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GOVERNMENT OF ODISHA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

No. 17432 Dated, Bhubaneswar the 6/11/2012
09-61-05/2012

From

Shri M.S. Padhi, I.A.S.
Commissioner-cum-Secretary to Govt.

To

All Collectors

Sub: Grant of Enforcement Certificate (EC) for delivery of Levy Rice and Delivery Certificate (DC) for delivery of CMR of State Agencies in KMS 2012-13.

Ref: This department's letter No. 21289 dated 02/12 /2010

Madam/Sir,

With reference to the above subject and above referred letter, I am to draw your attention to the relevant provisions contained in "The Food & Procurement Policy for the KMS 2012-13", and to say that after careful consideration, Government have been pleased to decide that for smooth procurement operation, the following guidelines shall be followed for issue of Delivery Certificate for the Custom Milled Rice (CMR) of State agencies and Enforcement Certificate for levy rice of the Miller Agents.

Issue of Delivery Certificate for CMR of State Agencies

- i. Collector shall appoint an Authorized Officer from Civil supplies executive staff who will be in charge of a rice mill engaged for custom milling. One Authorized Officer can remain in charge of more than one rice mill. The Authorized Officer shall be responsible for joint custody and maintenance on behalf of OSCSC Ltd. and release of paddy to the custom miller. The Authorized Officer shall make verification of the stock in the premises of the rice mill and issue weekly **Verification Report (VR)** (format enclosed at **Annexure-1**). The weekly verification shall be made suo motu by the Authorized Officer without any request by the miller agent.
- ii. The Authorized Officers shall **submit the VR on every Monday** to the CSO of the District on being satisfied that CMR has actually been produced from the paddy received from the State Agencies. In case no CMR is produced by the miller, the VR shall be submitted accordingly on every Monday. The electricity/ energy bills, the infrastructure facilities of the mill and the records relating to VAT etc shall be checked by the Authorized Officer to assess the specified quantities and varieties of rice produced by the mill during the week from last verification till date of report.

- iii. The format of verification report requires the signature of Miller agent which must be ensured. The authorized officer can also submit the weekly VR online in his/her log in ID through the department's portal www.foododisha.in . An entry screen for same is being designed and shall be intimated to all concerned shortly.
 - iv. Basing on the Verification Report of the Authorized Officer of the mill, the District representative of the state agency shall issue **Delivery Certificate (DC)** in the format at **Annexure- II** for delivery of CMR to FCI/OSCSC Ltd. The name and location of FCI depot or RRC of OSCSC Ltd. at which CMR is to be delivered shall be clearly indicated in the DC.
 - v. The Verification Certificate (VR) shall be prepared in quadruplicate, 1st copy for the CSO 2nd copy for the custom miller, 3rd copy for the office use of the Authorized officer. The CSO shall make appropriate number of copies of the VR, authenticate the same and provide a copy to concerned State Agency's District Representative. If no state agency other than OSCSC is involved in procurement for the mill, no further copies need to be made.
 - vi. The CSO cum DM, OSCSC shall be responsible to enter the VR details in the online system through his log in ID against the particular mill for **generating Delivery Certificate (DC) online** in FIFO (first in first out) principle.
 - vii. The **contract number** which is being used at present to indicate **Lot number** shall be replaced with the **unique six digit mill code** number. The same shall be stenciled on the bag of CMR or Levy rice to be delivered to depots of FCI or OSCSC. For example, the new format for lot number would be **190101/001/12-13** instead of KHU-01/1/12-13
2. **Delivery Certificate for CMR of OSCSC against paddy delivered to Custom Millers of other districts.**
- a. ***CMR delivered at the RRC/FCI depot of the district where the mill is located.***
 - i. The Authorized Officer of the mill shall also be the Authorized Officer for Paddy received by the miller from other districts. He shall issue Verification Report to the CSO-cum-DM of the district in which the mill is located.
 - ii. The CSO-cum-DM of the district where the mill is located shall issue Delivery Certificate. A photocopy of DC shall be forwarded to the CSO-cum-DM of the district from which paddy is purchased.
 - iii. Other procedures detailed at Sl. No. 1 above shall be followed.
 - b. ***CMR delivered at the RRC of the district from where the paddy is procured.***
 - i. The Authorized Officer of the mill shall issue Verification Report to the CSO-cum-DM of the district in which the mill is located.

