

Government of Odisha
Department of Women & Child Development and Mission Shakti
Directorate of Mission Shakti

No: WCD-MS-383- 2020 545 / DMS(WCDMS) Date: 12.03.2020

From

Smt. Sujata R. Karthikeyan, IAS
Commissioner-cum-Director

To

The Collectors
(Angul, Balasore, Bhadrak, Boudh, Cuttack, Deogarh, Gajapati, Ganjam, Jagatsinghpur, Jajpur, Jharsuguda, Kandhamal, Kalahandi, Kendrapara, Keonjhar, Khordha, Koraput, Malkanagiri, Mayurbhanj, Nayagarh, Puri, Rayagada, Sambalpur, Sonapur, Sundergarh)

Sub: Selection & Functioning of SHG / SHG Federation as Fair Price Shop (FPS)
Dealer under Public Distribution System (PDS) – Joint Guidelines

Madam / Sir,

SHG / SHG Federations are to be engaged as Fair Price Shop (FPS) Dealer under Public Distribution System (PDS) in the districts at the designated locations (list enclosed). Joint guidelines enumerating the Procedure for Selection and Functioning of SHG/SHG Federation shall be followed for selection of SHG and management of Fair Price Shop (FPS) under Public Distribution System(PDS).

CSO-cum- District Manager may be asked to share the list of villages and number of consumers of tagged villages enabling selection of suitable SHG/SHG federation to function as Fair Price Shop dealer at designated locations. Tentative calendar of activities is enclosed for relevant action within the timeline.

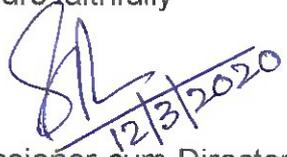
It is requested to facilitate selection of willing and capable SHGs / SHG Federation by 7th April-2020 to take up the mentioned activity, in accordance with the enclosed guidelines.

Encl.-(i) Guideline for Selection & Functioning of SHG / SHG Federation as Fair Price Shop (FPS) Dealer under Public Distribution System (PDS)

(ii) Annexure-I, II, III,

(iii) Calendar of activities

Yours faithfully



Commissioner-cum-Director

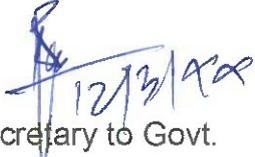
Memo No. 546 /DMS(WCDMS) Date: 12.03.2020

Copy forwarded to the PS to the Commissioner cum Secretary, Food Supplies & Consumer Welfare Department with reference to letter no 5644/FSCW dated 12.03.2020 for kind information of the Commissioner cum Secretary.


Deputy Secretary to Govt.

Memo No. 547 /DMS(WCDMS) Date: 12.03.2020

Copy forwarded to the PS to the Principal Secretary, Department of Women & Child Development and Mission Shakti for kind information of the Principal Secretary.


Deputy Secretary to Govt.

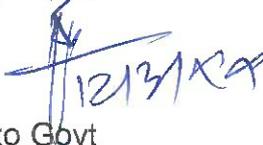
Memo No. 548 /DMS (WCDMS) Date: 12.03.2020

Copy forwarded to DSWOs (Angul, Balasore, Bhadrak, Boudh, Cuttack, Deogarh, Gajapati, Ganjam, Jagatsinghpur, Jajpur, Jharsuguda, Kandhamal, Kalahandi, Kendrapara, Keonjhar, Khordha, Koraput, Malkanagiri, Mayurbhanj, Nayagarh, Puri, Rayagada, Sambalpur, Sonapur, Sundergarh) for information and necessary action.


Deputy Secretary to Govt.

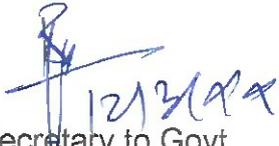
Memo No. 549 /DMS (WCDMS) Date: 12.03.2020

Copy forwarded to CSO-cum-district Manager (Angul, Balasore, Bhadrak, Boudh, Cuttack, Deogarh, Gajapati, Ganjam, Jagatsinghpur, Jajpur, Jharsuguda, Kandhamal, Kalahandi, Kendrapara, Keonjhar, Khordha, Koraput, Malkanagiri, Mayurbhanj, Nayagarh, Puri, Rayagada, Sambalpur, Sonapur, Sundergarh) for information and necessary action.


Deputy Secretary to Govt

Memo No. 550 /DMS(WCDMS) Date: 12.03.2020

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Deputy Secretary to Govt.

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Guidelines for Selection and Functioning of SHG / SHG Federation as Fair Price Shop (FPS) Dealer under Public Distribution System (PDS)

1. Functioning of SHG / Federation as Fair Price Shop (FPS) Dealer under Public Distribution System (PDS)

- a. The SHG / SHG Federation shall function as Fair Price Shop Dealer under Public Distribution System in any Village/Ward of a Gram Panchayat/Urban Local Body unit against the tagged villages/wards & PDS beneficiaries.
- b. They shall function as such based on FPS license issued by the concerned licensing authority.

