

## **JOB CHART OF PROCUREMENT INSPECTORS**

Procurement Inspector will normally be deployed as head of one RRC / RRC-cum-DSC / DSC / Zonal Depot where physical operation of foodgrains under procurement and PDS shall be carried on for particular area tagged. In addition he will be nominated to work as Purchase Officer of one PPC, an Authorised Officer of rice mill and deployed as lifting officer for lifting of stocks from FCI / RRC / Zonal Depot as and when required. He may also be posted in District Headquarters or Corporate Headquarters.

Considering the nature of deployment the job description are as under.

### **(A) Duties & Responsibilities as RRC in-Charge of depot managed by OSCSC**

- (1) To open the godown during official hours punctually.
- (2) To ensure receipt of stocks from custom millers and other agencies as per prescribed procedure.
- (3) To ensure receipt / despatch of stocks from / to the transport contractor on road movement to own / other districts as per the monthly lifting plan & procedure.
- (4) To ensure receipt / despatch of rice through inward / outward rake operation as per the guideline through the transport contractor observing all formalities so as to complete operation within free time of railways thereby avoiding penal damage like demurrage and wharf age.
- (5) To ensure quality check of foodgrains while receiving from different sources and issuing under different food security programmes.
- (6) To ensure safety and scientific preservation of stocks in the godown received from all sources following code of storage practices (as per manual of operating procedures for RRC) till final disposal with timely chemical treatment.
- (7) To ensure weighment of stocks in both receipt and issue operation of foodgrains following prescribed guideline of Corporation.
- (8) To ensure maintenance of stack card, stack register for accounting of storage loss (S.L) and submission of return there on.
- (9) To maintain up-to-date records and accounts prescribed by OSCSC for each transactions.
- (10) To ensure uploading of data by the SA-cum-DEO & timely transmission of data through M-Governance.
- (11) To conduct periodical inspection of stocks and monthly physical verification of godown as per the guideline of Government / Corporation.
- (12) To arrange timely submission of the prescribed reports and returns to appropriate quarters.
- (13) To ensure minimization of storage loss (S.L) and transit loss (T.L) by observing the code of practices of scientific storage (as stated at para-6 above) / rules and regulations of Indian Railways scrupulously.
- (14) To ensure maintenance of prescribed records under rake movement for accounting of transit loss (T.L) and submission of return there on.

- (15) To exercise proper supervision over the level-I transport contractors & Head Office H & T contractor for timely lifting of foodgrains as per lifting plan.
- (16) To check the bills of H & T contractors and forward the same to the concerned District Manager for settlement.

**(B) Duties & Responsibilities as RRC-cum-DSC in-charge.**

- (1) All the works from serial number 1 to 15 under **(A)** above.
- (2) To ensure lifting of stocks of rice / wheat from FCI and Levy sugar from Zonal Depot in a time bound programme through the level-I transport contractor.
- (3) To ensure issue of stocks under PDS through door delivery system by the level-II transport contractor / mobile van on verification of pre-deposit of cost by FPS and observing required formalities and route chart with reference to distribution orders of BDO / Executive Officer.
- (4) To ensure collection / accounting of sales proceeds (Bank drafts) and their remittance to District Office central accounts in time.
- (5) To conduct verification of deposit by the FPS through online transactions before issue under PDS.
- (6) To exercise proper supervision over the level-I & level-II transport contractors & other H & T contractor for timely lifting and distribution of foodgrains as per the fixed date of distribution notified by State Government under different food security programme and report their performance to the District Manager.
- (7) To maintain registers & records relating to FPS on payment received & stock issued.
- (8) To ensure reconciliation of stock issued to level-II transport contractors and stocks delivered at FPS.
- (9) To check the bills of H & T contractors and forward the same to the concerned District Manager for settlement.

**(C) Duties & Responsibilities as DSC in-charge in CWC / OSWC managed depot.**

**(Only works related to issue of stocks)**

- (1) Receipt of drafts with dealers deposit slip from FPS.
- (2) In case of online deposit, computerised deposit statement to be received from Marketing Inspector / Inspector of Supplies of block.
- (3) Issue of loading slip to godown in-charge of CWC / OSWC for despatch through level-II transport contractor basing on deposits and distribution order.
- (4) Issue of Gate pass-cum-Transit pass for each vehicle loaded with stocks as per loading slip.
- (5) Preparation of FPS acceptance notes for each FPS as per Gate pass-cum-Transit pass.
- (6) Maintenance of registers & records relating to FPS on payment received & stock issued.
- (7) Reconciliation of stock issued to level-II transport contractors and stocks delivered at FPS.

