

16. Guidelines for weighment during receipt & issue of CMR in RRC



ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

C/2, NAYAPALLI, BHUBANESWAR-12

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No.-PP (Q.C) 36/2010/4060.....

Date: ...28.2.11.....

From

Suresh Kumar Vashishth, IAS,
Managing Director.

To

All CSO-cum-District Manager,
O.S.C.S.C. Ltd.

Sub: **Guideline for weighment during receipt and issue of CMR in RRC.**

Ref: i. Corporation letter no.3100 dt.24.03.08 (Tare weigh of gunny bags).
ii. Corporation letter no.7648 dt. 07.05.10 (Guideline for Storage Loss).
iii. Corporation letter no.16721 dt. 20.10.10 (Operational guideline for KMS: 2010-11).

Sir,

In supersession of previous instructions, I am to communicate herewith the guideline for weighment of CMR during receipt and issue in RRC, as mentioned below.

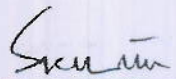
1. Instructions issued vide letter no.7648 dt.07.05.10 for receiving of CM Rice in standard bag of 50Kg. rice net in one gunny bag with maximum ± 250 gms. variation shall be strictly followed. For example, one lot of CMR i.e. 20 M.T packed in 400 gunny bags may weigh 19.90 M.T to 20.10 M.T. If there is variation in excess of this range then the lot is called as un-standard lot and shall not be accepted.
2. Stock shall be received and delivered on 100% weighment through the weighbridge where weighbridge facility is available at RRC.
3. 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 ± 250 gms. per bag. In test weighment method, individual bags should be selected at random as per the option of person receiving the stock. The result of weighment shall be recorded in the weight check memo as provided by the Corporation as per Annexure - III. The average weight per bag of the 10% selected bags shall be the gross weight per bag basing on which the total gross weight of the lot / consignment shall be calculated.
4. In case stock are in un-standard bags, and no weighbridge is available then 100% weighment has to be made in ascertaining the quantity.
5. As per clarification issued vide Corporation Head Office letter no.3100 dt. 24.03.08 the tare weight of gunny shall be calculated by cutting open 3 to 5 numbers of bags in one truck load of rice and average tare weight of gunny bags shall be ascertained accordingly for the truck load.

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6. Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.
 7. Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.
 8. During weighment of both loaded and empty vehicle, care should be taken to ensure that same accessories are kept on the carrier during both operation.
 9. 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 a register as per Format - I & II enclosed.
 10. In case of 10% test weighment or 100% weighment as specified at sl. no. 3 & 4 weight check memo shall be prepared for weighment of bags of the consignment as per Format - III enclosed.
 11. Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.
 12. The test weighment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.
 13. The representative of custom miller at the time of receiving stock, representative of transport contractor / storage agent and lifting officer at the time of issue of stocks shall be the witness to the weighment / test weighment alongwith RRC in-charge, SA-cum-GA and Kantawalla, who will sign the weighment register / weight check memo and kanta-slip to authenticate the result.

In no case stocks of CM Rice shall be received from custom millers or issued to Storage Agent / Transport Contractors without proper weighment. It shall be the personal responsibility of RRC in-charge to ensure receipt and issue of CM Rice on weighment / test weighment as per the guideline and to maintain related records as per prescribed format.

This may be brought to the notice of all field functionaries to follow the guideline scrupulously. Corporation Head Office may be moved for clarification if any.

Yours faithfully,


Managing Director