

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
Regd. Office: 6-3-655/1/A, C S Bhavan, Somajiguda, Hyderabad -500 082.

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SRI A. DINAKAR BABU, I A S.,
VC & MANAGING DIRECTOR.

CIRCULAR NO. 102/ MKTG

No. Mktg/M2/5140/Rabi 2011-12

Date: 13.03.2012.

Sub: APSCSCL – Marketing – Procurement of paddy under
MSP operations for the Rabi 2011-12 –Preparedness –
Instructions issued – Reg.

- Ref: 1. GO Ms.No.24, CA, F & CS (CS.I) Dept., dt: 03.10.2011.
2. This office **Circular No.95/Mktg** issued vide No.Mktg.
M2/ 2848/2011, dt: 03.10.2011.
3. **Circular No.97**/Mktg of VC & MD, CSC, Hyderabad
No.Mktg.M2/2848/2011, dt.17.10.2011.

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The Government of Andhra Pradesh is contemplating to purchase 30.00 lakh Mts of paddy under MSP operations during Rabi 2011-12. In order to achieve the target and avoid hardships in purchase of paddy and ensure timely reporting reconciliation and rendering of accounts, important instructions / guidelines are reiterated for ready reference.

Paddy arrivals in Rabi season are expected from 1st week of April.2012.

Since the APSCSCL is the State Agency for purchase of paddy under MSP and all District Managers are Nodal Officers, they have to take proactive action in paddy purchases.

I. Preparedness before commencement of procurement:

1. Finalization of paddy procurement centers:

Finalization of No. of PPCs / IKPs/ PACS/
DCMS/ITDA/Others and their locations well in advance
and inform to Head Office. This aspect shall be
completed by 20.03.2012.

2. Infrastructure:

Ensure availability of necessary infrastructure such as paddy cleaners, moisture meters, weighing scales along with weights, calipers, tarpaulins, winnowing machines, polythene covers, etc., at all PPCs / IKPs in co.ordination with AD., Marketing and PD, DRDA. All necessary infrastructures shall be positioned at procurement center by 25.03.2012. There shall not be any delay in this regard.

3. Prescribed books, vouchers & truck chits:

Ensure supply of all prescribed books of accounts, purchase vouchers, truck chits, etc. to all PPC / IKPs / PACS DCMS/ITDA etc well in advance. The stationary shall be supplied before 31.03.2012 i.e. during training programme.

4. Staff:

Plan for required technical and other staff to man all the PPCs and arranging staff on deployment from Agricultural, Revenue and other departments before 25.03.2012.

5. Training:

Arrange for imparting training for IKP groups / AEOs etc., on paddy procurement after finalization of list, before 31.03.2012.

6. Paddy transport contractor:

Appointment of division-wise paddy transport contractors for Rabi 2011-12 with distance slabs of 0-16 KMs and above 16 KMs and rate per Mt per KMs.

7. MOU with paddy procuring Agencies:

Entering into MoU with the PD (DRDA) / PACS/ DCMS/others etc., for undertaking paddy procurement on behalf of APSCSCL.

8. Tagging of Rice Mills:

Identification of rice millers tagging to PPC / IKPs / PACS / DCMS for custom milling of paddy with the approval of the Collector (CS), from the office of DSO.

9. Agreement with designated Rice Mills:

Entering into agreement with the designated Rice Millers duly incorporating the conditions prescribed at district level for advance delivery of paddy for custom milling.

10. Undertaking from District Rice Millers Association:

Obtain the undertaking from the District Rice Millers Association on behalf of their millers stating that the association will take the responsibility for delivery of CMR against paddy delivered to them, if any miller fails to delivery the CMR against the advance paddy issued for custom milling.