- (8) While issuing to Level-II transport contractor, the quality check of foodgrains are to be ensured. Besides the weighment is also to be supervised.

(Works related to receipt of stocks, quality & weighment are the responsibility of CWC / OSWC officials in-charge.)

**(D) Duties & Responsibilities as DSC in-Charge in OSCSC managed depot**

- (1) To open the godown during official hours punctually.
- (2) To ensure lifting of stocks of rice / wheat from base RRC / FCI and Levy sugar from Zonal Depot in a time bound programme through the level-I transport contractor.
- (3) To ensure quality check of foodgrains while receiving from different sources and issuing under different food security programmes.
- (4) To ensure safety and scientific preservation of stocks in the godown received from all sources following code of storage practices (as per manual of operating procedures for RRC) till final disposal with timely chemical treatment.
- (5) To ensure issue of stocks under PDS through door delivery system by the level-II transport contractor / mobile van on verification of pre-deposit of cost by FPS and observing required formalities and route chart with reference to distribution orders of BDO / Executive Officer.
- (6) To ensure weighment of stocks in both receipt and issue operation of foodgrains following prescribed guideline of Corporation.
- (7) To ensure collection / accounting of sales proceeds (Bank draft) and their remittance to District Office central accounts in time.
- (8) To conduct verification of deposit by the FPS through online transactions before issue under PDS.
- (9) To ensure maintenance of stack card, stack register for accounting of storage loss (S.L) and submission of return there on.
- (10) To exercise proper supervision over the level-I & level-II transport contractors & other H & T contractor for timely lifting and distribution of foodgrains as per the fixed date of distribution notified by State Government under different food security programme and report their performance to the District Manager.
- (11) To maintain up-to-date records and accounts prescribed by OSCSC for each transactions.
- (12) To ensure uploading of data by the SA-cum-DEO & timely transmission of data through M-Governance.
- (13) To conduct periodical inspection of stocks and monthly physical verification of godown as per the guideline of Government / Corporation.
- (14) To arrange timely submission of the prescribed reports and returns to appropriate quarters.
- (15) To ensure minimization of storage loss (S.L) by observing the code of practices of scientific storage.
- (16) To maintain registers & records relating to FPS on payment received & stock issued.

- (17) To ensure reconciliation of stock issued to level-II transport contractors and stocks delivered at FPS.
- (18) To check the bills of H & T contractors and forward the same to the concerned District Manager for settlement.

**(E) Duties & Responsibilities as Sugar Zonal Depot in-Charge.**

- (1) To open the godown during official hours punctually.
- (2) To ensure receipt of sugar through inward rake operation as per the guideline through the transport contractor observing all formalities so as to complete operation within free time of railways thereby avoiding penal damage like demurrage and wharf age.
- (3) To ensure safety and scientific preservation of sugar.
- (4) To ensure issue of sugar through level-I transport contractor / other district transport contractor.
- (5) To ensure weighing of stocks in both receipt and issue operation of sugar following prescribed guideline of Corporation.
- (6) To ensure maintenance of stack card, stack register for accounting of storage loss (S.L) and submission of return there on.
- (7) To ensure maintenance of prescribed records under rake movement for accounting of transit loss (T.L) and submission of return there on.
- (8) To exercise proper supervision over the level-I transport contractors & other H & T contractor for timely lifting of sugar as per lifting plan.
- (9) To maintain up-to-date records and accounts prescribed by OSCSC for each transactions.
- (10) To ensure uploading of data by the SA-cum-DEO & timely transmission of data through M-Governance.
- (11) To conduct periodical inspection of stocks and monthly physical verification of godown as per the guideline of Government / Corporation.
- (12) To arrange timely submission of the prescribed reports and returns to appropriate quarters.
- (13) To ensure minimization of transit loss (T.L) by observing the code of practices of scientific storage (as stated at para-4 above) / rules and regulations of Indian Railways scrupulously.
- (14) To check the bills of H & T contractors and forward the same to the concerned District Manager for settlement.

**(F) Duties & Responsibilities while working in District Headquarters.**

- (1) He will work under the direct control of District Manager.
- (2) He will perform any work relating to PDS / Procurement as and when entrusted by District Manager.

**(G) Duties & Responsibilities while working in Corporation H.O.**

- (1) He may be attached to PDS / Procurement section to assist concerned General Managers.

