



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

Mark (PP). 107/13

Letter No 20499

Dated- 5.11.13.

FAX	EMAIL	WEB	SMS
RP	SP	OP	LOCAL

From

**Suresh Kumar Vashishth, IAS,**  
Managing Director.

To

**All CSO-cum-District Managers,**  
OSCSC Ltd.

**Sub: Operational Guidelines for KMS: 2013-14.**

Sir,

Enclosed find herewith Operational Guidelines for KMS: 2013-14.

2. All District Managers are expected to go through these guidelines carefully.
3. District Managers must train Purchase Officers/ Authorised Officers/ Accountants/Supply Inspectors / Marketing Inspectors/Procurement Inspectors and all other staff engaged in procurement operations, thoroughly about these guidelines.
4. Specific responsibilities have been fixed for officers concerned with procurement. Any deviation shall invite disciplinary action.
5. District Managers shall be responsible to ensure that these guidelines are circulated to all the officers/Custom Millers/ DRCS / DCCB / DSWO / Executive Engineer (Irrigation) / WSHGs /PPs etc. and followed by them. Disobedience/deviations, if any, shall be brought to the notice of FS & CW Department & OSCSC Ltd. immediately.
6. The guidelines can be downloaded from the Corporation website [www.oscsc.in](http://www.oscsc.in)
7. The gist of modifications and new points added is enclosed for your ready reference.
8. Format of the Surety Bond (**Annexure-I**) to be executed by the Guarantor in favour of Lease Hold Millers of Co-operation Department is being sent separately.

For any clarification, suggestion or modification, the undersigned may be contacted.

**Encl:-** Operational guidelines (80 pages)  
- Gist of modifications ( 4 pages)

Yours faithfully,

  
Managing Director

Memo No. 20500 /Date. 5.11.13.

**Copy forwarded for information and necessary action to:-**

1. Principal Secretary, Water Resources Deptt., Govt. of Odisha, Bhubaneswar
2. Commissioner-cum-Secretary, F.S & C.W Deptt., Govt. of Odisha, Bhubaneswar.
3. Commissioner-cum-Secretary, Co-operation Deptt., Govt. of Odisha, Bhubaneswar
4. General Manager, FCI, Bhubaneswar
5. Director, Social Welfare, Bhubaneswar
6. Registrar of Co-operative Societies, Bhubaneswar
7. Managing Director, Odisha State Cooperative Bank, Bhubaneswar
8. All Collectors and District Magistrates.
9. All Secretaries, DCCB
10. All DRCSs
11. Branch Manager, NAFED/MD, MARKFED/MD, TDCC, Bhubaneswar.

  
**Managing Director**

**1. Modifications in Operational Guidelines for KMS: 2013-14 as compared to that in KMS: 2012-13.**

Sl. No	Item	KMS: 2012-13	KMS: 2013-14
1	Custom millers not eligible to participate in KMS 2013-14	No stipulation of delivery of 50% of the CMR due by 30.09.2013.	Failure to delivery of 50% of CMR due as on 30.09.2013 will lead to non-participation by the miller in KMS: 2013-14
2	Selection of custom millers	i) % of delivery in case of Bargarh, Sonapur, Balasore, Sambalpur and Bhadrak was at least 70% of CMR due and in other district % of delivery was 80% or more of CMR due of the district average of delivery whichever is higher ii) % of delivery to FCI not less than the district percentage of delivery was a condition	i) 50% delivery of CMR due as on 30.09.2013 and delivery of CMR at par or more than the district average of CMR delivered as on cutoff date. ii) % of delivery of CMR to FCI as per the district target or district average of delivery of CMR to FCI, whichever is less
3	Participation of Lease Hold Rice Mills of Co-operation Department	100% of security deposit in case Co-operation Department doesn't stand as guarantor and in case Co-operation Department becomes a guarantor, 5 times delivery of paddy of S.D	If Co-operation Deptt. doesn't stand as a guarantor the miller shall participate as regular custom miller provided that: i) Two other custom millers having satisfactory past track record stand as surety and ii) Furnishing of post dated cheques of any nationalized /scheduled bank covering the cost of paddy to be delivered with the initial deposit of post dated cheques for the cost of average quantity of paddy delivered to him in the last two KMS multiplied by MSP of KMS: 2013-14. iii) In case Co-operation Deptt. stand as guarantor the miller shall be delivered paddy as applicable to regular custom miller.
4	Security Deposit	50% security amount in shape of fixed deposit from any Nationalized/Scheduled Bank pledged in favour of DM and the balance 50% in shape of Bank Guarantee (valid upto 31.12.13)	Security Deposit in shape of fixed deposit or Bank Guarantee or in combination of both from any Nationalized/Scheduled bank (valid up to 31.12.2014).

Sl. No	Item	KMS: 2012-13	KMS: 2013-14
5	Mandi Handling Charges	i. PACS, WSHG and PP were to take-up all mandi handling operations except the loading of paddy to the millers' vehicle. ii. There was no provision to consider the inability of miller to take-up mandi handling operations.	Assignment of entire mandi handling operations by Collector to millers in case of inability of PACS/WSHG/PP to undertake mandi handling operations
6	Delivery of Raw Rice in boiled consuming district and boiled rice in raw consuming district	Not outlined in the guideline. Instructions were issued by OSCSC Head Office.	i) 100% raw rice/boiled rice as the case may be, shall be delivered at FCI depots. ii) The District Administration to receive raw rice/boiled rice at RRCs under special circumstances citing reasons and may utilize within the district.
7	Driage in case of Raw rice	Provision on driage not outlined in the guidelines. Instructions were issued by OSCSC Head Office.	i) Driage on paddy in case of raw rice mills, allowed after release of entire paddy by the authorized officer of the mill for milling. ii) Actual driage or maximum 1% of paddy shall be allowed.
8	Payment to custom miller	Gunny depreciation and joint custody & maintenance after entire delivery of CMR.	Custody and maintenance after entire delivery of CMR.
9	Certificate on mandi handling operations	PACS/WSHG/PP and Custom millers are to furnish certificate.	PACS/WSHG/PP are to furnish certificate.

**2. The following new points/instructions incorporated in the Operational Guidelines for KMS: 2013-14**

Sl. No.	Point No.	Sub point No.	Subject	Brief description
1	2	-	Specification of paddy	Admixture of lower class up to maximum limit of 6%
2	08	-	Equipments and infrastructure facility at Paddy Purchase Centre	Additional infrastructure facilities
3	11	-	Advance registration of farmers	Web based application of Farmers Paddy Assessment Register
4	17	17.4	Selection of custom miller	Custom millers failed to deliver entire raw rice at FCI shall not be allowed to participate unless district administration has received raw rice at RRC under compelling circumstances for consumption in own district
5	18	18.2	Participation of lease hold mills of Co-operation Deptt.	Two other custom millers standing as surety and furnishing of post dated cheques covering the entire cost of paddy to be delivered
			Proforma for surety for the guarantor ( Annexure-I)	As cited
6	20	-	Participation of Raw rice mills in Boiled rice consuming district	As cited
7	24	24.5 to 24.7	Affidavit and Encumbrance / non-encumbrance certificate by miller	In case the mill is mortgaged and found default in payment of loan paddy shall be delivered against 100% security deposit
8	25	-	Other Certificate / Documents to be submitted by miller	Name and address of Directors in case of Company and Partners are to be mentioned as per prescribed format (Annexure-III)
9	34	34.5 & 34.6	Mobile reporting of paddy procurement	i) SMS reporting on date of issue of A.C Note or within maximum 7 days. ii) Addition/Deletion of SMS within 15 days of transaction.

Sl. No.	Point No.	Sub point No.	Subject	Brief description
10	36	-	Uniform Specification for Grade-'A' and Common Rice for KMS: 2013-14	Small broken, not more than 1% by weight
11	42	-	Delivery of Rice to FCI	<ul style="list-style-type: none"> <li>i) Miller is to deliver CMR at FCI as per target fixed.</li> <li>ii) Millers are authorized to collect documents from FSD and submit the same at district office.</li> <li>iii) Failure of submission of documents in time will result in non-release of bills.</li> </ul>
12	56	56.8	Role of Collector	<ul style="list-style-type: none"> <li>i) Monitoring Officer for PACS/Societies to ensure payment of MSP</li> <li>ii) A team of officers of concerned Departments to be constituted under Sub-collector to make random checks at PPC / Mills / Banks to ensure implementation of the Food Policy</li> </ul>



**OPERATIONAL GUIDELINES**  
**FOR**  
**KMS 2013-14**

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.**

**C/2, NAYAPALLI, BHUBANESWAR -12**

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## **ABBREVIATIONS**

A.C Note	-	Acceptance Note
ACSO	-	Assistant Civil Supplies Officer
ADM	-	Additional District Magistrate
AM	-	Assistant Manager
ARCS	-	Assistant Registrar of Co-operative Societies.
BDO	-	Block Development Officer
BD	-	Bank Draft
BG	-	Bank Guarantee
BRL	-	Beyond Rejection Limit
CAP	-	Covered and Plinth storage
CM	-	Custom Milling
CMR	-	Custom Milled Rice
Collector	-	Collector of the District
CSO	-	Civil Supplies Officer
CWC	-	Central Ware Housing Corporation
DC	-	Delivery Certificate
DCP	-	Decentralised Procurement
DIPRO	-	District Information & Public Relation Officer
DM	-	District Manager of OSCSC Ltd.
DO	-	Delivery Order
DSC	-	Departmental Storage Centre
DSWO	-	District Social Welfare Officer
DRCS	-	Deputy Registrar of Co-operative Societies
DCCB	-	District Central Co-operative Bank
DDA	-	Deputy Director of Agriculture
DAO	-	District Agriculture Officer
EO	-	Executive Officer of Gram Panchayat

EPIC	-	Electors Photo Identity Card
etc.	-	Et Cetera
FAQ	-	Fair Average Quality
FCI	-	Food Corporation of India
FIC	-	Farmers Identity Card
FIFO	-	First In – First Out
FS & CW Deptt.-		Food Supplies & Consumer Welfare Department
FSD	-	Food Storage Depot of FCI
FY	-	Financial Year
GP	-	Gram Panchayat
H & TC	-	Handling and Transport Contractor
IS	-	Inspector of Supplies
IEC	-	Information, Education & Communication
KCC	-	Kisan Credit Card
KMS	-	Kharif Marketing Season
LMT	-	Lakh Metric Tonne
LAMPCS	-	Large sized Adivasi Multi Purpose Co-operative Societies
MD	-	Managing Director
MI	-	Marketing Inspector
MIS	-	Management of Information System
MR	-	Money Receipt
MSP	-	Minimum Support Price
MARKFED	-	Odisha State Co-operative Marketing Federation
MT	-	Metric Tonne
NAFED	-	National Agricultural Co-operative Marketing Federation
NIC	-	National Informatics Centre
OAPM Act, 1956-		Odisha Agricultural Produce Markets Act, 1956
OSAM Board-		Odisha State Agricultural Market Board

OPDR	-	Odisha Public Demand Recovery Act, 1962
OSCSC	-	Odisha State Civil Supplies Corporation Limited.
OSWC	-	Odisha State Warehousing Corporation
OTR	-	Out Turn Ratio
PACS	-	Primary Agriculture Co-operative Society
PBC (Rice)	-	Par Boiled Common (Rice)
PDS	-	Public Distribution System
PFA	-	Prevention of Food Adulteration Act
PI	-	Procurement Inspector
PO	-	Purchase Officer
PP	-	Pani Panchayat
PPC	-	Paddy Purchase Centre
QA	-	Quality Analyst
RO	-	Release Order
ROR	-	Record of Rights
RRC	-	Rice Receiving Centre
RRC-cum-DSC-		Rice Receiving Centre-cum-Departmental Storage Centre
RCMS	-	Regional Co-operative Marketing Societies
RMC	-	Regulated Market Committee.
SA-cum-DEO-		Sales Assistant –cum-Data Entry Operator
SA-cum-GA	-	Sales Assistant –cum-Godown Assistant
TA	-	Travelling Allowance
TC	-	Transportation Charges
TDCC	-	Tribal Development Co-operative Corporation of Odisha Ltd.
ULB	-	Urban Local Bodies
URS	-	Under Relaxed Specification
VAT	-	Value Added Tax
WSHG	-	Women Self Help Group

# **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) 2013-14.**

### **1. PREAMBLE**

- (i) In pursuance of Food and Procurement Policy issued by Government of Odisha for KMS 2013-14, 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 2013-14. 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 2013-14" 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**

Government of India has issued Uniform Specifications of all varieties of paddy for marketing season 2013-14, which was forwarded by F.S. & C.W. Department to all Collectors and Civil Supplies Officers in memo No.15751 dt.13.09.2013.

## **SCHEDULE OF SPECIFICATION FOR COMMON AND GRADE “A” PADDY.**

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	6.0
5.	Moisture content	17.0

As required by Government of India and communicated in the above letter of State Government, wide publicity of Fair Average Quality (FAQ) 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 Fair Average Quality (FAQ) 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.13117 dt.30.07.2013 addressed to all Collectors, following Minimum Support Price (MSP) for Fair Average Quality (FAQ) paddy has been fixed by Government of India for KMS 2013-14.