ii. The CSO-cum-DM (of the district where the mill is located) shall forward the Verification Report (VR) to the CSO-cum-DM of the district from where the paddy is procured for issue of delivery certificate. A photocopy of DC shall be forwarded to the CSO-cum-DM of the district in which the mill is located.

iii. Other procedures detailed at Sl. No. 1 above shall be followed.

3. **Issue of Enforcement Certificate for levy rice of miller agent.**

i. Collector of the district shall appoint Enforcement Officer from the rank of BDO/ Tahasildar /Sub-Collector for the rice mills allocated target under levy procurement in pursuance to the terms of "The Odisha Rice and Paddy Procurement (Levy) and Restrictions on Sale and Movement Order, 1982"

ii. The Enforcement Officer shall periodically and **not less than once a fortnight** verify the physical stock of paddy and levy rice with reference to relevant records maintained in the rice mill and shall furnish all information to the Collector for issue of the Enforcement Certificate in the format at **Annexure-IV**. Such verification shall be made suo motu by the Enforcement Officer without any request by the miller agent. He/she shall use the format prescribed at **Annexure -III** to provide relevant information to Collector.

iii. On the basis of Verification Report from the Authorized Officer of the mill and report from the Enforcement Officer, the CSO will examine and place the Enforcement Certificate (EC) for approval/Countersignature of Collector (or Officers authorized by the Collector) in the format at **Annexure- IV**.

iv. The millers shall deliver levy rice to FCI on the basis of Enforcement Certificate.

4. **Others...**

i. A rice mill engaged in levy procurement shall have only one Enforcement Officer (EO). Collector of the district shall appoint Enforcement Officer from the rank of BDO/ Tahasildar /Sub-Collector. One EO may supervise several mills in his/her jurisdiction. The EO will be responsible for ensuring delivery of levy rice to the FCI depots

ii. Collector shall appoint an Authorized Officer from Civil supplies executive staff who will be in charge of a rice mill engaged for custom milling. One Authorized Officers may be appointed for more than one mill.

iii. The CSO as well as the district representative of State Agencies of the district have the authority to conduct verification in the rice mill from time to time and they will report to the Collector concerned in the event of any irregularities or diversion of stock detected by them.

- iv. In cases where there is 'prima facie' reason to believe that irregularities have been committed at any mill, the Collector should immediately cause an enquiry through an officer other than the Enforcement Officer & Authorized officer assigned to the mill. In all such cases, the officer entrusted to conduct enquiry will submit the report within a maximum period of one week and Collector shall pass order accordingly.
- v. Collector should undertake random verification of the records of State agencies and rice mills through senior officers and ensure that malpractices are not committed in paddy procurement.
- vi. Enforcement Certificate may be issued within 24 hours from the date of receipt of Report issued by the Enforcement Officer for delivery of rice to FCI.
- vii. The Enforcement Officer/ Authorized Officer will be responsible to verify the relevant documents including electricity bills, infrastructure facilities, records relating to payment of Value Added Tax (VAT) etc and satisfy that the mills have actually produced the rice. Enforcement Officer shall satisfy that the paddy has actually been purchased by the Millers on payment of M.S.P. to the farmers under levy procurement.
- viii. Whenever the Collector of the district is on leave / training etc. the officer remaining in charge of the post of Collector will monitor the paddy procurement and will approve/countersign the Enforcement Certificate.
- ix. Collectors will ensure that there is no recycling of Public Distribution System and other welfare scheme(s) rice and shall ensure payment of MSP to farmers for FAQ paddy thereby removing distress sale of paddy.

