



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

File No. P-II-14/2014

Letter No. 7341

Date 23.4.14.

Fax No- 0674-2395291
Mob. No. 09438200029.

FAX	EMAIL	WEB	SMS
RP	SP	OP	LOCAL
e-Despatch			

From

Sudhanshu Sekhar Nayak, OAS-I (SB),
General Manager (PDS).

To,

All CSO-cum-District Managers,
OSCSC Ltd.

Sub:- **Operational Guidelines for the scheme for supply of PDS rice @Re.1.00 per kg.**

Sir,

With reference to the subject cited above, I am to say that Govt. in FS & CW Deptt. vide letter No.4779 dt.19.03.14 has communicated the operational guidelines for the scheme for supply of PDS rice @Re.1.00 per kg. A copy of the guideline is enclosed herewith which must be circulated among all concerned in the district level for immediate follow-up action. This guidelines is a part and parcel of the operational guidelines communicated by the Corporation Head Office earlier.

Yours faithfully


General Manager (PDS)

Memo. No. 7342 Dt. 23-4-14.

Copy forwarded for information and necessary action to:

1. The F.A. & C.A.O, OSCSC Ltd.
2. The General Manager (Audit & Accounts), OSCSC Ltd.
3. The Deputy General Manager (Finance), OSCSC Ltd.
4. The General Manager (Procurement), OSCSC Ltd.,
5. The Law Officer, OSCSC Ltd.
6. Guard File.


General Manager (PDS)

BY FAX

**GOVERNMENT OF ODISHA
FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT**

No. 4779 / dated, Bhubaneswar the 19-3-14
08-17-12-17/14

From

Smt. Manjulata Swain,
Deputy Secretary to Government

To

All Collectors.

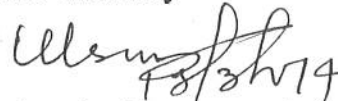
Sub: **Operational Guidelines for the scheme for supply of PDS rice @Re.1/- per Kg.**

Madam/Sir,

I am directed to enclose the Operational Guidelines for the scheme for supply of PDS rice @Re.1/- per Kg.

You are instructed to take necessary steps for implementing the scheme in accordance with the guidelines.


Yours faithfully


Deputy Secretary to Government

FAX

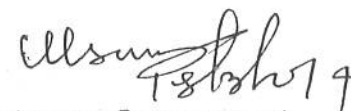
Memo No. 4780 Dt. 19-3-14

Copy along with a copy of its enclosures forwarded to the MD, OSCSC Ltd, Bhubaneswar/ All CSOs for information and necessary action.


Deputy Secretary to Government

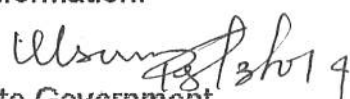
Memo No. 4781 Dt. 19-3-14

Copy along with a copy of its enclosures forwarded to the Sr. DEO, Computer Cell, (A.N. Prusty) for information. He is requested to please hoist the guideline in Department Website.


Deputy Secretary to Government

Memo No. 4782 Dt. 19-3-14

Copy along with a copy of its enclosures forwarded to All Officers/ All Sections, FS & CW Department / Guard file (5 copies) for information.


Deputy Secretary to Government

Operational guidelines for the scheme for supply of PDS
Rice @ Re.1/- per Kg.

1. **Scheme:-** The scheme envisages distribution of PDS rice @ Re.1/- per Kg. with effect from 1st February, 2013 to all beneficiaries of Rs.2/- per Kg. rice scheme operational since 1st August' 2008.

