

Operational Guidelines

for procurement of paddy in Assam during KMS 2012-13

Role of Food, Civil Supply and Consumer Affairs Department:

Food, Civil Supply and Consumer Affairs Department is over all in-charge and responsible to ensure effective and successful procurement of Paddy & Rice (Levy & Licensing) in the State of Assam.

Role of Agriculture Department:

Agriculture Department to the Government of Assam is responsible for ensuring the surplus of paddy for procurement under Levy and Licensing. Agriculture department will arrange revolving fund for paddy procurement considering the target and subsidy to the miller on Custom Milled Rice (CMR). Agriculture department will monitor the procurement agency for accurate procurement of paddy as per specifications of Govt. of India and delivery of Custom Milled Rice to Food Corporation of India.

Role of Assam State Agricultural Marketing Board:

- I. Assam State Agricultural Marketing Board is responsible to ensure effective and successful procurement of paddy through its declared Paddy Procurement Centres(PPC).
- II. Assam State Agricultural Marketing Board will submit proposal for revolving fund to the Govt. of Assam on the basis of target of Paddy Procurement Centres(PPC), which is to be determined by the Agricultural Department.
- III. Assam State Agricultural Marketing Board will provide revolving fund, machinery & equipments and the other accessories as required, to the Regulated Market Committee as per specifications of Govt. of India.
- IV. Assam State Agricultural Marketing Board will arrange farmers' awareness programme.
- V. Assam State Agricultural Marketing Board will prepare economics of cost for procurement of paddy for Custom Milled Rice and submit to the Govt. of Assam in Agriculture Department for appropriate action.
- VI. Assam State Agricultural Marketing Board is responsible for maintenance of revolving fund.
- VII. Assam State Agricultural Marketing Board is responsible for release of subsidy on Custom Milled Rice to the Millers with approval of the Govt. of Assam.

Role of Regulated Market Committee under ASAMB

1. To maintain the procurement centers and to oversee and ensure effective procurement operations.
2. Verify the books of accounts of procurement centers.
3. Obtain the statistical data of marketing and commissions/ profits earned for every operation for record and suggest steps for improvements, if any.
4. Receiving and reviewing of monthly work done by PPCs.
5. Proper manpower placement at PPCs.
6. Release payment expeditiously against procured paddy to the farmer-members of Growers Societies/ ASCOF/ SHG/ Farmers as per norms.

7. Maintain proper documentation and accounts for submission of claims to ASAMB expeditiously.
8. Act as an arbitrator for disputes arising out of commercial transactions.

Role of the Deputy Commissioner/ Additional Deputy Commissioner/ Sub-Divisional Officer (Civil) –

He will be the overall in charge and responsible officer to ensure effective, smooth and successful procurement of paddy in his District. The role of the Deputy Commissioner is prescribed in the Assam Paddy and Rice Procurement (Levy and Licensing) Permanent Order, 1995 and The Assam Paddy and Rice Procurement (Levy And Licensing) Amendment Permanent Order, 2000.

Role of the District Agricultural Officer/ Sub-Divisional Agricultural Officer :-

The District Agriculture officer / Sub-Divisional Agriculture Officer, before registering the farmer for paddy procurement purposes, will consider the type of crop area, season, production, various other crop related issues like markets, prices, buyers, warehouse availability etc. This will be done through the Agricultural Development officer concerned, who will be responsible to sign and authenticate the farmers certificate regarding land holding, acreage, surplus production, productivity etc. They will oversee the entire qualitative aspects of procurement and render all support to the Deputy Commissioner for effective procurement.

Role of Agricultural Development Officer

1. Identify potential villages for procurement of paddy in his area of operation.
2. Render advice to Growers Societies/ ASCOF/ SHG for conducting survey of areas for surplus paddy, acreage, production, productivity, markets, prices etc.
3. To visit the procurement centers to oversee the procurement operations and give guidance and suggestions where necessary.

