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ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
(A Govt. of Odisha Undertaking)
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e - Despatch

OSCSC -PROC-PROC-0037-2026 No: 20132 Date: 23-11-26

From:

K Sudarshan Chakravarthy, IAS
Managing Director

To

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

Sub - Guidelines for Decentralised Procurement Operation for the KMS 2026-27.

Madam/Sir,

Enclosed herewith are the Guidelines for Decentralised Procurement Operation/Operational Guidelines for the KMS: 2026-27.

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 staff engaged in procurement operations, thoroughly about these Guidelines.
4. Specific responsibilities have been fixed for Officers concerned with procurement operations. Any deviation shall invite disciplinary action.
5. District Managers shall be responsible for ensuring that these Guidelines are circulated to all the Officers/ Custom Millers/ DRCS/ DCCB/ Executive Engineer (irrigation)/ Pani Panchayats etc., and followed by them. Disobedience/ deviations, if any, shall be brought to the notice of the FS & CW Dept. and OSCSC Ltd. immediately.
6. The Guidelines can be downloaded from the Official website of OSCSC i.e. www.oscsc.in

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

Yours faithfully,

Managing Director

Encl:-

1. Guidelines for Decentralised Procurement Operation for the KMS 2026-27.
2. Annexure- I to V of the Guidelines.

Memo No. 20133 / Date 23-11-26

Copy forwarded for information and necessary action to:-

1. The Private Secretary to Hon'ble Minister, Food Supply & Consumer Welfare, Odisha Bhubaneswar.
2. The DC-cum-Additional Chief Secretary, Water Resources Deptt., Govt. of Odisha, Bhubaneswar.
3. The Principal Secretary to Govt., F.S & C.W. Dept., Odisha, Bhubaneswar.
4. The Commissioner-cum-Secretary, Department of Mission Shakti, Odisha, Bhubaneswar.
5. The Commissioner-cum-Secretary, Co-operation Department, Odisha, Bhubaneswar.
6. The General Manager, FCI, 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/ General Manager (Distribution)/ General Manager (HR & Admn.)/ General Manager (F&A)/ Dy. General Manager (F&A)/ Manager (F&A)/ Manager (Law)/ QC Cell, OSCSC Ltd., Bhubaneswar.

Managing Director

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt of Odisha Undertaking)

C/2, NAYAPALLI, BHUBANESWAR-12

CIN:U51211OR1980SGC000894

GUIDELINES FOR PROCUREMENT, DISTRIBUTION AND DELIVERY OF CUSTOM MILLED RICE UNDER DECENTRALIZED PROCUREMENT SCHEME FOR KHARIFF MARKETING SEASON (KMS) 2026-27

1. Preamble

1.1 In pursuance of Food and Procurement Policy of Government of Odisha for KMS 2026-27, 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 Government from time to time. There is, thus a necessity to issue detailed guidelines for undertaking such work.

1.2 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 2026-27. In case of any problem concerning procurement, the same shall be brought immediately to the notice of the OSCSC Ltd. for appropriate clarification.

1.3 Principles contained in the "Food and Procurement Policy for KMS 2026-27" 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

2.1 Government of India has issued Uniform Specifications of all varieties of paddy for marketing season 2026-27, which was forwarded by F.S. & C.W. Department vide Letter No.14453 dt. 21.08.2026.

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

Sl. No	Refractions	Maximum Limit (%)
1.	Foreign matter a) Inorganic b) Organic	 1.0 1.0
2.	Damaged, discolored, sprouted and weevilled grains	5.0 *
3.	Immature, Shrunken and Shrivelled 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

3.1 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 from time to time. Following Minimum Support Price (MSP) for Fair Average Quality (FAQ) paddy has been fixed by Government of India for KMS 2026-27.

Paddy	MSP for KMS 2026-27 (Rs. Per Qtl.)
Common	Rs.2441/-
Grade 'A'	Rs.2461/-

3.2 Paddy shall be in sound merchantable condition, dry, clean, uniform in color and size of grains and free from moulds, weevils, obnoxious smell, *Argemone mexicana* and *Lathyrus sativus* (Khesari) and admixture of deleterious substances.

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

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

4. PADDY PROCUREMENT PERIOD

4.1 The current KMS: 2026-27 spans from 1st October 2026 to 30th September 2027.

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

Season of KMS 2026-27	Procurement Period	
	From	To
Kharif	01-11-2026	31-03-2027
Rabi	01-05-2027	30-06-2027

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 in consultation with A&FE Department.

5.2 The OSCSC Ltd. will procure paddy with the help of societies (PACS/LAMPCS/PP etc) 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, Pani Panchayats etc 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, PP etc, 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. The Collector, on proper assessment of surplus, may request an additional target only after the achievement of procurement of 70% of the allocated 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 2026-27, 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.
- 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, Pani Panchayats etc.

6.3.1 The District Collector, with the assistance of Chief C.S.O./ CSO-cum-District Manager, DRCS/ ARCS, Deputy Director, Agriculture/ DAO, Executive Engineer(Lift Irrigation) and any other officer considered suitable by him shall prepare and finalize a list of societies which will participate in paddy procurement operations as agents of OSCSC. Currently, PACS/ LAMPCS have been playing a dominant role in paddy procurement operations. Before engaging the society for paddy procurement District Collector must ensure that the required infrastructure is available as provided in PC-SAP.

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. Paddy will be purchased from farmers who register themselves for the purpose with societies where their cultivated land is situated before the start of procurement operations for Kharif/Rabi season.

6.3.3 While selecting PACS, PP etc 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, PP etc in the earlier KMS have been detected, such agencies are not selected for the current KMS. PP shall procure paddy through P-PAS application. As such the PP having IT infrastructure , other infrastructural facilities as per PC-SAP and manpower may be considered for selection.

The district shall not recommend opening of new PPCs without creating adequate physical infrastructure as per PC-SAP.

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

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 2026-27, shall take following preparatory steps in the beginning of KMS:

6.4.1 Delineation of jurisdiction among PACS, ,PPs etc.

6.4.2 Online registration of PACS, PPs etc

6.4.3 Formation of District Level & Society Level Procurement Committee

6.4.4 Preparation of advance action plan.

6.4.5 Finalization of agency (custom miller/transport contractor/society) for transportation of paddy from PPCs to Mill points, loading of paddy and other mandi handling operations. DLPC shall finalize agency (custom miller/society) who will perform mandi handling operations at the purchase centres.

6.4.6 Arrangement for making temporary storage facility for paddy with sufficient number of tarpaulin and polythene.

6.4.7 Training of field functionaries / committee members.

6.4.8 Availability of equipment 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 as specified in PC-SAP like Office Room, computer, Data Entry Operator (DEO), equipment including IT infra shall not be allowed to participate in procurement operation of current KMS. The district administration in no case, should select agencies not having such facilities.

6.6 Purchase of paddy through Pani Panchayats (PP)

6.6.1 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 as specified in PC-SAP like Office Room, computer, Data Entry Operator (DEO), equipment including IT infra shall not be allowed to participate in procurement operation of current KMS.

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

6.6.3 As per the Food & Procurement Policy for KMS 2026-27, 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.

6.6.4 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.

6.7 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 2026-27.

6.7.1 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 and review status of procurement of paddy and delivery of rice by OSCSC in respect of previous season and issue suitable instructions for the guidance of all stakeholders for smooth procurement operations. In addition, it shall take decisions in any matter relating to procurement not specified in the policy for improving the procurement operations.

6.7.2 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) , and Hon'ble MLAs of the district and Zilla Parishad President shall be its members. The Superintendent of Police, Additional District Magistrate,Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sub-Collectors, Deputy Director of Agriculture, DRCS/ARCS , EE/SE, Water Resource Department(Convener of the district level Committee on Pani Panchayat for the district), Secretaries of RMCs, Local CTO/ACTO, Representative of FCI, three farmer representatives, one or two elected president of the society and , such other persons/ officials as decided by Government in FS & CW Department would be its members. The Chief Civil Supplies Officer/Civil Supplies Officer (CSO) is the member convener.

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. Apart

from the mandatory pre-season meeting in October/November(for Kharif) and April(for Rabi) for ensuring smooth procurement operations, DLPC to be convened in regular intervals if required.

6.7.3 Society Level Procurement Committee (SoLPC)

6.7.3.1 A Society Level Procurement Committee shall be constituted for each procuring society (PACS/ LAMPCS/ Pani Panchayat etc) 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.

