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ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

C/2, NAYAPALLI, BHUBANESWAR-12

PP :65/2018

/ Letter No. 17536 / Dated- 09.11.18.

From

Saroj Kumar Samal, OAS
Managing Director

To

All CSO-cum-District Managers,
OSCSC Ltd.

Sub: Operational Guidelines for the KMS: 2018-19.

Ref: This Office letter No.464/MD dt.27.10.2018.

Sir,

Enclosed find herewith Operational Guidelines for the KMS: 2018-19.

- 2) All District Managers are expected to go through these Guidelines carefully.
- 3) District Managers must train Purchase Officers/Authorized Officers/ Accountants/ Supply Inspectors/ Marketing Inspector/ 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. Deviation shall invite disciplinary action.
- 5) District Managers will be responsible to ensure that these Guidelines are circulated among all the Officers/Custom Millers/DRCS/DCCB/DSWO/Executive Engineer (Irrigation)/WSHG/Pani Panchayats etc. and followed by them. Disobedience /deviations, if any, shall be brought to the notice of the FS & CW Deptt. and OSCSC Ltd. Immediately.
- 6) The Guidelines can be downloaded from the Corporation website www.oscsc.in.
- 7) The gist of modifications and new points added are enclosed for your ready reference.

Encl :- Operational Guidelines (77 pages)


Gist of modifications (04 pages)

Yours faithfully,


Managing Director

Memo No 17537 /Date 09.11.18.

Copy submitted to the Commissioner-cum-Secretary to Govt., FS & CW Deptt., Bhubaneswar for favour of kind information.


Managing Director

Memo No 17538 /Date 09.11.18.

Copy submitted to the Principal Secretary to Govt., Co-Operation Deptt., Govt. of Odisha for favour of kind information.


Managing Director

Memo No 17539 /Date 09.11.18.

Copy submitted to the Principal Secretary to Govt., Water Resources Deptt., Govt. of Odisha for favour of kind information.

Managing Director

Memo No 17540 /Date 09.11.18.

Copy forwarded to the General Manager, Food Corporation of India, Bhubaneswar for kind information.

Managing Director

Memo No 17541 /Date 09.11.18.

Copy forwarded to the Director, Social Welfare, Bhubaneswar for kind information.

Managing Director

Memo No 17542 /Date 09.11.18.

Copy forwarded to the Registrar of Co-operative Societies, Odisha, Bhubaneswar for kind information.

Managing Director

Memo No 17543 /Date 09.11.18.

Copy forwarded to all Collectors & District Magistrates for kind information.

Managing Director

Memo No 17544 /Date 09.11.18.

Copy forwarded to the Managing Director, OSCB, Bhubaneswar for kind information.

Managing Director

Memo No 17545 /Date 09.11.18.

Copy to all Deputy Registrars of Co-Operative Societies for information.

Managing Director

Memo No 17546 /Date 09.11.18.

Copy to all Secretaries, District Central Co-Operative Bank (DCCB) for information.

Managing Director

Memo No 17547 /Date 09.11.18.

Copy to the Branch Manager, NAFED/M.D, MARKFED/M.D, TDCC, Bhubaneswar for information.

Managing Director

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) 2018-19

1. PREAMBLE

- (i) In pursuance of Food and Procurement Policy issued by Government of Odisha for KMS 2018-19, 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 Food Security Schemes and other welfare schemes (b) delivery of surplus rice to FCI, under the Decentralized Procurement Scheme (DCP) 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 2018-19. 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 2018-19" 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 2018-19, which was forwarded by F.S. & C.W. Department to all Collectors and Civil Supplies Officers in memo No.18119 dt.17.09.2018.

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	5.0 *
3.	Immature, Shrunken and Shriveled grains	3.0
4.	Admixture of lower class	6.0
5.	Moisture content	17.0

* *Damaged, sprouted and weevilled grains should not exceed 4%.*

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. Following Minimum Support Price (MSP) for Fair Average Quality (FAQ) paddy has been fixed by Government of India for KMS 2018-19.

Paddy	MSP for KMS 2018-19 (Rs. /Per Qtl.)
Common	Rs.1750/-
Grade 'A'	Rs.1770/-

Paddy/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, *Argemone mexicana* and *Lathyrus sativus* (Khesari) and admixture deleterious substances.

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

- In case of natural calamity like unseasonal rains, paddy under relaxed specification (URS), as and when approved by Gol, to be accepted by State Govt. and resultant rice of such URS paddy to be used in PDS as per direction of Gol.

4. PADDY PROCUREMENT PERIOD

4.1 The current KMS: 2018-19 spans from **1st October 2018** to **30th September 2019**.

4.2 As per Para 6.6 of Food & Procurement Policy for KMS: 2018-19, paddy procurement during the current KMS will be done as per the following timelines.

Season of KMS 2018-19	Procurement Period	
	From	To
Kharif	01-11-2018	30-04-2019
Rabi	01-05-2019	30-06-2019

4.3 DLPC shall allocate adequate number of Mandi /PPC to each society so that all marketable surplus as per the Farmers Registration data is procured within the procurement period.

5. ALLOCATION OF TARGET FOR PROCUREMENT OF PADDY

5.1 FS & CW Department will finalize district wise target.

5.2 The OSCSC Ltd. shall procure paddy as per the target fixed by the Government in FS & CW Department.

5.3 The district wise target for procurement by individual district of the Corporation as assigned by Government from time to time shall be strictly adhered to.

5.4 The Collector of the district shall allocate targets to the PACS, WSHGs, Pani Panchayats considering the marketable surplus of the society and its performance.

5.5 The agency wise targets would be fixed based on the paddy availability with the PACS earmarked and allocated to them. Collectors of the districts would finalize the PACS/ Societies or paddy purchase centres covering a Block(s) for the State Agencies other than OSCSC.

5.6 OSCSC shall not procure in the PACS/ Societies earmarked for other Agencies except in case of their failure to ensure timely procurement.

5.7 Considering online marketable surplus as per Farmers Registration Data and the progress of procurement by 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. 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.

- 5.8 Only in case of emergencies, the OSCSC Ltd. shall be allowed by Govt. in FS & CW Department to procure paddy directly from the farmers.**

6. MODES OF PURCHASE

6.1 Purchase under Central Pool Account

As per provisions contained in Food and Procurement Policy for KMS 2018-19, OSCSC Ltd. shall purchase paddy from farmers **on Central Pool Account** in the following manner:

- Purchases through PACS as Commission Agent with DCCB and DRCS as the supervising authorities.
- 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 only in case of emergencies with the approval of Govt. in FS & CW Department.

6.2 Purchase under State Pool Account

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 maintaining separate accounts.

6.3 Selection of PACS, WSHG & Pani Panchayats.

- 6.3.1 As per Para 7.8 of Food and Procurement Policy 2018-19, the district Collector with the assistance of CSO-cum-District Manager, OSCSC Ltd, DRCS/ARCS, 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 which will participate in the paddy procurement operation as agents of OSCSC.

PACS/LAMPCS 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.

- 6.3.2 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.

WSHG and PP shall procure paddy through P-PAS application. As such the WSHG and PP having IT infrastructure and manpower may be considered for selection.

- 6.3.3 However, online registration in the website www.foododisha.in and its subsequent authorization by the verifying officer shall be a pre condition. Those PACS / WSHGs / PPs which have already been registered in the earlier KMS shall update their current status.

- 6.3.4 As per Para-7.15 of Food and Procurement Policy 2018-19 RMC Market yard can also be allotted to two to three PACS/Societies to enable them to procure paddy from farmers of their jurisdiction as Market Yards have better facilities for weighing and storing. Such Market Yard would be the second and third purchase center (PPCs/Mandi) for the PACS/Society apart from their head Quarters. Such facility may only be extended to those PACS/Society which have adequate manpower.

- 6.4 The District Administration, as per Food and Procurement Policy 2018-19, 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 District Level & Society Level Procurement Committee
- ❖ Preparation of advance action plan.

- ❖ Generation of Farmers Paddy Assessment and Procurement Register.
- ❖ DLPC shall finalise agency (custom miller/society) who will perform mandi handling operations at the purchase centres
- ❖ Arrangement for making temporary storage facility for paddy with sufficient number of tarpaulin and polythene.
- ❖ Training of field functionaries / committee members
- ❖ Availability of equipments in working condition

6.5 Purchase of paddy in centres operated by PACS

6.5.1 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 PACS will be held responsible and accountable for business transactions with OSCSC. DCCB and DRCS at higher level of the hierarchy shall act as supervising authorities for the business with OSCSC Ltd.

6.5.2 OSCSC Ltd. shall enter into an agreement with OSCB and procuring PACS to streamline the procurement operations. DCCB & DRCS will monitor the work of PACS.

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

6.6.1 OSCSC Ltd. may purchase paddy through Women Self Help Groups in those Gram Panchayats/villages as decided by the district Collector. The WSHG should ensure necessary IT infrastructure, deployment of Data Entry Operator and availability of Digital Signature Certificate for procurement through P-PAS.

6.6.2 Individual WSHG will be held responsible and accountable for business transactions with OSCSC.

6.6.3 As per the Food & Procurement Policy for KMS 2018-19 the District Social Welfare Officer (DSWO) shall be the nodal officer for purchase of paddy through WSHGs in the district. DSWO at higher level of the hierarchy shall act as supervising authority for the business with OSCSC Ltd.

6.6.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG. All payments to farmers for MSP shall be routed through P-PAS.

- 6.6.5 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.
- 6.7 Purchase of paddy through Pani Panchayats (PP)
- 6.7.1 OSCSC Ltd. shall purchase paddy through Pani Panchayat in those Gram Panchayats/villages as decided by the district Collector. The PP should ensure necessary IT infrastructure, deployment of Data Entry Operator and availability of Digital Signature Certificate required for procurement through P-PAS.
- 6.7.2 Individual Pani Panchayat will be held responsible and accountable for business transactions with OSCSC.
- 6.7.3 As per the Food & Procurement Policy for KMS 2018-19 the Executive Engineer (Irrigation) Pani Panchayat shall be the nodal officer for purchase of paddy through PP in the district. Executive Engineer (Irrigation) at higher level of the hierarchy shall act as supervising authority for the business with OSCSC Ltd.
- 6.7.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat. All payments to farmers for MSP shall be routed through P-PAS.
- 6.7.5 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.
- 6.8 Purchase of paddy in Corporation's own PPCs and in Market Yards etc.
- 6.8.1 **Only in case of emergencies, the OSCSC Ltd. shall be allowed to procure paddy directly from the farmers on approval of FS & CW Department.**
- 6.8.2 The location of paddy purchase centres and days & time of operation of such centres shall be decided by the Collector.
- 6.9 Monitoring mechanism of paddy procurement
- State Level, District Level and Society Level Procurement Committees are in place for monitoring of paddy procurement operations at different levels during KMS 2018-19.
- 6.9.1 State Level Procurement Committee (SLPC).

