

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

C/2, NAYAPALLI, BHUBANESWAR-12.

GUIDELINES FOR PROCUREMENT , DISTRIBUTION AND DELIVERY OF CUSTOM MILLED RICE UNDER DECENTRALIZED PROCUREMENT SCHEME FOR KHARIFF MARKETING SEASON (KMS) 2011-12.

1. PREAMBLE

- (i) In pursuance of Food and Procurement Policy issued by Government of Odisha for KMS 2011-12, the Odisha State Civil Supplies Corporation Ltd. (herein after OSCSC Ltd.) shall purchase paddy, mill those into rice for (a) distribution against Government allocations under TPDS (b) delivery of surplus rice to FCI, under the decentralized procurement (DCP) scheme of Government of India as per procurement targets fixed by State Government from time to time. Hence there is a necessity to issue detailed guidelines for undertaking such work.
- (ii) The procurement of paddy, distribution and delivery of resultant custom milled rice (CMR) by OSCSC Ltd. shall be undertaken generally in accordance with the following guidelines subject to the provisions contained in Food and Procurement Policy issued by State Government for KMS 2011-12. In case of any problem concerning procurement, the same shall be brought immediately to the notice of the OSCSC Ltd. for appropriate clarification.
- (iii) Principles contained in the "Food and Procurement Policy for KMS 2011-12" issued by the FS & CW Department shall be strictly adhered to while undertaking procurement operations. The guidelines as outlined hereunder are to help achieve the objectives of Food & Procurement Policy of the State Government.

2. SPECIFICATIONS OF PADDY

- (i) Government of India has issued Uniform Specifications of all varieties of paddy for marketing season 2011-12, which was forwarded by F.S. & C.W. Department to all Collectors and all Civil Supplies Officers in memo No.14427 dt.20.08.2011. There appears to be no change in specifications during KMS 2011-12 and the schedule of specification of paddy remained as follows.

SCHEDULE OF SPECIFICATION

Sl.No	Refractions	Maximum Limit (%)
1.	Foreign matter a) Inorganic b) Organic	1.0 1.0
2.	Damaged, discoloured, sprouted and weevilled grains	4.0
3.	Immature, Shrunken and Shrivelled grains	3.0
4.	Admixture of lower class	7.0
5.	Moisture content	17.0

As required by Government of India and communicated in the above letter of State Government, wide publicity of Uniform Specifications shall be made among the farmers in order to ensure that they get due price for their produce and rejection of the stocks is avoided. Procurement of paddy shall be ensured by OSCSC Ltd. strictly in accordance with above uniform specifications.

3. MINIMUM SUPPORT PRICE OF PADDY

Paddy conforming to the specifications mentioned in above para is required to be purchased only at Minimum Support Price (MSP) and incentive bonus, if any, as declared by Government of India from time to time. As communicated by State Government in FS & CW Department in their letter no.11544 dt. 5.07.2011 addressed to all Collectors, following Minimum Support Prices (MSP) for Fair Average Quality (FAQ) paddy have been fixed by Government of India for KMS 2011-12.

Paddy	MSP for 2011-12 season(Rs. Per qtl)
Common	1080
Grade 'A'	1110

4. PADDY PROCUREMENT PERIOD

As in previous years, procurement of paddy from farmers in KMS 2011-12 shall be made during the period commencing from 1st October 2011 and ending on 30th September 2012.

5. TARGET FOR PROCUREMENT OF PADDY

- 5.1 The State Government has fixed an initial informal overall procurement target of 13.90 lakh MT of rice for procurement by OSCSC Ltd. in all the 30 districts of the State for distribution & delivery under Central pool & State pool.
- 5.2 The district wise initial informal target for procurement by individual district of the Corporation as assigned by Government and indicated in the Food Policy shall be strictly adhered to for procurement of corresponding quantities of raw and parboiled rice during the current KMS.
- 5.3 For making any procurement beyond the target as fixed by Govt. from time to time, prior permission of Government in FS & CW Department shall be obtained by concerned district Collector.
- 5.4 If under any exceptional circumstances paddy is purchased beyond target Collector shall issue an order in writing justifying the reasons. However in such cases OSCSC shall not be responsible for delayed payment to farmers.

6. ALLOCATION OF TARGET TO THE AGENCIES OF OSCSC LTD.

- 6.1 As per para 8(d) of Food and Procurement Policy 2011-12, the Collector of the district shall allocate targets to the DCCB / PACS , WSHG, Pani Panchayat and for direct purchase by OSCSC keeping in view the district wise target allocated to the Corporation.
- 6.2 Considering the progress of procurement at PACS and in PPC, WSHG, PP, the Collector shall modify the target assigned to PACS and PPC at his level without referring the matter to Government or Corporation. In case the target assigned by the Government is expected to be achieved by the district then Collector shall move to Government for revision of the target.

7. MODES OF PURCHASE

As per provisions contained in Food and Procurement Policy for KMS 2011-12, OSCSC Ltd shall purchase paddy directly from farmers **on Central Pool Account** in the following manner:

- Purchases through PACS as Commission Agent where DCCB shall be the Nodal Agency.
- Purchases through WSHG as Commission Agent where DSWO shall be the Nodal Officer.
- Purchase through Pani Panchayats as Commission Agent where Executive Engineer shall be the Nodal officer.
- Direct purchase by OSCSC Ltd. in the market yards, temporary market yards and mandis.

Besides above, as stipulated in Food & Procurement Policy of Government, OSCSC Ltd. shall have to procure the required quantity of CMR for distribution under **state pool** account. The equivalent paddy required for such CMR shall be purchased by OSCSC Ltd. in its selected & earmarked purchase centers maintaining separate accounts.

7.1 Purchase of paddy in centres operated by PACS

- 7.1.1 As per Food and Procurement Policy of State Government, the Corporation shall procure paddy from farmers especially small and marginal farmers through the PACS at the purchase centres to be operated by selected PACS. Individual DCCB shall act as nodal agency of the Corporation for procurement of FAQ / URS paddy through PACS as Commission Agent of OSCSC Ltd. in the concerned districts.
- 7.1.2 OSCSC Ltd. shall enter into an agreement with OSCB and concerned DCCBs. The DCCB as well as PACS shall perform the duties and responsibilities as indicated in the said agreement. They shall purchase paddy following the procedure indicated in the said agreement.
- 7.1.3 The online registration by the PACS in the website www.foodorissa.in and its subsequent authorisation by the verifying officer shall be a pre-condition to act as a commission agent of OSCSC Ltd.

7.2 Purchase of Paddy through Women Self Help Groups (WSHG)

- 7.2.1 OSCSC Ltd. shall purchase paddy through Women Self Help Group in the Gram Panchayats where centres operated by PACS & OSCSC Ltd. are not in operation, as decided by the district Collector.

- 7.2.2 As per the Food & Procurement Policy for KMS 2011-12 the District Social Welfare Officer (DSWO) shall be the nodal officer for purchase of paddy through WSHGs in the district.
- 7.2.3 District Managers of OSCSC Ltd shall enter into an agreement with DSWO. All payments for purchase of paddy, commission to societies shall be routed through DSWO.
- 7.2.4 The DSWO and WSHG shall perform the duties and responsibilities as indicated in the said agreement. They shall purchase paddy following the procedure indicated in the said agreement.
- 7.2.5 The online registration by the WSHGs in the website www.foodorissa.in and its subsequent authorisation by the verifying officer shall be a pre-condition to act as a commission agent of OSCSC Ltd.

7.3 Purchase of paddy through Pani Panchayats

- 7.3.1 OSCSC Ltd. shall purchase paddy through Pani Panchayat in the Gram Panchayats where centres operated by PACS & OSCSC Ltd. are not in operation, as decided by the district Collector.
- 7.3.2 As per the Food & Procurement Policy for KMS 2011-12 the Executive Engineer in-charge pani panchayat shall be the nodal officer for monitoring and supervision. However, OSCSC will release funds, commission etc directly to the pani panchayats.
- 7.3.3 The online registration by the pani panchayats in the website www.foodorissa.in and its subsequent authorisation by the verifying officer shall be a pre-condition to act as a commission agent of OSCSC Ltd.

8. PURCHASE OF PADDY IN CORPORATION'S OWN PPCS AND IN MARKET YARDS ETC.

- 8.1 As in case of previous KMS, OSCSC Ltd. shall purchase paddy in Market yards, temporary market yards, Krushak Bazars operated by RMCs and also in the purchase centres (PPCs) operated by the Corporation in different locations of the district.
- 8.2 The location of paddy purchase centres and days & time of operation of such centres shall be decided by the Collector taking in to account the centres operated through PACS, WSHG, Pani Panchayat and other agencies such as MARKFED, NAFED, FCI & TDCC, availability of

infrastructure facility, need of farmers and availability of suitable Purchase Officers.

9. SELECTION OF PACS, WSHG, PANI PANCHAYATS.

- 9.1 As per para 7(b) of Food and Procurement Policy 2011-12. The district Collector with the help of CSO-cum-District Manager, OSCSC Ltd, DRCS, Secretary, DCCB, DSWO, Deputy Director, Agriculture / DAO, Executive Engineer, irrigation and any other officer considered suitable by the Collector shall prepare a list of capable PACS/WSHGs/Pani Panchayats who will participate in the paddy procurement operation as agent of OSCSC.
- 9.2 While selecting PACS, WSHG, PP the track record, past performance, financial capability and management, infrastructure available, location etc. shall be taken into account.
- 9.3 However, online registration in the website www.foodorissa.in and its subsequent authorisation by the verifying officer shall be a pre condition.
- 9.4 OSCSC Ltd. will not enter into agreement with DCCB/PACS, WSHGs, Pani Panchayats whose performance was found unsatisfactory during past KMS or any dispute is pending.

10. IDENTIFICATION OF FARMERS

- 10.1 As per para 9(a) of Food and Procurement Policy 2011-12, the farmers can sale their paddy through any of the following documents:
 - Kissan Credit Card
 - Land Pass Book
 - Record of Rights
 - Famers Identity Card
 - Electors Photo Identity Card
- 10.2 In case FICs have been distributed to all the genuine farmers in the district Collector may prohibit others mode of identification.
- 10.3 The Purchase Officer of PPC/PACS/WSHG/Pani Panchayat shall verify the above documents before purchase of paddy and also enter the identity number in the vendor receipt and purchase register.

11. PAYMENT OF MSP TO FARMERS

- 11.1 OSCSC Ltd. and its commission agents i.e. PACS, WSHG and PP shall make payment of total cost of paddy to the farmer on the spot at the PPC by Account payee cheque or through online bank transfer preferably within 3 days to the bank account of the farmer but not later than 7 days in any case. However, if there is delay in payment of MSP to farmers due to unavoidable circumstances the same shall be recorded by Purchase Officer in the purchase register and District Manager / Collector of the district shall be kept informed.
- 11.2 PACS, WSHG, PP shall make payment to the farmers through account payee cheque or online bank transfer irrespective of the quantity purchased.
- 11.3 **The WSHG and PP shall make payment to the farmers out of their own funds for the purchase of paddy from the farmers within the specified period as at para 11.1 and the same shall be reimbursed by the District Manager on receipt of information from them through the DSWO / Executive Engineer In-charge of PP concerned in the prescribed format as to quantity of paddy purchased, number of farmers and payment thereof along with copy of executed acceptance note of paddy.**
- 11.4 In case of PACS, WSHG, PP it shall be the responsibility of Secretary, DCCB / DRCS, DSWO, Executive Engineer in-charge of PP respectively to ensure that MSP is paid through Account payee cheque or online bank transfer within the stipulated period as mentioned at above para.
- 11.5 The full name of the farmer and account number of the farmer shall be mentioned on the body of the account payee cheque.
- 11.6 For any delay payment or deviation in mode of payment the District Manager shall bring the matter to the notice of Collector and Head Office for necessary action in the matter.
- 11.7 The signature of the farmers has to be obtained in the cheque issue register prescribed by OSCSC Ltd. as token of acceptance of cheque.
- 11.8 The commission agent of OSCSC i.e. PACS, WSHGs / PP shall not make any credit purchase of paddy. OSCSC shall not be responsible for any credit purchase and commission agent has to bear the entire responsibility.

