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GOVERNMENT OF MANIPUR
SECRETARIAT: CONSUMER AFFAIRS FOOD & PUBLIC DISTRIBUTION DEPARTMENT

ORDERS BY THE GOVERNOR: MANIPUR.

Imphal, the 4th April, 2020

No.11/2/2020-CAF&PD(Pt): In pursuance of Orders No.9/6(1)/2020-H(Pt) dated, 02.03.2020 issued by the Chief Secretary, Government of Manipur, the Governor of Manipur is pleased to order the Standard Operating Procedure for distribution of foodgrains under National Food Security Act including Pradhan Mantri Garib Kalyan Anna Yojana as follows :-

1. The Deputy Commissioners through District Supply Officers are to place monthly indent for required quantity of foodgrains as per requirement of the district based on the scale of distribution and number of households and beneficiaries.
2. The Directorate of CAF&PD shall consolidate the indent from the districts.
3. The Directorate of CAF&PD shall place indent of RO (Release Order) to the FCI for lifting the stock from the FCI for storage in the CAF&PD godowns.
4. The Directorate of CAF&PD after lifting the stock from FCI shall then prepare allocation for the districts to lift their quota of PDS rice.
5. The District Supply Officer shall issue permits through an official representative and submit the same to the godown Superintendent of the Directorate of CAF& PD Manipur and start lifting the allocated stock of rice for the district from the CAF&PD godowns or directly from FCI godowns through transport contractors as the case may be.
6. The Deputy Commissioner should deploy his or her officer not below rank of Branch officer at CAF&PD/FCI Godown at the time of lifting monthly quota.
7. The District Supply Officer shall check the quantity and quality of rice consignment when it reaches the district. The transport contractor concerned shall report to the District Authority the delivery of the rice consignment to the FPS centers within 24 (twenty four) hours.
8. The District Supply Officer shall issue allocation orders for the Fair Price Shop Agents against the number of AAY cards and PHH cards covered within the area jurisdiction of the FPS concerned.
9. The FPS agents shall distribute rice to ration card holding beneficiaries.
10. After the rice is distributed, FPS agents shall submit UC to the DSO.
11. The Deputy Commissioners shall submit the UCs to the Directorate of CAF&PD, Manipur.

By orders and in the name of the
Governor

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(**Bobby Waikhom**)
Commissioner (CAF&PD),
Government of Manipur.

Memo No.11/2/2020-CAF&PD

Dated 4th April, 2020

Copy to :-

1. The Secretary to the Governor of Manipur.
2. The Secretary to Chief Minister, Manipur.
3. The PS to All Ministers, Manipur.
4. All Hon'ble MLAs, Manipur.
5. The Staff Officer to Chief Secretary, Government of Manipur.
6. All Addl. Chief Secretaries, Govt. of Manipur.
7. All Pr. Secretaries/ Commissioners / Secretaries, Govt. of Manipur.
8. The Accountant General, Manipur.
9. The Director (CAF&PD), Manipur.
10. All Deputy Commissioners, Manipur
11. All DSOs/Assistant Director (CAF&PD), Manipur.
12. The Godown Superintendent (CAF&PD), Manipur.
13. Guard File / Orders Book.


(**Robertson Asem**)
Deputy Secretary (CAF&PD),
Government of Manipur.