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## ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-12

CIN: U51211OR1980SGC000894

Tel No: 0674-2395391, Fax No: 0674-2395291, website: [www.oscsc.in](http://www.oscsc.in)

PP- 18/2022

Letter No. 15453 Date- 26.10.22



From

**Shubham Saxena, IAS**  
Managing Director.

To

**All Chief CSO/CSO-cum-District Managers,**  
OSCSC Ltd.

**Sub: Operational Guidelines for the KMS: 2022-23.**

Madam/Sir,

Enclosed find herewith the Operational Guidelines for the KMS: 2022-23.

- 2) All District Managers are expected to go through these Guidelines carefully.
- 3) District Managers must train Purchase Officers/Authorized Officers/ Accountants/ Supply Inspectors/ Marketing Inspectors / Procurement Inspectors and all other staffs 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)/ WSHGs/ Pani Panchayats etc. and followed by them. Disobedience/ deviations, if any, shall be brought to the notice of the FS & CW Deptt. and OSCSC Ltd. immediately.
- 6) The Guidelines can be downloaded from the Official website of OSCSC i.e. [www.oscsc.in](http://www.oscsc.in).

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

**Encl :-1. Operational Guidelines (70 pages)**

**2. Annexure- I to VI**

Yours faithfully,

  
26/10/22

**Managing Director**

Memo No. 15454 /Date 26.10.22

**Copy forwarded for information and necessary action to:-**

1. The Principal Secretary to Govt., F.S & C.W. Deptt., Odisha, Bhubaneswar.
2. The Additional Chief Secretary, Water Resources Deptt., Odisha, Bhubaneswar.
3. The Commissioner-cum-Secretary, Department of Mission Shakti, Odisha Bhubaneswar.
4. The Principal Secretary, Co-operation Deptt., Odisha, Bhubaneswar.
5. The General Manager, FCI, Bhubaneswar.
6. The Director, Social Welfare, Bhubaneswar.
7. The Registrar Co-operative Societies, Bhubaneswar.
8. The Managing Director, Odisha State Cooperative Bank, Bhubaneswar.
9. All Collectors and District Magistrates.
10. All Secretaries, DCCB.
11. All DRCSs.
12. The Branch Manager, NAFED/ MD, MARKFED/ MD, TDCC, Bhubaneswar.
13. The FA & CAO/ Company Secretary/ Chief General Manage (F)/ General Manager (PDS)/ General Manager (Admn.)/General Manager (Acct.) / Dy. General Manager (F)/ Manager (Acct.)/ Manager (Law)/ Sr. Consultant QC, OSCSC Ltd., Bhubaneswar.

  
26/10/22  
**Managing Director**



# **OPERATIONAL GUIDELINES FOR KMS 2022-23**

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.**

**C/2, NAYAPALLI, BHUBANESWAR -12**

**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) 2022-23**

**1. PREAMBLE**

- (i) In pursuance of Food and Procurement Policy of Government of Odisha for KMS 2022-23, 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 of State Government for KMS 2022-23. 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 2022-23" 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 2022-23, which was forwarded by F.S. & C.W. Department to all Collectors and CCSO/CSOs vide memo No.14319 dt.22.09.2022.

**SCHEDULE OF SPECIFICATION FOR COMMON AND GRADE "A" PADDY.**

Sl. No	Refractions	Maximum Limit (%)
1.	Foreign matter	
	a) Inorganic	1.0
	b) Organic	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/consumers 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 2022-23.

<b>Paddy</b>	<b>MSP for KMS 2022-23 (Rs. Per Qtl.)</b>
Common	Rs.2040/-
Grade 'A'	Rs.2060/-

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: 2022-23 spans from **1<sup>st</sup> October 2022** to **30<sup>th</sup> September 2023**.

4.2 The paddy procurement for the current KMS will be done as per the following timelines.

<b>Season of KMS 2022-23</b>	<b>Procurement Period</b>	
	<b>From</b>	<b>To</b>
Kharif	01-11-2022	31-03-2023
Rabi	01-05-2023	30-06-2023

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. will procure paddy with the help of societies (PACS/LAMPCS/WSHGs/PP) 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 if any as per policy decision of the State Govt.

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 2022-23, 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 previous practice, the District Collector with the assistance of CCSO/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.

**The district shall not recommend opening of new PPCs without creating adequate physical infrastructure.**

6.3.4 Online registration in the website [www.foododisha.in](http://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 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 such 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/Societies which have adequate manpower to man more than one PPC. In such cases, adequate publicity needs to be given in villages concerned which are tagged to different PPCs of the society.

6.4 The District Administration, as per Food and Procurement Policy 2022-23, 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.
- ❖ 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. **The PACSs without having required infrastructure facilities like Office Room, computer, Data Entry Operator (DEO), equipments including IT infra shall not be allowed to participate in procurement operation of current KMS.**

#### 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 WSHGs without having required infrastructure facilities like Office Room, computer, Data Entry Operator (DEO), equipments including IT infra shall not be allowed to participate in procurement operation of current KMS.**

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 2022-23, 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 PPs without having required infrastructure facilities like Office Room, computer, Data Entry Operator (DEO), equipments including IT infra shall not be allowed to participate in procurement operation of current KMS.**

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 2022-23, 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 2022-23.

6.8.1 State Level Procurement Committee (SLPC).

The State Level Procurement Committee under the chairmanship of the Chief Secretary to Government shall review arrangements for paddy procurement operations at the beginning of each Kharif/ Rabi procurement season. Further, it shall review status of procurement of paddy and delivery of rice by OSCSC/ any other State procuring agency in respect of previous season and issue suitable instructions

for the guidance of all stakeholders for smooth procurement operations.

#### 6.8.2 District Level Procurement Committee (DLPC)

District Level Procurement Committee has been constituted in each district under the chairmanship of respective Collector. Hon'ble MP(s) of the district, all Hon'ble MLAs of the district and Zilla Parishad President shall be its members. Chief Development Officer-cum-Executive Officer, Zilla Parishad, (**PD, DRDA**)\*, Deputy Director of Agriculture, Sub-Collectors, Chief Civil Supplies Officer/ Civil Supplies Officer (CSO), DRCS, Secretary of DCCB, DSWO, EE (Irrigation), Secretaries of RMCs, representatives of State procuring agencies and such other persons/ officials as decided by Government in FS & CW Department would be its members. The DLPC is expected to meet in the month of October (for early procuring districts) or November (for late procuring districts) for Kharif season and in April for Rabi season to finalize the date(s) of start of procurement operations, number and names of the societies and location of PPC(s), fix number of PPC/ mandi days for each PPC/ mandi, review the preparations for procurement in the district and take decisions in any matter relating to procurement not specified in document for improving procurement operations.

*\* Nomenclature of PD, DRDA has been changed to Chief Development Officer-cum-Executive Officer, Zilla Parishad vide Resolution No. 10025 dt.03.06.2022 of PR & DW Department.*

#### 6.8.3 Society Level Procurement Committee (SoLPC)

- A Society Level Procurement Committee shall be constituted for each procuring society (PACS/ LAMPCS/ WSHG/ Pani Panchayat) with its Secretary as the convener. The local R.I, VAW, three to six farmers in the jurisdictional area of the society, Executive Officer(s) of GPs (within the jurisdiction of the society) shall be members of this committee. Elected President of the society or a farmer member nominated by the committee members shall be president of the SoLPC. However, question of nomination will not arise during the continuation of the elected President of the society. BDO of the Block under which the society

is located shall notify the committee. A panel of names of farmers covering all villages shall be given by the procuring society through Co-operation Extension Officer of the Block/ Mission Shakti Co-coordinator. The BDO is required 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 PPC. This exercise would be completed by all BDOs by October. Wherever WSHGs or Pani Panchayats are engaged in paddy procurement, DSWO/E.E. Concerned of W.R. Department shall take steps to ensure that SoLPCs are formed in respect of those procuring societies.

