured vide also note (3).

(vi) The Taluk Supply Officers should send detailed reports to the District Supply Offices/District Collectors immediately after two weeks in cases where the paddy procured could not be released in time, explaining the reasons therefore. The Taluk Supply Officers in charge of procurement in each taluk will be held responsible for the loss due to the delay in releasing the paddy even after two weeks from the date of report of procurement by the Village Officer. But in cases where timely intimation was given to the District Supply Officer and no action was taken by the District Supply Officer he will be responsible for the loss.

Note: (1) The actual shortage to be allowed is to be limited to half per cent or one per cent as the case may be or the actual physical shortage whichever is less.

(2) Delay in issuing the paddy can be due to the delay in issuing release authority by the Taluk Supply Officer or delay in remitting the cost, etc. by the authorized wholesale distributors/authorized retail distributors or delay in releasing paddy by the Village Officers. It should be clearly understood, that the Taluk Supply Officer/Dealer/Village Officer will be held personally responsible for the delay in the actual release of paddy and the loss on account of shortage is liable to be made good from the persons concerned, unless such delays are on account of reasons beyond the control of the Taluk Supply Officer/Dealer/Village Officer, which should be proved by document at every stage.

(3) If the shortage is to be allowed, Taluk Supply Officer should satisfactorily explain the delay and also the physical shortage by actual physical verification. For this purpose, a register should be maintained by the Taluk Supply Officer in respect of each Village Officer separately for each crop in the proforma prescribed in Form XII of the revised booklet on accounting instructions. The register should be made available to the Local Audit Parties of the Board of Revenue (Civil Supplies).

(4) The report regarding the delay of more than two weeks for the release of paddy submitted to the District Collector should be necessarily accompanied by a report on the physical balance.

(5) The investigation report of the Collector on the shortage and request for the write off to the Board of Revenue should be accompanied by a true copy of the register of shortage of paddy procured and extracts of relevant correspondence justifying the delay and consequent shortage of paddy procured.

(6) The shortage contemplated is not allowable to the private agencies or co-operative societies employed for procurement of paddy.

(7) As the transactions in regard to the Departmental Procurement of Paddy are on a no profit no loss basis, the cost of shortage i.e., on per cent of the cost of procurement is included as one of the elements in fixing the price of procured paddy.

(8) The Board of Revenue, Finance Branch will pursue the receipt of disposal of the requests for write off through a register kept for the purpose, indicating the date of receipt, from whom received, name of the village officer, quantity reported as shortage, nature of disposal of shortage and reference in which orders of the Board were intimated to the District Collector.

9.11. Procedure to be followed when village staff is transferred

When a village officer/village assistant engaged in the procurement work is transferred, all columns in the nalvazhi and stock register should be totalled and balance of advance, paddy and gunny bags should be worked out. This should be verified by the Taluk Supply Officer and recorded as correct in the register. The balance of cash, paddy and gunny bags should be handed over to the successor, and handing over/taking over should be signed by the transferred and successor Village Officer/Village Assistant. The report of handing over charge should be made out in triplicate and countersigned by the Taluk Supply Officer. This report should specify the up-to-date advance received less the amount expended, paddy and gunny bags purchased, issued and balance and also a list of the registers, vouchers and authorities entrusted to the successor. The Village Officer/Village Assistants should be deemed to have been relieved only after they produce the handing over report countersigned by the Taluk Supply Officer.

9.12. Agency Procurement

Government may by special orders entrust the work of procurement of paddy from a crop/ all the crops of a taluk to private agencies. The private agency/agencies selected shall be appointed by the District Collector. An agency so appointed shall be entrusted with the procurement of paddy from a village or a group of villages or the entire taluk as may be necessary. It should be ensured that not more than one agency is appointed for procurement from a village. The agency so appointed will remit the requisite security and enter into an agreement with the District Collector in the form prescribed.

The entire responsibility of raising the funds required for the procurement work is that of the agency. If Government advances money for the procurement work, the District Collector is responsible for the drawal, disbursement and prompt realization of principal, interest and penal interest, if any, in accordance with the terms and conditions under which such advances are sanctioned by Government.

9.13. Loans to Co-operative Societies/Banks

A scheme of advancing loans to Co-operative Societies or Banks acting as procurement agents through the Central Co-operative Bank, has been sanctioned by Government in G.O. Rt. No. 452/67/Food, dated 26th September 1967. (as amended subsequently). The salient features of the scheme are:-

(i) District Collector is authorized to draw the required amount on receipt of sanction of funds from Government from the treasury on miscellaneous bills endorsed in favour of the Central Co-operative Bank after executing necessary agreement in the prescribed form. The account of the loan should be maintained by the District Collector in the prescribed form and the District Collector is to communicate the acceptance of balances intimated by the Accountant General. The District Collector should also ensure that the loans are properly utilized by the Bank.

(ii) The District Collectors may advance funds to the Co-operative Central Banks of the District for financing co-operative societies for procurement of paddy on behalf of Government. The Collector should satisfy himself about the financial soundness of the Co-operative Central Bank before the loan is sanctioned.

(iii) The amount advanced should be within the borrowing power of the Co-operative Central Bank.

(iv) The loan to be sanctioned should be utilized by the Co-operative Central Bank only for financing Co-operative Societies for procurement of paddy on behalf of Government.

(v) A promissory note should be got executed by the Co-operative Central Bank before the loan is sanctioned.

(vi) An agreement should be got executed by the Co-operative Central Bank before the loan is sanctioned in the form approved by the Government (vide G.O. Rt. 519/72/Food, dated 25th October 1972).

(vii) The loan will bear interest rates specified from time to time on the daily balance in the loan account until the same is fully liquidated.

(viii) The loan will be repayable within a period of five months by the Co-operative Central Bank. This is subject to changes ordered from time to time.

(ix) The cash credit accommodation given to the societies by the Co-operative Central Bank should be only for five months (vide G.O. Rt. 105/72/Food, dated 23rd February 1972).

(x) The Co-operative Central Bank shall pay to the District Collector on demand the balance then outstanding and owing to the Government and the amount of all further charges and expenses, if any, to the date of repayment.

(xi) The Co-operative Central Banks should obtain proper and adequate security from the Co-operative Societies before they are allowed to avail themselves of the funds from the loan advanced to the Bank. The amount advanced by the Bank to the societies should be adequately covered by stocks.

(xii) The instructions issued by the Government Registrar of Co-operative Societies and the District Collector should be strictly adhered to by the Bank.

(xiii) The Co-operative Central Bank should make all necessary arrangements and produce on demand all records to the officers of Government for inspection.

(xiv) The Agreement and Promissory Note to be executed by the Co-operative Central Bank shall operate as continuing security for the amount due to Government and also for the ultimate balance due on the loan account.

(xv) The Co-operative Central Bank will be permitted to charge a margin of 1 per cent on the societies over and above the interest towards its administrative charges.

9.14. Procurement under agency system of procurement

The departmental staff will be responsible for issuing levy notices to the cultivators and disposal of levy objection petitions in accordance with the Kerala rice and paddy (Procurement by Levy) Order, 1966. The procurement agents should contact all the cultivators to whom levy notices have been served and procure the paddy, if necessary with the help of departmental staff. Every attempt should be made and timely action taken to achieve the target fixed for procurement. For this purpose, the Taluk Supply Officer will issue village-wise list of cultivators and the quantity of paddy to be measured. Copies of the orders passed on levy objection petitions should also be promptly communicated to the agent in order to keep the list up-to-date.

Immediately after paddy is measured by the cultivator, the price of the paddy should be paid to the cultivator on the spot, and a receipt in the prescribed form should be obtained duly stamped if the amount paid is Rs. 20 or above. The paddy so procured should be transported to the godowns of the procurement agents which are approved by the District Collector. The agents are responsible for the safe custody of the procured stock and sell to the persons as directed by the District Collector/Special Tahsildar/Taluk Supply Officer.

The procurement agent should maintain a purchase register of paddy for each village and a consolidated stock register of paddy for the entire area allotted for procurement. The transactions should be entered in these registers in their chronological order and should be closed daily.

From the weekly return submitted by the procurement agent to the Taluk Supply Officer, a stock register of paddy should be maintained in the Taluk Supply Office showing the opening balance, purchase, sales during the week and the closing balance. Immediate action should be initiated by the Taluk Supply Officer to procure paddy from the persons listed under “cultivators who refused to measure paddy”.

Soon after procurement from a crop is over and sale of paddy is completed, the accounts of procurement should be closed by the agents and final accounts should be submitted to the Taluk Supply Officer along with their purchase registers, stock register of paddy, receipts obtained from the cultivators and release authorities duly

acknowledged by the wholesale nominees to whom paddy was sold. The final accounts should be scrutinized to ensure the following:-

(i) Purchase of paddy has been made according to the direction issued by the departmental authorities.

(ii) Quantity authorized for sale has alone been sold to the proper person and at prices fixed by the District Collector and their acknowledgement obtained for the paddy and gunny bags issued to them.

(iii) All dues to Government by way of administrative surcharge, price equalisation charges, sales tax and adjustment price charges relating to paddy procured under agency procurement have been collected by the Taluk Supply Officer directly from the dealers and the agents have not been allowed to collect amounts due to Government. If for any reason, the agents have collected the amounts due to Government, the same should be got remitted to Government accounts promptly. The Taluk Supply Officers should ensure this.

(iv) In respect of seized paddy/rice the difference between the margin allowed for procurement of levy and paddy and that actually allowed should also be realized from the procurement agent. For seized paddy/rice incidental charges have to be fixed by the District Collector taking into account the circumstances of each case.

9.15. Disposal of procured paddy

A. Departmentally procured paddy

Stock of paddy procured departmentally are either issued within the taluk to the authorized retail distributors or issued to the neighbouring taluks through wholesale nominees or issued for hulling to milling agents as may be directed by the District Collectors/Special Tahsildar/Taluk Supply Officer. The paddy procured should be released immediately not later than 15 days. Any loss on account of shrinkage due to delay in releasing the paddy will be made good from the persons responsible for the delay. The Taluk Supply Officer is primarily responsible for the prompt release of paddy or rice obtained out of it, by issuing individual release orders. In issuing the release authorities, the following instructions should be adhered to.

1. As far as possible, paddy or rice may not be issued to wholesale dealers who are classified as IV and V zone dealers.

2. In all cases of issue of paddy/rice the price fixation should be got approved by the District Collector. In respect of procured paddy/rice transferred to other taluks through wholesale dealers, the price fixation should be initiated by the receiving Taluk Supply Officers.

3. Separate authorities should be issued for the release of paddy procured during different crops.

4. Release authorities should be separate in respect of paddy procured by each Village Officer.

5. Remittance of cost, Administrative Surcharge, price equalisation charges, adjustment price and sales tax should be made at the treasury of the issuing

Taluk Supply Officer for wholesale issues in respect of each authority on chalans countersigned by the issuing Taluk Supply Officer. In respect of all issues, dues to Government should be realised by the issuing Taluk Supply Officer.

6. Reference to chalan number and date and the amount realised should be clearly indicated in the authority issued.

7. The number and date of authority issued, name of the crop and the village should be noted in red ink in bold block letters in the chalans and attested by the officer signing the release authority.

8. As and when release authorities are signed, they should be entered in the village-wise release account of paddy/mill-wise release account of rice and attested by the issuing authority.

9. The original authority is issued to the concerned village officer and duplicate to the Authorised Retail Distributor/Authorised wholesale distributor.

Immediately on receipt of the original authority by the village officer and on production of the duplicate by the Authorised Retail Distributor/Authorised Wholesale Distributor, the paddy packed in good and sound gunny bags should be released by the village officer and dated acknowledgement obtained on the reverse of the original authority specifying the quantity of paddy and number of gunny bags received by them. If it is directed to release the paddy to the milling agents, separate receipt for the paddy and gunny bags should be obtained from such agents. The village officer should then posted the stock register of paddy with reference to such original authorities. If any delay in releasing paddy by the Village Officer is reported by the Authorised Retail Distributor/Authorised Wholesale Distributor, the Taluk Supply Officer should immediately verify the physical balance of paddy and take appropriate further action.

If it is decided by the District Collector to hull the locally procured paddy, he may appoint milling agents for the purpose and order transfer of the whole or part of the paddy procured. Before entrusting the paddy to the millers, an agreement should be executed by the millers after depositing the requisite security. The milling agents should release the resultant rice actually obtained or rice at the outturn fixed whichever is higher. The rice obtained should be issued within the Taluk to the Authorised Retail Distributor or to the neighbouring taluks through wholesale nominees. The accounts of paddy received by the milling agent and the resultant rice should be separately maintained for each crop season.

At the end of procurement and the release of paddy/rice the wholesale dealer-wise details of issues in respect of each taluk should be sent by the issuing Taluk Supply officer in duplicate to the Taluk Supply Officers concerned in order to verify and return one copy duly certified that the paddy/rice shown as issued by milling agent has been correctly accounted by the wholesale dealers. Any discrepancy should be investigated and settled immediately.

9.16. Paddy procured by agents

Paddy procured by private agents may be issued within the taluk to the retail dealers or issued to the neighbouring taluks through wholesale nominees or hulled in mills owned or leased by the procurement agents or hulled by mills appointed by the District Collector. The procurement agents or the private miller appointed by the District Collector should execute an agreement in the prescribed form depositing the requisite security. The paddy or the resultant rice should be released expeditiously by issuing authorities.

The following points should be borne in mind in this connection:-

(i) For issue of paddy or resultant rice within the taluk to the retailers, list of retail authorities are issued every Monday or Tuesday to the agent/miller as the case may be. The issues have to be completed by Friday and the accounts have to be closed on Saturday of the same week. A copy of the list duly posted with the issue details and after incorporating the wholesale issues made during the week, along with the weekly return prescribed in the agreement, should then be obtained from the agent/miller.

(ii) In respect of wholesale issues, individual authorities are issued by the Taluk Supply Officer to the procurement agent/miller who should immediately on receipt of the original authority, and on production of the duplicate by the wholesale nominee, issue the paddy/rice and obtain proper acknowledgement for the paddy/rice and gunny bags issued to the wholesale dealer on the reverse of the original authority.

(iii) In all these cases, Administrative surcharge, price equalisation charge, adjustment price and sales tax due to Government should be realised by Taluk Supply Officer, at the rates prescribed by the District Collector, from the dealers direct.

9.17. Disposal of seized paddy/rice

The seized paddy/rice should according to convenience be entrusted to the retail dealers or wholesale dealers or procurement agent or milling agents within the taluk only. When paddy or rice is seized, there will be no procurement effort on the part of the procurement agent and since the transport of paddy or rice seized will generally be in the vehicle used for the illicit removal, transport charges are not allowable to the dealer or agent with whom the seized foodgrains are entrusted. Similarly cost of gunny should not be allowed where the paddy or rice is seized along with the containers. As the claims for incidental charges as full rates may not be admissible the District Collector may fix the rate or incidental charges taking into account the circumstances under which the paddy/rice was seized which should be available in the mahazar prepared on the seizure. The seized paddy or rice entrusted with the procurement agent/millers should be disposed of as if it was procured paddy, or rice obtained out of it.

