

## **JOB CHART OF QUALITY ANALYST (Contractual)**

Taking into consideration the number of RRCs / RRC-cum-DSCs functioning and number of Quality Analyst available in the district, one Quality Analyst shall be deployed in more than one RRC / RRC-cum-DSC to work on rotation basis. As far as practicable the receipt and issue of CMR at different RRC / RRC-cum-DSC have to regulated so that at least receipt of CMR shall be made on quality analysis by the Quality Analyst.

Besides, he / she shall also be attached to Paddy Purchase Centre operated by OSCSC Ltd. during paddy procurement season.

No Quality Analyst shall be deployed in OSWC / CWC godowns functioning as RRC / RRC-cum-DSC. However, they may be sent to check the quality of foodgrains as and when ordered by the District Manager.

The job description of Quality Analyst is as follows:

### **A. Duties in RRCs / RRC-cum-DSCs managed by OSCSC Ltd.:**

The job of Quality Analyst is basically to look after the quality aspect of foodgrains 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.

1. To ensure receipt of CMR strictly as per Uniform Specification at RRC / RRC-cum-DSC.
2. Grading and analysing 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 stencilling, 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.
3. 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.
  4. In case of sample not confirming to Uniform Specification, he / she shall make necessary recording in the lot rejection register.
  5. 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.
  6. To draw up stack plans and ensure proper building of stacks.
  7. To ensure proper cleaning of spillages and droppings by engaging Dusting Operator and Sweeper.
  8. To conduct fortnightly inspection for classification of stocks in order to ascertain the degree of infestation.
  9. To ensure timely prophylactic treatment and curative treatment consequent upon classification on finding of the degree of infestation.
  10. To conduct periodical categorisation of stocks of foodgrains in order to ascertain their fitness for issue under PDS.
  11. To ensure proper up keep of the laboratory including supervision of the work of Dusting Operator and other supporting Staff.
  12. To ensure all equipments in serviceable condition.
  13. To maintain stock of chemicals, fumigants and ensure proper accounting of their utilisation.
  14. To maintain all technical entry on the reverse side of the stack card up to date.
  15. To report to RRC / RRC-cum-DSC in-charge / District Manager as to requirement of chemical treatment of stocks.
  16. To keep close liaison with local CWC / OSWC officials for providing pest control services to RRC / RRC-cum-DSC as per the MOU with them.
  17. He / She shall remain physically present at the time of spraying and fumigation in RRC.

18. 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.

**B. Documentation in RRCs / RRC-cum-DSCs:**

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.
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.
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.

They will maintain the following registers / records.

1. Fortnightly Inspection Register with entry of the result of classification and categorisation.
2. Maintenance of Stock Register of equipments, chemicals & fumigants.
3. To maintain technical entries on the reverse side of the stack card.

**C. Duties in paddy purchase centres of OSCSC Ltd.:**

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.

1. To draw samples of paddy from heap / bags.
2. Grading of paddy i.e. Grade-A or common variety.
3. Analysing the representative sample of paddy brought by farmer following BIS / approved procedures.
4. To record the findings of analysis in the Vendor Receipt.
5. Execution of Quality Test Report of paddy in case of rejection of paddy.
6. To record the finds of analysis in the Paddy Purchase Register.
7. He/she can be sent to check the quality of paddy procured by PACS / Panipanchayat / WSHG / Market Yard.

**D. Duties on road movement of CM Rice:**

1. To verify the quality of stocks of CM Rice received from the source districts truck-wise on visual examination.
2. Conduct stack-wise inspection and record the refractions in Fortnight Inspection Register after the stocks are unloaded and stacked inside the godown.
3. To ensure disposal of all inter district quality complain cases as per the guidelines.

**E. Duties on rake movement of CM Rice:**

1. To verify the quality of CM Rice received on rake movement on visual examination wagon-wise.
2. Conduct stack-wise inspection and record the refractions in fortnightly inspection register after the stocks are stacked inside the godown.
3. To ensure disposal of all inter district quality complain cases as per the guidelines.

**F. Duties in District Headquarters:**

Quality Analyst may be posted in District Headquarter Quality Control Cell to look after the quality control matters at district level as follow:

1. To look after the functioning of District Quality Control Lab.
2. To work in District Quality Control Cell as technical member of the team.
3. To draw-up programmes for regular check / surprise check of RRC / RRC-cum-DSC by the District Quality Control Cell.
4. Arrange to despatch 5% of reference receipt samples of each RRC / RRC-cum-DSC / OSWC / CWC to OSCSC Ltd. Headquarter Quality Control Cell for re-analysis.

**G. Other Duties:**

1. They may be deployed for checking of quality of foodgrains at Fair Price Shop (FPS) / Hostels etc. as and when required.
2. They may be kept as RRC-cum-DSC in-charge in absence of the Procurement Inspector as per the order of the District Manager as and when required.
3. He / she can be utilised for any other official work by the District Manager as per the necessity.