



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

C/2, NAYAPALLI, BHUBANESWAR-12

PP -151/2015

Letter No- 20335 Dated- 20.11.15.

FAX	EMAIL	WEB	SMS
PP	SP	OP	LOCAL

From

Sri Niranjan Nayak, OAS (SAG),
Managing Director.

To

All CSO-cum-District Managers,
OSCSC Ltd.

Sub: Agreement with DCCB acting as commission agents for OSCSC for KMS: 2015-16.

Sir,

Enclosed find herewith the agreement form to be executed with DCCB for KMS: 2015-16. This agreement shall be executed by District Manager, OSCSC Ltd. with Secretary, DCCB in non-judicial stamp paper worth Rs. 100/- observing all formalities.

2. District Managers are expected to read every clause of the agreement, as they will be held responsible for any breach on behalf of OSCSC Ltd.
3. One copy shall be retained by the District Manager in separate guard file for future reference.
4. The Draft copy of the agreement can be downloaded from the Corporation website www.oscsc.in.

Any problem in this context shall be brought to the notice of the Collector & District Magistrate. For any clarification, the undersigned may be contacted.

Encl:- Agreement form

Yours faithfully,


Managing Director

Memo No. 20336 / Date: 20.11.15.

Copy forwarded for information and necessary action to:-

1. Commissioner-cum-Secretary, FS & CW Department, Govt. of Odisha,
2. Principal Secretary, Co-operation Department, Govt. of Odisha,
3. Registrar of Co-operative Societies, Odisha, Bhubaneswar.
4. All Collectors & District Magistrates.
5. Managing Director, OSCB, Bhubaneswar.
6. All Deputy Registrars of Co-operative Societies
7. All Secretaries, District Central Co-operative Bank (DCCB).


Managing Director

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,
_____ DISTRICT OFFICE.**

**AGREEMENT WITH DISTRICT CENTRAL CO-OPERATIVE BANKS (DCCBs) FOR
PROCUREMENT OF PADDY THROUGH PACS ON BEHALF OF THE ODISHA
STATE CIVIL SUPPLIES CORPORATION LTD DURING KHARIF MARKETING
SEASON 2015-16**

This deed of agreement is made on _____ day of _____ 2015.

Between

The District Central Co-operative Bank, _____ District represented through its Secretary Sri _____, aged about _____, son of _____, At _____, PO _____, PS _____, District _____, here in after called "The DCCB" which expressions shall mean & include where the context so admit it's successors in office & assigns on the one part.

And

M/s. Odisha State Civil Supplies Corporation Ltd., represented through the District Manager, OSCSC Ltd, _____ District, hereinafter called "The OSCSC Ltd.," which expression shall mean and include where the context so admits its successors in office and assigns of the other part.

Now these present, witness and parties hereto hereby mutually agree as follows:

Clause-1 Definition:

- (a) "Government" shall mean the Government of Odisha in Food Supplies and Consumer Welfare Department.
- (b) "Corporation" and "OSCSC Ltd." shall mean the ODISHA State Civil Supplies Corporation Ltd, [OSCSC Ltd.] having it's registered office at C/2, Nayapalli at Bhubaneswar-12.
- (c) "District Manager" shall mean the District Manager of the ODISHA State Civil Supplies Corporation of a concerned Revenue District in the State of Odisha.
- (d) "Collector" shall mean the Collector and District Magistrate of the Revenue district concerned in the State of Odisha.
- (e) "Managing Director" shall mean the Managing Director of the ODISHA State Civil Supplies Corporation or any officer authorized by him in writing on his behalf for any specified work to take up on his behalf.
- (f) "OSCB" shall mean the ODISHA State Co-operative Bank having it's registered office at Sachibalaya Marg, Bhubaneswar, Odisha.
- (g) "DCCB" shall mean the District Central Co-operative Bank.
- (h) "Secretary" shall mean the Secretary of the District Central Co-operative Bank of concerned district.
- (i) "PACS" shall mean the Primary Agricultural Co-operative Society including Service Co-operative Societies, Large Sized Multi Purpose Adivasi Co-Operative Society & Farmers Service Society.
- (j) "Contract" shall mean this agreement and such general and special conditions as may be added to it mutually agreed by the DCCB and the District Manager of the OSCSC Ltd. from time to time.
- (k) "Custom Miller" shall mean & include the person or persons, Firm or Company to whom the contract of milling of paddy & other ancillary works has been entrusted by the OSCSC Ltd.
- (l) "Godown" shall mean the godown of the Corporation or godown hired

by Corporation for storing of paddy/custom milled rice & other PDS commodities.

- (m) "Paddy Purchase Centre" and "PPC" shall mean the place where the PACS shall purchase paddy on behalf of the OSCSC Ltd. which includes the storage place for interim storage of paddy.
- (n) "Authorized Officer" shall mean any Officer authorized by the Corporation / District Manager / Collector for specific purpose.
- (o) "Transport Contractor" shall mean a person, firm or company appointed by the Managing Director or the District Manager of the OSCSC Ltd.
- (p) "DRCS" shall mean Deputy Registrar of Cooperative Societies
- (q) "Stock" shall mean the FAQ / URS paddy.
- (r) "MSP" shall mean Minimum Support Price of FAQ paddy as declared by Government of India
- (s) "Paddy" includes FAQ and URS paddy of Grade- A and Common variety as per specifications prescribed by the Government of India for KMS 2015-16.
- (t) "Food and Procurement Policy" shall mean the Food and Procurement Policy issued by Government of ODISHA for the KMS 2015-16.
- (u) "CAP Storage" shall mean the Covered and Plinth storage of paddy.
- (v) "CAP Storage Centre" shall mean Cover and Plinth Storage Centre managed by OSCSC for temporary storage of paddy purchased by PACS/Societies.
- (w) "CEO" shall mean the Chief Executive Officer of the PACS.
- (x) "Guideline" shall mean operational guidelines issued by the OSCSC Ltd. for the KMS 2015-16.
- (y) "MAS" shall mean Millers Authority Slip
- (z) "SAS" shall mean Society Authority Slip
- (aa) "P-PAS" shall mean Paddy Procurement Automation System

Clause-2 Objective of the Contract:

As per the Food and Procurement Policy for KMS 2015-16, the

Corporation has to undertake procurement of paddy from farmers engaging the DCCB at the PPC to be operated by selected PACS as commission agent. Individual DCCB shall act as Commission Agent of the Corporation for procurement of FAQ / URS paddy from the farmers especially small and marginal through PACS in the concerned districts.