- SLPC under the Chairmanship of Chief Secretary, Odisha shall review arrangement of paddy procurement operations at the beginning of each Kharif/ Rabi season of the KMS.
- Besides, Committee shall review paddy procurement and delivery of rice by procuring agencies to RRCs of the State Govt. and FCI during each KMS.

6.9.2 District Level Procurement Committee (DLPC)

- DLPC acts as a nerve center in monitoring of paddy procurement operations such as finalization of the start of procurement date and number & name of the PACS/Society and location of the PPC, fixation of number of PPC/mandi days for each PPC/Mandi, review of the preparation for procurement in the district, agency to perform mandi handling operation at PPC and taking decision in any matter relating to procurement not specified in the policy for improving the procurement decisions.

6.9.3 Society Level Procurement Committee (SoLPC)

- SoLPC will be constituted at each PACS/Society with its Secretary as convener. The local R.I, VAW (Agriculture), 3 to 6 farmers of the area, E.Os of G.Ps (within jurisdiction of PACS) will be member of the committee. Elected president of the PACS/ Society or a farmer member nominated by the committee members shall be president of SoLPC. However question of nomination will not arise during the continuation of the elected president.

A panel of names of farmers covering all villages shall be given, through Co-operation Extension Officers of the Block by the PACS/society to the BDO to choose three to six (at the maximum) farmers for the committee. The names shall be so chosen as to represent at least one farmer from area covered by each PACS.

- The role and responsibilities of SoLPC are outlined in Para-7.4 & 7.5 of Food & Procurement Policy for KMS 2018-19.

7. EXECUTION OF AGREEMENT

- 7.1 On behalf of OSCSC Ltd., CSO-cum-DM shall execute agreement with individual Society/PACS. For the purpose of authenticity, ARCS concerned will endorse the signature of the Secretary/Authorized functionary of the PACS on the agreement document.
- 7.2 The District Manager & Accounts Head of the district shall execute agreement jointly with miller on behalf of OSCSC.
- 7.3 OSCSC Head Office shall execute agreement with OSCB for procurement related transaction.
- 7.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG.
- 7.5 District Managers of OSCSC Ltd shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat.

8. EQUIPMENTS AND INFRASTRUCTURAL FACILITY AT PADDY PURCHASE CENTER

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

- 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/paddy cleaner, (xi) Polythene bag, (xii) Tarpaulin / Polythene sheet, (xiii) Waiting space, (xiv) Drinking water facility, (xv) Toilet facility & (xvi) Open/covered platform having size of 20' x 30'.

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 except cash book which has become redundant on implementation of P-PAS and DBT.

• Token Slip	• Farmers paddy assessment and procurement register
• Quality Test Report of paddy	• Paddy Stock Register
• Vendor Receipt	• Paddy Dispatch Register
• Paddy Purchase Register	• Miller's Control Register (Paddy)
• Paddy Rejection Register	• Millers Authority Slip (MAS)
• Transit Pass – cum - Paddy Acceptance Note	• Society Authority Slip (SAS)

- 9.2 The above registers/documents are system generated and no manual registers/documents would be used. So PACS/Society are to preserve hard copy of all such registers/documents in bound book shape for all future purposes.
- 9.3 The farmer's signature shall be obtained on the vendor receipt in duplicate and one copy is to be preserved by the PACS/Societies.
- 9.4 The custom miller is delivered with paddy on issue of Transit Pass-cum-Acceptance Note. Paddy will be delivered to the custom miller on execution of Transit Pass-cum-Acceptance Note individual vehicle wise. **The driver of the vehicle, custom miller or his authorized representative and authorized person of the society shall sign on the Transit Pass-cum-Acceptance Note.**
- 9.5 Secretary of PACS/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-3.2 of Food and Procurement Policy 2018-19, all farmers have to provide information about their identity proof in the registration form which is mandatory. Any of the following three documents which has been used at the time of farmers registration shall be accepted as identity proof of the farmers.

- Kissan Credit Card (KCC)
- Biju Krishak Kalyan Yojana (BKKY)
- Electors Photo Identity Card (EPIC)

The same ID proof (KCC or BKKY or EPIC) would be used as the Farmer Identity Card (FIC) in the society for selling paddy. All farmers are additionally required to furnish their Aadhaar number,

though inability to furnish the same will not be a bar to sell paddy to Govt.

10.2 The Purchase officer of PPC/PACS/WSHG/Pani Panchayat shall verify the above Identity proof before purchase of paddy and also enter the ID number in the vendor receipt and purchase register.

11. REGISTRATION OF ACTUAL TILLERS INCLUDING SHARECROPPERS, SMALL AND MARGINAL FARMERS

11.1 As per Para -7.9 of Food and Procurement Policy of KMS 2018-19, FS & CW Department and Co-operation Department shall create enabling conditions for entry of more actual tillers of soil including sharecroppers, small and marginal farmers into the Government procurement fold. The aim should be to bring more and more actual tillers of soil to the PPCs or mandies.

11.2 As per Para -7.10 of Food and Procurement Policy of KMS 2018-19, in order to ease the difficulty of registration of actual tillers, they may be allowed to be registered even when they are unable to show consent letters from landowners or certificate from *Sarpanches*. However, they will be permitted to sell their marketable surplus subject to verification of their claims through District Agriculture Officers or Tehsildars.

12. REGISTRATION OF FARMERS & REGULATING ARRIVAL OF PADDY

12.1 Farmer Registration would be the only process to identify the genuine farmers.

12.2 The registered farmers who provide their contact numbers would be intimated by SMS about the dates, at least 7 days in advance, as to when to bring the paddy to the PPC.

12.3 The registered farmers who do not provide their mobile number have to check with the Society about the date of delivery of paddy.

12.4 Collector may assign various days of a week to PPCs for operation of Mandis subject to a minimum of three days.

12.5 The PACS shall generate schedule of delivery of paddy on each PPC/ Mandi date and accordingly intimate the farmers the scheduled date of purchase and quantity of paddy. Schedule of procurement shall be displayed by the PACS on its notice board.

12.6 The procuring societies shall endeavor to bring more and more farmers into the procurement fold so that they receive the benefit the MSP.

13. FARMERS PADDY ASSESSMENT AND PROCUREMENT REGISTER

- 13.1 After digitization of farmer data relating to cultivated land details, society-wise Farmers Paddy Assessment and Procurement Register would be generated on-line.
- 13.2 The marketable surplus will be automatically calculated in respect of each registered farmer. As per Para-3.4 of Food and Procurement Policy KMS 2018-19, the earlier practice of calculating the marketable surplus of a farmer after deducting quantity required for consumption purposes @ 3 quintals per member in farmer's family is waived out from KMS 2018-19.
- 12.3 The register of farmers indicating the marketable paddy to be generated being arranged alphabetically in Odia “ଅ ରୁ କ୍ଷ”.
- 13.4 ID proof details, Bank accounts details along with Aadhaar number (if provided) and the mobile phone number of farmers would be reflected.
- 13.5 Societies/organizations undertaking paddy procurement are to takeout auto generated print (hard copy) of purchase paper indicating quantum of paddy, compile in the form of register signifying the total marketable paddy and thus the target of the society.

14. PAYMENT OF MSP TO FARMERS

- 14.1 In all paddy procuring blocks, P-PAS has been implemented. All payments to farmers account shall be done through online mode within 24 hours but not later than 72 hours in any case. Payments to the farmers shall be made directly from OSCB account to the farmers account under proper authentication. Such direct transfer of funds to the accounts of farmers will be made as per the data entry made by PACS in P-PAS application. In exigencies of failure of online mechanism such payment will be made by way of direct transfer of MSP dues to the farmer's accounts.
- 14.2 The Society Secretary shall ensure that each Society at the day end will prepare a payment advice of all procurement transactions for the day, digitally signed the same and upload the generated .xml/ File under proper verification immediately to P-PAS Server. There should not be any variance of data between P-PAS central server and local application.

- 14.3 If there is delay in submission of consolidated payment advice to the P-PAS Server due to unavoidable circumstances the same shall be recorded by the Authorised Person of the PACS and intimated to District Manager, OSCSC and DRCS.
- 14.4 In exigencies of failure of online mechanism such payment will be made by way of direct transfer of MSP dues to the farmer's accounts. Proper records are to be kept.
- 14.5 The WSHG and PP shall make payment to the farmers through online mode for the purchase of paddy from the farmers within the specified period.
- 14.6 For any delay in payment or deviation in mode of payment, the District Manager shall bring the matter to the notice of Collector and Head Office for necessary action in the matter.
- 14.7 The Society Secretary shall ensure prompt uploading of purchase data on the online portal by the participating society to facilitate transfer of funds to farmer's accounts within the prescribed time limit.
- 14.8 **The commission agent of OSCSC i.e. PACS, WSHGs / PPs shall not make any purchase of paddy beyond target assigned to them as per SAS. OSCSC shall not be responsible for any purchase beyond the target.**

15. OPERATIONS AT PADDY PURCHASE CENTRES

- 15.1 The purchase centre run by PACS, WSHG and PP shall operate on specified days of a week as decided in the District Level Paddy Procurement Committee meetings so as to procure all marketable surplus within stipulated period as per target.
- 15.2 All paddy procurement transaction at PPC or mandi will be made through P-PAS application software, all the documentation shall be system generated.
- 15.3 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- 15.4 Paddy sample shall be drawn for quality analysis. 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. The first one is 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.

- 15.5 The weighment of the FAQ paddy shall be taken and vendor receipt shall be issued to the farmer obtaining his full signature.
- 15.6 **The paddy so purchased shall be delivered to the custom miller as per system generated Society Authority Slip (SAS) on execution of Transit Pass-cum-Acceptance Note for each vehicle.**
- 15.7 **At the end of the day, miller wise Transit Pass-cum-Acceptance Note shall be consolidated for maintenance of account of paddy delivered to a miller against the target allocated through SAS.**
- 15.8 All transactions at a mandi are done through computer both in online mode or in offline mode. If it is done in offline mode, societies will sync it with central server on regular basis.
- 15.9 At the end of procurement season, CSO-cum-district Manager shall submit the list of PACS/PPC where season is closed and upload procurement data online to P-PAS Server. Central PMU of FS & CW Department / IT PMU of OSCSC Ltd. after due verification of the season closing report, will issue a completion certificate to this effect which will be complied by the district office and sent to OSCSC Head Office as well as FS & CW Department.
- 15.10 All the reports/registers maintained for purchase of paddy at PPCs for entire quantity of paddy purchased shall be uploaded in P-PAS server under supervision of P-PAS DEOs/Assistant Programmer in the district which in turn shall be ensured by CSO-cum-District Manager of the district concerned for final accounting and other reconciliation work.