Specifications of Paddy and Rice:

The Uniform Specifications for paddy/ rice/ coarse grains during Kharif Marketing Season 2012-13 as fixed by the Govt. of India vide its letter No. 8- 4/2012-S&I dated 06th August, 2012, has been circulated by the QC Division of the Headquarters vide letter No. QC.2 (1)/KMS-2012 dated 13.08.2012. This should be followed strictly.

Role of Technical Assistant/ other staff of PPC

1. The Technical Assistants posted in the PPC should convince the farmer about the reasons for rejection and give them necessary advice for up-gradation. Rejection register should be maintained and the reasons for rejection should also be incorporated by Technical Assistant. The ASAMB/RMC/State Govt. officials should remain alert to safeguard the interest of the farmers by extending the price support, based on the GOI directions/ specifications, so that there is no distress sale.
2. At the time of issue of gunnies to PPCs, Secretary, RMCs, to ensure the detailed specifications which should be noted in a register to be maintained by the In-charge of the PPC. The filled gunnies should once again be checked before dispatch to the linked depots to ensure that paddy purchased has been filled in the same gunnies Issued. The Depot In-charge at the time of receipt in the depot will also ensure that stocks being received from the PPCs are in the ASAMB supplied gunnies only. The Secretary, RMC will also ensure checking of the gunnies during his visit to the PPC/depot.

3. Technical Assistants responsible for purchase in every purchase centres, must be fully equipped with analysis kit and moisture meter duly calibrated and certified by competent authority. In addition, they must carry with them the GOI's specifications for paddy, applicable during Kharif 2012-13 in local language.
4. Purchase staff must ensure that the specifications, applicable support prices are prominently displayed in all the PPCs. They should also display and distribute hand bills to the farmers giving necessary guidelines and explaining the need to bring clean and dry stocks etc., for getting the MSP fixed by the Govt. of India.
5. Technical Assistants must have adequate number of cloth and polythene bags for collecting samples as per instructions.
6. The MSP for paddy and coarse grains, as fixed by the Govt. of India for Kharif 2012-13 has already been conveyed to all concerned. The prices fixed for Kharif 2012- 13 are as under:

Paddy	Common	Rs. 1250/- per quintal
	Grade-A	Rs. 1280/- per quintal

7. Stocks brought by farmers to PPCs shall be heaped separately to maintain individual identity. The Technical Assistants should test check the stocks, heap-wise, by drawing samples from various heaps at random to assess the quality correctly and to advise the farmers to do the necessary cleaning wherever required.
8. The Technical Assistants must recheck the paddy stocks by drawing samples from different points of the heap to assess the quality of the grain as per Govt. of India's specifications at the time of final procurement in the presence of officials of the procuring agency and the grower-sellers. Technical Assistants should ensure that the stocks of the cultivators conforming to the GOI's specifications are not sold below the support price announced by the Govt. of India.
9. The Technical Assistants should always endeavor to win the confidence and trust of the farmers by offering them correct advice regarding upgrading of stocks, wherever necessary, so that the cultivators are not exploited by the traders. The Technical Assistants, in the PPCs as well as depot points shall maintain a proper record of rejections made in a register in the prescribed format.
10. In case of any dispute regarding quality, the Technical Assistants should bring the matter to the notice of the Secretary, RMC, Senior Officers having jurisdiction over the respective PPC, viz. A.D.O., who should promptly look into the matter and settle the dispute and record the decision in the relevant register. If the senior officers viz A.D.O. are not able to settle the dispute quickly, it will be resolved by the Deputy Commissioner or his representative.
11. The Technical Assistants must send details of daily arrivals (variety-wise) in the PPCs and purchases made by them to the respective District Authority and ASAMB.
12. As per the existing instructions, the Technical Assistants should send the prescribed number of sealed samples in cloth bags which should include a sample for moisture determination, in polythene bags, from the lots purchased daily, to the District Laboratory of FCI where the same should be analyzed. The analysis results on weekly basis should be transmitted to ASAMB for records.
13. The Technical Assistants or any other official authorized by the ASAMB/RMC posted in each of the PPCs, will be the authorized representative of the ASAMB for purchase of paddy from the farmers. They will be responsible for the quantity as well as the quality of the stocks purchased by them. In the purchase operations, they will be assisted by various godown staff posted in the PPCs who will attend to the task of filling, standardization and stitching of bags. If no such

staff is provided, these jobs would be attended by Technical Assistants.