Clause-3 Duration of Contract:

The contract shall come into force with effect from the date of execution of this agreement and shall remain in force till 30.09.2016 or till reconciliation of paddy purchased and delivered to millers and settlement of accounts with the Corporation, whichever is later.

This agreement may be extended for further period as may be mutually agreed by both the parties on the same terms and conditions or as per the direction of the Government. The OSCSC Ltd. and the DCCB reserve the right to terminate the contract at any time during its currency on mutually agreed terms.

Clause-4 Specification of Paddy

DCCB shall ensure that the uniform specifications of paddy prescribed by the Govt. of India for KMS 2015-16 as detailed below shall be strictly adhered to by the PACS while purchasing paddy from farmers.

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 Shrivelled grains	3.0
4.	* Admixture of lower class	6.0
5.	Moisture content	17.0

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

Clause-5 Minimum Support Price

Paddy conforming to the specifications as mentioned at clause-4 above is required to be purchased only at Minimum Support Price (MSP) & incentive bonus if any declared by Govt. of India from time to time. The following MSP for Fair Average Quality (FAQ) paddy have been fixed by Govt. of India for KMS 2015-16.

PADDY	MSP
Common	Rs.1410Per Qtl.
Grade-A	Rs.1450 Per Qtl.

Clause- 6 Duties & Responsibilities of DCCB

(A) Selection of PACS

- (i) The DCCB shall act as nodal agency for purchase of paddy from genuine farmers in the purchase centers operated by PACS as per the provisions contained in Food & Procurement Policy for KMS 2015-16.
- (ii) The DCCB shall ensure selection of suitable PACS after assessing their available manpower, infrastructure, testing equipments, track records, financial capability and management, location, storage capacity & past performance during the KMS i.e. 2012-13, 2013-14 & 2014-15.
- (iii) The PACS which has registered themselves in the website of the FS & CW Deptt. and has been authorized by the Verifying Officer shall be considered for such selection as suitable PACS by the DCCB.
- (iv) The DCCB shall be responsible for selection & engagement of suitable & capable PACS fulfilling the parameters as specified at sub-clause-(ii) above with due approval of Collector & in consultation with District Manager, OSCSC Ltd. as well as DRCS.
- (v) The DCCB shall prepare a list of selected PACS participating in current procurement operation & communicate the same to the District Manager, OSCSC Ltd. under intimation to the Head Office, OSCSC Ltd., C/2, Nayapalli, Bhubaneswar-12.

- (vi) The PACS whose performance was found unsatisfactory during previous KMS or any dispute is pending shall not be selected in the current paddy procurement operation.
- (vii) The DCCB shall ensure that the PACS having substantial shortage in purchase and delivery of paddy to millers in the earlier KMS, are not selected for the current KMS.
- (viii) The list of PACS selected for participation in procurement is attached as **Annexure-I**, which forms a part of this agreement.

(B) Registration of farmers and regulating arrival of paddy:

- (i) The DCCB shall ensure that all the PACS/ Societies prepare a Data Base of farmers in shape of a register called Farmers Paddy Assessment and Procurement Register to determine the marketable surplus of each farmer in their delineated jurisdiction.
- (ii) The registered farmers who provide their contact number would be intimated by SMS about the dates, at least 7 days in advance, as to when to bring the paddy to the PPC.
- (iii) The registered farmers who do not provide their mobile number have to check with the Society about the date of delivery of paddy.
- (iv) 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. This is to be ensured by DCCB.
- (v) This exercise is to be completed well in advance and DCCB shall ensure that a consolidated report is sent to the Collector.

(C) Farmers paddy assessment and procurement register

- (i) After digitization of farmers data relating to cultivated land details, society-wise Farmers Paddy Assessment and Procurement Register would be generated on-line
- (ii) The marketable surplus to be automatically calculated after deducting domestic consumption.

- (iii) The register of farmers indicating the marketable surplus after deducting domestic consumption to be generated has been arranged alphabetically in odia from “ଅ to ଐ”.
- (iv) ID details of farmers Bank accounts details and the mobile phone number also to be reflected.
- (v) The register would indicate the target for the society which is the sum total of marketable surplus of paddy of all registered farmers under the society. Society must not purchase paddy from farmer in excess of marketable surplus as per Farmer Registration Module.

(D) **Identification of Farmers**

- (i) The DCCB shall ensure purchase of paddy through PACS from the genuine farmers on being identified with any one of the documents furnished at the time of farmers registration.
- (ii) As per Para-3 of Food and Procurement Policy 2015-16, all farmers have to provide information about their identity proof in the registration form which is mandatory. Any of the following three documents along with the Aadhaar number (if available) 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 (BK KY)
 - Electors Photo Identity Card (EPIC)

No new farmer identity card (FIC) would be prepared by any district and issued to farmers for paddy procurement during KMS: 2015-16.

- (iii) The DCCB shall ensure that, the Authorised Person of PACS shall verify the documents as mentioned at sub-clause-(ii) above before purchase of paddy & the number of identification document shall be mentioned in the respective column of the vender receipt and purchase register used at purchase centre.
- (iv) The DCCB shall arrange issuance of token through the selected PACS to farmer on his arrival at PPC mentioning SI. No. (Running Serial No.),

date, name of the farmer, paddy in bags to regulate quality analysis, weighment of stock in a systematic manner.