CHAPTER X

SUGAR/WHEAT PRODUCTS/TEXTILES AND KEROSENE

10.01. Entrustment of distribution of sugar to the F.C.I. at the wholesale stage

In the conference of the State Food Secretaries held in Delhi on 29th September 1972, it was suggested that the F.C.I. should be entrusted with the responsibility for the physical handling of the stocks of levy sugar from the factories to the wholesale issue points in the different parts of the country by the 1st of January 1973 at the latest. Accordingly, Government in G.O. Rt. No. 712/72/Food, dated 30th December 1972 ordered that the wholesale distribution of levy sugar in the State will be entrusted to the F.C.I. from 1st January 1973 pending execution of necessary agreement by the F.C.I. Government ordered that the F.C.I. will open depots in all taluks of the State for the distribution of sugar without giving rise to complaints and they must make available the entire stock of levy sugar allotted to the State for each month before 5th of the month in order to ensure distribution through ration shops. The F.C.I. have opened sub depots covering the entire state. Government also reserves the right to terminate the arrangements made after giving notice to the F.C.I. if found necessary.

The retailers are linked to the sugar depots of the F.C.I. for lifting their sugar quota from January 1973 onwards.

Government of India is allotting stock including a pipeline stock required for the State to the F.C.I. with effect from 1st January 1973. The factory-wise allocation is also intimated to the F.C.I. The Board intimates the District Collectors the sub-allocations to various districts based on their requirements. The F.C.I. arranges to bring the stock to the various depots throughout the State and is distributed to the A.R.Ds. based on the list of authorities issued by the Taluk Supply Officer/City

Rationing Officer. The indents of A.R.Ds. for allotting sugar should be obtained and verified by the Taluk Supply Officer/City Rationing Officer on the 1st working day of each month. The authority lists should be prepared and set to the concerned depots before 7th of every month with validity upto 14th of the month. The retailers should lift the allotted quantity from the F.C.I. depot on the day, fixed between 10th and 14th of the month. The issues to the consumers should be made from 16th of the month, or on such dates as may be notified from time to time. The cost of sugar is remitted to the credit of the F.C.I. at the authorised banks by the dealers themselves at Rs. 215 per quintal minus the profit margin to the retailer fixed based on the zone to which they relate.

At present, there are no private wholesale dealers for the distribution of levy sugar. But licences are granted to deal in free sale sugar to the applicants if they satisfy the conditions for appointment and furnish the required security. Retail licences are also issued for the sale of free sale sugar in the open market.

All authorised retail dealers in the State are retail dealers for the distribution of levy sugar also. Licences under Kerala Sugar Dealers Licensing Order are also issued to them. The security furnished by them under the Kerala Rationing Order, 1966 is deemed as security for this purpose.

10.02. Accounts to be maintained by the dealers

The F.C.I. is acting as the wholesale dealer. The F.C.I. will keep separate accounts in each depot showing the receipt, issue, etc., for the particular depot.

The retail dealers should maintain Stock Register and Sales Register (Nalvazhi). Each dealer will prepare and submit every month a true return of the stock at the beginning of the month, receipt, issue and the balance available at the close of the month and should present this monthly statement to the concerned Rationing Inspector for getting allotment for the next month. The Rationing Inspector will pass the indent for the quantity required for distribution during the next month. The verification of this indent should be made in the same manner as that for rice and wheat.

No dealer should issue sugar to a cardholder after the expiry of the month. The issue should be made at the rate fixed per card per month. The quantum of sugar to be issued on ration cards and permits will be fixed from time to time. Government have directed the Collectors to issue permits in the case of new industrial canteens which are either run by co-operative or subsidised management, private hospitals, nursing homes, new Government hospitals, new convents, monasteries, orphanages, etc. subject to the availability of sugar. Under no circumstances, the dealer should issue quantities in excess of that allowed in the permits for sugar registered with him.

10.03. Accounts to be maintained at the District Supply Office/Taluk Supply Office/City Rationing Office

(i) Register of monthly issues to retailers.- A register should be maintained in the Taluk Supply Office/City Rationing Office in the following form to note the issue to every retail dealer every month.

Form of the Register

Serial Number	Name of A.R.D.	No.	No. of cards registered	Month	Name of sub depots from where stock issued	Initial of officer signing the list
				Quantity sanctioned		
1	2	3	4	5(a)	5(b)	5(c)

In each page of the register, name, number, etc., of 10 A.R.Ds. may be written in seriatim on the basis of the number allotted. the register may be maintained for each calendar year. The column provided as 5 (a), 5 (b) and 5 (c) are for noting the details of issue during the month of January. Columns for the subsequent months may be numbered as 6 (a), 6 (b) and 6 (c) etc. for the entire year upto December. Quantity under column 5 (a) etc. has to be noted in figures and letters.

The officer signing the list of authorities to the F.C.I. sub depots should initial each entry in the column provided for it at the time of signing the list. All corrections in the list should be attested with full signatures of the officer issuing the list. This will enable the officer to see whether any issue has been made previously or there is any excess issue during the month.

The total issue for a month should be struck at the close of every month and the total issue made by the F.C.I. should be got reconciled with the list received back from the Food Corporation of India.

The same pattern of list used for rice and wheat can be made use of for sending the list of sugar also. One copy of the list should be received back from the F.C.I. sub depot after completing the issues in the list.

(ii) Sugar Accounts.- The District Supply Officers/Taluk Supply Officers/City Rationing Officers should maintain the sugar accounts showing the details of sugar allotted, lifted, etc. in Form X of the revised booklet on accounting instructions. These accounts are primarily intended to watch the collection of administrative surcharge due to Government from the F.C.I.

The chalans for remittance of administrative surcharge should be countersigned by the Taluk Supply Officers/City Rationing Officers concerned after noting in the register of remittances. The chalan number and date as given in the intimation letter, received from the F.C.I. should be noted in the register of remittances and the credits should be verified in the treasury accounts by the Taluk Supply Officer/City Rationing Officer. With reference to the details furnished by the F.C.I. in the intimation letter etc., the sugar accounts should be posted by the F.C.I. in the intimation letter etc., the sugar accounts should be posted by the District Supply Officer/Taluk Supply Officer/City Rationing officer. With reference to the sugar accounts maintained by the District Supply Officers, a monthly D.C.B. in the following form should be sent by the District Supply Officers to the Board by the 20th of the succeeding month.

D.C.B. of Administrative Surcharge on sugar for the month of

T.S.O./C.R.O	Quantity allotted	Reference to Board's orders of allotment	Quantity lifted by the dealers from F.C.I.	Quantity lifted by permit holders direct from F.C.I.
1	2	3	4	5

Total of columns (4) and (5)	Administrative surcharge due	Administrative surcharge collected	Chalan number and date	Remarks
6	7	8	9	10

Certificate to be attached to D.C.B. for sugar

“Certified that the remittances noted in the D.C.B. statements have been traced to the treasury accounts under “088 Social Security and Welfare (a) C.S.-3 Receipts – Kerala Sugar Dealers Licensing Order”.

“Certified that the issue for the month of reported by the F.C.I. have been reconciled with the receipts accounted by the dealers/permit holders and found correct, subject to differences noted below”.

Differences : T.S.O./C.R.O. – wise.

10.04. Conversion of wheat into wheat products

The Government of India are allotting the monthly quota of wheat for conversion into wheat products through wheat roller flour mills for public distribution. Before 1976, wheat allotted by Government of India was given to flour mills direct from the F.C.I. depots and the state nominees were authorised to take delivery of wheat products for distribution to the public as per the price fixed by the department. From 1976, the allotments for each month received from Government of India are being given to Kerala State Civil Supplies Corporation Ltd., Cochin for arranging conversion of stock of wheat into products and the wheat products are being distributed to the cardholders, permit holders, etc., according to the price fixed by the Board of Revenue. Administrative Surcharge at the rates prescribed from time to time is given by the Civil Supplies Corporation to Government for the wheat products distributed. The remittance is made monthly by cheques to the Board of Revenue (C.S.) and the Finance Branch watches the remittance.

10.05. Inspection of roller flour mills

To ensure proper utilisation of wheat supplied and the manufacture of wheat products of standard quality, the Taluk Supply Officers are authorised to exercise all the powers of an ‘Inspector’ under section 13 of the Wheat Roller Flour Mills (Licensing and Control) Order, 1957. The inspection of the mills will be done by the

above officers at periodical intervals according to the prescribed questionnaire for inspection. (Please see annexure to this chapter)

10.06. Arrangements for the distribution of controlled cloth

Government of India have introduced a scheme for the distribution of controlled cloth to the weaker sections of the people with effect from 1st November 1972. As per the scheme, all the mills producing cloth in the country have to set apart a portion of their production for distribution through controlled channels at fixed rates.

The National Co-operative Consumer Federation, New Delhi acts as the co-ordinating agency at the national level. The Kerala Co-operative Consumer Federation, Cochin acts as the co-ordinating gency at the State level.

The Textile Commissioner will allot stock for different States by 7th of each month. The National Co-operative Consumer Federation will arrange to lift the entire allotment before 17th of the month. Any quantity not paid for or lifted by the 17th by any State will lapse. The District Collectors must report the requirement for every quarter so as to reach the Board of Revenue (Civil Supplies) by 25th of the month preceding the quarter. Board will scrutinise the allotments and furnish District-wise allotment to the Co-operative Consumer Federation. Stock will be delivered by the mills in bales of 1500 metres approximately. Immediately on receipts of allotment orders, the Kerala Co-operative Consumer Federation will intimate the Natinal Co-operative Consumer Federation the details of despatch, name of bank etc. The National Co-operative Consumer Federation will arrange despatch of the entire stock of controlled cloth allotted to the State by the Textile Commissioner to the different centres as intimated by the Kerala Co-operative Consumr Federation. As soon as the stock reaches destination, arrangements should be made for clearing the railway receipt by the respective Co-operative Societies. These stocks will have to be received by the District Wholesale Consumer Co-operative Societies as also by the affiliated units of these stores.

The District Wholesale Consumer Stores will sell the controlled cloth through their own retail outlets including super bazaars as also through their primary co-operative stores in urban and rural areas. Only when shops under co-operative sector are not available for convenient distribution to the cardholders the District Collectors will appoint private authorised retail dealers with the prior sanction of the Board of Revenue (Civil Supplies). The District Collector in consultation with the Deputy Registrar of Co-opertative Societies should prepare list of co-operative stores selected for distribution of controlled cloth. The list should be published in the offices of the District Collector, Deputy Registrar of Co-operative Societies, Taluk Office, Taluk Supply Office/City Rationing Office. Wide publicity must also be given about the arrangements for distribution of controlled cloth.

From April 1974, as per the revised policy of Government of India, the Textile Commissioner has fixed an allotment of 1724 bales of controlled cloth pr month for

the State. The Kerala Co-operative Consumers Federation is the co-ordinating agency for the State. Immediately on receipt of the allotments from the Textile Commissioner, Bombay the Kerala Co-operative Consumer Federation will intimate the N.C.C.F. the details of despatch of instructions. The N.C.C.F. will arrange for the despatch of the entire allotment to the State Government. As soon as the stock reaches destination, the concerned District Wholesale Co-operative Societies will make necessary arrangements for clearing the stock. The District Wholesale Co-operative Societies sell the controlled cloth through their co-operative outlets, including A.R.Ds. in urban and rural areas. Twenty per cent of the controlled cloth is being distributed through the mills retail shops and authorised retail shops. The existing scale of distribution of controlled cloth is one pair of saree or one pair of dhothi or 10 metres of other varieties of controlled cloth on the basis of a family ration card during a quarter. The members of the orphanages and monasteries have been allowed at the per capita rate of 2 metres of cloth once in six months. Special quota in addition to the usual quarterly quota is also being issued to the cardholders during the festival season like onam subject to the availability of stock.

For administering the distribution of controlled cloth, the Kerala Cotton Textile (Controlled Cloth) Dealer's Licensing Order, 1975 has been promulgated. A State Level Committee has been constituted with the Commissioner of Civil Supplies as the Chairman to review the progress of the distribution of controlled cloth. The price at which the controlled cloth is sold should not exceed the price stamped on the cloth. All dealers of controlled cloth whether they are licensees or not should maintain a stock register and also exhibit a board in their premises showing the variety-wise stock position and the price for each variety (vide Government letter No. 15881/D4/75/Fd.D., dated 11th January 1976).

10.07. Role of District Supply Officers

The District Supply Officers should maintain close 'contact' with the District Consumer Stores in placing indents, preparing documents for receiving stock promptly and proper distribution of controlled cloth. As long as distribution of controlled cloth is a Civil Supplies subject, it is incumbent on the part of the District Supply Officers to play an active part in the distribution of cloth.

10.08. Basis of distribution

Controlled cloth will be issued on the basis of ration cards and only after making necessary notings in the space available in the card. Not more than one pair of dhothi or one pair of sari or 10 metres of other varieties of controlled cloth will be sold on the basis of a family card during a quarter for the present. The scheme is designed by the Government of India primarily for persons below the income level of Rs.250 per month, but this restriction has not been adopted in Kerala.

10.09. Maintenance of accounts

Every dealer should maintain a register of daily accounts for the stock for each variety of controlled cloth showing correctly.-

- (a) The opening balance stock at the beginning of the day;
- (b) The quantities received during the day showing the place from where and the source from which received;
- (c) The quantities expressed in the same measure as he chooses for (a) and (b) delivered or otherwise removed during the day showing the bill number, etc.
- (d) Closing stock at the end of the day.

Each dealer should complete the accounts for each day before the commencement of the business for the next working day, unless prevented by reasonable cause. The burden of proving this is on him.

Every dealer should exhibit a notice board at a conspicuous part of his place of business showing the names of the varieties of controlled cloth and price for item which he has in stock.

Every dealer should issue in respect of every sale effected by him, a correct receipt or invoice, as the case may be, in respect of the sale of cloth. Such receipt or invoice in respect of controlled cloth shall contain his own name, address of the buyer, the date of transaction, the quantity sold, the description of cloth, including any distinguished trade name and number, the price per unit of the cloth and the total amount charged. The signature of the cardholder should be obtained on the invoice receipt. He should also keep a duplicate of the receipt or invoice, so issued, to be available for inspection.

10.10. Price

Retail price will be stamped by the mills in every metre of the cloth. The A.R.D. should not sell cloth at rates in excess of the price stamped on it.

10.11. Margin of profit

The total profit allowed is 12 ½ per cent, of which 2 ½ per cent will go to the National Co-operative Consumer Federation, 2 per cent to the State Co-operative Consumer Federation, 2 per cent to the wholesale consumer stores and 6 per cent to the authorised retail dealer. The present system of collection of freight, equalisation fund at the rate of 2 per cent and a deduction of actual freight being allowed in the invoice has been discontinued for the controlled cloth produced under the revised policy from April 1974. Instead collection of ¼ per cent towards the freight reserve and ½ per cent towards N.C.F. commission making a total of ¾ per cent can be made. The retailers and wholesalers will get a margin of 10 per cent and 8 ¼ per cent respectively. The Kerala Co-operative Consumers Federation will get a commission of 1 per cent on the ex-mill value of controlled cloth from the wholesalers directly.

The District Collector /District Supply Officer have to see that necessary agreements are got executed by the wholesale dealers and retail dealers for the enforcement of the above directions.

