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**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.****C/2, NAYAPALLI, BHUBANESWAR-12**Letter No. **1198(MD) P.P-125/16.**Date- **31/1/2016**

FAX No-0674-2395291

From

**Niranjan Nayak, OAS (SAG),  
Managing Director**

To

**All CSO-cum-District Managers,  
OSCSC Ltd.****Sub: Operational Guidelines for the KMS: 2016-17.****Ref: This Office letter No.1196/MD dt.31.10.2016.**

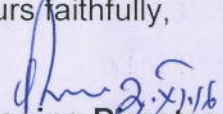
Sir,

Enclosed find herewith Operational Guidelines for the KMS: 2016-17.

- 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 Inspectors/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. Any deviation shall invite disciplinary action.
- 5) District Managers shall be responsible to ensure that these guidelines are circulated to 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](http://www.oscsc.in).
- 7) The gist of modifications and new points added is enclosed for your ready reference.

**Encl: - Operational Guidelines (83 pages)  
Gist of modifications (4 pages)**

Yours faithfully,

  
**Managing Director**

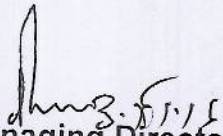
P.T.O

us

Memo No. 1199/M1 /Date 3/11/2016 /

**Copy forwarded for information and necessary action to:-**

- 1) The Principal Secretary to Govt., FS & CW Deptt., Odisha, Bhubaneswar.
- 2) The Principal Secretary to Govt., Co-operation Deptt., Govt. of Odisha.
- 3) The Principal Secretary to Govt., Water Resources Deptt., Govt. of Odisha.
- 4) General Manager, Food Corporation of India, Bhubaneswar.
- 5) Director, Social Welfare, Bhubaneswar.
- 6) The Registrar of Co-operative Societies, Odisha, Bhubaneswar.
- 7) All Collectors & District Magistrates.
- 8) The Managing Director, OSCB, Bhubaneswar.
- 9) All Collectors & District Magistrate.
- 10) All Deputy Registrars of Co-operative Societies.
- 11) All Secretaries, District Central Co-operative Bank (DCCB).
- 12) Branch Manager, NAFED/M.D, Markfed/M.D, TDCC, Bhubaneswar.

  
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) 2016-17.**

**1. PREAMBLE**

- (i) In pursuance of Food and Procurement Policy issued by Government of Odisha for KMS 2016-17, 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 TPDS (b) delivery of surplus rice to FCI, under the decentralized procurement (DCP) scheme 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 2016-17. 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 2016-17” 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 2016-17, which was forwarded by F.S. & C.W. Department to all Collectors and Civil Supplies Officers in memo No.16750 dt.25.08.2016.

## **SCHEDULE OF SPECIFICATION FOR COMMON AND GRADE “A” PADDY.**

<b>Sl. No</b>	<b>Refractions</b>	<b>Maximum Limit (%)</b>
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. As communicated by State Government in FS & CW Department in their letter No.12527 dt.18.06.2016 addressed to all Collectors, following Minimum Support Price (MSP) for Fair Average Quality (FAQ) paddy has been fixed by Government of India for KMS 2016-17.

Paddy	MSP for KMS 2016-17 (Rs. /Per Qtl.)
Common	Rs.1470/-
Grade 'A'	Rs.1510/-

**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 GoI, to be accepted by State Govt. and resultant rice of such URS paddy to be used in PDS as per direction of GoI.

#### 4. **PADDY PROCUREMENT PERIOD**

4.1 The current KMS: 2016-17 spans from **1<sup>st</sup> October 2016** to **30<sup>th</sup> September 2017**.

4.2 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 2016-17	Procurement Period		Number of procurement Days ... start to finish	Last date for CMR delivery
	From	To		
Kharif	01-11-16	31-3-17	90	30-6-17
Rabi	01-05-17	30-6-17	45	30-9-17

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 As per Para 10.3 of Food and Procurement Policy 2016-17, 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 **Only in case of emergencies, the OSCSC Ltd. shall be allowed by Govt. in FS & CW Department to procure paddy directly from the farmers.**

The target shall be fixed as per the procedure prescribed in Para- 3.1, 3.2 & 3.3 of the Food and Procurement Policy 2016-17.

5.6 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.

- 5.7 OSCSC shall not procure in the PACS/ Societies earmarked for other Agencies except in case of their failure to ensure timely procurement.
- 5.8 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.

## 6. **MODES OF PURCHASE**

### 6.1 **Purchase under Central Pool Account**

As per provisions contained in Food and Procurement Policy for KMS 2016-17, OSCSC Ltd. shall purchase paddy from farmers **on Central Pool Account** in the following manner:

- Purchases through PACS as Commission Agent where DCCB and DRCS shall be the Nodal Agencies.
- 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 exigencies 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 in selected & earmarked purchase centers maintaining separate accounts.

### 6.3 **Selection of PACS, WSHG, Pani Panchayats.**

- 6.3.1 As per Para 7.2 of Food and Procurement Policy 2016-17, the district Collector with the help of CSO-cum-District Manager, OSCSC Ltd, DRCS, Secretary, DCCB, 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](http://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 Second /third purchase centre by PACS will be allowed when they have adequate manpower.

6.4 The District Administration, as per Para 7 of Food and Procurement Policy 2016-17, 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.
- ❖ 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 DCCB and DRCS shall act as nodal agencies of the Corporation for procurement of paddy.

6.5.2 OSCSC Ltd. shall enter into an agreement with OSCB and concerned DCCB and DRCS. The DCCB and DRCS as well as PACS shall perform the duties and responsibilities as indicated in the said agreement.

#### 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 As per the Food & Procurement Policy for KMS 2016-17 the District Social Welfare Officer (DSWO) shall be the nodal officer for purchase of paddy through WSHGs in the district.

6.6.3 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG. All payments for purchase of paddy, commission to societies shall be routed through DSWO.

6.6.4 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 As per the Food & Procurement Policy for KMS 2016-17 the Executive Engineer (Irrigation) Pani Panchayat shall be the nodal officer for purchase of paddy through PP in the district.
- 6.7.3 District Managers of OSCSC Ltd shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat. All payments for purchase of paddy, commission to PP shall be routed through Executive Engineer (Irrigation).
- 6.7.4 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 2016-17.
- 6.9.1 State Level Procurement Committee (SLPC).
- SLPC under the Chairmanship of Chief Secretary, Odisha shall review arrangement of paddy procurement operations and the beginning of each Kharif and 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 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 (Revenue), 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 Society or any of the farmer members nominated by the committee members shall be president of SoLPC. However question of nomination will not arise during the subsistence of the elected president.
- The role and responsibilities of SoLPC are outlined in Para-7.1.3 of Food & Procurement Policy for KMS 2016-17.

### 7. **EQUIPMENTS AND INFRASTRUCTURAL FACILITY AT PADDY PURCHASE CENTER**

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

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, (xi) Polythene bag, (xii) Tarpaulin / Polythene sheet, (xiii) Waiting space, (xiv) Drinking water facility, (xv) Toilet facility (xvi) Manually operated paddy cleaner, (xvii) Power operated paddy cleaner.

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.

### 8. **RECORDS AND REGISTERS AT THE PADDY PURCHASE CENTRES**

8.1 The following records and registers shall be maintained at the purchase centres run by PACS, WSHGs, PPs and OSCSC Ltd.

• 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	• Cheque Issue Register
• Transit Pass- cum- Paddy Acceptance Note	Millers Authority Slip (MAS) & Society Authority Slip (SAS)
• Cash Book	

8.2 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.

8.3 The farmer's signature shall be obtained on the vendor receipt in duplicate and one copy is to be preserved by the PACS/Societies.

8.4 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.**

8.5 Secretary, 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.

## **9. IDENTIFICATION OF FARMERS**

9.1 As per Para-3 of Food and Procurement Policy 2016-17, 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 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)

**No new farmer identity card (FIC) would be prepared by any district and issued to farmers for paddy procurement during KMS: 2016-17.**

- 9.2 Share croppers (*Bhag Chasi*) will be allowed to sell their marketable surplus paddy with the consent of the recorded tenant as provided in the farmer registration form. For such consent, Collectors may consider new process like community meeting in villages as was practiced in Ganjam during KMS 2014-15 to ease the paddy purchase from share croppers.
- 9.3 Registration of share croppers through system of Joint Liability Groups (JLG) assisted by Banks under Agricultural loans will be made without insisting on consent letter.
- 9.4 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.

**10. REGISTRATION OF FARMERS & REGULATING ARRIVAL OF PADDY**

- 10.1 Farmer Registration would be the only process to identify the genuine farmers.
- 10.2 The registered farmers who provide their contact Nos. would be intimated by SMS about the dates, at least 7 days in advance, as to when to bring the paddy to the PPC.
- 10.3 The registered farmers who do not provide their mobile number have to check with the Society about the date of delivery of paddy.
- 10.4 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.

**11. FARMERS PADDY ASSESSMENT AND PROCUREMENT REGISTER**

- 11.1 After digitization of farmer data relating to cultivated land details, society-wise Farmers Paddy Assessment and Procurement Register would be generated on-line.
- 11.2 The marketable surplus to be automatically calculated after deducting domestic consumption @ 3 qtls. per family member in respect of each registered farmer.
- 11.3 The register of farmers indicating the marketable surplus after deducting domestic consumption to be generated being arranged alphabetically in Odia from “ଅ to ଣ”.

- 11.4 ID proof details, Bank accounts details along with AADHAR number and the mobile phone number of farmers would be reflected.
- 11.5 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.

