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The Andhra Pradesh State Civil Supplies Corporation Ltd.

(A State Government Undertaking)

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SRI A. DINAKAR BABU, IAS,
VC & MANAGING DIRECTOR.

Lr.no.Mktg.M2/9205/2010/URS PADDY

Date: 22 -12-2010.

CIRCULAR NO. 77 MKTG

Sub: APSCSCL-Marketing- Khariff-2010-“11- Paddy damaged due to rains in November & December’10-Purchase of damaged Paddy by the Corporation under URS specifications-Certain guidelines issued-Reg

Ref: 1. GO.Ms.59, dt.18-12-2010, of Consumer Affairs, Food & Civil Supplies (CS.I) Department, of Government of A.P
2. No. PI (1)/5650/2010, Dt.18-12-’10, Operational Guidelines issued by Commissioner of Civil Supplies, Govt. of AP.

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In the reference 1st cited, the State Government has issued orders for purchase of damaged paddy by the APSCSCL under relaxed specifications with damaged, discolored, sprouted and weevil (D.D.S.W) refractions up to a maximum limit of 50%, for the paddy crops damaged due to untimely rains in November’10 and December ’10 in order to protect farmers from distress sales and exploitation from Traders etc. Hence, other than DDSW refractions, there is no change in other refractions communicated for procurement of FAQ paddy for KMS 2010-11.

As such, the District Managers of APSCSCL, Guntur, Krishna, West Godavari, East Godavari, Srikakulam, Vizayanagaram, Visakhapatnam and Nalgonda have been instructed to open Paddy Purchase Centers involving IKP also in consultation with District Administration. Accordingly, the

respective District Managers have informed Head Office that required number of PPCs (CSC & IKP) have been opened and are functioning effectively.

In the reference 2nd cited, the Commissioner of Civil Supplies has issued certain operational guide lines to ensure smooth and effective functioning of damaged paddy procurement operations and work in tandem with District Administration.

In tune with instructions of Government vide references cited, the following operational Guidelines are issued for strict compliance at all levels.

A) To be maintained at P.P.C:-

1. The damaged paddy with D.D.S.W. refractions up to a maximum limit of 50% shall be taken delivery from farmers only.
2. No middlemen/Traders shall not be allowed to grab the advantage that belongs to farmers. Proper identification of genuine farmer has to be assessed by means of Pattadar pass book, VAO certificate etc.
3. The samples brought by farmers shall be analyzed and informed of the suitability of stock for acceptance, if acceptable, the rate payable to him if the quality is same at the time of final acceptance.. The value cut shall be intimated/explained to the farmers to avoid ambiguity over rate payable to them.
4. The results of preliminary and Final acceptance Analysis particulars shall be noted in separate analysis Registers.
5. All the purchases shall be recorded in Goods Received Register duly entering Farmer-wise details such as address, Pattadar Pass Book Nos, Purchase Voucher Nos, quantity (Bags and Net weight) for the Grade A/Common paddy accepted in PPCs by allotting acknowledgment No for each consignment. The size of the consignment is up to 500 bags (@ 40kgs)

6. Releases of paddy duly containing details of Paddy Grade, Truck, destination-wise details etc. shall be recorded in a separate issues register.
7. After acceptance of paddy, farmer shall be given a Purchase Voucher duly containing all the above farmer-wise details including the %age of DDSW and amount of value cut and the net amount payable to him.
8. A stock register shall be maintained duly keeping separate folios for recording grade-wise stock receipt/releases/O.B & C.B etc for each category i.e A1 to A4 for Grade A & Ci to C4 for Common. All the transactions such as Receipt/Releases shall be recorded in terms of bags and net wet duly signed by I/c PPC.
9. A separate register for Gunnies shall be maintained and transactions of Receipt, utilization under paddy procurement & releases to other centers/districts shall be recorded as is being done in stock register.
10. All the necessary technical equipment such as moisture meters, analysis boxes, dial calipers, analysis plates, sample bags, sieving machines and tarpaulins etc. positioned, shall be in workable condition. Indents shall be placed to Dist. Manager for supply of material required.
11. All the Registers being maintained in PPCs shall be certified by District Manager, Asst. Manager (Tech), Asst. Manager (Genl)/Accts.
12. A daily report on purchases, releases and gunnies availability/requirement, duly following the analogy of food grain stock reporting shall be sent to Dist. Office on the succeeding day by 8-00 AM without fail.
13. The samples of paddy accepted during the day shall be sent to Dist. Office on the succeeding day with the Original copies of Purchase Vouchers to scrutiny the claim for payment to farmers.

3 (Three) Representative samples, each weighing 500gms every consignment shall be prepared in loin cloth bags measuring 9"x4" size.

Out of which, two samples are sent to Dist. Office for analysis and one sample shall be retained at PPC. Sample slips containing all relevant information such name of farmer, his address, Grade of Paddy, No of bags, date of acceptance etc shall be kept in side the sample bag and sealed.

On the peripheral side of the cloth sample bag , the name of PPC, Ack. No, Grade of Paddy, Date of Acceptance shall be marked with sketch pen.

