

FAX

GOVERNMENT OF ODISHA
FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT

No. 6213 / Bhubaneswar,
09-61-05/2014

Dated, the 11.4.14

From

Shri Madhusudan Padhi, IAS
Commissioner-cum-Secretary to Government

To

All Collectors,

Sub: **Online generation of Delivery Certificate (DC) and Enforcement Certificate (EC) - changes thereof.**

Ref: Letter No. **17432** dated 06/11/12; Letter No. **20098**, dated 21.12.2012 and Letter No. **8186** dated 25.04.2013.

Madam/Sir,

With reference to the subject and letters cited above, it has been decided to make few changes in existing modules generation of DC and EC through online system based on the feedback of field officers received during refresher training held in January'2014. In addition, a new document has been designed to record transfer of paddy from one mill to another in case of exigencies like closure of mill or misappropriation.

The following changes have been incorporated in the physical VR (Verification Report) and the DC application module.

1. In physical Verification Report (VR) format, the column meant for OSCSC across four rows of **ix, x, xi & xii** will be bifurcated to indicate DCs issued and rice delivered to **RRC** and **FCI** on OSCSC account.

This is required to be done to track the DCs generated for and CMR delivered to RRCs (OSCSC) and FCI separately. This will ensure that each Rice Mill fulfil its commitments for delivery to Food Corporation of India.

2. In the VR, the Row number **ix** text would be modified from "**Rice delivered during the week against DC**" to "**Rice delivered during the Period under Report against DC**" as the period of reporting may be more than one week in some cases.
3. Even though the DC is normally being issued for fixed quantity of 200 quintals for RRCs and 270 quintals for FCI depots, **the actual quantity delivered is different from the quantity mentioned in the DC**. As a result, the stock available with the miller is different what is actually reflected in the VR. There was a felt need to tackle this problem.

Therefore, **Annexure-1A &/or 1B** to Verification Report (VR) has been designed as shown under to collect the details of DCs issued and actual quantity of CMR delivered against each DC during the **period under report** (from last verification date to current verification date). It is proposed to have **Annexure-1A** for RRC DCs/deliveries & **Annexure-1B** for FCI DCs/deliveries.

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Annexure-1A (RRC) or 1B (FCI) (to Verification Report)

| | | | |
|---|--|-------------------------------------|--|
| A. Name of Mill | | B. Mill code | |
| C. Date of last verification | | D. Date of present verification | |
| E. Delivery against completed DCs as on last Verification Date | | | |
| E(i) Number of Lots | | E(ii) Quantity (in quintals) | |

| DC details | | | | Delivery details for part/new DCs | | | | Total quantity delivered in quintals (9= 6+8) | Shortfall or Excess in quintals (10=9-4) |
|------------|---------|-----------------------|------------------------------|--|---------------|----------------------------|---------------|---|--|
| DC No | DC Date | No. of lots in the DC | Quantity in DC (in quintals) | As on last verification date | | In the Period under Report | | | |
| | | | | No. of lots delivered | Qty (in qtls) | No. of lots delivered | Qty (in qtls) | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

It may be noted that details of DC for which **part delivery was made on last verification date** is to be entered in the above table. Likewise, delivery made against any new DC in the period under report is to be entered in the above table except for columns 5 & 6.

Total of **column (8)** of Annexure-1 will be equal to **Row (ix)** for OSCSC in the VR. Similarly, the total of **column (9)** of Annexure-1 along with quantity at **E (ii)** will be equal to **Row (xi)** for OSCSC in the Verification Report (VR).

Hence forth, all the Authorised Officers (AOs) assigned to a Mill would include the Annexure-1A (RRC) & Annexure-1B (FCI) in the weekly Verification Report. The revised VR format is enclosed at **Annexure-A** to this letter.

At the beginning, to bring records up-to-date, **all AOs need to make a DC wise CMR delivery table for all completed DCs** for RRCs & FCI depots (as above except Row E of the top portion and column 5 & 6 of bottom table) **for each Rice Mill assigned to them to get the shortfall or excess quantity in quintals.** This table from start of KMS 2013-14 is to be submitted to the District office for one time data entry. All these can be entered in the system with effect from **1st May' 2014** after making necessary changes in the software. However, the AOs may submit the VRs with Annexures 1A & 1B with immediate effect.