## **12 PAYMENT OF MSP TO FARMERS**

- 12.1 In all 294 paddy procuring blocks, P-PAS has been implemented. All payments to farmers account shall be done through electronic mode. Payments to the farmers shall be made directly from OSCB account to the farmers account after two level authentications (authentication by Secretary, PACS and DCCB). 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 exceptional cases such payment will be made from DCCB by way of transfer to the farmers accounts.
- 12.2 The DCCB shall ensure that each PACS at the day end will prepare a payment advice all procurement transactions of the day, digitally signed the same and upload the generated .xml File to P-PAS Server.
- 12.3 DCCB shall consolidate all payment advices received from the PACS, verify and digitally sign the payment advices and submit the same to the P-PAS Server immediately.
- 12.4 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 Secretary, DCCB/DRCS and District Manager, OSCSC.
- 12.5 In case of unavoidable reasons, payment is made through electronic mode at the DCCB Level. Proper records are to be kept. In such case DCCB shall be responsible for any delay payment or deviation in mode of payment.
- 12.6 The WSHG and PP shall make payment to the farmers through electronic mode out of their own funds for the purchase of paddy from the farmers within the specified period as at Para 12.1 and the same shall be reimbursed by the District Manager on receipt of information

from them through the DSWO / Executive Engineer (irrigation) concerned in the prescribed format as to quantity of paddy purchased, number of farmers and payment thereof along with copy of executed acceptance note of paddy.

12.7 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.

12.8 **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.**

### **13. OPERATIONS AT PADDY PURCHASE CENTRES**

13.1 The purchase centre run by OSCSC Ltd., PACS, WSHG, 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.

13.2 All paddy procurement transaction at PPC or mandi will be made through P-PAS application software, all the documentation shall be system generated.

13.3 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.

13.4 SMS to farmers about date and quantity of purchase at PPCs through mobile phones if provided.

13.5 Notification about the list of farmers for selling paddy shall be made at least 7 days in advance.

13.6 On arrival of paddy the farmer shall produce the copy of the document as furnished in farmers registration form **specified in Para 9.1 above for identification.**

13.7 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.

- 13.8 The weighment of the FAQ paddy shall be taken and vendor receipt shall be issued to the farmer obtaining his full signature.
- 13.9 Basing on the vendor receipt, the paddy purchase register shall be maintained.
- 13.10 **The paddy so purchased shall be delivered to the custom miller as per system generated Millers Authority Slip (MAS) on execution of Transit Pass-cum-Acceptance Note for each vehicle.**
- 13.11 **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 MAS.**
- 13.12 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.
- 13.13 At the end of procurement season, the service providing agency (SPA) deployed for implementation of P-PAS activities, shall submit the list of PACS/PPC where season is closed and upload procurement data online to P-PAS Server. OMEGA / IT PMU of FS & CW Department/ IT PMU of OSCSC Ltd. after due verification of the season closing report, will issue a completion certificate to the SPA concerned.
- 13.14 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 strict vigil of Techno-Managerial Supervisor attached to the PPC which in turn shall be ensured by CSO-cum-District Manager of the district concerned for final accounting and payment to SPA.

13.15 The copies of the transit pass-cum-acceptance note shall be submitted by the purchase officer of OSCSC Ltd. / Secretary, DCCB /DRCS, authorized person of WSHG and PP at the District Manager's office on weekly basis for reference and record.

#### **14. RESPONSIBILITIES OF REGULATED MARKET COMMITTEE (RMC)**

14.1 As per Para-7.4 of Food and Procurement Policy 2016-17, the respective RMCs will be responsible for making equipments as mentioned at Para-7 above and other infrastructures available at the PPCs operated by PACS, WSHG, PP and OSCSC.

14.2 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.

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

14.4 As per para -7.4 of Food and Procurement Policy, **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at Para 14.3 above as additional market yards as per provisions of OAPM Act/Rules.**

14.5 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.

#### **15. REQUISITION OF FUNDS**

15.1 Payment to the farmers shall be made through electronic mode to the accounts of the farmers directly by OSCB, Bhubaneswar on real time basis using P-PAS application. In exceptional cases, such payment will be made from DCCB by way of transfer to the farmers' accounts.

15.2 The farmers registration database will be integrated with the P-PAS application for such transfer of funds to the accounts of farmers.

15.3 Collector will make requisition of funds to the OSCSC Head Office as per target fixed by Govt. for release of the same to OSCB, Bhubaneswar for direct transfer of fund online to the accounts of farmers.

**16. CUSTOM MILLERS ELIGIBLE TO PARTICIPATE IN KMS 2016-17**

**16.1 Millers who have delivered 100% CMR of KMS 2015-16 by cutoff date of procurement for KMS 2016-17 will be eligible to participate in current KMS. The cutoff date is 30.09.2016 for the districts where procurement will start on or before 15.12.2016 (Group-A districts) and 31.10.2016 for the districts where procurement will start after 15.12.2016 (Group-B districts).**

**Considering the commencement of procurement in last two KMS the following districts are coming under Group-A & B**

<b><u>Category</u></b>	<b><u>District</u></b>
Group - A	Bargarh, Balangir, Deogarh, Jharsuguda, Kalahandi, Koraput, Malkangiri, Nabarangpur, Nuapada, Rayagada, Sambalpur & Subarnapur
Group - B	Angul, Balasore, Bhadrak, Boudh, Cuttack, Dhenkanal, Gajapati, Ganjam, Jagatsinghpur, Jajpur, Kandhamal, Kendrapara, Keonjhar, Khordha, Mayurbhanj, Nayagarh, Puri & Sundargarh

16.2 Millers who delivers 100% CMR subsequent to the cutoff date will also be eligible for participation subject to restriction in delivery of paddy

16.3 Millers who have not delivered entire quantity of CMR due in and up to KMS 2015-16, shall not be considered for appointment as custom miller in the current KMS 2016-17.

16.4 However if the defaulted millers of earlier years have delivered rice or deposited the cost of shortage subsequently, those millers may be considered for appointment with the approval of OSCSC Head Office on such terms and conditions as decided by Govt. in FS & CW Department. In such case the custom miller shall be delivered paddy on 100% security deposit.

16.5 As per Para-14.4 of Food and Procurement Policy 2016-17, 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.

## **17. SELECTION OF CUSTOM MILLER**

- 17.1 As per Para-12.1 of the Food and Procurement Policy 2016-17 online registrations for a new miller through the website i.e. [www.foododisha.in](http://www.foododisha.in) is a pre-requisite for participation in the procurement operation of KMS 2016-17. The millers who are already registered in KMS 2015-16 shall update their current status.
- 17.2 The miller having two units (1 Raw & 1 Boiled) in the same campus it 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.**
- 17.3 The rice miller producing boiled rice shall deliver boiled rice only.
- 17.4 In order to become eligible to participate in KMS 2016-17, the custom miller should have delivered entire CMR due up to KMS: 2015-16.
- 17.5 For KMS 2015-16 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 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.
- 17.6 After commencement of procurement, some millers will become eligible as per criteria mentioned above due to further delivery of CMR. In such cases, the custom miller may be allowed to participate on 100% security deposit.
- 17.7 In case of any mill is sold out or leased out against which outstanding dues is payable by the custom miller to OSCSC for its earlier operation in any of the KMS, the purchaser or lessee of that mill shall not be allowed to participate as custom miller for the KMS 2016-17 until and unless the previous outstanding dues of the Corporation is settled. The miller if clears the outstanding dues, shall be allowed to participate by furnishing 100% security against paddy delivered.

**17.8** 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.

**18. PARTICIPATION OF LEASE HOLD MILLS**

**18.1 LEASE HOLD MILLS**

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

**18.2 LEASE HOLD MILLS OF CO-OPERATION DEPARTMENT**

18.2.1 Lease hold mills of Cooperation Department can be allowed to participate in the procurement operations, subject to the condition that Cooperation Department shall stand as their guarantor. In such cases, these millers shall be treated as regular millers.

18.2.2 In case Cooperation Department does not become a guarantor, these mills shall participate on 100% security:

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

**19. PARTICIPATION BY NEW MILLS**

19.1 During KMS 2016-17 new mill may be allowed to participate after due checking by the CSO-cum-District Manager.

19.2 Such new mill(s) shall be given paddy three times of the security deposit.

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

**20. PARITICIPATION OF RAW RICE MILLS IN BOILED RICE CONSUMING DISTRICTS AND BOILED RICE MILLS IN RAW RICE CONSUMING DISTRICTS**

20.1 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.

- 20.2 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 5 times of security deposit.
- 20.3 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.
- 20.4 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.
- 20.5 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.

**21. PARTICIPATION BY DEFAULTING MILLERS OF PREVIOUS KMS**

- 21.1 The defaulting miller of previous KMS can be allowed to participate for the current KMS under the following conditions:
- a) The miller shall deposit a minimum amount as decided by OSCSC /FS & CW Department towards outstanding dues of earlier year(s).
  - b) The millers shall lift paddy in the current KMS only on 100% security deposit. (Cost of paddy means MSP, VAT, Mandi Labour Charges, Commission to PACS, Market Fees)
  - c) On delivery of rice by the miller, the milling charges and other incidental charges payable to the miller under custom milling account shall not be paid to him and shall be adjusted towards the outstanding dues of the rice of previous KMS.
- 21.2 This arrangement is only to realize the dues of the corporation, without prejudice to the criminal and civil actions initiated by the OSCSC Ltd.

**22. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS.**

- 22.1 The millers who have completed **100% delivery of CMR by 30.09.2016** only will be allowed to participate in other nearby districts having deficit milling capacity.



22.2 Cluster approach of millers participation in 3 clusters namely Kalahandi-Nuapada, Bolangir-Sonepur-Sambalpur-Bargarh-Boudh and Mayurbhanj-Balasore-Bhadrak-Jajpur-Keonjhar has been adopted to ensure hassle free procurement operation.

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

<b>Name of the district of the miller</b>	<b>Districts Where to be allowed to participate</b>
Nuapada	Kalahandi
Bolangir & Sambalpur	Sonepur & Boudh
Jajpur & Mayurbhanj	Balasore, Bhadrak & Keonjhar
Cuttack, Khurda, Jajpur & Puri	Jagatsinghpur
Ganjam	Kandhamal

22.4 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.

22.5 As per Para 14.3 of the Food and Procurement Policy 2016-17, 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.

22.6 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.

22.7 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.

22.8 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.

