



ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED

(A State Government Undertaking)
Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan,
Somajiguda, HYDERABAD – 500 082

**SRI D.VARA PRASAD,
VC & MANAGING DIRECTOR**

CIRCULAR No.MKTG- 115/MKtg

No.Mktg./M2/2215/DCP/2012-13/Vol.II

Dated: 6.10.2012

Sub: - APSCSCL – QC – Decentralized procurement of rice,
KMS 2012-13 – Inspection, sampling and analysis
procedure for acceptance of rice – Instructions
issued – Reg.

Ref: - 1. Dy. Commissioner (S&R), Ministry of CA, F & PD,
New Delhi Lr.No.8-4/2012-S&I dt.6.8.2012
communicating uniform specifications for KMS,
2012-13.
2. Jt. Secy. Ministry of CA, F & PD, New Delhi
D.O.Lr.No.40-17/2012-QCC/1689 dt.7.8.2012
(copy enclosed).

The following are the detailed guidelines and instructions
regarding procedure to be followed scrupulously for analysis and
acceptance of paddy / rice stocks during KMS 2012-13: -

1. The rice stocks shall be accepted/purchased as per specifications laid down by the Government of India for KMS 2012-13 as referred above.
2. The method of sampling to be followed is BIS method for sampling of foodgrains.

3. Each and every bag of rice for inspection and acceptance must bear proper and legible stenciling/tag so that the crop year, name of supplier, lot / consignment / contract number, class/group of rice, name of the centre etc. are closely visible on the bags.
4. The colour coding for KMS 2012-13 is Red for stenciling purpose.
5. Rice bags / lots without proper and clear stenciling are not to be inspected / accepted and such lots are to be rejected outrightly. It shall be ensured that in no case dumping / stacking of any lot of any rice is allowed inside godowns before final acceptance. Since rice consignments are accepted on 100% weighment on weighbridges, it is necessary that standard nature of the consignment is invariably be checked for test weighment in Depot before final acceptance.

Such test weighment shall not be less than 10% of the bags of a consignment. Non-standard bags (i.e. 250 gms against 50 Kg packing) due to excess / less weight have to be rejected. The tare weighment of atleast 2% gunnies shall also be checked and recorded in weight check memo by the Depot staff. The Depot Officer shall also test check weighment of 10% of the consignment for weighment on day to day basis.

The quality and condition of gunnies used in packing of rice shall also be checked scrupulously by the Depot staff. A certificate to the extent of quality of gunnies used has to be given by the Depot Officer. Every day operations shall be planned in advance in such a way that it may not result in large scale dumping in the godown premises. It is the responsibility of the Depot staff to maintain a register indicating all above particulars thereupon.

6. The size of each lot must be 27 MTs (540 bags, 50 Kg packing) uniformly throughout the DCP districts except in case of last or left over consignment of CMR / Levy rice from the suppliers. No violation can be tolerated.
7. The Moisture content shall be recorded by the Technical Assistant in the presence of Depot staff for the lots at the time of acceptance of stocks in the Depot which will be final for all purposes. Moisture meters calibrated for raw rice shall be used at rice acceptance points. A separate register has to be maintained for recording moisture content at the time of

acceptance of rice at the Depot which will jointly be signed by TA, Manager (QC) and Depot staff. Similarly moisture content shall also jointly be checked at the time of issue / disposal of stocks.

8. As stipulated in the specifications for determination of broken grain of average length of principal class or group of rice is to be taken into account uniformly without any exception.
9. One sample has to be drawn jointly by miller and T.A. for the purpose of analysis to determine acceptability of the consignment as per the uniform specifications. Only in case of the rejection of the stocks sealed sample requires to be drawn jointly in duplicate and to give one sample to supplier for their satisfaction or further to appeal against the rejection of samples.
10. Finally accepted consignment shall be stacked in Depot on day-to-day basis and after formation of complete stack, triplicate samples has to be drawn as per the standing instructions. For stacking of stocks T.A-wise / Mill-wise identity has to be maintained. The composite analysis results of the stock has to be recorded by accepting TA / Manager (QC) after completion of the stacks on the basis of analysis of one sample out of 3 samples drawn from the stack. The remaining two (2) sealed samples shall jointly be tied in Depot for future reference and for test analysis of 10% and 5% stock samples by District / head office squads. The stack-wise analysis results must be checked and signed by supervisory Manager (QC) of the Centre / depot for verifying the result of the stack by inspecting officers/head/district office representatives.
11. To have a proper check of rice accepted by each T.A. at Depot, 10% and 5% of samples of rice from stack (duplicate) are to be collected by the representatives of district / head office for test analysis in district / head office labs to verify the results.
12. Stocks from which samples collected by district / head office shall not be moved till receipt of analysis results from respective labs.
13. District / head office has to convey the results of concerned centres / depots invariably within a weeks time.

