

Marx (0)7311)

FAX ✓	EMAIL	WEB ✓	SMS
RP	SP	OP ✓	LOGAL
o-Despatch			



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Plot No.C/2, NAYAPALLI, BHUBANESWAR-12

Letter No:

20335

Date- 18-11-11.

Fax No. 0674-2395291

Tel No. 0674-2391953

From,

Suresh Kumar Vashishth, IAS,
Managing Director.

To,

All CSO-cum-District Managers, OSCSC Ltd.

Sub:- Engagement of vehicles during procurement operations, KMS-2011-12.

Ref: Operational Guidelines for KMS 2011-12 issued vide letter No. 20145
dt.16/11/2011.

Sir,

Inviting a reference to the subject cited above I am to say that for proper supervision and monitoring of paddy procurement operations during Kharif Marketing Season (**KMS-2011-2012**), the CSO-cum-District Managers, OSCSC Ltd. are permitted to engage hired vehicles for a period of 3(three) months from the date of actual procurement operations starts in the District. Vehicles may be engaged for extra period depending upon quantum of procurement with the approval of the Collector and District Magistrate of the concerned District and under intimation to Head Office. The hired vehicle will be engaged with the following terms and conditions.

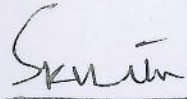
1. The hire charges @ **Rs.400.00 per day or Rs. 12000/- per month whichever is less** may be paid towards hiring charges of vehicles.
2. The **HSD Limit 200 Ltrs. per month or actual whichever is less** may be taken into account. If HSD limit exceeds due to any exigency, the District Manager has to give justification for use of excess HSD than prescribed limit.
3. The ADM / Sub-Collector/ Tahasildar / BDO or any other officer deployed for monitoring and supervision of procurement works (**KMS-2011-12**) as per the order of Collector of the District are to be provided with **100 (one hundred) liters maximum of HSD per month** to use the same in their office

vehicle and submit the extract of log book for verification at the end of the Collector of the concerned District. The order of the Collector shall be taken for this purpose.

4. No-Mobil oil be provided to any hired vehicle as it comes under periodical maintenance. Vehicle wise log book must be maintained and needs to be countersigned by the District Manager and kept in the office for future audit purpose.
5. The District Managers concerned will make expenditure on the items of hiring of vehicles from the cash credit limit intimated to them without making any future requisition at this end.
6. (a) The big Districts in term of procurement such as **Sambalpur / Bargarh / Bolangir / Sonepur / Kalahandi / Nuapada / Balasore / Bhadrak and Ganjam** can use maximum 4 (four) nos of hired vehicle.
(b) The medium Districts in term of procurement such as **Puri / Jagatsinghpur / Khurda / Cuttack / Sundargarh / Malkangiri / Nabarangapur / Mayurbhanj / Rayagada / Jharsuguda / Jajpur / Kendrapara / Koraput and Nayagarh** can use maximum 3 (three) nos of hired vehicle.
(c) The small Districts in term of procurement such as **Angul / Boudh / Deogarh/ Dhenkanal / Keonjhar / Gajapati & Kandhamal** can use maximum 2 (two) nos of hired vehicles.
7. The District Managers shall have to furnish Monthly Progress Report (M.P.R.) of the detail of vehicles used and HSD consumed during a month as per prescribed proforma enclosed to OSCSC Ltd. Head Office for record. This report shall reach by 5th of each month.
8. This expenditure will be met from the Administrative charges under paddy procurement scheme and shall be booked to **"Vehicle and running expenditure Account"**.

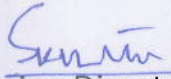
Encl: Proforma for Engagement of Hired Vehicle

Yours faithfully,


Managing Director

Memo No- 20336 Dt- 18.11.11.

Copy submitted to Commissioner-cum-Secretary to Government, FS & CW Department, Odisha, Bhubaneswar for kind information.


Managing Director

Memo No- 20337 Dt- 18.11.11.

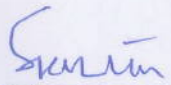
Copy to all Collector and District Magistrates for information and necessary action.


Managing Director

Memo No- 20338 Dt- 18.11.11.

Copy to F.A & C.A.O / G.M (A&A) / G.M (Adm.) / DGM (Finance) / Manager (Dev) / Budget Section / Vehicle Section, Guard file for information and necessary action.

Vehicle section shall take further needful action in this matter.


Managing Director

Monthly Progress Report
Proforma For Engagement of Hired Vehicle

SL. No	Name of District	Regd. No of Vehicle	Make & model of vehicle	Date of agreement made with vehicle owner	Date of Engagement & period	Hiring charge per day / month (excluding HSD)	Consumption of HSD by other officers and name of the concerned officers.	Remarks
1	2	3	4	5	6	7	8	9

District Manager