

**GOVT. OF ASSAM**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL):BILASIPARA**  
(Food, Civil Supplies and Consumer Affairs, Branch)

No. BSM.34/2008/ 294

Dated Bilasipara the 13<sup>th</sup> Dec/2011.

To,


All Area Officer  
Food, Civil Supplies and Consumer Affairs, Bilasipara.

Sub:- Regarding submission of weekly performance report.

With reference to the above, I am directed to inform you that henceforth all the Area Officer, Food, Civil Supplies and Consumer Affairs, Bilasipara are to submit their weekly performance report in the enclosed prescribed proforma to the undersigned regularly without fail for onward submission to Govt.

Matter may please be treated as **Most Urgent**.

Encl:- As stated above.


  
Sub-Divisional Officer (Civil),  
Bilasipara

0/2  
Memo No.BSM.34/2008/294 (A)

Dated, Bilasipara the 13<sup>th</sup> Dec/2011.

Copy to :-

The Superintendent, Food, Civil Supplies and Consumer Affairs, Bilasipara for information. He is requested to ensure for timely submission of weekly performance report of Area Officer, FCS&CA, Bilasipara to the Govt.

  
Sub-Divisional Officer (Civil),  
Bilasipara

**WEEKLY PERFORMANCE REPORT**

OF

**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
<b>A. In the Field of PDB</b>				
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. Shops/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) FPS/level..... nos	a) GPSS ..... nos b) FPS/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>B. In Open market trade</b>				
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
<b>C. Others</b>				
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.
<b>N.B</b> List Showing name, FIC 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/bases 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

Signature of the Controlling Officer

Signature of the Inspector /Sub-Inspector