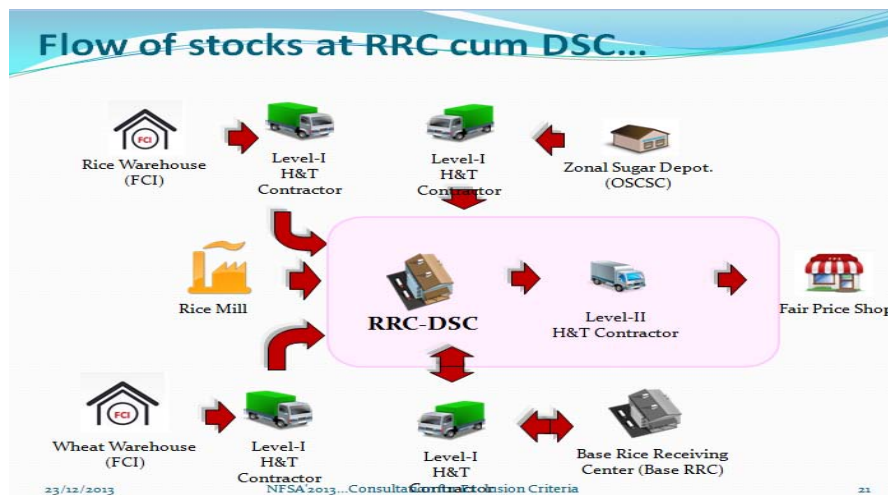
2. **Coverage & Scale of Entitlement:-**

The scheme will cover the beneficiaries (i.e., families and individuals) entitled to get the subsidised rice as per the following details:

Table –A...Families						
Sl. No.	Name of the scheme	No. of beneficiaries (Families)	Scale of entitlement per month	Family/ Individuals	Revised consumer price	Remarks
1	2	3	4	5	6	7
1.	BPL families	36,88,320	25 Kg.	Family	Re.1per Kg.	--
2.	BPL rice for APL families of 8 KBK districts	5,29,716	25 Kg.	Family	Re.1per Kg.	--
3.	Antyodaya Anna Yojana (AAY) families	12,53,315	35 Kg.	Family	Re.1per Kg.	--
4.	Families of fishermen affected by Olive Ridley Conservation (RORC)	10,133	25 Kg.	Family	Re.1per Kg.	It has been stated from 1 st July, 2013
5.	Poor & Left Out families (PLOs) of 19 poor districts	6,20,196	25 Kg.	Family	Re.1per Kg.	w.e.f. from November, 2013 to June, 2014.
	Total-	61,01,680				

Table –B...Individuals						
Sl. No.	Name of the scheme	No. of beneficiaries (Individual)	Scale of entitlement per month	Family/ Individual	Revised consumer price	Remarks
1	2	3	4	5	6	7
1.	SC / ST Hostel boarders	4,36,345	15 Kg.	Individual	Re.1per Kg.	--
2.	Differently able persons (RDP)	1,14,743	10 Kg.	Individual	Re.1per Kg.	w.e.f. 1 st April'2012
	Total-	5,51,088				

3. **Implementing Agency:** - The scheme is being implemented through the Odisha State Civil Supplies Corporation Ltd. (OSCSC) and the State Govt. is providing necessary support to OSCSC for implementing this scheme.
4. **Distribution of PDS stock:** -The private Storage Agency (dealing with food items) has been replaced with the Departmental Storage System (DSS) combined with Door Step Delivery of PDS items to the Fair Price Shop (FPS) dealers in the State with effect from 01.04.2013. The Rice Receiving Centres cum Departmental Storage Centres (**RRC cum DSC**) form the key distribution points from where the stocks are moved to the FPS. A schematic diagram of the distribution channel of Re.1/- per Kg. rice is given hereunder-



The PDS stocks is being despatched to the FPS as per the distribution order (of the BDO/ EO) by the RRC-cum-DSC-in-Charge through **Level-II H & T Contractor**. The I/C of DSC issues stock as per deposits made by FPS dealers/ Bulk Consumer at the DSC either directly or through the IS or MI of the Block/ ULB in shape of DD in favour of the District Manager along with the Dealer Deposit Slip, detailing the commodities or as per the intimation by the MI/ IS (Marketing Inspector/ Inspector of Supplies regarding online deposit through) under Axis Bank Module.