14. The paddy procured shall be either preserved either in the godown at PPC or transported to the designated storage point to avoid vagaries of nature. Under any circumstances paddy procured shall not be kept in open storage. The Grade -wise and value cut-wise paddy is divided in to 4 categories and similarly the pattern of stacking shall be done as indicated below.

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|---------------------------------|---------|
| i) A1 and C1: from 5% to 15% | (DDSW%) |
| ii) A2 and C2: from 16% to 25% | -do- |
| iii) A3 and C3: from 26% to 35% | -do- |
| iv) A4 and C4: from 36% to 50% | -do- |

For Grade A paddy (A1 to A4) there are 4 stacks for each category for the above range of value cut and similarly for Common grade (C1 to C4).

B) Monitoring by District Office:-

15. A Control Cell shall be established in District Office keeping responsible persons on duty from 08-00 to 20-00 hours on shifts, to receive input information such as purchases, releases, indents for gunnies, technical and other material requirement etc. The Asst. Manager, Tech/Geml or /Accts shall be made responsible to furnish daily report to Head Office, Marketing Section, both telephonically, on line & also by Fax.
16. Wide publicity of the relaxation of specification, location of purchase centers through press, dandora and scrolling in local TVs etc shall be ensured for the knowledge and benefit of farmers
17. To position adequate staff at the PPCs and furnish the names of I/c. PPCs along with their Mobile or Telephone Nos. to Head Office

18. To assess the availability and requirement of Moisture meters, dial caliper, analysis boxes, Sieves, Tarpaulins, Tripod weighing Scales with weights, and provide them at all PPCs. If necessary, requirement of the same shall be positioned by arranging their purchases by obtaining due permission from Dist. Purchase Committee.
19. To monitor on day-to-day basis the requirement of gunnies assessing the requirement based on preliminary acceptance data and place indents for supply.
20. To arrange adequate storage space for storage of paddy preferably at SWC/CWC/AMC godowns, In case of non-availability of space at these agencies, scientific storage space may be provided by hiring private godowns.
21. As and when private godowns are hired, the information shall be sent to Oriental Insurance Co, Divisional Office-IV, Hyderabad under copy to Head Office.
22. To Regulate the arrivals based on a schedule so that the farmers of a particular village could bring on a particular day to avoid stampede or rush at the paddy purchase centre.
23. To Issue of tokens at the PPCs so that there is regulation in delivery of stocks by the farmers and there is not much waiting time to the farmers in delivering the stocks.
24. The paddy procured in PPCs shall be Transported through authorized transport contractor to the designated storage godowns. Paddy stocks shall not be allowed for open storage in PPCs.
25. The requirement of funds shall be indented based on actual quantity procured and indenting of funds in excess of requirement of will not be tolerated.
26. All the paddy transactions shall be properly accounted for in the relevant OEs.
27. The District Manager/Asst. Managers shall frequently visit PPCs and verify the transactions, maintenance of prescribed records and sort out problems if any

28. The District Manager/Asst. Manager (Tech) shall periodical inspect godowns and verify whether the paddy is being stored Grade/ category wise and also

condition of stocks and send fortnight report Grade/category wise to Head Office.

29. The reconciliation of URS paddy transactions PPC wise shall be done month wise as is being done in respect of PDS stocks MLS Point wise every month.
30. 10% Of Samples of the paddy received from each PPC center shall be analyzed at District Laboratory and recorded properly. In case of any deviation between the , suitable action shall be initiated against the erring I/C. PPC. The samples shall be preserved in a hygienic safe place till the stocks are disposed off and proper care shall be taken to protect them from pest attack.
31. The Daily report of URS paddy transactions shall be sent to Head Office by e-mail/fax either on the same day or succeeding day by 8.00AM in the proforma communicated by E.Mail on 19-12-'10 along with details Gunny availability, requirement and Net storage space availability .
32. Advance planning of Gunny, Storage space, related material requirements etc. shall be made to avoid last minute efforts that usually jeopardize the whole mechanism of procurement.
33. **Payment shall be arranged to farmers by means of account payee check for the value of payment above Rs.10,000/-**
34. **The Adverse complaints if any, shall be given proper rejoinder through District Administration with out delay and a copy of the comment good or adverse shall be sent to Head Office along with rejoinder issued.**
35. **The DMs shall always be available to District Administration and appraise events regularly and seek help of District Administration to sort out problems if any, then and there itself.**

All the District Managers are hereby instructed to follow the above guidelines scrupulously besides the standing instructions in vogue and ensure smooth and effective functioning of damaged paddy procurement operations..

Sd/-

VC & Managing Director.

To
The District Managers, Krishna, Guntur, Nellore,
East Godavari & West Godavari, Srikakulam, Vizianagaram,
Visakhapatnam, Khammam and Nalgonda.

Copy to the concerned Joint collectors & EOEDs for
Information and necessary action.

Copy submitted to the Commissioner of Civil Supplies
for favour of information.

Copy to General Manager (Mktg), APSCSCL, Hyderabad

Copy to General Manager (PDS), APSCSCL, Hyderabad

Copy to General Manager (Fin.), APSCSCL, Hyderabad.

Copy to General Manager (Adm.), APSCSCL, Hyderabad

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General Manager (Mktg.)