

ANNEXURE-II

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES
ODISHA: BHUBANESWAR.

18/12/2013 20646 /Bank-2/Dated. 28.11.2013

Dr. Prasanta K. Pradhan, IAS,
Registrar of Cooperative Societies,
Odisha, Bhubaneswar.

To,

All Divisional Deputy Registrar of Cooperative Societies
All Circle Assistant Registrar of Cooperative Societies
All the Secretaries of District Central Cooperative Banks.

Subj: Procurement of Paddy by MARKFED & PACS under De-Centralised Procurement Scheme
of Govt. of India during KMS'2013-14.

Sir,

The KMS'2013-14 (October-2013 to September 2014) has already commenced. PACS have achieved commendable strides by providing 96% of total procurement of OSCSC and 89% of the total procurement of the State and by providing minimum support price for paddy to a large chunk of small & marginal farmers of around 10.14 lakh by purchasing surplus paddy to the extent of 47.92 lakh MT during the last KMS'2012-13.

1.1 The Food & Procurement Policy for KMS'2013-14 has already been released in the letter no-18029 dated 19.10.2013 of Food Supplies & Consumer Welfare Department which has been communicated by this Directorate to all Divisional Deputy Registrar of Cooperative Societies and Chief Executives of all District Central Cooperative Banks vide letter no.18908 dt. 01.11.2013. The Operational Guidelines of Odisha State Civil Supplies Corporation has been endorsed by the Managing Director, Odisha State Civil Supplies Corporation in his Memo No.20500 dated 05.11.2013 to all Divisional Deputy Registrar of Cooperative Societies, and Secretary, Central Cooperative Banks. The aforesaid guidelines should be meticulously followed. Any deviation thereof shall be treated as procedural violation of the guidelines for which the staff concerned should be put to task.

1.2 State Government has allocated a target of 25 lakh MT rice to the Government agencies, of which the major portion of the target will be allocated to Odisha State Civil Supplies Corporation. PACS, as the Commission Agent of Odisha State Civil Supplies Corporation, will be liable to procure paddy equivalent to the like quantity of rice to be finalized by Government. The target for District wise paddy procurement allocated will be communicated shortly.

1.3 MARKFED will procure paddy as the Agent of State Government directly from farmers or through PACS, WSHG & Panchayat and deliver the custom milled rice after milling by the authorized Custom Miller to Food Corporation of India & Odisha State Civil Supplies Corporation, as the case may be. The target allocated will be communicated directly by State Government shortly.

1.4 The PACS will procure paddy directly from farmers as the commission agent of Odisha Civil Supplies Corporation to the extent allocated by the Collector out of the district marked by Government in Food Supplies & Consumer Welfare Department for Odisha State Civil Supplies Corporation.

1.5 For enhancement of target for PACS, in case of necessity, the Collector may approach the Food Supplies & Consumer Welfare Department for additional allocation.

2. Preparatory Measures:

The guidelines of Food Supplies & Consumer Welfare Department on Advances District Procurement Plan for KMS'2013-14 issued in their Letter No.13734 dated. 13.08.2013 has been communicated to all Divisional Deputy Registrar of Cooperative Societies and all the Secretaries of District Central Cooperative Banks in this Directorate's letter no-15610 dated. 12.09.2013. Besides, all Divisional Deputy Registrar of Cooperative Societies and Secretary of Central Cooperative Banks have been advised in this office Letter No.15610 date.12.09.2013 for preparation of Farmers Data base for issue of FIC and assessment of surplus paddy to be procured.

2.1 (a) More no. of PACS should be involved in paddy procurement to provide better services to the farmer-members.

(b) On line registration of new PACS, renewal of registration of PACS procured paddy last season, submission of village wise list of farmers to the BDO concerned for nomination of three farmers to the Society Level Procurement Committee to be convened by the Chief Executive of the society concerned for supervision of paddy procurement operation, preparation of Farmers' Database in shape of "Farmers Paddy Assessment Register" for determination of marketable surplus etc. has already been communicated in this letter no.15610 dt. 12.9.2013 which should be scrupulously followed.

2.2.(a) The Deputy Registrar of Cooperative Societies & Assistant Registrar of Cooperative Societies & the Secretary to District Central Cooperative Bank should ensure availability of following equipments to facilitate smooth paddy procurement operation.

