

20

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**GOVERNMENT OF ORISSA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT**

No- EC-C-37/11 15132 / FS& CW, Dated 3.9.11

From:

Shri Madhusudan Padhi, IAS
Commissioner-cum-Secretary to Government.

To,

All Collectors.

Sub:-

Guidelines for the Block Level Advisory Committee/ Town Level Advisory Committee & Gram Panchayat Level Advisory Committee / Ward Level Advisory Committee.

Sir / Madam,

In super session of all instructions issued in this regard earlier, I am to say that in pursuance of the recommendations given by Justice Wadhwa Committee, the Government have been pleased to issue guidelines delineating the constitution and functioning of Block Level Advisory Committee/ Town Level Advisory Committee & Gram Panchayat Level Advisory Committee / Ward Level Advisory Committee as follows.

1. Composition of the Block Level Advisory Committee/ Town Level Advisory Committee.

1.1) The Block Level Advisory Committee of TPDS will comprise the following members:-

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|---|--------------------|
| i) Hon'ble MLA of the area concerned | - Chairman |
| ii) Hon'ble MP of the area concerned or his representative. | - Member |
| iii) Chairperson of Panchayat Samiti | - Vice-Chairperson |
| iv) One Panchayat Samiti Member (to be nominated by the Panchayat Samiti) | - Member |
| v) Two Sarapanchs (to be nominated by Collector) | - Member |

- vi) Four consumers of whom at least one shall be a Woman and one from SC/ST Community (to be nominated by Collector) - Member
- vii) One representative of a Voluntary Consumer Organization (to be nominated by Collector) - Member
- viii) Two representatives of Women Self Help Groups (other than PDS licensees) (to be nominated by Collector) - Member
- ix) Marketing Inspector/ Inspector of Supplies - Member
- x) Block Development Officer - Member Convener

1.2) In case the area of the Block comes in the jurisdiction of more than one Legislative Assembly Constituency, the Hon'ble MLA of the constituency having the highest population in the Block, shall be the Chairperson of the BLAC and the other Hon'ble MLAs (or their representatives) shall continue as members of the BLAC.

1.3) In absence of the Hon'ble MLA, the Panchayat Samiti Chairperson shall chair the BLAC meetings.

2. The Town Level Advisory Committee shall comprise the following members:-

- i. Hon'ble MLA of the local constituency - Chairperson
- ii. Chairperson of the urban local body - Member
- iii. Hon'ble M.P or his representative - Member
- iv. 2/4/5 ward councilors to be nominated by the urban local body concerned as follows - Member
 - a) For ULBs with upto 16 wards - 2
 - b) For ULBs with more than 16 & upto 20 wards - 4
 - c) For ULBs with more than 20 wards - 5
- v. One representative of a Voluntary consumer organization to be nominated by the Collector - Member
- vi. One representative of women self help group (other than PDS Licensee to be nominated by the Collector) - Member
- vii. Three consumers of which at least one shall be a woman & one from ST/SC Community - Member

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|-------|---------------------------------------|---|-----------------|
| viii. | ACSO concerned | - | Member |
| ix. | Inspector of Supplies | - | Member |
| x. | ARCS | - | Member |
| xi. | Executive officer of urban local body | - | Member Convener |

In case the area of the urban local body falls in the jurisdiction of more than one Legislative Assembly Constituency the Hon'ble MLA of the Constituency having the highest population in the ULB shall be the Chairperson of the TLAC and the other Hon'ble MLAs (or their representatives) shall continue as members of the TLAC.

3. Nomination and Term:-

- i. Functionaries or bodies required to nominate persons or functionaries as members of the committees shall furnish copies of their nomination to the district Collectors, Sub-Collector/ Block Development Officer / Executive Officer.
- ii. Functionaries who are ex-officio members of the Committees shall continue to be members there of as long as they continue to hold the position of office.
- iii. The term of continuance of the nominees as members of the committees shall be two financial years, unless specified otherwise here in before, or until the substitution/ with drawal of the nomination by the nominating authority whichever is earlier.
- iv. Existence of vacancies in a committee shall not debar convening of the meetings of the said committee & shall not invalidate the functioning of the said committee.