6.7.3.2 The BDO(Block Development Officer) of the Block under which the society(s) is located shall notify the constitution of the SoLPC committee.

6.7.3.3 A panel of names of farmers covering all villages shall be given by the procuring society through Co-operation Extension Officer of the Block. The BDO is required to choose three to six (at the maximum) farmers for the committee. The names so chosen shall represent at least one farmer from area covered by each PPC. This exercise would be completed by all BDOs by mid-October.

6.7.3.4 Wherever Pani Panchayats are engaged in paddy procurement, E.E. Concerned of W.R. Department shall take steps to ensure that SoLPCs are formed in respect of those procuring societies.

6.7.3.5 SoLPC shall be in overall charge of Procurement of Paddy in the society.

6.7.3.6 It will resolve the quality issues concerning paddy arriving in Paddy Procurement Centers (PPC).

6.7.3.7 At the time of quality testing at PPC(s), at least one farmer member representative of SoLPC shall remain present. SoLPC will resolve difficulties being faced during actual paddy procurement operations by farmers with assistance of officials. Wherever SoLPC brings any unresolved issues to CCSOs/CSOs/DRCS/ARCS, such issues shall be resolved on an immediate basis.

6.7.3.8 The role and responsibilities of SoLPC shall be as per the Food and Procurement Policy and Operational Guidelines for KMS 2026-27.

6.7.4 Mandi Spervising Officers and Manid Nodal Officers

Govt. has decided to appoint responsible Govt. Officers as Mandi Supervising Officers and Mandi Nodal Officers for all the mandies vide letter No. 10880

dt.14.10.2024 under the joint signature of Principal Secretary, FS & CW Department and Commissioner-cum-Secretary of Co-operation Department. Mandi Monitoring App will be utilized for ensuring the proper functioning of Mandi or grievance received through Mandi Nodal Officers/Mandi Supervising Officers. The role and responsibility of Mandi Nodal Officer and Mandi Supervising Officer is indicated here under.

6.7.4.1 Roles and responsibilities of Mandi Nodal Officer

The Mandi Nodal Officer shall ensure that:

1. He/She shall visit mandi on daily basis and marks his/her attendance in the portal.
2. He/She will remain in the mandi throughout the day to monitor the procurement operations.
3. List of Registered Farmers data is kept at PACS / PPC level.
4. He/She shall ensure the paddy is procured as per the Uniform Specification fixed by GoI for KMS 2026-27.
5. Analysis of paddy shall be undertaken as per the procedure specified by the Govt. In case, Non-FAQ paddy comes to the PPC, the PACS has to inform the farmer concerned for improvement at their own cost.
6. He/She will monitor the functioning of moisture meter, Automatic Grain Analyser etc.
7. He/She shall ensure display of system generated schedule for delivery of paddy on each procurement day at the society office level for reference of the registered farmers.
8. He / She shall ensure display of purchase days of a week at PPC level as assigned by Collector/DLPC.
9. He / She shall ensure maintenance of records / registers relating to procurement of paddy as would be prescribed from time to time alongwith officials of society under the supervision of Supervising Officer of PACS / PPC.
10. He/She will monitor that the Paddy coming to the Purchase Center as per token, should be delivered on the same day as far as possible on priority basis maintaining the FIFO method.
11. No paddy shall be purchased at PPC / PACS without a requisite token.
12. He/She will monitor the mandi handling operation i.e., weighment, loading of the paddy to the vehicle of custom miller.
13. He/She will monitor that proper stacking of paddy in countable manner is done till handing over to the custom miller / transport contractor as the case may be.
14. Miller-wise lifting figure has to be displayed in the mandi on daily basis and related reports/information transmitted to proper quarters.

15. He/She will ensure maintenance of records/registers relating to procurement of paddy as would be prescribed from time to time along with the society Secretary under the supervision of Mandi Supervising Officer of PACS/PPC.
16. In case any issue is not resolved at his level, it should be escalated to the Mandi Supervising Officer for resolution.
17. He/She will upload/report the status of any issue arising on a daily basis to the Mandi Supervising Officer.

6.7.4.2 Roles and responsibilities of Mandi Supervising Officer of PACS / PPC

As a thumb rule, the Mandi Supervising Officer may be allotted 04 to 05 PACS/PPC to supervise to ensure the following:

1. He/she shall supervise the allotted mandies (@ 4 – 5) on daily basis.
2. He /she shall visit the allotted mandies and ensure smooth operation of paddy procurement.
3. He /she shall supervise the attendance of all the Mandi Nodal Officers.
4. He /she will resolve all the issues escalated by concerned Mandi Nodal Officer. In case the issues required further escalation, it may escalate to the notice of CCSO/CSO/DRCS for further action at their level.

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 the Executive Engineer (Irrigation) and Pani Panchayat.

8. EQUIPMENT AND INFRASTRUCTURAL FACILITY AT PADDY PURCHASE CENTER

8.1 The following equipment are required at the paddy purchase centres operated by PACS, PP etc.

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'.

8.2 The RMC shall provide the equipment at PPCs. PACS, PP etc shall ensure that they are in working condition. The RMCs shall ensure arrangement of all such equipment well before the procurement season. The PACS who has designated place of business and minimum infrastructural facilities as noted above will be given first priority.

8.3 Installation of CCTV in PPC & Live Feed: All PPCs will be installed with required number of CCTVs which will be monitored by District Control Room as well as State Control Room through live feed.

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, PPs etc except cash book which has become redundant on implementation of P-PAS and DBT.

• Token Slip • Quality Test Report of paddy • Vendor Receipt • Paddy Purchase Register • Paddy Rejection Register • Transit Pass - cum - Paddy Acceptance Note	• Paddy Stock Register • Paddy Dispatch Register • Miller/Agency Control Register (Paddy) • Millers Authority Slip (MAS) • Society Authority Slip (SAS)

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

9.2 The above registers/documents are system generated and no manual registers/documents would be used. So PACS/Society are to preserve hard copy of all such registers/documents in bound book shape for all future purposes.

9.3 The farmer's signature shall be obtained on the vendor receipt in duplicate and one copy is to be preserved by the PACS/Societies.

9.4 The custom miller is delivered with paddy on issue of Transit Pass-cum-Acceptance Note. Paddy will be delivered to the custom miller on execution of Transit Pass-cum-Acceptance Note individual vehicle wise. The driver of the vehicle, custom Miller/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, and Executive Engineer (Irrigation) must ensure that above mentioned records and registers are maintained and preserved properly by PACS / PPs etc.

10. IDENTIFICATION OF FARMERS

10.1 Purchase of paddy shall be effected through proper identification of farmers.

10.2 All farmers have to provide identity proof in terms of Aadhaar for the purpose of Aadhaar based e-KYC registration on real time basis.

10.3 The farmer also has to submit his/ her mobile phone number, which is a mandatory requirement.

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

11.1 FS & CW Department and Co-operation Department shall create enabling conditions for registration of maximum farmers including small/marginal and sharecroppers into the government procurement fold. The aim should be to bring more and more actual tillers of soil to the PPCs or mandis.

11.2 A sharecropper (Bhaga Chasi) is required to obtain a consent letter from the landholder and submit it along with the Registration form. A sharecropper has to submit a mobile number and a copy of the Aadhaar card of his landowner in addition to his personal information.

11.3 During Sharecropper Registration, both the Sharecropper and Landowner will remain present, and e-KYC of both will be done through IRIS Scanner. A sharecropper has to submit a mobile number and a copy of the Aadhaar card of his landowner in addition to his personal information. If the landowner is residing outside the area and is unable to be physically present at the time of registration, the landowner's Aadhaar scan-based e-KYC may be completed through Live Mode using the designated mobile app facility. The consent letter of the Landowner will be uploaded in the Farmer Registration Portal. In case of death of RT or joint RTs in Bhulekh, the consent letter of the RT(s) or his/ her legal heirs or self-declaration of the legal heirs cultivating the land shall also be enclosed along with all details for uploading in P-PAS.

12. REGISTRATION OF FARMERS & REGULATING ARRIVAL OF PADDY

12.1 Farmer Registration would be the only process to identify the genuine farmers.

12.2 All the farmers willing to sell their paddy during KMS 2026-27 have to be registered within the prescribed timeline on real time basis at the designated societies and farmers have to provide all detailed personal information, land and other relevant information.

12.3 All farmers should be encouraged to submit the filled in registration forms to their societies concerned(with a view to sell paddy to Government) within the timeline fixed by FS & CW Department.