(E) Equipments at Paddy Purchase Center

It must be ensured that the following equipment and materials are available at paddy purchase centres operated by PACS.

- (i) Moisture meter
- (ii) Sample divider
- (iii) Analysis kit
- (iv) Weighing Scale
- (v) Mini Grader

Materials

- (i) Tarpaulin / Polythene sheet
- (ii) Furniture, as per requirement

(F) Mandi Handling Operation

In the purchase centres operated by PACS the mandi handling i.e. heaping, re-bagging, stitching, weighment and temporary stacking shall be the responsibility of PACS. **In case the societies express inability to undertake mandi handling operations, in such case only 50% of commission due shall be paid to PACS.**

1. For paddy procured and delivered to the custom millers

- i. The farmer shall bring paddy at his own arrangement as per the programme i.e. as per advance notice / advance token slip / SMS alert and report at the mandi.
- ii. The society will take sample of paddy and do the testing for moisture and refraction. If the paddy is conforming to the FAQ norms, then farmers will be allowed to sell the paddy. If it does not conform to FAQ norms, then the farmer would be requested to take back the paddy and bring after drying and cleaning. As must Societies / PACS do not have Quality Checking staff, RMC may provide one Q.C staff at the society for 3-4 months on temporary basis. S/he may be a BSc graduate who may be

paid Rs.8000/- per month. They may be imparted quick training of 2-3 days by OSCSC / Q. C. Cell of Government of India / FCI.

- iii. If the paddy is accepted, the PACS / Society shall issue a tarpaulin to each farmer for unloading and heaping of paddy in the campus. All the paddy bags brought by the farmers shall be cut open and arranged in shape of a heap spreading on the tarpaulin.
- iv. In case the paddy does not conform to FAQ standard, then the same stock may be improved at the cost of the farmer by cleaning and drying under the farmer's supervision. This can be done at societies / mandis which have adequate space to cleaning and drying of paddy.
- v. The society shall arrange manually operated blower / power cleaner from RMC for cleaning of non-FAQ paddy in case brought by the farmer.
- vi. Society shall arrange required labour for all mandi operations like heaping; re-bagging in OSCSC supplied gunny, packing & double line machine stitching etc.
- vii. The DCCB shall ensure availability of adequate infrastructure such as tarpaulin, polythene sheets, weighing scales, moisture meter, analysis kit, mini grader etc. at selected PACS for proper weighment & quality analysis of paddy brought by the farmers by the RMC. The DCCB shall ensure that the quality analysis & weighment of paddy stocks at PACS Center shall be made in presence of farmer & miller's representative.
- viii. Loading of paddy to the vehicles is the responsibility of the millers.

2. For paddy procured and delivered to the CAP storage centre

- i. PACS shall undertake all the operations as at Para - (F) 1 i to vii.
- ii. The society shall pack 40 kg paddy standard in the new gunny bags / serviceable once used gunny bags and ensure double line machine stitching with a flap / identity slip at mouth end. The identity slip shall be of cotton cloth with the size of 10 cm x 7 cm.
- iii. The identity slip shall contain information on society code, name of the society, KMS and net weight. This identity slip needs to be pre-printed except weight and may be done centrally by the DCCB and provided to the societies.

- iv. Before stitching, the weighment of each bag shall be taken up to ensure that 40 kg. net weight of paddy is packed. Weighment may be made using electronic / manual weighing scale.
- v. The H & T contractor of OSCSC shall lift the paddy at his own arrangement from the society. The H & T Contractor shall load the paddy to his vehicles for transportation to the CAPSC.
- vi. Society shall prepare a "Transit Pass of Paddy" as per prescribed format for each truck of paddy lifted by the H & T Contractor.
- vii. One Paddy Acceptance Note is to be prepared for all paddy transferred in one date to a CAP Storage centre by the society. This will be the abstract of all paddy sent by the society to one CAPSC.

3. Payment of mandi handling charges

- i. Mandi handling charges shall be paid proportionately to the PACS/ Custom Millers and H & T Contractors for the mandi operations as decided by OSCSC Ltd. The mandi labour charges will be paid at flat rate as decided by the OSCSC Ltd. irrespective of the expenditure incurred.
- ii. The PACS shall furnish certificate in the prescribed format (**as at Annexure-II**) to the District Manager for payment of mandi labour charges. The DCCB shall ensure that the PACS shall furnish certificate in prescribed format to the District Manager for payment of mandi labour charges.
- iii. The DCCB make necessary arrangement at the selected PACS for interim storage of paddy at least for 03 days with watch & ward facility at PACS. The DCCB shall arrange at the selected PACS to lift the stock by the Custom Miller/H & T Contractor (CAPSC), of a minimum quantity of 40 qtl. / 100 bags of paddy that could be transported in a mini truck.

(G) Delivery of paddy procured at PACS/Societies

- i. The paddy procured by PACS on behalf of OSCSC shall be delivered to custom miller or H & T Contractor for CAPSC as per decision and direction of the District Manager, OSCSC Ltd.
- ii. Paddy shall be delivered to the custom miller /H & T Contractor or their authorized representatives only as per the authorization letter.

- iii. **It must be ensured by the PACS that the paddy is delivered to the custom miller strictly as per the quantity mentioned in the SAS. PACS will be held accountable for paddy delivered in excess of quantity as mentioned in the SAS.**
- iv. Paddy shall be delivered on execution of Transit Pass for each vehicle. One acceptance note shall be prepared at the end of the day for entire paddy delivered on the date. This will be the abstract of all paddy sent by the society to one CAPSC/Miller. OSCSC shall not be responsible for the stock dispatched without proper documentation to CAPSC/Miller or for the stock delivered other than to the Custom Miller/ H & T Contractor or their representatives duly authorized by District Manager.

