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**Reminder-II**

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

File No. Acct/Comp/DPC-92/14-15 No. 18378 Date 25-10-16.

From

**Niranjan Nayak, OAS (SAG)**  
Managing Director

To

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

**Sub: Insurance coverage of stock of OSCSC kept at the Mills premises – Steps to be taken at the time of Natural Calamities affecting the stock.**

**Ref: Head office letter No.977/MD dt.19.11.2015 & No.4113 dt.02.03.2016.**

Sir,

Inviting a reference to the subject and letters cited above, I am to say that the stock of paddy, rice & new gunny bales of OSCSC kept under Joint Custody at the premises of the Custom Miller is insured under the Fire (Floater) Declaration policy with the New India Assurance Company Ltd. with effect from 01.12.2015. A guideline was communicated to you vide this office letter No. 4113 dt.02.03.2016 regarding steps to be taken by your office and the millers when there is damage of stock due to Natural Calamities like Fire, Flood etc.

It was also instructed to communicate these instructions to the custom millers for their compliance.

I am to reiterate the guidelines below for strict compliance by your office and the custom millers.

- i. The miller shall intimate forthwith damage of paddy/ rice/ gunny bales with estimated quantity damaged to the District Manager and OSCSC Head Office ([dgmfosscsc@gmail.com](mailto:dgmfosscsc@gmail.com)) and the New India Assurance Company in the address – Senior Divisional Manager, New India Assurance Company, Bhubaneswar Head Office No.1, 2<sup>nd</sup> Floor, Ranjeeta Steelex Tower, Palasuni, Rasulgarh, Bhubaneswar – 751010, Phone No.9437059998, email-[bikash.mallik@newindia.co.in](mailto:bikash.mallik@newindia.co.in).

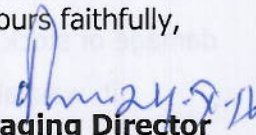
The District Manager should forthwith report to Head office about damage of stock of OSCSC indicating location of the incident, estimate of loss & description of the event that has caused the damage.

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- ii. The District Office/ Miller shall cooperate with the surveyor and tender all practically possible assistance to the surveyor and Insurer to ascertain as to the cause of damage/ loss and to quantify the loss in terms of the insurance policy in question.
- iii. The Custom Miller shall provide all relevant documents and proofs to substantiate the amount being claimed in accordance with the terms and conditions of the policy. District Manager shall also provide documents & records as called for by the surveyor and insurer.
- iv. The Custom Miller shall act diligently and take all practical steps to minimize the loss and to prevent further loss of or damage to the property insured. The Custom Miller shall segregate the damaged stock from unaffected stock, wherever possible so as to avoid aggravation of loss, even before arrival of the surveyor/ preliminary surveyor.
- v. The District Manager shall depute an officer at the time of visit of the surveyor to the mill site.
- vi. The custom miller shall not throw away/ Sale/ dispose of the damaged stock without approval of the CSO-cum-District Manager, OSCSC in writing.

You are requested to communicate the above guidelines to all the rice millers, executed agreement as Custom Miller.

Yours faithfully,

  
Managing Director

**Memo No.** 18379 **Date** 25-10-16.

Copy to The Chairman, All Odisha Rice Millers Association, S-3/36, Sec-A, Zone-B, Mancheswar Indl. Estate, Bhubaneswar-751010. The custom millers may be made aware of the above instructions to be complied at the time of Natural Calamities.

  
Managing Director