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

PP : 40/19. Letter No : 15235 Dated: 18-10-19.

From

Sri Bishwajit Das, OAS (SAG),
Managing Director.

To

All CSO-cum-District Managers,
OSCSC Ltd.

Sub: Operational Guidelines for KMS: 2019-20

Sir,

Enclosed find herewith Operational Guidelines for KMS: 2019-20.

2. All District Managers are expected to go through these guidelines carefully.
3. District Managers must train Purchase Officers/ Authorised Officers/ Accountants/Supply Inspectors/ Marketing Inspectors/Procurement Inspectors and all other staff engaged in procurement operations, thoroughly about these guidelines.
4. Specific responsibilities have been fixed for officers concerned with procurement. Any deviation shall invite disciplinary action.
5. District Managers shall be responsible to ensure that these guidelines are circulated to all the Officers/Custom Millers/ DRCS / DCCB / DSWO / Executive Engineer (Irrigation)/WSHG/PPs etc. and followed by them. Disobedience/ deviations, if any, shall be brought to the notice of FS & CW Department & OSCSC Ltd. immediately.
6. The guidelines can be downloaded from the Corporation website www.oscsc.in

For any clarification, suggestion or modification, the undersigned may be contacted.

Encl:- 1. Operational guidelines (64 pages)
2. Annexures – I to V

Yours faithfully,

Handwritten signature
13-10-19

Managing Director

P.T.O

Memo No. 15236 /Date. 18.10.19.

Copy forwarded for information and necessary action to:-

1. Principal Secretary, Water Resources Deptt., Govt. of Odisha, Bhubaneswar
2. Commissioner-cum-Secretary, F.S & C.W Deptt., Govt. of Odisha, Bhubaneswar.
3. Commissioner-cum-Secretary, Co-operation Deptt., Govt. of Odisha, Bhubaneswar
4. General Manager, FCI, Bhubaneswar
5. Director, Social Welfare, Bhubaneswar
6. Registrar of Co-operative Societies, Bhubaneswar
7. Managing Director, Odisha State Cooperative Bank, Bhubaneswar
8. All Collectors and District Magistrates.
9. All Secretaries, DCCB
10. All DRCSs
11. Branch Manager, NAFED/MD, MARKFED/MD, TDCC, Bhubaneswar.
12. General Manager (PDS)/General Manager (Accounts)/General Manager (Tech.), OSCSC Ltd., Bhubaneswar.

Md
15-10-19
Managing Director

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

**GUIDELINES FOR PROCUREMENT, DISTRIBUTION AND DELIVERY OF
CUSTOM MILLED RICE UNDER DECENTRALIZED PROCUREMENT
SCHEME FOR KHARIFF MARKETING SEASON (KMS) 2019-20**

1. PREAMBLE

- (i) In pursuance of Food and Procurement Policy issued by Government of Odisha for KMS 2019-20, the Odisha State Civil Supplies Corporation Ltd. (herein after OSCSC Ltd.) shall purchase paddy, mill those into rice for (a) distribution against Government allocations under Food Security Schemes and other welfare schemes (b) delivery of surplus rice to FCI, under the Decentralized Procurement Scheme (DCP) of Government of India as per procurement targets fixed by State Government from time to time. There is, thus a necessity to issue detailed guidelines for undertaking such work.
- (ii) The procurement of paddy, distribution and delivery of resultant Custom Milled Rice (CMR) by OSCSC Ltd. shall be undertaken generally in accordance with the following guidelines subject to the provisions contained in Food and Procurement Policy issued by State Government for KMS 2019-20. In case of any problem concerning procurement, the same shall be brought immediately to the notice of the OSCSC Ltd. for appropriate clarification.
- (iii) Principles contained in the “Food and Procurement Policy for KMS 2019-20” issued by the FS & CW Department shall be strictly adhered to while undertaking procurement operations. The guidelines as outlined hereunder are to help achieve the objectives of Food & Procurement Policy of the State Government.

2. SPECIFICATIONS OF PADDY

Government of India has issued Uniform Specifications of all varieties of paddy for marketing season 2019-20, which was forwarded by F.S. & C.W. Department to all Collectors and Civil Supplies Officers in memo No.15792 dt.03.10.2019.

SCHEDULE OF SPECIFICATION FOR COMMON AND GRADE “A” PADDY.

Sl. No	Refractions	Maximum Limit (%)
1.	Foreign matter a) Inorganic b) Organic	1.0 1.0
2.	Damaged, discoloured, sprouted and weevilled grains	5.0 *
3.	Immature, Shrunken and Shriveled grains	3.0
4.	Admixture of lower class	6.0
5.	Moisture content	17.0

* *Damaged, sprouted and weevilled grains should not exceed 4%.*

As required by Government of India and communicated in the above letter of State Government, wide publicity of Fair Average Quality (FAQ) Specifications shall be made among the farmers in order to ensure that they get due price for their produce and rejection of the stocks is avoided. Procurement of paddy shall be ensured by OSCSC Ltd. strictly in accordance with above Fair Average Quality (FAQ) specifications.

3. MINIMUM SUPPORT PRICE OF PADDY

Paddy conforming to the specifications mentioned in above para is required to be purchased only at Minimum Support Price (MSP) and incentive bonus, if any, as declared by Government of India from time to time. Following Minimum Support Price (MSP) for Fair Average Quality (FAQ) paddy has been fixed by Government of India for KMS 2019-20.

Paddy	MSP for KMS 2019-20 (Rs. Per Qtl.)
Common	Rs.1815/-
Grade 'A'	Rs.1835/-

Paddy/rice shall be in sound merchantable condition, sweet, dry, clean, wholesome, of good food value, uniform in colour and size of grains and free from moulds, weevils, obnoxious smell, *Argemone mexicana* and *Lathyrus sativus* (Khesari) and admixture deleterious substances.

Payment of MSP is applicable only for FAQ standard paddy and sale of non-FAQ paddy below MSP will not amount to distress sale.

- In case of natural calamity like unseasonal rains, paddy under relaxed specification (URS), as and when approved by Gol, to be accepted by State Govt. and resultant rice of such URS paddy to be used in PDS as per direction of Gol.

4. PADDY PROCUREMENT PERIOD

4.1 The current KMS: 2019-20 spans from **1st October 2019** to **30th September 2020**.

4.2 As per Para 5.5 of Food & Procurement Policy for KMS: 2019-20, paddy procurement during the current KMS will be done as per the following timelines.

Season of KMS 2019-20	Procurement Period	
	From	To
Kharif	01-11-2019	31-03-2020
Rabi	01-05-2020	30-06-2020

4.3 Districts will schedule their procurement period within these broad timelines.

4.4 DLPC shall allocate adequate number of Mandi /PPC to each society so that marketable surplus as per the Farmers Registration data is procured within the procurement period as per target assigned by State Govt.

5. ALLOCATION OF TARGET FOR PROCUREMENT OF PADDY

5.1 FS & CW Department will finalize district wise target.

5.2 The OSCSC Ltd. shall procure paddy as per the target fixed by the Government in FS & CW Department.

5.3 The district wise target for procurement by individual district of the Corporation as assigned by Government from time to time shall be strictly adhered to.

5.4 The Collector of the district shall allocate targets to the PACS, WSHGs, Pani Panchayats considering the marketable surplus of the society and its performance.

5.5 The agency wise targets would be fixed based on the paddy availability with the PACS/Societies earmarked and allocated to them. Collectors of the districts would finalize the PACS/Societies or paddy purchase centres covering a Block(s) for the State Agencies other than OSCSC.

5.6 OSCSC shall not procure in the PACS/ Societies earmarked for other Agencies except in case of their failure, to ensure timely procurement.

5.7 Considering marketable surplus as per Farmers Registration Data and the progress of procurement by PACS, WSHG and PP, the Collector shall modify the target assigned to these agencies at his level out of the total target assigned to the OSCSC Ltd. for the district. In case the

target assigned by the Government is expected to be achieved by the district, then the Collector shall move to Government for revision of the target.

- 5.8 Only in case of emergencies, the OSCSC Ltd. shall be allowed by Govt. in FS & CW Department to procure paddy directly from the farmers.

6. MODES OF PURCHASE

6.1 Purchase under Central Pool Account

As per provisions contained in Food and Procurement Policy for KMS 2019-20, OSCSC Ltd. shall purchase paddy from farmers **on Central Pool Account** in the following manner:

- Purchases through PACS as Commission Agent with DCCB and DRCS as the supervising authorities.
- Purchases through WSHG as Commission Agent where DSWO shall be the Nodal Officer.
- Purchase through Pani Panchayats as Commission Agent where Executive Engineer (Irrigation) shall be the Nodal officer.
- Direct purchase by OSCSC Ltd. in the Market Yards, temporary market yards and mandis only in case of emergencies with the approval of Govt. in FS & CW Department.

6.2 Purchase under State Pool Account

As stipulated in Food & Procurement Policy of Government, OSCSC Ltd. shall have to procure the required quantity of CMR for distribution under **State Pool** account. The equivalent paddy required for such state pool CMR shall be purchased maintaining separate accounts.

6.3 Selection of PACS, WSHG & Pani Panchayats.

- 6.3.1 As per Para 7.4 of Food and Procurement Policy 2019-20, the District Collector with the assistance of CSO-cum-District Manager, OSCSC Ltd, DRCS/ARCS, DSWO, Deputy Director, Agriculture / DAO, Executive Engineer (Irrigation) and any other officer considered suitable by the Collector shall prepare a list of capable societies which will participate in the paddy procurement operation as agents of OSCSC.

6.3.2 The entire procurement area of the district shall be distributed among these societies so that there is no confusion among farmers as to where they will sell their paddy.

6.3.3 While selecting PACS, WSHG and PP the track record, past performance, financial capability and management, infrastructure available, location etc. shall be taken into account.

District Manager, OSCSC must ensure that where irregularities/substantial shortage in purchase and delivery of paddy to millers by the PACS, WSHG and PP in the earlier KMS have been detected, such agencies are not selected for the current KMS.

WSHG and PP shall procure paddy through P-PAS application. As such the WSHG and PP having IT infrastructure and manpower may be considered for selection. Where WSHGs are chosen to participate in procurement operations, they may be assigned with specific villages/GPs so that there is no jurisdictional conflict.

6.3.4 Online registration in the website www.foododisha.in and its subsequent authorization by the verifying officer shall be a pre condition. Those PACS / WSHGs / PPs which have already been registered in the earlier KMS shall update their current status.

6.3.5 As per Para-10.3 of Food and Procurement Policy 2019-20 RMC Market yard can also be allotted to two to three PACS/Societies to enable them to procure paddy from farmers of their jurisdiction as Market Yards have better facilities for weighing and storing. Such Market Yard would be the second and third purchase center (PPCs/Mandi) for the PACS/Society apart from their head Quarters. Such facility may only be extended to those PACS/Society which have adequate manpower.

6.4 The District Administration, as per Food and Procurement Policy 2019-20, shall take following preparatory steps in the beginning of KMS:

- ❖ Delineation of jurisdiction among PACS, WSHGs and PPs
- ❖ Online registration of PACS, WSHGs and PPs

- ❖ Formation of District Level & Society Level Procurement Committee
- ❖ Preparation of advance action plan.
- ❖ Generation of Farmers Paddy Assessment and Procurement Register.
- ❖ Finalization of agency (custom miller/transport contractor/society) for transportation of paddy from PPCs to Mill points, loading of paddy and other mandi handling operations. DLPC shall finalize agency (custom miller/society) who will perform mandi handling operations at the purchase centres.
- ❖ Arrangement for making temporary storage facility for paddy with sufficient number of tarpaulin and polythene.
- ❖ Training of field functionaries / committee members
- ❖ Availability of equipments in working condition

6.5 Purchase of paddy in centres operated by PACS

As per Food and Procurement Policy of State Government, the Corporation shall procure paddy from farmers through the PACS at the purchase centres to be operated by selected PACS. Individual PACS will be held responsible and accountable for business transactions with OSCSC. DCCB and DRCS at higher level of the hierarchy shall act as supervising authorities for the business with OSCSC Ltd.

6.6 Purchase of Paddy through Women Self Help Groups (WSHGs)

6.6.1 OSCSC Ltd. shall purchase paddy through Women Self Help Groups in those Gram Panchayats/villages where centres operated by PACS/LAMPCS are not in operation as decided by the District Collector. Where a PACS/LAMPCS have failed to perform in the past they may be replaced with suitable WSHGs. Where a PACS is operating several PPCs and unable to manage them smoothly, some of such PPCs may also be entrusted to a capable WSHG. The WSHG should ensure necessary IT infrastructure, deployment of Data Entry Operator and availability of Digital Signature Certificate for procurement through P-PAS.

6.6.2 Individual WSHG will be held responsible and accountable for business transactions with OSCSC.

6.6.3 As per the Food & Procurement Policy for KMS 2019-20 the District Social Welfare Officer (DSWO) shall be the nodal officer for

purchase of paddy through WSHGs in the district. DSWO at higher level of the hierarchy shall act as supervising authority for the business with OSCSC Ltd.

- 6.6.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG. All payments to farmers for MSP shall be routed through P-PAS.
- 6.7 Purchase of paddy through Pani Panchayats (PP)
- 6.7.1 OSCSC Ltd. shall purchase paddy through Pani Panchayat in those Gram Panchayats/villages as decided by the district Collector. The PP should ensure necessary IT infrastructure, deployment of Data Entry Operator and availability of Digital Signature Certificate required for procurement through P-PAS.
- 6.7.2 Individual Pani Panchayat will be held responsible and accountable for business transactions with OSCSC.
- 6.7.3 As per the Food & Procurement Policy for KMS 2019-20 the Executive Engineer (Irrigation) Pani Panchayat shall be the nodal officer for purchase of paddy through PP in the district. Executive Engineer (Irrigation) at higher level of the hierarchy shall act as supervising authority for the business with OSCSC Ltd.
- 6.7.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat. All payments to farmers for MSP shall be routed through P-PAS.

