

MANUAL-1

THE PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES & Food & Supplies Department.

THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

Department of Food & Supplies came into existence in 1942 in the wake of introduction of rationing during the 2nd World War. After the creation of Haryana State in 1966, this office was established at Chandigarh. This Department has manifold functions which are as under:-

- 1) Procurement and Storage of Foodgrains.
- 2) Supply and Distribution of "Essential Commodities".
- 3) Protection the Rights of the Consumers by implementing the Consumer Protection Act 1986
- 5) Implementation of the Weight & Measure Act.

Details:-

1. To procure Wheat and Paddy under the Minimum Support Price Regime on the specifications fixed by the Government of India.
2. The wheat so procured is stored till its disposal. Similarly paddy procured is got milled and delivery of the milled rice is done to the central pool.
3. To Provide Essential Commodities like levy sugar, food grains, kerosene oil through fair price shops under the Public Distribution System.
4. To regulate Motor Speed, High Speed Diesel, Coal/ Liquefied Petroleum Gas/ Kerosene oil.
5. The Department ensures that the PDS consumers in the State are given quality goods and all consumers get standard weight & Measures.

ORGANISATION

The Food & Supplies Department, Haryana is under the administrative control of the Financial Commissioner & Principal Secretary to Government Haryana, Food & Supplies Department. There are two wings under the Financial Commissioner & Principal Secretary - One Secretariat Organization and the other Directorate Organization. Further, the Directorate has its offices both at the Headquarter and District Levels in the State. The District Food & Supplies Controllers are working under the direct control of Director Food & Supplies, Haryana whose office is located in the 30 Bays Building, Sector-17B, Chandigarh.

1. Particulars of functions and Duties of the Department are as under:

The Food and Supplies Department is a department of Government of Haryana. Financial Commissioner & Principal Secretary to Government Haryana, Food and Supplies Department is the Administrative Secretary of the Food and Supplies Department. The Minister –in-charge is the Deputy Chief Minister, Haryana. Financial Commissioner & Principal Secretary to Government Haryana , Food & Supplies Department is assisted by the officer in the rank of Special Secretary cum Director Food and Supplies cum Controller legal Metrology . The position of sanctioned posts is as under

1	Additional Directors,	2
2.	Joint Director	1
3.	Under Secretary ,	1
4	Deputy Directors ,	3
5	Deputy Controller Legal Metrology	1
6	Assistant Controller Legal Metrology	3
7	Superintendents (including one Superintendent of Secretariat Establishment)	5
7.	Deputy Superintendents,	7
8.	Joint Controller Food Accounts,	1

9. Assistant Controller Food Accounts, 4
 10. District Food and Supplies Controller, 22 (Hqrs 2+ Field 20)
 11. District Food and Supplies Officers, 22 (Hqrs.2+ Field 20)
 12. Assistant Food and Supplies Officers, 83
 13. Inspectors, 317
 14. Sub Inspectors , 318
 15. **851** posts of Ministerial (Accountant, Assistants, Statistical Assistant, Auditors, clerks, Head Analyst, Junior Analyst, Stenos, drivers and Section Officers) The following branches are under Administrative Control of the Food & Supplies Department and they perform following functions and duties :