22.9 The miller shall be given paddy three (3) times of security

22.10 Millers intending to participate in cross-district operations for the KMS: 2016-17 should have delivered 100% CMR due of KMS 2015-16 of both districts (own/ other) by the cut off date.

**23. DELIVERY OF PADDY AGAINST SECURITY DEPOSIT BY THE CUSTOM MILLERS**

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

23.2 The millers who have completed 100% CMR delivery by **30-09-2016** for **Category-A** & by **31-10-16** for **Category-B** Districts will be delivered paddy **07** times of security amount.

**23.3 The millers who are eligible to participate within 15 days of cutoff date, will be delivered paddy 5 times of security amount**

23.4 The millers who will participate in other district, paddy will be delivered **3 times** of security amount.

23.5 The new mills will be delivered paddy **3 times** of security amount.

23.6 The lease hold mills shall be delivered paddy against 100% security

**23.7 The millers will take up concurrent milling of paddy and lifting of paddy from PPCs.**

23.8 Any miller who delivers CMR as per monthly delivery schedule issued by DM, OSCSC, the slab of **7 times /5 times /3 times** may be increased with the approval of OSCSC Head Office.

23.9 The delivery of paddy to the custom millers will be revised basing on the performance, delivery of CMR by the millers as per monthly delivery schedule.

**However, the cutoff date for the next KMS i.e. 2017-18 is 30.09.2017 for all the districts and the miller who have not delivered entire CMR due by cutoff date shall not be allowed to participate in KMS 2017-18.**

23.10 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.

23.11 During KMS 2016-17, the Custom Millers shall have to furnish security deposit in following manner.

23.12 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. The bank guarantee shall be valid upto **30<sup>th</sup> September 2017**.

23.13 On review of performance of the millers by the CSO-cum-DM, the validity period of the Bank Guarantee is to be extended by the custom millers where the miller would not be able to deliver entire CMR due by 30.09.2017

23.14 They have to provide security deposit as mentioned in the table below. The milling capacity shall be ascertained from online registration by the millers in the website [www.foododisha.in](http://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

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

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

23.15 The equivalent paddy for the CMR delivered by the custom miller shall be considered for delivering further paddy equivalent to security deposit.

23.16 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.

23.16.1 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.

23.16.2 Millers Authority Slip (MAS) as per the security deposit and milling capacity 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.

23.16.3 Society Authority Slip (SAS) will be generated basing on MAS. CSO-cum-DM will issue system generated MAS & SAS to the societies.

23.16.4 The DCCB/DRCS and PACS shall ensure that the miller is not delivered paddy in excess of the quantity as indicated in MAS.

23.16.5 During a season more than one MAS or SAS may be generated but new MAS/SAS will be generated after old one is exhausted

23.16.6 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.

## **24 AFFIDAVIT AND ENCUMBRANCE / NON ENCUMBRANCE CERTIFICATE BY THE CUSTOM MILLERS**

24.1 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.

24.2 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.

24.3 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.

24.4 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.

24.5 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.

24.6 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.

24.7 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. 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) Registration Certificate issued by District Industries Centre
- b) Valid Certificate issued by Inspector of Factories and Boilers (in case of par boiled rice mills)
- c) Valid Certificate issued by State Pollution Control Board.
- d) Certificate of Incorporation issued by Register of Companies (in case the mill is Ltd. Company) along with Memorandum and Articles of Association.
- e) Registered Partnership Deed in case of partnership firm
- f) VAT Registration Certificate.
- g) Copy of PAN of Proprietor / Company / Firm as the case may be.
- h) Copy of last electricity bill pertaining to the rice mill.
- i) 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.**

**26. AUTHORIZATION BY THE MILLER**

26.1 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.

26.2 The details of authorized representatives must include, photograph, full address, mobile number and specimen signature (**Annexure-III**)

26.3 District Manager must obtain these details at the time of executing agreement with the custom miller and circulate to concerned purchase centers DCCB/PACS/WSHG/PP & RRC/FCI depots and concerned authorized officers of the mill.



## **27. TAGGING OF CUSTOM MILLER TO PADDY PURCHASE CENTERS**

- 27.1 As per Para 12.1 of Food and Procurement Policy 2016-17, 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.
- 27.2 The tagging of mills to PPCs shall be done in such a manner that minimum expenditure is incurred on transportation.
- 27.3 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.
- 27.4 MAS and SAS will be generated only after tagging of the millers to the societies
- 27.5 Such tagging of custom miller to PPC shall be communicated to the Purchase Officer of the PPC, the PACS/DCCB, DSWO, Executive Engineer (Irrigation) and concerned custom millers. Wherever required the tagging can be modified with the approval of the Collector.
- 27.6 The miller or his authorized representative shall ensure lifting of the paddy on regular basis to avoid stockpiling of paddy.

## **28 MANDI HANDLING CHARGES**

- 28.1 Handling operations at Mandi includes unloading of paddy from the vehicles of farmers, heaping, re-bagging, loading to the weighing scale, weighing, unloading, temporary stacking and loading. **Unloading of paddy from farmer's vehicle is the responsibility of the farmer.**
- 28.2 In the purchase centres operated by PACS, WSHG, PP the mandi handling shall be the responsibility of PACS, WSHG, PP as the case may be. **The loading of paddy to the miller's vehicle shall be responsibility of custom miller.**
- 28.3 Collector, in special circumstances, may assign the entire handling operations to the custom millers if the PACS/WSHG/PP are unable to arrange labourers for mandi handling operations. In such case an order in writing should be communicated to all concerned before

commencement of the procurement. **In case the societies express inability to undertake mandi handling operations, in such case only 50% of commission due shall be paid to PACS.**

- 28.4 Mandi handling charges shall be paid as decided by OSCSC Ltd. The charges payable shall be communicated after receipt of costing sheet for the KMS 2016-17 from the Govt. of India. The mandi labour charges will be paid at flat rate as decided by the OSCSC Ltd. irrespective of the expenditure incurred.
- 28.5 In the centres where OSCSC purchases paddy directly from the farmers, the District Manager with the approval of Collector shall decide about providing labour services required.
- 28.6 Wherever it is decided to perform the work through labour contractors, such contractors shall be selected through tender / quotations to perform handling operations in mandis. In such case, prior approval of OSCSC Head Office shall be obtained.
- 28.7 In case of purchase centres run by OSCSC Ltd., if assigned by the District Manager, the Custom Miller shall provide mandi labour services for all operations in purchase centers or a part there of for which he shall be paid mandi labour charges at the rates decided by the Corporation. The Purchase Officer of OSCSC Ltd. shall give a certificate (as at **Annexure-IV**) that mandi handling operation has been performed by the concerned miller.
- 28.8 The PACS, WSHG & PP shall furnish certificate in the prescribed format (as at **Annexure-V**) to the District Manager for payment of mandi labour charges.

## **29 PACKING OF PADDY IN USED JUTE GUNNY BAGS**

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. Separate guidelines shall be issued on receipt of decision from Govt. of India. The guidelines issued for KMS 2015-16 shall be followed until further instruction.

### 30 INTRODUCTION OF TRANSIT PASS-CUM-A.C NOTE AND MILLER APPLICATION

- 30.1 Clubbing of Transit Pass and A.C Note into single document i.e. Transit Pass-cum-A.C Note made for instant acknowledgement of receipt after delivery of paddy and to avoid delay in payment of MSP to farmers
- 30.2 Miller is to download Mobile App in his android set from [www.ppasodisha.org.in](http://www.ppasodisha.org.in) or [www.foododisha.in](http://www.foododisha.in)
- 30.3 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.
- 30.4 Mobile App indicates Society wise target, quantity delivered to and accepted by miller which can be viewed by authorised stakeholders.
- 30.5 Gap analysis between Transit Pass issue and acknowledgement of paddy by miller.
- 30.6 Handholding training will be imparted by Asst. Programmer/Techno-Managerial Supervisors at district level before procurement operation.

### 31 JOINT CUSTODY AND MAINTENANCE OF PADDY AT MILL PREMISES

- 31.1 Authorized Officer shall be appointed by the Collector for each mill for the purpose of joint custody and maintenance of paddy. An officer not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector shall be appointed as Authorized Officer. One Authorized Officer may remain in-charge of more than one rice mill.

**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.**

- 31.2 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.

31.3 Procurement and milling of paddy go as a concurrent exercise and the miller shall deliver CMR from the 1<sup>st</sup> month of procurement and months thereafter as per ratio/delivery schedule fixed by OSCSC.

31.4 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.

31.5 The custom miller shall be paid custody and maintenance charges as decided by the OSCSC Ltd. only after delivery of entire CMR due.

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

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

32.2 Each purchase team will consist of the following:

- One Purchase Officer not below the rank of Marketing Inspector / Inspector of Supplies / Procurement Inspector.
- One Junior Accountant / Junior Accountant (outsourced) for assisting the Purchase Officer in maintenance of records and other works. **The Junior Accountant (outsourced) shall not be allowed to put his signature on any document. He shall not be allowed to handle cheque in any manner.**
- One Sales Assistant-cum-Godown Assistant (employee of OSCSC / outsourced )
- One class-iv employee (employee of OSCSC / outsourced )

**Depending upon the arrival of paddy in the purchase centre the number of SA-cum-GA, class-iv employees may be increased by the District Manager.**

32.3 The Purchase Officer shall be appointed by the District Manager with the approval of Collector.

**32.4 Payment to the farmers shall be made through electronic mode.**

32.5 The District Manager shall be responsible for deployment of suitable Purchase Teams in the purchase centres operated by Corporation.

32.6 Purchase Team may work on rotation basis and may cover up to three to four Purchase Centers in a week or as may be decided by the District Manager.

**33. TRANSPORTATION OF PADDY FROM PURCHASE CENTRES TO MILL POINT**

33.1 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.

33.2 Transportation charges shall be paid at rates and for the distance as decided by OSCSC Head office irrespective of expenditure incurred.

