

**ORISSA STATE CIVIL SUPPLIES CORPORATION LIMITED
STORAGE AGENT AGREEMENT**

Storage Agency Agreement for the period from 01.11. 2008 to 31.10.2010

THIS Agreement is made on this _____ day of _____ 2008

Between

Sri/Smt. _____ Aged about _____
son/wife/daughter of _____ At _____ P.O.
_____ P.S _____ District _____

(“Hereinafter called the Storage Agent”) of the one part,

And

The Managing Director, Orissa State Civil Supplies Corporation Ltd.

(Hereinafter called the “Corporation”) of the other part.

And where as it is the purpose of the Corporation to make available Food grains/Food stuff and / or other essential commodities at the Blocks/ULBs level for ultimate distribution to beneficiaries under Public Distribution System including govt. schemes such as ANNAPURNA, ANTYODAYA YOJANA etc and/ or for open market intervention.

And whereas the Storage Agent has agreed to serve the Corporation on the terms and conditions herein after appearing.

NOW THESE PRESENTS; WITNESS IS AND PARTIES HERETO IN PRESENCE OF FOLLOWING WITNESSED HEREBY MUTUALLY AGREE AS FOLLOWS :

CLAUSE – 1

Definition in these presents:

- (a) **“Government”** shall mean the Government of Orissa in Food, Supplies & Consumer Welfare Department.
- (b) **“Corporation”** shall mean the Orissa State Civil Supplies Corporation Ltd. (OSCSC Ltd.)

- (c) **“Managing Director”** shall mean the Managing Director (in short MD) of Corporation and any officer, authorised by him in writing on his behalf for any specified work to take on his behalf.
- (d) **“Collector”** shall mean the Collector of the Revenue District concerned in the state of Orissa.
- (e) **“District Manager”** shall mean the District Manager of the Corporation functioning in the Revenue District of (in short DM) or any officer, authorized by him in writing to perform any specified work on his behalf.
- (f) **“Storage Agent”** (SA) shall mean individual person/ firm/ society/Cooperative Society/Companies etc. who has been duly appointed by the Managing Director and consequent upon such appointment has signed the contract / agreement.
- (g) **“Depot”** shall mean godown or godowns owned or hired either by the Corporation or by the Storage Agent and approved by the Corporation./District Manager for the purpose of storing food grains or other commodities dealt with by the Corporation.
- (h) **“Quintal”** shall stand for 100 kilogram and shall mean the mass of the platinumiridium cylinder kept at the International Bureau of Weights and Measures declared International prototype of the kilogram by the First General Conference of Weights and Measures.
- (i) **“Delivered Stock”** shall mean stock of food grains or other commodities received by the Storage Agent by the order of the Corporation for ultimate distribution of the same in the manner directed by the M.D./District Manager.
- (j) **“Final disposal”** shall mean complete disposal of stocks as per the orders of the Corporation/District Manager.
- (k) **“BDO”** shall mean Block Development Officer of the Block (Panchayat Samiti) area concerned. Reference to BDO shall mean Executive Officer of the Urban Local body in respect of allotment/transaction meant for retailers of Urban areas.

CLAUSE – 2

(A) Duty / Responsibility of the Storage Agent.

(i) The Storage Agent shall:-

Open depot (s) at Plot No. (s) _____ Khata No. _____ Area
 in sq f.t. _____ Vill/Town
 _____ Block/Municipality

_____ as approved by the
 Managing Director/District Manager. The Storage Agent shall not store the delivered stocks other than the approved godowns. In case of any un-available circumstances the Storage Agent. may keep the delivered stocks in other godown on prior permission of the District Manager in writing.

- (ii) Storage agent shall utilize his own godown or take godowns under the ownership of the Corporation on hire basis available in his area of operation at prescribed rate on first priority unless otherwise proved unfeasible / unacceptable for storing stock.
- (iii) The selected Storage Agent shall furnish
 - a) Certified copies of his property documents basing upon which the solvency certificate was issued to him. by executing a mortgage deed in favour of M.D, OSCSC Ltd.,C-2, Nayapally, Bhubaneswar-12.
 - b) Non-interest bearing Security Deposit of Rs. 1,00,000.00 (Rupees One Lakh) in shape of Bank Draft drawn in any Nationalised Bank in favour of M.D. of OSCSC Ltd. payable at Bhubaneswar for handling PDS commodities and food stuff released for other Govt. schemes.