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|--|---|
| (i) Weighing Scale (Manual and Electronic) | (vi) Sample Divider |
| (ii) Moisture Metre | (vii) Set of Sieves. |
| (iii) Analysis / Testing Kit. | (viii) Parikhi |
| (iv) Mini Grader | (ix) Sample Collecting Pan. |
| (v) Paddy Cleaner. | (x) Generator to operate paddy cleaner. |

These equipments shall be provided by the PACS by purchasing those equipments out of the commission received as far as practicable. In case of non-availability of such equipments the Secretary, RMC should be requested to provide those equipments to each purchase centre before arrival of paddy.

(b) To safeguard paddy from rain etc arrangements should be made to cover the paddy with polythene, Tarpauline, Cyploline etc. Paddy should be heaped on Pucca Pindi and arrangement should be made for Covered and Plinth (C.A.P) storage at PPC of PACS.

(c) All circle Assistant Registrar of Cooperative Societies, should ensure availability of facilities for drinking water, seating arrangements, temporary toilet at each PPC.

2.2 (a) Wide Publicity:-

The Secretary, District Central Cooperative Bank should make adequate publicity about location of purchase Centre, MSP rate of paddy, FAQ standard of paddy, procedure of procurement in each village well before commencement of paddy procurement through distribution of leaflets, handout indicating days and time of procurement.

2.3. (a) Training of Farmers:-

The DRCS & ARCS should ensure training of farmers provided by PACS & RMC jointly on FAQ standard of paddy. Publicity through use of loud speaker may also be made in villages for awareness farmers.

(b) PACS should display banners indicating at each PPC in local languages, such information as reflected in Annexure.

(c) DRCS, ARCS and Secretary of C.C. Banks should ensure Block Level Training of field functionaries / farmer- members of Society Level Procurement Committee on process of procurement, record keeping, SMS reporting Record Transmission, Database etc.

(d) Odisha State Civil Supplies Corporation shall create awareness amongst farmers in this regard through electronic media for FAQ standard & MSP rate.

2.4. Storage of Paddy:-

(a) Each PACS should make adequate space for storage of paddy procured for a minimum period of three days. It is preferred to use their own godown or godowns on hire. In case of non-availability of godown, C.A.P. storage should be made by using tarpoline, polythene, Liplolyne at the cost of PACS / RMC.

(b) The following records provided by Odisha State Civil Supplies Corporation should be regularly maintained at the time of paddy procurement.

- (i) Token slip & token issue Register.
- (ii) Paddy Purchase Register (Two sets)
- (iii) Quality Test Report.
- (iv) Paddy Rejection Register.
- (v) Cheque Issue Register.
- (vi) Paddy Despatch Register.
- (vii) Vender Receipt.
- (viii) Paddy Acceptance Note.
- (ix) Miller Control Register.
- (x) Paddy Stock Register
- (xi) Cash Book.
- (XII) Transit Pass
- (XIII) Farmers Paddy Assessment Register.

3. Agreement:

The Secretary, District Central Cooperative Bank is to execute agreement with Odisha State Civil Supplies Corporation on behalf of PACS as the commission agent of Odisha State Civil Supplies Corporation as per format prescribed by Odisha State Civil Supplies Corporation. The terms and conditions laid down in the agreement should meticulously be followed by the Secretary, DCCBanks & Chief executives, of PACS / Societies.

- 3.1 The Circle Assistant Registrar of Cooperative Societies should ensure adoption of resolution by the Chief Executive of PACS / Society for procurement of paddy as the commission agent of Odisha State Civil Supplies.

4. Fund Management:-

- 4.1. The Secretary, District Central Cooperative Bank should place requisition of fund to the District Collector concerned well in advance on every Monday in consultation with Deputy Registrar of Cooperative Societies, Assistant Registrar of Cooperative Societies in the prescribed format.
- 4.2. The Secretary, District Central Cooperative Bank should personally ensure proper utilization of fund. The fund received from the OSCSC through OSCB should be passed on to the PACS on a realistical basis depending on purchase of paddy and requirement of fund. The Chief Executive of C.C. Bank may make inter PACS transfer of fund in consultation with the DRCS and ARCS.



- 4.3. Fund retained for more than 15 days at PACS / Society / District Central Cooperative Bank level shall immediately be refunded to Odisha State Civil Supplies Corporation. The Secretary, District Central Cooperative Bank will be held responsible for any violation in this regard.

5. **Mode of procurement by PACS**

Small & marginal farmers will register their names in PACS / Society to sell paddy well in advance of at least 7 days along with proposed quantity of FAQ paddy, identity proof, saving bank's account of any Commercial Bank, Cooperative Bank, R.R. Bank or Post Office. The Chief Executive of PACS will issue tokens indicating the day & time of procurement and quantity of paddy to be purchased from the farmers and register their names in the Token Issue Register of PPC to regulate arrival of paddy and to ensure smooth procurement.