15.11 The copies of the transit pass-cum-acceptance note shall be submitted by the Secretary of the Society at the District Manager's office on weekly basis for reference and record.

16 RESPONSIBILITIES OF REGULATED MARKET COMMITTEE (RMC)

16.1 As per Para-7.13 of Food and Procurement Policy 2018-19, the respective RMCs and Societies themselves will be responsible for making these facilities and other infrastructures available at the PPCs operated by PACS, WSHG & PP as mentioned at Para-8 above.

16.2 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.

16.3 The RMCs would set up temporary market yards with minimum facilities as PPCs in heavy procurement blocks for facilitating procurement by OSCSC Ltd.

16.4 As per Para 7.14 of Food and Procurement Policy, **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at Para 16.3 above as additional Market Yards as per provisions of OAPM Act/Rules.**

16.5 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.

16.6 RMCs will ensure that farmers bring paddy of FAQ standard to the PPC. In case the same is in wet condition having inadmissible moisture content it should take up the responsibility of dissuading the farmers from bringing such paddy and in some cases if need be should take steps for drying. PACS/LAMPCS shall also ensure that the farmers bring paddy of FAQ status to PPCs.

Upon arrival of paddy at the PPCs sample testing will be conducted to see if it conforms to FAQ norms. RMC will provide temporary quality analyst at each Mandi/PPC for conducting such sample testing. These quality analysts may be sourced from outside and trained beforehand.

17. PROVISIONING OF FUNDS

- 17.1 Payment to the farmers shall be made through online mode to the accounts of the farmers directly by OSCB, Bhubaneswar on near real time basis using P-PAS application.
- 17.2 The farmers registration database will be integrated with the P-PAS application for such transfer of funds to the accounts of farmers.
- 17.3 OSCSC Head Office shall make arrangement of funds with OSCB.

18. CUSTOM MILLERS ELIGIBLE TO PARTICIPATE IN KMS 2018-19

- 18.1 Millers who have delivered 100% CMR of KMS 2017-18 by 30.09.2018 or no outstanding dues to be paid OSCSC on account of CMR delivery of any previous procuring season will be eligible to participate in current KMS. The millers having outstanding dues of CMR delivery account of other state agencies will not be allowed to participate.**
- 18.2 Millers who have not delivered entire quantity of CMR due in and up to KMS 2017-18, shall not be considered for appointment as custom miller in the current KMS 2018-19.
- 18.3 If any defaulting miller of earlier years has delivered rice or deposited the cost of shortage subsequently and in the event the participation is allowed, the miller will be treated as new mill for all purposes.
- 18.4 As per Para-13.4 of Food and Procurement Policy 2018-19, 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.

19. SELECTION OF CUSTOM MILLER

- 19.1 As per Para-11.1 of the Food and Procurement Policy 2018-19 online registrations for a new miller through the website i.e. **www.foododisha.in** is a pre-requisite for participation in the procurement operation of KMS 2018-19. The millers who are already registered in KMS 2017-18 shall update their current status.
- 19.2 The miller having two units (Raw & Boiled) in the same campus would be considered as two separate mills. Miller is to register online separately. In such cases separate agreements are to be**

executed both for raw plant and boiled plant. Similarly security deposit shall also be furnished for each plant.

- 19.3 The rice miller producing boiled rice shall deliver boiled rice only.
- 19.4 For KMS 2017-18, rice mills producing raw rice in boiled rice consuming districts were to deliver entire CMR due to FCI. This was also a condition in the agreement with the custom millers. The custom millers who have not delivered in such manner shall not be allowed to participate in KMS 2018-19 unless district administration has received raw rice from them at RRCs under compelling circumstances or for consumption in own districts or in other districts with the approval of the OSCSC Head Office.
- 19.5 Participation of millers for the KMS 2018-19 who have delivered 100% CMR by dt.30.09.2018 shall be treated as regular miller for participation on 1:6 Security Deposit (SD) norm. Delivery of 100% CMR due after 30.09.2018 will invite participation on 100% security norm.

Custody and maintenance charges for the outlying period with reference to the stipulated dateline will not be allowed to the miller.

- 19.6 In case of any mill having been acquired either by purchase or lease the inheritor/purchaser shall be liable for payment of the dues of the defaulting miller. Such mill shall be allowed to participate in 1st, 2nd and 3rd year on SD norm of 1:1, 1:2 and 1:3 respectively.

However this incremental yardstick of 3 years will be subject to Corporation decisions on ratio between security and procured quantity.

- 19.7 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, financial capacity and past 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, shall have to be considered.
- 19.8 The miller at the time of agreement shall declare in the shape of **affidavit** his debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2018.

19.9 In case of multiple ownership, the onus of default will be on the miller, not on any particular mill of his ownership. Accordingly the punitive provision as delineated elsewhere will apply to all the participating mills of his ownership irrespective of the act of default committed in respect of any number of mills owned by him.

20. PARTICIPATION OF LEASE HOLD MILLS

20.1 LEASE HOLD MILLS

Lease hold millers may be allowed to participate as custom millers of the Corporation only by furnishing 100% security deposit.

20.2 LEASE HOLD MILLS OF CO-OPERATION DEPARTMENT

Lease hold mills of Co-operation Department which are functioning for last five years without default under the same lessee may be given paddy @ 1:6 SD norm. All other such mills can be allowed to participate on 1:1 SD norm.

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

21. PARTICIPATION BY NEW MILLS

21.1 During KMS 2018-19, new mill may be allowed participation after due inspection of such mill, which will include assessment of milling capacity/ staff strength and ancillary infrastructure among all other things. The capacity will be assessed with reference to pertinent documents like electricity bill, report of Pollution Control Board and drying / boiler capacity whichever indicates the lowest.

21.2 Such new mills shall be given paddy on 1:1 SD norm.

The norm of participation for new rice mill in surplus district shall be 1:1 SD norm for 3 years and in deficit district 1:1, 1:2 & 1:3 for 1st, 2nd and 3rd year respectively.

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

22. PARTICIPATION OF RAW RICE MILL IN BOILED CONSUMING DISTRICT AND VICE VERSA & PROCUREMENT OF RICE AS PER CONSUMPTION PATTERN OF THE DISTRICT

22.1 The district to procure rice as per consumption pattern of the district i.e. boiled rice consuming district shall only procure boiled rice and vice-versa.

- 22.2 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.
- 22.3 Raw rice mill in boiled rice consuming district and boiled rice in raw consuming district shall be allowed to participate in procurement operation. These mills shall be delivered paddy **4 (four) times** of security deposit.
- 22.4 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.
- 22.5 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 utilize within the district.
- 22.6 However raw rice mills in boiled rice consuming districts may be allowed to deliver raw rice in RRC as per decision of Govt./OSCSC to meet the requirement of other raw consuming districts.

23. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS

- 23.1 The millers who have completed **100% delivery of CMR by 30.09.2018** only will be allowed to participate in other nearby districts having deficit milling capacity.
- 23.2 Cluster approach for outside miller participation will be preferred. However, the following is the illustration only. There may be deviation looking at requirement.

Cluster approach of millers participation in 2 clusters viz.:

- Kalahandi-Nuapada-Bolangir-Koraput
- Bolangir-Sonepur-Sambalpur-Bargarh-Boudh

- 23.3 Millers of a district will be allowed to participate for procurement in other nearby deficit milling capacity district as follows:

Name of the district of the miller	Districts Where to be allowed to participate
Nuapada & Bolangir	Kalahandi & Koraput
Bargarh, Bolangir & Sambalpur	Sonepur & Boudh

Jajpur & Mayurbhanj	Balasore, Bhadrak & Keonjhar
Cuttack, Khurda, Jajpur & Puri	Jagatsinghpur
Ganjam	Kandhamal

23.3.1 The basic guiding principle should be lack of milling capacity and non-availability of eligible custom millers in the districts where deployment of outside millers is being considered.

The distance factor, track record of participating millers and their capacity should also be kept in mind while deputing outside district millers. However, under no circumstances there should be any dislocation in procurement operations both in the districts from where the millers are being deputed and the districts to which they are being deployed.

- 23.4 Whenever OSCSC Head Office feel that, there is a situation leading to monopolization of procurement process by participating millers of certain districts, it can deploy millers from nearby districts to ensure smooth procurement operation. In such cases instructions of OSCSC Head Office shall be final and binding on concerned Collector / District Manager, OSCSC Ltd.
- 23.5 As per Para 13.3 of the Food and Procurement Policy 2018-19, in case of districts where adequate number of rice mills are not available, the Collector may assign millers from other districts as per table above with surplus capacity in consultation with the concerned Collectors and approval of MD, OSCSC Ltd. This arrangement need to be finalized before 15 days of start of procurement of the district.
- 23.6 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.
- 23.7 In such case, the District Manager of procuring district shall execute separate agreement with the custom miller of the other district. For instance DM, Jagatsinghpur will execute agreement for the custom millers of Cuttack participating in procurement of Jagatsinghpur.
- 23.8 The raw producing mills in boiled consuming districts and boiled producing mills in raw consuming districts shall not be allowed to participate in other districts.

23.9 Participation by outside miller shall be on 1:3 SD norm except for Jagatsinghpur where it will be 1:6 SD norm. The Millers shall furnish separate instrument of security to the District Manager from where the paddy will be procured.

23.10 Millers intending to participate in cross-district operations for the KMS: 2018-19 should have delivered 100% CMR due of KMS 2017-18 of both districts (own/ other) by 30.09.2018.

24. DELIVERY OF PADDY AGAINST SECURITY DEPOSIT BY THE CUSTOM MILLERS

24.1 The millers who have delivered 100% CMR by **30.09.2018** shall be treated as regular miller for participation **on 1:6 SD norm**.

24.2 Millers who complete 100% CMR delivery of KMS 2017-18 after 30.09.2018 will invite participation **on 100% security norm**.

24.3 The millers who will participate in other districts, paddy will be delivered **3 (three) times** of security amount except for Jagatsinghpur where it will be **6 (six) times**.

24.4 The new mills will be delivered paddy as per security norm outlined in Para-21.2.

24.5 The lease hold mills shall be delivered paddy as per security norm outlined in Para-20.

24.6 The miller(s) can participate on depositing 100% security amount.

24.7 On concurrent milling of paddy and delivery of rice by millers, equivalent paddy shall be delivered. In no case paddy shall remain unmilled beyond period agreed upon. **Violation of agreed conditions** by the millers shall be a disqualification for further participation in procurement operation.

24.8 No relaxation of security norms shall be allowed for delivery of paddy to the millers.

24.9 Millers shall start delivery of rice within 7 days of lifting of paddy failing which further paddy shall not be delivered.