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

**34. MAINTENANCE & MANAGEMENT OF PADDY PROCUREMENT DATA**

34.1 The DCCB & DRCS shall ensure that farmers data relating to paddy procurement has been maintained at all PACS.

34.2 The District Manager shall ensure farmers data for paddy purchased by WSHG and PP and the centres run by OSCSC Ltd. The same farmers data would be utilized for reimbursement of cost of paddy through DSWO and Executive Engineer (Irrigation) respectively.

34.3 DCCB & DRCS shall ensure synchronization of procurement data of society with central server on regular basis in case P-PAS application is implemented in offline mode.

34.4 DCCB & DRCS shall ensure online monitoring of delivery of paddy to custom millers as per SAS module.

**35. UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE FOR KMS 2016-17**

35.1 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.

Sl. 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.

### 35.2 Notes applicable to the specification of Grade-'A' and common varieties of rice.

35.2.1 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:-



35.2.2 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

35.2.3 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.

35.2.4 Brokens less than 1/8<sup>th</sup> of the size of full kernels will be treated as organic foreign matter. For determination of the size of the brokens average length of the principal class of rice should be taken into account.

35.2.5 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.

35.2.6 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.

### **36 EQUIPMENTS / MATERIALS REQUIRED AT RRC**

#### **36.1 Quality testing equipments**

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

#### **36.2 Weighing equipments**

- (i) Electronic weighing scale of platform model  
1 Kg. Capacity (for weighing of samples & empty gunny bags)
- (ii) Electronic weighing scale of 300 kg. capacity (for weighing of 50 kg. packet CMR)
- (iii) Manual weighing scale of 200 kg. capacity with accessories

#### **36.3 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.

#### **36.4 Miscellaneous equipments, materials & furniture**

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

#### **36.5 Dunnage materials**

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

#### **36.6 Chemical and equipments for pest control**

##### **36.6.1 Prophylactic treatment**

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

##### **36.6.2 Curative treatment**

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

36.7 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

36.8 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

**37. DELIVERY CERTIFICATE**

**37.1 For paddy delivered to the Custom Millers of own district**

37.1.1 Custom Miller shall deliver rice at RRC / FCI depot as per Delivery Certificate issued by the CSO cum District Manager.

37.1.2 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 VAT, 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.

37.1.3 The Delivery Certificate is to be issued in the format prescribed by FS&CW Department.

37.1.4 The Delivery Certificate shall be prepared in quadruplicate 1<sup>st</sup> copy is for the Custom Miller. 2<sup>nd</sup> & 3<sup>rd</sup> copy for the RRC / FCI depots where CMR is to be delivered and 4<sup>th</sup> copy is for office use.

37.1.5 The RRC I/C shall record actual quantity of CMR received on the backside of the Delivery Certificate (3<sup>rd</sup> copy) and submit the executed copy and AC Notes to the CSO cum District Manager, after completion of delivery against the Delivery Certificate.

37.1.6 The RRC I/C shall only receive the CMR from Custom Miller against the Delivery Certificate issued for RRC.

**37.2 For paddy delivered to Custom Millers of other districts.**

**A. CMR delivered at the RRC/FCI depot of the district where the mill is located**

37.2.1 The Authorized Officer of the mill shall issue Verification Report to the CSO cum DM of the district in which the mill is located.

37.2.2 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.

37.2.3 The District Manager of the district where rice is received shall utilize the rice as per requirement under PDS /NFSA and transfer issue to other districts as per lifting plan from OSCSC Head Office

37.2.4 The rice received out of paddy procured from other district shall be treated as own procured rice and shall ensure scientific storage, preservation and utilization thereof following FIFO principle.

**B. CMR delivered at the RRC of the district from where the paddy is procured**

37.2.5 The Authorized Officer of the mill shall issue Verification Report to the CSO cum DM of the district in which the mill is located.

37.2.6 The CSO-cum-District Manager of the district where the mill is located shall elicit information regarding availability of space in RRC/RRC-cum-DSC from the CSO-cum-District Manager of the district where paddy is procured and shall issue delivery certificate accordingly.

37.2.7 The CSO-cum-District Manager shall generate five copies of the delivery certificate (in case of delivery to other district i.e. source district from which paddy is procured). The 1<sup>st</sup> copy is for the custom miller. The 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> copies of

delivery certificates shall be forwarded to the RRC-cum-DSC where rice would be delivered through the custom miller. The RRC-in-charge shall keep the 2<sup>nd</sup> & 3<sup>rd</sup> copy & hand over the 4<sup>th</sup> copy to the CSO-cum-District Manager of his district. The 5<sup>th</sup> copy is the office copy for the issuing district.

**37.3** District Manager shall issue Delivery Certificate of CMR based on the verification report.

**38** **Delivery Certificate (DC) Module**

38.1 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.

38.2 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.

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

**39.** **TAGGING OF CUSTOM MILLER TO RRC**

39.1 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.**

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

39.3 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 2016-17.

39.4 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.

39.5 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.

#### **40. RECEIPT OF CMR IN RICE RECEIVING CENTRE**

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

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

40.2 The custom miller shall stencil the lot number chronologically pre fixed with contract number allotted by the District Manager. For allotment of contract number please refer Para-49.

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

40.3.1 Only rice conforming to uniform specification of Government of India for KMS 2016-17 shall be accepted. Before accepting, quality of rice shall be checked following due analysis procedure.

##### 40.3.2 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  $\pm 250$ 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.

#### 40.3.3 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.

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

- 40.4.1 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: 2016-17. 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.

- 40.4.2 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.

**41. DELIVERY OF RICE TO FCI**

- 41.1 As per terms of agreement, the custom millers are to deliver rice to FCI, on behalf of OSCSC based on following broad guidelines.
- 41.1.1 The rice procured in the district shall first be utilized to meet the requirement under NFSA and OWS
- 41.1.2 The surplus rice after meeting a requirement under NFSA etc. shall be utilized by the other neighboring deficit district.
- 41.1.3 The surplus rice if any after meeting requirement under 43.1.1 and 43.1.2 shall be delivered to FCI.
- 41.2 As per Para-4 of Food & Procurement Policy for KMS 2016-17, the main activity of FCI in the State is to accept the surplus rice from the State (procured by various agencies), meeting needs of MDM & ICDS Schemes in the State and evacuating surplus CMR to outside consuming states so that space is created for receiving CMR on regular basis.
- 41.3 The custom miller shall deliver rice at the FCI depot as per Delivery Certificate issued by the CSO-cum-District Manager.
- 41.4 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



- 41.5 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.
- 41.6 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)
- 41.7 In case of inordinate delay in submission of documents by the millers interest may be charged in the manner and as decided by OSCSC.

**42. PROCEDURES FOR REPLACING BEYOND REJECTION LIMIT (BRL) STOCK OF CMR**

- 42.1 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.
- 42.1.1 If detected during receipt at RRC/OSWC/CWC, the same shall be returned and necessary entry shall be made in stock rejection register.
- 42.1.2 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-VI**).
- 42.1.3 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.
- 42.1.4 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.
- 42.1.5 The stock on replacement shall be accepted on issue of acceptance note.
- 42.1.6 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. The RRC in-charge / Authorised Officer tagged to CWC /OSWC/Superintendent of OSWC and Manager of CWC shall be personally responsible for issue of BRL stocks under PDS.

#### **43. WEIGHMENT IN RRC**

- 43.1 Stock shall be received and delivered on 100% weighment through the weighbridge where weighbridge facility is available at RRC.
- 43.2 Where RRC has no weighbridge then 10% test weighment shall be made both at the time of receipt and delivery of stocks in the electronic weighing machine or manual weighing scale available in the RRC, provided the stock are received and delivered in standard bags of 50Kg. rice net with maximum variation of  $\pm 250$ gms. per bag.
- 43.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weighment has to be made for ascertaining the quantity.
- 43.4 The tare weight of gunny shall be ascertained.
- 43.5 Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.
- 43.6 Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.
- 43.7 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.
- 43.8 In case of 10% test weighment, weight check memo shall be prepared for weighment of bags of the consignment in prescribed format.
- 43.9 Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.
- 43.10 The test weighment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.
- 43.11 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}*

#### 44. STORAGE LOSS IN RRC

44.1 The norms of permissible storage loss in RRC are as follows:

CMR stored up to 3 months	0.1% or actual whichever is less
CMR stored beyond 3 months up to 6 months	0.2% or actual whichever is less.
CMR stored beyond 6 months	0.3% or actual whichever is less.

In addition to above, the Board of Directors have also approved the following;

- (i) Full allowance of weight loss for driage of moisture between 15% & 14% for which value cut has been imposed shall be passed on as storage loss.
- (ii) In case of genuine long storage of stocks beyond 06 months additional storage loss of 0.2% shall be allowed for the storage period of 365 days on proportionate basis. Such additional loss shall be allowed by the District Manager after careful and exhaustive examination on case to case basis.

In case the shortages found beyond above limit, the same shall be examined by Corporation and appropriate decision will be taken on merit.

#### 44.2 STORAGE LOSS TO CWC/OSWC

As per the Gol guidelines, storage loss in CWC and OSWC godowns shall be monitored as per the Gol 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.

#### 44.3 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.

#### 44.4 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. 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

#### 45. 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 &amp; 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	Fumigation & Chemical treatment Register		
8	Gunny Stock Register		
9	Lot Rejection Register		
10	Stack wise Stock Register		
11	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.

#### **46. MOBILE REPORTING BY CUSTOM MILLER FOR RICE DELIVERY**

- 46.1 The Custom miller shall report the CMR delivered at RRC / FCI through SMS to Mobile No. 9437000359, through the registered mobile number.
- 46.2 The SMS must be sent for each lot delivered by the custom miller indicating AC Note number.
- 46.3 SMS reporting is a precondition for release of payment to the custom millers.