Sr. No.	Name of the Branch	Officer Incharge of the Branch	Brief functioning of the branch.
1.	Storage Branch 1& II and Fumigation Branch.	ADFS	Purchase of stock articles i.e. gunny bales, tarpaulins, polythene covers, wooden crates, fumigants, Disposal of non issuable/ categorised wheat, hiring of godowns/plinths and storage charges on HWC/CWC, Physical verification of stock and stock articles and approval of unserviceable articles i.e. PR-57, fumigation, training & establishment of PR chowkidars, Inspection & Repair of godowns.
2.	Food General Branch	ADFS	Implementation of Control Orders relating to PDS, distribution of TPDS/PDS items, PDS complaints, constituting of State/Distt /Sub Divisional Level Food Advisory Committees.
3.	Supplies Branch	ADFS	Allocation and supervision of Kerosene oil, checking of Petrol Pumps and gas agencies
4.	Inspection Br.	ADFS	Specification of Paddy CMR/Wheat etc.
5.	R.T.I. Branch	ADFS-II cum-1st Appellate Authority	Compliance of RTI Act, 2005
6.	RTI Branch	ADFS II-cum-SPIO	-do-
7	Shortage Branch	ADFS-II	Storage gain loss in food-grains and to fix the responsibility after order of competent authority movement of foodgrains and constructions of godowns, land acquisition, PDS complaints.
8	Recovery Branch	ADFS II	Compiling work in respect of recoveries relating to state and also issue directions to concerned DFSCs to effect the recoveries.
9	Establishment Accounts	JCFA	All work relating to salary, loans, advances, medical, claims, maintenance of service books, purchase of Govt. vehicles for the department, contingency work, store, stock and stationery, official maintenance work and sanction of rented buildings.
10	Pension Branch	JCFA	Pension work relating to head office as well as field staff.
<u>ACCOUNTS WING</u>			
11	Audit Branch	JCFA	Dealing with AG Audit reports/Advice Paras/PAC/CAG Paras. Finalization of proforma account of the deptt (Summarized a/c). Checking of monthly accounts i.e. Cash Accounts, Stock Accounts and Inventory
12	Summarized Branch	JCFA	
13	SO-1, SO-2, SO-3	JCFA	

14	SOP 1 & 2	JCFA	Accounts, Internal audit of all circle offices, as well as all Distt. Foras and Legal Metrology Org.,
15	Mandi Proforma Branch	JCFA	Fixation of provisional & final incidental charges of wheat, CMR and Bajra, budget of expenditure and receipts and reconciliation with AG, payments of DGSD, Kolkata for the purchase of gunny bales, maintenance of accounts, budget of loan, repayment for the purchase of wheat, paddy and bajra and by sanctioning of CCL through RBI, realization on the delivery of wheat CMR & Bajra through FCI and preparation of consolidated accounts of wheat, CMR and issue of instructions for the fixation of labour, cartage and transportation rates.
16	Compilation Branch	JCFA	
17	Financial Arrangement I-II	JCFA	
18	Secretariat Branch (SFS)	USFS	Establishment work of Class I and II officers of the department as well as State Commission & Distt. Foras and Legal Metrology, Amendments in Service Rules, Revision of Pay Scales, All Appellate Work, Governor's Address, Annual Administrative Report, Memorials of the Governor, Vidhan Sabha and Parliament business and other work of Administrative Department.
19	Establishment-1 & Issue Br.	USA	Establishment work of Class III and IV officials of the department (HQ & Field Staff) and Legal Metrology. Receipt and dispatch work of the whole Department.
20	Consumer Affairs	DD-I	To implement the directions/instructions from GOI to protect the rights of the consumers.
21	Brick kiln & Confed Branch	DD-I	Work relating to Brick Kilns and work relating to Administrative Control of Confed.
22	Recovery Branch	DD-II	Work routed through JDFS-Compiling work in respect of recoveries relating to staff and also issue directions to concerned DFSCs to effect the recoveries and departmental enquiries.
22	Establishment-III	D.D. III (Admn.)	Disciplinary matters in respect of non-gazetted officials (Class III & IV) including minor punishment matter of gazetted officers, complaints of supply br..
24	Wheat & Rice Procurement and Control Room	DD (P)	Work of procurement of Rabi and Kharif Corps and deliveries of Rice (CMR & Levy) to FCI, compilation of data in respect of food-grains, matter relating to Labour and Transportation contractor.
25	Legal Cell	DDA	Preparation and vetting of replies of court cases/chargesheets/speaking orders etc. and also briefing the case to concerned law officers at the time of hearing in the court, tendering legal advice on all matters in the Food & Supplies Department.
26	Computer Cell	Computer Operator	Implementing IT Plan of the department. Developing and implementing Web-enabled applications of the Deptt. Implementing the IISFM Project of Govt. of India etc. Purchase and repair work of Computer Hardware and other related equipments for State H.Q. and field level etc.

B Functions and Duties.

The main functions and duties of the Food & Supplies Department are as under:

1. Procurement of Food grains under the minimum support price and levy scheme.
2. Maintenance of health of stocks till these are delivered to FCI
3. Operation of the Public distribution system.

4. Enforcement of various control orders under the Essential Commodities Act, 1955.
5. Functions connected with implementation of the Consumer Protection Act, 1986.
6. Enforcement of provisions of the Weights and Measures Act and Rules framed thereunder.