Paddy	MSP for KMS 2013-14 (Rs. Per Qtl.)
Common	1310
Grade 'A'	1345

**Payment of MSP is applicable only for FAQ standard paddy and sale of non-FAQ paddy below MSP will not amount to distress sale.**

### **4. PADDY PROCUREMENT PERIOD**

As in previous years, procurement of paddy from farmers in KMS 2013-14 shall be made during the period commencing from 1<sup>st</sup> October 2013 and ending on 30<sup>th</sup> September 2014.

## **5. TARGET FOR PROCUREMENT OF PADDY**

- 5.1 The OSCSC Ltd. shall procure paddy as per the target fixed by the Government in FS&CW Department.
- 5.2 The district wise target for procurement by individual districts of the Corporation as assigned by Government from time to time 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 Government 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 and obtain post facto approval from the FS&CW Department. .

**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 2013-14, the Collector of the district shall allocate targets to the DCCB / PACS, WSHGs, Pani Panchayats. **Only in case of emergencies, the OSCSC Ltd. shall be allowed to procure paddy directly from the farmers.**

The target shall be fixed as per the procedure prescribed in para 3 (b), (c) and (d) of the Food and Procurement Policy 2013-14.

- 6.2 Considering the progress of procurement by DCCB/ PACS, WSHG and PP, the Collector shall modify the target assigned to these agencies at his level out of the total target assigned to the OSCSC Ltd. for the district, 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 the 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 2013-14, OSCSC Ltd shall purchase paddy 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 (Irrigation) shall be the Nodal officer.
- Direct purchase by OSCSC Ltd. in the market yards, temporary market yards and mandis.

**Please note that Only in case of emergencies, the OSCSC Ltd. shall be allowed to procure paddy directly from the farmers.**

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 state pool CMR shall be purchased in selected & earmarked purchase centers maintaining separate accounts.

#### 7.1 Selection of PACS, WSHG, Pani Panchayats.

- 7.1.1 As per para 7(a) of Food and Procurement Policy 2013-14, 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 agents of OSCSC.

**PACs are to be given priority over WSHGs and Pani Panchayats (PP) in allocating villages / area for procurement. However, if a PACS is not active in an area, WSHG or PP may be allotted the area to procure. The entire procurement area of the district shall be distributed among these societies so that there is no confusion among farmers as to where they will sell their paddy.**

- 7.1.2 While selecting PACS, WSHG and PP the track record, past performance, financial capability and management, infrastructure available, location etc. shall be taken into account.

**DM, OSCSC must ensure that where there has been substantial shortage in purchase and delivery of paddy to millers**

**by the PACS, WSHG and PP in the earlier KMS, such agencies are not selected for the current KMS.**

7.1.3 However, online registration in the website [www.foododisha.in](http://www.foododisha.in) and its subsequent authorisation by the verifying officer shall be a pre condition. Those PACS / WSHGs / PPs who have already been registered in the earlier KMS shall update their current status.

7.1.4 OSCSC Ltd. will not enter into agreement with DCCB/PACS, WSHGs and Pani Panchayats whose performance was found unsatisfactory during past KMS or any dispute is pending.

7.2 The District Administration, as per Para 7 of Food and Procurement Policy 2013-14, shall take following preparatory steps in the beginning of KMS:

- ❖ Delineation of jurisdiction among PACS, WSHGs and PPs
- ❖ Online registration of PACS, WSHGs and PPs
- ❖ Formation of Society Level Procurement Committee
- ❖ Submission of advance action plan
- ❖ Creation of farmers database (Farmers Paddy Assessment Register) by PACS, WSHGs and PPs.
- ❖ Arrangement of interim storage facility for paddy with sufficient number of tarpaulin and polythene.
- ❖ Training of field functionaries / committee members
- ❖ Availability of equipments in working condition

7.3 Purchase of paddy in centres operated by PACS

7.3.1 As per Food and Procurement Policy of State Government, the Corporation shall procure paddy from 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.

7.3.2 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.

7.4 Purchase of Paddy through Women Self Help Groups (WSHGs)

7.4.1 OSCSC Ltd. shall purchase paddy through Women Self Help Groups in those Gram Panchayats/villages as decided by the district Collector.

7.4.2 As per the Food & Procurement Policy for KMS 2013-14 the District Social Welfare Officer (DSWO) shall be the nodal officer for purchase of paddy through WSHGs in the district.

7.4.3 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG. All payments for purchase of paddy, commission to societies shall be routed through DSWO.

7.4.4 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.

#### 7.5 Purchase of paddy through Pani Panchayats

7.5.1 OSCSC Ltd. shall purchase paddy through Pani Panchayat in those Gram Panchayats/villages as decided by the district Collector.

7.5.2 As per the Food & Procurement Policy for KMS 2013-14 the Executive Engineer (Irrigation) Pani Panchayat shall be the nodal officer for purchase of paddy through PP in the district.

7.5.3 District Managers of OSCSC Ltd shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat. All payments for purchase of paddy, commission to PP shall be routed through Executive Engineer (Irrigation).

7.5.4 The Executive Engineer (Irrigation) and PP shall perform the duties and responsibilities as indicated in the said agreement. They shall purchase paddy following the procedure indicated in the said agreement.

#### 7.6 Purchase of paddy in corporation's own PPCs and in Market Yards etc.

7.6.1 **Only in case of emergencies, the OSCSC Ltd. shall be allowed to procure paddy directly from the farmers.**

7.6.2 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, WSHGs, Pani Panchayats and other agencies such as MARKFED, NAFED, FCI & TDCC, availability of infrastructure facility, need of farmers and availability of suitable Purchase Officers.

## **8. EQUIPMENTS AND INFRASTRUCTURAL FACILITY AT PADDY PURCHASE CENTER**

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

- i. Sufficient godown facility
- ii. Road for transportation
- iii. Weighing Scale ( both electronic and manual)
- iv. Moisture meter
- v. Sample divider
- vi. Analysis kit
- vii. Set of sieves
- viii. Parkhi
- ix. Sample collecting pan
- x. Mini Grader
- xi. Polythene bag
- xii. Tarpaulin / Polythene sheet
- xiii. Furniture
- xiv. Waiting space
- xv. Drinking water facility
- xvi. Toilet facility

The RMC shall provide the equipments at PPCs. PACS, WSHG and PP shall ensure that they are in working condition. The PACS who has designated place of business and minimum infrastructural facilities as noted above will be given first priority.

## **9. RECORDS AND REGISTERS AT THE PADDY PURCHASE CENTRES**

9.1 The following records and registers shall be maintained at the purchase centres run by PACS, WSHGs, PPs and OSCSC Ltd.

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

9.2 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/ authorized person of PACS, WSHG, PP shall obtain the signature of the farmers as token of acceptance of cheque.

9.3 For the KMS 2013-14 the farmer's 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.**

9.4 The custom miller is delivered with paddy on issue of Acceptance Note. Paddy purchased from different farmers is delivered on a single AC Note. **As such signature of the custom miller on the purchase register against individual purchase is not required.**

9.5 Secretary, DCCB / DRCS / ARCS, DSWO and Executive Engineer (Irrigation) must ensure that above mentioned records and registers are maintained and preserved properly by PACS / WSHGs / PPs.

## **10. IDENTIFICATION OF FARMERS**

10.1 As per para 9(a) of Food and Procurement Policy 2013-14, the farmers can sell their paddy through any of the following documents:

- Kissan Credit Card (KCC)
- Land Pass Book
- Record of Rights (ROR)
- Farmers Identity Card (FIC)
- Electors Photo Identity Card (EPIC)

10.2 In case FICs have been distributed to all the genuine farmers in a particular district; Collector may prohibit other modes 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 document's number in the vendor receipt and purchase register.

## **11. ADVANCE REGISTRATION OF FARMERS**

- 11.1 Farmers will register with the PACS, WSHG and PPs well in advance (at least 7 days) along with proposed quantity of FAQ paddy to be sold, proof of identity and saving bank account details of any Commercial, Rural or Co-operative Bank / Post office.
- 11.2 The PACS, WSHG and PP will allot date to the farmers to bring FAQ paddy to the PPC's so as to regulate flow of paddy.
- 11.3 The farmer's data as per Farmers Paddy Assessment Register shall be entered in the web based application; this shall be ensured by the PACS/Societies.

## **12. PAYMENT OF MSP TO FARMERS**

- 12.1 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.**

- 12.2 PACS, WSHG and PP shall make payment to the farmers only through account payee cheque or online bank transfer irrespective of the quantity purchased.
- 12.3 **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 12.1 and the same shall be reimbursed by the District Manager on receipt of information from them through the DSWO / Executive Engineer (irrigation) 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.**

- 12.4 In case of PACS, WSHG and PP it shall be the responsibility of Secretary, DCCB / DRCS, DSWO, Executive Engineer (Irrigation) respectively to ensure that MSP is paid through Account payee cheque or online bank transfer within the stipulated period as mentioned at above para.
- 12.5 The Account Payee Cheque shall be drawn in favour of the farmer indicating full name of the farmer and his/her account number.
- 12.6. For any delay in payment or deviation in mode of payment, the District Manger shall bring the matter to the notice of Collector and Head Office for necessary action in the matter.
- 12.7 The signature of the farmers has to be obtained in the cheque issue register prescribed by OSCSC Ltd. as token of acceptance of cheque.
- 12.8 **The commission agent of OSCSC i.e. PACS, WSHGs / PPs 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.**
- 12.9 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.

### **13. OPERATIONS AT PADDY PURCHASE CENTRES**

- 13.1 The purchase centre run by OSCSC Ltd., PACS, WSHG, PP shall operate on specified days of a week as decided in the District Level Paddy Procurement Committee meetings or by the Collector.
- 13.2 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- 13.3 Token shall be issued to the farmers in advance as far as practicable to regulate the arrival of paddy.
- 13.4 On arrival of paddy the farmer shall produce the copy of the document as specified in para 10.1 above for identification.
- 13.5 Paddy sample shall be drawn for quality analysis. In case of rejection the findings shall be recorded in the quality test report and paddy rejection register.
- 13.6 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.

**The farmer will have two options. One to take back the paddy, improve the quality and bring it back on another date to the PPC for sale. Second option would be to get the quality improved at the PPC itself. The PPC should have adequate space and facility for cleaning. WSHG or private entrepreneurs with power cleaners may provide paddy cleaning services at each PPC. Farmers shall avail this facility on payment basis. The PPC i/c may engage WSHG or private entrepreneurs with power cleaners for this purpose.**

- 13.7 The weightment of the FAQ paddy shall be taken and vendor receipt shall be issued to the farmer.
- 13.8 Basing on the vendor receipt, the paddy purchase register shall be maintained.
- 13.9 The paddy so purchased shall be delivered to the custom miller on execution of transit pass for each vehicle.
- 13.10 At the end of the day, an 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 and PP Acceptance Note shall be issued by the authorised persons of PACS, WSHG and PP respectively.
- 13.11 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 / or through online transfer.
- 13.12 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.
- 13.13 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 reference.
- 13.14 The cash book shall be maintained date wise.



## **14 RESPONSIBILITIES OF REGULATED MARKET COMMITTEE (RMC)**

- 14.1 As per para-7(d) of Food and Procurement Policy 2013-14, the respective RMCs will be responsible for making equipments as mentioned at para-8 above and other infrastructures available at the PPCs operated by PACS, WSHG, PP and OSCSC.
- 14.2 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.
- 14.3 As per para 7(d) of Food and Procurement Policy 2013-14, 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.
- 14.4 **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at para 14.3 above as additional market yards as per provisions of OAPM Act/Rules.**
- 14.5 RMCs will provide funds and also take up IEC activities for creating awareness about FAQ norms of paddy and Minimum Support Price among the farmers.

## **15. REQUISITION OF FUNDS**

- 15.1 **As per para 8(d) of Food and Procurement Policy 2013-14, 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.**
- 15.2 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 in the prescribed proforma. **While placing the funds for purchase of paddy, the figures as per mobile reporting shall be taken in to account by the OSCSC head office.**
- 15.3 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.

**16. CUSTOM MILLERS NOT ELIGIBLE TO PARTICIPATE IN KMS 2013-14**

- 16.1** Defaulting millers who failed to deliver entire quantity of CMR due in and up to KMS 2011-12, shall not be considered for appointment as Custom Miller in the current KMS 2013-14. Refer to para-21 in this context.
- 16.2** In case of detection of shortage / misappropriation / diversion of paddy / rice in KMS 2012-13, such millers shall also not to be considered for appointment in KMS 2013-14.
- 16.3** The Custom Miller who did not deliver 50% of the CMR due of the KMS 2012-13 as on 30.09.2013, shall not be allowed.
- 16.4** The Custom Millers as mentioned in sub para-16.3 above will be allowed to participate only after total delivery of CMR due of KMS 2012-13 of Kharif & Rabi Season. Such cases shall be referred to Corporation Head Office & only after approval of Corporation Head Office such millers shall be allowed.
- 16.5** As per para 12(d) of Food and Procurement Policy 2013-14, 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.

**17. SELECTION OF CUSTOM MILLER**

- 17.1** As per para 7(i) of the Food and Procurement Policy 2013-14 online registrations for a new miller through the website i.e. [www.foododisha.in](http://www.foododisha.in) is a pre-requisite for participation in the procurement operation of KMS 2013-14. The millers who are already registered shall update their current status.
- 17.2** In order to become eligible to participate in KMS 2013-14, the custom miller should have delivered:
- a. 50% of CMR due as on 30.09.2013, and**

- b. CMR at par or more than the district average of CMR delivered (both at RRC & FCI) as on cutoff date, and
- c. CMR to FCI as per the district target or district average of delivery of CMR to FCI as on the cutoff date, whichever is less.