In case of online deposit by the FPS the Marketing Inspector downloads the list of FPS dealer who have deposited online along with quality of PDS items from the system (connected computer) at the Block / ULB countersign the same and send it to DSC-in-Charge for issue of stock though Level-II, H & T Contractor.

The District Manager is to utilise Mobile Vans for lifting of stock from base RRC & FSD, FCI/ Sugar Zonal Depot situated the district. The Mobile Vans are also being used for delivery of stock at FPS. District Manager shall ensure efficiently utilisation of Mobile Vans available with him. Handling cost in case of delivery through Mobile Van shall be fixed on approval of Collector.

Delivery of stock to H & T Contractor (L-II) for Doorstep Delivery at FPS

Delivery of stock to Level-II, H & T Contractor is being made as per route chart for timely delivery of stock to FPS and to check possible diversion of stock. Each vehicle carries a copy of Gate pass cum Transit pass and separate Acceptance note (AC note) in three parts for each of the FPS dealers for whom stock is being carried by the vehicle.

In case of tagging of any FPS due to irregularity or misappropriation or non-deposit, the concerned Marketing Inspector of Supplies of the Block/ ULB would intimate to RRC-cum-DSC about the FPS tagged and modify the distribution order accordingly under orders of ADM/ Sub-Collector/ BDO/ EO as the case may be. The RRC-cum-DSC in charge would then deliver the stock to the H & T Contractor (Level-II) for the FPS who has deposited the cost.

Level-II transport contractors shall display a uniform Banner / Flex on the vehicles carrying PDS stocks, displaying following information in Navy Blue letters over white black ground.

<p>ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଉଟି କଲ୍ୟାଣ ବିଭାଗ ଓଡ଼ିଶା ରାଜ୍ୟ ଯୋଗାଣ ନିଗମ ଜିଲ୍ଲା..... ପରିବହନ କର୍ତ୍ତାଙ୍କ ନାମ ଯୋଗା ଯୋଗ ନମ୍ବର ଅଭିଯୋଗ ଦରଜ ନମ୍ବର (Office No. of CSO) Toll free No. 155335</p>

END TO END COMPUTERISATION...

All FairPrice Shops has been registered online and coded. If a new FPS has been licensed, the same shall be registered online given a unique 8-digit code. Online allotment orders is being issued at State, District & Block levelsince August, 2012 .Once the allotment order is generated at the State level PDS item wise, the Districts would generate the allotment orders block/ULB wise .After that the Blocks/ULBs would generate the allotment order FPS wise for all PDS items. Supply Chain Management System (**SCMS**) has been undertaken by computerizing the RRC cum DSCs. Till February'14, 93 depots (RRC cum DSCs) out of 250 had been computerized and these depots were using the web based SCMS application developed with support of DFID supported OMEGA project. By end of May'2014,

remaining depots would be computerized and loaded with the SCMS application. With web based SCMS application, all the transactions are being done through the computers. Where ever, there are problems of connectivity, the transactions can take place offline and same is to be updated at the end of the day by the SA cum DEO of the Depot. SMS alerts regarding quantity of PDS item, Vehicle Regn. no. & time of dispatch is sent to the consumers registered with a FPS whenever the PDS stock moves out of a depot for that FPS.

Digitization of Biometric Ration Card has been completed in Rayagada district with the help of WFP. At present Smart Card and Point of Sale (PoS) devices is in operation in 33 FPS in 3 ULBs and 6 rural locations of Rayagada block of the district in which 30,478 families are getting their entitlements against Biometric validation every month. The Project being managed from State Data Centre, IT Centre OCAC.

The PoS-based solution is being extended to more rural FPSs and those located at GP headquarters. With removal of bogus/ duplicate/ shadow ownership of ration cards and restrictions on wrongful transactions, FPS owners initially found the operation unattractive. With much focus on the end to end computerization of PDS, the FPS owners have accepted the model well.