- It is seen that many of the AOs are not reporting for months together though an AO is to visit the assigned Mill once a week. It is shocking to note that some of the AOs are **indulging in corrupt practices** by reporting falsely regarding the sock of paddy and rice available with the Miller. State Squad has detected that in Balangir, Baleswar, and Kalahandi & Deogarh.

This amounts to compromising with the Government interests which has employed these officers. You are requested to regularly review the performance of AOs and progress of CMR delivery as paddy worth hundreds of Crores of Rupees has been

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given to Millers with very little security. All the AOs should be asked to be regular in submitting the weekly verification report with sincerity and integrity.

5. Government in Food Supply & Consumer Welfare Department is seriously considering creating a facility for AOs to **submit VR online with digital signature** in the DC/EC module within two to three months time. The Department would be providing Laptops to all IS/MI/ACSO/CSOs in next couple of months to key in their verification report online.
6. **Up-to-date m-Reporting** of CMR delivery by Millers needs be ensured at District Level before generating DC .This is essential to track delivery of CMR on the DCs already generated and given to the Millers. However, as we digitise all our depots under Supply Chain Management System (SCMS), the need for m-Reporting for Rice Receiving Centre deliveries would reduce as all delivery transactions at RRCs would be captured under SCMS.
7. **FIFO (First in First out) principle would be used for generating DCs** for Millers based on submitted VRs by District CSOs. If there is any backlog of VRs of a previous week, the same would be taken up first before taking up VRs of current week for generation of DCs.

For this the CSO office would maintain a VR register where each VR would be given a running serial number as and when received. It may be started immediately by recording all VRs for which DCs have not been generated. District Office would give a receipt to the AO as an acknowledgment which would give the VR number and date of receipt. This VR number would also be entered in the DC Module after effecting changes in the software.

Therefore, it is essential that all AOs submit VRs for all Mills assigned to them on regular basis so that DCs are issued to all Mills on equitable basis and all Mills get chance to deliver their CMR in a manner proportionate to their capacity and efficiency. Any AO who is not submitting VR for a mill for 3 consecutive weeks should not be allowed to draw his/her salary for the month.

8. A facility for **cancellation of part of DC** (for FCI) has been incorporated in the application. However, the authority to make such changes has been given to State Administrator. The Districts may contact Mr A N Prusty, Sr. DEO of the Department for same.

This facility was needed because datelines for delivery to FCI closes on specific date because of Government of India guidelines and if the miller has not delivered CMR against the DC generated for delivery to FCI by that date, then the same needs to be changed in favour of a Rice Receiving Centre .

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9. In case of a cancellation or modification of a DC issued for a FCI Depot, the balance lots (either whole or part) would be transferred to a RRC. In such a case, a new DC number will be generated from system for the transferred stock.

Similar procedure would be followed if part lot of a DC issued for one RRC is transferred to another RRC due to some reason like lack of space.

It is now decided to issue DCs either in favour of FCI or for RRCs. There would be no further issue of composite DCs indicating delivery of CMR to a FCI depot and RRC. DCs for FCI would have initials **DCF** and DCs for RRCs would have initials **DCR**. However, a District would continue to issue DCs in a running serial number starting with **DD0001** in a KMS (eg. DCF010001, DCR010002 for DCs of Angul district).

10. It may be noted that due diligence is not being adhered to in tagging mills to nearest RRC in the DC module. Therefore, a facility has been created to **key in the distance of the RRC from the mill**. This distance may be collected from PWD or Block authorities and Collector may approve the same before keying in the DC module. If distances are not readily available, same may be measured using a jeep/motor cycle before approval by Collector.
11. It is seen that many of the Depot in-charge (both RRC & FCI) are **not issuing** Rice AC Notes **in time** to the Millers delivering CMR. This is causing delay in m-Reporting which is creating information gap at all levels. The undersigned while visiting a Rice Receiving Centre managed by OSWC saw in third week of March'14 that not a single AC Note had been issued by the Depot I/C even though he had received 150 lots of CMR in the current KMS 2013-14!!!