6.8 Monitoring mechanism of paddy procurement

State Level, District Level and Society Level Procurement Committees are in place for monitoring of paddy procurement operations at different levels during KMS 2019-20.

6.8.1 State Level Procurement Committee (SLPC).

- SLPC under the Chairmanship of Chief Secretary, Odisha shall review arrangement of paddy procurement operations at the beginning of each Kharif/ Rabi season of the KMS.
- Besides, Committee shall review status of procurement of paddy and delivery of rice by procuring agencies to RRCs of the State Govt. and FCI in respect of previous season and issue of suitable instructions for smooth procurement operations.

6.8.2 District Level Procurement Committee (DLPC)

DLPC acts as a nerve center in monitoring of paddy procurement operations such as finalization of the start of procurement date and number & name of the Society and location of the PPC, fixation of number of PPC/mandi days for each PPC/Mandi, review of the preparation for procurement in the district, finalization of agency (custom miller/transport contractor/society) for transportation of paddy from PPCs to Mill points, loading of paddy and other mandi handling operations. DLPC shall finalize agency (custom miller/society) who will perform mandi handling operations at the purchase centres.

6.8.3 Society Level Procurement Committee (SoLPC)

- SoLPC will be constituted at each PACS/Society with its Secretary as convener. The local R.I, VAW (Agriculture), 3 to 6 farmers of the area, E.Os of G.Ps (within jurisdiction of PACS) will be member of the committee. Elected president of the PACS/ Society or a farmer member nominated by the committee members shall be president of SoLPC. However question of nomination will not arise during the continuation of the elected president.

A panel of names of farmers covering all villages shall be given, through Co-operation Extension Officers of the Block by the PACS/society to the BDO to choose three to six (at the maximum) farmers for the committee. The names shall be so chosen as to represent at least one farmer from area covered by each PACS.

- Wherever WSHGs or Panipanchyats are engaged in paddy procurement, DSWO/E.E., LI shall take steps to ensure that SoLPCs are formed in respect of those procuring societies.
- The role and responsibilities of SoLPC are outlined in Para-6.3 & 6.4 of Food & Procurement Policy for KMS 2019-20.

7. EXECUTION OF AGREEMENT

7.1 On behalf of OSCSC Ltd., CSO-cum-DM shall execute agreement with individual Society/PACS. For the purpose of authenticity, ARCS

concerned will endorse the signature of the Secretary/Authorized functionary of the PACS on the agreement document.

- 7.2 The District Manager & Accounts Head of the district shall execute agreement jointly with miller on behalf of OSCSC.
- 7.3 OSCSC Head Office shall execute agreement with OSCB for procurement related transactions.
- 7.4 District Managers of OSCSC Ltd shall enter into a tripartite agreement with DSWO and WSHG.
- 7.5 District Managers of OSCSC Ltd. shall enter into a tripartite agreement with the Executive Engineer (Irrigation) and Pani Panchayat.

8. EQUIPMENTS AND INFRASTRUCTURAL FACILITY AT PADDY PURCHASE CENTER

The following equipments are required at the paddy purchase centres operated by PACS, WSHG & PP.

- i) Sufficient godown facility, ii) Road for transportation, iii) Weighing Scale (both electronic and manual), iv) Moisture meter, v) Sample divider, (vi) Analysis kit, (vii) Set of sieves, (viii) Parkhi, (ix) Sample collecting pan, (x) Mini Grader/paddy cleaner, (xi) Polythene bag, (xii) Tarpaulin / Polythene sheet, (xiii) Waiting space, (xiv) Drinking water facility, (xv) Toilet facility & (xvi) Open/covered platform having size of 20' x 30'.

The RMC shall provide the equipments at PPCs. PACS, WSHG and PP shall ensure that they are in working condition. The PACS who has designated place of business and minimum infrastructural facilities as noted above will be given first priority.

9. RECORDS AND REGISTERS AT THE PADDY PURCHASE CENTRES

- 9.1 The following major records and registers shall be maintained at the purchase centres run by PACS, WSHGs & PPs except cash book which has become redundant on implementation of P-PAS and DBT.

• Token Slip	• Farmers paddy assessment & procurement register
• Quality Test Report of paddy	• Paddy Stock Register
• Vendor Receipt	• Paddy Dispatch Register
• Paddy Purchase Register	• Miller's Control Register (Paddy)
• Paddy Rejection Register	• Millers Authority Slip (MAS)
• Transit Pass - cum - Paddy Acceptance Note	• Society Authority Slip (SAS)

In addition to above major registers/records, societies shall maintain other records/registers as would be required for monitoring of procurement process and other reconciliation work.

- 9.2 The above registers/documents are system generated and no manual registers/documents would be used. So PACS/Society are to preserve hard copy of all such registers/documents in bound book shape for all future purposes.
- 9.3 The farmer's signature shall be obtained on the vendor receipt in duplicate and one copy is to be preserved by the PACS/Societies.
- 9.4 The custom miller is delivered with paddy on issue of Transit Pass-cum-Acceptance Note. Paddy will be delivered to the custom miller on execution of Transit Pass-cum-Acceptance Note individual vehicle wise. **The driver of the vehicle, custom miller or his authorized representative and authorized person of the society shall sign on the Transit Pass-cum-Acceptance Note.**
- 9.5 Secretary of PACS/DCCB/DRCS/ARCS, DSWO and Executive Engineer (Irrigation) must ensure that above mentioned records and registers are maintained and preserved properly by PACS / WSHGs / PPs.

10. IDENTIFICATION OF FARMERS

- 10.1 As per Para-3.2 of Food and Procurement Policy 2019-20, all farmers have to provide information about their identity proof in terms of Aadhaar for the purpose of registration. Any farmer who doesn't have an Aadhaar Card shall furnish and Aadhaar Enrollment Number as proof of having applied for the card from UIDAI.
- 10.2 Sale of paddy shall be effected through proper identification of farmers. To facilitate such identification necessary equipments shall be provided.
- 10.3 The Purchase Officer of PPC/PACS/WSHG/Pani Panchayat shall verify the above Identity proof before purchase of paddy and also enter the ID number in the vendor receipt and purchase register.

11. REGISTRATION OF ACTUAL TILLERS INCLUDING SHARECROPPERS, SMALL AND MARGINAL FARMERS

- 11.1 As per Para -8.1 of Food and Procurement Policy of KMS 2019-20, FS & CW Department and Co-operation Department shall create enabling

conditions for entry of more actual tillers of soil including sharecroppers, small and marginal farmers into the Government procurement fold. The aim should be to bring more and more actual tillers of soil to the PPCs or mandies.

- 11.2 As per Para -8.2 of Food and Procurement Policy of KMS 2019-20, in order to ease the difficulty of registration of actual tillers, they may be allowed to be registered even when they are unable to show consent letters from landowners or certificate from *Sarpanches*. However, they will be permitted to sell their marketable surplus subject to verification of their claims through District Agriculture Officers or Tehsildars.

12. REGISTRATION OF FARMERS & REGULATING ARRIVAL OF PADDY

- 12.1 Farmer Registration would be the only process to identify the genuine farmers.
- 12.2 As per the modalities for Kharif registration all farmers willing to sell their produce have to be registered afresh i.e. no renewal is allowed and farmers have to provide all details-personal/land/bank related information again by way of new registration.
- 12.3 The registered farmers would be intimated by SMS about the dates, at least 7 days in advance, as to when to bring the paddy to the PPC. A farmer may also contact PACS/WSHG/PP. Schedule of procurement shall be displayed by the PACS/Society on its notice board.
- 12.4 Collector may assign various days of a week to PPCs for operation of Mandis so as to ensure timely purchase of surplus paddy from the farmers by the societies.
- 12.5 The procuring societies shall endeavor to bring more and more farmers into the procurement fold so that they receive the benefit the MSP.

13. FARMERS PADDY ASSESSMENT AND PROCUREMENT REGISTER

- 13.1 After digitization of farmer data relating to cultivated land details, society-wise Farmers Paddy Assessment and Procurement Register would be generated on-line.
- 13.2 The marketable surplus will be automatically calculated in respect of each registered farmer.
- 13.3 Societies/organizations undertaking paddy procurement are to takeout auto generated print (hard copy) of purchase paper indicating quantum

of paddy, compile in the form of register signifying the total marketable paddy and thus the target of the society.

14 PAYMENT OF MSP TO FARMERS

- 14.1 In all paddy procuring blocks, P-PAS has been implemented. All payments to farmers account shall be done through online mode within 24 to 48 hours. Payments to the farmers shall be made directly from OSCB account to the farmers account under proper authentication. Such direct transfer of funds to the accounts of farmers will be made as per the data entry made by PACS/Society in P-PAS application. In exigencies of failure of online mechanism such payment will be made by way of direct transfer of MSP dues to the farmer's accounts.
- 14.2 The Society Secretary shall generate vendor receipt and TP-cum-AC Note on real time basis. Where the real time transaction could not be made due to lack of internet connectivity, at the end of the day the society shall upload/sync the data to the online P-PAS server.
- 14.3 Payment advice for the paddy procured from the farmers shall be generated centrally and the payment will be processed after confirmation of TP-cum-A.C Note by the miller.
- 14.4 The WSHG and PP shall make payment to the farmers through online mode using P-PAS system for the purchase of paddy from the farmers within the specified period.
- 14.5 For any delay in payment or deviation in mode of payment, the District Manager shall bring the matter to the notice of Collector and Head Office for necessary action in the matter.
- 14.6 The Society Secretary shall ensure prompt uploading/sync of purchase data online to the P-PAS server to facilitate transfer of funds to farmer's accounts within the prescribed time limit.

15. OPERATION AT PADDY PURCHASE CENTRES

- 15.1 The purchase centre run by PACS, WSHG and PP shall operate on specified days of a week as decided in the District Level Paddy Procurement Committee meetings so as to procure marketable surplus within stipulated period as per target.
- 15.2 All paddy procurement transaction at PPC or mandi will be made through P-PAS application software, all the documentation shall be system generated. Online P-PAS system will be adopted in all paddy

procuring districts. Procurement may be made in offline mode in special cases where the societies don't have adequate internet connectivity.

- 15.3 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- 15.4 Paddy sample shall be drawn for quality analysis. The paddy conforming to the required specifications shall be purchased and if the quality is not as per the specification the paddy shall be rejected, recording the details in the paddy rejection register. The farmer may be advised to improve the quality of the paddy for acceptance.

The farmer will have two options. The first one is to take back the paddy, improve the quality and bring it back on another date to the PPC for sale. Second option would be to get the quality improved at the PPC itself. The PPC should have adequate space and facility for cleaning. WSHG or private entrepreneurs with paddy cleaners (power) may provide paddy cleaning services at each PPC. Farmers shall avail this facility on payment basis. The PPC I/C may engage WSHG or private entrepreneurs with power cleaners for this purpose.

- 15.5 The weighment of the FAQ paddy shall be taken and vendor receipt shall be issued to the farmer obtaining his full signature.
- 15.6 **The paddy so purchased shall be delivered to the custom miller on execution of Transit Pass-cum-Acceptance Note for each vehicle.**
- 15.7 **At the end of the day, miller wise Transit Pass-cum-Acceptance Note shall be consolidated for maintenance of account of paddy delivered to a miller against the target allocated through SAS.**
- 15.8 The copies of the Transit Pass-Cum-Acceptance Note shall be submitted by the Secretary of the Society at the District Manager's office on weekly basis for reference and record.

16 RESPONSIBILITIES OF REGULATED MARKET COMMITTEE (RMC)

- 16.1 As per Para-10.1 of Food and Procurement Policy 2019-20, the respective RMCs and Societies themselves will be responsible for making these facilities and other infrastructures available at the PPCs operated by PACS, WSHG & PP as mentioned at Para-8 above.

- 16.2 Where the procurement is done at the market yards / sub-market yards, providing watch and ward for protecting paddy shall be the responsibility of the concerned RMC.
- 16.3 The RMCs would set up temporary market yards with minimum facilities as PPCs in heavy procurement blocks for facilitating procurement by OSCSC Ltd.
- 16.4 As per Para 10.2 of Food and Procurement Policy, **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at Para 16.3 above as additional Market Yards as per provisions of OAPM Act/Rules.**
- 16.5 RMCs will take up IEC activities for creating awareness about FAQ norms of paddy and Minimum Support Price among the farmers. FS & CW Department will plan, guide and execute IEC campaign for successful implementation of farmer registration and paddy procurement programmes.

Wherever FS & CW Department or OSCSC incurs any expenditure on such IEC activities, such cost shall be borne out of market fees payable to RMC.

- 16.6 RMCs will ensure that farmers bring paddy of FAQ standard to the PPC. In case the same is in wet condition having inadmissible moisture content it should take up the responsibility of dissuading the farmers from bringing such paddy and in some cases if need be should take steps for drying. PACS/LAMPCS shall also ensure that the farmers bring paddy of FAQ status to PPCs.

Upon arrival of paddy at the PPCs sample testing will be conducted to see if it conforms to FAQ norms. RMC will provide temporary quality analyst at each Mandi/PPC for conducting such sample testing. These quality analysts may be sourced from outside and trained beforehand.

17. PROVISIONING OF FUNDS

- 17.1 Payment to the farmers shall be made through online mode to the accounts of the farmers directly by OSCB, Bhubaneswar on near real time basis using P-PAS application.
- 17.2 The farmers registration database will be integrated with the P-PAS application for such transfer of funds to the accounts of farmers.

17.3 OSCSC Head Office shall make arrangement of funds with OSCB.

18. CUSTOM MILLERS ELIGIBLE TO PARTICIPATE IN KMS 2019-20

18.1 The millers who have delivered 100% of CMR due by approved timelines, shall be treated as regular millers for participation on 1:6 SD norm. No rice miller shall be allowed to participate in procurement operations till completion of 100% CMR delivery. The miller having outstanding dues of CMR delivery account of OSCSC and other state agency will not be allowed to participate.

18.2 Millers who have not delivered entire quantity of CMR of any KMS, shall not be considered for appointment as custom miller in the current KMS 2019-20. Millers completed delivery of CMR of KMS 2018-19 after approved timelines may be considered with such terms and conditions as may be decided by OSCSC Head Office/Govt. in FS & CW Department.

