



FAX	EMAIL	WEB	SMS
RP	SP	OP	LOCAL
e-Despatch			

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

Letter No/ Mark (PP) 50/10.17540 dated- 03-11-10.

FAX No-0674-2395291
Tel No.0674-2391953

From

Suresh Kumar Vashishth, IAS
Managing Director,

To

All District Managers,
OSCSC Ltd.

Sub:- Joint Custody & Maintenance of paddy.

Ref:- This office letter No.16721 dt.20.10.2010 & letter No.16723 dt.20.10.2010-Operational Guideline for the KMS-2010-11 & Agreement with Custom Miller for the KMS-2010-11.

Sir,

I am to say that as per the Clause-18 of the Operational Guideline & Clause-12 of the Agreement to be executed with Custom Miller for the KMS-2010-11, the paddy delivered to the custom miller shall be kept under joint custody and maintenance.

Following procedures may be observed for joint custody and maintenance of paddy.

- i) An Authorized Officer in the rank of Marketing Inspector / Inspector of Supplies / ACSO shall be appointed by the District Manager for each custom miller, where the mill is located with the approval of the Collector. If required, one officer can remain in-charge of more than one mill. Such Authorized Officer shall act as Authorized Officer for joint custody & maintenance of paddy procured from other districts also.
- ii) For the purpose of transportation of paddy & subsequent storage, the paddy shall be handed over to the custom miller on execution of Acceptance Notes and transit passes at purchase centers.
- iii) The Custom Miller shall be given AC notes in duplicate from the PPC/PACS, One copy (Yellow colour) is meant for the Custom Miller and the other copy (Green colour) shall be handed over to the Authorized Officer by the miller for joint custody & maintenance.
- iv) The paddy stocks delivered and transported shall be stored in the storage spaces arranged by the concerned custom millers for safe and scientific storage of paddy. The paddy shall be properly stacked & scientifically stored by the miller. The millers shall construct CAP storage facilities, if required for storing of paddy.
- v) All expenditure for providing scientific & CAP storage facilities of paddy shall be borne by the miller.
- vi) All the paddy transported shall be, by and large, stored in the premises of the allotted mill in joint custody of concerned miller and the Authorized Officers of OSCSC Ltd. If required Custom Miller can store paddy under Joint Custody and Maintenance other than at his mill premises with prior approval of District Manager in writing.

PTO

- vii) The responsibility for maintenance of quality and quantity of the paddy stored shall be of the concerned miller. No shortage on account of quality and quantity of paddy shall be allowed to the miller on account of such joint storage and maintenance.
- viii) The miller shall ensure storage of paddy stocks of OSCSC Ltd. separately from that of his own purchased paddy and paddy stocks of FCI or other agencies by erecting a fencing etc.
- ix) The miller shall keep a separate record of paddy stock indicating positioning of stacks, and number of bags and quantity in each stack.
- x) The miller shall keep the paddy stock of OSCSC Ltd. free from all encumbrances. He shall not obtain any loan from any Bank/Financial Institution/ Person by way of pledge/ hypothecation/ mortgage of paddy stock held under joint custody.
- xi) Paddy stock kept at the mill shall be insured against floods, fire and other natural calamities by the Corporation Head Office centrally and the premium shall be charged to millers accounts. However, this will no way reduce the liability of the millers to return the stock of Corporation
- xii) Authorized 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. The Release Order forms will be supplied by OSCSC Head Office.
- xiii) The paddy stock kept in joint custody shall be issued to the miller in a phased manner, on weekly basis, preferably on Monday, based on his daily milling capacity & quantity of CMR delivered by him etc. For such purposes a Release Order shall be prepared and issued by the authorized officials of the Corporation in the prescribed format.
- xiv) The stock of paddy milled without proper release order shall be considered as a serious lapse & such milling shall be treated as un-authorized milling.
- xv) It shall be the duty of 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.
- xvi) The District Manager of the Corporation or Authorized Officer shall conduct physical verification of the paddy stocks on weekly basis. The physical verification report besides indicating physical availability of stocks and their quality should clearly depict the quantity delivered & available with the miller. The District Manager shall be responsible for such physical verification of stock in due time.
- xvii) Authorized Officer shall maintain stock register and register on Acceptance Note for joint custody separately for each district, from where paddy is procured. 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 Authorized Officer .
- xviii) The custom miller & Authorized Officer shall submit a copy of the release order weekly to the District Manager, OSCSC Ltd. as per the prescribed format on each Monday. This report shall also be submitted by the Custom Miller / Authorized officer

in the software provided by OSCSC Ltd. In respect of paddy procured by the miller from other district, such report shall be submitted to the District Manager where the mill is located and the District Manager shall send a xerox copy of all such Release Orders to the District Manager from where paddy is procured on Fortnightly basis for review at their level.