24.10 Paddy delivered to the millers shall be kept in covered storage/CAP storage for safe upkeep and scientific storage of paddy stock at mill premises

24.11 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.

24.12 During KMS 2018-19, the Custom Millers shall have to furnish security deposit in following manner.

24.13 Mode of Deposit of security amount

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 and godown / covered storage capacity available for safe upkeep and scientific storage of paddy stock and mil premises. The deadline for validity of BG for Kharif procurement may be fixed at 30.04.2019 in double crop districts and at 31.07.2019 in single crop districts.

24.14 The CSO-cum-DM and Assistant Manager (Accounts) will be held liable if the custom miller fails to extend the validity of BG in case of his inability to deliver entire CMR within stipulated dates.

24.15 They have to **provide minimum security deposit** as mentioned in the table below before execution of agreement. The milling capacity shall be ascertained from online registration by the millers in the website www.foododisha.in and subsequent authorization by the verifying officer.

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 *
1.	Upto 1 MT.	Rs. 2,00,000/-
2	2 MT.	Rs.4,00,000/-
3	3 MT	Rs.6,00,000/
4	4 MT	Rs.8,00,000/
5	5 MT and so on	Rs.10,00,000/

* Milling capacity in 2 shifts of 8 hours each x Rupees Two lakh

24.15.1 The balance amount beyond the security deposit in all above cases shall be taken in shape of Post Dated Cheques (PDC) from the millers.

24.15.2 Paddy as per eligibility shall be delivered to the custom millers strictly as per Millers Authority Slip (MAS).

- 24.16 The equivalent paddy for the CMR delivered by the custom miller shall be considered for delivering further paddy equivalent to security deposit.
- 24.17 The District Manager shall cause verification of the genuineness of Bank Guarantee and Fixed Deposit Receipt submitted by the miller within **15 days** of submission in all cases. The validity period of bank guarantee shall be extended up to the complete delivery of CMR by the miller.
- 24.17.1 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.
- 24.17.2 Millers Authority Slip (MAS) as per the security deposit and milling capacity and covered storage /CAP storage for safe upkeep and scientific storage of paddy stock at mill premises will be generated from the system with the name of the societies with paddy to be lifted from them. It will be issued by the CSO-cum-DM.
- 24.17.3 Society Authority Slip (SAS) will be generated basing on MAS. CSO-cum-DM will issue system generated MAS & SAS to the societies. Societies are to deliver paddy to the millers as specified in SAS.
- 24.17.4 The PACS /DCCB/DRCS shall ensure that the miller is not delivered paddy in excess of the quantity as indicated in MAS.
- 24.17.5 During a season more than one MAS or SAS may be generated but new MAS/SAS will be generated after old one is exhausted
24. 17.6 Security deposit shall be refunded by the District Manager after entire delivery of CMR due from 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. SD normally shall be refunded within one month of completion of delivery of CMR by the miller. In the event this amount is held back despite nil liability on the part of the miller, the District manager /Head of accounts of the district will be held responsibility for the departmental action.

24.18 There may be provision of incentive during the current KMS for early delivery in last KMS. It will be rolled out by executive order of Corporation.

25 AFFIDAVIT AND ENCUMBRANCE / NON ENCUMBRANCE CERTIFICATE BY THE CUSTOM MILLERS

25.1 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.

- The millers in addition to above will also furnish an affidavit to the effect that he will not mortgage/pledge / hypothecate stock of paddy, rice and gunny bales of OSCSC to banks and other financial institutions.

25.2 The miller at the time of agreement shall furnish the declaration in the shape of **affidavit** on his debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2018.

25.3 Along with the affidavit (**Annexure-I**) 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.

25.4 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.

25.5 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.

- 25.6 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.
- 25.7 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.
- 25.8 An affidavit duly sworn before executive magistrate /notary public to the effect that the custom millers shall not mortgage/pledge/hypothecate the stock of paddy/rice /gunny bags of Corporation to any bank or financial institution for availing loans/borrowings.
- 25.9 The CSO-cum-DMs shall elicit information from all the banks/financial institutions regarding the loans sanctioned in favour of the miller and the liability of individual millers. Basing on the information, relaxation of security norms (100% to 16.66% - 1 time to 6 times) shall be considered.

26. 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) Recent passport size photo (3 nos.)
- b) Registration Certificate issued by District Industries Centre
- c) Valid Certificate issued by Inspector of Factories and Boilers (in case of par boiled rice mills)
- d) Valid Certificate issued by State Pollution Control Board.
- e) Certificate of Incorporation issued by Register of Companies (in case the mill is Ltd. Company) along with Memorandum and Articles of Association.
- f) Registered Partnership Deed in case of partnership firm
- g) GST Registration Certificate.
- h) Copy of PAN of Proprietor / Company / Firm as the case may be.

- i) Copy of last electricity bill pertaining to the rice mill.
- j) 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-II.**
- k) Affidavit by the miller on debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2018.

27. AUTHORIZATION BY THE MILLER

- 27.1 To receive paddy from the PPCs and from joint custody and maintenance for milling 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.
- 27.2 The details of authorized representatives must include, photograph, full address, mobile number and specimen signature (**Annexure-III**)
- 27.3 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 & RRC/FCI depots and concerned authorized officers of the mill.

28. TAGGING OF CUSTOM MILLER TO PADDY PURCHASE CENTERS

- 28.1 As per Para 11.1 of Food and Procurement Policy 2018-19, 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 and the surplus paddy available at the PPC/Mandi.
- 28.2 The tagging of millers to PPCs shall be done in such a manner that the paddy procured is lifted by the millers on the same day and minimum expenditure is incurred on transportation.
- 28.3 As far as possible one custom miller should not be tagged to more than 5 PACS and one PACS shall not be tagged to more than 5 millers. However in the district where the number of millers is disproportionately less than the number of PACS operating in the district Collector may assign more number of PACS to a miller.
- 28.4 MAS and SAS will be generated only after tagging of the millers to the societies.

28.5 Such tagging of custom miller to PPC shall be communicated to the PACS, DSWO, Executive Engineer (Irrigation) and concerned custom millers. Wherever required the tagging can be modified with the approval of the Collector.

28.6 The miller or his authorized representative shall ensure lifting of the paddy on regular basis to avoid stockpiling of paddy.

29 MANDI HANDLING CHARGES

29.1 Before commencement of procurement season, DLPC is to decide who will take up mandi handling operations at PPCs i.e. Society and/or miller partly or fully for paddy procurement.

29.2 Detailed instructions on mandi handling operations at PPCs and modalities on payment of mandi handling charges has been communicated vide letter No. 13244 dt.04.08.2017 of OSCSC Head Office.

29.3 Mandi handling charges shall be paid as decided by OSCSC Ltd. based on provisional economic costing of Gol for KMS 2018-19.

29.4 Handling operations at Mandi includes unloading of paddy from the vehicles of farmers, heaping, re-bagging, loading to the weighing scale weighment, unloading, temporary stacking and loading. **Unloading of paddy from farmer's vehicle is the responsibility of the farmer.**

29.5 The agencies performing handling operations at mandi/PPC as per the decision of DLPC shall maintain muster roll for the labourers engaged.

30 PACKING OF PADDY IN USED JUTE GUNNY BAGS

30.1 Gol has decided for use of two new gunny bags and two old gunny bags for packing of paddy required for 1 qtl. of rice. Two new gunnies used for paddy packing shall be subsequently used by millers for delivery of one quintal milled rice. The decision of Govt. of India in this respect shall be followed. The District Manager shall be responsible to furnish advance requisition of required new gunnies to Head Office.

30.2 One bag of 50Kg. capacity will contain 37.5 Kg. of paddy.

Authorized Officer is to inspect and ensure that only jute bags (old/new) are used for packing of paddy. On detection and report of deviation proportional deduction from gunny usage charges will be effected.

31 TRANSIT PASS-CUM-A.C NOTE AND MILLER MOBILE APP

- 31.1 Transit Pass-cum-A.C Note, a tool, is in use since KMS 2016-17 for acknowledgement of receipt of paddy at mill point and to avoid delay in payment of MSP to farmers.
- 31.2 Miller is to download Mobile App in his android set from www.ppasodisha.org.in or www.foododisha.in
- 31.3 Millers are to:
- Scan the Transit Pass-cum-A.C Note through Quick Reference (QR) Code & acknowledge the receipt of paddy at mill point.
 - Upload acknowledgement details using P-PAS software through secured system generated user ID and Password.
- 31.4 Mobile App indicates quantity delivered to and accepted by miller which can be viewed by authorised stakeholders.
- 31.5 The custom miller is to scan the T.P-cum-A.C Note & ensure prompt acceptance of T.P-cum-A.C Note through Mobile APP on receipt of paddy to facilitate transfer of funds to farmer's accounts within prescribed time limit.
- 31.6 Gap analysis between Transit Pass issue and acknowledgement of paddy by miller.

32 JOINT CUSTODY AND MAINTENANCE OF PADDY AT MILL PREMISES

- 32.1 Collector of the district shall appoint Authorised Officer out of the Civil Supplies Execute staff not below the rank of ACSO/Inspector of Supplies/Marketing Inspector/Procurement Inspector. The Authorized Officer shall verify the paddy purchased, paddy received, CMR milling, CMR delivery by the miller at specified periodic intervals (usually every week) and submit a **Verification Report** to the CSO-cum-DM of the district on being satisfied that the CMR has actually been produced from the paddy received. Wherever they notice shortage of paddy and apprehend irregularity, they should immediately inform COS-cum-DM/Collector of the district and also Managing Director, OSCSC Ltd./FS & CW Department. The Collector may utilise the services of SA-cum-GA for verification of stock of paddy/rice in the mill premises.

For the paddy procured from other districts, the Authorized Officer appointed by the Collector of the district where the rice mill is located shall also be the Authorized Officer for joint custody and maintenance of such paddy.

- 32.2 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.
- 32.3 Custom millers shall store the paddy in standard packing of 37.5 Kgs each in approved gunny bags.
- 32.4 Miller shall store the paddy filled in approved bags in shape of stacks under CAP storage or Cover storage system in countable manner and display a "stack-card" indicating the stack-plan.
- 32.5 A "Stack Register" shall be maintained by the custom miller wherein, transactions relating to filling of the stack and de-stacking for milling shall be recorded and at the end of the day, balance of each stack shall be arrived at in terms of bag and declared weight.
- 32.6 The Authorised Officer (A.O) while verifying the mill shall take inventory of the available paddy stock (stack-wise) indicating the balance in each stack. The Authorised Officer shall annex the details of the stack-wise quantity as per the declared weight along with loose stocks of paddy/ rice in heap/ process. The statement of the stock position stack-wise shall be enclosed with the verification report basing on which Delivery Certificates (D.C) will be issued by the Agency at district level.
- 32.7 Procurement and milling of paddy shall go as a concurrent exercise and the miller shall deliver CMR within 7 days from delivery of paddy as per his milling capacity (two shifts). Violation of agreed conditions by the millers shall be a disqualification for further participation in procurement operations.
- 32.8 Paddy delivered to the millers shall be kept in covered storage/CAP storage for safe upkeep and scientific storage of paddy stock at mill premises
- 32.9 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.
- 32.10 The custom miller shall be paid custody and maintenance charges as decided by the OSCSC Ltd. only after delivery of entire CMR due.