- The role and responsibilities of SoLPC as per the Food & Procurement Policy for KMS 2022-23 shall be followed.

## **7. EXECUTION OF AGREEMENT**

- 7.1 On behalf of OSCSC Ltd., CCSO/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	• Paddy Stock Register
• Quality Test Report of paddy	• Paddy Dispatch Register
• Vendor Receipt	• Miller/Agency Control Register (Paddy)
• Paddy Purchase Register	• Millers Authority Slip (MAS)
• Paddy Rejection Register	• Society Authority Slip (SAS)
• Transit Pass - cum - Paddy Acceptance Note	

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/Agency 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 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 an Aadhaar Enrollment Number as proof of having applied for the card from UIDAI.
- 10.2 Purchase of paddy shall be effected through proper identification of farmers.
- 10.3 The Purchase Officer of PPC/PACS/WSHG/Pani Panchayat shall verify the Aadhaar Card proof before purchase of paddy and also enter the ID number in the purchase register.

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

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 mandis.

**12 REGISTRATION OF FARMERS & REGULATING ARRIVAL OF PADDY**

- 12.1 Farmer Registration would be the only process to identify the genuine farmers.
- 12.2 The farmer has to submit his/ her (or family member's) mobile phone number which is a mandatory requirement.
- 12.3 The registered farmers would be intimated by SMS about the date and time 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 There shall be endeavor to bring more and more farmers into the procurement fold so that they receive the benefit of MSP.

**13 PAYMENT OF MSP TO FARMERS**

- 13.1 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 using PFMS platform.
- 13.2 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.

- 13.3 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.
- 13.4 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.
- 13.5 The Society Secretary shall ensure prompt uploading/sync of purchase data online in the P-PAS server to facilitate transfer of funds to farmer's accounts within the prescribed time limit.

#### **14. OPERATION AT PADDY PURCHASE CENTRES**

- 14.1 The purchase center 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.
- 14.2 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. P-PAS has been integrated with Public Financial Management System (PFMS) of GoI for flawless credit of dues to farmers' registered bank accounts.
- 14.3 The Minimum Support Price and quality specification of paddy shall be displayed at the purchase centres.
- 14.4 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.**

- 14.5 The weighment of the FAQ paddy shall be taken and vendor receipt shall be issued to the farmer obtaining his full signature.
- 14.6 **The paddy so purchased shall be delivered to the custom miller on execution of Transit Pass-cum-Acceptance Note for each vehicle.**
- 14.7 **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.**
- 14.8 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.

**15 RESPONSIBILITIES OF REGULATED MARKET COMMITTEE (RMC)**

- 15.1 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.
- 15.2 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.
- 15.3 The RMCs would set up temporary market yards with minimum facilities as PPCs in heavy procurement blocks for facilitating procurement by OSCSC Ltd.
- 15.4 **RMCs will declare the designated places of business of societies i.e. PACS, WSHG, PP as mentioned at Para 15.3 above as additional Market Yards as per provisions of appropriate Act/Rules.**
- 15.5 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.

- 15.6 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.

## **16. PROVISIONING OF FUNDS**

- 16.1 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.
- 16.2 The farmers registration database will be integrated with the P-PAS application for such transfer of funds to the accounts of farmers.
- 16.3 OSCSC Head Office shall make arrangement of funds with OSCB.

## **17. IMPLEMENTATION OF SUPPLY OF FORTIFIED RICE**

Gol has decided for implementation of scheme on fortification of rice and its distribution under Public Distribution System (PDS). The decision of Gol/State Govt. of Odisha as to supply and distribution of fortified rice shall be followed.

- 17.1 Custom miller shall install necessary blending equipment/unit in the existing rice mill plant for carrying out blending of normal rice with fortified rice kernels (FRK) at milling stage and deliver the fortified rice at designated RRC-cum-DSC/FCI delivery point under Central and State Pool account as the case may be as per instructions issued by Govt. from time to time.

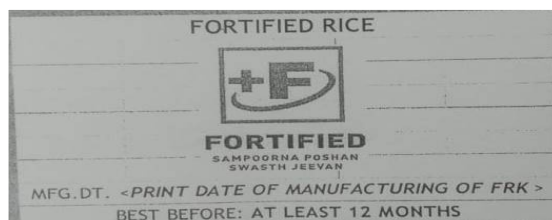
- 17.1.1 SoP No.10152 dt.07.07.2022 of FS & CW Deptt. for utilization of FRK shall be followed meticulously.

- 17.1.2 SoP No. 5/2018-QC (Part) dt.15.03.2022 of GoI shall be strictly followed for monitoring the quality of FRK kernel and FRK rice.
- 17.2 Installation and maintenance of blending unit shall be the responsibility of the custom miller.
- 17.3 OSCSC shall reimburse the blending cost (per quintal) as approved by the FS & CW Department to the concerned custom miller after delivery of fortified rice to OSCSC/FCI.
- 17.4 Each 50 kg. rice gunny bag delivered by the custom miller shall contain net weight of 50.000 kgs normal rice and 500 gms. of fortified rice (nett weight), uniformly blended at a ratio of **1:100 i.e. (Fortified rice kernel : Normal rice)**
- 17.5 Custom miller shall receive the fortified rice kernel (FRK) consignment from the FRK manufacture who has FSSAI license/registration as well as quality certification such as by ISO:22000 etc. and rice mills should maintained batch wise record for FRK procurement and its usage for rice fortification as per CoA obtained from FRK manufacture.

Date	OB	Receipt of FRK	Total	Issued for Blending	CB of FRK
1	2	3	4	5	6

It should be procured batch wise from the FRK manufacturing firms/suppliers. Each consignment determining as one batch, indentified by unique batch no like **<FRK firm in short form/Miller Code/OSCSC/Running Serial number>**.

- 17.6 Millers should get +F logo endorsed from FSSAI. All bags of fortified rice offered for procurement to the procuring agencies must bear blue coloured +F logo stenciled on it as well as on rexin slip. The offered lot of fortified CMR should be uniformly blended with FRK (1:100)



- 17.7 Custom miller shall facilitate for drawal of FRK samples/Blended Rice samples (pre and post blending samples), to be drawn jointly by the authorized representative of approved NABL accredited laboratories of

FS & CW Department and Authorized Officer of the rice mill for testing purpose.

- 17.8 At the time of acceptance of CMR at RRC/FCI depot, the FRK stock shall confirm to Uniform Specification of KMS 2022-23 and also the blending ratio of FRK kernel with normal rice shall be 1:100 (+ 10%).
- 17.9 Each 100kgs. of custom milled fortified rice delivered at the RRC-cum-DSCs by the custom miller, shall be received as 100 kgs. (Nett.) normal rice and accounted for against CMR dues of the custom miller. The 1 kg. of FRK shall be accounted for in account of FRK separately. Custom miller shall be issued Acceptance Note accordingly.
- 17.10 This is subject to modification as per the Govt. decision from time to time.