12.4 During registration farmers will give their consent for both Aadhaar based e-KYC registration and Aadhaar e-KYC based payment through iris i.e. at the time of farmer registration the individual farmer would be verified vis-à-vis Aadhaar number, biometric information that is available with UIDAI and payment would be made through the account which is linked with Aadhaar number which will be done through NPCI platform.

12.5 After completion of farmer registration acknowledgement slip will be provided to the farmers.

12.6 Verification of Bank Account: After the registration process is completed at the society level, the bank-related information of the farmers is to be validated through Aadhaar e-KYC based payment system. Accordingly, the farmer need to be informed about his/her Aadhaar-seeded bank name.

12.7 Registered farmers who are found to be eligible after verification will be informed through SMS in Odia regarding the date of purchase of paddy, place and quantity of purchase in his/her registered mobile number, before start of procurement in Kharif/Rabi season. Accordingly, they will bring the stipulated quantity of paddy to the PPC on the scheduled date. This would be done so as to stop crowding at the mandis and to assure all farmers that all their marketable surplus shall be procured by the society during the procurement period.

12.8 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.

12.9 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 would be made through the account which is linked with the Aadhaar number of the concerned farmer, and it will be done through NPCI platform.

13.2 The Society Secretary shall generate vendor receipt and TP–cum-AC Note on real time basis.

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 Payment of total cost of paddy sold to the Societies shall be made to farmers through online mode within 24-48 hours of Purchase to the bank Accounts of farmers.

13.5 Action shall be taken by the Collector against the procuring societies/millers who do not complete the process which in turn leads to delay in payment to the farmer.

13.6 For any delay in payment or deviation in mode of payment, the District manager shall bring the matter to the notice of the Collector and Head Office for necessary action in the matter.

13.7 In exigencies of failure of online mechanism such payment will be made by way of direct transfer to farmers' accounts.

14. OPERATION AT PADDY PURCHASE CENTRES

14.1 The purchase center run by PACS, PP etc 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 . 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 option 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 RMC . For this, as far as possible, adequate space and facility for handling and cleaning of paddy shall be created by the RMC. They may engage private entrepreneurs with paddy cleaners to provide paddy cleaning services. Farmers may avail this facility on payment basis.

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.

14.9 The Societies shall discharge the following functions to claim the commission at the prescribed rate:

a) Supervision of procurement activities to ensure 100% compliance with the government guidelines in this regard.
b) Proper display of the MSP, FAQ norms, the procedure for procurement and payment, facilities to be provided at the procurement centers, free-of-charge entitlements of farmers, and the grievance redressal mechanism of state government in a visible and accessible manner in the local language.
c) Proper upkeep of procurement centres regarding security and safety of farmers' produce from theft, pilferage, pests, rodent infestation, and adverse climatic conditions such as rain, etc.
d) Arrangement of basic amenities like drinking water and toilets.
e) Use of the online procurement system, including adherence to PFMS compliance as instructed by the FCI/ state government.
f) Arrangement of a proper system of queuing on the days of operation of Mandi.
g) Arrangement of cleaning and winnowing of farmers' produce by the installation of required equipment.
h) Arrangement of calibrated digital weighing machines for the farmers.
i) Arrangement of thread for stitching the filled bags.
j) Arrangements for the temporary storage of farmers' produce before dispatch to the mills/storage points.
k) Maintenance of records as mandated by the FCI/ state government.

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, PP etc 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 as PPCs, with all required facilities,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, PP etc as mentioned at Para 15.3 above as additional Market Yards as per provisions of appropriate Acts/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

The implementation of the Scheme for Fortification of Rice and its distribution under the Public Distribution System (PDS) and other Welfare Schemes shall be governed strictly by the policy decisions, guidelines, advisories and instructions issued by the Government of India, Department of Food & Public Distribution (DFPD), from time to time. In view of the decision of the Government of India to temporarily discontinue the universal distribution of fortified rice under the Pradhan Mantri Garib Kalyan Anna Yojana (PMGKAY) and other Welfare Schemes, pending identification of a more effective mechanism for delivery of nutrients to beneficiaries, the provisions relating to rice fortification under these Operational Guidelines shall remain in abeyance until further directions are issued by the Government of India.

In the event of any subsequent decision or direction by the Government of India permitting or mandating the resumption of rice fortification, the fortification of rice and its distribution under the PDS and other Welfare Schemes in the State shall be undertaken strictly in accordance with the prevailing guidelines, Standard Operating Procedures (SOPs), technical specifications and other instructions issued by DFPD, Government of India, from time to time.

18. PARTICIPATION BY EXISTING CUSTOM MILLERS IN KMS 2026-27

18.1 Rice miller who has no outstanding dues to be paid to a State Government agency on account of CMR delivery of KMS 2024-25 shall be allowed to participate in the procurement operation in KMS 2026-27 except cases where FCI has failed to take delivery of rice, has installed blending machine and Smart Electric Meters as per

MTP guidelines of GOI, shall be treated as regular millers for participation on 1:6 Security Deposit (SD) norm subject to provision laid down at 21.4, 21.5 and 22.3.

18.2 Millers who have not delivered the entire quantity of CMR of any KMS prior to KMS 2025-26, shall not be considered for appointment as custom miller in the current KMS 2026-27. Millers completed delivery of CMR of KMS 2025-26 after the approved timelines of Govt. of Odisha / Govt. of India(as the case may be), may be considered with such terms and conditions as may be decided by Govt. in FS & CW Department/ OSCSC Head Office.

18.3 The defaulting millers who subsequently clear the defaulted amount in full may participate in custom milling, if otherwise found eligible, with the approval of the OSCSC Head Office. Such millers shall be allowed to lift paddy against SD at the ratio of 1:1 during the first KMS of their re-entry and 1:3 during the second KMS, subject to satisfactory performance during the first KMS. On satisfactory performance during the first two KMS of participation after re-entry, they may, with the approval of the OSCSC Head Office, be permitted to participate as regular millers from the third KMS onwards, subject to fulfilment of the eligibility conditions and SD norms applicable to regular millers.

18.4 The Millers having uncertified crude boilers 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.

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

18.6 Any miller discontinuing its operation in any KMS, if again wants to participate in paddy procurement operation of KMS: 2026-27 will be allowed to participate in 1:1 SD norm in first year, if otherwise found eligible, with the approval of the OSCSC Head Office.

19. SELECTION OF CUSTOM MILLER

19.1 Online registration for a new miller through the website, i.e.; www.foododisha.in is a pre-requisite for participation in the procurement operation of KMS: 2026-27. Those millers (intending to participate in KMS 2026-27) who had registered in last KMS 2025-26 may update the data where there has been any change during last year as per Food and Procurement Policy for KMS 2026-27.

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 exclusively 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 In case of requirement, paddy allotted/delivered to a Custom Miller's Parboiled milling unit may be shifted to the Raw milling unit of the same miller, subject to the prior approval of OSCSC Head Office. Such transfer shall be permitted only against the requirement of the procurement operation and for the specific quantity approved by OSCSC Head Office. The miller shall remain responsible for delivery of CMR from the destination Raw milling unit strictly as per the agreement and directions of OSCSC .

19.5 In case of any mill having been acquired either by purchase, 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 as decided by OSCSC HO, if otherwise found to be eligible to participate, with the approval of the OSCSC Head Office.

The inheritor or purchaser of any defaulting rice mill shall be required to furnish an affidavit duly notarized, to the effect that he/she is not related to the defaulting miller in case of a proprietorship firm, or to any of the partners of the defaulting mill in case of a partnership firm, or to any of the directors in case of a limited liability company. The said declaration shall form an integral part of the documentation for consideration of such inheritor or purchaser for engagement under OSCSC Ltd. Any concealment or misrepresentation in the declaration shall render the engagement null and void, without prejudice to any other legal action that may be initiated by OSCSC Ltd.

19.6 Taking into account the above guidelines, the District Manager, OSCSC Ltd. shall take steps for appointment of suitable existing custom millers, who are otherwise eligible to participate, after due approval of the 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, smart electric meter and bills, blending machine shall have to be considered. In addition to it, the list of documents listed at clause 26 shall be taken into account. All the relevant documents shall be uploaded by the Miller in https://ppas.pdsodisha.gov.in/ and verified by the District before the start of the procurement.

