

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LTD
(A State Government Undertaking)
Regd. Office: 10-152/1, Sri Sai Towers, Bandar Road, Kanuru,
Vijayawada – 520007

Smt A SURYA KUMARI, IAS,
VC & MANAGING DIRECTOR

No. Mktg/M2/DCP/003509/KMS 2018-19

Dt. 11.12.2018.

C I R C U L A R

Sub: APSCSCL – Procurement policy for KMS 2018-19 – De-centralised procurement – Acceptance of Raw Rice under CMR – by APSCSCL operational guidelines Issued – Reg.

Ref: 1. Go Ms No.20 dt.12.09.2018 of Consumer Affairs, Food and Civil Supplies (CSI) Department, Govt of AP.

2. HO Circular No.158/Mktg/DCP Dt.27.01.2015.

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The Govt of AP vide GO Ms 1st cited has issued orders on procurement policy of Paddy and Rice for KMS 2018-19. According to Procurement Policy of Govt of AP.

- The APSCSCL shall receive Raw Rice under CMR route under De-centralised procurement policy during KMS 2018-19 to meet AP State requirement under PDS and other Social Welfare Schemes to the extent of 18.00 LMTs to CSC and 15.15 LMTs to FCI during Kharif.
- For sale / movement of superfine preferred varieties Rice out side the State, the Miller shall take release certificate from the District Administration at 2 : 1 ratio.
- During KMS 2018-19, in order to maintain varietal characteristics of paddy procured and resultant CMR – accepted (RR), the Rice Millers have to maintain separate stacking of paddy (MTU 7029) / rice at Mill premises as well as in Buffer godowns by the Depot-in-charges.
- **Separate stacking of CMR have to be ensured for preferred varieties like MTU 7029 / akin varieties and non-preferred varieties separately in procurement districts viz., Srikakulam / E Godavari / West Godavari and Krishna to meet the District requirement of Fortifide Rice after due conversion process from Swarna Rice to Fortifide Rice. The stencil markings on Fortifided Rice to be purple Colour with Flourscent rexine slip with 15 Cm x 10 Cm size.**

- The APSCSCL during KMS 2018-19 shall procure 18.00 LMTs of raw rice in the 13 assigned Districts which may undergo changes at any time depending upon the actual production of paddy / rice, procurement progress, availability of godown space, need of rice for PDS and other Welfare Schemes of the State.
 - The Rice Miller shall deliver CMR on paddy received from the State Govt Agencies at 67% out turn ratio for RR and 68% for Boiled Rice.
1. To ensure acceptance of Raw Rice delivered under CMR by having adequate godown space at SWC / CWC and other Buffer godowns as per the necessity / need of the hour.
 2. Action shall be taken to acquire adequate godown space from SWC, CWC, AMC and other Private godowns and godowns de-hired by FCI in addition to utilization of space available at MLS points. No godown with capacity of less than 1000 Mts shall be hired.
 3. There may be no objection for accepting raw rice from the boiled rice mills, as the boiled rice mills can produce raw rice.
 4. The FAQ specifications for Grade – A and Common rice are enclosed.
 - 5. The custom milled raw rice shall be accepted with 50 Kg net weight in new B twill gunnies supplied by the Corporation. Gunnies for paddy filling will be supplied by the Rice Millers for which they are entitled for fixed user charges. Gunnies used for preferred and non-preferred varieties be stenciled accordingly.**
 6. Necessary staff like Technical, Accounts and other supporting Staff shall be deployed in godowns and Office duly fixing the duties and responsibilities with clear demarcation in day-to-day functioning.
 7. Proper weighment of stocks at the time of receipt and issues is essential. The truck should be weighed on LWB. Test weighment of 10% bags of the consignment shall be conducted on beam scale / Platform scale and the average weight of the bag arrived on 10% test weighment shall be adopted for entire consignment and recorded in all the concerned documents. If the difference in average weight of the bag is found to be more than (+) or (-) 250 grams for a standard bag of 50 Kg net, it should be construed the consignment is of non standard nature and rejected. Necessary Weigh Bridge / Weighing Scales are to be arranged before commencement of procurement.