11.9 Collector will ensure that the cheques issued by agencies are honored expeditiously by the Banks and farmers benefit from the system of payment through cheques.

12. SELECTION OF CUSTOM MILLER

12.1 As per para 7(g) of the Food and Procurement Policy 2011-12 online registration in the OSCSC website i.e. www.oscsc.in is a pre-requisite for participation in the procurement operation of KMS 2011-12.

12.2 Defaulting millers who failed to deliver entire quantity of CMR due upto KMS 2009-10, shall not be considered for appointment as Custom Miller in the current KMS 2011-12.

12.3.1 For the KMS 2010-11, the custom miller should have delivered at least 90% of the CMR due.

12.3.2 In districts such as Bargarh, Kalahandi, Sonepur, Bolangir, Nuapada, Sambalpur, Balasore, Bhadrak & Jharsuguda where due to lack of storage space and labour problems at OSWC / CWC godowns the custom millers could not deliver the CMR due in time for KMS 2010-11. In these districts the custom millers who have delivered at least 75% CMR due shall be allowed to participate in the KMS 2011-12.

However, in such cases, it shall be certified through physical verification that balance paddy and rice is available with the custom miller and kept in safe custody. **CSO-cum-District Manager shall be responsible for such verification / certification through his officers before appointment.**

12.3.3 Collector of the district may enhance the percentage of delivery as pre condition for participation in KMS 2011-12 as mentioned at 12.3.1 and 12.3.2 considering the arrival of paddy, availability and performance of millers.

12.3.4 If for justifiable reasons any relaxation in percentage of delivery for participation in KMS 2011-12 is required, the Collector of the district shall take prior approval of the OSCSC Head office.

12.3.5 The cutoff date for calculation of percentage of delivery shall be 15th November 2011 in districts where procurement starts in the month of November 2011.

In other districts, the cutoff date shall be 30th November 2011.

The delivery position on the cut-off date shall be certified by the District Manager

- 12.3.6 After commencement of procurement, some millers will become eligible as per criteria mentioned above due to further delivery of rice after cut-off date. In such cases the custom miller shall be allowed to participate on deposit of required security and solvency certificate but they will be delivered paddy in the following manner :

Millers becoming eligible in the month of December 2011	Paddy shall be delivered eight times equivalent to security deposit
Millers becoming eligible after December 2011	Paddy shall be delivered five times equivalent to security deposit

The physical availability of balance rice and paddy shall be a pre condition in such cases as mentioned at para 12.3.2.

- 12.4 Lease hold millers may be allowed to participate as custom millers of the corporation only by furnishing 100% security deposit by way of Bank guarantee towards the value of paddy. However, if any dues are payable to the Corporation for earlier operation of that leased mill, the said lease hold mill shall not be allowed to participate.
- 12.5 As per para 12(d) of Food and Procurement Policy 2011-12, the Millers having uncertified crude boiler should not be allowed to undertake procurement and processing of paddy into parboiled rice with such uncertified boilers. However, such mills may be allowed to process and deliver raw rice.
- 12.6 In case of any mill is sold out or leased out against which outstanding dues is payable by a Custom Miller to OSCSC for its earlier operation in any of the KMS, the purchaser or lessee of that mill shall not be allowed to participate as Custom Miller for the KMS 2011-12 until and unless the previous outstanding dues of the Corporation is settled. The miller if clears the outstanding dues, shall be allowed to participate by furnishing 100% security against paddy delivered.
- 12.7 Taking into account the above guidelines the District Manager OSCSC Ltd shall take steps for appointment of suitable custom millers after due approval of district Collector. For this purpose, the track record of the custom miller, certificate issued by Pollution Control Board, Inspector of Factories and Boilers and by concerned authorities on milling capacity, income tax, sales tax, and statutory tax, storage capacity, electricity

connection and bills, financial capacity and past performance of the Custom Miller shall have to be considered.

13. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS.

- 13.1 As per para12(c) of the Food and Procurement Policy 2011-12, in case of districts where adequate number of rice mills are not available the Collector may assign millers from other nearby districts with surplus capacity in consultation with the concerned Collectors and approval of MD, OSCSC Ltd.
- 13.2 However, one custom miller shall not participate in more than two revenue districts including district where rice mill is located.
- 13.3 In such case, the District Manager shall execute separate agreement with the custom miller of the other nearby district. The miller shall be allowed to operate only by furnishing 100% security deposit.

14. SECURITY DEPOSIT BY THE CUSTOM MILLERS

- 14.1 Purpose of security deposit is to protect the Corporation from any loss that may arise in the event of non-delivery of required quantity of Custom Milled rice of required specification by the Custom Miller in respect of paddy delivered to him.
- 14.2 During KMS 2011-12, the Custom Millers shall have option of operating under either of the following security deposit systems.
- 14.3 Advance delivery of Rice :-
The millers may deliver custom milled rice conforming to prescribed specifications in advance towards security deposit for receiving equivalent quantity of paddy from the Corporation. In this case only security of Rs.25,000/- in shape of Bank Guarantee to be furnished. *The millers have to make procurement under levy scheme so as to deliver equivalent quantity of rice in advance under this system for delivery of first lot and subsequent lot of rice till receipt of paddy from the Corporation. The quantity of advance CMR delivered by the mills cannot be, at any point of time more than levy rice procured and equivalent quantity of rice against paddy received form OSCSC Ltd.*

14.4 The miller shall provide security deposit in shape of bank guarantee for one year / fixed deposit of any scheduled bank pledged in favour of the District Manager basing on their milling capacity. They have to provide security deposit at the rate of Rs.1.00 lakh per 01 MT of milling capacity. The milling capacity shall be ascertained from online registration by the millers in the website www.oscsc.in and subsequent authorization by the verifying officer.

14.4.1 The arrival of paddy at purchase centers in the state is confined to 3 / 4 months. Due to inadequate storage space at purchase centres the paddy is delivered to custom millers as and when purchased for interim storage at mill point till milling of paddy. Considering this aspect, the millers who are becoming eligible to be appointed as custom miller as per the provisions specified at para 12.3.2, 12.3.3, 12.3.4 and 12.3.5, shall be delivered with paddy costing 10 times of the security deposit furnished.

Example:

Sl. No	Milling capacity in producing rice in MT per 1 shift of 8 hours.	Security Deposit in shape of Bank Guarantee / Fixed Deposit	Cost of paddy to be delivered	Approximate quantity of common paddy to be delivered in quintal (calculated @ Rs. 1080 per quintal)
1.	Upto 1MT.	Rs.1,00,000/-	Rs.10,00,000/-	930
2.	3 MT	Rs.3,00,000/-	Rs.30,00,000/-	2,790
3.	8 MT	Rs.8,00,000/-	Rs.80,00,000/-	7,440
4.	10 MT	Rs.10,00,000/-	Rs.1,00,00,000/-	9,300
5.	16 MT	Rs.16,00,000/-	Rs.1,60,00,000/-	14,880
6	20 MT	Rs.20,00,000/-	Rs.2,00,00,000/-	18,600
7	24 MT	Rs.24,00,000/-	Rs.2,40,00,000/-	22,320
8	28 MT	Rs.28,00,000/-	Rs.2,80,00,000/-	26,040
9	32 MT	Rs.32,00,000/-	Rs.3,20,00,000/-	29,760
10	36 MT	Rs.36,00,000/-	Rs.3,60,00,000/-	33,480

14.4.2 The equivalent paddy for the CMR delivered by the custom miller shall be calculated for delivering further paddy equivalent to security deposit.

Example :

Custom miller having capacity of 10MT per shift of 8 hrs shall furnish security deposit of Rs. 10 Lakhs and had been delivered paddy upto 9300 Qntl. In the meantime he delivers 600 qntls of CMR (parboiled) which is equivalent to 882 qntls of paddy. So the custom miller can be given further 882 qntls of paddy.

14.4.3 For the custom millers becoming eligible to participate in KMS 2011-12 in the month of December 2011 and after December 2011 the instructions contained at para (12.3.6) shall be followed.

14.5 Security Deposit for Leasehold millers

14.5.1 The leasehold millers shall be allowed to operate only by furnishing 100% security deposit by way of valid bank guarantee of one year issued by a Scheduled bank or fixed deposit pledged in favour of District Manager, OSCSC Ltd. drawn on bank situated in the district / nearby district within the state in favour of District Manager, OSCSC Ltd. or such extended period as may be decided by the District Manger considering the CMR due from Miller. The miller may also pledge fixed deposit of any scheduled banks in favour of District Manager as security deposit. The value of paddy issued to such miller shall not at any time exceed the value of security furnished by the miller.

14.5.2 The Custom Miller shall produce a copy of the lease deed for execution of agreement.

14.6 The District Manager shall cause verification of the genuineness of Bank Guarantee submitted by the miller within one month of submission in all cases. The validity period of bank guarantee shall be extended upto the period of delivery of CMR by the miller.

14.6.1 The details of security deposit furnished by custom millers and quantity of paddy to be delivered to the miller shall be recorded in a separate record to regulate delivery of paddy, renewal of bank guarantee / pledge period of fixed deposit if required, till delivery of entire CMR dues and release of security deposit.

14.6.2 Security deposit shall be refunded by the District Manager at the end of the transaction with the Custom Miller and settlement of his accounts at the district level without referring to the Head Office observing the guidelines issued in the matter.

15. SOLVENCY CERTIFICATE BY THE CUSTOM MILLERS

15.1 For the KMS 2011-12, the custom miller in addition to security deposit as mentioned in the above paras shall also furnish a solvency certificate issued by the competent authority of the state of Odisha. **The custom miller shall be solvent to the tune of five times of the security deposited by him.**

15.2 Along with the solvency certificate, the custom miller shall also produce the list of immovable properties in shape of an affidavit duly authenticated by the Notary Public, on the basis of which solvency certificate has been issued by the competent authority. The prescribed format for affidavit is at Annexure-I.

15.3 The custom miller shall submit the solvency certificate along with affidavit within 45 days from the date of execution of agreement with the District Manager, OSCSC Ltd.

The District Manager may allow further time to the custom millers in genuine cases.

16 EQUIPMENTS AT PADDY PURCHASE CENTER

The following equipment are required at the paddy purchase centres operated by PACS, WSHG, PP and OSCSC.

- i. Moisture meter
- ii. Sample divider
- iii. Analysis kit
- iv. Weighing Scale
- v. Mini Grader
- vi. Tarpaulin / Polythene sheet
- vii. Furniture

17 RESPONSIBILITIES OF REGULATED MARKETING COMMITTEES (RMC)

17.1 As per para 7(b) of Food and Procurement Policy 2011-12, the respective RMCs will be responsible for making equipments as mentioned at para (16) above and other infrastructures available at the PPCs operated by PACS, WSHG, PP and OSCSC.

17.2 Where the procurement is done at the market yards / sub-market yards, providing watch and ward for protecting paddy shall be the responsibility of the concerned RMC.

17.3 As per para 7(c) of Food and Procurement Policy 2011-12, in heavy procurement blocks, temporary market yards with minimum facilities would be set up by the concerned RMCs as PPCs for facilitating procurement by OSCSC Ltd.

17.4 **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at para 17.3 above as additional market yards as per provisions of OAPM Act/Rules.**

17.5 RMCs will provide funds for IEC activities for creating awareness about FAQ norms of paddy and Minimum Support Price.