19.7 The miller at the time of agreement, shall declare in the shape of an affidavit his debts, liability, outstanding loan amount due to the bank, supported by audited balance sheet as on 31.03.2025.

19.8 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.

19.9 Participation of Custom Millers in Rabi paddy procurement operation of KMS: 2026-27 will be dependent on their performance in the Kharif season.

20. PARTICIPATION OF HYBRID RICE MILLS

20.1 Hybrid Rice Mills(capable of producing both Raw Rice and Parboiled Rice) will be allotted paddy for conversion into raw or parboiled rice, depending upon district-specific requirements and policy directions issued from time to time. The Hybrid Mills shall have no claim to restrict allotment to a specific type of milling.

21. PARTICIPATION BY NEW MILLS

21.1 A new mill is a rice milling unit that is either newly established / newly applying to participate in paddy procurement. Such a mill is required to fulfill infrastructure and statutory prerequisites and undergo inspection/verification before approval. Any new rice mill which intends to participate as a custom miller for paddy procurement operations in KMS 2026-27 must have hybrid milling capacity (i.e. it should be able to provide both raw and par-boiled rice as per the requirement of OSCSC). It shall have a minimum milling capacity of 40 MT per shift and 7000 MT of total storage capacity for paddy and rice. It must have a dynamic blending machine and smart electric meter installed. It must apply online and submit all required statutory certificates in the online portal and to the Collector of the district before the start of paddy procurement operations in the concerned district for necessary verification and inspection.

The inspection of such a mill will include assessment of milling capacity ,ancillary infrastructure, all other documents as mentioned in clause 26 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.

After due verification, the Collector shall submit the recommendation of such millers to OSCSC HO for approval of participation in paddy procurement. The procedure of submission of recommendations of the new mills by the Collector of the district and approval shall be as per the SOP communicated vide letter no 14232 dtd 16.10.2025 of OSCSC Ltd, along with any amendments issued thereto from time to time.

21.2 Such new mill will be allowed to participate as custom Millers with prior approval of the Board of Directors of OSCSC Ltd. after recommendation of the Collector, taking into consideration the deficiency in milling capacity of the district, consumption pattern and the priority given by the Government of India from time to time to accept parboiled/raw CMR. Such new mills shall be given paddy on 1:1 SD norm. **However, OSCSC Head**

Office may relax the security norm on a case to case basis as per the requirement and for smooth procurement operations.

21.3 No New rice mill shall be appointed as a Custom Miller who has not applied (with all required statutory Certificates and documents) to the Collector of the district before the date of start of Procurement in the concerned district.

Enhancement of the milling capacity of the existing miller will be allowed as per the SOP communicated vide letter no 10965 dtd 13.08.2025 along with any amendments issued thereto from time to time.

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

21.5 The new Miller who fails to lift 10,000 Qtl. paddy in the first year of participation shall participate in the next KMS on 1:1 security deposit norm. After completion of 100% delivery in the 2nd year, the Miller will be treated as a regular Miller in the 3rd year depending on the satisfactory performance of the Miller. **However, OSCSC Head Office may relax the security norm on a case to case basis as per the requirement and for smooth procurement operations.**

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

22. PARTICIPATION OF RAW RICE MILL IN PARBOILED 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 to produce raw rice in boiled rice consuming district shall only be allowed to participate in procurement operation on 6 (six) times of security deposit and Exclusive boiled rice mill to produce boiled rice in raw consuming district shall be allowed to participate on 4(four) times of security deposit, as per provisions laid down at 21.4 and 21.5. **However, OSCSC Head Office may relax the security norm on a case to case basis as per the requirement and for smooth procurement operations**. The security norm is applicable to existing custom millers.

23. ENGAGING CUSTOM MILLERS FROM OUTSIDE DISTRICTS

23.1 The millers who are eligible as per provision laid down at Para-18.1 only will be allowed to participate in other nearby districts having deficit milling capacity.

However, OSCSC Head Office may relax the delivery norm on a case to case basis as per the requirement and for smooth procurement operations.

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

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 should there 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.

Whenever OSCSC Head Office feels that there is a situation leading to monopolization of the 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.

23.3 However, one custom miller shall not participate in more than two revenue districts, including the district where the rice mill is located. CSO-cum-DM must ensure this while recommending the name of millers. However, OSCSC Head Office may relax the participation in the number of districts in a season on a case-to-case basis as per the requirement and for smooth procurement operations. This is applicable for the Kharif and Rabi seasons separately.

23.4 In such a case, the District Manager of the procuring district shall execute a separate agreement with the custom miller of the other district. For instance, DM, Jagatsinghpur will execute an agreement for the custom millers of Cuttack participating in procurement of Jagatsinghpur.

23.5 The raw producing mills in boiled consuming districts and boiled producing mills in raw consuming districts may be allowed to participate in other districts as per the requirement for smooth procurement operations.

23.6 Participation by outside miller shall be generally on 1:3 SD norm except for Jagatsinghpur where it will be 1:6 Security Deposit (SD) norm as per provision laid down at Para-18.1. 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 a separate instrument of security to the District Manager from where the paddy will be procured. New miller, if any, is allowed to participate in other district paddy procurement operations shall be eligible to lift paddy on 100% SD norm strictly as prescribed at Para- 21.2.

23.7 Millers intending to participate in cross-district operations for the KMS: 2026-27 should have delivered 100% CMR due of KMS 2024-25 of both districts (own/ other) by the approved timelines of Govt. of Odisha / Govt. of India (as the case may be).

23.8 Custom Millers participating as Outside District (OD) millers, who have not allotted/lifted paddy as per their submitted SD, will be allowed to submit new Security Deposit (SD) based on SD norms and actual paddy lifted, after due procedure of verification. After verification, the first SD instrument submitted for the purpose by the Custom Millers shall be returned to the concerned Custom Miller. In specific cases, where multiple numbers of Security Deposit instruments (BG/FD) were submitted by the Custom Millers and one of the SD instruments(BG/FD) covers for the SD norms and actual quantity of paddy lifted by the concerned Miller, then that SD instrument will be kept as SD for the KMS:2026-27 and balance amount of SD instrument(s) (BG/FD) will be refunded to the Miller as no paddy has been lifted by that miller against that SD instrument(s).

23.9 Where, due to shortage of required Milling Capacity in districts namely Jagatsinghpur , Bhadrak, and Puri only, engagement of Custom Millers from outside the district is considered necessary, preference shall, to the extent feasible, be given to eligible Custom Millers located within the deficit district for lifting and milling of paddy. For this purpose, such eligible Custom Millers of the deficit district may, with the prior approval of OSCSC Head Office/FS & CW Department, as the case may be, be permitted to participate at 1:8 SD norm or as decided by OSCSC Head Office/FS & CW Department,so as to encourage maximum utilisation of the available milling capacity within the district and minimise transportation of paddy to Custom Millers located outside the district.

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

24.1 Millers shall not be delivered paddy more than their eligibility qualification(both in terms of Milling Capacity and Security Deposit).

24.2 On concurrent milling of paddy and delivery of rice by millers, equivalent paddy shall be delivered. In no case paddy shall remain un-milled beyond the period agreed upon. Violation of agreed conditions by the millers shall be a disqualification for further participation in procurement operation.

24.3 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.

24.4 Millers shall start delivery of rice within 7 days of release of paddy for milling , failing which further paddy shall not be delivered.

24.5 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. Guidelines issued vide Letter no 2276 dtd 07.02.2026 and any changes as intimated from time to time will be strictly adhered to wherever storage of paddy other than the mill premises is required.

24.6 The purpose of security deposit is to protect the Corporation's interest from all direct and consequential losses 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. In any event of default by the Custom Miller, the entire SD shall be forfeited.

24.7 They have to provide a minimum security deposit as mentioned in the table below before execution of the agreement. The milling capacity shall be ascertained from online registration by the millers on the website www.foododisha.in and subsequent authorization by the verifying officer.

Sl No	Milling Capacity in producing rice in MT in 2 shifts of 8 hours each	Security Deposit in Shape if 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*

24.8 Custom Millers will be eligible to lift paddy in Rabi season of KMS:2026-27 to the extent of security deposit available. Security deposit available means security deposit furnished by the Millers for Kharif season of KMS: 2026-27 less proportionate undelivered paddy. Fresh security deposit may be received from the Custom Millers for participating in KMS:2026-27(Rabi).