18.3 If any defaulting miller of earlier years i.e. KMS 2017-18 and previous KMS has delivered rice or deposited the cost of shortage subsequently and in the event the participation is allowed, the miller will be treated as new mill for all purposes in the 1st year of participation.

18.4 A defaulting miller participated in KMS 2018-19 (1st time) under 100% security norm and if allowed for participation subsequently, the security norm is as follows depending on the nature of default:

i. Default in delivery of CMR beyond due date:

Participation on 1:4 SD norm in the 2nd year of participation i.e. 2019-20 KMS and restoration of normal ratio from 3rd year onwards.

ii. Default on account of detected shortage:

Participation on 1:4 SD norm with guarantor for the amount exceeding the security equivalence in the 2nd year of participation i.e. 2019-20 KMS and restoration of normal ratio from 3rd year onwards.

However graduation to normal security norm will be subject to performance of the miller.

18.5 As per Para-17.4 of Food and Procurement Policy 2019-20, the Millers having uncertified crude boiler should not be allowed to undertake procurement and processing of paddy into parboiled rice with such

uncertified boilers. However, such mills may be allowed to process and deliver raw rice.

19. SELECTION OF CUSTOM MILLER

- 19.1 As per Para-15.1 of the Food and Procurement Policy 2019-20 online registrations for a new miller through the website i.e. www.foododisha.in is a pre-requisite for participation in the procurement operation of KMS 2019-20. The millers who are already registered in KMS 2018-19 shall update their current status.
- 19.2 The miller having two units (Raw & Boiled) in the same campus would be considered as two separate mills. Miller is to register online separately. In such cases separate agreements are to be executed both for raw plant and boiled plant. Similarly security deposit shall also be furnished for each plant.**
- 19.3 The rice miller producing boiled rice shall deliver boiled rice only.
- 19.4 For KMS 2018-19, rice mills producing raw rice in boiled rice consuming districts were to deliver entire CMR due to FCI. This was also a condition in the agreement with the custom millers. The custom millers who have not delivered in such manner shall not be allowed to participate in KMS 2019-20 unless district administration has received raw rice from them at RRCs under compelling circumstances or for consumption in own districts or in other districts with the approval of the OSCSC Head Office.
- 19.5 Participation of millers for the KMS 2019-20 who have delivered 100% CMR due by approved timelines shall be treated as regular miller for participation on 1:6 Security Deposit (SD) norm. No rice miller shall be allowed to participate in procurement operations till completion of 100% CMR delivery.
- 19.6 In case of any mill having been acquired either by purchase or lease the inheritor/purchaser shall be liable for payment of the dues of the defaulting miller. Such mill shall be allowed after clearance of dues to participate on SD norm of 1:1, 1:2 and 1:3 in 1st, 2nd and 3rd year respectively.
- 19.7 Taking into account the above guidelines, the District Manager, OSCSC Ltd. shall take steps for appointment of suitable custom millers after due approval of district Collector. For this purpose, financial

capacity and past track record of the custom miller, certificate issued by Pollution Control Board, Inspector of Factories and Boilers and by concerned authorities on milling capacity, income tax, GST and statutory tax, storage capacity, electricity connection and bills, shall have to be considered.

19.8 The miller at the time of agreement shall declare in the shape of **affidavit** his debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2019.

19.9 In case of multiple ownership, the onus of default will be on the miller, not on any particular mill of his ownership. Accordingly the punitive provision as delineated elsewhere will apply to all the participating mills of his ownership irrespective of the act of default committed in respect of any number of mills owned by him.

20. PARTICIPATION OF LEASE HOLD MILLS

20.1 LEASE HOLD MILLS

Lease hold millers may be allowed to participate as custom millers of the Corporation only by furnishing 100% security deposit.

20.2 LEASE HOLD MILLS OF CO-OPERATION DEPARTMENT

RCMS rice mills taken on lease hold shall be treated as regular mills if there is no change of lessee subject to fulfillment of all other requirements.

Lease hold mills of Co-operation Department which are functioning for last five years without default under the same lessee may be given paddy @ 1:6 SD norm. All other such mills can be allowed to participate on 1:1 SD norm.

20.3 The Custom Miller shall produce a copy of the lease deed for execution of agreement.

21. PARTICIPATION BY NEWLY INSTALLED MILLS

21.1 During KMS 2019-20, new mill may be allowed participation after due inspection of such mill, which will include assessment of milling capacity/ staff strength and ancillary infrastructure among all other things. The capacity will be assessed with reference to pertinent documents like electricity bill, report of Pollution Control Board and drying / boiler capacity whichever indicates the lowest.

21.2 Any new rice mill which intends to participate as a custom miller for paddy/rice procurement operations in a particular season must apply to the Collector of the district with all required statutory certificates before the start of such operations from 1st November. No new rice mill shall be appointed as a custom miller in the mid-season. Such new mills shall be given paddy on 1:1 SD norm. However OSCSC Head Office/Govt. in FS & CW Department may relax the security norm on case to case basis as per the requirement and for smooth procurement operations.

A new rice mill in its 1st year of participation having lifted a minimum of 10,000 qtl. of paddy in that KMS and delivered equivalent CMR within prescribed timeline shall be treated as regular miller in the 2nd year and onwards.

21.3 All other conditions shall be applicable to such new mill(s).

22. PARTICIPATION OF RAW RICE MILL IN BOILED CONSUMING DISTRICT AND VICE VERSA & PROCUREMENT OF RICE AS PER CONSUMPTION PATTERN OF THE DISTRICT

22.1 The district to procure rice as per consumption pattern of the district i.e. boiled rice consuming district shall only procure boiled rice and vice-versa.

22.2 Some mills producing raw rice are situated in the boiled rice consuming districts. Similarly some boiled rice mills are situated in raw rice consuming districts.

22.3 Raw rice mill in boiled rice consuming district and boiled rice in raw consuming district shall be allowed to participate in procurement operation. These mills shall be delivered paddy **4 (four) times** of security deposit.

22.4 These rice mills shall only be allowed to participate in the custom milling subject to condition that the miller producing raw rice/boiled rice as the case may be shall deliver entire rice due to FCI.

22.5 Boiled rice shall not be received at RRCs of raw rice consuming districts and Raw rice shall not be received at RRCs of the boiled rice consuming districts. However the district administration may receive raw rice/boiled rice in special circumstances citing reasons thereof and utilize within the district.

22.6 However raw rice mills in boiled rice consuming districts may be allowed to deliver raw rice in RRC as per decision of Govt./OSCSC to meet the requirement of other raw consuming districts.

23. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS

23.1 The millers who have completed **100% delivery of CMR by approved datelines** only will be allowed to participate in other nearby districts having deficit milling capacity.

23.2 Cluster approach for outside miller participation will be preferred. However, the following is the illustration only. There may be variations looking at requirement.

Cluster approach of millers participation in 2 clusters viz.:

- Kalahandi-Nuapada-Bolangir-Koraput
- Bolangir-Sonepur-Sambalpur-Bargarh-Boudh

23.3 Millers of a district will be allowed to participate for procurement in other nearby deficit milling capacity district as follows:

Name of the district of the miller	Districts Where to be allowed to participate
Nuapada & Bolangir	Kalahandi & Koraput
Bargarh, Bolangir & Sambalpur	Sonepur & Boudh
Jajpur & Mayurbhanj	Balasore, Bhadrak & Keonjhar
Cuttack, Khurda, Jajpur & Puri	Jagatsinghpur
Ganjam	Kandhamal

The basic guiding principle should be lack of milling capacity and non-availability of eligible custom millers in the districts where deployment of outside millers is being considered.

The distance factor, track record of participating millers and their capacity should also be kept in mind while deputing outside district millers. However, under no circumstances there should be any dislocation in procurement operations both in the districts from where the millers are being deputed and the districts to which they are being deployed.

23.4 Whenever OSCSC Head Office feel that, there is a situation leading to monopolization of procurement process by participating millers of certain districts, it can deploy millers from nearby districts to ensure smooth procurement operation. In such cases instructions of OSCSC

Head Office shall be final and binding on concerned Collector / District Manager, OSCSC Ltd.

- 23.5 As per Para 17.3 of the Food and Procurement Policy 2019-20, in case of districts where adequate number of rice mills are not available, the Collector may assign millers from other districts as per table above with surplus capacity in consultation with the concerned Collectors and approval of MD, OSCSC Ltd. This arrangement need to be finalized before 15 days of start of procurement of the district.
- 23.6 However, one custom miller shall not participate in more than two revenue districts including district where rice mill is located. CSO-cum-DM must ensure this while recommending the name of millers.
- 23.7 In such case, the District Manager of procuring district shall execute separate agreement with the custom miller of the other district. For instance DM, Jagatsinghpur will execute agreement for the custom millers of Cuttack participating in procurement of Jagatsinghpur.
- 23.8 The raw producing mills in boiled consuming districts and boiled producing mills in raw consuming districts shall not be allowed to participate in other districts.
- 23.9 Participation by outside miller shall be generally on 1:3 SD norm except for Jagatsinghpur where it will be 1:6 SD norm. However OSCSC Head Office/FS & CW Department may relax the security norm whenever and wherever there is necessity for smooth procurement of paddy. The Millers shall furnish separate instrument of security to the District Manager from where the paddy will be procured.
- 23.10 Millers intending to participate in cross-district operations for the KMS: 2019-20 should have delivered 100% CMR due of KMS 2018-19 of both districts (own/ other) by the approved timelines.

24. DELIVERY OF PADDY AGAINST SECURITY DEPOSIT BY THE CUSTOM MILLERS

- 24.1 The millers who have delivered 100% CMR due by **approved timelines** shall be treated as regular miller for participation **on 1:6 SD norm**.
- 24.2 The millers who will participate in other districts, paddy will be delivered **3 (three) times** of security amount except for Jagatsinghpur where it will be **6 (six) times**.

- 24.3 The new mills will be delivered paddy as per security norm outlined in Para-21.2.
- 24.4 The lease hold mills may be allowed to participate as per security norm outlined in Para-20.
- 24.5 Millers shall not be delivered paddy more than their eligibility qualification.
- 24.6 On concurrent milling of paddy and delivery of rice by millers, equivalent paddy shall be delivered. In no case paddy shall remain unmilled beyond period agreed upon. **Violation of agreed conditions** by the millers shall be a disqualification for further participation in procurement operation.
- 24.7 No relaxation of security norms shall be allowed for delivery of paddy to the millers, except with the approval of OSCSC Head Office/FS & CW Department.
- 24.8 Millers shall start delivery of rice within 7 days of lifting of paddy failing which further paddy shall not be delivered.**
- 24.9 Paddy delivered to the millers shall be kept in covered storage/CAP storage for safe upkeep and scientific storage of paddy stock at mill premises
- 24.10 Purpose of security deposit is to protect the Corporation from loss that may arise in the event of non-delivery of required quantity of Custom Milled rice of required specification by the Custom Miller in respect of paddy delivered to him.
- 24.11 During KMS 2019-20, the Custom Millers shall have to furnish security deposit in following manner.
- 24.12 Mode of Deposit of security amount
The miller shall provide security amount in shape of fixed deposit from any nationalized / scheduled bank pledged in favour of the District Manager or in shape of bank guarantee from any nationalized / scheduled bank or in combination of both basing on their milling capacity and godown / covered storage capacity available for safe upkeep and scientific storage of paddy stock and mil premises. Bank Guarantee shall valid be valid upto 31st October, 2020 for the millers of all the districts having single crop or double crops.

- 24.13 The CSO-cum-DM and Assistant Manager (Accounts) will be held liable if the custom miller fails to extend the validity of BG in case of his inability to deliver entire CMR within stipulated dates.
- 24.14 They have to **provide minimum security deposit** as mentioned in the table below before execution of agreement. The milling capacity shall be ascertained from online registration by the millers in the website www.foododisha.in and subsequent authorization by the verifying officer.

Sl. No	Milling capacity in producing rice in MT in 2 shifts of 8 hours each	Security Deposit in shape of Bank Guarantee / Fixed Deposit *
1.	Upto 1 MT.	Rs. 2,00,000/-
2	2 MT.	Rs.4,00,000/-
3	3 MT	Rs.6,00,000/
4	4 MT	Rs.8,00,000/
5	5 MT and so on	Rs.10,00,000/

* Milling capacity in 2 shifts of 8 hours each x Rupees Two lakh

The balance amount beyond the security deposit in all above cases shall be taken in shape of Bank Guarantee only from the millers.

- 24.15 The equivalent paddy for the CMR delivered by the custom miller shall be considered for delivering further paddy equivalent to security deposit.
- 24.16 The District Manager shall cause verification of the genuineness of Bank Guarantee and Fixed Deposit Receipt submitted by the miller within **15 days** of submission in all cases. The validity period of bank guarantee shall be extended up to the complete delivery of CMR by the miller.
- 24.16.1 The details of security deposit furnished by custom millers and quantity of paddy to be delivered to the miller shall be recorded in a separate register to regulate delivery of paddy, renewal of bank guarantee / pledge period of fixed deposit if required, till delivery of entire CMR dues and release of security deposit.
- 24.16.2 Millers Authority Slip (MAS) as per the security deposit and milling capacity and covered storage /CAP storage for safe upkeep and scientific storage of paddy stock at mill premises

will be generated from the system with the name of the societies with paddy to be lifted from them. It will be issued by the CSO-cum-DM.

24.16.3 Society Authority Slip (SAS) will be generated basing on MAS. CSO-cum-DM will issue system generated MAS & SAS to the societies. Societies are to deliver paddy to the millers as specified in SAS.

24.16.4 The PACS/DCCB/DRCS/WSHG/PP/DSWO/Executive Engineer (Irrigation) shall ensure that the miller is not delivered paddy in excess of the quantity as indicated in MAS.

24.16.5 During a season more than one MAS or SAS may be generated but new MAS/SAS will be generated after old one is exhausted.