#### **47. HOLDING CHARGES**

- 47.1 **Holding charge is intended to be recovered only from those millers who make willful default in delivery of due CMR within the stipulated period without any justifiable reasons. Thus this clause is a deterrent clause to prohibit the willful defaulters from delayed delivery.**
- 47.2 The miller shall lift paddy and deliver rice concurrently. The delivery of Kharif CMR & Rabi CMR shall be completed by 30.6.17 & 30.9.17 respectively, failing which holding charges will be imposed @ Rs.0.50 paise per quintal of rice per day. However any specific case where

OSCSC could not receive rice due to space constraints at RRCs, such holding charges may not be imposed. In such case the District Manager must record the reasons in writing for not imposing holding charges on the custom miller. The godown capacity and occupancy position should be kept on record in support of non-imposition of holding charges.

**48 SUPPLY OF NEW GUNNIES FOR PACKING OF CMR**

- 48.1 District Manager shall assess the requirement of new gunnies for packing of CMR and place indents with the Head Office from time to time.
- 48.2 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.
- 48.3 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.**
- 48.4 The following colour coding shall be followed for the gunny bags during KMS 2016-17. 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.

48.5 In case of supply of any defective gunny bags through DGS & D, District Manger shall report the matter to the Corporation Head Office forthwith in the prescribed format (as at **Annexure –VII**).

48.6 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.

#### **49. ALLOTMENT OF CONTRACT NUMBER TO CUSTOM MILLER**

##### **49.1 For delivery of CMR in RRC of OSCSC**

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

49.1.2 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 1<sup>st</sup> lot delivered by the above custom miller, the lot number will be 010302/01. Similarly for 150<sup>th</sup> lot, lot number will be 010302/150.

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

#### **50. PAYMENT TO CUSTOM MILLERS**

50.1 Bi-monthly release of payment of incidentals. Millers are to submit bills within 7 days of end of bi-months.

50.2 Bills shall be settled within 15 days of submission of the bills.

50.3 However, the bills of the millers who fail to deliver the CMR as per delivery schedule in the agreement may be kept withheld.

- 50.4 Millers participated on 100% security, entire bill amount shall be released.
- 50.5 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
- 50.6 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
- 50.7 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) Insurance premium @ as communicated by OSCSC Head Office
  - iii) Any other recoveries made by FCI
  - iv) Statutory recoveries (TDS etc.)
  - v) Holding charges, if any.

**51. DRIAGE IN CASE OF RAW RICE**

- 51.1 Driage on paddy is allowed only in case of raw rice.
- 51.2 Such driage will be allowed to the custom miller after release of entire paddy by the Authorized Officer of the mill for milling.
- 51.3 Actual driage as ascertained by the Authorized Officer subject to maximum 1% of paddy delivered shall be allowed.
- 51.4 The mill shall deliver raw rice for the quantity of paddy received after deducting the actual driage allowed.

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

- 52.1 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.
- 52.2 The Commission and Mandi Labour Charges shall be released in two phases i.e. in the month of May 2017 & September 2017 on receipt of bills, after Kharif & Rabi procurement is over subject to fulfillment of the followings :
- Up to date online reporting of paddy procurement figures are available.



- Farmers' data duly authenticated and submitted by DCCB & DRCS.
- Up to date uploaded data for paddy purchased in P-PAS Server on closure of procurement season and ensured by CSO-cum-District Manager.
- 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 Transit Pass-cum-Acceptance Note and account of the miller.

52.3 Payment of Commission and Mandi Labour Charges shall be made to DCCB / DSWO / Executive Engineer (Irrigation) after recovery of Income Tax (TDS) & other statutory dues as applicable.

### **53 PAYMENT OF MARKET FEES TO RMC**

53.1 RMC is paid market fees @ 2% of MSP for the KMS as per provisions of OAPM Act / Rules.

53.2 Market fees will be paid to RMC in two phases i.e. in the month of May 2017 & September 2017 after Kharif and Rabi procurement is over.

53.3 RMC shall submit the following before release of payment:

- Circular / notification declaring the designated places of Business of Societies as Additional market Yards as per the provisions of OAPM Act /Rules.
- Quantity of paddy purchased in each market yard including Additional Market Yards as mentioned above.
- List of equipments / material supplied to Societies during the KMS.
- Information about IEC activities taken up during the KMS.
- Godown capacity added in each market yard during the KMS.

### **54. CERTIFICATION OF DISTANCE FROM PPC/MANDI TO MILLS AND MILLS TO RRC/FCI DEPOT**

54.1 Transportation charges to millers for paddy and rice is paid at the approved rates for the distance covered

54.2 The distance is to be approved by Collectors. He may ascertain the distance from mandi to mills and mills to RRC/FCI depot through field functionaries under his/her control.

54.3 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 finalized in consultation with the CSO-cum-District Manager of the district where the mill is located.

## **55. 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 2016-17 and under these guidelines are reproduced below:

55.1 Preparatory activities as per Food and Procurement Policy.

55.2 IEC activities through RMC(s) about FAQ norms of paddy, MSP, location of PPCs, days of purchase etc.

55.3 Selection of suitable Market Yards /Sites for CAP storage of paddy

55.4 Selection of suitable PACS/WSHGs/PPs

55.5 Availability of necessary equipments at purchase centers through RMC(s).

55.6 Selection of suitable custom millers

55.7 Tagging of custom millers to PPCs and RRCs

55.8 Sub-allocation of target to PACS/WSHGs/PPs

55.9 Appointment of –

- Authorized Officer for joint custody & maintenance of paddy to each rice mill
- Nodal Officer for each block (Para 13.6 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.

55.10 Requisition of fund for DM, OSCSC and DCCB.

55.11 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.

55.12 Approval of the distance from PPCs to mills and mills to RRC/FCI depots on receipt of reports from field functionaries

55.13 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

55.14 Convening meetings of:

- District Level Procurement Committee in the month of October/November, 2015 for Kharif and in the month of April, 2016 for Rabi procurement at the beginning of procurement seasons.
- Convening of DLPC meeting monthly
- 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.

**56. 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 2016-17 and under these guidelines are reproduced below:

56.1 With approval of Collector, District Manager shall

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

56.2 District Manager shall execute agreements with:

- Custom Millers
- DCCB & DRCS
- DSWO and WSHGs
- Executive Engineer (Irrigation)

56.3 With approval of Collector, District Manager shall appoint:

- Authorized officers for joint custody & maintenance of paddy to each mill
- Authorized officers to ensure payment of MSP to farmers by PACS/Societies (Please note that both these authorized officers could be same for a geographic area like Block)
- Purchase Officer for PPC run by OSCSC

56.4 District Manager must ensure:

- Timely requisition of realistic funds through Collector
- Engaging required manpower through Service Providing Agency for specified period
- Deployment of purchase teams to centres run by OSCSC
- Availability of necessary equipments at RRCs/ PPCs
- Mobile reporting of rice by custom millers
- Ensure up to date and error free uploading of paddy purchase details in P-PAS Server PPC-wise on closure of procurement season with the help of Techno-Managerial Supervisor attached to the PPC which will be utilized final accounting and payment to SPA.
- Ensure strict maintenance of Transit Pass-cum- Acceptance Note at PPCs to avoid delay in receiving Paddy A.C Note from millers and subsequent processing of payment advice for payment to farmers.
- 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.
- Certification of distance from PPC to mill and from mill to RRC/RRC-cum-DSC
- 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
- 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.
- The target of the miller tagged to PACS/Societies is communicated for delivery of paddy to the miller within the security deposit furnished.

56.5 District Manager must monitor that:

- PPCs are operated on specified days as decided by Collector / DLPC.
- Adequate receipts, records and registers are available at PPCs/RRCs.
- Only Fair Average Quality (FAQ) paddy is purchased.
- MSP is paid to farmers through electronic mode to the accounts of farmers.
- Proportionate paddy is delivered to custom miller as per the security deposit and milling capacity as per MAS.
- Suitable godowns are hired.
- 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 and delivery of CMR as per monthly delivery schedule shall be made concurrently

56.6 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 and in centers run by OSCSC Ltd.
- 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.
- **Prepare monthly delivery schedule of rice for each miller as per the milling capacity. This schedule shall form part of the agreement with the miller.**

56.7 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.

56.8 The D.M. shall identify suitable Purchase Centres for procurement of required quantity under **State Pool** and in consideration of

implementation of NFSA in the State and shall ensure maintenance of separate records. State Pool CMR shall be utilized under the scheme as specified by the Government / Corporation.

- 56.9 Required gunny bags received through DGS & D 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 forthwith in the prescribed proforma attached to the Guidelines
- 56.10 Sub-limit in cash credit accounts shall be utilized only for the purpose and in the manner as prescribed by the Head Office.
- 56.11 If situation arises the District Manager shall arrange shifting of paddy from the non performing / low performing custom miller to the better performing mills.
- 56.12 Preservation of the purchase records related to PPCs run by OSCSC at district office shall be ensured for compilation of accounts, audit and other future purposes

**57. ROLE OF PURCHASE OFFICER IN PADDY PURCHASE CENTRES (PPC) RUN BY OSCSC LTD AND AUTHORISED OFFICER/PERSON OF THE SOCIETY.**

Purchase Officer shall not be below the rank of Supply Inspectors / Marketing Inspectors / Procurement Inspectors in case of purchase at PPC run by OSCSC. The authorised person is authorised to purchase paddy on behalf of Society.

- 57.1 Purchase Officer/ authorised person is the head of the purchase team and is responsible:
- 57.1.1 To purchase paddy observing the procedure detailed at Para-14.
- 57.1.2 To ensure availability of equipments as specified at para-8 in working condition, in case of non-availability to bring it to the notice of the District Manager.
- 57.1.3 To arrange delivery of paddy on the day of purchase to the millers. In case of non-delivery, to bring it to the notice of the District Manager and to arrange temporary storage in consultation with RMC.

57.1.4 To ensure payment to the farmers through Account Payee Cheque on joint signature within 3 days but not later than 7 days. In P-PAS blocks the authorised person is to ensure authentication of farmers data by using Digital Signature Certificate (DSC) for online transfer of funds to the farmers account.