8. All the stacks in the godowns should be built uniformly consisting of minimum 6 (six) consignments (Acks) each of 540 bags / 27 Mts. As far as possible, total bags of a consignment / ACK shall go to a single stack.
9. Separate Accounts is to be maintained for CMR Raw Rice procured under KMS 2017-18 and KMS 2018-19. The Stocks pertaining to KMS 2017-18 should be released on priority by observing FIFO.
10. Quarterly / Annual physical verification of DCP Raw Rice and paddy available in the godowns which are under the custody and maintenance of CSC including paddy stocks held with Millers under joint custody of CSC Officials / Officers shall be undertaken. Similarly, in respect of stocks held in SWC / CWC godowns, the concerned Warehouse Managers be advised to conduct quarterly / Annual Physical verification of stocks and furnish the reports in the prescribed formats.
11. **Tagging of Rice Mills for delivery of paddy CMR:** Tagging of Rice Mills for acceptance of Rice shall be made to the nearest designated godown strictly as per the logistics to minimize the cost on transport of CMR. There shall not be any criss-cross movement. Rice shall be accepted only at the designated godowns. The transport charges shall not be paid for more than the distance of the designated godown.
12. **Custody and maintenance of Stocks:**
 - a. Proper dunnage to be used / placed before stacking the rice stocks i.e., Bamboo Mats / Polythene sheets.
 - b. Custody and maintenance system to be followed as per the Warehousing norms.
 - c. Stacking to be done properly as per the standard norms being adopted in the FCI godowns.
 - d. **In compliance of GO Ms No.9 dt.23.05.2018, stocks procured under CMR to be verified physically before issue under PDS or any other schemes by the team consisting of District Manager and Asst. Manager (Tech) and other District Level Task Force Teams to ensure quality as per specifications and should be specified in the relevant registers.** The District Manager, shall ensure such Inspections once in a fortnight to cover at least two Buffer Depots and 2 MLS points.
 - e. FIFO (First-in-First-Out) for delivery of rice for PDS and other schemes to be followed.

- f. Tags (Stack-cards) for the stacks as required under the godown procedure to be followed
- g. Preservation methods for storage of stocks to be followed
- h. Fumigation, spraying etc., should be done as per the time schedule prescribed as per the quality maintenance norms.
- i. Accounting should be fool proof.
- j. Receipt and issue of stocks to be properly maintained and monthly review on depot-wise CMR deliveries made by the Rice Millers are to be recorded at District Office and for shortfall / undeliveries a notice to be issued immediately to the defaulters.
- k. Weighment at the time of receipt and issue to be done as per the prescribed procedures.
- l. Transport Contractors shall be held responsible for short delivery.
- m. Recovery of cost for short delivery of rice shall be made as per the contract agreement.
- n. Godown Officers / Staff shall be responsible for proper Accounting and maintenance of the stocks.
- o. Godown shall be clean and tidy to deny access to rodents / snakes / birds etc., and as per prescribed standards. Improper maintenance of godowns leads to deterioration in quality and quantity of rice. Hence, need for proper maintenance.
- p. As far as possible movement of stocks shall be made directly under Stage - II from SWC / CWC / CSC Godowns to avoid additional expenditure on Stage - I movement
- q. Third party annual verification of both quantity and quality of stocks in the APSCSCL godowns to be organized to avoid misappropriation.

13. **Acceptance of Rice Stocks:**

- a. The Rice stocks shall be accepted / purchased as per specification laid down by the GoI for KMS 2018-19. The TA / Asst. Manager (Tech) / Manager (QC) deployed for procurement operations shall not accept more than 15 consignments (Acks) per day and in case of exigency up to 20 consignments (Acks) maximum can be accepted per day with permission of Competent Authority. No re-cycle stock should be accepted. For identification of re-cycled Rice offered by the Rice Miller, instructions as contained in circular No.120/DCP Dt.05.12.2012 shall be followed.
- b. The method of sampling to be followed is BIS method for sampling of food grain.
- c. Each and every bag of rice for Inspection / Acceptance must bear proper and legible stenciling / Rexin slip so that the crop year, name of Supplier, lot No, consignment, Contact No. / Mill Code No, Variety,

Crop year, Group of Rice i.e., Common / Grade - A, Name of the Centre etc., are clearly visible on the bags.

- d. **The colour coding for KMS 2018-19 is "Red" for stenciling purpose.**
- e. Rice bags / lots without proper and clear stenciling as per 14-C are not to be inspected / accepted and such lots are to be rejected out rightly and also ensure that mixed Lot No should not be accepted in 540 Bags.

It should be ensured that in no case dumping / stacking of any lot of rice is allowed inside godown before final acceptance. Since rice consignments are accepted on 100% weighment on weighbridges, it is necessary that standard nature of the consignment invariably be checked for test weighment in depot before final acceptance.

Such test weighment shall not be less than 10% of the bags of the 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 at least 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 / Godown in-charge. A certificate to the extent of quality of gunnies used has to be given by the Depot Officer. Every day operation shall be planned in advance in such a way that it may not result in large sale dumping in the godown premises. It is the responsibility of the depot staff to maintain a register indicating all above particulars there upon.

