

**ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**  
HEAD OFFICE:10-152/1,SRI SAI TOWERS,BANDAR ROAD KANURU, VIJAYAWADA-520007  
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**Smt.A SURYAKUMARI,IAS**  
**V.C.& MANAGING DIRECTOR,**

**CIRCULAR**

**Lr.No.PDS.3/PDS CIRCULARS/2018**

**Dated: 31.10.2018**

**Sub: APSCSCL - PDS - Implementation of Supply Chain Management for  
Distribution of Essential Commodities - Circular Instructions Issued -  
Reg.**

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The APSCSCL is distributing the Scheduled Essential Commodities Viz., Rice, Jowar, Ragi, Wheat Atta, Sugar and Redgram Dall etc. to the BPL, AAY and AP card holders under Public Distribution System. In order to execute the End-to-End computerization of TPDS operations, the NIC has developed web based software called Supply Chain Management (SCM). As of Now, SCM is used for generation of e- Release Order and e-truck sheets and weighment of Scheduled Commodities through e-PoS machine. Now, it is decided to implement Supplier Module in SCM to capture the data relating to Districtwise allotment of commodities, details of the suppliers, stocks dispatched to the MLS Points and acknowledgment given at MLS Point. The module also capture the data related to drawing of samples at MLS Points, sending them to the labs for Quality and Ananalysis Reports Received from the labs.

In order to utilize the Supply Chain Management more efficiently, the following Circular Instructions are issued:

- The concerned Accountant/ Assistant in Head Office shall add the successful tenderer as "supplier" in SCM with the GST number, supplier name, mobile number, address and the due date to complete the supply of the designated commodity.
- The concerned Accountant/ Assistant in Head Office shall generate supplier order in SCM for all the Districts based on the Allotment Order.
- The District Managers shall login to the SCM, Select the Movement Order option in the Main Menu and click in the Allotment Order link to issue MLS Point wise Movement Order.

- The suppliers, when ever they qualify in the tender process, will be provided a password to log on to the SCM. The GST Number of the supplier will be the user ID.
- The supplier shall login to the SCM and select Supply Order from the Menu bar to dispatch the commodities by selecting the District and MLS Point. The supplier shall generate truck sheets from SCM only, Manual Truck sheets will not be accepted. The supplier shall enter the Aadhar number of the vehicle driver while generating the Truck Sheets in SCM.
- The truck sheets dispatched by the supplier will automatically visible in the e-PoS device of the concerned MLS Point. The MLS Point Incharge shall acknowledge the stock received at MLS Point through e-PoS only.
- The MLS Point Incharge and the Vehicle Driver shall authenticate with finger print in e-PoS machine to acknowledge the stocks online. The payments to the cost of commodities will be paid based on the quatities acknowledged by the MLS Point Inchatge in e-PoS. Therefore the quantities acknowledged in the e-PoS are final and will not be allowed to alter for any reason.
- The MLS Point Incharge shall draw sample from the stocks received and enter the details of the sample in "Sample Testing" menu in SCM. A Sample ID will be generated after entering the Commodity Name and Supplier Name. The sample shall superscribing with the sample ID generated in SCM and send to DM office for quality verification.
- The District Manager shall assign the lab against the sample received from the MLS Point in Sample Testing Tab in DM login. Presently Chemical Lab, Head Office Lab is inserted in the SCM, but the District Managers may communicate the lab of their convenience to Head Office to insert in SCM.
- The Labs will be provided with unique ID and Password. So that the Incharge of the Lab is facilitated to login and enter the observations of the testing duly selecting the Sample ID in "Lab Sample" menu in Lab login.
- The District Manager shall issue necessary instructions to the MLS Point Incharges to implement the Supplier Module in SCM and monitor the progress from time to time.

- The District Managers shall implement the e-collection system and accept the sale proceeds of Essential Commodities from the FP Shop dealers through NEFT/RTGS only. In any circumstances, Demand Drafts/ Cheques should not be accepted
- The amounts received through NEFT/RTGS will automatically reflect in the Release Orders of the concerned FP Shop in Supply Chain Management
- The MLS Point Incharges shall generate the Release Orders for Essential Commodities in SCM with in 48 hours of the payment received from the FP Shop dealer.
- The MLS Point Incharge shall plan the Movement of Essential Commodities basing on the Payments received from FP Shop Dealers and the Route Plan should communicate to the concerned CSDT to let the FP shop dealer attend for weighment at the time of delivery.
- The stage II contractor shall fix the GPS devices to the stage II vehicles for tracking the movement of the vehicle. In case of Departmental movement, the MLS Point Incharge shall inform the vehicle numbers that hired for stage II movement and the GPS device numbers to the DM office well in advance to the commencement of stage II transportation.
- The MLS Point Incharges shall enter the details of the commodities delivering and vehicle number to generate the truckchits from SCM
- The FP Shop Dealer/Dealer Representative shall attend the weighment in MLS Point at the time of delivery and must authenticate the weighment of all Essential Commodities in the ePoS machine.
- The MLS Point Incharge shall hand over the stocks to the stage II contractor/representative after weighment for delivery at the door step of the FP shop dealer
- The MLS Point Incharge shall persue the FP Shop dealer to get acknowledgement through e-PoS for the stocks delivered to his door step.
- The MLS Point Incharge shall enter the receipt particulars of the Rice receipts manually in SCM on daily basis.
- The MLS Point Incharge has to see that the Closing Balance of the Commodities shown in the SCM shall match with the Ground Balance. Any differences identified in this regard will be noted and action will be initiated as per the rules in force.

Therefore All the District Managers are hereby directed to meticulously follow the Circular Instructions and issue necessary guidelines to the MLS Point Incharges in order to implement the Supplier Module and to increase the efficiency of the Supply Chain Management System. The other instructions which were communicated earlier from time to time shall be followed along with the above instructions.

  
31/10/18

for V.C. & Managing Director

To,

All the District Managers, APSCSCL for necessary action

Copy to all the Joint Collector & EOEDs, APSCSCL, AP

Copy to submitted to the CCS & EOPS, CAF&CS Dept, Govt of AP, Amaravathi for information