**18. CUSTOM MILLERS ELIGIBLE TO PARTICIPATE IN KMS 2022-23**

- 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 or 1:5 Security Deposit (SD) norm as the case may be as per provision laid down at Para-18.5. 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 2022-23. Millers completed delivery of CMR of KMS 2021-22 after the approved timelines, may be considered with such terms and conditions as may be decided by Govt. in FS & CW Department/ OSCSC Head Office.
- 18.3 If any defaulting Miller of earlier years i.e. KMS: 2020-21 **or** 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 1<sup>st</sup> year of participation.
- 18.4 An erstwhile defaulting Miller participated in KMS:2021-22 (1<sup>st</sup> time) under 100% SD 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 2<sup>nd</sup> year of participation i.e. KMS 2022-23 and restoration of normal ratio from 3<sup>rd</sup> 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 2<sup>nd</sup> year of participation i.e. KMS: 2022-23 and restoration of normal ratio from 3<sup>rd</sup> year onwards.

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

iii. If any shortage has been detected and the Miller delivers entire CMR due within the due date, the Miller shall be allowed to participate in the next season on 1:1 security deposit norm. In subsequent season, the Miller will be allowed to participate as a regular Miller.

However, the case of the Miller will not be considered under this clause, if any case is pending by or against OSCSC Ltd. for the same cause of action in any forum or any action initiated by OSCSC Ltd. including shifting of paddy.

18.5 To be eligible to participate in KMS 2022-23, It is mandatory for custom millers of 10 aspirational districts namely Dhenkanal, Gajapati, Kandhamal, Bolangir, Kalahandi, Rayagada, Nabarangapur, Koraput, Malkangiri and Nuapada & 05 high burden districts namely Keonjhar, Subarnapur, Boudh, Mayurbhanj and Sambalpur to install blending machine in their existing rice mill. In respect of above district for KMS 2022-23, no miller will be allowed to participate who has not installed blending machine for production of fortified rice.

Custom millers of remaining 15 districts, those who have installed blending machine in their existing rice mill will be allowed to participate in KMS 2022-23 as regular miller. Participation norms in KMS 2022-23 for those millers, who have not installed blending machine by 31<sup>st</sup> December, 2022 will be decided by OSCSC, Head Office separately.

- 18.6 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.
- 18.7 Any specific relaxation can be considered with due approval of Board of Directors of OSCSC Ltd. for smooth procurement operation in the State.

**19. SELECTION OF CUSTOM MILLER**

- 19.1 Online registrations for a new miller through the website i.e. [www.foododisha.in](http://www.foododisha.in) is a pre-requisite for participation in the procurement operation of KMS 2022-23. The millers who are already registered in KMS 2021-22 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. However, if any miller having facility to produce both boiled and raw rice, it will deliver CMR only as per agreement executed (Raw or Boiled). In case of exigency, the concerned miller may be allowed to deliver Raw or Boiled CMR with prior approval of OSCSC Head Office for the specified quantum of CMR as per requirement.
- 19.4 For KMS 2021-22, 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 2022-23 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 2022-23 who have delivered 100% CMR due by approved timelines shall be treated as regular miller for participation on **1:6 or 1:5** Security Deposit (SD) norm as the case may be as per provision laid down at Para-18.5. 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 31.03.2022.
- 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.
- 19.10 Participation of Custom Millers in Rabi paddy procurement operation of KMS:2022-23 will be dependent on their performance in the Kharif season.

## **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 or 1:5** Security Deposit (SD) norm as the case may be as per provision laid down at Para-18.5. 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 In KMS 2022-23, new boiled rice mill may be allowed to participate on prior approval of OSCSC Head Office and with a condition that the miller shall install required machineries including blending machine to produce the raw rice/fortified rice in its mill premises. Such new boiled units shall be allowed on 1:1 SD norm for the KMS 2022-23. Prior approval of OSCSC Head Office shall be taken for all such new rice mill who intends to participate during KMS 2022-23.
- 21.2 An existing miller with last 03 years satisfactory performance, if installs a new rice mill in a district having deficit milling capacity shall be allowed to participate under 1:3 SD norm in 1<sup>st</sup> year with guarantee from 2 more rice mills.
- 21.3 During KMS 2022-23, 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.
- 21.4 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 paddy procurement operation in the concerned district. Such new mills shall be given paddy on 1:1 SD norm. However OSCSC Head Office may relax the security norm on case to case basis as per the requirement and for smooth procurement operations.

In deficit districts, new mill may be allowed under relaxed SD norm with guarantor from the performing miller.

No new rice mill shall be appointed as a custom miller after the date of start of procurement in the concerned district.

Participation of new millers in any district shall be approved by OSCSC Ltd., Head Office.

21.5 A new rice mill in its 1<sup>st</sup> 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 2<sup>nd</sup> year and onwards.

21.6 The Miller who fails to lift 10,000 Qtl. paddy in the first year of participation shall participate in next KMS on 1:1 security deposit norm. Then in subsequent years, the Miller will be treated as a regular Miller.

21.7 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 **Exclusive Raw rice mill with blending machine to produce fortified rice in boiled rice consuming district and exclusive boiled rice mill with blending machine to produce fortified boiled rice in raw consuming district shall only be allowed to participate in procurement operation on 4 (four) times of security deposit subject to condition that the miller producing fortified raw rice/ fortified boiled rice, as the case may be, is consumed in the district where rice mill is located.**

**23. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS**

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

23.2 Millers of a district will be allowed to participate for procurement in other nearby deficit milling capacity district.



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.

- 23.3 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.
- 23.4 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.
- 23.5 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. This is applicable for Kharif and Rabi season separately.
- 23.6 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.
- 23.7 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.
- 23.8 Participation by outside miller shall be generally on 1:3 SD norm except for Jagatsinghpur where it will be **1:6 or 1:5** Security Deposit (SD) norm as the case may be as per provision laid down at **Para-18.5**. 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.

- 23.9 Millers intending to participate in cross-district operations for the KMS: 2022-23 should have delivered 100% CMR due of KMS 2021-22 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 or 1:5** Security Deposit (SD) norm as the case may be as per provision laid down at Para-18.5.
- 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) or 5 (five) times** as the case may be as per provision laid down at Para-18.5.
- 24.3 The new mills will be delivered paddy as per security norm outlined in Para-21.4.
- 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 2022-23, the Custom Millers shall have to furnish security deposit in following manner.
- 24.12 Custom Millers will be eligible to lift paddy in Rabi season of KMS:2022-23 to the extent of security deposit available. Security deposit available means security deposit furnished by the Millers for Kharif season of KMS: 2022-23 less proportionate undelivered paddy. No fresh Security deposit shall be received from Custom Millers for participating in KMS: 2022-23 (Rabi).

***Example:-***

This is explained below as an illustration

(calculation has been done taking into account MSP of KMS:2020-21 and 1:6 SD norm)

1	Security deposit (Kharif) furnished by a Miller say	Rs.3,00,000
2	Paddy available with the Miller (equivalent paddy of CMR undelivered)	50 MT
3	Cost of 50 MT paddy @ MSP	Rs.9,34,000
4	Security deposit required for paddy stock available with the Miller @1:6 SD norm.(iii/6)	Rs.1,55,667
5	Balance security deposit available (i-iv)	Rs.1,44,333
6	Paddy can be lifted on 1:6 SD norm	46 MT

**24.13 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 in favour of Odisha State Civil Supplies Corporation Ltd., basing on their milling capacity and godown

/ covered storage capacity available for safe upkeep and scientific storage of paddy stock and mill premises. Bank Guarantee shall be valid upto 31<sup>st</sup> October, 2023 for the millers of all the districts having single crop or double crops. Bank guarantee furnished towards security deposit shall be in the name of the Proprietor, Partner, Director, in the name of the Company or mill.