5.1(a) On arrival of paddy at PPC, farmers identification should be done on the basis of the following documents (updated)

- (i) Kisan Credit Card (KCC)
- (ii) Land Pass Book
- (iii) Record of Right (ROR/Patta)
- (iv) Farmers Identity Card (FIC)
- (v) Electors Photo Identity Card (EPIC)
- (b) Paddy will be purchased from the farmers residing within the defined areas.
- (c) Share cropper (Bhag chasis) may also sell paddy on presentation of the FIC issued.

5.2. **Persons to be present at PPC.**

- (i) Farmer who sale paddy.
- (ii) Miller tagged to PACS or his authorized representative.
- (iii) Purchase Officer of PACS.
- (iv) Authorized Officer appointed by the Collector.
- (v) Representative of Central Cooperative Bank / Assistant Registrar of Cooperative Bank / Deputy Registrar of Cooperative Societies/R.M.C.

Paddy should not be procured in absence of any these of officers mentioned above.

- 5.3 (a) Sample testing of paddy should be done to conform FAQ standard. After quality test, weighment of paddy is to be done. Account Payee Cheques should be issued to farmers after recording all data in the Paddy Purchase Register. Account Payee Cheques should be issued to the concerned farmer indicating the name of farmer and Bank A/C Number within 3 days and not later than 7 days.

- (b) It would be prudent to handover the A/C payee cheque to farmers on spot on the day of purchase. The Branch Bank of Central Cooperative Bank should be informed over phone by the Chief Executive of PACS about the cheque no. issued and amount to be paid to farmers in the evening of the day of purchase so as to enable the Branch Manager of the Central Cooperative Bank for encashment at cheque of the time of receipt of cheque.
- 5.4 In case of non-conformity of paddy with FAQ standard, the farmers should be advised to improve the quality of paddy at the PPC by using the labourer available in the PPC at their own cost & sold paddy to PACS / Society paddy. The paddy purchase register should be filled up chronologically.
- 5.5 In case, farmer presents Cheque for encashment in the Branch Bank of DCCB, the Branch Manager of District Central Cooperative Bank should personally take steps to ensure payment to farmers. The Branch Manager shall be held responsible, if payment is not ensured on the same day of presentation of Cheque.
- 5.6 **Delivery of Paddy to Miller.**
At the end of the procurement, in each day, paddy purchased is to be delivered to the Miller tagged by the Collector or his representative after signing the paddy despatch register, acceptance note, vender receipt & transit pass etc.
- 5.7 The balance paddy, if available, should be stored in the specified godown which should be lifted, at best within 3 days, by the Miller.
- 5.8 Every PACS participating in the Paddy Procurement Operation should have Computer with internet connectivity so as to ensure online data entry.
6. **Minimum Support Price & Uniform Specification of paddy.**
(a) Paddy will be purchased at the following minimum support price declared by Government of India for FAQ standard paddy.
(i) Common - Rs. 1310 per quintal.
(ii) Grade 'A' - Rs. 1345 per quintal.

7. Submission of Bills for release of Procurement incidentals.

The bill for getting procurement incidentals such as commission & Mandi labour charges etc should be submitted to the CSD concerned on monthly basis.

7.1. Commission:-

- (a) Commission to the PACS will be released as per the decision taken by the Government.
(b) District Central Cooperative Bank as the nodal agency at the district level will get 10% out of agency commission to be received by PACS for procurement of paddy. They should not divert the amount of Commission of PACS otherwise. It should be spent for development of infrastructures

True copy.
Manager

of PACS for the purchase of paddy procurement and other expenses of PACS. It can't be diverted to PACS in account without the consent of Management of PACS concerned.

(c) DCCB will provide logistic support and vehicles to the DRCS and ARCS during the period of the Paddy Procurement Operation to facilitate effective supervision and monitoring. The DCCB may incur expenditure for this purpose out of the commission.

7.2. Mandi handling Charges.

PACS should undertake Mandi Level activities which includes the following items of work.