18. TAGGING OF CUSTOM MILLER TO PADDY PURCHASE CENTERS

- 18.1 As per para 7(g) of Food and Procurement Policy 2011-12, the Collector will assign rice Mills to each PPC taking into consideration milling capacity, storage capacity, past performance of the miller, its distance from PPC, amount of security deposit etc.
- 18.2 Such tagging of custom miller to PPC shall be communicated to the Purchase Officer of the PPC, the PACS/DCCB, DSWO, Executive Engineer in-charge of Pani Panchayat and concerned custom millers. Where ever required the tagging can be modified with the approval of the Collector.
- 18.3 The miller or his authorized representative shall remain present on the procurement days at the PPC and shall ensure lifting of the paddy on regular basis to avoid stockpiling of paddy.

19. MANDI HANDLING CHARGES

- 19.1 Handling operations at Mandi includes unloading of paddy from the vehicles of farmers, heaping, re-bagging, weighment, temporary stacking and loading of paddy to the millers vehicle. **Unloading of paddy from farmers' vehicle is the responsibility of the farmer.**
- 19.2 In the purchase centres operated by PACS, WSHG, PP the mandi handling i.e heaping, re-bagging, weighment and temporary stacking shall be the responsibility of PACS, WSHG, PP as the case may be.
- The loading of paddy to the millers' vehicle shall be responsibility of custom miller.**
- 19.3 Mandi handling charges shall be paid proportionately to the PACS, WSHG, PP and custom millers for the mentioned operations as decided by OSCSC Ltd. The charges payable shall be communicated after receipt of costing sheet from the Govt. of India. The mandi labour charges will be paid at flat rate as decided by the OSCSC Ltd. irrespective of the expenditure incurred.

- 19.4 In the centres where OSCSC purchases paddy directly from the farmers the District Manager with the approval of Collector shall decide about providing labour services required.
- 19.5 Wherever it is decided to perform the work through labour contractors, such contractors shall be selected through tender / quotations to perform handling operations in mandis.
- 19.6 In case of purchase centres run by OSCSC Ltd., if assigned by the District Manager, the Custom Miller shall provide mandi labour services for all operations in purchase centers or a part there of for which he shall be paid mandi labour charges at the rates decided by the Corporation. The Purchase Officer of OSCSC Ltd. shall give a certificate (as at Annexure-II) that mandi handling operation has been performed by the concerned miller.
- 19.7 The PACS, WSHG, PP and custom millers shall furnish certificate in the prescribed format (as at Annexure-III) to the District Manager for payment of mandi labour charges.

20. USE OF OLD JUTE GUNNY BAGS FOR PACKING OF PADDY

- 20.1 The custom millers are paid gunny depreciation for use of old gunny bags for packing of paddy received from the farmers in the purchase centres and its storage at the mills till the paddy is milled. The custom miller shall in advance give old jute gunny bags to the purchase centres run by PACS, WSHG, PP and OSCSC Ltd.
- 20.2 In case the paddy is transported from purchase centres to the mill point in the gunny bags provided by the farmers, then the same shall be returned to the farmers through Purchase Officers of OSCSC Ltd / PACS / WSHG / PP.
- 20.3 The Purchase Officer of OSCSC Ltd. and the authorized person on behalf of PACS / WSHG / PP shall ensure that the farmer's bags are not retained by the millers.

21. JOINT CUSTODY AND MAINTENANCE OF PADDY AT MILL PREMISES.

21.1 Authorized Officer shall be appointed by the Collector for each mill for the purpose of joint custody and maintenance of paddy. An officer not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector shall be appointed as Authorized Officer. One Authorised Officer may remain in-charge of more than one rice mill.

For the paddy procured from other districts, the Authorised Officer appointed by the Collector of the district where the rice mill is located shall also function as Authorised Officer for joint custody and maintenance of such paddy.

21.2 The paddy delivered to the Custom Millers shall be kept under joint custody and maintenance at the Millers premises. The detailed procedure and responsibilities have been outlined in the Custom Millers agreement. The Corporation Head office will issue further instructions if any in this regard.

21.3 The District Manager shall ensure that instructions of Corporation Head Office are carried out for effecting joint custody and maintenance of paddy and necessary records are maintained by the miller and concerned official to monitor the progress of delivery and milling etc.

21.4 The custom miller shall be paid custody and maintenance charges as decided by the OSCSC Ltd. only after delivery of entire CMR due. The charges shall be paid at a flat rate irrespective of expenditure incurred.

22. DEPLOYMENT OF PURCHASE TEAMS IN THE CENTRES RUN BY OSCSC LTD.

22.1 Each purchase team will consist of the following :

- One Purchase Officer not below the rank of Marketing Inspector / Inspector of Supplies / Procurement Inspector.
- One Junior Accountant (outsourced) for assisting the Purchase Officer in maintenance of records and other works. **He shall not be allowed to sign in any cheque.**

- One Sales Assistant-cum-Godown Assistant (employee of OSCSC / outsourced)
- One class-iv employee (employee of OSCSC / outsourced)

Depending upon the arrival of paddy in the purchase centre the number of SA-cum-GA, class-iv employees may be increased by the District Manager.

- 22.2 The Purchase Officer shall be appointed by the District Manager with the approval of Collector.
- 22.3 One accounts staff of OSCSC Ltd. shall be attached to each purchase team for joint issue of cheque, maintenance of cheque issue register & cash book. One account staff may be attached to more than one purchase team as per the necessity.
- 22.4 The District Manager shall be responsible for deployment of suitable Purchase Teams in the purchase centres operated by Corporation.
- 22.5 Purchase Team may work on rotation basis and may cover upto three to four Purchase Centers in a week or as may be decided by the District Manager.

23. REQUISITION OF FUNDS

- 23.1 **As per para 8(d) of Food and Procurement Policy 2011-12, keeping in view the district wise target allotted to the Corporation, OSCSC Ltd. shall release the funds to DCCB and DM, OSCSC Ltd. on the requisition of Collector only.**
- 23.2 Initially funds for purchase of paddy for one week shall be placed with the district in advance basing on the last year's purchase trends and subsequently, funds shall be placed as per the requisition of the Collector. Proforma shall be supplied by the OSCSC Ltd. for requisition of fund.
- 23.3 The District Manager OSCSC Ltd. will calculate requirement of funds for paddy purchase at PPC, SHG, PP on weekly basis considering the realistic needs for requisite funds in such a manner that unduly large amount do not remain idle causing loss of interest and at the same time the paddy procurement operations are not hampered on account of shortage of funds.

Similarly DCCB shall submit a realistic requirement of funds through Collector to OSCSC Ltd.

24. RECORDS AND REGISTERS AT THE PADDY PURCHASE CENTRES

24.1 The following records and registers shall be maintained at the purchase centres run by PACS, WSHG, PP and OSCSC Ltd.

- a) Token Slip
- b) Quality Test Report of Paddy
- c) Vendor Receipt
- d) Paddy Purchase Register (two sets)
- e) Paddy Rejection Register
- f) Transit Pass (Paddy)
- g) Paddy Acceptance Note
- h) Paddy Stock Register
- i) Paddy Despatch Register
- j) Miller's Control Register (Paddy)
- k) Cheque Issue Register
- l) Cash Book

24.2 It shall be the responsibility of the Purchase Officer of OSCSC Ltd. and his team and authorized person of PACS, WSHG, PP to maintain the above mentioned records and registers as prescribed and supplied by the OSCSC Ltd.

In case of centres run by OSCSC Ltd. the cash book and cheque issue register shall be maintained by the account staff attached to the purchase centre. However, in the cheque issue register the Purchase Officer shall obtain the signature of the farmers as token of acceptance of cheque.

24.3 For the KMS 2011-12 the farmers signature shall be obtained on the vendor receipt and in the cheque issue register only. Since purchase register is prepared after issue of vendor receipt, **signature of the farmer in the purchase register is not required.**

24.4 The custom miller is delivered with paddy on issue of Acceptance Note. As such paddy purchased from different farmers are delivered on a single

AC Note. **As such signature of the custom miller on the purchase register against individual purchase is not required.**

24.5 Secretary, DCCB / DRCS / ARCS, DSWO and Executive Engineer in-charge of Pani Panchayat must ensure that above mentioned records and registers are maintained properly by PACS / WSHGs / PPs.

25. OPERATIONS AT PADDY PURCHASE CENTRES

- 25.1 The purchase centre run by OSCSC Ltd., PACS, WSHG, PP shall operate in specified dates of a week as decided in the District Level Paddy Procurement Committee or by the Collector.
- 25.2 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- 25.3 Token shall be issued to the farmers in advance as far as practicable to regulate the arrival of paddy.
- 25.4 On arrival of paddy the farmer shall produce the copy of the document as specified in para 10.1 above for identification.
- 25.5 Paddy sample shall be drawn for quality analysis and the findings shall be recorded in the quality test report.
- 25.6 The paddy conforming to the required specifications shall be purchased and if the quality is not as per the specification the paddy shall be rejected, recording the details in the paddy rejection register. The farmer may be advised to improve the quality of the paddy for acceptance.
- 25.7 The weightment of the paddy shall be taken and vendor receipt shall be issued to the farmer.
- 25.8 Basing on the quality test report and vendor receipt the paddy purchase register shall be maintained.
- 25.9 The paddy so purchased shall be delivered to the custom miller on execution of transit pass for each vehicle.
- 25.10 At the end of the day acceptance note for each custom miller for the total quantity of paddy delivered to the miller shall be prepared mentioning the required certificates and issued to the custom millers. For the paddy purchased at centres run by the OSCSC Ltd. the Purchase Officer shall issue the Acceptance Note and for paddy

purchased by PACS, WSHG, PP Acceptance Note shall be issued by the authorised persons of PACS, WSHG and PP respectively.

- 25.11 The payment of the total cost of paddy shall be made on the spot preferably within three days but not later than seven days by account payee cheques obtaining signature of the farmer in the cheque issue register.
- 25.12 The purchase register in two sets shall be used in the purchase centers. The purchase register maintained for the day shall be transmitted to the designated place for computerization of farmers data.
- 25.13 The copies of the acceptance note shall be submitted by the purchase officer of OSCSC Ltd. / Secretary, DCCB / authorised person of WSHG and PP at the District Manager's office on weekly basis for computerization.
- 25.14 The cash book shall be maintained date wise.

26. TRANSPORTATION OF PADDY FROM PURCHASE CENTRES TO MILL POINT

- 26.1 Transportation of paddy from PPC to mill point shall be done through custom millers. District Manager shall enter in to an agreement with custom miller for this purpose as prescribed by Head office.
- 26.2 Transportation charges shall be paid at flat rates as decided by OSCSC Head office irrespective of expenditure incurred.
- 26.3 In exceptional circumstances paddy can be transported by the District Manager by making own arrangement with prior permission of Head office.

27. COMPUTERIZATION OF PADDY PROCUREMENT DATA

- 27.1 Data entry of the following shall be made :
- i) Daily purchase of paddy
 - ii) Farmers data as maintained in the purchase register
 - iii) Acceptance Note of Paddy delivered to Millers
 - iv) Any other data as prescribed by state Government / OSCSC Ltd.
- 27.2 The DCCB shall ensure farmers data entry for the paddy purchased by the PACS.

- 27.3 The District Manager shall ensure farmers data entry of paddy purchased by WSHG and PP and the centres run by OSCSC Ltd. The WSHG and PP shall submit the paddy purchase register to the District Manager through DSWO and Executive Engineer In-charge of PP respectively for computerization of farmers data.
- 27.4 DCCB shall make online reporting of the quantity of paddy purchased on each day indicating the number of PACS engaged and number of farmers from whom paddy purchased in the website www.foodorissa.in and www.oscsc.in.
- 27.5 The District Manager shall ensure data entry of quantity of paddy purchased on each day, number of purchase centres run by OSCSC Ltd., PACS, WSHG & PP.
- 27.6 The computerization of acceptance note of paddy received from PACS, WSHG, PP and Purchase Officer of OSCSC Ltd., shall be ensured by the District Manager.