(H) Publicity

It shall be the responsibility of the DCCB to make adequate publicity for the knowledge of farmers about the day & timing of operation of PACS & area tagged to each selected PACS.

(I) Training

- (i) The DCCB must ensure that all officials engaged in paddy procurement operations are trained. The training must include uniform specifications of paddy, MSP, operations at purchase centre, handling of equipments and mobile reporting and hand-holding online transfer of funds directly to farmers accounts in case of P-PAS Societies
- (ii) The DCCB must ensure that PACS impart training to farmers in its area of jurisdiction about FAQ standard of paddy.

(J) Target on Procurement

- a. The Collector of the District shall allocate targets to the DCCB to be procured through PACS keeping in view the district wise target.
- b. The DCCB shall ensure procurement of paddy through PACS within the target as decided by the District Collector.
- c. Considering the progress of procurement at PACS the Collector of the district shall modify the target assigned to PACS at his level. The PACS shall not procure paddy in excess of the assigned target.

(K) Procurement Operations of Paddy

- (i) The DCCB shall ensure purchase of FAQ paddy from the genuine farmers preferably from small and marginal farmers through the selected PACS. In no case the OSCSC Ltd. shall accept non-FAQ paddy purchased by the PACS.
- (ii) The DCCB shall make necessary arrangements for opening & operation of purchase centers at suitable places and on specified days as per decision of Govt. / Collector of the district for purchase of paddy by PACS.
- (iii) The DCCB shall ensure that the PACS purchases paddy at the designated centres as decided by the Collector.
- (iv) Paddy shall remain in the custody of the selected PACS, till its delivery to the designated custom miller within stipulated period. Undelivered paddy shall be kept at PACS for interim storage. The DCCB shall ensure the quality and quantity of paddy during interim storage at the selected PACS. Corporation shall not allow any shortage is allowed for such interim storage.
- (v) The purchase centre run by PACS/Societies shall operate on specified days of a week as decided in the District Level Paddy Procurement Committee meetings or by the Collector so as to procure all marketable surplus within stipulated period.
- (vi) The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- (vii) SMS to farmers about date and quantity of purchase at PPCs through mobile phones if provided.
- (viii) Notification about the list of farmers for selling paddy shall be made at least 7 days in advance.
- (ix) On arrival of paddy the farmer shall produce the copy of the document as furnished in farmers registration form.
- (x) Purchase of paddy within target and stipulated procurement period.

- (xi) Basing on the vendor receipt, the paddy purchase register shall be maintained. In case of P-PAS blocks such registers shall be system generated.
- (xii) The paddy so purchased shall be delivered to the custom miller as per MAS & SAS/CAP storage centre (CAPSC) on execution of transit pass for each vehicle.
- (xiii) At the end of the day, an acceptance note for each custom miller/CAP storage centre for the total quantity of paddy delivered to the miller/ CAP storage centre shall be prepared mentioning the required certificates and issued. For the paddy purchased at centres run by PACS, Acceptance Note shall be issued by the authorised persons of PACS. For paddy delivered to CAP storage centre the acceptance note shall be prepared by PACS/Societies.
- (xiv) The payment of the total cost of paddy shall be made on the spot preferably within three days but not later than seven days by account payee cheques (in blocks other than P-PAS blocks) obtaining signature of the farmer in the cheque issue register.
- (xv) In case of P-PAS blocks as the registers/documents are maintained online, hence signature of person concerned is not required in maintaining them while online payment to farmers is accomplished through use of valid Digital Signature Certificate (DSC) of Authorised signatory concerned
- (xvi) The copies of the acceptance note shall be submitted by the purchase officer of OSCSC Ltd. / Secretary, DCCB / authorised person of WSHG and PP at the District Manager's office on weekly basis for reference and record.
- (xvii) The cash book shall be maintained date wise.

(L) Delivery of paddy to Miller / Authorized representative of Miller

- (a) The paddy purchased by PACS shall be delivered to the Miller or his authorized representative on execution of Transit pass for each consignment.
- (b) DCCB is to make available a copy of Authorization Letter of the miller,

as supplied by the District Manager, to all PACS.

- (c) At the end of the day of procurement Acceptance Note shall be executed by the PACS for the entire quantity of paddy delivered to the millers/CAPSC during the day.
- (d) DCCB shall ensure monitoring / accounting of paddy delivery from society to miller as per MAS & SAS document
- (e) DCCB shall ensure that paddy is delivered only to the miller as per MAS & SAS / authorized representative of the miller. DCCB shall be held responsible for delivery of paddy in variance to the authorization letter and the quantity of paddy as prescribed in MAS.

(M) Payment of MSP to Farmers

- (i) The DCCB shall ensure that the farmers have got their MSP & Bonus, if any against the paddy sold at PACS center at the prescribed rates as mentioned at Clause-'5' above through account payee cheque indicating the full name and Account number of the farmer (In blocks other than P-PAS blocks).
- (ii) Out of 160 P-PAS blocks, in 60 P-PAS blocks where P-PAS was implemented during last KMS 2014-15, all payments to farmers account shall be done online. Payments to the farmers shall be made directly from OSCB account to the farmers account if two level authentication (authentication by Secretary, PACS and DCCB) is ensured. In remaining 100 P-PAS blocks, payment advice method will be followed. These online transfers of funds will be made on behalf of DCCB/PACS as per the data entry made by PACS in P-PAS application and authenticated by the Secretary, DCCB.
- (iii) If there is delay in payment of MSP to farmers due to unavoidable circumstances the same shall be recorded by the Authorised Person of the PACS in the purchase register and Secretary, DCCB shall inform the matter to the District Manager / Collector of the district.
- (iv) The DCCB shall ensure that PACS shall maintain the acknowledgement of receipt of cheques by the farmers in the Cheque Issue Register for periodical checking & future reference (other than P-

