Andhra Pradesh State Civil Supplies Corporation Limited
(A State Government Undertaking)
Regd.Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD 500 082

D,VARA PRASAD,IAS
VC & Managing Director

CIRCULAR NO:50

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Sub: APSCSCL-Development of Software by NIC for paddy and levy
rice procurement under DCP – Implementation of Software in
CSC – Issue of guidelines –reg
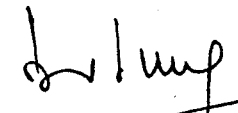Ref: This office Proc No.Accts/DCP/2012-13,Dt:06.03.2013
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In view of taking up of Levy Rice procurement under DCP by the Corporation, National Informatics Centre (NIC) was requested to develop the required software for usage in the Corporation.NIC authorities have developed the required software for procurement of paddy under MSP and Levy Rice under DCP operations and the same is hosted in the NIC website with an IP address of **http://dcp.ap.nic.in**.The District Managers are advised to utilize the Software for recording the Paddy procurement , movement of paddy from IKP/PPC centers to Rice Millers and delivery of Rice by the Millers under Levy / CMR to CSC and CMR to FCI.

For better comprehension and usage the Software developed by NIC, training was also imparted to officers and staff of Corporation in the month of March-2013.As such, the Asst Manager(Accts) and the Accounts staff who were trained are aware in usage of the package. District Managers should ensure that necessary training is imparted to the remaining staff in the usage of the software so that ,all are acquainted with the software.

Software is designed for making entries at PPC Centers for paddy purchases and Levy / CMR Rice receipt of by CSC at the procurement Godowns.In view of this , District Managers are advised to impart necessary training to the IKP/PPC staff and godown staff for their acquaintance of software and use. For making entries, required login ID's and Passwords are already

created and the same are conveyed to you through Mail. The District Managers should communicate the Login ID and the Password to the concerned under acknowledgement, by maintaining a register and should be strictly advised to change the password immediately on 1st login and keep it as confidential. For any data entered through the Login ID and Password given to them, the same person will be held responsible for such entries. Hence password should be kept as confidential and should not be revealed to others. Detailed guidelines for usage of the Software are enclosed to the Circular .For any clarifications required, in the usage of the Software , should to contact Sri A. Ravindranath, Asst Manager (Accts), Contact No: 9849000433 and Sri D.K.Rao,Sr.Tech Director,NIC.

In view of the implementing the Software developed by NIC, which includes Levy Rice procurement bills, the billing Software for payment of levy Rice Bills hosted in e-office will be made inoperational.Most of the required reports are already included in the software. Any further reports will be included in the software as per the feed back received from the district offices. In order to ensure that the data is available in the software is real time and up to date, DM should ensure that the day to day entries are made at all levels. Further as the DCP software will be integrated with accounts software package, DM's are here by advised to ensure that the software is implemented with immediate effect.

VC & Managing Director

To
All the District Managers
Copy submitted to the CCS
Copy to all the General Managers,

Guidelines for Utilisation of Software developed towards Levy Rice procurement under DCP and Procurement of Paddy under MSP and receipt of CMR Rice at CSC and FCI

The Software package is developed to have real time data of procurement of Paddy, issue of Paddy to Rice Millers , procurement of Levy Rice and delivery of CMR Rice to CSC. Paddy purchases done at IKP / PPC Centers, issue of paddy to Rice Millers for milling are to be entered at IKP/PPC level. With regard to the Levy rice procurement and delivery of CMR Raw Rice to CSC the details are to be entered at godown level. For this purpose, the following steps are to be taken at IKP/PPC level , Godown level and at District Offices.

Masters to be generated before entry of the data.

➤ Farmers Master to be generated at PPC/IKP Level before making entries of the purchase details of Paddy. For this purpose IKP/PPC officials should be advised to educate the farmers to furnish the details as required in the entry form for generating the Farmers Masters.

➤ Rice Millers Master, have to be generated at the District Office .

➤ The entry of the details of paddy purchases , movement of paddy , acceptance of levy rice and CMR Rice in the software will dependent on creation of Masters as mentioned above.

➤ TA Masters are already completed at Head Office level and Godown Master is taken from the available accounting package .

➤ Village and Mandal Masters which are being used in the Govt, are already hosted in the software.

Paddy Procurement and Issue of Paddy to the Millers .

➤ Separate login ID and Password is given to each IKP/PPC and the same should be given to the concerned. They should be advised to change the password on 1st login.

➤ Each IKP/PPC should generate Farmers Master if possible in advance or they should generate the Farmer Master at the time of farmers delivering paddy duly collecting the details as per the farmer master format.

➤ In case Bank details and Aadhar Number (UID No) of the farmer is not available, farmer's unique number as generated at the time of generating Farmer Masters may be entered in those slots, as filling of thse slots are mandatory.

➤ While making entries in Paddy purchase Entry Form and Movement entry Form, proper selection of the season i.e. KMS season should be made.

- > <u>Paddy purchase voucher should be entered only after the purchase is completed and payment is made to the farmer.</u> While entering this voucher, absolute care may be taken for selection of the variety of the paddy i.e. Grade A or Common. The IKP/PPC centres have to necessarily prepare the hard copy of the purchase voucher and based on these details the entries are to be made.

- > Once the paddy purchase voucher is saved, it will automatically saved in OE-IV of the Corporation accounting package and to the purchase details and subsidiary register of the IKP / PPC.

- > The DM office must give Rice Millers Code numbers which are attached to the particular IKP / PPC Centers so that the same codes can be used by IKP/PPC while making entries of the issue of paddy to the Rice Millers.

