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Andhra Pradesh State Civil Supplies Corporation Ltd.
(A State Government Undertaking)

Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, Hyd – 82

Sri V. ANIL KUMAR, I.A.S.,
VC & Managing Director

CIRCULAR NO. 141 /MKTG

Lr.No.Mktg/M3/5661/2012-13

Dt: 4.09.2013

Sub: APSCSCL-Marketing-Insurance coverage for the stocks kept in CSC own /hired godowns in the state for the year 2013-14 with effect from 14.08.2013 to 13.08.2014 – certain instructions issued – Reg.

Ref: M/s Oriental Insurance Company Ltd., Divisional Office – IV, Khairatabad, Hyderabad – Policy No. 431500/11/2014/233

The stocks of essential commodities like Rice, Wheat, Wheat Atta, Sugar, Paddy, Pulses, Gunnies, Edible Oils, Salt etc., stored in the APSCSC Ltd owned/hired godowns in the state have been insured with M/s Oriental Insurance Company Ltd., Divisional Office – IV, Khairatabad, Hyderabad under Standard Fire and Special Perils – Floater Declaration Policy for a period of one year with effect from 14.08.2013 to 13.08.2014 as under the policy referred above.

Therefore, all the District Managers are requested to follow the instructions given below:

1. List of CSC own/hired MLS point godowns in the district along with the additional godowns taken on hire for storage of buffer stocks of Rice, Paddy, Dals, Salt, Edible oils, Tamarind, Turmaric, Chilli Powder, Onions, Gunnies etc., may be intimated with clear addresses to Insurance company under copy to Head Office.
2. Closing stock statement at the end of every month, Commodity wise, MLS point wise along with the totals should be furnished to Head Office by 10th of the succeeding month (Separately for MLS points handled by CSC and GCC) under intimation to the Insurance Company to the address given below:

The Sr. Divisional Manager,
M/s Oriental Insurance Company,
Divisional Office – IV, 6-2-976,
1st Floor, Pavani Estates, 'CAPITOL'

P.B No: 74

Khairatabad, Hyderabad – 500 004

Ph.No. 040 – 2331 4493, Fax No: 040 – 2331 8231

3. In case of items like paddy stocks kept in CAP / Open storage, Retail outlets, LP Gas, Petrol, Diesel oil, Lubricants, Bitumen, Free Trade Kerosene etc., the District Managers concerned should insure the stocks locally as the premium payable varies from item to item.
4. While furnishing the stock position, the grand total of stocks of CSC and GCC should be shown separately. The corporation stocks total should not be merged with the stocks kept in the godowns owned by GCC as such stocks are not covered under insurance policy.
5. District Managers must ensure to send insurance claims to the Insurance company without deviating the instructions and any delay in claiming the damages, the District Managers will be held personally responsible.
6. As and when new godowns are taken or change in godown address, such changes should be informed to the insurance company, under intimation to Head Office.
7. If there is any new commodity that has been added to the corporation, the same has to be declared within 24 hours to the Insurance Company under intimation to Head Office.
8. Wherever the FCI stocks are kept in the godowns , the Quantity and rate may be shown separately in the statement to enable Head Office to prefer claims with the insurance company in the event of damage of FCI rice stocks.
9. It should be noted that **Loss by theft is not covered** under the said Insurance Policy.

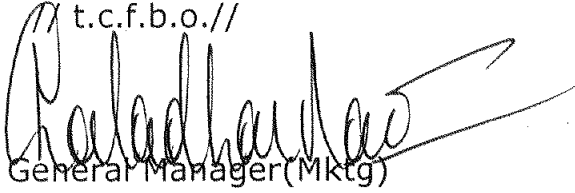
Some of the District Managers are sending closing stocks statements even after 30th of the succeeding month due to which monthly consolidated of stocks in the godowns is delayed at Head Office. All the District Managers are hereby directed to send closing stock statements on or before 10th of succeeding month without fail to enable Head Office to furnish monthly stock declaration to the

Insurance Company. For delay in receipt of closing stock statements and consequential penalties imposed by the Insurance Company, District Managers are personally held responsible.

In case of eventuality District Managers are requested to inform the Insurance Company immediately under intimation to Head Office and follow up with the Insurance Company regarding the process of claim and Keep Head Office informed about the progress in the claim. For any doubts, assistance and clarity please contact Sri P.Kaladhar Rao, GM (Mktg) cell no.7702003504, Sri S.L.M.Ahmed, Manager (Mktg) cell no.7702003513 and Smt.Aruna-040-23310967.

All the District Managers are requested to acknowledge receipt of the Circular by return post.

Sd/-
VC & MANAGING DIRECTOR

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

General Manager (Mktg)

Encl. Copy of Insurance Policy

All the District Managers/Zonal Managers, APSCSCL,
Copy Submitted to VC & Managing Director's Table
Copy to General Manager, PDS/Fin, APSCSCL, Hyderabad

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