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ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.
C/2, NAYAPALLI, BHUBANESWAR-12

FAX No. - 0674 - 2395291, Tel. No. - 0674 - 2391953

No.-PP (Q.C) 07/2009/19604.....

Date:03.12.10.....

From

Suresh Kumar Vashishth, IAS,
Managing Director.

To

All CSO-cum-District Managers,
O.S.C.S.C. Ltd.

Sub: **Job Chart of Quality Analyst engaged on out-source basis for the KMS: 2010-11.**

Ref: Corporation Head Office memo no. 18284 dt. 18.11.10.

Sir,

With reference to the subject cited above, I am to say that the SPA have been requested for out sourcing of Quality Analyst. Quality Analyst deployed in RRC shall provide technical assistance to the Purchase Officers while accepting CMR from millers & storage in RRC till disposal under PDS. They may be assigned with the following works.

JOB CHART OF QUALITY ANALYST IN RRC

1. Preliminary inspection of gunny bags during receipt of C.M. Rice.
2. Lot-wise drawal of rice samples at the time of receipt with the help of Kantawalla.
3. Moisture testing.
4. Physical / chemical analysis of rice samples and place the result before the Purchase Officer of the RRC for approval and acceptance.
5. Sealing of samples for future re-analysis and submission to Headquarter Q.C. Cell.
6. Designing of stack plan / stack base.
7. Drawing stack-wise samples after completion of stack building or before issue & recording the analysis result in Inspection Register.
8. Ensure proper functioning of moisture meter and other quality testing equipments.
9. To bring to the notice of CSO-cum-District Manager regarding immediate requirement of any quality testing equipment and dunnage.

10. Reporting instantly to Purchase Officer regarding infestation found in stock for immediate pest control measures by CWC / OSWC.

11. Assists for maintenance of following records.

(i) Stack Card.

(ii) Stack register.

(iii) Lot-wise sample analysis register.

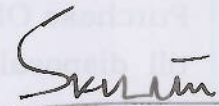
(iv) Fortnightly Inspection Register.

12. Data entry of quality control data.

13. Purchase Officer is solely responsible for receipt of proper quality of rice. He shall issue the Analysis report.

A copy of the job chart may be provided to all Purchase Officers/ Quality Analyst / other staff working in RRC. Any problem in implementation may be brought to the notice of Corporation Head Office for necessary clarification.

Yours faithfully,



Managing Director

Memo No- 19605 Date- 03.12.10.

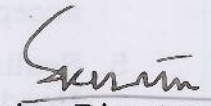
Copy to all Collectors for information and necessary action.



Managing Director

Memo No- 19606 Date- 03.12.10.

Copy submitted to the Commissioner-cum-Secretary to Government, F.S. & C.W. Department for kind information and necessary action.



Managing Director

Memo No- 19607 Date- 03.12.10.

Copy to all Officers of OSCSC Ltd. (Head Office) for information and necessary action.



Managing Director

Memo No- 19608 Date- 03.12.10.

Copy to Guard file.



Managing Director