28. PUBLICITY

- 28.1 Adequate publicity and awareness among farmers about MSP, Quality Specifications of paddy, days and time of operations of purchase centres etc. shall be ensured in the areas covered by such centres. Wide publicity through mike announcement in each G.P. shall be made through the RMC to make the farmer aware in addition to distribution of leaflets, advertisement in print and electronic media. Names of purchase officers, their telephone number, name and telephone number of concerned officials at district level shall also be published alongwith district level control room telephone numbers.
- 28.2 Such publication shall be made in **two widely circulated odia dailies** only in local edition through the DIPRO. In case there is no publication of leading dailies in the district, then such publication may be made in the edition of nearby district through the DIPRO. Under no circumstance such publication shall be made in state edition as the publicity is required for the district.

29. CONTROL ROOM

The District Manager shall take steps to ensure setting up of district level **control room** to monitor the procurement operations. He shall also take steps for review of progress of procurement on a regular basis by the Collector. Daily procurement of paddy at all the purchase centers & timely lifting by millers shall be monitored. The telephone number of the control room shall be published in the print media through DIPRO.

30. HIRING OF SUITABLE GODOWNS TO BE USED AS RICE RECEIVING CENTRES

30.1 District Manager shall hire suitable godowns if required, on execution of agreement, as per availability in the district for receiving CMR from custom millers.

30.2 CWC/OSWC godowns shall be hired by OSCSC head office.

30.3 Suitable godowns of other Government agencies / private parties shall be hired by District manager at his level.

30.4 Regarding rate of hiring and mode of hiring detailed instructions have been issued vide Head Office Letter No. P-II-25/2011/No.14671 dated 10th August, 2011 which shall be followed meticulously.

31. UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE - KMS 2011-12

31.1 Rice shall be in sound merchantable condition, sweet, dry, clean, wholesome of good food value, uniform in colour and size of grains and free from moulds, weevils, obnoxious smell admixture of unwholesome poisonous substances, *Argemone mexicana* and *Lathyrus sativus* (Khesari) in any form, or colouring agents and all impurities except to the extent in the schedule below. It shall also conform to PFA Standards:

Sl. No.	Refractions		Maximum Limit (%)	
			Grade "A"	Common
1	Brokens*	Raw	25.0	25.0
		Parboiled / single parboiled rice	16.0	16.0
2	Foreign matter **	Raw / parboiled / single parboiled rice	0.5	0.5
3	Damaged # / Slightly Damaged Grains	Raw	3.0	3.0
		Parboiled / single parboiled rice	4.0	4.0
4	Discoloured grains	Raw	3.0	3.0
		Parboiled / single parboiled rice	5.0	5.0
5	Chalky grains	Raw	5.0	5.0
6	Red grains	Raw / parboiled / single parboiled rice	3.0	3.0
7	Admixture of lower class	Raw / parboiled / single parboiled rice	6.0	
8	Dehusked grains	Raw / parboiled / single parboiled rice	12.0	12.0
9	Moisture content @	Raw / parboiled / single parboiled rice	14.0	14.0

* Including 1% small brokens.

** Not more than 0.25% by weight shall be mineral matter and not more than 0.10% by weight shall be impurities of animal origin.

including pin point damaged grains.

@ Rice (both Raw and Parboiled / Single Parboiled) can be procured with moisture content up to a maximum limit of 15% with value cut. There will be no value cut up to 14%. Above 14% to 15% moisture, value cut will be applicable at the rate of full value.

31.2 Notes applicable to the specification of Grade-'A' and common varieties of rice.

31.2.1 The definition of the above refractions and method of analysis are to be followed as given in Bureau of India Standard "Method of analysis for Food grains". Nos. IS:4333 (Part-I): 1996 and IS:4333 (Part-II):2002. "Terminology for food grains" IS:2813-1995 as amended from time to time. Dehusked grains are rice kernels whole or broken which have more than ¼ th of the surface area of the kernel covered with the bran and determined as follows:-

- 31.2.2 Analysis Procedure:- Take 5 grams of rice (sound head rice and brokens) in a Petri dish (80x70mm). Dip the grains in about 20 ml. of Methylene Blue solution. Give a swirl wash with about 20ml. of dilute hydrochloric acid (5% solution by volume in distilled water). Give a swirl wash with water and pour about 20 ml. of Metanil Yellow solution (0.05% by weight in distilled water) on the blue stained grains and allow to stand for about one minute. Decant the effluent and wash with fresh water twice. Keep the stained grains under fresh water and count the dehusked grains. Count the total number of grains in 5 grams of sample under analysis. Three brokens are counted as one whole grain.

Calculations:

$$\text{Percentage of Dehusked grains} = \frac{N \times 100}{W}$$

Where N = Number of dehusked grains in 5 grams of sample

W = Total grains in 5 grams of sample

- 31.2.3 The method of sampling is to be followed as given in Bureau of Indian Standard "Method of sampling of Cereals and Pulses" No IS: 14818-2000 as amended from time to time.
- 31.2.4 Brokens less than 1/8th of the size of full kernels will be treated as organic foreign matter. For determination of the size of the brokens average length of the principle class of rice should be taken into account.
- 31.2.5 Inorganic foreign matter shall not exceed 0.25% in any lot, if it is more, the stocks should be cleaned and brought within the limit. Kernels or pieces of kernels having mud sticking on surface of rice, shall be treated as Inorganic foreign matter.
- 31.2.6 In case of rice prepared by pressure parboiling technique, it will be ensured that correct process of parboiling is adopted i.e. pressure applied, the time for which pressure is applied, proper gelatinization, aeration and drying before milling are adequate so that the colour and cooking time of parboiled rice are good and free from encrustation of the grains.

32 EQUIPMENTS / MATERIALS REQUIRED AT RRC

32.1 Quality testing equipments

1. One moisture meter.
2. One sample divider.
3. One set of sieves.
4. One analysis kit with accessories.

32.2 Weighing materials

- (i) Electronic weighing scale of platform model
1 Kg. Capacity (for weighment of samples & empty gunny bags)
- (ii) Electronic weighing scale of 300 kg. capacity (for weighment of 50 kg. packet CMR)
- (iii) Manual weighing scale of 200 kg. capacity with accessories

32.3 Fire fighting equipments

- (i) Two fire extinguisher
- (ii) Four fire buckets

For each additional 1000 MT godown exceeding 1500 MT capacity, one additional extinguisher & two additional fire buckets are required.

32.4 Miscellaneous equipments & furniture

- (i) Wooden ladder
- (ii) Wooden patta
- (iii) Furniture

32.5 Dunnage materials

32.6 The CSO-cum-District Manager has been instructed to purchase the materials as under :

Quality testing Equipments	Letter No. 15972 dtd. 28.08.2011
Weighing Materials	Letter No. 15975 dtd. 28.08.2011
Fire Fighting equipments	Letter No. 15978 dtd. 28.08.2011
Furniture	Letter No. 15969 dtd. 28.08.2011

33. RECEIPT OF CMR IN RICE RECEIVING CENTRE

33.1 The custom miller shall despatch the CMR for delivery at the designated RRC / CWC / OSWC godown as per the advance delivery programme communicated by the District Manager with following documents.

- (i) Delivery certificate
- (ii) Way bill
- (iii) Transit Pass

- 33.2 The custom miller shall stencil the lot number chronologically pre fixed with contract number allotted by the District Manager.
- 33.3 The RRC in-charge on verification of documents shall allow the vehicle to enter inside the godowns and arrange to draw sample before weighment.

33.3.1 Only rice conforming to uniform specification of Government of India for KMS: 2011-12 shall be accepted. Before accepting, quality of rice shall be checked following due analysis procedure.

33.3.2 Condition of gunnies :

The following checks shall be made

- Whether Corporation supplied / miller supplied gunny.
- Tare weight of gunny shall be ascertained.
- Stencil mark on gunnies:- Each bag shall have proper, distinct, legible, stencil mark covering logo of Corporation, name of miller, lot no, Crop year, variety & net weight and shall have prescribed colour coding.
- Packing: – Standard packing shall be 50kg. net with variation of ± 250 gms. Non-standard packing shall be rejected.
- Stitching:- Stitching shall be double line machine stitching. Hand stitch or single line machine stitching shall not be allowed.

33.3.3 Visual inspection of sample

- Rice shall be in merchantable condition, uniform in size & colour, free from musty smell & living insects.
- Besides common merchantability, the sample should conform to maximum limit of refractions as per the schedule of specification.
- Determination of Moisture Content - Moisture shall be tested in digital moisture testing machine.
- Assessment of impurities:- Physical analysis shall be made taking test sample for determining refractions like foreign matter, damaged, discoloured, chalky grain, red grain & admixture of lower classes.
- Chemical analysis:- Acid test shall be conducted for finding dehusked grain percentage.

- Recording all particulars of analysis result: - After all tests are made the percentage shall be calculated and recorded in sample analysis register.

If all the refractions conform to Uniform Specification, the same shall be accepted other wise the stock shall be returned as BRL stock.

33.4 Procedure for value cut in case of Moisture content exceeding 14%

33.4.1 Rice can be procured with moisture content up to a maximum limit of 15% with value cut. There shall be no value cut up to 14%. Above 14% to 15% moisture, value cut will be applicable at the rate of full value. Full value shall be the economic cost (acquisition cost) of CMR fixed by Government of India for the KMS: 2011-12. This will be communicated on receipt of the same from Government of India.

For example if a lot of Q.200.00 CBR found to contain moisture of 14.4% then the CMR shall be accepted & value cut shall be made from the bills of custom miller for 0.4% extra moisture as calculated below.

- (i) Extra moisture – 0.4%
- (ii) Quantity to be considered for effecting value cut –
Q.200.00 x 0.4% = Q.0.80
- (iii) Economic Cost of KMS 2011-12 x 0.80 =

33.4.2 While preparing Acceptance notes-cum-Analysis report correct moisture content shall be recorded & the value cut shall be mentioned on the prescribed column and a report in this regard to be submitted by the RRC in-charge on monthly basis to the District office.

34 PROCEDURES FOR REPLACING BRL STOCKS

34.1 Any stock of CMR not conforming to Uniform Specification are treated as BRL (Beyond Rejection Limit) stocks if detected on inspection at any stage shall be returned to the concerned miller observing following procedures.

- 34.1.1 If detected during receipt at RRC, the same shall be returned and necessary entry shall be made in stock rejection register.
- 34.1.2 If detected during storage on inspection by any Quality Control Official then the miller shall be directed to take back at his own cost on issue of BRL stock return note. A copy of the BRL stock return note shall be submitted to the District Manager. (Format is at Annexure-IV).
- 34.1.3 Necessary entry in stock register shall be made to the effect of out flow of stock for replacement & inflow of stocks after actual replacement made.
- 34.1.4 On date of replacement the miller shall deliver the fresh stocks with new lot number i.e. next to the last delivery on observing the usual procedure.
- 34.1.5 The stock on replacement shall be expected on issue of acceptance note.
- 34.1.6 The cost of gunny bags at the rate decided by the Corporation shall be realized out of the dues of the custom miller in case the Corporation supplied gunny bags is used by the miller for delivery of said BRL stock.

In no case BRL stocks shall be managed to be issued under PDS. The RRC in-charge / Purchase Officer / Authorised Officer shall be personally responsible for issue of BRL stocks under PDS.

35. WEIGHTMENT IN RRC

- 35.1 Stock shall be received and delivered on 100% weightment through the weighbridge where weighbridge facility is available at RRC.
- 35.2 Where RRC has no weighbridge then 10% test weightment shall be made both at the time of receipt and delivery of stocks in the electronic weighing machine or manual weighing scale available in the RRC, provided the stock are received and delivered in standard bags of 50Kg. rice net with maximum variation of ± 250 gms. per bag.

- 35.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weighment has to be made for ascertaining the quantity.
- 35.4 The tare weight of gunny shall be ascertained.
- 35.5 Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.
- 35.6 Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.
- 35.7 The details of weighment viz. vehicle number, lot number, number of bags, tare weight of vehicle, tare weight of gunny and net weight shall be recorded in weighbridge register.
- 35.8 In case of 10% test weighment, weight check memo shall be prepared for weighment of bags of the consignment in prescribed format.
- 35.9 Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.
- 35.10 The test weighment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.
- 35.11 The representative of custom miller at the time of receiving stock, representative of handling & transport contractor / storage agent and lifting officer at the time of issue of stocks shall be the witness to the weighment / test weighment alongwith RRC in-charge, SA-cum-GA and Kantawalla, who will sign the weighment register / weight check memo and kanta-slip to authenticate the result.