Example:-
This is explained below as an illustration
(calculation has been done taking into account MSP of KMS:2026-27 and 1:6 SD norm)

i	Security Deposit (Kharif) furnished by a Miller say	Rs.3,00,000
ii	Paddy available with the Miller(equivalent paddy of CMR undelivered)	50 MT
iii	Cost of 50 MT paddy @ MSP Rs.2441/- per Qntl.	Rs.12,20,500
iv	Security deposit required for paddy stock available with the Miller @ 1:6 SD norm (iii / 6)	Rs.2,03,417
v	Balance security deposit available(i-iv)	Rs.96,583
vi	Paddy can be lifted on 1:6 SD norm.	23.74 MT

24.9 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. The Miller shall submit the Bank Guarantee in electronic form (e-BG) only. The District Manager shall ensure that the e-BG is received, verified, and processed strictly in accordance with the Standard Operating Procedure (SOP) communicated vide Letter No. 13707 dated 06.10.2025 along with any amendments issued thereto from time to time. Bank Guarantee shall be valid upto 31st October, 2027 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.

The Custom Miller shall deposit one time Security Deposit at the time of execution of Agreement. Additional Security deposit shall be allowed anytime after execution of agreement with prior approval/ permission of OSCSC, Head Office.

24.10 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.

24.11 The CCSO/CSO-cum-DM and Assistant Manager (F & A)/ Assistant Manager (F & A) I/c will be held liable if the custom miller fails to extend the validity of BG in case of his inability to deliver the entire CMR within stipulated dates.

24.12 The equivalent paddy for the CMR delivered by the custom miller shall be considered for delivering further paddy equivalent to security deposit.

24.13 The District Manager shall cause verification of the genuineness of Bank Guarantee and Fixed Deposit Receipt submitted/pledged by the miller 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.

24.13.1 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.

24.13.2 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 CCSO/CSO-cum-DM.

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

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

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

24.13.6 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 Head of the district will be held responsible for the departmental action.

24.14 In case the miller participating in other district procurement and completed CMR delivery due for a particular season of other district, security deposit furnished by the miller on the other district account shall be refunded on settlement of his other district accounts.

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

25.1 The custom miller, in addition to the security deposit as mentioned in the above paras (24), shall also furnish the list of the 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 the above, will also furnish an affidavit to the effect that he will not mortgage/pledge / hypothecate stock of paddy, rice and gunny bales of OSCSC to banks and other financial institutions.

25.2 The miller at the time of agreement shall furnish the declaration in the shape of an affidavit on his debts, liability, outstanding loan amount due to the bank supported by audited balance sheet as on 31.03.2026.

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 the rice mill is mortgaged, the CCSO/CSO-cum-District Manager shall ascertain the status of the 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 an executive magistrate /notary public to the effect that the custom millers shall not mortgage/pledge/hypothecate the stock of paddy/rice /gunny bags of the 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.) Proprietor/Directors/Partners.
b) Registration Certificate issued by District Industries Centre.
c) Valid Factory License issued by Inspector of Factories and Boilers
d) Valid Boiler Certificate issued by Inspector of Factories and Boilers (in case of parboiled rice mills)
e) Valid "Consent to Operate" Certificate issued by State Pollution Control Board.
f) Valid FSSAI License
g) Valid NOC/Exemption Certificate for groundwater abstraction
h) Certificate of Incorporation issued by the Registrar of Companies (in case the mill is Ltd. Company) along with Memorandum and Articles of Association.
i) Registered Partnership Deed in case of partnership firm
j) GST Registration Certificate.
k) Copy of PAN of Proprietor / Company / Firm as the case may be.
l) Copy of Aadhaar Card of Proprietor/Directors(In case of Company)/Partners(in case of Partnership concern)
m) Copy of last electricity bill , along with payment receipts, pertaining to the rice mill.
n) The name, address, and contact details of the Directors in case of a company, Partners in case of a partnership Firm with PAN numbers of Directors/Partners as the case may be. This information shall be submitted as per format at Annexure-II
o) Affidavit by the miller on debts, liability, outstanding loan amount due to bank supported by audited balance sheet as on 31.03.2026.
p) Any other documents required as intimated by Govt of India/Govt of Odisha from time to time.

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/PP etc & 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, the 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, Executive Engineer (Irrigation) etc. and concerned custom millers. Wherever required, the tagging can be modified with the approval of the Managing Director, OSCSC Ltd.

28.6 The miller or his authorized representative shall ensure lifting of the paddy on daily basis to avoid stockpiling of paddy.

28.7 The tagging of mills to PACS/PPC shall be made by using MMDF application / Route Optimization software of GoI.

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 have 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 2026-27.

29.4 Handling operations at Mandi include 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 of 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 usage 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/PP etc shall ensure 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) by providing secure user ID and Password assigned to the Miller.

31.2 Millers or his/her authorised representatives are to accept the Transit Pass-cum-A.C Note through P-PAS web portal and acknowledge the receipt of paddy at the mill point by using their user ID and Password. The acceptance of Transit Pass-cum-A.C Note shall be within 24 hrs of generation of the Transit Pass-cum-A.C Note.

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.

32. STORAGE OF PADDY

32.1 Collector of the district shall appoint Authorised Officer out of the Civil Supplies Executive 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 CCSO/CSO-cum-DM of the district, on being satisfied that the CMR has actually been produced from the paddy received. Wherever they notice shortage/excess of paddy and apprehend irregularity, they should immediately inform the CCSO/CSO-cum-DM/Collector of the district and also the 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 the mill 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 Food Odisha Portal(https://portal.pdsodisha.gov.in/) by using secure user ID and Password as per SOP issued from OSCSC HO. 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 as per instructions issued by GoI/Govt of Odisha. 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 2025-26.

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 the 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.

32.10 Wherever storage other than the mill premises becomes necessary, the SOP communicated by Head Office from time to time shall be followed scrupulously

32.11 Physical Verification(PV) of unmilled paddy: As per the SOP communicated by DoFPD, GoI vide letter no 1(4)/2019-Py-I-Part(2)(389254) dtd 23.09.2026 regarding Physical Verification(PV) of unmilled paddy, PV of 100% paddy at the end of procurement period shall be completed within 30 days from the date of end of procurement period and Joint Physical Verification(JPV) in relation to proposals for extension of milling/CMR delivery period will be done before submission of extension request to DoFPD, GoI.

32.12 Recovery of Quantity of Paddy/CMR found short during JPV may be made from defaulter miller at double the rate of acquisition cost of CMR along with interest of

12% p.a. FIR may be registered against the defaulter millers along with blacklisting/debarring the miller from Govt. milling for a period of 2 years. Any subsequent modification, revision issued by DoFPD, GoI from time to time in the matter will be followed.

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.

33.4 To meet the Minimum Threshold Parameter (MTP) for procurement under MSP for Central Pool, the DF&PD, GoI has directed to implement an Application for tracking of vehicles. Implementation of Vehicle Location Tracking System (VLTS) has been in place for monitoring of movement of vehicles carrying food grains under complete cycle of procurement and distribution. This shall be carried out in the KMS: 2026-27.

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

34.1 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.

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

35. UNIFORM SPECIFICATION FOR GRADE-A & COMMON RICE FOR KMS 2026-27

35.1 Uniform Specification for KMS: 2026-27 has been received from GOI vide letter no. F. No.8-1/2022-S&1 (E-381310) dated 17.08.2026. Rice shall be in sound merchantable condition, sweet, dry, clean, wholesome, uniform in color and size of grains. Rice shall also be free from moulds, weevils, obnoxious smell , an admixture of unwholesome poisonous substances, *Argemone mexicana* and *Lathyrus sativus* (Khesari) in any form, or coloring 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 (%)		Maximum Limit for Improved Rice(%)	Maximum Limit for Segregated Broken Rice(%)
			Grade "A"	Common	Grade A / Common	Segregated Broken
1	Brokens*	Raw	25.0	25.0	10.0	100%
		Parboiled / single parboiled rice	16.0	16.0	5.0	100%
2	Foreign matter **	Raw / parboiled / single parboiled rice	0.5	0.5	0.5	0.5
3	Damaged # / Slightly Damaged Grains	Raw	3.0	3.0	3.0	3.0
		Parboiled / single parboiled rice	4.0	4.0	4.0	4.0
4	Discolored grains	Raw	3.0	3.0	3.0	3.0
		Parboiled / single parboiled rice	5.0	5.0	5.0	5.0
5	Chalky grains	Raw	5.0	5.0	5.0	5.0
6	Red grains	Raw / parboiled / single parboiled rice	3.0	3.0	3.0	3.0
7	Admixture of lower class	Raw / parboiled / single parboiled rice	6.0	NA	6.0(only in case of Grade 'A' Rice)	NA
8	Dehusked grains	Raw / parboiled / single parboiled rice	13.0	13.0	13.0	13.0
9	Moisture content @	Raw / parboiled / single parboiled rice	14.0	14.0	14.0	14.0

* Not more than 1% by weight shall be small broken.