Provided that the Corporation may enhance the prescribed security deposit at any time by a general or specific order and, in such event, the storage agent shall furnish the additional security within such time and in such manner as may be decided by the Corporation.

(iv) The Storage Agent shall deliver the stock to retailer strictly as per the advice of the Corporation/ Collector/District Manager/Block Development Officer on collection of cost i.e. consumer price less the retailers margin. The quantity & date of issue of PDS Commodities to the retailers must be intimated to C.S.O-Cum- D.M. soon after the issue.

(v) No shortage of stock in any manner under any circumstances is allowed to Storage Agent.

(vi) The Storage Agent shall be responsible for safe and proper handling, transportation, storage, custody and/or sale of the delivered stocks and shall be liable for any damage, loss or shortage caused due to any reason or circumstances during loading, unloading, transportation and storage etc. The Storage Agent shall also ensure scientific storage of the stocks as per the conditions mentioned at Schedule – 1 appended to this agreement.

(vii) The Storage Agent shall refrain from holding non-prepaid stock disproportionate to the Security amount furnished by him and shall strive to facilitate its distribution among the Retailers within minimum possible time.

(viii) The delivered stocks shall be disposed-off on “first-in and first-out” method or as per the order of the District Manager / M.D.

(ix) The Storage Agent shall lift the stock from FCI depot on production of Delivery Order from the authorized officer of the Corporation deployed at FCI or from Corporation’s own godown or from any other Storage Agent’s godown or from any other place as per the direction of the District Manager within the time stipulated in the Delivery Order. During such transportation the storage agent must fix stickers / banners (3 ft. X 2 ft.) in all the trucks / vehicles carrying PDS articles from the concerned

godowns to his storage Depots. The stickers / banners should be displayed on the wind shield as well as rear of the vehicles containing the following information in black ink in Oriya language.

ON PDS RATION DUTY GOVERNMENT OF ORISSA.

- (a) Destination.
- (b) Commodity transported.
- (c) Name of the Storage Agent.

(x) In the event of a decision by the Corporation to undertake Departmental operation in place of Private Storage Agency, the appointed storage agent for such place shall be bound to hand over all his closing stock to the Officer designated for such purpose as early as possible.

(xi) Storage Agent shall deposit the cost of food grains, allotted to him for the following month (Cost being consumer price less Storage Agent's and Retailers margin) by 1st week of the current month or at such other time as may be advised by the District Manager and collect the Delivery Order. He shall also lift the stock before 25th of the said month and shall ensure its distribution among the retailers by last day of the month so that the beneficiaries will be able to get PDS items from 1st day of the following months from the retailer's counters.

(xii) In case of levy sugar, the Storage Agent shall deposit the cost of levy sugar (as intimated from time to time) by 25th of the preceding month of allotment in shape of Bank Draft/Banker's Cheque drawn in favour of the Managing Director payable at Bhubaneswar and collect the delivery order subsequently. Where there is difference between the allotment of the preceding and succeeding month, the cost will be deposited as per allotment of the preceding month and adjustment if any will be made subsequently. In case of Annapurna Scheme or such other Schemes as would be directed by the M.D., the Storage Agent should lift the stock from FCI/other depots without deposit of the cost with the District Manager.

(xiii) The Storage Agent shall maintain detailed Books of Accounts separately in respect of each commodity schemewise as per the "**Accounting Guidelines under pre-paid system**" and such other books/records as may be required by MD. The source of receipt & subsequent disposal of each commodity should be reflected in the accounts.

- For proper maintenance of accounts the Storage Agent shall maintain the following register and keep it updated regularly.
 - a) Stock register for PDS goods – Form
 - b) Tally Register – Form 'C'
 - c) Cash Book – Form 'D'
 - d) Sales / Issue Register – Form 'E'
 - e) Cash Receipt

Stock Register for PDS goods

On receipt of the stock, necessary entries should be made in the stock Register. Separate stock Register for such commodities should be maintained for each item. Details of receipt of stock as per the Tally Register will be entered on the Stock Register. Such Register with page number should be certified by the District Manager or his authorized representative and entries will be made sequentially in the register in chronological order.

Tally Register

One Tally Register will be maintained as per the form 'C' as specified under sub clause – (xiii)(B). It should reflect the quantity of allotment / issued to the Storage Agent and receipt of stock from FCI godown or storage agent.