36. STORAGE LOSS IN RRC

The norms of permissible storage loss in RRC are as follows:

CMR stored up to 3 months	0.1% or actual which ever is less
CMR stored beyond 3 months up to 6 months	0.2% or actual which ever is less.
CMR stored beyond 6 months	0.3% or actual which ever is less.

In case the shortages found beyond above limit, the same shall be examined by Corporation and appropriate decision will be taken on merit. Detail guidelines for accounting of shortages has been communicated vide Corporation letter no.7648 dt.07.05.10.

36.1 STORAGE LOSS TO CWC/OSWC

Storage loss up to 0.4%, during first for months and upto 0.5% during storage upto a period beyond four months to one year shall be allowed subject to actuals.

36.2 TRANSIT SHORTAGES (On rake movement of CMR)

0.5% or actual shortage which ever is less allowed as transit loss in movement of stocks of CMR by Railway rakes through the H & T contractor engaged by the OSCSC Ltd. /CWC/OSWC.

Detail guidelines for permissible transit loss has been communicated vide Corporation letter no.7648 dt.07.05.10.

37. RECORDS AND REGISTERS TO BE MAINTAINED IN RRC

Following records & registers as specified by the Corporation from time to time shall be maintained.

Sl. No.	<u>Registers</u>	Sl. No.	<u>Records & Documents</u>
1.	CMR Receipt Register (KMS wise)	1.	Acceptance Note cum Analysis Receipt
2.	CMR Issue Register (Own District)	2.	Rice Despatch Note cum Receipt Note
3.	CMR Issue Register (Other District)	3.	Gate Pass
4.	CMR Stock Register	4.	Weight Check Memo
5.	Custom Miller Control Register	5.	Convoy Note in case of rake movement
6.	Fumigation & Chemical treatment Register	6.	Card of Sealing of Wagons in case of rake movement
7.	Gunny Stock Register		
8.	Lot Rejection Register		
9.	Stack wise Stock Register		
10.	Wagon loading Register (for dispatch of CMR by Rail)		

It shall be the responsibility of the RRC in-charge to maintain these records.

38. HOLDING CHARGES

38.1 Holding charge is intended to be recovered only from those millers who make willful default in delivery of due CMR within the stipulated period without any justifiable reasons. Thus this clause is a deterrent clause to prohibit the willful defaulters from delayed delivery. Holding charge is therefore not a penalty to be imposed in each case of delayed delivery without analyzing the reasons of delay.

38.2 The custom miller shall be responsible for delivery of due CMR at designated rice receiving centers within a maximum period of 60 days of delivery of paddy to him. For this purpose 60 days period shall be counted from the date of delivery of paddy from joint custody & maintenance to the miller for custom milling by the Authorised Officer of the mill.

38.3 If due to any justifiable reasons like,

- issue of more paddy by OSCSC & other procuring agencies to miller as compared to his milling capacity.
- non-availability of godown space to receive the due CMR from miller within 60 days period.
- problems at FCI depots
- problems at RRCs ,
- electricity failure,
- labour problem,
- sudden failure of machineries & time taken to repair,
- seizure of mill by any authority,
- delayed delivery of gunny bags by OSCSC Ltd.,
- natural calamities
- any other genuine reason,

it was not possible on part of the custom miller to complete delivery of entire due CMR within the stipulated period of 60 days, and the CMR was delivered by the custom miller belatedly, then he shall intimate to the District Manager in writing the reasons of delayed delivery.

38.4 After receipt of the miller's representation, the District Manager shall enquire into the genuineness of the reasons cited by miller on the basis of (i) requisite certificate / reports of following officials, (ii) local conditions, or (iii) as may be apparent from the records available with the District Office / Field Level Officials etc.

Reasons of delay	Certifying officer	Responsibility of Miller
Electricity failure *	Authorised Officer of the mill or if the problem relates to entire district, CSO-cum-DM	Intimate the Authorised Officer / District Manager / Collector in writing about the period
Labour Problem of the mill	Authorised Officer of the mill or Any officer authorized by CSO-cum-DM to enquire into the matter	Intimate the Authorised Officer / District Manager / Collector with details of period & reason of such problem
Sudden failure of machineries & time taken to repair	Authorised Officer of the mill or Any officer authorized by CSO-cum-DM to enquire into the matter	Intimate the Authorised Officer of the mill with copy to District Manager at the time of such failure
Seizure of mill by any authority	Authorised Officer of the mill or Intimation by the authority seizing the mill	Intimate the official incharge of the mill with copy to the District Manager after such seizure
Issue of more paddy compared to milling capacity	Authorised Officer of the mill or CSO-cum-District Manager	Intimate the Authorised Officer / CSO-cum-DM /Collector in detail about his milling capacity and the total paddy received by him
Non availability of space in RRC/ Godowns of OSWC/ CWC	RRC incharge of concerned RRC or CSO-cum-District Manager	Intimate the concerned Authorised Officer / District Manager / Collector
Problems in FCI depots	Any official designated by CSO-cum-District Manager for delivery of CMR to FCI or CSO-cum-District Manager	Intimate the District Manager / Collector with details of problems with copy to Authorised Officer of the mill / official incharge for delivery to FCI.
Problems in RRCs	Concerned RRC incharge or CSO-cum-District Manager or Any officer authorized by CSO-cum-DM	Intimate the District Manager / Collector with details of problems with copy to Authorised Officer of the mill / RRC incharge
Delayed delivery of new gunny bags by OSCSC	Authorised Officer of the mill or CSO-cum-DM or Any official in charge of supplies of gunnies at district level	Intimate the CSO-cum-DM / Collector with copy to Authorized Officer
Natural calamity such as cyclone, flood, fire, earth quake affecting the functioning of mill	Authorised Officer of the mill or CSO-cum-District Manager	Intimate the CSO-cum-DM / Collector with copy to Authorized Officer
Any other genuine problems	Authorised Officer of the mill Or CSO-cum-District Manager	Intimate the details of the problem to the CSO-cum-District Manager / Collector with copy to the Authorised Officer of the mill.

* Electricity failure means general power cut by Electricity Utility. Power cut for default of custom miller shall not be considered.

38.5 After being satisfied with the genuineness of reasons cited by miller in the manner stated above, the District Manager shall, with approval of the Collector, extend the delivery period as may be required in each case considering the genuineness of the reasons & delay occurred.

The CSO-cum-District Manager shall be responsible to pass appropriate orders for extension of delivery period or other wise within reasonable time after receipt of written representation of the concerned miller.

38.6 In the cases, where no written representation was made by miller citing the reasons of delay or extension of delivery period was disallowed by the Collector and intimated to the miller in due time by the district office or the miller delivered the entire CMR due from him beyond the extended delivery period, holding charges at following rates shall be recovered for the period of delay in respect of quantity of paddy for which CMR has been delivered beyond the stipulated or extended period as the case may be. In such cases the reasons in details shall be recorded in writing by the CSO-cum-DM for imposition of holding charges.

Sl.No	Period of delay	Rate in Rs. Per quintal of paddy
1.	0 to 20 days	5
2.	20 to 40 days	10
3.	40 to 60 days	15

For any delayed delivery beyond the above period, holding charges @ Rs.1.00 per quintal of paddy per day of default shall be recovered.

38.7 The custom miller shall have liberty to prefer appeal to Managing Director for waiver of holding charges in case his representation for extension of time is rejected at district level or the extension of time granted was not enough though there are genuine and justifiable reasons for delayed delivery. The miller has to produce documents / records in support of his claim. In such case the Managing Director shall pass an appropriate order considering the circumstances of cases, which shall be final and binding on all concerned.

38.8 The above holding charges shall be recovered from milling charges of same or next KMS and other dues of the millers and also if required from his security deposits.

38.9 Inclusion of above holding charges clause in the agreement with miller shall not debar OSCSC Ltd. to take legal and / or other actions against defaulting miller and / or for shifting of Corporation paddy / CMR from his premises at any time / recovery of cost of paddy/CMR along with interest and other expenses etc.

39 SUPPLY OF NEW GUNNIES FOR PACKING OF CMR

- 39.1 District Manager shall assess the requirement of new gunnies for packing of CMR and place indents with the Head Office from time to time :
- 39.2 OSCSC Ltd. shall supply new gunnies for packing of CMR
- 39.3 In case OSCSC fails to deliver new gunnies in time, the District Manager shall order the custom miller to arrange gunny bags of required specification. The custom miller shall deliver rice in such self procured gunny bags. In such cases the cost of gunny bags will be reimbursed to the custom miller at the rate as decided by the Corporation.
- 39.4 Any order for arrangement of gunny bags by the custom miller shall be given in writing by the District Manger under intimation to OSCSC Head office.
- 39.5 The following colour coding shall be followed for the gunny bags during KMS 2011-12. Colour coding or identification marking on every bag at a distance of about 150 mm away from any one side of the selvedge shall be in “**Green**” colour: Stencil or Branding shall be in “**Green**” colour; Marking or Stitching on the mouth of the bag after filling the grain shall be done in “**Green**” colour; There shall be a single “**Blue**” stripe running along the length of the bag at the centre. The miller shall machine stitch a Rexene slip /Canvas slip(15 cm to 10 cm) on the mouth of each bag on the outer side bearing name of the Miller, Crop year, Net weight, Contact No / Lot No., Category of Rice etc. These information shall also be stenciled on gunny bags. No rice stock in RRC shall be delivered without proper stenciling of these information on guuny bags and flaps.

The gunnies packed with rice confirming to FAQ standard and having maximum 14% moisture content shall be duly double line machine stitched.

40. ROLE OF COLLECTOR

As per the Food and Procurement Policy 2011-12, the Collector shall look after the following activities under Paddy Procurement Operations.

- 40.1 The District Administration has to make various IEC activities for creating awareness about FAQ norms of paddy and Minimum Support Price (MSP) under the leadership of the Collector. The officials of Agriculture, FS&CW and Cooperation Departments shall be involved for such IEC activities. RMCs will provide required funds for such activities.
- 40.2 The District Collector with the help of CSO-cum-DM, DRCS, Secretary, DCCB, DSWO, Deputy Director, Agriculture/DAO, Executive Engineer, Irrigation and any other officer considered suitable shall prepare a list of capable PACS/WSHG/PP to participate in the paddy procurement operations as agents of OSCSC Ltd.
- 40.3 The Collector may fix the upper limit of paddy to be accepted from the small farmers by the PACS/WSHG/PP.
- 40.4 The District Administration would declare the existing market yards located in procurement areas belonging to RMCs as PPCs.
- 40.5 Collector will assess the requirement of equipments at market yards / PPCs for carrying out procurement operations. The orders for these shall be placed at District level and funds shall be provided by the concerned RMCs. It shall be ensured that all PPCs have the necessary infrastructure in procuring paddy.
- 40.6 Collector may assign various days of a week during Kharif and Rabi procurement period for paddy procurement operations at different PPCs.
- 40.7 In consultation with the District Millers Association, Collector will assign rice mills to each PPC taking into consideration of milling

- capacity, storage capacity, its distance from PPC, past performance, amount of security deposit etc.
- 40.8 Collector may take action against the procuring agencies who do not make payment of the cost of paddy within the prescribed period.
- 40.9 The Collector will ensure that the cheques issued by agencies are honored expeditiously by the banks and farmers benefit from the system of payment through cheques.
- 40.10 The Collector of the district shall allocate targets to DCCB / PACS, WSHG, PP and for direct purchase of OSCSC Ltd. keeping in view the district wise target allotted to the corporation. OSCSC Ltd. shall release the funds to DCCB and DM, OSCSC Ltd. on the requisition of Collectors only.
- 40.11 Where paddy will be purchased through PACS/societies, Collector of the district shall appoint Authorized Officer other than the Civil Supplies staff to ensure payment of MSP to farmers as per prescribed purchase procedures.
- 40.12 The Collector shall appoint Senior Officers as Nodal Officer for Blocks / Sub-divisions / large market yards to ensure that farmers do not face any difficulty in selling their FAQ paddy and getting the MSP.
- 40.13 The Collector shall also ensure that during the procurement operations all District / Sub-divisional / Block and Tehsil level officers on tour to villages shall ascertain from farmers regarding payment of MSP. In any case of non-payment of MSP for FAQ the Collector shall take action as per law against concerned agency / society.
- 40.14 The Collector, after assessing the requirement, may also form suitable number of Procurement Monitoring Committee at appropriate levels involving Government officers, public representatives and farmers.
- 40.15 In case of FIC has been distributed to all the genuine farmers in the district, Collector may prohibit other modes of identification as specified in the Food and Procurement Policy 2011-12. Collector will ensure that no genuine farmer is denied access to paddy procurement operations.

