

Inspection Report of Fair Price Shop

Name & designation of the Inspecting Officer:

Date of Inspection:

Fair Price Shop No: Village: Mandal:

1.	Name of the authorized dealer:				
2.	Authorization No. & its validity issued by the RDO				
3.	L&M Certificate No. & its validity issued by the DLMO (Dist. Legal Metrology Officer)				
4.	Whether the authorized dealer or permitted family member is conducting business. (No Benami person is allowed to conduct FP shop business):	YES / NO			
5.	Whether the sign board of FP Shop with dealer mobile No. & working hours, Stock Board, Price List, Quantum Board, Mobile Nos. of Tahsildar & Dy. Tahsildar (CS) are displayed.	YES / NO			
6.	Whether Complaint Box is provided	YES / NO			
7.	Whether the FP shop is running in such a location which was permitted in the authorization by the RDO.	YES / NO			
8.	Whether distributing permitted PDS items? (No Non-PDS items like Soaps, Detergent Soaps, Tea Bags etc. are found in FP Shop)	YES / NO			
9.	Whether the supplied ECs are stacked in a proper manner in a countable position and in a safe place (The supplied ECs shall not be stored in open places like verandah etc)	YES / NO			
10.	Whether dealer is maintaining updated Stock Register and produced Sales Register, Original RO issued by the Tahsildar & Truck Chit issued by the Godown Incharge & Bill issued by K.Oil Wholesale Dealer for verification	YES / NO			
11.	Whether dealer is maintaining timings in opening the FP shop by taking feedback from cardholders (Timings: 8 am to 12 noon & 4 pm to 8 pm)	YES / NO			
12.	Details of complaints reported by the cardholders if any				
13.	Any other remarks/suggestions of the Inspecting Officer				
14.	Enquire the card holders present in the shop at the time of inspection and outside the shop regarding the proper distribution of ECs & maintaining the timings & behavior of the dealer	Sl. No.	Name of the cardholder	Ration Card No.	Signature
		1			
		2			
		3			

(P.T.O.)

Physical Verification of stocks:

Commodity	OB as on 1 st day	Allotment	RO No. & date	Receipt by dealer	Total	Sales	Closing/ Book Balance	Physical balance	Variation (Less/ excess)
FSC Rice									
AFSC Rice									
AAP Rice									
Total Rice									
Kerosene Oil									
Levy Sugar									
Wheat									
Iodized Salt									
Seized Stocks kept under safe custody by the dealer									
PDS Rice									
Kerosene Oil									
Other E.Cs.									

Signature of the Dealer

Signature of the Inspecting
Officer