ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED

Regd.Office:6-3-655/1/A, CS Bhavan, Somajiguda, Hyderabad – 500 082

V. ANIL KUMAR, I.A.S.,
V.C. & MANAGING DIRECTOR

No. Mktg/M2/4320/2012-DCP-Registers Date: 31.10.2013

To
The District Manager,
APS Civil Supplies Corporation Ltd
(All Districts).

Sir

SUB:- APSCSCL – Marketing Register/Records for procurement and Preservation activities under DCP for KMS 2013-14 – Reg.

REF:- 1. G.O.H.Ms. No. 31, DT. 21.10.2013 of EOS to Govt., CA, F&CS Dept., A.P., Hyderabad.
2. This office Lr. of even No. Dated:-15.10.2013.
3. HO Circular No. Mktg-142, Dt:- .10.2013.

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It is to inform that as per the orders issued in the reference cited, raw rice under levy as well as CMR has to be procured for KMS 2013-14 by Civil Supplies Corporation.

During the course of procurement, storage and release of food grains under levy as well as CMR, documentation of transactions at different stages and recording the same in the registers is very essential to have effective control over the transactions made there on.

The following are the prescribed documents/stationary and registers in the procurement and storage activity of DCP operations/CMR by the APSCSCL during KMS-2012-13 which may be followed for the present KMS-2013-14 also. Procurement stationary mentioned at Sl. No., 1,2,5,6 & 7 can be utilized at APSWC/CWC/CSC depots wherever DCP/CMR stocks are planned with the allotted storage space. The remaining stationary is meant for all APLC/CSC own operated depots only.

A: DOCUMENTS/STATIONARY:-

SL NO.	Particulars (Books)	No. of Leaves in each Book
1	Final acceptance note for levy (White)	50
2	Final acceptance note for CMR (Green)	50
3	Acknowledgement	100
4	Weighment sheet	100
5	Approval slip	100
6	Sample slip	50
7	Rejection slips	50
8	Stack cards.	1

B. **REGISTERS TO BE MAINTAINED:-**

SLNO.	Description of registers.
1	MSP Register
2	Moisture Register
3	Analysis Register
4	Rejected Lot Register
5	Stack-wise analysis Register
6	Stack-wise priority list Register
7	Stack-wise disinfestations register
8	Chemical accounting register
9	Fumigation register
10	Spraying register
11	Air charging register
12	PDS sample issue register
13	Stack-wise register (Technical)
14	Stock register
15	Stack register
Additional Registers/Documents Proposed	
16	Master Ledger
17	Stack Account Register(SAR)
18	Daily Stock Receipt(DSR)
19	Daily Stock Issue(DSI)
20	Work Slip Book(WSB)
21	Dumping Register

The printing of items mentioned at 'A' on pre-page is printed at Head Office. District Managers shall place indents for supply of the above printed items from Head Office, Admn & Vig Section immediately. Initially the DM's of DCP Districts may raise indents for 2 months requirement and later raise additional indents as per their requirement to Head Office. Appropriate record on issue and utilization shall be maintained at District Office level to avoid any mis-utilisation of stationary.

Proforma for maintenance of records/registers mentioned at B above are communicated herewith.

It is requested to arrange printing of registers appropriate to size of proformas and provide the same at procurement/storage points for strict maintenance. The proformas are placed at Circulars link of the Corporation website www.apscsc.gov.in for ready reference.

Encl: as above

Yours faithfully,
Sd/-
For VC & MANAGING DIRECTOR

Copy to:-

The General Manager (Admn & Vig), APSCSCL, Hyderabad
.. for information & necessary action.
The General Manager (Fin), APSCSCL, Hyderabad
.. for information & necessary action.
General Manager (PDS), APSCSCL, Hyderabad
.. for information & necessary action
Copy to all Zonal Managers, APSCSCL.

//c.c.b.o.//

GENERAL MANAGER (KTG)

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED::HYDERABAD

DISTRICT OFFICE_____

1.Name of the Godown:_____
2.Godown Code:_____
3.T.A. Code:_____

1.MSP Register:-

SL NO.	MSP No. &Date	Qty of Paddy purchased	Qty of Paddy Milled	Rice derived	Allotted quantity	Expiry Period	Dt.Of. Acceptance	Ack.No.	Qty Accepted	Balance Qty to be delivered	Remarks

2.Moisture Register:-

SL NO.	Date	ACK/Lot No.	Commodity	No.of Bags	Moisture Meter Reading	Correction Factor	Net Moisture content	Signature of TA/ M(QC)	Signature of Party/ Suppliers

3.Analysis Register:-

SL NO.	Date	Name of the Miller/ Supplier	ACK. No.	Lot No.	Commodity	No.of Bags/ Quantity	Brokens		Foreign Matter			Damaged	Discol our	Reds	Inferiors	Dehusk	MC	Chalky	Signat ure of TA/
							A(Big)	B(Small)	A(I/O)	B(ORG)	C(A/O)								