PAS blocks)

- (v) The signature of the farmers has to be obtained in the cheque issue register prescribed by OSCSC Ltd. as token of acceptance of cheque. However in case of P-PAS Blocks such payments shall be made online through use of a valid Digital Signature Certificate (DSC) of Authorised signatory concerned and through payment advice to the banks, and hence signature of farmer is not required in the cheque issue register.
- (vi) The DCCB shall be responsible for any delay payment or deviation in mode of payment. He shall bring it to be notice of the District Manger and Collector when such delay or deviation noticed by him.
- (vii) The DCCB shall ensure that PACS shall not make any credit purchase of paddy and shall procure within the target assigned by the Collector. OSCSC shall not be responsible for any credit purchase and commission agent has to bear the entire responsibility.
- (viii) The DCCB shall ensure that the cheques issued by the PACS are honored expeditiously by the Banks and farmers benefit from the system of payment through cheques.
- (ix) The DCCB shall ensure that no farmer has got the price of the paddy sold below the MSP, after quality analysis of his paddy as per specifications prescribed. In case of any complaint on the MSP from farmer, the same shall be the exclusive responsibility of DCCB & the OSCSC Ltd. shall not be responsible for such payment.

(N) Maintenance of Records & Registers

- (i) The DCCB shall ensure proper maintenance of records and registers on purchase of FAQ/ URS paddy from farmers by the PACS. The following registers/ records etc. as supplied by OSCSC Ltd. are to be maintained.

• Token Slip	• Paddy Acceptance Note
• Quality Test Report of paddy	• Paddy Stock Register
• Vendor Receipt	• Paddy Dispatch Register
• Paddy Purchase Register	• Miller's Control Register (Paddy)

• Paddy Rejection Register	• Cheque Issue Register
• Transit Pass (Paddy)	• Cash Book
• Farmers paddy assessment and procurement register	• Millers Authority Slip (MAS) & Society Authority Slip (SAS)

- (ii) In case of P-PAS blocks above registers/documents are system generated and no manual registers/documents would be used. So PACS/Society are to preserve hard copy of all computer generated registers/documents in bound book shape for all future purposes.
- (iii) In addition to the above documents/registers societies are to preserve Society Authority Slip (SAS) and Millers Authority Slip (MAS) which are system generated.
- (iv) Online data entry of paddy purchase register in non P-PAS Blocks & ULBs
- Societies are to digitize details of paddy purchase register to complete the data base on paddy procurement with integration to farmers registration module in non P-PAS blocks, within the stipulated time frame. There is no need for any manual maintenance of paddy purchase register in the societies in such cases.
- (v) The DCCB shall ensure issue of proper vender receipts supplied by the OSCSC Ltd. to the farmers on purchase of FAQ/URS paddy in selected PACS.
- (vi) The DCCB shall ensure proper entry of acknowledgement receipt of cheques by the farmers in the cheque issue register maintained in selected PACS for periodical checking & future reference.
- (vii) The DCCB shall ensure maintenance of separate cash book or such cash book as may be prescribed by OSCSC Ltd. for procurement operation in selected PACS, which can be verified by the authorities of OSCSC Ltd. as & when required.
- (viii) The DCCB shall ensure issuance of the following certificates on the Acceptance notes towards delivery of paddy to custom millers by the PACS.

- i. Used jute gunny bags (in good condition) for packing of paddy supplied by the miller/farmer.
- ii. Transportation of paddy done by miller.

Transportation of paddy to the mill point & supply of bags for packing of paddy is the responsibility of custom miller.

- (ix) The DCCB shall ensure quality checking of FAQ / URS paddy purchased from farmers at the PACS level and recording of such quality analysis. In case of any ambiguity regarding quality norm, the DCCB shall have the responsibility to ensure improvement of the same before delivery to the Custom Miller engaged by the Corporation tagged to the selected PACS.
- (x) The registers & documents relating to the purchase of paddy can be inspected by the Officer of the OSCSC Ltd. or Officers of the Government or Officers of the concerned district or the officials of the DCCB & OSCB as & when required.
- (xi) The DCCB shall arrange to deliver the FAQ / URS paddy so purchased through PACS to the designated millers authorized by OSCSC Ltd. on case to case basis on the same day with due acknowledgement.
- (xii) The DCCB shall ensure issue of Acceptance Note in duplicate to the custom miller on the day of delivery of paddy. One copy of Acceptance note shall be handed over to the concerned custom miller and the other copy for use of Authorised Officer looking after custody & maintenance of paddy at custom millers point.
- (xiii) The DCCB shall ensure submission of executed copies of Acceptance Notes to the District Manager within a week of issue of Acceptance Note by the selected PACS. The Authorised Person of PACS, miller or his authorized representative shall sign the Acceptance Note positively.
- (xiv) In case of P-PAS blocks above registers/documents are system generated. So PACS/Society are to preserve hard copy of all computer generated registers/documents in bound book shape for all future purposes.
- (xv) In case of PACS tagged with CAPSC following documents/registers

shall be maintained at PACS/Society

- Paddy Transit Pass
- Paddy transfer acceptance note
- Paddy receipt register
- Paddy stock register
- CAPSC control register

(O) Requisition of Funds & Submission of Report & Returns.