- > In case of movement of Paddy to the intermediary godowns, such godown codes also to be given to the IKP/PPC centers duly giving movement order.

- > Paddy Issue / Movement particulars should be entered by the IKP/ PPC only after the paddy is acknowledged by the Rice Millers/ Godown. There is no provision for recording transit losses. If there are any transit losses, the same may be recovered from the concerned and necessary entries may be made at district office. <u>Thus only the quantity acknowledged should be entered as despatched in the entry form of movement.</u>

- > Once the Issue / Movement are saved, it will be automatically saved in the Subsidiary Register of the IKP/PPC as issues and will show as receipts in Rice Millers Subsidiary register and Stock ledger of e-accounts.

- > IKP's/PPC's should write separate Truck Chit for each consignment.

- > In case of two varieties of Paddy is despatched in single truck, separate <u>truck Chits are to be prepared for each variety, as truck Chit number is unique and each variety of paddy comprises of different commodities.</u>

- > In the Paddy issue entry form provision is made for entering upto four Trucks for one single destination i.e one rice Miller / Godown. However there could be two varieties of paddy and as mentioned above. <u>Separate Truck Chits are to be prepared for each variety. Separate entries are to be made if the destinations are different.</u>

- > Required reports are already provided in the software. However depending upon the experience and requirement further reports will be added.

Rice Procurement under DCP and receipt of CMR Rice

➢ The receipt of Levy Rice / CMR Raw Rice is to be entered at godown level by default in the software package. In case due to any difficulty in entering the details at Godown or due to non availability of the systems or internet , the details can be entered at District Office level.

➢ Separate Login ID and Passwords are generated and mailed to the DM's and they should be given to each Godown for making entries of Raw rice receipt at Godown level.

➢ Single Entry Form is provided in the package for entering the details of receipt of Levy rice / CMR Raw Rice .To have clear distinction to record the receipt of Levy Rice or CMR Raw Rice, Selection button is provided and once the selection is made, the colours of the Entry Form also changes for easy identification.

➢ In the case of Levy Rice, the system displays the rate per quintal of Levy Rice by default. For CMR Rice no rate will be displayed.

➢ All refractions of the rice delivered pertaining to Levy/ CMR Rice as recorded in the final acceptance/ Analysis report should be entered in the form of rice receipts .

➢ Separate entry form is provided in the package for entering the details of the MSP Certificate given by the District Authorities. This should be utilised for recording the details of the MSP Certificate furnished by the Rice Millers.

➢ In the entry form for Rice receipts, MSP Certificate column is also available. The same can be utilised to have control on the Rice Millers for having purchased paddy at MSP .

➢ While entering Rice receipt details by the concerned , enough care should be taken in selection of the scheme of rice delivered by the millers i.e. Levy Rice or CMR Raw Rice and the variety of Rice i.e. Common or Grade A.

➢ In the entry form Ack No slot, the system will not accept slash(/)or hyphen (-).Hence if the Ack No contains Slash or hyphen, alphabets can be used instead of these. If the Ack No is 959/9, instead of slash , any alphabet can be used and it should be entered as 959A9 or 959B9 which denotes the godown.

➢ Once the entry is saved in respect of receipt of Levy Rice in the entry Form, the details will be available at pending bills .

➢ Provision is made in the Rice Receipt entry form for recording the distance between the Rice Mill and the Godown which has to be entered. In case the distance is not known at the godown level, the distance may be recorded as not more than 7 Km. In case the actual distance is known at the time of settlement of bill , the same should be entered at the district office in the column of the distances provided in the pending bill format , before generation of the bill. The distance entered in the pending bill format will be the final which will be taken in the bill generation.

- ➤ The District Managers Office after receiving of the bill from the Rice Millers along with the Final Acceptance, Weigh Check Memo, Way Bill and Acknowledgement of the godown <u>in original</u> and other required documents if any these documents should be verified with reference to the details available in the system generated bill. <u>If the details in the hard copies of the documents are correctly tallying with the bill generated then only it should be saved</u>. Once bill is saved, it will be available for view bill and print the same for passing of the bill for payment and for record purpose. It will also be saved in the Purchase Day Book i.e OE-IV.No further entries required in OE-IV.

- ➤ Once the bill is printed, and passed for payment, the details of payment are to be entered in OE-II through the DCP payment entry form. <u>On payment ,the original documents like Final Acceptance, Acknowledgement etc should be cancelled as paid.</u>

- ➤ Even though the rate per quintal payable to the miller is already stored in the software, and accordingly the system generates the bill , the concerned accountant and the Asst Manager(Accts) should verify the bills for arithmetical accuracy .

- ➤ If the Ack No is entered in the entry form of the DCP payment details of the Rice Miller and the amounts due will be available for cross checking. The details of the payment and the Accounts Bank Code No and amount paid to the miller are to be entered .

- ➤ The cheque Number, Date and amount details are to be entered in the respective columns which are mandatory.

- ➤ In case of payment made through RTGS by issuing bulk cheque bundling number of millers against one cheque, <u>separate payment entries are to be made for each miller and the Cheque No should be entered by adding alphabet and the actual amount paid to each miller in cheque amount details in the entry form ,but not the actual bulk amount as issued to the bank under RTGS.</u>

- ➤ Once the DCP payment is saved, the details will be saved in OE-II automatically.

- ➤ In the case of CMR Rice, once the details of rice Receipts saved, it will automatically go to Stock Ledger Account and Rice Millers Subsidiary Register.