



# **Commissionerate of Civil Supplies**

Thiruvananthapuram

**Citizen's Charter  
2011**

# Contents

	Page Number
1) Preface	3
2) History	4
3) Vision	5
4) Function	6
5) Administration	7
6) Details of officers	9
7) Staff strength	10
8) Functions in Different Sections	11- 23

## **Preface**

The Citizen Charter in the Commissionerate of Civil Supplies is published for the information of people of Kerala. This Charter seeks to provide a broad knowledge on the organizational set up, functions, responsibilities undertaken and a gist of various services offered to citizen, redressal of complaints and grievances mechanism etc. The charter aims to ensure quality and efficiency of services and offer their transparency.

The period of this charter is one year from the date of publication. It will be modified and republished every year as per the directions of the Government from time to time.

Every attempt has been made to make to this charter comprehensive. This charter is submitted before the people of Kerala with the hope that the informations compiled will be of use to all citizens of Kerala.

Suggestions of citizen on this publication are highly appreciated.

Sd/-

Place : Thiruvananthapuram  
Date :27.08.2011

**Teekaram Meena, I.A.S**  
**Commissioner of Civil Supplies**  
Thiruvananthapuram.

## **History**

Department of Civil Supplies was constituted initially as a part of Revenue Department with a skeleton staff pattern. Later, on 01-08-1975 Civil Supplies was separated from Board of Revenue and there after started functioning as an independent department.

Being a food deficit State, the main role of Civil Supplies Department in the State was to deal with Public Distribution System (PDS) effectively to alleviate poverty and ensure food security. Kerala has a long history of PDS dating back to 1960's. With the promulgation of Kerala Rationing Order 1966, Universal and statutory rationing was introduced in the State from 01-07-1966. The PDS in Kerala is now functioning based on an understanding that considering the peculiar agro climatic conditions and scarcity of land for agriculture crops, Government of India will meet the food requirement of the State for ensuring food security through Public Distribution System. As part of economic reforms, Govt of India decided to change the Universal Public Distribution System into Targeted Public Distribution System (TPDS) with effect from 01-06-1997. Under TPDS, families are classified as APL, BPL and AAY. Each category is given distinctive ration cards. Quantity of allotment of food grains and price thereof are also different for each category.

The objective of the Civil Supplies Department in maintaining supplies of essential commodities and securing equitable distribution and availability at fair price are being achieved through 14246 Authorized Ration Dealers (ARDs) spread across the State. Besides there are 335 Authorized Wholesale Depots and 293 Kerosene Wholesale Depots to cater to the ARDs. ARDs are functioning in every nook and corner of the State at easy reach of every family.

The entire PDS operations of the State are monitored and guided by the Civil Supplies Commissionerate.

## **Vision**

Achieving Food Security of Kerala.

## **Mission**

We dedicate ourselves to provide better and speedy service to the common people.

**The main objectives are:**

- 1) Ensure food for all, especially to the weaker sections of the society.
- 2) Make sufficient rationed articles available in the state.
- 3) Ensure that rationed articles reaches the eligible ones, without leakage and diversion.
- 4) Provide foodgrains at affordable price at easily accessible locations to all eligible people through PDS.
- 5) Prevent price hikes, hoarding and black-marketing in the open market.
- 6) Rectify inclusion/exclusion error under different category of ration cards.
- 7) Promote awareness among consumers.

## **Location**

The office is situated in the Public office Building adjacent to Museum Road, Thiruvananthapuram.