Cash Book.

The Cash Book should be maintained as per prescribed Form. The amount realized on sale of PDS and non PDS commodities should be calculated and reflected in this Register with reference to Sales and Stock Register and Money Receipt. The Opening Balance should be taken into account on the amount reflected on the previous day or any amount received from Corporation or other sources.

Sale / Issue Register.

Bound and sequential page marked sale register shall be maintained separately by the Storage Agent for each commodities.

(xiv) The District Manager shall make indent to the Corporation and ensure availability of the required Register in sufficient quantity, which will be supplied to the storage agent on payment after certifying all Register as regard to pages contained therein. No Xerox copy, manuscript copy or copy of register generated by any other means shall be used by Storage Agent for any reason what so ever it may be.

(xv) The Storage Agent shall submit the bills for reimbursement of Transport Charges & differential rate in respect of disposal of delivered stock made during the month by the 1st week of succeeding month.

(xvi) The STORAGE AGENT. under all eventualities shall be responsible for keeping day to day accounts even in the event of his / her authorization to another person under clause-2 (xxvi) and shall authenticate the accounts by putting his / her signature in all transactions made during his / her presence / absence.

(xvii) The books of accounts of a Storage Agent shall be kept open at all time for inspection by the Managing Director or any other officers of the Corporation authorized by him/DM, OSCSC Ltd/BDO. The accounts shall also be produced for inspection and audit, at such places as may be fixed by the M.D./District Manager /BDO at the expenses of the Storage Agent.

(xviii) The Storage Agent shall furnish lifting particulars like date of lifting, quantity lifted etc. to the Block Development Officer of the concerned Block on arrival of the stock.

(xix) The Storage Agent shall furnish monthly Sales & Stock Return (perforated copy of Sales Register & Stock Register) within first two days of succeeding month duly countersigned by MI of the Block. He shall also furnish such reports & returns as required by the District Manager / Managing Director from time to time.

(xx) No storage agent shall be allowed to handle stock without adequate insurance coverage. The Storage Agent shall at his/her own expenses insure the delivered stock in any of the Nationalised Insurance Companies in favour of the Corporation and shall cover.

a. All risk during transit from the point of lifting till their final disposal to the retailers and during storage.

b. All losses / damage caused by riots, civil commotion / theft / burglary and any other such act.

c. The loss / damage by various natural calamities like flood , fire, cyclone etc.

d. If the insurance award is higher than the actual value of the insured stocks, the said excess amount is the absolute property of the Corporation & the Storage Agent shall not have any claim on the said excess amount.

(xxi) The Storage Agent shall deposit with the Corporation the original Insurance Policy and money receipt (s) for premium fully paid by him on account of aforesaid insurance. At no point of time the stock held by the Storage Agent shall be in excess of the insurance coverage. The loss suffered by the Corporation due to avoidance of insurance by any Storage Agent shall be recovered from the Storage Agent as prescribed at clause-2 B (v) read with clause-9 of the agreement. The insurance policy shall be made in favour of the MD, OSCSC Ltd. / District Manager.

(xxii) In case of any loss / damage is caused under any covered grounds in the Insurance Policy, the Storage Agent shall intimate the same to the MD and pursue with the Insurance Company on behalf of the Corporation till final settlement of the claims is materialised. If the whole or part of the claim is not admitted by the Insurance Company the same shall be treated as shortage/ misappropriation & its cost shall be realised from the Storage Agent at the rate prescribed under 2B(v), which shall be recovered from storage agent as per clause-9 of this agreement .

(xxiii) The Storage Agent shall under all circumstances strive to ensure smooth management of his agency with regards to lifting / distribution and accounting and shall avoid any dislocation in P.D.S.

(xxiv) If the Storage Agent duly appointed by the Corporation is other than an individual person i.e. firm / society / Cooperative society / SHG / WSHG, such Storage Agent shall duly authorize one person from among their organization by way of Power of Attorney to act on their behalf for the said organization with prior approval of Managing Director in writing. Such Storage Agent issuing Power of

Attorney in favour of a member of the organization shall be jointly and severally accountable for all acts of omissions and commissions made by such person holding Power of Attorney.

(xxv) No individual person shall be allowed to issue general Power of Attorney in favour of another person to deal with the entire business of the agency except for specific purpose and for maximum time period upto one month with prior approval of Managing Director.