4.Rejected Lot Register:-

SL NO.	Date	Name of the Miller/ Supplier	Lot No.	Commodity	No.of Bags /Quantity	Brokens		Foreign Matter			Damaged	Discolour	Reds	Inferiors	Dehusk	MC	Chalky	Signat ure of TA/	Signat ure of Party
						A(Big)	B(Small)	A(I/O)	B(ORG)	C(A/O)									

5.Stack wise Analysis Registers:-

SL NO.	Stack No.	ACK. No.s	Commodity	No.of Bags /Quantity	Brokens			Foreign Matter			Damaged	Discolour	Reds	Admixtu re of Inferiors	Dehusk	MC	Chalky	Signat ure
					A	B	C (A+B)	A	B	C								

6.Stock-wise Priority List:-

SL NO.	Godown No.	Stack No.	Date of Receipt	Variety	BAGS	MTs.	Discolour	Damaged	Category	Date of Issue

Registers to be maintained in preservation:-

7.Stockwise Disinfection Register:-

Date of Receipt	Stack No.	Commodity	Source of Receipt	No.of bags /Quantity	Date of Inspection	Classification		Percentage of		Category	Nature of Treatment given	Date of Treatment	MC	Signature
						Nature of infestation and pest count	class	Damaged	Discolour					

II.Chemical Registers :-

8.Chemical Acconting Register:-

Opening Balance	Receipt	Source of Receipt	Issues/ Consumption	To Whom Isuued	Closing Balance

9.Fumigation Register:-

SL NO.	Date of Fumigation	Stack No.	Commodity	Quantity	Dosage	Chemical Required	Signature

10.Spraying Register:-

SL NO.	Date of Spray	Stack No.	Commodity	Quantity	Dosage	Area of the Stack in Sqmts [2h(l+b)+lb]	10% of the Area of Stack in Sqmts	Total Area to be sprayed in sqmts	Chemical Required	Signature

11.Air Charging Register:-

Sl. No	Date of Spray	Volume of the compartment in cu.mts	No.of the Stacks in the compartment	Volume occupied 1 Stacks in cu.mts	Volume to be Air Charged in Sqmts	Dosage	Chemical Required	Signature

12.PDS Samples issue Register:-

SL NO.	Date of issue	Stack No.	R.O.No.	Quantity	Classification	Category	Certificate	Signature of TA/ M(QC)	Siganture of Representative

13.STACK-WISE REGISTRER(TECHNICAL):-

Stack No.	Date of Recei	Sourec of Receipt	Commodity	Variety	No.Of bags	Quantity	Date of Inspection	Classification	Categorisation	Date of Spray	No. of times spraye	Date of fumigation	No. of times Fumitio	Moisture content	Remarks

14.Stock Register:-

(Qty in MTs.)

Date	Opening Balance		Reciepts				Total		Issues				Closing Balance	
	No.of Bags	Quantity	Source (Mil Levy /CMR)	ACK. No	No.of Bags	Quantity (in MTs.)	No. of Bags	Quantity (in MTs)	Date	R.O. No. /Quantity	No.of Bgas	Quantity	No.of Bags	Quantity (in MTs.)

15.Stack Register:-

Date of Receipt	ACK/ R.O. No.	Quantity Received				% of Moisture Content (Receipt)	R.O. No. & Date	R.O. Quantity	Quantity Delivered				% of moisture content (issues)	Closing Balance				Disinfection Particulars	Remarks
		No.of Bags	Net weight						No.of Bags	Net weight				No.of Bags	Net weight				
			MT	Kgs	Grams					MT	Kgs	Grams			MT	Kgs	Grams		

21. Dumping Register:-

SLNO.	Date of Receipt	Name of the Party/Rice Mill	Truck No.	Commodity/ Variety	No.of Bags	Date of Acceptance	ACK NO.	Remarks
1	2	3		4	5	6	7	

(16)

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED::HYDERABAD

Name:_____

Place:_____ Region:_____ District:_____ Stack Account Depot:_____

RECEIPT

SL NO.	Date	Opening Balance			Purchase(Mill Levy)			Custam Milling			Qty. Received in Depot Wagans/Road			Gunnies Consumed	Transit Loss/Gain(-)(+) Tansit Loss/Tansit Gain/Storage Gain							Total		
	1	2			3			4			5			6	7(a) / 7(b) / 7(c)							8		
		Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	No.s	Bags	Tnns.	Kgs.	Tnns	Kgs	Tnns.	Kgs.	Bags	Tnns.	Kgs.

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Depot:_____ FCI/ARDC/HIRED _____

Commodity:_____
Variety:_____

ISSUES

unnies released	Issues to private firm flour mills			Issues to state/central Govt./co-op sociecties/PDS /Defence			Dispatches to FCI Depots			Storage Gain/ Loss written off during the month (+)(-)		Total (10+11,12+13)			Closing Balance (8+14)			Storage Loss/ Gain yet to be written off B/F		Storage Losses incurred during the month			Total Storage Losses to be written of progressive (15+16)		Ground Balance (14-17)			Remarks	AGS	Initial AM(Depot) Manager (Depot)
9	10			11			12			13		14			15					17			18		19			20	21	22
No.s	Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Tnns.	Kgs.	Bags	Tnns.	Kgs.	Tnns.	Kgs.	Bags	Tnns.	Kgs.			