- (a) Un-loading of paddy from vehicles of farmers at PPC premises :- to be done by farmers.
- (b) Handling, re-bagging, weighment, temporary stocking to be done by PACS/ Society.
- (c) Loading of Paddy to Millers Vehicles to be done by Custom Miller.
- (d) In case, PACS arranges labourers for unloading of paddy from vehicles of farmers, farmers should bear the cost as decided by PACS mutually.
- (e) In case, the PACS arranges labourers for loading of Paddy to vehicles of custom Miller, the same should be reflected in the A.C. Note and other related documents for proportionate release of claim by Odisha State Civil Supplies Corporation to PACS /Societies and Millers.
- (f) In case PACS fails to undertake Mandi Level activities, PACS may ask the customary Rice Miller to arrange the same and shall authorize the Rice Miller to receive incidental thereof.
- (g) Mandi labour charge should be paid at flat rate as decided by Odisha State Civil Supplies Corporation.
- (h) PACS shall furnish certificate in format prescribed by Odisha State Civil Supplies Corporation for payment of Mandi labour charges.

8. Role of CEOs of DCCB.

8.1. The Secretary, District Central Cooperative Bank shall act as the Nodal Officer for paddy procurement by PACS during KMS' 2013-14 and he shall be responsible for.

- Smooth flow of fund.
- Proper utilisation of fund.
- Procurement of paddy by PACS within the target allocated and fund provided.
- Reconciliation of accounts in time.
- Non retention of idle fund beyond 15 days.
- Proper maintenance of records by PACS and branch bank.
- Timely lifting of paddy by Miller.
- Temporary storage of unlifted paddy at PACS godown and CAP Storage.

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only
Deputy General Manager
DCCB Bank Ltd.

- Crediting of fund & incidentals released by Odisha State Civil Supplies Corporation to PACS accounts.
- Preservation of record by PACS properly.
- Reporting of daily progress on paddy procurement regularly to Registrar of Cooperative Societies, Odisha State Civil Supplies Corporation, Odisha State Cooperative Bank, Deputy Registrar of Cooperative Societies.
- Online reporting of farmer wise progress of paddy procurement on daily basis.
- Submission of weekly requisition of funds to Odisha State Civil Supplies Corporation
- Submission of Weekly Progress Report to RCS (O).

9. Role of Divisional Deputy Registrar of Cooperative Societies

9.1. The Divisional Deputy Registrar of Cooperative Societies, is responsible for over all supervision & monitoring of paddy procurement operation by PACS.

9.2. He shall ensure.

- Recommendation of PACS & PPC & tagging of Rice Mill to the Collector.
- Availability of infrastructural facilities at all PPC.
- Regular lifting of paddy of PACS by Miller.
- Action taken for non payment of MSP to farmers by PACS / Bank in time.
- Instructing the staff of office of Deputy Registrar of Cooperative Societies / Assistant Registrar of Cooperative Societies / District Central Cooperative Bank for supervision of paddy procurement.
- Submission of Daily progress report to Registrar of Cooperative Societies, Odisha State Cooperative Bank and to ensure daily online reporting by Branch Manager of District Central Cooperative Bank.
- Smooth flow of fund from OSCSC to DCCBank and DCCBank to the PACS.
- Functioning of control room for effective supervision & monitoring.
- Reporting Mobile, Phone number of Officer-in-Charge of Control Room to all concerned.

10. Role of Circles Assistant Registrar of Cooperative Societies.

He shall ensure Supervision & Monitoring of paddy procurement operation in PACS / Societies in his jurisdiction and shall assist the DRCS for smooth Paddy Procurement.

He shall verify implementation of paddy procurement operation of PACS level frequently as per the guidelines & report to District Central Cooperative Bank and Deputy Registrar of Cooperative Societies with suggestion. He shall depute Officers of his Circle to supervise Paddy Procurement.

11. Visit of PACS

11.1. All Divisional Deputy Registrar of Cooperative Societies should ensure that the first day of procurement in each PPC should be done in presence of an officer either from Assistant Registrar of Cooperative Societies / Deputy Registrar of Cooperative Societies. The DRCS and ARCS should conduct extensive tour / field visit during the Procurement Season.

11.2. Deputy Registrar of Cooperative Societies should chalk out plan for regular visit of field Officers of office of Assistant Registrar of Cooperative Societies/ Deputy Registrar of Cooperative Societies / District Central Cooperative Bank to PPC to avoid irregularities in procurement.

12. Reporting:-

12.1. The DRCS / ARCS and Chief Executive of District Central Cooperative Bank are responsible for ensuring online data entry reflecting progress on paddy procurement in website on the next date of procurement. 7

12.2. Secretary, District Central Cooperative Bank should submit consolidated district wise daily & weekly report to Odisha State Cooperative Bank, Deputy Registrar of Cooperative Societies and Registrar of Cooperative Societies in the prescribed format.

