

TOP PRIORITY

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: ODISHA:
BHUBANESWAR

No. XXVIII- 18/2014 (Part-I)- **22461** / Bank-2/ Dated, **29.11.14**

To

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

Sub.: - Operational Guideline for CAP (Cover and Plinth) Storage for
Paddy during the KMS:2014-15.

Ref.: - Memo No.20584 dated 12.11.2014 of MD , OSCSC Ltd.,
Bhubaneswar.

Sir,

In enclosing a copy of the Operational Guideline for CAP
(Cover and Plinth) Storage for Paddy during the KMS:2014-15 issued by
the Odisha Civil Supplies Corporation Ltd , Bhubaneswar , You are
requested to go through the Operational Guideline in detail and ensure the
same is meticulously followed by the PACS engaged in Paddy
Procurement. The copy of the same may also be communicated to the
Secretaries of all concerned PACS for taking further action at their end.

Yours faithfully,

males
29.11.14
Assistant Registrar,
Cooperative Societies,(T/R)

Memo No. **22462** Dated. **29.11.14**

Copy forwarded to the Managing Director , Odisha State
Cooperative Bank Ltd. , Bhubaneswar for information and necessary
action with reference to memo no.20584 dt.12.11.2014.

males
29/11/14
Assistant Registrar
Cooperative Societies(TR)

Memo No. 22463 / Dated. 29.11.14

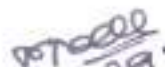
Copy forwarded to the Managing Director , Odisha State Civil Supplies Corporation Ltd , Bhubaneswar for information and necessary action with reference to memo no.20584 dt.12.11.2014.


29.11.14

Assistant Registrar
Cooperative Societies(TR)

Memo No. 22464 / Dated. 29.11.14

Copy along with the enclosure forwarded to the Auditor General of Cooperative Societies, Odisha Bhubaneswar for information and necessary action .


29.11.14

Assistant Registrar
Cooperative Societies(TR)

Memo No. 22465 / Dated. 29.11.14

Copy submitted to the Deputy Secretary to Government of Odisha , Food , Supply and Consumer Welfare Department / Deputy Secretary to Government of Odisha , Cooperation Department for information and necessary action with reference to memo no.20584 dt.12.11.2014.


29.11.14

Assistant Registrar
Cooperative Societies(TR)

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**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
C/2, NAYAPALLI, BHUBANESWAR-12**

P.P- 96/2014

No.- 20583

Date - 12.11.14.

FAX No. 0674-2395291

From

**Niranjan Nayak, OAS (SAG),
Managing Director**

To

**All CSO-cum-District Managers,
OSCSC Ltd.**

**Sub: Operational Guidelines for CAP (Cover And Plinth) storage of paddy during
the KMS: 2014-15.**

Sir,

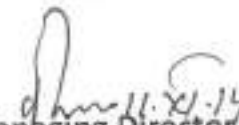
Government of Odisha has taken a policy decision for storage of 10 lakhs MT of paddy in CAP (Cover And Plinth) storage during the KMS: 2014-15. Under CAP storage system, paddy purchased by the society/PACS duly packed in standard 50 kg. capacity gunny bags (40 kgs.) would be transported to the CAP Storage Centre (CAPSC) for temporary storage before it is issued to custom miller for milling.

Enclosed find herewith the Operational Guidelines for CAP storage of paddy in the KMS: 2014-15. The formats of books of accounts to be maintained, documents to be generated and reports and returns are also annexed to the Operational Guidelines. All District Managers are expected to go through these guidelines carefully.

The Guidelines can be downloaded from the Corporation website www.oscsc.in. For any clarification, suggestion or modification, the undersigned may be contacted.

Yours faithfully,

Enclosed:- Operational Guidelines(41 pages)


Managing Director

P.T.O

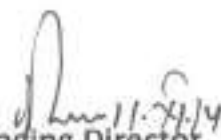
Memo no :

20584

date: 12.11.14.

Copy forwarded for information and necessary action to:-

1. Principal Secretary, Water Resources Deptt., Govt. of Odisha, Bhubaneswar.
2. Commissioner-cum-Secretary, F.S & C.W Deptt., Govt. of Odisha, Bhubaneswar.
3. Commissioner-cum-Secretary, Co-operation Deptt., Govt. of Odisha, Bhubaneswar.
4. General Manager, FCI, Bhubaneswar.
5. Director, Social Welfare, Bhubaneswar.
6. Registrar of Co-operative Societies, Odisha, Bhubaneswar.
7. Managing Director, Odisha State Co-operative Bank, Bhubaneswar.
8. All Collector and District Magistrates.
9. All Secretaries, DCCB.
10. All DRCs.


Managing Director

OPERATIONAL GUIDELINES FOR CAP STORAGE OF PADDY DURING KMS: 2014-15

Introduction

Government of Odisha has taken a policy decision for storage of 10 lakh MT of paddy in CAP storage during the KMS: 2014-15. CAP is the term used for the stacks formed in the open ground and it stands for **Cover and Plinth (CAP)**.

Under CAP Storage System, paddy purchased by the Society / PACS duly packed in standard 50 kg. capacity gunny bags (40 kgs.) would be transported to the CAP Storage Centre (CAPSC) for temporary storage before milling. Preservation of paddy at CAP Storage Centre shall be maintained following practices of scientific storage of paddy. It will be issued to custom millers in phased manner within the security deposits / advance rice received from the miller. Only **FAQ** paddy can be stored under CAP storage operation. Premises used for CAP Storage would be designated as CAP Storage Centre (CAPSC) and allotted with a code number. (CDDXX – where C stands for CAP Storage, DD standard for District code & XX is the running serial number of the CAP Storage Centre in the District) As per the instruction of F.S & C.W Department, CAP Storage Centres shall be managed through departmental operation during KMS: 2014-15 by the OSCSC.

The following guidelines are hereby issued for monitoring temporary storage of paddy under CAP storage operation and their smooth management.

1. Selection of Sites

- 1.1 The open space in the campus of RMC yard with good drainage and free from water logging are to be selected for functioning of CAP storage. The RMC yard should have boundary.
- 1.2 Abandoned Krushaka Bazaar which have not been put to use may be selected for the purpose if available.
- 1.3 The ground should be hard soil, plain land, stony soil and upland, free from water logging.