57.1.5 To ensure maintenance of following records & register.

- Token Slip
- Quality Test Report of Paddy
- Vendor Receipt
- Transit Pass (Paddy)
- Paddy Acceptance Note
- Paddy Stock Register
- Paddy Despatch Register
- Miller's Control Register (Paddy)
- Cash Book
- Cheque Issue Register
- Paddy Purchase Register (two sets)
- Paddy Rejection Register

57.1.6 The above system generated registers/documents are to be preserved in bound book shape for all future purposes.

57.1.7 To submit periodical returns.

57.1.8 To ensure reconciliation of paddy purchased and delivery to millers

57.1.9 To preserve MAS & SAS for future reference and verification.

57.2 On completion of purchase of paddy at the centre the Purchase Officer shall handover all the records, registers and equipments at the office of the District Manager on proper acknowledgement. Similarly, on transfer / retirement during the period of procurement he shall handover all the records, registers and equipments to the officer / successor on proper acknowledgement as per direction of District Manager.

57.3 To ensure up to date and error free uploading of paddy purchase details in P-PAS Server PPC-wise on closure of procurement season with the help of Techno-Managerial Supervisor attached to the PPC

which will be utilized at the time of final accounting and payment to SPA.

- 57.4 To ensure strict maintenance of Transit Pass-cum-Acceptance Note at PPCs to avoid delay in receiving Transit Pass-cum-Acceptance Note from millers and subsequent processing of payment advice for payment to farmers.
- 57.5 The Purchase Officer/authorised person of PACS shall be responsible for any shortage between procurement of paddy and delivery to miller. The value of paddy along with incidentals will be realized from the Purchase Officer concerned.
- 57.6 The purchase officer/authorised person of PACS shall deliver paddy to the miller as per MAS & SAS.
- 57.7 To deliver paddy to the custom miller or his authorised representative only as per authorization letter of the miller communicated by the District Manager through MAS generated online

**58. RESPONSIBILITIES OF ACCOUNTS OFFICER TAGGED TO THE PPC RUN BY OSCSC LTD.**

Accounts Officer shall be from the accounts staff of OSCSC. One accountant can be attached to more than one PPC.

The Accounts Officer shall be responsible:

- To assess realistic requirement of funds & to arrange availability of funds.
- To ensure payment to farmers through electronic mode from the account of DM, OSCSC
- To maintain cash books & other accounting records and submit reports & returns as prescribed.
- To maintain separate records for purchase under “State Pool”.
- To reconcile bank account, payment to farmers vis-a-vis paddy procured and delivered to millers.
- To ensure reconciliation of paddy purchase account details as per the P-PAS application module on closure of procurement season immediately.
- To ensure refund of unutilized funds at PPC to District Office.



**59 RESPONSIBILITIES OF THE SA-CUM-GA IN PADDY PURCHASE CENTRES (PPC) RUN BY OSCSC LTD.**

59.1 SA-cum-GA (OSCSC staff) shall assist the Purchase Officer in the manners as directed.

59.2 SA-cum-GA (Outsourced) shall not be allowed to put his signature on any document.

**60 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 Inspector of Supplies / Marketing Inspector / Procurement Inspector.

60.1 It is the duty of the Authorized Officer: -

60.1.1 To make weekly physical verification of the paddy & CMR stock at the mill and to submit such physical verification report to the District Manager.

60.1.2 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.

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

60.1.4 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.

60.1.5 To prepare & issue release order for delivery of paddy to the miller or his authorized representative 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.

60.1.6 To certify as to use of used jute gunny bags supplied by millers for packing of paddy.

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

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

60.2 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.

60.3 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.

60.4 The Authorized Officer shall also certify the circumstances mentioned below, if such situation arises:

- Power cut in the rice mill and milling hour affected
- Labour problem in the rice mill and milling hour lost
- Sudden failure of machineries and time taken to repair
- Seizure of mill by any authority and milling hour lost
- Issue of more paddy by all agencies as compared to the milling capacity
- Safe storage of paddy and rice by the miller
- Natural calamity such as cyclone, flood, fire, earth quake affecting the functioning of mill and milling hour lost
- Delayed delivery of gunny bags by OSCSC and period of delay.

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

60.6 **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 (flood, cyclone, inundation, fire, tornado etc.) so that this can be intimate to the insurance company**

60.7 Lifting of paddy, release of paddy for milling and delivery of CMR as per monthly delivery schedule shall be made concurrently

**61 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

61.1 The followings are the duties of RRC in charge

- 61.1.1 To open and operate the RRC godown punctually.
- 61.1.2 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- 35, 37, 38 and 40.
- 61.1.3 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.
- 61.1.4 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.
- 61.1.5 The stock shall be issued stack wise observing **FIFO method**. However, in case of godowns with less than 500 MT capacity where stack wise storage of stock is not practicable, the stock shall be issued observing **FIFO method**.
- 61.1.6 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
- 61.1.7 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.
- 61.1.8 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.
- 61.1.9 To submit daily / weekly / fortnightly / monthly stock return and statement of accounts to the District Manager in prescribed proforma.
- 61.2 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.

- 61.3 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.
- 61.4 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.
- 61.5 The records & registers or any other records as specified at para-45 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 s/he 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.
- 61.6 The RRC in-charge shall ensure that instruction issued from Head Office & District Manager regarding correct weighment, proper loading (no over-loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to H&T Contractor.
- 61.7 *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.***
- 61.8 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.
- 61.9 The RRC in-charge shall ensure that all transactions at the RRC are through the application software developed under computerization of Supply Chain Management (SCM) 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.**
- 61.10 To exercise proper supervision over Level-I and Level-II H & T Contractor for timely lifting / movement of food grains as per lifting plan.
- 61.11 To ensure reporting of all transactions of rice at the RRC through mobile reporting till computerization of SCM.

61.12 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.

61.13 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.

61.14 **Supply of samples to Level-II H & T Contractor for display in FPS**

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

62.1 To assist in business operation of RRC / RRC-cum-DSC (OSCSC Managed):

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

62.2 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)*

62.3 Computerization

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

62.4 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.

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

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

63.2 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.

63.3 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.

63.4 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.

**64. RESPONSIBILITIES OF QUALITY ANALYST (CONTRACTUAL) 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 / RRC-cum-DSC in-charge.

64.1 To ensure receipt of CMR strictly as per Uniform Specification at RRC / RRC-cum-DSC.

64.1.1 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.

64.1.2 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.

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

64.1.4 To ensure preservation of sealed samples lot wise for future reference and submit 5% of reference samples in OSCSC Ltd. Head Office in consultation with Asst. Manager (QC) for re-analysis in Headquarters Quality Control lab.

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

- 64.1.6 To ensure proper cleaning of spillages and droppings by engaging Dusting Operator and Sweeper.
- 64.1.7 To conduct fortnightly inspection for classification of stocks in order to ascertain the degree of infestation.
- 64.1.8 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.
- 64.1.9 To conduct periodical categorization of stocks of food grains in order to ascertain their fitness for issue under PDS.
- 64.1.10 To ensure proper up keep of the laboratory including supervision of the work of Dusting Operator and other supporting Staff.
- 64.1.11 To ensure all equipments in serviceable condition.
- 64.1.12 To maintain stock of chemicals, fumigants and ensure proper accounting of their utilization.
- 64.1.13 To maintain all technical entry on the reverse side of the stack card up to date.
- 64.1.14 To report to RRC / RRC-cum-DSC in-charge / District Manager as to requirement of chemical treatment of stocks.
- 64.1.15 He/She shall submit requisition for chemical/fumigation and testing/storage equipments.
- 64.1.16 He / She shall conduct chemical treatment/fumigation in assistance with supporting staff in RRC/RRC-cum-DSCs.
- 64.1.17 To report to RRC / RRC-cum-DSC in-charge about the repair of roof holes of the godown in case coming to his notice during inspection.
- 64.1.18 S/he shall be responsible for damage of food grains due to poor quality management.

**64.2 Documentation in RRCs by Quality Analyst :**

- 64.2.1 The Quality Analyst shall maintain the findings of analysis of a lot in the Acceptance Note-cum-Analysis Report, Custom Milled Rice Receipt Register, and in case of rejection of lot, in Lot Rejection Register.
- 64.2.2 As the Quality Analyst is deployed in more than one RRC / RRC-cum-DSC to work on rotation basis, they will sign the



Acceptance Note-cum-Analysis Report on the day of their physical presence in concerned RRC / RRC-cum-DSC.

64.2.3 In absence of Quality Analyst, at the RRC / RRC-cum-DSC, the CMR may be received on lot-wise analysis by the RRC / RRC-cum-DSC in-charge. In such case RRC / RRC-cum-DSC in-charge shall maintain the corresponding records on quality analysis and sign in the Acceptance Note both for quality and quantity. RRC / RRC-cum-DSC in-charge shall be held responsible as to quality of stock so accepted.

64.2.4 S/he 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.

**64.3 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 finds 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 / Market Yard.

**64.4 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. S/he has to look after following functions.

- 64.4.1 Joint testing of moisture with representative of OSWC/CWC/Lessor at the time of receipt, during storage and at the time of issue.
- 64.4.2 Joint analysis of lot wise samples of CMR at the time of receipt from custom millers.
- 64.4.3 Fortnightly inspection of stock for categorization, classification and recommendations for pest control considering the degree of infestation.
- 64.4.4 To maintain Fortnightly Inspection Register as per OSCSC guidelines issued vide letter No. 17808 dt.13.08.2013
- 64.4.5 To countersign the stack wise storage loss statement of OSWC/CWC basing on the moisture recorded as per fortnightly inspection register.
- 64.4.6 To ensure pest control by CWC/OSWC/lessor basing on the recommendation of fortnightly inspection.
- 64.4.7 To report immediately to District Manager, OSCSC and Assistant Manager (Q.C), OSCSC in case of non-compliance to timely pest control as per the recommendation in fortnightly inspection report.
- 64.4.8 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 Assistant Manager (Q.C), OSCSC may be reported.

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

- 65.1 The Kantawalla in RRC shall assist for arranging loading & unloading operation in the chambers of RRC.