Non receipt of undertaking from the District Rice Millers Association will lead to non delivery of CMR to FCI by some of the rice millers and there is possibility of misappropriation of paddy stocks given for custom milling. During KMS 2010-11, some rice millers of East Godavari, Warangal & Kurnool districts had misappropriated paddy issued for custom milling. Therefore, it is essential that undertaking shall be obtained from respective Rice Millers Association apart from regular rice miller agreement.

11. Joint Custody of paddy stocks :

As stated at Para 33 of the operational guidelines, paddy stocks delivered to the Rice Mills for custom milling shall be under the joint custody of the miller and a local Officer designated by the Joint Collector, to ensure security of stocks.

The action taken on appointment of designated officers by Joint Collector for joint custody of paddy stocks delivered to Rice Mills in the following proforma may be informed.

Sl.No.	Name of the Rice Mill & Village	Name of the Mandal	Name & designation of the local officer designated by the Joint Collector as Joint Custodian.

12. CAP Storage:

Identification of sites for CAP storage and arranging personnel to work as incharges to CAP storage and to ensure imparting necessary training on CAP and preservation of paddy stored in CAP.

13. Gunnies :

- a. The Government of India have accorded permission for utilization of once used gunnies left over from 2010-11 for purchase of paddy during KMS 2011-12 in 50:50 ratio. The District Managers were requested to take back the left over new gunnies once used for paddy after delivery of CMR from the rice millers vide the Circular No.100/Mktg. dt.17.01.2012.

In view of the above orders, the new and once used gunnies shall be positioned in all paddy procurement centers in 50:50 ratio. The paddy shall be moved to the rice mills in the same ratio so that the rice millers delivered the CMR in new gunnies and this arrangement will ensure maximum economy of the gunny cost. There shall not be any deviation.

- b. New gunnies shall be indented well in advance as per the above guidelines.

14. Preservation of gunnies :

Necessary steps shall be taken for preservation of new gunnies as directed by Head Office in Circular No. 88(Mktg.) dt. 20.06.2011 till they are used for paddy purchases.

II. After commencement of procurement:

1. Submission of daily reports :

To obtain reports from the PPCs/IKPs/PACS on paddy procured, shifting to rice mills or intermediary godowns and balance available with IKP / PPC / PACS with gunnies positioned, utilized and balance available, consolidate and furnish report to Joint Collector & EOED / Head Office by 11.00 Am on the succeeding day without any delay.

2. Control Room :

Opening of control room in the District Office, the Assistant Manager (General) of APSCSCL is incharge to monitor shifting of paddy from PPCs/ IKPs and unloading at the designated rice mills or intermediary storage points to avoid delay in shifting of paddy from the PPCs/IKPs. One GPA/DT (CS) may also be posted to the control room for effective functioning. Daily report may be sent to Joint Collector & EOEDs.

3. Prompt payments to farmers :

Making arrangements for prompt payment to farmers by way of cheques for the paddy purchased at PPCs of APSCSCL. During Khariff 2011-12 reports about the belated payments by the IKP Groups were received. This is due to local banking arrangements made by the DRDA. Therefore the matter may be discussed with the lead bank officer and the PD (DRDA) and arrangements may be made for prompt transfer of funds by the DRDA to the Village Organizations to ensure timely payments to the farmers.

4. Delivery of CMR to FCI :

To co.ordinate with the DSO, RDOs, Area Manager, FCI., and millers for speedy delivery of CMR by the designated rice millers.

5. Claiming of CMR bills :

- a. To obtain acknowledgements for the CMR deliveries from the millers and claim bills immediately without any delay and realize amounts from FCI to reduce financial burden on CSC. The details of amount withheld by the FCI shall also be collected along with payment from the FCI and reconciled.
- b. Supplementary claim for the amounts withheld by the FCI shall be preferred duly furnishing the required Utilisation Certificate and other information.

6. Obtaining of Purchase vouchers:

To obtain purchase vouchers from PPCs/IKPs on weekly basis i.e., on every Monday, arrange for verification and enter the same in OE – IV. If sufficient staff is not available, one or two Data Entry Operators may be engaged for this purpose temporarily **on need basis only**.