For better understanding illustration of Bargarh & Kalahandi district is given below:

**Illustration-1**

District : Bargarh

(Figures in M.T)

	Total CMR due	Total CMR delivered (both RRC & FCI)	CMR delivered to FCI	District average of total delivery (in %)	District target for delivery to FCI	District average of delivery to FCI
1	2	3	4	5 (3/2*100)	6 (4/3*100)	7
as on cutoff date (31.10.2013)	680044	465085	313423	68.39	50%	67.39%

The Custom Millers of Bargarh who have delivered 50% or more of the total CMR due as on 30.09.2013 & delivered 68.39% or more (both at RRC and FCI) of CMR due and atleast 50% (district target) CMR to FCI as on 31.10.2013 are eligible to participate in KMS 2013-14 in Bargarh district.

**Illustration-2**

District : Kalahandi

(Figures in M.T)

	Total CMR due	Total CMR delivered (both RRC & FCI)	CMR delivered to FCI	District average of total delivery (in %)	District average of delivery to FCI	District target for delivery to FCI
1	2	3	4	5 (3/2*100)	6 (4/3*100)	7
as on cutoff date (31.10.2013)	318975	245828	78499	77.06	31.93%	50%

**The Custom Millers of Kalahandi who have delivered 50% or more of the total CMR due as on 30.09.2013 & delivered 77.06% or more (both at RRC and FCI) of CMR due and atleast 31.93% (district average) CMR to FCI as on 31.10.2013 are eligible to participate in KMS 2013-14 in Kalahandi district.**

- 17.3** However, it shall be certified through physical verification that balance paddy & rice is available with the custom miller & kept in safe custody. CSO-cum-District Manager shall be responsible for such verification/ certification through his officers before appointment.
- 17.4** For KMS 2012-13 rice mills producing raw rice in boiled rice consuming districts were directed to deliver entire CMR due to FCI vide letter no. 5774 dt. 19.03.2013. This was also a condition in the agreement with the custom millers at clause- 26(vi). The custom millers who have not delivered in such manner shall not be allowed to participate unless district administration has received raw rice from them at RRCs under compelling circumstances or for consumption in own district.
- 17.5** The cutoff date for calculation of percentage of delivery shall be 31<sup>st</sup> October 2013 in districts where procurement starts in the month of November 2013. In other districts, the cutoff date shall be 30<sup>th</sup> November 2013.  
The delivery position on the cutoff date shall be certified by the District Manager.
- 17.6** If for justifiable reasons any relaxation in percentage of delivery for participation in KMS 2013-14 is required, the Collector of the district shall take prior approval of the OSCSC Head office.
- 17.7** After commencement of procurement, some millers will become eligible as per criteria mentioned above due to further delivery of CMR after cut-off date. In such cases, (except as specified at para-16.3) 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 2013	Value of paddy delivered shall be eight times of security deposit
Millers becoming eligible after December 2013	Value of paddy delivered shall be five times of security deposit

The physical availability of balance rice and paddy shall be a pre condition in such cases as mentioned at para 17.3.

**17.8** Collector of the district may enhance the percentage of delivery as pre condition for participation in KMS 2013-14 as mentioned at para 17.2 considering the arrival of paddy, availability and performance of millers.

**17.9** 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 2013-14 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.

**However, if the present owner has acquired the ownership of the mill through auction sale made by any bank, it will be considered as a new mill and allowed to participate, subject to the following conditions:**

- a) The District Manager, OSCSC of the district shall obtain affidavits from the present owners of the mill to the effect that they are not related in any capacity to the previous owners of the mill, who defaulted on OSCSC account.**
- b) The District Manager, OSCSC of the district must also enquire in to the above aspect and in case any relationship is established, the mill shall not be allowed to participate.**

**17.10** 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.

## **18. PARTICIPATION OF LEASE HOLD MILLS**

**18.1** Lease hold millers may be allowed to participate as custom millers of the corporation only by furnishing 100% security deposit. Security amount shall be by way of Bank guarantee valid up to 31<sup>st</sup> December 2014 or in shape of fixed deposit pledged in favour of District Manager, OSCSC Ltd. or in combination of both. The Bank guarantee/fixed deposit shall be drawn on any nationalized/scheduled bank situated in the district / nearby district.

However, if any dues are payable to the Corporation for earlier operation of that leased mill, the said lease hold mill shall be allowed to participate as per guidelines at para-21.

## **18.2 PARTICIPATION OF LEASE HOLD MILLS OF COOPERATION DEPARTMENT**

**18.2.1** Lease hold mills of Cooperation Department can be allowed to participate in the procurement operations, subject to the condition that Cooperation department shall stand as their guarantor. In such cases, these millers shall be treated as regular millers.

**18.2.2** In case cooperation department does not become a guarantor, these mills shall participate on following conditions:

- (i)** Two other custom millers of the district having satisfactory past track record as certified by CSO-cum-District Manager shall stand as surety for the said custom miller. The proforma for surety is at **Annexure-I**.
- (ii)** The custom miller shall furnish post dated cheques of any nationalised/scheduled bank covering the cost of paddy to be delivered to the miller. Initially the miller shall furnish post dated cheques for the cost of paddy delivered to the

custom miller in the last two KMS (average quantity of paddy for last two KMS multiplied by MSP of KMS 2013-14)

(iii) In such case the custom miller shall be treated as regular miller.

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

**19. PARTICIPATION BY THE NEW MILLS**

19.1 During KMS 2013-14 any new mill will be allowed to participate after due checking by the CSO-cum-District Manager.

19.2 Such new mill(s) shall be given paddy three times of the security deposit.

19.3 All other conditions shall be applicable to such new mill(s)

**20. PARITICIPATION OF RAW RICE MILLS IN BOILED RICE CONSUMING DISTRICTS AND BOILED RICE MILLS IN RAW RICE CONSUMING DISTRICTS**

20.1 Some mills producing raw rice are situated in the boiled rice consuming districts. Similarly some boiled rice mills are situated in raw rice consuming districts.

20.2 These rice mills shall only be allowed to participate in the custom milling subject to condition that the miller producing raw rice/boiled rice as the case may be shall deliver entire rice due to FCI.

20.3 Boiled rice shall not be received at RRCs of raw rice consuming districts and Raw rice shall not be received at RRCs of the boiled rice consuming districts. However the district administration may receive raw rice/boiled rice in special circumstances citing reasons thereof and utilise within the district.

**21. PARTICIPATION BY DEFAULTING MILLERS OF PREVIOUS KMS**

21.1 The defaulting miller of previous KMS can be allowed to participate for the current KMS under the following conditions:

a) The miller shall deposit a minimum amount of Rs. 20 (twenty) lakhs in shape of bank draft drawn in favour of District Manager, OSCSC Ltd. as security.

- b) The value of paddy lifted by miller shall not exceed the security amount deposited as mentioned at (a) above.
  - c) On delivery of rice by the miller, the milling charges and other incidental charges payable to the miller under custom milling account shall not be paid to him and shall be adjusted towards the outstanding dues of the rice of previous KMS.
  - d) The miller may be allowed to participate under levy scheme with a condition to deliver the levy free rice towards the pending CMR of previous KMS, till settlement of outstanding dues.
- 21.2 This arrangement is only to realize the dues of the corporation, without prejudice to the criminal and civil actions initiated by the OSCSC Ltd.
- 21.3 On obtaining the willingness of the custom millers to participate under the conditions mentioned at 21.1, the case shall be referred to the OSCSC head office for approval.

## **22. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS.**

- 22.1 As per para 12(c) of the Food and Procurement Policy 2013-14, in case of districts where adequate number of rice mills are not available, the Collector may assign millers from other districts with surplus capacity in consultation with the concerned Collectors and approval of MD, OSCSC Ltd.
- 22.2 However, one custom miller shall not participate in more than two revenue districts including district where rice mill is located. CSO-cum-DM must ensure this while recommending the name of millers.
- 22.3 In such case, the District Manager shall execute separate agreement with the custom miller of the other district. **The miller shall be given paddy five times of the security deposit furnished.**

## **23. SECURITY DEPOSIT BY THE CUSTOM MILLERS**

- 23.1 Purpose of security deposit is to protect the Corporation from 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.
- 23.2 During KMS 2013-14, the Custom Millers shall have option of operating under either of the following security deposit systems.



### 23.3 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/fixed deposit of any nationalized/scheduled bank to be furnished. The bank guarantee shall be valid upto 31.12.2014. 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.

23.4 The miller shall provide security amount in shape of fixed deposit from any nationalized / scheduled bank pledged in favour of the District Manager or in shape of bank guarantee from any nationalized / scheduled bank or in combination of both basing on their milling capacity. The bank guarantee shall be valid upto 31<sup>st</sup> December 2014. They have to provide security deposit as mentioned in the table below. The milling capacity shall be ascertained from online registration by the millers in the website [www.foododisha.in](http://www.foododisha.in) and subsequent authorization by the verifying officer.

23.4.1 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 17.2, 17.6, and 17.8 shall be delivered with paddy valuing 10 times of the security deposit furnished.

Example:

Sl. No	Milling capacity in producing rice in MT in 2 shifts of 8 hours each.	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. 1310 per quintal)
1.	Upto 1 MT.	Rs. 1,00,000/-	Rs. 10,00,000/-	763
2	2 MT.	Rs.2,00,000/-	Rs.20,00,000/-	1,526
3	3 MT	Rs.3,00,000/	Rs.30,00,000/	2,290
4	4 MT	Rs.4,00,000/	Rs.40,00,000/-	3,053
5	5 MT	Rs.5,00,000/	Rs.50,00,000/	3,816
6	6 MT	Rs.6,00,000/-	Rs.60,00,000/-	4,580
7	16 MT	Rs.16,00,000/-	Rs.1,60,00,000/-	12,213

8	20 MT	Rs.20,00,000/-	Rs.2,00,00,000/-	15,267
9	32 MT	Rs.32,00,000/-	Rs.3,20,00,000/-	24,424
10	40 MT	Rs.40,00,000/-	Rs.4,00,00,000/-	30,530
11	48 MT	Rs.48,00,000/-	Rs.4,80,00,000/-	36,641
12	56 MT	Rs.56,00,000/-	Rs.5,60,00,000/-	42,748
13	64 MT	Rs.64,00,000/-	Rs.6,40,00,000/-	48854
14	72 MT	Rs.72,00,000/-	Rs.7,20,00,000/-	54961

- Milling capacity in 2 shifts of 8 hours each x Rupees One lakh

A custom miller can deposit less security amount than the prescribed norm. But he shall be delivered with paddy 10 times / 8 times / 5 times of security deposit furnished as specified at present para and at para 17.7.

23.4.2 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 20 MT per two shift of 8 hrs each shall furnish security deposit of Rs. 20 Lakhs and had been delivered 15,267 qtl. paddy. In the meantime he delivers 600 qntls of CMR (parboiled) which is equivalent to 882 qntls of paddy, the custom miller can be given further 882 qntls of paddy.

23.4.3 For the custom millers becoming eligible to participate in KMS 2013-14 in the month of December 2013 and after December 2013 the instructions contained at 17.7 shall be followed.

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

**23.5.1 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 register 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.**

23.5.2 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.

## **24. AFFIDAVIT AND ENCUMBRANCE / NON ENCUMBRANCE CERTIFICATE BY THE CUSTOM MILLERS**

24.1 The custom miller in addition to security deposit as mentioned in the above paras shall also furnish the list of following immovable properties:

- Rice Mill premises
- All other immovable properties in the name of the miller

Provided that present value of all other immovable properties (excluding rice mill) shall not be less than the security deposit made by the miller.

24.2 Along with the affidavit (**Annexure-II**) the custom miller shall also produce following certificates pertaining to the properties mentioned in the above para:

- In case rice mill is mortgaged, the encumbrance certificate from bank / financial institutions
- In case the mill is not mortgaged, the non encumbrance certificate from the sub-registrar.
- In case of other immovable properties non encumbrance certificate from the sub-registrar.

24.3 Copy of the Record of Right and up to date rent receipt shall also be submitted along with the affidavit and encumbrance / non encumbrance certificate.

24.4 The encumbrance / non encumbrance certificate as mentioned above shall be submitted within 15 days of execution of agreement. However Collector or on authorization by the Collector, the CSO-cum-District Manager may allow further time to the custom miller for submission of the certificates.

24.5 In case of rice mill is mortgaged, the CSO-cum-District Manager shall ascertain the status of loan availed by the miller against the mortgaged Rice mill, from the concerned bank/financial institution.

- 24.6 If the miller's loan account is irregular/installments are over due by more than one year, the mill may be considered as default mill & paddy shall be delivered against 100% security.
- 24.7 With the approval of the Collector the District Manager shall prepare a status report of the custom millers who have availed finance from bank/financial institutions by mortgaging the rice mill. This report shall be put up for discussion in the District Level Bankers' Coordination Meeting which is held every quarter.