NON P-PAS BLOCKS

- (i) As per Para 3(d) of Food and Procurement Policy 2015-16, keeping in view the district wise target allotted to the Corporation, OSCSC Ltd. shall release the funds to DCCB on the requisition of Collector only. The funds shall be requisitioned in the prescribed format.
- (ii) Initially funds for purchase of paddy for one week shall be placed with the district in advance basing on the last year's purchase trends and subsequently, funds shall be placed as per the requisition of the Collector.
- (iii) The DCCB will calculate requirement of funds for paddy purchase at PACS (other than PACS of P-PAS blocks) on weekly basis considering the realistic needs for requisite funds in such a manner that unduly large amount do not remain idle causing loss of interest and at the same time the paddy procurement operations are not hampered on account of shortage of funds.
- (iv) The DCCB shall intimate the funds requirement for a week to the District Manager, OSCSC Ltd. showing the total quantity of paddy purchased in each PACS, number of farmers from whom paddy purchased in each PACS and funds available with each PACS. Basing on such intimation the District Manager, OSCSC Ltd. shall give requisition to the Corporation Head Office through the Collector. While making requisition for release of funds the District Manager shall ensure that such requisition is within the target of procurement assigned to the PACS.

- (v) DCCB shall furnish daily information on procurement of paddy by selected PACS on the basis of executed A/c notes to the concerned District Manager.
- (vi) The DCCB shall ensure that the paddy procured within the funds placed by OSCSC Ltd. from time to time & shall ensure that there is no credit purchase.
- (vii) The DCCB shall ensure that the fund placed by the OSCSC Ltd. is remitted to the PACS immediately on the same day or latest by next date.
- (viii) The DCCB shall ensure that the records registers & documents maintained for paddy procurement operation are properly preserved & kept at PACS for future reference & for the purpose of audit.

P-PAS BLOCKS

- i. Direct Fund Transfer module of P-PAS shall be implemented in existing 60 blocks of 24 districts where P-Pas is already implemented during last season 2014-15. Funds will be directly credited to farmers account from account of Odisha State Cooperative Bank. There is no need of requisition from district level in these blocks. DCCB shall intimate in advance to OSCSC the requirement in such cases for remitting funds to their current account.
- ii. The DCCB shall authenticate payment advices prepared by the societies under them using Digital Signature Certificate (DSC) in these 60 P-PAS Blocks. For any omission/commission in the payment advices prepared by PACS and authenticated by the DCCB they will be held accountable.

(P) Computerization of Paddy Procurement Data

- a. The DCCB shall ensure farmers data entry for the paddy purchased by the PACS.
- b. DCCB shall make online reporting of the quantity of paddy purchased on each day indicating the number of PACS engaged and number of farmers from whom paddy purchased in the website www.foododisha.in and www.oscsc.in.

- c. In case of Non P-PAS blocks, the purchase register is to be digitized using farmers data from F.R module and details of paddy purchase to complete the data base on paddy procurement. There is no need for any manual maintenance of paddy purchase register in the societies.
- d. DCCB shall ensure synchronization of procurement data of society with central server on regular basis in case P-PAS application is implemented in offline mode.
- e. DCCB shall ensure online monitoring of delivery of paddy to custom millers as per SAS module

(Q) MOBILE/ ONLINE REPORTING OF PADDY PROCUREMENT (FOR DELIVERY OF PADDY FROM SOCIETY TO MILLER)

- a) The paddy purchase made at PACS shall be reported through SMS to Mobile No. 9437000359, by the respective agency / Purchase Officer through their registered mobile number as per the procedure communicated by FS & CW Department/OSCSC.
- b) The SMS must be sent AC Note wise daily at the end of the day.
- c) The SMS reporting of paddy purchase shall be taken into account while considering release of funds for purchase of paddy.
- d) SMS reporting will be the precondition for release of commission and mandi handling charges to the PACS.
- e) SMS reporting should be sent on the same day on issue of AC Note or within maximum period of 7 days.
- f) In case of any mistake, correction can be done at CSO Office within 7 days of execution of A.C Note.
- g) In P-PAS societies, all transactions at mandi are done through a web based application using computer both in online or offline mode and synced later with central server if executed in offline mode.

(R) MOBILE REPORTING OF PADDY PROCUREMENT (FOR DELIVERY OF PADDY FROM SOCIETY TO CAP)

Mobile reporting for the quantity of paddy purchased by the society and transfer to CAP location shall be done in the prescribed format and procedure within the stipulated time period.

(S) Management of fund of OSCSC

- (i) It is the responsibility of DCCB to assess the requirement of funds of each PACS (other than PACS of 60 P-PAS blocks) participated in procurement considering arrival of paddy at the purchase centre and advance registration of farmers.
- (ii) The DCCB shall ensure that unutilized funds of OSCSC with PACS are transferred to other PACS requiring funds for procurement.
- (iii) The funds placed with DCCB shall be immediately transferred to the PACS account.
- (iv) The unutilized funds shall immediately be returned to the OSCSC.

Clause-7 Penalty

- (i) In case of delivery of paddy without issue of Acceptance notes or delivery of paddy to the millers or their authorized representative in variance to the instructions of the CSO-cum-District Manager or non-delivery of paddy purchased or non-reconciliation of paddy account or shortage of paddy procured, the cost of paddy with other expenses as will be decided by the OSCSC Ltd. shall be recovered from the DCCB.
- (ii) In case of misappropriation/ diversion/ mis-utilisation of funds provided by OSCSC Ltd. for paddy procurement operation, the DCCB shall make good the loss along with interest to the OSCSC Ltd.
- (iii) **The DCCB shall ensure refund of un-utilized funds lying with DCCB/ PACS for a period of 15 days, to the OSCSC Ltd. If the said funds are not refunded, interest at the rate of loans availed by the OSCSC Ltd. shall be charged beyond 15 days to DCCB & shall continue till the funds are refunded.**

Clause-8 Duties & Responsibilities of OSCSC Ltd.:

(A) Placement of Funds

- (i) The OSCSC Ltd. shall place required funds towards cost of FAQ / URS paddy to the DCCB through the Odisha State Co-operative Bank (OSCB) except for 60 P-PAS blocks. It shall be the responsibility of the DCCB to remit the funds to the selected PACS as per requirement.
- (ii) The OSCSC Ltd. shall receive only FAQ/URS paddy from the selected PACS, which shall be ensured by the DCCB. The paddy will be received on the same day or within 3 clear days from the date of purchase by the PACS.
- (iii) The District Manager shall reconcile the paddy account with DCCB regarding purchase of paddy by each PACS basing on the Acceptance Note issued to the custom millers, MAS, SAS and the record maintained by the custom millers / mill in-charge for joint custody and maintenance of paddy.