- 40.16 The Collector shall appoint an Authorised Officer in charge of the rice mill from among the Civil Supplies executive staff including the Procurement Inspector of the Corporation. The Authorized Officer shall be responsible for the joint custody and maintenance of paddy on behalf of OSCSC Ltd. and periodical verification of the rice mill.
- 40.17 The Collector of the district shall make fortnightly review of the paddy purchased, paddy delivered to custom millers and CMR received from the Custom millers by OSCS Ltd. The Collector may take necessary action wherever required under intimation to the F.S.C.W Department and OSCSC Ltd.
- 40.18 The Collector shall draw a plan for detailed verification through Revenue Officers at least 10% of the farmers who have sold more than 100 Quintals of paddy at PPC during KMS 2011-12 and send the report in prescribed format to the F.S.C.W Department and OSCSC Ltd.
- 40.19 The Collector shall finalize the procurement programme involving the procuring agencies as early as possible to ensure timely lifting of paddy arriving at PPCs/market yards and make arrangements for payment of farmers dues in time.
- 40.20 The Collector shall convene District Procurement Committee Meetings at regular intervals for smooth procurement operations. This committee is to deliberate the average yield based on crop cutting experiment undertaken jointly by Agriculture and Revenue Department officials.
- 40.21 As per the decision of the RDC, the Collector shall finalise the average yield per acre and quantity to be procured per acre.
- 40.22 In case of slow lifting by the millers, the Collector should take necessary action to ensure lifting of paddy from PPCS by the designated miller.
- 40.23 The Collector shall ensure functioning of District level control room during the time of actual procurement operations.
- 40.24 The Collector of the district will be personally responsible for monitoring procurement, ensuring payment of MSP to farmers for

FAQ paddy and preventing recycling of subsidized PDS rice and avoiding distress sale of paddy.

- 40.25 In case of inadequate milling capacity in a district, the Collector may assign millers from other nearby districts with surplus capacity in consultation with the concerned Collector and approval of MD, OSCSC Ltd.

41. DUTIES & RESPONSIBILITIES OF DISTRICT MANAGER

- 41.1 The District Manager shall ensure operation of Purchase Centre on specified days as decided by the District Level Procurement Committee or by the Collector.
- 41.2 Realistic tagging of mill to Purchase Centre shall be made with the approval of the Collector for timely lifting of procured paddy and shall be intimated to Purchase Officer, PACS, WSHG, PP & Custom Millers.
- 41.3 Adequate receipts, records & registers as prescribed by the Corporation shall be made available at each Purchase Centre as well as at each RRC.
- 41.4 Custom miller, leasehold custom miller & custom miller of other districts shall be appointed with the approval of the Collector as per the procedure laid down at para 12.
- 41.5 The D.M. shall execute agreement with custom miller on obtaining Security Deposit, Solvency Certificate & Affidavit as to list of immovable properties. He shall hand over a copy of the executed agreement to the custom miller on proper acknowledgement.
- 41.6 Required manpower of different categories shall be outsourced through Service Providing Agency for specific purpose and for specified period following the procedures prescribed by the Corporation Head Office.
- 41.7 Timely requisition of realistic funds through the Collector for paddy purchase shall be made so that there will be no shortage of funds and funds don't remain unutilized.
- 41.8 Purchase team as specified at para 22 shall be appointed for centres run by the OSCSC Ltd.

- 41.9 Adequate number of bank account shall be opened to facilitate timely encashment of cheques by the farmers.
- 41.10 The District Manager shall monitor purchase of FAQ paddy on payment of MSP to the farmers on account payee cheque with bank account number / online transfer within the stipulated time. In case of any deviation or problem he shall bring the same to the notice of the Collector / Head Office and take remedial measures.
- 41.11 Delivery of paddy to a custom miller shall be reviewed to ensure delivery of proportionate quantities as per the milling capacity and security deposit.
- 41.12 The D.M. shall execute agreement with DCCB & DSWO for procurement of paddy through the PACS, WSHG respectively who have registered themselves in the website of the FS & CW Department.
- 41.13 The specimen signature of the miller and his authorized representatives (duly attested by the miller) shall be made available at Purchase Centre and RRC.
- 41.14 The D.M. shall identify suitable Purchase Centres for procurement of required quantity under **State Pool** and shall ensure maintenance of separate records. State Pool CMR shall be utilized under the scheme as specified by the Government / Corporation.
- 41.15 Authorized Officer shall be appointed with the approval of the Collector for joint custody & maintenance of paddy at mill point.
- 41.16 Required gunny bags received through DGS & D shall be made available with custom miller for delivery of CMR and in case of gunny bags found defective, the report on the matter shall be sent to the Head Office forthwith in the prescribed proforma.
- 41.17 Godowns as per the availability shall be hired basing on the guidelines communicated, for receipt of CMR & tagging of custom millers shall be made considering the storage capacity.
- 41.18 Required equipments at the RRC shall be arranged.
- 41.19 Programme of delivery of CMR shall be communicated to the custom miller and RRC in-charge in advance.

- 41.20 Adequate insurance coverage of CMR stored at godowns under Corporation management shall be ensured.
- 41.21 The D.M. shall facilitate inspection of CMR by the FCI representatives before utilization under PDS. In case inspection by FCI representatives is delayed for a period of 07 days from the date of intimation, then quality has to be inspected and analyzed by the District Manager and RRC-in-charge to meet the emergent need under PDS.
- 41.22 CMR received from other district by road / rake shall be received at RRC before utilization under PDS.
- 41.23 The D.M. shall make periodical inspection of custom mill point and RRC to ascertain safe storage of paddy/ rice.
- 41.24 Sub-limit in cash credit accounts shall be utilized only for the purpose and in the manner as prescribed by the Head Office.
- 41.25 The D.M. shall make periodical review of delivery of CMR by the custom miller as per their milling capacity and shall cause inspection of the custom mill lagging behind in delivery of CMR and appraised the fact to the Collector and Head Office.
- 41.26 If situation arises the District Manager shall arrange shifting of paddy from the non performing / below par performing custom miller to the better performing mills.
- 41.27 Computerization of paddy purchase and receipt of CMR as prescribed, shall be ensured at the district office.
- 41.28 Delivery of CMR to the FCI shall be effected as per the direction of the Govt. / Corporation and raising of bills shall be ensured with the FCI in time.
- 41.29 Reconciliation of paddy purchase at Purchase Centre, paddy accepted by the miller and delivery of CMR by the custom miller shall be ensured for settlement of claims of PACS, WSHG, P.P & custom miller and for release of RMC fees.
- 41.30 Preservation of the purchase records at district office shall be ensured for compilation of accounts, audit and other future purposes.

42. DUTIES & RESPONSIBILITIES OF PURCHASE OFFICER IN PADDY PURCHASE CENTRES (PPC)

- 42.1 Purchase Officer is the head of the purchase team deployed at purchase centre run by OSCSC
- 42.2 It is the responsibility of Purchase Officer for procurement of paddy confirming to uniform specifications.
- 42.3 Purchase Officer is to ensure that paddy is purchased from the genuine farmers identified through identification modes prescribed in Food & Procurement policy of the State and as specified at para 10. The details of identity of farmer shall be recorded in the vendor receipt and the Purchase Register.
- 42.4 Purchase Officer is to ascertain availability of minimum equipments & infrastructure at the purchase centre. In case of non-availability / further requirement, he shall bring to the notice of the District Manager.
- 42.5 Purchase Officer shall arrange prominent display of MSP, quality specialization, days & timing of operations at the centres.
- 42.6 Purchase Officer as far as practicable may issue token in advance to the genuine farmers to regulate arrival of paddy at purchase centres.
- 42.7 The quality test results are recorded in the prescribed registers & records.
- 42.8 Purchase Officer shall bring to the notice of District Manager in case the custom miller or his authorized representative tagged to the purchase centres does not remain present at PPC.
- 42.9 Vendor Receipt to the farmer for the quantity of paddy sold are issued.
- 42.10 Custom millers are paid gunny depreciation for packing of paddy, its storage at mills premises till paddy is milled. It is the duty of the Purchase Officer to ensure that the old gunny bags are returned to the farmers. In case of non return, he shall bring it to the notice of the District Manager.
- 42.11 As far as practicable the Purchase Officer shall arrange to deliver entire quantity of paddy purchased to the millers on the same day. In case of non delivery of entire stock, he shall bring it to the notice of the District Manager and shall arrange safe custody of paddy at purchase centres in consultation with RMC.

42.12 Purchase Officer shall issue transit pass for each vehicle of paddy dispatched to the miller and shall ensure issue of Acceptance Notes at the end of the day for the total quantity of paddy dispatched to the millers.

42.13 Purchase Officer shall ensure maintenance of the following records and registers :

- Token Slip
- Quality Test Report of Paddy
- Vendor Receipt
- Transit Pass (Paddy)
- Paddy Acceptance Note
- Paddy Stock Register
- Paddy Despatch Register
- Miller's Control Register (Paddy)
- Cash Book
- Cheque Issue Register
- Paddy Purchase Register (two sets)
- Paddy Rejection Register

42.14 Purchase Office shall arrange to transmit one set of Purchase Register, and copy of Acceptance Notes of paddy to District Manager for data entry.

42.15 It shall be the duty of the Purchase Officer for submission of periodical returns as prescribed.

42.16 On completion of purchase of paddy at the centre the Purchase Officer shall handover all the records, registers and equipments at the office of the District Manager on proper acknowledgement. Similarly, on transfer / retirement during the period of procurement he shall handover all the records, registers and equipments to the officer / successor on proper acknowledgement as per direction of District Manager.

43 DUTIES AND RESPONSIBILITIES OF THE SA-CUM-GA OFFICER IN PADDY PURCHASE CENTRES (PPC)

43.1 It is the responsibility of SA-cum-GA to assist the Purchase Officer for procurement of paddy conforming to uniform specifications.

43.2 He shall assist the Purchase Officer to ensure that paddy is purchased from the genuine farmers identified through identification modes

prescribed. The details of identity of farmer shall be recorded in the vendor receipt and the Purchase Register.

- 43.3 He shall assist the Purchase Officer in arrangement of prominent display of MSP, quality specialization, days & timing of operations at the centres.
- 43.4 He shall assist the Purchase Officer, as far as practicable for issue of token in advance to the genuine farmers to regulate arrival of paddy at purchase centres.
- 43.5 He shall assist in recording the quality test results in the prescribed registers & records.
- 43.6 He shall assist in issue of Vendor Receipt to the farmer for the quantity of paddy sold.
- 43.7 Custom millers are paid gunny depreciation for packing of paddy, its storage at mills premises till paddy is milled. He shall assist the Purchase Officer to ensure return of the old gunny bags to the farmers.
- 43.8 He shall assist the Purchase Officer for issue of transit pass for each vehicle of paddy dispatched to the miller and issue of Acceptance Notes at the end of the day for the total quantity of paddy dispatched to the millers.
- 43.9 He shall assist the Purchase Officer in maintenance of the prescribed records and registers :
- 43.10 He shall assist the Purchase Office to transmit one set of Purchase Register and copy of Acceptance Notes of paddy to District Manager for data entry.
- 43.11 He shall assist the Purchase Officer for submission of periodical returns as prescribed.