These instructions may be brought to the notice of all Enforcement Officers/ Authorized Officers and all field officials for strict compliance.

Yours faithfully

M. S. P. M.
6-11-12

Commissioner-cum-Secretary to Govt.

Memo No. 17433 Dt. 6/11/2012

Copy with copy of enclosures forwarded to Principal Secretary to Chief Minister, Odisha / P.S. to Minister, Food, Supplies & Consumer Welfare for kind information of Hon'ble Chief Minister, Odisha / Minister, Food, Supplies & Consumer Welfare.

M.G. Mohanty
6-11-12

Commissioner-cum-Secretary to Govt.

Memo No. 17434 Dt. 6/11/2012

Copy with copy of enclosures forwarded to OSD to Chief Secretary / PS to DC-cum-APC / Secretaries to all Revenue Divisional Commissioners for kind information of Chief Secretary / DC-cum-APC / Revenue Divisional Commissioners.

M.G. Mohanty
6-11-12

Commissioner-cum-Secretary to Govt.

FAX/POST

Memo No. 17435 Dt. 6/11/2012

Copy with copy of enclosures forwarded to Chief Administrator, KBK, Koraput for information and necessary action.

M.G. Mohanty
6-11-12

Commissioner-cum-Secretary to Govt.

Memo No. 17436 Dt. 6/11/2012

Copy with copy of enclosures forwarded to General Manager, FCI, Khadya Bhawan, Vani Vihar, Bhubaneswar for information and necessary action.

M.G. Mohanty
6-11-12

Commissioner-cum-Secretary to Govt.

FAX/POST

Memo No. 17437 Dt. 6/11/2012

Copy with copy of enclosures forwarded to M.D. OSCSC Ltd. / M.D., TDCC / M.D. MARKFED / B.M., NAFED for information and necessary action.

M.G. Mohanty
6-11-12

Commissioner-cum-Secretary to Govt.

Memo No. 17438 Dt. 6/11/2012

Copy with copy of enclosures forwarded to all Sub-Collectors / All Civil Supplies Officer / All Officers of Food, Supplies & Consumer Welfare Department for information and necessary action.

M.G. Mohanty
6-11

Commissioner-cum-Secretary to Govt.

Memo No. 17439 Dt. 6/11/2012

Guard file/ 20 spare copies.

M.G. Mohanty
6-11

Commissioner-cum-Secretary to Govt.

Verification Report of Authorized Officer

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: _____
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	OSCSC	Levy A/c	MARKFED	NAFED	TDCC	FCI	TOTAL
PADDY							
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 week							
viii Prog. Rice received from milling till date							
ix Rice delivered during the week against DC							
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							
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)

DELIVERY CERTIFICATE

Name of the District: _____	KMS: _____
No. _____	Date: _____

It is certified that: -

1. The Custom Miller M/s _____
Miller Code _____ agreed for Custom Milling of paddy on behalf of _____ (State Agency) is allowed to deliver Qtls. _____ of _____ rice (Raw/Boiled).
2. The delivery shall be made at the following depot:
 - i) Depot Name: _____ Depot Code: _____ Qtl. _____.
 - ii) Depot Name: _____ Depot Code: _____ Qtl. _____.

3.

	RRC	FCI	TOTAL
a. Progressive quantity of CMR for which DC issued			
b. Progressive quantity of CMR delivered			
c. Balance to be delivered			

d. Total qty. of CMR delivered as per M-reporting by the Miller as on dat _____ Qtls.

4. This Delivery Certificate is issued on the basis of Verification Report submitted by the Authorized Officer of the said Mill.