7. Entering of CMR bills in OE –V:

Entering of CMR bills date-wise/acknowledgement-wise in OE V.

8. No advance payment for paddy transport contractor:

No advance shall be paid to paddy transport contractor. Payment shall be made on submission of acknowledgements from rice mills/incharges of intermediary godowns. The contractors to be directed for claiming bills along with acknowledgements only and shall be finalized calendar month wise.

Timely finalization of transportation bills is very vital to arrive at the correct quantity taken delivery from the procurement centers and delivered to the designated rice mills. Unless transportation claims are finalized immediately it will be difficult to arrive at the exact quantity of CMR to be delivered by the miller to the FCI.

9. Claiming of paddy transportation charges from FCI:

The FCI will reimburse paddy transportation cost for the distance beyond 8 KMs at the rates approved by the District Collector or FCI which ever is less. Therefore paddy transport cost reimbursement bills shall be claimed from the FCI, Area Office on monthly basis, soon after finalizing bills of the transport contractor Rs.2.50 per quintal of paddy shall be recovered from millers towards paddy transport contractor upto 8 KMs.

10. fortnightly reconciliation :

Arrange for fortnightly reconciliation of quantity purchased i.e.,as on 15th and 31st of the month, quantity shifted, balance available , paddy delivered to rice mills for custom milling, payment made to farmers/DRDA/PACS, gunnies received, utilized and balance available with PPC/IKP/PACS/storage godowns in the district from 20th and 21st for 1st fortnight and 5th and 6th of succeeding months for 2nd fortnight.

11. Hamali charges:

The IKP Groups /PACS/DCMS/others have to bear the expenditure on hamali charges viz. weighment, stitching and stacking / loading and should not be charged to the farmer. It has to be met from the margin of 2.5% provided to the IKP Groups/PACS/DCMS/others as per the orders issued vide the HO Marketing Circular No.101, dt: 01.03.2012.

III. After completion of procurement:

1. Reconciliation of paddy and gunny account :

Reconciliation of paddy and gunny account shall be Completed within 15 days after closure of purchases for the season.

2. Release of IKP Commission :

To release IKP commission for the paddy purchased from IKPs / PACs and others, immediately on completion of reconciliation of paddy and gunny accounts.

3. Rendering of Paddy KMS accounts :

Rendering of accounts for the Kharif and Rabi to Head Office in the prescribed proformae along with necessary documents after completion of all transactions.

4. Finalization of custom milling bills of Rice Millers:

This is one of the most important aspect as recovery towards cost of CMR short delivered, shortages of gunnies, quality cuts recovered by FCI, value of Grade difference in CMR etc are to be effected from CMR charges payable to rice millers.

Therefore the rice millers are to be directed to claim custom milling bills within 15 days from the date of completion of CMR deliveries to FCI. If millers fails to claim the bills, their accounts shall be finalized basing on the records available.

All custom milling bills shall be finalized **within one month after delivery of CMR.**

The above instructions are only indicative but not exhaustive. All GOs, Circulars and other instructions issued in this regard shall be followed scrupulously.

All District Managers shall take proactive action in paddy purchases under MSP operations, since, the APSCSCL is the State Agency for paddy purchase and District Manager of APSCSCL is Nodal Officer in this regard. Any slackness on the part of District Manager will be viewed with displeasure.

The receipt of the Circular shall be acknowledged by return of post.

SD/- A. Dinakar Babu
VC & MANAGING DIRECTOR

To

All District Managers, CSC(except Hyderabad) for necessary action.
Copy submitted to the CCS & EOS to Govt. Govt. of AP, Hyderabad
for favour of information.

Copy to all Collectors (except Hyderabad) for information.

Copy to all Joint Collector & Ex Officio Executive Directors,
APSCSCL for information and necessary action.

// t.c.f.b.o.//

GENERAL MANAGER (Mktg.)