32.11 The stock of paddy/ rice and new gunny bags held under joint custody at the mill premises shall be insured by the custom miller at his own cost. The insured value in the policy should adequately cover the value of paddy, rice and gunny bag at peak level of stock holding during the KMS. The insurance policy taken by the miller shall disclose that “OSCSC is the ownership of the stock of paddy, rice and gunny bags lays with the Corporation and the said stock is held by the miller as surety”.

33. DEPLOYMENT OF PURCHASE TEAMS IN THE CENTRES RUN BY OSCSC LTD.

Only in case of emergencies, the OSCSC Ltd. shall procure paddy directly from the farmers on approval of FS & CW Department.

34. TRANSPORTATION OF PADDY FROM PURCHASE CENTRES TO MILL POINT

34.1 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.

34.2 Transportation charges shall be paid at rates and for the distance as decided by OSCSC Head office.

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

35. CONCURRENT RECEIPT OF PADDY AND MILLING THEREOF BY CUSTOM MILLER

The custom millers shall ensure that receipt of paddy and milling thereof go on as a concurrent exercise and they shall deliver CMR from the first month of receipt of paddy and months thereafter as per their milling capacity. **In no case paddy shall remain un-milled beyond period agreed upon between the miller & OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.**

36. MAINTENANCE & MANAGEMENT OF PADDY PROCUREMENT DATA

36.1 The Secretary of PACS shall ensure that PPC wise farmers data of paddy procurement has been maintained which will be supervised by DRCS as monitoring officer.

- 36.2 The WSHG & PP shall purchase paddy using P-PAS application from the farmers registered under them.
- 36.3 Secretary of PACS shall ensure synchronization of procurement data of society with central server on regular basis in case P-PAS application is implemented in offline mode which will be overseen by DRCS.
- 36.4 Secretary of PACS shall ensure monitoring of delivery of paddy to custom millers as per SAS module.

37 UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE FOR KMS 2018-19

- 37.1 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 prescribed norms under Food Safety and Standards Act, 2006/Rules prescribed there under.

SI. 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	13.0	13.0
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.

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

37.2.1 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:-

37.2.2 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

- 37.2.3 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.
- 37.2.4 Broken less than 1/8th 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.
- 37.2.5 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.
- 37.2.6 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.

38 EQUIPMENTS / MATERIALS REQUIRED AT RRC

38.1 Quality testing equipments

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

38.2 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

38.3 Fire fighting equipments

- i) Two fire extinguishers ii) Four fire buckets

For each additional 1000 MT godown exceeding 1500 MT capacity, one additional extinguisher & two additional fire buckets are required.

38.4 Miscellaneous equipments, materials & furniture

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

38.5 Dunnage materials

Low Density Polythene Film (LDPE) sheets conforming to IS:2508-1984 with up-to-date amendment are used as dunnage in RRC. LDPE sheets are purchased centrally by Head Office as per the requisition of CSO-cum-DM as and when required

38.6 Chemical and equipments for pest control

38.6.1 Prophylactic treatment

- A. Malathion 50% E.C.
- B. Foot sprayer with accessories

38.6.2 Curative treatment

- A. Aluminum phosphide (ALP)
- B. Fumigation cover
- C. Sand snakes
- D. Hand gloves
- E. Face mask

38.7 Chemical reagents for dehusk test of rice

- A. Methylene Blue solution by weight (0.05% in distilled water)
- B. Metanil Yellow solution (0.05% in distilled water)
- C. Dilute HCl – 5% solution by volume in distilled water

38.8 The CSO-cum-District Manager has been instructed to purchase the following materials:

(i) Quality testing Equipments, (ii) Weighing Materials (iii) Fire Fighting equipments, (iv) Furniture, (v) Concentrated Hydrochloric Acid (HCl), (vi) Methylene Blue powder, (vii) Metanil Yellow powder, (viii) Distilled water (ix) Reagent Bottles

38.9 The **Quality Control Cells** of all the 30 districts have been supplied with following equipments for inspection/quality checking of **new gunny bags**.

(i) Moisture Meter (ii) Small Weighing Scale (iii) Snap Gauge (iv) Measuring Tape.

39. **DELIVERY CERTIFICATE**

39.1 **For paddy of own district and other district delivered to the Custom Millers.**

- 39.1.1 Custom Miller shall deliver rice at RRC / FCI depot as per Delivery Certificate issued by the CSO cum District Manager.
- 39.1.2 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 GST, 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.
- 39.1.3 The Delivery Certificate is to be issued by the District Manager where mill is located for paddy procured from own district as well as from other districts, in the format prescribed by FS & CW Department.
- 39.1.4 The Delivery Certificate shall be prepared in quadruplicate 1st copy is for the Custom Miller. 2nd & 3rd copy for the RRC / FCI depots where CMR is to be delivered and 4th copy is for office use.
- 39.1.5 The RRC I/C shall record actual quantity of CMR received on the backside of the Delivery Certificate (3rd copy) and submit the executed copy and AC Notes to the CSO cum District Manager, after completion of delivery against the Delivery Certificate.
- 39.1.6 The RRC I/C shall only receive the CMR from Custom Miller against the Delivery Certificate issued for RRC.
- 39.2 District Manager shall issue Delivery Certificate of CMR based on the verification report.

40 Delivery Certificate (DC) Module

- 40.1 On the basis of the Verification Report (VR) made by the Authorised Officer In-charge of the mill, the Delivery Certificate (DC) shall be issued by the CSO-cum-District Manager to the miller for delivery of CMR to designated depots of OSCSC/FCI from the web based DC module.
- 40.2 Custom Milled Rice (CMR) will be delivered to FCI/RRC on the basis of DC issued by the CSO-cum-District Manager basing on the verification report of the Authorised Officer of the mill. The Authorised Officer in-

charge of the mill shall verify the paddy stocks received by the miller from OSCSC and submit the Verification Report to the CSO-cum-District Manager for issue of DC.

40.3 Electricity/ Energy bills of Mills is to be checked by authorized officer during every inspection & cross checked with Discoms.

41. TAGGING OF CUSTOM MILLER TO RRC

41.1 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 utilization of godowns.**

41.2 Such tagging of custom miller to RRC shall be communicated to the millers, RRC In-charge and Authorised Officers in advance.

41.3 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 2018-19.

41.4 The millers of surplus procuring districts may be asked to deliver rice at the RRC of neighboring deficit district in order to minimize double handling and transportation cost as per prudent lifting plan communicated by OSCSC Head Office.

41.5 Wherever it is felt necessary to receive the entire rice from the millers within scheduled time, OSCSC Head Office may decide to deliver CMR by the miller at RRC of other neighboring district where surplus godown space is available.

42. RECEIPT OF CMR IN RICE RECEIVING CENTRE

42.1 The custom miller shall despatch the CMR for delivery at the designated RRC / CWC / OSWC / PEG godown as per the advance delivery programme communicated by the District Manager with following documents.

- (i) Delivery certificate
- (ii) CMR transit chalan

42.2 The custom miller shall stencil the lot number chronologically pre fixed with contract number allotted by the District Manager.

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

42.3.1 Only rice conforming to uniform specification of Government of India for KMS 2018-19 shall be accepted. Before accepting, quality of rice shall be checked following due analysis procedure.

42.3.2 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 ± 250 gms. Non-standard packing shall be rejected.
- Stitching: - Stitching shall be double line machine stitching.
Hand stitching or single line machine stitching shall not be allowed.

42.3.3 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.

42.4 Procedure for value cut in case of Moisture content exceeding 14%

42.4.1 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: 2018-19. 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.

42.4.2 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.

42.4.3 Handling operations at RRCs shall be undertaken by OSCSC through handling contractors.

43. **DELIVERY OF RICE TO FCI**

43.1 As per terms of agreement, the custom millers are to deliver rice to FCI, on behalf of OSCSC based on following broad guidelines.

- 43.1.1 The rice procured in the district shall first be utilized to meet the requirement under Food Security Schemes and Other Welfare Schemes.
- 43.1.2 The surplus rice after meeting a requirement under Food Security Schemes and Other Welfare Schemes shall be utilized by the other neighboring deficit district.
- 43.1.3 The surplus rice if any after meeting requirement under Para-43.1.1 and Para-43.1.2 shall be delivered to FCI.
- 43.2 The custom miller shall deliver rice at the FCI depot as per Delivery Certificate issued by the CSO-cum-District Manager.
- 43.3 As per decision communicated by FS & CW Department vide letter No. 12230 dt.10.06.2016, FCI depot shall issue the documents in support of delivery of rice within 3 days of delivery.
- 43.4 The custom miller shall collect the documents from the FCI & submit the same immediately at the District Office on receipt of such documents from FCI.
- 43.5 The district office shall submit bills to FCI within 10 days (T+9) of delivery of rice and FCI shall release payment within 5 days (T+14).
- 43.6 In case of inordinate delay in submission of documents by the millers interest may be charged in the manner and as decided by OSCSC.

44. REPLACEMENT OF BEYOND REJECTION LIMIT (BRL) STOCK OF CMR

- 44.1 Any stock of CMR not conforming to Uniform Specification are treated as BRL stocks if detected on inspection at any stage shall be returned to the concerned miller observing following procedures.
- 44.1.1 If detected during receipt at RRC/OSWC/CWC/Pvt. PEG, the same shall be returned and necessary entry shall be made in stock rejection register.
- 44.1.2 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 execution of BRL stock Return Note. A copy of the BRL stock return note shall be submitted to the District Manager. (Format is at **Annexure-IV**).
- 44.1.3 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.

- 44.1.4 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.
- 44.1.5 The stock on replacement shall be accepted and taken into stock account.
- 44.1.6 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/NFSA/SFSS. The RRC in-charge / Authorised Officer tagged to CWC/OSWC/Superintendent of OSWC and Manager of CWC, OSWC Superintendent and lesser of Pvt. PEG shall be personally responsible for issue of BRL stocks under PDS/NFSA/SFSS.

- 44.2 There shall be zero tolerance in quality of CMR procured and distributed under NFSA/SFSS.
- 44.3 Drastic action shall be taken against RRC In-charge irrespective of OSWC/ CWC/OSCSC for receiving BRL stock deviating FAQ norms.