Delay in issue of AC notes by the Rice Receiving Centre/Food Corporation of India depot in-charges needs to be reported to district authorities by the millers/ authorised officers. To obviate this, all depot hired/used by OSCSC should have the Supply Chain Management System by end of May'14 where the AC Note would be generated by the system as a transactional report. Collectors may review the progress of SCMS in their District. The SCMS data would be incorporated into DC/EC module by way of web service to track rice deliveries by millers to RRCs.

12. It has been decided to have a **Special Paddy Transfer AC Note** for tracking paddy transfer from one mill to another mill. The Format of the **Special Paddy Transfer Acceptance Note** would be as under:

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From (Sender) Mill details

Name:

Code:

KMS Year of Paddy Procured :

Date of transfer :

Reason for Transfer :

Total quantity of Paddy Received :

Total quantity of Paddy Milled :

Total Shortage :

Balance Quantity of paddy for transfer: {= Total Received-(Total Milled + Total Shortage)}

Quantity being transferred to above receiving Mill :

Vehicle Details for Paddy Transfer

| Vehicle Type | Vehicle No | Date | Quantity |
|--------------|------------|------|----------|
| | | | |

Signature of Mill Owner
(Sender)

Signature of Mill Owner
(Receiver)

Signature of Authorised Officer
(of Sender Mill)

Signature of Authorised Officer
(of Receiver Mill)

The data entry of such **Spl. Paddy Transfer AC Note** shall be done at the District level (CSO-DM office) after **1st May'2014**.

You are, therefore, requested to take a review of procurement operations and instruct CSO of your district to implement these instructions meticulously for smooth deliver of CMR.

Yours faithfully,

Enclosure: **Annexure-A**

M. S. Mohi
11-4-14
Commissioner-cum-Secretary to Government

FAX
Memo No. *6214* /Dt. *11.4.14*

Copy forwarded to **Managing Director**, OSCSC Ltd., Bhubaneswar/All **CSOs** for information and necessary action.

A. S. Mohi
Additional Secretary to Government

Verification Report of Authorized Officer

ANNEXURE - A

| | |
|--|--|
| 1a. Millers name _____ 1c. Miller Code: _____ 2a. KMS: _____ 3a. Last Verification Date _____ | 1b. Address: _____ 1d. Milling Capacity * _____ 2b. Variety: (Raw/Boiled) _____ 3b. Present Verification Date _____ |
| 4a. Electricity Contract Load (KW) _____ 4b. Meter reading at last verification: _____ 4c. Present Meter reading: _____ 4d. Total Units Consumed: _____ | |

| PADDY | | OSCSC (OWN) | | OSCSC (OTHER) | | MARKFED | NAFED | TDCC | Levy A/c | TOTAL |
|-------|---|-------------|-----|---------------|-----|---------|-------|------|----------|-------|
| i | Paddy Procured/Received during the week | | | | | | | | | |
| ii | Prog. Paddy Procured/Received till verification date | | | | | | | | | |
| iii | Paddy Milled during the week | | | | | | | | | |
| iv | Prog. ** Paddy milled till verification date | | | | | | | | | |
| v | Book balance of Paddy Stock (sl. No. ii - iv) | | | | | | | | | |
| vi | Verified balance of Paddy | | | | | | | | | |
| vii | Rice received from the milling during period under report | | | | | | | | | |
| viii | Prog. Rice received from milling till date | | | | | | | | | |
| ix | Rice delivered during the period under report against DC | RRC | FCI | RRC | FCI | | | | | |
| x | Prog. DC issued till verification | | | | | | | | | |
| xi | Prog. Rice delivered against total DC issued | | | | | | | | | |
| xii | Balance Rice remain undelivered against DC (Sl. no. x - xi) | | | | | | | | | |
| xiii | Book balance of Rice (Sl. No. viii - xi) | | | | | | | | | |
| xiv | Verified balance of Rice | | | | | | | | | |

Total Qty. of CMR delivered as per M-reporting by the Miller: _____ Qtls.

It is certified that there is no misappropriation / diversion by the miller and paddy/rice available has been stored safely.

Name & Signature of Miller Agent/Authorized Representative

Copy submitted to CSO-cum-District Manager, _____ / concerned Miller

* Milling capacity per shift of 8 hours

** Progressive figure means cumulative in the KMS till verification date.

Signature of Authorized Officer
(With Name & Designation)