- f. 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 from the Supplier. No violation shall be tolerated.
- g. The moisture content shall be recorded by the Tech Assistant in the 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 be jointly signed by the TA / Asst. Manager (Tech) / Manager (QC) and depot staff. Similarly moisture content shall also jointly be checked at the time of issue / disposal of stocks. The District Managers may supply sufficient cloth bags of 500 grams capacity printed as per format in Annexure - along with small polythene bags for moisture samples.
- h. Register should be maintained for consumption of Rejent used for testing of de-husked, Chemical-wise and separate account of prepared solution should be maintained.

- i. As stipulated in the specifications for determination of broken grain of average length of principal class or group of rice is to be taken in to account uniformly without any exception.
- j. One sample has to be drawn jointly by Miller and TA 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 required to be drawn jointly in duplicate and to give one sample to supplier for their satisfaction or further to appeal against the rejection.
- k. 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 TA-wise, AM (Tech) / Manager (QC) wise identity has to be maintained. The composite analysis results of the stock has to be recorded by accepting TA / Manager (QC) / Asst. Manager (Tech) after complete formation of the stacks on the basis of analysis of one sample out of three samples drawn from the stack. The remaining 2 (Two) sealed Samples shall jointly be tied in depot for future reference and test analysis of 10% and 5% stock sample by District / Head Office. The stack-wise analysis results must be checked and signed by supervisory Manager (QC) / Asst. Manager (Tech) of the Centre / Depot for verifying the result of the stack by Inspecting Officer / Head Office / District Office representatives.
- l. To have a proper check of rice accepted by each TA at Depot, 10% and 5% of samples of raw rice from stack (duplicate) are to be collected by the representatives of District / Head Office for test analysis in the District / Head Office Lab to verify the results. A separate register to be maintained about Inspection of 2% by District Manager, 25% by Asst Manager (Tech), 10% by Consultant of Head Office and sending sample of 10%, 5% to District Lab and Head Office respectively.
- m. Stock from which samples collected by the Head Office shall not be moved till receipt of analysis results from respective Labs. District / Head Office has to convey the results of concerned Centres / Depots invariably within a week's time.
- n. Ensuring genuineness of the samples collected is the responsibility of the Squad / representative of Head Office and District Office. Second sample after analysis in Labs shall not be destroyed for a period of three months. In the event of any sample is found beyond specifications, immediately joint analysis of second sample has to be carried with concerned TAs and Asst. Managers (Tech) / Managers (QC). Timely collection, analysis and communicating analysis results

and joint analysis of samples is the responsibility of respective District / Head Office.

- o. Stack is the unit for sampling / test check at Head Office / District Labs but not consignment / lot. Therefore, it is to ensure that the sample collected from the stack are truly representative in nature.
- p. Technical Assistant / Manager (QC) / Asst Manager (Tech) is responsible for acceptance of rice stocks at Depot level. A quality certificate / acceptance note shall be issued by them along with enclosures of relevant documents for release of payment. A copy of acceptance Note shall be kept by the QC official as record. A register has to be maintained by TA / Manager (QC) / Asst. Manager (Tech) 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.
- q. In case of rejection of rice consignment by TA / Manager (QC) / Asst. Manager (Tech), requisite details shall be maintained in the Inspection register along with analysis results. Such rejected lots shall necessarily be Inspected by the Manager (QC / Asst. Manager (Tech) concerned and observations be recorded. TA / Manager (QC) / Asst. Manager (Tech) has to inform the depot Officer and concerned Supplier in Writing to lift rejected rice consignment immediately failing which Storage charges shall be levied.
- r. In the event of protest / appeal lodged by the Supplier on rejection of lots, the sealed joint samples drawn shall be referred to District Lab / Headquarters Lab for joint analysis. In this regard, the decision of HO is final. The lots covered under protest shall not be taken in to stock account till th issue is finally settled.
- s. 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.
- t. It is necessary to main TA-wise, identity for acceptance of consignment / stack. The District Manager accordingly to allocate sheds to stock in the depot, TA / Manager (QC) / Asst. Manager (Tech)-wise. The Depot Officer has to maintain a separate register with necessary details including the name of TA / Manager (QC) / Asst. Manager (Tech). Concerned Depot Officer / Official is responsible not to mix rice consignments accepted by one TA / Manager (QC) / Asst. Manager (Tech) with another. It is absolute responsibility of TA / Manager (QC) / Asst. Manager (Tech) for quality of the stocks accepted.