45. WEIGHTMENT IN RRC

- 45.1 Stock shall be received and delivered on 100% weightment through the weighbridge where weighbridge facility is available at RRC.
- 45.2 Where RRC has no weighbridge then 10% test weightment 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.
- 45.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weightment has to be made for ascertaining the quantity.
- 45.4 The tare weight of gunny shall be ascertained.
- 45.5 Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.
- 45.6 Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.

- 45.7 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.
- 45.8 In case of 10% test weighment, weight check memo shall be prepared for weighment of bags of the consignment in prescribed format.
- 45.9 Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.
- 45.10 The test weighment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.
- 45.11 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.

{Guidelines for weighment of foodgrains in RRC/OSWC/CWC issued vide OSCSC Letter No. 4060 dt.28.02.2011}

46. STORAGE LOSS IN RRC

46.1 STORAGE LOSS TO CWC/OSWC/ PEG/ RRC

Storage loss in CWC, OSWC, PEG and RRC godowns shall be monitored as per the GoI guidelines. As per the said guidelines, the norms of storage loss of rice are as follows:

- a) Full allowance for weight loss for driage of moisture between 15% & 14%.
- b) 0.7% weight loss for driage of every 1% moisture and in proportion thereof below 14%
- c) 0.2% for storage period of 365 days on proportionate basis.

Total storage loss = (a+b+c)

Detailed guidelines for monitoring storage loss has been circulated vide OSCSC letter No. S&TL/02/2014/7483 dt.26.04.2014 and subsequent letter No. 15621 dt.15.09.2017.

46.2 TRANSIT LOSS

No transit loss is allowed on movement of rice by road from surplus procuring district to consuming district.

However, transit loss on movement of rice through railway rake shall be allowed as per following norms:

- a) The maximum transit loss shall be allowed @ 0.35% or actual whichever is less. If the loss goes beyond 0.35% but within 0.5%, a district committee headed by the District Manager, OSCSC Ltd., shall enquire into the matter & submit a detailed report along with their specific views on the issue basing on the report of the committee, the claim of transit loss shall be finalized.
- b) The quantity of stock of rice delivered on weighment to the H & T contractor at dispatching RRC and quantity of rice delivered by the H & T contractor on weighment at receiving RRC shall determine shortage of stock, if any.
- c) The value of the stock beyond the admissible shortage as detailed above shall be realized from the contractor at the economic cost as fixed by the Govt. of India for the KMS.
- d) In case CMR of more than one KMS is transported in one rake, then the cost shall be realized at the rate of the current KMS, during which such transportation is made.

46.3 Writing off/regularization of storage loss

District Manager, OSCSC shall regularize the storage loss within his delegation of power (DOP) after due scrutiny of the occurrence of the losses in RRC/CWC/OSWC/PEG Depot. For the cases of excess storage loss over and above his DOP, the DM, OSCSC shall forward the cases to OSCSC Head Office along with his suggestion for scrutiny and disposal by MD, OSCSC /Board of Directors as per delegation of the powers

47. **RECORDS AND REGISTERS TO BE MAINTAINED IN RRC**

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

Sl. No.	<u>Registers</u>	Sl. No.	<u>Records & Documents</u>
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	Stack Completion-cum-Priority Register		
8	Stack wise fortnightly inspection register		
9	Spray Register		
10	Fumigation Register		
11	Stock register of Chemicals and Fumigants		
12	Gunny Stock Register		
13	Lot Rejection Register		
14	Stack wise Stock Register		
15	Wagon loading Register (for dispatch of CMR by Rail)		

- It shall be the responsibility of the RRC in-charge to maintain these records.
- In case of registers/documents generated through SCMS, the same shall be preserved in shape of bound book for future audit purposes.

48. MOBILE REPORTING BY CUSTOM MILLER FOR RICE DELIVERY

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

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

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

49. IMPOSITION OF PENALTY FOR DELAYED DELIVERY OF CMR

The miller shall lift paddy and deliver rice concurrently. The delivery of Kharif CMR due & Rabi CMR due shall be completed by **15.04.2019 (double crop districts) & 15.07.2019 (single crop districts)** respectively as decided by FS & CW Department. The millers who fail to deliver within stipulated period have to pay, interest and penal interest as per agreement for delivery after 15.04.2019/15.07.2019 or the last date of KMS if there is appropriate decision for good of the Corporation. Such interest shall be imposed on the cost of paddy including expenditure incurred by OSCSC (i.e. MSP, Mandi Labour Charges, Commission to PACS, Market Fees). However where corporation could not receive rice from the millers due to space constraint no penalty may be imposed.

50 SUPPLY OF NEW GUNNIES FOR PACKING OF CMR

- 50.1 District Manager shall assess the requirement of new gunnies for packing of CMR and place indents with the Head Office from time to time.
- 50.2 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.
- 50.3 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.**
- 50.4 The following colour coding shall be followed for the gunny bags during KMS 2018-19. 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 "**RED**" 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 "**RED**" colour. 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.
- 50.5 In case of supply of any defective gunny bags through DGS & D/ Jute Commissioner, District Manger shall report the matter to the Corporation Head Office as well as Jute Commissioner Office forthwith in the prescribed format (as at **Annexure –V**) for online lodging of quality complaint through the web portal "JUTE SMART".

- 50.6 Gol has proposed for use of two new gunny bags and two old gunny bags for packing of paddy required for 1 qtl. of rice. The decision of Govt. of India in this respect will be followed.
- 50.7 Supplying jute mills will be mapped and tagging of the millers will be made in respect of the districts ordinarily looking at distance and deviation will be exceptional keeping in view emergent situation. Accordingly proposal will be submitted to the Jute Commissioner of India.
- 50.8 The requirement of gunny will be assessed with reference to this year's target and also last year's actual procurement in respect of the district by the District Manager concerned. Accordingly he will place the indent with Corporation Head Office in due time. Supply will be staggered in 3 phases for Kharif and 1 phase for Rabi. Supply of 1st phase for Kharif will be made in November and supply for Rabi will be made in May, 2019.
- 50.9 The District Manager shall be responsible for smooth delivery of new gunnies at miller points proportionate to paddy quantity allocated to the concerned miller.
- 50.10 RRC In-charge will ensure receipt of CMR only in the new gunny bags supplied by Jute Commissioner.

51. ALLOTMENT OF CONTRACT NUMBER TO CUSTOM MILLER

51.1 For delivery of CMR in RRC of OSCSC

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

51.1.2 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 1st lot delivered by the above custom miller, the lot number will be 010302/01. Similarly for 150th lot, lot number will be 010302/150.

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

52. PAYMENT TO CUSTOM MILLERS

52.1 Millers are to submit bills on monthly basis and payment shall be released accordingly.

52.2 Bills shall be settled as per guidelines issued by OSCSC vide letter No. 11668 dt.16.07.2018.

52.3 However, the bills of the millers who fail to deliver the CMR as per milling capacity may be kept withheld.

52.4 Millers participated on 100% security, entire bill amount shall be released. In case of other millers, 75% of the bill amount will be released till entire CMR is delivered. Balance 25% shall be held up to build up security, to be released after 100% delivery of rice

52.5 The instruction issued from OSCSC Head Office from time to time on payment of bills of the millers shall be followed before settlement of bills.

52.6 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% as recorded in A.C Note.
- ii) Any other recoveries made by FCI.
- iii) Statutory recoveries- Income Tax TDS and GST TDS.
- iv) Penalty if any imposed.

53. DRIAGE IN CASE OF RAW RICE

53.1 Driage on paddy is allowed only in case of raw rice.

53.2 Such driage will be allowed to the custom miller after release of entire paddy by the Authorized Officer of the mill for milling.

53.3 Actual driage as ascertained by the Authorized Officer subject to maximum 1% of paddy delivered shall be allowed.

53.4 The mill shall deliver raw rice for the quantity of paddy received after availing the actual driage allowed.

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

- 54.1 PACS / WSHG / PP shall be paid commission and Mandi Labour Charges at the rates fixed by OSCSC for the quantity of paddy procured & delivered to custom millers of OSCSC.
- 54.2 The Commission shall be released centrally by OSCSC Head Office on receipt of bills from OSCB. Payment shall be released after reconciliation of procurement account. Any wrong payment or excess payment made to the farmers due to omission or commission by PACS/Society shall be recovered from the commission amount.
- 54.3 Payment of Commission and Mandi Labour Charges shall be made to PACS/DSWO / Executive Engineer (Irrigation) after recovery of Income Tax (TDS) & other statutory dues as applicable.

55 PAYMENT OF MARKET FEES TO RMC

- 55.1 RMC is paid market fees @ 2% of MSP for the KMS as per provisions of OAPM Act / Rules.
- 55.2 Market fees will be paid to RMC in two phases i.e. in the month of May 2019 & September 2019 after Kharif and Rabi procurement is over.

56. CERTIFICATION OF DISTANCE FROM PPC/MANDI TO MILLS AND MILLS TO RRC/FCI DEPOT

- 56.1 Transportation charges to millers for paddy and rice is paid at the approved rates for the distance covered
- 56.2 The distance is to be approved by Collectors. The distance may be ascertained from mandi to mills and mills to RRC/FCI depot from the Google Maps.
- 56.3 In case paddy is procured by the millers of other districts, the distance from the paddy purchase centre of PACS/WSHG/PP to mill point shall be ascertained from Google Maps.
- 56.4 For payment of transportation charges to the millers, the distance will be calculated using Google Maps duly certified by the Authorized Officer.
- 56.5 The District Manager shall ensure a minimization of distance and transportation cost on paddy by prudent tagging plan.

57. 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 2018-19 and under these guidelines are reproduced below:

- 57.1 Preparatory activities as per Food and Procurement Policy.
- 57.2 IEC activities through RMC(s) about FAQ norms of paddy, MSP, location of PPCs, days of purchase etc.
- 57.3 Selection of suitable PACS/WSHG/PPs.
- 57.4 Availability of necessary equipments at purchase centers through RMC(s).
- 57.5 Selection of suitable custom millers.
- 57.6 Tagging of custom millers to PPCs and RRCs.
- 57.7 Sub-allocation of target to PACSs/WSHG/PPs
- 57.8 Assigning various days of a week to PPCs for operation of Mandis subject to a minimum of three days.
- 57.9 Utilization of services of SA-cum-GA for verification of stock of paddy/rice in the mill premises if required.
- 57.10 Appointment of –
 - Authorized Officer for joint custody & maintenance of paddy to each rice mill.
 - Nodal Officer for each Block (Para 12.6 of Food & Procurement Policy)
 - A team of officers of concerned departments of each sub-division under Sub-collector for random check at PPC/ Mills/Banks.
- 57.11 Verification of at least 20% of farmers selling more than 200 qtls of paddy through Revenue Officers and sending report if there is discrepancy/problem in such procurement.
- 57.12 Approval of the distance from PPCs to mills and mills to RRC/FCI depots on receipt of reports from field functionaries
- 57.13 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

57.14 Convening meetings of:

- District Level Procurement Committee in the month of October/November, 2018 for Kharif and in the month of April, 2019 for Rabi procurement at the beginning of procurement seasons.
- Collector may also convene the meeting at regular intervals to monitor the progress of procurement and implementation of the Guidelines.
- Civil Supplies / Co-operation / Agriculture and Farmers Empowerment / Revenue staff to monitor progress of procurement.