The work in the Food and Supplies Department shall be disposed off as indicated in the Standing order. However, the exercise of delegated powers shall be subject to the following conditions:

- a) Compliance with all rules bearing on the particular subject, and
 - b) Making a decision strictly in conformity with the Government Policy.
2. Cases not mentioned in the Annexures to the Standing Order will be submitted to the Food & Supplies Secretary/Food & Supplies Minister whenever required.
 3. Important cases shall be shown to the authority next above.
 4. If the Food and Supplies Minister is away from Chandigarh, the Financial Commissioner & Principal Secretary to Government Haryana, Food & Supplies Department, or in his absence from Chandigarh the Special Secretary Food and Supplies may dispose off a case of extreme urgency, which is otherwise to be submitted to the Food and Supplies Minister for orders. Such a case will, however, be shown to the Food & Supplies Minister/ Financial Commissioner & Principal Secretary to Government Haryana, Food & Supplies Department as the case may be .

II Functions powers and Duties of Officers.

The Financial Commissioner & Principal Secretary to Government Haryana is head of the Food & Supplies Department. Deputy Chief Minister is the Minister in charge. Standing orders have been issued vide order bearing No. 2/10/87-2FS/22532 dated 11.7.2007 in which the cases which are required to be submitted to the Minister in Charge, FC & FS , Special Secretary to Government Haryana, Under Secretary

II. FIELD LEVEL :

1. **D.F.S.C.** : There are 20 District Food & Supplies Controllers in the department who are the head of districts and look after the work at the district level.
3. **D.F.S.O.**: The District Food & Supplies Officer in the department is the incharge of distribution of Essential Commodities under the control of Distt.Food & Supplies Controller.
4. **A.F.S.O.** : The Assistant Food and Supplies officer is the head of block and functions under the control of Distt.Food & Supplies Officer as well as Distt.Food & Supplies Controller.

Legal Metrology Organisation

THE PARTICULARS OF THE ORGANIZATION ITS FUNCTIONS AND DUTIES

The Mission of Legal Metrology is to safeguard the public in all matters involving commercial determinations of quantity, Inspection testing procedures are defined to ensure the accuracy of all transaction that is bought or sold by weights and measures or to eliminate the potential for fraud, carelessness and misrepresentation during the transactions.

As above mission clearly indicates the main function of the organization protects the interest of common consumer in the State. By verification of all weighing and measuring instruments in the State involving trading of industrial transaction protection and inspection of package commodity which requires MRP, date of packing, name of manufacturer/ Packer and their addresses etc

FUNCTIONS / DUTIES

The Inspector Legal Metrology carries out day-to-day inspection, verification and booking of offences against the defaulters. He serves notices to them for getting their weights and measures verified and stamped from him for this purpose. The inspector receives verification and stamping fees and issues cash receipt. The weights and measures are examined, tested and adjusted by repairers who obtain licence from the organization for this purpose. Then the inspector puts his stamp on the weights and measures and also issues the verification certificate to the traders which is valid for one year. Deputy Controller –cum- PIO and Assistant Controller Legal Metrology-cum-APIO perform supervisory duties over the inspector, checking and composition of offences is also done by these officers under the delegated powers. In case the parties do not want to get their cases compounded, their cases are forwarded to the court for decision.

ORGANIZATION

The Legal Metrology Organization under the administrative control of Principal Secretary to Govt. of Haryana, Food and Supplies Department Haryana. The Directorate has its offices both at the Divisional and District levels in the States. At the Divisional level there are one Deputy Controller and three Assistant Controller Legal Metrology. The Inspector Legal Metrology who are heading the District level offices of this organization. The Inspector Legal Metrology are working under the direct control of Controller Legal Metrology whose office is located at Chandigarh.

FIELD LEVEL

Division Level: Deputy / Assistant Controller is the head of the Division. There are Four Division and controlled by one Deputy Controller at Ambala and three Assistant Controller , Hissar, Rohtak and Faridabad.

I.L.M: There are 23 Inspector Legal Metrology in the organization who are the head of the district and look after the work at the district level. (Except Ambala , Panipat and Faridabad district) At Ambala , Panipat and Faridabad district two ILMs are working due to longer areas.

Manual Asstt.: There are 24 Manual Asstt. Legal Metrology in the organization who are assisting the Inspectors.