In addition to the above, it is further certified that: -

1. The Agency has purchased the Paddy at the Minimum Support Price fixed by Govt. of India for the KMS _____. (Common Paddy - Rs 1250/- / Gr. 'A' Paddy - Rs 1280/- per Qtl.)
2. The complete and correct accounts have been maintained in respect of the quantity of Paddy delivered by the agency, the quantity milled and the quantity of Rice which the Custom Miller is authorized to deliver as CMR.
3. That the Paddy has been purchased by the Agency or it's Commission Agents directly from the farmers.
4. The Custom Milled Rice during the KMS is only from the Paddy purchased by the Agency during the KMS which has been fixed from 1st Oct'12 to 30th Sept'13.

Full Name, Designation and
Signature of the District Representative
of the State Agency

Verification Report of Enforcement Officer

ANNEXURE III

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

Sl. No.	Miller's Levy Account	Miller's Levy Account
PADDY		
i	Paddy Procured/Received during the period	
ii	Progressive ** Paddy Procured/Received till verification date	
iii	Paddy Milled during the period	
iv	Progressive Paddy milled till verification date	
v	Book balance of Paddy Stock (sl. No. ii - iv)	
vi	Verified balance of Paddy	
RICE		
vii	Rice received from the milling during the period	Par Boiled
viii	Progressive Rice received from milling till date	Raw
ix	Rice delivered during the week against EC	
x	Progressive EC issued till verification	
xi	Progressive Rice delivered against total EC issued	
xii	Balance Rice remain undelivered against EC (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 Paddy has been purchased by the Rice Miller directly from the farmers at MSP.

Signature of Miller Agent/Authorized Representative _____
 Signature of Enforcement Officer _____
 (With Name & Designation)

Copy submitted to C.S.O., _____ /concerned Miller
 * Milling capacity per shift of 8 hours
 ** Progressive figure means cumulative in the KMS till verification date.

ENFORCEMENT CERTIFICATE

(ENFORCEMENT OFFICER'S CERTIFICATE OF VERIFICATION OF MILLER'S ACCOUNT AND ORDER FOR DELIVERY OF LEVY RICE TO PURCHASE OFFICER)

Name of the District: _____

KMS: _____

Order No. _____

Date. _____

It is certified that: -

1. The production of Rice in the Rice Mill of M/s _____, Miller Code _____, from _____ to _____ has been verified and found to be _____ Qtl. of variety (PBC/Raw) _____ Rice out of which the Levy share @ 75% in accordance with the Levy control promulgated by the State Government works out to be _____ Qtl. which will have to be delivered as Levy rice on account of _____ District.
2. The aforesaid miller is accordingly directed to deliver the above quantity of _____ Qtl. of _____ (Boiled/Raw) Rice to the Purchase Officer of F.C.I (Depot Name) _____, Depot Code _____ as Levy against this order.

3.

	PBC	RAW	TOTAL
a. Progressive quantity of Levy Rice for which EC issued			
b. Progressive quantity of Levy Rice delivered			
c. Balance to be delivered			

- d. Total qty. of Levy Rice delivered as per M-reporting by the Miller as on date _____ Qtls.
4. The progressive purchase of paddy by the Rice Mill from _____ till date of KMS 20__ - __ is _____ Qtl. of _____ (variety) against which the miller is holding stock of _____ F.A.Q. paddy on date which is yet to be milled.
5. This Enforcement Certificate is issued on the basis of Verification Report of the Enforcement Officer and Authorized Officer of the said Mill.

In addition to the above, it is further certified that: -

6. The Rice Mill Owner has purchased the paddy at the Minimum Support Price fixed by Government of India for the Kharif Marketing Season 2012-13.
7. The complete and correct accounts have been maintained in respect of the quantity of paddy the Miller has purchased, the quantity milled and the quantity of Rice which the Miller is authorized to deliver as the Levy share due to accordance with the Levy Control Order issued by the State Government for Kharif Marketing Season 2012-13.
8. That the paddy has been purchased directly from the farmers by the Rice Millers.
9. The Levy during the current season is only from the paddy purchased by the Rice Miller during the procurement season which has been fixed from 1st Oct'12 to 30th Sept'13.

Full Name, Designation and
Signature of Officer as prescribed
by the State Government