2. Selection of SHG / SHG federation as Fair Price Shop (FPS) Dealer

- a. SHG shall include SHG & SHG federation.
- b. SHGs willing to work as FPS Dealer under PDS shall be of impeccable past record, both in terms of activity and financial management.
- c. SHGs fulfilling the following parameters may be considered for selection:
 - i. SHG must have completed 2 years of existence.
 - ii. SHG shall belong to the same GP/Ward for which it will function as FPS Dealer. Preference may be given to SHG of the village/ward having more beneficiaries, in case more villages/ward are tagged to that retail dealer.
 - iii. SHG must have an active bank account with regular monthly saving by SHG members.
 - iv. SHG must be regular in keeping books in systematic manner relating to Meeting register, Cash Book Reconciliation, Internal Lending Register.
- d. SHG must have a built-up covered space either of its own or hired for storage of food grains for distribution among the tagged PDS beneficiaries. It must have necessary electricity connection, IT infrastructure (a laptop/desktop, a printer and an inverter) & internet connectivity.
- e. Advertisement of Expression of Interest for selection of SHG as FPS Dealer under PDS shall be notified at the Office of the DSWO & at concerned Office of the CDPOs & shall be displayed at concerned AWCs for at least 07 days. The format for Expression of Interest by SHGs is enclosed herewith as Annexure I.
- f. Sub-Divisional Level Committee headed by Sub Collector and comprising of concerned BDOs, concerned CDPOs, ACSO, Inspector of Supplies / Marketing Inspector of concerned block and Mission Shakti officials will examine the received Expression of Interest of SHGs. All the received Interest shall be

Interests shall be placed in the format enclosed as Annexure II. The committee shall recommend suitable SHGs for appointment.

- g. Sub-Collector may appoint SHGs recommended by the Sub-Divisional Level Committee to function as FPS Dealers under PDS for a specified area and specific number of beneficiaries.

3. Activities of SHG on selection to act as FPS Dealer

- a. Assistant Civil Supplies Officer of the Sub-Division shall intimate to the selected SHG to deposit the amount of Bank Guarantee equivalent to the cost of food grains requirement of the tagged PDS consumers.
- b. SHG shall furnish the Bank Guarantee equivalent to the cost of food grains requirement of the tagged PDS consumers with the Assistant Civil Supplies Officer of the Sub-Division. Assistant Civil Supplies Officer should verify the Bank Guarantee from the issuing Bank.
- c. Sub-Collector or any authorised officer shall enter into an agreement with the SHG to function as FPS Dealer under PDS. The signature of the President / Secretary of the SHG shall be authenticated by concerned CDPO so that they can execute the agreement on behalf of the SHG.
- d. SHG shall obtain license from licensing authority to function as FPS Dealer under PDS by depositing necessary licensing fees.
- e. Selected SHG shall have PAN card (under Income Tax) & required documents, licenses as per the OPDS Control Order.
- f. If required, one woman Sales Assistant-cum-DEO (Data Entry Operator) may be engaged, preferably from among the SHG members or from their local area to operate e-PoS device & to coordinate/support various activities.

4. Training to SHGs & Officials

Training on functioning of FPS Dealer under PDS shall be imparted to licensed SHGs by the CSO-cum-District Manager or Assistant Civil Supplies Officer. It shall be arranged among the DSWO, concerned CDPOs, Mission Shakti officials & Members of the SHGs. Such training shall cover knowledge about PDS schemes, tagged beneficiaries' database, beneficiaries' entitlements of all PDS commodities, consumer issue price of all PDS commodities, online allotment of food grains, cost deposit of allotted foodgrains, lifting & transportation of food grains, receipt of food grains on proper weightment, safe storage of food grains,

use of Point of Sale (e-PoS) device during distribution, maintenance of e-PoS, Aadhaar authentication of beneficiaries using finger print scanner/IRIS fitted with e-PoS, adherence to fixed dates of distribution, cordial behaviour with consumers, maintenance of stock register, sales register, other records and to be made well conversant with guidelines, rules, control orders etc.

5. FPS Dealer operation

- a. Sub-Collector / BDO will issue monthly allocation of Food grains in respect of retail dealer (SHG).
- b. SHG shall deposit the cost of allotted food grains on monthly basis as per the prescribed procedure.
- c. Transport contractor will transport the food grains to respective retail dealer (SHG) as per the allocation & shall deliver stock on proper weighment. Such transportation & delivery shall be completed ahead of the fixed days of distribution of food grains, if any.
- d. SHG shall receive the allotted food grains on proper weighment & on proper receipt. Quantity of food grains shall be net quantity excluding the weight of gunny bag.
- e. Received stock shall be kept in safe storage with adequate dunnage to avoid damage of food grains.
- f. Distribution of food grains shall be made on fixed dates as prescribed by Food Supplies & Consumer Welfare Department, Government of Odisha. Tagged consumers shall be issued with allotted quantity as per the norms at the specified price on proper weighment, through e-PoS device.
- g. Prescribed stock & sale register etc. shall be maintained.