- 1.4 If suitable land is not available inside the RMC yard campus, the Collector / CSO-cum-District Manager may select open space owned by Government in consultation with Revenue Department officials for the purpose.
- 1.5 The selected site should have connectivity of motorable approach road.
- 1.6 If any FCI Depot campus has facility for CAP Storage, same may be utilised after discussion with local Area Manager.
- 1.7 There should be a weighbridge near the location / CAP Storage Centre (within 5 K.M).
- 1.8 Un-utilised storage space of RRC / RRC-cum-DSC may also be used for storage of paddy. The existing officials of RRC-cum-DSC shall also manage receipt & issue of paddy kept under such covered storage
- 1.9 One CAP storage centre may be started with minimum 5000 MT of paddy. However, in case of un-utilised storage space of RRC / RRC-cum-DSC it can be of lesser capacity.

2. Functioning of CAP Storage Centre's Office

After selection of site, arrangement may also be made for identification of a house for holding office of the CAP Storage Centre as mentioned below:

Sl. No.	Type of site selected	Manner of identification of office room
i	RMC campus	One room of RMC office may be taken for holding of CAP Storage Centre's Office
ii	Open space adjacent to residential area	One residential house nearest to the CAP Storage Centre may be taken on hire basis

3. Materials / Equipments required for a CAP Storage Centre

Different materials / equipments are required for a CAP Storage Centre and manner of their procurement are exhibited in the following table.

Sl. No.	Particulars of Materials / Equipments	Manner of procurement
(a)	CAP cover (alongwith accessories) - Black polythene covers of dimensions 9.8 x 6.4 x 5.2 M (32 x 21 x 17 inch) of 1000 gauge (250 micron) having two funnels on each length side and one on each width side. It must conform to IS: 2508: 1984 with upto date amendment.	CAP cover shall be procured centrally by OSCSC Head Office and to be supplied to the districts as per their requirement
(b)	Fencing of the entire area	To be arranged at district level through short tender call / any Government Agency.

(c)	Dunnage	Required husk and serviceable polythene cement bags to be procured through short tender call at district level.
(d)	Lighting provision of CAP Storage Centre	To be finalised at District Level. For RMC yards, the concerned RMC shall make the arrangement for lighting.
(e)	Quality Testing Equipments (i) Moisture Meter (ii) Sample Divider (iii) Set of sieves (iv) Analysis kit with all accessories (v) Sample Collecting Pan	CSO-cum-District Manager shall arrange from concerned RMC.
(f)	300 kg. Electronic Weighing Scale	CSO-cum-District Manager shall procure from concerned RMC
(g)	Generator set	To be arranged on hire where ever required
(h)	Chloropyriphous powder for disinfestation of open ground	To be procured centrally by Head Office and to be supplied to the districts as per requirement
(i)	Malathion 50% EC & Deltamethrin – 2.5% WP – for disinfestation of dunnage material.	To be procured centrally by Head Office and supplied to districts as per requirement. In absence of Corporation supply, services of CWC / OSWC may be utilised till OSCSC supply is arranged.
(j)	High Density Polythene monofilament fibre ropes of 4-6 MM thickness.	To be procured locally at district level through short tender / quotation call.
(k)	New SBT gunny bags for packing of paddy by the societies.	To be procured centrally by OSCSC Head Office and to be supplied to the districts as per the requirement. CSO-cum-District Manager may procure once used gunny bags from fair price shop dealers @ Rs.8/- to Rs.10/- per 50 kg. bag for use by the Societies till Corporation supply of gunny is arranged. It may also be procured from millers / gunny traders after short tender notice.
(l)	Computer / Laptop	District Office to provide a computer to the Manager CAP Storage Centre for use. The laptop provided by OSCSC Ltd. may also be used for maintaining registers and generating reports and returns from computer.
(m)	Fire Extinguishers	May be purchased as per the Corporation guidelines observing all formalities.

(n)	LDPE polythene sheet & Tarpaulin	To be provided by OSCSC Ltd. Head Office as per the requirement. CSO-cum-District Manager may arrange these from concerned RMC till Corporation supplies are initiated.
(o)	Ladder	CSO-cum-District Manager shall arrange wooden ladder from local market
(p)	First Aid Box	This may be procured from local medical shop. It is essential to give first aid treatment in case of any snake / scorpion / other reptiles bite to any worker. Also to give first aid treatment in case of any injury due to collapsing of stack etc. before taking to hospital

4. Engagement of manpower in a CAP Storage Centre

4.1 The following table exhibit the deployment of manpower in a CAP Storage Centre (CAPSC), their source of arrangement and scope of works of each functionaries.

Sl. No.	Designation	Source of arrangement	Scope of work
i	Manager CAP Storage Centre (CAPSC)	Inspector of Supplies / Marketing Inspector / Procurement Inspector	Deployed as the Head of the CAP Storage Centre. S/He will look after entire operations, record maintenance, documentation & reporting of daily / monthly transactions in a CAP Storage Centre. S/He will act as per the guidelines and get the work done by the subordinate / sub-staff / labour /contractor deployed in the CAP Storage Centre. S/He shall be accountable and responsible for all transactions, property of Corporation & safe storage of paddy. S/He shall move round the CAP Storage Centre at the beginning of the business hour and at the close of the business hour to see the condition of each stack & prepare an inventory statement of all the full stacks and part stacks.

ii	One / Two CAP Storage Assistants	SA-cum-GA / SA-cum-DEO	Record maintenance & documentation. To attend loading & unloading operations & counting of paddy bags as per the loading / unloading slips issued by the Manager CAP Storage Centre. Drafting of letters and database entry.
iii	Quality Analyst (01)	Available Quality Analyst in the districts or to be hired from SPA. Retrenched Quality Analyst may be given preference. BSc graduate may be as Quality Analysts.	Sampling, quality check of paddy receipt from society & maintenance of connected records. In case, adequate Quality Analyst is not available in the district one Procurement Inspector may be engaged for quality check of paddy in absence of the Quality Analyst.
iv	Kantawalla (01)	From the existing Kantawalla available in the districts	To ensure the weighment at the weighbridge alongwith Manager CAP and to maintain the weighment register and other documents as per weighment guidelines. He may also attend to counting of bags at the time of loading and unloading.
v	06 (Six) Security Guards	To be deployed on outsourcing basis through approved SPA	Two Security Guards to be deployed in one shift of 8 hours each for watch & ward and patrolling inside the CAP Storage Centre and to attend the gate.
vi	04 (Four) casual labourers	On daily payment to be engaged from the locality	Covering of stacks, de-covering, lashing of ropes, collection & cleaning of spillages, salvaging & reconditioning of damaged stock. To assist in aeration, chemical treatment, filling of husk in cement bag, hand stitching and laying on stack base.

4.2 Open storage method has been introduced in the State in the interest of farmers. It is subject to risk since the stocks are exposed to climatic changes, rain, sunrays, cyclonic storm and heavy wind. So utmost care is required for safe storage of paddy minimising losses. The deployed man powers are expected to work with sense of belonging towards the organisation.