24.16.6 Security deposit shall be refunded by the District Manager only after entire delivery of CMR due from the custom Miller and settlement of his accounts at the district level without referring to the Head Office observing the guidelines issued in the matter. Before the release of SD the District Manager must ensure that entire rice against paddy lifted from own and other district has been delivered by the miller. SD normally shall be refunded within one month of completion of delivery of CMR by the miller. In the event this amount is held back despite nil liability on the part of the miller, the District manager/Head of accounts of the district will be held responsibility for the departmental action.

24.17 There may be provision of incentive during the current KMS for early delivery in last KMS. It will be rolled out by executive order of Corporation.

25 AFFIDAVIT AND ENCUMBRANCE / NON ENCUMBRANCE CERTIFICATE BY THE CUSTOM MILLERS

25.1 The custom miller in addition to security deposit as mentioned in the above paras shall also furnish the list of following immovable properties:

- Rice Mill premises
- All other immovable properties in the name of the miller

Provided that present value of all other immovable properties (excluding rice mill) shall not be less than the security deposit made by the miller.

- The millers in addition to above will also furnish an affidavit to the effect that he will not mortgage/pledge / hypothecate stock of paddy, rice and gunny bales of OSCSC to banks and other financial institutions.

25.2 The miller at the time of agreement shall furnish the declaration in the shape of **affidavit** on his debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2019.

25.3 Along with the affidavit (**Annexure-I**) the custom miller shall also produce following certificates pertaining to the properties mentioned in the above Para:

- In case rice mill is mortgaged, the encumbrance certificate from bank / financial institutions
- In case the mill is not mortgaged, the non- encumbrance certificate from the sub-registrar.
- In case of other immovable properties non- encumbrance certificate from the sub-registrar.

25.4 Copy of the Record of Right and up to date rent receipt shall also be submitted along with the affidavit and encumbrance / non encumbrance certificate.

25.5 The encumbrance / non encumbrance certificate as mentioned above shall be submitted within 15 days of execution of agreement. However Collector or on authorization by the Collector, the CSO-cum-District Manager may allow further time to the custom miller for submission of the certificates.

25.6 In case of rice mill is mortgaged, the CSO-cum-District Manager shall ascertain the status of loan availed by the miller against the mortgaged Rice mill, from the concerned bank/financial institution.

25.7 With the approval of the Collector the District Manager shall prepare a status report of the custom millers who have availed finance from bank/financial institutions by mortgaging the rice mill. This report shall be put up for discussion in the District Level Bankers' Coordination Meeting which is held every quarter.

25.8 An affidavit duly sworn before executive magistrate /notary public to the effect that the custom millers shall not mortgage/pledge/hypothecate the stock of paddy/rice /gunny bags of Corporation to any bank or financial institution for availing loans/borrowings.

25.9 The CSO-cum-DMs shall elicit information from all the banks/financial institutions regarding the loans sanctioned in favour of the miller and the liability of individual millers. Basing on the information, relaxation of security norms (100% to 16.66% - 1 time to 6 times) shall be considered.

26. OTHER CERTIFICATES / DOCUMENTS TO BE SUBMITTED BY CUSTOM MILLERS

At the time of agreement the custom miller shall submit following self attested certificates / documents:

- a) Recent passport size photo (3 nos.)
- b) Registration Certificate issued by District Industries Centre
- c) Valid Certificate issued by Inspector of Factories and Boilers (in case of par boiled rice mills)
- d) Valid Certificate issued by State Pollution Control Board.
- e) Certificate of Incorporation issued by Register of Companies (in case the mill is Ltd. Company) along with Memorandum and Articles of Association.
- f) Registered Partnership Deed in case of partnership firm
- g) GST Registration Certificate.
- h) Copy of PAN of Proprietor / Company / Firm as the case may be.
- i) Copy of last electricity bill pertaining to the rice mill.
- j) The name & address of the Directors in case of company, Partners in case of Partnership Firm with PAN numbers of Directors/Partners as the case may be. This information shall be submitted as per format at **Annexure-II.**
- k) Affidavit by the miller on debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2019.

27. AUTHORIZATION BY THE MILLER

27.1 To receive paddy from the PPCs and from stocks under storage for milling and to deliver rice at the RRC/FCI depots, the custom miller

shall submit the details of his authorized representatives. The prescribed format is attached to the millers agreement.

- 27.2 The details of authorized representatives must include, photograph, full address, mobile number and specimen signature **(Annexure-III)**
- 27.3 District Manager must obtain these details at the time of executing agreement with the custom miller and circulate to concerned purchase centers PACS/WSHG/PP & RRC/FCI depots and concerned authorized officers of the mill.

28. TAGGING OF CUSTOM MILLER TO PADDY PURCHASE CENTERS

- 28.1 As per Para 15.1 of Food and Procurement Policy 2019-20, the Collector will assign rice Mills to each PPC taking into consideration milling capacity, storage capacity, past performance of the miller, its distance from PPC, amount of security deposit and the surplus paddy available at the PPC/Mandi.
- 28.2 The tagging of millers to PPCs shall be done in such a manner that the paddy procured is lifted by the millers on the same day and minimum expenditure is incurred on transportation.
- 28.3 As far as possible one custom miller should not be tagged to more than 5 PACS and one PACS shall not be tagged to more than 5 millers. However in the district where the number of millers is disproportionately less than the number of PACS operating in the district Collector may assign more number of PACS to a miller.
- 28.4 MAS and SAS will be generated only after tagging of the millers to the societies.
- 28.5 Such tagging of custom miller to PPC shall be communicated to the PACS, DSWO, Executive Engineer (Irrigation) and concerned custom millers. Wherever required the tagging can be modified with the approval of the Collector.
- 28.6 The miller or his authorized representative shall ensure lifting of the paddy on regular basis to avoid stockpiling of paddy.
- 28.7 The tagging of mills to PACS/PPC shall be based on MMDF, proposed software application.

29 **MANDI HANDLING CHARGES**

- 29.1 Before commencement of procurement season, DLPC is to decide who will take up mandi handling operations at PPCs i.e. Society and/or miller partly or fully for paddy procurement.
- 29.2 Detailed instructions on mandi handling operations at PPCs and modalities on payment of mandi handling charges has been communicated vide letter No. 13244 dt.04.08.2017 of OSCSC Head Office.
- 29.3 Mandi handling charges shall be paid at the rate as decided by OSCSC Ltd. based on provisional economic costing of Gol for KMS 2019-20.
- 29.4 Handling operations at Mandi includes unloading of paddy from the vehicles of farmers, heaping, re-bagging, loading to the weighing scale weighment, unloading, temporary stacking and loading. **Unloading of paddy from farmer's vehicle is the responsibility of the farmer.**
- 29.5 The agencies performing mandi handling operations at mandi/PPC shall maintain muster roll for the labourers engaged.

30 **PACKING OF PADDY IN USED JUTE GUNNY BAGS**

- 30.1 Gol has decided for use of two new gunny bags and two old gunny bags for packing of paddy required for 1 qtl. of rice. Two new gunnies used for paddy packing shall be subsequently used by millers for delivery of one quintal milled rice. The decision of Govt. of India in this respect shall be followed. The District Manager shall be responsible to furnish advance requisition of required new gunnies to Head Office.
- 30.2 One bag of 50Kg. capacity will contain 37.5 Kg. of paddy.
- Authorized Officer is to inspect and ensure that only jute bags (old/new) are used for packing of paddy. On detection and report of deviation proportional deduction from gunny usage charges will be effected.

31 **CONFIRMATION OF ACCEPTANCE OF PADDY THROUGH MOBILE APP/P-PAS PORTAL**

- 31.1 Miller is to download Mobile App in his android set from www.ppas.pdsodisha.gov.in or www.foododisha.in or login through online P-PAS application by providing secure user ID and Password (Miller).

- 31.2 Millers are to:
- Scan the Transit Pass-cum-A.C Note through Quick Reference (QR) Code & acknowledge the receipt of paddy at mill point.
 - Upload acknowledgement details using P-PAS software through secured system generated user ID and Password.
- 31.3 Mobile App indicates quantity delivered to and accepted by miller which can be viewed by authorised stakeholders.
- 31.4 The custom miller is to scan the T.P-cum-A.C Note & ensure prompt acceptance of T.P-cum-A.C Note through Mobile App on receipt of paddy to facilitate transfer of funds to farmer's accounts within prescribed time limit. The miller accepts the TP-cum-A.C note through Web/Mobile App.
- 31.5 **The gap between issue of transit pass and acceptance of paddy stocks by concerned miller should be minimized to ensure timely payment of MSP to the farmer within the prescribed time frame.**

32 STORAGE OF PADDY

- 32.1 Collector of the district shall appoint Authorised Officer out of the Civil Supplies Execute staff not below the rank of ACSO/Inspector of Supplies/Marketing Inspector/Procurement Inspector. The Authorized Officer shall verify the paddy purchased, paddy received, CMR milling, CMR delivery by the miller at specified periodic intervals (usually every week) and submit a **Verification Report** to the CSO-cum-DM of the district on being satisfied that the CMR has actually been produced from the paddy received. Wherever they notice shortage of paddy and apprehend irregularity, they should immediately inform COS-cum-DM/Collector of the district and also Managing Director, OSCSC Ltd./FS & CW Department.

For the paddy procured from other districts, the Authorized Officer appointed by the Collector of the district where the rice mill is located shall also be the Authorized Officer for storage of such paddy.

- 32.2 Paddy delivered to the millers shall be stored at mills premises under the custody of the custom millers in covered storage/CAP storage. Custom millers shall store the paddy in standard packing of 37.5 Kgs each in approved gunny bags in countable manner.

- 32.3 Authorized Officer (A.O) shall verify the mill and provide verification report (VR) through Mobile App/food portal by using secure user ID and Password. The Authorized Officer (A.O) while verifying the mill shall take inventory of the available paddy stock.
- 32.4 The custom millers are to keep and maintain paddy under safe and scientific storage practice. The damage or loss to the quality and quantity of paddy shall be on account of custom miller.
- 32.5 The custom millers are to insure the paddy stock with standard fire policy from any Insurance Company. The Insurance policy shall be purchased from any branch inside the state. The insured value shall not be less than the peak level stock holding of the miller in KMS 2018-19.
- 32.6 The Authorized Officer of the mill shall conduct physical verification and issue Release Order for issue of paddy for milling. The quantity of paddy to be issued shall be according to milling capacity
- 32.7 The District Manager shall ensure that instructions of Corporation Head Office are carried out for effecting safe and scientific maintenance of paddy and necessary records are maintained by the miller and concerned official to monitor the progress of delivery and milling etc.
- 32.8 The custom miller shall be paid custody and maintenance charges as decided by the OSCSC Ltd. only after delivery of entire CMR due. Any loss/ damage to the paddy stock of OSCSC shall be made good by the custom miller.
- 32.9 The custom miller shall keep paddy stock of OSCSC separately from that of other state agencies and own stock, in a countable manner.

33. TRANSPORTATION OF PADDY FROM PURCHASE CENTRES TO MILL POINT

- 33.1 Transportation of paddy from PPC to mill point shall be done through agencies as per approved rates. District Manager shall enter into necessary agreement with agency for this purpose as prescribed by Head office.
- 33.2 Transportation charges shall be paid at rates as decided by OSCSC Head office for the approved distance.

33.3 In exceptional circumstances paddy can be transported by the District Manager by making own arrangement with prior permission of Head Office.

34. CONCURRENT RECEIPT OF PADDY AND MILLING THEREOF BY CUSTOM MILLER

The custom millers shall ensure that receipt of paddy and milling thereof go on as a concurrent exercise and they shall deliver CMR from the first month of receipt of paddy and months thereafter as per their milling capacity. **In no case paddy shall remain un-milled beyond period agreed upon between the miller & OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.**

35. UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE FOR KMS 2019-20

35.1 Rice shall be in sound merchantable condition, sweet, dry, clean, wholesome, of good food value, uniform in colour and size of grains and free from moulds, weevils, obnoxious smell, admixture of unwholesome poisonous substances, *Argemone mexicana* and *Lathyrus sativus* (Khesari) in any form, or colouring agents and all impurities except to the extent in the schedule below. It shall also conform to prescribed norms under Food Safety and Standards Act, 2006/Rules prescribed there under.

SI. No	Refractions	Maximum Limit (%)		
		Grade "A"	Common	
1	Brokens*	Raw	25.0	25.0
		Parboiled / single parboiled rice	16.0	16.0
2	Foreign matter **	Raw / parboiled / single parboiled rice	0.5	0.5
3	Damaged # / Slightly Damaged Grains	Raw	3.0	3.0
		Parboiled / single parboiled rice	4.0	4.0
4	Discoloured grains	Raw	3.0	3.0
		Parboiled / single parboiled rice	5.0	5.0
5	Chalky grains	Raw	5.0	5.0
6	Red grains	Raw / parboiled / single parboiled rice	3.0	3.0
7	Admixture of lower class	Raw / parboiled / single parboiled rice	6.0	-

8	Dehusked grains	Raw / parboiled / single parboiled rice	13.0	13.0
9	Moisture content @	Raw / parboiled / single parboiled rice	14.0	14.0

- * Not more than 1% by weight shall be small broken.
- ** Not more than 0.25% by weight shall be mineral matter and not more than 0.10% by weight shall be impurities of animal origin.
- # including pin point damaged grains.
- @ Rice (both Raw and Parboiled / Single Parboiled) can be procured with moisture content up to a maximum limit of 15% with value cut. There will be no value cut up to 14%. Between 14% to 15% moisture, value cut will be applicable at the rate of full value.