44 DUTIES & RESPONSIBILITIES OF AUTHORISED OFFICER FOR THE RICE MILL :

Authorised Officer shall be appointed from the Civil Supplies executive staff not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector.

- 44.1 Authorised officer shall make periodical physical verification of the paddy stock. Any discrepancies in the stock, misappropriation,

diversion, slow delivery of CMR compared to milling capacity shall be brought to the notice of District Manager immediately.

- 44.2 Authorised Officer shall maintain a register for joint custody. He shall maintain such register on the basis of physical arrival of paddy and AC note obtained from the custom miller (Green Colour). This AC note shall be preserved by the Authorised Officer.
- 44.3 Authorised officer shall prepare & issue release order for delivery of paddy to the miller for custom milling as per his milling capacity and delivery of CMR to OSCSC Ltd.
- 44.4 It shall be duty of the both custom miller & authorized officer of Corporation to maintain stock & issue records of paddy stored in joint custody. Proper record of issuance of release orders shall also be maintained by the authorized officer.
- 44.5 The authorized officer shall submit periodical report to the District Manager, OSCSC Ltd. as per the prescribed format.
- 44.6 The verification report of the mill shall be submitted to the District Manager for issue of Delivery Certificate of CMR.
- 44.7 The Authorised Officer shall also certify the circumstances mentioned below, if such situation arises :
- Power cut in the rice mill and milling hour affected
 - Labour problem in the rice mill and milling hour lost
 - Sudden failure of machineries and time taken to repair
 - Seizure of mill by any authority and milling hour lost
 - Issue of more paddy by all agencies as compared to the milling capacity
 - Safe storage of paddy and rice by the miller
 - Natural calamity such as cyclone, flood, fire, earth quake affecting the functioning of mill and milling hour lost
 - Delayed delivery of gunny bags by OSCSC and period of delay.
- 44.8 On delivery of CMR dues by the custom miller the Authorised Officer shall handover all the records and registers at the office of the District Manager on proper acknowledgement. Similarly, on transfer / retirement during the period of delivery of CMR he shall handover all the records

and registers to the officer / successor on proper acknowledgement as per direction of District Manager.

45 DUTIES & RESPONSIBILITIES OF ACCOUNTS OFFICER TAGGED TO THE PPC

- 45.1 The Accounts Officer shall be responsible for assessment of funds at PPC and timely requisition and getting of funds from the District Office.
- 45.2 He shall prepare the cheques / documents for online transfer mentioning the correct bank account number of the farmer for payment towards paddy cost, incentive bonus if any, for delivery to farmers in purchase centres only with proper acknowledgement within the prescribed time limit.
- 45.3 He shall exercise all checks to ensure that only account payee cheques mentioning the correct account number of the farmer are issued to genuine farmers in their full name.
- 45.4 He shall be responsible for maintenance of all books of accounts as detailed in these guidelines and submission of report / returns relating to accounts and finance to District Office.
- 45.5 Separate account for paddy purchased under state pool shall be maintained.
- 45.6 The cashbook of PPC, Bank reconciliation & other accounting records shall be maintained by the Accounts Officer and shall be jointly signed by him and the Purchase Officer / Authorized Officer.
- 45.7 He shall ensure that accounts of purchase centres are opened in such banks, which will facilitate easy encashment of cheques issued to farmers.
- 45.8 He shall ensure that required certificates from Purchase Officers, copies of A/C Notes etc. are received in due time from them. In case of non-submission, it shall be his duty to intimate the District Manager.
- 45.9 Cheque issue register shall be maintained for recording of cheques issued to farmers and acknowledgement of farmers of payment received.
- 45.10 On completion of purchase of paddy at the centre the Accounts Officer shall handover the cash book and cheque issue register at the office of the District Manager on proper acknowledgement. Similarly, on transfer /

retirement during the period of procurement he shall handover the cash book and cheque issue register to the officer / successor on proper acknowledgement as per direction of District Manager.

46 DUTIES & RESPONSIBILITIES OF THE RRC IN-CHARGE AT RICE RECEIVING CENTRE (RRC)

- 46.1 An officer not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector shall be appointed as RRC in-charge in Rice Receiving Centre.
- 46.2 The RRC in-charge shall be responsible for receipt of Custom Milled Rice (CMR) from Custom Millers of OSCSC Ltd observing quality norms, uniform specifications and procedures mentioned at para 32, 33 & 34.
- 46.3 The stock shall be received at a time in shape of lot of 20 MT / 27 MT or any other size as specified by the Government / OSCSC Ltd.
- 46.4 He shall carry out lot-analysis of CMR before receipt as per the prescribed procedures for sample analysis. A copy of physical sample shall be kept as record in RRC till the lot of CMR is issued under PDS after stock inspection. The samples of the rice lot already utilized under PDS shall be issued under PDS.
- 46.5 The RRC in charge with assistance of SA-cum-GA shall facilitate delivery of CMR to the designated lifting officer deputed to the district from other districts, Storage Agents, Transport and Handling Contractors as per the instructions of the District Manager
- The stock shall be issued stack wise observing FIFO method. However, in case of godowns with less than 500 MT capacity where stack wise storage of stock is not practicable, the stock shall be issued observing FIFO method.
- 46.6 He shall be responsible for conducting periodical inspection of stacks of CMR stored in RRC. He is responsible for scientific storage of stock in RRC. He shall report to the District Manager for periodical chemical treatment.

- 46.7 He shall ensure execution & handing over of Acceptance-cum-Analysis Report to the delivering custom miller on the same day / preferably within 03 days of receipt of stock. Acceptance-cum-Analysis Report should be prepared lot-wise and the fraction lot of CMR shall be allowed to be delivered at the end of the season only.
- 46.8 Receipt and Issue of CMR on same day shall be avoided as far as practicable. Stock shall be received and issued on proper weighment as prescribed.
- 46.9 The RRC in-charge & S.A-cum-G.A shall jointly be custodian of CMR stock held in corporation run RRCs. Accordingly those officials shall be held equally responsible for any misappropriation of stock of CMR occurring in those places.
- 46.10 It shall be the duty of RRC in-charge and SA-cum-GA to maintain stacks wise records for facilitating issue and physical verification of the stock. It shall be the responsibility of the RRC in-charge to submit the Monthly Storage Loss Return in the prescribed proforma to the District office within the first week of the succeeding month.
- 46.11 The RRC In-charge and SA-cum-GA shall be the joint custodian of all quality testing equipments, apparatus and records thereof and shall be responsible for scientific storage and preservation of CMR stock in the Corporation run RRCs.
- 46.12 It shall be the duty of the RRC in-charge for submission of daily / weekly /fortnightly / monthly stock return and statement of accounts to the District Manager in prescribed proforma regularly.
- 46.13 The records & registers or any other records as specified at para 37. shall be maintained at RRC. Such records and registers be maintained KMS wise and kept at the RRC. In case of transfer / retirement of RRC in-charge s/he shall hand over the records and registers to the successor on proper acknowledgement with a copy to the district office.
- 46.14 It shall be the duty of RRC in-charge to ensure that instruction issued from Head Office & District Manager regarding correct

weighments, proper loading (no over loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to road transport contractors for transportation to other districts and also to local Storage Agents transporting stocks to their godown.

46.15 *The RRC in-charge shall separately report to District Manager on monthly basis the CMR received with moisture content above 14% up to 15% with name of the millers and AC note number for effecting value cut to be realized from custom miller.*

46.16 *In case of RRCs managed by CWC / OSWC, the concerned officials of OSCSC Ltd in charge of such RRCs shall ensure that duties and responsibilities assigned to CWC / OSWC for receipt, storage, chemical treatment & disposal of stock are smoothly carried out. It shall be his duty to report in writing to the District Manager about deviations made in these matters.*

46.17 *The RRC in-charge shall ensure computerization of acceptance of rice from the custom miller, issue of stock etc. where such arrangements has been made, in case of other RRCs he shall facilitate delivery of copy of AC Note and details of issue of stock to the District Manager for data entry.*

46.18 *On completion of operation of RRC, the RRC in-charge shall handover all the records, registers and equipments at the office of the District Manager on proper acknowledgement. Similarly, on transfer / retirement during the period of operation of RRC he shall handover all the records, registers and equipments to the officer / successor on proper acknowledgement as per direction of District Manager.*

47 DUTIES & RESPONSIBILITIES OF THE SA-CUM-GA AT RICE RECEIVING CENTRE

47.1 The SA-cum-GA shall assist the RRC-in charge for receipt of rice as per quality norms and uniform specification as laid down at para 32, 33 & 34. He shall ensure preservation of sealed samples drawn jointly lot-wise of CMR as records for future reference KMS-wise in RRCs.

- 47.2 The SA-cum-GA will assist the RRC-in charge for issue of CMR.
- 47.3 The S.A-cum-G.A & RRC in-Charge shall jointly be custodian of CMR stock held in Corporation run RRCs. Accordingly these officials shall be held equally responsible for any misappropriation /shortage of stock of CMR.
- 47.4 It shall be the duty of the SA-cum-GA to be aware of Government prescribed Uniform Specifications and methods of analysis of quality of CMR.
- 47.5 It shall be the duty of SA-cum-GA to assist the RRC In-Charge for issue of stock in FIFO method, to maintain prescribed records & registers and periodical physical verification of the stock.
- 47.6 The RRC I/C and SA-cum-GA shall be the joint custodian of all quality testing equipments, apparatus and records thereof and shall be responsible for scientific storage and preservation of CMR stock in the Corporation run RRCs.
- 47.7 The SA-cum-GA shall assist the RRC I/C for submission of daily/weekly/fortnightly/monthly procurement return and statement of accounts to the District Manager in prescribed proforma.
- 47.8 It shall be the duty of RRC I/C and SA-cum-GA to ensure that instructions issued from Head Office & District Manager regarding correct weighments, proper loading (no over loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to road transport contractors for transportation to other districts and also to local Storage Agents transporting stocks to their godown.
- 47.9 SA-cum-GA is required to be aware of quality specifications, methods of quality analysis, inventory control like stack plan, stack card, lot wise analysis etc.
- 47.10 It shall be the duty of the SA-cum-GA to bring to the notice of the RRC in-charge for periodical chemical treatment of stocks.

48 DUTIES & RESPONSIBILITIES OF SA CUM DEO AT RRC

- 48.1 The SA cum DEO shall be responsible for complete computerisation/data updation/web based application/Online data transmission/Reconciliation of all RRC transaction.

48.2 S/he shall assist the Purchase Officer in maintenance of records and registers.

48.3 S/he shall assist for preparation of prescribed report and returns.

49. DUTIES & RESPONSIBILITIES OF DUSTING OPERATOR AT RRC

49.1 The Dusting Operator of RRC shall assist the Purchase Officer for maintenance / daily updation of “Stack inspection, chemical treatment, history, storage loss of stock”. He shall assist recording of stack history, stack fumigation & chemical treatment in the register. He shall ensure regular brushing of rice gunny bags stored in stack to keep it free from cobweb.

49.2 He shall ensure cleaning of Gangways, Alleways & top of the stack to keep it free from dust & cobweb.

50. DUTIES & RESPONSIBILITIES OF KANTAWALLA AT RRC

50.1 The Kantawalla in RRC shall assist for arranging loading & unloading operation in the chambers of RRC.

50.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.

50.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.

50.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.

50.5 He shall also assist the Purchase Officer for coordination with the labour gangs in the RRC for smooth conducting of loading & unloading operations in the RRC.