The dealers must give facilities for inspection of the shops by an officer not below the rank of Rationing Inspector of the Civil Supplies Department or Quality Inspectors of Industries Department or Co-operative Inspectors of the Co-operative Department. The dealer must also be made liable for the payment of the cost of excess or shortage noticed in the stock at the time of inspection.

Government have also made necessary arrangements to provide financial assistance to the Kerala Co-operative Consumer Federation for the proper implementation of the scheme.

Notifications have been issued by the Textile Commissioner, Bombay, authorising officers of the Civil Supplies Department in the State to perform the duties under the provisions of the Cotton Textile (Control) Order, 1948.

10.12. The Kerala Kerosene Control Order, 1968

The Kerala Kerosene Control Order, 1968 seeks to regulate the distribution of kerosene oil at the wholesale and retail levels by the issue of licences, wholesale licenses being issued by the collectors and retail licences by the District Supply Officers. The order was brought into force throughout the State with effect from 10th day of January 1968.

The wholesale agents of the oil companies are primary wholesale dealers engaged in the distribution of kerosene to dealers in kerosene who resell it. Secondary wholesale dealer is a dealer who buys kerosene to resell it to dealers or to institutions or persons approved by the District Collector. The secondary wholesale dealers who are the agents of the oil companies were appointed as wholesalers under the Kerosene Control Order.

The distribution of kerosene to the cardholders is based on the directions issued from Government and Board from time to time according to the availability of the stock. Instructions are also issued from time to time regarding the mode of lifting stock by the wholesalers and retailers based on the availability of the stock. Permits for kerosene are also issued to bonafide consumers for industrial and other purposes by the District Collectors.

At present, all the retail dealers appointed under the provisions of the Kerala Rationing Order, 1966 are given retail licences under the provisions of the Kerala Kerosene Control Order, 1968 to deal in kerosene on furnishing separate security and agreement.

The wholesale dealers have to take licences under the provisions of the Kerala Kerosene Control Order, 1968 and have to furnish security and execute agreement as provided in the order. They have also to take licences for storage of the stock from the Executive District Magistrate.

Retail licences should not be granted to a wholesale licensee to run the retail business in the same building.

Government have authorised the District Collectors and District Supply Officers to issue directions to the officers in charge of district depots or main

installation depot for the equitable distribution of petroleum products (vide Govt. Order No. 11235/C3/72/Fd.D., dated 15th February 1973).

The requirement of kerosene for the State is met by the Government of India and supply made through the oil companies. The distribution of kerosene to each district is made as per the percentage of the state allotment for the particular month as indicated below:

District	I.O.C. (per cent)	H.P.C. (per cent)	B.R.L. (per cent)	Caltex (per cent)
Trivandrum	9	8	7	..
Quilon	11.5	10	7	..
Alleppey	9	14.5	7.5	46.9
Kottayam	7.6	6	8.0	..
Idikki	4.2	3	3	..
Ernakulam	11.3	15	27	15.2
Trichur	9.1	13.9	13.3	20
Palghat	9.9	9.5	7.5	13.8
Malappuram	9.6	8.0	10.3	..
Kozhikode	10.5	10.0	11	4.1
Cannanore	10.5	9.5	11	..
	4.0*			

- Industrial purpose

[Vide Board's Proceedings No. (CS)G1-49606/75, dated 10th January 1978].

The ex-wholesale price of kerosene and retail price etc. are fixed by the District Collectors in accordance with the provisions contained in Clause 3 of Kerosene (Fixation of Ceiling Prices) Order, 1970. The price is fixed taking into account various factors such as ex-installation price, sales tax, transport charges, leakage allowance, loading and unloading charges, etc. The guide lines issued by the Government for fixing the maximum wholesale and retail price may be seen in G.O. (MS) No. 77/65/Food, dated 4th November 1965 and G.O. (MS) No. 5/76/Food, dated 17th February 1976.

The wholesalers and retailer must comply with the directions issued by the officers of the Civil Supplies Department not below the rank of Taluk Supply Officer/City Rationing Officer and of the provisions of the Kerala Kerosene Control Order, 1968. The Taluk Supply Officers/City Rationing Officers should ensure that the A.R.D.has at least two barrels for storing kerosene and at no time more than one barrel is empty.

10.13. Transaction by Wholesalers and Retailers

The wholesale dealers and retail dealers should keep correct and proper accounts of the receipt of stock, issues etc., which should be produced on demand by the inspecting officers. Every issue should be supported by a bill showing the name of the buyer permit number/card number and price charged. The daily accounts must be closed and the abalance should be struck after the close of the business. The wholesale dealers and retail dealers should keep stock registers and daily issue registers (Nalvazhi). The retail dealers may present indents to the Rationing Inspectors for the stock required either every week or for a month as per the instruction issued from time to time by the Board of Revenue (CS). A list of authorities should be prepared for every wholesaler on the basis of the indents passed by the Rationing Inspectors. The details of issue should be noted in a register maintained wholesale-wise. The details of stock received by the wholesalers and issued every month should be arrived at the close of every month and the Taluk Supply Officer/City Rationing Officer should verify the accounts of the wholesalers with reference to the stock issued by the oil companies and issues made on the basis of the list of authorities issued from the office. If any discrepancy is noticed in the accounts, action should be taken as provided for in the Kerala Kerosene Control Order, 1968. Similar action in regard to the retailers should also be taken.

CHAPTER XI

CONSUMER PRICE OF RATIONED ARTICLES-HOW ARRIVED AT

11.01 Price Fixation

All rationed articles except sugar are issued to consumers at economic rates. The rates are fixed by adding to Ex-F.C.I./Procurement price, the transport and other incidental charges at the wholesale and retail stages and administrative surcharge at Rs. 2 per quintal. Sales tax is also added to the Ex-F.C.I./Procurement price. The differential amount on rounding to the next rupee at the retail level is collected as price equalisation charge to Government account. In the case of local rice or paddy the retail rates has to be fixed at a level equal to that of coarse rice issued from Food Corporation India and the difference is to be collected and remitted to Government as adjustment price. The District Collectors are authorised to allow additional margins as headload charges wherever necessary and make suitable adjustments in price structure. Such fixation of price will be made each time the Ex-F.C.I./procurement price or margin of profit or incidental charges is changed.

In the case of sugar, Government of India has fixed a uniform retail price. The retail dealers will get the required stocks for distribution from F.C.I. sub depots as such price fixed, allowing them a fixed margin to cover their expenses towards transport and handling so as to enable them to sell the sugar at the uniform rate. A few model price structure of rationed articles are given below:-

Model fixation of price as per G.O. (MS) No. 11/76/Fd. D., dated 07.05.1976
COARSE RICE

Sl.No.	Retail Zone	I upto 8 km.	II upto 16 Km.	III upto 32 km.	IV upto 18 Km.	V say upto 52 km.
1	2	3	4	5	6	7
	I zone wholesaler- upto and including 6 km.					
1	F.C.I. depot price . .	135.00	135.00	135.00	135.00	135.00
2	S.T. at 1 per cent . .	1.35	1.35	1.35	1.35	1.35
3	Ex-F.C.I. depot issue price . .	136.35	136.35	136.35	136.35	136.35
4	Wholesale margin (including atticash) . .	3.00*	3.00	3.00	3.00	3.00
5	Administrative surcahrge . .	2.00	2.00	2.00	2.00	2.00
6	Price Equalisation charges ..	0.15	0.90	0.65	0.40	0.30
7	Wholesale issue price..	141.50	142.25	142.00	141.75	141.65
8	Retail margin	4.50**	4.75	5.00	5.25	5.35
9	Consumer price ..	146.00	147.00	147.00	147.00	147.00
	II Zone wholesaler- About 16 km. upto 28 km.					
1	F.C.I. depot price . .	135.00	135.00	135.00	135.00	135.00
2	S.T. at 1 per cent . .	1.35	1.35	1.35	1.35	1.35
3	Ex-F.C.I. depot issue price . .	136.35	136.35	136.35	136.35	136.35
4	Wholesale margin (including atticash)..	3.35	3.35	3.35	3.35	3.35
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price Equalisation charges ..	0.80	0.55	0.30	0.05	0.95
7	Wholesale issue price..	142.50	142.25	142.00	141.75	142.60
8	Retail margin ..	4.50	4.75	5.00	5.25	5.35
9	Consumer price ..	147.00	147.00	147.00	147.00	148.00
	III Zone wholesaler- Above 28 km. upto 40 km.					
1	F.C.I. depot price ..	135.00	135.00	135.00	135.00	135.00
2	S.T. at 1 per cent ..	1.35	1.35	1.35	1.35	1.35
3	Ex-F.C.I. depot issue price..	136.35	136.35	136.35	136.35	136.35
4	Wholesale margin (including atticash)..	3.50*	3.50	3.50	3.50	3.50
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00

6	Price Equalisation charges..	0.65	0.40	0.15	0.90	0.80
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COURSE RICE – (cont.)

Sl.No.	Retail Zone	I upto 8 km.	II upto 15 km.	III upto 32 km.	IV upto 48 km.	V say upto 52 km.
1	2	3	4	5	6	7
	III Zone wholesaler- Above 28 km. upto 40 km.- (cont.)					
7	Wholesale issue price ..	142.50	142.50	142.00	142.75	142.65
8	Retail margin ..	4.50**	4.75	5.00	5.25	5.35
9	Consumer price ..	147.00	147.00	147.00	148.00	148.00
	IV Zone wholesaler- Above 40 km. upto 64 km.					
1	F.C.I. depot price ..	135.00	135.00	135.00	135.00	135.00
2	S.T. at 1 per cent ..	1.35	1.35	1.35	1.35	1.35
3	Ex-F.C.I. depot issue price ..	136.35	136.35	136.35	136.35	136.35
4	Wholesale margin (including atticash)..	4.00*	4.00	4.00	4.00	4.00
5	Administrative surcharge	2.00	2.00	2.00	2.00	2.00
6	Price Equalisation charges ..	0.15	0.90	0.65	0.40	0.30
7	Wholesale issue price..	142.50	143.25	143.00	142.75	142.65
8	Retail margin ..	4.50**	4.75	5.00	5.25	5.35
9	Consumer price ..	147.00	148.00	148.00	148.00	148.00
	V Zone wholesaler- say functioning at 104 km.					
1	F.C.I. depot price ..	135.00	135.00	135.00	135.00	135.00
2	S.T. at 1 per cent ..	1.35	1.35	1.35	1.35	1.35
3	Ex- F.C.I. depot price ..	136.35	136.35	136.35	136.35	136.35
4	Wholesale margin (including atticash)	5.00*	5.00	5.00	5.00	5.00
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charges..	0.15	0.90	0.65	0.40	0.30

7	Wholesale issue price..	143.50	144.25	144.00	143.75	143.65
8	Retail margin ..	4.50**	4.75	5.00	5.25	5.35
9	Consumer price ..	148.00	149.00	149.00	149.00	149.00

Similar fixation have to be made taking into account the F.C.I. issue prices from time to time.

COARSE RICE-(cont.)

Sl.No.	Retail Zone	I upto 8 km.	II upto 16 km.	III upto 32 km.	IV upto 48 km.	V say upto 52 km.
1	2	3	4	5	6	7
	II Model price structure for issue to retailers from F.C.I. sub depots (headquarters taluk) Coarse Rice (except Kuttikanam)					
1	F.C.I. depot price ..	135.00	135.00	135.00	135.00	135.00
2	Margin to F.C.I. (including atticash of 20 paise)	3.00**	3.00	3.00	3.00	3.00
3	S.T. at 1 per cent ..	1.38	1.38	1.38	1.38	1.38
4	F.C.I. sub depot selling price..	139.38	139.38	139.38	139.38	139.38
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charge..	0.12	0.87	0.62	0.37	0.27
7	Total ..	141.50	142.25	142.00	141.75	141.65
8	Margin to retailer..	4.50**	4.75	5.00	5.25	5.35
9	Issue price to consumers	148.00	147.00	147.00	147.00	147.00

NOTE : The price of other varieties viz. medium Rs.150 fine Rs.162, superfine Rs.172 and wheat Rs.125 may be fixed suitably and approval of the District Collector obtained.

COARSE RICE-(cont.)

Sl.No.	Retail Zone	I upto 8 km.	II upto 16 km.	III upto 32 km.	IV upto 48 km.	V say upto 52 km.
1	2	3	4	5	6	7
	III Model price structure for issue to retailers from Kuttikanam F.C.I. depot					
1	F.C.I. depot price ..	135.00	135.00	135.00	135.00	135.00
2	Margin to F.C.I. (including atticash of 20 paise)	4.73*	4.73	4.73	4.73	4.73
3	S.T. at 1 per cent ..	1.40	1.40	1.40	1.40	1.40
4	F.C.I. sub depot selling price ..	141.13	141.13	141.13	141.13	141.13
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charge..	0.37	0.12	0.87	0.62	0.52
7	Total ..	143.50	143.25	144.00	143.75	143.65
8	Margin to retailer..	4.50**	4.75	5.00	5.25	5.35
9	Issue price to consumers	148.00	148.00	149.00	149.00	149.00

- NOTE:1. The distance from Chingavanam main F.C.I. depot to Kuttikanam F.C.I. depot is 84 km. but of which 18 km. are in hill tracts. Hence extra margin of 50 per cent is allowed for the hilly tracts.
2. The prices of other varieties of rice viz. medium at Rs.150, fine Rs.162, superfine Rs.172 and wheat at Rs.125 per quintal may be fixed suitably and got approved by the District Collector.

3. A separate price structure has to be given in respect of foodgrains moved to Kuttikanam depot from F.C.I. Cochin depot taking into account the certified distance.

IV WHEAT

Sl.No.	Retail Zone	I upto 8 km.	II upto 16 km.	III upto 32 km.	IV upto 48 km.	V say upto 52 km.
1	2	3	4	5	6	7
	I Zone wholesaler-Upto and including 16km.					
1	F.C.I. depot price ..	125.00	125.00	125.00	125.00	125.00
2	S.T. at 1 per cent ..	1.25	1.25	1.25	1.25	1.25
3	Ex-F.C.I. depot issue price ..	126.25	126.25	126.25	126.25	126.25
4	Wholesale margin (including atticash)..	3.00*	3.00	3.00	3.00	3.00
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charges..	0.25	..	0.75	0.50	0.40
7	Wholesale issue price..	131.50	131.25	132.00	131.75	131.65
8	Retail margin..	4.50**	4.75	5.00	5.25	5.35
9	Consumer price ..	136.00	136.00	136.00	137.00	137.00
	II Zone wholesaler- Above 16 km. upto 28 km.					
1	F.C.I. depot price . .	125.00	125.00	125.00	125.00	125.00
2	S.T. at 1 per cent..	1.25	1.25	1.25	1.25	1.25
3	Ex-F.C.I. depot issue price..	126.25	126.25	126.25	126.25	126.25
4	Wholesale margin (including atticash)..	3.35	3.35	3.35	3.35	3.35
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charges ..	0.90	0.65	0.40	0.15	0.05
7	Wholesale issue price ..	132.50	132.25	132.00	131.75	131.65
8	Retail margin ..	4.50	4.75	5.00	5.25	5.35
9	Consumer price ..	137.00	137.00	137.00	137.00	137.00

	III Zone wholesaler- About 28 km. upto 40 km.					
1	F.C.I. depot price ..	125.00	125.00	125.00	125.00	125.00
2	S.T. at 1 per cent ..	1.25	1.25	1.25	1.25	1.25
3	Ex-F.C.I. depot issue price..	126.25	126.25	126.25	126.25	126.25
4	Wholesale margin (including atticash)..	3.50	3.50	3.50	3.50	3.50
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00

IV WHEAT – (cont.)

