



ASSAM STATE AGRICULTURAL MARKETING BOARD

RAMKRISHNA MISSION ROAD, ULUBARI
GUWAHATI – 781 007

Guidelines for RMC/PPC

Paddy procurement programme under KMS 2013-14:

Price of Paddy	Common @ Rs. 1,310.00 per qtl. Grade-A @ Rs. 1,345.00 per qtl.
Training of manpower	Training programme has been organized by the Board on November 23 at Guwahati and 28 at Jorhat and December 10 at Tezpur.
Allotment of works	PPC in-charge, Stack holder and Asstt. i/c PPC are notified by the Board. The Secretary, RMC will notify other officials and their responsibilities as per requirement for smooth functioning of the PPC, from the existing manpower of the concerned RMC.
Equipment for PPC	Essential equipment for PPC will be supplied centrally by the Board to RMC. Equipments supplied under KMS 2012-13 will have to be deposited at Board's office to calibrate the same by authorised persons.
Forms and Register etc.	Required Forms & Registers for KMS 2013-14 will be supplied by the Board.
Publicity & Propaganda	(a) Mike publicity within a sufficient radius of PPC will be done by the concerned RMC from first week of December, 2013. (b) Distribution of leaflets at the time of Mike Publicity and Registration of Farmers etc. will be done by the concerned RMC. (c) Display of banner in the PPC in advance will be done by the concerned RMC. (d) Media publicity will be done centrally by the Board.
Awareness of Farmers	Awareness programme for farmers at field level will be organized by the RMC with the help of concerned ADO and VLEW(s) from first week of December, 2013 with intimation to the Board.
Gunny bags	Required Gunny bags for KMS 2013-14 will be centrally supplied by the Board. The Secretary, RMC will requisition the same as per requirement, receive and distribute amongst the PPCs under him.
Fund	Fund for procurement of paddy under KMS 2013-14 will be provided by the Market Board out of Govt. released fund for the purpose.
Physical preparedness in PPC	Responsibility of the RMC- (a) Setting up of an office. (b) Arrangement of shed for procurement. (c) Arrangement of storage by hiring if required, cleaning the



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	<p>existing ones, arrangement of electrification and other facilities.</p> <p>(d) Required stationeries and other articles like turpoline etc.</p> <p>(e) Arrangement of sufficient labourers, transport facilities, electricity/lighting etc.</p>
Identification of GPSS	Identification of GPSS/Growers Society/ other institutions within the PPC area is the responsibility of concerned RMC.
Miller Identification	Collection of miller-list from concerned Deputy Commissioner is the responsibility of concerned RMC.
Execution of Agreement	Agreement will be executed between the Secretary of RMC and the selected miller as per guidelines for milling of procured paddy and supply of CMR to FCI under KMS 2012-13.
CMR Delivery	PPC in-charge will coordinate with miller and FCI regarding delivery of CMR and collect Acceptance Note etc. on regular basis.

Distribution of works:

Name of PPC	
Target (in MT)	
Procurement starting date	15 th December'2013. (tentative).
Secretary, RMC	The Secretary, RMC is the over all in-charge of the paddy procurement programme in the PPCs under him. He will remain responsible for success of the programme. He is to coordinate with the Board, the District administration and other concerned officials for smooth execution of the programme as per guidelines. He is to ensure timely payment to the farmers within stipulated period. He has also to receive complaints and grievances and take appropriate remedial measures.
Technical Assistant/ In-charge	<p>Name:</p> <p>He is the in-charge of the PPC and responsible for procurement of paddy as per Govt. guidelines. He is also responsible for organizing awareness programmes amongst the farmers within the surrounding area of concerned PPC from first week of December, 2013, in consultation with the concerned A.D.O. He will arrange for distribution of leaflets and Mike-publicity within the surrounding area of the PPC. Farmer's registration and sample test will be started from second week of December, 2013. During procurement period he is to submit the Acceptance Note and other relevant records to the office of the RMC by 11 AM of the next day for making payment etc. to the farmer in time. He will also disseminate day to day procurement information to Asstt. i/c for dissemination of the same to concerned authorities by 11 AM on next day.</p>



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Stack Holder	Name: In addition to his duty to assist the PPC in-charge in maintenance of relevant records, his other duties and responsibilities will be governed by the Govt. guidelines.
Assistant In-charge	Name: He will assist the PPC in-charge and he will be solely responsible - for collection of the following information and dissemination of the same to the concerned Area Manager, FCI with a copy to the Market Board and the Deputy Commissioner and the Secretary, RMC. * Day to day procurement information (by 11 AM on next day) * Day to day payment information. * Day to day information on issue of paddy to miller. * Day to day information on CMR delivery to FCI (by 11 AM of next day) * Day to day information on Gunny Bags.
Accounts	Name: The accounts branch of the RMC will be responsible for maintenance of all Accounts matter related to the paddy procurement programme under KMS 2013-14. The branch-i/c is solely responsible for making payment to concerned farmers in time maintaining all official procedures.
Payments	Payments will be made to the Farmers as per Govt. guideline.

Sd/- P. Baruah, ACS
Chief Executive Officer

No. ASAMB/PP/1239/2013-14/12

Dated Guwahati, 20th November, 2013

Copy to:

1. The Chairman, ASAMB for favour of information.
2. The Addl. Chief Secretary and APC to the Govt. of Assam for favour of information.
3. The Principal Secretary to the Govt. of Assam, FCS&CA Deptt. For favour of information.
4. The concerned Secretaries of RMC for information and necessary action. He is requested to circulate the above amongst the concerned officials of his RMC.
5. The Nodal Officer, PPP under KMS 2013-14, ASAMB for information and necessary action.

Sd/- P. Baruah, ACS
Chief Executive Officer