** Not more than 0.2% 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, a 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 1): 2018 and IS 4333 (Part 2):2017 and "Terminology for foodgrains" IS 2813:1995 & IS 2813:2019 as amended from time to time. Dehusked grains are rice kernels, whole or broken, which have more than ¼ th of the surface area of the kernel covered with the bran and determined as follows:-

35.2.2 Dehusk Test

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

Calculations:

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

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

W = Total grains in 5 grams of sample

35.2.3 The method of sampling is to be followed as given in Bureau of Indian Standards "Method of sampling of Cereals and Pulses" No IS: 14818-2000 as amended from time to time.

35.2.4 Brokens less than 1/8th of the size of full kernels will be treated as organic foreign matter. For determination of the size of the brokens, the average length of the principal class of rice should be taken into account.

35.2.5 Inorganic foreign matter shall not exceed 0.20% 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 the 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. EQUIPMENT / MATERIALS REQUIRED AT RRC

36.1 Quality testing equipment

1) Universal Digital Moisture Meter with printer
2) Sample divider
3) Sample Scoop Set
4) Broken Separator
5) Set of sieves
6) Grain Calliper
7) Electronic portable balance (500 gms.)

36.2 Weighing equipment

(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 equipment

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 equipment, materials & furniture

(i) Sample bags for preservation of samples,
(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 equipment 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 Equipment, (ii) Weighing Materials (iii) Fire Fighting equipment, iv) Furniture, (v) Concentrated Hydrochloric Acid (HCl), (vi) Methylene Blue powder, (vii) Metanil Yellow powder, (viii) Distilled water (ix) Reagent Bottles.

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

Materials & Equipment:-

(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 equipment 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 Food Odisha Portal(https://portal.pdsodisha.gov.in/) 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 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. Electrical units consumed for production of each LOT of CMR to be displayed on the Delivery Certificate.

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 1st copy is for the Custom Miller. 2nd & 3rd copy for the RRC / FCI depots where CMR is to be delivered and 4th copy is for office use.

38. TAGGING OF CUSTOM MILLER TO RRC

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

38.2 The tagging of mills to RRC shall be made by using MMDF Application / Route Optimization software of GoI.

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 CCSOs/CSOs/DMs as per the requirement of OSCSC and priority list provided by

the FCI authorities. This is to be used by CCSOs/CSOs/DMs while giving delivery programs to Mills for delivery of CMR to FCI depots in KMS 2026-27.

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 2026-27 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.
- Each & every gunny bag of CMR must bear proper and legible stenciling / tag and rexin/Canvas slip (15 cm x 10 cm) so that the crop year, variety, net weight, mill code, address, logo of Corporation etc., FSSAI license no. are clearly visible on the bags.
  - Packing: – Standard packing shall be 50kg. net with variation of ± 250gms. 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 using a digital moisture meter with printing facility.

- Assessment of impurities:- Physical analysis shall be made taking test sample for determining refractions like foreign matter, broken, damaged, discoloured, chalky grain, red grain & admixture of lower classes.
- Chemical analysis:- Acid test shall be conducted for finding dehusked grain percentage.
- Raw Rice Age Test (Mixed Indicator Method) shall be conducted to determine the age of milled raw rice stocks in raw rice-procuring depots at the time of receipt.
- 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: 2026-27. 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 x 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).

39.6 The SoP on shortage of stock due to misappropriation in all the godowns utilized by the OSCSC vide Head Office letter No. 9746 dt.04.07.2023 shall be strictly followed.

39.7 The circular no. 02/Tech.II/2022 dt.03.06.2022 and No. 02/Tech.II/2017 dt.30.06.2023 on insurance of food grains issued by WDRA Authority for coverage of the stock stored in the warehouses to be registered under WDRA issued vide OSCSC Ltd., H.O letter No. 11758 dt.08.08.2023 is to be followed meticulously.

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 Millers are to deliver CMR as per the quality specifications prescribed by DFPD, GoI to FCI as per delivery instructions issued by GoI/Govt of Odisha from time to time.

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

40.4 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.

40.5 The district office must ensure that billing to FCI is submitted in the application instantly.

40.6 Proportionate booking of stacks with FCI, based on the quantity of paddy procured by each miller, shall ensure equitable delivery opportunities commensurate with their respective CMR obligations. Millers procuring higher quantities of paddy shall accordingly be provided more stacks to facilitate completion of CMR delivery within the stipulated period. Accordingly, stack allocation/booking in the ANNA DARPAN Portal will be based on the actual quantity of paddy lifted by the custom millers for custom milling.

41. DETECTION OF BEYOND REJECTION LIMIT (BRL) STOCK OF CMR

41.1 BRL detected at RRC/RRC-cum-DSC, OSWC, CWC, PEG at the time of acceptance:

41.1.1 If any lot detected BRL in respect of different refractions prescribed by GOI in the Uniform Specification (except blending ratio) during acceptance at RRC/RRC-cum-DSC, OSWC, CWC PEG, the same shall be returned to the miller. On the date of replacement, the miller shall deliver the fresh FAQ stock with a new lot no. i.e. next to the last delivery, with new gunny bags, by observing usual procedure.

41.1.2 On the same day, BRL stock may be taken back by the concerned miller after receipt of fresh stock in the depot.

41.1.3 Necessary entry shall be made in "Stock Rejection Register".

41.1.4 The millers who have been found habitual for pushing BRL stock, the CCSO/CSO-cum-District Manager should take necessary action immediately under intimation to the Head Office.

41.2 BRL detected at RRC/RRC-cum-DSC, OSWC, CWC, PEG at the time of Storage:

41.2.1 If any stack is detected BRL during storage in respect of different refractions prescribed by GOI in the Uniform Specification of concerned KMS by GOI/FCI/State Govt. at RRC/RRC-cum-DSC, OSWC, CWC, PEG , the same shall be returned to the concerned miller.

41.2.2 The miller shall be directed to take back the BRL consignment at his own cost on execution of "BRL Stock Return Note". A copy of the BRL Stock Return Note shall be submitted to the concerned District Manager. (Format is at Annexure-IV).

41.2.3 On the date of replacement, the miller shall deliver the fresh FAQ stock with new lot no. i.e next to the last delivery, with new gunny bags, by observing usual procedure. The procedure of replacement of BRL stock shall be carried out on proper supervision of CCSO/CSO/Addl.CSO/ACSO.

41.2.4 In case BRL is detected by GOI & FCI, Verification of replaced BRL stock shall be done as per GOI SOP dt.16.07.2021 and after replacement, a District level Joint team consists of ACSO, QA of DQCC along with concerned depot I/c & Warehouse Manager shall verify the stock as per OSCSC letter no.QC-QLT-0011-2022/5737 dt.10.05.2024 prior to verification & certification by the joint team of GOI/FCI.

41.2.5 Necessary entry in Stock Register shall be made to the effect of outflow of stock for replacement & inflow of stocks after actual replacement is made. The stock on replacement shall be accepted and taken into stock account.

41.2.6 The cost of gunny bags at the rate decided by the Corporation shall be realized out of the dues of the custom miller in case the corporation supplied gunny bags is used by the miller for delivery of said BRL stock.

41.3 Under no circumstances shall BRL stock be issued under PDS/NFSA/SFSS. The RRC In-charge or Authorised Officer tagged to CWC/OSWC/Superintendent of OSWC/Manager of CWC/ Lessor of Pvt. PEG shall be held personally responsible for the issue of BRL stock under PDS/NFSA/SFSS. There shall be zero tolerance in the quality of CMR procured and distributed under PDS/NFSA/SFSS.

41.4 Action shall be taken against erring Officer/Officials as per OSCSC Office Order no.PP(QC)31/2023/8927 dt.19.06.2023.

42. WEIGHMENT IN RRC

42.1 Stock shall be received and delivered on 100% weighment through the weighbridge as per OSCSC SoP communicated vide letter No. 11560 dt.04.08.2023

42.1.1 Weighbridge shall have printing facility and printout shall be recorded in the register and the printout copy should be preserved.