Sl.No.	Retail Zone	I upto 8 km.	II upto 16 km.	III upto 32 km.	IV upto 48 km.	V say upto 52 km.
1	2	3	4	5	6	7
	III Zone wholesaler- Above 28km. upto 40km.- (Cont.)					
6	Price equalisation charges..	0.75	0.50	0.25	..	0.90
7	Wholesale issue price ..	132.50	132.25	132.00	131.75	132.65
8	Retail margin ..	4.50	4.75	5.00	5.25	5.35
9	Consumer price ..	137.00	137.00	137.00	137.00	137.00
	IV Zone wholesaler- Above 40 km. upto 64 km.					
1	F.C.I. depot price ..	125.00	125.00	125.00	125.00	125.00
2	S.T. at 1 per cent ..	1.25	1.25	1.25	1.25	1.25
3	Ex-F.C.I. depot issue price..	126.25	126.25	126.25	126.25	126.25
4	Wholesale margin (including atticash)..	4.00	4.00	4.00	4.00	4.00
5	Administrative surcharge..	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charges..	0.25	..	0.75	0.50	0.40
7	Wholesale issue price..	132.50	132.25	133.00	132.75	132.65

8	Retail margin..	4.50	4.75	5.00	5.25	5.35
9	Consumer price ..	137.00	137.00	138.00	138.00	138.00
	V Zone wholesaler- Say functioning at 104 km.					
1	F.C.I. depot price ..	125.00	125.00	125.00	125.00	125.00
2	S.T. at 1 per cent ..	1.25	1.25	1.25	1.25	1.25
3	Ex.F.C.I. depot issue price ..	126.25	126.25	126.25	126.25	126.25
4	Wholesale margin (including atticash)..	5.00	5.00	5.00	5.00	5.00
5	Administrative surcharge	2.00	2.00	2.00	2.00	2.00
6	Price equalisation charges..	0.25	..	0.75	0.50	0.40
7	Wholesale issue price e..	133.50	133.25	134.00	133.75	133.65
8	Retail margin..	4.50	4.75	5.00	5.25	5.35
9	Consumer price ..	138.00	138.00	139.00	139.00	139.00

NOTE: Similar fixation have to be made taking into account the F.C.I. issue prices from time to time.

Margin allowed to the dealers

- *(a) Wholesalers.- Margin allowed to the wholesale dealers in G.O. (MS.) 11/76/Food, dated 7th May 1976 (effect 23rd May 1976) for lifting foodgrains and distributing to the retail dealers, establishments and other persons is given below:

	Rs.
Incidentals	2.10 per quintal
Transport charges per quintal:	
Upto and including a distance of 16km. (first zone)	0.90
Upto and including 28 km. (II zone)	1.25
Upto and including 40km. (III zone)	1.40
Upto and including 64 km. (IV zone)	1.90
Above 64 km. (V zone)	1.90 + 2 ½ Ps./Qtl./km. for every km. in excess of 64 km.

- NOTES: (1) The margin allowed to the wholesale dealers is applicable to the F.C.I. where they are functioning as wholesalers.
- (2) For distances covered for transport in the high ranges an additional 50 per cent of the above rates of transport charges should be paid for the actual distances transported through hilly tracts.

- ** (b)** Margin allowed to the retailers.- Margin allowed to the retail dealers in G.O. (MS) No. 11/76/Food, dated 7th May 1976 (effect 23rd May 1976) for lifting foodgrains from F.C.I. sub depots / wholesalers and distribution to consumers is given below:

	Rs.
Incidentals	3.60 per Qtl.
Transport charges per quintal:	
Upto 8 km. (I zone) retail	0.90
Upto 16 km. (II zone)	1.15
Upto 32 km. (III zone)	1.40
Upto 49 km. (IV zone)	1.65
Above 48 km. (V zone)	1.65 + 2 ½ Ps./Qtl./km. for every km. in excess of 48 km.

- NOTES: (1) For V zone retailers transport charges will be calculated allowing a minimum of Rs.1.65 per quintal and adding to it 2 ½ ps. per quintal every km. in excess of 48 km.
- (2) For the purpose of calculating the distance of various zones the fractions of 0.5 km. and above will be taken as 1 (one) km. and fractions below 0.5 km. will be ignored.
- (3) 25 per cent of the transport charges referred to above are allowable to retailers for the distances covered in such transport in hilly tracts.
- (4) Headload charges to retailers will be given for transport of foodgrains in remote localities. District Collectors will fix reasonable transport charges with the concurrence of Board of Revenue, when they consider that transportation could be made only by headload.
- (5) Retailers will also be allowed the re-sale value of gunny bags.

11.02. Margin allowed to the procurement agents

Margin allowed to the procurement agents are liable to variation from time to time. The following rates are in existence from 1973 onwards:

A. Departmental procurement

(Per quintal)

With effect from 29th September 1973 as per G.O. Rt. 627/73/, dated 22nd September 1973.

	District	Taluk	Village	Locality	Total Rs.
1.	Trivandrum	All taluks	All villages	All localities	4.50
2.	Quilon	Do	Do	Do	4.50

3.	Alleppey	All taluks	All village	All localities	4.50
4.	Kottayam	Devicolum			
5.	Idukki	Peermade	Do	Do	4.50
		Udumbanchola			
6.	Ernakulam	All taluks	Do	Od	4.50
7.	Trichur	Do	Do	Do	4.50
8.	Palghat	Agency system in all taluk
9.	Malappuram	All taluks	4.50
10.	Kozhikode	All plain taluks S. Wynad	**4.50
11.	Cannanore	Agency system in all taluks

** Government in G.O. Rt. 627/73, dated 22nd September 1973 have adopted a uniform rate at Rs.4.50 per quintal subject to the condition that in hilly areas where transporation is made by means of headload, an additional charge of 0 P. per mile will be allowed subject to maximum of Rs. 6 per quintal.

Government in G.O. Rt. 1/78/Food, dated 3rd January 1978 have enhanced in incidental charges from Rs. 4.50 to Rs. 6 per quintal. No special rate is ordered for hilly areas.

B. Agency procurement

District	Taluk	Expenses towards		
		Gunny	Other charges	Total
		Rs.	Rs.	Rs.
1. Palghat	All taluks (paddy)	2.50	1.50	4.00
	(Rice)			
2. Cannanore	North Wynad	6.50
	(Paddy)			
	Other taluks	5.00
	(Plain)			

(Rates have been revised as per G.O. Rt. 1480/75/Fd., dated 26th November 1975).

C. Margin allowed to retail dealers

The distribution of procured paddy to the retail shops should be so regulated as to classify all the retail shops under I zone. Hence only I zone retail margin need be allowed to the retail distribution for lifting and distribution of procured paddy.

D. Margin allowed to wholesale dealers:

Based on average quintal per km. of paddy lifted by the wholesale dealers, the margin allowed are the following:

	Per quintal (Rs.)
I Zone wholesaler	3.00
II Zone wholesaler	3.35
III Zone wholesaler	3.50
IV Zone wholesaler	4.00
V Zone wholesaler	2.10 + 1.90 + 2 ½ Ps. per Qtl/ km. for every km. in excess of 64 km.

As far as possible, procured paddy should be distributed to the wholesalers classified as I or II or III zone only.

E. Margin allowed to Retailers/Wholesalers in respect of the paddy seized and entrusted with them for distribution

Since the transport of the paddy seized is generally carried out in the vehicle used for its illicit removal, incidental charges at the rate of Rs.2.10 only should be allowed irrespective of the zonal classification of the retail/wholesale dealers.

F. Margin allowed to procurement agents for paddy/rice seized and entrusted with them

As there is no procurement effort on the part of the procurement agent, the transport of paddy seized is effected out in the vehicle used for its illicit removal and the paddy is usually packed in gunnies, no margin should be allowed to the procurement agent. But on the merits of each case, the District Collector can allow any actual charges incurred by the procurement agents in the process.

G. Model Price Fixations

1. Departmentally procured paddy issued to retailers:
(i) Issued to retailer (within the taluk)
Elements entering into the price.

		Rs.
1.	Cost of one quintal of paddy ..	77.00
2.	Shortage allowance at 1% ..	0.77
3.	Incidental charges ..	4.50
4.	Ex village office price ..	82.27
5.	Sales tax at 1 per cent ..	0.82
6.	Administrative surcharge ..	1.34
7.	Adjustment price and P.E.C. ..	9.07
8.	Retailers margin I zone ..	4.50
9.	Retail selling price ..	98.00

NOTE: In case where incidental charges are paid in excess of Rs.4.50 per quintal, the actual rate should be included in the price structure.

2. Paddy procured by agents issued to retailers Elements entering into the price

		Rs.
1.	Cost of one quintal of paddy ..	77.00
2.	Margin to procurement agents ..	4.00
3.	Margin on investment ..	1.62
4.	Ex depot price ..	82.62
5.	Sales tax at 1 per cent ..	0.83
6.	Administrative surcharge ..	1.34
7.	Adjustment price and P.E.C. ..	8.71
8.	Retail margin I zone ..	4.50
9.	Retail selling price ..	98.00

NOTE: In case where incidental charges are paid in excess, the actual rate paid should be included in the price structure.

11.03. Hulling of procured paddy

(i) When paddy procured departmentally is issued to rice mills for hulling the margin allowed to the mill owners is given below (Vide G.O. Rt. 1441/76/Food, dated 24th May 1976).

Transport charges	1.50	(Flat rate) for release of one quintal rice.
Hulling charges	2.50	(Including soaking and boiling for release of one quintal of rice)

(ii) When paddy procured by agents is hulled in mills of the procurement agents or mills leased out by them, only hulling charges at the rate of Rs.2.50 per quintal of rice (including soaking and boiling) is allowed. No allowance for shortage is permissible (vide G.O. Rt. 1480/75/Food, dated 26th November 1975).

(iii) When paddy procured by agents is hulled in mills appointed by the District Collector, the paddy will be purchased by the mills and they will be allowed hulling charges of Rs. 2.50 per one quintal of rice (including soaking and boiling and milling) and transport charges at the flat rate of 50 paise per quintal of paddy. No allowance for shrinkage is permissible.

Model price fixation for the minimum out-turn of 66 2/3 per cent – Model price structure of rice processed out of locally procured paddy (Departmental procurement).

MODEL I

		Rs.
1.	Cost of paddy ..	77.00
2.	Incidental charges ..	4.50
3.	Shortage allowance at 1 per cent ..	0.82
4.	Add 50 per cent paddy to arrive one quintal of rice ..	41.16
5.	Hulling charges to get one quintal of rice ..	2.50

6.	Sales tax at 1 per cent	..	1.26
7.	Ex mill price	..	127.24
8.	Administrative surcharge	..	2.00
9.	Adjustment price and P. E. C.	..	14.26
10.	Margin to retailer I zone	..	4.50
	Total	..	148.00

NOTE: 1. 66 2/3 per cent out turn given in the above price structure is the assumption of the normal outturn only. The price structure should be based on the actual outturn obtained on test hulling.

2. Hulling charges taken as Rs. 2.50 per quintal of rice vide V.O. Rt. No. 1441/76/Food, dated 24th May 1976.

MODULE II

Rice obtained out of paddy procured by agents hulled in their own or leased mills.-

			Rs.
1.	Cost of 1 ½ quintals of paddy to yield one quintal of rice (66 2/3 per cent out turn)	..	77.00
		..	38.50
		..	115.50
2.	Incidentals including cost of gunny to procurement agents vide G.O. Rt. No. 1480/75/Fd., dated 26 th November 1975 (as in Palghat District)	..	7.25
3.	Margin on investment 2 per cent	..	2.46
4.	Margin of profit	..	0.75
5.	Ex mill price	..	125.96
6.	Sales tax at 1 per cent	..	1.26
7.	Adjustment price and P. E. C.	..	14.28
8.	Administrative surcharge	..	2.00
9.	Margin to A. R. D. I zone	..	4.50
	Retail selling price	..	148.00

NOTE:-66 2/3 per cent out-turn given in the above price structure is the assumption of the normal out-turn only. The price structure should be based on actual out-turn obtained on test hulling (vide Board's Circular No. 2/73-74 issued in F1-610/74/dated 7th January 1974).

11.04. Kerosene margin allowed to the wholesalers and retailers

I. WHOLESALERS:

Price of Kerosene ex-main installation:- the ex-main installation price of kerosene will be as fixed by the Government of India from time to time.

Transportation charges – For the purpose of calculating transportation charges, it will be assumed that kerosene is transported from Ernakulam by road, irrespective of the actual mode of transportation employed by the wholesaler.

The wholesale dealers will be classified as falling under five zone on the basis of their distance from the main installation and the distance will be calculated on the basis of round trips. The following will be the zone-wise classification of wholesale dealers and the revised rates of transportation charges allowed to them.

I. WHOLESALE :

Description of zone		Transportation charges allowable
Zone I upto 20 km.	(round trip)	Flat rate of Rs. 6/K.L.
Zone II 21 to 40 km.	”	Flat rate of Rs. 7.50/K.L.
Zone III 41 to 60 km.	”	Flat rate of Rs. 10/K.L.
Zone IV 61 to 100 km.	”	Flat rate of Rs. 11/K.L.
Zone V 101 km. and above	”	Paise 11 per km./K.L.

In the case of Zone V for ghat road, one paisa extra per km./K.L. for the actual distance in ghat area will be allowed.

In addition to the transport charges leakage allowance, loading charges, depreciation on containers and agency commission are also allowed. The present rates for the above items are indicated in the model fixation furnished below:

II. RETAILERS

For the purpose of allowing margin of profit, the retailers are classified as falling under three zones. The rates of margin to the retailers of the different zones is furnished below:

Description of zone		Margin allowed
Zone I upto 20 km.	(round trip)	Rs.70 per K.L.
Zone II 21 to 60 km.	”	Rs.80 per K.L.
Zone III 61 km. and above	”	Rs.90 per K.L.

Wholesale and Retail Prices based on the revised rates of Margin

Model fixation of price

Description	Zone I upto 20 km. round trip	Zone II 21-40 km. round trip	Zone III 41 to 60 km. round trip	Zone IV 61 to 100 km. round trip	Zone V 101 km. and above round trip
1	2	3	4	5	6
Ex-installation price per K.L.	1146.76	1146.76	1146.76	1146.76	1146.76
..					
Sales tax at 4 per cent ..	45.87	45.87	45.87	45.87	45.87
Transport charges ..	6.00	7.50	10.00	11.00	48.40
				(For 410 km. round trip at 11 ps. per km./kl.	
Total	1198.63	1200.13	1202.63	1203.63	1241.03
..					