**25. OTHER CERTIFICATES / DOCUMENTS TO BE SUBMITTED BY CUSTOM MILLERS**

At the time of agreement the custom miller shall submit following self attested certificates / documents:

- a) Registration Certificate issued by District Industries Centre
- b) Registration Certificate issued by Inspector of Factories and Boilers (in case of par boiled rice mills)
- c) Certificate issued by State Pollution Control Board.
- d) Certificate of Incorporation from Register of Companies (in case the mill is Ltd. Company) along with Memorandum and Articles of Association.
- e) Registered Partnership Deed in case of partnership firm
- f) VAT Registration Certificate.
- g) Copy of PAN of Proprietor / Company / Firm as the case may be.
- h) Copy of last electricity bill pertaining to the rice mill.
- i) The name & address of the Directors in case of company, Partners in case of Partnership Firm with PAN numbers of Directors/Partners as the case may be. This information shall be submitted as per format at **Annexure-III**.

**26. AUTHORIZATION BY THE MILLER**

- 26.1 To receive paddy from the purchase centres & for milling from joint custody and maintenance and to deliver rice at the RRC/FCI depots, the custom miller shall submit the details of his authorized representatives. The prescribed format is attached to the millers agreement.
- 26.2 The details of authorized representatives must include, photograph, full address, mobile number and specimen signature (**Annexure-IV**)
- 26.3 District Manager must obtain these details at the time of executing agreement with the custom miller and circulate to concerned purchase

centers/PACS/WSHG/PP and RRC/FCI depots and concerned authorized officers of the mill.

## **27. TAGGING OF CUSTOM MILLER TO PADDY PURCHASE CENTERS**

- 27.1 As per para 7(i) of Food and Procurement Policy 2013-14, 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.
- 27.2 Such tagging of custom miller to PPC shall be communicated to the Purchase Officer of the PPC, the PACS/DCCB, DSWO, Executive Engineer (Irrigation) and concerned custom millers. Where ever required the tagging can be modified with the approval of the Collector.
- 27.3 The miller or his authorized representative shall ensure lifting of the paddy on regular basis to avoid stockpiling of paddy.

## **28 MANDI HANDLING CHARGES**

- 28.1 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 farmer's vehicle is the responsibility of the farmer.**
- 28.2 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 miller's vehicle shall be responsibility of custom miller.** Collector, in special circumstances, may assign the entire handling operations to the custom millers if the PACS/WSHG/PP are unable to arrange labourers for mandi handling operations. In such case an order in writing should be communicated to all concerned before commencement of the procurement.
- 28.3 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 for the KMS 2013-14 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.

- 28.4 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.
- 28.5 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. In such case, prior approval of OSCSC Head Office shall be obtained.
- 28.6 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-V**) that mandi handling operation has been performed by the concerned miller.
- 28.7 The PACS, WSHG & PP shall furnish certificate in the prescribed format (as at **Annexure-VI**) to the District Manager for payment of mandi labour charges.

## **29 USE OF OLD JUTE GUNNY BAGS FOR PACKING OF PADDY**

- 29.1 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 may in advance give old jute gunny bags to the purchase centres run by PACS, WSHG, PP and OSCSC Ltd.

In case of exigencies, if 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.

- 29.2 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.

29.3 The custom millers shall submit detailed account of procurement of old gunny bags & utilization thereof for packing of paddy to the CSO-cum-District Manager.

### **30. JOINT CUSTODY AND MAINTENANCE OF PADDY AT MILL PREMISES**

30.1 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 be the Authorised Officer for joint custody and maintenance of such paddy.**

30.2 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.

30.3 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.

30.4 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.

### **31. DEPLOYMENT OF PURCHASE TEAMS IN THE CENTRES RUN BY OSCSC LTD.**

31.1 **Only in case of emergencies, the OSCSC Ltd. shall procure paddy directly from the farmers.**

31.2 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 / Junior Accountant (outsourced) for assisting the Purchase Officer in maintenance of records and other works. **The Junior Accountant (outsourced) shall not be allowed to put his signature on any document. He shall not be allowed to handle cheque in any manner.**
- 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.**

31.3 The Purchase Officer shall be appointed by the District Manager with the approval of Collector.

31.4 **Cheque shall be issued on joint signature of Purchase Officer and Accounts Officer. One accounts staff of OSCSC Ltd. shall be attached to each purchase team as Accounts officer for 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.**

31.5 The District Manager shall be responsible for deployment of suitable Purchase Teams in the purchase centres operated by Corporation.

31.6 Purchase Team may work on rotation basis and may cover up to three to four Purchase Centers in a week or as may be decided by the District Manager.

## **32. TRANSPORTATION OF PADDY FROM PURCHASE CENTRES TO MILL POINT**

32.1 Transportation of paddy from PPC to mill point shall be done through custom millers. District Manager shall enter into an agreement with custom miller for this purpose as prescribed by Head office.

32.2 Transportation charges shall be paid at flat rates as decided by OSCSC Head office irrespective of expenditure incurred.



32.3 In exceptional circumstances paddy can be transported by the District Manager by making own arrangement with prior permission of Head office.

### **33. COMPUTERIZATION OF PADDY PROCUREMENT DATA**

33.1 Data entry of the following shall be made :

- i) Farmers data as maintained in the purchase register
- ii) Any other data as prescribed by state Government / OSCSC Ltd.

33.2 The DCCB shall ensure farmers data entry for the paddy purchased by the PACS.

33.3 The District Manager shall ensure farmers data entry of paddy purchased by WSHG and PP and the centres run by OSCSC Ltd. The farmers data entry shall be made from the information submitted by the WSHG and PP at the time of claim by them for reimbursement of cost of paddy through DSWO and Executive Engineer (Irrigation) respectively.

33.4 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.foododisha.in](http://www.foododisha.in) and [www.oscsc.in](http://www.oscsc.in).

### **34. MOBILE REPORTING OF PADDY PROCUREMENT**

34.1 The paddy purchase made at PACS, WSHG, PP and OSCSC Ltd. shall be reported through SMS to Mobile No. 9437000359, by the respective agency / Purchase Officer through their registered mobile number.

34.2 The SMS must be sent AC Note wise daily at the end of the day.

34.3 The SMS reporting of paddy purchase shall be taken into account while considering release of funds for purchase of paddy.

34.4 SMS reporting will be the precondition for release of commission and mandi handling charges to the PACS, WSHG and PP.

34.5 SMS reporting should be sent on the same day on issue of AC Note or within maximum period of 7 days.

**34.6 In case of any mistake correction can be done at CSO Office within 15 days of transaction.**

The SMS will have the following format:

**PP\_DDMMYY\_Miller Code\_Quantity\_AC Note Number**  
(6 digits) (in Quintals & Kg) (6 digits)

The SMS may be like **PP\_081212\_290101\_9999.99\_XXXXXX**

The SMS is to be sent to the phone number-**9437000359**  
( '\_' indicates 'space')

**PP** : PP indicates Paddy Procurement it is to be typed as PP.

**DDMMYY = 081212** indicates 8<sup>th</sup> December, 2012 i.e. the date of delivery to the miller as per AC Note.

**Miller Code = M290101** is the rice mill code. This code indicates the first rice mill of Binka Block of Subarnapur District. The 'M' of miller code to be ignored.

**Quantity = 9999.99** indicates the quantity of paddy *in quintals and kg* delivered to the above mill on 8<sup>th</sup> December'2012.

i) When the miller delivered with **Q 75.25 Kg** of paddy the SMS will have the following format

PP\_081212\_290101\_75.25\_123456

ii) When the miller delivered with **Q 250** of paddy the SMS will have the following format

PP\_081212\_290101\_250\_123456

iii) When the miller delivered with **Q 1250.05 kg** of paddy the SMS will have the following format

PP\_081212\_290101\_1250.05\_123456

iv) When the miller delivered with **Q 1250.50 kg** of paddy the SMS will have the following format

PP\_081212\_290101\_1250.5\_123456

**One SMS can accommodate upto 9999.99 quintals of paddy delivered in one AC Note.**

**AC Note Number = XXXXXX** indicates six digit AC Note Number by which paddy was transferred to the Miller.

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

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

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

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

**35.4 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 10<sup>th</sup> August, 2011 which shall be followed meticulously.**

**36. UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE - KMS 2013-14**

36.1 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 Food Safety & Standard norms:

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

- \* Not more than 1% by weight shall be small broken.
- \*\* 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%. Between 14% to 15% moisture, value cut will be applicable at the rate of full value.

### 36.2 Notes applicable to the specification of Grade-‘A’ and common varieties of rice.

**36.2.1** 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:-

**36.2.2** 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 (0.05% by weight in distilled water) and allow to stand for about one minute. Decant the 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

- 36.2.3** 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.
- 36.2.4** Broken less than 1/8<sup>th</sup> of the size of full kernels will be treated as organic foreign matter. For determination of the size of the broken average length of the principal class of rice should be taken into account.
- 36.2.5** 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.
- 36.2.6** 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.

## **37 EQUIPMENTS / MATERIALS REQUIRED AT RRC**

### **37.1 Quality testing equipments**

1. Moisture meter.
2. Sample divider.
3. Set of sieves.
4. Analysis kit with accessories.

### **37.2 Weighing equipments**

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

### **37.3 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.

37.4 Miscellaneous equipments, materials & furniture

- (i) Bags for preserving sample
- (ii) Wooden ladder
- (iii) Wooden patta
- (iv) Furniture
- (v) Gunny bags for collecting spillage

37.5 Dunnage materials

37.6 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

**38. DELIVERY CERTIFICATE**

**38.1 For paddy delivered to the Custom Millers of own district**

38.1.1 Custom Miller shall deliver rice at RRC / FCI depot as per Delivery Certificate issued by the CSO cum District Manager.

38.1.2 The authorized officer of the Mill shall issue a Verification Report on being satisfied that CMR has actually been produced from the paddy received from OSCSC. The electricity/energy bills, infrastructure facility of the Mill, records relating to VAT, Release Order etc shall be checked by the Authorized Officer to assess whether the Mills have actually produced the specified quantity & varieties of rice during the period.

38.1.3 The Delivery Certificate is to be issued in the format prescribed by FS&CW Department.

38.1.4 The Delivery Certificate shall be prepared in quadruplicate 1<sup>st</sup> copy is for the Custom Miller. 2<sup>nd</sup> & 3<sup>rd</sup> copy for the RRC / FCI depots where CMR is to be delivered and 4<sup>th</sup> copy is for office use.

38.1.5 The RRC I/C shall record actual quantity of CMR received on the backside of the Delivery Certificate (3<sup>rd</sup> copy) and submit the executed copy and AC Notes to the CSO cum District Manager, after completion of delivery against the Delivery Certificate.

38.1.6 The RRC I/C shall only receive the CMR from Custom Miller against the Delivery Certificate issued for RRC.

**38.2 For paddy delivered to Custom Millers of other districts.**

**A. CMR delivered at the RRC/FCI depot of the district where the mill is located**

38.2.1 The Authorized Officer of the mill shall issue Verification Report to the CSO cum DM of the district in which the mill is located.

38.2.2 The CSO cum DM of the district where the mill is located shall issue delivery certificate. A photocopy of DC shall be forwarded to the CSO-cum-DM of the district from which paddy is purchased.

**B. CMR delivered at the RRC of the district from where the paddy is procured**

38.2.3 The Authorized Officer of the mill shall issue Verification Report to the CSO cum DM of the district in which the mill is located.

38.2.4 The CSO-cum-District Manager of the district where the mill is located shall elicit information regarding availability of space in RRC/RRC-cum-DSC from the CSO-cum-District Manager of the district where paddy is procured and shall issue delivery certificate accordingly.

38.2.5 The CSO-cum-District Manager shall generate five copies of the delivery certificate (in case of delivery to other district i.e source district from which paddy is procured). The 1<sup>st</sup> copy is for the custom miller. The 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> copies of delivery certificates shall be forwarded to the RRC-cum-DSC where rice would be delivered through the custom miller. The RRC-in-charge shall keep the 2<sup>nd</sup> & 3<sup>rd</sup> copy & hand over the 4<sup>th</sup> copy to the CSO-cum-District Manager of his district. The 5<sup>th</sup> copy is the office copy for the issuing district.

### **39. TAGGING OF CUSTOM MILLER TO RRC / RRC-CUM-DSC**

- 39.1 The millers shall be tagged to RRCs in such a manner so as to ensure regular flow of CMR to the RRCs as well as to ensure minimization of the transportation cost and maximum utilisation of godowns.
- 39.2 Such tagging of custom miller to RRC shall be communicated to the millers, RRC in-charge and authorised officers in advance.
- 39.3 Tagging of Mills to Food Corporation of India depots shall be done by the CSOs/DMs as per the priority list provided by the FCI authorities. This is to be used by CSOs/DMs while giving delivery programs to Mills for delivery of CMR to FCI depots in KMS 2013-14.

### **40. RICE RECEIVING CENTRES**

Rice receiving centre is a depot owned / hired / managed by either OSWC/CWC or OSCSC Ltd. where CMR is received from the millers.