42.1.2 The certificate shall be obtained from the miller in each lot-wise consignment and shall be preserved properly as per SoP.

42.2 The tare weight of gunny shall be ascertained.

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

42.4 The tare weight of the vehicle has to be deducted from the gross weight on actual basis.

42.5 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.

The weighment recorded in the print-out from the weighbridge shall be recorded in the register and the printout copy should be preserved.

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

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

Total storage loss = (a+b+c)

Detailed guidelines for monitoring storage loss has been circulated vide OSCSC letter No. S&TL/02/2014/7483 dt.26.04.2014 and subsequent letter No. 15621 dt.15.09.2017 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 at the approved rate of GoI 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/derived 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

The 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.	Registers	Sl. No.	Records & Documents
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 . 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 the 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 requisition 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 are to be placed in advance with Jute Commissioner of India as per the 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 prior approval of GoI/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.

During the period of this agreement for KMS: 2026-27, if OSCSC receives gunnies to be used for procurement operations of KMS: 2027-28, the same should be received by the millers on the directions of OSCSC. In case the millers, who do not want to participate in KMS:2027-28, the gunnies should be returned to CCSO/CSO-cum-District Manager of the district.

47.4 The **RED** colour coding shall be adopted for the new gunny bags for KMS: 2026-27 with following manners: - 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. For identification marking of the marketing season, there will be colour-coded strips on every jute bag. The Width of each strip will be 4 threads. Each strip will be run along the length of the Bag and shall be in "**RED**". A single strip is to be printed for bags to be supplied through the Jute Commissioner of India. This single strip shall be printed at a distance of about 150 mm away from any selvedge of the bag. 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, Contract 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. Odisha State Civil Supplies Corporation Ltd. is going to implement stichable unique QR coded tags size 6"(L) * 4"(W) ±2 mm in place of existing rexin slip on

the Jute and HDPE bags for Food grain Packaging during KMS:2026-27 as per SOP communicated vide DFPD, Govt of India, letter no. 15-17/2024-Py-III(E.387272) dated 23.03.2026.

47.5 In case of supply of any defective gunny bags through Jute Commissioner, District Manager shall report the matter to the Corporation Head Office as well as Jute Commissioner Office forthwith in the prescribed format Rejection Memo (as at Annexure-V) along with photos of the disputed bales for online lodging of quality complaint through the web portal "JUTE SMART 2.0" .In such cases, District Manager first ensure receipt of the consignment in their respective login id in Jute Smart 2.0 portal. In case the receipt of the consignment is not updated, the consignee shall not be able to lodge the complaint. The complaint can be lodged within the period of 12 months from the date of receipt of the consignment.

47.6 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. 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 requisition with Corporation Head Office in due time through Online in Gunny Tracking System(GTS). Corporation will place indent with Jute Commissioner of India in phased manner as per the requisition received from districts. Supply of 1st phase for Kharif will be made in September, 2026 and supply for Rabi will be made in February, 2027.

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

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

49. PAYMENT TO CUSTOM MILLERS

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

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

49.3 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 instructions 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 the 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 as allowed in the PCS of GoI for the KMS from time to time.

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 / PP etc.

51.1 PACS / PP etc 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 may be released centrally by OSCSC Head Office on receipt of bills from OSCB, and the commission to PP shall be released to the concerned district office for payment to the PP through the Executive Engineer (Irrigation) on receipt of requisition from the concerned District Manager, OSCSC Ltd.. 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/PP etc shall be recovered from the commission amount of the concerned society.

51.3 Payment of Commission and Mandi Labour Charges shall be made to PACS/ Executive Engineer (Irrigation) at the rates fixed by OSCSC and in consonance with the decision of GoI, and 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 PCS and OAPM Act / Rules.

52.2 Market fees will be paid to RMCs through concerned District Managers, OSCSC Ltd after receipt of requisitions for payment of market fees based on the quantity of paddy procured and delivered to the custom millers during the KMS period

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 and certified by both receiving and dispatching district CCSO/CSO-cum-District Manager.

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 / Route Optimization software of GoI.

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 2026-27 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 farmer 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/PPsetc ,as per the criteria of PCSAP as prescribed by DFPD, Ministry of Consumer Affairs, Food and Public Distribution, Government of India.

54.4 Availability of necessary equipment 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/PPs etc.

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.
- Mandi Nodal Officer and Mandi Supervising Officer and ensuring their training, presence at PPCs and proper monitoring of their work.
- Nodal Officer for each Block
- A team of officers of concerned departments of each sub-division under Sub-Collector for random checks 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 sale of paddy
- Check rice mills
- Ensuring proper functioning of PPCs

54.13 Convening meetings of:

- District Level Procurement Committee in the month of October/November, 2026 for Kharif and in the month of April, 2027 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 the District Collector. The responsibilities of CCSO/CSO-cum-District Manager as indicated in Food and Procurement Policy for KMS 2026-27 and under these guidelines are reproduced below:

55.1 With approval of the Collector, the 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). He will be solely responsible for omission and commission of Guidelines for Decentralized Procurement Operation and Agreement executed with Custom Millers for the KMS.
- PACS
- Executive Engineer (Irrigation) & PPs

55.3 With approval of the Collector, the District Manager shall appoint Authorized officers for storage & maintenance of paddy to each mill.

55.4 District Manager under the guidance of the 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:

- Submission of all documents as per clause 26 by the Miller and uploading of the same on Food Odisha Portal at the time of signing the agreement with the Miller.
- Engagement of required manpower through Service Providing Agency for the specified period
- Availability of necessary equipment 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 the entire CMR within the 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 Food Odisha 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.
- 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 millers 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 and Payment for paddy purchased from farmers by OSCSC Ltd. is made through direct transfer to the Aadhaar-linked bank accounts of the farmers through the NPCI platform.
- 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.
- Ensure periodical Inspection of RRCs by CCSO / CSO / ACSO (Hqr) as per OSCSC Head Office SOP No. 19792 dt. 17.11.2026 and ensure updation & uploading of all the required information in the newly developed "Quality Control APP" of SCMS 2.0.

  Ensure availability of chemicals, QC equipment and maintenance of prescribed records & registers at each & every RRC under their jurisdiction.
- Management of paddy purchase data by PPCs .

- 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.
- Monitor movement of Vehicles from Mandi to Mill, Mill to Depot and Depot to Fair Price Shop(FPS) using VLTD.

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 the 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 CMR in RRC/FCI as per the provisions outlined in the SoP communicated vide letter No. 10152 dt.07.07.2022 of FS & CW Department.

56.1.4 To ensure that the Smart Meter installed in the Mill premises is functioning properly and the Smart Meter is in active communication mode. He shall check the energy bills of the mill on every visit to assess whether the mill has actually produced the specified quantity and variety of rice during the period.

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

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

56.1.7 To prepare & issue release order online for delivery of paddy to the miller or his authorized representative based 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 a weekly basis.

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

56.1.9 To check the quantity of paddy lifted by the millers as prescribed in MAS & SAS

56.1.10 To verify MAS on every visit and compare the same with the paddy quantity actually received by the miller.

56.1.11 The inspection of rice mills shall be conducted through the designated Mobile Application on a weekly basis. The concerned Authorized Officers assigned to each rice mill shall carry out the inspection strictly in accordance with the provisions of the SOP communicated vide letter No. OSCSC–PROC–MISC–0011–2025/13897 dated 09.10.2025 along with any amendments issued thereto from time to time.

The District Manager, OSCSC Ltd. shall ensure timely completion and submission of all inspection reports as per the prescribed schedule.

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 hand over all the records and registers at the district office after delivery of the entire CMR dues by the custom miller on proper acknowledgement. Similarly, on transfer/retirement during the period of delivery of CMR, he shall hand over all the records and registers to the officer/successor on proper acknowledgement, as per direction of the 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 shall paddy remain un-milled beyond the 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 receipt of the requisition from the miller, the Authorised Officer (A.O) shall verify the mill and provide verification report (VR) through -Food Odisha Portal (https://portal.pdsodisha.gov.in/) 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. The Depot In-charge shall draw/collect a representative sample of each accepted lot and prepare the sample in triplicate, each weighing 500 grams. One sealed sample shall be handed over to the concerned miller, while the remaining two sealed samples shall be retained at the depot under proper custody until the end of the concerned Kharif Marketing Season (KMS).