4. Procedure for conducting meeting of the committees:-

The meeting of BLAC/TLAC must be held on fixed day in every quarter particularly, the meetings must be called on 2nd Mondays of January, April, July & October of every year. In case such 2nd Monday is a holiday, the meeting should be held on following working day, official conveners of these committees must give information for holding of such meeting indicating venue, time & date to all the members including the Chairman of respective Advisory Committees. In case of absence of the Chairman or any other members, the members present alongwith the convener may hold the meeting by selecting one member amongst the members present as Chairman. The official convener must hold the

meeting on the fixed date as prescribed by Government & issue the minutes within 10 days of holding of such meetings. The minutes of these meetings must also be sent to the Department & given wide publicity through print electronic media, websites etc. to bring transparency & openness in the functioning of PDS. The minutes of the Block/ Town Level Advisory Committee shall be furnished to the Sub-Collector & the District Collector. The Sub-Collector & the District Collector shall ensure that the Block/ Town Level Advisory Committee are functional.

5. Functions & Powers of the Block/ Town Level Advisory Committees:-

- i. The Block/ Town Level Advisory Committees shall be responsible for monitoring the receipt of the stocks of Essential Commodities allotted under the Public Distribution System & their proper storage, lifting & distribution.
- ii. The committee shall ensure the function of the G.P Level Advisory Committee/ Ward Level Advisory Committee.
- iii. The committee shall only deal with the monitoring & Vigilance aspect of PDS operation without intervening in the process of appointment of Retailers. The committee shall also ensure that the appointment of retailers is done through transparent process of calling application based on suitable criteria.
- iv. The committee may make recommendations with regard to measures required for ensuring general availability of essential commodities holding the price line, regular & timely lifting of essential commodities, equitable distribution of the allotted stocks to the consumers, prevention & detection of malpractices at various levels & general of Consumer Awareness.

6. The Gram Panchayat Level Advisory Committee/ Ward Level Advisory Committee.

As most of the Gram Panchayats are going to function as retailers, Retailer Level Advisory Committee would now be known as Gram Panchayat Level Advisory Committee for rural areas & Ward Level Advisory Committee for urban areas.

7. Composition of the Gram Panchayat Level Advisory Committee:-

Gram Panchayat Level Advisory Committees shall comprise the following members:-

- i. Sarapanch of the Gram Panchayat concerned- Chairperson
- ii. Samiti member of the concerned G.P.
- iii. All ward members of G.P.
- iv. Four literate consumers from the G.P of which at least one shall be woman and one from SC/ST community (to be nominated by the G.P)
- v. One leading SHG's nominated by the B.D.O.
- vi. One representative of a WSHG (other than a PDS licensee WSHG) from the G.P area to be nominated by the BDO.
- vii. One voluntary consumer organization/ NGO active in the field of consumer protection from the G.P area to be nominated by the BDO.
- viii. One representative of concerned MLA.
- ix. One consumer from each of the Fair Price Shop areas to be nominated by Hon'ble MLA.
- x. Executive officer of the G.P-Member Convener.

8. Composition of Ward Level Advisory Committee

Ward Level Advisory Committees shall comprise the following members:-

- i. Corporator / Councilor of the Ward within which FPS is situated- Chairperson & Convener.
- ii. Member of the Ward Committee.
- iii. Councilors of other wards if any, whose areas are serviced by the FPS.
- iv. Four literate consumers from the area of operation of the FPS of whom at least one shall be woman and one from SC/ST community (to be nominated by the urban local body)
- v. One leading SHG's nominated by Municipal Commissioner / Executive Officer.
- vi. One representative of a WSHG to be nominated by the E.O.
- vii. One voluntary consumer organization/ NGO active in the field of consumer protection to be nominated by the E.O.

- viii. One representative of concerned MLA.
- ix. One consumer from the FPS area to be nominated by Hon'ble MLA.
9. Hence there will be only one GPLAC for each GP which will supervise all the Fair Price Shops located within the GP areas as well as licensees for 'haat' sale etc., if any. There shall be separate WLACs for each FPS in the urban areas. However, the WLAC for the FPS will also supervise the functioning of the Kerosene Chhak Sale licensees of the Ward(s) concerned.
10. The GPLAC's for rural areas may constitute separate sub-committees for the FPS retail licensees which are situated at places other than the Headquarters village of the GP for effective supervision of these Fair Price Shops. The ward member, in whose area the FPS falls, shall function as Chairperson & Convener of sub-committee & all nominated consumer members at serial (iv), (vi) and (ix) of para 6 shall be members of the sub-committee. Sub-committee shall meet once a month and shall report to the GPLAC in the event of any irregularity in the functioning of the Fair Price Shop.
11. The GPLACs & WLACs will be standing committees & ex-officio members of the committee will continue to be members of the committee until they continue to hold the office. Committees shall function even if there are vacancies in its membership.
12. The tenure of nominated members mentioned in para 6 & 7 above will be a period of two financial years ending on the 31st March of the financial year of making the nomination. The nomination will cease to be effective if the nominee ceases to hold the office concerned or if the authority making such nomination withdraws the nomination.
13. The BDO & the Executive Officer of ULB will issue orders constituting the GPLAC's for rural and WLAC's for urban areas respectively.
14. The GPLAC / WLAC shall have following functions:-
 - i. The GPLAC / WLAC shall be primarily responsible for ensuring that the retailer lifts the essential commodities allotted for the retail centre, that the stocks allotted are actually brought to the retail