#### **40.1 On the basis of receipt and issue of CMR and food grains the difference between RRCs and RRC-cum-DSC is given below:**

	Source of receipt of CMR	Source of receipt of Sugar / Wheat	Issued through
<b>RRC</b>	1. Custom miller own and other district 2. State level H&T Contractor 3. Level-I H&T Contractor		1. State level H&T Contractor 2. Level-I H&T Contractors
<b>RRC-cum-DSC</b>	1. Custom miller own and other district 2. State level H&T Contractor 3. Level-I H&T Contractor	1. Level-I H&T Contractors	1. State level H&T Contractor 2. Level-I H&T Contractors 3. Level-II H&T Contractors

Thus RRCs in which CMR is issued through Level-II H&T Contractors to retailers are referred as RRC-cum-DSC. Therefore, all DSCs are RRCs but all RRCs may not necessarily be DSCs.

#### **40.2 On the basis of management RRCs are categorized in to:**

- a) RRCs managed by OSWC / CWC
- b) RRCs managed by OSCSC



### 40.3 Deployment of Manpower

Managed by	RRC	RRC-cum-DSC
OSWC/ CWC	All the staff will be deployed by OSWC/CWC	<ol style="list-style-type: none"><li>1. For RRC operation the staff will be deployed by OSWC/CWC</li><li>2. For DSC operation DM, OSCSC shall deploy DSC in-charge &amp; SA-cum-DEO.</li></ol>
OSCSC	DM shall deploy RRC-in-charge, SA-cum-DEO, Quality Analyst, Dusting Operator, Sweeper and Security guard	<ol style="list-style-type: none"><li>1. DM, OSCSC shall deploy RRC-cum-DSC in-charge, SA-cum-DEO, Quality Analyst, Dusting Operator, Sweeper and Security guard</li></ol>

SA-cum-GA and Kanatawalla (only OSCSC staff) shall be deployed suitably to district office / MFPS / mobile vans and in case of necessity in RRC / RRC-cum-DSC.

#### 41. **RECEIPT OF CMR IN RICE RECEIVING CENTRE**

**41.1** 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) CMR transit chalan

**41.2** The custom miller shall stencil the lot number chronologically pre fixed with contract number allotted by the District Manager. For allotment of contract number please refer para-50.

**41.3** The RRC in-charge on verification of documents shall allow the vehicle to enter inside the godowns and arrange to draw sample before weighment.

**41.3.1** Only rice conforming to uniform specification of Government of India for KMS 2013-14 shall be accepted. Before accepting, quality of rice shall be checked following due analysis procedure.

**41.3.2** 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  $\pm 250$ 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.

#### **41.3.3** 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 otherwise the stock shall be returned as BRL stock.

#### **41.4** Procedure for value cut in case of Moisture content exceeding 14%

- ##### **41.4.1** 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%. From 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: 2013-14. 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 –  
 $Q.200 \times 0.4\% = Q.0.80$

The district office will calculate the amount of value cut to be made as per economic cost of the KMS.

- 41.4.2** While preparing Acceptance notes-cum-Analysis report correct moisture content shall be recorded & quantity for which value cut has to be made in the prescribed column of AC note and a report in this regard to be submitted by the RRC in-charge on monthly basis to the District office.

## **42. DELIVERY OF RICE TO FCI**

- 42.1 As per terms of agreement, the custom millers are to deliver rice to FCI, on behalf of OSCSC, as per target given by CSO-cum-District Manager/Collector/OSCSC Head Office/Govt. in FS & CW Department.
- 42.2 The custom miller shall deliver rice at the FCI depot as per Delivery Certificate issued by the CSO-cum-District Manager.
- 42.3 The custom miller shall collect the documents from the FCI & submit the same at the District Office soon after delivery of rice. The custom millers have been authorized to collect the documents from the FSD as communicated vide letter **no 4375 dt. 28.02.2013** by OSCSC Head Office.
- 42.4 The bills of the custom millers who failed to submit the document within reasonable time shall not be released.

## **43. PROCEDURES FOR REPLACING BEYOND REJECTION LIMIT STOCKS**

- 43.1 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.

- 43.1.1 If detected during receipt at RRC, the same shall be returned and necessary entry shall be made in stock rejection register.
- 43.1.2 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-VII**).
- 43.1.3 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.
- 43.1.4 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.
- 43.1.5 The stock on replacement shall be accepted on issue of acceptance note.
- 43.1.6 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 issued under PDS. The RRC in-charge / Purchase Officer / Authorised Officer shall be personally responsible for issue of BRL stocks under PDS.

#### **44. WEIGHTMENT IN RRC**

- 44.1 Stock shall be received and delivered on 100% weighment through the weighbridge where weighbridge facility is available at RRC.
- 44.2 Where RRC has no weighbridge then 10% test weighment 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  $\pm 250$ gms. per bag.
- 44.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weighment has to be made for ascertaining the quantity.
- 44.4 The tare weight of gunny shall be ascertained.
- 44.5 Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.

- 44.6 Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.
- 44.7 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.
- 44.8 In case of 10% test weighment, weight check memo shall be prepared for weighment of bags of the consignment in prescribed format.
- 44.9 Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.
- 44.10 The test weighment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.
- 44.11 The representative of custom miller at the time of receiving stock, representative of handling & transport contractor and lifting officer at the time of issue of stocks shall be the witness to the weighment / test weighment along with RRC in-charge, SA-cum-GA and Kantawalla, who will sign the weighment register / weight check memo and kanta-slip to authenticate the result.

#### **45. STORAGE LOSS IN RRC**

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

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

#### **45.2 STORAGE LOSS TO CWC/OSWC**

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

### 45.3 TRANSIT SHORTAGES (On rake movement of CMR)

0.5% or actual shortage whichever 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.

### 46. RECORDS AND REGISTERS TO BE MAINTAINED IN RRC

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

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

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

### 47. MOBILE REPORTING BY CUSTOM MILLER FOR RICE DELIVERY

**47.1 The Custom miller shall report the CMR delivered at RRC / FCI through SMS to Mobile No. 9437000359, through the registered mobile number.**

**47.2 The SMS must be sent for each lot delivered by the custom miller indicating AC Note number.**

**47.3 SMS reporting is a precondition for release of payment to the custom millers.**

***The information on CMR delivered by the Miller on a particular day shall be transmitted through Mobile Reporting by the miller to the number 9437000359***

The fixed format SMS will look like

**RBZ\_DDMYY\_PPPPP\_XXX.XX\_KK\_DD\_NNNN**

**R**→ indicates rice, **B**→ indicates Boiled rice (**B** is to be replaced by **W** for Raw rice)

**Z**→ indicates the State Agency account or the levy account

In place of **Z** following alphabets are to be used to indicate the State Agency or Levy account (**S** for OSCSC, **M** for MARKFED, **N** for NAFED, **T** for TDCC, **F** for FCI and **L** for Levy account).

('\_' indicates 'space')

**DDMMYY** = DD-Date, MM-Month, YY-Year of the AC Note

**PPPPPP** → 6 Numerical digits of the **Code of the Depot** where rice is delivered

**XXX.XX** → Indicates the **Net Quantity** of CMR (excluding Gunny weight) delivered in quintal and kg (with 2 decimal)

- i) When the miller delivers **Q 269.75 kg** of CMR (boiled) the SMS will have the following format  
RBS\_161112\_010101\_269.75\_13\_01\_1234
- ii) When the miller delivers **Q 269.05 kg** of CMR the SMS will have the following format  
RBS\_161112\_010101\_269.05\_13\_01\_1234
- iii) When the miller delivered **Q 199.50 kg** of CMR the SMS will have the following format  
RBS\_161112\_010101\_199.5\_13\_01\_1234
- iv) When the miller delivered **Q 270.00 kg** of CMR the SMS will have the following format  
RBS\_161112\_010101\_270\_13\_01\_1234
- v) When the miller delivered **Q 200.00** of CMR (raw) the the SMS will have the following format  
**RWS**\_161112\_010101\_200\_13\_01\_1234

**One SMS can accommodate a maximum of 270 quintals CMR delivered in one lot in one AC Note.**

**KK** → Indicates the last two digits of **KMS year** in which the related paddy was procured.

- i) When the miller delivered **Q 270.00 Quintals** of CMR of KMS 2013-14 the SMS will have the following format  
RBS\_161112\_010101\_270\_14\_01\_1234

*The KK code for different KMS is narrated below :*

KMS	KK code
KMS 2013-14	RBS_161112_010101_270_14_01_1234
KMS 2012-13	RBS_161112_010101_270_13_01_1234

**DD** → Indicates the two digit **District code** from where the related paddy was procured.

- i) When the miller delivered **Q 270.00 Quintals** of CMR in Angul depot for the KMS 2013-14 (paddy procured from Balasore district {District code-02} ) the SMS will have the following format  
RBS\_161112\_010101\_270\_13\_02\_1234

**NNNN** → Indicates the four digit Rice AC Note number issued by the receiving depot.

**The NNNN denotes 4 digit AC Note Number generated by RRC. The SMS for different AC Note numbers is narrated below :**

AC Note No	SMS format
<b>0001</b>	RBS_161112_010101_270_13_01_0001
<b>0014</b>	RBS_161112_010101_270_13_01_0014
<b>0132</b>	RBS_161112_010101_270_13_01_0132
<b>1254</b>	RBS_161112_010101_270_13_01_1254

## **48. HOLDING CHARGES**

48.1 **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.**

48.2 The custom miller shall be responsible for delivery of due CMR at designated rice receiving centers within a maximum period of 120 days of delivery of paddy to him. For this purpose 120 days period shall be counted from the date of release of paddy from joint custody & maintenance to the miller for custom milling by the Authorised Officer of the mill.

48.3 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 120 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 120 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.

48.4 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.

<b>Reasons of delay</b>	<b>Certifying officer</b>	<b>Responsibility of Miller</b>
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/	RRC incharge of concerned RRC or CSO-cum-District Manager	Intimate the concerned Authorised Officer / District

CWC		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.

48.5 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 otherwise within reasonable time after receipt of written representation of the concerned miller.

48.6 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.

- 48.7 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.
- 48.8 The above holding charges shall be recovered from the bills of the miller and other dues of the millers and also if required from his security deposits.
- 48.9 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.

#### **49 SUPPLY OF NEW GUNNIES FOR PACKING OF CMR**

- 49.1 District Manager shall assess the requirement of new gunnies for packing of CMR and place indents with the Head Office from time to time.
- 49.2 OSCSC Ltd. shall supply new gunnies for packing of CMR. The gunny bags shall be delivered to the custom millers as per programme of CSO-cum-District Manager.
- 49.3 In case OSCSC fails to deliver new gunnies in time, the District Manager shall with approval of Head Office, instruct 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. The custom millers who don't receive gunny bags supplied as per programme of CSO-cum-District Manager shall not be allowed to use self procured gunny bags for packing of CMR.

49.4 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.

49.5 The following colour coding shall be followed for the gunny bags during KMS 2013-14. 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 "**BLUE**" colour: Stencil or Branding shall be in "**BLUE**" colour; Marking or Stitching on the mouth of the bag after filling the grain shall be done in "**BLUE**" 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 Number or Miller code / 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 gunny 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.

49.6 In case of supply of any defective gunny bags through DGS & D, District Manger shall report the matter to the Corporation Head Office forthwith in the prescribed format (as at **Annexure –VIII**).

## **50. ALLOTMENT OF CONTRACT NUMBER TO CUSTOM MILLER**

### **50.1 For delivery of CMR in RRC of OSCSC**

50.1.1 Contract Number of a custom miller shall be the six digit unique code generated from the system after authorization by the Verifying Officer.

50.1.2 While delivering CMR lot wise, a lot number shall be generated by the custom miller with running serial number starting from 01 for each KMS prefixed with the six digit unique code.

For example : M/s. Saralia Food Products (P) Ltd., Angul has code Number M010302. The contract number of this mill will be 010302, where,

01 denotes district

03 denotes block

02 denotes millers position in that block

For the 1<sup>st</sup> lot delivered by the above custom miller, the lot number will be 010302/01. Similarly for 150<sup>th</sup> lot, lot number will be 010302/150.

**50.2 For delivery of CMR to FCI by custom miller, separate contract number will be issued by the District Manager in consultation with FCI.**

## **51. PAYMENT TO CUSTOM MILLERS**

51.1 The Custom Millers are paid mandi labour charges (in case of PACS/WSHG/PP only loading charges at PPC), transportation charges for paddy and rice, milling charges, gunny depreciation, handling charges on rice and Custody and Maintenance charges.

51.2 The District Manager may release following incidentals to the custom miller in three phases, on delivery of 25%, 50% and 75% of the CMR dues (as on the date of preferring bill).

- Transportation charges for paddy & rice
- Mandi labour charges / loading charges as the case may be
- Milling Charges
- Handling charges on rice
- Cost of new gunny bags (if supplied by the miller on instruction of District Manager & subject to provisions at para-49.3)
- Gunny Depreciation

These charges shall be paid only for CMR delivered by the miller and equivalent paddy provided that:

- Mobile reporting is up to date

- Balance paddy & rice is available with the miller as per the last weekly verification report of the Authorized Officer
  - Required documents on delivery of rice to FCI are submitted
- 51.3 Custody & Maintenance charges shall be paid only after 100% delivery of CMR.
- 51.4 Recovery of following shall be made at the time of release of payment
- i. Value cut for receipt of CMR with moisture content between 14% to 15%
  - ii. Insurance premium @ as communicated by OSCSC head office
  - iii. Any other recoveries made by FCI
  - iv. Statutory recoveries
  - v. Holding charges, if any. (refer to para 48)

**51.5 Payment of bills for the paddy lifted by Custom Millers of other districts.**

- 51.5.1 The custom miller shall submit the bills with the supporting documents, as below, to the CSO-cum-DM of the district where the mill is situated.
- i. Acceptance Note for the entire quantity of paddy lifted from other district.
  - ii. Release order copy issued by Authorized Officer of the concerned district.
  - iii. Photo copy of the Stock Register for joint custody and maintenance.
  - iv. Acceptance Note of Rice.
  - v. Monthly stock return of Paddy and CMR with the Miller for the paddy lifted from other districts.
  - vi. Gunny Account for new Gunny bags utilized for delivery of CMR.
  - vii. Gunny Account of once used gunny bags for packing of paddy.
- 51.5.2 The CSO-cum-DM shall forward the same to the CSO-cum-DM of the district from where paddy is procured, after due checking, for payment of bills along with distance certificate relating to his district as mentioned at para 55.
- 51.5.3 The bills shall be paid by the CSO-cum-DM of the district from where paddy is procured.