Government of Odisha is considering, as a part of its ongoing PDS reforms process and the implementation of National Food Security Act, to make PDS operations profitable. Decision has been taken to use NPR Database to identify beneficiaries under NFSA'2013 for Priority households in Odisha. This will be done in three phases. In first phase, the identification will be done in Bhubaneswar Municipal Corporation & Bhubaneswar Block. In second phase, the identification would be done in remaining blocks & ULBs of Khordha Dist. along with all ULBs across the State & Dist. headquarter block of rest 29 districts. In the last phase, same would be done in remaining 275 blocks of the State.

Role of Advisory Committees:

The Vigilance Committees named as Advisory Committees in our State have been put in place to monitor and supervise proper distribution of essential commodities.

In pursuance of the recommendation of Central Vigilance Committee headed by Justice Wadhwa in respect of functioning / role and responsibility of Advisory Committee at different level shall only deal with the monitoring and Vigilance aspect

of PDS operation without intervening in the process of appointment of retailers and the appointment should be done transparently in inviting applications based on suitable criteria. Accordingly, guidelines have been issued to all Collectors vide F.S. & C.W. Department letter No.15132 dt.3.9.2011 for reconstitution of Advisory Committees as follows:

1. Gram Panchayat Level Advisory Committee
2. Ward Level Advisory Committee
2. Block Level Advisory Committee
3. Town Level Advisory Committee
4. District Level Advisory Committee

The GPLACs & WLACs will be standing committees & ex-officio members of the committee will continue to be members of the committee until they continue to hold the office. Committees shall function even if there are vacancies in its membership.

Functions & Powers of the Block/ Town Level Advisory Committees:-

- i. The Block/ Town Level Advisory Committees shall be responsible for monitoring the receipt of the stocks of Essential Commodities allotted under the Public Distribution System & their proper storage, lifting & distribution.
- ii. The committee shall ensure the function of the G.P Level Advisory Committee/ Ward Level Advisory Committee.
- iii. The committee shall only deal with the monitoring & Vigilance aspect of PDS operation without intervening in the process of appointment of Retailers. The committee shall also ensure that the appointment of retailers is done through transparent process of calling application based on suitable criteria.
- iv. The committee may make recommendations with regard to measures required for ensuring general availability of essential commodities holding the price line, regular & timely lifting of essential commodities, equitable distribution of the allotted stocks to the consumers, prevention & detection of malpractices at various levels & general of Consumer Awareness.

Functions & Powers of the Gram Panchayat Level Advisory Committee/ Ward Level Advisory Committee.

In the Block level Advisory Committee & Town level Advisory Committee, Hon'ble M.P., Hon'ble MLA, Chairperson of Panchayat Samiti, Member of Panchayat Raj Institutions, Women & SC/ST/Voluntary Consumer Organization/WSHG have been associated.

SUPERVISION

- (A) **FS & CW Department:** FS & CW Department will be responsible for proper and smooth implementation of the scheme and to prevent any diversion of rice.
- (B) **OSCSC Ltd :** OSCSC Ltd will be responsible for :
- (i) Procurement of PDS rice from own stocks.
 - (ii) Timely physical availability/ movement of rice to/ from RRC-cum-DSCs.
 - (iii) Regular reporting of the food grains allotted, lifted and distributed.
 - (iv) Ensuring that all Level-II H&T contractors lift their stocks and supply to FPS retailers in time.
 - (v) Lifting and distribution of correct quantity and the prescribed quality of food grains.