## **Functions of this office.**

- 1) Sub allocation of food grains allocated to the State to Districts as per the requirement, based on the number of ration cards and opening balance of stock.
- 2) Monitoring of lifting of rationed articles from Food Corporation of India (FCI) godown by Authorized Wholesale Dealers (AWDs) and Authorized Retail Ration Dealers (ARDs) from Wholesale Depots.
- 3) Timely remittance of State subsidy amount in FCI.
- 4) Sub allocation of Kerosene and Sugar to Districts and monitoring of lifting and distribution.
- 5) Redressal of complaints from public about rationing.
- 6) Monitoring of complaints received in Civil Supplies toll free helpline.
- 7) Provide necessary information to public through a front office functioning in the Commissionerate.
- 8) Provide information under RTI Act.
- 9) Make common people aware of their rights and protect them from exploitation.
- 10) Ensuring compliance to Financial Accountability.
- 11) Sanctioning of new ARDs, AWDs and KWDs.
- 12) Entertain appeal/revision petition.
- 13) Renewal of Ration cards, Kerosene permits.
- 14) Appointment, transfer and postings of staff.

## **Administration**

Commissioner of Civil Supplies heads the Food and Civil Supplies and Consumer Affairs Department. The Director of Civil Supplies monitors the day to day administration of the Department. They are assisted by the Controller of Rationing, Chief Accounts Officer, Finance Officer, Law Officer, Vigilance Officer, Accounts Officer, Statistical Officer and 3 Assistant Secretaries. At Zonal level there are two Deputy Rationing Controllers with Zonal Head Quarters at Kollam and Kozhikode. District level administration is managed by District Supply Officers in 14 Districts. Taluk level administration is managed by Taluk Supply officers in 63 Taluks and 6 City Rationing Officers each in Municipal Corporations Thiruvananthapuram, Ernakulam and Kozhikode. PDS is monitored at District Level by District Supply Officers and at Taluk Level by Taluk Supply Officers. There are Assistant Taluk Supply Officers to assist the Taluk Supply officers. The field functionaries of the department are mainly Rationing Inspectors.

## **Consumer Courts**

One Consumer Dispute Redressal Commission is functioning at Thiruvananthapuram which is the state level Consumer Court. In each of the districts, there is one Consumer Dispute Redressal Forum.

### **Kerala Ration Dealers Welfare Fund**

There is Kerala Ration Dealers Welfare Fund managed by a Governing Body with Commissioner of Civil Supplies as ex-officio Chairman and 10 members. A Deputy Rationing Controller from the Department functions as Chief Executive Officer of the Fund. This looks after the welfare of Ration Dealers who are members of it by extending financial assistance for their medical, educational and other needs.



## **Details of officers in the Commissionarate of Civil Supplies**

<b>Name and Designation</b>		<b>Phone number</b>
.Sri. Teekaram Meena I.A.S Commissioner of Civil Supplies	-	04712321152
Smt. M.S.Jaya I.A.S Director of Civil Supplies	-	0471 2320578
Sri. P.Sahadevan Nair Controller of Rationing	-	0471 2320379
Sri. C.S.Mohanakumar Chief Accounts Officer	-	0471 2320895
Smt. A. Sobhana Kumari Vigilance Officer	-	0471 2320895
Smt..S.Sobhana Finance Officer	-	0471 2320895
Sri. T.K.Siva Prasad Accounts Officer	-	0471 2320895
Smt M.Valsala Kumari Assistant Secretary - I	-	0471 2322827
Smt.S.K.Roselet Mary Assistant Secretary - II	-	0471 2322827
Smt.S.Padmini Amma Assistant Secretary - III	-	0471 2322827
Sri.Shaji. K. Kurian Law Officer	-	0471 2322827
Vaccant Statistical Officer	-	0471 2322863

## Staff Strength in the Commissionerate of Civil Supplies

<b>Designation</b>	<b>Nos</b>
Controller of Rationing	1
Chief Accounts Officer	1
Finance Officer	1
Vigilance Officer	1
Assistant Secretary	3
Accounts Officer.	1
Law Officer.	1
Statistical Officer	1
Senior Superintendent	9
Junior Superintendent	11
Fair Copy Superintendent.	1
Head Clerk. .	14
Laison Officer	1
Upper Division Clerk.	35
Lower Division Clerk.	35
Typists.	11
Confidential Assistant.	5
Drivers.	5
Last Grade Officers.	17
PTS .	2
Record Keeper.	1