- 24.14 Paddy stock of OSCSC Ltd. can't be mortgaged/hypothecated to Bank(s) by custom millers to avail bank guarantee/loan. CCSO/CSO-cum-District Manager shall take up with the banks in the district and also at State Level Bankers Committee by OSCSC Ltd., Head Office for any other purpose.
- 24.15 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.
- 24.16 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](http://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

\*\* Depending on the urgent requirement if any, milling operation in 3 shifts may be considered by FS & CW Department/ OSCSC, Head Office on case to case basis.

- 24.17 The equivalent paddy for the CMR delivered by the custom miller shall be considered for delivering further paddy equivalent to security deposit.
- 24.18 The District Manager shall cause verification of the genuineness of Bank Guarantee and Fixed Deposit Receipt submitted/pledged by the

millar within **15 days** of submission in all cases from the controlling office of the BG/FDR issuing Branch. After verification of genuineness of BG and FDR only, Miller's Authority Slip (MAS) to be generated for lifting of paddy for the concerned miller. The validity period of bank guarantee shall be extended up to the complete delivery of CMR by the miller. It is the responsibility of AM and DM, OSCSC concerned that BG/FDR validity is extended up to the complete delivery of CMR by the miller

24.18.1 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 / fixed deposit if required, till delivery of entire CMR dues and release of security deposit.

24. 18.2 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. 18.3 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. 18.4 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.

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

24.18.6 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 concerned must ensure that entire rice against paddy lifted 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/Accounts of Head of the district will be held responsible for the departmental action

- 24.19 In case the miller participating in other district procurement and completed CMR delivery due for particular season of own and other district, security deposit furnished by the miller on the other district account shall be refunded on settlement of his accounts.
- 24.20 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 (24) 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 and which are free from all encumbrances.

- 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.
- Paddy stock of OSCSC Ltd. can't be mortgaged/hypothecated to Bank(s) by custom millers to avail bank guarantee/loan.

- 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 31.03.2022.

- 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- encumbrances certificate from the sub-registrar.
  - In case of other immovable properties non-encumbrances 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 CCSO/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 CCSO/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.

**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 31.03.2022.
- l) Deed of guarantee as applicable at **Annexure-VI.**

## **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 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 made by using MMDF application as far as possible.

## **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 GoI for KMS 2022-23.
- 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 GoI 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.

30.3 The custom miller shall be reimbursed gunny usages charges as fixed by Govt. of India for use of old gunny bags arranged by millers for packing of paddy.

30.4 The custom miller shall make advance arrangement of gunny bags at PPC for packing of paddy. The miller shall not retain the farmer's bags.

PACS/WSHG/PP shall ensure that that the farmer's bag are not retained by the millers.

**31     CONFIRMATION OF ACCEPTANCE OF PADDY THROUGH P-PAS PORTAL**

31.1 Miller is to login through online P-PAS application ([www.ppas.pdsodisha.gov.in](http://www.ppas.pdsodisha.gov.in)) by providing secure user ID and Password (Miller).

31.2 Millers are to accept the Transit Pass-cum-A.C Note through web portal and acknowledge the receipt of paddy at mill point by using their user ID and Password.

31.3 The custom miller is to accept the T.P-cum-A.C Note through web portal on receipt of paddy to facilitate transfer of funds to farmer's accounts within prescribed time limit.

31.4 **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 2021-22.
- 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 2022-23**

- 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 here under.

Sl. 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
10	FRK (Fortified Rice Kernel)	In case of procurement of fortified rice stock, 1% of FRK (w/w) should be blended with normal rice stock		

\* 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  $\frac{1}{4}$  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 broken) 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 broken 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 Broken less than  $\frac{1}{8}$ <sup>th</sup> of the size of full kernels will be treated as organic foreign matter. For determination of the size of the broken 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 confirming to IS:2508-2016 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. Deltamethrin 2.5% WP

C. 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 CCSO/CSO-cum-District Manager has been instructed to arrange the following materials:

36.8.1 (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.

36.8.2 **Equipments and chemical reagents for Raw Rice Age Testing (RRAT):**

**Materials & Equipments:-**

(A) Glass ware:

1. Volumetric flasks, amber colored 2 no's of 200ml each.
2. Graduated measuring Cylinder (100 ml)
3. Beaker
4. Test tube with stopper (5 no. of 25 ml)
5. Glass stirrer
6. Measuring pipette(2ml)

(B) Apparatus:

1. Balance with 0.01 gram accuracy
2. Test tube rack

(C) Chemical Reagent:

1. Methyl red, analytic reagent (0.05 gram/depot)
2. Bromothymol blue analytic reagent (0.15 gram/depot)
3. Ethyl alcohol, Absolute Grade(75 ml/depot)
4. Distilled water(10.00 litres)



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 CCSO/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 Verification Report (VR) shall be processed by the A.O of the mill for issue of Delivery Certificate (DC) to the custom miller for delivery of fortified rice in RRC/FCI as per provision outlined in the SoP communicated vide letter No. 10152 dt.07.07.2022 of FS & CW Department.

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

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

37.6 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.

37.7 The Delivery Certificate shall be prepared in quadruplicate 1<sup>st</sup> copy is for the Custom Miller. 2<sup>nd</sup> & 3<sup>rd</sup> copy for the RRC / FCI depots where CMR is to be delivered and 4<sup>th</sup> 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 as far as possible
- 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 2022-23.
- 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 2022-23 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  $\pm 250$ 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: 2022-23. This will be communicated on receipt of the same from Government of India.

For example

If a lot of Q.290.00 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 –  
 $Q.290 \times 0.4\% = Q.1.16$

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 An application – Online Billing of CMR to FCI- for online billing of CMR delivered to FCI has been developed and is being implemented from KMS 2021-22. The districts are to submit the bill in this application only. The documents namely Acceptance Note, Weigh Check Memo, Weighment slip etc. issued by FCI on delivery of CMR by the miller will be available in the application, based on which billing to FCI shall be made online. No manual documents are to be submitted to FCI.
- 40.4 The district office must ensure that billing to FCI is submitted in the application instantly.

**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 the date of replacement, the miller shall deliver the fresh stock with new lot no. i.e. next to the last delivery, by observing the usual procedure. On same day, BRL stock may be taken back by the concerned miller after receipt of fresh stock by depot authority. Verification of replaced BRL stock will be taken as per Gol SOP dt.16.07.2021.
- 41.1.5 The stock on replacement shall be accepted and taken into stock account.
- 41.1.6 The procedure for replacement of BRL stock shall be carried out on proper supervision of CCSO/CSO/Additional CSO/ACSO.

41.1.7 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. WEIGHMENT IN RRC**

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

42.2 Where RRC has no weighbridge then 10% test weighment 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  $\pm 250$ gms. per bag.

42.3 In case stock is in un-standard bags, and no weighbridge is available then 100% weighment 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 weighment 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 weighment, weight check memo shall be prepared for weighment 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 weighment 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 weighment / 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/ PVT. PEG/ RRC**

Storage loss in CWC, OSWC, Pvt. 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 diriage of moisture between 15% & 14%.
- b) 0.7% weight loss for diriage 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 and letter No. 6771 dt.20.04.2018.

##### **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) As per the latest norms of FCI, the maximum transit loss shall be allowed @ 0.30% or actual whichever is less to the H & T Contractor subject to certification from recipient district headed by

the District Manager, OSCSC Ltd. Based on the certificate of the committee the claim of transit loss shall be finalized by the Managing Director, OSCSC Ltd.

- 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/Pvt.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**

The following major records and registers shall be maintained at RRCs as specified by the Corporation from time to time.