(B) Payment of Commission, Mandi Labour Charges etc.

- i. PACS shall be paid commission and a part of Mandi Labour Charges at the rates fixed by OSCSC for the quantity of paddy procured & delivered to custom millers of OSCSC.
- ii. The Commission and Mandi Labour Charges shall be released in two phases i.e. in the month of May 2016 & September 2016 on receipt of bills, after Kharif & Rabi procurement is over subject to fulfillment of the followings :
 - Up to date mobile reporting of paddy procurement figures are available.
 - Farmers' data is computerized, authenticated computerized statement is submitted by DCCB and paddy figure is reconciled.
 - Quantity of paddy procured as prescribed in Society Authority Slip (SAS) and delivered to miller as per MAS.
 - Quantity of paddy procured is reconciled with reference to Acceptance Note & report of the custom millers.

- iii. Payment of Commission and Mandi Labour Charges shall be made to DCCB after recovery of Income Tax (TDS) & other statutory dues as applicable.

Clause-9 Procurement period

The current KMS: 2015-16 spans from **1st October 2015** to **30th September 2016**.

As per decision of Gol , paddy procurement and CMR delivery during the current KMS will be done as per the following timelines

Season of KMS 2015-16	Procurement Period		Number of procurement Days ... start to finish	Last date for CMR delivery
	From	To		
Kharif	15-11-15	31-3-16	90	30-6-16
Rabi	01-05-16	30-6-16	45	30-9-16

Clause-10 Paddy Procurement Automation System (P-PAS)

- i. 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 mode or in offline mode in case of P-PAS blocks. If it is done in offline mode, societies will sync it with central server on regular basis
- ii. In the KMS 2015-16 paddy will be purchased using P-PAS application in 160 blocks in 30 districts of the State as per the list at **Annexure-III**.
- iii. In P-PAS blocks, all the documents and registers shall be generated online. So PACSs/Societies are to preserve the hard copy of all computer generated documents/registers in bound book shape for all future purposes.
- iv. In 60 P-PAS blocks where P-PAS was implemented during KMS 2014-15, the payment to the farmers account for the paddy sold to OSCSC will be made on-line directly from the account of OSCSC maintained at OSCB,

Bhubaneswar for the farmer having account with DCCB and from the account of State Bank of India, Bhubaneswar /any other commercial banks as decided by OSCSC, for the farmers having account in banks other than DCCB if two level authentication is ensured. In remaining 100 P-PAS blocks, payment advice method will be followed.

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

Clause-11 Receipt of paddy by CAPSC from society

- (i) Paddy duly packed 40 kg standard in new SBT gunny bags / used gunny bags shall be delivered by the level-I H & T contractor at the CAP Storage Centre.
- (ii) The CAP Storage Centre in-charge shall ensure drawal of samples (10%) vehicle wise and conduct quality check and moisture test. If the paddy brought from the society conforms to FAQ standard, then the same shall be unloaded for stacking.
- (iii) For unloading of FAQ paddy by the transport contractor, the Manager CAP Storage Centre shall conduct moisture test and quality test by the Quality Analyst / himself or herself. Samples to be drawn from 10% of the bags at random. If the paddy conforms to FAQ standard, he shall allow unloading of paddy and issue an unloading slip to the CAP Storage Assistant as per the format at **Annexure-IV**. Samples from 10% of bags at random are to be drawn during unloading since only FAQ paddy are to be accepted for CAP Storage.

After the unloading operation the CAP storage Assistant shall record the stack number, where the paddy of the vehicle was unloaded and submit the executed unloading slip to the Manager CAP Storage Centre after putting his signature.

- (iv) If the paddy brought from the society found to be not of FAQ standard, then the same shall be returned to the concerned society. If a single bag is found to be of non FAQ paddy, then entire truck may be returned.

- (v) The transportation and handling cost for return of non-FAQ paddy to the society shall be borne by the society concerned for buying non-FAQ paddy from the farmers and sending it to the CAPSC. All societies may be sensitized about this aspect as it is bound to be very costly for them.
- (vi) Unloading & stacking of paddy at CAPSC shall be done by the level-I H & T Contractor.

Clause-12 Weighment of stocks

- (i) The stocks shall be received in the CAP Storage Centre on 100% weighment in a nearby weighbridge (identified beforehand). The representative of the PACS may witness the weighment operation at the weighbridge.
- (ii) Acceptance Note shall be issued to the PACS as per this weighment.
- (iii) The weighment particulars as per kanta slip shall be recorded in a register as per prescribed format.
- (iv) The net weight of paddy shall be derived after deducting the tare weight of vehicle and tare weight of gunny from the gross weight of vehicle in both the transactions of issue and receipt.

Clause-13 Guidelines for Decentralized Procurement Operation

The conditions stipulated in the procurement guidelines for Kharif Marketing Season (KMS) 2015-16 shall form a part of this agreement.

Clause-14 SAVINGS

It is mutually agreed by both the parties that in any exigency not visualized & not covered in this agreement shall be mutually sorted out by both parties by modifying the agreement to that extent.

During course of procurement MD, OSCSC Ltd., MD, OSCB and Registrar, Cooperative Societies shall be competent authorities to issue any clarification or further instructions in consultation with each other with regards to paddy procurement operation by PACS. Both the parties to this agreement shall abide by such instructions.