## **Functions in Different sections**

**A Section:Head Sri..K.U.Issac ,Senior Superintendent**

**Junior Superintendent, Sri.Tajudeen**

A1	<ul style="list-style-type: none"> <li>1) Allotment ,Lifting and off take of levy sugar</li> <li>2) Price fixation of Rice, Wheat &amp; Sugar</li> <li>3) Fixation of margin to dealers</li> <li>4) E.C Act cases, raids and related matters</li> <li>5) Implementation of open market license</li> <li>6) VAT</li> <li>7) Follow up action on the inspection report and QCC Bangalore.</li> </ul>
A2	<ul style="list-style-type: none"> <li>1) Allotment, Lifting and off take of Kerosene</li> <li>2) LPG, Social monitoring committee (LPG).</li> <li>3) Dealers Commission in respect of kerosene</li> <li>4) Printing, distribution of kerosene permits and allied matters.</li> <li>5) Complaints related to distribution of kerosene permits/LPG</li> <li>6) Price fixation of kerosene.</li> </ul>
A3	<ul style="list-style-type: none"> <li>1)Allotment of rice and wheat</li> <li>2) Implementation of AAY&amp; Annapoorna scheme</li> <li>3) Subsidy payment to FCI &amp; Supplyco.</li> <li>4) Annapoorna rice payment to FCI.</li> <li>5) Implementation of Rice @ Rs 1 &amp;Rs 2 scheme.</li> <li>6) A.G Audit files</li> <li>7) Preparation of notes to Govt. in connection with TPDS</li> <li>8) Labour problem to FCI and other connected subjects</li> <li>9) Village Grain Bank Scheme</li> </ul>
A4	<ul style="list-style-type: none"> <li>1) Complaints against ARD/AWD/KWD</li> <li>2) Files related to enquiry report on complaints.</li> <li>3) Complaint regarding Ration Cards.</li> <li>4)Monitoring of petitions received through consumer helpline .</li> <li>5) Estt. Permits.</li> </ul>
A5	<p>Appeal/Revision petition of ARDs AWDs/KWDs Kollam, Alappuzha, Idukki, Trichur, Malappuram, Wayanad, Kasargod Districts filed before CR,DCS,CCS and Govt.</p>
A6	<ul style="list-style-type: none"> <li>1)Free Ration files</li> <li>2)Printing and distribution of Ration cards</li> <li>3)Amendment in KRO and allied matters.</li> </ul>

	4)Appointment of ARDs of 7 Districts from Trivandrum to Ernakulam. 5) Appointment of AWDs and KWDs. 6) Inspection report of CR, VO (old cases) 7) Payment to C DIT, Keltron (Towards printing of Ration Cards)
A7	1)Complaints against Department staff 2)Food Day celebration 3) Conference with District Supply Officers.
A8	Appeal/Revision petition of ARDs AWDs/KWDs Thiruvananthapuram, Pathanamthitta, Kottayam, Ernakulam, Palakkad, Kozhikode, Kannur filed before CR,DCS,CCS and Govt
A9	1) Files relating to the payments of enhanced commission of ARDs and AWDs. 2) Files related to payment of AAy/APNA Commission. 3) Collection of data regarding lifting and off take of Rice and Wheat of all verities and its reconciliation 4) Appointment of ARDs of 7 Districts from Thrissur to Kasaragod.
Suit Cell 1	Files related to all court cases, Maintenance of consolidated statement register and related matters from Thiruvananthapuram to Ernakulam (7 Districts).
Suit Cell 2	Files related to all court cases, Maintenance of consolidated statement register and related matters from Thrissur to Kasaragod (7Districts).