Sl. No.	<u>Registers</u>	Sl. No.	<u>Records &amp; 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 dispatch of CMR by Rail)		
16	Dumping Register		

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

- 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 CCSO/CSO-cum-District Manager.

As per Govt. of India Guidelines indents with funds are to be placed in advance with Jute Commissioner of India as per approved Supply plan issued from time to time. Accordingly OSCSC Ltd., shall supply new gunnies in advance for packing of CMR. CCSO/CSO-cum-District Manager will ensure that new gunny bags are received by custom millers smoothly.

47.3 In case of short supply of new gunny bags, alternative sources of packing material such as good quality once used gunny bags/HDPE/PP bags will be arranged for packing of rice with approval of Gol/GoO. **The custom millers who don't receive gunny bags supplied as per programme of CCSO/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 2022-23. 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 “**RED**” 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 “**RED**” 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 as regards to packing of paddy/CMR will be followed.

- 47.7 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 1<sup>st</sup> phase for Kharif will be made in November and supply for Rabi will be made in May, 2022.
- 47.8 The District Manager shall be responsible for smooth delivery of new gunnies at miller points proportionate to paddy quantity allocated to the concerned miller.
- 47.9 RRC In-charge will ensure receipt of CMR only in the new B.Twill gunny bags of standard specifications supplied by Jute Commissioner of India.

**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 1<sup>st</sup> lot delivered by the above custom miller, the lot number will be 010302/01. Similarly for 150<sup>th</sup> 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 Payment shall be made to the Miller as expeditiously as possible provided submission of all relevant documents in support of his claim by the Miller and satisfactory performance.
- 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 GoI 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 to PACS shall be released centrally by OSCSC Head Office on receipt of bills from OSCB. Payment shall be released through PFMS 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) as per decision taken in the DLPC 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 2023 & September 2023 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.
- 52.4 RMCs shall furnish acknowledgement receipt and U.C to DM, OSCSC Ltd. under intimation to OSAM Board on receipt of market fees funds from OSCSC. OSAM Board is to furnish consolidated U.C to OSCSC Ltd., Head Office for the KMS (Kharif and Rabi).

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

- 53.1 Transportation charges shall be reimbursed to the agency (transport contractor/miller) for paddy and rice at the approved rates for the distance covered as per decision of GoO/OSCSC.
- 53.2 The shortest truckable distance is to be approved by Collectors.
- 53.3 In case of cross district lifting of paddy, the distance will be ascertained from Google Map.
- 53.4 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 as far as possible.**

**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 2022-23 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 Collector and OSCSC shall finalize the procurement plan for Kharif/Rabi well before actual start of procurement operations to ensure timely lifting of paddy arriving at PPCs/Market Yards and make arrangements for payment of farmers dues within the specified timeframe.
- 54.10 Appointment of –
- Authorized Officer for storage & maintenance of paddy to each rice mill.
  - Nodal Officer for each Block
  - A team of officers of concerned departments of each sub-division under Sub-collector for random check at PPC/ Mills/Banks.
- 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, 2022 for Kharif and in the month of April, 2023 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 CCSO/CSO-CUM-DISTRICT MANAGER**

CCSO/CSO-cum-District Manager shall work under the supervision and guidance of district Collector. The responsibilities of CCSO/CSO-cum-District Manager as indicated in Food and Procurement Policy for KMS 2022-23 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 under the guidance of Collector shall finalize the procurement plan for Kharif/Rabi well before actual start of procurement operations to ensure timely lifting of paddy arriving at PPCs/Market Yards and make arrangements for payment of farmers dues within the specified timeframe.
- 55.5 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.

55.6 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.



55.7 District Manager shall be responsible for :

- Periodical inspection of custom millers by him or through his officers.
- Periodical inspection of RRCs by CCSO/CSO/ACSO (Hqr.) as per OSCSC Head Office SoP No.14384 dt.29.09.22.
- 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.

55.8 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.

55.9 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.

55.10 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.

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

55.12 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 CCSO/CSO-cum-DM/Collector of the district and also Managing Director, OSCSC Ltd./FS & CW Department. CCSO/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 Verification Report (VR) shall be processed by the A.O of the mill for issue of Delivery Certificate (DC) to the custom miller for delivery of fortified rice in RRC/FCI as per provision outlined in the SoP communicated vide letter No. 10152 dt.07.07.2022 of FS & CW Department.
  - 56.1.4 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.
  - 56.1.5 To report confidentially suggesting checking/ raid of the mill in case of any doubtful activities by the miller.
  - 56.1.6 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.
  - 56.1.7 To inspect and ensure that only jute bags (old/new) are used for packing of paddy.
  - 56.1.8 To check quantity of paddy lifted by the millers as prescribed in MAS & SAS
  - 56.1.9 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 CCSO/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 CCSO/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 29 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 alongwith documentation relating to fortified rice as per instruction issued vide letter No.10152 dt.07.07.22 of FS & CW Deptt. 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.
- 57.9 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 of India.

**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/Pvt. 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 Senior Consultant (QC) /Quality Control Cell, OSCSC Ltd., Head Office 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 Senior Consultant (QC)/Quality Control Cell, OSCSC Ltd., Head Office 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**

- 62.1 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.

62.2 The custom miller shall maintain records and register/documents relating to supply of fortified rice as per instructions communicated vide letter No. 10152 dt.07.07.2022 of FS & CW Department.

**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 2022-23 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, inverter &

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. Such payment to farmers shall be made through PFMS platform for which real time integration of P-PAS application with PFMS has been made.
- 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 with the help of integration of SAP with P-PAS.
- 68.4 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.
- 68.5 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 be accounted for KMS wise.

**B) AT DISTRICT OFFICE**

- 68.6 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.

- 68.7 A separate bank book for procurement operation shall be maintained as generated through ERP SAP.
- 68.8 District office shall ensure that the bills on payment of miller's dues are submitted on monthly basis through Online Bill Management System (OBMS) and payment released accordingly.
- 68.9 All payments and expenditures relating to procurement shall be accounted under proper head of accounts in the EAT Module of PFMS.
- 68.10 District office shall ensure reconciliation of paddy purchase data of P-PAS application with that of accounts submitted by the millers.
- 68.11 The District Office shall maintain records and register/documents relating to supply of fortified rice as per instructions communicated vide letter No. 10152 dt.07.07.2022 of FS & CW Department for future record and reference.
- 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 controlling office of the BG/FDR issuing Branch within 15 days of receipt of Bank Guarantee / Fixed Deposit Receipt.**
- 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 GoI. 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**

In order to maintain KMS accounts in conformity with Annual Accounts, the manual stock data for the period ending on 30<sup>th</sup> September and 31<sup>st</sup> March must be reconciled with that of SAP. This reconciled KMS accounts data must be sent to OSCSC, Head Office within one month of closure of half year as per letter No. 11253 dt.26.07.2022.

Following reconciliation is to be made by 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 CMR delivered to RRC & FCI by the custom millers to be reconciled with the figures from SCMS and OBMS-FCI (Online Billing Management System) respectively.
- 69.3 Bills settled by FCI on CMR delivered.

Following reconciliation is to be attended at OSCSC Head Office:

- 69.4 Payment to farmers as per bank statement vis-à-vis quantity of paddy procured and delivered to millers in the P-PAS/SAP.
- 69.5 Gunny purchase account with Jute Commissioner and gunny bags delivered to the custom millers of district.