6. Margin of FPS Dealer

- i. The FPS Dealer's margin as fixed by the Government for foodgrains & S.K. Oil from time to time is the margin of the FPS Dealer.
- ii. Empty gunny bags after sale of food grains are the property of the FPS dealer. On issue of the food grains to the consumer, the gunny bags can be disposed of by the FPS dealer & the sale proceeds will count as margin of the FPS dealer.

7. Roles & Responsibilities:

i. Sub-Collector

- a. To ensure selection of viable SHG as per the Mission Shakti Directorate Guideline for management of FPS Dealer under PDS.
- b. To have overall monitoring and supervision of the SHG as FPS Dealer for uninterrupted distribution of food grains.
- c. To proactively resolve any issues for appointment & operation of SHG as FPS Dealer.

ii. District Social Welfare Officer (DSWO)

- a. To facilitate selection of suitable SHG for management of retail dealer under PDS as per the prescribed guideline.
- b. To communicate the list of places for selection of SHGs for management of retail dealer under PDS among concerned CDPOs.
- c. To arrange orientation / training programme of SHG members through the CDPOs, ACSOs, Marketing / Supplies Inspector.

iii. Civil Supplies Officer (CSO)

- a. To provide list of places for engagement of retail dealer under PDS along with number of consumers tagged (village wise) to the DSWO.
- b. To intimate the bank guarantee requirement of each such place based on the tagged consumers to the DSWO so that willing SHGs can know the financial requirement beforehand.

iv. Assistant Civil Supplies Officer (ACSO)

- a. To provide list of GPs/Wards or villages to the CSO & the DSWO, where the PDS Dealer is to be appointed.
- b. He shall also provide the village/ward wise number of consumers to be tagged to each of the retail dealer.
- c. To facilitate training among concerned CDPOs, Mission Shakti officials & Members of the SHGs [FPS dealer].

- d. To regulate execution of agreement on deposit of bank guarantee.
- e. Verification of Bank Guarantees from issuing Banks.
- f. To regulate timely allotment of food grains & delivery of food grains by the Transport contractor at SHG point on proper weighment ahead of the distribution dates.
- g. To ensure proper monitoring of the programme and to ensure uninterrupted supply of food grains as per the tagged consumers.

v. **Child Development Programme Officer (CDPO)**

- a. To select suitable SHG to function as FPS Dealer under PDS as per the prescribed guideline.
- b. To communicate the list of selected SHG to function as FPS Dealer under PDS to concerned ACSO, to the concerned SHG for execution of agreement.
- c. To coordinate with SHGs in furnishing of required amount of Bank Guarantee equivalent to the cost of food grains requirement of the tagged consumers with the Sub-Collector & execution of agreement.
- d. To arrange orientation / training programme of SHG members through the Supplies Inspector / Marketing Inspector & ACSO.
- e. To monitor / supervise for timely distribution of food grain.

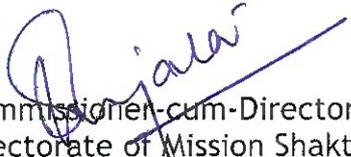
vi. **Block Development Officer (BDO)**

- a. BDO, being the overall development authority of the block, shall monitor and make surprise checks on functioning of SHGs as retail dealer under PDS.
- b. Any dispute between the PDS dealer & consumer shall be jointly inquired by CDPO & Marketing Inspector and sorted out. Wherever any party is aggrieved with the findings of the joint inquiry, it shall be referred to the BDO, whose decision shall be final, binding & to be acted upon.

vii. **SHG**

- a. To execute agreement with Sub-Collector or Authorised Officer after submission of Bank Guarantee and its verification from issuing Banks.

- b. To have PAN card (under Income Tax) & required documents, licenses as per the OPDS Control Order.
- c. To deposit the cost of allotted food grains on monthly basis as per the prescribed procedure.
- d. To receive food grains on proper weightment from the Transport contractor on proper acknowledgement and to store it safely with adequate dunnage. Stock shall be received in net quantity excluding the weight of gunny bags.
- e. To distribute food grains on dates as fixed by the Food Supplies & Consumer Welfare Department, Government of Odisha. To distribute allotted quantity as per the norms to tagged consumers at the specified price on proper weightment, through e-PoS & Aadhaar authentication/with due acknowledgement by the consumers.
- f. To maintain prescribed stock & sales register etc.
- g. If required, to engage one woman Sales Assistant-cum-DEO (Data Entry Operator), preferably from among the SHG members or from their local area to support on various activities.