Description	Zone I upto 20 km. round trip	Zone II 21-40 km. round trip	Zone III 41 to 60 km. round trip	Zone IV 61 to 100 km. round trip	Zone V 101 km. and above round trip
1	2	3	4	5	6
Leakage allowance at 1 per cent	11.99	12.00	12.03	12.04	12.41
Loading and unloading at Rs.8/K.L.	8.00	8.00	8.00	8.00	8.00
Depreciation of container at Rs. 7/K.L.	7.00	7.00	7.00	7.00	7.00
Agency commission at Rs.7.70/K.L.	7.70	7.70	7.70	7.70	7.70
Ex-wholesale price	1233.32	1234.83	1237.36	1238.37	1276.14
Retail margin 1 st zone upto 20km. round trip	70.00	70.00	70.00	70.00	70.00
	1303.32	1304.83	1307.36	1308.37	1346.14
Retail selling rate	1.30/Lr.	1.30/Lr.	1.31/Lr.	1.31/Lr.	1.35/Lr.
Retailers margin II zone upto 60 km. round trip	1233.32	1234.83	1237.36	1238.37	1276.14
	80.00	80.00	80.00	80.00	80.00
Total	1313.32	1314.83	1317.36	1318.37	1356.14
Retail selling rate	1.31/Lr.	1.31/Lr.	1.32/Lr.	1.32/Lr.	1.36/Lr.
Retailers margin III zone 61 km and above	1233.32	1234.83	1237.36	1238.37	1276.14
	90.00	90.00	90.00	90.00	90.00
Total	1323.32	1324.83	1327.36	1328.37	1366.14
Retail selling price	1.32/Lr.	1.32/Lr.	1.33/Lr.	1.33/Lr.	1.37/Lr.

NOTE:-For V zone wholesaler an average of 440 (round trip) has been taken for calculation.

11.05. Wheat products

Margin allowed to the wholesalers and retailers are on the following basis:-

WHOLESALEERS:

	Zone	Incidentals	Transport charges	Total
1.	I Zone upto 16 km.	2.10	0.85	2.95
2.	II upto 40 km.	2.10	1.20	3.30
3.	III upto 64 km.	2.10	1.85	3.95
4.	IV beyond 64 km.	2.10	1.85	(minimum +2ps. km./Qtl. For the distance excess of 64 km.)

RETAILERS:

1.	I zone upto 8 km.	3.50	0.85	4.35
2.	II zone upto 16 km.	3.50	1.10	4.60
3.	III zone upto 32 km.	3.50	1.35	4.85

4.	IV zone above 32 km.	3.50	1.60	5.10
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Vide G.O. Rt. No. 91/75/Food, dated 4th February 1975.

After the formation of the Kerala State Civil Supplies Corporation, the quota of wheat allotted by Government of India for conversion into wheat products is being entrusted to the Kerala State Civil Supplies Corporation. Wheat products are made available to the consumers by the Corporation. The consumer price of wheat products is fixed by the Civil Supplies Department. The rate will be uniform throughout the State. No extra charges have to be realised from the consumer.

11.06. Sugar

Consequent on the sale of sugar at pooled consumer price, the margin allowed to the retail dealers are alone taken into consideration for fixing the sale price of sugar by the Food Corporation of India Sub depot and only administrative surcharge is realised by the State Government.

The retail margin is as below:-

		Rs.
I	zone retailer	.. 3.00
II	zone retailer	.. 3.25
III	zone retailer	.. 3.50
IV	Zone retailer	.. 3.75

Model price fixation of sugar

Elements	Price per quintal			
	I Zone	II Zone	III Zone	IV Zone
1. F.C.I. price	211.00	211.75	210.50	210.25
2. Administrative surcharge	1.00	1.00	1.00	1.00
3. Ex-FCI price	212.00	211.75	211.50	211.25
4. Retail margin	3.00	3.25	3.50	3.75
5. Consumer price	215.00	215.00	215.00	215.00

11.07. Assessment and collection of differential cost

Clause 3 (2) (c) of the Essential Commodities Act, 1955 empowers the Central Government to issue orders for controlling the price at which any essential commodity may be bought or sold. This includes fixing a fair price for a commodity for the first time and also revision of the fair prices already fixed.

Immediately on receipt of a communication regarding fixation of price or revision of price in respect of rationed articles, except kerosene, the Taluk Supply Officers/City Rationing Officers have to initiate action to fix or revise the price and get such fixation approved by the District Collector. While fixing or revising the price, the following guidelines should be borne in mind.

(i) Price should be fixed or revised in respect of each F.C.I. sub depot/wholesale depot catering the retailers, and separately for each retail zone linked to the Food Corporation of India sub depot or wholesale depot.

(ii) As far as possible, uniform price should be maintained throughout the taluk by adjusting the price equalisation charges. But price equalisation charges should not exceed 99 paise per quintal.

(iii) Fixation or revision of price should be made in the form of proceedings by the Taluk Supply Officer/City Rationing Officer with necessary instruction to the Rationing Inspectors, Food Corporation of India sub depot/wholesale dealer and retailers to follow the new or revised price from the crucial date fixed for the purpose and a copy of the fixation proceedings should be displayed on the office Notice Board.

(iv) The new or revised price should be written down by the retailers in their Issue Registers specially noting the date on which the new or revised rate comes into effect and the entries should be attested by the Rationing Inspectors after due verification.

(v) Copies of fixation/revision proceedings should be forwarded to the District Collector as well as to the Board of Revenue (Civil Supplies) immediately after price fixation or revision is done, with a covering letter showing the details of the price fixation proceedings, the name of the commodity for which the price is fixed/revised and the date from which it is given effect to in the taluk. The proceedings should be copied down in the Register of Price Fixation/Revision and signed by the Taluk Supply Officer/City Rationing Officer. The approval of the District Collector for the revised price structure should be watched by Taluk Supply Officer/City Rationing Officer and noted in the register. The register should be maintained in the prescribed form, up-to-date and should be produced for inspection by inspecting officers. The register should be page numbered. The first two pages should be set apart for showing the index in the following form:

Serial No.	Name of foodgrain	Whether fixation is done newly or the old price revised	Date on which the price (new/ revised) comes into effect	Page No. in which the fixation is copied
1	2	3	4	5

Only one price fixation should be copied in a page so as to be distinct from a different price fixation. At the top of the page, the proceedings No. and date in which the price fixation is authorised, the name of foodgrain and the date from which it comes into effect should be written.

Form of register showing price fixation

Name of wholesaler	Place of wholesale depot	Wholesale Zone No.	Retail I Zone	Retail II Zone	Retail III Zone	Retail IV Zone	Retail V Zone
1	2	3	4	5	6	7	8
EX-F.C.I. Depot/Procurement Agent (including S.T.)							

Margin to wholesaler							
S.T. (if any) due							
A.S.C. due							
P.E.C. due (for rounding the retail issue price) or refund							
Total (ex-wholesale price)							
Retail margin							
Total (Retail issue price rounded)							

As soon as a price revision is given effect to, the balance of the commodity with the wholesale dealer should be physically verified in the wholesale depot as at the close of the day prior to the date of revision, by the Taluk Supply Officer/City Rationing Officer and the fact and results of such verification recorded in the stock register. The Rationing Inspector should similarly assess the stock with the retail dealers on the crucial date. The stock of the commodity actually delivered to the dealer from the issuing Food Corporation of India depot prior to the date of price revision but taken to stock by the dealer on or after the date of revision should be investigated and treated as transit stock. The closing stock and the transit stock should be subjected to differential cost collection/refund according to the price is increased/decreased as the case may be. The closing stocks details in respect of wholesale dealers should be given over the signature. Taluk Supply Officer/City Rationing Officer and in respect of retail dealers in the form of a list to the office over the signature of the Rationing Inspectors duly certified to the effect that the balance has been struck after physical verification of stock on the crucial date detailing the discrepancies, if any, between the book balance and the physical balance. This work should be completed within a week of receipt of the communication regarding the price revision.

When the details of balance stock with the dealers as assessed by the Taluk Supply Officer/Rationing Inspectors are received they should be posted in the "Register of Differential Cost Collection/Refund" in the prescribed form and realisation/refund should be watched. The remittance of differential cost due on the balance should be made immediately and production of chalan receipts to the office should be insisted before the end of second week. After completion of collection of differential cost, the register should be totalled and a statement showing the details as posted in the register should then be forwarded to the Board of Revenue (Civil Supplies) with chalan under intimation to the District Collector. Refund of differential cost, if any, should be made either by adjustment against the differential cost due to Government or in cash based on refund sanction given by the competent authority.

11.08. Form of register for differential value

The register should contain the following columns:

Serial Number	Name of the dealer (Authorisation	ARD No./AW D No.	Wholesale Zone	Retail Zone	Balance Stock
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	No.)			ne			
					As per the balance in the stock register of the dealer	Transit stock (which are lifted before this date but not accounted)	
1	2	3	4	5	6	7	
Ex-wholesale/ retail price		Differences	Total amount of differential cost due for collection	Details of remittances			Name of Treasury/ Bank
				Chalan No.	Date	Amount remitted	
Before revision	After revision						
Rs.	Rs.	Rs.	Rs.			Rs.	
8	9	10	11	12	13	14	15

CHAPTER XII
ACCOUNTS REGISTERS AND DOCUMENTS IN TALUK SUPPLY
OFFICES/CITY RATIONING OFFICES

12.01. General

The proper maintenance of accounts/registers/documents/records in the Taluk Supply Office/City Rationing Office is the index of standard and efficiency of an office. Time and again Board of Revenue (Civil Supplies) had reiterated the necessity to maintain the accounts/ registers/documents/records properly. Board had already consolidated the orders and instructions issued from time to time in the form of a Printed Booklet in the year 1969 (CS) E1-31312/67, dated 11th May 1968. As may

changes in procedure and form of the accounts and registers had occurred, the Board had again issued a booklet on Accounting Instructions consolidating the important circulars and instructions issued on the accounting side in the year 1974 [vide (CS) F1-48807/73]. In the Taluk Supply Office/City Rationing Office, 72 registers are to be maintained, i.e. Common registers/Registers relating to Rationing and Allied matters/Procurement/Accounts. The accounts/registers/documents to be maintained on the accounting side has already been dealt with in detail in the Revised Booklet on Accounting instructions, printed and circulated in the year 1974.

12.02. Registers relating to conduct of official business (common registers)

The common registers are:-

1. Attendance Register
2. Acquittance Roll
3. Arrear list
4. Application Register
5. Check Register of Recurring Contingencies
6. Casual Leave Register
7. Copy Application Register
8. Consolidated Periodical Register
9. Call Book
10. Cash Book
11. Contingent Register
12. Despatch Register
13. Distribution Register
14. Furniture Register
15. Fair Copy Register
16. Inspection Roster
17. Issue Register of Library Books
18. Late Attendance Register
19. Log book
20. Onam Advance Register
21. Permanent Advance Register
22. Periodical Register
23. Personal Register
24. Register of bills endorsed to private parties
25. Register of Pay Bills
26. Register of T.A. Bills
27. Register of Audit Objections
28. Register of Service Books
29. Register of Stationery and Printed Forms
30. Register of Unserviceable Spare Parts of Vehicles
31. Register of Stamp Account
32. Register of Valuables
33. Register of Confidential Records
34. Record Issue Register
35. Stock Register of Library Books
36. Special Register
37. Trunk Call Register

The maintenance of the above registers are not being discussed in detail, as they are common registers and are in use in all Government Offices.

12.03. Registers relating to rationing and allied matters

1. Card Register
2. Case Diary
3. Consolidated Register of Frozen Cards
4. Foodgrains Distribution Register
5. Indent Register
6. Offtake Register I (Rice and wheat)
7. Offtake Register II (Sugar and kerosene)
8. Register of Transfer of Cards
9. Ledger of Licences under
 - (a) K.F.D.L. Order, 1967
 - (b) K.S.D.L. Order, 1967
 - (c) K.P.D.L. Order, 1972
 - (d) K.K.C. Order, 1968
 - (e) K.H.V.O. and B.F.D.L. Order, 1975
 - (f) K.C.T. (Controlled cloth) D.L. Order, 1975
 - (g) K.K. and G.D.L. Order, 1967
 - (h) R.M.I. (R) Act and Rules, 1959
10. Register of Securities and Agreements
11. Ledger of Establishment Permits
12. Ledger of Punishments
13. Register of A.R.Ds.
14. Register of Price Fixations
15. Register of Sugar Accounts (Form X)
16. Register of Salesmen
17. Register for watching the issues to permit holders
18. Stock Register of Permanent Ration Cards
19. Stock Register of Temporary Ration Cards
20. Stock Register of Surrender/Reduction Certificates
21. Stock Register of Authority Books

12.04. Important features of the registers

The important features of the above registers are discussed in brief below.

1. Card Register- The Card Register is one of the records based on which rationed articles are allotted to the retailers for distribution to cardholders. The Card Registers are to be prepared, in duplicate, and should be in the form prescribed as per Clause 46 (1) of Kerala Rationing Order, 1966. Page certificate should be recorded by the Taluk Supply / Officer / City Rationing Officer with office seal in all pages of the book. The entries in the register should be continuous and no space should be left for effecting subsequent entries inside the abstract recorded. There will be no single digit entry of figures in the register. In all cases of single digit, zero will be entered before that figure. The total number of units against each card should be noted in figures and words. The page totals and abstract will be recorded by the Rationing Inspector in words and figures under the attestations of the Rationing Inspector and Taluk Supply Officer/City Rationing Officer. The Taluk Supply Officer/City Rationing Officer and the Rationing Inspector will verify each entry in the register

with the counterfoil and initial each entry in token of such verification. The totals and abstract will be verified and the abstract signed by the Taluk Supply Officer / City Rationing Officer with full signature with the name and designation. Every change in the Card Register should be made only under proper attestation by the Taluk Supply Officer/City Rationing Officer in office copy as well as A.R.D's copy. For every change, a new abstract should be recorded under proper attestation. The Taluk Supply Officers/City Rationing Officers should sent to the District Supply Offices a quarterly certificate stating that both the Card Registers of all A.R.Ds. in the Taluk/City area have been scrutinised and attested up-to-date.

2. Case Diary.- A register under style "Case Diary" is prescribed by the Board of Revenue (Civil Supplies) Circular No. (C.S) C-2-20990/77, dated 7th June 1977 to enter the details of irregularities detected in the course of inspections made by the Rationing Inspectors/Grain Purchasing Inspectors/Assistant Taluk Supply Officers/Taluk Supply Officers/City Rationing Officers. Once the case is registered in this case diary it is the responsibility of the Taluk Supply Office/City Rationing Officers to follow up action. It should be maintained by the clerk dealing with punishments in the Taluk Supply Office/City Rationing Office in the following form:-

Name of Taluk:

Name of C.S.R.I./G.P.I.

Period

from.....to.....

Date of inspection	No. of A.R.D.	Location	Nature of irregularities (the more serious 2 or 3 to be mentioned here)	Date of submission to T.S.O./C.R.O.	Date of acknowledgement of the Inspection report by the clerk dealing the section
1	2	3	4	5	6

The Case Diary should be inspected once in every fortnight by the Taluk Supply Officer/City Rationing Officer to know the pending cases and to take action effectively once a case is finally heard and punishment imposed by the Taluk Supply Officer, City Rationing Officer the case should be transferred to the punishment ledger to be kept A.R.D – wise giving each A.R.D. one folio of the ledger (Please also see ledger of punishments).