13. Computerization of Paddy Procurement Accounts of PACS.

(a) Paddy Procurement Automation System (PPAS)

It has been decided in the meeting of the State Level Procurement Committee that all PACS of Durgapalli and Binka Blocks of Subarnapur district, Attabira Block of Bargarh district and Bhadrak Block of Bhadrak district will computerized all the transactions of paddy procurement as per OMEGA Stipulations for KMS' 2013-14. As such those PACS are required to procure computers, printer, inverter for installation of software as well as man power by OMEGA for project implementation. Those PACS have requested to procure computer hardwares out of the commission received after getting due approval from authority concerned.

(b) Computerization of PACS

State Government has already released Rs. 15.00 Crore in favour of computerization of 1264 PACS in 2013-14. As such those PACS are required to purchase computer hardware for installation of software programme under the guidelines of IIT Kharagpur to make them operational. Managing Director, Odisha State Cooperative Bank should take immediate steps for computerization of 1264 PACS to facilitate SMS reporting.

(c) PACS are required to complete farmers data entry as maintained in the purchase register at the latest by the next day of procurement.

(d) Mobile Reporting:-

- The Secretary of PACS should make SMS reporting to the District Purchase Officer in the evening of the day of purchase through his registered mobile phone no.
- SMS should be sent A.C. note wise.

14. Paddy procurement by MARKFED

- The district-wise & Depot-wise procurement of paddy by MARKFED should be finalised in consultation with the concerned Collector. A copy of the list of Depot finalised alongwith target allocated should be intimated to Registrar of Cooperative Societies before commencement of paddy procurement. The progress in daily procurement should be intimated to Government & Registrar of Cooperative Societies regularly. Consolidated district wise weekly progress should be submitted to Registrar of Cooperative Societies, Cooperation Department & Food Supplies & Consumer Welfare Department regularly. Necessary agreement should be made with FCI & Odisha State Civil Supplies Corporation for paddy procurement and delivery of rice.

Like previous year, MARKFED as well as all PACS are expected to achieve the target with effective supervision & guideline from all concerned by providing due service to farmers.

Yours faithfully,

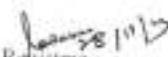

Registrar,
Cooperative Societies, Odisha.

Memo No. 20647

Dated. 28.11.2013

Cooperative Societies, Odisha.

Copy along with enclosure submitted to the Commissioner-cum-Secretary to Government, Cooperation Department / Commissioner-cum-Secretary to Government, Food Supplies and Consumer Welfare Department for kind information and necessary action.

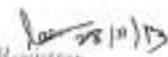

Registrar,
Cooperative Societies, Odisha.

Memo No. 20648

Dated. 28.11.2013

Cooperative Societies, Odisha.

Copy along with enclosure forwarded to the General Manager, Food Corporation of India Ltd., Bhubaneswar / Managing Director, Odisha State Civil Supplies Corporation Ltd., Bhubaneswar for information and necessary action.


Registrar,
Cooperative Societies, Odisha.

#11#

Memo No. 20649 /Dated. 28.11.2013

Copy along with enclosure forwarded to the Managing Director, Odisha State Cooperative Bank, Bhubaneswar/ Managing Director, MARKED for information and necessary action.

[Signature]
Registrar,
Cooperative Societies, Odisha.

Memo No. 20650 /Dated. 28.11.2013

Copy along with enclosure forwarded to all Collector and District Magistrate for information and necessary action.

[Signature]
Registrar,
Cooperative Societies, Odisha.

Memo No. 20651 /Dated. 28.11.2013

Copy along with enclosure forwarded to Director, Agricultural Marketing and General Manager, OSAM Board, Director Auditor General of Cooperative Societies in Odisha for information and necessary action.

[Signature]
Registrar,
Cooperative Societies, Odisha.

ANNEXURE 40

- Name of PACS:
- Name of Paddy purchase Center:
- Minimum Support Price for paddy:
- Quality Specification of paddy to be procured:
- Days & time fixed for procurement of Paddy by PPC:
- Procedure for approaching PPC for sale of paddy by farmers:
- Procedure for supply of gunny bags by farmers:
- Maximum capacity of PPC to accept paddy per day:
- Mode of payment of sale proceeds to farmers:
- Benefit of getting interest incentive for in time payment of crop loan and high rate of interest burden on overdue crop loan:
- Name of Purchase Officer & his telephone No:
- Name of the District Level Officer & his telephone No:
- Telephone no. of the District Level Control Room opened by the D.R.C.A. for informing problems faced by the farmers:

[Big farmers are advised to sell
their paddy in — — — — — (D.R.C.A. only)]