**70. ISSUE OF CMR UNDER NFSA/SFSS/OWS**

The custom milled rice obtained from the paddy procured will be utilized under NFSA and other welfare scheme like PM POSHAN (erstwhile MDM), SNP etc. and under State Food Security 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 out 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 2022-23 so that all farmers shall dispose of their surplus paddy at Minimum Support Price.



73.2 The Board of Directors, OSCSC Ltd. reserves the right to make such clarifications/interpretations and modifications to the Operational Guidelines as may be required in the interest of smooth procurement operations in course of procurement activities.



26/10/22

**MANAGING DIRECTOR**

**BEFORE THE EXECUTIVE MAGISTRATE/NOTARY PUBLIC**

**(To be executed on non-judicial stamp paper worth Rs. 10/- with required court fees)**

**AFFIDAVIT**

I Sri/Smt. \_\_\_\_\_, Aged about \_\_\_\_\_ years,  
S/o./D/o./W/o. \_\_\_\_\_, in the capacity of Proprietor/  
Managing Partner/Managing Director of M/s. \_\_\_\_\_  
At/PO. \_\_\_\_\_, PS. \_\_\_\_\_, District- \_\_\_\_\_, do  
hereby solemnly affirm and state as follows-

1. That I/We am/are the sole and absolute owner of the immovable properties more particularly described in the Part-A & Part-B of First Schedule (hereinafter referred to as 'The said property') and no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.

OR

That I/We am/are the sole and absolute owner of the Mill premises more particularly described in the First Schedule (Part- A) which is mortgaged to \_\_\_\_\_ Bank/ Financial Institutions and also sole and absolute owner of immovable properties as described at Part-B of Schedule-I (hereinafter referred to as 'The said property') on which no other person has any share, right, title or interest of any kind or nature whatsoever in the said property.

2. That I declare that I have not created any mortgage, charge or encumbrance of any kind or nature whatsoever on or in respect of the property described at Part-A & B/Part-B of Schedule - I (Delete whichever is not applicable). I further declare that no adverse claim of any kind exist against the said property. I declare that I have not received any notice of any intended or compulsory acquisition of the said property or any notice that the said property is reserved for any particular purpose.

3. That I further declare that the only title deeds, documents or writings to the said property/ies which are in my possession are those specified and mentioned in the Second Schedule hereunder written. I furnish the certified copies of the deeds so mentioned in the Second Schedule. I declare that the said property/ies is/are free from all encumbrance, claims and demands. The non encumbrance certificate (s) of the properties issued by Sub-Register is/are enclosed.
4. The encumbrance certificate in respect of the property described of at Part-‘A’ of Schedule-I issued by the concerned Bank is enclosed. {Not applicable in case of 1<sup>st</sup> part of para-1 at pre page}.
5. I declare the present market value at Part ‘C’ of the Schedule-I in respect of the properties as described at Schedule-I (Part A & B) honestly without any malafied intention.
6. That I swear this affidavit solemnly, sincerely and conscientiously knowing the same to be true and knowing that on the faith of the said declaration the Corporation has agreed to appoint me as miller.
7. *I declare the details of loan availed from the Bank/Financial Institutions as here under*
- i) *Name of the Bank / Financial Institution with address.....*  
-----
  - ii) *Type of Loan with limit : .....*
  - iii) *Present outstanding amount:.....*
  - iv) *Particulars of properties hypothecated and mortgaged. :.....*  
.....  
.....
  - v) *Amount over due for repayment Rs.....*

## **SCHEDULE-I**

### **Part – A : PARTICULARS OF THE RICE MILL**

Mill situated over Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_, Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_, Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_, Dist \_\_\_\_\_.

### **Part – B : OTHER IMMOVABLE PROPERTIES.**

- I) Plot No. \_\_\_\_\_, Khata No. \_\_\_\_\_, Area \_\_\_\_\_, Mouza \_\_\_\_\_, Tahasil \_\_\_\_\_, Post Office \_\_\_\_\_, Police Station \_\_\_\_\_ Sub-Registrar \_\_\_\_\_, Dist \_\_\_\_\_.
- II) .....
- III) .....
- IV) Nature of building if any with detailed particulars .....

### **Part – C : APPROXIMATE PRESENT MARKET VALUE OF THE PROPERTIES**

The approximate present market value in respect of the properties as described at Part-A & B of Schedule – I \_\_\_\_\_.

## **SCHEDULE – II**

- A). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- B). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- C). Registered Sale Deed bearing No. \_\_\_\_\_ dated, \_\_\_\_\_.
- D). Record of Right. (Xerox copy of Patta (s))
- E). Up to date rent receipt \_\_\_\_\_.

- Signature of Deponent
8. That the facts stated above are all true to the best of my knowledge and belief.

9. That this affidavit is required to be produced before the District Manager,  
OSCSC Ltd. \_\_\_\_\_ for appointment as Custom Miller.  
Identified by

Advocate

Deponent

The above deponent being present before me & duly identified by  
Sri \_\_\_\_\_ Advocate states on oath that the facts  
stated above are true to the best of his/her knowledge.

**Deponent**

**Executive Magistrate/ Notary Public**

**ANNEXURE - II****Information on Directors/ Partners (strike out whichever is not applicable)****of \_\_\_\_\_ (Name of the Mill)**

Sl. No.	Name of the Director/ Partner	Address	Contact No.	Occupation	PAN No. & Aadhaar No.	Date of Joining in the Company/ Firm	Remarks
---------	-------------------------------	---------	-------------	------------	-----------------------	--------------------------------------	---------

1

2

3

4

5

- N.B.:** 1. If the Director/ Partner of the mill is also Director/ Partner in any other Organization, the name of the Organization shall be indicated in the Remark Column.
2. The miller signing the agreement shall sign this document.

**Signature of the Miller**

**LETTER OF AUTHORISATION****(TO BE EXECUTED IN NON-JUDICIAL STAMP PAPER WORTH Rs.10/-)**

I \_\_\_\_\_ aged about \_\_\_\_\_ years, Son of \_\_\_\_\_ in the capacity of Proprietor/ Managing Partner/ Managing Director of M/s. \_\_\_\_\_ (name of Rice Mill) have been appointed as custom miller by the District Manager, OSCSC Ltd. \_\_\_\_\_ and executed an agreement on \_\_\_\_\_ for custom milling of paddy & supply of resultant CMR to the OSCSC Ltd. for the KMS 2022-23. My specimen signature is given below: -

1. \_\_\_\_\_

2. \_\_\_\_\_

As per terms & conditions of the agreement, I do hereby appoint the following persons as my authorized representatives to receive the paddy from the paddy purchase center & for milling from stock under storage and to deliver the resultant CMR in the RRC/ FCI on my behalf.

	<b>Sl. No.</b>	<b>Name &amp; address of the authorized person with Mobile Phone No.</b>	<b>Specimen signature</b>
Affix stamp size photograph here	1.		
Affix stamp size photograph here	2.		
Affix stamp size photograph here	3.		
Affix stamp size photograph here	4.		
Affix stamp	5.		

size photograph here			
Affix stamp size photograph here	6.		
Affix stamp size photograph here	7.		
Affix stamp size photograph here	8.		

All the acts, deeds, things done by the above representatives shall be construed as the acts, deeds, things & matters done by me as if I am personally present to do the same. For any acts, commissions or omission of my above authorized representatives that may cause any pecuniary loss to the Corporation I shall be responsible to make good loss of the same.

The signature & photographs of the above authorized persons are attested.

Accepted by me.

Name & Signature of the  
Custom Miller with seal

Seal & Signature of  
District Manager,  
OSCSC Ltd., \_\_\_\_\_.