3. Consolidated Register of Frozen Cards – Immediately after the harvest of each crop, ration of all producers who raised cultivation in extent of above 50 cents has to be freezed for appropriate period based on the extent of holding recorded in the Cultivation Register No. II of each crop. The village officers should send abstracts recorded in the Cultivation Register No. II to the Taluk Supply Officer/City Rationing Officer. The village officers should also prepare a list of freezed cards, the relevant

extracts of which should be given to the A.R.Ds. with copies to the concerned Taluk Supply Officers/City Rationing Officers who in turn has to prepare a consolidated register of frozen units A.R.D.-wise, in the form noted below:-

Serial Number	No. of A.R.Ds.	Name of A.R.Ds.	Details of frozen cards		
			No. of frozen cards	No. of full producers cards	Units frozen
1	2	3	4	5	6

No. of partial producers cards	Units frozen	Total number of units frozen (Col. 5 and 7)
7	8	9

4. Foodgrains Distribution Register.- It contains all relevant details regarding the ration authority issued to the wholesalers, the quantity (variety-wise) lifted, the administrative surcharge and price equalisation charges due to Government, and the amount remitted to Government. No such register is maintained in the headquarters taluks where F.C.I. is functioning as a wholesaler, but the Administrative Surcharge and Price Equalisation Charge is remitted by the F.C.I. after release of stocks to retailers and such remittance particulars are noted in the copy of the authority list returned by the Food Corporation of India to the Taluk Supply Officer/City Rationing Officer. The release details from the F.C.I. or otherwise should also be posted in the register so as to clearly indicate.

- (a) Date of lifting and place of lifting
- (b) Quantity and variety lifted on each day
- (c) Total quantity lifted against each authority

5. Indent Register- The Indent Register is prescribed as per Board's Circular (C.S.) C-2-5245/76, dated 6th June 1976. The register is intended to know the fluctuations in the total number of units, demand and offtake for each week at a glance. If some glaring decrease or increase is noticed, the Taluk Supply Officer/City Rationing Officer/Inspecting Officers could check the reason for the variations then and there. This register has to be maintained by the Rationing Inspectors in the form prescribed by the Board of Revenue (Civil Supplies). The custodian of the Indent

Register is the rationing seat clerk. The name of the rationing clerk with period should be noted in front page of the register and the register should be page numbered and certified by the Taluk Supply Officer. The register will be changed every calendar year. Two pages will be set apart for each dealer. The entries in the register will be recorded by the Rationing Inspector/Grain Purchasing Inspector who passes the indents and attested by him. The Taluk Supply Officer/City Rationing Officer should check at least 10 per cent of the indents passed in a week and should complete the verification of all indents at least once in every 2 months. The Taluk Supply Officer/City Rationing Officer should attest the entries in the Indent Register against the particular week in token of his verification.

6. Offtake Register I (Rice and wheat).

7. Offtake Register II (Sugar and kerosene)- Verified and passed indents should be serially arranged in respect of A.R.Ds. linked to each A.W.D./F.C.I. sub depot and should be posted in the Offtake Registers of the rationed articles mentioned above, wholesale/sub depot-wise and the receipts agreed with the issues shown in the list of retail authorities returned by the A.W.D./F.C.I. sub depot. The certificate of agreements should be recorded under the signature of the Taluk Supply Officer/City Rationing Officer.

8. Register of Transfer of Cards.- This Register has been prescribed as per Board's Circular No. (CS) C2-18584/76, dated 21st July 1976 in the proforma prescribed by the Board (Form given below). All the columns in the Register should be filled up and entries in the register should be checked by the Taluk Supply Officer/City Rationing Officer. The serial number in the "Register of Transferred cards" should be noted in the concerned Card Registers also while attesting the entries in the Card Register.

Serial Number	Card Number	Name of cardholder and ward No. and house No.	No. of units adults, non-adults and units	No. of A.R.D. from which transferred and date of cancellation in office copy and Card Register	Serial No. in the Card Register of the old A.R.D
1	2	3	4	5	6
Initials of T.S.O./C.R.O. who attested the cancellation		No. of A.R.D. to which transferred and date of entry in depot copy of the Card Register	Serial No. in the Card Register of the new A.R.D.		Initial with date of T.S.O./C.R.O. who effects the transfer

7	8	9	10

9. Ledger of Licences.- This ledger showing the details of licences under the various licensing orders has to be maintained by the Taluk Supply Officer/City Rationing Officer. The name of all A.W.Ds./A.R.Ds. and other licensees should be entered in this register and against each, the details of licences taken and date of expiry, etc. noted. Though the licensee are statutorily liable to get the licence renewed on or before the date of expiry, the ledger should be reviewed periodically i.e. during the month of January every year and the dealers should be asked to get their licences renewed for the ensuing year before the end of March of the year. The entries relating to those licences which have been cancelled should be rounded off in the ledger.

**Ledger for various licences issued other than to
ration dealers**

A ledger of licences should be maintained in the form given below by Taluk Supply Officers/City Rationing Officers. The registers should be maintained by the licensing authorities also. The dealers should be told to apply for renewal for the next financial year after remitting the renewal fee before 31st March of each year. The register should be reviewed periodically. A detailed review should be made on 31st March every year to verify whether all the licences have been renewed for the ensuing year before the end of March of the year. Entries relating to those licences which have been cancelled should be rounded off.

Firka..... Taluk.....

District.....

1. Serial Number
2. Name of Licensee
3. No. of licence and date of issue
4. Whether wholesale or retail
5. Address
6. Whether private dealer or co-operative
7. Location of shop (village, kara, etc.)
8. Particulars of godown where stock held
9. Details of security furnished

Year	Date of issue/ renewal of licence for the year	Chalan No. and date	Amount	Remarks
1	2	3	4	5
1978				
1979				
1980				
1981				
1982				
1983				
1984				

1985				
------	--	--	--	--

Separate ledgers may be maintained for licences under each licensing / control orders.

10. Register of Securities and Agreements.- The details of securities furnished should be posted individually in a register to be maintained in the prescribed form. Entries relating to each security made in the register should be got attested by the Taluk Supply Officer/City Rationing Officer. Each dealer should execute an agreement in the form prescribed by the Board of Revenue (Civil Supplies) under the various control orders. When a licence is cancelled or licensee ceases to function, his security amount should be released after setting off any liability due from him. The fact of having released security should be noted in the Security Register against the item concerned under the initials of the Taluk Supply Officer/City Rationing Officer. The securities for dealing different rationed articles should not be clubbed together.

Pledging of securities.- Pledging of securities should be on behalf of the Government of Kerala and should be done by the District Supply Officers (in the case of wholesalers) and Taluk Supply Officers/City Rationing Officers (in the case of retailers) vide Government Notification No. 48964/3/63/Fd., dated 11th November 1963.

Form of Security Register

Serial No.	No. of A.R.D./A.W.D.	Name of A.R.D./A.W.D. or free sale dealers	Amount of security	Nature of security (N.D.C. chala et.c)	Reference No. and date
1	2	3	4	5	6
Post office/treasury	Date of pleding	Initials of the District Collector/District Supply Officer/Taluk Supply Officer/City Rationing Officer		Remarks	
7	8	9	10		

General

The pledged securities should be kept in separate sealed covers under the safe custody of the Taluk Supply Officer/City Rationing Officer in the case of A.R.Ds. and District Supply Officer in the case of A.W.Ds. Government promissory notes, national savings and Defence Certificates should be lodged for safe custody with District Treasury as requested in Article 308 of K.F.C. Vol. I. The details regarding the securities (name of dealer, amount, purpose, licence number, control/licensing order, etc.) may be written on the covers neatly and legibly. The periodical verification of securities should be done as contemplated in Article 31 of K.F.C. Vol. I.

When a licence is cancelled or when a licensee ceases to function his security amount should be released forthwith after setting off any liability due from him to Government. The fact of having released the security should be noted in the Security Register against the item concerned under the initials of the officer ordering the release.

11. Ledger of Establishment Permits.- This register should be kept up-to-date in the form prescribed by the Board of Revenue (vide para 4.05, Chapter IV). The result of periodical verification and additions and reductions effected wherever necessary should be recorded in the register then and there.

12. Ledger of Punishments.- This register should be maintained in the form prescribed by the Board in Board's Circular No. (C.S.) C2-20990/77, dated 7th June 1977. When cases entered in the Case Diary are finally heard and punishment imposed by the Taluk Supply Officer/City Rationing Officer the case should be transferred to the ledger of punishments to be kept A.R.D. wise giving each A.R.D. one folio of the ledger. The amounts forfeited to Government or the cost of material found short/excess should also be clearly entered in the column provided for the purpose. When part or whole of the security amount is forfeited, there is no reason why the deductions should not be made then and there. In that case, the dealer will automatically be compelled to recoup the security amount. Without full security amount, the dealer could not continue his business. The Taluk Supply Officer/City Rationing Officer should inspect the punishment ledger at least once in a week and see that all amounts due for collection are collected within the time limit specified in the order. During his visits, the District Supply Officer should inspect the Punishment Ledger of the Taluk Supply Officer should inspect the Punishment Ledger of the Taluk Supply Officer/City Rationing Officer regularly. The entries made in the register should be reviewed periodically to find out whether the punishments inflicted are carried out and the amounts due are realised.

The ledger of punishments should be maintained in the form prescribed below:

Form of Punishment Ledger

A.R.D. No.

Name.....

Sl.No.	No. in the case diary	Details of order and amount due	Chalan No. and date	Remarks
1	2	3	4	5

A monthly balance also may be struck in the ledger every month.

13. Register of A.R.Ds.- This register should contain the name of A.R.D., place of business, building number, details of godowns, village/panchayat, etc. It should also contain the number and date of appointment order, the date on which he commenced business.

14. Register of Price Fixations.- The price of rationed articles has to be revised as soon as there is a revision in the existing price or due to enhancement of transport charges or margin of profit. The fixations should be done for each wholesale depot noting the name of wholesaler and place of business and wholesale zone number. The price fixation of each wholesaler should be separate for each one of the retail zone, if the wholesaler serves retailers of more than one retail zone. The price fixations is to be so done that the issue price at the retail stage can be arrived at by adding only one item viz. the margin admissible to the concerned retail zone to the ex-wholesale depot price. This will ensure that the ex-wholesale depot price comprises of all items like cost of grains including sales tax, administrative surcharge, price equalisation charge and differential cost/adjustment price realisable or the refunds due and the margin of profit admissible to the wholesaler. This should be adopted for arriving at ex-wholesale depot/ex-retail depot price in respect of each variety of grain like rice (different varieties) wheat, paddy and other controlled commodities like sugar, kerosene, etc. The fixation of price in respect of a rationed commodity will be effective from the date from which a revision of price has been ordered irrespective of the fact whether there is balance stock of that particular ration commodity with the wholesaler or retailer of the taluk. The fixation of price based on the revision of price order should be done for all foodgrains covered by that order even though that particular rationed article is not available or has not so far been received either by wholesalers or retailers of the taluk. The register of price fixations should be maintained in the form prescribed by the Board and should be kept up-to-date for inspection by the inspecting officers vide form given in Appendices.

15. Register of Sugar Accounts.- Please see item No. 30 Appendices for the form of the register of sugar accounts.

16. Register of Salesman.- In order to have some documentary proof of experience as salesman, the Board of Revenue in their Circular No. (CS.) C2-51568/74, dated 16th November 1974 ordered that a register of salesman in the prescribed form will be maintained by the Taluk Supply Officer/City Rationing Officer in the manner indicated below:-

(a) Each A.R.D. will prepare neatly, in duplicate, statements in the prescribed form and deliver them duly signed to the concerned Civil Supplies Inspector/Grain Purchasing Inspector. There should be no correction or over-writing in respect of any entry in this statement.

(b) The C.S.I./G.P.I. will initially personally check up the correctness of the details mentioned in the statement and forward both the copies to the Taluk Supply Officer.

(c) The Taluk Supply Officer will check up whether the details given in both the copies are identical and return one copy to the concerned A.R.D. after attestation. The Taluk Supply Officer will stitch together the original copies of all the statements and arrange to keep it in safe custody.

(d) The A.R.D. will keep the duplicate copy in a register form and make it available to all the inspecting officers for recording their remarks in the last column.

(e) The A.R.D. cannot amend or make any further entries in this register. For any change in the entries made or for making any entry in this register, it should be taken to the Taluk Supply Officer's/City Rationing Officer's Office and the required

entries will be got made by the Taluk Supply Officer under his personal dated signature, after incorporating the same in the original copy of the statement which is kept in the office.

No. of the retail depot	Name of the authorised retail distributor	Name and full address of the salesman (and of the principal salesman if any)	Whether full time or part time salesman	Date from which continuously employed as salesman/ principal salesman	Date of termination of service as salesman	Remarks of the inspecting officers as to the identity of the salesman
1	2	3	4	5	6	7

17. Register for watching the issue of permit holders.- Please see Form I given in item 21 of Appendices. This register should be maintained in the Headquarters Taluk Supply Offices/City Rationing Offices where the permit holders drawing more than one quintal per week, are linked to the F.C.I. sub depots.

18. Stock Register of Permanent Ration Cards.

19. Stock Register of Temporary Ration Cards.

20. Stock Register of Surrender / Reduction Certificates.

21. Stock Register of Authority Books

The above registers should be maintained properly. The Taluk Supply Officer/City Rationing Officer should review these registers frequently with a view to ensure that the stock of cards etc. tally with the accounts maintained.

12.05. Registers relating to procurement of levy paddy

(i) Issue register of paddy procured.

(ii) Paddy accounts (Agency procurement) (Form XV-Proforma I, II, IIA, III and IV)

(iii) Register of storage of paddy procured (Form XII)

(iv) Register of seized paddy/rice

(v) Register of levy objection petitions

(vi) Register of procured paddy/rice transferred to other taluks.

(vii) Register showing release particulars of paddy procured through agents (Form XVII)

(viii) Stock register of paddy procured

(i) Issue register of paddy procured.- This register should be maintained in the Taluk Supply Office, procurement agent/village office-wise. Separate entries for each authority should be made in the register. The Taluk Supply Officer should review this register frequently during procurement season with a view to ensure that unnecessary

locking of Government money with the village officers, is avoided and release of paddy is promptly made. Please see item 19 Appendices.

(ii) Paddy accounts (agency procurement) Form XV-Proforma I, II, IIA, III and IV.- The Taluk Supply Officer should prepare the accounts of each crop in the proforma I to IV (Specimen in Form XV-Item 35 Appendices) as soon as the procurement is completed. Since Government money is invested in departmental procurement, the proper utilisation of the money can be ensured only after the proforma are finalised and checked.

(iii) Register of storage of paddy procured (Form XII). The register is to be maintained in Form XII for verifying the claims of village officers for shortages under G.O. Rt. No. 120/72/Fd., dated 6th March 1972 (Please see Form XII as item No. 32 Appendices).

(iv) Register of seized paddy/rice.- Paddy and rice are being seized for violation of the movement/control orders by the civil supplies authorities and entrusted with the village officer/procuring agent/mills etc. In order to have proper accounting, a register has been prescribed by the Board in Circular No. (CS) F1-21441/74, dated 26th June 1974 (Please see the proforma as item No. 8 Appendices).

