

## **GUIDELINES AND STEPS INVOLVED IN PADDY PROCUREMENT OPERATIONS IN KMS 2012-13**

The following are the activities involved in the paddy procurement operations:

### **I. Before commencement of procurement :-**

#### **1. Finalization of paddy procurement centers :**

Finalization of no. of PPCs/Growers societies /Self-help groups / Panchayat and local bodies /Transport agencies /Others and their locations well in advance.

#### **2. Infrastructure :-**

Ensure availability of necessary infrastructure such as office, godown, auction platform, drying platform, paddy cleaners, moisture meters with accessories, weighing scales along with weights, tarpaulins, winnowing machines, polythene covers, sample divider, sieve set, sealing wax & brass seal of agency, enamel plate, parkhi etc., at all PPCs of ASAMB.

#### **3. Prescribed books, vouchers & truck chits :**

Ensure supply of all prescribed books of accounts, purchase vouchers, truck chits, etc. to all PPC/Growers societies/ SHQs etc, well in advance. Model forms and guidelines has been incorporated in the training manual distributed to the trainee officers of the Agriculture Deptt and ASAMB. The same has also been distributed amongst the Districts which have marketable surplus of paddy. Further copies will be circulated in the training programmes to be held on TOT basis at the District level.

#### **(A) Paddy receipt from Growers Society/ Self Help group/ Farmer/ ASCOF:**

- 1) Farmers Certificate: - Issued by authorized representative of Govt. of Assam, to the members of registered Growers Society/ Self Help group/individual Farmers.
- 2) Challan of Farmers.
- 3) Dumping of paddy Bags: - Drawing of Sample for quality check.
- 4) Accepted Paddy to be filled in Agency's bags followed by weight men/standardization (Records in weight, check memo).
- 5) Receipt quality to be recorded in Farmers Challan.
- 6) Acceptance note to be issued to Farmer.
- 7) In case of rejection :-
  - i. To advise Farmer to improve the quality.
  - ii. To make records in analysis result in the rejection under joint signatures of Farmers and quality staff.
- 8) Receipt of Paddy:- Records to be maintained
  - i. Weight check memo.
  - ii. Stock ledger (Stack & Master).
  - iii. Quality analysis register.
- 9) Paddy bills:-
  - i. Bill preferred by Farmer/grower society/ self-help group.
  - ii. Bill check by PPC and forwarded to the Secretary, R.M.C.
  - iii. Paddy sample and duplicate to be forwarded to D.R.M.C.
- 10) MSP to be paid within 72 hours through A/C payee cheque or electronic mode.

(B) Registered to be maintained:

- 1) Receipt register.
- 2) Issue register.
- 3) Rice Vs Paddy register.
- 4) Gunny/ Jute Twine register.
- 5) Stack ledger.
- 6) Master ledger.
- 7) Paddy analyses register.
- 8) Rice analysis register (in case of CMR).
- 9) Payments register.
- 10) Rejection register (paddy and CMR separately).
- 11) Joint Moisture register (for CMR).
- 12) Farmers register.
- 13) Grower's society registers.
- 14) Self Help Group register.

(C) Documents – file records:

- 1) Acceptance note.
- 2) Sample slip book.
- 3) File for quadruplicate bill copy.
- 4) File for farmers certificate.
- 5) File for Truck Challan copies.
- 6) Acknowledgement book.
- 7) RMP book.
- 8) Tally sheets.
- 9) Gate pass book (in and Out).

(D) Technical equipment in PPC:-

- 1) Moisture meter with accessories.
- 2) Sample divider.
- 3) Sieve set.
- 4) Counter balance with accessories/weight.
- 5) Portable balance with accessories/weight box.
- 6) Sealing wax & brass seal of agency.
- 7) Polythene bag/cloth bag.
- 8) Enamel plate.
- 9) Parkhi.

(E) Constituent of paddy bills:

- 1) Bill in quadruplicate with revenue stamp.
- 2) Acceptance note in triplicate.
- 3) Tally sheet original.
- 4) Photocopy of farmers certificate.

(F) Paddy Milling:

- 1) Agreement with nearest rice mills.
- 2) CMR to be delivered to earmarked FSD(FCI).

(G) Constituent of Milling bills:

- 1) Bill in triplicate.
  - 2) Annexure I & II in triplicate.
  - 3) RMPs in Original & one photocopy.
  - 4) Rice acceptance challan in Original & one photocopy.
  - 5) Statement of Gunny clearance.
- (H) Constituents of Transportation bills:
- 1) Bill in triplicate.
  - 2) Annexure I & II in triplicate.
  - 3) Distance certificate in triplicate.
  - 4) Letter of under taking in triplicate.
- (I) CMR bill:
- 1) Bill in triplicate.
  - 2) Acceptance note in triplicate.
  - 3) Tally sheet original.
  - 4) Annexure II in triplicate.
  - 5) Copy of challan.
  - 6) Copy of costing sheet of CMR.