- 65.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.
- 65.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.
- 65.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.
- 65.5 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.

**66. RESPONSIBILITIES OF DUSTING OPERATOR (OUTSOURCED) AT RRC**

- 66.1 To assist the Quality Analyst in drawal of samples from trucks / lots.
- 66.2 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.
- 66.3 To arrange preliminary sorting of grains on enameled plate.
- 66.4 To keep moisture meter and other testing equipments neat and clean.
- 66.5 To assist in dilution of chemicals with water as per prescribed ratio for prophylactic treatment and spraying in presence of the Quality Analyst.
- 66.6 To operate the foot sprayer and other equipments for spraying of approved chemicals to the grain bags.
- 66.7 To arrange packing and sealing of reference samples using sealing wax and brass seal of RRC.
- 66.8 Brushing of the stacks to remove the residue of aluminum phosphide after fumigation and to remove the dust and cob web.
- 66.9 To attend to counting of bags being loaded / unloaded at RRC / RRC-cum-DSC as and when entrusted by the RRC-cum-DSC in charge.
- 66.10 Such other works as may be assigned by the Quality Analyst / RRC / RRC-cum-DSC in charge.

**67. STATUS OF OUTSOURCED MANPOWER**

- 67.1 All outsourced staff shall assist the OSCSC staff in operations, documentation, maintenance of records and registers.
- 67.2 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.

**68. 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.

**69. RESPONSIBILITIES OF DCCB AND DRCS / PACS**

The District Manger, OSCSC Ltd. shall enter into an agreement on behalf of the Corporation with the DCCB & DRCS. The District Manager must ensure that the responsibilities of DCCB & DRCS as mentioned in the agreement are followed meticulously.

**70. 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.

**71. 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.

**72. PADDY PROCUREMENT AUTOMATION SYSTEM (P-PAS)**

72.1 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 in case of P-PAS blocks. If it is done in offline mode, societies will sync it with central server on regular basis.

In the KMS 2016-17 paddy will be purchased using P-PAS application in 294 blocks in 30 districts of the State. The list of those blocks is at **Annexure-VIII)**

72.2 Responsibility of societies is to procure computer, printer, inverters,

Digital Signature Certificate (DSC) & arrangement for internet connectivity and manpower.

**73. RECEIPT OF CMR FORM OTHER STATE AGENCIES**

- 73.1 The OSCSC Ltd. may also procure custom milled rice from other State agencies like TDCC, MARKFED, NAFED and NACOF as per the decision of the Govt. in FS & CW Department to distribute the CMR in PDS in accordance with the Decentralized Procurement Scheme of Government of India.
- 73.2 Such arrangements of receipt from other state agencies shall be made as per the direction of the Government / Corporation Head office.
- 73.3 Payment of cost of such rice shall be made at the rate communicated by the Head office and basing on the quantity accepted.

**74. FINANCE & ACCOUNTS**

**74.1 At Paddy Purchase Centres run by OSCSC Ltd.**

- 74.1.1 Payment to farmers shall be made through electronic mode to the accounts of farmers from the office of the District Manager, OSCSC. The Bank account details of farmers is available in farmer registration data base
- 74.1.3 The cash book shall be maintained date wise by the Accounts Officer.
- 74.1.4 The books of accounts, records & registers shall be maintained.
- 74.1.5 Bank accounts shall be reconciled monthly with cash book, purchase register, cheque issue register and bank statement.
- 74.1.6 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
- 74.1.7 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.
- 74.1.8 The procurement records & registers shall be submitted at district office after close of procurement operation.

**74.2 At District Office**

- 74.2.1 A separate bank book for procurement operation shall be

- maintained.
- 74.2.2 Separate bank book & ledgers shall be maintained Financial Year wise and KMS wise.
- 74.2.3 Payment of Millers bill, Commission & mandi labour charges to PACS, RMC fees shall be accounted under proper head of accounts.
- 74.2.4 District office shall ensure uploading of PPC wise paddy purchase data purchased through P-PAS application for accounting purposes.
- 74.2.5 District Manager shall release bills of Millers & PACS/WSHG/PPs at the rates communicated by OSCSC Head Office as per procedure at Para 50 & 51.
- 74.2.6 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.**
- 74.2.7 Monitoring/accounting of paddy delivery from society to miller as per MAS & SAS module shall be made.
- 74.2.8 The District shall refund the unutilised fund to head office promptly.

## **75. 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.

- 75.1 Paddy purchased & delivered to custom miller by PACS/ WSHGs / PPs / Purchase Officer of OSCSC 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.
- 75.2 Amount reimbursed to DSWO / Executive Engineer (Irrigation) towards cost of paddy purchased and paddy delivered to the custom millers.
- 75.3 payment to farmer's as per bank statement vis-à-vis quantity of paddy procured and delivered to millers where PPC run by OSCSC.
- 75.4 CMR delivered to RRC & FCI by the custom millers.
- 75.5 Bills settled by FCI on CMR delivered.

Following reconciliation is to be attended at OSCSC Head Office:

75.6 Paddy procured by PACS & amount remitted by Head Office to DCCB/PACS.

75.7 Gunny purchase account with DGS&D and gunny bags delivered to the custom millers of district.

**76. ISSUE OF CMR UNDER PDS**

76.1 As per Para 4 of the Food & Procurement Policy for the KMS 2016-17, the custom milled rice obtained from the paddy procured will be utilized under PDS and other welfare scheme, in accordance with Decentralized Procurement (DCP) Scheme of Gol.

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

**76.2 Stock stored at RRC shall be issued on FIRST IN FIRST OUT basis. The District Manager shall prepare **RELEASE ORDER FOR RICE** in Annexure 2-D (Operational Guidelines for Departmental Storage Operation) in utilizing the stock on priority basis.**

**76.3 Some districts receive CMR from other districts as per lifting plan of OSCSC Head Office. These stocks are to be issued on priority under PDS & OWS.**

**77. PUBLICITY**

77.1 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, advertisement in print and electronic media. 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.

77.2 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.

**78. CONTROL ROOM**

78.1 A control room shall be set up at the major procuring districts (more than One lakh MT of paddy purchased in the past year) during the time of actual procurement operations.

78.2 The Control room shall have a landline / mobile which should be well publicized. A computer with internet facility may be given to follow up the calls regarding mobile reporting of procurement.

78.3 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.

**79. GENERAL**

79.1 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 2016-17 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.

79.2 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



**BEFORE THE EXECUTIVE MAGISTRATE/NOTARY PUBLIC**  
**(To be executed on non-judicial stamp paper worth Rs. 10/- with required court fees)**

**AFFIDAVIT**

I Sri/Smt. \_\_\_\_\_, Aged about \_\_\_\_\_ years,  
S/o./D/o./W/o. \_\_\_\_\_, in the capacity of Proprietor/  
Managing Partner/Managing Director of M/s. \_\_\_\_\_  
At/PO. \_\_\_\_\_, PS. \_\_\_\_\_, District- \_\_\_\_\_, do  
hereby solemnly affirm and state as follows-

1. That I/We am/are the sole and absolute owner of the immovable properties more particularly described in the Part-A & Part-B of First Schedule (hereinafter referred to as 'The said property') and no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.

OR

That I/We am/are the sole and absolute owner of the Mill premises more particularly described in the First Schedule (Part- A) which is mortgaged to \_\_\_\_\_ Bank/ Financial Institutions and also sole and absolute owner of immovable properties as described at Part-B of Schedule-I (hereinafter referred to as 'The said property) on which no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.

2. That I declare that I have not created any mortgage, charge or encumbrance of any kind or nature whatsoever on or in respect of the property described at Part-A & B/Part-B of Schedule - I (Delete whichever is not applicable). I further declare that no adverse claim of any kind exist against the said property. I declare that I have not received any notice of any intended or compulsory acquisition of the said property or any notice that the said property is reserved for any particular purpose.

3. That I further declare that the only title deeds, documents or writings to the said property/ies which are in my possession are those specified and mentioned in the Second Schedule hereunder written. I furnish the certified copies of the deeds so mentioned in the Second Schedule. I declare that the said property/ies is/are free from all encumbrance, claims and demands. The non encumbrance certificate (s) of the properties issued by Sub-Register is/are enclosed.
  
4. The encumbrance certificate in respect of the property described of at Part-'A' of Schedule-I issued by the concerned Bank is enclosed. {Not applicable in case of 1<sup>st</sup> part of para-1 at pre page}.
  
5. I declare the present market value at Part 'C' of the Schedule-I in respect of the properties as described at Schedule-I (Part A & B) honestly without any malafied intention.
  
6. That I swear this affidavit solemnly, sincerely and conscientiously knowing the same to be true and knowing that on the faith of the said declaration the Corporation has agreed to appoint me as miller.
  
7. *I declare the details of loan availed from the Bank/Financial Institutions as here under*
  - i) *Name of the Bank / Financial Institution with address.....*  
.....
  
  - ii) *Type of Loan with limit : .....*
  
  - iii) *Present outstanding amount:.....*
  
  - iv) *Particulars of properties hypothecated and mortgaged. :.....*  
.....  
.....
  
  - v) *Amount over due for repayment Rs.....*

**SCHEDULE-I**

**Part – A : PARTICULARS OF THE RICE MILL**

Mill situated over Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_, Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_, Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_, Dist \_\_\_\_\_.

**Part – B : OTHER IMMOVABLE PROPERTIES.**

I) Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_, Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_, Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_, Dist \_\_\_\_\_.

II) .....

.....

III) .....

.....

IV) Nature of building if any with detailed particulars .....

**Part – C : APPROXIMATE PRESENT MARKET VALUE OF THE PROPERTIES**

The approximate present market value in respect of the properties as described at Part-A & B of Schedule – I \_\_\_\_\_.

**SCHEDULE - II**

- A). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- B). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- C). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- D). Record of Right. (Xerox copy of Patta (s))
- E). Up to date rent receipt \_\_\_\_\_.