SUPERVISION AND MONITORING BY DISTRICT ADMINISTRATION

- (A) **District Collectors:-** Collectors will be personally responsible for proper implementation of the scheme and to ensure that all genuine beneficiaries get rice at Re.1/- per kg. and there is no diversion:
- (i) They will ensure that the deposit of cost of PDS items by FPS dealer will be made by 15th of the preceding month: Normally, a PDS dealer is expected to make deposit for the PDS items as per distribution order by 15th of the preceding month.
 - (ii) They will ensure that the lifting from DSC & delivery at the FPS is made between 20th of preceding month & 1st of the Allotment month. The Level-II H&T contractors shall feed the FPS by delivering PDS stocks at their door steps in this period.
 - (iii) That the distribution of PDS items by FPS dealers would be made between 5th to 25th of the allotted month so that the consumers / beneficiaries will get their entitled PDS items in this period. Normally, the PDS commodities would be distributed on prefixed specific dates, but there could be local variations with public notifications. (e.g. between 5th to 25th May' 2014 for May' 2014 allocations)

- (iv)** Ensure that wide publicity is given to the scheme and awareness generation is made through wall painting/ hoarding in all Block Offices/ GP'S/ Urban Local Bodies and other prominent public buildings, Fair Price Shops etc.
- (v)** Mobilize the entire administrative machinery at the District/ Block Level for supervision of the scheme.
- (vi)** Ensure presence of one Government official, as far as possible, for each Fair Price Shops to supervise the distribution of rice in presence of Sarpanches, Panchayat Samiti members, Ward Members, other elected PRI and ULB representatives, Women Self Help Groups, members of PDS advisory committees, Civil Society Organizations such as Vigilance Committees etc. on the designated days of distribution.
- (vii)** Form flying squads with executive magistrates and other senior officers for verifying as many distribution centres as possible and for keeping a close watch over proper distribution of rice.
- (viii)** Take exemplary and strongest possible action against any dealers, traders etc. found diverting the PDS rice, including detention under the PBMS Act and arrest and prosecution under the Essential Commodities Act.
- (ix)** Eliminate fake/ ghost ration cards and cards issued to ineligible persons.
- (x)** Ensure that ration cards are physically available with bona-fide beneficiaries. In cases where card has been lost by the beneficiary or retained by unauthorized persons or mortgaged etc., fresh duplicate ration cards should be printed and supplied to bona-fide beneficiary.
- (xi)** Set up a robust Complaint Redressal Mechanism for prompt enquiry into complaints. Complaints and action taken thereon shall be recorded and monitored.
- (xii)** Collectors will make arrangements for receiving complaints in the District Civil Supplies Office and Block/Municipal Office and to receive complaints. All complaints will be recorded in a register. All the complaints will be enquired into within 7 days and action taken will be noted down in the registers. Collectors will make

arrangements for proper functioning of complaint redressal mechanism and will monitor and review the disposal of complaints on a regular basis.

(B) CSO-cum-DM, OSCSC :- The CSO-cum-DM, OSCSC, under the guidance and supervision of the Collector, will be personally accountable for proper implementation of the scheme. They along with their field Civil Supplies Executive Staff, will be responsible for timely lifting and placement of rice by storage agents and retailers, ensuring supply of proper quality and right quantity of rice, submission of reports and returns, checking and verification for implementation of scheme.

Submission of Declaration on 26th of Allotted month- The FPS dealer is to file a monthly Return of transactions through a mandatory Declaration on 26th to ADM / Sub Collector / BDO (as the case may be) for making future allocation (e.g. the Declaration submitted by a FPS dealer for May' 2014 on 26th May' 2014, would be used to determine his/her allocation for the month of July' 2014 to be made in the 1st week of June' 2014). The information in the declaration is to be updated in the system immediately at Block / ULB level to calculate District, Block / ULB & FPS allocations starting from 1st of next month.