## B Section

Head:Senior Supdt: .Sri T.Rajendran Nair; And

Junior Supdt: Sri. Anil Raj

B1	1)Appointment of LDCs up to 2010 through PSC, Special recruitment of SC/ST candidates(LDC/Physically handicapped persons/compassionate employment scheme/linguistic minorities) 2)Promotion of LDCs 3)Deputation other than Supply co./ Reversion from Supplyco. 4) Inter –departmental transfer.
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	5)Transfer and posting of LDC/UDC 6) Related court case 7)NOC for applying to PSC exams
B2	1)Promotion of UDC to RI,RI to ATSO 2)Deputation of RI & ATSO 3)Transfer and posting of RIs and ATSO 4)Pdl.of SC/ST appointment 5)Special recruitment of SC/ST personal( Rationing Inspector ) 6)Files relating to committee for the welfare of woman and children &physically handicapped 7) Writ Petitions to Relating to all above matters.
B3	1)Papers relating to DPC I&II 2)promotions to all cadre above ATSOs, Their transfer and posting 3)Deputation of Gazetted Officers ,issue of officiating certificates and furnishing required information to A.G 4)Higher Grade of Gezatted Officers 5)Safe Custody & maintenance of related registers including incumbency register 6)Special recruitment of SC/ST(TSO) 7)Sending officiating certificates to Accountant General 8) Writ Petitions to Relating to all above matters.
B4	1)Declaration of probation of all categories 2)Preparation &maintenance of seniority list of all categories 3)confirmation in LD cadre 4)OPs in seniority cases of all categories 5)Safe custody of records relating to the subjects
B5	1)Grade promotion of all officers in all cadre,( PTS to JS) 2)Rectification of Junior/Senior anomaly 3) Pay fixation of officers in the office of the Commissionerate of Civil Supplies. 4) Re-option &rectification of fixation anomaly of class IV officers. 5) Custodian of SB of Gazetted officers and retired officers.

	6) Pay Revision and related matters.
B6	1)Appointment , regularization of appointment ,deputation and inter departmental transfer of drivers/CA/Typists/Attendar/LGS. 2)Special recruitment of SC/ST candidates (Driver/CA/Typist/Attender/LGS) 3) Appointment of physically handicapped persons/compassionate employment scheme. 4)Transfer and posting of driver/CA/ Typist/LGS 5)Promotion postings of Typist/Driver/CA/LGS 6)Sanctioning /regularization of appointment of PTS/casual sweepers 7)Ratio promotion of driver/CA/Typist/LGS 8) Writ Petitions to Relating to all above matters.
B7	1)Appointment of LDC from the year 2011 selected through PSC 2) Vacancy reporting to PSC 3)Deputation of LDC/UDC 4) Maintenance of incumbency

### **C section**

Senior Superintendent: Sri: R. Radhakrishnan Nair

Junior Superintendent: Smt.K.M.Lailakunju

C1	Disciplinary action against staff related to Thiruvananthapuram and Idukki Districts.
C2	Disciplinary action against staff related to Pathanamthitta and Kottayam Districts .
C3	Disciplinary action against staff related to Wayanad and Ernakulam Districts.
C4	Disciplinary action against staff related to Thrissur, Palakkad and Kollam
C5	Disciplinary action against staff related to Malappuram and Kozhikode Districts.
C6	Disciplinary action against staff related to Alappuzha, Kannur and Kasargod Districts., Issue of NLC/ LC

## **D section**

**Head: Junior Superintendent: Sri. P.P.Joseph**

D1	Sutharya Keralam, Implementation of official language as Malayalam, Food advisory Cum Vigilance Committee, preparation of agenda notes for various conferences, minutes, follow up action on all minutes.
D2	Issue of ,LC/NLC of retired/retiring employees from CA cell, A& D section, ., Follow up action on inspection reports of VO, CR ,special squads etc from Trivandrum to Ernakulam (7 Districts), LA interpellations .
D3	Right to Information Act, Files related to Tour Diary of TSO/DSO/DYCRs .Follow up action on inspection report of VO, CR,, Special squad from Thrissur to Kasaragod (7 Districts)