4.3 CSO-cum-District Managers may select only **sincere & dedicated** officers & workers for deployment in CAP Storage Centre.

5. Role of Societies / PACS under CAP Storage Operation:

- 5.1 The farmer shall bring paddy at his own arrangement as per the programme i.e. as per advance notice / advance token slip / SMS alert and report at the mandi.
- 5.2 The society will take sample of paddy and do the testing for moisture and refraction. If the paddy is confirming to the FAQ norms, then farmers will be allowed to sell the paddy. If it does not confirm to FAQ norms, then the farmer would be requested to take back the paddy and bring after drying and cleaning. As most Societies / PACS do not have Quality Checking staff, RMC may provide one Q.C staff at the society for 3-4 months on temporary basis. S/he may be a BSc graduate who may be paid Rs.8000/- per month. They may be imparted quick training of 2-3 days by OSCSC / Q. C. Cell of Government of India / FCI.
- 5.3 If the paddy is accepted, the PACS / Society shall issue a tarpaulin to each farmer for unloading and heaping of paddy in the campus. All the paddy bags brought by the farmers shall be cut open and arranged in shape of a heap spreading on the tarpaulin.
- 5.4 The society shall pack 40 kg paddy standard in the new gunny bags / serviceable once used gunny bags and ensure double line machine stitching with a flap / identity slip at mouth end. The identity slip shall be of cotton cloth with the size of 10 cm x 7 cm.
- 5.5 The identity slip shall contain information on society code, name of the society, KMS and net weight. This identity slip needs to be pre-printed except weight and may be done centrally by the DCCB and provided to the societies.
- 5.6 Before stitching, the weighment of each bag shall be taken up to ensure that 40 kg. net weight of paddy is packed. Weighment may be made using electronic / manual weighing scale.
- 5.7 In case the paddy does not conform to FAQ standard, then the same stock may be improved at the cost of the farmer by cleaning and drying under the farmer's supervision. This can be done at societies / mandis which have adequate space to cleaning and drying of paddy.
- 5.8 The society shall arrange manually operated blower / power cleaner from RMC for cleaning of non-FAQ paddy in case brought by the farmer.

5.9 Society shall arrange required labour for all mandi operations like heaping; re-bagging in OSCSC supplied gunny, packing & double line machine stitching etc.

5.10 The H & T contractor shall lift the paddy at his / her arrangement for the society.

5.11 Society shall prepare a "Paddy Truck Challan" or "Transit Pass of Paddy" as per prescribed format for each truck of paddy lifted by the H & T Contractor. One Paddy Acceptance Note is to be prepared for all paddy transferred in one date to a CAP Storage centre by the society. This will be the abstract of all paddy sent by the society to one CAPSC.

6. Operation in CAP Storage Centre

6.1 Stack Plan

6.1.1 The unit of storage is a stack. One stack base is 600 square feet (30 feet length x 20 feet width). One broad sheet shall contain the stack plan of the CAP storage centre with gap and roads. It shall be hanged in the office.

6.1.2 After levelling of the open field, the stack base of 600 square feet shall be identified leaving space of 4 to 5 feet from stack to stack and 20 feet gap between two sets of stacks.

6.1.3 Each stack shall be allotted with a serial number numerically starting from 01. (from north east corner to south west corner). A pictograph of model stack plan with stack number is enclosed at Annexure-V.

6.2 Dis-infestation of stack base

6.2.1 The stack base shall be cleaned using broom.

6.2.2 After cleaning, the open ground space shall be disinfested by sprinkling chloropyriphous powder / spraying approved chemicals.

6.2.3 The dunage materials (husk bags) shall be treated using chemicals like malathion 50% EC and deltamethrin 2.5% W.P before stacking of paddy bags.

6.3 Spreading of Dunnage

6.3.1 Two layers of husk bags duly packed and stitched in cement bags shall be spread in criss-cross method on the stack base.

- 6.3.2 Filling of husk in cement bags, hand stitching and spreading on the stack base to be done by a contractor engaged through local tender process.

6.4 Receipt of paddy from society

- 6.4.1 Paddy duly packed 40 kg standard in new SBT gunny bags / once used serviceable gunny bags shall be delivered by the level-I H & T contractor at the CAP Storage Centre.
- 6.4.2 The CAP Storage Centre in-charge shall ensure drawal of samples (10%) vehicle wise and conduct quality check and moisture test. If the paddy brought from the society conforms to FAQ standard, then the same shall be unloaded for stacking.
- 6.4.3 For unloading of FAQ paddy by the transport contractor, the Manager CAP Storage Centre shall conduct moisture test and quality test by the Quality Analyst / himself or herself. Samples to be drawn from 10% of the bags at random. If the paddy conforms to FAQ standard, he shall allow unloading of paddy and issue an unloading slip to the CAP Storage Assistant as per the format at Annexure. Samples from 10% of bags at random are to be drawn during unloading since only FAQ paddy are to be accepted for CAP Storage.

After the unloading operation the CAP storage Assistant shall record the stack number, where the paddy of the vehicle was unloaded and submit the executed unloading slip to the Manager CAP Storage Centre after putting his signature.

- 6.4.4 If the paddy brought from the society found to be not of FAQ standard, then the same shall be returned to the concerned society. If a single bag is found to be of non-FAQ paddy, then entire truck may be returned.
- 6.4.5 The transportation and handling cost for return of non-FAQ paddy to the society shall be borne by the society concerned for buying non-FAQ paddy from the farmers and sending it to the CAPSC. All societies may be sensitised about this aspect as it is bound to be very costly for them.

6.4.6 Unloading & stacking of paddy at CAPSC shall be done by the level-I H & T Contractor.

6.5 Stacking of Paddy

6.5.1 3000 bags of paddy (40 kg each) totalling to 120 MT shall be stored in one stack following block method of stacking with dome formation as mentioned below.

<u>Layer of the Blocks</u>	<u>Height</u>	<u>No. of Blocks</u>	<u>Total</u>
(i) 12 + 8 = 20	x 15 = 300	x 8 =	2400
(ii) Dome formation	-----	=	<u>600</u>
			3000

After 15 heights one bag in each side shall be reduced layer above layer in order to form the dome.

6.5.2 A stack card shall be hanged in each stack after formation.

6.6 Covering of CAP Cover

6.6.1 After complete formation of the stack, the stack shall be covered with the CAP cover. Also the part stacks at the evening to be covered with a CAP cover to protect from dew and absorption of moisture.

