



**ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.
Plot No. C/2, NAYAPALLI, BHUBANESWAR- 12.**

File No.P-II-25/2011 /No.14671 Dated the 10th August, 2011

To

**Collector & District Magistrate,
All Districts**

Sub: - **Guidelines for hiring of godowns for functioning of RRC-cum-Departmental Storage Centres.**

Sir / Madam,

In supersession of all previous instructions issued in this connection and inviting reference to the subject cited above I am to say that Govt. in FS & CW Deptt. in their letter No.11328 dt.01.07.2011 has instructed the Corporation to operate Departmental Storage Centres in place of Private Storage Agents and to take up door step delivery of PDS commodity at retail points.

1. The Blocks/ULBs where there is a Rice Receiving Centre (RRC) the same is to be converted to Departmental Storage Centre.
2. The Block/ULBs which do not have Rice Receiving Centres or existing RRC cannot cater to the need of concerned Block/ULB due to huge distance or inadequate capacity, Govt./Private godowns are to be identified for being used as RRC-cum-Departmental Storage Centre. Govt./Private godown at Block head quarters may be given preference for easy management and control.
3. Hiring of godowns by observing tender procedure will not be feasible as godown of required specification and at suitable place may not be available. Besides, non-hiring of an un-suitable godown at lower price through tender process may invite audit objection. It may so happen that suitable godown will be available at a convenient location after finalization of tender process.
4. As such available godowns of required specification and at suitable place have to be hired for functioning of RRC-cum-Departmental Storage Centre. Considering the urgency of the matter, the godown shall be hired as per the following.
5.
 - i. Hiring of OSWC/CWC godowns shall be made at the Corporation Head Office as these are hired on reservation basis and also under guarantee scheme.
 - ii. Suitable godowns of other Govt. organization and suitable private godowns available @ Rs.2.90 per sq. ft. or less shall be hired by the CSO-cum-District Manager with the approval of the Collector.

6. There shall be one committee at district level to consider hiring of godowns above Rs.2.90 per sq. ft.

The committee shall consist of following officials.

| | |
|--|-----------------|
| An officer nominated by Collector (Not below the rank of ADM) | Chairman |
| Executive Engineer, PWD | Member |
| BDO / Executive Officer of ULB | Member |
| CSO-cum-District Manager, OSCSC Ltd. | Member Convenor |

Besides, above Collector may nominate any other officer as member of the aforesaid committee.

7.(A). In hiring godowns following procedures may be followed.

- i. The godown has to be physically verified by the Marketing Inspector / Inspector of Supplies / ACSO in ascertaining the size of the godown, capacity of the godown, weighbridge facility, electricity facility, boundary wall, approach road, condition of the floor, office room facility and telephone facility.
- i. Floor Area: - The floor of the godown shall be the inner side size of the godown (carpet area) in feet excluding the verandah of the godown and the office room. The height of the godown shall be measured to ascertain the godown capacity.
- ii. Negotiations shall be made with the owner of the hired godown to provide the office room at free of cost.
- iii. Preference shall be given to the godowns available with RMC, RCMS, TDCC, MARKFED, Panchayat Samiti, Gram Panchayat and Co-operatives etc as per suitability.
- iv. Godown should have adequate space for movement of vehicles inside the godown and parking space outside the godown.
- v. Godowns should not be located in an isolated place or far away from habitation.
- vi. The godowns having electricity connection, water connection, boundary wall, office room/watchman quarter shall be given preference.
- vii. Godown should have pucca wall with Asbestos/RCC roof & there should not be pillars inside the godown.
- viii. Godown should have ventilator at top & bottom and it should be rodent proof.

- ix. There should not be roof leakage.
- x. There should not be water logging inside the godown premises.
- xi. Godown should have high plinth-up to 3 ft. from the ground level.
- xii. There should be rolling shutter in the godown.
- xiii. Preference shall be given to godowns fulfilling above conditions & having weighbridge inside campus or within 500 meter radius.
- xiv. There shall be pucca approach road from the main road to the godown point for movement of loaded trucks.
- xv. The godown should be surrounded by boundary wall in all sides fitted with Grill gate.
- xvi. There should be provision for duty room of Watch & Ward staff.

(B) Land particulars of godown

Following information shall be collected from the godown owner in shape of affidavit.

- i. Whether the godown is own/lease one.
- ii. Village & P.S. _____
- iii. Khata No. _____
- iv. Plot No. _____, Area _____
- v. Name of the recorded tenant _____
- vi. Capacity of the godown _____
- vii. The godown is not mortgaged /leased out to any Bank/Persons or any other financial institution.
- viii. Copy of RoR shall be attached to the tender paper.
- ix. All godowns shall be hired on execution of agreement with the owner of the godowns.

8. Responsibility of the owner of the Godown

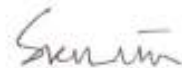
- i. He shall ensure availability of drinking water facility inside godown premises.
- ii. He shall provide shed for the labourers to take rest during off-hour.
- iii. He shall pay the statutory dues in respect of the godown & land regularly. The OSCSC shall not be responsible for payment of statutory dues.

- 9.** Proceeding of the committee shall be placed before the Collector for approval in hiring the godown above Rs.2.90 per sq. ft.

10. Hiring of godown of other Govt. organization and private godowns shall be intimated to Corporation Head office along with its location, rate of hiring and period of hiring for reference.
11. Suitable godown may be hired in place of hired godown which is found unsuitable for functioning as RRC-cum-DSC.

It is therefore requested that the Committee at the district level may be constituted immediately and necessary action may be taken on hiring of godowns. The process of selection of godown and execution of agreement with the owner shall be completed by 25th August, 2011 for storage of PDS commodities in August/September-2011. A copy of sample agreement will be sent very shortly.

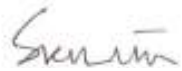
Yours faithfully,



Managing Director

Memo No. 14672 Dt.10.08.2011

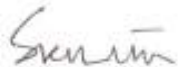
Copy to all CSO-cum-District Managers, OSCSC Ltd. for information and necessary action.



Managing Director

Memo No.14673 Dt.10.08.2011

Copy to Commissioner-cum-Secretary, FS & CW Department for kind information.



Managing Director