**BRL STOCK RETURN NOTE**  
**ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.**

**Name of the district-**

Book No-

SI No:-

Date:-

1. Name of the RRC:-
2. Name of the Miller to whom the  
stock are returned for replacement :-
3. Reason for return :-
4. Lot No :-
5. Commodity / Variety
6. Qtls:-                                      Nos. of bags:-

Delivered to the Custom Miller for replacement within three days.

Signature of the  
Quality Analyst

Signature of the  
RRC in-charge

Received the above stock for replacement within three days

Signature of the  
Custom Miller or his authorized representative

N.B:-

- To be prepared in triplicate out of which 1<sup>st</sup> copy to the Miller, 2<sup>nd</sup> copy to the District Manager & the 3<sup>rd</sup> copy to be kept in RRC file.
- To be signed by Quality Analyst if deployed at RRC

**REJECTION MEMO**

To

The Jute Commissioner / Dy. Jute Commissioner  
Kolkata.

**Sub: PC S.O. No.....dated .....placed by your office for  
supply of .....bales; of  
Type A / B; Rejection of Stores- Regarding.**

Ref: Supplies made by \_\_\_\_\_ Mills under RR/ IW / Lorry  
No.....dated.....to  
\_\_\_\_\_(Name of SPA) for \_\_\_\_\_(Consignee) at  
\_\_\_\_\_(Rail Head / destination) Covered by I/Note Nos.  
.....dated .....- Rejection thereof.

Sir,

The stores supplied by \_\_\_\_\_ Mills as per details  
under reference and received by this office on .....and are rejected to  
the extent and for the reasons as detailed hereunder:-

- 1) Name of stores: Type A / B B- Twill jute bags
- 2) Quantity ordered: Bales
- 3) Quantity dispatched as per RR/LR: [R/R No., (WB No., Lorry No.)]
- 4) Quantity received: Bales
- 5) Date of receipt: (dd/mm/yyyy)
- 6) Quantity received short (if any): Bales
- 7) Quantity where inspection mark is not available or where it does not match with  
the mark indicated on the I/notes:
- 8) Details of observations / measurements as obtained on inspection of bales:  
(please add additional sheets if necessary).

Sl. No.	Parameters	Serial Numbers of inspected bales					
		Bale No.	Bale No.	Bale No.	Bale No.	Bale No.	Bale No.
1	Visual Defects						
2	Dimensions						
3	Ends, Picks, Stitch						
4	MR%						

5	Corrected Weight						
6	Any Other						

- 9) Quantity rejected due to non-conformance under Sl. No. \_\_\_\_\_(as indicated as above).
- 10) Total quantity rejected / short supplied (6+7+8): .....Bales
- 11) You are requested to withhold the payment for .....bales [quantity as per (10) above] and advise if joint inspection is required to be carried out and if so, to fix a suitable date under intimation to all concerned.
- 12) In case joint inspection is not advised / held, please direct the supplier to remove these rejected goods within 30 days of the receipt of this letter after withholding of equivalent amount by the paying authority.
- 13) In case joint inspection is held and the goods are found to be rejected in the joint inspection, the rejected stores should be removed by the supplier within 30 days of decision of joint inspection.
- 14) The rejected stores would be kept at consignee's premises at supplier's risk and ground rent shall be charged from the suppliers at specified rates if the rejected stores are not removed within the specified period.
- 15) This is, however, without prejudice to the terms and conditions of the PCSO and other relevant guidelines / orders issued by the Jute Commissioner as on date.

Yours faithfully

[Consignee]

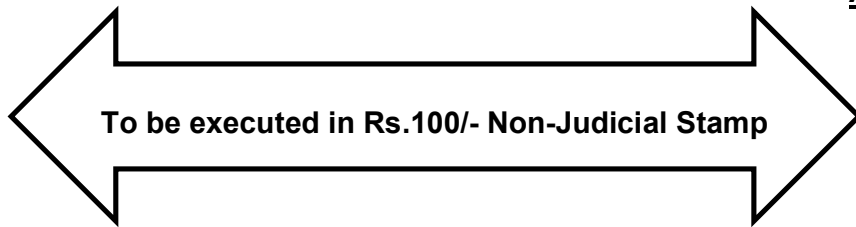
Name & Designation of the complainant (for the consignee)

Contact Address & Telephone No.

E-mail id \_\_\_\_\_

Copy to:

1. Indenter
2. SPA
3. Inspecting Agency – He is requested to associate with the Joint inspection once the same is convened by the Jute commissioner / competent authority.



**DRAFT-I FORMAT OF DEED OF GUARANTEE  
TO BE GIVEN BY THIRD PARTY GUARANTOR**

This Deed of Guarantee executed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ by M/s \_\_\_\_\_ (An active Custom Miller during KMS 2022-23) and having its Registered Office at \_\_\_\_\_, hereinafter called the “GUARANTOR”(which expression shall unless repugnant to the context or meaning thereof be deemed to include his successors in office and assigns) in favour of **the M/s Odisha State Civil Supplies Corporation Ltd.** (hereinafter referred to as the “Lenders” which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor or successors and assigns).

**WHEREAS,**

1. M/s \_\_\_\_\_ a Custom Miller being a proprietorship concern/ partnership firm/ Limited company/ Hindu Undivided Family(HUF) and having its Registered Office at \_\_\_\_\_ (hereinafter called as “the Borrower” which expression shall unless repugnant to the subject or context thereof be deemed to include its successor or successors and assigns) has requested the Lender to allow participation in the ongoing paddy procurement with a ceiling limit not exceeding Rs. \_\_\_\_\_ lakhs / \_\_\_\_\_ Crores (Rupees \_\_\_\_\_ Only) and with the provision of guarantor in the second year for the amount exceeding the equivalence of deposited security in the KMS 2021-21.
2. The Lenders have agreed in principle to allow participation in the paddy procurement to the borrower, within the ceiling limit of an amount not exceeding Rs. \_\_\_\_\_ lakhs/Crores (Rupees \_\_\_\_\_ Only) hereinafter referred to as “the Ceiling limit”) on the terms and conditions contained as mentioned in-detail vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ and the Agreement dated \_\_\_\_\_ entered into between the Borrower and the Lenders (hereinafter collectively referred to as “the said Agreement”).

3. On the request of Guarantor, the Lenders have agreed to make to the Borrower, disbursements/interim disbursements from out of the said limit.

**NOW THIS DEED WITNESSETH AS FOLLOWS,**

In consideration of the premises, the Guarantor hereby unconditionally absolutely and irrevocably guarantees to and agrees with the Lenders as follows:

1. The Lenders shall have the sole discretion to make disbursement(s) and/or interim disbursements(s) to the Borrower from out of the said ceiling limit at such time, on such conditions and in such manner as the Lenders may decide or as per the procurement guideline communicated vide Letter No-\_\_\_\_\_dated\_\_\_\_\_for the current KMS 2022-23. The lender shall deliver paddy to the custom miller at the paddy purchase center, which shall be transported & kept under joint custody of miller & corporation for storing, milling of the paddy & delivery of the Custom Milled Rice to the Corporation/FCI at designated places.
2. The Borrower shall duly and punctually lift the paddy (i.e. to lift the paddy from the purchase center of the Corporation, transportation, safe and scientific storage of paddy & for delivery of resultant CMR at RRC/FCI after custom milling of the paddy delivered to the miller) within the pre-prescribed ceiling limit as fixed by the lender and to ensure periodical delivery of custom milled rice within the stipulated time period or to pay the equivalent cost of pending rice to be undelivered together with interest, additional interest, commitment charge, liquidated damages, and all other monies in accordance with the said Agreement between the Borrower and the Lenders and perform and comply with all the other terms, conditions and covenants contained in the said Agreement as communicated vide Letter No-----dated-----.
3. In the event of any default on the part of the Borrower in periodical delivery of Rice in stipulated time period as will be defined from time to time by the Lender referred to above, or in the event of any default on the part of the Borrower to comply with or perform any of the terms, conditions and covenants contained in the said Agreement, the Guarantor shall, upon demand, forthwith pay to the Lenders, without demur, all the amounts payable by the Borrower under the said Agreement.
4. The Guarantor shall also indemnify and keep each of the Lenders indemnified against all losses, damages, costs, claims and expenses whatsoever which the Lenders may suffer, pay or incur by reason of or in connection with any

such default on the part of the Borrower including legal proceedings taken against the Borrower and/or the Guarantor for recovery of rice/or equivalent cost of rice referred to in clause 2 above.

