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**Andhra Pradesh  
State Civil Supplies Corporation Ltd.**

(A State Government Undertaking)

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

**C I R C U L A R – 95 M K T G**

No. Mktg/M2/2848/2011

dated: 03-10-2011

SUB:- APSCSCL – Marketing – MSP operations of paddy for the KMS  
2011-12 –Preparedness – Instructions issued – Reg.

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The Government of Andhra Pradesh is planning to purchase 50.00 lakh Mts of paddy under MSP operations during KMS 2011-12 i.e., 20.00 lakh Mts under Kharif and 30.00 lakh MTs under Rabi. 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.

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.

**A. Preparedness before commencement of procurement :**

- i. Finalisation of No. of PPCs / IKPs / PACS and their locations well in advance inform to Head Office.
- ii. 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.
- iii. Ensure supply of all prescribed books of accounts, purchase vouchers, truck chits, etc. to all PPC / IKPs / PACS.
- iv. Plan for required technical and other staff to man all the PPCs and arranging staff on deployment from Agricultural, Revenue and other departments.
- v. Arrange for imparting training for IKP groups / AEOs, etc., on paddy procurement after finalization of list.
- vi. Appointment of division-wise paddy transport contractors for KMS 2011-12 with distance slabs of 0-16 KMs and above 16 KMs and rate per Mt per KMs.
- vii. Entering into MoU with the PD, DRDA / PACS, etc., for undertaking paddy procurement on behalf of APSCSCL.

- viii. Identification of rice millers tagging to PPC / IKPs / PACS for custom milling with the approval of the Collector (CS), from the O/o the DSO and entering into agreement with the designated rice mills. Besides agreement with the millers, an undertaking may also be obtained from the District Rice Millers Association on behalf of the millers stating that the Association will take the responsibility for delivery of CMR against paddy delivered to Millers.
- ix. Paddy stock at Rice Mills shall be under joint custody of Rice Millers and an official nominated by the Collector (CS). Action shall be taken to nominate officials by the Collector (CS).
- x. 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.
- xi. Indenting for gunnies required from Head Office and arranging for immediate unloading of gunnies and to position the same at PPC / IKPs well in advance.
- xii. Necessary steps shall be taken for preservation of new gunnies as directed by Head Office in Circular No. Mktg.88 dt. 20.06.2011 till they are used for paddy purchases.

**B. After commencement of procurement:**

- i. 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 required, consolidate and furnish report to Joint Collector & EOED / Head Office by 11.00 Am on the succeeding day without any delay.
- ii. 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.
- iii. Making arrangements for prompt payment to farmers by way of cheques for the paddy purchased at PPCs of APSCSCL.
- iv. To co.ordinate with the DSO, RDOs, Area Manager, FCI., and millers for speedy delivery of CMR by the designated rice millers.
- v. 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.
- vi. To prefer supplementary claim of the amounts withheld by the FCI duly furnishing the required Utilisation Certificate and other information.
- vii. 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**.
- viii. Entering of CMR bills date-wise/acknowledgement-wise in OE V.

- ix. 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.
- x. Arrange for fortnightly reconciliation of quantity purchased i.e., as on 15<sup>th</sup> and 31<sup>st</sup> 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 20<sup>th</sup> and 21<sup>st</sup> for 1<sup>st</sup> fortnight and 5<sup>th</sup> and 6<sup>th</sup> of succeeding months for 2<sup>nd</sup> fortnight.

**C. After completion of procurement :**

- i. Reconciliation of paddy and gunny account shall be completed within 15 days after closure of purchases for the season.
- ii. To release IKP commission for the paddy purchased from IKPs / PACs and others, immediately on completion of reconciliation of paddy and gunny accounts.
- iii. Rendering of accounts for the Kharif and Rabi to Head Office in the prescribed proforma along with necessary documents after completion of all transactions.

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,  
AP State Civil Supplies Corpn. Ltd.

Copy to all Joint Collector & Ex Officio Executive Directors,  
AP State Civil Supplies Corporation Limited.

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GENERAL MANAGER (Mktg)