35.2 Notes applicable to the specification of Grade-‘A’ and common varieties of rice.

35.2.1 The definition of the above refractions and method of analysis are to be followed as given in Bureau of India Standard “Method of analysis for Food grains”. Nos. IS:4333 (Part-I): 1996 and IS:4333 (Part-II):2002. “Terminology for food grains” IS:2813-1995 as amended from time to time. Dehusked grains are rice kernels whole or broken which have more than ¼ th of the surface area of the kernel covered with the bran and determined as follows:-

35.2.2 Dehusk Test

Analysis Procedure:- Take 5 grams of rice (sound head rice and brokens) in a Petri dish (80x70mm). Dip the grains in about 20 ml. of Methylene Blue solution (0.05% by weight in distilled water) and allow to stand for about one minute. Decant the Methylene Blue solution. Give a swirl wash with about 20ml. of dilute hydrochloric acid (5% solution by volume in distilled water). Give a swirl wash with water and pour about 20 ml. of Metanil Yellow solution (0.05% by weight in distilled water) on the blue stained grains and allow to stand for about one minute. Decant the effluent and wash with fresh water twice. Keep the stained grains under fresh water and count the dehusked

grains. Count the total number of grains in 5 grams of sample under analysis. Three brokens are counted as one whole grain.

Calculations:

$$\text{Percentage of Dehusked grains} = \frac{N \times 100}{W}$$

Where N = Number of dehusked grains in 5 grams of sample

W = Total grains in 5 grams of sample

- 35.2.3 The method of sampling is to be followed as given in Bureau of Indian Standard "Method of sampling of Cereals and Pulses" No IS: 14818-2000 as amended from time to time.
- 35.2.4 Brokens less than 1/8th of the size of full kernels will be treated as organic foreign matter. For determination of the size of the brokens average length of the principal class of rice should be taken into account.
- 35.2.5 Inorganic foreign matter shall not exceed 0.25% in any lot, if it is more, the stocks should be cleaned and brought within the limit. Kernels or pieces of kernels having mud sticking on surface of rice, shall be treated as Inorganic foreign matter.
- 35.2.6 In case of rice prepared by pressure parboiling technique, it will be ensured that correct process of parboiling is adopted i.e. pressure applied, the time for which pressure is applied, proper gelatinization, aeration and drying before milling are adequate so that the colour and cooking time of parboiled rice are good and free from encrustation of the grains.

36 EQUIPMENTS / MATERIALS REQUIRED AT RRC

36.1 Quality testing equipments

1. Moisture meter, 2. Sample divider, 3. Set of sieves, 4. Analysis kit with accessories.

36.2 Weighing equipments

- (i) Electronic weighing scale of platform model
1 Kg. Capacity (for weighment of samples & empty gunny bags)
- (ii) Electronic weighing scale of 300 kg. capacity (for weighment of 50 kg. packet CMR)
- (iii) Manual weighing scale of 200 kg. capacity with accessories

36.3 Fire fighting equipments

- i) Two fire extinguishers ii) Four fire buckets

For each additional 1000 MT godown exceeding 1500 MT capacity, one additional extinguisher & two additional fire buckets are required.

36.4 Miscellaneous equipments, materials & furniture

- (i) Bags for preserving sample, (ii) Wooden ladder (iii) Wooden patta
(iv) Furniture (v) Gunny bags for collecting spillage

36.5 Dunnage materials

Low Density Polythene Film (LDPE) sheets conforming to IS:2508-1984 with up-to-date amendment are used as dunnage in RRC. LDPE sheets are purchased centrally by Head Office as per the requisition of CSO-cum-DM as and when required

36.6 Chemical and equipments for pest control

36.6.1 Prophylactic treatment

- A. Malathion 50% E.C.
B. Foot sprayer with accessories

36.6.2 Curative treatment

- A. Aluminum phosphide (ALP)
B. Fumigation cover
C. Sand snakes
D. Hand gloves
E. Face mask

36.7 Chemical reagents for dehusk test of rice

- A. Methylene Blue solution by weight (0.05% in distilled water)
B. Metanil Yellow solution (0.05% in distilled water)
C. Dilute HCl – 5% solution by volume in distilled water

36.8 The CSO-cum-District Manager has been instructed to purchase the following materials:

- (i) Quality testing Equipments, (ii) Weighing Materials (iii) Fire Fighting equipments, (iv) Furniture, (v) Concentrated Hydrochloric Acid (HCl), (vi) Methylene Blue powder, (vii) Metanil Yellow powder, (viii) Distilled water (ix) Reagent Bottles

36.9 The **Quality Control Cells** of all the 30 districts have been supplied with following equipments for inspection/quality checking of **new gunny bags**.

(i)Moisture Meter (ii) Small Weighing Scale (iii) Snap Gauge (iv) Measuring Tape.

37 Delivery Certificate (DC) Module

37.1 After milling of paddy the miller shall request for Delivery Certificate (DC) through online. On the receipt of requisition from the miller the Authorised Officer (A.O) shall verify the mill and provide verification report (VR) through Mobile App/foodportal by using secure user ID and Password. The Authorised Officer (A.O) while verifying the mill shall take inventory of the available paddy stock (stack-wise) indicating the balance in each stack.

37.2 On the basis of the Verification Report (VR) made by the Authorised Officer In-charge of the mill, the Delivery Certificate (DC) shall be issued by the CSO-cum-District Manager to the miller for delivery of CMR to designated depots of OSCSC/FCI from the web based DC module.

37.3 Custom Milled Rice (CMR) will be delivered to FCI/RRC on the basis of DC issued by the CSO-cum-District Manager.

37.4 Electricity/ Energy bills of Mills is to be checked by authorized officer during every inspection & cross checked with Discoms.

37.5 The Delivery Certificate is to be issued by the District Manager where mill is located for paddy procured from own district as well as from other districts, in the format prescribed by FS & CW Department.

37.6 The Delivery Certificate shall be prepared in quadruplicate 1st copy is for the Custom Miller. 2nd & 3rd copy for the RRC / FCI depots where CMR is to be delivered and 4th copy is for office use.

38. TAGGING OF CUSTOM MILLER TO RRC

38.1 The millers shall be tagged to RRCs in such a manner so as to ensure regular flow of CMR to the RRCs as well **as to ensure minimization of the transportation cost and maximum utilization of godowns**.

38.2 **The tagging of mills to RRC shall be made by using MMDF Application which is proposed to be operationalised from this KMS.**

- 38.3 Such tagging of custom miller to RRC shall be communicated to the millers, RRC In-charge and Authorised Officers in advance.
- 38.4 Tagging of Mills to Food Corporation of India depots shall be done by the CSOs/DMs as per the priority list provided by the FCI authorities. This is to be used by CSOs/DMs while giving delivery programs to Mills for delivery of CMR to FCI depots in KMS 2019-20.
- 38.5 The millers of surplus procuring districts may be asked to deliver rice at the RRC of neighboring deficit district in order to minimize double handling and transportation cost as per prudent lifting plan communicated by OSCSC Head Office.

39. RECEIPT OF CMR IN RICE RECEIVING CENTRE

- 39.1 The custom miller shall despatch the CMR for delivery at the designated RRC / CWC / OSWC / PEG godown as per the advance delivery programme with following documents.
- (i) Delivery certificate
- (ii) CMR transit chalan
- 39.2 The custom miller shall stencil the lot number chronologically pre fixed with contract number allotted by the District Manager.
- 39.3 The RRC in-charge on verification of documents shall allow the vehicle to enter inside the godowns and arrange to draw sample before weighment.
- 39.3.1 Only rice conforming to uniform specification of Government of India for KMS 2019-20 shall be accepted. Before accepting, quality of rice shall be checked following due analysis procedure.
- 39.3.2 Condition of gunnies:
The following checks shall be made
- Whether Corporation supplied / miller supplied gunny.
 - Tare weight of gunny shall be ascertained.
 - Stencil mark on gunnies: - Each bag shall have proper, distinct, legible, stencil mark covering logo of Corporation, name of miller, lot no, Crop year, variety & net weight and shall have prescribed colour coding.

- Packing: – Standard packing shall be 50kg. net with variation of ± 250 gms. Non-standard packing shall be rejected.
- Stitching: - Stitching shall be double line machine stitching.
Hand stitching or single line machine stitching shall not be allowed.

39.3.3 Visual inspection of sample

- Rice shall be in merchantable condition, uniform in size & colour, free from musty smell & living insects.
- Besides common merchantability, the sample should conform to maximum limit of refractions as per the schedule of specification.
- Determination of Moisture Content - Moisture shall be tested in digital moisture testing machine.
- Assessment of impurities:- Physical analysis shall be made taking test sample for determining refractions like foreign matter, damaged, discoloured, chalky grain, red grain & admixture of lower classes.
- Chemical analysis:- Acid test shall be conducted for finding dehusked grain percentage.
- Recording all particulars of analysis result: - After all tests are made the percentage shall be calculated and recorded in sample analysis register.

If all the refractions conform to Uniform Specification, the same shall be accepted otherwise the stock shall be returned as BRL stock.

39.4 Procedure for value cut in case of Moisture content exceeding 14%

39.4.1 Rice can be procured with moisture content up to a maximum limit of 15% with value cut. There shall be no value cut up to 14%. From 14% to 15% moisture, value cut will be applicable at the rate of full value. Full value shall be the economic cost (acquisition cost) of CMR fixed by Government of India for the KMS: 2019-20. This will be communicated on receipt of the same from Government of India.

For example

If a lot of Q.200.00 CBR found to contain moisture of 14.4% then the CMR shall be accepted & value cut shall be made from the bills of custom miller for 0.4% extra moisture as calculated below.

- (i) Extra moisture – 0.4%
- (ii) Quantity to be considered for effecting value cut –
 $Q.200 \times 0.4\% = Q.0.80$

The district office will calculate the amount of value cut to be made as per economic cost of the KMS.

39.4.2 While preparing Acceptance Notes-cum-Analysis report correct moisture content shall be recorded & quantity for which value cut has to be made in the prescribed column of AC note and a report in this regard to be submitted by the RRC in-charge on monthly basis to the District office.

39.4.3 Handling operations at RRCs shall be undertaken by OSCSC through handling contractors.

39.5 The receipt of CMR at the RRC shall be on real time basis through Supply Chain Management System (SCMS).

40. DELIVERY OF RICE TO FCI

40.1 As per terms of agreement, the custom millers are to deliver rice to FCI, on behalf of OSCSC based on following broad guidelines.

40.1.1 The rice procured in the district shall first be utilized to meet the requirement under Food Security Schemes and Other Welfare Schemes.

40.1.2 The surplus rice after meeting a requirement under Food Security Schemes and Other Welfare Schemes shall be utilized by the other neighboring deficit district.

40.1.3 The surplus rice if any after meeting requirement under Para-40.1.1 and Para-40.1.2 shall be delivered to FCI.

40.2 The custom miller shall deliver rice at the FCI depot as per Delivery Certificate issued by the CSO-cum-District Manager.

40.3 As per decision communicated by FS & CW Department vide letter No. 12230 dt.10.06.2016, FCI depot shall issue the documents in support of delivery of rice within 3 days of delivery.

- 40.4 The custom miller/OSCSC officials shall collect the documents from the FCI & submit the same immediately at the District Office on receipt of such documents from FCI.
- 40.5 The district office shall submit bills to FCI within 10 days (T+9) of delivery of rice and FCI shall release payment within 5 days (T+14).
- 40.6 In case of inordinate delay in submission of documents by the millers interest may be charged in the manner and as decided by OSCSC.
- 40.7 On receipt of documents from FCI the delivery data shall be entered "*in the CMR delivery screen of FCI*" in the CSO login

41. **REPLACEMENT OF BEYOND REJECTION LIMIT (BRL) STOCK OF CMR**

- 41.1 Any stock of CMR not conforming to Uniform Specification are treated as BRL stocks if detected on inspection at any stage shall be returned to the concerned miller observing following procedures.
- 41.1.1 If detected during receipt at RRC/OSWC/CWC/Pvt. PEG, the same shall be returned and necessary entry shall be made in stock rejection register.
- 41.1.2 If detected during storage on inspection by any Quality Control Official then the miller shall be directed to take back at his own cost on execution of BRL stock Return Note. A copy of the BRL stock return note shall be submitted to the District Manager. (Format is at **Annexure-IV**).
- 41.1.3 Necessary entry in stock register shall be made to the effect of out flow of stock for replacement & inflow of stocks after actual replacement made.
- 41.1.4 On date of replacement, the miller shall deliver the fresh stocks with new lot number i.e. next to the last delivery on observing the usual procedure.
- 41.1.5 The stock on replacement shall be accepted and taken into stock account.
- 41.1.6 The cost of gunny bags at the rate decided by the Corporation shall be realized out of the dues of the custom miller in case the Corporation supplied gunny bags is used by the miller for delivery of said BRL stock.

In no case, BRL stocks shall be issued under PDS/NFSA/SFSS. The RRC in-charge / Authorised Officer

tagged to CWC/OSWC/Superintendent of OSWC and Manager of CWC, OSWC Superintendent and lesser of Pvt. PEG shall be personally responsible for issue of BRL stocks under PDS/NFSA/SFSS.

41.2 There shall be zero tolerance in quality of CMR procured and distributed under NFSA/SFSS.

41.3 Drastic action shall be taken against RRC In-charge irrespective of OSWC/ CWC/OSCSC for receiving BRL stock deviating FAQ norms.

42. WEIGHTMENT IN RRC

42.1 Stock shall be received and delivered on 100% weightment through the weighbridge where weighbridge facility is available at RRC.

42.2 Where RRC has no weighbridge then 10% test weightment shall be made both at the time of receipt and delivery of stocks in the electronic weighing machine or manual weighing scale available in the RRC, provided the stock are received and delivered in standard bags of 50Kg. rice net with maximum variation of ± 250 gms. per bag.

42.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weightment has to be made for ascertaining the quantity.

42.4 The tare weight of gunny shall be ascertained.

42.5 Acceptance note shall be prepared for the net weight of CM Rice after deducting the tare weight of the gunny from the gross weight.

42.6 Wherever weigh-bridge facility is available, the tare weight of the vehicle has to be deducted from gross weight on actual basis.

42.7 The details of weightment viz. vehicle number, lot number, number of bags, tare weight of vehicle, tare weight of gunny and net weight shall be recorded in weighbridge register.

42.8 In case of 10% test weightment, weight check memo shall be prepared for weightment of bags of the consignment in prescribed format.