5. The Guarantor hereby agrees that, without the concurrence of the Guarantor, the Borrower and Lenders shall be at liberty to vary, alter or modify the terms and conditions of the said Agreement and of the security created and the security documents executed by the borrower in favour of the Lenders and in particular to defer, postpone or revise the schedules for periodical delivery of rice and/ or the payment of interest and other monies payable by the Borrower to the Lenders on such terms and conditions as may be considered necessary by the Lenders including any increase in the rate of interest. The Lenders shall also be at liberty to absolutely dispense with or release all or any of the security/securities furnished or required to be furnished by Borrower to the Lenders to secure the equivalent cost of pending delivery of rice. The Guarantor agrees that the liability under this Guarantee shall in no manner be affected by any such variations, alterations, modifications, waiver, dispensation with or release of security and that no further consent of the Guarantor is required for giving effect to any such variation, alteration, modification, waiver, dispensation with, or release of security.
6. The Lenders shall have full liberty, without notice to the Guarantor and without in any way affecting this Guarantee to exercise at any time and in any manner any power or powers reserved to the Lenders under the said Agreement to enforce or forbear to enforce recovery of cost of un-delivered rice or any part thereof or interest or other money due to the Lenders from the Borrower or any of the remedies or security available to the Lenders to enter into any composition or compound with or to grant time to any other indulgence or facility to the Borrower and the Guarantor shall not be released by the exercise by the Lenders of its liberty in regard to the matters referred to above or by any act or omission on the part of the Lenders or by any other matter or thing whatsoever which is under the law relating to sureties would, but for this provision, have the effect of so releasing the Guarantor and the Guarantor hereby waives in favour of the Lenders so far as may be necessary to give effect to any or the provisions of this Guarantee, all the surety ship and other rights which the Guarantor might otherwise be entitled to enforce.

7. This Guarantee shall be enforceable against the Guarantor notwithstanding that any security or securities comprised in any instrument(s) executed or to be executed by the Borrower in favour of the Lenders shall, at the time when the proceedings are taken against the Guarantor on this Guarantee, be outstanding or unrealised or lost.
8. The Guarantor hereby agrees and gives consent to the sale, mortgage on prior, pari passu or second charge basis, release, etc of any of the assets of the Borrower from time to time as may be approved by the Lenders or the transfer of any of the assets of the Borrower from one unit to the other or to the release or leasing out by the Lenders of any or whole of the assets charged to the Lenders on such terms and conditions as the Lenders may deem fit and this may be treated as a standing and continuing consent for each and every individual act of transfer, mortgage or release of any of such assets of the Borrower. The Guarantor hereby declares and agrees that no separate consent for each such transfer, mortgage or release of any of such assets would be necessary in future.
9. The Guarantor hereby agrees and declares that the Borrower will be free to avail of further ceiling limits or other facilities from the Lenders or any other financial institution or bank in addition to this liability to the Lender and/or to secure the same during the subsistence of this Guarantee and in that event, the guarantee herein contained will not be affected or vitiated in any way whatsoever but will remain in full force and effect and binding on the Guarantor.
10. The rights of the Lenders against the Guarantor shall remain in full force and take effect notwithstanding any arrangement which may be reached between the Lenders and the other Guarantor(s), if any or notwithstanding the release or the other or others from liability and notwithstanding that any time hereinafter the other Guarantors may cease for any reason to be liable to the Lenders, the Lenders shall be at liberty to require the performance of the Guarantor of its obligation hereunder to the same extent in all respects as if the Guarantor had at all times been solely liable to perform the said obligations.
11. To give effect to this guarantee, the Lenders may act as through the Guarantor was the principal debtor to the Lenders.

12. The Guarantor hereby declares and agrees that it has not received and shall not, without the prior consent in writing of the Lenders receive any security or commission from the borrower for giving this Guarantee so long as any monies remain due and payable by the borrower to the Lenders under the said Agreement.
13. The Guarantor shall not taken part in liquidation proceeding of the borrower if any such action is initiated by any quarter.
14. A certificate in writing signed by a duly authorised official of the Lenders shall be conclusive evidence against the Guarantor of the amount for the time being due to the Lenders from the Borrower in any action of proceeding brought on this guarantee against the Guarantor.
15. This Guarantee shall not be wholly or partially satisfied or exhausted by any payments made to or settled with the Lenders by the Borrower and shall be valid and binding on the Guarantor and operative until the delivery of the entire CMR due to the Lenders under the said Agreement.
16. This Guarantee shall be irrevocable and the obligations of the Guarantor hereunder shall not be conditional to receipt of any prior notice by the Guarantor or by the Borrower and the demand or notice by the Lenders, shall be sufficient to raise charge upon the Guarantor. The notice thus raised will be conclusive.
17. The liability of the Guarantor under this Guarantee shall not be affected by:
- i. any change in the constitution or winding up of the borrower or any absorption, merger amalgamation of the borrower with any other company, Corporation or concern or.
  - ii. any change in the management of the borrower or takeover of the management of the borrower by any other authority; or acquisition or nationalisation of the borrower and/or any of its undertaking(s) pursuant to any law or.
  - iii. any change in constitution of the Lenders, the absence or deficiency of powers on the part of Guarantor to give Guarantee and/or Indemnities or any irregularity in the exercise of such powers.
18. This Guarantee shall be a continuing one and shall remain in full force and effect till such time when the borrower delivers the entire CMR dues or pay-off equivalent cost of pending CMR dues (i.e. in case the borrower fails to deliver the pending CMR) together with interest, commitment charges,



liquidated, damages, costs, charges and all other monies that may from time to time become due and payable and remain unpaid to the Lenders under the said Agreement.

19. Any demand for payment or notice under this guarantee shall be deemed to have been sufficiently given if sent by post to or left at the last known address of the Guarantor or his successors or assigns, as the case may be, and shall be assumed to have reached the addressee in the course of post, if given by post, and no period of limitation shall commence to run in favour of the Guarantor until after demand for payment in writing shall have been made or given as aforesaid and such notice when sent by post shall tantamount to the fact that the envelope containing the notice was posted and a certificate by any of the responsible officers of Lenders that to the best of his knowledge and belief, the envelope containing the said notice was so posted shall be conclusive as against the Guarantor, even though it was returned unsaved on account of refusal of the Guarantor or otherwise.

**IN WITNESS WHEREOF**, the Guarantor has caused Shri----- as-----  
----- (capacity as in the guarantor organisation) duly authorised in this behalf to put his hand for and on behalf of the Guarantor to these presents, the day, month and year first above written.

**SIGNED BY SHRI**-----

For and on behalf of Custom Miller M/s-----

Address-----

In the presence of:

Signature:-----

Designation:-----