## **E section**

**Junior Superintendent :.Sri E Saithu Mohammed**

E1	Verification of monthly statements showing the details of adjustment price of Kerosene oil due to Govt by AWDs in respect of all Taluks.
E2	1)Collection of cheques related to PD Accounts in respect of rice and wheat lifted by the AWDs 2)Verification of the PD statements submitted by the TSOs and CROs 3)Preparation of chalans for each cheque for presenting it to the sub treasury office ,Vellayambalam through administrative branch.
E3	1)DCB-Collection of Demand Collection Balance statement from National Informatics Centre and review of DCB statement 2)Verification of license fee arrears in respect of Taluks 3)Files related to maintenance work of Godowns owned by Civil Supplies Department. 4)Files related to Motor Conveyance allowance and cycle advance. 5)Settlement of accounts with FCI on sub depot

	operation in Kerala
E4	Verification of differential cost statement in respect of 7 districts (Tvm,Kollam,Pathanamthitta,Alappuzha, Idukki,Ernakulam.) Differential Cost of Kerosene oil in respect of all districts in Kerala
E5	Verification of Differential cost collection statement in respect of 7districts (Thrissur, Palakkad, Malappuram, Kannur, Kozhikkode, Wayanad, Kasaragod) Verification of statements related to vat, Refund of excess dealers commission in the case of dealers not having underground storage facility.

### **F Section**

**Senior Superintendent: .Smt T A Susamma**

F1	Internal Audit files relating to Thrissur and Palakkad district
F2	Internal Audit files relating to Alappuzha and Kozhikkode districts
F3	Internal Audit files relating to Wayanad, Kannur and Eranakulam districts.
F4	Internal Audit files relating to Kottayam and Idukki districts
F5	Internal Audit files relating to Thiruvananthapuram& Malappuram districts.
F6	Internal Audit Files relating to Kollam , Pathanamthitta and Kasaragod District.

### **G .Section**

**Junior Superintendent: Sri .Abdoul Samad**

G1	Reconciliation work in respect of head of account 4408 of Ernakulam, Pathanamthitta, Kannur, Kasaragod, Malappuram and Thiruvananthapuram.
G2	Reconciliation work in respect of head of account 4408(Receipt) of Alappuzha, Kottayam, Kollam, Idukki, Thrissur and Wayanad



G3	Reconciliation work in respect of head of account 4408 of Palakkad and Kozhikode and receipt under head of account 1456 of all districts.
G4	Reconciliation work in respect of expenditure head of account 2408, 4408, and 3456 of all districts.

### **H-Section**

**Junior Superintendent:Sri.Mohanachandran Pillai**

H1	1)Fund allotment to the sub office & Commissionerate  2)Drafting Non-plan Budget estimates for FCS&CAD  Department, Subject Committee.
H2	Audit report of AG Thiruvananthapuram, Kollam, Pathanamthitta, Idukki, Alappuzha, Kottayam and Ernakulam (7 districts).
H3	1)Levy sugar-SPEF accounts- difference in retail issue of price of levy sugar 2)Levy rice shortage-writing off debts
H4	Excess consumption of fuel Linking Refund Fuel ceiling fixation Liability and write off Tour T.A claim and transfer T.A
H6	Preparation of plan budget CAG reports, PAC etc
H7	Audit report of AG, Thrissur, Kozhikode, Wayanad, Kannur, Palakkad, Malappuram, Kasaragod