- (2) He may be assigned with compilation of data in different matrix and preparation of progress reports on paddy procurement, rice receipts and PDS utilisation, required for managerial decision making / review meetings from time to time.
- (3) To deal with files relating to paddy procurement / PDS matters & corresponding there on.
- (4) He may accompany Senior Officers of the Corporation during their filed visit, as and when required.

#### **(H) Duties & Responsibilities as Purchase Officer of PPC.**

- (1) He is to head the Purchase Centre & work as per the operational guideline of OSCSC Ltd. with regards to the provisions of Food & Procurement Policy of the State Govt.
- (2) He is to ensure the following:-
  - (a) Timely payment of MSP to farmers.
  - (b) Maintenance of records and documentation.
  - (c) M-Governance & computerisation.
  - (d) Submit reports and returns in time.
- (3) Reconciliation of paddy purchase.
- (4) He is to submit the procurement records of PPC to the District Manager after procurement is over on proper acknowledgment.

#### **(I) Duties & Responsibilities as Authorised Officer of the Rice Mill.**

- (1) To verify the mill at prescribed periodical intervals.
- (2) To maintain prescribed records & documentation.
- (3) To ensure immediate reporting to higher quarters on slow delivery / non delivery or otherwise disposal of paddy / rice or change in business attitude of a miller.
- (4) For confidentially reporting to the District Manager with a request to arrange a raid in case of any doubtful activities of a miller endangering to the safe storage of paddy & rice of OSCSC under joint custody.
- (5) To ensure transmission of data by the miller through M-Governance.

#### **(J) Duties & Responsibilities as Lifting Officer (FCI / Other District / Sugar Zonal Depot)**

- (1) For verification of documents like R.O / D.O/ Allotment order.
- (2) For pre-inspection and joint sampling of stocks before loading.
- (3) To ensure issue of Transit Pass (T.P).
- (4) To ensure implementation of PDS guideline like display of banner on the vehicle, etc.
- (5) For reporting to District Manager & other quarters.

## General.

- (1) To ensure safe keeping of all records, documents for audit and finalisation of accounts purposes and submit in District Office / to successor as per direction of District Manager.
- (2) To exercise overall vigil and exhibit due presence of mind in case of any emergency in order to protect the commercial interest of the Corporation.
- (3) To extend necessary co-operation to the Senior Officers of GOI / State Government / OSCSC / Quality Control Cell / FCI while conducting inspection of quality and quantity of stocks in depot as and when required.
- (4) To exercise supervision over the supporting staff like SA-cum-DEO, Quality Analyst, Kantawalla, Dusting Operator and Watchman in order to maintain proper discipline and harmony among the staff so as to ensure accomplishment of assignment in a team spirit manner with sense of belonging towards the organisation. Also to keep watch over their conduct and performance for maintaining transparency in the systems and procedure.
- (5) He will be custodian of foodgrains in store and other equipments like weighing scale, dunnage materials and pesticides maintaining stock register/ fixed asset register as per the guideline and shall be answerable for any loss / damage to Corporation properties in godown beyond the approved norms. The lock and key of the godown will be kept with him and can be handed over to others on the orders of District Manager only after inventory of stocks.
- (6) To run the RRC / RRC-cum-DSC / DSC / Zonal Depot in a most efficient and business like manner with regards to different guidelines communicated from time to time / laws and having sense of belonging towards OSCSC.
- (7) To popularise Government schemes through IEC among farmers and other beneficiaries in grassroots level.
- (8) To keep liaison with area Inspector of Supplies, B.D.O, ACSO, Sub-Collector, local FCI Officials and District Manager, OSCSC Ltd. associated with PDS for smooth functioning of the depot and to attend periodical review meeting on PDS & Procurement at Block / Sub-division / District level.
- (9) He/She stands higher in the hierarchy of administration in the management of a godown functioning as RRC / RRC-cum-DSC / DSC / Zonal Depot under direct control and supervision of District Manager, OSCSC as his/her reporting authority.
- (10) He is under obligation to act upon the orders and instructions of his Reporting Officer and to obtain prior permission with alternate arrangement while leaving headquarter as per the leave rules of OSCSC Ltd. on proper inventory of stocks and stores in the godown in order to avoid disruption in PDS.
- (11) To build image of the Corporation as an efficient, service oriented, healthy and honest organization of the State Govt.
- (12) Any other works assigned as and when required.

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