6.6.2 After mounting the cover on the stack, the covers are lashed securely with fibre ropes in order to protect the stack cover depending on the local wind condition.

6.7 De-stacking and issue of stocks to custom millers

6.7.1 The District Manager, OSCSC Ltd. shall issue a release order in favour of custom millers for lifting of paddy from the CAP Storage Centre as per prescribed format.

6.7.2 The release order shall be issued depending on the security deposit furnished by the miller / advance rice delivered by the millers in RRC / FCI and the balance CMR due against earlier release orders.

6.7.3 On receipt of the release order, the custom miller / his authorised representative shall present the same alongwith the vehicles at the CAP Storage Point for lifting of paddy by the custom miller. Then the Manager CAP storage centre shall issue

a loading slip as per the format at Annexure mentioning the vehicle Number, No. of bags and the stack number wherefrom the paddy would be issued.

6.7.4 CSO-cum-District Manager shall communicate the name and specimen signature of authorised representative of the custom miller to the in-charge of CAP Storage Centre in advance for transaction.

6.7.5 Moisture test shall be made on 10% of the paddy issued. Paddy bags for moisture testing shall be selected on random sampling.

6.7.6 After completion of loading, the SA-cum-GA / SA-cum-DEO (CAP Storage Assistant) shall submit the executed loading slip to the Officer in-charge CAP for preparation of Gate Pass-cum-Transit Pass as per the prescribed format.

6.7.7 At the end of the day, one Paddy Acceptance Note shall be executed in respect of the total paddy transported to a particular miller. One Acceptance Note per day shall be prepared for the sum total of quantity of paddy transported to one miller basing on all Transit Passes / Truck challans on a particular day as per prescribed format.

6.7.8 Necessary entries shall be done in Paddy Issue-cum-Millers Control Register and Paddy Stock Register.

6.7.9 Paddy shall be issued on First In First Out (FIFO) principle so that older stock is issued before issue of newer stock.

6.8 Scientific preservation of stocks under CAP

6.8.1 The open storage stacks shall be given prophylactic and curative treatments at prescribed periodical intervals with approved chemicals and rodenticides to save the grains from the possible losses and quality deterioration due to activities of insects and rodents.

6.9 Aeration of stacks

6.9.1 Aeration of stacks is very important to check condensation and to maintain the health of the stocks.

6.9.2 *Minimum aeration requirement are as follow:*

- (i) Aeration with moisture content less than 12% - once in a fortnight.
- (ii) Aeration with moisture content between 12% to 16% - once in 3 days.
- (iii) Aeration with moisture content above 16% - Till the moisture content is brought to 16% - once every day.

In case the stocks are affected by rain water and condensation, the entire cover is to be removed and full aeration is to be given to stacks.

6.9.3 The aeration shall be given on all clear days after removing the stack cover.

6.9.4 On all clear weather days, aeration of stocks must be done in the day time by lifting the cover upto a height of 4 bags. In the evening, it should be brought back to original position.

6.9.5 During cloudy days, care should be taken to keep the stacks properly covered.

6.9.6 It is to be ensured that the funnels of CAP cover (Normally 6 in one cover) shall be kept open so that the warm air inside the cover passes out freely.

6.10 Reconditioning and salvaging operation

6.10.1 Paddy stocks in CAP storage are prone to damage due to rains and condensation even after taking all the precautions.

6.10.2 The stocks may get affected with rain water requiring reconditioning of the affected grains in order to salvage sound grains from the affected stocks.

6.10.3 Whenever the bags are affected, reconditioning operations should be taken up without any loss of time. All affected bags are to be removed from the stacks.

6.10.4 The affected bags are to be cut open and damaged portion to be segregated by hand picking.

6.10.5 In case of dry grain heating due to increase in moisture level / direct entry of rain water, the stack cover should be removed immediately to dissipate the heat and the affected bags may be segregated on stack breaking for reconditioning.

6.11 Weighment of stocks

6.11.1 The stocks shall be received in the CAP Storage Centre on 100% weighment in a nearby weighbridge (identified beforehand). The representative of the PACS may witness the weighment operation at the weighbridge.

6.11.2 Acceptance Note shall be issued to the PACS as per this weighment.

6.11.3 The weighment particulars as per kanta slip shall be recorded in a register as per prescribed format.

6.11.4 The net weight of paddy shall be derived after deducting the tare weight of vehicle and tare weight of gunny from the gross weight of vehicle in both the transactions of issue and receipt.

7 Transport and handling operations

7.1 The following table indicates the transport and handling operations and their arrangement.

Sl. No.	Particulars of transport and handling operations	Arrangement
i	Filling of husk in cement bags, hand stitching and laying on stack base	Manager CAP to ensure by engaging casual labourers.
ii	(a) Loading to trucks and transporting of paddy from PACS point to CAP Storage Centre (b) Unloading at CAP Centre and stacking.	Handling & Transport contractor for paddy shall be appointed through short tender call for undertaking this operation Till finalisation of tender and appointment of H & T contractor, for paddy, the existing level-I H & T Contractor under PDS may be engaged at the approved rates as per Government instructions. The H & T Contractor shall lift the paddy on the same day / maximum within 3 days of bagging by the society failing which penalty shall be imposed. District Manager to ensure timely lifting of paddy from PACS.

iii	De-stacking and loading to miller's vehicle	Custom miller concerned shall engage adequate experienced labourer for this operation. For any loss due to rough handling by the labourer engaged by the miller, the same shall be recovered from the miller.
iv	Covering of stacks, de-covering, lashing of ropes, cleaning of sweepings, aeration, chemical treatment & salvage operation.	Manager CAP shall ensure it by utilising services of casual labourers at his / her disposal.

8 Insurance of paddy stocks under CAP Storage

8.1 OSCSC Head Office shall take a master policy from any Nationalised Insurance Company for the stocks in CAP Storage Centre against the risk of theft & fire, flood, cyclone, malicious damage, natural calamities & any other act of God beyond the control of human being.

8.2 In the event of occurrence of any event as cited at 8.1, it shall be duty of Manager CAPSC to ensure timely reporting to the District Office & Head Office within 48 hours of occurrence and the rough estimate of damage.