centre and no part of the stocks so allotted lapses or get diverted for unauthorized purpose or deposits funds for allotted commodities in advance within stipulated date for Doorstep delivery under Departmental Storage Agency.

- ii. It shall verify the ration card register of the FPS regularly and report to the BDO/EO of ULB in the event of detection of fake/ghost/counterfeited cards.
- iii. At least two non-official members of the committee to be decided by the GPLAC/ WLAC shall sign the Tally Register maintained by the retailer and certify the receipt of essential commodities allotted to the retail centre and their proper distribution. Allotment for subsequent months shall not be released until such a certificate has been recorded in the Tally Register of the retailer.
- iv. The GPLAC / WLAC will also monitor the quality and correct quantity of PDS commodities sold to the consumers.
- v. The GPLAC / WLAC members will verify the use of certified weight and measures by the retailers.
- vi. Arrival of PDS commodities will be certified by at least two members of the GPLAC / WLAC (to be decided by the committee) and the distribution of the stock will commence only after verification of arrival by these members who will then put their initials in the stock register of the retailer.
- vii. The GPLAC / WLAC will have the power to call for records of the retailers as and when decided.
- viii. Tally/ Stock/ Sale Register and complaint book of Fair Price Shop will be placed in every meeting of the GPLAC / WLAC.
- ix. The committees shall act as Vigilance Committees at the Gram Panchayat Level / Ward Level.

15. Procedure for conducting meeting of the committees:-

- i. The meeting of the GPLAC / WLAC must be held on fixed day in every quarter particularly, the meeting must be called on 2nd Mondays of January, April, July and October of every year. In case such 2nd Mondays is a holiday, the meeting should be held on following working day.

- ii. The convener shall be responsible to convene the meetings, recording the proceedings and to take follow-up action the reon.
- iii. The proceedings the GPLAC / WLAC shall be furnished to the BDO/EO and the Sub-Collector.
- iv. The BDO/EO and the Sub-Collector shall ensure that the GPLACs/ WLACs committees are functional respectively.
- v. In case of absence of Chairperson or any other members of the GPLAC / WLAC, the members present alongwith the convener may hold the meeting by selecting one member amongst the member present as Chairperson.

You are therefore, requested to ensure that these committees meet regularly. Action taken in pursuance of the above instructions may be reported to the F.S. & C.W. Department immediately.

Yours faithfully,

M. G. Mohan
3/9/11

Commissioner-cum-Secretary to Government

Memo No- 15133 /FS & CW, dt- 3-9-11

Copy forwarded to the Director, Printing, Stationary & Publication, Orissa, Madhupatna, Cuttack for information and necessary action.

He is requested to take step for publication of the guidelines in the next issue of Orissa Gazette and supply 100 copies of the Gazette notification to this Department early.

M. G. Mohan
3/9/11

Commissioner-cum-Secretary to Government

Memo No- 15134 (31) /FS & CW, dt- 3-9-11

Copy forwarded to M.D. OSCSC Ltd./ All Civil Supplies Officers for information and necessary action.

M. G. Mohan
3/9/11

Commissioner-cum-Secretary to Government

Memo No- 15135 ⁽²⁾ /FS & CW, dt- 3-9-11

Copy forwarded to PS to Principal Secretary to C.M. and PS to Minister, FS & CW for kind information of Principal Secretary to C.M. and Hon'ble Minister, FS & CW.

Memo No- 15136 ⁽²⁾ /FS & CW, dt- 3-9-11. ^{M.G. Wadhwa 3/9/11}

Copy forwarded to Sr. PS to Chief Secretary and Sr. PS to DC-cum-ACS for kind information of Chief Secretary and DC-cum-ACS.

Memo No- 15137 ⁽⁶⁾ /FS & CW, dt- 3-9-11. ^{M.G. Wadhwa 3/9/11}

Copy to Additional Secretary/ DD(M.I)/ FS-I&II Section/ PL Section/ Guard File.

^{M.G. Wadhwa 3/9/11}
Commissioner-cum-Secretary to Government