### **I Section**

**Senior Superintendent: Smt.R.Rema Devi**

**Junior Superintendent: Sri.A.A .Rahim**

I 1	Despatch
I 2	Distribution of Tapal
I 3	<ol style="list-style-type: none"><li>1) Purchase of New Vehicles and Registration and Insurance of the new vehicles.</li><li>2) Repair and Maintenance of vehicles in the Department..</li><li>3) Purchase of Battery and Tyre for vehicles in department.</li><li>4) Insurance and Renewal of insurance for all vehicles of the Department.</li><li>5) Motor Accident Claims Tribunal Cases in Department.</li><li>6) Re- registration of vehicles in the department.</li><li>7) Duel agreement of vehicles.</li><li>8) Availability of vehicles in assembly duties and election duties</li><li>9) Application forwarding for GIS and SLI.</li><li>10) Settlement of FBS, GIS and SLI policy.</li><li>11) Pension Contribution</li><li>12) Sanctioning of Uniform Allowances for Drivers.</li></ol>
I 4	<ol style="list-style-type: none"><li>1) Preparation of salary Bill through Spark.</li><li>2) Preparation of establishment pay bill, Supplementary Pay Bill, Surrender bill, Motor conveyance, House Building advance and Cycle advance bill. Medical – Re – imbursement Bill, Terminal Surrender Etc.</li><li>3) Arrear bills relating to the above subjects</li><li>4) Custodian and maintenance of Service Books of department staff and deputation staff</li><li>5) Increment, Last Pay Certificate ,Salary Certificate.</li><li>6) Entries Regarding pension contribution details, probation declaration, Pay fixation , etc in SB.</li><li>7) Recoveries for Co-Operative Society, KSFE etc.</li></ol>

I 5	1)Contingent Bills and related files 2) Market intervention scheme (Proceedings and Bill) 3)T.A.Bill and Transfer TA Bill of all categories. 4) Bills of Annapoorna , BPL,APL, AAY Schemes and ration card renewals. 5) Issuing proceedings and preparing payment towards purchase of fuels for the vehicles in the Commissionerate. 6) Preparing proceedings and bills for purchase of Service Stamps , electricity charge, Telephone Bills, Permanent Advance Refund, Reimbursement of expenses in this department. 7) Preparing monthly expenditure statement .
I 6	1) GPF,NRA and temporary advance and conversion of temporary advance into NRA of all staffs. 2) Leave of all kinds and related matters. 3) Leave without Allowances 4)Surrender and Terminal surrender of all Gazetted officers and other staff. 5) Recasting of Earned Leave of all employees. 6) GPF closure application. 7) Preparation of leave account of all employees. 8) Preparation of GPF Bills
I 7	1) Medical reimbursement and Advance 2) Issue of pay particulars 3) NOC for passport 4) DA arrears and pay revision arrears 5) Promotion arrears, Higher Grade arrears, increment arrears and the excess amount recovery. 6) Entry of pass books ( GPF,SLI, GIS, LIC) 7) Conveyance Allowance for PH staffs. 8) Files related to election. 9) Intercoms and External Connections. 10 ) NOC for periodicals 11) Sexual Harassment Committee 12) Safe custody of telephones. 13) Assembly duties for employees. 14) Miscellaneous(Establishment Matters)
I 8	1) Staff Meeting and Monthly Business statement. 2) File disposal Camp

	3) Rent Fixation and revision rent of all buildings of Civil Supplies department ,shifting and expenses of building of sub offices. 4) Purchase of furniture and UPS Battery. 5) Maintenance of Services of Photocopy Machine, Fax Etc. 6) Sanction to purchase vehicles and property to Staff 7) Landed property statement. 8) NLC/ LC and services details of retired staffs. 9) Issuing of Identity Cards.
I 9	1) Purchasing of stationary items from the godown of Triveni Departmental Store as per the indent passed by the office. 2)collection of allotted items from stationary departments. 3) Printing and distribution of Authority Books and FGDR etc for the use of 63 TSOs and 6 CROs through the Government Press. 4) Taking delivery of Yearly Allotted printed forms, Registers, through the special indent, from the Government Press, Mannanthala. 5) Maintaining the Electrical Problems of the O/o CCS though the PWD Electrical Wing. 6) Purchase of Master roll , Ink from Karthik Systems company on the basis of credit purchase. 7) Repairing of Table, Chair etc. 8) File work of library and charge of record section.
I10	Distribution
I11	Despatch.

### **J Section**

Junior Superintendent: Sri..V.L.Pradeep Kumar

J1	CS-Pension- Gazetted officers- Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha
J2	CS-Pension-OP(all districts)
J4	1) Establishment relating to staff in finance wing 2) Routine monthly Audit of LAP and special Audit programme 3) House building Advance and connected works.