(xxvi) The Storage Agent in the event of exigencies like unavoidable absence, illness etc. may authorize any one of his employees / relative / partner through a registered Power of Attorney to execute specific jobs within stipulated time.

(xxvii) If situation warrants any action under clause-2 'A' (xxvi), the Storage Agent while making such Power of Attorney, shall declare in clear form, the relation with the person to be nominated / entrusted such responsibilities. The power of Attorney holder should not be another Storage Agent or former Storage Agent who has incurred any disqualification for being appointed as Storage Agent.

(xxviii) If the period of absence exceeds one month for any reason such Storage Agent shall be treated as temporarily suspended and thus the agency shall be tagged to any nearer Storage Agent at the discretion of Collector. However, the temporarily suspended Storage Agent may resume the operation on receipt of written request from the suspended Storage Agent and after due consideration by the Managing Director, OSCSC Ltd.

B. Penalty

(i) The deposit of cost price i.e. consumer price less Storage Agent and Retailers margin shall be made within the stipulated time, failure of which shall entitle the Corporation to make alternative arrangements MD/ Dist. Manager may terminate the contract and/or may impose penalty at the rate of Rs.500/- for the first day and Rs.100/- for each subsequent days of default on each occasion considering the gravity of the negligency.

(ii) If the Storage Agent fails to lift the PDS stocks from FCI depot or Corporation godown or from any other Storage Agent's godown as directed by the Corporation / District Manager by 25th of the previous month of allotted month, the Managing Director shall have the right to forfeit the security deposit of the Storage Agent or suspend the Storage Agency of the Storage Agent or the both.

(iii) For failure on the part of Storage Agent to produce Monthly Returns within first two working days of the succeeding month in the prescribed formats, the District Manager may impose penalty of Rs.1,000.00 (Rupees One thousand only) for every day of default on each occasion.

(iv) For failure to submit Monthly Bills by stipulated date as per Clause 2A(viii), the District Manager may impose penalty of Rs.500/- or 10% of the bill amount for every day of default on each occasion.

(v) In case of shortage/misappropriation/diversion of Corporation stock, cost of shortage shall be determined as below and shall be recoverable from the Storage Agent in addition to other action including but not limited to forfeiture of security deposit and termination of the agreement.

Rice- At the economic cost of APL rice as fixed by Govt. or prevailing market price of rice as determined by the Managing Director which ever is higher.

Wheat - At the consumer price of APL wheat as fixed by Govt. or prevailing market price of wheat as determined by the Managing Director which ever is higher.

All other commodities at the market price as determined by the Managing Director.

(vi) The Security deposit furnished by the Storage Agent is liable to be forfeited in case of misutilisation / misappropriation of stock committed by the Storage Agent.

(vii) For violation the other terms of agreement except the conditions at clause-2B(ii),(vi) an amount up to Rs. 5000/- (Rupees Five thousand only) but not less than Rs. 500/- (Rupees five hundred only) may be imposed by Managing Director or any other officer authorized by him/District Manager, OSCSC Ltd.

(C) In all his activities pursuant to this agreement the Storage Agent shall subject to overall control of the Corporation be directly under the control of District Manager of the Corporation and shall comply with the orders issued by the District Manager from time to time.

(D) The Storage Agent shall obtain licenses under the Orissa Public Distribution System (Control) Order-2002 and/or any other relevant licencing orders from the competent authorities for storing and dealing different commodities entrusted to him from time to time. No storage agent shall be allowed to run storage agency without obtaining license under the above order. He shall also comply with requirement of all other laws and statutory rules/instructions applicable for the business.

(E) The Storage Agent hereby declares that he/she has received a copy of the accounting procedure and marketing guideline and has understood the provision contained therein and shall abide by the conditions prescribed therein, which shall form part of this agreement.

(F) For all the service rendered by the Storage Agent except transportation under this agreement, he is entitled for a consolidated margin per quintal of stock as per Govt./Corporation approved rate revised from time to time.

(G) The storage agent shall from his own cost provide and use duly certified Electronic weighing machine with Printer facility for weighment of the stock in order to maintain transparency.

(H) The storage agent shall own and use Computer for keeping datas / accounts and shall file computer generated returns. He, if he himself is not conversant with computer operation, shall hire or engage the services of a trained person for use of computers.