STACK

ISO-9001-2000

Name of Depot : to Ref No. MKG/M-2/4320/2012-DCP- Registers Dated: 31-10-2013 Register Sl No. 17

Name & No. of Godown : _____ Dunnage used (i) Type (ii) Quantity : (Sl No -17)

Commodity / Variety : _____

Mode of weightment : _____ Stack Plan : _____

Date	RECEIPTS					ISSUES			
	Source of Receipt	Daily Report No.	Bags	Weight (nett) Qtls.	Kgs.	Daily Report No.	Bags	Weight (nett) Qtls.	Kgs.

Final Gain/Loss

Percentage of GAIN/LOSS

No/Date of reference with which write off sanction received

CORPORATION OF INDIA

FORM NO. 26.18

REGISTER

-17

REGION : ANDHRA PRADESH 7

Stack No. _____

Stack average weight (Nett): _____

Type and Tare Gunnies : _____

Location of stack : _____

CLOSING BALANCE		REMARKS	INITIALS	
Bags	Weight (nett) Qtls. Kgs.		AGI (D)	A.M.

Register Sl.No-18

Sl.No. 18

Book No.

QUADRUPLICATE

ANNEXURE - P.I

Folio No.

THE FOOD CORPORATION OF INDIA

DISTRICT OFFICE : SANATHNAGAR

DAILY STATEMENT OF RECEIPTS (DSR)

Name of the District : _____

Name of the Depot : _____

Unit No.: _____

Commodity : _____

Variety/Grade : _____

Raw/Pb in Rice : _____

Date of receipt : _____

Sl. No.	Source of receipt	Truck/ Cart No.	Truck Chit No./Gate Pass	Stock belong to		Actual Receipt			Mode of weighment & %	Type of gunnies	Stack No.	Remarks (No. of Wet Damaged, Slack Torn Bags etc.,)
				RR No.	Wagon No.	Bags	Weight					
							MT	Kg				
1	2	3	4	5	6	7			8	9	10	11

Signature

Name & Designation of Unit / Depot Incharge

NOTE: 1) All the four columns i.e. 3,4,5 and 6 will be used when stock is moved from goods-shed by Truck/Cart to depot. 2) Columns 3 & 4 to be used in case of receipts by truck s from Mandi/other depot. 3) Only columns 5 & 6 to be used in case of receipts by wagons at godo siding. 4) Receipts of damaged grains/sweepings from railhead collected during storage be given separately. 5) Receipts by gain in number of bags and weight should be shown as receipt separately, as and when accounted for 6) **Original should be kept in the books as office c while the second copy is perforated and forwarded to the Depot Office.** 7) The Depot Office will send consolidated position of all units to District Office except col. 3 to 6 & 10. 8) Rice received after custom milling of paddy should be shown separately.

Register Sl. No. 19
Sl. No. 19

ANNEXURE - P.II

Book No.

QUADRUPLICATE

THE FOOD CORPORATION OF INDIA

DISTRICT OFFICE : SANATHNAGAR

Folio No.

Commodity : _____

Variety/Grade : _____

Raw/Pb in Rice : _____

Date of Issue/Despatch : _____

Name of the District : _____

Name of the Depot : _____

Unit No.: _____

DAILY STATEMENT OF ISSUES / DESPATCH (DSI)

(To be furnished by Depot/Unit Incharge)

Sl. No.	To whom issued/ despatched (Scheme APL/ BPL/MDM etc.)	Release Despatch Order No. & Date	Quantity to be issued/ Despatched as per R.O. / Despatch Order		Quantity issued / Despatched			Mode of Weigh-ment	W.C.M. No.	Stack No.	Truck/Cart Wagon No.	Gate Pass/ Truck Chit/ Convoy Note RR No.	Remarks
			MT	Kg	Bags	MT	Kg						
1	2	3	4		5			6	7	8	9	10	11

Note : (1) Storage loss written off should be shown separately as and when write off sanction is received. (2) Qty. of damaged grains / sweepings sold or issued for processing should be indicated separately as issues. (3) Paddy issued for custom milling should be indicated separately.

Signature
Name & Designation of Unit / Depot Incharge

Register Sl No - 20

ORIGINAL

THE FOOD CORPORATION OF INDIA

DISTRICT OFFICE : SANATHNAGAR

WORKSLIP

Book No. : 50

Sl.No. 2454

Sl No - 20

Name of the Depot : Shed/Block No. Dt.

(For Bills Section use only)

Sl. No.	Date of Operation	Particulars of Operations performed	Clause / Item No. of the S.O.R.	No. of B/s/Qtyl. Hand.			DSR / DSI / Ledger Folio No.	Rate per 100 Bags.	Total Amount as per SOR	Amount Payable in SOR	Wages per workers
				G. No.	No. of Workers	Bags					
1	2	3	4	5.1	5.2	5.3	6				

SIGNATURE OF GODOWN INCHARGE ASSISTANT MANAGER (D) ASSISTANT ASSISTANT MANAGER (A/s)