**52. DRIAGE IN CASE OF RAW RICE**

- 52.1 Driage on paddy is allowed only in case of raw rice.
- 52.2 Such driage will be allowed to the custom miller after release of entire paddy by the Authorized Officer of the mill for milling.
- 52.3 Actual driage as ascertained by the Authorized Officer subject to maximum 1% of paddy delivered shall be allowed.
- 52.4 The mill shall deliver raw rice for the quantity of paddy received after deducting the actual driage allowed.

**53. PAYMENT OF COMMISSION AND MANDI LABOUR CHARGES TO PACS / WSHG / PP.**

- 53.1 PACS / WSHG / PP shall be paid commission and a part of Mandi Labour Charges at the rates fixed by OSCSC for the quantity of paddy procured & delivered to custom millers of OSCSC.
- 53.2 The Commission and Mandi Labour Charges shall be released in two phases i.e. in the month of May 2014 & September 2014 after Kharif & Rabi procurement is over subject to fulfillment of the followings :
- Mobile Reporting of Paddy Procurement is up-to-date.
  - Farmers' data is computerized and authenticated computerized statement is submitted by DCCB.
  - Quantity of paddy procured is reconciled with reference to Acceptance Note & report of the custom millers.
- 53.3 Payment of Commission and Mandi Labour Charges shall be made to DCCB / DSWO / Executive Engineer (Irrigation) after recovery of Income Tax (TDS) & other statutory dues as applicable.

**54 PAYMENT OF MARKET FEES TO RMC**

- 54.1 RMC is paid market fees @ 2% of MSP for the KMS as per provisions of OAPM Act / Rules.
- 54.2 Market fees will be paid to RMC in two phases i.e. in the month of May 2014 & September 2014 after Khariff and Rabi procurement is over.
- 54.3 RMC shall submit the following before release of payment:
- Circular / notification declaring the designated places of Business of Societies as Additional market Yards as per the provisions of OAPM Act /Rules (Refer to para 7(d) of Food and Procurement Policy 2013-14.

- Quantity of paddy purchased in each market yard including Additional Market Yards as mentioned above.
- List of equipments / material supplied to Societies during the KMS
- Information about IEC activities taken up during the KMS
- Godown capacity added in each market yard during the KMS

## **55. CERTIFICATION OF DISTANCE**

- 55.1 Custom miller is paid transportation charges for transporting paddy from PPC to mill point and rice from mill point to RRC/FCI depot.
- 55.2 For this purpose District Manager shall ascertain the shortest truckable distance himself or by deploying a team of officers and shall certify the same for payment of transportation charges.
- 55.3 In case paddy is procured by the millers of other districts, the distance from PPC/PACS/WSHG/PP to mill point shall be finalized in consultation with the CSO-cum-District Manager of the district where the mill is located. The distance from PPC to the border of the district shall be certified by the CSO-cum-District Manager of the procuring district and the distance from the mills to the border shall be certified by the CSO-cum-District Manager where the mill is located. The same procedure shall be followed in case of distance from mill point to RRC / FCI depot.

## **56. ROLE OF COLLECTOR**

Procurement of paddy in the district shall be taken up under the supervision and guidance of the Collector. The responsibilities of the Collector as defined in the Food and Procurement Policy for KMS 2013-14 and under these guidelines are reproduced below:

- 56.1 Preparatory activities as per para 7 of Food and Procurement Policy.
- 56.2 IEC activities through RMC(s) about FAQ norms of paddy, MSP, location of PPCs, days of purchase etc.
- 56.3 Selection of suitable PACS/WSHG/PPs
- 56.4 Availability of necessary equipments at purchase centers through RMC(s).
- 56.5 Selection of suitable custom millers
- 56.6 Tagging of custom millers to PPCs and RRCs
- 56.7 Sub-allocation of target to PACS/WSHG/PPs
- 56.8 Appointment of –



- Authorized Officer for joint custody & maintenance of paddy to each rice mill
- Monitoring Officer to ensure payment of MSP to farmers by PACS/Societies ( para 8 (e) of Food & Procurement Policy)
- Nodal Officer for each block (para 8 (f) of Food & Procurement Policy)
- A team of officers of concerned departments of each sub-division under Sub-collector to random check at PPC/ Mills/Banks.
- Enforcement officers for procurement under levy.

56.9 Requisition of fund for DM, OSCSC and DCCB.

56.10 Verification through Revenue Officers at least 20% of farmers selling more than 200 qtls of paddy.

56.11 Prescribing mode(s) of identification for farmers as per the provisions in the Food Policy for KMS: 2013-14

56.12 Fixing upper limit of paddy to be accepted from the small farmers by PACS/WSHG/PPs

56.13 Enforcement activities to –

- Ensure payment of MSP to farmers for FAQ paddy
- Prevent recycling of PDS rice
- Avoid distress sell of paddy
- Check rice mills

56.14 Convening meetings of:

- District Level Procurement Committee
- Civil Supplies / Co-operation / Agriculture / Revenue staff to monitor progress of procurement

## **57. RESPONSIBILITIES OF CSO-CUM-DISTRICT MANAGER**

CSO-cum-District Manager shall work under the supervision and guidance of district Collector. The responsibilities of CSO-cum-District Manager as indicated in Food and Procurement Policy for KMS 2013-14 and under these guidelines are reproduced below:

57.1 With approval of Collector, District Manager shall

- Select suitable custom millers
- Tag custom millers to PPCs and RRCs

57.2 District Manager shall execute agreements with:

- Custom Millers
- DCCB

- DSWO and WSHGs
- Executive Engineer (Irrigation)

57.3 With approval of Collector, District Manager shall appoint:

- Authorized officers for joint custody & maintenance of paddy to each mill
- Authorized officers to ensure payment of MSP to farmers by PACS/Societies (Please note that both these authorized officers could be same for a geographic area like Block)
- Purchase Officer for PPC run by OSCSC
- Enforcement officer for procurement under levy

57.4 District Manager must ensure:

- Timely requisition of realistic funds through Collector
- Engaging required manpower through Service Providing Agency for specified period
- Deployment of purchase teams to centres run by OSCSC
- Availability of necessary equipments at RRCs/ PPCs
- Mobile reporting of paddy by Purchase Officers / Societies
- Mobile reporting of rice by custom millers
- Certification of distance as per para-55 of these guidelines

57.5 District Manager must monitor that:

- PPCs are operated on specified days as decided by Collector / DLPC.
- Adequate receipts, records and registers are available at PPCs/RRCs.
- Only Fair Average Quality (FAQ) paddy is purchased.
- MSP is paid to farmers through Account payee cheque / Online transfer.
- Full name of farmer and account number of farmer is mentioned on the body of the cheque.
- Proportionate paddy is delivered to custom miller as per the milling capacity and security deposit.
- Suitable godowns are hired.
- All godowns under OSCSC management are insured.

57.6 District Manager shall be responsible for :

- Periodical inspection of custom millers by him or through his officers
- Periodical inspection of RRCs by him or through his officers
- Computerization of paddy purchased by WSHGs / PPs and in centers run by OSCSC Ltd.

- Delivery of CMR to FCI by custom millers as per direction of Government / OSCSC Ltd. and raising of bills.
  - Reconciliation of paddy purchased.
- 57.7 The details of authorized representatives as submitted by the miller at the time of agreement shall be made available at Purchase Centres, RRC /FCI and Authorized Officer of the mill
- 57.8 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.
- 57.9 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. (**Annexure-VIII**)
- 57.10 Sub-limit in cash credit accounts shall be utilized only for the purpose and in the manner as prescribed by the Head Office.
- 57.11 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.
- 57.12 Preservation of the purchase records related to PPCs run by OSCSC at district office shall be ensured for compilation of accounts, audit and other future purposes

## **58. ROLE OF PURCHASE OFFICER IN PADDY PURCHASE CENTRES (PPC) RUN BY OSCSC LTD.**

Purchase Officer shall not below the rank of Supply Inspectors / Marketing Inspectors / Procurement Inspectors.

- 58.1 Purchase Officer is the head of the purchase team and is responsible:
- To purchase paddy observing the procedure detailed at para-13.
  - To ensure availability of equipments as specified at para-8 in working condition, in case of non-availability to bring it to the notice of the District Manager.
  - To arrange delivery of paddy on the day of purchase to the millers. In case of non-delivery, to bring it to the notice of the District Manager and to arrange temporary storage in consultation with RMC.

- To ensure payment to the farmers through Account Payee Cheque on joint signature or online transfer within 3 days but not later than 7 days.
- To ensure maintenance of following records & register.
  - 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
- To ensure mobile reporting through registered mobile on daily basis.
- To transmit one set of Purchase Register for computerization & one copy of Acceptance Note for reconciliation to District Office.
- To submit periodical returns.
- To ensure reconciliation of paddy purchased and delivery to millers.

58.2 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.

58.3 The Purchase Officer shall be responsible for any shortage between procurement of paddy and delivery to miller. The value of paddy along with incidentals will be realized from the Purchase Officer concerned.

**59. RESPONSIBILITIES OF ACCOUNTS OFFICER TAGGED TO THE PPC RUN BY OSCSC LTD.**

Accounts Officer shall be from the accounts staff of OSCSC. One accountant can be attached to more than one PPC.

59.1 The Accounts Officer shall be responsible:

- To assess realistic requirement of funds & to arrange availability of funds.
- To prepare Account Payee Cheques for issue under joint signature of Purchase Officer & Accounts Officer / for online transfer to farmer within the time limit.
- To keep the unused cheques in safe custody.
- To maintain cheque issue register, cash books & other accounting records and submit reports & returns as prescribed.
- To maintain separate records for purchase under “State Pool”.
- To reconcile bank account of PPC, payment to farmers vis-a-vis paddy procured and delivered to millers.
- To ensure refund of unutilized funds at PPC to District Office.

59.2 On completion of purchase of paddy at the centre the Accounts Officer shall handover the cash book, unused cheques 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, unused cheques and cheque issue register to the officer / successor on proper acknowledgement as per direction of District Manager.

**60. RESPONSIBILITIES OF THE SA-CUM-GA IN PADDY PURCHASE CENTRES (PPC) RUN BY OSCSC LTD.**

60.1 SA-cum-GA (OSCSC staff) shall assist the Purchase Officer in the manners as directed.

60.2 SA-cum-GA (Outsourced) shall not be allowed to put his signature on any document.

**61. ROLE OF AUTHORIZED OFFICER FOR THE JOINT CUSTODY MAINTENANCE AT RICE MILL :**

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

61.1 It is the duty of the Authorized Officer: -

- To make weekly physical verification of the paddy & CMR stock at the mill and to submit such physical verification report to the District Manager.
- To bring to the notice of District Manager immediately for any discrepancies noticed in the stock, misappropriation, diversion, slow delivery of CMR compared to milling capacity.
- To report confidentially suggesting checking/ raid of the mill in case of any doubtful activities by the miller.
- To maintain register for joint custody on the basis of physical arrival of paddy and AC Note obtained from the custom miller (Green Colour).
- To prepare & issue release order for delivery of paddy to the miller or his authorized representative as communicated by the District Manager, for custom milling as per his milling capacity & delivery of CMR to OSCSC Ltd. and submit copies of release order to DM OSCSC Ltd. on weekly basis.

61.2 The Authorized Officer shall handover all the records and registers at the district office after delivery of entire CMR dues by the custom miller 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.

61.3 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.

61.4 To ensure mobile reporting by the millers on delivery of CMR.

## **62. RESPONSIBILITIES OF THE RRC IN-CHARGE AT RICE RECEIVING CENTRE (RRC) MANAGED BY OSCSC LTD.**

RRC in-charge shall be an officer not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector

62.1 The followings are the duties of RRC in charge

- To open and operate the RRC godown punctually.
- To receive of Custom Milled Rice (CMR) from Custom Millers of OSCSC Ltd. in shape of lot of 20 MT / 27 MT observing quality norms, Uniform Specifications and procedures mentioned at Para-36,38 AND 41.
- To carry out lot-wise sample analysis of CMR before receipt jointly with the Quality Analyst. In absence of Quality Analyst, the RRC in-charge shall conduct the quality analysis and shall sign in Acceptance Notes both for quality and quantity.
- To preserve physical sample in RRC till the lot of CMR is issued under PDS.
- To facilitate delivery of CMR to the designated lifting officer deputed to the district from other districts, State Level, Level-I & II H& T 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.
- To conduct periodical inspection of stacks of CMR stored in RRC, ensure scientific storage of stock in RRC and to report the District Manager for periodical chemical treatment.
- On receipt of rice from custom miller, acknowledgement on CMR Transit Challan shall be issued.
- To 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 Note-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.