14. The responsibility for the proper discharge of these operations also will be that of the Technical Assistant posted as In-charge of the PPC. He/She shall be responsible for the entire quantity procured till it is acknowledged by recipient warehouse/ Godown In-charges.
15. Concerned State Governments/Agencies would be responsible for the quality and quantity of the stocks purchased and stored by State Government/ their State Agencies. However, it would be the responsibility of Technical Assistant posted at PPC to ensure that the rice delivered to FCI by Miliers/State Agencies should be as per prescribed quality specifications/out turn ratio.
16. The stocks purchased by Technical Assistant would then be dispatched to the designated storage points. The PPC staff shall maintain proper record of loading into trucks/carts clearly indicating the names of the consignee depot and send complete documents to the depot concerned.
17. The staff at the PPC should obtain clear acknowledgment from the consignee depot regarding the quantity and quality of paddy dispatched by them from the PPC. There should be no variation between the quantity and quality of the stocks dispatched by them and those acknowledged by the consignee depots. The difference, if any will be solely to the account of the PPC staff, who would be held squarely responsible and accountable for the difference.
18. All paddy purchased in a PPC in a day should be moved out of the PPC on the same day and there would be no delay in movement from the PPC. All the movements from the PPC should be undertaken as far as possible during day time.
19. In case it becomes necessary to keep the paddy stocks at the PPC premises overnight, before being moved out, proper security and storage arrangements for the same should be made and stocks should be moved within the least possible time.
20. The Technical Assistant shall scrutinize the bills submitted by Farmers/ Growers' Societies/ SHG/ ASCOF (wherever applicable) on day-to-day basis for stocks purchased by him and arrange payments within 48 hours through electronic mode or through Account payee cheques.
21. If the purchase is made directly from the farmers, the Technical Assistant will ensure preparation of bill and ensure that the payment is made to the farmer as per extant instructions issued by ASAMB. It must be ensured that the payment of MSP for paddy procured by ASAMB (and bonus declared by Government of India, if any) for KMS 2012-13, is made directly to the farmers through electronic mode/Account Payee Cheques.
22. Wherever, non-finance cadre officials are appointed in purchase centres or Pay Offices for issue of payment cheques, it should be ensured that these officials are responsible to discharge all accounts formalities like stock reconciliation, bank reconciliations etc. and submit the required documents to RMC Offices every month. They should not be transferred before discharging their responsibilities.
23. The stocks dispatched by the PPC staff and dispatched in trucks/ carts etc. to various storage depots/godowns would be unloaded by all the Depot In-charges on the same day after thorough checking at the time of receipt on 100% weighment of the stock, wherever weighbridges are available in the depot.
24. In the absence of weighbridge facilities, 10% weighment may be done in case of receipt of standard bags received from the procurement centers. As already indicated, surveillance should be kept at the time of purchase, receipt at the depot and especially during transportation. It should be ensured that there is no difference between the weight purchased and paid for, and the weight received and recorded in the depot. The quality of the stocks should also be checked thoroughly as per the prescribed specifications. After such checks have been carried out, the depot-in-charge shall give an acknowledgment to the PPC staff regarding the quantity as well as the quality of the stocks received (This would be apart from the

acknowledgment on the truck chits). The acknowledgement would be given on the day of receipt.