58. 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 2018-19 and under these guidelines are reproduced below:

58.1 With approval of Collector, District Manager shall

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

58.2 District Manager shall execute agreements with:

- Custom Millers (jointly with Accounts Head of the district)
- PACS
- DSWO and WSHGs
- Executive Engineer (Irrigation) & PPs

58.3 With approval of Collector, District Manager shall appoint Authorized officers for joint custody & maintenance of paddy to each mill.

58.4 District Manager must ensure:

- Engagement of required manpower through Service Providing Agency for specified period
- Availability of necessary equipments at PPCs/ RRCs.
- Mobile reporting of rice by custom millers
- Ensure extension of the validity of BG in case of the inability of the miller to deliver entire CMR within stipulated dates.
- Ensure up-to-date and error free uploading of PPC wise paddy purchase details in P-PAS Server on closure of procurement season which will be utilized for final accounting and other reconciliation work.

- To ensure that custom millers acknowledge the Transit Pass-cum-Acceptance Note immediately to facilitate for processing of payment advice for payment to farmers on the same day of procurement.
- In case double/erroneous payment is made to the farmers towards payment of MSP it should be reported to CPMU, SST and other stakeholders concerned forthwith.
- Scientific storage of paddy at mill premises and in case unscientific storage of paddy is detected, millers are to be asked to procure the CAP cover from OSCSC for proper CAP storage.
- Endorsement of distance from PPC to mill and from mill to RRC duly certified by the Authorized Officer.
- Society procurement data synchronization with the central server on regular basis by the societies if P-PAS is operated in offline mode.
- Online generation of MAS & SAS and issue to the societies and custom millers. Delivery of paddy from society to miller as per MAS and SAS.
- Authorization letters of miller are communicated to the PACS/RRC In-charge/FCI depot.

58.5 District Manager must monitor that:

- PPCs are operated on specified days as decided by Collector / DLPC.
- Adequate receipts, records and registers are available at RRCs.
- Only Fair Average Quality (FAQ) paddy is purchased.
- MSP is paid to farmers through online mode to the accounts of farmers.
- Paddy is delivered to custom miller as per the security deposit and milling capacity as per MAS.
- Suitable godowns are hired for storage of rice.
- All godowns own or hired by OSCSC except godowns of (CWC and OSWC) are insured for the stock.
- Lifting of paddy, release of paddy for milling shall be made concurrently. In no case paddy shall remain un-milled beyond

period agreed upon between the miller and OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.

58.6 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.
- Management of paddy purchase data by WSHGs & PPs.
- Delivery of CMR to FCI by custom millers as per direction of Government / OSCSC Ltd. and timely raising of bills to FCI.
- Reconciliation of paddy purchased and rice delivered by the millers.
- Millers shall start delivery of rice within 7 days of lifting of paddy failing which further paddy shall not be delivered.
- To furnish advance requisition of new gunnies required to Head Office.

58.7 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.

58.8 The District Manager shall monitor the accounting of state pool rice separately maintained by OSCSC with respect to stock and funds. State Pool CMR shall be utilized under the scheme as specified by the Government / Corporation.

58.9 Required gunny bags received through DGS&D/Jute Commissioner 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 and Jute Commissioner office forthwith in the prescribed proforma attached to the Guidelines.

58.10 Sub-limit in cash credit accounts shall be utilized only for the purpose and in the manner as prescribed by the Head Office.

58.11 If situation arises the District Manager shall arrange shifting of paddy from the non performing / low performing custom miller to the better performing mills.

59 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 ACSO/Inspector of Supplies/Marketing Inspector/Procurement Inspector.

59.1 It is the duty of the Authorized Officer: -

59.1.1 To visit the mills at specified periodic intervals (usually every week) and check the stock position. Wherever they notice shortage of paddy and apprehend irregularity, they should immediately inform CSO-cum-DM/Collector of the district and also Managing Director, OSCSC Ltd./FS & CW Department. CSO-cum-DM will be responsible for ensuring such periodic inspection.

59.1.2 The Authorised Officer (A.O) while verifying the mill shall take inventory of the available paddy stock (stack-wise) indicating the balance in each stack. The Authorised Officer shall annex the details of the stack-wise quantity as per the declared weight along with loose stocks of paddy/ rice in heap/ process. The statement of the stock position stack-wise shall be enclosed with the verification report basing on which Delivery Certificates (D.C) are issued by the Agency head at district level.

59.1.3 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.

59.1.4 To report confidentially suggesting checking/ raid of the mill in case of any doubtful activities by the miller.

59.1.5 To maintain register for joint custody on the basis of physical arrival of paddy and Transit Pass-cum-A.C. Note obtained from the custom miller.

59.1.6 To prepare & issue release order online for delivery of paddy to the miller or his authorized representative basing on the requisition of the miller and 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.

59.1.7 To inspect and ensure that only jute bags (old/new) are used for packing of paddy.

59.1.8 To check quantity of paddy lifted by the millers as prescribed in MAS & SAS

59.1.9 To verify MAS on every visit and compare the same with the paddy quantity actually received by the miller.

59.2 The Authorized Officer shall monitor and reconcile the delivery of paddy to the miller as per Transit Pass-cum-Acceptance Note. He shall also ensure that the CMR is delivered as per D.C at the designated RRC/FCI against proper acceptance note.

59.3 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.

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

59.5 To report to the CSO-cum-DM immediately in the event of any damage or loss of stock of paddy/rice/gunny bags of OSCSC due to natural calamities.

59.6 Lifting of paddy, release of paddy as per milling capacity shall be made concurrently. In no case paddy shall remain un-milled beyond period agreed upon between the miller and OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.

60 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.

60.1 The followings are the duties of RRC in charge

60.1.1 To open and operate the RRC godown punctually.

60.1.2 To receive 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- 37, 39, 40 and 42.

- 60.1.3 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.
- 60.1.4 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.
- 60.1.5 The stock shall be issued stack wise observing **FIFO method strictly**.
- 60.1.6 To conduct fortnightly inspection of stacks of CMR stored in RRC for categorization and classification and ensure scientific storage of stock and to report the District Manager.
- 60.1.7 To ensure execution & handing over of Acceptance-cum-Analysis Report to the delivering custom miller on the same day lot wise and the fraction lot of CMR shall be allowed to be delivered at the end of the season only.
- 60.1.8 Receipt and Issue of CMR on same day shall be avoided as far as practicable. Stock shall be received and issued on proper weighment as prescribed.
- 60.1.9 To submit daily / weekly / fortnightly / monthly stock return and statement of accounts to the District Manager in prescribed proforma.
- 60.2 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.
- 60.3 The RRC in-charge, SA-cum-DEO / 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.
- 60.4 The RRC In-charge/ SA-cum-DEO / Quality Analyst/ SA-cum-GA shall be the joint custodian of all quality testing equipments, apparatus and records in the Corporation run RRCs.

- 60.5 The records & registers or any other records as specified at Para-47 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 he/she shall hand over the records and registers to the successor on proper acknowledgement with a copy to the district office as per the direction of District Manager.
- 60.6 The RRC in-charge shall ensure that instruction issued from Head Office & District Manager regarding correct weighing, proper loading (no over-loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to H&T Contractor.
- 60.7 ***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.***
- 60.8 RRC-in-charge shall ensure minimization of storage loss & transit loss by observing code of practices of scientific storage and issuing stock in FIFO method.
- 60.9 The RRC in-charge shall ensure that all transactions at the RRC are through the application software developed under computerization of Supply Chain Management System (SCMS) where such arrangement has been made. **Whenever the transaction is executed offline it must be ensured that data is synced within 2 days with the central server.**
- 60.10 To exercise proper supervision over Level-I and Level-II H & T Contractor for timely lifting / movement of food grains as per lifting plan.
- 60.11 To ensure reporting of all transactions of rice at the RRC through mobile reporting till computerization of SCMS.
- 60.12 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.
- 60.13 Wherever the retailer makes online deposit of sale proceeds it is to be ensured stocks are delivered only on the basis of MIS report generated from the system and **not on the basis** of deposits slip submitted by the retailer.
- 60.14 Supply of samples to Level-II H & T Contractor for display in FPS.

60.15 RRC In-charge will ensure receipt of CMR only in the new gunny bags supplied by Jute Commissioner.

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

61.1 To assist in business operation of RRC (OSCSC Managed):

- He/She will assist in receipt of foodgrains from custom millers/ Transport contractor.
- He/She will assist in sampling and grading of foodgrains.
- He/She will assist in preliminary inspection of stocks.
- He/She will assist in spreading of dunnage & stacking of foodgrains.
- He/She will assist in issue of food grains to state level transport contractor and level- II transport contractor.
- He/She will assist in supervision of weighment.
- He/She will assist in checking of standardization in packing of CMR by the millers.
- Checking of empty gunny weight.
- He/She 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.
- He/She will assist in maintaining cleanliness & hygiene in godown.
- Preservation of sealed sample for reference.
- He/She will assist in scientific preservation of stocks.

61.2 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)

61.3 Computerization

- Data entry as prescribed for Supply Chain Management.
- Custodian of computer and peripherals.

61.4 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.

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

62.1 SA-cum-GA shall work under the control & guidance of RRC-in-charge.

62.2 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.

62.3 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.

62.4 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.

62.5 His services may be utilized for verification of stock of paddy/rice in the mill premises by the District Administration if required.

63. RESPONSIBILITIES OF QUALITY ANALYST 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 in-charge.

63.1 To ensure receipt of CMR strictly as per Uniform Specification at RRC.

63.1.1 Grading and analyzing 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.

63.1.2 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.

63.1.3 In case of sample not conforming to Uniform Specification, he/she shall make necessary recording in the lot rejection register.