9 Books of accounts & documentation

9.1 The following Books of Accounts & Documents shall be maintained for CAP Storage operations.

Registers to be maintained

- (i) Stack Register of Paddy (Annexure - L)
- (ii) Paddy Receipts Register (Annexure - G)
- (iii) Paddy Issue Register (Annexure - I)
- (iv) Paddy Stock Register (Annexure - K)
- (v) PACS / Society Control Register (Annexure - U)
- (vi) Custom Miller Control Register (Annexure - J)
- (vii) Asset Register (Annexure - N)
- (viii) Stock and Utilisation Registers of Chemicals (Annexure - O)
- (ix) Weighment register (Annexure - M)
- (x) Staff Attendance Register

Documents to be maintained / report & returns

- (i) Paddy Transit Pass (PACS to CAPSC) (Annexure -A)
- (ii) Paddy Transfer Acceptance Note (Annexure -B)
- (iii) Unloading slip (Annexure - E)
- (iv) Paddy Release Order (Annexure -H)
- (v) Paddy Transit Pass (CAP to Custom miller) (Annexure -C)
- (vi) Paddy Acceptance Notes (Annexure -D)
- (vii) Loading slip (Annexure - F)
- (viii) Statement of weekly receipt & issue of paddy (Annexure - P)
- (ix) Statement of monthly receipt & issue of paddy (Annexure- Q)
- (x) Statement of monthly stock flow return of paddy (Annexure - R)
(CAPSC to District office)
- (xi) Monthly storage loss return of paddy (Annexure - S)
- (xii) Statement of monthly stock flow return of paddy (Annexure - T)
(District office to Head Office)

9.2 All the prescribed books of accounts and executed documents shall be submitted in the District Office of OSCSC soon after closure of the CAP Storage Centre on proper receipt of acknowledgement.

9.3 The District Office shall preserve the records for finalisation of accounts and audit proposes.

9.4 In case of transfer of the Manager CAP Storage Centre before closure of the CAP Storage Operation, she / he will hand over all registers and all executed documents to her / his successor as per the orders of the District Manager.

The detail procedures for execution of documents and maintenance of registers are as follows:

9.5 Paddy Transfer Acceptance Note

The H & T Contractor / Authorised Representative shall lift paddy stock from the designated PACS on proper execution of "Paddy Transfer Acceptance Note". Such Acceptance Note shall be prepared by Secretary PACS / Authorised Officer of society in 04 copies for execution by both H & T Contractor and Secretary PACS / Authorised Officer of society. 03 copies of such executed Acceptance Note shall be carried by H & T Contractor for onward submission to Manager CAP. After unloading the Manager CAP shall fill up the receipt particulars and keep the first copy for CAP accounts purpose and return the 2nd & 3rd copy to the transport contractor /

representative. The transport contractor / representative shall keep the 3rd executed copy for his billing purpose and handover the 2nd executed copy to the society / PACS for their record.

For P-PAS blocks, this can be generated by computer at the society level.

9.6 Paddy Receipts Register

All the paddy received from PACS shall be recorded in Paddy Receipts Register as per the prescribed format. At the end of the day, the day's transaction and the progressive transaction shall be updated. This can be generated from computer once the proposed CAP storage application software is developed and deployed.

9.7 Paddy Release Order

The District Manager, OSCSC Ltd. shall issue release order for issue of paddy to custom millers as per the prescribed format. While Issuing Release Order (RO), the District Manager shall take into consideration the security deposit and advance rice delivered by the miller concerned and delivery of CMR against all previous paddy issued to the miller for custom milling. Issue of release order over and above the security deposit or any percentage of security deposit fixed by OSCSC to the miller would attract personal responsibility of the concerned CSO-cum-District Manager.

9.8 Paddy Issue Register

Paddy issued to the millers shall be recorded Transit Pass wise in Paddy Issue Register as per the prescribed format.

9.9 Paddy Stock Register

Paddy stock register shall be prepared as per the prescribed format. At the end of the month, one abstract of opening balance, sum total of all receipts, sum total of all issues and closing balance is to be calculated for incorporation in monthly stock return. Manager CAP shall reconcile the accounts of stock receipt and issue on daily and monthly basis.

9.10 Stack Register of Paddy

Stack history on receipt, issue and storage loss, if any, shall be recorded in the stack register as per the prescribed format for each CAP / Stack.

9.11 Asset Register

- 9.11.1 All the equipments / materials received from district office / RMC at the beginning of the season shall be recorded in a register as per the prescribed format.
- 9.11.2 Any item of material in either working condition or in-serviceable conditions if returned to the District Office shall also be recorded in the register.
- 9.11.3 On closure of the CAP storage operation, all the equipments received by the Manager CAP storage centre shall be returned to the district office.
- 9.11.4 The District Office shall receive all materials / equipments and rendering of accounts from the Manager CAPSC on proper receipt of acknowledgement in order to avoid any future complicity / audit objections.

9.12 Stock and utilisation register of the chemicals / consumables

Different types of chemicals like chhropyriphous powder, malathion & deltamethrin supplied by the district office shall be recorded along with their utilisation particulars and balance available in the "stocks and utilisation register of chemicals" as per the prescribed format.

9.13 Staff Attendance Register

One attendance register shall be maintained for recording the time of arrival and the time of departure of each category of staff including Manager CAP storage centre for subsequent verification by visiting officers / District Manager.

9.14 PACS / Society Control Register

Paddy received from the PACS / Society in a day shall be recorded PACS / Society wise in this register as per prescribed format. One folio should be allotted to each PACS /Society. Entries shall be made Paddy Transfer Acceptance Note wise and the progressive figures shall be updated on each day of transaction.

9.15 Custom Millers Control Register

Paddy issued to custom millers from the CAPSC is to be entered miller wise in this register, as per prescribed format. One folio for each miller is to be allotted.

10 Periodical Reports & Returns

A CAP storage centre shall submit the following periodical reports and returns.

(A) Daily receipt & issue of paddy to be transmitted through SMS reporting.

(B) Weekly Returns (To be submitted by CAPSC in District Office)

(i) Weekly PACS / society wise receipt & miller wise issue of paddy (vide - Annexure -P)

(C) Monthly Returns (To be submitted by CAPSC in District Office)

(i) Monthly statement of PACS/society wise receipt and miller wise issue of paddy (vide-Annexure - Q)

(ii) Monthly stock flow return of paddy enclosed with the statement (i) & (ii) above (vide - Annexure - R)

(iv) Monthly Stack wise storage loss return (vide - Annexure -S).

(D) Monthly Physical Verification Report (To be submitted by D.M, OSCSC in Head Office)

(i) CAP Storage Centre wise monthly stock flow statement with physical verification report as per the format at Annexure-T to OSCSC Head Office.

11 SMS Reporting:

Information on daily paddy received by the CAP Storage Centre from PACS and issued to the custom millers shall be reported through SMS by the OIC, CAPSC. Detail SMS format is being communicated separately.

12 Precautions during monsoon / unfair weather conditions:

During monsoon and also in other season, the rainfall forecast and forecasting of climatic conditions, possible cyclonic storms are released in advance by the Indian Metrological Deptt. through press & media.