51. DUTIES & RESPONSIBILITIES OF CUSTOM MILLER

The District Manger, OSCSC Ltd. shall enter into an agreement on behalf of the Corporation with the Custom Millers. The District Manager must ensure that the duties and responsibilities of Custom Millers as mentioned in the agreement are followed meticulously.

52. RECEIPT OF CMR FORM OTHER STATE AGENCIES

- 52.1 The OSCSC Ltd. may also procure custom milled rice making necessary arrangements with the State Government agencies like TDCC, MARKFED and NAFED etc to obtain custom milled rice (CMR) from these agencies and to distribute the CMR through the Public Distribution System in accordance with the Decentralized Procurement Scheme of Government of India.
- 52.2 Such arrangements of receipt from other state agencies shall be made as per the direction of the Government / Corporation Head office.
- 52.3 Payment of cost of rice on such receipt shall be at the rate communicated by the Head office and basing on the quantity accepted, as reported by RRC in-charge.

53. FINANCE & ACCOUNTS

- 53.1 In the PPCs /RMCs / Market yards, paddy shall be purchased from the farmers and payments shall be made by A/C Payee cheques with bank account number of farmers / on line through accounts transfer only under the joint signatures of the Purchase Officer / Authorised Officer and the Accounts Officer or Inspector of Supplies or ACSO or District Manager or any Officer authorised by the District Manager with approval of the Collector.
- 53.2 In purchase centres operated by PACS /SHGs / PPs, detailed records of purchase, payment to farmers and delivery of paddy to the millers shall be maintained in such registers and records as may be prescribed by the Corporation.
- 53.3 In purchase centres run by the Corporation including purchases made at market yard / RMCs, detailed records of purchases from farmers, payment made to them and delivery of stock to millers shall be maintained in the registers prescribed by the Corporation.
- 53.4 In Rice Receiving Centres run by the Corporation detailed records of receipt, issue of CMR & quality analysis, shall be maintained in the registers prescribed by the Corporation.

- 53.5 In the PPCs, petty expenses on contingencies not exceeding Rs.500/- may be made in cash, for which advance of Rs.1, 000/- (Rupees one thousand only) is fixed, which shall be recouped on passing of bills by the District Manager. Such advance shall be released by District Manager.
- 53.6 The dues of the millers towards milling charges, transportation charges for paddy and rice, mandi labour charges, custody and maintenance charges, gunny depreciation etc. shall be paid by the District Manager on the basis of claims submitted by the millers at the rates decided by the OSCSC Head office.
- 53.7 Value cut shall be made basing on the Acceptance Note and report of the RRC in-charge as per the procedure laid down at para 32.3. The Accounts Head / the Accountant as per the work distribution made by the District Manager shall be responsible for realisation of value cut out of the dues payable to the custom millers.
- 53.8 The District Manager shall make payment to the millers only in respect of those items of work which have been actually performed by the miller and supported by necessary bills, vouchers and certificates as prescribed. Documents including Acceptance Note of paddy and rice, reports and returns received from PPC, RRC, WSHG, PP and PACS are to be checked and reconciled before making payment.
- 53.9 The District Office, on receipt of funds from Corporation Head Office, shall place funds with PPCs from time to time depending on their requirement. The District Manager shall be held responsible for keeping funds idle and also for any dislocation in the functioning of PPCs arising out of shortage of funds.
- 53.10 The accounts head of District Office shall ensure that correct amount of claims along with all required documents are made timely to FCI in respect of CMR delivered to FCI. He shall also take steps for timely settlement of bills by FCI on this account & intimate through District Manager to Head Office. Proper records and registers of CMR delivered to FCI, bills raised and amount received shall be maintained.
- 53.11 In case of receipt of CMR from other state agencies namely

MARKFED, NAFED and TDCC separate records shall be maintained. Payment for the cost of CMR shall be made as per the rates and guidelines issued from Head office.

- 53.12 In the District, a separate Current Account shall be operated in any local Nationalised / Scheduled Bank for procurement operations. The District Manager and accounts head of district office shall ensure that, unutilised surplus funds lying in procurement bank accounts at the PPC level and at district office are refunded to the head office to save interest burden on the loans availed from the bank.
- 53.13 For effecting the financial transactions in PPCs, separate Current Accounts may be operated in local / nearest available Scheduled / Nationalised Bank. Those Bank Accounts shall be operated under joint signature of the accounts officer or other officials authorised to sign the cheque and Purchase Officer / Authorised Officer of the PPCs / other officials authorised by Collector and shall be reconciled regularly. All payments from this account shall only be made through account payee cheque/ online transfer.
- 53.14 The Cash Book in the PPCs shall be maintained date wise and shall be signed by the accounts officer.
- 53.15 Daily / weekly reports and returns in the prescribed forms shall be furnished by the PPCs to the District Manager. The District Manager shall record the same in the appropriate books of accounts for sending necessary returns to the Head office
- 53.16 The monthly returns on purchase of paddy shall be submitted by PPCs to the District Office by the 10th of the succeeding month.
- 53.17 A separate set of accounts shall be maintained in the District Office, where the accounts sent by each PPC under its control will be accounted and consolidated. Separate Books of Accounts shall be maintained in district office for entering all transactions under decentralized procurement operation like Transportation Charges, Milling Charges, Incidental Charges, Gunny Cost, Handling Charges RMC fees, custody & maintenance charges, commission etc., T.C./I.C/margin etc. paid to storage agents and retailers for distribution of milled rice under various schemes of PDS, Other

Administrative Expenses including salary, T.A, Telephone etc. in district office and PPCs., Commissions and other expenses paid to PACS / SHGs / PPs etc. It shall be duty of accounts head of the district office to ensure that all the expenses relating to procurement operations are shown under corresponding correct account heads in the procurement cash book & ledger. Necessary provision for due but unpaid expenses are also made in such books. The accounts books of procurement operations shall be maintained properly & updated. Besides procurement cash book maintained on financial year wise, a separate cash book, ledger, sub-ledger shall be maintained to record all the financial transactions effected in course of decentralized procurement operation during the KMS 2011-12. All the expenses including distribution expenses, administrative expenses etc shall be exhibited under correct heads.

- 53.18 *It is the duty of the Head of accounts / accountant as per the work distribution order of District Manager to see that execution of agreement with the custom miller is made on furnishing of prescribed security deposit, solvency certificate and affidavit of immovable properties. It is also his duty to confirm the genuineness of the bank guarantee / fixed deposits receipts and renewal of the bank guarantee till receipt of entire CMR due from the miller. He shall maintain a record showing security deposit of each miller, quantity of paddy to be delivered, renewal of security deposits and its release*
- 53.19 *It is the duty of the Head of accounts / accountant as per the work distribution order of District Manager to bring to the notice of the District Manager on excess delivery of paddy as per the security arrangements made by the custom miller. He shall also bring to the notice of the District Manager for delay in receipt of Acceptance Note, report on procurement of paddy, records for computerization of farmers data and return from RRCs.*
- 53.20 *On the closure of the procurement of paddy all the records and registers of PPC are to be returned by the concerned Purchase Officer and Accounts Officer to the district office. The Head of accounts / accountant as per the work distribution order of District*

Manager shall bring it to the notice of the District Manager if such records and registers are not received within one month of close of the procurement.

- 53.21 The transaction under decentralized procurement operations shall be audited by separate Auditors appointed by M.D. for this purpose who shall verify the accounts, report the deficiencies for correction and certify accounts for submission to Government of India. Besides the accounts of procurement operations shall be subject to concurrent audit, A.G. Audit etc. as & when required.

54 ISSUE OF CMR UNDER PDS

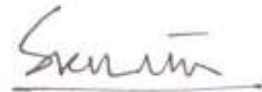
- 54.1 The CMR shall be issued under PDS through storage agent / handling and transport contractor, as the case may be or to other department / other district by road & rake movement, as per the orders of the District Manager.
- 54.2 Necessary amount in respect of DO quantity shall be deposited by the Storage Agent / other department in advance with the concerned District Manager against a Money Receipt (MR). Delivery to handling and transport contractor shall be as per the orders of the District Manager. For issue of stock to other districts through road & rake, the arrangement made in the lifting plan of Corporation Head office shall be followed. Stock issued to other district by road shall be documented with Rice Despatch Note-cum-Rice Receipt Note.
- 54.3 The RRC in-charge and SA-cum-GA shall deliver the stock to the Designated Lifting Officer / H & T Contractor / Storage Agents after verifying genuineness of DO / RO.
- 54.4 The Storage Agent / Handling and Transport contractor operating under Public Distribution System shall maintain separate account in respect of receipt, storage and issue to retailers of the stock lifted from the RRC as mentioned in the Tally Register by the Lifting Officer. The accounts in this respect shall be separate from the accounts in respect of rice lifted from the FCI depot. The concerned District Manager shall issue necessary instructions to the concerned Storage Agent / handling and transport contractor and ensure its implementation.

54.5 In case of movement of surplus CMR through rake, the District Manager of both consigner & consignee district shall, with due approval of Corporation Head Office, engage H&T contractor for the purpose. The District Manager shall ensure maintenance of proper records of rail & road movement of CMR and shall ensure timely reconciliation of the quantities dispatched with quantities received by the recipient districts and report the same to Corporation Head office.

55. GENERAL

55.1 If it is felt necessary, in addition to the present guidelines, Collectors may make appropriate suggestions and intimate the Corporation Head Office for the smooth procurement of paddy during KMS 2011-12 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.

55.2 The Managing Director is authorized to issue such instructions /clarifications and / or modifications to these guidelines as may be required in the interest of smooth procurement operations in course of procurement activities.



MANAGING DIRECTOR

ANNEXURE – I

BEFORE THE NOTARY PUBLIC

AFFIDAVIT

I, _____, Aged about _____ years, S/o. _____, At/PO. _____, PS. _____, District- _____, do hereby solemnly affirm and state as follows-

1. That I am the sole and absolute owner of the immovable properties more particularly described in the First Schedule hereunder written (hereinafter to as 'The said property') and no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.
2. That I say I am entitled to deal with the said property, as I like.
3. That I declare that I have not created any mortgage, charge or encumbrance of any kind or nature whatsoever on or in respect of the property .I further declare that no adverse claim of any kind exist against the said property. I say that I have not received any notice of any intended or compulsory acquisition of the said property or any notice that the said property is reserved for any particular purpose.
4. That I further say that the only title deeds, documents or writings to the said property which are in my possession are those specified and mentioned in the Second Schedule hereunder written. I furnish the certified copies of the deeds so mentioned in the Second Schedule. I declare and say that the said property/ies is/are free from all encumbrance, claims and demands.
5. That I further say that I have produced the solvency certificate/s issued on the basis and assessment on the said property/ies to Civil Supply Corporation for the purpose of appointment as miller to receive Paddy from time to time from the said corporation on the faith and the assurance which are hereby given viz. that I will not sale, exchange, partition, mortgage, charge, encumber, lease dispose of or deal with any of my properties in any manner whatsoever until such time all the liabilities under various facilities granted and transactions made with the Civil Supplies Corporation under separate agreement with it have been paid in full by me and I have got the discharge confirmed in writing by the Corporation.

6. That I make this affidavit solemnly, sincerely and conscientiously knowing the same to be true and knowing that on the faith of the said declaration the Corporation has agreed to appoint me as miller rendering milling facilities.

SCHEDULE-I

District- _____, District Sub Registrar- _____, Mouza- _____, PS. _____, Tahasil- _____, Khata No. _____ Plot No. _____, Area- _____.

SCHEDULE-I I

- A). Registered Sale Deed bearing No. _____ dated, _____.
- B). Registered Sale Deed bearing No. _____ dated, _____.
- C). Record of Right. (Xerox copy of Patta)

7. That the facts stated above are all true to the best of my knowledge and belief.

Identified by

Advocate

Deponent

Certificate

Certified that the above named deponent being identified by Sri _____, Advocate, Cuttack states before me on solemn affirmation that the facts stated above are true to the best of his/her knowledge.

Place-

Notary Public, _____

Date-