42.9 Where there is weigh-bridge with printing facility the print-out shall be recorded in the register and the printout copy should be preserved.

42.10 The test weightment method should not be followed in receiving and issuing of stocks where there is weigh-bridge facility available in RRC.

42.11 The representative of custom miller at the time of receiving stock, representative of handling & transport contractor and lifting officer at the time of issue of stocks shall be the witness to the weightment / test

weighment along with RRC in-charge, SA-cum-GA and Kantawalla, who will sign the weighment register / weight check memo and kanta-slip to authenticate the result.

{Guidelines for weighment of foodgrains in RRC/OSWC/CWC issued vide OSCSC Letter No. 4060 dt.28.02.2011}

43. STORAGE LOSS IN RRC

43.1 STORAGE LOSS TO CWC/OSWC/ PEG/ RRC

Storage loss in CWC, OSWC, PEG and RRC godowns shall be monitored as per the GoI guidelines. As per the said guidelines, the norms of storage loss of rice are as follows:

- a) Full allowance for weight loss for driage of moisture between 15% & 14%.
- b) 0.7% weight loss for driage of every 1% moisture and in proportion thereof below 14%
- c) 0.2% for storage period of 365 days on proportionate basis.

Total storage loss = (a+b+c)

Detailed guidelines for monitoring storage loss has been circulated vide OSCSC letter No. S&TL/02/2014/7483 dt.26.04.2014 and subsequent letter No. 15621 dt.15.09.2017.

43.2 TRANSIT LOSS

No transit loss is allowed on movement of rice by road from surplus procuring district to consuming district.

However, transit loss on movement of rice through railway rake shall be allowed as per following norms:

- a) The maximum transit loss shall be allowed @ 0.35% or actual whichever is less. If the loss goes beyond 0.35% but within 0.5%, a district committee headed by the District Manager, OSCSC Ltd., shall enquire into the matter & submit a detailed report along with their specific views on the issue basing on the report of the committee, the claim of transit loss shall be finalized.
- b) The quantity of stock of rice delivered on weighment to the H & T contractor at dispatching RRC and quantity of rice delivered by the H & T contractor on weighment at receiving RRC shall determine shortage of stock, if any.

- c) The value of the stock beyond the admissible shortage as detailed above shall be realized from the contractor at the economic cost as fixed by the Govt. of India for the KMS.
- d) In case CMR of more than one KMS is transported in one rake, then the cost shall be realized at the rate of the current KMS, during which such transportation is made.

43.3 Writing off/regularization of storage loss

District Manager, OSCSC shall regularize the storage loss within his delegation of power (DOP) after due scrutiny of the occurrence of the losses in RRC/CWC/OSWC/PEG Depot. For the cases of excess storage loss over and above his DOP, the DM, OSCSC shall forward the cases to OSCSC Head Office along with his suggestion for scrutiny and disposal by MD, OSCSC /Board of Directors as per delegation of the powers

44. RECORDS AND REGISTERS TO BE MAINTAINED IN RRC

Following records & registers as specified by the Corporation from time to time shall be maintained.

Sl. No.	<u>Registers</u>	Sl. No.	<u>Records & Documents</u>
1.	CMR Receipt Register Own district (KMS wise)	1.	Acceptance Note cum Analysis Receipt
2.	CMR Receipt Register (Other District/Other Agencies)	2	Gate Pass cum Despatch Note
3	CMR Issue Register (Own District)	3	Receipt Note
4	CMR Issue Register (Other District)	4	Weight Check Memo
5	CMR Stock Register	5	Convoy Note in case of rake movement
6	Custom Miller Control Register	6	Card of Sealing of Wagons in case of rake movement
7	Stack Completion-cum-Priority Register		
8	Stack wise fortnightly inspection register		
9	Spray Register		
10	Fumigation Register		
11	Stock register of Chemicals and Fumigants		
12	Gunny Stock Register		
13	Lot Rejection Register		
14	Stack wise Stock Register		
15	Wagon loading Register (for despatch of CMR by Rail)		

- It shall be the responsibility of the RRC in-charge to maintain these records.
- In case of registers/documents generated through SCMS, the same shall be preserved in shape of bound book for future audit purposes.

45. DATABASE ON PADDY PROCUREMENT AND RICE DELIVERY BY CUSTOM MILLERS

The movement of paddy to mill and delivery of resultant CMR by custom millers shall be monitored through P-PAS and SCMS phasing out the earlier system of SMS reporting through M-Gov Application. Online data in above applications will be considered for all accounting purposes and reconciliation work.

46. IMPOSITION OF PENALTY FOR DELAYED DELIVERY OF CMR

The miller shall lift paddy and deliver rice concurrently. The delivery of Kharif CMR due & Rabi CMR due shall be completed by **due date as to be decided by Govt. in FS & CW** Department. The millers who fail to deliver within stipulated period have to pay interest and penal interest as per agreement for delivery after the **due date**. However where corporation could not receive rice from the millers due to space constraint no penalty may be imposed.

47 SUPPLY OF NEW GUNNIES FOR PACKING OF CMR

- 47.1 District Manager shall assess the requirement of new gunnies for packing of CMR and place indents with the Head Office from time to time.
- 47.2 OSCSC Ltd. shall supply new gunnies for packing of CMR. The gunny bags shall be delivered to the custom millers as per programme of CSO-cum-District Manager.
- 47.3 In case OSCSC fails to deliver new gunnies in time, the District Manager shall with approval of Head Office, instruct the custom miller to arrange gunny bags of required specification. The custom miller shall deliver rice in such self procured gunny bags. In such cases the cost of gunny bags will be reimbursed to the custom miller at the rate as decided by the Corporation. **The custom millers who don't receive gunny bags supplied as per programme of CSO-cum-District Manager shall not be allowed to use self procured gunny bags for packing of CMR.**
- 47.4 The following colour coding shall be followed for the gunny bags during KMS 2019-20. Colour coding or identification marking on every bag at a

distance of about 150 mm away from any one side of the selvedge shall be in “**BLUE**” colour: Stencil or Branding shall be in “**BLUE**” colour; Marking or Stitching on the mouth of the bag after filling the grain shall be done in “**BLUE**” colour. The miller shall machine stitch a Rexene slip /Canvas slip(15 cm to 10 cm) on the mouth of each bag on the outer side bearing name of the Miller, Crop year, Net weight, Contact Number or Miller Code/Lot No., Category of Rice etc. These information shall also be stenciled on gunny bags. No rice stock in RRC shall be delivered without proper stenciling of these information on gunny bags and flaps.

The gunnies packed with rice confirming to FAQ standard and having maximum 14% moisture content shall be duly double line machine stitched.

- 47.5 In case of supply of any defective gunny bags through Jute Commissioner, District Manger shall report the matter to the Corporation Head Office as well as Jute Commissioner Office forthwith in the prescribed format (as at **Annexure –V**) for online lodging of quality complaint through the web portal “JUTE SMART”.
- 47.6 Gol has decided for use of two new gunny bags and two old gunny bags for packing of paddy required for 1 qtl. of rice. The decision of Govt. of India in this respect will be followed.
- 47.7 Supplying jute mills will be mapped and tagging of the millers will be made in respect of the districts ordinarily looking at distance and deviation will be exceptional keeping in view emergent situation. Accordingly proposal will be submitted to the Jute Commissioner of India.
- 47.8 The requirement of gunny will be assessed with reference to this year’s target and also last year’s actual procurement in respect of the district by the District Manager concerned. Accordingly he will place the indent with Corporation Head Office in due time. Supply will be staggered in 3 phases for Kharif and 1 phase for Rabi. Supply of 1st phase for Kharif will be made in November and supply for Rabi will be made in May, 2020.
- 47.9 The District Manager shall be responsible for smooth delivery of new gunnies at miller points proportionate to paddy quantity allocated to the concerned miller.

47.10 RRC In-charge will ensure receipt of CMR only in the new B.Twill gunny bags of standard specifications supplied by Jute Commissioner/custom millers.

48. ALLOTMENT OF CONTRACT NUMBER TO CUSTOM MILLER

48.1 For delivery of CMR in RRC of OSCSC

48.1.1 Contract Number of a custom miller shall be the six digit unique code generated from the system after authorization by the Verifying Officer.

48.1.2 While delivering CMR lot wise, a lot number shall be generated by the custom miller with running serial number starting from 01 for each KMS prefixed with the six digit unique code.

For example: M/s. Saralia Food Products (P) Ltd., Angul has code Number M010302. The contract number of this mill will be 010302, where,

01 denotes district

03 denotes block

02 denotes millers position in that block

For the 1st lot delivered by the above custom miller, the lot number will be 010302/01. Similarly for 150th lot, lot number will be 010302/150.

48.2 For delivery of CMR to FCI by custom miller, separate contract number will be issued by the District Manager in consultation with FCI.

49. PAYMENT TO CUSTOM MILLERS

49.1 Millers are to submit bills on monthly basis through Online Bill Management System (OBMS) and payment shall be released through PFMS. No other mode of submission of bills will be entertained.

49.2 However, the bills of the millers who fail to deliver the CMR concurrently as per milling capacity may be kept withheld.

49.3 Millers participated on 100% security, entire bill amount shall be released. In case of other millers, 75% of the bill amount will be released till entire CMR is delivered. Balance 25% shall be held up to build up security, to be released after 100% delivery of rice

49.4 The instruction issued from OSCSC Head Office from time to time on payment of bills of the millers shall be followed before settlement of bills.

- 49.5 Recovery of following shall be made at the time of release of payment.
- i) Value cut for receipt of CMR with moisture content between 14% to 15% as recorded in A.C Note.
 - ii) Any other recoveries made by FCI.
 - iii) Statutory recoveries- Income Tax TDS and GST TDS.
 - iv) Audit recovery /Penalty if any.

50. DRIAGE IN CASE OF RAW RICE

- 50.1 Driage on paddy is allowed only in case of raw rice.
- 50.2 Such driage will be allowed to the custom miller after release of entire paddy by the Authorized Officer of the mill for milling.
- 50.3 Actual driage as ascertained by the Authorized Officer subject to maximum 1% of paddy delivered shall be allowed.
- 50.4 The mill shall deliver raw rice for the quantity of paddy received after availing the actual driage allowed.

51. PAYMENT OF COMMISSION AND MANDI LABOUR CHARGES TO PACS / WSHG / PP.

- 51.1 PACS / WSHG / PP shall be paid commission at the rates fixed by OSCSC and in consonance with the decision of Gol for the quantity of paddy procured & delivered to custom millers of OSCSC. Mandi labour charges shall be paid as per decision of the DLPC.
- 51.2 The Commission shall be released centrally by OSCSC Head Office on receipt of bills from OSCB. Payment shall be released through OBMS after reconciliation of procurement account. Any wrong payment or excess payment made to the farmers due to omission or commission by PACS/Society shall be recovered from the commission amount.
- 51.3 Payment of Commission and Mandi Labour Charges shall be made to PACS/DSWO / Executive Engineer (Irrigation) after recovery of Income Tax (TDS) & other statutory dues as applicable.

52. PAYMENT OF MARKET FEES TO RMC

- 52.1 RMC is paid market fees @ 2% of MSP for the KMS as per provisions of OAPM Act / Rules.
- 52.2 Market fees will be paid to RMC in two phases i.e. in the month of May 2020 & September 2020 after Kharif and Rabi procurement is over.

52.3 Wherever FS & CW Department or OSCSC incurs any expenditure on IEC programmes, such cost shall be borne out of market fees payable to RMCs.

53. CERTIFICATION OF DISTANCE FROM PPC/MANDI TO MILLS AND MILLS TO RRC/FCI DEPOT

53.1 Transportation charges to agency (transport contractor/miller) for paddy and rice is paid at the approved rates for the distance covered as per decision of Gol.

53.2 The shortest truckable distance is to be approved by Collectors.

53.3 The District Manager shall ensure a minimization of distance and transportation cost on paddy by prudent tagging plan. **The tagging of mills to mandi shall be made by using MMDF Application which is proposed to be operationalised from this KMS.**

54. ROLE OF COLLECTOR

Procurement of paddy in the district shall be taken up under the supervision and guidance of the Collector. The responsibilities of the Collector as defined in the Food and Procurement Policy for KMS 2019-20 and under these guidelines are reproduced below:

54.1 Preparatory activities as per Food and Procurement Policy.

54.2 IEC activities through RMC(s) for successful implementation of farmers registration and paddy procurement programmes, awareness campaign on FAQ norms and MSP for paddy under the guidance of FS & CW Department.

54.3 Selection of suitable PACS/WSHG/PPs.

54.4 Availability of necessary equipments at purchase centers through RMC(s).

54.5 Selection of suitable custom millers.

54.6 Tagging of custom millers to PPCs and RRCs.

54.7 Sub-allocation of target to PACSs/WSHG/PPs.

54.8 Assigning various days of a week to PPCs for operation of Mandis so as to ensure timely purchase of surplus paddy from the farmers by the societies.

54.9 Appointment of –

- Authorized Officer for storage & maintenance of paddy to each rice mill.

- Nodal Officer for each Block (Para 16.6 of Food & Procurement Policy)
 - A team of officers of concerned departments of each sub-division under Sub-collector for random check at PPC/ Mills/Banks.
- 54.10 Verification of at least 5% of farmers selling more than 300 qtls of paddy in heavy procuring districts and more than 200 qtls. in low procuring districts at PPCs through Revenue Officers of the concerned area.
- 54.11 Approval of the distance from PPCs to mills and mills to RRC/FCI depots on receipt of reports from field functionaries
- 54.12 Enforcement activities to –
- Ensure payment of MSP to farmers for FAQ paddy
 - Prevent recycling of PDS rice
 - Avoid distress sell of paddy
 - Check rice mills
- 54.13 Convening meetings of:
- District Level Procurement Committee in the month of October/November, 2019 for Kharif and in the month of April, 2020 for Rabi procurement at the beginning of procurement seasons.
 - Collector may also convene the meeting at regular intervals to monitor the progress of procurement and implementation of the Guidelines.
 - Civil Supplies/Co-operation/Agriculture and Farmers Empowerment/ Revenue staff to monitor progress of procurement.

