



Recd. only

R.K.K. / P.S. to Hon'ble Minister / 19/11/09

GOVERNMENT OF ASSAM
DIRECTORATE OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS

NO. DS(MC)18/2008/140 Dated Guwahati the 4th Nov/09

From : Shri R.K. Dasgupta, ACS,
Director, Food, Civil Supplies & Consumer
Affairs, Assam, Guwahati-6.

To : All Deputy Commissioners,
All Sub-Divisional Officers,
The Principal Secretaries, Autonomous
Councils, Karbi Anglong / Hatlong.

Sub : FORMAT FOR SUBMISSION OF WEEKLY PERFORMANCE
REPORT BY INSPECTORS AND SUB-INSPECTORS OF FOOD,
CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT.

Sir/Madam,

With reference to the above, I am directed to inform you that records reveal that the reports submitted by the field officers of Food, Civil Supplies & Consumer Affairs Department are not comprehensive as to encompass the various subjects within their domain.

As such, to have a proper perspective of the performance of such Field Officers on a weekly basis, a 'Reporting Format' is enclosed herewith for circulation amongst all such Field Officers. This will help in objective assessment of the performance of the Field Officers. Feedback on its use on its effectiveness may kindly be intimated.

Encl:- As stated.

Yours faithfully,
[Signature]

Director,
Food, Civil Supplies & Consumer
Affairs, Assam, Guwahati.

Memo No. DS(MC) 18/2008/140 Dated Guwahati the 4th November/09

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Food, Civil Supplies & Consumer Affairs Department, Dispur, Guwahati-6.
2. P.S. to Hon'ble Minister, Food, Civil Supplies & Consumer Affairs, Assam, for kind approval of the Hon'ble Minister.

[Handwritten signature]

R.K.K. / 19/11/09

2-103 / 12-11-09

WEEKLY PERFORMANCE REPORT

INSPECTORS AND SUB-INSPECTORS OF FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT

DISTRICT/SUB-DIVISION

Month and Year : /20.....

For the week from to

1. Name of the officer: - Shri /Shrimati
2. Designation :- Inspector/Sub-Inspector, Food, Civil Supplies and Consumer Affairs,
3. Areas of Jurisdiction
As fixed by the Deputy:
Commissioner / Sub -
Divisional Officer: -
4. Office works or any other
Works allotted during the week
5. Affairs to look after in the respective areas of jurisdiction and work discharged there against with achieved Percentage

Sl. No.	Description of field level works	In existence	Inspection conducted/Meeting held	Cases/irregularities detected
A. In the Field of PDS				
1	Number of Urban F. P. Shops	Numbers	Numbers	Numbers
2	Number of WCCS	Numbers	Numbers	Numbers
3	Number of GPSS/LAMPS	Numbers	Numbers	Numbers
4	Number of Rural F.Pshops/Agents	Numbers	Numbers	Numbers
5	Number Kerosene Depots	Numbers	Numbers	Numbers
6	Number of Kerosene hawkers	Numbers	Numbers	Numbers
7	Number of Kerosene Retailers	Numbers	Numbers	Numbers
8	Number of LPG distributors	Numbers	Numbers	Numbers
9	Number of Vigilance Committees (Meeting Convening position)	(a) GPSS level nos (b) FTS/level nos	a) GPSS nos b) FTS/Agent nos	Does not arise
10	Number of FCI Depots	Numbers	Numbers	Numbers
11	Number of Roller Flour Mills	Numbers	Numbers	Numbers
12	Number of Modern Chakki Mills	Numbers	Numbers	Numbers
B. In Open market trade				
13	Number of wholesale dealers of trade articles	Numbers	Numbers	Numbers
14	Number of Retail dealers of trade articles	Numbers	Numbers	Numbers
15	Number of Salt importers	Numbers	Numbers	Numbers
16	Number of POL Depots	Numbers	Numbers	Numbers
C. Others				
1	Number of F.I.C. Checked →	FIC (AAY)- Nos.	FIC (BPL)- Nos.	FIC (APL)- Nos.
2	Number of F.I.C. Cancelled →	FIC (AAY)- Nos.	FIC (BPL)- Nos.	FIC (APL)- Nos.
3	Number of bogus units eliminated	FIC (AAY)- Nos.	FIC (BPL)- Nos.	FIC (APL)- Nos.

N.B. List Showing name, PIC No. and other detailed particulars of category wise cancelled FIC and bogus units etc. should be annexed separately herewith by the officer concerned.

6. Enforcement of regulatory measures (Raids conducted/cases detected/FIR lodged to police/persons arrested)

Raids Conducted		Cases detected		FIR lodged to Police and person(s) arrested, if any		Commodity /Article seized		Specify, the Control Orders under which seizure was made
Individually	Jointly	Individually	Jointly	FIR(in numbers)	Persons arrested	Name	Quantity	
1	2	3	4	5	6	7	8	9

(Seal & Signature of the Controlling Officer)

(Signature of the Inspector/Sub-Inspector)