Commissioner-cum-Director
Directorate of Mission Shakti
Department of Women &
Child Development and Mission Shakti


Commissioner-cum-Secretary
FS & CW Department

Office of the DSWO

Model Advertisement for inviting Expression of Interest for Fair Price Shop Dealer under Public Distribution System(PDS).

No _____

Date:

Interested SHGs / SHG federation having willingness and aptitude for becoming Public Distribution System(PDS) Retail Dealers are invited to submit their proposal before the DSWO or concerned CDPO in the mentioned below format within 07 (seven) days of this advertisement i.e. by _____ for becoming Public Distribution System (PDS) Retail Dealer. SHG / SHG federation shall be considered for PDS retailer ship in the same GP.

Signature of the DSWO

Date:

Format

1. Name of the SHG / SHG federation: _____
2. SHG / SHG federation Address: Village _____ Post Office _____
GP _____ Block _____
District _____ PIN _____
ICDS Project _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Savings Bank Account Number: _____
6. Bank and Branch Name, IFS code: _____
7. Funds available in the Savings Bank Account: _____
 - (a) Regular Saving (Yes/NO)
 - (b) Amount of savings in Rs.
 - (c) Maintaining meeting Register (Yes/No)
 - (d) Cash Book maintained (Yes/No)

8. Contact No: _____ Signature of the authorised person of the SHG / SHG federation

Date: _____

Acknowledgement

Received the Expression of Interest from _____ SHG / SHG federation, Village _____, on date _____ for becoming Fair Price Shop Dealer Public Distribution System(PDS) at the GP level.

Signature of the DSWO / CDPO / Authorised Signatory Date: _____

Annexure-II

Comparative Statement of SHG / SHG federation for Fair Price Shop dealership under Public Distribution System (PDS)

Name of WSHG /SHG federation	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	IFS code	Regular Saving (Yes/NO)	Amount of savings in Rs.	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Remarks (Interested)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Block Project Coordinator

Block Mission Shakti Coordinator

Child Development Programme Officer

Asst. Civil Supplies Officer

Block development Officer

District Social Welfare Officer

Approved by

Sub-Collector

Monthly Declaration Form by FPS Dealer for Allotment Month

Annexure- III

Name of the District		Fixed date of reporting 26 th of every month		For figures up to 25 th of allotment month				
Name of the FPS:		FPS Code						
Name of the Block/ULB:		Allotment Month:		Year:				
(Quantity in Quintal)								
Sl. No.	Commodity/Scheme	* Balance stock as on last Allotment Month's reporting	Qty. Received for the allotment month**	Total (3+4)	No of card holders who received PDS items during the period		Qty. issued to card holders for the allotment month	Closing balance for the allotment month
					For One Month	For Two Months		
1	2	3	4	5	6A	6B	7	8
1	AAY Rice							
2	BPL Rice							
3	APL KBK Rice							
4	BPL Addl./Spl./ Adhoc							
5	BPL/ AAY for Poorest districts							
6	Annapura Rice							
7	Rice for Disabled persons							
8	Rice for Olive Ridley Conservation							
	Rice Total							
9	Wheat							
10	Sugar							

Certificate on delivery of Allocating TPDS commodities (Food Grain etc) for the month of _____, 20____ and their distribution through eligible ration card holders by FPS during allocation Month

1. This is to certify that the above quantities of TPDS commodities have been allocated and delivered to the Fair Price Shop for the month of _____ as mentioned in the Table given above.
2. This is to certify further that the above quantities delivered at the above Fair Price Shop as per column 4 of the above Table have actually been distributed by the FPS to the number of eligible ration card holders as per column 7A and 7B during the month.

Signature of the Sarpanch of GP/Chairman of ULB with seal

Calendar of Activities

SI no	Activities	Time line	Action
1	Sharing of tagged village data	03 days, latest by 16.03.2020	CSO cum District Manager
	Name of the Village No of consumers		
2	Invitation of Expression of Interest	02 days on receipt of village list, latest by 18.03.2020	DSWO & CDPOs
3	Receipt of Expression of Interest	7 days from the day of invitation of Expression of interest , latest by 24.03.2020	DSWO & CDPOs
4	Selection of SHG/SHG federation by Sub-Divisional Committee	Latest by 27.03.2020	CDPOs/Sub-Division Committee
5	Training among selected SHG/SHG federation	Latest by 03.04.2020	Concerned ACSO & CDPOs
6	Deposit of Bank Guarantee, obtaining of license and deposit of cost of food grain	Latest by 7.04.2020	ACSOs & CDPOs