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 Transport 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, Quality Analyst / Assistant Executive/ 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. RRC In-charge and Quality Analyst shall be held personally responsible for any infestation of stocks in RRC. Similarly, CWC/OSWC authority and Entrepreneur of PEG godown shall be held responsible for any losses/infestation due to laxity in prescribed scientific preservation. This instruction shall be strictly followed in accordance with OSCSC Letter No. PP(QC)49/2017/11815 dated 15.07.2017.

57.3 The RRC In-charge shall ensure that fumigation of the stock is undertaken as per the Guidelines communicated vide letter no 11815 dtd 15.07.2017.

57.4 The RRC in-charge, Assistant Executive / 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.

57.5 The RRC In-charge/ Assistant Executive / Quality Analyst/ SA-cum-GA shall be the joint custodian of all quality testing equipment, chemicals and fumigants, apparatus and records in the Corporation run RRCs.

57.6 The records & registers or any other records as specified at Para-44 along with documentation relating to CMR 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.

57.7 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 Transport Contractor.

57.8 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.

57.9 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.

57.10 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).

57.11 To exercise proper supervision over Level-I/Level-II / State Level Transport Contractor for timely lifting/movement of food grains as per lifting plan.

57.12 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.

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

57.14 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.

57.15 RRC in-charge shall maintain all records and registers prescribed by OSCSC in their depot and ensure availability of chemicals and equipment in proper serviceable condition.

58. RESPONSIBILITIES OF SA-CUM-GA/ASSISTANT EXECUTIVE 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/ Assistant Executive shall prepare the registers & documents)

58.3 Computerization

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

58.4 The Assistant Executive 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 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 till the end of KMS, 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 quality 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 equipment 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/fumigant and testing/storage equipment.

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/any other damages 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 equipment, 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):

59.3.1 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 etc.

59.3.2 Responsibilities of Quality Analyst at District Quality control Cell

1. The QA of DQCC shall follow OSCSC Letter no.13782 dt.15.09.2022 for smooth function of DQCC.
2. The registers shall be maintained in respect of following:
   Stock & issue of chemicals and QC equipment received from Head Office and purchased by District Office.

60. Responsibilities of Authorized Officer in OSWC/CWC/Pvt. PEG godown on PPP mode

Procurement Inspector / 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.

60.1 Joint testing of moisture with representative of OSWC/CWC/Lessor at the time of receipt, during storage and at the time of issue.

60.2 Joint analysis of lot wise samples of CMR at the time of receipt from custom millers.

60.3 Fortnightly inspection of stock for categorization, classification and recommendations for pest control considering the degree of infestation.

60.4 To maintain Fortnightly Inspection Register as per OSCSC guidelines issued vide letter No. 11815 dt.15.07.2017 and QC SOP vide Letter No. 19792 dated 17.11.2026.

60.5 To countersign the stack wise storage loss statement of OSWC/CWC basing on the moisture recorded as per fortnightly inspection register.

60.6 To ensure pest control by CWC/OSWC/lessor basing on the recommendation of fortnightly inspection.

60.7 To report immediately to District Manager, OSCSC and AM(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.

60.8 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 AM(QC)/Quality Control Cell, OSCSC Ltd., Head Office may be reported.

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

61.1 The Kantawalla in RRC shall assist for arranging loading & unloading operation in the chambers of RRC.

61.2 He shall assist for placement/issue of stacks in RRC chambers in FIFO method.

61.3 He is responsible for correct noting of CMR gunny bags unloaded in stacks and during its issue.

61.4 All physical operation of stocks inside the chambers of RRC is the look out of the Kantawalla.

61.5 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.

62. RESPONSIBILITIES OF DUSTING OPERATOR (OUTSOURCED) AT RRC

62.1 To assist the Quality Analyst in drawal of samples from trucks/lots.

62.2 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.

62.3 To arrange preliminary sorting of grains on enameled plate.

62.4 To keep moisture meter and other testing equipment neat and clean.

62.5 To assist in dilution of chemicals with water as per prescribed ratio for prophylactic treatment and spraying in presence of the Quality Analyst.

62.6 To operate the foot sprayer and other equipment for spraying of approved chemicals to the grain bags.

62.7 To arrange packing and sealing of reference samples using sealing wax and brass seal of RRC.

62.8 Brushing of the stacks to remove the residue of aluminum phosphide after fumigation and to remove the dust and cob web.

62.9 To attend to counting of bags being loaded / unloaded at RRC as and when entrusted by the RRC- in-charge.

62.10 Such other works as may be assigned by the Quality Analyst / RRC in-charge.

63. RESPONSIBILITIES OF CUSTOM MILLER

63.1 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.

As per DoFPD, GoI letter no 17-1/2025-Py-III(E.389204) dtd 29.09.2026, the millers shall upgrade their milling infrastructure before the commencement of KMS:2026-27 to enable delivery of Improved Rice and shall ensure 100% delivery of improved Rice from KMS:2027-28 onwards. The approval for procurement of CMR with up to 25% broken rice during KMS:2026-27, wherever allowed, shall be conditional upon the commitment by Millers to deliver 100% CMR with up to 10% broken rice in KMS:2027-28.

64. 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. DRCS shall ensure that farmer registration, satellite and land verifications, and all associated tasks are executed in strict compliance with the guidelines issued vide Letter no 13387 dtd 06.08.2026 of FS & CW Department

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 are done through computer in online mode on real time basis.

In the KMS 2026-27 paddy will be purchased using P-PAS application in all paddy procuring blocks of the State as per Food and Procurement Policy for KMS:2026-27.

66.2 The Societies shall ensure stable internet connectivity at the PPC to facilitate real-time procurement operations. The Co-operation Department shall ensure that all PACS engaged in paddy procurement operations have stable internet connectivity.

66.3 The responsibility of societies is to procure computer, printer, -alternate power source & arrangement for internet connectivity and manpower.

67. RECEIPT OF CMR FROM 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 based on the quantity accepted.

68. FINANCE & ACCOUNTS

A)AT OSCSC HEAD OFFICE:

68.1 Payment for paddy purchased from farmers by the OSCSC Ltd. is made through direct transfer to the Aadhar linked bank accounts of the farmers through NPCI platform. The payment to the accounts of farmers will be made by transfer of funds centrally from account of OSCSC at OSCB. Such payment to farmers shall be made through the 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 transactions 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 timeline issued by GoI. 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 District Manager shall release bills of Millers & PACS/PPs etc at the rates and as per the guidelines communicated by OSCSC Head Office and as per procedure at Para 49 & 50.

68.12 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 the 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.

68.13 Monitoring/accounting of paddy delivery from society to miller as per MAS & SAS module shall be done.

68.14 The District shall refund the un-utilised fund to head office promptly.

68.15 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 be accounted for KMS-wise.

C)ROLES AND RESPONSIBILITY OF ACCOUNTS HEAD

68.16 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 30th September and 31st 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/ PPs etc 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(https://scms.pdsodisha.gov.in/) and FCI Delivery Module(https://portal.pdsodisha.gov.in/) in Food Odisha Portal respectively.

69.3 Bills settled by FCI on CMR delivered.

The 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 the 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 schemes like PM POSHAN , SNP etc. and under State Food Security Scheme in accordance with Decentralized Procurement (DCP) Scheme of GoI.

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

announcements 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 numbers, names and telephone numbers of concerned officials at the 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 the 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.

72.7 The operation of all the Control Room located at District Head Quarter will be centrally monitored by Command Control Cum Experience Center (CCEC) functioning at OSCSC Head Quarter.

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 2026-27 so that all registered farmers shall dispose of their surplus paddy at Minimum Support Price.

73.2 Any instructions, guidelines, or directions issued by the Government of India and the Food Supplies & Consumer Welfare Department, Government of Odisha, from time to time incidental to the Operational Guidelines or any other related operations under the Decentralized Procurement Scheme shall be deemed to form

part of these Operational Guidelines and shall be binding and followed scrupulously by all concerned.

73.3 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.

MANAGING DIRECTOR

ANNEXURE – I

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 1st 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

ANNEXURE-III

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 2026-27. 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.

	Sl. No.	Name & address of the authorized person with Mobile Phone No.	Specimen signature
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., _____.

ANNEXURE-IV

BRL STOCK RETURN NOTE

ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

Name of the district-

Book No- Sl 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 1st copy to the Miller,2nd copy to the District Manager & the 3rd copy to be kept in RRC file.
- To be signed by Quality Analyst if deployed at RRC

ANNEXURE – V

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.