

**CHAPTER - 18 ( MANUAL - 17 )**

**OTHER USEFUL INFORMATION**

**18. 1. Frequently Asked Questions and their Answer by Public.**

**PUBLIC CONSUMER QUESTIONS        ::        ANSWER BY THE DEPARTMENT**

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|---|---|
| a) Poor quality of Rice etc. supplied through Fair Price Shops.   | a) Normally foodgrains ( Rice ) of Fair Average Quality are supplied by the FCI. Govt. Nominees / Agents have been directed to lift only good quality Rice / Levy Sugar from FCI for distribution to consumers through Fair Price Shops.  |
| b) Irregular opening of Fair Price Shops.   | b) Apparently Fair Price Shops remain closed due to non - availability of stocks. However, directions have been issued by the Deputy Commissioners / Sub - Divisional Officers that Fair Price Shops should remain open at hours as fixed by the Deputy Commissioners, (Supply) / Sub - Divisional Officers, (Supply).    |
| c) Consumers of the Villages / localities not aware of the arrival of essential commodities and availability of the same for distribution to the consumers. | c) The Deputy Commissioner, ( Supply ), normally publicise the distribution of essential commodities under TPDS to the eligible beneficiaries through the Press Release, radio and a Newspapers and deficiency in the scale of supply and overcharging to be brought to the notice of the Deputy Commissioner's (Supply). |

**18.2. Related to seeking Information.**

a) **APPLICATION FORM FOR SEEKING INFORMATION BY THE PUBLIC**

- 1) NAME OF THE APPLICANT / ORGANISATION : **::**  
( IN CASE OF ORGANISATION, INDICATE THE REGISTRATIION NO. AND REGISTRATION CERTIFICATE TO BE ENCLOSED )
- 2) ADDRESS **::**
- 3) OCCUPATION **::**
- 4) INFORMATION REQUIRED
- 5) PURPOSE FOR SEEKING / REQUIRING THE INFORMATION **::**
- 6) FEE PAID **::**

DATE :- .....

SIGNATURE OF APPLICANT  
SEAL WHEREEVER APPLICABLE

b)	<b><u>FEES</u></b>	<b>::</b>	As may be prescribed by Govt.
c)	How to write a precise information request. Few Tips.	<b>::</b>	Application in format indicate at " a " above may be addressed to the designated <i>Public Information Officer</i> .
d)	Right of the citizens in case of denial of information and procedure to appeal.	<b>::</b>	Representation may be submitted to the <i>Departmental Appellate Authority</i> .

<b>18.3.</b>	-	<b><i>With relation to training imparted to public by Public Authority.</i></b>	<b>::</b>	This Department do not impart any Training to Public.
<b>18.4.</b>	-	<b><i>With relation to training imparted to public by Public Authority.</i></b>		
<b>18.5.</b>	-	<b><i>With relation to registration process.</i></b>	<b>::</b>	Do not concern this Department.
<b>18.6.</b>	-	<b><i>With relation to collection of tax by Public Authority ( Municipal Corporation, Trade Tax, Entertainment Tax etc ).</i></b>		
<b>18.7.</b>	-	<b><i>With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. ( This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL ).</i></b>		
<b>18.8.</b>	-	<b><i>Details of any other public services provided by the Public Authority.</i></b>		

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