Signature of Deponent

- 8. That the facts stated above are all true to the best of my knowledge and belief.
- 9. That this affidavit is required to be produced before the District Manager, OSCSC Ltd. \_\_\_\_\_ for appointment as Custom Miller.

Identified by

Advocate

Deponent

The above deponent being present before me & duly identified by Sri \_\_\_\_\_ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

**Deponent**

**Executive Magistrate/ Notary Public**

**ANNEXURE - II**

**Information on Directors/ Partners (strike out whichever is not applicable)  
of \_\_\_\_\_(Name of the Mill)**

Sl. No.	Name of the Director/ Partner	Address	Contact No.	Occupation	PAN No.	Date of Joining in the Company/ Firm	Remarks
---------	-------------------------------	---------	-------------	------------	---------	--------------------------------------	---------

1

2

3

4

5

- N.B.:** 1. If the Director/ Partner of the mill is also Director/ Partner in any other Organization, the name of the Organization shall be indicated in the Remark Column.  
2. The miller signing the agreement shall sign this document.

**Signature of the Miller**

**LETTER OF AUTHORISATION**

**(TO BE EXECUTED IN NON-JUDICIAL STAMP PAPER WORTH Rs.10/-)**

I \_\_\_\_\_ aged about \_\_\_\_\_ years, Son of \_\_\_\_\_ in the capacity of Proprietor/ Managing Partner/ Managing Director of M/s. \_\_\_\_\_ (name of Rice Mill) have been appointed as custom miller by the District Manager, OSCSC Ltd. \_\_\_\_\_ and executed an agreement on \_\_\_\_\_ for custom milling of paddy & supply of resultant CMR to the OSCSC Ltd. for the KMS 2016-17. My specimen signature is given below : -

1. \_\_\_\_\_

2. \_\_\_\_\_

As per terms & conditions of the agreement, I do hereby appoint the following persons as my authorized representatives to receive the paddy from the paddy purchase center & for milling from joint custody & maintenance and to deliver the resultant CMR in the RRC/ FCI on my behalf.

	Sl. No.	Name & address of the authorized person with Mobile Phone No.	Specimen signature
Affix stamp size photograph here	1.		
Affix stamp size photograph here	2.		
Affix stamp size photograph here	3.		
Affix stamp size photograph here	4.		
Affix stamp size photograph here	5.		
Affix stamp size photograph here	6.		
Affix stamp size photograph here	7.		
Affix stamp size photograph here	8.		

All the acts, deeds, things done by the above representatives shall be construed as the acts, deeds, things & matters done by me as if I am personally present to do the same. For any acts, commissions or omission of my above authorized representatives that may cause any pecuniary loss to the Corporation I shall be responsible to make good loss of the same.

The signature & photographs of the above authorized persons are attested.

Accepted by me.

Name & Signature of the  
Custom Miller with seal

Seal & Signature of  
District Manager,  
OSCSC Ltd., \_\_\_\_\_.

**CERTIFICATE**

(For Mandi Handling Operation in case of direct purchase by OSCSC Ltd.)

**District:**

**PPC:**

This is to certify that M/s. \_\_\_\_\_ Custom Miller,  
Miller Code \_\_\_\_\_ of \_\_\_\_\_ district has provided  
handling services including loading of paddy to vehicles of millers at  
\_\_\_\_\_ PPC for procurement of \_\_\_\_\_ Qtls of paddy during the  
month \_\_\_\_\_ of the KMS 2016-17.

**Signature of the Purchase Officer:**

**Full Name:**

**Designation:**



**CERTIFICATE**

(For 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 2016-17. The handling services for loading of paddy to the vehicles have been provided by the Custom Miller \_\_\_\_\_, Miller Code. \_\_\_\_\_.

**Signature of the Authorized Officer  
of PACS/WSHG/PP:**

**Full Name:**

**Designation:**



**Check list of gunny bags**

- a) Name of the Jute Mill:-
- b) S. O No. & Date.
- c) Inspection Certificate No. and Date with running bale Serial Nos:-
- d) R/R No. & Date:-
- e) Quantity rejected with bale Serial Nos:-
- f) Date of receipt:-
- g) Quantity received short:-
- h) Quantity where inspection mark is not available or where, it does not match with the mark indicated on the inspection certificates:-
- i) Details of test / examination conducted to check conformity to contract specifications. (Copy enclosed).
- j) Details of deviations from contract specifications:-

Sl. No.	Parameters	Specified value in Contract Specification	Value actually found in supplies	Whether testing to determine the values was carried out as per contract specifications Yes/ No	Remarks

- k) Quantity rejected due to :-
- l) Total quantity rejected / short supplied (g+h+k):-
- m) Copy of rejection letter issued by consignee:-

**District  
Manager  
OSCSC Ltd.,**

**ANNEXURE-VIII****LIST OF BLOCKS COVERED UNDER P-PAS DURING KMS: 2016-17**

Sl. No	Districts	Blocks
1	Angul	Athamallik, Chhendipada, Kishorenagar, Angul, Banarpal, Talcher, Kaniha & Pallahara
2	Balasore	Bahanaga, Balasore Sadar, Khaira, Remuna, Simulia, Soro, Baliapal, Basta, Bhograi, Jaleswar, Oupada & Nilagiri
3	Bargarh	Ambabhona, Attabira, Bargarh, Barpalli, Bhatli, Bheden, Bijepur, Gaisilet, Jharbandh, Padmapur, Paikmal & Sohela
4	Bhadrak	Basudevapur, Bhadrak, Bhandaripokhari, Bonth, Chandbali, Dhamnagar & Tihidi
5	Bolangir	Bangomunda, Agalpur, Belpada, Bolangir, Deogaon, Gudvela, Khaprakhol, Loisingha, Muribahal, Patnagarh, Puintala, Saintala, Titilagarh & Turekela
6	Boudh	Harbhanga, Boudh & Kantamal
7	Cuttack	Athagarh, Niali, Baramba, Banki, Baranga, Dompara, Kantapada, Mahanga, Narsinghpur, Nischintkoili, Tigiria, Tangi, Sadar & Salepur
8	Deogarh	Barkote, Reamal & Tileibani
9	Dhenkanal	Bhuban, Dhenkanal Sadar, Gondia, Kamakhyanagar, Kankadahad, Odapada, Parjanga & Hindol
10	Gajapati	Gosani, Gumma, Kashinagar & Rayagada
11	Ganjam	Digapahandi, Aska, Beguniapada, Bhanjanagar, Chhatrapur, Hinjilicut, Kabisuryanagar, Khallikote, Kukudakhandi, Patrapur, Polasara, Purusottampur, Rangeilunda, Sanakhemundi, Sheragada, Surada, Buguda, Belaguntha, Dharakote, Ganjam, Jagannath Prasad & Chikiti
12	Jagatsinghpur	Balikuda, Jagatsinghpur, Biridi, Erasama, Kujanga, Nuagaon, Raghunathpur & Tirtol
13	Jajpur	Korai, Barchana, Binjharpur, Dasarathpur, Jajpur, Bari, Dharmasala, Danagadi, Rasulpur & Sukinda
14	Jharsuguda	Kirimira, Kolabira, Laikera, Lakhanpur & Jharsuguda
15	Kalahandi	Kesinga, Dharmagarh, Golamunda, Jayapatna, Junagarh, Kalampur, Karlamunda, Koksara, Narla, Bhawanipatna, Lanjigarh & M. Rampur
16	Kandhamal	Baliguda & G. Udayagiri
17	Kendrapara	Kendrapara, Ali, Derabis, Garadpur, Marsaghai, Mahakalapada, Pattamundai, Rajkanika & Rajnagar
18	Keonjhar	Anandapur, Ghasipura, Hatadihi, Bansapal, Champua, Jhumpura, Keonjhar, Patna, Ghatagaon, Harichandanpur, Telkoi & Saharpada
19	Khurda	Balianta, Balipatna, Banapur, Begunia, Bologarh, Jatni, Khurda, Tangi, Chilika & Bhubaneswar
20	Koraput	Boipariguda, Boriguma, Jeypore, Kotpad, Kundra, Laxmipur,

		Dasamantpur, Lamtaput & Semiliguda
21	Malkangiri	Kalimela, Korukonda, Malkangiri, Mathili, Kudmul Guma, Khairput & Podia
22	Mayurbhanj	Khunta, Barasahi, Betnoti, Bahalada, Bangiriposi, Kaptipada, Bisoi, G.B Nagar, Jashipur, Kuliana, Kusumi, Suliapada, Samakhunta, Baripada, Raruan, Rasgobindapur, Thakurmunda, Sukruli, Udala, Bijatola, Jamda, Rairangapur, Tiring, Saraskana, Karangia & Morada
23	Nabarangapur	Chandahandi, Jharigam, Kosagumuda, Nabarangapur, Nandahandi, Raighar, Umerkote, Dabugaon, Tentulikhunti & Papadahandi
24	Nayagarh	Odogaon, Ranapur, Bhapur, Dasapala, Gania, Khandapada, Nayagarh & Nuagaon
25	Nuapada	Komna, Nuapada Khariar, Boden & Sinapali
26	Puri	Nimapara, Gop, Satyabadi, Astaranga, Brahmagiri, Delanga, Kanas, Krushnaprasad, Puri, Kakatpur & Pipili
27	Rayagada	Kolnara, Bissam Cuttack, Gunupur, K. Singpur, Muniguda, Padmapur, Ramanaguda, Rayagada, Kashipur, Gudari, Chandrapur
28	Sambalpur	Bamra, Dhankauda, Jamankira, Jujumura, Kuchinda, Maneswar, Naktideuli, Rairakhol & Rengali
29	Subarnapur	Binka, Birmaharajpur, Dunguripali, Sonepur, Tarva & Ullunda
30	Sundargarh	Bargaon, Kutra, Lahunipara, Tangarpali, Lephripa, Sundargarh, Subdega, Lathikata, Bisra, Bonai, Hemagiri, Koira, Ragangapur, Kuanramunda, Balisankara, Gurundia & Nuagaon