(v) Register of levy objection petitions.- It contains the objections raised by the cultivators who were served with levy notices (Please see proforma as item No. 40 Appendices).

(vi) Register of procured paddy/rice transferred to other taluks.- Procured paddy/rice are being transferred from one surplus taluk to other taluks by wholesale dealers. The receiving Taluk Supply Officer should fix the price taking into account the cost of paddy/rice, administrative surcharge, sales tax, transport charge and margin to wholesaler and retailers and should fix the rate of P.E.C. to be realised in respect of each retail zone pertaining to the wholesaler and intimate the price fixation to the issuing Taluk Supply Officer along with the copy of authority issued for lifting paddy/rice in respect of each retail zone. One receipt of the details of remittances, the issuing Taluk Supply Officer should prepare an authority, in triplicate, and arrange for the release of paddy/rice. The details of the authorities and remittances should be entered in this register.

(vii) Register showing release particulars of paddy procured through agents (Form XVII).- As soon as the procurement is over, the register in the form should be prepared and kept ready for check by the Local Audit Party of the Board. This register is to be maintained in order to ensure that the dues to Government on account of administrative surcharge and price equalisation charge are promptly collected. (Please see proforma as item No. 37 Appendices)

(viii) Stock register of paddy procured.- This register should be maintained village officer-wise separately for each crop in cases where departmental procurement is in force. In agency procurement areas the entries should be procurement agent-wise. The purchase figures in the register should agree with the statements of procurement agents and paddy purchase receipt produced by them. Separate page for each village officer/agent should be set apart in the register. The Taluk Supply Officer should review this register frequently during procurement season with a view to ensure that sufficient money is available with village officers, good progress is achieved in the matter of procurement and that unnecessary locking of Government money with the village officers is avoided and release of paddy is promptly made.

12.06. Some important points to be remembered in connection with the maintenance of accounts and other documents in the T.S/C.R. Offices

(i) Register of remittances.- All remittances in countersigned or uncountersigned chalans should be posted in the register of remittances maintained in the Taluk Supply/City Rationing Offices (Please see Form VI item No. 24 Appendices). Separate pages should be allotted for each head of account. If more than one treasury is operated, separate registers should be maintained for each treasury. The register should be kept by the Head Clerk/Junior Superintendent/A.T.S.O.

(a) Columns 1 to 5 of the register should be posted by the Head Clerk/J.S./A.T.S.O. before chalans are countersigned.

(b) All the chalans after remittance at the treasury/bank should be received back by the Head Clerk/Junior Superintendent/Assistant Taluk Supply Officer who should post column 6 and then only distribute the chalans to the various units for further action. Any chalans remitted without countersignature should also be posted at this stage.

(c) At the close of every month, the register should be totalled for each head of account and a clerk should be deputed to the Treasury(ies)/Bank(s) and the totals in the register should be compared with the treasury/bank figures. After verification of the individual remittances with the treasury/bank accounts a memo of reconciliation in the form given in Form VI of the Revised Booklet on Accounting Instructions should be worked out. For this purpose, after each month, a page should be kept blank.

(d) The Treasury Officer should be requested in writing to rectify the misclassifications by proposing necessary alteration memos.

(e) The fact of remittances of chalans countersigned during the previous month/months and rectification of misclassifications should be indicated against the corresponding items in previous month(s) memo of reconciliation and such items should be rounded off after noting the month of remittance or rectification.

(f) Normally, all remitted chalans for a month will be remitted in the subsequent month. Otherwise, the reasons thereof should be carefully investigated and the possibility of any fraud or defalcation should be eliminated.

(g) After reconciliation as indicated above, separate statements prepared from the register for each head of account along with the memo of reconciliation should be submitted to the Board before the 10th of the succeeding month.

(h) The statement given under (vii) for “509 deduct-expenditure recoverable on account of the grain supply scheme” should also give an abstract of the receipts under the prescribed heads, viz. administrative surcharge, price equalisation charges, adjustment price, differential cost (separately for different dates), etc. The details required for the abstract are available in column 4 of the register of remittances. This abstract is necessary for preparing the proforma accounts of the grain supply scheme.

12.07. Maintenance of Cash Book

(i) Every officer receiving money on behalf of Government should maintain a cash book in Form T.R. 7 A [Rule 92 (a) (1) Kerala Treasury Code].

(ii) When a new cash book is brought into use, its pages should be numbered and a certificate of count of pages should be recorded on the first page under the signature of the head of the office.

(iii) When a new treasury bill book or receipt book is brought into use, the certificate of count of pages should be recorded inside the outer cover. Ordinarily more than one treasury bill book/receipt book should not be used at one and the same time and a new book should be brought into use only after the old one is exhausted.

The stock register of receipt books/treasury bill books should show the date on which a book was brought to use and the date on which it was completed. Counterfoils of used receipt books should be kept under lock and key in the personal custody of the head of the office (Notes below Rule 90 (b) Kerala Treasury Code, Volume I):

(iv) Blank pages/space in the used up cash book, treasury bill book and receipt book, if any should be cancelled and attested by the head of the office.

(v) An erasure or overwriting of an entry once made in the cash book is strictly prohibited. If a mistake is discovered it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The head of the office should initial every such correction and invariably date his initials [Rule 92 (a) (vi) Kerala Treasury Code, Volume I].

(vi) Care should be taken to fill up all relevant details in the column provided for in the Treasury Bill Book.

(vii) All contingent bills should be serially numbered and recorded in the register of contingent charges. Date of encashment/ endorsement to the parties and the fact of cancellation or submission for pre-audit should be indicated in the remarks column of the register. In the case of endorsed bills acknowledgement from the parties should be obtained in the remarks column of the register of contingent charges or register of endorsed bills maintained when the number of endorsed bills is many.

(viii) An endorsement on a contingent bill shall lapse three months after the date of the endorsement or at the end of the financial year, whichever is earlier. A contingent bill should not ordinarily be endorsed for payment to a private party in March after the 15th [Article 112 (b) and (c) Kerala Financial Code, Volume I].

(ix) Whenever a contingent bill is endorsed for payment to a private party, the drawing officer should immediately send an advice to the treasury at which it is to be paid, giving all the particulars of the bill. He should see that the item is entered in the contingent register in red ink with a note to the effect that the amount has been drawn and attest the entries by his initials. He should also see that an intimation is duly received from the treasury as to the payment of the bill and the date on which it is paid [Article 112 (d) Kerala Financial Code, Volume I].

(x) All office copies of the contingent bills prepared whether cashed, cancelled or otherwise disposed of should be filed in the same chronological order of the entries in the contingent register. All the invoices should be cancelled and all payees receipts below Rs.100 should be cancelled and filed with the office copy of the contingent bills.

(xi) The sub vouchers should be serially numbered and the numbers indicated in the relevant column of the contingent register.

(xii) When acquittance rolls are posted, care should be taken to leave sufficient space for affixing the stamps. Dated acknowledgements should be obtained in all cases. When payments are made on loose acquaintance, pay order of the disbursing officer should be obtained and acknowledgement of the endorsee for having received the amount should also be obtained and such loose acquaintance pasted against the serial number in the acquaintance roll.

(xiii) There should ordinarily be only one acquaintance roll for all payments made to the office staff.

(xiv) All bills should be posted in the acquittance roll in the same order of accounting them in the cash book.

(xv) After posting each bill, sufficient space should be provided for posting the memo of disbursement which should be recorded as follows:-

Illustration

Total amount of the bill	Rs.....
Paid on 1 st November 1972	Rs.....
Balance	Rs.....
Paid on 2 nd November 1972	Rs.....
Balance	Rs.....
Paid on 7 th November 1972	Rs.....
Balance	Rs.....

On the day of finally closing the acquaintance in respect of a bill, the printed certificate should be signed by the disbursing officer. Certificate of check of acquaintance [Vide rule 432 (d) of Kerala Treasury Code, Volume I] should be furnished.

12.08. Posting of cash book and checking of cash book

(A) Receipt side.- (i) As far as possible, the receipt side should be posted first with the treasury bill book, then with the receipt books and lastly with the sale proceeds of valuable forms/articles sold from the office such as sale proceeds of permanent ration cards, temporary ration cards, ration permits, surrender certificate/reduction certificate forms, etc.

(ii) Sale proceeds of the valuable forms and articles are to be accounted for every day in respect of each of the forms/articles in the cash book from the stock register kept for the purpose.

(iii) Every item of receipt accounted in the cash book should be verified with reference to the treasury bill book, receipt books and stock register of forms/articles and each item attested by the head of the office.

(B) Expenditure side.- (i) First the payment as per the acquaintance rolls should be posted from the memo of disbursement worked out in respect of each bill in the acquaintance roll. Then payments made on payee's receipts and lastly remittance into treasury should be posted with reference to the chalans.

(ii) Article 7 (2) of Kerala Financial Code, Volume I, enjoins that the daily collection of each officer should ordinarily be remitted into the treasury on the next working day. When this is not possible owing to the distance from the treasury or other cause, remittance into the treasury should be ensured at least weekly. The sale proceeds of permanent ration cards, temporary ration cards, ration permits, surrender certificates, reduction certificates, etc., should be remitted in separate chalans and details of remittance should also be posted in the stock register kept for the purpose.

(iii) All payments from permanent advance should be made against proper bills and receipts and should be accounted on the same day of payment in the cash book column "payments out of permanent advance" and such expenditure posted in the register of permanent advance. The closing balance as per the register of permanent advance should agree with the closing balance in the cash book under the column "permanent advance".

(iv) Every item of expenditure should be verified by the head of the office daily with the connected documents such as Acquittance Rolls, payee's receipts permanent advance register and chalans for remittance and every item attested by the head of the office (Rule 92 (a) (ii) Kerala Treasury Code, Volume I).

(v) The head of the office should verify the totalling of the cash book daily or have this done by some responsible subordinate other than the writer of the cash book and initials them as correct.

The correctness of closing balance worked out should be verified and the cash book closing should be approved by the head of the office.

(vi) Surprise periodical verification of cash in the chest should be conducted by the head of the office and the fact of verification and the results thereof should be recorded in the cash book.

(vii) On the last day of the month, the cash book should be closed as usual, and a detailed analysis of the cash balance should be worked out in the cash book. The head of the office should verify the cash balance and records a signed and dated certificate to that effect in the cash book [Rule 92 (a) (iv) Kerala Treasury Code, Volume I].

(viii) The head of the office should review the analysis of the closing balance and orders passed for remittances of undisbursed balance, if any, pending for more than 3 months.

The analysis of the closing balance may be as follows:

	Rs.
1. Balance shown in cash book	..
2. Balance shown in Acquittance Roll	..
3. Balance of permanent advance shown in permanent advance register	..
4. Balance of procurement advance	..
5. Balance of sale proceeds of permanent ration cards	..
6. Balance of sale proceeds of temporary ration cards	..
7. Balance of sale proceeds of ration permits	..
8. Balance of sale proceeds of reduction/surrender certificates	..
9. Any other item giving indication of its nature	..
10. Contingent charges unpaid indicating the balance separately under each category, viz., telephone charges, electric charges, petrol charges, etc.	..
Total book balance	..
Cash balance ascertained by counting	..

If there is any different between the book balance and the actual cash balance which cannot be reconciled at once, action should be taken under Articles 297 in the Kerala Financial Code, Volume I to report the loss of money to the competent authority.

12.09. Stock register of receipt books/treasury bill books and authority books

The register should be maintained in the form No. XI of Revised Booklet on Accounting Instructions. The books should be kept in the safe custody of Taluk Supply Officer/City Rationing Officer to ensure they are not Fraudulently used. All the receipts accounted should be verified and attested by the Taluk Supply Officer/City Rationing Officer. One authority book, treasury bill book and receipt book should be used as a time. A new book is to be brought into use only after exhausting the old book. If for any reasons some blank pages are left over in any

book, they should be cancelled. The Taluk Supply Officer/City Rationing Officer should conduct annual physical verification and record the results in the stock register and immediate action should be taken to settle any discrepancies.

12.10. Valuable forms and articles

(i) The valuable forms and articles in Civil Supplies Department which are sold and cost realised are the following:-

- (a) Permanent ration cards
- (b) Temporary ration cards
- (c) Ration permits
- (d) Surrender certificate forms
- (e) Reduction certificate forms

The prices of these forms are fixed from time to time. Since these are priced, stock registers are to be maintained for each item in the Form No. VII of the Revised Booklet on Account Instructions.

(ii) There should be separate issue registers for these forms. The receipts accounted in the stock register should be verified and attested by the Taluk Supply Officer. The issues posted in the stock register should be the same as that of the issue register and amount in the column 'Amount realised' should correspond to the stock issued. The daily sale proceeds should be receipted in the cash book separately for each form. All bulk issues, if any, made to Civil Supplies Rationing Inspectors or Village Officers should be posted in the issue register and separate ledger account of bulk issues should be maintained for each person to watch prompt remittance of sale proceeds and return of undisbursed forms. Such returns should be receipted in red ink, but such red ink entries should be excluded in working out the up-to-date receipts arrived at by totalling columns of the stock register. Periodical remittance of sale proceeds should be ensured. Remittance should be made in separate chalans for each variety of form. These forms should be kept under the safe custody of the Taluk Supply Officer/City Rationing Officer. Monthly physical verification should be conducted by the Taluk Supply Officer/City Rationing Officer and the results thereof should be indicated in the remarks column of the register and immediate action taken to settle the discrepancies, if any.

(iii) The progress of sales and remittance of sale proceeds should be intimated to the District Supply Officer in the Form VIII of Revised Booklet on Accounting Instructions by the 10th of every month for the transactions of the previous month.

12.11. Register of audit objections

When an objection slip received from the Accountant General is registered as a new case in the Personal Register, it should be entered in the Register of Audit Objections to be maintained in Form No. IV of Kerala Financial Code, Volume II. All the objection slips received in a calendar year should be entered chronologically and objection items should be serially numbered. Sufficient space should be left between two serial numbers. The objections should be replied within a fortnight and the head of the office should initial in the remarks column. An item should be treated as closed when final reply is given to the Accountant General and such items should be rounded off in red ink. The register should be reviewed monthly by head of the office and every fortnight by the Head Clerk or Manager or such other intermediary supervising officer with a view to ensure that prompt action is taken to settle the objections. After the close of each month, a monthly abstract of audit objections in the following form should be recorded in the register.

Month	Number pending till the end of previous month	Number received during the month	Total number of objections	Number disposed of during the month	Number pending at the close of the month	Initials of the head of office
1	2	3	4	5	6	7

The prescribed returns of audit objections should be sent with reference to this register.

12.12. Register of trunk calls

All trunk calls as and when made should be immediately entered in the register of trunk calls which should be maintained in the following form:-

Date	By whom the call is made	To whom the call is made and place and telephone number	Purpose of the call whether official or private
1	2	3	4

Initials of the Taluk Supply Officer/City Rationing Officer	Amount due for the private call Rs.	Amount realised	Chalan number and date or receipt number and date
5	6	7	8

As far as possible, private calls should be discouraged. On receipt of telephone bills, the correctness of the bills should be verified with reference to the entries in the trunk call charges register and any discrepancies should be investigated. A certificate to the effect that the claim has been verified with the entries in the Trunk Call Charges Register and found correct, should be recorded in the bill over the signature of the Taluk Supply Officer/City Rationing Officer and column 6 of the register should be posted from the bill and the amount realised from the person concerned. When

telephone bills are paid, the fact should be indicated against the entry in the register corresponding to the last entry in the telephone bills. A copy of the telephone bill should be kept along with the office copy of the countersigned bill in which the amounts are drawn.