**4. Staff :**

Plan for required technical and other staff to man all the PPCs and arranging staff on deployment from ASAMB, Agriculture and other concerned departments.

**5. Training :**

Arrange for imparting training for Supply officials/ Agricultural Development Officers and Extension Officers/ ASAMB field officials etc., on paddy procurement after finalization of the plan.

**6. Paddy transport contractor :**

Appointment of division-wise paddy transport contractors with predetermined rates of transport on slab basis duly approved by the Govt. of Assam

**7. MOU with paddy procuring Agencies :**

Entering into MoU by ASAMB with Millers and FCI for undertaking milling and rice procurement by FCI.

**8. Tagging of Rice Mills :**

Identification of rice millers tagging to PPCs for custom milling of paddy with the approval of the Deputy Commissioner / Sub-Divisional Officer (Civil).

**9. Agreement with designated Rice Mills :**

- Entering into agreement with the designation Rice Millers duly incorporating the conditions prescribed at district level for advance delivery of paddy for custom milling.
- As per the orders of the Government, the following precautions have to be taken while handing over the paddy for custom milling and to ensuring timely delivery of CMR to FCI by Rice Millers.
- Taking advance delivery of Rice and releasing equivalent quantity of paddy at 67% or 68% for Raw Rice/Boiled Rice respectively.

- Obtaining Bank Guarantee or Collateral Security equivalent to paddy delivered.
- Against the undertaking given by the Rice Millers Association of the concerned District/Area 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 deliver the CMR against the advance paddy issued for custom milling.

**10. Joint Custody of paddy stocks :**

The paddy stocks delivered to the Rice Mills for custom milling shall be under the joint Custody of millers, a local officer designated by the Deputy Commissioner and procurement agency to ensure security of stock.

**11. CAP Storage :**

Identification of sites for CAP storage and arranging personnel for training on CAP and preservation of paddy stored in CAP.

**12. Gunnies :**

The new gunnies are purchased from DGS&D, Kolkata or from Assam Co-operative Jute Mill Ltd., Silghat at the rate of DGS&D as per the requirement of the season and supply to all paddy procuring centers well in advance.

**13. Preservation of Gunnies :**

*Necessary steps shall be taken for preservation of new gunnies till they are used for paddy purchases.*

**14. Registration of intending Farmer-Seller :**

In order to reach out actual farmer-seller with adequate information about quality of paddy required to be brought into the PPC and also to assess probable quantity of arrival, registration prior to commencement of procurement will be done by respective market committees. The registration folio containing details of the farmer-sellers including bank account number and quality of paddy required etc. will be retained by him and this has to be produced at the time of procurement.

**II. After commencement of procurement:-**

**1. Submission of daily reports :**

Reports from the PPCs on paddy procured, shifting to rice mills or intermediary godowns and balance available with them, with gunnies positions, utilized and balance required, to be compiled and furnish to Deputy Commissioner by 11.00 AM on the succeeding day without any delay.

**2. Control Room :**

Opening of control in the District Office to monitor shifting of paddy from PPCs and unloading at the designated rice mills or intermediary storage points to avoid, delay in shifting of paddy from the PPCs.

**3. Prompt payments to farmers :**

Making arrangements for prompt payment to farmers by way of cheques for the paddy purchased at PPCs. Necessary arrangements are also to be made for prompt transfer of funds by the ASAMB to the Farmers/ Farmers of the Growers societies / SHGs etc.

**4. Delivery of CMR to FCI :**

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

**5. Claiming of CMR bills :**

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.

**6. 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 whichever is less. Therefore, paddy transport cost reimbursement bill are to be claimed from the FCI, (Area Office on monthly basis) soon after finalizing bills of the transport contractor as per quintal transport reimbursement rate of paddy, are to be recovered from millers towards paddy transport contractor upto 8 KMs.

**7. Fortnightly reconciliation :**

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/ Growers societies / SHGs, gunnies received, utilized and balance available with PPCs storage godowns in the district of succeeding month.

**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 purchase for the season.

**2. Release of Commission :**

To release of commission to registered Grower society / SHG @ 2.5% for the paddy delivered to the PPC of ASAMB from the farmers of the Growers society/ SHG.

**3. Release of subsidy:**

To release subsidy to the Millers, separate bill shall be submitted to ASAMB after reconciliation of paddy, gunny and CMR.

**4. Rendering of Paddy KMS accounts :**

Rendering of accounts for the KMS to the Directorate of Food, Civil Supplies and consumer Affairs and the Govt. of Assam in the prescribed proforma along with necessary documents after completion of all transactions!

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