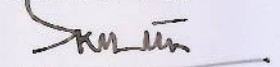
- xix) District Manager shall maintain the Release Orders separately for each custom miller & review the Release Order position of all custom millers on Fortnightly & Monthly basis and take remedial measures on milling of paddy, further delivery of paddy and delivery of CMR.
- xx) District Manager, OSCSC Ltd. will make payment to the custom millers for joint custody and maintenance at the rate decided by Corporation, only for the stock kept under joint custody & maintenance and if the stock register is maintained and copies of the release order are received at district office.

Any doubt on the matter, may be brought to the notice of the undersigned for clarification.

This instruction may be communicated to all Authorized Officers and Custom Millers for needful action.

- Enclosure- a) Format of Stock Register.
b) Format of Register maintaining Acceptance Note.
c) Format of Release Order.

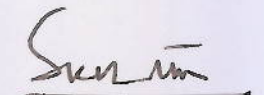
Yours faithfully,



Managing Director

Memo No. 17541 Date. 03.11.10.

1. Copy to all Collectors for information and necessary action.
2. Copy to Commissioner cum Secretary to Government, FS & CW Department, Bhubaneswar for kind information.
3. Copy to the General Manager (A&A) & DGM (F) for information and necessary action.
4. Copy to Guard file for future reference.



Managing Director

ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

Release Order (Weekly) on Joint Custody & Maintenance of Paddy

Return of the Week ending : _____

Dt. _____

Serial No. _____

Name of Miller : _____

Milling Capacity- _____

Dist- _____

Name & Designation of Authorized Officer : _____

Sl.No	Particulars of Paddy	Qty in qtls		Sl.No	Particulars of Rice	Qty in qtls
A	Progressive paddy delivered as per last report			H	Progressive CMR due against paddy delivered at C	
B	Paddy delivered during the week			I	CMR due against paddy issued for milling as per the last report at D	
C	Total paddy delivered (A+B)			J	Progressive Rice received from milling as per the last report	
D	Progressive paddy issued for milling as per last report			K	Rice received from milling during the week	
E	Paddy issued for milling during the week			L	Total rice received from the milling	
F	Total paddy issued for milling (D+E)			M	Progressive CMR delivered to RRC/FCI up to last report	
G	Balance paddy in joint custody with the mill (D-F)			N	CMR delivered to FCI during the week	
				O	CMR delivered to RRC during the week	
				P	Total CMR delivered at RRC / FCI (M+N+O)	
				Q	Balance CMR due against paddy issued for milling (L-P)	

Signature of the Custom Miller / Authorized Representative _____

Signature of the Authorized officer _____

* This shall be prepared in triplicate

- a) 1st copy in Red colour for custom miller.
- b) 2nd copy in Green colour for CSO-cum-District Manager.
- c) 3rd copy in White colour for Authorised Officer.

ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

STOCK REGISTER (Separate register of each district from where paddy procured)

Joint Custody & Maintenance of Paddy (Figures in Qtl.)

Date	Opening Balance (Closing balance of last week)	Paddy Accepted by Custom Miller during the week	Total paddy	Paddy Accepted during the KMS	Paddy released for milling on date
	(a)	(b)	(c) (a+b)	(d)	(e)

Release Order	Paddy Released for milling during the KMS	Closing Paddy in Custody	Rice Due against paddy released as per column (9)	Progressive rice received from milling during the KMS	Progressive Rice delivered during the KMS		
					(f)	(g)	(h) (d-g) or (c-e)
No	Date				FCI	RRC	Total

Balance	Remarks
Rice	(m)
(l)	
(j-k)	

Signature of the Custom Miller / Authorised Representative

Signature of the Authorised Officer