CLAUSE –3

Duration of the Agreement

The Agreement shall commence from the date of execution of the agreement i.e, fromand shall remain in force up to.....unless otherwise

determined under the provisions of this agreement. The terms and conditions of this agreement shall remain valid and binding, if for any reason the duration of this agreement is temporarily extended beyond.....by the Managing Director of the Corporation in the interest of the public. The Managing Director/District Manager shall have power to extend the term of this agreement beyond this period.

CLAUSE – 4

Extension of Storage Agency.

On expiry of this agreement by efflux of time under Clause –3 and or on termination of the same under Clause-8, the responsibility of the Storage Agent under this agreement shall continue in respect of all transactions entered into by him before the date of such expiry or termination and not liquidated by that date until final settlement of account, submitted to and accepted by the Corporation. The Storage Agent shall also be responsible for safe and scientific Storage of stocks held by him on the date of such termination or expiry until the stocks are finally disposed off without claiming any extra charge for the same from the Corporation.

CLAUSE – 5

Verification / Inspection of Stock

- (i) The Managing Director, the District Manager, General Manager (PDS), Manager (PDS) or any other authorized Officer of the Corporation/ Collector/BDO reserves the right to verify the stocks in the depot of the Storage Agent at any time without prior intimation.
- (ii) The Storage Agent shall provide all facilities along with parkhi, a sample drawer, some polythene and cloth bags, sample slips, sealing wax and candles at his own cost for such physical verification and drawal of samples being himself present or by his duly authorized representative.
- (iii) The Storage Agent shall affix at the entrance or at some conspicuous place of the depot a notice to the following effect, namely, “The stock inside the depot(s) belongs to the property of Orissa State Civil Supplies Corporation Ltd.,” failing which a penalty may be imposed /levied on the Storage Agent as will be suitably fixed by the Corporation. He shall also notify the up-to-date stock position of the stock.
- (iv) In case the Storage Agent does not provide facilities as aforesaid, the inspecting Officer shall take appropriate steps as he shall consider fit to conduct verification at the cost of Corporation, which shall be recovered from the Storage Agent, subsequently by the District Manager/Corporation either in cash or by way of adjustment from his pending bills / future bills /security deposit.

CLAUSE –6

Retrospective increase / decrease of price.

In the event of the ex-godown rate of any particular stock being increased subsequent to the payment for that stock at the previous rate by the Storage Agent and before the distribution of the same to the

retailers/consumers, the Storage Agent shall make a further deposit of money in such manner as may be prescribed by the Managing Director in it's behalf by general or special order in order to cover the amount of such increase in the ex-godown rate of any particular stock. Similarly in the event of a decrease in the ex-godown rate of any particular stock subsequent to the payment thereof by the Storage Agent and before distribution of the same, Storage Agent shall be entitled for refund of his deposit to the extent of the difference due to such decrease.

CLAUSE – 7

Payment to the Storage Agent

- (i) For all the services rendered by the Storage Agent except transportation under this agreement he is entitled to a consolidated margin per quintal of stock as per the Govt./Corporation approved rate revised from time to time, basing on the storage charges, incidental expenses & interest on investment.
- (ii) The Storage Agent will be reimbursed the transportation charges as per the Govt./Corporation approved rate revised from time to time.
- (iii) The Storage Agent shall also be reimbursed the differential amount if any paid to the retailers, by way of less receipt from Retailer's as per the authorisation of Collector/Block Development Officer/D.M./Marketing Inspector will be reimbursed to him on production of claim along with supporting documents.
- (iv) For all such charges mentioned at i, ii & iii, the Storage Agent shall submit to the District Manager, separate monthly bills in respect of disposal of delivered stock, made during the month by the 1st week of succeeding month.
- (v) Payment shall be made at the district office of the Corporation in each month upon the claim preferred by the Storage Agent on the basis of quantity issued. The settlement in respect of cost of unlifted stock payable, if any, to Storage Agent and the penalties and/or other dues, if any, recoverable from Storage Agent shall be done at the time of payment of monthly bills of the Storage Agent.
- (vi) The Corporation shall not pay any remuneration to storage agent for handling of PDS stock / for deployment of man power if made for handling the PDS stock or for any other purpose, what so ever it may be.
- (vii) The Corporation reserves the right to deduct the statutory dues such as Income Tax, TDS etc. from the pending or future bills of the storage agent.

CLAUSE – 8

Termination of Agreement.