Since very huge stock of paddy are stored in CAP storage, the bad weather days assume special significance and extra precautions bestowing utmost care and personal attention for proper up-keep of stocks is the personal responsibility of every individual associated with CAP storage operations.

12.1 Though only sound covers are used in first instance, it is likely that because of variety of factors, the covers get damaged resulting in tears & formation of holes etc. which could pose a potential danger in direct entry of rainwater into the stacks.

12.2 Careful and critical observation of the covers at frequent intervals to locate the vulnerable points is highly essential.

- 12.3 In case of any detection of tear / holes, prompt remedial actions should be taken for mending the covers to make them fit by heat sealing / by applying adhesive tapes or by stitching the tears & by applying adhesive tapes on the stitched area.
- 12.4 Just after rain, each stack of paddy is required to be examined thoroughly to see whether there is any percolation of water or any bag is drenched peripherally and the extent of rain water affected stocks.
- 12.5 In case any bag found affected with rain water, immediate action to be taken for aeration, reconditioning and salvaging in consultation with the Quality Control branch.
- 12.6 It must be ensured that water is not stagnated beneath the stack. Effective drainage system should be operated to avoid accumulation of water inside the CAP area. The stagnated water may be pushed out from the stack area.
- 12.7 It may be critically examined whether any condensation is present inside the CAP cover. Immediate steps to be taken to apply full aeration on removing the CAP cover, otherwise the grains may sprout leading to chemical changes, growth of fungus etc. which may result in deterioration of quality of paddy that will produce discoloured rice upon milling and ultimately cause loss to OSCSC.
- 12.8 While removing covers, care should be taken to see that the accumulated water on the holes do not wet the bags.
- 12.9 The cover should be opened very carefully without using hooks and pulling the cover with undue force.
- 12.10 In CAP storage, the possibility of sudden damage of foodgrains due to unexpected heavy rains / cyclonic storms is always there. The loss could be minimised or even avoided if prompt salvaging operations are undertaken.
- 12.11 In case the stacks are affected by rain, they should be broken and salvaging operations are promptly taken with additional expenditure towards labour charges.
- 12.12 After rain is over immediate steps be taken to give full aeration by removing cover so as to eliminate condensation if any.

13 Role of Regulated Market Committee (RMC)

- 13.1 RMC to provide suitable land sites inside the market yard for CAP Storage Operation.
- 13.2 RMC to provide a room from their office building for holding the office of CAP Storage Centre.
- 13.3 RMC to provide all quality testing equipments like Moisture Meter, Mini Grader, Analysis Kit, Sample Collecting Pan, Sample Divider & Ladder etc. to the CAP Storage Centre for quality test of paddy.
- 13.4 RMC to provide one electronic weighing scale for test weighment of paddy in CAP Storage Centre.
- 13.5 RMC to provide tarpaulin / polythene sheets for use beneath the truck for safe collection of spillages at the time of loading and unloading operation of paddy.
- 13.6 RMC to provide a BSc graduates @ Rs.8000/- per month for quality check of paddy at society / PACS level. Untrained staff may be trained by Q.C. Cell of OSCSC / FCI / GOI.

14 Physical Verification

- 14.1 CSO-cum-District Manager with assistance of ACSO, Asst. Manager (Accts.) / Accounts Head and any other officer shall conduct monthly physical verification of paddy under CAP Storage Operation.
- 14.2 The CSO-cum-District Manager shall submit a consolidated report of physical verification of all paddy stock under CAP storage project of a month by tenth of subsequent month in Head Office as per prescribed format.

15 Role of CSO-cum-District Manager /District Administration

- 15.1 Selection of suitable sites.
- 15.2 Arrangement of required materials & equipments.
- 15.3 Deployment of sincere and dedicated manpower.
- 15.4 Tagging of Society to each CAP Storage Centre and custom millers.
- 15.5 Issue of Release Order for lifting of paddy within security deposit and advance rice delivery.
- 15.6 Floating of tender for purchase of husk & cement bags & finalisation with due approval of Collector.
- 15.7 Tagging of H & T Contractor for lifting of paddy from PACS to CAPSC.

- 15.8 Monthly physical verification of paddy stocks under CAP Storage project.
- 15.9 Overall supervision, monitoring & timely action for smooth functioning of CAPSC avoiding loss of quantity & quality of paddy.
- 15.10 Supervision of performance of PACS to ensure procurement only FAQ paddy.

16 Miscellaneous

- 16.1 OSCSC Head Office will supply all printed stationary for CAP Storage Project.
- 16.2 Rolling paper registers and xerox copy of documents may be used to start with till supply of printed stationary are arranged by OSCSC.

17 Annexures

The formats of the registers to be maintained, documents to be generated & periodical reports & returns for different operations at the CAP Storage Centre are enclosed.

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.****Paddy Transit Pass***(For issue of paddy from PACS to the CAP Storage Centre)*

NAME OF THE PACS / Society CODE NO.....

NAME OF THE DISTRICT

NAME & ADDRESS OF THE CAP STORAGE CENTRE..... Code No.....

KMS

NAME OF H & T CONTRACTOR

VEHICLE NO NAME OF THE DRIVER

Sl. No.		Quantity despatched by PACS / Society	Quantity received at CAP	Remarks
1	No. of bags			
	<i>New B.T Will</i>			
	<i>Once used</i>			
	Total bags			
2	Gross weight of vehicle			
3	Less Tare weight vehicle			
4	Less Wt. of gunny bags			
5	Net weight			

Quality Analysis Result (To be filled by CAP Manager)

Moisture content	IFM	OFM	TFM	ISS	DSSW	Accepted/ Rejected

Signature of the Driver

Signature of Authorised
Representative of the
H & T ContractorSignature of Authorised
Representative of PACSSignature of
Manager CAPSC

N.B:-

- To be prepared in quadruplicate.
- 1st, 2nd & 3rd copy to be handed over to the H & T contractor.
- 1st copy for receiving CAP, 2nd copy is for H & T contractor & 3rd copy to be returned to the PACS through H & T contractor after execution by Manager CAP and 4th copy is retained by PACS as counterfoil.