14. Ensuring genuinity of the samples collected is the responsibility of squad / representative head and district office. Second sample after analysis in labs shall not be destroyed for a period of 3 months. In the event of any sample is found beyond specifications, immediately joint analysis has to be carried with concerned T.As. and Manager (QC). Timely collection, analysis and communicating analysis results and joint analysis of samples is the responsibility of respective district / head office.
15. Stack is the unit of sampling / test check at head office / district labs is but not consignment / lot. Therefore it is to ensure that the samples collected from the stack are truly representative in nature.
16. Technical assistant / Manager (QC) is responsible for acceptance of rice stocks at Depot level and quality certificate / acceptance issued by them along with enclosures of relevant documents for release of payment. Copy of acceptance note shall be kept by the QC official record. A register has to be maintained by TA / Manager (QC) for full particulars of analysis in the Depot which conveys acceptance / rejection of the stocks. Besides this, each TA has to keep a separate analysis register with full particulars.
17. In no case adhoc payment shall be released till the sample is completely analysed and stocks are accepted by issue of analysis report / acceptance note and other relevant document by TA / Manager (QC) of District Office.
18. In case of rejection of rice consignment by TA / Manager (QC), requisite details shall be maintained in the inspection register along with analysis results. Such rejected lots shall necessarily be inspected by the Manager (QC) concerned and observations be recorded. TA / Manager (QC) has to inform the Depot Officer and concerned supplier in writing to lift rejected rice consignment immediately failing which storage charges shall be levied.
19. In the event of protest / appeal lodged by the supplier on rejection of lots, TA / Manager (QC) with sealed joint samples drawn shall be referred to District lab / headquarters lab for joint analysis with AGM(QC). In this regard, the decision of AGM(QC) is final. The lots covered under protest shall not be taken into stock account till the issue is finally settled.

20. In case of rejection of any consignment due to non-conforming to the class / group, supplier shall take back the consignment and may re-offer the above to the lower class / group after changing the gunnies with common stenciling. The consignment shall be examined / analysed for considering its acceptance in re-offer group.
21. It is necessary to maintain TA-wise and miller-wise identity for acceptance of consignment / stock. The District Manager accordingly to allocate sheds to stocks in the Depot, TA and Manager (QC)-wise. The Depot officer has to maintain a separate register with necessary details including the names of TA / Manager (QC). Concerned Depot officers / officials is responsible not to mix rice consignments accepted by one TA / Manager (QC) with another. It is his absolute responsibility of TA / Manager (QC) for quality of the stocks accepted.
22. AGM(QC), head office has to keep close watch on the quality of stocks through systematic and regular monitoring. He shall also carry out regular checks of the stocks of overall atleast over all 10% of rice consignments in all DCP districts.
23. In order to ensure acceptance of rice conforming to laid down specifications, the following super-check shall be conducted.

S No	At the level of office	Percentage of test check
1	Manager (QC)	25% rice consignment accepted by each TA on day to day basis
2	AGM (QC) headquarters concerned	Over all 10% of rice stocks in the 7 DCP districts accepted by each TA on monthly basis.
3	District Manager concerned	2% of rice consignments / Stock accepted by each TA on fortnightly basis at each Depot.
4	District Labs	5% rice stocks samples accepted by each TA
5	Headquarters lab	2% rice stack samples accepted by each TA

- Disciplinary action has to be taken against the Official found guilty consistently in procurement of rice beyond specified limits

of uniform specifications and such person has to be removed from procurement work.

- Inspecting officer has to draw his schedule in such way that bad/weak centres are inspected frequently and also draw more samples.
- Proper maintenance of records relating to acceptance, analysis etc. shall be done with complete details of stocks and the format/proformae are enclosed for the said purpose. Any lapse in maintaining records shall be viewed seriously and action deemed fit will be initiated against defaulters. There shall not be any over writing / erasing details in the register.
- The inspection reports shall be sent to the head office regularly. The District Manager shall be held responsible for procurement of rice stocks as per the laid down standards and specifications in all centres (Copy of schedule of specifications is enclosed).
- The stocks identified beyond rejection limit on subsequent inspection shall immediately get replaced by rice miller and District Manager to initiate action deemed fit in this regard.

The receipt of the communication should be acknowledged by return of post.

Sd/- D.VARA PRASAD
VC & MANAGING DIRECTOR

To

All District Managers,

A.P.State Civil Supplies Corporation Ltd.,

Copy to all the Joint Collectors & EOEDs, APSCSCL.

Copy to the Commissioner of Civil Supplies & Ex-Officio

Secretary to Govt., CA, F & CS Dept, Govt. of A.P.
Hyderabad.

Copy to the P.S. to VC & MD, APSCSCL, Hyderabad.

Copy to: All General Managers/EE, APSCSCL, Hyderabad.

Copy to: AGM (QC), Headquarters / OSD, headquarters.

Copy to: Manager (QC) Districts / TAs.

Copy to: Depot Officers.

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

GENERAL MANAGER (MKTG.)

