

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER
AFFAIRS U.T. CHANDIGARH**

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(i) (b) (iii) OF THE RIGHT TO
INFORMATION ACT, 2005**

(The procedure followed in the decision making process, including
channels of supervision and accountability)

Sr. No.	Nature/Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	Issue of Fresh/Replacement/ Duplicate Ration Cards^ Surrender/Deletion Certificates, Addition/ Deletion	Inspector/ Inspector Gr-II	Inspector/ Inspector Gr-II	Assistant Food & Supplies Officer
2.	Issue of Permits of Essential Commodities i.e. Wheat, Rice & Sugar.	Inspector/ Inspector Gr-n	Inspector/ Inspector Gr-II	Assistant Food & Supplies Officer
3.	Correspondence Relating to Consumer Protection Act	Inspector	AFSO-I / DFSO	Joint Director/ Addl. Director/Director/Secretary Food & Supplies and Consumer Affairs, depending on the subject matter.
4.	Financial matters relating to Establishment	Jr. Auditor	AF&SO-II / DF&SO	Joint Director/ Addl. Director/Director/Secretary Food & Supplies and Consumer Affairs, Depending on the
5.	Appointment and Disciplinary Cases, Pension Cases, and other correspondence work relating to Establishment.	Steno	AF&SO-II / DF&SO	Director Food & Supplies

**Director, Food & Supplies and
Consumer Affairs, U.T.**