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Paddy Transfer Acceptance Note

(To be used for delivery of paddy from PACS to CAP Storage Centre)

Acceptance note no.: _____ Date: _____ KMS: _____

Name of PACS / Society: _____

Name of CAP Storage Centre & Address: _____

Grade / Variety	No. of bags			Quantity in Qtls.
	New B. T Will	Once used	Total	
Common FAQ				
Common URS				

Signature of representative
of Society / PACS

Signature of Authorised
Representative of the
H & T Contractor

Signature of
Manager CAPSC

N.B:-

1. This Acceptance notes is to be prepared in quadruplicate by PACS/Society, at the end of the day **for the entire paddy delivered and accepted by the CAP**, in four copies with a running serial number.
2. 1st copy for the CAP, 2nd copy to the District Manager, OSCSC, 3rd copy for the H & T Contractor & 4th copy to be retained at the CAPSC.

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.****Paddy Transit Pass***(For issue of paddy from the CAP Storage Centre to the custom millers)*

NAME OF THE DISTRICT

NAME OF THE CAP STORAGE CENTRE..... CAP code no.

R.O No. Date R.O Qty. (Qtls.)

KMS

NAME OF THE CUSTOM MILLER AND ADDRESS

Miller Code No.....

Grade & Variety	No. of Bags			Quantity in Quintal
	New B.T Will	Once used	Total	
Common-FAQ				
Common-URS				
Total				

Quality Analysis Result

Moisture content	IFM	OFM	TFM	ISS	DSSW

VEHICLE NO NAME OF THE DRIVER

Signature of the Driver

Signature of Authorised
Representative of the
Custom MillerSignature of
Manager CAPSC

N.B:-

- To be prepared in triplicate.
- 1st and 2nd copy to be handed over to the Custom Miller. He will keep the 1st copy and hand over the 2nd copy to the Authorised Officer.
- 3rd copy is kept in CAP storage office.

**Annexure -D****ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.****Paddy Acceptance Note**

(To be used for delivery of paddy from CAP Storage Centre to Miller)

Acceptance note No.: _____ Date: _____ KMS: _____

Name of CAP Storage Centre & Address _____ Code no. _____

Release order no. _____ Date _____ Qty. (Qtls.) _____

Name of the Custom Miller & Address _____

Miller Code no. _____

Grade / Variety	No. of bags			Quantity in Qtls.
	New B. T Will	Once used	Total	
Common FAQ				
Common once				

Signature of Custom Miller /
Authorized Representative

Signature of
Manager CAPSC

N.B:-

- (1) One Acceptance note is to be prepared in quadruplicate at the end of the day for the entire stock delivered to a miller in the day in three copies with a running serial number.
- (2) 1st copy is for the custom miller / 2nd copy for the office of CSO-cum-District Manager / 3rd copy to the authorized office & 4th copy to be retained at CAP.

UNLOADING SLIP

UNLOADING SLIP NO. _____ DATE _____

Vehicle No.: _____

Name of Society: _____

No. of bags : _____ Quantity: _____

Name of the CAP Storage Assistant: _____

Signature of Manager CAP Storage Centre

Above stocks unloaded on counting of bags and stored in stack no. _____

Signature of CAP Storage Assistant

LOADING SLIP

Loading slip no. _____ Date _____

Vehicle No. _____

RO No. _____ Date _____

No. of Bags _____ Quantity _____

Name of the custom miller: _____

Stack no. _____

Name of CAP Storage Assistant: _____

Signature of Manager CAP Storage Centre

The above stocks loaded on counting of bags from stack no. _____

Signature of CAP Storage Assistant

Name of CAP Storage Centre _____ KMS: _____

[illegible]

Note:- The total receipt of each day transaction under column no. 8 & 9 (Receipts on date) to be totaled in red ink and acceptance note number is to be noted on the day's total at column 18.



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Paddy Release Order

(For delivery of paddy from CAP to Custom miller)

Release Order No. _____ Date _____ KMS: _____

To

The Manager CAPSC _____ Code No. _____

1. Please deliver Qtl. _____ of paddy to M/s _____
(Name of the custom miller), miller's code no. _____ observing
prescribed guidelines. Paddy is to be delivered to the custom miller or his
authorized representative only.
2. This Release Order is valid upto _____
3. No stocks shall be delivered beyond the validity period unless revalidated by
CSO-cum-District Manager.

Signature of CSO-cum-District Manager,
OSCSC Ltd.

Copy to: -

1. M/s. _____
(Name & Address of the custom miller)

2. Authorized officer of the rice mill.

Signature of CSO-cum-District Manager,
OSCSC Ltd.



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
Custom Miller Control Register

Name of CAP Storage Centre _____ KMS: _____

Name of Custom Miller: _____ Miller Code no.: _____

Sl. No.	Date	RO no. & Date	Issue on date		Acceptance note no.	Progressive Issue		Signature of Manager CAPSC / Q.A
			No. of Bags	Quantity (in Qtls.)		No. of bags	Qty. (in Qtls.)	
1	2	3	4	5	6	7	8	9



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Stack Register of Paddy

Name of the CAP Storage Centre _____ KMS: _____

Stack No. _____

Date	Opening balance		Receipts from society		Total		Issue to millers		Closing balance		Signature of Manager CAPSC
	No. of Bags	Qty. (in Qtls.)	No. of Bags	Qty. (in Qtls.)	No. of Bags	Qty. (in Qtls.)	No. of Bags	Qty. (in Qtls.)	No. of Bags	Qty. (in Qtls.)	
1	2	3	4	5	6	7	8	9	10	11	12

N.B:- On complete liquidation of a stack, sum total of the receipts and sum total of the issues to be calculated and matched to find out the storage loss if any.



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Asset Register

Name of CAP Storage Centre _____ KMS: _____

Sl. No.	Date	Name of the equipments	Opening balance (in units.)	Receipt (in units.)	Source of receipt i.e. RMC, District Office, Head Office etc.	Total (in units.)	Return to the District Office in working condition (in units)	Balance (in units)	Signature & Remarks
1	2	3	4	5		6	7	8	9

N.B:-

- (1) One folio of the register to be allotted for each equipment.
- (2) One index shall be maintained in first page of the register.



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Stocks & Utilization Register of Chemicals / Consumables

Name of Chemicals / Consumables _____

Name of CAP Storage Center _____

Sl. No.	Date	Opening Balance	Receipt from District office	Reference of District Office order	Total	Area covered under treatment	Quantity of chemicals utilized	Balance chemicals	Remarks & signature
1	2	3	4	5	6	7	8	9	10

N.B:-

- (1) One folio may be allotted for a particular chemical / Consumable.
- (2) One index may be maintained at the first page of the register.
- (3) All the unused chemicals shall be returned to the district office / any other RRC as per the order of the District Manager on closure of the CAP storage centre.