55. RESPONSIBILITIES OF CSO-CUM-DISTRICT MANAGER

CSO-cum-District Manager shall work under the supervision and guidance of district Collector. The responsibilities of CSO-cum-District Manager as indicated in Food and Procurement Policy for KMS 2019-20 and under these guidelines are reproduced below:

- 55.1 With approval of Collector, District Manager shall
- Select suitable custom millers
 - Tag custom millers to PPCs and RRCs
- 55.2 District Manager shall execute agreements with:
- Custom Millers (jointly with Accounts Head of the district)
 - PACS

- DSWO and WSHGs
 - Executive Engineer (Irrigation) & PPs
- 55.3 With approval of Collector, District Manager shall appoint Authorized officers for storage & maintenance of paddy to each mill.
- 55.4 District Manager must ensure:
- Engagement of required manpower through Service Providing Agency for specified period
 - Availability of necessary equipments at PPCs/ RRCs.
 - Maintenance of updated data base on CMR delivery by custom millers in various application modules.
 - Ensure extension of the validity of BG in case of the inability of the miller to deliver entire CMR within stipulated dates.
 - To ensure that custom millers confirm the Transit Pass-cum-Acceptance Note immediately to facilitate payment to farmers on the same day of procurement.
 - In case double/erroneous payment is made to the farmers towards payment of MSP it should be reported to PST, Integrated System of foododisha portal and other stakeholders concerned forthwith.
 - Scientific storage of paddy at mill premises and in case unscientific storage of paddy is detected, millers are to be asked to procure the CAP cover from OSCSC for proper CAP storage.
 - Society procurement data synchronization with the central server on regular basis by the societies if P-PAS is operated in offline mode.
 - Online generation of MAS & SAS and issue to the societies and custom millers. Delivery of paddy from society to miller as per MAS and SAS.
 - Authorization letters of miller are communicated to the PACS/RRC In-charge/FCI depot.
- 55.5 District Manager must monitor that:
- PPCs are operated on specified days as decided by Collector / DLPC.
 - Adequate receipts, records and registers are available at RRCs.
 - Only Fair Average Quality (FAQ) paddy is purchased.

- MSP is paid to farmers through online mode to the accounts of farmers.
- Paddy is delivered to custom miller as per the security deposit and milling capacity as per MAS.
- Suitable godowns are hired for storage of rice.
- All godowns own or hired by OSCSC except godowns of (CWC and OSWC) are insured for the stock.
- Lifting of paddy, release of paddy for milling shall be made concurrently. In no case paddy shall remain un-milled beyond period agreed upon between the miller and OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.

55.6 District Manager shall be responsible for :

- Periodical inspection of custom millers by him or through his officers.
- Periodical inspection of RRCs by him or through his officers.
- Management of paddy purchase data by WSHGs & PPs.
- Delivery of CMR to FCI by custom millers as per direction of Government / OSCSC Ltd. and timely raising of bills to FCI.
- Reconciliation of paddy purchased and rice delivered by the millers.
- Millers shall start delivery of rice within 7 days of lifting of paddy failing which further paddy shall not be delivered.
- To furnish advance requisition of new gunnies required to Head Office.

55.7 The details of authorized representatives as submitted by the miller at the time of agreement shall be made available at Purchase Centres, RRC/FCI and Authorized Officer of the mill.

55.8 The District Manager shall monitor the accounting of state pool rice separately maintained by OSCSC with respect to stock and funds. State Pool CMR shall be utilized under the scheme as specified by the Government / Corporation.

55.9 Required gunny bags received through Jute Commissioner shall be made available with custom miller for delivery of CMR and in case of

gunny bags found defective, the report on the matter shall be sent to the Head Office and Jute Commissioner office forthwith in the prescribed proforma attached to the Guidelines.

55.10 Sub-limit in cash credit accounts shall be utilized only for the purpose and in the manner as prescribed by the Head Office.

55.11 If situation arises the District Manager shall arrange shifting of paddy from the non performing / low performing custom miller to the better performing mills.

56 ROLE OF AUTHORIZED OFFICER

Authorized Officer shall be from the Civil Supplies executive staff not below the rank of ACSO/Inspector of Supplies/Marketing Inspector/Procurement Inspector.

56.1 It is the duty of the Authorized Officer: -

56.1.1 To visit the mills at specified periodic intervals and check the stock position. Wherever they notice shortage of paddy and apprehend irregularity, they should immediately inform CSO-cum-DM/Collector of the district and also Managing Director, OSCSC Ltd./FS & CW Department. CSO-cum-DM will be responsible for ensuring such periodic inspection.

56.1.2 The Authorised Officer (A.O) while verifying the mill shall take inventory of the available paddy stock indicating the balance in each stack.

56.1.3 To bring to the notice of District Manager immediately for any discrepancies noticed in the stock, misappropriation, diversion, slow delivery of CMR compared to milling capacity.

56.1.4 To report confidentially suggesting checking/ raid of the mill in case of any doubtful activities by the miller.

56.1.5 To prepare & issue release order online for delivery of paddy to the miller or his authorized representative basing on the requisition of the miller, for custom milling as per his milling capacity & delivery of CMR to OSCSC Ltd. and submit copies of release order to DM, OSCSC Ltd. on weekly basis.

56.1.6 To inspect and ensure that only jute bags (old/new) are used for packing of paddy.

- 56.1.7 To check quantity of paddy lifted by the millers as prescribed in MAS & SAS
- 56.1.8 To verify MAS on every visit and compare the same with the paddy quantity actually received by the miller.**
- 56.2 The Authorized Officer shall monitor and reconcile the delivery of paddy to the miller as per Transit Pass-cum-Acceptance Note. He shall also ensure that the CMR is delivered as per D.C at the designated RRC/FCI against proper acceptance note.
- 56.3 The Authorized Officer shall handover all the records and registers at the district office after delivery of entire CMR dues by the custom miller on proper acknowledgement. Similarly, on transfer / retirement during the period of delivery of CMR he shall handover all the records and registers to the officer / successor on proper acknowledgement as per direction of District Manager.
- 56.4 To ensure maintenance of updated data on delivery of CMR by the millers through use of different application modules.
- 56.5 To report to the CSO-cum-DM immediately in the event of any damage or loss of stock of paddy/rice/gunny bags of OSCSC due to natural calamities.**
- 56.6 Lifting of paddy, release of paddy as per milling capacity shall be made concurrently. In no case paddy shall remain un-milled beyond period agreed upon between the miller and OSCSC and violation of agreed conditions by the miller shall be a disqualification for further participation in procurement operations.
- 56.7 After milling of paddy the miller shall request for Delivery Certificate (DC) through online. On the receipt of requisition from the miller the Authorised Officer (A.O) shall verify the mill and provide verification report (VR) through Mobile App/foodportal by using secure user ID and Password. The Authorised Officer (A.O) while verifying the mill shall take inventory of the available paddy stock (stack-wise) indicating the balance in each stack.
- 56.8 On the basis of the Verification Report (VR) made by the Authorised Officer In-charge of the mill, the Delivery Certificate (DC) shall be issued by the CSO-cum-District Manager to the miller for delivery of

CMR to designated depots of OSCSC/FCI from the web based DC module.

57 RESPONSIBILITIES OF THE RRC IN-CHARGE AT RICE RECEIVING CENTRE (RRC) MANAGED BY OSCSC LTD.

RRC in-charge shall be an officer not below the rank of Inspector of Supplies / Marketing Inspector / Procurement Inspector.

57.1 The followings are the duties of RRC in charge

57.1.1 To open and operate the RRC godown punctually.

57.1.2 To receive Custom Milled Rice (CMR) from Custom Millers of OSCSC Ltd. in shape of lot of 20 MT / 27 MT observing quality norms, Uniform Specifications and procedures mentioned at Para- 35, 37 and 39.

57.1.3 To carry out lot-wise sample analysis of CMR before receipt jointly with the Quality Analyst. In absence of Quality Analyst, the RRC in-charge shall conduct the quality analysis and shall sign in Acceptance Notes both for quality and quantity.

57.1.4 To facilitate delivery of CMR to the designated Lifting Officer deputed to the district from other districts, State Level, Level-I & II H & T Contractors as per the instructions of the District Manager.

57.1.5 The stock shall be issued stack wise observing **FIFO method strictly**.

57.1.6 To conduct fortnightly inspection of stacks of CMR stored in RRC for categorization and classification and ensure scientific storage of stock and to report the District Manager.

57.1.7 To ensure execution & handing over of Acceptance-cum-Analysis Report to the delivering custom miller on the same day lot wise and the fraction lot of CMR shall be allowed to be delivered at the end of the season only.

57.1.8 Receipt and Issue of CMR on same day shall be avoided as far as practicable. Stock shall be received and issued on proper weighment as prescribed.

57.1.9 To submit daily / weekly / fortnightly / monthly stock return and statement of accounts to the District Manager in prescribed proforma.

- 57.2 The RRC in-charge, SA-cum-DEO/ S.A-cum-G.A (OSCSC staff) shall jointly be custodian of CMR stock and its scientific storage in corporation managed RRCs and responsible for any shortage beyond permissible limit and misappropriation of stock of CMR.
- 57.3 The RRC in-charge, SA-cum-DEO / SA-cum-GA shall maintain stack wise records of the stock and to submit the **Monthly Storage Loss Return in the prescribed format** to the District office within the first week of the succeeding month.
- 57.4 The RRC In-charge/ SA-cum-DEO / Quality Analyst/ SA-cum-GA shall be the joint custodian of all quality testing equipments, apparatus and records in the Corporation run RRCs.
- 57.5 The records & registers or any other records as specified at Para-44 shall be maintained at RRC. Such records and registers be maintained KMS wise and kept at the RRC. In case of transfer / retirement of RRC in-charge he/she shall hand over the records and registers to the successor on proper acknowledgement with a copy to the district office as per the direction of District Manager.
- 57.6 The RRC in-charge shall ensure that instruction issued from Head Office & District Manager regarding correct weighment, proper loading (no over-loading), fixation of PDS banners in vehicles etc. are carried out while delivering CMR to H&T Contractor.
- 57.7 ***The RRC in-charge shall separately report to District Manager on monthly basis the CMR received with moisture content above 14% up to 15% with name of the millers and AC note number for effecting value cut to be realized from custom miller.***
- 57.8 RRC-in-charge shall ensure minimization of storage loss & transit loss by observing code of practices of scientific storage and issuing stock in FIFO method.
- 58.9 The RRC in-charge shall ensure that all transactions at the RRC are to be entered online in the application software Supply Chain Management System (SCMS).
- 57.10 To exercise proper supervision over Level-I/Level-II / State Level Transport Contractor for timely lifting / movement of food grains as per lifting plan.

57.11 The RRC-in-charge shall supervise his/her supporting staff. In case of notice of any shortcomings the same shall be brought to the notice of the District Manager.

57.12 Supply of samples to Level-II Transport Contractor for display in FPS.

57.13 RRC In-charge will ensure receipt of CMR only in the new B.Twill gunny bags of standard specification supplied by Jute Commissioner/custom miller.

58 RESPONSIBILITIES OF SA-CUM-GA/SA-CUM-DEO AT RRC MANAGED BY OSCSC LTD.

58.1 To assist in business operation of RRC (OSCSC Managed):

- He/She will assist in receipt of foodgrains from custom millers/ Transport contractor.
- He/She will assist in sampling and grading of foodgrains.
- He/She will assist in preliminary inspection of stocks.
- He/She will assist in spreading of dunnage & stacking of foodgrains.
- He/She will assist in issue of food grains to state level transport contractor and level- II transport contractor.
- He/She will assist in supervision of weighment.
- He/She will assist in checking of standardization in packing of CMR by the millers.
- Checking of empty gunny weight.
- He/She will assist at loading point at the time of issue of foodgrains to count number of bags as per loading slip, linking with the vehicle number vis-à-vis stack number and vice versa in case of receipt of stocks.
- He/She will assist in maintaining cleanliness & hygiene in godown.
- Preservation of sealed sample for reference.
- He/She will assist in scientific preservation of stocks.

58.2 To maintain the Books of Accounts / Documentation / reports / files for authentication by the RRC in-charge.

(RRC in-charge shall be the custodian of all registers / records. Only the SA-cum-GA/ SA-cum-DEO shall prepare the registers & documents)

58.3 Computerization

- Data entry as prescribed for Supply Chain Management.
- Custodian of computer and peripherals.

58.4 The S.A-cum-DEO shall jointly be custodian of CMR stock held in Corporation managed RRCs along with RRC-in-charge & SA-cum-GA (OSCSC staff). Accordingly these officials shall be held equally responsible for any misappropriation/shortage of stock of CMR beyond admissible limit.

59. RESPONSIBILITIES OF QUALITY ANALYST AT RRC

The job of Quality Analyst is basically to look after the quality aspect of food grains 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 in-charge.

59.1 To ensure receipt of CMR strictly as per Uniform Specification at RRC.

59.1.1 Grading and analyzing 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 stenciling, 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.

- 59.1.2 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.
- 59.1.3 In case of sample not conforming to Uniform Specification, he/she shall make necessary recording in the lot rejection register.
- 59.1.4 To ensure preservation of sealed samples lot wise for future reference.
- 59.1.5 To draw up stack plans and ensure proper building of stacks.
- 59.1.6 To ensure proper cleaning of spillages and droppings by engaging Dusting Operator and Sweeper.
- 59.1.7 To conduct fortnightly inspection for classification of stocks in order to ascertain the degree of infestation.
- 59.1.8 To bring to the notice of the RRC in-charge, for timely prophylactic treatment and curative treatment consequent upon classification on finding of the degree of infestation.
- 59.1.9 To conduct periodical categorization of stocks of food grains in order to ascertain their fitness for issue under PDS.
- 59.1.10 To ensure proper up keep of the laboratory including supervision of the work of Dusting Operator and other supporting Staff.
- 59.1.11 To ensure all equipments in serviceable condition.
- 59.1.12 To maintain stock of chemicals, fumigants and ensure proper accounting of their utilization.
- 59.1.13 To maintain all technical entry on the reverse side of the stack card up to date.
- 59.1.14 To report to RRC in-charge / District Manager as to requirement of chemical treatment of stocks.
- 59.1.15 He/She shall submit requisition for chemical/fumigation and testing/storage equipments.
- 59.1.16 He/She shall conduct chemical treatment/fumigation in assistance with supporting staff in RRC.
- 59.1.17 To report to RRC in-charge about the repair of roof holes of the godown in case coming to his notice during inspection.