- u. GM (Mktg) / Manager (Mktg) / Consultant - HO has to keep close watch on the quality of the stock through systematic and regular monitoring. He shall also carry out regular checks of the stocks of over-all at-least 10% of the rice consignments in all DCP Districts.
- v. The Depot-In-charge / Procurement In-charges wherever procurement operations are carried out shall maintain the prescribed registers / records and update on day-to-day basis.
- w. 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.	Asst. Manager (Tech) / Manager (QC)	25% rice consignments accepted by TA on day-to-day basis.
2.	CSC Consultant / OSD (DCP) / Manager (Mktg), GM (Mktg) of HO	Over all 10% of rice stocks in all the DCP Districts accepted by each TA / M (QC) / AM (T) on monthly basis.
3.	District Manager	2% of rice consignments / stock accepted by each TA / M (QC) / AM (T) on fortnightly basis at each Depot
4.	District Labs	10% of rice stocks (Stack-wise) samples accepted by each TA / M (QC) / AM (T)
5.	Head Office Lab	5% of rice stocks (Stack-wise) samples accepted by each TA / M (QC) / AM (T)

- x. Apart from the above as per the provision of the MoU under Clause - IV, the FCI will make joint teams with the State Government / APSCSCL to oversee the conduct of Procurement operations and to specific complaints thereon. Accordingly, the APSCSCL will facilitate periodical Inspections planned by the FCI officials of AP Region to assess the Quality Control measures, milling arrangement, process of stock verification etc., (2%) in the Districts of AP. Also there will be periodical Inspections of Depot by the Asst. Regional Director, QCC - Rajendranagar, Hyderabad to test-check the quality standards of accepted lots / storage practices followed by the Depots.
- y. The APSCSCL shall ensure feeding of data in DISFM besides providing certified statements to Central Govt and FCI by 10th of every month about the details of Quantity of Rice distributed under TPDS, Scheme-

wise during previous month and the stocks left with the State Govt on the last day of the previous month.

- z. The seal number of concerned Technical Asst (Proc) / Manager (QC) / Asst. Manager (Tech) and code numbers of Depot / Rice Mill shall invariably be recorded in the concerned procurement records.
- aa. Depot-wise Ack Nos shall be allotted a fresh for KMS 2018-19 commencing from 15th Nov 2018 and CMR rice stocks shall be stacked separately in the godown and in no case CMR stocks shall be mixed.
- bb. For quick Analysis Reports, HO Lab / District Labs of major procurement Districts shall depend on usage of Matt Grain Analyser and compare the results at random by physical analysis wherever gets doubt on any refraction of rice / paddy, all opinion samples of rice can be get it tested on Grain Analyser including Grade – A confirmation. A monthly performance certificate on its wide applicability / usage / accuracy may be furnished to HO Lab to arrange its Inspection and necessary calibration from time to time by the supplier during guaranteed period.
- Disciplinary action need to be taken against the official found guilty consistently in procurement of rice beyond specified limits of uniform specifications and the official concerned need to be removed from the procurement work.
- Inspecting Officer has to draw his schedule of visits to Procurement Centres in such a way that bad / weak centres are to be inspected frequently and also draw more samples.
- 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.
- The stock identified beyond rejection limit on subsequent Inspection and found non-issuable shall immediately get it replaced by the Rice Miller and District Manager to initiate action deemed fit in this regard.

The District Managers shall ensure periodical Inspection of all Storage Depots once in a month for the period ending 15th of every month and submit report as MIRs to Head Office for review and follow-up action so as to ensure maintenance of CMR stocks in pest free condition during storage period. Further, they should submit monthly condition report on stocks held in Buffer Depots by month ending indicating category-wise / classification-wise Closing Balance including stocks held with SWC / CWC / CSC depots by 10th of every month.

- 19. Regularisation of Storage / Transit Losses :** All prescribed measures shall be taken to curtail Storage / Transit losses. At the time of procurement, the M (QC) / AM (T) / Tech Assistant concerned

should check and record the moisture content in the concerned registers in the presence of custodian of stocks. During fortnightly / monthly inspections, the Inspecting Officer shall check the moisture content and record it in the stack-wise register. The moisture content should be determined for each stack on fortnightly basis. The stacks should be killed in full once the issues have been started from a stack and should not go to the next stack till the earlier part stack is completely liquidated.

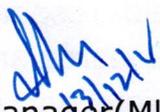
The Storage loss statement for each completely liquidated stack during a month should be prepared in the prescribed format and forwarded to Head Office along with proper justification / Investigation reports by 15th of every succeeding month for regularization by the competent authority. The Storage loss trend report shall also be furnished to HO for the stacks completely liquidated in a month to HO by 5th of every succeeding month in prescribed format

The receipt of this Circular shall be acknowledged and the same is available in Corporation Web site.

Sd/-

VC & Managing Director

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


General Manager(Mktg)



To

All Joint Collectors & EOEDs, APSCSCL. for information and necessary action.
All the District Managers / APSCSCL / AP .. for necessary action.