The FPS Retailer, based on the declaration submitted by him/her, will send the **Closing Balance (CB) information** of the stock under various schemes by a **fixed format SMS** to 9437000359 from 26th to 28th of the allotment month. The closing balance of FPS will be validated in the online system by the concerned MI / IS of the Block / ULB from 29th to end of the allotment month. The detailed procedure for SMS by FPS is being communicated separately under m-Governance initiative. On this monthly declaration of FPS dealers, monthly certification on delivery of TPDS commodities at Fair Price Shop and its distribution to ration card holders during allocation month will also be done which will be countersigned by the concerned Sarapanch of the GP.

(C) ADM/Sub Collector/BDOs:- These officers will be responsible for proper implementation of scheme in their respective area of jurisdiction. They will ensure installation of hoardings, wall painting etc. in public offices for consumer awareness generation hold regular meetings and interaction with elected representatives, WSHGs, NGOs for being present at the FPS

on distribution days, designate extension officers to remain present in each FPS on distribution days, collect reports and returns from retailers about distribution of rice on each distribution day and submit reports to Sub-Collectors / Collectors, ensure physical availability and proper distribution of rice, maintain close vigil over distribution of rice, hold meeting of BALC/ TLAC every month, ensure regular functioning of RLACs / GPLACs / WLACs and take all other steps for proper implementation of the scheme. They will report about any problem/ dislocation in distribution without any delay to the Collector and take remedial action, as and when needed.

(D) ACSO :-

- (i) Supervision and monitoring of RRC-cum-DSC within his jurisdiction.
- (ii) Supervision and monitoring of lifting & delivery of stock by Handling & Transport Contractor at RRC-cum-DSC.
- (iii) Supervision and monitoring of deposit by FPS and delivery of stock at the doorstep of FPS by Handling & Transport Contractor Level-II.
- (iv) Checking of 5% mandatory declaration of retailers coming under the concerned sub-division.

(E) Inspector of Supplies/ Marketing Inspector of Block & ULB:-

- (i) Preparation of monthly distribution order for approval of BDO/ Sub-Collector retailer wise & scheme wise basing on allocation order of Collector for the Block/ ULB, with copy to District Manager, OSCSC & RRC-cum-DSC in –charge.
- (ii) Ensuring timely deposit by FPS.
- (iii) To bring to the notice of BDO/Sub-Collector in case of non-deposit / irregularity by FPS.
- (iv) To intimate RRC-cum-DSC in-charge online deposit statement with his counter signature for issue of stock.
- (v) To closely monitor delivery of stock by Level-II Handling & Transport Contractor at FPS point.

- (vi) Checking of 25% mandatory declaration of retailers coming under the concerned Block/ULB. Such checking shall be made in a manner that all the retailers of the Block/ULB are covered in 4 month.

(F) Procurement Inspector-PI (Depot I/c): The PI in charge of the RRC-cum DSC shall ensure that the PDS stocks are delivered in time at the door step of the FPS dealers through the Level-II handling & Transport contractors. However, s/he has to ensure that payment is made by the concerned FPS dealer either through the online Axis Bank module or through DD before despatching the PDS stock. S/he is to handover the DDs to the CSO cum DM with proper reconciliation. She has to ensure that rice received from the millers is of FAQ standard and in standard bags of 50 kg net+-250 Gms.

(G) Any Official with any duties relating to the scheme irrespective of his parent Department , would be bound to carry out the duties diligently without fail.

(H) Supervision at Distribution Centre :-

- (i) For each distribution centre, the ADM/Sub Collector/BDO (as the case may be) shall assign duties as far as possible and practicable. One Government officer will remain present on all distribution days. He will supervise the distribution of rice and send report to the ADM/Sub Collector/BDO at the end of each day. Government officers may be drawn from among extension officers and employees of any other Government Departments including school teachers.
- (ii) Wherever GP's are distributing PDS rice, services of Jogana Sahayaks is to be utilized for assisting the PEO in the distribution.
- (I)** FS & CW Department would take steps for implementation of the scheme and for wide publicity of the programme to create public awareness, especially in remote rural and tribal areas so that people take full advantage of the scheme.