25. The above mentioned procedure is applicable to all the depots of ASAMB owned/ hired including CWC/ SWC godowns.
26. The stocks accepted for storage should be preserved in the best possible condition by the Depot staff posted in the godown.

Village level Growers societies -

The Growers societies registered under the Assam State Agricultural Marketing Board are constituted at the village level throughout Assam for production and marketing of agricultural produce. Around 800 such Growers' Societies are in existence in, the State since last ten years.

Role of Farmers/ Growers Societies/ ASCOF/ SHG -

1. These societies will identify farmers who have surplus production of paddy within their area of operation.
2. They will collect the surplus paddy from the farmers registered with the District/ Sub-Divisional Agricultural officers and keep the same in places where quality will not be affected.
3. They will clean, dry, mature, sort out impurities of sand/ soil etc and standardize the paddy on the basis of uniform size, shape and colour.
4. The paddy should be free from infestation and odourless.
5. The Growers societies will then transport the same in their own gunny bags to the notified paddy procurement centres.
6. They will unpack and accumulate the paddy in heaps in the PPC, so as to be convenient for inspecting officers to ascertain the compliance of the produce with the uniform specifications prescribed.
7. Individual farmers desirous of participating in the procurement process will transport their paddy to the notified PPCs under the same terms and conditions.
8. Intending Self help groups and federations of. SHGs, created, recognized and registered with the three tier Panchayats may also participate in the procurement of paddy by complying and adopting the same terms and conditions as above.
9. Intending farmer-members of Assam State Co-Operative Federation Ltd. (ASCOF) may also participate in the procurement process, will transport their paddy to the notified PPC under the same terms and conditions mentioned above.
10. Training on collection, storage methods including quality control will be imparted on ToT basis to the farmer-members of Growers' Societies ASCOF, and SHG by District Authority in coordination with FCI/Agriculture Deptt./ ASAMB.
11. At the ASAMB PPCs, the selected paddy will be accepted from the approved heaps by the Technical Assistant/ officer in charge of the PPC after ensuring compliance with the uniform specifications prescribed.
12. Packing will be done in units of 40 kgs in ASAMB approved fresh and unused colour coded gunny bags.
13. Where any lot is rejected due to non conformity with specifications, the Technical Assistant Officer in charge of the PPC will issue a certificate of rejection stating grounds of rejection.
14. Payment to the farmer-members of Growers Societies/ ASCOF/ SHG/ Farmers will be released

by the PPCs of the ASAMB, at the MSP rate by cheque/ bank transfer.

Role of the Gaon Panchayat :-

In order to ensure the smooth functioning of the procurement operations, the Gaon Panchayat/ local body at the village level will have the following roles/ responsibilities -

1. Act as bridge between the Growers societies/ SHGs and Farmers.
2. Settle possible disputes arising out of quality and other issues.
3. Facilitate training of the Grower Societies/ Self help groups in consultation with ASAMB Regulated Market Committee.
4. Render support to ASAMB in establishment of procurement centers and supervise for smooth functioning of procurement centers.
5. Identify community resource persons of various Departments.
6. Help in identifying labourers required for paddy procurement and fixation of labour rates.
7. Convene buyers and sellers meetings.
8. Obtain daily markets rates and communicate to procurement centers and Growers societies.
9. Liaison with the all the line departments and banks.
10. Organize awareness programme to the farmers and VOs members.
11. Organise exposure visits of Growers societies / SHGs to other regulated market areas, Districts to learn about best marketing practices .
12. Arrange funds through banks.
13. Arrange regular audit and social audit every year.

Role of Anchalik Panchayats

1. Identify potential Gaon panchayats for procurement of paddy available in the district.
2. Render advice to Gaon panchayats for opening procurement centers.
3. Obtain Action plans of Gaon panchayats and suggest improvements for effective coordination in procurement.
4. Planning of training for farmer-members of Growers Society/ ASCOF/ SHG members.

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