J7	CS-Pension of Gazetted officers –Kozhikode, Kasaragod, Wayanad, Malappuram and Kannur and Employees of Commissionerate of Civil Supplies.
J8	CS-Pension of Gazetted officers-Idukki, Ernakulam, Thrissur, Kottayam and Palakkad (5 districts)

### **K-SECTION**

Junior Supdt: P.C.Kuriakose

K1	Verification of the weekly statements of the TSOs of TVM , Idukki, districts  Verification of the Chalan remittance of administrative surcharge of(ASC)and price Equalization charges(PEC)
K.2	Verification of the weekly statements from the Taluk Supply Offices of Ernakulam, Malappuram and Kasaragod Districts.  Verification of the Chalan remittance of administrative surcharge (ASC) and price equalization charges (PEC).
K3	Verification of the weekly statements from the Taluk Supply Offices Kollam, Wayanad and Pathanamthitta Districts.  Verification of the Chalan remittance of administrative surcharge (ASC) and price equalization charges (PEC).
K4	Verification of the weekly statements from the Taluk Supply offices of Kozhikode and Alappuzha Districts.  Verification of the Chalan remittance of administrative surcharge (ASC) and price equalization charges (PEC).
K5	Verification of the weekly statements from the Taluk Supply Offices of Kannur and Thrissur Districts.  Verification of the Chalan remittance of administrative surcharge (ASC)

	and price equalization charges (PEC).
K6	Verification of the weekly statements from the Taluk Supply Offices of Kottayam and Palakkad Districts. Verification of the Chalan remittance of administrative surcharge (ASC) and price equalization charges (PEC).

### **S Section**

Statistical Officer: vacant

S1	1)PDL 1/05 Weekly offtake 2)PDL 3/05 Weekly Price Report 3)PDL 56/05 Monthly price report of salt 4)PDL 81/05 Monitoring the functions of PDS(Form C) 5)PDL 89/05 Daily Price Report 6)PDL 90/05 Monthly report of PDS details to CCS 7)Preparation of hand book 8)Data on offtake and stock position wheat and rice to RBI 9)Economic Review(PDS) to planning board
S2	1) Daily Stock Position 2) Monthly Report of action taken under EC Act 1955 3) Monthly Rationing Report 4) Monthly Conference Note 5) PDS-General statistics 6) Preparation of Annual Administration report 7) Files related to above subject

### **Consumer Affairs Cell**

Senior superintendent :Smt .A.Rahmath Beevi

CA1	Computerisation of Civil Supplies Department, CDRFs/CDRC, Payment of wages to programmers in the NIC, E Governance and matters relating to call centre , Help line , Website ,NIC Trainings and Miscellaneous files relating to Computerisation
CA2	Matters relating to the CDRF/CDRC, Circuit Bench sittings of the National Commission, Consumer Welfare Fund, Consumer Protection Councils, Working Group planned schemes of state Governments/Centrally sponsored schemes, Voluntary Consumer Organizations, Consumer Awards, Consumer clubs, Construction of building for CDRC/CDRF, Files relating to the Annual programmes of the Consumer affairs, World Consumer Rights Day/National Consumer Day Celebrations and awards to consumer organizations, reply to subject committee, arranging meeting on the subjects mentioned above.
CA3	Pending files relating to MGP/SDP, Purchase of vehicles and payment of wages to drivers, payment of fuel charges, files relating to citizen charter, The AMC & repair of computers, Photo copiers and Fax machines of CDRC/CDRF and miscellaneous files relating to Consumer affairs.
CA4	Files relating to the Trainings/Workshops at the IMG, National Productivity Council and other agencies utilizing state/central funds, preparation of Budget/reply to audit report for CA cell

### **FAIR COPY SECTION**

Fair Copy Superintendent : Smt. M.T. Devaki

Making all kinds of Typing Jobs for the Civil Supplies Commissionerate.

