

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
C/2, NAYAPALLI, BHUBANESWAR-12

File No. Marked 73/11 NO. 20270 Dated 17.11.11.

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From

Suresh Kumar Vashishth, IAS,
Managing Director.

To

All CSO-cum-District Managers,
OSCSC Ltd.

Sub: Outsourcing of manpower for Paddy Procurement in KMS 2011-12.

Ref: Operational Guidelines for KMS 2011-12 issued vide letter No. 20145 dt.16/11/2011 (para -22, page- 16 & 17).

Sir,

With reference to the above subject I am to say that the Purchase Team to be deployed at paddy purchase center run by the OSCSC Ltd. shall consist of following staff.

- i) Purchase Officer
- ii) Junior Accountant (Outsourced)
- iii) SA-cum-GA (Employee of Corporation/ Outsourced)
- iv) Class-IV employee (Employee of Corporation/ Outsourced)

Besides, one Account Staff of the Corporation shall be attached to each purchase team for issue of cheques on joint signature and for maintenance of Cheque Issue Register and Cash Book.

2. The Junior Accountant outsourced to work in the purchase team shall assist on maintenance of records and receipts. He shall not be entrusted with signing and issue of cheques under any circumstances. Only the Account staff of the Corporation attached to the team shall prepare the cheque and the cheque shall be issued under joint signature of the Account staff of the Corporation & Purchase Officer.

3. Depending upon the arrival of paddy in the purchase center the no. of SA-cum-GA and Class-IV employee attached to the purchase centers may be increased at your level. Net requirement of staff under the category of SA-cum-GA and Class-IV employee shall be indicated after excluding the existing corporation staff.

4. **Motor cycle Rider**

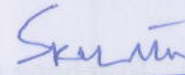
In each district two or three persons in the rank of Kantawala / peon having own motor cycle will be engaged from the regular staff or on outsourcing basis for collection of Paddy Purchase Register from PPC to submit at district office & to carry the said register from district office to PPC. Remuneration, hiring charges and fuel charges to be paid are as below.

1	Fuel charges	Rs. 1.50 per km for actual distance covered.
2	Hiring charges	Rs. 500/- per motor cycle rider per month.
3	Payment to outsourcing staff	As specified for outsourcing Kantawala

5. The Junior Accountant (Outsourced), net requirement under the category of SA-cum-GA and Class-IV employee including the motor cycle rider shall be out sourced through the Service Providing Agencies at your level observing the procedures.

The staff outsourced including the motor cycle rider shall be disengaged on completion of the allied procurement operation.

Yours faithfully

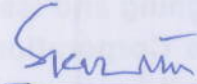


Managing Director

Memo No.: 20271 Dated 17-11-11.

Copy to:-

1. All Collectors for information and necessary action.
2. Commissioner-cum-Secretary, FS & CW Department for kind information.
3. General Manager (Administration)/GM (A&A)/ DGM (Finance) for information and necessary action.



Managing Director