- Receipt and Issue of CMR on same day shall be avoided as far as practicable. Stock shall be received and issued on proper weightment as prescribed.
  - To submit of daily / weekly / fortnightly / monthly stock return and statement of accounts to the District Manager in prescribed proforma.
- 62.2 The RRC in-charge, SA-cum-DEO (contractual) & S.A-cum-G.A (OSCSC staff) shall jointly be custodian of CMR stock and its scientific storage in corporation managed RRCs and responsible for any shortage beyond permissible limit and misappropriation of stock of CMR.
- 62.3 The RRC in-charge, SA-cum-DEO and SA-cum-GA shall maintain stack wise records of the stock and to submit the **Monthly Storage Loss Return in the prescribed format** to the District office within the first week of the succeeding month.
- 62.4 The RRC In-charge, SA-cum-DEO / SA-cum-GA shall be the joint custodian of all quality testing equipments, apparatus and records in the Corporation run RRCs.
- 62.5 The records & registers or any other records as specified at para-39 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.
- 62.6 The RRC in-charge shall ensure that instruction issued from Head Office & District Manager regarding correct weightments, proper loading (no over-loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to H&T Contractor.
- 62.7 ***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.***
- 62.8 RRC-in-charge shall ensure minimization of storage loss & transit loss by observing code of practices of scientific storage by issuing stock in FIFO method.
- 62.9 The RRC in-charge shall ensure that all transactions at the RRC are through the application software developed under computerization of



Supply Chain Management (SCM) where such arrangement has been made.

- 62.10 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.
- 62.11 To exercise proper supervision over Level-I, Level-II & H & T Contractor for timely lifting / movement of food grains as per lifting plan.
- 62.12 To ensure reporting of all transactions of rice at the RRC through mobile reporting till computerization of SCM.
- 62.13 The RRC-in-charge shall supervise his/her supporting staff. In case of notice of any shortcomings the same shall be brought to the notice of the District Manager.

**63. RESPONSIBILITIES OF SA-cum-DEO (CONTRACTUAL) AT RRC MANAGED BY OSCSC LTD.**

- 63.1 To assist in business operation of RRC / RRC-cum-DSC (OSCSC Managed) :
- S/He will assist in receipt of foodgrains from custom millers/ Transport contractor.
  - S/He will assist in sampling and grading of foodgrains.
  - S/He will assist in preliminary inspection of stocks.
  - S/He will assist in spreading of dunnage & stacking of foodgrains.
  - S/He will assist in issue of food grains to state level transport contractor and level- II transport contractor.
  - S/He will assist in supervision of weighment.
  - S/He will assist in checking of standardisation in packing of CMR by the millers.
  - Checking of empty gunny weight.
  - S/He will assist at loading point at the time of issue of foodgrains to count number of bags as per loading slip, linking with the vehicle number vis-à-vis stack number and vice versa in case of receipt of stocks.
  - S/He will assist in maintaining cleanliness & hygiene in godown.
  - Preservation of sealed sample for reference.

- S/He will assist in scientific preservation of stocks.
- 63.2** To maintain the Books of Accounts / Documentation / reports / files for authentication by the RRC in-charge.

*(RRC in-charge shall be the custodian of all registers / records. Only the SA-cum-DEO shall prepare the registers & documents)*

**63.3 Computerization**

- Data entry as prescribed for Supply Chain Management.
  - Custodian of computer and peripherals.
- 63.4 The S.A-cum-DEO shall jointly be custodian of CMR stock held in Corporation managed RRCs along with RRC-in-charge & SA-cum-GA (OSCSC staff). Accordingly these officials shall be held equally responsible for any misappropriation /shortage of stock of CMR beyond admissible limit.

**64. RESPONSIBILITIES OF THE SA-CUM-GA (OSCSC STAFF) AT RICE RECEIVING CENTRE MANAGED BY OSCSC LTD.**

- 64.1 SA-cum-GA shall work under the control & guidance of RRC-in-charge
- 64.2 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.
- 64.3 He shall assist the RRC-in-charge in following works
- Receipt of CMR from custom millers
  - Receipt of PDS commodities from Transport Contractors
  - Issue of PDS commodities to H&T Contractors
  - Preparation of records / documents/reports.
  - Submission of periodical reports
  - Weighment of PDS commodities
  - Chemical treatment of stock
  - Preservation of samples
  - Any other work assigned by RRC-in-charge.
- 64.4 The S.A-cum-GA shall jointly be custodian of CMR stock held in Corporation managed RRCs along with RRC-in-charge & SA-cum-DEO (contractual). Accordingly, these officials shall be held equally responsible for any misappropriation /shortage of stock of CMR beyond admissible limit.

## **65. RESPONSIBILITIES OF QUALITY ANALYST (CONTRACTUAL) AT RRC**

The job of Quality Analyst is basically to look after the quality aspect of food grains during receipt from custom millers, storage in godown and at the time of issue under supply chain. He will work under the guidance and supervision of RRC / RRC-cum-DSC in-charge.

65.1 To ensure receipt of CMR strictly as per Uniform Specification at RRC / RRC-cum-DSC.

65.1.1 Grading and analysing the representative samples of foodgrains offered for receipts by the custom millers following BIS / approved procedures.

- (i) Inspection of condition of containers / gunny bags.
- (ii) Verification of stenciling, machine stitching and use of flaps containing contract no., lot no., etc. in prescribed colour coding for the concerned crop year.
- (iii) Lot wise drawal of samples at the time of receipt from millers with the help of Kantawalla and Dusting Operator following due procedures.
- (iv) To conduct visual examination of samples to ascertain its quality like uniform in size and colour, free from living insects, deleterious substances and musty smell.
- (v) Moisture testing.
- (vi) Physical / chemical analysis of samples as per Uniform Specification of Government of India.
- (vii) Recording the result of analysis in custom milled Rice Receipt Register and Acceptance Notes.

65.1.2 In case of CMR accepted with moisture content exceeding 14% and below 15% recording to the aspect shall be made under value cut in the Acceptance Note and a separate report of all such lots shall be submitted to District Manager on monthly basis.

65.1.3 In case of sample not confirming to Uniform Specification, s/he shall make necessary recording in the lot rejection register.

65.1.4 To ensure preservation of sealed samples lot wise for future reference and submit 5% of reference samples in OSCSC Ltd. Head

Office in consultation with Asst. Manager (QC) for re-analysis in Headquarters Quality Control lab.

- 65.1.5 To draw up stack plans and ensure proper building of stacks.
- 65.1.6 To ensure proper cleaning of spillages and droppings by engaging Dusting Operator and Sweeper.
- 65.1.7 To conduct fortnightly inspection for classification of stocks in order to ascertain the degree of infestation.
- 65.1.8 To bring to the notice of the RRC in-charge, for timely prophylactic treatment and curative treatment consequent upon classification on finding of the degree of infestation.
- 65.1.9 To conduct periodical categorisation of stocks of food grains in order to ascertain their fitness for issue under PDS.
- 65.1.10 To ensure proper up keep of the laboratory including supervision of the work of Dusting Operator and other supporting Staff.
- 65.1.11 To ensure all equipments in serviceable condition.
- 65.1.12 To maintain stock of chemicals, fumigants and ensure proper accounting of their utilisation.
- 65.1.13 To maintain all technical entry on the reverse side of the stack card up to date.
- 65.1.14 To report to RRC / RRC-cum-DSC in-charge / District Manager as to requirement of chemical treatment of stocks.
- 65.1.15 To keep close liaison with local CWC / OSWC officials for providing pest control services to RRC / RRC-cum-DSC as per the MOU with them.
- 65.1.16 He / She shall remain physically present at the time of spraying and fumigation in RRC.
- 65.1.17 To report to RRC / RRC-cum-DSC in-charge about the repair of roof holes of the godown in case coming to his notice during inspection.
- 65.1.18 S/he shall be responsible for damage of food grains due to poor quality management.

## **65.2 Documentation in RRCs / RRC-cum-DSCs by Quality Analyst :**

- 65.2.1 The Quality Analyst shall maintain the findings of analysis of a lot in the Acceptance Note-cum-Analysis Report, Custom Milled Rice Receipt Register, and in case of rejection of lot, in Lot Rejection Register.
- 65.2.2 As the Quality Analyst is deployed in more than one RRC / RRC-cum-DSC to work on rotation basis, they will sign the Acceptance

Note-cum-Analysis Report on the day of their physical presence in concerned RRC / RRC-cum-DSC.

65.2.3 In absence of Quality Analyst, at the RRC / RRC-cum-DSC, the CMR may be received on lot-wise analysis by the RRC / RRC-cum-DSC in-charge. In such case RRC / RRC-cum-DSC in-charge shall maintain the corresponding records on quality analysis and sign in the Acceptance Note both for quality and quantity. RRC / RRC-cum-DSC in-charge shall be held responsible as to quality of stock so accepted.

65.2.4 S/he will maintain the following registers / records.

- a) Fortnightly Inspection Register with entry of the result of classification and categorisation.
- b) Maintenance of Stock Register of equipments, chemicals & fumigants.
- c) To maintain technical entries on the reverse side of the stack card.

### **65.3 Responsibilities Of Quality Analyst In Paddy Purchase Centres (PPC) :**

During procurement season, he / she may be attached to a PPC operated by OSCSC Ltd. for quality check of paddy brought by the farmers as per the Uniform Specification. He/she will work under the supervision of Purchase Officer of PPC.

- a) To draw samples of paddy from heap / bags.
- b) Grading of paddy i.e. Grade-A or common variety.
- c) Analysing the representative sample of paddy brought by farmer following BIS / approved procedures.
- d) To record the findings of analysis in the Vendor Receipt.
- e) Execution of Quality Test Report of paddy in case of rejection of paddy.
- f) To record the finds of analysis in the Paddy Purchase Register.
- g) He/she can be sent to check the quality of paddy procured by PACS / Pani panchayat / WSHG / Market Yard.

### **66. DUTIES & RESPONSIBILITIES OF KANTAWALLA (OSCSC STAFF) AT RRC MANAGED BY OSCSC LTD.**

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

- 66.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.
- 66.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.
- 66.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.
- 66.5 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.

**67. RESPONSIBILITIES OF DUSTING OPERATOR (OUTSOURCED) AT RRC**

- 67.1 To assist the Quality Analyst in drawal of samples from trucks / lots.
- 67.2 To assist the Quality Analyst in dividing and sub-dividing the samples to arrive at test samples through sample divider / coning and quartering method and scooping in presence of the Quality Analyst.
- 67.3 To arrange preliminary sorting of grains on enamelled plate.
- 67.4 To keep moisture meter and other testing equipments neat and clean.
- 67.5 To assist in dilution of chemicals with water as per prescribed ratio for prophylactic treatment and spraying in presence of the Quality Analyst.
- 67.6 To operate the foot sprayer and other equipments for spraying of approved chemicals to the grain bags.
- 67.7 To arrange packing and sealing of reference samples using sealing wax and brass seal of RRC.
- 67.8 Brushing of the stacks to remove the residue of aluminium phosphide after fumigation and to remove the dust and cob web.
- 67.9 To attend to counting of bags being loaded / unloaded at RRC / RRC-cum-DSC as and when entrusted by the RRC-cum-DSC in charge.
- 67.10 Such other works as may be assigned by the Quality Analyst / RRC / RRC-cum-DSC in charge.

**68. STATUS OF OUTSOURCED MANPOWER**

- 68.1 OSCSC is outsourcing following manpower through service providing agencies who are deployed at district office, PPC, RRC, sugar zonal depot and MFPS.

- Assistant Programmer
- Data Entry Operator
- Junior Accountant
- Junior Assistant
- Quality Analyst
- SA-cum-DEO
- Dusting Operator
- Peon
- Sweeper
- Security Guard

68.2 All outsourced staff shall assist the OSCSC staff in operations, documentation, maintenance of records and registers.

**68.3 Outsourced staff shall not be allowed to put their signature on any document / register / file. Only Quality Analyst will put his/ her signature on Acceptance Note -cum-Analysis Report in token of analysis of samples along with RRC in-charge.**

**69. 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 responsibilities of Custom Millers as mentioned in the agreement are followed meticulously.

**70. RESPONSIBILITIES OF DCCB / PACS**

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

**71. RESPONSIBILITIES OF D.S.W.O / WSHG**

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

**72. RESPONSIBILITIES OF EXECUTIVE ENGINEER (IRRIGATION) / PP**

The District Manger, OSCSC Ltd. shall enter into tripartite agreement on behalf of the Corporation with the Executive Engineer (Irrigation) and PP. The District Manager must ensure that the responsibilities of Executive Engineer (Irrigation) and PP as mentioned in the agreement are followed meticulously.

### **73. RECEIPT OF CMR FORM OTHER STATE AGENCIES**

- 73.1 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.
- 73.2 Such arrangements of receipt from other state agencies shall be made as per the direction of the Government / Corporation Head office.
- 73.3 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.