12.13. Register of printed forms and stationery

A stock register of printed forms and stationery should be maintained in the office in the form prescribed in Kerala Financial Code, Volume II. Balance brought over from the previous folio/registers should be verified and attested. Annual physical verification should be conducted and results thereof indicated by the Taluk Supply Officer/City Rationing Officer.

12.14. Register of Furniture

A register should be maintained in the form prescribed in Kerala Financial Code, Volume II, which should furnish the detailed specification, costs of purchase, etc. Annual physical verification of the items should be conducted and the results recorded. Every item in the register should be verified and attested.

12.15. Register of Library Books and Periodicals

A register should be maintained in the form prescribed in Kerala Financial Code, Volume II. Annual physical verification should be conducted and the results recorded by the Taluk Supply Officer/City Rationing Officer.

12.16. Log Book and Trip Sheet

They should be maintained in the form prescribed in Kerala Financial Code, Volume II and the petrol performance should be worked out at the end of every month which should be compared with the tested mileage. On receipt of petrol bills, the claims should be verified with the Log Book and a certificate to the effect that the petrol bills have been verified with the Log Book and found correct should be recorded in the Bill. When payments are made, the date upto which payments have been made should be recorded in the Log Book.

12.17. Stamp Account and Despatch Register

The accounts should be maintained as per the instructions in the office manual and correctness of the closing book balance should be verified with the physical balance daily. Monthly physical verification should be conducted by the Taluk Supply Officer and the fact of verification and results thereof should be recorded in the stamp account.

Note:- The instructions in this Chapter should be read with the instructions given in the printed Booklet issued in May 1968 and revised Booklet on Accounting Instructions issued in January 1974.

12.18. Demand, Collection and Balance (D.C.B.) Register

In order to have proper control over the collection of amounts due to the department, under the various heads, monthly D.C.B. statements are insisted. The Taluk Supply Officers/City Rationing Officers should maintain the D.C.B. Register in the form prescribed by the Board of Revenue (Please see form as item No.47 Appendices). The Taluk Supply Offices/City Rationing Officers should send true copies of the D.C.B. Register every month to the District Supply Officers concerned. The statements received from the Taluk Supply Officers/ City Rationing Officers

should be critically reviewed by the District Supply Officers and action for the collection of amounts due, initiated promptly. The statements for a district should be consolidated by the District Supply Officer in the same form and the consolidated by the District Supply Officer in the same form and the consolidated statement for the district along with a copy of the D.C.Bs. sent by the Taluk Supply Officers/City Rationing Officers should be sent to the Board by 15th of the succeeding month.

CHAPTER XIII LICENSING AND SECURITIES

13.01. Licensing of dealers under the various licensing orders

As per clause 3 of the Kerala Foodgrains Dealers Licensing Order, 1967, any person who stores quantities of 2 quintals or more of any one of the foodgrains, or 3 quintals or more of all foodgrains taken together at any one time, should not carry on business in foodgrains without a valid licence issued by the competent authority mentioned under the order. Any person who intends to transport or move or carry the foodgrains in excess of the quantity specified in sub-clause (2) of clause 3 from the place at which it is stored for the time being to any other place shall before transporting foodgrains make declaration in Form D and forward the same to the licensing authority or the officer nominated by him. The declaration shall be sent to the licensing authority of the district from which the foodgrains is purchased, one copy to the seller and one copy to be with the purchaser while the foodgrain is in transit. The purchaser's copy of declaration shall be available with the person actually transporting the foodgrains. The declaration shall reach the licensing authority within 3 days from the date on which he makes such declaration. As per clause 4 of the licence, the licensee shall, except when specifically exempted by Government or any officer authorised by Government in this behalf, submit to the licensing authority concerned true return in Form C-1 if he is a wholesaler and in form D if he is a retailer of stocks, receipts and deliveries of each of the foodgrains every fortnight to reach him within 3 days after the close of the fortnight or the month or at such periodical intervals as the Government may prescribe from time to time. Every dealer shall maintain and display a board showing the stock of foodgrains, price, variety, etc., at the entrance of the shop.

Wide publicity may be given by the District Collectors pointing out the necessity of dealers having licences under the K.F.D.L. Order, 1967. Licence should be issued to all deserving applicants for the retail trade. If there is any tendency even after repeated instructions to violate the orders, suitable action under the Essential Commodities Act, 1955 may be initiated against the delinquents.

A licence under the K.F.D.L. Order, 1967 can be cancelled/suspended only in the event of licensee violating any of the conditions subject to which the licence has been granted to him. But Clause 7 of the order lays down that the licensing authority may, in the interest of the general public and for reasons to be recorded in writing after giving the dealer concerned an opportunity of stating his case, refuse to grant, reissue or renew a licence. If the licensing authority feel that in the interest of general public, an application for renewal of licence issued to an A.W.D. his partner or relative to deal in open market rice has to be rejected, it will be within the powers of the licensing authority and consistent with the provision of the said order to refuse to renew a licence.

The husband or wife of an A.W.D./A.R.D. is also not eligible to get licences under the K.F.D.L. Order, 1967 for the purpose of import of rice on no objection certificates.

Licence to deal in free sale sugar, both wholesale and retail, can be granted to applicants under the provisions of Kerala Sugar Dealers Licensing Order, 1967.

Separate licence shall be necessary for each place of business under the K.F.D.L. Order and K.S.D.L. Order. Separate licences shall be necessary for dealing in foodgrains or sugar as a wholesaler or a retailer. If both wholesale and retail licences to the same persons in deserving cases are issued under K.F.D.L. Order, 1967 the wholesale and retail business shall be conducted in separate premises and separate accounts shall be maintained for each [vide G.O. (P) No. 1/77/Fd. dated 5-1-1977].

Licence for dealing in levy sugar and freesale sugar shall not be granted to the same person:

Provided that Government may, if they are satisfied that it is necessary to do in the public interest by written order, specifying the reasons therefore, exempt any dealer from the provisions of this clause.

All the A.R.Ds. appointed under the Kerala Rationing Order, 1966 should take licences under the K.F.D.L. Order, 1967, K.S.D.L. Order, 1967 and the Kerala Kerosene Control Order, 1968 for dealing in foodgrains, sugar and kerosene. Similarly A.W.Ds. appointed under Kerala Rationing Order, 1966 should take licences under K.F.D.L. order, 1966 and K.K.C. Order, 1968 (if they are kerosene wholesalers also).

The wholesale dealers dealing in kerosene alone should take out licence under the Kerala Kerosene Control Order, 1968.

Every licence granted under the provisions of the licensing orders shall be valid from the date of issue to the last day of March of the financial year in which it is issued and may thereafter be renewed for a further period of one year at a time.

The licensing authority, may in the interest of the general public and for reasons to be recorded in writing after giving the dealer concerned an opportunity of stating his case, refuse to grant reissue or renew a licence.

13.02. Important Licensing Orders

1. The Kerala Foodgrains Dealers Licensing Order, 1967.
2. The Kerala Sugar Dealers Licensing Order, 1967.
3. The Kerala Kerosene Control Order, 1968.
4. The Kerala Pulses Dealers Licensing Order, 1972.
5. The Kerala Khandassari/Gur Dealers Licensing Order, 1963.
6. The Kerala Cotton Textiles (Controlled Cloth) Dealers Licensing Order, 1975.
7. The Kerala Hydrogenated Vegetable Oils (Vanaspathy) and Baby Food Dealer's Licensing Order, 1975.
8. The Rice Milling Industry (Regulation and Licensing) Rules, 1959.
9. The Kerala Rationing Order, 1966.

Licence Fees.- The licence fees, renewal fees, duplicate licence fees, etc., under the provisions of various orders are Rs.10, Rs.5 and Rs.20 respectively except the following licensing orders:-

		Licence fee Rs.	Renewal fee Rs.	Duplicate licence fee Rs.
1.	The Kerala Kerosene Control Order, 1968 For Wholesale trade	10	10	20
	For retail trade	5	5	10
2.	The Kerala Khandasari/ Gur Dealers Licensing Order, 1963	5	2	10
3.	The Kerala Rice Milling Industry (Regulation and Licensing) Order, 1959	20	10	30

13.03. Securities

The securities to be furnished by the dealers under the different licensing orders are given below:

**The Kerala Foodgrains Dealers Licencing Order, 1967,
Kerala Sugar Dealers Licensing Order, 1967 and
Kerala Pulses Dealers Licensing Order, 1972**

	Rs.
Retailers	50.00
Wholesalers	..
When annual turnover is less than Rs. 50,000	.. 250.00
When annual turnover is between Rs.50,000 and Rs.1,00,000	.. 500.00
When annual turnover is between Rs. one lakh and Rs. two lakhs	.. 750.00
When annual turnover exceeds Rs. two lakhs	.. 1,000.00

- Notes.- 1. Separate securities as above should be given by the dealers under the licence control orders cited.
2. A.R.Ds and A.W.Ds appointed under Rationing Order need not furnish separate security for K.F.D.L., K.S.D.L. and K.P.D.L. orders.

Kerala Rationing Order, 1966

	Rs.
Retailers	

Retailers other than Co-operative	..	250.00
Retailers Co-operatives other than consumer co-operatives*	..	125.00
Retailers consumer Co-operatives**	..	62.50

* Rs. 125 subject to a maximum of Rs.1,000 if the same Co-operative Society has a number of retail shops.

** Rs. 62.50 subject to a maximum of Rs.500 if the same Consumer Co-operative Society has a number of retail shops.

Rs.

Wholesalers

Wholesalers other than Co-operative Societies	..	1000.00
Wholesalers Co-operatives other than Consumer Co-operatives	..	500.00
Wholesalers Consumer Co-operatives	..	250.00
Establishment Proprietors		
Permits having per week 1501 to 3000 units	..	50.00
Permits having per week 3001 to 5000 units	..	100.00
Permits having per week 5001 and above	..	150.00

Notes:-1. Co-operative other than Consumer Co-operative Societies need deposit one half of the amount specified above and Consumer Co-operative Societies one-fourth of the above amounts.

2. Authorised establishment proprietors in charge of establishments other than those run on commercial lines are exempted from the obligation to furnish security.

Kerala Kerosene Control Order, 1968

Rs.

Wholesalers	..	200.00
Retailers	..	50.00

Rice Milling Industry (Regulation and Licensing) Rules, 1959

Rs.

If the rice mill is huller type/chira	..	200.00
Any other type	..	500.00

Kerala Cotton Textiles (Controlled Cloth) Dealers Licencing Order, 1975

	Rs.
If he is a retailer	100.00
If he is a wholesaler whose annual turnover is below rupees one lakh	500.00
If he is a wholesaler whose annual turnover is above rupees one lakh	1000.00

The Kerala Hydrogenated Vegetable Oils (Vanaspati) and Baby Food Dealers Licencing Order, 1975

	Rs.
If he is a retailer	50.00
If he is a wholesaler	1000.00

The securities should be furnished in the form specified in Kerala Financial Code. The securities furnished under different control orders should not be clubbed together.

Agreements

Each dealer should execute agreements in the form prescribed under various control orders. While executing agreement it should be ensured that-

1. Signature of the officers entering into the contract should be obtained.
2. Date of executing agreements should not be omitted.
3. The names and designation of the officers executing the agreements on behalf of Government should be correctly entered and the particulars of securities to be furnished should be noted in the agreements in the space provided.

13.04. Powers for search, seizure and confiscation

(Control orders and provisions)

Foodgrains and other essential commodities under the various control orders:-

1. The Kerala Rationing Order, 1956
(See clause 59 of the Kerala Rationing Order, 1966)
2. The Kerala Foodgrains Dealers Licensing Order, 1967.
(See clause 12 of the Kerala Foodgrains Dealers Licensing Order, 1967).
3. The Kerala Sugar Dealers Licensing Order 1967
(See clause 12 of the Kerala Sugar Dealers Licensing Order, 1967).
4. The Kerala Kerosene Control Order, 1968 (See clause 17 of the Kerala Kerosene Control Order, 1968).

5. The Kerala Khandasari/Gur Dealers Licensing Order, 1963 (See clause 9 of the Order).
6. The Kerala Pulses Dealers' Licensing Order, 1972 (See clause 13 of the Order.)
7. The Wheat Roller Flour Mills (Licencing and Control) Order, 1957. (See clause 13 of the Order).
8. The Essential Commodities Act, 1955. (See section 6 A, B, C, D and E of the Order)
9. The Kerala Rice and Paddy (Procurement by Levy) Order, 1966 (See clause 10 of the Order).
10. The Kerala Paddy and Rice (Declaration and Requisitioning of Stocks) Order, 1966. (See clause 7 of the Order).
11. The Kerala Rice (Regulation of Movement) Order, 1966. (See clause 6 of the Order).
12. The Sugar Control Order, 1966. (See clause 11 of the Order).
13. The Kerala Cotton Textiles (Controlled Cloth) Dealers Licensing Order, 1975 (See clause 20 of the Order).
14. The Kerala Hydrogenated Vegetable Oils (Vanaspati) and Baby Food Dealer's Licensing Order, 1975 (See clause 19 of the Order).
15. The Kerala Foodstuffs and Display of Prices (by Catering Establishments) Order, 1975. (See clause 6 of the Order)
16. The Kerala Dry Cells for Torches (Declaration of Stocks and Maintenance of Accounts) Order, 1966. (See clause 8 of the Order).
17. The Kerala Automobile Tyres and Tubes (Declaration of Stocks and Maintenance of Accounts) Order, 1973. (See clause 9 of the Order).
18. The Kerala Cycle Tyres and Tubes (Declaration of Stocks and Maintenance of Accounts) Order, 1973. (See clause 9 of the Order).
19. The Kerala Motor Spirits (Fixation of Ceiling Prices) Order, 1973 (See clause 9 of the order).
20. The Kerala Seed Paddy Requisitioning Order, 1960 (See clause 6 of the Order).
21. The Kerala Paddy (Restriction on Milling) Order, 1968 (See clause 7 of the Order).
22. The imported Foodgrains (Prohibits of Unauthorised Sale) Order, 1958 (See clause 5 of the Order).
23. The Foodgrains (Prohibition of use in Manufacture of Starch) Order, 1966. (See clause 5 of the Order).
24. The Petroleum Products (Supply and Distribution) Order, 1972. (See clause 4 of the Order).
25. The Light Diesel Oil (Fixation of Ceiling Prices) Order, 1973. (See clause 7 of the Order).
26. The Kerala Tapioca (Manufacture and Export Control) Order, 1966. (See clause 9 of the Order).
27. The Kerala Tapioca (Requisitioning of Stocks) Order, 1968 (See clause 6 of the Order).
28. The Kerala Guest Control Second Order, 1967 (See clause 6 of the Order).
29. The Kerala Food (Registrations on Services of meals by Catering Establishments (Second Order, 1967) (See clause 6 of the Order).
30. The Kerala Essential Commodities (Maintenance of Accounts and Display of Prices and Stocks) Order, 1973. (See clause 8 of the Order).