63.1.4 To ensure preservation of sealed samples lot wise for future reference.

63.1.5 To draw up stack plans and ensure proper building of stacks.

63.1.6 To ensure proper cleaning of spillages and droppings by engaging Dusting Operator and Sweeper.

63.1.7 To conduct fortnightly inspection for classification of stocks in order to ascertain the degree of infestation.

- 63.1.8 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.
- 63.1.9 To conduct periodical categorization of stocks of food grains in order to ascertain their fitness for issue under PDS.
- 63.1.10 To ensure proper up keep of the laboratory including supervision of the work of Dusting Operator and other supporting Staff.
- 63.1.11 To ensure all equipments in serviceable condition.
- 63.1.12 To maintain stock of chemicals, fumigants and ensure proper accounting of their utilization.
- 63.1.13 To maintain all technical entry on the reverse side of the stack card up to date.
- 63.1.14 To report to RRC in-charge / District Manager as to requirement of chemical treatment of stocks.
- 63.1.15 He/She shall submit requisition for chemical/fumigation and testing/storage equipments.
- 63.1.16 He/She shall conduct chemical treatment/fumigation in assistance with supporting staff in RRC.
- 63.1.17 To report to RRC in-charge about the repair of roof holes of the godown in case coming to his notice during inspection.
- 63.1.18 He/She shall be responsible for damage of food grains due to poor quality management.

63.2 Documentation in RRCs by Quality Analyst :

- 63.2.1 The Quality Analyst shall maintain the findings of analysis of a lot and record the same in a prescribed register and in case of rejection of lot, in Lot Rejection Register.
- 63.2.2 As the Quality Analyst is deployed in more than one RRC to work on rotation basis, they will sign the Acceptance Note-cum-Analysis Report on the day of their physical presence in concerned RRC.
- 63.2.3 In absence of Quality Analyst, at the RRC, the CMR may be received on lot-wise analysis by the RRC in-charge. In such case RRC in-charge shall maintain the corresponding records on quality analysis and sign in the Acceptance Note both for

quality and quantity. RRC in-charge shall be held responsible as to quality of stock so accepted.

63.2.4 He/She will maintain the following registers / records.

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

63.3 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) Analyzing 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 findings 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.

63.4 RESPONSIBILITIES OF AUTHORISED OFFICER IN OSWC/CWC/PEG GODOWN ON PPP MODE

Procurement Inspector / Quality Analyst/any other officers of FS & CW Department are posted in each OSWC/CWC/PEG (PPP) godown as Authorised Officer. He/She has to look after following functions.

63.4.1 Joint testing of moisture with representative of OSWC/CWC/Lessor at the time of receipt, during storage and at the time of issue.

63.4.2 Joint analysis of lot wise samples of CMR at the time of receipt from custom millers.

- 63.4.3 Fortnightly inspection of stock for categorization, classification and recommendations for pest control considering the degree of infestation.
- 63.4.4 To maintain Fortnightly Inspection Register as per OSCSC guidelines issued vide letter No. 17808 dt.13.08.2013
- 63.4.5 To countersign the stack wise storage loss statement of OSWC/CWC basing on the moisture recorded as per fortnightly inspection register.
- 63.4.6 To ensure pest control by CWC/OSWC/lessor basing on the recommendation of fortnightly inspection.
- 63.4.7 To report immediately to District Manager, OSCSC and Manager (Q.C), OSCSC in case of non-compliance to timely pest control as per the recommendation in fortnightly inspection report.
- 63.4.8 To ensure scientific preservation, cleanliness of the depot and proper spillage management by CWC/OSWC/Lessor. In case of non-compliance or delay in compliance in those aspects, District Manager, OSCSC and Manager (Q.C), OSCSC may be reported.

64. DUTIES & RESPONSIBILITIES OF KANTAWALLA (OSCSC STAFF) AT RRC MANAGED BY OSCSC LTD.

- 64.1 The Kantawalla in RRC shall assist for arranging loading & unloading operation in the chambers of RRC.
- 64.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.
- 64.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.
- 64.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.
- 64.5 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.

65. RESPONSIBILITIES OF DUSTING OPERATOR (OUTSOURCED) AT RRC

- 65.1 To assist the Quality Analyst in drawal of samples from trucks/lots.

- 65.2 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.
- 65.3 To arrange preliminary sorting of grains on enameled plate.
- 65.4 To keep moisture meter and other testing equipments neat and clean.
- 65.5 To assist in dilution of chemicals with water as per prescribed ratio for prophylactic treatment and spraying in presence of the Quality Analyst.
- 65.6 To operate the foot sprayer and other equipments for spraying of approved chemicals to the grain bags.
- 65.7 To arrange packing and sealing of reference samples using sealing wax and brass seal of RRC.
- 65.8 Brushing of the stacks to remove the residue of aluminum phosphide after fumigation and to remove the dust and cob web.
- 65.9 To attend to counting of bags being loaded / unloaded at RRC as and when entrusted by the RRC- in-charge.
- 65.10 Such other works as may be assigned by the Quality Analyst / RRC in-charge.

66. STATUS OF OUTSOURCED MANPOWER

- 66.1 All outsourced staff shall assist the OSCSC staff in operations, documentation, maintenance of records and registers.
- 66.2 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.

67. 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.

68. RESPONSIBILITIES OF PACS AND DRCS

The District Manger, OSCSC Ltd. shall enter into an agreement on behalf of the Corporation with the individual PACS. At higher level of the hierarchy, DRCS shall act as supervising authority for the business with OSCSC Ltd. The District Manager must ensure that the responsibilities of PACS as mentioned in the agreement are followed meticulously.

69. 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.

70. 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.

71. PADDY PROCUREMENT AUTOMATION SYSTEM (P-PAS)

71.1 The whole process of procurement of paddy at Society/market yard level would be automated so that all the transactions including delivery of paddy to miller and payment of paddy cost to farmers are made on-line through a web-based application. All transactions at a mandi are done through computer both in online or offline mode. If it is done in offline mode, societies will sync it with central server on regular basis.

In the KMS 2018-19 paddy will be purchased using P-PAS application in all paddy procuring blocks of the State.

71.2 Responsibility of societies is to procure computer, printer, inverters, Digital Signature Certificate (DSC) & arrangement for internet connectivity and manpower.

72. RECEIPT OF CMR FORM OTHER STATE AGENCIES

72.1 The OSCSC Ltd. may also procure custom milled rice from other State agencies as per the decision of the Govt. in FS & CW Department to distribute the CMR under Food Security Schemes and other welfare schemes in accordance with the Decentralized Procurement Scheme of Government of India.

72.2 Such arrangements of receipt from other state agencies shall be made as per the direction of the Government / Corporation Head Office.

72.3 Payment of cost of such rice shall be made at the rate communicated by the Head Office and basing on the quantity accepted.

73. FINANCE & ACCOUNTS

A. At Paddy Purchase Centres run by OSCSC Ltd.

- 73.1. Payment to farmers shall be made through online mode to the accounts of farmers.
- 73.2 The books of accounts, records & registers shall be maintained.
- 73.3 Bank accounts shall be reconciled monthly in connection with procurement transactions and financial transaction.
- 73.4 MAS & SAS shall be implemented for the miller and purchase centre reflecting the quantity of paddy to be lifted by a miller from purchase centre.
- 73.5 All the documents/registers relating to paddy purchase shall be uploaded in P-PAS server on closure of procurement season and purchase account is to be reconciled.
- 73.6 The procurement records & registers shall be submitted at district office after close of procurement operation.

B. AT DISTRICT OFFICE

- 73.7 A separate bank book for procurement operation shall be maintained as generated through ERP SAP.
- 73.8 Payment of Millers bill, Commission & mandi labour charges to PACS, RMC fees shall be accounted under proper head of accounts.
- 73.9 District office shall ensure reconciliation of paddy purchase data of P-PAS application with that of accounts submitted by the millers.
- 73.10 District Manager shall release bills of Millers & PACS/WSHG/PPs at the rates and as per the guidelines communicated by OSCSC Head Office and as per procedure at Para 52 & 53.
- 73.11 The District office shall maintain a separate register for Bank Guarantee and Fixed Deposit Receipt 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 and FDR shall be confirmed from the issuing bank within 15 days of receipt of bank guarantee.**
- 73.12 Monitoring/accounting of paddy delivery from society to miller as per MAS & SAS module shall be made.
- 73.13 The District shall refund the unutilised fund to head office promptly.

C. AT HEAD OFFICE

73.14 Separate Accounts for procurement account shall be maintained for transactions at Head Office.

73.15 After end of KMS, the Accounts are to be compiled, consolidated and finalised for submission of KMS accounts to Govt. of India for finalisation of incidentals.

73.16 The procurement of paddy and payment to farmers on P-PAS reports shall be reconciled with Actual Funds utilised.

D. Roles and responsibility of Accounts Head

73.17 The Accounts Head of the District Office shall:

- i. Ensure maintenance of proper and correct accounts of procurement.
- ii. Be involved in all the matters and decisions concerning procurement.
- iii. Supervise and monitor the performance of custom millers, suggest remedial measures for the smooth procurement operations and to safeguard the interest of the Corporation.
- iv. Ensure timely submission of bills to FCI for CMR delivered and reconciliation of accounts with FCI.

74. 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.

74.1 Paddy purchased & delivered to custom miller by PACS/ WSHGs / PPs with reference to Transit Pass-cum-Acceptance Notes & confirmation from custom millers and using documents such as MAS, SAS and reports generated from P-PAS.

74.2 Payment to farmers as per bank statement vis-à-vis quantity of paddy procured and delivered to millers.

74.3 CMR delivered to RRC & FCI by the custom millers.

74.4 Bills settled by FCI on CMR delivered.

Following reconciliation is to be attended at OSCSC Head Office:

74.5 Paddy procured by PACS & amount remitted by Head Office.

74.6 Gunny purchase account with DGS&D/Jute Commissioner and gunny bags delivered to the custom millers of district.

75. ISSUE OF CMR UNDER PDS/NFSA/MDM/SNP & OWS

As per Para 4.1 of the Food & Procurement Policy for the KMS 2018-19, the custom milled rice obtained from the paddy procured will be utilized under PDS/NFSA/MDM/SNP and other welfare scheme, in accordance with Decentralized Procurement (DCP) Scheme of GoI.

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

76. PUBLICITY

76.1 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, display of banners, advertisement in print and electronic media and *Prachar Rath*. 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.

76.2 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.

77. CONTROL ROOM

77.1 A control room shall be set up at the District Head Quarters during procurement period.

77.2 The Control room shall have a landline / mobile which should be well publicized in print media and at PPCs/Mandis.

77.3 All complaints received from farmers should be noted down in a register and shorted immediately by coordinating with the agency involved.

77.4 Dedicated personnel shall man the control room and offer help and guidance to farmers who ventilate any grievance.

77.5 At the State Head Quarters a toll free number 1967 has been operationalised to receive grievances in connection with paddy procurement.

77.6 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.

78. GENERAL

78.1 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 2018-19 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.

78.2 The Managing Director is authorized to issue such instructions / clarifications and / modifications to these guidelines as may be required in the interest of smooth procurement operations in course of procurement activities.


MANAGING DIRECTOR