- A.** The agreement may be terminated by either party by giving 60 days notice in writing to the other.
- B.** Not withstanding anything to the Contrary herein contained, the Corporation shall be at liberty to terminate with agreement forthwith upon or at any time after happening any of the following:-
 - (a) If the Storage Agent. shall commit a breach of the covenant as specified under clause-2 B (v)

(b) Upon:-b

- i In case of death or the Storage Agent become insolvent if he being individual
 - ii Dissolution of the partnership of the Storage Agent or adjudged as insolvent of any partner of the firm, if the Storage Agent be a firm.
 - iii The liquidation whether voluntary or otherwise or the passing of an affective resolution for the winding up, if the Storage Agent be a company. co-operative society SELF HELP GROUP or WOMEN SELF HELP GROUP etc.
 - iv I f any attachment in levied & continued to be levied for at least 7 days.
 - v If the Storage Agent in charge sheeted / convicted under the any one or more criminal vases by competent judicial court or detained in custody under Prevention of Black Marketing & Maintenance of Supplies of Essential Commodities Act 1980.
 - vi In case of revocation or suspension of the Storage agency license issued by competent authority under Orissa PDS control order-2002 and amended time to time
 - vii If the Storage Agent adulterates the food grain in any way to bring down the quality of food stuffs supplied to him.
 - viii If the Storage Agent is found to be frequent absentee causing serious dislocation in PDS.
 - ix If the Storage Agent delivered the stocks to the retailers at higher price than the rate fixed by Govt./Corporation.
- (x) In case of repeated violation of clauses I to VII and sub clause-2 C,D,E,G,H the Corporation reserves the right to terminate the Storage Agency agreement after giving the delinquent storage agent an opportunity to defend his illegal act or omission or commission.

In the event of the agreement being terminated by the Corporation, under the provision of sub-clause (B) above, the Storage Agent shall be in addition to any other liability, Civil, Criminal or under Orissa Public Demand Recovery Act – 1962 (Orissa) Act of (1963) or under the provision of Civil Procedure Code or under the terms of this agreement or otherwise liable to pay any loss or damage sustained to Corporation on account of such termination.

(xi) Any amount recoverable under the terms of this agreement by the Corporation shall be recoverable as land revenue/ public debt under the provisions of the OPDR Act.

CLAUSE – 9

Jurisdiction of the Court.

(a) In the event of any dispute covering or arising out of this agreement, the jurisdiction of the court shall be at District within the State of Orissa and it is hereby expressly agreed that neither party shall be competent to bring suit in regard to the matters covered by this agreement at any place outside

(b) It is hereby expressly agreed and declared by and between the parties hereto that all amounts due to the Corporation under the terms of the agreement if not paid in time be recoverable under Orissa Public Demand Recovery Act – 1962 (Orissa Act – 1 of 1963) or through Civil Court and shall bear interest at the rate of 18% per annum from the date when such payment falls due up to the date of final recovery and cost of litigation.

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

In the presence of witness :

(With address)

1.

2.

For and on behalf of
OSCSC Ltd.
Signed & Sealed.

In the Presence of witness :

(With address)

1.

2.

Signature of the Storage Agent.

SCHEDULE – I
SCIENTIFIC STORAGE OF FOODGRAINS IN THE GODOWNS.

i. Stocks of rice/wheat/sugar conforming to F.A.Q. standard should be stored in the godowns which is damp-proof, rat-proof flooring and pucca roofing providing dunnage such as wooden crates, bamboo mats, high gauge polythene sheet spread over the floor and having wire net ventilators.

(2) Bag storage is to be adopted.

(3) Stacking of bags should be made in such a way that any part of stock does not touch the walls of the godown. Gangways should be left between stack and stack, cross stacking method should be adopted so that no stock can easily collapse. The height of the stack should be limited to eleven bags and row should not ordinarily exceed 500 bags. The bags should be periodically brushed to have neat and clean appearance always. This method facilitates the physical verification of stocks at any time by counting the number of bags.

(4) There should be a signboard in front of godown prominently displaying the stock belongs to OSCSC Ltd..... and name of the Storage Agent, NAC, Municipality or Block and the locality of business.

(5) Printed Stack Card should be exhibited in the godown showing no. of bags. The total weight of the stock in the stack with date.

(6) The godown shall be kept neat and clean by sweeping the floor everyday and collect the sweepings. The stock should be exposed to free air by opening the godown every day for four to five hours to keep the stock in good condition.