Clause-15 Arbitration:

It has been mutually agreed by both the parties that in the event of any dispute covering or arising out of this contract / agreement the

same shall be referred to Arbitrators. The Commissioner-cum-Secretary, F.S. & C.W. Department and Commissioner-cum-Secretary, Co-operation Department, Government of Odisha shall act as Arbitrators for adjudication and decision on the disputes. The decision / award of the Arbitrators shall be final and binding on both the parties.

This agreement is made in two copies, one copy each to be retained by each party.

In witness whereof the parties hereto have put their hands and seals on the dates respectively given against their signatures.

Signature)
(Name in capital letters)

Secretary, _____ DCCB

(Seal)

Witness

1. (Signature)

(Name in capital letters)

S/o.

Address

2.

(Signature)
(Name in capital letters)

District Manager,

_____ OSCSC Ltd.

(Seal)

Witness

1. (Signature)

(Name in capital letters)

S/o

Address

2.

Annexure-I

**LIST OF PACS SELECTED FOR PARTICIPATION IN
PROCUREMENT IN KMS 2015-16**

SI No.	Name of the PACS	Address with Panchayat and Block	Registration No of the Society (Allotted by RCS)	Society Code as per online registration	Name of the Authorized Person / Officer	Registered Mobile Number
1	2	3	4	5	6	7

Signature of DM,

OSCSC Ltd. _____

Signature of Secretary,

DCCB _____

CERTIFICATE

(MANDI HANDLING OPERATION IN CASE OF PURCHASE BY PACS / WSHG /PP)

District:

PACS / WSHG / PP:

Code:

This is to certify that all handling services excluding loading of paddy to the vehicle of the millers at the purchase centre has been provided for procurement of _____ Qtls. of paddy on behalf of OSCSC in the KMS 2015-16. The handling services for loading of paddy to the vehicles has been provided by the Custom Miller _____, Miller Code._____.

Signature of the Authorized Officer:

Full Name:

Designation:

LIST OF BLOCKS COVERED UNDER P-PAS DURING KMS: 2015-16.

Sl. No	Districts	Blocks*
1	Angul	Athamallik, Chhendipada & Kishorenagar
2	Balasore	Bahanaga, Balasore Sadar, Khaira, Remuna, Simulia, Soro, Baliapal & Basta
3	Bargarh (All Blocks)	Ambabhona, Attabira, Bargarh, Barpalli, Bhatli, Bheden , Bijepur, Gaisilet, Jharbandh, Padmapur, Paikmal & Sohela
4	Bhadrak (All Blocks)	Basudevpur, Bhadrak , Bhandaripokhari, Bonth, Chandbali , Dhamnagar & Tihidi
5	Bolangir (All Blocks)	Bangomunda, Agalpur, Belpada, Bolangir, Deogaon , Gudvela, Khaprakhol, Loisingha, Muribahal, Patnagarh, Puintala , Saintala, Titilagarh & Turekela
6	Boudh (All Blocks)	Harbhanga, Boudh & Kantamal
7	Cuttack	Athagarh & Niali
8	Deogarh (All Blocks)	Barkote, Reamal & Tileibani
9	Dhenkanal	Bhuban, Dhenkanal Sadar, Gondia , Kamakhyanagar, Kankadahad & Odapada
10	Gajapati	Gosani
11	Ganjam	Digapahandi, Aska, Begnuniapada, Bhanjanagar, Chhatrapur , Hinjilicut, Kabisuryanagar, Khallikote, Kukudakhandi, Patrapur, Polasara, Purusottampur, Rangeilunda, Sanakhemundi, Sheragada & Surada
12	Jagatsinghpur	Balikuda & Jagatsinghpur
13	Jajpur	Korai, Barchana, Binjharpur, Dasarathpur & Jajpur
14	Jharsuguda	Kirimira, Kolabira, Laikera & Lakhanpur
15	Kalahandi	Kesinga, Dharmagarh, Golamunda, Jayapatna, Junagarh, Kalampur, Karlamunda, Koksara & Narla
16	Kandhamal	Baliguda
17	Kendrapara	Kendrapara
18	Keonjhar	Anandapur, Ghasipura & Hatadihi
19	Khurda	Balianta , Balipatna, Banapur, Begunia & Bologarh
20	Koraput	Boipariguda, Boriguma, Jeypore, Kotpad & Kundra
21	Malkangiri	Kalimela, Korukonda & Malkangiri
22	Mayurbhanj	Khunta, Barasahi & Betnoti
23	Nabarangapur	Chandahandi, Jharigam, Kosagumuda, Nabarangapur , Nandahandi, Raighar & Umerkote
24	Nayagarh	Odogoon & Ranapur
25	Nuapada	Komna & Nuapada
26	Puri	Nimapara, Gop & Satyabadi
27	Rayagada	Kolnara, Bissam Cuttack , Gunupur, K. Singpur, Muniguda, Padmapur, Ramanaguda & Rayagada
28	Sambalpur (All Blocks)	Bamra, Dhankauda, Jamankira, Jujumura, Kuchinda, Maneswar , Naktideuli, Rairakhol & Rengali
29	Subarnapur (All Blocks)	Binka, Birmaharajpur, Dunguripali, Sonepur, Tarva & Ullunda
30	Sundargarh	Bargaon , Kutra, Lahunipara, Tangarpali, Lephripara, Sundargarh & Subdega

* **Blocks in bold font are the blocks which were covered under P-PAS during last KMS: 2014-15.**

UNLOADING SLIP

UNLOADING SLIP NO. _____ **DATE** _____

Vehicle No.: _____

Name of Society: _____

No. of bags : _____ Quantity: _____

Name of the CAP Storage Assistant: _____

Signature of Manager CAP Storage Centre

Above stocks unloaded on counting of bags and stored in stack no. _____

Signature of CAP Storage Assistant