### **74. FINANCE & ACCOUNTS**

#### **74.1 At Paddy Purchase Centres run by OSCSC Ltd.**

- 74.1.1 Separate bank account shall be operated under the joint signature of Accounts Officer & Purchase Officer for effecting payment to the farmers.
- 74.1.2 Payment to farmers shall be made through Account Payee Cheque / online transfer to the bank account of farmer.
- 74.1.3 The cheques shall be signed jointly by Accounts Officer and Purchase Officer.
- 74.1.4 The cash book shall be maintained date wise by the Accounts Officer.
- 74.1.5 The books of accounts, records & registers as per para 9 shall be maintained.
- 74.1.6 Bank accounts shall be reconciled monthly with cash book, purchase register, cheque issue register and bank statement.
- 74.1.7 The procurement records & registers shall be submitted at district office after close of procurement operation.
- 74.1.8 The Account Officer shall refund unutilised fund to the District office promptly.



## **74.2 At District Office**

- 74.2.1 A separate bank book for procurement operation shall be maintained.
- 74.2.2 Separate bank book & ledgers shall be maintained Financial Year wise and KMS wise.
- 74.2.3 Payment of Millers bill, Commission & mandi labour charges to PACS, RMC fees shall be accounted under proper head of accounts.
- 74.2.4 District Manager shall release bills of Millers & PACS/WSHG/PPs at the rates communicated by OSCSC Head Office as per procedure at para 51 & 53.
- 74.2.5 District Office shall, on receipt of funds from Head office shall place the same with PPC as per requirement.
- 74.2.6 The District office shall maintain a separate register for Bank Guarantee received as Security Deposit. The Bank guarantee shall be renewed by the custom millers till entire CMR due is delivered. The genuineness of bank guarantee shall be confirmed from the issuing bank.
- 74.2.7 The Purchase Registers, Acceptance Notes of CMR shall be computerised.
- 74.2.8 The District shall refund the unutilised fund at PPC and District Office to head office promptly.

## **75. RECONCILIATION OF PROCUREMENT ACCOUNT**

Following reconciliation is to be made by the district, which should be completed within one month of closer of the procurement of the district.

- 75.1 Paddy purchased & delivered to custom miller by PACS/ WSHGs / PPs / Purchase Officer of OSCSC with reference to Acceptance Notes & confirmation from custom millers.
- 75.2 Amount reimbursed to DSWO / Executive Engineer (Irrigation) towards cost of paddy purchased and paddy delivered to the custom millers.
- 75.3 Bank account of PPC run by OSCSC, payment to farmer's vis-à-vis quantity of paddy procured.

75.4 CMR delivered to RRC & FCI by the custom millers

75.5 Bills settled by FCI on CMR delivered.

Following reconciliation is to be attended at OSCSC Head Office:

75.6 Paddy procured by PACS & amount remitted by Head Office to DCCB/PACS

75.7 Gunny purchase account with DGS&D and gunny bags delivered to the custom millers of district.

## **76. ISSUE OF CMR UNDER PDS**

76.1 As per para 4 of the Food & Procurement Policy for the KMS 2013-14, the custom milled rice obtained from the paddy procured will be utilized for distribution through Public Distribution System, in accordance with Decentralised Procurement (DCP) Scheme of GoI.

The procedure and documentation for issue of CMR is prescribed in Operational Guideline issued for Departmental Storage System.

**76.2 Stock stored for longer period at different depots of the district (including the godowns of CWC/OSWC and godowns managed through them) shall be utilized on FIRST IN FIRST OUT basis, as per the lifting plan communicated by the head office. The District Manager shall prepare **RELEASE ORDER FOR RICE** in Annexure 2-D (Operational Guidelines for Departmental Storage Operation) in utilizing the stock on priority basis.**

**76.3 Some districts receive CMR from other districts as per lifting plan of OSCSC Head Office. These stocks are to be issued on priority under PDS & OWS.**

## **77. PUBLICITY**

77.1 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 along with district level control room telephone numbers.

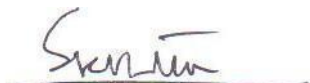
- 77.2 Such publication shall be made in **two widely circulated Odia dailies** only in local edition through the DI & PRO. In case there is no publication of leading dailies in the district, then such publication may be made in the edition of nearby district through the DI & PRO. Under no circumstances such publication shall be made in state edition as the publicity is required for the district.

## **78. CONTROL ROOM**

- 78.1 A control room shall be set up at the major procuring districts (more than One lakh MT of paddy purchased in the past year) during the time of actual procurement operations.
- 78.2 The Control room shall have a landline / mobile which should be well publicized. A computer with internet facility may be given to follow up the calls regarding mobile reporting of procurement.
- 78.3 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 DI & PRO.

## **79. GENERAL**

- 79.1 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 2013-14 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.
- 79.2 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**

**BEFORE THE EXECUTIVE MAGISTRATE/NOTARY PUBLIC**  
(To be executed on non-judicial stamp paper worth Rs. 10/- with required court fees)

**AFFIDAVIT**

I Sri/Smt. \_\_\_\_\_, Aged about \_\_\_\_\_ years, S/o./D/o./W/o. \_\_\_\_\_, in the capacity of Proprietor/ Managing Partner/Managing Director of M/s. \_\_\_\_\_ At/PO. \_\_\_\_\_, PS. \_\_\_\_\_, District- \_\_\_\_\_., do hereby solemnly affirm and state as follows-

1. That I/We am/are the sole and absolute owner of the immovable properties more particularly described in the Part-A & Part-B of First Schedule (hereinafter referred 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.

OR

That I/We am/are the sole and absolute owner of the Mill premises more particularly described in the First Schedule (Part – A) which is mortgaged to \_\_\_\_\_ Bank/ Financial Institutions and also sole and absolute owner of immovable properties as described at Part – B of Schedule – I (hereinafter referred to as 'The said property) on which no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.

2. 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 described at Part-A & B/Part-B of Schedule - I (Delete whichever is not applicable). I further declare that no adverse claim of any kind exist against the said property. I declare 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.
3. That I further declare that the only title deeds, documents or writings to the said property/ies 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 that the said property/ies is/are free from all encumbrance, claims and demands. The non encumbrance certificate (s) of the properties issued by Sub-Register is/are enclosed.

Signature of Deponent

4. The encumbrance certificate in respect of the property described of at Part – ‘A’ of Schedule – I issued by the concerned Bank is enclosed. {Not applicable in case of 1<sup>st</sup> part of para-1 at pre page}.
5. I declare the present market value at Part ‘C’ of the Schedule-I in respect of the properties as described at Schedule-I (Part A & B) honestly without any malafied intention.
6. That I swear 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.
7. *I declare the details of loan availed from the Bank/Financial Institutions as here under*
  - i) *Name of the Bank / Financial Institution with address* \_\_\_\_\_  
 \_\_\_\_\_
  - ii) *Type of Loan with limit :* \_\_\_\_\_
  - iii) *Present outstanding amount:* \_\_\_\_\_
  - iv) *Particulars of properties hypothecated and mortgaged. :* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - v) *Amount over due for repayment Rs.....*

**SCHEDULE-I**

**Part – A : PARTICULARS OF THE RICE MILL**

Mill situated over Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_,

Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_,

Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_, Dist \_\_\_\_\_.

**Part – B : OTHER IMMOVABLE PROPERTIES.**

i) Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_,

Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_,

Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_,

Dist \_\_\_\_\_.

II) .....

.....

III) .....

.....

IV) Nature of building if any with detailed particulars .....

**Part – C : APPROXIMATE PRESENT MARKET VALUE OF THE PROPERTIES**

The approximate present market value in respect of the properties as described at Part-A & B of Schedule – I \_\_\_\_\_.

**SCHEDULE - II**

A). Registered Sale Deed bearing No.\_\_\_\_\_ dated, \_\_\_\_\_.

B). Registered Sale Deed bearing No.\_\_\_\_\_ dated, \_\_\_\_\_.

C). Registered Sale Deed bearing No.\_\_\_\_\_ dated, \_\_\_\_\_.

D). Record of Right. (Xerox copy of Patta (s))

E). Up to date rent receipt \_\_\_\_\_.

Signature of Deponent

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

9. That this affidavit is required to be produced before the District Manager, OSCSC Ltd. \_\_\_\_\_ for appointment as Custom Miller.

Identified by

Advocate

Deponent

The above deponent being present before me & duly identified by Sri \_\_\_\_\_ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/ Notary Public

**Information on Directors/ Partners (strike out whichever is not applicable) of \_\_\_\_\_ (Name of the Mill)**

Sl. No.	Name of the Director/ Partner	Address	Contact No.	Occupation	PAN No.	Date of Joining in the Company/ Firm	Remarks
---------	-------------------------------	---------	-------------	------------	---------	--------------------------------------	---------

1

2

3

4

5

- N.B.:** 1. If the Director/ Partner of the mill is also Director/ Partner in any other Organisation, the name of the Organisation shall be indicated in the Remark Column.
2. The miller signing the agreement shall sign this document.

**Signature of the Miller**

**LETTER OF AUTHORISATION**

**(TO BE EXECUTED IN NON-JUDICIAL STAMP PAPER WORTH Rs.10/-)**

I \_\_\_\_\_ aged about \_\_\_\_\_ years, Son of \_\_\_\_\_ in the capacity of Proprietor/ Managing Partner/ Managing Director of M/s. \_\_\_\_\_ (name of Rice Mill) have been appointed as custom miller by the District Manager, OSCSC Ltd. \_\_\_\_\_ and executed an agreement on \_\_\_\_\_ for custom milling of paddy & supply of resultant CMR to the OSCSC Ltd. for the KMS 2013-14. My specimen signature is given below : -

1. \_\_\_\_\_
2. \_\_\_\_\_

As per terms & conditions of the agreement, I do hereby appoint the following persons as my authorized representatives to receive the paddy from the paddy purchase center & for milling from joint custody & maintenance and to deliver the resultant CMR in the RRC/ FCI on my behalf.

Sl. No.	Name & address of the authorized person with Mobile Phone No.	Specimen signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Affix stamp size photograph here

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All the acts, deeds, things done by the above representatives shall be construed as the acts, deeds, things & matters done by me as if I am personally present to do the same. For any acts, commissions or omission of my above authorized representatives that may cause any pecuniary loss to the Corporation I shall be responsible to make good loss of the same.

The signature & photographs of the above authorized persons are attested.

Accepted by me.

Name & Signature of the  
Custom Miller with seal

Seal & Signature of  
District Manager,  
OSCSC Ltd., \_\_\_\_\_.

**CERTIFICATE**

(For Mandi Handling Operation in case of direct purchase by OSCSC Ltd.)

**District:**

**PPC:**

This is to certify that M/s. \_\_\_\_\_ Custom  
Miller, Miller Code \_\_\_\_\_ of \_\_\_\_\_ district  
has provided handling services including loading of paddy to vehicles of  
millers at \_\_\_\_\_ PPC for procurement of \_\_\_\_\_ Qtls of  
paddy during the month \_\_\_\_\_ of the KMS 2013-14.

**Signature of the Purchase Officer:**

**Full Name:**

**Designation:**

**CERTIFICATE**

(For Mandi Handling Operation in case of purchase by PACS / WSHG /PP)

**District:**

**PACS / WSHG / PP:**

**Code:**

This is to certify that all handling services excluding loading of paddy to the vehicle of the millers at the purchase centre has been provided for procurement of \_\_\_\_\_ qtls of paddy on behalf of OSCSC in the KMS 2013-14. The handling services for loading of paddy to the vehicles have been provided by the Custom Miller \_\_\_\_\_, Miller Code.\_\_\_\_\_.

**Signature of the Authorized Officer of  
PACS/WSHG/PP:**

**Full Name:**

**Designation:**

**BRL STOCK RETURN NOTE**  
**ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.**

**Name of the district-**

Book No-

SI No:-

Date:-

1. Name of the RRC:-
2. Name of the Miller to whom the stock are returned for replacement :-
3. Reason for return :-
4. Lot No :-
5. Commodity / Variety
6. Qtls:- Nos. of bags:-

Delivered to the Custom Miller for replacement within three days.

Signature of the  
Quality Analyst

Signature of the  
RRC in-charge

Received the above stock for replacement within three days

Signature of the  
Custom Miller or his authorized representative

**N.B:-**

- To be prepared in triplicate out of which 1<sup>st</sup> copy to the Miller, 2<sup>nd</sup> copy to the District Manager & the 3<sup>rd</sup> copy to be kept in RRC file.
- To be signed by Quality Analyst if deployed at RRC

**Check list of gunny bags**

- a) Name of the Jute Mill:-
- b) S. O No. & Date.
- c) Inspection Certificate No. and Date with running bale Serial Nos:-
- d) R/R No. & Date:-
- e) Quantity rejected with bale Serial Nos:-
- f) Date of receipt:-
- g) Quantity received short:-
- h) Quantity where inspection mark is not available or where, it does not match with the mark indicated on the inspection certificates:-
- i) Details of test / examination conducted to check conformity to contract specifications. (Copy enclosed).
- j) Details of deviations from contract specifications:-

Sl. No.	Parameters	Specified value in Contract Specification	Value actually found in supplies	Whether testing to determine the values was carried out as per contract specifications Yes/ No	Remarks

- k) Quantity rejected due to :-
- l) Total quantity rejected / short supplied (g+h+k):-
- m) Copy of rejection letter issued by consignee:-

**District Manager  
OSCSC Ltd.,**