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.**

Name of CAP Storage Centre: _____

KMS: _____

Statement of Weekly Receipt & Issue of Paddy

Week from dt. _____ to dt. _____

Sl. No.	Name of Society / PACS	Quantity received		Name of miller	Quantity issued		Remarks
		No. of bags	Net weight		No. of bags	Net weight	
1	2	4	5	6	7	8	9

Signature of Manager CAP Storage Centre



Annexure - Q

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Name of CAP Storage Centre: _____

KMS: _____

Statement of Monthly Receipt & Issue of Paddy

Month: _____

Sl. No.	Name of Society / PACS	Quantity received		Name of miller	Quantity issued		Remarks
		No. of bags	Net weight		No. of bags	Net weight	
1	2	4	5	6	7	8	9

Signature of Manager CAP storage centre



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Name of CAP Storage Centre: _____

KMS: _____

Statement of Monthly Stock Flow Return of Paddy

Month: _____

Sl. No.	Opening Balance		Receipts from society / PACS		Total		Progressive receipts		Issue to millers during the month		Progressive issue to millers		Storage loss		Closing balance	
	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight	No. of bags	Net weight
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	15

Details of stock position in units:-

(1) No. of full stack x 3000 bags = _____

(2) No. of part stacks & total bags in part stacks = _____

Total no. of bags = _____

Signature of the Manager CAP storage centre



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

Monthly Storage Loss Return of Paddy

1. Name of CAP Storage Centre: _____
2. Name of month : _____
3. KMS: _____

Sl. No.	Stack No.	Date of formation	Receipt Data		M. C at the time of receipt (%)	Date of liquidation	Issue data		M.C at the time of issue (%)	Storage loss in Qty. (5-9)	% of storage loss (11/5 x 100)	Storage duration (7-3)	Remarks
			No. of Bags	Net weight			No. of Bags	Net weight					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

N.B:-

- (1) Only fully liquidated stacks account to be taken into consideration for calculating the storage loss and no part stacks to be accounted for in monthly storage loss return.
- (2) Column No. 4, 5, 8, 9 & 11 are to be totaled in the statement.

Signature of Manager CAP Storage Centre

Statement of Monthly Stock Flow Return of Paddy

KMS: _____

Signature of the District Manager



Annexure -U

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
PACS / Society Control Register

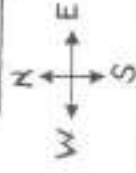
Name of CAP Storage Centre _____

Name of Society: _____

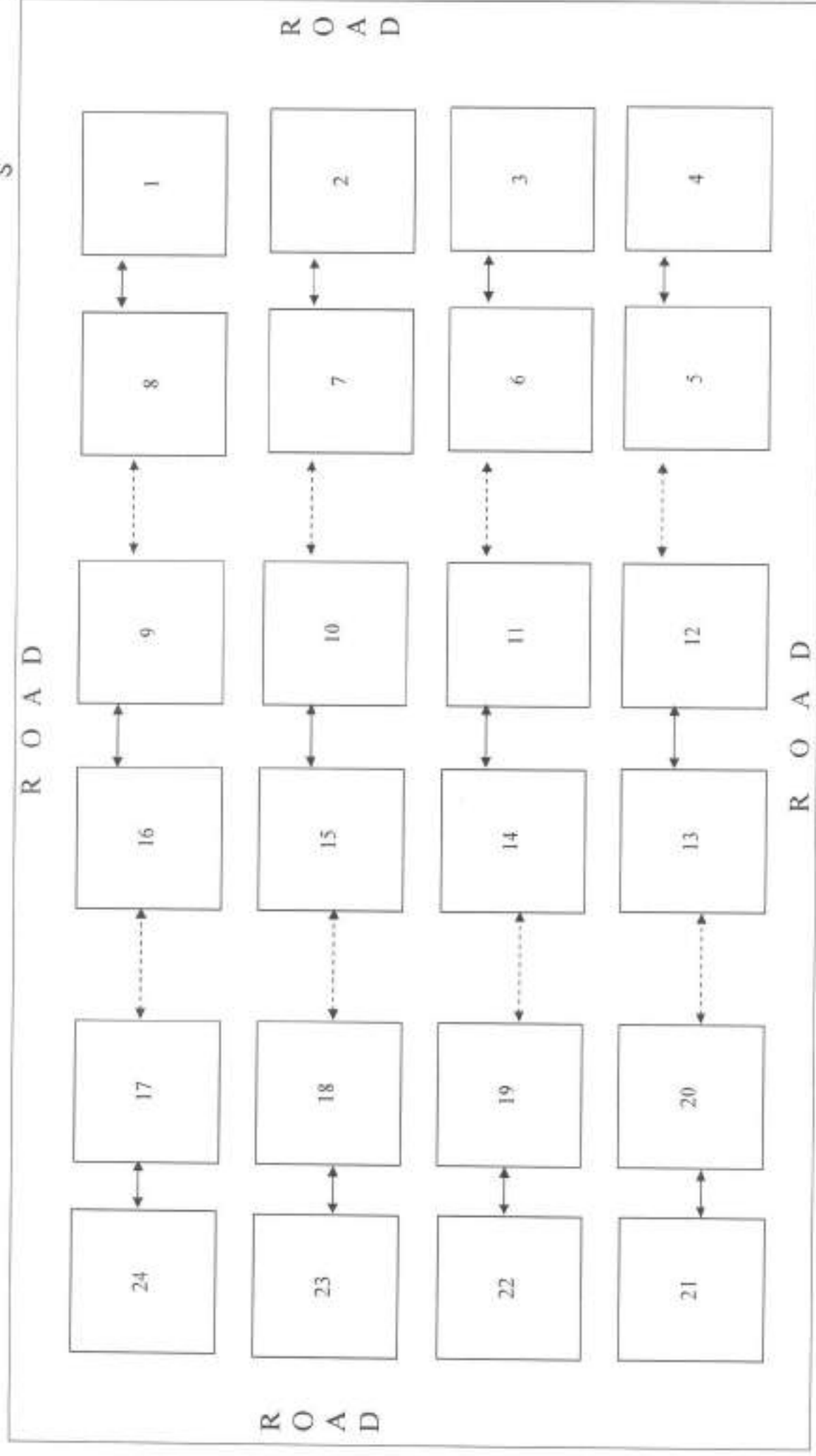
Society code number _____

KMS: _____

Sl. No.	Date	Paddy transfer acceptance note no.	Receipt on date		Progressive receipt		Signature of Manager CAPSC
			No. of Bags	Qty. in Qtls.	No. of Bags	Qty. in qtls.	



STACK PLAN OF A MODEL CAP STORAGE CENTRE



Legend: Solid line denotes gap between stack (4 to 5 ft)
Dotted line denotes gap between two sets of stacks (20 ft.)