59.1.18 He/She shall be responsible for damage of food grains due to poor quality management.

59.2 Documentation in RRCs by Quality Analyst :

59.2.1 The Quality Analyst shall maintain the findings of analysis of a lot and record the same in a prescribed register and in case of rejection of lot, in Lot Rejection Register.

59.2.2 As the Quality Analyst is deployed in more than one RRC to work on rotation basis, they will sign the Acceptance Note-cum-Analysis Report on the day of their physical presence in concerned RRC.

59.2.3 In absence of Quality Analyst, at the RRC, the CMR may be received on lot-wise analysis by the RRC in-charge. In such case RRC in-charge shall maintain the corresponding records on quality analysis and sign in the Acceptance Note both for quality and quantity. RRC in-charge shall be held responsible as to quality of stock so accepted.

59.2.4 He/She will maintain the following registers / records.

- a) Fortnightly Inspection Register with entry of the result of classification and categorization.
- b) Maintenance of Stock Register of equipments, chemicals & fumigants.
- c) To maintain technical entries on the reverse side of the stack card.

59.3 Responsibilities of Quality Analyst in Paddy Purchase Centres (PPC):

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.

- a) To draw samples of paddy from heap / bags.
- b) Grading of paddy i.e. Grade-A or Common variety.
- c) Analyzing the representative sample of paddy brought by farmer following BIS / approved procedures.
- d) To record the findings of analysis in the Vendor Receipt.

- e) Execution of Quality Test Report of paddy in case of rejection of paddy.
- f) To record the findings of analysis in the Paddy Purchase Register.
- g) He/she can be sent to check the quality of paddy procured by PACS / Pani Panchayat / WSHG.

59.4 Responsibilities of Authorized Officer in OSWC/CWC/PEG godown on PPP mode

Procurement Inspector / Quality Analyst/any other officers of FS & CW Department are posted in each OSWC/CWC/PEG (PPP) godown as Authorised Officer. He/She has to look after following functions.

- 59.4.1 Joint testing of moisture with representative of OSWC/CWC/Lessor at the time of receipt, during storage and at the time of issue.
- 59.4.2 Joint analysis of lot wise samples of CMR at the time of receipt from custom millers.
- 59.4.3 Fortnightly inspection of stock for categorization, classification and recommendations for pest control considering the degree of infestation.
- 59.4.4 To maintain Fortnightly Inspection Register as per OSCSC guidelines issued vide letter No. 17808 dt.13.08.2013
- 59.4.5 To countersign the stack wise storage loss statement of OSWC/CWC basing on the moisture recorded as per fortnightly inspection register.
- 59.4.6 To ensure pest control by CWC/OSWC/lessor basing on the recommendation of fortnightly inspection.
- 59.4.7 To report immediately to District Manager, OSCSC and Manager (Q.C), OSCSC in case of non-compliance to timely pest control as per the recommendation in fortnightly inspection report.
- 59.4.8 To ensure scientific preservation, cleanliness of the depot and proper spillage management by CWC/OSWC/Lessor. In case of non-compliance or delay in compliance in those aspects, District Manager, OSCSC and Manager (Q.C), OSCSC may be reported.

60. DUTIES & RESPONSIBILITIES OF KANTAWALLA (OSCSC STAFF) AT RRC MANAGED BY OSCSC LTD.

- 60.1 The Kantawalla in RRC shall assist for arranging loading & unloading operation in the chambers of RRC.
- 60.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.
- 60.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.
- 60.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.
- 60.5 He shall also assist the Purchase Officer for coordination with the labour gangs in the RRC for smooth conducting of loading & unloading operations in the RRC.

61. RESPONSIBILITIES OF DUSTING OPERATOR (OUTSOURCED) AT RRC

- 61.1 To assist the Quality Analyst in drawal of samples from trucks/lots.
- 61.2 To assist the Quality Analyst in dividing and sub-dividing the samples to arrive at test samples through sample divider / coning and quartering method and scooping in presence of the Quality Analyst.
- 61.3 To arrange preliminary sorting of grains on enameled plate.
- 61.4 To keep moisture meter and other testing equipments neat and clean.
- 61.5 To assist in dilution of chemicals with water as per prescribed ratio for prophylactic treatment and spraying in presence of the Quality Analyst.
- 61.6 To operate the foot sprayer and other equipments for spraying of approved chemicals to the grain bags.
- 61.7 To arrange packing and sealing of reference samples using sealing wax and brass seal of RRC.
- 61.8 Brushing of the stacks to remove the residue of aluminum phosphide after fumigation and to remove the dust and cob web.
- 61.9 To attend to counting of bags being loaded / unloaded at RRC as and when entrusted by the RRC- in-charge.
- 61.10 Such other works as may be assigned by the Quality Analyst / RRC in-charge.

62. RESPONSIBILITIES OF CUSTOM MILLER

The District Manger, OSCSC Ltd. shall enter into an agreement on behalf of the Corporation with the Custom Millers. The District Manager must ensure

that the responsibilities of Custom Millers as mentioned in the agreement are followed meticulously.

63. RESPONSIBILITIES OF PACS AND DRCS

The District Manger, OSCSC Ltd. shall enter into an agreement on behalf of the Corporation with the individual PACS. At higher level of the hierarchy, DRCS shall act as supervising authority for the business with OSCSC Ltd. The District Manager must ensure that the responsibilities of PACS as mentioned in the agreement are followed meticulously.

64. RESPONSIBILITIES OF D.S.W.O / WSHG

The District Manger, OSCSC Ltd. shall enter into tripartite agreement on behalf of the Corporation with the DSWO and WSHG. The District Manager must ensure that the responsibilities of DSWO and WSHG as mentioned in the agreement are followed meticulously.

65. RESPONSIBILITIES OF EXECUTIVE ENGINEER (IRRIGATION) / PP

The District Manger, OSCSC Ltd. shall enter into tripartite agreement on behalf of the Corporation with the Executive Engineer (Irrigation) and PP. The District Manager must ensure that the responsibilities of Executive Engineer (Irrigation) and PP as mentioned in the agreement are followed meticulously.

66. PADDY PROCUREMENT AUTOMATION SYSTEM (P-PAS)

66.1 The whole process of procurement of paddy at Society/market yard level are automated so that all the transactions including delivery of paddy to miller and payment of paddy cost to farmers are made on-line through a web-based application. All transactions at a mandi having stable internet connectivity are done through computer in online mode on real time basis. If it is done in offline mode in special cases where the societies don't have adequate internet connectivity, societies will sync it with central server on regular basis.

In the KMS 2019-20 paddy will be purchased using P-PAS application in all paddy procuring blocks of the State.

66.2 Depending on the availability of stable internet connectivity in societies procurement operations shall be conducted on real time online basis. The Co-operation Department shall provide list of societies with stable net connectivity.

66.3 Responsibility of societies is to procure computer, printer, inverters, Digital Signature Certificate (DSC) & arrangement for internet connectivity and manpower.

67. RECEIPT OF CMR FORM OTHER STATE AGENCIES

- 67.1 The OSCSC Ltd. may also procure custom milled rice from other State agencies as per the decision of the Govt. in FS & CW Department to distribute the CMR under Food Security Schemes and other welfare schemes in accordance with the Decentralized Procurement Scheme of Government of India.
- 67.2 Such arrangements of receipt from other state agencies shall be made as per the direction of the Government / Corporation Head Office.
- 67.3 Payment of cost of such rice shall be made at the rate communicated by the Head Office and basing on the quantity accepted.

68. FINANCE & ACCOUNTS

A) AT OSCSC HEAD OFFICE:

- 68.1. Payment to farmers shall be made through online mode to the accounts of farmers by transfer of funds centrally from account of OSCSC at OSCB.
- 68.2 Funds required for transfer of MSP to the Accounts of the farmers shall be arranged in the account of OSCB.
- 68.3 Bank accounts shall be reconciled monthly in connection with procurement transactions and financial transaction.
- 68.4 The payment to farmers as per P-PAS generated report should be reconciled with Bank statement of OSCB, on monthly basis.
- 68.5 All the payments, transfer of funds to district and advance if any, relating to paddy procurement operation shall be made through EAT Module of PFMS.
- 68.6 The KMS Accounts shall be compiled and finalised for submission to Govt. of India as per time line issued by GoI. The financial transactions shall accounted for KMS wise.

B) AT DISTRICT OFFICE

- 68.7 District office shall ensure that all transactions on paddy procurement made in operational, revenue, DPC, PFMS etc. have been entered in FICO module of the SAP.
- 68.8 A separate bank book for procurement operation shall be maintained as generated through ERP SAP.

- 68.9 District office shall ensure that the bills on payment of millers dues are submitted on monthly basis through Online Bill Management System (OBMS) and payment released accordingly.
- 68.10 All payments and expenditures relating to procurement shall be accounted under proper head of accounts in the EAT Module of PFMS.
- 68.11 District office shall ensure reconciliation of paddy purchase data of P-PAS application with that of accounts submitted by the millers.
- 68.12 District Manager shall release bills of Millers & PACS/WSHG/PPs at the rates and as per the guidelines communicated by OSCSC Head Office and as per procedure at Para 49 & 50.
- 68.13 The District office shall maintain a separate register for Bank Guarantee and Fixed Deposit Receipt received as Security Deposit. The Bank guarantee shall be renewed by the custom millers till entire CMR due is delivered. **The genuineness of bank guarantee and FDR shall be confirmed from the issuing bank within 15 days of receipt of bank guarantee.**
- 68.14 Monitoring/accounting of paddy delivery from society to miller as per MAS & SAS module shall be made.
- 68.15 The District shall refund the unutilised fund to head office promptly.
- 68.16 The KMS Accounts shall be compiled and finalised for submission to Govt. of India as per time line issued by Gol. The financial transactions shall accounted for KMS wise.

c) **Roles and responsibility of Accounts Head**

68.17 The Accounts Head of the District Office shall:

- i. Ensure maintenance of proper and correct accounts of procurement.
- ii. Be involved in all the matters and decisions concerning procurement.
- iii. Supervise and monitor the performance of custom millers, suggest remedial measures for the smooth procurement operations and to safeguard the interest of the Corporation.
- iv. Ensure timely submission of bills to FCI for CMR delivered and reconciliation of accounts with FCI.

69. RECONCILIATION OF PROCUREMENT ACCOUNT

Following reconciliation is to be made by the district, which should be completed within one month of closer of the procurement of the district.

69.1 Paddy purchased & delivered to custom miller by PACS/ WSHGs / PPs with reference to Transit Pass-cum-Acceptance Notes & confirmation from custom millers and using documents such as MAS, SAS and reports generated from P-PAS.

69.2 Payment to farmers as per bank statement vis-à-vis quantity of paddy procured and delivered to millers.

69.3 CMR delivered to RRC & FCI by the custom millers.

69.4 Bills settled by FCI on CMR delivered.

Following reconciliation is to be attended at OSCSC Head Office:

69.5 Paddy procured by PACS & amount remitted by Head Office.

69.6 Gunny purchase account with Jute Commissioner and gunny bags delivered to the custom millers of district.

70. ISSUE OF CMR UNDER PDS/NFSA/MDM/SNP/SFSS & OWS

As per Para 4.1 of the Food & Procurement Policy for the KMS 2019-20 the custom milled rice obtained from the paddy procured will be utilized under PDS/NFSA/MDM/SNP/SFSS and other welfare scheme, in accordance with Decentralized Procurement (DCP) Scheme of Gol.

The procedure and documentation for issue of CMR is prescribed in Operational Guidelines issued for Departmental Storage System.

71. PUBLICITY

71.1 Adequate publicity and awareness among farmers about MSP, Quality Specifications of paddy, days and time of operations of purchase centres etc. shall be ensured in the areas covered by such centres. Wide publicity through mike announcement in each G.P. shall be made through the RMC to make the farmer aware in addition to distribution of leaflets, display of banners, advertisement in print and electronic media. Names of purchase officers, their telephone number, name and telephone number of concerned officials at district level shall also be published along with district level control room telephone numbers.

71.2 Such publication shall be made in **two widely circulated Odia dailies** only in local edition through the DI & PRO. In case there is no publication of leading dailies in the district, then such publication may

be made in the edition of nearby district through the DI & PRO. Under no circumstances such publication shall be made in state edition as the publicity is required for the district.

72. CONTROL ROOM

- 72.1 A control room shall be set up at the District Head Quarters during procurement period.
- 72.2 The Control room shall have a landline / mobile which should be well publicized in print media and at PPCs/Mandis.
- 72.3 All complaints received from farmers should be noted down in a register and sorted immediately by coordinating with the agency involved.
- 72.4 Dedicated personnel shall man the control room and offer help and guidance to farmers who ventilate any grievance.
- 72.5 At the State Head Quarters a toll free number 1967 has been operationalised to receive grievances in connection with paddy procurement.
- 72.6 Daily procurement of paddy at all the purchase centers & timely lifting by millers shall be monitored. The telephone number of the control room shall be published in the print media through DI &PRO.

73. GENERAL

- 73.1 If it is felt necessary, in addition to the present guidelines, Collectors may make appropriate suggestions and intimate the Corporation Head Office for the smooth procurement of paddy during KMS 2019-20 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.
- 73.2 The Managing Director reserves the right to issue such instructions / clarifications and modifications to these guidelines as may be required in the interest of smooth procurement operations in course of procurement activities.

Md'
12.10.19
MANAGING DIRECTOR